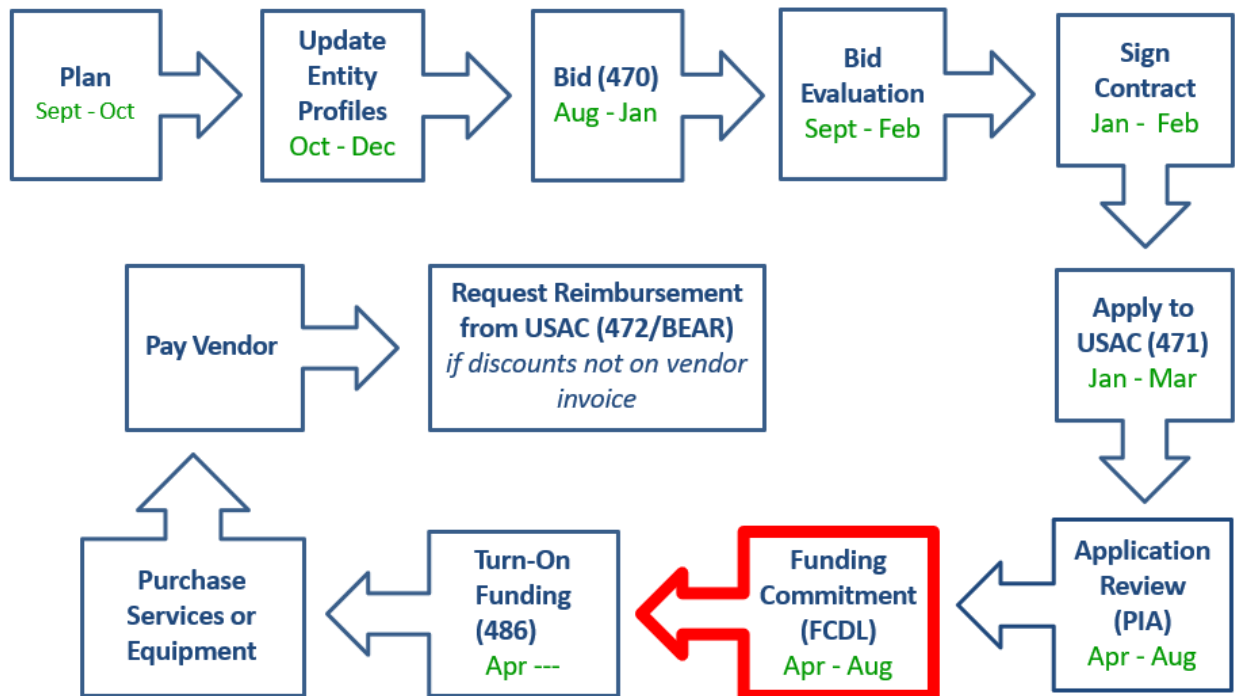


# Funding Commitment Decision Letter

After pre-funding review (called the Program Integrity Assurance (PIA) review) is completed, USAC will issue a Funding Commitment Decision Letter (FCDL) to both the applicant and the associated service provider(s) via e-mail and in the EPC portal. If the amount of requested funding was modified, the letter will provide a brief explanation. The FCDL notification is e-mailed to the Form 471 contact person and a copy is also sent to the Account Administrator of the applicant's EPC portal. The FCDL also contains important information about next steps that follow, such as filing Form 486 and/or appealing decisions with which you may disagree.

The SLD has a goal of issuing all FCDLs for "workable" Form 471 applications by September 1 each year. The definition of "workable" means that a funding request is filed timely and is complete, with all necessary information, to enable a reviewer to make the appropriate funding decision, and the applicant, provider, and any consultants are not subject to investigation, audit, or other similar reason for delay in a funding decision. When the applicant elects to defer answering questions during the summer, the application is considered unworkable until after the summer deferral period ends.

FCDLs are e-mailed on a weekly basis in batches called "waves." Weekly wave notices typically begin in late April (a few weeks following the close of the Form 471 application filing window) and continue until all applications have been decided.



# Funding Commitment Decision Letter (FCDL) Guide FY 2020

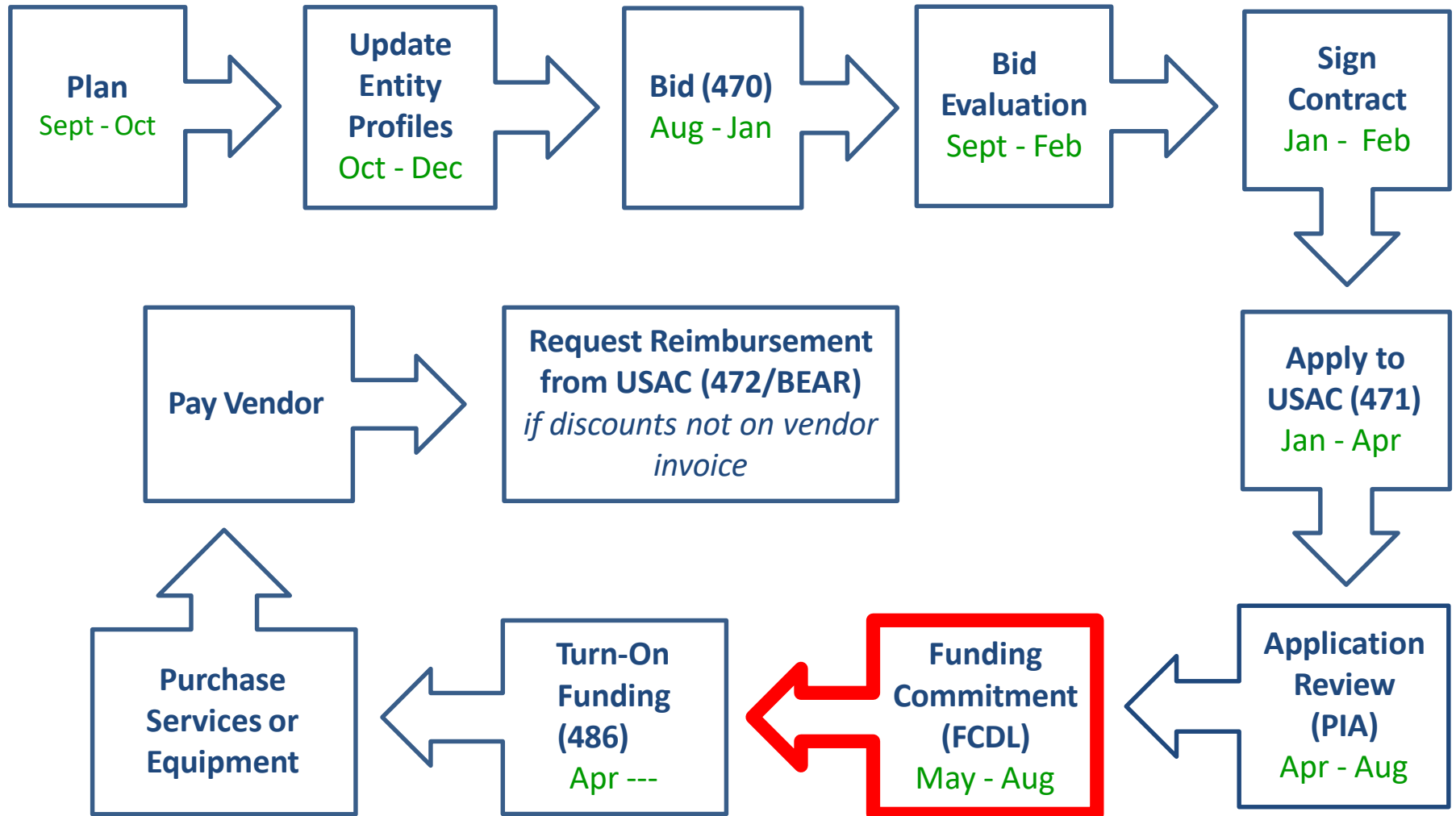
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**NOTE:** Guide is based on current procedures as of October 2020.  
Dates embedded in presentation do not reflect upcoming funding year.

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

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# FY 2020 FCDL Overview

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- After USAC reviews your Form 471, they issue a Funding Commitment Decision Letter (FCDL) to the applicant
- FCDLs are issued in weekly funding 'waves' from early May until all applications are decided
  - Goal is to have all FCDLs released by September 1
- The FCDL is sent via e-mail to 471 contact; EPC AA is copied
  - No paper FCDLs are mailed
  - Email notification contains 2 attachments:
    - .CSV file with information in Excel format
    - User-friendly PDF of the FCDL

# FCDLs E-mails Look Like This:

From: EPC.Application.Administrator@usac.org  
Sent: DATE  
To: 471 CONTACT  
Cc: EPC ACCOUNT ADMINISTRATOR  
Subject: USAC: Funding Commitment Decision Letter (FCDL) available for FCC Form 471  
# APPLICANT NAME (ENTITY #)  
Attachments: 2 attachments - CSV File and PDF File



Thank you for submitting your application for Funding Year 2018 Schools and Libraries Program (E-rate) funding. Attached to this email, you will find the funding statuses for the FCC Form(s) 471, Services Ordered and Certification Form, that you submitted.

The Universal Service Administrative Company (USAC) is providing this information to both the applicant(s) and the service provider(s) so that all parties are aware of the post-commitment changes related to their funding requests and can work together to complete the funding process for these requests.

Next Steps

1. Work with your service provider(s) to determine if your bills will be discounted or if you will request reimbursement from USAC after paying the undiscounted cost for the services you receive.
2. Review the [Children's Internet Protection Act \(CIPA\)](#) requirements and file the [FCC Form 486](#) (Service Confirmation and CIPA Certification Form). The deadline to submit this form is 120 days from the date of this letter or from the service start date (whichever is later).
3. Invoice USAC
  - o If you (the applicant) are invoicing USAC: You must pay your service provider(s) the undiscounted cost for the services you receive and file the [FCC Form 472](#), the Billed Entity Applicant Reimbursement (BEAR) Form, to invoice USAC for reimbursement of the discounted cost of services.
  - o If your service provider(s) are invoicing USAC: The service provider(s) must provide services, bill the applicant at the discounted rate, and file the [FCC Form 474](#), the Service Provider Invoice (SPI) form, to invoice USAC for reimbursement for the discounted portion of costs. Each funding year, service providers must file an [FCC Form 473](#), the Service Provider Annual Certification Form, to be able to submit invoices and to receive disbursements.

For more information, including how to appeal a decision, please see the attached letter.

Please keep a copy of this notification for your records.

Sincerely,  
Universal Service Administrative Co.

Sent to 471 contact and EPC Account Administrator (AA)

2 FCDL files are attached – no need to log into EPC to retrieve the FCDL

# User-Friendly FCDL in .pdf Format

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- First 3 pages of FCDL contain important notices:
  - Next step to file 486
  - Appeal process if funding was denied or reduced
  - Important applicant responsibilities – obligation to pay non-discounted share, etc.
- Page 4 contains a summary of the decision
  - Lists each FRN – Amount Requested, Amount Funded
    - Easy to decipher if funding was reduced or denied
- Next pages list the details of each FRN

# FCDL Overview Page

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Comment explains any changes made to the application

## Funding Commitment Decision Overview

Funding Year 2020

### Application Comments for FCC Form 471: #201008787

The applicant did not submit any RAL corrections.

### Funding Commitment Decision Overview

Funding Request Number (FRN)	Service Provider Name	Amount Requested	Amount Committed	Status
2099009891	Chester County Community Net. Inc.	\$18,000.00	\$18,000.00	Funded
2099009893	Crown Castle Fiber LLC	\$16,144.80	\$16,144.80	Funded

# FRN Detail Page

<b>FRN</b> 2099009891	<b>Service Type</b> Data Transmission and/or Internet Access	<b>Status</b> Funded
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Total Pre-Discount  
Annual Charges  
listed here – not  
the monthly  
amount

Dollars Committed			
Monthly Cost		One-time Cost	
Months of Service	12		
Total Eligible Recurring Charges	\$36,000.00	Total Eligible One Time Charges	\$0.00
Total Pre-discount Charges		\$36,000.00	
Discount Rate		50.00%	
Committed Amount		\$18,000.00	

Total Committed  
Amount

BEAR or SPI  
deadline is 120  
days after the  
Service Delivery  
Deadline

Dates	
Service Start Date	7/1/2020
Contract Expiration Date	6/30/2021
Contract Award Date	1/25/2018
Service Delivery Deadline	6/30/2021
Expiration Date (All Extensions)	6/30/2021

Service Provider and Contract Information	
Service Provider	Chester County Community Net. Inc.
SPIN (498ID)	143004423
Contract Number	
Account Number	
Establishing FCC Form 470	180004459



# .CSV Version of FCDL

- In addition to the .pdf version, the FCDL also is sent as a .CSV file
  - The same information is contained in both files but formatted differently
  - .CSV file is helpful if you want to create an Excel table with your FCDL information
- The \*.CSV file will open as a spreadsheet

A	B	C	D	E	F	G	H	I	S	T	U	V	W
BEN	BEN Name	FRN	471	Status	Service Type	470	SPIN	Service Provider	Pre-Discount	Discount	Committed	471 Commer	FCDL Comments
126215	AVON GROVE SCHOOL DIS	2099009891	201008787	Funded	Data Transmission a	180004459	143004423	Chester County Comm	\$36,000.00	50.00%	\$18,000.00	The applicant	MR1: Approved as submitted.
126215	AVON GROVE SCHOOL DIS	2099009893	201008787	Funded	Data Transmission a	190015271	143005274	Crown Castle Fiber LLC	\$32,289.60	50.00%	\$16,144.80	The applicant	MR1: Approved as submitted.

- Expand all of the columns to view the entire contents of the file
  - **Column E** will show whether the FRN was funded or denied
  - **Column U** will show the amount committed
    - Pay close attention to this column to ensure that the committed amount is the same amount that you were expecting
  - **Column W** will provide an explanation if the FRN was reduced or denied

*Note: For purposes of illustration, some of the columns in the .CSV file above were hidden. Each funding decision .CSV file will contains Columns A – W*

# Generating FCDLs in EPC



[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [FCC Form 500](#) | [SPIN Change](#) | [Appeal](#) | [Service Substitution](#) | [Manage My Organization](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

Welcome Blue Ribbon SD!

## > Pending Inquiries

## Notifications

Notification Type:

Funding Year:

Status  All  
 Generated  
 Not Generated

	Notification	Description	Issued Date	Generated By	Generated On	
	Funding Commitment Decision Letter	FCC Form 471 - 201023605	5/9/2020	EPC System	5/9/2020 1:21 AM EDT	<a href="#">View Notification</a>

Under 'Notifications' at the top of your EPC Landing Page, select 'Funding Commitment Decision Letter' then select '2020' for the funding year.

Click on 'View Notification' Link

# FCDL in EPC News



**E-Rate Productivity Center** Thank you for submitting your application for Funding Year 2020 Schools and Libraries Program (E-rate) funding. Attached to this post, you will find the funding statuses for the FCC Form(s) 471, Services Ordered and Certification Form, that you submitted.

At the top of the Newsfeed, you will see an announcement explaining the FCDL

The Universal Service Administrative Company (USAC) is providing this information to both the applicant(s) and the service provider(s) so that all parties are aware of the post-commitment changes related to their funding requests and can work together to complete the funding process for these requests.

## Next Steps

1. Work with your service provider(s) to determine if your bills will be discounted or if you will request reimbursement from USAC after paying the undiscounted cost for the services you receive.
2. Review the Children's Internet Protection Act (CIPA) requirements and file the FCC Form 486 (Service Confirmation and CIPA Certification Form). The deadline to submit this form is 120 days from the date of this letter or fro [...More](#)

Click on graphic to download FCDL → (same as what was in e-mail notification)



AVON GROVE SCHOOL DISTRICT Funding Commitment Decision Letter  
PDF 28 KB



FCC Form 471 - 201010621 - AVON GROVE SCHOOL DISTRICT  
CSV 2 KB

#126215 - AVON GROV... Avon Grove - C2 - FY 20...

7 hours ago ☆ 🔒 Comment More Info ▾

# Next Steps...

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- **Review your FCDL Closely!**
  - Make certain you agree with their decision. If not, file an appeal
  - Appeals must be dated and submitted within 60 days of the date of the FCDL. Submit appeals in EPC
- **Request Discounts**
  - If you want your vendor to provide discounted bills, notify them immediately
  - Some vendors will have additional paperwork to complete identifying the FRN, account number, etc.
- **File Form 486:** To “turn on funding” you must file a Form 486 within 120 days of the FCDL date (or October 28, whichever is later)
  - The 486 must be filed in EPC
  - VERY easy to file. Go to Landing Page and select “FCC Form 486”
  - Remember, you cannot file the Form 486 until a funding commitment has been issued for an FRN

