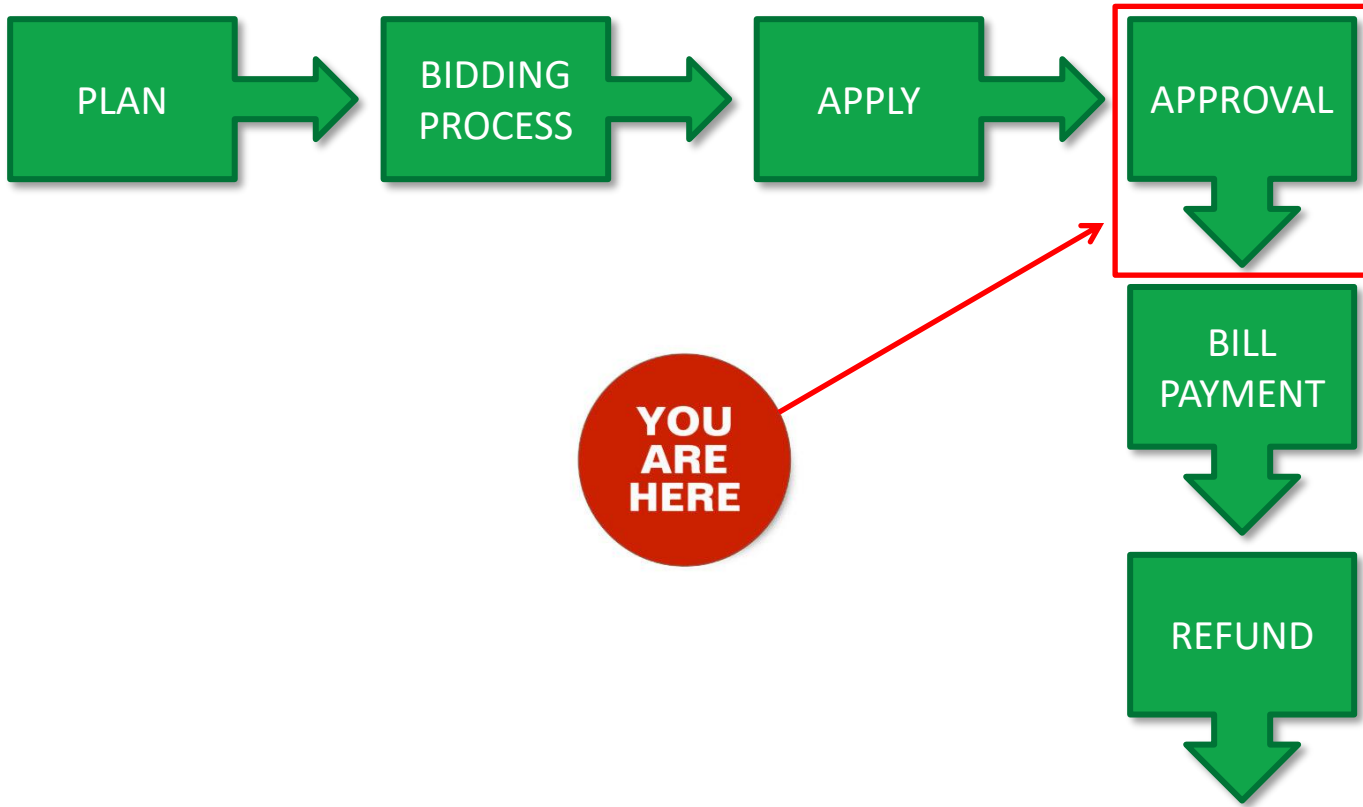


# Funding Commitment Decision Letters

# 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.

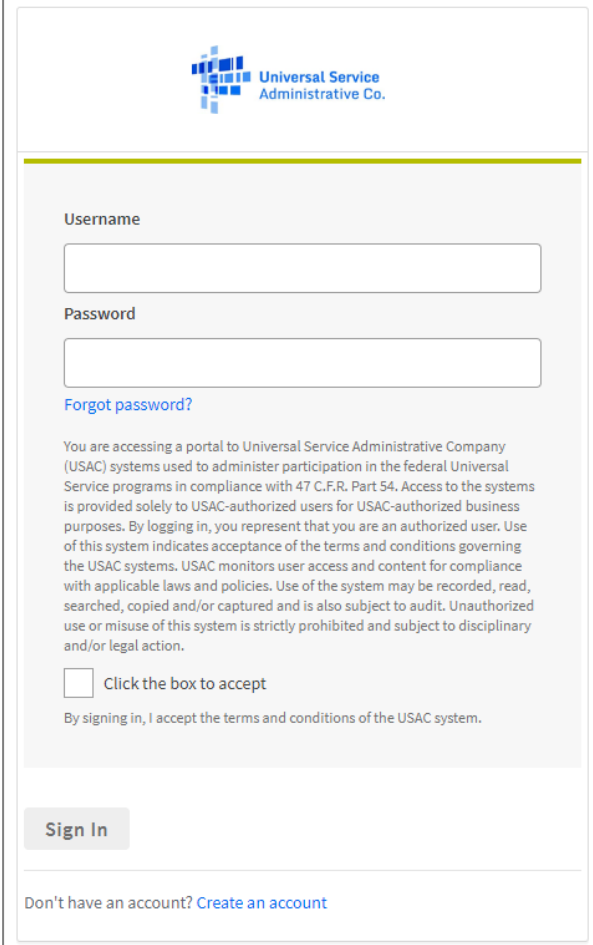
# Locating an FCDL in EPC

***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, which consists of a blue grid of squares next to the text "Universal Service Administrative Co.". Below the logo is a horizontal yellow line. The main content area is a light gray box containing the following elements:

- Username:** A text input field.
- Password:** A text input field.
- [Forgot password?](#) (blue link)
- A paragraph of terms and conditions: "You are accessing a portal to Universal Service Administrative Company (USAC) systems used to administer participation in the federal Universal Service programs in compliance with 47 C.F.R. Part 54. Access to the systems is provided solely to USAC-authorized users for USAC-authorized business purposes. By logging in, you represent that you are an authorized user. Use of this system indicates acceptance of the terms and conditions governing the USAC systems. USAC monitors user access and content for compliance with applicable laws and policies. Use of the system may be recorded, read, searched, copied and/or captured and is also subject to audit. Unauthorized use or misuse of this system is strictly prohibited and subject to disciplinary and/or legal action."
- An unchecked checkbox with the text "Click the box to accept".
- The text "By signing in, I accept the terms and conditions of the USAC system."
- A "Sign In" button.
- A link at the bottom: "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 also has been given BEAR access

## 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** **Schools and Libraries** **Help?**

No upcoming dates found.

**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.


**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: 2023

Status:  All  
 Generated  
 Not Generated

Notification	Description	Issued Date	Generated By	Generated On	
 Funding Commitment Decision Letter	FCC Form 471 - 231016599	4/29/2023	EPC System	4/29/2023 12:48 AM EDT	<a href="#">View Notification</a>

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

# Locating an FCDL



**E-Rate Productivity Center** Thank you for submitting your application for Funding Year 2023 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).
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.



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



[FCC Form 471 - 231016599 - NETWORKMAINE](#)  
CSV 2 KB

[#16055092 - NETWORK...](#) [FY2023 Lincolnville - #2...](#)

Yesterday, 12:48 AM ☆ [Comment](#) [Hide Info](#)

FCC Form 471  
Application Number 231016599

Billed Entity Number  
(BEN) 16055092

Billed Entity Name NETWORKMAINE

Billed Entity FCC RN 0019855857

Applicant's Form  
Identifier FY2023 Lincolnville

FCDL Date 4/29/2023

Approved Amount \$95940.00

Denied Amount \$0.00

Notification  
Generated By EPC System

Notification  
Generated On 4/29/2023 12:48 AM EDT

*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 2023 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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Sincerely,  
Universal Service Administrative Co.

## 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.*



NETWORKMAINE Funding Commitment Decision Letter  
PDF 25 KB



FCC Form 471 - 231016599 - NETWORKMAINE  
CSV 2 KB

#16055092 - NETWORK... FY2023 Lincolnville - #2...

Yesterday, 12:48 AM ☆ 🔒 Comment Hide Info ↗

# Locating an FCDL



**E-Rate Productivity Center** Thank you for submitting your application for Funding Year 2023 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.

★ **THIS IS YOUR FCDL** ★



 **FCC Form 471 - 231016599 - NETWORKMAINE**  
CSV 2 KB

#16055092 - NETWORK... FY2023 Lincolnville - #2...

Yesterday, 12:48 AM ☆ 🔒 Comment Hide Info ↗

## **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.*

# Locating an FCDL



**E-Rate Productivity Center** Thank you for submitting your application for Funding Year 2023 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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Universal Service Administrative Co.



NETWORKMAINE Funding Commitment Decision Letter  
PDF 25 KB



FCC Form 471 - 231016599 - NETWORKMAINE  
CSV 2 KB

#16055092 - NETWORK... FY2023 Lincolnville - #2...

Yesterday, 12:48 AM ☆ 🔒 Comment Hide Info ↗

## *C. A link to a \*.CSV file*

*(the text link next to the paperclip icon)*

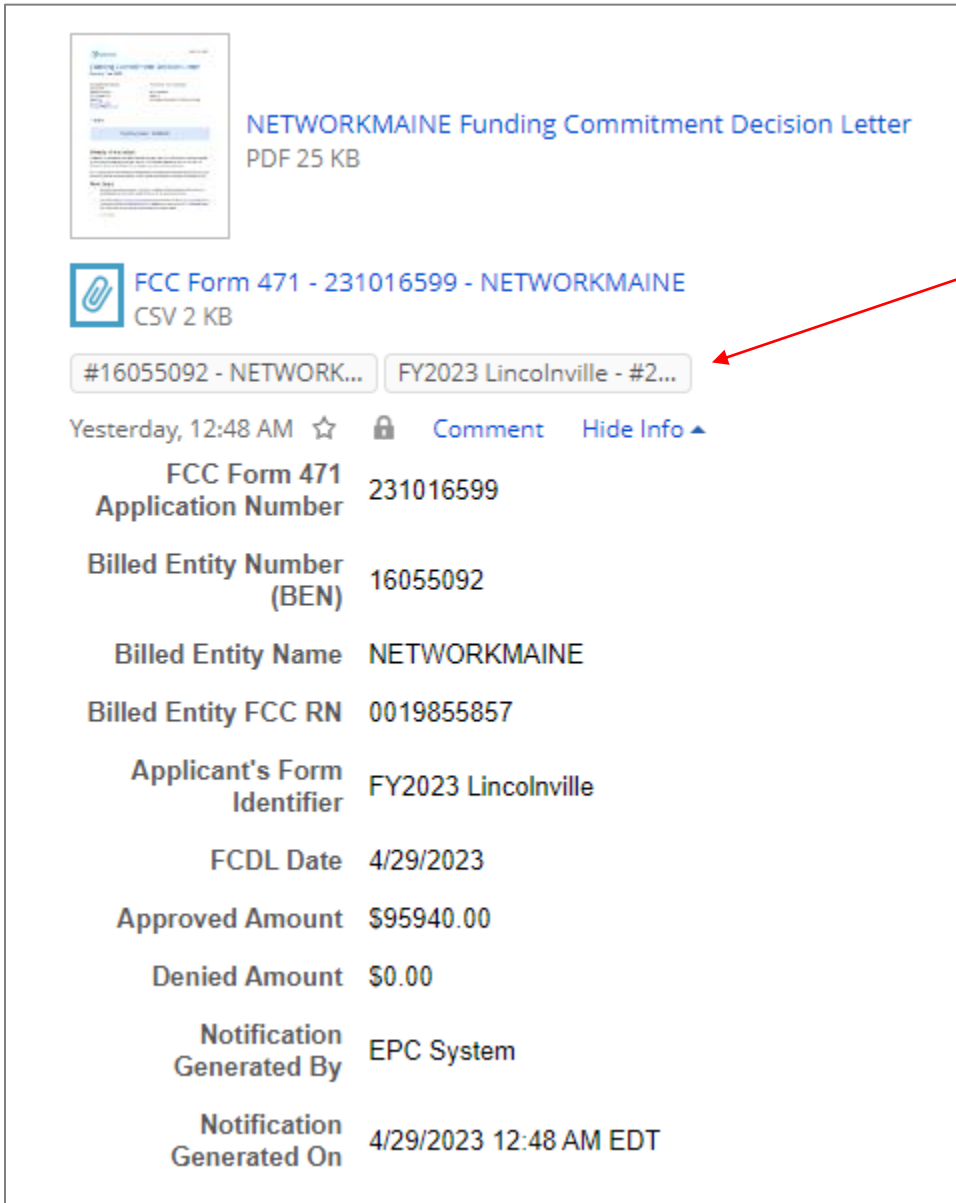
*The file contains a simple table of the data about the commitment – the approved discount rate, whether or not the FRN was approved, the FCDL comment, and so on.*

*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



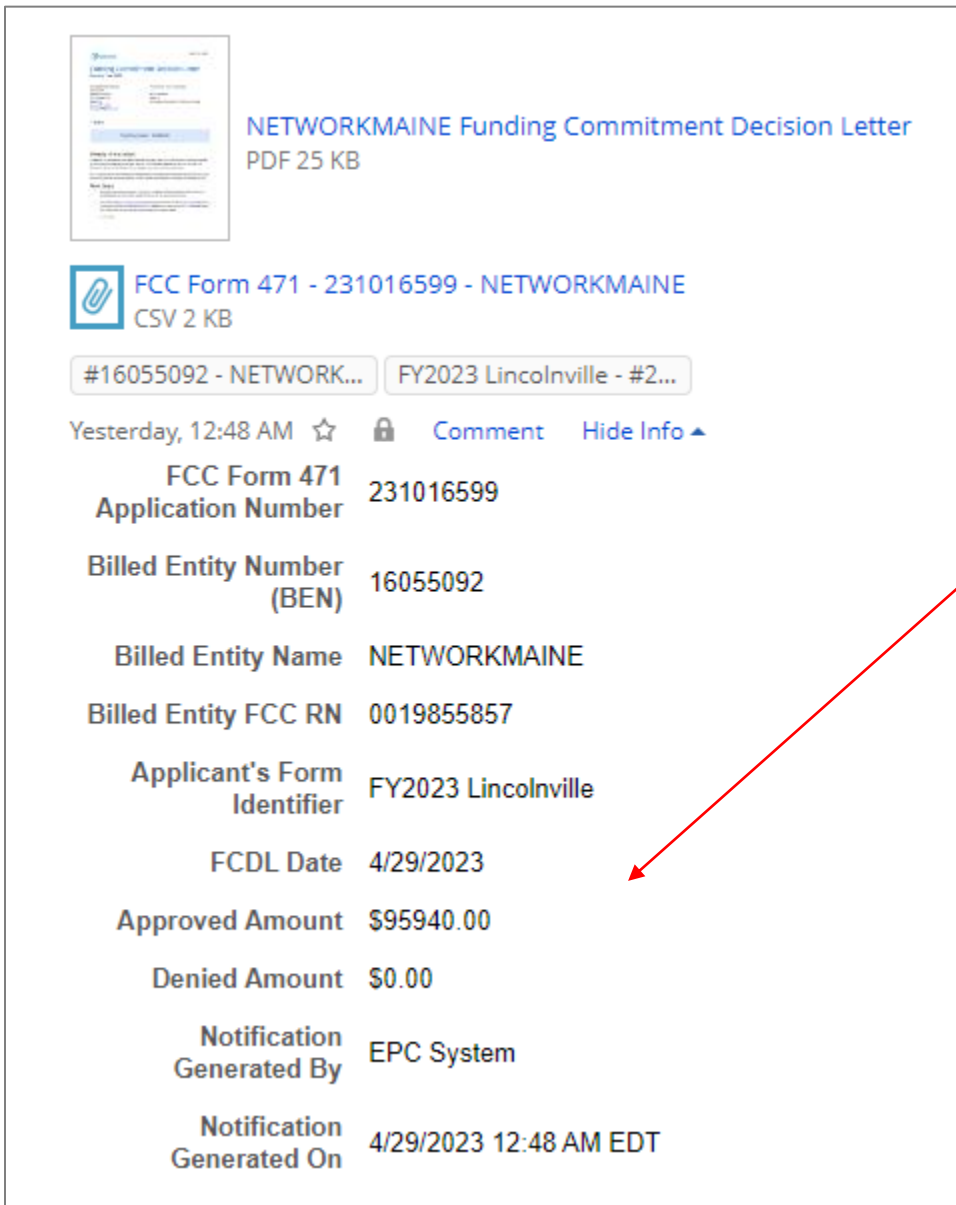
The screenshot displays a notification interface. At the top left, there is a thumbnail of a PDF document titled "NETWORKMAINE Funding Commitment Decision Letter" (25 KB). Below it is another attachment, "FCC Form 471 - 231016599 - NETWORKMAINE" (CSV, 2 KB). Two buttons are visible: "#16055092 - NETWORKK..." and "FY2023 Lincolnville - #2...". A red arrow points from the text "D. Button Links" to the second button. Below the buttons, there is a notification header with the time "Yesterday, 12:48 AM", a star icon, a lock icon, and links for "Comment" and "Hide Info". The main content is a table of application details.

FCC Form 471 Application Number	231016599
Billed Entity Number (BEN)	16055092
Billed Entity Name	NETWORKMAINE
Billed Entity FCC RN	0019855857
Applicant's Form Identifier	FY2023 Lincolnville
FCDL Date	4/29/2023
Approved Amount	\$95940.00
Denied Amount	\$0.00
Notification Generated By	EPC System
Notification Generated On	4/29/2023 12:48 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



NETWORKMAINE Funding Commitment Decision Letter  
PDF 25 KB

FCC Form 471 - 231016599 - NETWORKMAINE  
CSV 2 KB

#16055092 - NETWORKMAINE... FY2023 Lincolnville - #2...

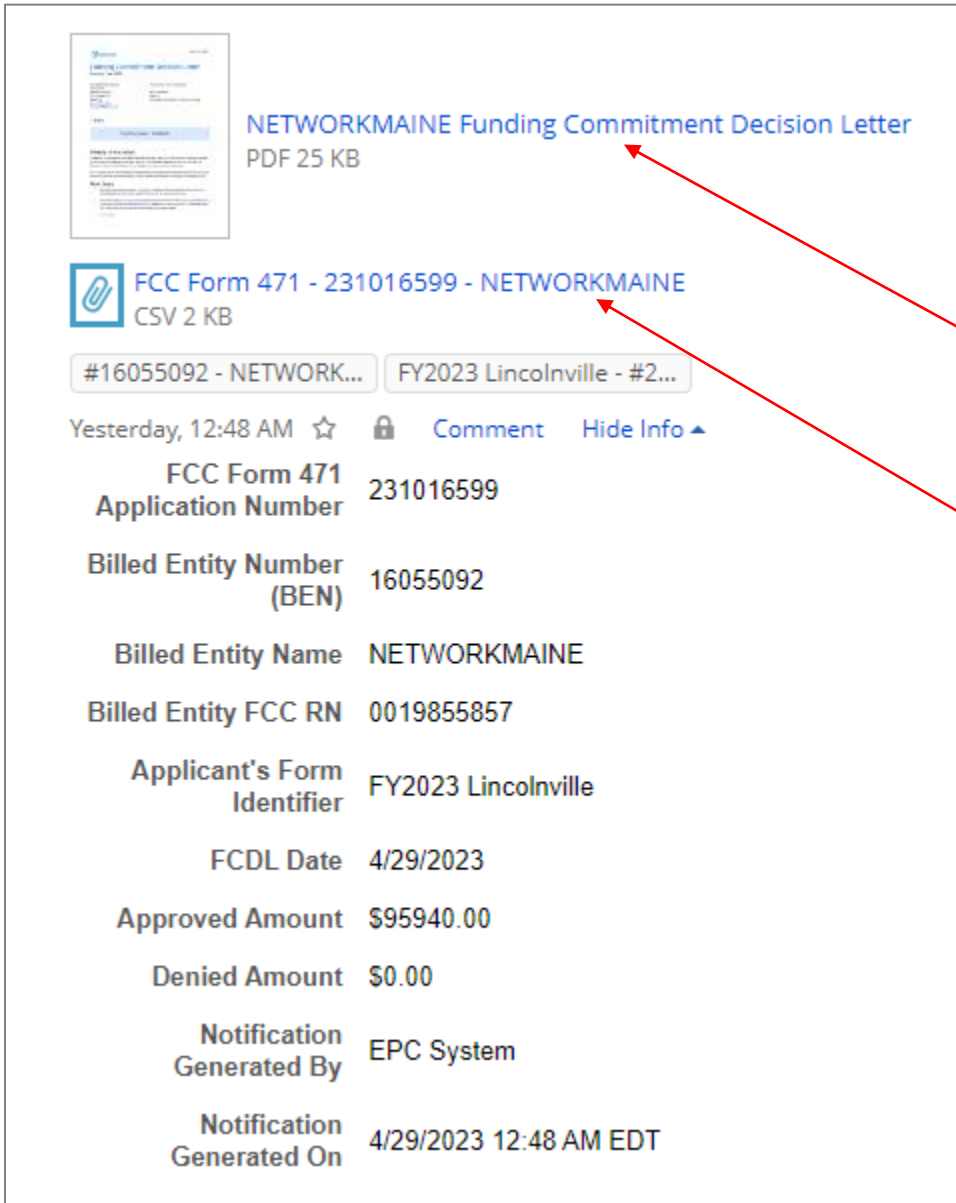
Yesterday, 12:48 AM ☆ 🔒 Comment Hide Info ▲

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FCDL Date	4/29/2023
Approved Amount	\$95940.00
Denied Amount	\$0.00
Notification Generated By	EPC System
Notification Generated On	4/29/2023 12:48 AM EDT

## ***E. FCDL details***

*Summary details of the Form 471 including the approved amount and denied amount, as well as other important information such as the date the FCDL was issued are listed in this section.*

# Locating an FCDL



The screenshot shows an email notification interface. At the top left is a small thumbnail of a document. To its right is a blue link: "NETWORKMAINE Funding Commitment Decision Letter PDF 25 KB". Below this is another blue link with a paperclip icon: "FCC Form 471 - 231016599 - NETWORKMAINE CSV 2 KB". Below these links are two search filters: "#16055092 - NETWORKK..." and "FY2023 Lincolnville - #2...". Below the filters are icons for a star, a lock, and buttons for "Comment" and "Hide Info". The main body of the email contains a list of application details:

<b>FCC Form 471 Application Number</b>	231016599
<b>Billed Entity Number (BEN)</b>	16055092
<b>Billed Entity Name</b>	NETWORKMAINE
<b>Billed Entity FCC RN</b>	0019855857
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<b>FCDL Date</b>	4/29/2023
<b>Approved Amount</b>	\$95940.00
<b>Denied Amount</b>	\$0.00
<b>Notification Generated By</b>	EPC System
<b>Notification Generated On</b>	4/29/2023 12:48 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.

# Understanding FCDLs

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

 Universal Service Administrative Co. April 29, 2023

## Funding Commitment Decision Letter

**Funding Year 2023**

**Contact Information:** **FCC Form 471:** 231016599  
Anne Perloff **BEN:** 16055092  
NETWORKMAINE **Wave:** 1  
5752 Neville Hall **Application Nickname:** FY2023 Lincolnville  
Room 250  
Orono, ME 04469  
[anne.perloff@maine.edu](mailto:anne.perloff@maine.edu)

### Totals

<b>Total Committed</b>	<b>\$95,940.00</b>
------------------------	--------------------

### What is in this letter?

Thank you for submitting your application for Funding Year 2023 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 29, 2023

## Funding Commitment Decision Letter

**Funding Year 2023**

**Contact Information:**  
Anne Perloff  
NETWORKMAINE  
5752 Neville Hall  
Room 250  
Orono, ME 04469  
[anne.perloff@maine.edu](mailto:anne.perloff@maine.edu)

**FCC Form 471:** 231016599  
**BEN:** 16055092  
**Wave:** 1  
**Application Nickname:** FY2023 Lincolnville

### Totals

<b>Total Committed</b>	<b>\$95,940.00</b>
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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 29, 2023

## Funding Commitment Decision Letter

Funding Year 2023

**Contact Information:**  
Anne Perloff  
NETWORKMAINE  
5752 Neville Hall  
Room 250  
Orono, ME 04469  
[anne.perloff@maine.edu](mailto:anne.perloff@maine.edu)

**FCC Form 471:** 231016599  
**BEN:** 16055092  
**Wave:** 1  
**Application Nickname:** FY2023 Lincolnville

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3. Invoice USAC

*Form 471 Number*

*Funding Wave Number*

*Application Nickname*

*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:** 231016599  
**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. 02-8 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 29, 2023

2

**BEN Name:** NETWORKMAINE  
**BEN:** 16055092

**FCC Form 471:** 231016599  
**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 29, 2023

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# 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: 231016599  
Wave: 1

## Funding Commitment Decision Overview

Funding Year 2023

### Application Comments for FCC Form 471: #231016599

The applicant did not submit any RAL corrections.

### Funding Commitment Decision Overview

Funding Request Number (FRN)	Service Provider Name	Amount Requested	Amount Committed	Status
2399023200	Lincolntonville Communications, Inc.	\$80,340.00	\$80,340.00	Funded
2399023201	Lincolntonville Communications, Inc.	\$15,600.00	\$15,600.00	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)

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 separate report for each FRN in the application with important details such as the figures used to calculate the funding request

Funding Request Number

<b>BEN Name:</b> NETWORKMAINE <b>BEN:</b> 16055092		<b>FCC Form 471:</b> 231016599 <b>Wave:</b> 1	
<b>FRN</b> 2399023200	<b>Service Type</b> Data Transmission and/or Internet Access	<b>Status</b> Funded	
<b>Dollars Committed</b>			
<b>Monthly Cost</b>		<b>One-time Cost</b>	
Months of Service	12		
Total Eligible Recurring Charges	\$123,600.00	Total Eligible One Time Charges	\$0.00
Total Pre-discount Charges		\$123,600.00	
<b>Discount Rate</b>		65.00%	
<b>Committed Amount</b>		\$80,340.00	
<b>Dates</b>		<b>Service Provider and Contract Information</b>	
Service Start Date	7/1/2023	Service Provider	Lincolville Communications, Inc.
Contract Expiration Date	6/30/2024	SPIN (498ID)	143018397
Contract Award Date	2/5/2021	Contract Number	
Service Delivery Deadline	6/30/2024	Account Number	
Expiration Date (All Extensions)	6/30/2028	Establishing FCC Form 470	210002043
<b>Consultant Information</b>			
Consultant Name			
Consultant's Employer			
CRN			
<b>Funding Commitment Decision Comments</b>			
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 such as any modifications from the original filing

# 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