

FCC Form 484 Part 1 Overview And Frequently Asked Questions

September 10, 2024

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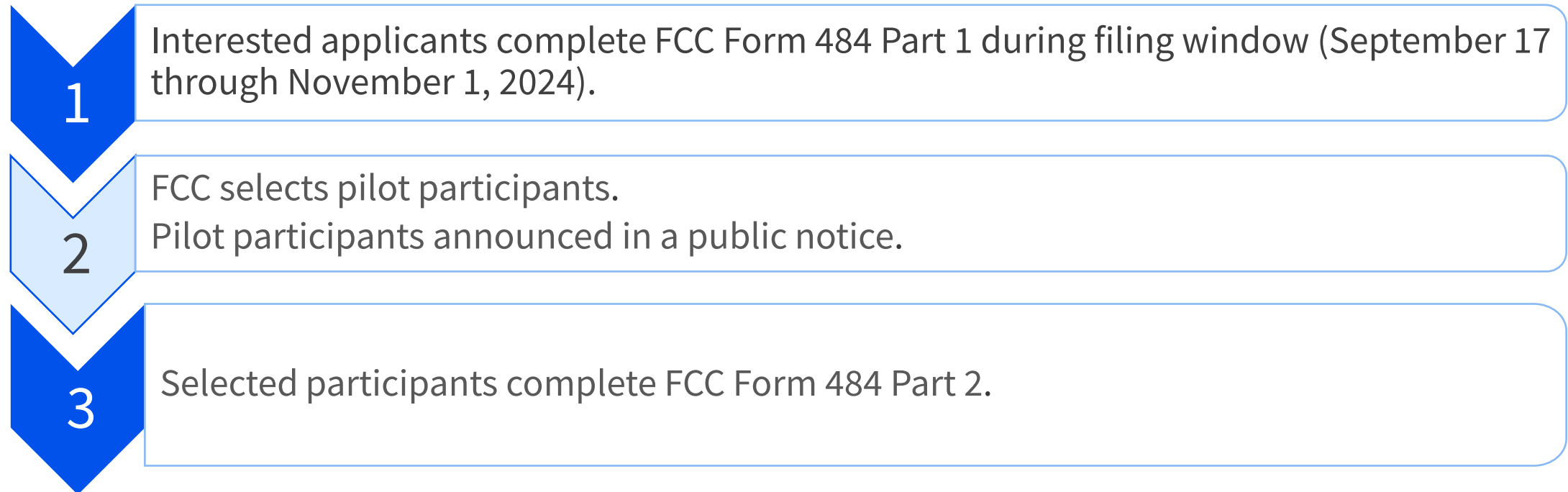


Schools & Libraries Cybersecurity Pilot Program Overview

Pilot Program Overview

- The Federal Communications Commission (FCC) established the three-year **Schools & Libraries Cybersecurity Pilot Program** to provide up to \$200 million in Universal Service Fund (USF) support to participating eligible schools, libraries, and consortia of schools and libraries to defray the costs of eligible cybersecurity services and equipment.
- The Pilot Program will evaluate the effectiveness of using USF funding to support cybersecurity services and equipment to protect school and library broadband networks and data.

Pilot Program Application Process



Pilot Program Participant Selection

- To facilitate the inclusion of a diverse set of Pilot Program projects and to target Pilot Program funds to the populations most in need of cybersecurity support, the FCC will award support to a combination of large and small and urban and rural schools, libraries, and consortia, with an emphasis on funding proposed Pilot projects that include low-income and Tribal applicants.

FCC Form 484 Part 1

FCC Form 484 Part 1

- Eligible schools, libraries, and consortia can apply to participate in the Pilot Program by submitting the FCC Form 484 Part 1.
- The application filing window will run from September 17 to November 1, 2024.
- When the application window opens on September 17, school, library, and consortia applicants will be able to access FCC Form 484 Part 1 through the E-Rate Productivity Center (EPC). If you do not have access to EPC, please contact USAC's Customer Service Center (CSC) to set up an administrative account and entity profile.
- Pilot Program forms can be found in the waffle in the top right-hand corner of the welcome screen in EPC (same place you find the E-Rate invoicing forms).
- Consultants will see that the Pilot Program was added to their EPC account but will not have access until granted by a Pilot applicant.



Good Morning, Welcome to the Cybersecurity Pilot Program!

Name

**My
Organization(s)**

**My Forms and
Requests**

**My Pending
Tasks**

**My Pending
Inquiries**

FCC Form 484 Part 1 Filing Window closes in **9 days 13 hours 15 mins**

Search SL Applicant Entities

SEARCH



BEN	BEN Name	City	State	Entity Type	Action
000000	Consortium name	CITY		Consortium	FILE MY FCC FORM 484 PART 1

FCC Form 484 Part 1

- Entity profile data will be migrated from the applicant's EPC administrative profile, including a list of associated consultants, discount rates, consortium members, and associated schools or libraries.
- Any necessary administrative changes can be made in EPC and USAC's CSC will be available to assist as needed with any updates.
- The FCC Form 484 Part 1 will not be visible to EPC users until the application window opens on September 17.

FCC Form 484 Part 1

- Applicants will use the FCC Form 484 Part 1 to provide general cybersecurity information and answer questions about their proposed Pilot projects, including the eligible equipment and services they intend to seek funding for if selected for the Pilot Program – please be as **thorough** and **specific** as possible
- Applicants' initial equipment and services selections and cost estimates are preliminary; applicants may modify these selections if selected for the Pilot Program.

FCC Form 484 Part 1: Basic Information

FCC Form 484 Part 1: Basic Information

- Account administrators review their school, library, or consortium basic information that's been migrated from their EPC entity profile.
- If users need to make changes to any of the basic entity information, they should contact the USAC's CSC.
- The Account Administrator will also designate a main contact person to answer questions about the form – which can be themselves or another person – and provide contact information.

Application Tips – Basic Information

- A parent entity makes decisions on behalf of the child entity, such as filing program forms on their behalf.
- The three most common parent-child relationships in EPC are:
 - A school district (parent entity) to the individual schools and non-instructional facilities (NIFs) that are part of that school district (child entities).
 - A library system (parent entity) to the individual library sites and NIFs that are part of that library system (child entities).
 - A consortium leader (parent entity) to the members of the consortium (members) and the member's entities (child entities).

FCC Form 484 Part 1: Designating Applicants

FCC Form 484 Part 1: Designating Applicants- School District or Library System

- Schools and libraries can select any associated eligible entities (e.g., associated schools within a district or sites within a library system) to include in their Pilot Program application.

FCC Form 484 Part 1: Designating Applicants – Consortia

- A group of eligible schools and libraries can file as a consortium to jointly participate in the Pilot Program.
- A Pilot Program consortium can be newly created or based on an existing one created for the E-Rate program.
- All consortia must select a consortium leader, though the leader need not be an eligible entity (e.g., a governmental entity or non-profit), provided all benefits are passed through to eligible consortium members.

FCC Form 484 Part 1: Designating Applicants – Consortia

- Existing consortia will indicate whether every member of their E-Rate consortium will be included in the Pilot Program application.
 - If some members of the consortium will not be included in the Pilot Program application, the consortium lead can indicate that in the **Participant Selection** section of the application.
 - If existing consortia want to add new members, they must update their E-Rate entity profile.
- New consortia – who have not submitted an E-Rate application as a group – will need a Billed Entity Number (BEN) for the consortium and letters of agency (LOAs) from consortium members. Please contact USAC’s CSC with any questions about setting up a new consortium in EPC.

Application Tips - Designating Applicants

- Consortia leaders should only apply on behalf of members that have agreed to participate in the Pilot Program as consortium members. A letter of agency (LOA) is required to show that the consortium leader has the member's authorization to act on their behalf.
- Schools and libraries should only apply **once**, either as an individual applicant or part of a consortium.
- Except in limited circumstances, once applicants file the FCC Form 484 Part 1, they will not be allowed to change the entities on their application.

FCC Form 484 Part 1: Proposed Plan

FCC Form 484 Part 1: Proposed Plan

- Applicants will be asked to “**provide a summary of the proposed project** for which you/your consortium will request Schools and Libraries Cybersecurity Pilot Program support if selected as a Pilot participant including, but not limited to, the cybersecurity issues and challenges you/your consortium plan(s) to prevent or address with Pilot Program funding, your proposed cybersecurity action plan, and the sites that will be included as part of your proposed Pilot project”.
 - The form allows an open text response of 5,000 characters; applicants can upload any additional information that does not fit in this space.
 - For example, applicants may provide information about things like their goals and objectives for the proposed plan, how they plan to use Pilot Program funding, and the cybersecurity risks the proposed Pilot project will prevent or address.

FCC Form 484 Part 1: Proposed Plan (Continued)

- Applicants will also be asked to identify the services and equipment they plan to purchase with Pilot Program funding using the Pilot [Eligible Service List](#) which includes four broad categories:
 - Advanced/Next-Generation Firewalls;
 - Endpoint Protection;
 - Identity Protection and Authentication; and
 - Monitoring, Detection and Response.
- Applicants may select multiple service and equipment options.
- These selections are preliminary; applicants may modify these selections if selected for the Pilot Program.

FCC Form 484 Part 1: Proposed Plan (Continued)

- Applicants will “**describe how the proposed Pilot project would use Pilot funding** to protect the broadband network(s) and data of you/your consortium members and address your cybersecurity concerns, including, but not limited to, a discussion of the types of equipment and services you/your consortium plan(s) to purchase and how you/your consortium plan(s) to use the equipment and services to protect your broadband network(s) and data and manage and address cybersecurity risks”.
 - Please include as much specificity as possible.
 - Similar to the project summary question, the form allows an open text response of up to 5,000 characters; applicants can upload additional information/supporting documents as necessary.

FCC Form 484 Part 1: Proposed Plan (Continued)

- Applicants will list the cybersecurity risks that their proposed plan will address by selecting one or more from a list of dropdown multi-select options:
 - Malware or similar
 - Viruses or similar
 - Spam or similar
 - Ransomware or similar
 - Distributed Denial-of-Service attacks or similar
 - Insider/Privilege Misuse or similar
 - Email and Web Security Risks (e.g., phishing, password spraying, credential stuffing, etc.) or similar
 - Cloud Application Threats or similar
 - Network Threats, Data Compromise and/or Loss or similar
 - None of the Above
- Supporting documentation about these risks can be uploaded into EPC.

FCC Form 484 Part 1: Proposed Plan (Continued)

- Applicants will select the **primary** area of focus for their proposed plan from the following options:
 - Create initial cybersecurity framework;
 - Augment existing cybersecurity framework;
 - Protect network(s) and data;
 - Address past cybersecurity incident(s)/issue(s); and
 - Address current cybersecurity incident(s)/issue(s).

FCC Form 484 Part 1: Proposed Plan (Continued)

- Applicants will be asked to identify the goals and objectives of their proposed plan from a list of dropdown multi-select options:
 - Develop/implement/improve security and protection of E-Rate-funded broadband network(s);
 - Develop/implement/improve network and data monitoring;
 - Develop/implement/improve vulnerability scanning and patch management;
 - Develop/implement/improve protective controls;
 - Develop/implement/improve network segmentation;
 - Develop/implement/improve user access control;
 - Develop/implement/improve password management policies;
 - Develop/implement/improve IT security governance; and
 - Obtain/supplement the cost of third-party cybersecurity management assistance.

Application Tips – Proposed Plan

- Plans should be specific and individualized. The FCC is looking to fund a variety of cybersecurity options.
- Strongly discourage using a templated or generic plan. Doing so may prevent you from being selected from the Pilot Program.
- Remember, applicants can attach more information if their plan exceeds the 5,000-character limit.

FCC Form 484 Part 1: Project Details

FCC Form 484 Part 1: Project Details

- Applicants will respond to yes/no questions including:
 - Have you/any of your consortium members implemented recommended best practices from one or more cybersecurity organizations (e.g., CISA, Education Department, NIST)?
 - Do you/your consortium plan to implement recommended best practices from any cybersecurity organizations as part of your proposed Pilot project (e.g., CISA, Education Department, NIST)?
 - Will your/your consortium's proposed Pilot project be self-sustaining (i.e., able to be carried out without Pilot funding) once the Pilot Program ends?

FCC Form 484 Part 1: Applicant Cybersecurity Information

FCC Form 484 Part 1: Project Details (Continued)

- Applicants will use the Pilot Program [Eligible Services List](#) to preliminarily identify the specific cybersecurity equipment and services they plan to request and seek reimbursement for if selected to participate.
 - The FCC will use this information to assist with the selection of a diverse pool of participants for the Pilot, but applicants will be able to modify the equipment and services if selected to participate in the Pilot Program.

FCC Form 484 Part 1: Experience and Expertise/Funding

- Applicants will answer a series of yes/no questions regarding their/their consortium's cybersecurity expertise and experience and sources of funding:
 - Do you/Does any member of your consortium have previous experience implementing cybersecurity protections/measures?
 - Do you/Does any member of your consortium currently receive, or expect to receive, cybersecurity funding from any other federal, state, local, Tribal, or other cybersecurity program or source?

FCC Form 484 Part 1: Cybersecurity Incidents and Best Practices

- Applicants will answer a series of yes/no questions regarding their/their consortium's cybersecurity incidents and use of cybersecurity best practices:
 - Have you/any member of your consortium experienced a cybersecurity incident (e.g., a cybersecurity threat or attack) in the last year?
 - Have you/any member of your consortium implemented, or begun implementing, any of the U.S. Department of Education (Education Department) or Department of Homeland Security Cybersecurity and Infrastructure Security Agency (CISA) K-12 cybersecurity recommendations?

FCC Form 484 Part 1: Cybersecurity Collaboration/ Information Sharing, Staffing, and Free or Low-cost Resources

- Applicants will answer a series of yes/no questions regarding their/their consortium's participation in cybersecurity collaboration or information sharing groups, cybersecurity staffing, and any plans to utilize free or low-cost cybersecurity resources:
 - Are you/any members of your consortium currently a member(s) of any cybersecurity collaboration or information-sharing groups?
 - Do you/any of your consortium members currently have a designated cybersecurity officer(s) or other senior-level staff member(s) who will serve as the designated cybersecurity officer(s) if you are selected as a Pilot participant?
 - Do you/any of your consortium members currently utilize, or plan to utilize, any of the free or low-cost cybersecurity resources recommended by the Education Department or CISA?

FCC Form 484 Part 1: Estimated Costs and Metrics

FCC Form 484 Part 1: Estimated Costs (Continued)

- The Pilot Program requires schools, libraries, and consortia to cover the non-discounted portion of their eligible cybersecurity services and equipment. Applicants will answer yes/no questions about their plan to cover non-discounted costs:
 - Do you/your consortium have access to funding to cover the cost of any non-cybersecurity equipment and services necessary to support the cybersecurity equipment and services you/your consortium plan(s) to request as part of your proposed Pilot project?
 - As part of your/your consortium's proposed Pilot project, do you plan to require your selected service provider(s) to utilize any free or low-cost Education Department, CISA, or other tools and/or resources?

FCC Form 484 Part 1: Estimated Costs (Continued)

- Applicants will select from a list of sources of financial support that they/their consortium will use to pay the non-discount share of ***Pilot-eligible*** costs:
 - School or library resources;
 - Local resources (non-grant);
 - State resources (non-grant);
 - Federal resources (non-grant);
 - Tribal resources (non-grant);
 - Local, state, or federal grants; and
 - None of the above.

FCC Form 484 Part 1: Estimated Costs (Continued)

- Applicants will select from a list of sources of financial support that they/their consortium will use to pay the cost of ***Pilot-ineligible*** equipment and services:
 - School or library resources;
 - Local resources (non-grant);
 - State resources (non-grant);
 - Federal resources (non-grant);
 - Tribal resources (non-grant);
 - Local, state, or federal grants; and
 - None of the above

FCC Form 484 Part 1: Estimated Costs (Continued)

- Applicants will estimate the costs to implement their proposed plan and provide those estimates in the FCC Form 484 Part 1.
 - Estimated Costs of Pilot-Eligible Services and Equipment:

This is an estimate of the total costs of the eligible services and equipment the applicant plans to seek for its Pilot project.
 - Total Estimated Funding Request:

This is an estimate of the total amount of USF funding the applicant plans to request for its proposed Pilot project.
 - Estimated Applicant/Participant Share of Cost for Eligible Items:

This is an estimate of the non-discount share of the costs of Pilot-eligible equipment and services that the applicant will be required to pay.
 - Estimated Applicant/Participant Cost for Ineligible Items:

This an estimate of the costs for Pilot-ineligible equipment and services that the applicant will need to support for its Pilot project.
 - Total Estimated Pilot Project Cost:

This is the total cost of eligible equipment and services (discount and non-discount shares) + total cost of ineligible equipment and services + any other costs applicants/participants will incur to participate in the Pilot.

Application Tips – Estimated Costs

- Each of the equipment and services listed should correspond to items listed in the Pilot Eligible Services List (P-ESL) (or identify the functional equivalent on the P-ESL).
- Estimated costs will allow the FCC to understand the types of equipment and services that each applicant anticipates requesting.
- Actual participant budgets will be determined by the type and size of the entity, as explained in the Order.

FCC Form 484 Part 1: Metrics

- Applicants will answer yes/no questions about their willingness to collect and share metrics related to the Pilot Program:
 - Are you/all the members of your consortium prepared to share the data you will collect and the metrics you will use to assess the outcome of your/your consortium's participation in the Pilot Program?
 - Will you/your consortium require your selected service provider(s) to collect, track, and measure data to determine the cost-effectiveness of the Pilot Program?
 - Will you/your consortium require your selected service provider(s) to collect, track, and measure data to determine the impact of participation in the Pilot Program on your/your consortium's current cybersecurity awareness and readiness?

Answers to Common Questions – Metrics

- Metrics and data collected from the Pilot will be used to assess the costs and benefits of utilizing universal service funds to support schools' and libraries' cybersecurity needs.
- The information requested in the FCC Form 484 Part 1 will help measure the Pilot's success in meeting the performance goals from the Order and will fall into these three categories: outcomes, cost effectiveness, and impact.
- Given the importance of the performance goals and data reporting to the Pilot Program, the FCC will consider an applicant's willingness to provide data when selecting Pilot participants.

Questions?

Pilot Program: Stay Informed

Pilot Program: Stay Informed

- FCC and USAC will host [Pilot Program trainings](#)
- [Sign up for Pilot Program emails](#)
- [FCC Cybersecurity Pilot Program Website](#)
- [USAC Cybersecurity Pilot Program Website](#)
- FAQs are available on the [FCC](#) and [USAC](#) websites
 - Will be supplemented throughout the program

E-Rate Customer Service Center (CSC)



Call us at (888) 203-8100

Monday – Friday, 8 a.m. to 8 p.m. ET



Create a customer service case in the [E-Rate Productivity Center \(EPC\)](#):

1. Log into EPC
2. Select the Contact Us link from the upper-right menu on the landing page

Thank You!





**Universal Service
Administrative Co.**