# Funding Commitment Decision Letters

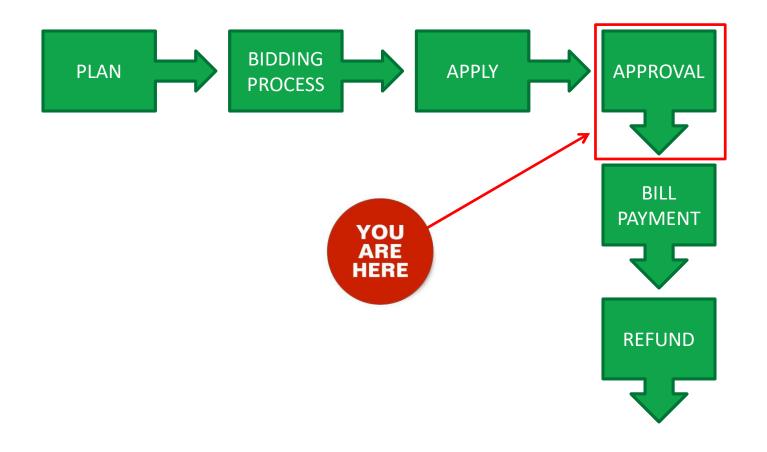


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# Where does the FCDL fall in the E-Rate process?







# 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 from EPC 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.

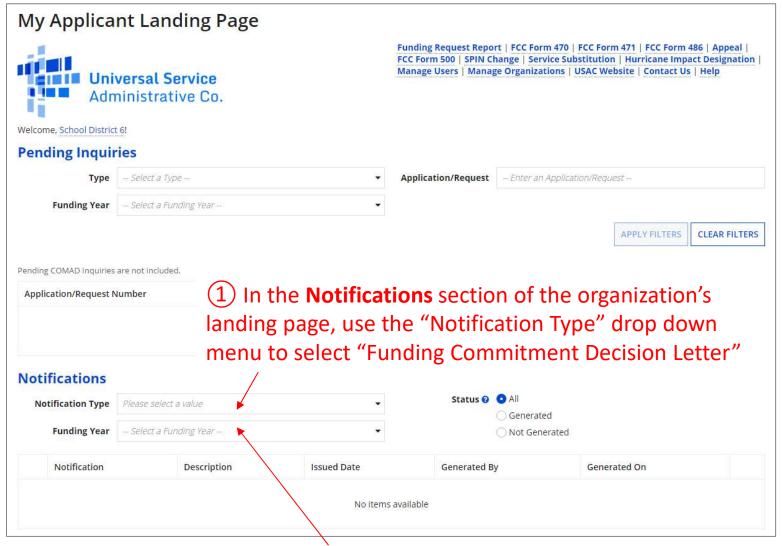


# Locating an FCDL in EPC

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



### **Locating an FCDL**

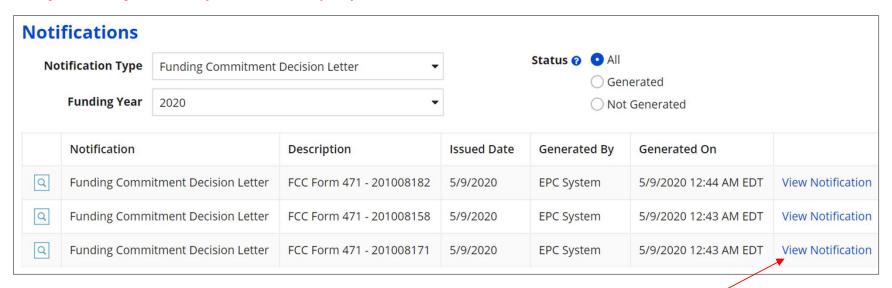


2 Then use the "Funding Year" drop down menu to select the funding year



### **Locating an FCDL**

#### A list of FCDLs for that year will display



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





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 postcommitment changes related to their funding requests and can work together to complete the funding process for these requests.

#### Next Steps

- 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.
- 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.





7 hours ago the Comment Hide Info a
FCC Form 471
Application Number
201008171

Billed Entity Number 16055092

(BEN) 16055092

Billed Entity Name NETWORKMAINE Billed Entity FCC RN 0019855857

Applicant's Form FY2020 TR LCI

FCDL Date 5/9/2020

Approved Amount \$57024.00 Denied Amount \$0.00

> Notification Generated By EPC System

### **Locating an FCDL**

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





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#### Sincerely,

Universal Service Administrative Co.



NETWORKMAINE Funding Commitment Decision Letter PDF 25 KB



# **Locating an FCDL**

#### 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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### **Locating an FCDL**

#### 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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#### Next Steps

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#### Sincerely.

Universal Service Administrative Co.



NETWORKMAINE Funding Commitment Decision Letter PDF 25 KB



### **Locating an FCDL**

C. A link to a \*.CSV file

(the text link next to the paperclip icon)

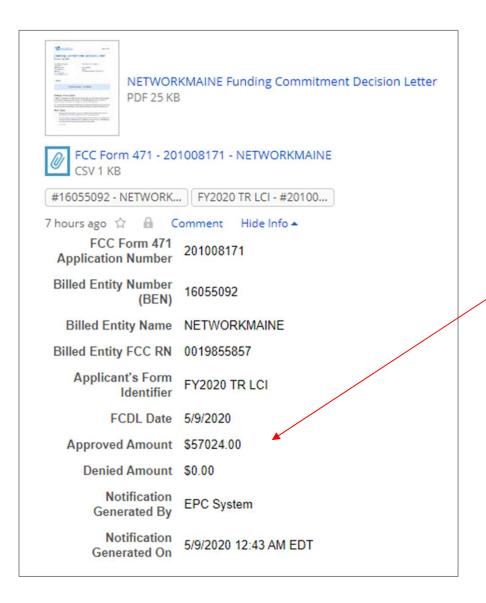
The file contains a simple table of the data about the commitment – the approved discount rate, whether or not the FRN was approved, the FCDL comment, and so on.

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.



### **Locating an FCDL**



#### D. FCDL details

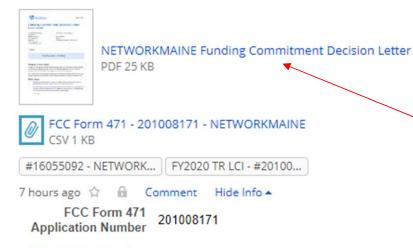
Summary details of the Form 471 funded amount and other important information are listed in this section.

Slide 15



FCDL

### **Locating an FCDL**



**Billed Entity Number** 16055092

(BEN)

Billed Entity Name NETWORKMAINE

Billed Entity FCC RN 0019855857

Applicant's Form FY2020 TR LCI Identifier

FCDL Date 5/9/2020

Approved Amount \$57024.00

Denied Amount \$0.00

Notification **EPC System** Generated By

Notification 5/9/2020 12:43 AM EDT Generated On

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



# **Understanding Your FCDL**

**NOTE:** The FCDL for an application is the same PDF file whether downloaded from EPC or received directly by email.



FCDL

#### Your FCDL is a multi-page PDF file:



May 9, 2020

#### **Funding Commitment Decision Letter**

Funding Year 2020

Contact Information: FCC Form 471: 201008171

Anne Perloff NETWORKMAINE 5752 Neville Hall Room 250

Orono, ME 04469 anne perloff@maine.edu BEN: 16055092

Wave: 1

Application Nickname: FY2020 TR LCI

#### Totals

Total Committed \$57,024.00

#### What is in this letter?

Thank you for submitting your application for Funding Year 2020 Schools and Libraries Program (E-rate) funding. Attached to this letter, you will find the funding statuses for the FCC Form(s) 471, Services Ordered and Certification Form, that you submitted and referenced above.

The Universal Service Administrative Company (USAC) is sending this information to both the associated applicant(s) and the service provider(s) so that you can work together to complete the funding process.

#### **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 full 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

# **Understanding FCDLs**

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



# **Understanding FCDLs**



May 9, 2020

#### **Funding Commitment Decision Letter**

#### **Funding Year 2020**

Contact Information:

Anne Perloff NETWORKMAINE 5752 Neville Hall

Room 250
Orono, ME 04469
anne.perloff@maine.edu

FCC Form 471: 201008171

BEN: 16055092 Wave: 1

Application Nickname: FY2020 TR LCI

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- 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 full cost for the services you receive.
- Review the <u>Children's Internet Protection Act (CIPA)</u> requirements and file the <u>FCC Form 486</u> (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

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**



May 9, 2020

#### **Funding Commitment Decision Letter**

Funding Year 2020

FCC Form 471: 201008171 Contact Information:

Anne Perloff NETWORKMAINE 5752 Neville Hall Room 250

Wave: 1

BEN: 16055092

Orono, ME 04469 anne.perloff@maine.edu

Application Nickname: FY2020 TR LCI

Form 471 Number

Funding Wave Number

#### Totals

Total Committed \$57,024.00

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

What is in this letter?

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- 3. Invoice USAC



# Pages 2 and 3 of the document include information about your next steps and program rules



BEN Name: NETWORKMAINE BEN: 16055092 FCC Form 471: 201008171

**Understanding FCDLs** 



BEN Name: NETWORKMAINE BEN: 16055092 FCC Form 471: 201008171 Wave: 1

- If you (the applicant) are invoicing USAC: You must pay your service provider(s) the full 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 amount.
- 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 <u>FCC Form 474</u>, 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 <u>FCC Form 473</u>, 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 <u>E-rate Productivity Center (EPC)</u> and provide the required information. USAC will reply to your appeal submissions to confirm receipt. Visit USAC's <u>website</u> for additional information on submitting an appeal to USAC, including step-bystep 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 <u>Electronic Comment Filing System</u> (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).

#### **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 improperty disbursed funds.

May 9, 2020 2





# **Understanding FCDLs**

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



BEN Name: NETWORKMAINE BEN: 16055092 FCC Form 471: 201008171

Wave: 1

#### **Funding Commitment Decision Overview**

**Funding Year 2020** 

Application Comments for FCC Form 471: #201008171

The applicant did not submit any RAL corrections.

**Funding Commitment Decision Overview** 

Funding Request Number (FRN)	Service Provider Name	Amount Requested	Amount Committed	Status
2099009103	Lincolnville Communications, Inc.	\$57,024.00	\$57,024.00	Funded

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

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**

Systems Engineering, Inc.

Funding Request Number (FRN)	Service Provider Name	Amount Requested	Amount Committed	Status
2099012232	SHI International Corpo.	\$1,396.80	\$1,396.80	Funded
2099012235	Systems Engineering, Inc.	\$7,332.51	\$7,332.51	Funded
2099012237	Systems Engineering, Inc.	\$7,332.51	Funding	Commit
			1	

\$7,332.51

#### **Funding Commitment Decision Overview**

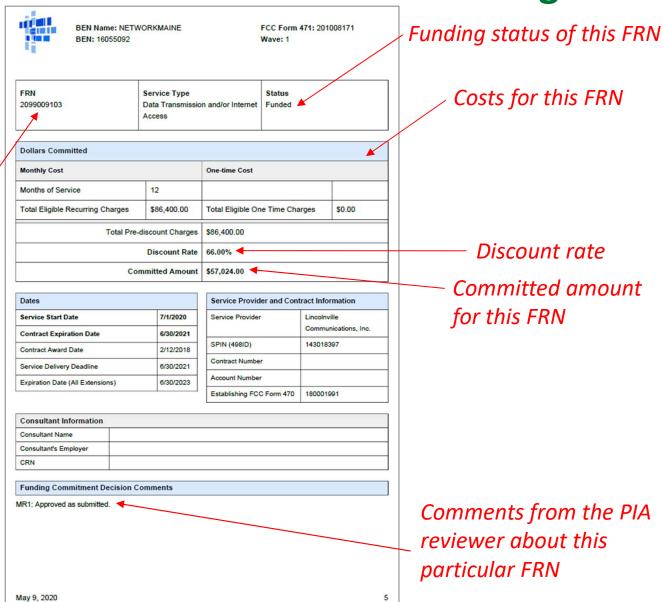
Funding Request Number (FRN)	Service Provider Name	Amount Requested	Amount Committed	Status
1999031258	TVC Albany, Inc	\$619,621.08	\$0.00	Denied
1999031259	TVC Albany, Inc	\$12,745.80	\$0.00	Denied
1999036161	TVC Albany, Inc	\$10,395.20	\$0.00	Denied



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

# **Understanding FCDLs**





# 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 submitted to USAC in EPC 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

