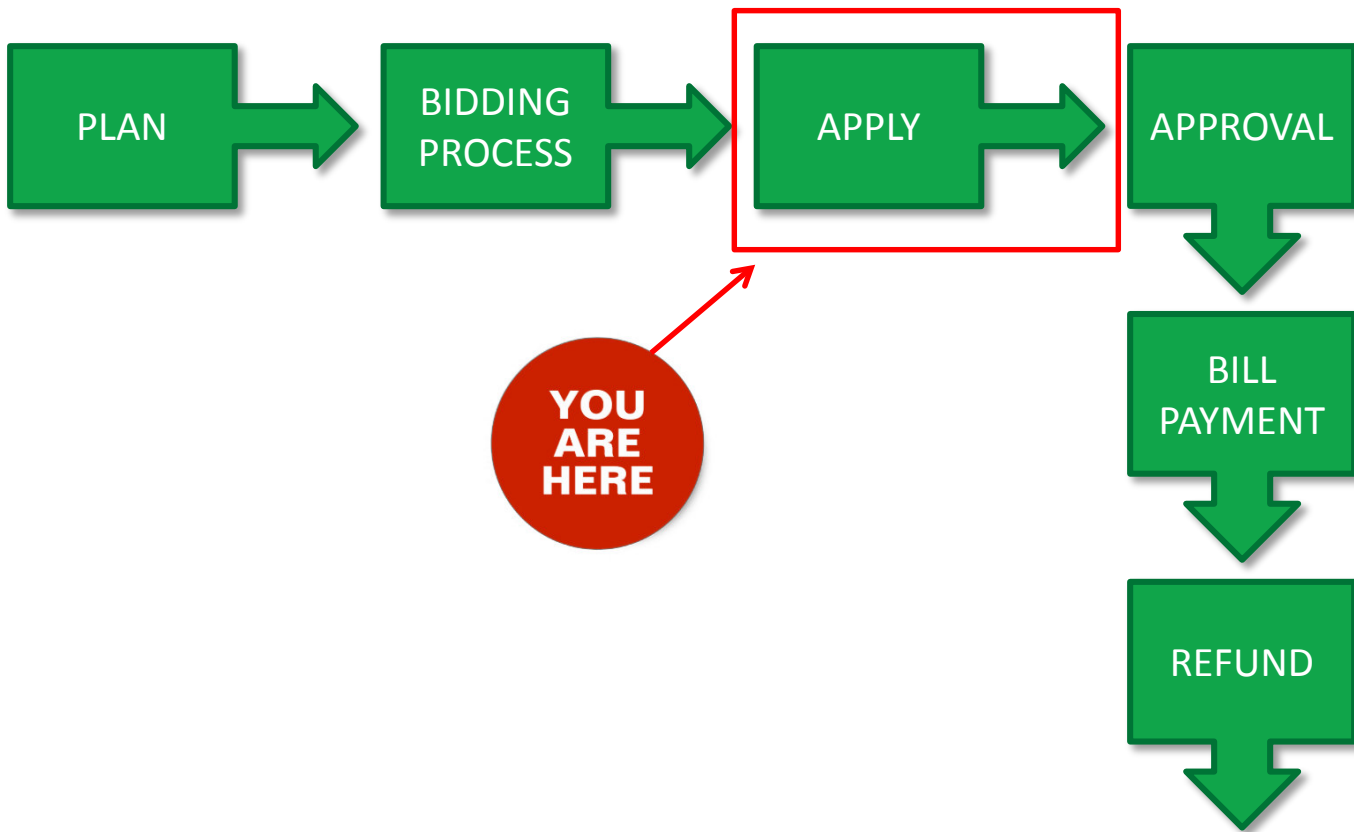


# FY2019 FCC Form 471 Category 2 Services

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Where does the Form 471  
fall in the E-Rate process?



# The Basics

# What is the FCC Form 471?

An indication of which vendor has been selected to provide services and the amount of funding being requested

- Lists individual funding requests
  - Separated by category of service
  - Separated by the selected service providers and eligible services that have been chosen as a result of the FCC Form 470
- Identifies the eligible entities that will receive the services
- Calculates how much funding support is being sought
- Describes requested services and products in detail
- Communicates the discount percentage to which the applicant is entitled
- Certifies the applicant's compliance with program rules

# What should I have already done?

You should have already filed an FCC Form 470, waited at least 28 days, selected the most cost-effective bid, and signed a contract.

Once that is done, you can file an FCC Form 471.

# What should I have already done?

In addition, you should have already submitted your contract information (if applicable) into the Contract Module in EPC.

***Words of caution: Complete this before beginning the Form 471 to avoid having to stop mid-stream.***



# When can I file a Form 471?

- USAC announces a Form 471 filing window each year.
- The earliest possible date that a Form 471 could be filed will be the date established as the opening date of the Form 471 filing window.
- However, **the Form 471 cannot be filed until the establishing Form 470 has been posted for at least 28 days and a contract has been signed and dated** (if applicable).
- The form must be submitted by 11:59 PM Eastern Time on or before the date that the application filing window closes.

**FY2019 Form 471 Filing window:  
January 16, 2019 (Noon EST) – March 27, 2019 (11:59 PM EDT)**

# Where do I file a Form 471?

You must file the Form 471 by accessing the account in the EPC Portal for the Billed Entity that will negotiate with potential service providers for eligible products and services.

This is usually the school district, unless an entity is considered to be an independent school.

# How many separate forms do I file?

Your choice!

- You may file one Form 471

OR

- You may file a separate Form 471 for each type of service

However, the system requires separate forms for:

- Category 1 (Data Transmission and/or Internet Access)

and

- Category 2 (Internal Connections, Basic Maintenance of Internal Connections, Managed Internal Broadband Services)

# Form Actions: Saving and Discarding the Form

Once you are in a form, you will be given options at the bottom of every screen to save and continue working on the form or to discard the form altogether.

BACK

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE



BACK DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

- If you select the “BACK” button, you will be taken back one screen.
- If you select the “DISCARD FORM” button, the entire form will be discarded. Once you confirm that you want to discard the form, it will no longer be available in the EPC system.

This form will now be canceled. Once you take this step, you will not be able to get it back. Would you like to proceed?

NO YES

- If you select the “SAVE & CONTINUE” button, you will proceed to the next page to continue entering information for the form.

***NOTE:*** An error message will display if you select the “SAVE & CONTINUE” button when information is not entered into a required (\*) field or is entered incorrectly. The system will not allow you to continue until the information is corrected.

If, after completing part of the form, you want to save your work and return to it later, click on the “SAVE & CONTINUE” button.

When you return, go to the “Task” link in the blue navigation bar to find a task to create the in-process form.



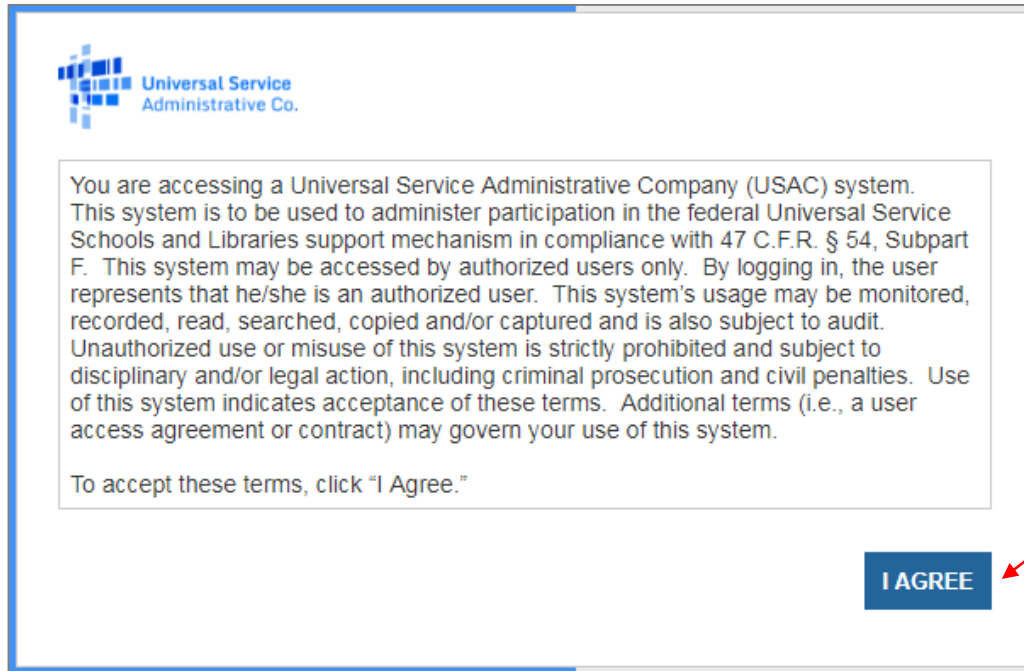
When you click on the task, your form will open back up where you left off.

# Applying For Category 2 Services

**Note:** *You can not include Category 2 funding requests on a Form 471 containing Category 1 requests. You must file separate applications.*



① Navigate to the EPC Portal at <https://portal.usac.org/suite/>



② Click on the "I AGREE" button to proceed

③ Enter your username (your full email address)

Universal Service  
Administrative Co.

Username

Password

Remember me on this computer

[Forgot your password?](#)


**SIGN IN**

④ Enter the password

⑤ Click on the "SIGN IN" button

Your EPC "Landing Page" will display

## My Landing Page



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

Welcome, [School District 6!](#)

### Notifications

Notification Type *Please select a value*

Funding Year *-- Select a Funding Year --*

Status  All  
 Generated  
 Not Generated

Notification	Description	Issued Date	Generated By	Generated On
No items available				


### My Entities

Entity	Entity Number	City	State	Zip Code
School District 6	116	Springfield	ME	04487
School District 6 School A	117	Springfield	ME	04487
School District 6 School B	118	Springfield	ME	04487
School District 6 NIF	119	Springfield	ME	04487

# Applying for C2

⑥ Select the “FCC Form 471” link on your landing page to begin a new FCC Form 471

## My Landing Page



Universal Service Administrative Co.

Welcome, School District 6!

### Notifications

Notification Type

Funding Year

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

**My Entities**

Entity	Entity Number	City	State	Zip Code
School District 6	116	Springfield	ME	04487
School District 6 School A	117	Springfield	ME	04487
School District 6 School B	118	Springfield	ME	04487
School District 6 NIF	119	Springfield	ME	04487

**Navigation Links:** [Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [Appeal](#) | [FCC Form 500](#) | [SPIN Change](#) | [Service Substitution](#) | [Hurricane Impact Designation](#) | [Manage Users](#) | [Manage Organizations](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

**Words of Caution:** Even if you are filing a Form 471 for services to be received by a single school in your district, the form must be filed for the school district. As you create the form you will select the entity that will receive the requested service.

You can also select your school district’s Billed Entity on your landing page, select the “Related Actions” link, and then choose “Create FCC Form 471”

# Form 471 Section One: Basic Information

*First, you will review and enter  
some basic information.*

# [Billed Entity Information]

When you begin the FCC Form 471, the basic information about the billed entity, including the Billed Entity Number (BEN), name, and address will automatically populate from the organization's EPC profile.

## FCC Form 471 - Funding Year 2019

### School District 6 (BEN: 116)

Last Saved:

---

Basic Information      Entity Information      Funding Requests      Certify

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

> **FCC Notice Required By The Paperwork Reduction Act (OMB Control Number: 3060-0806)**

#### Billed Entity Information

School District 6	Billed Entity Number: 116
100 Main Street	FCC Registration Number: 1234564560
Springfield, ME 04487	Applicant Type: School District
555-555-7878	
school.district6.user1@mailinator.com	

#### Application Nickname

Please enter an application nickname here. ⓘ \*

#### FCC Form 471 Help

Show Help

---

You cannot edit this information on the form. If you wish to make changes to the information, the Account Administrator can update the organization's profile using the "Manage Organization" function. Changes made in the profile will be automatically updated in the form.

## FCC Form 471 - Funding Year 2019

### School District 6 (BEN: 116)

Last Saved:

Basic Information

Entity Information

Funding Requests

Certify

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

> **FCC Notice Required By The Paperwork Reduction Act (OMB Control Number: 3060-0806)**

### Billed Entity Information

School District 6

100 Main Street

Springfield, ME 04487

555-555-7878

school.district6.user1@mailinator.com

Billed Entity Number: 116

FCC Registration Number: 1234564560

Applicant Type: School District

### Application Nickname

Please enter an application nickname here. ? \*

### FCC Form 471 Help

Show Help

DISCARD FORM

SAVE & CONTINUE

① Enter an application nickname that will serve as a reminder for the requests in this form

② Then click on the "SAVE & CONTINUE" button to proceed

*The Nickname you entered will now appear at the top of the form along with your Billed Entity Name and Number and the Form 471 Number*

**FCC Form 471 - Funding Year 2019**

---

**School District 6 (BEN: 116) - My FY2019 C2 Form 471 - Form # 191000007**

Last Saved: 1/16/2019 2:42 PM EST

---

Basic Information      Entity Information      Funding Requests      Certify

*Note the breadcrumb trail indicating which section of the form you are currently working on*



*If the account profile indicates that you are using a consultant, the consultant will automatically appear in this section.*

Basic Information      Entity Information      Funding Requests      Certify

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

### Consultant Information

**Consulting Firms**

The consulting firms associated with your organization are listed below.

Name	Consultant Registration Number	Phone Number	Email
USAC Consulting Firm 1	15010001	111-111-1111	

*If a consultant has not been added to the profile, no consultant will display. If you are using a consultant, you will need to return to the profile and enter consultant information.*

Basic Information      Entity Information      Funding Requests      Certify

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

### Consultant Information

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

## ③ Select a contact person for this form

Basic Information      Entity Information      Funding Requests      Certify

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

### Consultant Information

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

### Contact Information

Are you the main contact person? \*

**B** If you are not the main contact, click on the “NO” button  
*then skip to page 28 in this guide*

**A** If you are the main contact for this form, click on the “YES” button  
*then go to the next page in this guide*

**A** ① If you chose “Yes”, your contact info will automatically display

Basic Information	Entity Information	Funding Requests	Certify
Next, you will identify the individuals assisting in seeking E-rate support.			
<b>Consultant Information</b>			
There are currently no consulting firms associated with your organization. If this is in error, please update your organization profile.			
<b>Contact Information</b>			
Are you the main contact person?		School District 6 User 1	
		school.district6.user1@mailinator.com	
		555-555-5555	
<input checked="" type="checkbox"/> YES ✓ <input type="checkbox"/> NO			

Basic Information      Entity Information      Funding Requests      Certify

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

## Consultant Information

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

## Contact Information

Are you the main contact person?

Main Contact Person \*

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

**B** ① If you chose "No", click in the Main Contact Person box that now displays on the page

Basic Information      Entity Information      Funding Requests      Certify

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

## Consultant Information

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


### Contact Information

Are you the main contact person?

YES    NO ✓

Main Contact Person \*

sch

 School District 6 User 1  
school.district6.user1@mailinator.com

**NOTE: Only those individuals who have been associated with your organization can be the contact person for the form**

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

### FCC Form 471 Help

Show Help

BACK    DISCARD FORM      SAVE & CONTINUE

**B** **2** Start typing the name or email address of the contact, and then click on the blue box for that person to fill in their information

# [Holiday/Summer Contact Information]

Basic Information

Entity Information

Funding Requests

Certify

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

## Consultant Information

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


## Contact Information

Are you the main contact person?

YES

NO ✓

Main Contact Person \*

 School District 6 User 1 ✕

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

## Holiday / Summer Contact Information

④ Enter Holiday or Summer contact information

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

## FCC Form 471 Help

Show Help

BACK

DISCARD FORM

SAVE & CONTINUE

Basic Information

Entity Information

Funding Requests

Certify

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

## Consultant Information

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


## Contact Information

Are you the main contact person?

YES

NO ✓

Main Contact Person \*

 School District 6 User 1 ✕

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

## Holiday / Summer Contact Information

Contact John Doe at johndoe@schooldistrict6.org during July and August

Jane Smith (janesmith@schooldistrict6.org / 207-555-5555 serves as an alternate contact person for this form

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

## FCC Form 471 Help

Show Help

⑤ Click on the "SAVE & CONTINUE" button to proceed

BACK

DISCARD FORM

SAVE & CONTINUE

# Form 471 Section Two: Entity Information

*Next, information about the entity will be provided from its profile.*



① Click on the “CATEGORY 2” button to begin a Form 471 for Category 2 services

Basic Information      Entity Information      Funding Requests      Certify

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

### Category of Service

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

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

**CATEGORY 1**

- Data Transmission and/or Internet Access

**CATEGORY 2**

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

### FCC Form 471 Help

Show Help

**BACK**   **DISCARD FORM**      ② Then click on the “SAVE & CONTINUE” button →      **SAVE & CONTINUE**

## **Words of Caution:**

*Once you have selected a category and leave this page, you cannot change the selection.*

*The system will not allow you to file for both Category 1 and Category 2 requests on the same Form 471. You must file separate applications.*

*Information about the school district will display*

*Be careful! Clicking on the link for the school district will take you out of the form to the organization's details.*

Basic Information		Entity Information			Funding Requests		Certify
<p>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.</p>							
BEN Name	BEN	Urban or Rural	State LEA ID	State School ID	NCES Code	School District Attributes	Endowment Amount
School District 6	116	Rural	N/A	N/A		Public School District	None

**FCC Form 471 Help**  
Show Help

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

**NOTE:** *This information cannot be updated within the form*

③ Click on the "SAVE & CONTINUE" button

# [Related Entities Information]

Information about the schools and NIFs in the district will display in a table

Be careful! Clicking on the link for a building will take you out of the form to the entity's details.

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

**Entity Details**  
Fields with '\*' next to them are not sortable

Entity Name ↑	Entity Number	Urban or Rural	NIF*	State LEA ID	State School ID	NCES Code	# of students that attend this school full time or part time*	Student Count Based on Estimate*	Alternative Discount	CEP Percentage	School Attributes*	Endowment Amount	Annexes*
School District 6 NIF	119	Rural		N/A	N/A		N/A	N/A	N/A	N/A		None	<a href="#">View Annexes</a>
School District 6 School A	117	Rural					110	N/A	None	N/A	Public School, Pre-K	None	<a href="#">View Annexes</a>
School District 6 School B	118	Rural					230	N/A	None	N/A	Public School, Tribal School	None	<a href="#">View Annexes</a>

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

**NOTE:** This information cannot be updated within the form

④ Click on the "SAVE & CONTINUE" button

*Information about the discount calculation for the district will display*

Basic Information      **Entity Information**      Funding Requests      Certify

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

### Requested Discount Calculation

**More than 50 percent of your individual schools must be rural for the school district to be considered rural.**

This discount rate has not been approved for the current year

School District Full-time Enrollment	School District NSLP Count	School District NSLP Percent	School District Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate
340	170	50%	Rural	80%	80%

[SHOW ENTITIES](#) ← *Clicking on the "SHOW ENTITIES" button will display the schools in the district. NIFs will not display as they use the district's discount.*

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

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

Basic Information

Entity Information

Funding Requests

Certify

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

## Requested Discount Calculation

**More than 50 percent of your individual schools must be rural for the school district to be considered rural.**

This discount rate has not been approved for the current year

School District Full-time Enrollment	School District NSLP Count	School District NSLP Percent	School District Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate
340	170	50%	Rural	80%	80%

HIDE ENTITIES

← Clicking on the "HIDE ENTITIES" button will collapse the list

## Entity Details

Organization	BEN	Total Number Of Students Enrolled In School	Total Number Of Students in School Eligible For NSLP	Urban/Rural Status	Alternative Discount
School District 6 School A	117	110	55	Rural	None
School District 6 School B	118	230	115	Rural	None

## FCC Form 471 Help

Show Help

BACK

DISCARD FORM

SAVE & CONTINUE

# [Discount Calculation]

*If you see an error such as this, you must return to your organization's profile to determine what is causing the issue. The information cannot be updated within the form.*

Basic Information      **Entity Information**      Funding Requests      Certify

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

### Requested Discount Calculation

The information in your organization's profile is not sufficient to calculate your Discount Rate.

This discount rate has not been approved for the current year

School District Full-time Enrollment	School District NSLP Count	School District NSLP Percent	School District Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate
340	170	50%			

[SHOW ENTITIES](#)

### FCC Form 471 Help

[Show Help](#)

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

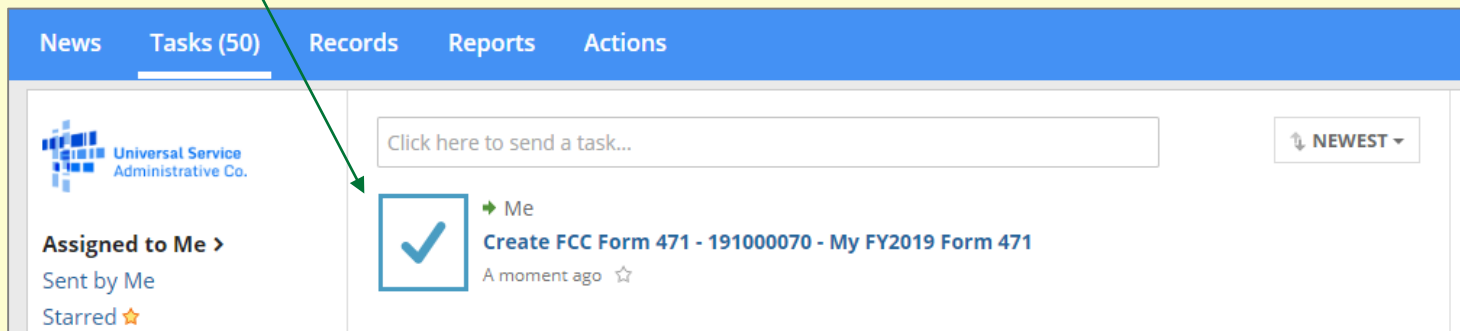
# Help! I need to update entity information

Once the Administrative Window has closed, your organization's profile data will be locked. You will need to contact USAC's Client Services Bureau at 1-888-203-8100 for assistance in making any changes.

# Help! I left the form and can't get back in!

If you clicked on something that brought you to a place outside of the form you are currently creating, you can re-access the form by:

- ① Clicking on the “Tasks” link in the blue navigation bar
- ② And then clicking on the task to create the the in-process form





# Entity Information

Basic Information

Entity Information

Funding Requests

Certify

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

## Requested Discount Calculation

**More than 50 percent of your individual schools must be rural for the school district to be considered rural.**

This discount rate has not been approved for the current year

School District Full-time Enrollment	School District NSLP Count	School District NSLP Percent	School District Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate
340	170	50%	Rural	80%	80%

HIDE ENTITIES

## Entity Details

Organization	BEN	Total Number Of Students Enrolled In School	Total Number Of Students in School Eligible For NSLP	Urban/Rural Status	Alternative Discount
School District 6 School A	117	110	55	Rural	None
School District 6 School B	118	230	115	Rural	None

## FCC Form 471 Help

Show Help

⑤ Click on the "SAVE & CONTINUE" button to proceed

BACK

DISCARD FORM

SAVE & CONTINUE

# Form 471 Section Three: Funding Requests

*Next, you will create the funding requests.*

*This section has several purposes --- to indicate the requested services and to indicate which entities are receiving those services.*

# Funding Requests

*A funding request is a service or group of services that share a common service type, service provider, and contract (if a contract is cited)*

*Each funding request will be identified by its funding request number or FRN*

*Creating an FRN in EPC is a two-step process:*

- 1. Enter “high level” (FRN) information, then*
- 2. Enter details (FRN line items)*

The screenshot shows the 'Funding Requests' section of the FCC Form 471 web interface. The interface has four tabs: 'Basic Information', 'Entity Information', 'Funding Requests' (which is selected), and 'Certify'. Below the tabs, there is a heading 'Funding Requests' and a sub-heading 'Funding Requests'. A table with columns 'FRN', 'Nickname', 'Number of FRN Line Items', and 'FRN Calculation' is shown. Below the table, there is a message: 'You haven't created any Funding Requests (FRNs) yet. Click the "Add FRN" button to start creating your first FRN'. At the bottom right of the table area, there are three buttons: 'ADD FRN', 'EDIT FRN', and 'REMOVE FRN'. A red arrow points to the 'ADD FRN' button. At the bottom left of the interface, there are buttons for 'BACK' and 'DISCARD FORM'. At the bottom right, there are buttons for 'SAVE & SHARE' and 'REVIEW FCC FORM 471'.

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

**ADD FRN** **EDIT FRN** **REMOVE FRN**

① Click on the “ADD FRN” button to create a new Funding Request

② Enter a Nickname for this FRN that will serve as a reminder of the specific service request

Basic Information      Entity Information      **Funding Requests**      Certify

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

### Funding Request Key Information

Please enter a Funding Request Nickname here ? \*

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

### Copy FRN

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

### Service Type

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

*Please select a value* ▼

### FCC Form 471 Help

Show Help

③ Determine whether or not this Funding Request is a continuation of a request from a previous funding year

Basic Information      Entity Information      **Funding Requests**      Certify

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

### Funding Request Key Information

Please enter a Funding Request Nickname here ? \*

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

**B** If it is not, click on the “NO” button  
*then skip to page 47 in this guide*

**A** If it is a continuation, click on the “YES” button  
*then go to the next page in this guide*

Basic Information

Entity Information

Funding Requests

Certify

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

## Funding Request Key Information

Please enter a Funding Request Nickname here ⓘ \*

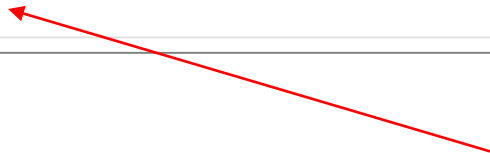
Internal Connections

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

YES ✓

NO

Previous Year FRN Number \*



**A** ① If you chose “Yes”, enter the FRN number in the “Previous Year FRN Number” text box that now displays on the page

Basic Information

Entity Information

Funding Requests

Certify

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

### Funding Request Key Information

Please enter a Funding Request Nickname here ⓘ \*

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

 YES ✓  NO

Previous Year FRN Number \*

### Copy FRN

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

← ④ If you have want to copy an existing FRN as a starting point in creating this FRN, click on the “Copy FRN” button and use the provided tool to locate the FRN you wish to copy

### Service Type

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

### FCC Form 471 Help

Show Help

Basic Information

Entity Information

Funding Requests

Connectivity Information

Certify

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

## Funding Request Key Information

Please enter a Funding Request Nickname here ⓘ \*

Internal Connections

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

YES

NO ✓

## Copy FRN

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

COPY FRN

## Service Type

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

Please select a value

## FCC Form 471 Help

Show Help

CANCEL

CONTINUE

⑤ Select the service type



*The displayed service type choices are based on whether Category 1 or Category 2 was chosen previously in creating this form.*

## Service Type

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

Please select a value

Please select a value

Basic Maintenance of Internal Connections

Internal Connections

Managed Internal Broadband Services

# Funding Requests

Basic Information

Entity Information

Funding Requests

Certify

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

## Funding Request Key Information

Please enter a Funding Request Nickname here ⓘ \*

Internal Connections

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

YES

NO ✓

## Copy FRN

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

COPY FRN

## Service Type

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

Internal Connections

## FCC Form 471 Help

Show Help

CANCEL

⑥ Click on the "CONTINUE" button →

CONTINUE

Basic Information      Entity Information      **Funding Requests**      Certify

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

## FRN Contract

How are the services for this FRN being purchased?

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

**A**      **B**      **C**

**FCC Form 471 Help**

Show Help

*A tariffed service is a telecommunications service that you purchase at rates regulated by the state regulatory commission and/or the FCC, for which you do not have a signed, written contract.*

- ⑦ Choose the appropriate method describing how services for this particular FRN are being purchased
- ⑧ Then click on the “CONTINUE” button on this screen

- A** Contract → go to the next page in this guide
- B** Tariff → skip to page 60 in this guide
- C** Month-to-Month → skip to page 73 in this guide

A

If you chose “Contract” and you have not yet added the contract for this FRN to the Contracts Module, complete the steps outlined in the “Contracts Module” training guide before completing the following steps

A ① Search for a contract by entering a value in any of the search boxes

**NOTE:** By default, the BEN for the organization is listed. If you know none of the other information, you can simply search by BEN.

The screenshot shows a web interface with four tabs: 'Basic Information', 'Entity Information', 'Funding Requests' (selected), and 'Certify'. Below the tabs, a message reads: 'Next, you will associate a contract to your FRN. Please search for a contract below and select one to associate it to the FRN.' A section titled 'Associate a Contract' contains three search fields: 'Search by Creating Organization BEN' (with '183' entered), 'Search by Nickname (All or Partial)', and 'Search by Contract No.'. A note states: 'Please note that BEN is a required field and you can use other search fields to narrow down your result.' At the bottom right of the search area are 'CLEAR FILTERS' and 'SEARCH' buttons. A red arrow points from the 'SEARCH' button to the text below. At the bottom left are 'BACK' and 'CANCEL' buttons, and at the bottom right is a 'CONTINUE' button.

A ② Click on the “SEARCH” button to locate contracts matching the entered criteria



Basic Information

Entity Information

Funding Requests

Certify

Next, you will associate a contract to your FRN. Please search for a contract below and select one to associate it to the FRN.

## ▼ Associate a Contract

### Search by Creating Organization BEN

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

### Search by Contract ID

### Search by Nickname (All or Partial)

### Search by Contract No.

CLEAR FILTERS

SEARCH

**A** ③ Select the checkbox for the correct contract for this FRN

<input type="checkbox"/>	Contract ID	Contract Number	Nickname	Award Date	Creating Organization BEN
<input type="checkbox"/>	4016		My Contract	1/1/2018	183
<input type="checkbox"/>	4017		My Contract 2	1/1/2019	183

## FCC Form 471 Help

Show Help

BACK

CANCEL

CONTINUE

Summary information about the selected contract will display from the Contracts Module

<input type="checkbox"/>	Contract ID	Contract Number	Nickname	Award Date	Creating Organization BEN
<input type="checkbox"/>	4016		My Contract	1/1/2018	183
<input checked="" type="checkbox"/>	4017		My Contract 2	1/1/2019	183

### Contract Summary - My Contract 2

**Contract Number**

**Establishing FCC Form 470** #190000011

**Award Date** 1/1/2019

**Expiration Date (All Extensions)** 6/30/2021

**Account Number**

**Service Provider** USAC Service Provider Firm 7 (SPIN: 240000001)

**Includes Voluntary Extensions?** Yes

**Remaining Voluntary Extensions** 1

**Total Remaining Contract Length** 24

### Pricing Confidentiality

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

### Contract Information (Additional)

What is the service start date? ? \*

Enter the date when services will start for this Funding Year

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

### FCC Form 471 Help

Show Help



<input type="checkbox"/>	Contract ID	Contract Number	Nickname	Award Date	Creating Organization BEN
<input type="checkbox"/>	4016		My Contract	1/1/2018	183
<input checked="" type="checkbox"/>	4017		My Contract 2	1/1/2019	183

## Contract Summary - My Contract 2

### Contract Number

Establishing FCC Form 470 #190000011

Award Date 1/1/2019

Expiration Date (All Extensions) 6/30/2021

### Account Number

Service Provider USAC Service Provider Firm 7 (SPIN: 240000001)

Includes Voluntary Extensions? Yes

Remaining Voluntary Extensions 1

Total Remaining Contract Length 24

## Pricing Confidentiality

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

## Contract Information (Additional)

What is the service start date? ? \*

07/01/2019

Enter the date when services will start for this Funding Year

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

mm/dd/yyyy

## FCC Form 471 Help

Show Help

BACK CANCEL

CONTINUE

**A** **4** Change the date that services will start, if necessary. The default is the first day of the funding year for which you are applying.

<input type="checkbox"/>	Contract ID	Contract Number	Nickname	Award Date	Creating Organization BEN
<input type="checkbox"/>	4016		My Contract	1/1/2018	183
<input checked="" type="checkbox"/>	4017		My Contract 2	1/1/2019	183

## Contract Summary - My Contract 2

### Contract Number

Establishing FCC Form 470 #190000011

Award Date 1/1/2019

Expiration Date (All Extensions) 6/30/2021

### Account Number

Service Provider USAC Service Provider Firm 7 (SPIN: 240000001)

Includes Voluntary Extensions? Yes

Remaining Voluntary Extensions 1

Total Remaining Contract Length 24

## Pricing Confidentiality

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

## Contract Information (Additional)

What is the service start date? ? \*

07/01/2019

Enter the date when services will start for this Funding Year

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

mm/dd/yyyy

**A 5** Enter the contract expiration date  
(must be spelled out in the contract)

## FCC Form 471 Help

Show Help

BACK

CANCEL

CONTINUE

<input type="checkbox"/>	Contract ID	Contract Number	Nickname	Award Date	Creating Organization BEN
<input type="checkbox"/>	4016		My Contract	1/1/2018	183
<input checked="" type="checkbox"/>	4017		My Contract 2	1/1/2019	183

### Contract Summary - My Contract 2

**Contract Number**

Establishing FCC Form 470 #190000011

Award Date 1/1/2019

Expiration Date (All Extensions) 6/30/2021

**Account Number**

Service Provider USAC Service Provider Firm 7 (SPIN: 240000001)

Includes Voluntary Extensions? Yes

Remaining Voluntary Extensions 1

Total Remaining Contract Length 24

### Pricing Confidentiality

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

### Contract Information (Additional)

What is the service start date? \*

07/01/2019

Enter the date when services will start for this Funding Year

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

06/30/2020

### FCC Form 471 Help

Show Help

**A 6** Click on the "CONTINUE" button to proceed



BACK CANCEL

CONTINUE

**B** ① If you chose “Tariff”, enter the number of bids received

Basic Information      Entity Information      **Funding Requests**      Certify

Next, you will associate an FCC Form 470 to your purchasing agreement. Please search for a form below and select one to associate it to the purchasing agreement.

### Establishing FCC Form 470

**How many bids were received? \***

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

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

YES NO

Basic Information      Entity Information      **Funding Requests**      Certify

Next, you will associate an FCC Form 470 to your purchasing agreement. Please search for a form below and select one to associate it to the purchasing agreement.

### Establishing FCC Form 470

**How many bids were received? \***

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

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

**B** ② Click on the “YES” button to indicate that you posted a Form 470

Basic Information      Entity Information      **Funding Requests**      Certify

Next, you will associate an FCC Form 470 to your purchasing agreement. Please search for a form below and select one to associate it to the purchasing agreement.

### Establishing FCC Form 470

How many bids were received? \*

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

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

**YES** ✓    NO

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

Remember that the services in the contract had to be posted on the FCC Form 470.

### Search FCC Forms 470

Search by FCC Form 470 Number

Search by BEN

Search by Nickname (Partial or Full)

Remember you cannot file your Form 471 before the Allowable Contract Date.

**CLEAR FILTERS**    **SEARCH**

**B** ④ Click on the "SEARCH" button to locate forms matching the entered criteria



**B** ③ Locate the Form 470 by entering a value in any of the search boxes

**NOTE:** By default, the BEN for the organization is listed. If you know neither the Form 470 Number nor the Form 470 Nickname, you can simply search by BEN.

Basic Information

Entity Information

Funding Requests

Certify

Next, you will associate an FCC Form 470 to your purchasing agreement. Please search for a form below and select one to associate it to the purchasing agreement.

### Establishing FCC Form 470

How many bids were received? \*

2

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

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

YES ✓

NO

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

Remember that the services in the contract had to be posted on the FCC Form 470.

Remember you cannot file your Form 471 before the Allowable Contract Date.

### Search FCC Forms 470

Search by FCC Form 470 Number

Search by Nickname (Partial or Full)

Search by BEN

183

CLEAR FILTERS

SEARCH

*If your search terms were unsuccessful, click on the "CLEAR FILTERS" button to remove text entered into the search boxes and then try another search*



Results matching the criteria you used will appear in a list

**B** ⑤ Click the check box for the establishing Form 470 that resulted in this particular signed contract

### Search FCC Forms 470

Search by FCC Form 470 Number

Search by Nickname (Partial or Full)

Search by BEN

<input type="checkbox"/>	FCC Form 470 Number	Nickname	Funding Year	BEN	BEN Name	Allowable Contract Date	Service Type
<input type="checkbox"/>	160000301	FY2016 Form 470	2016	116	School District 6	4/29/2016	Internet Access and/or Telecommunications
<input type="checkbox"/>	170001462	FY2017 Form 470	2017	116	School District 6	5/11/2017	Basic Maintenance of Internal Connections; Internet Access and/or Telecommunications
<input type="checkbox"/>	180000003	FY2018 Form 470	2018	116	School District 6	7/18/2017	Basic Maintenance of Internal Connections; Internet Access and/or Telecommunications
<input type="checkbox"/>	180000140	FY2018 Form 470	2018	116	School District 6	11/3/2017	Internal Connections; Internet Access and/or Telecommunications

### FCC Form 471 Help

[Show Help](#)

**B** ⑥ Then click on the "CONTINUE" button to proceed



Basic Information      Entity Information      **Funding Requests**      Certify

Next, you will associate a service provider to your purchasing agreement. Please search for a provider below and select one to associate it to the purchasing agreement.

### Service Provider

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

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

Use the search tool below to find the establishing service provider

### Search Service Providers

Search by SPIN

Search by Name (Full or Partial)

**B** **7** Enter the account number if you have one (not required)



Basic Information      Entity Information      **Funding Requests**      Certify

Next, you will associate a service provider to your purchasing agreement. Please search for a provider below and select one to associate it to the purchasing agreement.

### Service Provider

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

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

Use the search tool below to find the establishing service provider

### Search Service Providers

Search by SPIN

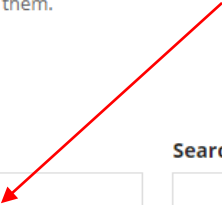
Search by Name (Full or Partial)

*SPIN numbers are always 9 digits and begin "14"*

CLEAR FILTERS    SEARCH

BACK    CANCEL    CONTINUE

**B** ⑧ Enter the SPIN or name of the service provider



**B** ⑨ Click on the "SEARCH" button

Basic Information

Entity Information

Funding Requests

Certify

Next, you will associate a service provider to your purchasing agreement. Please search for a provider below and select one to associate it to the purchasing agreement.

### Service Provider

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

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

Use the search tool below to find the establishing service provider

### Search Service Providers

Search by SPIN

Search by Name (Full or Partial)

CLEAR FILTERS SEARCH

*If your search terms were unsuccessful, click on the "CLEAR FILTERS" button to remove text entered into the search boxes and then try another search*



\*

<input type="checkbox"/>	SPIN	Name	Doing Business As	State
No items available				

BACK CANCEL

CONTINUE

Basic Information      Entity Information      **Funding Requests**      Certify

Next, you will associate a service provider to your purchasing agreement. Please search for a provider below and select one to associate it to the purchasing agreement.

### Service Provider

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

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

**Use the search tool below to find the establishing service provider**

### Search Service Providers

Search by SPIN       Search by Name (Full or Partial)

\*

<input type="checkbox"/>	SPIN	Name	↑ Doing Business As	State
<input type="checkbox"/>	240000001	USAC Service Provider Firm 7		VA
<input type="checkbox"/>	240000002	USAC Service Provider Firm 8		VA
<input type="checkbox"/>	240000003	USAC Service Provider Firm 9		VA

*Results matching the criteria you used will appear in a list*

**B** ⑩ Click the check box for the appropriate service provider

**B** ⑪ Click on the "CONTINUE" button

Basic Information      Entity Information      **Funding Requests**      Certify

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

### Dates

**What is the service start date? \***

Enter the date when services will start for this Funding Year

**When will the services end? \***

**B** ⑫ Modify the service start date if necessary, and enter the date services will end

**B** ⑬ Click on the "CONTINUE" button

**B** (14) Determine if there is a statute, rule, or other restriction that prohibits pricing transparency

Basic Information      Entity Information      **Funding Requests**      Certify

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

### Pricing Confidentiality

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

← **A** If there is no prohibition, click on the “NO” button  
*then go to the next page in this guide*

**B** If there is, click on the “YES” button  
*then skip to page 72 in this guide*

**Words of Caution:** *There must be an actual statute in place. It is not sufficient for the vendor to simply state that their pricing is confidential. When in doubt, click on “No”!*

Basic Information      Entity Information      **Funding Requests**      Certify

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

### Pricing Confidentiality

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

YES    NO ✓

BACK    CANCEL    CONTINUE

**B** **14** **A** **1** Click on the “CONTINUE” button to proceed

**B** **14** **B** **1** Provide the type of restriction and the citation, and upload a file that documents the restriction

Basic Information      Entity Information      **Funding Requests**      Certify

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

### Pricing Confidentiality

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

**YES** ✓   **NO**

**Restriction Document Upload**  
You must upload a copy of the document that contains the cited restriction.

**UPLOAD** Drop file here

**What is the type of restriction? \***  
-- Select a value --

**Restriction Citation \***

You must provide a citation to the specific rule, statute, contract paragraph etc that contains the restriction.

**BACK**   **CANCEL**   **CONTINUE**

**B** **14** **B** **2** Click on the “CONTINUE” button to proceed



**C** ① If you chose “Month-to-Month”, enter the number of bids received

Basic Information      Entity Information      **Funding Requests**      Certify

Next, you will associate an FCC Form 470 to your purchasing agreement. Please search for a form below and select one to associate it to the purchasing agreement.

### Establishing FCC Form 470

**How many bids were received? \***

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

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

Basic Information      Entity Information      **Funding Requests**      Certify

Next, you will associate an FCC Form 470 to your purchasing agreement. Please search for a form below and select one to associate it to the purchasing agreement.

### Establishing FCC Form 470

**How many bids were received? \***

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

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

**C ②** Click on the “YES” button to indicate that you posted a Form 470

Basic Information      Entity Information      **Funding Requests**      Certify

Next, you will associate an FCC Form 470 to your purchasing agreement. Please search for a form below and select one to associate it to the purchasing agreement.

## Establishing FCC Form 470

How many bids were received? \*

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

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

**YES** ✓    NO

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

Remember that the services in the contract had to be posted on the FCC Form 470.

### Search FCC Forms 470

Search by FCC Form 470 Number

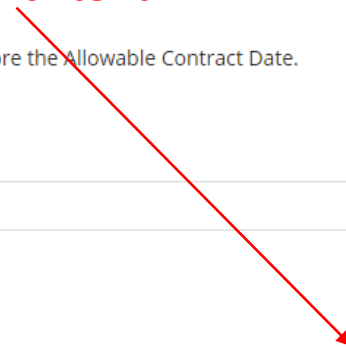
Search by BEN

Search by Nickname (Partial or Full)

Remember you cannot file your Form 471 before the Allowable Contract Date.

**CLEAR FILTERS**    **SEARCH**

**C** ④ Click on the "SEARCH" button to locate forms matching the entered criteria



**C** ③ Locate the Form 470 by entering a value in any of the search boxes

**NOTE:** By default, the BEN for the organization is listed. If you know neither the Form 470 Number nor the Form 470 Nickname, you can simply search by BEN.

Basic Information      Entity Information      **Funding Requests**      Certify

Next, you will associate an FCC Form 470 to your purchasing agreement. Please search for a form below and select one to associate it to the purchasing agreement.

## Establishing FCC Form 470

**How many bids were received? \***

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

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

**YES** ✓   **NO**

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

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

## Search FCC Forms 470

**Search by FCC Form 470 Number**

**Search by Nickname (Partial or Full)**

**Search by BEN**

**CLEAR FILTERS**   **SEARCH**

*If your search terms were unsuccessful, click on the "CLEAR FILTERS" button to remove text entered into the search boxes and then try another search*

Results matching the criteria you used will appear in a list

**C** **5** Click the check box for the establishing Form 470 that resulted in this particular signed contract

### Search FCC Forms 470

Search by FCC Form 470 Number

Search by Nickname (Partial or Full)

Search by BEN

<input type="checkbox"/>	FCC Form 470 Number	Nickname	Funding Year	BEN	BEN Name	Allowable Contract Date	Service Type
<input type="checkbox"/>	160000301	FY2016 Form 470	2016	116	School District 6	4/29/2016	Internet Access and/or Telecommunications
<input type="checkbox"/>	170001462	FY2017 Form 470	2017	116	School District 6	5/11/2017	Basic Maintenance of Internal Connections; Internet Access and/or Telecommunications
<input type="checkbox"/>	180000003	FY2018 Form 470	2018	116	School District 6	7/18/2017	Basic Maintenance of Internal Connections; Internet Access and/or Telecommunications
<input type="checkbox"/>	180000140	FY2018 Form 470	2018	116	School District 6	11/3/2017	Internal Connections; Internet Access and/or Telecommunications

### FCC Form 471 Help

[Show Help](#)

**C** **6** Then click on the "CONTINUE" button to proceed

Basic Information      Entity Information      **Funding Requests**      Certify

Next, you will associate a service provider to your purchasing agreement. Please search for a provider below and select one to associate it to the purchasing agreement.

### Service Provider

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

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

Use the search tool below to find the establishing service provider

### Search Service Providers

Search by SPIN

Search by Name (Full or Partial)

**C** **7** Enter the account number if you have one (not required)

Basic Information      Entity Information      **Funding Requests**      Certify

Next, you will associate a service provider to your purchasing agreement. Please search for a provider below and select one to associate it to the purchasing agreement.

### Service Provider

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

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

Use the search tool below to find the establishing service provider

### Search Service Providers

Search by SPIN

Search by Name (Full or Partial)

*SPIN numbers are always 9 digits and begin "14"*

BACK    CANCEL      CLEAR FILTERS    SEARCH      CONTINUE

**C** **8** Enter the SPIN or name of the service provider

**C** **9** Click on the "SEARCH" button

Basic Information      Entity Information      **Funding Requests**      Certify

Next, you will associate a service provider to your purchasing agreement. Please search for a provider below and select one to associate it to the purchasing agreement.

### Service Provider

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

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

Use the search tool below to find the establishing service provider

### Search Service Providers

**Search by SPIN**

**Search by Name (Full or Partial)**

\*

<input type="checkbox"/>	SPIN	Name	Doing Business As	State
No items available				

*If your search terms were unsuccessful, click on the "CLEAR FILTERS" button to remove text entered into the search boxes and then try another search*





Basic Information      Entity Information      **Funding Requests**      Certify

Next, you will associate a service provider to your purchasing agreement. Please search for a provider below and select one to associate it to the purchasing agreement.

### Service Provider

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

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

**Use the search tool below to find the establishing service provider**

### Search Service Providers

Search by SPIN       Search by Name (Full or Partial)

\*

<input type="checkbox"/>	SPIN	Name	↑ Doing Business As	State
<input type="checkbox"/>	240000001	USAC Service Provider Firm 7		VA
<input type="checkbox"/>	240000002	USAC Service Provider Firm 8		VA
<input type="checkbox"/>	240000003	USAC Service Provider Firm 9		VA

*Results matching the criteria you used will appear in a list*

**C 10** Click the check box for the appropriate service provider

**C 11** Click on the "CONTINUE" button

Basic Information      Entity Information      **Funding Requests**      Certify

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

### Dates

**What is the service start date? \***

Enter the date when services will start for this Funding Year

**When will the services end? \***

**C 12** Modify the service start date if necessary,  
and enter the date services will end

**C 13** Click on the "CONTINUE" button

C 14 Determine if there is a statute, rule, or other restriction that prohibits pricing transparency

Basic Information      Entity Information      Funding Requests      Certify

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

### Pricing Confidentiality

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

YES NO

BACK CANCEL CONTINUE

A If there is no prohibition, click on the “NO” button  
then go to the next page in this guide

B If there is, click on the “YES” button  
then skip to page 85 in this guide

**Words of Caution:** There must be an actual statute in place. It is not sufficient for the vendor to simply state that their pricing is confidential. When in doubt, click on “No”!

Basic Information      Entity Information      **Funding Requests**      Certify

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

## Pricing Confidentiality

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

YES    NO ✓

BACK    CANCEL    CONTINUE

**C** **14** **A** **1** Click on the "CONTINUE" button to proceed

C 14 B 1 Provide the type of restriction and the citation, and upload a file that documents the restriction

Basic Information Entity Information **Funding Requests** Certify

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

### Pricing Confidentiality

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

**YES ✓** **NO**

**Restriction Document Upload**  
You must upload a copy of the document that contains the cited restriction.

**UPLOAD** Drop file here

**What is the type of restriction? \***  
-- Select a value --

**Restriction Citation \***

You must provide a citation to the specific rule, statute, contract paragraph etc that contains the restriction.

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

C 14 B 2 Click on the "CONTINUE" button to proceed

⑨ Provide a description of the service you are requesting and any other information you think USAC would find important such as profile issues

The screenshot displays a multi-step application process with four tabs: Basic Information, Entity Information, Funding Requests, and Certify. The 'Funding Requests' tab is active. Below the tabs, the section is titled 'Narrative'. A large text area is provided for input, with a red arrow pointing to it from the instruction above. Below the text area, there is a paragraph of instructions: 'Click the "Save & Continue" button to complete this step of the FRN creation process. On the next screen, click on the FRN number that was just created to begin adding FRN Line Items and the associated Recipients of Service. If you wish to start another FRN without adding FRN Line Items, click the "Add FRN" button.' Below this text is a link for 'FCC Form 471 Help' and a 'Show Help' button. At the bottom of the form, there are three buttons: 'BACK', 'CANCEL', and 'SAVE & CONTINUE'. A red arrow points to the 'SAVE & CONTINUE' button from the instruction below.

⑩ Then click on the “SAVE & CONTINUE” button to proceed

# Funding Requests

*The Funding Request you just created will be listed in the table*

Basic Information      Entity Information      **Funding Requests**      Certify

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

### Funding Requests

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

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	1999000016	Internal Connections	0	

[ADD FRN](#) [EDIT FRN](#) [REMOVE FRN](#)

### FCC Form 471 Help

Show Help

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

*Note that information is missing for the FRN – there are no line items or calculations  
That missing information will be completed in the next step, “Managing FRN Line Items”*

# Managing FRN Line Items

*You will need to enter the products and services  
being requested on separate FRN line items.*



# FRN Line Items

*An FRN is incomplete until line items have been added to identify each specific product and service being requested and its associated costs.*

Basic Information      Entity Information      **Funding Requests**      Certify

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

### Funding Requests

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

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	<a href="#">1999000016</a>	Internal Connections	0	

**ADD FRN**    **EDIT FRN**    **REMOVE FRN**

**FCC Form 471 Help**  
Show Help

**BACK**    **DISCARD FORM**      **SAVE & SHARE**    **REVIEW FCC FORM 471**

① Select the hyperlink for the FRN you need to complete

**Words of Caution:** Don't be lured by the "ADD FRN" button. You are finishing an existing FRN here, not adding another FRN.

Basic Information      Entity Information      **Funding Requests**      Certify

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

## FRN Line Items for FRN #1999000016 - Internal Connections

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

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

### FCC Form 471 Help

Show Help

BACK    DISCARD FORM    SAVE & SHARE    CONTINUE

② Click on the “ADD NEW FRN LINE ITEM” button

### **Guidelines:**

- *For each product or service sought, use a separate line item to describe the products or services.*
- *If you have several of the same product or service but they are delivered at different speeds or for different costs, use a separate line item for each.*

Basic Information      Entity Information      **Funding Requests**      Certify

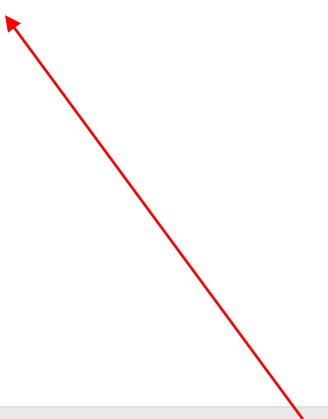
Please enter Product and Service Details Information for this Internal Connections Line Item

## Product and Service Details for new FRN Line Item for FRN #1999000016 - Internal Connections

**Type of Internal Connection** ⓘ \*

Please select a value

- Please select a value
- Cabling/Connectors
- Caching
- Data Distribution
- Data Protection
- Racks
- Software
- Wireless Data Distribution
- Miscellaneous
- License
- Transceiver
- Module



③ Select the value that best describes the type of product for this FRN Line Item. The options will vary depending on the type of service you indicated earlier in the form.

Basic Information      Entity Information      **Funding Requests**      Certify

Please enter Product and Service Details Information for this Internal Connections Line Item

## Product and Service Details for new FRN Line Item for FRN #1999000016 - Internal Connections

**Type of Internal Connection** ⓘ \*

Cabling/Connectors

**Type of Product \***      **Make \***

Please select a value      Please select a value

**Installation Included in Price?**

YES   NO

**Model \***

Lease or Non-Purchase Agreement?

YES   NO

**FCC Form 471 Help**

Show Help

CANCEL      CONTINUE

④ Complete the remaining questions

**NOTE:** Different options will display depending on the value chosen in the previous step

Basic Information      Entity Information      **Funding Requests**      Certify

Please enter Product and Service Details Information for this Internal Connections Line Item

### Product and Service Details for new FRN Line Item for FRN #1999000016 - Internal Connections

**Type of Internal Connection** ⓘ \*

Cabling/Connectors

**Type of Product** \*

Cabling

**Make** \*

Barracuda

**Model** \*

Model XYZ

**Installation Included in Price?**

YES ✓    NO

**Lease or Non-Purchase Agreement?**

YES    NO ✓

**FCC Form 471 Help**

Show Help

⑤ Click on the “CONTINUE” button to proceed

# [FRN Line Item: Costs]

Basic Information	Entity Information	Funding Requests	Certify
Please enter Cost Information for this Internal Connections Line Item. All fields in the grid below are required. Please enter zero if funds are not requested for that field.			
<b>Cost Calculation for new FRN Line Item for FRN #1999000016 - Internal Connections</b>			
Monthly Cost		One-Time Cost	
Monthly Recurring Unit Cost		One-time Unit Cost	
Monthly Recurring Unit Ineligible Costs		One-time Ineligible Unit Cost	
Monthly Recurring Unit Eligible Costs	Calculated	One-time Eligible Unit Cost	Calculated
Monthly Quantity		One-time Quantity	
Units	Please select a value	Total Eligible One-time Costs	
Total Monthly Eligible Recurring Costs	=	<b>Summary</b>	
Months of Service	x 12	Total Eligible Recurring Costs	
Total Eligible Recurring Costs	=	Total Eligible One-time Costs	
		Pre-Discout Extended Eligible Line Item Cost	=

⑥ Enter Cost Calculations for this FRN line item  
(see the next slide for more information)

**NOTE:** All fields must be completed.  
Enter zeroes in fields for which you  
have no requested costs.

## Fields

**Monthly Recurring Unit Cost:** Enter the total monthly cost for this service for each connection. If the cost of service fluctuates from month to month, use the average of past bills to estimate the monthly cost. Include all eligible taxes and fees.

**Monthly Recurring Unit Ineligible Costs:** Enter the total cost associated with ANY ineligible services, entities, or uses included in your monthly charges.

**Monthly Quantity:** The number of connections that have this total recurring cost.

**One-time Unit Cost:** Enter one-time or non-recurring costs for the product or service. For example, installation charges for eligible services and equipment are eligible.

**One-time Unit Ineligible Cost:** Enter the total cost associated with ANY ineligible services, entities, or uses included in your one-time charges.

**One-time Quantity:** The number of connections that have this total one-time cost.

# [FRN Line Item: Costs]

Basic Information	Entity Information	Funding Requests	Certify																																						
Please enter Cost Information for this Internal Connections Line Item. All fields in the grid below are required. Please enter zero if funds are not requested for that field.																																									
<b>Cost Calculation for new FRN Line Item for FRN #1999000016 - Internal Connections</b>																																									
<table border="1"> <tr><td>Monthly Cost</td><td></td></tr> <tr><td>Monthly Recurring Unit Cost</td><td>\$0.00</td></tr> <tr><td>Monthly Recurring Unit Ineligible Costs</td><td>\$0.00</td></tr> <tr><td>Monthly Recurring Unit Eligible Costs</td><td>= \$0.00</td></tr> <tr><td>Monthly Quantity</td><td>0</td></tr> <tr><td>Units</td><td>Each</td></tr> <tr><td>Total Monthly Eligible Recurring Costs</td><td>= \$0.00</td></tr> <tr><td>Months of Service</td><td>x 12</td></tr> <tr><td>Total Eligible Recurring Costs</td><td>= \$0.00</td></tr> </table>		Monthly Cost		Monthly Recurring Unit Cost	\$0.00	Monthly Recurring Unit Ineligible Costs	\$0.00	Monthly Recurring Unit Eligible Costs	= \$0.00	Monthly Quantity	0	Units	Each	Total Monthly Eligible Recurring Costs	= \$0.00	Months of Service	x 12	Total Eligible Recurring Costs	= \$0.00	<table border="1"> <tr><td>One-Time Cost</td><td></td></tr> <tr><td>One-time Unit Cost</td><td>\$1,000.00</td></tr> <tr><td>One-time Ineligible Unit Cost</td><td>\$0.00</td></tr> <tr><td>One-time Eligible Unit Cost</td><td>= \$1,000.00</td></tr> <tr><td>One-time Quantity</td><td>6</td></tr> <tr><td>Total Eligible One-time Costs</td><td>= \$6,000.00</td></tr> <tr><td colspan="2"><b>Summary</b></td></tr> <tr><td>Total Eligible Recurring Costs</td><td>\$0.00</td></tr> <tr><td>Total Eligible One-time Costs</td><td>+ \$6,000.00</td></tr> <tr><td>Pre-Discount Extended Eligible Line Item Cost</td><td>= \$6,000.00</td></tr> </table>		One-Time Cost		One-time Unit Cost	\$1,000.00	One-time Ineligible Unit Cost	\$0.00	One-time Eligible Unit Cost	= \$1,000.00	One-time Quantity	6	Total Eligible One-time Costs	= \$6,000.00	<b>Summary</b>		Total Eligible Recurring Costs	\$0.00	Total Eligible One-time Costs	+ \$6,000.00	Pre-Discount Extended Eligible Line Item Cost	= \$6,000.00
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<p>&gt; <b>More Help with the Costs Above</b>  <b>FCC Form 471 Help</b></p> <p>Show Help</p>																																									
<input type="button" value="BACK"/> <input type="button" value="CANCEL"/>		<p>⑦ Click on the "SAVE &amp; CONTINUE" button →</p> <input type="button" value="SAVE &amp; CONTINUE"/>																																							



# Managing Recipients and Costs

*For every line item created for each FRN, you must identify the entities receiving that particular service and allocate the costs.*



① Determine if every entity (schools and NIFs) will be receiving this particular service

A If every entity will receive the service, choose the “YES” button (default option) *then skip to page 102 in this guide*

B If only some entities will receive the service, click on the “NO” button *then go to the next page in this guide*

Basic Information      Entity Information      **Funding Requests**      Certify

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

### Manage Recipients of Service

Is every entity for this organization receiving service?

#### Selected Entities

BEN	BEN Name
117	School District 6 School A
118	School District 6 School B
119	School District 6 NIF

#### FCC Form 471 Help

Show Help

Basic Information

Entity Information

Funding Requests

Certify

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

## Manage Recipients of Service

Is every entity for this organization receiving service?

YES

NO ✓

### All Entities

Search by BEN

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

CLEAR FILTERS

SEARCH

<input type="checkbox"/>	BEN	BEN Name
<input type="checkbox"/>	117	School District 6 School A
<input type="checkbox"/>	118	School District 6 School B
<input type="checkbox"/>	119	School District 6 NIF

ADD

### Selected Entities

<input type="checkbox"/>	BEN	BEN Name
No items available		

### FCC Form 471 Help

Show Help

BACK

CANCEL

SAVE & CONTINUE

*Use the search box to locate an entity by entering its Billed Entity Number*

**B** ① If you selected "NO", you must now check the box for each entity that will receive this service

Basic Information      Entity Information      **Funding Requests**      Certify

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

## Manage Recipients of Service

Is every entity for this organization receiving service?

### All Entities

Search by BEN

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

<input type="checkbox"/>	BEN	BEN Name
<input checked="" type="checkbox"/>	117	School District 6 School A
<input type="checkbox"/>	118	School District 6 School B
<input type="checkbox"/>	119	School District 6 NIF

### Selected Entities

<input type="checkbox"/>	BEN	BEN Name
No items available		

### FCC Form 471 Help

Show Help

**B** ② Then click on the "ADD" button



Basic Information    Entity Information    **Funding Requests**    Certify

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

## Manage Recipients of Service

Is every entity for this organization receiving service?

### All Entities

Search by BEN

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

<input type="checkbox"/>	BEN	BEN Name
<input type="checkbox"/>	117	School District 6 School A
<input type="checkbox"/>	118	School District 6 School B
<input type="checkbox"/>	119	School District 6 NIF

### Selected Entities

*Selected entities will be listed here*

<input type="checkbox"/>	BEN	BEN Name
<input type="checkbox"/>	117	School District 6 School A

### FCC Form 471 Help

Show Help **B** ③ Click on the "SAVE & CONTINUE" button to proceed

*If you need to remove an entity, select it and then click on the "REMOVE" button*

## ② Determine if costs are shared equally between the entities

Basic Information      Entity Information      **Funding Requests**      Certify

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

### Manage Recipients of Service

Is every entity for this organization receiving service?

YES ✓     NO

#### Selected Entities

BEN	BEN Name
117	School District 6 School A
118	School District 6 School B

Are the costs shared equally among all of the entities? \*

YES     NO

**FCC Form 471 Help**  
Show Help

**A** If costs are shared equally, choose the “YES” button then go to the next page in this guide

**B** If they are not shared equally, click on the “NO” button then skip to page 105 in this guide

Basic Information

Entity Information

Funding Requests

Certify

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

## Manage Recipients of Service

Is every entity for this organization receiving service?

YES ✓

NO

### Selected Entities

BEN	BEN Name
117	School District 6 School A
118	School District 6 School B

Are the costs shared equally among all of the entities?

YES ✓

NO

### FCC Form 471 Help

Show Help

BACK

CANCEL

**A** ① Click on the "SAVE & CONTINUE" button →

SAVE & CONTINUE

Basic Information      Entity Information      **Funding Requests**      Certify

Next, you will review the costs allocated across your Recipients of Service

### Recipients of Service for FRN Line Item #1999000016.001

The Total Eligible Line Item Cost of \$6,000.00 has been allocated equally to the entity(ies) below.

BEN	Name	↑	Eligible Cost per BEN
117	School District 6 School A		\$3,000.00
118	School District 6 School B		\$3,000.00

**FCC Form 471 Help**  
Show Help

*The total cost will be calculated and divided equally amongst the recipients of service*

**A** **②** Click on the “CONTINUE” button →



Basic Information

Entity Information

Funding Requests

Certify

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

## Manage Recipients of Service

Is every entity for this organization receiving service?

YES ✓

NO

### Selected Entities

BEN	BEN Name
117	School District 6 School A
118	School District 6 School B

Are the costs shared equally among all of the entities?

YES

NO ✓

### FCC Form 471 Help

Show Help

BACK

CANCEL

**B** ① Click on the "SAVE & CONTINUE" button →

SAVE & CONTINUE

*You will need to allocate the appropriate costs for each recipient*

Basic Information      Entity Information      **Funding Requests**      Certify

Next, you will allocate the Total Eligible Line Item Cost across your Recipients of Service

### Recipients of Service for FRN Line Item #1999000016.002

Please allocate the remaining Total Eligible Line Item Cost of **\$6,000.00** to the entity(ies) below. *total number of dollars requested*

Select the entity(ies) in the grid below and then click the Edit Eligible Cost button to edit the eligible cost allocated to each BEN. Please note, you can also select the checkbox in the upper lefthand corner of the grid to select all entities on the current page of the grid.

<input type="checkbox"/> BEN	Name	↑ Eligible Cost per BEN
<input type="checkbox"/> 117	School District 6 School A	
<input type="checkbox"/> 118	School District 6 School B	

**B** ② Select the checkbox at the top of the column to select all recipients

**FCC Form 471 Help**      [EDIT ELIGIBLE COST](#)

Show Help

[BACK](#)    [CANCEL](#)      [CONTINUE](#)

Basic Information

Entity Information

Funding Requests

Certify

Next, you will allocate the Total Eligible Line Item Cost across your Recipients of Service

## Recipients of Service for FRN Line Item #1999000016.002

Please allocate the remaining Total Eligible Line Item Cost of **\$6,000.00** to the entity(ies) below.

Select the entity(ies) in the grid below and then click the Edit Eligible Cost button to edit the eligible cost allocated to each BEN. Please note, you can also select the checkbox in the upper lefthand corner of the grid to select all entities on the current page of the grid.

<input checked="" type="checkbox"/>	BEN	Name	↑ Eligible Cost per BEN
<input checked="" type="checkbox"/>	117	School District 6 School A	
<input checked="" type="checkbox"/>	118	School District 6 School B	

**B** ③ Click on the “EDIT ELIGIBLE COST” button  **EDIT ELIGIBLE COST**

### FCC Form 471 Help

Show Help

BACK CANCEL

CONTINUE

Basic Information      Entity Information      **Funding Requests**      Certify

Next, you will edit the eligible cost allocated to the recipient(s) below

If two or more entities are sharing telecommunications line(s), you can allocate the single line equally among the entities. For example, if two entities share a single circuit, indicate 0.5 line per entity.

### Edit Eligible Cost Allocated to the Recipient(s)

Please allocate the remaining Total Eligible Line Item Cost of **\$6,000.00** to the entity(ies) below.

1. School District 6 School A (BEN: 117)

2. School District 6 School B (BEN: 118)

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

*total amount of costs remaining un-allocated*

**B** **4** Enter the cost in dollars and cents for each entity. The system will tell you what is left to be allocated.

Basic Information

Entity Information

Funding Requests

Certify

Next, you will edit the eligible cost allocated to the recipient(s) below

If two or more entities are sharing telecommunications line(s), you can allocate the single line equally among the entities. For example, if two entities share a single circuit, indicate 0.5 line per entity.

## Edit Eligible Cost Allocated to the Recipient(s)

Please allocate the remaining Total Eligible Line Item Cost of **\$6,000.00** to the entity(ies) below.

### 1. School District 6 School A (BEN: 117)

### 2. School District 6 School B (BEN: 118)

## FCC Form 471 Help

Show Help

CANCEL

**B** ⑤ Click on the "SAVE & CONTINUE" button 

SAVE & CONTINUE

**B** **⑥** Verify that the entire cost of the Line Item has been allocated and \$0.00 remains to be distributed amongst the recipients

Fix any problems by selecting the check box at the top again, clicking on the “EDIT ELIGIBLE COST” button, and making any necessary adjustments

Basic Information      Entity Information      **Funding Requests**      Certify

Next, you will allocate the Total Eligible Line Item Cost across your Recipients of Service

### Recipients of Service for FRN Line Item #1999000016.002

Please allocate the remaining Total Eligible Line Item Cost of **\$0.00** to the entity(ies) below.

Select the entity(ies) in the grid below and then click the Edit Eligible Cost button to edit the eligible cost allocated to each BEN. Please note, you can also select the checkbox in the upper lefthand corner of the grid to select all entities on the current page of the grid.

<input type="checkbox"/>	BEN	Name	↑	Eligible Cost per BEN
<input type="checkbox"/>	117	School District 6 School A		\$4,000.00
<input type="checkbox"/>	118	School District 6 School B		\$2,000.00

[EDIT ELIGIBLE COST](#)

### FCC Form 471 Help

[Show Help](#)

[BACK](#)    [CANCEL](#)      [CONTINUE](#)

Basic Information

Entity Information

Funding Requests

Certify

Next, you will allocate the Total Eligible Line Item Cost across your Recipients of Service

## Recipients of Service for FRN Line Item #1999000016.002

Please allocate the remaining Total Eligible Line Item Cost of **\$0.00** to the entity(ies) below.

Select the entity(ies) in the grid below and then click the Edit Eligible Cost button to edit the eligible cost allocated to each BEN. Please note, you can also select the checkbox in the upper lefthand corner of the grid to select all entities on the current page of the grid.

<input type="checkbox"/>	BEN	Name	↑	Eligible Cost per BEN
<input type="checkbox"/>	117	School District 6 School A		\$4,000.00
<input type="checkbox"/>	118	School District 6 School B		\$2,000.00

EDIT ELIGIBLE COST

### FCC Form 471 Help

Show Help

**B** ⑦ When the allocations are set,  
click on the "CONTINUE" button

BACK

CANCEL

CONTINUE

# Wrapping Up the FRN



*Each Line Item for this FRN will display in a table*

*To create another Line Item, click on the “ADD NEW FRN LINE ITEM” button*

*To edit an existing Line Item, click on the link for it*

*To delete an existing Line Item, click the check box for it and click on the “REMOVE FRN LINE ITEM”*

Basic Information      Entity Information      **Funding Requests**      Certify

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

### FRN Line Items for FRN #1999000016 - Internal Connections

<input type="checkbox"/>	FRN Line Item Number ↓	Type of Internal Connection	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	1999000016.002	Cabling/Connectors	Cabling	0	6	\$6,000.00

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

### FCC Form 471 Help

Show Help

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

① Click on the “CONTINUE” button when your Line Items for this FRN are complete

Each FRN for this form will display in a table

To create another FRN, click on the “ADD FRN” button

To work with an existing FRN, click the check box for it and ...

- Click on the “EDIT FRN” button to edit the FRN
- Click on the “REMOVE FRN” button to delete the FRN

Basic Information      Entity Information      **Funding Requests**      Certify

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

### Funding Requests

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

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

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	1999000016	Internal Connections	1	\$4,800.00

### FCC Form 471 Help

Show Help

# Reviewing the Form

*Before certifying the form you will have the opportunity to review the form in its entirety.*

# Reviewing the Form

Basic Information      Entity Information      **Funding Requests**      Certify

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

## Funding Requests

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

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

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	1999000016	Internal Connections	1	\$4,800.00

**ADD FRN**    **EDIT FRN**    **REMOVE FRN**

## FCC Form 471 Help

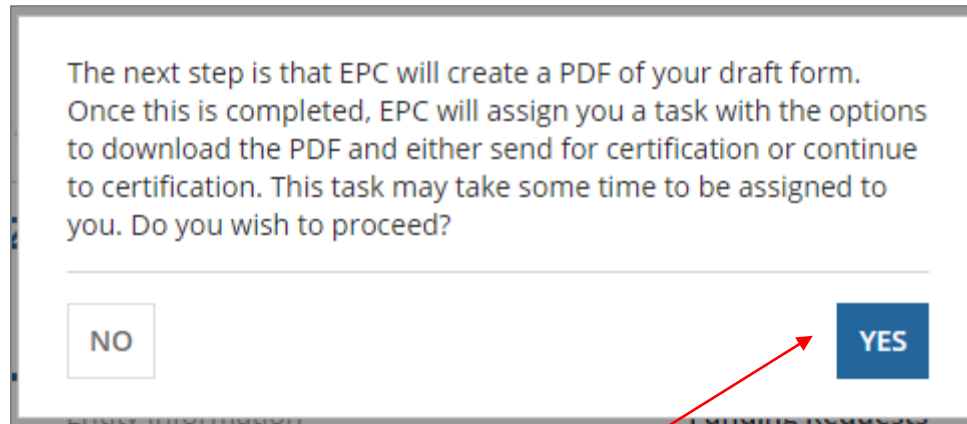
Show Help

**BACK**    **DISCARD FORM**      **SAVE & SHARE**    **REVIEW FCC FORM 471**

① Click on the “REVIEW FCC FORM 471” button when your FRNs for this form are complete

# Reviewing the Form

*A message will display*



The next step is that EPC will create a PDF of your draft form. Once this is completed, EPC will assign you a task with the options to download the PDF and either send for certification or continue to certification. This task may take some time to be assigned to you. Do you wish to proceed?

② Click on the “YES” button to proceed

# Reviewing the Form

③ Click on the “Tasks” link in the blue bar to view/refresh the list of tasks

**NOTE:** It may take several minutes (and several refreshes) for the task to appear

News Tasks (48) Records Reports Actions

Universal Service Administrative Co.

Assigned to Me >  
Sent by Me  
Starred ☆

Click here to send a task...

NEWEST ▾

Me  
Review PDF for FCC Form 471 - #191000066 - My FY2019 C2 Form 471  
A moment ago ☆

④ Click on the link for the task to review the form

# Reviewing the Form

## FCC Form 471 - Funding Year 2019

### School District 6 (BEN: 116) - My FY2019 C2 Form 471 - Form # 191000007

Last Saved: 1/17/2019 9:24 AM EST

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

#### Download Document Link

[USAC\\_FCC\\_FORM\\_471\\_APPLICATION\\_191000007\\_DRAFT](#)

By checking this box, I certify that the information in the PDF document above is correct.

#### FCC Form 471 Help

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EDIT FORM

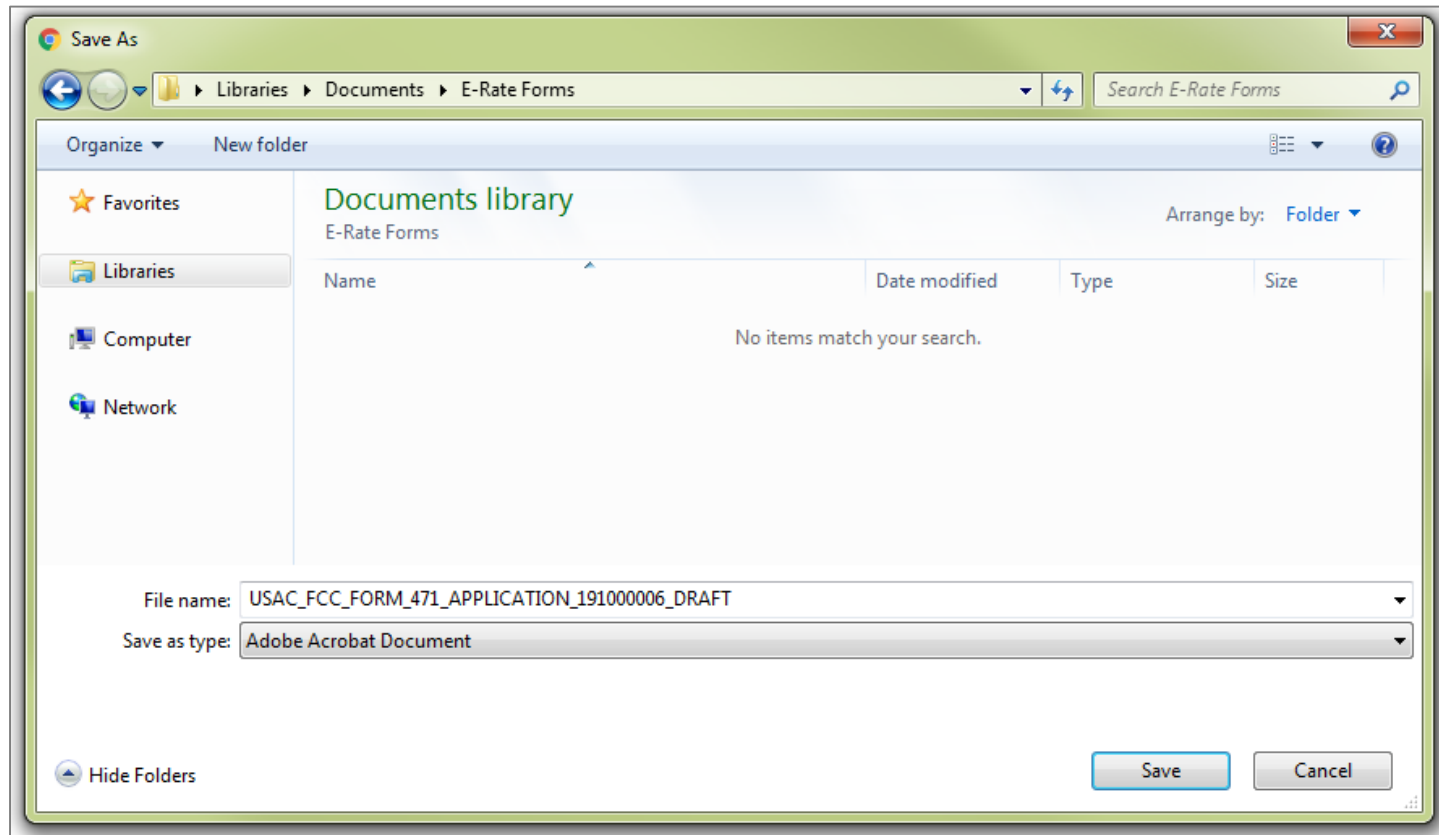
SEND FOR CERTIFICATION

CONTINUE TO CERTIFICATION

⑤ To review the application, click on the link for the form to download it to your computer

# Reviewing the Form

⑥ Save the PDF to your computer





# Reviewing the Form

## ⑦ Open the PDF to view and review the Form 471

OMB 3060-0806 FCC Form 471	Approval by OMB November 2015																
 <b>Universal Service Administrative Co.</b>	<b>Description of Services Ordered and Certification DRAFT Form 471</b>																
<b>FCC Form 471</b>																	
<u>Application Information</u>																	
<b>Nickname</b> My FY2019 C2 Form 471	<b>Application Number</b> 191000007																
<b>Funding Year</b> 2019	<b>Category of Service</b> Category 2																
<u>Billed Entity</u>	<u>Contact Information</u>																
School District 6 100 Main Street Springfield ME 04487 555-555-7878 school.district6.user1@mailinator.com	School District 6 User 1 555-555-5555 school.district6.user1@mailinator.com																
<b>Billed Entity Number</b> 116																	
<b>FCC Registration Number</b> 1234564560																	
<b>Applicant Type</b> School District																	
<b>Holiday/Summer Contact Information</b>	Contact John Doe at johndoe@ schooldistrict6.org during July and August																
<u>Consulting Firms</u>																	
<table border="1"><thead><tr><th>Name</th><th>Consultant Registration Number</th><th>City</th><th>State</th><th>Zip Code</th><th>Phone Number</th><th>Email</th></tr></thead><tbody><tr><td>USAC Consulting Firm 1</td><td>15010001</td><td>Reston</td><td>VA</td><td>20171</td><td>111-111-1111</td><td></td></tr></tbody></table>		Name	Consultant Registration Number	City	State	Zip Code	Phone Number	Email	USAC Consulting Firm 1	15010001	Reston	VA	20171	111-111-1111			
Name	Consultant Registration Number	City	State	Zip Code	Phone Number	Email											
USAC Consulting Firm 1	15010001	Reston	VA	20171	111-111-1111												
<u>Entity Information</u>																	
<u>School District Entity - Details</u>																	
<table border="1"><thead><tr><th>BEN</th><th>Name</th><th>Urban/Rural</th><th>State LEA ID</th><th>State School ID</th><th>NCES Code</th><th>School District Attributes</th><th>Endowment</th></tr></thead><tbody><tr><td>116</td><td>School District 6</td><td>Rural</td><td></td><td></td><td></td><td>Public School District</td><td>None</td></tr></tbody></table>		BEN	Name	Urban/Rural	State LEA ID	State School ID	NCES Code	School District Attributes	Endowment	116	School District 6	Rural				Public School District	None
BEN	Name	Urban/Rural	State LEA ID	State School ID	NCES Code	School District Attributes	Endowment										
116	School District 6	Rural				Public School District	None										

# Reviewing the Form

## FCC Form 471 - Funding Year 2019

### School District 6 (BEN: 116) - My FY2019 C2 Form 471 - Form # 191000007

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By checking this box, I certify that the information in the PDF document above is correct.

#### FCC Form 471 Help

[Show Help](#)

EDIT FORM

SEND FOR CERTIFICATION

CONTINUE TO CERTIFICATION

⑧ Back in EPC, click on the “EDIT FORM” button to make any needed changes to the form. The form will open at the “Basic Information” page. Continue through the form steps to make any necessary changes.

# Certifying the Form

*Finally, a user in your organization will certify and submit the application.*



# Certifying the Form

*Certification of the form takes place in different manners depending on the rights assigned to users for your organization and who in your organization is responsible for certifying the form.*

- A If you are a partial rights user → *go to the next page in this guide*
- B If you are a full rights user but not the person who will certify the form → *skip to page 126*
- C If you are a full rights user who is responsible for certifying the form → *skip to page 127*
- D If you are a full rights user certifying a form sent to you by another user → *skip to page 132*
- E If you are a user who was sent a form that needs revision → *skip to page 142*

**A** If you are a **partial rights user**:

## FCC Form 471 - Funding Year 2019

---

### School District 6 (BEN: 116) - My FY2019 C2 Form 471 - Form # 191000007

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**Download Document Link**  
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By checking this box, I certify that the information in the PDF document above is correct.

### FCC Form 471 Help

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---

[EDIT FORM](#) [SEND FOR CERTIFICATION](#)

**A** ① Click on the “SEND FOR CERTIFICATION” button

**A** ② You will see a notice that your form will be sent to the full rights users in your organization

**A** ③ Click on the “YES” button to proceed

**A** ④ You will be returned to the Landing Page

This function will send your FCC Form 471 to the full rights users in your organization for certification. Do you wish to proceed?

*skip to page 144 in this guide*

**B** If you are a **full rights user but not the person who will certify the form:**

## FCC Form 471 - Funding Year 2019

---

### School District 6 (BEN: 116) - My FY2019 C2 Form 471 - Form # 191000007

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USAC\_FCC\_FORM\_471\_APPLICATION\_191000007\_DRAFT

By checking this box, I certify that the information in the PDF document above is correct.

### FCC Form 471 Help

Show Help

---

[EDIT FORM](#) [SEND FOR CERTIFICATION](#) [CONTINUE TO CERTIFICATION](#)

**B** ① Click on the “SEND FOR CERTIFICATION” button

**B** ② You will see a notice that your form will be sent to the full rights users in your organization

**B** ③ Click on the “YES” button to proceed

**B** ④ You will be returned to the Landing Page

This function will send your FCC Form 471 to the full rights users in your organization for certification. Do you wish to proceed?

*skip to page 144 in this guide*

**C** If you are a **full rights user who is responsible for certifying the form:**

**FCC Form 471 - Funding Year 2019**

---

**School District 6 (BEN: 116) - My FY2019 C2 Form 471 - Form # 191000007**

Last Saved: 1/17/2019 9:24 AM EST

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

**Download Document Link**  
USAC\_FCC\_FORM\_471\_APPLICATION\_191000007\_DRAFT

By checking this box, I certify that the information in the PDF document above is correct.

**FCC Form 471 Help**  
Show Help

---

[EDIT FORM](#) [SEND FOR CERTIFICATION](#) [CONTINUE TO CERTIFICATION](#)

**C** ① First check the check box to certify that the information is correct

**C** ② Then click the “CONTINUE TO CERTIFICATION” button to proceed

C ③ You will see the “Certifications” page

C ④ Read the certification text carefully and select the appropriate certifications

### Certify FCC Form 471

**School District 6 (BEN: 116) - My FY2019 C2 Form 471 - Form # 191000007**

Last Saved: 1/17/2019 10:00 AM EST

Basic Information      Entity Information      Funding Requests      **Certify**

Please complete the certifications below.

#### Applicant Certifications

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

#### Total Funding Summary

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

Summary	
Total funding year pre-discount eligible amount on this FCC Form 471	\$6,000.00
Total funding commitment request amount on this FCC Form 471	\$4,800.00
Total applicant non-discount share of the eligible amount	\$1,200.00
Total budgeted amount allocated to resources not eligible for E-rate support	\$100,000.00
Total amount necessary for the applicant to pay the non-discount share of eligible and any ineligible amounts	\$101,200.00

**Type in the budget amount (0 is the default value)** →

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?

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?

Check both of these

CHANGE THESE ITEMS TO “NO” !!!





- I certify an FCC Form 470 was posted and that any related RFP was made available for at least 28 days before considering all bids received and selecting a service provider. I certify that all bids submitted were carefully considered and the most cost-effective service offering was selected, with price being the primary factor considered, and is the most cost-effective means of meeting educational needs and technology goals.
- I certify that the entity responsible for selecting the service provider(s) has reviewed all applicable FCC, state, and local procurement/competitive bidding requirements and that the entity or entities listed on this application have complied with them.
- I certify that the services the applicant purchases at discounts provided by 47 U.S.C. § 254 will be used primarily for educational purposes, see 47 C.F.R. § 54.500 and will not be sold, resold or transferred in consideration for money or any other thing of value, except as permitted by the Commission's rules at 47 C.F.R. § 54.513. Additionally, I certify that the entity or entities listed on this application have not received anything of value or a promise of anything of value, as prohibited by the Commission's rules at 47 C.F.R. § 54.503(d), other than services and equipment sought by means of this form, from the service provider, or any representative or agent thereof or any consultant in connection with this request for services.
- I certify that I and the entity(ies) I represent have complied with all program rules and I acknowledge that failure to do so may result in denial of discount funding and/or cancellation of funding commitments. There are signed contracts or other legally binding agreements covering all of the services listed on this FCC Form 471 except for those services provided under non-contracted tariffed or month-to-month arrangements. I acknowledge that failure to comply with program rules could result in civil or criminal prosecution by the appropriate law enforcement authorities.
- I acknowledge that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the service, receive an appropriate share of benefits from those services.
- I certify that I will retain required documents for a period of at least 10 years (or whatever retention period is required by the rules in effect at the time of this certification) after the later of the last day of the applicable funding year or the service delivery deadline for the associated funding request. I acknowledge that I may be audited pursuant to participation in the schools and libraries program. I certify that I will retain all documents necessary to demonstrate compliance with the statute and Commission rules regarding the application for, receipt of, and delivery of services receiving schools and libraries discounts, and that if audited, I will make such records available to USAC.
- I certify that I am authorized to order telecommunications and other supported services for the eligible entity(ies) listed on this application. I certify that I am authorized to submit this request on behalf of the eligible entity(ies) listed on this application, that I have examined this request, that all of the information on this form is true and correct to the best of my knowledge, that the entities that are receiving discounts pursuant to this application have complied with the terms, conditions and purposes of the program, that no kickbacks were paid to anyone and that false statements on this form can be punished by fine or forfeiture under the Communications Act, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001 and civil violations of the False Claims Act.
- I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the schools and libraries support mechanism are subject to suspension and debarment from the program. I will institute reasonable measures to be informed, and will notify USAC should I be informed or become aware that I or any of the entities listed on this application, or any person associated in any way with my entity and/or the entities listed on this application, is convicted of a criminal violation or held civilly liable for acts arising from their participation in the schools and libraries support mechanism.
- I certify that if any of the Funding Requests on this FCC Form 471 are for discounts for products or services that contain both eligible and ineligible components, that I have allocated the eligible and ineligible components as required by the Commission's rules at 47 C.F.R. § 54.504.
- I certify that the non-discount portion of the costs for eligible services will not be paid by the service provider. The pre-discount costs of eligible services featured on this FCC Form 471 are net of any rebates or discounts offered by the service provider. I acknowledge that, for the purpose of this rule, the provision, by the provider of a supported service, of free services or products unrelated to the supported service or product will be considered a rebate of some or all of the cost of the supported services.

## FCC Form 471 Help

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BACK

**C** **5** Click the "CERTIFY" button to certify the form ---  
this is the equivalent to providing your electronic signature

CERTIFY



Check  
all these  
boxes

C ⑥ Read the message regarding the certification and click “YES” if you agree

False statements on this form may result in civil liability and/or criminal prosecution. To electronically sign and certify this form, click "Yes" below. To affirm that you (1) understand the statements above and (2) represent the entity featured, and have the authority to make the certifications, on this form, click "Yes" below.

---

**C** ⑦ Once you click “YES” in the confirmation message, the form will be certified. Information about the certifier will display.

## Certification Confirmation

**School District 6 (BEN: 116) - My FY2019 C2 Form 471 - Form # 191000007**

Last Saved: 1/17/2019 10:12 AM EST

---

Basic Information      Entity Information      Funding Requests      **Certify**

**You have successfully filed FCC Form 471 #191000007 for FY 2019**

**Certification Date**  
1/17/2019 10:12 AM EST

**Authorized Person**

- Name** School District 6 User 1
- Title** Administrator
- Employer** School District 6
- Address** 100 Main Street  
Springfield, ME 04487
- Phone** 555-555-5555
- Email** school.district6.user1@mailinator.com

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

**FCC Form 471 Help**

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**C** ⑧ Click on the “CLOSE” button

[CLOSE](#)

# [Full Rights / Certifying a Form Sent By Another]

**D** If you are a **full rights user who is certifying a form sent to you** by another user:

**D** ① Once a user has sent you a Form 471 to certify, you will receive a task in your task list



**D** ② Click on the task to continue

# [Full Rights / Certifying a Form Sent By Another]

**D** ③ To review the application, click on the link for the form to download it to your computer

## FCC Form 471 - Funding Year 2019

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### School District 6 (BEN: 116) - My FY2019 C2 Form 471 - Form # 191000007

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# [Full Rights / Certifying a Form Sent By Another]

**D** ④ Open the PDF to view and review the Form 471

OMB 3060-0806 FCC Form 471		Approval by OMB November 2015					
 <b>Universal Service Administrative Co.</b>		<b>Description of Services Ordered and Certification DRAFT Form 471</b>					
<b>FCC Form 471</b>							
<u>Application Information</u>							
<b>Nickname</b>	My FY2019 C2 Form 471	<b>Application Number</b>	191000007				
<b>Funding Year</b>	2019	<b>Category of Service</b>	Category 2				
<u>Billed Entity</u>		<u>Contact Information</u>					
School District 6 100 Main Street Springfield ME 04487 555-555-7878 school.district6.user1@mailinator.com		School District 6 User 1 555-555-5555 school.district6.user1@mailinator.com					
<b>Billed Entity Number</b>	116						
<b>FCC Registration Number</b>	1234564560						
<b>Applicant Type</b>	School District						
<b>Holiday/Summer Contact Information</b>	Contact John Doe at johndoe@ schooldistrict6.org during July and August						
<u>Consulting Firms</u>							
<b>Name</b>	<b>Consultant Registration Number</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>	<b>Phone Number</b>	<b>Email</b>	
USAC Consulting Firm 1	15010001	Reston	VA	20171	111-111-1111		
<u>Entity Information</u>				<u>School District Entity - Details</u>			
<b>BEN</b>	<b>Name</b>	<b>Urban/Rural</b>	<b>State LEA ID</b>	<b>State School ID</b>	<b>NCES Code</b>	<b>School District Attributes</b>	<b>Endowment</b>
116	School District 6	Rural				Public School District	None



# [Full Rights / Certifying a Form Sent By Another]

## FCC Form 471 - Funding Year 2019

### School District 6 (BEN: 116) - My FY2019 C2 Form 471 - Form # 191000007

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EDIT FORM

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SEND FOR CERTIFICATION

CONTINUE TO CERTIFICATION

D 5

A Select the “EDIT FORM” button to make any needed changes to the form. The form will open at the “Basic Information” page. Continue through the form steps to make any necessary changes. *then skip to page 137 in this guide*

or

B Select the “REASSIGN FOR REVISION” button to reassign the form to another user to make changes. *then go to the next page in this guide*

# [Full Rights / Certifying a Form Sent By Another]

*If reassigning the form to be revised by someone else, the following screen will display*

## FCC Form 471 - Funding Year 2019

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### School District 6 (BEN: 116) - My FY2019 C2 Form 471 - Form # 191000007

Last Saved: 1/17/2019 9:24 AM EST

Please select an assignment for this revision.

**Original Form Owner**  
School District 6 User 1

**Assignee(s) for Revision \***

- All users with partial rights to this form
- All users with full rights to this form
- All users with partial rights or full rights to this form
- Select an individual recipient

**Instructions for Revision**  
To: ...

*Please describe the revisions that are required for this FCC Form 471.*

---

### FCC Form 471 Help

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[BACK](#) [REASSIGN FOR REVISION](#)

D 5 B 1

Choose the type of user or individual to assign the form to for revision, provide any instructions such as the items to revise, and then click on the “REASSIGN FOR REVISION” button



# [Full Rights / Certifying a Form Sent By Another]

## FCC Form 471 - Funding Year 2019

### School District 6 (BEN: 116) - My FY2019 C2 Form 471 - Form # 191000007

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#### FCC Form 471 Help

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EDIT FORM

REASSIGN FOR REVISION

SEND FOR CERTIFICATION

CONTINUE TO CERTIFICATION

**D ⑥** If you are the certifier and the form is acceptable, check the check box to certify that the information is correct

**D ⑦** Then choose the “CONTINUE TO CERTIFICATION” button to certify the form

# [Full Rights / Certifying a Form Sent By Another]

**D** ⑧ You will see the “Certifications” page

**D** ⑨ Read the certification text carefully and select the appropriate certifications

## Certify FCC Form 471

**School District 6 (BEN: 116) - My FY2019 C2 Form 471 - Form # 191000007**

Last Saved: 1/17/2019 10:00 AM EST

Basic Information      Entity Information      Funding Requests      **Certify**

Please complete the certifications below.

### Applicant Certifications

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

### Total Funding Summary

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Summary	
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Total budgeted amount allocated to resources not eligible for E-rate support	→ \$100,000.00
Total amount necessary for the applicant to pay the non-discount share of eligible and any ineligible amounts	\$101,200.00

Are you receiving any of the funds directly from a service provider listed on any of the FCC Forms 471 filed by this Billed Entity for this funding year?

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?

Check both of these

CHANGE THESE ITEMS TO “NO” !!!

Type in the budget amount (0 is the default value)



# [Full Rights / Certifying a Form Sent By Another]

- I certify an FCC Form 470 was posted and that any related RFP was made available for at least 28 days before considering all bids received and selecting a service provider. I certify that all bids submitted were carefully considered and the most cost-effective service offering was selected, with price being the primary factor considered, and is the most cost-effective means of meeting educational needs and technology goals.
- I certify that the entity responsible for selecting the service provider(s) has reviewed all applicable FCC, state, and local procurement/competitive bidding requirements and that the entity or entities listed on this application have complied with them.
- I certify that the services the applicant purchases at discounts provided by 47 U.S.C. § 254 will be used primarily for educational purposes, see 47 C.F.R. § 54.500 and will not be sold, resold or transferred in consideration for money or any other thing of value, except as permitted by the Commission's rules at 47 C.F.R. § 54.513. Additionally, I certify that the entity or entities listed on this application have not received anything of value or a promise of anything of value, as prohibited by the Commission's rules at 47 C.F.R. § 54.503(d), other than services and equipment sought by means of this form, from the service provider, or any representative or agent thereof or any consultant in connection with this request for services.
- I certify that I and the entity(ies) I represent have complied with all program rules and I acknowledge that failure to do so may result in denial of discount funding and/or cancellation of funding commitments. There are signed contracts or other legally binding agreements covering all of the services listed on this FCC Form 471 except for those services provided under non-contracted tariffed or month-to-month arrangements. I acknowledge that failure to comply with program rules could result in civil or criminal prosecution by the appropriate law enforcement authorities.
- I acknowledge that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the service, receive an appropriate share of benefits from those services.
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- I certify that I am authorized to order telecommunications and other supported services for the eligible entity(ies) listed on this application. I certify that I am authorized to submit this request on behalf of the eligible entity(ies) listed on this application, that I have examined this request, that all of the information on this form is true and correct to the best of my knowledge, that the entities that are receiving discounts pursuant to this application have complied with the terms, conditions and purposes of the program, that no kickbacks were paid to anyone and that false statements on this form can be punished by fine or forfeiture under the Communications Act, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001 and civil violations of the False Claims Act.
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- I certify that if any of the Funding Requests on this FCC Form 471 are for discounts for products or services that contain both eligible and ineligible components, that I have allocated the eligible and ineligible components as required by the Commission's rules at 47 C.F.R. § 54.504.
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## FCC Form 471 Help

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**D** ⑩ Click the "CERTIFY" button to certify the form ---  
this is the equivalent to providing your electronic signature

CERTIFY



Check  
all these  
boxes

# [Full Rights / Certifying a Form Sent By Another]

**D** ⑪ Read the message regarding the certification and click “YES” if you agree

False statements on this form may result in civil liability and/or criminal prosecution. To electronically sign and certify this form, click "Yes" below. To affirm that you (1) understand the statements above and (2) represent the entity featured, and have the authority to make the certifications, on this form, click "Yes" below.

---

# [Full Rights / Certifying a Form Sent By Another]

**D** ⑫ Once you click “YES” in the confirmation message, the form will be certified. Information about the certifier will display.

## Certification Confirmation

---

### School District 6 (BEN: 116) - My FY2019 C2 Form 471 - Form # 191000007

Last Saved: 1/17/2019 10:12 AM EST

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Basic Information      Entity Information      Funding Requests      **Certify**

### You have successfully filed FCC Form 471 #191000007 for FY 2019

**Certification Date**  
1/17/2019 10:12 AM EST

**Authorized Person**


- Name** School District 6 User 1
- Title** Administrator
- Employer** School District 6
- Address** 100 Main Street  
Springfield, ME 04487
- Phone** 555-555-5555
- Email** school.district6.user1@mailinator.com

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

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

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**D** ⑬ Click on the “CLOSE” button

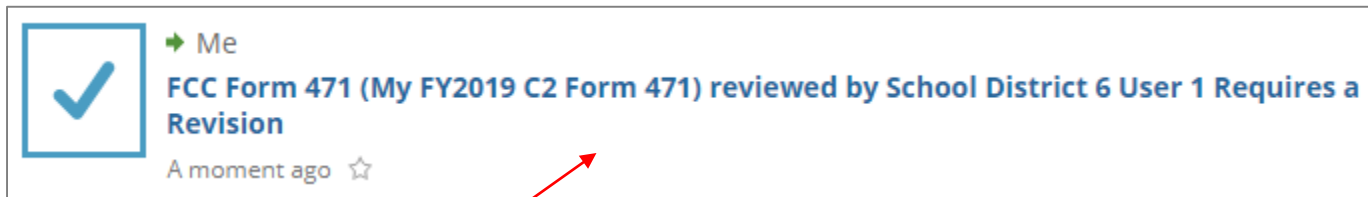


**CLOSE**

# [User Sent a Form for Revising]

E If you are a **user who was sent a form that needs revision:**

E ① You will receive a task indicating a form needs revision



E ② Click on the task to continue

# [User Sent a Form for Revising]

## FCC Form 471 - Funding Year 2019

### School District 6 (BEN: 116) - My FY2019 C2 Form 471 - Form # 191000007

Last Saved: 1/17/2019 9:24 AM EST

Please carefully review the required revisions for the FCC Form 471 below.

#### Instructions for Revision

From: School District 6 User 1

Please change the contact person for this form

#### FCC Form 471 Help

Show Help

CONTINUE TO FORM

E ③ Read the instructions and click on the “CONTINUE TO FORM” button to make the necessary change

E ④ Complete the appropriate steps to either certify the form yourself or send it back to another user to be certified


# Revisiting Forms



# Revisiting Forms

From the Landing Page, you can revisit both incomplete and certified forms

### My Landing Page



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

Welcome, [School District 6!](#)

#### Notifications

Notification Type  Status  All  
 Generated  
 Not Generated

Funding Year

Notification	Description	Issued Date	Generated By	Generated On
No items available				

#### My Entities

Entity	Entity Number	City	State	Zip Code
School District 6	116	Springfield	ME	04487
School District 6 School A	117	Springfield	ME	04487
School District 6 School B	118	Springfield	ME	04487
School District 6 NIF	119	Springfield	ME	04487

#### > Customer Service Cases

##### ▼ FCC Forms and Post-Commitment Requests

FCC Forms  
 Post-Commitment Requests

Form Type  Status  All  
 Incomplete  
 Certified

Funding Year  ←

Nickname	Application Number	Funding Year	Status
No items available			

First change the "Form Type" menu to display "FCC Form 471" and then select the Funding Year

# Revisiting Forms

*If you wish, change whether all forms, just incomplete forms, just certified forms, or just committed forms are listed*

▼ FCC Forms and Post-Commitment Requests

FCC Forms  
 Post-Commitment Requests

Form Type: FCC Form 471  
Funding Year: 2019

Status:  All  
 Incomplete  
 Certified  
 Committed

Application Number	Nickname	Funding Year	Status	Certified Date
<a href="#">191000067</a>	My FY2019 Form 471	2019	Incomplete	
<a href="#">191000066</a>	My FY2019 C2 Form 471	2019	Incomplete	
<a href="#">191000062</a>	My FY2019 C1 Form 471	2019	Certified	1/15/2019 10:09 AM EST

*Click on a form number to display it*

# Revisiting Forms

Records / FCC Forms 471

## My FY2019 C2 Form 471 - #191000007

[Summary](#) [Funding Requests](#) [Review Inquiries](#) [Discount Calculation](#) [Entity Information](#) [News](#) [Related Actions](#)

[Incomplete](#) [Certified](#) [In Review](#) [Outreach](#) [Wave Ready](#) [Committed](#)

### Application Information

**Nickname** My FY2019 C2 Form 471 **Created Date** 1/16/2019 2:42 PM EST  
**Application Number** 191000007 **Created By** School District 6 User 1  
**Funding Year** 2019 **Certified Date**  
**Category of Service** Category 2 **Certified By**  
**Last Modified Date** 1/16/2019 2:59 PM EST  
**Last Modified By** School District 6 User 1

### Billed Entity Information

School District 6 Billed Entity Number: 116  
100 Main Street FCC Registration Number: 1234564560  
Springfield, ME 04487 Applicant Type: School District  
555-555-7878  
school.district6.user1@mailinator.com

### Consultant Information

**Consulting Firms**  
The consulting firms associated with your organization are listed below.

Name	Consultant Registration Number	Phone Number	Email
USAC Consulting Firm 1	15010001	111-111-1111	

### Contact Information

**Name** School District 6 User 1 **Phone Number** 555-555-5555  
**Email** school.district6.user1@mailinator.com

### Holiday / Summer Contact Information

**Contact Information** Contact John Doe at johndoe@schooldistrict6.org during July and August

### FCC Form 471 Generated Documents

There are no FCC Form 471 Documents generated at this time.

*Incomplete forms display with the form's summary information*

*Use the links on the top to view the various sections of the form*

*To edit an incomplete form, go to the "Tasks" page*

# Revisiting Forms

Records / FCC Forms 471

## My FY2019 C1 Form 471 - #191000006



- Summary
- Funding Requests
- Review Inquiries
- Discount Calculation
- Entity Information
- News
- Related Actions

Incomplete      Certified      **In Review**      Outreach      Wave Ready      Committed

**Review Status** Awaiting Initial Review

### Application Information

- Nickname** My FY2019 C1 Form 471
- Application Number** 191000006
- Funding Year** 2019
- Window Status** In-Window
- Category of Service** Category 1
- Created Date** 1/16/2019 2:41 PM EST
- Created By** School District 6 User 1
- Certified Date** 1/17/2019 8:00 AM EST
- Certified By** School District 6 User 1
- Last Modified Date** 1/17/2019 8:00 AM EST
- Last Modified By** School District 6 User 1

### Billed Entity Information

- School District 6
- 100 Main Street
- Springfield, ME 04487
- 555-555-7878
- school.district6.user1@mailinator.com
- Billed Entity Number: 116
- FCC Registration Number: 1234564560
- Applicant Type: School District

### Consultant Information

**Consulting Firms**  
The consulting firms associated with your organization are listed below.

Name	Consultant Registration Number	Phone Number	Email
USAC Consulting Firm 1	15010001	111-111-1111	

### Contact Information

- Name** School District 6 User 1
- Phone Number** 555-555-5555
- Email** school.district6.user1@mailinator.com

### Holiday / Summer Contact Information

**Contact Information** Contact John Doe at johndoe@ schooldistrict6.org during July and August

### FCC Form 471 Generated Documents

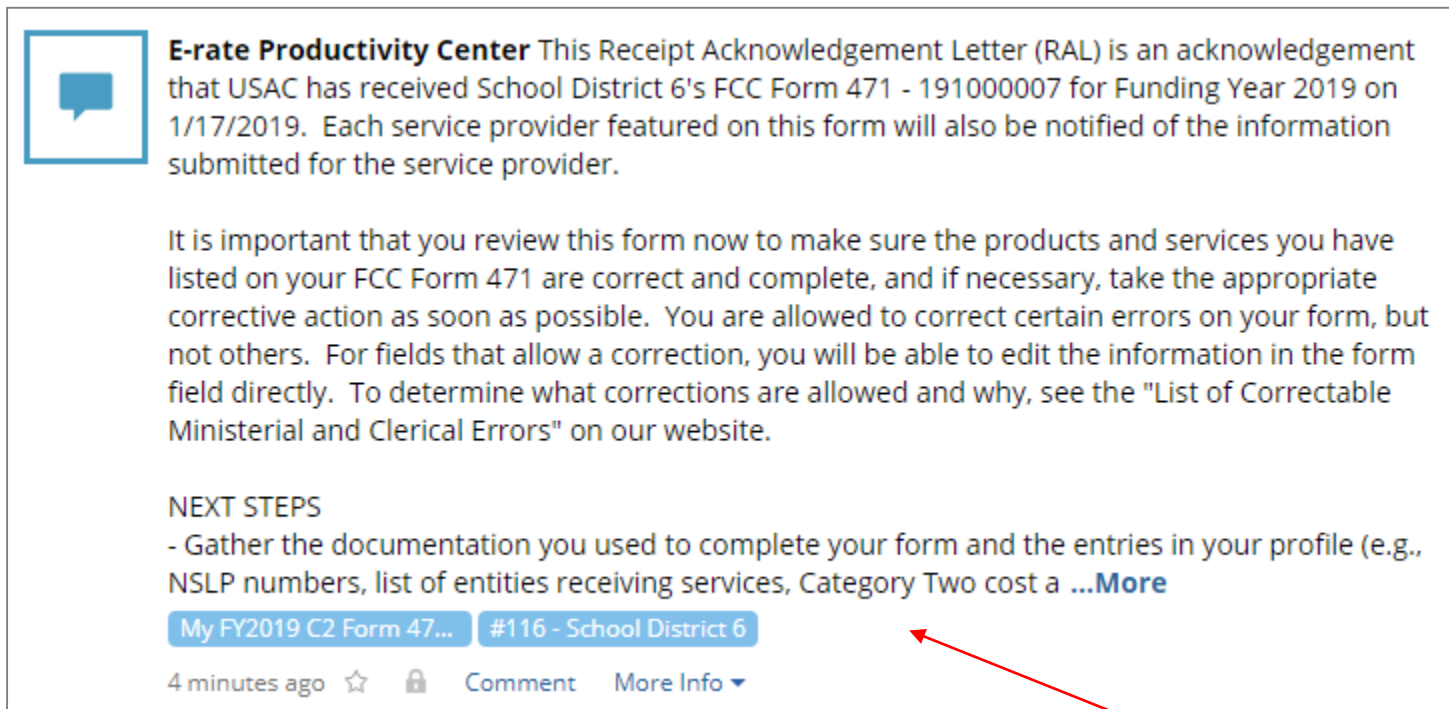
- FCC Form 471 Version
- [Original Version](#)


*Completed, certified forms display with a link where you can download a copy of the form*

# Next Steps

# What happens after I submit the form?

Check the News feed to view updates related to the filed form.



 **E-rate Productivity Center** This Receipt Acknowledgment Letter (RAL) is an acknowledgement that USAC has received School District 6's FCC Form 471 - 191000007 for Funding Year 2019 on 1/17/2019. Each service provider featured on this form will also be notified of the information submitted for the service provider.

It is important that you review this form now to make sure the products and services you have listed on your FCC Form 471 are correct and complete, and if necessary, take the appropriate corrective action as soon as possible. You are allowed to correct certain errors on your form, but not others. For fields that allow a correction, you will be able to edit the information in the form field directly. To determine what corrections are allowed and why, see the "List of Correctable Ministerial and Clerical Errors" on our website.

**NEXT STEPS**

- Gather the documentation you used to complete your form and the entries in your profile (e.g., NSLP numbers, list of entities receiving services, Category Two cost a [...More](#)

[My FY2019 C2 Form 47...](#) [#116 - School District 6](#)

4 minutes ago ☆ 🔒 Comment More Info ▾

*The Receipt Acknowledgment Letter will be included in your News feed*

# What happens after I submit the form?

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

Read	Notice	Name	Outreach Type	Assigned By	Title	Phone #	Assigned Date	Due Date	Extn.	Status
		Other Issues	Regular 15-Day	Diana Zarillo	Case Management Associate	973-581-5088	10/16/2017 3:25 PM EDT	10/31/2017	0	Response Needed
		Eligibility of Products and Services	Regular 15-Day	Arvind Patel	Manager, Case Management	973-581-6700	9/11/2017 3:42 PM EDT	10/3/2017	1	Response Needed

# What happens during review?

- Reviewers verify the eligibility of the schools and libraries and their discount levels.
- Reviewers verify that the services requested are eligible for E-Rate discounts.
- You are given an opportunity to make allowable corrections to your form.
- Reviewers communicate with you with requests for additional documentation.
- Reviewers may ask for additional verification of your compliance with program rules.



# What do I do during a PIA Review?

- 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

# What happens after the review?



**E-Rate Productivity Center** Thank you for submitting your application for Funding Year 2018 Schools and Libraries Program (E-rate) funding. Attached to this post, you will find the funding statuses for the FCC Form(s) 471, Services Ordered and Certification Form, that you submitted.

The Universal Service Administrative Company (USAC) is providing this information to both the applicant(s) and the service provider(s) so that all parties are aware of the post-commitment changes related to their funding requests and can work together to complete the funding process for these requests.

#### Next Steps

1. Work with your service provider(s) to determine if your bills will be discounted or if you will request reimbursement from USAC after paying the undiscounted cost for the services you receive.
2. Review the Children's Internet Protection Act (CIPA) requirements and file the FCC Form 486 (Service Confirmation and CIPA Certification Form). The deadline to submit this form is 120 days from the date of this letter or from the service start date (whichever is later).
3. Invoice USAC
  - If you (the applicant) are invoicing USAC: You must pay your service provider(s) the undiscounted cost for the services you receive and file the FCC Form 472, the Billed Entity Applicant Reimbursement (BEAR) Form, to invoice USAC for reimbursement of the discounted cost of services.
  - If your service provider(s) are invoicing USAC: The service provider(s) must provide services, bill the applicant at the discounted rate, and file the FCC Form 474, the Service Provider Invoice (SPI) form, to invoice USAC for reimbursement for the discounted portion of costs. Each funding year, service providers must file an FCC Form 473, the Service Provider Annual Certification Form, to be able to submit invoices and to receive disbursements.

For more information, including how to appeal a decision, please see the attached letter.

Please keep a copy of this notification for your records. To print this notification, click on the date below, and use your browser's print function.

Sincerely,  
Universal Service Administrative Co.



NETWORKMAINE Funding Commitment Decision Letter  
PDF 25 KB



FCC Form 471 - 181003382 - NETWORKMAINE  
CSV 1 KB

#16055092 - NETWORK...  
9 hours ago ☆ 🔒 Comment Hide Info ▾

After the review is completed, USAC makes a funding decision on your application and issues a Funding Commitment Decision Letter (FCDL) in EPC and via email.

# What is the FCDL?

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. 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).

# What do I save for my files?

★ Save all records for at least 10 years from the last date of service ★

- Copies of mechanisms used to gather NSLP data
- A copy of the completed Form 471
- Copies of spreadsheets or any other mechanisms used to calculate costs
- FCC Form 471 Receipt Acknowledgement Letter
- A copy of all correspondence with reviewers
- A copy of all documentation submitted during PIA review
- Funding Commitment Decision Letter

