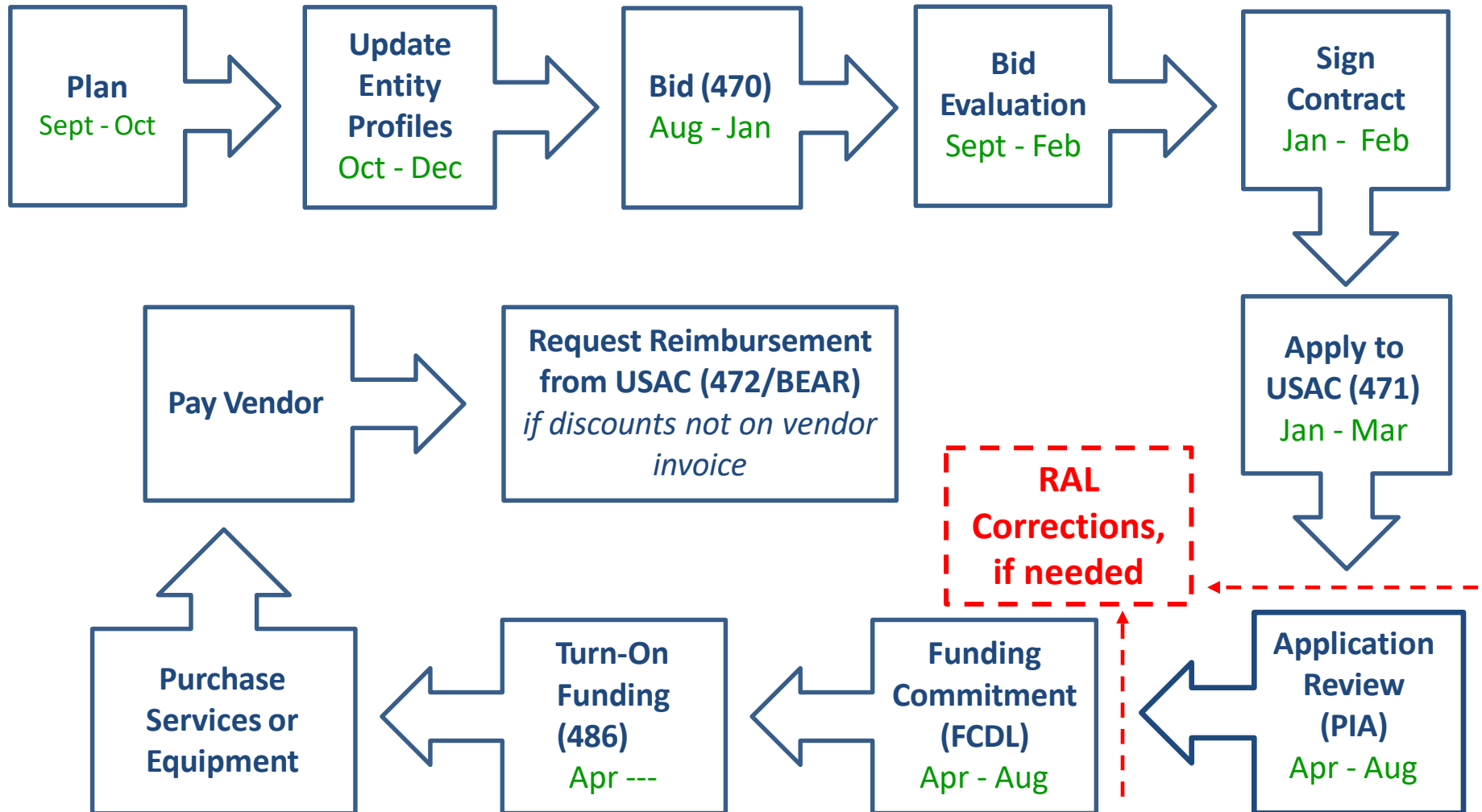


Submitting Form 471 Changes RAL Modification Process FY 2023



Presented by Julie Tritt Schell
PA E-rate Coordinator
for the Pennsylvania Department of Education
March 2023

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



What is the RAL?

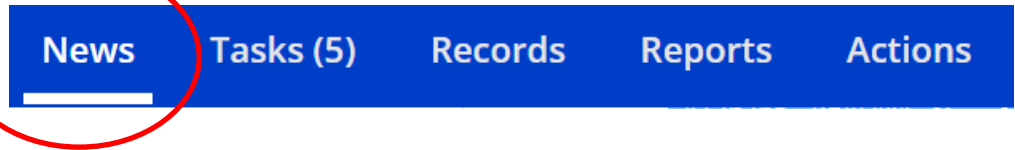
- RAL stands for Receipt Acknowledgement Letter
- RAL Modifications can be used to make certain changes, including adding omitted FRNs, to a submitted application
 - Pre-commitment SPIN Changes and Service Substitutions also may be submitted via RAL corrections
 - For a list of allowable corrections 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

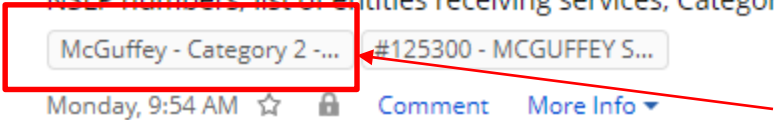


E-rate Productivity Center This Receipt Acknowledgement Letter (RAL) is an acknowledgement that USAC has received MCGUFFEY SCHOOL DISTRICT's FCC Form 471 - 221018514 for Funding Year 2022 on 3/7/2022. Each service provider featured on this form will also be notified of the information submitted for the 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 Two [...More](#))



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

McGuffey - Category 2 - FY 2022 - #221018514

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

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

Review Status Final Review

Application Information

Nickname McGuffey - Category 2 - FY 2022 **Created Date** 3/2/2022 3:31 PM EST

Application Number 221018514

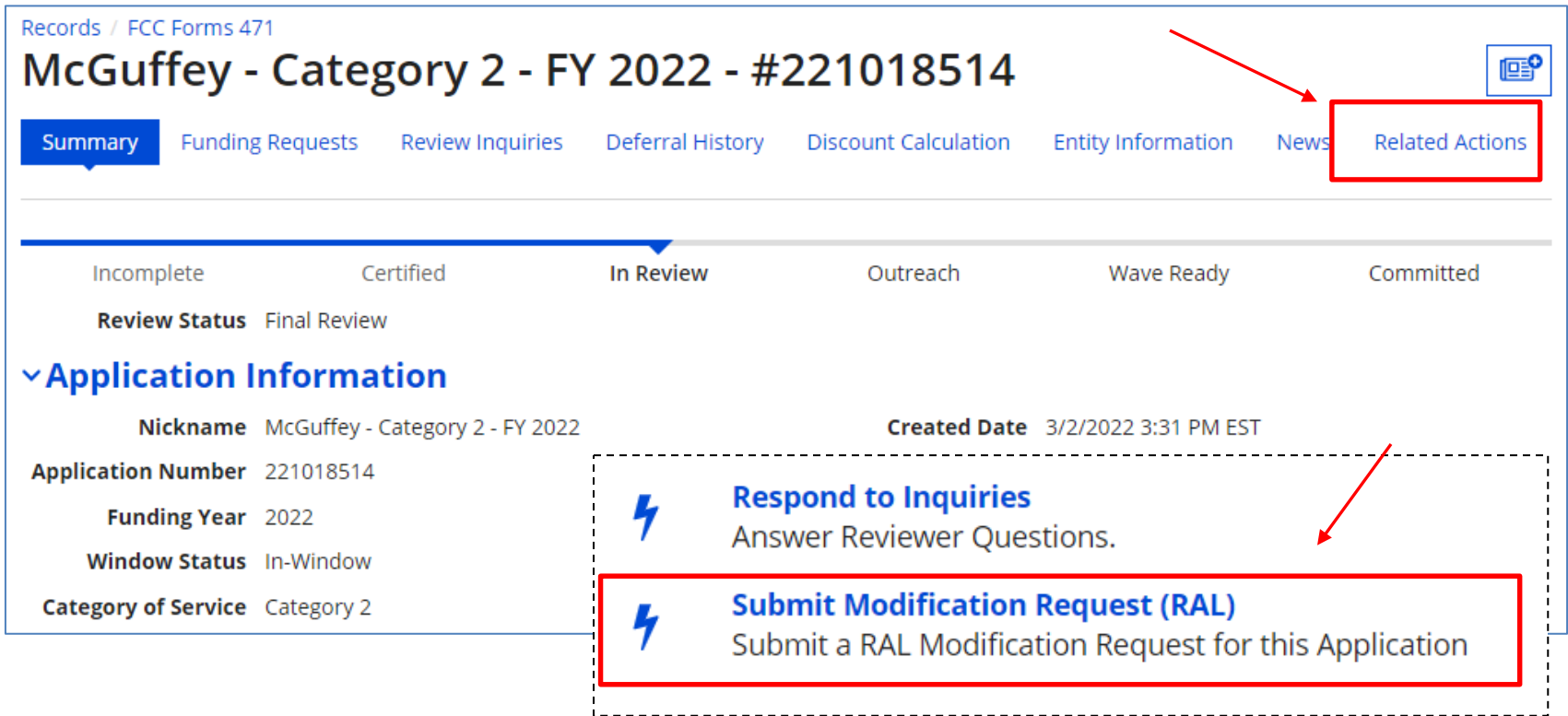
Funding Year 2022

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

The screenshot shows a web interface for an application. At the top, there is a breadcrumb trail 'Records / FCC Forms 471' and a title 'McGuffey - Category 2 - FY 2022 - #221018514'. Below the title is a navigation bar with tabs: 'Summary', 'Funding Requests', 'Review Inquiries', 'Deferral History', 'Discount Calculation', 'Entity Information', 'News', and 'Related Actions'. The 'Related Actions' tab is highlighted with a red box and a red arrow. Below the navigation bar is a progress bar with stages: 'Incomplete', 'Certified', 'In Review' (highlighted), 'Outreach', 'Wave Ready', and 'Committed'. Under the progress bar, there is a 'Review Status' section showing 'Final Review'. Below that is an 'Application Information' section with fields for 'Nickname', 'Created Date', 'Application Number', 'Funding Year', 'Window Status', and 'Category of Service'. To the right of the application information is a dashed box containing two action items: 'Respond to Inquiries' and 'Submit Modification Request (RAL)'. The 'Submit Modification Request (RAL)' item is highlighted with a red box and a red arrow.

- 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

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 an Application

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.

Edit 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

Funding Request Details

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

Funding Request Details

Funding Requests

<input type="checkbox"/>	FRN	↑	Nickname	Number of Line Items
<input type="checkbox"/>	2099013431		UPS - TrippLite - ePlus	1
<input type="checkbox"/>	2099013438		Firewall - Palo Alto - ePlus	1
<input type="checkbox"/>	2099013442		Switches - Cisco - ePlus	5

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.
- From there, you can choose:
 - "**Add FRN**" to create the key information for a new FRN.

Funding Request Details

Select the sub-category you want to modify

Funding Request Details

Funding Requests

<input type="checkbox"/>	FRN	Nickname	Number of Line Items
<input type="checkbox"/>	2099013431	UPS - TrippLite - ePlus	1
<input type="checkbox"/>	2099013438	Firewall - Palo Alto - ePlus	1
<input checked="" type="checkbox"/>	2099013442	Switches - Cisco - ePlus	5

[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 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"/>	2099013442.001	Data Distribution	Switch	0	3	\$22,218.00
<input type="checkbox"/>	2099013442.002	Data Distribution	Switch	0	3	\$8,280.00
<input type="checkbox"/>	2099013442.003	Transceiver	Transceiver	0	4	\$1,471.44
<input type="checkbox"/>	2099013442.004	Transceiver	Transceiver	0	8	\$8,580.48
<input type="checkbox"/>	2099013442.005	Data Distribution	Switch	0	1	\$966.00

1 - 5 of 5

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
or
- **"Manage Recipients of Service"** to remove or add recipients of service

Edit Line Items

Product and Service Details for FRN Line Item #2099013442.001

Type of Internal Connection ⓘ *

Data Distribution

Type of Product *

Switch

Make *

Cisco Systems

Model *

C9500-16X-EDU

Installation Included in Price?

YES

NO ✓

Is the hardware for this FRN Line Item leased?

YES

NO ✓

Cost Calculation for FRN Line Item #2099013442.001

Monthly Cost		One-Time Cost	
Monthly Recurring Unit Cost	\$0.00	One-time Unit Cost	
Monthly Recurring Unit Ineligible Costs	\$0.00	One-time Ineligible Unit Cost	
Monthly Recurring Unit Eligible Costs	= \$0.00	One-time Eligible Unit Cost	
Monthly Quantity	0	One-time Quantity	3
Units	Each	Total Eligible One-time Costs	= \$22,218.00
Total Monthly Eligible Recurring Costs	= \$0.00	Summary	
Months of Service	x 12	Total Eligible Recurring Costs	\$0.00
		Total Eligible One-time Costs	+ \$22,218.00

"Edit Line Item" view

- Correct the information and 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

UPLOAD  Drop file here

Edit 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"/>	2299023842		Wireless/Switches - Meraki - CCL	21

ADD FRN VIEW LINE ITEMS **EDIT FUNDING REQUEST** EDIT PURCHASE AGREEMENT

Edit Funding Request details

CANCEL FRN

EDIT FRN KEY INFORMATION

Edit Purchase Agreement

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
 - Remember to consult list of allowable corrections at <https://www.usac.org/e-rate/applicant-process/competitive-bidding/ministerial-clerical-errors/>
 - 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"/>	2299023842	Wireless/Switches - Meraki - CCL	21

Edit Purchase Agreement

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

Contract Summary - 2022 - C2 Meraki switches/wireless - CCL

Contract Number	Account Number
Establishing FCC Form 470 #220012302	Service Provider Computer CenterLine of Greensburg, Inc (SPIN: 143004885)
Award Date 3/3/2022	Includes Voluntary Extensions? No
Expiration Date (All Extensions)	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 * 07/01/2022

What is the date your contract expires for the current term of the contract? * 09/30/2023

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

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

Correct Contract Expiration Date for the current term of the contract

Correct Service Start Date for the funding year

Upload document to support modifications

Edit Entity Information

Form 471 Modification Request

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

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."

APPLICATION ENTITY✓
BEN RELATED ENTITIES

APPLICATION ENTITY✓
BEN✓ RELATED ENTITIES

Entity Level Changes
Please select Entity to modify

<input checked="" type="checkbox"/>	BEN Name	↑	BEN	City	State	Entity type
<input checked="" type="checkbox"/>	MCGUFFEY SCHOOL DISTRICT		125300	CLAYSVILLE	PA	School District

ADD RELATED ENTITY EDIT

- "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.

Edit 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.**

Edit 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

Peak Number of Part Time Students
0

Total Number of Part-Time Students
0

Total Number of Students Eligible for National School Lunch Program(NSLP)
309

Community Eligibility Program (CEP)?
 Yes
 No

CEP Percentage
43.67%

Does this Organization have an Endowment?
 Yes
 No

● ● ●

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

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

News Tasks (18) Records **Reports** Actions

Universal Service Administrative Co.

Search reports

My Submitted Modification Requests (RAL)
Report for viewing all the submitted Modification RAL Request(s)

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

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)
35777	221007635	Application Details	221007635-Punxsutawney - Category 1 Form 471 - FY 2022	Cancel Application	Certified	Cancelled	3/9/2022 8:16 AM EST	Submitted	View