



Tips from Learningtech:

Things to Do / Not Do While Awaiting FCDL

The Funding Commitment Decision Letter (FCDL) is the culmination of many E-Rate application steps. It advises you of approval/denial/adjustment of each Funding Request [FRN] on a Form 471 (Services Ordered and Certification Form) application. Program funding commitment decisions are issued in *waves*, and prioritized as follows:

- Priority One services (telecommunications and Internet access) are funded first;
- Priority Two services (internal connections and basic) are funded later;
- Applicants with higher discounts are funded before applicants with lower discount levels;
- Applications with no corrections are often funded before those where adjustments are needed. (During 2007-2008, even one minor, ineligible item can delay an application.)

Application Review - After filing the Form 471, the Schools and Libraries Division (SLD) performs a variety of reviews on each application:

- **Certified-in-Window** is the status of a Form 471 that has been successfully certified within the filing window for the Funding Year and is awaiting assignment for Initial Review
- **Initial Review** is a review for compliance with program rules by Program Integrity Assurance (PIA). All 471 applications must receive both an Initial Review and a **Final Review**
- After Final Review, a Form 471 application may be (though is not always) assigned for **Quality Assurance Review**, which verifies that the Initial Review and Final Review procedures were properly performed. Applications may be assigned for a **first-level Quality Assurance Review** and **second-level Quality Assurance Review**
- The last optional step prior to FCDL is **Held for Policy Guidance**, meaning the application is on hold because SLD needs additional policy guidance from the FCC, usually when a Selective Review has occurred.

Following Form 471 application review, Funding Commitment Decision Letters (FCDLs) are issued to both the applicant and the service provider.

As soon as you receive your FCDL, please fax a copy to us at 866-801-8667.

Important Reminders while awaiting FCDL

Because application review is a time-consuming process and SLD processes tens of thousands of applications each year, often the funding year begins before you receive your FCDL. ***What should you do on July 1 if you are still awaiting your FCDL?***

- **WAIT** for the FCDL to implement any services that you cannot afford unless you get E-Rate funding.
- **START** any services that you definitely want, *regardless of E-Rate funding commitment*, on/after July 1. Implement only what you are ready to pay for, fully and directly, whether or not you are awarded funding. Postponing the start of services results in a reduction of funding, in the event of eventual approval. *When you start any service, please advise Learningtech ASAP; reporting of the Service Start Date is critical to accurate funding.*
- **DO NOT** start/install any service prior to July 1 (not even on June 30), or you will forfeit any associated installation discounts. Be especially careful with telephone company installations, since these are often performed a day early.

If approved, funding for an approved 471 application is retroactive to the actual service start date. The sooner you start services, the more funding you receive on an approved application. The later you start services, the less funding you receive on an approved application.