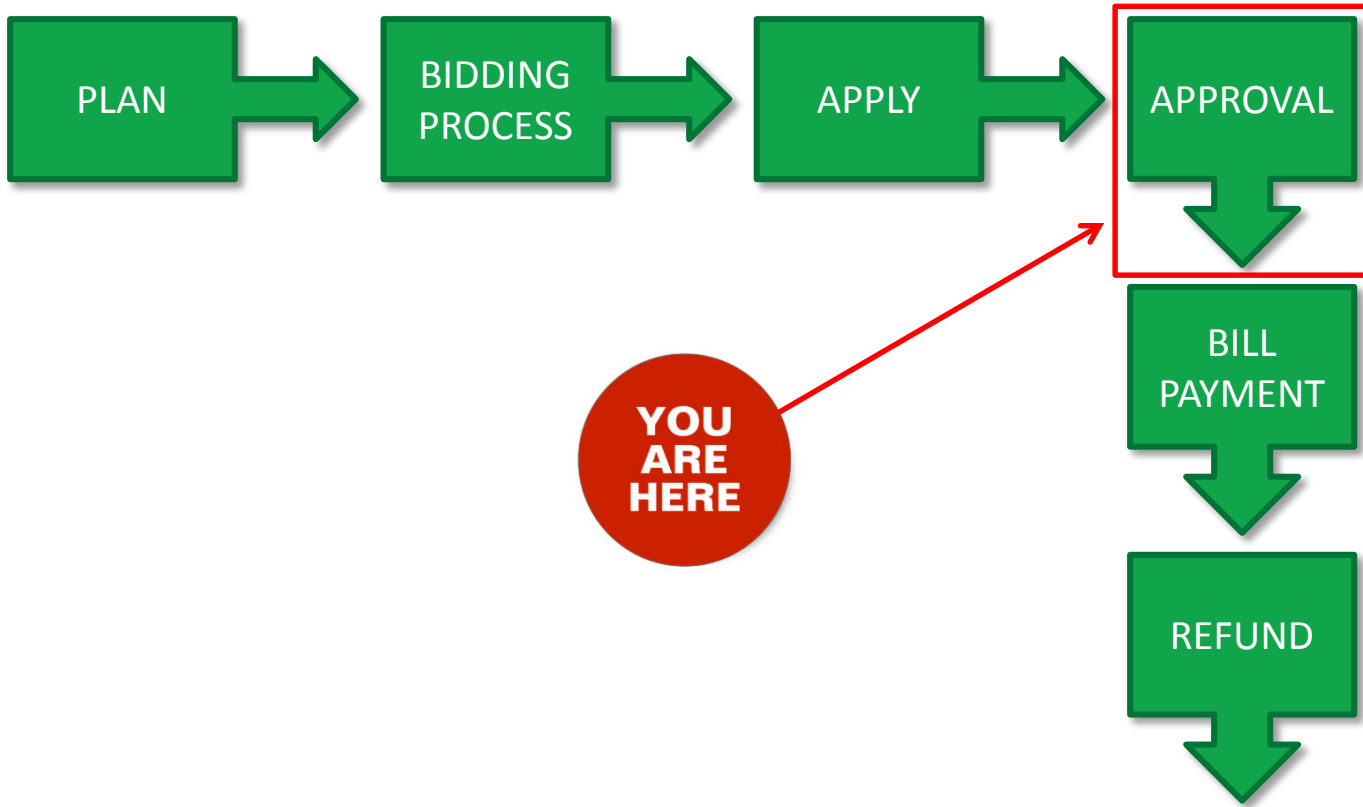


Funding Commitment Decision Letters

Table of Contents

Topic	Page
The E-Rate Process	3
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Understanding Your FCDL	11
Next Steps	24

Where does the FCDL fall in the E-Rate process?



The Basics

What is an FCDL?

USAC issues a Funding Commitment Decision Letter (FCDL) to both the applicant and the service provider after the review of an FCC Form 471 has been completed.

The FCDL notifies the applicant of the funding decisions that have been made with regard to each individual Funding Request Number (FRN) - approved funding amounts and modified or denied funding amounts.

The FCDL summarizes the E-Rate funds that have been committed for discounts that had been requested on a Form 471 for eligible services.

The FCDL will indicate any rejections of requested discounts on services deemed ineligible or in situations where the applicant was not in compliance with program rules, and will also offer the reasoning behind the decision.

FCDLs are issued in funding waves.

How do I obtain my FCDL?

Applicants will collect their FCDL via email and/or inside the EPC portal:

- The contact and certifier for any given Form 471 application will receive an email notifying him or her that an FCDL has been issued for a specific application. The email will contain two attachments – a PDF file with the FCDL and a CSV file with the main data points of the decision.
- If the organization filed multiple FCC Forms 471 and more than one is included in the same wave, the certifier will receive an email for each form.
- Any user for the organization can also log into EPC and view the FCDL.


Locating an FCDL in EPC

NOTE: Any user can view an FCDL whether or not they received the email directly.

Locating an FCDL

① In the **Notifications** section of the organization's landing page, use the "Notification Type" drop down menu to select "FCDL"

My Landing Page


 **Universal Service Administrative Co.**

Welcome, [Harper Valley Public Library!](#)

Notifications

Notification Type: *Please select a value* ▼

Funding Year: *-- Select a Funding Year --* ▼

Status  All
 Generated
 Not Generated

Notification	Description	Issued Date	Generated By	Generated On	
No items available					

② Then use the "Funding Year" drop down menu to select the funding year

Locating an FCDL



A list of FCDLs for that year will display

Notifications

Notification Type: Funding Commitment Decision Letter

Funding Year: 2019

Status: All
 Generated
 Not Generated

	Notification	Description	Issued Date	Generated By	Generated On	
	Funding Commitment Decision Letter	FCC Form 471 - 191000028	3/21/2019	EPC System	3/21/2019 12:16 PM EDT	View Notification
	Funding Commitment Decision Letter	FCC Form 471 - 191000062	3/4/2019	EPC System	3/4/2019 11:25 AM EST	View Notification

③ Click on the “View Notification” link in the right-most column of an FCDL listing to be taken to the FCDL in the organization’s **News** tab

Understanding Your FCDL



E-Rate Productivity Center Thank you for submitting your application for Funding Year 2019 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

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
 - 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.
 - 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. To print this notification, click on the date below, and use your browser's print function.

Sincerely,
Universal Service Administrative Co.



Harper Valley Public Library Funding Commitment Decision Letter
PDF 25 KB



FCC Form 471 - 191000062 - Harper Valley Public Library
CSV 1 KB

#183 - Harper Valley P...

Mar 4, 2019 ☆ 🔒 Comment Hide Info ▲

FCC Form 471
Application Number 191000062

Billed Entity Number (BEN) 183

Billed Entity Name Harper Valley Public Library

Billed Entity FCC RN 1231231234

Applicant's Form Identifier My FY2019 C1 Form 471

FCDL Date 3/4/2019

Understanding FCDLs

In the News tab, applicants will see the short text announcement of the FCDL, two attachments, and a summary of pertinent FCDL details

Understanding FCDLs



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Harper Valley Public Library Funding Commitment Decision Letter
PDF 25 KB



FCC Form 471 - 191000062 - Harper Valley Public Library
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#183 - Harper Valley P...

A. The short text of the FCDL

The text explains the FCDL and includes information about next steps, which usually includes filing the FCC Form 486 once services have started and then filing for reimbursement.



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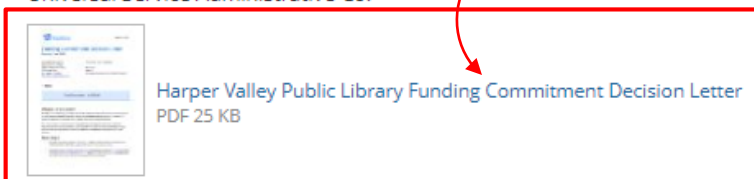
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Sincerely,
Universal Service Administrative Co.

★ **THIS IS YOUR FCDL** ★



FCC Form 471 - 191000062 - Harper Valley Public Library
CSV 1 KB

#183 - Harper Valley P...

Understanding FCDLs

B. The FCDL

(the text link next to the picture of a document)

The document contains the full text of the FCDL. Read it carefully!!!!

The file can be opened with a PDF program.



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Sincerely,
Universal Service Administrative Co.



Harper Valley Public Library Funding Commitment Decision Letter
PDF 25 KB



FCC Form 471 - 191000062 - Harper Valley Public Library
CSV 1 KB

#183 - Harper Valley P...

Understanding FCDLs

C. A link to a *.CSV file

(the text link next to the paperclip icon)

The file contains a simple table of the data about the commitment – the approved discount rate, whether or not the FRN was approved, the FCDL comment, and so on.

This table will have one FRN per row and will include all FRNs that were listed on the FCC Form 471.

The file can be opened with any spreadsheet program.

Understanding FCDLs



Harper Valley Public Library Funding Commitment Decision Letter
PDF 25 KB



FCC Form 471 - 191000062 - Harper Valley Public Library
CSV 1 KB

#183 - Harper Valley P...

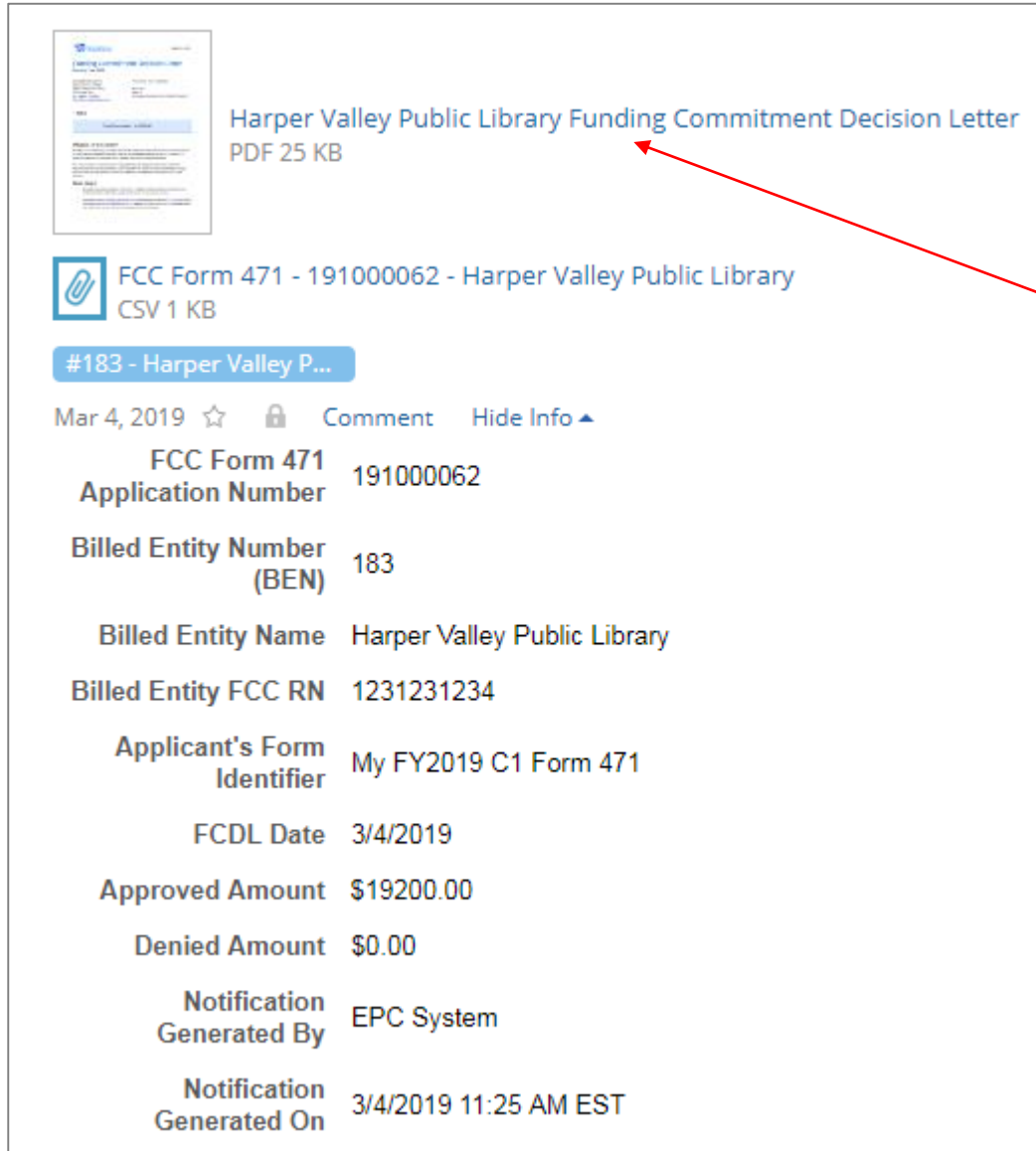
Mar 4, 2019 ☆ 🔒 Comment Hide Info ▲

FCC Form 471 Application Number	191000062
Billed Entity Number (BEN)	183
Billed Entity Name	Harper Valley Public Library
Billed Entity FCC RN	1231231234
Applicant's Form Identifier	My FY2019 C1 Form 471
FCDL Date	3/4/2019
Approved Amount	\$19200.00
Denied Amount	\$0.00
Notification Generated By	EPC System
Notification Generated On	3/4/2019 11:25 AM EST

D. FCDL details

Summary details of the Form 471 funded amount and other important information are listed in this section.

Understanding FCDLs



Harper Valley Public Library Funding Commitment Decision Letter
PDF 25 KB

FCC Form 471 - 191000062 - Harper Valley Public Library
CSV 1 KB

#183 - Harper Valley P...

Mar 4, 2019 ☆ 🔒 Comment Hide Info ▲

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Billed Entity Number (BEN)	183
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Applicant's Form Identifier	My FY2019 C1 Form 471
FCDL Date	3/4/2019
Approved Amount	\$19200.00
Denied Amount	\$0.00
Notification Generated By	EPC System
Notification Generated On	3/4/2019 11:25 AM EST

① To download the FCDL in PDF format, click on the text link next to the picture of a document

Your FCDL is a multi-page PDF file:



Universal Service
Administrative Co.

March 4, 2019

Funding Commitment Decision Letter

Funding Year 2019

Contact Information:
Harper Library Full Rights
Harper Valley Public Library
2500 Sunset Blvd
Los Angeles, CA 66697
harperlibrary.full@mailinator.com

FCC Form 471: 191000062
BEN: 183
Wave: 2
Application Nickname: My FY2019 C1 Form 471

Totals

Total Committed	\$19,200.00
------------------------	--------------------

What is in this letter?

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Page 1 of the document is an overview that contains high level information about the application as a whole

Understanding FCDLs



Universal Service
Administrative Co.

March 4, 2019

Funding Commitment Decision Letter

Funding Year 2019

Contact Information:
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Harper Valley Public Library
2500 Sunset Blvd
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The date of your letter – this date is important as you must certify the FCC Form 486 no later than 120 days after the service start date or 120 days after the date of the FCDL (this date), whichever is later

Understanding FCDLs

 Universal Service
Administrative Co. March 4, 2019

Funding Commitment Decision Letter

Funding Year 2019

Contact Information:
Harper Library Full Rights
Harper Valley Public Library
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Form 471 Number

Funding Wave Number

The total amount committed for the entire application is highlighted in blue



BEN Name: Harper Valley Public Library
BEN: 183

FCC Form 471: 191000062
Wave: 2

3. Invoice USAC

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- If your service provider(s) is invoicing USAC: The service provider(s) must provide services, bill the applicant for the non-discounted share, and file the [FCC Form 474](#), the Service Provider Invoice (SPI) form, to invoice USAC for reimbursement for the discounted portion of costs. Every 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.
- To receive an invoice deadline extension, the applicant or service provider must request an extension on or before the last date to invoice. If you anticipate, for any reason, that invoices cannot be filed on time, USAC will grant a one-time, 120-day invoice deadline extension if timely requested.

How to Appeal or Request a Waiver of a Decision

You can appeal or request a waiver of a decision in this letter within 60 calendar days of the date of this letter. Failure to meet this deadline will result in an automatic dismissal of your appeal or waiver request.

Note: The Federal Communications Commission (FCC) will not accept appeals of USAC decisions that have not first been appealed to USAC. However, if you are seeking a waiver of E-rate program rules, you must submit your request to the FCC and not to USAC. USAC is not able to waive the E-rate program rules.

- To submit your appeal to USAC, visit the Appeals section in the [E-rate Productivity Center \(EPC\)](#) and provide the required information. USAC will reply to your appeal submissions to confirm receipt. Visit USAC's [website](#) for additional information on submitting an appeal to USAC, including step-by-step instructions.
- To request a waiver of the FCC's rules, please submit it to the FCC in proceeding number CC Docket No. 02-6 using the [Electronic Comment Filing System](#) (ECFS). Include your contact information, a statement that your filing is a waiver request, identifying information, the FCC rule(s) for which you are seeking a waiver, a full description of the relevant facts that you believe support your waiver request and any related relief, and any supporting documentation.

For appeals to USAC or to the FCC, be sure to keep a copy of your entire appeal, including any correspondence and documentation, and provide a copy to the affected service provider(s).

March 4, 2019

2



BEN Name: Harper Valley Public Library
BEN: 183

FCC Form 471: 191000062
Wave: 2

Obligation to Pay Non-Discount Portion

Applicants are required to pay the non-discount portion of the cost of the eligible products and/or services to their service providers. Service providers are required to bill applicants for the non-discount portion of costs for the eligible products and/or services. The FCC stated that requiring applicants to pay the non-discounted share of costs ensures efficiency and accountability in the program. If using the BEAR invoicing method, the applicant must pay the service provider in full (the non-discount plus discount portion) before seeking reimbursement from USAC. If using the SPI invoicing method, the service provider must first bill the applicant before invoicing USAC.

Notice on Rules and Funds Availability

The applicants' receipt of funding commitments is contingent on their compliance with all statutory, regulatory, and procedural requirements of the Schools and Libraries Program and the FCC's rules. Applicants who have received funding commitments continue to be subject to audits and other reviews that USAC and/or the FCC may undertake to assure that committed funds are being used in accordance with such requirements. USAC may be required to reduce or cancel funding commitments that were not issued in accordance with such requirements, whether due to action or inaction of USAC, the applicant, or the service provider. USAC, and other appropriate authorities (including but not limited to the FCC), may pursue enforcement actions and other means of recourse to collect improperly disbursed funds.


March 4, 2019

3

Understanding FCDLs

Page 4 of the document is an overview that contains high level information about the funding requests within the application

Comments from the PIA reviewer about this application as a whole appear in this section

 BEN Name: Harper Valley Public Library
BEN: 183

FCC Form 471: 191000062
Wave: 2

Funding Commitment Decision Overview

Funding Year 2019

Application Comments for FCC Form 471: #191000062

The applicant did not submit any RAL corrections.

Funding Commitment Decision Overview

Funding Request Number (FRN)	Service Provider Name	Amount Requested	Amount Committed	Status
1999000054	USAC Service Provider Firm 7	\$19,200.00	\$19,200.00	Funded

March 4, 2019 4

Each FRN will appear as a separate row in this table, listing the funding amounts requested and committed, and the FRN status (funded, modified, denied, or cancelled)

Funding Commitment Decision Overview

Funding Request Number (FRN)	Service Provider Name	Amount Requested	Amount Committed	Status
1899000814	Service Provider - 123	\$14,280.00	\$14,280.00	Funded
1899000815	Service Provider - 123	\$36,900.00	\$36,900.00	Funded


Funding Commitment Decision Overview

Funding Request Number (FRN)	Service Provider Name	Amount Requested	Amount Committed	Status
1899026540	Maine Fiber Company, LLC	\$941,715.12	\$0.00	Denied

Understanding FCDLs

After the overview page, there will be a one page report for each FRN that contains important details such as figures used to calculate the funding request

Funding Request Number

		BEN Name: Harper Valley Public Library BEN: 183	FCC Form 471: 191000062 Wave: 2
FRN 1999000054	Service Type Data Transmission and/or Internet Access	Status Funded	
Dollars Committed			
Monthly Cost		One-time Cost	
Months of Service	12		
Total Eligible Recurring Charges	\$21,600.00	Total Eligible One Time Charges	\$2,400.00
Total Pre-discount Charges		\$24,000.00	
Discount Rate		80.00%	
Committed Amount		\$19,200.00	
Dates		Service Provider and Contract Information	
Service Start Date	7/1/2019	Service Provider	USAC Service Provider Firm 7
Contract Expiration Date	6/30/2020	SPIN (498ID)	240000001
Contract Award Date	1/1/2019	Contract Number	
Service Delivery Deadline	9/30/2020	Account Number	
Expiration Date (All Extensions)	6/30/2021	Establishing FCC Form 470	190000011
Consultant Information			
Consultant Name			
Consultant's Employer			
CRN			
Funding Commitment Decision Comments			
MR1: Approved as submitted.			
March 4, 2019		5	

Costs

Discount rate

Committed amount for this FRN

Comments from the PIA reviewer about this particular FRN

Next Steps

What do I do with the FCDL?

- Carefully review the FCDL for details on whether a request was approved or denied, and any adjustments that might have been made to the original request.
- If you disagree with a funding commitment decision, an appeal letter **MUST** be received by USAC within 60 days of the date of the decision letter.

What do I do next?

Make a note of the date of FCDL so you are aware of the deadline for filing a Form 486.

You will have **120 days after the date of your FCDL or the start of services (whichever is later)** to complete the Form 486 without penalty.

NOTE: you cannot file a Form 486 for any given FRN before receiving an FCDL for that FRN

What do I save for my files?

★ Save all records for at least 10 years from the last date of service ★

- A copy of the FCDL file