E-rate Program Integrity Assurance Review (PIA) Guide
FY 2016

Created by Julie Tritt Schell
PA E-rate Coordinator
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FY 2016 PIA Review Overview

- Beginning in FY 2016, all PIA reviews will occur in applicants' EPC portals
- The 471 main contact will receive an email notification that a PIA reviewer has questions about their application
  - The e-mail will list the 471 # and the general subject of the inquiry (e.g. Eligibility of Services or Discount Rate), but will <u>not</u> contain the actual PIA questions
- Click on the link to see/respond to the PIA 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

PIA E-mail Notifications

USAC

EXAMPLE OF PIA INFORMATION REQUEST EMAIL

Today's Date: 6/24/2016
Response Due Date: 7/11/2016
Contact Name: XXXXX
Applicant Name: XXXX AREA SCH DISTRICT
FCC Form 471 Application Number: 1610074XX

Dear Applicant:

We are in the process of reviewing your Funding Year 2016 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 Products and Services

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.

PIA Reviewer's Name/Contact Information

Click this link to go directly to the PIA inquiry. Be sure to log into EPC!

PIA Inquiry Page

1) Click "Respond to Inquiries" which will then turn the Inquiry Name the color blue and make it an active hyperlink.
2) Click on the hyperlink to see the actual PIA questions.

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USAC
Universal Service Administrative Company

Summary
News
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Records / FCC Forms 471
FY 2016 - Category 1 - Central Dauphin - #161009546 Follow

Request Extension | Respond to Inquiries | Apply Summer or Winter... | ···

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	Brooke Taylor	Case Management Associate	973-581-6700	6/27/2016 7:51 AM EDT	7/12/2016	0	Response Needed

Submitted Inquiries

Shows the date by which your PIA answers must be submitted. If you need additional time, click "Request Extension."

PIA Questions Page

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

Issue

For FRN 1699022481, additional documentation is required to allow us to determine the eligibility of your request.

Question(s)

This page will timeout after an extended period of inactivity. Please periodically save your work using the 'Save & Close' button below. You may then use your browser's 'Back' button to return to your work.

#	Question	Response
1	Please provide vendor documentation which supports the funding request amount of $465.02. 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.	[ ] Browse...
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.	[ ] Browse...

+Add Document

Delete Uploaded Files

To add additional documents, click "Add Document."

Save & Close   Submit

To See What Was Submitted…

To see the responses submitted, click on the "+" sign next to Submitted Inquiries, and it will display each inquiry. Click on the Name to see your responses/documents.

Pending Inquiries

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

Close

Submitted Inquiries ⊞

Submitted Inquiries ⊟

Name	Outreach type	Answered By	Assign Date ↓	Answered Date
Eligibility of Products and Services	Regular 15-Day	Julie Tritt Schell	6/24/2016 12:25 PM EDT	6/27/2016 3:27 PM EDT

To See the 471 Status….

On the left toolbar, click on "Summary" and at the top of the page it will show the "Stage" at which this Form 471 is in the process.

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
  - All FCDL notifications will be appear in EPC
  - See http://e-ratepa.org/?p=13411 for details on finding the FCDLs in EPC
- After the FCDL is issued, the next step is to file the Form 486 to "turn-on" funding