Funding Commitment Decision Letters



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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

	Jsemane
F	Password
I	Forgot password?
() S I I I I I I I I I I I I I I I I I I	USAC) systems used to administer participation in the federal Universal iervice programs in compliance with 47 C.F.R. Part 54. Access to the system: s provided solely to USAC-authorized users for USAC-authorized business unproses. By logging in, you represent that you are an authorized user. Use if this system indicates acceptance of the terms and conditions governing he USAC systems. USAC monitors user access and content for compliance with applicable laws and policies. Use of the system may be recorded, read, exerched, copied and/or captured and is also subject to audit. Unauthorized use of this system is strictly prohibited and subject to disciplinary und/or legal action.
[Click the box to accept



③ Complete the steps as prompted to obtain and enter a one-time verification code

④ Once you have successfully logged into One Portal and are viewing its dashboard, access EPC by clicking on the gray block for "E-Rate Productivity Center (EPC)"





Your EPC Landing Page will display

My	Applica	nt Lan	ding Page					
Welcom	Univ Adm	versal So ninistrat	ervice ive Co.		Funding Request Rep IDD Extension FCC F Manage Organization	ort FCC Form 470 orm 500 SPIN Cha s EPC E-Rate Invoi	FCC Form 471 FCC Form 486 Appeal nge Service Substitution Manage User cing USAC Website Contact Us Help	5
Pond		lios						
renu	Туре	Select a Typ	0e	•	Application/Request	Enter an Applicat	tion/Request	
	Funding Year	Select a Fur	nding Year	-				
Pending Applic	COMAD Inquiries ation/Request N	are not included	5 In the landing p menu to	e Notifica t bage, use t select "Fu	t ions sectio he "Notific Inding Com	n of the ation Typ mitment	organization's pe" drop down t Decision Letter"	
Notif	ications		/					
Not	ification Type	Please select	a value	-	Status 🕜	• All		
	Funding Year	Select a Fur	nding Year 🕨	•		Not Generated		
	Notification		Description	Issued Date	Generated B	y	Generated On	
				No item	s available			

6 Then use the "Funding Year" drop down menu to select the funding year



A list of FCDLs for that year will display

Noti	ifications	cations						
No	otification Type	Funding Commitment Decision Letter - Status ? • All						
Funding Year 2025			•	⊖ Not	○ Not Generated			
	Notification		Description	Issued Date	Generated By	Generated On		
٩	Funding Comm	nitment Decision Letter	FCC Form 471 - 251014747	4/26/2025	EPC System	4/26/2025 12:31 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 № 2025 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 postcommitment changes related to their funding requests and can work together to complete the funding process for these requests.

Next Steps

 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.

 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.



FCC Form 471 - 251014747 - NETWORKMAINE CSV 2 KB

#16055092 - NETWORK... FY2025 Lincolnville - #2...

6 hours ago ☆ Comment Hide Info → FCC Form 471 251014747 Application Number 16055092

Billed Entity Name NETWORKMAINE

Billed Entity FCC RN 0019855857

Applicant's Form Identifier FY2025 Lincolnville

FCDL Date 4/26/2025

Approved Amount \$94464.00

Denied Amount \$0.00

Generated On

Notification Generated By EPC System

Notification 4/26/2025 12:31 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



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Sincerely, Universal Service Administrative Co.



NETWORKMAINE Funding Commitment Decision Letter PDF 26 KB



#16055092 - NETWORK... FY2025 Lincolnville - #2...

6	hours	ago	숩		Comment	Hide Info 🔺
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Locating an FCDL

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.



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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.

6 hours ago 🏠 🔒 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



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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 26 KB

FCC Form 471 - 251014747 - NETWORKMAINE CSV 2 KB

#16055092 - NETWORK... FY2025 Lincolnville - #2...

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.



NETWORKMAINE Funding Commitment Decision Letter PDF 26 KB

FCC Form 471 - 251014747 - NETWORKMAINE CSV 2 KB

#16055092 - NETWORK... FY2025 Lincolnville - #2...

6 hours ago 🟠 🔒 Comment Hide Info 🔺

FCC Form 471 Application Number 251014747

Imber

Billed Entity Number (BEN) 1

16055092

Billed Entity Name NETWORKMAINE

Billed Entity FCC RN 0019855857

Applicant's Form Identifier FY2025 Lincolnville

FCDL Date 4/26/2025

Approved Amount \$94464.00

Denied Amount \$0.00

Notification Generated By E

EPC System

Notification Generated On 4/26/2025 12:31 AM EDT

Locating an FCDL

D. Button Links

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





NETWORKMAINE Funding Commitment Decision Letter PDF 26 KB

FCC Form 471 - 251014747 - NETWORKMAINE CSV 2 KB

#16055092 - NETWORK... FY2025 Lincolnville - #2...

6 hours ago 🏠 🔒 Comment Hide Info 🔺

FCC Form 471 . Application Number

251014747

Billed Entity Number (BEN)

r 16055092

Billed Entity Name NETWORKMAINE

Billed Entity FCC RN 0019855857

Applicant's Form Identifier FY2025 Lincolnville

FCDL Date 4/26/2025

Approved Amount \$94464.00

Denied Amount \$0.00

Notification Generated By

EPC System

Notification 4/2 Generated On

4/26/2025 12:31 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.





(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 26, 2025

Funding Commitment Decision Letter

Funding Year 2025

Contact Information:

Anne Perloff NETWORKMAINE 5752 Neville Hall Room 250 Orono, ME 04469 anne.perloff@maine.edu BEN: 16055092

FCC Form 471: 251014747

BEN: 16055092 Wave: 1 Application Nickname: FY2025 Lincolnville

Totals

Total Committed \$94,464.00

What is in this letter?

Thank you for submitting your application for Funding Year 2025 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

- 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.
- Review the <u>Children's Internet Protection Act (CIPA)</u> requirements and file the <u>FCC Form 486</u> (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



Understanding FCDLs

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 26, 2025

Funding Commitment Decision Letter

FCC Form 471: 251014747

Application Nickname: FY2025 Lincolnville

BEN: 16055092

Wave: 1

Funding Year 2025

Contact Information:

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

Totals

Total Committed \$94,464.00

What is in this letter?

Thank you for submitting your application for Funding Year 2025 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.

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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 full cost for the services you receive.
- Review the <u>Children's Internet Protection Act (CIPA)</u> requirements and file the <u>FCC Form 486</u> (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).

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



Funding Year

Invoice USAC

Understanding FCDLs



Thank you for submitting your application for Funding Year 2025 Schools and Libraries Progra (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.
- Review the <u>Children's Internet Protection Act (CIPA)</u> requirements and file the <u>FCC Form 486</u> (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

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

BEN Name: NETWORKMAINE BEN: 16055092 FCC Form 471: 251014747 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 <u>FCC Form 472</u>, the Billed Entity Applicant Reimbursement (BEAR) Form, to invoice USAC for reimbursement of the discounted amount.
- If your service provider(s) is invoicing USAC: The service provider(s) must provide services, bill the applicant for the non-discounted share, and file the <u>FCC Form 474</u>, the Service Provider Invoice (SPI) form, to invoice USAC for reimbursement for the discounted portion of costs. Every funding year, service providers must file an <u>FCC Form 473</u>, the Service Provider Annual Certification Form, to be able to submit invoices and to receive disbursements.
- 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 <u>E-rate Productivity Center (EPC)</u> and provide the required information. USAC will reply to your appeal submissions to confirm receipt. Visit USAC's <u>website</u> for additional information on submitting an appeal to USAC, including step-bystep 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 <u>Electronic Comment Filing System</u> (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). BEN Name: NETWORKMAINE BEN: 16055092 FCC Form 471: 251014747 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 26, 2025



2

April 26, 2025

3

Understanding FCDLs

Understanding FCDLs

Page 4 of the document is an overview that contains high level information about the funding requests within the application

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 canceled)



1999031258

1999031259

1999036161

TVC Albany, Inc

TVC Albany, Inc

TVC Albany, Inc

BI	Name: NETWORKMAINE		FCC Form 471: 251014747 Wave: 1				
	J Commitme ar 2025	ent De	ecision	Ove	erview		
Applicatio	n Comments for not submit any RAL corre	or FCC	Form 47	1: #25	1014747		
Funding C	ommitment De	cision	Overviev	v			
Funding Request Number (FRN)	Service Provider Name	Amoun Reques	t Amo sted Com	ount nmitted	Status		
2599017114	Lincolnville Communication	ns, \$ 79,104	.00 \$79,	104.00	Funded		
2599017115	Lincolnville Communication Inc.	ns, \$ 15,360	.00 \$15,3	360.00	Funded		
Funding C	ommitment Decis	ion Over	view				
Funding Reques	Service Provider Name	Amount	Amount	Status			

Comments from the PIA reviewer about this application as a whole appear in this section

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

\$619,621,08

\$12,745.80

\$10,395.20

\$0.00

\$0.00

\$0.00

Denied

Denied

Denied

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

BEN Name: NETW BEN: 16055092	ORKMAINE	FCC Way	C Form 471: 25 [.] ve: 1	1014747	Funding status	
FRN 2599017114	Service Type Data Transmissic Access	on and/or Internet Fu	atus Inded			
Dollars Committed				•		
Monthly Cost		One-time Cost				
Months of Service	12					
Total Eligible Recurring Charges	\$123,600.00	Total Eligible One Time Charges \$0.00			Costs for this FRN	
Total Pre-0	liscount Charges	\$123,600.00				
	64.00%			Discount rate		
Cor	nmitted Amount	\$79,104.00				
Dates		Service Provider a	nd Contract Info	ormation	Committed amour	
Service Start Date	7/1/2025	Service Provider Lincolnville		ville	for this FRN	
Contract Expiration Date	6/30/2026		Commu	inications, Inc.		
Contract Award Date	2/5/2021	SPIN (498ID)	143018	397	-	
Service Delivery Deadline	6/30/2026	Contract Number			-	
Expiration Date (All Extensions)	6/30/2028	Account Number	470 040000		Comments from th	
		Establishing FCC Fol	rm 470 210002	.043	DIA reviewer about	
Consultant Information					FIA IEVIEWEI UDUUL	
Consultant Name					this particular FRN	
Consultant's Employer					such as any	
CRN						
Funding Commitment Decision Co	omments				modifications from	
					the original filing	

FUDL

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?

 \star Save all records for at least 10 years from the last date of service \star

• Copies of the PDF and CSV FCDL files

