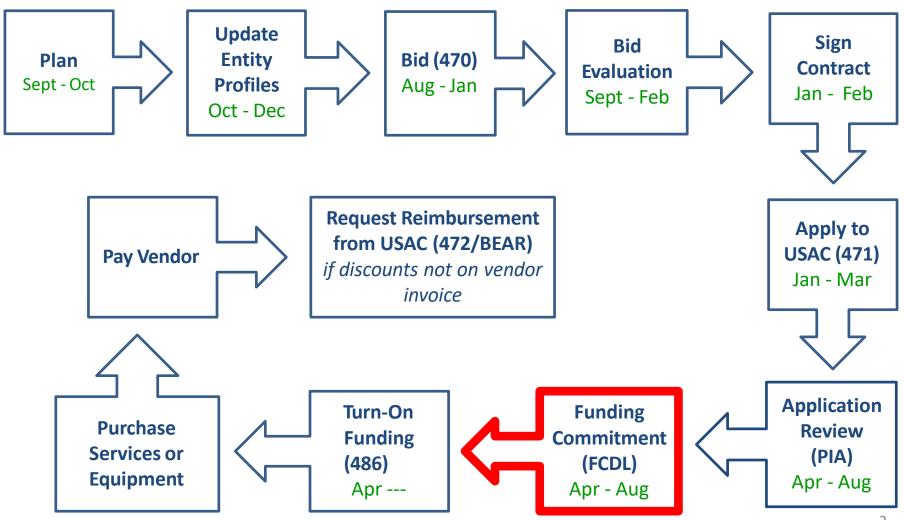
# Funding Commitment Decision Letter (FCDL) Guide FY 2025



Presented by Julie Tritt Schell
PA E-rate Coordinator
for the Pennsylvania Department of Education
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## You are here in the E-rate process:



## FY 2025 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 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 <u>FCC Form 472</u>, 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 <u>FCC Form 474</u>, 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 <u>FCC Form 473</u>, 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

- 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 nondiscounted 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 2025

comments
made by PIA

### 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

### **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

FRN 2599010092 Service Type Internal Connections Funded

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-di	scount Charges	\$397,286.51								
	Discount Rate	85.00%								
Comi	mitted 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 7								

## **FCDL Comments**

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

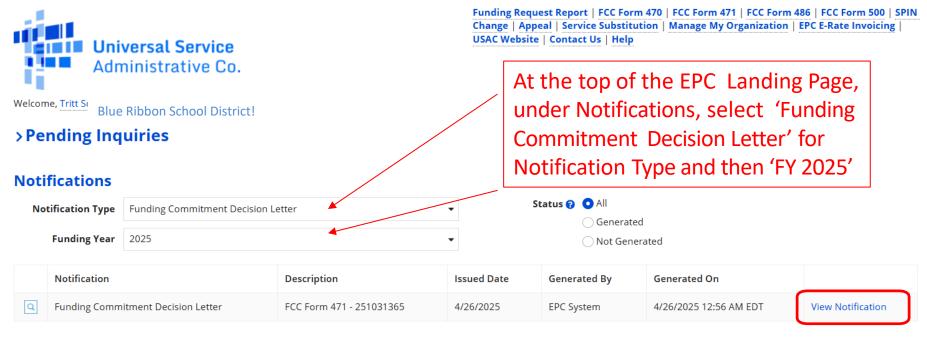
- In addition to the .pdf version, the FCDL also is sent as a .CSV file
  - The same information is contained in both files but formatted differently
  - .CSV file is helpful if you want to create an Excel table with your FCDL information
- The \*.CSV file will open as a spreadsheet

																<b>Applicati</b>	
						Establish				Service	Contract		Total Pre-			on FCDL	FCDL
	Ben		FCC Form		Service	ing FCC		Service	Contract	Start	Expiratio	Award	Discount	Discount	Committed	Commen	Commen
Ben	Name	FRN	471	Status	Туре	Form 470	SPIN	Provider	Number	Date	n Date	Date	Charges	Rate	Amount	ts	ts
125729	CENTRAL [	2599010092	251009606	Funded	Internal Co	2.3E+08	1.43E+08	ePlus Tec	hnology, 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 [	2599010115	251009606	Funded	Internal Co	2.3E+08	1.43E+08	En-Net Ser	rvices, 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



Click on 'View Notification' Link

## FCDL in EPC News

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 \_\_\_

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



**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.

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#### Next Steps

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# 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