

# Funding Commitment Decision Letter (FCDL) Guide FY 2025

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April 2025



# FY 2025 FCDL Overview

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- 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 are mailed
  - Email notification contains 2 attachments:
    - .CSV file with information in Excel format
    - User-friendly PDF of the FCLD

# FCDLs E-mails Look Like This:

USAC: Funding Commitment Decision Letter (FCDL) available for FCC Form 471 251009606, CENTRAL DAUPHIN SCHOOL DIST (125729)



FCDL attached as .pdf and csv file

**Thank you for submitting your application for Funding Year 2025 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.

# User-Friendly FCDL in .pdf Format

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- First 3 pages of FCDL contain important notices:
  - Next step to file 486
  - Appeal process if funding was denied or reduced
  - 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

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## Funding Commitment Decision Overview

Funding Year 2025

### Application Comments for FCC Form 471: #251009606

The CEP percentage for BEN 18304 - SOUTH SIDE ELEMENTARY SCHOOL was decreased to a level that could be validated by third party data. This did not result in a change to the discount.

Comment  
explains any  
comments  
made by PIA →

### Funding Commitment Decision Overview

Funding Request Number (FRN)	Service Provider Name	Amount Requested	Amount Committed	Status
2599010092	ePlus Technology, Inc.	\$337,693.53	\$337,693.53	Funded
2599010115	En-Net Services, LLC	\$442,898.28	\$442,898.28	Funded

Shows amount  
requested and  
amount  
committed

# FRN Detail Page

<b>FRN</b> 2599010092	<b>Service Type</b> Internal Connections	<b>Status</b> Funded
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*This is the total  
annual, pre-discount  
charges, not the  
monthly amount* →

Dollars Committed			
Monthly Cost		One-time Cost	
Months of Service	12		
Total Eligible Recurring Charges	\$0.00	Total Eligible One Time Charges	\$397,286.51
Total Pre-discount Charges		\$397,286.51	
Discount Rate		85.00%	
Committed Amount		\$337,693.53	

Dates	
Service Start Date	7/1/2025
Contract Expiration Date	9/30/2026
Contract Award Date	1/29/2025
Service Delivery Deadline	9/30/2026
Expiration Date (All Extensions)	

Service Provider and Contract Information	
Service Provider	ePlus Technology, Inc.
SPIN (498ID)	143006553
Contract Number	
Account Number	
Establishing FCC Form 470	230000227

# FCDL Comments

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If anything was changed on the application, either at the request of the applicant or by the PIA reviewer, those changes will be indicated here.



## Funding Commitment Decision Comments

MR1: Approved as submitted.

If no changes were made, it will say "Approved as submitted."



# .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

Ben	Ben Name	FRN	FCC Form 471	Status	Service Type	Establishing FCC Form 470	SPIN	Service Provider	Contract Number	Service Start Date	Contract Expiration Date	Award Date	Total Pre-Discount Charges	Discount Rate	Committed Amount	Application Comments	FCDL Comments
125729	CENTRAL I	2599010092	251009606	Funded	Internal C	2.3E+08	1.43E+08	ePlus Technology, In		7/1/2025	9/30/2026	1/29/2025	\$397,286.51	85.00%	\$337,693.53	The CEP p	MR1: App
125729	CENTRAL I	2599010115	251009606	Funded	Internal C	2.3E+08	1.43E+08	En-Net Services, LLC		7/1/2025	9/30/2026	1/29/2025	\$521,056.80	85.00%	\$442,898.28	The CEP p	MR1: App

- Expand all of the columns to view the entire contents of the file
- Pay close attention to ensure that the committed amount is the same amount that you were expecting

# Generating FCDLs in EPC

## My Landing Page



Welcome, [Tritt St](#) Blue Ribbon School District!

[> Pending Inquiries](#)

### 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 - 251031365	4/26/2025	EPC System	4/26/2025 12:56 AM EDT	<a href="#">View Notification</a>

At the top of the EPC Landing Page, under Notifications, select 'Funding Commitment Decision Letter' for Notification Type and then 'FY 2025'

Click on 'View Notification' Link

# FCDL in EPC News



**E-Rate Productivity Center** Thank you for submitting your application for Funding Year 2025 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 [...More](#)



CENTRAL DAUPHIN SCHOOL DIST Funding Commitment Decision Letter  
PDF 26 KB



FCC Form 471 - 251009606 - CENTRAL DAUPHIN SCHOOL DIST  
CSV 2 KB

#125729 - CENTRAL DA... Central Dauphin - C2 - ...

Saturday, 12:21 AM ☆ 🔒 [Comment](#) [More Info](#) ▾

At the top of the Newsfeed, you will see an announcement explaining the FCDL

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

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

# Next Steps...

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- **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