FCC Form 471 RAL Corrections

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Ohio | **Department of Education & Workforce**

Form 471 Modification Request

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

| APPLICATION | ENTITY |

> **RAL Request Help**

DISCARD REQUEST

FINISH & SUBMIT REQUEST

After your Form 471 has been certified, you can make certain corrections or modifications to your application by submitting a Receipt Acknowledgement Letter (RAL) Modification Request in EPC.

- RAL corrections are allowed prior to the issuance of your Funding Commitment Decision Letter (FCDL).

FCC Form 471 Corrections

The type of errors that applicants may correct on their FCC Form 471 include:

- Simple addition, subtraction, multiplication or division errors, misplaced decimal points

- Incorrect citations such as:

  - FCC Form 470 number, Contract number, or FCC Form 471 Recipient of Service entity numbers
- Dollar figures copied incorrectly from contracts

- Incorrect identification of ineligible charges and services or products

- Incorrect service delivery time period (e.g., month-to-month to contractual, recurring to non-recurring)

- Incorrect service provider name or Service Provider Identification Number (SPIN), also known as the service provider's 498 ID Errors that require Corrective SPIN changes

- Mischaracterizing non-recurring charges as recurring charges

Errors That DO NOT Qualify

FCC Form 471 errors that do NOT qualify as ministerial and clerical errors:

- Underestimates of the quantities of services needed

- Services omitted due to a failure to recognize a need prior to filing one's FCC Form 471

- Changes to the services on the FCC Form 471 funding request (e.g., renegotiated contract terms or pricing)

- Omitting an entity from the discount calculation if it was not listed in the original source document

- Revising enrollment and National School Lunch Program (NSLP) data dated **if you didn't state the count in the narrative of the Form 471**

- Changes based on service provider documentation that is dated **after the close of the filing window**

Here are the steps to access the RAL Modification tool:

- From your Landing Page, scroll to **"FCC Forms and Post-Commitment Requests"** at the bottom of the page.

- From the drop-down menus, choose "FCC Form 471" for **Form Type** and "2025" for **Funding Year**. To see just the certified forms, select the **Status** "Certified."

- Find the form you want to modify from the list that appears and click the form number.

Submitting RAL Corrections

- Select **Related Actions** located at the top of the screen.

- Click **Submit Modification Request (RAL)** to choose what you would like to change on the Form 471.

- From the **Form 471 Modification Request** screen, you can make changes to:

- Your Application: Select **Application** and choose one of the following in the dropdown.

  - Application Details

  - Funding Request Details

- Your Entity: Select **Entity** and choose one of the following.

  - BEN

  - Related Entities

Form 471 Modification Request

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

APPLICATION✓   ENTITY

Select the sub-category you want to modify

Please select a value

Application Details
Funding Request Details

Application Details

How would you like to proceed?

CANCEL APPLICATION   EDIT APPLICATION

BACK   CONTINUE

- If you click the "**Application**" button and then choose "**Application Details**" from the dropdown, a "Continue" button will appear. When you click "Continue" , you have two choices:

  – Cancel Application

  – Edit Application

"**Cancel Application**" allows you to cancel your FCC Form 471, but you will be prompted to respond before your application is canceled.

Application Details

How would you like to proceed?

CANCEL APPLICATION   EDIT APPLICATION✓

Application Nickname *

FY2024 Cat 1 Bandwidth & IA

Main Contact Person *

👤 FirstName LastName ✕

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

FirstName LastName

sd_user_1_10997@testmail.usac.org

123-456-7890 x

Enter Holiday Contact Information

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.

Supporting Documentation

After making modifications above, please use the fields below for uploading any documentation in support of the modifications. Requests that contain only changes made to the fields below will be considered incomplete and will not be able to be submitted.

Upload File

UPLOAD   📄 Drop file here

Document Description

BACK   CONTINUE

"**Edit Application**" allows you to modify the application nickname, the contact person, and the Holiday Contact Information.

- To edit the main contact, click on the "X" next to the contact's name, and then search EPC for the correct user.

- You can then upload support documentation to explain the correction.

- If you click the "**Application**" button and then choose "**Funding Request Details**" from the dropdown, you see a list of the funding request numbers (FRNs) on this form.

- From there, you can choose:

  - "**Add FRN**" to create the key information for a new FRN.

Funding Request Details

If you check the box next to an FRN, you can select "**View Line Items**" for that FRN.

- If you check the box next to a line item, you can:

  - "**Edit Line Item**" to change Purpose, Bandwidth Speed, Connection Info, or

    Cost or

  - "**Manage Recipients of Service**" to remove or add recipients of service

Edit Line Items

Product and Service Details for FRN Line Item #2599000079.001

Show Help for Taxes and USF Fees

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

Function ⓘ *

Fiber ▾

Type of Connection *

Ethernet ▾

Bandwidth Speed for FRN Line Item #_____

Bandwidth Download Speed *

100.000

Bandwidth Download Units *

Mbps ▾

Bandwidth Upload Speed *

100.000

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

Bandwidth Upload Units *

Mbps ▾

Burstable Bandwidth?

[YES] [NO ✓]

Connection Information for FRN Line Item #____

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

[YES] [NO ✓]

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

[YES ✓] [NO]

Does this include firewall services? *

[YES] [NO ✓]

Cost Calculation for FRN Line Item #____

Monthly Cost	
Monthly Recurring Unit Cost	$500.00
Monthly Recurring Unit Ineligible Costs	$0.00
Monthly Recurring Unit Eligible Costs	= $500.00
Monthly Quantity	3
Total Monthly Eligible Recurring Costs	= $1,500.00
Months of Service	x 12
Total Eligible Recurring Costs	= $18,000.00

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

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

Supporting Documentation

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Upload File

[UPLOAD] Drop file here

Document Description

[CANCEL]   [CONTINUE]

Edit Line Items

"**Edit Line Item**" view

Correct the information if necessary, and upload support documentation.

An example of support documentation may be a copy of a vendor's bill to show the monthly cost.

Edit Funding Request

If you check the box next to an FRN, and then "**Edit Funding Request**" you can:

— "**Cancel FRN**"

or

— "**Edit FRN Key Information**" such as FRN nickname or Narrative (Part 1).

Edit Purchasing Agreement

If you check the box next to an FRN, you can :

- "**Edit Purchase Agreement**" to make certain changes to the information you originally entered regarding services provided under contract or on a tariffed or month-to-month basis.

- If you chose contracted services and now want to associate a different contract record with your FRN, you must first create that new contract record in EPC in order for it to show in your search results.

Edit 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

SEARCH FOR CONTRACTS ⟵

Associate a different contract once uploaded in EPC by clicking on "Search For Contracts"

Contract Summary - ABC Hardware - FY2025

Contract Number	**Account Number**
Establishing FCC Form 470 #250000121	**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, statue, or other restriction which prohibits publication of the specific pricing information for this contract.

Contract Information (Additional)

What is the service start date? *

07/01/2025 📅

Enter the date when services will start for this Funding Year

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

06/30/2028 📅

Correct Service Start Date or Contract Expiration Date

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UPLOAD 📄 *Drop file here*

Document Description

> **RAL Request Help**

Upload documents to support modifications

CANCEL   SAVE AND CONTINUE

Edit Entity Information

Form 471 Modification Request

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

APPLICATION | ENTITY✓

BEN | RELATED ENTITIES

> RAL Request Help

DISCARD REQUEST

Entity Level Changes

Please select Entity to modify

	BEN Name	↑	BEN	City	State	Entity type
☑	School District 10997		10426	Rockville	MD	School District

> RAL Request Help

ADD RELATED ENTITY | EDIT | REQUEST REPLACEMENT C2 BUDGET

DISCARD REQUEST | FINISH & SUBMIT REQUEST

- If you click the "**Entity**" button and then "**BEN,**" check the box to the left of the BEN to enable the buttons "**Add Related Entity**" or "**Edit**."

- "**Add Related Entity**" pulls up a list of the entities associated with the BEN. You can add any of the entities on the list to your FCC Form 471.

  – If you want to add a new entity, you must first ask the Client Service Bureau (CSB) to create the entity in your organization's profile. After the new entity has been created, it will then appear on this list.

- "**Edit**" allows you to edit the same information that appears in the organization's profile. Remember that the profile itself is not updated by any modifications you make here.

- If you increase the C2 enrollment or square footage, click on "**Request Replacement C2 Budget**" .

- If you click the "**Entity**" button and then "**Related Entities**", you will see the current list of entities associated with the BEN on this form. To modify information for an entity, check the box to the left of the entity's name.

- Clicking "**Remove**" will remove the selected entity from the application.

- Clicking "**Edit**" allows you to edit the same information that appears in the entity's profile. **Remember that the profile itself is not updated by any modifications you make here. This will flag your application so that changes can be implemented during PIA review.**

Editing Related Entities

School Information

School Sub-Type *
- ● Public School
- ○ Private School

Is this school part of a school district?

Yes

Check All That Apply ❓
- ☐ Pre-K
- ☐ Head Start
- ☐ Adult Education
- ☐ Juvenile Justice
- ☐ Dormitory
- ☐ Charter School
- ☐ Tribal School

- ☐ New Construction School
- ☐ Swing Space
- ☐ Detention Center
- ☐ General-Use School
- ☐ ESA School
- ☐ BIE

Number of Full Time Students

604

Total Number of Students Eligible for National School Lunch Program(NSLP)

478

Community Eligibility Program (CEP)?
- ● Yes
- ○ No

CEP Percentage

49.45%

Does this Organization have an Endowment?
- ○ Yes
- ○ No

CEP Base Year *

2021

State School Code

State LEA Code

Category Two (C2) Budget Information

We calculate your Category Two budget and your discount rate separately, and so we collect separate numbers for each. 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.

Total Students for C2 Budget *

604

Applicant Status

Active

FCC Registration Number

0123456789

You will need to provide your FCC RN in order to file any E-rate forms.

Supporting Documentation

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Upload File

UPLOAD 🔲 *Drop file here*

Document Description

BACK

SUBMIT & CONTINUE

Scroll down to see all fields and edit the information.

If you change enrollment/ NSLP counts, you can upload documentation to prove numbers.

Click "**Submit & Continue**" to go back to the Related Entities table. Continue selecting each entity to edit their information if needed.

Form 471 Modification Request

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

APPLICATION **ENTITY✓**

BEN RELATED ENTITIES

⌄ Requested Changes

	Category	Name/Number	Change type	Old Value	New Value	Requested Date ↓
☐	Entity	School 1 In District 10997	Modify Number of Total Full Time Students	604.00	679.00	1/23/2024 2:25 PM EST
☐	Entity	School 1 In District 10997	Modify Total Eligible NSLP Student Count	478.00	592.00	1/23/2024 2:25 PM EST
☐	Entity	School 1 In District 10997	Modify CEP Percentage	49.45%	54.46%	1/23/2024 2:25 PM EST
☐	Entity	School 1 In District 10997	Modify Total Students for C2 Budget	637.00	679.00	1/23/2024 2:25 PM EST
☐	Line Item Details	2499000029.001	Modify Monthly Recurring Unit Cost	$1,500.00	$1,700.00	1/23/2024 2:24 PM EST

‹ 1 – 5 of 6 ›

REMOVE

> RAL Request Help

DISCARD REQUEST   **FINISH & SUBMIT REQUEST**

The requested changes will be shown. If you made a change but shouldn't have, click the box to the left of the row, and then "**Remove**".

When done, click on "**Finish & Submit Request**".

To see the requested changes after they've been submitted, click on "Reports", on the blue menu bar and then "**My Submitted Modification Requests (RAL)**". You'll then see the option to choose the funding year.

My Submitted Modification Requests (RAL)
FCC Form 471 RAL Request(s)

Application Number

Entity Name

RAL Request ID	Application Number	Category	Name/Number	Action	Old Value	New Value	Requested Date and Time ↓	Status	Supporting Document(s) ↓
252	241000028	Entity	School 1 In District 10997	Modify Number of Total Full Time Students	604.00	679.00	1/23/2024 2:25 PM EST	Submitted	View
252	241000028	Entity	School 1 In District 10997	Modify Total Eligible NSLP Student Count	478.00	592.00	1/23/2024 2:25 PM EST	Submitted	View
252	241000028	Entity	School 1 In District 10997	Modify CEP Percentage	49.45%	54.46%	1/23/2024 2:25 PM EST	Submitted	View
252	241000028	Entity	School 1 In District 10997	Modify Total Students for C2 Budget	637.00	679.00	1/23/2024 2:25 PM EST	Submitted	View
252	241000028	Line Item Details	2499000029.001	Modify Monthly Recurring Unit Cost	$1,500.00	$1,700.00	1/23/2024 2:24 PM EST	Submitted	View
252	241000028	Line Item Details	2499000029.001	Modify Total Eligible Line Item Cost	$18,000.00	$20,400.00	1/23/2024 2:24 PM EST	Submitted	View
251	241000028	Entity	School 1 In District 10997	Modify Total Students for C2 Budget	637.00	679.00	1/23/2024 2:22 PM EST	Inactive	View
251	241000028	Entity	School 1 In District 10997	Modify Number of Total Full Time Students	604.00	679.00	1/23/2024 2:22 PM EST	Inactive	View
251	241000028	Entity	School 1 In District 10997	Modify Total Eligible NSLP Student Count	478.00	593.00	1/23/2024 2:22 PM EST	Inactive	View
251	241000028	Entity	School 1 In District 10997	Modify CEP Percentage	49.45%	54.56%	1/23/2024 2:22 PM EST	Inactive	View

10 items

The requested changes will be shown. If you requested changes on multiple Form 471 applications, enter the application number to see changes for just that form. If you file for multiple billed entities, enter the BEN to see a single applicant's changes.

For E-Rate Support and Information Contact

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