



Fall FY2026 E-Rate Beginners Workshop for Libraries

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

Lorrie Germann, State E-Rate Coordinator



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

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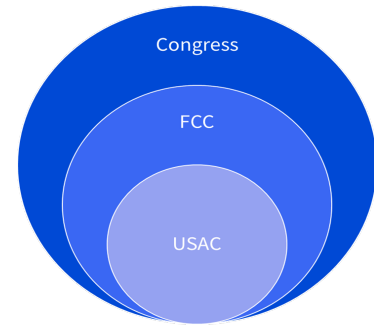
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Agenda for Today

- **E-Rate Overview** – Slide 4
- **Eligible Services and Equipment** – Slide 10
- **Program Updates (What changes are coming!)** – Slide 28
- **Category 2 Budgets** – Slide 31
- **Application Process** – Slide 37
- **E-Rate Productivity Center (EPC)** – Slide 70

What is E-Rate?



- FY2025 Program Cap was \$5.06B
 - Funding does not come from the federal budget but is part of the Universal Service Fund (USF), which exists to ensure that all people in the United States have access to quality, affordable connectivity service.
- Provides 20-90% discounts on eligible services and equipment
- Program principles:
 - All equipment and services (**with a couple of exceptions**) must be competitively bid using the E-Rate portal for at least 28 days
 - Applicants **MUST** pay their non-discounted share (cannot be waived)
 - For example, if your discount is 80%, you must pay 20%
- FCC sets all rules and policies
 - USAC (Universal Service Administrative Co.), an independent, not-for-profit organization designated by the FCC to manage the program/ application process
 - We typically start applying 6-12 months before the funding year begins
 - The program is highly deadline-driven

Funding Year

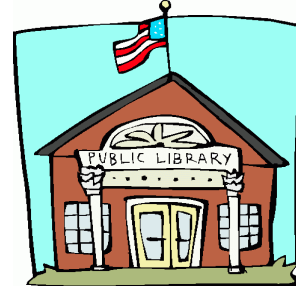
A Funding Year (FY) starts on July 1 and ends the following June 30.

- **Our current funding year, FY2025, started on July 1, 2025, and ends on June 30, 2026.**
- **We are preparing to file for FY2026, which starts on July 1, 2026, and ends on June 30, 2027.**

Delivery and installation of services

- **Recurring services** (e.g., monthly internet access) must be delivered during the funding year.
- **Non-recurring services** (e.g., equipment installations) can generally be installed **as early as April 1 (90 days) before the July 1st start of the funding year** through September 30 following the close of the funding year.
 - The September 30 deadline can sometimes be extended, either automatically or by request.

Who Is Eligible?



- Public libraries eligible for LSTA funding
 - Includes bookmobiles and kiosks

- Public and non-public, non-profit K-12 schools
 - "Special Needs" Pre-K is eligible (ages 3+) in Ohio



- Non-Instructional Facilities (NIFs)
 - Admin buildings, bus barns, data centers, etc.
 - Only eligible for broadband/internet services (not equipment)



- Every “parent” organization (i.e., school district, library system) has a Billed Entity Number (BEN)
- Every “child” building must have an Entity Number
 - You must call USAC to obtain Entity Numbers for new buildings

EPC – E-Rate Productivity Center

- The E-Rate application management portal
- All E-Rate forms, letters, and interactions are located in EPC
- This is also where...
 - **We update square footage**
 - **Create users/assign rights**
- Every “Billed Entity” has a BEN portal account
- Every BEN Account has “Users”
 - Each BEN can have only **one** Account Administrator (AA)
 - Only the AA can create/edit user permissions
 - You may have or add additional users and assign specific rights

Library Discount Calculations

- **Independent Library :**
 - Discount based on the % of students eligible for the NSLP in the school district in which that library is located, and whether the library is located in an urban or rural area
- **Library Systems:**
 - Discount based on the % of students eligible for the NSLP in the school district in which the system's main library is located
and
 - The % of libraries in urban/rural areas
 - If more than 50% are located in rural areas, then the rural discount should be used

Discount Matrix

Income % of students in the school that qualify for the NSLP...	Category 1		Category 2	
	Category 1 Urban Discount	Category 1 Rural Discount	Category 2 Urban Discount	Category 2 Rural Discount
Less than 1%	20%	25%	20%	25%
1% to 19%	40%	50%	40%	50%
20% to 34%	50%	60%	50%	60%
35% to 49%	60%	70%	60%	70%
50% to 74%	80%	80%	80%	80%
75% to 100%	90%	90%	85%	85%

% NSLP = 29% and a majority of libraries are Urban

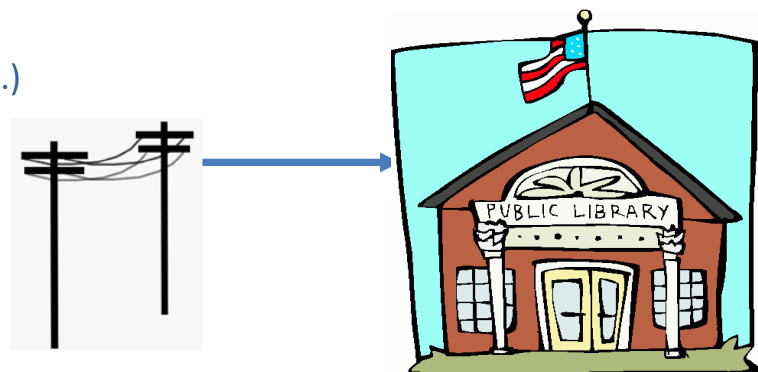


E-Rate Eligible Services

Categories of Service

- **Category 1** – Services that go TO the library

- Subcategories:
 - Data Transmission Services (fiber, coaxial cable, etc.)
 - Internet Access
- Maximum discount is 90%
- No E-Rate funding caps
- Services must be received July 1 – June 30
- All buildings are eligible for Cat 1 funding



- **Category 2** – Services/equipment that go INSIDE the library

- Subcategories:
 - Internal Connections
 - Basic Maintenance of Internal Connections
 - Managed Internal Broadband Services (MIBS)
- Maximum discount is 85%
- Subject to 5-year “C2 Budget” (funding cap)
- Equipment can be received April 1 – Sept 30 (18 months)
- **NIFs are NOT eligible for Cat 2!**





What's Eligible Under Category 1

C1: Data Transmission Services

Most Common:

- Leased Lit Fiber
- Cable Modem/DSL/FIOS
- Bundled Internet Access (with transport)

Other Eligible Fiber:

- **Leased Dark Fiber *** (Someone else owns it, but you're responsible for lighting it)
- **Self-Provisioned Fiber** (Build/Own Your Own Network) *
- Special Construction Charges
 - Costs for vendor to build out network
- Installation Charges
 - One-time charge to “turn on” service

* Additional bidding requirements apply

Also Eligible (less common):

- Microwave Service
- Broadband over Power Lines
- T-1, T-3, Fractional T-1
- DS-1, DS-2, DS-3
- OC-1, OC-3, OC-12, OC-n
- Frame Relay
- ISDN
- Satellite Services
- Stand-Alone Internet (no transport cost if you own the fiber to your buildings, or a different vendor provides the circuits)
- Wireless data plans * (**typically used for bookmobiles or kiosks**), where plans are the most cost-effective option

Not Eligible:

- Voice services
- Duplicative (redundant) services
- Filtering

CABIO Internet Bidding Exemption

Commercially Available Bundled Internet Option (CABIO)

- Schools and libraries seeking “Commercially-Available Business Class Internet Services” are not required to file a Form 470
- Typically, only Cable-Modem, DSL, or FIOS Internet Service
- Commercially Available means that it is publicly available to non-residential customers (such as enterprise, small business, or other government customers) in the same form and at the same rates that it is offered to schools or libraries
 - Basically, this is an internet service that is available on a vendor’s website for its business customers
- Minimum speeds must be 100 Mbps downstream and 10 Mbps upstream
- Cost must be \$3,600 or less annually (pre-discount)
 - Cost must be per-building and cannot be averaged across multiple buildings
 - \$3,600 includes any installation costs, equipment rental, taxes and fees

The CABIO option is geared (but not limited) to small libraries and small non-public schools or NIFs using cable modem-type services



What's Eligible Under Category 2

Three Sub-Categories for C2

- Internal Connections
- Basic Maintenance (BMIC)
- Managed Internal Broadband Services (MIBS)

Internal Connections

- Wireless Access Points/Controllers
- Network Routers & Switches
- In-Building Structured Cabling
- Caching Servers
 - Only eligible servers
- Firewall Appliances
- Racks and UPSs
 - That support eligible equipment only
- Equipment licenses
 - Pre-paid, multi-year licenses can be requested in first year
- Cloud-based functionality of eligible equipment
- Operating system software to support eligible equipment
- Installation and configuration
 - If wanted, be sure to specify this in your 470/RFP
- Taxes and fees
- Basic training on use of equipment
- **Not eligible:**
 - **Cybersecurity!!!!!!**
 - Storage Devices
 - Voice/Video Components
 - End User Devices
 - Security cameras
 - Advanced firewall functions, like anti-spam, anti-virus, etc.

Library Small C2 Bidding Exemption

- Libraries are now exempt from bidding for Category 2 equipment or services if:
 - Total, pre-discount amount is **\$3,600** or less
 - Total cost is per library and cannot be averaged over multiple libraries
 - Cost-effective rules still apply
 - Contracts still must be signed prior to filing the Form 471

Category 2 Cost Allocations

Depending on the functionality of some equipment or software, the product may not be fully eligible for E-Rate funding, requiring a percentage of the cost to be deducted.

- Below are links to manufacturers' websites or documents they have provided, publishing their cost allocations.

- [Cisco/Meraki](#)
- [Fortinet](#)
- [HP Aruba](#)
- [Juniper Networks](#)

Search Results			
SKU	Description	Eligible	Notes
C9410R-96U-BNDL-E	Catalyst 9400 Series 10 slot,Sup, 2xC9400-LC-48U, DNA-E LIC	100%	
C9410R-96U-BNDL-A	Catalyst 9400 Series 10 slot,Sup, 2xC9400-LC-48U, DNA-A LIC	Cost Allocate (79%)	

- [Palo Alto Networks](#) (click on “Palo Alto Network Product Eligibility Guide” to download PDF)
- [Sophos](#)
- Or call USAC at 888-203-8100, who should be able to tell you if the SKU is fully eligible

Internal Connections Purchase Timeline

- Equipment can be purchased as early as April 1, prior to the funding year start
 - For example, applicants can purchase equipment on April 1, 2026, for FY 2026, even though the funding year doesn't begin until July 1, 2026
 - **However**... vendors/applicants cannot be reimbursed from USAC until July 1
 - Applicants that purchase equipment prior to receiving funding commitment letter are risking paying full price
- Equipment can be purchased as late as September 30, following the end of funding year
- Allows applicants two full summers to install equipment

FY2026 - Non-Recurring Services/Equipment Purchases - April 1, 2026 - Sept 30, 2027																	
			FY2025 - Recurring Service - July 1, 2026 - June 30, 2027														
Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
2026	2026	2026	2026	2026	2026	2026	2026	2026	2027	2027	2027	2027	2027	2027	2027	2027	2027

Current Basic Maintenance (BMIC) Definition

- Basic Maintenance of Internal Connections is the **repair and upkeep of eligible internal connections**.
- The two types of Basic Maintenance Internal Connections are:
 - **In-Person Services**, which include on-site repairs (Time and Material Contracts)
 - **Remote Services**, which include Maintenance Support Services (such as basic technical support, configuration changes, bug fixes, patches, software upgrades, support service subscription licenses, technical support licenses)
- The equipment being maintained must be eligible in order for the maintenance to be eligible for E-Rate support.
 - If repair or replacement work is performed under a maintenance contract, USAC only reimburses for the **actual work performed**.
- Can only be for services/work performed during 12-month funding year (7/1/2026 – 6/30/2027)
 - Does **not** follow the 4/1/2026 – 9/30/2027 schedule

Current Examples of BMIC

In-Person Services/Time and Materials

- Repair and upkeep of eligible hardware
- Wire and cable maintenance

Remote Services/Maintenance Support Services

- Configuration changes
- Basic technical support, including online and telephone-based technical support
- Software upgrades and patches, including bug fixes and security patches

Currently, any license that provides **maintenance functionality** should be requested under **BMIC** on the FCC Form 470/471 (not client access or right-to-use licenses).

BMIC Services Exclusions

- Actual equipment being maintained (e.g., cabling, access points, switches)
 - These are eligible under **Internal Connections**.
- Unbundled warranties (Not Eligible for E-Rate Funding)
- Network management services, including 24-hour network monitoring (Eligible under **Managed Internal Broadband Services (MIBS)**)
- The management, operation, and monitoring of eligible broadband internal connections (Eligible under **Managed Internal Broadband Services (MIBS)**)
- Maintenance on ineligible equipment (Not Eligible for E-Rate Funding)
- Internal connections software (including Right to Use and Client Access Licenses to make equipment functional): software allowing the equipment to function and distribute high-speed broadband. They do **not** provide support or maintenance and are therefore ineligible as BMIC. Such software is eligible as **Internal Connections**.

Draft FY2026 Eligible Services List (ESL)

Each year, the FCC releases a draft version of the ESL, outlining possible changes being considered. Stakeholders have a specified period to comment on the proposed changes. The final approved version shows what was accepted, along with an explanation for any rejections.

The FCC has released the draft version of the FY2026 ESL and is seeking comments on proposed modifications, such as **how eligible software and other remote configuration services are categorized in the ESL.**

- Under current rules, items that include support, such as most equipment **license renewals**, which include both **right-to-use license** and **support**, allowing for remote-based services such as software upgrades and patches, bug fixes, security patches, and online and telephone-based technical assistance. **The item must be funded under BMIC.**
- For multi-year subscription renewals, which are treated as a multi-year contract, a pro-rata allocation of the cost is required. This means a funding request must be submitted for each funding year on the Form 471 for the annual amount, even when the full multi-year cost is paid to the service provider upfront. **Example: A 5-year renewal for a total cost of \$10,000; you can only ask for \$2,000 each year.**

Draft FY2026 ESL...Continued

In previous funding years, USAC has recommended that you seek bids under both **IC and BMIC** when filing the Form 470 for license renewals, since you may not be sure where the licenses fit at that point. **This has caused tremendous confusion.**

- To alleviate this confusion, the FCC proposes to include software-based services, including bug fixes, security patches, software-based technical assistance, and configuration changes under **Internal Connections!!**
 - If approved, this would mean no more listing license renewals under both IC and BMIC on the Form 470, **but most importantly**, when paying for a multi-year subscription upfront, you can receive reimbursement in year one!
- **Fixed maintenance contracts** (on-site configuration changes, and time and materials) will continue to be eligible for funding under BMIC, but only for the work that is actually performed under the contract.

Managed Internal Broadband Svcs

- Managed Internal Broadband Services (MIBS)
- Covers the operation, management, or monitoring of a LAN
- 2 Options:
 - Paying an outside vendor to own/manage the equipment
 - Paying an outside vendor to manage school-owned equipment
- Subject to the C2 budget caps
- Traditionally used by small schools/districts and libraries that don't have their own IT staff

Equipment Transfer/Disposal Rules

- **Receiving equipment:** Be sure to label each piece and record it in your asset inventory
 - *Make/model/serial number/building/room/FRN/date installed*
- **Transfers:** E-Rate funded equipment may be transferred between eligible schools or libraries within the BEN
 - If equipment is transferred between buildings within 5 years from date of purchase, applicants must record reason and date of transfer and update asset inventory
 - No notice to USAC is required
 - Asset inventory must be retained for 10 years from date of purchase
- **Disposal:** Equipment may be disposed of, sold, moved to a NIF, etc. after 5 years from the date of installation
 - No notice to USAC is required but asset inventory must be updated

NIFs Not Eligible for C2 Funding

- Non-instructional facilities (NIFs) are not eligible for C2 funding/equipment that is specific to their building
- Shared equipment may be housed at a NIF
- For example:
 - A Wireless Controller may be housed within a NIF
 - Wireless Access Points in a NIF may not be purchased with E-Rate funds
 - These would be building-specific and not equipment that is shared with other schools



**Updates & What's New For
FY2026?**

Off-Premises Wi-Fi Hotspots Are No Longer E-Rate Eligible for FY2025

- On Sept. 30, 2025, the FCC overturned the previously adopted Report and Order (FCC 24-76), which made **Wi-Fi hotspots and mobile wireless Internet services for off-premises use** eligible for E-Rate program support.
- The Commission clarified that providing Wi-Fi or similar technologies outside of traditional school and library premises does not fall within the scope of the E-Rate program.
- Based on this decision, the FCC has released an amended FY2025 Eligible Services List, removing Wi-Fi services for school buses and hotspots as eligible services. **This also applies to FY2026 forward.**
- **This does not apply to hotspots used for bookmobiles or kiosks!**

Off-Premises Wi-Fi Hotspots Cont.

- Any existing funding requests in the E-Rate system will be denied automatically by USAC in the near future.
- The timing of and manner of those denials are TBD, but you should prepare for them now.
- You should re-read your contracts to see how the vendor addressed termination or alteration of the E-Rate program in their terms.
- Per the [OPLIN Form 470 RFP](#), vendors were supposed to "Provide details for optional continuation or termination of the contract, in the event that the FCC Off-premises Wi-Fi Hotspot Program is either terminated or significantly altered before June 30, 2028."
- You should reach out to your vendor now if you need to change the quantities of devices or service lines, based on the elimination of E-Rate funding.



New Category 2 Budgets

New 5-Year Category Two (C2) Budget Cycle

FY 2026 will be the first year of the FY 2026-2030 funding cycle.

- Unused funds from the FY 2021 – 2025 Category Two (C2) budget will not roll over to the FY 2026 – 2030 funding cycle.
- The E-Rate C2 Budget Tool FY2021+ provides data on the FY 2021-2025 C2 budget cycle.
 - The tool will be updated to show C2 budget forecast data for the FY 2026-2030 C2 budget cycle.
- Applicants will be required to validate their student counts or library square footage in the first year they apply for C2 support during the FY2026-2030 cycle.
- The C2 budget is calculated at the library system level based on the combined square footage.
- **To qualify for Category 2 funding, you must be CIPA-compliant**

FY2026-2030 C2 Budget Cycle Updates

FY2021-2025 C2 Budget Cycle	FY 2026-2030 C2 Budget Cycle
<p>Libraries</p> <ul style="list-style-type: none">• \$4.50/square foot• \$25,000 funding floor• Tribal libraries were eligible for up to \$55,000 <p>Schools</p> <ul style="list-style-type: none">• \$167/student• \$25,000 funding floor	<p>Libraries</p> <ul style="list-style-type: none">• \$5.43/square foot• \$30,175 funding floor<ul style="list-style-type: none">• This means a library with less than 5,558 square feet ($\\$5.43/\text{square foot} * 5,557 \text{ square feet} = \\$30,174.51$) receives the funding floor of \$30,175. <p>Schools</p> <ul style="list-style-type: none">• \$201.57/student• \$30,175.00 funding floor<ul style="list-style-type: none">• This means a school with fewer than 150 students ($\\$201.57/\text{student} * 149 \text{ students} = \\$30,033.93$) receives the funding floor of \$30,175.

Calculating Your Budget – OPTIONS

The Category 2 Order provides an exception for small school districts and library systems.

- Specifically, it allows school districts and library systems with 10 or fewer sites the option to calculate their budgets on a per-site basis by adding together the budgets of each eligible site within the district.

Library	Sq. Ft.	Budget Calculation (\$5.43/sq. ft.)	Budget Received (Use the minimum budget if the calculation is less)	
Central Main Branch	14,500	\$78,735.00	\$78,735.00	Based on sq. ft. count
East Branch	8,000	\$43,440.00	\$43,440.00	
North Branch	9,873	\$53,610.39	\$53,610.39	
West Branch	5000	\$27,150.00	\$30,175.00	Based on the budget floor
ABC Bookmobile	256	\$1,390.08	\$30,175.00	
Totals	37,629	\$204,325.47	\$236,135.39	

!! If applying for Category 2 funding, provide square footage for all library locations, even Bookmobiles & Kiosks!!

Establishing Your C2 Budget for this Cycle

- Update your entity profile in EPC during the Administrative Window
- **Forecast Budget:** Beginning in the FY2026- 2030 budget cycle, all entities will have a Forecast budget status based on the information in their EPC profile. This means that any updates you make to the entity profile will automatically reflect in an updated budget amount, without the need to request a replacement budget.
- **Preliminary Budget:** The entity has **certified** a Form 471 application within the FY2026-2030 C2 budget cycle. This means that the entity has certified the accuracy of the budget data currently in the entity profile.
- **Confirmed Budget:** Once Program Integrity Assurance (PIA) review of FY2026-2030 C2 Form 471 application is **complete**. The C2 budget in the entity profile is now **fixed**. It can only be changed via an Appeal for the current FY. Beginning in FY2027, the entity can request a replacement C2 budget if the student count has increased for the next year.

Category 2 Pre-Discount Budget Example

5-Year C2 Budget Cap*	E-Rate Discount	E-Rate Will Pay:	District's Share %	District Must Pay:
\$204,475	60%	\$122,685	40%	\$81,790

* The C2 Budget Cap is the **pre-discount price**. E-Rate discounts will then apply **on top of** the budget cap. In this example, library would still owe their 40% non-discounted share

What is YOUR Remaining Category 2 Pre-Discount Budget for Current 2 Budget Cycle?



E-Rate Application Process

Application Process Overview

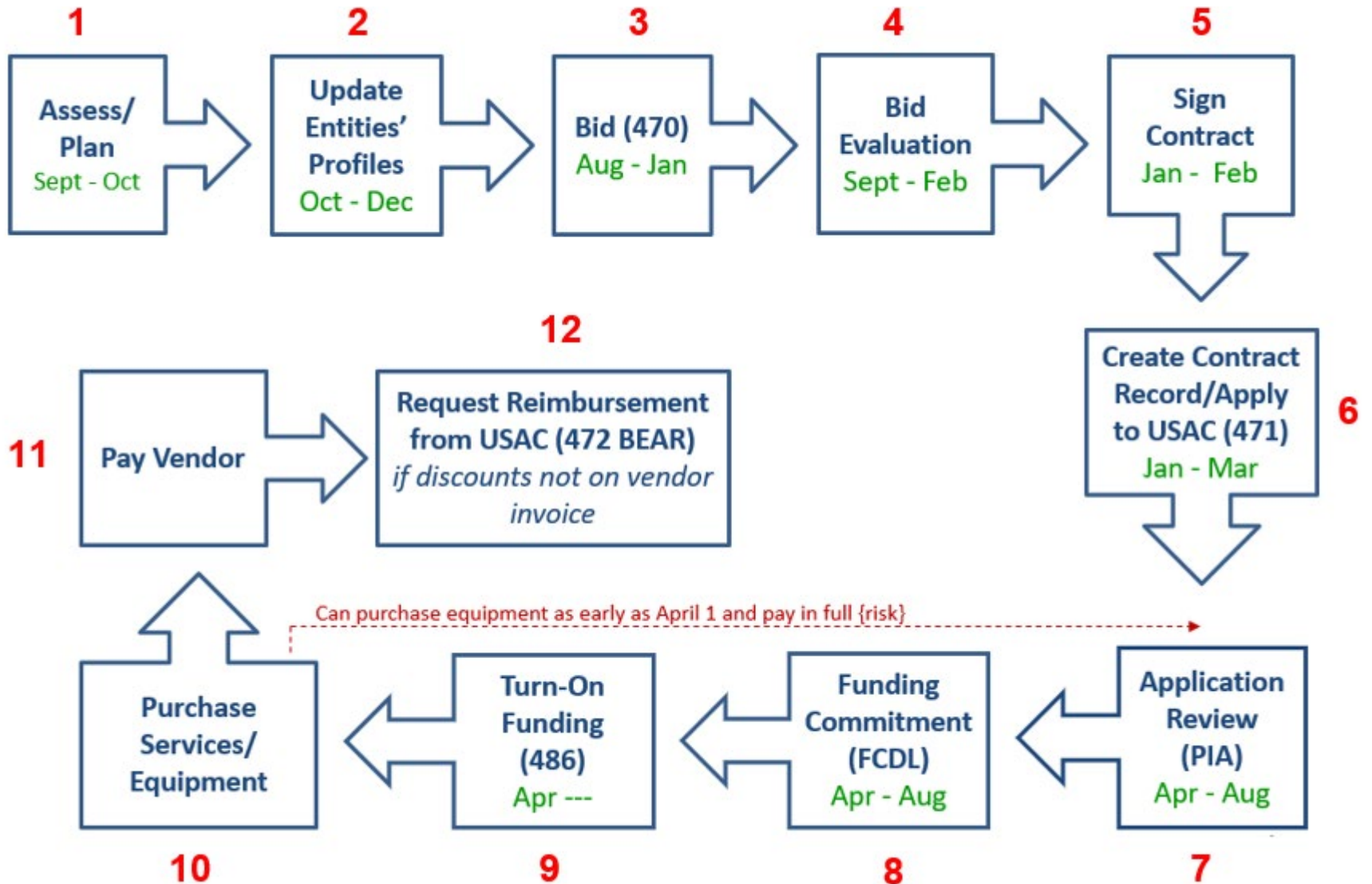
E-Rate Step	Suggested Timeline
1) Assess Needs/Create Your Plan	August - December
2) Update EPC Profiles - Admin Window	Oct 15, 2025- early January
3) Bid All New Services/Equipment – Form 470	Now - January
4) Bid Evaluation	January/February
5) Board Approval/Sign Contracts	January/February
6) Request E-Rate Funding – Form 471	Mid Jan. – March 25? (deadline TBA)
7) Application Review – PIA	March - August
8) Funding Commitment – FCDL	April - August
9) Turn-On Funding/CIPA Compliance – Form 486	FCDL receipt – October 29
10) Receive Services	July 1, 2026 – June 30, 2027
11) Pay Vendor	July 1, 2026 – June 30, 2027
12) Submit Invoice to USAC (one of two options) – Form 472 BEAR if paid vendor bill in full or – Vendor submits Form 474 SPI to USAC if you received discounted bills	October 28, 2027 (deadline)

FY 2026 Application Cycle

- Funding years are named for the year in which they begin
 - FY 2025 = July 1, 2025 – June 30, 2026
 - FY 2026 = July 1, 2026 – June 30, 2027
- The application process begins 6-9 months ahead of start of next funding year
- May be dealing with 3 funding years at one time (**Don't panic!!!! It's doable**):
 - FY2024 BEAR - Oct 28, 2025, deadline for recurring service**
 - FY2025 Form 486 if FCDL received before July 1st for recurring service**
 - FY2026 Form 470 if new service/equipment is needed**

		FY2026 - Non-Recurring Services/Equipment Purchases - April 1, 2026 - Sept 30, 2027																												
		FY2026 - Recurring Service - July 1, 2026 - June 30, 2027																												
Form	Description	Sept 2025	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026	Apr 2026	May 2026	June 2026	July 2026	Aug 2026	Sept 2026	Oct 2026	Nov 2026	Dec 2026	Jan 2027	Feb 2027	Mar 2027	Apr 2027	May 2027	June 2027	July 2027	Aug 2027	Sept 2027	Oct 2027	Nov 2027	Dec 2027	Jan 2028
470	Competitive Bidding Window (min. 29 days)	July 1, 2025 - Mid February 2026																												
AW	Administrative Window (EPC Profile Update)	Early Oct. 2025 - Mid Jan. 2026																												
	Newly Signed Vendor Contracts Uploaded in EPC	Prior to starting the Form 471																												
471	Funding Request Application Window	Mid Jan - Late March 2026																												
PIA/FCDL	PIA Review/Funding Decision Letters (FCDL) Issued								April 2026 - Sept 1, 2027																					
486	CIPA Certification/Turning on Funding (deadline is 120 days from the start of service, or date of FCDL)								For most recurring service requests, deadline is by Oct. 29, 2026 if FCDL is received prior to July 1st.																					
472	BEAR Deadline - Recurring Service (120 days from the last day to receive service)	→ Oct. 28																												
	BEAR Deadline - Non-Recurring Service (120 days from the last day to receive service)	→ Jan. 28																												

Steps 1 - 12



Step 1: Assess Need & Plan



- **When?** August - December
- **Category 1:** Review existing contracts to determine when they expire
 - Extend, if options are available
 - Must have documentation to vendor of request to extend
 - If contract expiring, decide if upgraded services are needed
- **Category 2:** Determine what equipment/wiring is needed for each school over the next 12 months
 - Research options, prepare bid-list

Step 2... Update Entities' Profiles

- **Update Entities' Profiles during the Administrative Window each fall**
 - Approx. 3-month period when schools must update enrollment/NSLP data for each school
 - And update Category 2 square footage if it has changed
 - Data cannot be changed once Admin Window closes (but you can provide updated info on the Form 471)
- Confirm all entities, including NIFs, are in EPC portal
 - Contact CSB at 888-203-8100 to make entity adjustments
- Libraries do not enter enrollment/NSLP data
 - EPC links libraries with the school district in which the library (or main library in a system) is located
 - Libraries should update square footage/address changes, if any



Step 3: Posting the Form 470

Form 470 Competitive Bidding Form

- Notifies vendors of services and equipment for which you are seeking proposals
 - All equipment/services for which you will seek funding on the Form 471 must have been posted on a Form 470
- Vendors are invited to submit bids/price quotes for 28 days from the date of certifying your Form 470
 - List **bid due date** in the narrative text box, along with **any disqualifying factors**
- You are NOT obligated to purchase any service/equipment listed on Form 470
- Category 1 and Category 2 can be filed on the same 470



When Must a Form 470 be Posted?

1. Month-to-Month Services

- No contract exists – these are mostly cable modem-type services
- File annually **unless using CABIO**

2. New Contracts (new service or current contract will expire 6/30/2026)

- File before signing any new contract
- If you posted a Form 470 in a previous year, and then signed a multi-year contract that expires on or after June 30, 2026, you are **not** required to file a Form 470 for FY2026

3. Bandwidth Upgrades

- If you're upgrading service mid-contract and the upgrades and associated prices are not included in the original contract

Contract Extensions:

- Permitted but must have been in original contract and must have definitive end date
 - For example, a 3-year contract, with two 1-year renewals. Will not require new 470 until the end of 5 years
 - **However, a 3-year contract that automatically renews doesn't count.**
 - **This requires a new 470 at the end of 3 years**
- Must notify the vendor before filing Form 471 if you want to exercise one of your contract extensions
 - Can be as simple as an e-mail; some vendors want contract amendment
 - USAC will ask for this during your application review



When to File the Form 470

Deadline: Form 470 must be posted online at least 29 days before the close of the Form 471 window

For example:

- If Form 471 deadline is March 25, 2026; then...
- February 25, 2026 = 470 Deadline
 - DO NOT wait this long!
 - Gives you 1 day to evaluate bids, negotiate contracts, seek board approval, sign contracts, and then file the Form 471 by the 471 deadline
- **If you need to file a Form 470, plan on attending Form 470 training!!!!**
- You will also be able to find helpful Form 470 Guides at:
<https://www.ohio-k12.help/erate/e-rate-resources/>
 - Form 470 Disqualification Suggestions
 - C1 & C2 Form 470 Filing Guide – Schools/District
 - C1 & C2 Form 470 Filing Guide –Libraries
 - Sample C1 & C2 Bid Matrix/Acceptance Letter

28-Day Waiting Period Review and Reminders

Frequently Asked Questions (FAQs) on the 28-day waiting period:

- **When does the waiting period start?** *The calendar day you certify your FCC Form 470, the day you certify, is day one. For example, if you certify on 1/1/2025, the waiting period starts on 1/1/2025, and your Allowable Contract Date is 1/29/2024. If you add a Request for Proposals after certifying the FCC Form 470, you may be required to restart the 28- day waiting period.*
- **Do weekends count as part of the 28 days?** *Yes, the 28-day period is based on calendar days.*
- **When can you select a vendor?** *After the 28-day waiting period (unless your FCC Form 470 lists a later bid deadline.)*
- **When's the last day you can select a vendor?** *You must select the most cost-effective service offering before you submit the FCC Form 471.*
- **When can you stop receiving bids?** *You may set a bid deadline and include it to your narrative or RFP. This deadline must be at least 28 days after verifying your FCC Form 470 or longer. If you **do not add a deadline to your narrative or RFP, you must accept bids up until you evaluate bids and make a vendor selection.***

These deadlines should be memorialized in your records.

Allowable Contract Date (ACD)

CALENDAR

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29 Day 5	30 Day 6	31 Day 7	Certified FCC Form 470 Day 1	2 Day 2	3 Day 3	4 Day 4
5 Day 5	6 Day 6	7 Day 7	8 Day 8	9 Day 9	10 Day 10	11 Day 11
12 Day 12	13 Day 13	14 Day 14	15 Day 15	16 Day 16	17 Day 17	18 Day 18
19 Day 19	20 Day 20	21 Day 21	22 Day 22	23 Day 23	24 Day 24	25 Day 25
26 Day 26	27 Day 27	28 Day 28	Allowable Contract Date Day 29	30	1	2

Remember

If the 470 narrative or RFP does not include a bid submission deadline



then applicants are required to accept all bids up until they conduct their evaluation.

- This is the earliest you can select a vendor.¹
- You can wait up until you certify FCC Form 471 to select a vendor.²

Requests for Proposals (RFPs)

- USAC considers any bidding document provided to vendors an RFP
- RFPs not required, except for:
 - All applicants seeking dark fiber or self-provisioned fiber projects
 - Libraries asking for hot spots/cellular data plan for bookmobile
- If issuing an RFP, all documents that constitute that RFP must be uploaded with Form 470 at the time of filing
 - Cannot cite a website bidding advertisement
 - **Important:** Any addenda or other documents given to vendors after the Form 470 is filed must be uploaded to existing 470
 - Must restart 28-day clock if any changes are made to the original RFP
- Vendors cannot provide RFP language or bid lists

During the Bidding Period...

- After the Form 470 has been posted online, vendors submit proposals directly to the school or library
- Proposals must be accepted for a minimum of 28 **calendar** days
 - **Applicants should specify a bid deadline in the Form 470/RFP**
 - Can be longer than 28 days
- Vendors will contact you if they need additional information
- When contacted by a vendor, you must indicate your willingness to receive a proposal for services listed on Form 470
 - **Do NOT say you are just going to stay with your current vendor**
- May conduct pre-bid meeting with vendors

Step 4: Evaluating Bids


- After the bid due date (which must be at least 29 days after 470 is posted), the applicant must review all qualified bids received for all services or equipment
- Must create and retain bid evaluation matrix
- **Price of eligible services/equipment MUST be the most heavily weighted factor during bid evaluation, but you're not required to go with the cheapest bid**
 - Brief list of evaluation criteria examples:
 - Quality of proposed solution
 - Cost of ineligible items
 - References
 - Experience with the vendor
 - Ability to meet installation deadline
- Retain all winning and losing bids and all correspondence between the applicant and all vendors (winning and losing)

Disqualifying a Bid

- In order to DQ a bid, the bid disqualification reason must have been stated in the Form 470 or in the RFP
- **DQ reasons must be yes/no (either they complied or they did not)**
- *Examples:*
 - Vendor must submit a proposal by the deadline stated in the 470/RFP
 - Vendor must bid on all services requested in the 470/RFP
 - Vendor must be authorized to do business in OH
 - Equipment must be compatible with school's existing XXX equipment
 - Be sure to then list the existing equipment in the school or library
 - Equipment cannot be refurbished or “gray market”
 - Vendor must be willing to provide discounted bills
 - Vendor must attend pre-bid walk-through
- When disqualifying a bid, make a note of the exact reason for DQ reason and show where it was stated in the 470 or RFP



Received No Bids?

- Document via an email or file memo that no bids were received
- Existing Services: can continue to receive services from existing service provider
- New Services/Procurement: Solicit bid from willing vendor (who is not your brother-in-law or other family member) 
 - Make sure the price is cost-effective
 - Check marketplace options from other vendors in your area or nearby areas
 - Save research and information to justify buying service from this vendor

Bid Evaluation Sample

Factor	Points Available	Vendor 1	Vendor 2	Vendor 3
Price of the ELIGIBLE products and services	50	20	50	40
Prior experience w/vendor	20	20	0	20
Pricing includes basic firewall service	15	0	0	15
Flexible Invoicing: FCC Forms 472 or 474	10	0	10	10
Local or in-state vendor	5	5	0	5
TOTAL	100	45	60	90

Based on the above bid matrix criteria, we have chosen **Vendor 3** as the service provider for our **bandwidth and Internet Access**.

Name: _____

Signature: _____

Date: _____

- Evaluate your bids using a matrix with your bid factors listed and assigned points.
- Price must have the highest number of points
- If a vendor was disqualified, they would not be included in the bid matrix table but give an explanation as to why they were disqualified.
- Based on this example, Vendor 3 wins because they received the most points.

For a copy of a Category 1 and Category 2 bid matrix and acceptance letter, go to <https://www.ohio-k12.help/erate/e-rate-resources/>

Step 5: Signing Contracts

- Contracts (which include hardware quotes) must be signed/dated by the **applicant** before you submit Form 471
 - Unless receiving services on a month-to-month basis
 - Vendor can sign after the Form 471 deadline
 - Obtain board approval, if required, before signing a vendor contract
 - **Or write a letter of acceptance if board approval is not possible prior to the Form 471 deadline**
 - **Upload signed document in EPC prior to filing the Form 471**
(step-by-step instructions will be covered during Form 471 training)



Know Your Role

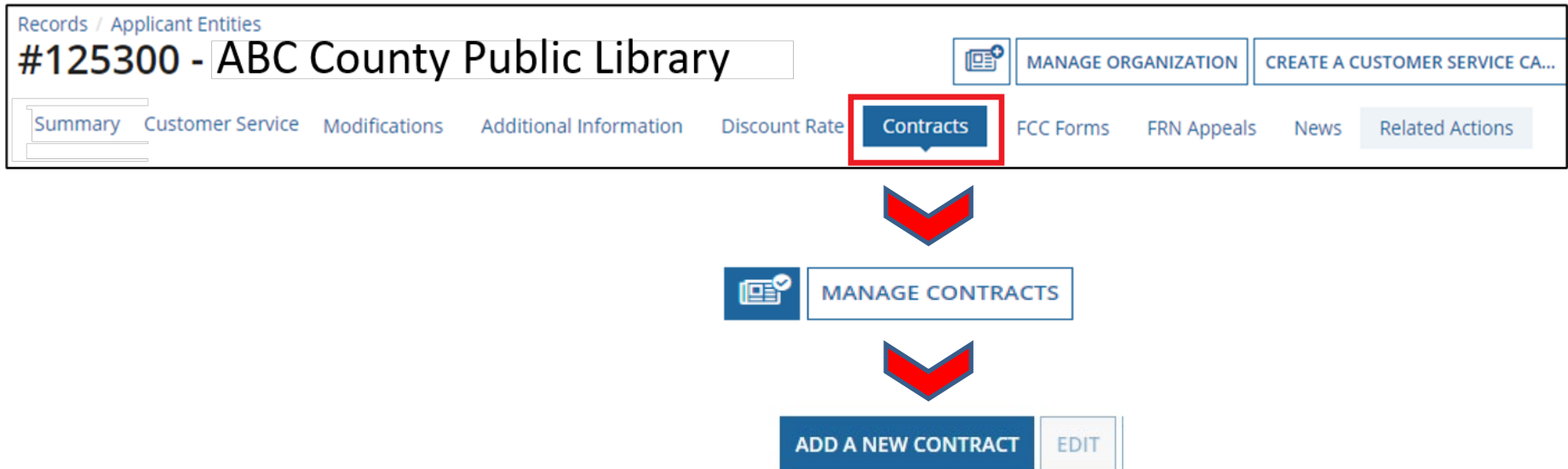
Applicants	Service Providers
<ul style="list-style-type: none">• Determine services needed, file FCC Form 470 and RFP.• Run competitive bidding process.• Select winning bidder, with price of eligible product and services as primary factor.• Respond to PIA.• File other applicant forms (FCC Forms 471, 486, 472, 500, etc.)• Document their compliance with FCC rules on an ongoing basis.	<ul style="list-style-type: none">• Respond to FCC Form 470 and RFPs.• May assist with responding to PIA on technical services questions (but not competitive bidding).• File other service provider forms (FCC Forms 473, 474, etc).• Document their compliance with FCC rules on an ongoing basis.

Applicants **cannot** have a relationship with service providers that would unfairly influence the outcome of the competition.

Step 6a: Upload New Contracts into EPC

All NEW contracts must be uploaded into the 'EPC Contract Module' before starting the Form 471

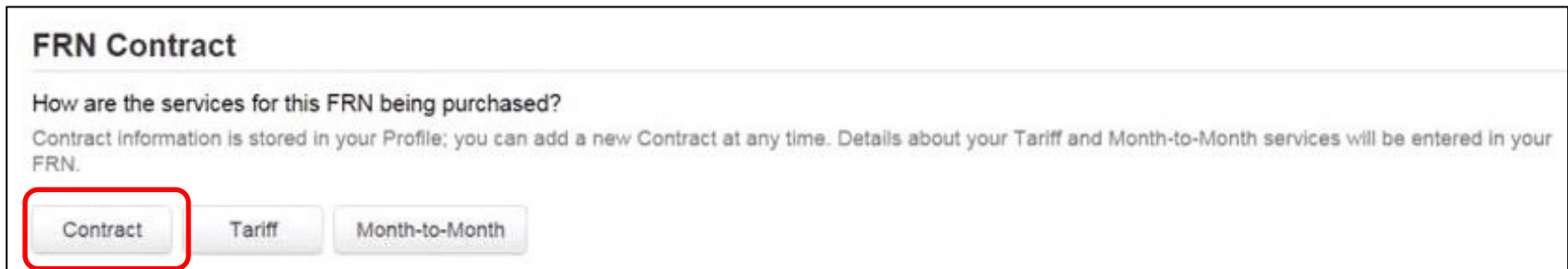
-- > EPC Landing Page > Library Name > Contracts from top toolbar



We'll cover this in more detail during Form 471 training!!

Purpose of Contracts Module

When completing a Form 471 Funding Request on the 471, you must indicate how you will be purchasing the requested services – either via a Contract, Tariff or Month-to-Month (MTM) basis:



The screenshot shows a web form titled "FRN Contract". Below the title is a question: "How are the services for this FRN being purchased?". A sub-note reads: "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." At the bottom, there are three buttons: "Contract", "Tariff", and "Month-to-Month". The "Contract" button is highlighted with a red rectangular border.

If you select '**Contract**,' you will then be asked to select from the list of your Contract Records from the Contract Module.

The Contract Record selected will then be “linked” to the Form 471 Funding Request.

Step 6: Contract Records/ Filing the Form 471

Purpose of the Form 471

- Filed **annually** by the entity that pays the bills (the Billed Entity)
- Formally requests E-Rate funding commitments from USAC
- Asks detailed questions about services or equipment
- Shows which entities are receiving service
- Shows discount calculations (from EPC)
- Links to a Contract Record(s) to show which Form 470 was used to bid services, contract signing dates, contract amounts, etc.

Funding Requests

- Each separate funding request is assigned a number called a Funding Request Number (FRN)
- Each FRN is “built” by adding FRN Line Items

When and How Many to File

- **471 Application Window: early January – mid March**
Do NOT miss this deadline!
- Must be filed in EPC
- Category 1 and Category 2 **must** be filed on separate applications
 - Multiple applications are ok within the same category of funding

Please plan on attending the Form 471 workshop in January/ February



Step 7: PIA Application Review

Program Integrity Assurance (PIA) Review

- USAC team that reviews all applications submitted within the “Form 471 Window” and makes determination on funding approval/reductions/denials
- Checks for rule compliance
 - Eligible services
 - Eligible entities
 - Appropriate discount level
 - Competitive bidding violations
 - Category 2 budget levels
- The 471 main contact will receive an email notification that PIA questions are pending in EPC about their application
- Applicants have 15 days to respond
 - Can seek a single, 1-week extension
- PIA will notify if they intend to deny or reduce request



Step 8: USAC Issues Funding Decisions

FCDL = Funding Commitment Decision Letter



- Funding “waves” are released weekly
 - Goal is to have all “workable” applications funded by Sept 1
- FCDLs emailed to Form 471 contact and EPC AA
- Gives approval decisions for each funding request (FRN) on Form 471
- Can appeal within 60 days if you don’t agree with their decision
 - Appeal to USAC first
 - Can then appeal to the FCC if USAC denies

Step 9: Filing the Form 486



Form 486 Receipt of Services Form

- Informs USAC that services have (or will) **start**, and
- Informs USAC that your school or library is **CIPA** compliant
- Can only be filed after the FCDL has been issued
- No applicant or vendor reimbursement forms can be paid until the Form 486 has been submitted and approved
- Form 486 is **very** simple! Almost all data fields pre-populated

Deadline: 120 days after FCDL date or October 29, whichever is later

- Can be filed immediately after FCDL received, **even before July 1**
- USAC will deduct 1-month's funding for each month the form is late

Step 10: Receiving Service/Equipment

- Category 1 services must be delivered between July 1 – June 30
 - Installation may occur as early as January 1 or the contract signing date, whichever is later
 - Services may not BEGIN until July 1
- C2 equipment has an 18-month window to purchase/install equipment
 - May be purchased/installed anytime after **April 1** (3 months before funding year begins)
 - Equipment must be purchased and installed by **September 30** (3 months after funding year is complete)

FY2026 - Non-Recurring Services/Equipment Purchases - April 1, 2026 - Sept 30, 2027																	
			FY2025 - Recurring Service - July 1, 2026 - June 30, 2027														
Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
2026	2026	2026	2026	2026	2026	2026	2026	2026	2027	2027	2027	2027	2027	2027	2027	2027	2027

Document Retention

- You must keep all documentation for 10 years from the last date to receive service.
 - For multi-year contracts, this means 10 years from the contract expiration date.
- For example, for recurring internet access service for FY2026, both the applicant and the service provider must retain all records until at least June 30, 2037.
- Retain receipt and delivery records relating to pre-bidding, bidding, contracts, application process, invoices, provision of services, and other matters relating to your applications.



Step 11: Paying for Equipment/Services

- Applicant's choice – one of two options
 - **Discounts** on bills (vendor invoices USAC)
or
 - **Reimbursement** process (applicant pays bills in full, then invoices USAC)
- Must select one or the other for entire year for each FRN
- If you want discounted bills, notify your vendor after contract signing, as soon as you are funded
 - Vendors often have additional form to complete so they know exactly which option is selected, and which account # to discount
- Applicants always must pay their non-discounted share
- Rules require it will be paid within 90 days of receiving service/equipment



Step 12: Requesting Reimbursement

- If applicant pays the vendor invoice in full, applicant submits Form 472 – BEAR Form to USAC for reimbursement
- Must have ‘full-rights’ permission to file BEAR in EPC
- Calculated based on eligible charges on actual bills

Deadline:

- October 28 (following close of funding year) for recurring services;
- January 28 for non-recurring services/equipment
- Can request 1 extension if the request is submitted by the original invoice deadline



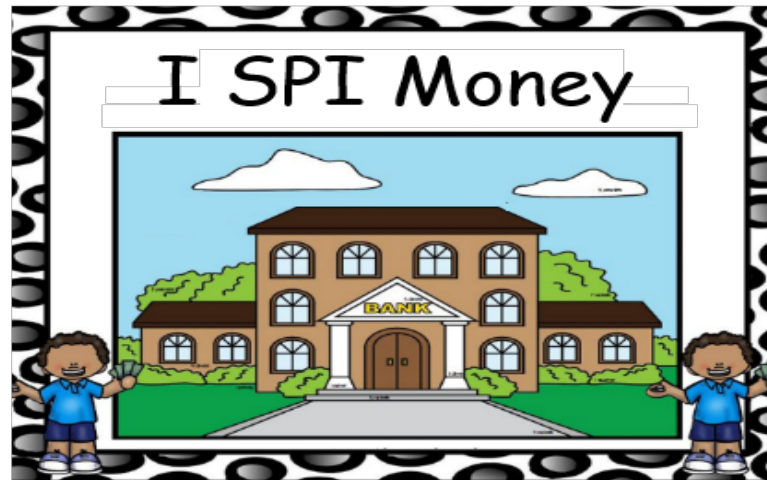
Reimbursement Method - BEAR

- USAC reviews/approves BEAR and sends payment to the applicant's bank account via EFT
- School/Library bank account info would have been submitted on Form 498
 - Only submitted once (update, if needed)
- To determine if you have an approved Form 498:
 - Log into EPC > Records > Form 498s > Click on 498 if one is showing
 - If no 498 is showing, then there isn't one on file with USAC



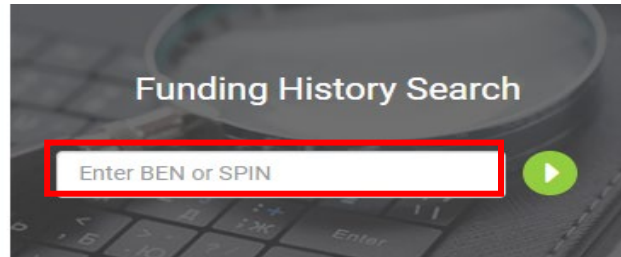
Discounted Bills Method - SPI

- Vendor applies E-Rate discounts to invoice(s)
- Vendor submits Form 474 SPI to USAC to seek reimbursement
- Applicants' responsibilities?
 - Notify the vendor you want discounted bills
 - Review invoices to ensure discounts are properly applied
 - File timely Form 486 so the vendor can invoice USAC



Quick Way to Your Funding Information

Go to: 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](#) | [2025](#) | [All](#)

FY	Requested FRNs	Funded FRNs	486 on File	Requested Amount	Committed Category 1	Committed Category 2	Total Committed	Total Disbursed	Remaining Balance
2025	5	4	4	\$199,064.60	\$39,840.34	\$79,034.26	\$118,874.60	\$79,034.26	\$39,840.34
2024	5	5	5	\$40,938.39	\$38,585.16	\$1,373.18	\$39,958.34	\$36,365.83	\$3,592.51
2023	4	4	4	\$38,649.75	\$38,649.75	\$0.00	\$38,649.75	\$38,649.75	\$0.00

1. Enter your Billed Entity Number.
2. Click on Funding Year
3. See your 471, FRN, and SPIN information.
4. Click on the FRN number to see full detail

471	FRN	SPIN	Service Provider	Service *	Original Request	Current Commitment
251016864	2599019925					
251016864	2599019927					
251024256	2599031855					

471 Information

471#: 251016864

SPIN: [143001654](#) The Chillicothe Telephone Company

Service Type: Data Transmission and/or Internet Access

Status: Funded **Wave:** 1 **FCDL Date:** 4/26/2025

Status Memo: • MR1: Approved as submitted.

Service Start Date (471): 7/1/2025 **Service Start Date (486):** 7/1/2025

Current Commitment: \$25,423.20 **Payment Mode:** NOT SET

Disbursed Amount:* **Undisbursed:** 25423.20

Last Date of Service: **Last Date to Invoice:** 10/28/2026



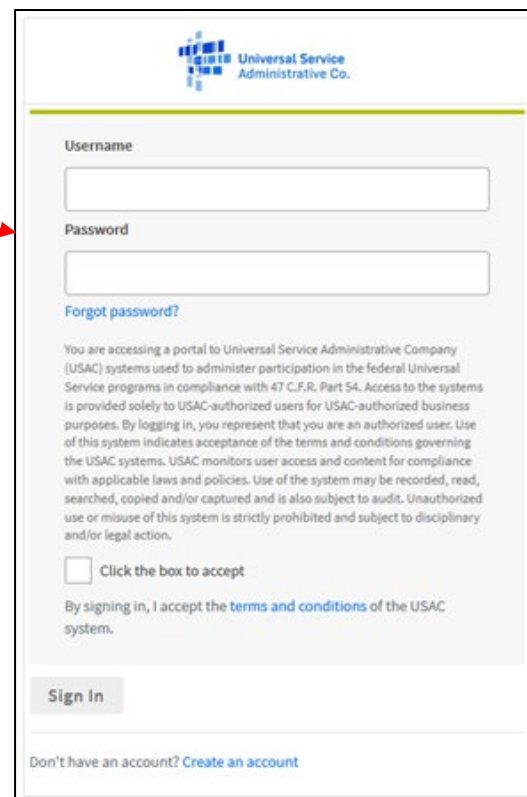
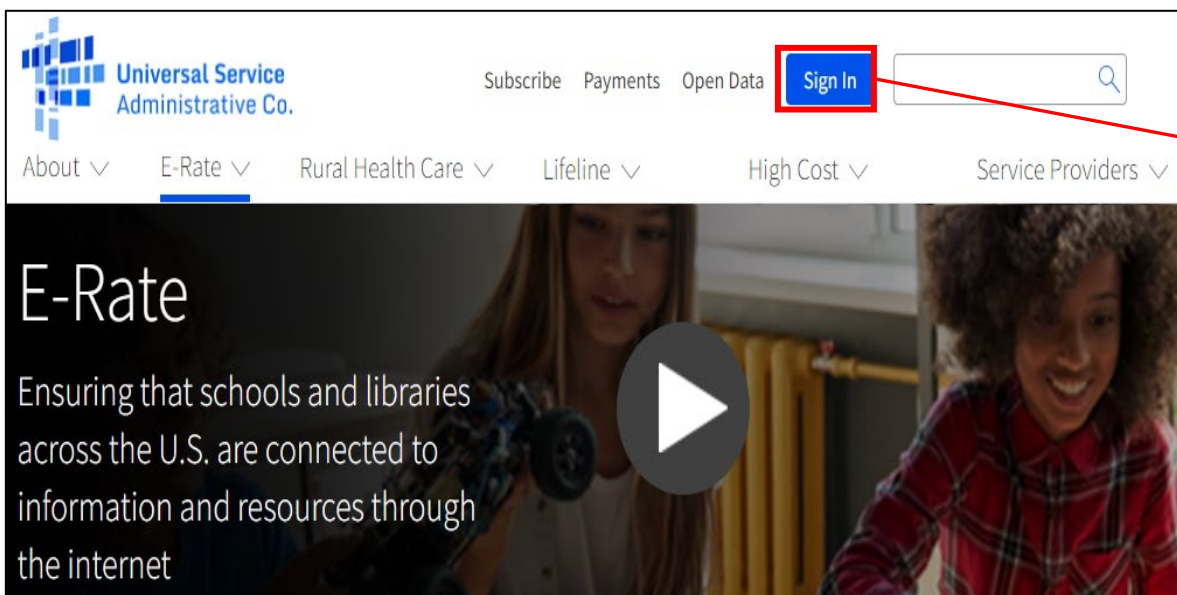
USAC's One Portal

USAC's One Portal

USAC uses multifactor authentication (MFA) to increase security.

We must log into One Portal to access the E-Rate Productivity Center (EPC) and ECF.

To access, go to <https://www.usac.org/e-rate/> and click on “Sign In” and then “Continue”.



USAC's One Portal

After entering the one-time verification code, you'll see both EPC and ECF.

The screenshot displays the USAC One Portal dashboard. At the top left, the logo for Universal Service Administrative Co. is visible. In the top right corner, there is a "Sign Out" button. The user's email address, "lorrie.germann@gmail.com", is shown in the top right. The main heading is "Dashboard". A yellow notification banner at the top states: "In accordance with the Supply Chain orders, new certifications have been added to the following forms: RHC - FCC Form 463 and the Telecom invoice, E-rate - FCC Form 473, and High Cost & Lifeline - FCC Form 481. Service providers are required to submit these annual certifications. For additional information, visit the USAC Supply Chain page." Below the notification, there are three main sections: "Upcoming Dates" (with a calendar icon and the text "No upcoming dates found."), "Schools and Libraries" (with an upward arrow icon), and "Help?". The "Schools and Libraries" section contains two highlighted boxes: one for "E-rate Productivity Center (EPC)" and one for "Emergency Connectivity Fund (ECF)". The "Help?" section includes links for "Send us a message" (with a "Click here" link) and "Call us" (with the phone number "(888) 641-8722").

Universal Service Administrative Co. Sign Out

lorrie.germann@gmail.com

Dashboard

Information: In accordance with the Supply Chain orders, new certifications have been added to the following forms: RHC - FCC Form 463 and the Telecom invoice, E-rate - FCC Form 473, and High Cost & Lifeline - FCC Form 481. Service providers are required to submit these annual certifications. For additional information, visit the [USAC Supply Chain page](#).

Upcoming Dates

No upcoming dates found.

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.

Emergency Connectivity Fund (ECF) - Emergency Connectivity Fund participants use the ECF Portal to submit applications and review notifications regarding their program activities. Using this link, schools and libraries can also access the FCC Form 472 (BEAR) and service providers can access the FCC Form 474 (SPI) to request ECF reimbursement.

Help?

Send us a message
[Click here](#)

Call us
(888) 641-8722

Portal Access – Add Text MFA Option

The screenshot shows the Universal Service Administrative Co. portal dashboard. The top navigation bar is blue with the company logo and name on the left, and a 'Sign Out' button on the right. The main content area is white and features a 'Dashboard' heading. A user profile dropdown menu is open, showing the email address 'lorrie.germann@gmail.com' and a 'Settings' option. An orange arrow points from the 'Settings' option to the 'Extra Verification' setup dialog. The dialog has a dark header with a checkmark and the text 'Extra Verification'. Below the header, there is a paragraph of text explaining that extra verification increases account security. At the bottom of the dialog, there is a 'Text Message Code' label and a 'Setup' button with a wrench icon.

After initially logging in, but before clicking on “EPC”, click on the pull-down to the right of your username to see “Settings”. Scroll down to see “Extra Verification” and click on “Setup”. Provide your phone number and enter the code you’ll receive on your phone, then “Verify”, and “Done”.

EPC Entity Profile – Account Administrator

News Tasks (2) Records **Reports** Actions

My Applicant Landing Page

Training
Universal Service Administrative Co.

Welcome, Independent School 714!

Pending Inquiries

Type -- Select a Type --
Application/Request -- Enter an Application/Request ID or Nickname --
Funding Year -- Select a Funding Year --

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

APPLY FILTERS CLEAR FILTERS

If logging in as the Account Administrator (AA), you will see the option to **Manage Users**, as the AA is the one user who can add, remove, or change a user's rights. **If it's missing, you do not have admin rights.**

Category 2 Budget Tool

1

Entities

Entity	Entity Number	City
Library System 10344	1979	Rockville
Library 1 In System 10344	3313	Rockville
Library 2 In System 10344	3314	Rockville

Click on the name of the Billed Entity (first in list) to see a summary of information, such as the name of the Account Admin and General Contact.

Records / Applicant Entities
#1979 - Library System 10344

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

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

Organization Details

Name: Library System 10344
Entity Number: 1979
FCC Registration Number: 0123456789
Applicant Type: Library System
Status: Active

Contact Information

Physical Address: Address1, Rockville, MD 20850
Mailing Address: Address1, Rockville, MD 20850
Phone Number: 012-345-6789
Email: library_sys_10344@mailinator.com
Website URL

Account Administrator

Name: FirstName LastName

General Contact

Name: FirstName LastName

Applicant Information

Library System Sub-Type: Public Library System Private Library System

Category Two Budget Information

Sum of Square Footage of All Libraries in the System: 16000

Main Library Branch

Library 1 In System 10344 (Entity Number 3313) Rockville,MD

At the bottom of the page, the combined square footage of all branches is shown and used to calculate your Cat 2 budget.

Category 2 Budget Tool

News Tasks (1) Records Reports Actions

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.

[GET CATEGORY 2 BUDGET INFORMATION](#)

Click on “Category 2 Budget” and then “Get Category 2 Budget Information”.

Category Two Budget Status

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

▼ 2026 - 2030

▼ 2026 (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	
Forecast	\$111,625.00	\$0.00	\$0.00	\$0.00	\$111,625.00	View Details

▼ 2021 - 2025

▼ 2021 - 2025 (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	
Preliminary	\$92,500.00	\$93,496.00	\$0.00	\$93,496.00	\$0.00	View Details

The new budget “forecast” is listed based on the total square footage reported. Clicking on “View Details” will show the funding breakdown by funding year.

My Landing Page



Notifications

Notification Type

Funding Year

Notification	Description	Issued Date
--------------	-------------	-------------

My Entities

Entity	Entity Number	City	State	Zip Code
ABC Library System	170	Springfield	OH	45501
ABC Main Library	171	Springfield	OH	45501
South Branch	172			
North Branch	173			

Library Detail Page

Click on the name of each library, then select “Manage Organization” to edit information specific to this building, such as square footage.

Note: You also have the option to provide information if an annex is associated with this library.

Records / Applicant Entities

#17011069 - ABC LIBRARY SYSTEM - OHIO COUNTY - Main

Manage Organization

Manage Annexes

Organization Details

Name	Ohio County Library	Applicant Type	Library
Entity Number	17011069	Status	Active
FCC Registration Number			

Contact Information

Physical Address	407 S 4TH ST OH 43952-2942	Phone Number	740-282-9782
Mailing Address	407 S 4TH ST OH 43952-2942	Email	
		Website URL	

Modify An Organization - Library Detail View

Modify An Organization

Name * NORTHWEST LIBRARY	Organization Type Applicant
Physical Address	
Address Line 1 * 2280 HARD RD	Zip Code * 43235
Address Line 2	Zip Code Extension
City * COLUMBUS	Click the button below to get standard USPS address
State * OH	County * Please select a County
	Please ensure that the address, city, state, and zip code are correct
	VERIFY MY ADDRESS
Latitude / Longitude	
User-entered Latitude	Latitude
User-entered Longitude	Longitude
	LOOKUP URBAN/RURAL STATUS
Urban/Rural	
User Entered Urban/Rural Status * <input type="radio"/> Rural <input checked="" type="radio"/> Urban	Urban/Rural Status <input type="radio"/> Rural <input type="radio"/> Urban Unable to determine your status. Please enter Urban/Rural manually in User-Entered field.
Mailing Address	
<input checked="" type="checkbox"/> Mailing address is the same as physical address.	
Address Line 1 2280 HARD RD	Zip Code 43235
Address Line 2	Zip Code Extension
City COLUMBUS	County
State OH	
Other Methods of Contact	
Phone Number * 614-645-2656 Ex. 000-000-0000	Phone Number Extension
Email	
Website URL	

View after clicking on “Manage Organization”

From here, you can correct building addresses.

Keep scrolling down (it’s a **really** long screen) to see the square footage field.

Modify An Organization - Main Library Detail View

Library Information

Library Sub-Type *

- Public Library
- Private Library

Check All That Apply

- Academic
- Research
- Tribal Library
- Bookmobile
- Kiosk
- New Construction Library
- Main Branch
- State Library Agency - Library

FSCS KEY

FSCS SEQ

Associated School District

BEN	NAME	CITY	STATE	ZIP CODE
129000	Central School District	Any Town	OH	43085

If this library is no longer a main branch, please unselect the Main Branch Checkbox

Search for School Districts

BEN Search

Name Search

State Search

Zip Code Search

FCC Registration Number ⓘ

CLEAR FILTERS

SEARCH

CANCEL

SUBMIT

Is this library part of a library system?

Yes

Square Footage *

42446

You will need to provide your square footage in order to apply for any Category 2 funding.

Locale Code ⓘ

21

Enter or update Square Footage.

Verify Library information, and click on "Submit"

What's Next? Get Started Now!

- Administrative Window Updates (starting 10/15)
 - Libraries – Update square footage if needed
- Review Category 1 contract
 - Need more bandwidth? Will your current contract allow for an increase? Check with the provider if you're not sure!
 - Contract expiring June 2026?
 - If needed, file FY2026 Form 470s by the end of December
- Determine what equipment will be needed in upcoming year for schools or libraries
 - File FY 2026 C2 Form 470s by end of December

Make and follow your FY 2026 E-Rate Plan!



Questions?

Where to Go for E-Rate Help

- **USAC's Client Service Center (CSC)**
 - E-Rate “Help Desk” where applicant & service providers can get answers to questions
 - Call **888-203-8100**
 - Submit a ‘Customer Service Case’ in EPC

-  **E-Rate Coordinator**
 - E-mail Lorrie Germann at lorrie.germann@education.ohio.gov
 - Call: 740-253-1153
 - Attend webinars!
 - <https://www.ohio-k12.help/E-Rate-support>
 - Subscribe/read listserve messages! **(If you've had issues receiving my emails, please subscribe again!!)**
 - **Helpful Documents:** <https://www.ohio-k12.help/E-Rate-support/resource-library/>
 - **Training:** <https://www.ohio-k12.help/E-Rate-support/E-Rate-events/>