

## FCC Form 471 RAL Corrections

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### **Submitting Corrections**



After your Form 471 has been certified, you can make certain corrections or modifications to your application by submitting a Receipt Acknowledgement Letter (RAL) Modification Request in EPC.

 RAL corrections are allowed prior to the issuance of your Funding Commitment Decision Letter (FCDL).

#### **FCC Form 471 Corrections**

# The type of errors that applicants may correct on their FCC Form 471 include:

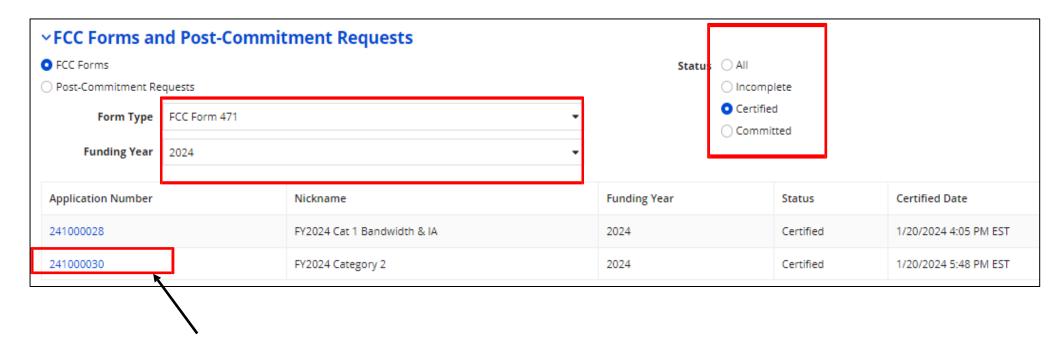
- Simple addition, subtraction, multiplication or division errors, misplaced decimal points
- Incorrect citations such as:
  - FCC Form 470 number, Contract number, or FCC Form 471 Recipient of Service entity numbers
- Dollar figures copied incorrectly from contracts
- Incorrect identification of ineligible charges and services or products
- Incorrect service delivery time period (e.g., month-to-month to contractual, recurring to non-recurring)
- Incorrect service provider name or Service Provider Identification
   Number (SPIN), also known as the service provider's 498 ID Errors that
   require Corrective SPIN changes
- Mischaracterizing non-recurring charges as recurring charges

### **Errors That DO NOT Qualify**

FCC Form 471 errors that do NOT qualify as ministerial and clerical errors:

- Underestimates of the quantities of services needed
- Services omitted due to a failure to recognize a need prior to filing one's
   FCC Form 471
- Changes to the services on the FCC Form 471 funding request (e.g., renegotiated contract terms or pricing)
- Omitting an entity from the discount calculation if it was not listed in the original source document
- Revising enrollment and National School Lunch Program (NSLP) data dated
   if you didn't state the count in the narrative of the Form 471
- Changes based on service provider documentation that is dated after the close of the filing window

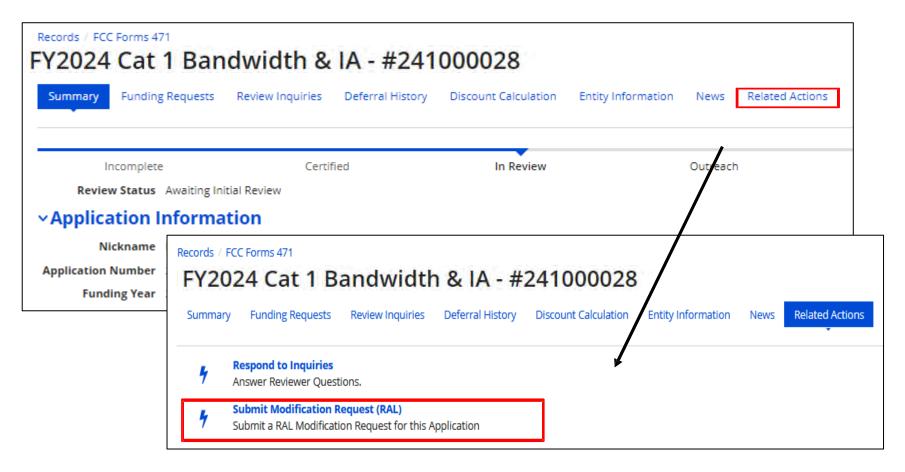
### **Submitting RAL Corrections**



Here are the steps to access the RAL Modification tool:

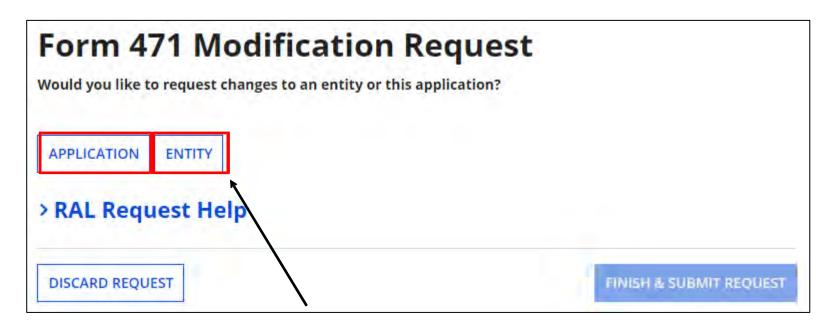
- From your Landing Page, scroll to "FCC Forms and Post-Commitment Requests" at the bottom of the page.
- From the drop-down menus, choose "FCC Form 471" for **Form Type** and "2023" for **Funding Year**. To see just the certified forms, select the **Status** "Certified."
- Find the form you want to modify from the list that appears and click the form number.

### **Submitting RAL Corrections**



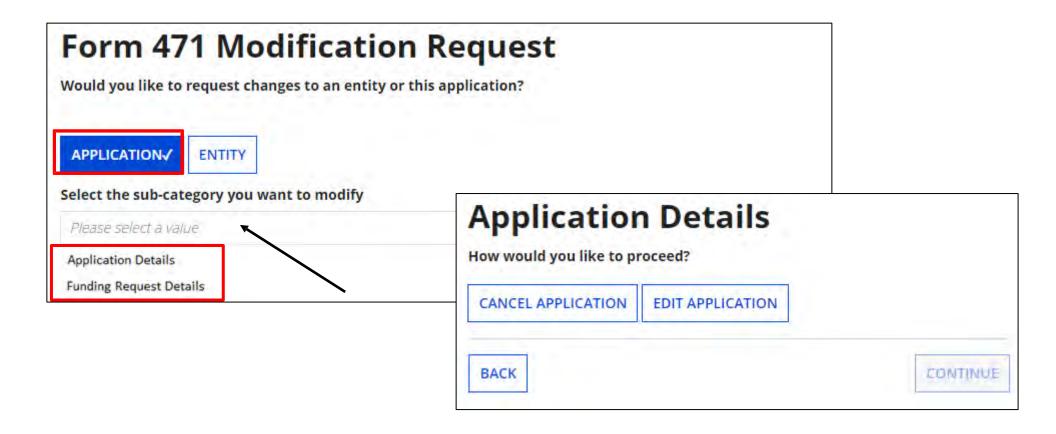
- Select **Related Actions** located at the top of the screen.
- Click Submit Modification Request (RAL) to choose what you would like to change on the Form 471.

### **Submitting RAL Corrections**



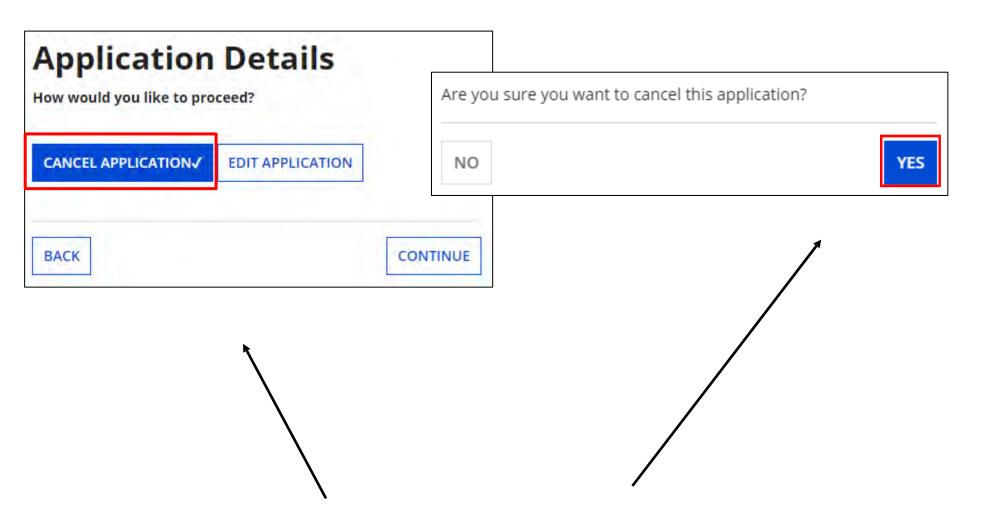
- From the Form 471 Modification Request screen, you can make changes to:
- Your Application: Select Application and choose one of the following in the dropdown.
  - Application Details
  - Funding Request Details
- Your Entity: Select **Entity** and choose one of the following.
  - BEN
  - Related Entities

### **Application Corrections**



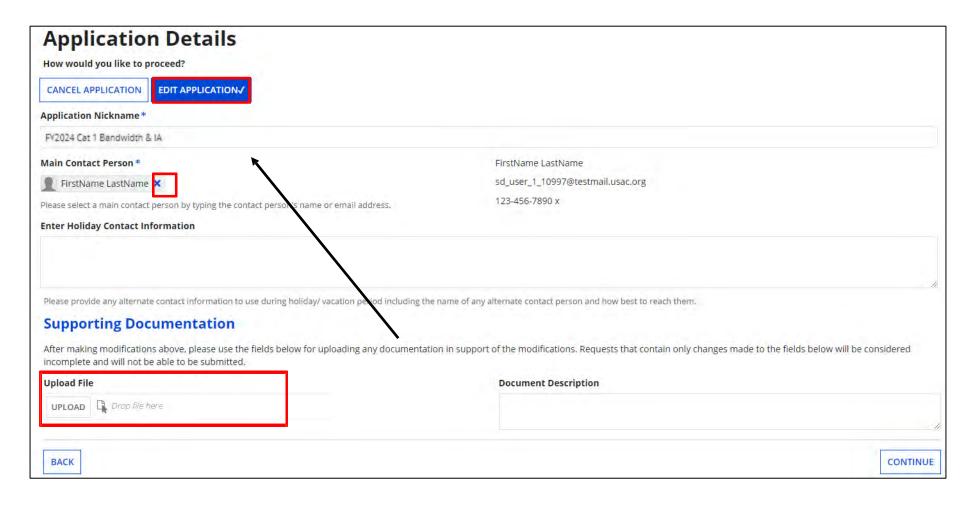
- If you click the "Application" button and then choose "Application Details" from the dropdown, a "Continue" button will appear. When you click "Continue", you have two choices:
  - Cancel Application
  - Edit Application

### **Canceling an Application**



"Cancel Application" allows you to cancel your FCC Form 471, but you will be prompted to respond before your application is canceled.

### **Edit Application**



"**Edit Application**" allows you to modify the application nickname, the contact person, and the Holiday Contact Information.

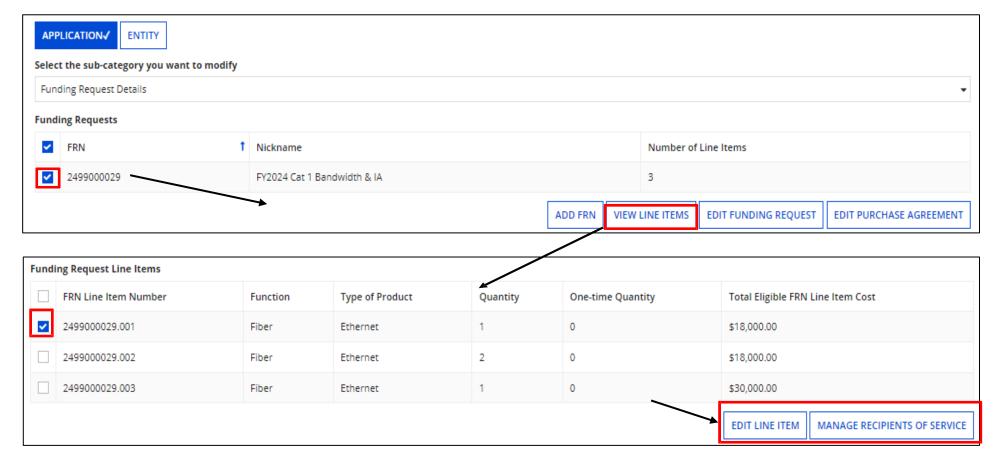
- To edit the main contact, click on the "X" next to the contact's name, and then search EPC for the correct user.
- You can then upload support documentation to explain the correction.

### **Funding Request Details**



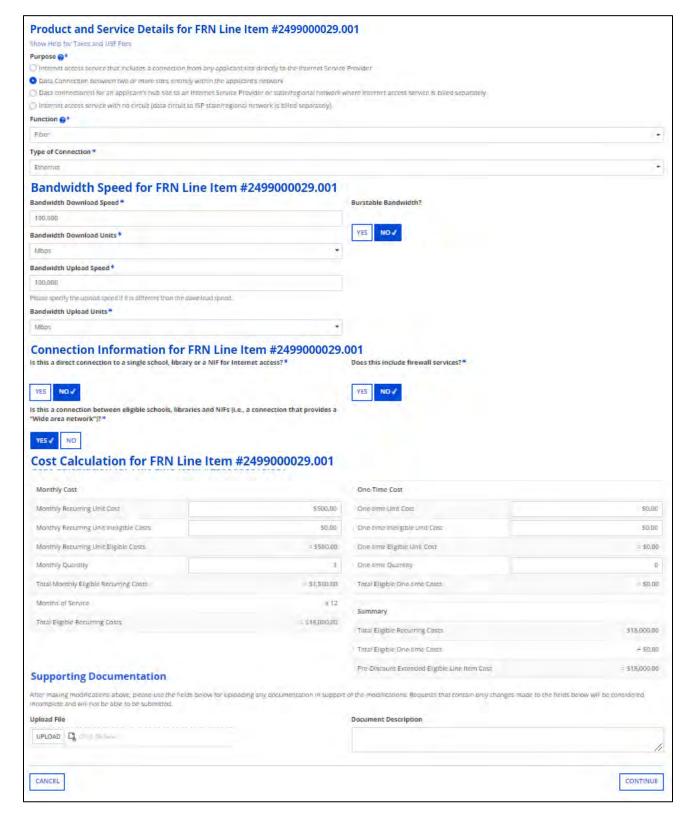
- If you click the "Application" button and then choose "Funding
  Request Details" from the dropdown, you see a list of the funding request
  numbers (FRNs) on this form.
- From there, you can choose:
  - "Add FRN" to create the key information for a new FRN.

### **Funding Request Details**



If you check the box next to an FRN, you can select "View Line Items" for that FRN.

- If you check the box next to a line item, you can:
  - "Edit Line Item" to change Purpose, Bandwidth Speed, Connection Info, or
     Cost or
  - "Manage Recipients of Service" to remove or add recipients of service



#### **Edit Line Items**

#### "Edit Line Item" view

Correct the information if necessary, and upload support documentation.

An example of support documentation may be a copy of a vendor's bill to show the monthly cost.

### **Edit Funding Request**



If you check the box next to an FRN, and then "Edit Funding Request" you can:

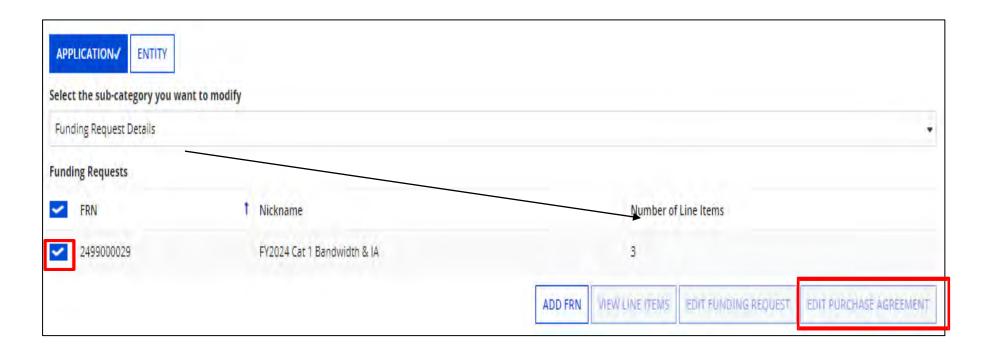
– "Cancel FRN"

or

 "Edit FRN Key Information" such as FRN nickname or Narrative (Part 1).

Edit Fundin	ng Request details				
CANCEL FRN EDIT	FRN KEY INFORMATION√				
Funding reque	st details for FRN # 249900	00029 - FY2024 Cat 1 Band	dwidth & IA		
* Funding Request Nickname	FY2024 Cat 1 Bandwidth & IA		Service Type Data Transmission and/or Internet Access		
Narrative					
Supporting Do					
After making modifications above, please use the fields below for uploading any documentation in support of the modifications. Requests that contain only changes made to the fields below will be considered incomplete and will not be able to be submitted.					
Upload File			Document Description		
UPLOAD 🖺 Drop file	here				
CANCEL			SAVE AND CONTINUE		

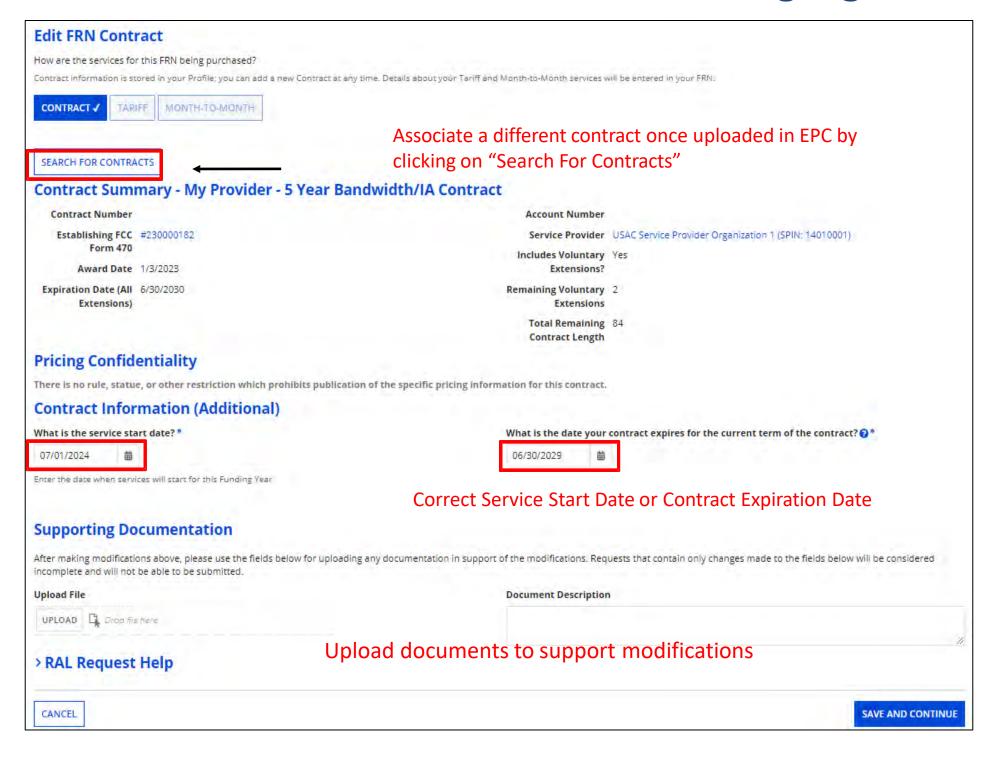
### **Edit Purchasing Agreement**



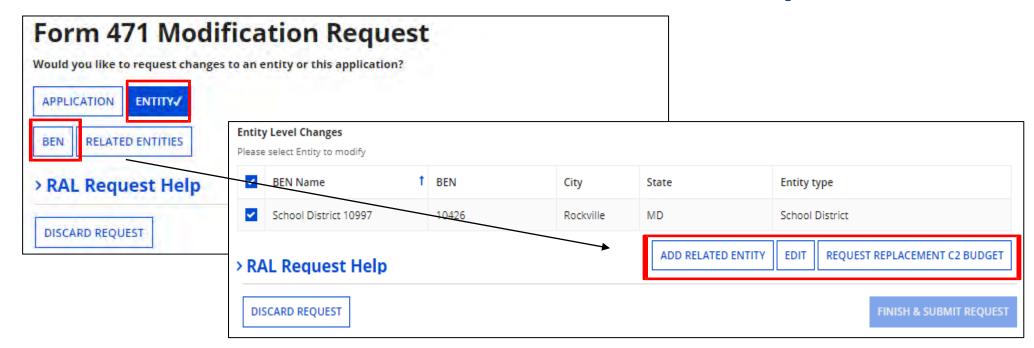
If you check the box next to an FRN, you can:

- "Edit Purchase Agreement" to make certain changes to the information you originally entered regarding services provided under contract or on a tariffed or month-tomonth basis.
- If you chose contracted services and now want to associate a different contract record with your FRN, you must first create that new contract record in EPC in order for it to show in your search results.

### **Edit Purchasing Agreement**

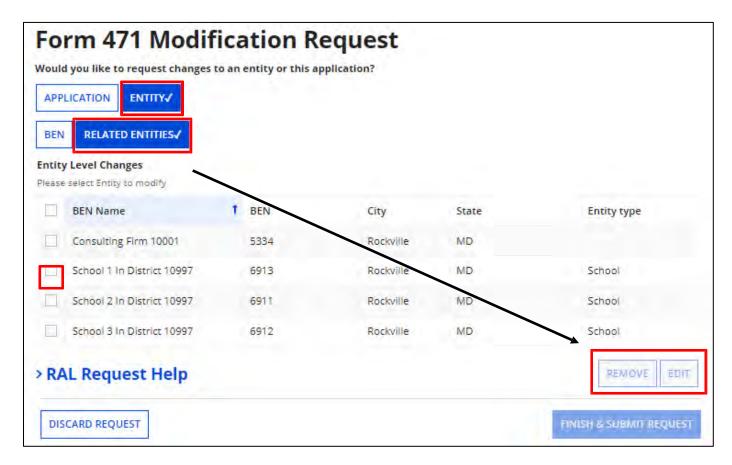


### **Edit Entity Information**



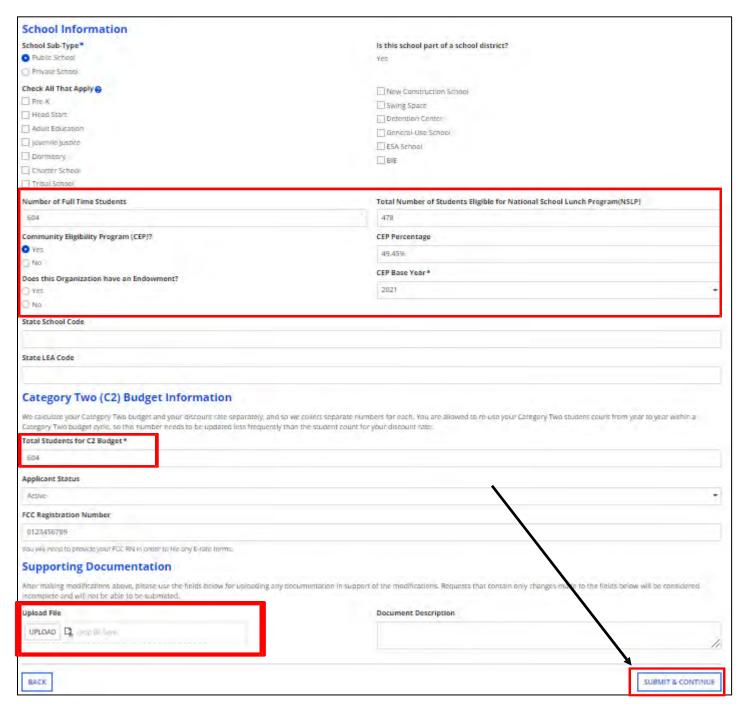
- If you click the "Entity" button and then "BEN," check the box to the left of the BEN to enable the buttons "Add Related Entity" or "Edit."
- "Add Related Entity" pulls up a list of the entities associated with the BEN. You can add any of the entities on the list to your FCC Form 471.
  - If you want to add a new entity, you must first ask the Client Service Bureau (CSB) to create the
    entity in your organization's profile. After the new entity has been created, it will then appear
    on this list.
- "Edit" allows you to edit the same information that appears in the organization's profile. Remember that the profile itself is not updated by any modifications you make here.
- If you increase the C2 enrollment or square footage, click on "Request Replacement C2 Budget".

### **Editing Related Entities**



- If you click the "Entity" button and then "Related Entities", you will see the current list of entities associated with the BEN on this form. To modify information for an entity, check the box to the left of the entity's name.
- Clicking "Remove" will remove the selected entity from the application.
- Clicking "Edit" allows you to edit the same information that appears in the entity's profile.
   Remember that the profile itself is not updated by any modifications you make here. This will flag your application so that changes can be implemented during PIA review.

### **Editing Related Entities**



Scroll down to see all fields and edit the information.

If you change enrollment/ NSLP counts, you can upload documentation to prove numbers.

Click "Submit & Continue" to go back to the Related Entities table. Continue selecting each entity to edit their information if needed.

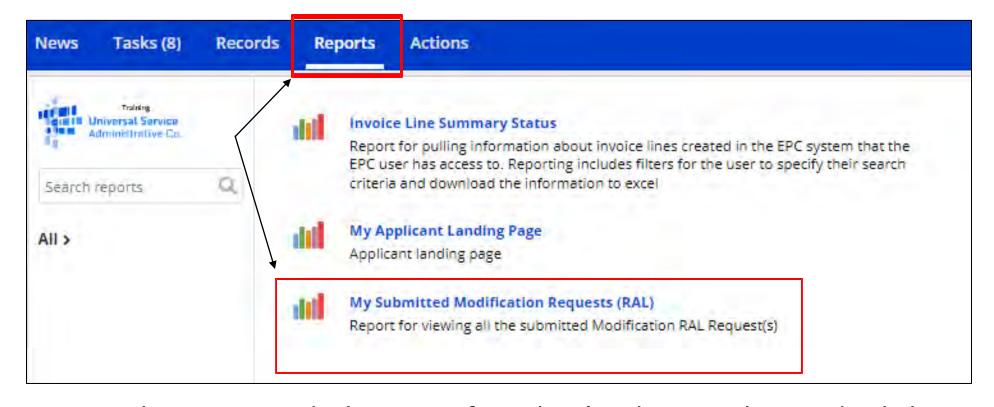
### **Editing Related Entities**



The requested changes will be shown. If you made a change but shouldn't have, click the box to the left of the row, and then "Remove".

When done, click on "Finish & Submit Request".

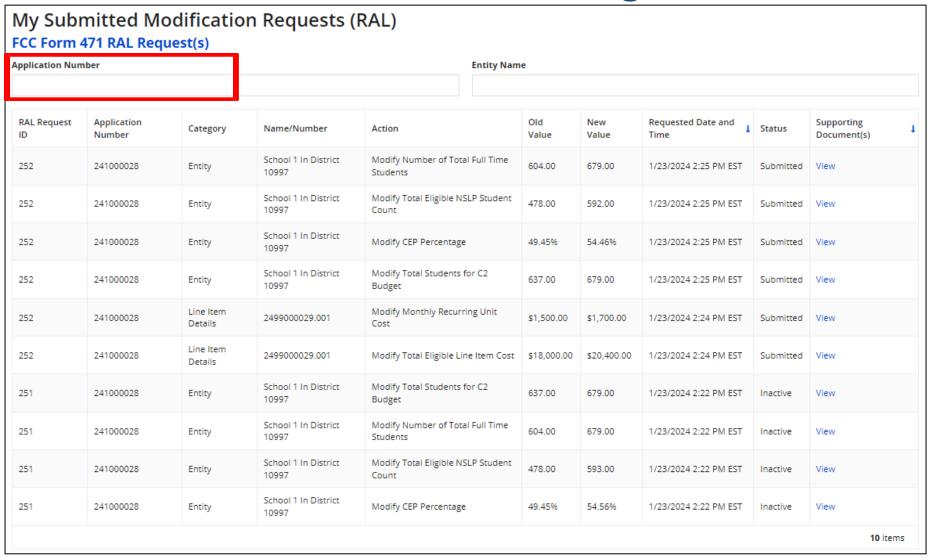
### **Finding Submitted RALs**



To see the requested changes after they've been submitted, click on "Reports", on the blue menu bar and then "My Submitted Modification Requests (RAL)". You'll then see the option to choose the funding year.

My Submitted Modification Requests (RAL) FCC Form 471 RAL Request(s) Funding Year *	
Please select a value	

### **Finding Submitted RALs**



The requested changes will be shown. If you requested changes on multiple Form 471 applications, enter the application number to see changes for just that form. If you file for multiple billed entities, enter the BEN to see a single applicant's changes.

# For E-Rate Support and Information Contact



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