



# **FY2025 E-Rate Form 471 Category 2 Workshop**

Lorrie Germann, State E-Rate Coordinator

The background features a collage of light blue icons representing various digital and educational concepts, such as a laptop, smartphone, tablet, Wi-Fi signal, gear, envelope, and social media symbols. Overlaid on this are several stylized devices (laptop, tablet, smartphone, and a small screen) with the text 'E-Rate' and a Wi-Fi symbol on their screens. The text is in a bold, red, sans-serif font.

**Thanks for joining us, we'll get started at 9:00**

**For a copy of today's handout, go to  
<https://www.ohio-k12.help/erate/e-rate-resources/>**

## **FY2025 E-Rate Form 471 Category 2 Workshop**

Lorrie Germann, State E-Rate Coordinator

**Ohio** | Department of Education

# Training Agenda

- Filing Basics – Slide 4
- Accessing the EPC Portal – Slide 10
- Entering Contracts – Slide 15
- Filing the Category 2 FCC Form 471 – Slide 29
  - Internal Connections – Slide 38
  - MIBS – Slide 52
  - BMIC – Slide 53
- Completing the Form 471 – Slide 56
- Next Steps – Slide 63

# 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 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 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. 9<sup>th</sup>, the close of the Admin Window. 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.
- For FY2025, we may use the October 2024 version of the MR-81 (or most current data if you choose).
  - If you participate in CEP, there is a **“CEP Only MR-81 for Base Years 2021 – 2024”** document on my website now.
- If your counts are different from the counts listed in the MR-81, you will be asked how you determined the information. Be sure to document how you arrived at your total numbers.

- **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. **This includes contract addendums and hardware quotes.**



# CEP Only MR-81

<https://education.ohio.gov/Topics/Student-Supports/Food-and-Nutrition/Resources-and-Tools-for-Food-and-Nutrition/Data-for-Free-and-Reduced-Price-Meal-Eligibility>

Sponsor Name	Site ID	Site Name	Base Year	Enrolled Students	CEP Identified % (Number to use in EPC if school participates in CEP. The 1.6 factor will be applied to calculate the NLSP %)
A+ Arts Academy	30000556	A+ Arts Academy Maybury Campus	2023	169	53.85%
A+ Arts Academy	00000556	A+ Arts Academy Middle	2023	425	61.65%
A+ Children's Academy	00013232	A+ Children's Academy	2024	83	72.29%
Academy for Urban Scholars Youngstown	00013249	Academy for Urban Scholars Youngstown	2024	106	89.62%
Academy for Urban Scholars Youngstown	20013249	Academy for Urban Scholars Youngstown-East Boardman Annex	2024	268	83.96%
Academy of Educational Excellence	00013195	Academy of Educational Excellence	2023	112	58.04%
Adams County/Ohio Valley	00033936	North Adams Elementary School	2024	648	51.39%
Adams County/Ohio Valley	00033944	North Adams High School	2024	415	42.65%
Adams County/Ohio Valley	00070425	Ohio Valley Career & Technical Center	2024	325	53.23%

The **CEP Only MR-81 for Base Years 2021 – 2024** is located at <https://www.ohio-k12.help/e-rate-support/resource-library/>.

At the top of the document is the URL where the data is located on DEW's (f.k.a. ODE) website. USAC now wants this during the application review. If asked for validation of your information, you can provide the MR-81, indicating which row/s your data is listed in. If they insist on a validation letter, I will provide that for you.

# 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 is a screenshot of the 'E-Rate Productivity Center (EPC)' dashboard. The dashboard includes a 'Sign Out' button, a user profile 'lorrie.germann@erate-edplus.com', and a notification about supply chain orders. The 'E-Rate Productivity Center (EPC)' section is highlighted with a red box, containing the text: 'E-Rate Productivity Center (EPC) - E-Rate Program participants use the E-Rate Productivity Center to manage program processes, receive notifications and to contact customer service. E-Rate Invoices (FCC Form 472/BEAR and FCC Form 474/SPI, EPSI) for FY 2016 or later and all FCC Form 473/SPACs can now be submitted in the EPC. For more information on the legacy system consolidation, please visit our website or contact the Customer Service Center at (888) 203-8100.'

The login form includes the USAC logo and the following fields and elements:

- Username:
- Password:
- Forgot password? [Link](#)
- Terms and conditions:  Click the box to accept. By signing in, I accept the terms and conditions of the USAC system.
- Sign In button
- Don't have an account? [Create an account](#)

E-Rate  
Ensuring that service is available across the U.S. and accessible over the internet

# Landing Page View

Make sure all your entities are listed.\* The District's BEN will be listed first.

If you updated your school's enrollment and NLSP/CEP data by Jan. 9<sup>th</sup>, you can verify your FY2025 discount rate and C2 Budget.

Click on the name of your district to open the Organization Details page.

News Tasks (4) Records Reports Actions

## My Applicant Landing Page

Training  
Universal Service Administrative Co.

Welcome, School District 18!

**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
School District 18	170	Springfield	OH	45501
School District 18 NIF	171	Springfield	OH	45501
School District 18 School A	172	Springfield	OH	45502
School District 18 School B	173	Springfield	OH	45501

\*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 District Discount %

Click on “Discount Rate”.

Records / Applicant Entities

## #10426 - School District 10997

CREATE A NEW USER | ADD OR REMOVE EXISTING USERS | MANAGE USER PERMISSIONS | ...

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

Entity Number 10426      Status Active

FCC Registration Number 0123456789

Discount rates for Cat 1 and Cat 2 are listed.

Click on “Show Entities” to see a breakdown of each school.

### Requested Discount Rate - School District 10997 (BEN: 10426) - FY2024

More than 50 percent of your individual schools must be rural for the school district to be considered rural. (Swing spaces are not considered.)

This discount rate has not been approved for the current year

School District Full-time Enrollment	School District NSLP Count	School District NSLP Percent	School District Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate
1306	1109	85%	Rural	90%	85%

**SHOW ENTITIES**

**HIDE ENTITIES**

### Entity Details

Organization	BEN	Total Number Of Students Enrolled In School	Total Number Of Students in School Eligible For NSLP	Urban/Rural Status	Alternative Discount
<a href="#">School 2 In District 10997</a>	6911	374	374	Rural	None
<a href="#">School 1 In District 10997</a>	6913	512	467	Rural	None
<a href="#">School 3 In District 10997</a>	6912	420	268	Rural	None

# Category 2 Budget

Displayed at the bottom of the “Summary” page is the total student count provided in the portal:

### Category Two (C2) Budget Information

We calculate your Category Two budget and your discount rate separately, and so we collect separate numbers for you. You are allowed to re-use your Category Two student count from year to year within a Category Two budget cycle, so this number needs to be updated less frequently than the student count for your discount rate.

**How does the district report its student count for Category Two budget?** [?](#)

One number for my whole district

A number for each school in the district

**Sum of Student Counts of all Schools in the District**  
**1194**

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

Records / Applicant Entities

## #17364 - School District 400156

[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	<a href="#">View Details</a>

# 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 103441](#)

### 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
School District 18	1979	Rockville	MD	20850
School District 18 NIF	3313	Rockville	MD	20850
School District 18 School A	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			
<b>Total</b>	<b>100</b>			

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

News Tasks (14) Records Reports Actions

Records / Applicant Entities  
#10426 - School District 10997

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

Entity  
FCC Re #10426 - School District 10997

Contact  
Physical

Records / Applicant Entities  
#10426 - School District 10997

MANAGE CONTRACTS

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 - School District 10997 (BEN: 10426)

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



## Create Contract

### School District 400156 (BEN: 17364) - 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 ?



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”.

# Manage Contracts – Create Contract

Breadcrumbs are provided to show progress.

**Create Contract**

School District 400156 (BEN: 17364) - ABC Hardware - FY2025 - Contract ID #9420

Last Saved: 1/25/2025 2:14 PM 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 #9420

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 - 30.69 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**

**School District 400156 (BEN: 17364) - ABC Hardware - FY2025 - Contract ID #9420**

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**

**School District 400156 (BEN: 17364) - ABC Hardware - FY2025 - Contract ID #9420**

Last Saved: 1/18/2025 11:33 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**

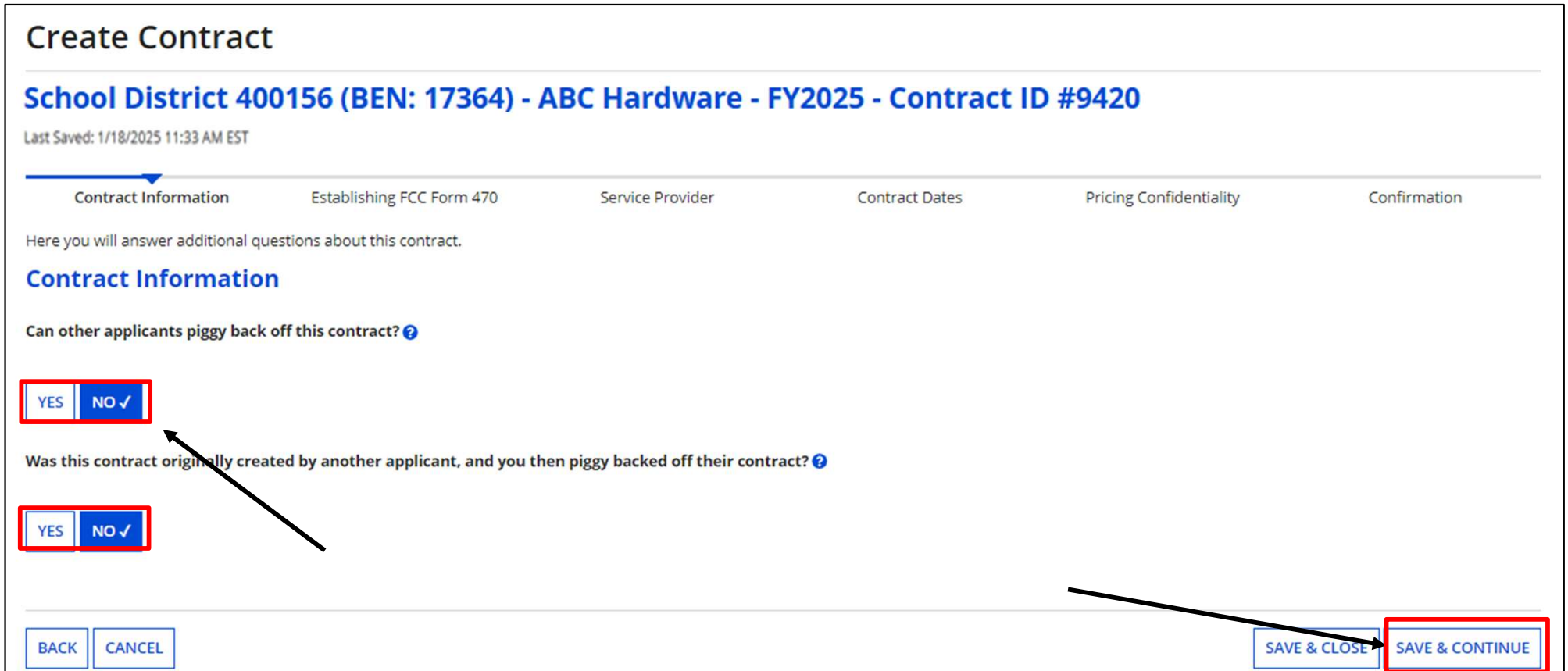
Can other applicants piggy back off this contract? ⓘ

YES    NO ✓

Was this contract originally created by another applicant, and you then piggy backed off their contract? ⓘ

YES    NO ✓

The screenshot shows a web form titled 'Create Contract' for 'School District 400156 (BEN: 17364) - ABC Hardware - FY2025 - Contract ID #9420'. The form is in the 'Contract Information' step of a multi-step process. It contains two questions about piggybacking. The first question, 'Can other applicants piggy back off this contract?', has the 'NO' option selected with a checkmark. The second question, 'Was this contract originally created by another applicant, and you then piggy backed off their contract?', also has the 'NO' option selected. At the bottom right, the 'SAVE & CONTINUE' button is highlighted with a red box, and an arrow points to it from the right. Another arrow points from the 'NO' button of the first question to the 'NO' button of the second question. At the bottom left, there are 'BACK' and 'CANCEL' buttons.

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

# Manage Contracts – Create Contract

**Create Contract**

**School District 400156 (BEN: 17364) - ABC Hardware - FY2025 - Contract ID #9420**

Last Saved: 1/14/2023 3:00 PM 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**

**School District 400156 (BEN: 17364) - ABC Hardware - FY2025 - Contract ID #9420**

Last Saved: 1/25/2025 2:19 PM 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?

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**

**School District 400156 (BEN: 17364) - ABC Hardware - FY2025 - Contract ID #9420**

Last Saved: 1/25/2025 2:23 PM 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.

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

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**

**School District 400156 (BEN: 17364) - ABC Hardware - FY2025 - Contract ID #9420**

Last Saved: 1/25/2025 2:23 PM EST

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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.

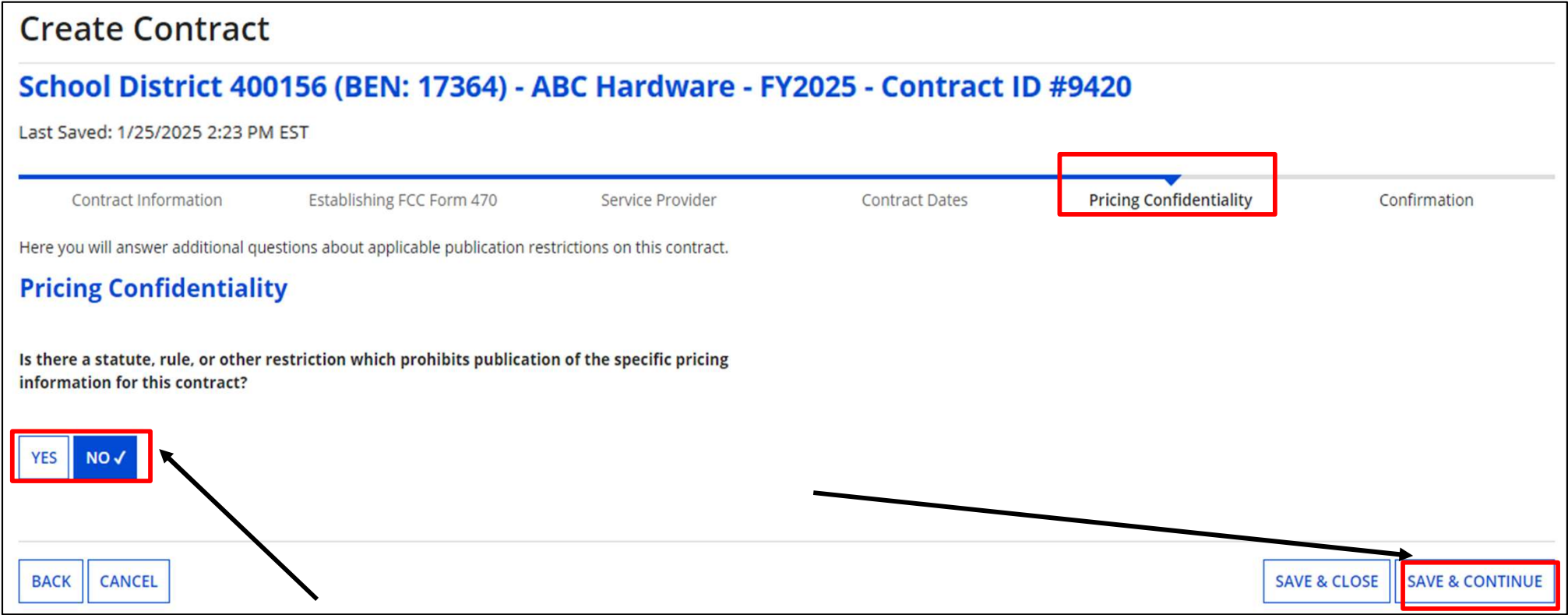
**Pricing Confidentiality**

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

Nickname	ABC Hardware - FY2025	Contract ID	9420
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	#250000121	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, statue, 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. 28

# Manage Contracts

## Manage Contracts

### Contracts - School District 400156 (BEN: 17364)

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		ABC Hardware - 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 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
<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

### School District 400156 (BEN: 17364) - FY2025 Cat 2

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

School District: 400156

Billed Entity Number: 17364

700 12th St NW #900

FCC Registration Number: 0123456789

Washington, DC 20005

Applicant Type: School District

123-456-7890

sd\_400156@testmail.usac.org

### Application Nickname

Please enter an application nickname here. ⓘ\*

### FCC Form 471 Help

Show Help

DISCARD FORM

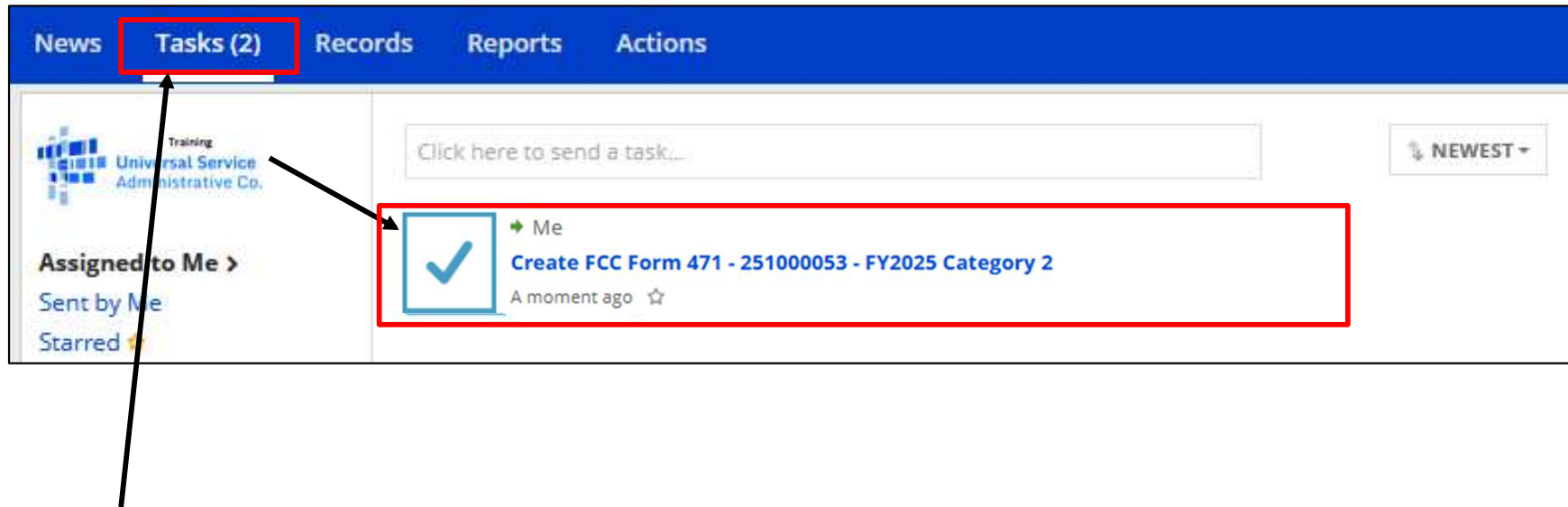
SAVE & CONTINUE

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.**





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.

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

Admin School District 400156  
sd\_aa\_400156@testmail.usac.org  
123-456-7890

### 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

Show 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.

# Category 2 Form 471

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”.

# Entity Information

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.

BEN Name	BEN	Urban or Rural	State LEA ID	State School ID	NCES Code	School District Attributes	How does the district report its student count for Category Two budget?	Sum of Student Counts of all Schools in the District	Endowment Amount
School District 400156	17364	Urban	N/A	N/A		Public School District	A number for each school in the district	3	None

**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

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

### Entity Details

Fields with "\*" next to them are not sortable

Entity Name ↑	Entity Number	Urban or Rural	NIF*	State LEA ID	State School ID	NCES Code	# of students that attend this school full time	Student Count Based on Estimate*	Alternative Discount	CEP Percentage	CEP Base Year	Total Students for C2 Budget	School Attributes*	Endowment Amount	Annexes*
<a href="#">School 1 In District 400156</a>	18175	Urban					1	N/A	None	N/A	N/A	1	Public School	None	<a href="#">View Annexes</a>
<a href="#">School 2 In District 400156</a>	18174	Urban					1	N/A	None	N/A	N/A	1	Public School	None	<a href="#">View Annexes</a>
<a href="#">School 3 In District 400156</a>	18176	Urban					1	N/A	None	N/A	N/A	1	Public School	None	<a href="#">View Annexes</a>

### FCC Form 471 Help

[Show Help](#)

View "Related Entity Information".

Click on "Save & Continue".

# Requested Discount Calculation

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 individual schools must be rural for the school district to be considered rural. (Swing spaces are not considered.)

This discount rate has not been approved for the current year

School District Full-time Enrollment	School District NSLP Count	School District NSLP Percent	School District Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate
3	3	100%	Urban	90%	85%

[SHOW ENTITIES](#)

### 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.

<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:** 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 Contract ID

Search by Nickname (All or Partial)

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**

<b>Contract Number</b>	<b>Account Number</b>
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 1<sup>st</sup>**, once choosing a vendor. However, the **Service Start Date will be July 1<sup>st</sup>**.

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

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

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

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.  
We were unable to update our entity information before the close of the admin window. The correct counts are:  
ABC Elem (Entity No. 123456) Student Count 347, CEP% 57.63, ABC Middle School (Entity No. 123467) Student Count 439, CEP% 64.51,  
ABC High School (Entity No. 123489) Student Count 512, CEP% 48.49. Our Base Year is 2024.

### FCC Form 471 Help

Show Help

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

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.

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

# Adding Line Items

ABC VENDOR QUOTE				
	ITEM	QTY	UNIT PRICE	EXT. PRICE
1.	<a href="#">Cisco Catalyst 9120AXE - wireless access point - 802.15.4, Bluetooth, Wi-Fi</a> Mfg. Part#: C9120AXE-B	60	\$1,141.49	\$68,489.40
2.	<a href="#">Cisco antenna</a> Mfg. Part#: AIR-ANT2535SDW-RS=	240	\$47.32	\$11,356.80
3.	<a href="#">Cisco Digital Network Architecture Essentials - Term License (3 Years)</a> Mfg. Part#: AIR-DNA-E-3Y	60	\$133.08	\$7,984.80
4.	<a href="#">Cisco Catalyst 9200 - switch - 24 ports - smart - rack-mountable</a> Mfg. Part#: C9200-24P-EDU	4	\$2,069.80	\$8,279.20
5.	<a href="#">Cisco - network stacking module</a> Mfg. Part#: C9200-STACK-KIT	4	\$881.92	\$3,527.68
6.	<a href="#">Cisco Catalyst 9200 - switch - 48 ports - managed - rack-mountable</a> Mfg. Part#: C9200-48P-EDU	2	\$4,348.14	\$8,696.28
7.	<a href="#">APC Smart-UPS X 3000VA Sinewave 4U Rackmount Extended Run, LCD, 120V</a> Mfg. Part#: SMX3000LVNC	8	\$2,408.24	\$19,265.92
8.	<a href="#">APC Smart-UPS X 750VA SmartConnect Port Tower Network Card, LCD, 120V</a> Mfg. Part#: SMX750CNC	4	\$1,198.41	\$4,793.64
9.	<a href="#">Proline 3ft RJ-45 (M) RJ-45 (M) Straight Blue Cat6 UTP PVC Patch Cable</a> Mfg. Part#: PRO-3FCAT6-BE	500	\$1.84	\$920.00
10.	<a href="#">Proline 5ft RJ-45 (M) RJ-45 (M) Straight Blue Cat6 UTP PVC Patch Cable</a> Mfg. Part#: PRO-5FCAT6-BE	500	\$3.67	\$1,835.00
11.	<a href="#">Leviton 24-Port QuickPort Patch Panel with Cable Management Bar - Black</a> Mfg. Part#: 49255-H24	10	\$43.61	\$436.10
12.	<a href="#">Leviton QuickPort patch panel - 1U</a> 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. <a href="#">Cisco Catalyst 9120AXE - wireless access point - 802.15.4, Bluetooth, Wi-Fi</a> Mfg. Part#: C9120AXE-B	60	\$1,141.49	\$68,489.40
2. <a href="#">Cisco antenna</a> Mfg. Part#: AIR-ANT2535SDW-RS=	240	\$47.32	\$11,356.80
3. <a href="#">Cisco Digital Network Architecture Essentials - Term License (3 Years)</a> Mfg. Part#: AIR-DNA-E-3Y	60	\$133.08	\$7,984.80
4. <a href="#">Cisco Catalyst 9200 - switch - 24 ports - smart - rack-mountable</a> 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. <a href="#">Cisco Catalyst 9120AXE - wireless access point - 802.15.4, Bluetooth, Wi-Fi</a> Mfg. Part#: C9120AXE-B	40	\$1,141.49	\$45,659.60
2. <a href="#">Cisco antenna</a> Mfg. Part#: AIR-ANT2535SDW-RS=	140	\$47.32	\$6,624.80
3. <a href="#">Cisco Digital Network Architecture Essentials - Term License (3 Years)</a> Mfg. Part#: AIR-DNA-E-3Y	40	\$133.08	\$5,323.20
4. <a href="#">Cisco Catalyst 9200 - switch - 24 ports - smart - rack-mountable</a> 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"><li>• Cabling</li><li>• Connectors</li></ul>
Caching	<ul style="list-style-type: none"><li>• Caching Equipment</li><li>• Caching Service</li></ul>
Data Distribution	<ul style="list-style-type: none"><li>• Router</li><li>• Switch</li></ul>
Data Protection	<ul style="list-style-type: none"><li>• Firewall Services &amp; Components</li><li>• UPS/Battery Backup</li></ul>
Racks	<ul style="list-style-type: none"><li>• Racks &amp; Cabinets</li></ul>
Software	<ul style="list-style-type: none"><li>• Operating System Software of Eligible Equipment</li></ul>
Wireless Data Distribution	<ul style="list-style-type: none"><li>• Access Points</li><li>• Antenna</li><li>• LAN Controller</li><li>• Wireless Controller</li></ul>
Miscellaneous	<ul style="list-style-type: none"><li>• Installation, Activation, &amp; Initial Configuration</li><li>• Training</li><li>• Fees, Taxes, etc.</li></ul>
License	<ul style="list-style-type: none"><li>• License</li></ul>
Transceiver	<ul style="list-style-type: none"><li>• Transceiver</li></ul>
Module	<ul style="list-style-type: none"><li>• Module</li></ul>

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	<b>Summary</b>	
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

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”.

**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
6913	School 1 In District 10997
6911	School 2 In District 10997
6912	School 3 In District 10997

**FCC Form 471 Help**  
Show Help

**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 \*

License

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	<b>Summary</b>	
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.

### Manage Recipients of Service

Is every entity for this organization receiving service?

#### 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
6913	School 1 In District 10997
6911	School 2 In District 10997
6912	School 3 In District 10997

[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"/>	<a href="#">2599000045.006</a>	Miscellaneous	Installation, Activation, & Initial Configuration	0	7	\$3,500.00
<input type="checkbox"/>	<a href="#">2599000045.005</a>	Data Protection	Firewall Services & Components	0	7	\$5,593.00
<input type="checkbox"/>	<a href="#">2599000045.004</a>	Transceiver	Transceiver	0	7	\$553.00
<input type="checkbox"/>	<a href="#">2599000045.003</a>	Data Distribution	Switch	0	7	\$15,400.00
<input type="checkbox"/>	<a href="#">2599000045.002</a>	License	License	0	50	\$12,500.00
<input type="checkbox"/>	<a href="#">2599000045.001</a>	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"/>	<a href="#">2599000045</a>	Wi-Fi and Switch Upgrade	6	\$78,621.60

[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](#)

## 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 <sup>+</sup>

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 eligible equipment 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"/>	<a href="#">2599000045</a>	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	<a href="#">View Details</a>

**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](#)

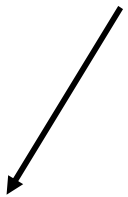
To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	<a href="#">2599000079</a>	BMIC	1	\$12,750.00
<input type="checkbox"/>	<a href="#">2599000082</a>	MIBS	1	\$10,200.00
<input type="checkbox"/>	<a href="#">2599000061</a>	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**



### School District 400156 (BEN: 17364) - FY2025 Cat 2 - Form # 251000088

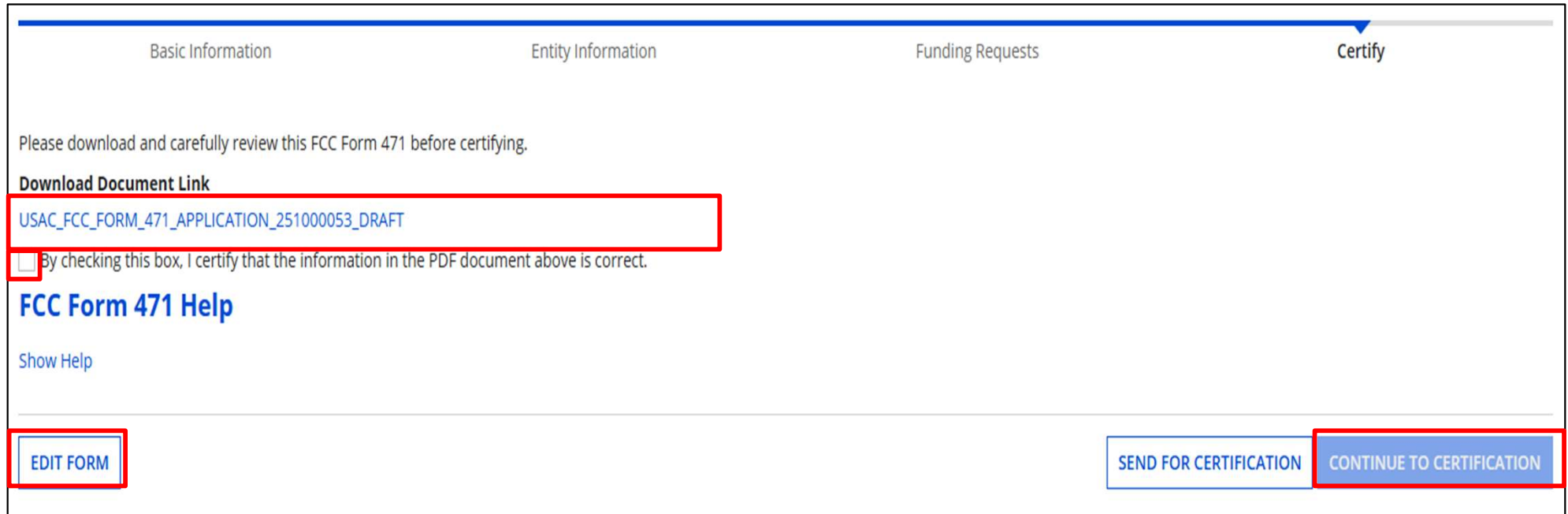
Last Saved: 1/20/2025 4:29 PM EST

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.

The screenshot shows a software interface with a blue menu bar at the top containing 'News', 'Tasks (15)', 'Records', 'Reports', and 'Actions'. Below the menu bar, there is a search bar with the text 'Click here to send a task...' and a 'NEWEST' dropdown menu. On the left side, there is a logo for 'Training Universal Service Administrative Co.' and a section titled 'Assigned to Me >' with 'Sent by Me' below it. The main area displays a list of tasks. One task is highlighted with a red border: it has a blue checkmark icon, a green arrow pointing to 'Me', the title 'Review PDF for FCC Form 471 - #251000053 - FY2025 Category 2', and the text '2 minutes ago' with a star icon. An arrow points from the 'Tasks (15)' tab in the menu bar to the checkmark icon of this task.

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 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.

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, a blue 'CLOSE' button is highlighted with a red box. An arrow points from the link box 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: FCC Form 471

Funding Year: 2025

Application Number	Nickname	Funding Year	Status	Certified Date
<span style="border: 1px solid red; padding: 2px;">251000050</span>	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 2 - #251000088

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

**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. At the top, there is a section for "FCC Forms and Post-Commitment Requests" with radio buttons for "FCC Forms" (selected) and "Post-Commitment Requests". A "Status" filter is set to "All", with options for "Incomplete", "Certified", and "Committed". Below this, a search filter for "Form Type" is set to "FCC Form 471" and "Funding Year" is set to "2025". A table lists applications with columns for "Application Number" and "Nickname". The application with number "251000050" and nickname "FY2025 Cat 1 Bandwidth - ABC Library" is highlighted. To the right, a detailed view for "FY2025 Cat 2 - #251000088" is shown, with tabs for "Summary", "Funding Requests", "Review Inquiries", "Deferral History", "Discount Calculation", "Entity Information", "News", and "Related Actions". The "Review Inquiries" and "Related Actions" tabs are highlighted. Under "Review Inquiries", there are two options: "Respond to Inquiries" (Answer Reviewer Questions) and "Submit Modification Request (RAL)" (Submit a RAL Modification Request for this Application).

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

