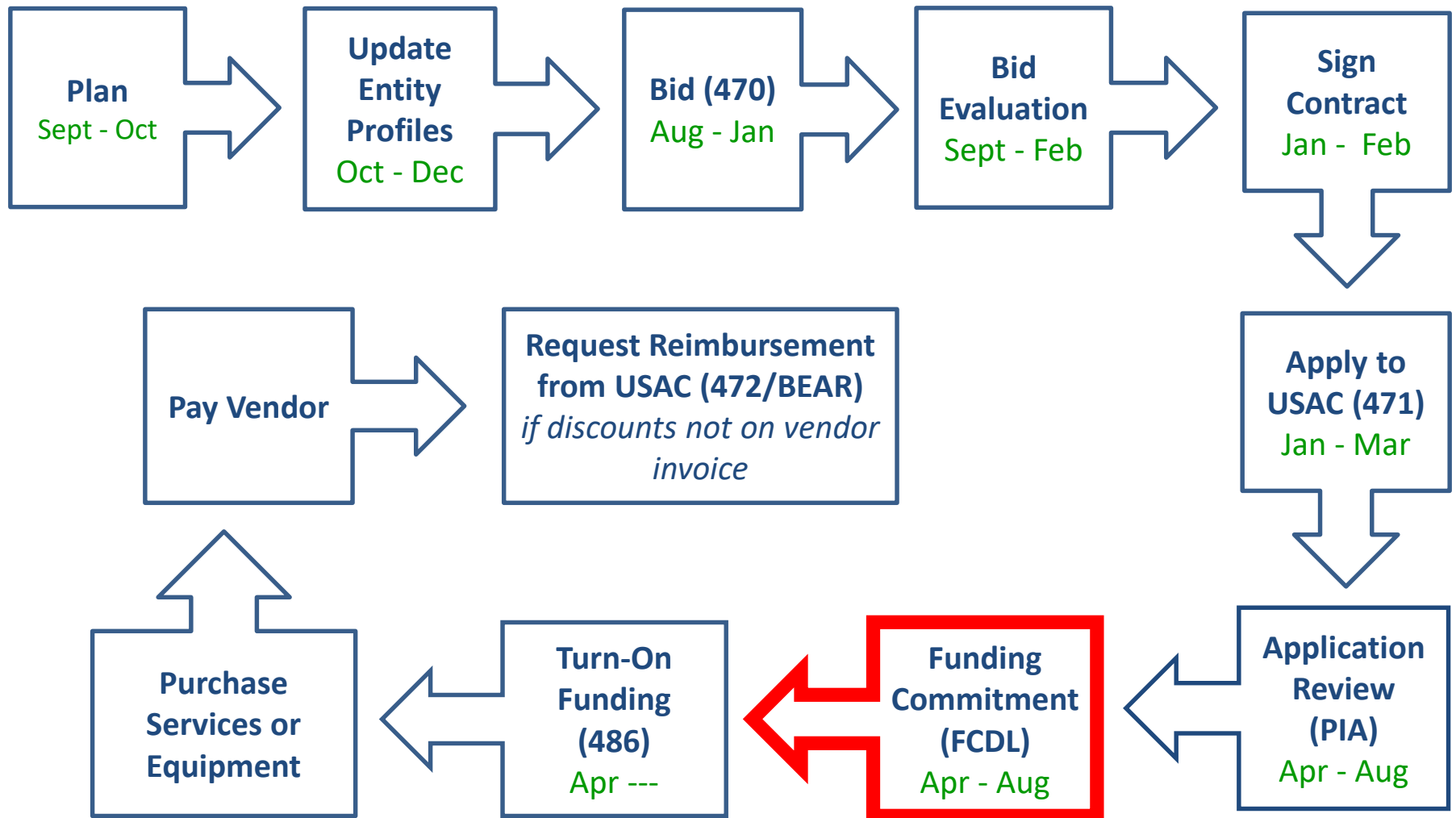




# You are **here** in the E-rate process:




# FY 2019 FCDL Overview

---

- After USAC reviews your Form 471, they issue a Funding Commitment Decision Letter (FCDL) to the applicant
- FCDLs are issued in weekly funding 'waves' from late April until all applications are decided
  - Goal is to have all FCDLs released by September 1
- The FCDL is sent via e-mail to 471 contact; EPC AA is copied
  - No paper FCDLs will be mailed
  - Email notification contains 2 attachments:
    - .CSV file with information in Excel format
    - User-friendly PDF of the FCLD
      - No longer need to log into EPC to retrieve FCDL

# FCDLs E-mails Look Like This:

From: EPC.Application.Administrator@usac.org  
Sent: DATE  
To: 471 CONTACT  
Cc: EPC ACCOUNT ADMINISTRATOR  
Subject: USAC: Funding Commitment Decision Letter (FCDL) available for FCC Form 471  
# APPLICANT NAME (ENTITY #)  
Attachments: 2 attachments - CSV File and PDF File



Thank you for submitting your application for Funding Year 2018 Schools and Libraries Program (E-rate) funding. Attached to this email, you will find the funding statuses for the FCC Form(s) 471, Services Ordered and Certification Form, that you submitted.

The Universal Service Administrative Company (USAC) is providing this information to both the applicant(s) and the service provider(s) so that all parties are aware of the post-commitment changes related to their funding requests and can work together to complete the funding process for these requests.

Next Steps

1. Work with your service provider(s) to determine if your bills will be discounted or if you will request reimbursement from USAC after paying the undiscounted cost for the services you receive.
2. Review the [Children's Internet Protection Act \(CIPA\)](#) requirements and file the [FCC Form 486](#) (Service Confirmation and CIPA Certification Form). The deadline to submit this form is 120 days from the date of this letter or from the service start date (whichever is later).
3. Invoice USAC
  - o If you (the applicant) are invoicing USAC: You must pay your service provider(s) the undiscounted cost for the services you receive and file the [FCC Form 472](#), the Billed Entity Applicant Reimbursement (BEAR) Form, to invoice USAC for reimbursement of the discounted cost of services.
  - o If your service provider(s) are invoicing USAC: The service provider(s) must provide services, bill the applicant at the discounted rate, and file the [FCC Form 474](#), the Service Provider Invoice (SPI) form, to invoice USAC for reimbursement for the discounted portion of costs. Each funding year, service providers must file an [FCC Form 473](#), the Service Provider Annual Certification Form, to be able to submit invoices and to receive disbursements.

For more information, including how to appeal a decision, please see the attached letter.

Please keep a copy of this notification for your records.

Sincerely,  
Universal Service Administrative Co.

Sent to 471 contact and EPC Account Administrator (AA)

2 FCDL files are attached – no need to log into EPC to retrieve the FCDL

# User-Friendly FCDL in .pdf Format

---

- First 3 pages of FCDL contain important notices:
  - Next step to file 486
  - Appeal process if funding was denied or reduced
  - Important applicant responsibilities – obligation to pay non-discounted share, etc.
- Page 4 contains a summary of the decision
  - Lists each FRN – Amount Requested, Amount Funded
    - Easy to decipher if funding was reduced or denied
- Next pages list the details of each FRN

# FCDL Overview Page

## Funding Commitment Decision Overview

Funding Year 2019

### Application Comments for FCC Form 471: # 191028458

The discount percentage of this FCC Form 471 application was reduced from 62% to 61% to a level that could be validated by third party data.

Comment explains any changes to funding

### Funding Commitment Decision Overview

Funding Request Number (FRN)	Service Provider Name	Amount Requested	Amount Committed	Status
1899053799	Sunesys, LLC	\$90,884.14	\$89,418.27	Funded
1899053809	RCN Telecom Services of Philadelphia Inc	\$44,640.00	\$43,920.00	Funded
1899053817	Sunesys, LLC	\$14,880.00	\$14,640.00	Funded
1899053855	RCN Telecom Services of Philadelphia Inc	\$39,156.72	\$38,525.16	Funded

Committed funding was lower than requested funding due to discount % reduction

# FRN Detail Page

<b>FRN</b> 1999053799	<b>Service Type</b> Data Transmission and/or Internet Access	<b>Status</b> Funded
--------------------------	---	-------------------------

Total Pre-Discount Annual Charges listed here – not the monthly amount

Dollars Committed			
Monthly Cost		One-time Cost	
Months of Service	12		
Total Eligible Recurring Charges	\$146,587.32	Total Eligible One Time Charges	\$0.00

Important – Invoice Deadline is 4 months after Service Delivery Deadline. In this case, the invoice deadline is 10/28/2020

This is the same amount shown on the FCDL summary page

Total Pre-discount Charges	\$146,587.32
Discount Rate	61.00%
Committed Amount	\$89,418.27

Dates	
Service Start Date	7/1/2019
Contract Expiration Date	6/30/2020
Contract Award Date	5/1/2017
Service Delivery Deadline	06/30/2020
Expiration Date (All Extensions)	

Service Provider and Contract Information	
Service Provider	Sunsys, LLC
SPIN (498ID)	143019764
Contract Number	
Account Number	1
Establishing FCC Form 470	145420000878085

# .CSV Version of FCDL

- In addition to the .pdf version, the FCDL also is sent as a .CSV file
  - The same information is contained in both files but formatted differently
  - .CSV file is helpful if you want to create an Excel table with your FCDL information
- The \*.CSV file will open as a spreadsheet

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 #	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.*



# Generating FCDLs in EPC

## My Landing Page



[Funding Request Report 486](#) | [FCC Form 500](#) | [SPIN](#)  
[Hurricane Impact Design](#)  
[Website](#) | [Contact Us](#) | [Help](#)

Welcome, Blue Ribbon SD!

## Notifications

Notification Type

Funding Year

Status  All  
 Generated  
 Not Generated

	Notification	Description	Issued Date	Generated By	Generated On	
	Funding Commitment Decision Letter	FCC Form 471 - 181036716	8/17/2018	EPC System	8/17/2018 12:05 AM EDT	<a href="#">View Notification</a>
	Funding Commitment Decision Letter	FCC Form 471 - 181023572	8/17/2018	EPC System	8/17/2018 12:04 AM EDT	<a href="#">View Notification</a>

At the top of the EPC Landing Page, select 'Funding Commitment Decision Letter' for Notification Type

Select 2019 Funding Year

Click on 'View Notification' Link

# FCDL in EPC – 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 submitting your application for Funding Year 2018 Schools and Libraries Program (E-rate) funding. Attached to this post, you will find the funding statuses for the FCC Form(s) 471, Services Ordered and Certification Form, that you submitted.

The Universal Service Administrative Company (USAC) is providing this information to both the applicant(s) and the service provider(s) so that all parties are aware of the post-commitment changes related to their funding requests and can work together to complete the funding process for these requests.

#### Next Steps

1. Work with your service provider(s) to determine if your bills will be discounted or if you will request reimbursement from USAC after paying the undiscounted cost for the services you receive.
2. Review the Children's Internet Protection Act (CIPA) requirements and file the FCC Form 486 (Service Confirmation and CIPA Certification Form). The deadline to submit this form is 120 days from the date of this letter or from the service start date (whichever is later).
3. Invoice USAC
  - If you (the applicant) are invoicing USAC: You must pay your service provider(s) the undiscounted cost for the services you receive and file the FCC Form 472, the Billed Entity Applicant Reimbursement (BEAR) Form, to invoice USAC for reimbursement of the discounted cost of services.
  - If your service provider(s) are invoicing USAC: The service provider(s) must provide services, bill the applicant at the discounted rate, and file the FCC Form 474, the Service Provider Invoice (SPI) form, to invoice USAC for reimbursement for the discounted portion of costs. Each funding year, service providers must file an FCC Form 473, the Service Provider Annual Certification Form, to be able to submit invoices and to receive disbursements.

For more information, including how to appeal a decision, please see the attached letter.

Please keep a copy of this notification for your records. To print this notification, click on the date below, and use your browser's print function.

Sincerely,  
Universal Service Administrative Co.

# FCDL In EPC – More Info

PDF version of FCDL -  
same doc that was  
emailed to 471 contact

.CSV version FCDL –  
same doc that was  
emailed to 471 contact

Link to the Form 471



MCLAUGHLIN SCHOOL DISTRICT 15-2 Funding Commitment Decision Letter  
PDF 28 KB



FCC Form 471 - 181029935 - MCLAUGHLIN SCHOOL DISTRICT 15-2  
CSV 2 KB

#134277 - MCLAUGHLI...

Aug 17, 2018 ☆ 🔒 Comment Hide Info ▲

FCC Form 471  
Application Number 181029935

Billed Entity Number  
(BEN) 134277

Billed Entity Name MCLAUGHLIN SCHOOL DISTRICT 15-2

Billed Entity FCC RN 0013807466

Applicant's Form  
Identifier McLaughlin\_cat1\_2018

FCDL Date 8/17/2018

Approved Amount \$1817.88

Denied Amount \$0.00

Notification  
Generated By EPC System

Notification  
Generated On 8/17/2018 12:05 AM EDT

# Next Steps...

---

- **Review your FCDL Closely!**

- Make certain you agree with their decision. If not, file an appeal
- Appeals must be dated and submitted within 60 days of the date of the FCDL. Submit appeals in EPC

- **Request Discounts**

- If you want your vendor to provide discounted bills, notify them immediately
- Some vendors will have additional paperwork to complete identifying the FRN, account number, etc.



- **File 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”
- Remember, you cannot file the Form 486 until a funding commitment has been issued for an FRN