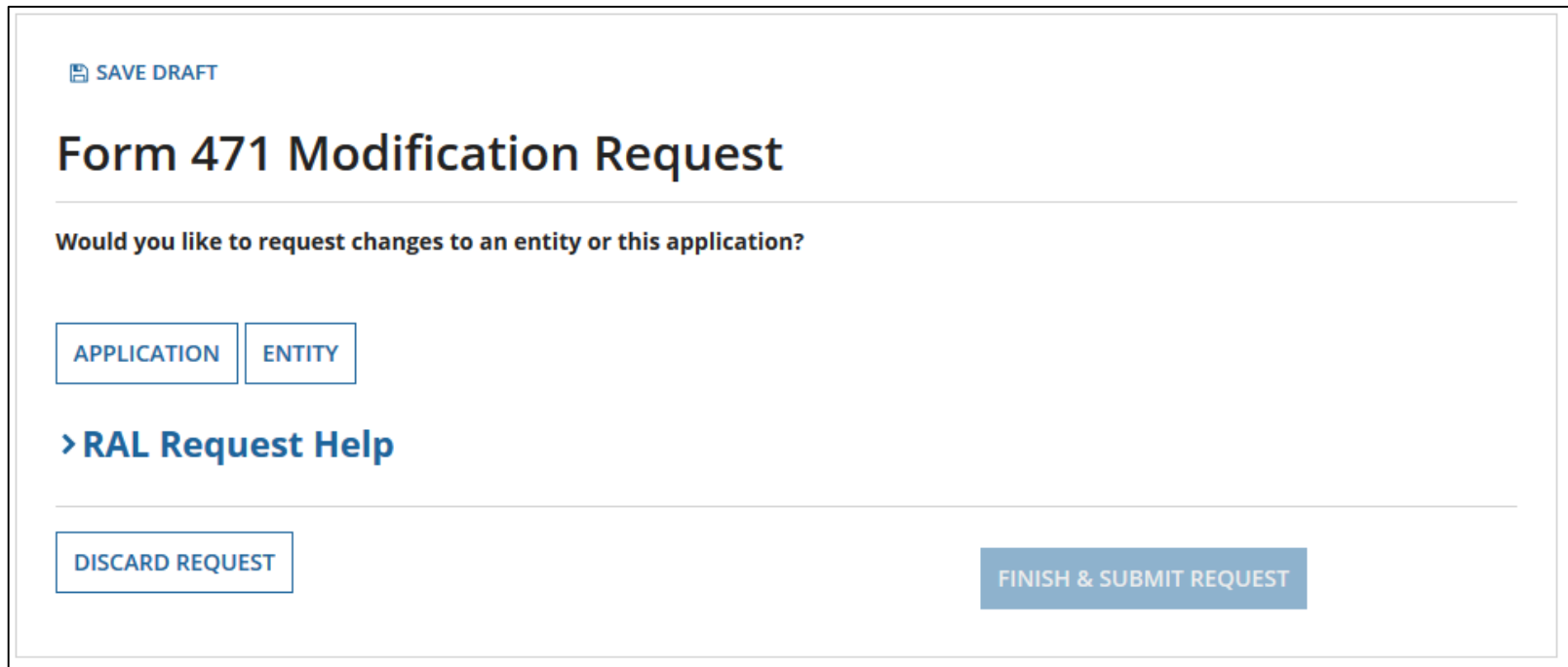


Presented by Julie Tritt Schell
PA E-rate Coordinator
Pennsylvania Department of Education
March 2019

Submitting Corrections



The screenshot shows a web interface for submitting corrections. At the top left is a 'SAVE DRAFT' button with a document icon. Below it is the title 'Form 471 Modification Request'. A question asks, 'Would you like to request changes to an entity or this application?'. There are two buttons: 'APPLICATION' and 'ENTITY'. Below these is a link '> RAL Request Help'. At the bottom, there are two buttons: 'DISCARD REQUEST' on the left and 'FINISH & SUBMIT REQUEST' on the right.

SAVE DRAFT

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

After your Form 471 has been certified, you can make certain corrections or modifications to your application by submitting a Receipt Acknowledgement Letter (RAL) Modification Request in EPC.

- RAL corrections are allowed prior to the issuance of your Funding Commitment Decision Letter (FCDL).
- For a list of corrections you are allowed to make on your Form 471, go to <https://www.usac.org/sl/applicants/step01/clerical-errors.aspx>

Submitting RAL Corrections

▼ **FCC Forms and Post-Commitment Requests**

☒ FCC Forms
☐ Post-Commitment Requests

Form Type FCC Form 471
Funding Year 2019

Status ☒ All
☐ Incomplete
☐ Certified
☐ Committed

Application Number	Nickname	Funding Year	Status	Certified Date
191000009	FY2019 District 18 Cat 1 Form 471	2019	Certified	1/16/2019 11:56 PM EST
191000013	FY2019 Cat 2	2019	Certified	1/17/2019 3:50 PM EST

Here are the steps to access the RAL Modification tool:

- From your Landing Page, scroll to **“FCC Forms and Post-Commitment Requests”** at the bottom of the page.
- From the drop-down menus, choose “FCC Form 471” for **Form Type** and “2019” for **Funding Year**. To see just the certified forms, select the **Status** “Certified.”
- Find the form you want to modify from the list that appears and click the form number.

Submitting RAL Corrections

The image shows a web application interface for managing forms. The top navigation bar includes 'News', 'Tasks (66)', 'Records', 'Reports', and 'Actions'. The main content area is titled 'Records / FCC Forms 471' and 'FY2019 District 18 Cat 1 Form 471 - #191000009'. Below the title is a tabbed interface with 'Summary', 'Funding Requests', 'Review Inquiries', 'Discount Calculation', 'Entity Information', 'News', and 'Related Actions'. The 'Related Actions' tab is highlighted with a red box. Below the tabs, there is a progress bar with stages: 'Incomplete', 'Certified', 'In Review', 'Outreach', and 'Wave Ready'. The 'In Review' stage is currently active. Below the progress bar, the 'Review Status' is 'Awaiting Initial Review'. The 'Application Information' section shows details like 'Nickname', 'Application Number', 'Funding Year', 'Window Status', and 'Category of Service'. On the right, 'Created Date' and 'Created By' are displayed. A black arrow points from the 'Related Actions' tab to a zoomed-in view of the 'Related Actions' menu. In this zoomed view, the 'Submit Modification Request (RAL)' option is highlighted with a red box. It includes a lightning bolt icon and the text 'Submit a RAL Modification Request for this Application'.

News Tasks (66) Records Reports Actions

Records / FCC Forms 471

FY2019 District 18 Cat 1 Form 471 - #191000009

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

Incomplete Certified In Review Outreach Wave Ready

Review Status Awaiting Initial Review

Application Information

Nickname FY2019 District 18 Cat 1 Form 471

Application Number 191000009

Funding Year 2019

Window Status In-Window

Category of Service Category 1

Created Date 1/16/2019 4:21 PM EST

Created By School District 18 User 1

Records / FCC Forms 471

FY2019 District 18 Cat 1 Form 471 - #191000009

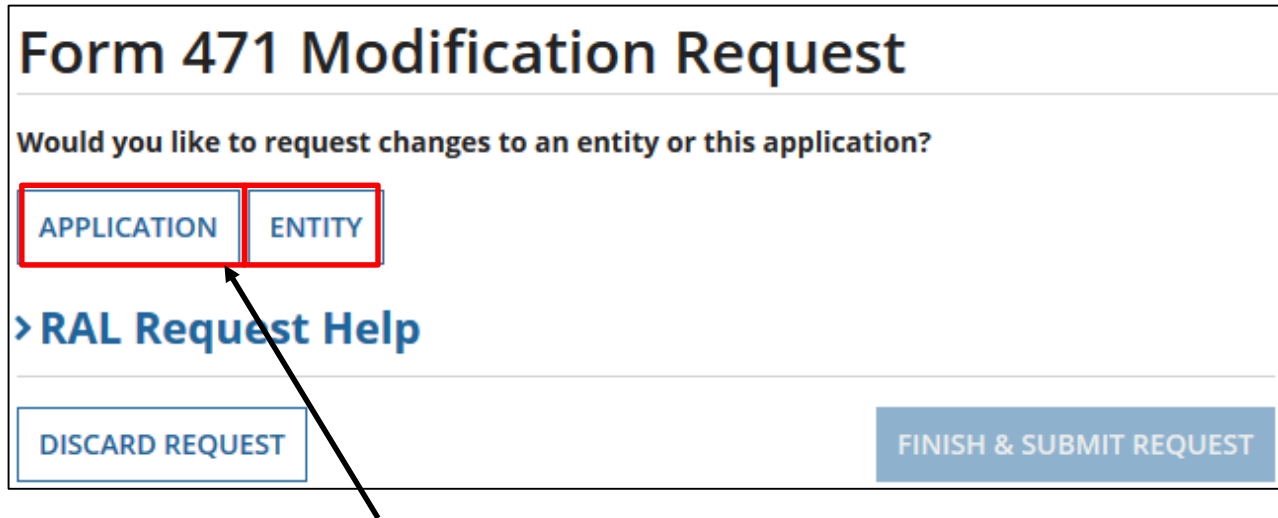
Summary Funding Requests Review Inquiries Discount Calculation Entity Information News Related Actions

Respond to Inquiries
Answer Reviewer Questions.

Submit Modification Request (RAL)
Submit a RAL Modification Request for this Application

- Select **Related Actions** located at the top of the screen.
- 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**

- From the **Form 471 Modification Request** screen, you can make changes to:
- 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?

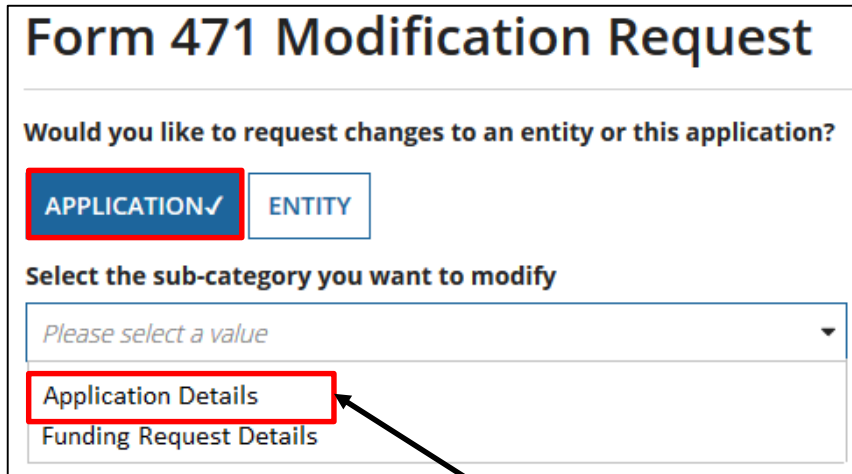
APPLICATION✓ ENTITY

Select the sub-category you want to modify

Please select a value ▼

Application Details

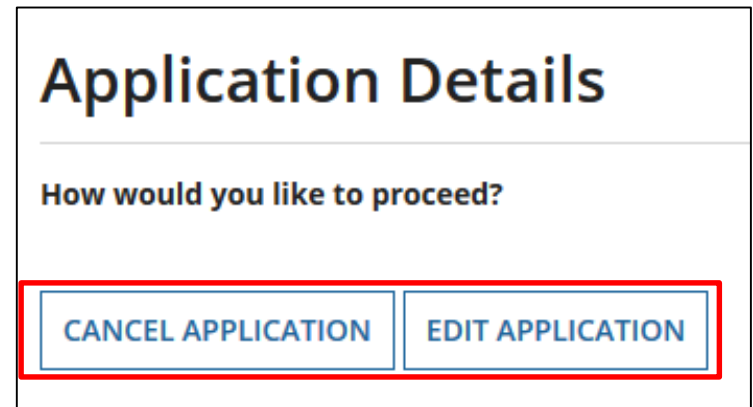
Funding Request Details



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

The screenshot shows a web interface for managing applications. On the left, a panel titled "Application Details" contains the question "How would you like to proceed?". Below this question are two buttons: "CANCEL APPLICATION✓" and "EDIT APPLICATION". The "CANCEL APPLICATION✓" button is highlighted with a red border. An arrow points from the bottom left towards this button. At the bottom of the panel are two more buttons: "BACK" on the left and "CONTINUE" on the right. To the right of the panel is a modal dialog box with the text "Are you sure you want to cancel this application?". Below this text are two buttons: "NO" and "YES". The "YES" button is highlighted with a red border. An arrow points from the "CANCEL APPLICATION✓" button to the "YES" button.

Application Details

How would you like to proceed?

CANCEL APPLICATION✓ EDIT APPLICATION

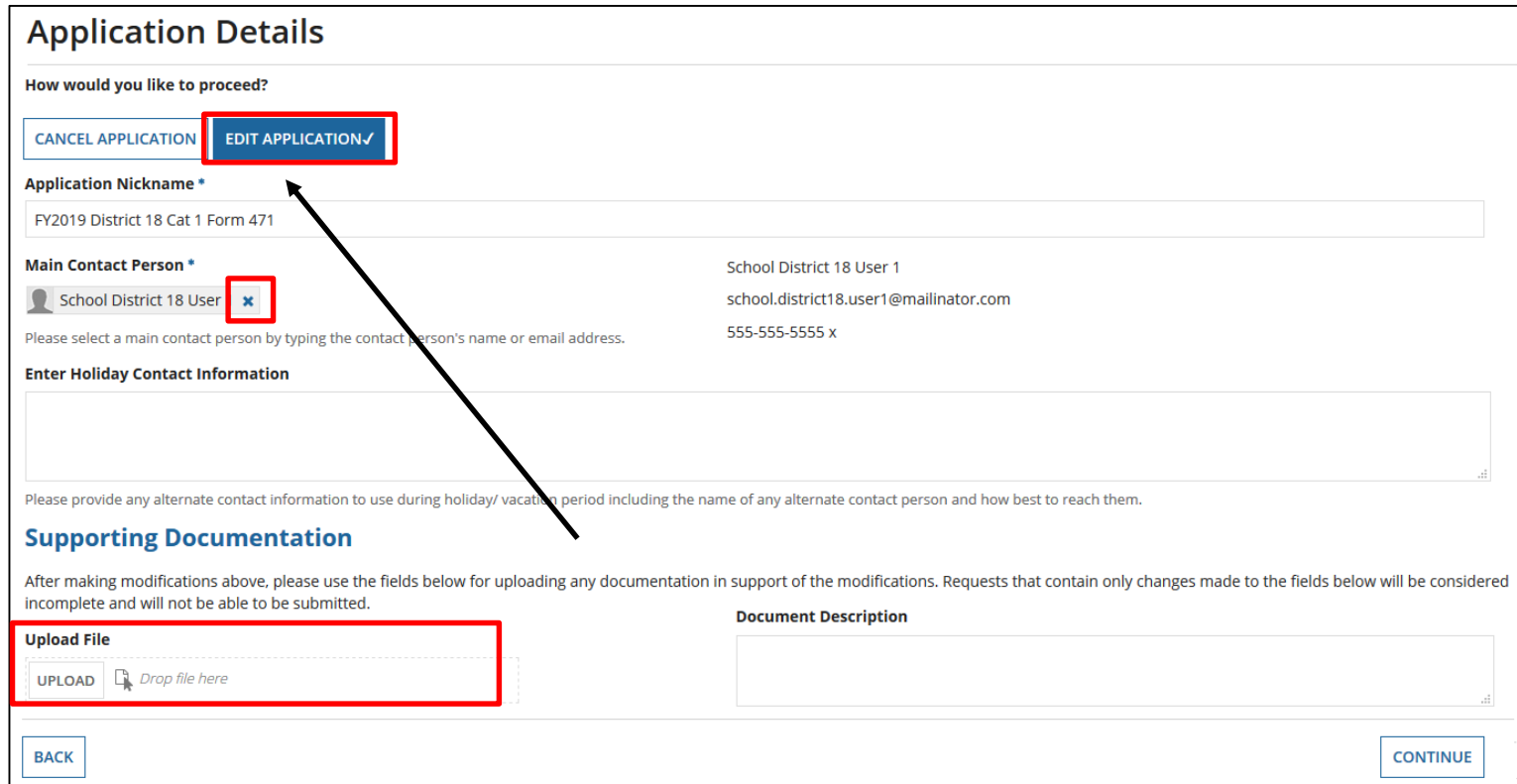
BACK CONTINUE

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?

Application Nickname *

FY2019 District 18 Cat 1 Form 471

Main Contact Person *

 School District 18 User

School District 18 User 1
school.district18.user1@mailinator.com
555-555-5555 x

Please select a main contact person by typing the contact person's name or email address.


Enter Holiday Contact Information

Please provide any alternate contact information to use during holiday/ vacation period including the name of any alternate contact person and how best to reach them.

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

 Drop file here

Document Description

"Edit Application" allows you to modify the application nickname, the contact person, and the Holiday Contact Information.

- To edit the main contact, click on the "X" next to the contact's name, and then search EPC for the correct user.
- You can then upload support documentation to explain the correction.

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"/>	1999000015		FY2019 Bandwidth & IA	3

[ADD FRN](#) [VIEW LINE ITEMS](#) [EDIT FUNDING REQUEST](#) [EDIT PURCHASE AGREEMENT](#)

[> RAL Request Help](#)

[DISCARD REQUEST](#) [FINISH & SUBMIT REQUEST](#)

- 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

Funding Requests

<input checked="" type="checkbox"/>	FRN	↑ Nickname	Number of Line Items
<input checked="" type="checkbox"/>	1999000015	FY2019 Bandwidth & IA	3

> RAL Request Help

ADD FRN

VIEW LINE ITEMS

EDIT FUNDING REQUEST

EDIT PURCHASE AGREEMENT

Funding Request Line Items						
<input type="checkbox"/>	FRN Line Item Number	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input checked="" type="checkbox"/>	1999000015.001	Fiber	Ethernet	1	0	\$23,400.00
<input type="checkbox"/>	1999000015.002	Fiber	Ethernet	2	0	\$24,000.00
<input type="checkbox"/>	1999000015.003	Fiber	Ethernet	1	0	\$24,000.00
EDIT LINE ITEM MANAGE RECIPIENTS OF SERVICE						

If you check the box next to an FRN, you can select "**View Line Items**" for that FRN.

- If you check the box next to a 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

"Edit Line Item" view

Correct the information if necessary, and upload support documentation.

An example of support documentation may be a copy of a vendor's bill to show the monthly cost.

Product and Service Details for FRN Line Item #1999000015.002

Purpose *

- ☐ Internet access service that includes a connection from any applicant site directly to the Internet Service Provider
- ☒ Data Connection between two or more sites entirely within the applicant's network
- ☐ Data connection(s) for an applicant's hub site to an Internet Service Provider or state/regional network where Internet access service is billed separately
- ☐ Internet access service with no circuit (data circuit to ISP state/regional network is billed separately)

Function *

Fiber

Type of Connection *

Ethernet

Bandwidth Speed for FRN Line Item #1999000015.002

Bandwidth Download Speed *

500.000

Burstable Bandwidth?

YES NO ✓

Bandwidth Download Units *

Mbps

Bandwidth Upload Speed *

500.000

Please specify the upload speed if it is different than the download speed.

Bandwidth Upload Units *

Mbps

Connection Information for FRN Line Item #1999000015.002

Is this a direct connection to a single school, library or a NIF for Internet access? *

YES NO ✓

Does this include firewall services? *

YES ✓ NO

Is this a connection between eligible schools, libraries and NIFs (i.e., a connection that provides a "Wide area network")? *

YES ✓ NO

Cost Calculation for FRN Line Item #1999000015.002

Monthly Cost		One-Time Cost	
Monthly Recurring Unit Cost	\$1,000.00	One-time Unit Cost	\$0.00
Monthly Recurring Unit Ineligible Costs	\$0.00	One-time Ineligible Unit Cost	\$0.00
Monthly Recurring Unit Eligible Costs	= \$1,000.00	One-time Eligible Unit Cost	= \$0.00
Monthly Quantity	2	One-time Quantity	0
Total Monthly Eligible Recurring Costs	= \$2,000.00	Total Eligible One-time Costs	= \$0.00
Months of Service	x 12		
Total Eligible Recurring Costs	= \$24,000.00		
		Summary	
		Total Eligible Recurring Costs	\$24,000.00
		Total Eligible One-time Costs	+ \$0.00
		Pre-Discourt Extended Eligible Line Item Cost	= \$24,000.00

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

CANCEL

CONTINUE

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

Form 471 Modification Request

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

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"/>	1999000015	FY2019 Bandwidth & IA	3

[ADD FRN](#) [VIEW LINE ITEMS](#) [EDIT FUNDING REQUEST](#) [EDIT PURCHASE AGREEMENT](#)

[> RAL Request Help](#)

[DISCARD REQUEST](#) [FINISH & SUBMIT REQUEST](#)

Edit Funding Request details

[CANCEL FRN](#) [EDIT FRN KEY INFORMATION](#)

Funding request details for FRN # 1999000015 - FY2019 Bandwidth & IA

* Funding Request Nickname: FY2019 Bandwidth & IA Service Type: Data Transmission and/or Internet Access

Narrative

Internet Access and Bandwidth request supporting 3 buildings.

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

[CANCEL](#) [SAVE AND CONTINUE](#)

Edit Purchasing Agreement

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 checked="" type="checkbox"/>	FRN	↑	Nickname	Number of Line Items
<input checked="" type="checkbox"/>	1999000015		FY2019 Bandwidth & IA	3

[ADD FRN](#) [VIEW LINE ITEMS](#) [EDIT FUNDING REQUEST](#) [EDIT PURCHASE AGREEMENT](#)

[> RAL Request Help](#)

[DISCARD REQUEST](#) [FINISH & SUBMIT REQUEST](#)

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 or on a tariffed or month-to-month basis. (Remember to go to <https://www.usac.org/sl/applicants/step01/clerical-errors.aspx> for the list of allowed changes)
 - 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 show in your search results.

Edit Purchasing Agreement

Form 471 Modification Request

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

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"/>	1999000015	FY2019 Bandwidth & IA	3

> RAL Request Help

DISCARD REQUEST

ADD FRN

VIEW LINE ITEMS

EDIT FUNDING REQUEST

EDIT PURCHASE AGREEMENT

FINISH & SUBMIT REQUEST

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 Summary - ABC Provider - 5 Year Bandwidth Contract

Contract Number 1234567	Account Number 123-456-789
Establishing FCC Form 470 #180000253	Service Provider USAC Service Provider Organization 1 (SPIN: 14010001)
Award Date 1/5/2018	Includes Voluntary Extensions? Yes
Expiration Date (All Extensions) 6/30/2027	Remaining Voluntary Extensions 2
	Total Remaining Contract Length 84

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? *

07/01/2019

What is the date your contract expires for the current term of the contract? ? *

06/30/2021

Enter the date when services will start for this Funding Year

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 once uploaded in EPC by clicking on "Search For Contracts"

Correct Service Start Date or Contract Expiration Date

Upload documents to support modifications

Form 471 Modification Request

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

APPLICATION

ENTITY✓

BEN

RELATED ENTITIES

> RAL Request Help

DISCARD REQUEST

Edit Entity Information

Entity Level Changes

Please select Entity to modify

<input checked="" type="checkbox"/>	BEN Name	BEN	City	State	Entity type
<input checked="" type="checkbox"/>	School District 18	170	Springfield	OH	School District

> RAL Request Help

DISCARD REQUEST

ADD RELATED ENTITY

EDIT

FINISH & SUBMIT REQUEST

- If you click the "**Entity**" button and then "**BEN**," check the box to the left of the BEN to enable the buttons "**Add Related Entity**" or "**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.

Editing Related Entities

Form 471 Modification Request

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

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](#)

- If you click the "**Entity**" button 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.
- Clicking "**Remove**" will remove the selected entity from the application.
- Clicking "**Edit**" allows you 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.**

Editing 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

Total Number of Part-Time Students
0

Community Eligibility Program (CEP)?
☒ Yes
☐ No

Peak Number of Part Time Students
0

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

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  Drop file here

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 their information. When done, click on **“Finish & Submit Request”**.

Finding Submitted RAL Modifications


News

Tasks (18)

Records

Reports


Actions



Universal Service
Administrative Co.


Search reports

--



My Landing Page

Consultant landing page



My Submitted Modification Requests (RAL)

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