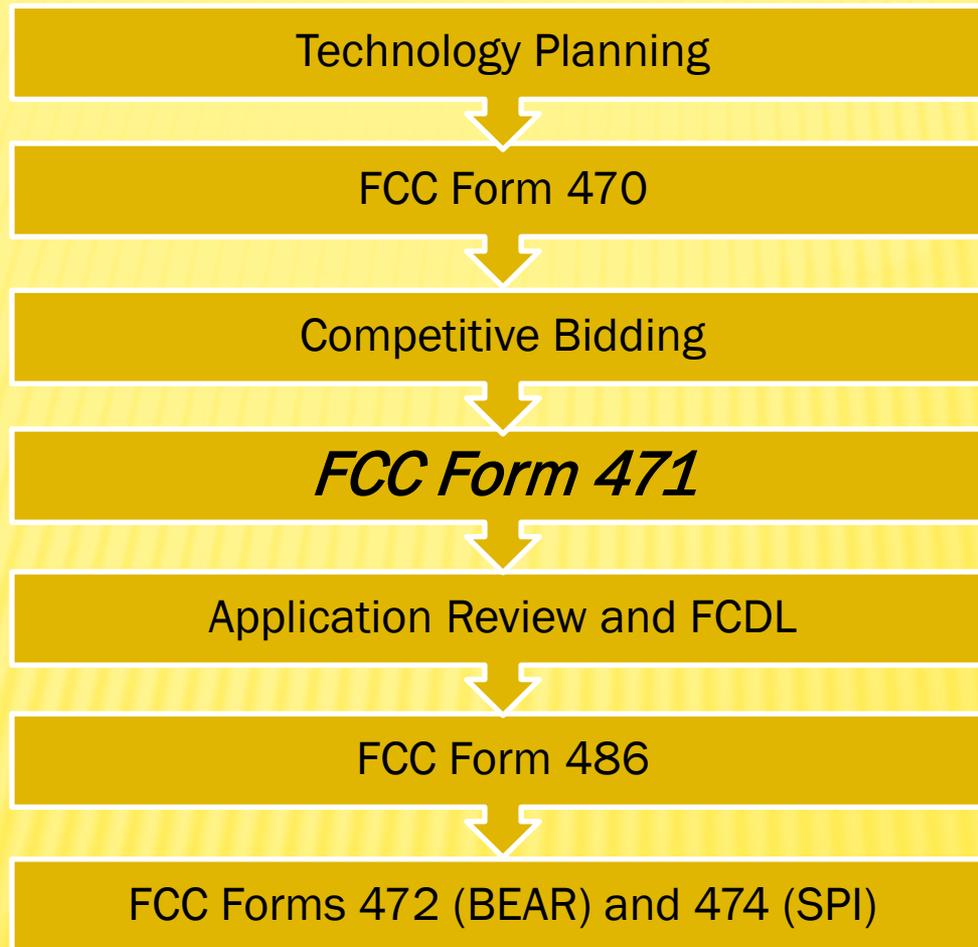


E-Rate Application Process

Presenter: Wilma Toombs

November 2013

Ordering Services



Ordering Services

FCC Form 471 Purpose

- ✘ Identify the service providers and eligible services you have chosen
- ✘ Identify the eligible schools and libraries that will receive services
- ✘ Calculate how much support you seek for the year
- ✘ Include your discount calculation information
- ✘ Certify your compliance with program rules

FCC Form 471		Do not write in this area.		Approval by OMB 3060-0806	
Schools and Libraries Universal Service Description of Services Ordered and Certification Form 471 Estimated Average Burden Hours per Response: 4 hours This form asks schools and libraries to list the eligible telecommunications-related services they have ordered and estimate the annual charges for them so that the Fund Administrator can set aside sufficient support to reimburse providers for services. Please read instructions before beginning this application. (You can also file online at www.sl.universalservice.org .) The instructions include information on the deadlines for filing this application.					
Applicant's Form Identifier <small>(Create your own code to identify THIS Form 471)</small>				Form 471 Application# <small>(To be assigned by administrator)</small>	
Block 1: Billed Entity Information <small>(The "Billed Entity" is the entity paying the bills for the services listed on this form.)</small>					
1 a Name of Billed Entity					
2 a Funding Year: July 1,		through June 30,		3 Billed Entity Number	
4 a Street Address, P.O. Box, or Route Number					
City					
State		Zip Code			
b Telephone Number		Fax		c Fax Number	

Acronyms and Terms

- × **Funding Request Number (FRN):**
 - + The identification number assigned to each FCC Form 471 Block 5 funding request
- × **Service Provider Identification Number (SPIN):**
 - + The identification number assigned by USAC to a service provider
 - + **Note:** A service provider may register multiple SPINs to use for separate business units or states in which they operate
- × **Item 21 Attachment (Item 21):**
 - + A description of services and prices associated with each funding request.
 - + **Note:** Item 21 attachment(s) are part of the FCC Form 471 and are a window filing requirement.

Response Letter

- ✘ **Receipt Acknowledgment Letter (RAL)** – a letter issued by **USAC** to the **applicant and the service provider** that summarizes the information provided in the FCC Form 471 which you should carefully review.
- ✘ If you notice mistakes, use the RAL to make allowable corrections immediately.

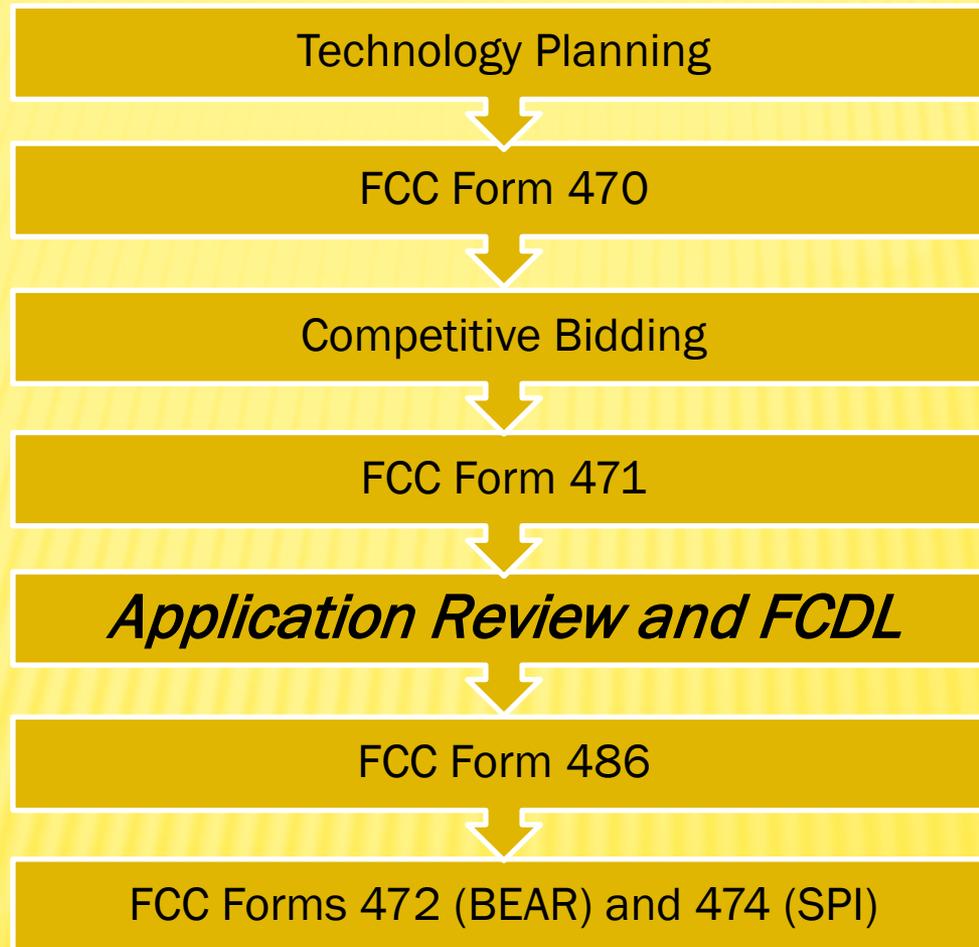
Acronyms and Terms

Non-instructional facility (NIF) – a school building with no classrooms or a library building with no public areas

- ✘ NIFs are eligible for Priority 1 services
- ✘ NIFs are eligible for Priority 2 services only if necessary to provide effective transport of information to classrooms or public areas of libraries

Application Review and Funding Commitments

Application Review/Funding Commitments



Application Review/Funding Commitments

PIA and USAC Reviews, FCC Form(s) 471

Program Integrity Assurance (PIA) is the USAC group that reviews and makes funding decisions on program applications:

- ✘ Verifies eligibility of the schools and libraries entities, entity discount levels, and the services requested
- ✘ Give you an opportunity to make allowable corrections to your form
- ✘ In some cases, ask for additional verification of your compliance with program rules

Application Review/Funding Commitments

Decision Letter

- × **Funding Commitment Decision Letter (FCDL):**
Following application review, **USAC issues this letter to both the applicant and the service provider.** It contains decisions on approved or denied funding requests and next steps.

QUESTIONS!



Thank you!