



FY2025 E-Rate Form 471 Category 2 Workshop

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Training Agenda

- Filing Basics – Slide 3
- Accessing the EPC Portal – Slide 8
- Entering Contracts – Slide 13
- Filing the Category 2 FCC Form 471 – Slide 28
 - Internal Connections – Slide 37
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 - BMIC – Slide 52
- Completing the Form 471 – Slide 55
- Next Steps – Slide 62

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.

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 15th, 2025** (Noon EST)
 - Closes – **March 26th, 2025** (11:59 pm EDT)
 - **Last date to file a Form 470 – February 26th, 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 select **Category Two** for Internal Connections, Managed Internal Broadband Services, and/or Basic Maintenance of Internal Connections, as the category of service for the Form 471.
- 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. 9th. 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 'Sign Out' button, a user email 'lorrie.germann@erate-edplus.com', and a 'Dashboard' section with a notification about Supply Chain orders. The 'E-Rate Productivity Center (EPC)' section contains text about program processes, notifications, and contact information for customer service. Other sections include 'Upcoming Dates' with filing deadlines for FCC Form 470 and 471, and 'Schools and Libraries' and 'Emergency Connectivity Fund (ECF)' sections.

The login page features the USAC logo and a 'Sign In' button highlighted in a red box. Below the button are input fields for 'Username' and 'Password', and a 'Forgot password?' link. A disclaimer text is present, followed by a checkbox for 'Click the box to accept' and a 'Sign In' button. At the bottom, there is a link for 'Don't have an account? Create an account'.

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

Universal Service Administrative Co.

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 application interface with a blue header containing navigation tabs: News, Tasks (2), Records, Reports, and Actions. Below the header, the breadcrumb path is 'Records / Applicant Entities' followed by the title '#1979 - Library System 10344'. On the right side, there are two buttons: 'CREATE A NEW USER' and 'ADD OR REMOVE EXISTING USERS'. Below the title, there is a horizontal menu with several tabs: Summary (highlighted in blue), 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, the section 'Organization Details' is displayed with the following information: Name: Library System 10344, Applicant Type: Library System, Entity Number: 1979, Status: Active, and FCC Registration Number: 0123456789.

Discount rates for Cat 1 and Cat 2 are listed.

The screenshot shows a table titled 'Requested Discount Rate - Library System 10344 (BEN: 1979) - FY2022'. Below the title, there is a note: 'More than 50 percent of your library outlets/branches must be rural for the library system to be considered rural.' Below this note, there is a sub-note: 'This discount rate has not been approved for the current year'. The table has six columns: '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', and 'Category Two Discount Rate'. The first row of data is highlighted with a red border and contains the following values: 100, 100, 100%, Rural, 90%, and 85%. Below the table, there is a button labeled 'SHOW ADDITIONAL INFORMATION'.

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%

Category 2 Budget

Displayed at the bottom of the “Summary” page is the total square footage that has been provided in the portal:

Category Two Budget Information

Sum of Square Footage of All Libraries in the System 62844

Click on “Category Two Budget” to see what’s been used to date, and the remaining balance.

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](#)

Category Two Budget Status

Category Two Budget information presented below reflects data starting in FY2016.

▼ **2021 - 2025**

▼ **2021 - 2022 (Budgeted Entity)**


> [Show column definitions](#)

Budget Status	Budget	Total In-Review Requested Costs	Total Committed Costs	Total In-Review Requested and Committed Costs	Remaining Budget	
Confirmed	\$2,012,931.00	\$0.00	\$124,848.20	\$124,848.20	\$1,888,082.80	View Details

Entering Contracts

Manage Contracts

My Applicant Landing Page



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[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

When requesting a contracted service, you must associate contracts with each FRN. This includes hardware quotes received for a one-time purchase, which have been signed and dated to show your acceptance. **Complete this step before you begin the Form 471.**

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

But First, Bid Evaluations!

Factor	Points Available	Company A	Company B	Company C
Price of the ELIGIBLE goods and services	50			
Equipment compatible with existing infrastructure	20			
All equipment quoted is new with min of 3-year hardware replacement warranty	10			
Cabling vendors is bonded/ insured	10			
Vendor is an authorized reseller	5			
Vendor will provide discounted billing	5			
Total	100			

Based on the above bid matrix criteria when comparing the quotes for **Insert Service Type**, we have chosen **Insert Company Name** as the service provider.

Insert Company Name was disqualified because they did not attend the mandatory walk-through.

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

The screenshot displays the user interface for managing contracts. At the top, there are navigation tabs: News, Tasks (14), Records, Reports, and Actions. Below this, the breadcrumb path is 'Records / Applicant Entities' followed by the record title '#1979 - Library System 10344'. A toolbar contains buttons for 'CREATE A NEW USER', 'ADD OR REMOVE EXISTING USERS', and 'MANAGE USE'. A secondary set of tabs includes 'Summary', 'Customer Service', 'Modifications', 'Additional Information', 'Discount Rate', 'Category Two Budget', 'Contracts', 'FCC Forms', 'FRN Appeals', 'News', and 'Related Actions'. The 'Contracts' tab is highlighted with a red box and an arrow pointing to it. Below the tabs, 'Organization Details' are shown: Name 'School District 10997' and Applicant Type 'School District'. A second screenshot shows the 'Contracts' tab selected, with a 'MANAGE CONTRACTS' button highlighted in a red box and an arrow pointing to it. Below this is a section titled 'Submitted Contracts' with a table of data.

Contract ID	Contract Number	Contract Nickname	Award Date	
6914		FY2021-FY2025 Bandwidth	12/1/2020	View
6913		BMIC	5/26/2020	View
6821		Test1234321	3/11/2020	View

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, and click on “Save & Continue”.

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

Create Contract

Library System 10344 (BEN: 1979) - ABC Hardware - FY2025 - Contract ID

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 [?]*

Contract Number [?]



Manage Contracts – Create Contract

Breadcrumbs are provided to show progress.

Create Contract

Library System 10344 (BEN: 1979) - ABC Hardware - FY2025 - Contract ID #9400

Last Saved: 1/20/2025 11:14 AM EST

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 #9400

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.

ABC Hardware Quote - Signed FY2025
DOCX - 16.84 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) - ABC Hardware - FY2025 - Contract ID #9400

Last Saved: 1/20/2025 11:14 AM EST


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

Here you will answer additional questions about this contract.

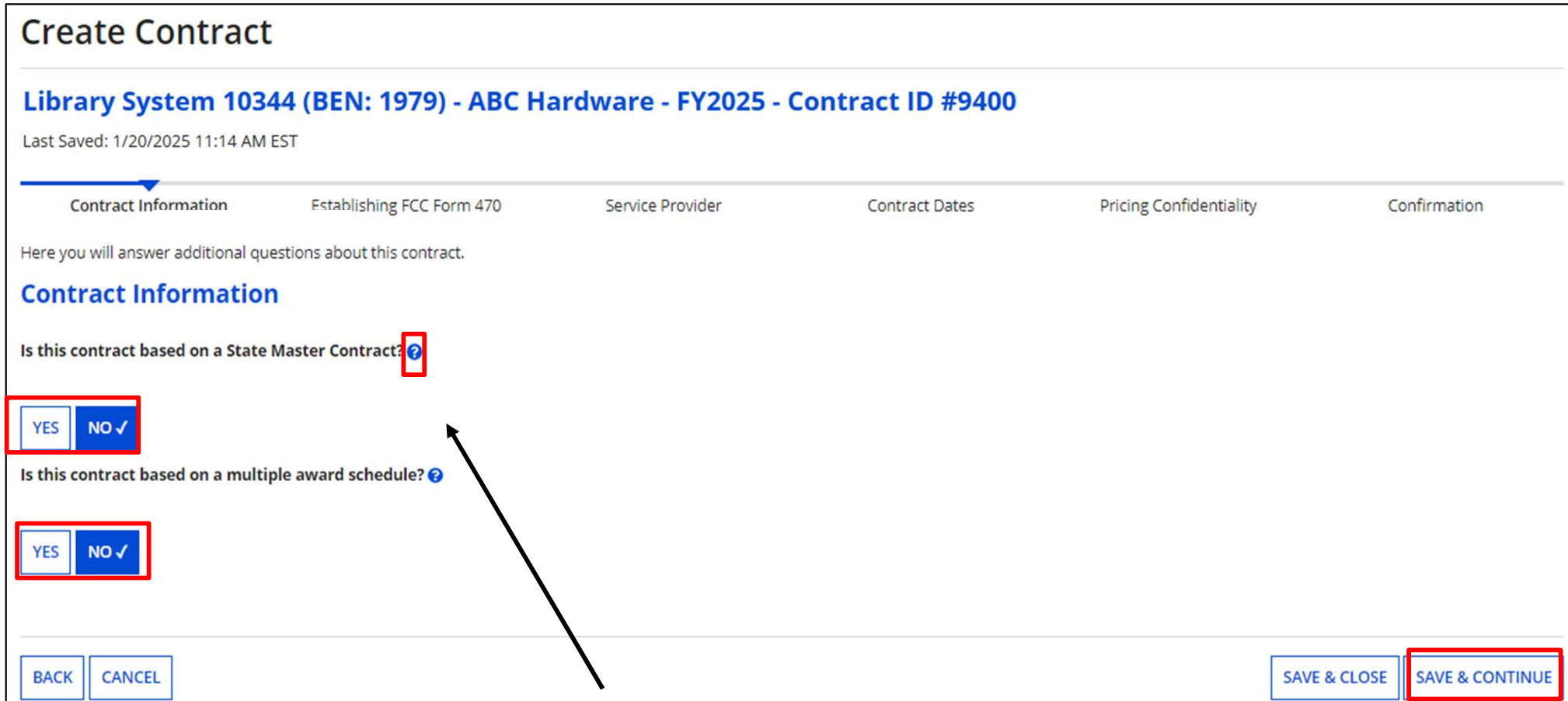
Contract Information

Is this contract based on a State Master Contract? 

YES NO ✓

Is this contract based on a multiple award schedule? 

YES NO ✓



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) - ABC Hardware - FY2025 - Contract ID #9400

Last Saved: 1/20/2025 11:14 AM EST

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 1st 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

Manage Contracts – Create Contract

Create Contract

Library System 10344 (BEN: 1979) - ABC Hardware - FY2025 - Contract ID #9400

Last Saved: 1/20/2025 11:14 AM EST

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) - ABC Hardware - FY2025 - Contract ID #9400

Last Saved: 1/20/2025 11:21 AM EST

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.

Indicate if this is a multi-year contract, such as MIBS or Basic Maintenance, and select “YES.” If this is for a one-time hardware purchase, indicate “NO.” Enter the date the contract was awarded, **the date someone from your organization signed it, not the provider’s signature date.**

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) - ABC Hardware - FY2025 - Contract ID #9400

Last Saved: 1/20/2025 11:14 AM EST

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. If this is for a one-time hardware purchase, indicate “NO.”

Click on “Save & Continue”.

Manage Contracts – Create Contract

Create Contract

Library System 10344 (BEN: 1979) - ABC Hardware - FY2025 - Contract ID #9400

Last Saved: 1/20/2025 11:14 AM EST

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)

Create Contract: Confirmation

Library System 10344 (BEN: 1979) - ABC Hardware - FY2025 - Contract ID #9400
Last Saved: 1/20/2025 11:30 AM EST

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.

Contract Information

Nickname	ABC Hardware - FY2025	Contract ID	9400
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

Establishing FCC Form 470

Establishing FCC Form 470	#250000088	Number of Bids Received	3
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Service Provider

Service Provider	USAC Service Provider Organization 1 (SPIN: 14010001)	Account Number	
------------------	---	----------------	--

Contract Dates

Award Date	1/15/2025	Multi-Year Contract?	No
Includes Voluntary Extensions?	No		

Pricing Confidentiality

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

Supporting Documents

Document	Description
ABC Hardware Quote - Signed FY2025	

BACK CANCEL SAVE & CLOSE **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

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 the Category 2 Form 471

Creating 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
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

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. 9th deadline, your FY2024 data will be displayed.

FCC Form 471 - Funding Year 2025

Library System 10344 (BEN: 1979) - FY2025 Category 2 - Form # 251000053

Last Saved: 1/20/2025 11:37 AM EST

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	Billed Entity Number: 1979
Address1	FCC Registration Number: 0123456789
Rockville, MD 20850	Applicant Type: Library System
012-345-6789	
library_sys_10344@mailinator.com	

Application Nickname

Please enter an application nickname here. ?*

Application Number ?

251000053

FCC Form 471 Help

Show Help

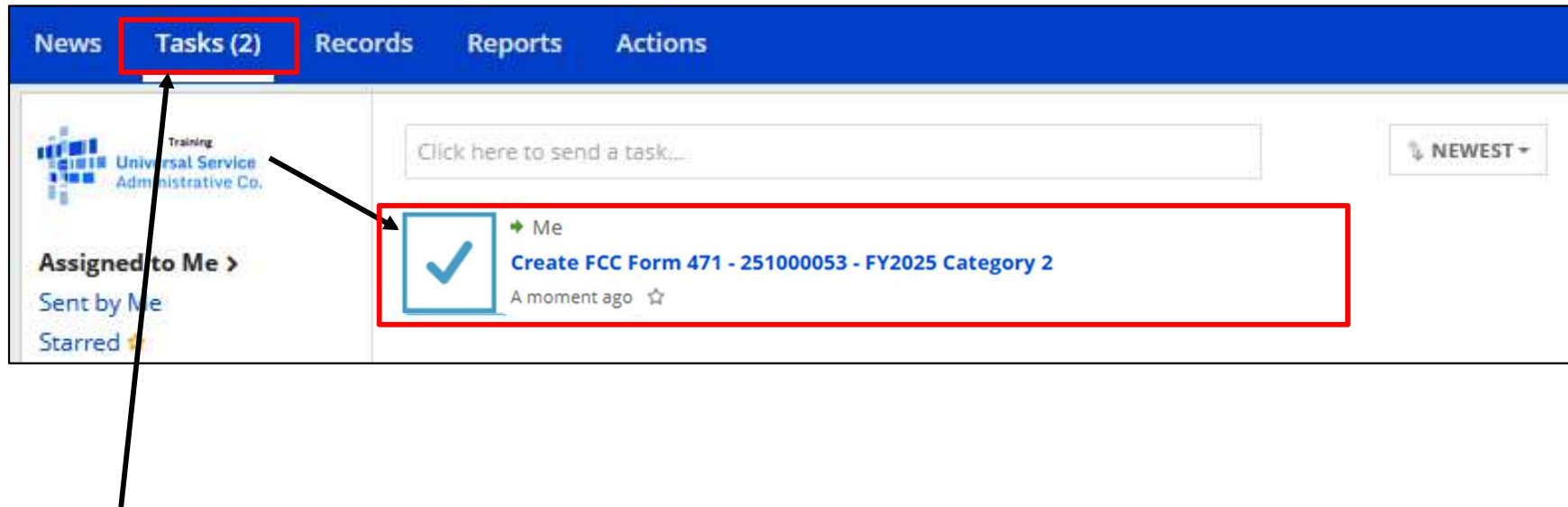
DISCARD FORM **SAVE & CONTINUE**

Enter an application nickname 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. ³⁰

Continuing a Form 471



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

- Click the **“Save & Continue”** button to save the page and then log out of EPC or click on any menu option to exit.
- 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 Category 2 - Form # 251000053

Last Saved: 1/20/2025 11:40 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**

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.

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.

FCC Form 471 - Funding Year 2025

Library System 10344 (BEN: 1979) - FY2025 Category 2 - Form # 251000053

Last Saved: 1/20/2025 11:41 AM 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

At “Category of Service”, click on “Category 2”, and “Save & Continue”.

FCC Form 471 - Funding Year 2025

Library System 10344 (BEN: 1979) - FY2025 Category 2 - Form # 251000053

Last Saved: 1/20/2025 11:40 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	School District For Libraries	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 Category 2 - Form # 251000053

Last Saved: 1/20/2025 11:40 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*
Library 1 In System 10344	3313		Rural	No	1000	Yes	School District For Libraries	19272	Public Library, Main Branch	View Annexes
Library 2 In System 10344	3314		Rural	No	1000	No			Public Library	View Annexes

FCC Form 471 Help

Show Help

View "Related Entity Information".

Click on "Save & Continue".

Requested Discount Calculation

Library System 10344 (BEN: 1979) - FY2025 Category 2 - Form # 251000053

Last Saved: 1/20/2025 11:44 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.

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.

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

[>> View Category Two Budget Information](#)

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

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: You’ll also see the Category Two Budget Information option to see your current budget. If you drill down to the information, click on the “Back” button to continue your application.

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 *

Wi-Fi and Switch Upgrade

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.

~~COPY FRN~~

Service Type

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

Please select a value

Basic Maintenance of Internal Connections

Internal Connections

Managed Internal Broadband Services

CANCEL



CONTINUE

Enter the Funding Request Nickname and answer the continuation question. For Internal Connections, this will be “No”. Do not click on “Copy FRN”
Click on the pull-down to select “**Service Type**”. Click on “Continue” when done.

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

BACK CANCEL CONTINUE

Indicate how the service will be purchased. Click on "Continue."

For Internal Connection items, a copy of a quote and evidence of acceptance (e.g., a Signed bid matrix or signing off on a quote) may be uploaded.

If choosing "Contract," complete the steps under "Manage Contract" previously discussed before starting the Form 471.

Category 2 Form 471

▼ Associate a Contract

Search by Creating Organization BEN

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"/>	9400		ABC Hardware - FY2025	1/15/2025	1979
<input type="checkbox"/>	7540		Spectrum FY2023-FY2027	2/16/2023	1979
<input type="checkbox"/>	7505		My Provider - 5 Year Bandwidth Contract	1/6/2023	1979

Contract Summary - ABC Hardware - FY2025

Contract Number	Account Number
Establishing FCC Form 470 #250000088	Service Provider USAC Service Provider Organization 1 (SPIN: 14010001)
Award Date 1/15/2025	Includes Voluntary Extensions? No
Expiration Date (All Extensions)	Remaining Voluntary Extensions
	Total Remaining Contract Length

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? ⓘ	What is the date your contract expires for the current term of the contract? ⓘ
<input type="text" value="07/01/2025"/> ⓘ	<input type="text" value="09/30/2026"/> ⓘ

Enter the date when services will start for this Funding Year.

FCC Form 471 Help

Show Help

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

Associate a Contract, and enter the Service Start and End dates.

Click on "Continue"

Remember, you can purchase Internal Connection hardware as early as **April 1st**, once choosing a vendor. However, the **Service Start Date will be July 1st**.

In addition, we're given an additional 90 days after the close of the funding year to complete the project, which for FY2025 is **9/30/2026**.

Category 2 Form 471

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 access points and switches.

We are seeking access points and switches.

FCC Form 471 Help

Show Help

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

Provide a narrative of the products or services. Include updated enrollment and NLSP is necessary

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

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 #2599000045 - Wi-Fi and Switch Upgrade

<input type="checkbox"/>	FRN Line Item Number	Type of Internal Connection	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”.

Note: If you have a quote with multiple types of IC products, you will need to add each as line items to the funding request.

Adding Line Items

ABC VENDOR QUOTE				
	ITEM	QTY	UNIT PRICE	EXT. PRICE
1.	Cisco Catalyst 9120AXE - wireless access point - 802.15.4, Bluetooth, Wi-Fi Mfg. Part#: C9120AXE-B	60	\$1,141.49	\$68,489.40
2.	Cisco antenna Mfg. Part#: AIR-ANT2535SDW-RS=	240	\$47.32	\$11,356.80
3.	Cisco Digital Network Architecture Essentials - Term License (3 Years) Mfg. Part#: AIR-DNA-E-3Y	60	\$133.08	\$7,984.80
4.	Cisco Catalyst 9200 - switch - 24 ports - smart - rack-mountable Mfg. Part#: C9200-24P-EDU	4	\$2,069.80	\$8,279.20
5.	Cisco - network stacking module Mfg. Part#: C9200-STACK-KIT	4	\$881.92	\$3,527.68
6.	Cisco Catalyst 9200 - switch - 48 ports - managed - rack-mountable Mfg. Part#: C9200-48P-EDU	2	\$4,348.14	\$8,696.28
7.	APC Smart-UPS X 3000VA Sinewave 4U Rackmount Extended Run, LCD, 120V Mfg. Part#: SMX3000LVNC	8	\$2,408.24	\$19,265.92
8.	APC Smart-UPS X 750VA SmartConnect Port Tower Network Card, LCD, 120V Mfg. Part#: SMX750CNC	4	\$1,198.41	\$4,793.64
9.	Proline 3ft RJ-45 (M) RJ-45 (M) Straight Blue Cat6 UTP PVC Patch Cable Mfg. Part#: PRO-3FCAT6-BE	500	\$1.84	\$920.00
10.	Proline 5ft RJ-45 (M) RJ-45 (M) Straight Blue Cat6 UTP PVC Patch Cable Mfg. Part#: PRO-5FCAT6-BE	500	\$3.67	\$1,835.00
11.	Leviton 24-Port QuickPort Patch Panel with Cable Management Bar - Black Mfg. Part#: 49255-H24	10	\$43.61	\$436.10
12.	Leviton QuickPort patch panel - 1U Mfg. Part#: 49255-Q48	10	\$94.63	\$946.30

Any item listed on the proposal you want to be funded must also be listed as a line item in the funding request.

Looking at a sample quote, this funding request will need twelve line items.

Adding Line Items

If there are identical items, such as a quote broken out by school or library site, you can add the quantities together.

In this example, you would have four line items.

1. 100 – Access Points
2. 380 – Antennas
3. 100 – Licenses
4. 8 – Switches

ABC VENDOR QUOTE - EAST School/Library

ITEM	QTY	UNIT PRICE	EXT. PRICE
1. Cisco Catalyst 9120AXE - wireless access point - 802.15.4, Bluetooth, Wi-Fi Mfg. Part#: C9120AXE-B	60	\$1,141.49	\$68,489.40
2. Cisco antenna Mfg. Part#: AIR-ANT2535SDW-RS=	240	\$47.32	\$11,356.80
3. Cisco Digital Network Architecture Essentials - Term License (3 Years) Mfg. Part#: AIR-DNA-E-3Y	60	\$133.08	\$7,984.80
4. Cisco Catalyst 9200 - switch - 24 ports - smart - rack-mountable Mfg. Part#: C9200-24P-EDU	4	\$2,069.80	\$8,279.20

ABC VENDOR QUOTE - West School/Library

ITEM	QTY	UNIT PRICE	EXT. PRICE
1. Cisco Catalyst 9120AXE - wireless access point - 802.15.4, Bluetooth, Wi-Fi Mfg. Part#: C9120AXE-B	40	\$1,141.49	\$45,659.60
2. Cisco antenna Mfg. Part#: AIR-ANT2535SDW-RS=	140	\$47.32	\$6,624.80
3. Cisco Digital Network Architecture Essentials - Term License (3 Years) Mfg. Part#: AIR-DNA-E-3Y	40	\$133.08	\$5,323.20
4. Cisco Catalyst 9200 - switch - 24 ports - smart - rack-mountable Mfg. Part#: C9200-24P-EDU	4	\$2,069.80	\$8,279.20

First choose "Type of Internal Connection"

Then choose "Type of Product"

Type of Internal Connection - Pull Down Options

Cabling / Connectors	<ul style="list-style-type: none">• Cabling• Connectors
Caching	<ul style="list-style-type: none">• Caching Equipment• Caching Service
Data Distribution	<ul style="list-style-type: none">• Router• Switch
Data Protection	<ul style="list-style-type: none">• Firewall Services & Components• UPS/Battery Backup
Racks	<ul style="list-style-type: none">• Racks & Cabinets
Software	<ul style="list-style-type: none">• Operating System Software of Eligible Equipment
Wireless Data Distribution	<ul style="list-style-type: none">• Access Points• Antenna• LAN Controller• Wireless Controller
Miscellaneous	<ul style="list-style-type: none">• Installantion, Activation, & Initial Configuration• Training• Fees, Taxes, etc.
License	<ul style="list-style-type: none">• License
Transceiver	<ul style="list-style-type: none">• Transceiver
Module	<ul style="list-style-type: none">• Module

Any item listed on the proposal must also be listed as a line item in the funding request.

Note: These options are included in the pull-down as choices even though not on the Form 470, or lumped together with equipment such as software and licenses

Basic Information Entity Information **Funding Requests** Certify

Please enter Product and Service Details Information for this Internal Connections Line Item

Product and Service Details for new FRN Line Item for FRN #2599000045 - Wi-Fi and Switch Upgrade

Type of Internal Connection *

Wireless Data Distribution

Type of Product *

Access Point

Make *

Meraki

Model *

MR-86

Installation Included in Price?

YES NO ✓

Lease or Non-Purchase Agreement?

YES NO ✓

> Funding Request Narrative

FCC Form 471 Help

Show Help

CANCEL **SAVE & CONTINUE**

Click on pull-downs to indicate Type of Internal Connection, and then Type of Product, Make, and then manually enter the Model.

Is Installation included? Select “Yes” or “No”

Will the hardware be leased? Select “Yes” or “No”

When completed, click on “Save & Continue”

Basic Information Entity Information **Funding Requests** Certify

Please enter Cost Information for this Internal Connections 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 #2599000045 - Wi-Fi and Switch Upgrade

Monthly Cost		One-Time Cost	
Monthly Recurring Unit Cost	\$0.00	One-time Unit Cost	\$1,099.00
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	= \$1,099.00
Monthly Quantity	0	One-time Quantity	50
Units	Each	Total Eligible One-time Costs	= \$54,950.00
Total Monthly Eligible Recurring Costs	= \$0.00	Summary	
Months of Service	x 12	Total Eligible Recurring Costs	\$0.00
Total Eligible Recurring Costs	= \$0.00	Total Eligible One-time Costs	+ \$54,950.00
		Pre-Discount Extended Eligible Line Item Cost	= \$54,950.00

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

Indicate "Units" →

BACK CANCEL **SAVE & CONTINUE**

Enter the per unit cost and quantity under **One-Time Cost**. For Monthly Cost, enter zeros. When done, click on "Save & Continue."

Category 2 Form 471

Basic Information

Entity Information

Funding Requests

Certify

Next, you will select Recipients of Service for your Line Item

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

BACK

CANCEL

SAVE & CONTINUE

At “Manage Recipients of Service”, indicate if all entities will receive service. If not, select “No” and check which ones will, and click on “Add”.

Indicate which buildings you intend to purchase C2 equipment for, but if that changes, you do not have to inform USAC. Just keep track in your inventory system.

Click on “Save & Continue” to select the entities and then again to confirm.

Category 2 Form 471

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 #2599000045 - Wi-Fi and Switch Upgrade

<input type="checkbox"/>	FRN Line Item Number	Type of Internal Connection	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	2599000045.001	Wireless Data Distribution	Access Point	0	50	\$54,950.00

[FCC Form 471 Help](#)

ADD NEW FRN LINE ITEM REMOVE FRN LINE ITEM BULK UPLOAD

BACK DISCARD FORM SAVE & SHARE SAVE & CONTINUE

To add additional line items, click “Add New FRN Line Item”.

In this case we are adding the license portion of the cost. *If you listed the license on the Form 470 under both IC & BMIC, list them under IC on the 471. Let the reviewer tell you if that needs to change.

Provide information, and click on “Save & Continue”

Basic Information Entity Information **Funding Requests** Certify

Please enter Product and Service Details Information for this Internal Connections Line Item

Product and Service Details for new FRN Line Item for FRN #2599000045 - Wi-Fi and Switch Upgrade

Type of Internal Connection

Type of Product License Make * Meraki Model * MR-86

Installation Included in Price? YES NO ✓

Lease or Non-Purchase Agreement? YES NO ✓

> Funding Request Narrative FCC Form 471 Help

CANCEL **SAVE & CONTINUE**

Category 2 Form 471

Basic Information Entity Information **Funding Requests** Certify

Please enter Cost Information for this Internal Connections 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 #2599000045 - Wi-Fi and Switch Upgrade

Monthly Cost		One-Time Cost	
Monthly Recurring Unit Cost	\$0.00	One-time Unit Cost	\$250.00
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	= \$250.00
Monthly Quantity	0	One-time Quantity	50
Units	Each	Total Eligible One-time Costs	= \$12,500.00
Total Monthly Eligible Recurring Costs	= \$0.00	Summary	
Months of Service	x 12	Total Eligible Recurring Costs	\$0.00
Total Eligible Recurring Costs	= \$0.00	Total Eligible One-time Costs	+ \$12,500.00
		Pre-Discout Extended Eligible Line Item Cost	= \$12,500.00

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

Provide cost and quantity.

After clicking on "Save & Continue", you will indicate the Recipients of Service.

Recipients of Service for FRN Line Item #2499000033.001

Entity #	Entity Name
3313	Library 1 In System 10344
3314	Library 2 In System 10344

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

Category 2 Form 471

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 #2599000045 - Wi-Fi and Switch Upgrade

<input type="checkbox"/>	FRN Line Item Number	Type of Internal Connection	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	2599000045.006	Miscellaneous	Installation, Activation, & Initial Configuration	0	7	\$3,500.00
<input type="checkbox"/>	2599000045.005	Data Protection	Firewall Services & Components	0	7	\$5,593.00
<input type="checkbox"/>	2599000045.004	Transceiver	Transceiver	0	7	\$553.00
<input type="checkbox"/>	2599000045.003	Data Distribution	Switch	0	7	\$15,400.00
<input type="checkbox"/>	2599000045.002	License	License	0	50	\$12,500.00
<input type="checkbox"/>	2599000045.001	Wireless Data Distribution	Access Point	0	50	\$54,950.00

6 items

[ADD NEW FRN LINE ITEM](#) [REMOVE FRN LINE ITEM](#) [BULK UPLOAD](#)

FCC Form 471 Help
Show Help

[BACK](#) [DISCARD FORM](#) [SAVE & SHARE](#) [SAVE & CONTINUE](#)

Continue adding items if needed and verify the information. If correct, click on "Save & Continue"

Add additional FRNs if needed. If done, click on "Review FCC Form 471".

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

[>> View Category Two Budget Information](#)

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"/>	2599000045	Wi-Fi and Switch Upgrade	6	\$78,621.60

[ADD FRN](#) [EDIT FRN](#) [REMOVE FRN](#) [MANAGE FRN LINE ITEMS](#)

FCC Form 471 Help
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Category 2 MIBS

If requesting MIBS, create the FRN like before, associating a contract, and clicking on **“Save & Add/Manage FRN Line Items.”**

Choose **“Managed Internal Broadband Service”** as the Service Type. Complete the Contract, service dates, and narrative sections.

Choose the type of **“Managed Service Agreement”** in the FRN Line Item detail. Click **“Save & Continue”** and provide the cost per your contract. These are typically quoted as monthly recurring costs. Select Recipients of Service.

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?

Basic Maintenance of Internal Connections
Internal Connections
Managed Internal Broadband Services

Basic Information Entity Information Funding Requests

Please enter Product and Service Details Information for this Managed Internal Broadband Services Line Item

Product and Service Details for new FRN Line Item for MIBS

Type of Managed Service Agreement ⓘ*

Please select a value

Managed and leased from a third party service provider
Managed by a third party service provider, and purchased from them or other vendor
Managed services contract of already installed equipment

FCC Form 471 Help

Funding Request Key Information

Please enter a Funding Request Nickname here ⁺

BMIC

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.

COPY FRN

Service Type

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

Basic Maintenance of Internal Connections

Internal Connections

Managed Internal Broadband Services

CANCEL CONTINUE

If requesting Basic Maintenance, create the FRN like before, choosing **“Basic Maintenance of Internal Connections”** as the Service Type. Associate a contract, provide dates if this is a multi-year request and information in the narrative.

Click on **“Save & Add/ Manage FRN Line Items”** and then **“Add New FRN Line Item.”**

Please remember that if you are requesting a license renewal for a multi-year term, that includes maintenance, you should treat it as a multi-year contract.

Product and Service Details for new FRN Line Item for BMIC

Type of Product Being Maintained

Basic Maintenance of Internal Connections

Total Quantity of Equipment Maintained ⓘ*

50

Provide the total quantity for all equipment types being covered at the entity

[> Funding Request Narrative](#)

[FCC Form 471 Help](#)

CANCEL

Cost Calculation for new FRN Line Item for BMIC

Monthly Cost		One-Time Cost	
Monthly Recurring Cost	\$0.00	One-time Cost	\$1,000.00
Monthly Recurring Ineligible Costs	\$0.00	One-time Ineligible Cost	\$0.00
Monthly Recurring Eligible Costs	= \$0.00	One-time Eligible Cost	= \$1,000.00
Months of Service	x 12		
Total Eligible Recurring Costs	= \$0.00		
Summary			
Total Eligible Recurring Costs		\$0.00	
One-time Eligible Cost		+ \$1,000.00	
Pre-Discount Extended Eligible Line Item Cost		= \$1,000.00	

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

BACK

CANCEL

SAVE & CONTINUE

Simply enter the total quantity of all equipment types being covered. You do not indicate the “Type” of equipment on the form. Click on “Save & Continue” and provide the total one-time or monthly cost, and then Recipients of Service.

If this is for license renewal for a multi-year term, enter one year’s cost, even if you must pay for the full term upfront.

Category 2 Budget Info

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"/>	2599000045	Wi-Fi and Switch Upgrade	6	\$78,621.60

FCC Form 471 Help

[ADD FRN](#) [EDIT FRN](#) [REMOVE FRN](#) [MANAGE FRN LINE ITEMS](#)

[BACK](#) [DISCARD FORM](#) [SAVE & SHARE](#) [REVIEW FCC FORM 471](#)

[>> View Category Two Budget Information](#)

Click on “View Category 2 Budget Info” to see remaining budget after the funding request.

Basic Information Entity Information **Funding Requests** Certify

Category Two Budget Status

[> Show column definitions](#)

Budget Status	Budget	Costs of FRNs on this FCC Form 471	Total In-Review Requested Costs	Total Committed Costs	Total In-Review Requested and Committed Costs	Remaining Budget	Remaining Budget After this 471 is Certified	
Forecast	\$92,500.00	\$92,496.00	-	-	-	\$92,500.00	\$4.00	View Details

FCC Form 471 Help

[BACK](#)

The total pre-discount cost is shown, and the remaining budget **with the new funding request subtracted from the total**. Click on “Back” to continue your application.

Completing the Form 471

Completing the Form 471

Funding Requests

[>> View Category Two Budget Information](#)

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"/>	2499000032	BMIC	1	\$12,750.00
<input type="checkbox"/>	2499000033	MIBS	1	\$10,200.00
<input type="checkbox"/>	2499000034	Wi-Fi Upgrade	6	\$139,028.55

FCC Form 471 Help

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

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

Library System 10344 (BEN: 1979) - FY2025 Category 2 - Form # 251000053

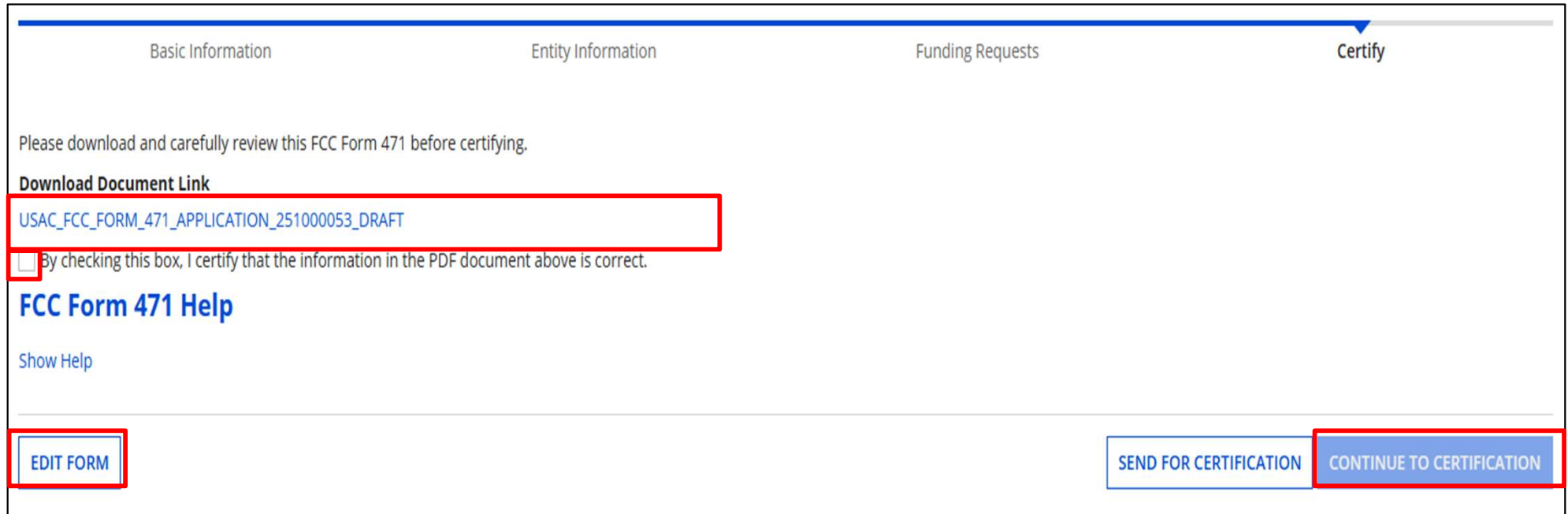
Last Saved: 1/20/2025 4:29 PM EST

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**

If done adding FRNs, click on “Review FCC Form 471” and “Yes” to the popup. Click on “**REFRESH**” to receive the draft version and complete the form. Be patient; it may take a little while to display. You can also click on “**RESUME TASK LATER**” if you prefer to complete the form later.



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_251000053_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.

News **Tasks (15)** Records Reports Actions

Click here to send a task... NEWEST ▾

Assigned to Me >
Sent by Me

Me
Review PDF for FCC Form 471 - #251000053 - FY2025 Category 2
2 minutes ago ☆

If you clicked on “ [RESUME TASK LATER](#) “, you will need to 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

FY2025 Category 2 - Form # 251000053

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 that 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 not eligible for discounts, that I have allocated the eligible and ineligible components of the request for services as 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.

The screenshot shows a web interface with a navigation bar at the top containing 'Basic Information', 'Entity Information', 'Funding Requests', and 'Certify'. The 'Certify' tab is active. Below the navigation bar, a message states: 'You have successfully filed FCC Form 471 #251000053 for FY 2025'. This is followed by a section titled 'Certification Date' with the value '1/20/2025 4:41 PM EST'. Below that is an 'Authorized Person' section with the following details: Name (FirstName LastName), Title (Training), Employer (Library System 10344), Address (Address1, Rockville, MD 20850), Phone (111-222-3333), and Email (ls_user_10344@mailinator.com). A red box highlights a blue link: 'Please click here to access your certified FCC Form 471 PDF'. Below the link is a section titled 'FCC Form 471 Help'. At the bottom right, there is a blue 'CLOSE' button, also highlighted with a red box. An arrow points from the 'CLOSE' button to the highlighted link, and another arrow points from the link to the 'CLOSE' button.

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
<input type="text" value="251000050"/>	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 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 'FCC Forms and Post-Commitment Requests' section. The 'Form Type' is set to 'FCC Form 471' and the 'Funding Year' is '2025'. A table lists applications with columns for Application Number, Nickname, and Funding Year.

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

The right side of the screenshot shows the details for application #251000050. The 'Review Inquiries' tab is selected, and the 'Respond to Inquiries' button is highlighted. The 'Related Actions' button is also highlighted.

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 or

lorrie.germann@education.ohio.gov

www.ohio-k12.help/erate

Call: 740-253-1153

