

E-rate Funding Commitment Decision Letter (FCDL) Guide FY 2017



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FY 2017 FCDL Overview

- All Funding Commitment Decision Notifications will appear in applicants' EPC portals
 - No paper FCDLs will be mailed
- The 471 main contact will receive an email notification that an FCDL has been issued for a specific application
 - The e-mail will list the 471 # and BEN #, but will not contain any other information about the application
- Applicants must log-in to EPC to “generate” the FCDL and see the funding commitment decisions USAC will issue funding waves each week until all applications have been processed

E-mail Notifications

EXAMPLE OF FUNDING COMMITMENT DECISION E-MAIL

From: portal@usac.org [<mailto:portal@usac.org>] **On Behalf Of** EPC Application Administrator
Sent: Thursday, June 16, 2016 2:09 AM
To: Contact E-mail Address
Subject: EPC Notification - E-rate Funding Commitment Decision Letter (FCDL) available for Application 1610XXXXXX



Hello,

The Funding Commitment Decision Letter (FCDL) for application 1610XXXXXX (<Form 471 Nickname>), filed by <Applicant Name> (BEN: XXXXXX), has been issued. To view the FCDL, login to USAC's E-rate Productivity Center (EPC) by clicking on the link below. From your landing page, navigate to the Notification Center and click on Generate Notification for this application. If the notification has already been generated, you will instead see a link that says View Notification; click on View Notification or navigate to your News Feed to view the FCDL details.

[Login to EPC](#)

If you have questions, or believe that you received this notification in error, please [Contact Us](#) or call the USAC Client Service Bureau at (888) 203-8100 for assistance.

Thank you,

Universal Service Administrative Company

Generating FCDLs in EPC



Welcome, <Name of School or Library>!

Notifications

Notification Type

Funding Year

Status All
 Generated
 Not Generated

	Notification	Description	Issued Date	Generated By	Generated On	
	FCDL	FCC Form 471 - 1610312xx	6/16/2016	<Contact E-mail>	6/16/2016 8:21 AM EDT	View Notification
	FCDL	FCC Form 471 - 1610246xx	6/16/2016			Generate Notification

At the top of the EPC Landing Page, select 'FCDL' for Notification Type to see list of 471s.

Select FY 2017


Shows the e-mail address of the person who "generated" the FCDL notification, the date and time.

Click on 'Generate Notification' for the FCDL to be created. The link will then change to 'View Notification.' Click on 'View Notification' to be taken to the FCDL in your organization's **News** tab.

The New FCDL – Intro Text

- At the top of the Newsfeed, you will see an announcement explaining the FCDL
- The “meat” of the FCDL is below this text...



E-Rate Productivity Center Thank you for your Funding Year 2016 Application for Universal Service Support and for any assistance you provided throughout our review. 

This post contains your Funding Commitment Decision Letter for the FY 2016 FCC Form 471 Application Number 161036214 for LACKAWANNA TRAIL SCHOOL DIST – BEN 125971. The attached .csv file contains information about the committed status of the funding requests, and the FCDL Supplement contains additional important information. The FCDL date is 6/16/2016.

Please open the .csv file below for complete details about the commitments made for each of the Funding Requests. This file can be opened in any spreadsheet program. To make the information easier to read, first select the entire spreadsheet and then expand all of the columns in the document (in Excel, double click on the divider between the column headings, A, B, etc).

We are also sending this information to your service providers so that preparations can begin for delivering services based on the approved discount(s) after you file your FCC Form 486, Receipt of Service Confirmation Form.

The FCDL Supplement document provides more important information including steps for appealing USAC's funding decisions.

The "More Info" link below provides summary data about the commitments made to your company in this wave. Click on the date/time below to display the entire notification for easy printing.

Next Steps:

- Work with your service provider to determine if you will receive discounted bills or if you will request reimbursement from USAC after paying your bills in full.
- Review the Children's Internet Protection Act (CIPA) requirements.
- File the FCC Form 486 once you are ready to begin receiving services.
- If you are paying the full bill, invoice USAC using the FCC Form 472, Billed Entity Applicant Reimbursement (BEAR) Form.

The New FCDL

Below the announcement, you will see three links:

- 1) An FCDL PDF 'supplement' which is standard, generic language explaining how to appeal, etc.
- 2) A link to a *.CSV file (the text link next to the paperclip icon). This file contains the details of each FRN (one row each), whether it was approved, and in what amount. **THIS IS YOUR FCDL.**
- 3) A link to the Form 471 (original version)

This information is a summary of the Form 471 funded amount.

The screenshot shows a web interface with three main elements highlighted by red boxes and arrows:

- PDF Supplement:** A box containing a PDF icon and the text "FY 2016 FCDL Supplement PDF 111 KB". A red arrow labeled "FCDL" points down from this box to the CSV link below.
- CSV Link:** A box containing a paperclip icon and the text "Form 471 # and Name will appear here". Below this is a blue link labeled "Lackawanna Trail 2016...".
- Form 471 Summary:** A large rounded box containing a table of details for a specific Form 471.

1 minute ago ☆ 🔒 Comment Hide Info ▲	
FCC Form 471 Application Number	161036214
Billed Entity Number (BEN)	125971
Billed Entity Name	LACKAWANNA TRAIL SCHOOL DIST
Billed Entity FCC RN	0012041448
Applicant's Form Identifier	Lackawanna Trail 2016 category 1
FCDL Date	Jun 16, 2016
Approved Amount	\$27,316.65
Denied Amount	\$0.00
Notification Generated By	kristin@vanstrien.net
Notification Generated On	06/17/2016 4:25 PM EDT

This .CSV File = Your FCDL

The *.CSV file will open in the default spreadsheet program on your computer.

A	B	C	D	E	F	G	H	S	T	U	W
BEN	BEN_NAME	FRN	FCC Form 471	Status	Service Typ	SPIN	Service Pr	Total Pre-Dis	Discount P	Committed A	FCDL Comments
126152	WALLINGFO	1699104715	161046558	Funded	Data Transn	143019764	Sunesys, l	\$62,400.00	40.00%	\$24,960.00	MR1: Approved as submitted.
126152	WALLINGFO	1699104730	161046558	Funded	Data Transn	143005440	Verizon O	\$4,259.76	40.00%	\$1,703.90	MR1: Approved as submitted.

Expand all of the columns to view the entire contents of the file.

- **Column E** will show whether the FRN was funded or denied.
- **Column U** will show the amount committed.
 - Pay close attention to this column to ensure that the committed amount is the same amount that you were expecting.
- **Column W** will provide an explanation if the FRN was reduced or denied.

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

Next Steps

- **Appeals:** If you disagree with a funding commitment decision, an appeal letter **MUST** be dated and submitted within 60 days of the date of the FCDL. Submit appeals in EPC.
- **Form 486:** To “turn on funding” you must file a Form 486 within 120 days of the FCDL date (or October 28, whichever is later)
 - The 486 must be filed in EPC.
 - VERY easy to file. Go to Landing Page and select “FCC Form 486.”

Funding Request Report | FCC Form 470 | FCC Form 471 | **FCC Form 486**
| Appeal | Manage My Organization | USAC Website | Contact Us | Help

- Remember: You cannot file the Form 486 until a funding commitment has been issued for an FRN