PIA Review

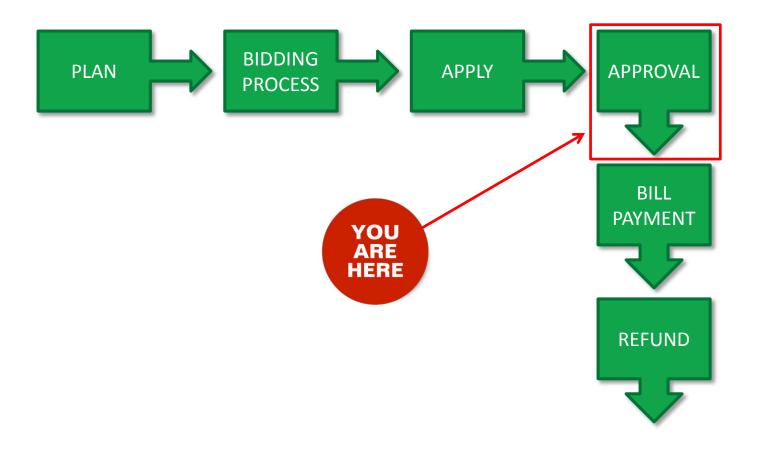


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Where does PIA Review fall in the E-Rate process?







The Basics



What is PIA Review?

After you file and certify an FCC Form 471 within the filing window, Program Integrity Assurance (PIA) reviewers at USAC check the information on your form for completeness and accuracy and may have additional questions for you to answer.

All applications go through an initial review and a final review, which may involve questions from PIA reviewers on one or more of the following topics:

- Eligibility of the entities receiving service
- Eligibility of the services requested
- Discount calculations
- Contracts
- The competitive bidding process

Typically, applicants are given 15 days to respond to PIA questions.



How does PIA Review work?

All PIA Review communications will be handled within EPC.

- The main contact listed on any given Form 471 application will be notified in EPC that a PIA reviewer has questions. A 15-day response deadline will be established.
- The contact person will read a question (referred to as an inquiry) in EPC.
- The contact person will enter a response to the inquiry in EPC and upload any requested documentation.
- The contact person will submit their response to the reviewer.



Locating PIA Inquiries

There are several ways that an applicant can locate a PIA inquiry in EPC.



The main contact person for any given Form 471 will receive an email directing them to log into EPC to respond to the inquiry



E-rate Review Information

Today's Date: 7/5/2019 Contact Name: Anne Perloff Applicant Name: NETWORKMAINE

FCC Form 471 Application Number: 191019073

Dear Applicant:

The Program Integrity Assurance (PIA) team has completed its review of your application. We are denying your FRN(s). We have determined a Program rule violation occurred. The reason(s) for denial are explained below.

- Competitive Bidding
- · Competitive Bidding and Eligibility of Services

Click here to respond to inquiries

1 Click on the link and log into EPC to be taken to a list of pending inquiries

USAC Homepage

If you have any questions, please feel free to contact me via the phone number or e-mail address provided below. Please do not use e-mail to submit your responses to the PIA review inquiries. USAC will not review responses to PIA review inquiries sent to the reviewer's email address. All PIA responses must be submitted in EPC.

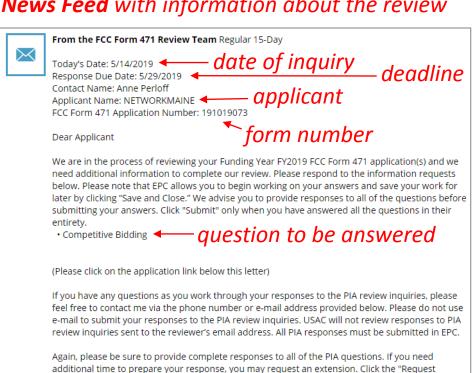
Heidi Eckstein E-Rate Reviewer 833-205-1185 Ext.58307 Reviewer's E-Mail heidi.eckstein@usac.org

Do not reply to this e-mail

This message has been sent by EPC



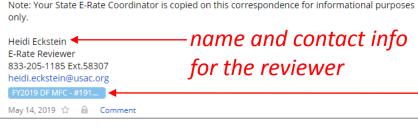
The main contact person for any given Form 471 will receive a 15-Day letter in their **News Feed** with information about the review



How to get here:

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

1 Click on the name of the Form 471 in the blue bubble to go to the form, then click on the "Review Inquiries" link for a list of pending inquiries

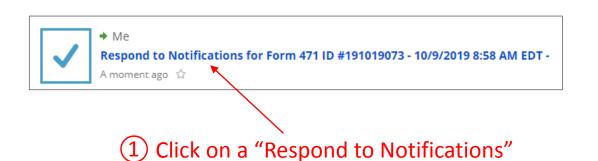


Extension" button, located at the top of the "Review Inquiries" page in EPC. Your first extension request will be automatically granted, and you will receive an additional seven days to respond. Be sure to meet the response due date and provide all of the information requested, otherwise your

application(s) may receive reduced funding or a funding denial.

AAA NETWORKMAINE

The main contact person will also receive tasks in their **Tasks** list

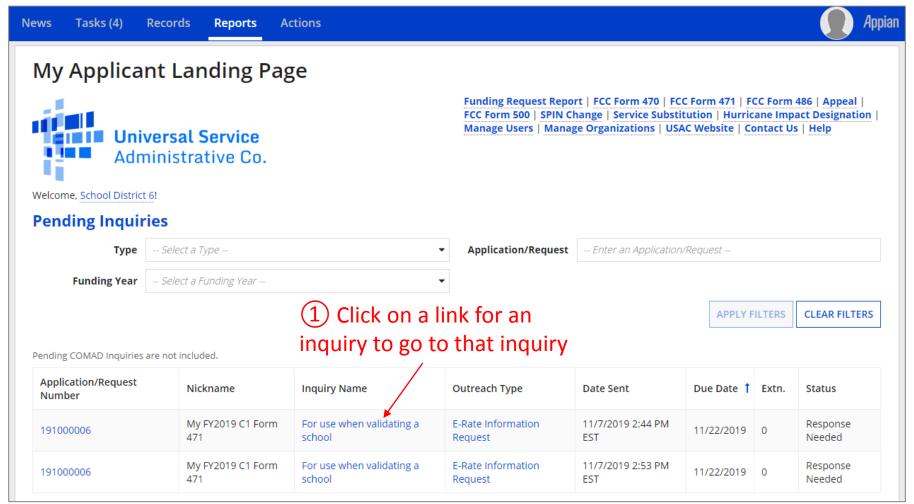


link to proceed to the PIA inquiry question





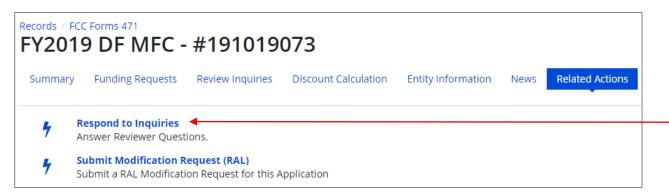
A user for the organization can view a list of any pending inquiries in the "Pending Inquiries" section of the Landing Page



You can filter the inquires list by Type (FCC Form 471) and/or Funding Year, and search for a specific Application Number



A user for the organization can also go to the "Related Actions" link for a Form 471 and choose to "Respond to Inquiries"



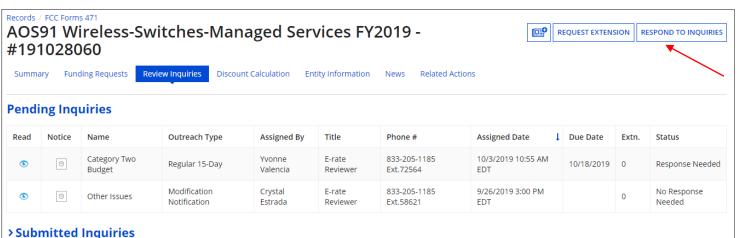
(1) Click on the "Respond to Inquiries" link to proceed to a list of PIA inquiry questions

How to get here:

- 1) Go to the Landing Page
- 2) Use the "FCC Forms and Post-Commitment Requests" section at the bottom of the page to select "FCC Form 471" and the funding year
- 3) Click on a link for a Form 471
- 4) Choose the "Related Actions" link in the menu at the top of the page



A user for the organization can also go to the "Review Inquiries" link for a Form 471 and click on the "Respond to Inquiries" button



1 Click on the "RESPOND TO INQUIRIES" button to be able to respond to an inquiry

How to get here:

- 1) Go to the Landing Page
- 2) Use the "FCC Forms and Post-Commitment Requests" section at the bottom of the page to select "FCC Form 471" and the funding year
- 3) Click on a link for a Form 471
- 4) Choose the "Review Inquiries" link in the menu at the top of the page





When you choose a method to respond to inquiries, you will see a **Review Inquiries** dashboard listing all pending and submitted inquiries for that Form 471

Review Inquiries Dashboard Example:

Summa	ary Fund	ding Requests R	eview Inquiries Discou	ınt Calculation E	Entity Informatio	n News Related A	actions			
Pending Inquiries										
Read	Notice	Name	Outreach Type	Assigned By	Title	Phone #	Assigned Date	Due Date	Extn.	Status
•	0	Other Issues	Modification Notification	Jose Romero	E-rate Reviewer	833-205-1185 Ext.72557	7/24/2019 1:20 PM EDT		0	Response Needed
•	<u>=</u>	Requested Discount	Regular 15-Day	Eunice Tchaou	E-rate Reviewer	833-205-1185 Ext.58562	2/21/2019 9:12 AM EST	3/22/2019	2	Saved & Waiting to submit
•	Ξ	Requested Discount	Regular 15-Day	Eunice Tchaou	E-rate Reviewer	833-205-1185 Ext.58562	2/21/2019 9:12 AM EST	3/22/2019	2	Saved & Waiting to submit

Read column:

- = the inquiry has been read
- = the inquiry has not been read

Summa	ary Fund	ding Requests R	eview Inquiries Discou	ınt Calculation - E	Entity Informatio	n News Related A	Actions			
Pending Inquiries										
Read	Notice	Name	Outreach Type	Assigned By	Title	Phone #	Assigned Date	Due Date	Extn.	Status
•	0	Other Issues	Modification Notification	Jose Romero	E-rate Reviewer	833-205-1185 Ext.72557	7/24/2019 1:20 PM EDT		0	Response Needed
•	≖	Requested Discount	Regular 15-Day	Eunice Tchaou	E-rate Reviewer	833-205-1185 Ext.58562	2/21/2019 9:12 AM EST	3/22/2019	2	Saved & Waiting to submit
•	Ξ	Requested Discount	Regular 15-Day	Eunice Tchaou	E-rate Reviewer	833-205-1185 Ext.58562	2/21/2019 9:12 AM EST	3/22/2019	2	Saved & Waiting to submit



Notice column:

= 1 day notice

= 7 day notice

= no notice

= expired notice (you can still submit a response if an FCDL has not been issued

Summa	ary Fund	ding Requests R	eview Inquiries Discou	unt Calculation I	Entity Informatio	on News Related	Actions			
Pending Inquiries										
Read	Notice	Name	Outreach Type	Assigned By	Title	Phone #	Assigned Date ↓	Due Date	Extn.	Status
•	0	Other Issues	Modification Notification	Jose Romero	E-rate Reviewer	833-205-1185 Ext.72557	7/24/2019 1:20 PM EDT		0	Response Needed
•	F-A	Requested Discount	Regular 15-Day	Eunice Tchaou	E-rate Reviewer	833-205-1185 Ext.58562	2/21/2019 9:12 AM EST	3/22/2019	2	Saved & Waiting to submit
•		Requested Discount	Regular 15-Day	Eunice Tchaou	E-rate Reviewer	833-205-1185 Ext.58562	2/21/2019 9:12 AM EST	3/22/2019	2	Saved & Waiting to submit



Name column:

the type of inquiry question

Summa	ary Fund	ding Requests R	eview Inquiries Discou	unt Calculation I	Entity Informatio	n News Related A	actions			
Pending Inquiries										
Read	Notice	Name	Outreach Type	Assigned By	Title	Phone #	Assigned Date	Due Date	Extn.	Status
•	0	Other Issues	Modification Notification	Jose Romero	E-rate Reviewer	833-205-1185 Ext.72557	7/24/2019 1:20 PM EDT		0	Response Needed
•	Ξ	Requested Discount	Regular 15-Day	Eunice Tchaou	E-rate Reviewer	833-205-1185 Ext.58562	2/21/2019 9:12 AM EST	3/22/2019	2	Saved & Waiting to submit
•	Ξ	Requested Discount	Regular 15-Day	Eunice Tchaou	E-rate Reviewer	833-205-1185 Ext.58562	2/21/2019 9:12 AM EST	3/22/2019	2	Saved & Waiting to submit



Outreach Type column:

the type of outreach, for example "Regular 15-Day" or "No Response Reminder"

Summa	ary Fund	ding Requests R	eview Inquiries Disco	unt Calculation I	Entity Information	on News Related	Actions			
Pending Inquiries										
Read	Notice	Name	Outreach Type	Assigned By	Title	Phone #	Assigned Date ↓	Due Date	Extn.	Status
•	0	Other Issues	Modification Notification	Jose Romero	E-rate Reviewer	833-205-1185 Ext.72557	7/24/2019 1:20 PM EDT		0	Response Needed
•	Ξ	Requested Discount	Regular 15-Day	Eunice Tchaou	E-rate Reviewer	833-205-1185 Ext.58562	2/21/2019 9:12 AM EST	3/22/2019	2	Saved & Waiting to submit
•	Ī	Requested Discount	Regular 15-Day	Eunice Tchaou	E-rate Reviewer	833-205-1185 Ext.58562	2/21/2019 9:12 AM EST	3/22/2019	2	Saved & Waiting to submit



Assigned By, Title, and Phone # columns:

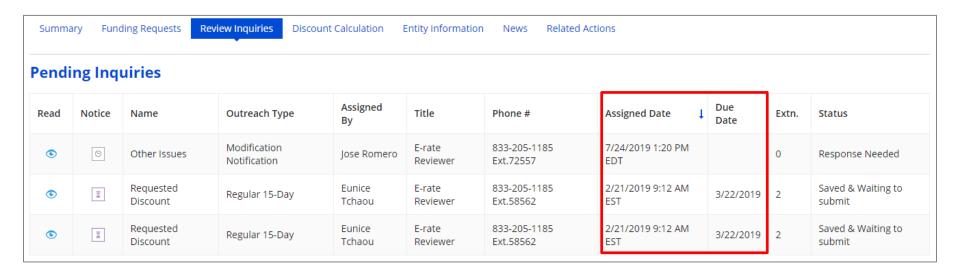
the name, title, and phone number for your reviewer --- feel free to contact them "offline" for assistance in understanding the review questions

Summa	ary Fund	ding Requests R	eview Inquiries Disco	unt Calculation I	Entity Informati	on News Related	Actions			
Pending Inquiries										
Read	Notice	Name	Outreach Type	Assigned By	Title	Phone #	Assigned Date ↓	Due Date	Extn.	Status
•	0	Other Issues	Modification Notification	Jose Romero	E-rate Reviewer	833-205-1185 Ext.72557	7/24/2019 1:20 PM EDT		0	Response Needed
•	Ξ	Requested Discount	Regular 15-Day	Eunice Tchaou	E-rate Reviewer	833-205-1185 Ext.58562	2/21/2019 9:12 AM EST	3/22/2019	2	Saved & Waiting to submit
•	Ī	Requested Discount	Regular 15-Day	Eunice Tchaou	E-rate Reviewer	833-205-1185 Ext.58562	2/21/2019 9:12 AM EST	3/22/2019	2	Saved & Waiting to submit



Assigned Date and Due Date columns:

the date and time the inquiry was assigned to you and the date by which you must respond to the inquiry





Extn. column:

the number of extensions granted on the inquiry

Summa	ary Fun	ding Requests Re	eview Inquiries Discou	nt Calculation I	Entity Informatio	n News Related	Actions			
Pending Inquiries										
Read	Notice	Name	Outreach Type	Assigned By	Title	Phone #	Assigned Date	Due Date	Extn.	Status
•	0	Other Issues	Modification Notification	Jose Romero	E-rate Reviewer	833-205-1185 Ext.72557	7/24/2019 1:20 PM EDT		0	Response Needed
•	≖	Requested Discount	Regular 15-Day	Eunice Tchaou	E-rate Reviewer	833-205-1185 Ext.58562	2/21/2019 9:12 AM EST	3/22/2019	2	Saved & Waiting to submit
•	Ī	Requested Discount	Regular 15-Day	Eunice Tchaou	E-rate Reviewer	833-205-1185 Ext.58562	2/21/2019 9:12 AM EST	3/22/2019	2	Saved & Waiting to submit



Status column:

the type of outreach, for example "Response Needed" or "Saved & Waiting to submit" once an inquiry has been submitted, it will move from the Pending Inquiries section to the Submitted Inquiries section

Summa	ary Fund	ding Requests Re	view Inquiries Discoun	t Calculation - E	Entity Information	n News Related Ac	tions			
Pending Inquiries										
Read	Notice	Name	Outreach Type	Assigned By	Title	Phone #	Assigned Date ↓	Due Date	Extn.	Status
•	0	Other Issues	Modification Notification	Jose Romero	E-rate Reviewer	833-205-1185 Ext.72557	7/24/2019 1:20 PM EDT		0	Response Needed
•	<u>=</u>	Requested Discount	Regular 15-Day	Eunice Tchaou	E-rate Reviewer	833-205-1185 Ext.58562	2/21/2019 9:12 AM EST	3/22/2019	2	Saved & Waiting to submit
•	Ξ	Requested Discount	Regular 15-Day	Eunice Tchaou	E-rate Reviewer	833-205-1185 Ext.58562	2/21/2019 9:12 AM EST	3/22/2019	2	Saved & Waiting to submit





- 1 Using your preferred method, access a review inquiry:
 - via the email link
 - via the News feed
 - via Tasks
 - via the Pending Inquiries section of the Landing Page
 - via specific Form 471 > "Related Actions" menu item > "Respond to Inquiries" link
 - via specific Form 471 > "Review Inquiries" menu item > "Respond to Inquiries" button



2 Click on the link for a pending inquiry to respond to it

Pen	Pending Inquiries												
	Read	Notice	Name	Outreach Type	Assigned By	Title	Phone #	Assigned Date	Due Date	Extn.	Status		
	•	0	Category Two Budget	Regular 15-Day	Yvonne Valencia	E-rate Reviewer	833-205-1185 Ext.72564	10/3/2019 10:55 AM EDT	10/18/2019	0	Response Needed		
	•	0	Other Issues	Modification Notification	Crystal Estrada	E-rate Reviewer	833-205-1185 Ext.58621	9/26/2019 3:00 PM EDT		0	No Response Needed		

CLOSE



Example of a Review Inquiry screen:

Responding to Inquiries

Eligibility of Products and Services

Issue

USAC's Program Integrity Assurance (PIA) team is currently reviewing your FCC Form 471 application, and we have identified an issue that we need you to help us resolve.

What is the issue?

Your Funding Request Number (FRN) 1799045455 is a request for VOIP, but the number of lines was not indicated in your FRN Product and Service details. This is an issue because before we can proceed with processing your form, we need to determine the number of lines for which funding is being requested.

Please read all of the questions, descriptions, and requests below. Please give enough detail, insight, and clarity to help the reviewers fully understand your specific situation.

Check the boxes for statements that apply, and where applicable, type the information requested into the text boxes. If your information is too detailed for the text box, or if you need to provide additional documentation, click "Browse" to upload relevant files or documentation.

Question(s)

This page will timeout after an extended period of inactivity. Please periodically save your work using the 'Save & Close' button below. You may then use your browser's 'Back' button to return to your work.

Your response to PIA's questions:

#	Question	Response
1	Please provide the total number of lines requested for this FRN.	
2	If you would like to provide any additional information about these issues that have not been addressed above: Use the text box to type information, or upload additional documentation using the "Browse" button.	

+Add Document

DELETE UPLOADED FILES

3 Read the inquiry question(s)

SAVE & CLOSE

SUBMIT



Eligibility of Products and Services

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2	If you would like to provide any additional information about these issues that have not been addressed above: Use the text box to type information, or upload additional documentation using the "Browse" button.	

+Add Document

DELETE UPLOADED FILES

4 Respond appropriately. Some responses will be selected from a menu and others will be typed as text.

SAVE & CLOSE SUBMIT



Eligibility of Products and Services

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Question(s)

This page will timeout after an extended period of inactivity. Please periodically save your work using the 'Save & Close' button below. You may then use your browser's 'Back' button to return to your work.

Your response to PIA's questions:

#	Question	Response
1	Please provide the total number of lines requested for this FRN.	
2	If you would like to provide any additional information about these issues that have not been addressed above:	
2	Use the text box to type information, or upload additional documentation using the "Browse" button.	



5 To upload a file with a lengthier response than can be entered into the inquiry form or to upload required documentation, click on the "Add Document" link

SAVE & CLOSE SUBMIT



Eligibility of Products and Services

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What is the issue?

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Question(s)

This page will timeout after an extended period of inactivity. Please periodically save your work using the 'Save & Close' button below. You may then use your browser's 'Back' button to return to your work.

Your response to PIA's questions:

#	Question	Response
1	Please provide the total number of lines requested for this FRN.	
2	If you would like to provide any additional information about these issues that have not been addressed above: Use the text box to type information, or upload additional documentation using the "Browse" button.	



+Add Document

DELETE UPLOADED FILES

 To save your response so you can edit it later before sending it to the reviewer, click on the "SAVE & CLOSE" button

SAVE & CLOSE SUBMIT

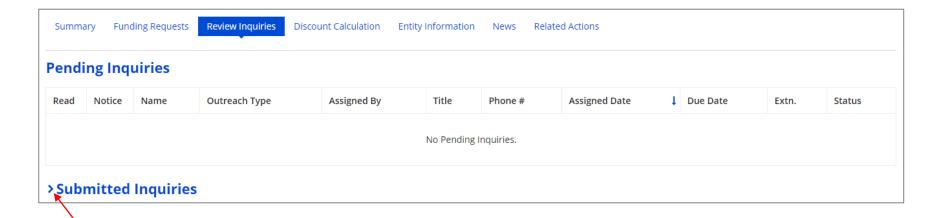
 To submit your finished response to the reviewer, click on the "SUBMIT" button



Viewing Submitted Inquiries



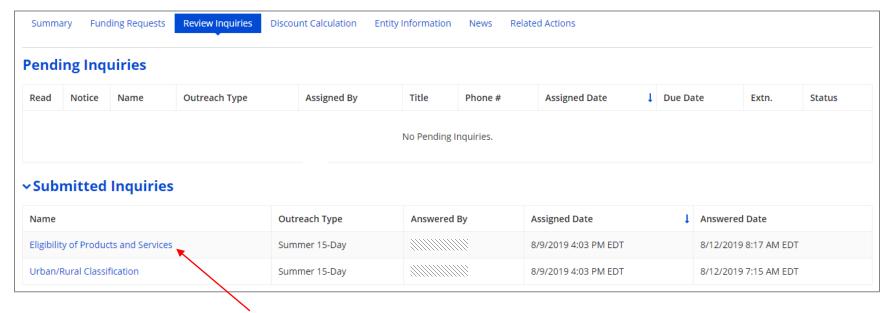
Submitted Inquiries



1 Click on the ">" button to expand the Submitted Inquiries section



Submitted Inquiries

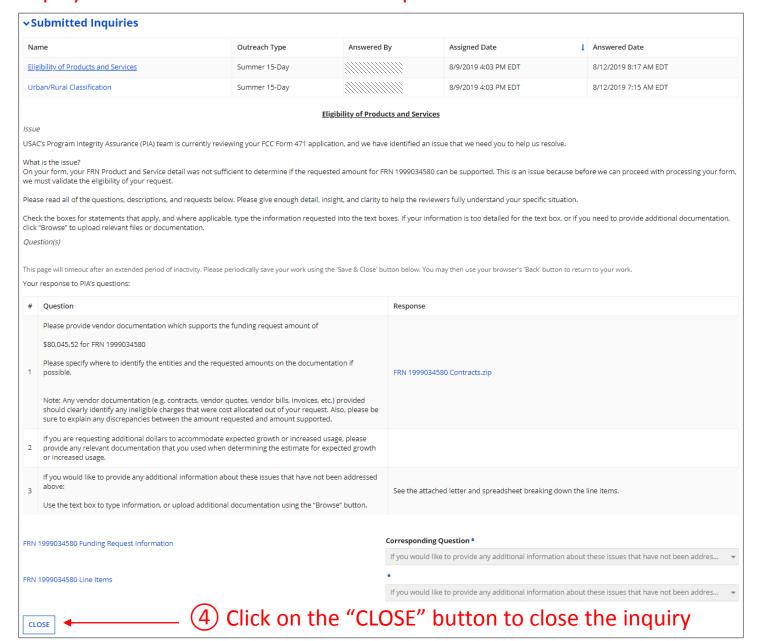


2 Click on the link for an inquiry to view it



3 The text of the inquiry and your response will display below the table of submitted inquiries

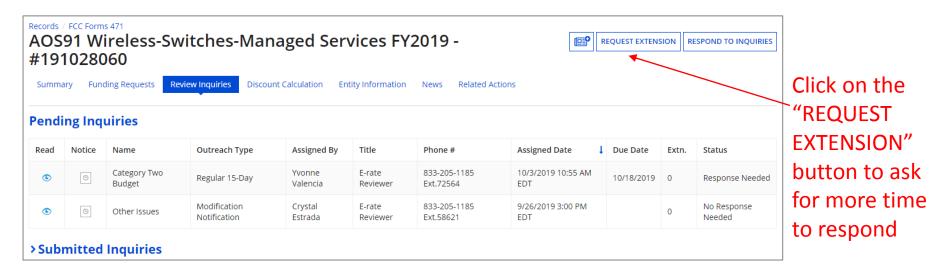
Submitted Inquiries



Requesting Extensions



Requesting Extensions



Note: You will automatically be granted a seven-day extension upon your first request. Your original response due date (generally 15 days from the date your questions were issued) is automatically adjusted and a new due date is calculated and displayed.

Subsequent extension requests are not automatic. These requests are reviewed and the decision to grant or deny the request will appear in the dashboard.



Checking the Status of Your Form 471



Form Status

Open your Form 471

How to get here:

- 1) Go to the Landing Page
- 2) Use the "FCC Forms and Post-Commitment" section at the bottom of the page to select "FCC Form 471" and the funding year



3) Click on the link for the desired Form 471

Form Status

The Form 471 record summary will display with the current status of the form



Status Descriptions:

- In Review USAC received your certified form and is reviewing 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 soon
- Committed USAC has issued a Funding Commitment Decision Letter (FCDL)

Review Status Descriptions:

- Awaiting Initial Review Application has not yet been assigned to a PIA Initial Reviewer
- Assigned to IR Application has been assigned to initial review
- 15 Day Notice PIA has posted questions that need to be answered
- **Final Review** Application has gone through initial review and is now in final review. It may proceed to application wave ready status or may be returned to the PIA reviewer for additional review.
- **Application Wave Ready** Review of the FRN has been completed and an FCDL will be generated in the next wave. FRNs may be removed from this status for additional review.



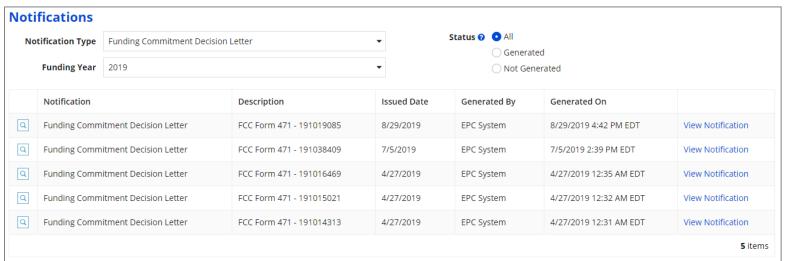
A Funding Commitment Decision Letter (FCDL) with a decision on your funding request will be issued – read this letter carefully for full details on the decision

To view an FCDL:

1 Go to the Landing Page and locate the **Notifications** section



- ② Use the "Notification Type" drop down to select "Funding Commitment Decision Letter"
- 3 Then use the "Funding Year" drop down to select the funding year
- 4 Click on the link for the desired FCDL



Form Status



E-Rate Productivity Center Thank you for submitting your application for Funding Year 2019 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

- 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 35 KB



FCC Form 471 - 191019085 - NETWORKMAINE

