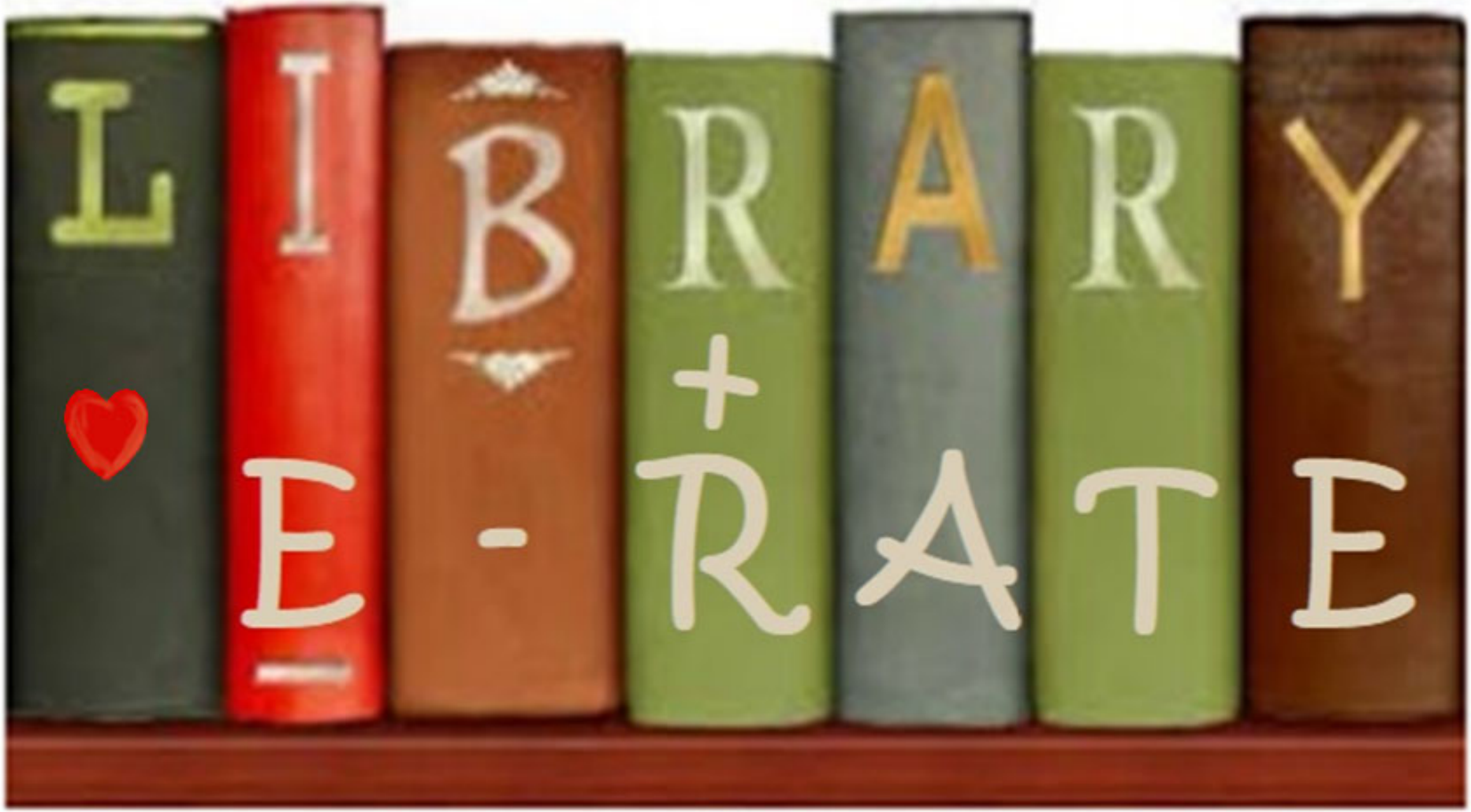


FY2022 E-Rate Form 471 Workshop

Lorrie Germann, State E-Rate Coordinator

MCNE, CCNA, IT Project+, Security+, Network+, A+

Training Agenda

- Filing Basics
- Category 2
- Accessing the EPC Portal
- Entering Contracts
- Walk through the New FCC Form 471
- Next Steps

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)
- must be filed **after** executing any contracts for contracted services, as applicable; or selecting your service provider for tariffed or month-to-month services.
- may reference an FCC Form 470 posted in a prior funding year where such a form resulted in a multi-year contract.

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 in order for the request to be considered as inside the window.

  – **Form 471 Filing window**:
    - Opened – **January 12th, 2022** (Noon EST)
    - Closes – **March 22th, 2022** (11:59 pm EDT)

  – **Last date to file a Form 470 – February 22th, 2022** (11:59 pm EST)

Filing FCC Form 471

- You must complete and submit the FCC Form 471 by filing the form online in EPC.
- You may file more than one FCC Form 471
  - **Note:** you must file separate applications for **Category One** (Data Transmission and/or Internet Access) and **Category Two** (Internal Connections, Managed Internal Broadband Services, and/or Basic Maintenance of Internal Connections).

Prerequisites

- **Entity Profile**
  - The values in your applicant entity's profile had to be updated by Jan.10th. If you find that a correction or change is needed, you may note the information on the Form 471 in the narrative of each funding request and make a RAL correction.
  - The data in your entity profile is used to calculate your discounts in the EPC system and calculate your Category 2 budget.
  - **Due to COVID, the USDA extended free lunches for all students through 6/30/2022. That does not mean that all schools and libraries will receive the highest discount rate.**
    - **For FY2022, we will use the October 2019 version of the MR-81 (or whatever counts were used last filing season).**

- **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.

C2 in FY2022 and Beyond

FY2021 Basics

- **C2 funding is permanent** and budgets reset in FY2021.
  - Any remaining funds in your previous budget have been zeroed out.
- We will have a set 5-year cycle (FY2021-FY2025), (FY2026-FY2030), etc.
- **C2 budget will be calculated at the library system level**
- Multiplier will be set for the full 5-year cycle and will not be adjusted for inflation each year
  - **FY2021-FY2025 = $4.50 sq. ft. for ALL libraries**
  - **FY2021-FY2025 Budget Floor/Minimum = $25,000.00**
    - *Budget floor applies to libraries with less than **5556 sq. ft.***
- No funding available for non-instruction facilities (no change).
- **Equipment transfer restrictions will be eliminated**, but:
  - applicants must record reason and date of transfer and update asset inventory, but no notice to USAC is required.

Calculating Your Budget – OPTIONS

- Paragraphs 40 of the C2 Order state:

40. "…we recognize that smaller school districts have less access to shared resources and are more likely to be located in rural areas where funding is scarce. As such, we create an exception for small school districts. Specifically, we give school districts with 10 or fewer sites the option to calculate their budgets on a per-site basis by **adding together** the budgets of each eligible site within the district.

- **The above premise applies to libraries as well!**

- For Libraries with 10 or less branches – 3 options
  - OPTION 1: Calculate by total number of **Square Feet**
  - OPTION 2: Calculate by total number of **Branches** ($25,000 per branch)
  - OPTION 3: Calculate BY Branch using either per sq. ft. or $25,000 per branch or a **COMBINATION OF BOTH** methods

- **Use the HIGHEST aggregate total**

Sample Calculation for 10 or Less Libraries

ABC Library System has 5 locations:

Library	Sq. Ft.	Budget Calculation ($4.50/sq. ft.)	Budget Received (Use minimum budget is calculation is less)
Central Main Branch	14,500	$65,250.00	$65,250.00
East Branch	8,000	$36,000.00	$36,000.00
North Branch	9,873	$44,428.50	$44,428.50
West Branch	5000	$22,500.00	$25,000.00
South Branch	4,500	$20,250.00	$25,000.00
Totals	**41,873**	$188,428.50	**$195,678.50**

Based on sq. ft. count

Based on budget floor

- Remember, libraries with LESS THAN ***5556 sq. ft.*** are eligible for the budget floor - $25,000.00
- **Use the HIGHEST aggregate total**

Calculating Your Budget – OPTIONS

Footnote #103 of the C2 Order states:

[103] …a school district with 10,000 students would normally have an aggregate budget of $1,670,000. If those students were spread across 100 schools, then its budget would instead be $2,500,000 (the aggregate funding floor). Accordingly, the funding floor only comes into play if the aggregate budget for the system would fall under the aggregate funding floor for the system.

For Library Systems with 11 or more branches – 2 options

OPTION 1: Calculate by total number of square feet

or

OPTION 2: Calculate by total number of branches (@$25,000 per branch)

Use the higher of the two totals

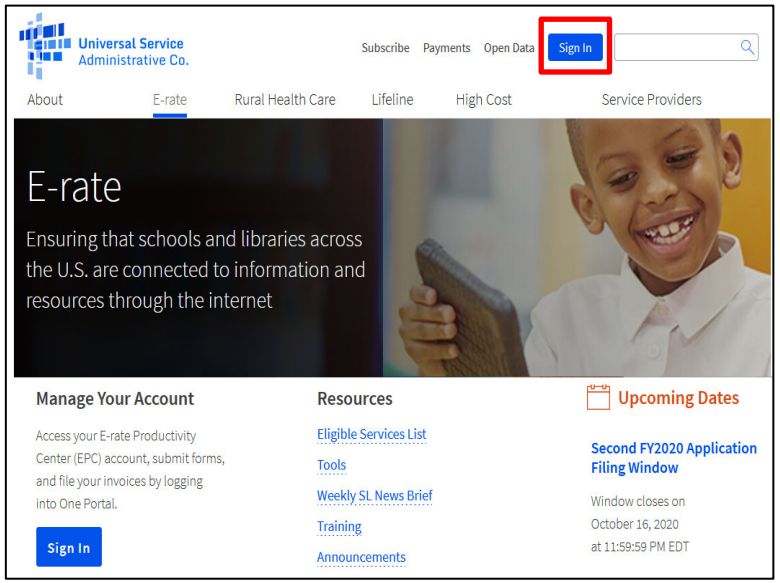
Accessing the EPC Portal

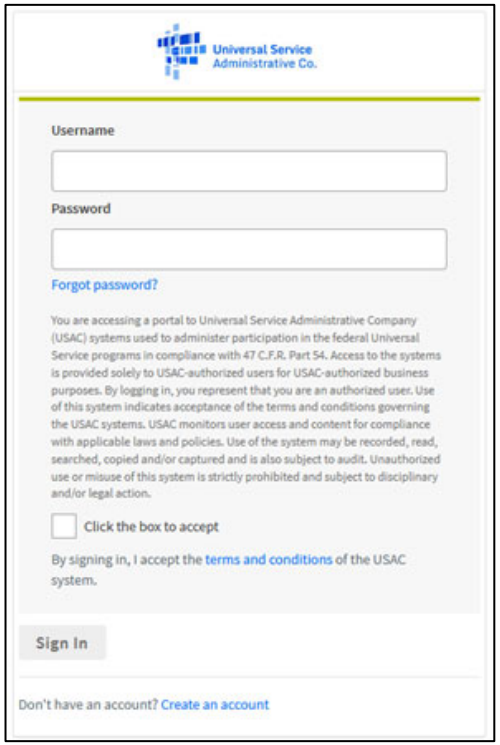
USAC's One Portal

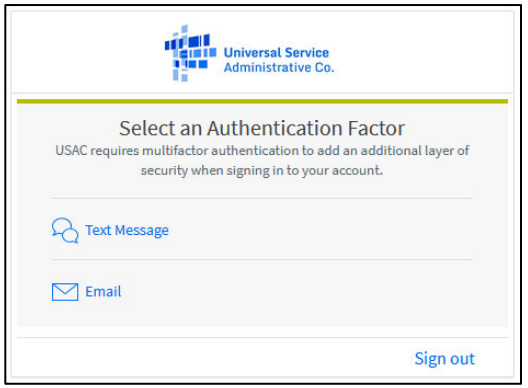
USAC has added multifactor authentication (MFA) to increase the security of the Universal Service Fund (USF) applications.

We log into One Portal to access the E-Rate Productivity Center (EPC) and the FCC Form 472 (BEAR).

To access, go to https://www.usac.org/e-rate/ and click on "Sign In". Provide Username and Password, and then provide MFA code.





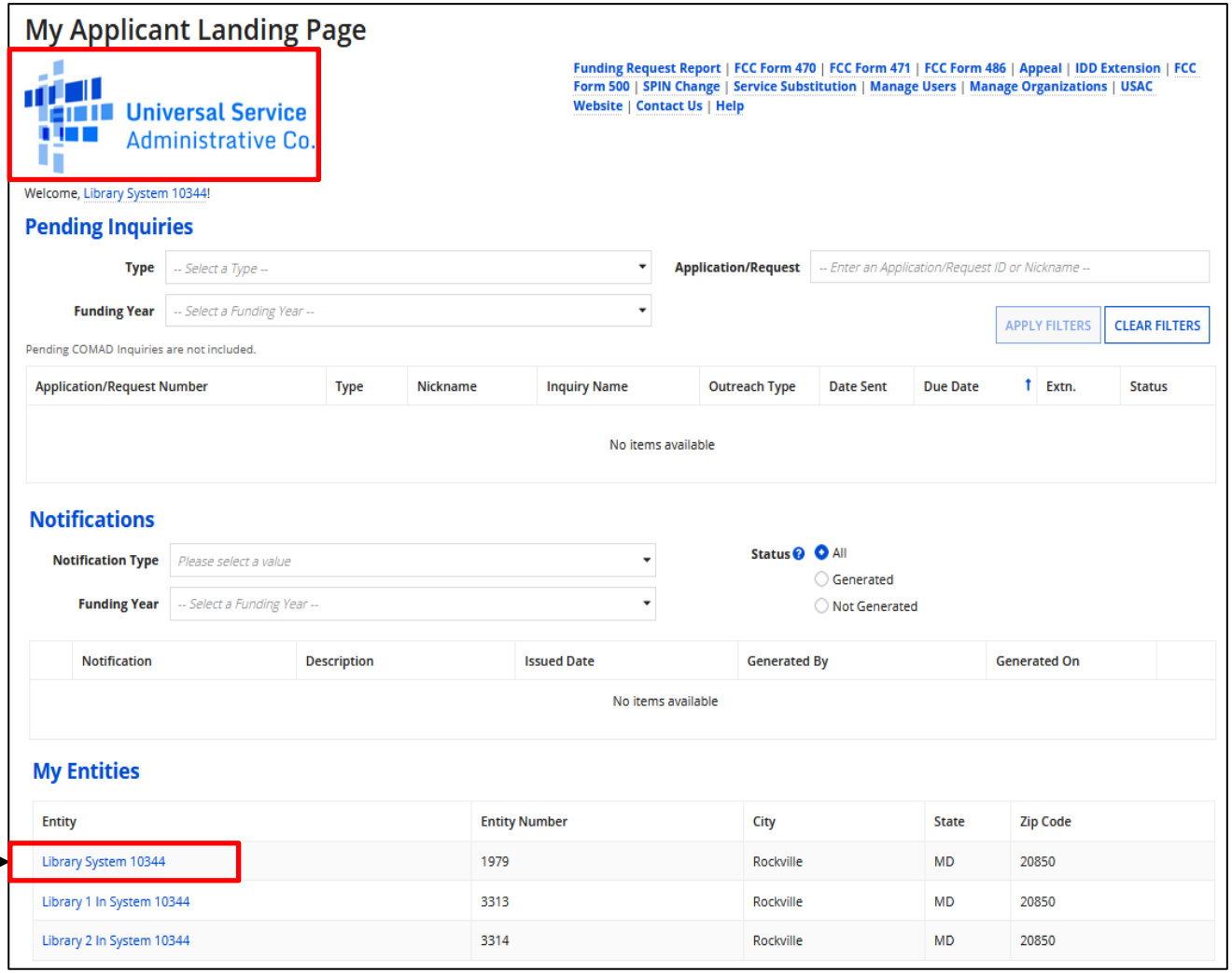


Landing Page View

Click on **"USAC" logo** to return to Landing Page.

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

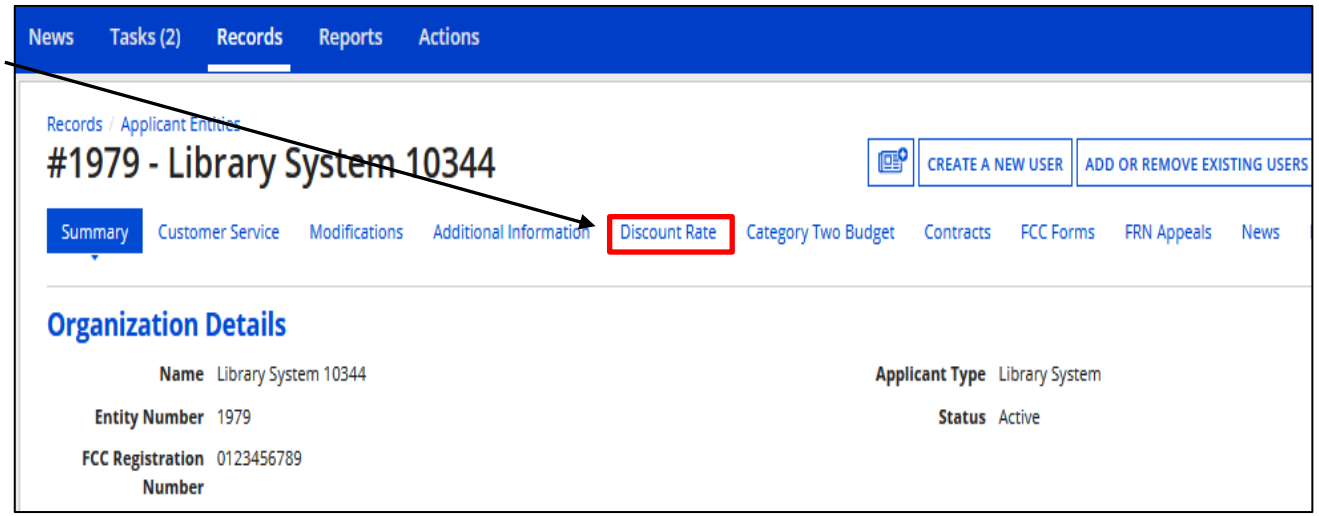
Click on the name of your Billed Entity to open the Organization Details page.



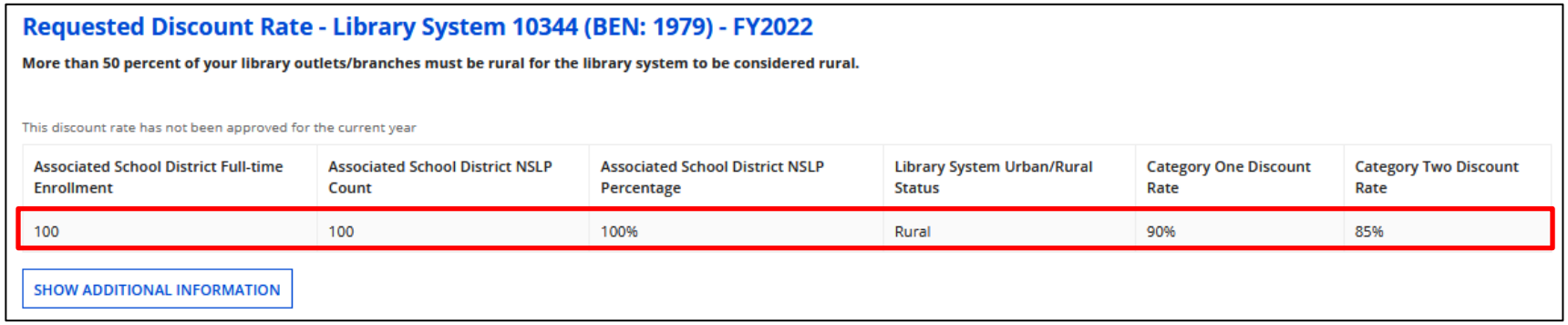
*If there is an entity missing in the list, contact USAC to request an entity number. However, with the close of the Admin Window, the entity will not be listed in EPC until after the close of the Form 471 Window.

Seeing The Library's Discount %

Click on "Discount Rate".



Discount rates for Cat 1 and Cat 2 are listed.



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

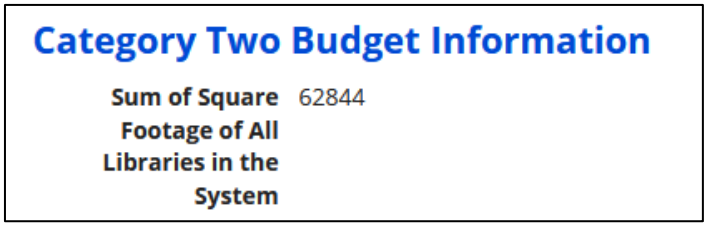
More than 50 percent of your library outlets/branches must be rural for the library system to be considered rural.

This discount rate has not been approved for the current year

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

SHOW ADDITIONAL INFORMATION

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

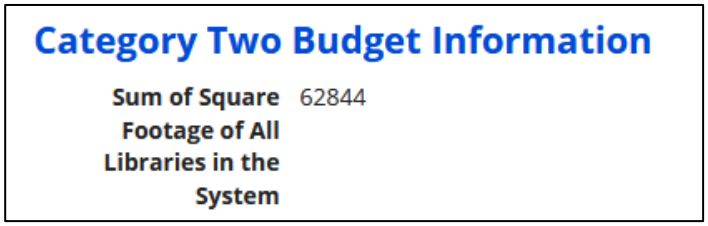


Category Two Budget Information

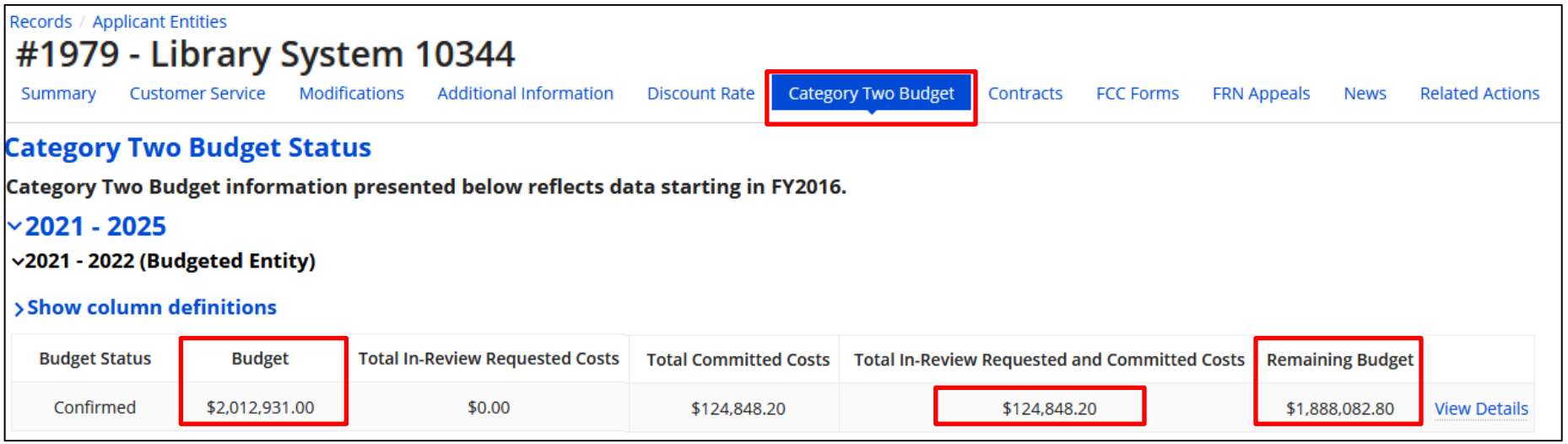
Sum of Square Footage of All Libraries in the System 62844

Category 2 Budget

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

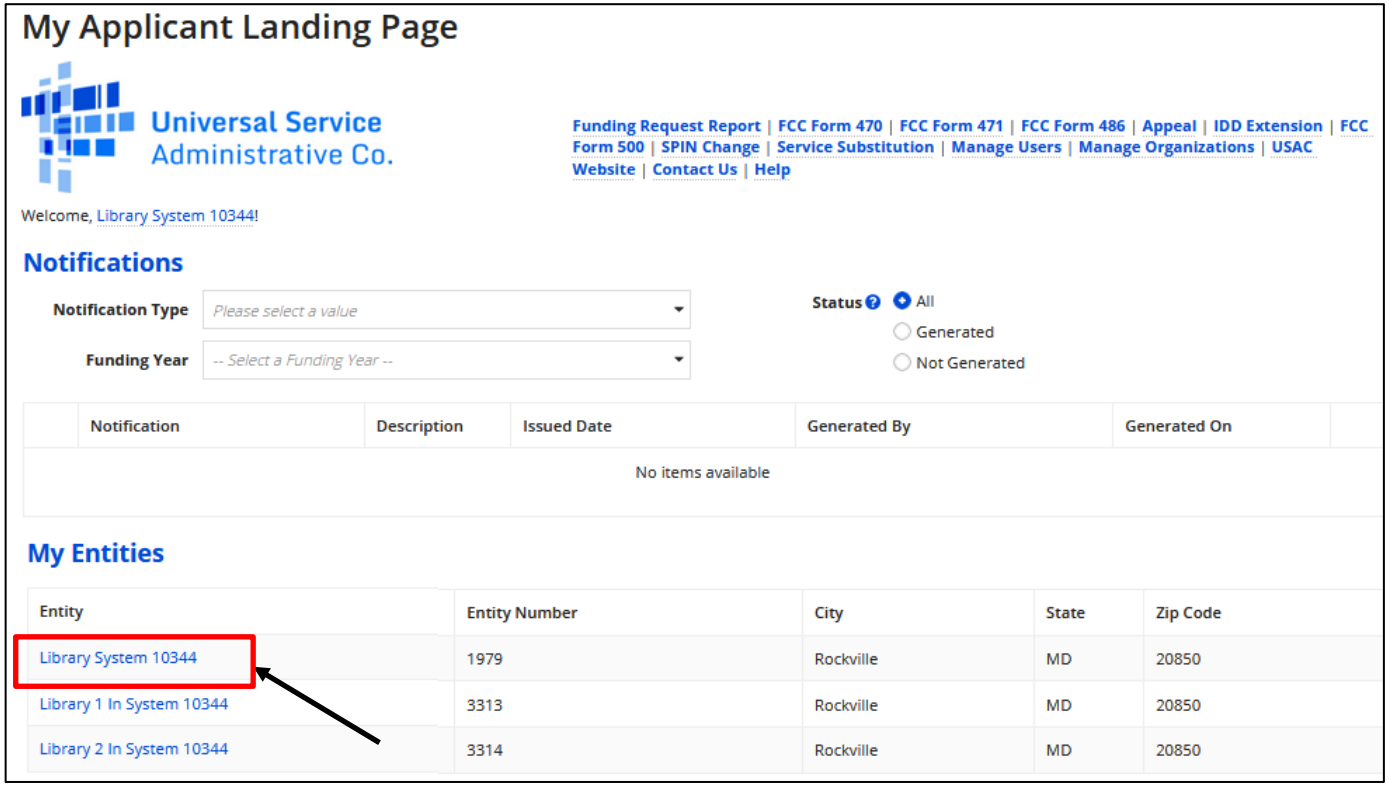


Click on “Category Two Budget” to see what’s been used to date, and the remaining balance.



Entering Contracts

Manage Contracts

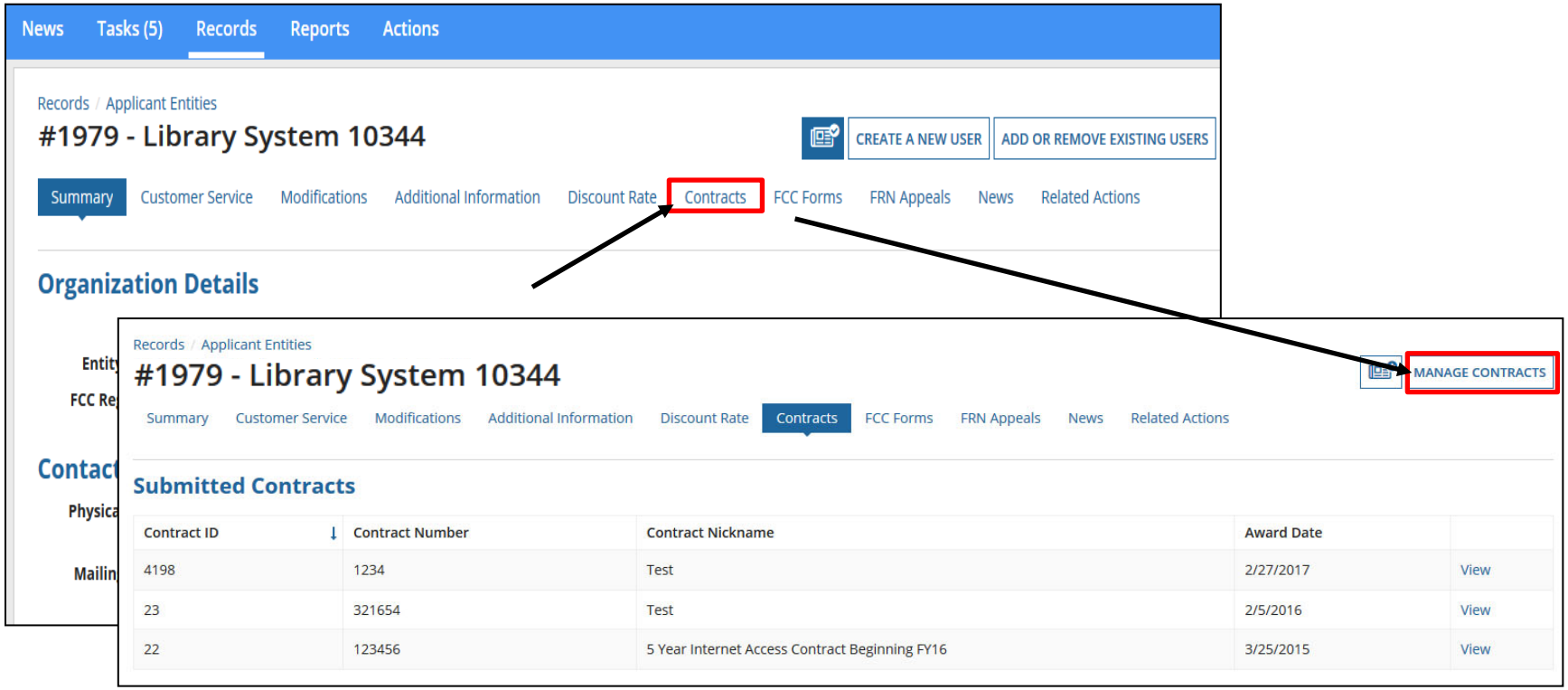


You will be required to associate contracts with each FRN when requesting a contracted service. You should complete this **before** you begin the Form 471.

- **Remember, this may be a formal contract, or a copy of a hardware quote that has been signed/dated**

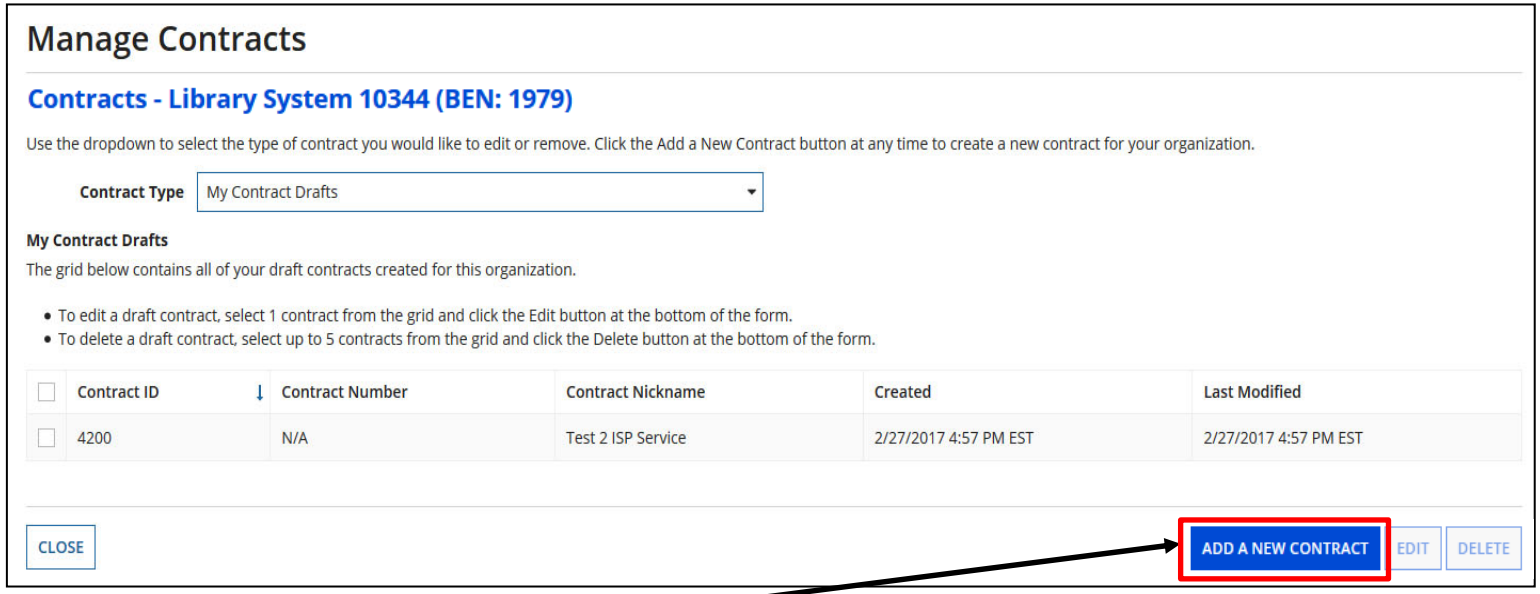
From your Landing Page, click on your organization (Billed Entity) from the "My Entities" section to display the organization dashboard.

Manage Contracts



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 accompanying information.

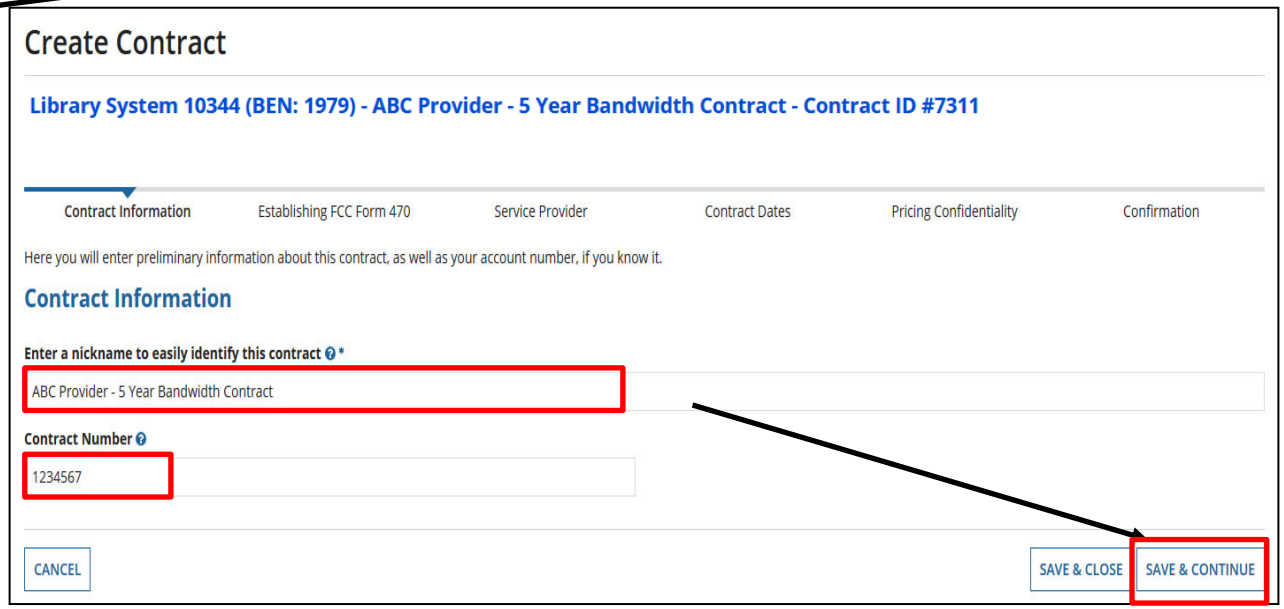
Manage Contracts – Add New Contract



Begin by clicking on “Add New Contract”.

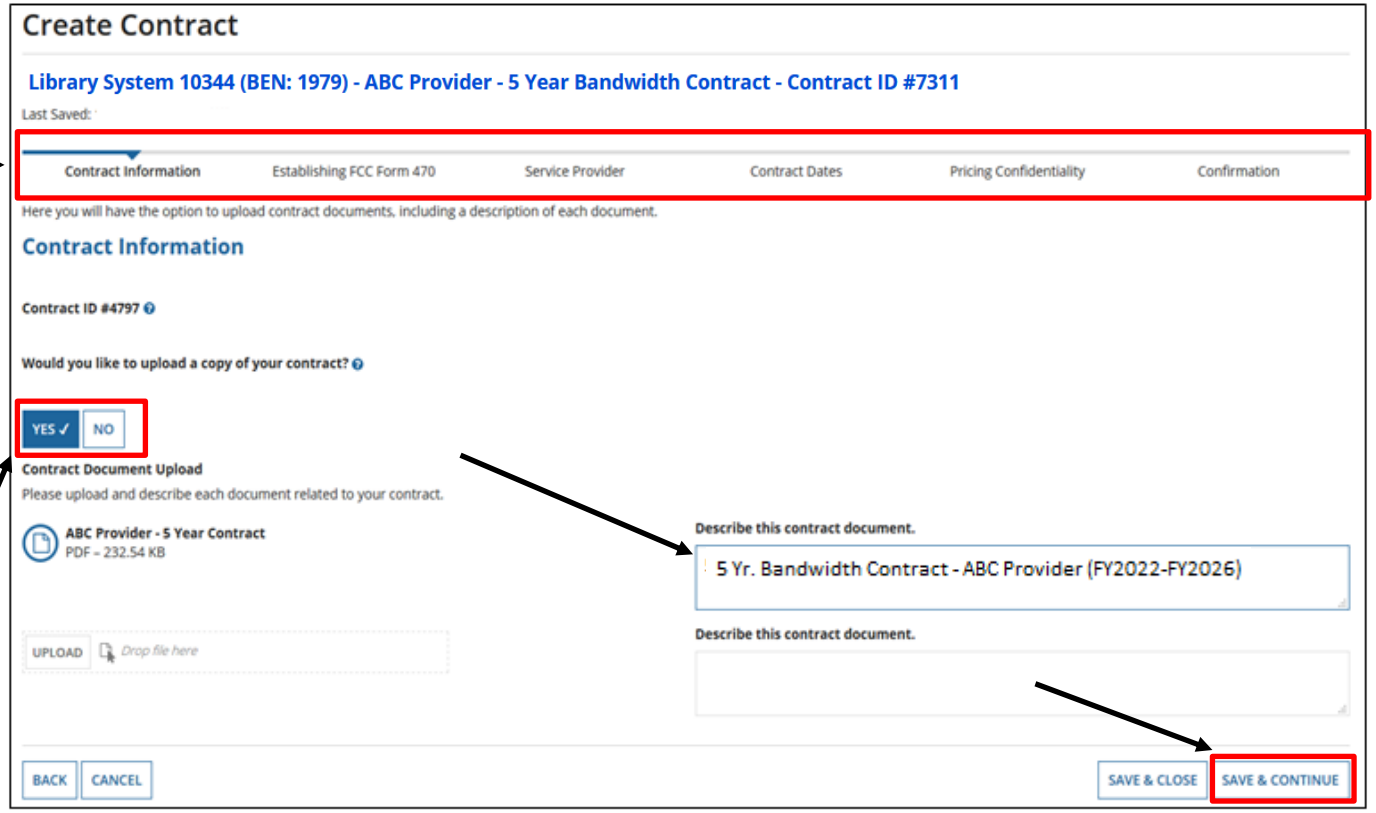
Enter a nickname and contract number if known, click on “Save & Continue”.

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



Manage Contracts – Create Contract

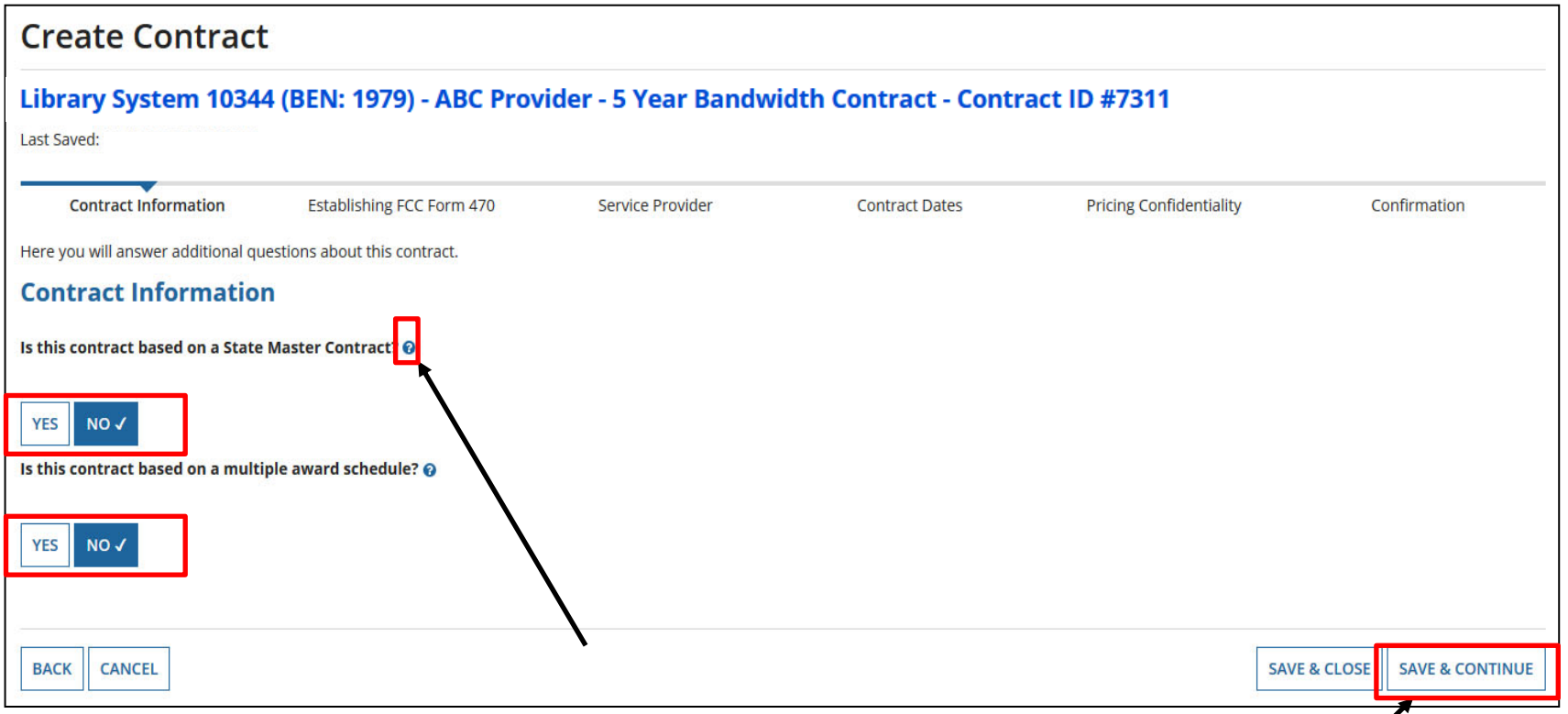
Breadcrumbs are provided to show progress.



To upload a copy of the contract, choose “Yes”, and upload file. Enter description of document. 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



Provide answers. If unsure of question, hover over "?" for explanation. Click on "Save & Continue".

Manage Contracts – Create Contract

Select the contract Piggy Back options. (Second question doesn't appear until you answer the 1st one.) Click on "Save & Continue".

Manage Contracts – Create Contract

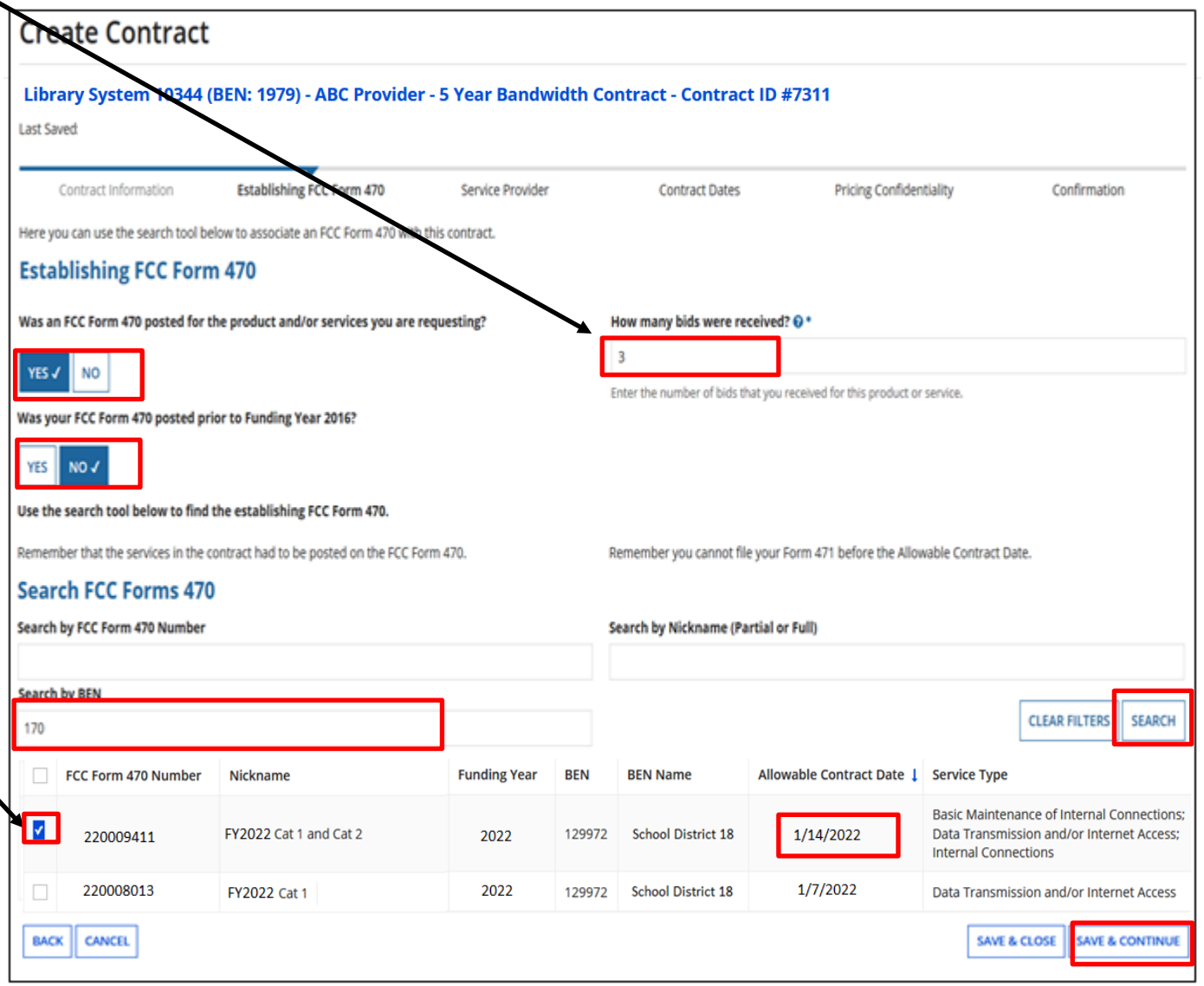
Enter the number of bids received.

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

If you are using a FY2016 – FY2022 Form 470, you can search the portal for the form. Enter your search criteria if not searching by BEN and click on “Search”. 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 prior to the allowable date, you will receive an error message

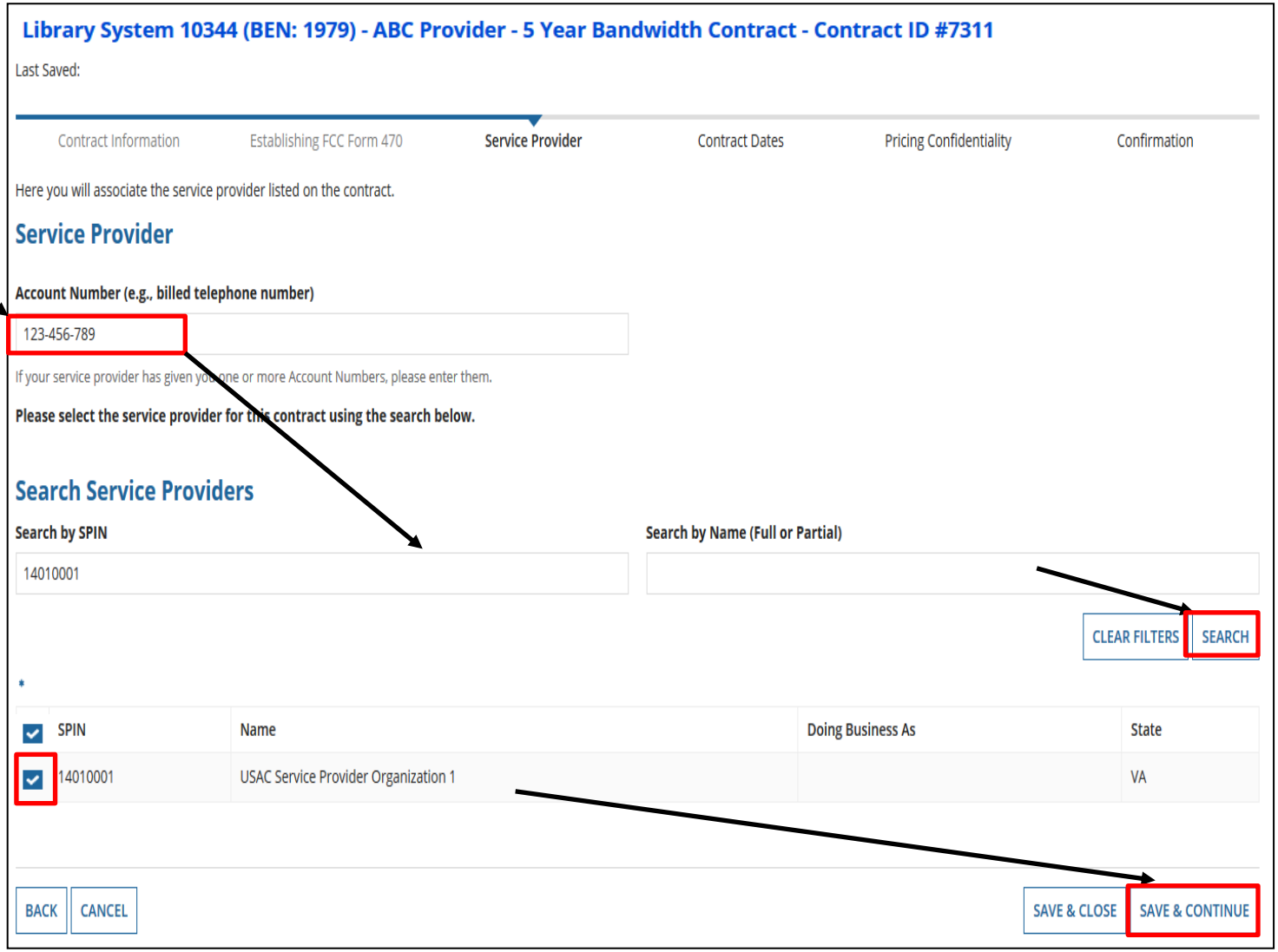


Manage Contracts – Create Contract

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”

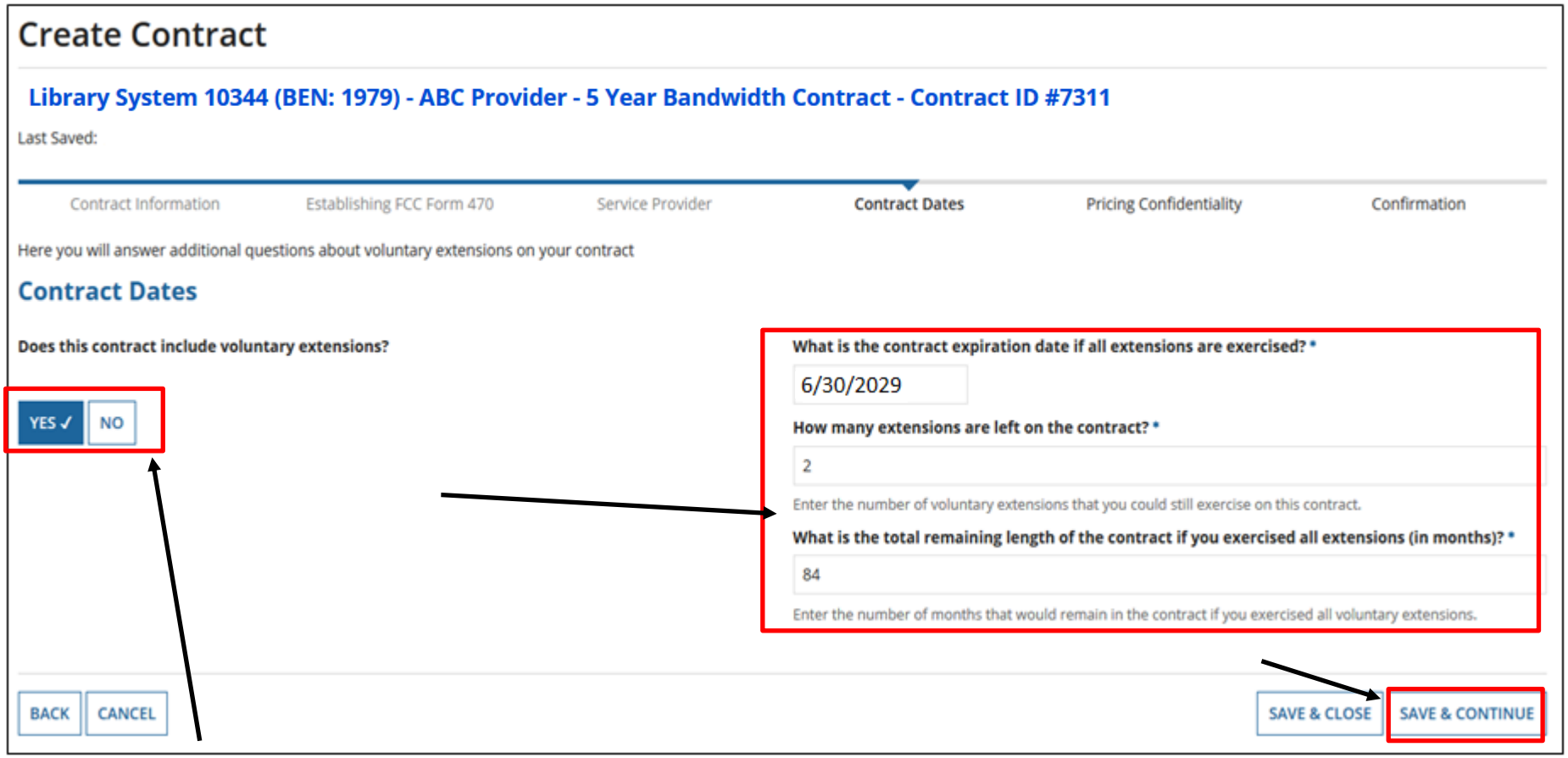


Manage Contracts – Create Contract

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

Click on “Save & Continue”.

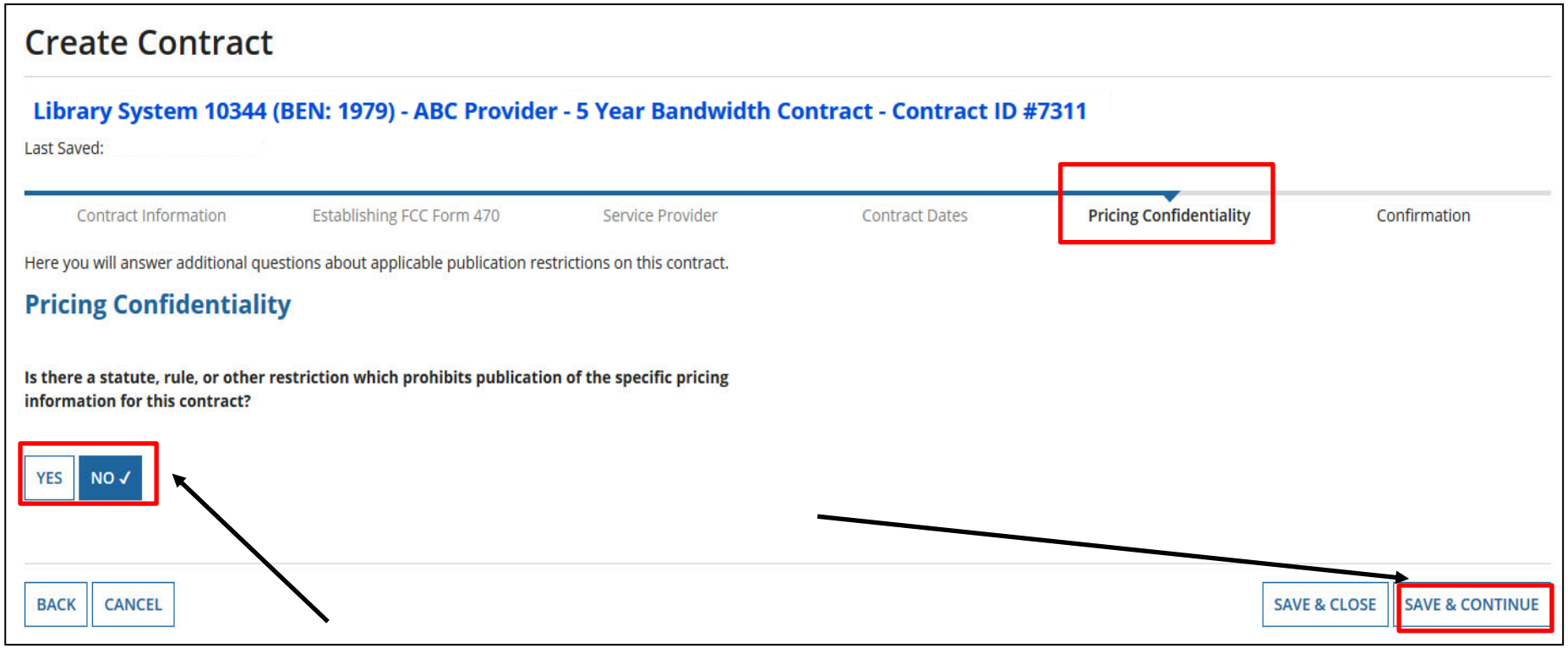
Manage Contracts – Create Contract



Indicate if voluntary extensions are allowed. If so, provide 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 exercises all extensions.

Click on “Save & Continue”.

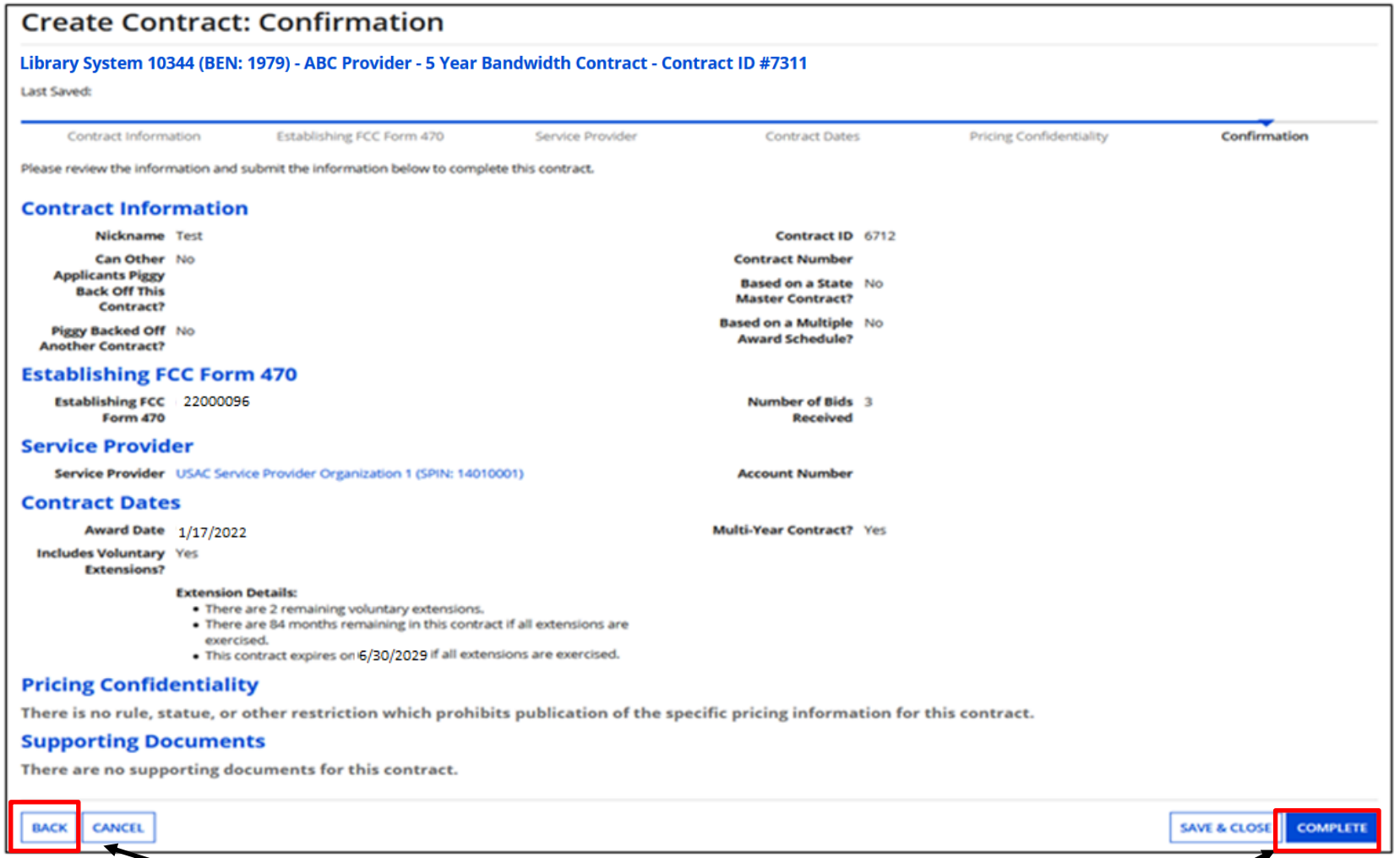
Manage Contracts – Create Contract



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".

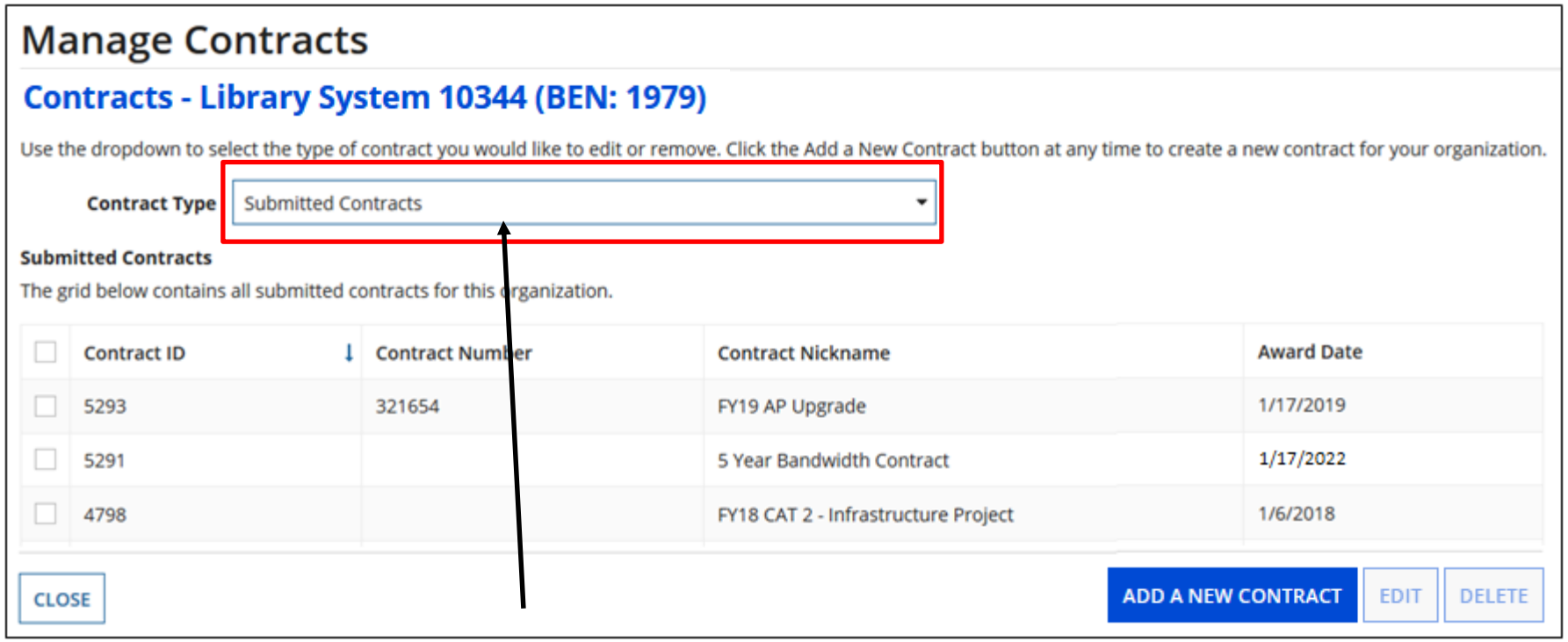
Manage Contracts – Create Contract (Confirmation)



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

If information is correct, click on “Complete”.

Manage Contracts



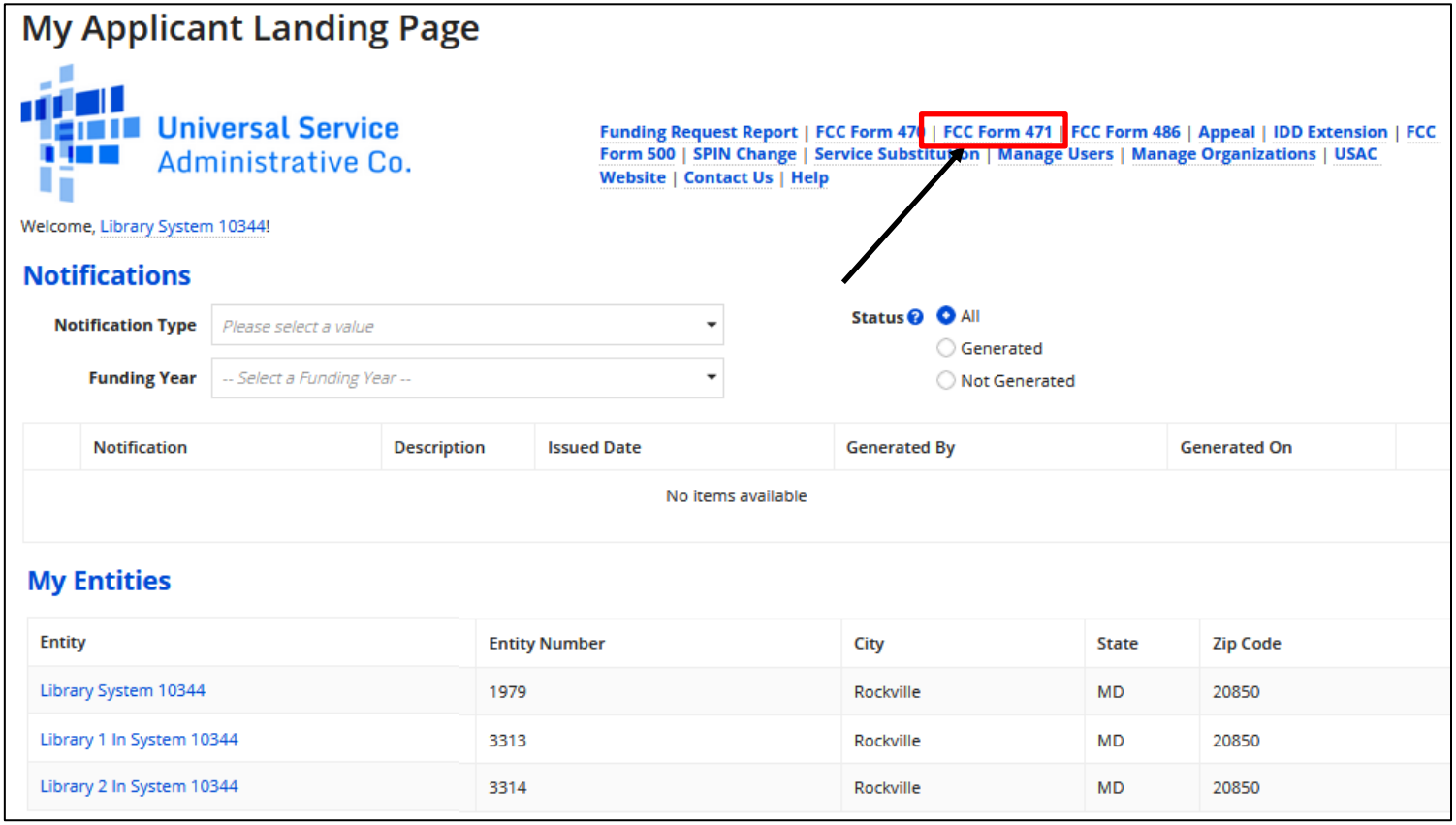
To see contracts you've added, go back to "Contracts" as before. Click on the pull-down and choose "Submitted Contracts".

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.

Creating the Form 471

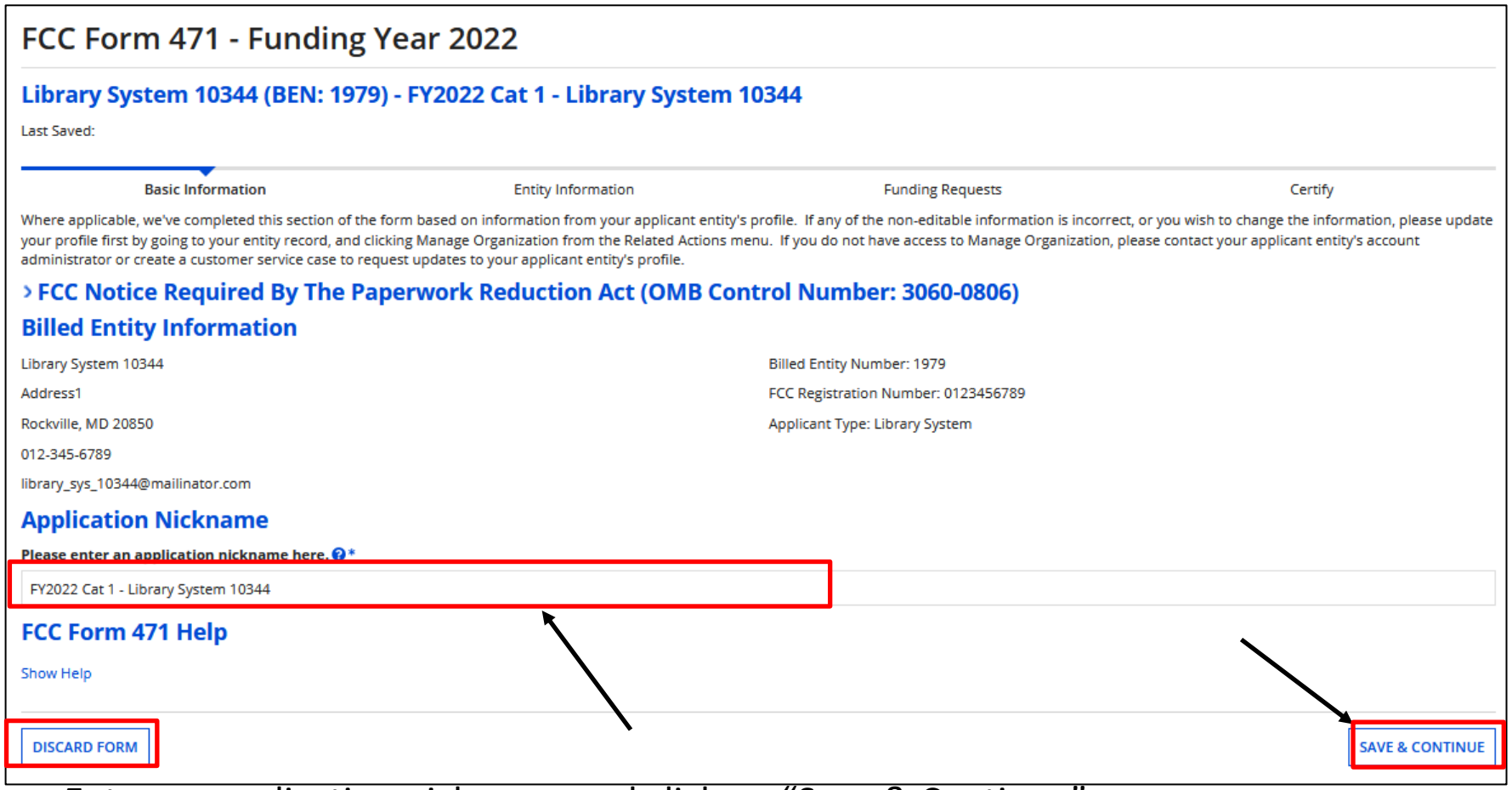
Creating the Form 471



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. 10th deadline, your FY2021 data will be displayed.

Creating the Form 471

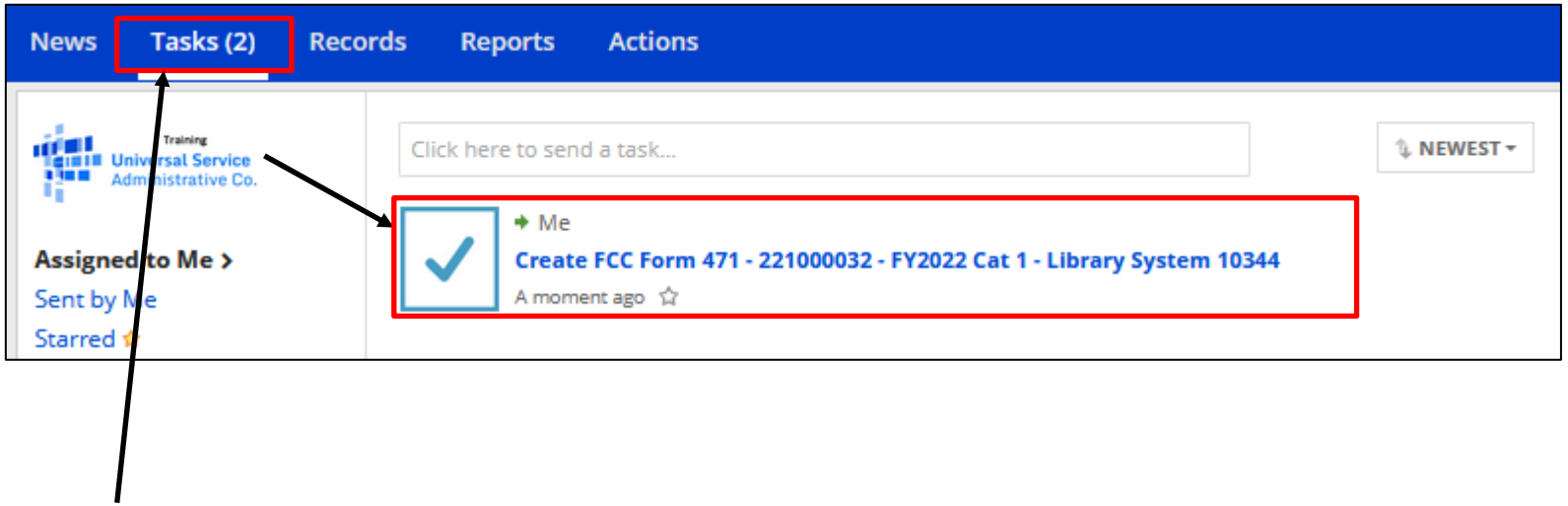


Enter an application nickname and click on “Save & Continue”.

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.

Continuing a Form 471



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

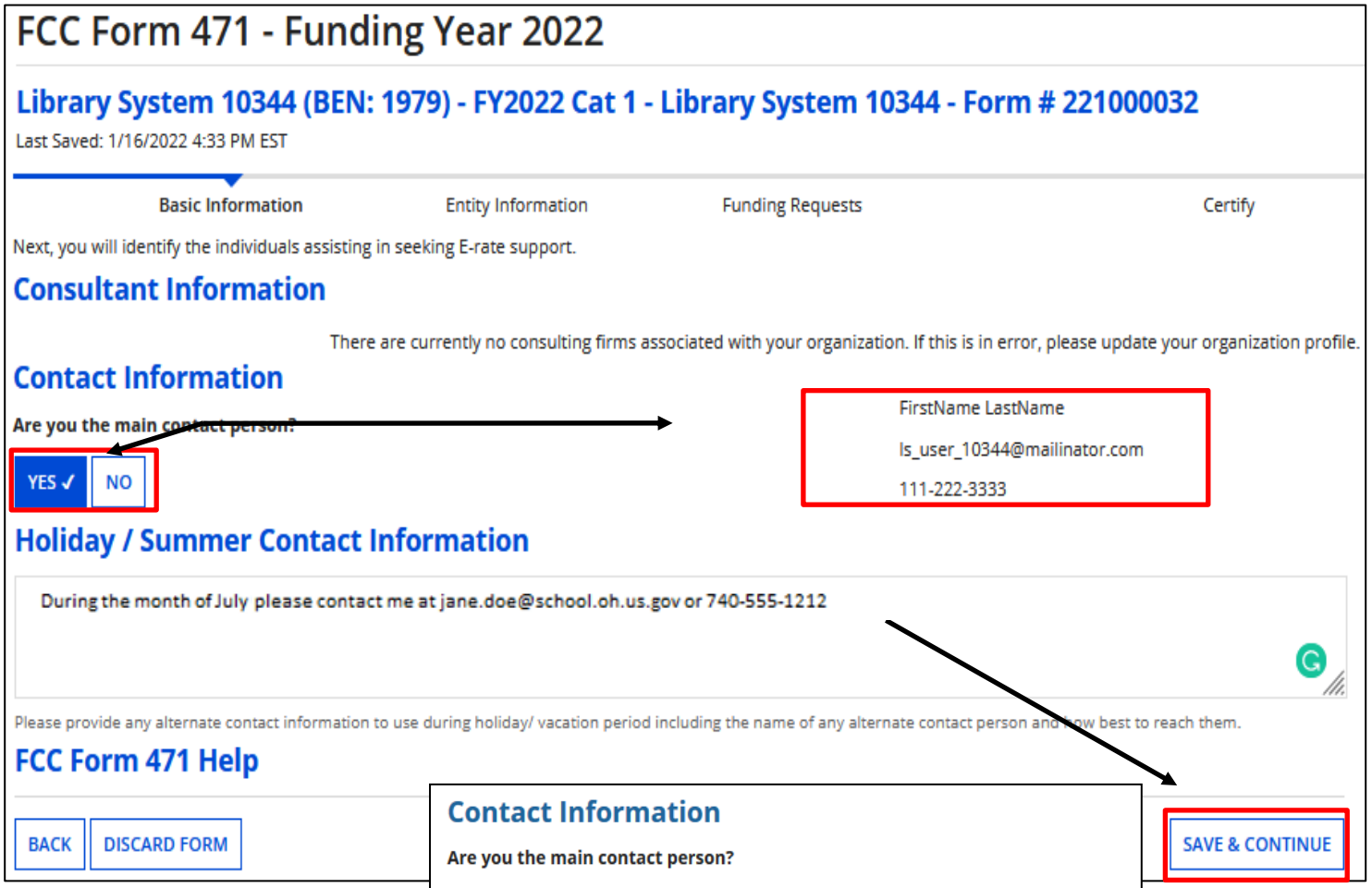
- Click the "**Save & Continue"** button to save the page and then log out of EPC or click on any menu option to exit.
- Click the "**Task"** tab to locate the in-process form when you return to EPC.

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

Creating the Form 471

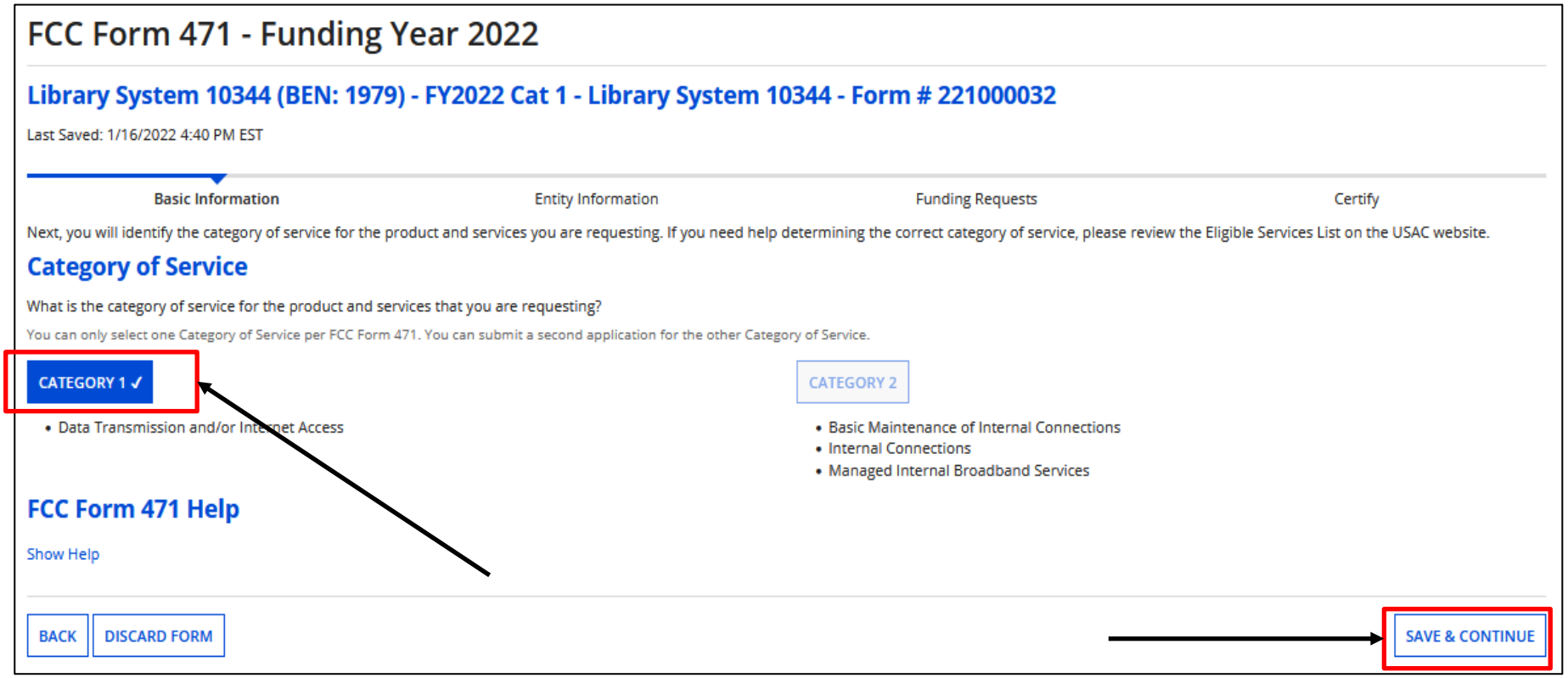
Choose “Yes” if you are the main contact, and your information will be displayed.

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



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

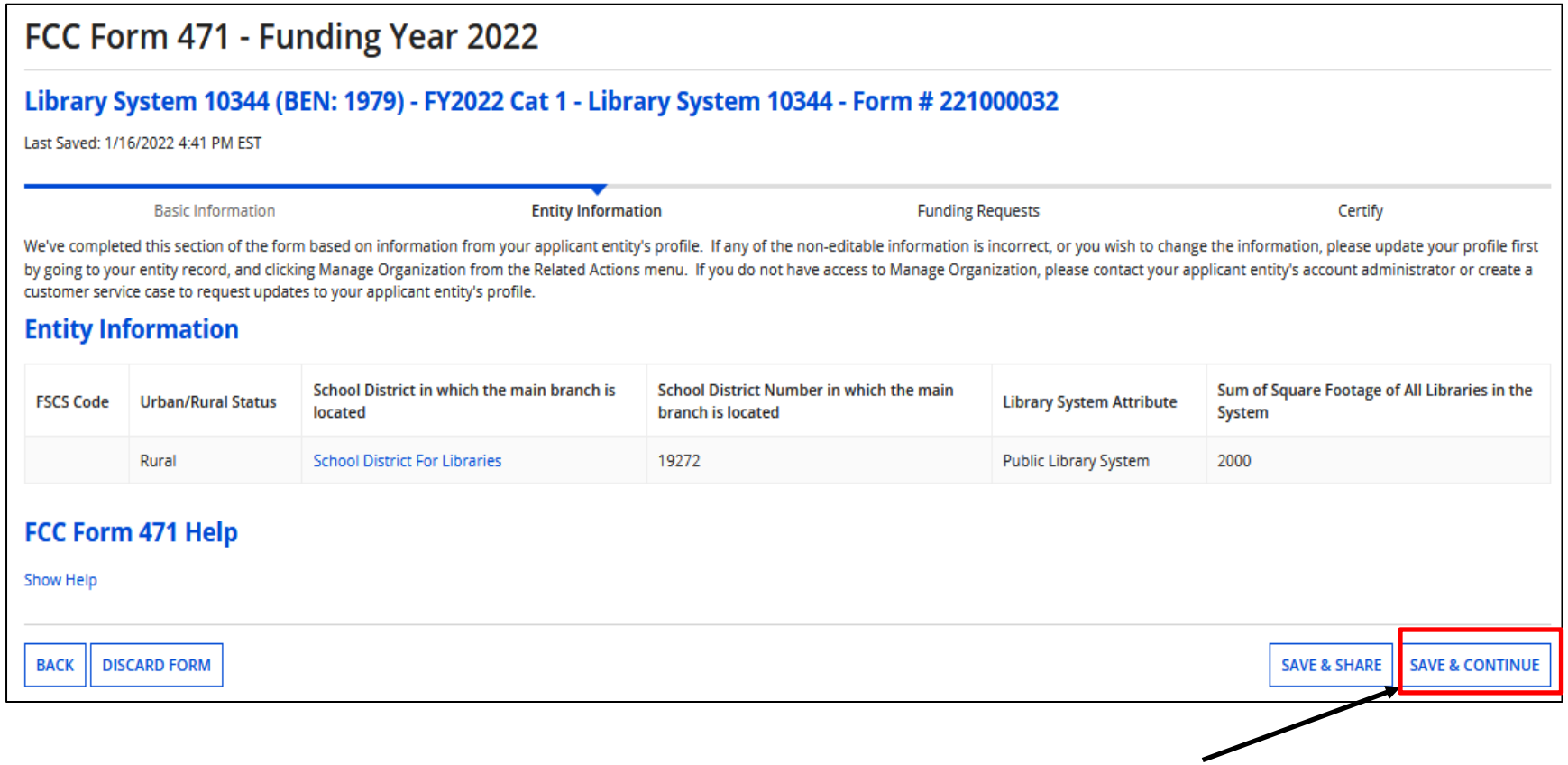
Choosing Category of Service



Choose the "Category of Service" for the products/services you are requesting on this Form 471.

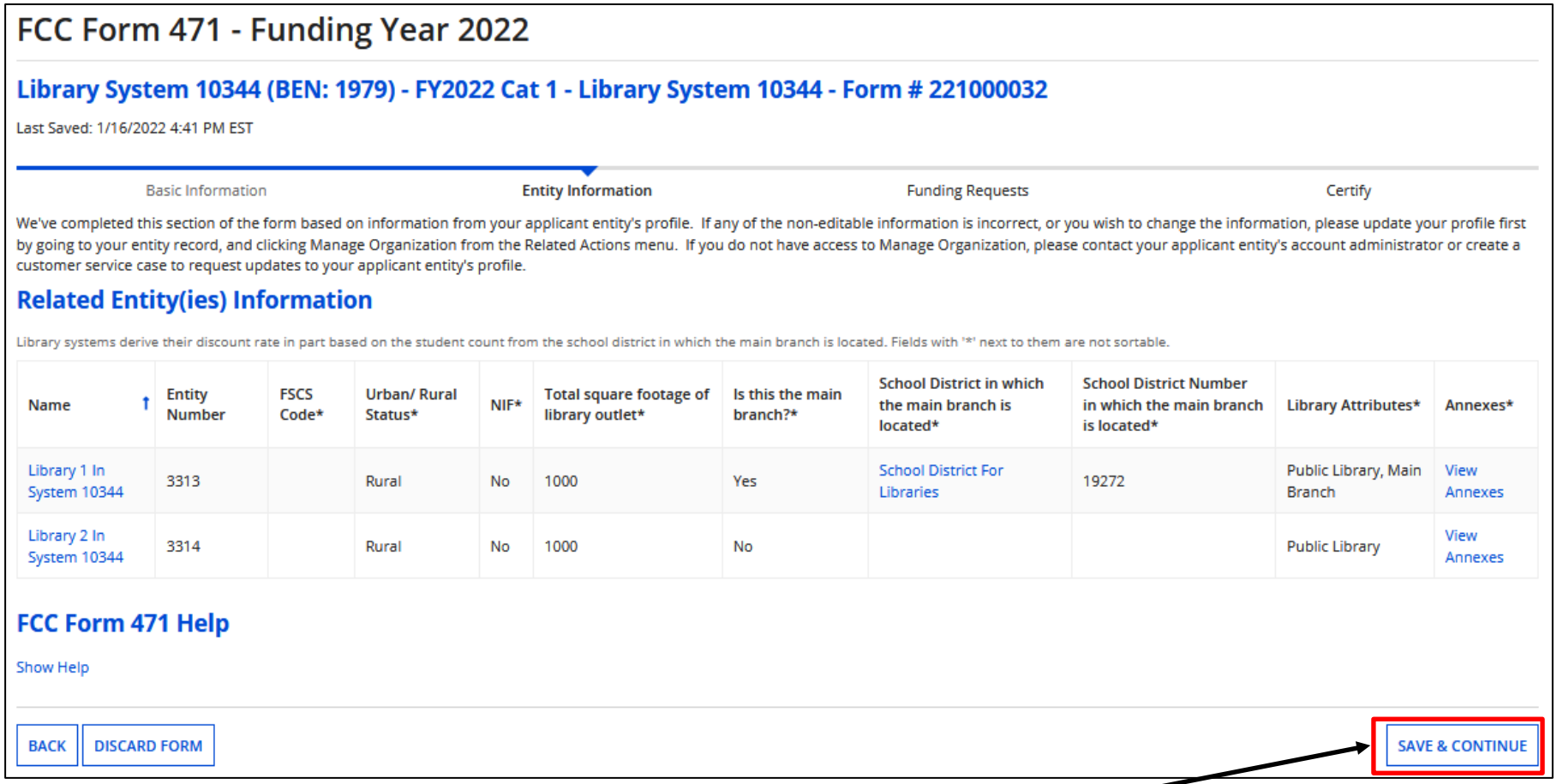
Remember, you must select Category 1 **OR** Category 2. You **cannot** select both on the same Form 471. Also, once you click "Save & Continue", you **cannot** change the selected category for this application.

Entity Information



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

Related Entity Information



FCC Form 471 - Funding Year 2022

Library System 10344 (BEN: 1979) - FY2022 Cat 1 - Library System 10344 - Form # 221000032

Last Saved: 1/16/2022 4:41 PM EST

Basic Information | **Entity Information** | Funding Requests | Certify

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

Related Entity(ies) Information

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

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

FCC Form 471 Help

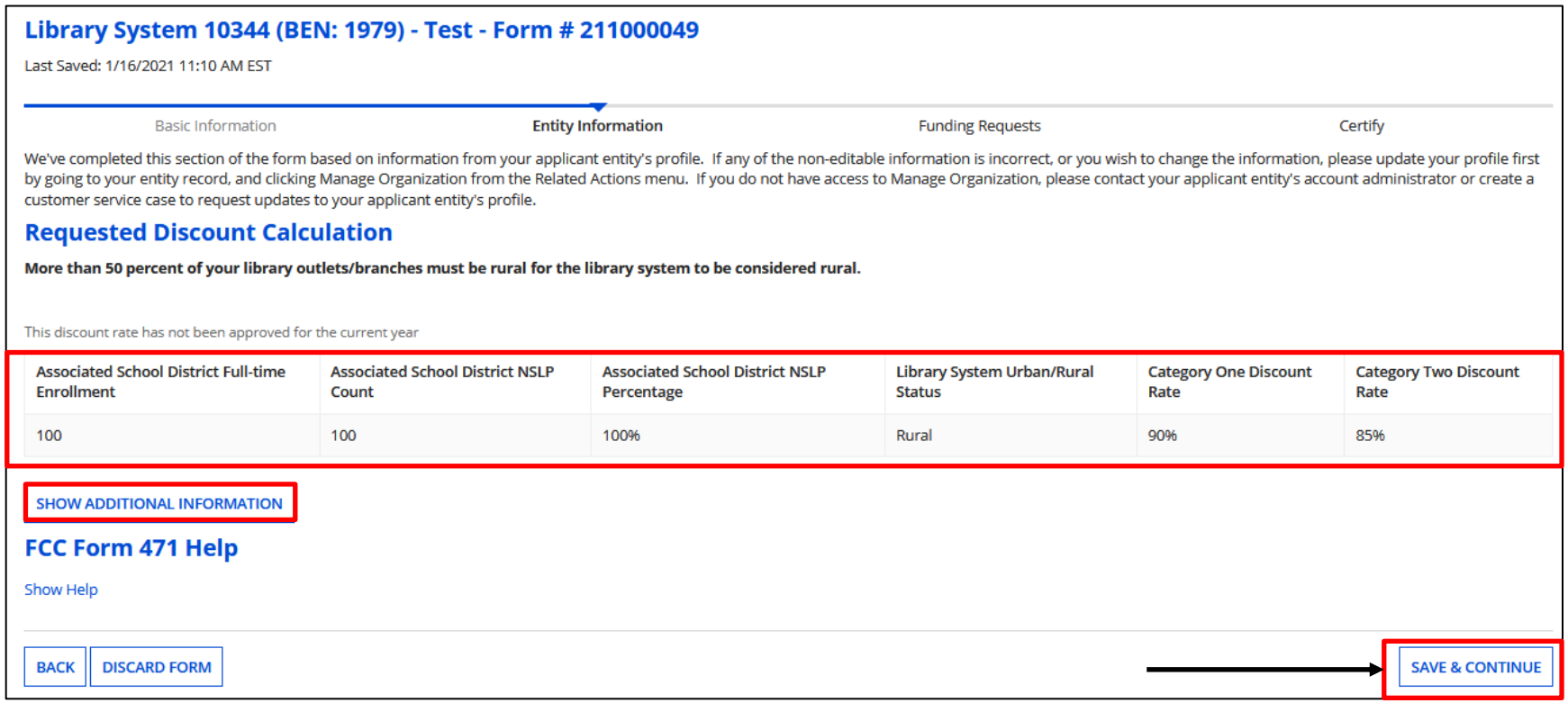
Show Help

BACK | DISCARD FORM | SAVE & CONTINUE

View “Related Entity Information”.

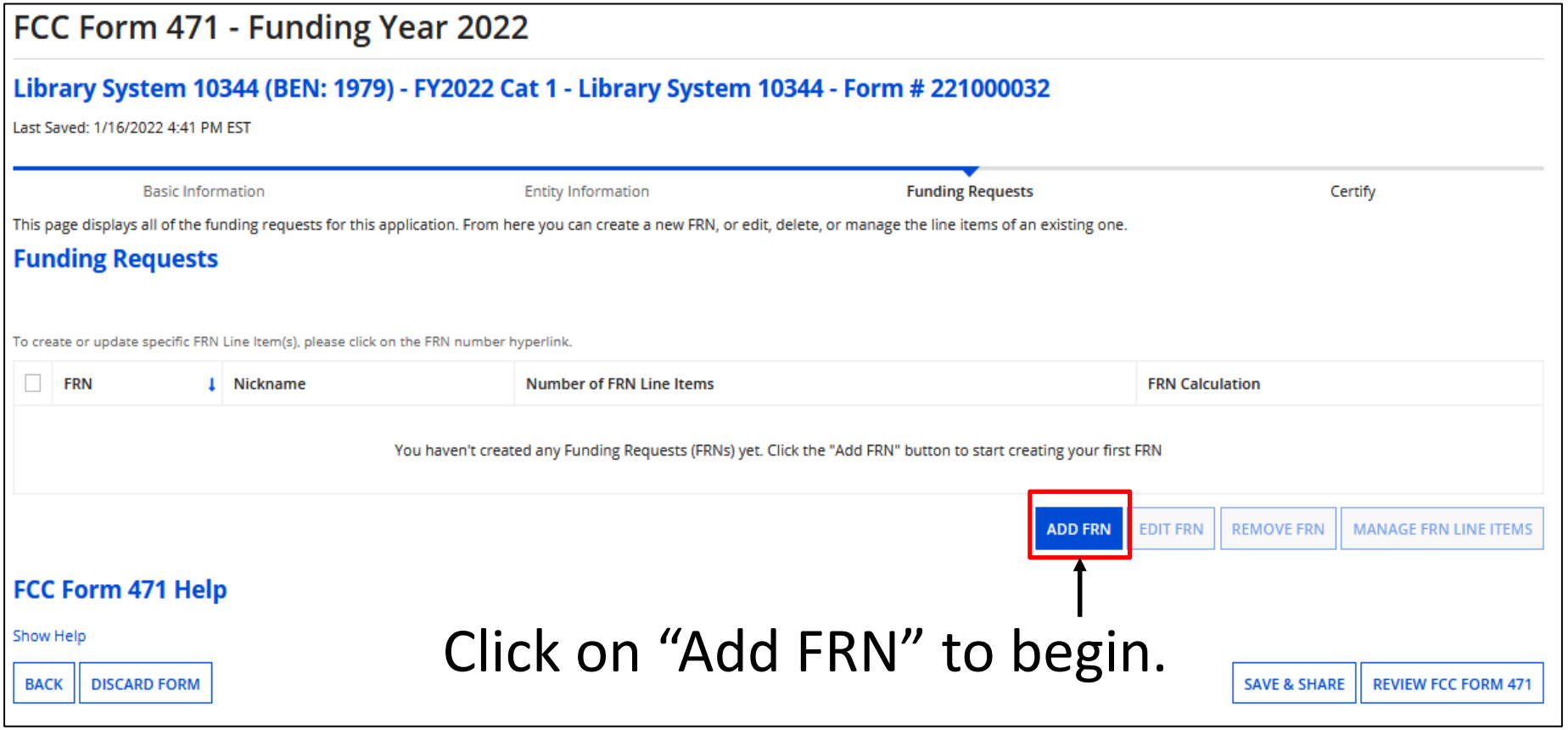
Click on “Save & Continue”.

Requested Discount Calculation



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.

Funding Requests – Part 1



Click on “Add FRN” to begin.

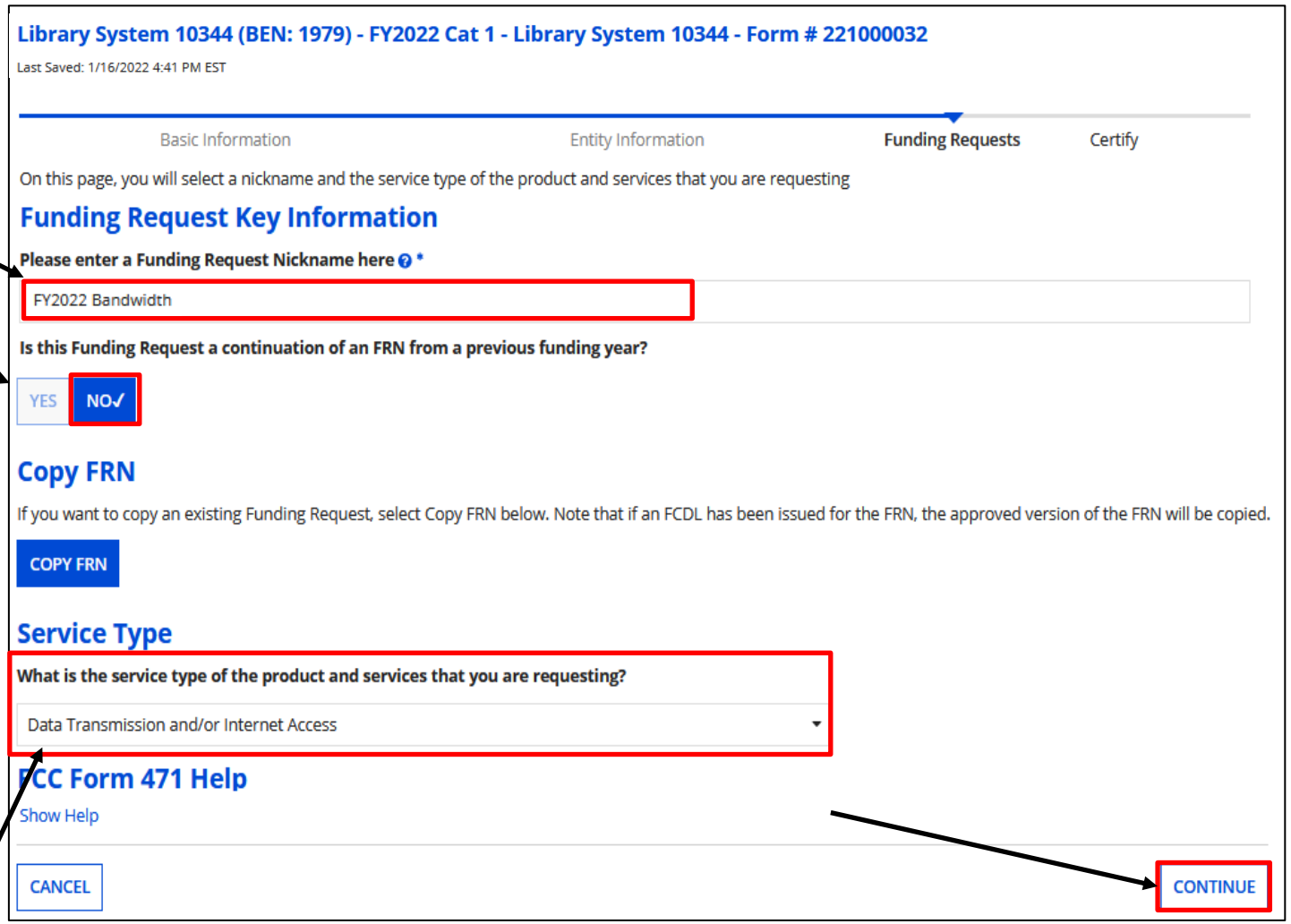
Note: “Part 1” is where we indicate how we’re purchasing and associate a contract if appropriate. “Part 2” is where we provide bandwidth info, the connection type, cost, and who’s using the service.

Funding Requests – Part 1

Enter a nickname for the FRN.

Choose “No” if this is a new funding request.

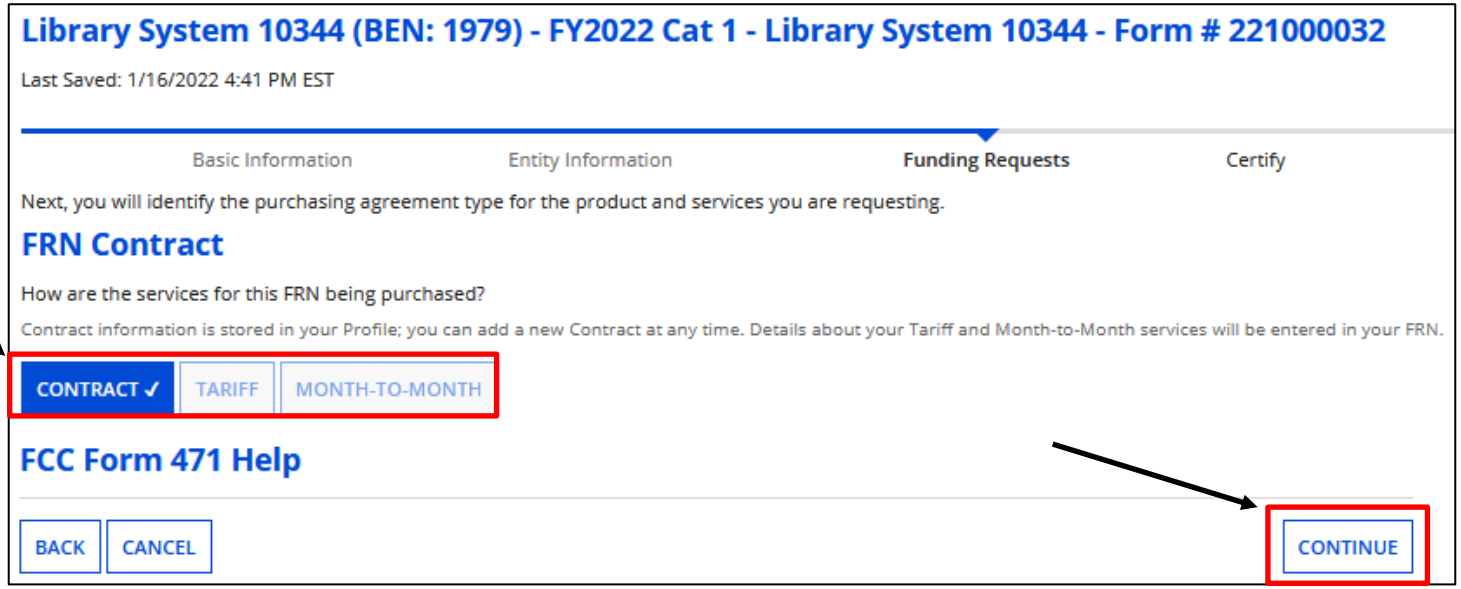
“Copy FRN” **will be covered shortly….**

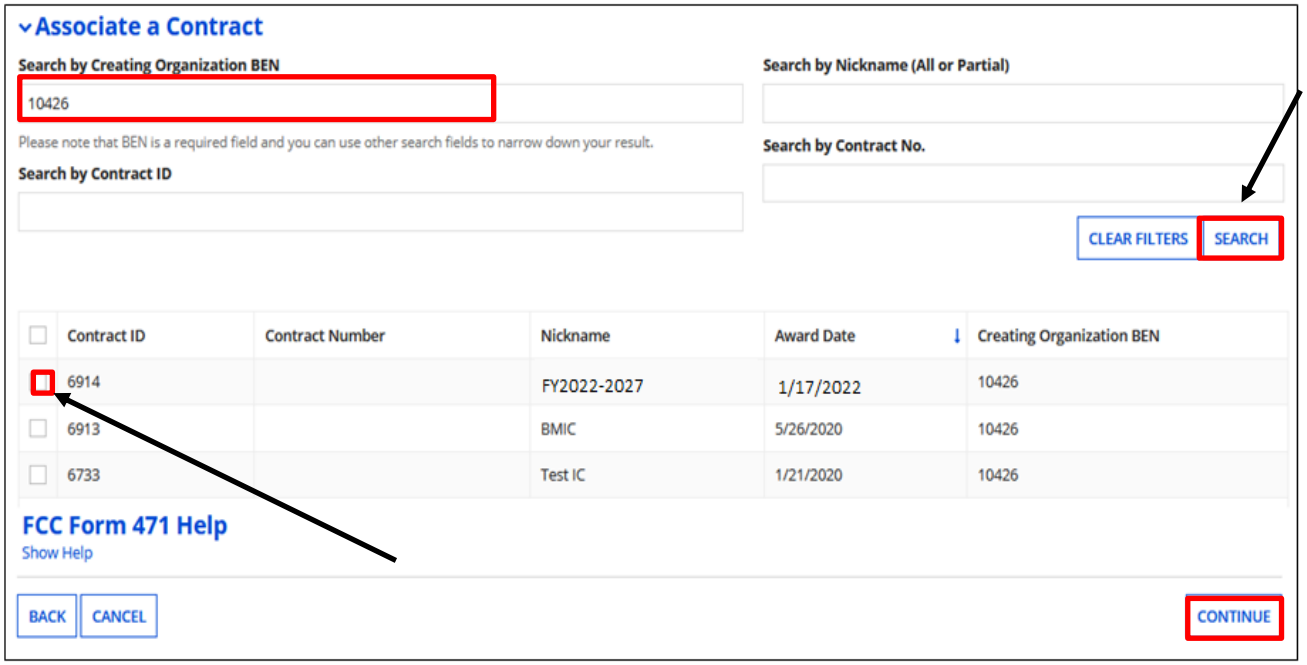


“Data Transmission and/or Internet Access” auto-populates, click on “Continue”

Funding Requests – Part 1

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





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

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

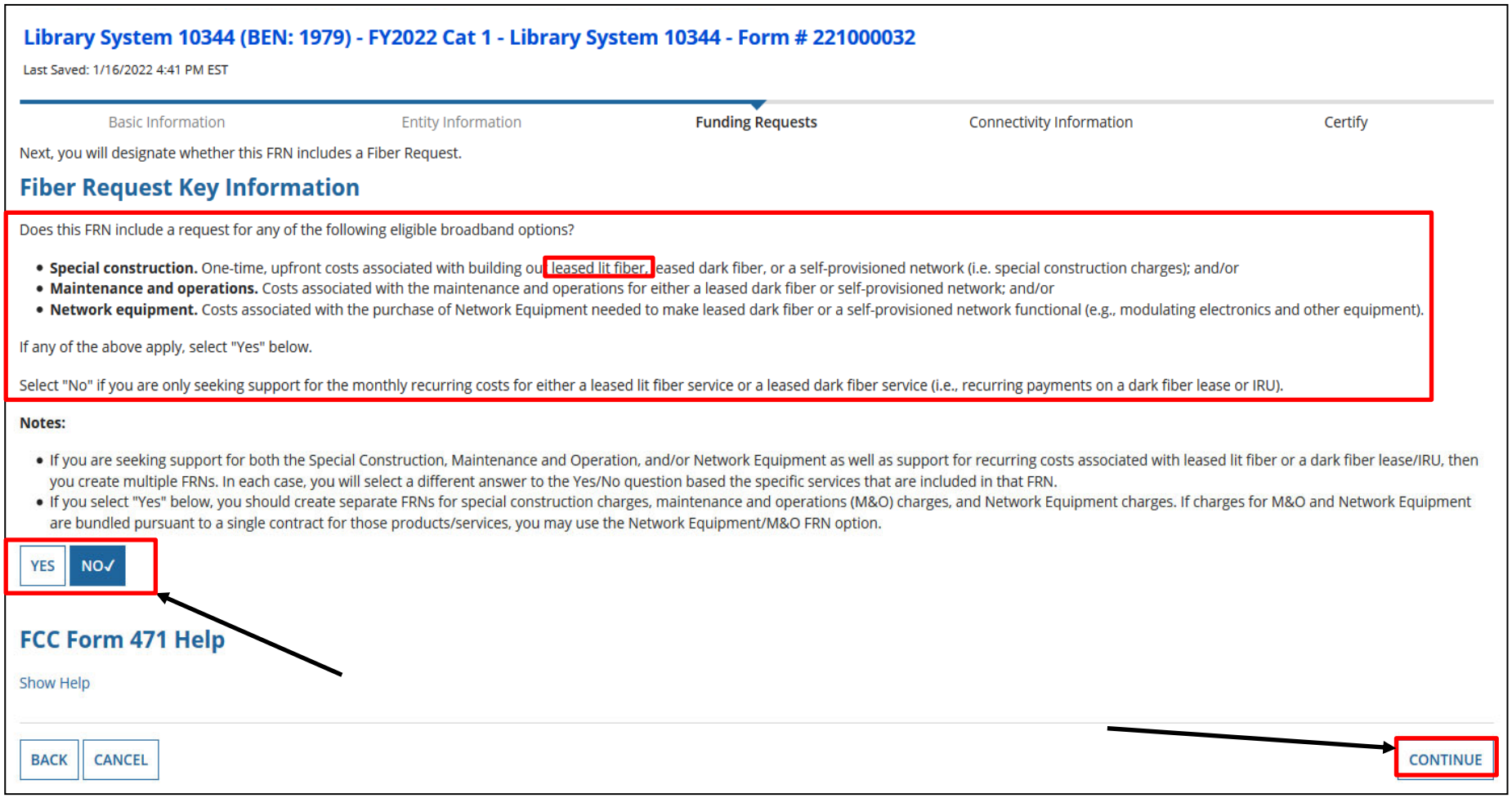
Contract Summary

Verify the service start date, that's auto-populated. The default is 07/01/2022 for upcoming funding year.

Enter the date the contract expires for the current term of the contract, <u>not including extensions</u>.

Once completed, click on "Continue"

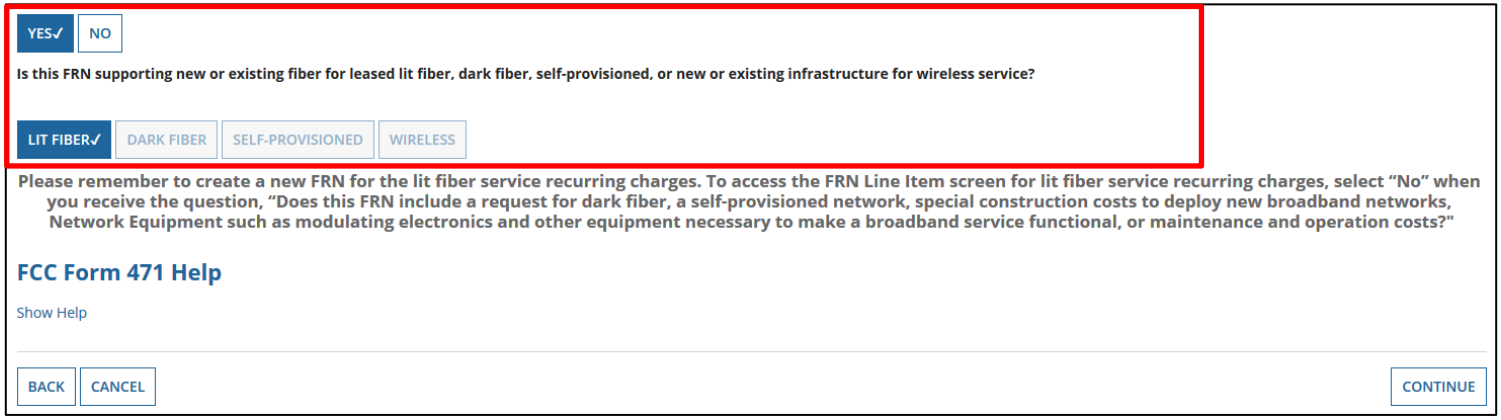
Funding Requests – Part 1



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

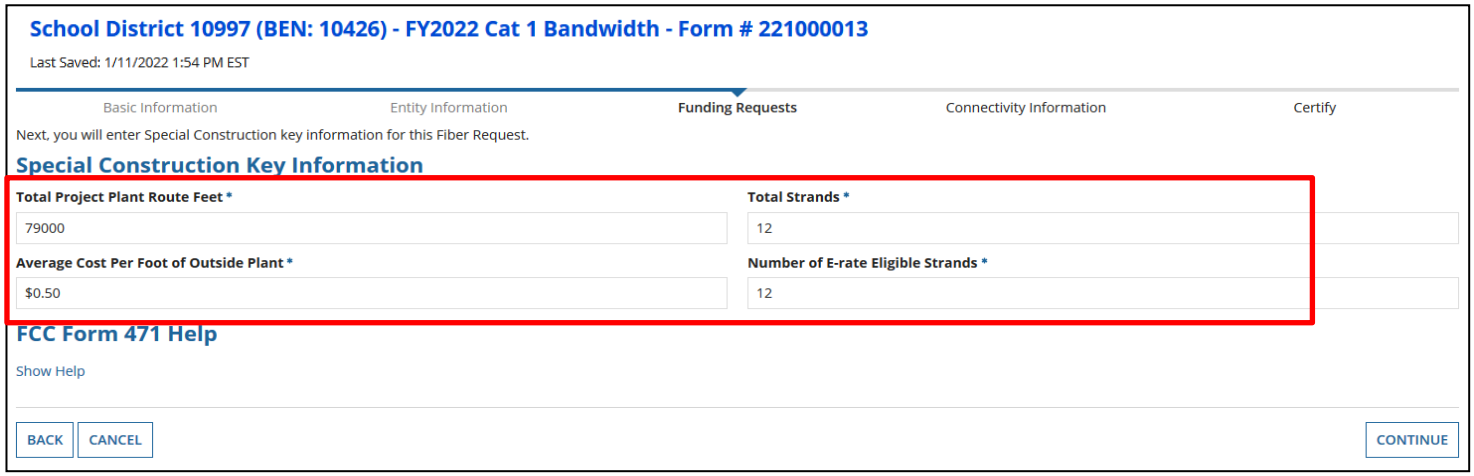
Funding Requests – Part 1

View if you indicate “Yes”

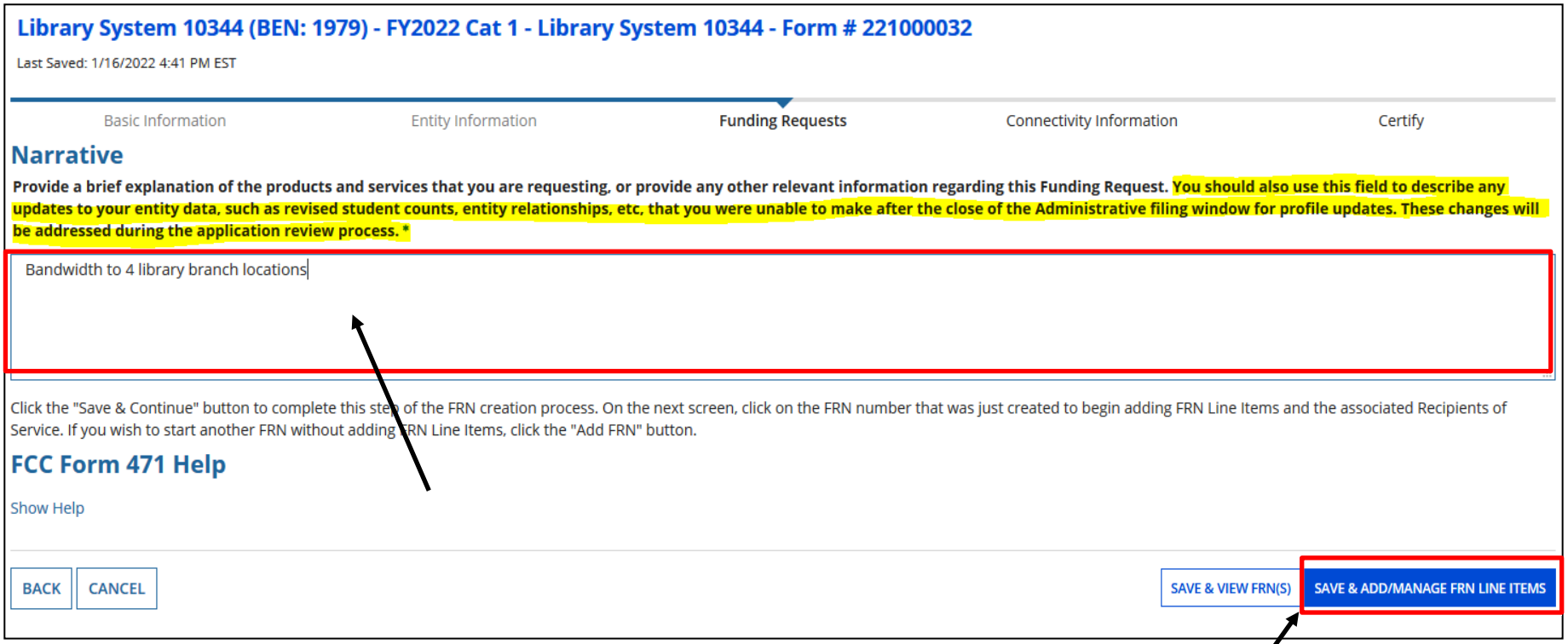


Choose the fiber type and click “Continue”. Note: you will be reminded to create a separate funding request for the recurring service and/or network equipment.

You will indicate distance, total strands, and number of E-Rate eligible strands. You will then complete the steps to provide a description in the narrative and enter the “One-time Cost”.



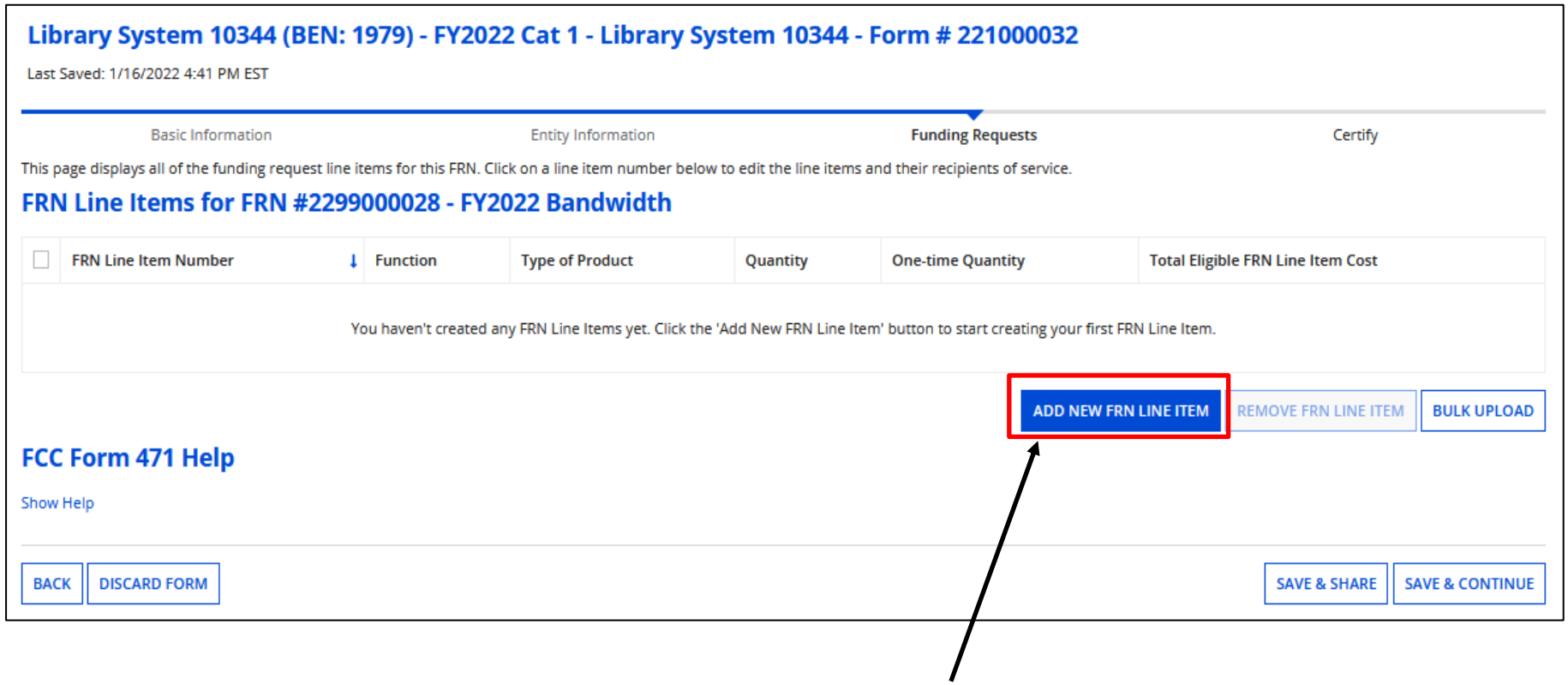
Funding Request Narrative



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

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

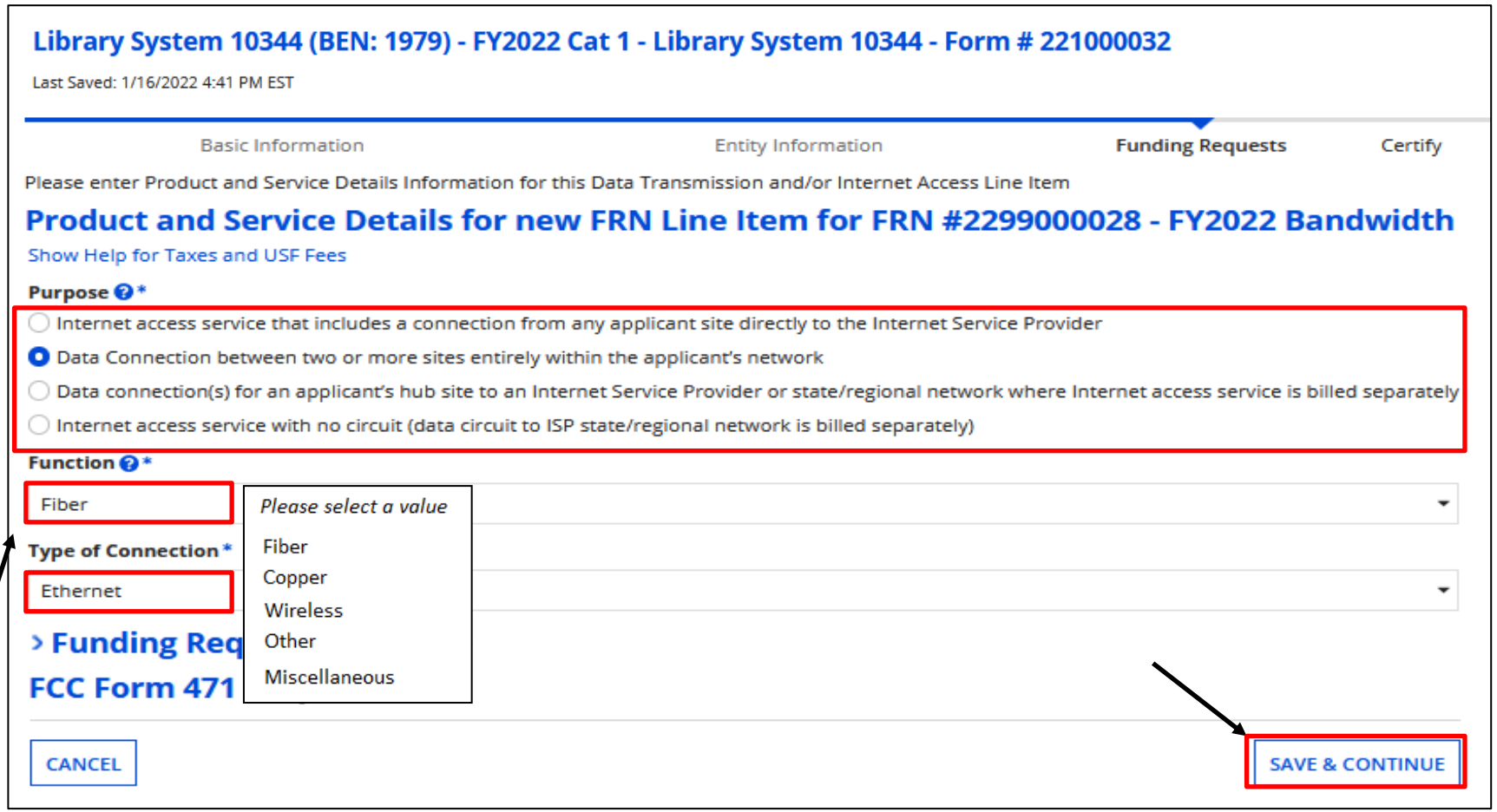
Adding FRN Line Items



Click on “Add New FRN Line Item”.

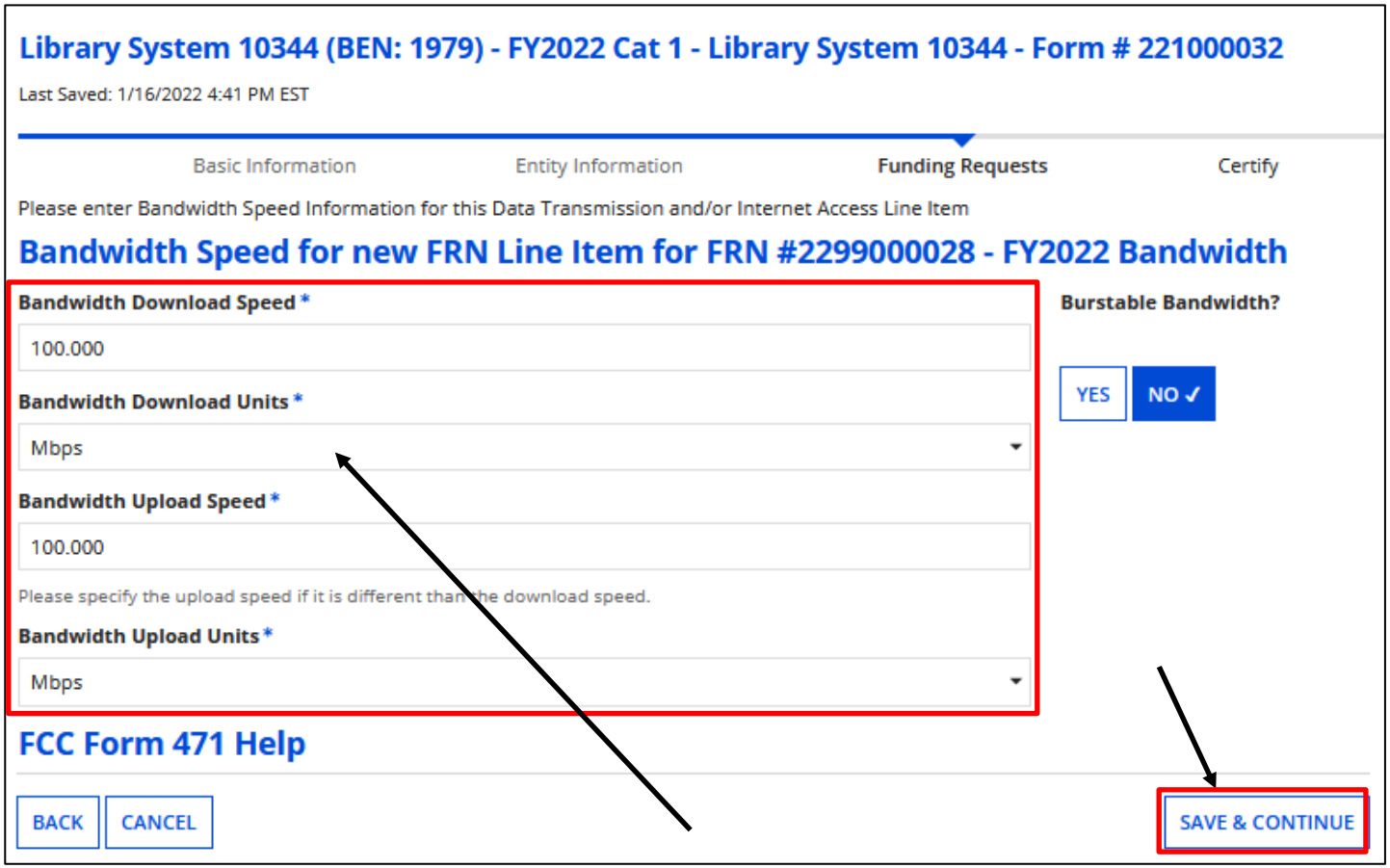
Keep in mind, an FRN may have several line items that make up the total funding request, depending on the products or services you are purchasing.

Product/Service Details



Select the "Purpose", "Functions", and "Type of Connection" then click on "Save & Continue". **Note:** if this is a circuit connecting a branch location to your main library, choose the second "purpose". If it's service directly to the branch from the ISP, choose the first one.

Bandwidth Speeds

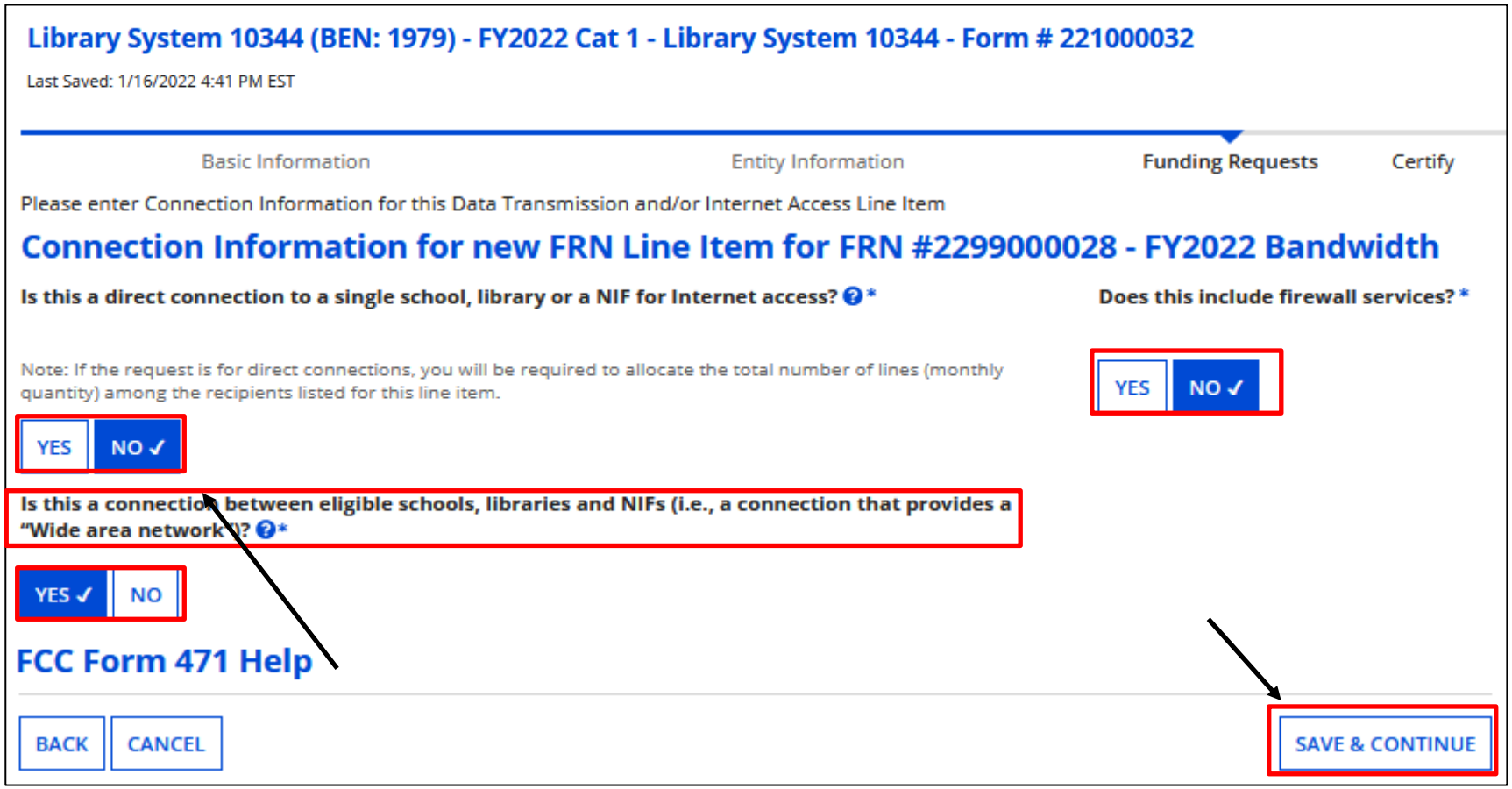


Enter Bandwidth Speed Information, indicating if the bandwidth is burstable, then click on ”Continue”.

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

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

Connection Information



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

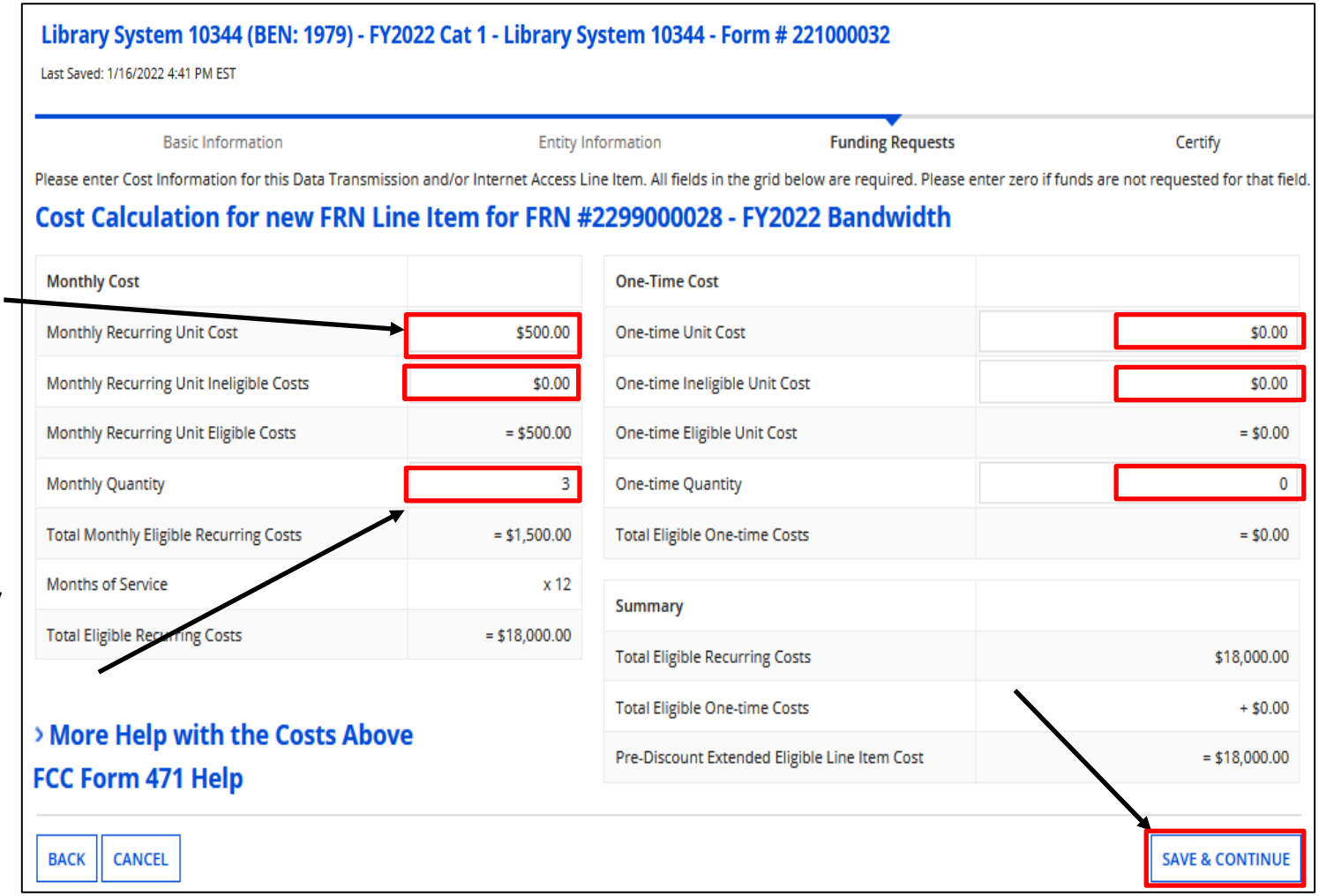
Note: The system will not allow you to answer “Yes” to both questions displayed on the left-hand side above. If you do, you will receive an error message.

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

Cost Calculations

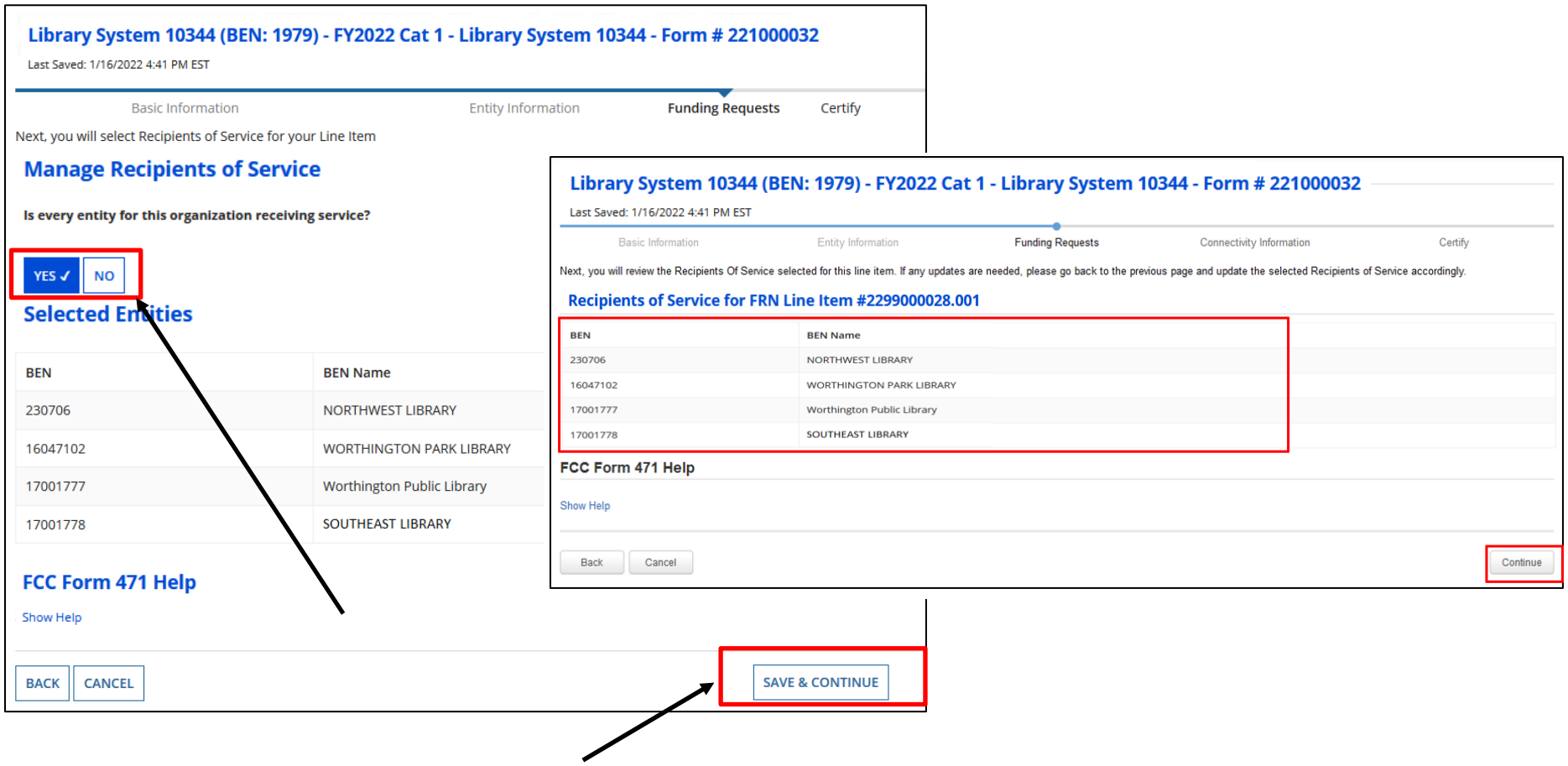
Enter cost information. Fields cannot be left blank. If there is no cost, enter zero.

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



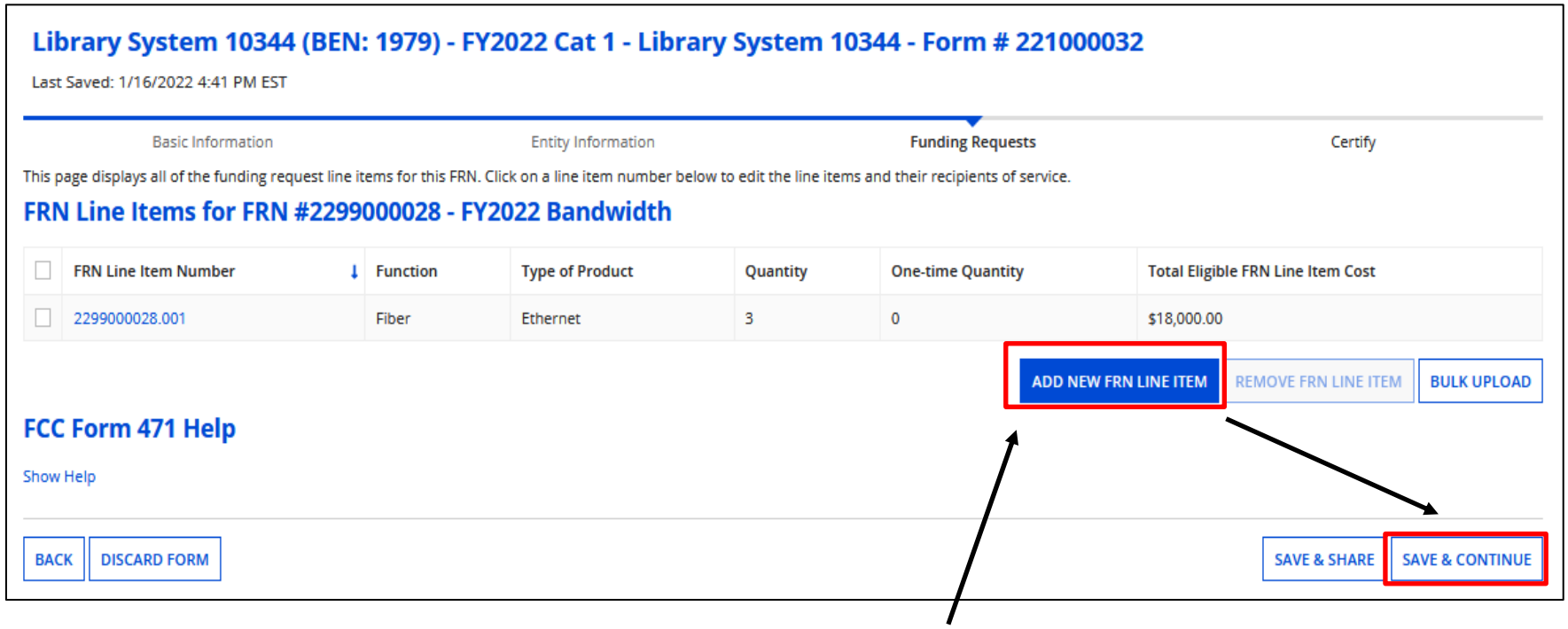
When completed, click on "Save & Continue"

Manage Recipients of Service – Shared Service



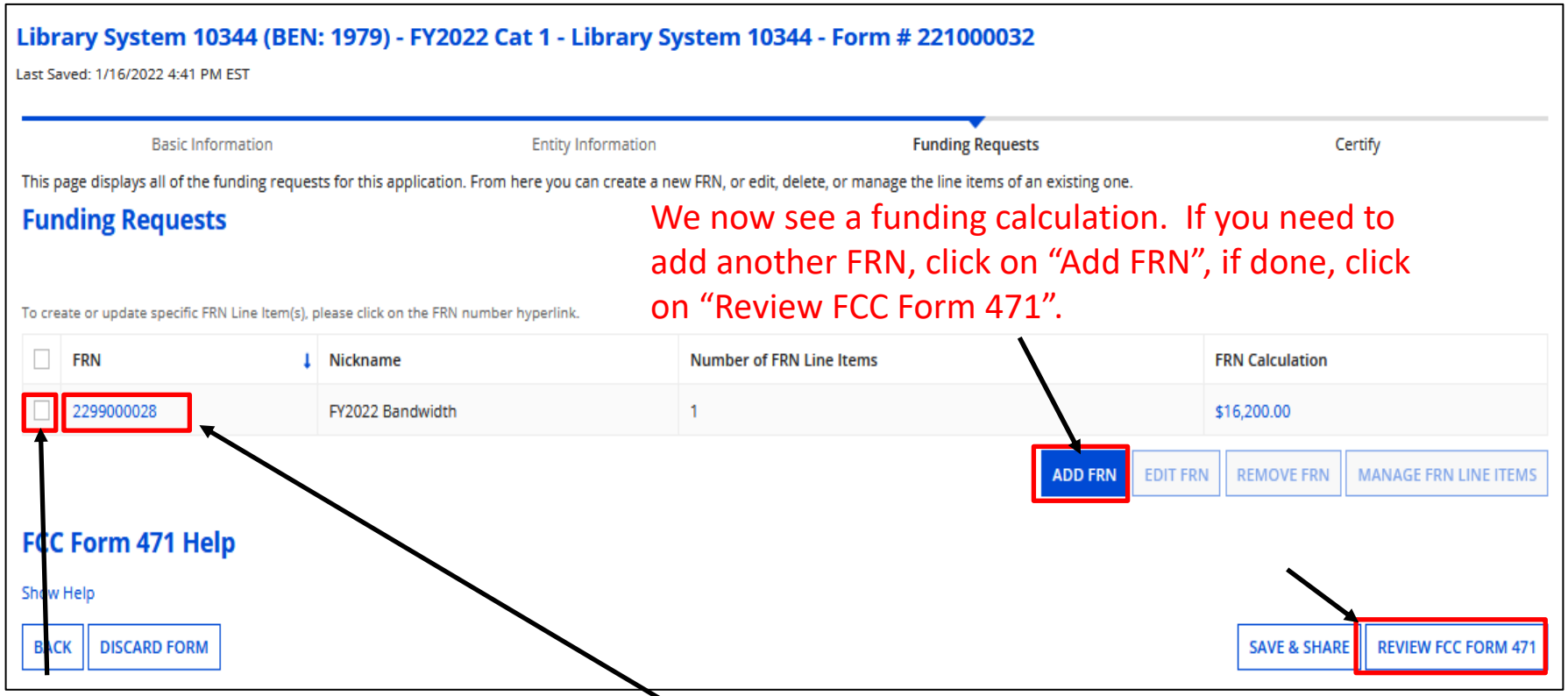
Indicate which entities will receive service for this line item. If all entities will receive service, click on ”Yes”, then “Save & Continue”. You’ll then see a confirmation of recipients.

Adding FRN Line Items



When done adding line items, click on “Save & Continue”.

Funding Requests

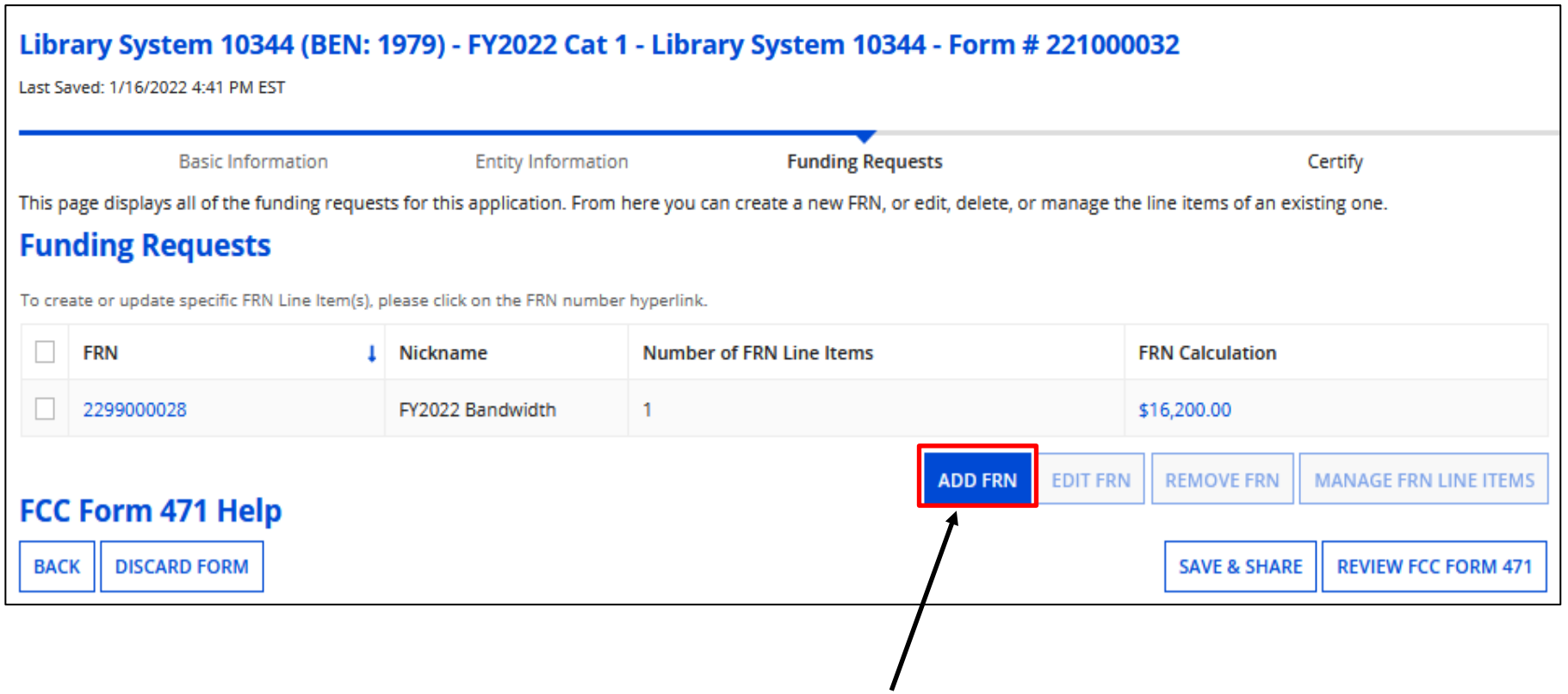


If you need to edit the FRN (Contract information, Service Start Date or Expiration Date, or Narrative) click the box, and then "Edit FRN".

If you need to edit the FRN Line Items (Costs, bandwidth amounts, Recipients of Service) click on the FRN number hyperlink, and then the Line Item Number.

Adding Month to Month Funding Request

Funding Requests



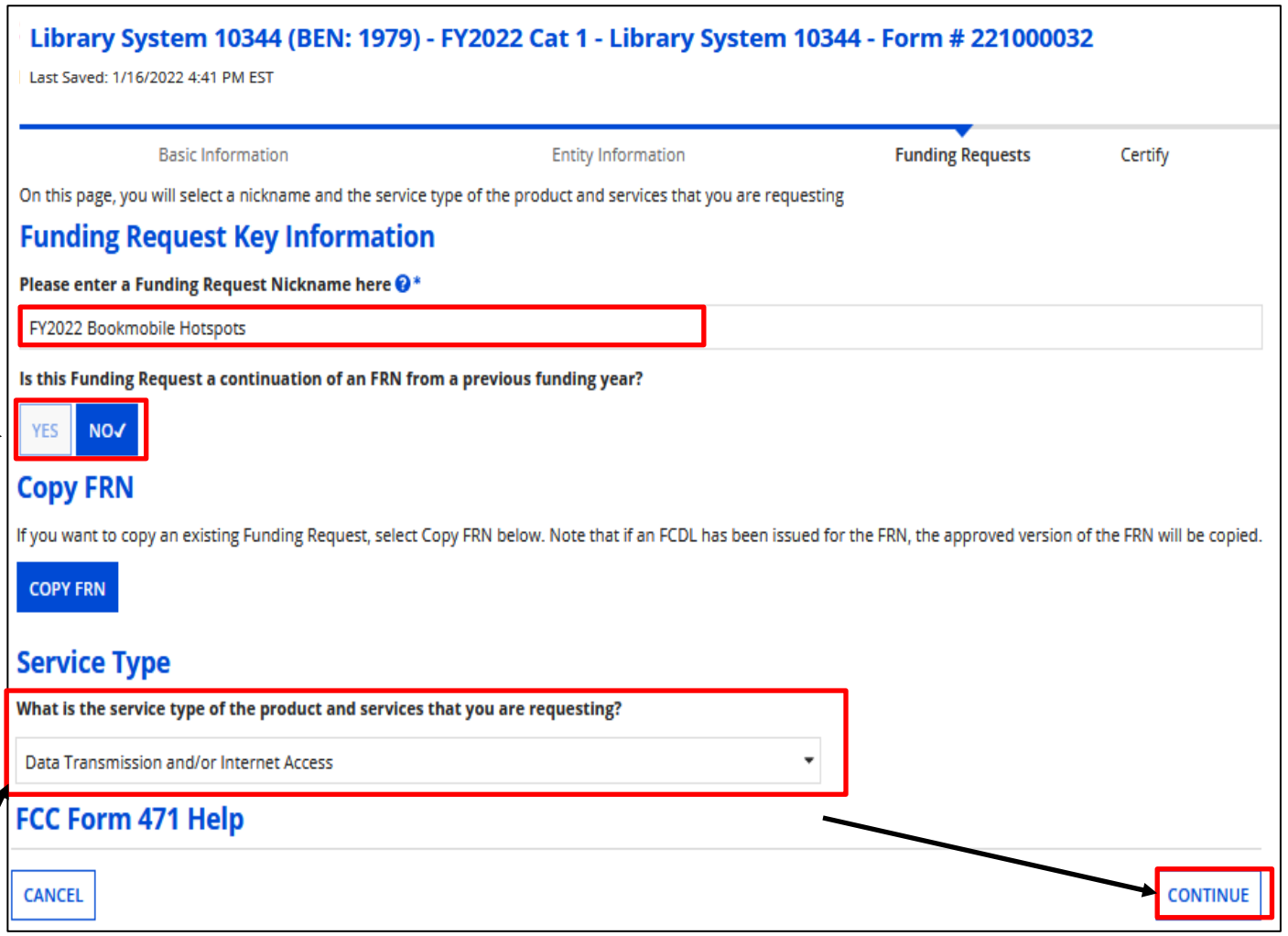
Click on “Add FRN” to begin.

Funding Requests

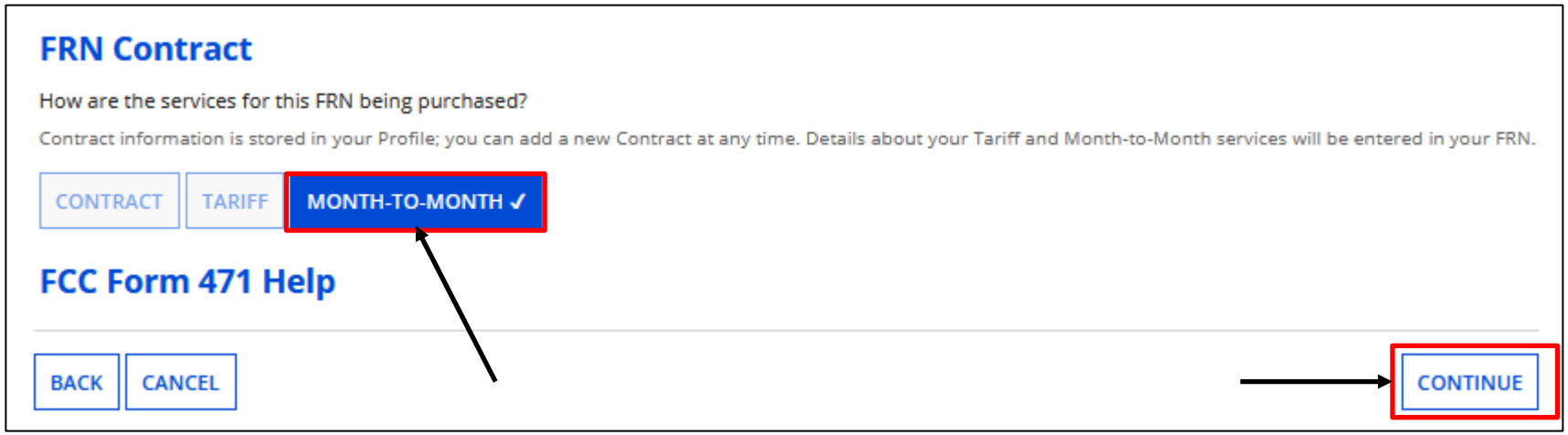
Enter a nickname for the FRN.

Choose “No” for MTM.

Do not select “Copy FRN”



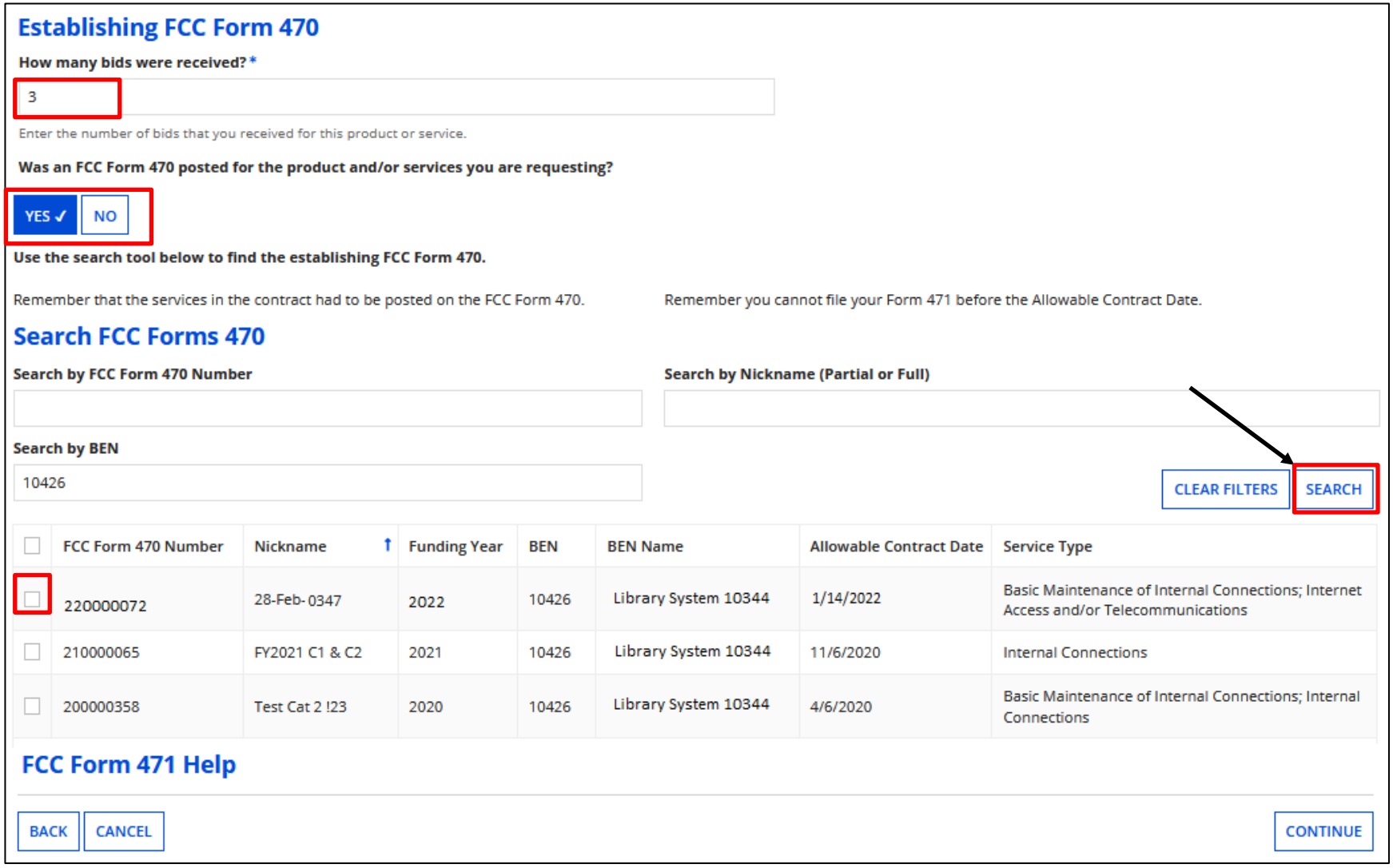
Click on the pull-down to choose “Data Transmission and/or Internet Access” if it doesn’t auto-populate, and then click on “Continue”



Choose Month-to-Month. Because there is no contract with MTM, you would not have uploaded a contract, so we still need to provide the Form 470 information. Click on “Continue”.

<u>MTM cellular data plans requires you file a Form 470 annually!!</u>

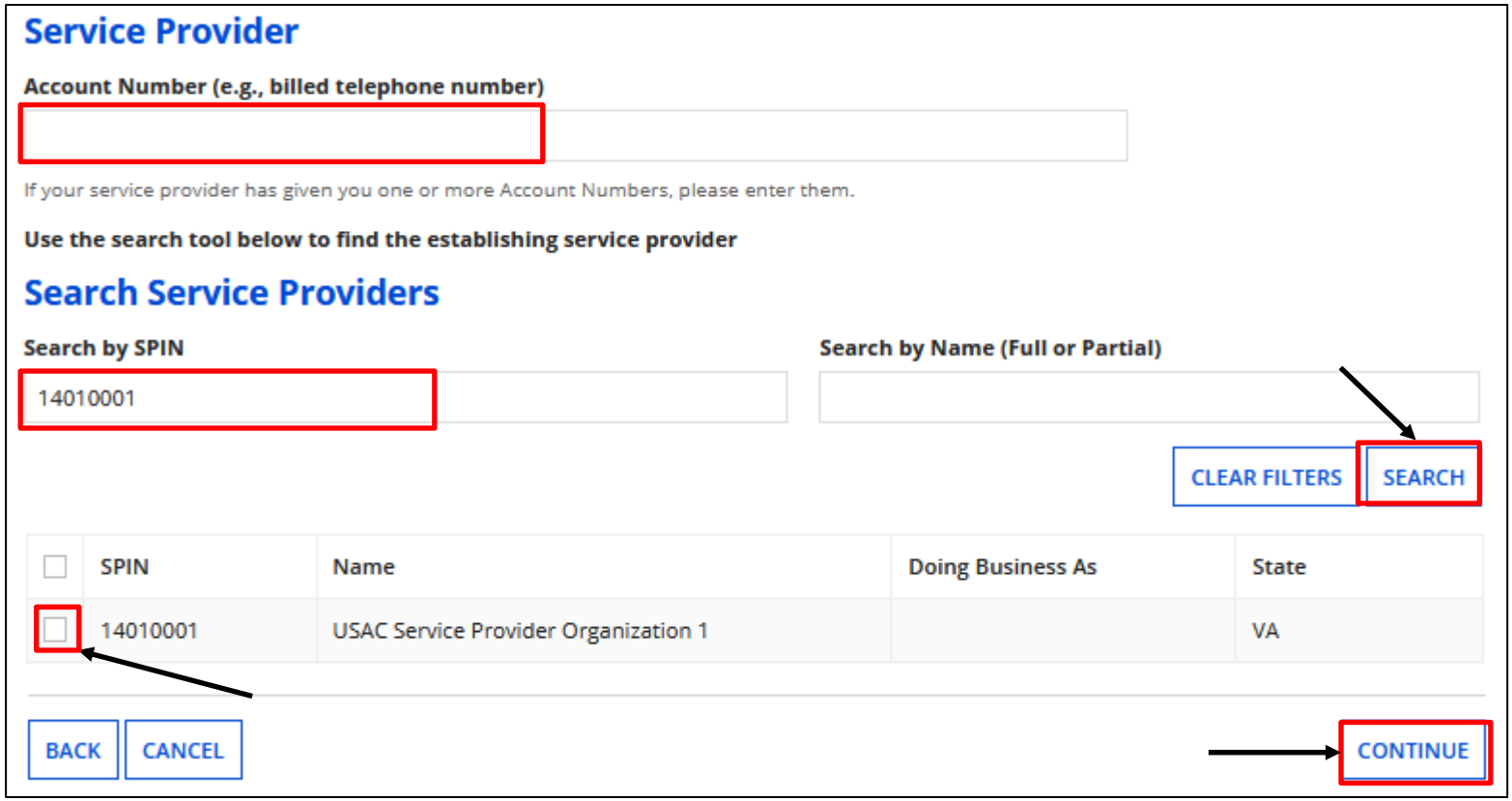
Establishing Form 470



Enter the number of bids received and select “Yes” indicating a Form 470 was filed.

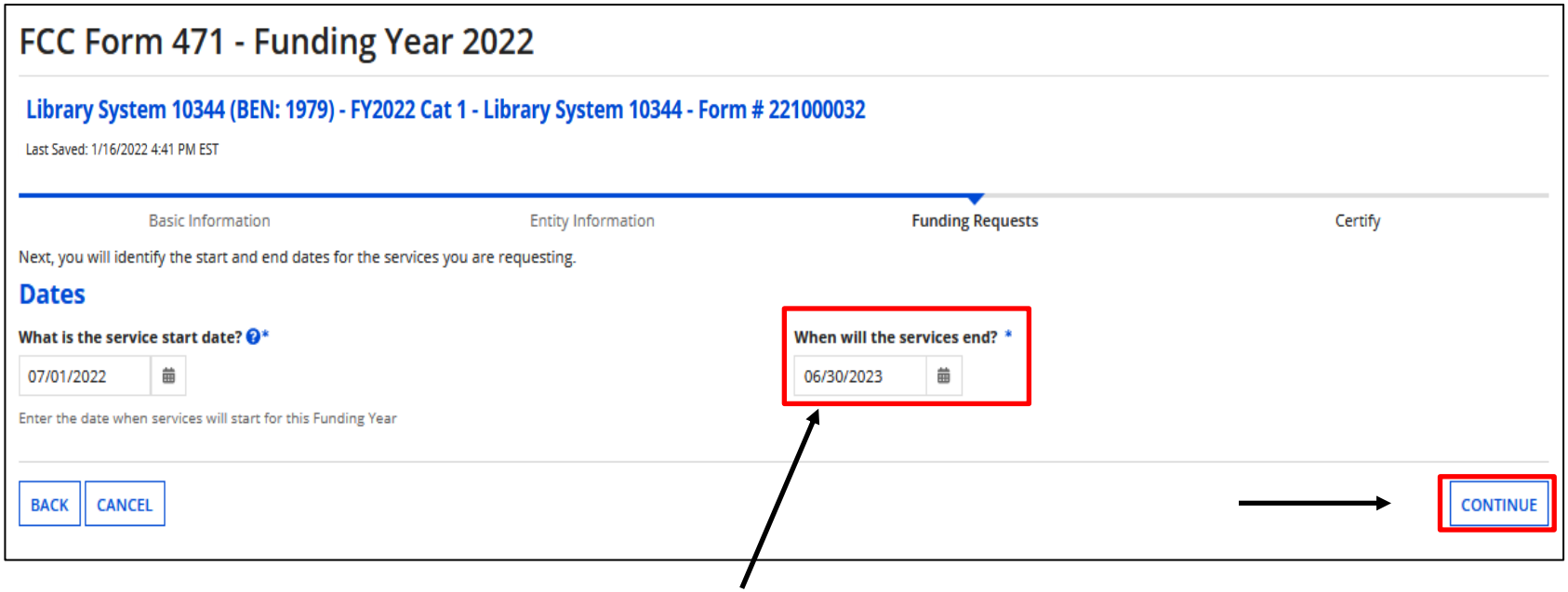
Click on “Search” for your Form 470 and check the box to the left to choose the form that includes the service type requested.

Choose Service Provider



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

Funding Requests



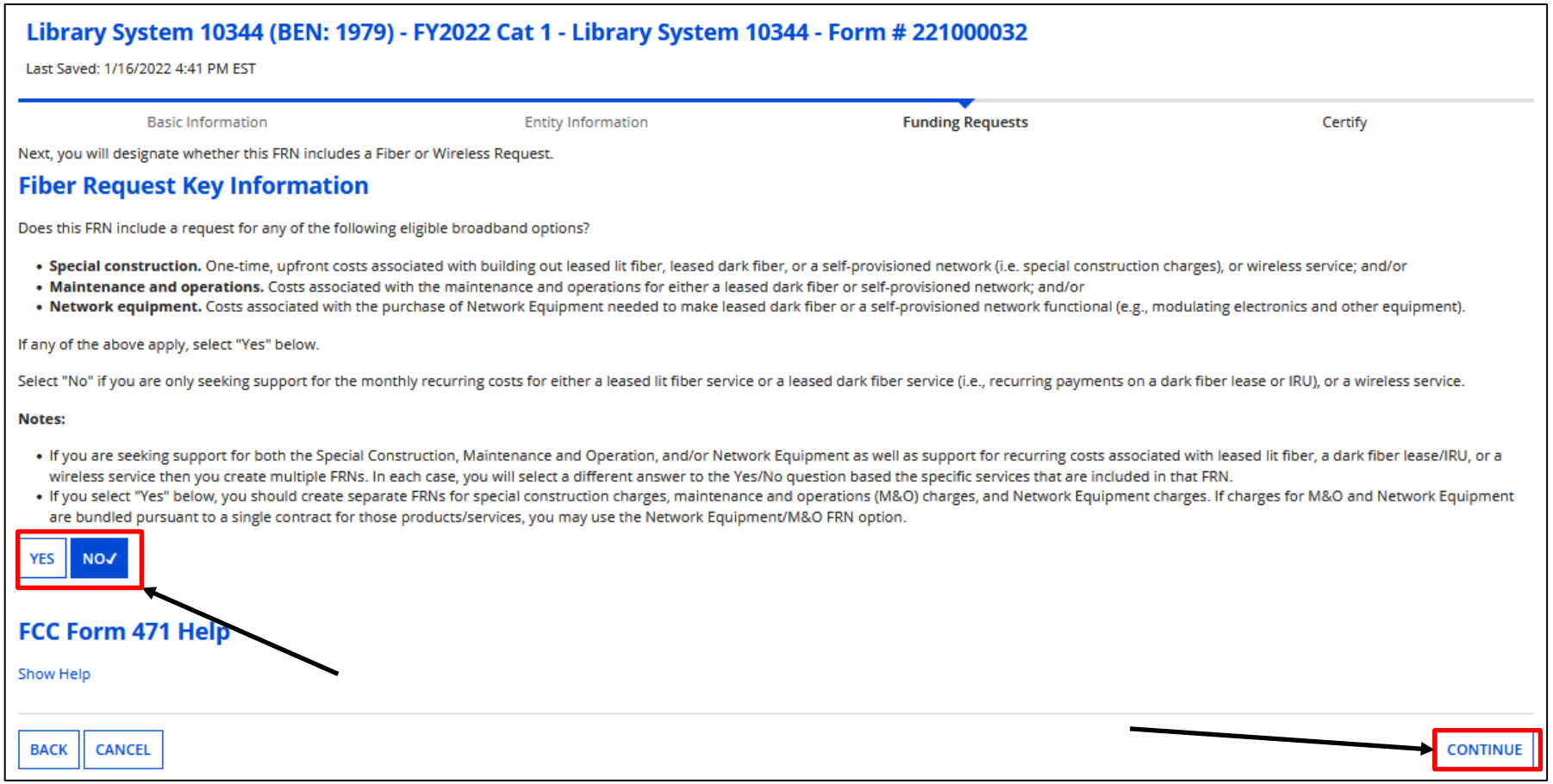
The Service Start Date will auto-populate for the start of FY2022. Enter the Service End Date. The date cannot be after 6/30/2023 for month-to-month service. Click on ”Continue”

Funding Requests

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

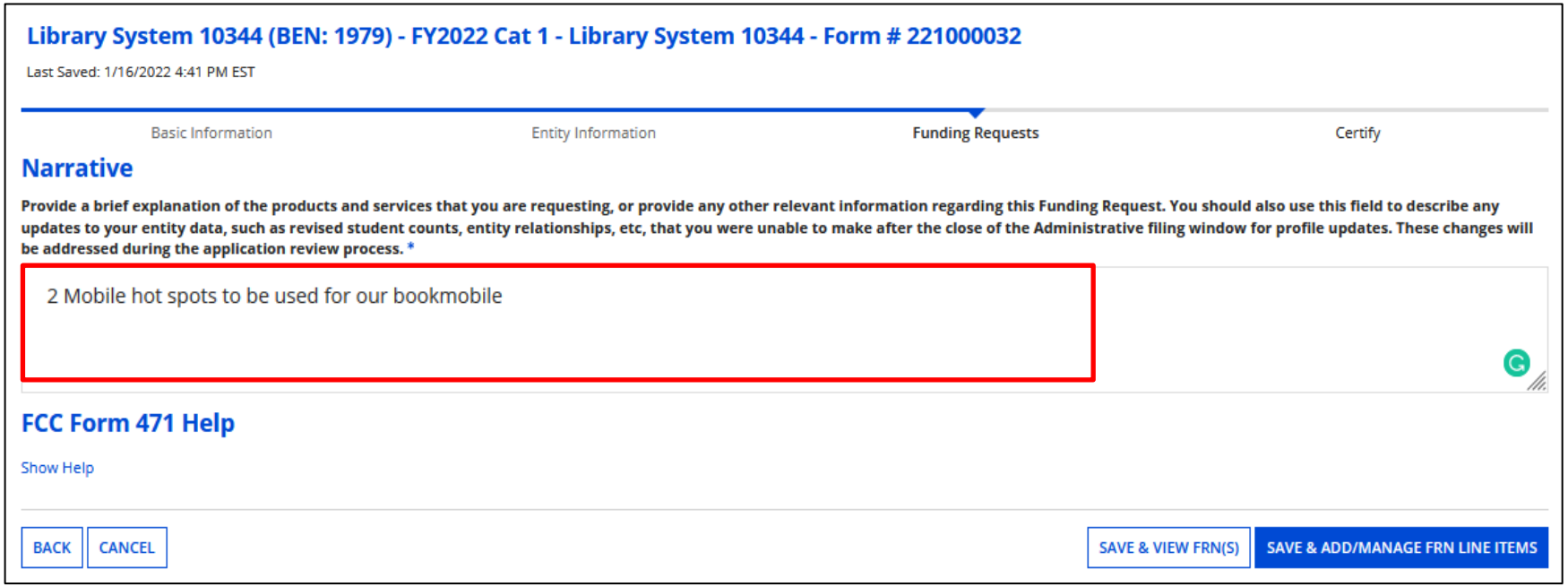
Click on “Continue”.

Funding Requests



Select “No” and click on ”Continue”

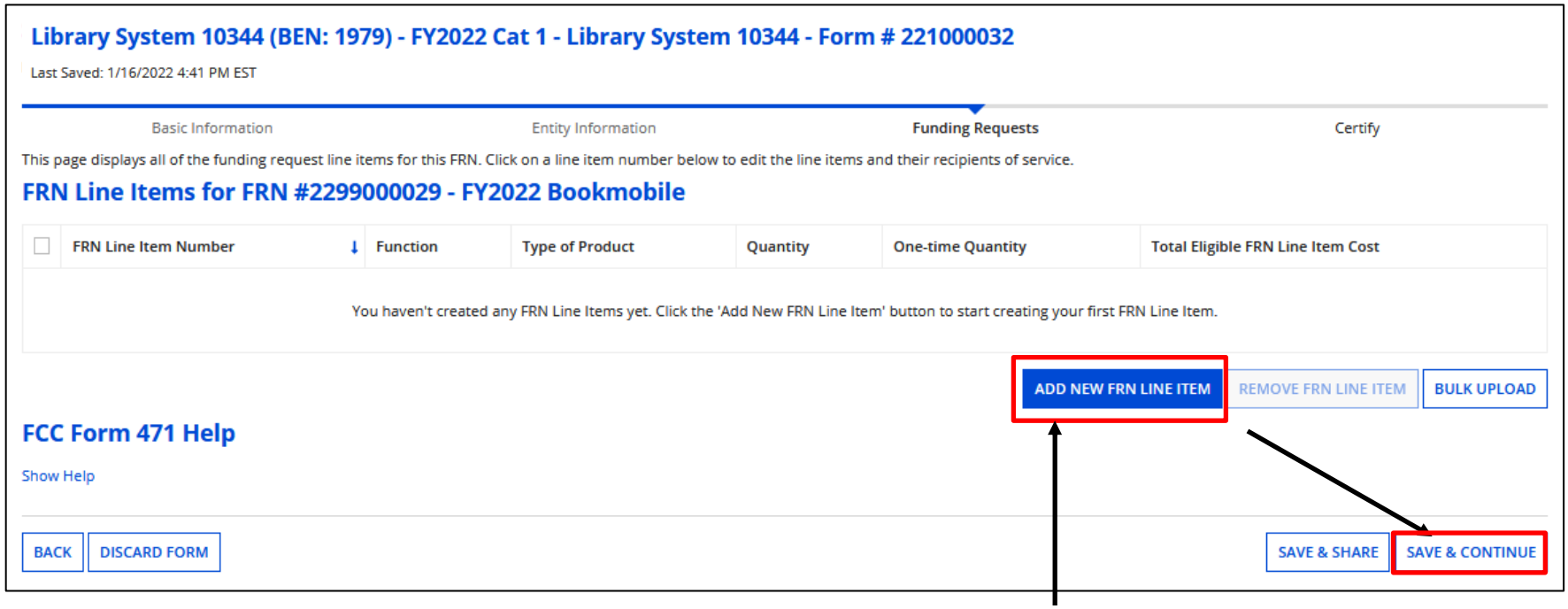
Funding Request Narrative



Provide a narrative to describe the service.

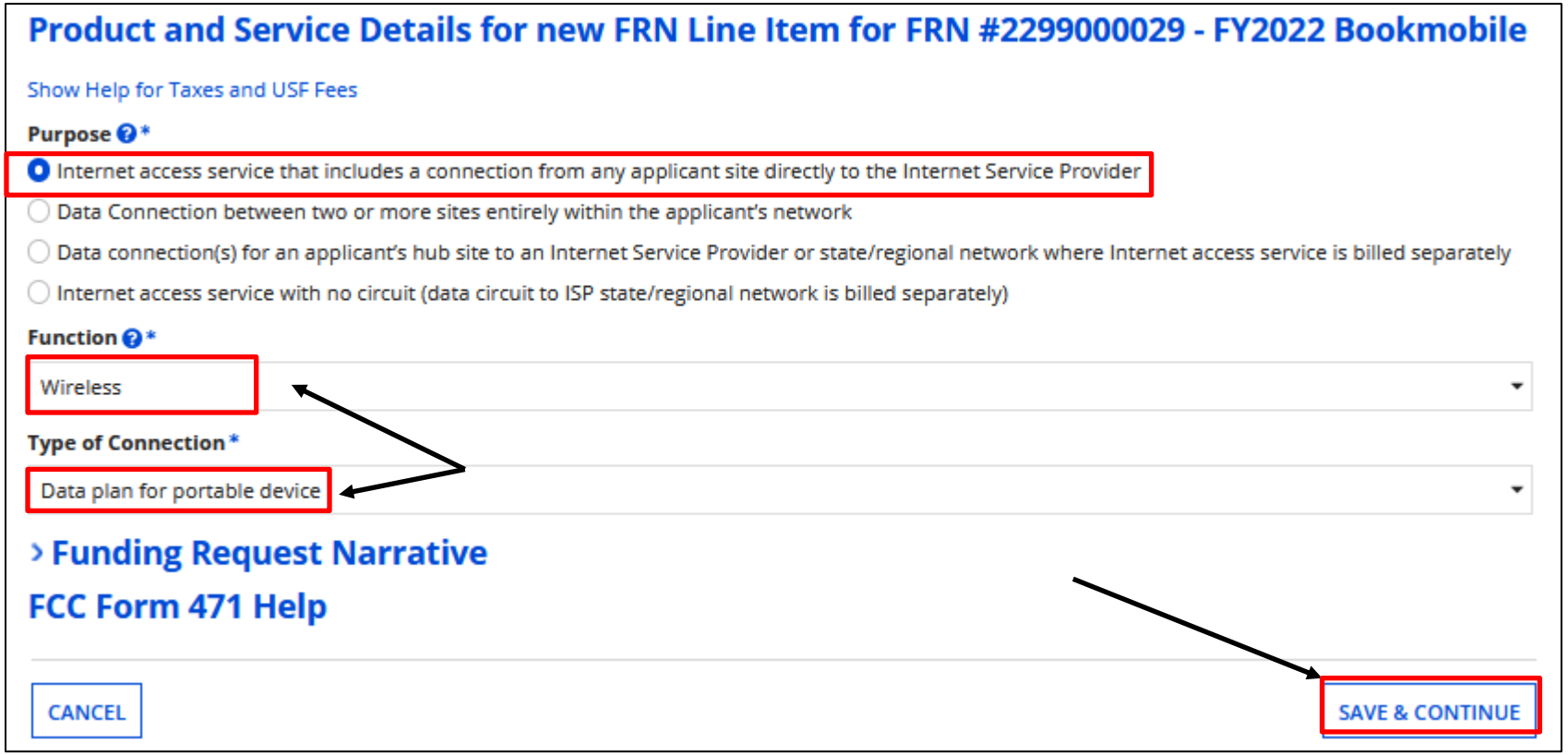
Click on “Save & Add/Manage FRN Line Items”.

Adding FRN Line Items



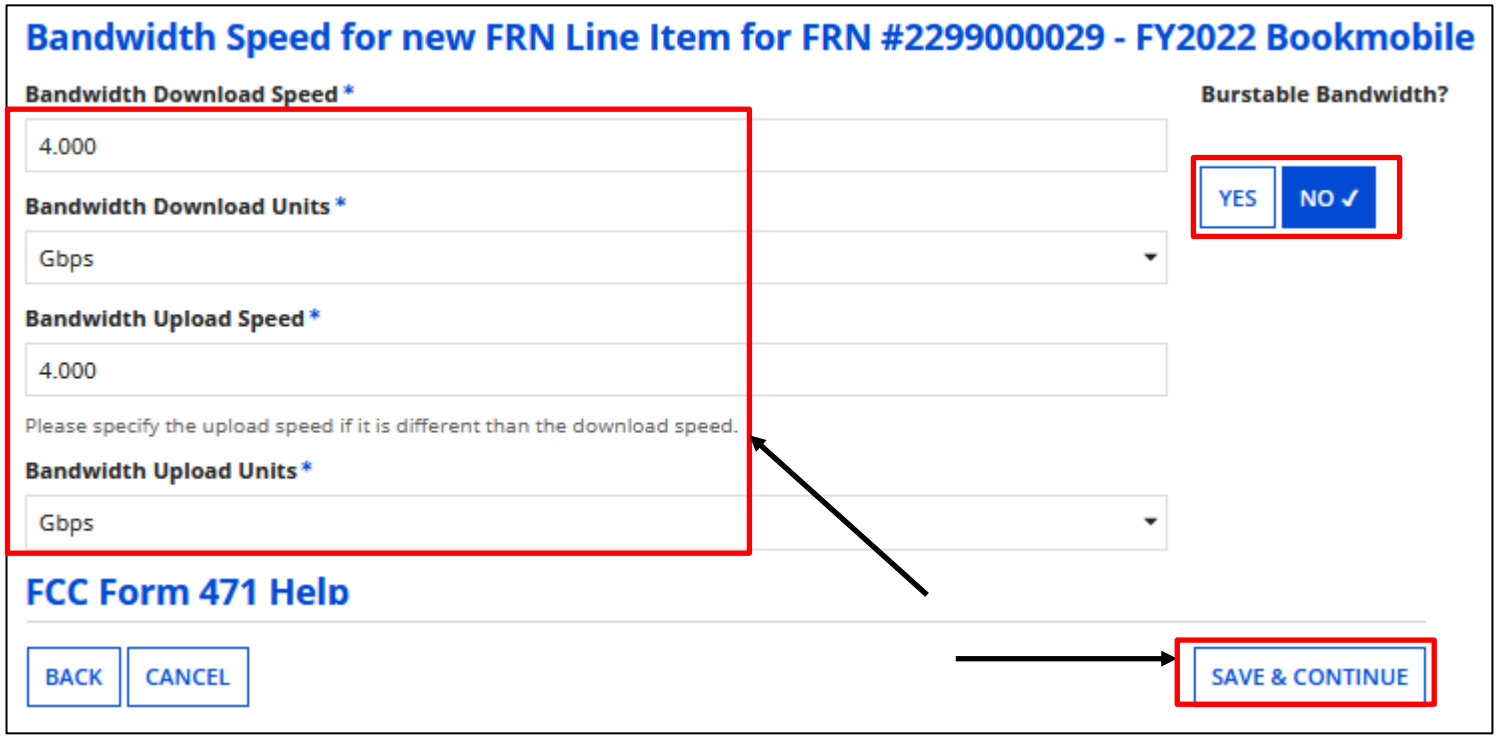
Begin by clicking on “Add New FRN Line Item” to add cost information.

Product/Service Details



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

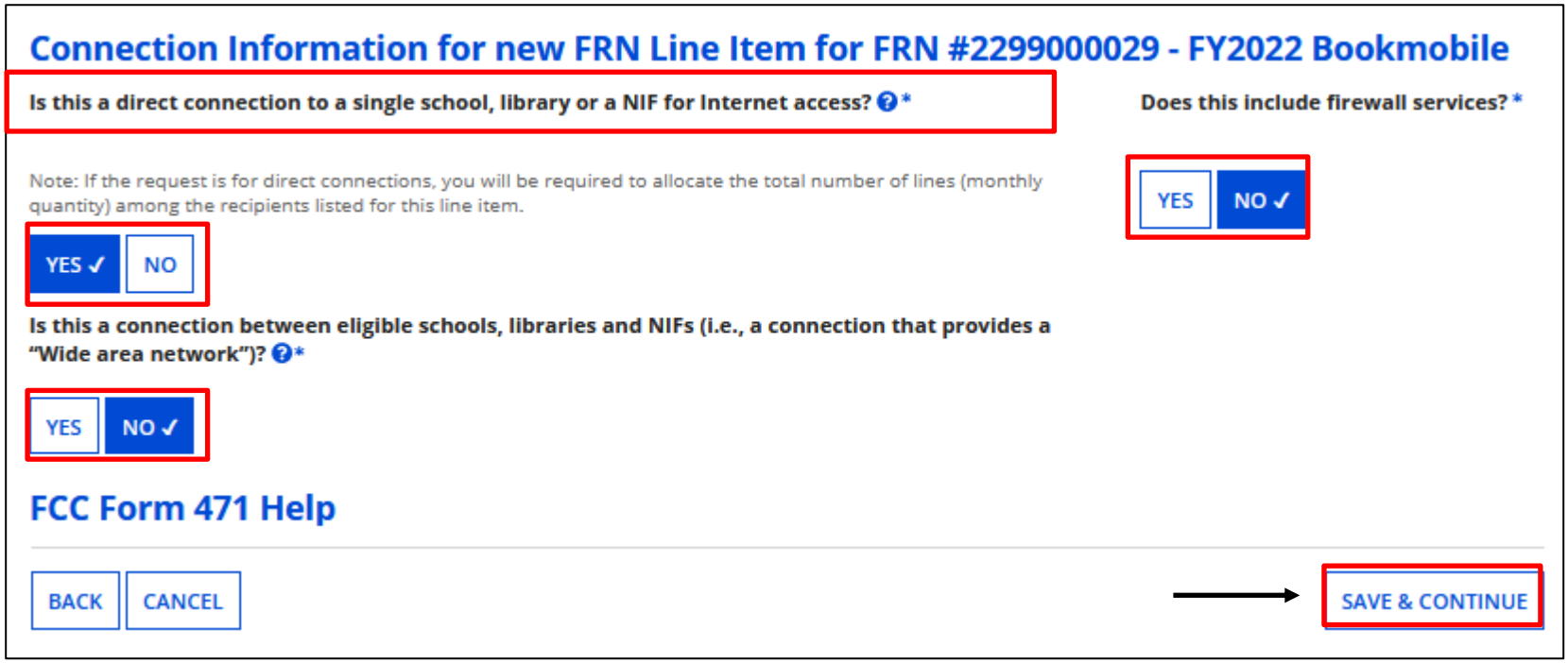
Bandwidth Speeds



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

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

Connection Information



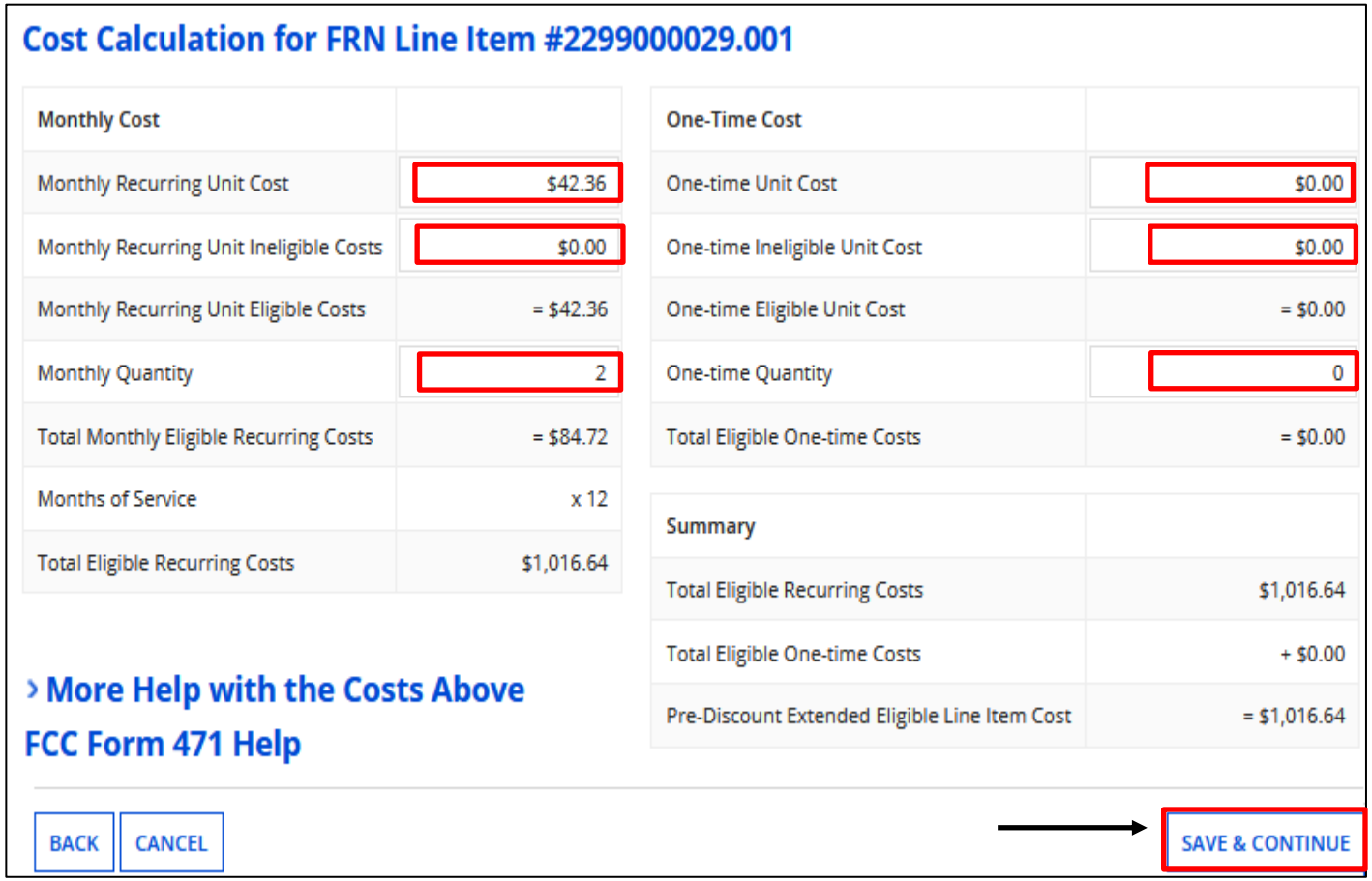
Provide Connection Information, and firewall inclusion. When done, click on ”Continue”.

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

Cost Calculations

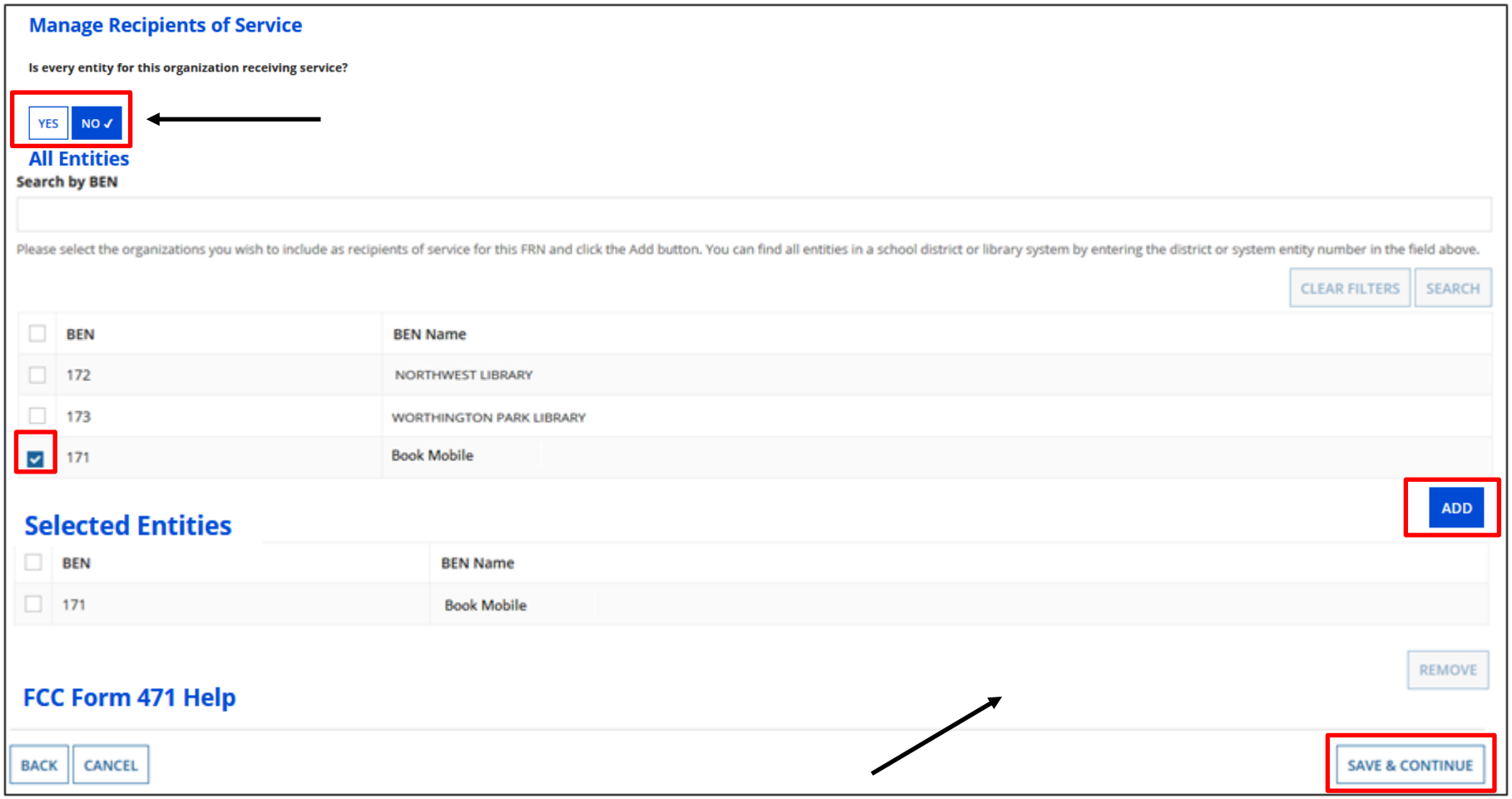
Enter cost information. Fields cannot be left blank. If there is no cost, enter zero.

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



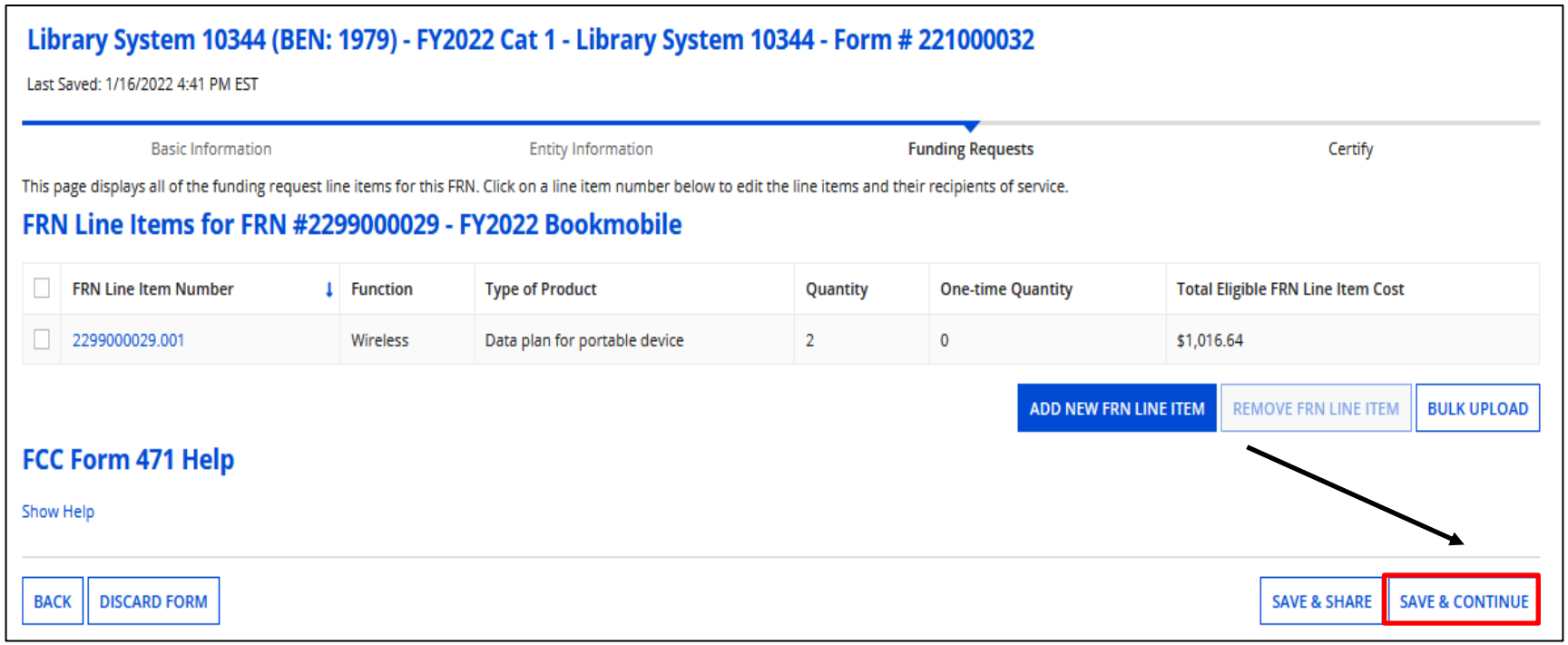
When completed, click on "Save & Continue"

Manage Recipients of Service – Shared Service



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

Adding FRN Line Items



When done adding line items, click on “Save & Continue”.

Copying FRN

Start by clicking on "Add FRN" as before:

Copy FRN

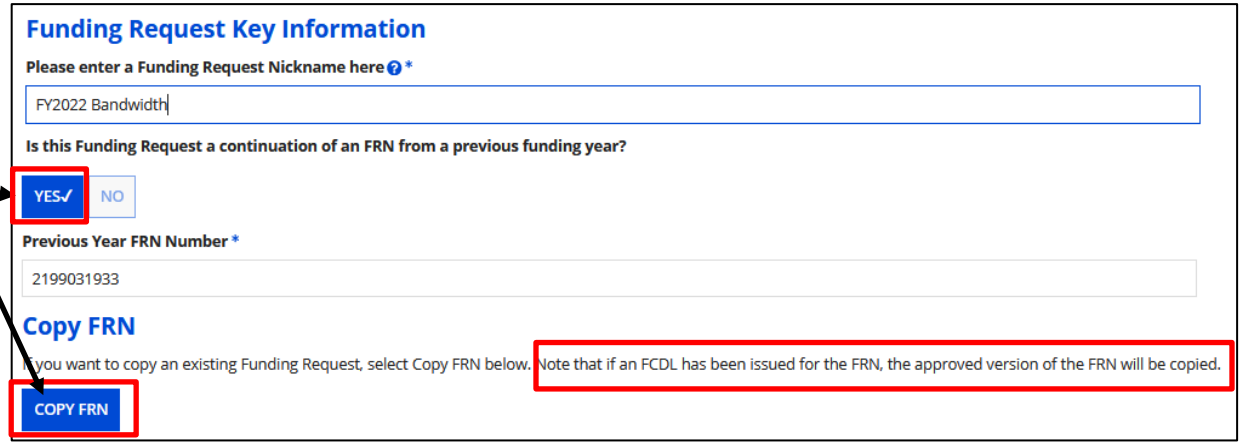
"Copy" option can be used when you're in year 2 or more of a multi-year contract.

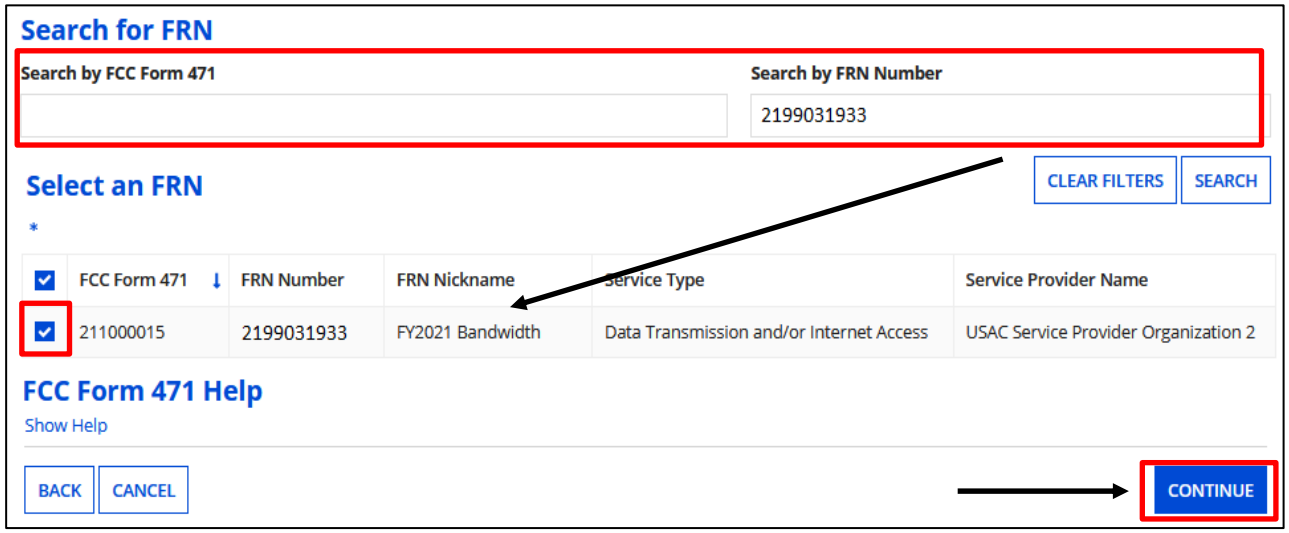
Enter Previous Year FRN and click on "Copy FRN".

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

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

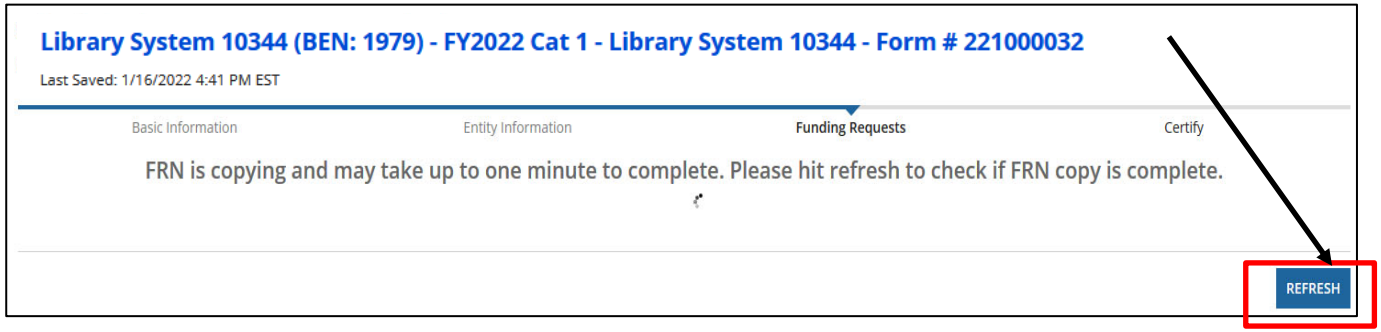
Check box to select, and then "Continue". You'll receive a pop-up indicating it may take up to one minute to complete, click on "Yes".



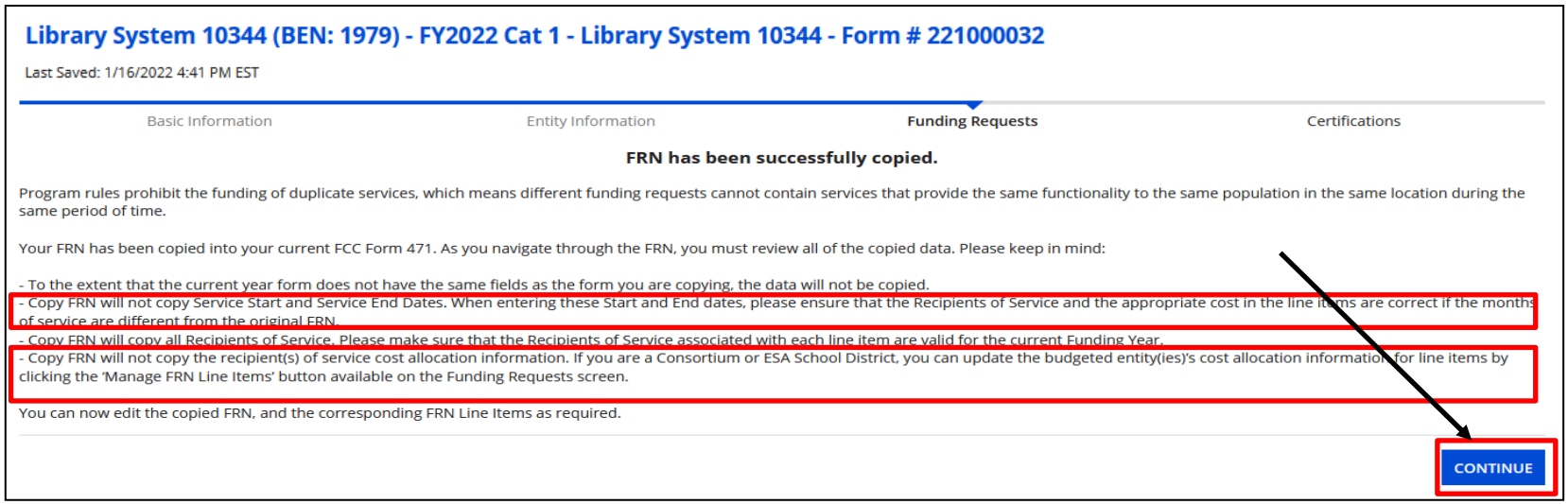


Copy FRN

You must click “Refresh” to complete the copy.



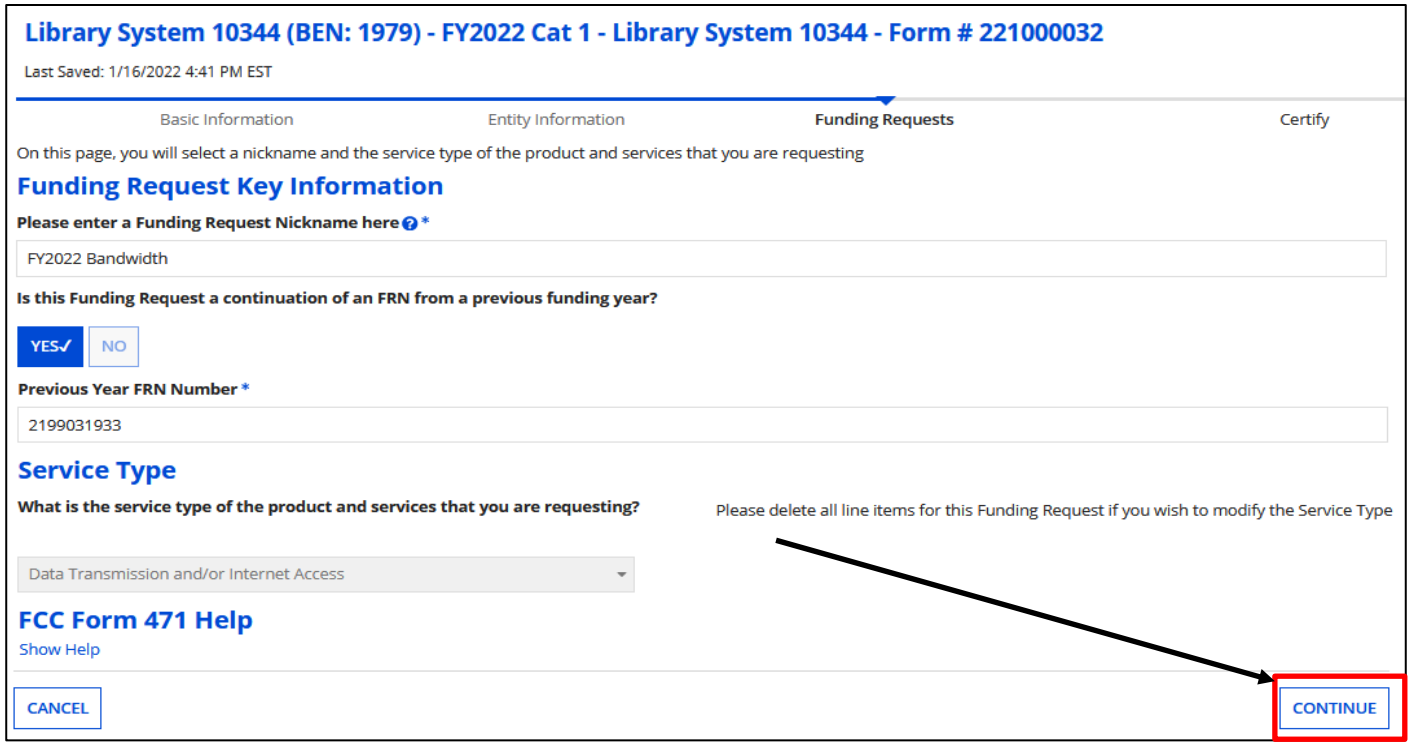
You will receive the following notification, indicating you must enter the Service Start and Service End Dates. Click on “Continue”.

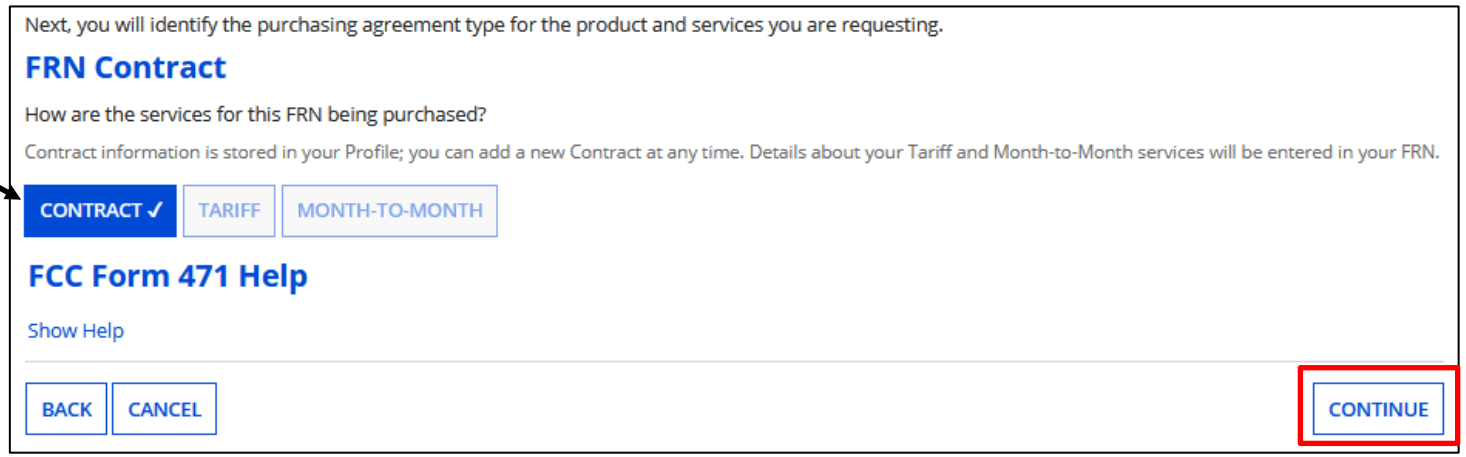


Copy FRN

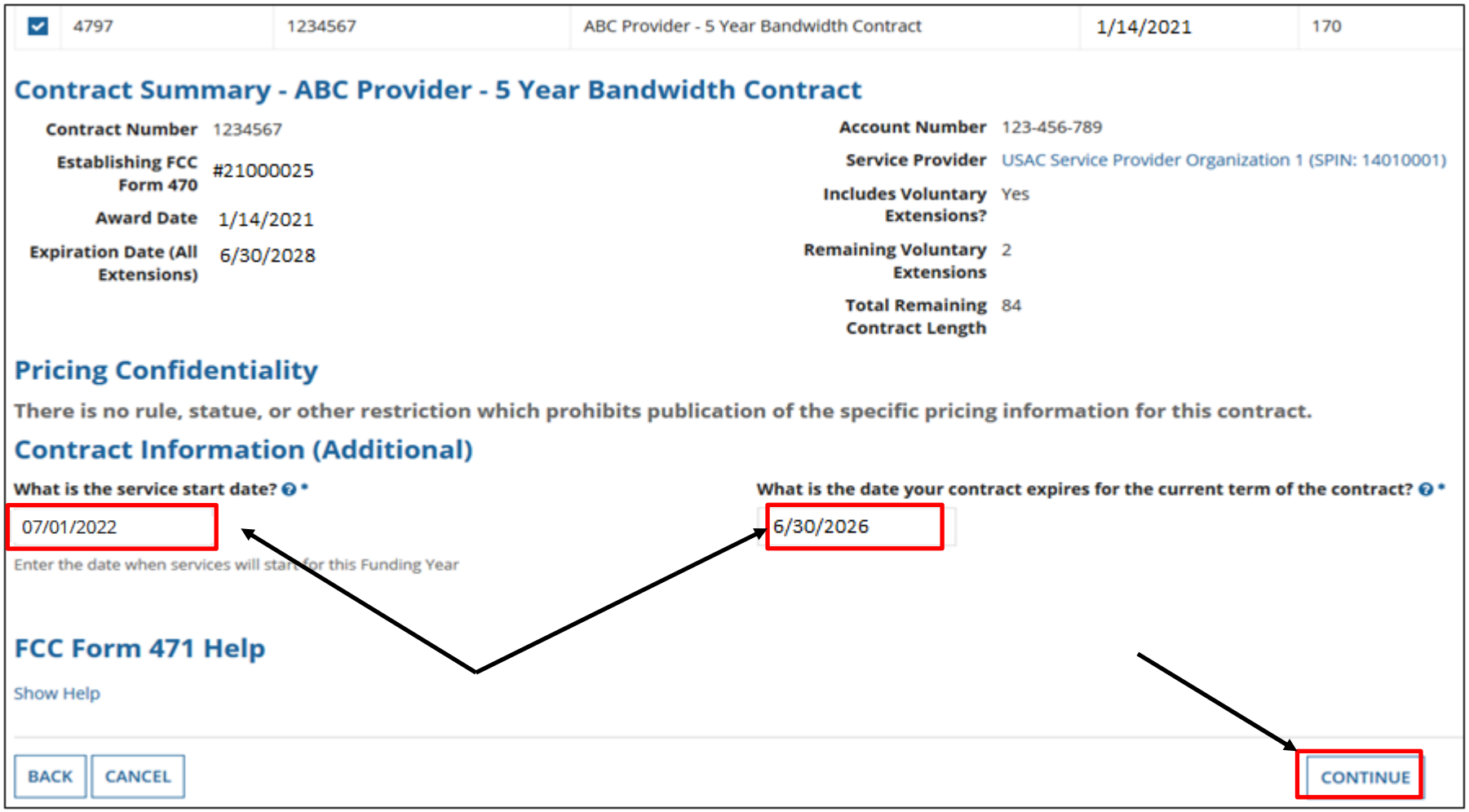
View after copy is completed. "Service Type" will be indicated. Click on "Continue".

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





Copy FRN

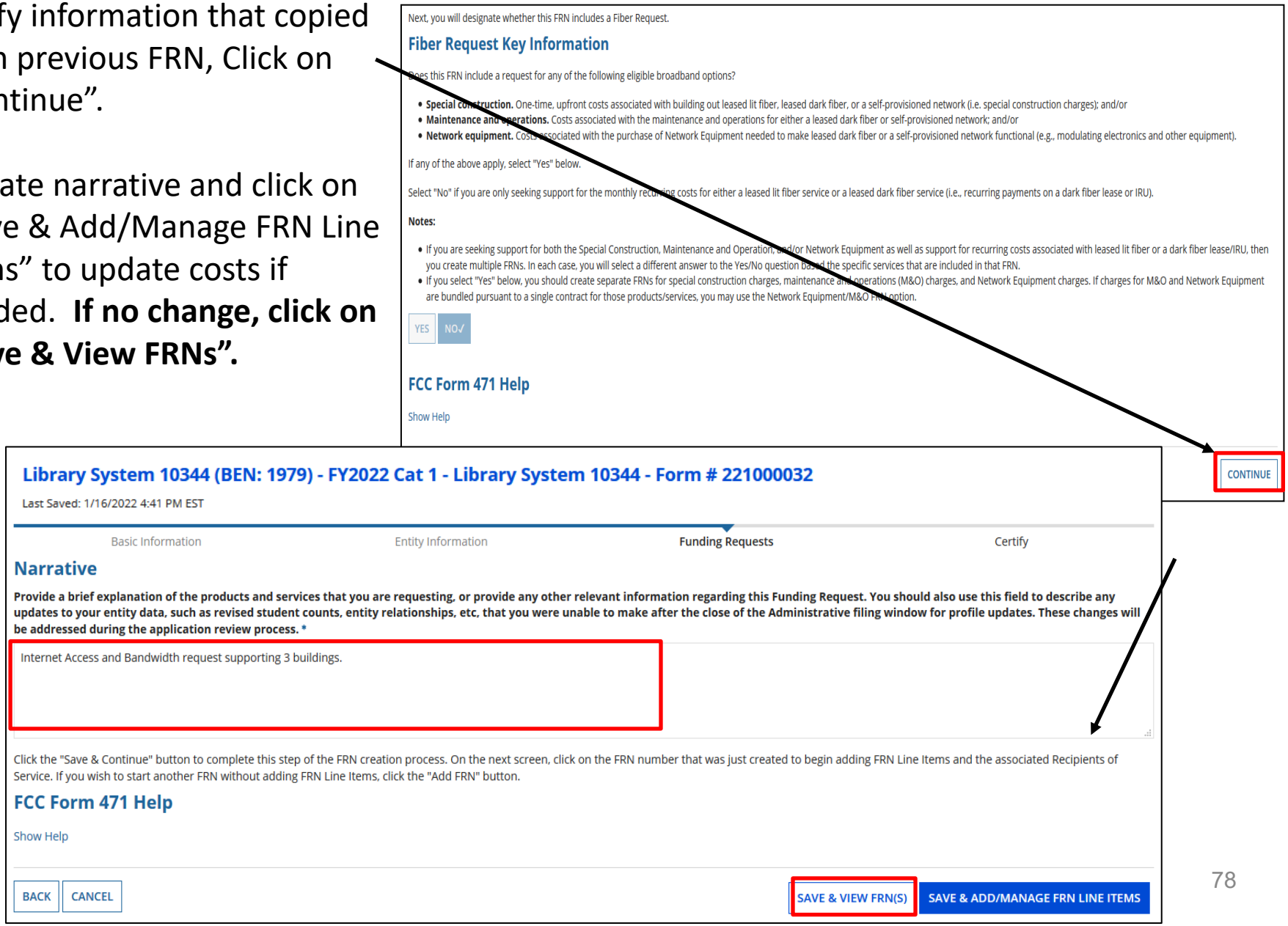


Verify information that copied from previous FRN, **and enter the Service Start Date and Service End Date**. These fields will be blank, and you'll receive an error message if you do not enter the dates. Remember, Service Start Date cannot be prior to **07/01/2022**. Click on "Continue".

Copy FRN

Verify information that copied from previous FRN, Click on “Continue”.

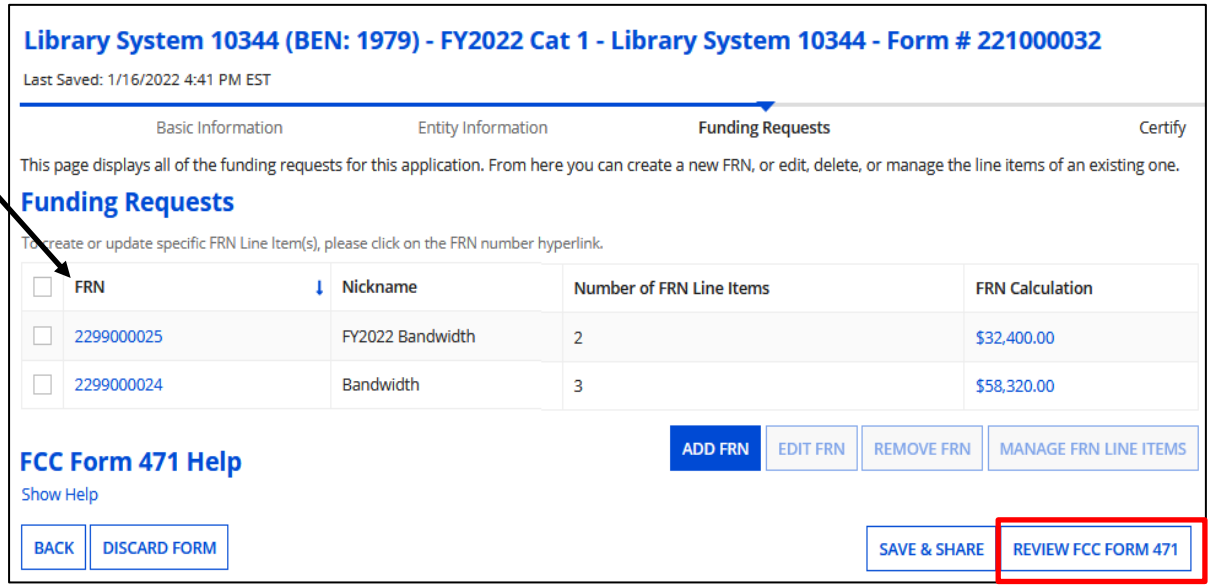
Update narrative and click on “Save & Add/Manage FRN Line Items” to update costs if needed. **If no change, click on “Save & View FRNs”.**

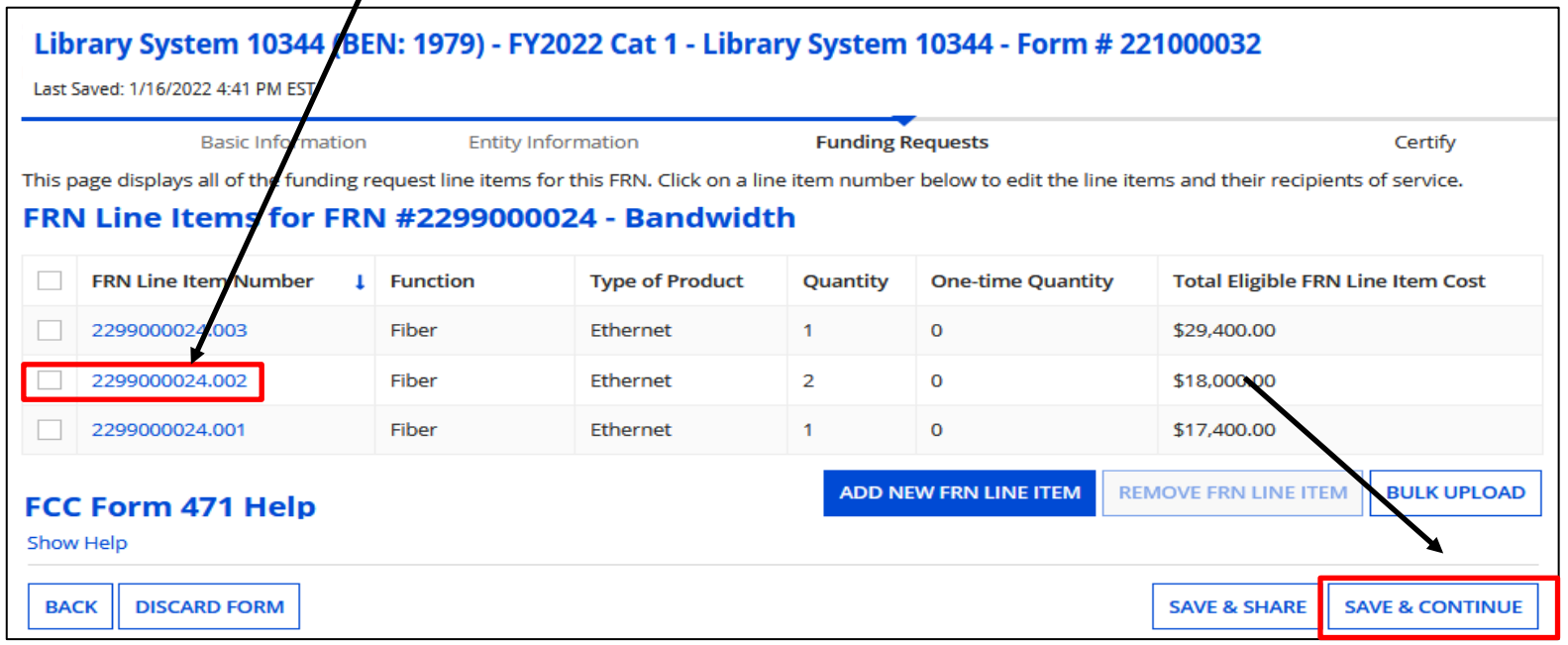


Copy FRN

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

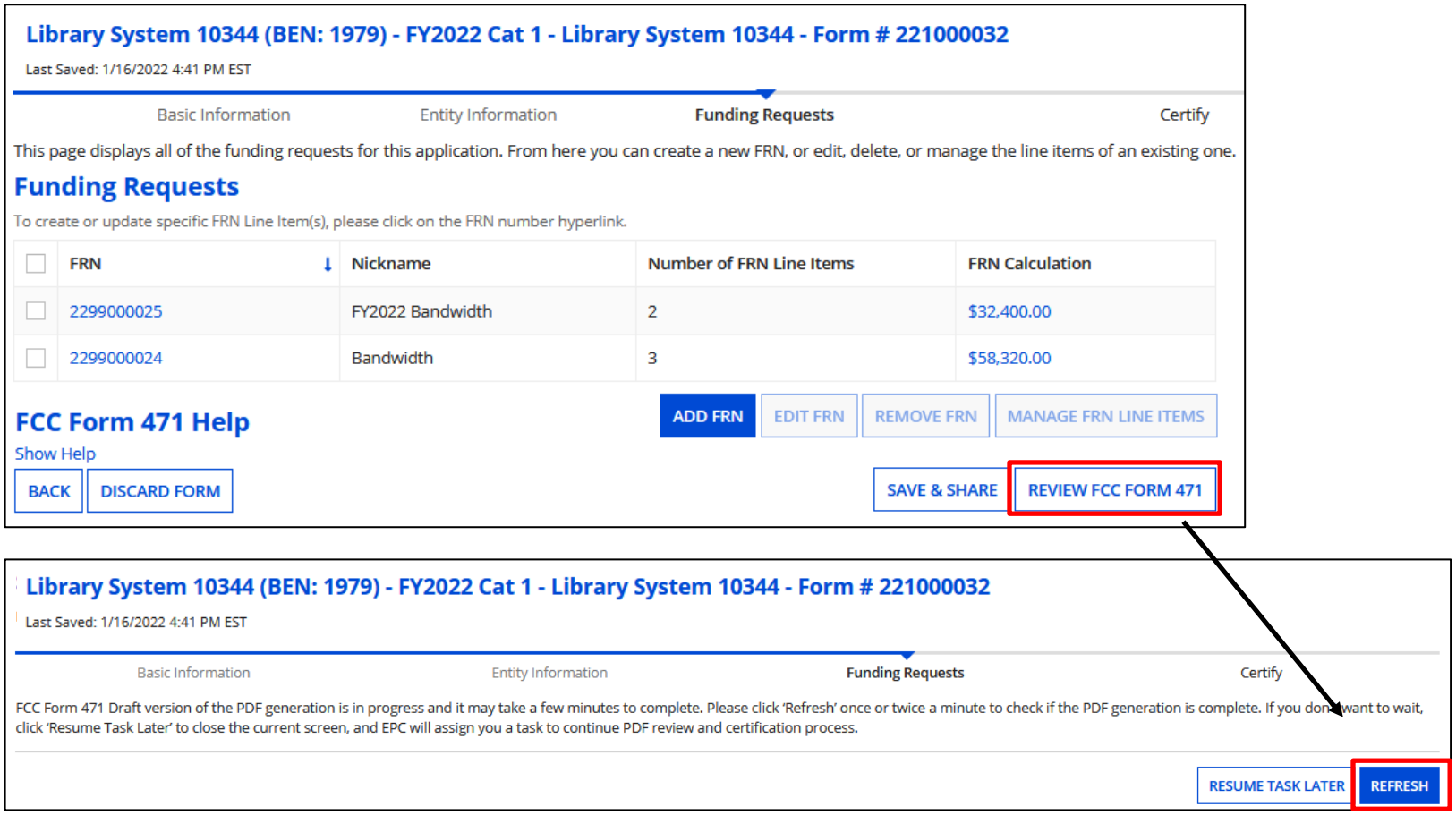
If you clicked on "Manage FRN Line Item", click on the line-item number to edit, and update information. Click on "Save & Continue" to return to Funding Requests.





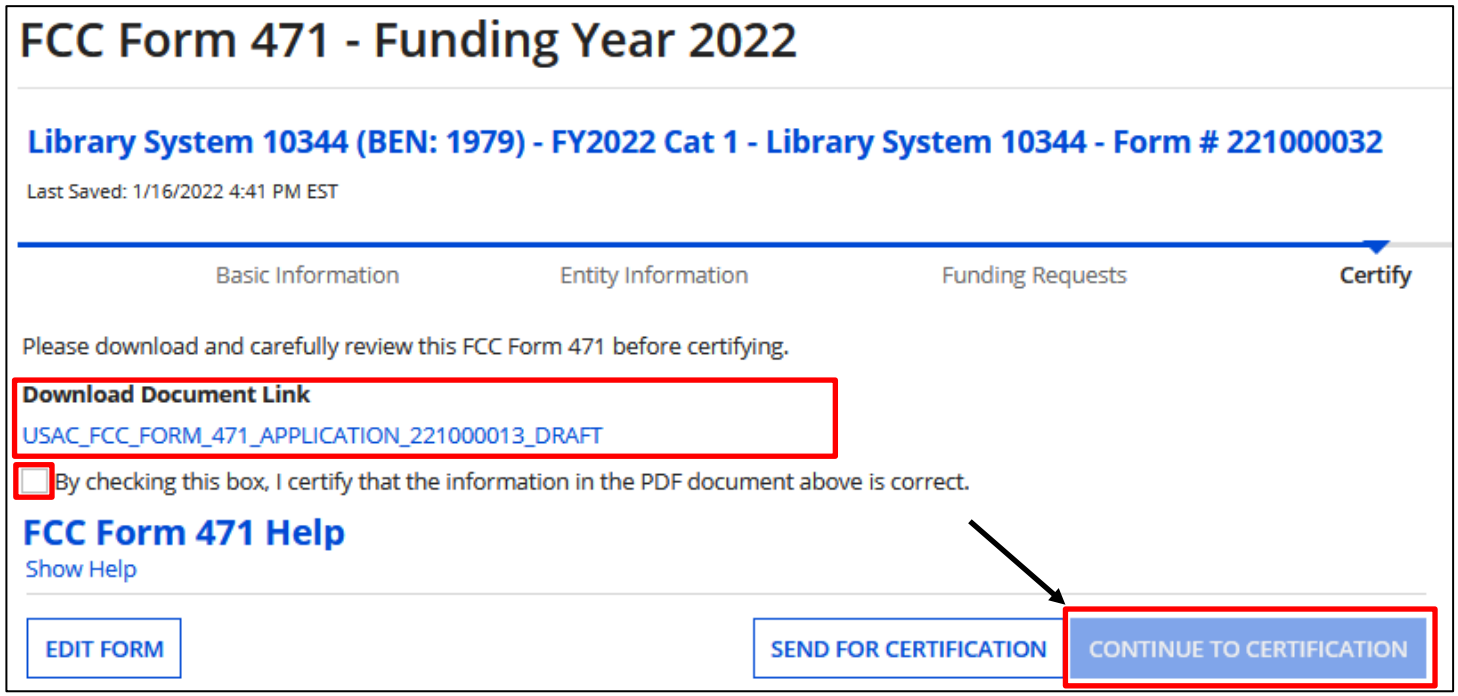
Completing the Form 471

Completing the Form 471



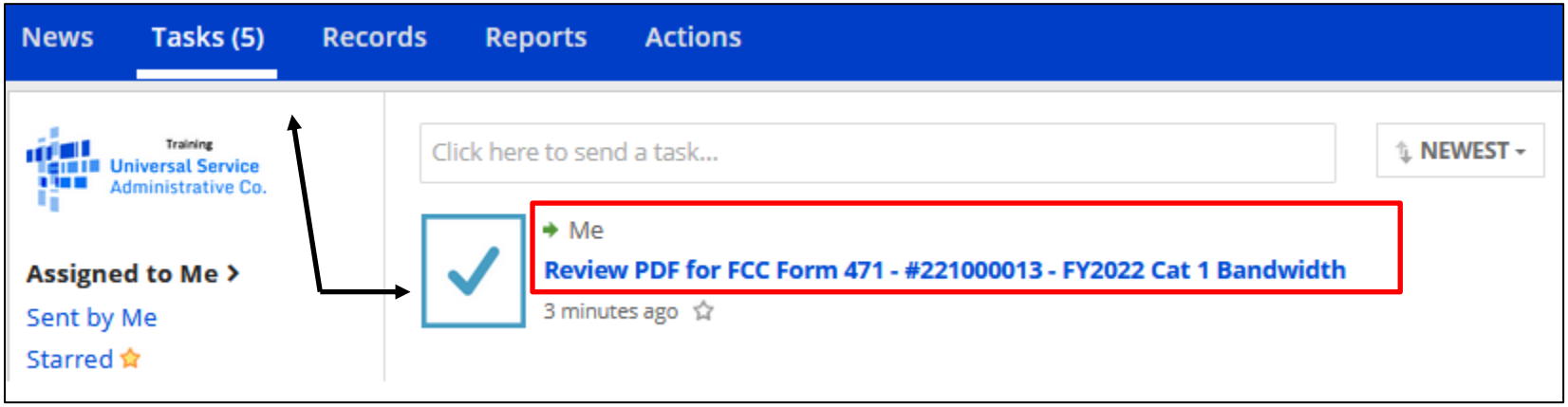
Click on "Review FCC Form 471". Instead of being taken out of the Form 471 as in previous years, you can now click on " REFRESH " to receive the draft version and complete the form. Be patient, it may take a little while to display.

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



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

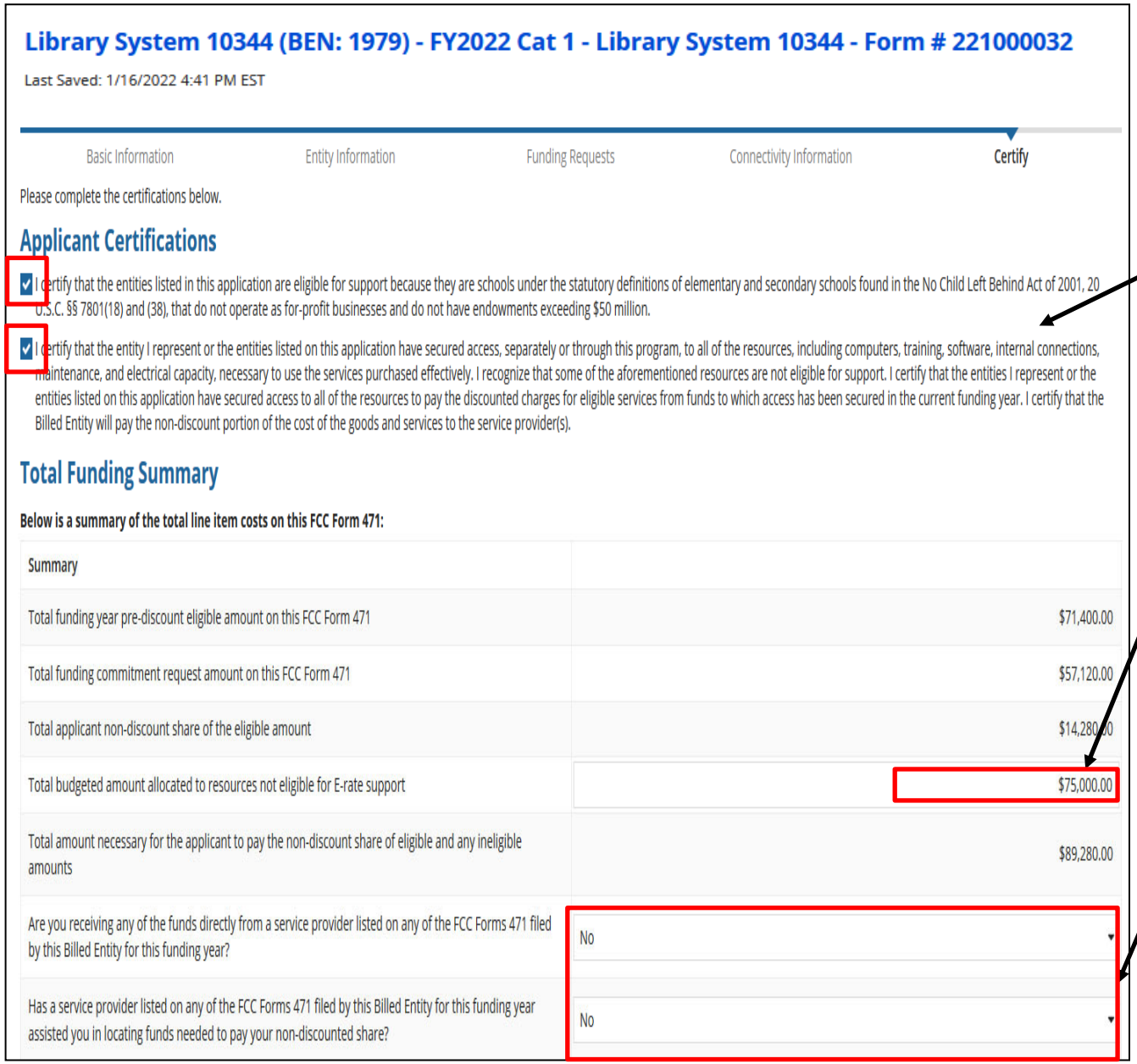
Click the box just below the document to certify if correct. You can then click on "Continue to Certification" or "Send for Certification" to complete the application.



If you clicked on " RESUME TASK LATER ", you would 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



Library System 10344 (BEN: 1979) - FY2022 Cat 1 - Library System 10344 - Form # 221000032

Last Saved: 1/16/2022 4:41 PM EST

Basic Information | Entity Information | Funding Requests | Connectivity Information | Certify

Please complete the certifications below.

Applicant Certifications

☑ I 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.

☑ I 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	$71,400.00
Total funding commitment request amount on this FCC Form 471	$57,120.00
Total applicant non-discount share of the eligible amount	$14,280.00
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	$89,280.00
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

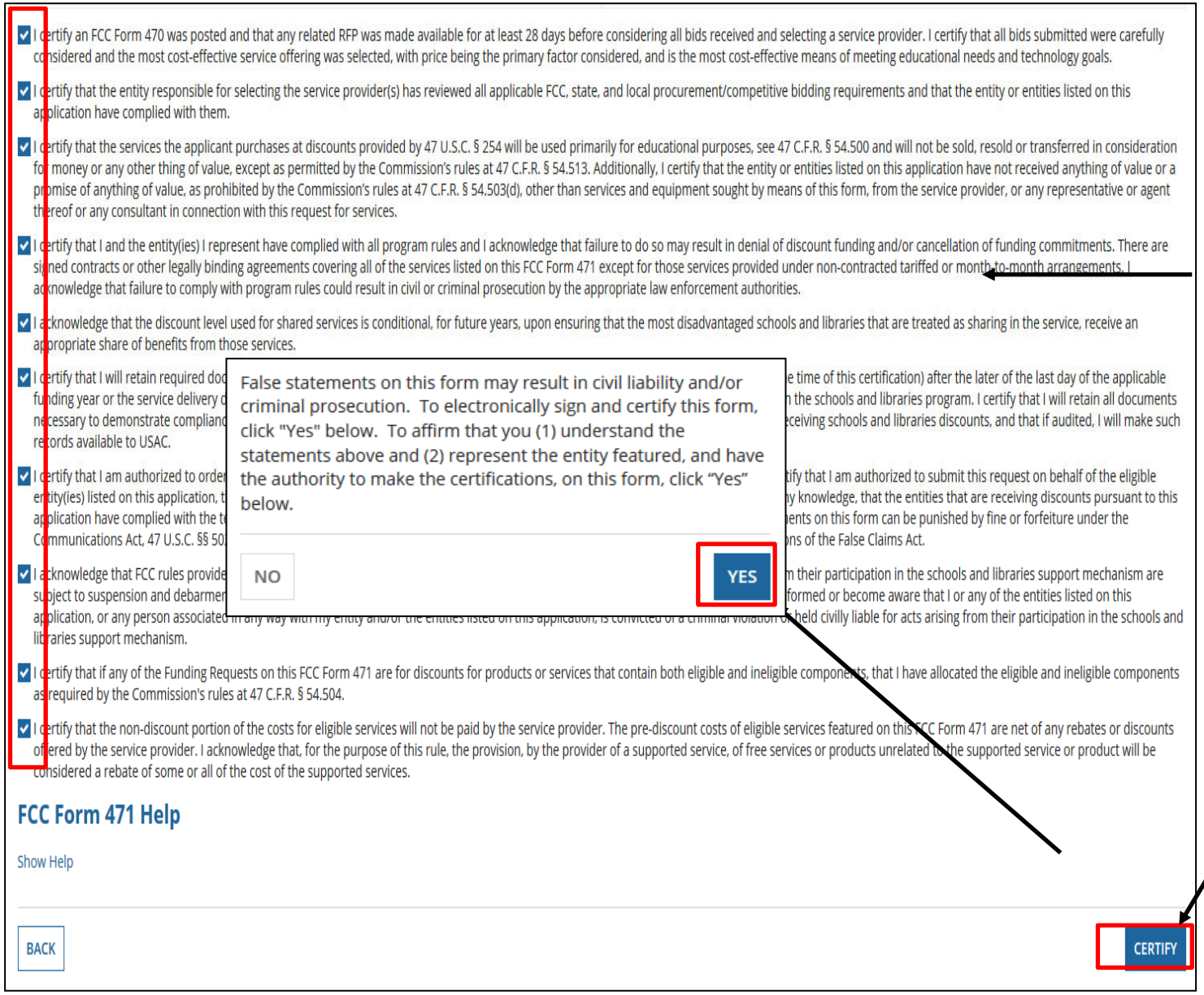
After reading the certifications, check the boxes.

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

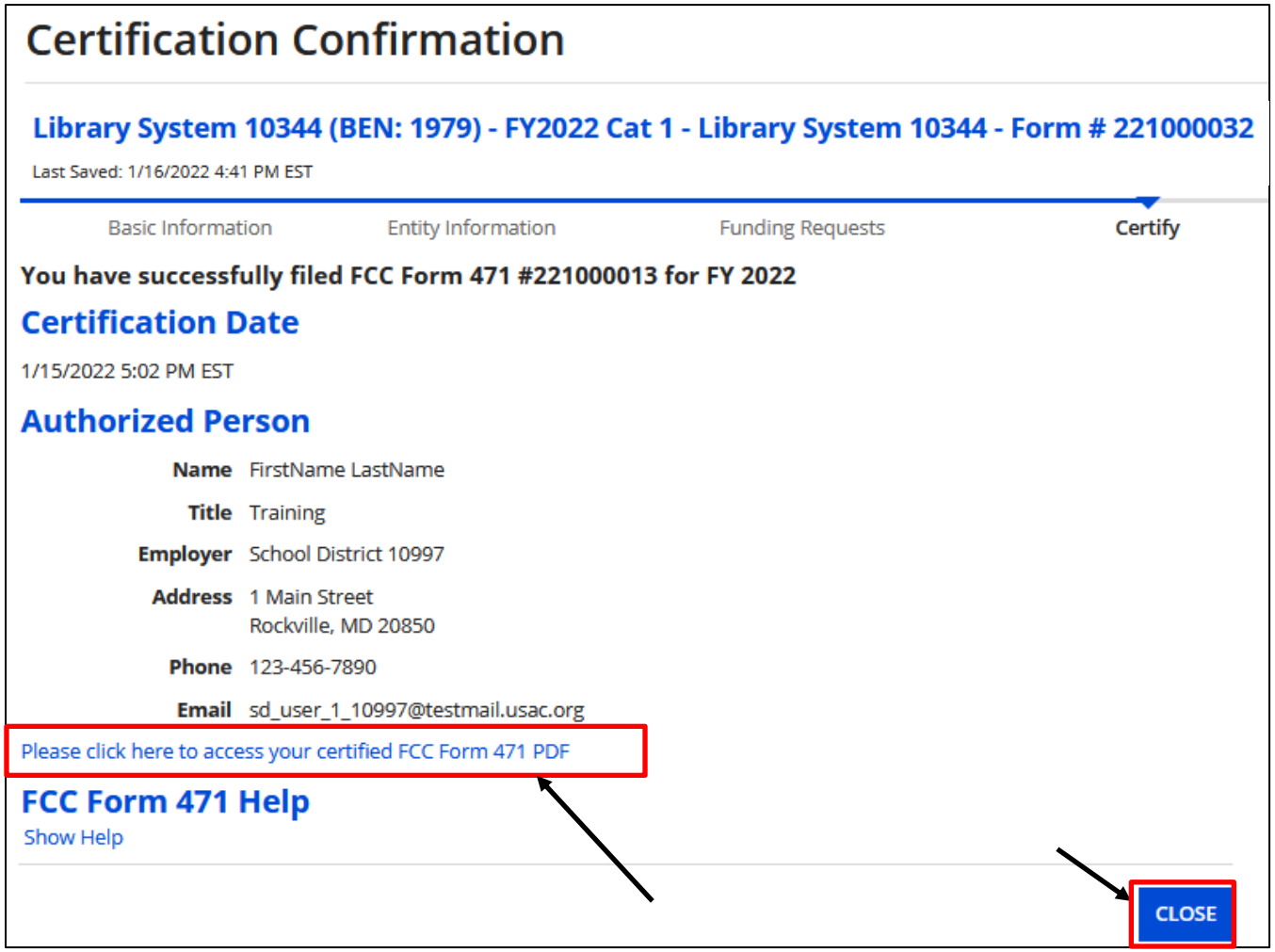


Continue checking all boxes.

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

Certifier Information

You will receive confirmation that the form was certified.

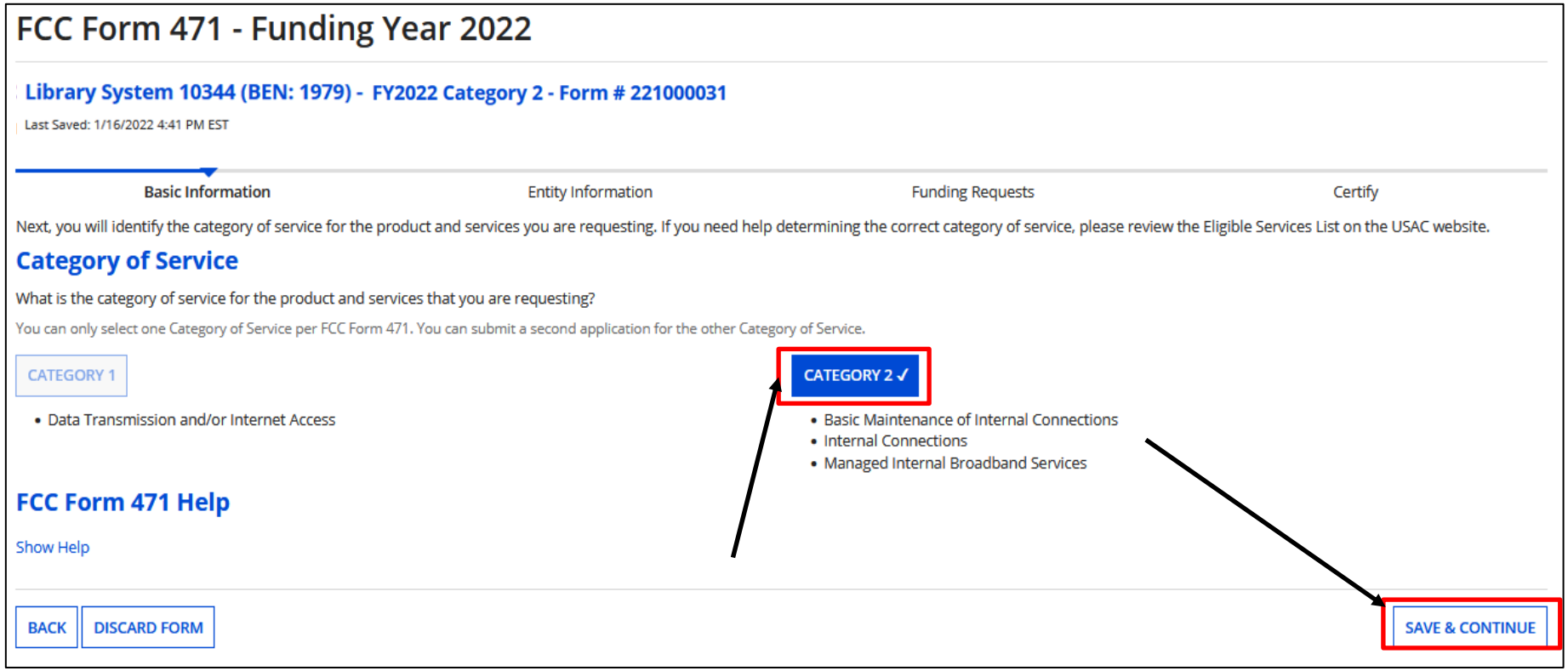


Click the link to access a PDF copy of your certified Form 471.

Click on “Close” when done.

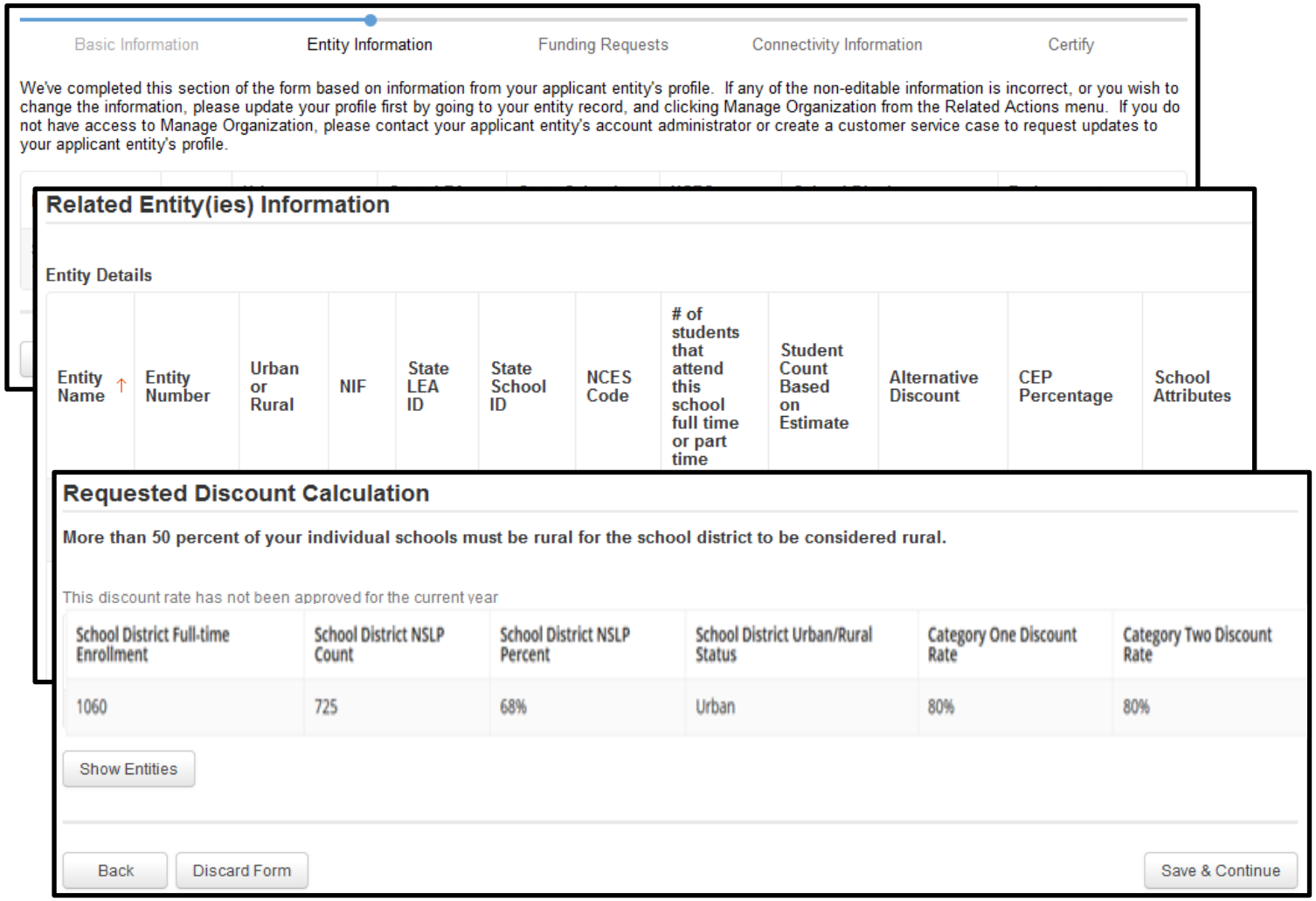
Category 2
Form 471

Category 2 Form 471



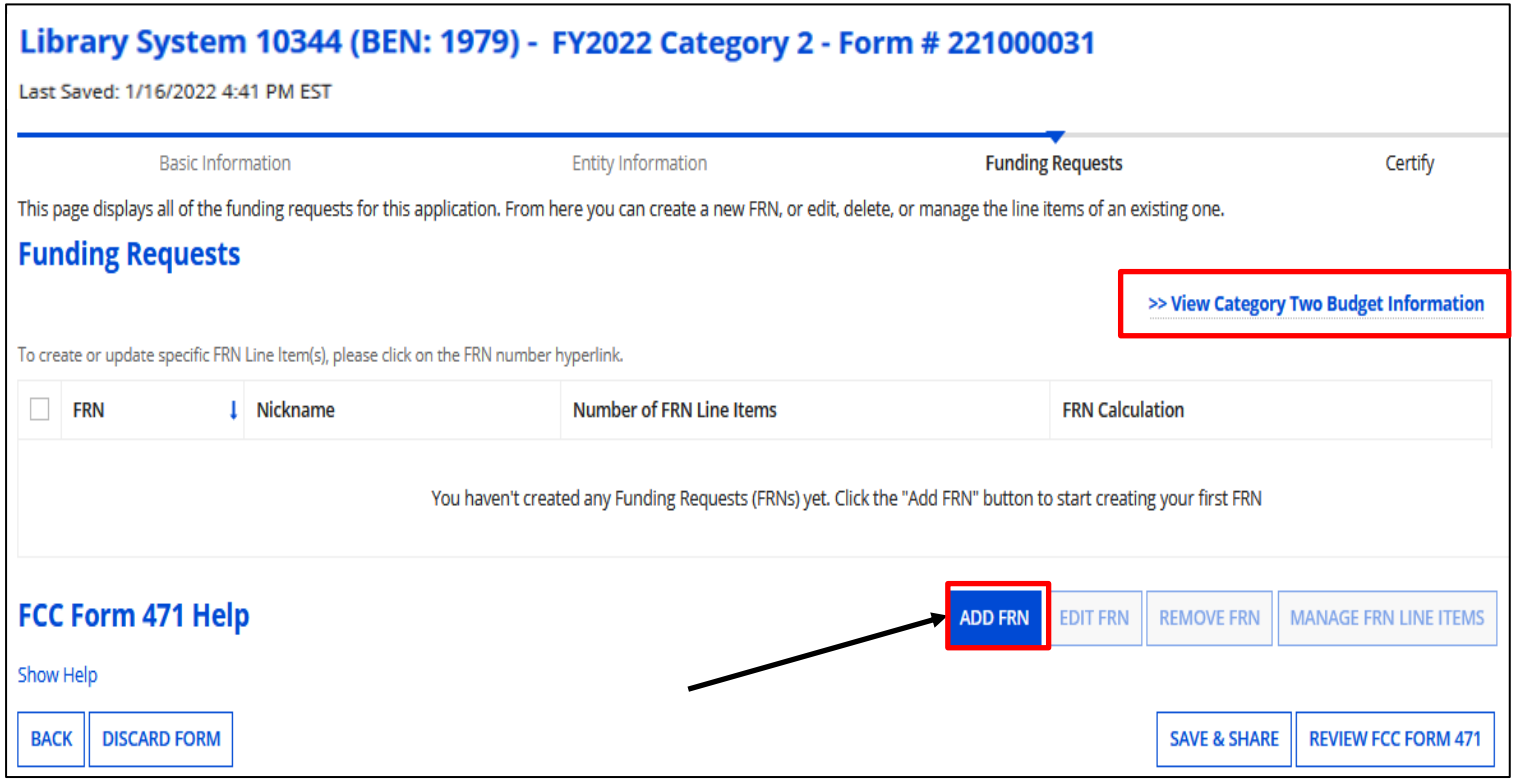
Follow previous steps to start a Form 471. At “Category of Service”, click on ”Category 2”, and “Save & Continue”.

Category 2 Form 471



You will see the Related Entities and Requested Discount Calculation

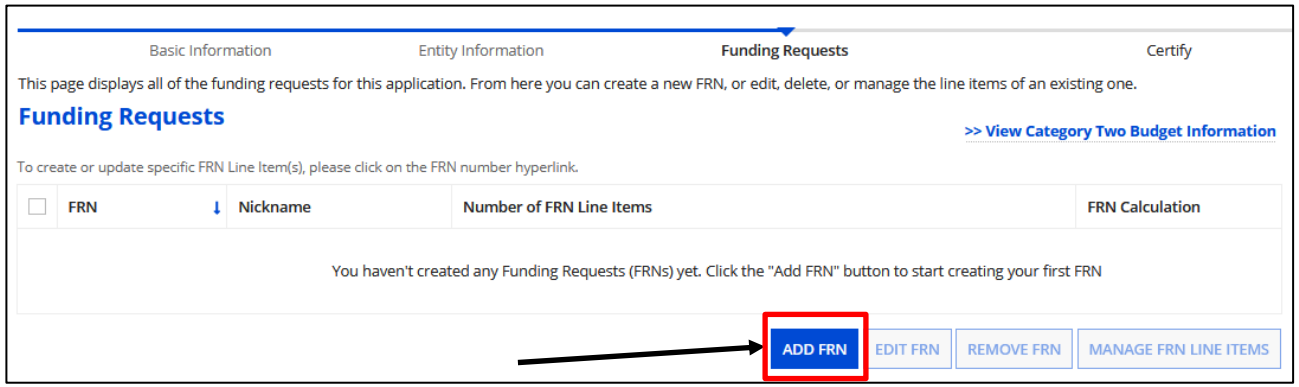
Category 2 Form 471



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.

Category 2 Form 471

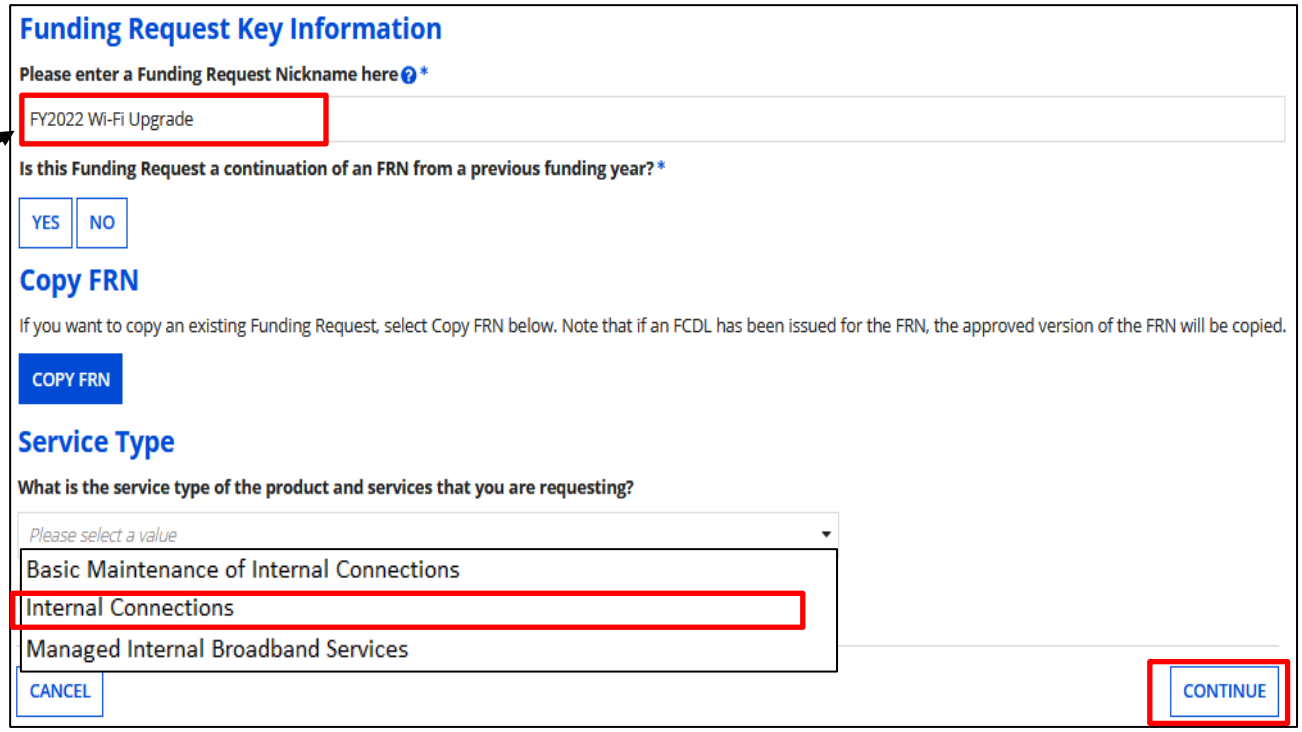


After clicking on “Add FRN”:

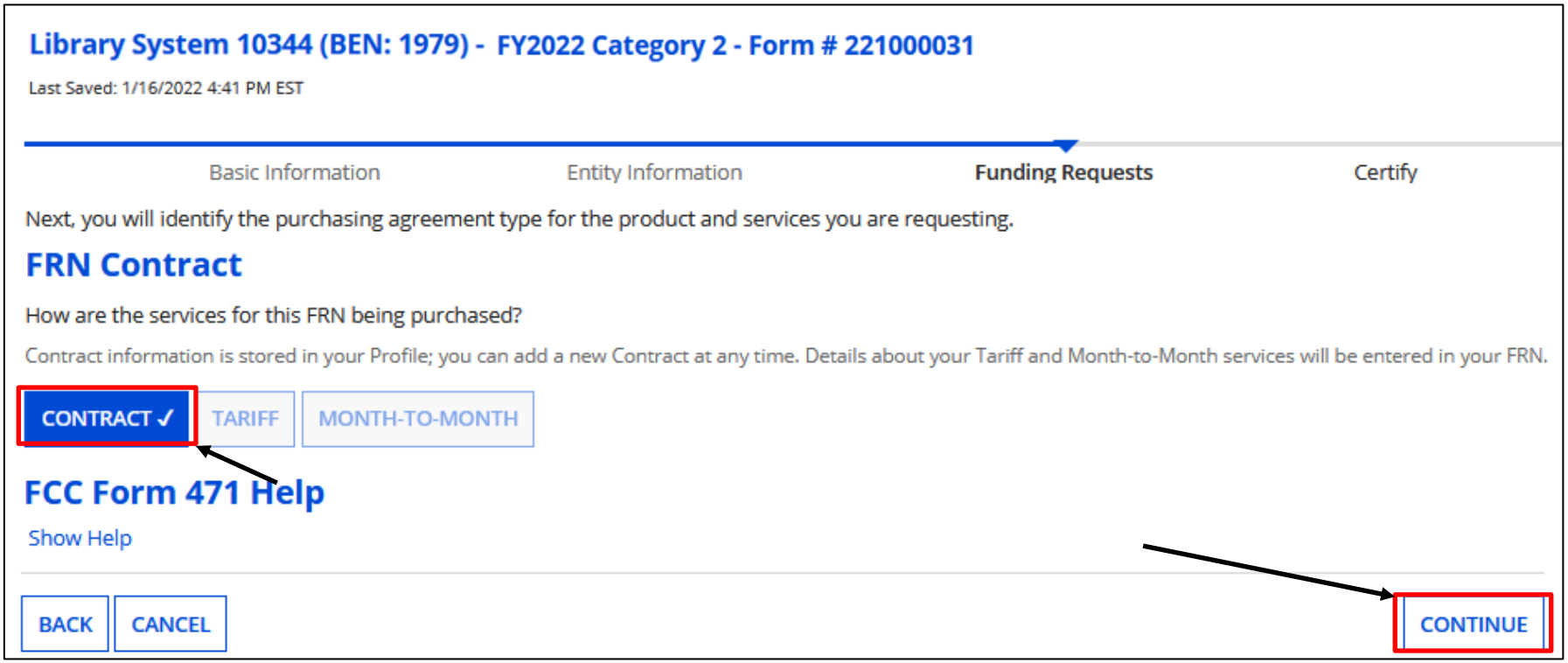
Enter Funding Request Nickname, and answer continuation question. For Internal Connections, this will be “No”.

Click on the pull-down to select “**Service Type**”.

Click on ”Continue”



Category 2 Form 471

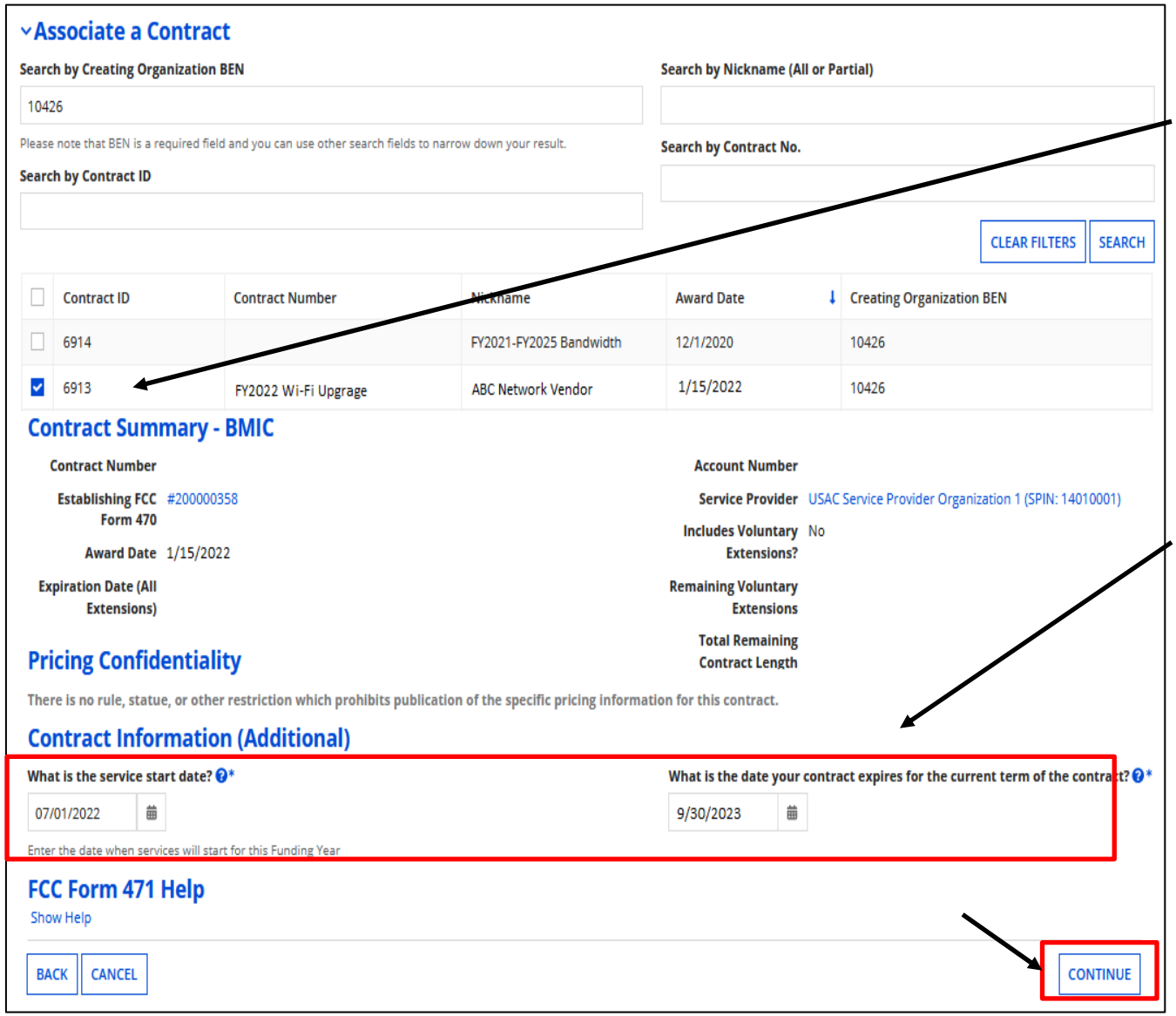


Indicate how the service will be purchased. Click on ”Continue”

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

If choosing “Contract”, complete the steps under “Manage Contract” previously discussed prior to starting the Form 471.

Category 2 Form 471



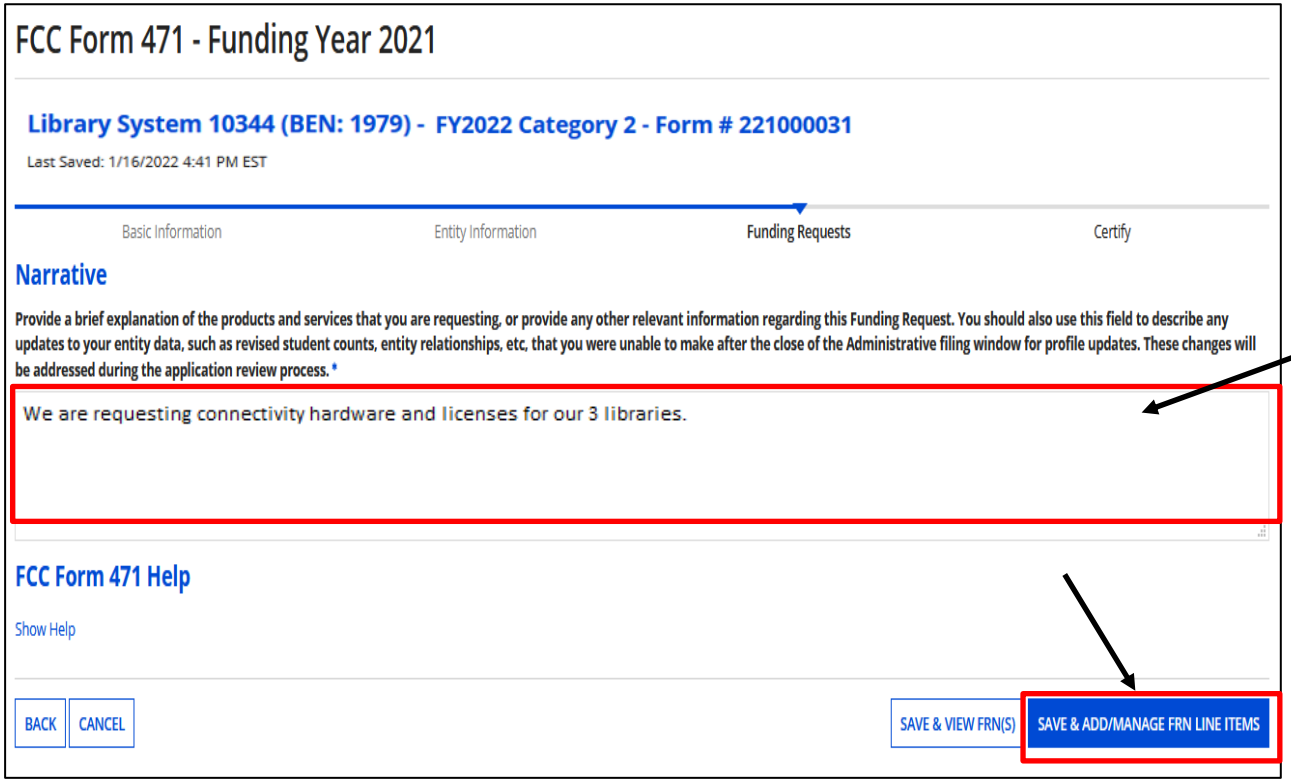
Associate a Contract, and enter the Service Start and End dates.

Click on ”Continue”

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

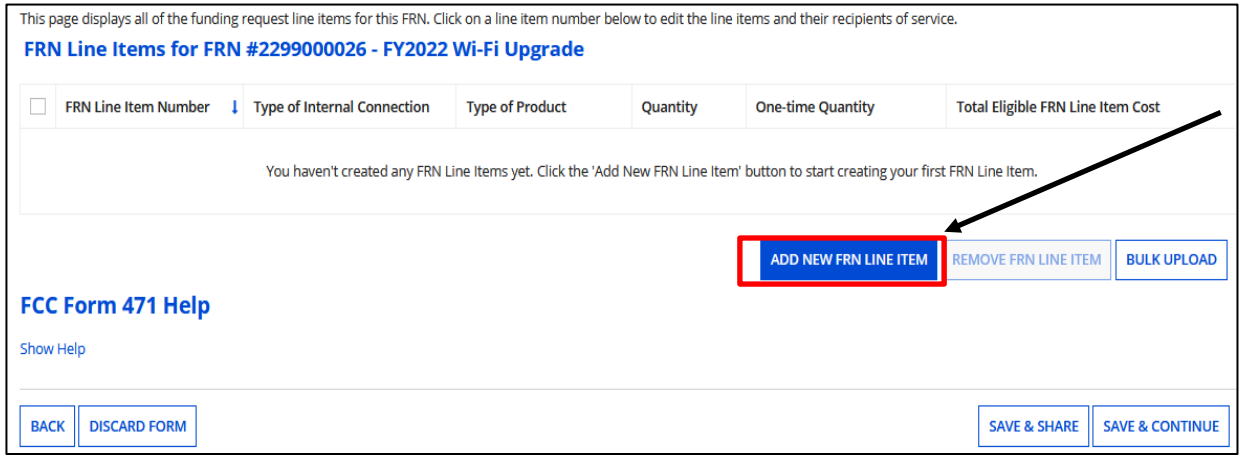
In addition, we’re given an additional 90 days after the close of the funding year to complete the project, which for FY2022 is **9/30/2023**.

Category 2 Form 471



Provide a narrative of the products or services.

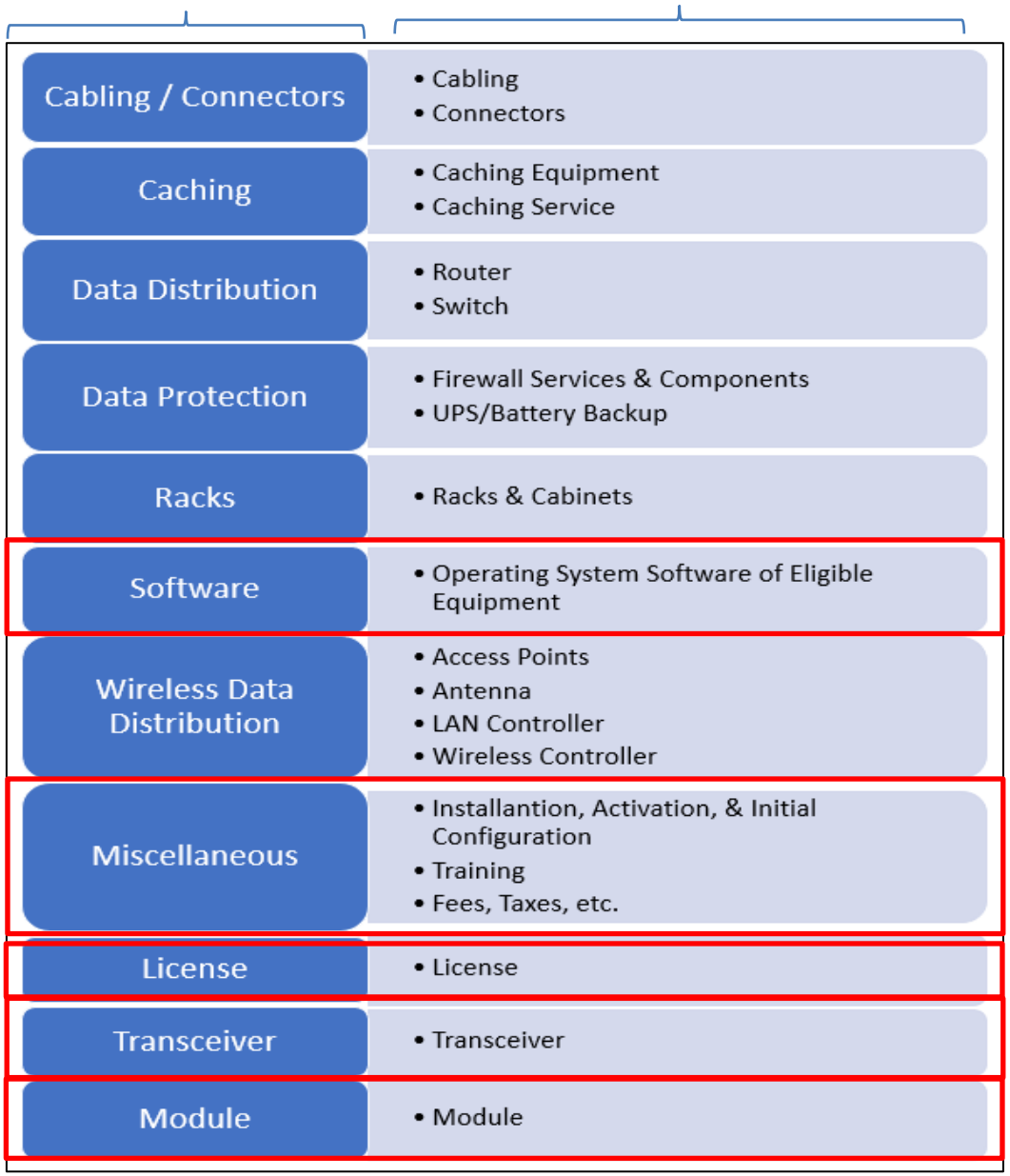
Click on “Save & Add/Manage FRN Line Items”.



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.

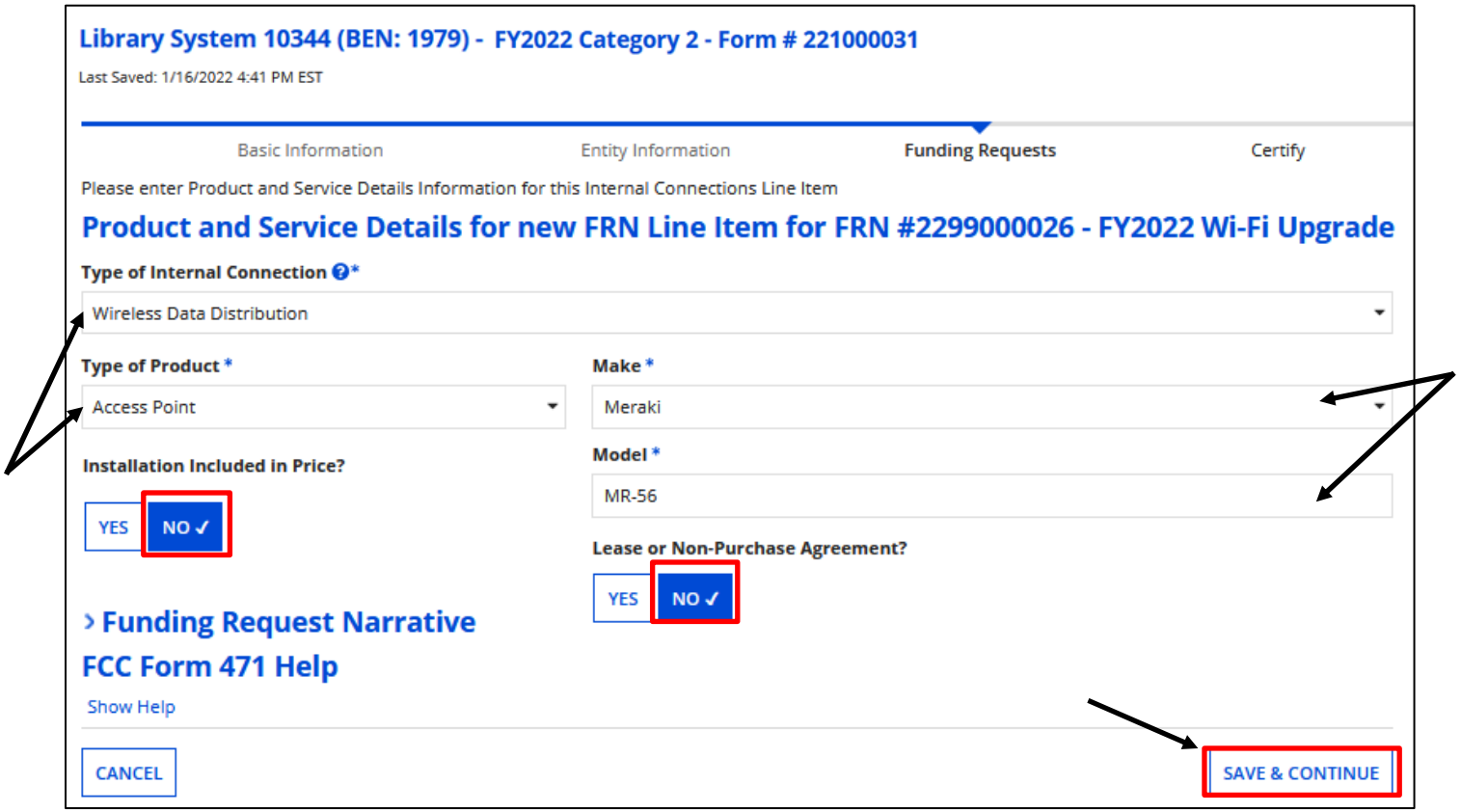
Type of Internal Connection - Pull Down Options



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

Category 2 Form 471



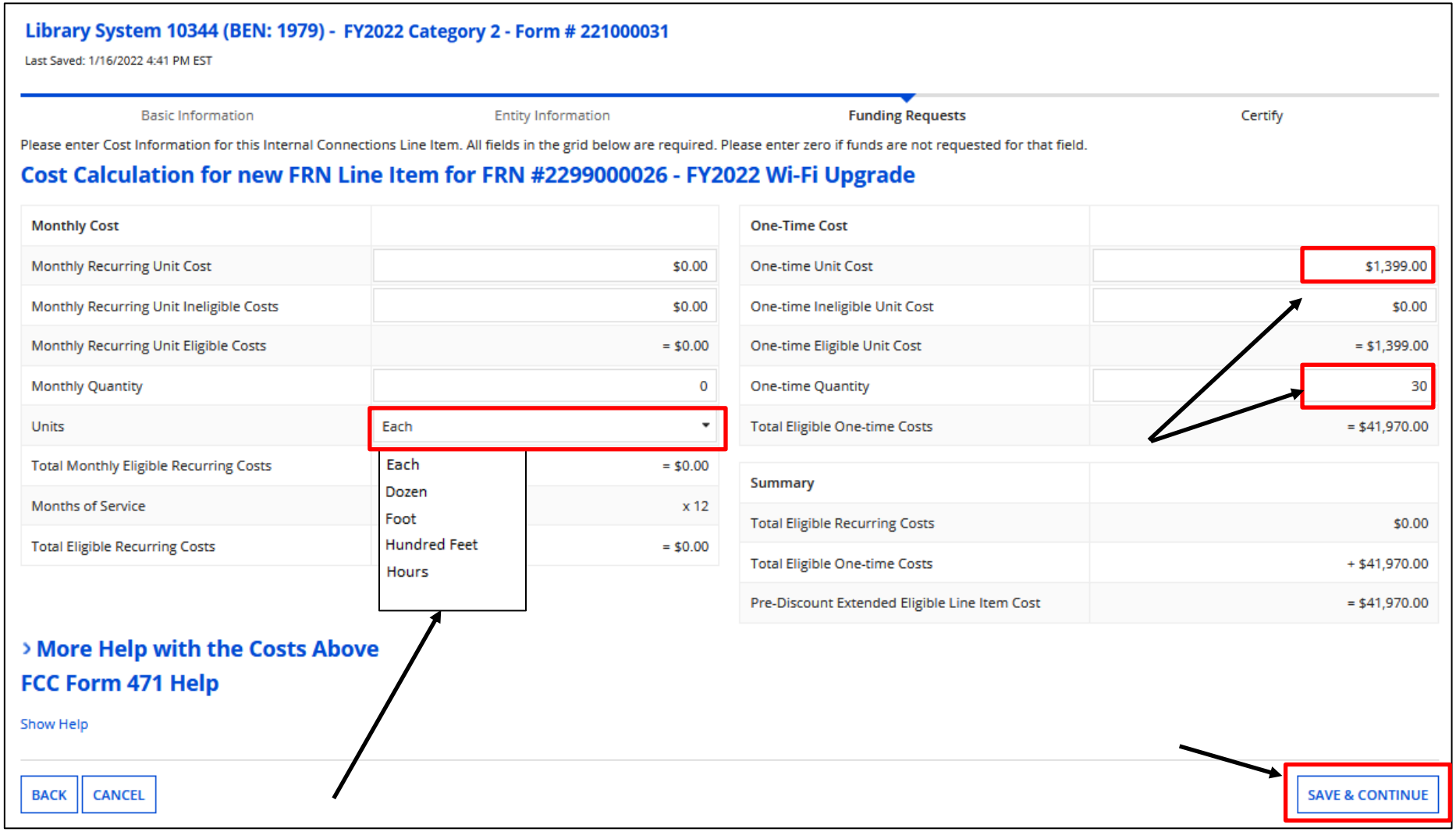
Click on pull-downs to indicate Type of Internal Connection, and then Type of Product, Make, and then manually enter the Model.

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

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

When completed, click on “Save & Continue”

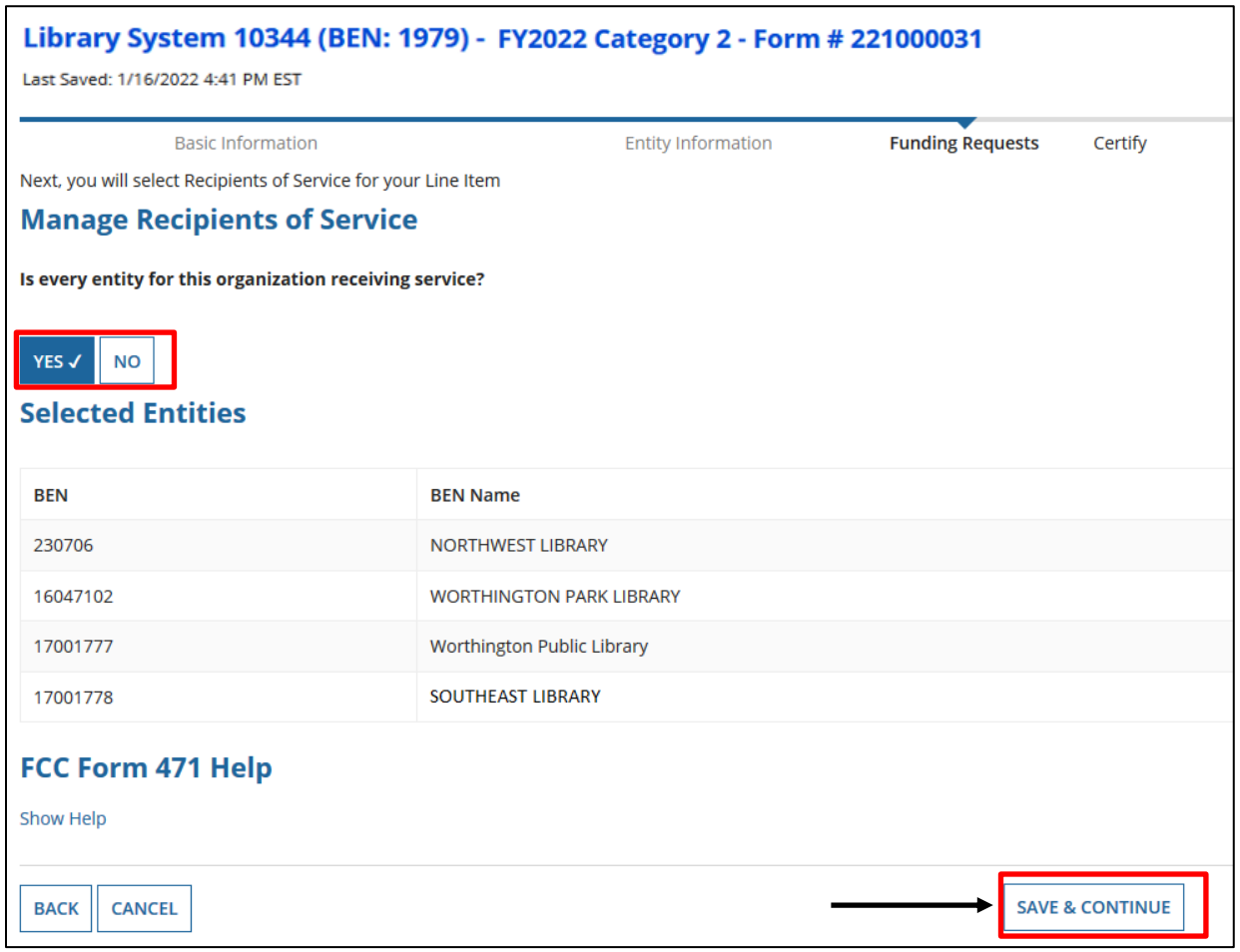
Category 2 Form 471



Indicate “Units”

Enter the per unit cost and quantity.
When done, click on “Save & Continue”

Category 2 Form 471

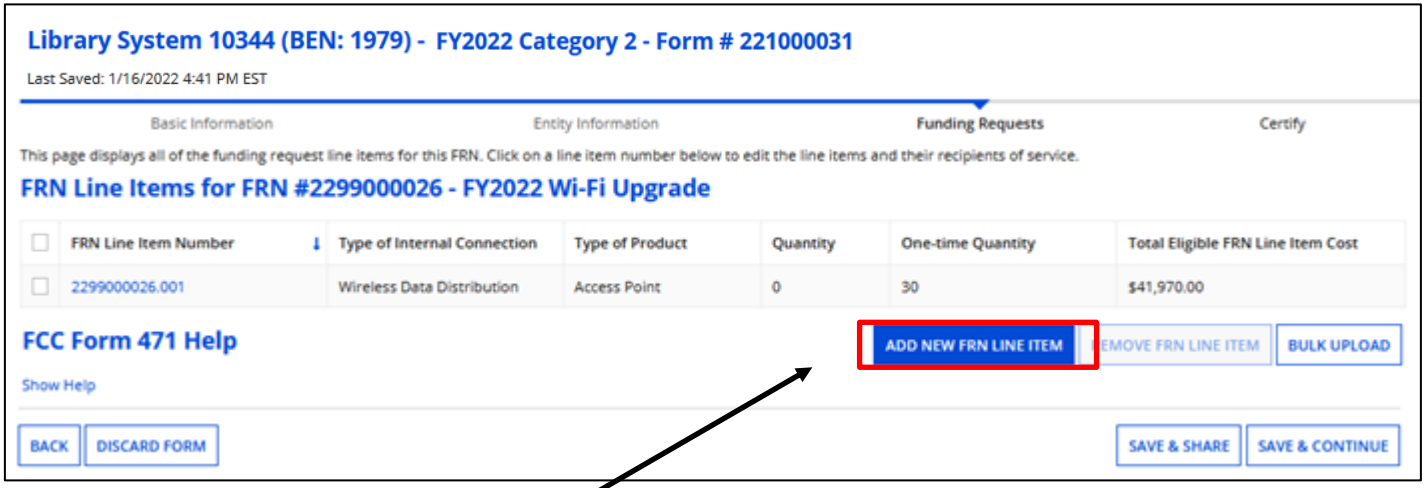


At "Manage Recipients of Service", indicate if all entities will receive service. If not, select "No" and check which ones will, and click on "Add".

Indicate which libraries 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.

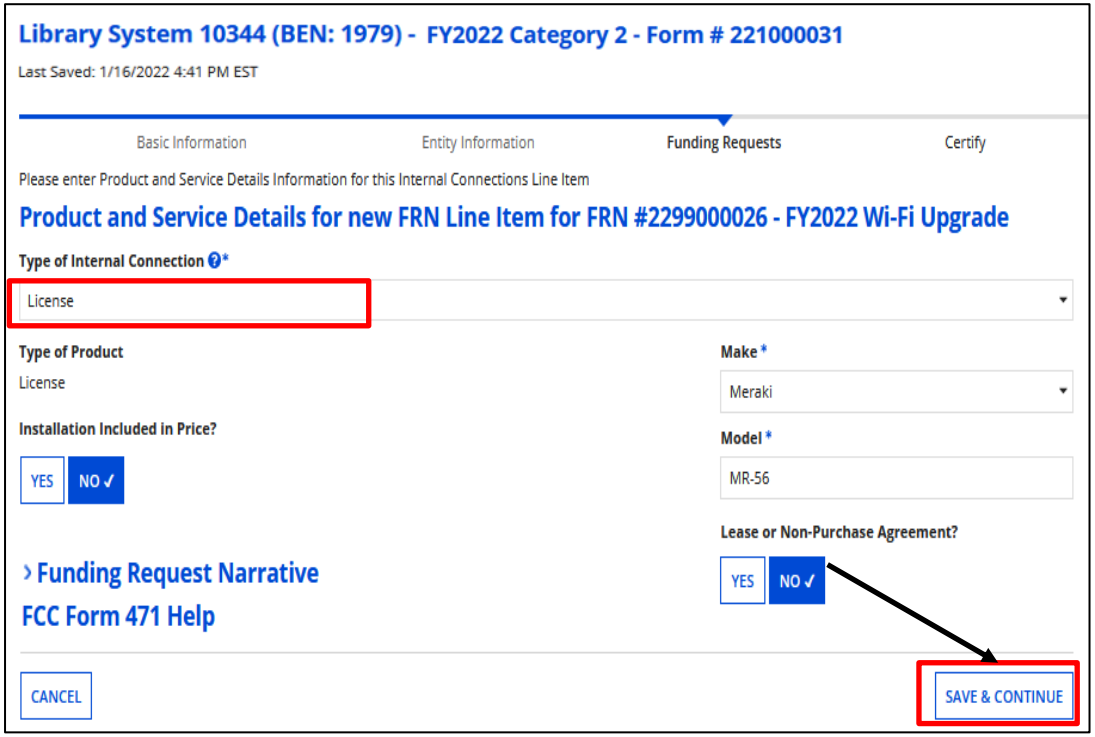
Category 2 Form 471



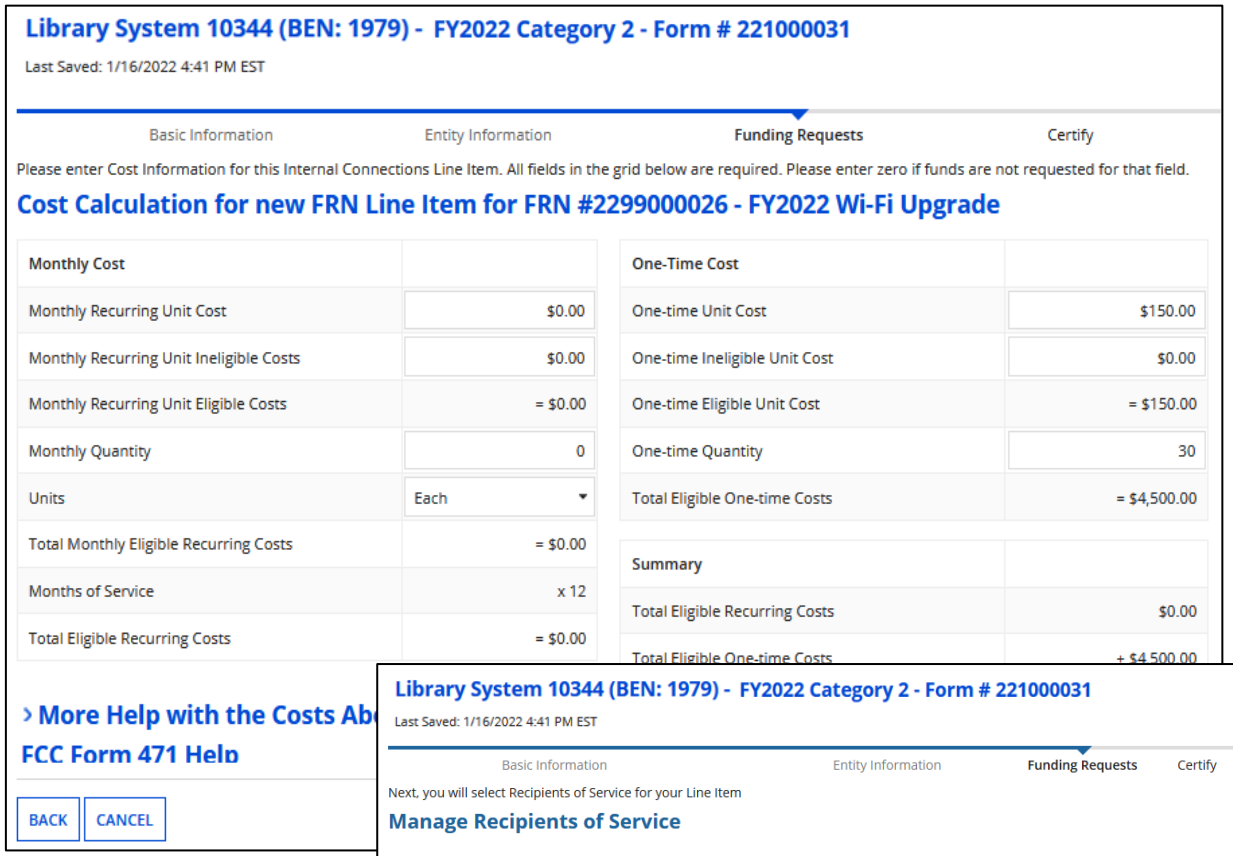
To add additional line items, click "Add New FRN Line Item".

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.

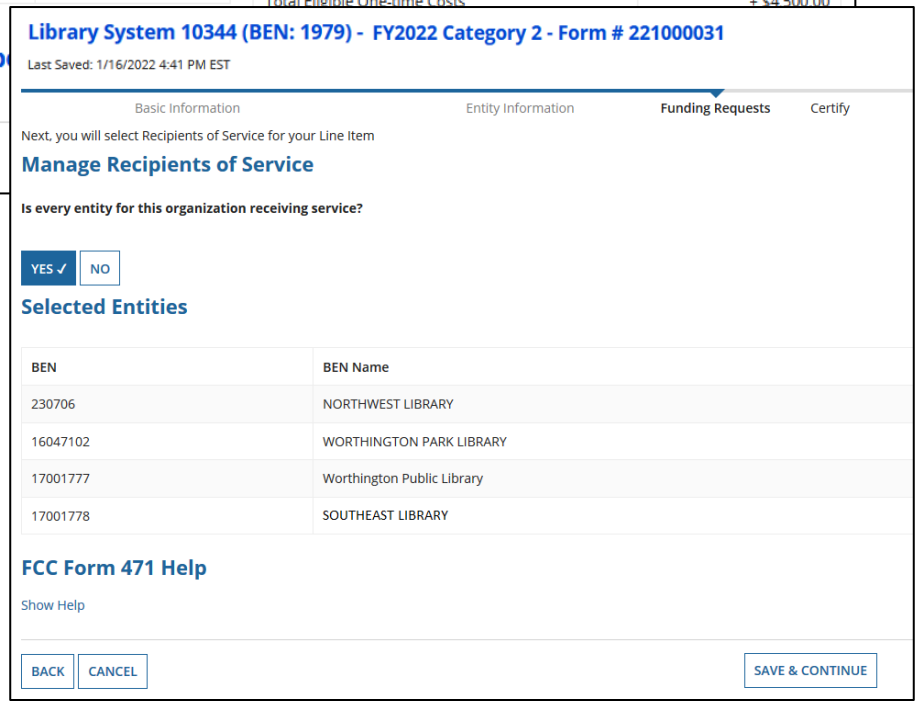
Provide information, and click on "Save & Continue"



Category 2 Form 471

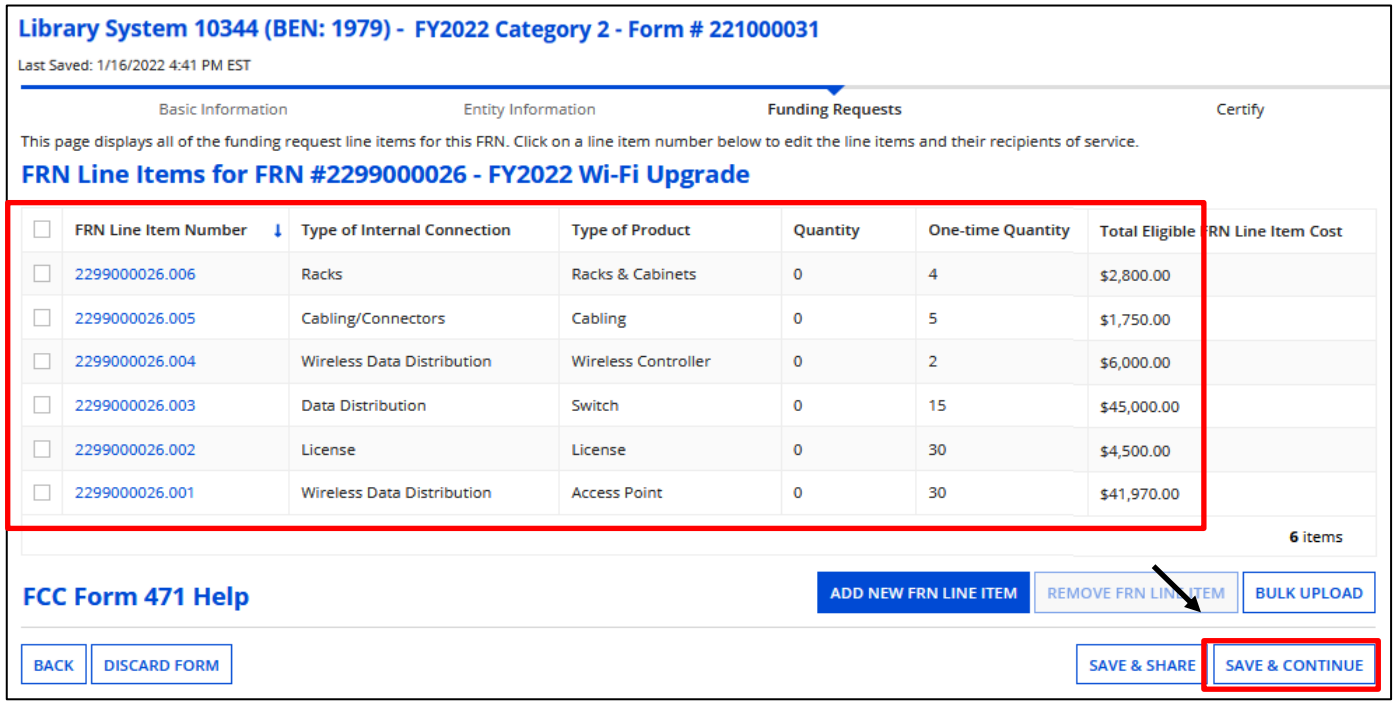


Provide cost and quantity.



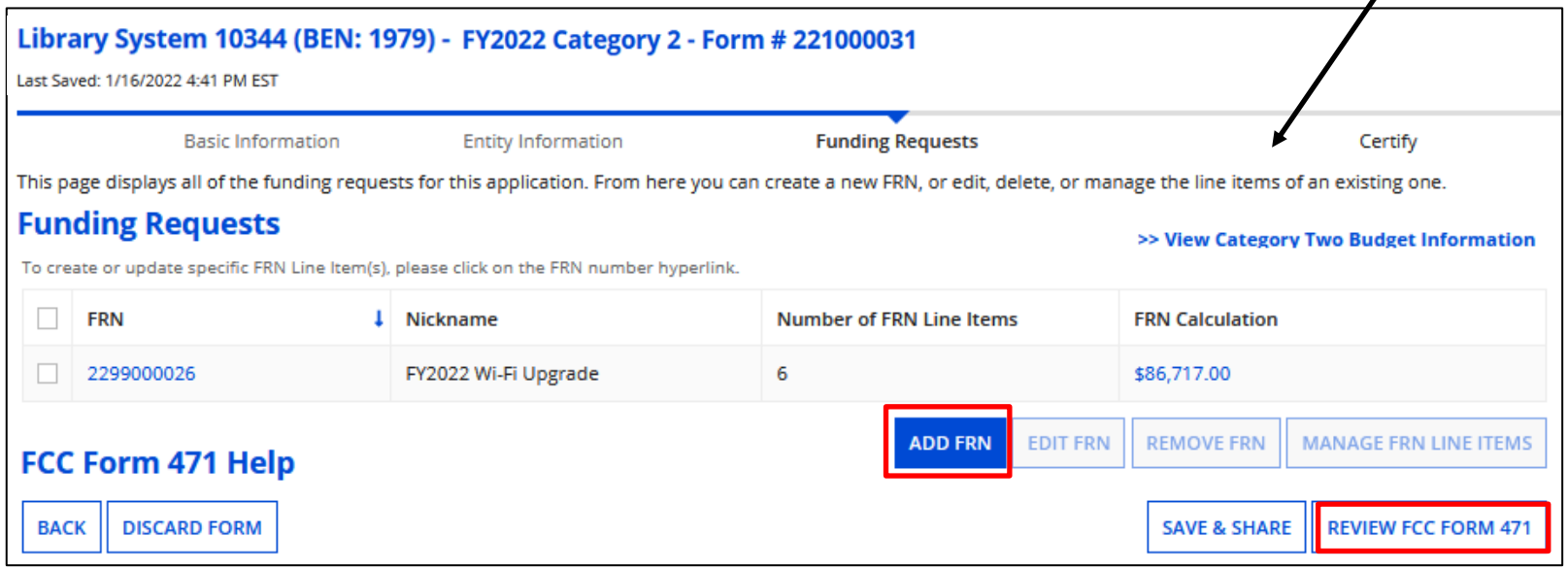
After clicking on “Save & Continue”, you will indicate the Recipients of Service.

Category 2 Form 471

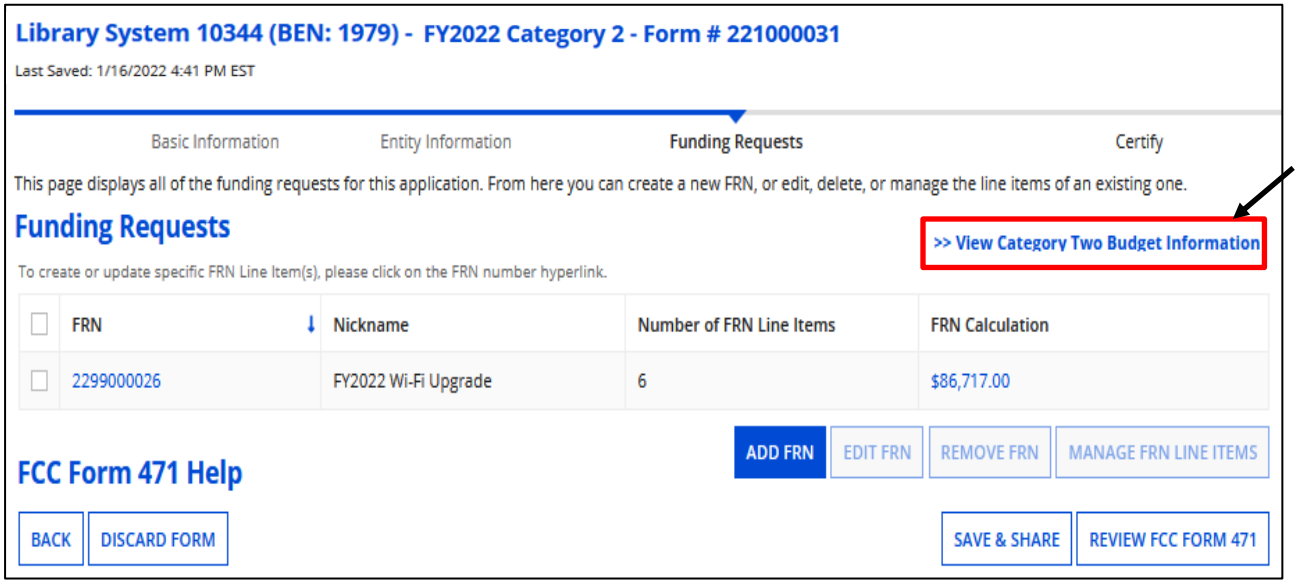


Verify information.
If correct, click on “Save & Continue”

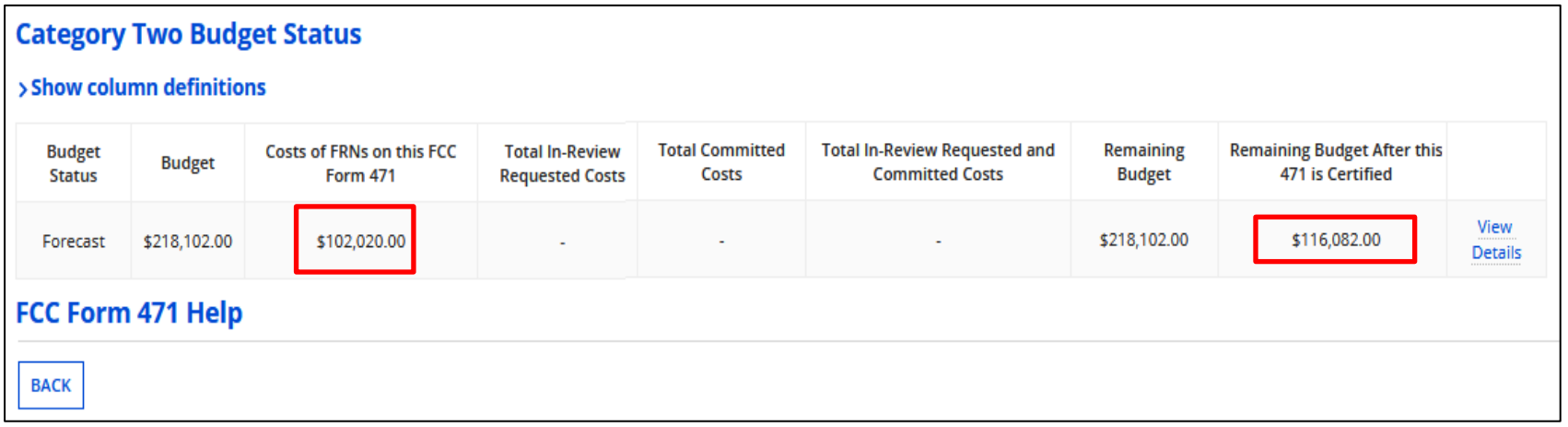
Add additional FRNs if needed. If done, click on “Review FCC Form 471”.



Category 2 Budget Info

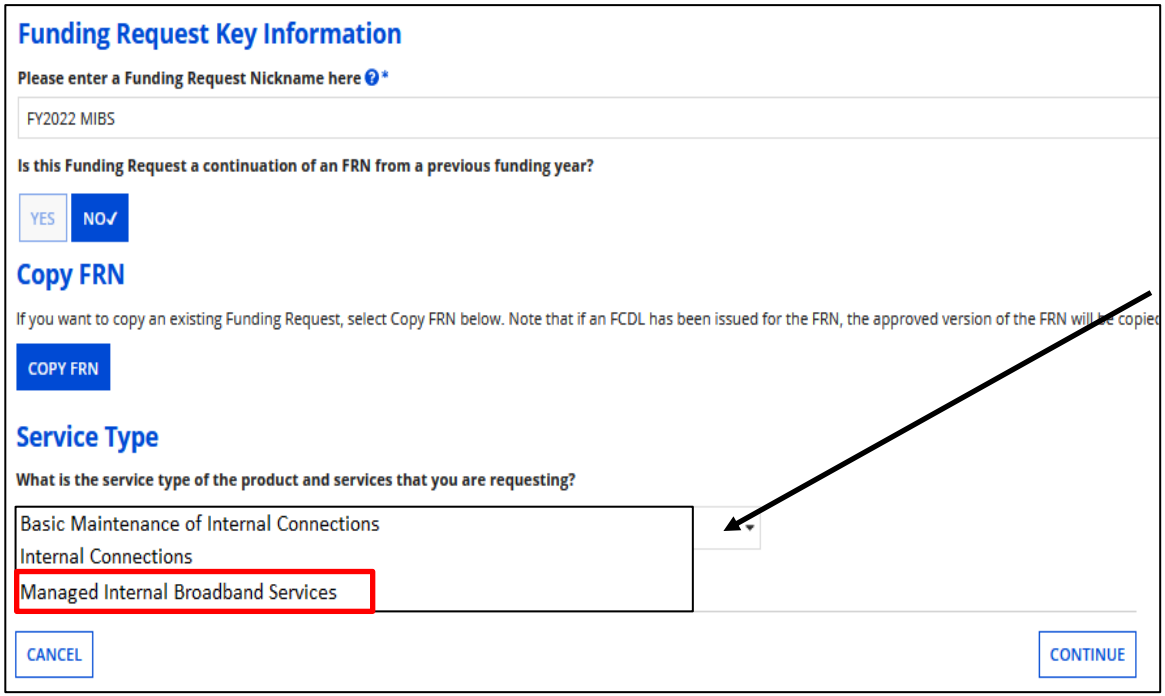


Click on "View Category 2 Budget Info" to see remaining budget after the funding request.

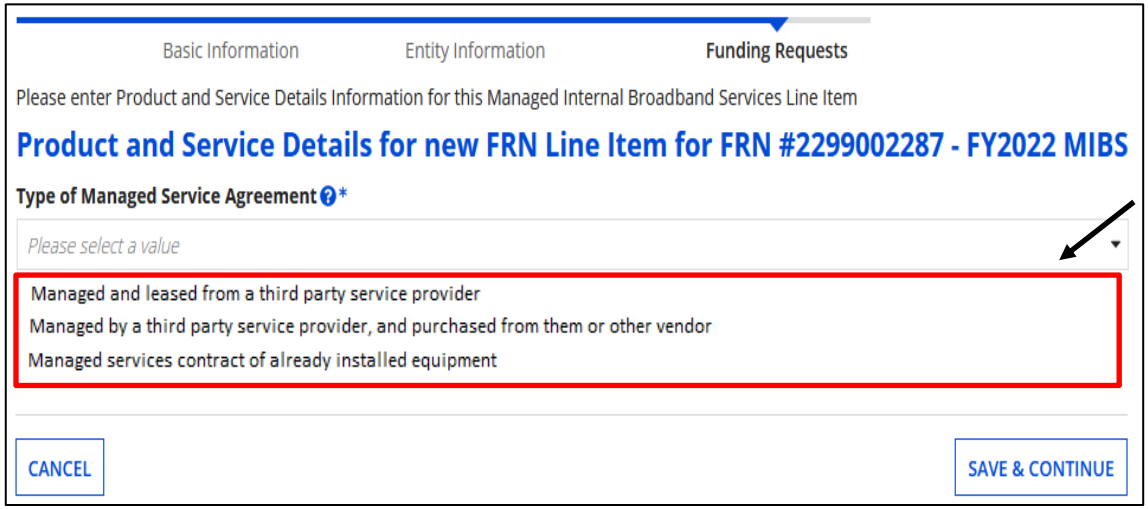


The total pre-discount cost is shown and remaining budget.
Click on "Back" to continue your application.

Category 2 MIBS

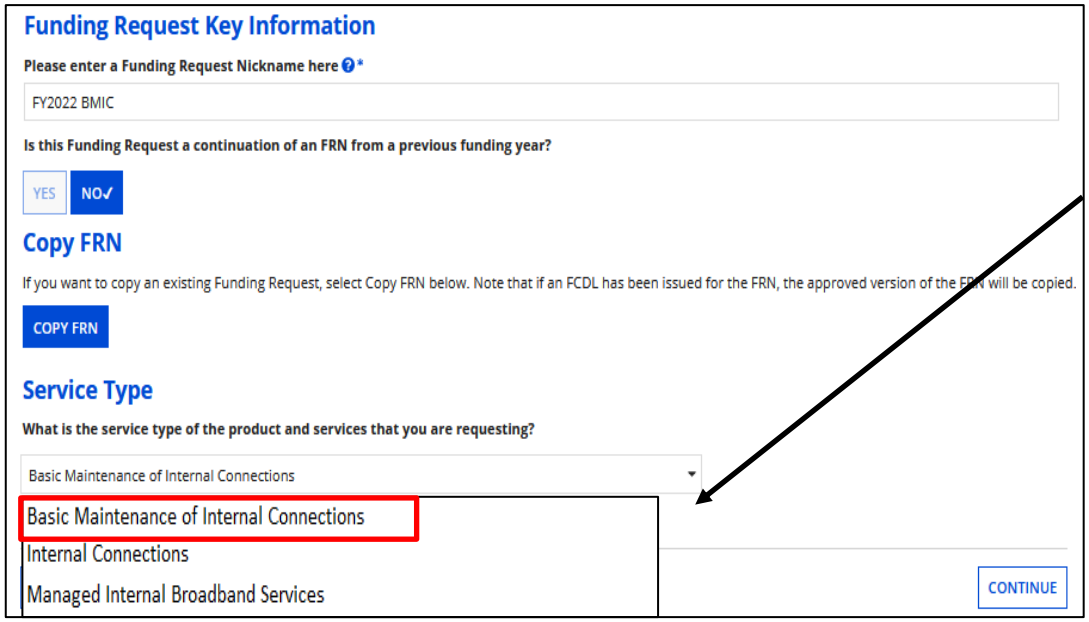


If requesting MIBS, create the FRN like before, associating a contract, and click on "Save & Add/Manage FRN Line Items" choosing **"Managed Internal Broadband Service"** as the Service Type, and complete the Contract, service dates, and narrative sections.



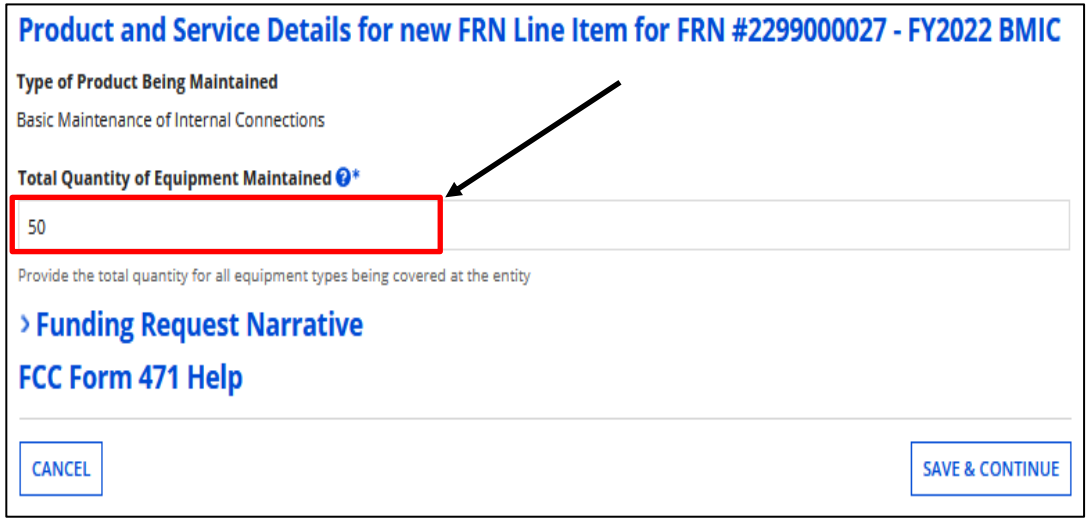
Choose the type of "Managed Service Agreement" in the FRN Line Item detail. Click on "Save & Continue" and provide cost per your contract and show cost.

Category 2 BMIC



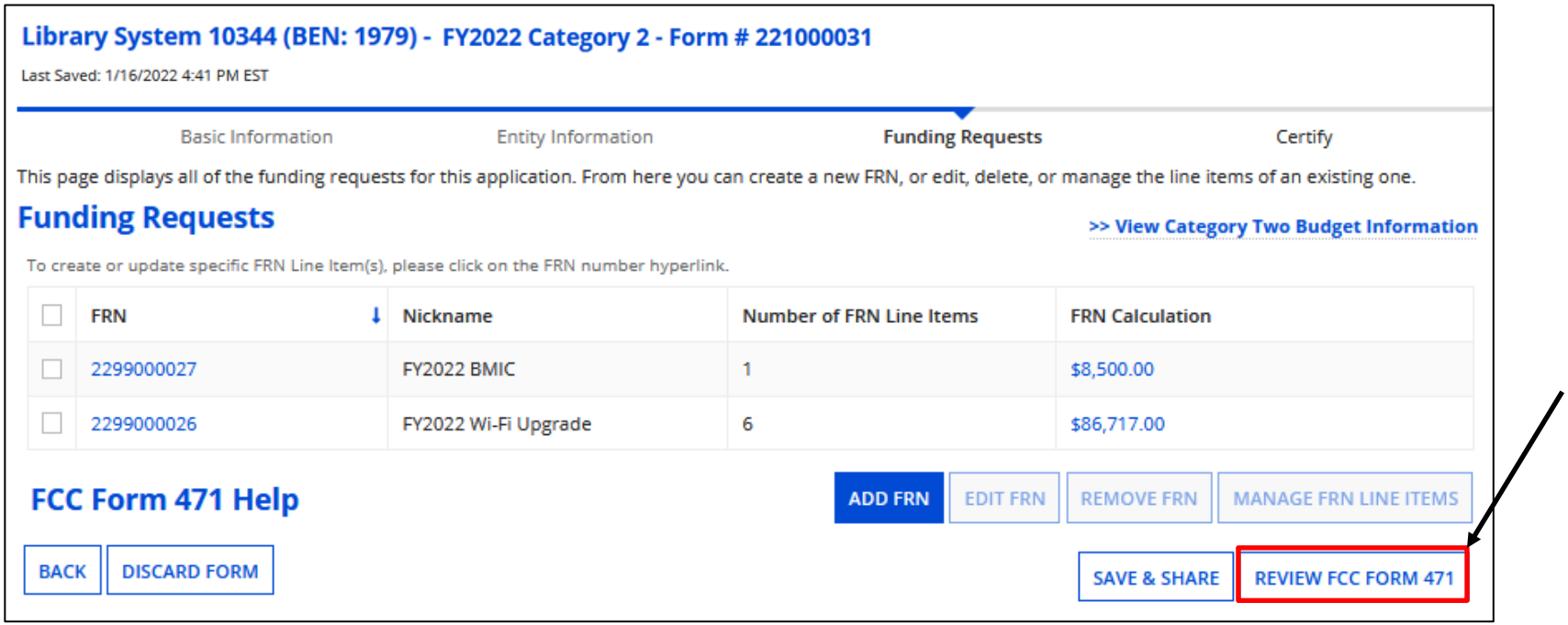
If requesting Basic Maintenance, create the FRN like before, choosing **"Basic Maintenance of Internal Connections"** as the Service Type.

Click on the FRN and "Add New FRN Line Item".



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

Completing the Form 471



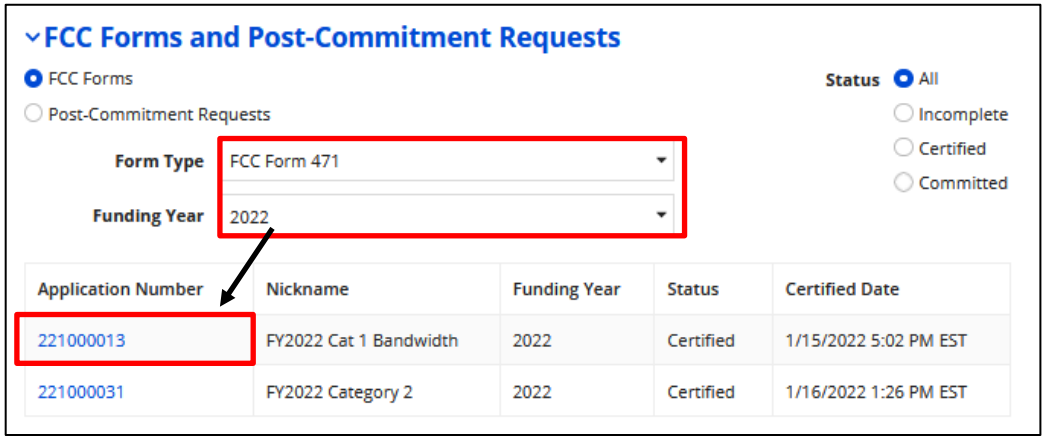
Completing the Category 2 application is the same as the Category 1 version.

Click on “Review FCC Form 471”. Click on “ REFRESH “ to receive the draft version and complete the form. Be patient, it may take a little while to display. Or,

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

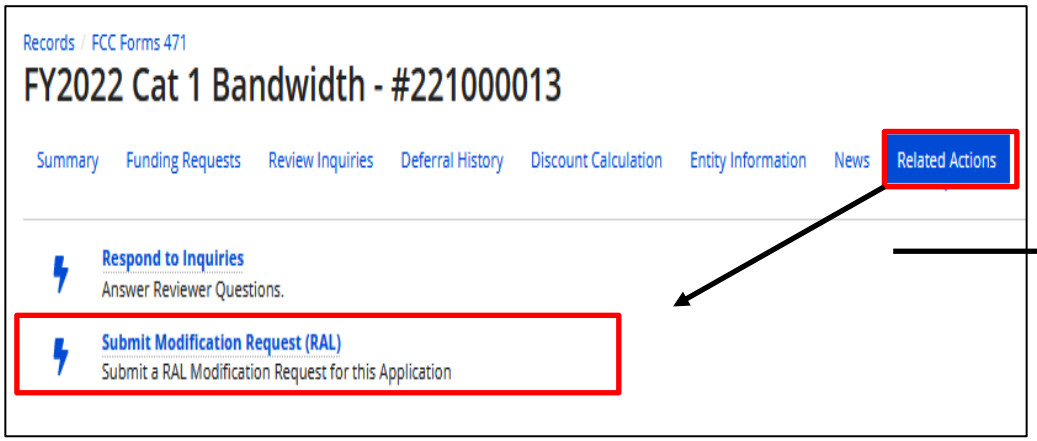
After the Form 471 – Next Steps

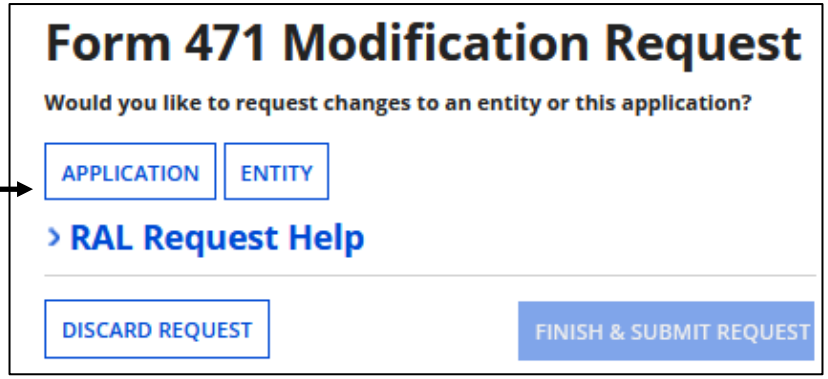
Finding Your 471 & Making Corrections



To find a submitted Form 471, scroll down to the bottom of the Landing Page, select 471 as "Type" and 2022 for "Funding Year".

Click on the Application Number.



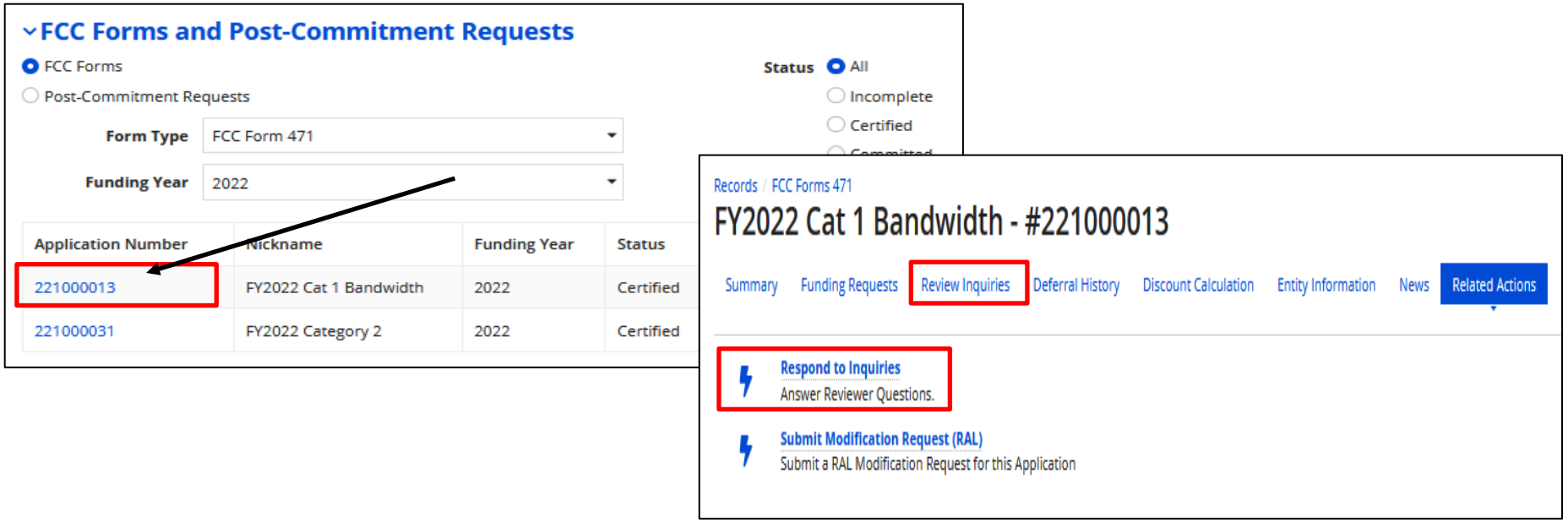


To make corrections after your Form 471 has been certified, submit a RAL Modification Request. For details on how to submit, see "Submitting Form 471 RAL Corrections" on my website for a step-by-step guide covering various scenarios at https://www.ohio-k12.help/erate/e-rate-resources/ .

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:



Click on “Review Inquires” or “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).

Changes To Be Aware Of - SPIN Changes

Corrective SPIN changes

- These are limited to correcting data entry errors, such as listing the wrong SPIN on a funding request

Operational SPIN changes

- Operational SPIN changes allowed, but
  - Must have legitimate reason to change, such as Breach of Contract or provider unable to meet the terms of the contract; and
  - Must select provider with next highest point value in evaluation
    - If only single bidder, then can select new provider consistent with state and local rules and submit a statement explaining only one or no bids were received.

Changes To Be Aware Of - Service Substitutions

Service Substitutions

- Service substitutions encompass changes in the technical components (whether products or services or both) specified in the FCC Form 471 Funding Request. Applicants who file service substitution requests must still comply with the deadlines for the FCC Form 486.
  - (i) The service or product has the same functionality;
  - (ii) The substitution does not violate any contract provisions or state or local procurement laws;
  - (iii) The substitution does not result in an increase in the percentage of ineligible services or functions; and
  - (iv) The applicant certifies that the requested change is within the scope of the controlling FCC Form 470, including any associated Requests for Proposal, for the original services.

Changes To Be Aware Of - Service Substitutions

Service Substitutions

- A service substitution request must be received or postmarked by the last day to receive service for that FRN. Last day to receive service is:
  - June 30 of the relevant funding year for recurring services, and
  - September 30 that follows the close of the funding year for non-recurring services.

Requesting Additional Changes

FCC Form 500

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

Slide 115

SC1 Suzie Casal, 9/23/2016

Questions?!!

Contact Information

E-Rate Support and Information

Lorrie Germann:
lgermann@ohiocsc.org **or**
lorrie.germann@education.ohio.gov

www.ohio-k12.help/erate

Office: 740-223-2420
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