How To File the E-Rate Form 486

Lorrie Germann, State E-Rate Coordinator

Form 486 Overview

- **Form 486 has two purposes**:
  - It informs the SLD that they are authorized to pay invoices (either BEAR or SPIFs), and
  - It informs the SLD that your library is CIPA compliant
- **Can only be filed after the FCDL has been issued (after funding has been committed)**
- **BEAR and vendor (SPI) invoices cannot be paid until the Form 486 has been submitted**
  - FY 2024 BEARs and SPIs can't be submitted until July 1, 2024
- **Vendors will *usually* not discount bills until the Form 486 has been submitted/approved**
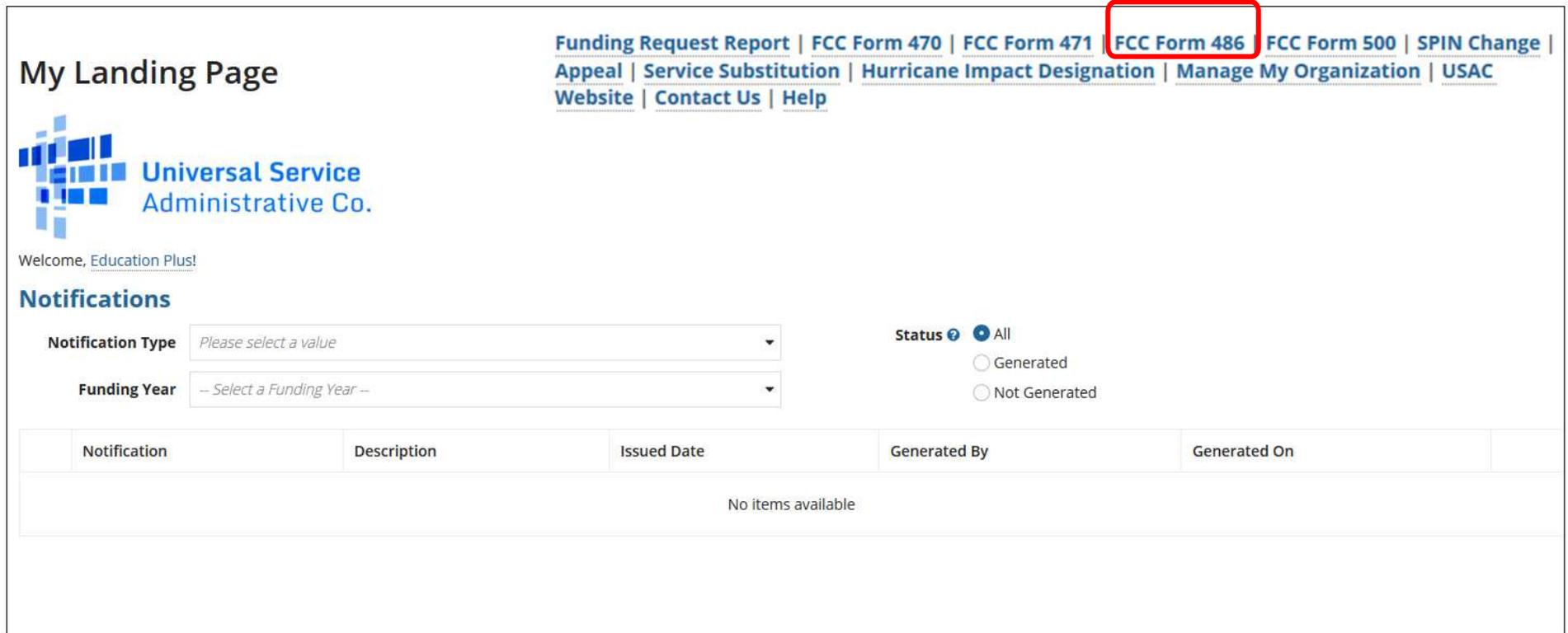
Form 486 in EPC

- **All Form 486s must be filed in the EPC portal**
- **Form 486 Approval Letters are e-mailed to applicant**
  - Letters also are available under Notifications on the EPC Landing Page
  - No paper 486 Approval Letters will be mailed
- **Form 486 is streamlined:**
  - Form pre-populates FRNs and service start dates based on the approved 471(s)
    - Applicants will select relevant FRNs and will not enter any new data
  - Certifications will change based on applicant type (school, library or consortium)
  - Form is short, and the easiest of all the E-Rate applications
- **Vendors will receive 486 Notifications in their vendor portal**s

Deadline for Filing Form 486

- **120 days after FCDL date or Service Start Date listed on Form 486, whichever is later**
  - For Category 1 FRNs, the earliest deadline is usually October 29th , which includes funding letters issued on/before July 1$^{st.}$

- **Penalty for late Form 486 filing:**
  - USAC adjusts the Service Start Date to 120 days from the Form 486 filing date
    - Essentially this means USAC will deduct 1 months' worth of funding for each 30 days that the 486 is submitted late
  - **If the deadline is missed, USAC will issue a '486 Urgent Reminder Notice' in EPC Newsfeed**
    - Applicants then have 15 additional calendar days to submit the 486 without penalty

Finding the Form 486 in EPC

After the FCDL has been received, you may file the Form 486.   Go to the USAC webpage at https://www.usac.org/e-rate/, and log into EPC.   From your Landing Page, click on FCC Form 486 in upper right corner.

Nickname/Contact Name

Create FCC Form 486

General Information	Select FRNs	Detailed Info	Certification	Preview

Submitting Organization Details

Local County Public Library
123 Main St.
Any Town, OH 45000
555-222-0000
jane.doe@mylib.org

BEN: 130079

FCC Registration Number: 0020669420

Select the Funding Year

FCC Form 486 Details

Nickname *   Nickname: This is something you make up.

FY2024

Funding Year *

'2024

Contact Information

Main Contact Person *

Contact Person: Select from one of the EPC users by typing the first few letters of the person's first name. Click on "Continue"

Please select a main contact person by typing the contact person's name or email address.

CANCEL   CONTINUE

Selecting FRNs: Don't User Filter

Note on Filter: You do NOT need to use the Filter; the FRNs that have been funded for FY2024 will display at the bottom of the screen. The Filter is only available if you have a long list of FRNs and need to search for a single one.

Also, you can include **BOTH** Category 1 and Category 2 FRN's on the same 486.

Adding FRNs

Click "Add ALL FRNs" and the FRNs will be moved to the "Selected FRNs" list at the bottom of the page.

ADD ALL (3) FRNS

CLEAR SEARCH FILTERS   **SEARCH**

	FRN ↑	Application Number	FRN Nickname	Category of Service	FRN Status
☐	2499026772	241020356	Bandwidth-ISP - 80% Schools	Category 1	Funded
☐	2499026775	241020356	Bandwidth-ISP - 70% Schools	Category 1	Funded
☐	2499026776	241020356	Bandwidth-ISP - 60% Schools	Category 1	Funded

Selected FRNs

ADD (0) FRNS

	FRN ↑	Application Number	FRN Nickname	Category of Service	FRN Status
☐	2499026772	241020356	Bandwidth-ISP - 80% Schools	Category 1	Funded
☐	2499026775	241020356	Bandwidth-ISP - 70% Schools	Category 1	Funded
☐	2499026776	241020356	Bandwidth-ISP - 60% Schools	Category 1	Funded

REMOVE (0) FRNS

CANCEL   **BACK**   **CONTINUE**

Click **Continue**

Confirm that Data is Accurate

Service Information

Please confirm that the information below is complete and accurate for the service(s) that you are confirming. Although it is uncommon, you may need to edit a service start date. To do so, select the FRN(s) you wish to update from the grid below. You may select multiple FRNs.

Please note that the Service Start Date in the below grid is from the FCC Form 471.

	FRN	Application Number	FRN Nickname	SPIN	Service Provider	Service Start Date	Actual Service Start Date
☐	2499026772	241020356	Bandwidth-ISP - 80% Schools	143043002	Educational Technology Association	7/1/2024	7/1/2024
☐	2499026775	241020356	Bandwidth-ISP - 70% Schools	143043002	Educational Technology Association	7/1/2024	7/1/2024
☐	2499026776	241020356	Bandwidth-ISP - 60% Schools	143043002	Educational Technology Association	7/1/2024	7/1/2024

CANCEL   BACK   CONTINUE

If all data is accurate, simply click **Continue.**

Confirm that Data is Accurate

If you need to change the Service Start Date to a date LATER than what you listed on the 471, check the box next to the FRN #, enter the revised date, and click on "Update Selected FRNS Start Date". Note: If this is for C1, USAC will reduce your funding if you push back your service start date.

Early Filing/CIPA Waiver?

Early Filing: If the FCDL is received prior to July 31 and if your services will begin prior to July 31 (or equipment received before July 31), you should check the Early Filing box. Otherwise, don't check.

CIPA Waiver: **Do not check the CIPA waiver box**. If you are not CIPA compliant, but if asking for bandwidth circuits only, you will provide that certification later in the application.

Early Filing

CHECK THE BOX BELOW IF THE FRNS ON THIS FCC FORM 486 ARE FOR SERVICES STARTING ON OR BEFORE JULY 31 OF THE FUNDING YEAR.

☐ The Funding Requests listed in this FCC Form 486 have been approved by USAC as shown in my Funding Commitment Decision Letter (FCDL). I have confirmed with the service provider(s) featured in those Funding Requests that these services will start on or before July 31 of the Funding Year.

CIPA Waiver

CHECK THE BOX BELOW IF YOU ARE REQUESTING A WAIVER OF CIPA REQUIREMENTS FOR THE SECOND FUNDING YEAR IN WHICH YOU HAVE APPLIED FOR DISCOUNTS IF YOU AS THE BILLED ENTITY ARE THE ADMINISTRATIVE AUTHORITY.

☐ I am providing notification that, as of the date of the start of discounted services, I am unable to make the certifications required by the Children's Internet Protection Act, 47 U.S.C. § 254(h) and (l), because my state or local procurement rules or regulations or competitive bidding requirements prevent the making of the certification(s) otherwise required. I certify that the schools or libraries represented in the Funding Request Number(s) on this FCC Form 486 will be brought into compliance with the CIPA requirements before the start of the Third Funding Year in which they apply for discounts.

If you have Full Rights and are certifying the application, click Continue. (If you don't have Full Rights, you must "Send for Certification" so a Full Rights EPC User can certify the Form 486.)

Send for Certification   Continue

General Certifications – All Applicants

Check the top 2 Certification boxes - required for all applicants.

Certifications

☑ I certify that the services listed on this FCC Form 486 have been, are planned to be, or are being provided to all or some of the eligible entities identified in the FCC Form 471 application(s) cited above. I certify that there are signed contracts covering all of the services listed on this FCC Form 486 except for those services provided under tariff or on a month-to-month basis. I certify that I am authorized to submit this receipt of service confirmation on behalf of the above-named Billed Entity; that I have examined this request; and that, to the best of my knowledge, information, and belief, all statements of fact contained herein are true.

☑ I understand that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the services receive an appropriate share of benefits from those services. I recognize that I may be audited pursuant to this application and will retain for at least ten years (or whatever retention period is required by the rules in effect at the time of this certification) after the latter of the last day of the applicable funding year or the service delivery deadline for the funding request any and all records, including FCC Forms 479 where required, and, if audited, will make such records available to the Administrator.

Scroll down to the CIPA Certifications.

CIPA Certifications

Be Careful!!!

<u>ONLY</u> check the first circle to signify that you are CIPA compliant. Do NOT check the 2nd or 3rd buttons!

*If you are **NOT** CIPA compliant and are only receiving discounts on telecom services, which includes bandwidth circuits, check the 3rd box.*

Click **Preview**.

Form Details

Nickname FY2024   **Funding Year** 2024

Billed Entity Information

COUNTY DISTRICT LIBRARY   Billed Entity Number: 129000
117 S JACKSON ST   FCC Registration Number: 0011623568
NEW LEXINGTON, OH 43764   Applicant Type: Library System

∨ Main Contact

Name Lorrie Germann   Email jane.smith@county.library.org
Phone Number 740-253-1153

Service Information

	FRN	Application Number	FRN Nickname	SPIN	Service Provider	Service Start Date	Actual Service Start Date
☐	2499026772	241020356	Bandwidth-ISP - 80% Schools	143043002	Educational Technology Association	7/1/2024	7/1/2024
☐	2499026775	241020356	Bandwidth-ISP - 70% Schools	143043002	Educational Technology Association	7/1/2024	7/1/2024
☐	2499026776	241020356	Bandwidth-ISP - 60% Schools	143043002	Educational Technology Association	7/1/2024	7/1/2024

☑ The Funding Requests listed in this FCC Form 486 have been approved by USAC as shown in my Funding Commitment Decision Letter (FCDL). I have confirmed with the service provider(s) featured in those Funding Requests that these services will start on or before July 31 of the Funding Year.

☑ I certify that the services listed on this FCC Form 486 have been, are planned to be, or are being provided to all or some of the eligible entities identified in the FCC Form 471 application(s) cited above. I certify that there are signed contracts covering all of the services listed on this FCC Form 486 except for those services provided under tariff or on a month-to-month basis. I certify that I am authorized to submit this receipt of service confirmation on behalf of the above-named Billed Entity; that I have examined this request; and that, to the best of my knowledge, information, and belief, all statements of fact contained herein are true.

☑ I understand that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the services receive an appropriate share of benefits from those services. I recognize that I may be audited pursuant to this application and will retain for at least ten years (or whatever retention period is required by the rules in effect at the time of this certification) after the latter of the last day of the applicable funding year or the service delivery deadline for the funding request any and all records, including FCC Forms 479 where required, and, if audited, will make such records available to the Administrator.

☑ I certify that as of the date of the start of discounted services: a. the recipient(s) of service represented in the Funding Request Number(s) on this FCC Form 486 has (have) complied with the requirements of the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l).

CANCEL   BACK   PRINT PREVIEW   **CERTIFY**

Note: If you click on "Print Preview", there will be certifications not previously displayed. These are for other applicant types. Click on "**Certify**".

Confirmation Page After Certifying

Certifier Information

You have successfully filed FCC Form 486 #96209

Click here to view and print the FCC Form 486

Certification Date

7/1/2024 2:00 EDT

Authorized Person

Name	Jane Doe
Title	Director
Employer	Local County Library
Address	123 Main St. Any Town, OH 45000
Phone	555-222-0000
Email	jane.doe@mylib.org

Form 486 Approval via E-mail

The Form 486 Notification Letter will be e-mailed to the 486 contact

E-rate Productivity Center USAC has received and reviewed FCC Forms 486 containing Funding Request Numbers (FRNs) included in the attached files. You may receive additional FCC Form 486 notifications about funding requests that you identified in other FCC Forms 486. Each service provider included on the FCC Form 486 Notification Letter will also be provided with the information in this notification.

Please read the attached FCC Form 486 Notification Letter and corresponding Excel file for important information about any changes made to the form and/or the FRNs.

NEXT STEPS
• If not determined already, we recommend applicants and service providers discuss invoicing options, and ensure that both parties are familiar with the invoice deadline date.

• Applicants have the option of receiving a bill from service providers for any non-discounted portion, as stated in program rules. Program rules also require participants to maintain documentation for at least 10 years after the last day of the applicable funding year or the ...More

Local County Library FCC Form 486 Notification Letter
PDF 71 KB

FCC Form 486 - 120714 - FY2018 Circuits Only - 486
XLSX 9 KB

#17000247 - Circuits ... .   FY2018 Circuits ... uits ...

Aug 25, 2018   ☆   🔒   Comment   More Info ▾

Form 486 Approval in EPC

At the top of your EPC Landing Page under "Notifications", select 'Form 486 Notification Letter'

Do you have questions?

Contact Information

For E-Rate Support and Information, please contact:

Lorrie Germann: 740-253-1153

E-mail: lorrie.germann@education.ohio.gov

To subscribe to the E-Rate list, send an email with no message to join-erate@list.em.ohio.gov.