



September 1, 2017

TIP OF THE WEEK: Review the revised list of drop-downs and the associated guidance for **FY2018 FCC Form 470 Category One services (see below)**. If you have not yet started your FCC Form 470, you will be better prepared to make the correct choice(s) when you are ready to begin.

Note that the Client Service Bureau (CSB) will be closed Monday, September 4 for the Labor Day holiday. CSB will reopen Tuesday, September 5 at 8:00 AM EDT.

Commitments for Funding Year 2017

Funding Year 2017. USAC is scheduled to release Funding Year (FY) 2017 Wave 15 Funding Commitment Decision Letters (FCDLs) on September 8. As of September 1, FY2017 commitments total just under \$1.05 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).

Update on FCC Form 470 for FY2018

The online FCC Form 470 in EPC now has an updated list of **Function** choices for Category One services. You will see the updated list when you get to the **Add New Service Request** page on the FCC Form 470 to start a Category One service request.

Below is the list of functions that you can now choose for Category One:

- Leased Lit Fiber
- Internet Access & Transport Bundled
- Transport Only — No ISP Service Included
- Internet Access: ISP Service Only
- Leased Dark Fiber and Leased Lit Fiber
- Self-Provisioned Networks and Services Provided Over Third Party Networks
- Cellular Data Plan/Air Card Service
- Voice Service
- Cellular Voice
- Other

We have also added a short explanation of each item at the bottom of the **Add New Service Request** page in the online form.

To further assist applicants, the [FCC Form 470 User Guide](#) posted on the USAC website has been updated with screenshots, a detailed description of each drop-down choice, and guidance on when a particular choice is required, appropriate, or should not be used. You can find this updated guidance on pages 14–17 of the guide.

The [How to File FCC Form 470 video](#) in the [Online Learning Library](#) now contains a screenshot of the

updated **Add New Service Request** page for Category One services so that you can see the updated drop-down list and the explanatory text.

Please note the following:

- If you certified your FCC Form 470 for FY2018 before August 26, 2017 (when the drop-down list was updated), you do not need to re-file your form. Your form will be accepted for FY2018, subject to program rules.
- If your form was incomplete on August 26, we encourage you to review your work before you certify your form. Keep in mind that the selections you made from the old drop-downs may no longer appear on your incomplete form, and you will need to review the new drop-downs and select the appropriate one(s). If you need assistance, you can call the Client Service Bureau (CSB) at (888) 203-8100.
- If you start a new FCC Form 470 now, you will only see the new drop-down options. Follow the updated guidance to complete your form.

For more information, you can refer to the [August 22 Special Edition SL News Brief](#).

Service Substitution and SPIN Change Requests for FY2017

Applicants can now file service substitution requests and Service Provider Identification Number (SPIN) change requests for FY2017 services.

- To file a service substitution, click the **Service Substitution** link at the top of your organization's landing page in EPC. Before you make your request, review the guidance on the [Service Substitution](#) page on the USAC website to verify that your request will comply with program rules.
- To file a [SPIN change](#), click the **SPIN Change** link at top of your organization's landing page in EPC. As a reminder, there are two types of SPIN changes:
 - A [corrective SPIN change](#) generally occurs when an applicant makes a data entry error or chooses the wrong SPIN for a company that has multiple SPINs. It can also be necessitated due to a merger, acquisition, or other change on the service provider's side.
 - An operational SPIN change is an actual change from one service provider to another. The requirements for operational SPIN changes became more stringent starting with FY2011. Before you make your request, review the guidance on the [Operational SPIN Change](#) page on the USAC website to verify that your request will comply with the program rules in effect for the appropriate funding year.

If USAC has not yet issued an FCDL, we strongly encourage you to work with your Program Integrity Assurance (PIA) reviewer to request changes to your services and/or your SPINs. This will save you a step and allow us to process your request more quickly. If you do not know who your PIA reviewer is, you can call CSB at (888) 203-8100 for assistance.

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