

Emergency Connectivity Fund ECF Invoicing



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ECF Invoicing Overview

- **Deadlines:**

- 60 days after FCDL, RFCDL or last date to receive service
- Generally, August 29, 2023 for Windows 1 & 2 FRNs
- Generally, February 29, 2024 for Window 3 FRNs

- **Update:** FCC has extended the Emergency Connectivity Fund (ECF) reimbursement filing deadline from August 29, 2023 to October 30, 2023 for any funding requests that have a current invoice deadline occurring before October 30, 2023.

- Generally speaking, this means that applicants/service providers with ECF Windows 1 and 2 FRNs (FY 2021) now have an additional 2 months to submit their BEARs or SPIs.



ECF Invoicing Speedbumps

- Detailed vendor invoice(s) must be uploaded with BEAR containing:
 - approved amount
 - approved service or equipment
 - same vendor listed on the Form 471
 - dates that equipment or service was delivered (must be within service delivery dates for relevant funding year)
- For equipment purchases, applicants also must upload proof of delivery or receipt
- If a Post-Commitment Request (PCR) is pending, BEARs cannot be processed
 - Don't submit PCR to return funds before BEAR is submitted
- ** SAM.gov account data doesn't match FCCRN data registration must be up-to-date before BEAR is submitted



SAM.gov/FCCRN Data Mismatch

- SAM.gov registration must be up-to-date before BEAR is submitted
 - SAM.gov account must be updated annually
 - Data in SAM.gov must match the FCC's FCCRN system
 - EIN mismatches are most common problem
 - Visit SAM.gov or call 866-606-8220 to:
 - Confirm active registration
 - Certify banking information is current and updated
 - Visit FCC's FCCRN System to update FCCRN Data:
 - <https://apps.fcc.gov/cores/userLogin.do>
 - <https://www.fcc.gov/wireless/support/knowledge-base/universal-licensing-system-uls-resources/updating-fcc-registration>



Important ECF Reminders

- ECF audits have begun and, in addition to seeking information relative to invoices and payments, applicants must be able to immediately give the auditor:
 - Complete asset inventory of all ECF-funded devices and services
 - List of all required inventory elements is at: <https://www.emergencyconnectivityfund.org/application-process/record-retention-requirements/>
 - Documentation of unmet needs
- I strongly recommend these be statements signed by equipment and service recipients
 - Templates available at: <http://e-ratepa.org/?p=33555>
 - Libraries are REQUIRED to have signed statements



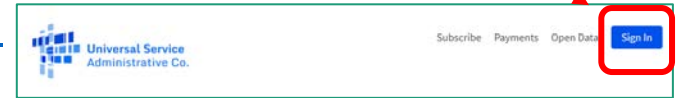


Questions Received:

1. What should we do if the mifi devices are no longer needed? Are we required to just retain them and if so, for how long?
2. We have a fiber buildout application from Window 3 still pending (at the 80% discount level). We have received the same questions multiple times. Is there anything else we can do?
3. What should we do if a laptop/chromebook is lost?
4. I just received a notification from USAC that I have \$37,600 remaining of ECF funding. When I look in the portal, we originally had the money earmarked for staff laptops. However, our need has shifted since then to student iPads or Chromebooks. Do you know if I would be able to use the money for student devices or do I need to stick with the originally proposed ECF plan we submitted?
5. One of my schools just got their 9th Gen iPads FRN denied this morning because the provider is charging \$388 per device. You go onto Apple and buy the exact same thing for \$378 and the determination was that \$388 isn't reasonable. Application was submitted in the 3rd window.
6. SAM has not been the easiest to deal with and I'm concerned we may lose our reimbursement because we are waiting on their very, very, very SLOW processing department. We have legitimately answered the same email from them on 3 separate occasions(over 4 months) now and there does not seem to be an end in sight. I realize ECF can't help, but I need them to know we are diligently working on this process.
7. I have trouble getting our vendor to submit invoices in the way ECF requires. They will not accept emailed invoices.
8. Where can an applicant call if their ECF BEAR is delayed?

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

E-rate Productivity Center (EPC) - E-rate Program participants use the E-rate Productivity Center to manage program processes, receive notifications and to contact customer service.

FCC Form 472 (BEAR) - Applicants file an FCC Form 472 (Billed Entity Applicant Reimbursement (BEAR) Form) to request reimbursement from USAC for the discount amount of the eligible products or services that the applicant has received and paid for in full.

Emergency Connectivity Fund (ECF) - Emergency Connectivity Fund participants use the ECF Portal to submit applications and review notifications regarding their program activities. Using this link, schools and libraries can also access the FCC Form 472 (BEAR) and service providers can access the FCC Form 474 (SPI) to request ECF reimbursement.

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

BEN	BEN Name	City	State	Entity Type	
125729	CENTRAL DAUPHIN SCHOOL DIST	HARRISBURG	PA	School District	ACTIONS ▾
					File FCC Form 471
					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 Basic Information

Request for Reimbursement Line Item

Request for Reimbursement Summary

Request for Reimbursement Certifications

Request for Reimbursement Nickname

Give your BEAR a nickname

Please enter a request for reimbursement nickname here. ? *

ECF Chromebooks BEAR

20/255

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

DISCARD FORM

SAVE & CONTINUE



Selecting the Relevant FRN

Request for Reimbursement Basic Information Request for Reimbursement Line Item Request for Reimbursement Summary Request for Reimbursement Certifications

<input type="checkbox"/>	Request for Reimbursement Line Number	FCC Form 471 Application Number	Funding Request Number (FRN)	Service Provider Identification Number (SPIN)	Service Provider Name	Billing Frequency	Customer Billed Date	Delivery Date	Amount Billed to USAC
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Add reimbursement request line to ask the system to show all FRNs

Total Amount Billed to USAC \$0.00

+ ADD REQUEST FOR REIMBURSEMENT LINE EDIT REQUEST FOR REIMBURSEMENT LINE REMOVE REQUEST FOR REIMBURSEMENT LINE

BACK DISCARD FORM SAVE & CONTINUE



Click anywhere on the row to select the relevant FRN for this reimbursement request

Select FRN
Please select a row to auto-populate the form details below.

FCC Form 471 Application Number	Funding Request Number (FRN)	FCC Form 471 Application Nickname	FRN Nickname	SPIN	Service Provider Name	Service Type	Total FRN Cost	Invoice Deadline Date / IDD
ECF202107046	ECF2190008576	Central Dauphin ECF Chromebooks	Chromebooks - GDC	143007382	Global Data Consultants LLC	Equipment	\$179,560.00	8/29/2022

Enter Vendor Invoice Details

Options:

- Annually
- Monthly
- On Delivery
- One Time**
- Other
- Quarterly
- Semi-Annually
- Twice-A-Week
- Weekly
- Every Two Weeks
- Every Two Months

Billing Frequency * One Time	Customer Billed Date mm/dd/yyyy
Requested Reimbursement Amount * \$179,560.00	Delivery Date 09/08/2021
Attachment(s) * Vendor Invoice - Chromebooks PDF - 742.12 KB Drop files here	Are you submitting this request for reimbursement prior to paying your service provider for the requested equipment and services? * N

Please attach vendor/service provider invoice(s) or equivalent documents detailing the items or services purchased and per unit price for which you are requesting reimbursement.

OR

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

Equipment Only: list date of last equipment delivery

Save **CANCEL** **SAVE**

Enter reimbursement request

Vendor invoice must be uploaded

Requesting Pre-Payment Reimbursement? Y/N



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

To edit existing BEAR request, click box, then Edit Request

To delete an existing BEAR request, click here, then Remove Request

<input type="checkbox"/>	Request for Reimbursement Line Number	FCC Form 471 Application Number	Funding Request Number (FRN)	Service Provider Identification Number (SPIN)	Service Provider Name	Billing Frequency	Customer Billed Date	Delivery Date	Amount Billed to USAC
<input type="checkbox"/>	1	ECF202107046	ECF2190008576	143007382	Global Data Consultants LLC	One Time	N/A	9/8/2021	\$179,560.00

Total Amount Billed to USAC \$179,560.00

[+ ADD REQUEST FOR REIMBURSEMENT LINE](#) [EDIT REQUEST FOR REIMBURSEMENT LINE](#) [X REMOVE REQUEST FOR REIMBURSEMENT LINE](#)

[BACK](#) [DISCARD FORM](#) [SAVE & CONTINUE](#)

To add new BEAR request

If no changes or additional BEAR requests, click Save and Continue, then Continue to Certification

Total Reimbursement Amount Requested:
\$179,560.00

[BACK](#) [DISCARD FORM](#) [SEND FOR CERTIFICATION](#) [CONTINUE TO CERTIFICATION](#)



Certification Page



Certifications

I declare under penalty of perjury that:

- I am authorized to submit this request for reimbursement on behalf of the above-named school, library or consortium and that based on information known to me or provided to me by employees responsible for the data being submitted, I hereby certify that the data set forth in this request for reimbursement has been examined and is true, accurate and complete. I acknowledge that any false statement on this request for reimbursement or on other documents submitted by this school, library or consortium can be punished by fine or forfeiture under the Communications Act (47 U.S.C. §§ 502, 503 (b)), or fine or imprisonment under Title 18 of the United States Code (18 U.S.C. § 1001), or can lead to liability under the False Claims Act (31 U.S.C. §§ 3729 – 3733).
- In addition to the foregoing, the school, library or consortium is in compliance with the rules and orders governing the Emergency Connectivity Fund Program, and I acknowledge that failure to be in compliance and remain in compliance with those rules and orders may result in the denial of funding, cancellation of funding commitments, and/or recoupment of past disbursements. I acknowledge that failure to comply with the rules and orders governing the Emergency Connectivity Fund Program could result in civil or criminal prosecution by law enforcement authorities.
- By signing this request for reimbursement, I certify that the information contained in this request for reimbursement is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, §§ 1001, 286-287 and 1341 and Title 31, §§ 3729-3730 and 3801-3812).
- The funds sought in the request for reimbursement are for eligible equipment and/or services that were purchased or ordered in accordance with the Emergency Connectivity Fund Program rules and requirements and received by either the school, library, or consortium, or the students, school staff, or library patrons as appropriate.
- The portion of the costs eligible for reimbursement and not already paid for by another source was either: paid for in full; or will be paid to the service provider within 30 days of receipt of funds by the school, library, or consortium.
- The amount for which the school, library, or consortium is seeking reimbursement from the Emergency Connectivity Fund consistent with the requirements set out in § 54.1707.
- The school, library, or consortium is not seeking Emergency Connectivity Fund reimbursement for eligible equipment and/or services that have been purchased and reimbursed in full with other pandemic relief federal funding (e.g., CARES Act, Emergency Broadband Benefit Program or other provisions of the American Rescue Plan), targeted state funding, other external sources of targeted funding, or targeted gifts or eligible for discounts from the schools and libraries universal service support mechanism or other universal service support mechanism.
- The equipment and services the school, library, or consortium purchased using Emergency Connectivity Fund support will be used primarily for educational purposes as defined in § 54.1700 and that the authorized person is not willfully or knowingly requesting reimbursement for equipment or services that are not being used.
- The equipment and services the school, library, or consortium purchased will not be sold, resold, or transferred in consideration for money or any other thing of value, except as allowed by § 54.1713.
- The school, library, or consortium recognizes that it may be subject to an audit, inspection or investigation pursuant to its request for reimbursement, that it will retain for ten years any and all records related to its request for reimbursement, and will make such records and equipment purchased with Emergency Connectivity Fund reimbursement available at the request of any representative (including any auditor) appointed by a state education department, the Administrator, the Commission and its Office of Inspector General, or any local, state or federal agency with jurisdiction over the entity.
- No kickbacks, as defined in 41 U.S.C. § 8701 and/or 42 U.S.C. § 1320a-7b, were paid or received by the applicant to anyone in connection with the Emergency Connectivity Fund.
- I certify that no Federal subsidy made available through a program administered by the Commission that provides funds to be used for the capital expenditures necessary for the provision of advanced communications services has been or will be used to purchase, rent, lease, or otherwise obtain, any covered communications equipment or service, or maintain any covered communications equipment or service previously purchased, rented, leased, or otherwise obtained, as required by 47 C.F.R. § 54.10.

Check certification boxes, then Certify

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[CERTIFY](#)

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



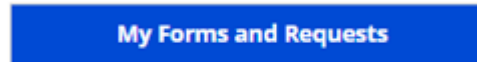
Returning Committed Funds

- To return unused funds to USAC:

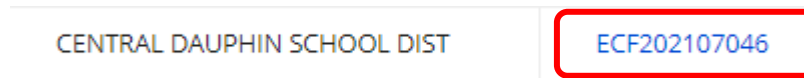
➤ Log into ECF Portal



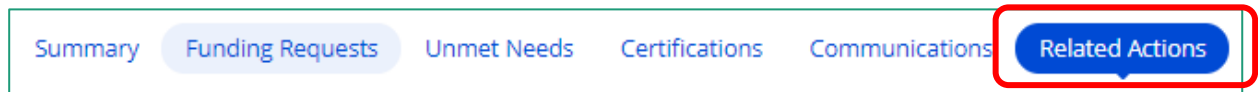
➤ Form 471 (My Forms and Requests)



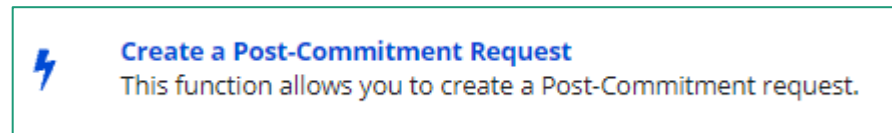
➤ Click on relevant Form 471



➤ Related Actions



➤ Create a Post-Commitment Request



- USAC will review the request and issue a Revised FCDL (RFCDL)



Switching from BEAR to SPI

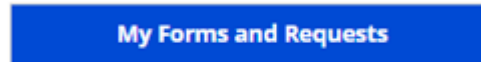
- Switching from BEAR to SPI (or visa versa)
 - If you indicated BEAR on the 471 but wish to switch to the SPI method where the vendor seeks reimbursement from ECF, you must submit a Post Commitment Request:



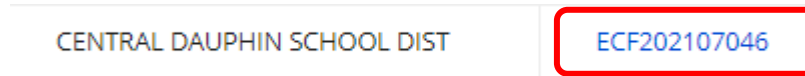
Log into ECF Portal



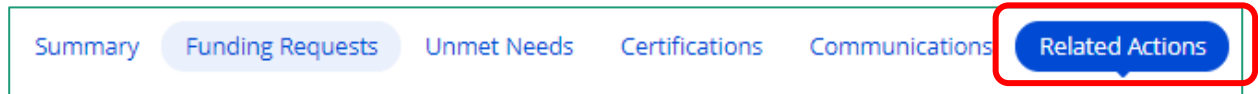
Form 471 (My Forms and Requests)



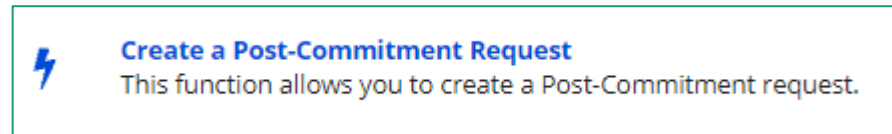
Click on relevant Form 471



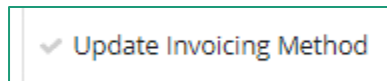
Related Actions



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”

Are you submitting this request for reimbursement prior to paying your service provider for the requested equipment and services? *

Please select a value

- Y
- N

- **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

