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Universal Service
Administrative Co.

Schools and Libraries Program News Brief

December 16, 2016

TIP OF THE WEEK: REMINDER: The E-rate Productivity Center (EPC) training site will be unavailable from Monday, December 19 through Friday, December 23. Please plan your training activities accordingly.

Note that USAC will not issue an SL News Brief next Friday, December 23. Also, the Client Service Bureau will be closed Friday, December 23 and Monday, December 26.

Commitments for Funding Year 2016

Funding Year 2016. USAC is scheduled to release Funding Year (FY) 2016 Wave 26 Funding Commitment Decision Letters (FCDLs) on December 19. This wave includes commitments for approved applications for all service types and at all discount levels. As of December 16, FY2016 commitments total over \$1.29 billion.

On the date the FCDLs are issued, you can access your FCDL notification from the **Notifications** section of your landing page in the E-rate Productivity Center (EPC).

New Ways to Update your EPC Profile Information

USAC is making the FY2017 application process easier for schools, libraries and consortia who all depend on school district information to complete their FCC Form 471.

Starting in January 2017, USAC will migrate your approved FY2016 data (contact details, discount information) to your profile, making it easier for you to file accurate applications.

Here's what you can do now to prepare for the data migration:

- For the time being, applicants cannot update information in their profile. After the migration process is complete, you will be able to go in to your profile, review USAC's changes, and make any additional updates needed to begin the FY2017 application process.
- **If you *already made changes* to your profile *and updates were made in the PIA review process*:** USAC will contact you by email and phone to ask your permission to migrate the PIA updates. Please note: our updates will overwrite your changes if you agree.
- **If you *already made changes* to your profile *and there are no updates from PIA*:** No action is required. Your profile information will stay the same for FY2017.

- If you **have not made changes** to your profile **but there are updates from PIA**: No action is required. USAC will migrate the updates from PIA to your profile, which means you'll have the latest and most up-to-date information to start the FY2017 application process.

In the near future, USAC will announce the start and finish dates for the data migration, and also the dates for the period when applicants must complete any additional updates. We thank you in advance for your participation.

Winter Contact Period Begins December 23

USAC has procedures to contact applicants and service providers if more information is necessary to process a form. If USAC needs more information from an applicant to complete its review of an application, a Program Integrity Assurance (PIA) initial reviewer will use the contact information provided on the form to send questions and to inform the applicant of any correctable errors discovered on the form during review.

We realize that, during a summer period and a winter period each year, many applicants are unavailable due to extended holiday and break schedules.

- Our winter period is defined as the Friday before Christmas Day through the Friday after New Year's Day.
- The dates of the upcoming winter period are December 23, 2016 through January 6, 2017.

If our first attempt to reach you is on or after December 23, and we cannot confirm by telephone that you are available to respond to our questions, we will not begin PIA review until after January 6. However, if we have made a successful contact with you before December 23, your 15-day response clock has started and we will act on the information we have on hand if we have not heard from you by the response deadline. We define a successful contact as:

- A sent email message with no return notification of non-delivery or out-of-office response.
- A sent fax with a confirmation of successful transmission.
- A voicemail left at the contact person's telephone number if the recorded greeting does not state that the contact person is out of the office.
- A live person answering our call at the contact telephone number or a return call responding to our message.

If PIA has already contacted you and you wish to designate someone to answer questions in your absence, be sure to send your designee's contact information to your PIA reviewer. If PIA has not contacted you and your designee will be checking your messages, be sure that you have provided written authorization for your designee to answer questions about your application. PIA will request this authorization in case any changes need to be made.

Your designee should have sufficient knowledge of your application to respond accurately. If someone answers a call from PIA but is not in a position to answer PIA questions, make sure the PIA reviewer understands that the application review should be put on hold until you return.

Reminders:

- **PIA will be actively reviewing applications during the winter period.** If you can respond to PIA questions at this time, please do so – it will speed the processing of your application.

- **If our first successful contact with you is before December 23, your 15-day response clock is ticking.** Be sure to respond by the deadline or let us know that you need more time to prepare your response.
- **Continue to monitor your preferred mode of contact if you are working.** If you or your designee can respond to questions, the processing of your application can continue.
- **If you are not available to respond to questions, it would be helpful for you to indicate this via your preferred mode of contact** (e.g., an out-of-office message on email or voicemail). We will not continue to leave messages or send emails if we know you are unavailable.

Last Week in "File Along with Me":

"File Along with Me" is a blog that covers the E-rate Program application process step-by-step, and serves as a schedule you can follow to manage your application. Ready to join us? [Read the Blog](#)

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USAC | 700 12th Street NW | Suite 900 | Washington, DC 20005

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