Universal Service Administrative Co.

Schools and Libraries Program
News Brief

October 25, 2019

TIP OF THE WEEK: October 28, 2019 is the deadline for most program participants to:

1. Certify an invoice for Funding Year (FY) 2018 recurring services.
2. Request an invoice deadline extension for FY2018 recurring services.

October 29, 2019 is the deadline for most program participants to certify an FCC Form 486 for FY2019.

Read the October 11 SL News Brief to learn more about these deadlines. You can use the Deadlines Tool to calculate your specific deadline.

Commitments for Funding Years 2019 and 2018

Funding Year 2019. USAC released FY2019 Wave 30 Funding Commitment Decision Letters (FCDLs) on October 24. As of October 25, FY2019 commitments total over $1.92 billion.

Funding Year 2018. USAC released FY2018 Wave 66 FCDLs on October 21. As of October 25, FY2019 commitments total over $2.23 billion.

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

2019 E-Rate Applicant and Tribal Training

We still have space available for all remaining fall training sessions. The dates and locations of the remaining sessions are:

- October 31 – November 1 at California State University San Marcos, San Marcos, CA
- November 13 – 14 at Georgia Tech Research Institute Conference Center, Atlanta, GA
- November 19 at Northeastern State University, Tahlequah, OK **(Tribal Training)**
- November 21 at San Juan College, Farmington, NM **(Tribal Training)**

For more information, please refer to the 2019 Training page.

EPC Profile Updates

The administrative window to make EPC profile updates is now open. In the [October 11 SL News Brief](#), we announced that USAC recently updated applicant profiles in EPC using the reviewed and approved profile information from current year FCC Forms 471.

All applicants can now review their profiles and make any additional updates for changes that occurred after USAC's review of their FY2019 FCC Forms 471. As in the past, the EPC administrative window will close – and the applicant profiles will be locked – shortly before the FY2020 application filing window opens. Please review and update your EPC profiles now.

Here are a few reminders of fields that you should check for accuracy:

All Billed Entities

- Verify that your FCC Registration Number (FCC RN) is correct. If your application includes child entities (individual schools in a school district or library branches in a library system), you do not need FCC RNs for those child entities.
- Review your address and contact information and make any necessary updates. If you have child entities, review and update their information as well.

School districts

- Update the student counts for the students attending each of your schools.
    - Use the most recent student information available, which may mean entering or keeping last year's numbers if you do not yet have this year's numbers.
    - Be sure to review your entries for the "peak part-time student counts" for each school. This is the greatest number of part-time students at a single point during the school day, NOT the total number of part-time students that attend the school during the course of the entire school day.

Independent schools

- Update your student counts.
    - Use the most recent student information available, which may mean entering or keeping last year's numbers if you do not yet have this year's numbers.
    - Be sure to review your entry for the "peak part-time student counts." This is the greatest number of part-time students at a single point during the school day, NOT the total number of part-time students that attend the school during the course of the entire school day.

Library systems

- Review the entries for the square footage of each of your library branches to make sure they are correct.
- Verify that you have identified the library branch that serves as the main branch for your library system.
- Review the entries for the IMLS locale codes for each of your library branches, and provide entries for those that are blank.

Independent libraries

- Review the entry for the square footage of your library to make sure it is correct.
- Identify yourself as the library that serves as the main branch.

- Review the entry for the IMLS locale code for your library, and provide an entry if it is blank.

Consortia

- Review your list of consortium members to make sure it is accurate. You can add or remove consortium members through the **Manage Organization Relationships** function in your profile.
- Remind your members to update their profiles so that the discount calculations and other program information will be accurate.

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