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November 13, 2015

TIP OF THE WEEK: If you have not yet logged in to the [E-rate Productivity Center \(EPC\)](#), complete the login process as soon as possible – including the task of accepting the Terms and Conditions for using EPC. If you need help, call the Client Service Bureau at 1 (888) 203-8100.

Commitments for Funding Year 2015

Funding Year 2015. USAC will release Funding Year (FY) 2015 Wave 26 Funding Commitment Decision Letters (FCDLs) on November 20. This wave includes commitments for approved requests for all service types and at all discount levels. As of November 13, FY2015 commitments total over \$2.51 billion.

On the day the FCDLs are mailed, you can check to see if you have a commitment by using USAC's [Automated Search of Commitments](#) tool.

How to Close Your Session in EPC

After you have logged in to the E-rate Productivity Center (EPC), completed your tasks, and are ready to move on to something else, please sign out of EPC. If you close your browser without signing out, your session remains active in the background, and until that active session times out, you may be prevented from logging in.

To sign out, click on your name in the upper right-hand corner of any EPC page and choose "Sign Out." This will close your session.

- If you have opened several tabs in the same browser, you only have to sign out once.
- If you have opened several windows in the same browser or several different browsers, you must sign out from each window or from each browser.

If you receive a message that you have too many concurrent sessions open, you may have to wait up to two hours before you can start a new session.

FCC Form 470 Search and Download Tools Updated

The FCC Form 470 search and download tools on the USAC website [Search Tools](#) page have been updated. Users can now enter specific criteria to either search for a single FCC Form 470 or to download summary information from all FCC Forms 470 that meet the search criteria. A description of each tool appears below.

Please note that, although the tools appear very similar at first glance, their functions are different.

- Choose [View an FCC Form 470 \(FY2016\)](#) to search for and review a specific form.

- Choose [Download 470 Information \(FY2016\)](#) to receive a list or spreadsheet of the information filed on all FCC Forms 470 that meet your search criteria.

If you are looking for FCC Forms 470 filed in a previous funding year – including forms intended for FY2016 but filed using the FY2015 version of the form – choose [View an FCC Form 470 \(FY2015 and prior\)](#) to search for an individual form or [Download 470 Information \(FY2015\)](#) to receive a list or spreadsheet of the information filed on all FCC Forms 470 that meet the search criteria.

Users with access to the E-rate Productivity Center (EPC) can also search for FY2016 FCC Forms 470 within EPC. Search results in EPC are not delayed by one day, as they are on the public tools (see the descriptions for "Ending Posting Date" below).

[View an FCC Form 470 \(FY2016\)](#) - to view an individual FCC Form 470 and/or its RFP documents

To start your search, enter or choose the following:

- Funding Year – default is 2016.
- Starting Posting Date – default is July 1, 2015. Your search results will be limited to all FCC Forms 470 posted and certified in EPC on or after this date.
- Ending Posting Date – default is today. Your search results will be limited to all FCC Forms 470 posted and certified in EPC before this date. Although the results do not include forms posted today, the 28-day clock started for those forms the day that they were actually posted in EPC, not the day they appear in this tool.
- Applicant Type – no default. You can choose one applicant type, hold down the Control (Ctrl) key to choose multiple applicant types, or choose "All Applicant Types" at the bottom of the list.
- Applicant State – no default. You can choose one state, hold down the Control (Ctrl) key to select multiple states, or choose "All States" from the bottom of the list.
- Applicant Zip – no default. You can choose a specific zip code to search or leave this item blank.
- Service Type – no default. You can choose one service type, hold down the Control (Ctrl) key to select multiple service types, or choose "All Service Types" from the bottom of the list.
- Form Version – default is Current. If you choose "Original," you see the form as originally filed by the applicant. If you choose "Current," you see the form with all subsequent changes included – such as a change of nickname or an RFP document added after certification.
- Export to: – default is HTML. You can choose to see your results in HTML, XML, or PDF.

After you have chosen all your search criteria, click "Search." You can also click "Reset" if you want to start over.

Your results are displayed below the search screen in your chosen format.

In your results, you will see hyperlinks for the FCC Form 470 numbers and for the RFP documents.

- To view a specific form, click that form's number in the "470 Number" column.
- To view an RFP document, click the specific RFP document in the "RFP Documents" column.
- To return to your search results, click your browser's "Back" arrow.

[Download Form 470 Information \(FY2016\)](#) - to download summary information from all FCC Forms 470 that meet your search criteria

To start your search, enter or choose the following:

- Funding Year – default is 2016.

- Starting Posting Date – default is July 1, 2015. Your search results will be limited to all FCC Forms 470 posted and certified in EPC on or after this date.
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- Applicant State – no default. You can choose one state, hold down the Control (Ctrl) key to select multiple states, or choose "All States" from the bottom of the list.
- Applicant Zip – no default. You can choose a specific zip code to search or leave this item blank.
- Service Type – no default. You can choose one service type, hold down the Control (Ctrl) key to select multiple service types, or choose "All Service Types" from the bottom of the list.
- Form Version – default is Current. If you choose "Original," you see the form as originally filed by the applicant. If you choose "Current," you see the form with all subsequent changes included.
- Export to: – default is HTML. You can choose to see your results in HTML, XLS, or CSV.

You must then select one of three report types. The first column in each report type features the FCC Form 470 application number:

- Detailed Report will contain the data from all of the FCC Forms 470 that meet your search criteria.
- Consultant Data will contain the data specific to all of the consultants featured on the FCC Forms 470 that meet your search criteria.
- Consortium Entities will contain a list of the entities in all of the consortia featured on the FCC Forms 470 that meet your search criteria.

After you have chosen all your search criteria and the type of report, click "Search." You can also click "Reset" if you want to start over.

If you chose HTML, your results will appear below the search screen. If you chose XLS or CSV, you will be presented with the option to save or download your results in your chosen format.

Note that, in the search results for this tool, links to RFP documents are not included.

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USAC | 2000 L Street NW | Suite 200 | Washington, DC 20036

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