

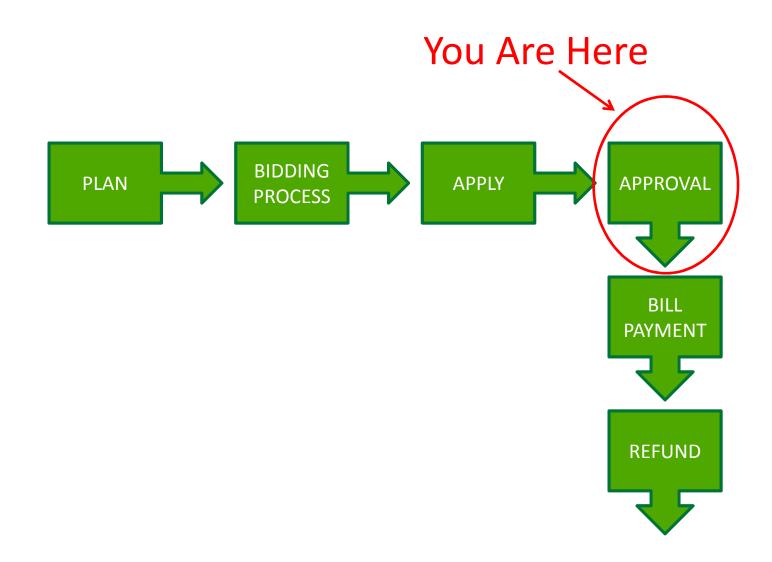


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# Where does PIA Review fall in the E-Rate process?







# The Basics



# What is PIA Review?

After you file and certify an FCC Form 471 within the filing window, Program Integrity Assurance (PIA) reviewers at USAC check the information on your form for completeness and accuracy and may have additional questions for you to answer.

All applications go through an initial review and a final review, which may involve questions from PIA reviewers on one or more of the following topics:

- Eligibility of the entities receiving service
- Eligibility of the services requested
- Discount calculations
- Contracts
- The competitive bidding process

Typically, applicants are given 15 days to respond to PIA questions.



# How does PIA Review work?

All PIA Review communications will be handled within EPC.

- The main contact listed on any given Form 471 application will be notified in EPC that a PIA reviewer has questions. A 15-day response deadline will be established.
- The contact person will read a question (referred to as an inquiry) in EPC.
- The contact person will enter a response to the inquiry in EPC and upload any requested documentation.
- The contact person will submit their response to the reviewer.



# Locating PIA Inquiries

There are several ways that an applicant can locate a PIA inquiry in EPC.



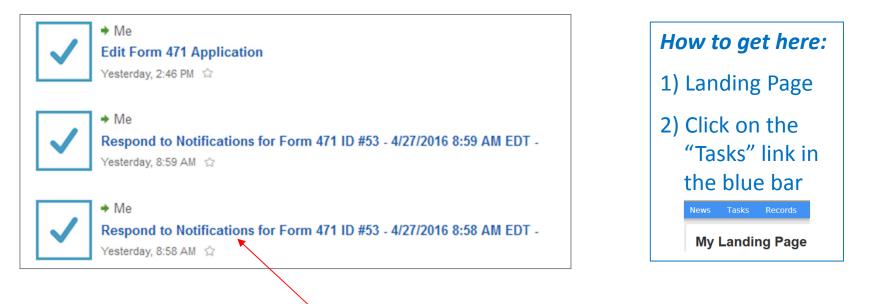
# **Locating Inquiries**

#### The main contact person for any given Form 471 will receive a 15-Day letter in their *News Feed* with information about the review

From the FCC Form 471 Review	Team Regular 15-Day		How to get here:
Today's Date: 4/26/2016 Response Due Date: 5/11/2016 Contact Name: Cathy IndSchool		esponse is due	1) Landing Page
Applicant Name: Cathy School < FCC Form 471 Application Number	applicant en 161001520 ◀ form app	lication number	2) Click on link for independent
and we need additional informatio respond to the information reques • Eligibility of Products and Servic	ces ion Number	on. Please	school or school district Entity School District 6
If you have any questions, please the test. Failure to send all of the information	feel free to contact me via EPC. Please r on requested by the response due date m ou need additional time to prepare your r	nay result in a	3) Click on "News" link in the menu on the left side of page
PIA Initial Reviewer	ime and phone number r the reviewer		Summary <b>News ►</b> Related Actions
1 hour ago 🏠 🔒 Comment	$\longrightarrow$ (1) Click on the	e name of the	-
Networkmeine	Form 471 to pr		
Networkmaine	of PIA inquiry o	juestions	Slide 9

# **Locating Inquiries**

#### The main contact person will also receive tasks in their Tasks list

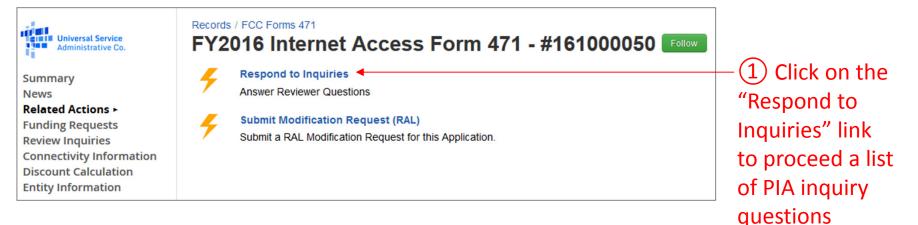


① Click on a "Respond to Notifications" link to proceed to the individual PIA inquiry question



# **Locating Inquiries**

# The main contact person can also go to the "**Related Actions"** link for a Form 471 and choose to "**Respond to Inquiries**"



How to get here:	FCC Forms			
1) Landing Page	Form Type Funding Year	FCC Form 471 2016		•
2) Click on link for a Forme 474	Application Number	er	Nickname	
2) Click on link for a Form 471	161000050		FY2016 Internet Access Form 471	
3) Click on "Related Actions" lin	k in the i	menu	on the left side o	f page
Universal Service Administrative Co.				
Summary				
News Related Actions ►				
Neither Actions				





When you choose a method to respond to inquiries, you will see a **Review Inquiries** dashboard listing all pending and submitted inquiries

Each Form 471 also has a "**Review Inquiries**" link which will display the dashboard

Administrative Co.	Follow		3328 - C1 - #	161001	1520	Reque	est Extension	Respond to Inq	uiries Su	bmit Modif	ication Req
elated Actions unding Requests eview Inquiries >	Read	g Inquir Notice	Name	Outreach Type	Assigned By	Title	Phone #	Assigned Date ↓	Due Date	Extn.	Status
onnectivity Information iscount Calculation	۲	G	Eligibility of Products and Services	Regular 15- Day	PIA Reviewer-1	PIA Initial Reviewer	973-581- 1234	4/26/2016 12:04 PM EDT	5/11/2016	0	Response Needed
ntity Information	×	G	Exception #81 – FCC Registration Number	Regular 15- Day	PIA Reviewer-1	PIA Initial Reviewer	973-581- 1234	4/26/2016 12:04 PM EDT	5/11/2016	0	Response Needed
		0	Service Provider Issues	Regular 15- Day	PIA Reviewer-1	PIA Initial Reviewer	973-581- 1234	4/26/2016 12:04 PM EDT	5/11/2016	0	Response Needed
	۲	G	Eligibility of the Entities	Regular 15- Day	PIA Reviewer-1	PIA Initial Reviewer	973-581- 1234	4/26/2016 11:54 AM EDT	5/11/2016	0	Response Needed
	۲	G	Service Match	Regular 15- Day	PIA Reviewer-1	PIA Initial Reviewer	973-581- 1234	4/26/2016 11:54 AM EDT	5/11/2016	0	Response Needed
	۲	G	Urban/Rural Classification	Regular 15- Day	PIA Reviewer-1	PIA Initial Reviewer	973-581- 1234	4/26/2016 11:54 AM EDT	5/11/2016	0	Response Needed
	۲	G	Requested Discount	Regular 15- Day	PIA Reviewer-1	PIA Initial Reviewer	973-581- 1234	4/26/2016 11:54 AM EDT	5/11/2016	0	Response Needed
		1-7 of 7	D 🕅 Jiries								6



#### Read column:

### Eyeball icon = the inquiry has been read

X icon = the inquiry has not been read

Read	Notice	Name	Outreach Type	Assigned By	Title	Phone #	Assigned ↓ Date	Due Date	Extn.	Status
۲	G	Eligibility of Products and Services	Regular 15- Day	PIA Reviewer-1	PIA Initial Reviewer	973-581- 1234	4/26/2016 12:04 PM EDT	5/11/2016	0	Respons Needed
	G	Exception #81 – FCC Registration Number	Regular 15- Day	PIA Reviewer-1	PIA Initial Reviewer	973-581- 1234	4/26/2016 12:04 PM EDT	5/11/2016	0	Respons Needed
	G	Service Provider Issues	Regular 15- Day	PIA Reviewer-1	PIA Initial Reviewer	973-581- 1234	4/26/2016 12:04 PM EDT	5/11/2016	0	Respon: Needed
۲	©	Eligibility of the Entities	Regular 15- Day	PIA Reviewer-1	PIA Initial Reviewer	973-581- 1234	4/26/2016 11:54 AM EDT	5/11/2016	0	Respon: Needed
۲	G	Service Match	Regular 15- Day	PIA Reviewer-1	PIA Initial Reviewer	973-581- 1234	4/26/2016 11:54 AM EDT	5/11/2016	0	Respons Needed
۲	G	Urban/Rural Classification	Regular 15- Day	PIA Reviewer-1	PIA Initial Reviewer	973-581- 1234	4/26/2016 11:54 AM EDT	5/11/2016	0	Respons Needed
۲	G	Requested Discount	Regular 15- Day	PIA Reviewer-1	PIA Initial Reviewer	973-581- 1234	4/26/2016 11:54 AM EDT	5/11/2016	0	Respon: Needed



#### *Notice column:*

Clock icon = the 15 days response time has not yet expired

X icon = the inquiry is past due (you can still submit a response if a funding commitment has not yet been made)

		ies								
Read	Notice	Name	Outreach Type	Assigned By	Title	Phone #	Assigned ↓ Date	Due Date	Extn.	Status
۲	G	Requested Discount	Regular 15-Day	PIA Reviewer-1	PIA Initial Reviewer	973-581- 1234	4/25/2016 6:50 PM EDT	5/10/2016	0	Saved & Waiting to submi
۲	8	Eligibility of the Entities	Regular 15-Day	PIA Reviewer-7	Initial Reviewer	973-581- 4325	3/8/2016 1:24 PM EST	3/31/2016	1	Saved & Waiting to subm
۲	8	Eligibility of the Entities - Edit for 3789	Regular 15-Day No Response Reminder	PIA Reviewer-7	Initial Reviewer	973-581- 4325	3/3/2016 1:14 PM EST	3/18/2016	0	Saved & Waiting to submi



#### *Name column:*

the type of inquiry question

g Inquir	ies								
Notice	Name	Outreach Type	Assigned By	Title	Phone #	Assigned ↓ Date	Due Date	Extn.	Status
G	Requested Discount	Regular 15-Day	PIA Reviewer-1	PIA Initial Reviewer	973-581- 1234	4/25/2016 6:50 PM EDT	5/10/2016	0	Saved & Waiting to submit
8	Eligibility of the Entities	Regular 15-Day	PIA Reviewer-7	Initial Reviewer	973-581- 4325	3/8/2016 1:24 PM EST	3/31/2016	1	Saved & Waiting to submi
8	Eligibility of the Entities - Edit for 3789	Regular 15-Day No Response Reminder	PIA Reviewer-7	Initial Reviewer	973-581- 4325	3/3/2016 1:14 PM EST	3/18/2016	0	Saved & Waiting to submi
	Notice ©	<ul> <li>Requested Discount</li> <li>Eligibility of the Entities</li> <li>Eligibility of the Entities - Edit</li> </ul>	Notice       Name       Outreach Type         Image: Constraint of the Entities - Edit       Regular 15-Day         Image: Constraint of the Entities - Edit       Regular 15-Day	Notice       Name       Outreach Type       Assigned By         Image: Construction of the State of the	Notice       Name       Outreach Type       Assigned By       Title         Image: Construction of the Construction of the Entities       Regular 15-Day       PIA Reviewer-1       PIA Initial Reviewer         Image: Construction of the Entities       Eligibility of the Entities - Edit       Regular 15-Day       PIA Reviewer-7       Initial Reviewer         Image: Construction of the Entities - Edit       Regular 15-Day No Response       PIA Reviewer-7       Initial Reviewer	Notice       Name       Outreach Type       Assigned By       Title       Phone #         Image: Comparison of the problem of the	Notice       Name       Outreach Type       Assigned By       Title       Phone #       Assigned Date       ↓         Image: I	Notice       Name       Outreach Type       Assigned By       Title       Phone #       Assigned Date       Due Date         Image: Comparison of the Discount       Regular 15-Day       PIA Reviewer-1       PIA Initial Reviewer       973-581- 1234       4/25/2016 6:50 PM EDT       5/10/2016         Image: Comparison of the Entities       Regular 15-Day       PIA Reviewer-7       Initial Reviewer       973-581- 4325       3/8/2016 1:24 PM EST       3/31/2016         Image: Comparison of the Entities - Edit       Regular 15-Day No Response       PIA Reviewer 7       Initial Paviguer 7       973-581- 1234       3/3/2016 1:14 PM       3/18/2016	Notice       Name       Outreach Type       Assigned By       Title       Phone #       Assigned _ Date       Due Date       Extn.         Image: Comparison of the problem of th



#### **Outreach Type column:**

the type of outreach e.g. "Regular 15-Day" or "No Response Reminder"

Read	Notice	Name	Outreach Type	Assigned By	Title	Phone #	Assigned ↓ Date	Due Date	Extn.	Status
٢	©	Requested Discount	Regular 15-Day	PIA Reviewer-1	PIA Initial Reviewer	973-581- 1234	4/25/2016 6:50 PM EDT	5/10/2016	0	Saved & Waiting to submi
۲	8	Eligibility of the Entities	Regular 15-Day	PIA Reviewer-7	Initial Reviewer	973-581- 4325	3/8/2016 1:24 PM EST	3/31/2016	1	Saved & Waiting to subm
۲	8	Eligibility of the Entities - Edit for 3789	Regular 15-Day No Response Reminder	PIA Reviewer-7	Initial Reviewer	973-581- 4325	3/3/2016 1:14 PM EST	3/18/2016	0	Saved & Waiting to subm



#### Assigned By, Title, Phone # columns:

#### the name, title, and phone number for your reviewer

		ies								
Read	Notice	Name	Outreach Type	Assigned By	Title	Phone #	Assigned ↓ Date	Due Date	Extn.	Status
۲	G	Requested Discount	Regular 15-Day	PIA Reviewer-1	PIA Initial Reviewer	973-581- 1234	4/25/2016 6:50 PM EDT	5/10/2016	0	Saved & Waiting to submi
۲	8	Eligibility of the Entities	Regular 15-Day	PIA Reviewer-7	Initial Reviewer	973-581- 4325	3/8/2016 1:24 PM EST	3/31/2016	1	Saved 8 Waiting to subm
٢	8	Eligibility of the Entities - Edit for 3789	Regular 15-Day No Response Reminder	PIA Reviewer-7	Initial Reviewer	973-581- 4325	3/3/2016 1:14 PM EST	3/18/2016	0	Saved & Waiting to submi



#### Assigned Date and Due Date columns:

the date and time the inquiry was assigned to you and the date by which you must respond to the inquiry

Read	Notice	Name	Outreach Type	Assigned By	Title	Phone #	Assigned ↓ Date	Due Date	Extn.	Status
٢	©	Requested Discount	Regular 15-Day	PIA Reviewer-1	PIA Initial Reviewer	973-581- 1234	4/25/2016 6:50 PM EDT	5/10/2016	0	Saved 8 Waiting to subm
۲	8	Eligibility of the Entities	Regular 15-Day	PIA Reviewer-7	Initial Reviewer	973-581- 4325	3/8/2016 1:24 PM EST	3/31/2016	1	Saved & Waiting to subm
۲	8	Eligibility of the Entities - Edit for 3789	Regular 15-Day No Response Reminder	PIA Reviewer-7	Initial Reviewer	973-581- 4325	3/3/2016 1:14 PM EST	3/18/2016	0	Saved & Waiting to subm



#### Extn. column:

#### the number of extensions granted on the inquiry

Read	Notice	Name	Outreach Type	Assigned By	Title	Phone #	Assigned ↓ Date	Due Date	Extn.	Status
٢	©	Requested Discount	Regular 15-Day	PIA Reviewer-1	PIA Initial Reviewer	973-581- 1234	4/25/2016 6:50 PM EDT	5/10/2016	0	Saved & Waiting to subm
۲	8	Eligibility of the Entities	Regular 15-Day	PIA Reviewer-7	Initial Reviewer	973-581- 4325	3/8/2016 1:24 PM EST	3/31/2016	1	Saved & Waiting to subm
٢	8	Eligibility of the Entities - Edit for 3789	Regular 15-Day No Response Reminder	PIA Reviewer-7	Initial Reviewer	973-581- 4325	3/3/2016 1:14 PM EST	3/18/2016	0	Saved & Waiting to subm



#### Status column:

the type of outreach e.g. "Response Needed" or "Saved & Waiting to submit" once an inquiry has been submitted, it will move from the Pending Inquiries section to the Submitted Inquiries section

Read	Notice	Name	Outreach Type	Assigned By	Title	Phone #	Assigned ↓ Date	Due Date	Extn.	Status
٢	©	Requested Discount	Regular 15-Day	PIA Reviewer-1	PIA Initial Reviewer	973-581- 1234	4/25/2016 6:50 PM EDT	5/10/2016	0	Saved & Waiting to submi
۲	8	Eligibility of the Entities	Regular 15-Day	PIA Reviewer-7	Initial Reviewer	973-581- 4325	3/8/2016 1:24 PM EST	3/31/2016	1	Saved & Waiting to submi
٢	8	Eligibility of the Entities - Edit for 3789	Regular 15-Day No Response Reminder	PIA Reviewer-7	Initial Reviewer	973-581- 4325	3/3/2016 1:14 PM EST	3/18/2016	0	Saved & Waiting to submi





#### ① Using your preferred method, access an inquiry:

- via the News feed
- via Tasks
- via Related Actions > Respond to Inquiries



#### (2) Click on the link for an inquiry

	Read	Notice	Name	Outreach Type	Assigned By	Title	Phone #	Assigned ↓ Date	Due Date	Extn.	Status
	۲	G	Eligibility of Products and Services	Regular 15- Day	PIA Reviewer-1	PIA Initial Reviewer	973-581- 1234	4/26/2016 12:04 PM EDT	5/11/2016	0	Respon Needed
		G	Exception #81 – FCC Registration Number	Regular 15- Day	PIA Reviewer-1	PIA Initial Reviewer	973-581- 1234	4/26/2016 12:04 PM EDT	5/11/2016	0	Respor Needeo
8		G	Service Provider Issues	Regular 15- Day	PIA Reviewer-1	PIA Initial Reviewer	973-581- 1234	4/26/2016 12:04 PM EDT	5/11/2016	0	Respor Needed
	۲	©	Eligibility of the Entities	Regular 15- Day	PIA Reviewer-1	PIA Initial Reviewer	973-581- 1234	4/26/2016 11:54 AM EDT	5/11/2016	0	Respor Needed
	٢	C	Service Match	Regular 15- Day	PIA Reviewer-1	PIA Initial Reviewer	973-581- 1234	4/26/2016 11:54 AM EDT	5/11/2016	0	Respor Needeo
8	۲	G	Urban/Rural Classification	Regular 15- Day	PIA Reviewer-1	PIA Initial Reviewer	973-581- 1234	4/26/2016 11:54 AM EDT	5/11/2016	0	Respor Needeo
	۲	٩	Requested Discount	Regular 15- Day	PIA Reviewer-1	PIA Initial Reviewer	973-581- 1234	4/26/2016 11:54 AM EDT	5/11/2016	0	Respor Needeo
6 6	0 1-7 of	7 🛞 🖲									
											Clos



EPCE	DEV-3328 - C1 - 161001520	
Issue 2016 FCC F Question(s)	orm 470 Number - Original 000001256398	3 Read the inquiry question
#	Question	Response
1	Do you have an alternate FCC Form 470 on which you posted for category 2 services? If so, please provide the alternate FCC Form 470 #.	I
+Add Docun Delete Upl	nent loaded Files	Save & Close Submit



EPCE	DEV-3328 - C1 - 161001520	
Issue 2016 FCC F Question(s)	orm 470 Number - Original 000001256398	(4) Type your response in the "Response" text box
#	Question	Response
1	Do you have an alternate FCC Form 470 on which you posted for category 2 services? If so, please provide the alternate FCC Form 470 #.	▲ I
+Add Doc ur Delete Up	nent loaded Files	Save & Close Submit



EPCE	DEV-3328 - C1 - 161001520		
Issue 2016 FCC F Question(s)	orm 470 Number - Original 000001256398		
#	Question	Response	
1	Do you have an alternate FCC Form 470 on which you posted for category 2 services? If so, please provide the alternate FCC Form 470 #.	I	
+Add Doc ur Delete Up	nent  loaded Files		Save & Close Submit

(5) To upload a file with a lengthier response than can be entered into the "Response" text box or to upload required documentation, click on the "Add Document" link



EPC	DEV-3328 - C1 - 161001520		
lssue 2016 FC Questior	C Form 470 Number - Original 000001256398 (s)		
#	Question	Response	
1	Do you have an alternate FCC Form 470 on which you posted for category 2 services? If so, please provide the alternate FCC Form 470 #.	456451364313466	
+Add Do	File No file chosen	Please select Please select Please select lo you have an alternate FCC Form 470 on which you posted for category 2 servi Save & Close Submit	ces? If so, please pro
	6 Choose a file to upload	⑦ Select the que the document reliance from the "Corres Question" drop defined to the	ates to ponding



EPC	CDEV-3328 - C1 - 161	01520	
Issue 2016 FC Questior	CC Form 470 Number - Original 000001256398 <i>n(s)</i>		
#	Question	Response	
1	Do you have an alternate FCC Form 470 you posted for category 2 services? If so, provide the alternate FCC Form 470 #.	which ease 456451364313	466
File Upl	load*	Corresponding Que	estion*
Choose	e File No file chosen	Do you have an alte	ernate FCC Form 470 on which you p
+Add Do	ocument		
Delete	Uploaded Files		Save & Close Submit

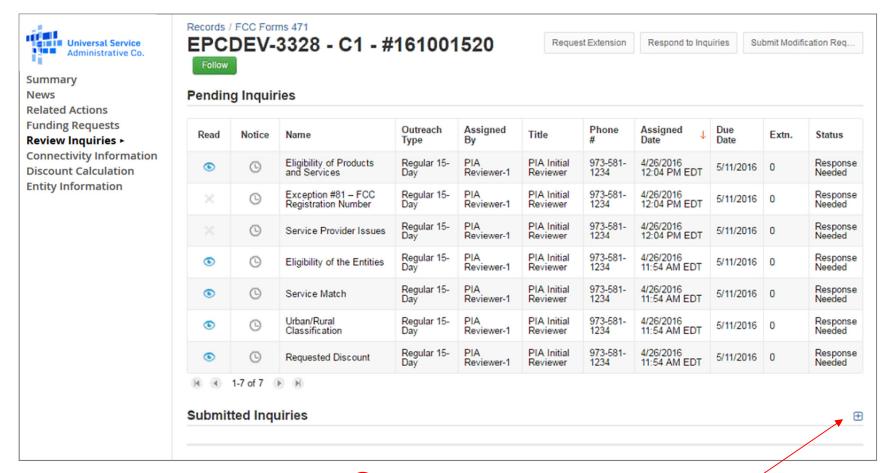
#### 8

- To save your response so you can edit it later before sending it to the reviewer, click on the "Save & Close" button
- To submit your finished response to the reviewer, click on the "Submit" button



# **Viewing Submitted Inquiries**





#### (1) Click on the "+" button to expand the Submitted Inquiries section



lame	Outreach type	Answered By	Assign Date	Answered Date
ervice Match	Regular 15-Day	Cathy IndSchool	4/26/2016 11:54 AM EDT	4/26/2016 2:15 PM EDT

#### (2) Click on the link for an inquiry



#### ③ The text of the inquiry and your response will display

lame	0	utreach type	Answered By	Assign Date	Answered Date
Service M	atch Re	egular 15-Day	Cathy IndSchool	4/26/2016 11:54 AM EDT	4/26/2016 2:15 PM EDT
			Service N	Match	
sue					
16 FCC I	Forma 470 Numb	or Original 00000	256309		
	Form 470 Numb	ber - Original UUUUU	250590		
		per - Original 000001	200380		
uestion(s)	)	-			
Question(s)	)	-	e need the following information	n:	
Question(s)	)	-		n: Response	
Question(s)	in the review o	of your application, w	e need the following information	Response	
<i>uestion(s)</i> o assist us	a in the review o Question Do you have	of your application, w		Response	
<i>uestion(s)</i> assist us # 1	a in the review o Question Do you have category 2 se 470 #.	of your application, w e an alternate FCC F ervices? If so, please	re need the following information orm 470 on which you posted fo e provide the alternate FCC Form	Response           or           456451364313466	nd may result in a reduction or denial of



	Outreach type	Answered By	Assign Date	Answered Date
Service	Match Regular 15-Day	Cathy IndSchool	4/26/2016 11:54 AM EDT	4/26/2016 2:15 PM EDT
		Service	Match	
sue				
)16 FCC	Form 470 Number - Original 0000012	56398		
uestion(	(s)			
o assist i	us in the review of your application, we	need the following information	n:	
#	Question		Beenenee	
#	Question		Response	
	Do you have an alternate FCC For category 2 services? If so, please	m 470 on which you posted for provide the alternate FCC For	for Form 456451364313466	
1	470 #.			
1	470 #.			

(4) Click on the "Close" button to close the inquiry



# **Requesting Extensions**



### **Requesting Extensions**

The main contact person can go to the "**Related Actions"** link for a Form 471 and choose to "**Request Extension**"



**Note:** You will automatically be granted a seven-day extension upon your first request. Your original response due date (generally 15 days from the date your questions were issued) is automatically adjusted and a new due date is calculated and displayed.

Subsequent extension requests are not automatic. These requests are reviewed and the decision to grant or deny the request will appear in the dashboard.

