FY2016 PIA Review Process Overview

• Starting FY2016, all PIA reviews will occur in the applicant’s EPC portal
• The 471 main contact should receive an email notification that a PIA reviewer has questions about their application
  • The e-mail will list the 471# and the general subject of the inquiry (e.g. Eligibility of Services or Discount Rate), but will not contain the actual PIA questions
• Click on the link to see/respond to the PIA questions
• If you see more than one inquiry in the PIA list, respond to all of them at the same time – not one by one
• All submitted inquiries remain in EPC
Click this link to go directly to the PIA inquiry in EPC.
Where to find your PIA questions if you don’t get an email with a link

Find the Form 471 you’re checking on at the bottom of your Landing Page and click the blue hyperlink.

Click “Review Inquiries from the left menu

Check EPC once a week for pending PIA inquires. The email is a manual step for the PIA reviewer and may not be sent.
1. Click “Respond to Inquiries” which will turn the Inquiry Name into a blue hyperlink
2. Click on the hyperlink to see the actual PIA questions.

Shows the date your PIA answers must be submitted. If you need additional time, click “Request Extension.”
PIA Questions

Read the question carefully and type an answer or upload a document. When all questions have been completed, click “Submit.”

**Issue**

For FRN 1699022481, additional documentation is required to allow us to determine the eligibility of your request.

**Question(s)**

This page will timeout after an extended period of inactivity. Please periodically save your work using the ‘Save & Close’ button below. You may then use your browser’s ‘Back’ button to return to your work.

<table>
<thead>
<tr>
<th>#</th>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Please provide vendor documentation which supports the funding request amount of $465.02.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Note: Any vendor documentation (e.g. contracts, vendor quotes, vendor bills, invoices, etc.) provided should clearly identify any ineligible charges that were cost allocated out of your request. Also, please be sure to explain any discrepancies between the amount requested and amount supported.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>If you are requesting additional dollars to accommodate expected growth or increased usage, please provide any relevant documentation that you used when determining the estimate for expected growth or increased usage.</td>
<td></td>
</tr>
</tbody>
</table>

To add additional documents, click “Add Document.”
To see your submitted responses, click the “+” sign next to "Submitted Inquiries." Click on the name to see your responses/documents.

<table>
<thead>
<tr>
<th>Name</th>
<th>Outreach Type</th>
<th>Answered By</th>
<th>Assign Date</th>
<th>Answered Date</th>
</tr>
</thead>
</table>
See the status of your Form 471

Click “Summary" from the left menu to show the status of your Form 471
What Happens Next

• After PIA review, the application will move to a “Wave Ready” status which *could* mean that the application will be funded in an upcoming wave
  • Sometimes forms move from “Wave Ready” back to “Outreach” for further review

• All FCDL notifications will appear in EPC – see [http://www.gae-rate.usg.edu/erate_toolbox](http://www.gae-rate.usg.edu/erate_toolbox) for guidance on “How to find your FY2016 FCDLs”

• After the FCDL is issued, the next step is to file the Form 486 to “turn-on” funding