

Entering E-rate: Where to Begin

E-rate is a daunting process for those new to the program. Not only do they have to learn and understand the intricate rules, but they also have to jump into the E-rate process mid-funding year cycle and determine what's been done thus far, and what remains to be completed for previous and upcoming funding years. The purpose of this Guide is to assist new E-rate contacts with this process so they can be certain that no deadlines have been missed and all eligible funding has been collected.



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Brief Program Overview

The Schools and Libraries (E-rate) Program provides discounts to eligible K-12 public and private schools and public libraries in order to obtain affordable internet access and telecommunications services. E-rate funds the following service types: Data Transmission Services and/or Internet Access (called Category 1); and Internal Connections, Managed Internal Broadband Services, and Basic Maintenance of Internal Connections (called Category 2). Discounts range from 20-90 percent of the costs of eligible services, depending on the level of poverty and the urban/rural status. In order to receive E-rate discounts, schools and libraries must competitively bid on the USAC website the eligible services for which they may be seeking discounts in the upcoming funding year, and after a minimum of 28 days, select the most cost-effective proposal. E-rate funding is then requested annually by applying to USAC and if discounts are approved, applicants receive discounted vendor bills, or pay the bills in full and seek reimbursement process after services have been provided. The application process begins 6-12 months in advance of the funding year. Additional resources to learn the program basics:

- **FY 2021 PA E-rate Manual:** <http://e-ratepa.org/wp-content/uploads/2020/10/Complete-FY-2021-E-rate-Manual.pdf>. This is the most recent E-rate training manual used to train PA applicants new to the program each fall.
- **Helpful Documents:** Guidance related to each step of the application is process can be found on the [PA E-rate website](http://e-ratepa.org/?page_id=754) under Helpful Documents at: http://e-ratepa.org/?page_id=754.
- **Application Process Flowchart – New Contracts:** <http://e-ratepa.org/wp-content/uploads/2020/10/2-2-Arrows-Flow-Chart-New-Contract-2021.pdf>
- **Application Process Flowchart – Existing Contracts:** <http://e-ratepa.org/wp-content/uploads/2020/10/2-2-1-Arrows-Flow-Chart-Existing-Contract-2021.pdf>

- **FY 2021 Application Year Calendar:** <http://e-ratepa.org/wp-content/uploads/2020/10/2-3-Annual-Application-Process-Chart-2021.pdf>
- **Multi-Year Timeline:** <http://e-ratepa.org/wp-content/uploads/2020/10/2-1-Timeline-2019-2021.pdf>
- **USAC Program Description:** <https://www.usac.org/wp-content/uploads/e-rate/documents/Handouts/E-rate-Overview.pdf>
- **USAC Learning Library:** <https://www.usac.org/e-rate/learn/>

In addition to reviewing these resources and websites, new E-rate contacts are strongly encouraged to attend in-person E-rate beginners' trainings that are held each fall, review previous training materials (see http://e-ratepa.org/?page_id=745), and watch USAC's self-paced tutorials and videos at <https://www.usac.org/e-rate/trainings/>.

Initial Questions for New E-rate Contacts

When coming into the program anew, E-rate contacts should first review these five questions and take the appropriate action where needed.



1) Are you a “User” in your school or library’s EPC account?

EPC (the E-rate Productivity Center) is USAC’s online portal where all E-rate applications are filed and processes/correspondence are completed, with the exception of the reimbursement process. Each organization has an EPC Account, and each EPC Account has an EPC Account Administrator (AA) and EPC Users. Before any further action can be taken, a new E-rate contact must first determine if they are set up as a User for their school or library’s EPC Account.

- Go to <https://portal.usac.org/suite/>, click ‘Continue’ then ‘Forgot Password’ (do not enter a username or password on this page). On the next page, enter your e-mail address, all lowercase. If the system doesn’t send a password reset prompt to your e-mail address within 2 minutes, you likely are not yet an EPC User.
- To become an EPC User:
 - Your school or library’s EPC Account Administrator should log into EPC and click on “Manage Users” in the top right corner of their EPC Landing Page, then “Create New User,” and complete the required fields. The new User will then receive an e-mail message from the EPC system with instructions to create their password, log into EPC, click on “Tasks” and accept the EPC Terms and Conditions.
 - If your school or library’s EPC Account Administrator is no longer with the organization, or if you’re unsure who your AA is, contact USAC at 888-203-8100 and they will assist you with becoming an EPC User and establishing a new Account Administrator for your organization.

2) Have you established your One Portal multi-factor authentication (MFA) validation choices?

One Portal is USAC’s umbrella sign-in system that requires all users to use multi-factor authentication (MFA) before they gain access to the EPC and BEAR Reimbursement Systems. The One-Portal/MFA set up process requires several steps and I encourage you to review the One Portal/MFA Set Up Guide at <http://e-ratepa.org/wp-content/uploads/2020/07/One-Portal-MFA-Set-Up-Guide.pdf> to walk through the process.

- BEAR Access: Currently, after you log in to One Portal, you will still have to submit your BEAR credentials (username and password) in order to gain entry to the BEAR System. In the future, USAC will integrate the two logins but for now, there is an extra step required to enter the BEAR System.
- Technical Hints: Before you begin:
 - ✓ Be sure to use a Chrome or Firefox browser
 - ✓ Disable all privacy features (such as EFF Privacy Badger)

If you are not currently an EPC or BEAR authorized user (meaning your e-mail address isn’t in the USAC system), or if you experience problems setting up your One Portal account, call CSB at 888-203-8100.

3) Do you have a BEAR PIN?

If an applicant pays vendor invoices in full, they must seek reimbursement from USAC using the Form 472 BEAR Form. BEARs are NOT filed in EPC; they are filed in USAC's legacy system (the system that existed prior to EPC). In order to request reimbursements/file Form 472 BEARs, you must have a BEAR PIN that is unique to you (PINs are not shared among school or library staff).

- If you don't have an E-rate PIN (or had one but can't find it), complete the short PIN Request template at: <http://www.usac.org/res/documents/sl/xls/PIN-request-template.xlsx> and then upload it into EPC by creating a Customer Service Case. USAC will then e-mail you a new PIN in about a week. (Remember that you must be an EPC User in order to create a Customer Service Case in EPC. See question 1 above.)

4) Are you subscribed to the PA E-rate Listserve?

The PA E-rate Coordinator maintains a one-way listserv that is used to disseminate regular updates about program changes, deadlines, funding commitments, training events, training guides and helpful reminders. If you are not currently receiving these regular E-rate updates from Julie Tritt Schell, the PA E-rate Coordinator, please e-mail her at jtschell@comcast.net and ask to be added to the list. All previous listserv messages (since the beginning of the program) are posted at: http://e-ratepa.org/?page_id=7751.

5) Are you subscribed to the USAC Weekly News Brief?

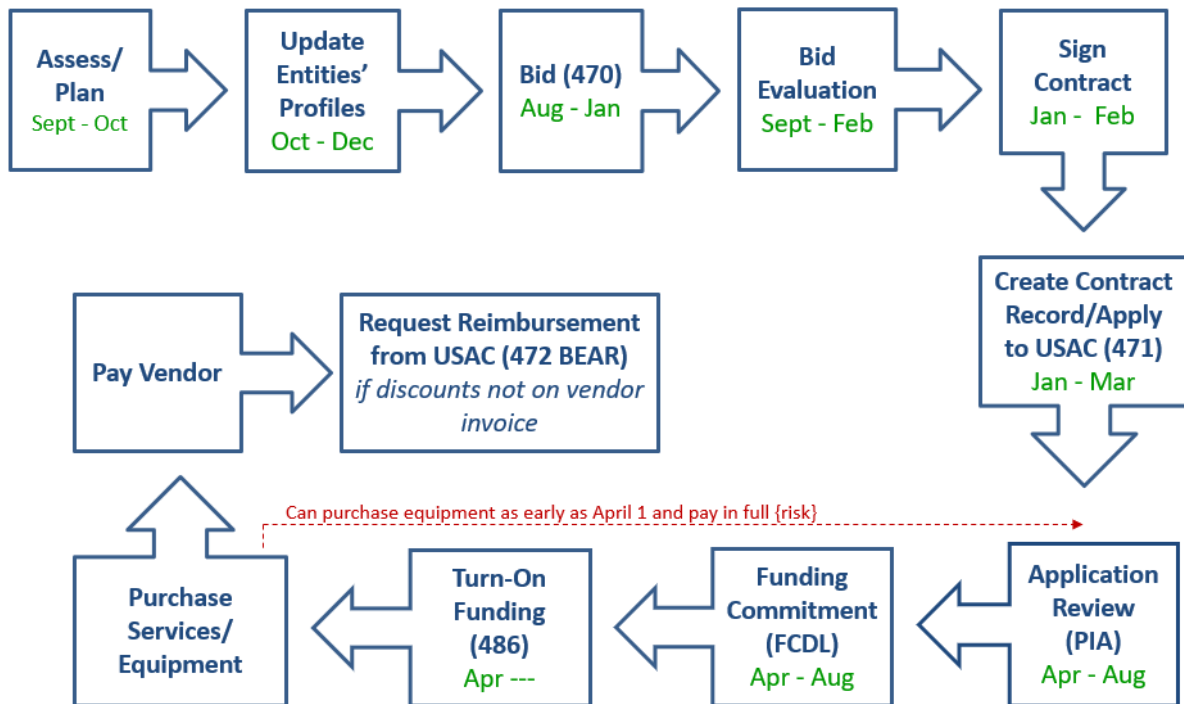
USAC emails a weekly News Brief to applicants each Friday. If you are not currently receiving the USAC News Briefs, go to: <https://www.usac.org/e-rate/resources/news-brief/> to subscribe.

Upcoming Funding Year: FY 2021

The E-rate application process begins 6-12 months prior to the beginning of the next funding year and contains multiple deadlines that must be met during the application process. Funding Year 2021 begins July 1, 2021; therefore, the application process begins in July 2020. Guidance related to each step of the application process can be found on the [PA E-rate website](http://e-ratepa.org/?page_id=754) under Helpful Documents at: http://e-ratepa.org/?page_id=754.



The following are the key steps to the E-rate application process that align with this flowchart, organized by the month(s) during which that step of the process occurs. Based on when a new E-rate contact enters their role, they should be able to understand what is due during that period and determine if that required step/form has been completed.



October 2020 – Early January 2021:

- During the annual “**Admin Window**,” schools enter enrollment and NSLP eligibility data in each school’s EPC profile and add or remove entities if needed. Libraries will update square footage data if there are changes. The data inputted into school profiles is what the EPC system uses to calculate school district, library and consortia discount rates. The Admin Window is typically open from about October 1 – January 10 and PDE traditionally releases draft enrollment/NSLP data around December 15 that schools can use to populate their EPC profiles.
 - If you’re unsure whether this information has been updated for your school/library during the Admin Window, you can review the data on the Form 471 and if it has not been updated,

submit a RAL Correction immediately after the Form 471 is submitted to request that the data be modified during PIA review.

- To update enrollment and NSLP data during the Admin Window:
 - > EPC Landing Page > District Name > Discount Rate > Show Entities > Right click on each school's name and select "Open link in new tab" > Click Manage Organization on each tab > Enter enrollment/NSLP data > Submit > Repeat for each tab (school).
- Calculate your available **Category 2 budget** for the upcoming funding year.

Depending on your entity type and size, there are different options to calculating your available Category 2 budget as follows:

Schools:

- School District with 11 or more schools: Greater of these two options: 1) district enrollment X \$167, OR 2) Number of schools X \$25,000.
- School Districts with 10 or fewer schools (USAC calls these 'child entities') have a third "hybrid" option. The hybrid method allows these smaller entities to calculate their C2 budgets on a per-school basis using the greater of either the \$25,000 funding floor and the budget multiplier, then adding up each school's individual budgets to obtain the district-wide C2 budget. (Hint: a school with fewer than 150 students would want to use the \$25,000 funding floor for that school instead of the \$167/student.)
- Single School: School enrollment X \$167, OR \$25,000, whichever is greater.

Libraries:

- Library Systems with 10 or fewer libraries (USAC calls these 'child entities') have a third "hybrid" option. The hybrid method allows these smaller entities to calculate their C2 budgets on a per library basis using the greater of either the \$25,000 funding floor and the budget multiplier, then adding up each library's individual building budgets to obtain the system wide C2 budget. (Hint: a library branch with less than 5,556 square feet would want to use the \$25,000 funding floor instead of the \$4.50/sq ft.)
- Library System with 11 or more libraries: Greater of these two options: 1) total square footage of the library branches in the library system X \$4.50, OR 2) # of library branches in the library system X \$25,000.
- Single Library: Square footage X \$4.50, OR \$25,000, whichever is greater.

USAC has a new Category 2 budget tool that calculates the total amount of C2 funding currently available, using the most advantageous budget calculation option for each entity type. In future years, the tool will track each entity's C2 budget, including amounts pending and committed, and remaining budgets. The tool is available in USAC's Open Data platform: <https://opendata.usac.org/E-rate/E-rate-C2-Budget-Tool-FY2021-/8z69-hkn7>. To see specific data, use the simple Filters on the right toolbar

(be sure to click 'Apply' after selecting your filter). Then click 'Export' to download the results into Excel.

The entire database of PA schools and libraries taken from the USAC C2 Budget Tracker, showing their Category 2 budgets as of 9/1/2020, is available at: <http://e-ratepa.org/?p=32602>. These amounts will change as entities update their enrollments when the Admin Window opens and schools begin to update their enrollment data.

July 2020 (Typically Fall) – January 2021:

- File **Form 470** to competitively bid equipment and services for which a new contract is required. To determine if a new contract is required, review the existing contract to determine if the contract is expiring and/or if any contract extensions are included. If the contract is expiring, a new Form 470 is required. A Form 470 also is required to be filed annually for services provided on a month-to-month (MTM) basis. A Form 470 is not required in the *remaining* years of a multi-year contract, or when an applicant is purchasing the Commercially-Available Business Class Internet Option (CABIO) that costs no more than \$300/month and is for a downstream speed of at least 100 Mbps per building and 10 Mbps upstream (such as a DSL or Cable Internet service).
 - To submit a new Form 470, select “FCC Form 470” at the top right corner of your EPC Landing Page.



- If you're unsure whether a Form 470 has been submitted yet, scroll to the bottom of your EPC Landing Page under “FCC Forms and Post-Commitment Requests” and select the Form Type and Funding Year. There you will see whether any Form 470s have been filed for your organization. If no results are returned, this means there have been no Form 470s filed for that year.

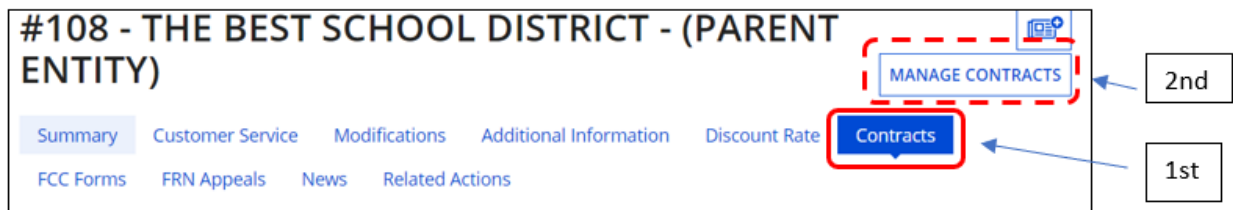


January 2021 – February 2021:

- During the bidding period, vendors review Form 470 postings and submit proposals directly to applicants as prescribed in the Form 470 or RFP.
- After a minimum 28-day bidding period, applicants then conduct a **bid evaluation** using price of eligible equipment/services as the most heavily weighted factor.
- Applicants then negotiate and sign contracts with awarded vendors. If local policies require, applicants must obtain board approval prior to signing the contract.
 - Unless using a MTM Category 1 service, contracts must be signed prior to filing the Form 471.
 - Only the applicant must sign/date the contract prior to filing the Form 471.

January 2021 – March 2021:

- Create **Contract Record(s)** in EPC for each newly signed contract. The CR is where you will upload a newly signed contract, identify associated Form 470 number, winning vendor, # of bids received, contract signing date, and contract extensions, if any.
 - To create new Contract Records or view CRs that have been previously created, click on the name of your school/library on the EPC Landing Page (just below the USAC logo in the top left corner of the page), select “Contracts” from the top toolbar, and then “Manage Contracts.”



- File **Form 471** by deadline (typically mid-late March) to formally request E-rate funding from USAC. Category 1 and Category 2 requests must be filed on separate applications, but multiple Funding Requests (FRNs) can be submitted on each application, as needed. The Form 471 imports discount calculation data from the entity’s EPC profiles, and each FRN will be linked to a Contract Record unless the service is being provided on a month-to-month (MTM) basis. The form also requires applicants to identify the specific services or equipment being requested, costs per circuit or per unit, quantity, and recipients of service.
 - To submit a new Form 471, select “FCC Form 471” at the top right corner of your EPC Landing Page.



April 1, 2021 – September 30, 2022:

- Applicants may **purchase/install** Category 2 equipment as early as April 1 prior to the funding year if they choose to pay for the equipment in-full, and with the risk of not receiving the E-rate funding commitment requested. However, E-rate funding cannot be reimbursed from USAC until at least July 1, or Form 486 certification date, whichever is later. Deadline to purchase/install Category 2 equipment is September 30, three months after the close of the funding year. This provides applicants with a full 18 months to purchase/install equipment instead of the 12-month funding year for recurring services. All equipment must be installed by September 30, even if installation is not being paid with E-rate funding.
- Applicants must label all E-rate funded equipment and maintain a Fixed Asset Register (FAR), (also known as an Asset Inventory) that provides details of all equipment including: make & model, serial number (if available), physical location of equipment (building/room number), date installed, funding year, FRN number, PO number, and related payment information. A sample FAR is available at: <http://e-ratepa.org/wp-content/uploads/2014/03/Asset-Register-Sample.xlsx>.

February 2021 – FCDL Date:

- After the Form 471 is submitted, it will undergo **Program Integrity Assurance (PIA)** review where the PIA team will review every line of every application to check for accurate discounts, eligible services, compliant bidding, and cost effectiveness. If PIA reviewers have questions, they will post the questions in EPC, and e-mail the Form 471 contact, providing a link to their questions. Applicants have 15 days to respond. Failure to respond may result in denial of funding.
 - If you're unsure whether any PIA inquiries are pending for your applications, click on "Pending Inquiries" at the top of your EPC Landing Page, or call USAC at 888-203-8100.

Pending Inquiries

Type	-- Select a Type --	Application/Request	-- Enter an Application/Request --
Funding Year	-- Select a Funding Year --		

Late April 2021 – September 2021:

- USAC issues weekly funding "waves" containing **Funding Commitment Decision Letters (FCDLs)** that explains whether the FRN(s) was approved, reduced, denied or cancelled. The FCDL is posted in the organization's EPC portal, and the Form 471 contact receives an e-mail with a link to the posted FCDL. USAC's goal is to have all FCDLs issued by September 1.
 - If you're unsure if any FCDLs have been issued, search under "Notifications" on your EPC Landing Page.

Notifications

Notification Type: Funding Commitment Decision Letter

Funding Year: 2021

- Applicants have 60 days from the FCDL date to **appeal** to USAC if they disagree with a funding decision. If USAC denies the appeal, applicants have 60 days from the appeal decision letter to appeal to the FCC.
 - Appeals to USAC are submitted by selecting “Appeal” at the top right corner of your EPC Landing Page.



- Appeals to the FCC are submitted in the ECFS Filing System <https://www.fcc.gov/ecfs/>, listing Proceeding **02-6**.

FCDL Date – October 28, 2022:

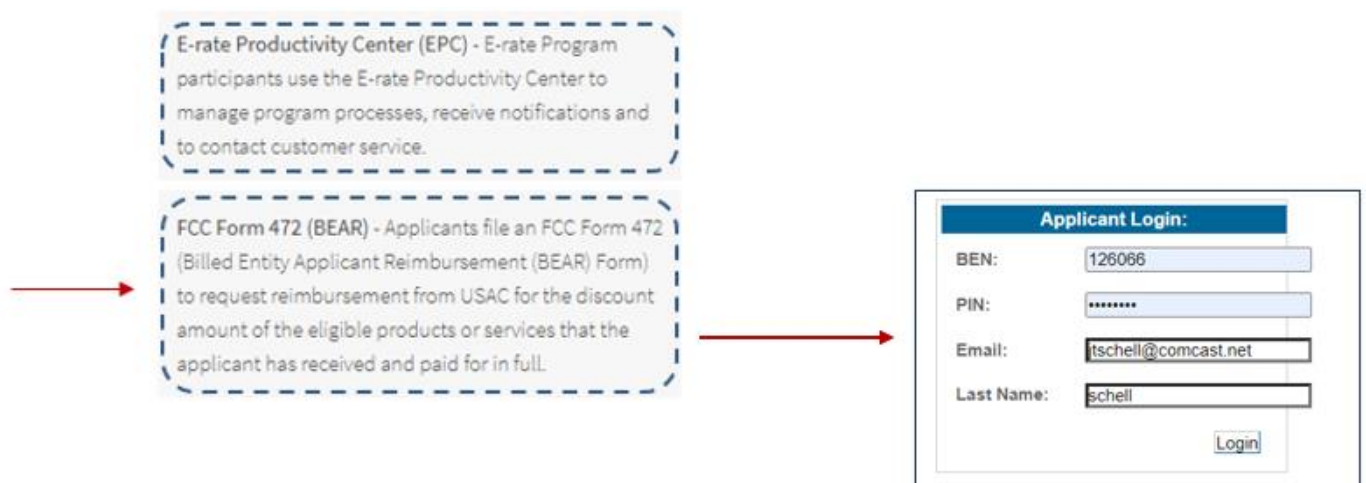
- Within 120 days of the FCDL date, or service start date (whichever is later), applicant must file **Form 486** in EPC. The Form 486 certifies their organization’s compliance with the Children’s Internet Protection Act (CIPA) and authorizes USAC to pay invoices that are submitted because services have begun or will begin.
 - To submit a new Form 471, select “FCC Form 486” at the top right corner of your EPC Landing Page.



- If you're unsure whether a Form 486 has been submitted, scroll to the bottom of your EPC Landing Page under "FCC Forms and Post-commitment Requests" and select the Form Type and Funding Year.

July 1, 2021 – October 28, 2022:

- Applicants that have paid the full cost of the vendor invoice may seek **reimbursement** from USAC using the Form **472 BEAR** (in the legacy system, not in EPC). Likewise, vendors that have provided the applicant with discounted bills may seek reimbursement from USAC using the Form 474 SPI.
- Deadline to submit reimbursement forms for recurring services (generally Category 1 services and Category 2 basic maintenance) is October 28, 2022 (4 months after the funding year has ended which is June 30, 2022). Deadline to submit reimbursement forms for non-recurring items (generally Category 2 equipment/licenses) is January 28, 2023 (4 months after the last date to purchase/install equipment which is September 30, 2022). Applicants may request a single, 4-month reimbursement extension, but the extension request must be submitted by the original reimbursement deadline.
 - If you're unsure whether a BEAR or SPI has been paid, refer to Step 6 below.
 - To submit a new BEAR, or search for copies of previously submitted BEARs, log in to One Portal and then click on FCC Form 472 (BEAR) on the One Portal Dashboard. Then enter your BEAR PIN credentials to enter the Form 472 BEAR System.



Current Funding Year: FY 2020

The “current” funding year would be considered the funding year for which you are currently receiving services, as opposed to the upcoming funding year for which you are applying. Funding Year 2020 is from July 1, 2020 – June 30, 2021. The steps below will help a new E-rate contact determine what has previously been submitted by their school or library and what steps remain to be completed in order to successfully obtain E-rate funding.



1) Determine if your school/library submitted any applications for FY 2020.

First, download a spreadsheet showing your organization’s FY 2020 funding requests using the “FRN Status Tool” at <https://data.usac.org/publicreports/FRN/Status/FundYear>.

- Change Funding Year to FY 2020.
- Enter your school/library’s BEN (Billed Entity Number). If you don’t know your BEN, you can search for it at: https://sl.universalservice.org/Utilities/BilledEntitySearch_Public.asp.

FRN STATUS TOOL

This tool provides funding request data for Funding Year 2016 and forward. ¹ the Funding Request Data Retrieval Tool (DRT). You must enter at least one your search. To add additional data points for the report, scroll down and clic

You can find additional assistance on the [FRN Status Tool Instruction Page](#).

Step 1 : Please enter the search criteria

I. Required Criteria

Funding Year	2020
Please enter one or more of the following:	
State	SELECT
BEN	125300
CRN	
SPIN (Go to SPIN Search):	

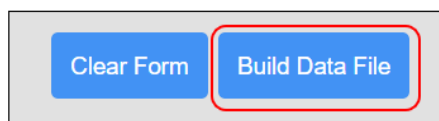
- Then scroll down and click “Select Data Points” and then “Select All Data Points.”

Select Data Points

Step 2. Please select the datapoints you would like to include in your datafile:

Select All Data Points

- Then scroll to the bottom of the page and click “Build Data File.”



A spreadsheet will open showing all Funding Requests submitted by your school/library for that funding year. If the spreadsheet is empty, it means no applications were submitted in that funding year and you can ignore the remaining steps.

To see a synopsis of all funding requested/disbursed since 1998, go to: <https://tools.e-ratecentral.com/us/stateInformation.asp?state=PA> and enter your school or library’s Billed Entity Number (BEN) under ‘Funding Quick Search’ on the left side of the page. On the results page, click on each funding year to drill down into the FRNs.

To see copies of the actual forms, appeals and other post-commitment requests that were submitted since FY 2016, scroll to the bottom of your EPC Landing Page, and select the relevant form and funding year.

2) If applications were submitted, determine how many Funding Requests were submitted and the PIA Review Status of each Funding Request.

Each row represents a separate Funding Request, called an FRN, that was submitted for that funding year. Each FRN has a unique number that begins with the funding year (FY 2020 have FRNs that begin 20xxx).

- Review Column C to see if the FRN(s) were Funded, Denied, Cancelled, or Pending.
 - If an FRN’s status is ‘Pending,’ contact USAC at 888-203-8100 and explain that you are new to your organization and ask if there are any open PIA inquiries for the Pending FRN (the FRN number is listed in Column A).

A	B	C	D
FRN	FRN Nickname	FRN Status	471 Application Number
2099008946	WAN - Comcast	Funded	201008035
2099008949	Internet - Comcast	Funded	201008035
2099024196	Switches - Meraki - ePlus	Funded	201017855
2099062319	WAPS - Cisco - ePlus	Funded	201034820

- For Funded FRNs, continue with the next steps.
-

3) Review the following columns to understand the key information of each funding request:

- Column AF will show the vendor's name. Column AG will show the vendor's SPIN number.
- Column AK will show the date the school/library signed the contract with the vendor. If blank, it means the applicant indicated it was a month-to-month service for which no contract was signed.
- Column AJ will show whether a Form 486 has been submitted.
- Column AL will show the date that the school/library reported that the contract will expire, and Column AM will show whether the school/library reported whether any extensions were included on the contract. (Note: the system does not adjust downward the extension numbers from year to year when an extension is used.)
- Column AN will show the deadline to submit a reimbursement form to USAC.

AF	AG	AH	AI	AJ	AK	AL	AM	AN
Service Provider Name	SPIN	SPAC Filed	Fund Year	486 Service Start Date	Contract Award Date	Contract Exp or Svc End Date	Remaining Contract Extensions	Last Date to Invoice
Comcast Phone, LLC	143034516	Yes	2020	7/1/2020	3/11/2019	6/30/2022	2	10/28/2021
Comcast Business Communications	143003990	Yes	2020	7/1/2020	1/27/2020	6/30/2023	2	10/28/2021
ePlus Technology, Inc.	143006553	Yes	2020	7/1/2020	2/20/2020	9/30/2021		1/28/2022
ePlus Technology, Inc.	143006553	Yes	2020	7/1/2020	4/21/2020	9/30/2021		1/28/2022

- Column BH will show the approved discount rate.
- Column BF will show the approved pre-discount amount, and Column BJ will show the approved discounted (committed) amount.
- Column BL will show the Service Category (Data Transmission/Internet, Internal Connections, Basic Maintenance of MIBS)

BE	BF	BG	BH	BI	BJ	BK	BL
Orig Total Cost	Cmtd Total Cost	Orig Discoun	Cmtd Discoun	Orig Funding Request	Cmtd Funding Request	Orig FRN Service Type	Cmtd FRN Service Type
\$30,384.72	\$30,384.72	70%	70%	\$21,269.30	\$21,269.30	Data Transmission and/or Internet Access	Data Transmission and/or Internet Access
\$11,700.00	\$11,700.00	70%	70%	\$8,190.00	\$8,190.00	Data Transmission and/or Internet Access	Data Transmission and/or Internet Access
\$60,854.72	\$60,854.72	70%	70%	\$42,598.30	\$42,598.30	Internal Connections	Internal Connections
\$19,211.99	\$19,211.99	70%	70%	\$13,448.39	\$13,448.39	Internal Connections	Internal Connections

4) Determine if a Form 486 was filed for each FRN.

- Assuming the FRN(s) was Funded, review Column AJ to determine if a Form 486 was submitted. If the cell is blank, file the Form 486 in EPC as soon as possible. If the Form 486 is being submitted after October 28, 2020 (or more than 120 days after the FCDL date showing in Column BP), file the Form 486, then contact Julie Tritt Schell, the PA E-rate Coordinator, at jtschell@comcast.net for instructions on submitting an appeal to USAC to request that funding be restored.

AJ
486 Service Start Date ▾
7/1/2020
7/1/2020
7/1/2020
7/1/2020

5) Determine if the vendor filed their Form 473 Service Provider Annual Certification (SPAC) for the current Funding Year.

- Review Column AH “SPAC Filed?” If the cell is marked Yes, do nothing. If the cell is marked No, contact that vendor ASAP and tell them they must file their Vendor Form 473 Service Provider Annual Certification Form immediately for this funding year. Without this column showing Yes, USAC will not approve your reimbursement request.

AH
SPAC Filed ▾
Yes
Yes
Yes
Yes

6) Determine if any funding remains to be reimbursed.

- Review Columns BX, BY and BZ. Column BX shows the total E-rate funding committed for the funding request. Column BZ will show the total amount of reimbursement that has been disbursed by USAC to date and Column BY will show if the reimbursement form was submitted by the vendor (SPI) or the applicant (BEAR).

BX	BY	BZ
FRN Committed Amount ▾	Invoicing Mode ▾	Total Authorized Disburseme ▾
\$21,269.30	SPI	\$5,527.39
\$8,190.00	SPI	\$2,047.50
\$42,598.30	NOT SET	
\$13,448.39	NOT SET	

- If Column BY shows “Not Set” it means that neither an applicant Form 472 BEAR or vendor Form 474 SPI has been submitted to USAC seeking reimbursement. If the status is Not Set, the applicant should review their vendor service/equipment invoices to determine if the vendor provided discounted bills or whether the applicant paid the in full.
- If Column BZ shows \$0.00, it means that a BEAR or SPI was submitted to USAC and likely has been \$0-funded (denied). If Column BY indicates a BEAR was submitted and has been \$0-funded, the applicant should contact USAC at 888-203-8100 to request details pertaining to the BEAR and exactly why it was denied. As long as the reimbursement deadline has not passed, the applicant should submit a new, corrected BEAR (there is no way to amend an existing BEAR).
- Applicants that have paid the full cost of the vendor invoice may seek **reimbursement** from USAC using the Form **472 BEAR** (in the legacy system, not in EPC). Likewise, vendors that have provided the applicant with discounted bills may seek reimbursement from USAC using the Form 474 SPI.
 - Deadline to submit reimbursement forms for recurring services (generally Category 1 services and Category 2 basic maintenance) for FY 2020 is October 28, 2021 (4 months after the funding year has ended which is June 30, 2021).
 - Deadline to submit reimbursement forms for non-recurring items (generally Category 2 equipment/licenses) is January 28, 2022 (4 months after the last date to purchase/install equipment which is September 30, 2021).
 - Applicants and/or vendors may request 1, 4-month reimbursement extension, but the extension request must be submitted by the original reimbursement deadline.
 - The exact invoicing deadline for each FRN can be found in Column AN.
- To submit a new BEAR in USAC’s legacy system, or search for copies of previously submitted BEARs, follow the steps outlined on page 11 of this guide.

After all of these steps have been completed, and related documents have been archived at the school/library where they must be retained for a period of 10 years following the last date to receive service in a funding year, FY 2020 can be considered “complete.”

Previous Funding Year: FY 2019



The “previous” funding year would be considered the funding year which ended June 30, 2020 (September 30, 2020 for non-recurring purchases such as equipment). Typically, after a funding year has ended, the only steps remaining are to:

1. Determine if vendor invoices were discounted, and if not, be certain that the Form 472 BEAR reimbursement forms have been submitted to USAC by the required deadlines; and
2. Archive all relevant documents related to the procurements, discounts, services and equipment received, asset registers, CIPA, and vendor invoicing for the funding year.

The steps required for determining whether funds have been committed and disbursed for the prior funding year are the same steps outlined above for the ‘Current’ Funding Year, except that applicants would download a spreadsheet showing your organization’s **FY 2019** funding requests instead of FY 2020. The spreadsheet can be downloaded using the “FRN Status Tool” at <https://data.usac.org/publicreports/FRN/Status/FundYear>.

- Change Funding Year to FY 2019.
- Enter your school/library’s BEN (Billed Entity Number). If you don’t know your BEN, you can search for it at: https://sl.universalservice.org/Utilities/BilledEntitySearch_Public.asp.

- Follow the remaining steps, beginning on Page 11 of this Guide.

FY 2019 Reimbursement Deadlines

- The deadline to submit reimbursement forms for recurring services (generally Category 1 services and Category 2 basic maintenance) for FY 2019 would have normally been October 28, 2020 (4 months after the funding year has ended which is June 30, 2020). However, due to the COVID-19 pandemic, the FCC extended the FY 2019 BEAR filing deadline to February 25, 2021.

- Deadline to submit reimbursement forms for non-recurring items (generally Category 2 equipment/licenses) for FY 2019 would have normally been January 28, 2021 (4 months after the last date to purchase/install equipment which is normally September 30, 2020). However, due to the COVID-19 pandemic, the FCC extended the deadline to receive Category 2 equipment to September 30, 2021, which therefore automatically extended the BEAR filing deadline for to January 28, 2022.
- Applicants are permitted to request 1, 4-month reimbursement extension, and the extension request is required to be submitted by the original reimbursement deadline. To determine the exact deadline for each FRN, refer to Column AN.
- To submit a new BEAR in USAC's legacy system, or search for copies of previously submitted BEARs, follow the steps outlined on page 11 of this guide.

After all discounts/reimbursements have been received, and all related documents have been archived at the school/library where they must be retained for a period of 10 years following the last date to receive service in a funding year, FY 2019 can be considered "complete."