



# FY2024 E-Rate Form 471 Workshop

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# Training Agenda

- Filing Basics
- Accessing the EPC Portal
- Entering Contracts
- Filing the FCC Form 471
  - Cat 1 – New Contract Funding Request
  - Cat 1 – Month to Month Requests
  - Cat 1 – Continuing Contract FRN
  - Cat 2 – Internal Connections
- 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)
- may reference an FCC Form 470 posted in a prior funding year where such a form resulted in a multi-year contract.
- must be filed **after** executing contracts for contracted services, if applicable, or selecting your service provider for tariffed or month-to-month services.

# When to File FCC Form 471

- The FCC Form 471 must be filed during a specific application window **each year**.
- All materials associated with the FCC Form 471 must be filed by 11:59 PM ET on or before the last day of the FCC Form 471 application filing window for the request to be considered as inside the window.
  - **Form 471 Filing window:**
    - Opened – **January 17<sup>th</sup>, 2024** ( Noon EST)
    - Closes – **March 27<sup>th</sup>, 2024** (11:59 pm EDT)
  - **Last date to file a Form 470 – February 28<sup>th</sup>, 2023**  
(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).

- **Entity Profile**

- The values in your applicant entity's profile had to be updated by Jan. 12<sup>th</sup>. If you find that a correction or change is needed, you may note the information on the Form 471 in the narrative of each funding request and make a RAL correction.
- The full-time enrollment and NLSP counts of the school district served by the main library location are used to calculate your discount in the EPC system.

- **Contracts**

- Before you begin your application, upload contracts that you will be associating with Funding Request Numbers (FRNs) in your entity's profile, if not already in EPC.

# Accessing the EPC Portal

# USAC's One Portal

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

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

Universal Service Administrative Co. | Subscribe | Payments | Open Data | **Sign In** | Search

About | **E-Rate** | Rural Health Care | Lifeline | High Cost | Service Providers

Dashboard | Universal Service Administrative Co. | Sign Out | lorrie.germann@erate-edplus.com

Upcoming Dates:  
02/28 2024: Last Day to File FCC Form 470 for the FY2024 FCC Form 471 Application Filing Period  
03/27 2024: E-Rate FY2024 FCC Form 471 Application Filing Window Closes

Schools and Libraries:  
**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/SPL, EPS) 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.

Help?  
Send us a message [Click here](#)  
Call us (888) 641-8722

Universal Service Administrative Co.

Username

Password

[Forgot password?](#)

You are accessing a portal to Universal Service Administrative Company (USAC) systems used to administer participation in the federal Universal Service programs in compliance with 47 C.F.R. Part 54. Access to the systems is provided solely to USAC-authorized users for USAC-authorized business purposes. By logging in, you represent that you are an authorized user. Use of this system indicates acceptance of the terms and conditions governing the USAC systems. USAC monitors user access and content for compliance with applicable laws and policies. Use of the system may be recorded, read, searched, copied and/or captured and is also subject to audit. Unauthorized use or misuse of this system is strictly prohibited and subject to disciplinary and/or legal action.

Click the box to accept.

By signing in, I accept the [terms and conditions](#) of the USAC system.

**Sign In**

Don't have an account? [Create an account.](#)

# Landing Page View

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

My Applicant Landing Page

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

Welcome, Library System 10344!

### Pending Inquiries

Type:  Application/Request:

Funding Year:

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:  Status:  All  Generated  Not Generated

Funding Year:

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

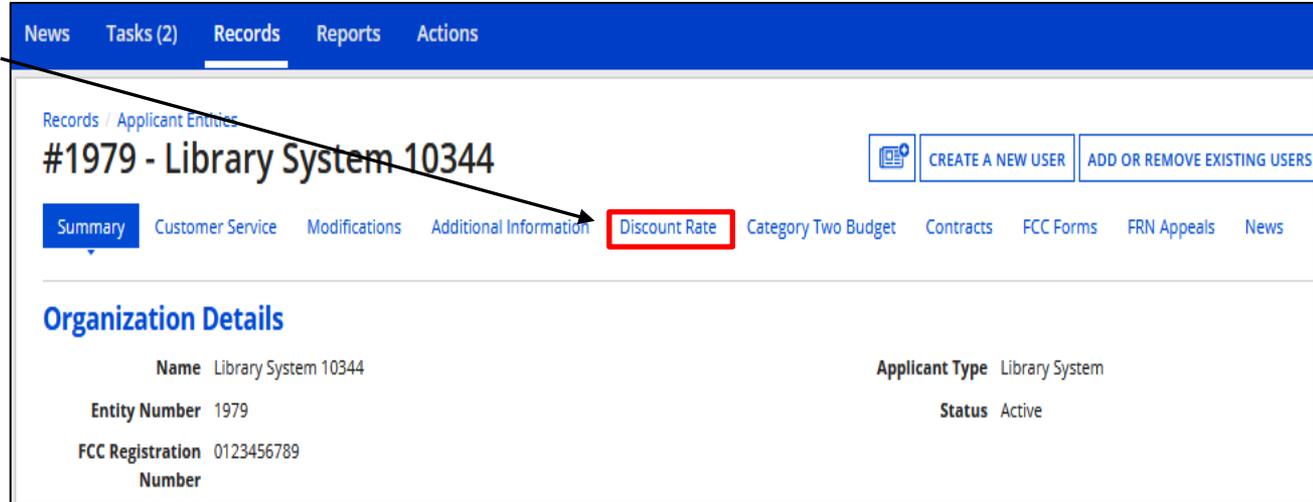
Make sure all your entities are listed\*. The Library’s Billed Entity Number will be listed first.

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

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

# Seeing The Library's Discount %

Click on "Discount Rate".



The screenshot shows the top navigation bar with 'Records' selected. Below it, the breadcrumb 'Records / Applicant Entries' is visible. The main heading is '#1979 - Library System 10344'. A red box highlights the 'Discount Rate' tab in the secondary navigation bar. Below this, the 'Organization Details' section is shown with the following information:

<b>Name</b>	Library System 10344	<b>Applicant Type</b>	Library System
<b>Entity Number</b>	1979	<b>Status</b>	Active
<b>FCC Registration Number</b>	0123456789		

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:

### Category Two Budget Information

Sum of Square 62844  
Footage of All  
Libraries in the  
System

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

[Records](#) [Applicant Entities](#)

## #1979 - Library System 10344

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

### Category Two Budget Status

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

∨ **2021 - 2025**

∨ **2021 - 2022 (Budgeted Entity)**

[Show column definitions](#)

Budget Status	Budget	Total In-Review Requested Costs	Total Committed Costs	Total In-Review Requested and Committed Costs	Remaining Budget
Confirmed	\$2,012,931.00	\$0.00	\$124,848.20	\$124,848.20	\$1,888,082.80 <a href="#">View Details</a>

# Entering Contracts

# Manage Contracts

**My Applicant Landing Page**

Universal Service Administrative Co.

Welcome, [Library System 10344!](#)

**Notifications**

Notification Type:

Funding Year:

Status:  All  
 Generated  
 Not Generated

Notification	Description	Issued Date	Generated By	Generated On
No items available				

**My Entities**

Entity	Entity Number	City	State	Zip Code
<b>Library System 10344</b>	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

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

Records / Applicant Entities  
#1979 - Library System 10344

CREATE A NEW USER ADD OR REMOVE EXISTING USERS MANAGE USER

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

**Organization Details**

Name School District 10997 Applicant Type School District

Records Applicant Entities  
#1979 - Library System 10344

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 - Library System 10344 (BEN: 1979)**

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

Contract Type: My Contract Drafts

**My Contract Drafts**

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

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

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



Begin by clicking on “Add New Contract”.

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

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

**Create Contract**

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

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

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

**Contract Information**

Enter a nickname to easily identify this contract ?\*

My Provider - 5 Year Bandwidth/IA Contract

Contract Number ?



# Manage Contracts – Create Contract

Breadcrumbs are provided to show progress.

Create Contract

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

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

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

**Contract Information**

Contract ID #7503

Would you like to upload a copy of your contract?

YES ✓    NO

**Contract Document Upload**

Please upload and describe each document related to your contract.

My Provider Bandwidth Contract  
DOCX - 13.95 KB

UPLOAD    Drop file here

Describe this contract document.

Describe this contract document.

BACK    CANCEL    SAVE & CLOSE    SAVE & CONTINUE

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

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

# Manage Contracts – Create Contract

## Create Contract

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

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

Here you will answer additional questions about this contract.

### Contract Information

Is this contract based on a State Master Contract? ?

Is this contract based on a multiple award schedule? ?

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

# Manage Contracts – Create Contract

**Create Contract**

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

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

Here you will answer additional questions about this contract.

**Contract Information**

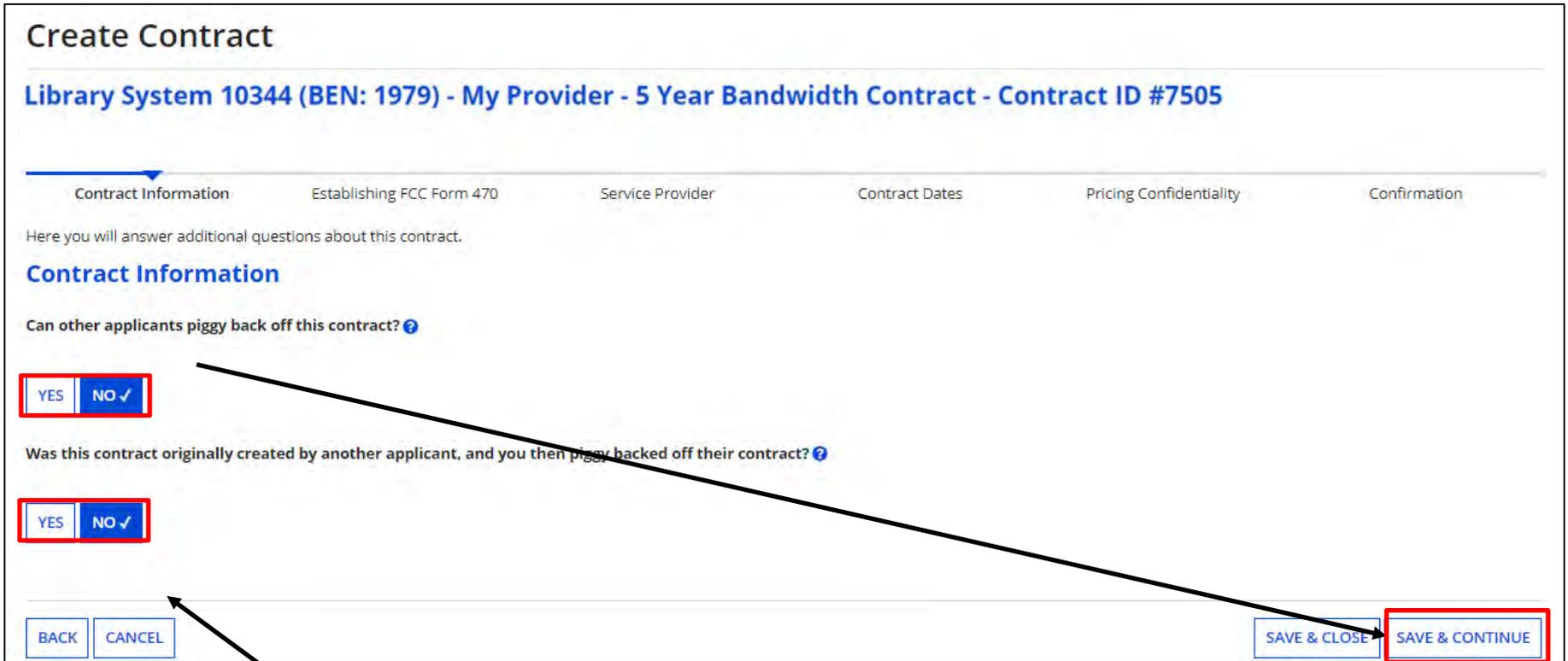
Can other applicants piggy back off this contract? [?](#)

YES    NO ✓

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

YES    NO ✓

The screenshot shows a web form titled 'Create Contract' for 'Library System 10344 (BEN: 1979) - My Provider - 5 Year Bandwidth Contract - Contract ID #7505'. A progress bar at the top indicates the current step is 'Contract Information'. Below the progress bar, there is a heading 'Contract Information' and a sub-heading 'Here you will answer additional questions about this contract.' Two questions are listed: 'Can other applicants piggy back off this contract?' and 'Was this contract originally created by another applicant, and you then piggy backed off their contract?'. Both questions have 'NO' selected with a checkmark. At the bottom of the form, there are four buttons: 'BACK', 'CANCEL', 'SAVE & CLOSE', and 'SAVE & CONTINUE'. The 'SAVE & CONTINUE' button is highlighted with a red box. A black arrow points from the 'SAVE & CONTINUE' button to the 'NO' selection of the first question. Another black arrow points from the 'BACK' button to the 'NO' selection of the second question.

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 a FY2016 – FY2024 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 before the allowable date, you will receive an error message

**Create Contract**

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

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

Here you can use the search tool below to associate an FCC Form 470 with this contract.

**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? <sup>Ⓜ</sup>

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"/>	24000194	FY2024 Cat 2	2024	10426	School District 10997	1/5/2024	Basic Maintenance of Internal Connections; Data Transmission and/or Internet Access; Internal Connections; Managed Internal Broadband Services

1 - 5 of 6 >

# Manage Contracts – Create Contract

### Create Contract

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

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

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

#### Service Provider

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

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

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

#### Search Service Providers

Search by SPIN    Search by Name (Full or Partial)

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

Enter Account Number if known, but not required

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

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

# Manage Contracts – Create Contract

**Create Contract**

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

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

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

**Contract Dates**

Is this a multi-year contract?    What is the date you awarded your contract? \*

YES ✓     NO     📅

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

**Create Contract**

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

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

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

**Contract Dates**

Does this contract include voluntary extensions?

YES ✓     NO

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

06/30/2031 

How many extensions are left on the contract? \*

2

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

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

84

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

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

Click on “Save & Continue”.

# Manage Contracts – Create Contract

**Create Contract**

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

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

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

**Pricing Confidentiality**

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

YES     NO ✓

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

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

Click on “Save & Continue”.

# Manage Contracts – Create Contract (Confirmation)

**Create Contract: Confirmation**

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

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

Please review the information and submit the information below to complete this contract.

**Contract Information**

Nickname	My Provider - 5 Year MIBS Contract	Contract ID	8968
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	#230000182	Number of Bids Received	4
---------------------------	------------	-------------------------	---

**Service Provider**

Service Provider	USAC Service Provider Organization 1 (SPIN: 14010001)	Account Number	
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**Contract Dates**

Award Date	1/10/2024	Multi-Year Contract?	Yes
Includes Voluntary Extensions?	Yes		

**Extension Details:**

- There are 2 remaining voluntary extensions.
- There are 84 months remaining in this contract if all extensions are exercised.
- This contract expires on 6/30/2031 if all extensions are exercised.

**Pricing Confidentiality**

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

**Supporting Documents**

Document	Description
MIBS Contract 2024-2028	

**BACK**    **CANCEL**    **SAVE & CLOSE**    **COMPLETE**

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

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

# Manage Contracts

**Manage Contracts**

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

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

**Contract Type** Submitted Contracts

**Submitted Contracts**

The grid below contains all submitted contracts for this organization.

<input type="checkbox"/>	Contract ID	Contract Number	Contract Nickname	Award Date
<input type="checkbox"/>	8968		My Provider - 5 Year MIBS Contract	1/10/2024
<input type="checkbox"/>	7504		FY2023 Wi-Fi Upgrade	1/4/2023
<input type="checkbox"/>	7503		My Provider - 5 Year Bandwidth/IA Contract	1/3/2023

8 items

**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.

# Creating the Form 471

# Creating the Form 471

**My Applicant Landing Page**

 **Universal Service Administrative Co.**

Welcome, [Library System 10344!](#)

[Funding Request Report](#) | [FCC Form 471](#) | [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](#)

**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
<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. 12<sup>th</sup> deadline, your FY2023 data will be displayed.

## FCC Form 471 - Funding Year 2024

### Library System 10344 (BEN: 1979) - FY2024 Cat 1 - ABC Public Library

Last Saved:

Basic Information

Entity Information

Funding Requests

Certify

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

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

### Billed Entity Information

Library System 10344

Billed Entity Number: 1979

Address1

FCC Registration Number: 0123456789

Rockville, MD 20850

Applicant Type: Library System

012-345-6789

library\_sys\_10344@mailinator.com

### Application Nickname

Please enter an application nickname here. ?\*

FY2024 Cat 1 - ABC Public Library

### FCC Form 471 Help

Show Help

DISCARD FORM

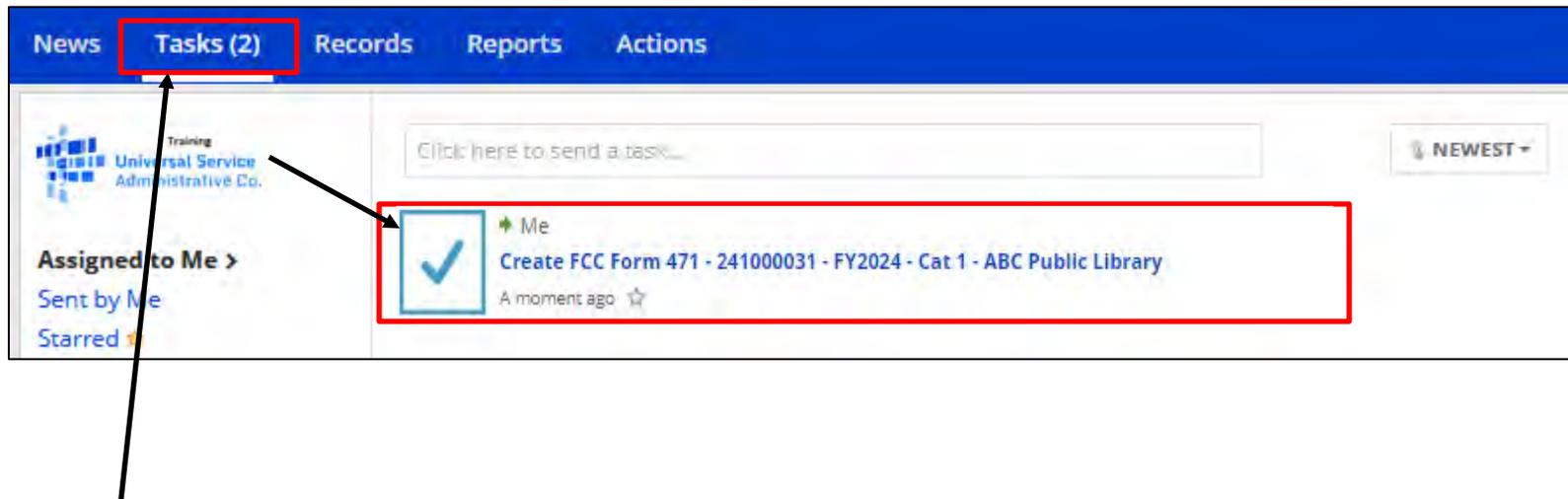
SAVE & CONTINUE

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.**

# 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

FCC Form 471 - Funding Year 2024

Library System 10344 (BEN: 1979) - FY2024 - Cat 1 - ABC Public Library - Form # 241000031

Last Saved: 1/21/2024 11:31 AM EST

Basic Information    Entity Information    Funding Requests    Certify

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

### Consultant Information

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

### Contact Information

Are you the main contact person?

YES ✓     NO

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

### Holiday / Summer Contact Information

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

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

[FCC Form 471 Help](#)

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

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

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

### Contact Information

Are you the main contact person?

YES     NO ✓

Main Contact Person \*

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

# Choosing Category of Service

FCC Form 471 - Funding Year 2024

Library System 10344 (BEN: 1979) - FY2024 - Cat 1 - ABC Public Library - Form # 241000031

Last Saved: 1/21/2024 11:31 AM EST

Basic Information      Entity Information      Funding Requests      Certify

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

### Category of Service

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

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

**CATEGORY 1 ✓**

- Data Transmission and/or Internet Access

**CATEGORY 2**

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

**FCC Form 471 Help**

Show Help

BACK    DISCARD FORM      **SAVE & CONTINUE**

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.

## FCC Form 471 - Funding Year 2024

Library System 10344 (BEN: 1979) - FY2024 - Cat 1 - ABC Public Library - Form # 241000031

Last Saved: 1/21/2024 11:31 AM EST

Basic Information

Entity Information

Funding Requests

Certify

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

### Entity Information

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

### FCC Form 471 Help

Show Help

BACK

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

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

# Related Entity Information

## FCC Form 471 - Funding Year 2024

### Library System 10344 (BEN: 1979) - FY2024 - Cat 1 - ABC Public Library - Form # 241000031

Last Saved: 1/21/2024 11:31 AM EST

Basic Information

Entity Information

Funding Requests

Certify

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

### Related Entity(ies) Information

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

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

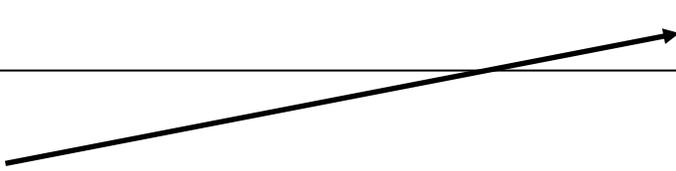
### FCC Form 471 Help

[Show Help](#)

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

[SAVE & CONTINUE](#)

View "Related Entity Information".



Click on "Save & Continue".

# Requested Discount Calculation

## Library System 10344 (BEN: 1979) - FY2024 - Cat 1 - ABC Public Library - Form # 241000031

Last Saved: 1/21/2024 11:31 AM EST

Basic Information

Entity Information

Funding Requests

Certify

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

### Requested Discount Calculation

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

This discount rate has not been approved for the current year

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

[SHOW ADDITIONAL INFORMATION](#)

### FCC Form 471 Help

[Show Help](#)

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[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.

# Funding Requests – Part 1

## FCC Form 471 - Funding Year 2024

Library System 10344 (BEN: 1979) - FY2024 - Cat 1 - ABC Public Library - Form # 241000031

Last Saved: 1/21/2024 11:31 AM EST

Basic Information

Entity Information

Funding Requests

Certify

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

### Funding Requests

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

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

ADD FRN

EDIT FRN

REMOVE FRN

MANAGE FRN LINE ITEMS

### FCC Form 471 Help

Show Help

BACK DISCARD FORM

Click on "Add FRN" to begin.

SAVE & SHARE REVIEW FCC FORM 471

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

# Funding Requests – Part 1

**Library System 10344 (BEN: 1979) - FY2024 - Cat 1 - ABC Public Library - Form # 241000031**  
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Basic Information      Entity Information      **Funding Requests**      Certify

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

### Funding Request Key Information

Please enter a Funding Request Nickname here \*

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

YES     **NO**

### Copy FRN

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

### Service Type

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

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

Enter a nickname for the FRN.

Choose "No" as this is a new contract.

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

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

# Funding Requests – Part 1

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

**Library System 10344 (BEN: 1979) - FY2024 - Cat 1 - ABC Public Library - Form # 241000031**  
Last Saved: 1/21/2024 11:31 AM EST

Basic Information      Entity Information      **Funding Requests**      Certify

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

### FRN Contract

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

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

### FCC Form 471 Help

BACK    CANCEL    **CONTINUE**

### Associate a Contract

Search by Creating Organization BEN

1979

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

Search by 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"/> 7505		My Provider - 5 Year Bandwidth Contract	1/14/2024	1979

FCC Form 471 Help

Show Help

BACK    CANCEL    **CONTINUE**

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

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

# Contract Summary

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

Contract Number

Establishing FCC #230000182  
Form 470

Award Date 1/3/2023

Expiration Date (All 6/30/2030  
Extensions)

Account Number

Service Provider USAC Service Provider Organization 1 (SPIN: 14010001)

Includes Voluntary Yes  
Extensions?

Remaining Voluntary 2  
Extensions

Total Remaining 84  
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? ?\*

07/01/2024

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? ?\*

06/30/2029

### FCC Form 471 Help

Show Help

BACK

CANCEL

CONTINUE

Verify the service start date; that's auto-populated. The default is 07/01/2024 for the upcoming funding year.

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

Once completed, click on "Continue"

# Funding Requests – Part 1

## Library System 10344 (BEN: 1979) - FY2023 Cat 1 - Library System 10344 - Form # 231000016

Last Saved: 1/16/2023 5:41 PM EST

Basic Information

Entity Information

Funding Requests

Certify

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

### Fiber Request Key Information

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

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

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

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

#### Notes:

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

YES

NO ✓

### FCC Form 471 Help

Show Help

BACK

CANCEL

CONTINUE

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

# Funding Request Narrative

**Library System 10344 (BEN: 1979) - FY2024 - Cat 1 - ABC Public Library - Form # 241000031**  
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Basic Information      Entity Information      **Funding Requests**      Certify

### Narrative

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

Bandwidth to 4 library branch locations

**FCC Form 471 Help**  
Show Help

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

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

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

# Adding FRN Line Items

**Library System 10344 (BEN: 1979) - FY2024 - Cat 1 - ABC Public Library - Form # 241000031**  
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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 #2499000033 - FY2024 Bandwidth

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

**ADD NEW FRN LINE ITEM**   REMOVE FRN LINE ITEM   BULK UPLOAD

**FCC Form 471 Help**  
Show Help

BACK   DISCARD FORM      SAVE & SHARE   SAVE & CONTINUE



Click on “Add New FRN Line Item”.

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

# Product/Service Details

## Library System 10344 (BEN: 1979) - FY2024 - Cat 1 - ABC Public Library - Form # 241000031

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Basic Information

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Funding Requests

Certify

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

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

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

#### Purpose

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

#### Function

Fiber	<i>Please select a value</i> Fiber Copper Wireless Other Miscellaneous
Type of Connection*	
Ethernet	
> Funding Request Narrati	

[FCC Form 471 Help](#)

[Show Help](#)

CANCEL

SAVE & CONTINUE

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

**Library System 10344 (BEN: 1979) - FY2024 - Cat 1 - ABC Public Library - Form # 241000031**  
Last Saved: 1/21/2024 11:48 AM EST

Basic Information    Entity Information    **Funding Requests**    Certify

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

**Bandwidth Speed for new FRN Line Item for FRN #2499000033 - FY2024 Bandwidth**

**Bandwidth Download Speed \***  
1.000

**Bandwidth Download Units \***  
Gbps

**Bandwidth Upload Speed \***  
1.000

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

**Bandwidth Upload Units \***  
Gbps

**Burstable Bandwidth?**

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

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

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

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

# Connection Information

## Library System 10344 (BEN: 1979) - FY2024 - Cat 1 - ABC Public Library - Form # 241000031

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Basic Information

Entity Information

Funding Requests

Certify

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

### Connection Information for new FRN Line Item for FRN #2499000033 - FY2024 Bandwidth

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

Does this include firewall services? \*

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

YES

NO ✓

YES

NO ✓

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

YES ✓

NO

### FCC Form 471 Help

Show Help

BACK

CANCEL

SAVE & CONTINUE

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

**Note:** The system will not allow you to answer "Yes" to both questions displayed 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.

“One-Time Cost” would be for installation.

**Library System 10344 (BEN: 1979) - FY2024 - Cat 1 - ABC Public Library - Form # 241000031**  
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Basic Information      Entity Information      **Funding Requests**      Certify

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

**Cost Calculation for new FRN Line Item for FRN #2499000033 - FY2024 Bandwidth**

Monthly Cost		One-Time Cost	
Monthly Recurring Unit Cost	\$500.00	One-time Unit Cost	\$0.00
Monthly Recurring Unit Ineligible Costs	\$0.00	One-time Ineligible Unit Cost	\$0.00
Monthly Recurring Unit Eligible Costs	= \$500.00	One-time Eligible Unit Cost	= \$0.00
Monthly Quantity	3	One-time Quantity	0
Total Monthly Eligible Recurring Costs	= \$1,500.00	Total Eligible One-time Costs	= \$0.00
Months of Service	x 12		
Total Eligible Recurring Costs	= \$18,000.00		

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

BACK    CANCEL    **SAVE & CONTINUE**

When completed, click on “Save & Continue”

# Manage Recipients of Service – Shared Service

Library System 10344 (BEN: 1979) - FY2024 - Cat 1 - ABC Public Library - Form # 241000031  
Last Saved: 1/21/2024 12:01 PM EST

Basic Information Entity Information **Funding Requests** Certify

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

### Manage Recipients of Service

Is every entity for this organization receiving service?

YES ✓  NO

#### Selected Entities

BEN	BEN Name
230706	NORTHWEST LIBRARY
16047102	WORTHINGTON PARK LIBRARY
17001777	Worthington Public Library
17001778	SOUTHEAST LIBRARY

**FCC Form 471 Help**  
Show Help

BACK CANCEL **SAVE & CONTINUE**

### Recipients of Service for FRN Line Item #2499000033.001

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

**FCC Form 471 Help**  
Show Help

BACK CANCEL **SAVE & CONTINUE**

BACK CANCEL **SAVE & CONTINUE**

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

## Library System 10344 (BEN: 1979) - FY2024 - Cat 1 - ABC Public Library - Form # 241000031

Last Saved: 1/21/2024 12:02 PM EST

Basic Information

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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 #2499000033 - FY2024 Bandwidth

<input type="checkbox"/>	FRN Line Item Number	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	2499000033.001	Fiber	Ethernet	3	0	\$18,000.00

ADD NEW FRN LINE ITEM

REMOVE FRN LINE ITEM

BULK UPLOAD

### FCC Form 471 Help

Show Help

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DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

The grid shows the completed item. If additional Line Items are needed for this Funding Request, click “Add New FRN Line Item”. **If you need to edit information in the line item, click on the FRN Line-Item Number ( [2499000033.001](#) ).** If done, click on “Save & Continue”.

# Funding Requests

## Library System 10344 (BEN: 1979) - FY2024 - Cat 1 - ABC Public Library - Form # 241000031

Last Saved: 1/21/2024 12:02 PM EST

Basic Information

Entity Information

Funding Requests

Certify

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

### Funding Requests

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

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	<a href="#">2499000033</a>	FY2024 Bandwidth	1	\$16,200.00

[FCC Form 471 Help](#)

Show Help

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[ADD FRN](#)

[EDIT FRN](#)

[REMOVE FRN](#)

[MANAGE FRN LINE ITEMS](#)

We now see a funding calculation. If you need to add another FRN, click on "Add FRN", if done, click on "Review FCC Form 471".

[SAVE & SHARE](#)

[REVIEW FCC FORM 471](#)

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 ( [2499000033](#) ) Number.

# **Adding Month to Month Funding Request**

# Funding Requests

## Library System 10344 (BEN: 1979) - FY2024 - Cat 1 - ABC Public Library - Form # 241000031

Last Saved: 1/21/2024 12:02 PM EST

Basic Information

Entity Information

Funding Requests

Certify

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

### Funding Requests

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

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	<a href="#">2499000033</a>	FY2024 Bandwidth	1	\$16,200.00

ADD FRN

EDIT FRN

REMOVE FRN

MANAGE FRN LINE ITEMS

### FCC Form 471 Help

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DISCARD FORM

SAVE & SHARE

REVIEW FCC FORM 471

Click on “Add FRN” to begin.

# Funding Requests

Library System 10344 (BEN: 1979) - FY2024 - Cat 1 - ABC Public Library - Form # 241000031

Last Saved: 1/21/2024 12:02 PM EST

Basic Information      Entity Information      **Funding Requests**      Certify

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

### Funding Request Key Information

Please enter a Funding Request Nickname here \*

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

YES  NO

### Copy FRN

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

### Service Type

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

FCC Form 471 Help

[Show Help](#)

Enter a nickname for the FRN.



Choose "No" for MTM.



Do not select "Copy FRN"



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

**FRN Contract**

How are the services for this FRN being purchased?

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

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

**FCC Form 471 Help**

BACK    CANCEL    **CONTINUE**

Choose Month-to-Month. Because 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”.

MTM cellular data plans requires you file a Form 470 annually!!

# Establishing Form 470

**Establishing FCC Form 470**

How many bids were received? \*

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

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

YES  NO

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

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

**Search FCC Forms 470**

Search by FCC Form 470 Number

Search by Nickname (Partial or Full)

Search by BEN

<input type="checkbox"/>	FCC Form 470 Number	Nickname	Funding Year	↓ BEN	BEN Name	Allowable Contract Date	Service Type
<input checked="" type="checkbox"/>	230000141	Cat 1 & Cat 2	2024	1979	Library System 10344	1/14/2024	Basic Maintenance of Internal Connections; Data Transmission and/or Internet Access; Internal Connections
<input type="checkbox"/>	170004667	1-Mar-2017 012442	2017	1979	Library System 10344	3/29/2017	Internal Connections; Internet Access and/or Telecommunications

**FCC Form 471 Help**

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

**Service Provider**

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

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

Use the search tool below to find the establishing service provider

**Search Service Providers**

Search by SPIN  Search by Name (Full or Partial)

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

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

# Funding Requests

## Library System 10344 (BEN: 1979) - FY2024 - Cat 1 - ABC Public Library - Form # 241000031

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Basic Information

Entity Information

Funding Requests

Certify

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

### Dates

What is the service start date? ?\*

07/01/2024



Enter the date when services will start for this Funding Year

When will the services end? \*

06/30/2025



BACK

CANCEL

CONTINUE

The Service Start Date will auto-populate for the start of FY2024. Enter the Service End Date. The date cannot be after 6/30/2025 for month-to-month service. Click on "Continue"

# Funding Requests

**Library System 10344 (BEN: 1979) - FY2024 - Cat 1 - ABC Public Library - Form # 241000031**

Last Saved: 1/21/2024 12:02 PM EST

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Basic Information      Entity Information      **Funding Requests**      Certify

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

**Pricing Confidentiality**

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

YES    NO ✓

---

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

Click on “Continue”.

# Funding Requests

## Library System 10344 (BEN: 1979) - FY2024 - Cat 1 - ABC Public Library - Form # 241000031

Last Saved: 1/21/2024 12:02 PM EST

Basic Information

Entity Information

Funding Requests

Certify

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

### Fiber Request Key Information

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

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

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

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

#### Notes:

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

YES

NO ✓

### FCC Form 471 Help

Show Help

BACK

CANCEL

CONTINUE

Select "No" and click on "Continue"

# Funding Request Narrative

**Library System 10344 (BEN: 1979) - FY2024 - Cat 1 - ABC Public Library - Form # 241000031**  
Last Saved: 1/21/2024 12:02 PM EST

Basic Information      Entity Information      **Funding Requests**      Certify

### Narrative

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

2 Mobile hot spots to be used for our bookmobile

**FCC Form 471 Help**  
Show Help

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

Provide a narrative to describe the service.  
Click on “Save & Add/Manage FRN Line Items”.

# Adding FRN Line Items

**Library System 10344 (BEN: 1979) - FY2024 - Cat 1 - ABC Public Library - Form # 241000031**  
Last Saved: 1/21/2024 12:29 PM EST

Basic Information      Entity Information      **Funding Requests**      Certify

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

### FRN Line Items for FRN #2499000034 - FY2024 Bookmobile Hotspots

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

**ADD NEW FRN LINE ITEM**    REMOVE FRN LINE ITEM    BULK UPLOAD

**FCC Form 471 Help**  
Show Help

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

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

# Product/Service Details

**Product and Service Details for new FRN Line Item for FRN #2499000034 - FY2024 Bookmobile Hotspots**

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

**Purpose ?\***

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

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

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

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

**Function ?\***

Wireless

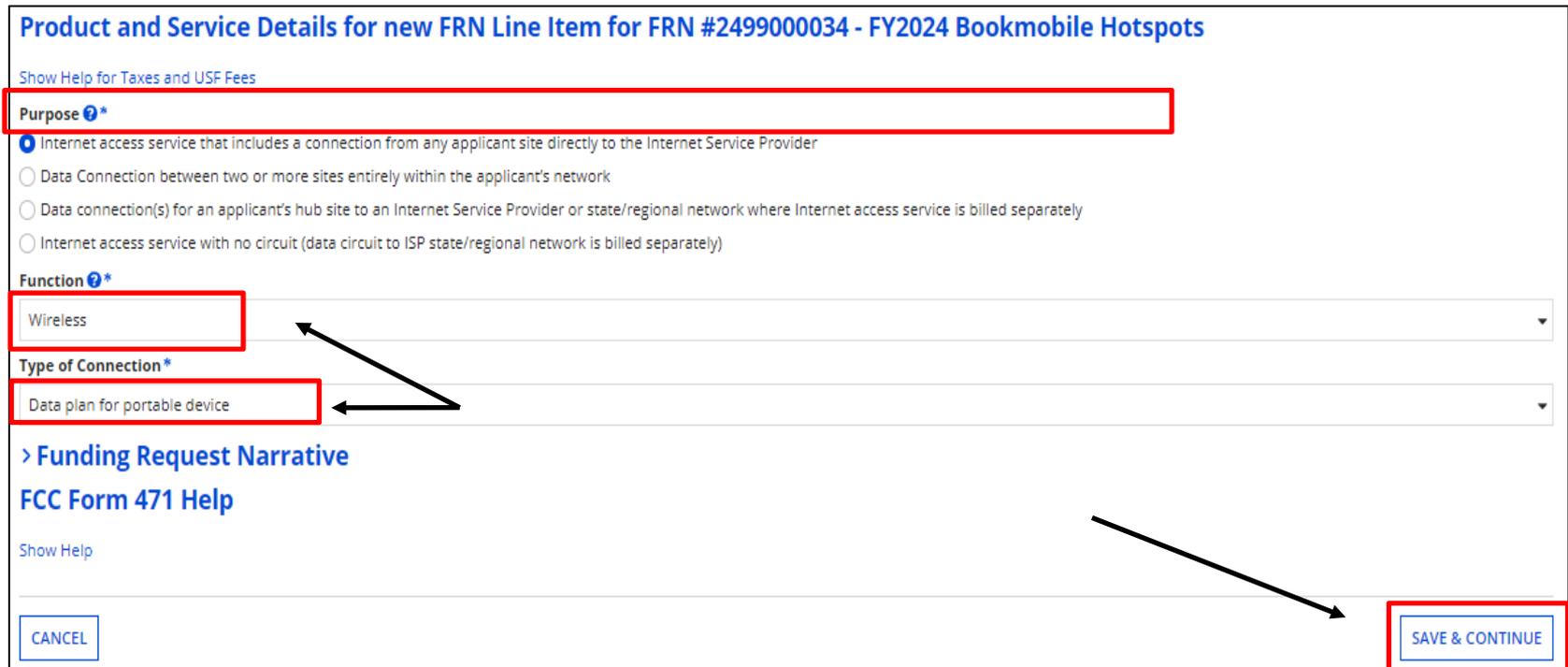
**Type of Connection\***

Data plan for portable device

[> Funding Request Narrative](#)

[FCC Form 471 Help](#)

[Show Help](#)



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

# Bandwidth Speeds

**Bandwidth Speed for new FRN Line Item for FRN #2499000034 - FY2024 Bookmobile Hotspots**

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

4.000

**Bandwidth Download Units \***

Gbps

**Bandwidth Upload Speed \***

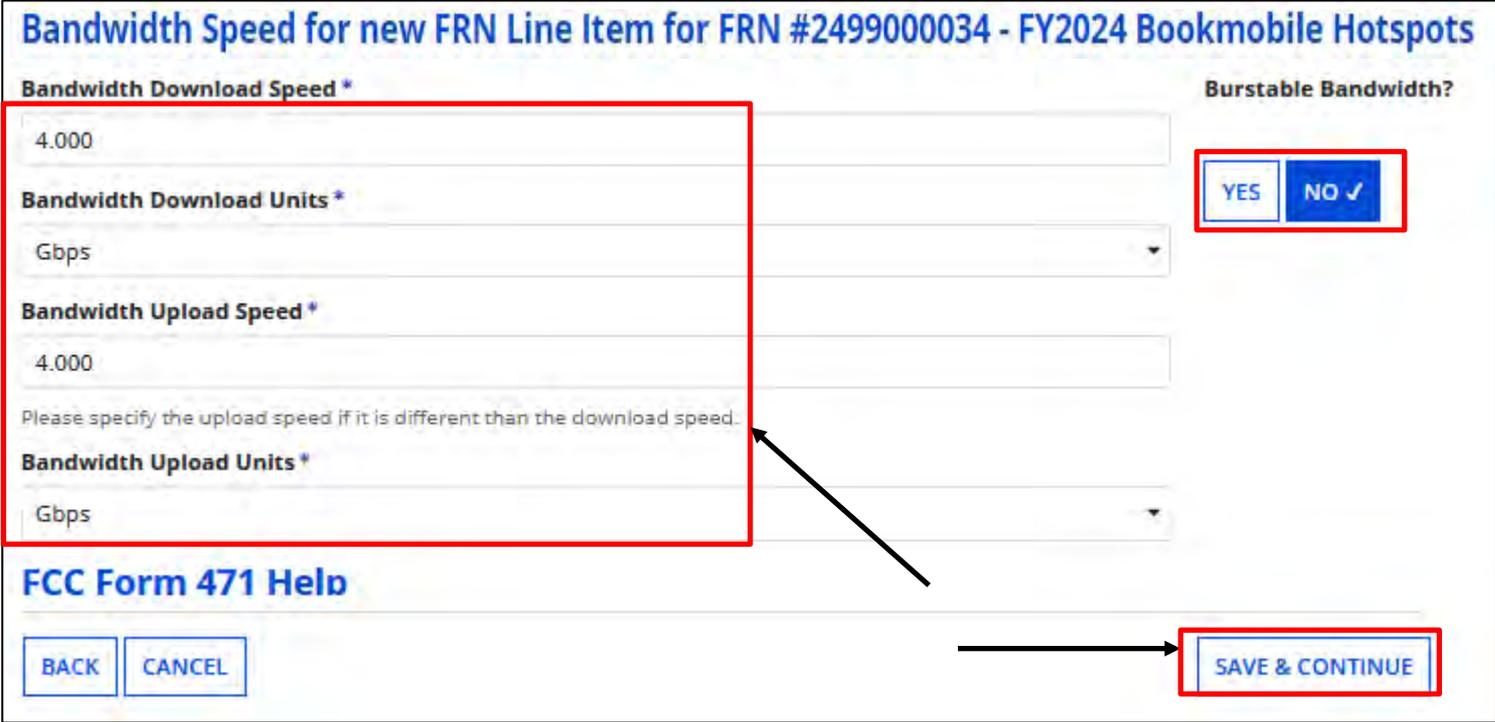
4.000

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

**Bandwidth Upload Units \***

Gbps

**FCC Form 471 Help**



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

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

# Connection Information

**Connection Information for new FRN Line Item for FRN #2499000034 - FY2024 Bookmobile Hotspots**

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

Does this include firewall services? \*

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

YES ✓ NO

YES NO ✓

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

YES NO ✓

**FCC Form 471 Help**

Show Help

BACK CANCEL

SAVE & CONTINUE

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

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

# Cost Calculations

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

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

**Cost Calculation for new FRN Line Item for FRN #2499000034 - FY2024 Bookmobile Hotspots**

Monthly Cost		One-Time Cost	
Monthly Recurring Unit Cost	<input type="text" value="\$42.36"/>	One-time Unit Cost	<input type="text" value="\$0.00"/>
Monthly Recurring Unit Ineligible Costs	<input type="text" value="\$0.00"/>	One-time Ineligible Unit Cost	<input type="text" value="\$0.00"/>
Monthly Recurring Unit Eligible Costs	= \$42.36	One-time Eligible Unit Cost	= \$0.00
Monthly Quantity	<input type="text" value="2"/>	One-time Quantity	<input type="text" value="0"/>
Total Monthly Eligible Recurring Costs	= \$84.72	Total Eligible One-time Costs	= \$0.00
Months of Service	x 12	<b>Summary</b>	
Total Eligible Recurring Costs	= \$1,016.64	Total Eligible Recurring Costs	\$1,016.64
		Total Eligible One-time Costs	+ \$0.00
		Pre-Discount Extended Eligible Line Item Cost	= \$1,016.64

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

→

When completed, click on “Save & Continue”

# Manage Recipients of Service – Shared Service

**Manage Recipients of Service**

Is every entity for this organization receiving service?

YES  NO ✓

**All Entities**

Search by BEN

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

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

**Selected Entities**

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

[FCC Form 471 Help](#)

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

# Adding FRN Line Items

## Library System 10344 (BEN: 1979) - FY2024 - Cat 1 - ABC Public Library - Form # 241000031

Last Saved: 1/21/2024 12:39 PM EST

Basic Information

Entity Information

Funding Requests

Certify

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

### FRN Line Items for FRN #2499000034 - FY2024 Bookmobile Hotspots

<input type="checkbox"/>	FRN Line Item Number	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	2499000034.001	Wireless	Data plan for portable device	2	0	\$1,016.64

ADD NEW FRN LINE ITEM

REMOVE FRN LINE ITEM

BULK UPLOAD

### FCC Form 471 Help

Show Help

BACK

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

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

# 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”.

**Funding Request Key Information**

Please enter a Funding Request Nickname here ?\*

FY2024 Bandwidth

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

YES  NO

**Previous Year FRN Number \***

2399000014

**Copy FRN**

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

**COPY FRN**

**Search for FRN**

Search by FCC Form 471

Search by FRN Number

2399000014

**CLEAR FILTERS** **SEARCH**

**Select an FRN**

\*

<input checked="" type="checkbox"/>	FCC Form 471	FRN Number	FRN Nickname	Service Type	Service Provider Name
<input checked="" type="checkbox"/>	231000014	2399000014	FY2023 Bandwidth	Data Transmission and/or Internet Access	USAC Service Provider Organization 2

**FCC Form 471 Help**

Show Help

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

# Quick Way to Get the Information Needed

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



**E-Rate Utilization Summary Chart**

FY: [1998](#) | [1999](#) | [2000](#) | [2001](#) | [2002](#) | [2003](#) | [2004](#) | [2005](#) | [2006](#) | [2007](#) | [2008](#) | [2009](#) | [2010](#) | [2011](#) | [2012](#) | [2013](#) | [2014](#) | [2015](#) | [2016](#) | [2017](#) | [2018](#) | [2019](#) | [2020](#) | [2021](#) | [2022](#) | [2023](#) | [2024](#) | [All](#)

FY	Requested FRNs	Funded FRNs	486 on File	Requested Amount	Committed Category 1	Committed Category 2
<a href="#">2024</a>	0	0	0	\$0.00	\$0.00	\$0.00
<b>2023</b>	4	4	4	\$64,998.74	\$18,796.75	\$42,478.76
<a href="#">2022</a>	0	0	0	\$0.00	\$0.00	\$0.00
<a href="#">2021</a>	0	0	0	\$0.00	\$0.00	\$0.00

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

471	FRN	SPIN	Service Provider	Service*	Original Request
231018284	<b>2399024062</b>	143050436	Charter Communications Operating, LLC	IA	\$17,064.00
231032490	<a href="#">2399047737</a>	143027197	CBTS Technology Solutions LLC	IC	\$42,871.45

You must click “Refresh” to complete the copy.

Library System 10344 (BEN: 1979) - FY2024 - Cat 1 - ABC Public Library - Form # 241000031  
Last Saved: 1/21/2024 12:02 PM EST

Basic Information      Entity Information      **Funding Requests**      Certify

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

**REFRESH**

Detailed description: This is a screenshot of a web application interface. At the top, there is a title bar with the text 'Library System 10344 (BEN: 1979) - FY2024 - Cat 1 - ABC Public Library - Form # 241000031' and a subtitle 'Last Saved: 1/21/2024 12:02 PM EST'. Below this is a navigation bar with four tabs: 'Basic Information', 'Entity Information', 'Funding Requests' (which is highlighted with a blue arrow), and 'Certify'. The main content area displays the message 'FRN is copying and may take up to one minute to complete. Please hit refresh to check if FRN copy is complete.' In the bottom right corner, there is a blue button labeled 'REFRESH' which is highlighted with a red rectangular box. A black arrow points from the right side of the screen towards this button.

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

Basic Information      Entity Information      **Funding Requests**      Certifications

**FRN has been successfully copied.**

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

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

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

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

**CONTINUE**

Detailed description: This is a screenshot of a web application interface showing a success message. The navigation bar at the top has four tabs: 'Basic Information', 'Entity Information', 'Funding Requests' (highlighted with a blue arrow), and 'Certifications'. The main content area displays the heading 'FRN has been successfully copied.' followed by several paragraphs of text. A yellow rectangular box highlights the second bullet point: '- Copy FRN will not copy Service Start and Service End Dates. When entering these Start and End dates, please ensure that the Recipients of Service and the appropriate cost in the line items are correct if the months of service are different from the original FRN.' At the bottom right, there is a blue button labeled 'CONTINUE' which is highlighted with a red rectangular box. A black arrow points from the right side of the screen towards this button.

**Library System 10344 (BEN: 1979) - FY2024 - Cat 1 - ABC Public Library - Form # 241000031**  
Last Saved: 1/21/2024 12:02 PM EST

Basic Information      Entity Information      **Funding Requests**      Certify

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

### Funding Request Key Information

Please enter a Funding Request Nickname here \*

FY2023 Bandwidth

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

**YES** ✓    NO

Previous Year FRN Number \*

2299000024

### Service Type

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

Data Transmission and/or Internet Access

### FCC Form 471 Help

Show Help

**CANCEL**      **CONTINUE**

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

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

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

### FRN Contract

How are the services for this FRN being purchased?

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

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

### FCC Form 471 Help

Show Help

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

SEARCH FOR CONTRACTS

## Contract Summary - FY2021-FY2025 Bandwidth

<b>Contract Number</b>		<b>Account Number</b>	
<b>Establishing FCC Form 470</b>	#210000055	<b>Service Provider</b>	USAC Service Provider Organization 2 (SPIN: 14010002)
<b>Award Date</b>	12/1/2020	<b>Includes Voluntary Extensions?</b>	Yes
<b>Expiration Date (All Extensions)</b>	6/30/2028	<b>Remaining Voluntary Extensions</b>	2
		<b>Total Remaining Contract Length</b>	84

### Pricing Confidentiality

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

### Contract Information (Additional)

What is the service start date? ?\*

07/01/2024 

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

06/30/2027 

Enter the date when services will start for this Funding Year

### FCC Form 471 Help

Show Help

BACK CANCEL CONTINUE

Verify information that copied from previous FRN. When copying, you must **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, the Service Start Date is the first day of the upcoming funding year and cannot be prior to **07/01/2024**. Click on "Continue".

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

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

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

### Fiber Request Key Information

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

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

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

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

**Notes:**

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

YES  NO

### FCC Form 471 Help

Show Help

CONTINUE

## Library System 10344 (BEN: 1979) - FY2024 - Cat 1 - ABC Public Library - Form # 241000031

Last Saved: 1/21/2024 12:02 PM EST

Basic Information    Entity Information    **Funding Requests**    Certify

### Narrative

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

Internet Access and Bandwidth request supporting 3 buildings.

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

### FCC Form 471 Help

Show Help

“Save & View FRNs” -

If no changes are needed, click on “Review FCC Form 471”.

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

**Library System 10344 (BEN: 1979) - FY2024 - Cat 1 - ABC Public Library - Form # 241000031**  
Last Saved: 1/21/2024 12:02 PM EST

Basic Information    Entity Information    **Funding Requests**    Certify

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

### Funding Requests

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

<input type="checkbox"/> FRN	Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/> 2499000029	FY2024 Cat 1 Bandwidth & IA	3	\$59,400.00

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

### FCC Form 471 Help

Show Help

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

**Library System 10344 (BEN: 1979) - FY2024 - Cat 1 - ABC Public Library - Form # 241000031**  
Last Saved: 1/21/2024 12:02 PM EST

Basic Information    Entity Information    **Funding Requests**    Certify

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

### FRN Line Items for FRN #2499000029 - FY2024 Cat 1 Bandwidth & IA

<input type="checkbox"/> FRN Line Item Number	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/> 2499000029.003	Fiber	Ethernet	1	0	\$30,000.00
<input type="checkbox"/> 2499000029.002	Fiber	Ethernet	2	0	\$18,000.00
<input type="checkbox"/> <b>2499000029.001</b>	Fiber	Ethernet	1	0	\$18,000.00

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

### FCC Form 471 Help

Show Help

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

# Completing the Form 471

# Completing the Form 471

**Library System 10344 (BEN: 1979) - FY2024 - Cat 1 - ABC Public Library - Form # 241000031**  
Last Saved: 1/21/2024 12:02 PM EST

Basic Information      Entity Information      **Funding Requests**      Certify

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

### Funding Requests

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

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	<a href="#">2499000029</a>	FY2024 Cat 1 Bandwidth & IA	3	\$59,400.00

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

### FCC Form 471 Help

Show Help

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

**Library System 10344 (BEN: 1979) - FY2024 - Cat 1 - ABC Public Library - Form # 241000031**  
Last Saved: 1/21/2024 12:02 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](#)

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

You can click on “[RESUME TASK LATER](#)” if you prefer to complete at a later time.

## FCC Form 471 - Funding Year 2024

Library System 10344 (BEN: 1979) - FY2024 - Cat 1 - ABC Public Library - Form # 241000031

Last Saved: 1/21/2024 12:02 PM EST

Basic Information

Entity Information

Funding Requests

Certify

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

### Download Document Link

[USAC\\_FCC\\_FORM\\_471\\_APPLICATION\\_241000028\\_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.

# Funding Requests

The screenshot shows a software interface with a blue navigation bar at the top containing the following menu items: News, Tasks (15), Records, Reports, and Actions. The 'Tasks (15)' menu item is highlighted. Below the navigation bar, there is a search bar with the placeholder text 'Click here to send a task...'. To the right of the search bar is a dropdown menu labeled 'NEWEST'. On the left side, there is a logo for 'Training Universal Service Administrative Co.' and a section titled 'Assigned to Me >' with a sub-section 'Sent by Me'. A task entry is highlighted with a red box. It features a blue checkmark icon, the text 'Me', the task title 'Review PDF for FCC Form 471 - #241000028 - FY2024 Cat 1 Bandwidth & IA', and the text '3 minutes ago' with a star icon.

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

Library System 10344 (BEN: 1979) - FY2024 - Cat 1 - ABC Public Library - Form # 241000031

Last Saved: 1/21/2024 12:02 PM EST

Basic Information      Entity Information      Funding Requests      **Certify**

Please complete the certifications below.

### Applicant Certifications

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

### Total Funding Summary

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

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

After reading the certifications, check the boxes.

Enter your budget amount.

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

**Just say no!!**



# Certifier Information

You will receive confirmation that the form was certified.

## Certification Confirmation

**Library System 10344 (BEN: 1979) - FY2024 - Cat 1 - ABC Public Library - Form # 241000031**

Last Saved: 1/21/2024 12:02 PM EST

---

Basic Information      Entity Information      Funding Requests      **Certify**

**You have successfully filed FCC Form 471 #241000028 for FY 2024**

### Certification Date

1/20/2024 4:05 PM EST

### Authorized Person

**Name** FirstName LastName  
**Title** Training  
**Employer** School District 10997  
**Address** 1 Main Street  
Rockville, MD 20850  
**Phone** 123-456-7890  
**Email** sd\_user\_1\_10997@testmail.usac.org

[Please click here to access your certified FCC Form 471 PDF](#)

### FCC Form 471 Help

**CLOSE**

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

# **Category 2**

## **Form 471**

**FCC Form 471 - Funding Year 2024**

**Library System 10344 (BEN: 1979) - FY2024 Category 2 - Form # 241000032**

Last Saved: 1/21/2024 12:57 PM EST

Basic Information      Entity Information      Funding Requests      Certify

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

### Category of Service

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

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

**CATEGORY 1**

- Data Transmission and/or Internet Access

**CATEGORY 2 ✓**

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

**FCC Form 471 Help**

Show Help

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

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

# Category 2 Form 471

## Library System 10344 (BEN: 1979) - FY2024 Category 2 - Form # 241000032

Last Saved: 1/21/2024 1:00 PM EST

Basic Information Entity Information Funding Requests Certify

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

### Entity Information Related Entity(ies) Information

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

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

### Requested Discount Calculation

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

This discount rate has not been approved for the current year

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

[SHOW ADDITIONAL INFORMATION](#)

### FCC Form 471 Help

[Show Help](#)

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

[SAVE & CONTINUE](#)

You will see the Related Entities and Requested Discount Calculation

# Category 2 Form 471

**Library System 10344 (BEN: 1979) - FY2024 Category 2 - Form # 241000032**  
Last Saved: 1/21/2024 1:00 PM EST

Basic Information      Entity Information      **Funding Requests**      Certify

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

### Funding Requests

[>> 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				

**FCC Form 471 Help**  
Show Help

[BACK](#) [DISCARD FORM](#) [ADD FRN](#) [EDIT FRN](#) [REMOVE FRN](#) [MANAGE FRN LINE ITEMS](#) [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.

# Category 2 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.

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

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"

### Funding Request Key Information

Please enter a Funding Request Nickname here \*

FY2024 Wi-Fi Upgrade

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?

Please select a value

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

# Category 2 Form 471

**Library System 10344 (BEN: 1979) - FY2024 Category 2 - Form # 241000032**

Last Saved: 1/21/2024 1:00 PM EST

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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 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**

Search by Creating Organization BEN: 10426

Search by Nickname (All or Partial):

Search by Contract No.:

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

Search by Contract ID:

<input type="checkbox"/>	Contract ID	Contract Number	Nickname	Award Date	Creating Organization BEN
<input type="checkbox"/>	8968		My Provider - 5 Year MIBS Contract	1/10/2024	10426
<input checked="" type="checkbox"/>	7504		FY2024 Wi-Fi Upgrade	1/14/2024	10426
<input type="checkbox"/>	7503		My Provider - 5 Year Bandwidth/IA Contract	1/3/2023	10426

**Contract Summary - FY2023 Wi-Fi Upgrade**

<b>Contract Number</b>	<b>Account Number</b>
Establishing FCC #230000182 Form 470	<b>Service Provider</b> USAC Service Provider Organization 2 (SPIN: 14010002)
<b>Award Date</b> 1/14/2024	<b>Includes Voluntary Extensions?</b> No
<b>Expiration Date (All Extensions)</b>	<b>Remaining Voluntary Extensions</b>
	<b>Total Remaining Contract Length</b>

**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?

Enter the date when services will start for this Funding Year

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 FY2024 is **9/30/2025**.

# Category 2 Form 471

## FCC Form 471 - Funding Year 2024

### Library System 10344 (BEN: 1979) - FY2024 Category 2 - Form # 241000032

Last Saved: 1/21/2024 1:00 PM EST

Basic Information

Entity Information

Funding Requests

Certify

#### Narrative

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

We are requesting APs for each of our 3 schools

#### FCC Form 471 Help

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BACK

CANCEL

SAVE & VIEW FRN(S)

SAVE & ADD/MANAGE FRN LINE ITEMS

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

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

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

### FRN Line Items for FRN #2499000032 - FY2024 Wi-Fi Upgrade

<input type="checkbox"/>	FRN Line Item Number	Type of Internal Connection	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
--------------------------	----------------------	-----------------------------	-----------------	----------	-------------------	-----------------------------------

You haven't created any FRN Line Items yet. Click the 'Add New FRN Line Item' button to start creating your first FRN Line Item.

ADD NEW FRN LINE ITEM

REMOVE FRN LINE ITEM

BULK UPLOAD

#### FCC Form 471 Help

Show Help

BACK

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

Click on “Add New FRN Line Item”.

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

# Adding Line Items

ABC VENDOR QUOTE				
	ITEM	QTY	UNIT PRICE	EXT. PRICE
1.	<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-ANT253SSDW-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-ANT253SSDW-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

# Category 2 Form 471

Library System 10344 (BEN: 1979) - FY2024 Category 2 - Form # 241000032

Last Saved: 1/21/2024 1:35 PM EST

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 #2499000035 - FY2024 Wi-Fi Upgrade**

**Type of Internal Connection \***

Wireless Data Distribution

**Type of Product \***

Access Point

**Make \***

Meraki

**Model \***

MR-56

**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”

## Library System 10344 (BEN: 1979) - FY2024 Category 2 - Form # 241000032

Last Saved: 1/21/2024 1:35 PM EST

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 #2499000035 - FY2024 Wi-Fi Upgrade

Monthly Cost		One-Time Cost	
Monthly Recurring Unit Cost	\$0.00	One-time Unit Cost	\$1,399.00
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	= \$1,399.00
Monthly Quantity	0	One-time Quantity	30
Units	Each	Total Eligible One-time Costs	= \$41,970.00
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	+ \$41,970.00
		Pre-Discout Extended Eligible Line Item Cost	= \$41,970.00

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

Show Help

BACK CANCEL

SAVE & CONTINUE

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 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.**

Library System 10344 (BEN: 1979) - FY2024 Category 2 - Form # 241000032

Last Saved: 1/21/2024 1:37 PM EST

Basic Information      Entity Information      Funding Requests      Certify

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

### Manage Recipients of Service

Is every entity for this organization receiving service?

YES  NO

### Selected Entities

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

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

[FCC Form 471 Help](#)

[Show Help](#)

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

# Category 2 Form 471

**Library System 10344 (BEN: 1979) - FY2024 Category 2 - Form # 241000032**  
Last Saved: 1/21/2024 1:39 PM EST

Basic Information      Entity Information      **Funding Requests**      Certify

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

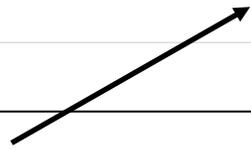
**FRN Line Items for FRN #2499000032 - FY2024 Wi-Fi Upgrade**

<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"/>	2499000032.001	Wireless Data Distribution	Access Point	0	100	\$89,900.00

**ADD NEW FRN LINE ITEM**    REMOVE FRN LINE ITEM    BULK UPLOAD

**FCC Form 471 Help**  
Show Help

BACK    DISCARD FORM    SAVE & SHARE    SAVE & CONTINUE



**Library System 10344 (BEN: 1979) - FY2024 Category 2 - Form # 241000032**  
Last Saved: 1/21/2024 1:39 PM EST

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 #2499000032 - FY2024 Wi-Fi Upgrade**

Type of Internal Connection ⓘ\*

License

Type of Product

License

Installation Included in Price?

YES    NO ✓

Make \*

Meraki

Model \*

MR-56

Lease or Non-Purchase Agreement?

YES    NO ✓

> Funding Request Narrative  
FCC Form 471 Help

CANCEL    **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”

# Category 2 Form 471

## Library System 10344 (BEN: 1979) - FY2024 Category 2 - Form # 241000032

Last Saved: 1/21/2024 1:39 PM EST

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.			
<b>Cost Calculation for new FRN Line Item for FRN #2499000032 - FY2024 Wi-Fi Upgrade</b>			
<b>Monthly Cost</b>		<b>One-Time Cost</b>	
Monthly Recurring Unit Cost	\$0.00	One-time Unit Cost	\$150.00
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	= \$150.00
Monthly Quantity	0	One-time Quantity	30
Units	Each	Total Eligible One-time Costs	= \$4,500.00
Total Monthly Eligible Recurring Costs	= \$0.00		
Months of Service	x 12	<b>Summary</b>	
Total Eligible Recurring Costs	= \$0.00	Total Eligible Recurring Costs	\$0.00
		Total Eligible One-time Costs	+ \$4,500.00
		Pre-Discount Extended Eligible Line Item Cost	= \$4,500.00

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

BACK CANCEL **SAVE & CONTINUE**



Provide cost and quantity.

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

### Recipients of Service for FRN Line Item #2499000033.001

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

[FCC Form 471 Help](#)  
Show Help

BACK CANCEL **SAVE & CONTINUE**

# Category 2 Form 471

**Library System 10344 (BEN: 1979) - FY2024 Category 2 - Form # 241000032**  
Last Saved: 1/21/2024 1:39 PM EST

Basic Information    Entity Information    **Funding Requests**    Certify

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

**FRN Line Items for FRN #2499000032 - FY2024 Wi-Fi 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"/>	249000032.006	Miscellaneous	Installation, Activation, & Initial Configuration	0	1	\$25,000.00
<input type="checkbox"/>	249000032.005	Cabling/Connectors	Connectors	0	80	\$6,320.00
<input type="checkbox"/>	249000032.004	Data Protection	UPS/ Battery Backup	0	5	\$39,495.00
<input type="checkbox"/>	249000032.003	Data Distribution	Switch	0	12	\$34,788.00
<input type="checkbox"/>	249000032.002	License	License	0	40	\$6,000.00
<input type="checkbox"/>	249000032.001	Wireless Data Distribution	Access Point	0	40	\$51,960.00

6 items

**FCC Form 471 Help**

Verify information.  
If correct, click on "Save & Continue"

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

**Library System 10344 (BEN: 1979) - FY2024 Category 2 - Form # 241000032**  
Last Saved: 1/21/2024 1:39 PM EST

Basic Information    Entity Information    **Funding Requests**    Certify

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

**Funding Requests**

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

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

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	2499000032	FY2024 Wi-Fi Upgrade	2	\$89,165.00

**FCC Form 471 Help**

Show Help

# Category 2 Budget Info

**Library System 10344 (BEN: 1979) - FY2024 Category 2 - Form # 241000032**  
Last Saved: 1/21/2024 1:39 PM EST

Basic Information      Entity Information      **Funding Requests**      Certify

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

**Funding Requests**

[>> 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	<input type="checkbox"/> Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/> 2499000032	FY2024 Wi-Fi Upgrade	2	\$89,165.00

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

**FCC Form 471 Help**  
Show Help

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

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

**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	<a href="#">View Details</a>
Forecast	\$218,102.00	\$102,020.00	-	-	-	\$218,102.00	\$116,082.00	

**FCC Form 471 Help**

[BACK](#)

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.

**Funding Request Key Information**

Please enter a Funding Request Nickname here \*

MIBS

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 Form # 241000030 - FY2024 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

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

**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

**Basic Maintenance of Internal Connections**

Internal Connections

Managed Internal Broadband Services

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”.

**Product and Service Details for new FRN Line Item for Form # 241000030 - FY2024 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](#)

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

**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="#">2499000032</a>	BMIC	1	\$12,750.00
<input type="checkbox"/>	<a href="#">2499000033</a>	MIBS	1	\$10,200.00
<input type="checkbox"/>	<a href="#">2499000034</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](#)

**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**



# Application Review - PIA

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

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

The screenshot shows the 'FCC Forms and Post-Commitment Requests' section. On the left, there are filters for 'Form Type' (set to 'FCC Form 471') and 'Funding Year' (set to '2024'). A table lists applications with columns for 'Application Number', 'Nickname', and 'Funding Year'. The application with ID '241000029' is highlighted with a red box, and an arrow points to it from the 'Form Type' filter. On the right, a detailed view for application #241000028 is shown, with a 'Related Actions' button highlighted in a red box. Below this button, there are two lightning bolt icons: 'Respond to Inquiries' (with a sub-link 'Answer Reviewer Questions.') and 'Submit Modification Request (RAL)' (with a sub-link 'Submit a RAL Modification Request for this Application').

Application Number	Nickname	Funding Year
241000028	FY2024 Cat 1 Bandwidth & IA	2024
241000029	FY2024 School Bus Wi-Fi Service and Equipment - ABC School District	2024
241000030	FY2024 Category 2	2024

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).

# Change Options To Be Aware Of

## 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

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