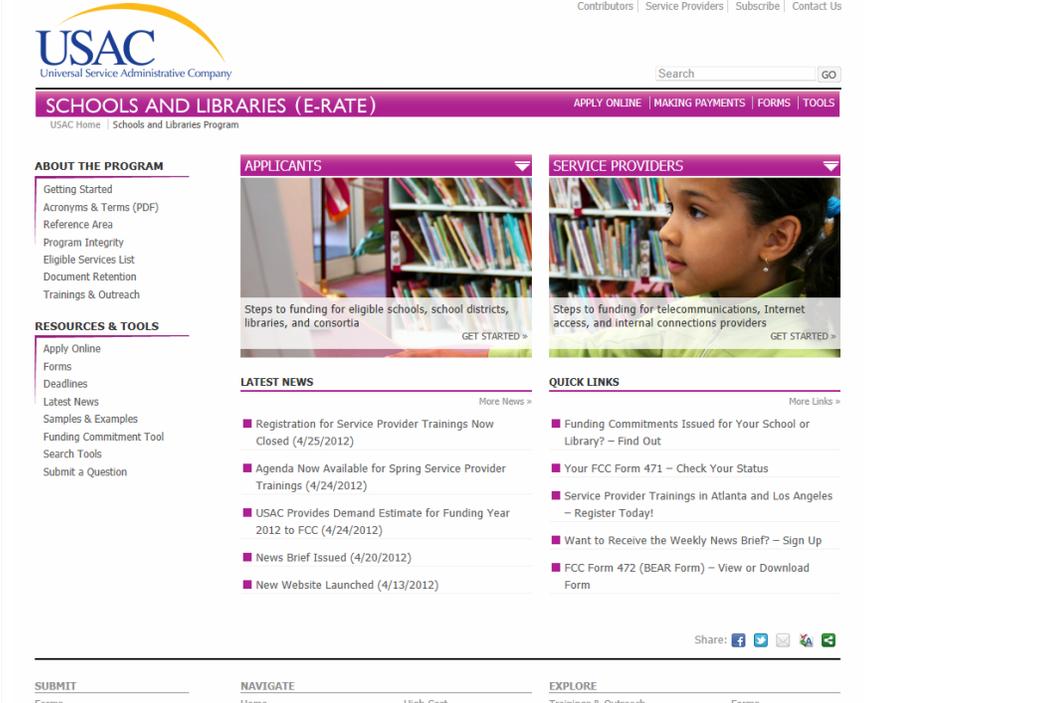
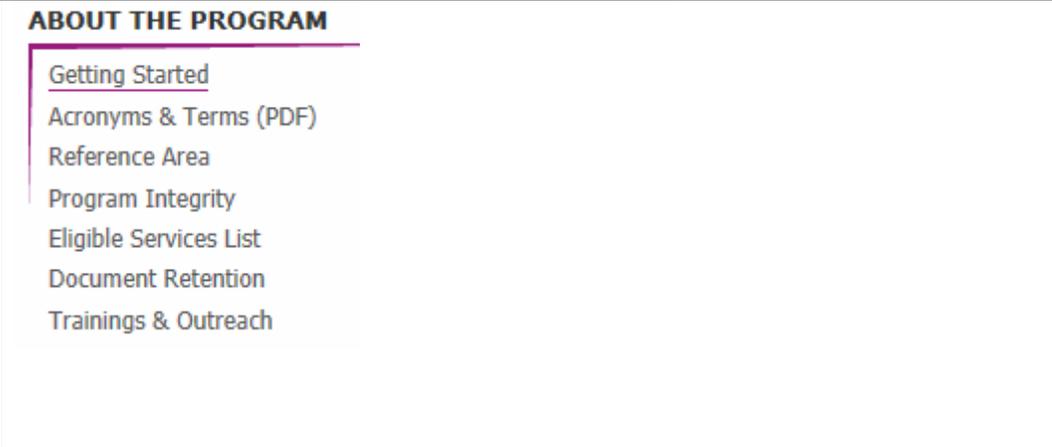


# New Schools & Libraries Website for USAC

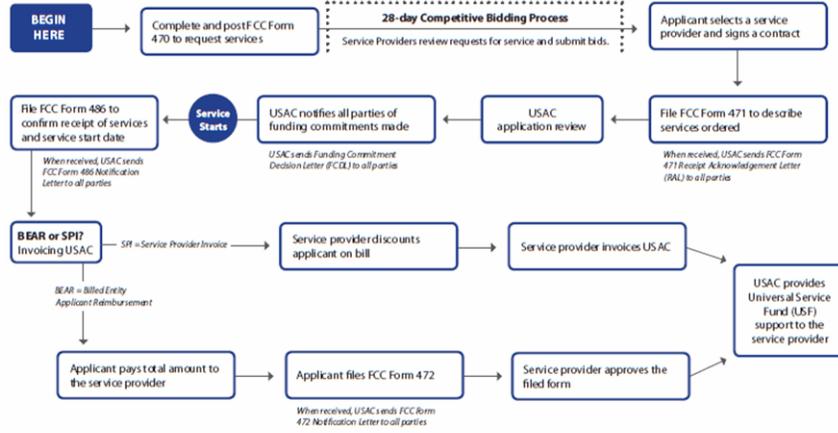
On April 14, 2012 USAC moved to a new website that is expected to be much more user-friendly for new E-rate filers.

Below is an overview of the new site and a list of the sites that are commonly used by filers:

|  |  |
|--|--|
| <p>USAC Schools and Libraries Main Page:<br/> <a href="http://www.usac.org/sl/default.aspx">http://www.usac.org/sl/default.aspx</a></p> <p>Below are the pages linked to:</p> <p>“APPLICANTS” Dropdown</p> <p>“ABOUT THE PROGRAM” Menu</p> <p>“RESOURCES &amp; TOOLS” Menu</p> |   |
| <p>“APPLICANTS” Dropdown displays the Steps</p> <p>The steps have changed, but they lead the applicant through each step in the process of filing for E-rate.</p>  |  |
| <p>“ABOUT THE PROGRAM” Menu</p> <p>Getting Started-Provides an overview of the program. There are links to some PDF documents, the “Application Process” and the “Federal Communication Commission (FCC)” site.</p>  |  |

Under the Application Process, there is a link to a new “Flowchart” (shown on the right) for applicants and the “Steps” that are also in the dropdown above.

**Schools & Libraries (E-Rate) Process I FOR APPLICANTS**



Universal Service Administrative Company (USAC) Schools and Libraries (E-Rate) Program 2000 L Street NW Suite 200, Washington, DC 20036  
 Contributors | Service Providers | Subscribe | Contact Us

“Acronyms & Terms” is a PDF document covering E-rate jargon.

“Reference Area” is an alphabetized list of words, similar to an Index.

“Program Integrity” is a link to information about Audits and Assessments including Appeals options and procedures.

“Eligible Services List” includes much more with links in the gray boxes shown at the top of the page. At the bottom of the page are links to Eligible Services Lists going back to 1998.

“Document Retention” contains the text of the guidance for document retention and a link to the FCC 5<sup>th</sup> Report and Order.

“Training and Outreach” contains links at the top to training pages. Subsections are shown in their entirety on the right.

**ABOUT THE PROGRAM**

- Getting Started
- Acronyms & Terms (PDF)
- Reference Area
- Program Integrity
- Eligible Services List
- Document Retention
- [Trainings & Outreach](#)

**RESOURCES & TOOLS**

- [Apply Online](#)
- Forms
- Deadlines
- Latest News
- Samples & Examples
- Funding Commitment Tool
- Search Tools
- Submit a Question

**APPLICANTS**

**SERVICE PROVIDERS**

**TRAININGS & OUTREACH**

- |                         |                         |                      |
|-------------------------|-------------------------|----------------------|
| Training Events Archive | Online Learning Library | Handouts & Reference |
| News Briefs             | HATS                    | Conference Calls     |

USAC offers a variety of training events for service providers and applicants who participate in the Schools and Libraries Program. All events and resources are offered free of charge.

**Upcoming Events**

- [Service Provider Conference Call](#) - May 2, 2012
- [Service Provider Training](#) - May 10, 2012 (Atlanta, GA)
- [Service Provider Training](#) - May 15, 2012 (Los Angeles, CA)

**Past Events**

**News Brief**



Keep in touch with E-Rate updates through our weekly newsletter, the SL News Brief.

**View All Issues:** [News Brief](#)  
**Sign up:** [Subscription Center](#)

**Handouts & Reference**

A variety of publications is available to help applicants and service providers learn what they need to know to participate successfully in the Schools and Libraries (E-Rate) Program.

Click here to see the [Handouts & Reference section](#).

**Webinar Recordings & Online Tutorials**

Learn at your own pace with our free online videos, available on topics such as best practices, form filing, and more. Listed below are the most recent videos; click on the link below for the complete library.

- [FCC Form 470: How to File Online](#)
- [Eligible Services: Dark Fiber](#)

Go to the [Online Learning Library](#) to watch these videos.

**Helping Applicants to Succeed (HATS)**

Customized, one-on-one support is available for entities who participate in the E-Rate Program who seek guidance tailored to solve their specific concerns or obstacles. These outreach sessions are called HATS visits and can be conducted over the phone, via video conferencing, or in person.

[Learn more about HATS](#)

Share:

**SUBMIT**

- Forms
- Making Payments

**NAVIGATE**

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- About USAC
- Contributors
- Service Providers
- High Cost
- Lifeline
- Rural Health Care
- Schools and Libraries

**EXPLORE**

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- Appeals & Audits
- Forms
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- FCC Orders
- FCC Filings
- Contact Us

“RESOURCES AND TOOLS” Menu

“Apply Online” links to the old page of online forms links.

“Forms” links to the paper forms and instructions for each form.

“Deadlines” links to the page with the form and other E-rate deadlines. This page also contains a link to Change or Disable a PIN.

**RESOURCES & TOOLS**

- [Apply Online](#)
- [Forms](#)
- [Deadlines](#)
- [Latest News](#)
- [Samples & Examples](#)
- [Funding Commitment Tool](#)
- [Search Tools](#)
- [Submit a Question](#)

“Latest News” includes items of news in date order and past years’ news archive.

## SCHOOLS AND LIBRARIES (E-RATE)

APPLY ONLINE | MAKING PAYMENTS | FORMS | TOOLS

USAC Home | Schools and Libraries Program | Latest News

### ABOUT THE PROGRAM

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### APPLICANTS

### SERVICE PROVIDERS

#### LATEST NEWS

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| Latest News Archive      | 2005 Latest News Archive | 2001 Latest News Archive |
| 2009 Latest News Archive | 2004 Latest News Archive | 2000 Latest News Archive |
| 2008 Latest News Archive | 2003 Latest News Archive | 1999 Latest News Archive |
| 2007 Latest News Archive | 2002 Latest News Archive | 1998 Latest News Archive |
| 2006 Latest News Archive |                          |                          |

#### 4/25/2012 – Registration for Service Provider Trainings Now Closed

Registration for the Spring Service Provider Trainings in Los Angeles, CA, and Atlanta, GA, is now closed.

#### 4/24/2012 – Agenda Now Available for Spring Service Provider Trainings

The training [agenda](#) is now available for the Schools and Libraries (E-Rate) Spring Service Provider Trainings. Visit the [Atlanta](#) and [Los Angeles](#) training information pages to learn more.

#### 4/24/2012 – USAC Provides Demand Estimate for Funding Year 2012 to FCC

On April 20, 2012, the Schools and Libraries Division of the Universal Service Administrative Company (USAC) reported to the Federal Communications Commission that \$5.24 billion in requested funding has been estimated for schools and libraries seeking discounts for Funding Year 2012. This estimate is based on the dollars requested in 46,838 applications received or postmarked by March 20, 2012, the close of the FCC Form 471 application filing window.

There are several factors that will reduce ultimately the funds requested from the estimated level. First, while efforts have been made to eliminate duplicate requests, inevitably we will discover more duplication as we process these applications. Second, USAC's efforts to assure that funds are committed only for eligible services, for use by eligible entities with the appropriate discount rate, and are otherwise consistent with program rules, will further reduce the demand.

For detailed information, please refer to the [FY2012 Demand Estimate](#).

#### 4/20/2012 – News Brief Issued

Receive E-Rate tips, deadline reminders, and answers to your questions in this weekly newsletter.

#### 4/17/2012 – \*Update\* Scheduled System Maintenance 4/19 - 4/23/2012

The Schools and Libraries section on the USAC website will be unavailable from 8:00 PM EDT on **Thursday, April 19**

“Samples & Examples” contains sample letters etc.

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 Reference Area  
 Program Integrity  
 Eligible Services List  
 Document Retention  
 Trainings & Outreach

### RESOURCES & TOOLS

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### APPLICANTS

### SERVICE PROVIDERS

#### SAMPLES & EXAMPLES

##### Guide to USAC Letters

Throughout all USAC letters and reporting there are some helpful terms and acronyms to know and understand. Here is a [guide to USAC letters](#) for your reference.

##### Sample Letters

These are samples of USAC letters that can be found throughout the applicant and service provider processes in the Schools and Libraries (E-Rate) Program.

- [FCC Form 472 BEAR Notification Letter](#)
- [FCC Form 486 Notification Letter](#) for Applicants
- [FCC Form 486 Notification Letter](#) for Service Providers
- [FCC Form 500 Notification Letter](#) for Applicants
- [FCC Form 500 Notification Letter](#) for Service Providers
- [Funding Commitment Decision Letter \(FCDL\)](#) for Applicants
- [Funding Commitment Decision Letter \(FCDL\)](#) for Service Providers
- [Receipt Acknowledgment Letter \(RAL\)](#) for Applicants
- [Receipt Acknowledgment Letter \(RAL\)](#) for Service Providers
- [Receipt Notification Letter \(RNL\)](#)
- [FCC Form 486 Urgent Reminder Letter](#)
- [Notification of FCC Form 470 but no FCC Form 471](#)
- [Notification of FCC Form 471 with no Certification](#)

##### Other Samples & Examples

Below is a list of checklists, samples, and examples to help guide participants through the Schools and Libraries Program.

- [Appeal Checklist](#)
- [Appeal Letter](#)
- [Asset Register - Inventory List](#)
- [Bid Evaluation Matrix](#)
- [Consortium Letter of Agency](#)

“Funding Commitment Tool” allows searches for funding commitments by year.

To return more specific results, data fields can be entered into the box, such as: 2011 NY.

This will return all 2011 Commitments to New York libraries.

For further refinement in the search, use the “Advanced Search” button to select specific data.

“Advanced Search” box

By using the Advanced Search, the search can be narrowed to a specific city, state, or zip code.

The checkmark “Create detailed report” will automatically be checked when you click “Search.”

The report created can be Exported to Excel for further review.

“Search Tools” will bring up an array of tools to allow the applicant to search for information on their filing. After each form is filed, it can be searched using the form’s tool.

At the bottom of the Search Tools is a “Submit a Question” tool.

A question can also be submitted using the “Submit a Question” item on the menu.

Note the links in the footer of the pages.

These links can take the applicant to specific pages to Submit documents; Navigate to other programs; or Explore USAC, FCC documents, or Contact Us link.

|  |  |
|--|--|
| <a href="#">View 471 Status</a>                | This tool returns information on the status of all FCC Forms 471 for one applicant and one funding year.               |
| <a href="#">Search for Tech Plan Approvers</a> | This tool allows users to locate a certified Technology Plan Approver.   |
| <a href="#">View Two-in-Five Status</a>        | This tool will help you determine in which funding year an entity will be eligible for Internal Connections discounts. |
| <a href="#">View Eligible Products</a>         | This tool contains a non-comprehensive list of products eligible for funding.  |

#### Post Commitment Tools

|   |  |
|---|--|
| <a href="#">View FRNs with Extended Deadlines</a> | This tool shows the last date to receive service and the last date to invoice for extended FRNs in a funding year. |
|---|--|

#### Updating or Changing Your Information

|   |   |
|---|---|
| <a href="#">Upload Eligible Products</a>        | This tool allows manufacturers to submit product information for the Eligible Products Database.<br><a href="#">Instructions &amp; FAQs</a> |
| <a href="#">Change or Disable Applicant PIN</a> | This tool allows applicants to perform certain functions related to their Personal Identification Numbers (PINs).                           |

#### Inquiries

|                                   |   |
|-----------------------------------|---|
| <a href="#">Submit a Question</a> | This tool allows applicants and service providers to submit questions about E-Rate forms or topics. |
|-----------------------------------|---|

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#### SUBMIT

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[Appeals & Audits](#)

[Forms](#)  
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[FCC Orders](#)  
[FCC Filings](#)  
[Contact Us](#)

Direct links to specific pages that are frequently used are:

Main Schools and Libraries Page:

<http://www.usac.org/sl/default.aspx>

Paper Forms and Instructions:

<http://www.usac.org/sl/tools/forms.aspx>

Change or Disable a PIN (there is a link at the bottom of the Paper Forms and Instructions page to this)

<http://www.usac.org/sl/tools/pin.aspx>

Deadlines:

<http://www.usac.org/sl/tools/deadlines/default.aspx>

Search for Funding Commitments (Use "Advanced Search" to narrow results):

<http://www.usac.org/sl/tools/commitments-search/Default.aspx>

Search Tools such as the Data Retrieval Tool, etc.:

<http://www.usac.org/sl/tools/default.aspx>

Apply Online has not changed and remains:

<http://www.sl.universalservice.org/menu.asp>