

Form 471 Corrections – Ministerial & Clerical Errors

Applicants occasionally make data entry and other similar ministerial and clerical (M&C) errors on an FCC Form 471. The type of ministerial and clerical errors that applicants may correct on a certified FCC Form 471 include:

- Spelling errors and transposed letters and numbers;
- Simple addition, subtraction, multiplication or division errors, misplaced decimal points;
- Punctuation marks (e.g., periods, commas) that were included, omitted or misplaced;
- Incorrect citations such as:
 - FCC Form 470 number;
 - Contract number;
 - Billing Account Number/Multiple Billing Account Numbers;
 - FCC Form 471 Recipient of Service entity numbers;
- Contact person and/or consultant information;
- Dollar figures copied incorrectly from contracts;
- Incorrect identification of ineligible charges and services or products;
- Incorrect amount budgeted for ineligible services in FCC Form 471 Certification: Total Funding Summary;
- Incorrect service delivery time period (e.g., month-to-month to contractual, recurring to non-recurring).
- Incorrect service provider name or Service Provider Identification Number (SPIN), also known as the service provider's 498 ID Errors that require Corrective SPIN changes.
- Mischaracterizing non-recurring charges as recurring charges.

Additional allowable corrections are discussed in the FCC's Order DA 10-2354, released December 16, 2010. <https://docs.fcc.gov/public/attachments/DA-10-2354A1.pdf>

Applicants can submit FCC Form 471 corrections in EPC using the Receipt Acknowledgment Letter (RAL) modification process or during the Program Integrity Assurance (PIA) review. Please view the FCC Form 471 Receipt Acknowledgment Letter Modification Guide for more information. You will be informed in your Funding Commitment Decision Letter (FCDL) if your FCC Form 471 RAL modification request was approved.

FCC Form 471 errors that do NOT qualify as M&C errors:

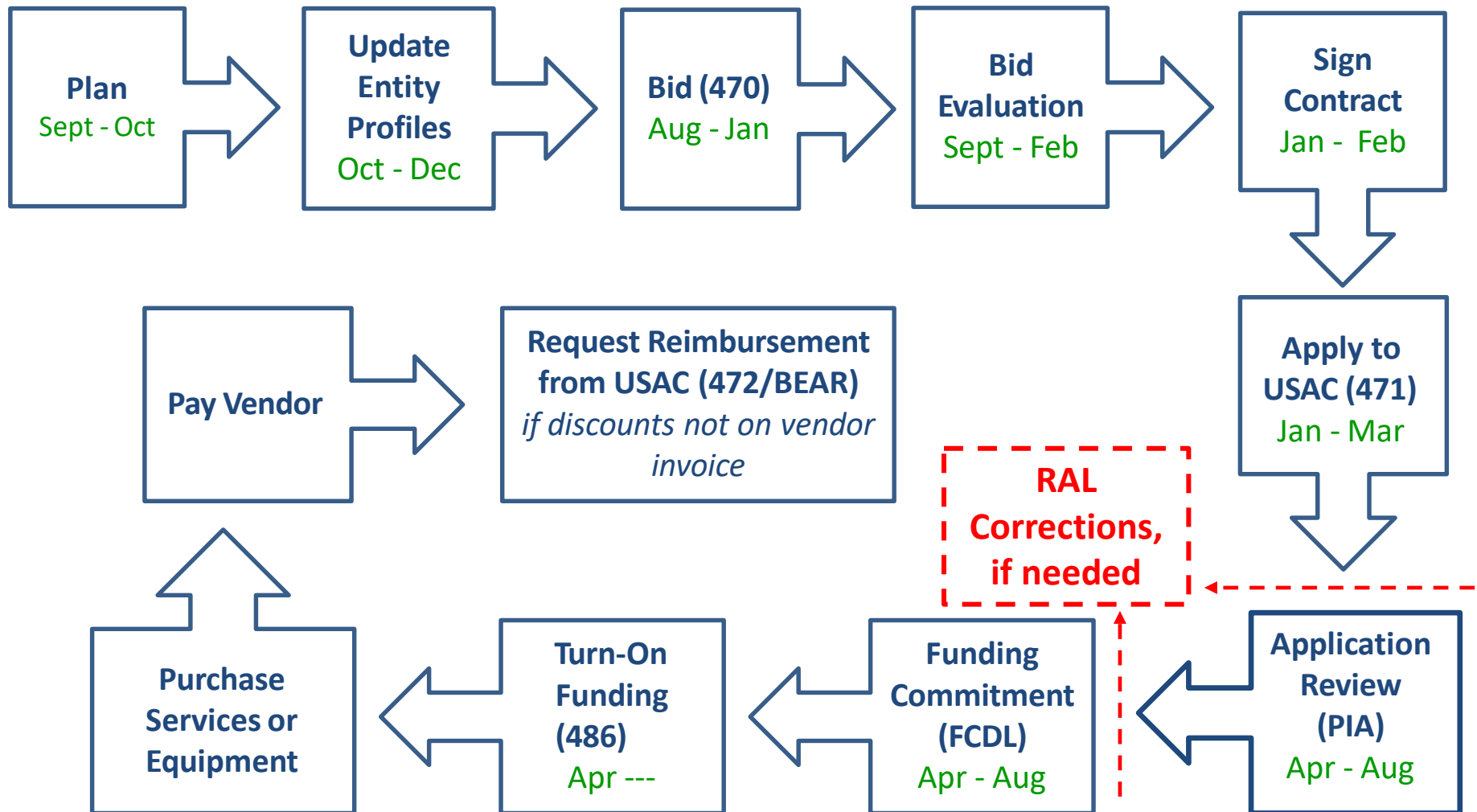
- Underestimates of the quantities of services needed;
- Services omitted due to a failure to recognize a need prior to filing one's FCC Form 471;
- Errors requiring Operational SPIN changes;
- Changes to the services on the FCC Form 471 funding request (e.g., renegotiated contract terms or pricing);
- Omitting an entity from the discount calculation if it was not listed in the original source document;
- Revising National School Lunch Program (NSLP) data dated after the close of the application filing window;
- Changes based on service provider documentation that is dated after the close of the application filing window.

Submitting Form 471 Changes RAL Modification Process FY 2025



Spring 2025

You are **here** in the E-Rate process:



What is the RAL?

- RAL stands for Receipt Acknowledgement Letter
- RAL Modifications can be used to make certain changes, including adding omitted FRNs, to a submitted application
 - Pre-commitment SPIN Changes and Service Substitutions also may be submitted via RAL corrections
 - For a list of allowable corrections go to <https://www.usac.org/e-rate/applicant-process/competitive-bidding/ministerial-clerical-errors/>
 - RALs may not be submitted after an FCDL has been issued
- RAL Mods are accessed in EPC by finding the submitted Form 471, and following the steps under Related Actions
- RAL Mod requests will be reviewed by PIA reviewers as they review your Form 471 application

Options for RAL Modifications

- When you enter the RAL Modification Module, you will be asked if you want to make changes to the “Application” or to the “Entity”
 - ‘Entity’ changes will relate just to your organization and your schools’ and libraries’ including their addresses, enrollment/NSLP data, etc.
 - Most applicants will choose ‘Application’ as this relates to all of the funding requests in your application
- Depending on which you choose, there will be sub-topics that also must be selected
- If you find that a needed change isn’t available to be made in the RAL module, simply create the change in a Word document, and upload it in the RAL Modification Module

Where to Find the RAL

- Receipt Acknowledgment Letter is paperless and issued electronically in EPC
- Appears in Newsfeed



E-rate Productivity Center This Receipt Acknowledgement Letter (RAL) is an acknowledgement that USAC has received CENTRAL DAUPHIN SCHOOL DIST's FCC Form 471 - 241021795 for Funding Year 2024 on 3/11/2024. Each service provider featured on this form will also be notified of the information submitted for the service provider.

It is important that you review this form now to make sure the products and services you have listed on your FCC Form 471 are correct and complete, and if necessary, take the appropriate corrective action as soon as possible. You are allowed to correct certain errors on your form, but not others. For fields that allow a correction, you will be able to edit the information in the form field directly. To determine what corrections are allowed and why, see the "List of Correctable Ministerial and Clerical Errors" on our website.

NEXT STEPS

- Gather the documentation you used to complete your form and the entries in your profile (e.g., NSLP numbers, list of entities receiving services, Category [...More](#)

Central Dauphin - C2 F...

#125729 - CENTRAL DA...

Monday, 12:07 PM

[Comment](#)

[More Info](#)

Click on the Form 471 Nickname to find the Form 471, or search feature at bottom of EPC Landing Page

Submitting RAL Corrections

Records FCC Forms 471

Owen J Roberts - c2 - Form 471 - #251009421

Summary Funding Requests Review Inquiries Deferral History Discount Calculation Entity Information News **Related Actions**

Incomplete Certified In Review Outreach **Wave Ready** Committed

Review Status Application Wave Ready

> **FCC Notice Required By The Paperwork Reduction Act (OMB Control Number: 3060-0806)**

▼ **Application Information**

Nickname Owen J Roberts – C2 – Form 471

Application Number 251009421

Funding Year 2025

Window Status In-Window

Category of Service Category 2

Respond to Inquiries
Answer Reviewer Questions.

Submit Modification Request (RAL)
Submit a RAL Modification Request for this Application

- Select **Related Actions** located at the top of the screen.
- Then, click **Submit Modification Request (RAL)** to choose what you would like to change on the Form 471.

Submitting RAL Corrections

Form 471 Modification Request

Would you like to request changes to an entity or this application?

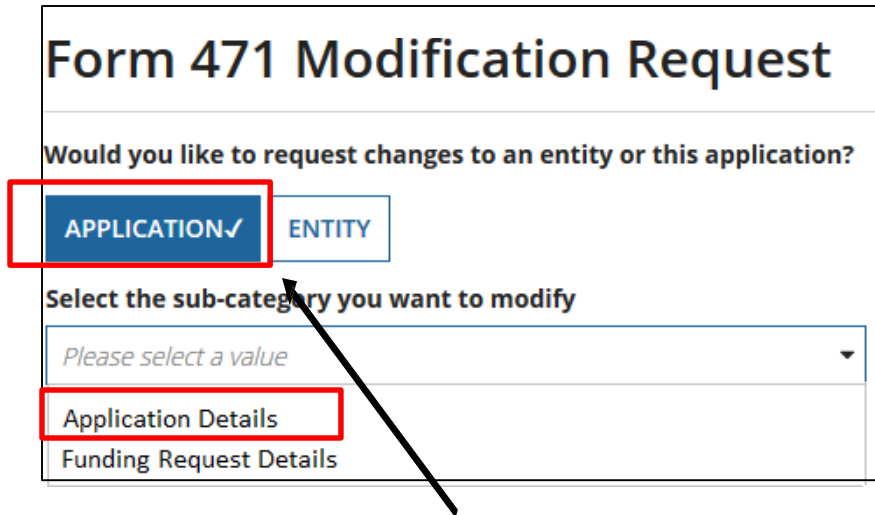
APPLICATION **ENTITY**

[> RAL Request Help](#)

DISCARD REQUEST **FINISH & SUBMIT REQUEST**

- Your **Application**: Select **Application** and choose one of the following in the dropdown:
 - Application Details
 - Funding Request Details
- Your **Entity**: Select **Entity** and choose one of the following:
 - BEN
 - Related Entities

Application Corrections



Form 471 Modification Request

Would you like to request changes to an entity or this application?

APPLICATION✓ ENTITY

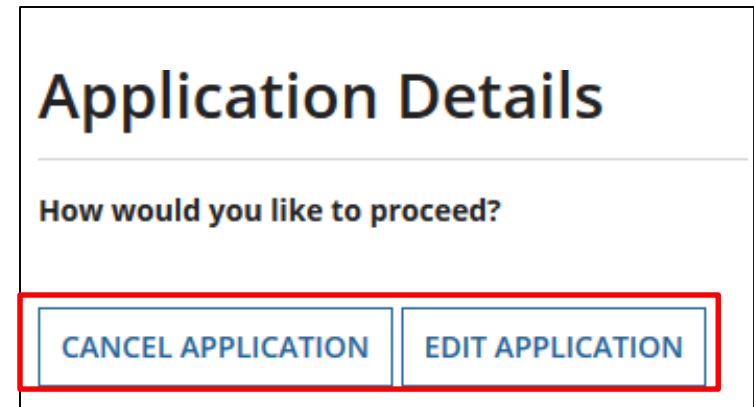
Select the sub-category you want to modify

Please select a value

Application Details

Funding Request Details

An arrow points from the 'Application Details' option in the dropdown menu to the 'Application Corrections' section on the right.



Application Details

How would you like to proceed?

CANCEL APPLICATION EDIT APPLICATION

- If you click the "**Application**" button and then choose "**Application Details**" from the dropdown, a "Continue" button will appear. When you click "Continue", you have two choices:
 - Cancel Application
 - Edit Application

Canceling a Form 471 Application

The screenshot shows a web interface for canceling a Form 471 application. On the left, a box titled "Application Details" contains the question "How would you like to proceed?" and two buttons: "CANCEL APPLICATION✓" (highlighted with a red box) and "EDIT APPLICATION". Below these are "BACK" and "CONTINUE" buttons. On the right, a modal dialog asks "Are you sure you want to cancel this application?" with "NO" and "YES" buttons. The "YES" button is also highlighted with a red box. A black arrow points from the "CANCEL APPLICATION✓" button to the "YES" button, indicating the flow of the process.

Application Details

How would you like to proceed?

CANCEL APPLICATION✓ EDIT APPLICATION

BACK CONTINUE

Are you sure you want to cancel this application?

NO YES

"Cancel Application" allows you to cancel your FCC Form 471, but you will be prompted to respond before your application is canceled.

Editing an Application

Application Details

How would you like to proceed?

CANCEL APPLICATION

EDIT APPLICATION ✓

"Edit Application" allows you to modify:

- the application nickname
- the contact person
- the holiday contact information

You can then upload support documentation to explain the correction, if needed

Supporting Documentation

After making modifications above, please use the fields below for uploading any documentation in support of the modifications. Requests that contain only changes made to the fields below will be considered incomplete and will not be able to be submitted.

Upload File

UPLOAD



Drop file here

Document Description

Adding an FRN

APPLICATION ✓ ENTITY

Select the sub-category you want to modify

Funding Request Details

Funding Requests

<input checked="" type="checkbox"/>	FRN	Nickname	Number of Line Items
<input checked="" type="checkbox"/>	251009000	Wireless - Ruckus - Dauphin DataCom	1

ADD FRN VIEW LINE ITEMS EDIT FUNDING REQUEST EDIT PURCHASE AGREEMENT

- If you click the "**Application**" button and then choose "**Funding Request Details**" from the dropdown, you see a list of the funding request numbers (FRNs) on this form.
- Then check the box next to the FRN, and choose:
 - "**Add FRN**" to create the key information for a new FRN.

Modifying FRN Line Items

APPLICATION✓

ENTITY

Select the sub-category you want to modify

Funding Request Details

Funding Requests

<input checked="" type="checkbox"/>	FRN	↑ Nickname	Number of Line Items
<input checked="" type="checkbox"/>	251009000	Wireless - Ruckus - Dauphin DataCom	1

ADD FRN

VIEW LINE ITEMS

EDIT FUNDING REQUEST

EDIT PURCHASE AGREEMENT

If you check the box next to an FRN, you can select "**View Line Items**" for that FRN to make additional modifications.

Funding Request Details

Funding Request Line Items						
<input checked="" type="checkbox"/>	FRN Line Item Number	Type of Internal Connection	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input checked="" type="checkbox"/>	251009000.001	Wireless Data Distribution	Access Point	0	313	\$241,006.87
				EDIT LINE ITEM MANAGE RECIPIENTS OF SERVICE		

If you check the box next to an FRN Line Item, you can:

- **"Edit Line Item"** to change:
 - Purpose, Bandwidth Speed, Connection Info, or Cost (Category 1)
 - Type of IC, Type of Product, Quantity, or Cost (Category 2)or
- **"Manage Recipients of Service"** to remove or add recipients of service

Editing FRN Line Items

Type of Internal Connection *
Wireless Data Distribution

Type of Product *
Access Point

Make *
Ruckus

Model *
R750

Installation Included in Price?

Is the hardware for this FRN Line Item leased?

Cost Calculation for FRN Line Item #2499028709.001

Monthly Cost	
Monthly Recurring Unit Cost	\$0.00
Monthly Recurring Unit Ineligible Costs	\$0.00
Monthly Recurring Unit Eligible Costs	= \$0.00
Monthly Quantity	0
Units	Each
Total Monthly Eligible Recurring Costs	= \$0.00
Months of Service	x 12
Total Eligible Recurring Costs	= \$0.00

One-Time Cost	
One-time Unit Cost	
One-time Ineligible Unit Cost	
One-time Eligible Unit Cost	
One-time Quantity	
Total Eligible One-time Costs	= \$241,006.87

Summary

Total Eligible Recurring Costs	\$0.00
Total Eligible One-time Costs	+ \$241,006.87
Pre-Discount Extended Eligible Line Item Cost	= \$241,006.87

- Correct the information, then upload supporting documentation

Supporting Documentation

After making modifications above, please use the fields below that contain only changes made to the fields below will be

Upload File

 Drop file here

Editing or Cancelling a Funding Request

If you check the box next to an FRN, and then **"Edit Funding Request"** you can:

- **"Cancel FRN"** or
- **"Edit FRN Key Information"** such as FRN Nickname or Narrative

APPLICATION✓ ENTITY

Select the sub-category you want to modify

Funding Request Details

Funding Requests

<input checked="" type="checkbox"/>	FRN	Nickname	Number of Line Items
<input checked="" type="checkbox"/>	251009000	Wireless - Ruckus - Dauphin DataCom	1

ADD FRN VIEW LINE ITEMS EDIT FUNDING REQUEST EDIT PURCHASE AGREEMENT

Edit Funding Request details

CANCEL FRN EDIT FRN KEY INFORMATION

Editing a Purchase Agreement (Contract Record)

If you check the box next to an FRN, you can:

- **"Edit Purchase Agreement"** to make certain changes to the information you originally entered regarding services provided under contract, tariff or MTM services
 - If you chose contracted services and now want to associate a different contract record with your FRN, you must first create that new contract record in EPC in order for it to appear in your search results.

APPLICATION✓

ENTITY

Select the sub-category you want to modify

Funding Request Details

Funding Requests

<input checked="" type="checkbox"/>	FRN	↑	Nickname	Number of Line Items
<input checked="" type="checkbox"/>	251009000		Wireless - Ruckus - Dauphin DataCom	1

ADD FRN

VIEW LINE ITEMS

EDIT FUNDING REQUEST

EDIT PURCHASE AGREEMENT

Editing a Purchase Agreement (Contract Record)

Edit FRN Contract

How are the services for this FRN being purchased?

Contract information is stored in your Profile; you can add a new Contract at any time. Details about your Tariff and Month-to-Month services will be entered in your FRN.

CONTRACT ✓

TARIFF

MONTH-TO-MONTH

SEARCH FOR CONTRACTS

Associate a different Contract Record by clicking on
"Search For Contracts"

Contract Summary - 2024 - Ruckus Wireless - Dauphin DataCom

Contract Number

Establishing FCC #230000227
Form 470

Award Date 1/10/2024

Expiration Date (All
Extensions)

Account Number

Service Provider Consolidated Electrical Distributors (SPIN: 143005944)

Includes Voluntary
Extensions? No

Remaining Voluntary
Extensions

Total Remaining
Contract Length

Pricing Confidentiality

There is no rule, statute, or other restriction which prohibits publication of the specific pricing information for this contract.

Contract Information (Additional)

What is the service start date? *

7/1/2025

Correct Service
Start Date for
the funding year

What is the date your contract expires for the current term of the contract? *

09/30/2026

Correct Contract
Expiration Date
for the current
term of the
contract

Supporting Documentation

After making modifications above, please use the fields below for uploading any documentation in support of the modifications. Requests that contain only changes made to the fields below will be considered incomplete and will not be able to be submitted.

Upload File

Document Description

UPLOAD

Drop file here

Upload document to support modifications

Editing Entity Information

APPLICATION **ENTITY✓**

BEN✓ RELATED ENTITIES

If you select "**Entity**" and then "**BEN**," check the box to the left of the BEN to enable the buttons "**Add Related Entity**" or "**Edit**."

Entity Level Changes
Please select Entity to modify

<input checked="" type="checkbox"/>	BEN Name	BEN	City	State	Entity type
<input checked="" type="checkbox"/>	Owen J Roberts School District	125729	Pottstown	PA	School District

ADD RELATED ENTITY **EDIT** **REQUEST REPLACEMENT C2 BUDGET**

- "**Add Related Entity**" pulls up a list of the entities associated with the BEN. You can add any of the entities on the list to your FCC Form 471.
 - If you want to add a new entity, you must first ask the Client Service Bureau (CSB) to create the entity in your organization's profile. After the new entity has been created, it will then appear on this list.
- "**Edit**" allows you to edit the same information that appears in the organization's profile. Remember that the profile itself is not updated by any modifications you make here.
- "**Request Replacement C2 Budget**" allows you to request that PIA recalculate your C2 budget based on the newly updated C2 Enrollment data.

Editing Related Entities

Form 471 Modification Request

Would you like to request changes to an entity or this application?

APPLICATION ENTITY✓

BEN RELATED ENTITIES✓

Entity Level Changes
Please select Entity to modify

<input type="checkbox"/>	BEN Name	↑	BEN	City	State	Entity type
<input type="checkbox"/>	School District 18 NIF		171	Springfield	OH	Non-Instructional Facility (NIF)
<input checked="" type="checkbox"/>	School District 18 School A		172	Springfield	OH	School
<input type="checkbox"/>	School District 18 School B		173	Springfield	OH	School

[> RAL Request Help](#)

DISCARD REQUEST

REMOVE EDIT

FINISH & SUBMIT REQUEST

- If you select "**Entity**" and then "**Related Entities**," you will see the current list of entities associated with the BEN on this form. To modify information for an entity, check the box to the left of the entity's name.
 - Select "**Remove**" to omit the selected entity from the application.
 - Select "**Edit**" to edit the same information that appears in the entity's profile.
- Remember that the profile itself is not updated by any modifications you make here. This will flag your application so that changes can be implemented during PIA review.**

Editing Related Entities

School Information

School Sub-Type *

☒ Public School

☐ Private School

Check All That Apply ?

☐ Pre-K

☐ Head Start

☐ Adult Education

☐ Juvenile Justice

☐ Dormitory

Is this school part of a school district?

Yes

☐ Charter School

☐ Tribal School

☐ New Construction School

☐ ESA School

☐ BIE

Number of Full Time Students

442

Total Number of Part-Time Students

0

Community Eligibility Program (CEP)?

☒ Yes

☐ No

Does this organization have an Endowment:

☐ Yes

☐ No

● ● ●

Peak Number of Part Time Students

0

Total Number of Students Eligible for National School Lunch Program(NSLP)

309


CEP Percentage

43.67%

Supporting Documentation

After making modifications above, please use the fields below for uploading any documentation in support of the modifications. Requests that contain only changes made to the fields below will be considered incomplete and will not be able to be submitted.

Upload File

UPLOAD  Drop file here

Document Description

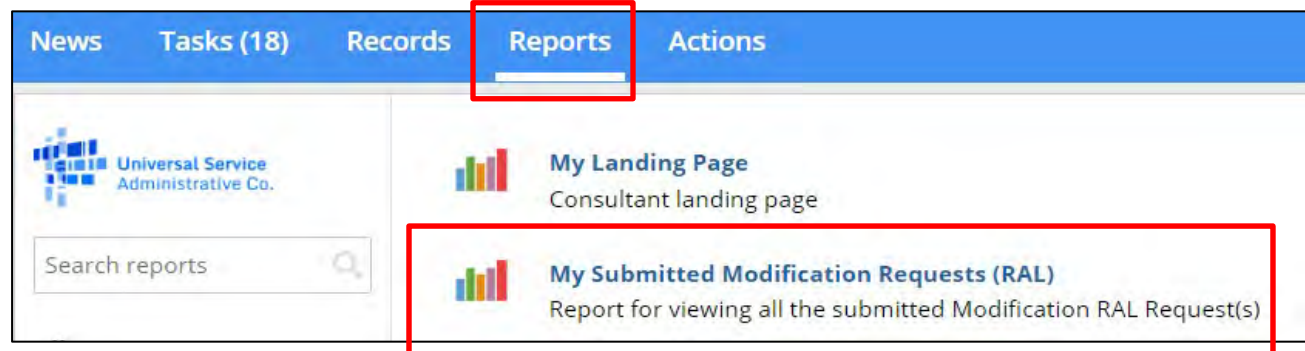
BACK

SUBMIT & CONTINUE

Scroll down to see all fields, and edit the information. Click **“Submit & Continue”** to go back to the Related Entities table. Continue selecting each entity to edit its information. When done, click on **“Finish & Submit Request.”**

Finding Submitted RAL Modifications

> Select “**Reports**” from Landing Page



> Then “**My Submitted Modification Requests (RAL)**”

My Submitted Modification Requests (RAL)									
FCC Form 471 RAL Request(s)									
Application Number					Entity Name				
<input type="text"/>					<input type="text"/>				
RAL Request ID	Application Number	Category	Name/Number	Action	Old Value	New Value	Requested Date and Time	Status	Supporting Document(s)
35777	2025 – Switches - Aruba - CDWG		221007635-471 - FY 2022	Cancel Application	Certified	Cancelled	3/9/2022 8:16 AM EST	Submitted	View

An abstract graphic consisting of numerous overlapping, semi-transparent blue rectangles of various sizes and orientations, creating a layered, geometric pattern that fills the upper two-thirds of the page.

Schools and Libraries (E-Rate) Program

FCC Form 471 Receipt Acknowledgment Letter Modification Guide

Last Update: Jan. 2022

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SCHOOLS AND LIBRARIES (E-RATE) PROGRAM

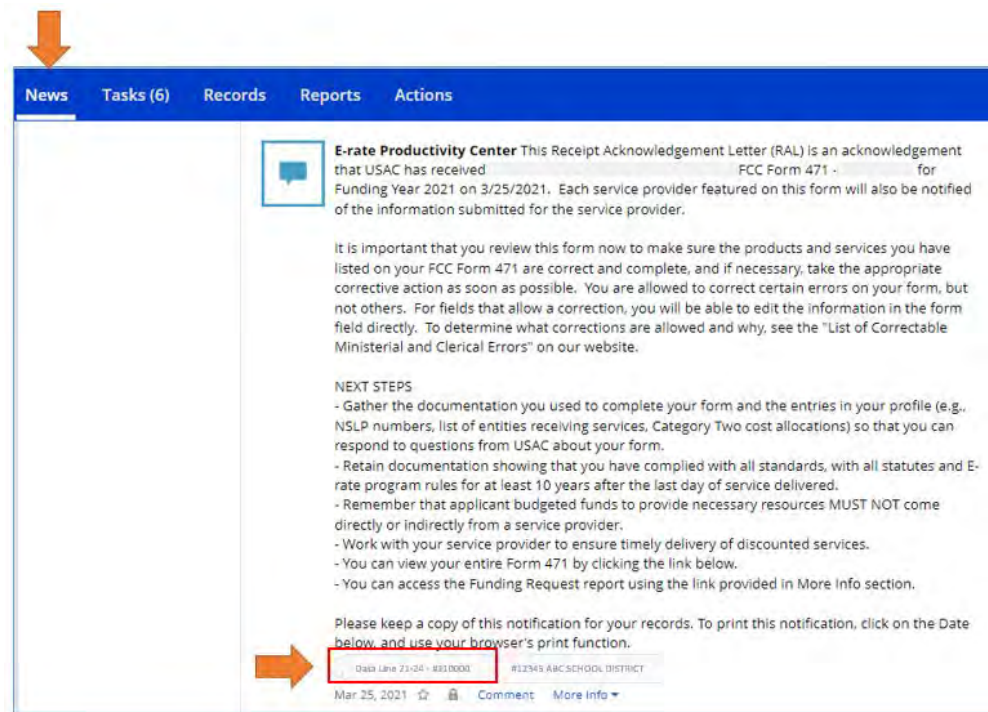
RECEIPT ACKNOWLEDGMENT LETTER MODIFICATIONS

USAC issues an FCC Form 471 Receipt Acknowledgment Letter (RAL) to both the applicant and the service provider in the E-Rate Productivity Center (EPC) after an FCC Form 471 application is certified. The letter contains many of the details submitted on the form and provides a means to correct any mistakes. If you notice incorrect information on the RAL, you can update the application or entity information by following the steps below and submitting a RAL modification request in EPC.

How to File a RAL Modification

If you were not able to make all of the appropriate updates to your applicant profile in EPC before the close of the EPC FCC Form 471 administrative window, you can provide updated information by filing a RAL Modification Request after submitting and certifying your FCC Form 471 application(s) but *before you receive your funding commitment decision letter*.

Applicants receive the RAL in their EPC **News** feed after certifying an FCC Form 471. You can click the application link included in the News post to go directly to your FCC Form 471 or you can follow the steps below to search for the FCC Form 471 application, if you wish to submit a RAL Modification request.



The RAL modification function allows you to provide specific information in an organized format, which makes it easier for Program Integrity Assurance (PIA) reviewers to locate and understand the changes you want to make.

To start a RAL Modification Request, locate and open your certified FCC Form 471 using the search function at the bottom of your landing page. Select FCC Form 471 for **Form Type** and the appropriate **Funding Year**. Then click the link for the specific FCC Form 471 you want to update.

Entity	Entity Number	City	State	Zip Code
ABC SCHOOL DISTRICT	12345	MILLVILLE	IA	12345
HIGH SCHOOL	1234567	MILLVILLE	IA	12345
ELEMENTARY SCHOOL	123456789	MILLVILLE	IA	12345
MIDDLE SCHOOL	123999999	MILLVILLE	IA	12345

> Customer Service Cases
 v FCC Forms and Post-Commitment Requests

FCC Forms
 Post-Commitment Requests

Form Type: FCC Form 471
 Funding Year: 2021

Status: All
 Incomplete
 Certified
 Committed

Application Number	Nickname	Funding Year	Status	Certified Date
111111111	471 PVSD to CLIU PTD 2021	2021	Certified	1/21/2021 1:37 PM EST
210000000	Data Line 21-24	2021	Certified	3/25/2021 10:27 AM EDT
222222222	FY2021-Category 2	2021	Certified	4/8/2021 3:06 PM EDT

From the **Related Actions** menu, choose **Submit Modification Request (RAL)**.

Records: FCC Forms 471
 Data Line 21-24 - #210000000

Summary Funding Requests Review Inquiries Deferral History Discount Calculation Entity Information News Related Actions

Respond to Inquiries
 Answer Reviewer Questions.

Submit Modification Request (RAL)
 Submit a RAL Modification Request for this Application

If your application is not available for a RAL Modification Request, you will see a message under the **RAL Request Help** section indicating the reason.

Records: FCC Forms 471
 Data Line 21-24 #210000000

Summary Funding Requests Review Inquiries Deferral History Discount Calculation Entity Information News Related Actions

Form 471 Modification Request
 Would you like to request changes to an entity or this application?

APPLICATION ENTITY

> RAL Request Help

This application has been included in an ongoing commitment wave or has already been committed. You will not be able to submit this RAL Request.

DISCARD REQUEST FINISH & SUBMIT REQUEST

Application Modifications

Modify Basic Application Information

To modify basic information on your FCC Form 471, click the **Application** button, choose **Application Details** from the sub-category dropdown, and click the **Continue** button.

On the Application Details screen, you can:

- Click **Cancel Application** to cancel your application.
- Click **Edit Application** to modify the application nickname, the contact person, and/or the holiday contact information. You can also upload one or more documents and provide a description of each document.

Create an FRN or Modify Funding Request Details

To modify funding request information on your FCC Form 471, click the **Application** button, choose **Funding Request Details** from the sub-category dropdown, and click the **Continue** button. You will see a list of the Funding Request Numbers (FRNs) that appear on this form.

- To modify an existing FRN, check the box to the left of the FRN.
 - **View Line Items** allows you to view the line items for that FRN. If you check the box next to a line item, you can edit the line item or manage the recipients of service.
 - **Edit Funding Request** allows you to cancel the FRN or edit the FRN key information.
 - **Edit Purchase Agreement** allows you to make certain changes to the information you originally entered regarding services provided under contract or on a tariffed or month-to-month basis. Note that if you chose contracted services and now want to associate a different contract record with your FRN, you must first create that new contract record in your profile so that it will appear in your search results.
 - To create a contract record, go to the organization page for the parent organization (independent school, school district, independent library, library system, or consortium), click **Contracts** from the menu choices at the top of the page, then choose **Manage Contracts**, then choose **Add a New Contract**.

- To create a new FRN and add its key information, click the **Add FRN** button. You will see a text field where you can add FRN details, and an option to upload one or more documents in order to provide the remainder of the information for the new FRN.

Records - FCC Forms 471

Data Line 21-24 #210000000

Summary Funding Requests Review Inquiries Deferral History Discount Calculation Entry Information News **Related Actions**


Add FRN

Enter the details for the FRN you wish to add to form. The reviewer handling this request will add the FRN accordingly and will reach out for additional information if needed.

FRN Details

Supporting Documentation

After making modifications above, please use the fields below for uploading any documentation in support of the modifications. Requests that contain only changes made to the fields below will be considered incomplete and will not be able to be submitted.

Upload File
UPLOAD  Drop file here

Document Description

CANCEL

SAVE & CONTINUE

Entity Modifications

Modify the Billed Entity (BEN)

Click the **Entity** button and then the **BEN** button. Check the box to the left of the billed entity and then click the **Edit** button.

Records · FCC Forms 471
Data Line 21-24 #210000000

Summary Funding Requests Review Inquiries Deferral History Discount Calculation Entity Information News **Related Actions**

Form 471 Modification Request

Would you like to request changes to an entity or this application?

APPLICATION **ENTITY**

BEN RELATED ENTITIES

Entity Level Changes
Please select Entity to modify

	BEN	City	State	Entity type
<input checked="" type="checkbox"/> BEN Name	BEN			
<input checked="" type="checkbox"/> ABC SCHOOL DISTRICT	12345	MILLVILLE	IA	School District

ADD RELATED ENTITY **EDIT** REQUEST REPLACEMENT C2 BUDGET

- You will see the **Change Entity Details Form**. You can provide new information or modify existing information in any of the editable fields. You can also upload one or more documents as described above.

Records · FCC Forms 471
Data Line 21-24 #210000000

Summary Funding Requests Review Inquiries Deferral History Discount Calculation Entity Information News **Related Actions**

Change Entity Details Form

The changes made will not be reflected on the Entry Record until the Reviewer approves the requests made.

Primary Details

Entity Name*
ABC SCHOOL DISTRICT

Address Details

Address Line 1*
123 MAIN STREET

Address Line 2
County
FAIRFAX

City*
MILLVILLE

State*
IA

Zip Code*
12345

Zip Code Extension

Urban/Rural

Urban rural status
☐ Urban
☒ Rural

- For Category Two applications, you can update student counts for schools or square footage for libraries if those have changed. Update the information for each entity and click **Update** when done. Remember to provide a link where USAC can verify the information or upload supporting documentation to support the requested change.
- After you have entered your information, click the **Submit & Continue** button.

Category Two (C2) Budget Information

We calculate your Category Two budget and your discount rate separately, and so we collect separate numbers for each. You are allowed to re-use your Category Two student count from year to year within a Category Two budget cycle, so this number needs to be updated less frequently than the student count for your discount rate.

How does the district report its student count for Category Two budget?

☐ One number for my whole district

☒ A number for each school in the district

Sum of Student Counts of all Schools in the District
1739

School Information

Entity Number or Name

[APPLY FILTERS](#) [CLEAR FILTERS](#)

Entity Number	Entity Name	Total Students for C2 budget	Is the student count estimated?	Eligible for C2 budget?	
1234567	HIGH SCHOOL	<div style="border: 2px solid red; padding: 2px;">800</div>	N/A		UPDATE
123999999	MIDDLE SCHOOL	484	N/A		EDIT
123456789	ELEMENTARY SCHOOL	509	N/A		EDIT

« < 1-3 of 3 > »

Applicant Status

FCC Registration Number

You will need to provide your FCC RN in order to file any E-Rate forms.

Supporting Documentation

After making modifications above, please use the fields below for uploading any documentation in support of the modifications. Requests that contain only changes made to the fields below will be considered incomplete and will not be able to be submitted.

Upload File **Document Description**

[UPLOAD](#)

[BACK](#) [SUBMIT & CONTINUE](#)

Add a Related Entity

Applicants can add a related entity to an application if it was inadvertently missed when the FCC Form 471 application was certified. Note, however, that this can only be done if the related entity is already associated with parent entity in entity profile. To add a related entity, click the **Entity** button and then the **BEN** button. Check the box to the left of the billed entity and then click the **Add Related Entity** button.

Records FCC Forms 471
Data Line 21-24 #210000000

Summary Funding Requests Review Inquiries Deferral History Discount Calculation Entity Information News **Related Actions**

Form 471 Modification Request

Would you like to request changes to an entity or this application?

APPLICATION **ENTITY**

BEN RELATED ENTITIES

Entity Level Changes
Please select Entity to modify

	BEN	City	State	Entity type
<input checked="" type="checkbox"/> BEN Name	BEN			
<input checked="" type="checkbox"/> ABC SCHOOL DISTRICT	12345	MILLVILLE	IA	School District

ADD RELATED ENTITY EDIT REQUEST REPLACEMENT C2 BUDGET

- Enter the entity number and entity name and click the **Add Another Related Entity** button if you want to enter more entities or click the **Save & Continue** button if you are done.

News Tasks **Records** Reports Actions

Data Line 21-24 #210000000

Summary Funding Requests Review Inquiries Deferral History Discount Calculation Entity Information News **Related Actions**

Enter Entity Details

Entity Number *	Entity Name *
1111122223333	New Middle School

CANCEL

ADD ANOTHER RELATED ENTITY SAVE & CONTINUE

- The entries you make will appear on the **Requested Changes** table on the Form 471 Modification Request screen. If you are finished making your FCC Form 471 modification requests, click the **Finish & Submit Request** button.

Request an Adjusted Category Two (C2) Budget

Starting with Funding Year (FY) 2022, applicants can request an adjustment to their five-year C2 Budget if the student counts or square footage has changed. Individual schools and school districts can update student count information as described above by editing the count(s) in the “School Information” grid first, and then clicking the **Request Replacement C2 Budget** button as described below. Individual libraries can update their square footage in the same manner.

Members of a library system must update their square footage individually, as described above, before requesting a C2 an adjusted budget as the square footage information is not editable in the Category Two (C2) Budget Information screen.

Library System Sub-Type

☒ Public Library System
☐ Private Library System

Category Two Budget Information

Sum of Square Footage of All Libraries in the System
 122300

Applicant Status
 Active

When you have made your updates, click the **Entity** button and then the **BEN** button. Check the box to the left of the billed entity and then click the **Request Replacement C2 Budget** button.

Records FCC Forms 471
 Data Line 21-24 #210000000

Summary Funding Requests Review Inquiries Deferral History Discount Calculation Entity Information News Related Actions

Form 471 Modification Request
 Would you like to request changes to an entity or this application?

APPLICATION ENTITY ✓
 BEN ✓ RELATED ENTITIES

Entity Level Changes
 Please select Entity to modify

	BEN	City	State	Entity type
<input checked="" type="checkbox"/> BEN Name	BEN			
<input checked="" type="checkbox"/> ABC SCHOOL DISTRICT	12345	MILLVILLE	IA	School District

ADD RELATED ENTITY EDIT **REQUEST REPLACEMENT C2 BUDGET**

After you click the button, an entry appears under the **Requested Changes** section of the Form 471 Modification page that shows your FCC Form 471 modification requests. The new budget value will be determined by USAC as it reviews your request and verifies your updated information. To upload updated budget information, follow the steps under [Other Modifications](#) in this guide. Click **Finish & Submit Request** if you have no other modifications to submit.

Records | FCC Forms 471
Data Line 21-24 #210000000

Summary | Funding Requests | Review Inquiries | Deferral History | Discount Calculation | Entity Information | News | **Related Actions**

Form 471 Modification Request

Would you like to request changes to an entity or this application?

APPLICATION **ENTITY** ✓

BEN ✓ **RELATED ENTITIES**

Entity Level Changes
Please select Entity to modify.

<input type="checkbox"/>	BEN Name	BEN	City	State	Entity type
<input type="checkbox"/>	ABC SCHOOL DISTRICT	12345	MILLVILLE	IA	School District


[ADD RELATED ENTITY](#) [EDIT](#)

Requested Changes

<input type="checkbox"/>	Category	Name/Number	Change type	Old Value	New Value	Requested Date
<input type="checkbox"/>	Entity	ABC SCHOOL DISTRICT	Replacement C2 Budget Requested	\$4,050,000.00	TBD	1/28/2022 1:04 PM EST

[REMOVE](#)

[RAL Request Help](#)

[DISCARD REQUEST](#)  [FINISH & SUBMIT REQUEST](#)

Modify Information on One or More Related Entities

Click the **Entity** button and then the **Related Entities** button. You will see a list of all the entities associated with the Billed Entity on this form. Check the box to the left of the first entity you want to modify.

Records: FCC Forms 471

Data Line 21-24 #210000000

Summary Funding Requests Review Inquiries Deferral History Discount Calculation Entity Information News **Related Actions**

Form 471 Modification Request

Would you like to request changes to an entity or this application?

APPLICATION ENTITY

BEN **RELATED ENTITIES**

Entity Level Changes
Please select Entity to modify

	BEN	City	State	Entity type
<input type="checkbox"/> BEN Name	1			
<input type="checkbox"/> HIGH SCHOOL	1234567	MILLVILLE	IA	School
<input checked="" type="checkbox"/> MIDDLE SCHOOL	123999999	MILLVILLE	IA	School
<input type="checkbox"/> ELEMENTARY SCHOOL	123456789	MILLVILLE	IA	School

REMOVE EDIT

[> RAL Request Help](#)

This application has been included in an ongoing commitment wave or has already been committed. You will not be able to submit this RAL Request.

DISCARD REQUEST FINISH & SUBMIT REQUEST

- To remove the entity, click the **Remove** button.
- To modify the entity's profile information, click the **Edit** button. You will see the **Change Entity Details Form**. You can provide or modify information and/or upload documents as described above.
- After you have provided your modifications for this entity, click the **Submit & Continue** button.
- You will then return to the list of related entities. You can modify another entity or, if you are finished, click **Finish & Submit Request**.

Other Modifications

If the FCC Form 471 modification you want to request is not included in the options above, create a document that describes your FCC Form 471 modification request in detail. To upload a document with your request, click the **Application** button, choose **Application Details** from the sub-category dropdown and click **Continue**. Click **Edit Application** and then use the Upload File function in the **Supporting Documentation** section of the **Application Details** page to upload your document.

The screenshot displays the 'Application Details' page for 'Data Line 21-24 #210000000'. The page includes a navigation bar with 'News', 'Tasks', 'Records', 'Reports', and 'Actions'. Below the navigation bar, there are tabs for 'Summary', 'Funding Requests', 'Review Inquiries', 'Deferral History', 'Discount Calculation', 'Entity Information', 'News', and 'Related Actions'. The 'Application Details' section asks 'How would you like to proceed?' with buttons for 'CANCEL APPLICATION' and 'EDIT APPLICATION'. Below this, there are fields for 'Application Nickname' (Data Line 21-24), 'Main Contact Person' (John Doe, with email jdoe@school.org and phone 123-456-7890), and 'Enter Holiday Contact Information'. The 'Supporting Documentation' section includes an 'Upload File' button (with an orange arrow pointing to it) and a 'Document Description' field. At the bottom, there are 'BACK' and 'CONTINUE' buttons.

You should use this upload feature if the Customer Service Center (CSC) has created an entity for you during the time your profile was locked, but they could not associate that entity with your organization. You can also indicate which FRN line items should include this entity as a recipient of service. If you need assistance, open a customer service case in EPC or call CSC at (888) 203-8100.

Submitting a Request

After you have completed data entry for all of the FCC Form 471 modifications you would like to include in the request, review the **Requested Changes** table one last time to make sure all of your modifications are correct. You can always remove a requested modification by checking the box to the left of the modification and clicking the **Remove** button.

To submit your request, click the **Finish & Submit Request** button at the bottom of the screen. On the next screen, click **Yes** to continue or **No** to go back.

Records - FCC Forms 471

Data Line 21-24 #210000000

Summary Funding Requests Review Inquiries Deferral History Discount Calculation Entity Information News **Related Actions**

Form 471 Modification Request

Would you like to request changes to an entity or this application?

APPLICATION **ENTITY**

BEN **RELATED ENTITIES**

Entity Level Changes
Please select Entity to modify

<input type="checkbox"/> BEN Name	BEN	City	State	Entity type
<input type="checkbox"/> ABC SCHOOL DISTRICT	12345	MILLVILLE	IA	School District

[ADD RELATED ENTITY](#) [EDIT](#)


Requested Changes

<input type="checkbox"/> Category	Name/Number	Change type	Old Value	New Value	Requested Date
<input type="checkbox"/> Entity	MIDDLE SCHOOL	Modify Total Students for C2 Budget	484	600	1/27/2022 3:52 PM EST
<input type="checkbox"/> Entity	ABC SCHOOL DISTRICT	Modify Address Line 1	BOX 40 ROUTE 209	120000 Main Street	1/27/2022 3:51 PM EST

[REMOVE](#)

[RAL Request Help](#)

This application has been included in an ongoing commitment wave or has already been committed. You will not be able to submit this RAL Request.

[DISCARD REQUEST](#)  [FINISH & SUBMIT REQUEST](#)

After you submit your request, you can review your list of requests by clicking the **Reports** tab and choosing **My Submitted Modification Requests (RAL)**. You can also click the **View** link in the **Supporting Document(s)** column to see the documents you have uploaded to that request.

The screenshot shows the USAC Reports page. The 'Reports' tab is active. A red box highlights the link 'My Submitted Modification Requests (RAL)' with the description 'Report for viewing all the submitted Modification RAL Request(s)'. An orange arrow points down to the detailed report page.

My Submitted Modification Requests (RAL)
FCC Form 471 RAL Request(s)

Application Number: Entity Name:

RAL Request ID	Application Number	Category	Name/Number	Action	Old Value	New Value	Requested Date and Time	Status	Supporting Document(s)
33849	#210000000	Entity	MIDDLE SCHOOL	Modify Total Students for C2 Budget	484	600	1/28/2022 9:17 AM EST	Inactive	View
33849	#210000000	Entity	ABC SCHOOL DISTRICT	Modify Address Line 1	BOX 40 ROUTE 209	120000 Main Street	1/28/2022 9:17 AM EST	Inactive	View

NOTE: The RAL modification(s) you submit do not take effect automatically. They will be included in the review of your FCC Form 471 application, and all the changes approved by your Program Integrity Assurance (PIA) reviewer will appear in the Current View of your FCC Form 471 after USAC has issued your funding commitment decision letter.

Program Integrity Assurance Review (PIA)

After the applicant files and certifies an FCC Form 471 within the filing window, Program Integrity Assurance (PIA) reviewers at USAC check the information on each Form 471 for completeness and accuracy and may have additional questions for the applicant to answer.

All applications go through an initial review and a final review, which may involve questions from PIA reviewers on one or more of the following topics:

- Eligibility of the entities receiving service
- Eligibility of the services requested
- Discount calculations
- Contracts
- The competitive bidding process

PIA Review in EPC

All PIA questions and answers will be posted in EPC. Please refer to the attached slides that explain the PIA process in EPC. In brief:

- The Form 471 main contact person will receive an email notification that a PIA reviewer has questions about the application.
- The email will list the 471 # but will not contain the actual PIA questions.
- Click on the link in the email to see/respond to the PIA questions. You must first log into EPC to be able to see the questions.
- If you see more than one inquiry in the PIA list, respond to all of them at the same time – not one by one.
- All submitted inquiries remain in EPC.

Response Time, Additional Reviews, and Follow-Up

The applicant will be given 15 days to respond to PIA questions. You can ask for more time if you need it, but keep in mind that this will add more time to the review process. PIA reviewers typically have authority to grant one 1-week extension of time but further extension requests must be approved by supervisors and must be supported by a reasonable explanation of extenuating circumstances. Extensions need to be requested inside EPC in the “Review Inquiries” module.

Your service provider(s) can assist you with preparing responses to USAC's questions except for questions about your service provider selection process.

- USAC understands that some of the information requested during application review could be considered to be proprietary or sensitive commercial and financial information. Applicants and service providers can request confidential treatment of information under the FCC rules.

Some applications undergo additional review - Selective Review is one example - where PIA may request more detailed responses that can include:

- Documentation of the competitive bidding and service provider selection processes;
- Documentation of the applicant's ability to pay the non-discount share (the portion of the cost of eligible products and services not reimbursed by USAC); and
- Proof that the applicant has obtained necessary resources - e.g., hardware, software, staff training, electrical capacity, retrofitting - that are not eligible for Schools and Libraries Program discounts but that must be in place to make effective use of the discounted services.

As part of the review process, PIA may be required to change the category of service or the service type on a Funding Request Number (FRN). If PIA discovers that there are ineligible services in a funding request, the applicant will be able to remove them or move them to a separate request to avoid denial under the 30% Rule.

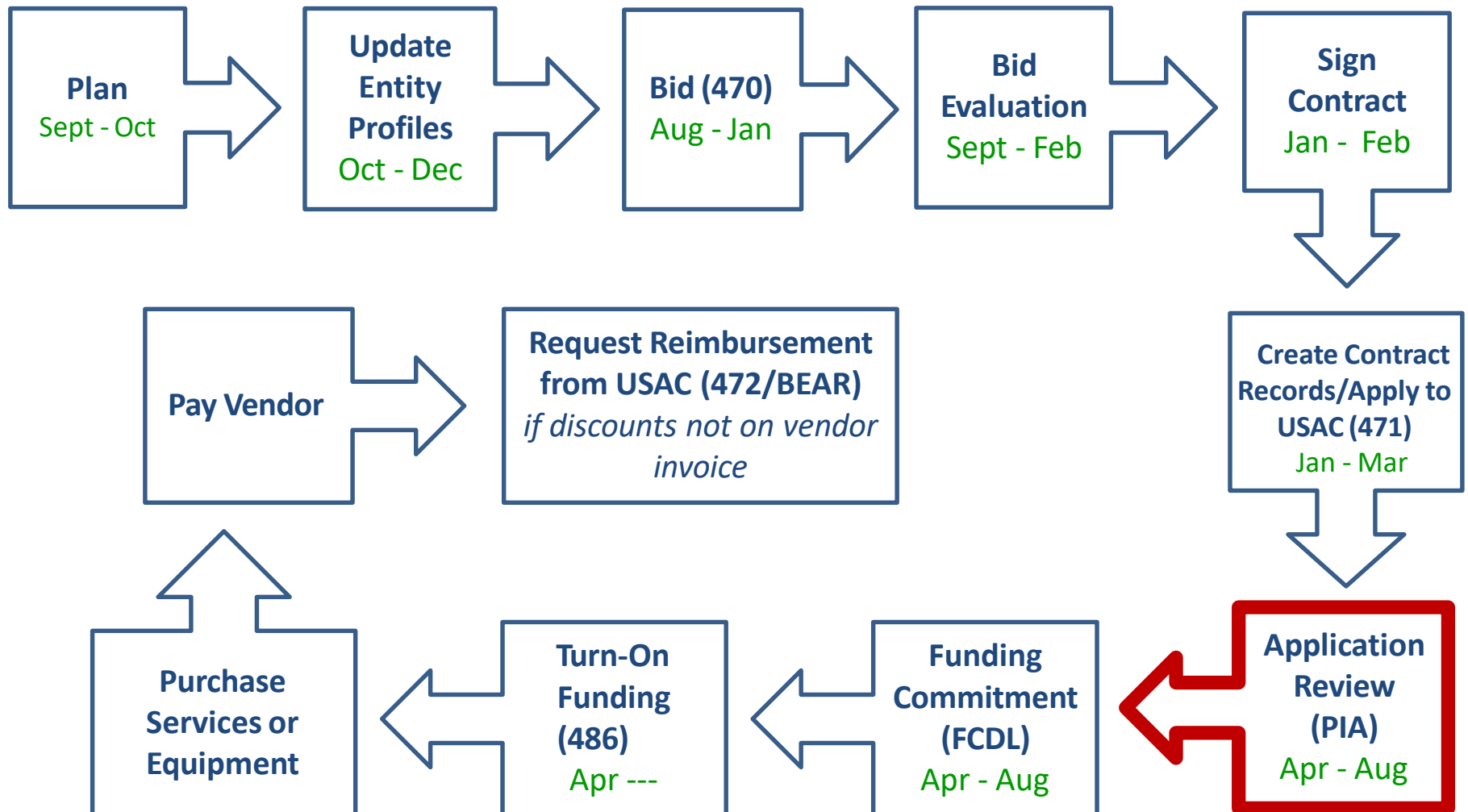
After the PIA review process has been completed, USAC issues a Funding Commitment Decision Letter (FCDL) containing USAC's decisions on your funding requests. The applicant can find this decision in the News Feed in the organization's EPC account. The FCDL is also emailed to the Form 471 main contact person and the EPC account administrator. The applicant should review this decision carefully, as it contains important information both for planning the start of the receipt of services and for completing the additional steps in the application process. If the applicant disagrees with one or more of the decisions in your FCDL, an appeal may be submitted to USAC within 60 days of the FCDL date.

Program Integrity Assurance (PIA) Guide FY 2025



Spring 2025

You are **here** in the E-Rate process:



What is PIA?

- PIA = Program Integrity Assurance Review
- Stage of application process where USAC reviews every application for the following compliance:
 - Eligible Entities
 - Competitive Bidding
 - Eligible Services/Equipment
 - Appropriate Discount Level
 - Category 2 Budget verification
 - Contract Signing
- All PIA “inquiries” are issued via applicants’ EPC portals
 - Applicants must submit responses to the PIA inquiries in EPC

PIA Review Inquiries

- The 471 main contact will receive an email notification that a PIA reviewer has questions about their application
 - The email will list the 471 # and the general subject of the inquiry (e.g. Eligibility of Services or Discount Rate), but will not contain the actual PIA questions.
 - Before clicking on the link in the email, you must first sign into EPC
<https://forms.universalservice.org/portal/login>
 - Then click on the link in the PIA email to be taken to the PIA Inquiry Page
 - The 471 main contact will also see the PIA Inquiry under **Tasks**
- PIA email notification will look like...

PIA Email Notifications



E-rate Review Information

Today's Date: 02/02/2022

Response Due Date: 02/17/2022

Contact Name: [REDACTED]

Applicant Name: [REDACTED] DISTRICT

FCC Form 471 Application Number: [REDACTED]

Dear Applicant

We are in the process of reviewing your Funding Year 2022 FCC Form 471 application(s) and we need additional information to complete our review. Please respond to the information requests below. Please note that EPC allows you to begin working on your answers and save your work for later by clicking "Save and Close." We advise you to provide responses to all of the questions before submitting your answers. Click "Submit" only when you have answered all the questions in their entirety.

- Eligibility of the Entities

[Click here to respond to inquiries](#)

[USAC Homepage](#)

If you have any questions as you work through your responses to the PIA review inquiries, please feel free to contact me via the phone number or e-mail address provided below. Please do not use e-mail to submit your responses to the PIA review inquiries. USAC will not review responses to PIA review inquiries sent to the reviewer's email address. All PIA responses must be submitted in EPC. Again, please be sure to provide complete responses to all of the PIA questions. If you need additional time to prepare your response, you may request an extension. Click the "Request Extension" button, located at the top of the "Review Inquiries" page in EPC. Your first extension request will be automatically granted, and you will receive an additional seven days to respond. Be sure to meet the response due date and provide all of the information requested, otherwise your application(s) may receive reduced funding or a funding denial. Note: Your State E-Rate Coordinator is copied on this correspondence for informational purposes only.

Yvette Pinales
E - Rate Reviewer
833-205-1185 Ext 58704

After signing into EPC, click this link to go directly to the PIA inquiry

PIA Inquiry Page

Step 1) Click “Respond to Inquiries” which will then turn the Inquiry Name the color blue and make it an active hyperlink.

Step 2) Click on the hyperlink to see the actual PIA questions.

1

Records FCC Forms 471

- Category 1 Form 471 -

FY 2022 - #221010

Summary Funding Requests **Review Inquiries** Deferral History Discount Calculation Entity Information News Related Actions

Pending Inquiries



Read	Notice	Name	Outreach Type	Assigned By	Title	Phone #	Assigned Date	Due Date	Extn.	Status
		Other Issues	Regular 15-Day	Jessica Keller	E - Rate Reviewer	833-205-1185 Ext:58647	2/15/2022 6:08 PM EST	3/2/2022	0	Saved & Waiting to submit
		Competitive Bidding	Regular 15-Day	Jessica Keller	E - Rate Reviewer	833-205-1185 Ext:58647	2/15/2022 5:35 PM EST	3/2/2022	0	Saved & Waiting to submit

Shows the date by which your PIA answers must be submitted. If you need additional time, click “Request Extension” at the top of the page.

PIA Questions Page

Read the questions carefully and upload or provide an answer as appropriate. When **all** questions have been completed, click “Submit.”

Your response to PIA's questions:

#	Question	Response
1	Please provide vendor documentation which supports the funding request amount of \$6,300.00/month. Note: Any vendor documentation (e.g. contracts, vendor quotes, vendor bills, invoices, etc.) provided should clearly identify any ineligible charges that were cost allocated out of your request. Also, please be sure to explain any discrepancies between the amount requested and amount supported.	<div>UPLOAD  Drop file here</div>
2	If you are requesting additional dollars to accommodate expected growth or increased usage, please provide any relevant documentation that you used when determining the estimate for expected growth or increased usage.	<div>UPLOAD  Drop file here</div>
3	If you would like to provide any additional information about these issues that have not been addressed above: Use the text box to type information, or upload additional documentation using the “Browse” button.	

You can use the last text box to provide additional information/details that are relevant to the PIA review

+Add Document

DELETE UPLOADED FILES

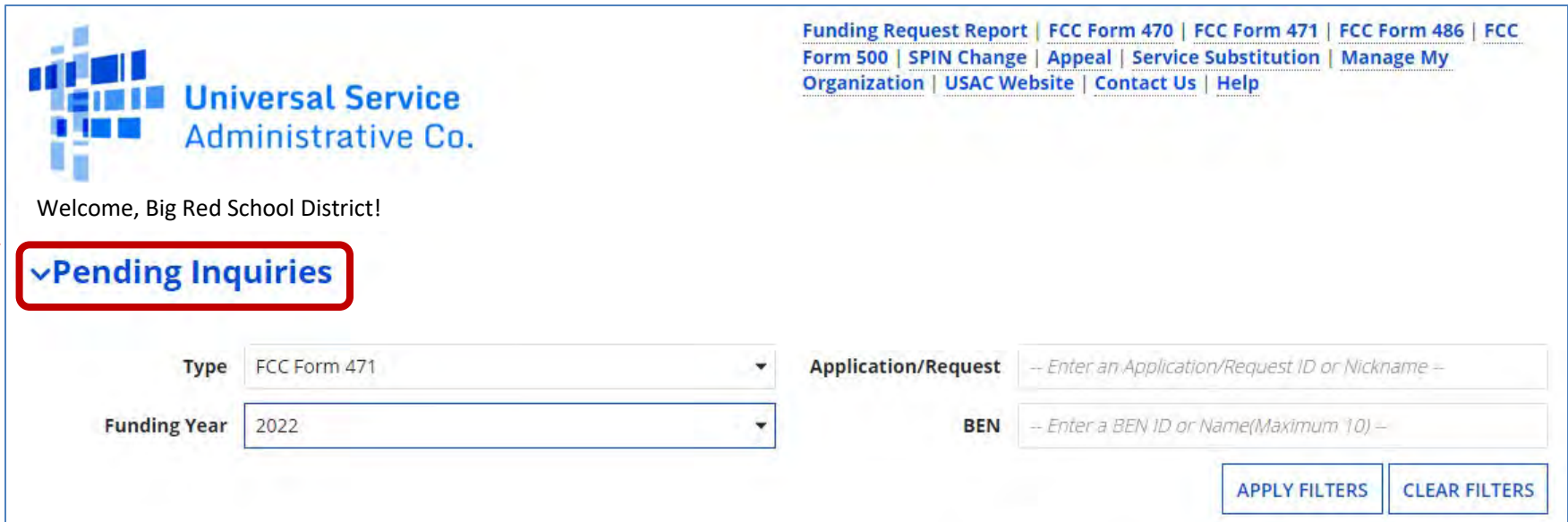
To add additional documents, click “Add Document.”

SAVE & CLOSE

SUBMIT

Finding Pending Inquiries in EPC

- In addition to the PIA inquiry email notification, any user for the school/library can access the inquiry on their EPC Landing Page
- **“Pending Inquiries”** section at the top of the page
 - Click on the down arrow to expand
 - Type = FCC Form 471
 - Funding Year = 2025
 - Then click ‘Apply Filters’ to see pending PIA inquiries



Universal Service Administrative Co.

Welcome, Big Red School District!

▼ Pending Inquiries

Type: FCC Form 471

Funding Year: 2022

Application/Request: -- Enter an Application/Request ID or Nickname --

BEN: -- Enter a BEN ID or Name(Maximum 10) --

APPLY FILTERS CLEAR FILTERS

Confused by PIA Inquiry Questions?

- If you receive a PIA inquiry and are confused, you may email your PIA reviewer using the contact information provided at the bottom of the initial PIA inquiry email.

If you have any questions as you work through your responses to the PIA review inquiries, please feel free to contact me via the phone number or e-mail address provided below. Please do not use e-mail to submit your responses to the PIA review inquiries. USAC will not review responses to PIA review inquiries sent to the reviewer's email address. All PIA responses must be submitted in EPC. Again, please be sure to provide complete responses to all of the PIA questions. If you need additional time to prepare your response, you may request an extension. Click the "Request Extension" button, located at the top of the "Review Inquiries" page in EPC. Your first extension request will be automatically granted, and you will receive an additional seven days to respond. Be sure to meet the response due date and provide all of the information requested, otherwise your application(s) may receive reduced funding or a funding denial. Note: Your State E-Rate Coordinator is copied on this correspondence for informational purposes only.

Sartoris Ward
E-Rate
833-205-1185 Ext.72556
sartoris.ward@usac.org

- You also may contact your state E-rate coordinator, Julie Tritt Schell, if you are unsure how to answer a question
 - If you do, please provide a copy of the actual PIA questions

Deadline to Reply

- PIA inquiries typically provide applicants with 15 days to respond.
 - You are encouraged – strongly – to respond as soon as you receive the email. The sooner you respond, the sooner you'll receive your E-rate FCDL.
- If you haven't responded to the PIA inquiry within 7 days of the initial request, PIA will send you a reminder
- If you haven't responded after 15 days, USAC may act on the information they already have to make a funding decision (which typically means denial)


Requesting an Extension

- Applicants can request a single, 7-day extension of the original deadline if you need more time. To do so, access your PIA Inquiry in EPC, click **Request Extension** at the top of the page.
- The first extension request will be automatically granted. If you still need more time, you must have a good reason to need extra time, and PIA will review your extension request before making a decision.

Records / FCC Forms 471

Category 1 Form 471 - FY 2022 - 221010

Summary Funding Requests **Review Inquiries** Connectivity Information Discount Calculation Entity Information News Related Actions

 **REQUEST EXTENSION** RESPOND TO INQUIRIES

Pending Inquiries

Read	Notice	Name	Outreach Type	Assigned By	Title	Phone #	Assigned Date	Due Date	Extn.	Status
		Eligibility of Products and Services	Regular 15-Day	Norman White	Case Management Associate	973-581-7554	3/21/2018 12:43 PM EDT	4/5/2018	0	Response Needed
		Eligibility of Products and Services	Regular 15-Day	Norman White	Case Management Associate	973-581-7554	3/13/2018 11:52 AM EDT	3/28/2018	0	Saved & Waiting to submit

Submitted Inquiries


Name	Outreach Type	Answered By	Assigned Date	Answered Date
No Submitted Inquiries.				

To See What Was Submitted...

To see the responses submitted, locate your Form 471, then click 'Review Inquiries' in the toolbar. Under Submitted Inquiries, it will display each inquiry. Click on the Name to see your responses/documents.

Records FCC Forms 471

Category 1 Form 471 - FY

 [RESPOND TO INQUIRIES](#) [SUBMIT MODIFICATION REQUESTS...](#)

[Summary](#) [Funding Requests](#) [Review Inquiries](#) [Deferral History](#) [Discount Calculation](#) [Entity Information](#) [News](#) [Related Actions](#)

Category 1 Form 471 - FY 2022 - 221010

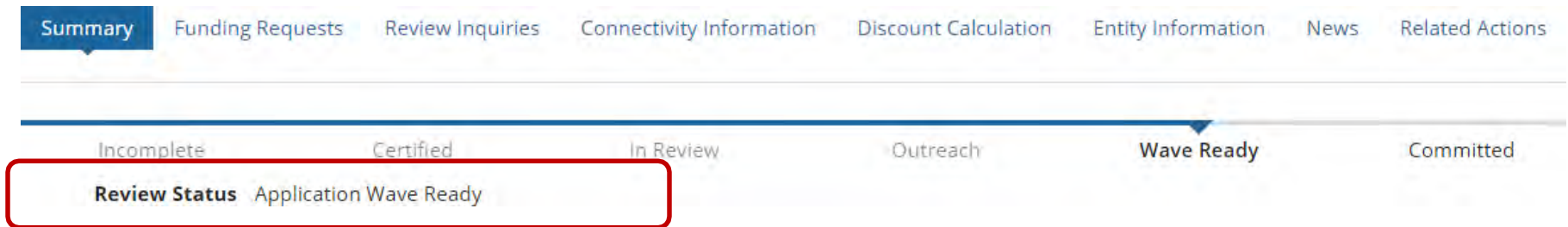
Read	Notice	Name	Outreach Type	Assigned By	Title	Phone #	Assigned Date	↓ Due Date	Extn.	Status
No Pending Inquiries.										

▼ **Submitted Inquiries**

Name	Outreach Type	Answered By	Assigned Date	↓ Answered Date
Eligibility of Products and Services	Regular 15-Day Incomplete Response Reminder	Jt John Doe	2/10/2022 4:21 PM EST	2/10/2022 4:25 PM EST
Eligibility of Products and Services	Regular 15-Day	Jt John Doe	2/10/2022 2:46 PM EST	2/10/2022 3:55 PM EST

Checking Your Form 471 Status

1. Search for Form 471 in EPC:
 - **Bottom of EPC Landing Page under FCC Forms**
 - **Under Records on top toolbar**
2. At the top of the page, a bar will show the progress of the Form 471
3. Below that, it will show the Application Review stage of the Form.



To see a more detailed status, use the FRN Status Tool (FST):

<https://data.usac.org/publicreports/FRN/Status/FundYear>



Various Statuses

- **471 Status Descriptions:**
 - **In Review:** USAC received your certified 471 and is reviewing it
 - **Outreach:** USAC requires additional information and requires a response from you
 - **Wave Ready:** USAC has completed the PIA review and will issue a decision soon
 - **Committed:** USAC has issued a Funding Commitment Letter (FCDL)

- **Detailed Review Status Descriptions (from FST):**
 - **Awaiting Initial Review:** Application has not yet been assigned to a PIA reviewer
 - **Assigned to Initial Review:** Application has been placed in a PIA reviewer's queue
 - **15 Day Notice:** PIA has sent questions to the 471 contact that require a response from you
 - **Final Review:** Application has gone through initial review and may either proceed to Wave Ready Status, QA Status, or may be returned for additional review
 - **Application Wave Ready:** PIA is complete and will likely be included in the upcoming funding "Wave"

What Happens Next?

- After PIA review, the application likely will move to “Wave Ready” status which likely means that the application will be funded in an upcoming wave
 - First “wave” will likely be late April
- After an application has been “funded” in a wave, USAC will email a Funding Commitment Decision Letter (FCDL)
 - All FCDL notifications will also appear in EPC
 - Landing Page > Notifications > FCDL > Funding Year
 - Click on “View Notification” to see FCDL details

Notifications						
Notification Type		Funding Commitment Decision Letter			Status ?	
Funding Year		2018			<input checked="" type="radio"/> All	
					<input type="radio"/> Generated	
					<input type="radio"/> Not Generated	
Notification	Description	Issued Date	Generated By	Generated On		
	Funding Commitment Decision Letter	FCC Form 471 - 181035843	1/16/2019	EPC System	1/16/2019 12:02 AM EST	View Notification
	Funding Commitment Decision Letter	FCC Form 471 - 181030090	1/11/2019	EPC System	1/11/2019 12:03 AM EST	View Notification

Selective Review

Selective review is a separate component of the FCC Form 471 **Program Integrity Assurance (PIA)** review process. During selective review, USAC verifies that applicants followed competitive bidding rules and have the necessary resources to make effective use of requested services. USAC will look at your competitive bidding documentation to ensure that a fair and open bidding process occurred.

The selective review takes place at the billed entity level. Generally, this means that the review will take place at the school district, library system, or consortium level. USAC requests and reviews information for all FCC Forms 471 that were filed by the billed entity for the current funding year.

Selective Review Information Request (SRIR)

USAC will send an email to the FCC Form 471 contact to inform them that their entity has been chosen for selective review and will provide information about how to submit a response. A link will be provided to access the SRIR in the E-Rate Productivity Center (EPC).

If you receive a selective review, USAC must receive all requested information within 15 calendar days from the date of the SRIR inquiry listed in EPC.

If you need additional time to respond, you can request an extension on the **Review Inquiries** page of your FCC Form 471 record in EPC. Your first extension request will be automatically granted, and you will receive an additional seven (7) days to respond. USAC is unable to grant multiple or lengthy extensions to respond to the SRIR.

USAC will contact you through EPC for any additional information or supporting documentation that is required to complete the review. They will inform you if the information you submitted supports a modification or denial of your funding request(s). You will have an opportunity to agree with the modification or denial or to provide additional information to support your funding request before USAC issues a Funding Commitment Decision Letter (FCDL).

How to Respond to the SRIR

The applicant or the applicant's authorized representative can respond to the SRIR. If the applicant's authorized representative responds, the applicant must submit a Letter of Agency (LOA) or consulting agreement authorizing the authorized representative to act on the applicant's behalf. Remember, however, that service providers may not act as the applicant's representative in this case and may not complete the SRIR for any applicant.

1. **Confirm Receipt** - First, acknowledge that you have received the SRIR by contacting the USAC reviewer named in the SRIR. If they do not receive a confirmation from you, they will call or email you for your confirmation.
2. **Provide Complete Response** - Respond fully and completely to your SRIR to avoid delaying the review and approval of your funding request.

3. **Submit Supporting Documentation** - USAC requests copies of documents associated with your competitive bidding process. Please label each document and include FRN(s) and descriptions that identify the information contained within. If your documentation was already uploaded into your EPC profile or contracts, indicate this in your response. You do not need to submit the same documentation again.

The USAC Select Review Instructions provide further information and are available at:
<https://www.usac.org/wp-content/uploads/E-Rate/documents/info-request/SRIR-Instructions.pdf>

Status Updates

The selective review is independent of other reviews conducted by PIA which may or may not still be in progress. To learn the latest status of your FCC Form 471 application, please refer to the form in the EPC or use the FRN Status Tool at <https://data.usac.org/publicreports/FRN/Status/FundYear>. The outcome of all of the selective reviews or PIA reviews will be provided to you in a Funding Commitment Decision Letter (FCDL).





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Selective Review Information Request (SRIR) Instructions

Information Regarding Competitive Bidding & Vendor Selection Process

The following sections outline the documentation you will need to supply concerning your competitive bidding and vendor selection processes. Please provide the information by FCC Form 471 Funding Request Number (FRN), unless otherwise indicated. If a document (e.g., contract, RFP, bid response, etc.) applies to multiple FRNs, indicate on the first page of the document all of the FRNs that are supported by the document. If for any reason you do not have the documentation requested below, you **MUST** completely explain why it is missing.

The current document retention requirement became effective upon announcement in the [Federal Register](#)  on November 20, 2014. The suggested list of documents to be retained can be found in paragraphs 45-50 in the FCC's 5th Report and Order ([FCC 04-190](#) ). Failure to comply with these requirements will put your funding at risk.

Contracts and/or Other Agreements

Provide signed and dated copies of any and all agreements related to each FRN, including any and all contracts, agreements, Statements of Work, etc., and any and all agreements between the applicant and the service provider related in any way to the applicant's funding request(s) and/or provision of services. Please indicate the FRN(s) on all relevant contracts.

In order for a contract to be considered valid under the rules of the Program, it must be signed and dated by the applicant after the Allowable Vendor Selection/Contract Date (ACD). The ACD is set when the FCC Form 470 that establishes the competitive bidding for the FRN is posted to the USAC website. However, if the Contract Award Date on the FRN is before the ACD or is missing altogether, you will be given the opportunity to provide documentation to support the correct Contract Award Date.

If the price on the contract is different from the pre-discount price on your FRN, please explain the difference and account for the difference. (For example, if the dollar amount on the contract is higher than the dollar amount on your FCC Form 471, indicate which services have been removed, if that is the case. If the dollar amount on the contract is lower than the dollar amount on your FCC Form 471, please explain why).

If the contract referenced on a particular funding request is a state master contract, please indicate that. There is no need to provide us with a copy of the state master contract if it is available online and you provide us with the website address or if it has previously been provided to USAC and you provide us with information to help us locate it.

Submit a copy of the relevant contract(s) with your Selective Review response. Tariffed services (e.g., local and long distance telecommunication services) and month-to-month services (e.g., monthly Internet services) are sometimes offered through state master contracts or other types of contracts. If you sign a contract for these services (or if you are buying from a state master contract), USAC considers your services



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to be contracted services. Again, if a state master contract was previously provided to USAC or if it is available on a website, you may provide information about how to locate it instead of providing a copy.

If contracts are required and are not provided, please explain why you have not provided them.

Requests for Proposal (RFP)

Provide copies of any and all RFP(s), invitation(s) to bid, request(s) for bids, or other documentation of bid requests for services and/or products requested, or other solicitations in any way associated with the applicant's funding request(s) and/or the selection of the service provider(s) that appear(s) on the applicant's funding request(s). Be sure to include any and all amendments made to the original RFP and include the date(s) issued. You must also demonstrate that the RFP was available to bidders for 28 days before you signed a contract. RFP responses can be received prior to the 28th day of the FCC Form 470 posting. All RFPs should indicate when they were first made available to service providers (i.e., release and posting date as well as the due date for which bids were required to be submitted).

You do not need to provide copies of any FCC Form 470 that was posted on the USAC website. If your documentation was already uploaded into your EPC profile or contracts, indicate this in your response. You do not need to submit the same documentation again.

If RFPs or other bid solicitation documents were used as part of the procurement process and are not being provided, please explain why you have not provided them.

Bid Responses

Indicate the number of bids/proposals received for all funding requests and provide complete copies of any and all proposals, bid responses, etc., received in response to the FCC Form 470 and/or any RFP, or other solicitation in any way associated with the applicant's funding request and/or with the selection of the service provider that appears on the applicant's funding requests. Please list the FRN(s) associated with relevant bid responses on your Selective Review response. Information should be provided for all funding requests including tariffed, month-to-month, and contracted services.

If you did not receive any bids, you should indicate on your Selective Review response "no bids received" and submit documents explaining how you selected your service provider(s).

Vendor Selection Process

Provide the number of bids received for each Telecommunications, Voice Services, Internet Access, Internal Connections and Managed Internal Broadband Services, and Basic Maintenance of Internal Connections FRN.

Provide all documentation created during the bidding process and indicate how and why you selected your service provider(s). This includes FRNs where you selected a state master contract that was a multiple award schedule or similar vehicle. (See "Special Note Regarding State Master Contracts" below.) If multiple bids were received, vendor evaluation sheets must be provided.



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Applicants may use a multi-tier bid evaluation process, but price of the eligible products and services must be the primary factor during EACH stage of the evaluation process.

Documentation should include:

- a description of the evaluation process
- the factors used to determine the winning bid
- the relevant weighting of the factors (points or percentage) in the evaluation process
- correspondence to and from the bidding vendor(s) and
- attendance sheets for any meetings regarding the FCC Form 470 and/or RFP or other solicitation vehicles

Consulting Agreement(s) or Letter(s) of Agency

Please provide a complete signed and dated copy of any consulting agreement(s), including any Letter(s) of Agency (LOAs) that covers the current funding year, relating to the planning, implementation, and support of your funding request(s). If a consultant was not used, please indicate that no consultant was used. Failure to provide a consulting agreement or LOA for the current funding year will indefinitely delay USAC's ability to issue a Funding Commitment Decision Letter.

Correspondence

Provide a copy of all correspondence between the entity and any service provider(s) and/or consultant(s) regarding the competitive bidding process and the application process. Examples of requested correspondence include emails, faxes, phone logs, letters, and responses from potential bidders and selected service providers.

Organizational Structure

If your organization functions in multiple capacities, such as consultant, service provider, and/or applicant, provide a copy of your organizational flow charts clearly identifying in which role you are responding to the SRIR, and how that is separated from other business functions and/or reporting structures in the organization.

Please provide any other documentation available that would be helpful to demonstrate your compliance with FCC rules requiring a fair and open competitive bidding process.

Special Note Regarding State Master Contracts (SMC)

The filer of the FCC Form 470 - whether state or applicant - must comply with all FCC requirements and local and state procurement laws. Applicants must follow the applicable provisions of the state master contract and local and state procurement laws.

If you are procuring products or services off a state master contract, and the state filed a FCC Form 470 that led to the award of that state master contract that is not a multiple award schedule, and you referenced that state FCC Form 470 in your funding request, you do not need to provide competitive bidding and vendor



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selection documentation at this time. If this is the case for some or all of your FRNs, please indicate such in your response.

If, however, you filed one or more FCC Forms 470 and then used the state master contract as a bid response, you must provide full documentation about your competitive bidding process and vendor selection.

Whether you use a state FCC Form 470 or your own FCC Form 470, if the state master contract that you are purchasing from is a multiple award schedule or similar vehicle you must show that the service provider that you selected is the most cost-effective provider. In other words, you will need to demonstrate how and why you selected service provider "A" instead of one of the other service providers that provide the same services through the multiple award schedules.