

E-rate Program Integrity Assurance Review (PIA) Guide FY 2018




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PA E-rate Coordinator
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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
 - Appropriate Discount Level
 - Contract Signing
- All PIA “inquiries” are issued via applicants’ EPC portals
 - Applicants must submit responses to the PIA inquiries via the EPC portals as well

PIA Review Inquiries

- 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 not contain the actual PIA questions
 - After logging into EPC, click on the link to see/respond to the PIA questions
- The 471 main contact will also see the PIA inquiries under My Tasks
- Any “user” for the entity may see the PIA inquiries by locating the Form 471 in EPC > Related Actions > Respond to Inquiries

Summary	Funding Requests	Review Inquiries	Connectivity Information	Discount Calculation	Entity Information	News	Related Actions
 Respond to Inquiries Answer Reviewer Questions.							

PIA E-mail Notifications



E-rate Review Information

Today's Date: 3/21/2018
Response Due Date: 4/5/2018
Contact Name: [REDACTED]
Applicant Name: [REDACTED] SCH DIST
FCC Form 471 Application Number: [REDACTED]

Dear Applicant

We are in the process of reviewing your Funding Year 2018 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.

Norman White
Case Management Associate
973-581-7554
norman.white@sl.universalservice.org

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.

Records / FCC Forms 471

2018-19-Lit Fiber WAN - #181018012

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.				

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



1


2

PIA Questions Page

Read the Question 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	<p>Please provide vendor documentation which supports the funding request amount of \$6,300.00/month.</p> <p>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.</p>	<p>UPLOAD  Drop file here</p>
2	<p>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.</p>	<p>UPLOAD  Drop file here</p>
3	<p>If you would like to provide any additional information about these issues that have not been addressed above:</p> <p>Use the text box to type information, or upload additional documentation using the “Browse” button.</p>	

+Add Document 

DELETE UPLOADED FILES

SAVE & CLOSE

SUBMIT

To add additional documents, click “Add Document.”

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

Deadline to Reply

- PIA inquiries typically provide applicants with 15 days to respond
 - But I strongly encourage you to respond as soon as you receive the e-mail. 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 Clarifications

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

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.

Norman White
Case Management Associate
973-581-7554
norman.white@sl.universalservice.org

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

2018-19-Lit Fiber WAN - #181018012

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

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Pending Inquiries

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		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, 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

<input type="checkbox"/>	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....

Search for Form 471 in EPC (on Landing Page/Forms or Related Actions/Forms); at the top of the page it will show the “Stage” of the Form 471 in the process in the status bar.

Below that, it will show the Application Review stage of the Form.

Summary

Funding Requests

Review Inquiries

Connectivity Information

Discount Calculation

Entity Information

News

Related Actions

Incomplete

Certified

In Review

Outreach

Wave Ready

Committed

Review Status

Application Wave Ready

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)
- Review Status Descriptions:
 - 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 posted questions that requires a response from you
 - Final Review: Application has gone through initial review and may either proceed to Wave Ready 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
 - All FCDL notifications will be appear in EPC
 - Landing Page > Notifications > FCDL > Funding Year

Notifications						
Notification Type		FCDL	Status ? <input checked="" type="radio"/> All			
Funding Year		2017	<input type="radio"/> Generated			
				<input type="radio"/> Not Generated		
	Notification	Description	Issued Date	Generated By	Generated On	
	FCDL	FCC Form 471 - 171028766	12/1/2017	jtschell@comcast.net	12/1/2017 3:13 PM EST	View Notification

- Click on “View Notification” to see FCDL details

Funding Decision Letter (FCDL)

- FCDL is actually a .csv file (spreadsheet)
- Open this file and review carefully
- If successful, the next step is to file the Form 486
- If you don't agree with anything in the FCDL, submit an appeal to USAC within 60 days of the FCDL date

The screenshot shows a document management interface. At the top, there is a thumbnail of a PDF document titled "FY 2017 FCDL Supplement" (PDF 210 KB). Below it, a red box highlights a file entry: "FCC Form 471 - 171028766 - READING SCHOOL DISTRICT" (CSV 3 KB). Below the file list, a detailed view of the application is shown, with a red box highlighting the "FCDL Date" field, which is "Dec 1, 2017".

FCC Form 471 Application Number	171028766
Billed Entity Number (BEN)	126265
Billed Entity Name	READING SCHOOL DISTRICT
Billed Entity FCC RN	0004428207
Applicant's Form Identifier	Reading - C1 - Dark Fiber WAN/Electronics 2017
FCDL Date	Dec 1, 2017
Approved Amount	\$723,160.17
Denied Amount	\$0.00
Notification Generated By	jtschell@comcast.net
Notification Generated On	12/01/2017 3:13 PM EST