Emergency Connectivity Fund
ECF Form 472 BEAR
Filing Guide

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ECF Reimbursements Overview

• For applicants that indicated on their ECF Form 471 that they would be seeking reimbursement from ECF, they will use the ECF Form 472 BEAR
  • Different from E-rate Form 472 BEAR

• Earliest: BEAR may be submitted after equipment or services have been received and after funding commitment letter (FCDL) received

• Deadline:
  • 60 days after FCDL, RFCDL or last date to receive service
  • Generally, August 29, 2022

• Detailed vendor invoice(s) must be uploaded with BEAR
  • Invoice must support: approved amount, approved service or equipment, same vendor listed on the Form 471, and dates that equipment or service was delivered (must be between July 1, 2021 – June 30, 2022)

• BEARs may be submitted after receiving equipment but before they’re distributed
  • However, you will be certifying that it will be distributed only to those with unmet needs, and that you are not seeking reimbursement for equipment/services that will not be used

• SAM.gov registration must be up-to-date before BEAR is submitted
Switching from BEAR to SPI

- Switching from BEAR to SPI (or visa versa)
  - If you indicated BEAR on the 471 but wish to switch to the SPI method where the vendor seeks reimbursement from ECF, you must submit a Post Commitment Request:
    - Log into ECF Portal
    - Form 471 (My Forms and Requests)
    - Click on relevant Form 471
    - Related Actions
    - Create a Post-Commitment Request
    - Update Invoicing Method

- USAC will review the request and issue a Revised FCDL (RFCDL)
Pre-Payment Reimbursement Option

• If you do not wish to outlay the funds before obtaining the ECF reimbursement, the BEAR Form allows you to request a “pre-payment reimbursement”

  **Conditions:**
  • Equipment/services must be received prior to submitting the Form 472 BEAR
  • Applicant must pay vendor within 30 calendar days after receipt of ECF funds
  • USAC will reach out to request verification of payment to the service provider at a later date

▶ This is a good option if you can’t afford to pay out of pocket and then await USAC reimbursement
Where to Find ECF Form 472 BEAR

1) Log into the One Portal System at www.usac.org/sl

2) Select the Emergency Connectivity Fund (ECF) Portal
   • Be careful not to select the FCC Form 472 (BEAR) option as this is for E-rate reimbursements only

3) On the ECF Dashboard, under Actions, select “File ECF FCC Form 472/BEAR”
Basic Form Info

Bear FCC Form 472 - Emergency Connectivity Fund Reimbursement Application

CENTRAL DAUPHIN SCHOOL DIST (BEN: 125729) - ECF Chromebooks BEAR -
#BEAR202100423  Notice: BEAR # assigned

Request for Reimbursement Nickname
Give your BEAR a nickname

Contact Information
Name Julie Tritt Schell
Phone Number 717-730-7133
Email jtschell@comcast.net

Entity Information
Billed Entity Name
CENTRAL DAUPHIN SCHOOL DIST
Billed Entity Number
125729

Continue

SAVE & CONTINUE
Selecting the Relevant FRN

Add reimbursement request line to ask the system to show all FRNs

Click anywhere on the row to select the relevant FRN for this reimbursement request
Enter Vendor Invoice Details

**Options:**
- Vendor invoice must be uploaded
- Enter reimbursement request

**Recurring Services Only:** list date of 1st vendor invoice related to this BEAR

**Equipment Only:** list date of last equipment delivery

**Requesting Pre-Payment Reimbursement?** Y/N

<table>
<thead>
<tr>
<th>Billing Frequency</th>
<th>Customer Billed Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Time</td>
<td>min/dd/yyyy</td>
</tr>
</tbody>
</table>

**Attachment(s):**
- Vendor Invoice - Chromebooks
  - PDF - 742.12 KB

**Delivery Date:**
- 09/08/2021

**Your Remaining FRN Balance includes previously approved invoices, invoices in review, as well as the line items you are currently entering on this invoice.**

**Save**
Adding a New BEAR Request or Making Edits to Existing BEAR Request

To add new BEAR request:
- Click the 'ADD REQUEST FOR REIMBURSEMENT LINE' button.

To edit existing BEAR request, click box, then Edit Request:
- Click the 'EDIT REQUEST FOR REIMBURSEMENT LINE' button.

To delete an existing BEAR request, click here, then Remove Request:
- Click the 'REMOVE REQUEST FOR REIMBURSEMENT LINE' button.

If no changes or additional BEAR requests, click Save and Continue, then Continue to Certification:
- Click the 'SAVE & CONTINUE' button.
What Happens Next?

- USAC will review the BEAR reimbursement request, along with the vendor invoice.
- After USAC approval, it will be sent to FCC for approval.
- After FCC approval, the reimbursement request will be sent to the US Treasury.
- US Treasury will directly deposit ECF reimbursement into the school or library’s bank account that is listed in the SAM.gov account.