FY2026 E-Rate Form 471 Category 1 Workshop

Lorrie Germann, State E-Rate Coordinator

Training Agenda

- Filing Basics – Slide 3
- Accessing the EPC Portal – Slide 8
- Entering Contracts – Slide 12
- Filing the FCC Form 471
  - Cat 1 – New Contract Funding Request – Slide 27
  - Cat 1 – Month-to-Month/CABIO Requests – Slide 50
  - Cat 1 – Continuing Contract (Copying FRNs) – Slide 69
  - Completing (Submitting) Form 471 – Slide 77
- Next Steps – Slide 84

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 21st, 2026** (Noon EST)
    - Closes – **April 1st, 2026** (11:59 pm EDT)
  - **Last date to file a Form 470 – March 4th, 2026**
    (11:59 pm EST)

Filing FCC Form 471

- You may file more than one FCC Form 471
  - **Note:** you must file separate applications for:
    - **Category One** (Data Transmission and/or Internet Access), including **hotspots for bookmobiles and kiosks**
    - **Category Two** (Internal Connections, MIBS, and BMIC)
- You may have multiple funding requests on a single Form 471 application
- Separate FRNs are required if:
  - Purchasing from 2 or more service providers, even if the same type of service
  - Requesting multiple Cat 2 sub-categories, even if from the same provider
  - Referencing multiple Form 470s or contracts

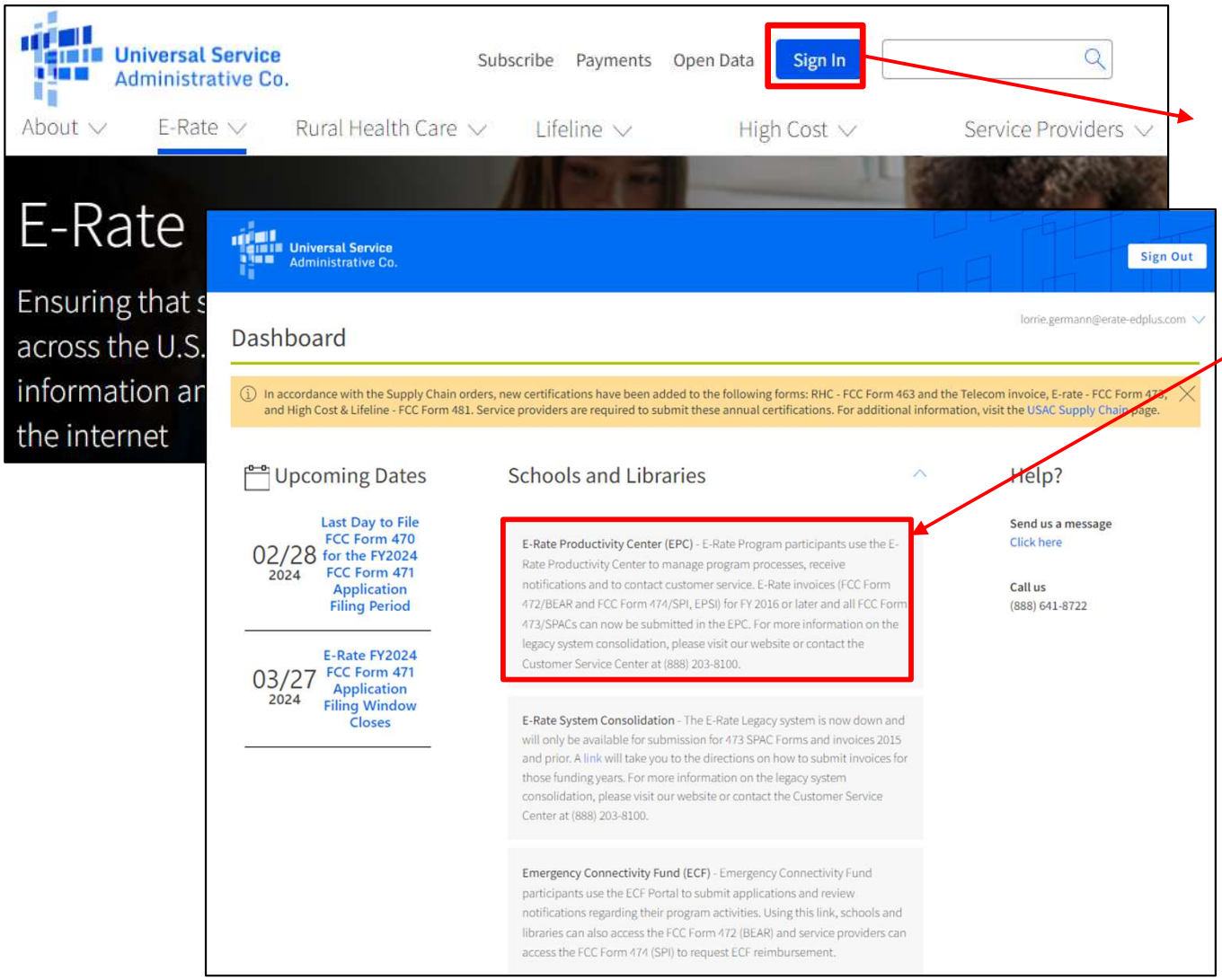
Prerequisites

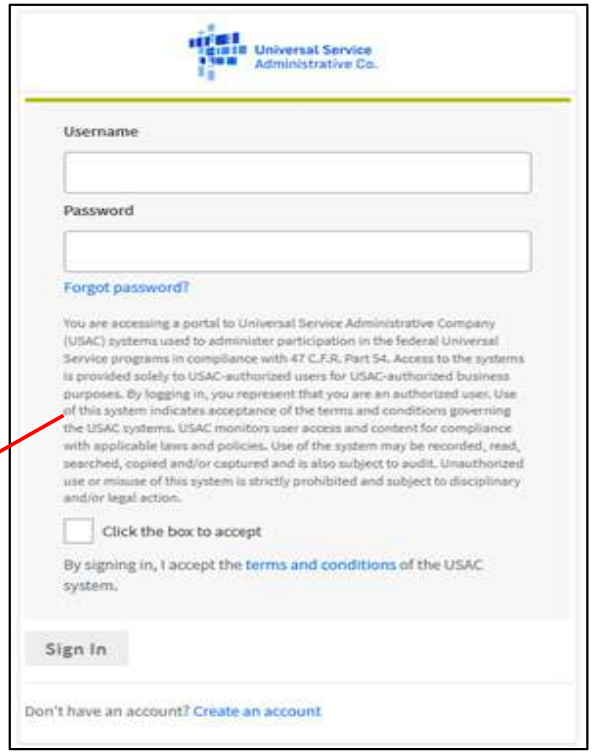
- **Entity Profile**
  - The values in your applicant entity's profile had to be updated by Jan. 16th. If you find that a correction or change is needed, you may note the information on the Form 471 in the narrative of each funding request and make a RAL correction.
  - The full-time enrollment and NLSP 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".



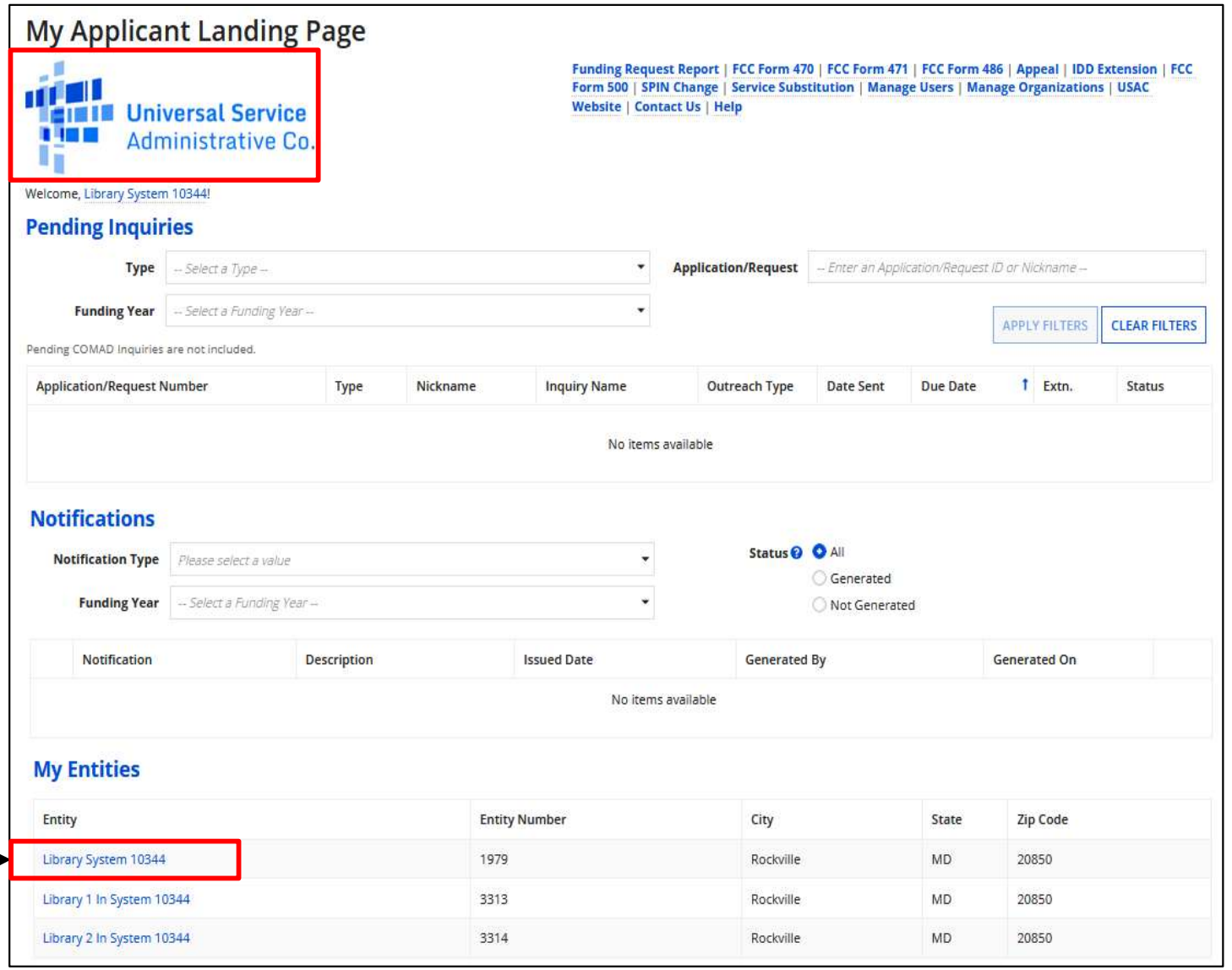


Landing Page View

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

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

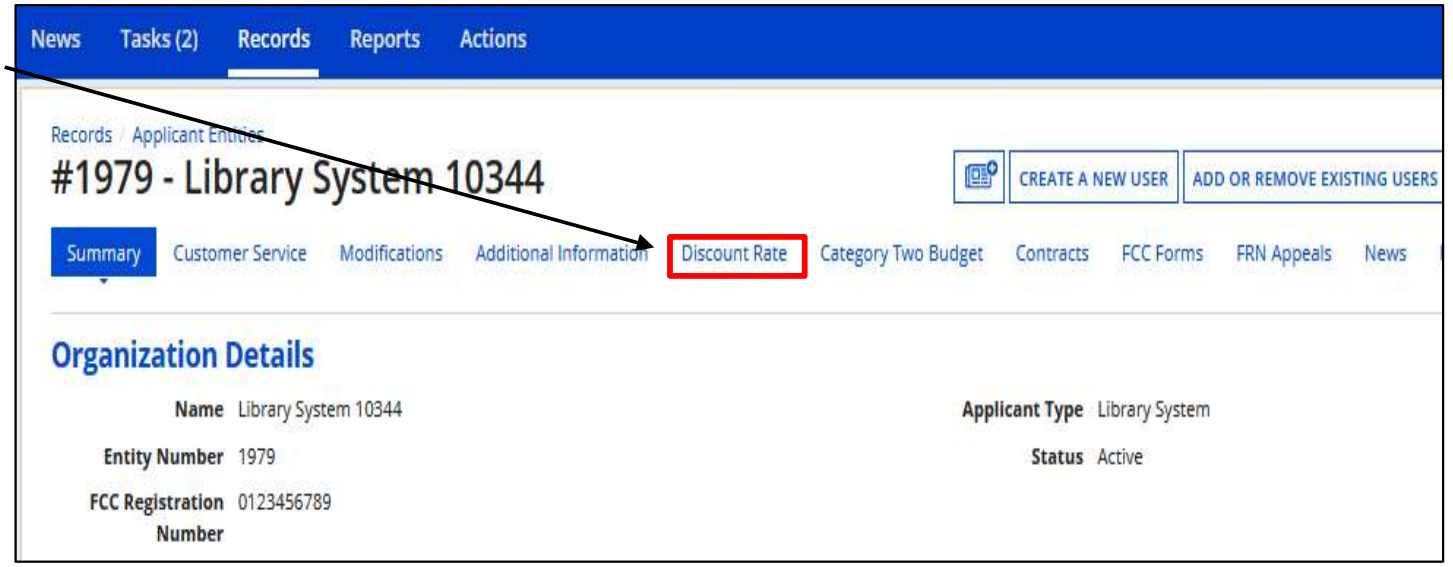
Click on the name of your Billed Entity to open the Organization Details page.



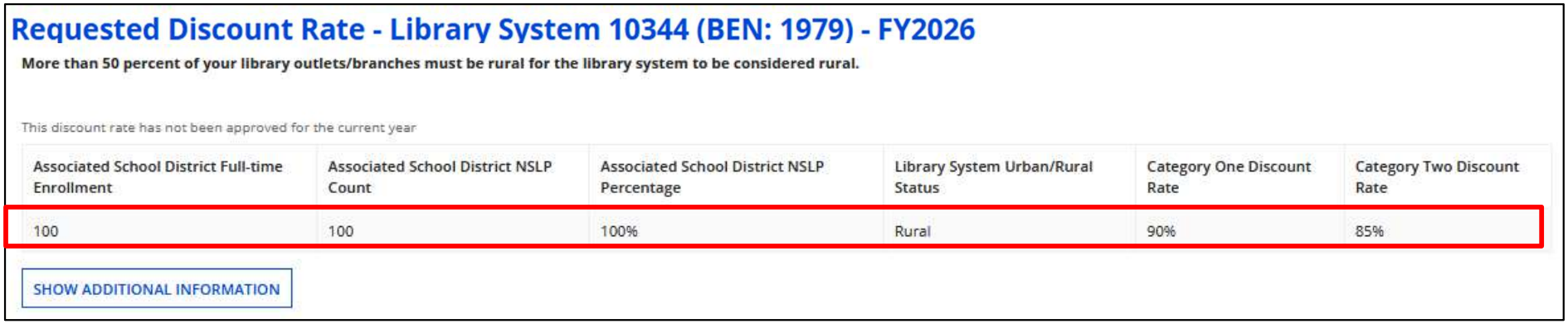
*If there is an entity missing in the list, contact USAC to request an entity number. However, with the close of the Admin Window, the entity will not be listed in EPC until after the close of the Form 471 Window.

Seeing The Library's Discount %

Click on "Discount Rate".



Discount rates for Cat 1 and Cat 2 are listed.

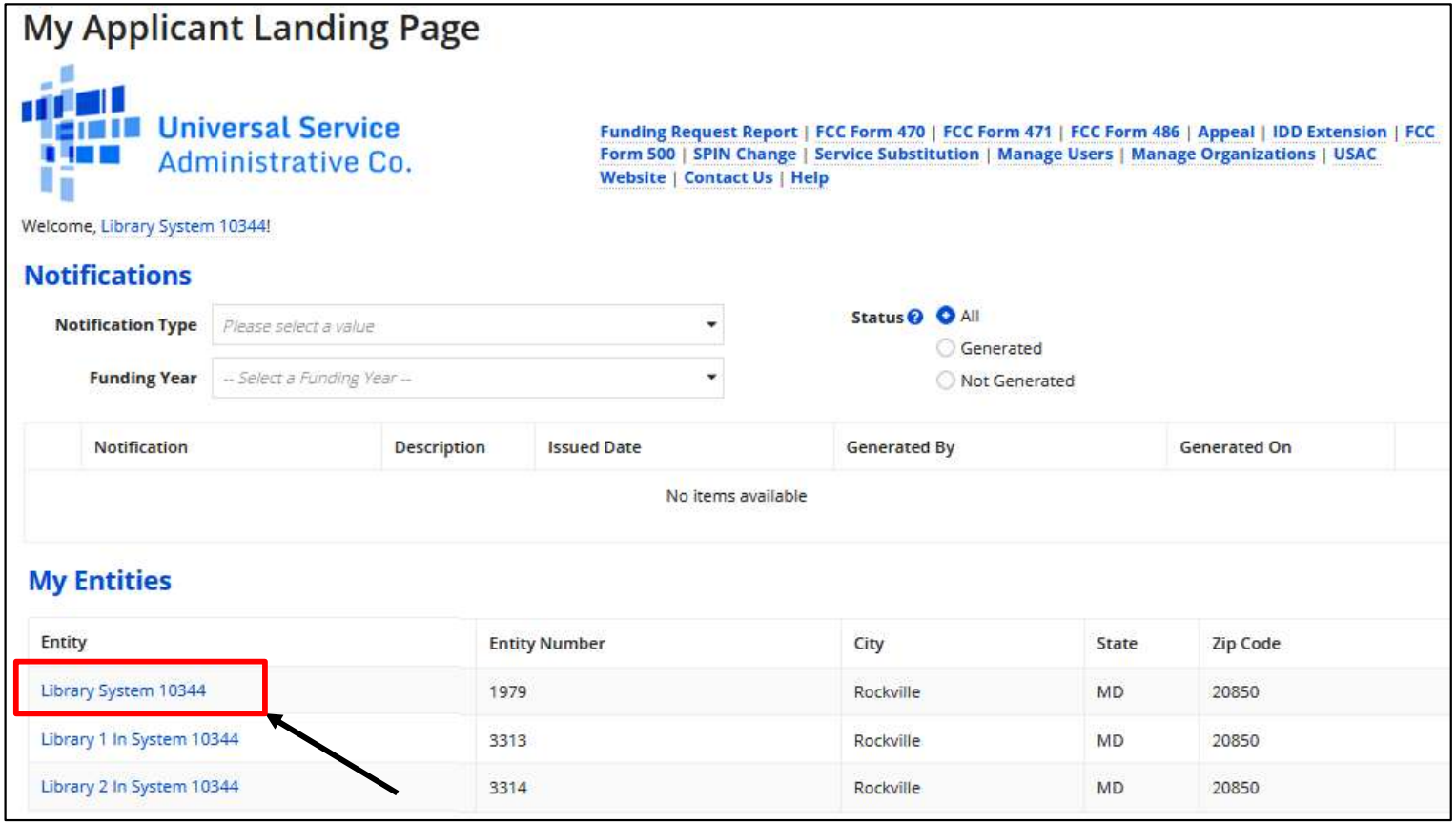


Displayed at the bottom of the "Summary" page is the total square footage that has been provided in the portal.

The square footage is used to calculate your patron hotspot budget, as well as The Category 2 budget:

Entering Contracts

Manage Contracts



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

- **If you are requesting month-to-month service without contract terms, you will skip this step.**

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

Bid Evaluations!

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
Vendor provides adequate cellular coverage for our patrons	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: _____

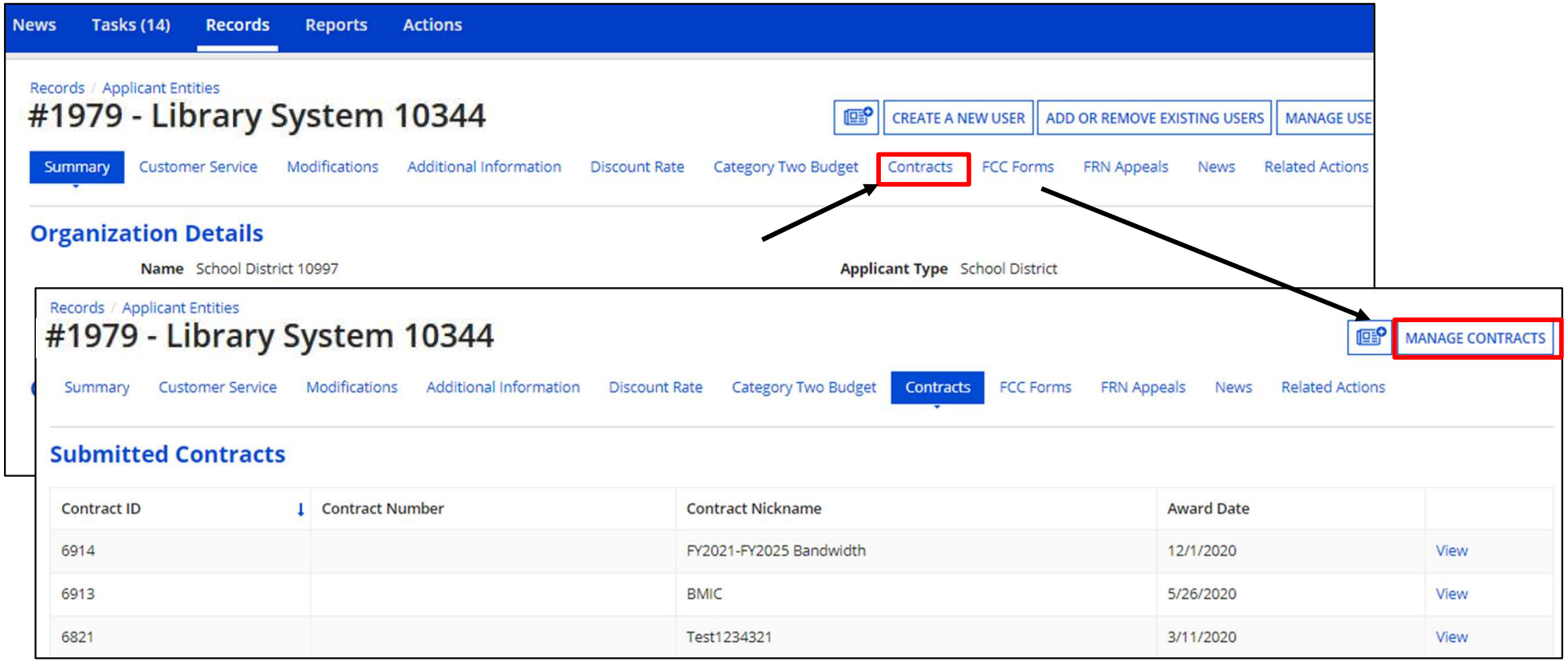
Signature: _____

Date: _____

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

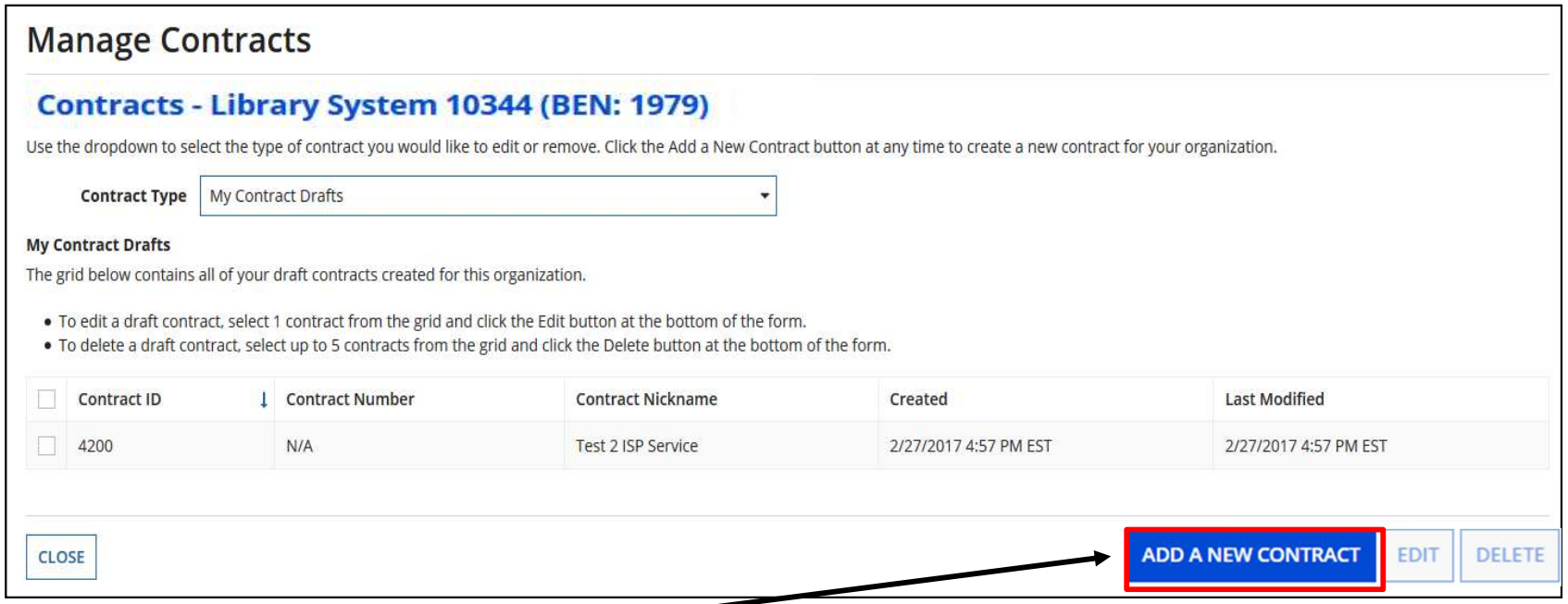
For a copy of a Category 1 and Category 2 bid matrix and acceptance letter, go to https://www.ohio-k12.help/erate/e-rate-resources/

Manage Contracts



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.

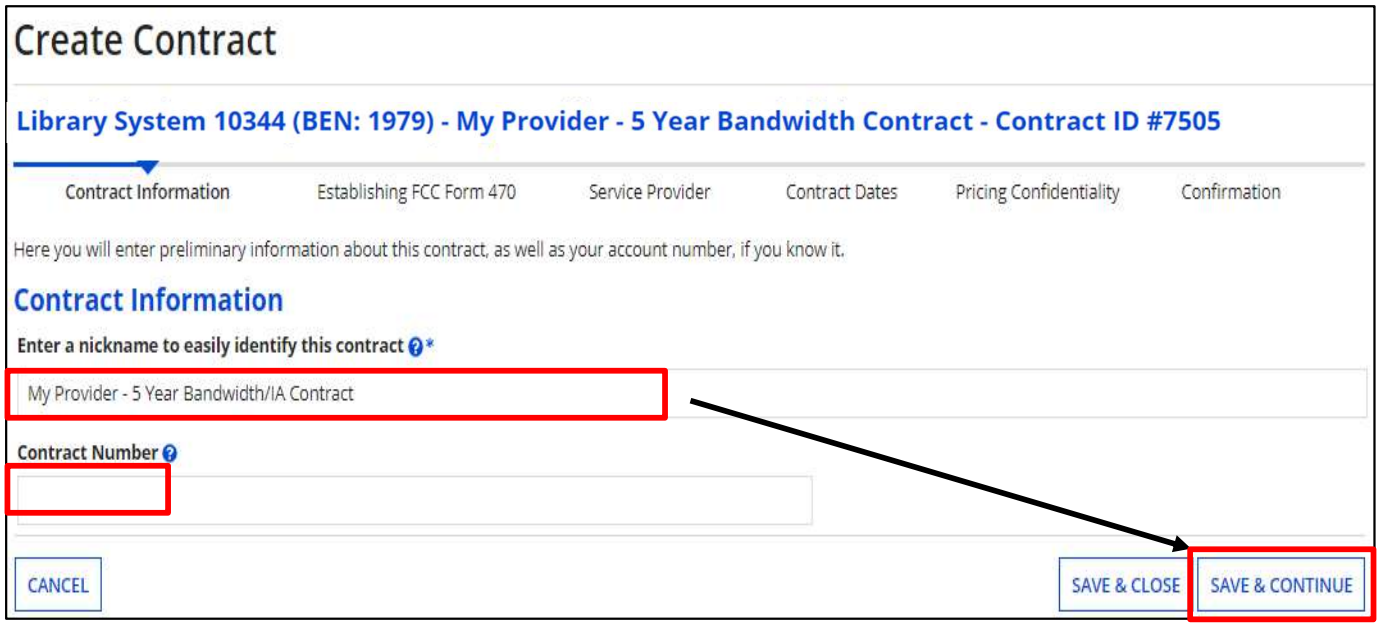
Manage Contracts – Add New Contract



Begin by clicking on "Add New Contract".

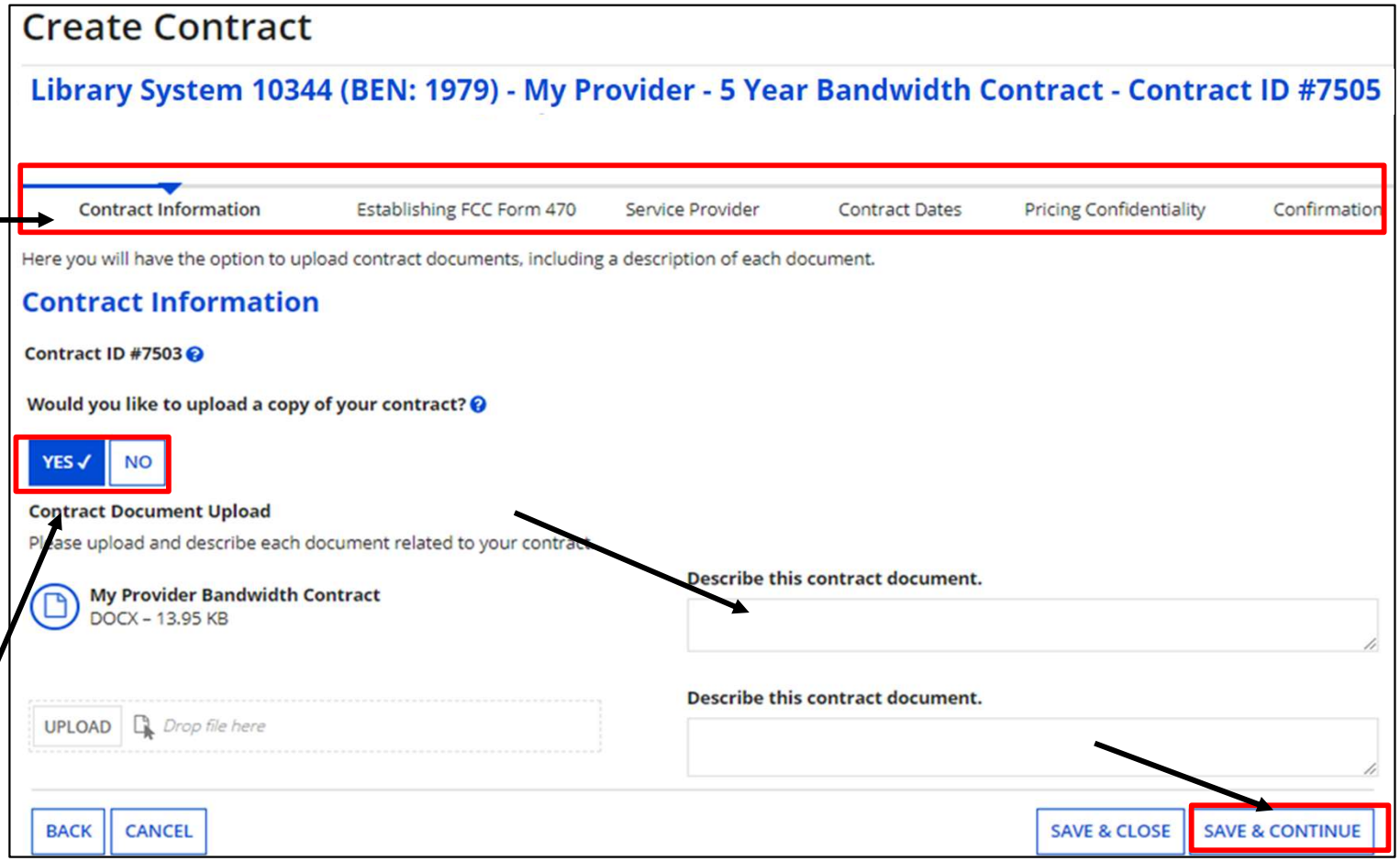
Enter a nickname and contract number if known, click on "Save & Continue".

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



Manage Contracts – Create Contract

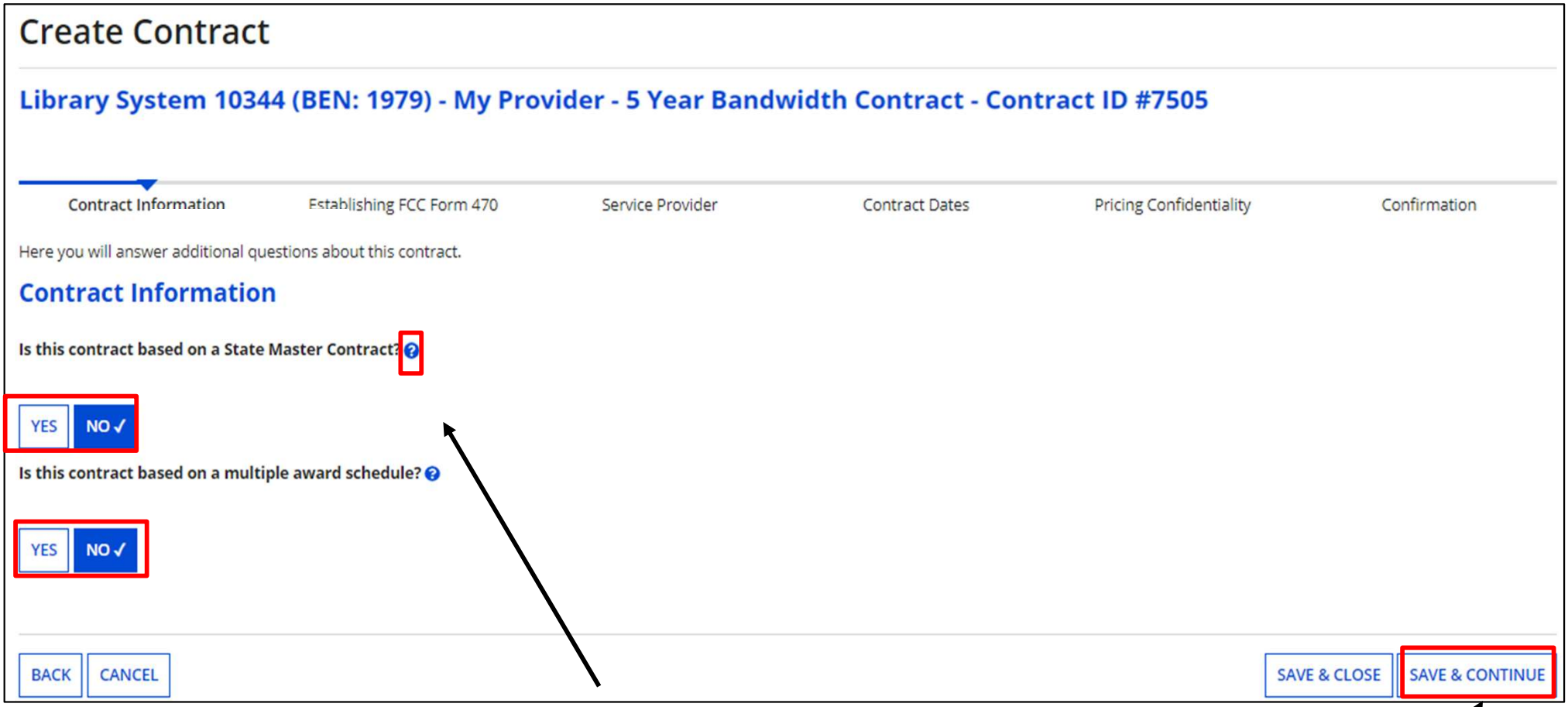
Breadcrumbs are provided to show progress.



To upload a copy of the contract, choose “Yes” and upload 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”.

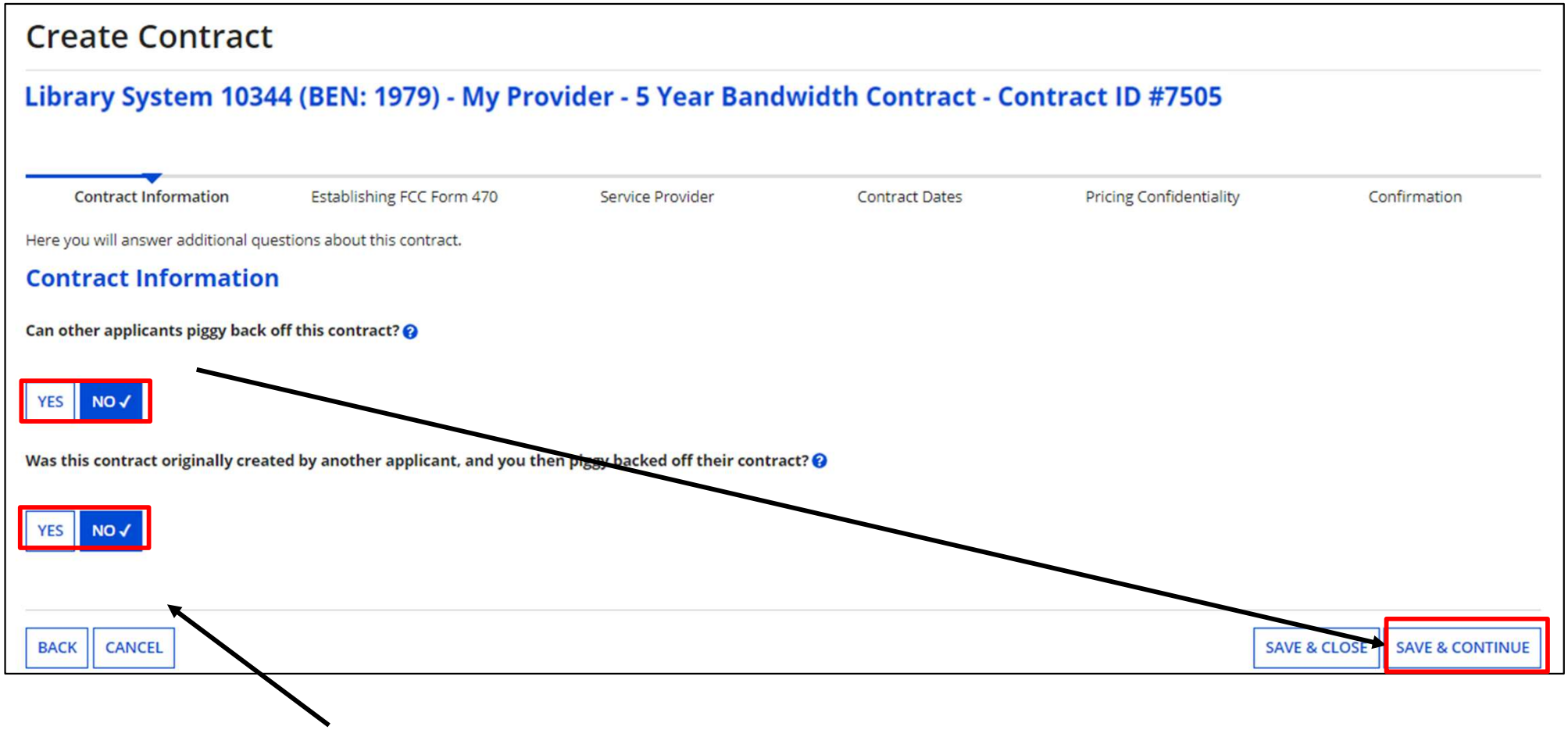
***Note:** If you have an existing contract that has addendums, it is recommended that you include all items as a single document. This also includes letters memorializing a purchasing decision if the contract was signed at a later date.

Manage Contracts – Create Contract



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

Manage Contracts – Create Contract



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

Manage Contracts – Create Contract

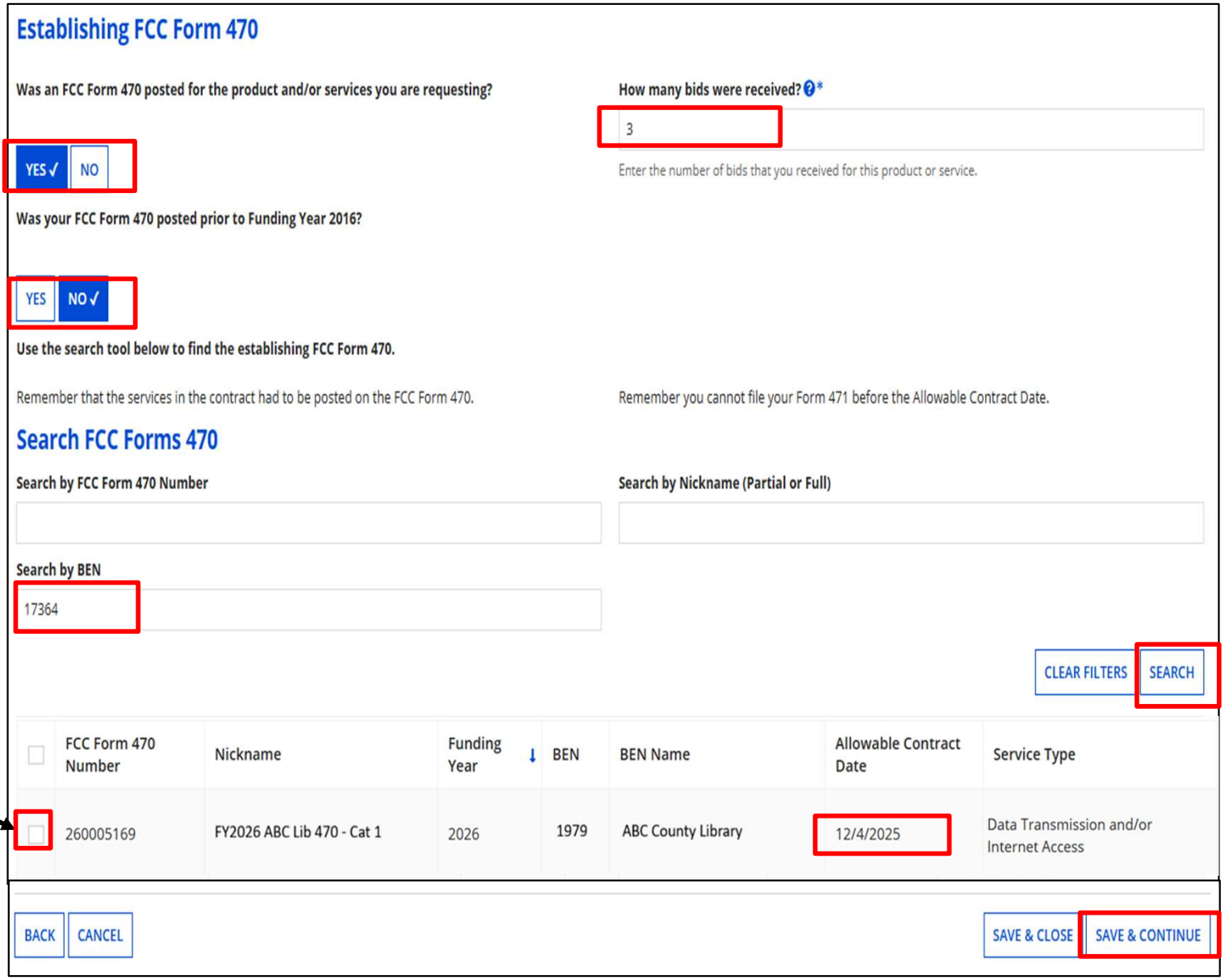
Enter the number of bids received.

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

If you are using FY2016 – FY2026 Form 470, you can search the portal for it. If you are not searching by BEN, enter your search criteria and click on “Search.” The results will be listed below.

Check the box to select, and click on “Save & Continue”

Note: “Allowable Contract Date” is shown. If you choose a 470 that’s before the allowable date, you will receive an error message

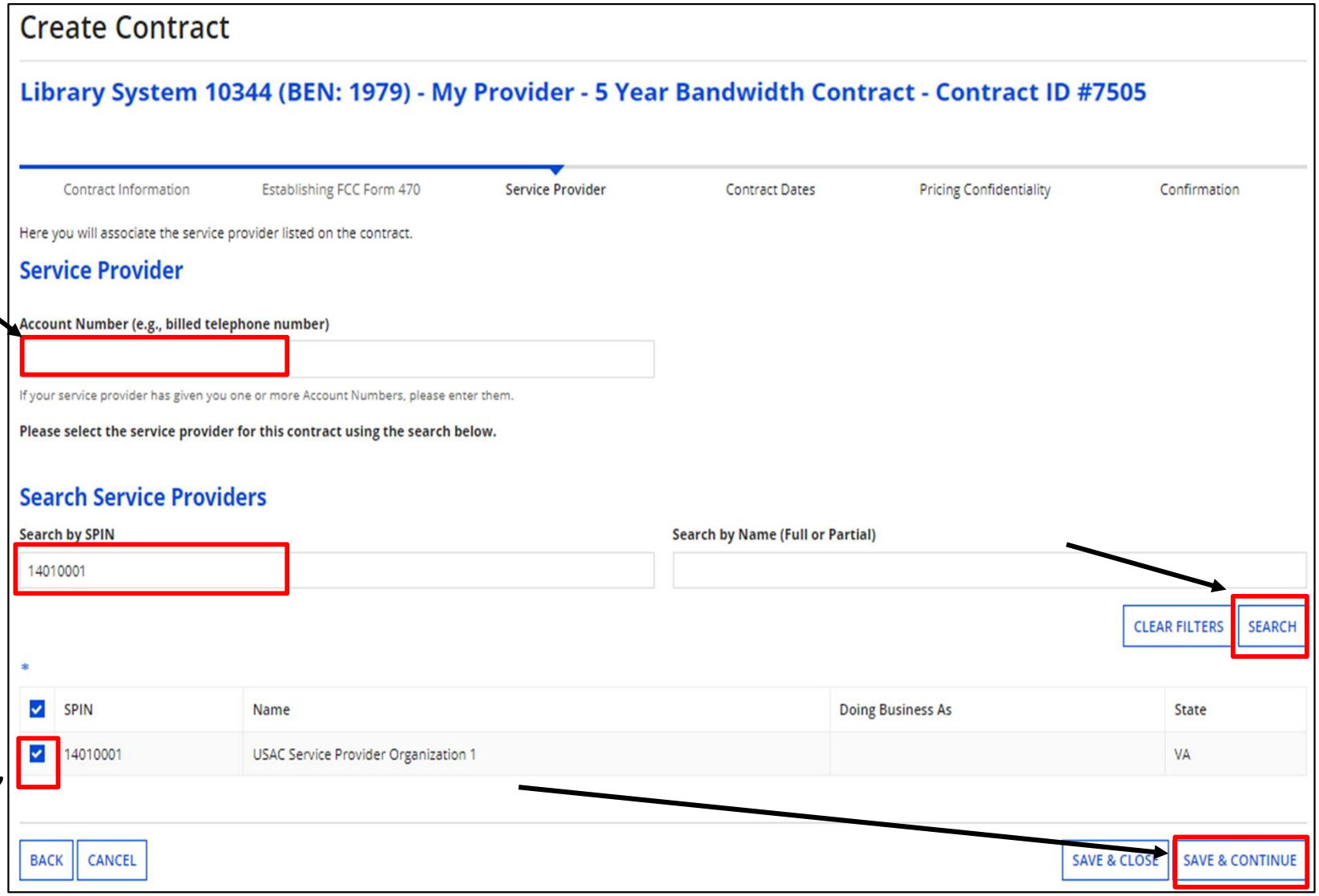


Manage Contracts – Create Contract

Enter Account Number if known, but not required

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

Check box to select, click on “Save & Continue”

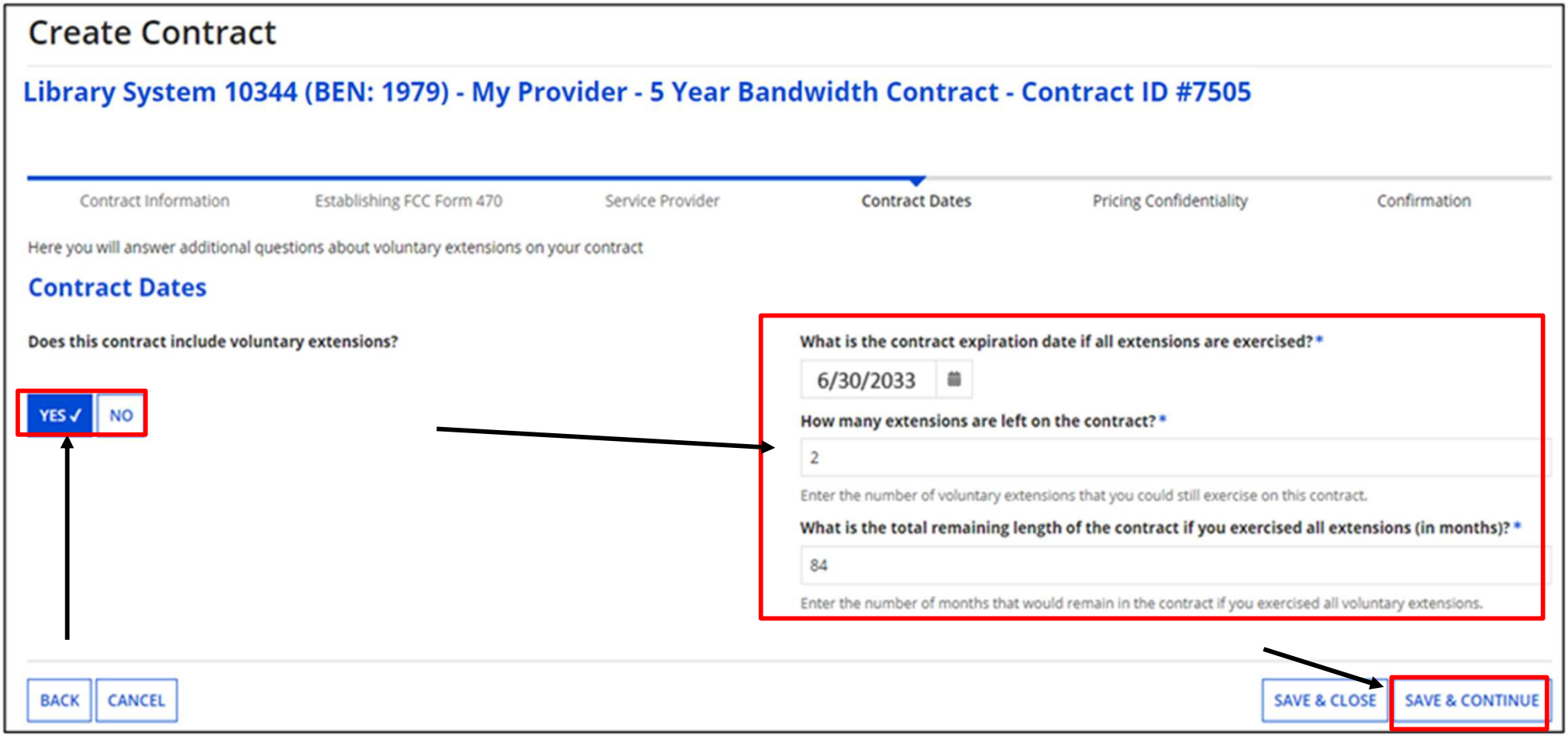


Manage Contracts – Create Contract

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

Click on “Save & Continue”.

Manage Contracts – Create Contract



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

Note: If your contract states that at the end of the contract term, it will auto-renew until you cancel it, that is not a voluntary extension. It must have a future expiration date.

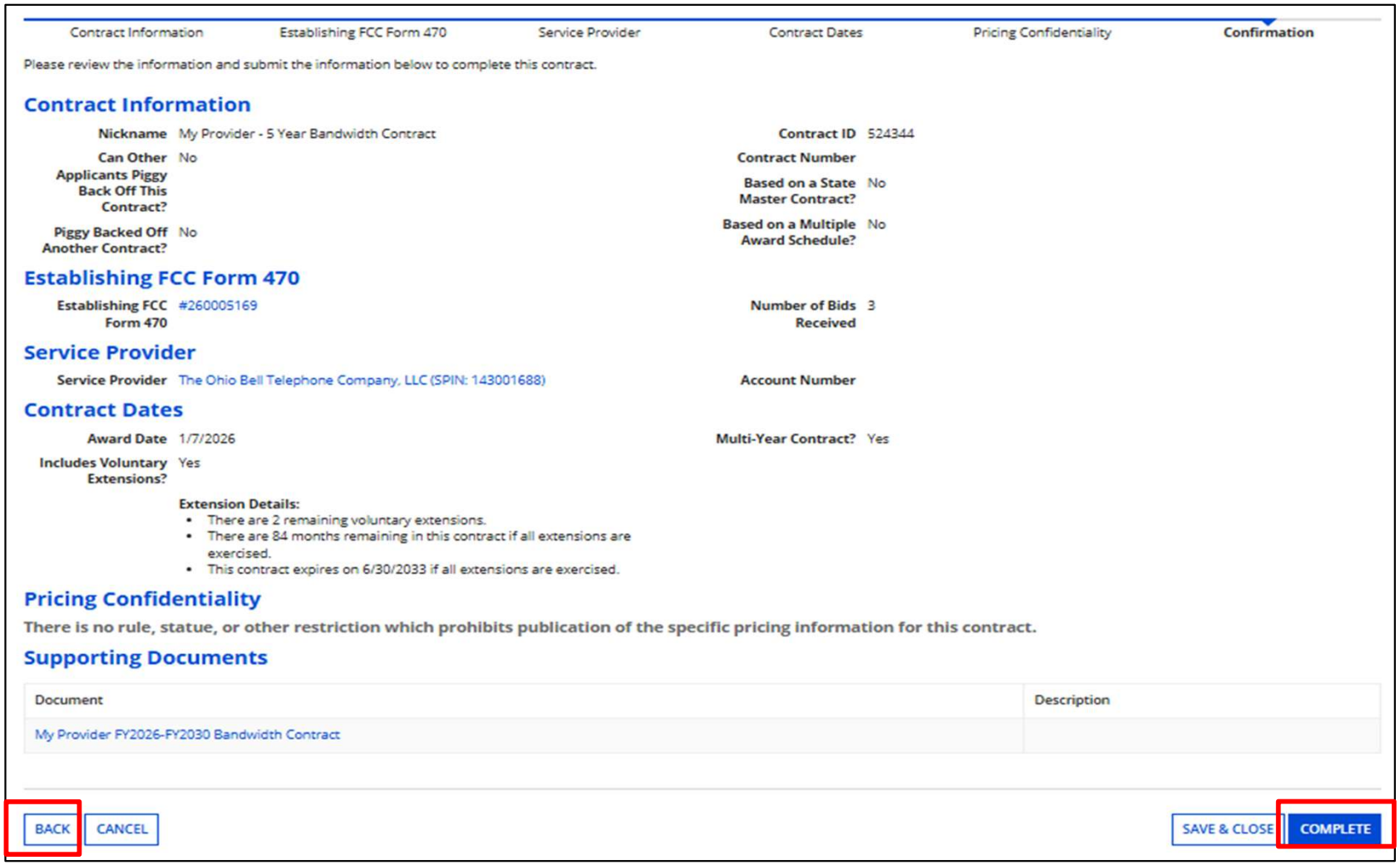
Click on “Save & Continue”.

Manage Contracts – Create Contract

Indicate if there is a restriction prohibiting publication of the pricing for this contract. This is typically "**No**". 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".

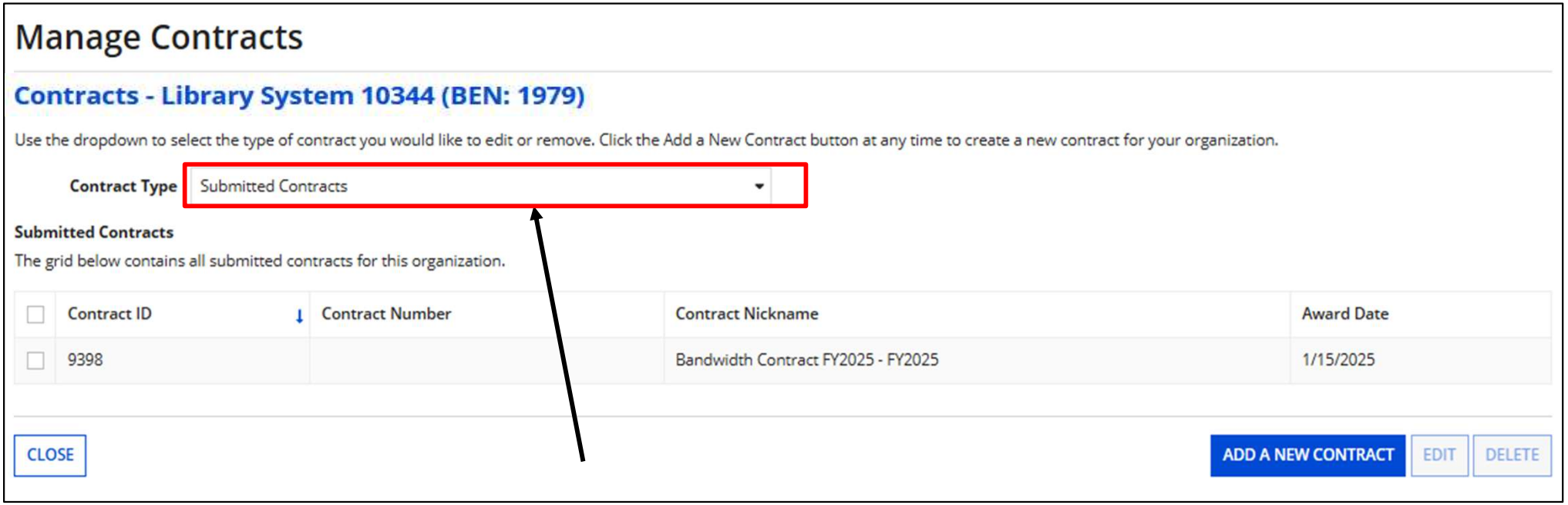
Manage Contracts – Create Contract (Confirmation)



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



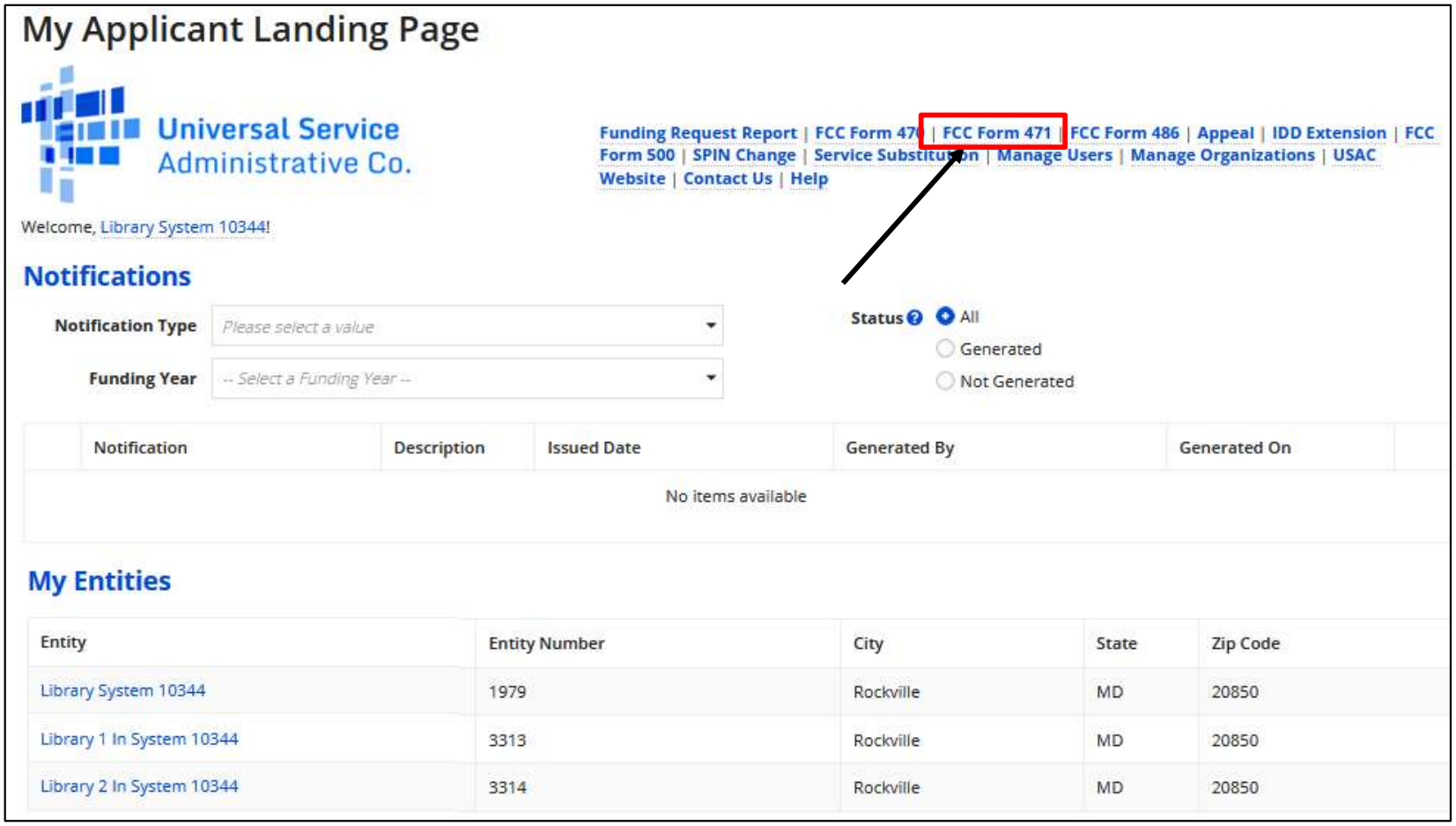
To see contracts you've added, go back to "Manage Contracts" as before. Click on the pull-down and choose "Submitted Contracts".

If you started adding a contract but had to "Save & Close" before completing it, click on "Manage Contracts", and choose "My Contract Drafts" as the contract type. Select the contract from the grid and click on "Edit" to continue.

Remember, you will need to complete the steps for each contracted service.

Filing a Category 1 (DT/IA) Form 471

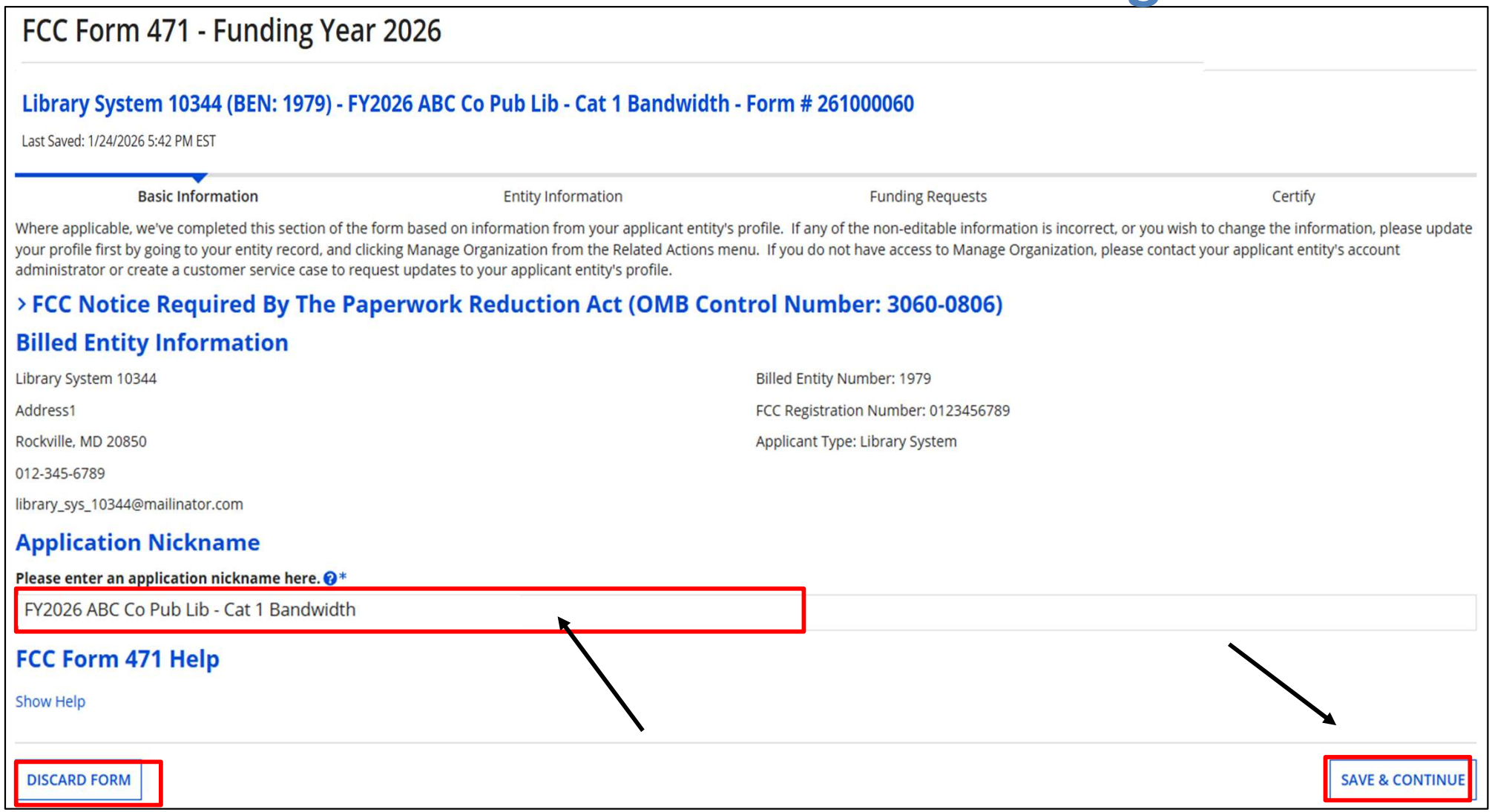
Filing the Form 471



From the Landing Page, click on “FCC Form 471”.

Note: When you begin the FCC Form 471, the basic information about your Billed Entity will be automatically populated from your profile. If you did not update your entity profiles by the Jan. 16th deadline, your FY2025 data will be displayed.

Filing A Form 471

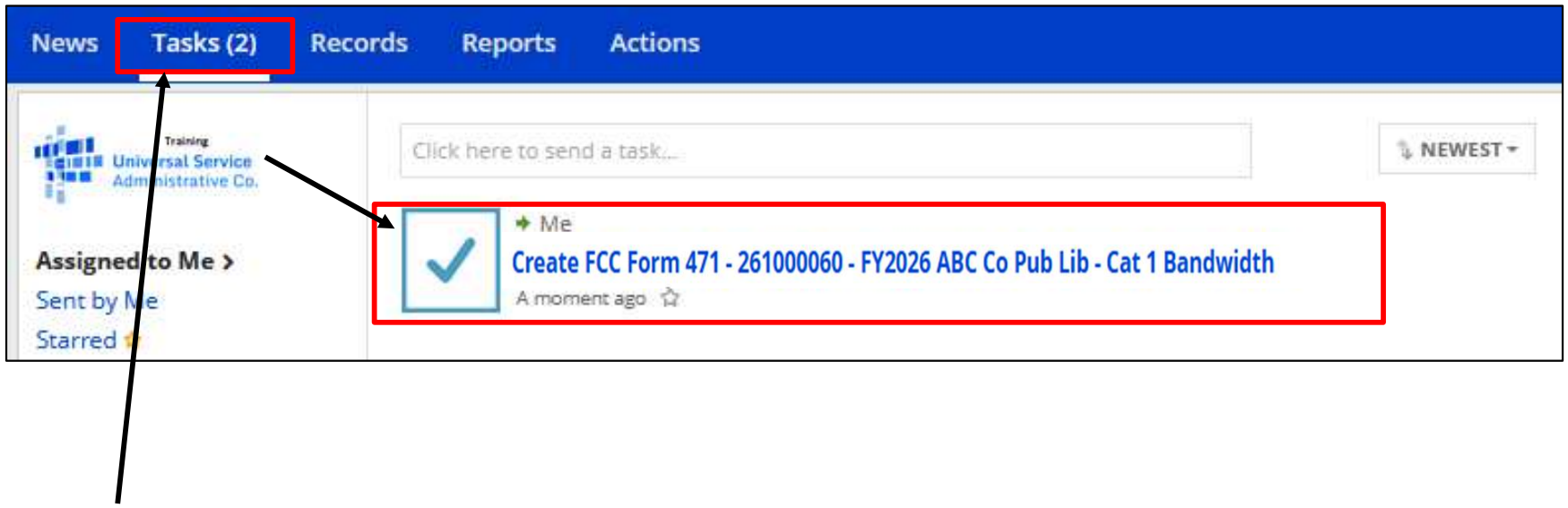


Enter an application nickname **that is descriptive** and click on “Save & Continue”.

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:

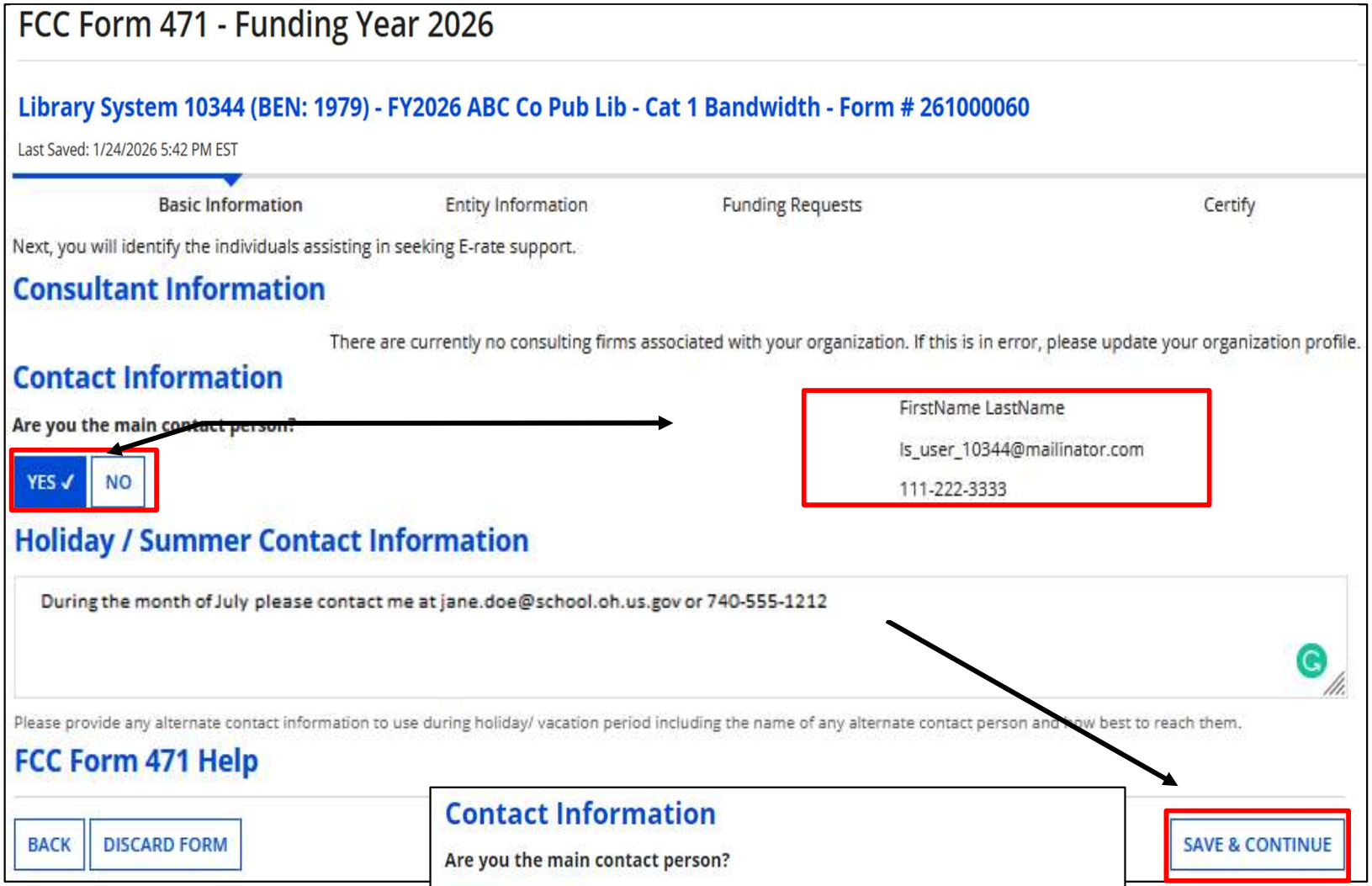
- Click the "**Task"** tab to locate the in-process form when you return to EPC.

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.

Filing the Form 471

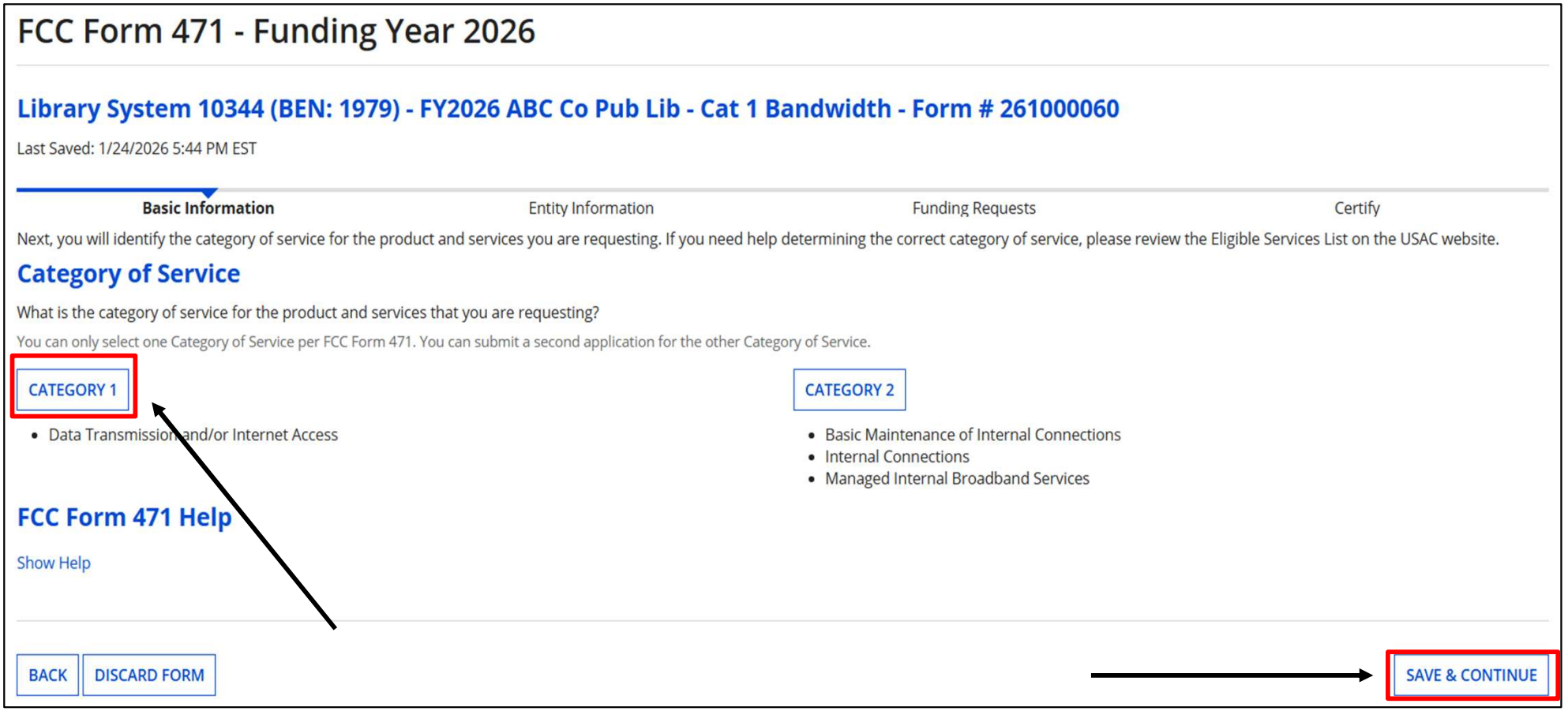
Choose “Yes” if you are the main contact, and your information will be displayed.

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



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

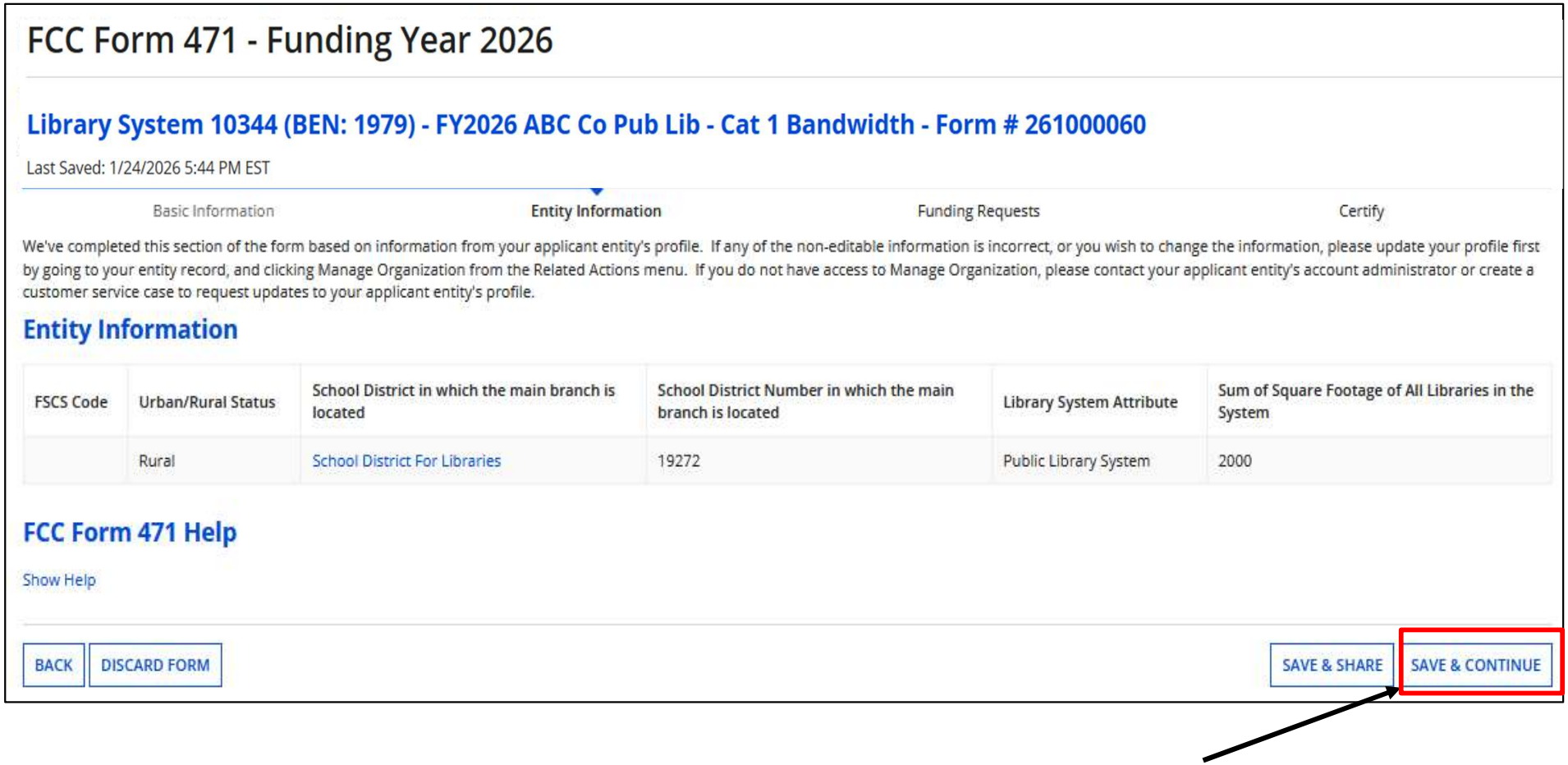
Choosing Category of Service



- Choose the "Category of Service" for the products/services you're applying for **this** Form 471.
  - **Category 1** (bandwidth/IA, which includes **Bookmobile/Kiosk Access**),
  - **Category 2** (Internal Connections, MIBS, & BMIC)

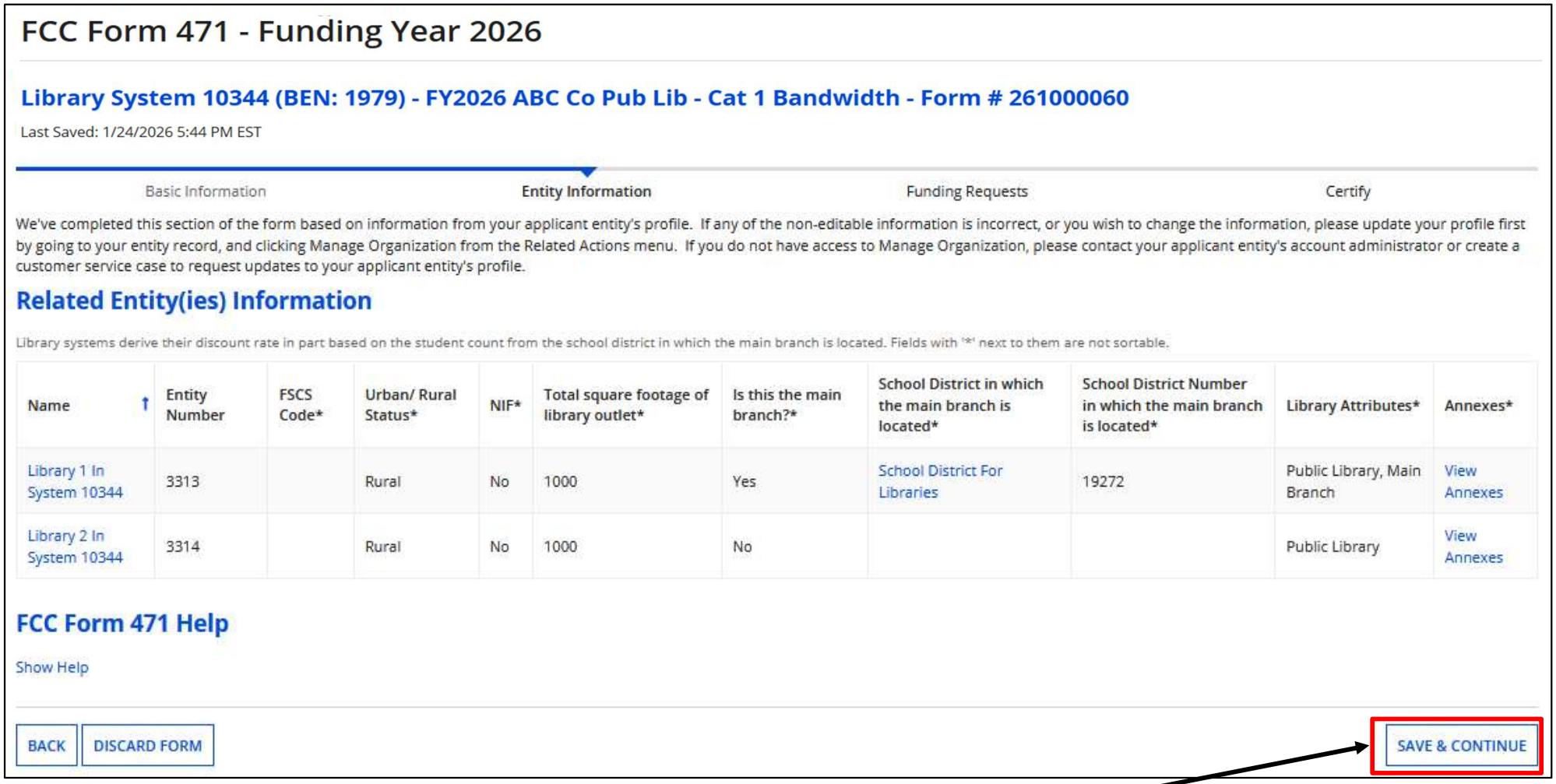
You **cannot** select both on the same Form 471. Also, once you click "Save & Continue", you **cannot** change the selected category for this application.

Entity Information



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

Related Entity Information



FCC Form 471 - Funding Year 2026

Library System 10344 (BEN: 1979) - FY2026 ABC Co Pub Lib - Cat 1 Bandwidth - Form # 261000060

Last Saved: 1/24/2026 5:44 PM EST

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

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

Related Entity(ies) Information

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

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

FCC Form 471 Help

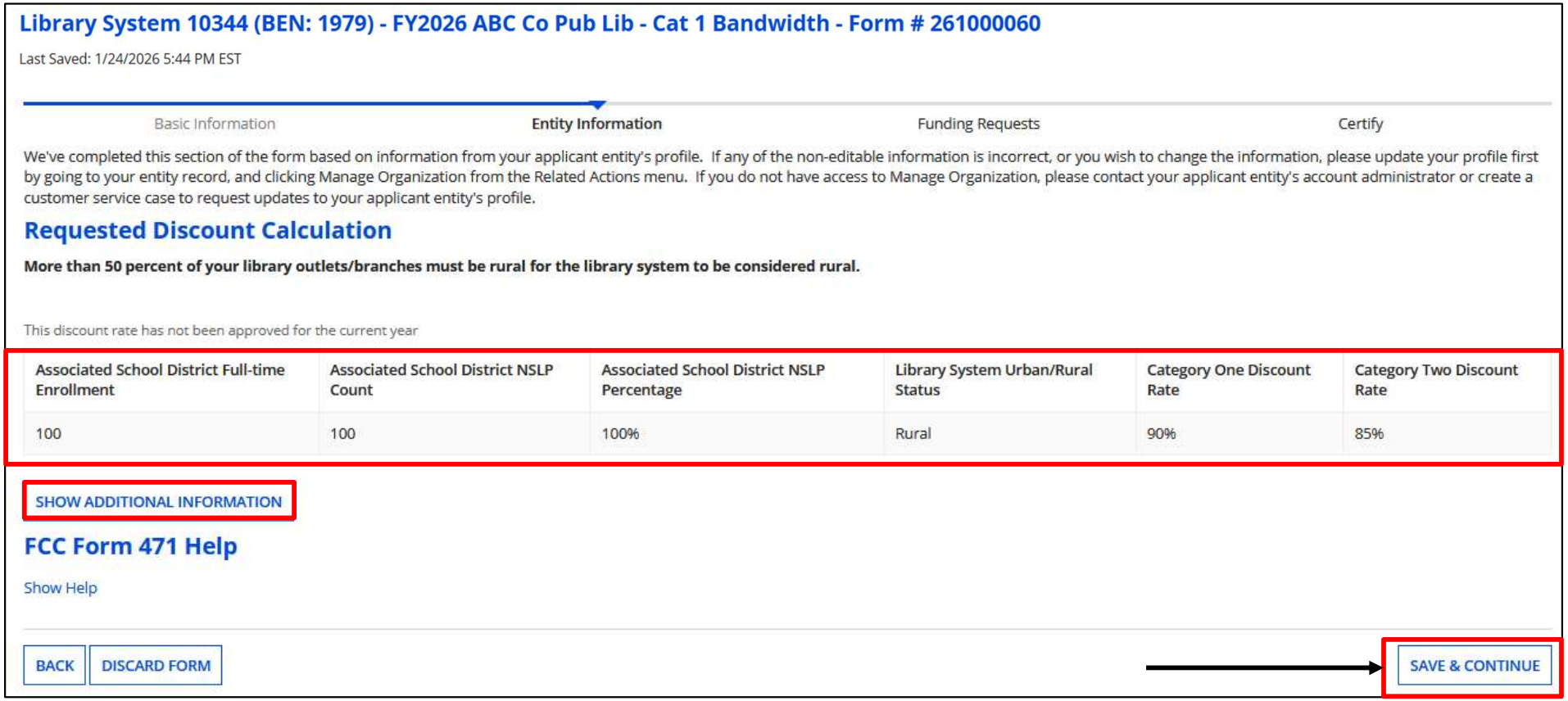
Show Help

BACK | DISCARD FORM | SAVE & CONTINUE

View “Related Entity Information”.

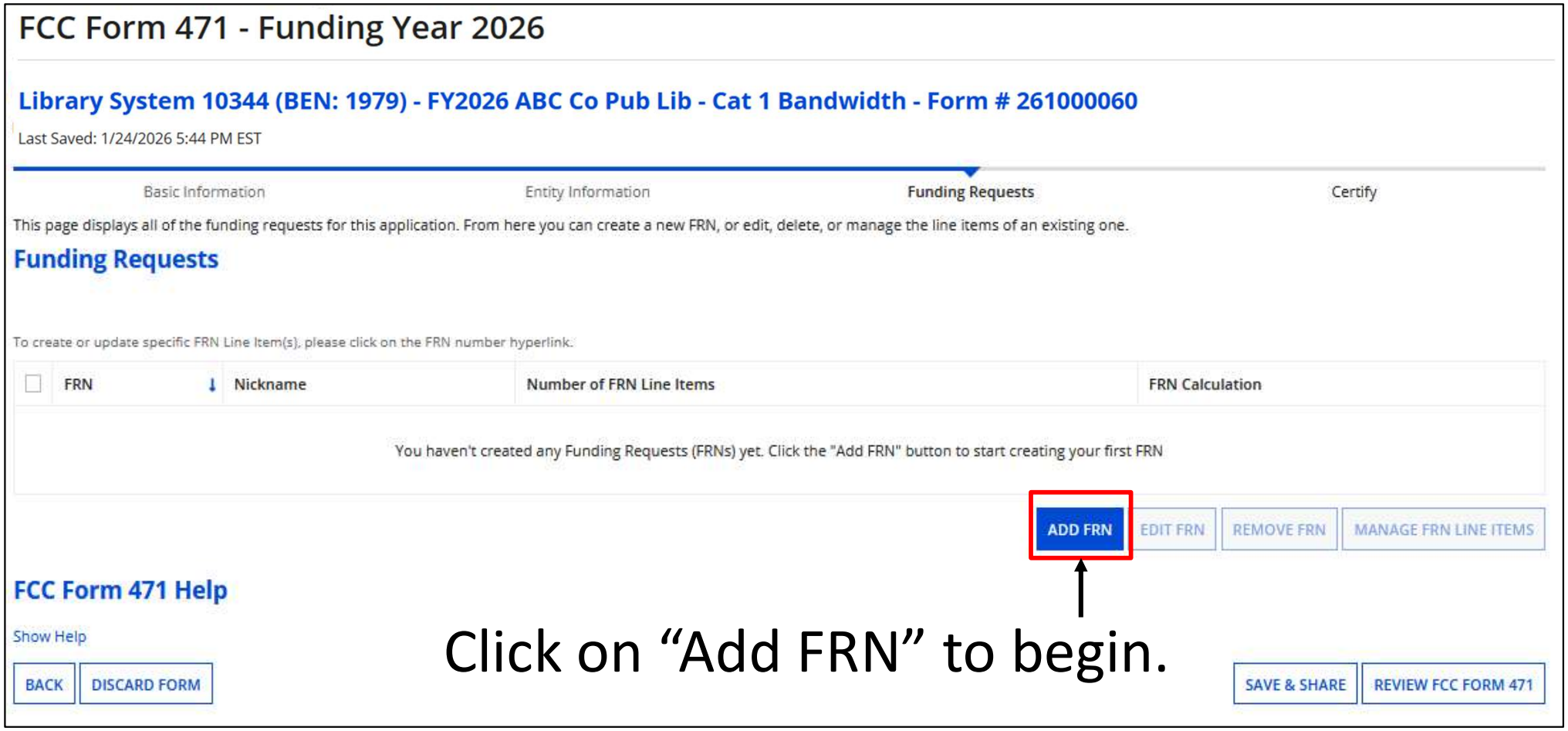
Click on “Save & Continue”.

Requested Discount Calculation



Discount Calculation shown based on your entity's profile. To see a list of all entities, click on “Show Additional Information”. When done, click on “Save & Continue” to start adding funding requests.

Funding Requests – Part 1



Click on “Add FRN” to begin.

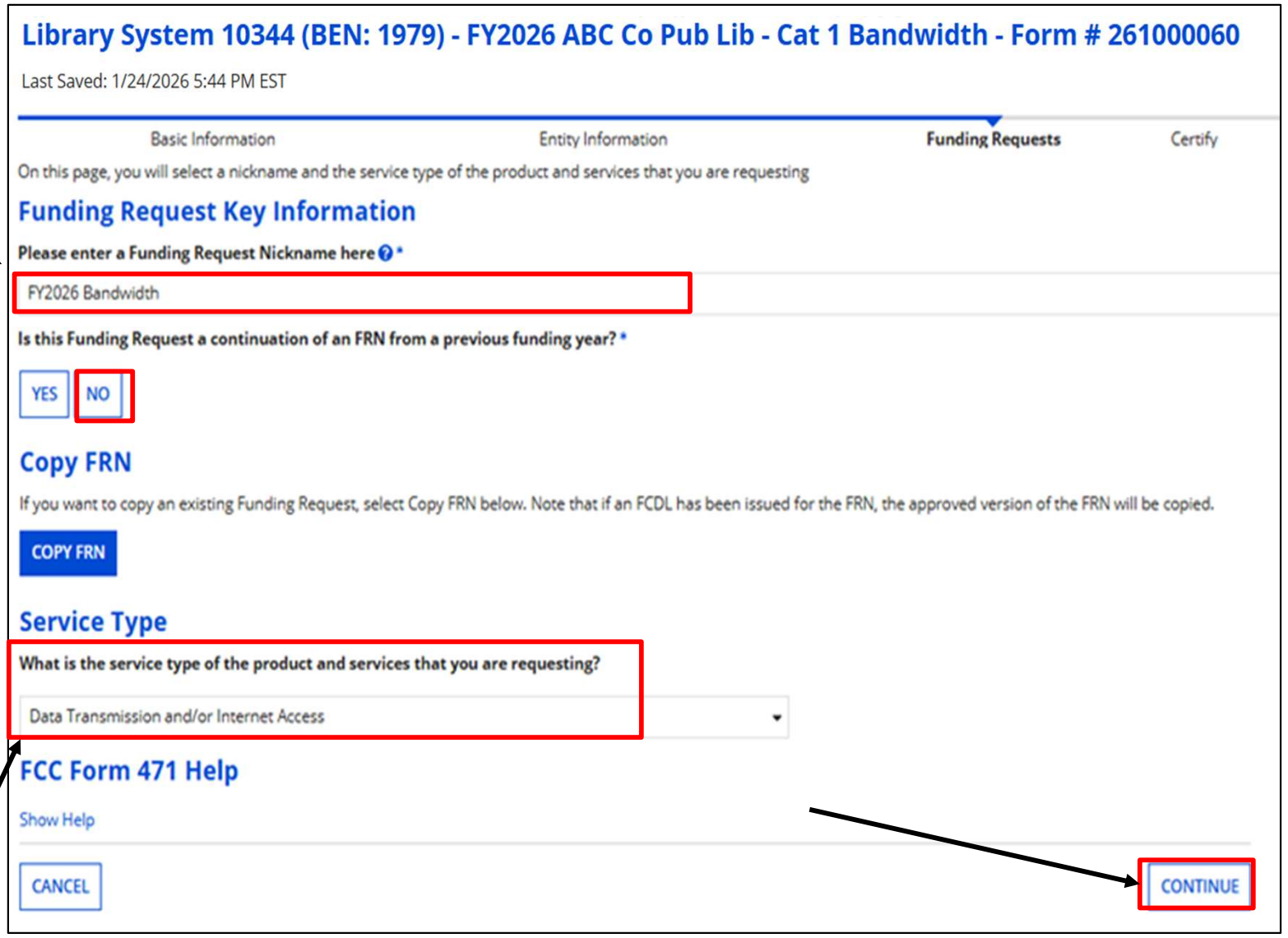
Note: “Part 1” is where we indicate how we’re purchasing and associate a contract if appropriate. “Part 2” is where we provide bandwidth info, the connection type, cost, and who’s using the service.

Funding Requests – Part 1

Enter a nickname for the FRN.

Choose “No” as this is a new contract.

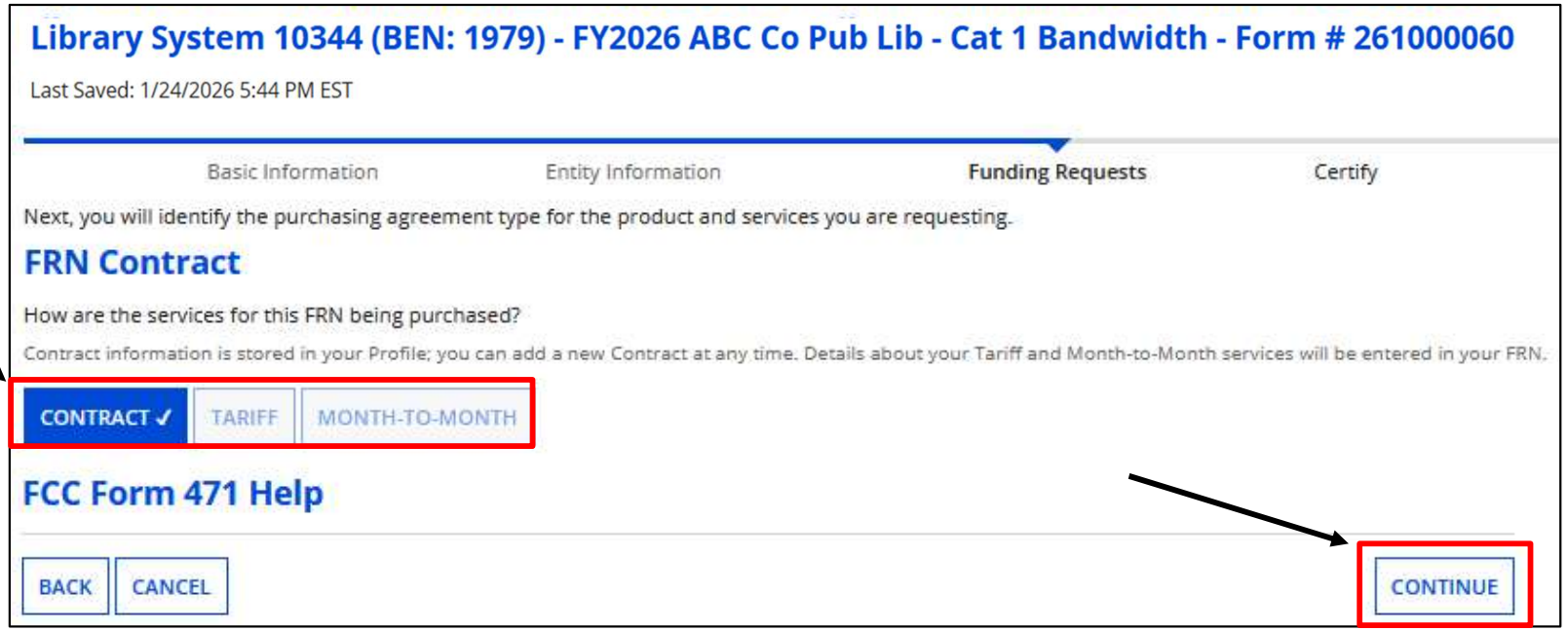
Do not click on “Copy FRN” **this will be covered shortly….**

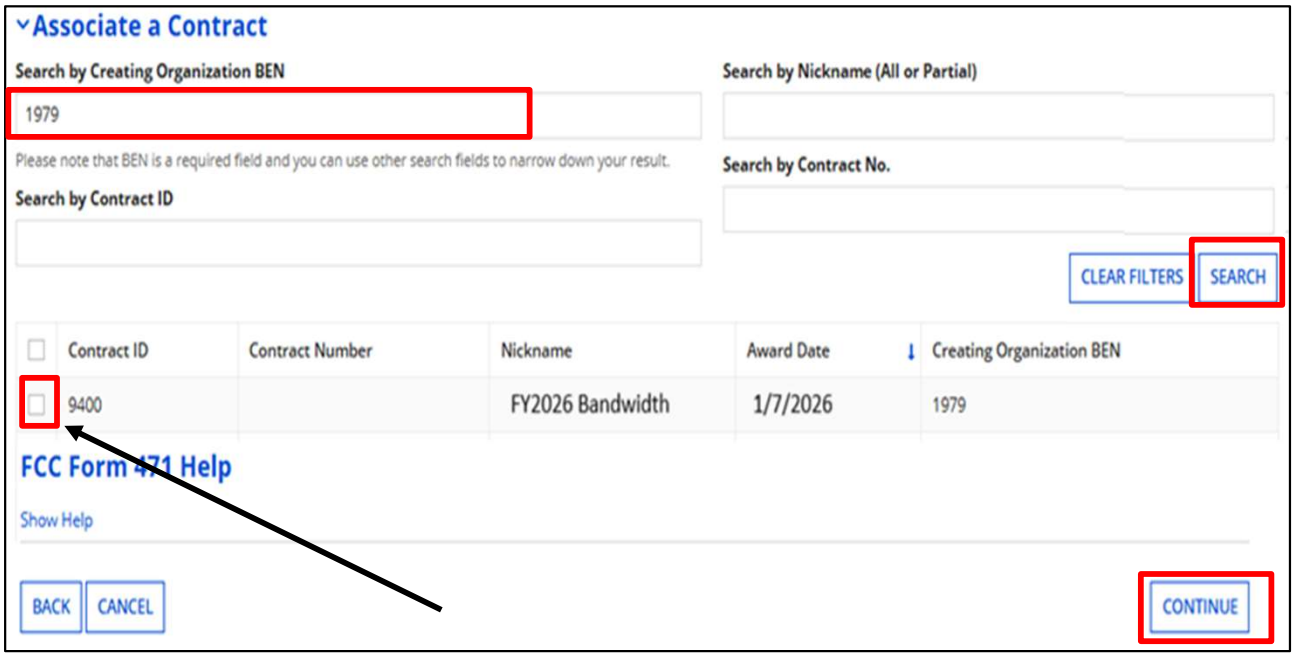


“Data Transmission and/or Internet Access” auto-populates, click on “Continue”

Funding Requests – Part 1

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

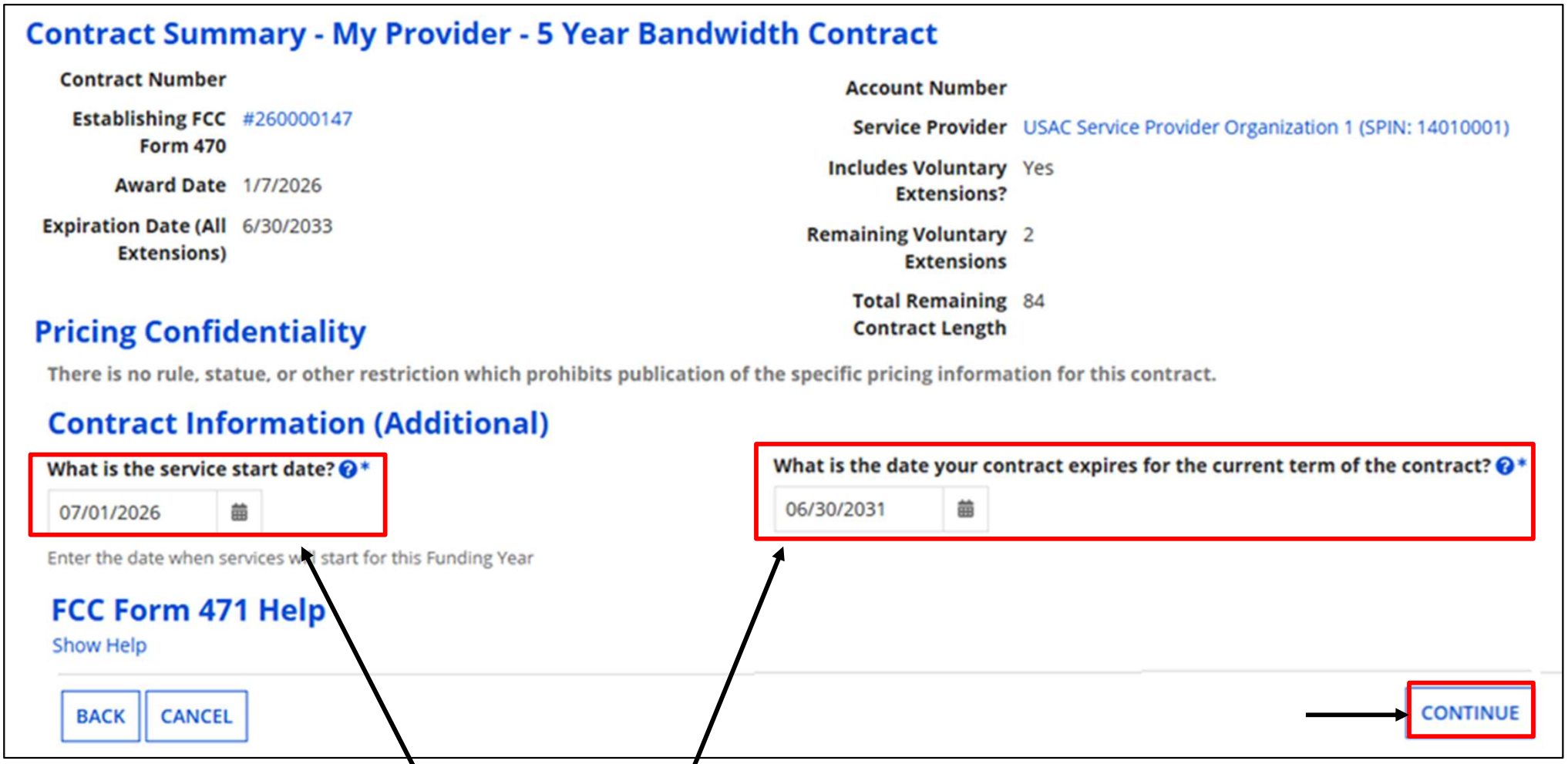




If "Contract" was indicated, search for the associated contract that was uploaded previously.

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

Contract Summary

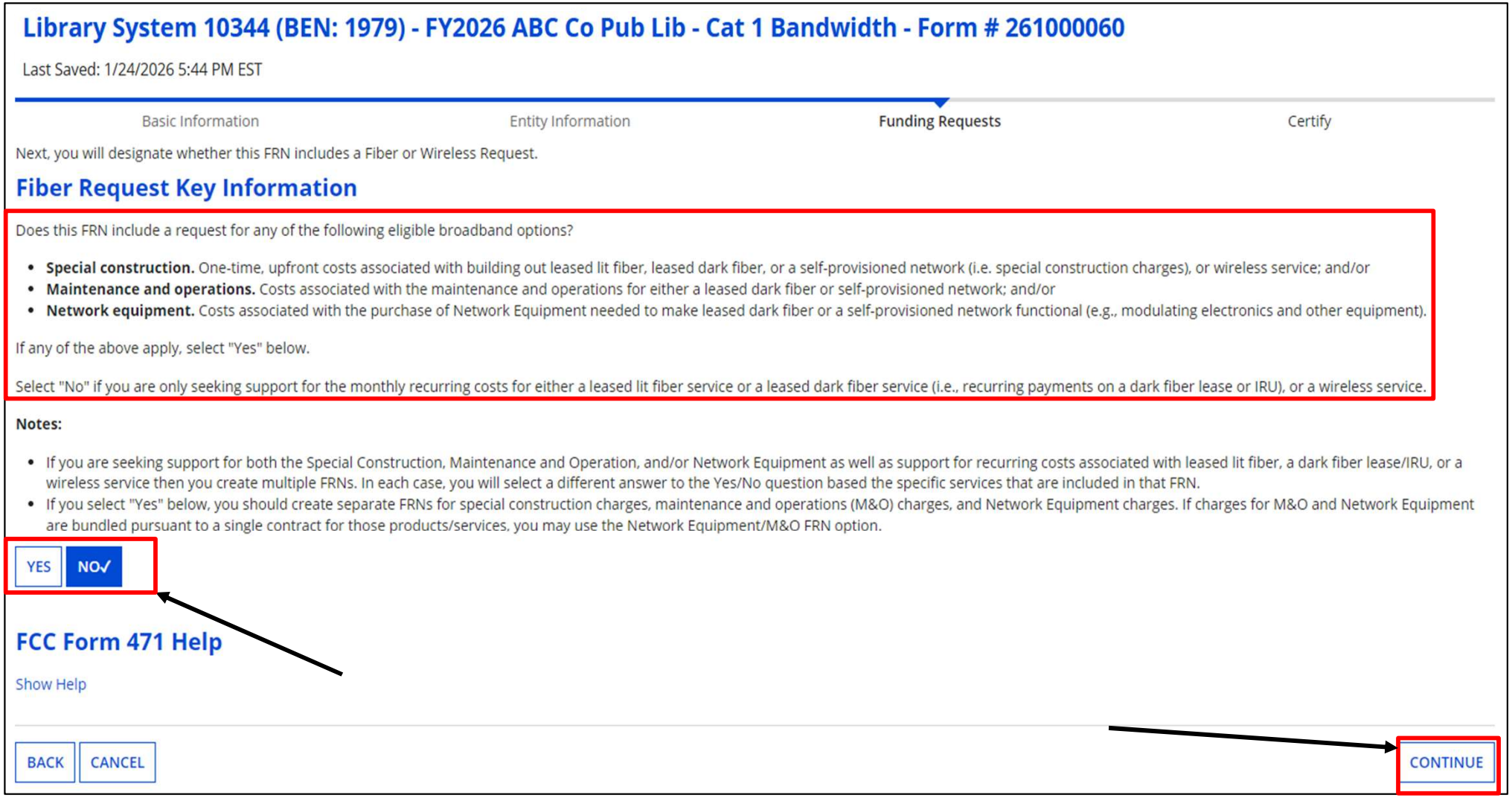


Verify the service start date; that's auto-populated. The default is 07/01/2026 for the upcoming funding year.

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

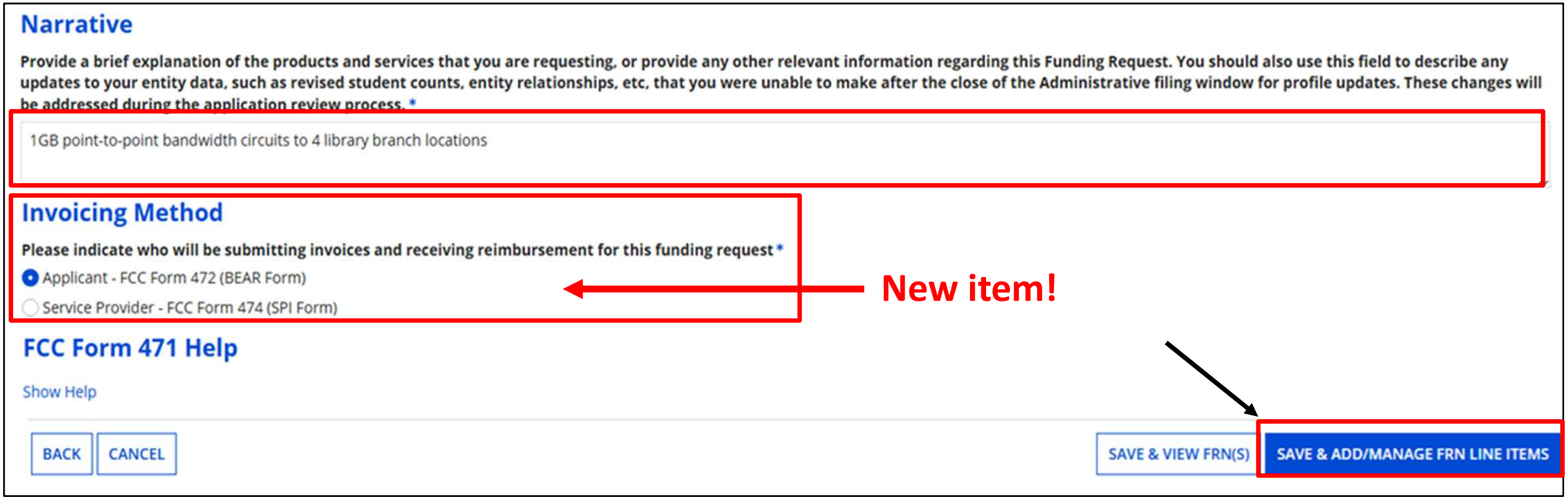
Once completed, click on "Continue"

Funding Requests – Part 1



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

Funding Request Narrative

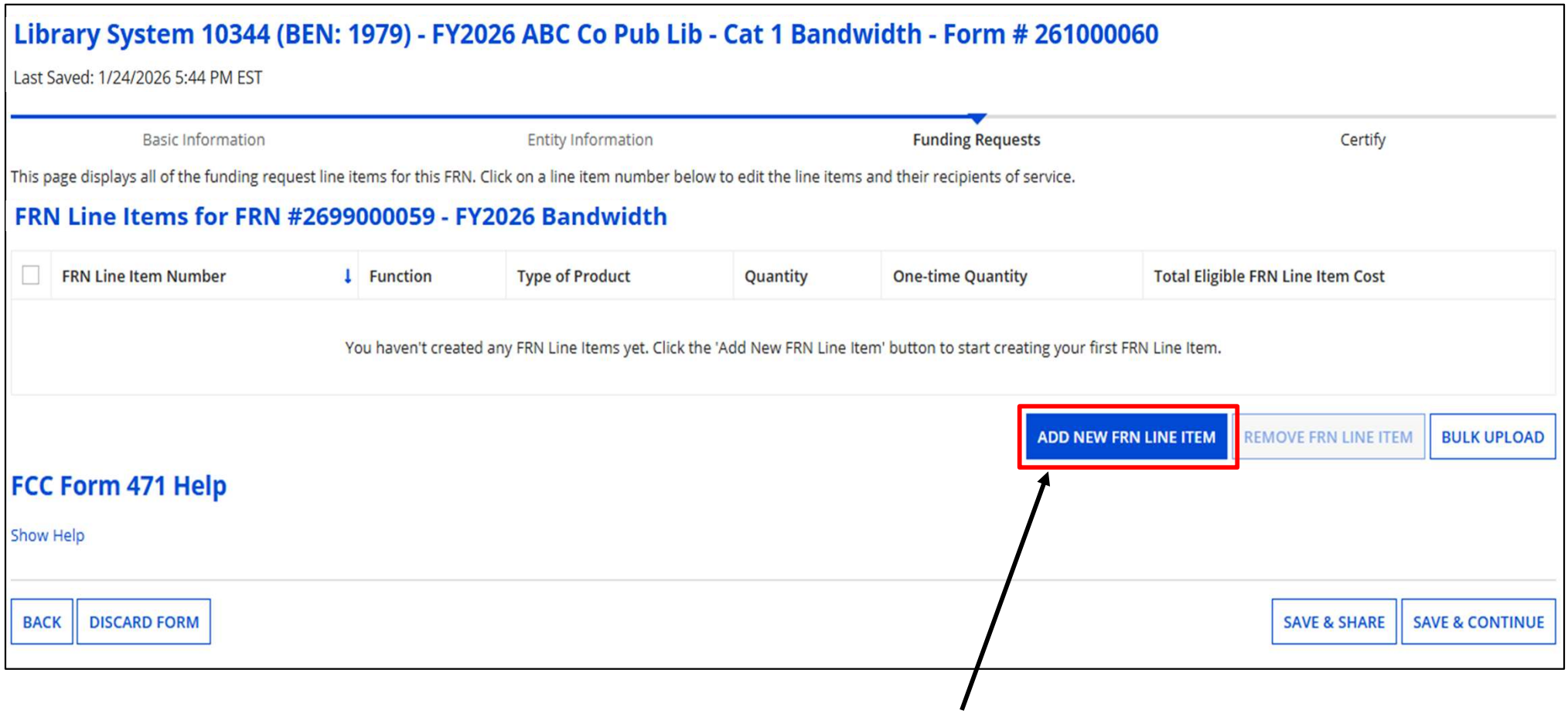


Provide a brief description of the products and services you are requesting. **Note: if you added a new entity and they'll be receiving service, but it's not listed in EPC yet, provide the name and entity number in the narrative and explain they will receive service also. You can also provide corrected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

NEW! – We now must indicate the preferred invoicing method – BEAR or SPI. If needed, you can change it later. USAC is still working on how that will be done.

Click on " Save & Add/Manage FRN Line Items " to begin "Part 2" entering the **key information for your funding request**.

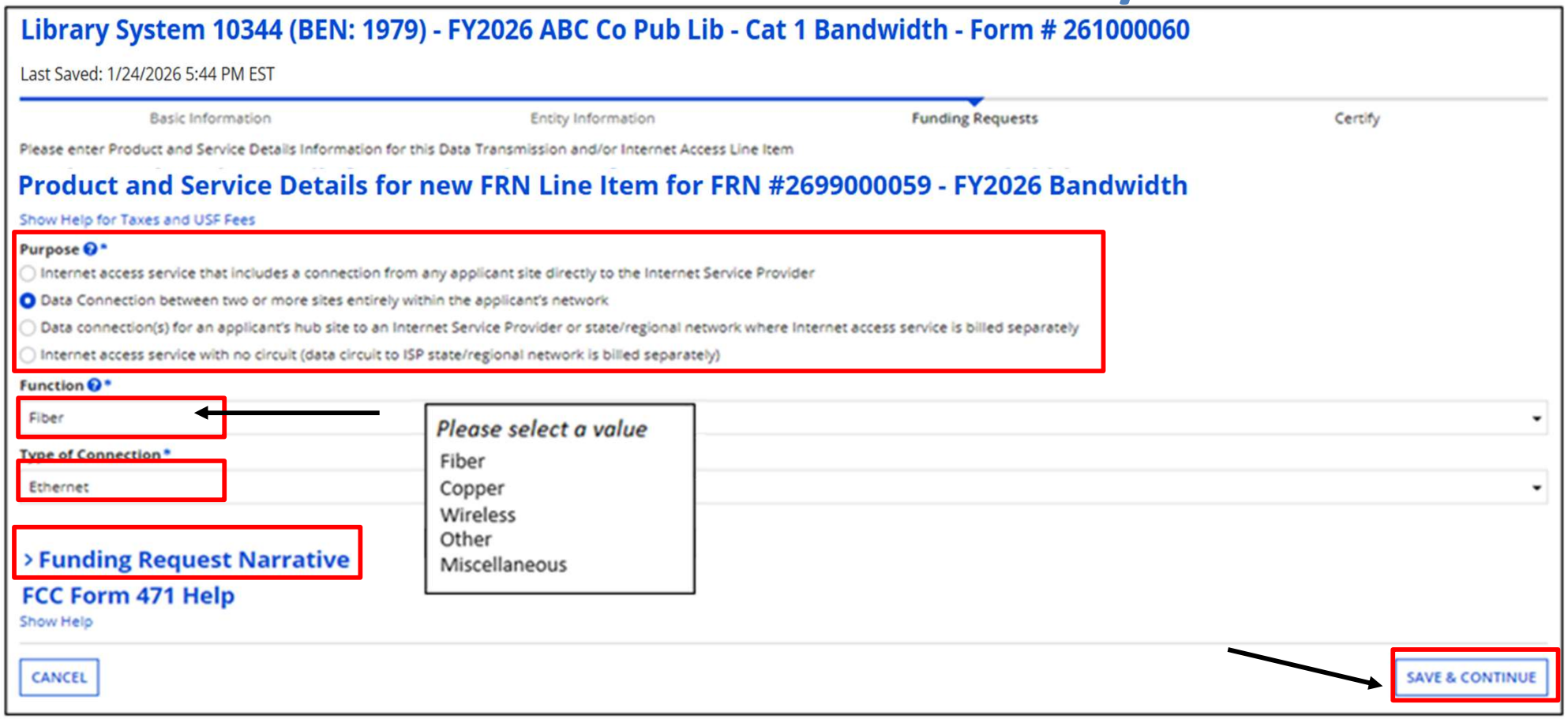
Adding FRN Line Items



Click on “Add New FRN Line Item”.

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

Product/Service Details

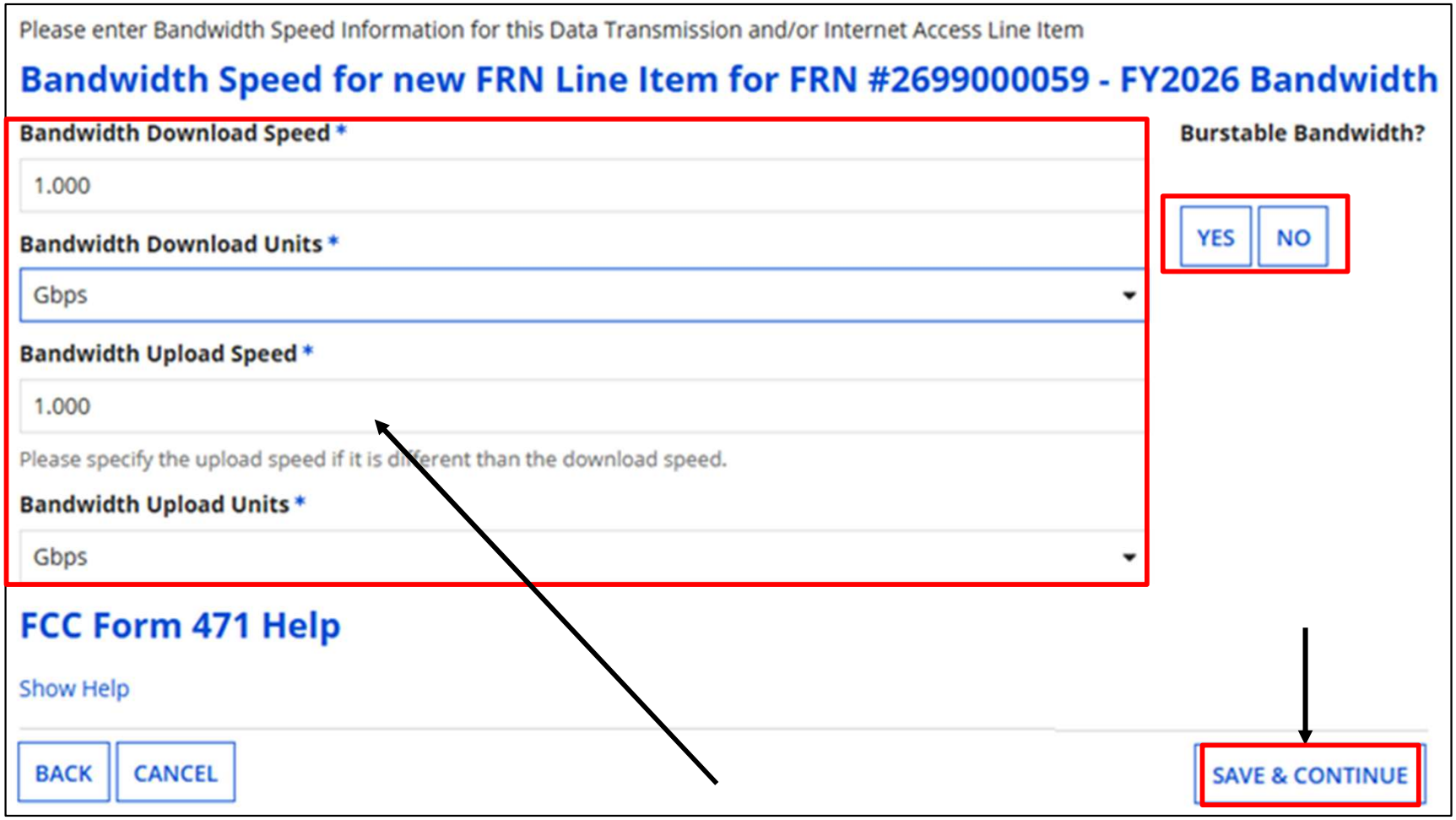


Select the "Purpose," "Functions," and "Type of Connection," then click on "Save & Continue." Note: If this is a circuit connecting a branch location to your main library, choose the second "Purpose."

If needed, you can access the narrative if you need to make corrections.

If it's service to the branch from the ISP, providing both the data circuit and Internet Access, such as CABIO, choose the first one.

Bandwidth Speeds

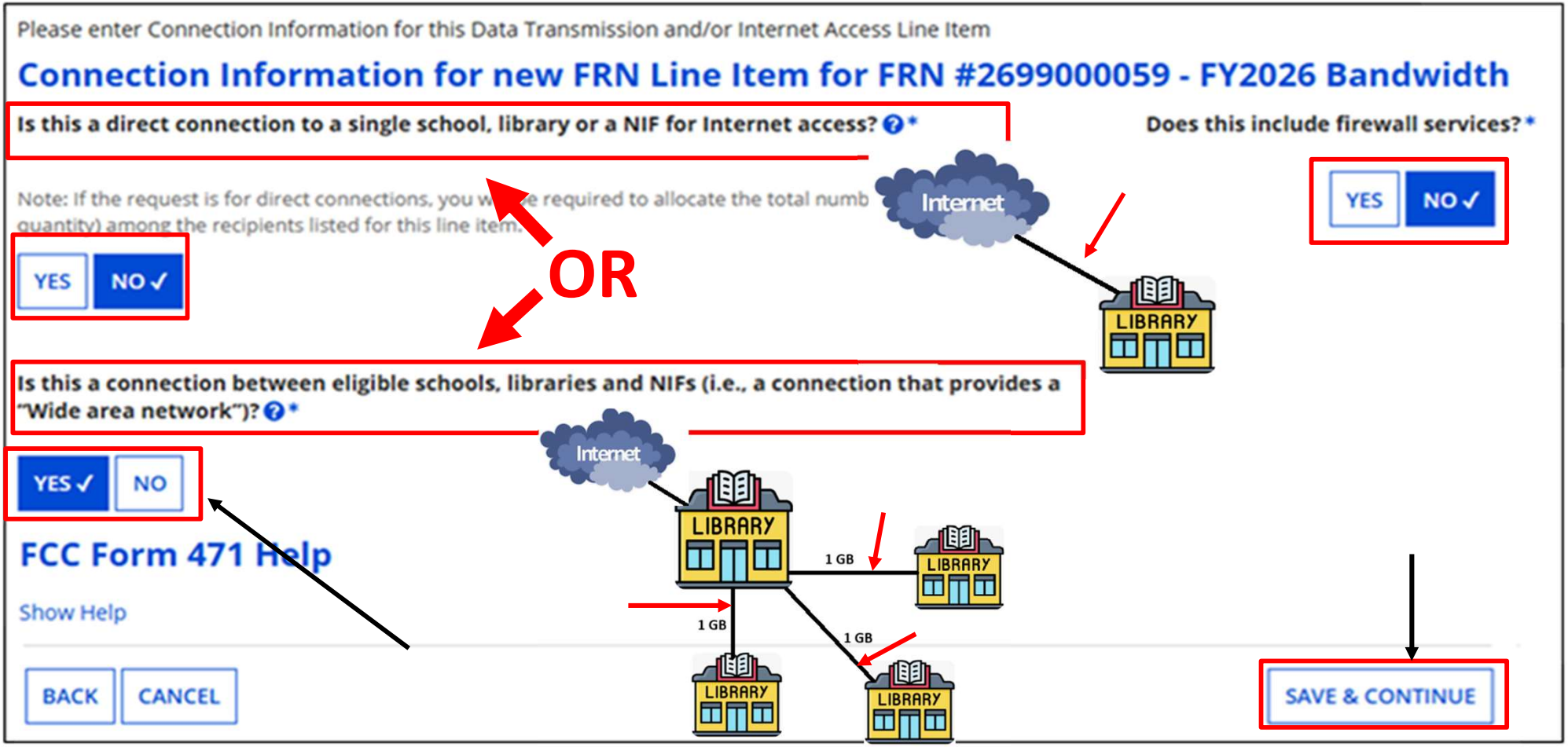


Enter Bandwidth Speed Information, indicating if the bandwidth is burstable, which is typically “No”, then click on ”Continue”.

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

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

Connection Information



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

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

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

Cost Calculations

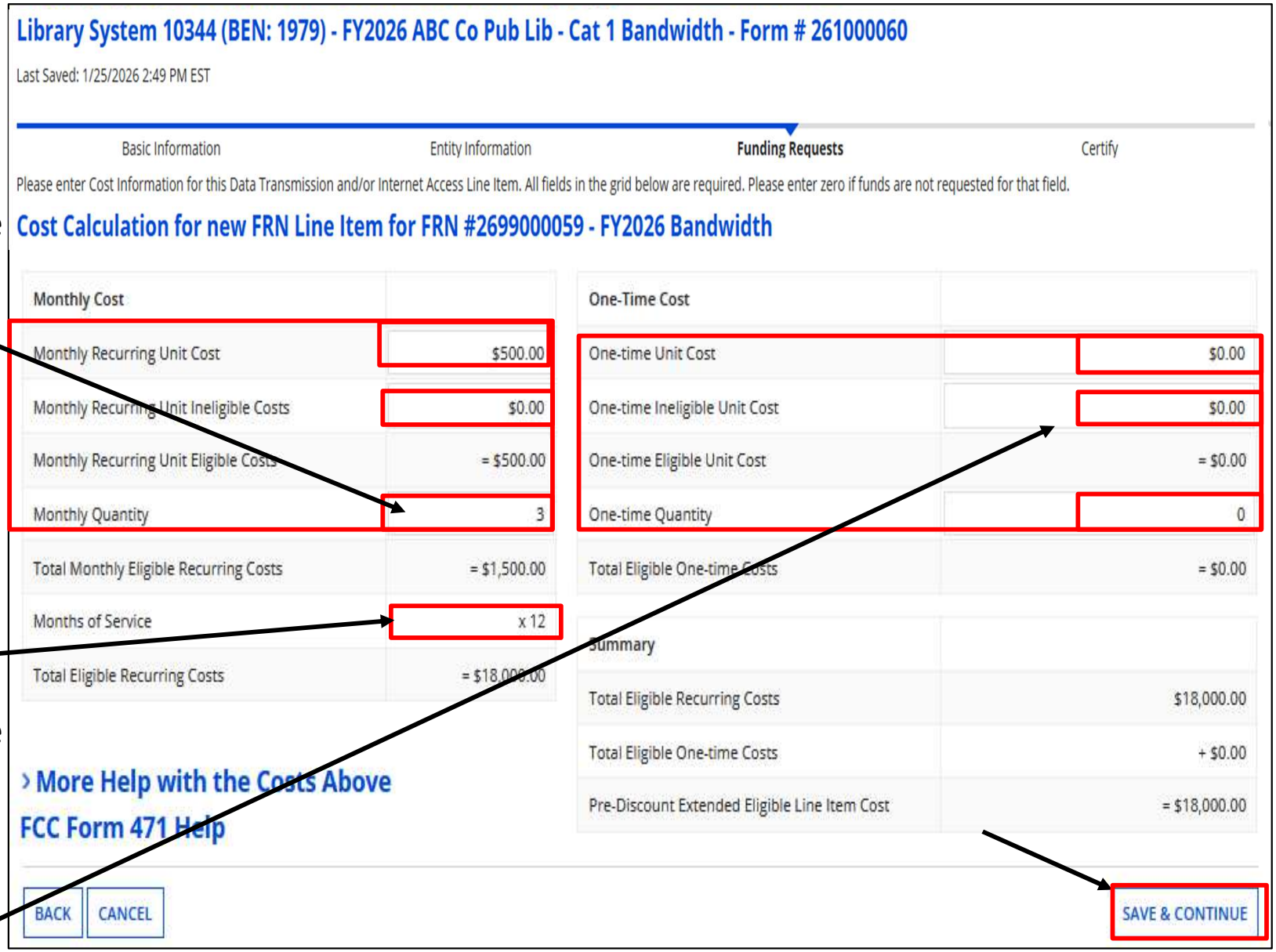
Enter cost information. Fields cannot be left blank. If there is no cost, enter zero.

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

The "**Months of Service**" is based on the dates you entered under Part 1." Make sure the value is correct. If not, you must adjust the service dates.

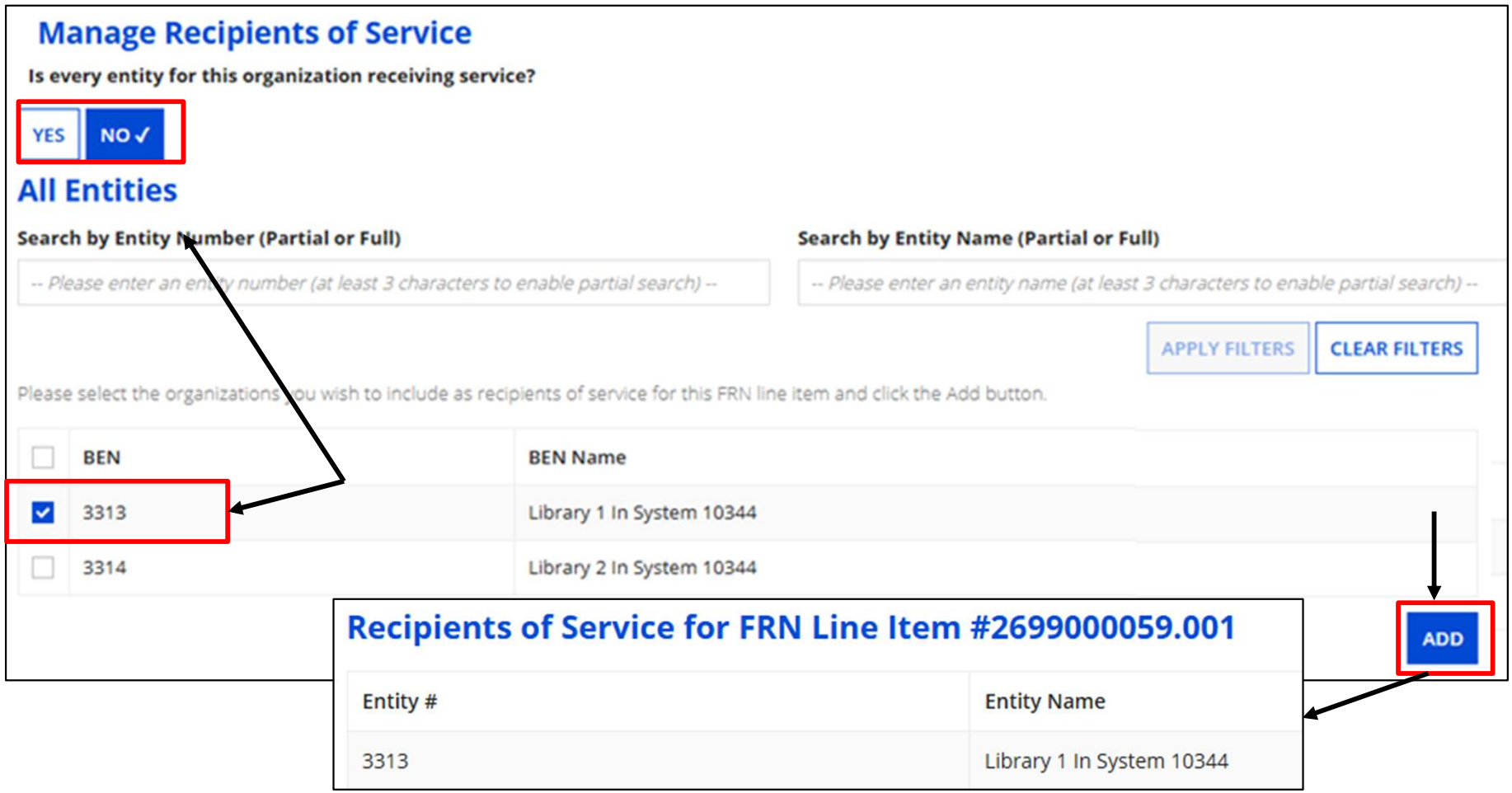
The table calculates the total costs.

"**One-Time Cost**" would be for installation.



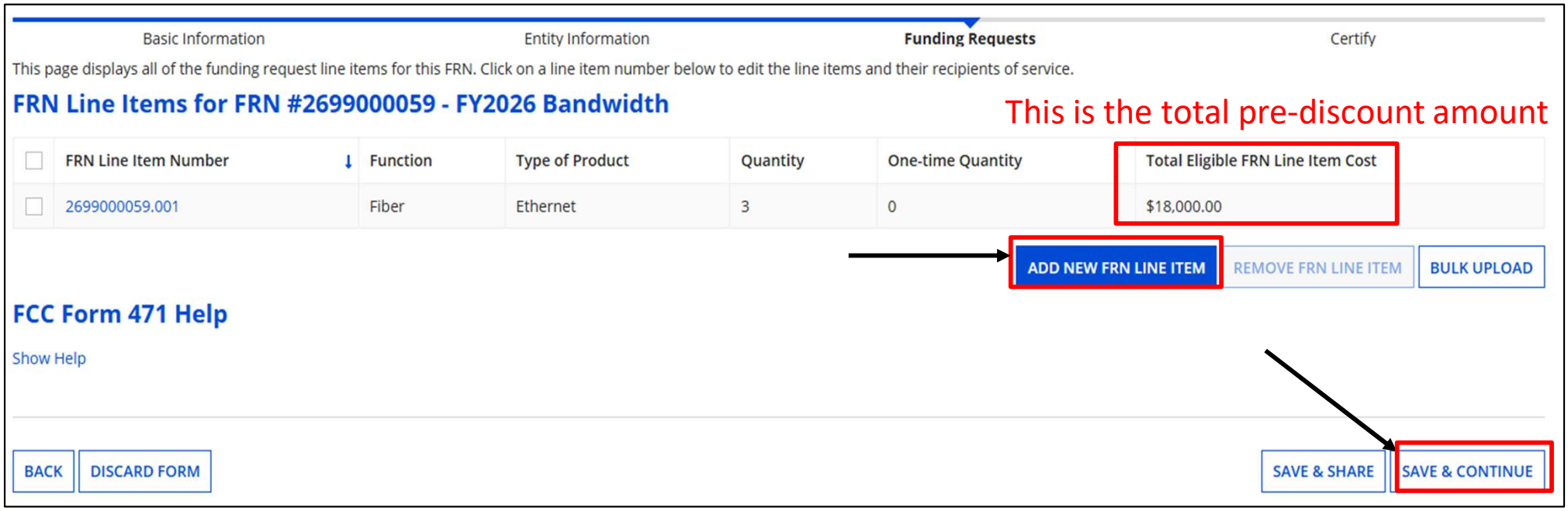
When completed, click on "Save & Continue"

Manage Recipients of Service



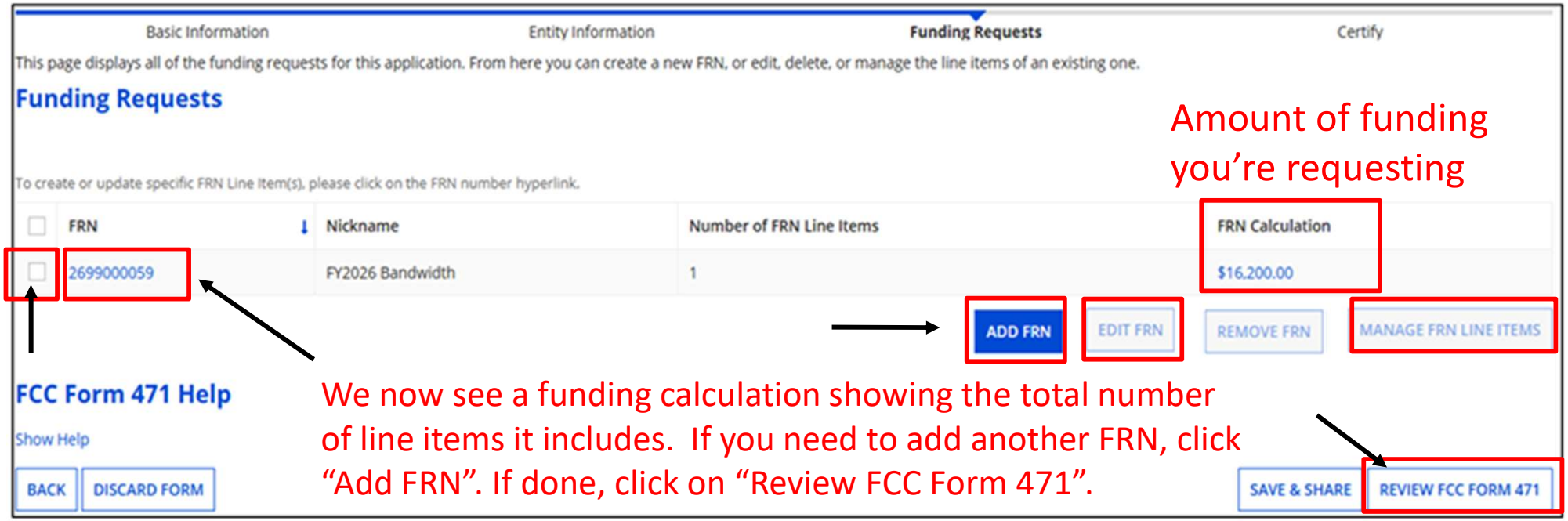
Indicate which entities will receive service for this line item. If all entities receive service, click on ”Yes.” If “No,” check the box to the left of the site’s receiving service and click “Add.” When done, click on “Save & Continue.” You’ll see the recipients selected. Click on “Save & Continue” again.

Adding FRN Line Items



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 (2699000059.001). If done, click on ”Save & Continue”.

Funding Requests

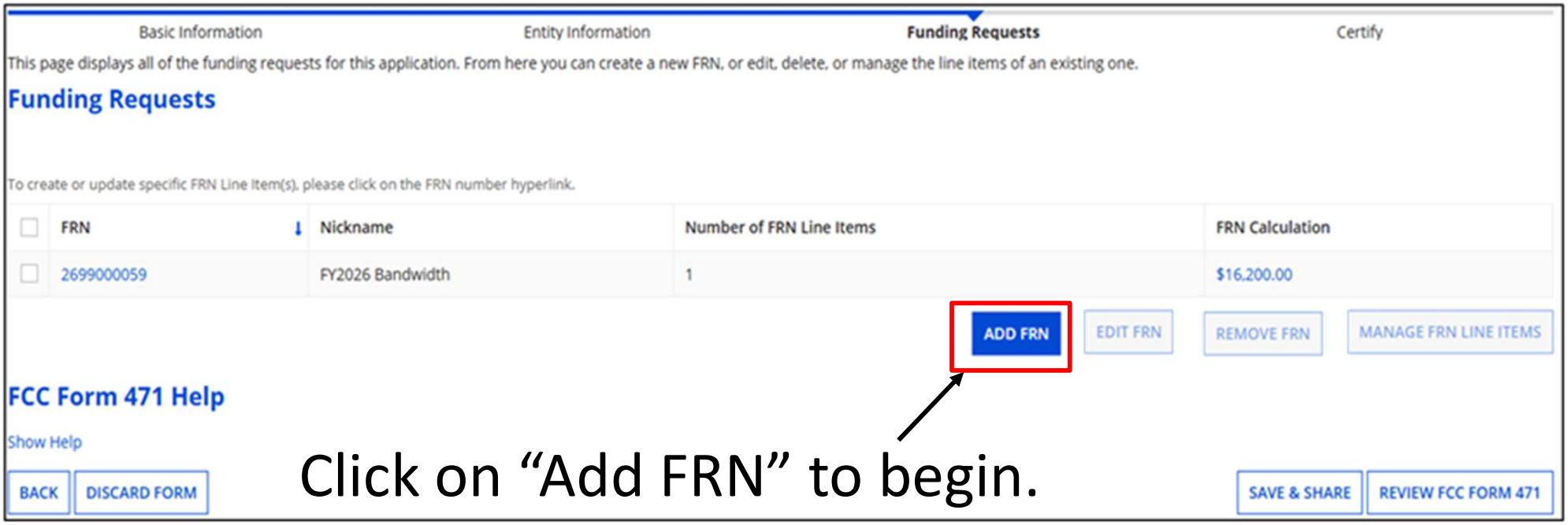


If you need to edit "Part 1" (Contract information, Service Start Date or Expiration Date, or Narrative), click the box to the left and then " EDIT FRN ".

If you need to edit the FRN Line Items (Costs, bandwidth amounts, Recipients of Service), click the box and then " MANAGE FRN LINE ITEMS "or click on the funding request number and then the line item you need to edit.

Adding a Month-to-Month / CABIO Funding Requests

M-T-M Funding Requests



Click on "Add FRN" to begin.

M-T-M service means there are no contract terms. You pay for the service monthly, and you can cancel at any time, without penalty. This may be for monthly hotspot service for your bookmobile or kiosks, **or**

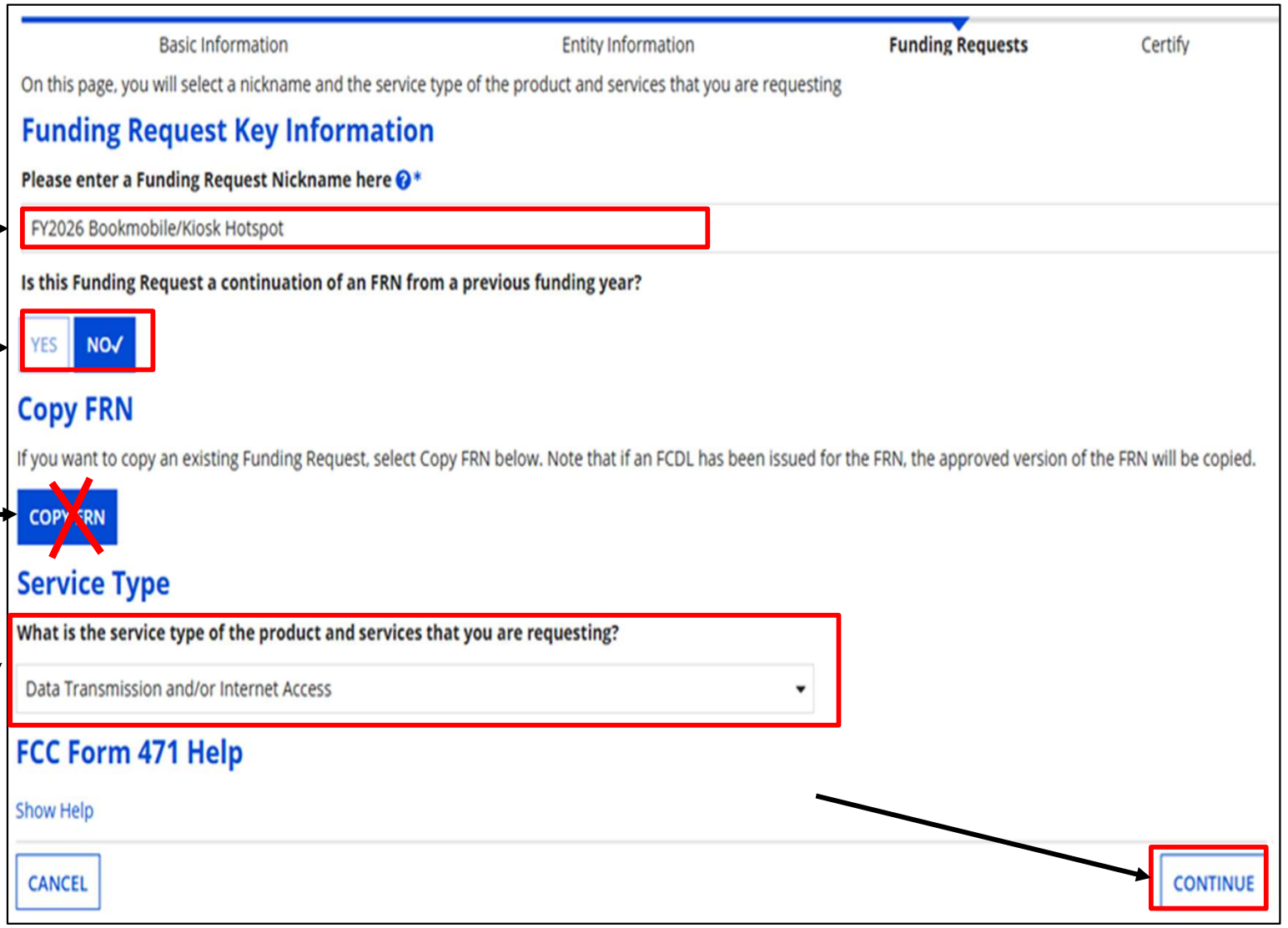
CABIO Internet Access (commercially available service such as DSL). To qualify, the bandwidth must be a minimum of 100MBx10MB, and the monthly recurring cost per site cannot exceed $300.

Funding Requests

Enter a nickname for the FRN.

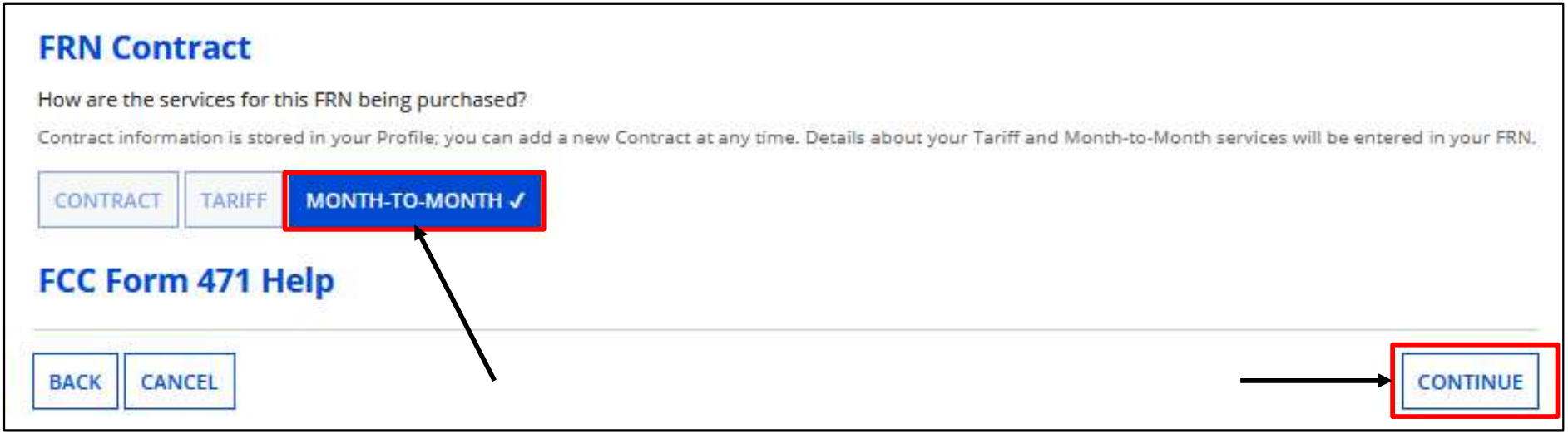
Choose “No” for MTM.

Do not select “Copy FRN”



“Data Transmission and/or Internet Access” will auto-populate.
Click on “Continue”

Funding Requests

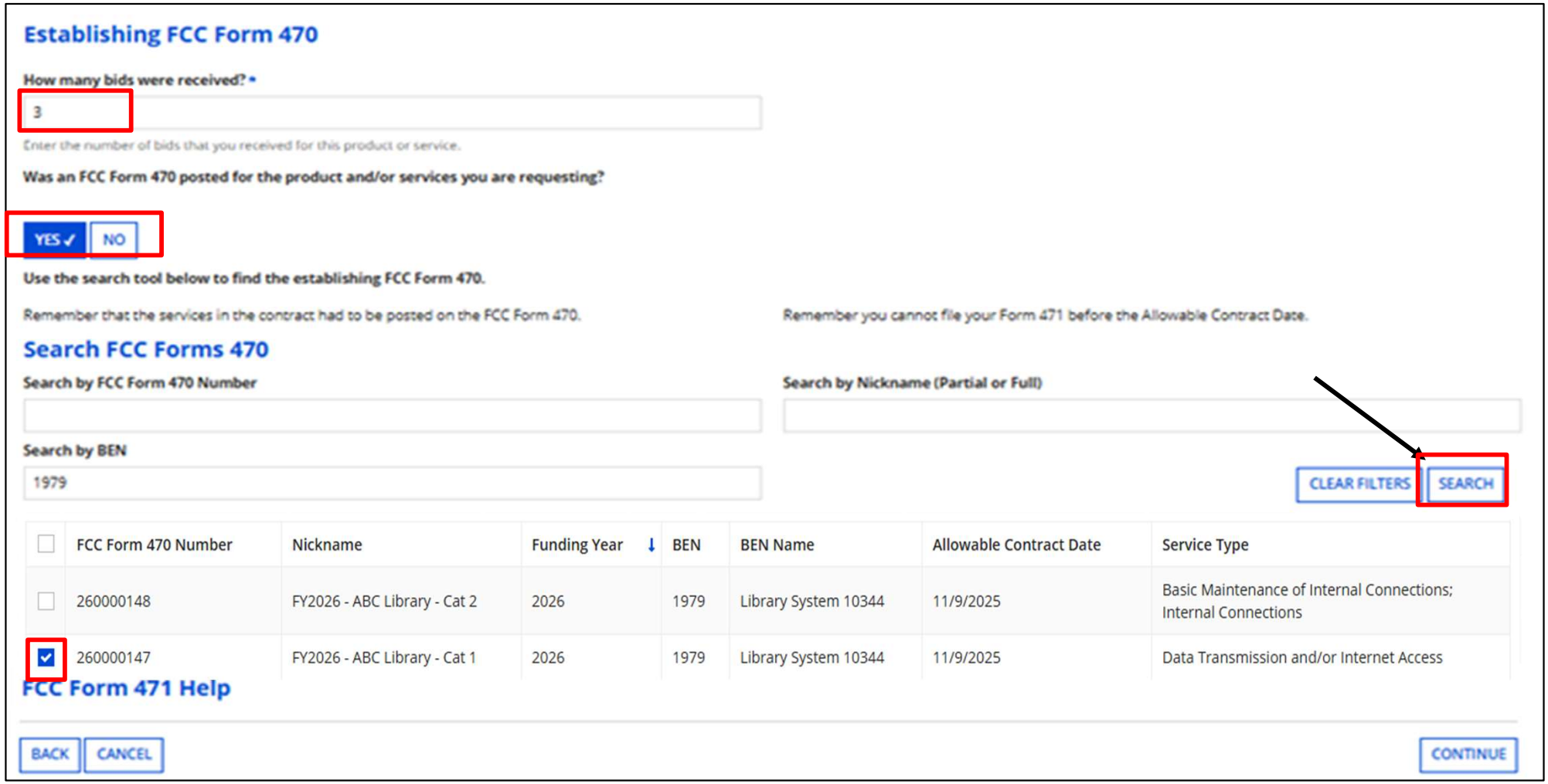


Choose Month-to-Month. Because MTM does not have a contract, you would not have uploaded a contract beforehand. However, **MTM services , such as cellular data plans for a bookmobile, require you to file a Form 470 annually**, so we still need to provide the Form 470 information on the next screen. Click on "Continue."

BUT: If this is for CABIO service (a minimum of 100MBx10MB IA, and monthly cost does not exceed $300/site)**, a Form 470 is not required!!**

For any MTM service, be prepared to provide a copy of a current bill during PIA review to prove the cost and service provided.

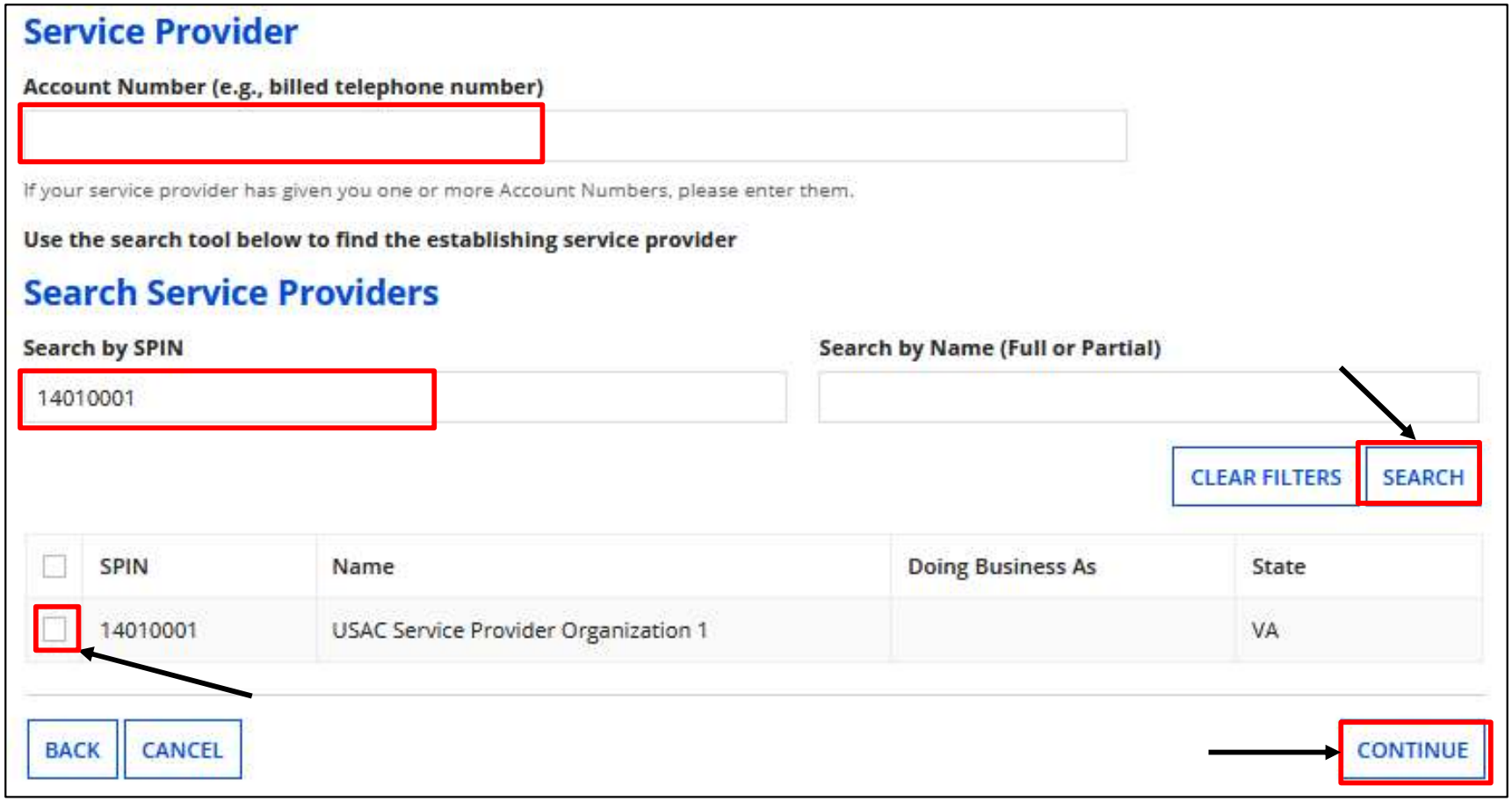
Establishing Form 470



Enter the number of bids received and select “Yes” to indicate a Form 470 was filed, if applicable. Click on “Search” for your Form 470 and check the box to the left to choose the form that includes the service type requested.

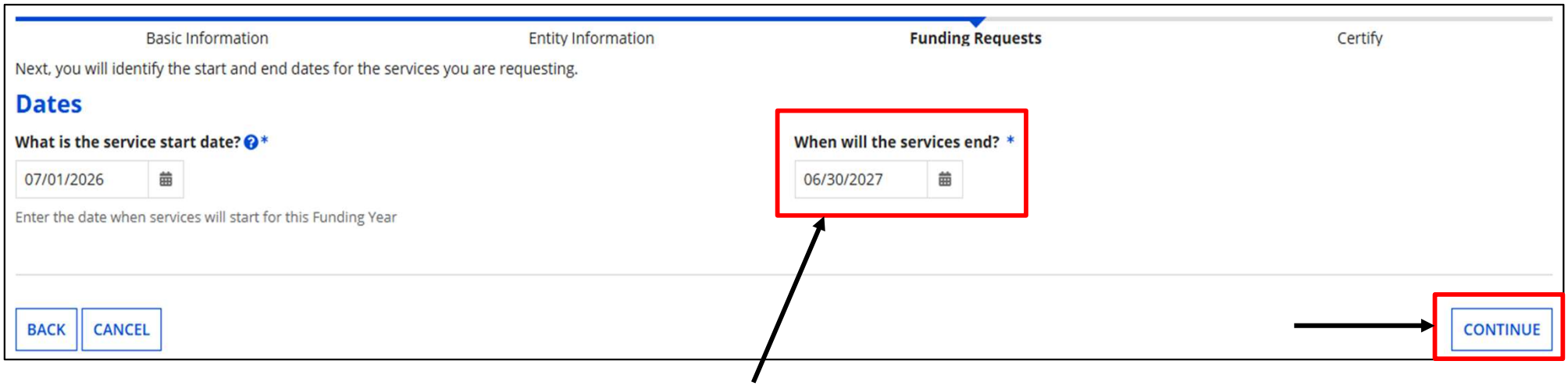
If CABIO, and no Form 470 was filed, select “NO”, and enter “0” for the number of bids since you can’t leave the field blank.

Choose Service Provider



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

Funding Requests



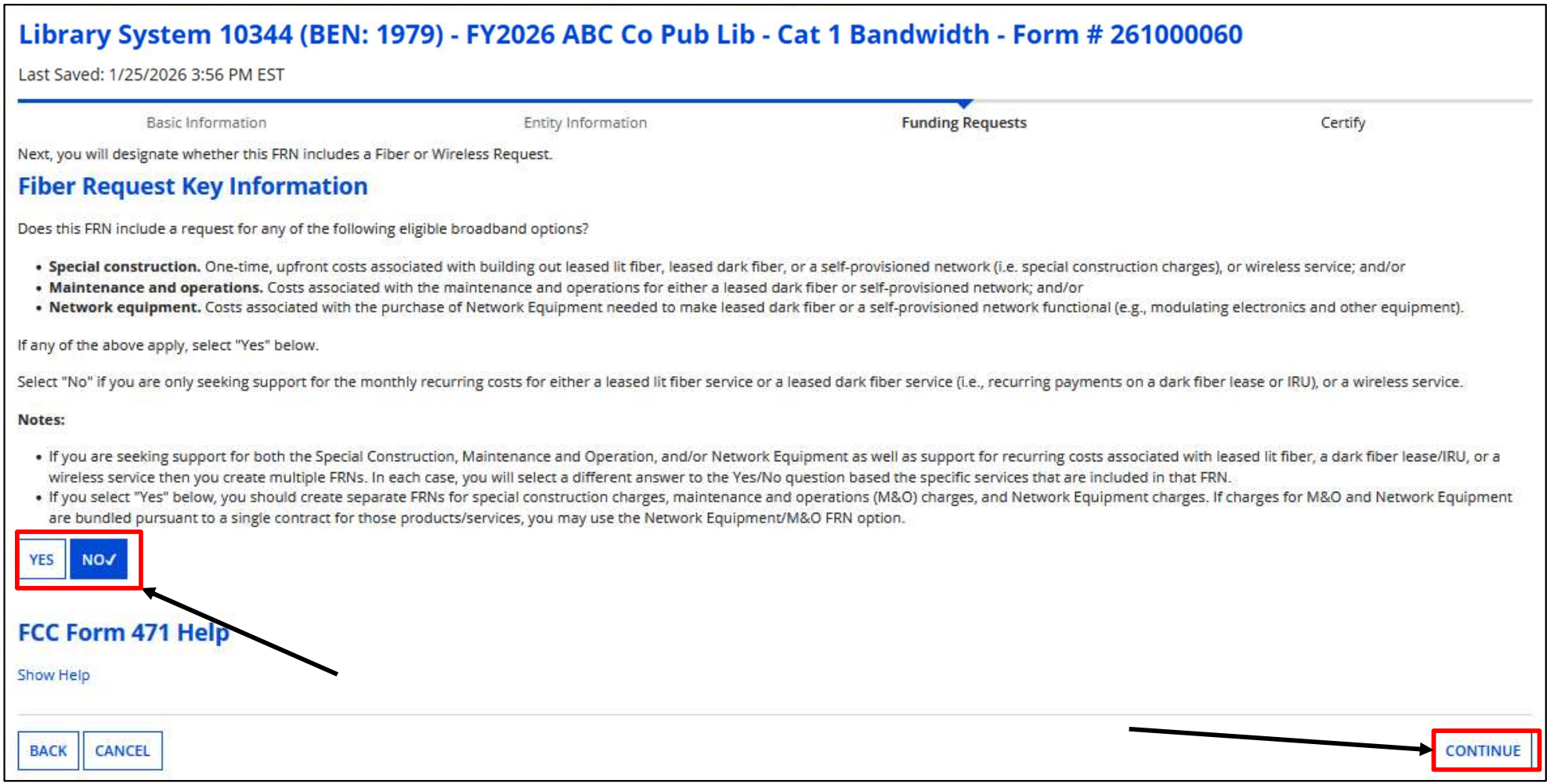
The Service Start Date will auto-populate for the start of FY2026. Enter the Service End Date. The date cannot be after 6/30/2027 for month-to-month service. Click on ”Continue”

Funding Requests

Indicate if there is a restriction prohibiting publication of the pricing for this contract. This is typically "**No**". If "Yes", you must state the type of restriction (State Law, Local Rule, Court Order, Contract with Restrictive Terms), and upload Restriction Document.

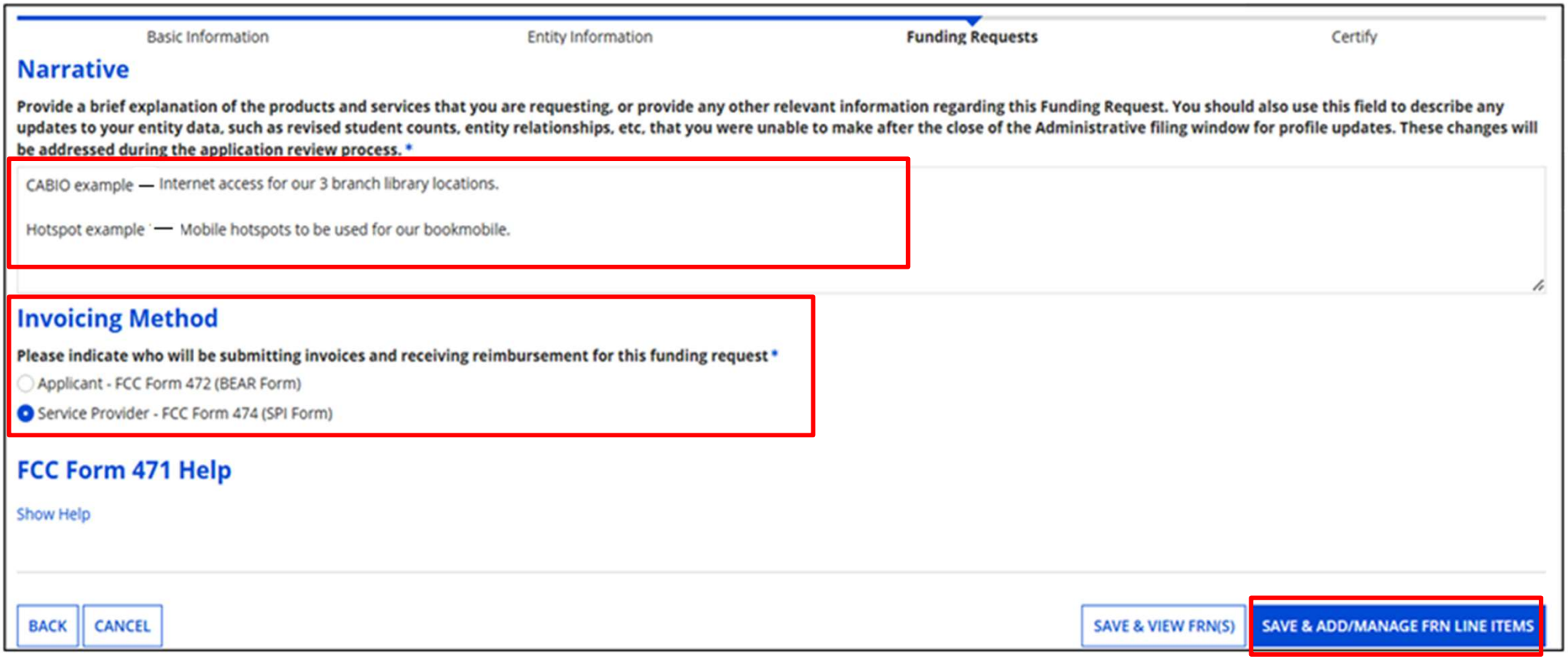
Click on "Continue".

Funding Requests



Select “No” and click on ”Continue”

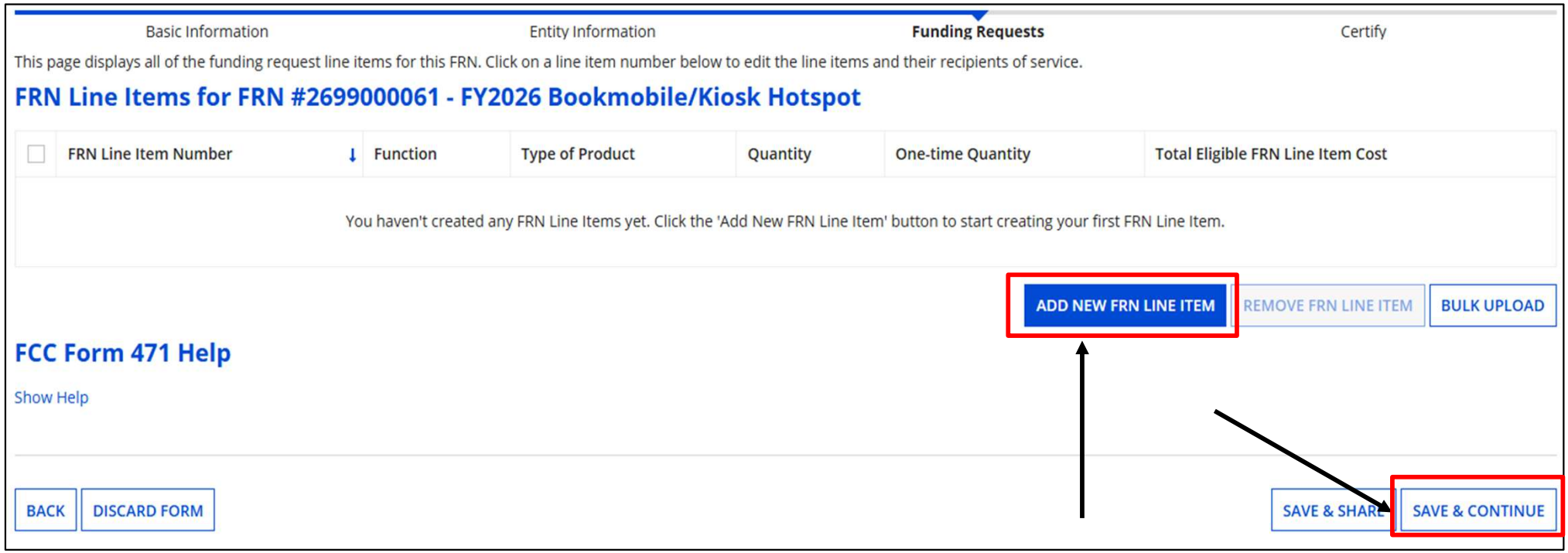
Funding Request Narrative



Provide a narrative to describe the service and choose the preferred invoicing method.

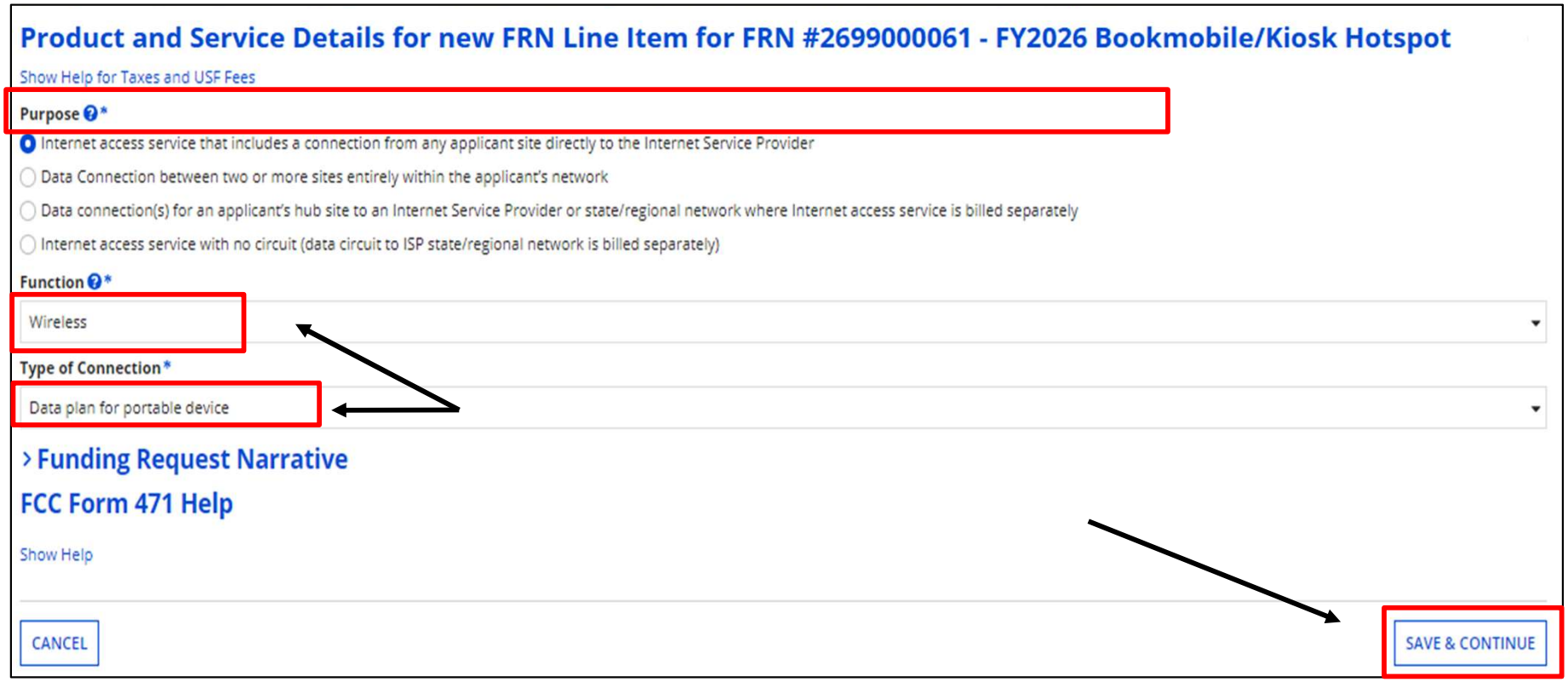
Click on “Save & Add/Manage FRN Line Items”.

Adding FRN Line Items



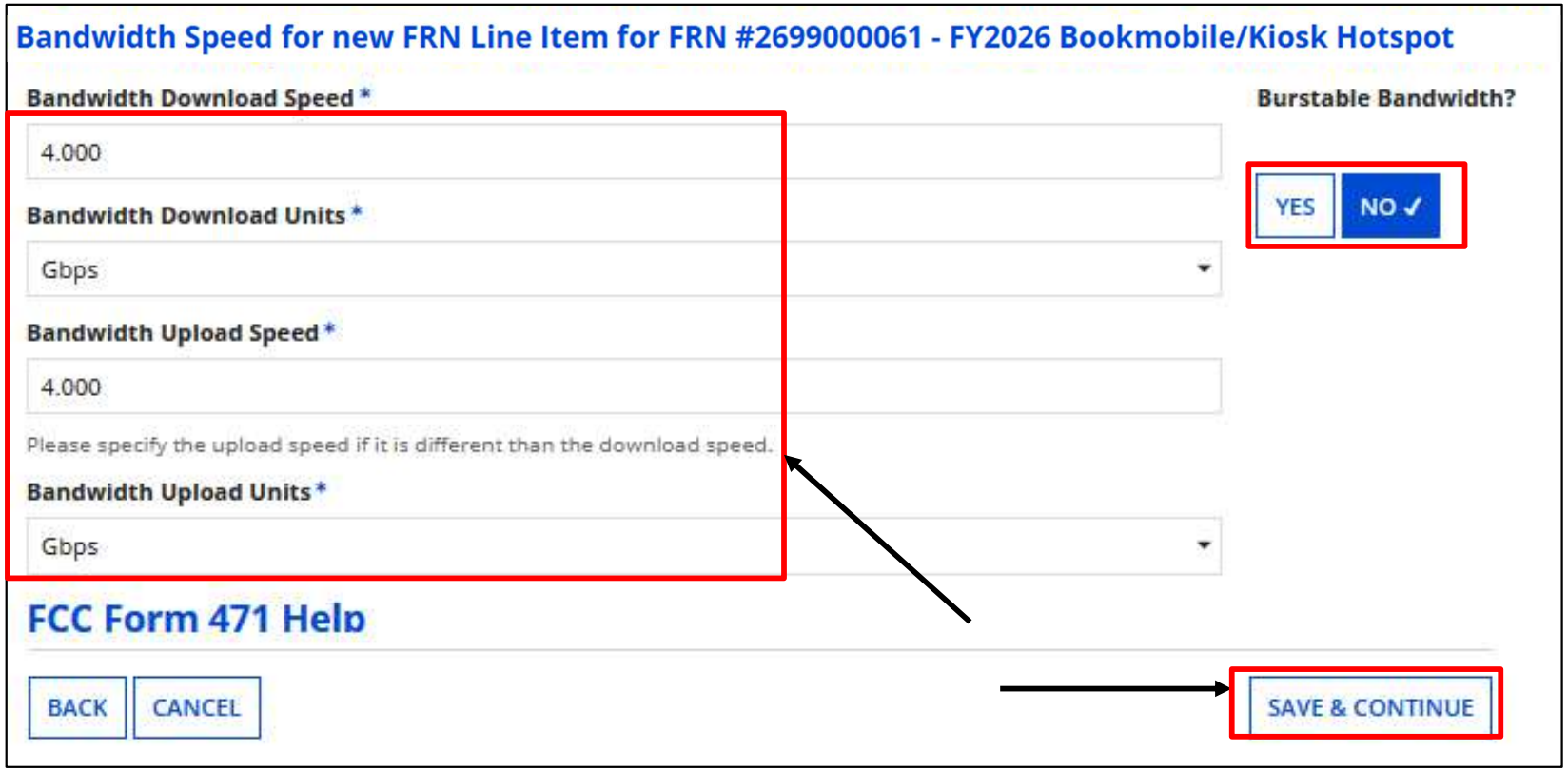
Begin by clicking on “Add New FRN Line Item” to add cost information.

Product/Service Details – Hotspot Example



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

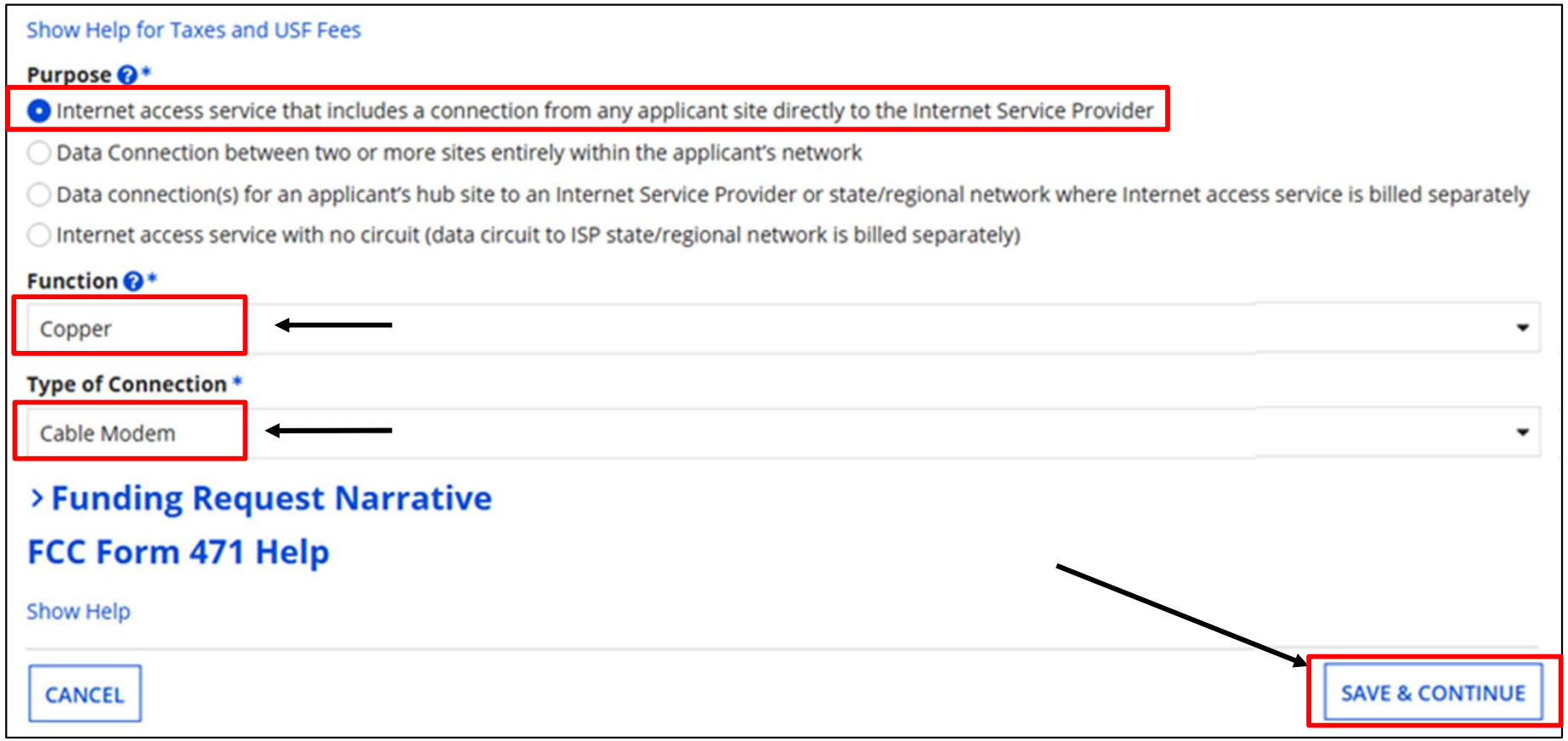
Bandwidth Speeds – Hotspot Example



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

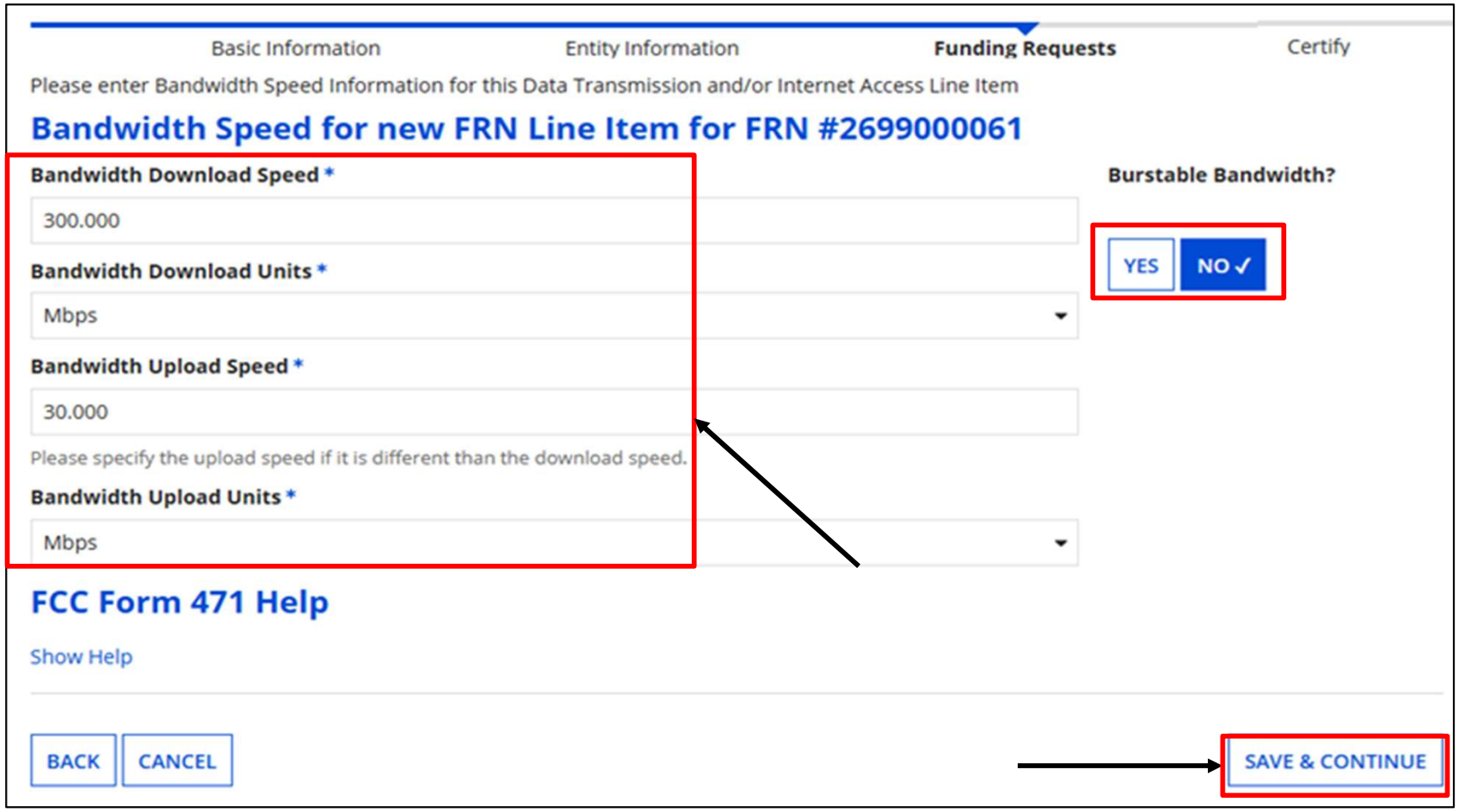
Again, if you are unsure of the information, contact your Service Provider

Product/Service Details – CABIO Example



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

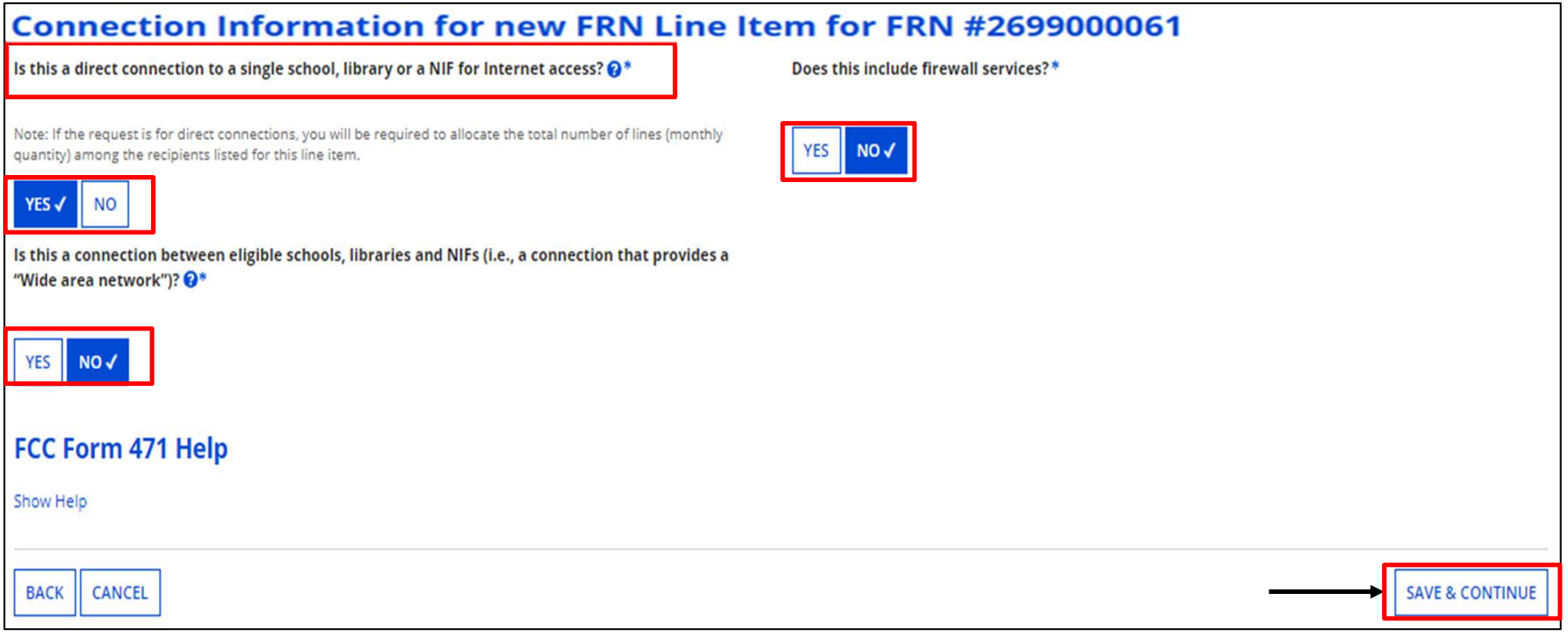
Bandwidth Speeds – CABIO Example



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

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

Connection Information



Provide Connection Information and firewall inclusion. When done, click on "Continue". For hotspots and CABIO service, answer "**Yes**" for the first question and "**No**" for the second one.

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

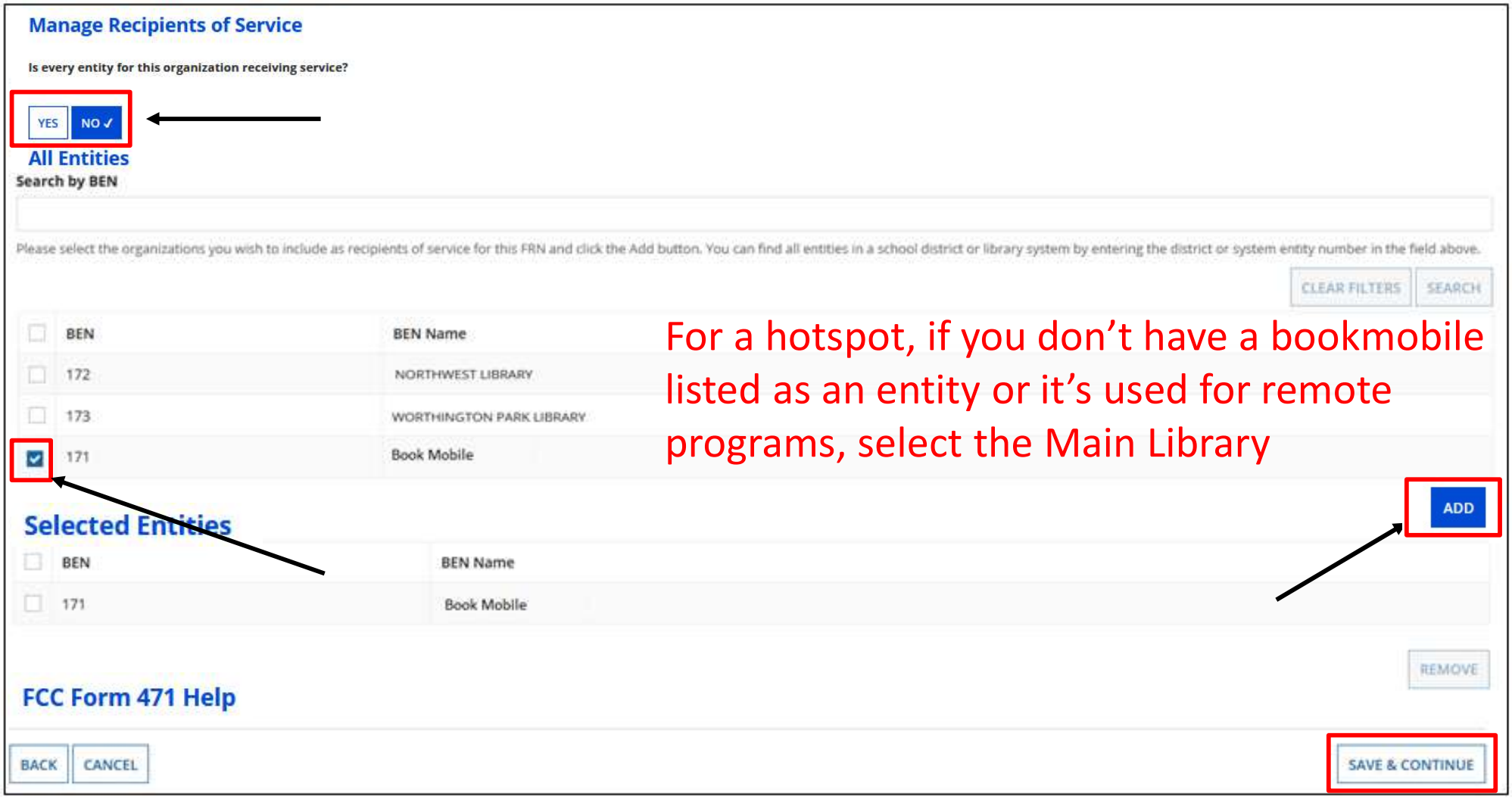
Cost Calculations

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

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

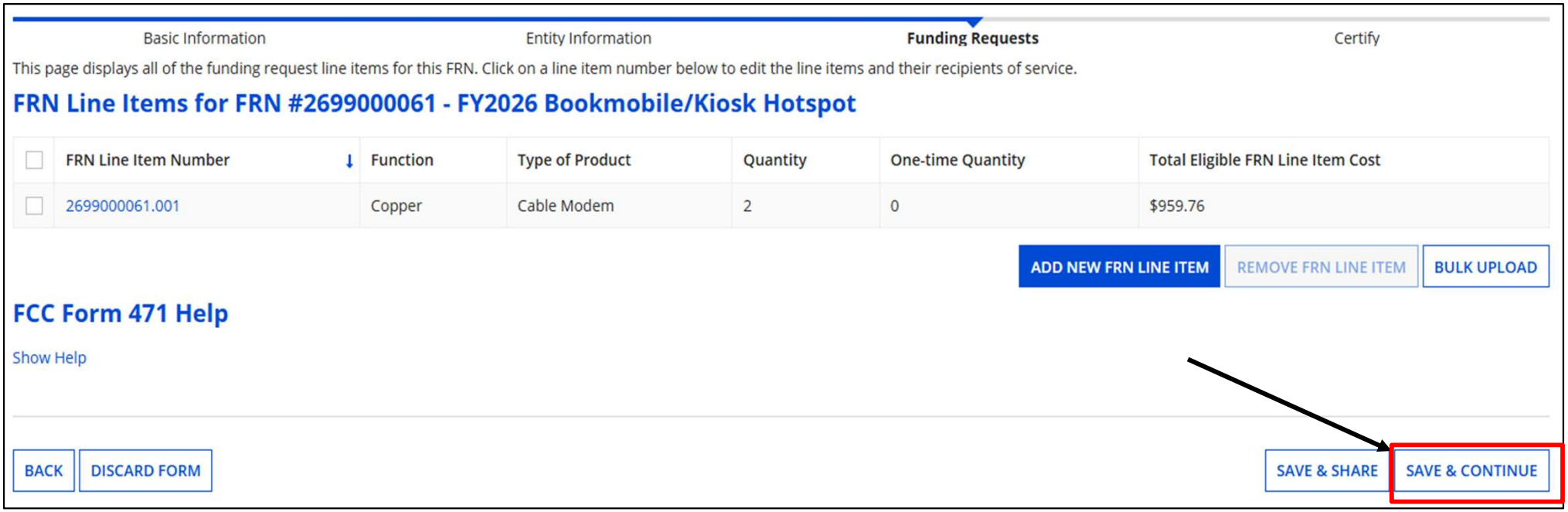
When completed, click on "Save & Continue"

Manage Recipients of Service



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

Adding FRN Line Items



When done adding line items, click on “Save & Continue” to see completed FRNs.

Copying FRN

Copy FRN

Start by clicking on "Add FRN" as before:

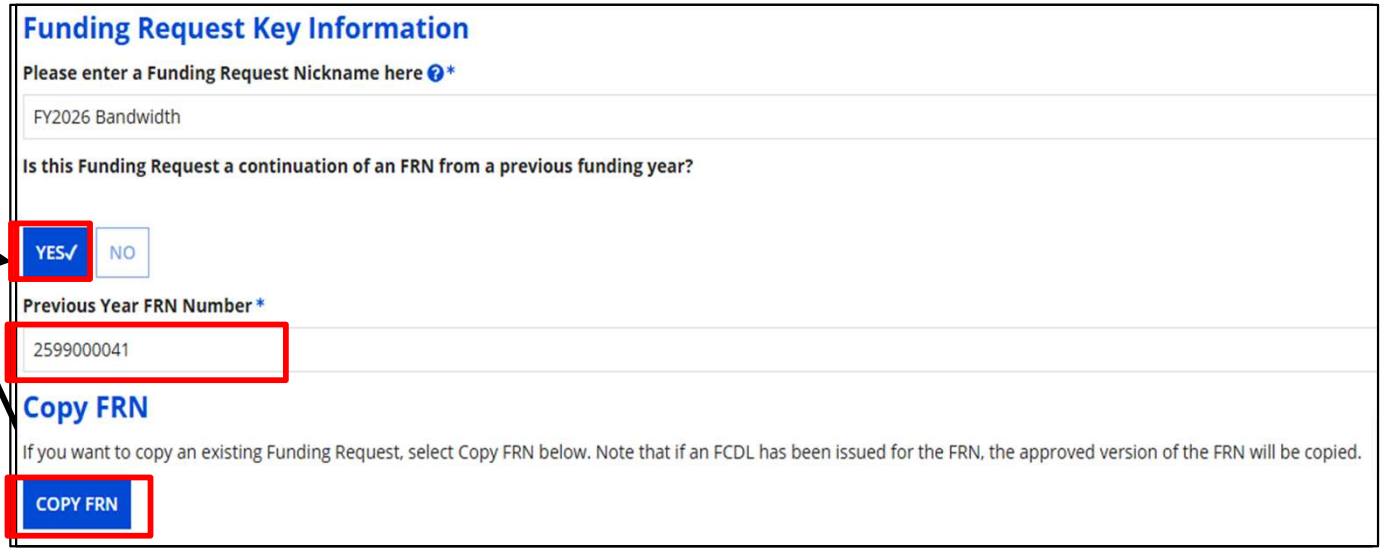
The "Copy" option can be used when you're in year 2 or more of a multi-year contract.

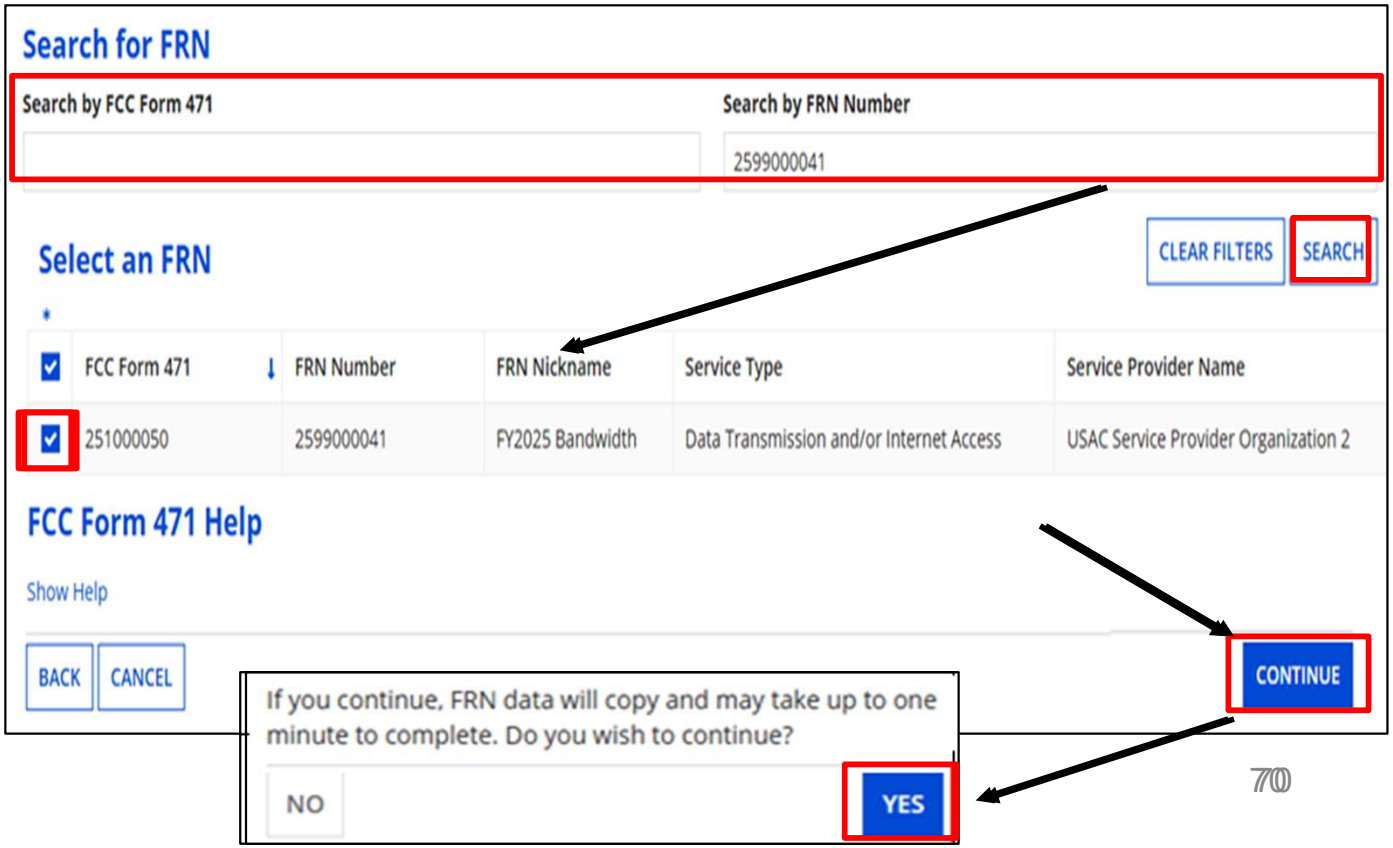
Enter Previous Year FRN and click on "Copy FRN".

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

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

Select the check box and then click on "Continue." A pop-up will appear indicating that it may take up to one minute to complete. Click on "Yes."





Quick Way to Get the Information Needed

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

FY	Requested FRNs	Funded FRNs	486 on File	Requested Amount	Committed Category 1	Committed Category 2
2025	0	0	0	$0.00	$0.00	$0.00
2024	5	5	5	$40,938.39	$38,585.16	$1,373.18
2023	4	4	4	$38,649.75	$38,649.75	$0.00
2022	4	4	4	$56,077.49	$56,077.49	$0.00

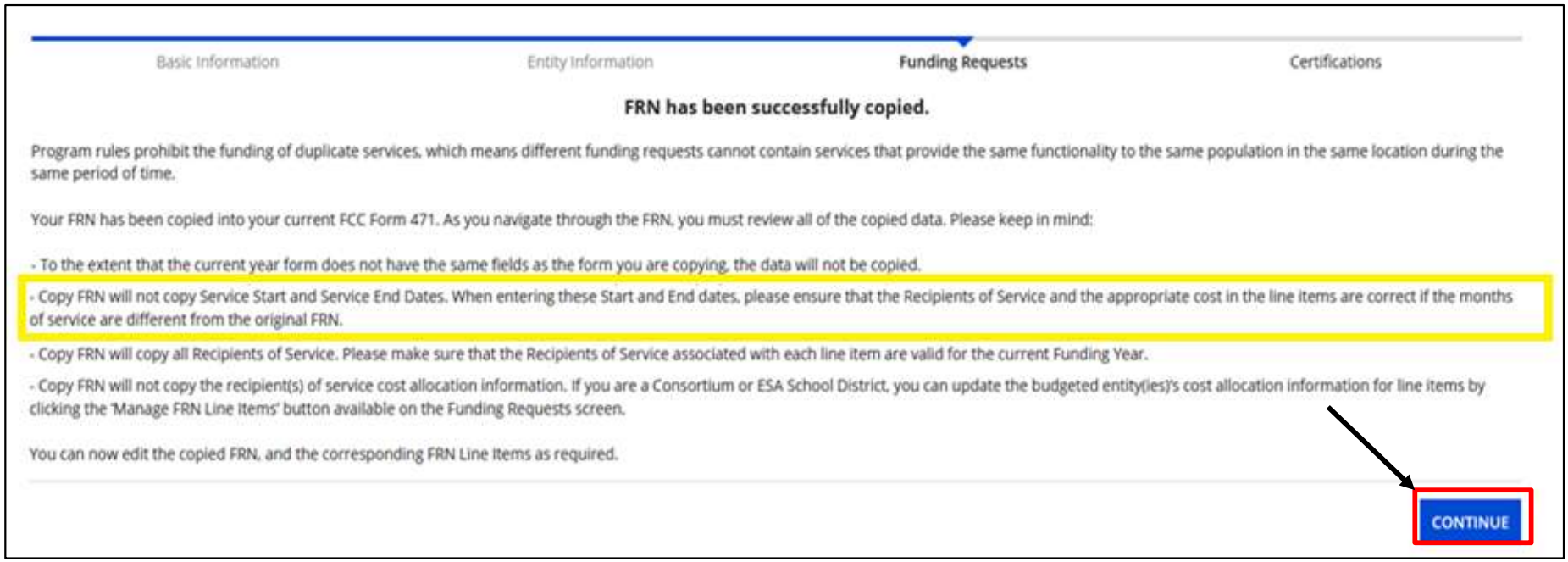
471	FRN	SPIN	Service Provider	Service*
251016864	2599019925	143054927	Shentel Asset Entity I LLC	IA
251016864	2599019927	143050436	Charter Communications Operating, LLC	IA

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

Copy FRN

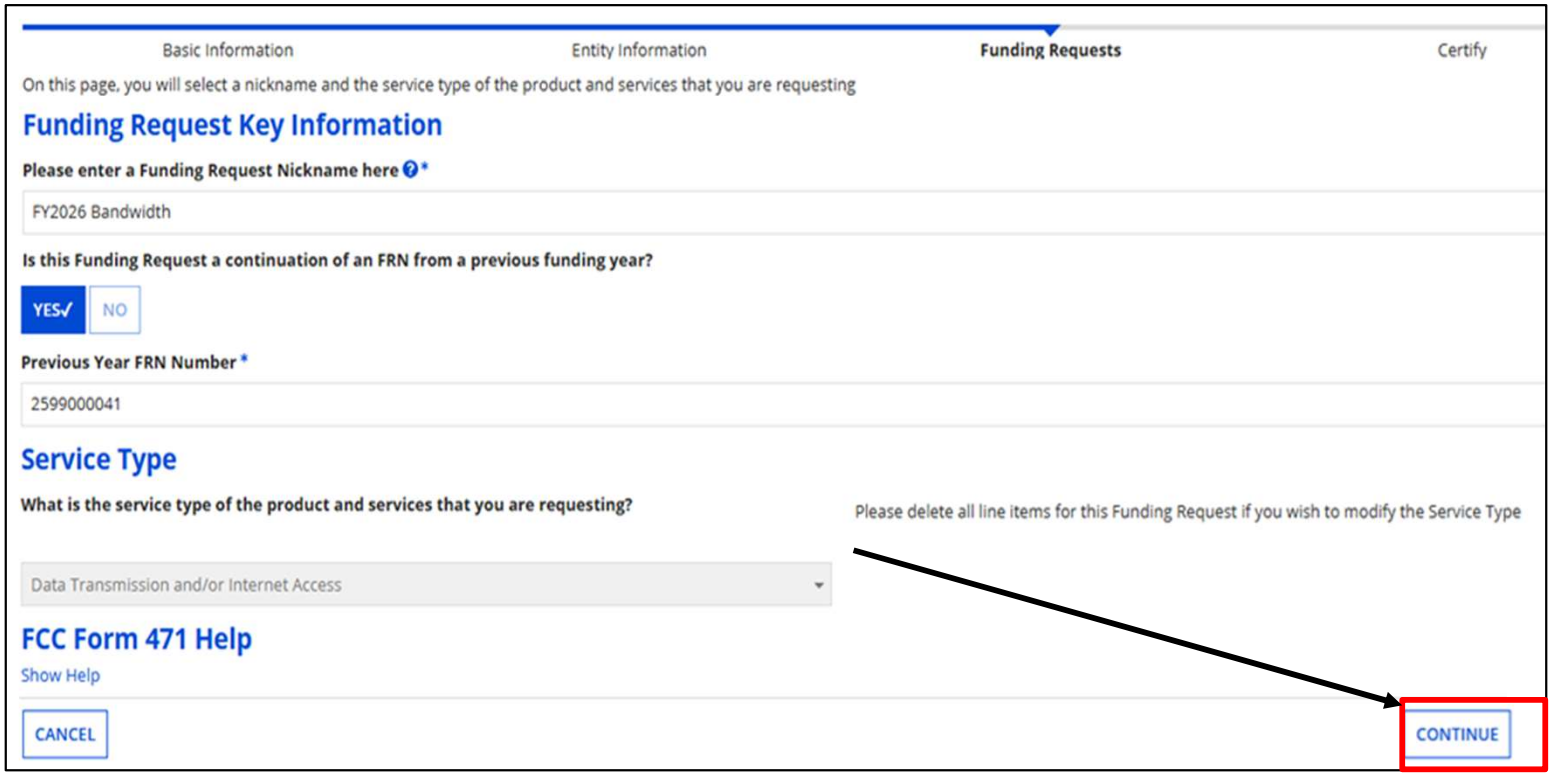
You must click “Refresh” to complete the copy. It won’t advance on its own.

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

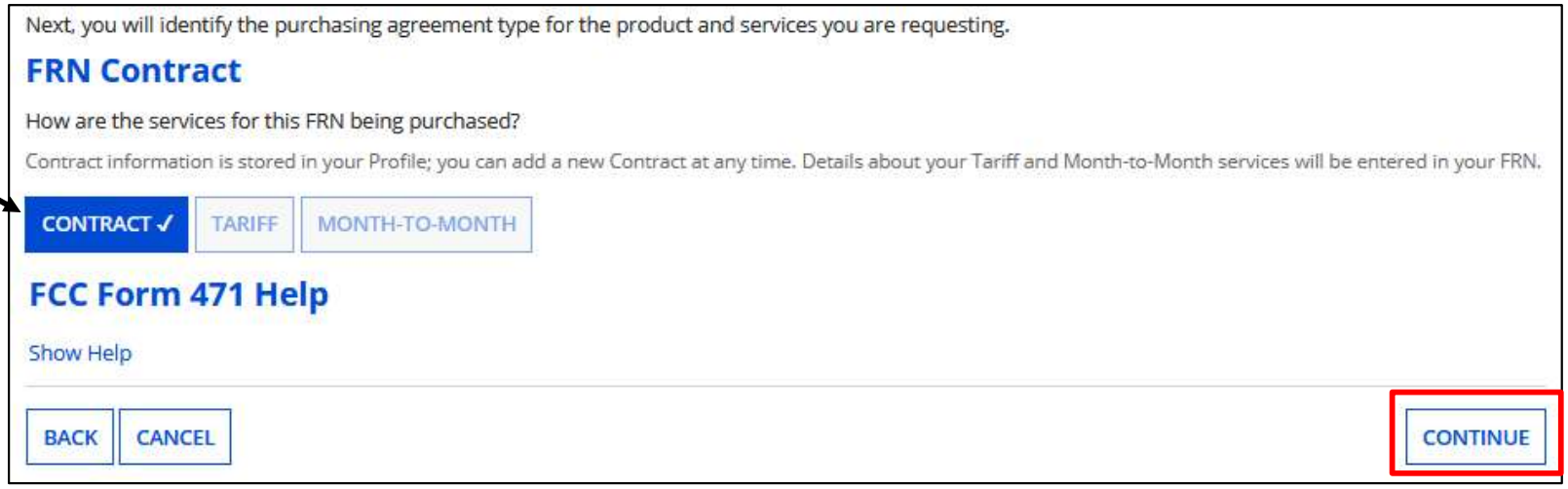


Copy FRN

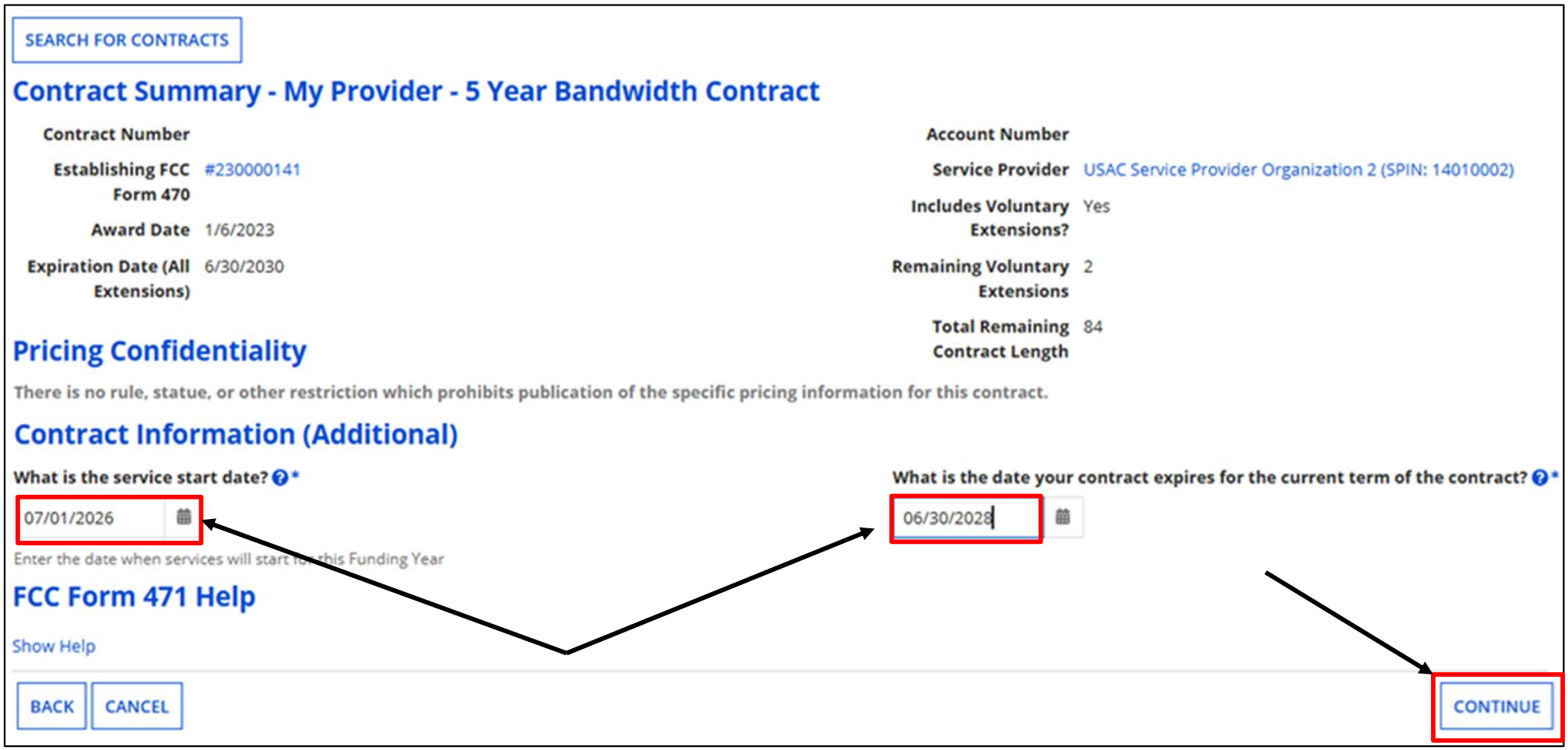
View after copy is completed. "Service Type" will be indicated. Click on "Continue".



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



Copy FRN



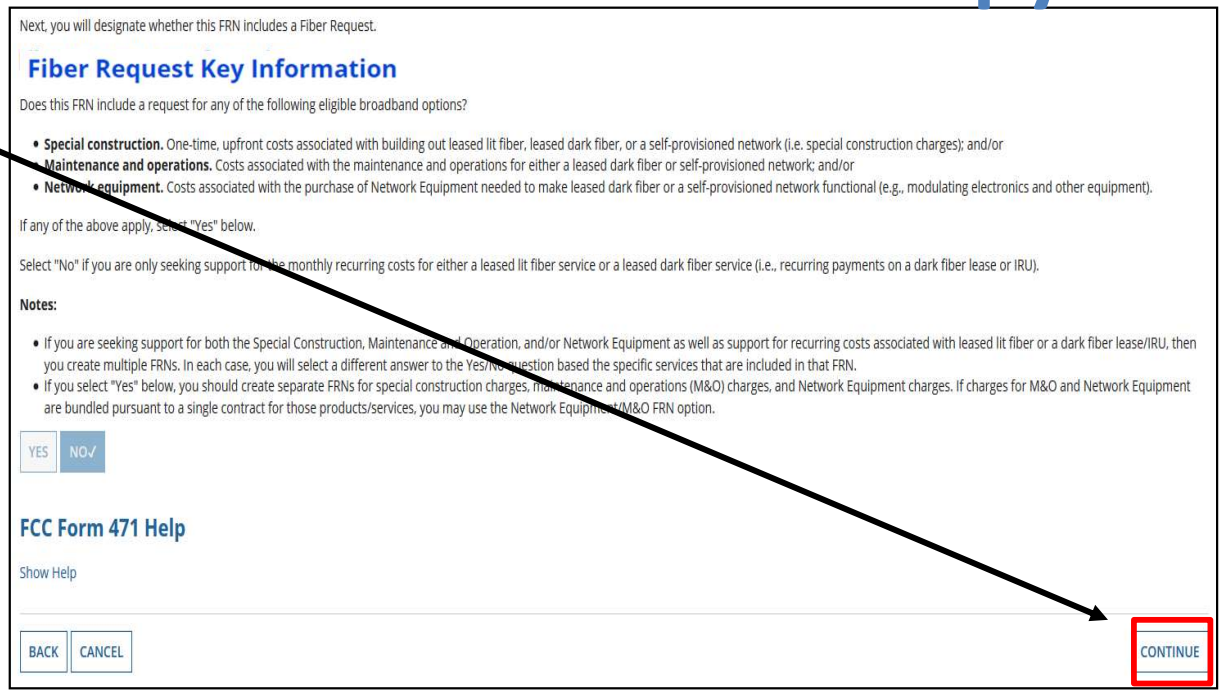
Verify information that copied from previous FRN. When copying, **you must enter the Service Start and Service End dates**. These fields will be blank, and you'll receive an error message if you do not enter the dates. Remember, the Service Start Date is the first day of the upcoming funding year that you're requesting E-Rate to cover but cannot be prior to **07/01/2026**. Click on "Continue".

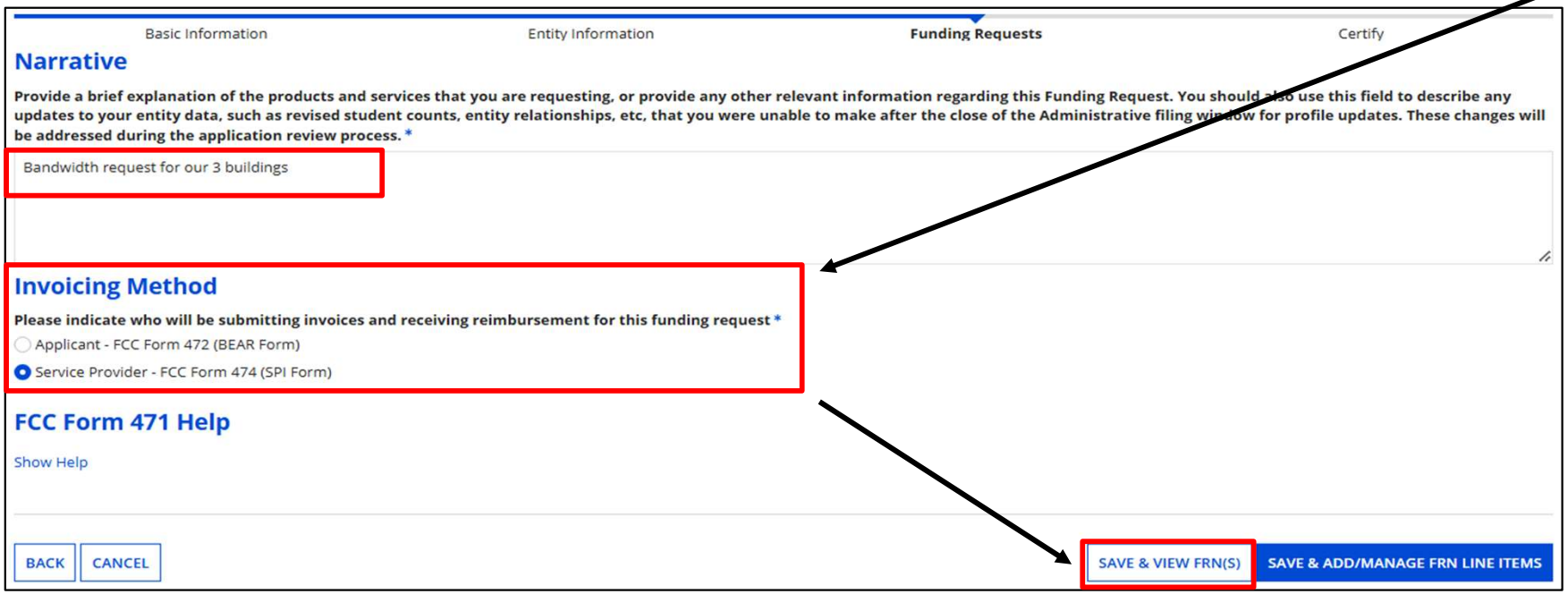
Copy FRN

Verify information that copied from previous FRN; click on “Continue”.

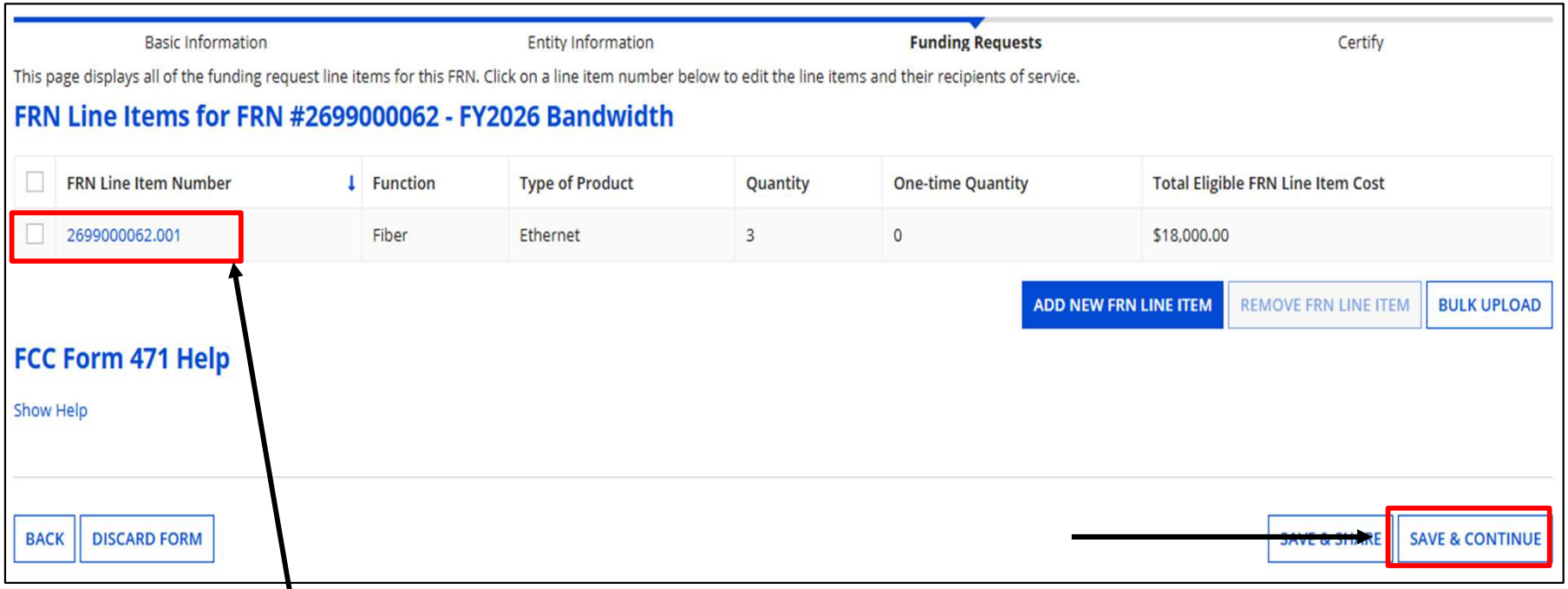
Update the narrative if needed and choose **Invoicing Method**.

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



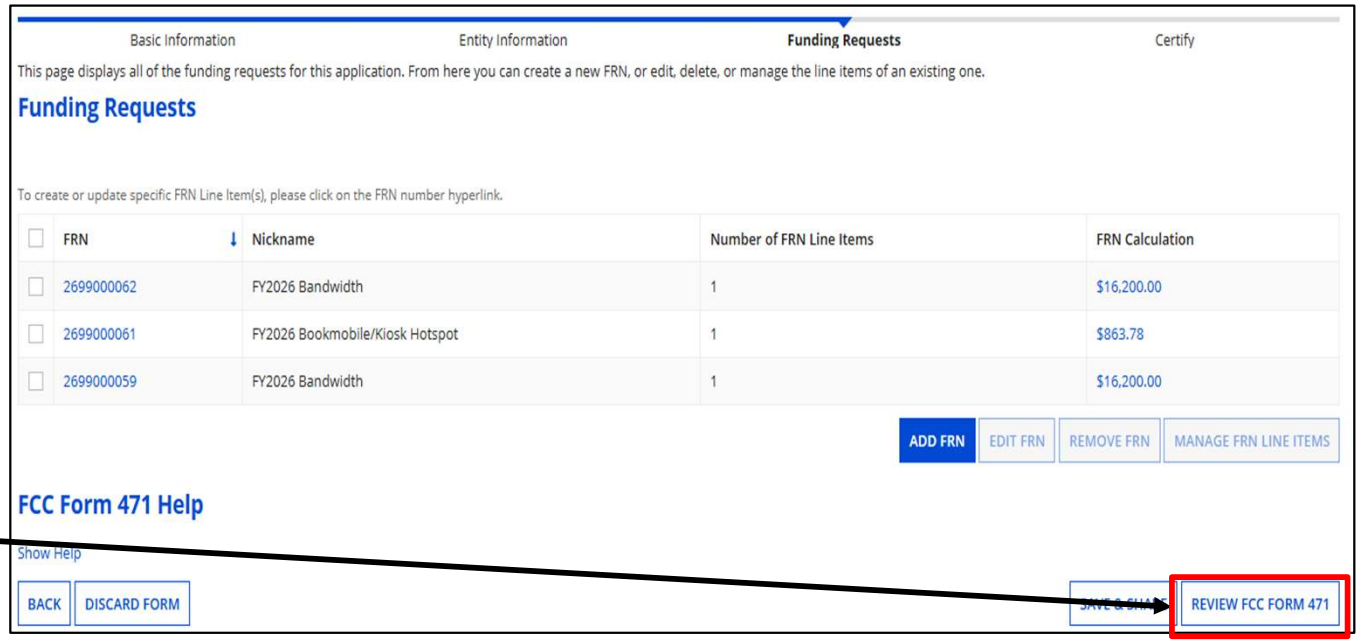


Copy FRN



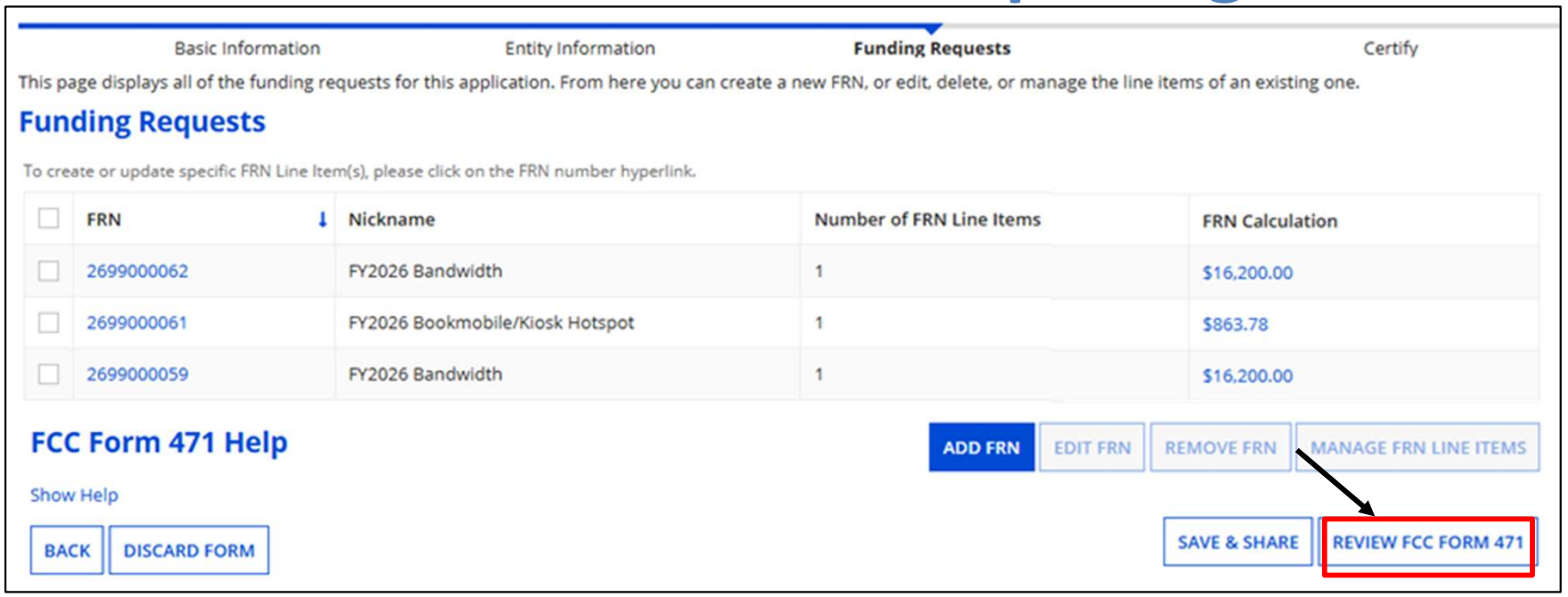
If you clicked on “Manage FRN Line Item”, click on the line-item number to edit, and update information. Click on “Save & Continue” to return to Funding Requests.

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



Completing the Form 471

Completing the Form 471



To complete/submit your Form 471, 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.

Funding Requests

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

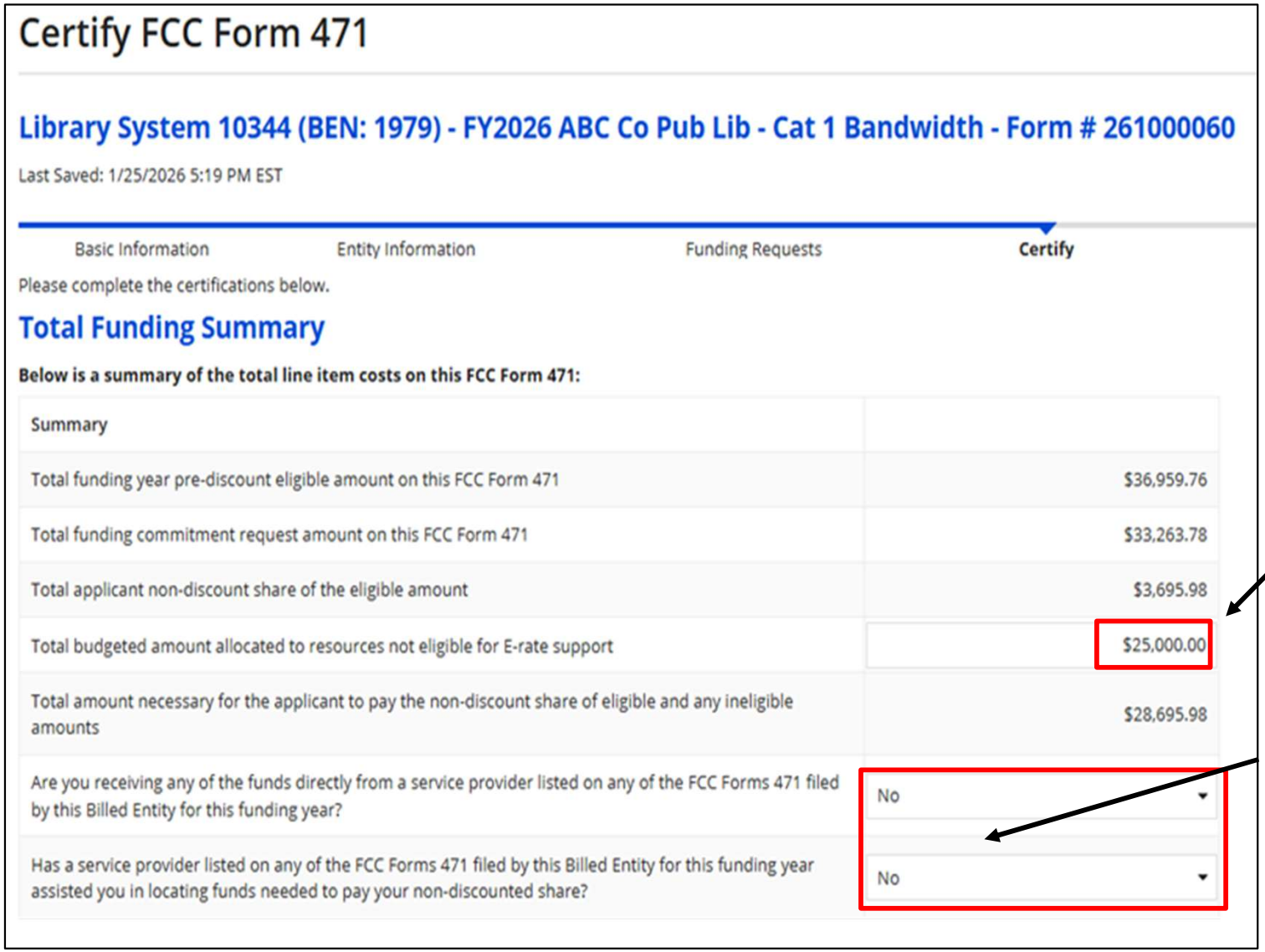
Click the box just below the document to certify if correct. You can then click on "Continue to Certification" or "Send for Certification" to complete the application.

Funding Requests

If you clicked on " RESUME TASK LATER ", 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) - FY2026 ABC Co Pub Lib - Cat 1 Bandwidth - Form # 261000060

Last Saved: 1/25/2026 5:19 PM EST

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

Please complete the certifications below.

Total Funding Summary

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

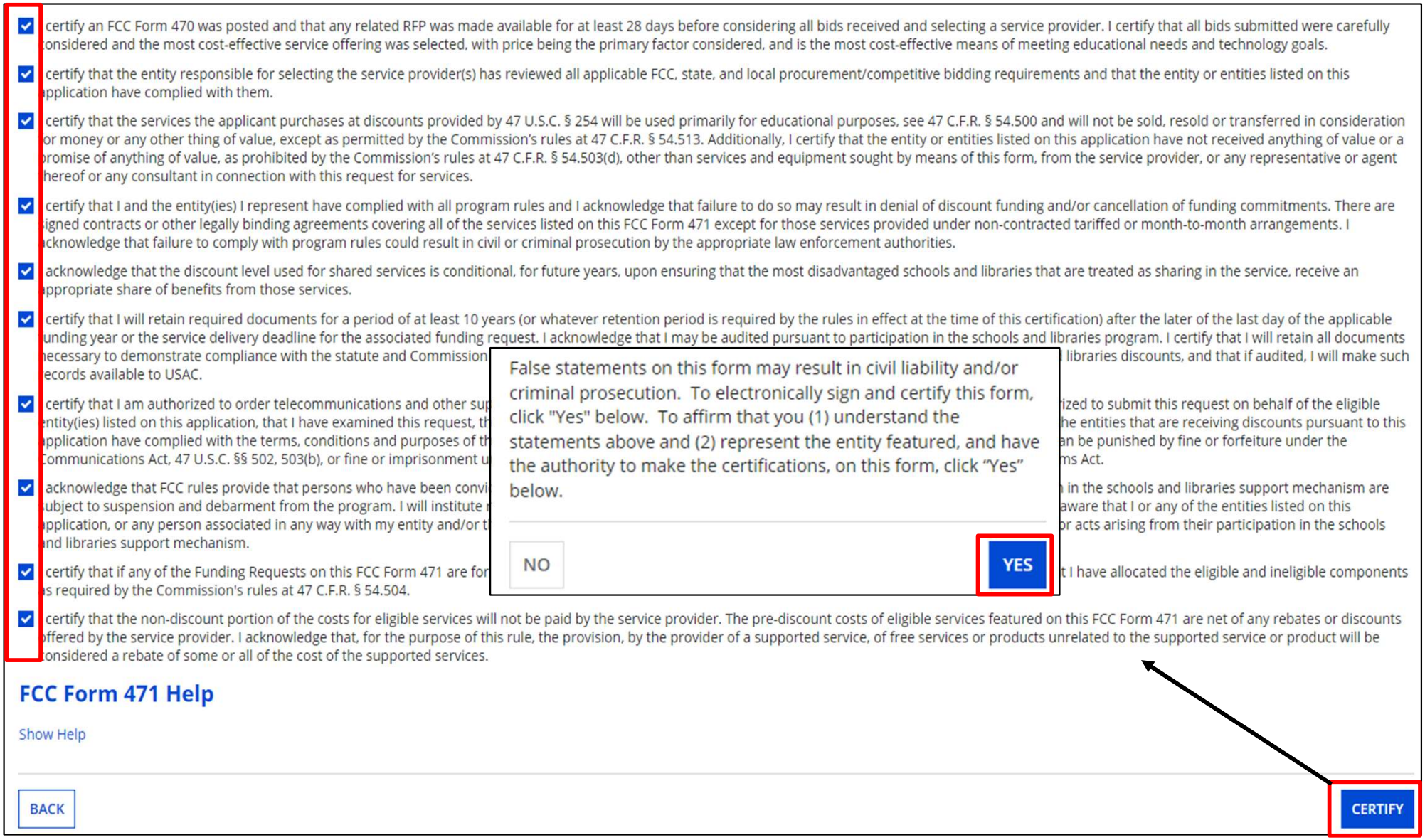
Summary	
Total funding year pre-discount eligible amount on this FCC Form 471	$36,959.76
Total funding commitment request amount on this FCC Form 471	$33,263.78
Total applicant non-discount share of the eligible amount	$3,695.98
Total budgeted amount allocated to resources not eligible for E-rate support	$25,000.00
Total amount necessary for the applicant to pay the non-discount share of eligible and any ineligible amounts	$28,695.98
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

Enter your budget amount.

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

Just say no!!

Certifying the Form 471

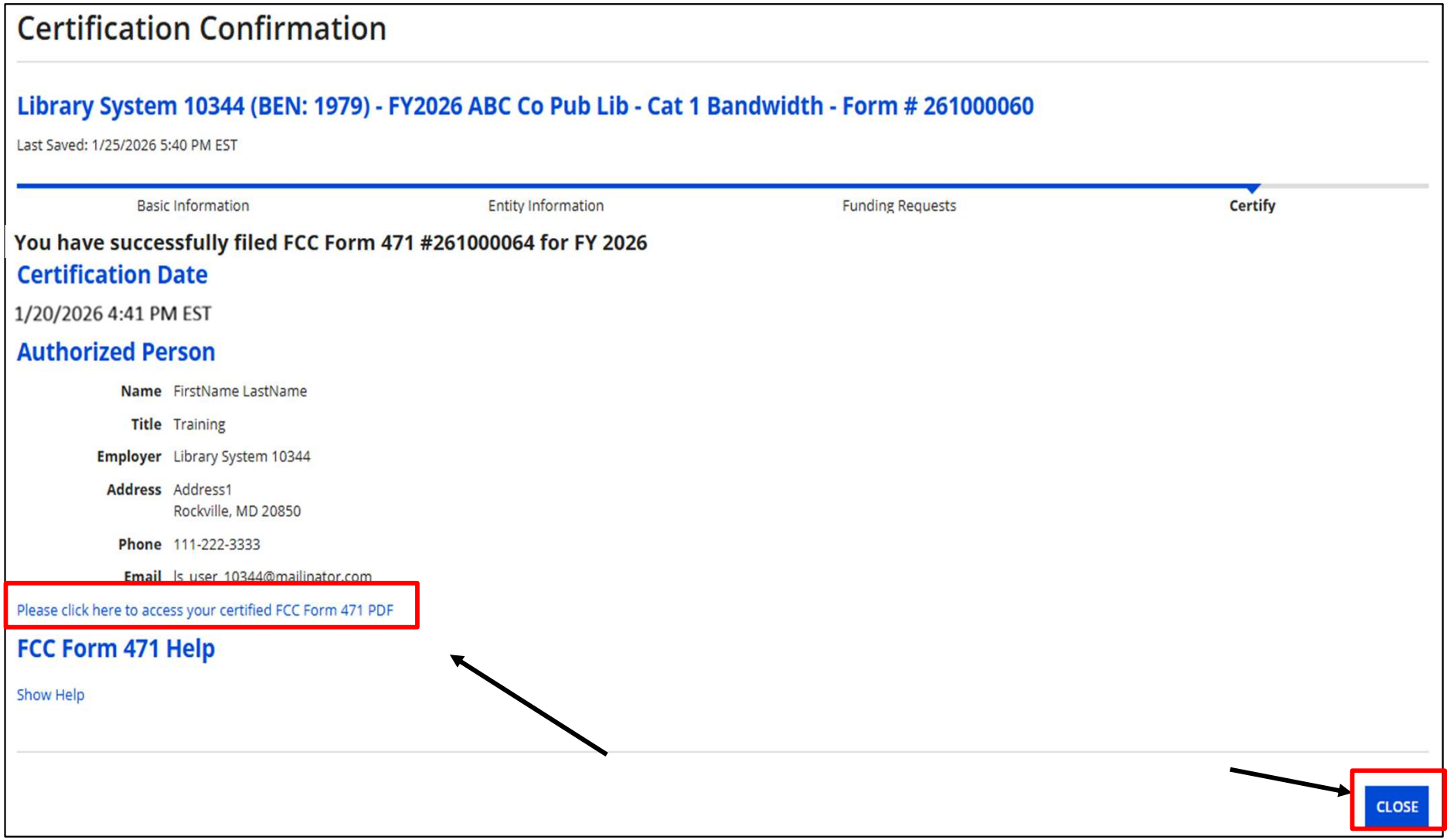


After reading the certifications, check the boxes.

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

Certifier Information

You will receive confirmation that the form was certified.

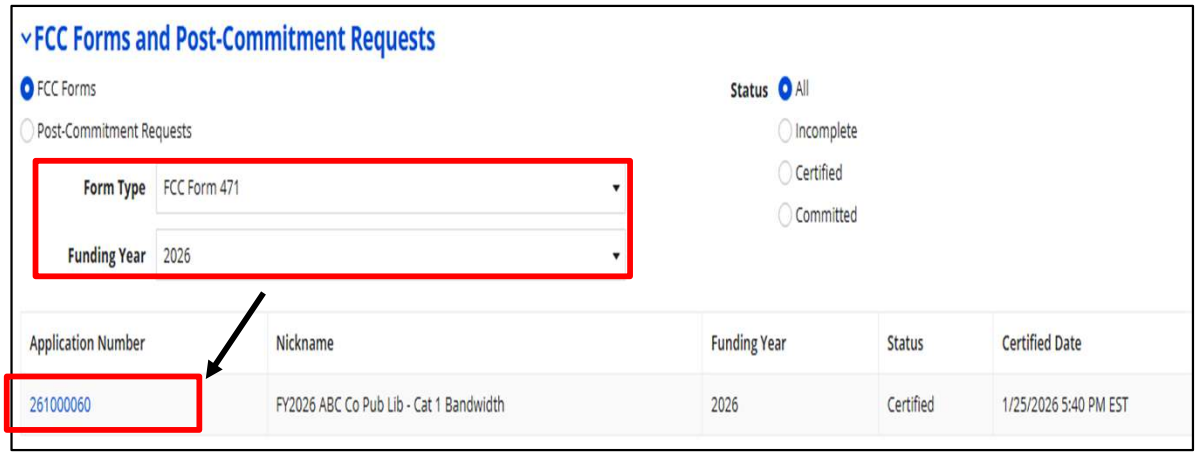


Click the link to access a PDF copy of your certified Form 471.

Click on “Close” when done.

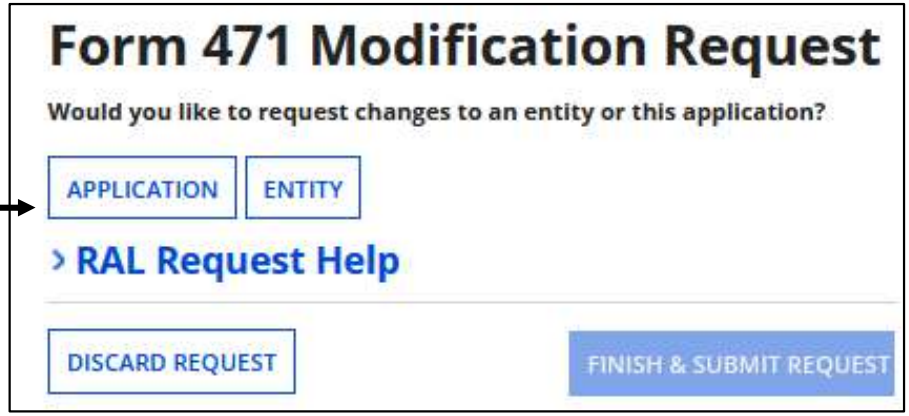
After the Form 471 – Next Steps

Finding Your 471 & Making Corrections



To find a submitted Form 471, scroll down to the bottom of the Landing Page, select 471 as "Type" and 2026 for "Funding Year".

Click on the Application Number.

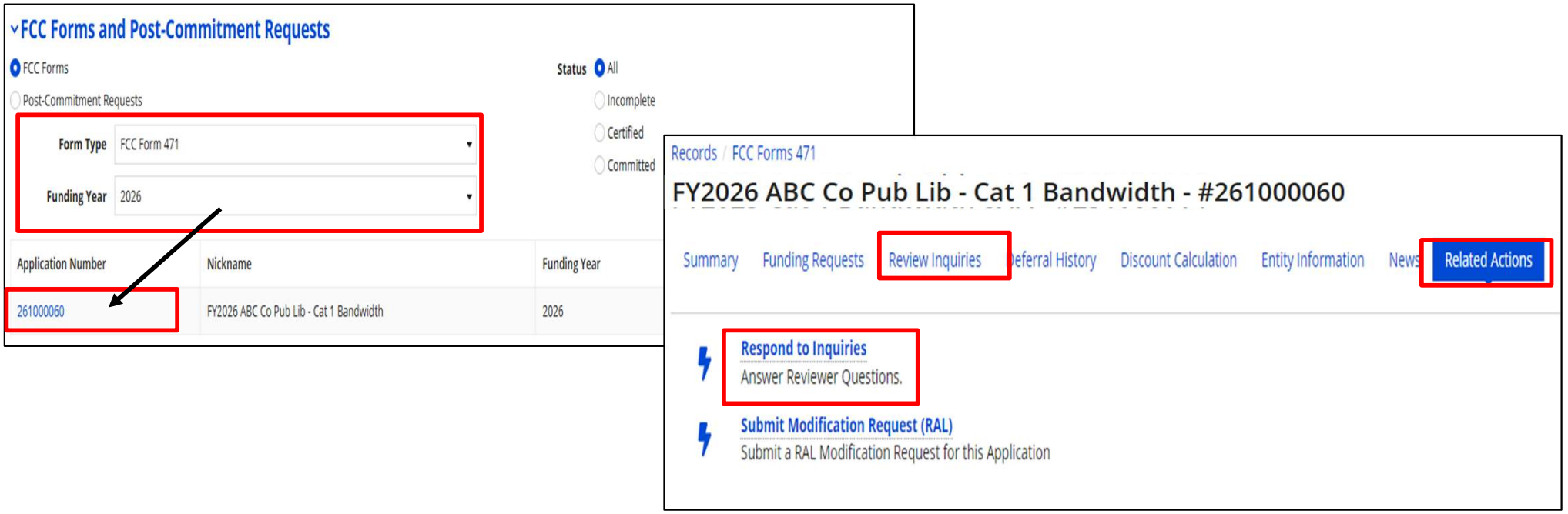


To make corrections after your Form 471 has been certified, submit a RAL Modification Request. For details on how to submit, see "Submitting Form 471 RAL Corrections" on my website for a step-by-step guide covering various scenarios at https://www.ohio-k12.help/erate/e-rate-resources/ .

Application Review - PIA

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

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



Click on “Review Inquires” or “Related Actions” and then “Respond to Inquires”.

Application Review - PIA

- Reviewers
  - verify the eligibility of the schools and libraries and their discount levels.
  - verify that the services requested are eligible for E-Rate discounts.
  - communicate with you with requests for additional documentation.
  - may ask for additional verification of your compliance with program rules.

- You are given an opportunity to make allowable corrections to your form.

Application Review - PIA

- Have documentation ready
- Respond to inquiries and provide information promptly, by the deadline (usually 15 days)
- Ask for clarification if you are unsure what is needed
- Ask early for an extension if you need it
- Put responses in writing
- Document all responses

Funding Decision

The Funding Commitment Decision Letter (FCDL) is a letter issued by USAC to both the applicant and the service provider that contains decisions on their funding requests. You'll receive an email when it is issued. The letter states which funding requests of the Form 471 are approved or denied.

Applicants and service providers should carefully review their FCDL for details on approved or denied requests and any adjustments made to the original requests, as well as next steps (such as the deadline for filing an appeal which is 60 days for the date of the FCDL).

Change Options To Be Aware Of

SPIN Changes

- If you enter the wrong SPIN, the company merges with another, or your chosen vendor can't provide the service.

Service Substitutions

- If you entered incorrect service information, or you are making an allowed change to the service, use this to notify USAC of the change.

FCC Form 500 - Use this form if you need to do the following:

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

Questions?!!

Contact Information

E-Rate Support and Information

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

www.ohio-k12.help/erate

Call: 740-253-1153