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# E-rate & You

HELPING CLIENTS GET THE FUNDING THEY NEED – HELPING STUDENTS ACHIEVE THEIR POTENTIAL!

## Now What?

**“Review your FCC Form 471 and submit a RAL modification to correct or update information.**

There are a few areas and fields on your certified FCC Form 471 that you should double-check for accuracy.

- ✓ Entity Information
- ✓ FCC Form 470s cited on funding requests
- ✓ FCC Registration Number
- ✓ Costs and cost allocations

If you find any information that should be corrected or updated, you can submit a Receipt Acknowledgment Letter (RAL) modification.

### Prepare for PIA review.

During Program Integrity Assurance (PIA) review, [USAC will] verify certain information on your FCC Form 471, and [they] may have additional questions to help [them] in [their] review. USAC will notify you

by email and in your EPC News feed that there are PIA questions waiting for you to answer.

This would be a good time to alert your service provider that you may need help with network diagrams, product descriptions, and other data that they should be able to supply.

Please respond promptly to any PIA requests for information or documentation. In general, you have 15 days to respond.

### Monitor your contact email address and your EPC account.

The contact person you identified on your form should regularly monitor their email address and EPC account so that they know when [USAC has] posted PIA review questions.”

■ Excerpted from "News Brief", USAC Schools & Libraries, 03/27/2019

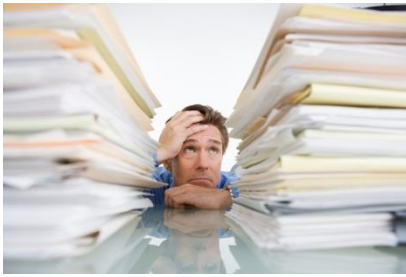


## We Can Help!

Too many forms ... Not enough time ... What to do next?

As independent E-rate Consultants since 2006, we are able to help guide your school or library through this oftentimes complicated and confusing process.

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# Save the Program Documentation You MUST Retain

“Review and archive the documentation that you prepared for your competitive bidding process and that you relied on to complete your FCC Form 471.

As part of your application filing process, you may have produced, accessed, or received a number of documents, and you may need to refer to one or more of these documents at various times during the application process.

### Competitive bidding

- ✓ Request for Proposal (RFP) and RFP documents
- ✓ Questions and answers provided to potential bidders
- ✓ Winning and losing bids

- ✓ Completed bid evaluation matrices or other documents that show how the bids received were evaluated and the winning bid chosen
- ✓ Public notice of RFP issued (if required)
- ✓ Contracts and/or legally binding agreements, with evidence of board approvals if board approvals are required by your state or local procurement laws

### Discount Calculations

- ✓ National School Lunch Program (NSLP) data sources

- ✓ Income surveys or other surveys
- ✓ Direct certification documentation and other documents related to participation in CEP or other provision(s) of NLSP

### Supplemental Documentation

- ✓ Consulting agreements and/or letters of agency
- ✓ Draft and/or final budgets
- ✓ FCC Form 470 modifications submitted
- ✓ RAL modifications submitted.”

■ *“News Brief”, USAC Schools & Libraries, 03/27/2019*

*“Full access to telecommunications and information resources makes possible the rich teaching and learning that take place in schools and libraries. For these institutions to provide the high level of service necessary for their students and patrons, the costs can be great.” (Universal Service SLD, 1997)*

## Outsourcing E-rate

### Is it right for you?

Is Erate confusing? Do you find the process complicated and frustrating? It doesn't have to be!

- We specialize in the Erate process – so you don't have to.
- We let educators do what they do best – teach!
- We develop strategies to help ensure that you get the maximum benefit from the program.
- We work with you and the SLD throughout the entire review process.
- Our fees are based on the amount of funding you receive/use.

**Contact Us TODAY!**



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