

Filing an Appeal on a USAC Decision

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The Basics

To whom can I appeal?

If you wish to appeal a USAC decision

You must first file an appeal with USAC to seek review of the decision before you can file an appeal with the FCC. Once USAC has issued an appeal decision, you may then appeal that decision to the FCC within 60 days of USAC's decision on the appeal.

If you are seeking a waiver of FCC rules (e.g. late payment fees or waiver of form deadlines)

You must file directly with the FCC. USAC cannot waive FCC rules.

When do I appeal?

USAC must receive your appeal **within 60 days** following the date when USAC issued the particular decision that you are appealing.

To allow sufficient time for review, submit appeals as soon as possible following USAC's decision.

Example:

To appeal the decision in your Funding Commitment Decision Letter (FCDL), the appeal must be filed within 60 days of the date of the FCDL.

Where do I file an appeal?

You must file an appeal by accessing the account in the EPC Portal for the Billed Entity that is affected.

This is usually the school district, unless an entity is considered to be an independent school.

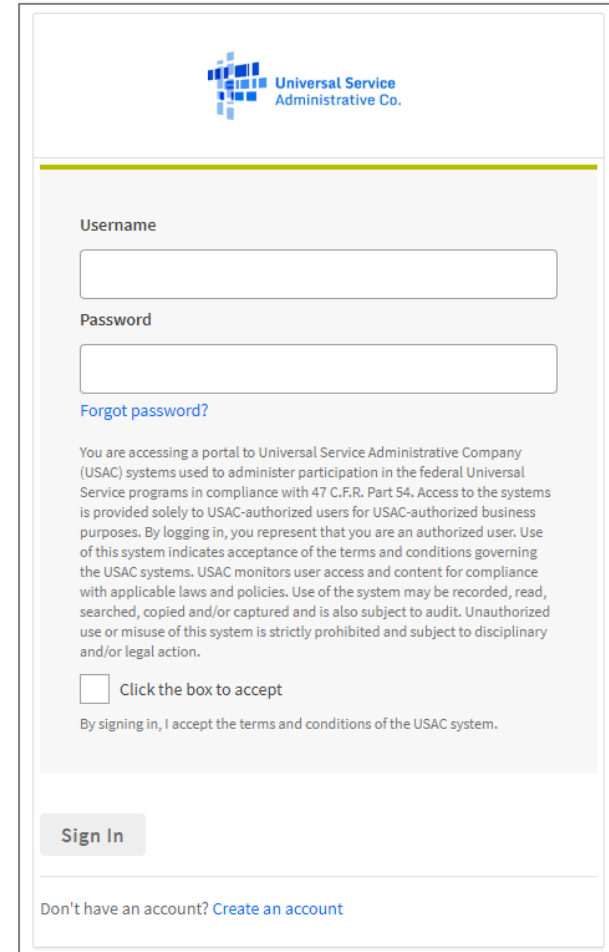
What do I include in the appeal?

- Applicant who is filing the appeal
- Contact information including name, address, telephone number, and email address of the person who can discuss the appeal with USAC in detail
- Funding year for the decision you are appealing
- Funding Request Numbers associated with this appeal
- Type of adverse decision you are appealing
- Narrative for your appeal, explaining precisely what relief you are seeking through this appeal
- Documentation of USAC's decision (a copy of USAC's decision letter)
- Supporting documentation such as forms and previous correspondence

Creating an Appeal

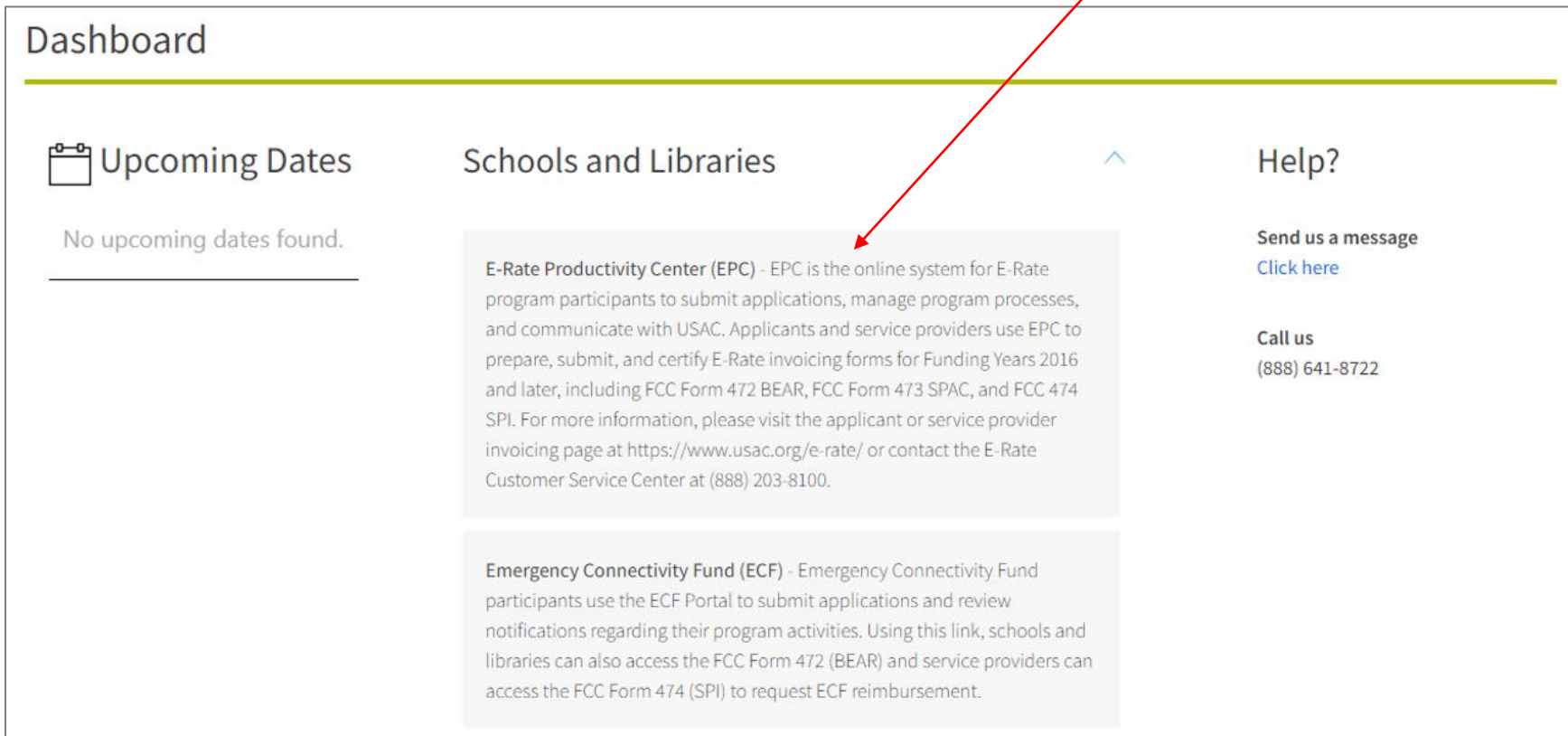
① Navigate to
<https://forms.universalservice.org/portal>

② Log into One Portal with your username
(your full email address) and One Portal password



The screenshot shows the login portal for the Universal Service Administrative Co. At the top, there is a logo consisting of a grid of blue squares of varying sizes, followed by 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: a "Username" label above a text input field; a "Password" label above a text input field; a blue link "Forgot password?"; a paragraph of text stating: "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."; a checkbox with the text "Click the box to accept" next to it; and a line of text "By signing in, I accept the terms and conditions of the USAC system." Below the gray box is a "Sign In" button. At the bottom of the page, there is a link "Don't have an account? Create an account".

- 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)”



The screenshot shows the 'Dashboard' of the One Portal. It features a yellow header bar. Below the header, there are three main sections: 'Upcoming Dates' on the left, 'Schools and Libraries' in the center, and 'Help?' on the right. The 'Upcoming Dates' section shows 'No upcoming dates found.' The 'Schools and Libraries' section contains two gray blocks. The top block is titled 'E-Rate Productivity Center (EPC)' and describes the system for submitting applications and managing program processes. The bottom block is titled 'Emergency Connectivity Fund (ECF)' and describes the portal for submitting applications and reviewing notifications. A red arrow points from the text in step ④ to the 'E-Rate Productivity Center (EPC)' block. The 'Help?' section includes links to 'Send us a message' and 'Click here', and a 'Call us' section with the phone number (888) 641-8722.

Dashboard

Upcoming Dates
No upcoming dates found.

Schools and Libraries


E-Rate Productivity Center (EPC) - EPC is the online system for E-Rate program participants to submit applications, manage program processes, and communicate with USAC. Applicants and service providers use EPC to prepare, submit, and certify E-Rate invoicing forms for Funding Years 2016 and later, including FCC Form 472 BEAR, FCC Form 473 SPAC, and FCC 474 SPI. For more information, please visit the applicant or service provider invoicing page at <https://www.usac.org/e-rate/> or contact the E-Rate Customer Service Center at (888) 203-8100.

Emergency Connectivity Fund (ECF) - Emergency Connectivity Fund participants use the ECF Portal to submit applications and review notifications regarding their program activities. Using this link, schools and libraries can also access the FCC Form 472 (BEAR) and service providers can access the FCC Form 474 (SPI) to request ECF reimbursement.

Help?
Send us a message
[Click here](#)
Call us
(888) 641-8722

Your EPC Landing Page will display

My Applicant Landing Page



**Universal Service
Administrative Co.**

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

Welcome, [School District 6!](#)

Pending Inquiries

Type

Application/Request

Funding Year

APPLY FILTERS


CLEAR FILTERS

Pending COMAD Inquiries are not included.

Application/Request Number	Type	Nickname	Inquiry Name	Outreach Type	Date Sent	Due Date	↑	Extn.	Status
No items available									

- ⑤ Select the “Appeal” link on your landing page to begin an appeal

My Applicant Landing Page



Universal Service
Administrative Co.

Welcome, School District 6!

Pending Inquiries

Type -- Select a Type --

Application/Request -- Enter an Application/Request ID or Nickname --

Funding Year -- Select a Funding Year --

APPLY FILTERS

CLEAR FILTERS

Pending COMAD Inquiries are not included.

Application/Request Number	Type	Nickname	Inquiry Name	Outreach Type	Date Sent	Due Date	↑	Extn.	Status
No items available									

Appeal Section One: General Information

*First, you will review and enter
some general information.*

General Information

When you begin the appeal, the basic information about the billed entity will automatically populate from the organization's EPC profile.

Create Appeal

General Information

Select FRNs

Detailed Info

Submitting Organization Details

School District 6

BEN: 116

100 Main Street

FCC Registration Number: 1234564560

Springfield, ME 04487

555-555-7878

school.district6.user1@mailinator.com

Appeal Details

Nickname *

Funding Year *

-- Select a Funding Year --

What type of decision would you like to appeal? ⓘ *

-- Select a Value --

Appeal Type *

-- Select a Value --

Appeal Category *

-- Select a Value --

Contact Information

Main Contact Person *

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

FCC Notice Required By The Paperwork Reduction Act (OMB Control Number: 3060-0853)

Part 54 of the Federal Communications Commission's (FCC) rules authorize the FCC to collect the information requested in this form. Responses to the questions herein are required to obtain the benefits sought by this application. Failure to provide all requested information will delay processing or result in the form being returned without action. Information requested by this form will be available for public inspection. The information provided will be used to determine whether approving this request is in the public interest. We have estimated that each response to this collection of information will take 1 hour. Our estimate includes the time to read the instructions, look through existing records, gather and maintain the required data, and actually complete and review the form or response. If you have any comments on this estimate, or on how we can improve the collection and reduce the burden it causes you, please write the Federal Communications Commission, AMD-PER, Paperwork Reduction Project (3060-0853), Washington, DC 20554. We will also accept your comments via the Internet if you send them to pra@fcc.gov. Please DO NOT SEND COMPLETED APPLICATIONS TO THIS ADDRESS. Remember - you are not required to respond to a collection of information sponsored by the Federal government, and the government may not conduct or sponsor this collection, unless it displays a currently valid OMB control number or if we fail to provide you with this notice. This collection has been assigned an OMB control number of 3060-0853.

CANCEL

CONTINUE

Create Appeal

General Information

Select FRNs

Detailed Info

Submitting Organization Details

School District 6
100 Main Street
Springfield, ME 04487
555-555-7878
school.district6.user1@mailinator.com

Appeal Details

Nickname *

Funding Year *

① Enter a nickname that will serve as a reminder for the decision you are appealing

Create Appeal

General Information

Select FRNs

Detailed Info

Submitting Organization Details

School District 6

100 Main Street

Springfield, ME 04487

555-555-7878

school.district6.user1@mailinator.com

BEN: 116

FCC Registration Number: 1234564560

Appeal Details

Nickname *

My Appeal

What type of decision would you like to appeal? ? *

-- Select a Value --

Appeal Category *

-- Select a Value --

Funding Year *

-- Select a Funding Year --

-- Select a Funding Year --

2016

2017

② Select the Funding Year

Create Appeal

General Information

Select FRNs

Detailed Info

Submitting Organization Details

School District 6

100 Main Street

Springfield, ME 04487

555-555-7878

school.district6.user1@mailinator.com

BEN: 116

FCC Registration Number: 1234564560

Appeal Details

Nickname *

My Appeal

Funding Year *

2017

What type of decision would you like to appeal? ? *

-- Select a Value --

-- Select a Value --

FCC Form 486 Notification Letter

Administrator's Decision on Invoice Deadline Extension Request Letter

FCC Form 472 (BEAR) Notification Letter

Funding Commitment Decision Letter

Notification of Commitment Adjustment Letter

Notification of Improperly Disbursed Funds Recovery Letter

Quarterly E-Rate Payment Authorization Report

Remittance Statement

Revised Funding Commitment Decision Letter

Administrator's Decision on Invoicing Mode Change Request

Estimate that each response to this collection of information will take from our estimate includes the time to read the instructions, look through existing records, gather and maintain the required data, and actually complete and review the form or response. If you have any comments on this estimate, or on how we can improve the collection and reduce the burden it causes you, please write the Federal Communications Commission, AMD-PERF, Paperwork Reduction Project (3060-0853), Washington, DC 20554. We will also accept your comments via the Internet if you send them to pra@fcc.gov. Please DO NOT SEND COMPLETED APPLICATIONS TO THIS ADDRESS. Remember - you are not required to respond to a collection of information sponsored by the Federal government, and the government may not conduct or sponsor this collection, unless it displays a currently valid OMB control number or if we fail to provide you with this notice. This collection has been assigned an OMB control number of 3060-0853.

Appeal Type *

-- Select a Value --

③ Select the type of decision being appealed

(OMB Control Number: 3060-0853)

Create Appeal

General Information

Select FRNs

Detailed Info

Submitting Organization Details

School District 6

100 Main Street

Springfield, ME 04487

555-555-7878

school.district6.user1@mailinator.com

BEN: 116

FCC Registration Number: 1234564560

Appeal Details

Nickname *

My Appeal

What type of decision would you like to appeal? ? *

Funding Commitment Decision Letter

Appeal Category *

-- Select a Value --

Contact Information

Main Contact Person *

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

FCC Notice Required By The Paperwork Reduction Act (C

Part 54 of the Federal Communications Commission's (FCC) rules authorize the FCC to collect information to obtain the benefits sought by this application. Failure to provide all requested information will result in the information requested by this form will be available for public inspection. The information provided will be made available to the public. It is estimated that each response to this collection of information will take 1 hour. Our estimate is based on the time to maintain the required data, and actually complete and review the form or response. If you have any comments on the burden it causes you, please write the Federal Communications Commission, AMD-PERF, Paperwork Reduction Project (3060-0853), Washington, DC 20554. We will also accept your comments via the Internet if you send them to pra@fcc.gov. Please DO NOT SEND COMPLETED APPLICATIONS TO THIS ADDRESS. Remember - you are not required to respond to a collection of information sponsored by the Federal government, and the government may not conduct or sponsor this collection, unless it displays a currently valid OMB control number or if we fail to provide you with this notice. This collection has been assigned an OMB control number of 3060-0853.

④ Select the appeal type

Funding Year *

2017

Appeal Type *

-- Select a Value --

-- Select a Value --

Commitment Adjustment Appeal

Notification of Improperly Disbursed Funds Recovery

486 Appeal

Appeal

SPIN Change Appeal

Entity Updates (Non-Appeal)

Invoice Appeal

FCC Remand, Commitment

FCC Remand, Non-Commitment

FCC Remand, COMAD

State Replacement Contract SPIN Change (Non-Appeal)

Create Appeal

General Information

Select FRNs

Detailed Info

Submitting Organization Details

School District 6

100 Main Street

Springfield, ME 04487

555-555-7878

school.district6.user1@mailinator.com

BEN: 116

FCC Registration Number: 1234564560

Appeal Details

Nickname *

My Appeal

Funding Year *

2017

What type of decision would you like to appeal? ⓘ *

Funding Commitment Decision Letter

Appeal Type *

Commitment Adjustment Appeal

Appeal Category *

-- Select a Value --

-- Select a Value --

Beneficiary Audit

USAC PQA (Payment Quality Assurance Audit)

Beneficiary and Contributor Audit Program

MPS (Minimum Processing Standards)

Red Light Rule

CIPA

Duplicative Services Issue

Category Two Budget

Services Not Posted

Service Substitution

Service Eligibility

⑤ Select the appeal category

(OMB Control Number: 3060-0853)

ect the information requested in this form. Responses to the questions herein are required to will delay processing or result in the form being returned without action. Information l be used to determine whether approving this request is in the public interest. We have e includes the time to read the instructions, look through existing records, gather and have any comments on this estimate, or on how we can improve the collection and reduce :M, Paperwork Reduction Project (3060-0853), Washington, DC 20554. We will also accept your :TED APPLICATIONS TO THIS ADDRESS. Remember - you are not required to respond to a not conduct or sponsor this collection, unless it displays a currently valid OMB control

General Information

Create Appeal

General Information

Select FRNs

Detailed Info

Submitting Organization Details

School District 6
100 Main Street
Springfield, ME 04487
555-555-7878
school.district6.user1@mailinator.com


BEN: 116
FCC Registration Number: 1234564560

Appeal Details

Nickname *	Funding Year *
<input type="text" value="My Appeal"/>	<input type="text" value="2017"/>
What type of decision would you like to appeal? ⓘ *	Appeal Type *
<input type="text" value="Funding Commitment Decision Letter"/>	<input type="text" value="Commitment Adjustment Appeal"/>
Appeal Category *	
<input type="text" value="Ineligible Entity"/>	

Contact Information

Main Contact Person *

 **School District 6 User 1**
school.district6.user1@mailinator.com

Free Notice Required by the Paperwork Reduction Act (OMB Control Number: 3060-0853)

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CANCEL

CONTINUE

⑥ Begin typing the name or email address for a contact person and the system will search for and display matches. Select the desired contact.

Create Appeal

General Information

Select FRNs

Detailed Info

Submitting Organization Details

School District 6

100 Main Street

Springfield, ME 04487

555-555-7878

school.district6.user1@mailinator.com

BEN: 116

FCC Registration Number: 1234564560

Appeal Details

Nickname *

My Appeal

Funding Year *

2017

What type of decision would you like to appeal? *

Funding Commitment Decision Letter

Appeal Type *

Commitment Adjustment Appeal

Appeal Category *

Ineligible Entity

Contact Information

Main Contact Person *

School District 6 User 1

School District 6 User 1

school.district6.user1@mailinator.com

555-555-5555

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

FCC Notice Required By The Paperwork Reduction Act (OMB Control Number: 3060-0853)

Part 54 of the Federal Communications Commission's (FCC) rules authorize the FCC to collect the information requested in this form. Responses to the questions herein are required to obtain the benefits sought by this application. Failure to provide all requested information will delay processing or result in the form being returned without action. Information requested by this form will be available for public inspection. The information provided will be used to determine whether approving this request is in the public interest. We have estimated that each response to this collection of information will take 1 hour. Our estimate includes the time to read the instructions, look through existing records, gather and maintain the required data, and actually complete and review the form or response. If you have any comments on this estimate, or on how we can improve the collection and reduce the burden it causes you, please write the Federal Communications Commission, AMD-PER, Paperwork Reduction Project (3060-0853), Washington, DC 20554. We will also accept your comments via the Internet if you send them to pra@fcc.gov. Please DO NOT SEND COMPLETED APPLICATIONS TO THIS ADDRESS. Remember - you are not required to respond to a collection of information sponsored by the Federal government, and the government may not conduct or sponsor this collection, unless it displays a currently valid OMB control number or if we fail to provide you with this notice. This collection has been assigned an OMB control number of 3060-0853.

CANCEL

⑦ Then click on the "CONTINUE" button to proceed →

CONTINUE

Appeal Section Two: Select FRNs

Next, you will select the FRNs to include on this appeal.

Create Appeal

General Information

Select FRNs

Detailed Info

Submitting Organization Details

School District 6

100 Main Street

Springfield, ME 04487

555-555-7878

school.district6.user1@mailinator.com

BEN: 116

FCC Registration Number: 1234564560

Choose Search Method

SEARCH BY FRN

SEARCH BY POST-COMMITMENT REQUEST

CANCEL

BACK

CONTINUE

① Choose a method to search for the FRNs that you want to include on this appeal

A Click on the “SEARCH BY FRN” button to search for funded FRNs and then click on the “CONTINUE” button

then go to the next page in this guide

B Click on the “SEARCH BY POST-COMMITMENT REQUEST” button to search for post-commitment requests and then click on the “CONTINUE” button

then skip to page 27 in this guide

A

If you chose to search by FRN, a list of the funded FRNs for the chosen funding year will display

Select FRNs

Select FRNs

Use the filters below to search and select FRNs to associate.

General Information

Select FRNs

Detailed Info

Submitting Organization Details

486 Training Ind. School_1000010

BEN: 15412

1 Main Street

FCC Registration Number: 0123456789

Washington, DC 20005

012-345-6789

Filters

Application Number

Category of Service

FRN

FRN Status

ADD ALL (5) FRNs

CLEAR SEARCH FILTERS

SEARCH

<input type="checkbox"/>	FRN	Application Number	FRN Nickname	Category of Service	FRN Status
<input type="checkbox"/>	1699002680	161002506	Cat 1 Funding Request Nickname	Category 1	Funded
<input type="checkbox"/>	1699003173	161002976	Cat 1 Funding Request Nickname	Category 1	Funded
<input type="checkbox"/>	1699003174	161002976	Cat 1 Funding Request Nickname	Category 1	Funded
<input type="checkbox"/>	1699003175	161002976	Cat 1 Funding Request Nickname	Category 1	Funded
<input type="checkbox"/>	1699003176	161002976	Cat 1 Funding Request Nickname	Category 1	Funded

5 items

ADD (0) FRNs

Selected FRNs

<input type="checkbox"/>	FRN	Application Number	FRN Nickname	Category of Service	FRN Status
No FRNs Currently Associated					

You must associate at least one Funding Request

REMOVE (0) FRNs

CANCEL

BACK

CONTINUE

Select FRNs

A ① Choose the FRNs that you want to include on this appeal

*To add all of the FRNs in the list to this appeal:
click on the “ADD ALL (X) FRNS” button at the top of the list*

ADD ALL (5) FRNS

CLEAR SEARCH FILTERS

SEARCH

<input type="checkbox"/>	FRN	↑	Application Number	FRN Nickname	Category of Service	FRN Status
<input type="checkbox"/>	1699002680		161002506	Cat 1 Funding Request Nickname	Category 1	Funded
<input type="checkbox"/>	1699003173		161002976	Cat 1 Funding Request Nickname	Category 1	Funded
<input type="checkbox"/>	1699003174		161002976	Cat 1 Funding Request Nickname	Category 1	Funded
<input type="checkbox"/>	1699003175		161002976	Cat 1 Funding Request Nickname	Category 1	Funded
<input type="checkbox"/>	1699003176		161002976	Cat 1 Funding Request Nickname	Category 1	Funded

5 items

ADD (0) FRNS

*To add specific FRNs to this appeal:
check the box to the left of each desired FRN and then click
on the “ADD (X) FRNS” button at the bottom of the list*

NOTE: “(x)” on each of the button descriptions designates the
number of FRNs selected or available for a particular action

Select FRNs

A ② Verify that the FRNs you want to include are now also listed in the “Selected FRNs” section at the bottom of the page

ADD ALL (5) FRNS

CLEAR SEARCH FILTERS

SEARCH

<input type="checkbox"/>	FRN	↑	Application Number	FRN Nickname	Category of Service	FRN Status
<input type="checkbox"/>	1699002680		161002506	Cat 1 Funding Request Nickname	Category 1	Funded
<input type="checkbox"/>	1699003173		161002976	Cat 1 Funding Request Nickname	Category 1	Funded
<input type="checkbox"/>	1699003174		161002976	Cat 1 Funding Request Nickname	Category 1	Funded
<input type="checkbox"/>	1699003175		161002976	Cat 1 Funding Request Nickname	Category 1	Funded
<input type="checkbox"/>	1699003176		161002976	Cat 1 Funding Request Nickname	Category 1	Funded

5 items

ADD (0) FRNS

Selected FRNs

<input type="checkbox"/>	FRN	↑	Application Number	FRN Nickname	Category of Service	FRN Status
<input type="checkbox"/>	1699002680		161002506	Cat 1 Funding Request Nickname	Category 1	Funded

REMOVE (0) FRNS

CANCEL

BACK

CONTINUE

NOTE: To remove one or more of the selected FRNs, check the box to the left of the FRN(s) you want to remove, then click on the “REMOVE (X) FRNS” button

Select FRNs

ADD ALL (5) FRNS

CLEAR SEARCH FILTERS

SEARCH

<input type="checkbox"/>	FRN ↑	Application Number	FRN Nickname	Category of Service	FRN Status
<input type="checkbox"/>	1699002680	161002506	Cat 1 Funding Request Nickname	Category 1	Funded
<input type="checkbox"/>	1699003173	161002976	Cat 1 Funding Request Nickname	Category 1	Funded
<input type="checkbox"/>	1699003174	161002976	Cat 1 Funding Request Nickname	Category 1	Funded
<input type="checkbox"/>	1699003175	161002976	Cat 1 Funding Request Nickname	Category 1	Funded
<input type="checkbox"/>	1699003176	161002976	Cat 1 Funding Request Nickname	Category 1	Funded

5 items

ADD (0) FRNS

Selected FRNs

<input type="checkbox"/>	FRN ↑	Application Number	FRN Nickname	Category of Service	FRN Status
<input type="checkbox"/>	1699002680	161002506	Cat 1 Funding Request Nickname	Category 1	Funded

REMOVE (0) FRNS

CANCEL

BACK

CONTINUE

A ③ Click on the “CONTINUE” button to proceed

B

If you chose to search by post-commitment request, a list of the filed post-commitment requests for the chosen funding year will display

Select FRNs

Use the filters below to search and select FRNs associated with a Post-Commitment Request.

General Information

Select FRNs

Detailed Info

Submitting Organization Details

486 Training Ind. School_1000010

BEN: 15412

1 Main Street

FCC Registration Number: 0123456789

Washington, DC 20005

012-345-6789

Filters

Application Number

Enter entire FCC Form 471 Application Number

FRN

Enter entire Funding Request Number

Request ID

Entire entire Post-Commitment Request ID

Category of Service

--Select Filter by Application Category of Service--

FRN Status

--Select Filter by FRN Status--

Request Type

Select a Post-Commitment Request Type

CLEAR SEARCH FILTERS

SEARCH

All FRNs on the original Post-Commitment Request will be associated with this Appeal Request. If you wish to associate only some of the FRNs from the selected Post-Commitment Request, click on the button to View Associated FRNs

<input type="checkbox"/>	Request ID	Request Type	FRN	Application Number	FRN Nickname	Category of Service	FRN Status
<input type="checkbox"/>	14	FCC Form 486	1699003173	161002976	Cat 1 Funding Request Nickname	Category 1	Funded
<input type="checkbox"/>	14	FCC Form 486	1699002680	161002506	Cat 1 Funding Request Nickname	Category 1	Funded

VIEW ASSOCIATED FRNS

CANCEL

BACK

CONTINUE

Select FRNs

B ① Check the box to the left of each desired request

All FRNs on the original Post-Commitment Request will be associated with this Appeal Request. If you wish to associate only some of the FRNs from the selected Post-Commitment Request, click on the button to View Associated FRNs

<input checked="" type="checkbox"/>	Request ID ↑	Request Type	FRN	Application Number	FRN Nickname	Category of Service	FRN Status
<input checked="" type="checkbox"/>	14	FCC Form 486	1699003173	161002976	Cat 1 Funding Request Nickname	Category 1	Funded
<input checked="" type="checkbox"/>	14	FCC Form 486	1699002680	161002506	Cat 1 Funding Request Nickname	Category 1	Funded

B ② Then click on the “VIEW ASSOCIATED FRNS” button

Select FRNs

B ③ Verify that only the desired FRNs are listed. By default, all FRNs included on the post-commitment request will be included in the appeal.

All FRNs on the original Post-Commitment Request will be associated with this Appeal Request. If you wish to associate only some of the FRNs from the selected Post-Commitment Request, click on the button to View Associated FRNs

<input checked="" type="checkbox"/>	Request ID ↑	Request Type	FRN	Application Number	FRN Nickname	Category of Service	FRN Status
<input checked="" type="checkbox"/>	14	FCC Form 486	1699003173	161002976	Cat 1 Funding Request Nickname	Category 1	Funded
<input checked="" type="checkbox"/>	14	FCC Form 486	1699002680	161002506	Cat 1 Funding Request Nickname	Category 1	Funded

[VIEW ASSOCIATED FRNS](#)

FRNs associated with Post-Commitment Request # 14

<input type="checkbox"/>	FRN ↑	Application Number	FRN Nickname	Category of Service	FRN Status
<input type="checkbox"/>	1699002680	161002506	Cat 1 Funding Request Nickname	Category 1	Funded
<input type="checkbox"/>	1699003173	161002976	Cat 1 Funding Request Nickname	Category 1	Funded

[REMOVE \(0\) FRNS](#)

[CANCEL](#) [BACK](#) [CONTINUE](#)

NOTE: To remove one or more of the selected FRNs, check the box to the left of the FRN(s) you want to remove, then click on the “REMOVE (X) FRNS” button

Select FRNs

All FRNs on the original Post-Commitment Request will be associated with this Appeal Request. If you wish to associate only some of the FRNs from the selected Post-Commitment Request, click on the button to View Associated FRNs

<input checked="" type="checkbox"/>	Request ID ↑	Request Type	FRN	Application Number	FRN Nickname	Category of Service	FRN Status
<input checked="" type="checkbox"/>	14	FCC Form 486	1699003173	161002976	Cat 1 Funding Request Nickname	Category 1	Funded
<input checked="" type="checkbox"/>	14	FCC Form 486	1699002680	161002506	Cat 1 Funding Request Nickname	Category 1	Funded

[VIEW ASSOCIATED FRNS](#)

FRNs associated with Post-Commitment Request # 14

<input type="checkbox"/>	FRN ↑	Application Number	FRN Nickname	Category of Service	FRN Status
<input type="checkbox"/>	1699002680	161002506	Cat 1 Funding Request Nickname	Category 1	Funded
<input type="checkbox"/>	1699003173	161002976	Cat 1 Funding Request Nickname	Category 1	Funded

[REMOVE \(0\) FRNS](#)

B ④ Click on the “CONTINUE” button to proceed

[CANCEL](#)

[BACK](#)

[CONTINUE](#)

Appeal Section Three: Detailed Info

*Next, you will enter your reason for the
appeal and provide documentation.*

*You will see a page
where you will enter
the appeal details*

Enter Appeal Details

General Information

Select FRNs

Detailed Info

Submitting Organization Details

486 Training Ind. School_1000010

BEN: 15412

1 Main Street

FCC Registration Number: 0123456789

Washington, DC 20005

012-345-6789

Appeal Details

Narrative *

0/2000 characters

Please explain the reason for your appeal. If you are appealing multiple decisions by the Administrator (USAC), list all of the decisions you are appealing for FRN(s). You may upload supporting documentation to help further explain your appeal. Please remember that waivers of an official E-rate rule can only be sought at the Federal Communications Commission (FCC), not USAC (this would include such appeals as seeking a waiver of the rule that an invoice extension be filed before the last date to invoice and appeals seeking a waiver of the FCC Form 471 deadline). Conversely, the FCC will not accept appeals of USAC decisions that have not first been appealed to USAC (such as late FCC Form 486s where there is no FCC rule governing the deadline). See 47 C.F.R. § 54.719.

Upload Document

New Document #1

UPLOAD

Drop file here

Please note that the document upload is not required to proceed with the Form

CANCEL

BACK

SUBMIT

Detailed Info

① Enter a Narrative explaining the decision you are appealing and the reason for your appeal, being as complete and descriptive as possible.

If you are appealing multiple decisions on this single appeal, list all of the decisions you are appealing for all of the affected FRNs.

Enter Appeal Details

General Information

Select FRNs

Detailed Info

Submitting Organization Details

486 Training Ind. School_1000010

1 Main Street

Washington, DC 20005

012-345-6789

BEN: 15412

FCC Registration Number: 0123456789

Appeal Details

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0/2000 characters

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Upload Document

New Document #1 ?

UPLOAD

Drop file here

Please note that the document upload is not required to proceed with the Form

CANCEL

BACK

SUBMIT

Enter Appeal Details

General Information

Select FRNs

Detailed Info

Submitting Organization Details

486 Training Ind. School_1000010

1 Main Street

Washington, DC 20005

012-345-6789

BEN: 15412

FCC Registration Number: 0123456789

Appeal Details

Narrative *

I am appealing the FCDL decision on FRN XYZ which removed funding from my request due to entities being inappropriately determined to be ineligible during PIA Review.

166/2000 characters

Please explain the reason for your appeal. If you are appealing multiple decisions by the Administrator (USAC), list all of the decisions you are appealing for FRN(s). You may upload supporting documentation to help further explain your appeal. Please remember that waivers of an official E-rate rule can only be sought at the Federal Communications Commission (FCC), not USAC (this would include such appeals as seeking a waiver of the rule that an invoice extension be filed before the last date to invoice and appeals seeking a waiver of the FCC Form 471 deadline). Conversely, the FCC will not accept appeals of USAC decisions that have not first been appealed to USAC (such as late FCC Form 486s where there is no FCC rule governing the deadline). See 47 C.F.R. § 54.719.

Upload Document

New Document #1

UPLOAD  Drop file here

Please note that the document upload is not required to proceed with the Form

CANCEL

BACK

SUBMIT

② Upload as many documents as you deem necessary to support your appeal, including a copy of the original decision letter

Enter Appeal Details

General Information

Select FRNs

Detailed Info

Submitting Organization Details

486 Training Ind. School_1000010

BEN: 15412

1 Main Street

FCC Registration Number: 0123456789

Washington, DC 20005

012-345-6789

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Upload Document

New Document #1

UPLOAD  Drop file here

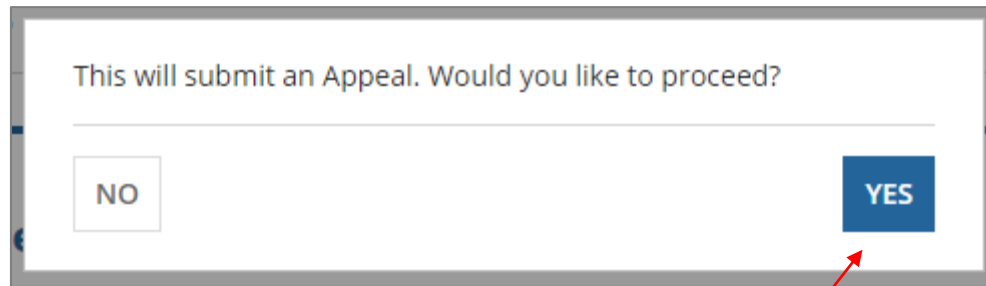
Please note that the document upload is not required to proceed with the Form

CANCEL

BACK

SUBMIT

③ Click on the
“SUBMIT” button to
proceed



This will submit an Appeal. Would you like to proceed?

NO YES

④ To confirm that you would like to submit the appeal, click on the “YES” button in the pop-up window

*A “Receipt Confirmation” page will display, verifying that the appeal was created.
You can also view a copy of the appeal from this page.*


You have successfully created Appeal #50 - My Appeal.

If you have any questions about your appeal, please contact the E-rate Program’s Client Service Bureau (CSB) at (888) 203-8100.

[Click here to view the Appeal record](#)

Viewing a Submitted Appeal

*An Appeal Confirmation Letter will be added to the **News Feed**. This letter is an acknowledgment that the appeal has been received, not a decision on your submission.*



E-Rate Productivity Center Appeal Confirmation Letter

Confirmation Letter is an acknowledgement that USAC has received 486 Training Ind. School_1000010's Appeal number - 34 for Funding Year 2016 on 7/12/2017. Each Applicant featured on this request will be able to view this confirmation letter.

It is important that you review this request now to make sure the information you have filed is accurate.

Click on the date/time at the bottom of this Appeal Confirmation Letter to see a printable version.

NEXT STEPS

- Gather the documentation you used to complete your request so that you can respond to questions from USAC about your request
- Retain documentation showing that you have complied with all standards, with all statutes and E-rate program rules for at least 10 years after the last day of service delivered.
- You can view your entire Appeal by clicking the link below.

Please keep a copy of this confirmation for your records.

[#15412 - 486 Training I...](#) [#14010001 - USAC Serv...](#) [My Appeal - #34](#)

Jul 12, 2017 ☆ 🔒 Comment More Info ▾

How to get here:

- 1) Landing Page
- 2) Click on the link for your independent school or school district
- 3) Choose the “News” link in the menu at the top of the page

Click on the name of the appeal in the blue bubble to view it

To locate and view the appeal itself:

① Go to the Landing Page and locate the “**FCC Forms and Post-Commitment Requests**” section at the bottom of the page

▼ FCC Forms and Post-Commitment Requests

☒ FCC Forms

☐ Post-Commitment Requests

Form Type

FCC Form 470

Funding Year

-- Select a Funding Year --

Status ☒ All

☐ Incomplete

☐ Certified

Nickname	Application Number	Funding Year	Status
No items available			

② Select the “Post-Commitment Requests” option button

▼ FCC Forms and Post-Commitment Requests

☐ FCC Forms

☒ Post-Commitment Requests

Request Type

Appeals

Funding Year

-- Select a Funding Year --

Status

☒ All

☐ Approved

☐ Denied

☐ Canceled

☐ Partially Approved

☐ Dismissed

☐ Partially Denied

Request Number	Requestor	Nickname	Funding Year	Status	Creation Date
No items available					

③ Select “Appeals” from the “Request Type” menu

④ Select the funding year

▼ FCC Forms and Post-Commitment Requests

☐ FCC Forms

☒ Post-Commitment Requests

Request Type

Funding Year

Status ☒ All

☐ Approved

☐ Denied

☐ Canceled

☐ Partially Approved

☐ Dismissed

☐ Partially Denied

Request Number	Requestor	Nickname	Funding Year	Status	Creation Date
34	486_full_rights_user_ind_school_1000010@te stmail.usac.org	My Appeal	2016		7/12/2017 11:03 AM EDT

▼ FCC Forms and Post-Commitment Requests

☐ FCC Forms

☒ Post-Commitment Requests

Request Type

Appeals

Funding Year

2016

Status ☒ All

☐ Approved☐ Denied☐ Canceled☐ Partially Approved☐ Dismissed☐ Partially Denied


Request Number	Requestor	Nickname	Funding Year	Status	Creation Date
34	486_full_rights_user_ind_school_1000010@te stmail.usac.org	My Appeal	2016		7/12/2017 11:03 AM EDT

⑤ Click on a request number to display the appeal

The appeal record will display the current status of the decision

[Records / Appeals](#)

My Appeal - #34



[Summary](#) [Associated FRNs](#) [Review Inquiries](#) [News](#) [Related Actions](#)

In-Review

Outreach

Wave Ready

Committed

Status Descriptions:

- ***In Review*** – USAC received your appeal and is processing it
- ***Outreach*** – USAC has requested additional information and requires a response from you
- ***Wave Ready*** – USAC has completed the review and will issue a decision letter soon
- ***Committed*** – USAC issued a Revised Funding Commitment Decision Letter (RFCDL) with a decision on your appeal

Next Steps

During the appeal review process, USAC may need you to answer questions and/or provide additional information to support your appeal.

In the event this occurs, all full-rights and partial-rights users who have been given post-commitment rights will be sent an email notifying them to review the appeal case and respond to questions.

① View the appeal

Records / [Appeals](#)

My Appeal - #50

[Summary](#) [Associated FRNs](#) [Review Inquiries](#) [News](#) [Related Actions](#)

In-Review Outreach Wave Ready Committed

▼ Appeal Information

[View Status \(+\)](#)

Funding Year 2016

Submitting Organization 486 Training Ind. School_1000010 (BEN: 15412)

Created By Full Rights User School 1000010

Created On 10/24/2017 10:02 AM EDT

▼ Main Contact

Name Full Rights User School 1000010

Phone Number 123-456-7890

Email 486_full_rights_user_ind_school_1000010@testmail.usac.org

▼ Narrative

I am appealing the FCDL decision on FRN XYZ which removed funding from my request due to entities being inappropriately determined to be ineligible during PIA Review.

▼ Appeal Details

Decision appealed by applicant Funding Commitment Decision Letter

If you wish to modify or cancel your appeal, or, if you have any questions about your appeal, please contact the E-rate Program's Client Service Bureau (CSB) at (888) 203-8100.

[View Supporting Documentation \(+\)](#)

How to get here:

- 1) Click on "Records" in the navigation bar at the top
- 2) Click on the link for "Appeals"



- ② Click on the “Related Actions” link in the menu at the top of the page

Records / [Appeals](#)

My Appeal - #50

[Summary](#) [Associated FRNs](#) [Review Inquiries](#) [News](#) [Related Actions](#)

[In-Review](#) [Outreach](#) [Wave Ready](#) [Committed](#)

▼ Appeal Information

[View Status \(+\)](#)

Funding Year 2016

Submitting Organization 486 Training Ind. School_1000010 (BEN: 15412)

Created By Full Rights User School 1000010

Created On 10/24/2017 10:02 AM EDT

▼ Main Contact

Name Full Rights User School 1000010

Phone Number 123-456-7890

Email 486_full_rights_user_ind_school_1000010@testmail.usac.org

▼ Narrative

I am appealing the FCDL decision on FRN XYZ which removed funding from my request due to entities being inappropriately determined to be ineligible during PIA Review.

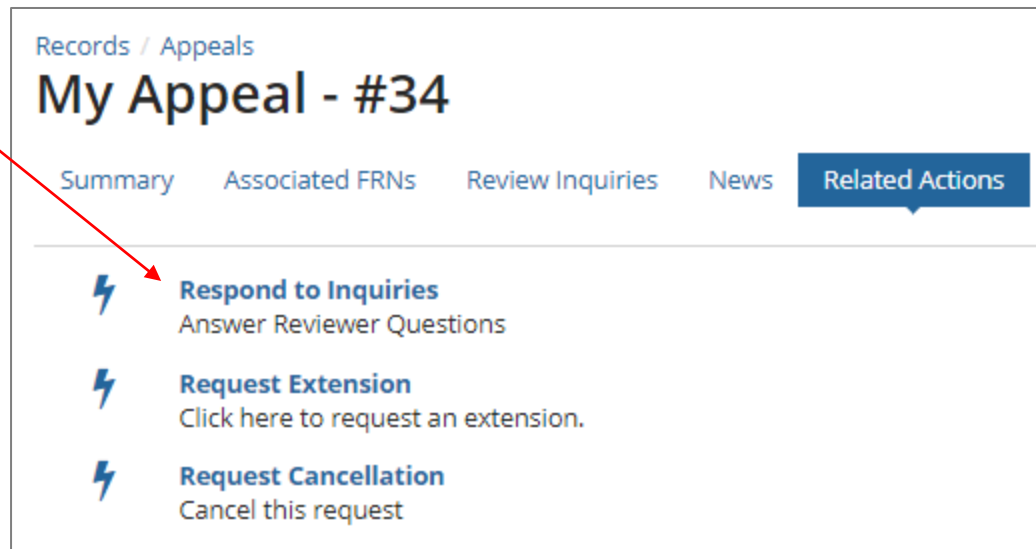
▼ Appeal Details

Decision appealed by applicant Funding Commitment Decision Letter

If you wish to modify or cancel your appeal, or, if you have any questions about your appeal, please contact the E-rate Program's Client Service Bureau (CSB) at (888) 203-8100.

[View Supporting Documentation \(+\)](#)

- ③ Click on the “Respond to Inquiries” link to proceed to a list of reviewer questions



The screenshot shows a web interface for 'My Appeal - #34'. At the top, there is a breadcrumb trail 'Records / Appeals'. Below the title, there are five tabs: 'Summary', 'Associated FRNs', 'Review Inquiries', 'News', and 'Related Actions'. The 'Related Actions' tab is currently selected and highlighted in blue. Under this tab, there are three action items, each preceded by a blue lightning bolt icon:

- Respond to Inquiries**
Answer Reviewer Questions
- Request Extension**
Click here to request an extension.
- Request Cancellation**
Cancel this request

A red arrow originates from the text 'Click on the “Respond to Inquiries” link' in the instruction above and points directly to the 'Respond to Inquiries' link in the screenshot.

*A **Review Inquiries** dashboard will display listing all pending and submitted inquiries. Each appeal also has a “**Review Inquiries**” link which will display the dashboard.*

CCT TEST - #765

Pending Inquiries

<input type="checkbox"/>	Read	Notice	Name	Outreach Type	Assigned By	Title	Phone #	Assigned Date ↓	Due Date	Extn.	Status
<input type="checkbox"/>			Test	E-Rate Information Request	Appeals Initial Reviewer-1	Appeals Initial Reviewer	973-581-1234	3/15/2017 3:30 PM EDT	3/30/2017	0	Saved & Waiting to submit

CLOSE

Pending Inquiries



<input type="checkbox"/>	Read	Notice	Name	Outreach Type	Assigned By	Title	Phone #	Assigned Date ↓	Due Date	Extn.	Status
<input type="checkbox"/>			Test	E-Rate Information Request	Appeals Initial Reviewer-1	Appeals Initial Reviewer	973-581-1234	3/15/2017 3:30 PM EDT	3/30/2017	0	Response Needed

CLOSE

④ Click on the link for a pending inquiry to respond

⑤ Read the inquiry and respond appropriately

To assist us in the review of your application, we need the following information:

#	Question	Response
1	Please provide supporting documentation to demonstrate that a signed and dated contract <Use if FRN is for FY2015 and later; or a legally binding agreement> was in place at the time of the submission of the FCC Form 471 certification. Note: If signed and dated contracts <Use if FRN is for FY2015 and later; or a legally binding agreements> are not required under your state law or local procurement regulations, see the instructions below.	<div>UPLOAD  Drop file here</div>
2	Signed and Dated Contracts are not required in my state (only complete this section if applicable) In some states, signed and dated contracts <Use if FRN is for FY2015 and later; or a legally binding agreements> are not required under state law or local procurement regulations. If the entity receiving the services under this FRN is located in such a state, please provide the following information: Supporting documentation demonstrating that this state's contract laws or the entity's local procurement regulations do not require signed and dated contracts. Examples of acceptable documentation include: a letter from your state procurement office, a copy of your state's contract laws, or a copy of your local procurement regulations. If you are not able to provide supporting documentation, you must instead provide a contract <Use if FRN is for FY2015 and later; or a legally binding agreement> that is signed and dated by the applicant.	<div>UPLOAD  Drop file here</div>
3	Are you authorized to make the representations set forth below on behalf of <Insert Entity Name>, the entity represented on this letter, and are you the most knowledgeable person with regard to this information?	--Yes / No--
4	Can you confirm that the contract referenced for the FRN mentioned above meets your state or local procurement regulations or rules?	--Yes / No--

Please submit the necessary information within the 15 calendar day deadline of this request. Failure to do so may result in a commitment adjustment and/or recovery of previously disbursed funds.

+Add Document

DELETE UPLOADED FILES

SAVE & CLOSE

SUBMIT

⑥ Then click on the "Submit" button

*All submitted inquiries will be listed in the **Submitted Inquiries** section. You may need to click on the “+” button on the right side to expand the section.*

Records / Appeals

4.0 Test - #535



RESPOND TO INQUIRIES

REQUEST EXTENSION

Summary

Associated FRNs

Review Inquiries

News

Related Actions

▼ Pending Inquiries

Read	Notice	Name	Outreach Type	Assigned By	Title	Phone #	Assign Date	Due Date	Extn.	Status
No Pending Inquiries.										

▼ Submitted Inquiries

Name	Outreach Type	Answered By	Assigned Date	↓	Answered Date
HS design	E-Rate Information Request	Harper Library Full Rights	2/23/2017 10:39 AM EST		7/12/2017 1:38 PM EDT
Confidentiality	E-Rate Information Request	Phil Harper	2/22/2017 3:37 PM EST		2/22/2017 3:40 PM EST
Competitive Bidding	E-Rate Information Request	Phil Harper	2/17/2017 10:21 AM EST		2/22/2017 3:29 PM EST

› Deactivated Inquiries

When your appeal has been reviewed and a decision has been made on your request, the appeal status will display as “Committed”

Records / Appeals

Lorem Ipsum - #1138

Summary

Associated FRNs

News

Related Actions

In-Review

Outreach

Wave Ready

Committed

▼Appeal Information

View Status (+)

Funding Year

2017

Submitting Organization

Smoke Test Independent School (BEN: 17225025)

Created By

Smoke Test User

Created On

9/20/2017 8:52 AM EDT

▼Main Contact

Name

Gerald Smith

Phone Number

789-520-4562

Email

smoketestuser@example.com

▼Narrative

Lorem Ipsum

▼Appeal Details

Decision appealed by applicant

Remittance Statement

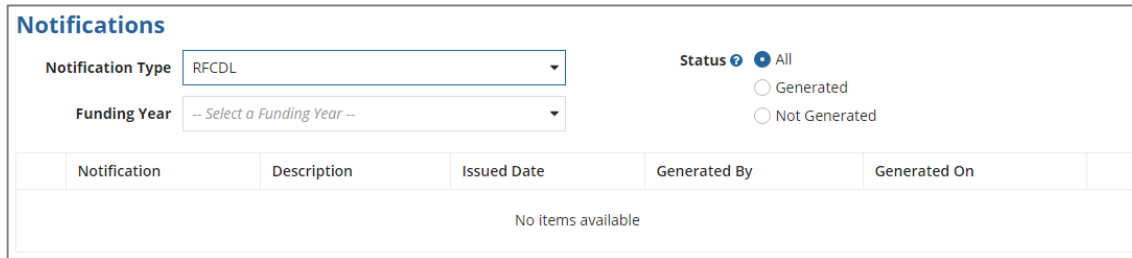
If you wish to modify or cancel your appeal, or, if you have any questions about your appeal, please contact the E-rate Program's Client Service Bureau (CSB) at (888) 203-8100.

“Committed” does not necessarily mean a favorable outcome – it simply means that a decision on your appeal has been reached

A Revised Commitment Decision Letter (RFCDL) with a decision on your appeal will be issued – read this letter carefully for full details on the decision

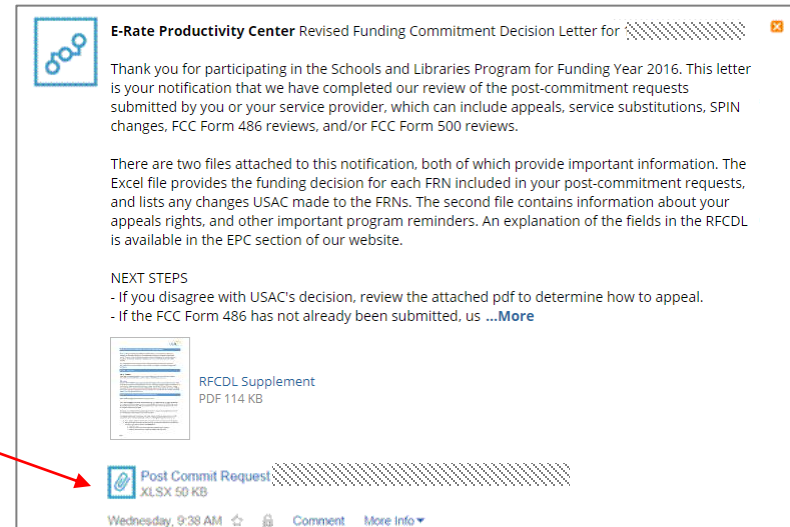
To view an RFCDL:

- ① Go to the Landing Page and locate the **Notifications** section
- ② Use the “Notification Type” drop down menu to select “RFCDL”



Notification	Description	Issued Date	Generated By	Generated On
No items available				

- ③ Then use the “Funding Year” drop down menu to select the funding year
- ④ Click on the link for the desired RFCDL
- ⑤ Read the displayed RFCDL and download the included Excel file containing the decision



E-Rate Productivity Center Revised Funding Commitment Decision Letter for [redacted]

Thank you for participating in the Schools and Libraries Program for Funding Year 2016. This letter is your notification that we have completed our review of the post-commitment requests submitted by you or your service provider, which can include appeals, service substitutions, SPIN changes, FCC Form 486 reviews, and/or FCC Form 500 reviews.

There are two files attached to this notification, both of which provide important information. The Excel file provides the funding decision for each FRN included in your post-commitment requests, and lists any changes USAC made to the FRNs. The second file contains information about your appeals rights, and other important program reminders. An explanation of the fields in the RFCDL is available in the EPC section of our website.

NEXT STEPS

- If you disagree with USAC's decision, review the attached pdf to determine how to appeal.
- If the FCC Form 486 has not already been submitted, us [...More](#)

[RFCDL Supplement PDF 114 KB](#)

[Post Commit Request! XLXS 50 KB](#)

Wednesday, 9:38 AM [Comment](#) [More Info](#)