

E-Rate Update

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Show of hands...

If you are responsible for E-Rate compliance at your school district, charter school or library?

Presentation Contents

- USAC releases new tools for applicants
- 2017/2018 Form 471 Filing Window
- Document retention rules relating to Competitive Bidding and Equipment Inventories

November 4, 2016

USAC releases new tools for applicants

Invoice Deadline Extension Request Tool

- No longer submitted through “Submit A Question” in EPC.
- Submitted through Online BEAR Login Form
- E-mail notification within minutes
 - Add no-reply@solixinc.com to safe sender list to avoid junk filter.
- If you don't have a BEAR Pin, use the “Submit a Question” method.



Helping Keep Americans Connected

Need Help? 



Applicant Login:	
BEN:	<input type="text" value="145704"/>
PIN:	<input type="text" value="*****"/>
Email:	<input type="text" value="pname@email.com gov"/>
Last Name:	<input type="text" value="Last name"/>
<input type="button" value="Login"/>	








[Terms and Conditions of PIN Usage](#)



Helping Keep Americans Connected

Need Help? 



- Home 
- New BEAR Form 
- Track Form 
- Bulk Download 
- Terms and Conditions 
- Deadline Extension 
- Logout 

Invoice Deadline Extension Request

Enter the FRN for which a one-time 120 day extension is requested:

FRN:

Need Help?



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Invoice Deadline Extension Request

Enter the FRN for which a one-time 120 day extension is requested:

FRN:

FRN Detail:

471:	<input type="text" value="471 Number"/>		
FRN:	<input type="text" value="FRN Number"/>		
BEN:	<input type="text" value="BEN 5704"/>	Applicant Name:	DIVISION OF TECHNOLOGY
SPIN:	<input type="text" value="SPIN3004824"/>	Service Provider:	BellSouth Telecommunications, LLC
Commitment Status:	COMMITTED - FULL		
Committed Amount:	<input type="text" value="\$ XXX,XXX,XXX8"/>		
Amounts Disbursed:	<input type="text" value="\$ XXX,XXX,XXX9"/>		
Last Date to Invoice:	10/28/2016		
FCC Form 486 Notification Letter date:	7/15/2015		

I request a one-time 120 day extension for this FRN.

USAC releases new tools for applicants

Updated FRN Status Tool

- Used for data 2016 and going forward
- Standard Form and Select Data Points Phases
 - Phase II now includes dozens of additional data points
- FRN Status Tool Instruction Page also lists a beneficial Form 471 Review Status Key



SCHOOLS AND LIBRARIES (E-RATE)

[APPLY ONLINE](#) | [MAKING PAYMENTS](#) | [FORMS](#) | [TOOLS](#)
[USAC Home](#) | [Schools and Libraries Program](#) | [Search Tools](#) | [FRN Status Tool](#)

FRN STATUS TOOL

This tool provides funding request data for Funding Year 2016 and forward. To obtain funding request data for Funding Years 1998 to 2015, [click here](#) to access the Funding Request Data Retrieval Tool (DRT). You must enter at least one required search criteria below. You may enter additional search criteria to narrow your search. To add additional data points for the report, scroll down and click "Select Data Points".

You can find additional assistance on the [FRN Status Tool Instruction Page](#).

Step 1 : Please enter the search criteria

I. Required Criteria

Funding Year

Please enter one or more of the following:

State

BEN

CRN

SPIN [\(Go to SPIN Search\)](#):

Please select at least one FRN service type and one applicant type based on the billed entity. (The default is that all are selected):

- Voice
- Data Transmission and/or Internet Access
- Basic Maintenance of Internal Connections
- Internal Connections
- Managed Internal Broadband Services

- School
- School District
- Library
- Library System
- Consortium

II. Optional Criteria

471 Application Number

FRN

Wave Number Example: 001, 002

Appeal Wave Number Example: 003, 004

Please select the desired report format

- Excel
- XML Feed

Select Data Points

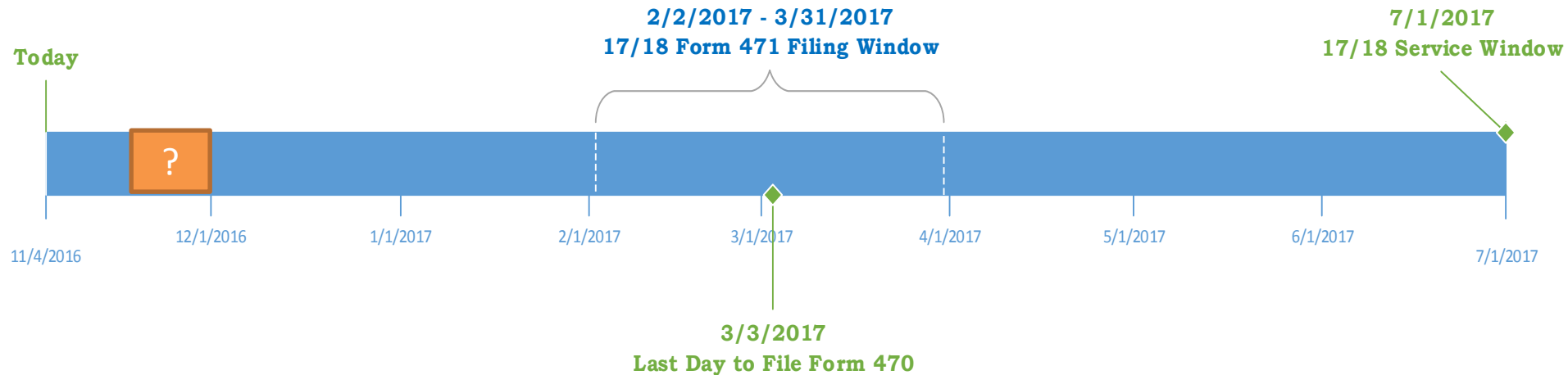
2017/2018 Form 471 Filing Window

2017/2018 Form 471 Application Filing Window

February 2, 2017 – March 31, 2017

November 4, 2016

2017/2018 Form 471 Filing Window



State Replacement Contract: Scenario A

<http://www.usac.org/sl/applicants/step02/state-replacement-contracts.aspx>

November 4, 2016

Document Retention Rules

Keep Everything for 10 years

(From the last date of funding year or service delivery deadline)

Competitive Bidding Documents

- Pre-bidding documents
- Bidding documents
- Contracts
- Application Documentation

Document Retention Rules

Keep Everything for 10 years

(From the last date of funding year or service delivery deadline)

Equipment Inventory Documents

- Purchase and Delivery of Service
- Invoicing Documentation
- Inventories that include locations of equipment
- Documentation relating to transfer of equipment*
- Service/Maintenance Logs

Everything?

Document Retention Rules

Keep Everything for 10 years

(From the last date of funding year or service delivery deadline)

Help your successors through the audit

- 47 CFR 54.516 (Auditing and Inspections)
- 5th Report and Order (pg.16-19)
- E-Rate Program Binder Table of Contents Sample

Review

Checkout USACs New Applicant Tools
17/18 471 Filing Window
Keep Everything

November 4, 2016