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Universal Service
Administrative Co.

Schools and Libraries Program News Brief

February 26, 2021

Funding Year (FY) 2021 FCC Form 471 Filing Window Countdown

The Funding Year (FY) 2021 application filing window is open. The application filing window will close on Thursday, March 25, 2021 at 11:59:59 p.m. EDT.

Days to window close	27
FY2021 FCC Forms 471 filed	9,227

Note, the last day to post an FCC Form 470 for FY2021 and still be able to timely certify and submit an FCC Form 471 was Thursday, February 25, 2021.

FY2021 FCC Forms 470 filed	23,797
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FCC Forms 470 and 471 counts as of yesterday, 9:00 p.m. EST

TIP OF THE WEEK: The [bulk upload template user guide](#) is now available on the [FCC Form 471 Filing page](#). Please follow this user guide when completing your templates, or refer to the [January 22 SL News Brief](#) for filing tips.

Commitments for Funding Year (FY) 2020

FY2020. USAC released FY2020 Wave 44 Funding Commitment Decision Letters (FCDLs) on February 25. As of February 26, FY2020 commitments total over \$2.28 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).

What To Do If You Missed the February 25 Invoice Deadline, the Deadline to Request an Extension, or the FCC Form 470 Deadline

February 25, 2021 was the deadline for many program participants to:

1. [Certify an invoice](#) for FY2019 recurring services or [request an invoice deadline extension](#) for those services.
2. Timely certify an FCC Form 470 for FY2021.

Invoice deadline for FY2019 recurring services

In the April 1, 2020, COVID Order ([DA 20-364](#)), the FCC extended the deadline to submit invoices that were originally due on October 28, 2020 – which includes many FY2019 recurring service and special construction Funding Request Numbers (FRNs) – to February 25, 2021. The Order allows program participants to request a 30-day extension if more time is needed due to the pandemic.

Program participants with a February 25, 2021 deadline for their invoices have now missed the deadline to request an extension of that February 25 deadline.

- If you missed both your invoice deadline and your deadline to request an invoice deadline extension for FY2019 recurring services, you must file a waiver request with the FCC before submitting your invoice to USAC to be processed. The FCC must grant your waiver request before USAC can extend the invoice deadline.
- If your invoice was submitted by the deadline but USAC reduces or denies the amount invoiced, you can [submit an appeal to USAC](#).

Certification deadline for FY2021 FCC Form 470

February 25, 2021, was also the last day that you could certify and submit your FY2021 FCC Form 470, wait the required 28 days, and then certify and submit your FY2021 FCC Form 471 before the application filing window closes on March 25, 2021, at 11:59 p.m. EDT.

For applicants who have not yet certified and submitted your FCC Form 470, we suggest that you take the following steps:

1. Certify and submit your FCC Form 470 for FY2021 as soon as you are ready. Be sure to upload any RFP documents you have to your form. We suggest that you review the [FCC Form 470 Filing](#) page on the USAC website and [last week's SL News Brief](#) for more information.
2. Wait at least 28 days before you choose a service provider, sign a contract, and submit and certify your FCC Form 471. If you are required to wait more than 28 days due to your state or local procurement rules or regulations or competitive bidding requirements, be sure to follow those requirements.
3. Certify and submit your FCC Form 471. You will receive a notification that your form will be considered out-of-window.
4. Request a waiver of the application filing window deadline with the FCC. You can refer to the **Submitting Window Waiver Requests** section of the [FCC Form 471 Filing](#) page on the USAC website.
5. If the FCC approves your request, USAC will move your FCC Form 471 to an in-window status and add it to the queue for Program Integrity Assurance (PIA) review.

Retaining E-Rate Program Documentation Requirements

We would like to remind applicants of the requirement for retaining program documentation.

All program participants are required to retain receipt and delivery records relating to pre-bidding, bidding, contracts, application process, invoices, provision of services, and any other documentation demonstrating compliance with program rules for a period of at least ten years after the latter of the last day of the applicable funding year or the service delivery deadline for the funding request.

Documents to retain as part of the [competitive bidding process](#) include but are not limited to:

- The [FCC Form 470](#).
- The [request for proposal \(RFP\)](#), if one is issued, and any RFP documents.
- Questions from potential bidders and your answers.
- Copies of winning **and losing** bids (including disqualified bids). Note that service providers are not required to retain losing bids.
- The final [bid evaluation matrix](#) (or matrices, if you have multiple reviewers) and [any supporting documentation](#).
- If there is a restriction that prevents services and costs from being made public, a copy of the precise cite to the law, statute, local rule, or court order identifying the restriction.
- The [contract](#), if one is signed.

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