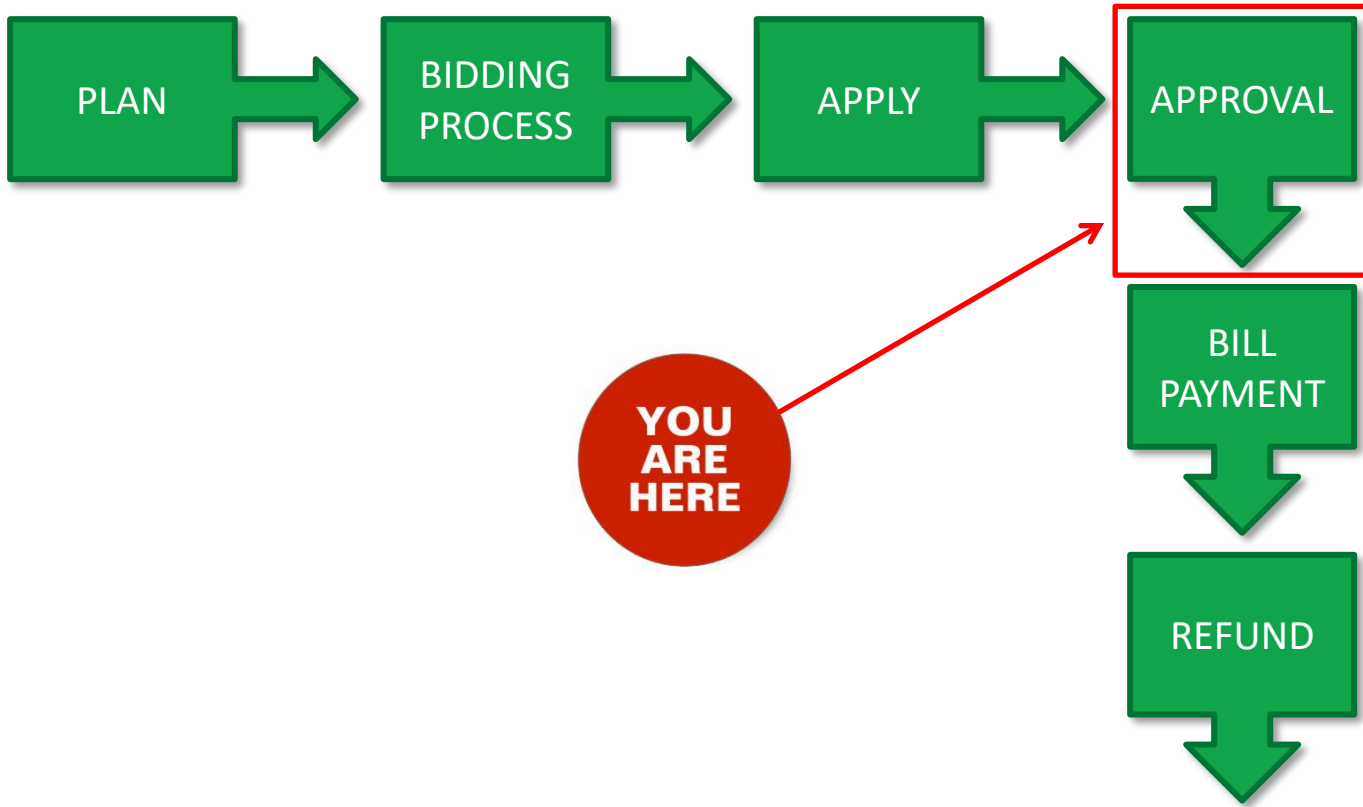


Funding Commitment Decision Letters

Table of Contents

Topic	Page
The E-Rate Process	3
The Basics	5
Locating an FCDL in EPC	8
Understanding Your FCDL	20
Next Steps	27

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, usually weekly.

How do I obtain my FCDL?

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

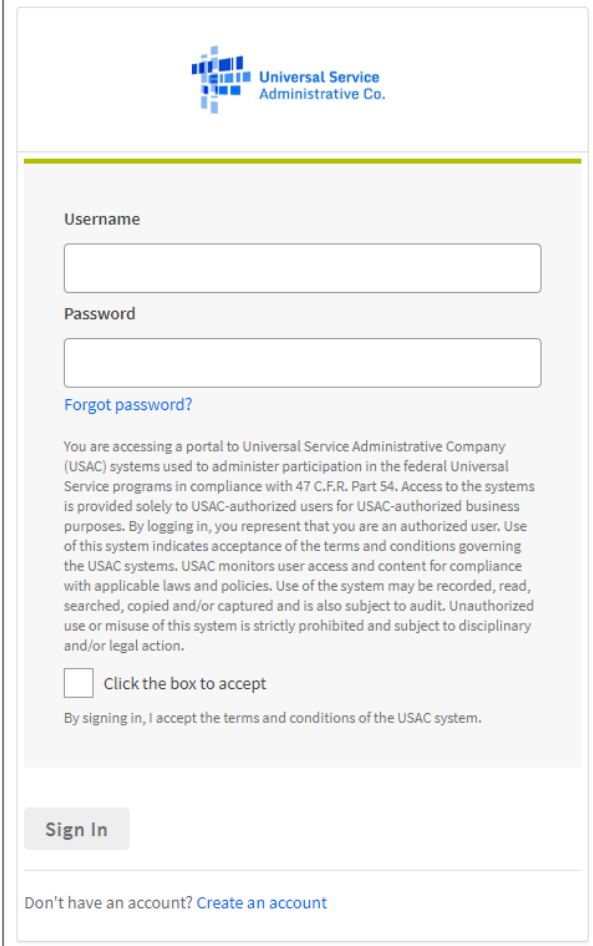
- The contact and certifier for any given Form 471 application will receive an email from EPC notifying him or her that an FCDL has been issued for a specific application. The email will contain two attachments – a PDF file with the FCDL and a CSV file with the main data points of the decision.
- If 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 for their organization regardless of whether they received the email directly.

① Navigate to
<https://forms.universalservice.org/portal>

② Log into One Portal with your username
(your full email address) and One Portal password



The screenshot shows the login page for the Universal Service Administrative Co. (USAC) portal. At the top right is the USAC logo and name. Below a green horizontal line are two input fields: "Username" and "Password". A blue link "Forgot password?" is positioned below the password field. A paragraph of terms and conditions follows, starting with "You are accessing a portal to Universal Service Administrative Company (USAC) systems...". Below the text is a checkbox labeled "Click the box to accept" and a line of text: "By signing in, I accept the terms and conditions of the USAC system." At the bottom left is a grey "Sign In" button. At the bottom right is a blue link: "Don't have an account? [Create an account](#)".

Locating an FCDL

- ③ Complete the steps as prompted to obtain and enter a one-time verification code
- ④ Once you have successfully logged into One Portal, access EPC either through the
 - A pop-up (click on the “Continue” button) or
 - B the dashboard (click on the block for EPC)

NOTE: which one you see is dependent on whether you only have access to EPC with your email address or if that email address is also associated with a BEAR PIN

Make Your Selection

- Select **Continue** to go to your program's system.
- Select **Manage My Authentication Settings** to update either your email address or phone number to access your account.

[Manage My Authentication Settings](#) **Continue**

Universal Service Administrative Co. Sign Out

anne.perloff@maine.edu

Dashboard

Upcoming Dates No upcoming dates found. Schools and Libraries ^ Help?

E-rate Productivity Center (EPC) - E-rate Program participants use the E-rate Productivity Center to manage program processes, receive notifications and to contact customer service. **B**

FCC Form 472 (BEAR) - Applicants file an FCC Form 472 (Billed Entity Applicant Reimbursement (BEAR) Form) to request reimbursement from USAC for the discount amount of the eligible products or services that the applicant has received and paid for in full.


Send us a message [Click here](#)

Call us (888) 641-8722

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Your EPC Landing Page will display

My Applicant Landing Page



Universal Service Administrative Co.

Welcome, [School District 6!](#)

[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [Appeal](#) | [FCC Form 500](#) | [SPIN Change](#) | [Service Substitution](#) | [Hurricane Impact Designation](#) | [Manage Users](#) | [Manage Organizations](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

Pending Inquiries

Type:

Funding Year:

Application/Request:

Pending COMAD Inquiries are not included.

Application/Request Number:

Notifications

Notification Type:

Funding Year:

Status: All
 Generated
 Not Generated

Notification	Description	Issued Date	Generated By	Generated On
No items available				

⑤ In the **Notifications** section of the organization's landing page, use the "Notification Type" drop down menu to select "Funding Commitment Decision Letter"

⑥ 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: 2021

Status: All
 Generated
 Not Generated

	Notification	Description	Issued Date	Generated By	Generated On	
	Funding Commitment Decision Letter	FCC Form 471 - 211011631	4/17/2021	EPC System	4/17/2021 12:41 AM EDT	View Notification
	Funding Commitment Decision Letter	FCC Form 471 - 211011634	4/17/2021	EPC System	4/17/2021 12:41 AM EDT	View Notification
	Funding Commitment Decision Letter	FCC Form 471 - 211011626	4/17/2021	EPC System	4/17/2021 12:41 AM EDT	View Notification

⑦ 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



E-Rate Productivity Center Thank you for submitting your application for Funding Year 2021 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 the service start date (whichever is later).
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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.



[NETWORKMAINE Funding Commitment Decision Letter](#)
PDF 25 KB



[FCC Form 471 - 211011634 - NETWORKMAINE](#)
CSV 1 KB

#16055092 - NETWORK... FY2021 UniTel - #2110...

Yesterday, 12:41 AM ☆ [Comment](#) [Hide Info](#) ◀

FCC Form 471
Application Number 211011634

Billed Entity Number (BEN) 16055092

Billed Entity Name NETWORKMAINE

Billed Entity FCC RN 0019855857

Applicant's Form Identifier FY2021 UniTel

FCDL Date 4/17/2021

Approved Amount \$16729.20

Denied Amount \$0.00

Notification Generated By EPC System

Notification Generated On 4/17/2021 12:40 AM EDT

Locating an FCDL

In the News tab, the news announcement will contain the short text announcement of the FCDL, two attachments, links to the profile page and form, and a summary of pertinent FCDL details

Locating an FCDL



E-Rate Productivity Center Thank you for submitting your application for Funding Year 2021 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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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.



NETWORKMAINE Funding Commitment Decision Letter
PDF 25 KB



FCC Form 471 - 211011634 - NETWORKMAINE
CSV 1 KB

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.



E-Rate Productivity Center Thank you for submitting your application for Funding Year 2021 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

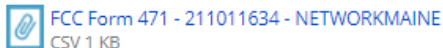
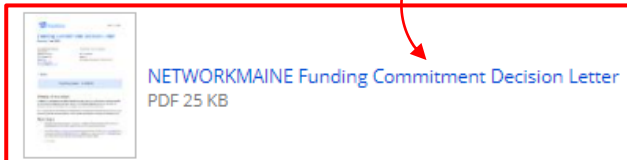
1. Work with your service provider(s) to determine if your bills will be discounted or if you will request reimbursement from USAC after paying the undiscounted cost for the services you receive.
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For more information, including how to appeal a decision, 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.

★ THIS IS YOUR FCDL ★



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.



E-Rate Productivity Center Thank you for submitting your application for Funding Year 2021 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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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.



NETWORKMAINE Funding Commitment Decision Letter
PDF 25 KB

 [FCC Form 471 - 211011634 - NETWORKMAINE](#)
CSV 1 KB

Locating an FCDL

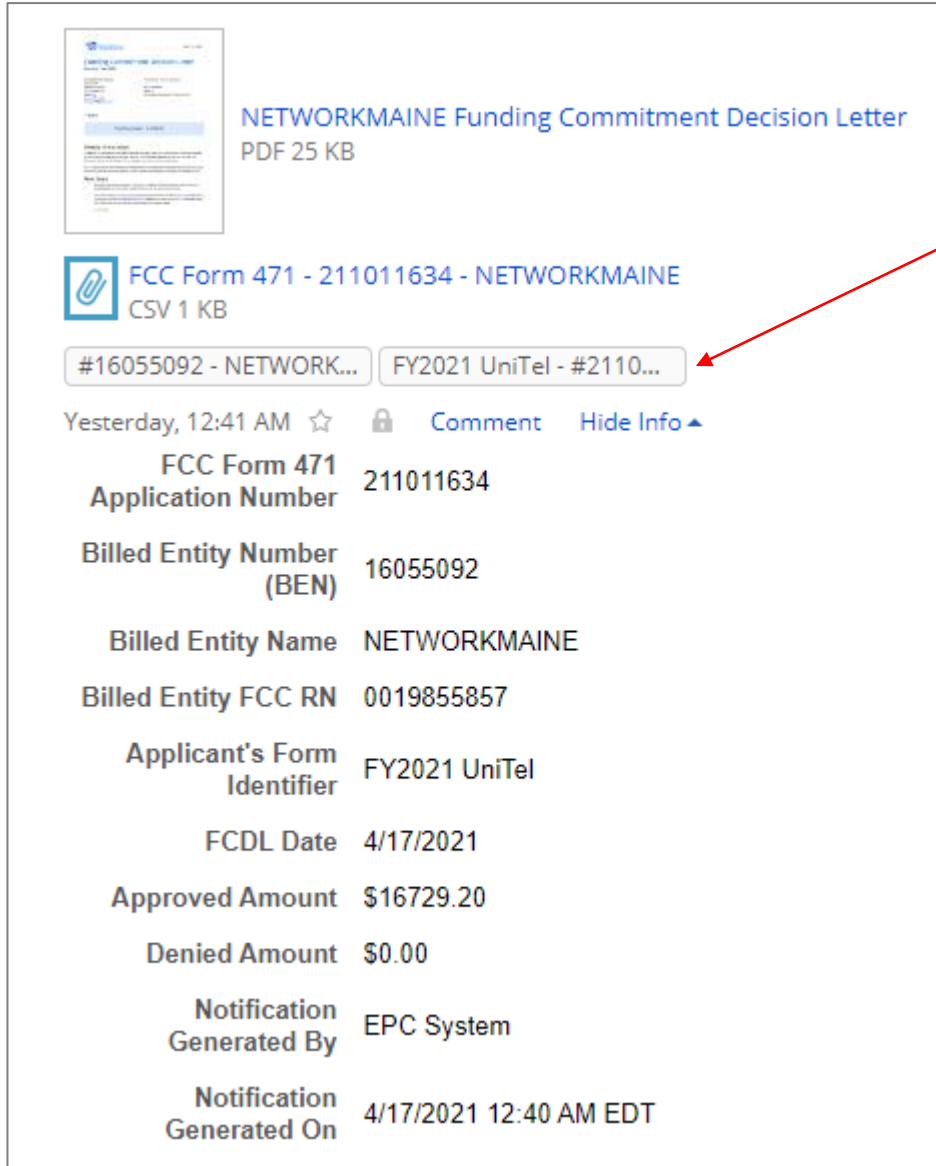
C. A link to a *.CSV file
(the text link next to the paperclip icon)

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



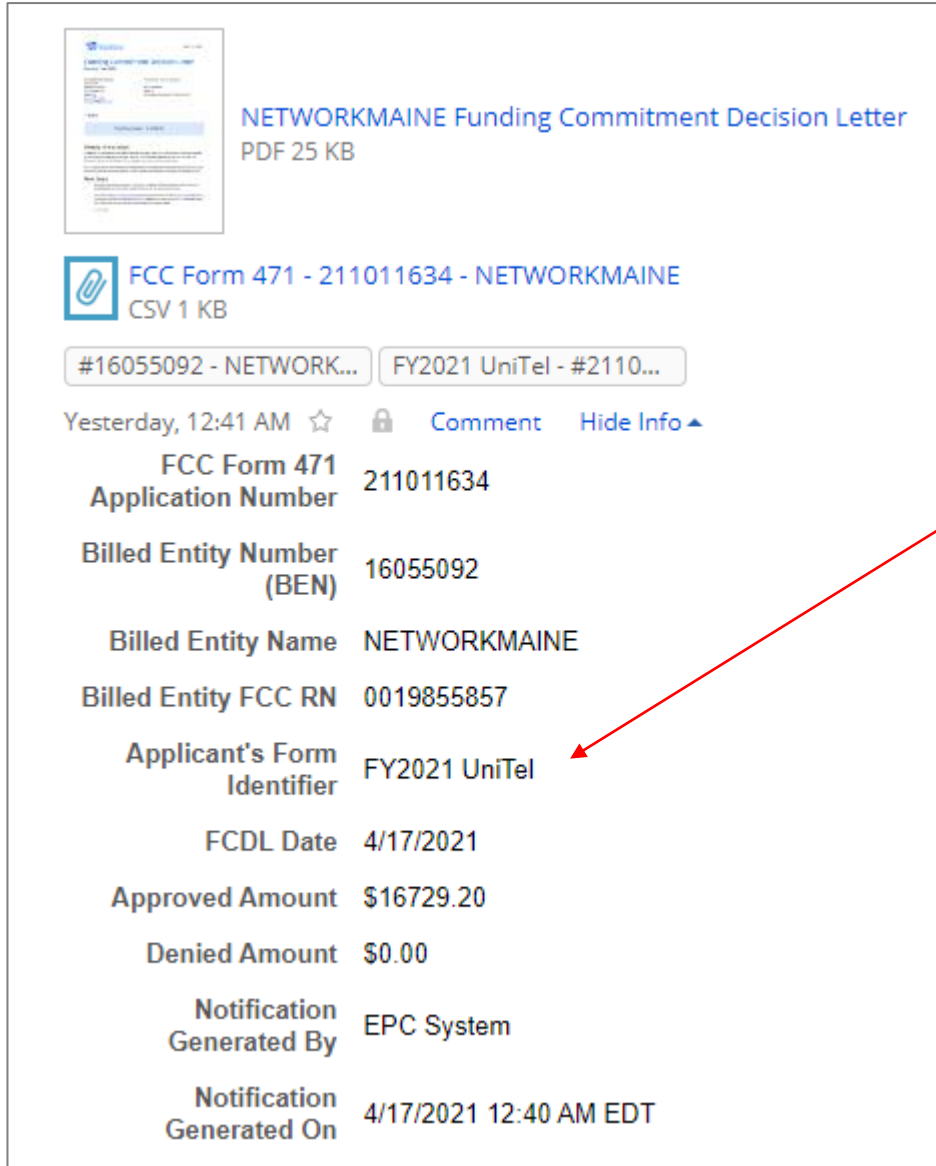
The screenshot displays a notification interface. At the top left, there is a thumbnail of a PDF document titled "NETWORKMAINE Funding Commitment Decision Letter" with a size of 25 KB. Below this is another attachment, "FCC Form 471 - 211011634 - NETWORKMAINE" with a size of 1 KB. Two buttons are visible below the attachments: "#16055092 - NETWORK..." and "FY2021 UniTel - #2110...". A red arrow points from the text "D. Button Links" to the second button. Below the buttons, there is a timestamp "Yesterday, 12:41 AM" and a "Comment" button. A table of application details follows, including fields for Application Number, Billed Entity Number (BEN), Billed Entity Name, Billed Entity FCC RN, Applicant's Form Identifier, FCDL Date, Approved Amount, Denied Amount, Notification Generated By, and Notification Generated On.

FCC Form 471 Application Number	211011634
Billed Entity Number (BEN)	16055092
Billed Entity Name	NETWORKMAINE
Billed Entity FCC RN	0019855857
Applicant's Form Identifier	FY2021 UniTel
FCDL Date	4/17/2021
Approved Amount	\$16729.20
Denied Amount	\$0.00
Notification Generated By	EPC System
Notification Generated On	4/17/2021 12:40 AM EDT

D. Button Links

Links to the applicant's profile page and the Form 471 summary page appear below the two attachments.

Locating an FCDL



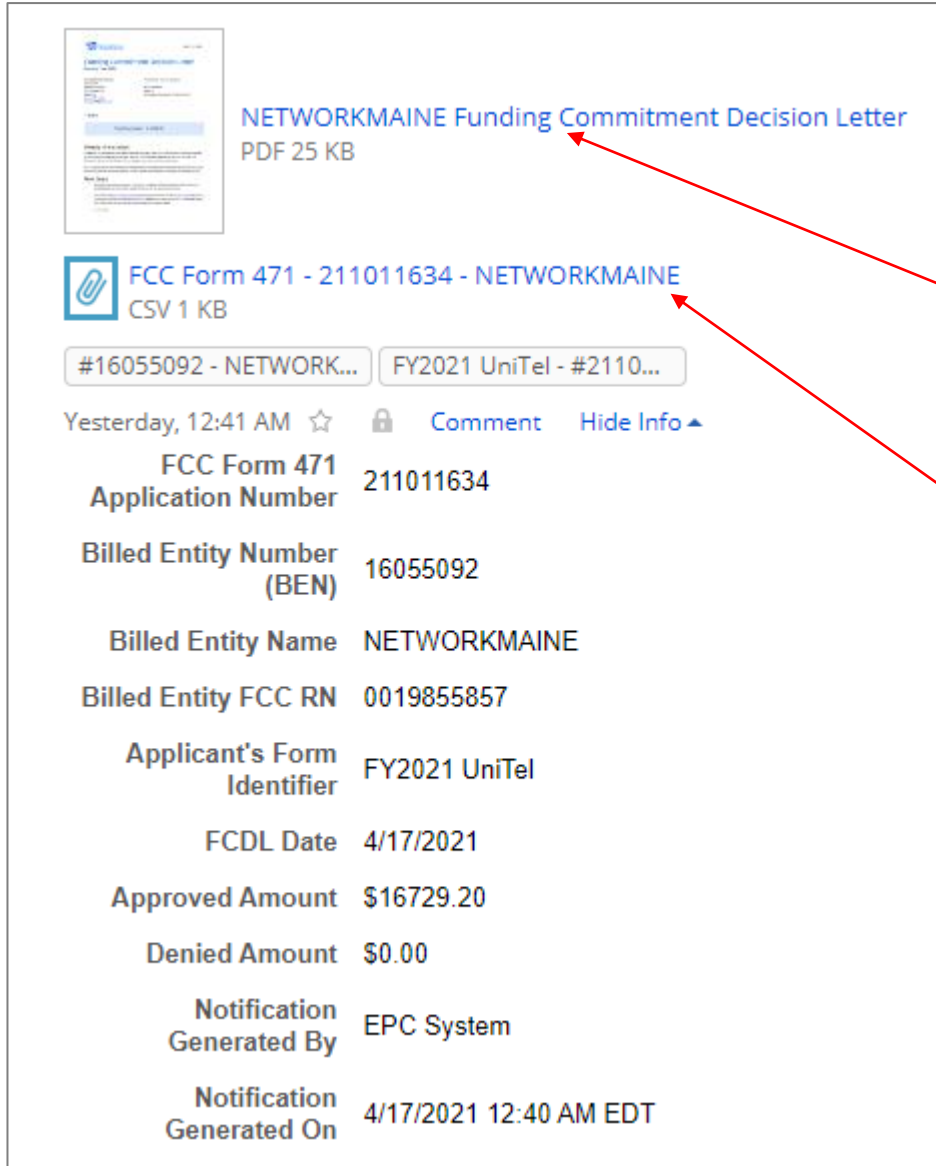
The screenshot shows a notification interface. At the top left is a small thumbnail of a PDF document. To its right, the text reads "NETWORKMAINE Funding Commitment Decision Letter" and "PDF 25 KB". Below this is a blue paperclip icon followed by "FCC Form 471 - 211011634 - NETWORKMAINE" and "CSV 1 KB". There are two search filters: "#16055092 - NETWORK..." and "FY2021 UniTel - #2110...". The notification is dated "Yesterday, 12:41 AM" and includes icons for a star, a lock, and a comment, along with the text "Comment" and "Hide Info ▲". The main body of the notification is a list of key-value pairs:

FCC Form 471 Application Number	211011634
Billed Entity Number (BEN)	16055092
Billed Entity Name	NETWORKMAINE
Billed Entity FCC RN	0019855857
Applicant's Form Identifier	FY2021 UniTel
FCDL Date	4/17/2021
Approved Amount	\$16729.20
Denied Amount	\$0.00
Notification Generated By	EPC System
Notification Generated On	4/17/2021 12:40 AM EDT

E. FCDL details

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

Locating an FCDL



The screenshot displays a notification interface for Network Maine. At the top left is a thumbnail of a document titled "NETWORKMAINE Funding Commitment Decision Letter" (PDF 25 KB). To its right is a text link for the same document. Below this is a link for "FCC Form 471 - 211011634 - NETWORKMAINE" (CSV 1 KB), accompanied by a paperclip icon. Two search filters are visible: "#16055092 - NETWORK..." and "FY2021 UniTel - #2110...". The notification is dated "Yesterday, 12:41 AM" and includes options for "Comment" and "Hide Info". A detailed list of application information follows, including application number, billed entity details, form identifier, FCDL date, and approved/denied amounts.

NETWORKMAINE Funding Commitment Decision Letter
PDF 25 KB

FCC Form 471 - 211011634 - NETWORKMAINE
CSV 1 KB

#16055092 - NETWORK... FY2021 UniTel - #2110...

Yesterday, 12:41 AM ☆ 🔒 Comment Hide Info ▲

FCC Form 471 Application Number 211011634

Billed Entity Number (BEN) 16055092

Billed Entity Name NETWORKMAINE

Billed Entity FCC RN 0019855857

Applicant's Form Identifier FY2021 UniTel

FCDL Date 4/17/2021

Approved Amount \$16729.20

Denied Amount \$0.00

Notification Generated By EPC System

Notification Generated On 4/17/2021 12:40 AM EDT

⑧ To download the FCDL in PDF format, click on the text link next to the picture of a document

⑨ To download the FCDL in CSV format, click on the text link next to the picture of a paper clip

Understanding Your FCDL

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

Your FCDL is a multi-page PDF file:



April 17, 2021

Funding Commitment Decision Letter

Funding Year 2021

Contact Information:
Anne Perloff
NETWORKMAINE
5752 Neville Hall
Room 250
Orono, ME 04469
anne.perloff@maine.edu

FCC Form 471: 211011634
BEN: 16055092
Wave: 1
Application Nickname: FY2021 UniTel

Totals

Total Committed	\$16,729.20
------------------------	--------------------

What is in this letter?

Thank you for submitting your application for Funding Year 2021 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

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.

April 17, 2021

Funding Commitment Decision Letter

Funding Year 2021

Contact Information:
Anne Perloff
NETWORKMAINE
5752 Neville Hall
Room 250
Orono, ME 04469
anne.perloff@maine.edu

FCC Form 471: 211011634
BEN: 16055092
Wave: 1
Application Nickname: FY2021 UniTel

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3. Invoice USAC

Funding Year

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.

April 17, 2021

Funding Commitment Decision Letter

Funding Year 2021

Contact Information:
Anne Perloff
NETWORKMAINE
5752 Neville Hall
Room 250
Orono, ME 04469
anne.perloff@maine.edu

FCC Form 471: 211011634
BEN: 16055092
Wave: 1
Application Nickname: FY2021 UniTel

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3. Invoice USAC

Form 471 Number

Funding Wave Number

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

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

Understanding FCDLs



BEN Name: NETWORKMAINE
BEN: 16055092

FCC Form 471: 211011634
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 [FCC Form 472](#), the Billed Entity Applicant Reimbursement (BEAR) Form, to invoice USAC for reimbursement of the discounted amount.
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- 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).

April 17, 2021

2



BEN Name: NETWORKMAINE
BEN: 16055092

FCC Form 471: 211011634
Wave: 1

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.

April 17, 2021

3

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: 211011634
Wave: 1

Funding Commitment Decision Overview

Funding Year 2021

Application Comments for FCC Form 471: #211011634

The applicant did not submit any RAL corrections.

Funding Commitment Decision Overview

Funding Request Number (FRN)	Service Provider Name	Amount Requested	Amount Committed	Status
2199019393	Unitel, Inc.	\$16,729.20	\$16,729.20	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

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		
2099012240	Systems Engineering, Inc.	\$7,332.51		

Confirm that the commitment amount for each FRN is what you were expecting


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

Understanding FCDLs

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

Funding Request Number

		BEN Name: NETWORKMAINE BEN: 16055092	FCC Form 471: 211011634 Wave: 1
FRN 2199019393	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	\$18,588.00	Total Eligible One Time Charges	\$0.00
Total Pre-discount Charges		\$18,588.00	
Discount Rate		90.00%	
Committed Amount		\$16,729.20	
Dates		Service Provider and Contract Information	
Service Start Date	7/1/2021	Service Provider	Unitel, Inc.
Contract Expiration Date	6/30/2024	SPIN (498ID)	143001282
Contract Award Date	2/5/2021	Contract Number	
Service Delivery Deadline	6/30/2022	Account Number	
Expiration Date (All Extensions)	6/30/2028	Establishing FCC Form 470	210002043
Consultant Information			
Consultant Name			
Consultant's Employer			
CRN			
Funding Commitment Decision Comments			
MR1: Approved as submitted.			

Funding status of this FRN

Costs for this FRN

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 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 ★

- Copies of the PDF and CSV FCDL files