

## Post Funding Commitment Changes

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After the Funding Commitment Decisions Letter is received, there are certain modifications that may be made to the approved funding by notifying SLD of the changes and obtaining approval. All of these changes must be submitted online in EPC. Most changes are made via the Form 500 “Funding Commitment Adjustment Request Form.” The exceptions are the submission of a Service Substitution Request or a Service Provider Identification Number (SPIN) Change. These changes are also handled inside EPC but are not on the Form 500.

The summary of post FCDL changes that may be submitted and how to do so follows.

Modify 486 Service Start Date	Form 500
Modify Contract Expiration Date on 471	Form 500
Service Delivery Deadline Extension for Non-recurring Services	Form 500
Cancel FRN (Irrevocable)	Form 500 (or RAL if pre-commitment)
Reduce FRN (Irrevocable)	Form 500 (or RAL if pre-commitment)
Transfer of Equipment within 3 years due to entity closure	Keep Local Documentation and <i>do not</i> file Form 500
Corrective SPIN Change	SPIN Change EPC Module (or RAL if pre-commitment)
Operational SPIN Change	SPIN Change EPC Module (or RAL if pre-commitment)
Service Substitution	Service Substitution EPC Module (or RAL if pre-commitment)
Corrective Service Substitution	Appeal Module
5-Yr Disposal or Trade-in of Equipment	Keep Local Documentation and <i>do not</i> file Form 500
Change Contact Information	Via RAL Modification and State Coordinator

Instructions for how to complete each of these post-FCDL tasks are included in the following pages.





# Form 500

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The Form 500 is the “Funding Commitment Adjustment Request Form” and can be filed to accomplish one of the following:

- To adjust the funding year Service Start Date reported on a previously filed Form 486.
- To adjust the Contract Expiration Date listed on your Form 471 application.
- To request an extension of the service delivery and installation deadline for non-recurring services.
- To cancel irrevocably and totally a Funding Request Number (FRN).
- To reduce irrevocably the amount of a Funding Request Number (FRN). This is especially important for applicants that may not use all of their approved Category 2 funding. In order to recapture the funding and be able to reapply for it in future years, be sure to file Form 500 and return any unused funds to USAC. Applicants will need to provide additional information along with the Form 500 to identify exactly how much funding should be credited to each entity so that this money can be available for commitments in future years.

## **When to File**

The Form 500 cannot be filed until USAC has issued a Funding Commitment Decision Letter (FCDL) for the FRN to be modified. The Form 500 should be filed as soon as the applicant is aware of new circumstances that require adjustment to one or more FRNs.

## **How to File**

The Form 500 must be submitted in EPC.

## **Deadline**

Changes that result from filing a Form 500 will affect other parts of the application process, so the Form 500 must be filed before those changes can occur.

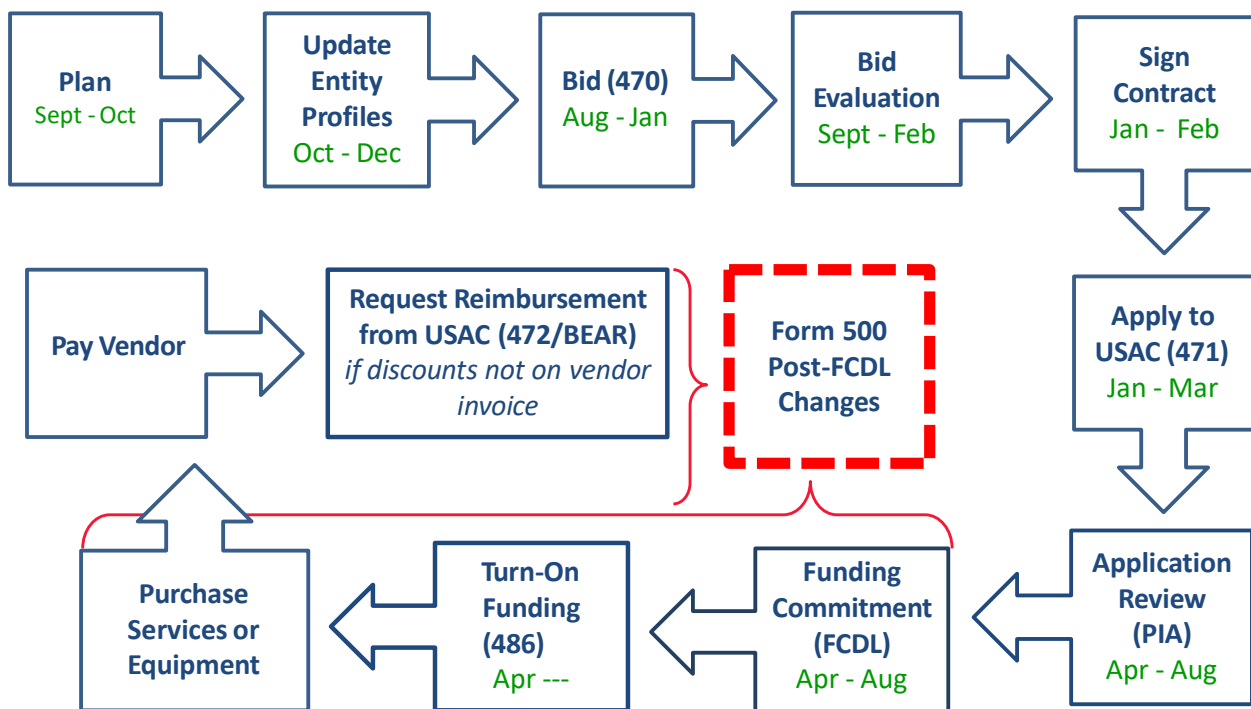
USAC will issue an applicant version and a service provider version of the Revised Funding Commitment Decision Letter (RFCDL) in EPC after the form has been successfully processed.

# E-rate Form 500 Filing Guide FY 2024



October 2023

## You are **here** in the E-rate process:



# What is the Form 500?

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- Form 500 has 5 different purposes
- Only submitted when certain situations occur
- Only submitted post-funding commitment
- For FY 2015 and earlier, paper Form 500 must be completed and then uploaded into EPC as a customer service case
  - [http://www.usac.org/\\_res/documents/sl/pdf/forms/FCC-Form-500.pdf](http://www.usac.org/_res/documents/sl/pdf/forms/FCC-Form-500.pdf)
- For FY 2016 and later, the form must be filed in EPC
  - This Guide provides instruction on filing the Form 500 in EPC, although the paper form is very similar

3

# 6 Purposes of the Form 500

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- To adjust the funding year **Service Start Date** reported on a previously filed Form 486
  - Slide 11
- To adjust the **Contract Expiration Date** listed on the Form 471
  - Slide 14
- To request a **service delivery extension**
  - Slide 17
- To **cancel a Funding Request Number (FRN)**
  - Slide 20
- To **reduce the amount of an FRN**
  - Slide 23

4

# When to File the Form 500

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- Cannot be filed before Funding Commitment Decision Letter (FCDL) has been issued, but
- Should be filed as soon as new circumstances arise that require adjustment to one or more FRNs
- **Deadline for Service Delivery Deadline Extensions: On or before the original deadline, which is typically September 30**
  - No firm deadlines for other requests
  - Form 500 may need to be submitted to implement changes that will allow for processing of other forms
  - Example: returning C2 funding so \$ can be used for future FRN approval
  - Example: extending a Category 2 contract expiration date so USAC will pay invoices for equipment or services delivered and installed after the original contract expiration date

5

# What Happens After Filing the Form 500?

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- USAC may contact the applicant with any questions about the Form 500 submission
  - This often happens when FRN funding is reduced
- USAC will issue an applicant version and a service provider version of the Revised Funding Commitment Decision Letter (RFCDL) in EPC after the form has been successfully processed
  - Processing of Form 500's can take 6+ months
    - Can escalate with CSB after 90 days

6

# Filing Form 500 for FY 2016 and Later Years

Select Form 500 option from your Landing Page

## My Landing Page



Welcome, BLUE RIBBON SCHOOL DISTRICT - PARENT ENTITY!

Funding Request Report | FCC Form 470 | FCC Form 471 | FCC Form 486 |  
Appeal | **FCC Form 500** | SPIN Change | Service Substitution | Manage Users  
| Manage Organizations | USAC Website | Contact Us | Help

7

## Basic Information Page

### Form Details

Is this FCC Form 500 being filed to request a change to an FRN filed for FY 2015 and prior? \*

YES

NO ✓

Select No for FY 2016 and later Form 500s

Funding Year \*

2024


Nickname \*

FY 2024 SSD Change

Write a meaningful nickname to enable you to keep track of the form.

### Contact Information

Main Contact Person \*

 Julie Tritt Schell x

Contact must be an EPC user

Julie Tritt Schell

jtschell@comcast.net

Please select a main contact person by typing the contact person's name or email address.

717-730-7133 x

8



# Selection of FRN

No need to use filter for search unless you have many Form 471s to choose from. Simply move to the bottom of the screen and select the relevant FRN from the list.

**Filters**

**Application Number**  
Enter part/all of FCC Form 471 Application #

**Application Nickname**  
Enter part/all of FCC Form 471 Application Nickname

**Category of Service**  
---Please Select A Category---

CLEAR SEARCH FILTERS SEARCH

Please associate only one FCC Form 471 to this FCC Form 500.

<input type="checkbox"/> Application Number	↓ Application Nickname	Category of Service
<input type="checkbox"/> 161026453	FY 2015 - Form 471 - Category 2 - Owen J Roberts	Category 2
<input type="checkbox"/> 161005774	FY 2016 - Category 1 - Owen J Roberts	Category 1

9

# Select the Purpose of the Form 500

## Type of Change

Select Yes for the purpose of this Form 500, and select No for the other 5 options

**I want to change the service start date.** \* [\(More Info\)](#)

Complete if you wish to change the Service Start Date you listed on a previously filed FCC Form 486. This action will NOT increase funding.

YES NO

**I want to change the contract expiration date.** \* [\(More Info\)](#)

Complete if the contract expiration date has changed and you wish to report the change to USAC. This action will NOT increase funding but you could combine it with a funding reduction.

YES NO

**I want to request more time to get the services delivered and/or installed.** \* [\(More Info\)](#)

Complete if you are requesting an extension of the deadline for delivery and installation of non-recurring services or to complete Category One special construction and light the new fiber. For most non-recurring services, you must submit this request to USAC on or before the September 30 following the close of the funding year. For an extension of the deadline to complete Category One special construction and light the associated fiber, you must submit this request to USAC on or before the June 30 of the funding year. This action will NOT increase funding.

YES NO

**I want to cancel one or more of the FRNs.** \*

YES NO

**I want to partially reduce the funding in one or more of the FRNs.** \*

YES NO

**I want to notify USAC that I have moved equipment to another location.** \* [\(More Info\)](#)

Complete this section if you are transferring equipment from a closed entity to other eligible entities within three years of the date of purchase. Both the transferring and receiving entities must maintain detailed records documenting the transfer and the reason for the transfer for at least 10 years (or whatever retention period is required by the rules in effect at the time of this certification).

YES NO

Applicants no longer are required to notify USAC via Form 500 of equipment transfers within 3 years of original purchase; however, the Form 500 has not been updated to remove this option.

10

# Service Start Date Change

## Type of Change

I want to change the service start date. \* [\(More Info\)](#)

Complete if you wish to change the Service Start Date you listed on a previously filed FCC Form 486. This action will NOT increase funding.

YES ✓  NO

I want to change the contract expiration date. \* [\(More Info\)](#)

Complete if the contract expiration date has changed and you wish to report the change to USAC. This action will NOT increase funding but you could combine it with a funding reduction.

YES  NO ✓

I want to request more time to get the services delivered and/or installed. \* [\(More Info\)](#)

Complete if you are requesting an extension of the deadline for delivery and installation of non-recurring services or to complete Category One special construction and light the new fiber. For most non-recurring services, you must submit this request to USAC on or before the September 30 following the close of the funding year. For an extension of the deadline to complete Category One special construction and light the associated fiber, you must submit this request to USAC on or before the June 30 of the funding year. This action will NOT increase funding.

YES  NO ✓

I want to cancel one or more of the FRNs. \*

YES  NO ✓

I want to partially reduce the funding in one or more of the FRNs. \*

YES  NO ✓

I want to notify USAC that I have moved equipment to another location. \* [\(More Info\)](#)

Complete this section if you are transferring equipment from a closed entity to other eligible entities within three years of the date of purchase. Both the transferring and receiving entities must maintain detailed records documenting the transfer and the reason for the transfer for at least 10 years (or whatever retention period is required by the rules in effect at the time of this certification).

YES  NO ✓

CANCEL

CONTINUE

11

# Service Start Date Change Continued

### Selected FRNs

FRN	Application Number	Application Nickname	FRN Nickname	Category of Service	SPIN	SPIN Name	Original SSD	New SSD	
<input type="checkbox"/>	1699052843	161026453	FY 2015 - Form 471 - Category 2 - Owen J Roberts	Wireless - Cisco - Zones	Category 2	143030023	Zones Corporate Solutions, Inc.	May 1, 2016	<input type="text" value="mm/dd/yyyy"/>

**Provide new Service Start Date**

**Explain the reason for the change**

REMOVE (0) FRNS

Please provide an explanation or further detail about why you are requesting a change to your service start date. ⓘ

0 out of 2000 characters

### Upload supporting documentation ⓘ

Document	Description	Uploaded On	Remove
No Supporting Documents have been uploaded			

Upload Document

Upload a document if you want to provide more explanation. Not typically needed for a SSD change.

# Certifications

## Certifications

- I certify that I am authorized to submit this form on behalf of the above-named billed entity, that I have examined this request, and that, to the best of my knowledge, information, and belief, all statements of fact contained herein are true.
- I understand that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the services receive an appropriate share of benefits from those services.
- I will retain for at least ten years (or whatever retention period is required by the rules in effect at the time of this certification) after the later of the last day of the applicable funding year or the service delivery deadline for the funding request (1) any and all records that I rely upon to complete this form and (2) all documents necessary to demonstrate compliance with the statutory or regulatory requirements for the schools and libraries universal service support program. I recognize that I may be audited pursuant to this application and the applicant must produce such records as required by 47 C.F.R. § 54.516.

**Name** Julie Tritt Schell  
**Title** Consultant  
**Employer** Tritt Schell Consulting Services  
**Date** Sep 4, 2018

**Phone** 717-730-7133  
**Email** jtschell@comcast.net  
**Address** 1300 Bent Creek Blvd  
Suite 102  
Mechanicsburg, PA 17050

CANCEL BACK

SEND FOR CERTIFICATION CERTIFY

If authorized, use the blue **CERTIFY** button to submit the form (not Send for Certification).

13

# Contract Expiration Date Change

## Type of Change

**I want to change the service start date.** \* [\(More Info\)](#)

Complete if you wish to change the Service Start Date you listed on a previously filed FCC Form 486. This action will NOT increase funding.

YES NO✓

**I want to change the contract expiration date.** \* [\(More Info\)](#)

Complete if the contract expiration date has changed and you wish to report the change to USAC. This action will NOT increase funding but you could combine it with a funding reduction.

YES✓ NO

**I want to request more time to get the services delivered and/or installed.** \* [\(More Info\)](#)

Complete if you are requesting an extension of the deadline for delivery and installation of non-recurring services or to complete Category One special construction and light the new fiber. For most non-recurring services, you must submit this request to USAC on or before the September 30 following the close of the funding year. For an extension of the deadline to complete Category One special construction and light the associated fiber, you must submit this request to USAC on or before the June 30 of the funding year. This action will NOT increase funding.

YES NO✓

**I want to cancel one or more of the FRNs.** \*

YES NO✓

**I want to partially reduce the funding in one or more of the FRNs.** \*

YES NO✓

**I want to notify USAC that I have moved equipment to another location.** \* [\(More Info\)](#)

Complete this section if you are transferring equipment from a closed entity to other eligible entities within three years of the date of purchase. Both the transferring and receiving entities must maintain detailed records documenting the transfer and the reason for the transfer for at least 10 years (or whatever retention period is required by the rules in effect at the time of this certification).

YES NO✓

14

# Contract Expiration Date Change

**Selected FRNs** **Provide new Contract Expiration Date**

<input type="checkbox"/>	FRN	Application Number	Application Nickname	FRN Nickname	Category of Service	SPIN	SPIN Name	Original CED	New CED
<input type="checkbox"/>	1699052843	161026453	FY 2015 - Form 471 - Category 2 - Owen J Roberts	Wireless - Cisco - Zones	Category 2	143030023	Zones Corporate Solutions, Inc.	Sep 30, 2017	10/01/2017

**Explain the reason for the change**

Please provide an explanation of why you are requesting the change of your contract expiration date. ?

The contract has been extended.

31 out of 2000 characters

**Upload supporting documentation** ?

Document	Description	Uploaded On	Remove
No Supporting Documents have been uploaded			
<a href="#">Upload Document</a>			

**Upload a document if you want to provide more explanation. Not typically needed for a SSD change.**

15

# Certifications

## Certifications

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- I understand that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the services receive an appropriate share of benefits from those services.
- I will retain for at least ten years (or whatever retention period is required by the rules in effect at the time of this certification) after the later of the last day of the applicable funding year or the service delivery deadline for the funding request (1) any and all records that I rely upon to complete this form and (2) all documents necessary to demonstrate compliance with the statutory or regulatory requirements for the schools and libraries universal service support program. I recognize that I may be audited pursuant to this application and the applicant must produce such records as required by 47 C.F.R. § 54.516.

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**Date** Sep 4, 2018

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# Service Delivery Deadline Extensions

## Type of Change

I want to change the service start date. \* [\(More Info\)](#)

Complete if you wish to change the Service Start Date you listed on a previously filed FCC Form 486. This action will NOT increase funding.

YES NO ✓

I want to change the contract expiration date. \* [\(More Info\)](#)

Complete if the contract expiration date has changed and you wish to report the change to USAC. This action will NOT increase funding but you could combine it with a funding reduction.

YES NO ✓

I want to request more time to get the services delivered and/or installed. \* [\(More Info\)](#)

Complete if you are requesting an extension of the deadline for delivery and installation of non-recurring services or to complete Category One special construction and light the new fiber. For most non-recurring services, you must submit this request to USAC on or before the September 30 following the close of the funding year. For an extension of the deadline to complete Category One special construction and light the associated fiber, you must submit this request to USAC on or before the June 30 of the funding year. This action will NOT increase funding.

YES ✓ NO

I want to cancel one or more of the FRNs. \*

YES NO ✓

I want to partially reduce the funding in one or more of the FRNs. \*

YES NO ✓

I want to notify USAC that I have moved equipment to another location. \* [\(More Info\)](#)

Complete this section if you are transferring equipment from a closed entity to other eligible entities within three years of the date of purchase. Both the transferring and receiving entities must maintain detailed records documenting the transfer and the reason for the transfer for at least 10 years (or whatever retention period is required by the rules in effect at the time of this certification).

YES NO ✓

**\*\*\* Very important: The Form 500 must be submitted on or before the original Service Delivery Deadline.\*\*\***

17

# Service Delivery Deadline Extensions

- Applies to 2 limited situations:
  - Request an extension to complete Category 1 special construction and light the new fiber
    - Fiber must be lit by June 30 of the funding year
    - If fiber construction is not completed, applicants may request a 1-year extension
    - Must demonstrate the network construction was unavoidably delayed due to weather or other reasons beyond the applicant's control
    - Deadline: Extension request must be submitted to USAC by June 30 of funding year
  - Request an extension to purchase/install non-recurring services/equipment
    - Equipment must be purchased/installed by September 30 (90 days after the end of the funding year)
    - Applicants may request a 1-year extension of the September 30 deadline if service providers are unable to complete implementation for reasons beyond the service provider's control; or if service providers are unwilling to complete installation because funding disbursements are delayed while USAC investigates their application for program compliance. NOTE: This is a very broad category that encompasses most reasons an applicant would need an extension.
    - USAC automatically extends the service delivery deadlines for non-recurring services for FRNs that receive an FCDL on/after March 1, and for applicants who receive SPIN change approvals or Service Substitutions approvals on/after March 1.
    - Deadline: Extension request must be submitted to USAC by Sept 30

18



# Service Delivery Deadline Extensions

*Note: Although the heading states these are questions for the service provider, the applicant should answer these questions*

## Service Provider Questions

Was the service provider unable to complete delivery and installation for reasons beyond their control?

YES  NO

Must answer Yes to one of these two questions

Was the service provider unwilling to complete delivery and installation after USAC withheld payment for more than 60 days on an invoice for those services?

YES  NO

Please provide an explanation of why you are requesting the more time to deliver non-recurring services.

Equipment is on back order and will not arrive by the deadline.

Narrative explanation is required.

63 out of 2000 characters

Upload supporting documentation

Document	Description	Uploaded On	Remove
No Supporting Documents have been uploaded			
<a href="#">Upload Document</a>	Upload a document if you want to provide more explanation. Not required.		

19

# Certifications

## Certifications

- I certify that I am authorized to submit this form on behalf of the above-named billed entity, that I have examined this request, and that, to the best of my knowledge, information, and belief, all statements of fact contained herein are true.
- I understand that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the services receive an appropriate share of benefits from those services.
- I will retain for at least ten years (or whatever retention period is required by the rules in effect at the time of this certification) after the later of the last day of the applicable funding year or the service delivery deadline for the funding request (1) any and all records that I rely upon to complete this form and (2) all documents necessary to demonstrate compliance with the statutory or regulatory requirements for the schools and libraries universal service support program. I recognize that I may be audited pursuant to this application and the applicant must produce such records as required by 47 C.F.R. § 54.516.

**Name** Julie Tritt Schell  
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**Date** Sep 4, 2018

**Phone** 717-730-7133  
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20

# Cancel FRN – Irrevocable Action

## Type of Change

I want to change the service start date. \* [\(More Info\)](#)

Complete if you wish to change the Service Start Date you listed on a previously filed FCC Form 486. This action will NOT increase funding.

YES  NO

I want to change the contract expiration date. \* [\(More Info\)](#)

Complete if the contract expiration date has changed and you wish to report the change to USAC. This action will NOT increase funding but you could combine it with a funding reduction.

YES  NO

I want to request more time to get the services delivered and/or installed. \* [\(More Info\)](#)

Complete if you are requesting an extension of the deadline for delivery and installation of non-recurring services or to complete Category One special construction and light the new fiber. For most non-recurring services, you must submit this request to USAC on or before the September 30 following the close of the funding year. For an extension of the deadline to complete Category One special construction and light the associated fiber, you must submit this request to USAC on or before the June 30 of the funding year. This action will NOT increase funding.

YES  NO

I want to cancel one or more of the FRNs. \*

YES  NO

**Caution:** Only use this option if you are going to cancel the entire FRN. If you are going to reduce the FRN, use the partial reduction option.

I want to partially reduce the funding in one or more of the FRNs. \*

YES  NO

I want to notify USAC that I have moved equipment to another location. \* [\(More Info\)](#)

Complete this section if you are transferring equipment from a closed entity to other eligible entities within three years of the date of purchase. Both the transferring and receiving entities must maintain detailed records documenting the transfer and the reason for the transfer for at least 10 years (or whatever retention period is required by the rules in effect at the time of this certification).

YES  NO

21

# Notice the Warning and Choose Carefully

Please provide an explanation of why you are requesting the cancellation of one or more of the FRNs. ?

District chose not to make the purchase. ← Provide a simple explanation about why you're cancelling the FRN.

40 out of 2000 characters

Upload supporting documentation ?

Document	Uploaded On	Remove
<div style="border: 2px solid red; padding: 5px;">You have indicated that you are cancelling your FRN(s) and are returning all of the committed funds to USAC. Once you take this step, you will not be able to get the funds back. Do you wish to proceed?</div>		

22

# Certifications

## Certifications

- I certify that I am authorized to submit this form on behalf of the above-named billed entity, that I have examined this request, and that, to the best of my knowledge, information, and belief, all statements of fact contained herein are true.
- I understand that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the services receive an appropriate share of benefits from those services.
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**Date** Sep 4, 2018

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Mechanicsburg, PA 17050

CANCEL BACK

SEND FOR CERTIFICATION CERTIFY

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23

# FRN Reduction

## Type of Change

**I want to change the service start date.** \* [\(More Info\)](#)

Complete if you wish to change the Service Start Date you listed on a previously filed FCC Form 486. This action will NOT increase funding.

YES NO ✓

**I want to change the contract expiration date.** \* [\(More Info\)](#)

Complete if the contract expiration date has changed and you wish to report the change to USAC. This action will NOT increase funding but you could combine it with a funding reduction.

YES NO ✓

**I want to request more time to get the services delivered and/or installed.** \* [\(More Info\)](#)

Complete if you are requesting an extension of the deadline for delivery and installation of non-recurring services or to complete Category One special construction and light the new fiber. For most non-recurring services, you must submit this request to USAC on or before the September 30 following the close of the funding year. For an extension of the deadline to complete Category One special construction and light the associated fiber, you must submit this request to USAC on or before the June 30 of the funding year. This action will NOT increase funding.

YES NO ✓

**I want to cancel one or more of the FRNs.** \*

YES NO ✓

**I want to partially reduce the funding in one or more of the FRNs.** \*

YES ✓ NO

**I want to notify USAC that I have moved equipment to another location.** \* [\(More Info\)](#)

Complete this section if you are transferring equipment from a closed entity to other eligible entities within three years of the date of purchase. Both the transferring and receiving entities must maintain detailed records documenting the transfer and the reason for the transfer for at least 10 years (or whatever retention period is required by the rules in effect at the time of this certification).

YES NO ✓

24



# Must Select FRN and Provide Explanation

## Selected FRNs

To complete the Reduce FRN details for the listed FRN(s), please click on the FRN number hyperlink.

<input type="checkbox"/>	FRN	Status
<input type="checkbox"/>	<a href="#">1699052843</a>	ⓘ

REMOVE (0) FRNS

The yellow status indicates more information is needed

Select FRN hyperlink to answer additional questions

Please provide an explanation of why you are requesting the partial reduction of one or more of your FRNs. ⓘ

Installation hours were less than originally expected.

Narrative explanation is required

54 out of 2000 characters

Upload supporting documentation ⓘ

Document	Description	Uploaded On	Remove
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# Select Specific FRN Line Item to Reduce

## Revised Line Items

Click on the FRN Line item link to edit the line item details.

FRN Line Item Number ↑	Monthly Quantity	Unit	One Time Quantity	Monthly Recurring Unit Cost	One Time Unit Cost	Total Eligible Line Item Cost
1699052843.001	0	Each	500	\$0.00	\$93.87	\$46,935.00
1699052843.002	0	Each	2	\$0.00	\$4,732.24	\$9,464.48
<a href="#">1699052843.003</a>	0	Each	2	\$0.00	\$646.09	\$1,292.18
1699052843.004	0	Each	3	\$0.00	\$689.31	\$2,067.93
1699052843.005	0	Each	12	\$0.00	\$18.30	\$219.60
1699052843.006	0	Each	4	\$0.00	\$46.93	\$187.72
1699052843.007	0	Each	1	\$0.00	\$18,030.16	\$18,030.16
1699052843.008	0	Each	1	\$0.00	\$8,445.00	\$8,445.00
1699052843.009	0	Each	19	\$0.00	\$560.87	\$10,656.53
1699052843.010	0	Each	14	\$0.00	\$1,837.88	\$25,730.32

# Modify Quantity or Unit Cost

**Edit Line Item: 1699052843.003 Details**

<b>New Monthly Recurring Unit Cost *</b>	<input type="text" value="0"/>	<b>New Monthly Quantity *</b>	<input type="text" value="0"/>
<b>New One Time Unit Cost *</b>	<input type="text" value="646.09"/>	<b>New One Time Quantity *</b>	<input type="text" value="2"/>
<b>New Unit *</b>	<input type="text" value="Each"/>		

**Revised Recipients of Service for FRN Line Item: 1699052843.003**

Select the Recipient of Service to edit its details.

<input type="checkbox"/>	BEN	Entity Number	Eligible Cost per BEN
<input type="checkbox"/>	VINCENT ELEMENTARY SCHOOL	20993	1292.18

- Note: The system doesn't allow a \$0.00 to be entered, so if you want to remove the cost for unit, list it as \$0.01.

27

# Modify Funds to Recipients of Service to Match Reduced Amount

**Revised Recipients of Service for FRN Line Item: 1699052843.003**

Select the Recipient of Service to edit its details.

<input checked="" type="checkbox"/>	BEN	Entity Number	Eligible Cost per BEN
<input checked="" type="checkbox"/>	VINCENT ELEMENTARY SCHOOL	20993	1292.18

**Edit Recipient Of Service Details**

**New Total Eligible Item Cost**

**Revised Recipients of Service for FRN Line Item: 1699052843.003**

Select the Recipient of Service to edit its details.

<input type="checkbox"/>	BEN	Entity Number	Eligible Cost per BEN
<input type="checkbox"/>	VINCENT ELEMENTARY SCHOOL	20993	646.09

28

# Yellow Warning Has Turned Green

## Selected FRNs

To complete the Reduce FRN details for the listed FRN(s), please click on the FRN number hyperlink.

<input type="checkbox"/>	FRN	Status
<input type="checkbox"/>	1699052843	

REMOVE (0) FRNS

Please provide an explanation of why you are requesting the partial reduction of one or more of your FRNs. ?

Installation hours were less than originally expected.

54 out of 2000 characters

Upload supporting documentation ?

Document	Description	Uploaded On	Remove
No Supporting Documents have been uploaded			
+ Upload Document			

CANCEL BACK

CONTINUE

29

# Certifications

## Certifications

- I certify that I am authorized to submit this form on behalf of the above-named billed entity, that I have examined this request, and that, to the best of my knowledge, information, and belief, all statements of fact contained herein are true.
- I understand that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the services receive an appropriate share of benefits from those services.
- I will retain for at least ten years (or whatever retention period is required by the rules in effect at the time of this certification) after the later of the last day of the applicable funding year or the service delivery deadline for the funding request (1) any and all records that I rely upon to complete this form and (2) all documents necessary to demonstrate compliance with the statutory or regulatory requirements for the schools and libraries universal service support program. I recognize that I may be audited pursuant to this application and the applicant must produce such records as required by 47 C.F.R. § 54.516.

**Name** Julie Tritt Schell  
**Title** Consultant  
**Employer** Tritt Schell Consulting Services  
**Date** Sep 4, 2018

**Phone** 717-730-7133  
**Email** jtschell@comcast.net  
**Address** 1300 Bent Creek Blvd  
Suite 102  
Mechanicsburg, PA 17050

CANCEL BACK

SEND FOR CERTIFICATION CERTIFY

If authorized, use the blue **CERTIFY** button to submit the form (not Send for Certification).

30

# Certifications

## Certifications

- I certify that I am authorized to submit this form on behalf of the above-named billed entity, that I have examined this request, and that, to the best of my knowledge, information, and belief, all statements of fact contained herein are true.
- I understand that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the services receive an appropriate share of benefits from those services.
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**Employer** Tritt Schell Consulting Services  
**Date** Sep 4, 2018

**Phone** 717-730-7133  
**Email** jtschell@comcast.net  
**Address** 1300 Bent Creek Blvd  
Suite 102  
Mechanicsburg, PA 17050

CANCEL BACK

SEND FOR CERTIFICATION **CERTIFY**

If authorized, use the blue **CERTIFY** button to submit the form (not Send for Certification).

31

# Retrieving Copy of Filed Form 500

- On your EPC Landing Page, scroll to the bottom section, Forms and Post-Commitment Requests
- Select 500 as the Form Type and the Funding Year
- Click on Hyperlink for the specific form

**▼ FCC Forms and Post-Commitment Requests**

FCC Forms  
 Post-Commitment Requests

**Form Type** FCC Form 500  
**Funding Year** 2016

**Status**  All  
 In Review  
 Review Completed  
 Notification Issued

Form Number	Nickname	Funding Year
34440	Comcast Internet	2016
35990	FY 2016 - Firewall Cancel - York	2016

32

# Download and Print Form 500

## Funding Commitment Adjustment Request Form

### ▼ FCC Form 500 Details

View Status (+)

**Funding Year** 2016

**Submitting Organization** YORK CITY SCHOOL DISTRICT (BEN: 125790)

**Created By** Julie Tritt Schell

**Created On** 2/10/2017 3:08 PM EST

### ▼ Main Contact

**Name** Julie Tritt Schell

**Email** jtschell@comcast.net

**Phone Number** 717-730-7133

### ▼ Cancel FRN Request

FRN	Application Number	Application Nickname	FRN Nickname	Category of Service	SPIN	SPIN Name
1699022513	161013332	2016 - Category 2 Form 471 - York	Firewall - Barracuda - Integra1	Category 2	143004753	Integra Business Inc.

**Narrative:** The District decided to purchase in FY 2017.

View Supporting Documentation (+)

DOWNLOAD AND PRINT

33

# Select Yes Button and Go to Task Bar

## Funding Commitment Adjustment Request Form

### ▼ FCC Form 500 Details

View Status (+)

**Funding Year** 2016

YORK CITY SCHOOL DISTRICT (BEN: 125790)

FCC Form 500 is being exported. You will receive a task to download the exported data when it is available.

### ▼ Main Contact

**Name** Julie Tritt Schell

**Phone Number** 717-730-7133

NO

YES

### ▼ Cancel FRN Request

FRN	Application Number	Application Nickname	FRN Nickname	Category of Service	SPIN	SPIN Name
1699022513	161013332	2016 - Category 2 Form 471 - York	Firewall - Barracuda - Integra1	Category 2	143004753	Integra Business Inc.

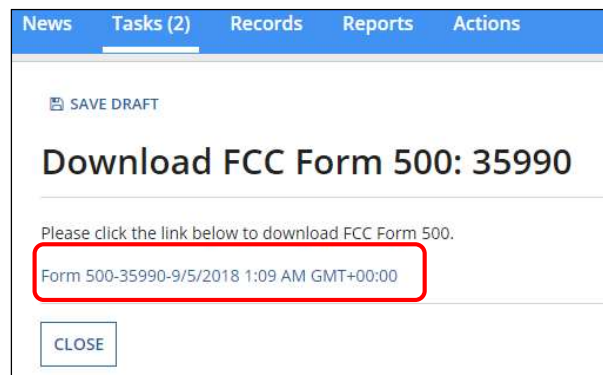
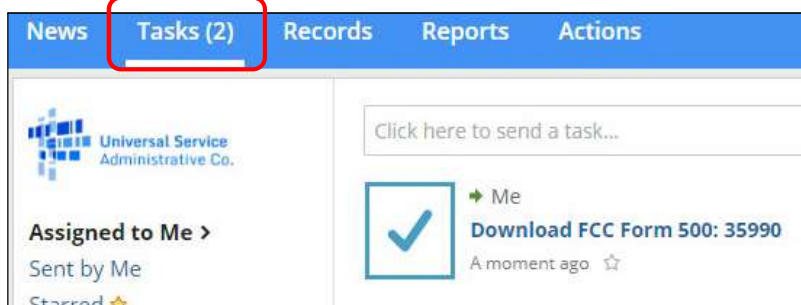
**Narrative:** The District decided to purchase in FY 2017.

View Supporting Documentation (+)

DOWNLOAD AND PRINT

34

# Find Form 500 in Tasks to Download



# SPIN Changes - Overview

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In certain situations, applicants and service providers can request a change of the Service Provider Identification Number (SPIN). This number is also known as the service provider's 498 ID. A SPIN change may either be a Corrective SPIN Change or an Operational SPIN Change.

## Corrective SPIN Change

A corrective SPIN change is a notification to USAC that the SPIN associated with a Funding Request Number (FRN) is not correct. This occurs when:

- the applicant or USAC made a data entry error, or
- a change occurred that was not initiated by the applicant.

Corrective SPIN changes include the following:

- Data entry errors were made when the Form 471 was submitted. This includes entering the wrong SPIN on the Form 471 or entering the wrong SPIN because your service provider has multiple SPINs and you entered the wrong one.
- A merger or acquisition. The original service provider has merged with, or has been acquired by, another company and the SPIN indicated on the FRN has changed.
- Other instances when the SPIN indicated on the Form 471 changed when you did not initiate the change.

Corrective SPIN change requests must be submitted no earlier than the date of your Receipt Acknowledgment Letter (RAL)—unless you have been contacted by USAC for clarification about this application—and no later than the last date to submit an invoice.

## Operational SPIN Change

An operational SPIN change is a request to change the actual service provider associated with an FRN. The change in service providers is the result of a deliberate decision by the applicant.

Operational SPIN changes must be submitted no earlier than the date of your Funding Commitment Decision Letter (FCDL) and no later than the last date to submit an invoice. USAC will not process requests for pre-commitment operational SPIN changes.

**NOTE:** Applicants who file SPIN change requests must still comply with the deadlines for the Form 486. If the SPIN change is being submitted near the invoicing deadline date, the applicant may want to request an invoice deadline extension request (IDER). This will extend the invoice deadline while the SPIN change is being reviewed and processed.





# Corrective SPIN Changes

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A request to correct a Service Provider Identification Number (SPIN) is a request to change a SPIN that usually does not change the actual service provider. There are three categories of SPIN corrections that the SLD will consider upon written request.

## **Category #1 - SLD or the applicant made a data entry error**

If a service provider or SPIN is incorrectly named or indicated in a Receipt Acknowledgment Letter (RAL) or a Funding Commitment Decision Letter (FCDL), the SLD will correct the SPIN upon written request and verification. This includes situations where the right company was named, but the wrong SPIN associated with that company was indicated.

SPIN corrections cannot be used in a situation where the original Funding Request Number (FRN) was denied; denials have to be addressed through the Appeals process.

## **Category #2 – Original service provider changed its SPIN due to a merger or acquisition**

If a service provider's SPIN has changed due to the merger of companies or the acquisition of one company by another, USAC will make the correction upon written request and verification by the service provider. However, if the merger or acquisition will result in a change on some FRNs but not on other FRNs, the applicant must initiate the request.

Occasionally, the service provider does not initiate a global SPIN change. In this case, applicants can bring the situation to USAC's attention so that USAC can contact the service provider.

## **Category #3 - Other instances of a service provider indicating a change.**

The service provider may also have indicated the change rather than the applicant.

## **How to Request a Corrective SPIN Change**

A request for a SPIN correction (not substituting the actual provider of your service, but instead correctly identifying that provider) may be submitted while your application is under review or after commitment has been made.

### **1. To correct a SPIN While Your Application is Under Review**

Applicants will receive RAL in their EPC News feed after filing the FCC Form 471. Corrective SPIN changes can be submitted through the RAL modification process while the form is still under review. RAL modifications are included in the documentation that your Program Integrity Assurance (PIA) reviewer uses to review your form.

To Submit a RAL modification:

- Search for your Form 471 from the FCC Forms and Post-Commitment Requests section at the bottom of your EPC landing page.
- Click on the application number to access your form.
- From the Related Actions menu at the top of the page, choose Submit Modification Request (RAL).
- Follow the prompts to access the fields appropriate to your request and provide the information about the FRN that requires correction.
- Provide the correct SPIN and service provider name and add a note identifying this as a corrective SPIN change.
- Specify the allowable correction category this change falls into. The allowable correction categories are:
  - Data entry correction;
  - Merger/acquisition correction;
  - Correction due to a change that was not initiated by the applicant.

A brief explanation should be provided of the circumstance requiring the change.

**2. To correct a SPIN after a Funding Commitment Has Been Made:**

Follow the SPIN Change guide and submit the request in EPC.

# Operational SPIN Changes

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Once an applicant conducts a Form 470 competitive bidding process, selects the most cost-effective vendor, and submits the Form 471, the applicant may not change to a different service provider unless all five of the following conditions are met:

- (1) The SPIN change is allowed under state and local procurement rules.
- (2) The SPIN change is allowed under the terms of any contract between the applicant and its original service provider.
- (3) The applicant has notified the existing service provider of the intention to change to a different service provider.
- (4) There is a legitimate reason to change providers (for example, breach of contract or the service provider is unable to perform the requested services).
- (5) The newly selected service provider received the next highest point value in the original bid evaluation. If the applicant did not receive multiple bids, the applicant must submit a statement explaining that it received only one or no bids.

**Important:** Changing service providers because the services are available at a lower cost from another provider or because you now wish to do business with a provider that did not originally participate in the competitive bidding process are not considered legitimate reasons for change, and requests citing such reasons will be denied.

## When to file Requests

A request for an operational SPIN change for a Funding Request Number (FRN) must be received no earlier than the date of the Funding Commitment Decision Letter (FCDL) and no later than the last date to submit an invoice for that FRN.

USAC is concerned about its ability to pay the appropriate service provider depending on when service provider changes are made and when change requests are received and approved. If a service provider is changed before USAC approves a change request, there is a possibility that USAC will inadvertently pay the old service provider. To minimize that possibility, applicants should notify USAC of their intent to change service providers as soon as the decision is made and should advise USAC of the proposed effective date of the change.

In order to reduce confusion and possible delays, applicants should send the request for the change to USAC before the change takes place so that USAC has time to process the request before the submission of any invoices for services rendered by the new service provider. Once the request is received, USAC will make no additional payments on the FRN until the change is reviewed and either: (1) approved and the SPIN is changed, or (2) denied and USAC verifies that additional invoices are for services actually rendered to the applicant by the original service provider.

## **Split FRNs when New Service is Delayed**

Split FRNs and SPIN changes are allowed when an applicant experiences a delay in receiving new service due to late provisioning or installation of the service by the new service provider. The applicant may request a SPIN change and allocation of funding back to the incumbent provider for the months in which new service was delayed. For example, if the new service provider cannot begin providing service until September 1, the applicant may request the funding for the months of July through the end of August to be split from the original FRN (which requested 12 months of funding with the new service provider) and for a new FRN to be created using the incumbent service provider's SPIN. The original FRN would then be revised to reflect funding for the period September 1 through the end of the funding year, with the new service provider's SPIN. Applicants conducting this type of operational SPIN change must remember to submit an additional Form 486 for the newly created FRN as soon as the RFCDL is received.

Applicants cannot increase the total amount of their funding request when the FRN is split between two vendors due to a delay in the installation of new service.

## **Operational SPIN Change Request Deadlines**

A SPIN change request for a funding request (FRN) must be submitted no later than the invoice deadline for the FRN.

## **Conditional Multi-Year Contracts**

If the applicant wishes to switch service providers under a multi-year contract, it may switch to a multi-year contract with a new service provider without posting a new FCC Form 470 and waiting at least 28 days. Remember, however, that the requirements listed above for initiating an operational SPIN change still apply.

The multi-year contract with the new service provider must have an expiration date no later than the original contract's expiration date and must not exceed the contract duration listed in the original FCC Form 470 or the request for proposal (RFP).

## **Service Substitutions**

Changing service providers does not allow applicants to also change the specific products or services to be supplied in their funding requests.

Applicants may make a simultaneous request for both service substitution and change in service provider by: (1) following the steps as outlined in the service substitutions procedure, and (2) including the nickname and identification number of the SPIN change request in EPC with the service substitution request.

In the event that a simultaneous service substitution and service provider change cannot be granted due to a problem with either request, USAC will contact the applicant to determine if USAC should continue to process the remaining request.

## **When to File Operational SPIN Change Requests**

Best advice: Wait until the final invoice from the original service provider is received and then file the SPIN change. This way you will know exactly how much to tell USAC to allot to each vendor (FRN) during the split FRN process.

## **How to Apply for an Operational SPIN Change**

Follow the SPIN Change Guide to submit the SPIN Change request in EPC. Note: If the SPIN change is requested after the last day to receive service, the FRN may not appear in EPC. If this should occur, the applicant should prepare their SPIN change request and submit it as a customer service case.



# SPIN Change Guide

## FY 2023

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## 2 Types of SPIN Changes

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- **SPIN Corrections**
  - Changing a SPIN that usually does not change the actual service provider
    - Most commonly used when the wrong SPIN was entered on the Form 471 – sometimes happens when a vendor has multiple SPINs
    - Sometimes used when vendors merge, and the vendor has changed the SPIN
- **SPIN – Operational Changes**
  - Changing a SPIN when the actual service provider is changing
    - Most commonly used when a vendor cannot provide the service/equipment or has gone out of business
    - Can also be used where there has been a delayed installation of recurring service and two different vendors have provided service in the same funding year

# When and Where are SPIN Changes Made?

- SPIN changes can be made the RAL Correction Process if they are discovered prior to funding commitment
  - See RAL Correction Process Guide
- After funding commitment, SPIN changes must be made in EPC using the SPIN Change Module
  - Access at the top right of the EPC Landing Page



- SPIN changes must be requested before the deadline to invoice for that FRN
  - Typically October 28 after end of funding year for recurring services
  - January 28 after end of funding year for non-recurring services

3

## Submitting the SPIN Change Request



### Create SPIN Change

General Information    Select FRNs    Detailed Info    Preview

**Submitting Organization Details**

OWEN J ROBERTS SCHOOL DISTRICT    BEN: 126238  
901 RIDGE RD    FCC Registration Number: 0003263845  
POTTSTOWN, PA 19465  
610-465-5100

**SPIN Change Details**

Nickname\*    Funding Year\*  
FY 2017 - Internet SPIN Change    2017

**Contact Information**

Main Contact Person\*    Julie Tritt Schell  
Julie Tritt Schell    jtschell@comcast.net  
Please select a main contact person by typing the contact person's name or email address.    717-730-7133

Cancel    Continue

4



# Selecting Your FRN

Don't bother entering data in these boxes.

Application Number:

Category of Service:

FRN:

SPIN Name:

SPIN:

Simply select the relevant FRN below and click "Add FRN"

<input type="checkbox"/>	FRN	Application Number	FRN Nickname	Category of Service	SPIN	SPIN Name
<input type="checkbox"/>	1799008447	171004905	Internet - Chesconet	Category 1	143004423	Chester County Community Net. Inc.
<input type="checkbox"/>	1799008450	171004906	Cable Modem - Comcast	Category 1	143013564	Comcast Cable Communications, LLC
<input type="checkbox"/>	1799008451	171004907	Fiber - Sunesys	Category 1	143019764	Sunesys, LLC
<input type="checkbox"/>	1799012688	171007152	Cisco - Wireless/Switches - Zones	Category 2	143030023	Zones Corporate Solutions, Inc.

# Select Why You Need the SPIN Change

These reasons are considered **SPIN Corrections**

These reasons are considered **Operational SPIN Changes**

**SPIN Change Details**

Please select the reason why you would like to change the service provider on the FRN(s) \*

--Please select a reason--

- The wrong service provider was entered on the original FRN due to an error
- The service provider was acquired by another provider
- The service provider has consolidated multiple SPINs into a single SPIN
- My service provider indicated that I need to change to SPIN to an affiliated SPIN
- My current service provider can no longer provide the services requested
- The quality of cellular service is unacceptable
- The service provider has gone out of business
- The service provider is not able to deliver the terms of the contract
- The service provider increased the cost of the services
- Other

# Enter the SPIN for the New Vendor

**SPIN Change Details**

Please select the reason why you would like to change the service provider on the FRN(s) \*  
The service provider increased the cost of the services ▾

Based on the information that you have provided your SPIN change type is ⓘ  
Operational SPIN Change

**Original Service Provider Information**

Original Service Provider Information Number (SPIN)  
143004423

Original Service Provider Name  
Chester County Community Net. Inc.

**New Service Provider Information**

New Service Provider Information Number (SPIN) ⓘ \*  
143001398 ×

New Service Provider Name  
Verizon Pennsylvania LLC.

**Supply Services**

To complete the SPIN Change request for the listed FRN(s), please click on the FRN number hyperlink.

FRN	Services Delivered	Status
1799008447		ⓘ

Then click on the FRN number in blue to provide additional information.

This status indicates that additional information is required. Click on the FRN number to the left to submit responses.

7

# Answer Detailed Questions

If you answer Yes to this question, additional information will be requested in order to know how much funding to divide between vendors.

**Funding Request Details**

Nickname: Internet - Chesconet FRN: 1799008447

**Detailed Information**

Has the original service provider supplied any services under this funding request? \*

Did you receive more than one bid for these services? ⓘ \*

**Narrative**

Please provide a detailed explanation of why you are changing your service provider

0 / 255 Characters | This field is optional

*Reminder, if you received more than one bid, rules require that you change to the vendor who came in second in the bid evaluation process.*

8

# When Two Vendors Have Provided Service

**Detailed Information**

Has the original service provider supplied any services under this funding request? \*

*Note: If you answer YES, USAC will split the FRN. The original FRN commitment will be reduced and a new FRN will be created with the reduced amount and with the new SPIN. The total of both FRNs cannot be greater than the original commitment. Also, a new Form 486 must be submitted for the newly created FRN.*

**For Monthly Services**

Monthly pre-discount amount from the original service provider\*

When did the old service provider stop providing service? \*

Monthly pre-discount amount for the new service provider\*

When did the new service provider start to provide services? \*

**For One-Time Services**

One-time pre-discount amount from the original service provider\*

When did the old service provider stop providing service under this FRN? \*

One-time pre-discount amount for the new service provider\*

When did the new service provider start to provide services under this FRN? \*

*Only a total of 12 months of service can be requested between the two vendors.*

# Additional Questions

Answer YES to all 4 of these questions

**Additional Questions**

Are the changes requested allowed under all applicable state and local procurement rules? \*

Have you notified your original service provider of your intent to change service providers? \*

Are the changes allowable under the terms of the contract, if any, between the applicant and its original service provider? \*

If your service provider is no longer in business, have you attempted to contact them? \*

You must upload a copy of your original bid evaluation worksheet to prove that you've selected the vendor who came in second in the bid evaluation process.

If you only received one bid, then just upload a single statement indicating so.

**Supporting Documentation**

Please provide a copy of the bid evaluation worksheet or other documentation that shows the final ranking of the bids received for these services

You must upload at least one Supporting Document. You may upload as many documents as necessary.

Document	Description	Uploaded On	Remove
No Supporting Documents have been uploaded			
<a href="#">Upload Document</a>			

# Review Draft and Submit

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- When you return to the main page, the Status will now show a green checkmark, indicating that all required information has been provided

To complete the SPIN Change request for the listed FRN(s), please click on the FRN number hyperlink.

FRN	Services Delivered	Status
<a href="#">1799008447</a>	No	✓

- Simply click Submit to transmit your request to USAC

<input type="button" value="Cancel"/>	<input type="button" value="Back"/>	<input type="button" value="Submit"/>
---------------------------------------	-------------------------------------	---------------------------------------

# Service Substitutions

---

A service substitution is a change in the products and/or services specified in the Form 471. In certain limited circumstances, applicants or service providers may request and be approved for service substitutions. In addition, service providers or equipment manufacturers may submit "global" service substitutions if, for example, they want to replace a discontinued product with a new product across all funding requests.

The certifications and representations made in the original FCC Form 471 application apply to the service substitution request. False statements on a service substitution request carry the same penalties as those indicated in the FCC Form 471 certifications.

Service substitutions encompass changes in the technical components (whether products or services or both) specified in the Form 471 Funding Request. Applicants who file service substitution requests must still comply with the deadlines for the Form 486.

## Service Substitution Criteria

Service or product substitutions must meet the following conditions as specified in the Federal Communications Commission (FCC) rules:

- The substituted services or products have the same functionality as the services or products contained in the original proposal.
- The substitution does not violate any contract provisions or state or local procurement laws.
- The substitution does not result in an increase in the percentage of ineligible services or functions.
- The requested change is within the scope of the establishing Form 470, including any Requests for Proposals (RFPs), for the original products and/or services.

If a service substitution results in a change in the pre-discount price for the supported service, E-rate funding will be based on either the pre-discount price of the product or service for which support was originally requested or the pre-discount price of the new, substituted product or service, whichever is lower.

**Example:** USAC approves an applicant's request to use 87 six-port network modules at a pre-discount cost of \$8,700.00 instead of a different brand of 58 eight-port network modules that were originally approved in the applicant's FCC Form 471 at a pre-discount cost of \$10,000.00. In this example, the pre-discount cost would be reduced to \$8,700.00 as this is the lower price.

## When to Submit a Service Substitution Request

Pre-Commitment: Submit the request via the RAL modification process. If USAC has not completed the services portion of its application review when the substitution request is submitted, then USAC will

include the substitution request in the review. The Funding Commitment Decision Letter (FCDL) includes a notation that USAC has incorporated the substitution request.

If USAC has completed the services portion of its application review, we will review and act on the substitution request separately.

Post-Commitment: If an FCDL has been issued, service substitution requests must be submitted in EPC using the service substitution request module found on the EPC landing page. Note: The Service Substitution Module in EPC is not intuitive and applicants often find it is easiest to complete a single line of the module, and then upload a "From-To" spreadsheet with their request to fully explain each FRN line item, what was originally approved and the cost, and what is being substituted and the cost.

**Deadline**: USAC must receive a service substitution request on or before the last day to receive service for that FRN. In general, the last day to receive service is:

Recurring services: June 30 (last day of the funding year)

Non-Recurring services: September 30 following the end of the funding year

However, the deadline for the receipt of non-recurring services may be extended beyond the June 30 (i.e., special construction services) or September 30 (i.e., other non-recurring services) deadlines. (Service delivery extensions are only available for non-recurring services/charges.) If the deadline for receipt of these services is extended, the deadline for the service substitution request is automatically extended as well.

## **How to Submit a Service Substitution Request**

Applicants must submit service substitution requests in the E-rate Productivity Center (EPC).

If a service substitution results in a decreased pre-discount price, the service substitution request will be considered a request for modification of the funding commitment, just as though the applicant submitted an FCC Form 500 (Funding Commitment Adjustment Request Form). Therefore, when USAC approves a service substitution request that includes a cost decrease, we will adjust the commitment for the affected funding request to reflect the decreased pre-discount cost.

## **Service Substitution Review**

USAC's review includes an evaluation of whether "same functionality" is maintained between the original and proposed new configuration, and whether the new configuration is eligible for funding. For service substitution requests involving internal connections, USAC review may first evaluate the substitution based on the "Function" and "Product Type" for each line item in the "from" and "to" lists.

An Internal Connections service substitution request is deemed to meet FCC requirements for "same functionality" if the original and new configurations maintain consistent functions and the request does not change the type of service from one category to another.

For example, these service substitution requests meet the requirement for same functionality:

- A network switch for a network router (Function: "data distribution")

- A UPS for a tape backup (Function: "data protection")

USAC may only approve service substitution requests when FCC requirements for same functionality are met. USAC will respond in writing to the service substitution request, either approving the request or indicating the reason(s) why the request cannot be approved.

### **Service Substitution Corrections**

If you need to make subsequent corrections to a service substitution, applicants and service providers must follow the normal service substitution procedures and timelines in order to obtain pre-approval of changes.

If USAC finds an unapproved change during the invoice review process, USAC may refuse to pay the invoice for products or services that were not originally requested. Furthermore, if, during an audit, USAC discovers different products or services from those approved, USAC may make a commitment adjustment and require that you return incorrectly disbursed funds.

If the applicant discovers that products or services delivered are different from those approved on the FCC Form 471, the applicant should file a correcting service substitution even if the discovery occurs after the last day to receive service. Late-filed service corrections must be filed using the Appeal Module in EPC instead of the Service Substitution Module because EPC will not permit such requests to be submitted after the last date to receive service. To ensure that a late-filed request is processed, applicants should prominently indicate that the request is a "correcting service substitution." However, applicants are strongly encouraged to file traditional and timely service substitutions when making changes in products and services whenever possible.





# Transfer of Equipment

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Recipients of E-Rate funding are expected to use all equipment purchased with E-Rate program discounts at the particular location, for the specified purpose, and for a reasonable period of time, as approved on the FCC Form 471 Funding Request Number. If an applicant wants to transfer equipment from the entities specified in the FCC Form 471 Funding Request Number (FRN) approved by USAC, the applicant needs to ensure that they transfer the equipment in a manner consistent with FCC rules.

Eligible products and services purchased with E-Rate program discounts cannot be sold, resold, or transferred for money or any other thing of value, with the following exceptions:

- Beginning January 3, 2011, applicants can dispose of, donate, or trade “obsolete” equipment for payment or other consideration. Obsolete equipment is defined as equipment that has been installed for five years or more (see FCC [10-175](#)). Applicants are not required to continue using the equipment after five years, nor are they required to dispose of such equipment five years after installation.
- Applicants may transfer equipment in the following situations, depending on whether the transfer occurred before or after July 1, 2021. In neither situation can the equipment be sold or transferred for money or anything of value, (unless it is “obsolete” as described above):
  - Transfers that occurred **before** July 1, 2021
    - Equipment may be transferred to other eligible entities three years after the purchase date.
    - Equipment may be transferred from a temporarily or permanently closed location to other eligible entities within three years of the date of purchase.
    - Notification of transfers must be submitted to USAC using the FCC Form 500
  - Transfers that occur **on or after** July 1, 2021
    - Equipment may be transferred to other E-Rate eligible entities within the same school district or library system.
    - Equipment may be transferred from a temporarily or permanently closed location to other eligible entities
    - Equipment transfers may occur without notifying USAC via the FCC Form 500. However, both the transferor and the recipient must maintain detailed records documenting the transfer and the reason(s) for the transfer for a period of five years after the transfer occurs.

## Equipment Transfer Requirements

A transfer of equipment has occurred if the equipment provides services to entities that were not included in the original FRN. The table below summarizes the actions required for the specific period (within or after three years of purchase) depending on whether the equipment transfer took place before or after July 1, 2021. The equipment transfer rules apply to all Funding Years.

### Equipment Transfer Requirements

A transfer of equipment has occurred if the equipment provides services to entities that were not included in the original FRN. The table below summarizes the actions required for the specific period (within or after three years of purchase) depending on whether the equipment transfer took place before or after July 1, 2021. The equipment transfer rules apply to all Funding Years.

	Time Period	Actions Required
Equipment Transfer before July 1, 2021	Transfer occurs within three years of purchase	Applicant maintains documentation and files an FCC Form 500
	Transfer occurs three years after purchase	Applicant maintains documentation and does not file an FCC Form 500
Equipment Transfer on or after July 1, 2021	Transfer occurs within or after three years of purchase	Applicant maintains documentation and does not file an FCC Form 500

## **Equipment Transfer Documentation Requirements**

Both the transferor and recipient must maintain detailed records (e.g., a detailed fixed asset list or inventory records) documenting the transfer and the reason for the transfer for five years after the transfer occurs under FCC rules. The requirement to maintain equipment transfer records for five years does not affect the requirement that schools, libraries, and consortia maintain accurate asset and inventory records of equipment purchased, and the locations of such equipment, for a period of 10 years after purchase. Applicants are required to implement controls and procedures to ensure that equipment is transferred only to eligible approved locations. The detailed documentation information should include the following information:

- Equipment model, serial number, quantity installed
- Location in school or library where equipment was originally installed
- Location in school or library where equipment was transferred
- Date of installation/transfer
- Records of business reason for transfer
- FCC Form 500 supporting transfers within three years of purchase, if transfer occurred before July 1, 2021
- Operating status of funded equipment
- Information demonstrating that the equipment was operational and connected

## **Tips to Avoid Common Pitfalls**

- Remember to file the FCC Form 500 for equipment transfers that occurred prior to July 1, 2021.
- Ensure the equipment is properly installed, secured, and operational.
- Maintain an updated asset register including make, model, serial number, FRN, installation date, and location for all E-Rate funded equipment for a period of 10 years after purchase.
- Update your asset register when equipment is replaced for warranty purposes.
- Label your E-Rate equipment to make it easy to find.
- Keep complete documentation of all transfer(s) and ensure that the recipient is also E-Rate eligible.
- Perform regular inventory audits.
- Maintain all documentation related to the application for, receipt, and delivery of supported services for 10 years after the latter of the last day of the applicable funding year or the service delivery deadline for the funding request.

See the E-Rate Document Retention page for further information.

## **Equipment Trade-Ins**


Equipment purchased with E-Rate program funds can also be traded in, but no sooner than five years after the equipment is installed. Trade-ins are not allowed before the five-year period has elapsed.

The value of a trade-in does not have to be deducted from the pre-discount amount of a new funding request. Applicants are not required to notify USAC of the disposal or trade-in of equipment. However, an applicant disposing of or trading in equipment should make an appropriate entry in its asset register or inventory for E-Rate funded equipment.

For a list of donation and recycling locations for communications equipment, you may visit the Electronics Donation and Recycling page maintained by the United States Environmental Protection Agency.

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# SD E-Rate Mailing List

Welcome to the South Dakota E-Rate list. This list is for all involved in the filing of E-Rate for their schools.

Join this list to receive announcements about E-Rate and keep current with the laws and regulations in relation to E-Rate. Joining this list will greatly benefit those who have been filing E-Rate for their school(s) as well as those just learning the process.

We welcome you to join today.

**How do I subscribe to the SD E-Rate mailing list?**

Send an email message to [ListManager@k12.sd.us](mailto:ListManager@k12.sd.us).  
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