



E-Rate News Brief

March 20, 2025

Funding Year (FY) 2025 FCC Form 471 Filing Window Countdown

The Funding Year (FY) 2025 FCC Form 471 application filing window is currently open. The application filing **window closes on Wednesday, March 26, 2025** at 11:59:59 p.m. Eastern Time. **Submit your application today!**

Days to window close	6
FY2025 FCC Forms 470 filed	22,057
FY2025 FCC Forms 471 filed	22,685

FCC Forms 470 and 471 counts as of yesterday, 9 p.m. E.T.

Contents

- [E-Rate Tips](#)
- [Funding Year \(FY\) 2024 Commitments](#)
- [Last-Minute Filing Tips for the FCC Form 471 Application Filing Window](#)
- [What To Do if You Missed the February 25 FCC Form 470 Deadline for FY2025](#)
- [2025 Training and Outreach](#)
- [E-Rate Program Document Retention Requirements](#)

E-Rate Tips

- **Extended CSC Hours for FY2025 Window Close.** The E-Rate Customer Service Center (CSC) **will be open extended hours** for the close of the **FY2025 FCC Form 471 application filing window**. Hours are **March 22-23** from 12 p.m. to 5 p.m. (all times Eastern Time (E.T.)); **March 24-25** 8 a.m. to 8 p.m.; and **March 26** from 8 a.m. to 11:59 p.m. Call CSC at (888) 203-8100 for assistance.
- **Review the FCC Form 471 learning module.** USAC created a learning module for [How to File the FCC Form 471](#), which guides users through all aspects of preparing, submitting, and certifying your form. Topics include how to submit

Category One (C1) and Category Two (C2) funding requests, funding requests for data transmission, fiber, special construction under C1, and internal connections, basic maintenance of internal connections, and managed internal broadband services under C2.

- **The interim SPIN became available March 12, 2025.** If you don't know your service provider's SPIN (Service Provider Identification Number) or the provider has multiple SPINs and you don't know which to use, you can enter the interim SPIN (143666666) on your FY2025 FCC Form 471 application funding requests. See the [February 2025 E-Rate News Brief](#) for more information.
- **FY2025 Application Filing Window Waiver Requests.** If you plan to request a waiver of the FY2025 application filing window deadline (i.e., after March 26), **be sure to certify and submit your FCC Form 471 in EPC before you file your waiver request** with the FCC. You will receive an out-of-window status notification after you certify your form. If the waiver request is granted, the FCC Form 471 will be treated as timely filed during the filing window. See the [E-Rate Appeals Waiver Guide](#) to learn more.
- **EPC Training Site Transition.** The [EPC Training Site](#) will be transitioned to a new EPC training site after March 31, 2025. The E-Rate program will provide more information on its [Announcements](#) page once the new EPC training site is live.
- **Application Assistance for Tribal Libraries.** Do you know a Tribal library that is not currently participating in E-Rate? Tribal libraries can [sign up for the Tribal Library E-Rate Advocacy Program \(T-LEAP\)](#) and receive one-on-one assistance on all phases of applying for and receiving E-Rate funding. Find information about [getting started](#) in the E-Rate Program or go to the [T-LEAP webpage](#) on USAC's website.
- **Visit our updated webpages** including the [E-Rate Gift Rules Video](#) and [E-Rate Program Overview Video](#).

Funding Year (FY) 2024 Commitments

FY2024. USAC released FY2024 Wave 47 Funding Commitment Decision Letters (FCDLs) on March 13. As of March 19, FY2024 commitments total over \$2.62 billion.

On the date that FCDLs are issued, you can access your FCDL notification from the **Notifications** section of your landing page in EPC.

You can use the [E-Rate Search Commitments Tool](#) to look up prior-year commitment data.

Last-Minute Filing Tips for the FCC Form 471 Application Filing Window

In [last month's E-Rate News Brief](#), we provided preparation steps for the FY2025 application filing window and FCC Form 471 tips for first-time filers. Below are additional tips to keep in mind during the last weeks of the FY2025 FCC Form 471 application filing window.

Return to an incomplete FCC Form 471

If you are not finished with a form and you need to exit the form, you can click the **SAVE & CONTINUE** button to save your work on the current page and then exit the browser. EPC will

create a task for you in the **My Tasks** list located in the **Tasks** tab on your landing page, that you can use to return to the unfinished form and complete your data entry. If EPC unexpectedly times you out of the system, EPC will also create a task for you to use to return to your form.

We strongly encourage you **not to use the SAVE AND SHARE button that appears at the bottom of the entry screens of your form**. This button will create and send a task to everyone in your organization with authorization, to continue working on the form **except you**.

If you have provided all required information but you are not a full-rights user, you can click the **SEND FOR CERTIFICATION** button in EPC after you review the PDF version of your form to create a task for all full-rights users to be able to access, review, and certify the form.

Certify your FCC Form 471

You can certify the FCC Form 471 if you are a full-rights user for this form. Check with your Account Administrator if you believe you should have these rights but are not able to certify your form.

Remember that sending a form to full-rights users in your organization for certification will mean that you will no longer have access to revise the form. You can review the information you provided on a PDF version of the form before you send it for certification, and full-rights users must review that PDF version before they can proceed to certification.

Correct information on the FCC Form 471 after it is certified

After the FCC Form 471 has been certified, **use a Receipt Acknowledgment Letter (RAL) modification request** to make corrections on the form. This includes entity profile information and any other information on the form. You may also add or remove funding requests via a RAL request. Note that your PIA reviewer may have questions for you about the reason(s) for the changes you request. To learn how to submit modification requests for your FCC Form(s) 471, view the [FCC Form 471 Receipt Acknowledgment Letter Modification Guide](#).

Guidance on Advance Installation of Non-Recurring Services

In certain situations, non-recurring services may be installed before FY2025 begins on July 1, 2025. Program rules permit applicants to request E-Rate program discounts for Category One non-recurring charges incurred up to six months prior to the July 1 start of the funding year (i.e., on or after January 1), provided that construction begins after selection of a service provider pursuant to a valid competitive bidding process; a Category One recurring service depends on the installation of the infrastructure; the service start date is on or after the start of the funding year; and no invoices (FCC Forms 472 or 474) are dated prior to July 1 of the funding year.

Installation of Category Two non-recurring services may begin as early as April 1 prior to the July 1 start of the funding year. Applicants are permitted to place an order for E-Rate Category Two eligible equipment (included on their FY2025 application) prior to April 1, 2025, provided that the equipment is not delivered to the applicant before April 1, 2025. No invoices (FCC Forms 472 or 474) can be certified prior to July 1 of the funding year.

What To Do if You Missed the February 25 FCC Form 470 Deadline for FY2025

February 25, 2025 was the last day to certify and submit your FY2025 FCC Form 470, wait the required minimum 28-day period, and certify and submit your FY2025 FCC Form 471 before the application filing window **closes on March 26, 2025**, at 11:59 p.m. E.T.

For applicants who have not yet certified and submitted their FCC Form 470, you may still take the following steps:

1. Certify and submit your FCC Form 470 for FY2025 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](#) webpage 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. As a reminder, ensure you follow all competitive bidding requirements and wait the required 28-day minimum period before awarding a contract. The [FCC Form 470/Competitive Bidding infographic](#) contains reminders to help ensure your success in the E-Rate program. Additional resources include [Competitive Bidding FAQs](#), [28-Day Waiting Period](#), and the [E-Rate Document Retention](#) page (see article below).
3. **Certify and submit** your FCC Form 471. You will receive a notification that your form is considered out-of-window.
4. Request a waiver of the FCC Form 471 application filing window deadline with the FCC, providing details of the circumstances that led to your late filing. You can refer to the **Submitting Window Waiver Requests** section of the [FCC Form 471 Filing](#) page on the USAC website or the [E-Rate Appeals Waiver Guide](#) to learn more about how to file a waiver request.
5. If the FCC approves your waiver 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. If the FCC denies your waiver request, your FY2025 FCC Form 471 application will not be reviewed or processed by USAC.

2025 E-Rate Outreach and Training

USAC is coming to an event near you in 2025. Below are some events we will attend in the next few months where we can answer your E-Rate questions.

Conferences

- **Visit USAC at the Computers in Libraries Conference on March 25–27, 2025** in Arlington, Virginia. [Event link](#).
- **2025 NTTA National Tribal Broadband Summit on March 31–April 2, 2025** in Gila River, Arizona. [Event link](#).

Upcoming Webinars

Program Integrity Assurance (PIA) Review and Selective Review Process Webinar April 3, 2025

2 p.m. to 3 p.m. E.T.

[Register](#)

- This webinar will provide E-Rate participants with an overview of the Program Integrity Assurance (PIA) FCC Form 471 review process, preparing for a PIA review, handling PIA inquiries, the selective review process, and Funding Commitment Decision Letters (FCDL).

Training Recordings Available on Demand

USAC offered a series of online training sessions for E-Rate program participants in January and February to help prepare for the FY2025 FCC Form 471 application filing window. You can watch a recording using the links available under **Previous Trainings** on the E-Rate [Webinars](#) page. To watch a webinar recording, click **Watch** next to the session on the Webinars page.

- **E-Rate Pre-Commitment Process (FCC Forms 470, 471, ESL, etc.) Q&A Session** (Tuesday, February 11). E-Rate subject-matter experts answered questions about the competitive bidding process, Category Two budgets, and the Eligible Services List. View [webinar slides](#).

E-Rate Program Document Retention Requirements

We would like to remind E-Rate participants of the requirement to retain program documentation. Pursuant to program rules, 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.

Applicants

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

- The [FCC Form 470](#).
- The [request for proposals \(RFP\)](#), if one is issued, and any RFP documents.
- Questions from potential bidders and your answers.
- Copies of winning **and losing** bids (including any 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](#) of your bid evaluation.
- 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.

Service Providers

In addition to invoicing forms and post-commitment change requests, service providers should also retain copies of policies and procedures, including the following:

- Policies and procedures for ensuring beneficiaries are charged the [lowest corresponding price](#) (Lowest Corresponding Price (LCP) compliance).
- Policies and procedures for ensuring employee compliance with the FCC [gift rules](#).
- Policies and procedures for ensuring compliance with the FCC document retention rules.
- Conflict of interest policy ensuring independence between service provider employees and program beneficiaries.

- Policies and procedures for ensuring beneficiaries are accurately billed and USAC is accurately invoiced for E-Rate eligible services.

Go to the [E-Rate Document Retention](#) page and the [E-Rate Program List of Documents to Retain for Audits and to Show Compliance with Program Rules](#) page to learn more.

To subscribe, click here: [Subscribe](#).

©1997-2025 Universal Service Administrative Company, All Rights Reserved.
USAC | 700 12th Street NW | Suite 900 | Washington, DC 20005