

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

PIA Email Notification



EXAMPLE OF PIA INFORMATION REQUEST EMAIL

Today's Date: 6/24/2016
Response Due Date: 7/11/2016
Contact Name: XXXXX
Applicant Name: XXXX AREA SCH DISTRICT
FCC Form 471 Application Number: 1610074XX

Dear Applicant:

We are in the process of reviewing your Funding Year 2016 FCC Form 471 application(s) and we need additional information to complete our review. Please respond to the information requests below. Please note that EPC allows you to begin working on your answers and save your work for later by clicking "Save and Close." We advise you to provide responses to all of the questions before submitting your answers. Click "Submit" only when you have answered all the questions in their entirety.

- Eligibility of Products and Services

[Click here to respond to inquiries](#)

[USAC Homepage](#)

If you have any questions as you work through your responses to the PIA review inquiries, please feel free to contact me via the phone number or e-mail address provided below. Please do not use e-mail to submit your responses to the PIA review inquiries. USAC will not review responses to PIA review inquiries sent to the reviewer's email address. All PIA responses must be submitted in EPC. Again, please be sure to provide complete responses to all of the PIA questions. If you need additional time to prepare your response, you may request an extension. Click the "Request Extension" button, located at the top of the "Review Inquiries" page in EPC. Your first extension request will be automatically granted, and you will receive an additional seven days to respond. Be sure to meet the response due date and provide all of the information requested, otherwise your application(s) may receive reduced funding or a funding denial.

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.

FCC Forms

Form Type

Status All
 Incomplete
 Certified
 Committed

Funding Year

Application Number	Nickname	Funding Year	Status	Certified Date
161000137	Internet Access	2016	Certified	2/18/2016 9:08 AM EST
161000154	FY2016 WAN	2016	Certified	2/17/2016 8:37 PM EST
161000155		2016	Certified	2/17/2016 9:37 PM EST



Summary ▾

News

Related Actions

Funding Requests

Review Inquiries

Connectivity Information

Discount Calculation

Entity Information

Click "Review Inquiries from the left menu

Check EPC once a week for pending PIA inquiries. The email is a manual step for the PIA reviewer and may not be sent.

PIA Inquiry Page

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.



- Summary
- News
- Related Actions
- Funding Requests
- Review Inquiries >**
- Connectivity Information
- Discount Calculation
- Entity Information

Records / FCC Forms 471

FY 2016 - Category 1 - Central Dauphin - #161009546 Follow

Request Extension

Respond to Inquiries

Apply Summer or Winter...



Pending Inquiries

Read	Notice	Name	Outreach Type	Assigned By	Title	Phone #	Assigned Date	Due Date	Extn.	Status
×	🕒	Eligibility of Products and Services	Regular 15-Day	Brooke Taylor	Case Management Associate	973-581-6700	6/27/2016 7:51 AM EDT	7/12/2016	0	Response Needed

Submitted Inquiries

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.

#	Question	Response
1	<p>Please provide vendor documentation which supports the funding request amount of \$465.02.</p> <p>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.</p>	<input type="text"/> Browse...
2	<p>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.</p>	<input type="text"/> Browse...

+Add Document

Delete Uploaded Files

To add additional documents, click "Add Document."

Save & Close

Submit

See your submitted responses

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

Pending Inquiries

<input type="checkbox"/>	Read	Notice	Name	Outreach Type	Assigned By	Title	Phone #	Assigned Date	↓	Due Date	Extn.	Status
No Pending Inquiries.												

Close

Submitted Inquiries



Submitted Inquiries



Name	Outreach type	Answered By	Assign Date	↓	Answered Date
Eligibility of Products and Services	Regular 15-Day	Candice Hall	6/24/2016 12:25 PM EDT		6/27/2016 3:27 PM EDT

See the status of your Form 471

Click "Summary" from the left menu to show the status of your Form 471



- Summary** ▶
- News
- Related Actions
- Funding Requests
- Review Inquiries
- Connectivity Information
- Discount Calculation

Records / FCC Forms 471

FY 2016 - Category 1 - Central Dauphin - #161009546

Follow

Incomplete

Certified

In Review

Outreach

Wave Ready

Committed

Review Status 15 Day Notice

Application Information

Nickname FY 2016 - Category 1 - Central Dauphin

Created Date 3/10/2016 9:53 AM EST

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 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