Submitting Form 471 Changes
RAL Modification Process
FY 2021

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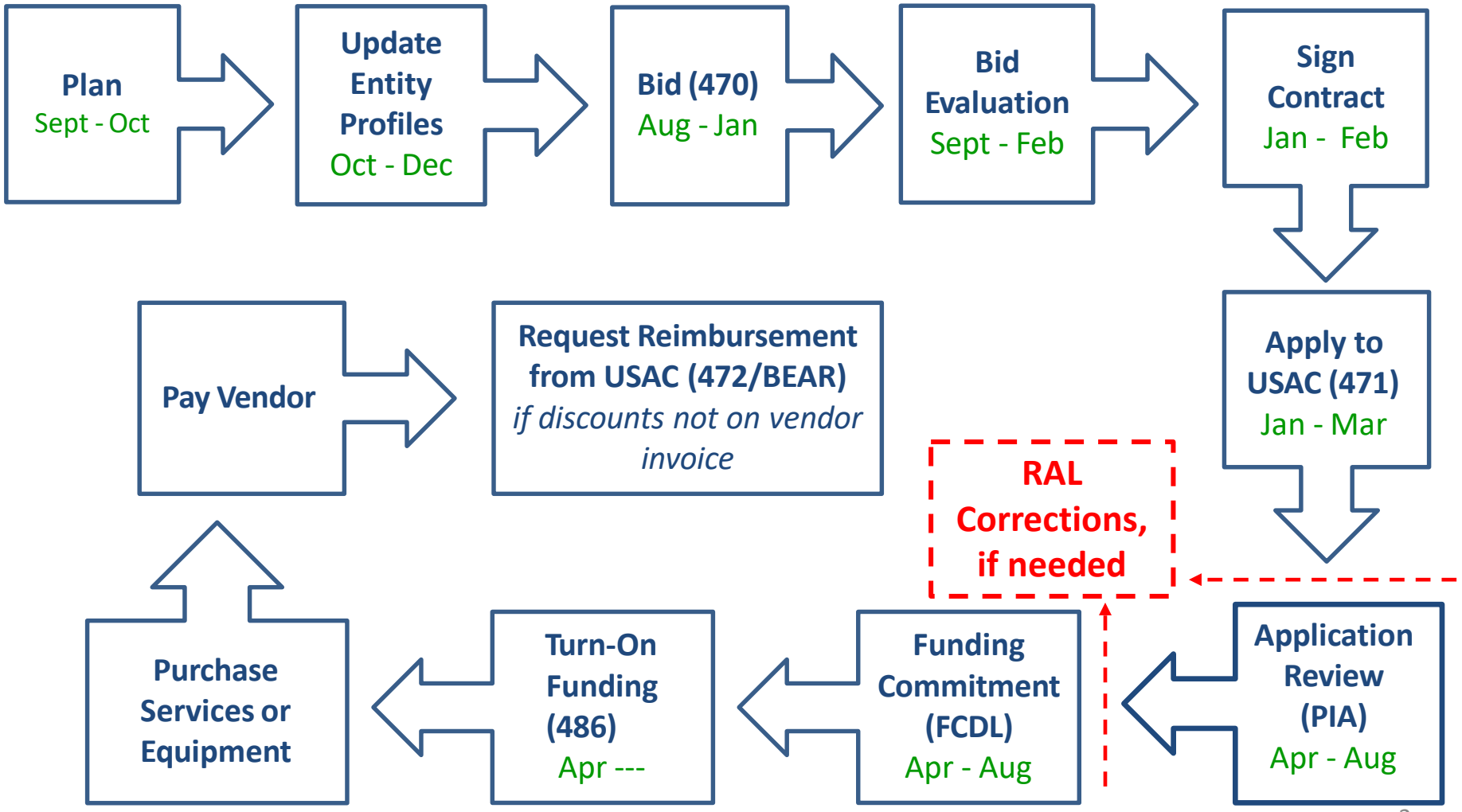
PA E-rate Coordinator
for the Pennsylvania Department of Education
March 2021

You are here in the E-rate process:



What is the RAL?

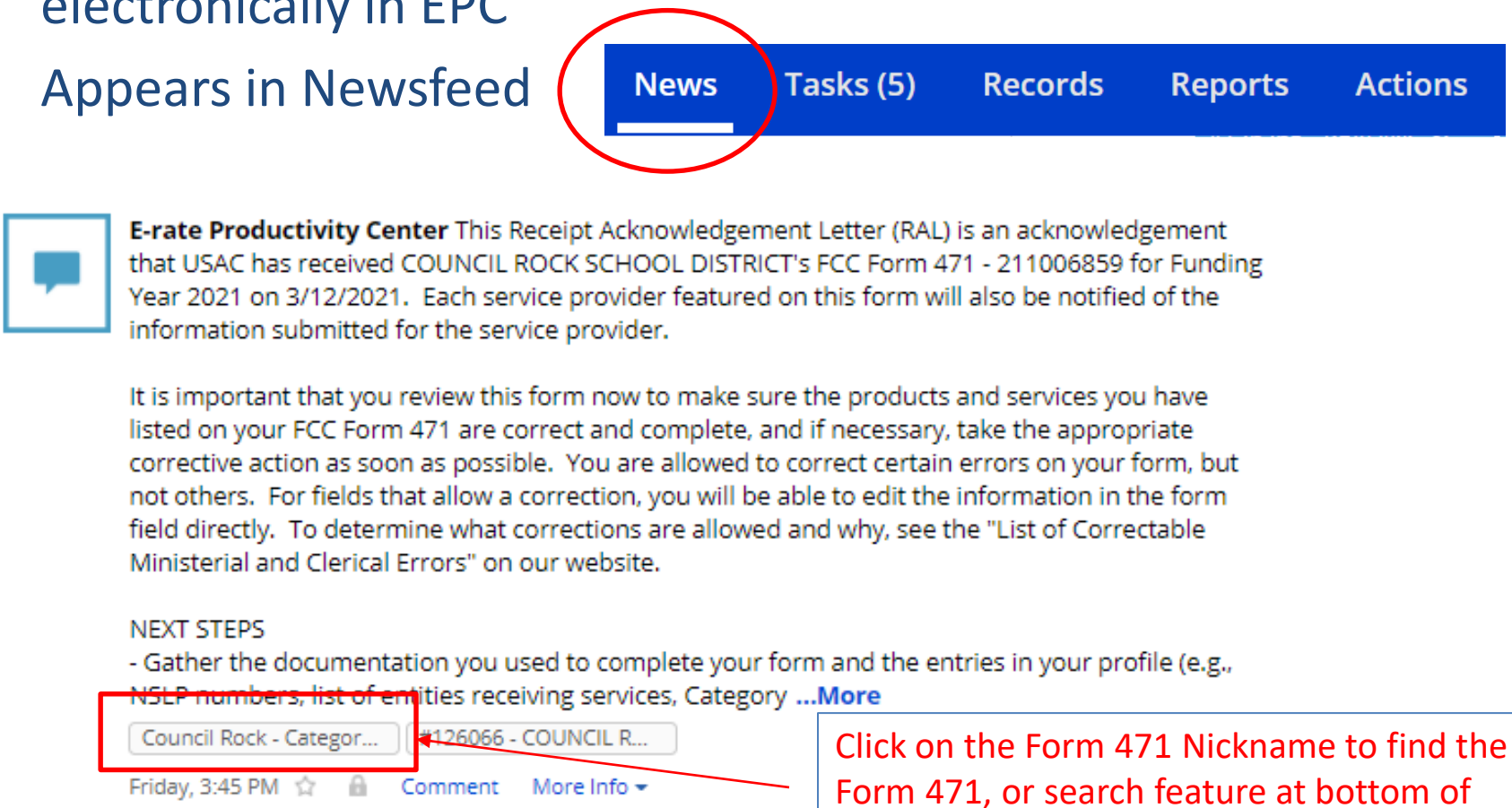
- RAL stands for Receipt Acknowledgement Letter
- RAL Correction Process can be used to make certain changes, including adding omitted FRNs, to a submitted application
  - SPIN Changes and Service Substitutions also may be submitted via RAL corrections, pre-commitment
  - For a list of allowable corrections go to https://www.usac.org/e-rate/applicant-process/competitive-bidding/ministerial-clerical-errors/
  - RALs may not be submitted after an FCDL has been issued
- RALs are accessed in EPC by finding the submitted Form 471, and following the steps under Related Actions
- RAL Correction requests will be reviewed by PIA reviewers as they review your Form 471 application

Options for RAL Corrections

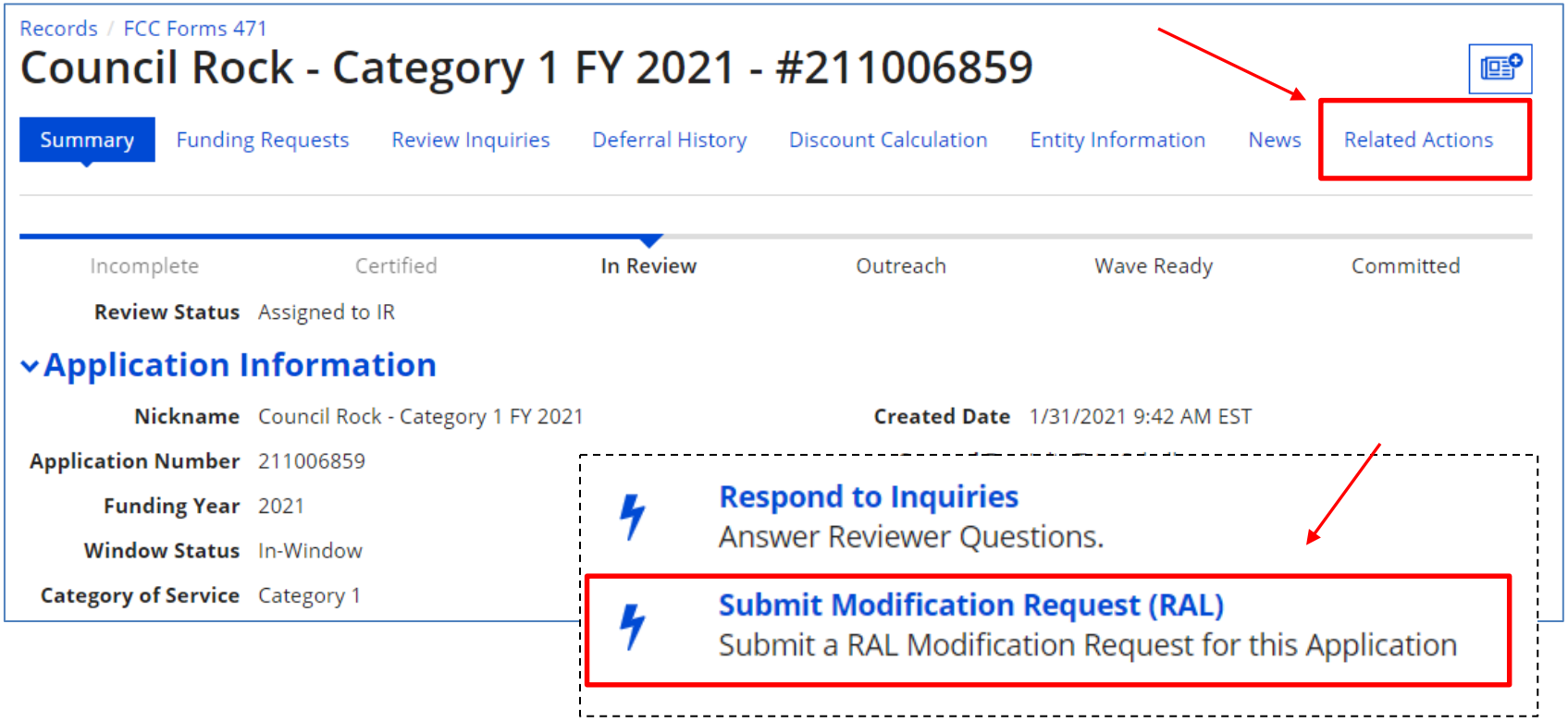
- When you enter the RAL Correction module, you will be asked if you want to make changes to the “Application” or to the “Entity”
  - ‘Entity’ changes will relate just to your organization and your schools’ and libraries’ including their addresses, enrollment/NSLP data, etc.
  - Most applicants will choose ‘Application’ as this relates to all of the funding requests in your application
- Depending on which you choose, there will be sub-topics that also must be selected
- If you find that a needed change isn’t available to be made in the RAL module, simply create the change in a Word document, and upload it in the RAL Correction Module

Where to Find the RAL

- Receipt Acknowledgment Letter is paperless and issued electronically in EPC
- Appears in Newsfeed

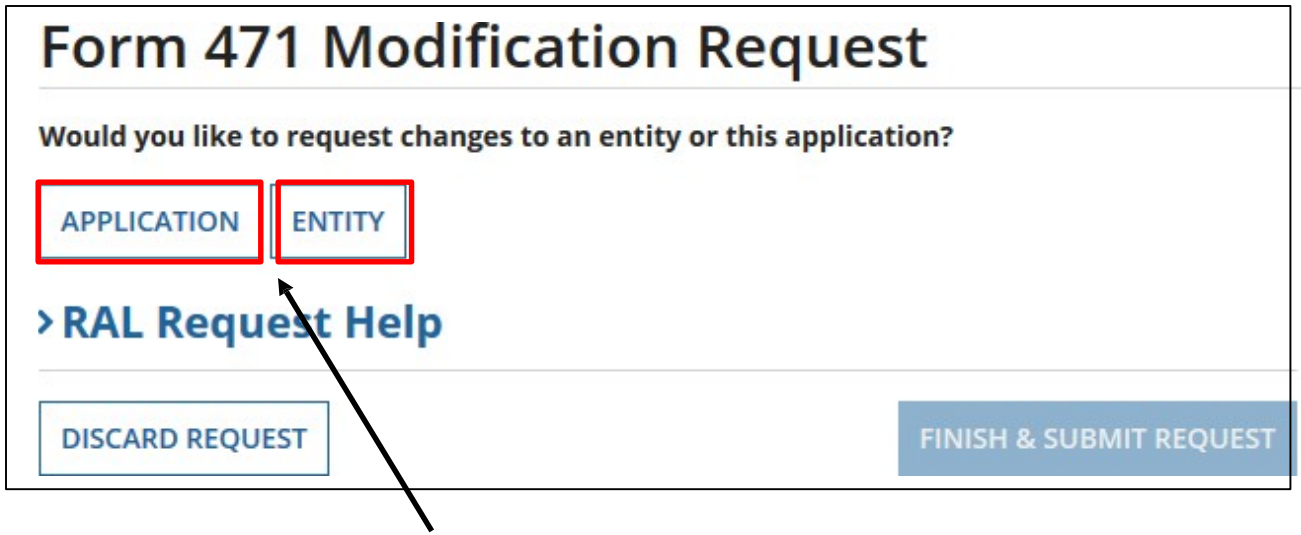


Submitting RAL Corrections



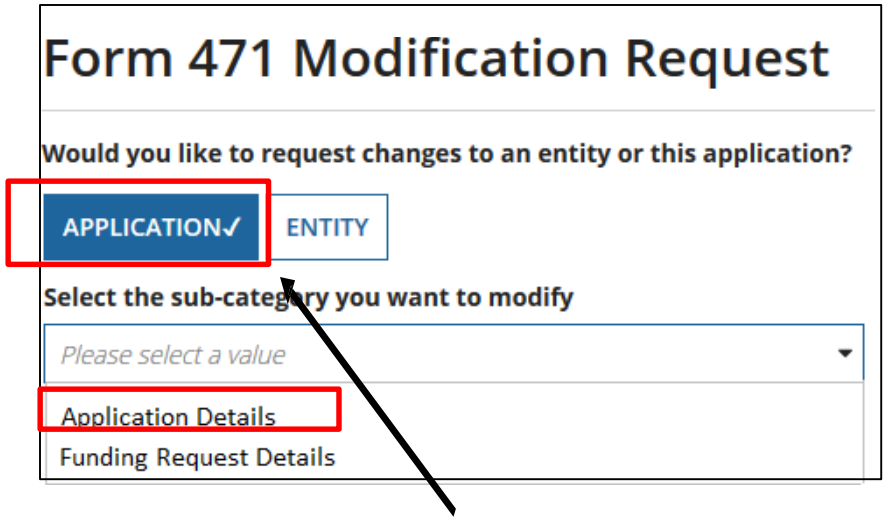
- Select **Related Actions** located at the top of the screen.
- Then, click **Submit Modification Request (RAL)** to choose what you would like to change on the Form 471.

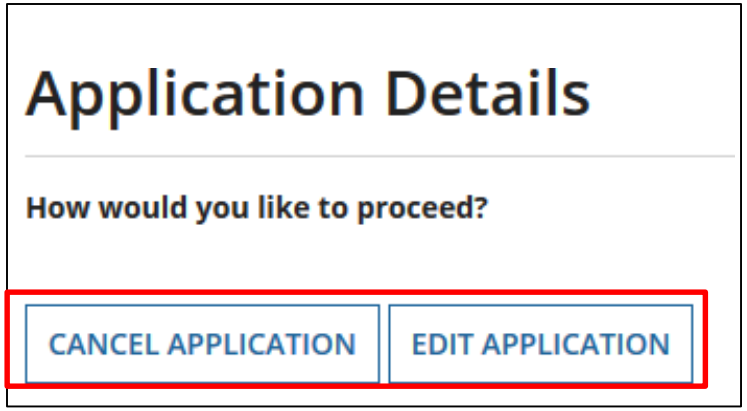
Submitting RAL Corrections



- Your Application: Select **Application** and choose one of the following in the dropdown.
- From the **Form 471 Modification Request** screen, you can make changes to:
  - Application Details
  - Funding Request Details
- Your Entity: Select **Entity** and choose one of the following.
  - BEN
  - Related Entities

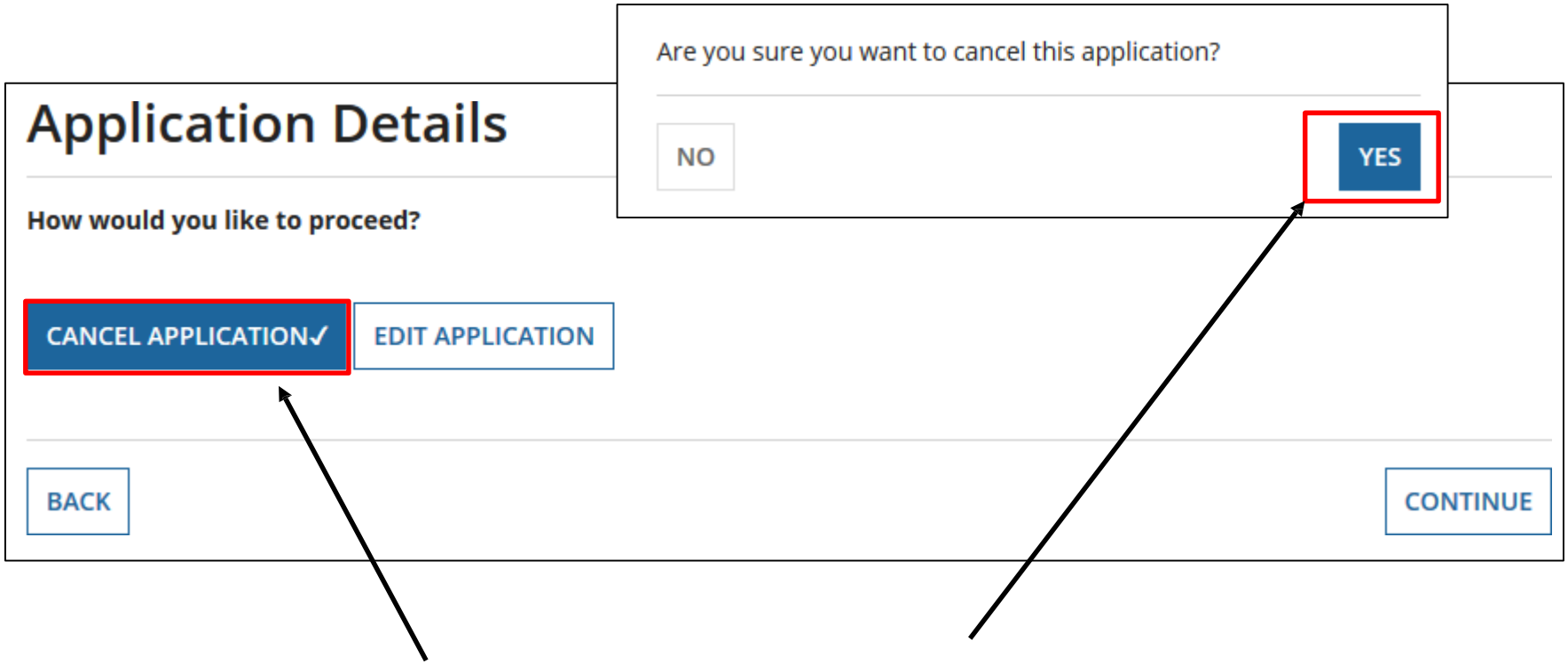
Application Corrections





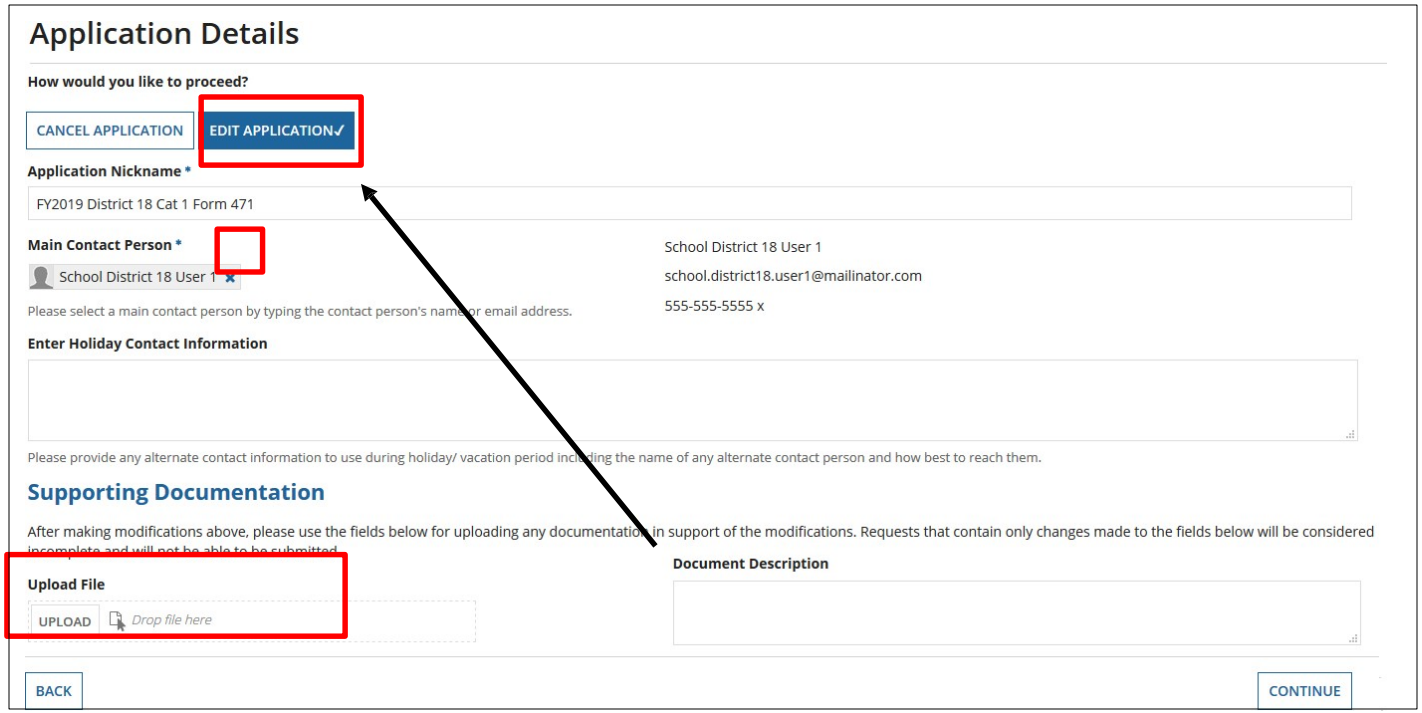
- If you click the "**Application**" button and then choose "**Application Details**" from the dropdown, a "Continue" button will appear. When you click "Continue", you have two choices:
  - Cancel Application
  - Edit Application

Canceling an Application



"**Cancel Application**" allows you to cancel your FCC Form 471, but you will be prompted to respond before your application is canceled.

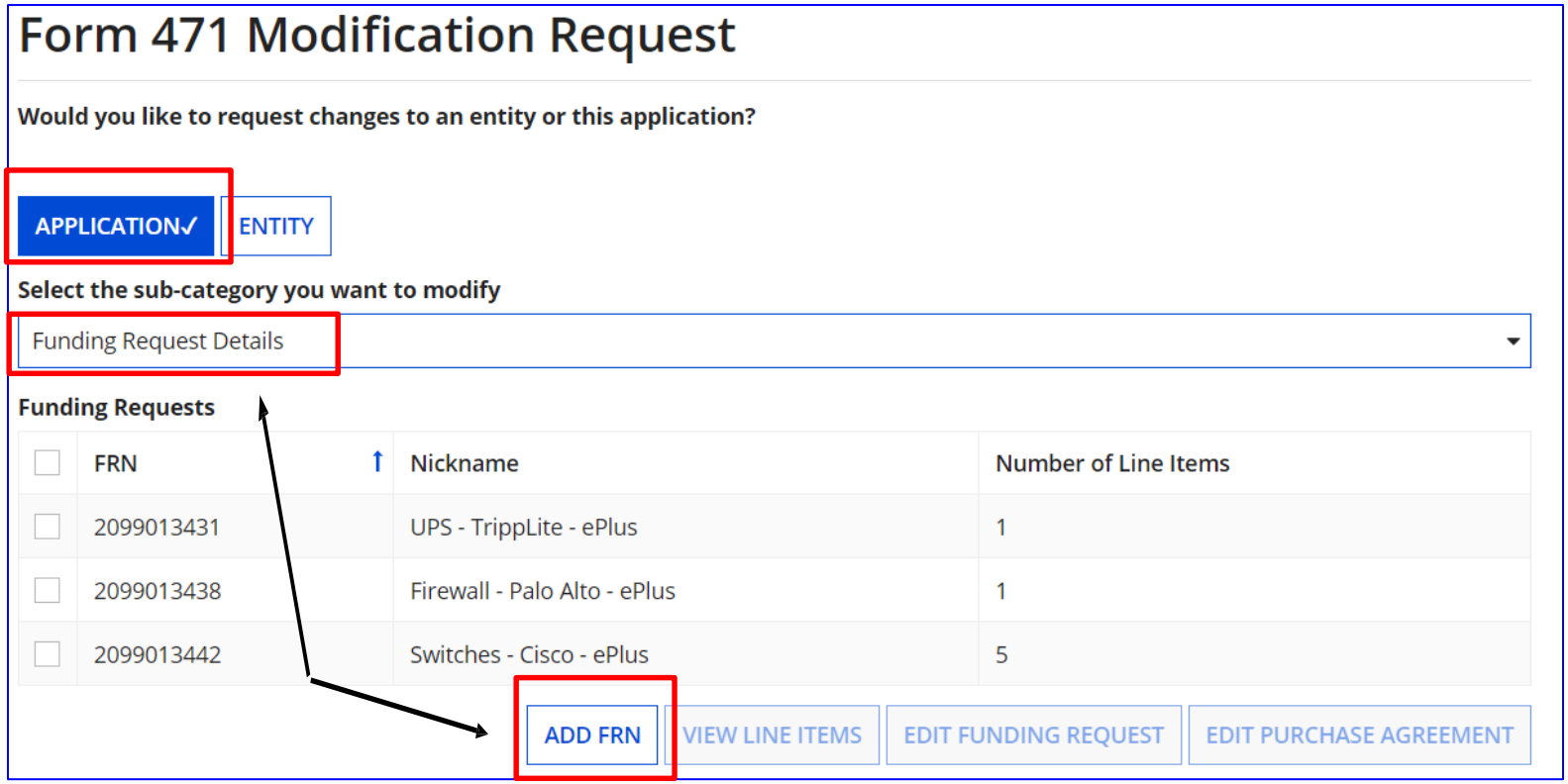
Edit Application



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

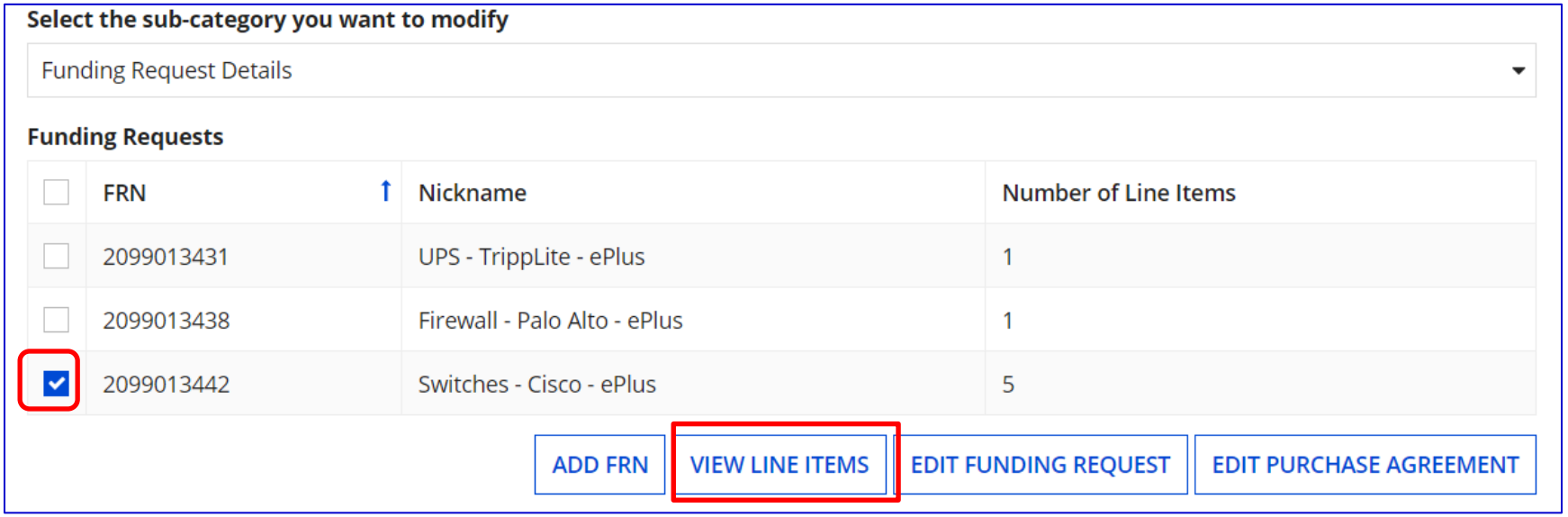
- To edit the main contact, click on the “X” next to the contact’s name, and then search EPC for the correct user.
- You can then upload support documentation to explain the correction.

Funding Request Details



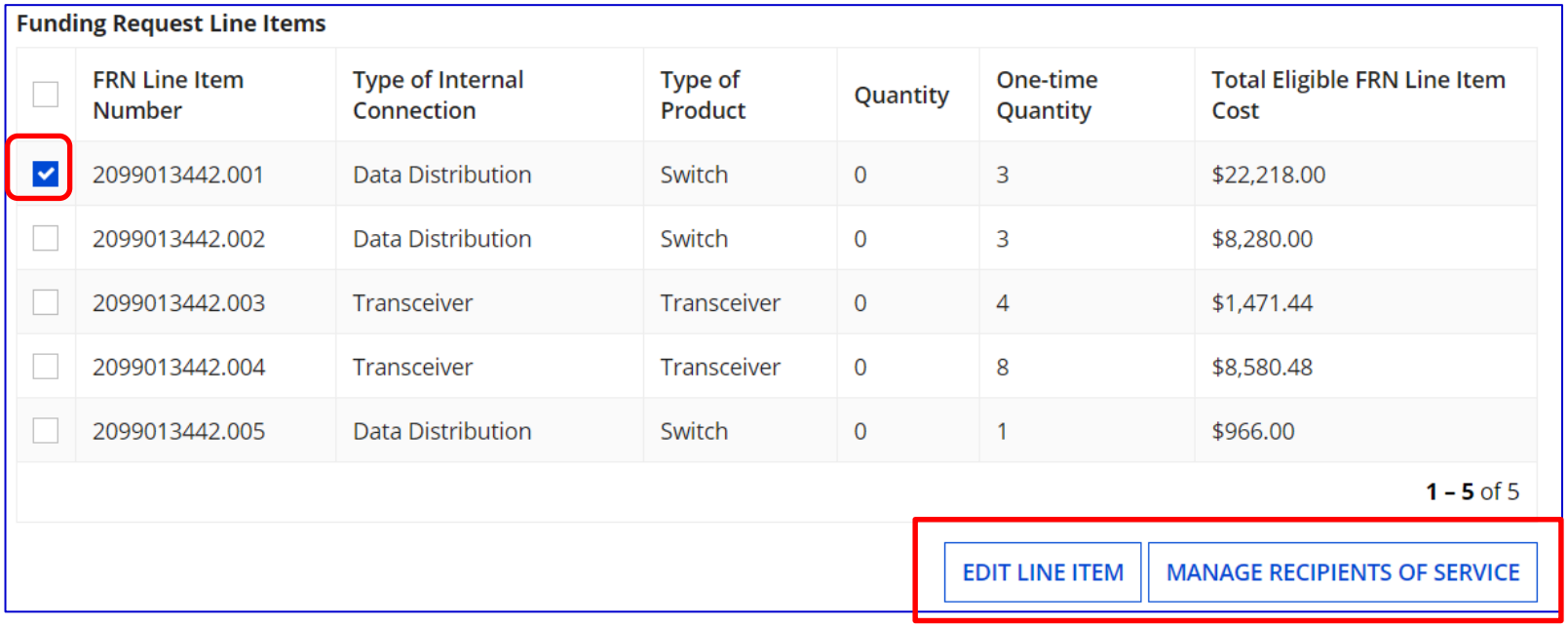
- If you click the "**Application**" button and then choose "**Funding Request Details**" from the dropdown, you see a list of the funding request numbers (FRNs) on this form.
- From there, you can choose:
  - "**Add FRN**" to create the key information for a new FRN.

Funding Request Details



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

Funding Request Details



Funding Request Line Items

	FRN Line Item Number	Type of Internal Connection	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
☑	2099013442.001	Data Distribution	Switch	0	3	$22,218.00
☐	2099013442.002	Data Distribution	Switch	0	3	$8,280.00
☐	2099013442.003	Transceiver	Transceiver	0	4	$1,471.44
☐	2099013442.004	Transceiver	Transceiver	0	8	$8,580.48
☐	2099013442.005	Data Distribution	Switch	0	1	$966.00

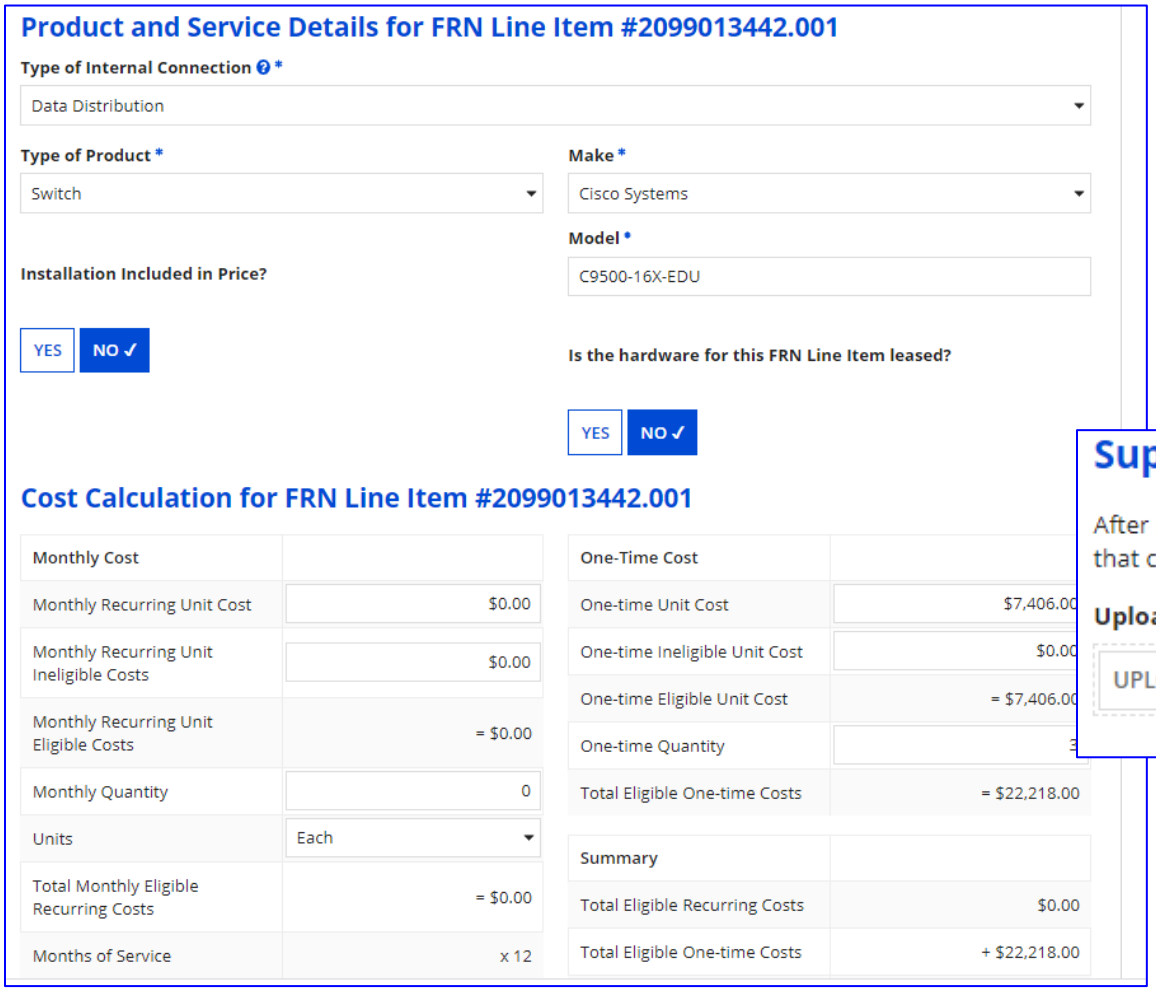
1 – 5 of 5

EDIT LINE ITEM | MANAGE RECIPIENTS OF SERVICE

If you check the box next to an FRN Line Item, you can:

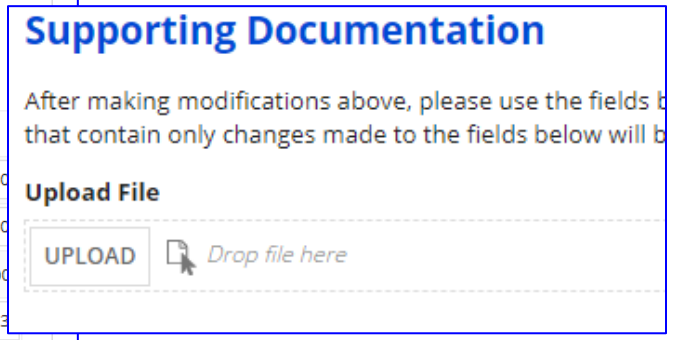
- "**Edit Line Item**" to change Purpose, Bandwidth Speed, Connection Info, or Cost
  or
- "**Manage Recipients of Service**" to remove or add recipients of service

Edit Line Items

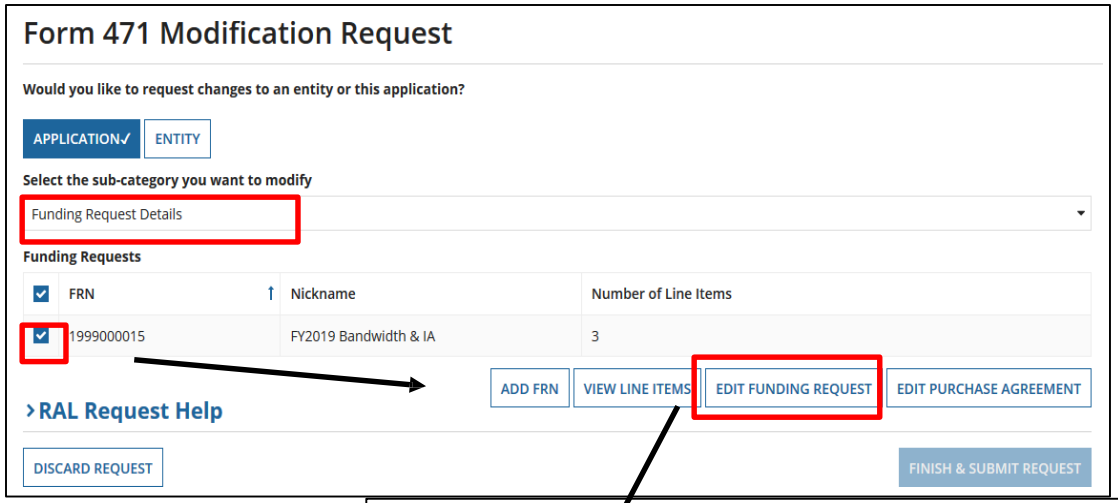


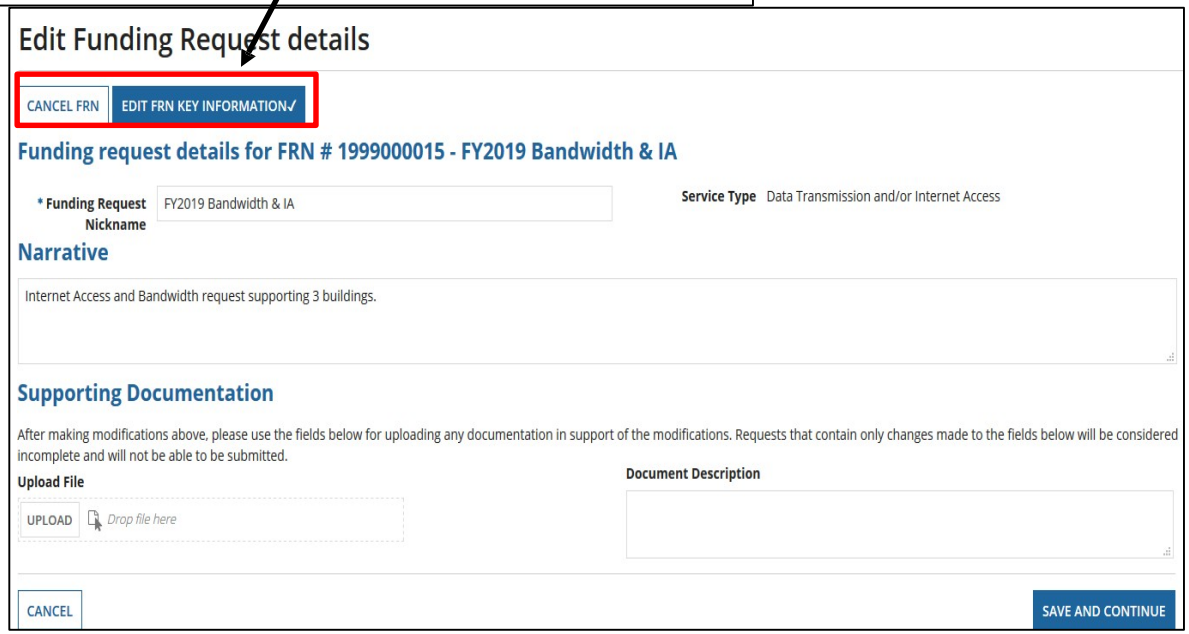
"**Edit Line Item**" view

Correct the information if necessary, and upload support documentation.



Edit Funding Request





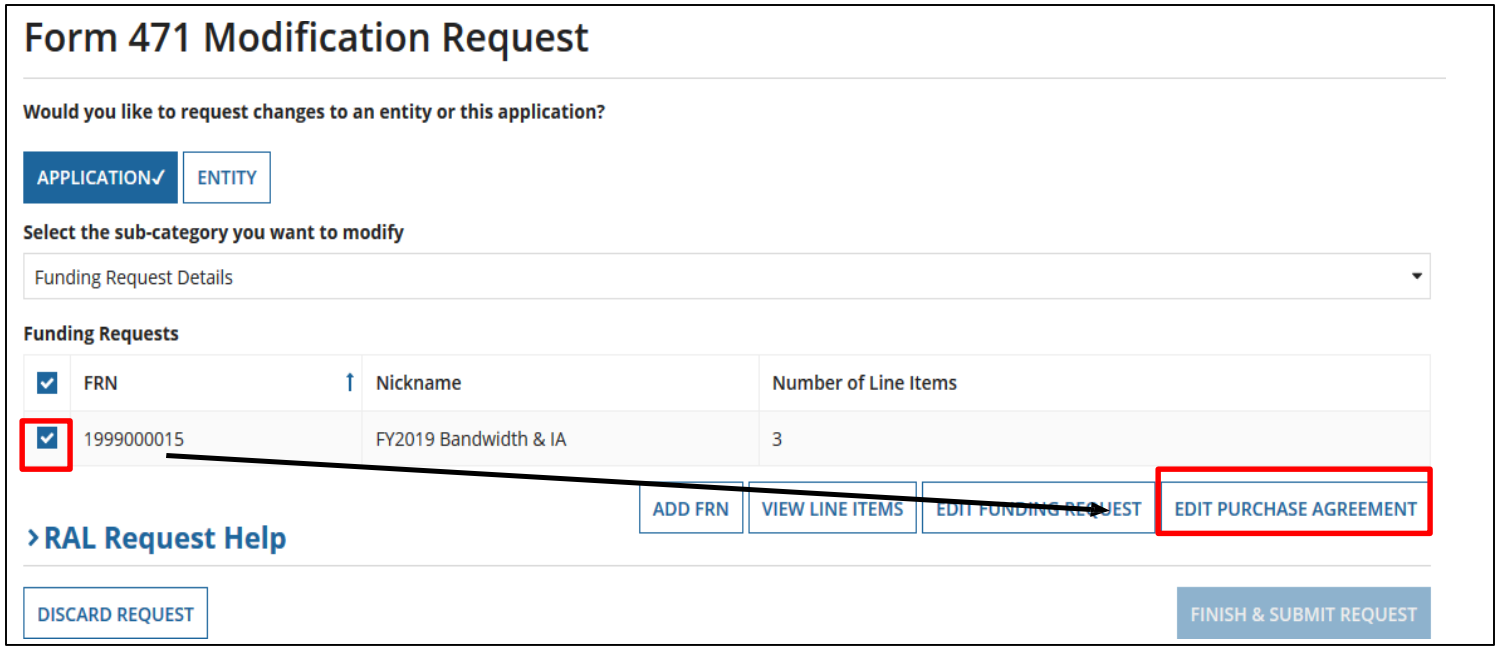
If you check the box next to an FRN, and then "**Edit Funding Request**" you can:

- "**Cancel FRN**"

  or

- "**Edit FRN Key Information**" such as FRN nickname or Narrative

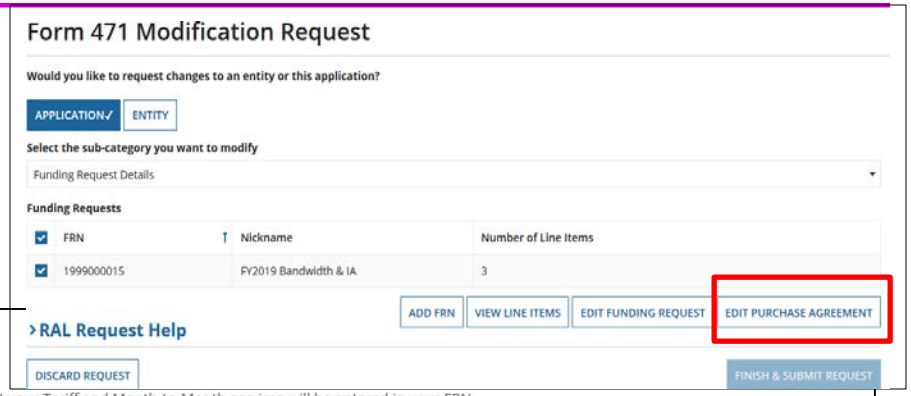
Edit Purchase Agreement

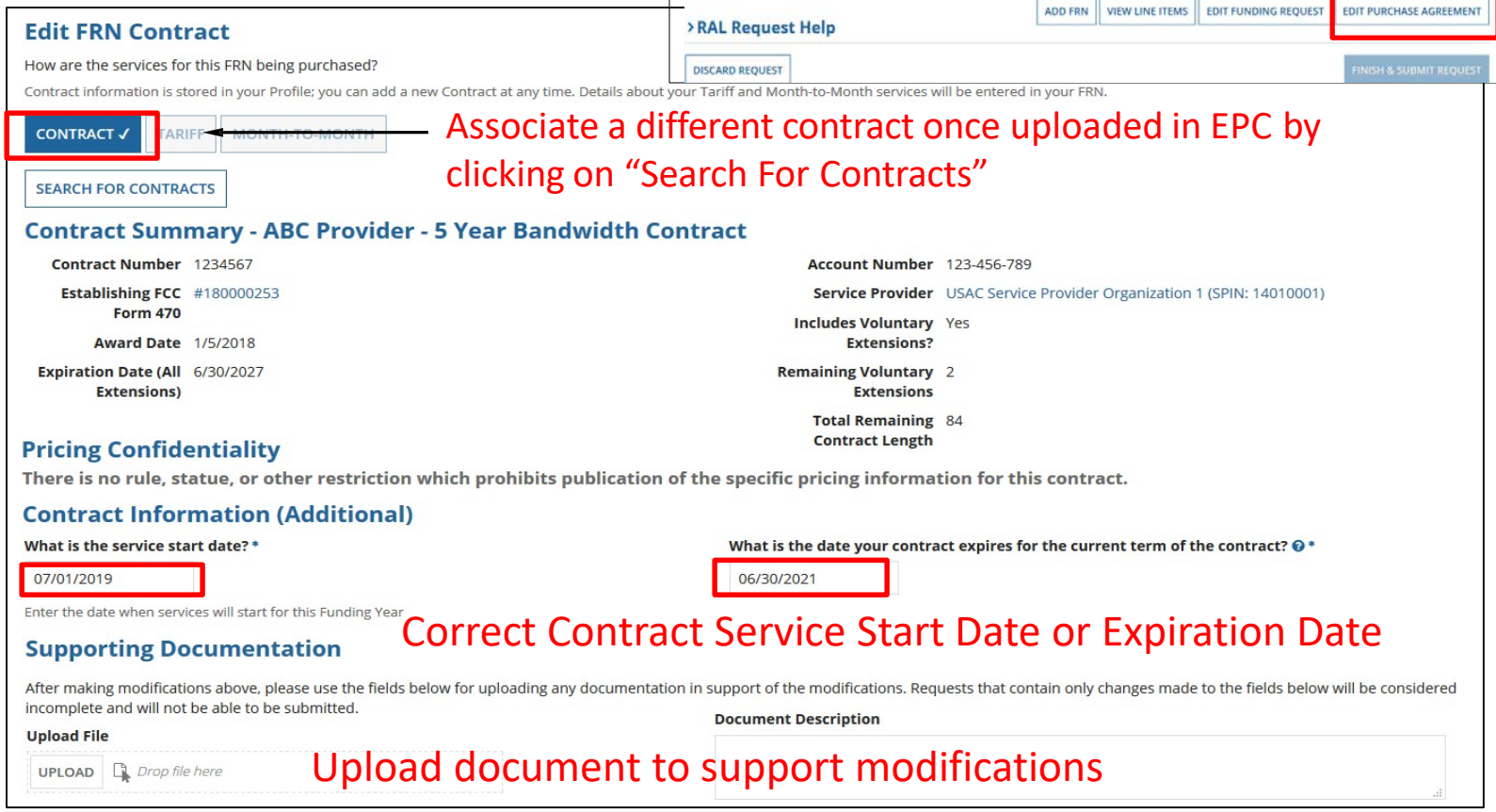


If you check the box next to an FRN, you can:

- "**Edit Purchase Agreement**" to make certain changes to the information you originally entered regarding services provided under contract, tariff or MTM services.
  - Remember to consult list of allowable corrections at https://www.usac.org/e-rate/applicant-process/competitive-bidding/ministerial-clerical-errors/
  - 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 appear in your search results.

Edit Purchase Agreement



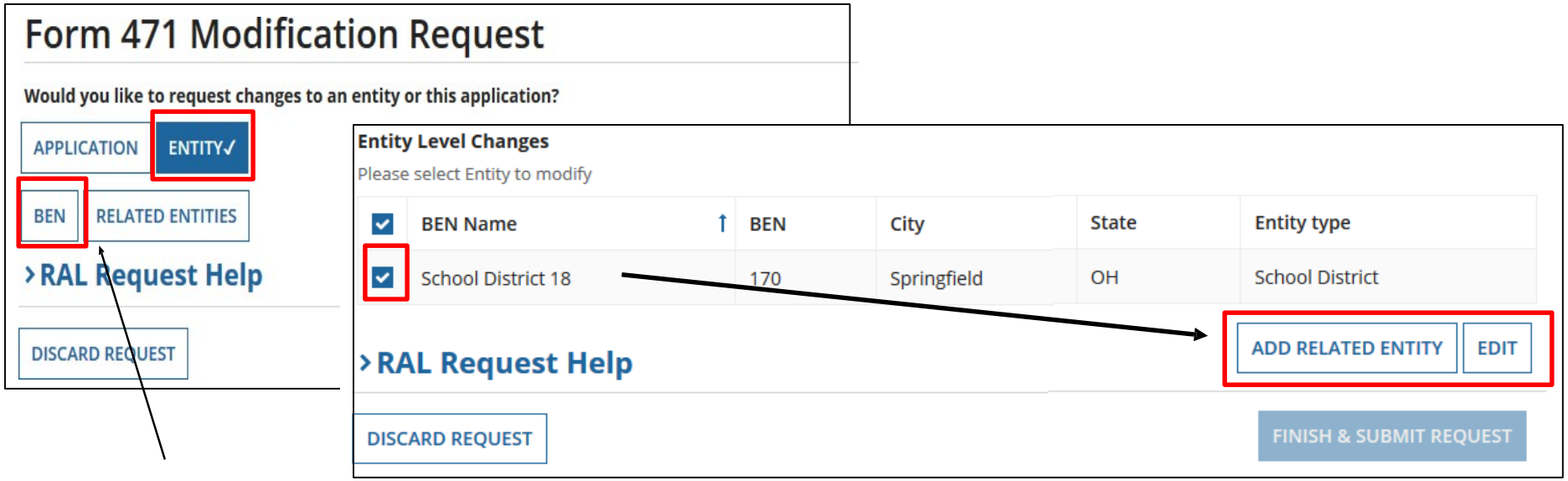


Associate a different contract once uploaded in EPC by clicking on “Search For Contracts”

Correct Contract Service Start Date or Expiration Date

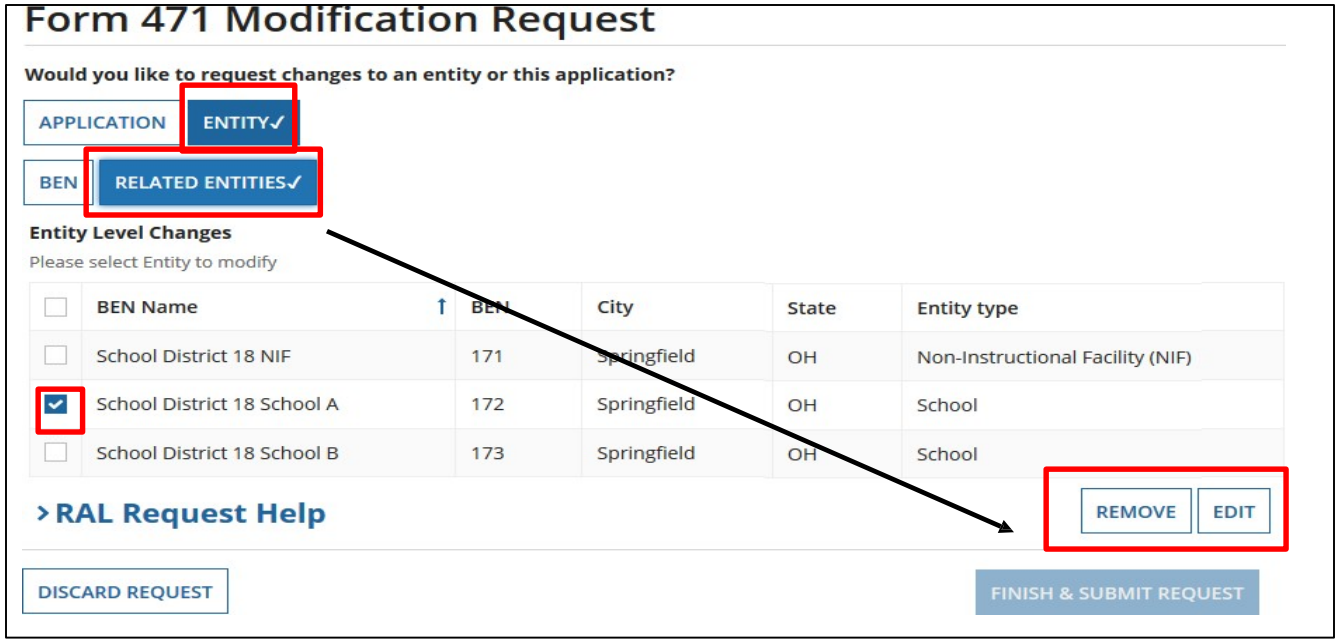
Upload document to support modifications

Edit Entity Information



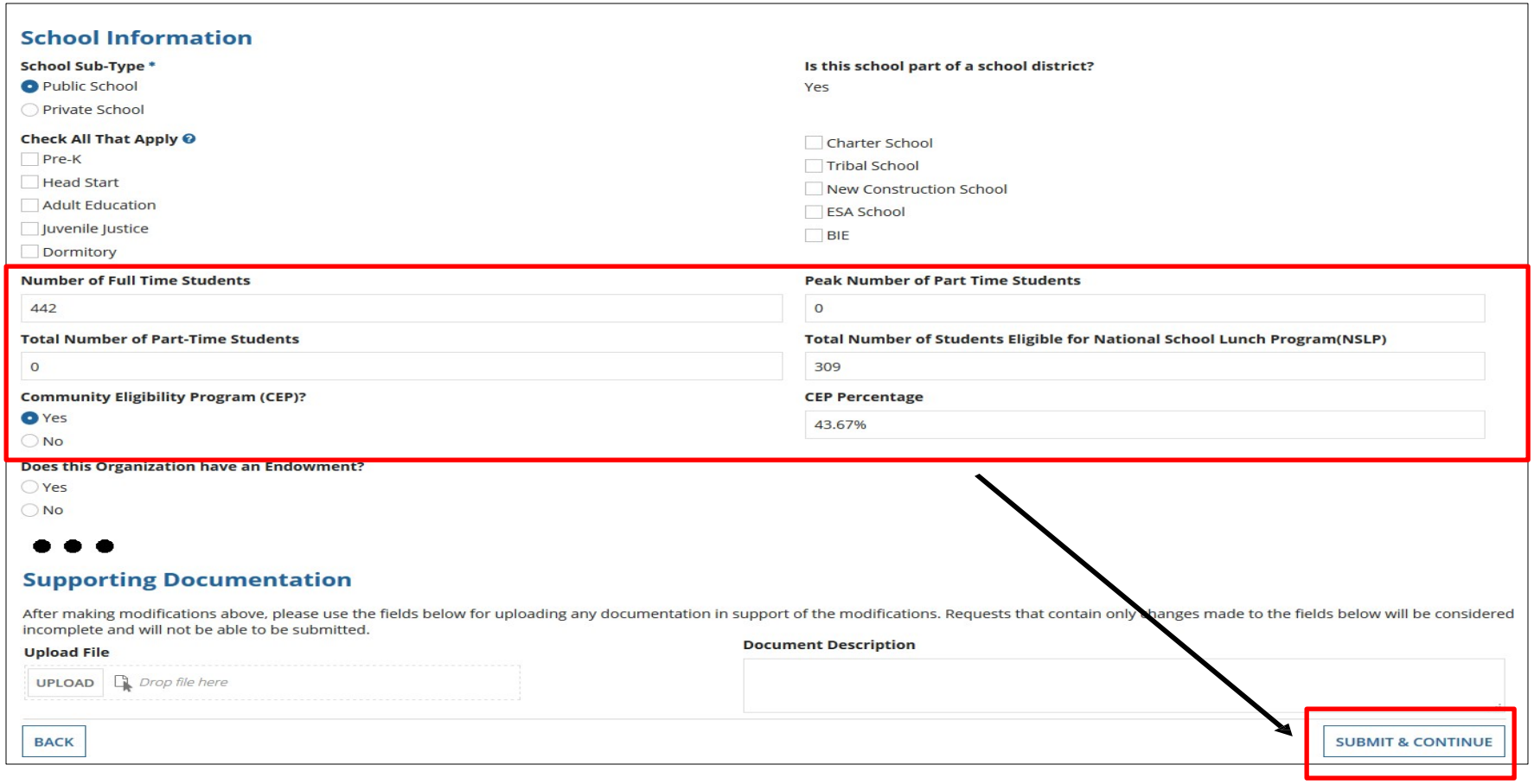
- If you click the "**Entity**" button and then "**BEN**," check the box to the left of the BEN to enable the buttons "**Add Related Entity**" or "**Edit**."
- "**Add Related Entity**" pulls up a list of the entities associated with the BEN. You can add any of the entities on the list to your FCC Form 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.

Edit Related Entities



- 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.
- Click "**Remove**" to omit the selected entity from the application.
- Click "**Edit**" 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.**

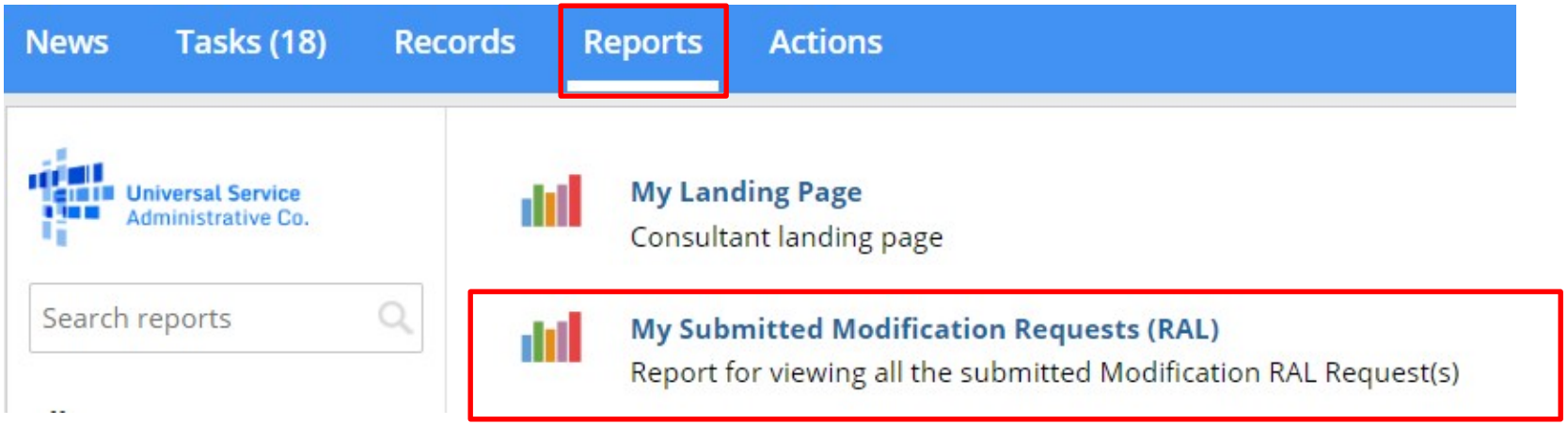
Edit Related Entities



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 its information. When done, click on "**Finish & Submit Request.**"

Finding Submitted RAL Modifications

Select **Reports** from Landing Page



Select “View” to see uploaded supporting documents.

RAL Request ID	Application Number	Category	Name/Number	Action	Old Value	New Value	Requested Date and Time	Status	Supporting Document(s)
19323	181036716	Funding Request Details	1799029426	Add Funding Request		Please see uploaded documentation for this request to add an Internet FRN to this Form 471 application due to a ministerial and clerical error.	4/20/2018 11:07 AM EDT	Approved	View