







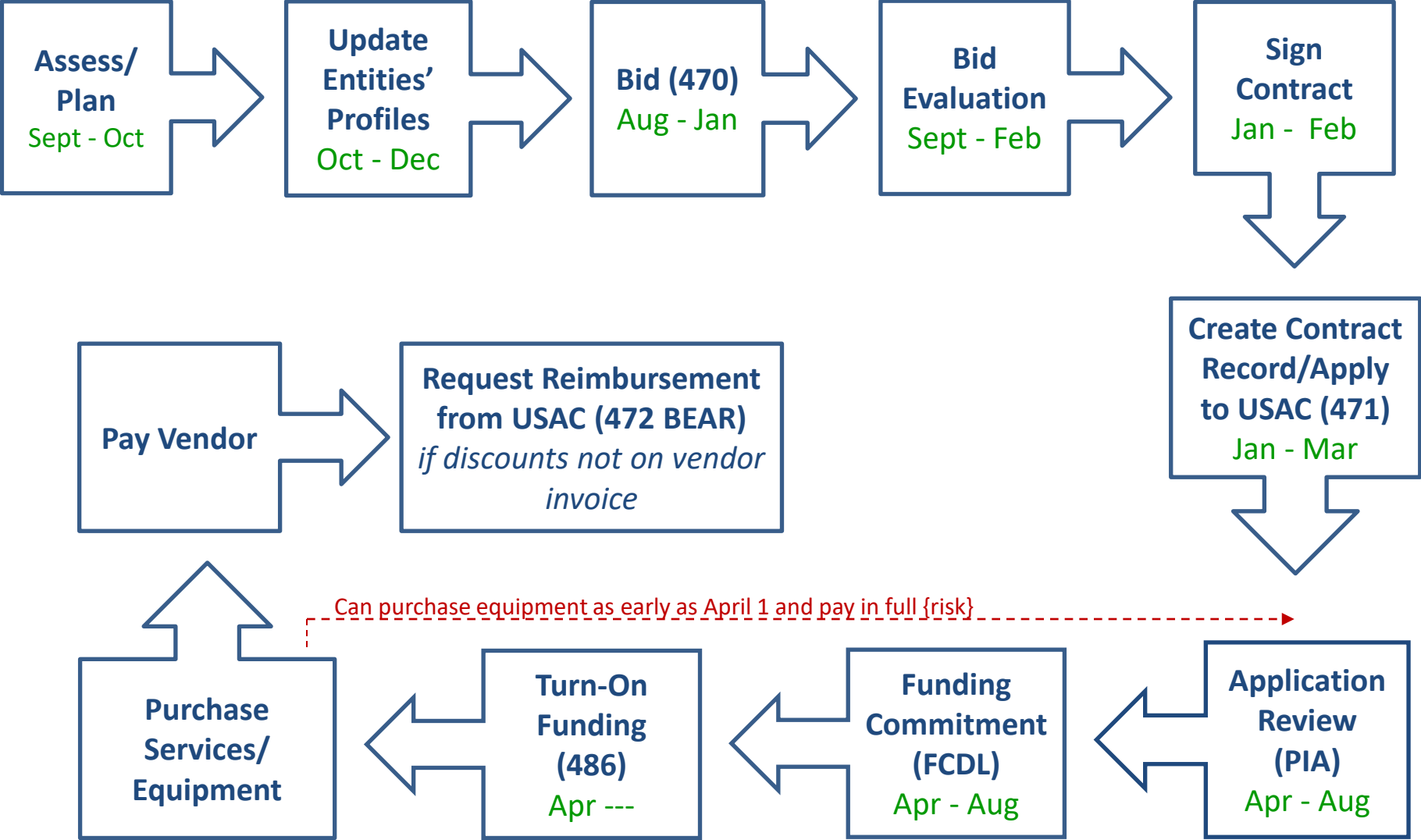


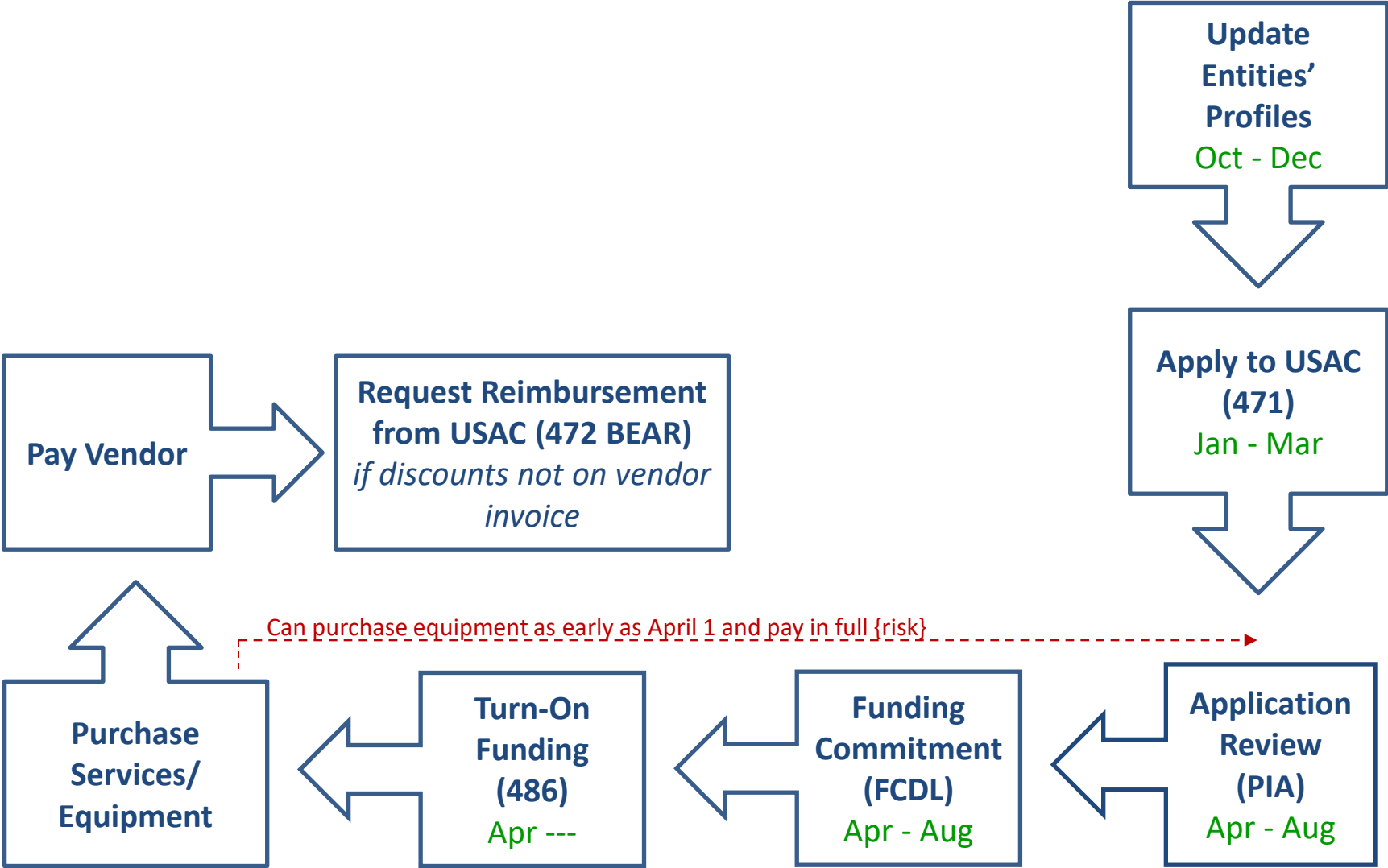
E-rate Funding Years – Dates to Remember

	APPLICATION PROCESS				RECURRING SERVICES		NON-RECURRING EQUIPMENT/SERVICES	
	Admin Window EPC Profile Updates 	Form 470 Competitive Bidding 	Form 471 Application Window to Request Discounts 	Form 486 Service Start Date + CIPA Certification 	Delivery Dates (Category 1 or 2) 	Form 472 BEAR Invoicing Deadline 	Purchase/Installation Dates 	Form 472 BEAR Invoicing Deadline 
FY 2021	Mid-Oct. 2020 – Mid-Jan. 2021	July 1, 2020 – late Feb., 2020 (29-days before 471 deadline)	Mid Jan. 2021 – Late March 2021	120 days from: FCDL <i>or</i> Service Start Date (whichever is later)	July 1, 2021 to June 30, 2022	Oct. 28, 2022	April 1, 2021 to Sept. 30, 2022	Jan. 28, 2023
FY 2020	Oct. 1, 2019 to Jan. 13, 2020 (Closed)	July 1, 2019 to Feb. 26, 2020 (29-days before 471 deadline) (Closed)	Jan.15, 2020 to March 25, 2020 (Closed)	120 days from: FCDL <i>or</i> Service Start Date (whichever is later)	July 1, 2020 to June 30, 2021	Oct. 28, 2021	April 1, 2020 to Sept. 30, 2021	Jan. 28, 2022
FY 2019	Closed	Closed	Closed	120 days from: FCDL <i>or</i> Service Start Date (whichever is later)	July 1, 2019 to June 30, 2020	Feb. 25, 2021 (extended due to COVID)	April 1, 2019 to Sept. 30, 2021 (extended due to COVID)	Jan. 28, 2022
Notes		Don't bid if in an existing, E-rate-valid, multi-year contract that expires on or after June 2022	A 471 must be filed every year to receive \$\$	FCDL = Funding Commitment Decision Letter	Broadband, Internet, Maintenance Services are Recurring	May request one 120-day extension if submitted by BEAR deadline	Non-recurring = one-time purchases	May request one 120-day extension if submitted by BEAR deadline

The E-rate Process: New Contract



The E-rate Process: Existing Contract

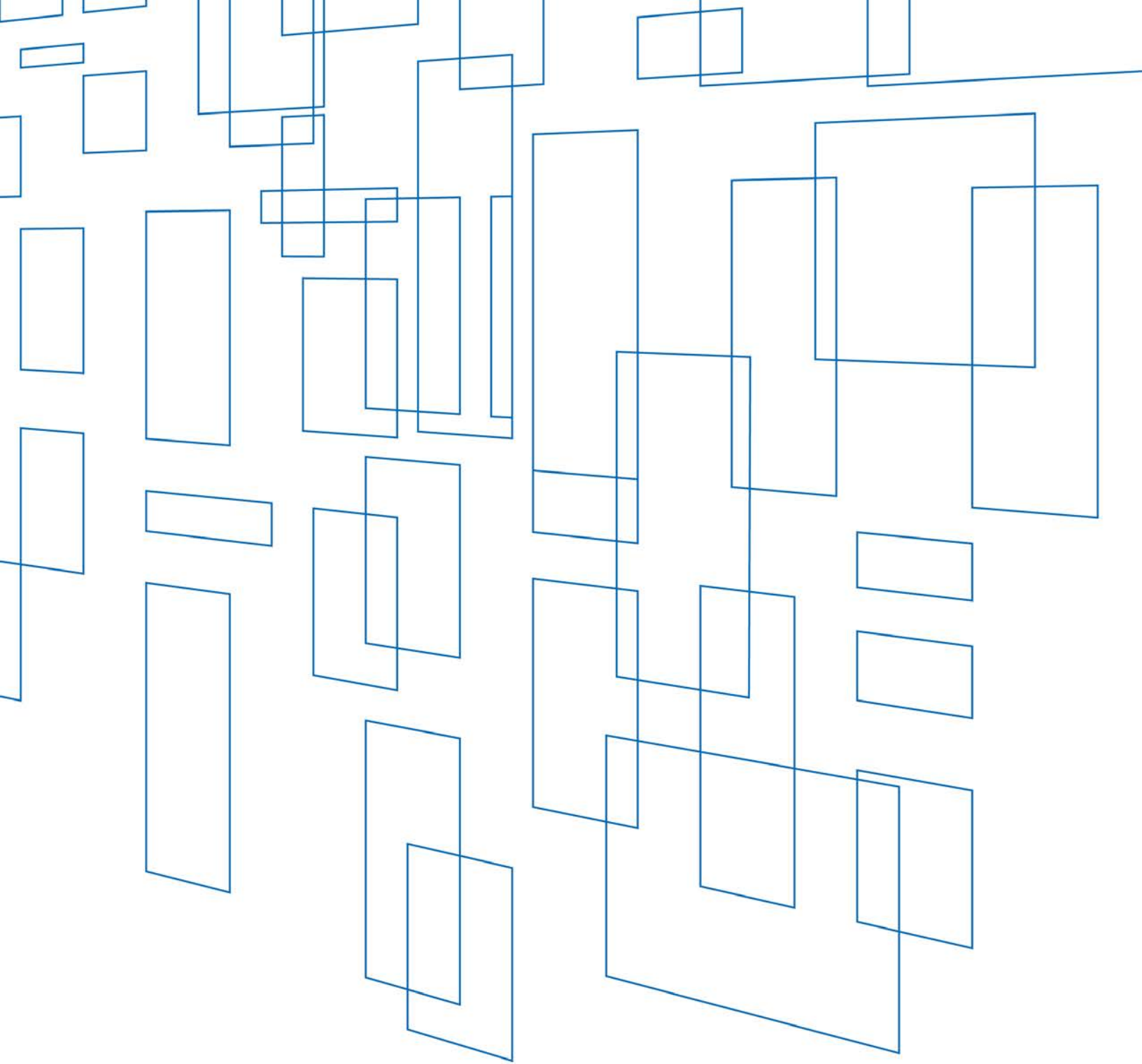


FUNDING YEAR 2021 APPLICATION CYCLE

Form		Description		FY 2021 - Non-Recurring Services/Equipment Purchases - April 1, 2021 - Sept 30, 2022																											
				FY 2021 - Recurring Services - July 1, 2021 - June 30, 2022																											
				Sept 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	June 2021	July 2021	Aug 2021	Sept 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	June 2022	July 2022	Aug 2022	Sept 2022	Oct 2022	Nov 2022	Dec 2022
470	Competitive Bidding Window (min. 29 days)	July 1, 2020 - Mid February 2021																													
AW	Administrative Window (EPC Profile Updates)	Early Oct - Mid Jan. 2021																													
	Newly Signed Vendor Contracts Uploaded to EPC																														
471	Funding Request Application Window					Mid Jan - Late Mar. 2021																									
PIA/F CDL	PIA Review/Funding Decision Letters (FCDL) Issued							April 2021 - Sept 1, 2021																							
486	CIPA Certification/Turn on Funding																														
472	BEAR Deadline - Recurring Services																											Oct 28			
	BEAR Deadline - Non-Recurring Services																													Jan 28	

REMINDERS:

- * Form 470's should be filed before a new contract is signed.
- * Form 470's must be posted for at least 29 days before bid evaluations are performed and the Form 471 is filed.
- * Most public schools require board approval before contracts are signed.
- * Contracts must be signed and uploaded into EPC prior to filing the Form 471.
- * A Form 471 must be filed EVERY year to receive E-rate funding.
- * A 1-time, 120-day BEAR extension must be requested by the original BEAR deadline.
- * Recurring Services = broadband, internet, maintenance services. 12 month funding year.
- * Non-Recurring Services = 1-time equipment purchases/C1 installation charges. 18 month funding year.



Schools and Libraries (E-rate) Program Program Overview

TABLE OF CONTENTS

Program Overview.....	3
Set Up an Organization Account in the E-rate Productivity Center (EPC)	3
Certify FCC Form 470 to Open Competitive Bidding for Desired Services.....	4
Certify FCC Form 471 to Seek Funding for Eligible Services.....	5
Receive Funding Commitment Decision Letter (USAC’s Decision on Funding Requests).....	5
Certify FCC Form 486 to Report the Delivery of Services.....	6
Complete Invoicing (FCC Form 472 or FCC Form 474) to Request Reimbursement.....	6
Appeals.....	7
Retention of Records and Audits.....	7
How to Get More Information	7
E-rate Program Timetable and List of Deadlines.....	8

SCHOOLS AND LIBRARIES (E-RATE) PROGRAM

Updated: February 2019

Program Overview

The Schools and Libraries (E-rate) Program provides discounts to assist eligible schools and libraries to obtain affordable internet access and telecommunications services. E-rate funds the following service types: Data Transmission Services and/or Internet Access, Internal Connections, Managed Internal Broadband Services, and Basic Maintenance of Internal Connections. Discounts range from 20-90 percent of the costs of eligible services, depending on the level of poverty and the urban/rural status at the school district level. Eligible schools, school districts, and libraries, may apply individually or as part of a consortium. Starting with Funding Year (FY) 2019, voice services are no longer eligible.

The E-rate Program supports connectivity, which is the conduit or pipeline for communications using telecommunications services or the internet. The school or library is responsible for providing resources such as the end-user equipment (computers, telephones, etc.), software, professional development, electrical capacity, and the other elements that are necessary to effectively use the requested eligible services and equipment.

The E-rate Program is one of four universal service programs funded through the federal Universal Service Fund (USF). The Federal Communications Commission (FCC or Commission) appointed the Universal Service Administrative Company (USAC) as the permanent administrator of the USF and the universal service programs, including the E-rate Program.

Below is an overview of the requirements and processes for schools and libraries to use to apply for and receive E-rate Program discounts. This high-level overview is not intended to be a substitute for the FCC rules, form instructions or other official guidance materials.

Set Up an Organization Account in the E-rate Productivity Center (EPC)

The E-rate Productivity Center (EPC) is the account and application management portal for the E-rate Program. This system is the primary point of entry for E-rate participants (e.g., applicants, consultants, and service providers). In EPC, applicants can complete and certify forms, obtain the status of their applications, submit requests, receive timely reminders and notifications, respond to Program Integrity Assurance (PIA) review questions, and ask program-related questions.

To get started, learn more about this system on the [EPC webpage](#). There, you'll find links to instructional videos, user guides and more.

Certify FCC Form 470 to Open Competitive Bidding for Desired Services

To begin the competitive bidding process, the applicant must complete and certify an FCC Form 470, Description of Services Requested and Certification Form, in EPC. The form notifies service providers that the applicant is seeking the products and services identified on the form and in the request for proposal (RFP), when applicable. Note that “RFP” or “RFP document” can refer to any bidding document that describes the project and requested services in more detail than what the applicant provided on the FCC Form 470.

Before selecting a service provider, applicants must wait at least 28 days after the FCC Form 470 is certified in EPC and consider all bids that were received. The applicant must select the most cost-effective service offering using price of the eligible goods and services as the primary factor. In addition to complying with the FCC’s competitive bidding requirements, applicants must also comply with all applicable state and local procurement rules and requirements.

- An applicant cannot seek discounts for goods and services on the FCC Form 471 if they were not included in an FCC Form 470.
- The FCC Form 470 MUST be completed by the entity that will negotiate with potential service providers.
- The FCC Form 470 cannot be completed by a service provider who will participate in the competitive process as a bidder. If a service provider is involved in preparing the FCC Form 470 and that service provider appears on the associated FCC Form 471, this will taint the competitive process and lead to denial of funding requests.
- The FCC Form 470 applicant is responsible for ensuring an open and fair competitive bidding process and selecting the most cost-effective provider using price of the eligible goods and services as the primary factor.
- The applicant should carefully consider whether to receive discounts on bills directly from the service provider or receive reimbursements for goods and services paid in full to the service provider.
- The applicant must retain all competing bids and other documentation to demonstrate compliance with the competitive bidding rules. All such bids must be retained for at least 10 years after the last date of service delivered.

Note that once an applicant has signed a multi-year contract in a prior funding year as a result of a posted FCC Form 470, they do not need to certify a new FCC Form 470 during the term of the contract. Instead, they can rely on the underlying FCC Form 470 and submit a FCC Form 471 to apply for discounts on the goods and services provided under that multi-year contract.

After the applicant certifies the FCC Form 470 in EPC, USAC issues an FCC Form 470 Receipt Notification Letter (RNL) in the applicant's News feed. This notification provides important information, including the Allowable Vendor Selection/Contract Date (ACD) — the earliest date the applicant can select a service provider, execute a contract, and certify an FCC Form 471.

Certify FCC Form 471 to Seek Funding for Eligible Services

After selecting a service provider, the applicant is ready to request funding by filing the FCC Form 471, Services Ordered and Certification Form. The FCC Form 471 must be filed during a specific application filing window each year. Once the filing window opens, the applicant can certify the FCC Form 471 online. Applications that are not certified within that filing window will likely not receive funding. Available funding is capped at about \$4 billion per funding year, indexed for inflation.

The FCC Form 471 calculates the discount percentage to which the applicant is entitled. In general, the E-rate Program discount is based on the percentage of the local school district population eligible for the National School Lunch Program (NSLP) (there are alternative discount mechanisms available for schools that do not participate in NSLP or choose not to use NSLP figures) and the urban/rural designation. The FCC Form 471 also lists the individual funding requests, which must be separated by service type and service provider.

- Schools and libraries are required to pay the non-discount portion of the services for which they receive discounts.
- Funding requests should be limited to the cost of eligible services that will be delivered to eligible entities for eligible purposes.
- There are a number of important certifications on the FCC Form 471. Applicants should be sure they can truthfully and correctly make these certifications. USAC checks the accuracy of the applicants' certifications and denies funding if one or more of the certifications are determined to be untrue. False statements on the FCC Form 471 (and other FCC forms) can result in civil and/or criminal liability.
- The FCC Form 471 must contain detailed information about the products and services ordered so that USAC can verify eligibility.
- The FCC Form 471 Receipt Acknowledgment Letter (RAL) issued in EPC after the form is certified provides important information to the applicant and the service provider, including a link to the data from the FCC Form 471.

Receive Funding Commitment Decision Letter (USAC's Decision on Funding Requests)

After the FCC Form 471 is certified, USAC reviews the data on the form to verify all of the funding requests on the form are accurate and compliant with E-rate Program rules. Once USAC has reviewed the FCC Form 471, it will issue one or more Funding Commitment Decision Letters (FCDLs) in EPC to both the applicant and the service provider, setting forth its funding decision for each funding request.

Certify FCC Form 486 to Report the Delivery of Services

In order to ensure that USAC pays service providers only for services that have actually been delivered, the applicant certifies the FCC Form 486, Receipt of Service Confirmation Form. This form lists the service start date for each separate funding request for which the service provider has begun to deliver services.

Applicants who have confirmed that they will begin to receive services on July of the funding year may be able to certify the FCC Form 486 early (on or before July 31 of the funding year).

The FCC Form 486 also informs USAC of the applicant's status of compliance with the Children's Internet Protection Act (CIPA).

Note that USAC may adjust the service start date and reduce the funding commitment if the form is certified after the FCC Form 486 deadline (see below). Also, non-compliance with the CIPA requirements may result in a funding denial or recovery of disbursed E-rate funds.

Complete Invoicing (FCC Form 472 or FCC Form 474) to Request Reimbursement

USAC must receive an invoice in order to pay the discount amount on services for which funds have been committed.

- Service Provider Invoice (SPI) method – If applicants receive discounted bills from service providers, the service providers must submit the FCC Form 474, Service Provider Invoice (SPI) Form, to receive payment for the discounts they have provided.
- Billed Entity Applicant Reimbursement (BEAR) method – If applicants wish to request reimbursement for services for which they have already paid in full, they must submit the FCC Form 472, Billed Entity Applicant Reimbursement (BEAR) Form. Before an applicant can submit the FCC Form 472, the applicant must have certified — and USAC must have reviewed and approved — an FCC Form 498, Service Provider and Billed Entity Identification Number and General Contact Information Form, to provide banking information for reimbursements.

The billing method for each funding request is based on the first type of invoice USAC processes for payment. Payment will not be made on an FCC Form 472 or an FCC Form 474 submitted after the invoice deadline (see below). Receipt of discounts or reimbursements completes the application process.

Appeals

If an applicant or service provider wishes to appeal a USAC decision, they must first file an appeal with USAC to seek review of the decision before filing an appeal with the FCC.

Parties must submit their appeal to USAC in EPC no later than 60 days after the date of USAC's decision letter or action. After USAC has reviewed the appeal and issued a decision, a party may appeal USAC's decision to the FCC.

Parties seeking a waiver of FCC rules (i.e., late payment fees, waiver of form deadlines, etc.) must file a waiver request directly with the FCC. USAC cannot waive FCC rules.

Retention of Records and Audits

Program participants must maintain their records for at least 10 years after the latter of the last day of the applicable funding year or the service delivery deadline for the funding request to be able to comply with audits and other inquiries or investigations.

How to Get More Information

All of the material covered in this overview is discussed in more detail on [USAC's website](#).

You can obtain specific information on completing the individual forms by reviewing the [form](#) user guides and by [watching video tutorials](#). The [Reference Area](#) of the website also contains useful documents.

The Client Service Bureau is also available to answer questions by telephone at (888) 203-8100, weekdays from 8 a.m. to 8 p.m. ET, or through customer service cases in EPC.

E-rate Program Timetable and List of Deadlines

Form or Event	Deadline or Dates
Funding Year	July 1 through the following June 30 (Non-recurring services can be delivered and installed through September 30.)
FCC Form 470	Certified at least 28 days before the filing of the FCC Form 471, keeping in mind (1) the timeframe for compliance with all competitive bidding requirements and (2) the FCC Form 471 application filing window opening and closing dates
FCC Form 471 Window	Generally opens 5-6 months before the start of the funding year (Exact dates for each funding year will be posted on the website.)
FCC Form 471	Certified no later than 11:59 p.m. ET on the day of the close of the FCC Form 471 application filing window (Exact date will be posted on the website.)
FCC Form 486	Certified no later than 120 days after the date of the Funding Commitment Decision Letter or 120 days after the Service Start Date, whichever is later
FCC Form 498	Certified by the applicant and approved by USAC once for each of the billed entity's associated banking account(s) before an applicant can receive reimbursements via the BEAR method
FCC Form 472 (BEAR) FCC Form 474 (SPI)	Submitted no later than 120 days after the date of the FCC Form 486 Notification Letter or 120 days after the last date to receive service, whichever is later
Appeals	Submitted no later than 60 days after the date of USAC's decision letter

PROGRAM BASICS

E-RATE PROGRAM

The common term used in place of the Schools and Libraries Program. The E-rate Program provides discounts to schools and libraries for eligible products and services.

FUNDING YEAR (FY)

The funding year is a time during which program support is being provided. The FY begins July 1 and ends June 30 of the following calendar year.

NEWS BRIEF

A weekly newsletter that provides up-to-date program information, including important dates, tips regarding the application process, and other breaking news.

SCHOOLS AND LIBRARIES PROGRAM (SL)

One of the four universal service programs administered by USAC.

UNIVERSAL SERVICE

Universal service is the principle that all Americans should have access to communications services. Universal service is also the name of a fund and the category of FCC programs and policies to implement this principle.

UNIVERSAL SERVICE ADMINISTRATIVE COMPANY (USAC)

An independent, not-for-profit corporation created by the FCC in 1997 to administer the four universal service programs which help provide communities across the country with access to affordable telecommunications services.

UNIVERSAL SERVICE FUND (USF)

Money collected from telecommunications companies and dedicated to fulfilling the goals of universal service. Under the authority of the 1996 Telecom Act, the FCC created the USF as well as the Universal Service Administrative Company (USAC), the organization charged with administering universal service. Companies make contributions to universal service based on revenues from providing international and interstate telecommunications services.

TOOLS AND SYSTEMS

DATA RETRIEVAL TOOL (DRT)

A web-based USAC tool used to access information related to applications, funding commitments, and disbursements.

E-CERTIFICATION (E-CERT)

Process that allows applicants to certify and submit forms online, eliminating the need for a paper form with an original signature.

E-FILE

USAC's online forms submission tool, available at [https:// forms.universalservice.org](https://forms.universalservice.org).

E-RATE PRODUCTIVITY CENTER (EPC)

EPC is the account and application management portal for the Schools and Libraries (E-rate) Program. Applicants, consultants, and service providers participating in the E-rate Program use this tool to manage program processes and to submit questions.

OPEN DATA

Open Data sets are available for the E-rate Program including information about FCC Form 470, FCC Form 471, entities, and annexes.

FEDERAL ACTS, ORDERS, AND NOTICES

CHILDREN'S INTERNET PROTECTION ACT (CIPA)

A law that mandates certain internet safety policy and filtering requirements for recipients of E-rate Program discounts for services other than telecommunications services.

E-RATE MODERNIZATION ORDER

The FCC Report and Order that modernized the E-rate Program and focused on high-speed broadband connectivity to schools and libraries (FCC14-99).

EVERY STUDENT SUCCEEDS ACT

The Every Student Succeeds Act, 20 U.S.C. Section §7801(19) and (45), provides the statutory definition of elementary and secondary schools.

LOWEST CORRESPONDING PRICE (LCP)

The lowest price that a service provider charges to non-residential customers who are similarly situated to a particular E-rate Program applicant (school, library, or consortium) for similar services.

LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)

The LSTA, 20 U.S.C. Section 9121 et seq., (1996) provides the statutory definition of a library.

NOTICE OF PROPOSED RULE MAKING (NPRM)

An announcement issued by the FCC to detail proposed changes to FCC rules and policies and seek public comment on the changes.

PUBLIC NOTICE (PN)

A notice issued by the FCC to notify the public of an action taken, a change made, or an upcoming event.

ROLES WITHIN AND AROUND THE PROGRAM

498 COMPANY OFFICER

The officer of a service provider company who is authorized to certify that data set forth in the FCC Form 498 is true, accurate, and complete. The 498 Company Officer would typically be president, vice president of operations, vice president of finance, comptroller, treasurer, or a comparable person.

499 COMPANY OFFICER

A person who occupies a position specified in the corporate by-laws (or partnership agreement), and would typically be president, vice president for operations, vice president for finance, comptroller, treasurer, or a comparable position.

ACCOUNT ADMINISTRATOR

An EPC user who can manage users, permissions, and related entities for an organization such as a school, library, service provider, or consulting firm.

ADMINISTRATIVE AUTHORITY

The relevant authority with responsibility for administration of the eligible school or library who must certify the status of the entity's compliance with the Children's Internet Protection Act (CIPA) in order to receive universal service support.

APPLICANT

The entity applying for universal service support. In the Schools and Libraries Program the entity is a school, library, consortium, or other eligible entity that files program forms.

BILLED ENTITY

The entity that receives the bill and pays for the supported service. A Billed Entity may be different from the physical location being supported.

BOARD OF DIRECTORS

USAC Board of Directors

CLIENT SERVICE BUREAU (CSB)

A helpline available to assist applicants and service providers. You can call CSB toll free at (888) 203-8100.

COMMISSION

The short name for the Federal Communications Commission (FCC). See "FCC."

COMMON CARRIER

An organization recognized by a regulatory authority (such as a state public utility commission) to provide telecommunications services to all requesting parties, or an organization that holds itself out to provide such services generally to the public for a fee.

CONSORTIUM

A consortium (plural consortia) is a group of entities that apply together for funding.

CONSULTANT

A company or individual (non-employee of the entity) selected to perform certain activities related to the application process on behalf of the applicant or service provider for a fee. A Letter of Agency (LOA) or consultant agreement must be in place before the consultant undertakes these activities.

CONTRIBUTOR

A company that, based on the revenue reported on the FCC Forms 499-A/Q, is required to pay contributions directly to the universal service fund.

DELEGATED USERS

The employee(s) of a service provider company authorized to enter and modify company information on FCC Forms 498 and 499 through the E-File application.

EDUCATIONAL SERVICE AGENCY (ESA)

A regional public multi-service agency authorized by state statute to develop, manage, and provide services or programs to its component school districts. In some states, ESAs are called Educational Service Units (ESUs), Local Educational Agencies (LEAs), Board of Cooperative Educational Services (BOCES), or other similar designations.

ELIGIBLE ENTITY

An entity that meets the requirements for eligibility to participate in the program.

FCC FORM 498 COMPANY OFFICER

See "498 Company Officer."

FCC FORM 498 DELEGATED USERS

See "delegated users."

FCC FORM 498 GENERAL CONTACT

See "General Contact."

FEDERAL COMMUNICATIONS COMMISSION (FCC)

The U.S. government agency that regulates interstate and international communications and oversees the universal service fund.

GOVERNMENT ACCOUNTABILITY OFFICE (GAO)

An agency that studies and reports on the programs and expenditures of the federal government. It studies how the federal government spends tax payer dollars, evaluates federal programs, audits expenditures and issues legal opinions.

GENERAL CONTACT

The employee of a service provider company who filled out the FCC Form 498.

GENERAL FINANCIAL CONTACT

A person who is authorized by the applicant to retrieve the FCC Form 498 information and obtain access to EPC. They are able to complete but not certify updates to the FCC Form 498.

HEAD START

A comprehensive child development program that serves preschool-age children and their families. Head Start facilities in some states are eligible for E-rate Program funding.

INTERNET SERVICE PROVIDER (ISP)

A company that provides internet access service (also referred to as a service provider).

OFFICE OF MANAGEMENT AND BUDGET (OMB)

Part of the Executive Office of the President, OMB reviews and approves FCC forms that are used by universal service contributors and universal service program participants, contributors and service providers.

PREPARER

The employee of company that filed an FCC Form 499-A/Q.

SCHOOL OR LIBRARY OFFICIAL

A person who occupies a position of authority for the applicant (typically a superintendent, assistant superintendent, principal, assistant principal, library director, assistant library director, county administrator, district administrator, or state education department or state library lead). Must be authorized to certify that the information provided in the FCC Form 498 is true, accurate, and complete. This role cannot be assigned to a consultant.

SERVICE PROVIDER

A company that participates in the Schools and Libraries Program and provides telecommunications or internet services, equipment, hardware, or software.

TELECOMMUNICATIONS CARRIER

Common carrier, as defined by the FCC, is an entity that provides telecommunications service including inter exchange carriers, wireless carriers, and competitive local exchange carriers (also referred to as service providers).

TERMS TO KNOW BEFORE APPLYING

BILLED ENTITY NUMBER (BEN)

A unique number assigned by USAC to each billed entity (school, library, or consortium) that pays for services.

CONSULTANT REGISTRATION NUMBER (CRN)

A unique eight-digit identification number assigned by USAC to consultants.

CORESID

A 10-digit number that the FCC assigns to a business or individual that registers with the FCC. It is associated with an entity's Taxpayer Identification Number (TIN) and is required before filing FCC Forms 499-A/Q.

FCC REGISTRATION NUMBER (FCCRN)

See "CORESID."

FSCS CODES

An identifying code for public libraries issued by the Federal-State Cooperative System (FSCS), a cooperative program between the federal government and the states. FSCS data on public libraries is received from The Institute of Museum and Library Services (IMLS).

FUNDING REQUEST NUMBER

(FRN) A unique number that USAC assigns to each funding request in an FCC Form 471.

LETTER OF AGENCY (LOA)

A Letter of Agency (LOA) authorizes a consortium leader to apply for program support on behalf of each consortium member or a consultant to conduct specified activities on behalf of an applicant or service provider.

NCES CODES

An identification code for public schools issued by the National Center for Education Statistics (NCES), the primary federal entity for collecting and analyzing data related to education. Private schools may also request NCES codes.

NON-INSTRUCTIONAL FACILITY (NIF)

A school building without classrooms or a library building without public areas. Examples of school NIFs include administrative buildings, bus barns, and cafeteria facilities. Examples of library NIFs include administrative buildings, bookmobile garages, and interlibrary loan facilities.

PERSONAL IDENTIFICATION NUMBER (PIN)

A code assigned to a specific authorized person at a specific billed entity to allow online form certification (see e-certification).

SERVICE PROVIDER IDENTIFICATION NUMBER (SPIN)

A unique number that USAC assigns to each service provider once that service provider has submitted the FCC Form 498 to USAC.

SPIN – FCC FORM 498

See "FCC Form 498" or "Service Provider Identification Number."

STUDY AREA CODE (SAC)

A unique number that USAC assigns to eligible telecommunication carriers that uniquely identifies that company based on its service area. Companies must have at least one SAC per state in which they operate, but can have more than one SAC within a state if they have more than one service area.

ELIGIBLE SERVICES

BASIC MAINTENANCE OF INTERNAL CONNECTIONS

(BMIC) A Category Two service type on the Eligible Services List. Basic Maintenance of Internal Connections services cover the repair and upkeep of eligible products.

BUNDLED SERVICES COST ALLOCATION

Beginning with FY2015, E-rate Program recipients must cost allocate non-ancillary ineligible components that are bundled with eligible products or services, such as netbooks bundled with internet access, including those components that previously would have fallen within the scope of components not requiring cost allocation as described in the 2010 Clarification Order.

CATEGORY ONE SERVICES

Services used to connect broadband or internet to eligible locations, or services that provide the basic conduit access to the internet. Data Transmission Services and Internet Access are Category One services.

CATEGORY TWO SERVICES

Internal connections services needed to enable high-speed broadband connectivity and broadband internal connections components. Category Two includes local area networks/ wireless local area networks (LAN/ wireless LAN), internal connections components, basic maintenance of internal connections components, and managed internal broadband services.

DATA TRANSMISSION SERVICES AND/OR INTERNET ACCESS

A Category One service type on the Eligible Services List. Includes broadband connectivity and basic conduit access to the internet. This does not include charges for content, equipment purchases, or other services beyond basic conduit access to the internet. This service type also covers lit or dark fiber and, in special circumstances, self-provisioning of dark fiber.

DEMARCATION OR DEMARC

A demarcation refers to the point where a service provider's network ends and where an applicant's local area network (LAN) begins.

DIRECT CONNECTIONS

Direct connections allow rural schools and libraries to share access to high-speed broadband services.

DISTRICT WIDE DISCOUNT RATES

Starting with FY2015, all funding requests for any school or combination of schools within a school district qualify for a single school-district-wide discount rate.

ELIGIBLE SERVICES

Products and services that are eligible for universal service support.

ELIGIBLE SERVICES LIST (ESL)

An FCC-released annual list of the products and services approved for funding by the FCC under the Schools and Libraries Program.

INTERNAL CONNECTIONS

A Category Two service type on the Eligible Services List. Internal Connections services are eligible products, such as routers, switches, hubs, and wiring. Eligible products are located at the applicant site and must be considered a necessity to transport information to classrooms or publicly accessible areas of a library.

LOCAL AREA NETWORK (LAN)

A data* network that provides connections generally within an eligible school or library to other locations within the school or library.

*The voice and video components of a LAN are not eligible for E-rate discounts.

MANAGED INTERNAL BROADBAND SERVICES (MIBS)

A category of service on the Eligible Services List. These services are provided by a third party for the operation, management, and monitoring of internal connections components. E-rate support is limited to eligible expenses or portions of expenses that directly support and are necessary for the broadband connectivity within schools and libraries.

MANAGED WI-FI

See "Managed Internal Broadband Services (MIBS)"

WIDE AREA NETWORK (WAN)

A data* network that provides connections from within an eligible school or library to other locations beyond the school or library.

*The voice and video components of a WAN are not eligible for E-rate discounts.

DISCOUNTS

ALTERNATIVE DISCOUNT MECHANISMS

Schools that choose not to use the National School Lunch Program (NSLP) participation numbers to calculate their E-rate Program discounts may use certain federally-approved alternative mechanisms instead. These alternative discount mechanisms cannot be less stringent than the same measure of poverty established for the NSLP.

CATEGORY TWO BUDGET

Applicants applying for Category Two services in FY2015 or FY2016 will be able to request discounts up to \$150 per student pre-discount per school, up to \$2.30 per square foot pre-discount per library (\$5.00 per square foot for certain urban libraries) over a five-year period. There is a minimum (floor) of \$9,200.00 per school or library.

COMMUNITY ELIGIBILITY OPTION (CEO)

See "Community Eligibility Provision (CEP)."

COMMUNITY ELIGIBILITY PROVISION (CEP)

An alternative provision to the normal requirements for annual determinations of eligibility for free and reduced price meals under the National School Lunch Program. Schools must have at least 40 percent of their students directly certified to qualify for CEP.

DISCOUNT CALCULATIONS

Discounts in the program can be found in the discount matrix, by using the percentage of students eligible for the National School Lunch Program or an equivalent measure of poverty and the rural or urban status of the school district or library system.

NATIONAL SCHOOL LUNCH PROGRAM (NSLP)

This federal program provides school lunches to eligible students at a free or reduced rate.

NON-DISCOUNT PORTION

The non-discount portion (also called non-discount share) is the applicant's share of the cost of the eligible E-rate Program products and services, i.e., the cost to be paid by the applicant after the E-rate Program discount is applied.

URBAN/ RURAL STATUS

Every school or library in the United States is located in either a rural or an urban area, based on U.S. Census data.

PROGRAM FORMS AND CORRESPONDING LETTERS

BEAR NOTIFICATION LETTER

A BEAR(FCC Form 472) Notification Letter is sent to the service provider and the applicant after a BEAR form has been processed by USAC.

FCC FORM 470

The Description of Services Requested and Certification Form is an FCC form that schools and libraries complete to request services and establish eligibility.

FCC FORM 471

The Services Ordered and Certification Form is an FCC form that schools and libraries use to report services ordered and discounts requested for those services.

FCC FORM 472 (BEAR)

The Billed Entity Applicant Reimbursement Form is an FCC form that schools and libraries submit to USAC after paying for services in full, to request reimbursement for the discount on those services.

FCC FORM 473 (SPAC)

The Service Provider Annual Certification Form is an FCC form that service providers file annually to certify that they will comply with program rules and guidelines. This must be filed before USAC will pay invoices.

FCC FORM 474 (SPI) The Service Provider Invoice Form is an FCC form that service providers submit to request reimbursement for discounted eligible services already provided to the schools or libraries on their customer bills.

FCC FORM 479

The Certification by Administrative Authority to Billed Entity of Compliance with the Children's Internet Protection Act Form is an FCC form that consortium members (the administrative authority for CIPA purposes) submit to their consortium leader to certify that they are in compliance with the Children's Internet Protection Act. After all FCC Forms 479 are collected, the consortium leader can accurately complete the FCC Form 486.

FCC FORM 486

The Receipt of Service Confirmation and Children's Internet Protection Act Certification Form is an FCC form that schools and libraries file to inform USAC that services have begun, and of their CIPA compliance.

FCC FORM 486 NOTIFICATION LETTER

This letter is issued by both the applicant and service provider to indicate that an FCC Form 486 has been successfully processed.

FCC FORM 498

The Service Provider and Billed Entity Identification Number and General Contact Information Form issued to collect contact, remittance, and payment information from service providers and applicants receiving universal service support. Service providers must fill out this form to participate in any of the universal service programs. As of July 1, 2016, applicants who choose the Billed Entity Applicant Reimbursement (BEAR) payment method will need to file this form to receive an ID number (498 ID) for reimbursement payments.

FCC FORM 500

The Funding Commitment Adjustment Request Form is filed by schools and libraries to notify USAC of reductions to or cancellations of approved FRNs and/or changes to reported Service Start Dates or Contract Expiration Dates, to request a service delivery extension for non-recurring services, or to notify USAC of an allowable equipment transfer.

FUNDING COMMITMENT DECISION LETTER (FCDL)

A letter that contains USAC's funding decisions on an applicant's funding requests.

RECEIPT ACKNOWLEDGMENT LETTER (RAL)

A RAL is issued by USAC to both the applicant and service provider to indicate that a filed FCC Form 471 has been certified before the close of the filing window.

SPAC- FCC FORM 473

See "FCC Form 473."

SPI - FCC FORM 474

See "FCC Form 474."

APPLICATION PREPARATION AND REVIEW

28-DAY WAITING PERIOD

The minimum time period an applicant is required to wait after posting the FCC Form 470 before entering into any contract with a service provider.

ALLOWABLE CONTRACT DATE (ACD)

The Allowable Vendor Selection/Contract Date is the earliest date on which an applicant can sign a contract for contracted services or enter into an arrangement for tariffed (T) or month-to-month (MTM) services with a service provider.

BID

A response from a service provider (bidder) to a request for services.

COMPETITIVE BIDDING PROCESS

The process conducted by an applicant to select a service provider and order products and/or services. This process must be a fair and open competitive procurement.

CONTRACT AWARD DATE (CAD)

The date the contract is awarded to the service provider.

CONTRACT EXPIRATION DATE (CED)

The date the contract between the applicant and service provider ends.

CORRECTIVE SPIN CHANGE

A change to the SPIN featured on one or more FRNs that corrects a data entry error, reflects a merger or acquisition, or fixes some other type of error. It is not the result of a change to the actual service provider.

EVALUATION

A mechanism for assessing and choosing a service provider from incoming bids. Note that the price of the eligible products and services must be included as a factor in the evaluation and that factor must be weighted more heavily than any other single factor.

FCC FORM 471 FILING WINDOW

The period generally between mid-January and mid-March (prior to the start of the funding year) when forms filed are treated as having been received on the same day and are considered for funding before any other forms filed after the window closes.

LEGALLY BINDING AGREEMENT

A written offer from a service provider and acceptance from the applicant that includes all the material terms and conditions and is legally binding.

MINI-BID

An evaluation process used by applicants when a state files an FCC Form 470 and signs state master contracts with more than one service provider. The applicant must evaluate all eligible state master contracts and demonstrate why the service provider it chooses is the most cost-effective solution.

MINISTERIAL AND CLERICAL ERRORS

Sometimes known as M&C errors, these are errors applicants make on FCC Forms 470 or 471 that can be corrected after the forms are certified.

PRICING TRANSPARENCY

Provides greater visibility into pricing and technology choices by applicants. Information and pricing regarding the specific services and equipment purchased by schools and libraries shall be publicly available on USAC's website.

PROGRAM INTEGRITY ASSURANCE (PIA)

The compliance review process of FCC Forms 471 that must be completed before funding commitments are made by USAC.

REQUEST FOR PROPOSAL (RFP)

A form of solicitation for products or services that provides detailed information regarding those products or services and any additional details necessary for potential bidders to respond. Program applicants may issue RFPs in addition to filing the FCC Form 470.

SELECTIVE REVIEW

A separate component of the Program Integrity Assurance (PIA) review process that follows up on certifications that applicants make on their FCC Forms 471 about the competitive bidding process and the necessary resources to make effective use of requested services.

SELECTIVE REVIEW INFORMATION REQUEST (SRIR)

The request for information sent to applicants when they have been chosen for Selective Review.

SERVICE END DATE

The date that services will end for an FRN. USAC may adjust this date if a program violation is identified or a deadline is missed.

SERVICE START DATE

The date that services will start for an FRN. USAC may adjust this date if a program violation is identified or a deadline is missed.

STATE MASTER CONTRACT (SMC)

A contract that is competitively bid and implemented by a state government which can be used by eligible entities within the state to procure products or services, or both.

STATE REPLACEMENT CONTRACT

A state master contract, filed pursuant to a state-filed FCC Form 470, which can replace an existing state master contract that expires before the end of the upcoming funding year.

WAVE

This term is used for a group of funding commitment notifications that USAC issues to applicants and service providers on a given date. Waves are usually issued weekly.

POST COMMITMENT AND PROGRAM VIOLATIONS

1ST DEMAND LETTER

The initial letter sent by USAC to recover funds from applicants or service providers who have committed program rule violations.

2ND DEMAND LETTER

A follow-up letter to a 1st Demand Letter sent by USAC in an attempt to recover funds from applicants or service providers who have committed program rule violations.

APPEAL

An appeal is a request to reconsider a USAC decision.

AUDIT

A review of documentation and resources that verify the state of compliance with program rules.

BENEFICIARY AND CONTRIBUTOR AUDIT PROGRAM (BCAP)

Run by USAC, and carried out by auditors trained in universal service and program audit requirements, these audits of beneficiaries and contributors serve to identify noncompliance with program rules and amounts of recoverable funds.

COMMITMENT ADJUSTMENT (COMAD)

The process by which a funding commitment is reduced because of program rule violations.

COMMITMENT ADJUSTMENT LETTER (CAL)

This letter notifies both the applicant and the service provider of a COMAD. It contains a Funding Commitment Report which lists the Funding Request Numbers (FRNs) affected by the COMAD.

DETAILED AUDIT FINDING WORKSHEET (DAF)

A worksheet that contains background information and notes the basis of an exception during an audit.

DOCUMENT RETENTION

Applicants and service providers must retain documentation related to the application for, receipt, and delivery of discounted services for at least 10 years from the last date of service delivery.

INVOICE

A statement or document that (1) service providers submit to USAC after they have provided or completed service to the applicant or (2) applicants submit to USAC after they have paid for services in full. Invoices are submitted using an FCC Form 474 (service providers) or an FCC Form 472 (applicants).

INVOICE EXTENSION

A single, one-time 120-day extension of the deadline to submit an invoice – FCC Form 472 (BEAR Form) or FCC Form 474 (SPI Form). The extension must be requested on or before the invoice deadline

INVOICE STATUS REPORT (ISR)

A USAC-generated report sent to service providers upon receipt of the service provider's invoices. The report identifies which invoice line items were accepted and denied.

OPERATIONAL SPIN CHANGE

A change to the SPIN featured on one or more FRNs made as a result of a change to the actual service provider.

OPERATIONAL SPIN CHANGE

A change to the SPIN featured on one or more FRNs made as a result of a change to the actual service provider.

PAYMENT QUALITY ASSURANCE (PQA) PROGRAM

A USAC program which assesses specific payments made to beneficiaries in all four programs to determine if these payments were made in accordance with FCC rules. Using results of these assessments, USAC calculates estimates of improper payment rates and provides this information to the FCC.

QUARTERLY DISBURSEMENT REPORT

A report issued by USAC to the applicant detailing all invoicing activity (BEARs and SPIs) for all funding years that occurred during the previous quarter.

REVISED FUNDING COMMITMENT DECISION LETTER (RFCDL)

A letter issued by USAC to applicants and service providers when changes to a funding commitment occur, usually as the result of a successful appeal.

RECOVERY OF IMPROPERLY DISBURSED FUNDS (RIDF)

An RIDF is required when there has been a COMAD but funds have already been disbursed in excess of the revised commitment amount.

RED LIGHT RULE

A requirement that the FCC withhold action on an application, payment, and/or other requests for benefits when the universal service program participant is delinquent in non-tax debts owed to the FCC or other federal governmental agencies.

RED LIGHT STATUS

An entity is considered in Red Light status when the Red Light Rule goes into effect (the entity is delinquent). USAC will not make any disbursements until the delinquency has been satisfied or payment arrangements are made.

REMAND

Action taken by the FCC to return applications to USAC for further review.

SERVICE SUBSTITUTION

A change in the products and/or services originally requested in an FRN.

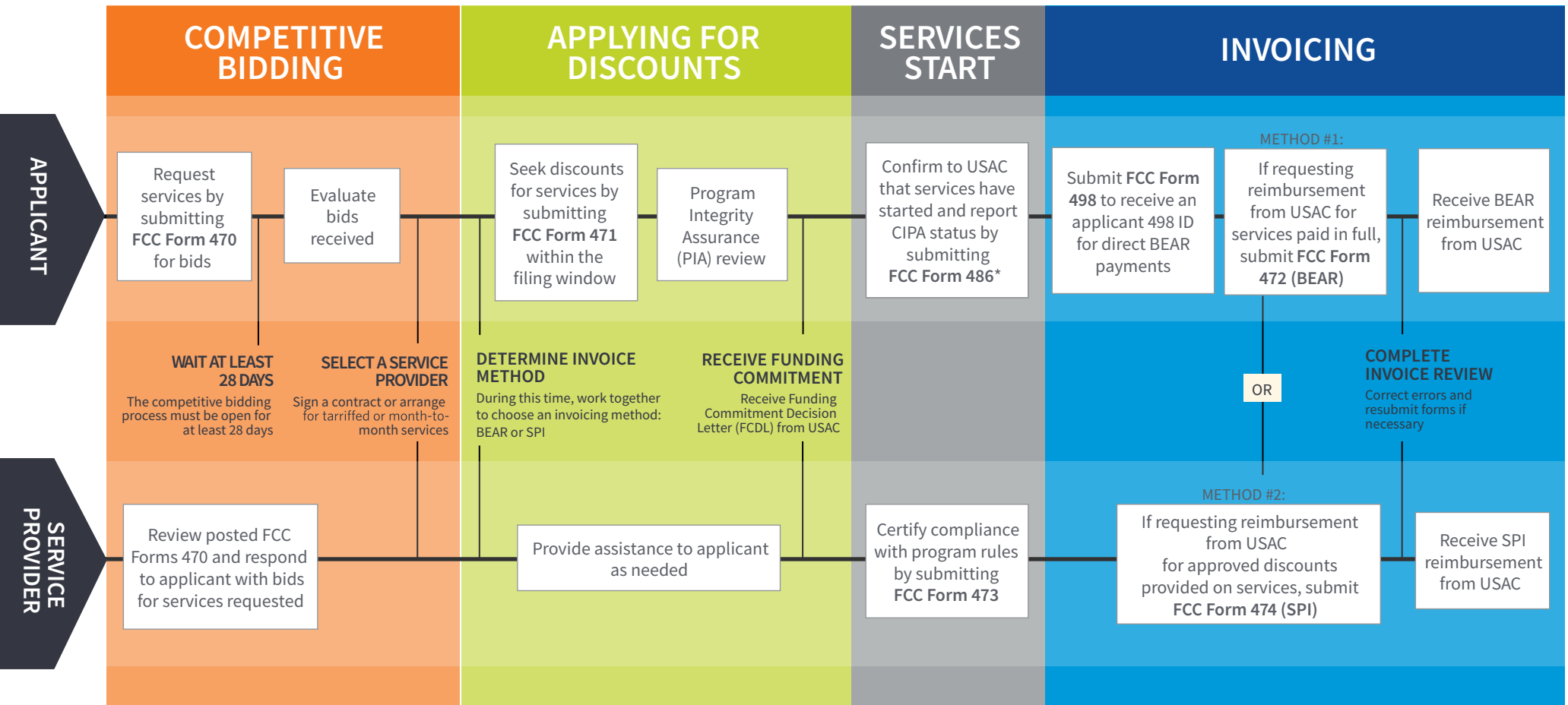
WHISTLE BLOWER ALERT/ "CODE 9 CALL"

This hotline allows members of the public to report suspected violations of program rules to USAC. These reports can be made anonymously and toll free by calling (888) 203-8100.

BEFORE YOU BEGIN:

APPLICANTS: Applicants must first have an entity number and an E-rate Productivity Center (EPC) account.

SERVICE PROVIDERS: Service providers must first obtain a Service Provider Identification Number (SPIN /service provider 498 ID) by submitting FCC Form 498.



FOR MORE INFORMATION:

- Website: The application process is broken down in detail for both applicants and service providers on the E-rate Program website (www.usac.org/e-rate).
- Glossary of Terms: Definitions for program terms and acronyms.
- *Consortium members report their CIPA status by submitting the FCC Form 479 to their consortium leader. The consortium leader then files the FCC Form 486.
- To adjust funding commitments and/or modify the dates for receipt of services after the FCDL is issued, file the FCC Form 500.