



PIA, Post Commitment (486), and Reimbursement (472)

March 2021

Todd Lawrence

State E-Rate Coordinator



Supporting Schools and Students to Achieve

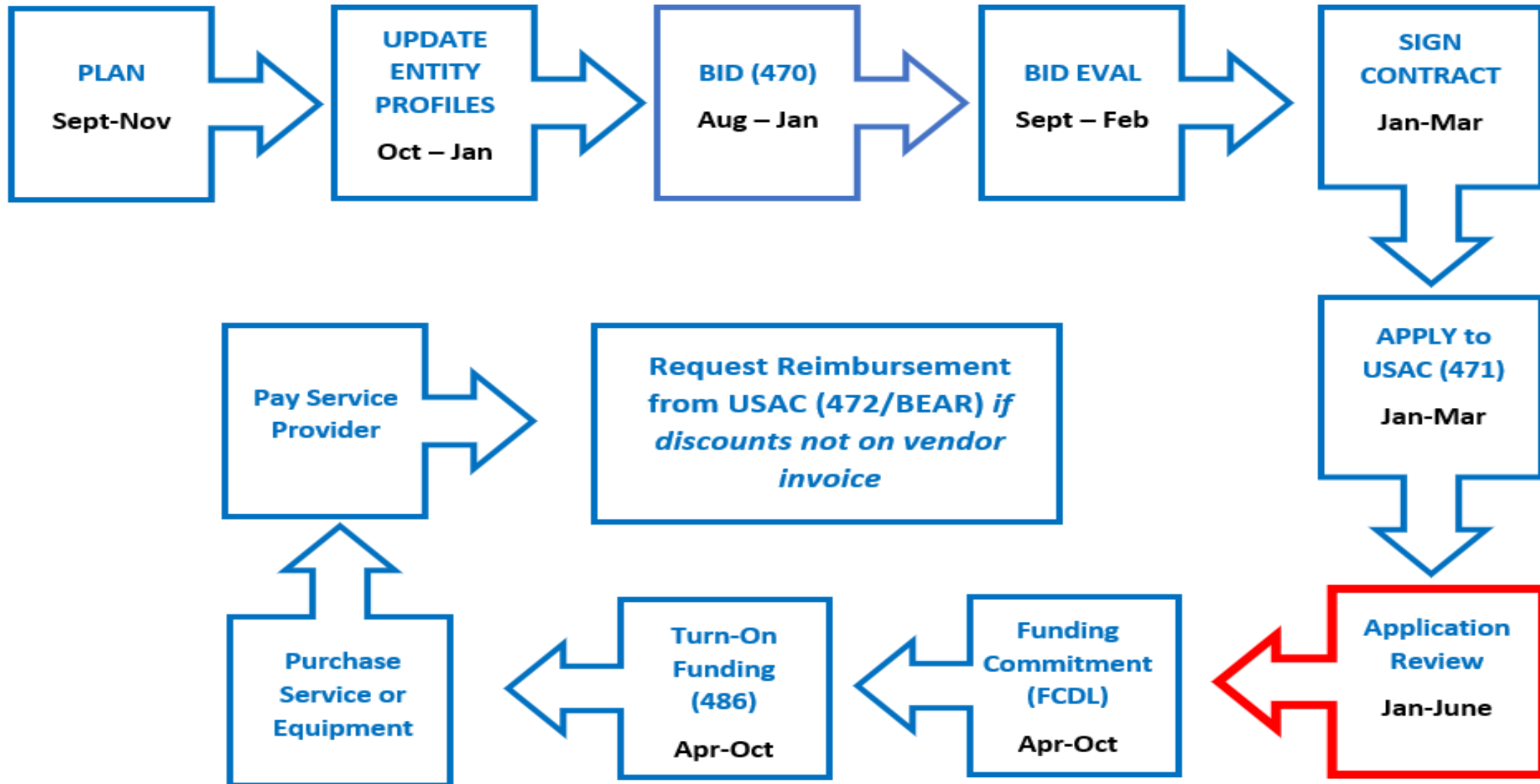
SHERRI YBARRA, ED.S., SUPERINTENDENT OF PUBLIC INSTRUCTION

Agenda



- PIA
- Post Commitment
- Reimbursement
- Q&A

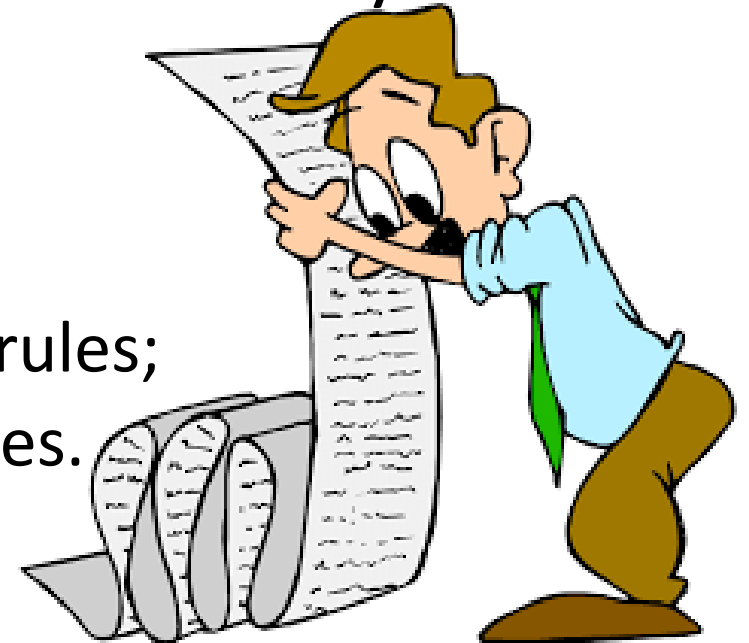
PIA Review



PIA – Application Review



- Program Integrity Assurance (PIA) reviews your application for accuracy of information and compliance with program rules.
- You may be asked to provide documentation to verify:
 - Eligibility of your schools or libraries;
 - Eligibility of the requested services;
 - Student counts and discount rates;
 - Compliance with E-rate competitive bidding rules;
 - Compliance with all other E-rate program rules.



PIA – Application Review



- You have 15 days to respond to PIA questions.
 - You can ask for one seven-day extension if you need it.
- If you need help understanding the PIA inquiry, ask your reviewer for help.
- To answer inquiries, ask for extensions, or find your reviewer's contact info:
 - Navigate to the FCC Form 471 in EPC.
 - Choose "Related Actions" and then "Respond to Inquiries."

Email Example



E-rate Review Information

Today's Date: 03/27/2021
Response Due Date: 04/12/2021
Contact Name: [REDACTED]
Applicant Name: [REDACTED]
FCC Form 471 Application Number: [REDACTED]



Dear Applicant

We are in the process of reviewing your Funding Year 2021 FCC Form 471 application(s) and we need additional information to complete our review. Please respond to the information requests below. Please note that EPC allows you to begin working on your answers and save your work for later by clicking "Save and Close." We advise you to provide responses to all of the questions before submitting your answers. Click "Submit" only when you have answered all the questions in their entirety.

- Other Issues



[Click here to respond to inquiries](#)



[USAC Homepage](#)

If you have any questions as you work through your responses to the PIA review inquiries, please feel free to contact me via the phone number or e-mail address provided below. Please do not use e-mail to submit your responses to the PIA review inquiries. USAC will not review responses to PIA review inquiries sent to the reviewer's email address. All PIA responses must be submitted in EPC. Again, please be sure to provide complete responses to all of the PIA questions. If you need additional time to prepare your response, you may request an extension. Click the "Request Extension" button, located at the top of the "Review Inquiries" page in EPC. Your first extension request will be automatically granted, and you will receive an additional seven days to respond. Be sure to meet the response due date and provide all of the information requested, otherwise your application(s) may receive reduced funding or a funding denial. Note: Your State E-Rate Coordinator is copied on this correspondence for informational purposes only.

Jared Sosa
E-Rate
833-205-1185 Ext.58416
jared.sosa@usac.org



What PIA is Reviewing



- 28-Day Waiting Period / Contract or Legally Binding Agreement Review
- Eligibility of Products and Services
- Cost Effectiveness of the Products and Services
- Other Issues
- Ministerial and Clerical Errors
- Requested Discount
- Eligibility of the Entities
- Duplicate Services
- Category Two Budget

Student Validation Letter



SHERRI YBARRA
SUPERINTENDENT OF
PUBLIC INSTRUCTION

650 W. STATE STREET
P.O. BOX 83720
BOISE, IDAHO 83720-0027

OFFICE: 208-332-6800
FAX: 208-334-2228
SPEECH/HEARING
IMPAIRED: 1-800-377-3529
WWW.SDE.IDAHO.GOV

Date: July 29, 2020

PIA Reviewer
Program Integrity Assurance
USAC, Schools and Libraries Division

Dear PIA Reviewer,

As per your recent request for confirmation regarding the following school is recognized as a public school in the state of Idaho. The school listed below is considered part of the Boise Independent School District entity #142750 by the State of Idaho. The student counts are listed as well.

Lea Name	School Name	Students	FRL
BOISE INDEPENDENT DISTRICT			

Thank you for your inquiry, and don't hesitate to let me know if you need anything else.

Best regards,

A handwritten signature in black ink, appearing to read "Todd Lawrence", with a long horizontal stroke extending to the right.

Todd Lawrence
State E-Rate Coordinator
Idaho State Department of Education
PO Box 83720
Boise, ID 83720-0082
208.332.6959
tlawrence@sde.idaho.gov

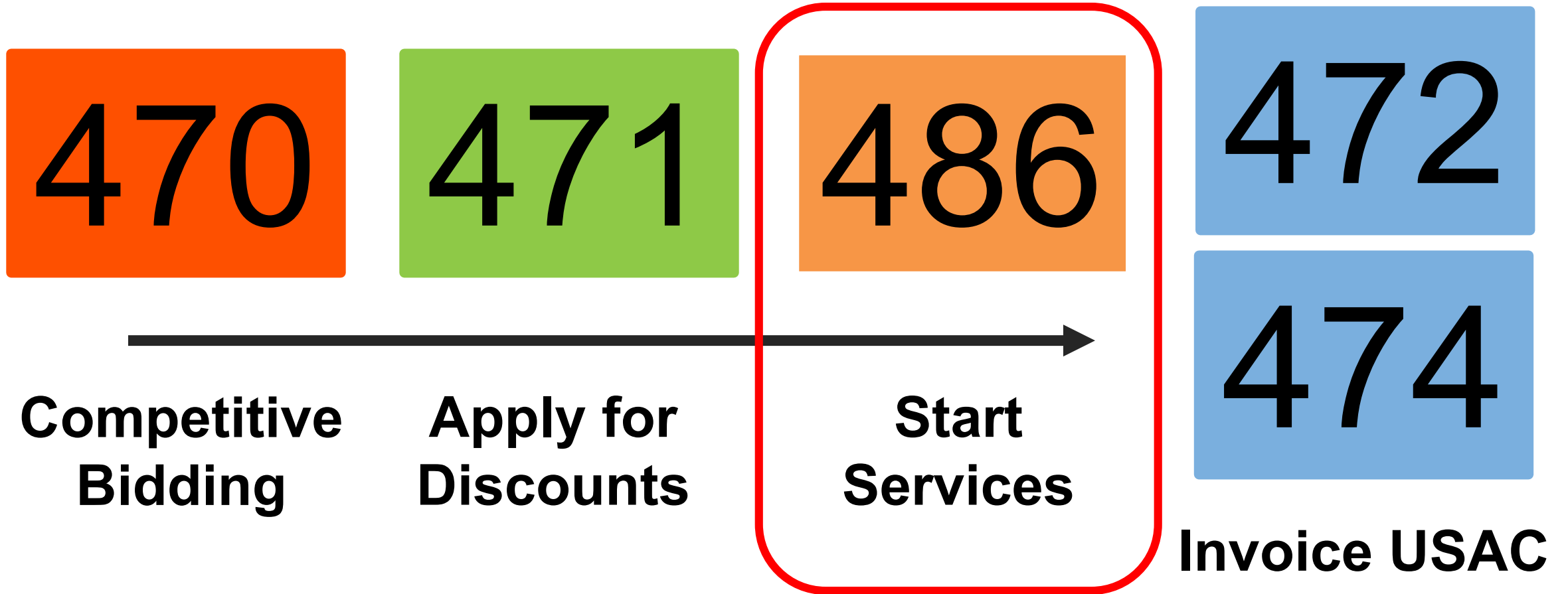
All applicants and service providers are required to retain documents related to the Universal Service Fund for a period of at least **ten (10) years from last date of service**. The suggested list of documents to be retained can be found in Paragraphs 45-50 in the FCC's 5th Report and Order (FCC 262-264).

Funding Commitments - FCDL

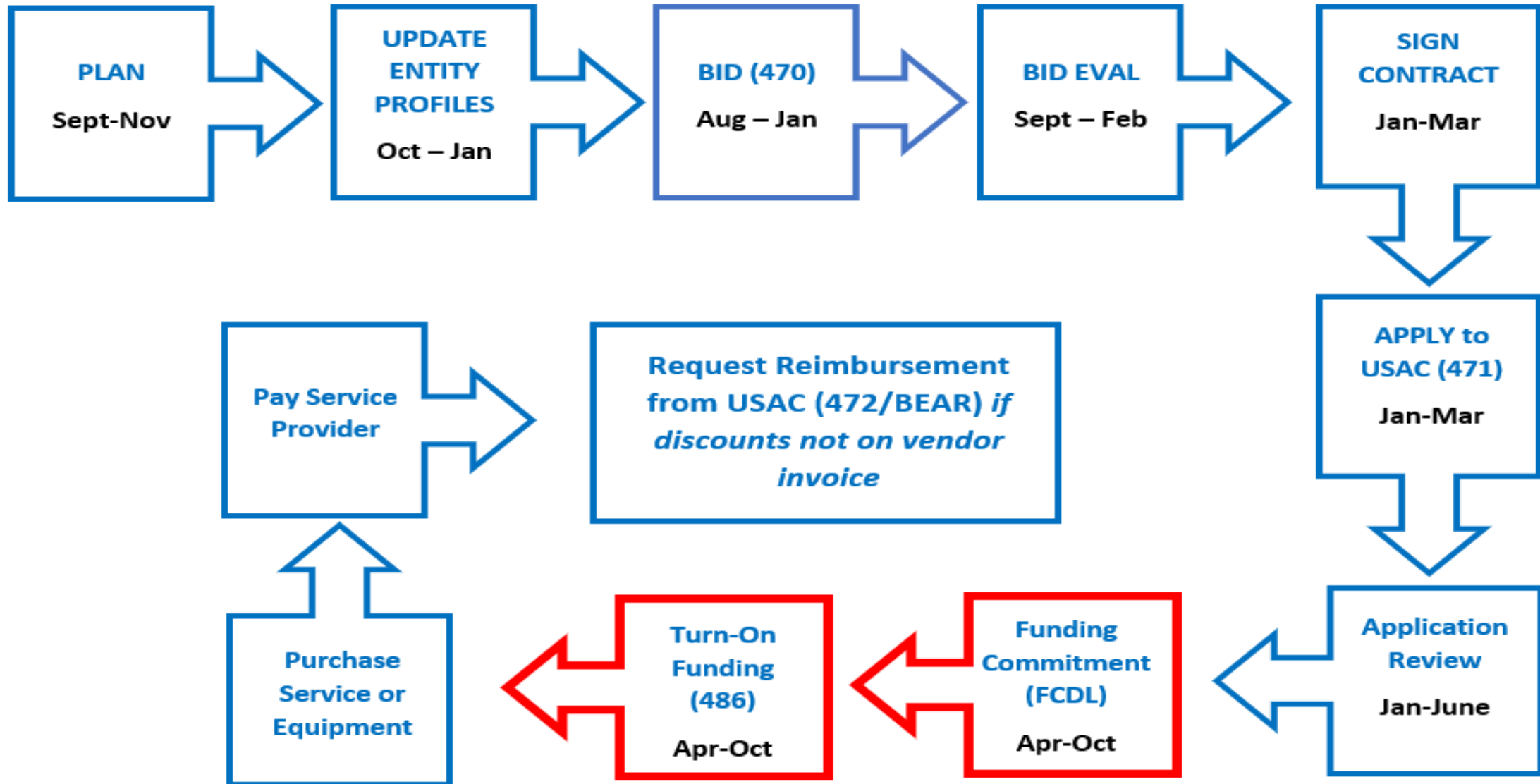


- Once PIA review is complete, you will receive a Funding Commitment Decision Letter (FCDL).
- Your FCDL will show:
 - Approved, modified, and/or denied funding requests and next steps.
- FCDLs appear in your EPC News feed and Landing Page.
- FCDL notifications with PDF of complete FCDL are emailed directly to:
 - For Applicants: FCC Form 471 Certifier, FCC Form 471 Contact Person, and the Account Administrator.

Post Commitment – Form 486



Post Commitment



- Applicants file the FCC Form 486 to:
 - Notify USAC that **services have started** for the Funding Request Numbers (FRNs) listed on the FCC Form 471.
 - Report the status of compliance of the entities on those FRNs with the **Children's Internet Protection Act (CIPA)**.

Form 486 – Service Start Date



- What is my Service Start Date (SSD)?
 - The first day of the funding year if services start on or before July 1.
 - Any day after July 1, but before June 30 of the funding year that services were actually started. For example:
 - For installations that started on May 25 before the funding year, the SSD is July 1 of the funding year.
 - For services starting August 7 of the funding year, the SSD is August 7 of the funding year.

When to File the Form 486?



- After USAC issues the Funding Commitment Decision Letter (FCDL) with a positive funding commitment.
- The FCC Form 486 **MUST** be certified no later than 120 days after the **Service Start Date reported on the FCC Form 486** or 120 days after the date of the **FCDL, whichever is later**.

Filed the Form 486 Late?



- If you miss this deadline, USAC will adjust your service start date to a date 120 days before the date you certified your form, and your funding commitment may be reduced to reflect the reduction in service time.

Form 486 Notifications



- After submitting the FCC Form 486, you and your service provider will receive two notifications.
 - The first notification confirms the form was certified.
 - The second notification is your FCC Form 486 Notification Letter, indicating that your form completed review and informing you of the decision.
- After USAC has approved your FCC Form 486 and services have started, you or your service provider may begin invoicing USAC for the discount amount of the costs of the approved products or services.

Form 486 – Urgent Notification Reminder



- An urgent reminder letter is issued to applicants that appear to have missed the deadline to certify based on the service start date reported on the FCC Form 471.
 - The letter is delivered in the EPC News Feed.
 - Applicants have 15 days from the date of the letter to submit and certify the FCC Form 486 without penalty (if the service start date reported on the FCC Form 471 was the actual service start date).

Form 486 Example



My Applicant Landing Page



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

Welcome, School District 26!

Pending Inquiries

Type

Funding Year

Application/Request

Form 486 Example



Create FCC Form 486

General Information	Select FRNs	Detailed Info	Certification	Preview
---------------------	-------------	---------------	---------------	---------

Submitting Organization Details

School District 26
100 Main Street
Springfield, ID 83277
123-456-7890
school.district26.user1@mailinator.com

BEN: 10514
FCC Registration Number: 1234567890

FCC Form 486 Details

Nickname *

Funding Year *

-- Select a Funding Year --

Contact Information

Main Contact Person *

Please select a main contact person by typing the contact person's name or email address.

There should be a list of FRNs in this space below the Details section. You should not have to enter any data in those fields.

Form 486 Example



SAVE DRAFT

FCC Form 486

General Information

Select FRNs

Detailed Info

Certification

Preview

Billed Entity Information

School District

1111 East Ave

Queens, VA 99988

111-111-1111

test@test.com

Billed Entity Number: 17258128

FCC Registration Number: 1234567890

Applicant Type: School District

Early Filing

CHECK THE BOX BELOW IF THE FRNS ON THIS FCC FORM 486 ARE FOR SERVICES STARTING ON OR BEFORE JULY 31 OF THE FUNDING YEAR.

☒ The Funding Requests listed in this FCC Form 486 have been approved by USAC as shown in my Funding Commitment Decision Letter (FCDL). I have confirmed with the service provider(s) featured in those Funding Requests that these services will start on or before July 31 of the Funding Year.

CIPA Waiver

CHECK THE BOX BELOW IF YOU ARE REQUESTING A WAIVER OF CIPA REQUIREMENTS FOR THE SECOND FUNDING YEAR IN WHICH YOU HAVE APPLIED FOR DISCOUNTS IF YOU AS THE BILLED ENTITY ARE THE ADMINISTRATIVE AUTHORITY.

☐ I am providing notification that, as of the date of the start of discounted services, I am unable to make the certifications required by the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), because my state or local procurement rules or regulations or competitive bidding requirements prevent the making of the certification(s) otherwise required. I certify that the schools or libraries represented in the Funding Request Number(s) on this FCC Form 486 will be brought into compliance with the CIPA requirements before the start of the Third Funding Year in which they apply for discounts.

CANCEL

BACK

SEND FOR CERTIFICATION

CONTINUE

Form 486 Example



SAVE DRAFT

FCC Form 486

General Information

Select FRNs

Detailed Info

Certification

Preview

Billed Entity Information

School District

1111 East Ave

Queens, VA 99988

111-111-1111

test@test.com

Billed Entity Number: 17258128

FCC Registration Number: 1234567890

Applicant Type: School District

Certifications

- ☒ I certify that the services listed on this FCC Form 486 have been, are planned to be, or are being provided to all or some of the eligible entities identified in the FCC Form 471 application(s) cited above. I certify that there are signed contracts covering all of the services listed on this FCC Form 486 except for those services provided under tariff or on a month-to-month basis. I certify that I am authorized to submit this receipt of service confirmation on behalf of the above-named Billed Entity; that I have examined this request; and that, to the best of my knowledge, information, and belief, all statements of fact contained herein are true.
- ☒ I understand that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the services receive an appropriate share of benefits from those services. I recognize that I may be audited pursuant to this application and will retain for at least ten years (or whatever retention period is required by the rules in effect at the time of this certification) after the latter of the last day of the applicable funding year or the service delivery deadline for the funding request any and all records, including FCC Forms 479 where required, and, if audited, will make such records available to the Administrator.

CIPA Certifications

- ☒ I certify that as of the date of the start of discounted services: a. the recipient(s) of service represented in the Funding Request Number(s) on this FCC Form 486 has (have) complied with the requirements of the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l).
- ☐ I certify that as of the date of the start of discounted services: Pursuant to the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), the recipient(s) of service represented in the Funding Request Number(s) on this Form 486: (FOR SCHOOLS and FOR LIBRARIES IN THE FIRST FUNDING YEAR FOR PURPOSES OF CIPA) is (are) undertaking such actions, including any necessary procurement procedures, to comply with the requirements of CIPA for the next funding year, but has (have) not completed all requirements of CIPA for this funding year.
- ☐ I certify that as of the date of the start of discounted services: The Children's Internet Protection Act does not apply because the recipient(s) of service represented in the Funding Request Number(s) on this FCC Form 486 is (are) receiving discount services only for telecommunications services.

CANCEL

BACK

PREVIEW

Reimbursement



470

471

486

**Competitive
Bidding**

**Apply for
Discounts**

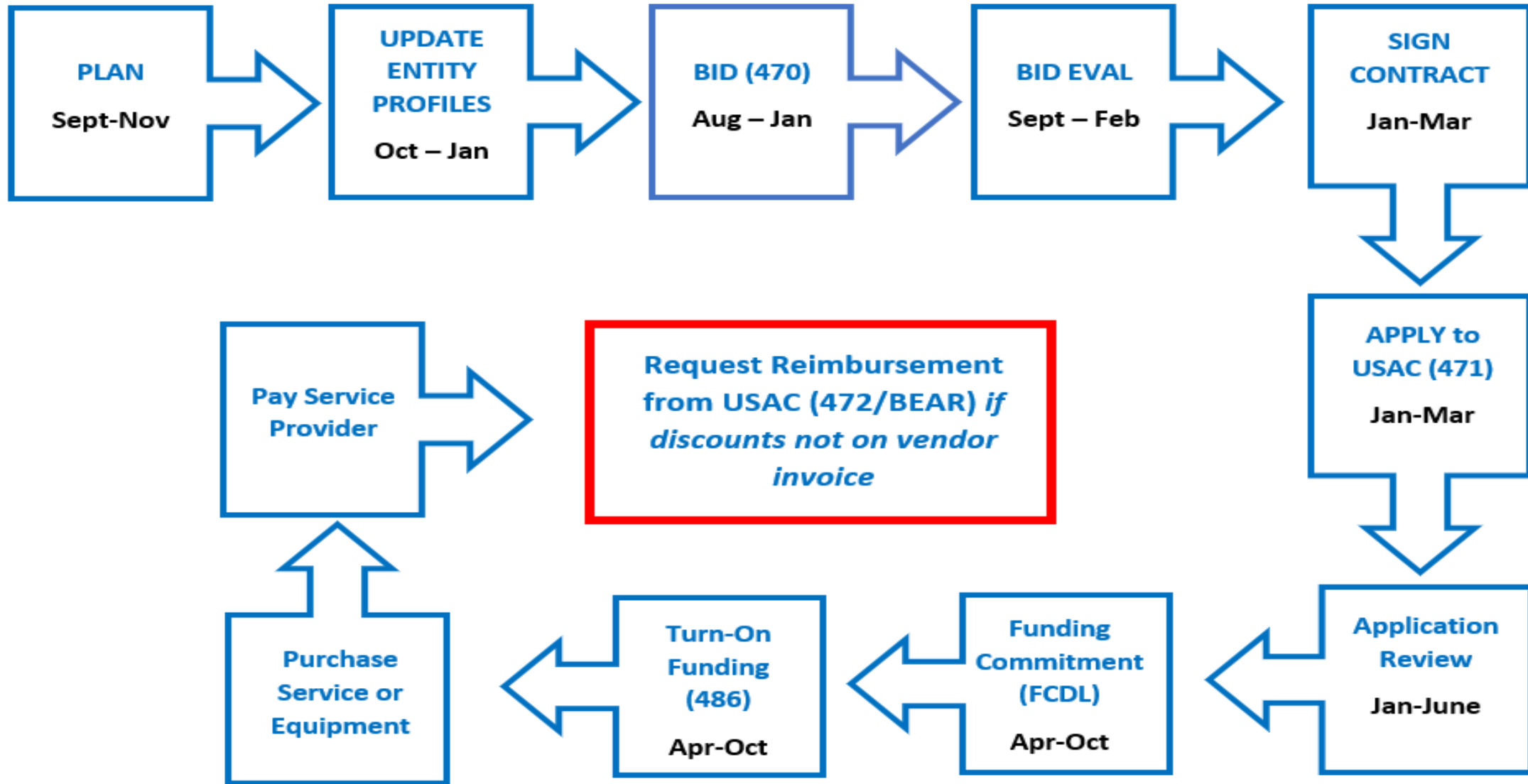
**Start
Services**

472

474

Invoice USAC

Reimbursement



Form 498 Identification Number



- You will need to have your 498 ID before completing the Form 472.
- To receive an applicant 498 ID, applicants must file the FCC Form 498 in the [E-rate Productivity Center \(EPC\)](#).
 - Under **Records**, choose **Create FCC From 498**.
 - Complete and certify the form.
- A 498 ID will be prepopulated when you log into the BEAR Form.

When to File?



- File after services are delivered and paid.
 - Applicants – pay in full for services first.
 - Service providers – bill applicants for their non-discount share first.
- You can choose the frequency (monthly, quarterly, yearly).
- The invoice deadline is:
 - 120 days after the last date to receive service or 120 days after the date of the FCC Form 486 Notification Letter, whichever is later.
 - Generally, October 28 for recurring services.
 - Generally, January 28 for non-recurring services.

When to File?



- Invoice deadline extension requests
 - File requests for FY2016 and later funding years in EPC.
 - Invoice deadline extension requests **must be filed ON OR BEFORE the invoice deadline date.**
 - Filers can receive **ONE** 120-day extension of the time to file.

Invoice Deadline Extension



My Applicant Landing Page



Welcome, [School District 26!](#)

Pending Inquiries

Type

Funding Year

Records / Applicant Entities

#10514 - School District 26

[CREATE A NEW USER](#) [ADD OR REMOVE EXISTING USERS](#) [MANAGE USER PER](#)

[Summary](#) [Customer Service](#) [Modifications](#) [Additional Information](#) [Discount Rate](#) [Category Two Budget](#) [Contracts](#) [FCC Forms](#) [FRN Appeals](#) [News](#) [Related Actions](#)

3) Scroll to bottom



Invoice Deadline Date Extension Request

Request an extension to the invoice deadline for one or more funding requests.

4) List FRN(s) and check availability. Check the FRN(s) and Submit. The system will show the new BEAR invoice deadline.

How to File a BEAR



Dashboard



Upcoming Dates

03/25
2021 **FY2021
Application
Filing Window
Closes**

Schools and Libraries



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.

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.

Help?

Send us a message
[Click here](#)

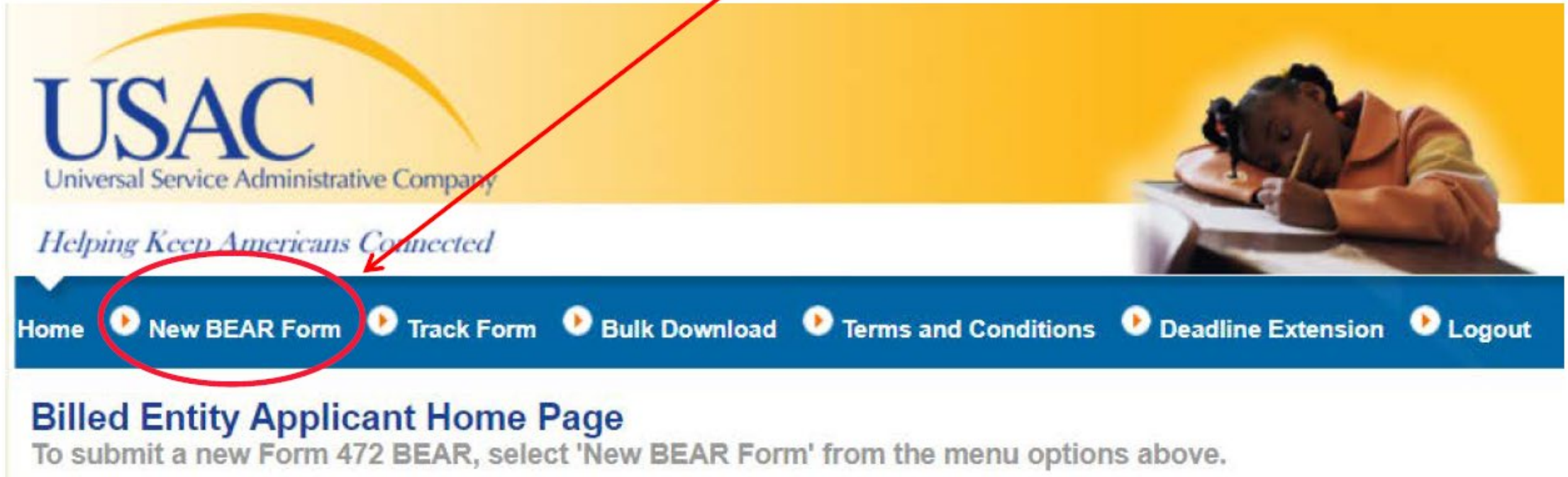
Call us
(888) 641-8722

A screenshot of the "Applicant Login" form. It has a blue header with the text "Applicant Login:". Below the header are four input fields: "BEN:" with a blacked-out field, "PIN:" with a field containing seven asterisks, "Email:" with a blacked-out field, and "Last Name:" with a blacked-out field. At the bottom right of the form is a "Login" button.

How to File a BEAR



Select "New BEAR Form"



The image shows the "USAC Billed Entity Applicant Home Page". The header features the USAC logo (Universal Service Administrative Company) with the tagline "Helping Keep Americans Connected". Below the header is a blue navigation bar with several menu items: "Home", "New BEAR Form", "Track Form", "Bulk Download", "Terms and Conditions", "Deadline Extension", and "Logout". The "New BEAR Form" option is circled in red, and a red arrow points from a text box above it to this option. Below the navigation bar, the page title "Billed Entity Applicant Home Page" is displayed, followed by the instruction: "To submit a new Form 472 BEAR, select 'New BEAR Form' from the menu options above." The background of the page features a yellow banner with a photograph of a young girl resting her head on her hand while sitting at a desk.

USAC
Universal Service Administrative Company
Helping Keep Americans Connected

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

Billed Entity Applicant Home Page
To submit a new Form 472 BEAR, select 'New BEAR Form' from the menu options above.

BEAR – Block 1: Contact, SPIN, 498 ID



Add BEAR Invoice

Applicant Form Identifier **FY 2019 Comcast**

Applicant chooses “nickname”
for this BEAR

Enter the 9-digit SPIN.
Always begins 143xxxxxx

Block 1: Header Information

[Need Help?](#)

1. Billed Entity Name

SCHOOL DIST

2. Billed Entity Number

3. Service Provider
Identification Number
(SPIN)

Service Provider Name

CenturyLink United Telephone Co. of

Applicant FCC Form 498 ID

▼

Form 498 ID is pre-populated. If it's not showing, it means the 498 has not yet been submitted or USAC approved. The BEAR cannot be submitted unless a Form 498 ID is showing here.

4. Contact Name

5. Contact Telephone Phone

() - ext.

Contact Fax

() -

Contact Email

This information is pre-populated, but
it can be changed.

6. Total Reimbursement

Amount

(total from Block 2, Column
14)

\$ 0.00

This amount will be
calculated based on the
data provided in Block 2.

Block 2 – BEAR



Block 2: Line Item Information Per Funding Request Number

[Need Help?](#)

7. FCC Form 471 Application Number (from Funding Commitment Decision Letter)	8. Funding Request Number (FRN) (from Funding Commitment Decision Letter)	9. Bill Frequency	10. Customer Billed Date	11. Shipping date to Customer or Last Day of Work Performed (mm/dd/yyyy)	12. Total (Undiscounted) Amount for Service	13. Discount Rate	14. Discount Amount Billed to USAC (Column 12 multiplied by Column 13)
1) 190xxxxxx	191xxxxxx	MONTHLY	07/01/2019		40000.00	30	12000.00

The 471 and FRN numbers can be found on your FCDL.

Only complete Item 10 OR Item 11 – not both.
For recurring services, use Item 10 and list first date you received services in the funding year (generally always 7/1/2019 for FY 2019).

Enter the total pre-discount amount for eligible charges

The discount rate will pre-populate based on the FRN number listed in Item 8.

The system will calculate this amount.

Add Line Item

If you have another FRN with this vendor, you can add it here.

Block 3 – Certifications



Block 3: Billed Entity Certification

[Need Help?](#)

I declare under penalty of perjury that the foregoing is true and correct and that I am authorized to submit this Billed Entity Applicant Reimbursement Form on behalf of the eligible schools, libraries, or consortia of those entities represented on this Form, and I certify to the best of my knowledge, information and belief, as follows:

- ☒ **A.** The discount amounts listed in this Billed Entity Applicant Reimbursement Form represent charges for eligible services and/or equipment delivered to and used by eligible schools, libraries, or consortia of those entities for educational purposes, on or after the service start date reported on the associated FCC Form 486.
- ☒ **B.** The discount amounts listed in this Billed Entity Applicant Reimbursement Form were already billed by the Service Provider and paid for by the Billed Entity Applicant on behalf of eligible schools, libraries, and consortia of those entities.
- ☒ **C.** The discount amounts listed in this Billed Entity Applicant Reimbursement Form are for eligible services and/or equipment approved by the Fund Administrator pursuant to a Funding Commitment Decision Letter (FCDL).
- ☒ **D.** I acknowledge that I may be audited pursuant to this application and will retain for at least 10 years (or whatever retention period is required by the rules in effect at the time of this certification), after the latter of the last day of the applicable funding year or the service delivery deadline for the funding request any and all records that I rely upon to complete this form.
- ☒ **E.** I certify that, in addition to the foregoing, this Billed Entity Applicant is in compliance with the rules and orders governing the schools and libraries universal service support program, and I acknowledge that failure to be in compliance and remain in compliance with those rules and orders may result in the denial of discount funding and/or cancellation of funding commitments. I acknowledge that failure to comply with the rules and orders governing the schools and libraries universal service support program could result in civil or criminal prosecution by law enforcement authorities.

Block 3 – Signature



Click the “signature” certification box.

Contact Information for Billed Entity Authorized Person:

15. Signature ☒

By logging into your account using your PIN, checking this box, and clicking the "certify" button at the end of the form, you have electronically signed the form. You are reminded that an electronic signature is the same as a handwritten signature on the form. To see a copy of the Terms and Conditions to which you previously agreed, please click on the "Terms and Conditions" menu above.

16. Date 7/15/2019

This information is pre-populated, but can be changed.

17. Name [REDACTED]
18. Title/Position BUSINESS MANAGER
20. Address [REDACTED]
Address 2 [REDACTED]
City [REDACTED]
State [REDACTED]
Zip Code [REDACTED] - [REDACTED]

19. Phone Number ([REDACTED])
19a. Fax Number ([REDACTED])
19b. Email [REDACTED]
19c. Name of Authorized Person's Employer [REDACTED]

This information must be manually entered.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Clear Save **Certify and Submit**

Click “Certify and Submit” to submit the BEAR directly to USAC!

What Happens Next?



- After the BEAR is submitted, it is transmitted directly to USAC.
 - Vendors no longer approve BEARs.
- USAC may review and ask for additional information or copies of invoices/cancelled checks
- After approved, funding is automatically transferred into the bank account listed on the Form 498.
 - Reimbursements no longer flow through the vendors
- BEAR Remittance Statements sent to Form 486 contact and Remittance Contact (listed on the 498)
- Applicants could potentially receive BEAR reimbursements within 2-3 days of BEAR submission.
 - Category 2 BEARs often are asked for copies of vendor invoices to substantiate charges.

\$0 Funded BEARs



- If your BEAR approval letter lists \$0 as the disbursement amount, you must do one of the following:
 1. If the invoice deadline has not passed, resubmit the BEAR with the accurate information.
 - If you are unsure, call CSB at 888-203-8100 and ask.
 - *The most common reason a BEAR is \$0-funded is due to an inaccurate date listed in Item 10*
 2. If the invoice deadline HAS passed, submit an appeal to USAC (in EPC) within 60 days of the BEAR letter, requesting an additional 30 days to submit the corrected BEAR.

Session Questions & Evaluation



Questions???



Your E-Rate Support



Dan Vogt | Interim State E-Rate Coordinator

Idaho State Department of Education

650 W State Street, Boise, ID 83702

P: (208) 332-6993

dvogt@sde.idaho.gov

www.sde.idaho.gov/tech-services

