



# **FY2025 E-Rate Form 471 Category 1 Workshop**

Lorrie Germann, State E-Rate Coordinator

# Training Agenda

- Filing Basics – [Slide 3](#)
- Accessing the EPC Portal – [Slide 8](#)
- Entering Contracts – [Slide 12](#)
- Filing the FCC Form 471
  - Cat 1 – New Contract Funding Request – [Slide 30](#)
  - Cat 1 – Month-to-Month Requests – [Slide 53](#)
  - Cat 1 – Continuing Contract (Copying FRNs) – [Slide 70](#)
  - Cat 1 – Off Premises Patron Hotspots – [Slide 78](#)
  - Completing (Submitting) Form 471 – [Slide 93](#)
- Next Steps – [Slide 100](#)

# Filing Basics

# Purpose of Form 471

## The FCC Form 471

- is filed to request discounts on eligible services.
- **must be filed every year.**
- must reference services that were competitively bid with an FCC Form 470 for at least 28 days, or after a request for proposal (RFP) is made publicly available, whichever is later. (Verify **Allowable Contract Date** posted on Form 470)
- may reference an FCC Form 470 posted in a prior funding year where such a form resulted in a multi-year contract.
- must be filed **after** executing contracts for contracted services, if applicable, or selecting your service provider for tariffed or month-to-month services.

# When to File FCC Form 471

- The FCC Form 471 must be filed during a specific application window **each year**.
- All materials associated with the FCC Form 471 must be filed by 11:59 PM ET on or before the last day of the FCC Form 471 application filing window for the request to be considered as inside the window.
  - **Form 471 Filing window:**
    - Opened – **January 15<sup>th</sup>, 2025** ( Noon EST)
    - Closes – **March 26<sup>th</sup>, 2025** (11:59 pm EDT)
  - **Last date to file a Form 470 – February 26<sup>th</sup>, 2025**  
(11:59 pm EST)

# Filing FCC Form 471

- You must complete and submit the FCC Form 471 by filing the form online in EPC.
- You may file more than one FCC Form 471
  - **Note:** you must file separate applications for:
    - **Category One** (Data Transmission and/or Internet Access) including **hotspots for bookmobiles and kiosks**
    - **The new Category One (Off-Premises) for hotspots for library patrons or students and Bus Wi-Fi for schools**
    - **Category Two** ((Internal Connections, MIBS, and/or BMIC)).
- You may have multiple funding requests on a single Form 471 application.

# Prerequisites

- **Entity Profile**
  - The values in your applicant entity's profile had to be updated by Jan. 9<sup>th</sup>. If you find that a correction or change is needed, you may note the information on the Form 471 in the narrative of each funding request and make a RAL correction.
  - The full-time enrollment and NLSP counts of the school district served by the main library location are used to calculate your discount in the EPC system.
- **Contracts**
  - Before you begin your application, upload contracts that you will be associating with Funding Request Numbers (FRNs) in your entity's profile, if not already in EPC.

# Accessing the EPC Portal



# USAC's One Portal

Log into One Portal to access the E-Rate Productivity Center (EPC) To access, go to <https://www.usac.org/e-rate/> and click on “Sign In” and then “Continue”.

The top screenshot shows the USAC website header with the 'Sign In' button highlighted in a red box. Below it, the E-Rate dashboard is shown with the 'E-Rate Productivity Center (EPC)' section highlighted in a red box. The dashboard includes a navigation menu with 'E-Rate' selected, a 'Sign Out' button, and a 'Dashboard' section with a notification about supply chain orders. The 'E-Rate Productivity Center (EPC)' section contains text about program processes and a link to the Customer Service Center. Other sections include 'Upcoming Dates' with filing deadlines for FCC Form 470 and 471, and 'Schools and Libraries' with information about system consolidation and the Emergency Connectivity Fund (ECF).

The login form is titled 'Universal Service Administrative Co.' and includes fields for 'Username' and 'Password'. Below the password field is a 'Forgot password?' link. A disclaimer states: 'You are accessing a portal to Universal Service Administrative Company (USAC) systems used to administer participation in the federal Universal Service programs in compliance with 47 C.F.R. Part 54. Access to the systems is provided solely to USAC-authorized users for USAC-authorized business purposes. By logging in, you represent that you are an authorized user. Use of this system indicates acceptance of the terms and conditions governing the USAC systems. USAC monitors user access and content for compliance with applicable laws and policies. Use of the system may be recorded, read, searched, copied and/or captured and is also subject to audit. Unauthorized use or misuse of this system is strictly prohibited and subject to disciplinary and/or legal action.' There is a checkbox for 'Click the box to accept' and a 'Sign In' button. A link for 'Don't have an account? Create an account' is at the bottom.

E-Rate  
Ensuring that s  
across the U.S.  
information ar  
the internet

# Landing Page View

Click on “USAC” logo to return to Landing Page. →

**My Applicant Landing Page**

[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [Appeal](#) | [IDD Extension](#) | [FCC Form 500](#) | [SPIN Change](#) | [Service Substitution](#) | [Manage Users](#) | [Manage Organizations](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

Welcome, Library System 10344!

### Pending Inquiries

Type: -- Select a Type -- Application/Request: -- Enter an Application/Request ID or Nickname --  
Funding Year: -- Select a Funding Year --

[APPLY FILTERS](#) [CLEAR FILTERS](#)

Pending COMAD Inquiries are not included.

Application/Request Number	Type	Nickname	Inquiry Name	Outreach Type	Date Sent	Due Date	Extn.	Status
No items available								

### Notifications

Notification Type: Please select a value Status:  All  
Funding Year: -- Select a Funding Year --  Generated  Not Generated

Notification	Description	Issued Date	Generated By	Generated On
No items available				

### My Entities

Entity	Entity Number	City	State	Zip Code
Library System 10344	1979	Rockville	MD	20850
Library 1 In System 10344	3313	Rockville	MD	20850
Library 2 In System 10344	3314	Rockville	MD	20850

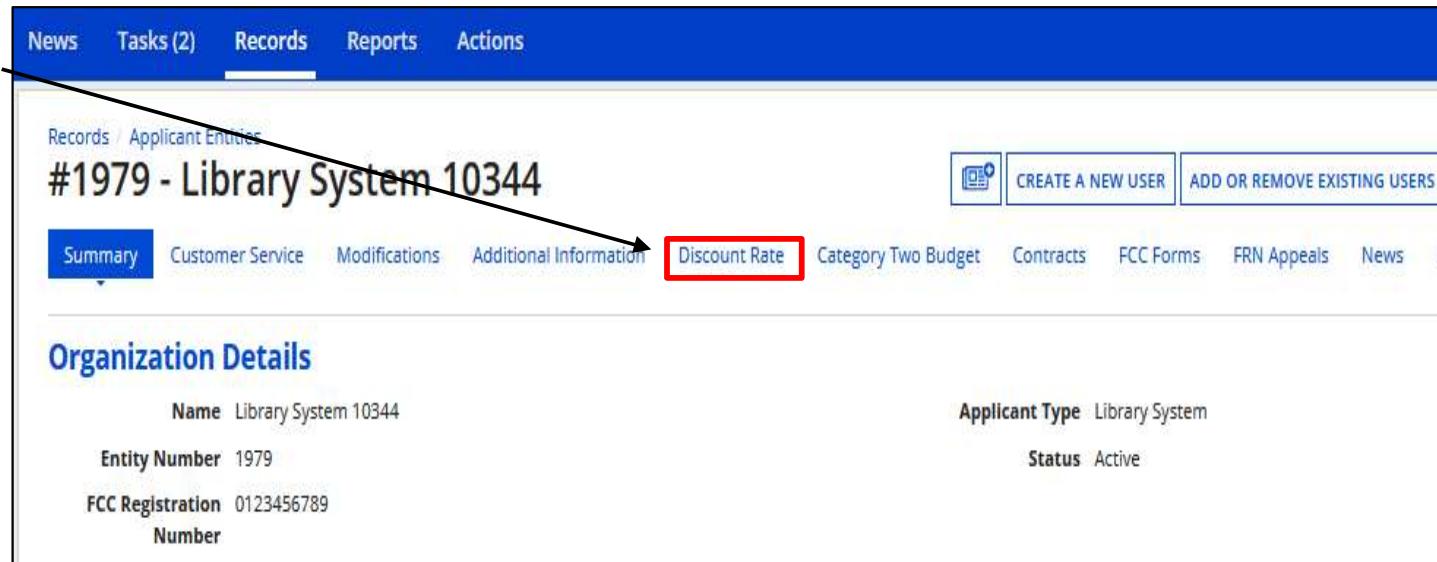
Make sure all your entities are listed\*. The Library’s Billed Entity Number will be listed first.

Click on the name of your Billed Entity to open the Organization Details page. →

\*If there is an entity missing in the list, contact USAC to request an entity number. However, with the close of the Admin Window, the entity will not be listed in EPC until after the close of the Form 471 Window.

# Seeing The Library's Discount %

Click on "Discount Rate".



The screenshot shows a web interface for a library system. At the top, there are navigation tabs: News, Tasks (2), Records, Reports, and Actions. Below this, the breadcrumb path is 'Records / Applicant Entities'. The main heading is '#1979 - Library System 10344'. To the right of the heading are two buttons: 'CREATE A NEW USER' and 'ADD OR REMOVE EXISTING USERS'. Below the heading is a horizontal menu with several options: Summary, Customer Service, Modifications, Additional Information, Discount Rate (highlighted with a red box), Category Two Budget, Contracts, FCC Forms, FRN Appeals, and News. Below the menu is the 'Organization Details' section, which includes fields for Name (Library System 10344), Applicant Type (Library System), Entity Number (1979), Status (Active), FCC Registration Number (0123456789), and Name.

Discount rates for Cat 1 and Cat 2 are listed.

**Requested Discount Rate - Library System 10344 (BEN: 1979) - FY2022**

More than 50 percent of your library outlets/branches must be rural for the library system to be considered rural.

This discount rate has not been approved for the current year

Associated School District Full-time Enrollment	Associated School District NSLP Count	Associated School District NSLP Percentage	Library System Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate
100	100	100%	Rural	90%	85%

[SHOW ADDITIONAL INFORMATION](#)

Displayed at the bottom of the "Summary" page is the total square footage that has been provided in the portal.

**The square footage is used to calculate your patron hotspot budget, as well as The Category 2 budget:**




The screenshot shows a section titled 'Category Two Budget Information'. It contains a single line of text: 'Sum of Square Footage of All Libraries in the System' followed by the value '62844', which is enclosed in a red box.

# Entering Contracts

# Manage Contracts

**My Applicant Landing Page**



Universal Service Administrative Co.

[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [Appeal](#) | [IDD Extension](#) | [FCC Form 500](#) | [SPIN Change](#) | [Service Substitution](#) | [Manage Users](#) | [Manage Organizations](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

Welcome, [Library System 10344!](#)

### Notifications

Notification Type:

Funding Year:

Status:  All  
 Generated  
 Not Generated

Notification	Description	Issued Date	Generated By	Generated On
No items available				

### My Entities

Entity	Entity Number	City	State	Zip Code
Library System 10344	1979	Rockville	MD	20850
Library 1 In System 10344	3313	Rockville	MD	20850
Library 2 In System 10344	3314	Rockville	MD	20850

You will be required to associate contracts with each FRN **when requesting a contracted service**. You should complete this **before** you begin the Form 471.

- This includes any multi-year contracts, **including contracts for patron hotspots using bids received from OPLIN's Form 470**.
- If you are requesting month-to-month service without contract terms, you will skip this step.

From your Landing Page, click on your organization (Billed Entity) from the **“My Entities”** section to display the organization dashboard.

# Patron Hotspot Contracts Based on OPLIN's Form 470 Bids

OPLIN received three bids based on the Hotspot Form 470, which was filed to request pricing on behalf of all Ohio libraries.

If you would like to use one of the bids to purchase services/devices, start by comparing their costs and constructing a bid matrix to decide which bid best meets your needs.

To request a contract, contact the sales rep referenced in the quote. Each company may require you to fill out various documents to determine information, such as the number of hotspots you need service for, the number of hotspot devices, your invoicing preference (BEAR or SPI), and billing/account information.

**Contracts must be signed and dated before you can upload them in the portal and start your Form 471.**

# Bids Received

**Contact Info:**

Zachary Shields  
 T-Mobile for Government  
 Account Executive  
 216-276-3462  
[Zachary.Shields1@T-Mobile.com](mailto:Zachary.Shields1@T-Mobile.com)

<b>T-MOBILE FOR GOVERNMENT</b>		<b>Service Agreement</b> NASPO - Individual Participating Addendum	
<b>Rate Plans &amp; Features</b>			
Rate Plan Description	Data per Line	Hotspot Tethering	Cost Per Line
Government E-Rate Library Hotspot (TI)	Unlimited	Unlimited	\$11.97
<b>Devices</b>			
Device	Price	Inseego Connect	NetCloud
Social Mobile Rhino H1	\$84.00	N/A	N/A

Garrett Gauntner - AT&T  
 Lead Client Solution Executive  
 2635 Billingsley Rd Columbus, OH  
 43235 Office: +1 614.787.3025  
[garrett.gauntner@att.com](mailto:garrett.gauntner@att.com)

Product		Monthly Unit Cost
Data Plan	E-Rate Unlimited Hotspot Data Plan (5G / 4G LTE) <sup>1</sup>	\$15
	E-Rate 10GB Hotspot Data Plan (5G / 4G LTE) <sup>2</sup>	\$10
Filtering	AccessMyLAN <sup>3</sup>	\$6
Product		One-Time Unit Cost <sup>5</sup>
Equipment	5G Wi-Fi Hotspot Device	\$90

Ryan Marron  
 CDW•G Account  
 (312) 547-2877  
[ryamarr@cdwg.com](mailto:ryamarr@cdwg.com)  
*With Kajeet, you can choose service from AT&T, Verizon, or T-Mobile*

<b>QUOTE DETAILS</b>	<b>4G</b>	<b>CDW Government LLC</b>	
<b>ITEM</b>	<b>CDW#</b>	<b>UNIT PRICE</b>	
<a href="#">KAJEET KJ1 SMARTSPOT W SMARTSIM</a> Mfg. Part#: SSKJ1 Contract: MARKET	8120600	\$68.90	
<a href="#">KAJEET SGL PATRON UNLTD BROADBAND</a> Mfg. Part#: LBUNL Electronic distribution - NO MEDIA Contract: MARKET	8026490	\$14.98	

# Bid Evaluations!

Factor	Points Available	Vendor 1	Vendor 2	Vendor 3
Price of the ELIGIBLE products and services	50	20	50	40
Prior experience w/vendor	20	20	0	20
Vendor provides adequate cellular coverage for our patrons	15	0	0	15
Flexible Invoicing: FCC Forms 472 or 474	10	0	10	10
Local or in-state vendor	5	5	0	5
<b>TOTAL</b>	<b>100</b>	<b>45</b>	<b>60</b>	<b>90</b>

Based on the above bid matrix criteria, we have chosen **Vendor 3** as the service provider for our **bandwidth and Internet Access**.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

- **Remember!! Before you award a contract, be sure to construct a bid evaluation!**
- Evaluate your bids with your bid factors listed and assigned points.
- Price must have the highest number of points
- If a vendor was disqualified, they would not be included in the bid matrix table but give an explanation as to why they were disqualified.
- Based on this example, Vendor 3 wins because they received the most points.

For a copy of a Category 1 and Category 2 bid matrix and acceptance letter, go to <https://www.ohio-k12.help/erate/e-rate-resources/>



# Manage Contracts

News Tasks (14) Records Reports Actions

Records / Applicant Entities  
**#1979 - Library System 10344**

CREATE A NEW USER ADD OR REMOVE EXISTING USERS MANAGE USE

Summary Customer Service Modifications Additional Information Discount Rate Category Two Budget **Contracts** FCC Forms FRN Appeals News Related Actions

**Organization Details**

Name School District 10997 Applicant Type School District

Records / Applicant Entities  
**#1979 - Library System 10344**

Summary Customer Service Modifications Additional Information Discount Rate Category Two Budget **Contracts** FCC Forms FRN Appeals News Related Actions

**Submitted Contracts**

Contract ID	Contract Number	Contract Nickname	Award Date	
6914		FY2021-FY2025 Bandwidth	12/1/2020	<a href="#">View</a>
6913		BMIC	5/26/2020	<a href="#">View</a>
6821		Test1234321	3/11/2020	<a href="#">View</a>

Click on “Contracts”, and then “Manage Contracts” to add new contracts. To see previously uploaded contracts, click on “View”. **Note:** Once a contract has been added, you cannot edit the information, or delete it. If a mistake is found, you will have to add the contract again and reenter the accompanying information.

# Manage Contracts – Add New Contract

## Manage Contracts

### Contracts - Library System 10344 (BEN: 1979)

Use the dropdown to select the type of contract you would like to edit or remove. Click the Add a New Contract button at any time to create a new contract for your organization.

Contract Type

#### My Contract Drafts

The grid below contains all of your draft contracts created for this organization.

- To edit a draft contract, select 1 contract from the grid and click the Edit button at the bottom of the form.
- To delete a draft contract, select up to 5 contracts from the grid and click the Delete button at the bottom of the form.

<input type="checkbox"/>	Contract ID	Contract Number	Contract Nickname	Created	Last Modified
<input type="checkbox"/>	4200	N/A	Test 2 ISP Service	2/27/2017 4:57 PM EST	2/27/2017 4:57 PM EST

Begin by clicking on “Add New Contract”.

Enter a nickname and contract number if known, click on “Save & Continue”.

**Note:** if you need to stop before completing, click on “Save & Close”.

## Create Contract

### Library System 10344 (BEN: 1979) - My Provider - 5 Year Bandwidth Contract - Contract ID #7505

Contract Information    Establishing FCC Form 470    Service Provider    Contract Dates    Pricing Confidentiality    Confirmation

Here you will enter preliminary information about this contract, as well as your account number, if you know it.

#### Contract Information

Enter a nickname to easily identify this contract [?](#)\*

# Manage Contracts – Create Contract

Breadcrumbs are provided to show progress.

Create Contract

Library System 10344 (BEN: 1979) - My Provider - 5 Year Bandwidth Contract - Contract ID #7505

Contract Information    Establishing FCC Form 470    Service Provider    Contract Dates    Pricing Confidentiality    Confirmation

Here you will have the option to upload contract documents, including a description of each document.

**Contract Information**

Contract ID #7503

Would you like to upload a copy of your contract?

YES ✓    NO

**Contract Document Upload**

Please upload and describe each document related to your contract.

My Provider Bandwidth Contract  
DOCX - 13.95 KB

UPLOAD    Drop file here

Describe this contract document.

Describe this contract document.

BACK    CANCEL    SAVE & CLOSE    SAVE & CONTINUE

To upload a copy of the contract, choose “Yes” and upload the file. Enter a description of the document if you choose. You may add multiple documents if you choose. When done, click on “Save & Continue”.

**\*Note:** If you have an existing contract that has addendums, it is recommended that you include all items as a single document. This also includes letters memorializing a purchasing decision if the contract was signed at a later date.

# Manage Contracts – Create Contract

**Create Contract**

**Library System 10344 (BEN: 1979) - My Provider - 5 Year Bandwidth Contract - Contract ID #7505**

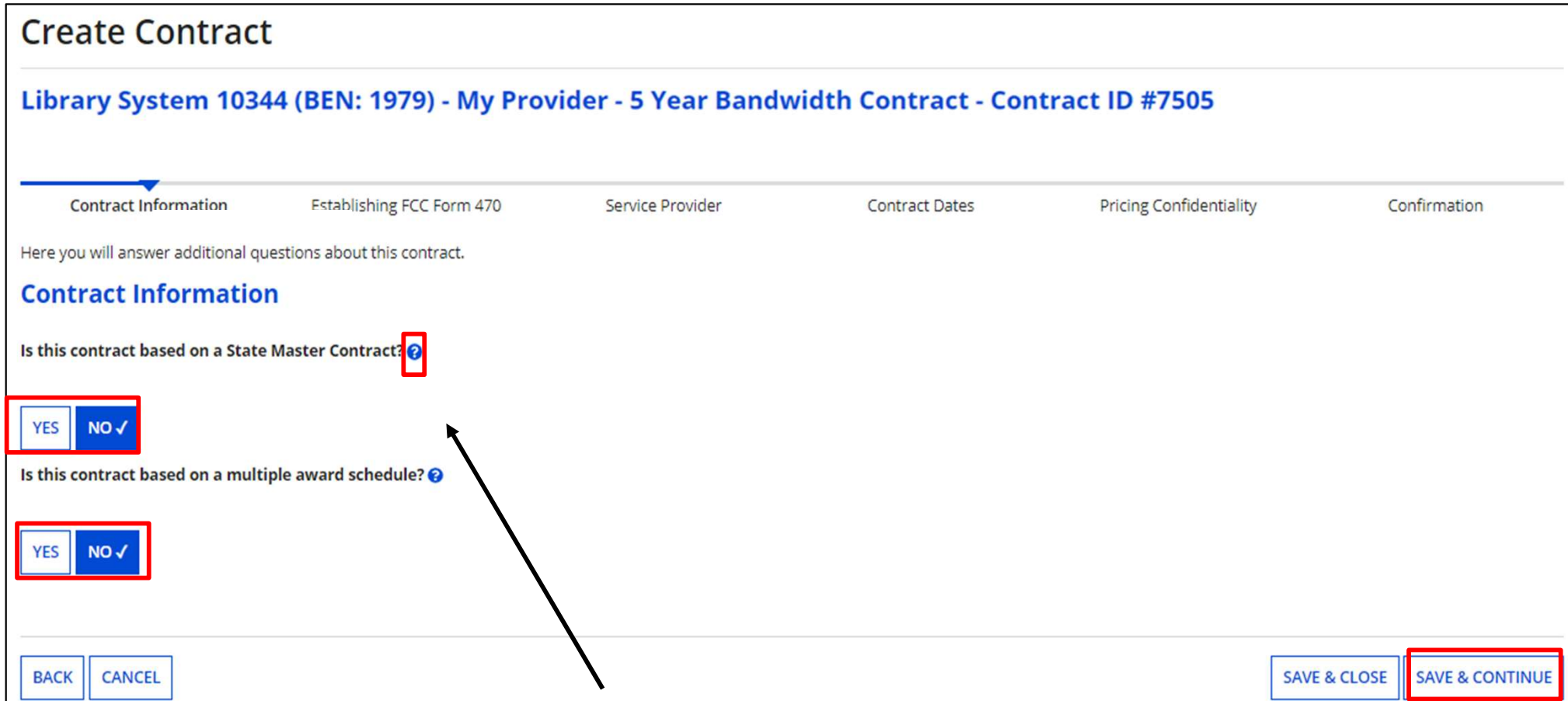
Contract Information    Establishing FCC Form 470    Service Provider    Contract Dates    Pricing Confidentiality    Confirmation

Here you will answer additional questions about this contract.

**Contract Information**

Is this contract based on a State Master Contract? ?

Is this contract based on a multiple award schedule? ?

The screenshot shows a web form titled 'Create Contract' for a specific contract. It features a progress bar with six steps: 'Contract Information', 'Establishing FCC Form 470', 'Service Provider', 'Contract Dates', 'Pricing Confidentiality', and 'Confirmation'. The 'Contract Information' step is active. Below the progress bar, there are two questions. The first question is 'Is this contract based on a State Master Contract?' with a help icon '?' next to it. The second question is 'Is this contract based on a multiple award schedule?' also with a help icon. For both questions, the 'NO' button is selected and highlighted with a red box. At the bottom of the form, there are four buttons: 'BACK', 'CANCEL', 'SAVE & CLOSE', and 'SAVE & CONTINUE'. The 'SAVE & CONTINUE' button is highlighted with a red box. Two black arrows point from the text below to the help icons and the 'SAVE & CONTINUE' button.

Provide answers. If unsure of the question, hover over “?” for an explanation. Click on “Save & Continue”.

# Manage Contracts – Create Contract

**Create Contract**

**Library System 10344 (BEN: 1979) - My Provider - 5 Year Bandwidth Contract - Contract ID #7505**

Contract Information    Establishing FCC Form 470    Service Provider    Contract Dates    Pricing Confidentiality    Confirmation

Here you will answer additional questions about this contract.

**Contract Information**

Can other applicants piggy back off this contract? [?](#)

YES     NO ✓

Was this contract originally created by another applicant, and you then piggy backed off their contract? [?](#)

YES     NO ✓



Select the contract Piggy Back options. (The second question doesn't appear until you answer the 1<sup>st</sup> one.) Click on "Save & Continue".

# Manage Contracts – Create Contract

Enter the number of bids received.

Choose “Yes” if a Form 470 was filed and indicate if it was done prior to FY2016.

If you are using FY2016 – FY2025 Form 470, you can search the portal for it. If you are not searching by BEN, enter your search criteria and click on “Search.” The results will be listed below.

Check the box to select, and click on “Save & Continue”

**Note:** “Allowable Contract Date” is shown. If you choose a 470 that’s before the allowable date, you will receive an error message

### Establishing FCC Form 470

Was an FCC Form 470 posted for the product and/or services you are requesting?

YES ✓  NO

How many bids were received? ⓘ\*

Enter the number of bids that you received for this product or service.

Was your FCC Form 470 posted prior to Funding Year 2016?

YES  NO ✓

Use the search tool below to find the establishing FCC Form 470.

Remember that the services in the contract had to be posted on the FCC Form 470.

Remember you cannot file your Form 471 before the Allowable Contract Date.

#### Search FCC Forms 470

Search by FCC Form 470 Number

Search by Nickname (Partial or Full)

Search by BEN

<input type="checkbox"/>	FCC Form 470 Number	Nickname	Funding Year ↓	BEN	BEN Name	Allowable Contract Date	Service Type
<input checked="" type="checkbox"/>	250000121	FY2025 XYZ School District - C1 & C2 - LG	2025	17364	School District 400156	11/25/2024	Basic Maintenance of Internal Connections; Data Transmission and/or Internet Access; Internal Connections; Managed Internal Broadband Services

# Patron Hotspots - Referencing OPLIN's Form 470

**Establishing FCC Form 470**

Was an FCC Form 470 posted for the product and/or services you are requesting?

YES ✓  NO

Was your FCC Form 470 posted prior to Funding Year 2016?

YES  NO ✓

Use the search tool below to find the establishing FCC Form 470.

Remember that the services in the contract had to be posted on the FCC Form 470.

**Search FCC Forms 470**

Search by FCC Form 470 Number

Search by BEN

How many bids were received? ⓘ \*

Enter the number of bids that you received for this product or service.

Remember you cannot file your Form 471 before the Allowable Contract Date.

Search by Nickname (Partial or Full)

**NOTE:** If you are uploading a contract for patron hotspots using bids received from OPLIN's Form 470, enter "3" for the number of bids received. Remove your BEN shown in "Search by BEN," which is auto-populated, and enter "**250006641**" in the "Search by FCC Form 470 Number".

# Manage Contracts – Create Contract

**Create Contract**

**Library System 10344 (BEN: 1979) - My Provider - 5 Year Bandwidth Contract - Contract ID #7505**

Contract Information    Establishing FCC Form 470    **Service Provider**    Contract Dates    Pricing Confidentiality    Confirmation

Here you will associate the service provider listed on the contract.

**Service Provider**

Account Number (e.g., billed telephone number)

If your service provider has given you one or more Account Numbers, please enter them.

Please select the service provider for this contract using the search below.

**Search Service Providers**

Search by SPIN    Search by Name (Full or Partial)

<input checked="" type="checkbox"/>	SPIN	Name	Doing Business As	State
<input checked="" type="checkbox"/>	14010001	USAC Service Provider Organization 1		VA

Enter Account Number if known, but not required

Enter search criteria for Service Provider by SPIN or name, click on "Search".

Check box to select, click on "Save & Continue"



# Manage Contracts – Create Contract

**Create Contract**

**Library System 10344 (BEN: 1979) - My Provider - 5 Year Bandwidth Contract - Contract ID #7505**

Contract Information    Establishing FCC Form 470    Service Provider    **Contract Dates**    Pricing Confidentiality    Confirmation

Here you will answer additional questions about the dates on your contract.

**Contract Dates**

Is this a multi-year contract?

YES ✓     NO

What is the date you awarded your contract?\*

01/15/2025

The Contract Expiration Date will be entered in each FRN where you cite this contract.

BACK    CANCEL    SAVE & CLOSE    **SAVE & CONTINUE**

Indicate if this is a multi-year contract and enter the date the contract was awarded.  
\*\*Remember, the date must be **on or after** the Allowable Contract Date listed on the Form 470. The Contract Expiration Date will be entered later in the FRN on the Form 471.

Click on “Save & Continue”.

# Manage Contracts – Create Contract

**Create Contract**

**Library System 10344 (BEN: 1979) - My Provider - 5 Year Bandwidth Contract - Contract ID #7505**

Contract Information    Establishing FCC Form 470    Service Provider    **Contract Dates**    Pricing Confidentiality    Confirmation

Here you will answer additional questions about voluntary extensions on your contract

**Contract Dates**

Does this contract include voluntary extensions?

YES ✓     NO

What is the contract expiration date if all extensions are exercised? \*

06/30/2032    📅

How many extensions are left on the contract? \*

2

Enter the number of voluntary extensions that you could still exercise on this contract.

What is the total remaining length of the contract if you exercised all extensions (in months)? \*

84

Enter the number of months that would remain in the contract if you exercised all voluntary extensions.

Indicate if voluntary extensions are allowed. If so, provide the contract expiration date if all extensions are exercised, the number of extensions left on the contract, and the total remaining length of the contract if you exercise all extensions.

Note: If your contract states that at the end of the contract term, it will auto-renew until you cancel it, that is not a voluntary extension. It must have a future expiration date.

Click on “Save & Continue”.

# Manage Contracts – Create Contract

**Create Contract**

**Library System 10344 (BEN: 1979) - My Provider - 5 Year Bandwidth Contract - Contract ID #7505**

---

Contract Information    Establishing FCC Form 470    Service Provider    Contract Dates    **Pricing Confidentiality**    Confirmation

Here you will answer additional questions about applicable publication restrictions on this contract.

**Pricing Confidentiality**

Is there a statute, rule, or other restriction which prohibits publication of the specific pricing information for this contract?

YES     NO ✓

Indicate if there is a restriction prohibiting publication of the pricing for this contract. If “Yes”, you must state the type of restriction (State Law, Local Rule, Court Order, Contract with Restrictive Terms), and upload Restriction Document.

Click on “Save & Continue”.

# Manage Contracts – Create Contract (Confirmation)

Contract Information	Establishing FCC Form 470	Service Provider	Contract Dates	Pricing Confidentiality	Confirmation
Please review the information and submit the information below to complete this contract.					
<b>Contract Information</b>					
Nickname	Bandwidth Contract FY2025 - FY2025	Contract ID	9398		
Can Other Applicants Piggy Back Off This Contract?	No	Contract Number			
Piggy Backed Off Another Contract?	No	Based on a State Master Contract?	No		
		Based on a Multiple Award Schedule?	No		
<b>Establishing FCC Form 470</b>					
Establishing FCC Form 470	#250000121	Number of Bids Received	3		
<b>Service Provider</b>					
Service Provider	USAC Service Provider Organization 1 (SPIN: 14010001)		Account Number		
<b>Contract Dates</b>					
Award Date	1/15/2025		Multi-Year Contract?	Yes	
Includes Voluntary Extensions?	Yes				
<b>Extension Details:</b>					
<ul style="list-style-type: none"><li>• There are 2 remaining voluntary extensions.</li><li>• There are 84 months remaining in this contract if all extensions are exercised.</li><li>• This contract expires on 6/30/2032 if all extensions are exercised.</li></ul>					
<b>Pricing Confidentiality</b>					
There is no rule, statute, or other restriction which prohibits publication of the specific pricing information for this contract.					
<b>Supporting Documents</b>					
There are no supporting documents for this contract.					
<input type="button" value="BACK"/>		<input type="button" value="CANCEL"/>		<input type="button" value="SAVE &amp; CLOSE"/>	
				<input type="button" value="COMPLETE"/>	

If an error is found, click on “Back” and correct it.

If the information is correct, click on “Complete”. Keep in mind that if a mistake is found after it’s submitted, you can not edit it. You will have to create a new contract record.

# Manage Contracts

## Manage Contracts

### Contracts - Library System 10344 (BEN: 1979)

Use the dropdown to select the type of contract you would like to edit or remove. Click the Add a New Contract button at any time to create a new contract for your organization.

**Contract Type** Submitted Contracts

**Submitted Contracts**  
The grid below contains all submitted contracts for this organization.

<input type="checkbox"/>	Contract ID	Contract Number	Contract Nickname	Award Date
<input type="checkbox"/>	9398		Bandwidth Contract FY2025 - FY2025	1/15/2025

[CLOSE](#) [ADD A NEW CONTRACT](#) [EDIT](#) [DELETE](#)

To see contracts you've added, go back to "Manage Contracts" as before. Click on the pull-down and choose "Submitted Contracts".

If you started adding a contract but had to "Save & Close" before completing it, click on "Manage Contracts", and choose "My Contract Drafts" as the contract type. Select the contract from the grid and click on "Edit" to continue.

Remember, you will need to complete the steps for each contracted service.

# Filing a Category 1 (DT/IA) Form 471

# Filing the Form 471

**My Applicant Landing Page**

**Universal Service Administrative Co.**

Welcome, [Library System 10344!](#)

**Notifications**

Notification Type: *Please select a value*

Funding Year: *-- Select a Funding Year --*

Status:  All  
 Generated  
 Not Generated

Notification	Description	Issued Date	Generated By	Generated On
No items available				

**My Entities**

Entity	Entity Number	City	State	Zip Code
<a href="#">Library System 10344</a>	1979	Rockville	MD	20850
<a href="#">Library 1 In System 10344</a>	3313	Rockville	MD	20850
<a href="#">Library 2 In System 10344</a>	3314	Rockville	MD	20850

From the Landing Page, click on “FCC Form 471”.

**Note:** When you begin the FCC Form 471, the basic information about your Billed Entity will be automatically populated from your profile. If you did not update your entity profiles by the Jan. 9<sup>th</sup> deadline, your FY2024 data will be displayed.

## FCC Form 471 - Funding Year 2025

### Library System 10344 (BEN: 1979) - FY2025 Cat 1 Bandwidth - ABC Library

Last Saved:

Basic Information

Entity Information

Funding Requests

Certify

Where applicable, we've completed this section of the form based on information from your applicant entity's profile. If any of the non-editable information is incorrect, or you wish to change the information, please update your profile first by going to your entity record, and clicking Manage Organization from the Related Actions menu. If you do not have access to Manage Organization, please contact your applicant entity's account administrator or create a customer service case to request updates to your applicant entity's profile.

> [FCC Notice Required By The Paperwork Reduction Act \(OMB Control Number: 3060-0806\)](#)

### Billed Entity Information

Library System 10344

Address1

Rockville, MD 20850

012-345-6789

library\_sys\_10344@mailinator.com

Billed Entity Number: 1979

FCC Registration Number: 0123456789

Applicant Type: Library System

### Application Nickname

Please enter an application nickname here. ?\*

FY2025 Cat 1 Bandwidth - ABC Library

### FCC Form 471 Help

Show Help

DISCARD FORM

SAVE & CONTINUE

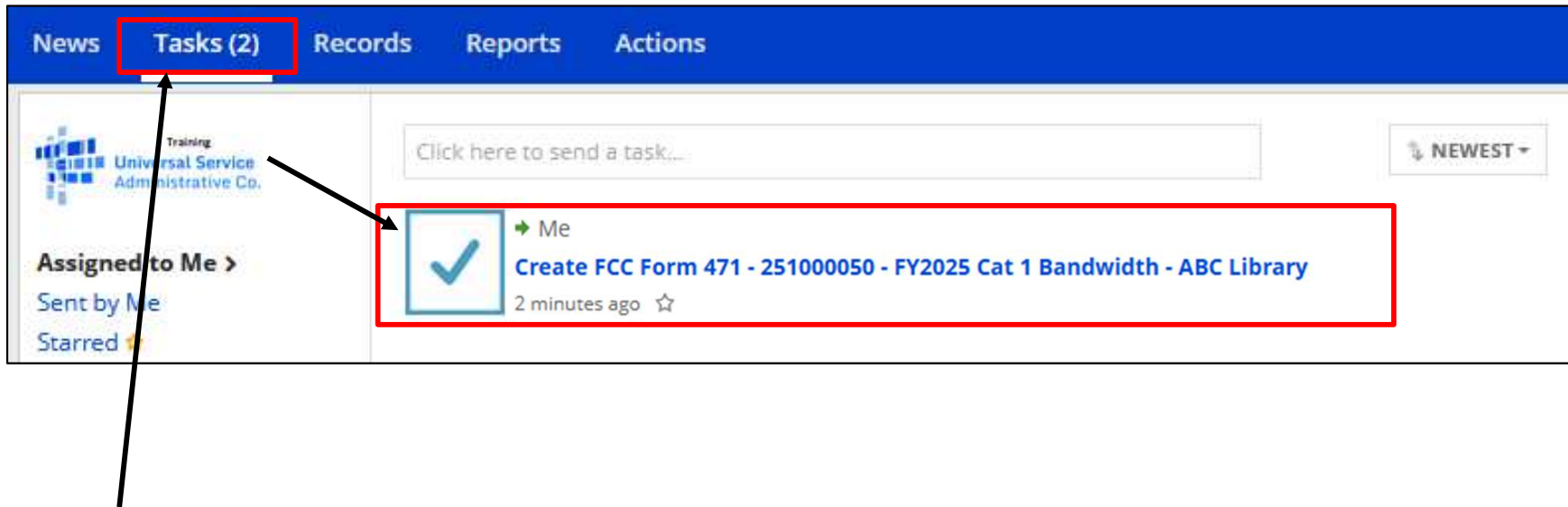
Enter an application nickname **that is descriptive** and click on “Save & Continue”.

As before, breadcrumbs are listed at the top, and required fields are indicated by \*.

**You also have the option to “Discard Form” to discard your work. Once you confirm that you want to discard the form, it will no longer be available in the EPC system.**



# Continuing a Form 471



If, after completing part of the form, you need to stop and return to it later:

- Click the **“Task”** tab to locate the in-process form when you return to EPC.

Please note: the task is named “Create Form 471” instead of “Continue”. However, you will be taken to the screen in the application where you left off.

FCC Form 471 - Funding Year 2025

Library System 10344 (BEN: 1979) - FY2025 Cat 1 Bandwidth - ABC Library - Form # 251000050

Last Saved: 1/18/2025 11:55 AM EST

Basic Information Entity Information Funding Requests Certify

Next, you will identify the individuals assisting in seeking E-rate support.

### Consultant Information

There are currently no consulting firms associated with your organization. If this is in error, please update your organization profile.

### Contact Information

Are you the main contact person?

YES  NO

FirstName LastName  
ls\_user\_10344@mailinator.com  
111-222-3333

### Holiday / Summer Contact Information

During the month of July please contact me at jane.doe@school.oh.us.gov or 740-555-1212

Please provide any alternate contact information to use during holiday/ vacation period including the name of any alternate contact person and how best to reach them.

FCC Form 471 Help

BACK DISCARD FORM

SAVE & CONTINUE

### Contact Information

Are you the main contact person?

YES  NO

Main Contact Person \*

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

Choose "Yes" if you are the main contact, and your information will be displayed.

Provide "Holiday / Summer" contact information if appropriate, and click on "Save & Continue"

**Note:** If you are not the main contact, select "No" and search by name or email address. The person must have an EPC account for this organization & accepted the Terms & Conditions to be added.

# Choosing Category of Service

## Library System 10344 (BEN: 1979) - FY2025 Cat 1 Bandwidth - ABC Library - Form # 251000050

Last Saved: 1/18/2025 12:00 PM EST

Basic Information

Entity Information

Funding Requests

Certify

Next, you will identify the category of service for the product and services you are requesting. If you need help determining the correct category of service, please review the Eligible Services List on the USAC website.

### Category of Service

What is the category of service for the product and services that you are requesting?

You can only select one Category of Service per FCC Form 471. You can submit a second application for the other Category of Service.

CATEGORY 1

- Data Transmission and/or Internet Access

[FCC Form 471 Help](#)

[Show Help](#)

OFF-PREMISES CATEGORY 1

**\*NEW**

- Wireless School Bus Services and Equipment
- Wi-Fi Hotspots Services and Equipment

CATEGORY 2

- Basic Maintenance of Internal Connections
- Internal Connections
- Managed Internal Broadband Services

[BACK](#)

[DISCARD FORM](#)

[SAVE & CONTINUE](#)

Choose the “Category of Service” for the products/services you’re applying for **this** Form 471. **You must now select:**

- **Category 1** (bandwidth/IA, which includes **Bookmobile/Kiosk Access**),
- **OFF-PREMISES CATEGORY 1 (School Bus Wi-Fi and/or Wi-Fi Hotspots for students or library patrons)**
- **Category 2**

You **cannot** select all three on the same Form 471. Also, once you click “Save & Continue”, you **cannot** change the selected category for this application.

## FCC Form 471 - Funding Year 2025

### Library System 10344 (BEN: 1979) - FY2025 Cat 1 Bandwidth - ABC Library - Form # 251000050

Last Saved: 1/18/2025 11:55 AM EST

Basic Information

Entity Information

Funding Requests

Certify

We've completed this section of the form based on information from your applicant entity's profile. If any of the non-editable information is incorrect, or you wish to change the information, please update your profile first by going to your entity record, and clicking Manage Organization from the Related Actions menu. If you do not have access to Manage Organization, please contact your applicant entity's account administrator or create a customer service case to request updates to your applicant entity's profile.

### Entity Information

FSCS Code	Urban/Rural Status	School District in which the main branch is located	School District Number in which the main branch is located	Library System Attribute	Sum of Square Footage of All Libraries in the System
	Rural	<a href="#">School District For Libraries</a>	19272	Public Library System	2000

### FCC Form 471 Help

Show Help

[BACK](#) [DISCARD FORM](#)

[SAVE & SHARE](#) [SAVE & CONTINUE](#)

This portion of the form populates, and displays information based on your entity's profile. Click on "Save & Continue"

# Related Entity Information

## FCC Form 471 - Funding Year 2025

### Library System 10344 (BEN: 1979) - FY2025 Cat 1 Bandwidth - ABC Library - Form # 251000050

Last Saved: 1/18/2025 11:55 AM EST

Basic Information

Entity Information

Funding Requests

Certify

We've completed this section of the form based on information from your applicant entity's profile. If any of the non-editable information is incorrect, or you wish to change the information, please update your profile first by going to your entity record, and clicking Manage Organization from the Related Actions menu. If you do not have access to Manage Organization, please contact your applicant entity's account administrator or create a customer service case to request updates to your applicant entity's profile.

### Related Entity(ies) Information

Library systems derive their discount rate in part based on the student count from the school district in which the main branch is located. Fields with "\*" next to them are not sortable.

Name	Entity Number	FSCS Code*	Urban/ Rural Status*	NIF*	Total square footage of library outlet*	Is this the main branch?*	School District in which the main branch is located*	School District Number in which the main branch is located*	Library Attributes*	Annexes*
<a href="#">Library 1 In System 10344</a>	3313		Rural	No	1000	Yes	<a href="#">School District For Libraries</a>	19272	Public Library, Main Branch	<a href="#">View Annexes</a>
<a href="#">Library 2 In System 10344</a>	3314		Rural	No	1000	No			Public Library	<a href="#">View Annexes</a>

### FCC Form 471 Help

Show Help

View "Related Entity Information".

Click on "Save & Continue".

# Requested Discount Calculation

## Library System 10344 (BEN: 1979) - FY2025 Cat 1 Bandwidth - ABC Library - Form # 251000050

Last Saved: 1/18/2025 12:14 PM EST

Basic Information

Entity Information

Funding Requests

Certify

We've completed this section of the form based on information from your applicant entity's profile. If any of the non-editable information is incorrect, or you wish to change the information, please update your profile first by going to your entity record, and clicking Manage Organization from the Related Actions menu. If you do not have access to Manage Organization, please contact your applicant entity's account administrator or create a customer service case to request updates to your applicant entity's profile.

### Requested Discount Calculation

More than 50 percent of your library outlets/branches must be rural for the library system to be considered rural.

This discount rate has not been approved for the current year

Associated School District Full-time Enrollment	Associated School District NSLP Count	Associated School District NSLP Percentage	Library System Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate
100	100	100%	Rural	90%	85%

[SHOW ADDITIONAL INFORMATION](#)

### FCC Form 471 Help

[Show Help](#)

[BACK](#)

[DISCARD FORM](#)

[SAVE & CONTINUE](#)

Discount Calculation shown based on your entity's profile. To see a list of all entities, click on "Show Additional Information". When done, click on "Save & Continue" to start adding funding requests.

## FCC Form 471 - Funding Year 2025

Library System 10344 (BEN: 1979) - FY2025 Cat 1 Bandwidth - ABC Library - Form # 251000050

Last Saved: 1/18/2025 11:55 AM EST

Basic Information

Entity Information

Funding Requests

Certify

This page displays all of the funding requests for this application. From here you can create a new FRN, or edit, delete, or manage the line items of an existing one.

### Funding Requests

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink:

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	FRN Calculation
You haven't created any Funding Requests (FRNs) yet. Click the "Add FRN" button to start creating your first FRN				

**ADD FRN**

EDIT FRN

REMOVE FRN

MANAGE FRN LINE ITEMS

### FCC Form 471 Help

Show Help

BACK DISCARD FORM

SAVE & SHARE REVIEW FCC FORM 471

Click on "Add FRN" to begin.

Note: "Part 1" is where we indicate how we're purchasing and associate a contract if appropriate. "Part 2" is where we provide bandwidth info, the connection type, cost, and who's using the service.

# Funding Requests – Part 1

**Library System 10344 (BEN: 1979) - FY2025 Cat 1 Bandwidth - ABC Library - Form # 251000050**  
Last Saved: 1/18/2025 12:14 PM EST

Basic Information      Entity Information      **Funding Requests**      Certify

On this page, you will select a nickname and the service type of the product and services that you are requesting

### Funding Request Key Information

Please enter a Funding Request Nickname here ?\*

Is this Funding Request a continuation of an FRN from a previous funding year?

### Copy FRN

If you want to copy an existing Funding Request, select Copy FRN below. Note that if an FCDL has been issued for the FRN, the approved version of the FRN will be copied.

### Service Type

What is the service type of the product and services that you are requesting?

[FCC Form 471 Help](#)  
[Show Help](#)

Enter a nickname for the FRN.

Choose "No" as this is a new contract.

Do not click on "Copy FRN" this will be covered shortly....

"Data Transmission and/or Internet Access" auto-populates, click on "Continue"



# Funding Requests – Part 1

Choose how the services will be purchased and click on “Continue”.

**Library System 10344 (BEN: 1979) - FY2025 Cat 1 Bandwidth - ABC Library - Form # 251000050**  
Last Saved: 1/18/2025 12:14 PM EST

Basic Information    Entity Information    **Funding Requests**    Certify

Next, you will identify the purchasing agreement type for the product and services you are requesting.

**FRN Contract**

How are the services for this FRN being purchased?  
Contract information is stored in your Profile; you can add a new Contract at any time. Details about your Tariff and Month-to-Month services will be entered in your FRN.

**CONTRACT** ✓    TARIFF    MONTH-TO-MONTH

**FCC Form 471 Help**

BACK    CANCEL    **CONTINUE**

**Associate a Contract**

Search by Creating Organization BEN  
1979

Please note that BEN is a required field and you can use other search fields to narrow down your result.

Search by Nickname (All or Partial)

Search by Contract ID

Search by Contract No.

CLEAR FILTERS    **SEARCH**

<input type="checkbox"/>	Contract ID	Contract Number	Nickname	Award Date	Creating Organization BEN
<input checked="" type="checkbox"/>	7505		My Provider - 5 Year Bandwidth Contract	1/15/2025	1979

**FCC Form 471 Help**  
Show Help

BACK    CANCEL    **CONTINUE**

If “Contract” was indicated, search for the associated contract that was uploaded previously. Enter search criteria and click on “Search”. Results will be listed in a grid below. Click box to select contract. The summary will be displayed below.

## Contract Summary - My Provider - 5 Year Bandwidth Contract

**Contract Number**  
Establishing FCC #230000141  
Form 470  
Award Date 1/15/2025  
Expiration Date (All Extensions) 6/30/2032

**Account Number**  
Service Provider USAC Service Provider Organization 2 (SPIN: 14010002)  
Includes Voluntary Extensions? Yes  
Remaining Voluntary Extensions 2  
Total Remaining Contract Length 84

### Pricing Confidentiality

There is no rule, statute, or other restriction which prohibits publication of the specific pricing information for this contract.

### Contract Information (Additional)

What is the service start date? ⓘ\*

Enter the date when services will start for this Funding Year

What is the date your contract expires for the current term of the contract? ⓘ\*

### FCC Form 471 Help

Show Help

BACK CANCEL

CONTINUE

Verify the service start date; that's auto-populated. The default is 07/01/2025 for the upcoming funding year.

Enter the date the contract expires for the current term of the contract, not including extensions.

Once completed, click on "Continue"

**Library System 10344 (BEN: 1979) - FY2025 Cat 1 Bandwidth - ABC Library - Form # 251000050**

Last Saved: 1/18/2025 12:14 PM EST

Basic Information      Entity Information      **Funding Requests**      Certify

Next, you will designate whether this FRN includes a Fiber or Wireless Request.

### Fiber Request Key Information

Does this FRN include a request for any of the following eligible broadband options?

- **Special construction.** One-time, upfront costs associated with building out leased lit fiber, leased dark fiber, or a self-provisioned network (i.e. special construction charges), or wireless service; and/or
- **Maintenance and operations.** Costs associated with the maintenance and operations for either a leased dark fiber or self-provisioned network; and/or
- **Network equipment.** Costs associated with the purchase of Network Equipment needed to make leased dark fiber or a self-provisioned network functional (e.g., modulating electronics and other equipment).

If any of the above apply, select "Yes" below.

Select "No" if you are only seeking support for the monthly recurring costs for either a leased lit fiber service or a leased dark fiber service (i.e., recurring payments on a dark fiber lease or IRU), or a wireless service.

**Notes:**

- If you are seeking support for both the Special Construction, Maintenance and Operation, and/or Network Equipment as well as support for recurring costs associated with leased lit fiber, a dark fiber lease/IRU, or a wireless service then you create multiple FRNs. In each case, you will select a different answer to the Yes/No question based the specific services that are included in that FRN.
- If you select "Yes" below, you should create separate FRNs for special construction charges, maintenance and operations (M&O) charges, and Network Equipment charges. If charges for M&O and Network Equipment are bundled pursuant to a single contract for those products/services, you may use the Network Equipment/M&O FRN option.

**FCC Form 471 Help**  
[Show Help](#)

Indicate whether this FRN includes any of the options listed above. If not, select "No" and click on "Continue"

# Funding Request Narrative

## Library System 10344 (BEN: 1979) - FY2025 Cat 1 Bandwidth - ABC Library - Form # 251000050

Last Saved: 1/18/2025 12:14 PM EST

Basic Information

Entity Information

Funding Requests

Certify

### Narrative

Provide a brief explanation of the products and services that you are requesting, or provide any other relevant information regarding this Funding Request. **You should also use this field to describe any updates to your entity data, such as revised student counts, entity relationships, etc, that you were unable to make after the close of the Administrative filing window for profile updates. These changes will be addressed during the application review process.\***

Bandwidth to 4 library branch locations

### FCC Form 471 Help

Show Help

BACK

CANCEL

SAVE & VIEW FRN(S)

SAVE & ADD/MANAGE FRN LINE ITEMS

Provide a brief description of the products and services you are requesting. **Note: if you added a new entity and they'll be receiving service, but it's not listed in EPC yet, provide the name and entity number in the narrative and explain they will receive service also. You can also provide corrected addresses if needed.**

Click on " **SAVE & ADD/MANAGE FRN LINE ITEMS** " to begin "Part 2" entering the **key information for your funding request.**

# Adding FRN Line Items

## Library System 10344 (BEN: 1979) - FY2025 Cat 1 Bandwidth - ABC Library - Form # 251000050

Last Saved: 1/18/2025 12:40 PM EST

Basic Information

Entity Information

Funding Requests

Certify

This page displays all of the funding request line items for this FRN. Click on a line item number below to edit the line items and their recipients of service.

### FRN Line Items for FRN #2599000041 - FY2025 Bandwidth

<input type="checkbox"/>	FRN Line Item Number	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
You haven't created any FRN Line Items yet. Click the 'Add New FRN Line Item' button to start creating your first FRN Line Item.						

ADD NEW FRN LINE ITEM

REMOVE FRN LINE ITEM

BULK UPLOAD

### FCC Form 471 Help

Show Help

BACK

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

Click on “Add New FRN Line Item”.

Keep in mind, an FRN may have several line items that make up the total funding request, depending on the products or services you are purchasing.

**Library System 10344 (BEN: 1979) - FY2025 Cat 1 Bandwidth - ABC Library - Form # 251000050**  
Last Saved: 1/18/2025 12:40 PM EST

Basic Information      Entity Information      **Funding Requests**      Certify

Please enter Product and Service Details Information for this Data Transmission and/or Internet Access Line Item

**Product and Service Details for new FRN Line Item for FRN #2499000033 - FY2024 Bandwidth**

[Show Help for Taxes and USF Fees](#)

**Purpose** ⓘ\*

- Internet access service that includes a connection from any applicant site directly to the Internet Service Provider
- Data Connection between two or more sites entirely within the applicant's network
- Data connection(s) for an applicant's hub site to an Internet Service Provider or state/regional network where Internet access service is billed separately
- Internet access service with no circuit (data circuit to ISP state/regional network is billed separately)

**Function** ⓘ\*

Fiber

**Type of Connection**\*

Ethernet

**> Funding Request Narrative**  
[FCC Form 471 Help](#)

[Show Help](#)

*Please select a value*

- Fiber
- Copper
- Wireless
- Other
- Miscellaneous

Select the “Purpose,” “Functions,” and “Type of Connection,” then click on “Save & Continue.” Note: If this is a circuit connecting a branch location to your main library, choose the second “Purpose.”

If it's service to the branch from the ISP, providing both the data circuit and Internet Access, such as CABIO, choose the first one.

# Bandwidth Speeds

**Library System 10344 (BEN: 1979) - FY2025 Cat 1 Bandwidth - ABC Library - Form # 251000050**  
Last Saved: 1/18/2025 12:40 PM EST

Basic Information      Entity Information      **Funding Requests**      Certify

Please enter Bandwidth Speed Information for this Data Transmission and/or Internet Access Line Item

**Bandwidth Speed for new FRN Line Item for FRN #2599000041 - FY2025 Bandwidth**

**Bandwidth Download Speed \***  
1.000

**Bandwidth Download Units \***  
Gbps

**Bandwidth Upload Speed \***  
1.000  
Please specify the upload speed if it is different than the download speed.

**Bandwidth Upload Units \***  
Gbps

**Burstable Bandwidth?**

**FCC Form 471 Help**  
[Show Help](#)

Enter Bandwidth Speed Information, indicating if the bandwidth is burstable, then click on "Continue".

Note: Depending on the "Function" and "Type Connection" you chose previously, the bandwidth information may be populated for you.

Again, if you are unsure of the information, contact your Service Provider

# Connection Information

**Library System 10344 (BEN: 1979) - FY2025 Cat 1 Bandwidth - ABC Library - Form # 251000050**

Last Saved: 1/18/2025 12:40 PM EST

Basic Information      Entity Information      **Funding Requests**      Certify

Please enter Connection Information for this Data Transmission and/or Internet Access Line Item

**Connection Information for new FRN Line Item for FRN #2599000041 - FY2025 Bandwidth**

Is this a direct connection to a single school, library or a NIF for Internet access? \*

Does this include firewall services? \*

Note: If the request is for direct connections, you will be required to allocate the total number of lines (monthly quantity) among the recipients listed for this line item.

YES    NO ✓

YES    NO ✓

Is this a connection between eligible schools, libraries and NIFs (i.e., a connection that provides a "Wide area network")? \*

YES ✓    NO

**FCC Form 471 Help**  
Show Help

Provide Connection Information, and firewall inclusion. When done, click on "Continue".

**Note:** The system will not allow you to answer "Yes" to both questions displayed on the left-hand side above. If you do, you will receive an error message.

You cannot select 'Yes' to both connection questions in the left hand column above.



# Cost Calculations

Enter cost information. Fields cannot be left blank. If there is no cost, enter zero.

“Cost” is listed per unit. The “Monthly Quantity” indicates the total number of units included in the service, such as the number of circuits.

The “Months of Service” is based on the dates you entered under Part 1.”

The table calculates the total costs.

“One-Time Cost” would be for installation.

Library System 10344 (BEN: 1979) - FY2025 Cat 1 Bandwidth - ABC Library - Form # 251000050

Last Saved: 1/18/2025 12:40 PM EST

Basic Information      Entity Information      Funding Requests      Certify

Please enter Cost Information for this Data Transmission and/or Internet Access Line Item. All fields in the grid below are required. Please enter zero if funds are not requested for that field.

### Cost Calculation for new FRN Line Item for FRN #2599000041 - FY2025 Bandwidth

Monthly Cost		One-Time Cost	
Monthly Recurring Unit Cost	\$500.00	One-time Unit Cost	\$0.00
Monthly Recurring Unit Ineligible Costs	\$0.00	One-time Ineligible Unit Cost	\$0.00
Monthly Recurring Unit Eligible Costs	= \$500.00	One-time Eligible Unit Cost	= \$0.00
Monthly Quantity	3	One-time Quantity	0
Total Monthly Eligible Recurring Costs = \$1,500.00		Total Eligible One-time Costs = \$0.00	
Months of Service	x 12	Summary	
Total Eligible Recurring Costs	= \$18,000.00	Total Eligible Recurring Costs	\$18,000.00
<a href="#">More Help with the Costs Above</a>		Total Eligible One-time Costs	+ \$0.00
<a href="#">FCC Form 471 Help</a>		Pre-Discourt Extended Eligible Line Item Cost	= \$18,000.00

BACK    CANCEL    **SAVE & CONTINUE**

When completed, click on “Save & Continue”

# Manage Recipients of Service – Shared Service

**Manage Recipients of Service**

Is every entity for this organization receiving service?

**All Entities**

Search by Entity Number (Partial or Full)

Search by Entity Name (Partial or Full)

Please select the organizations you wish to include as recipients of service for this FRN line item and click the Add button.

<input type="checkbox"/>	BEN	BEN Name
<input checked="" type="checkbox"/>	3313	Library 1 In System 10344
<input type="checkbox"/>	3314	Library 2 In System 10344

**Recipients of Service for FRN Line Item #2599000041.001**

Entity #	Entity Name
3313	Library 1 In System 10344

Indicate which entities will receive service for this line item. If all entities receive service, click on "Yes." If "No," check the box to the left of the site's receiving service and click "Add." When done, click on "Save & Continue." You'll see the recipients selected. Click on "Save & Continue" again.

# Adding FRN Line Items

## Library System 10344 (BEN: 1979) - FY2025 Cat 1 Bandwidth - ABC Library - Form # 251000050

Last Saved: 1/18/2025 12:56 PM EST

Basic Information

Entity Information

Funding Requests

Certify

This page displays all of the funding request line items for this FRN. Click on a line item number below to edit the line items and their recipients of service.

This is the total pre-discount amount

### FRN Line Items for FRN #2599000041 - FY2025 Bandwidth

<input type="checkbox"/>	FRN Line Item Number	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	2599000041.001	Fiber	Ethernet	3	0	\$18,000.00

ADD NEW FRN LINE ITEM

REMOVE FRN LINE ITEM

BULK UPLOAD

### FCC Form 471 Help

Show Help

BACK

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

The grid shows the completed item. If additional Line Items are needed for this Funding Request, click “Add New FRN Line Item”. **If you need to edit information in the line item**, click on the FRN Line-Item Number ( [2599000041.001](#) ). If done, click on “Save & Continue”.

# Funding Requests

## Library System 10344 (BEN: 1979) - FY2025 Cat 1 Bandwidth - ABC Library - Form # 251000050

Last Saved: 1/18/2025 12:56 PM EST

Basic Information

Entity Information

Funding Requests

Certify

This page displays all of the funding requests for this application. From here you can create a new FRN, or edit, delete, or manage the line items of an existing one.

### Funding Requests

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	<a href="#">2599000041</a>	FY2025 Bandwidth	1	\$16,200.00

**Amount of funding you're requesting**

**ADD FRN** **EDIT FRN** **REMOVE FRN** **MANAGE FRN LINE ITEMS**

**SAVE & SHARE** **REVIEW FCC FORM 471**

**FCC Form 471 Help**  
Show Help  
**BACK** **DISCARD FORM**

We now see a funding calculation showing the total number of line items it includes. If you need to add another FRN, click "Add FRN". If done, click on "Review FCC Form 471".

If you need to edit "Part 1" (Contract information, Service Start Date or Expiration Date, or Narrative), click the box to the left and then " **EDIT FRN** ".

If you need to edit the FRN Line Items (Costs, bandwidth amounts, Recipients of Service), click the box and then " **MANAGE FRN LINE ITEMS** " or click on the funding request number and then the line item you need to edit?

# Adding a Month-to-Month Funding Request

# M-T-M Funding Requests

## Library System 10344 (BEN: 1979) - FY2025 Cat 1 Bandwidth - ABC Library - Form # 251000050

Last Saved: 1/18/2025 12:56 PM EST

Basic Information

Entity Information

Funding Requests

Certify

This page displays all of the funding requests for this application. From here you can create a new FRN, or edit, delete, or manage the line items of an existing one.

### Funding Requests

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	<a href="#">2599000041</a>	FY2025 Bandwidth	1	\$16,200.00

ADD FRN

EDIT FRN

REMOVE FRN

MANAGE FRN LINE ITEMS

### FCC Form 471 Help

Show Help

BACK

DISCARD FORM

Click on "Add FRN" to begin.

SAVE & SHARE

REVIEW FCC FORM 471

M-T-M may be a monthly hotspot service for your bookmobile or kiosks, or **CABIO** Internet Access (commercially available service such as DSL). To qualify, the bandwidth must be a minimum of 100MBx10MB, and the monthly recurring cost per site cannot exceed \$300.

# Funding Requests

**Library System 10344 (BEN: 1979) - FY2025 Cat 1 Bandwidth - ABC Library - Form # 251000050**  
Last Saved: 1/18/2025 12:56 PM EST

Basic Information      Entity Information      **Funding Requests**      Certify

On this page, you will select a nickname and the service type of the product and services that you are requesting

### Funding Request Key Information

Please enter a Funding Request Nickname here \*

FY2025 Bookmobile/Kiosk Hotspots

Is this Funding Request a continuation of an FRN from a previous funding year?

YES  NO

### Copy FRN

If you want to copy an existing Funding Request, select Copy FRN below. Note that if an FCDL has been issued for the FRN, the approved version of the FRN will be copied.

### Service Type

What is the service type of the product and services that you are requesting?

Data Transmission and/or Internet Access

### FCC Form 471 Help

Show Help

Enter a nickname for the FRN.

Choose "No" for MTM.

Do not select "Copy FRN"

Click on the pull-down to choose "Data Transmission and/or Internet Access" if it doesn't auto-populate, and then click on "Continue"

**FRN Contract**

How are the services for this FRN being purchased?

Contract information is stored in your Profile; you can add a new Contract at any time. Details about your Tariff and Month-to-Month services will be entered in your FRN.

CONTRACT   TARIFF   **MONTH-TO-MONTH ✓**

**FCC Form 471 Help**

BACK   CANCEL   **CONTINUE**

Choose Month-to-Month. Because MTM does not have a contract in play, you would not have uploaded a contract beforehand. However, **MTM services , such as cellular data plans for a bookmobile, require you to file a Form 470 annually**, so we still need to provide the Form 470 information on the next screen. Click on “Continue.”

**BUT: If this is for CABIO MTM service, a Form 470 is not required!!**

**For any MTM service, be prepared to provide a copy of a current bill during PIA review to prove the cost and service provided.**



# Establishing Form 470

**Establishing FCC Form 470**

How many bids were received? \*

  
Enter the number of bids that you received for this product or service.

Was an FCC Form 470 posted for the product and/or services you are requesting?

YES ✓  NO

Use the search tool below to find the establishing FCC Form 470.  
Remember that the services in the contract had to be posted on the FCC Form 470. Remember you cannot file your Form 471 before the Allowable Contract Date.

**Search FCC Forms 470**

Search by FCC Form 470 Number

Search by Nickname (Partial or Full)

Search by BEN

<input type="checkbox"/>	FCC Form 470 Number	Nickname	Funding Year	BEN	BEN Name	Allowable Contract Date	Service Type
<input type="checkbox"/>	250000088	FY2025 Cat 2	2025	1979	Library System 10344	11/11/2024	Basic Maintenance of Internal Connections; Internal Connections
<input checked="" type="checkbox"/>	250000072	FY2025 Cat 1 - LG	2025	1979	Library System 10344	11/9/2024	Data Transmission and/or Internet Access

**FCC Form 471 Help**

Enter the number of bids received and select “Yes” to indicate a Form 470 was filed, if applicable. Click on “Search” for your Form 470 and check the box to the left to choose the form that includes the service type requested.

**If CABIO, select “NO”, and enter “0” for the number of bids since you can’t leave the field blank.**

# Choose Service Provider

**Service Provider**

Account Number (e.g., billed telephone number)

If your service provider has given you one or more Account Numbers, please enter them.

Use the search tool below to find the establishing service provider

**Search Service Providers**

Search by SPIN  Search by Name (Full or Partial)

<input type="checkbox"/>	SPIN	Name	Doing Business As	State
<input type="checkbox"/>	14010001	USAC Service Provider Organization 1		VA

Enter your account number if known (but it's not required), and then search for your Service Provider. It's easiest to search by their SPIN. Click on "Search". Check the box to the left of the Provider. Once completed, click on "Continue"

# Funding Requests

## Library System 10344 (BEN: 1979) - FY2025 Cat 1 Bandwidth - ABC Library - Form # 251000050

Last Saved: 1/18/2025 12:56 PM EST

Basic Information

Entity Information

Funding Requests

Certify

Next, you will identify the start and end dates for the services you are requesting.

### Dates

What is the service start date? \*

07/01/2025



Enter the date when services will start for this Funding Year

When will the services end? \*

06/30/2026



BACK

CANCEL

CONTINUE

The Service Start Date will auto-populate for the start of FY2025. Enter the Service End Date. The date cannot be after 6/30/2026 for month-to-month service. Click on "Continue"

# Funding Requests

**Library System 10344 (BEN: 1979) - FY2025 Cat 1 Bandwidth - ABC Library - Form # 251000050**

Last Saved: 1/18/2025 12:56 PM EST

Basic Information      Entity Information      **Funding Requests**      Certify

Next, you will identify any pricing confidentiality restrictions for the product or services you are requesting.

**Pricing Confidentiality**

Is there a statute, rule, or other restriction which prohibits publication of the specific pricing information for this contract?

YES    NO ✓

Indicate if there is a restriction prohibiting publication of the pricing for this contract. If “Yes”, you must state the type of restriction (State Law, Local Rule, Court Order, Contract with Restrictive Terms), and upload Restriction Document.

Click on “Continue”.

## Library System 10344 (BEN: 1979) - FY2025 Cat 1 Bandwidth - ABC Library - Form # 251000050

Last Saved: 1/18/2025 12:56 PM EST

Basic Information

Entity Information

Funding Requests

Certify

Next, you will designate whether this FRN includes a Fiber or Wireless Request.

### Fiber Request Key Information

Does this FRN include a request for any of the following eligible broadband options?

- **Special construction.** One-time, upfront costs associated with building out leased lit fiber, leased dark fiber, or a self-provisioned network (i.e. special construction charges), or wireless service; and/or
- **Maintenance and operations.** Costs associated with the maintenance and operations for either a leased dark fiber or self-provisioned network; and/or
- **Network equipment.** Costs associated with the purchase of Network Equipment needed to make leased dark fiber or a self-provisioned network functional (e.g., modulating electronics and other equipment).

If any of the above apply, select "Yes" below.

Select "No" if you are only seeking support for the monthly recurring costs for either a leased lit fiber service or a leased dark fiber service (i.e., recurring payments on a dark fiber lease or IRU), or a wireless service.

#### Notes:

- If you are seeking support for both the Special Construction, Maintenance and Operation, and/or Network Equipment as well as support for recurring costs associated with leased lit fiber, a dark fiber lease/IRU, or a wireless service then you create multiple FRNs. In each case, you will select a different answer to the Yes/No question based the specific services that are included in that FRN.
- If you select "Yes" below, you should create separate FRNs for special construction charges, maintenance and operations (M&O) charges, and Network Equipment charges. If charges for M&O and Network Equipment are bundled pursuant to a single contract for those products/services, you may use the Network Equipment/M&O FRN option.

YES NO ✓

### FCC Form 471 Help

Show Help

BACK

CANCEL

CONTINUE

Select "No" and click on "Continue"

# Funding Request Narrative

**Library System 10344 (BEN: 1979) - FY2025 Cat 1 Bandwidth - ABC Library - Form # 251000050**

Last Saved: 1/18/2025 12:56 PM EST

Basic Information      Entity Information      **Funding Requests**      Certify

### Narrative

Provide a brief explanation of the products and services that you are requesting, or provide any other relevant information regarding this Funding Request. You should also use this field to describe any updates to your entity data, such as revised student counts, entity relationships, etc, that you were unable to make after the close of the Administrative filing window for profile updates. These changes will be addressed during the application review process. \*

2 Mobile hot spots to be used for our bookmobile

**FCC Form 471 Help**

Show Help

BACK    CANCEL      SAVE & VIEW FRN(S)      **SAVE & ADD/MANAGE FRN LINE ITEMS**

Provide a narrative to describe the service.

Click on “Save & Add/Manage FRN Line Items”.

# Adding FRN Line Items

## Library System 10344 (BEN: 1979) - FY2025 Cat 1 Bandwidth - ABC Library - Form # 251000050

Last Saved: 1/18/2025 3:01 PM EST

Basic Information

Entity Information

Funding Requests

Certify

This page displays all of the funding request line items for this FRN. Click on a line item number below to edit the line items and their recipients of service.

### FRN Line Items for FRN #2599000042 - FY2025 Bookmobile/Kiosk Hotspots

<input type="checkbox"/>	FRN Line Item Number	↓	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
You haven't created any FRN Line Items yet. Click the 'Add New FRN Line Item' button to start creating your first FRN Line Item.							

ADD NEW FRN LINE ITEM

REMOVE FRN LINE ITEM

BULK UPLOAD

FCC Form 471 Help

Show Help

BACK

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

Begin by clicking on “Add New FRN Line Item” to add cost information.

**Product and Service Details for new FRN Line Item for FRN #2599000042 - FY2025 Bookmobile/Kiosk Hotspots**

[Show Help for Taxes and USF Fees](#)

**Purpose** ⓘ\*

Internet access service that includes a connection from any applicant site directly to the Internet Service Provider

Data Connection between two or more sites entirely within the applicant's network

Data connection(s) for an applicant's hub site to an Internet Service Provider or state/regional network where Internet access service is billed separately

Internet access service with no circuit (data circuit to ISP state/regional network is billed separately)

**Function** ⓘ\*

Wireless

**Type of Connection**\*

Data plan for portable device

[> Funding Request Narrative](#)

[FCC Form 471 Help](#)

[Show Help](#)

Select the “Purpose”, “Functions”, and “Type of Connection” then click on “Save & Continue”.



# Bandwidth Speeds

**Bandwidth Speed for new FRN Line Item for FRN #2599000042 - FY2025 Bookmobile/Kiosk Hotspots**

**Bandwidth Download Speed \*** **Burstable Bandwidth?**

4.000

**Bandwidth Download Units \***

Gbps

**Bandwidth Upload Speed \***

4.000

Please specify the upload speed if it is different than the download speed.

**Bandwidth Upload Units \***

Gbps

**FCC Form 471 Help**

Enter Bandwidth Speed Information, indicating if the bandwidth is burstable, then click on "Continue".

Again, if you are unsure of the information, contact your Service Provider

# Connection Information

**Connection Information for new FRN Line Item for FRN #2599000042 - FY2025 Bookmobile/Kiosk Hotspots**

Is this a direct connection to a single school, library or a NIF for Internet access? ⓘ\*

Does this include firewall services?\*

Note: If the request is for direct connections, you will be required to allocate the total number of lines (monthly quantity) among the recipients listed for this line item.

YES ✓ NO

YES NO ✓

Is this a connection between eligible schools, libraries and NIFs (i.e., a connection that provides a "Wide area network")? ⓘ\*

YES NO ✓

**FCC Form 471 Help**

Show Help

BACK CANCEL

SAVE & CONTINUE

Provide Connection Information, and firewall inclusion. When done, click on "Continue".

**Note:** The system will not allow you to answer "Yes" to both questions displayed in the left-hand column above. If you do, you will receive an error message.

# Cost Calculations

Enter cost information. Fields cannot be left blank. If there is no cost, enter zero.

“Cost” is listed per unit. The “Monthly Quantity” indicates the total number of units included in the service, such as the number of circuits. The table calculates the total costs.

**Cost Calculation for new FRN Line Item for FRN #2599000042 - FY2025 Bookmobile Hotspots**

Monthly Cost		One-Time Cost	
Monthly Recurring Unit Cost	<input type="text" value="\$39.99"/>	One-time Unit Cost	<input type="text" value="\$0.00"/>
Monthly Recurring Unit Ineligible Costs	<input type="text" value="\$0.00"/>	One-time Ineligible Unit Cost	<input type="text" value="\$0.00"/>
Monthly Recurring Unit Eligible Costs	= \$39.99	One-time Eligible Unit Cost	<input type="text" value="= \$0.00"/>
Monthly Quantity	<input type="text" value="2"/>	One-time Quantity	<input type="text" value="0"/>
Total Monthly Eligible Recurring Costs	= \$79.98	Total Eligible One-time Costs	= \$0.00
Months of Service	x 12		
Total Eligible Recurring Costs	= \$959.76		

[> More Help with the Costs Above](#)  
[FCC Form 471 Help](#)

When completed, click on “Save & Continue”

# Manage Recipients of Service – Shared Service

**Manage Recipients of Service**

Is every entity for this organization receiving service?

YES  NO ✓

**All Entities**

Search by BEN

Please select the organizations you wish to include as recipients of service for this FRN and click the Add button. You can find all entities in a school district or library system by entering the district or system entity number in the field above.

<input type="checkbox"/>	BEN	BEN Name
<input type="checkbox"/>	172	NORTHWEST LIBRARY
<input type="checkbox"/>	173	WORTHINGTON PARK LIBRARY
<input checked="" type="checkbox"/>	171	Book Mobile

**Selected Entities**

<input type="checkbox"/>	BEN	BEN Name
<input type="checkbox"/>	171	Book Mobile

**FCC Form 471 Help**

For a hotspot, if you don't have a bookmobile listed as an entity or it's used for remote programs, select the Main Library

Indicate which entities will receive service for this line item and click on "Add". Click on "Save & Continue". Selected recipients will be listed, click on "Save & Continue" again to see FRN info .

# Adding FRN Line Items

## Library System 10344 (BEN: 1979) - FY2025 Cat 1 Bandwidth - ABC Library - Form # 251000050

Last Saved: 1/18/2025 3:11 PM EST

Basic Information

Entity Information

Funding Requests

Certify

This page displays all of the funding request line items for this FRN. Click on a line item number below to edit the line items and their recipients of service.

### FRN Line Items for FRN #2599000042 - FY2025 Bookmobile/Kiosk Hotspots

<input type="checkbox"/>	FRN Line Item Number	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	2599000042.001	Wireless	Data plan for portable device	2	0	\$959.76

ADD NEW FRN LINE ITEM

REMOVE FRN LINE ITEM

BULK UPLOAD

### FCC Form 471 Help

Show Help

BACK

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

When done adding line items, click on “Save & Continue” to see completed FRNs.

# Copying FRN

Start by clicking on “Add FRN” as before:

Copy FRN

The “Copy” option can be used when you’re in year 2 or more of a multi-year contract.

Enter Previous Year FRN and click on “Copy FRN”.

**Note: if changes were made to the FRN during PIA review, the changes will be copied.**

Search by previous Form 471 or FRN number. (Enter the FRN a second time, even though we just provided it)

Select the check box and then click on “Continue.” A pop-up will appear indicating that it may take up to one minute to complete. Click on “Yes.”

**Funding Request Key Information**

Please enter a Funding Request Nickname here ⓘ \*

FY2024 Bandwidth

Is this Funding Request a continuation of an FRN from a previous funding year?

YES  NO

Previous Year FRN Number \*

2499044283

**Copy FRN**

If you want to copy an existing Funding Request, select Copy FRN below. Note that if an FCDL has been issued for the FRN, the approved version of the FRN will be copied.

**COPY FRN**

**Search for FRN**

Search by FCC Form 471

Search by FRN Number

2499044283

**CLEAR FILTERS** **SEARCH**

**Select an FRN**

<input checked="" type="checkbox"/>	FCC Form 471	FRN Number	FRN Nickname	Service Type	Service Provider Name
<input checked="" type="checkbox"/>	241031118	2499044283	Branch Circuits	Data Transmission and/or Internet Access	USAC Service Provider Organization 2

**FCC Form 471 Help**

Show Help

**BACK** **CANCEL** **CONTINUE**

# Quick Way to Get the Information Needed

Go to: [www.E-Ratecentral.com](http://www.E-Ratecentral.com)



## E-Rate Utilization Summary Chart

FY: [1998](#) | [1999](#) | [2000](#) | [2001](#) | [2002](#) | [2003](#) | [2004](#) | [2005](#) | [2006](#) | [2007](#) | [2008](#) | [2009](#) | [2010](#) | [2011](#) | [2012](#) | [2013](#) | [2014](#) | [2015](#) | [2016](#) | [2017](#) | [2018](#) | [2019](#) | [2020](#) | [2021](#) | [2022](#)

FY	Requested FRNs	Funded FRNs	486 on File	Requested Amount	Committed Category 1	Committed Category 2
<a href="#">2025</a>	0	0	0	\$0.00	\$0.00	\$0.00
<b>2024</b>	5	5	5	\$40,938.39	\$38,585.16	\$1,373.18
<a href="#">2023</a>	4	4	4	\$38,649.75	\$38,649.75	\$0.00
<a href="#">2022</a>	4	4	4	\$56,077.49	\$56,077.49	\$0.00

<a href="#">471</a>	<a href="#">FRN</a>	<a href="#">SPIN</a>	<a href="#">Service Provider</a>	<a href="#">Service</a> *
241031118	<a href="#">2499044282</a>	143050436	Charter Communications Operating, LLC	IA
241031118	<b>2499044283</b>	143000677	Verizon Wireless (Cellco Partnership)	IA

1. Enter your Billed Entity Number.
2. Click on Funding Year
3. See your 471, FRN, and SPIN information.



You must click “Refresh” to complete the copy. It won’t advance on its own.

**Library System 10344 (BEN: 1979) - FY2025 Cat 1 Bandwidth - ABC Library - Form # 251000050**  
Last Saved: 1/18/2025 3:11 PM EST

Basic Information      Entity Information      **Funding Requests**      Certify

FRN is copying and may take up to one minute to complete. Please hit refresh to check if FRN copy is complete.

**REFRESH**

You will receive the following notification indicating you must enter the Service Start and Service End Dates. Click on “Continue”.

Basic Information      Entity Information      **Funding Requests**      Certifications

**FRN has been successfully copied.**

Program rules prohibit the funding of duplicate services, which means different funding requests cannot contain services that provide the same functionality to the same population in the same location during the same period of time.

Your FRN has been copied into your current FCC Form 471. As you navigate through the FRN, you must review all of the copied data. Please keep in mind:

- To the extent that the current year form does not have the same fields as the form you are copying, the data will not be copied.
- Copy FRN will not copy Service Start and Service End Dates. When entering these Start and End dates, please ensure that the Recipients of Service and the appropriate cost in the line items are correct if the months of service are different from the original FRN.
- Copy FRN will copy all Recipients of Service. Please make sure that the Recipients of Service associated with each line item are valid for the current Funding Year.
- Copy FRN will not copy the recipient(s) of service cost allocation information. If you are a Consortium or ESA School District, you can update the budgeted entity(ies)'s cost allocation information for line items by clicking the 'Manage FRN Line Items' button available on the Funding Requests screen.

You can now edit the copied FRN, and the corresponding FRN Line Items as required.

**CONTINUE**

**Library System 10344 (BEN: 1979) - FY2025 Cat 1 Bandwidth - ABC Library - Form # 251000050**  
Last Saved: 1/18/2025 3:11 PM EST

Basic Information      Entity Information      **Funding Requests**      Certify

On this page, you will select a nickname and the service type of the product and services that you are requesting

### Funding Request Key Information

Please enter a Funding Request Nickname here \*

Breaks Circuits

Is this Funding Request a continuation of an FRN from a previous funding year?

YES  NO

Previous Year FRN Number \*

2499044283

### Service Type

What is the service type of the product and services that you are requesting?      Please delete all line items for this Funding Request if you wish to modify the Service Type

Data Transmission and/or Internet Access

**FCC Form 471 Help**  
Show Help

View after copy is completed. "Service Type" will be indicated. Click on "Continue".

Based on previous FRN info, "Contract" is chosen. Click on "Continue"

Next, you will identify the purchasing agreement type for the product and services you are requesting.

### FRN Contract

How are the services for this FRN being purchased?

Contract information is stored in your Profile; you can add a new Contract at any time. Details about your Tariff and Month-to-Month services will be entered in your FRN.

### FCC Form 471 Help

Show Help

[SEARCH FOR CONTRACTS](#)

## Contract Summary

<b>Contract Number</b>		<b>Account Number</b>	
<b>Establishing FCC Form 470</b>	#210000055	<b>Service Provider</b>	USAC Service Provider Organization 2 (SPIN: 14010002)
<b>Award Date</b>	12/1/2020	<b>Includes Voluntary Extensions?</b>	Yes
<b>Expiration Date (All Extensions)</b>		<b>Remaining Voluntary Extensions</b>	2
		<b>Total Remaining Contract Length</b>	84

## Pricing Confidentiality

There is no rule, statute, or other restriction which prohibits publication of the specific pricing information for this contract.

## Contract Information (Additional)

What is the service start date? ⓘ\*

07/01/2025 📅

Enter the date when services will start for this Funding Year

What is the date your contract expires for the current term of the contract? ⓘ\*

06/30/2030 📅

## FCC Form 471 Help

Show Help

[BACK](#) [CANCEL](#) [CONTINUE](#)

Verify information that copied from previous FRN. When copying, you must **enter the Service Start and Service End dates**. These fields will be blank, and you'll receive an error message if you do not enter the dates. Remember, the Service Start Date is the first day of the upcoming funding year and cannot be prior to **07/01/2025**. Click on "Continue".

Verify information that copied from previous FRN; click on “Continue”.

Update the narrative if needed. Click “Save & Add/Manage FRN Line Items” to update costs if needed. **If there is no change, click on “Save & View FRNs”.**

Next, you will designate whether this FRN includes a Fiber Request.

### Fiber Request Key Information

Does this FRN include a request for any of the following eligible broadband options?

- **Special construction.** One-time, upfront costs associated with building out leased lit fiber, leased dark fiber, or a self-provisioned network (i.e. special construction charges); and/or
- **Maintenance and operations.** Costs associated with the maintenance and operations for either a leased dark fiber or self-provisioned network; and/or
- **Network equipment.** Costs associated with the purchase of Network Equipment needed to make leased dark fiber or a self-provisioned network functional (e.g., modulating electronics and other equipment).

If any of the above apply, select "Yes" below.

Select "No" if you are only seeking support for the monthly, recurring costs for either a leased lit fiber service or a leased dark fiber service (i.e., recurring payments on a dark fiber lease or IRU).

**Notes:**

- If you are seeking support for both the Special Construction, Maintenance and Operations, and/or Network Equipment as well as support for recurring costs associated with leased lit fiber or a dark fiber lease/IRU, then you create multiple FRNs. In each case, you will select a different answer to the Yes/No question based the specific services that are included in that FRN.
- If you select "Yes" below, you should create separate FRNs for special construction charges, maintenance and operations (M&O) charges, and Network Equipment charges. If charges for M&O and Network Equipment are bundled pursuant to a single contract for those products/services, you may use the Network Equipment/M&O FRN option.

[FCC Form 471 Help](#)

[Show Help](#)

## Library System 10344 (BEN: 1979) - FY2025 Cat 1 Bandwidth - ABC Library - Form # 251000050

Last Saved: 1/18/2025 3:11 PM EST

Basic Information      Entity Information      **Funding Requests**      Certify

### Narrative

Provide a brief explanation of the products and services that you are requesting, or provide any other relevant information regarding this Funding Request. You should also use this field to describe any updates to your entity data, such as revised student counts, entity relationships, etc, that you were unable to make after the close of the Administrative filing window for profile updates. These changes will be addressed during the application review process.\*

Internet Access and Bandwidth request supporting 3 buildings.

Click the "Save & Continue" button to complete this step of the FRN creation process. On the next screen, click on the FRN number that was just created to begin adding FRN Line Items and the associated Recipients of Service. If you wish to start another FRN without adding FRN Line Items, click the "Add FRN" button.

[FCC Form 471 Help](#)

[Show Help](#)

CONTINUE

“Save & View FRNs” -  
If no changes are needed, click  
on “Review FCC Form 471”.

If you clicked on “Manage FRN  
Line Item”, click on the line-  
item number to edit, and  
update information. Click on  
“Save & Continue” to return to  
Funding Requests.

**Library System 10344 (BEN: 1979) - FY2025 Cat 1 Bandwidth - ABC Library - Form # 251000050**  
Last Saved: 1/18/2025 3:11 PM EST

Basic Information      Entity Information      **Funding Requests**      Certify

This page displays all of the funding requests for this application. From here you can create a new FRN, or edit, delete, or manage the line items of an existing one.

**Funding Requests**

To create or update specific FRN Line Items, please click on the FRN number hyperlink.

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	2599000042	FY2025 Bookmobile/Kiosk Hotspots	1	\$863.78
<input type="checkbox"/>	2599000041	FY2025 Bandwidth	1	\$16,200.00

ADD FRN    EDIT FRN    REMOVE FRN    MANAGE FRN LINE ITEMS

**FCC Form 471 Help**  
Show Help

BACK    DISCARD FORM      SAVE & SHARE    **REVIEW FCC FORM 471**

**Library System 10344 (BEN: 1979) - FY2025 Cat 1 Bandwidth - ABC Library - Form # 251000050**  
Last Saved: 1/18/2025 3:11 PM EST

Basic Information      Entity Information      **Funding Requests**      Certify

This page displays all of the funding request line items for this FRN. Click on a line item number below to edit the line items and their recipients of service.

**FRN Line Items for FRN #2599000041 - FY2025 Bandwidth**

<input type="checkbox"/>	FRN Line Item Number	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	<b>2599000041.001</b>	Fiber	Ethernet	3	0	\$18,000.00

ADD NEW FRN LINE ITEM    REMOVE FRN LINE ITEM    BULK UPLOAD

**FCC Form 471 Help**  
Show Help

BACK    DISCARD FORM      SAVE & SHARE    **SAVE & CONTINUE**

# Off-Premises Category 1 Form 471

# Off-Premises Category 1 Form 471

## FCC Form 471 - Funding Year 2025

**Library System 10344 (BEN: 1979) - FY2025 Cat 1 Patron Hotspots - ABC Library - Form # 251000051**

Last Saved: 1/18/2025 3:55 PM EST

Basic Information

Entity Information

Funding Requests

Certify

Next, you will identify the category of service for the product and services you are requesting. If you need help determining the correct category of service, please review the Eligible Services List on the USAC website.

### Category of Service

What is the category of service for the product and services that you are requesting?

You can only select one Category of Service per FCC Form 471. You can submit a second application for the other Category of Service.

CATEGORY 1

- Data Transmission and/or Internet Access

OFF-PREMISES CATEGORY 1 ✓

- Wireless School Bus Services and Equipment
- Wi-Fi Hotspots Services and Equipment

CATEGORY 2

- Basic Maintenance of Internal Connections
- Internal Connections
- Managed Internal Broadband Services

### FCC Form 471 Help

Show Help

BACK

DISCARD FORM

SAVE & CONTINUE

Follow previous steps to start a Form 471. At “Category of Service,” click on “Off-Premises Category 1” and “Save & Continue.”

# Off-Premises Category 1 Form 471

## Library System 10344 (BEN: 1979) - FY2025 Cat 1 Patron Hotspots - ABC Library - Form # 251000051

Last Saved: 1/18/2025 3:57 PM EST

Basic Information

Entity Information

Funding Requests

Certify

We've completed this section of the form based on information from your applicant entity's profile. If any of the non-editable information is incorrect, or you wish to change the information, please update your profile first by going to your entity record, and clicking Manage Organization from the Related Actions menu. If you do not have access to Manage Organization, please contact your applicant entity's account administrator or create a customer service case to request updates to your applicant entity's profile.

### Entity Information

#### Related Entity(ies) Information

Library systems derive their discount rate in part based on the student count from the school district in which the main branch is located. Fields with "\*" next to them are not sortable.

Name	Entity Number	FSCS Code*	Urban/ Rural Status*	NIF*	Total square footage of library outlet*	Is this the main branch?*	School District in which the main branch is located*	School District Number in which the main branch is located*	Library Attributes*	Annexes*
Library 1 In System 10344	3313		Rural	No	1000	Yes	School District For	19272	Public Library, Main	View
Library 2 In System 10344										

#### Requested Discount Calculation

More than 50 percent of your library outlets/branches must be rural for the library system to be considered rural.

This discount rate has not been approved for the current year

Associated School District Full-time Enrollment	Associated School District NSLP Count	Associated School District NSLP Percentage	Library System Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate
100	100	100%	Rural	90%	85%

SHOW ADDITIONAL INFORMATION

#### FCC Form 471 Help

Show Help

BACK

DISCARD FORM

SAVE & CONTINUE

You will see the Related Entities and Requested Discount Calculation. Click on "Save & Continue" for each.



# Off-Premises Category 1 Form 471

## FCC Form 471 - Funding Year 2025

### Library System 10344 (BEN: 1979) - FY2025 Cat 1 Patron Hotspots - ABC Library - Form # 251000051

Last Saved: 1/18/2025 3:57 PM EST

Basic Information

Entity Information

Funding Requests

Certify

This page displays all of the funding requests for this application. From here you can create a new FRN, or edit, delete, or manage the line items of an existing one.

### Funding Requests

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.

<input type="checkbox"/>	FRN	↓ Nickname	Number of FRN Line Items	FRN Calculation
You haven't created any Funding Requests (FRNs) yet. Click the "Add FRN" button to start creating your first FRN				

ADD FRN

EDIT FRN


REMOVE FRN

MANAGE FRN LINE ITEMS

Click on "Add FRN" to begin.

# Funding Requests – Part 1

**Funding Request Key Information**

Please enter a Funding Request Nickname here \*

Enter a nickname for the FRN.

Is this Funding Request a continuation of an FRN from a previous funding year?

YES  NO

Choose “No” as this is a new contract.

**Copy FRN**

If you want to copy an existing Funding Request, select Copy FRN below. Note that if an FCDL has been issued for the FRN, the approved version of the FRN will be copied.

Do not click on “Copy FRN”

**Service Type**

What is the service type of the product and services that you are requesting?

**FCC Form 471 Help**

Show Help

Under “Service Type” you will see the option for Wi-Fi Hotspots or Wireless School Bus. Select **“Wi-Fi Hotspots Services and Equipment.”** Click on “Continue.”

# Funding Requests – Part 1

Choose how the services will be purchased and click on “Continue”.

**Library System 10344 (BEN: 1979) - FY2025 Cat 1 Patron Hotspots - ABC Library - Form # 251000051**  
Last Saved: 1/18/2025 3:57 PM EST

Basic Information      Entity Information      **Funding Requests**      Certify

Next, you will identify the purchasing agreement type for the product and services you are requesting.

**FRN Contract**  
How are the services for this FRN being purchased?  
Contract information is stored in your Profile: you can add a new Contract at any time. Details about your Tariff and Month-to-Month services will be entered in your FRN.

CONTRACT     TARIFF     MONTH-TO-MONTH

**FCC Form 471 Help**  
Show Help

**Associate a Contract**

Search by Creating Organization BEN:

Search by Nickname (All or Partial):

Please note that BEN is a required field and you can use other search fields to narrow down your result.

Search by Contract ID:

Search by Contract No.:

<input type="checkbox"/>	Contract ID	Contract Number	Nickname	Award Date	Creating Organization BEN
<input checked="" type="checkbox"/>	7505		My Provider - 5 Year Bandwidth Contract	1/6/ 1/15/2025	1979

**FCC Form 471 Help**  
Show Help

If “Contract” was indicated, search for the associated contract that was uploaded previously.

Enter search criteria and click on “Search”. Results will be listed in a grid below. Click box to select contract. The summary will display below.

## Pricing Confidentiality

There is no rule, statute, or other restriction which prohibits publication of the specific pricing information for this contract.

## Contract Information (Additional)

What is the service start date? ?\*

07/01/2025



Enter the date when services will start for this Funding Year

What is the date your contract expires for the current term of the contract? ?\*

06/30/2028



## FCC Form 471 Help

Show Help

BACK

CANCEL

CONTINUE

**Verify the service start date; that's auto-populated. The default is 07/01/2025 for the upcoming funding year.**

**Enter the date the contract expires for the current term of the contract, not including extensions.**

Once completed, click on "Continue"

# Funding Request Narrative

## Library System 10344 (BEN: 1979) - FY2025 Cat 1 Patron Hotspots - ABC Library - Form # 251000051

Last Saved: 1/18/2025 3:57 PM EST

Basic Information

Entity Information

Funding Requests

Certify

### Narrative

Provide a brief explanation of the products and services that you are requesting, or provide any other relevant information regarding this Funding Request. You should also use this field to describe any updates to your entity data, such as revised student counts, entity relationships, etc. that you were unable to make after the close of the Administrative filing window for profile updates. These changes will be addressed during the application review process. \*

We are seeking service for 100 hotspots to serve our patrons that otherwise would not have adequate Internet Access off library premises. While we currently have 50 functioning hot spot devices, we need to purchase 50 additional devices to meet our patron service demands.

### FCC Form 471 Help

Show Help

BACK

CANCEL

SAVE & VIEW FRN(S)

SAVE & ADD/MANAGE FRN LINE ITEMS

Provide a brief description of the products and services you are requesting. Click on " **SAVE & ADD/MANAGE FRN LINE ITEMS** " to begin "Part 2" entering the **key information for your funding request.**

# Adding FRN Line Items

## Library System 10344 (BEN: 1979) - FY2025 Cat 1 Patron Hotspots - ABC Library - Form # 251000051

Last Saved: 1/18/2025 4:33 PM EST

Basic Information

Entity Information

Funding Requests

Certify

This page displays all of the funding request line items for this FRN. Click on a line item number below to edit the line items and their recipients of service.

### FRN Line Items for FRN #2599000043 - FY2025 Patron Hotspots

<input type="checkbox"/>	FRN Line Item Number	↓	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
You haven't created any FRN Line Items yet. Click the 'Add New FRN Line Item' button to start creating your first FRN Line Item.							

**ADD NEW FRN LINE ITEM**

REMOVE FRN LINE ITEM

Click on “Add New FRN Line Item.”

Remember that if you are requesting hotspot service, equipment, and taxes, if indicated, you will need to add multiple FRN line items.

## Library System 10344 (BEN: 1979) - FY2025 Cat 1 Patron Hotspots - ABC Library - Form # 251000051

Last Saved: 1/18/2025 4:33 PM EST

Basic Information

Entity Information

Funding Requests

Certify

Please enter Product and Service Details Information for this Wi-Fi Hotspots Services and Equipment Line Item

### Product and Service Details for new FRN Line Item for FRN #2599000043 - FY2025 Patron Hotspots

#### Purpose

Internet access service that includes a connection from any applicant site directly to the Internet Service Provider

#### Function

Wireless

#### Type of Connection \*

Please select a value

Wireless internet services that can be delivered with a Wi-Fi hotspot for off-premises use

> Funding Request Narrative

FCC Form 471 Help

Show Help

Wi-Fi hotspot devices for off-premises use

Taxes and USF fees

Other Reasonable Fees

CANCEL

SAVE & CONTINUE

“Purpose” and “Functions” are auto-populated. Select “Type of Connection,” then click on “Save & Continue.”

**Note: “Taxes and USF fees” are not part of the \$15/month cap. However, “Other Reasonable Fees,” such as a setup fee, are part of the capped monthly service cost.**

# Cost Calculations

## Library System 10344 (BEN: 1979) - FY2025 Cat 1 Patron Hotspots - ABC Library - Form # 251000051

Last Saved: 1/18/2025 4:33 PM EST

Basic Information

Entity Information

Funding Requests

Certify

Please enter Cost Information for this Wi-Fi Hotspots Services and Equipment Line Item. All fields in the grid below are required. Please enter zero if funds are not requested for that field.

### Cost Calculation for new FRN Line Item for FRN #2599000043 - FY2025 Patron Hotspots

Monthly Cost	
Monthly Recurring Unit Cost	\$15.00
Monthly Recurring Unit Ineligible Costs	\$0.00
Monthly Recurring Unit Eligible Costs	= \$15.00
Monthly Quantity	100
Total Monthly Eligible Recurring Costs	= \$1,500.00
Months of Service	x 12
Total Eligible Recurring Costs	= \$18,000.00

One-Time Cost	
One-time Unit Cost	\$0.00
One-time Ineligible Unit Cost	\$0.00
One-time Eligible Unit Cost	= \$0.00
One-time Quantity	0
Total Eligible One-time Costs	= \$0.00

Summary	
Total Eligible Recurring Costs	\$18,000.00
Total Eligible One-time Costs	+ \$0.00
Pre-Discount Extended Eligible Line Item Cost	= \$18,000.00

> [More Help with the Costs Above](#)

[FCC Form 471 Help](#)

[Show Help](#)

BACK CANCEL

SAVE & CONTINUE

Enter monthly recurring cost information on the left-hand side of the screen. Fields cannot be left blank. If there is no cost, enter zero. When completed, click on "Save & Continue."



# Manage Recipients of Service – Shared Service

## Manage Recipients of Service

Is every entity for this organization receiving service?

YES ✓  NO

### Selected Entities

Please select the organizations you wish to include as recipients of service for this FRN line item and click the Add button.

BEN	BEN Name
3313	Library 1 In System 10344
3314	Library 2 In System 10344

### FCC Form 471 Help

[Show Help](#)

Indicate which entities will provide hotspot service to their patrons. If all entities will, click on "Yes." If "No," check the box to the left of the site's receiving service and click "Add." When done, click on "Save & Continue." You'll see the recipients selected. Click on "Save & Continue" again.

# Adding FRN Line Items

## Library System 10344 (BEN: 1979) - FY2025 Cat 1 Patron Hotspots - ABC Library - Form # 251000051

Last Saved: 1/18/2025 5:02 PM EST

Basic Information

Entity Information

Funding Requests

Certify

This page displays all of the funding request line items for this FRN. Click on a line item number below to edit the line items and their recipients of service.

### FRN Line Items for FRN #2599000043 - FY2025 Patron Hotspots

<input type="checkbox"/>	FRN Line Item Number	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	2599000043.001	Wireless	Wireless internet services that can be delivered with a Wi-Fi hotspot for off-premises use	100	0	\$18,000.00

ADD NEW FRN LINE ITEM

REMOVE FRN LINE ITEM

The grid shows the completed item. **If you need to edit information in the line item**, click on the FRN Line-Item Number.

If additional Line Items are needed for this Funding Request, click "Add New FRN Line Item". If done, click on "Save & Continue".

# Product/Service Details – Adding Devices

## Product and Service Details for new FRN Line Item for FRN #2599000043 - FY2025 Patron Hotspots

**Purpose**

Internet access service that includes a connection from any applicant site directly to the Internet Service Provider

**Function**

Wireless

**Type of Connection \***

Wi-Fi hotspot devices for off-premises use

[> Funding Request Narrative](#)

[FCC Form 471 Help](#)

Select “Wi-Fi hotspot devices” under “Type of Connection,” then click on “Save & Continue.”

## Cost Calculation for new FRN Line Item for FRN #2599000043 - FY2025 Patron Hotspots

Monthly Cost		One-Time Cost	
Monthly Recurring Unit Cost	\$0.00	One-time Unit Cost	\$90.00
Monthly Recurring Unit Ineligible Costs	\$0.00	One-time Ineligible Unit Cost	\$0.00
Monthly Recurring Unit Eligible Costs	= \$0.00	One-time Eligible Unit Cost	= \$90.00
Monthly Quantity	0	One-time Quantity	50
Total Monthly Eligible Recurring Costs	= \$0.00	Total Eligible One-time Costs	= \$4,500.00
Months of Service	x 12		
Total Eligible Recurring Costs	= \$0.00		
		<b>Summary</b>	
		Total Eligible Recurring Costs	\$0.00
		Total Eligible One-time Costs	+ \$4,500.00
		Pre-Discount Extended Eligible Line Item Cost	= \$4,500.00

[SAVE & CONTINUE](#)

Enter one-time equipment cost information on the right-hand side of the screen. Enter zeros under Monthly Cost on the left. When completed, click “Save & Continue” and select Recipients of Service.

# Adding FRN Line Items

## Library System 10344 (BEN: 1979) - FY2025 Cat 1 Patron Hotspots - ABC Library - Form # 251000051

Last Saved: 1/18/2025 5:21 PM EST

Basic Information

Entity Information

Funding Requests

Certify

This page displays all of the funding request line items for this FRN. Click on a line item number below to edit the line items and their recipients of service.

### FRN Line Items for FRN #2599000043 - FY2025 Patron Hotspots

<input type="checkbox"/>	FRN Line Item Number	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	2599000043.002	Wireless	Wi-Fi hotspot devices for off-premises use	0	50	\$4,500.00
<input type="checkbox"/>	2599000043.001	Wireless	Wireless internet services that can be delivered with a Wi-Fi hotspot for off-premises use	100	0	\$18,000.00

**ADD NEW FRN LINE ITEM**

REMOVE FRN LINE ITEM

### FCC Form 471 Help

Show Help

BACK DISCARD FORM

SAVE & SHARE **SAVE & CONTINUE**

Continue adding line items if needed. If adding Taxes and USF Fees, use the Monthly Cost portion of the screen as before. If there is a setup fee per hotspot, enter the cost under One-Time Cost. When done, click on “Save & Continue.”

# Completing the Form 471

# Completing the Form 471

**Library System 10344 (BEN: 1979) - FY2025 Cat 1 Bandwidth - ABC Library - Form # 251000050**  
Last Saved: 1/18/2025 3:11 PM EST

Basic Information      Entity Information      **Funding Requests**      Certify

This page displays all of the funding requests for this application. From here you can create a new FRN, or edit, delete, or manage the line items of an existing one.

### Funding Requests

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	<a href="#">2599000042</a>	FY2025 Bookmobile/Kiosk Hotspots	1	\$863.78
<input type="checkbox"/>	<a href="#">2599000041</a>	FY2025 Bandwidth	1	\$16,200.00

**ADD FRN**   **EDIT FRN**   **REMOVE FRN**   **MANAGE FRN LINE ITEMS**

### FCC Form 471 Help

Show Help

**BACK**   **DISCARD FORM**   **SAVE & SHARE**   **REVIEW FCC FORM 471**

**Library System 10344 (BEN: 1979) - FY2025 Cat 1 Bandwidth - ABC Library - Form # 251000050**  
Last Saved: 1/18/2025 3:11 PM EST

Basic Information      Entity Information      **Funding Requests**      Certify

FCC Form 471 Draft version of the PDF generation is in progress and it may take a few minutes to complete. Please click 'Refresh' once or twice a minute to check if the PDF generation is complete. If you don't want to wait, click 'Resume Task Later' to close the current screen, and EPC will assign you a task to continue PDF review and certification process.

**RESUME TASK LATER**   **REFRESH**

To complete/submit your Form 471, click on “Review FCC Form 471” and “Yes” to the popup. Instead of being taken out of the Form 471 like we see with the Form 470, you must click on “**REFRESH**” to receive the draft version of the form and it. Be patient, it may take a little while to display.

You can click on “**RESUME TASK LATER**” if you prefer to complete at a later time.

**FCC Form 471 - Funding Year 2025**

**Library System 10344 (BEN: 1979) - FY2025 Cat 1 Bandwidth - ABC Library - Form # 251000050**

Last Saved: 1/18/2025 3:11 PM EST

---

Basic Information      Entity Information      Funding Requests      **Certify**

Please download and carefully review this FCC Form 471 before certifying.

**Download Document Link**  
USAC\_FCC\_FORM\_471\_APPLICATION\_251000050\_DRAFT

By checking this box, I certify that the information in the PDF document above is correct.

**FCC Form 471 Help**  
Show Help

**EDIT FORM**      SEND FOR CERTIFICATION      **CONTINUE TO CERTIFICATION**

If you chose the “ **REFRESH** ” option, click on the draft document to view the PDF. If necessary, click on “Edit Form” to make corrections.

Click the box just below the document to certify if correct. You can then click on “Continue to Certification” or “Send for Certification” to complete the application.

The screenshot shows a software interface with a blue navigation bar at the top containing the following menu items: News, Tasks (15), Records, Reports, and Actions. The 'Tasks (15)' menu item is highlighted. Below the navigation bar, the interface displays the logo for 'Training Universal Service Administrative Co.' and a search bar with the text 'Click here to send a task...'. On the right side, there is a 'NEWEST' dropdown menu. A list of tasks is shown below, with one task highlighted by a red box: 'Review PDF for FCC Form 471 -Cat 1 Bandwidth & IA'. This task has a blue checkmark icon, is assigned to 'Me', and was created '3 minutes ago'. A black arrow points from the 'Tasks (15)' menu item to the highlighted task entry.

If you clicked on “ [RESUME TASK LATER](#) “, click on “Tasks” on the blue menu bar to find the newly created task.

Click on the “Review PDF for FCC Form 471” to continue.



# Certifying the Form 471

## Certify FCC Form 471

### Library System 10344 (BEN: 1979) - FY2025 Cat 1 Bandwidth - ABC Library - Form # 251000050

Last Saved: 1/18/2025 3:11 PM EST

Basic Information

Entity Information

Funding Requests

Certify

Please complete the certifications below.

### Applicant Certifications

- certify that the entities listed in this application are eligible for support because they are schools under the statutory definitions of elementary and secondary schools found in the No Child Left Behind Act of 2001, 20 U.S.C. §§ 7801(18) and (38), that do not operate as for-profit businesses and do not have endowments exceeding \$50 million.
- certify that the entity I represent or the entities listed on this application have secured access, separately or through this program, to all of the resources, including computers, training, software, internal connections, maintenance, and electrical capacity, necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support. I certify that the entities I represent or the entities listed on this application have secured access to all of the resources to pay the discounted charges for eligible services from funds to which access has been secured in the current funding year. I certify that the Billed Entity will pay the non-discount portion of the cost of the goods and services to the service provider(s).

### Total Funding Summary

Below is a summary of the total line item costs on this FCC Form 471:

Summary	
Total funding year pre-discount eligible amount on this FCC Form 471	\$66,000.00
Total funding commitment request amount on this FCC Form 471	\$59,400.00
Total applicant non-discount share of the eligible amount	\$6,600.00
Total budgeted amount allocated to resources not eligible for E-rate support	\$75,000.00
Total amount necessary for the applicant to pay the non-discount share of eligible and any ineligible amounts	\$81,600.00
Are you receiving any of the funds directly from a service provider listed on any of the FCC Forms 471 filed by this Billed Entity for this funding year?	No
Has a service provider listed on any of the FCC Forms 471 filed by this Billed Entity for this funding year assisted you in locating funds needed to pay your non-discounted share?	No

After reading the certifications, check the boxes.

Enter your budget amount.

Click on the pull-downs to answer the “gotcha” questions. Be very careful!! Remember, it’s a program violation if you receive funds from your service provider!!

**Just say no!!**

# Certifying the Form 471

- certify an FCC Form 470 was posted and that any related RFP was made available for at least 28 days before considering all bids received and selecting a service provider. I certify that all bids submitted were carefully considered and the most cost-effective service offering was selected, with price being the primary factor considered, and is the most cost-effective means of meeting educational needs and technology goals.
- certify that the entity responsible for selecting the service provider(s) has reviewed all applicable FCC, state, and local procurement/competitive bidding requirements and that the entity or entities listed on this application have complied with them.
- certify that the services the applicant purchases at discounts provided by 47 U.S.C. § 254 will be used primarily for educational purposes, see 47 C.F.R. § 54.500 and will not be sold, resold or transferred in consideration or money or any other thing of value, except as permitted by the Commission's rules at 47 C.F.R. § 54.513. Additionally, I certify that the entity or entities listed on this application have not received anything of value or a promise of anything of value, as prohibited by the Commission's rules at 47 C.F.R. § 54.503(d), other than services and equipment sought by means of this form, from the service provider, or any representative or agent hereof or any consultant in connection with this request for services.
- certify that I and the entity(ies) I represent have complied with all program rules and I acknowledge that failure to do so may result in denial of discount funding and/or cancellation of funding commitments. There are signed contracts or other legally binding agreements covering all of the services listed on this FCC Form 471 except for those services provided under non-contracted tariffed or month-to-month arrangements. I acknowledge that failure to comply with program rules could result in civil or criminal prosecution by the appropriate law enforcement authorities.
- acknowledge 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 service, receive an appropriate share of benefits from those services.
- certify that I will retain required documents for a period of at least 10 years (or whatever retention period is required by the rules in effect at the time of this certification) after the later of the last day of the applicable funding year or the service delivery deadline for the associated funding request. I acknowledge that I may be audited pursuant to participation in the schools and libraries program. I certify that I will retain all documents necessary to demonstrate compliance with the statute and Commission records available to USAC.
- certify that I am authorized to order telecommunications and other support services on behalf of the entity(ies) listed on this application, that I have examined this request, that the entity(ies) listed on this application have complied with the terms, conditions and purposes of the Communications Act, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment under the Communications Act.
- acknowledge that FCC rules provide that persons who have been convicted of a crime involving fraud or dishonesty, or any person associated in any way with my entity and/or the schools and libraries support mechanism.
- certify that if any of the Funding Requests on this FCC Form 471 are for services that are required by the Commission's rules at 47 C.F.R. § 54.504.
- certify that the non-discount portion of the costs for eligible services will not be paid by the service provider. The pre-discount costs of eligible services featured on this FCC Form 471 are net of any rebates or discounts offered by the service provider. I acknowledge that, for the purpose of this rule, the provision, by the provider of a supported service, of free services or products unrelated to the supported service or product will be considered a rebate of some or all of the cost of the supported services.

False statements on this form may result in civil liability and/or criminal prosecution. To electronically sign and certify this form, click "Yes" below. To affirm that you (1) understand the statements above and (2) represent the entity featured, and have the authority to make the certifications, on this form, click "Yes" below.

[FCC Form 471 Help](#)

[Show Help](#)

Continue checking all boxes.

When done, click on "Certify", and then "Yes" in the pop-up.

You will receive confirmation that the form was certified.

## Certification Confirmation

**Library System 10344 (BEN: 1979) - FY2025 Cat 1 Bandwidth - ABC Library - Form # 251000050**

Last Saved: 1/18/2025 3:53 PM EST

---

Basic Information      Entity Information      Funding Requests      **Certify**

**You have successfully filed FCC Form 471 #251000050 for FY 2025**

### Certification Date

1/18/2025 3:53 PM EST

### Authorized Person

**Name** FirstName LastName  
**Title** Training  
**Employer** Library System 10344  
**Address** Address1  
Rockville, MD 20850  
**Phone** 111-222-3333  
**Email** ls\_user\_10344@mailinator.com

Please click here to access your certified FCC Form 471 PDF

### FCC Form 471 Help

Show Help

**CLOSE**

Click the link to access a PDF copy of your certified Form 471.  
Click on “Close” when done.

# **After the Form 471 – Next Steps**

# Finding Your 471 & Making Corrections

To find a submitted Form 471, scroll down to the bottom of the Landing Page, select 471 as “Type” and 2025 for “Funding Year”.

Click on the Application Number.

▼ FCC Forms and Post-Commitment Requests

FCC Forms Status  All  
 Post-Commitment Requests  Incomplete  
 Certified  
 Committed

Form Type:

Funding Year:

Application Number	Nickname	Funding Year	Status	Certified Date
<b>251000050</b>	FY2025 Cat 1 Bandwidth - ABC Library	2025	Certified	1/18/2025 3:53 PM EST
251000051	FY2025 Cat 1 Patron Hotspots - ABC Library	2025	Certified	1/18/2025 5:29 PM EST

Records / FCC Forms 471

## FY2025 Cat 1 Bandwidth - ABC Library - #251000050

Summary Funding Requests Review Inquiries Deferral History Discount Calculation Entity Information News **Related Actions**

- Respond to Inquiries**  
Answer Reviewer Questions.
- Submit Modification Request (RAL)**  
Submit a RAL Modification Request for this Application

## Form 471 Modification Request

Would you like to request changes to an entity or this application?

[> RAL Request Help](#)

To make corrections after your Form 471 has been certified, submit a RAL Modification Request. For details on how to submit, see “Submitting Form 471 RAL Corrections” on my website for a step-by-step guide covering various scenarios at <https://www.ohio-k12.help/erate/e-rate-resources/> .

# Application Review - PIA

Program Integrity Assurance (PIA) will review your application after it is submitted and communicate with you through EPC.

To look for Review Inquires, search for 471 as before:

The screenshot shows the EPC application review interface. On the left, under "FCC Forms and Post-Commitment Requests", the "Form Type" is set to "FCC Form 471" and the "Funding Year" is set to "2025". Below this is a table of applications:

Application Number	Nickname	Funding Year	Status
251000050	FY2025 Cat 1 Bandwidth - ABC Library	2025	Certified
251000051	FY2025 Cat 1 Patron Hotspots - ABC Library	2025	Certified

On the right, the details for application #251000050 are shown. The "Review Inquiries" tab is selected, and the "Respond to Inquiries" button is highlighted. Below it, the "Submit Modification Request (RAL)" button is also visible.

Click on “Review Inquires” or “Related Actions” and then “Respond to Inquires”.

# Application Review - PIA

- Reviewers
  - verify the eligibility of the schools and libraries and their discount levels.
  - verify that the services requested are eligible for E-Rate discounts.
  - communicate with you with requests for additional documentation.
  - may ask for additional verification of your compliance with program rules.
- You are given an opportunity to make allowable corrections to your form.

# Application Review - PIA

- Have documentation ready
- Respond to inquiries and provide information promptly, by the deadline (usually 15 days)
- Ask for clarification if you are unsure what is needed
- Ask early for an extension if you need it
- Put responses in writing
- Document all responses



# Funding Decision

The Funding Commitment Decision Letter (FCDL) is a letter issued by USAC to both the applicant and the service provider that contains decisions on their funding requests. You'll receive an email when it is issued. The letter states which funding requests of the Form 471 are approved or denied.

Applicants and service providers should carefully review their FCDL for details on approved or denied requests and any adjustments made to the original requests, as well as next steps (such as the deadline for filing an appeal which is 60 days for the date of the FCDL).

# Change Options To Be Aware Of

[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [Appeal](#) | [IDD Extension](#) | [FCC Form 500](#) | [SPIN Change](#) | [Service Substitution](#) | [Manage Users](#) | [Manage Organizations](#) | [EPC E-Rate Invoicing](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

## SPIN Changes

- If you enter the wrong SPIN, the company merges with another, or your chosen vendor can't provide the service.

## Service Substitutions

- If you entered incorrect service information, or you are making an allowed change to the service, use this to notify USAC of the change.

## FCC Form 500 - Use this form if you need to do the following:

- Change service start date
- Change contract expiration date
- Cancel funding request
- Reduce funding request
- Submit service delivery extension request (non-recurring)



**Questions?!!**

# Contact Information

## E-Rate Support and Information

**Lorrie Germann:**

[lgermann@ohiocsc.org](mailto:lgermann@ohiocsc.org) or

[lorrie.germann@education.ohio.gov](mailto:lorrie.germann@education.ohio.gov)

[www.ohio-k12.help/erate](http://www.ohio-k12.help/erate)

Call: 740-253-1153

