FY2025
FCC Form 471
Category 1 Services

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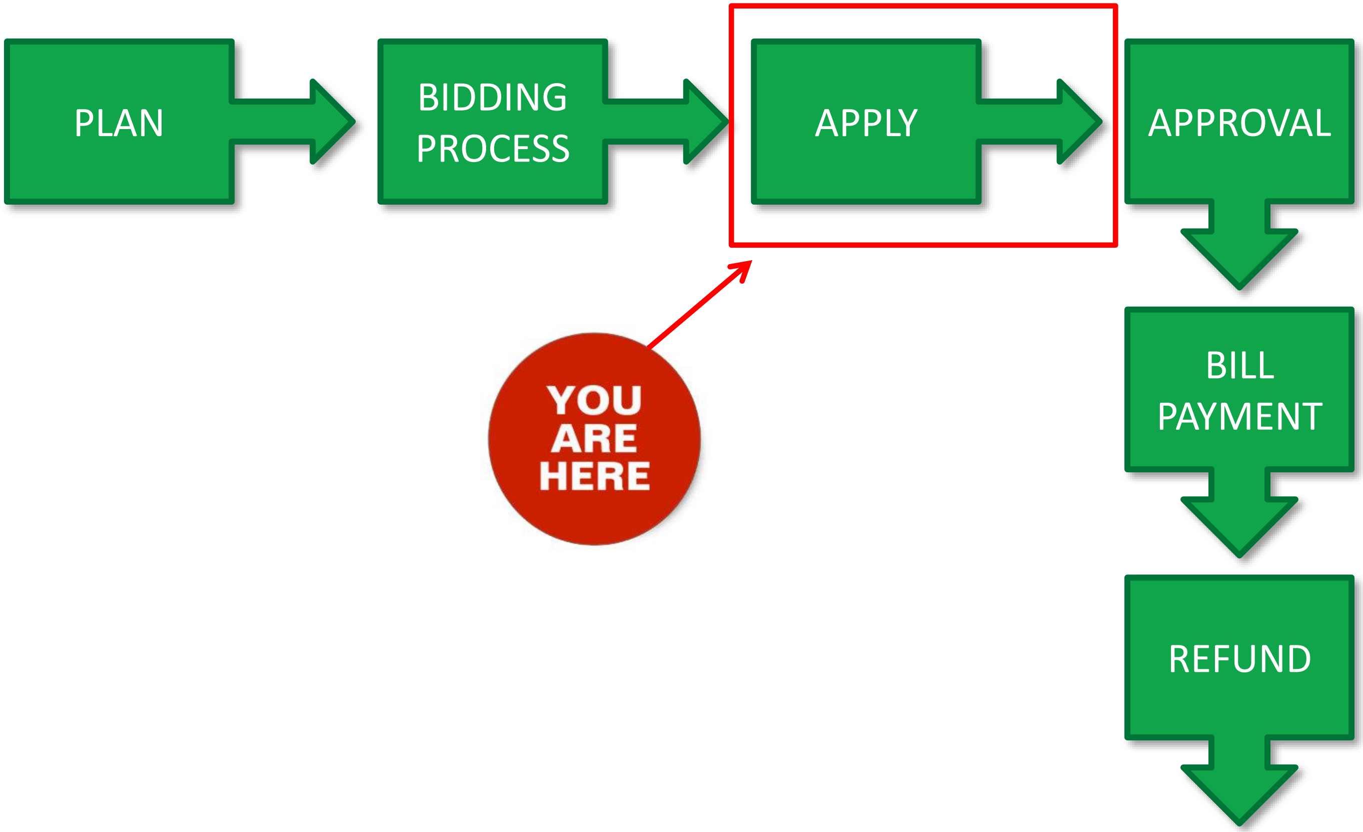
Where does the Form 471 fall in the E-Rate process?



PLAN

BIDDING PROCESS

APPLY

APPROVAL

BILL PAYMENT

REFUND

YOU ARE HERE

The Basics

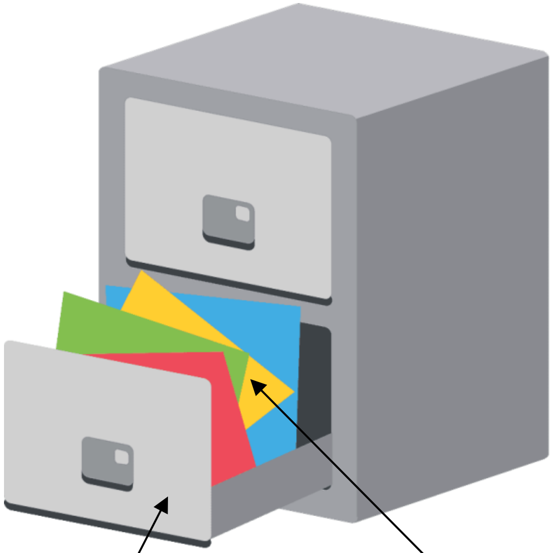
What is the FCC Form 471?

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

- Contains one or more Funding Requests composed of various FRN Line Items
- Designates the selected service provider(s) and eligible services that have been chosen as a result of the FCC Form 470
- Describes the requested products and services in detail
- Identifies the eligible entities that will receive the services
- Calculates the amount of funding support is being sought
- Relays the discount percentage to which the applicant is entitled
- Certifies the applicant’s compliance with program rules

How is the Form 471 organized?

The Form 471 functions like a file cabinet



The file cabinet has drawers - each drawer is a Funding Request providing summary information about the service type, service provider, establishing Form 470, and the contract or agreement

The drawers contain file folders - each folder is a Funding Request Line Item providing details about the individual products and services being requested such as the make and model and cost

What should I have already done?

You should have already done the following:

- filed an FCC Form 470
- waited at least 28 days
- selected a winning bid (remember that price must be the most heavily weighted factor)
- signed a contract (with some rare exceptions discussed further in this guide)
- submitted your contract information into the Contract Module in EPC

Words of Caution: *complete the Contract Module before beginning the Form 471 to avoid having to stop mid-stream --- see the Contracts Module guide for instructions*

Once these steps are done, you can file an FCC Form 471

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
- The form must be submitted by 11:59 PM Eastern Time on the date that the application filing window closes

FY2025 Form 471 Filing window:
January 15, 2025 at Noon ET – March 26, 2025 at 11:59 PM ET

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)

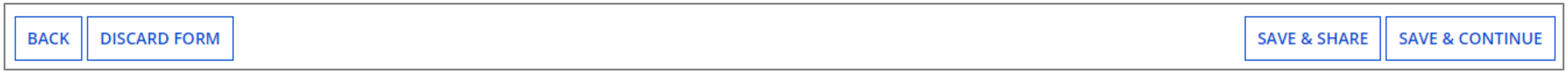
  and

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

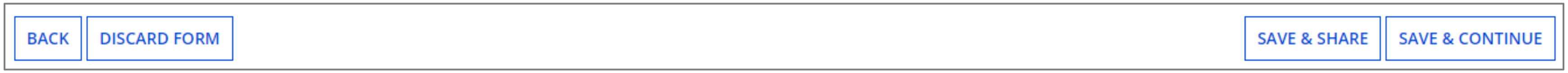
Form Actions:
Saving and Discarding the Form

Form Actions

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

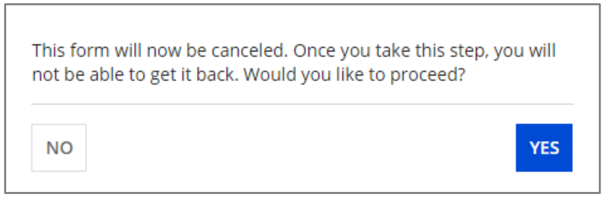

BACK
DISCARD FORM
SAVE & SHARE
SAVE & CONTINUE

Form Actions



- 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 EPC.


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?

- If you select the “SAVE & SHARE” button, the form is saved and will appear in the task list for other partial rights and full rights users in your organization. One of them can accept the form to view it and make changes to it. Once the new user has finished making changes, he or she can select a link to return the task to all users in the group.

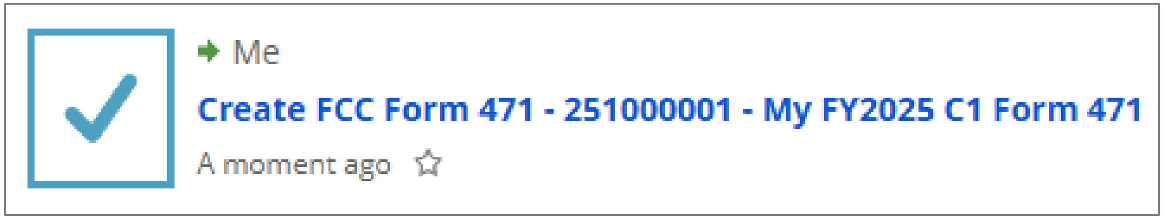
- If you select the “SAVE & CONTINUE” button, you will proceed to the next page to continue entering information for the form.

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.*

Form Actions

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.



➜ Me

Create FCC Form 471 - 251000001 - My FY2025 C1 Form 471

A moment ago ☆

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

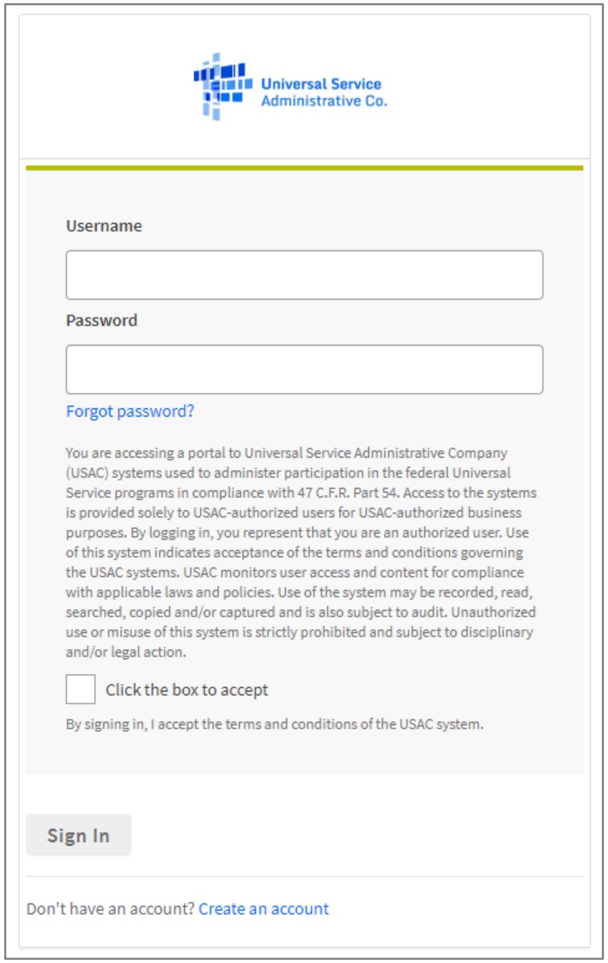
Applying For Category 1 Services

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

Applying for C1

① Navigate to https://forms.universalservice.org/portal

② Log into One Portal with your username (your full email address) and One Portal password


Universal Service Administrative Co.
Username
Password
Forgot password?

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

☐ Click the box to accept

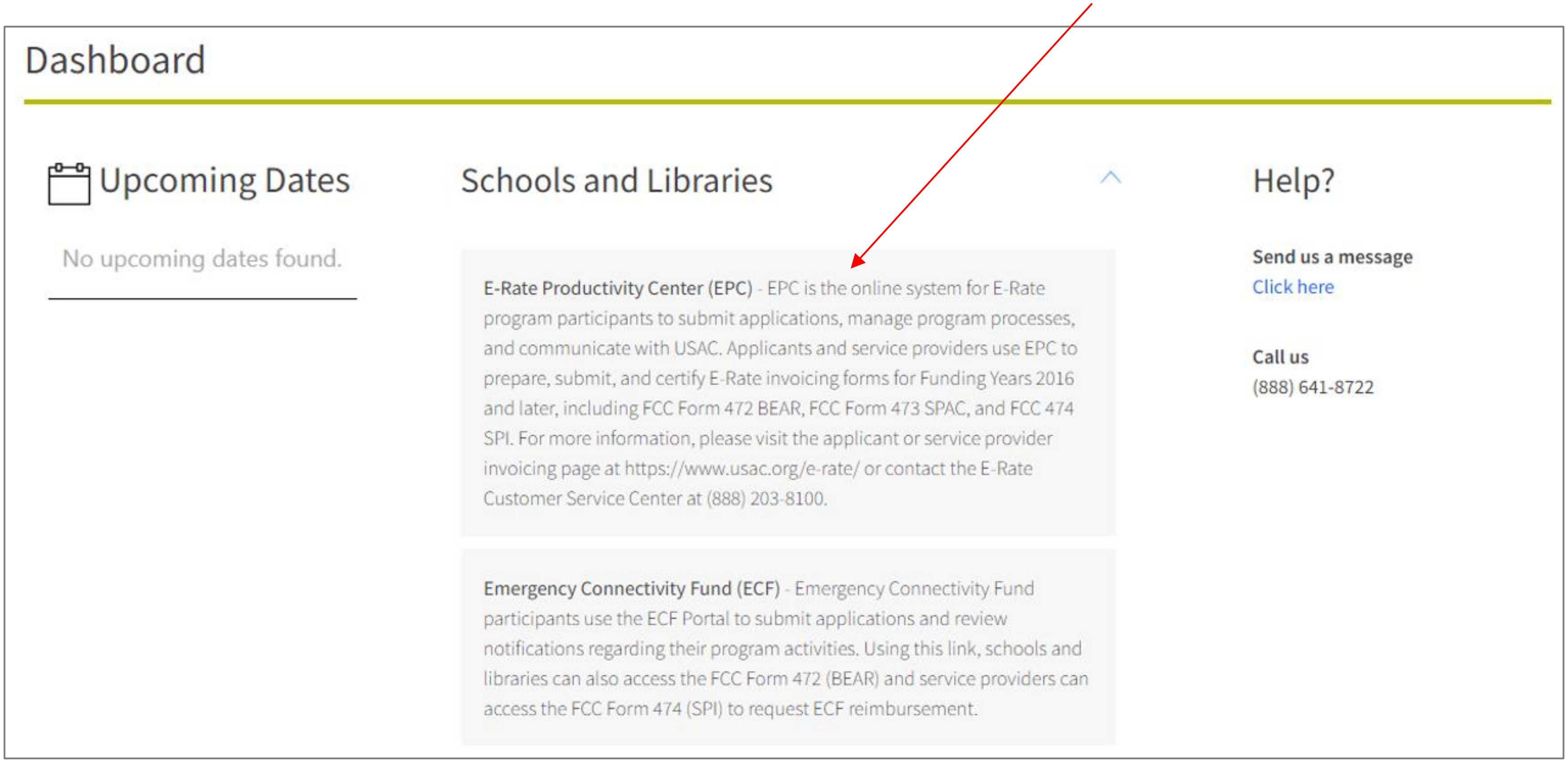
By signing in, I accept the terms and conditions of the USAC system.

Sign In
Don't have an account? Create an account

Applying for C1

③ Complete the steps as prompted to obtain and enter a one-time verification code

④ Once you have successfully logged into One Portal and are viewing its dashboard, access EPC by clicking on the gray block for “E-Rate Productivity Center (EPC)”



Dashboard

Upcoming Dates

No upcoming dates found.

Schools and Libraries

E-Rate Productivity Center (EPC) - EPC is the online system for E-Rate program participants to submit applications, manage program processes, and communicate with USAC. Applicants and service providers use EPC to prepare, submit, and certify E-Rate invoicing forms for Funding Years 2016 and later, including FCC Form 472 BEAR, FCC Form 473 SPAC, and FCC 474 SPI. For more information, please visit the applicant or service provider invoicing page at https://www.usac.org/e-rate/ or contact the E-Rate Customer Service Center at (888) 203-8100.

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

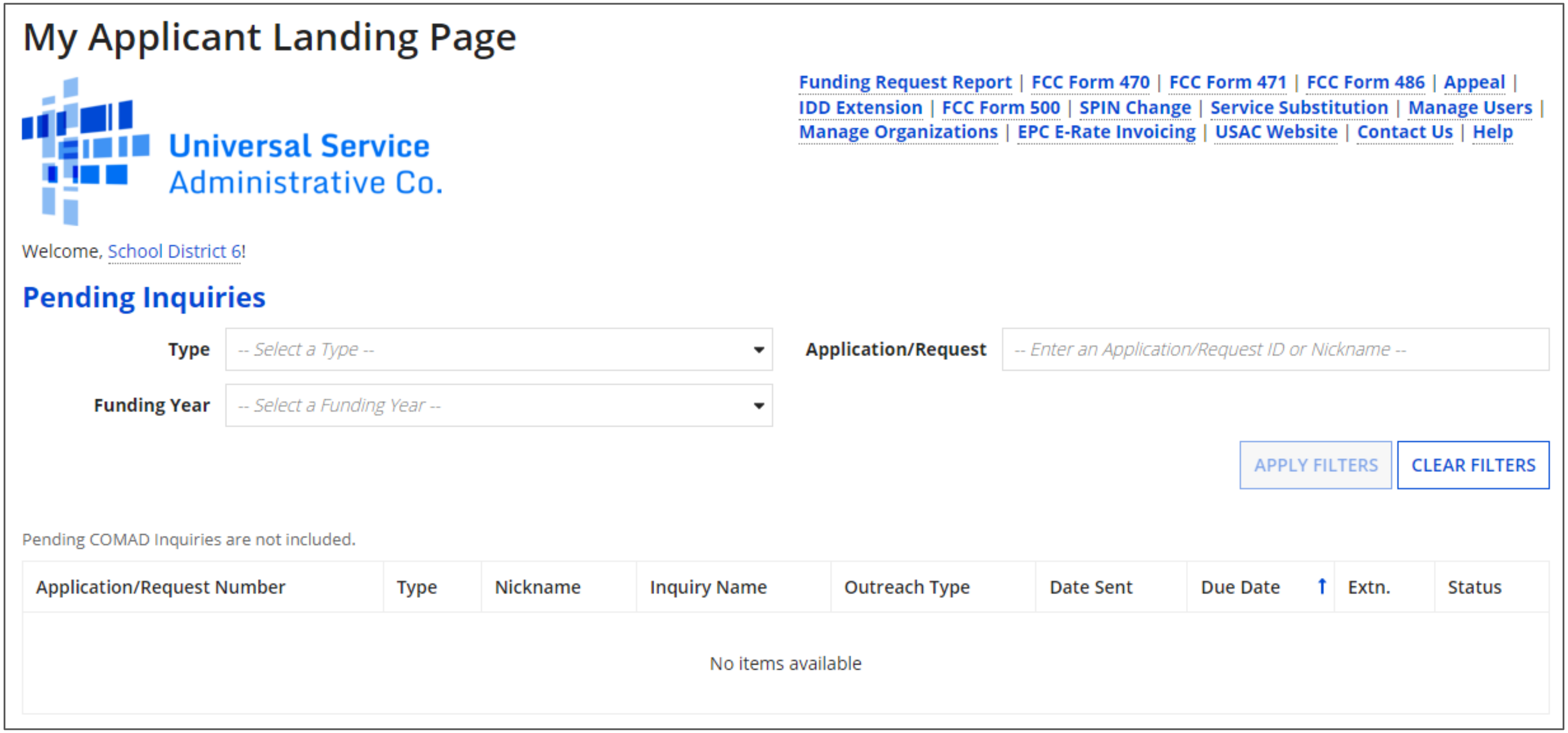
Help?

Send us a message
Click here

Call us
(888) 641-8722

Applying for C1

Your EPC Landing Page will display


Universal Service Administrative Co.
Funding Request Report | FCC Form 470 | FCC Form 471 | FCC Form 486 | Appeal | IDD Extension | FCC Form 500 | SPIN Change | Service Substitution | Manage Users | Manage Organizations | EPC E-Rate Invoicing | USAC Website | Contact Us | Help
APPLY FILTERS
CLEAR FILTERS

My Applicant Landing Page

Welcome, School District 6!

Pending Inquiries

Type -- Select a Type --

Application/Request -- Enter an Application/Request ID or Nickname --

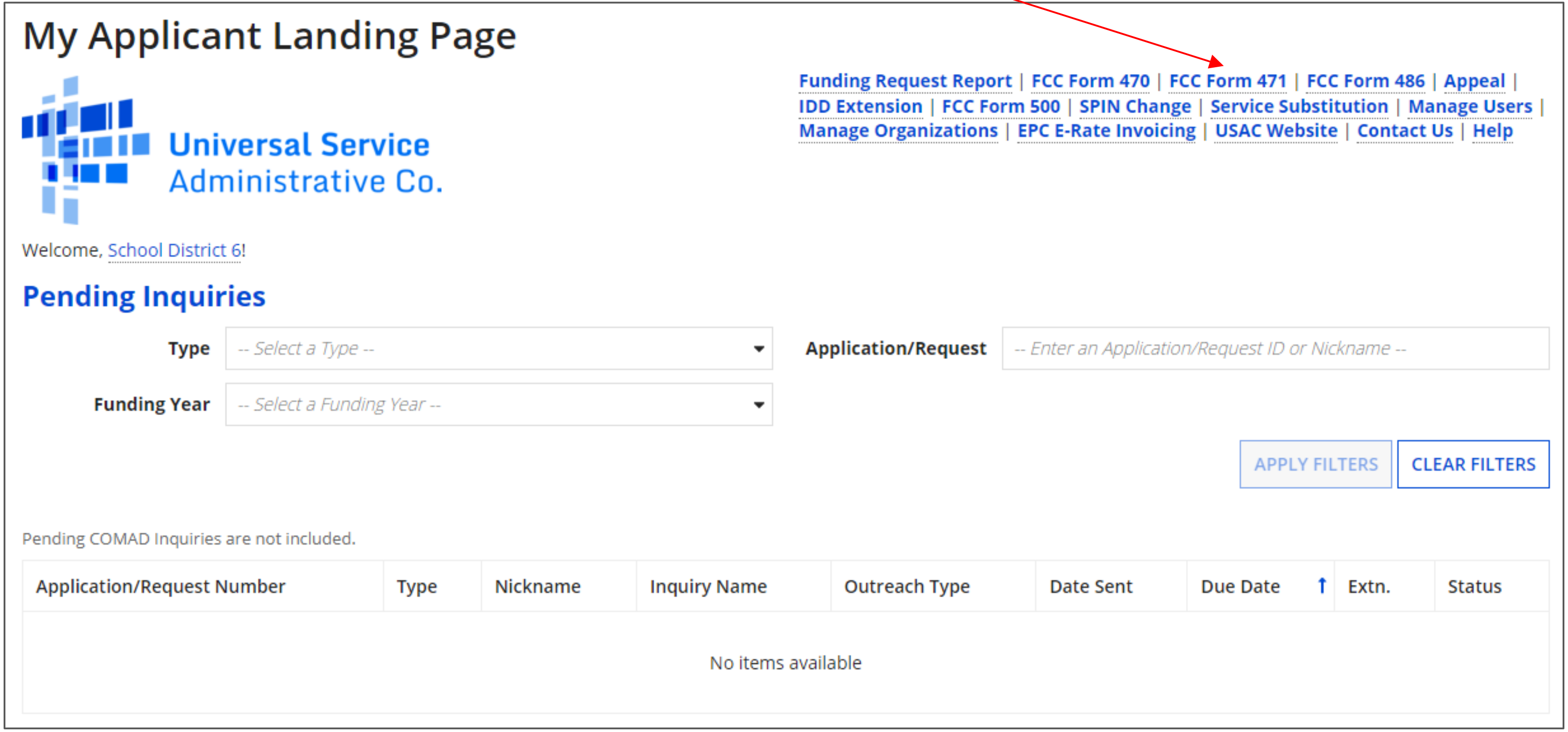
Funding Year -- Select a Funding Year --

Pending COMAD Inquiries are not included.

Application/Request Number	Type	Nickname	Inquiry Name	Outreach Type	Date Sent	Due Date ↑	Extn.	Status
No items available								

Applying for C1

⑤ Select the “FCC Form 471” link on your landing page to begin a new FCC Form 471



My Applicant Landing Page

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

Welcome, School District 6!

Pending Inquiries

Type: -- Select a Type --

Application/Request: -- Enter an Application/Request ID or Nickname --

Funding Year: -- Select a Funding Year --

Pending COMAD Inquiries are not included.

Application/Request Number	Type	Nickname	Inquiry Name	Outreach Type	Date Sent	Due Date ↑	Extn.	Status
No items available								

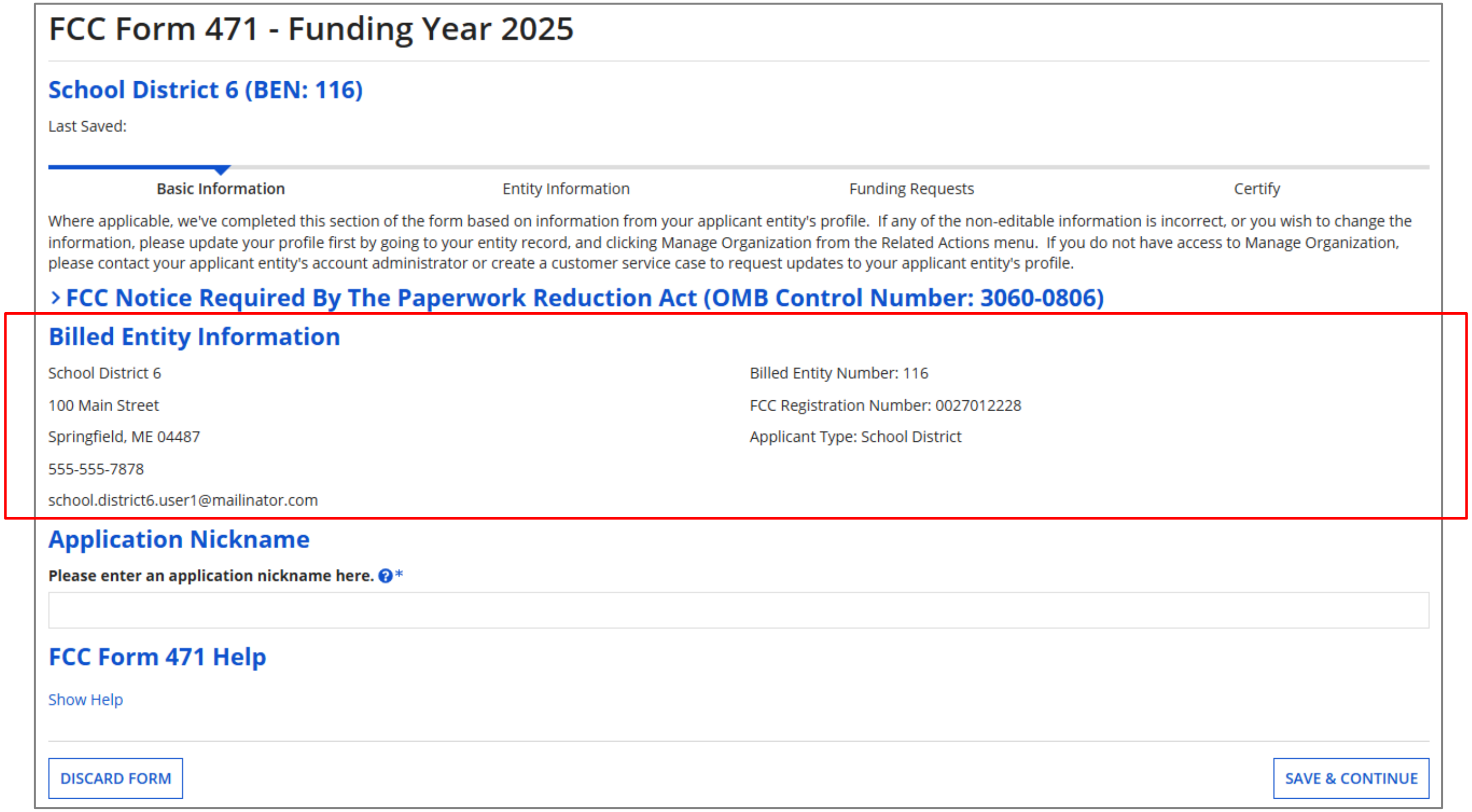
Words of Caution: *Even if you are filing a Form 471 for services to be received by a single school in your district, the form must be filed for the* *school district*. *The only exception to this rule is if your school is listed in EPC as independent and is not associated with a school district BEN. As you create the form you will select the entity that will receive the requested service.*

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 2025

School District 6 (BEN: 116)

Last Saved:

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: 0027012228
Applicant Type: School District

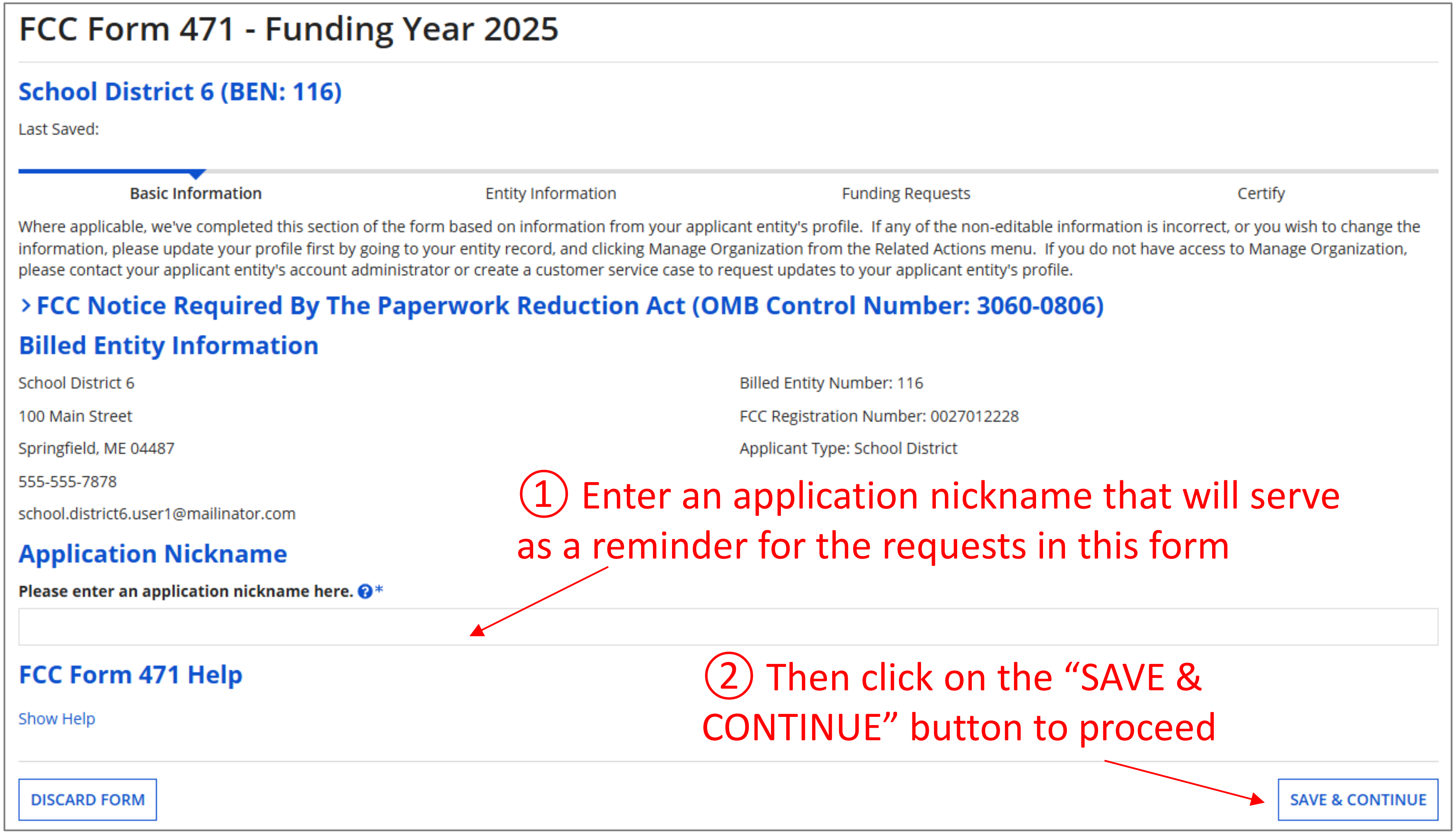
Application Nickname

Please enter an application nickname here. *

FCC Form 471 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.

[Application Nickname]



FCC Form 471 - Funding Year 2025

School District 6 (BEN: 116)

Last Saved:

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: 0027012228
Applicant Type: School District

Application Nickname

Please enter an application nickname here. ?*

FCC Form 471 Help

Show Help

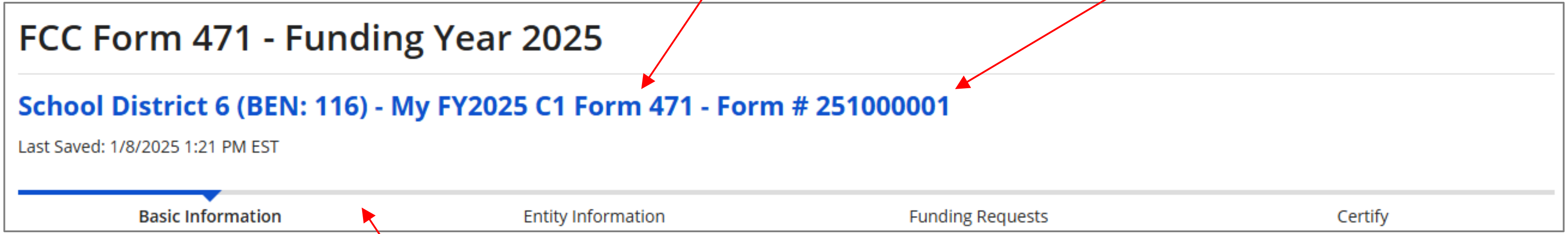
① Enter an application nickname that will serve as a reminder for the requests in this form

② Then click on the “SAVE & CONTINUE” button to proceed

[Application Nickname]

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

The Form 471 Number also displays – the first two digits indicate which funding year the form is for



FCC Form 471 - Funding Year 2025

School District 6 (BEN: 116) - My FY2025 C1 Form 471 - Form # 251000001

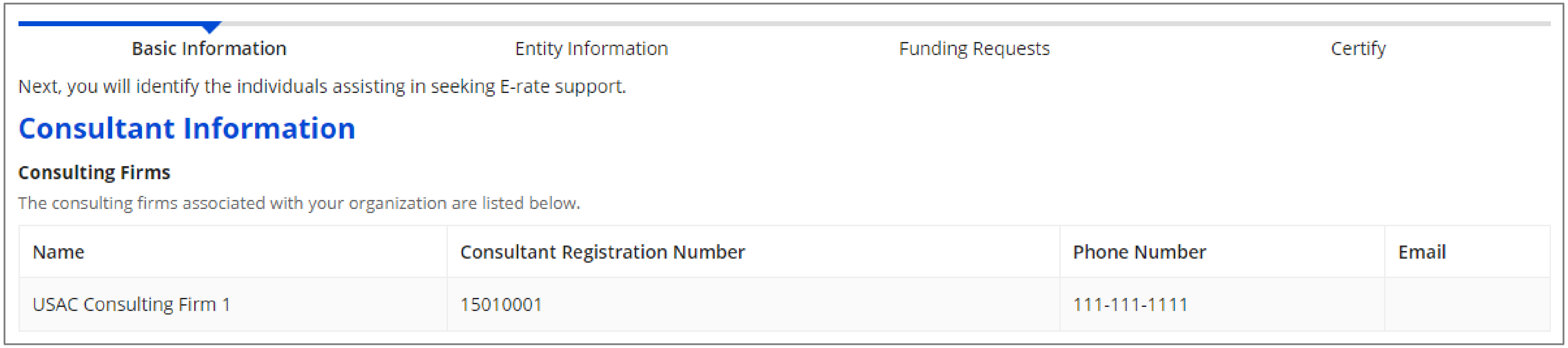
Last Saved: 1/8/2025 1:21 PM EST

Basic Information
Entity Information
Funding Requests
Certify

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

[Consultant Information]

If the account profile indicates that you are using a consultant, that 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.

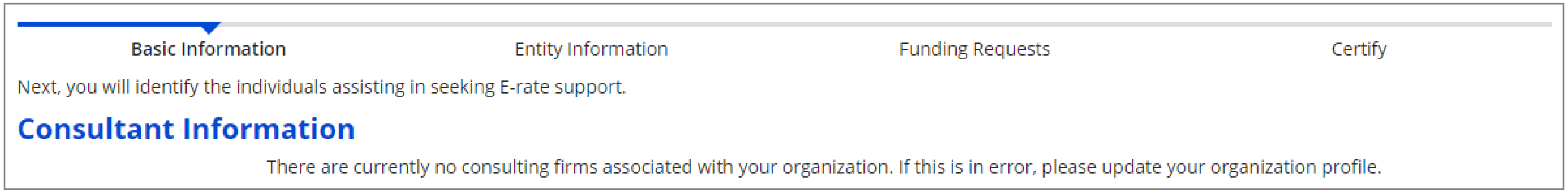
Consultant Information

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

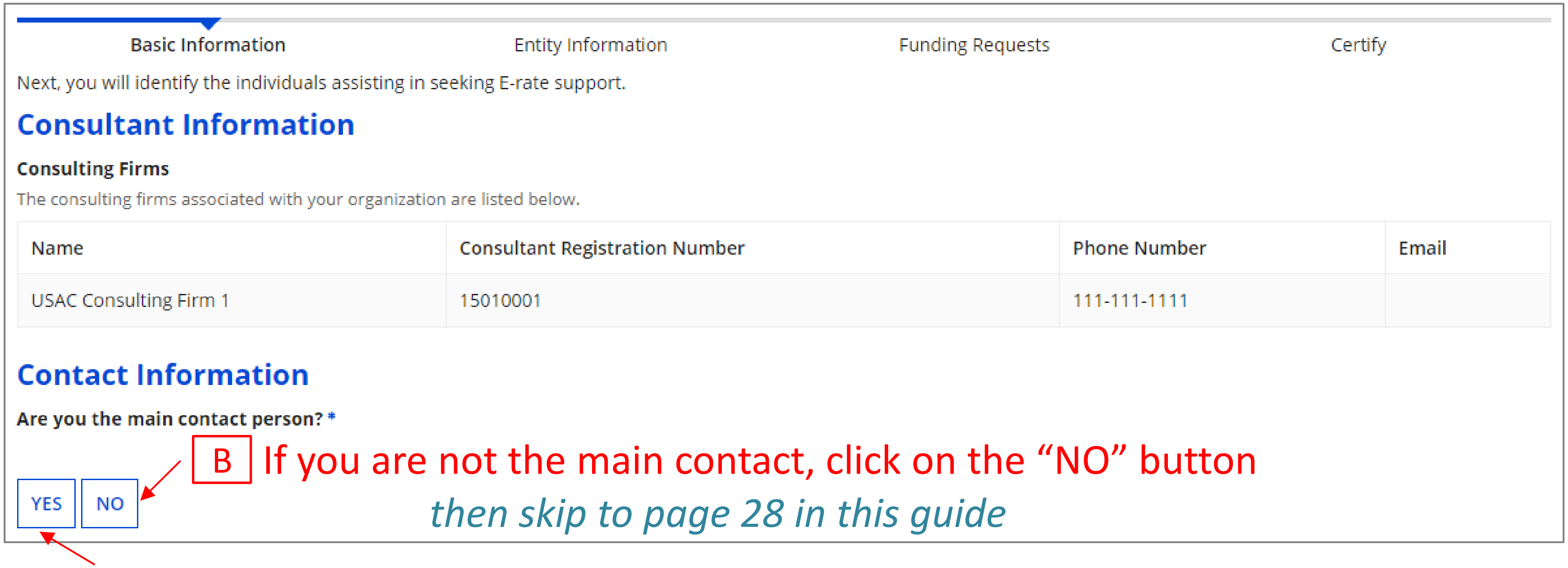
Next, you will identify the individuals assisting in seeking E-rate support.

Consultant Information

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

[Contact Information]

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

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

Are you the main contact person? *

YES
NO

B If you are not the main contact, click on the “NO” button

then skip to page 28 in this guide

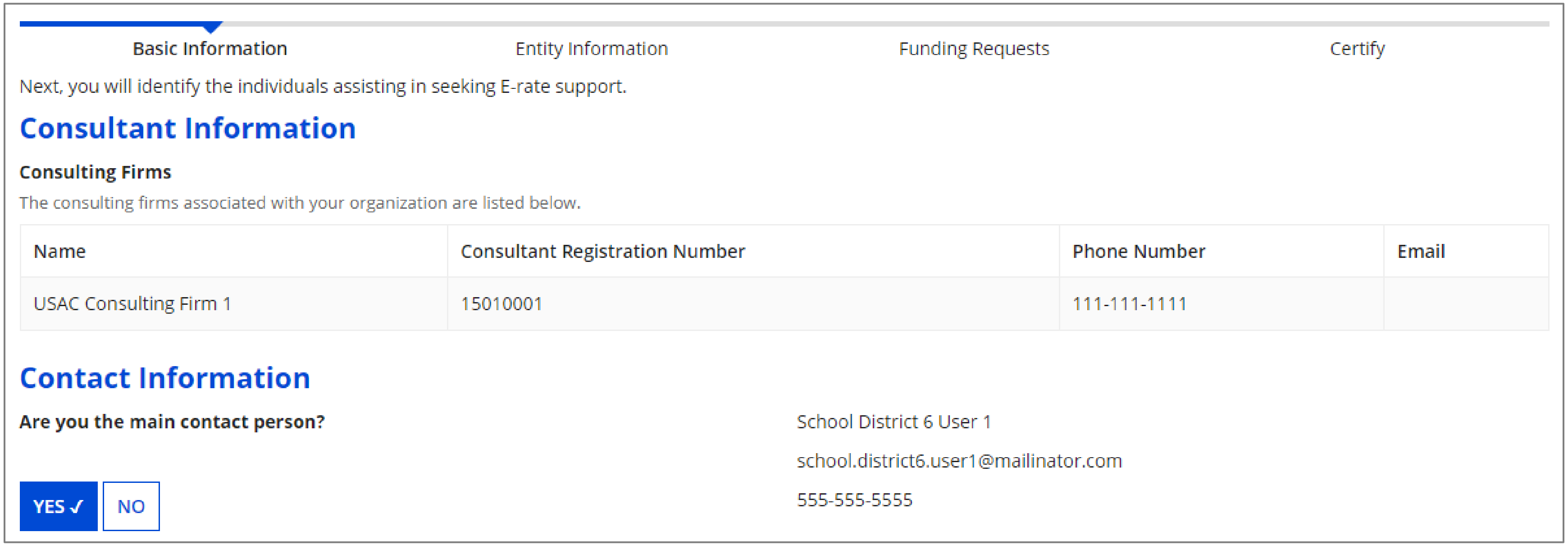
A If you are the main contact for this form, click on the “YES” button

then go to the next page in this guide

[Contact Information]

If you are the main contact (you chose "YES")….

A ① If you chose "YES", your contact info will automatically display



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	

Contact Information

Are you the main contact person?

YES ✓ NO

School District 6 User 1

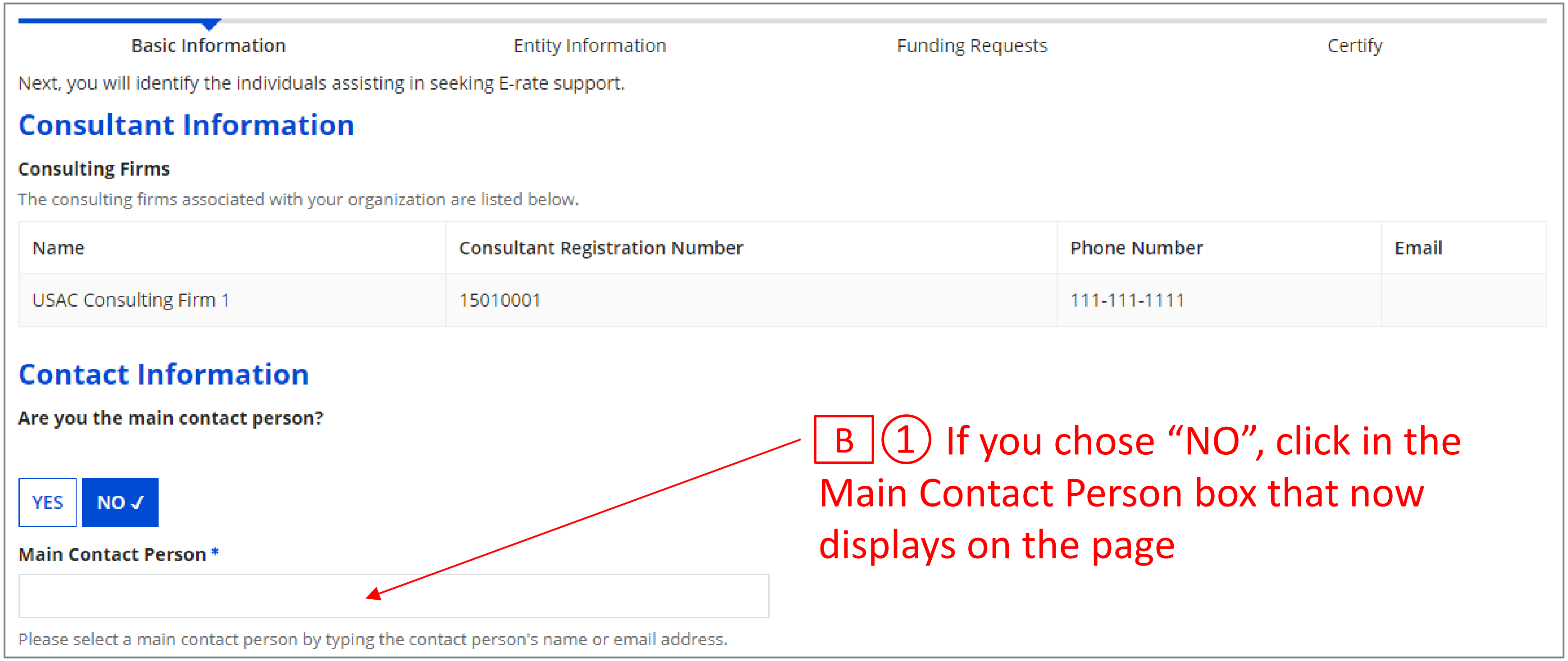
school.district6.user1@mailinator.com

555-555-5555

skip to page 30 in this guide

[Contact Information]

If you are not the main contact (you chose "NO")….



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	

Contact Information

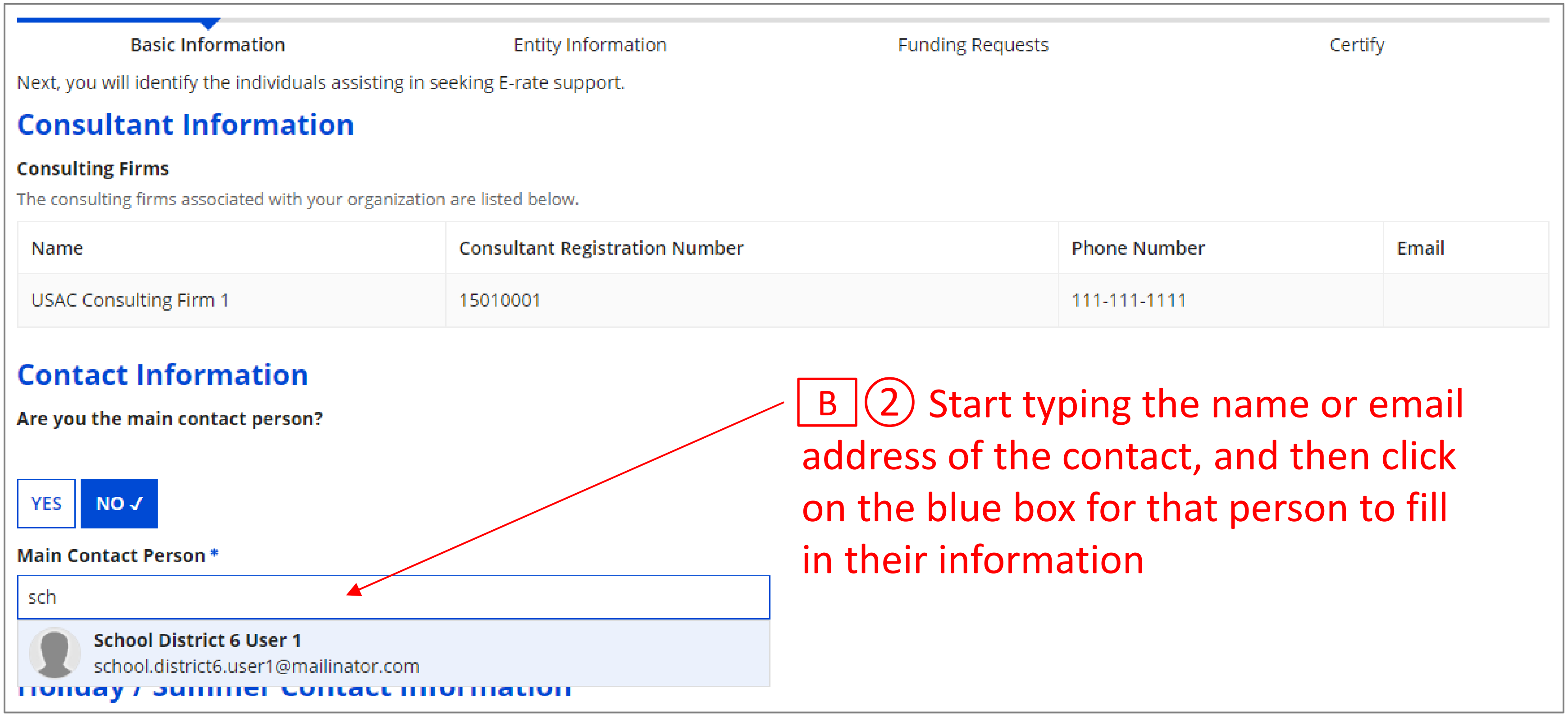
Are you the main contact person?

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

[Contact Information]



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	

Contact Information

Are you the main contact person?

Main Contact Person *

sch

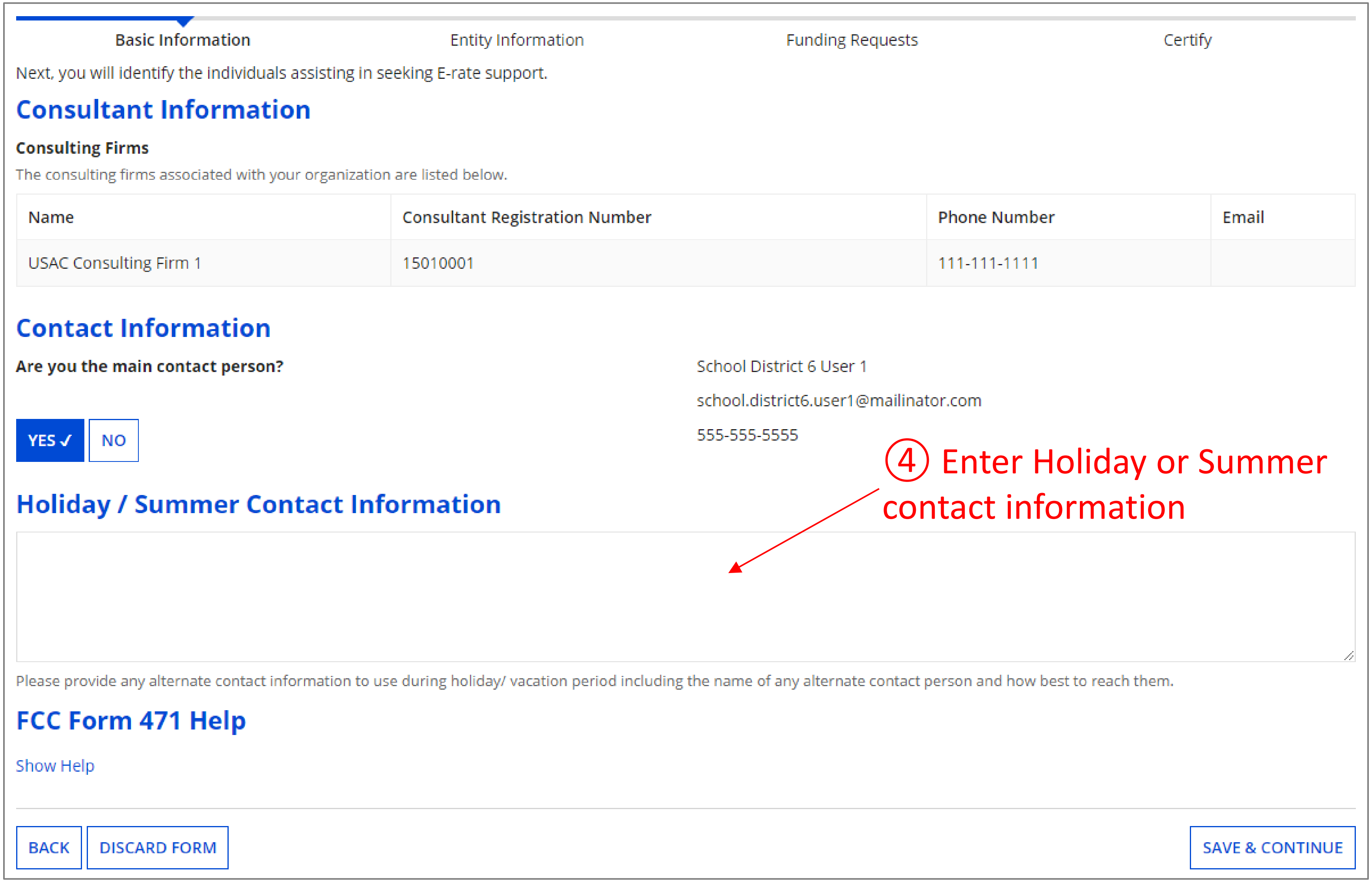
School District 6 User 1
school.district6.user1@mailinator.com

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

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

go to the next page in this guide

[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

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

Are you the main contact person?

YES ✓ NO

School District 6 User 1

school.district6.user1@mailinator.com

555-555-5555

④ Enter Holiday or Summer contact information

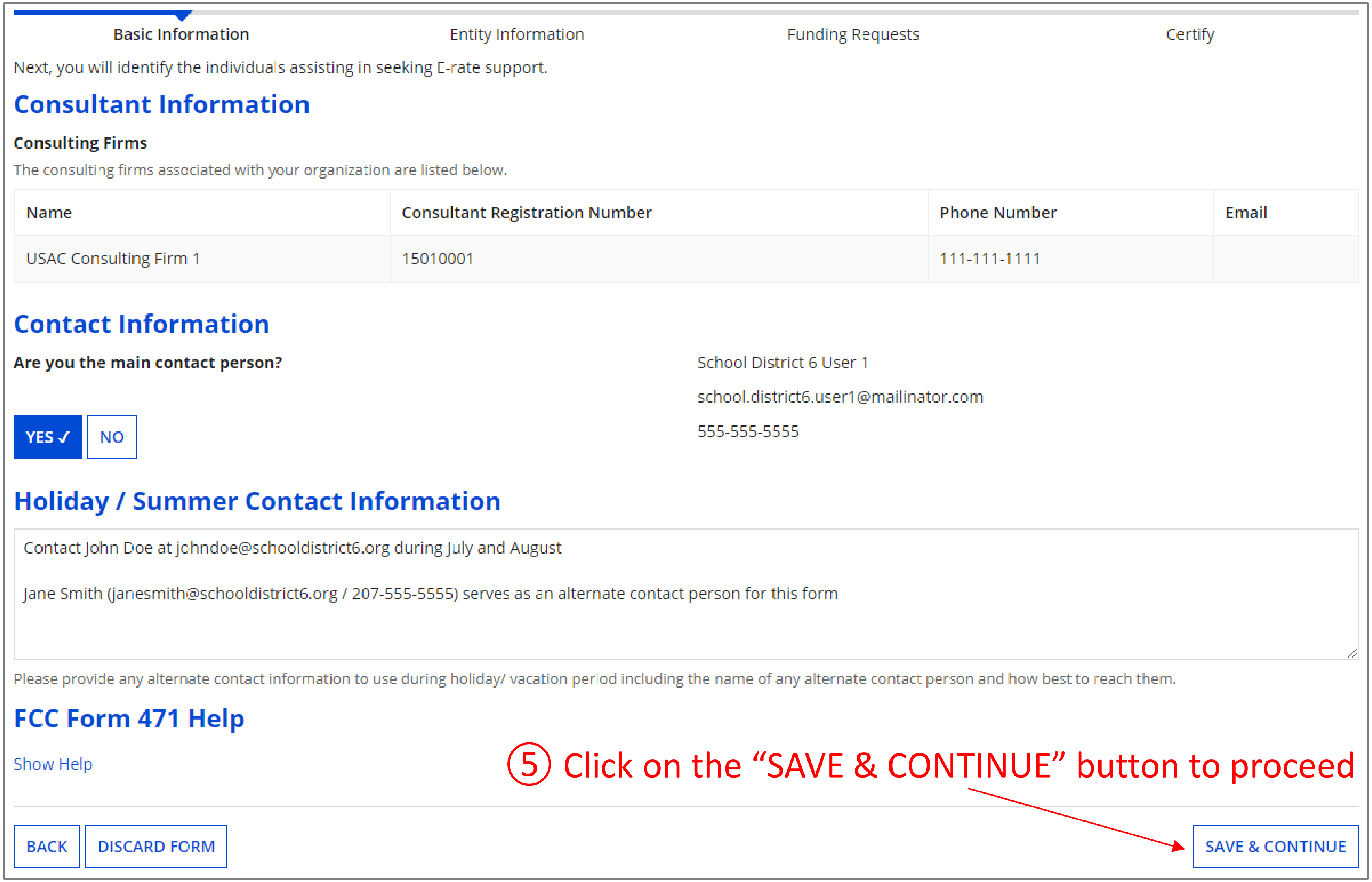
Holiday / Summer Contact Information

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



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	

Contact Information

Are you the main contact person?

YES ✓ NO

School District 6 User 1
school.district6.user1@mailinator.com
555-555-5555

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

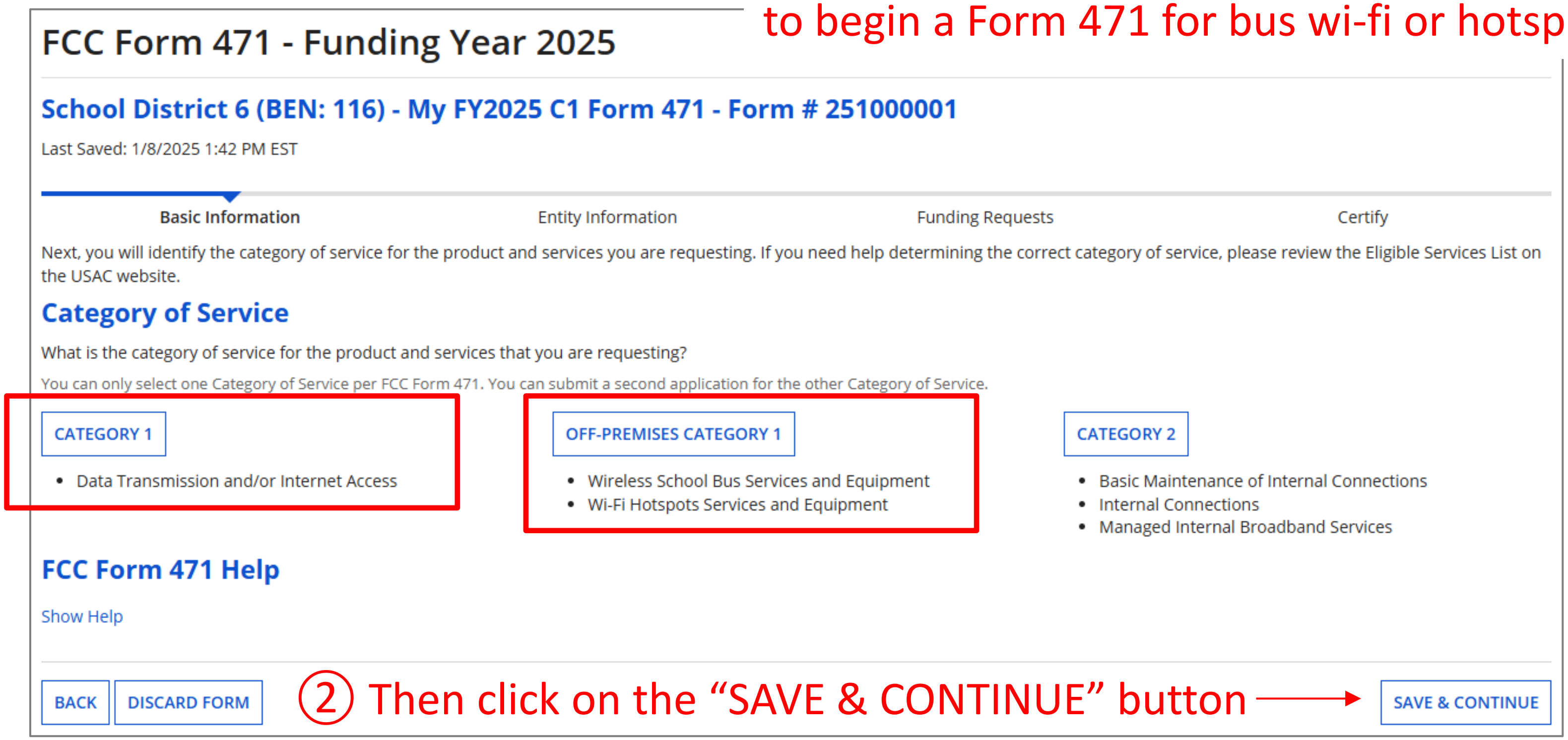
⑤ Click on the “SAVE & CONTINUE” button to proceed

Form 471 Section Two: Entity Information

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

[Category of Service]

① Click on the "CATEGORY 1" button to begin a Form 471 for Category 1 services OR on the "OFF-PREMISES CATEGORY 1" button to begin a Form 471 for bus wi-fi or hotspots



FCC Form 471 - Funding Year 2025

School District 6 (BEN: 116) - My FY2025 C1 Form 471 - Form # 251000001

Last Saved: 1/8/2025 1:42 PM EST

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

OFF-PREMISES CATEGORY 1
- Wireless School Bus Services and Equipment
- Wi-Fi Hotspots Services and Equipment

CATEGORY 2
- Basic Maintenance of Internal Connections
- Internal Connections
- Managed Internal Broadband Services

FCC Form 471 Help

Show Help

② Then click on the "SAVE & CONTINUE" button →

Words of Caution:

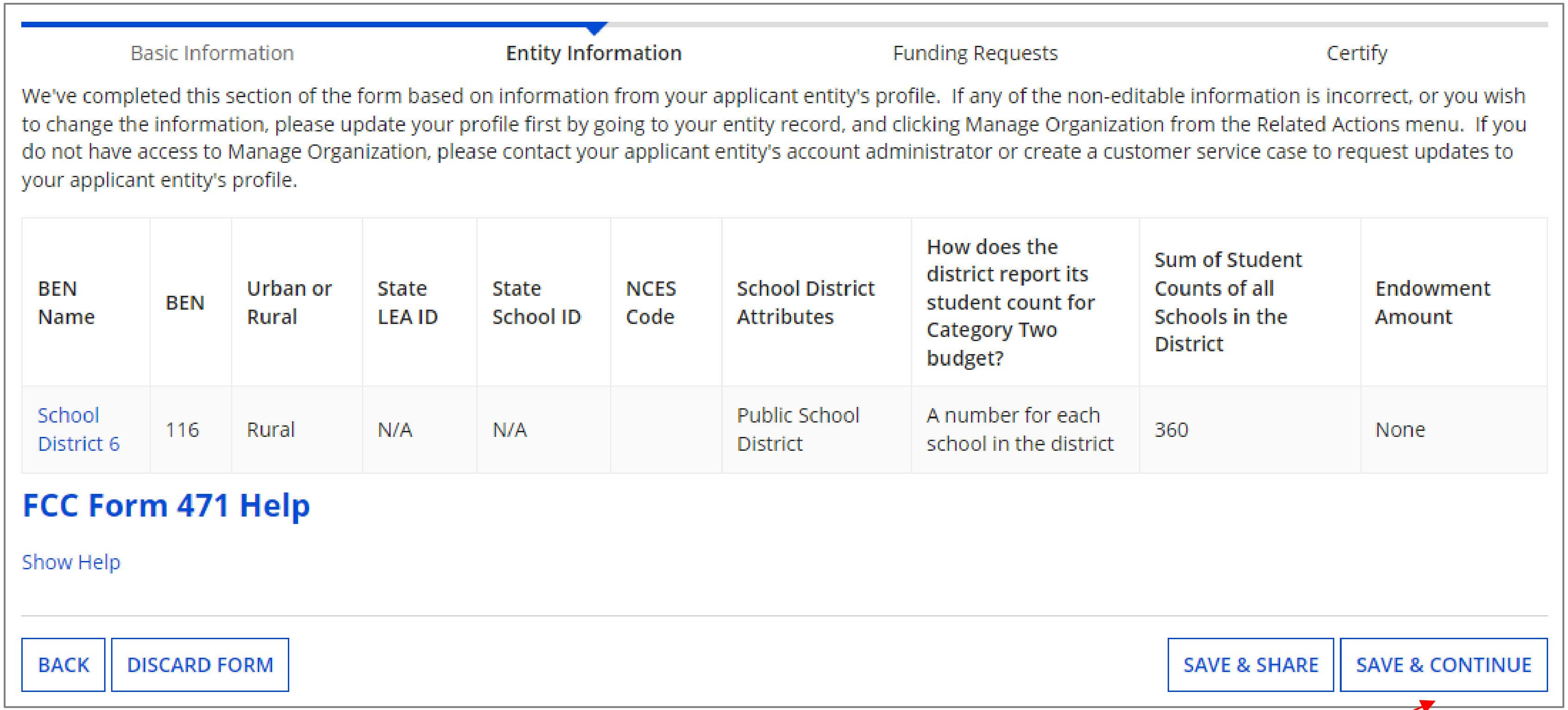
Once you have selected a category and leave this page, you cannot change the selection.

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.

[Entity Information]

Information about the school district or independent school will display

Be careful - clicking on the link for the entity will take you out of the form and bring you to the organization's details



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.

BEN Name	BEN	Urban or Rural	State LEA ID	State School ID	NCES Code	School District Attributes	How does the district report its student count for Category Two budget?	Sum of Student Counts of all Schools in the District	Endowment Amount
School District 6	116	Rural	N/A	N/A		Public School District	A number for each school in the district	360	None

FCC Form 471 Help

Show Help

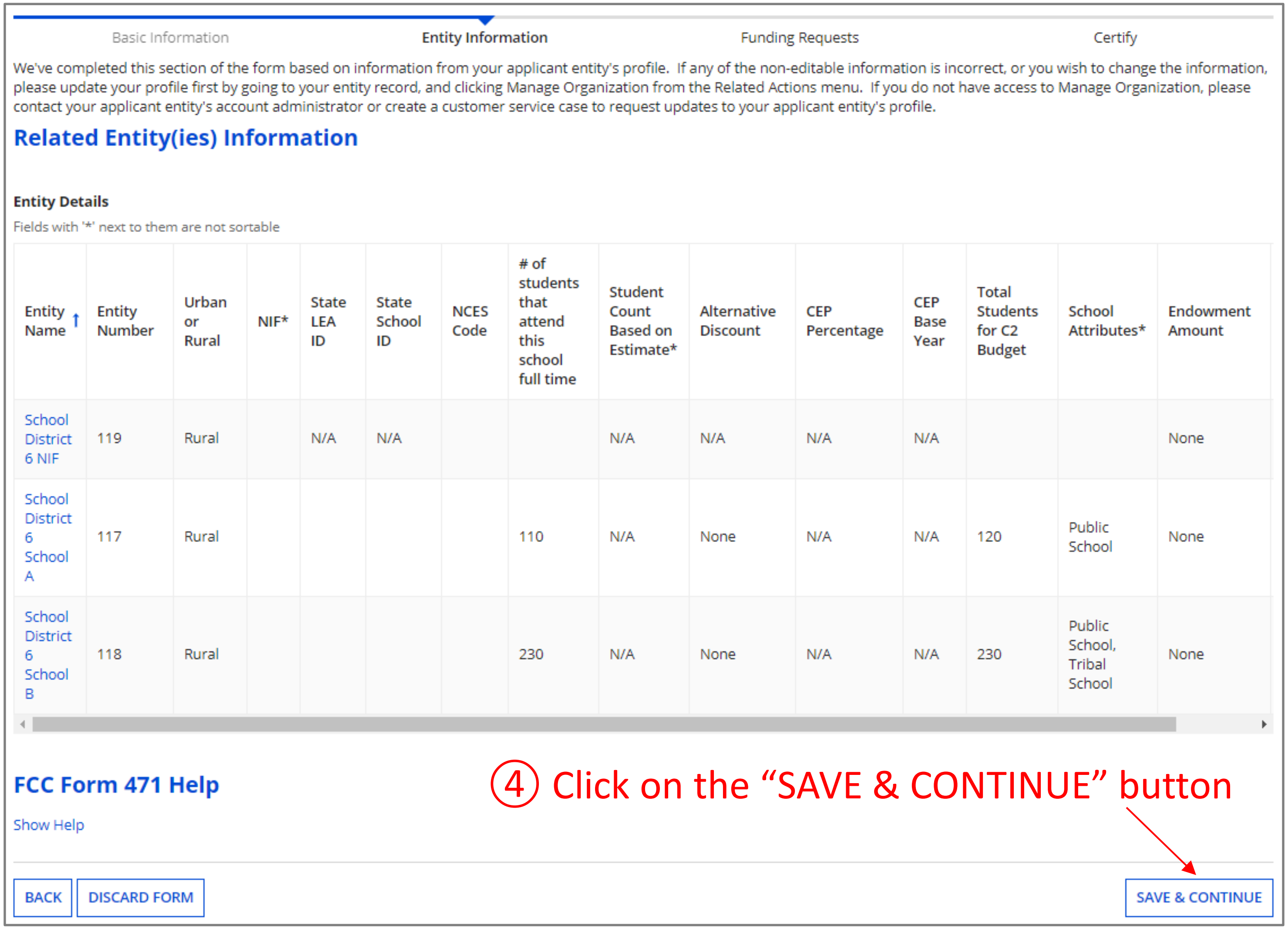
NOTE: *This information cannot be updated within the form*

③ Click on the "SAVE & CONTINUE" button

[Related Entities Information]

Information about any related entities such as schools and NIFs in the district will display

Be careful - clicking on the link for a building will take you out of the form and bring you to the entity's details



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	Student Count Based on Estimate*	Alternative Discount	CEP Percentage	CEP Base Year	Total Students for C2 Budget	School Attributes*	Endowment Amount
School District 6 NIF	119	Rural		N/A	N/A			N/A	N/A	N/A	N/A			None
School District 6 School A	117	Rural					110	N/A	None	N/A	N/A	120	Public School	None
School District 6 School B	118	Rural					230	N/A	None	N/A	N/A	230	Public School, Tribal School	None

FCC Form 471 Help

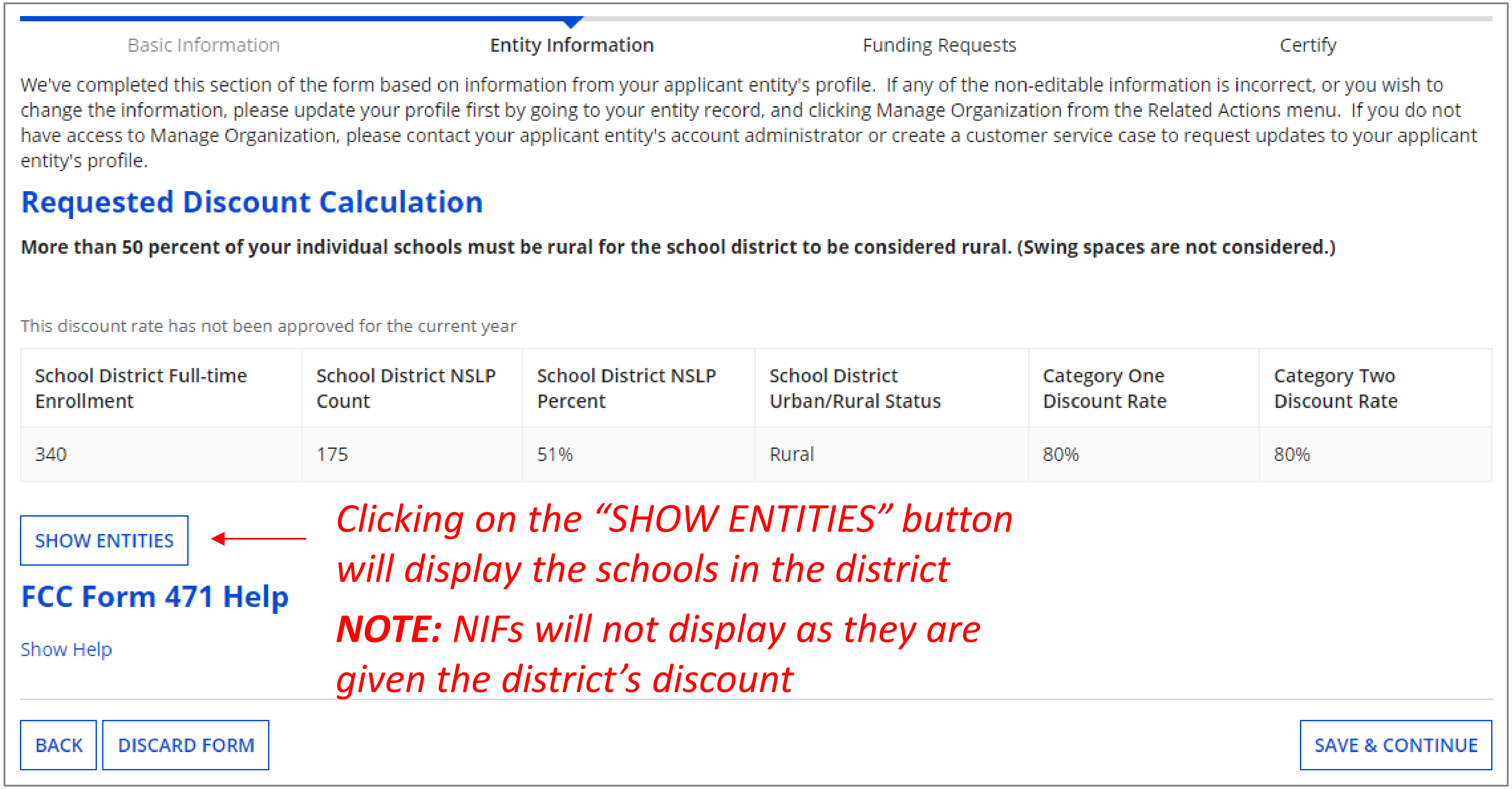
Show Help

④ Click on the "SAVE & CONTINUE" button

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

[Discount Calculation]

Information about the discount calculation will display



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. (Swing spaces are not considered.)

This discount rate has not been approved for the current year

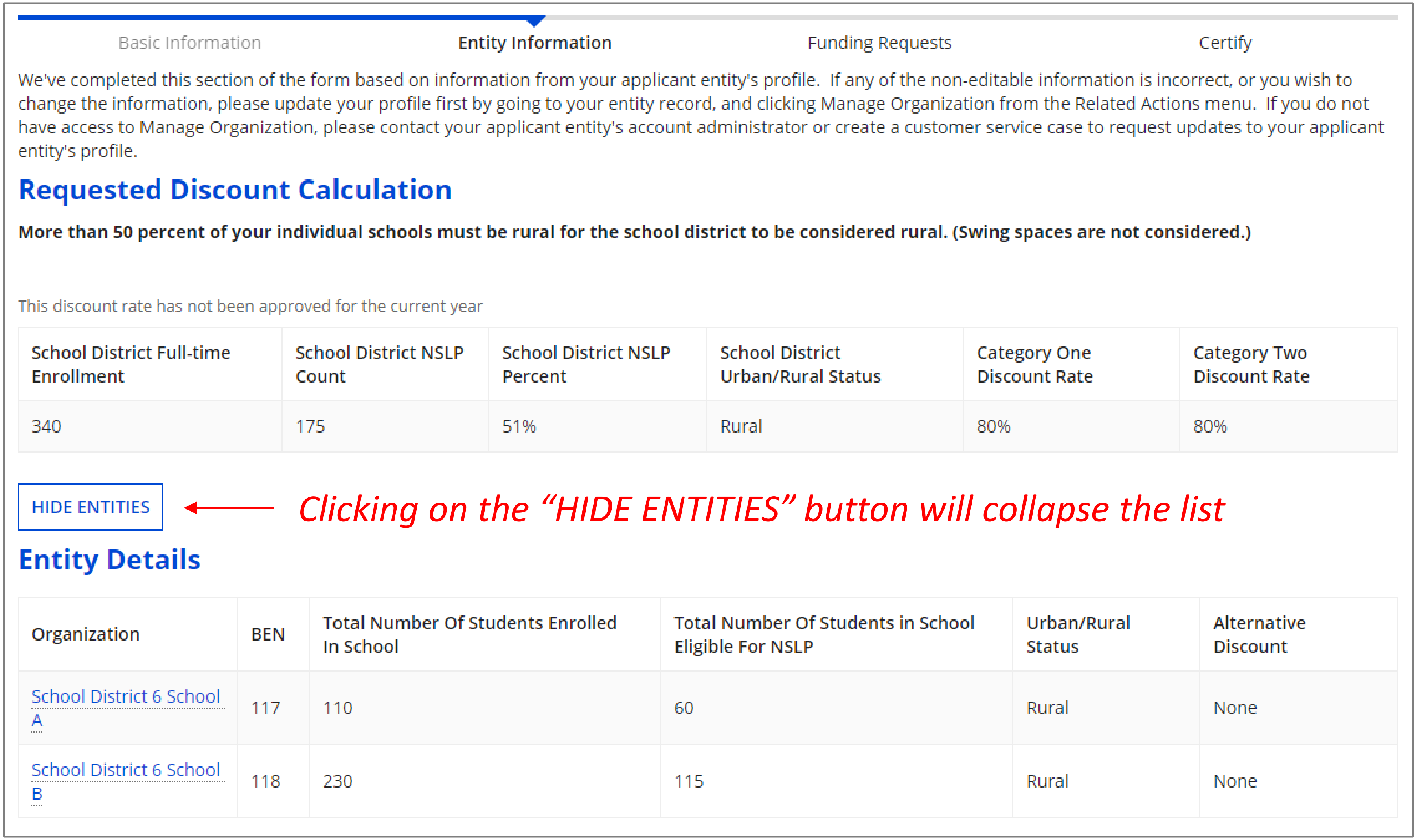
School District Full-time Enrollment	School District NSLP Count	School District NSLP Percent	School District Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate
340	175	51%	Rural	80%	80%

Clicking on the "SHOW ENTITIES" button will display the schools in the district

NOTE: *NIFs will not display as they are given the district's discount*

FCC Form 471 Help

[Discount Calculation]



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. (Swing spaces are not considered.)

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	175	51%	Rural	80%	80%

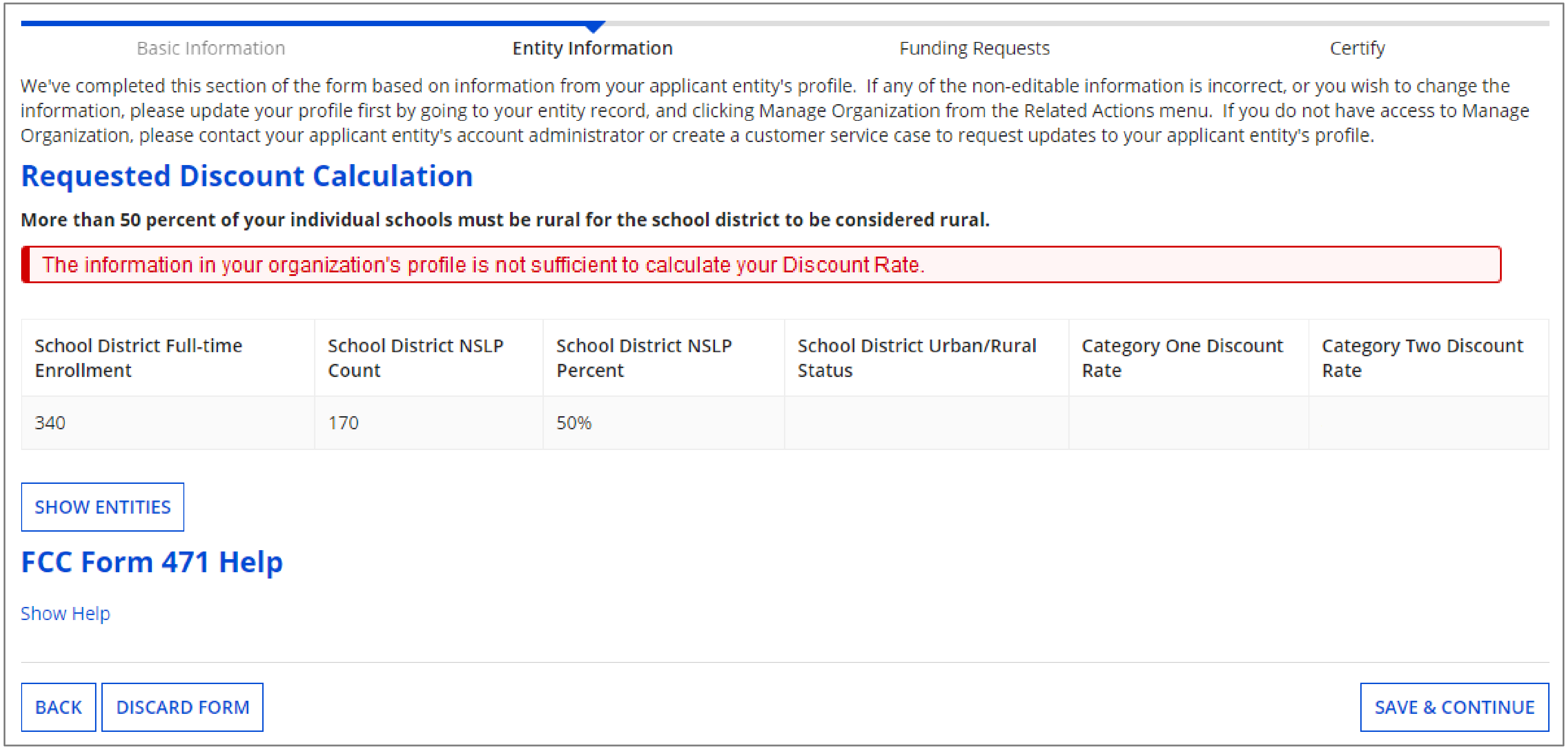
Clicking on the "HIDE ENTITIES" button will collapse the list

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	60	Rural	None
School District 6 School B	118	230	115	Rural	None

[Discount Calculation]

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



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.

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

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%			

FCC Form 471 Help

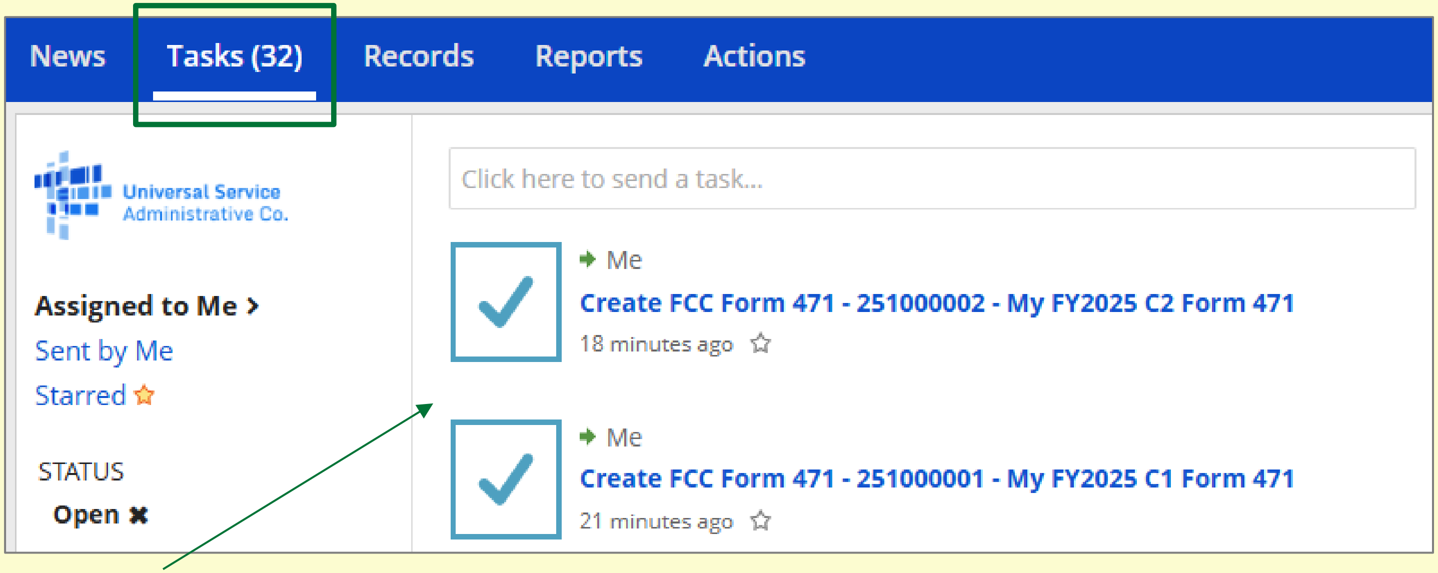
Help! I need to update entity information

Once the Administrative Window has closed, your organization's profile data will be locked. You will need to contact USAC's Client Service Center 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



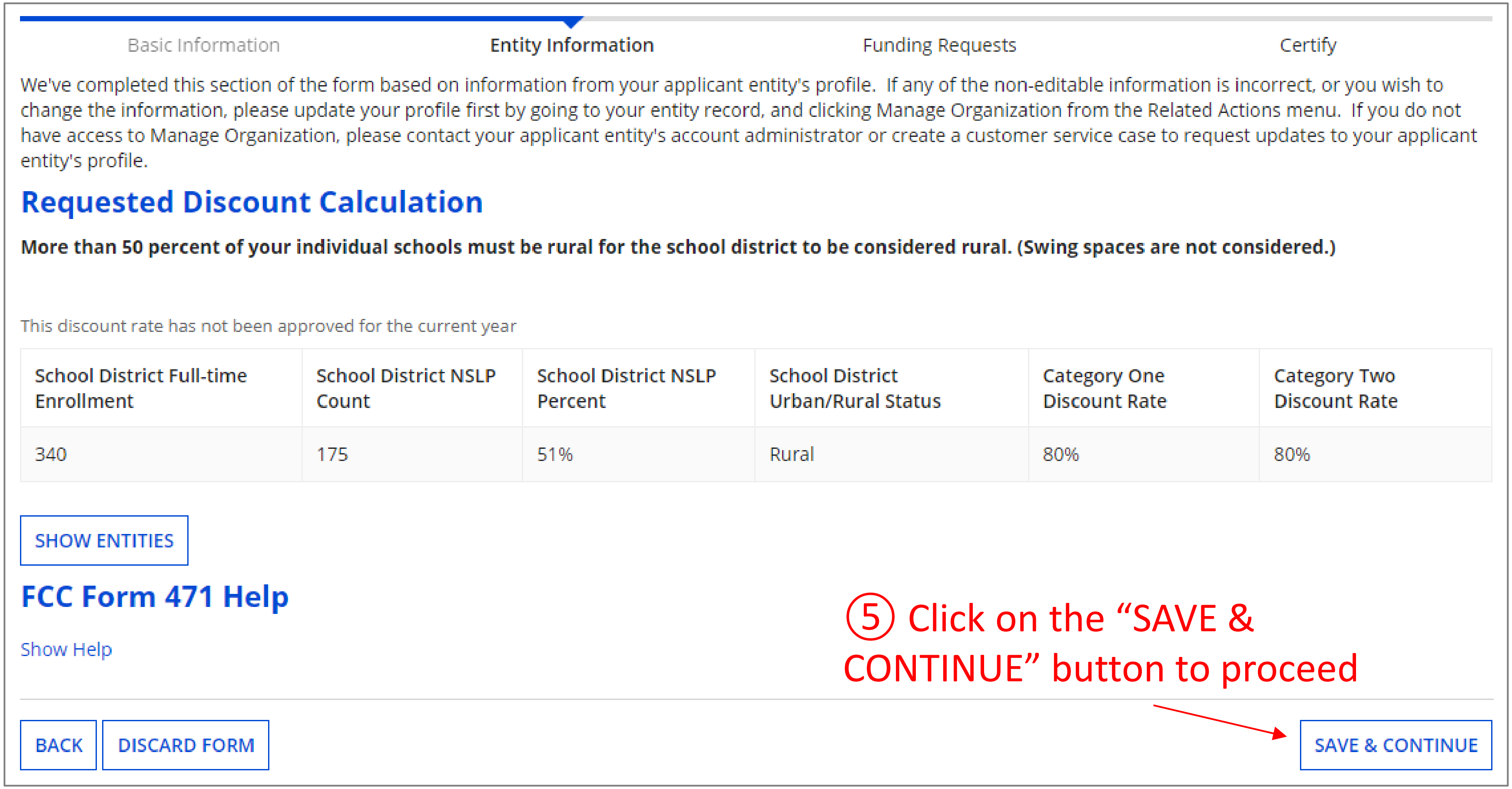
News
Tasks (32)
Records
Reports
Actions
Universal Service Administrative Co.
Assigned to Me ›
Sent by Me
Starred ☆
STATUS
Open ✖
Click here to send a task...
Me
18 minutes ago
Me
21 minutes ago

Create FCC Form 471 - 251000002 - My FY2025 C2 Form 471

Create FCC Form 471 - 251000001 - My FY2025 C1 Form 471

② And then clicking on the task to create the in-process form

Entity Information



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. (Swing spaces are not considered.)

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	175	51%	Rural	80%	80%

FCC Form 471 Help

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

go to the next page in this guide

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.

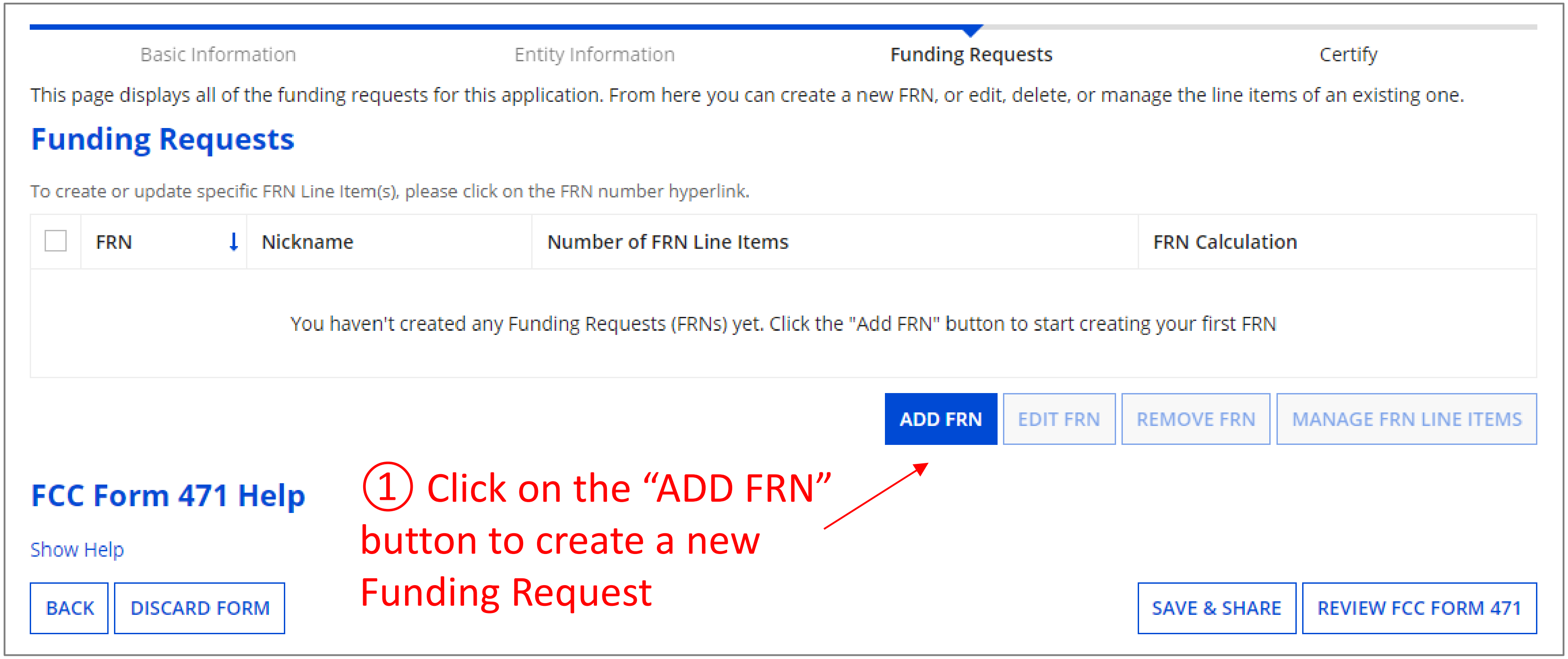
Funding Requests

A funding request is a service or group of services that share a common service type, initiating Form 470, 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*
2. *Enter details (FRN Line Items)*



Basic Information
Entity Information
Funding Requests
Certify

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

Funding Requests

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

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

ADD FRN
EDIT FRN
REMOVE FRN
MANAGE FRN LINE ITEMS

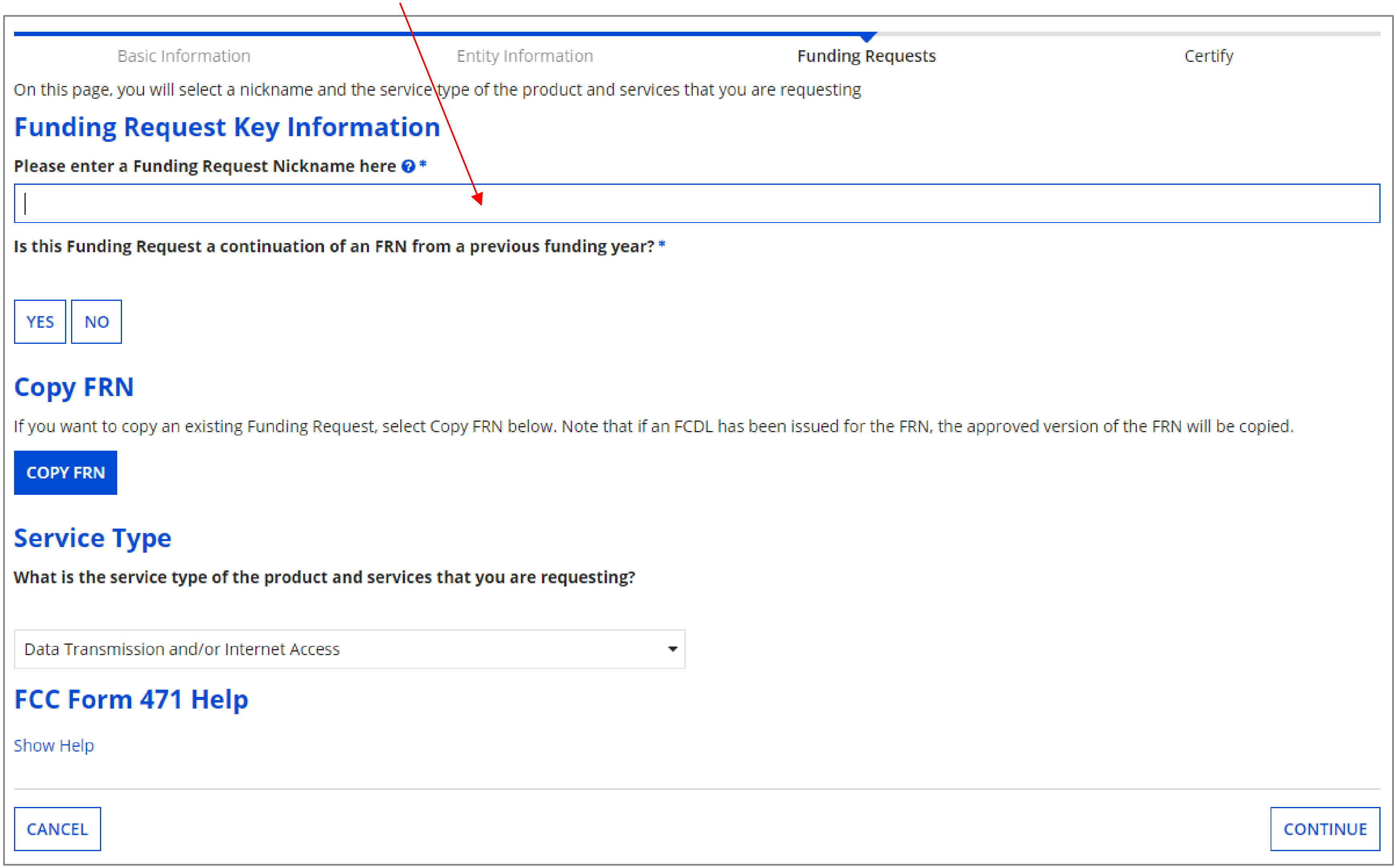
FCC Form 471 Help

Show Help
BACK
DISCARD FORM
SAVE & SHARE
REVIEW FCC FORM 471

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

[FRN Nickname]

② Enter a Nickname for this FRN that will serve as a reminder of this 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? *

YES
NO

Copy FRN

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

Service Type

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

Data Transmission and/or Internet Access

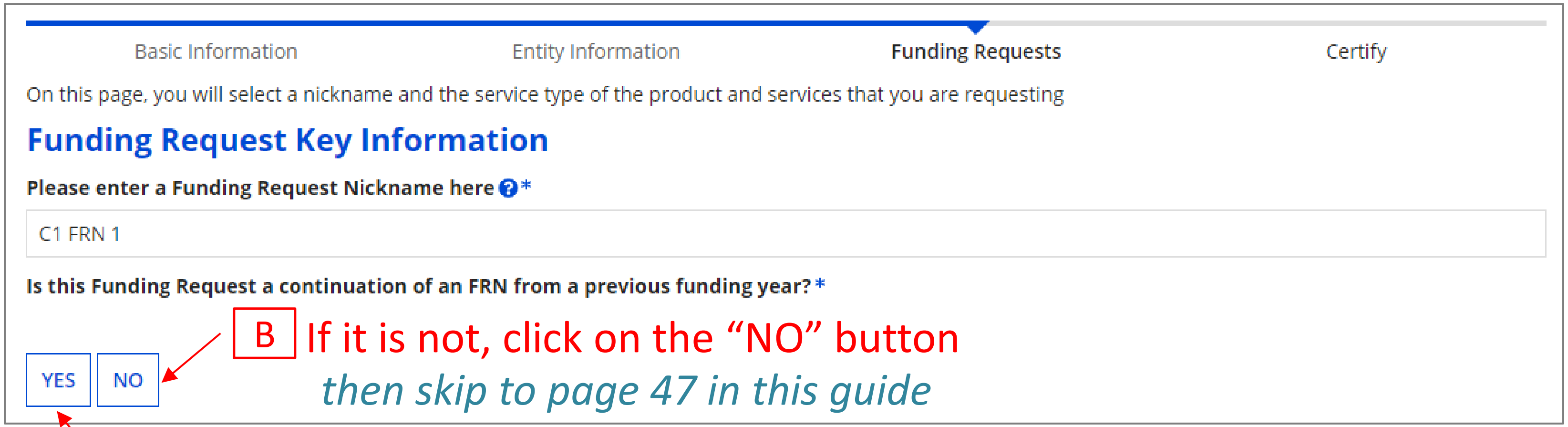
FCC Form 471 Help

Show Help

CANCEL
CONTINUE

[Continuing FRN]

③ Determine whether or not this Funding Request is a continuation of a request from a previous funding year (for example, the second year of a multi-year contract)



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 ? *

C1 FRN 1

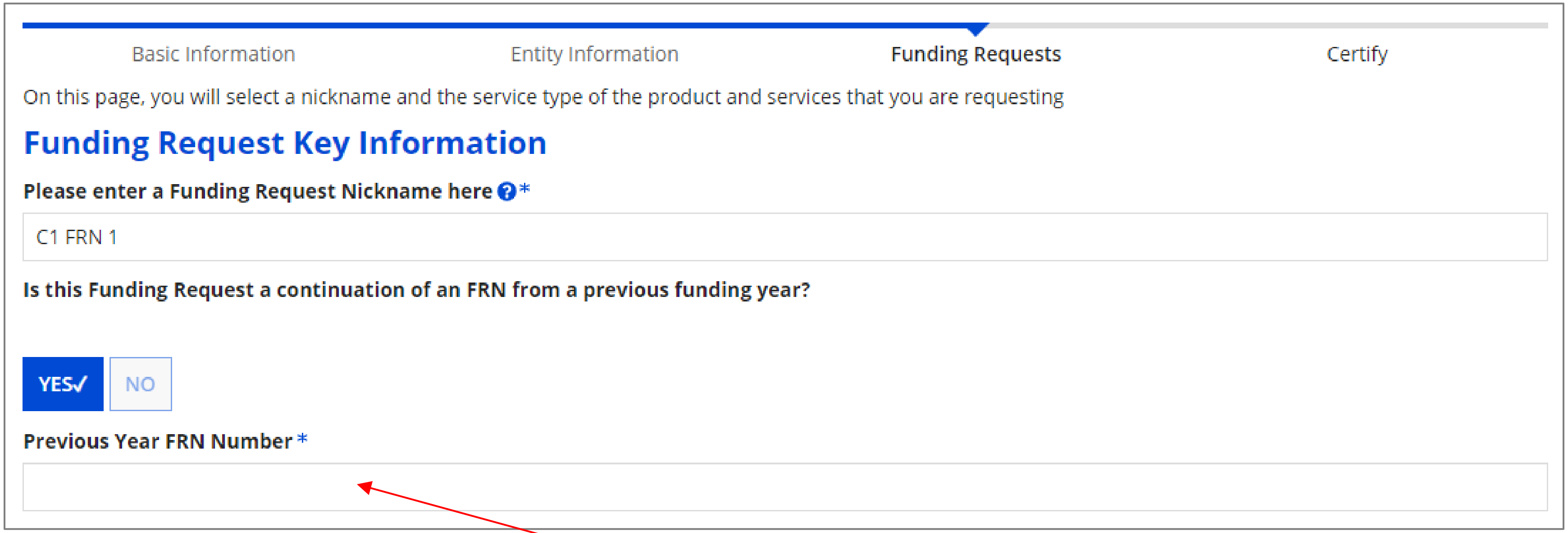
Is this Funding Request a continuation of an FRN from a previous funding year? *

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*

[Continuing FRN]

If this form is a continuation from a previous year (you chose "YES")….


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 ? *

C1 FRN 1

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

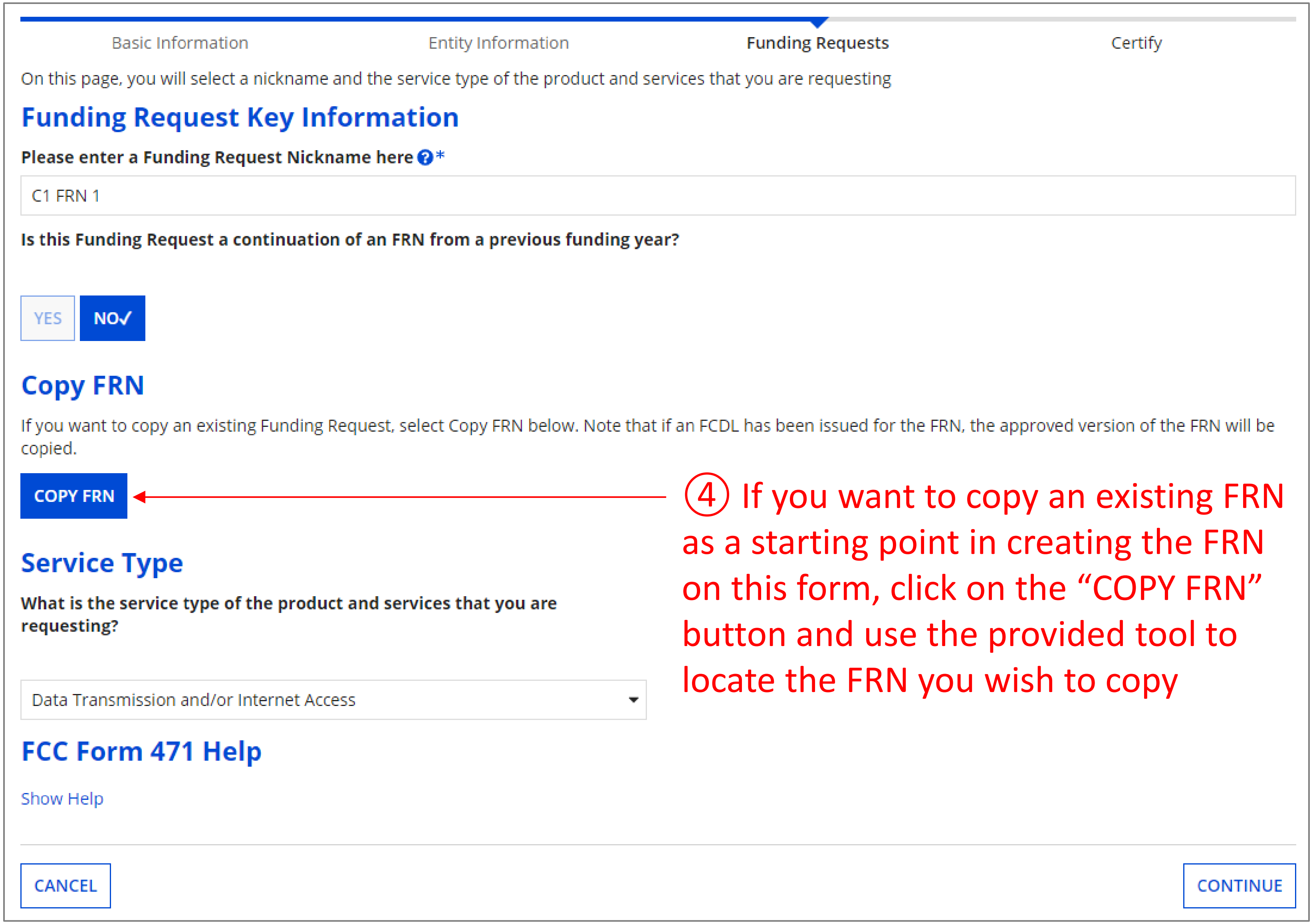
YES✓
NO

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

go to the next page in this guide

[Copy FRN]



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 ? *

C1 FRN 1

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.

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

Service Type

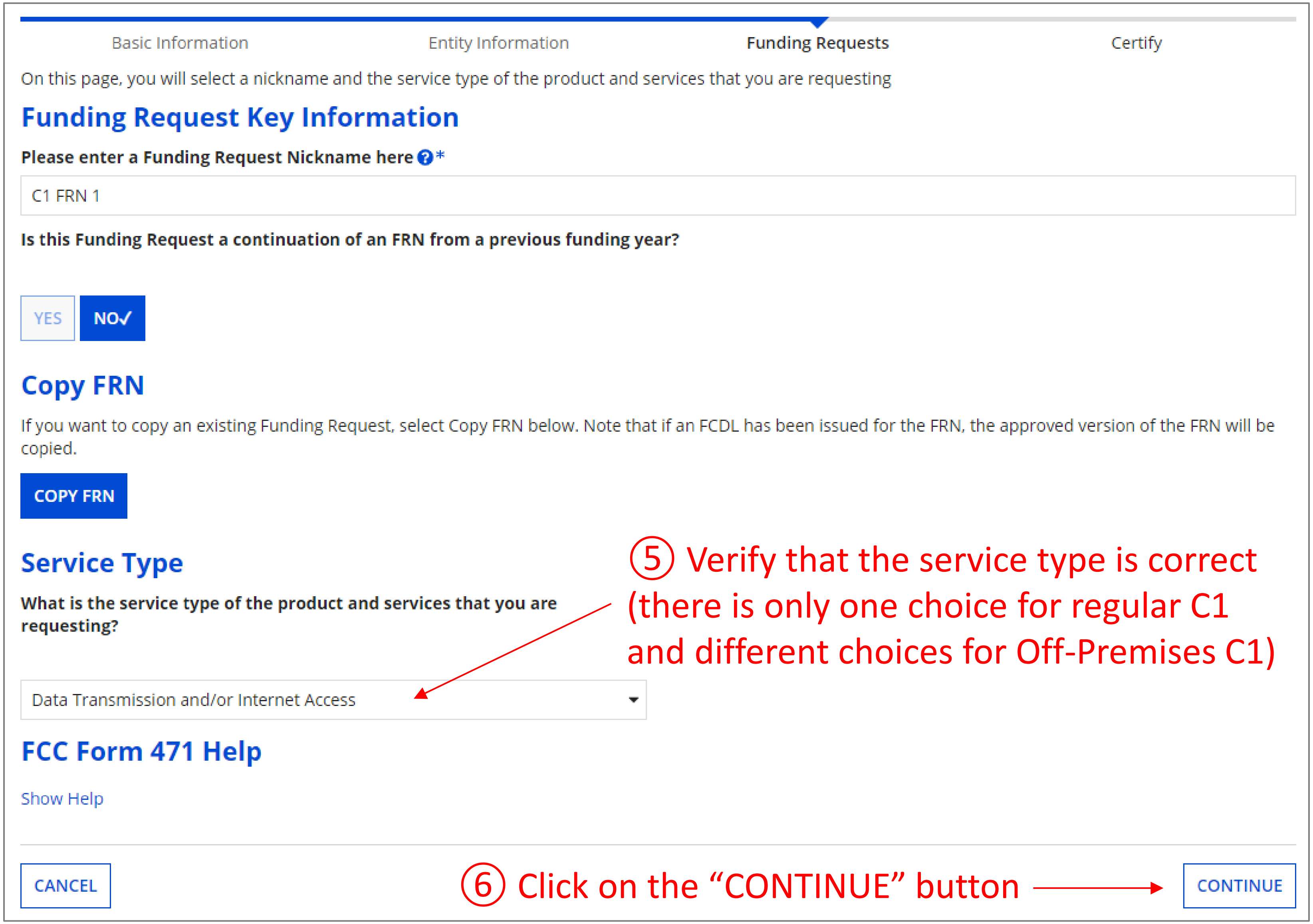
What is the service type of the product and services that you are requesting?

Data Transmission and/or Internet Access

FCC Form 471 Help

Show Help

[Service Type]


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 *

C1 FRN 1

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

YES [✓ NO]

Copy FRN

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

Service Type

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

Data Transmission and/or Internet Access

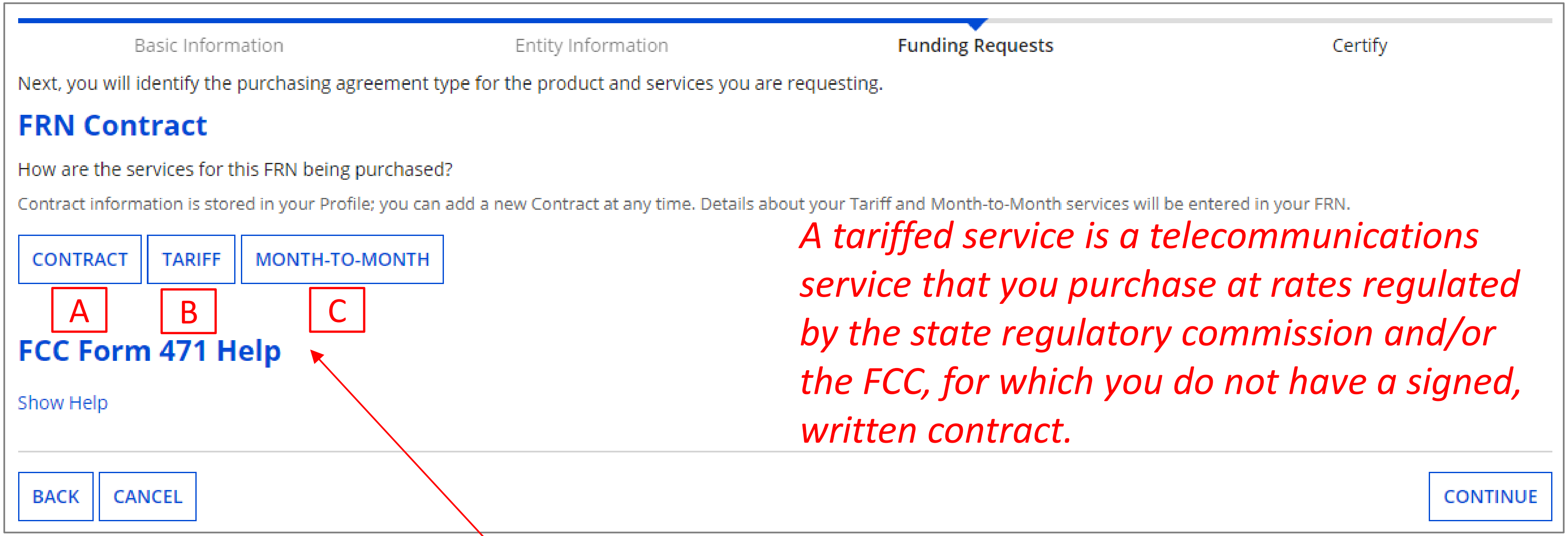
⑤ Verify that the service type is correct (there is only one choice for regular C1 and different choices for Off-Premises C1)

FCC Form 471 Help

Show Help
CANCEL
CONTINUE

⑥ Click on the “CONTINUE” button

[Contract]



Basic Information
Entity Information
Funding Requests
Certify

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

FRN Contract

How are the services for this FRN being purchased?

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

CONTRACT
TARIFF
MONTH-TO-MONTH
A
B
C

FCC Form 471 Help

Show Help
BACK
CANCEL
CONTINUE

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 Click on the button for 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 ***(MOST COMMON CHOICE)*** → *go to the next page in this guide*

B Tariff → *skip to page 58 in this guide*

C Month-to-Month → *skip to page 71 in this guide*

[Contract]

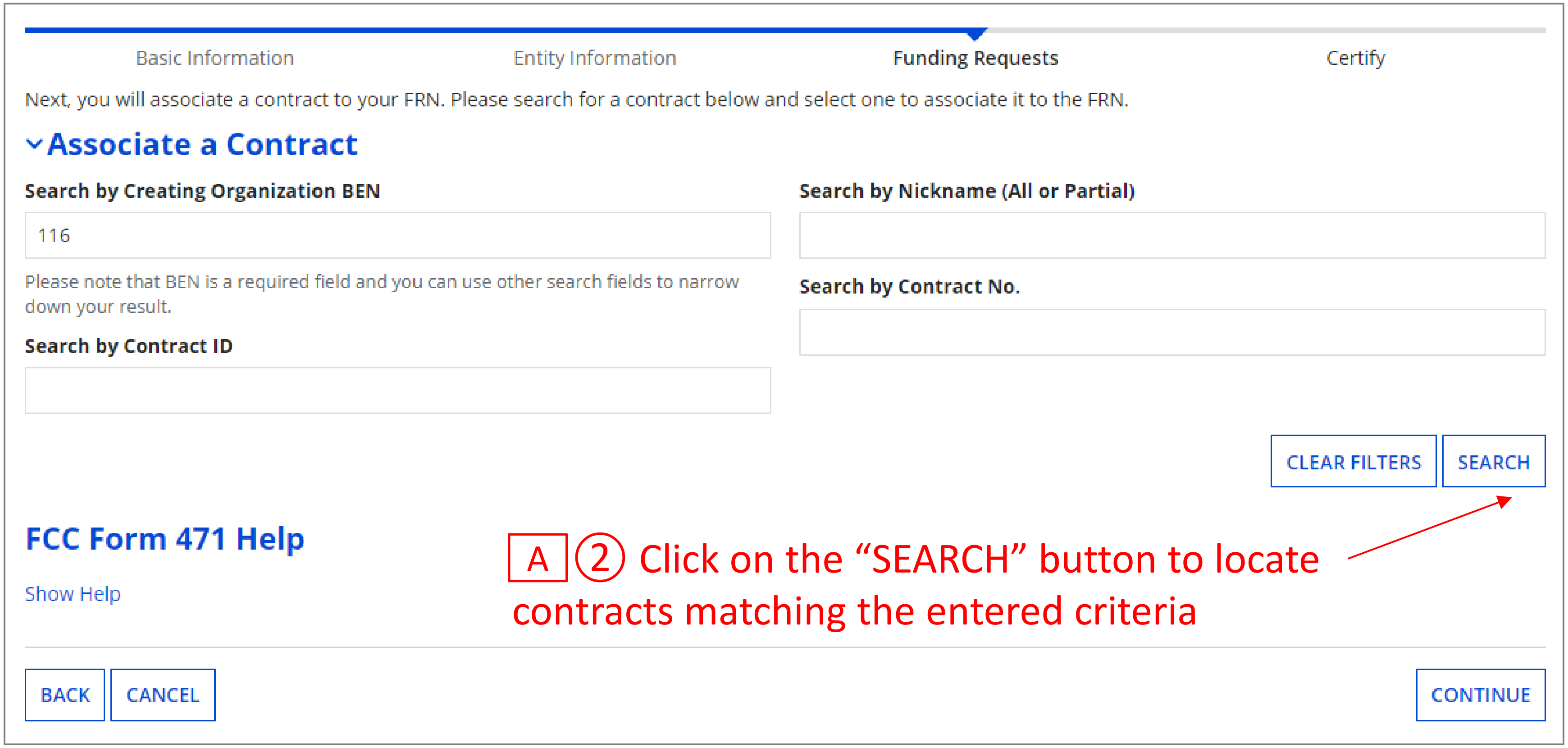
If you chose "CONTRACT" on the previous screen ….

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 proceeding with these next 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.



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

116

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.

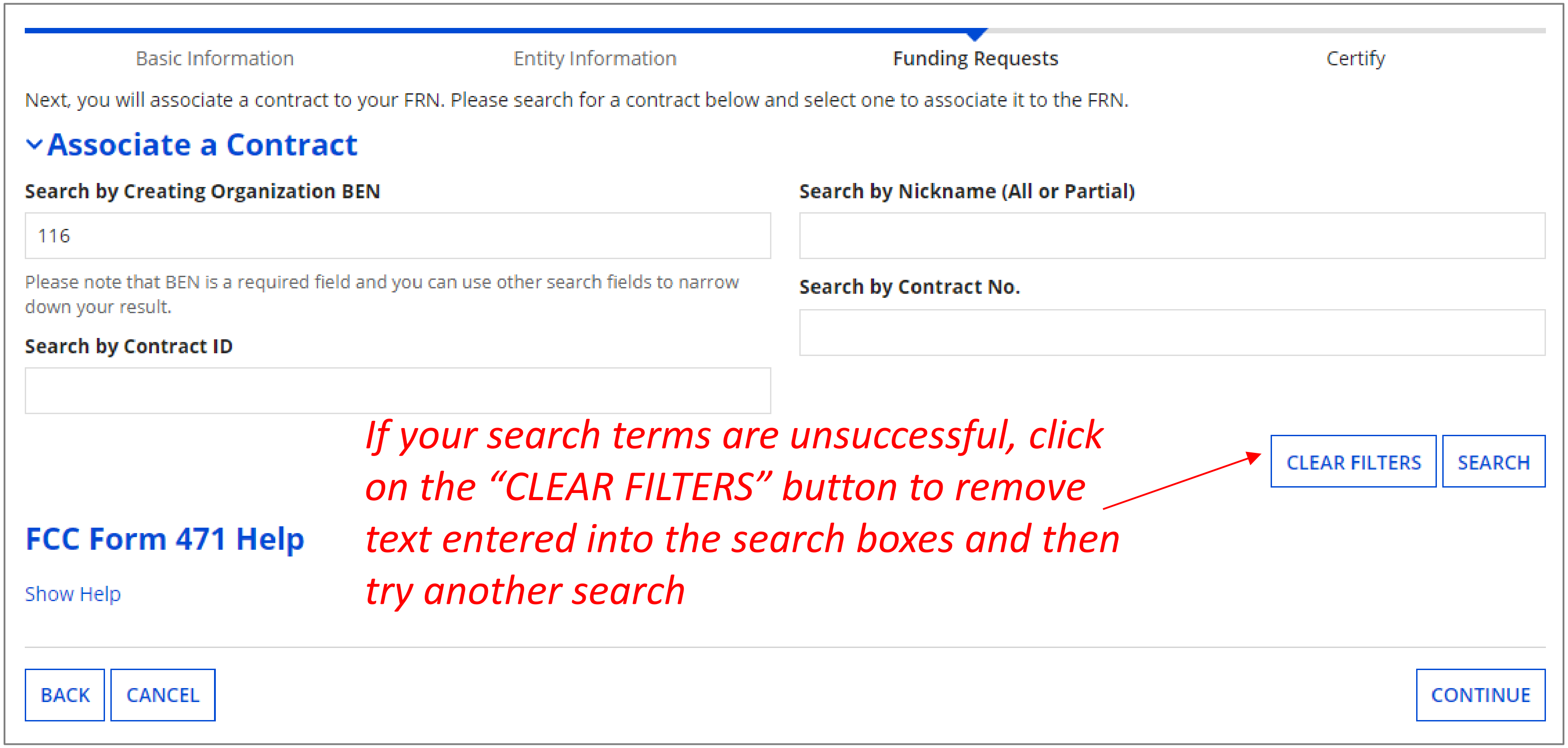
CLEAR FILTERS
SEARCH

FCC Form 471 Help

Show Help
BACK
CANCEL
CONTINUE

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

[Contract]


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

116

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

Search by Contract ID

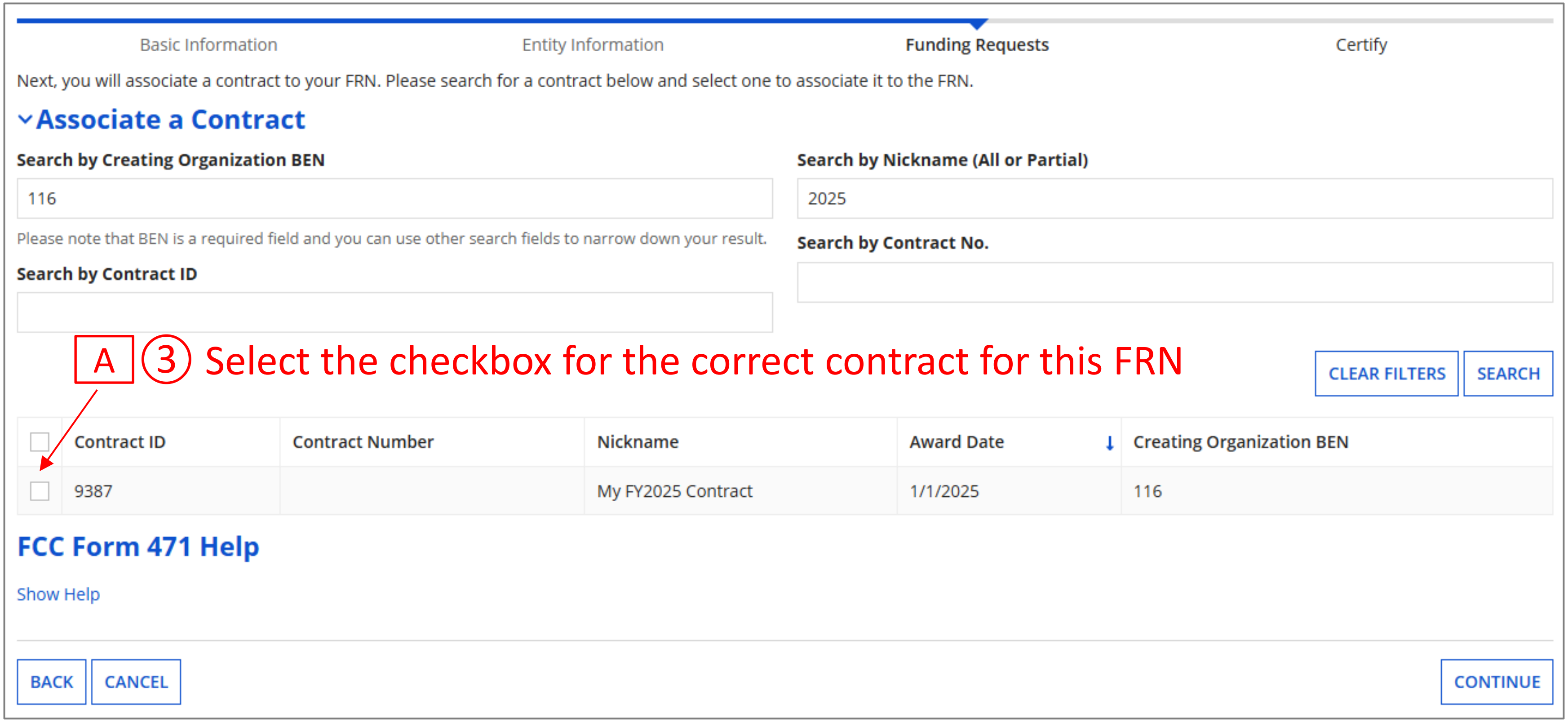
Search by Nickname (All or Partial)

Search by Contract No.

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

CLEAR FILTERS
SEARCH
FCC Form 471 Help
Show Help
BACK
CANCEL
CONTINUE

[Contract]



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

116

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)

2025

Search by Contract No.

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

CLEAR FILTERS
SEARCH

☐	Contract ID	Contract Number	Nickname	Award Date ↓	Creating Organization BEN
☐	9387		My FY2025 Contract	1/1/2025	116

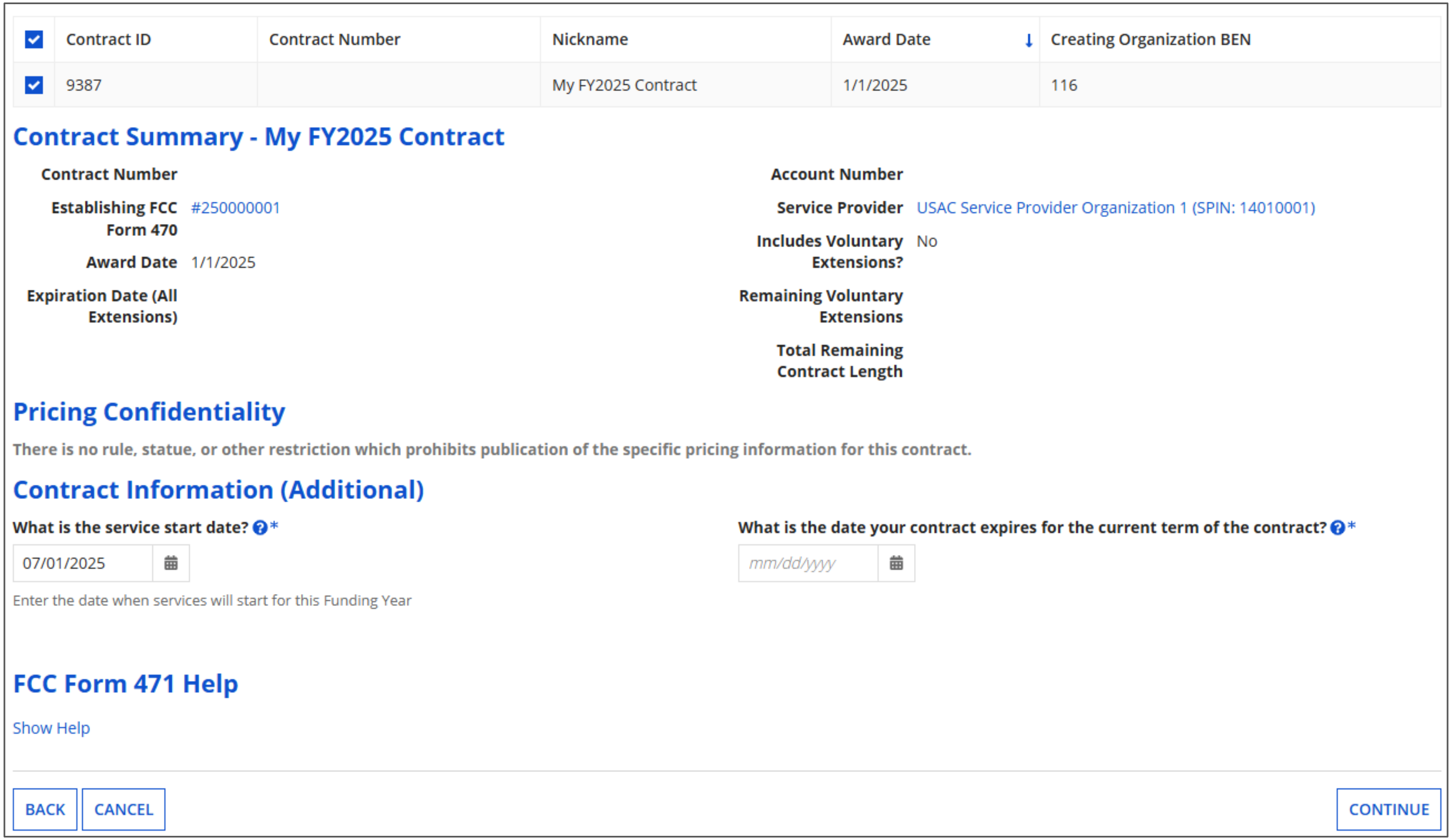
FCC Form 471 Help

Show Help

BACK
CANCEL
CONTINUE

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

[Contract]



☑	Contract ID	Contract Number	Nickname	Award Date ↓	Creating Organization BEN
☑	9387		My FY2025 Contract	1/1/2025	116

Contract Summary - My FY2025 Contract

Contract Number		**Account Number**	
Establishing FCC Form 470	#250000001	**Service Provider**	USAC Service Provider Organization 1 (SPIN: 14010001)
Award Date	1/1/2025	**Includes Voluntary Extensions?**	No
Expiration Date (All Extensions)		**Remaining Voluntary Extensions**	
		Total Remaining Contract Length	

Pricing Confidentiality

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

Contract Information (Additional)

What is the service start date? ?*

07/01/2025

Enter the date when services will start for this Funding Year

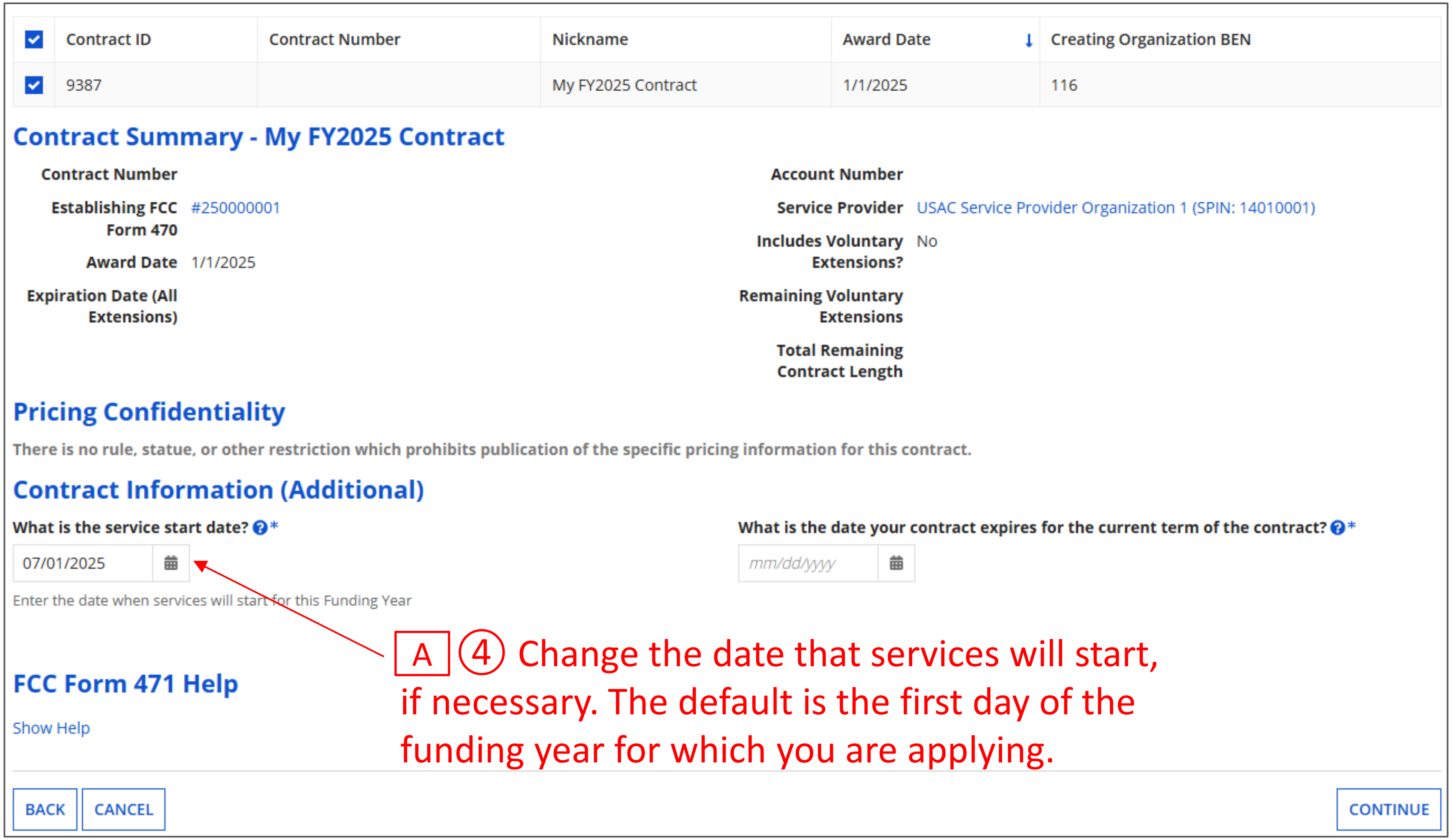
What is the date your contract expires for the current term of the contract? ?*

mm/dd/yyyy

FCC Form 471 Help

Show Help

[Contract]



☑	Contract ID	Contract Number	Nickname	Award Date ↓	Creating Organization BEN
☑	9387		My FY2025 Contract	1/1/2025	116

Contract Summary - My FY2025 Contract

Contract Number

Establishing FCC Form 470 #250000001

Award Date 1/1/2025

Expiration Date (All Extensions)

Account Number

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

Includes Voluntary Extensions? No

Remaining Voluntary Extensions

Total Remaining Contract Length

Pricing Confidentiality

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

Contract Information (Additional)

What is the service start date? *

07/01/2025

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? *

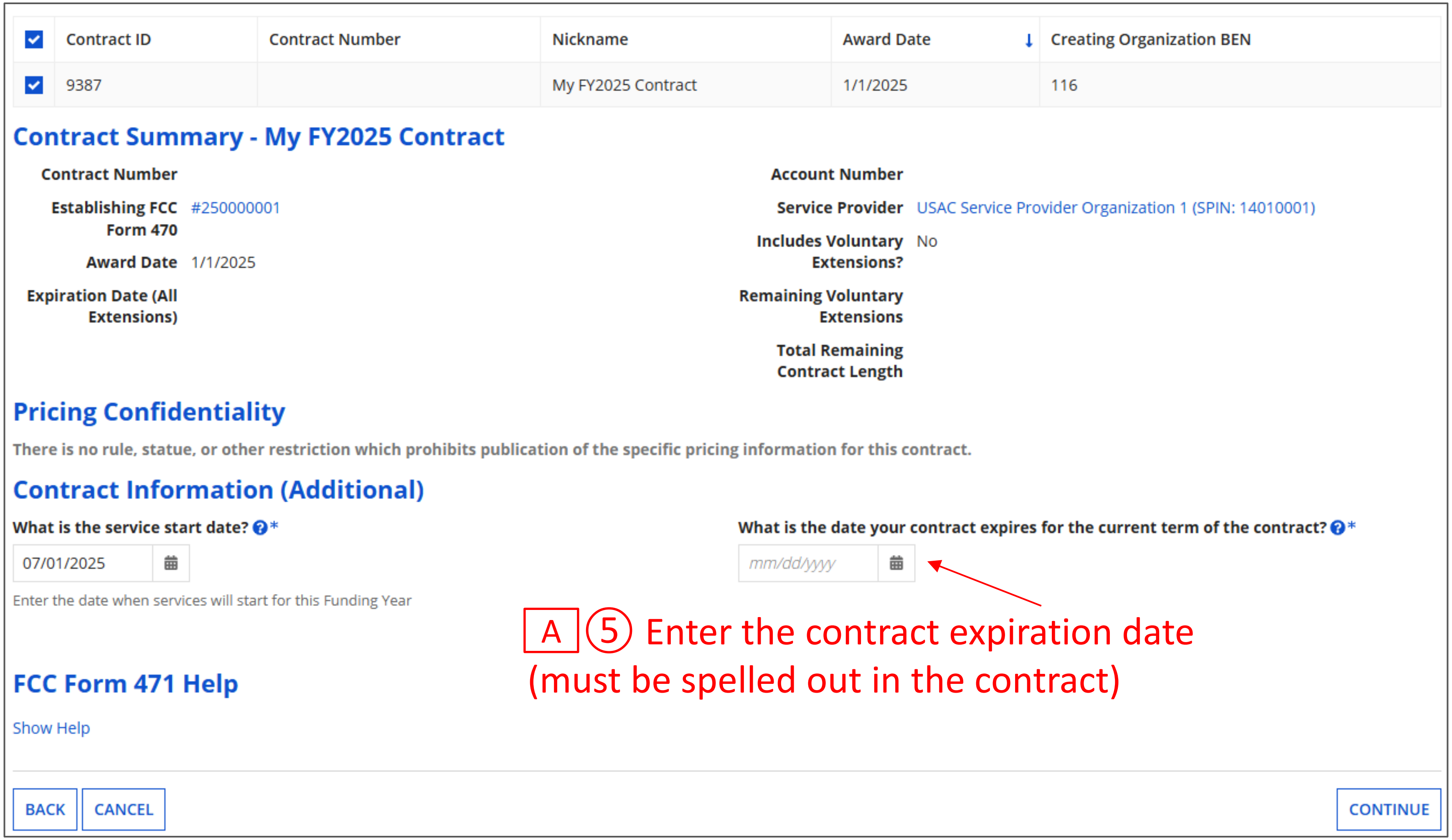
mm/dd/yyyy

A 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.

FCC Form 471 Help

Show Help

[Contract]



☑	Contract ID	Contract Number	Nickname	Award Date ↓	Creating Organization BEN
☑	9387		My FY2025 Contract	1/1/2025	116

Contract Summary - My FY2025 Contract

Contract Number		**Account Number**	
Establishing FCC Form 470	#250000001	**Service Provider**	USAC Service Provider Organization 1 (SPIN: 14010001)
Award Date	1/1/2025	**Includes Voluntary Extensions?**	No
Expiration Date (All Extensions)		**Remaining Voluntary Extensions**	
		Total Remaining Contract Length	

Pricing Confidentiality

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

Contract Information (Additional)

What is the service start date? *
07/01/2025
Enter the date when services will start for this Funding Year

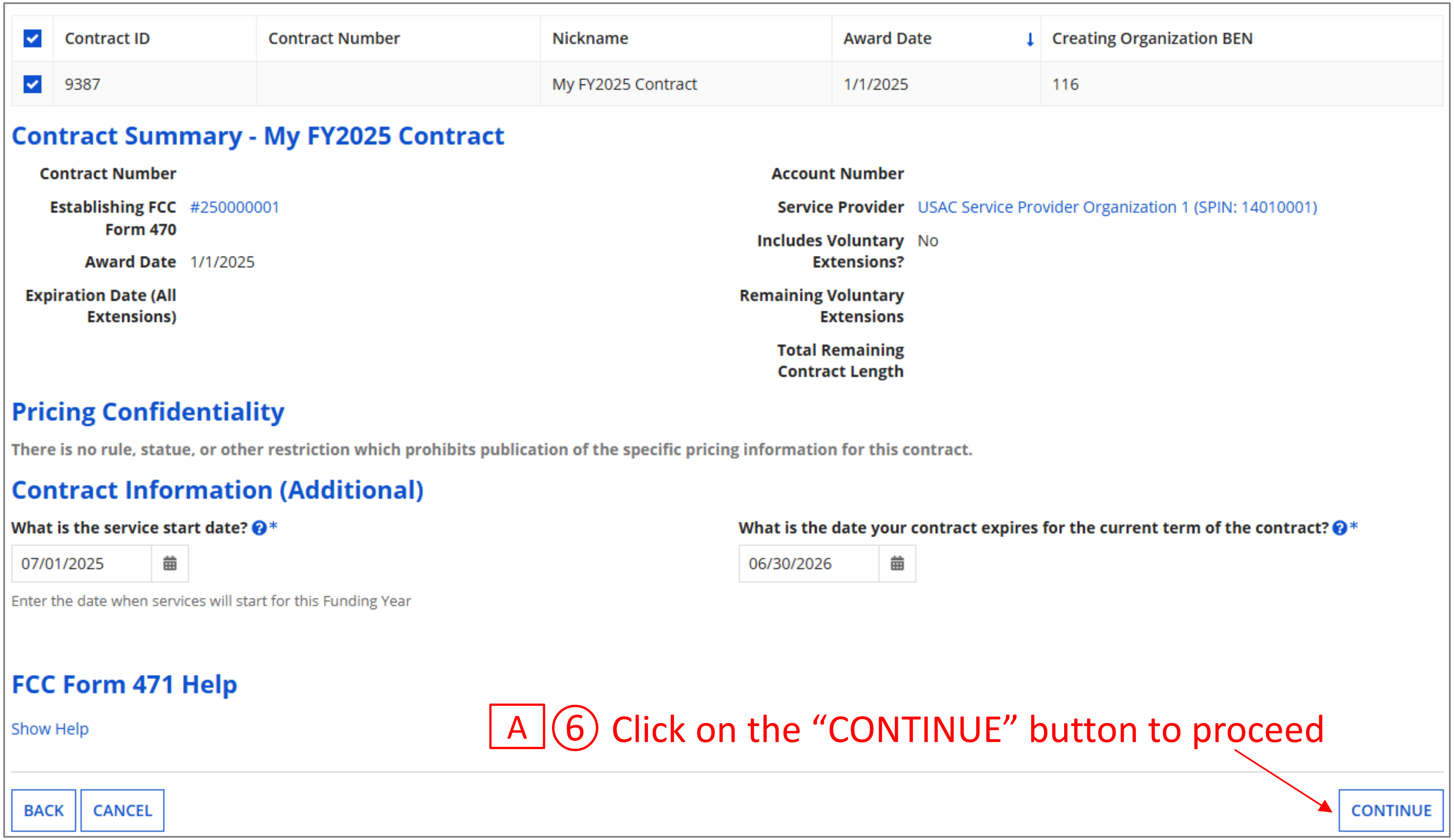
What is the date your contract expires for the current term of the contract? *
mm/dd/yyyy

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

FCC Form 471 Help

Show Help

[Contract]



☑	Contract ID	Contract Number	Nickname	Award Date ↓	Creating Organization BEN
☑	9387		My FY2025 Contract	1/1/2025	116

Contract Summary - My FY2025 Contract

Contract Number

Establishing FCC Form 470 #250000001

Award Date 1/1/2025

Expiration Date (All Extensions)

Account Number

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

Includes Voluntary Extensions? No

Remaining Voluntary Extensions

Total Remaining Contract Length

Pricing Confidentiality

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

Contract Information (Additional)

What is the service start date? ❓*

07/01/2025

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? ❓*

06/30/2026

FCC Form 471 Help

Show Help

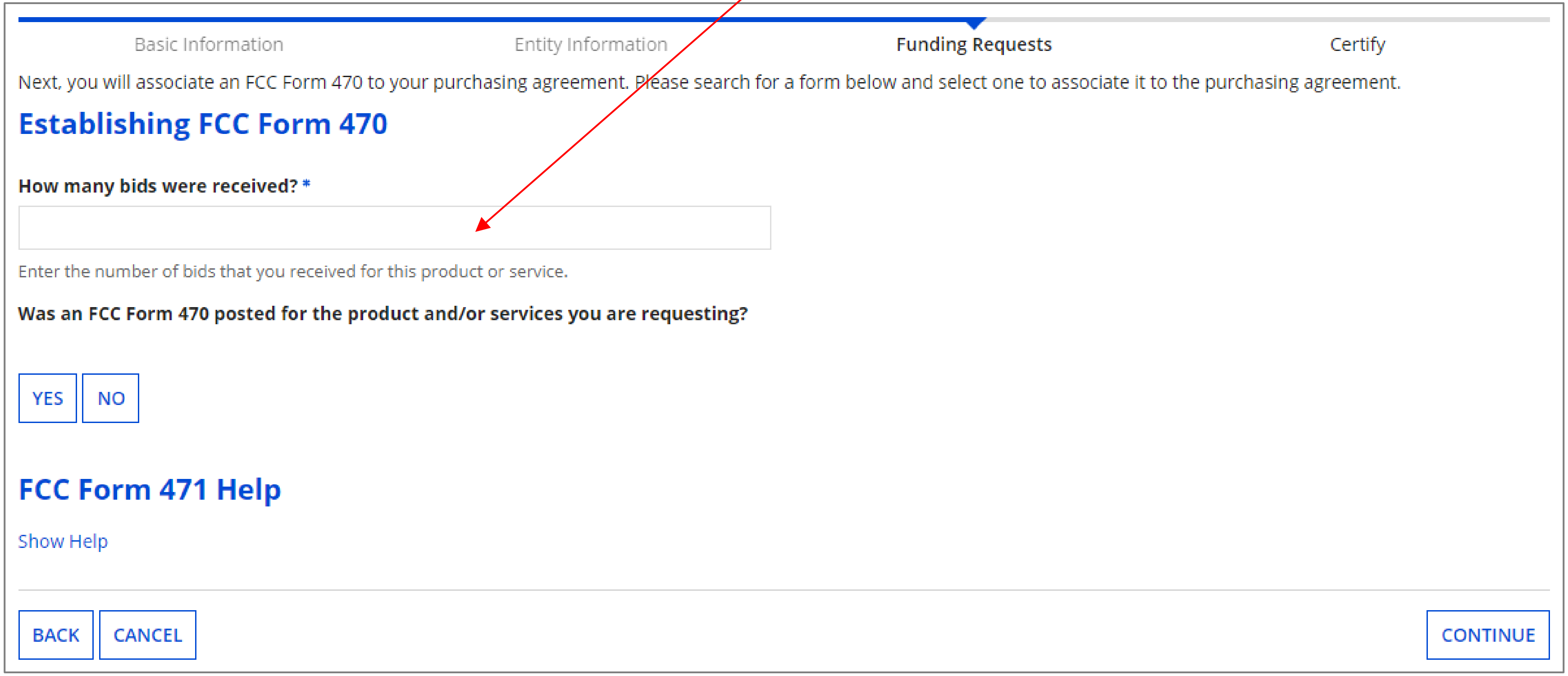
A ⑥ Click on the "CONTINUE" button to proceed

skip to page 84 in this guide

If you chose "TARIFF" on the previous screen….

(rare, but possible)

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? *

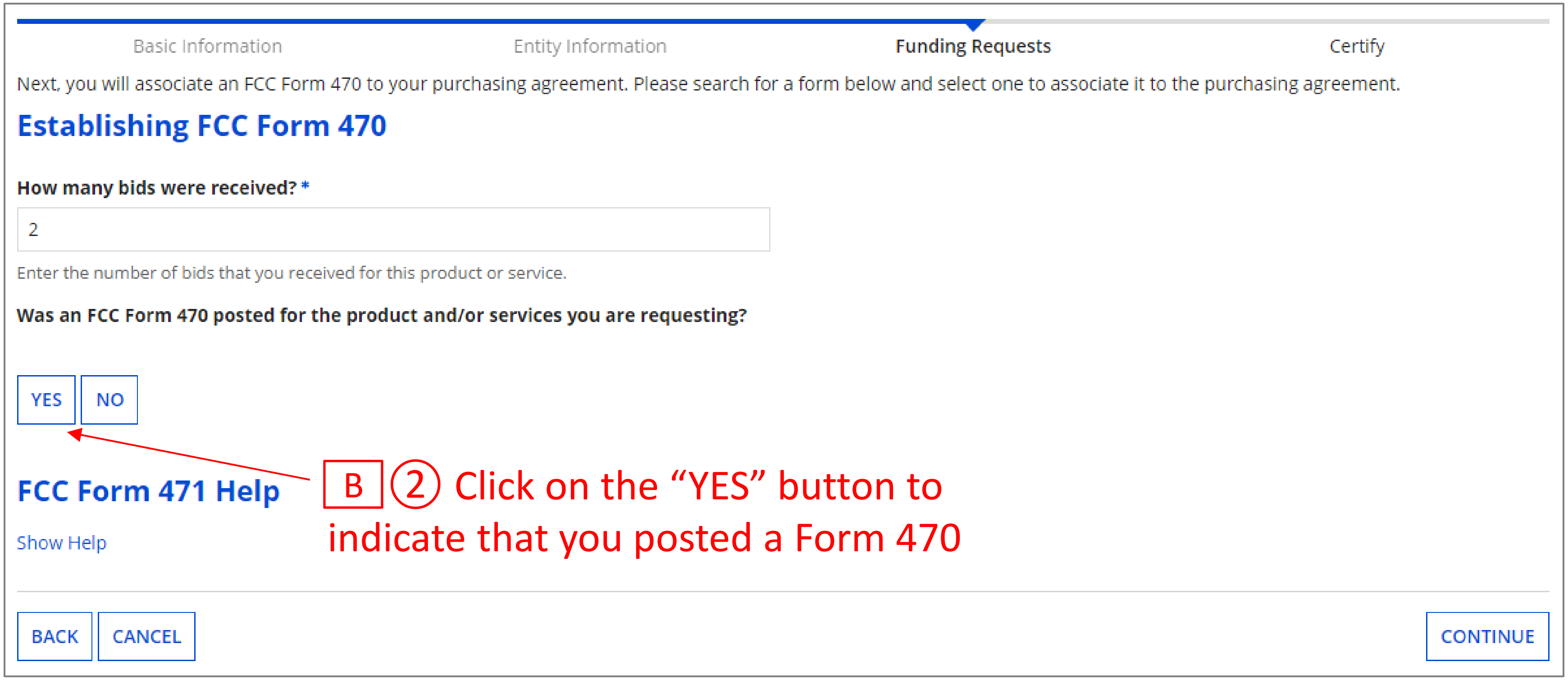
Enter the number of bids that you received for this product or service.

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

YES
NO

FCC Form 471 Help

Show Help
BACK
CANCEL
CONTINUE



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.

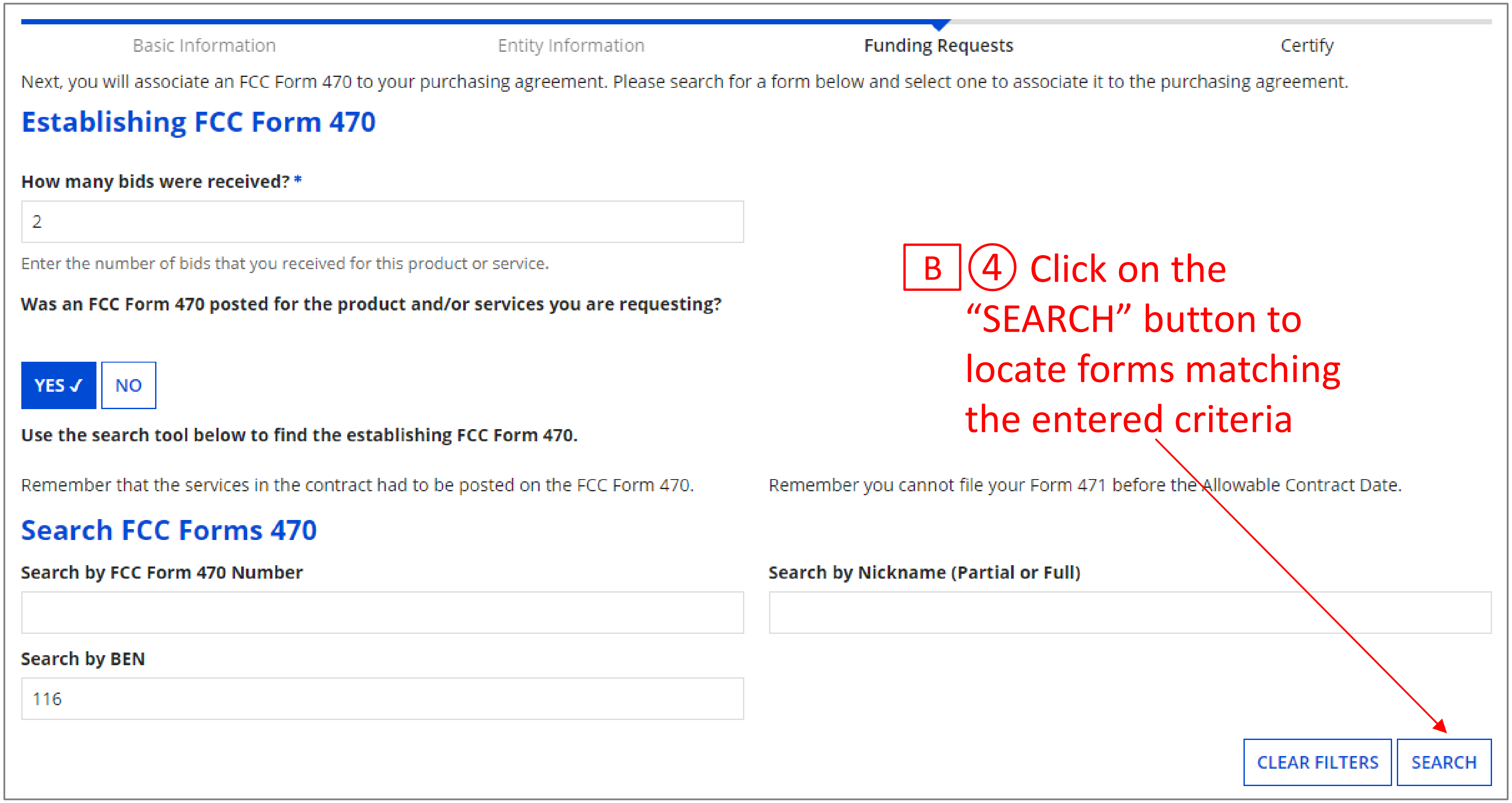
Was an FCC Form 470 posted for the product and/or services you are requesting?

YES
NO

FCC Form 471 Help

Show Help
BACK
CANCEL
CONTINUE

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



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?

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)

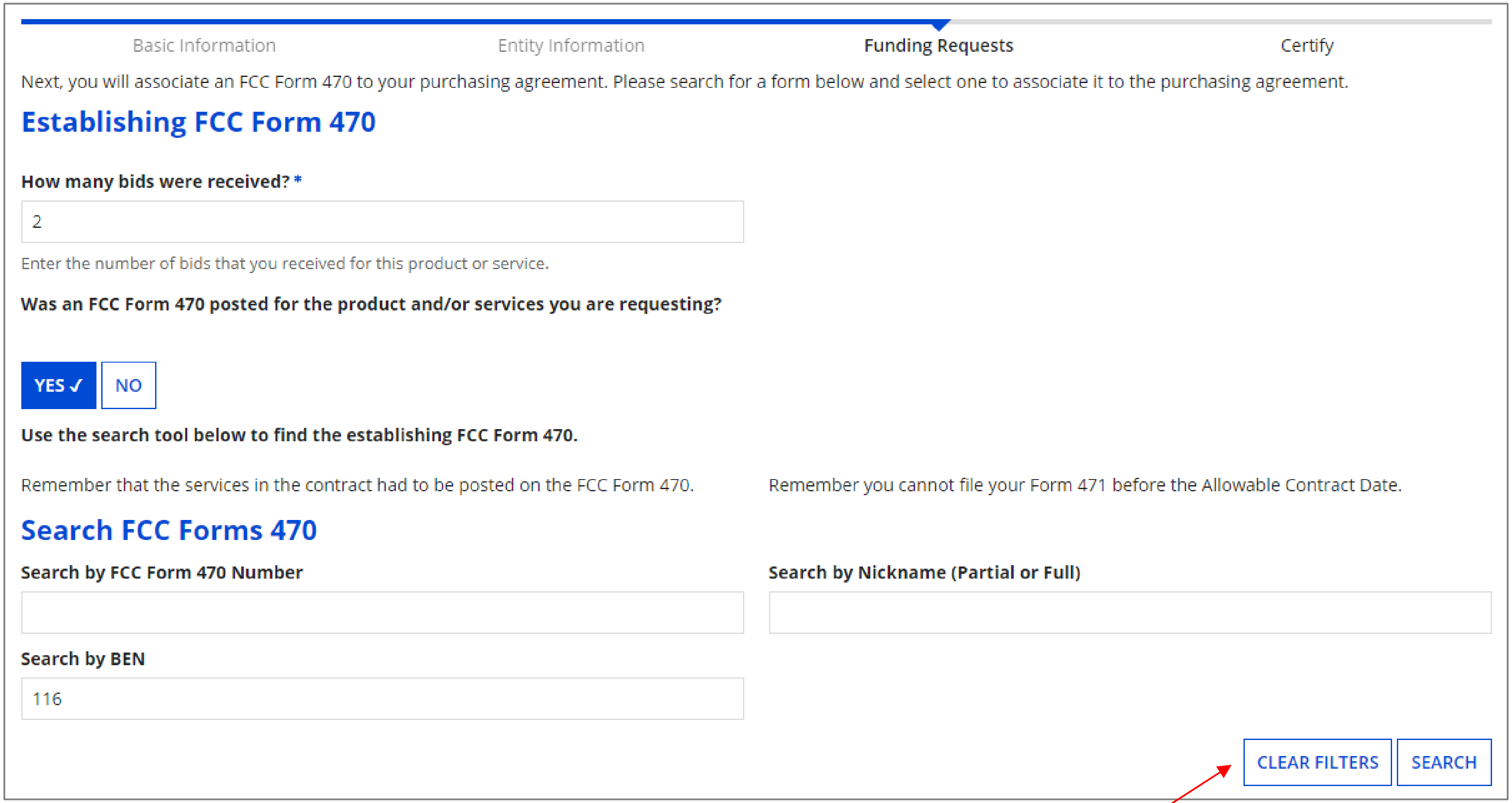
Search by BEN

116

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.



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?

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)

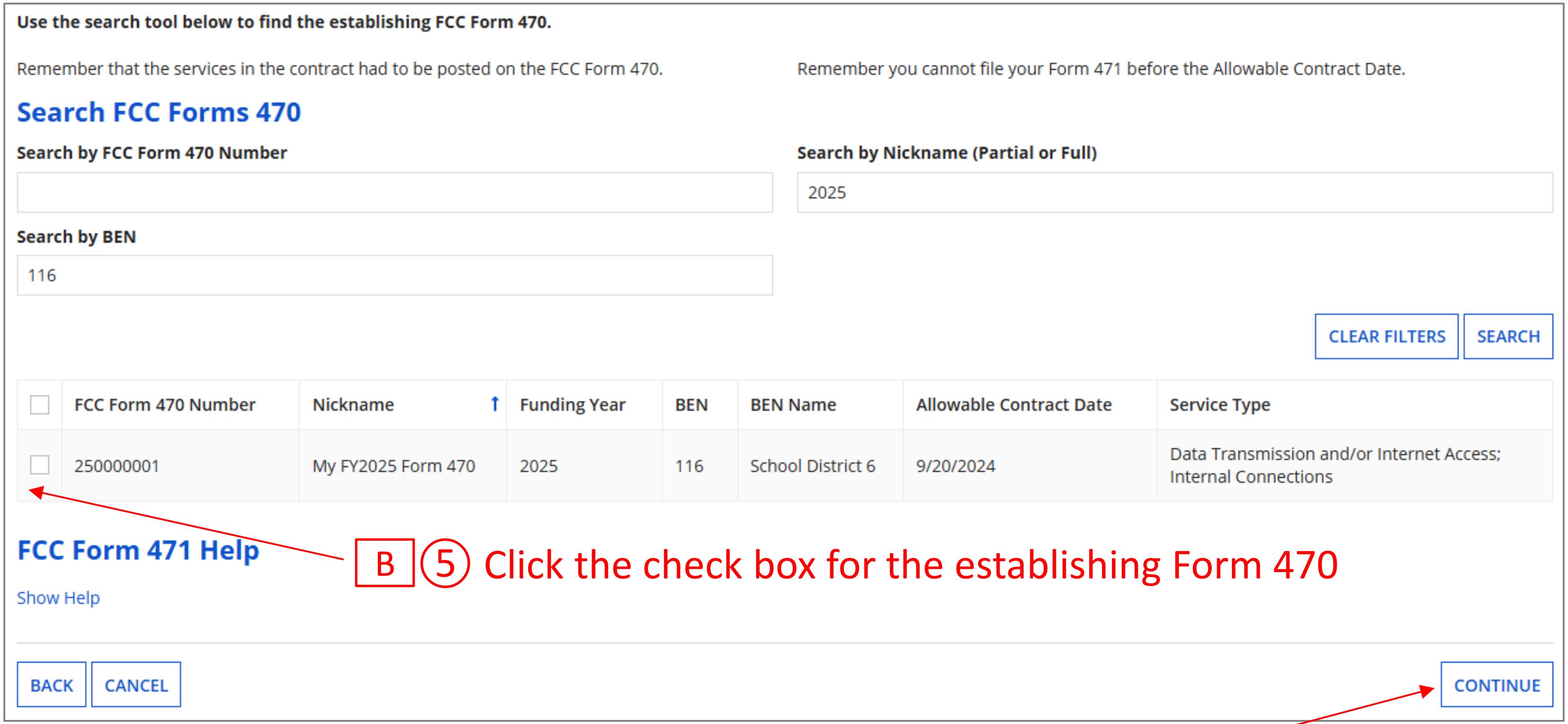
Search by BEN

116

If your search terms are unsuccessful, click on the “CLEAR FILTERS” button to remove text entered into the search boxes and then try another search

[Tariff]

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



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) 2025

Search by BEN 116

☐	FCC Form 470 Number	Nickname ↑	Funding Year	BEN	BEN Name	Allowable Contract Date	Service Type
☐	250000001	My FY2025 Form 470	2025	116	School District 6	9/20/2024	Data Transmission and/or Internet Access; Internal Connections

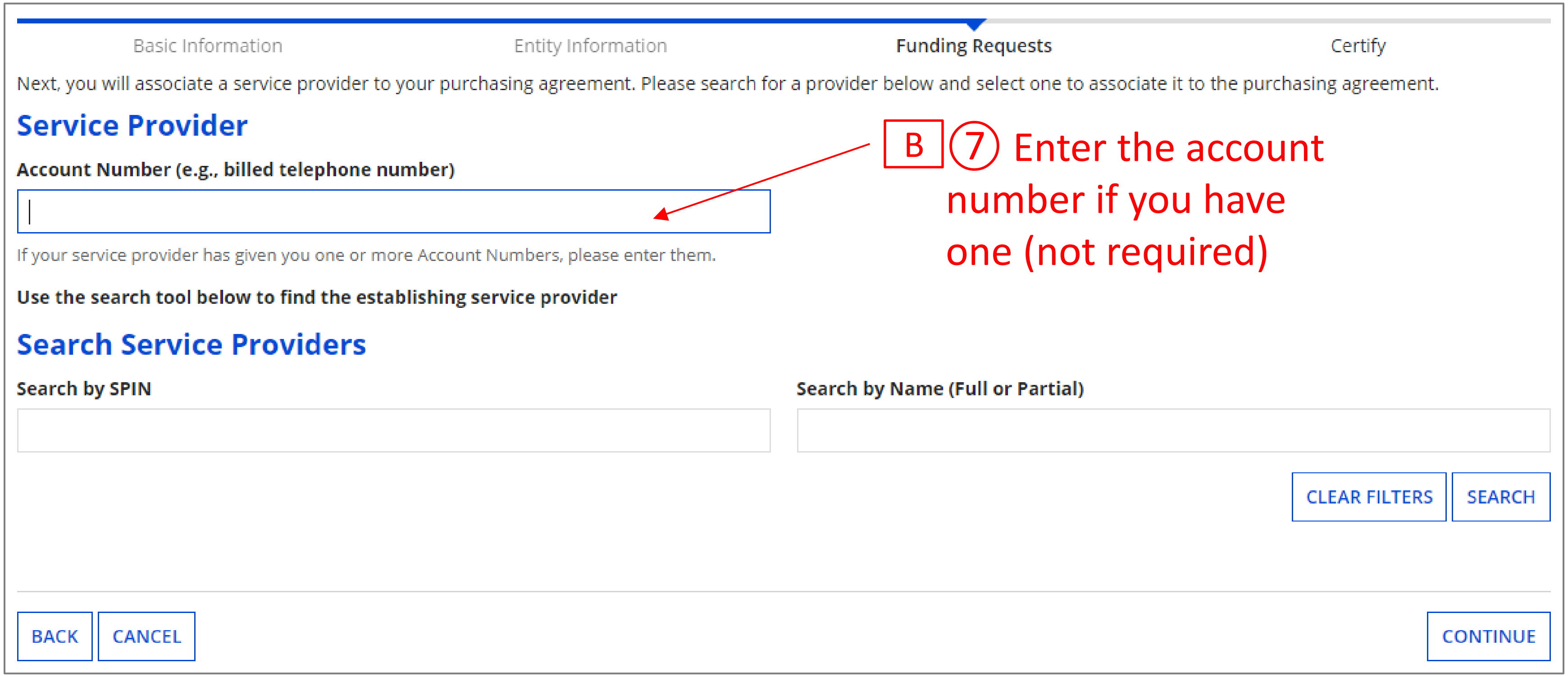
FCC Form 471 Help

Show Help

B ⑤ Click the check box for the establishing Form 470

B ⑥ Then click on the “CONTINUE” button to proceed

[Tariff]



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

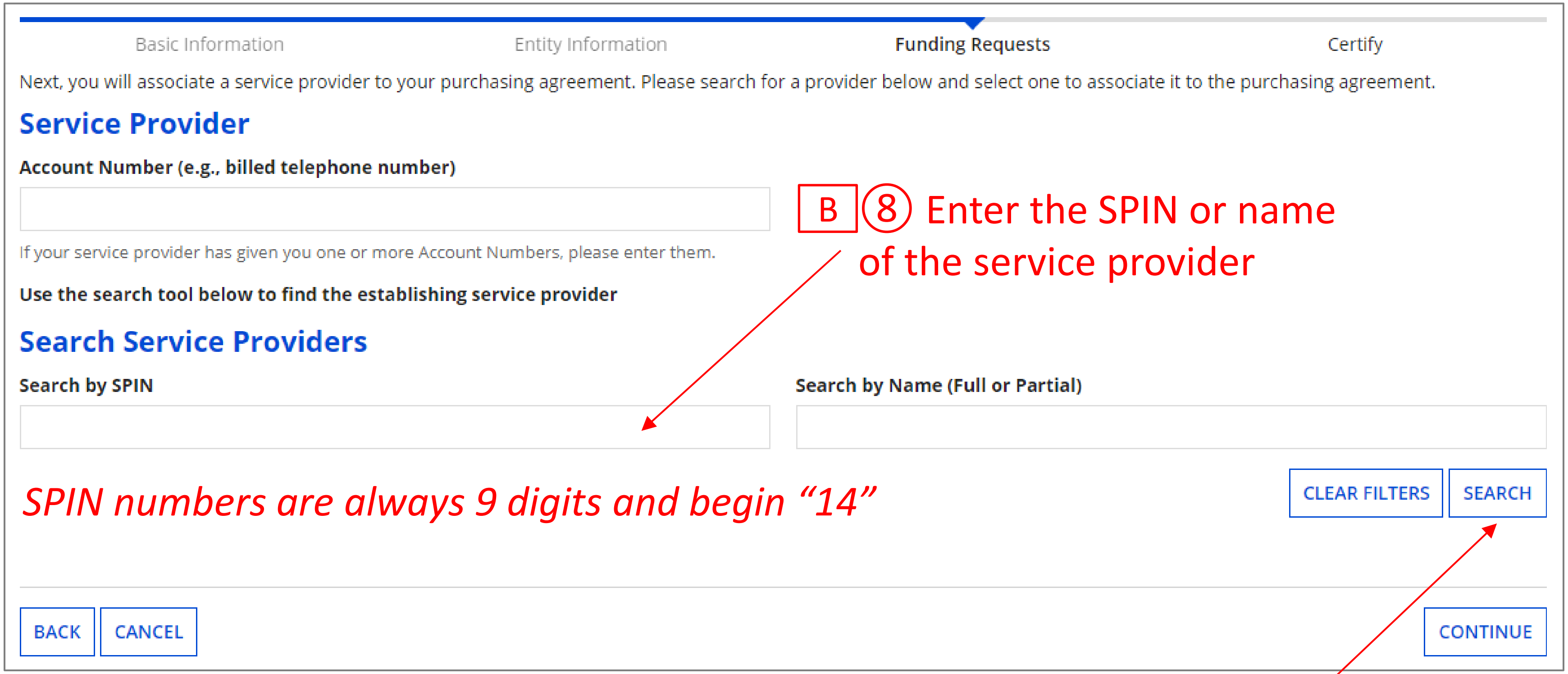
Search Service Providers

Search by SPIN

Search by Name (Full or Partial)

CLEAR FILTERS
SEARCH
BACK
CANCEL
CONTINUE

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)

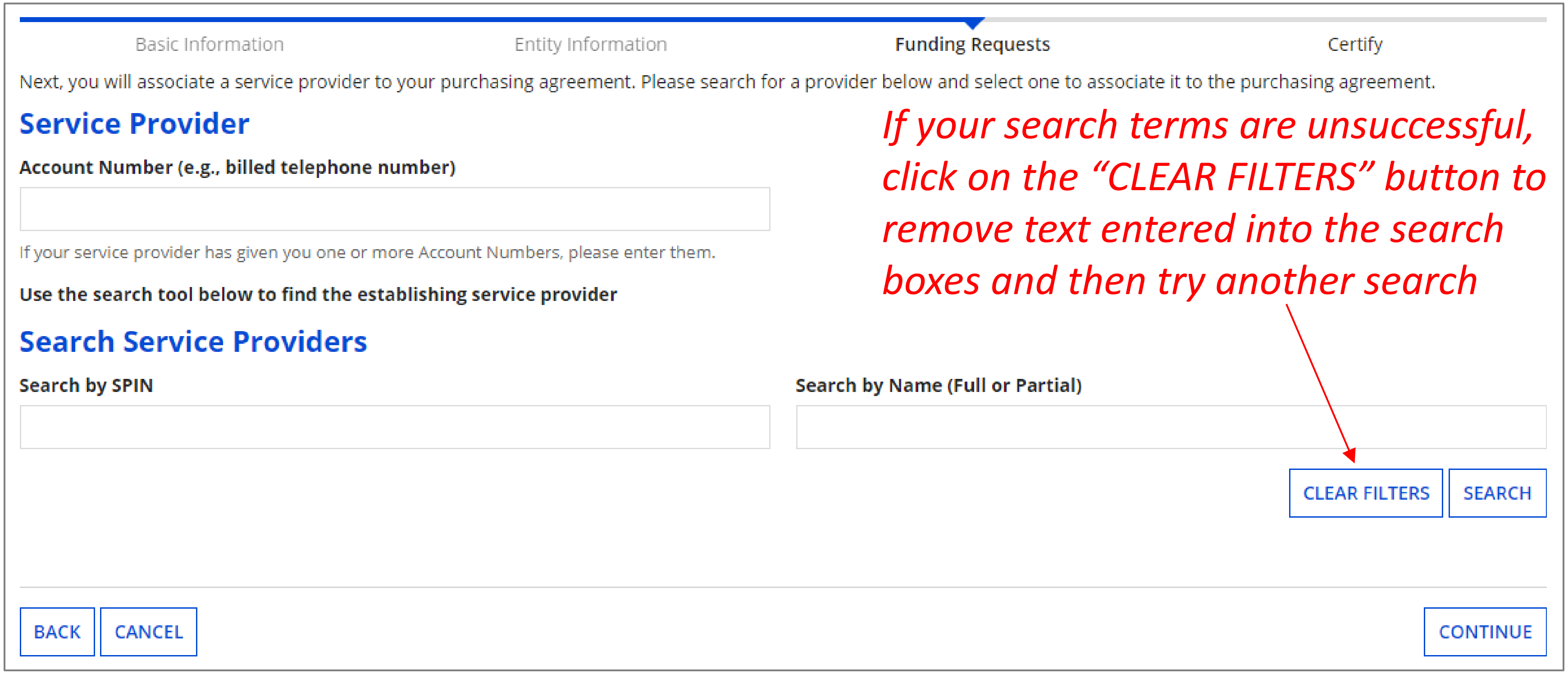
CLEAR FILTERS
SEARCH
BACK
CANCEL
CONTINUE

B ⑧ Enter the SPIN or name of the service provider

SPIN numbers are always 9 digits and begin “14”

B ⑨ Click on the “SEARCH” button

[Tariff]



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

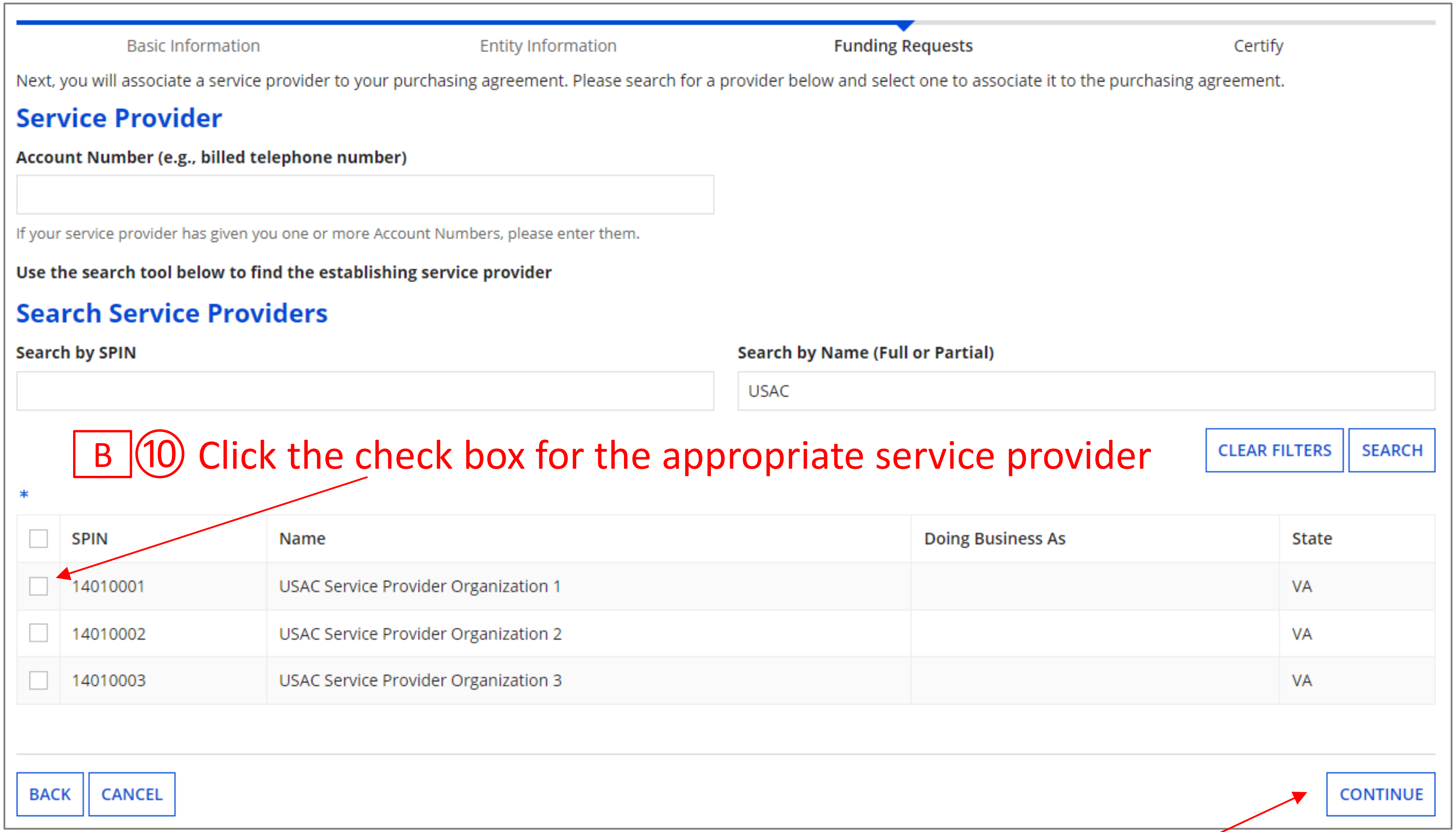
Search by Name (Full or Partial)

CLEAR FILTERS
SEARCH
BACK
CANCEL
CONTINUE

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

[Tariff]

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



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): USAC

B ⑩ Click the check box for the appropriate service provider

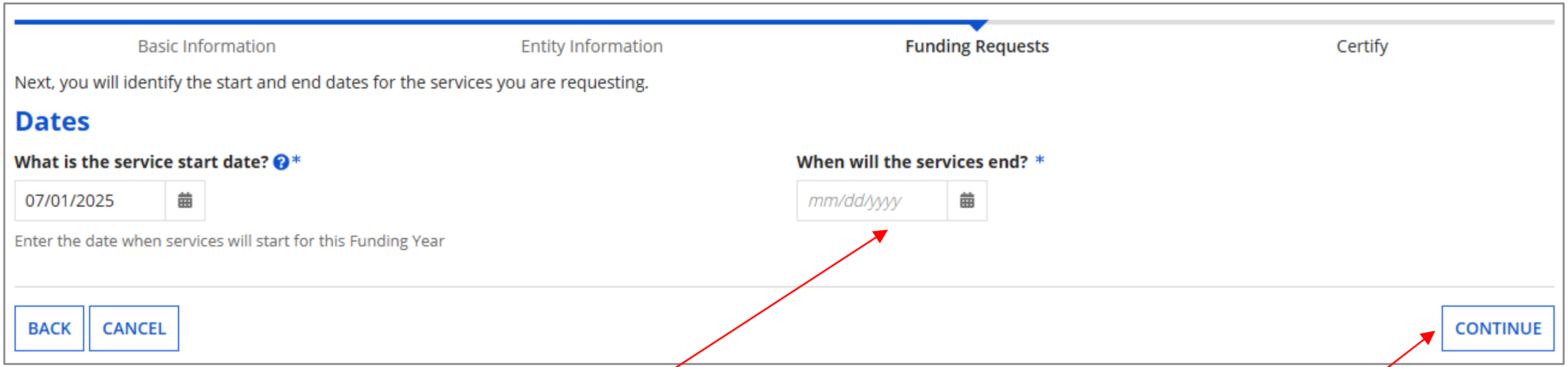
CLEAR FILTERS
SEARCH

*

☐	SPIN	Name	Doing Business As	State
☐	14010001	USAC Service Provider Organization 1		VA
☐	14010002	USAC Service Provider Organization 2		VA
☐	14010003	USAC Service Provider Organization 3		VA

BACK
CANCEL
CONTINUE

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? *

07/01/2025

Enter the date when services will start for this Funding Year

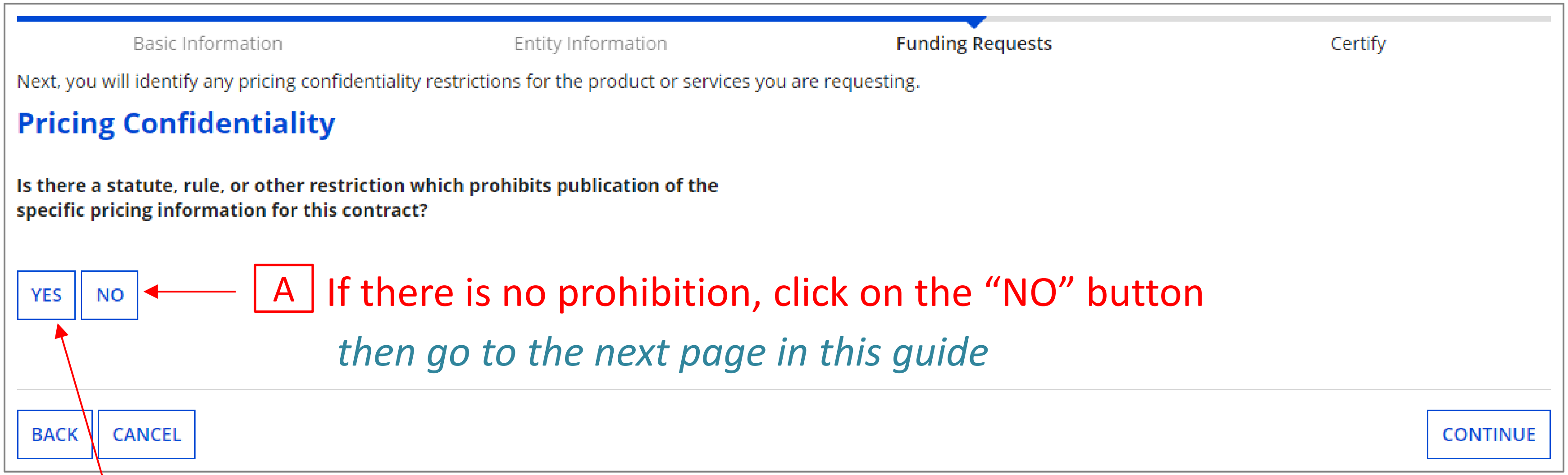
When will the services end? *

mm/dd/yyyy

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?

YES
NO
BACK
CANCEL
CONTINUE

A If there is no prohibition, click on the "NO" button

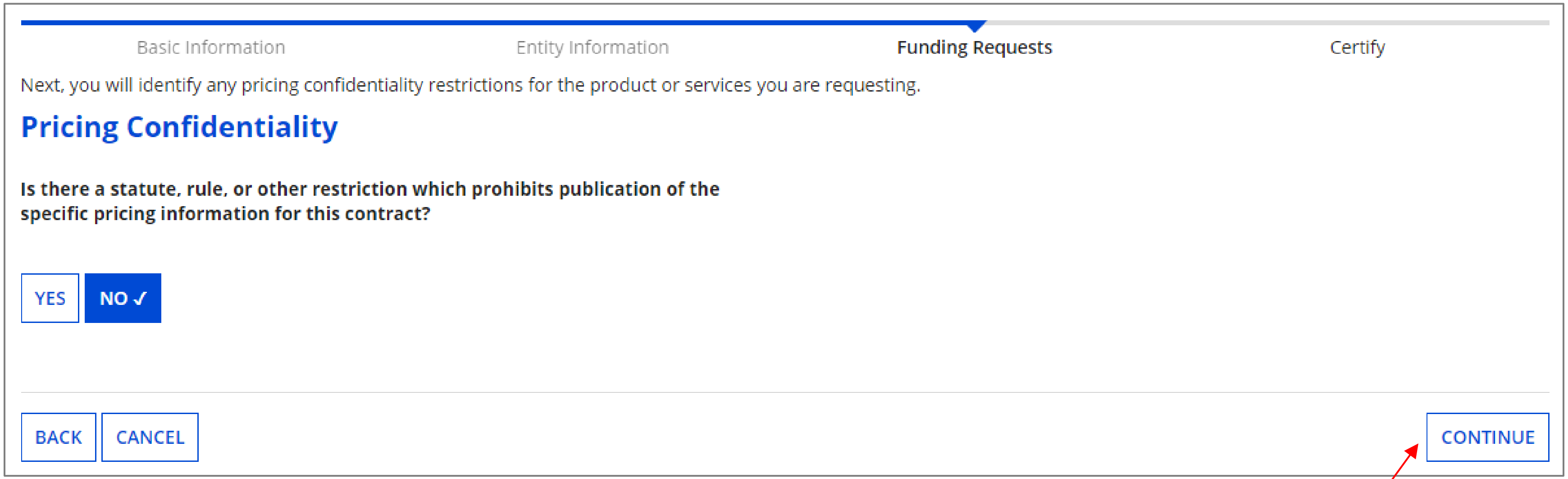
then go to the next page in this guide

B If there is, click on the "YES" button

then skip to page 70 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"!*

If there is no restriction (you chose “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

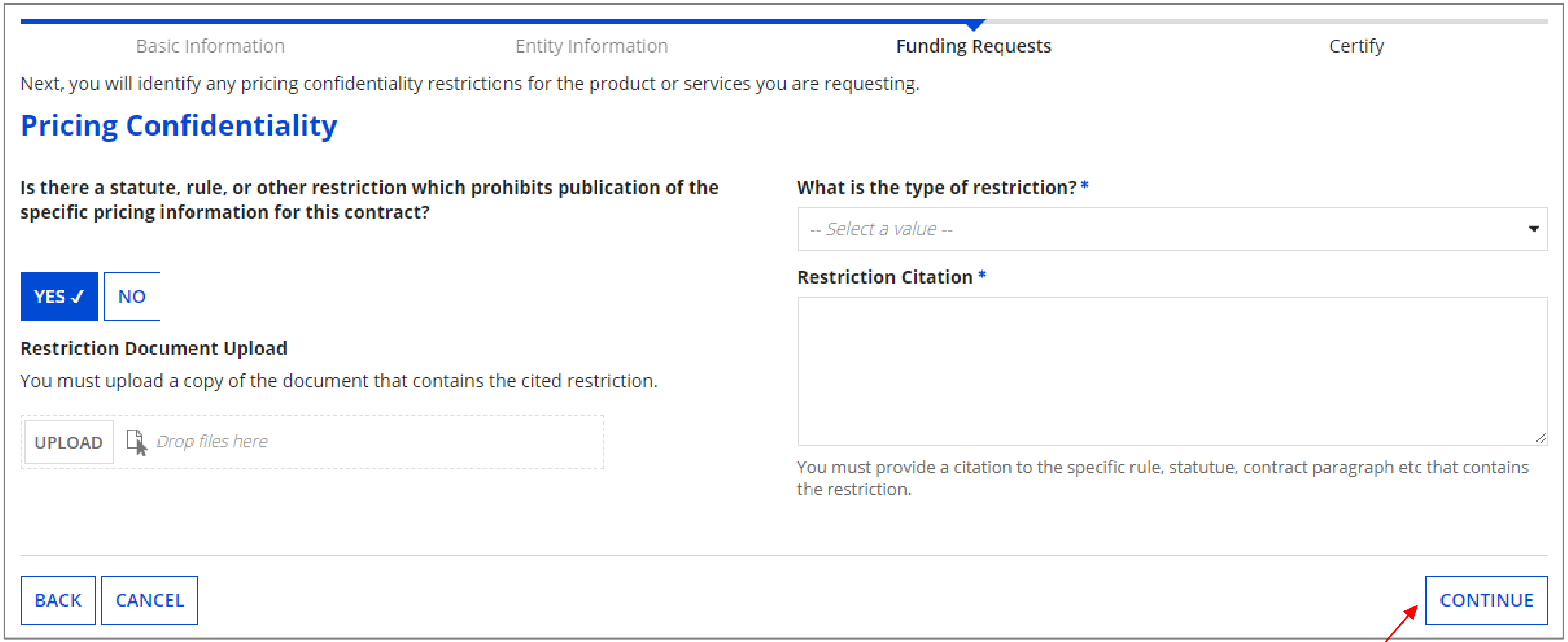
B ⑭ A ① Click on the “CONTINUE” button to proceed

skip to page 84 in this guide

If there is a restriction (you chose "YES")....

[Tariff]

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 files here

What is the type of restriction? *

-- Select a value --

Restriction Citation *

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

BACK
CANCEL
CONTINUE

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

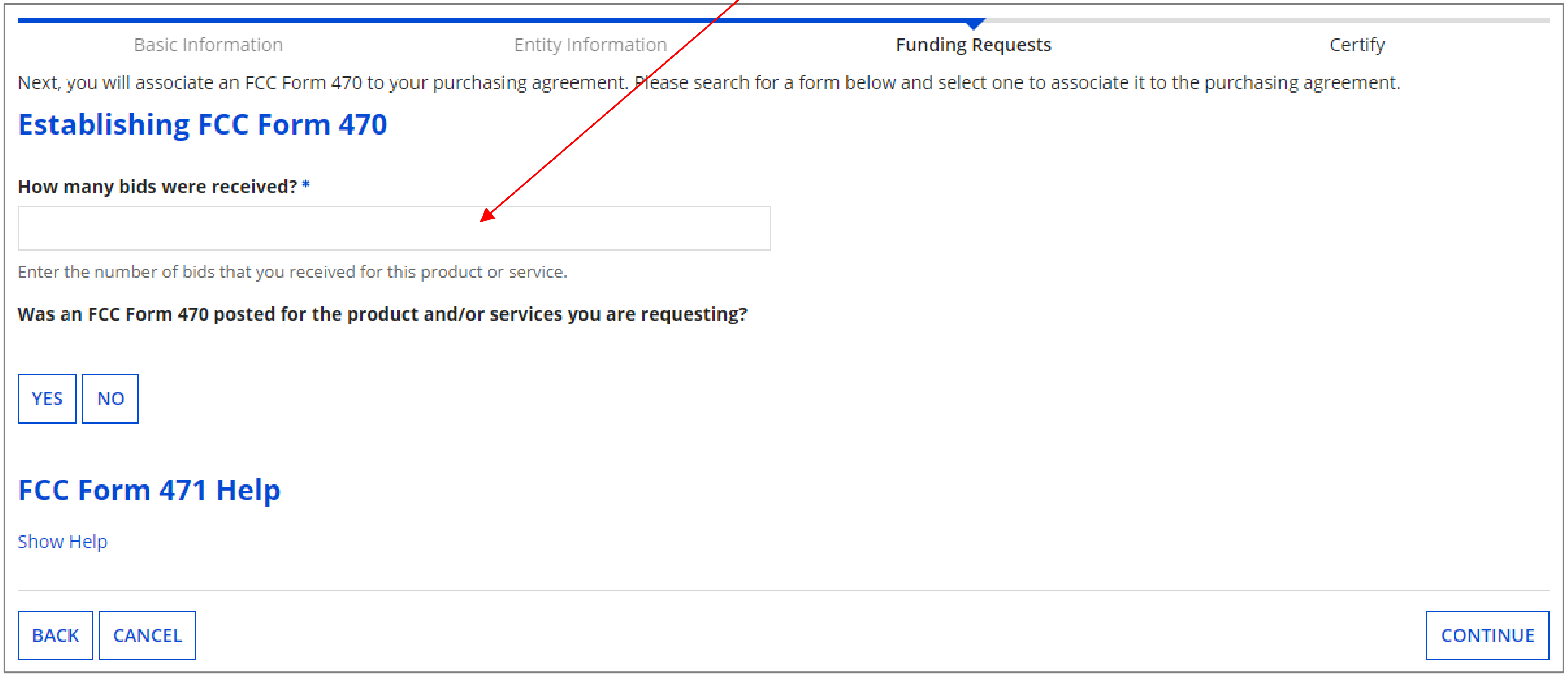
skip to page 84 in this guide

[Month-to-Month]

If you chose "MONTH-TO-MONTH" on the previous screen….

(this method is mostly used when extending an existing contract for a short period while transitioning to a new contract or provider for C1 services)

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.

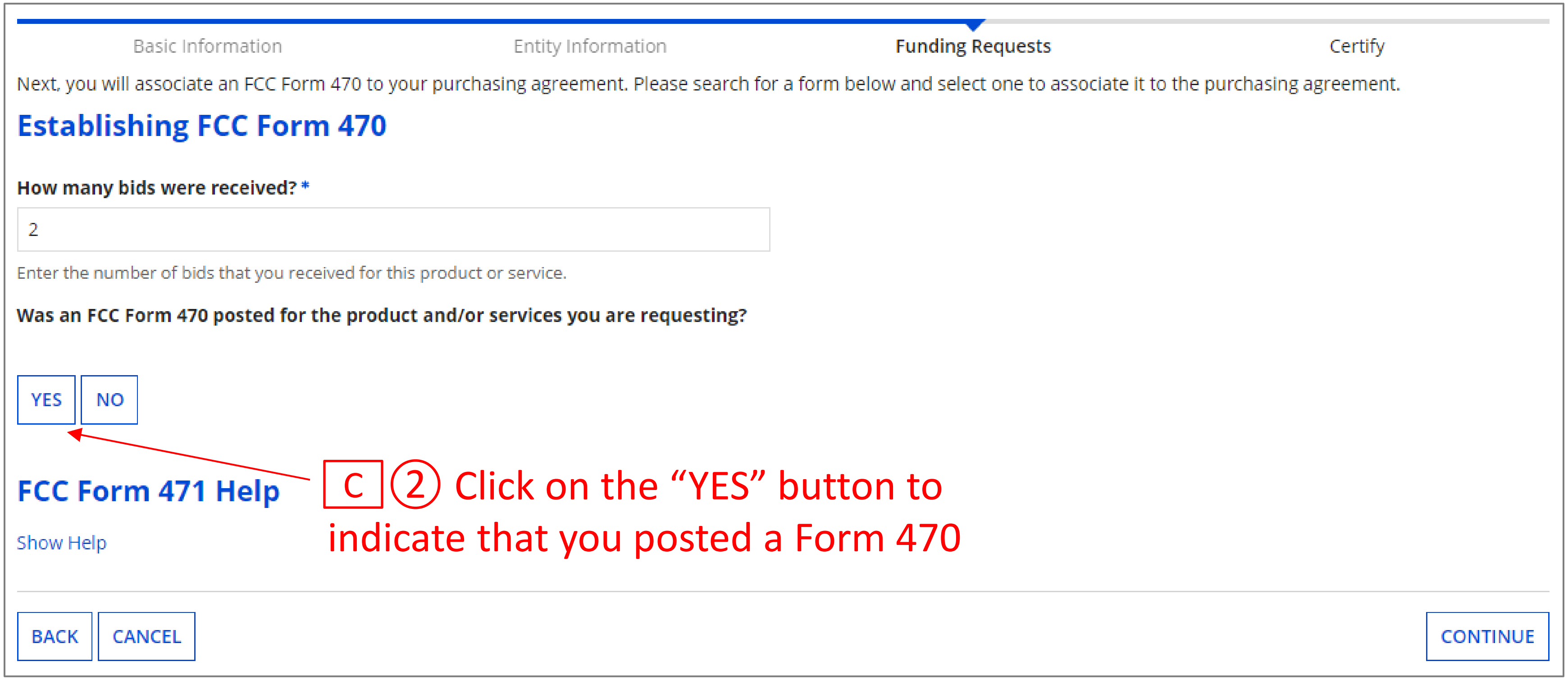
Was an FCC Form 470 posted for the product and/or services you are requesting?

YES
NO

FCC Form 471 Help

Show Help
BACK
CANCEL
CONTINUE

[Month-to-Month]


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

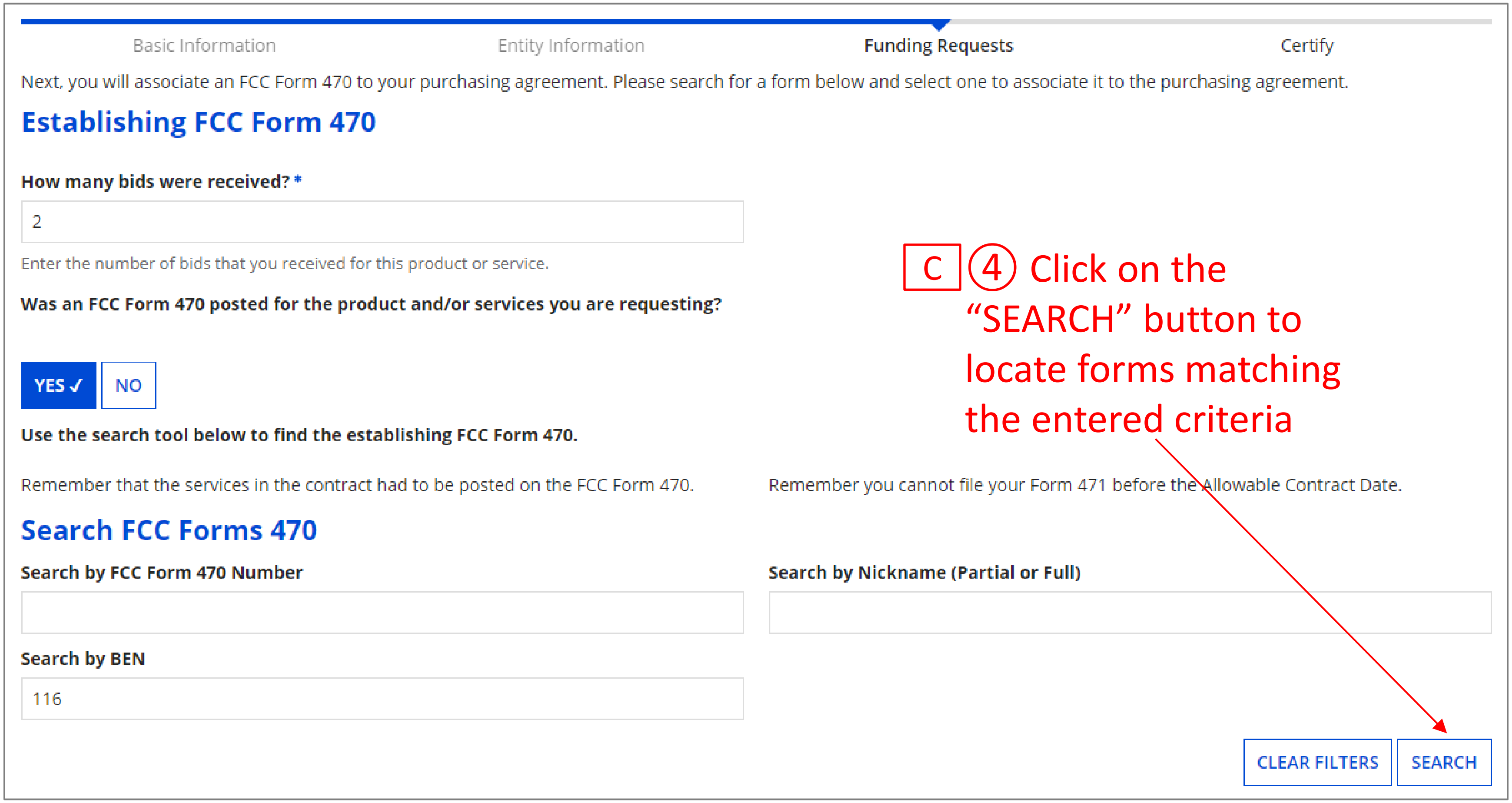
FCC Form 471 Help

Show Help

BACK
CANCEL
CONTINUE

C ② Click on the "YES" button to indicate that you posted a Form 470

[Month-to-Month]



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?

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

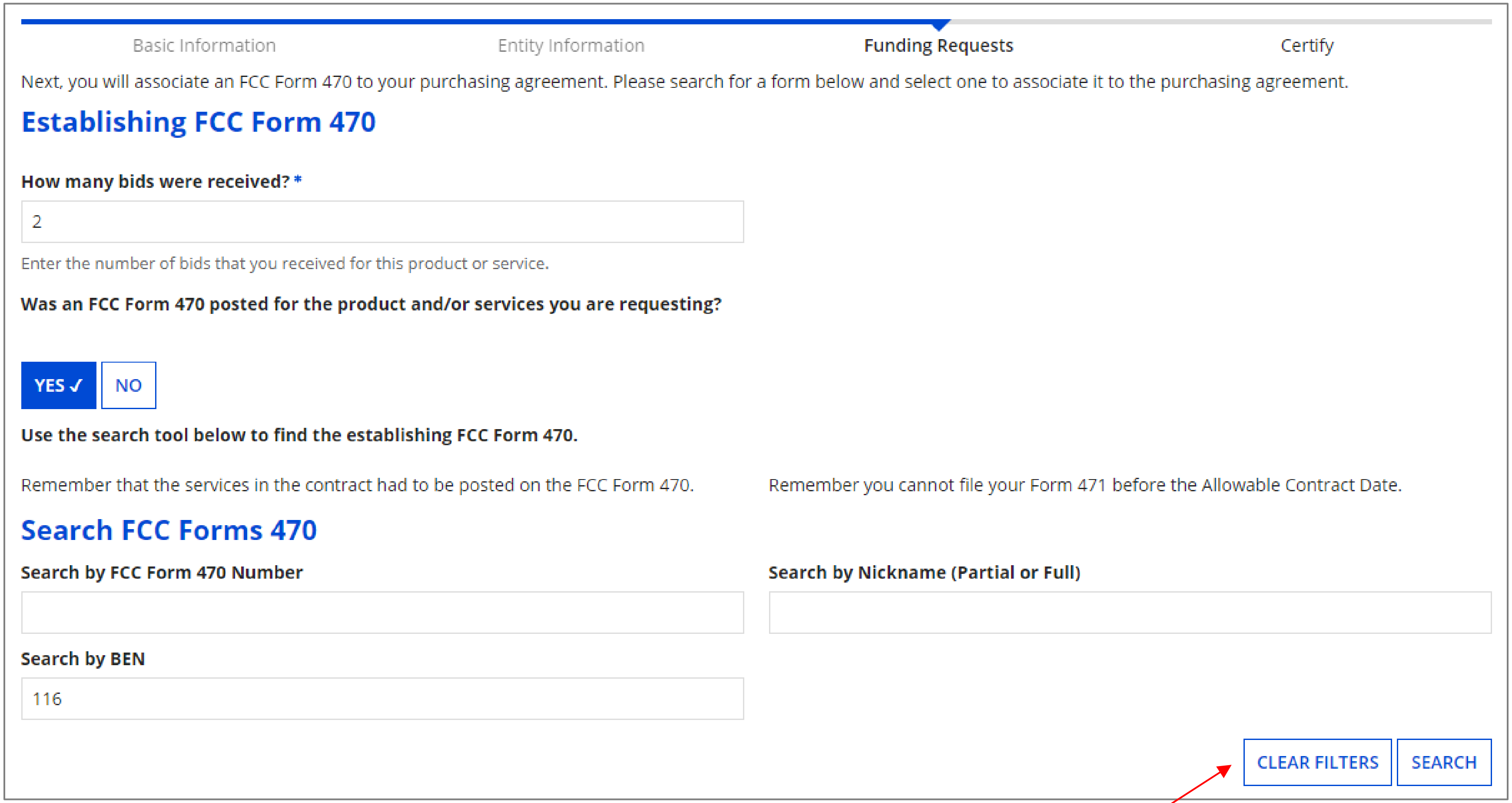
116

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.

[Month-to-Month]



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?

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)

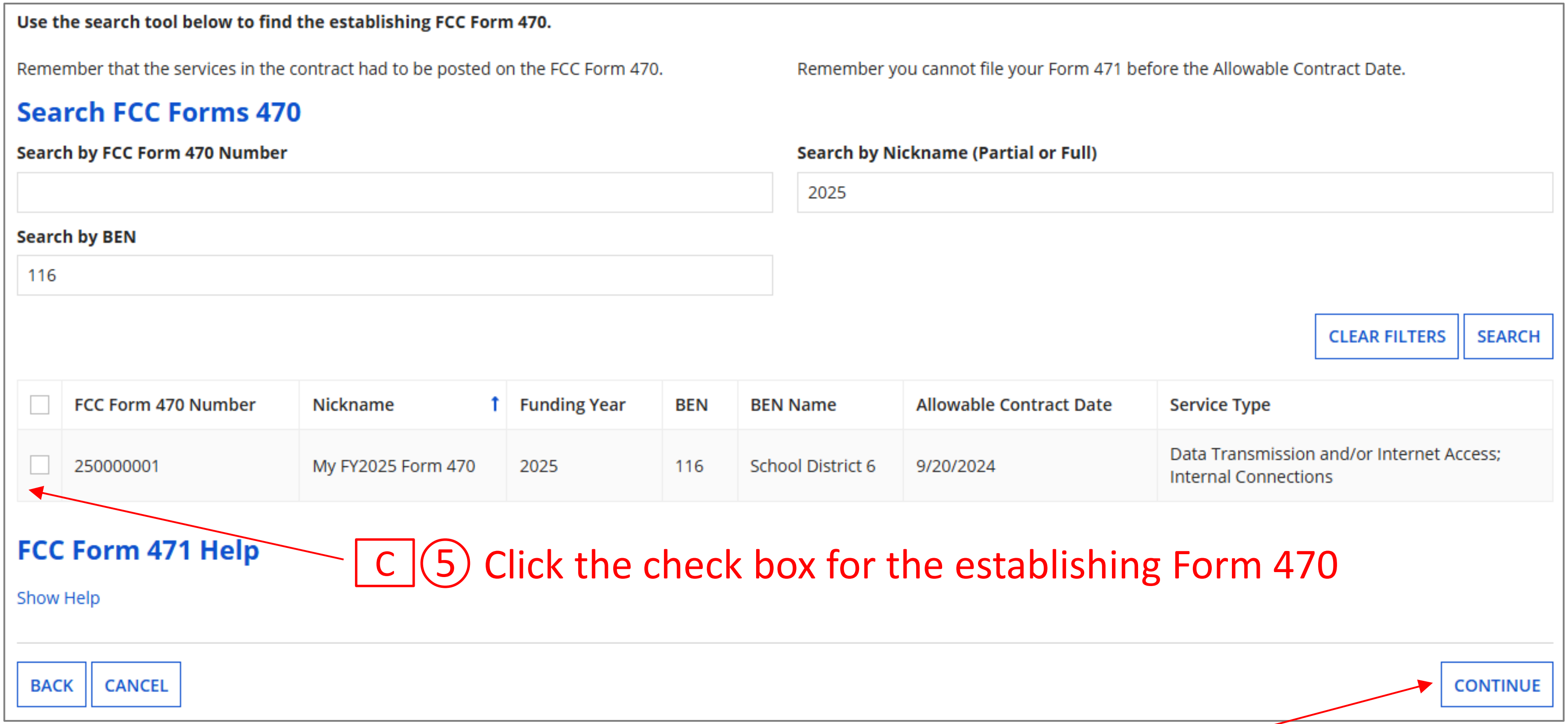
Search by BEN

116

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

[Month-to-Month]

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



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)

2025

Search by BEN

116

☐	FCC Form 470 Number	Nickname ↑	Funding Year	BEN	BEN Name	Allowable Contract Date	Service Type
☐	250000001	My FY2025 Form 470	2025	116	School District 6	9/20/2024	Data Transmission and/or Internet Access; Internal Connections

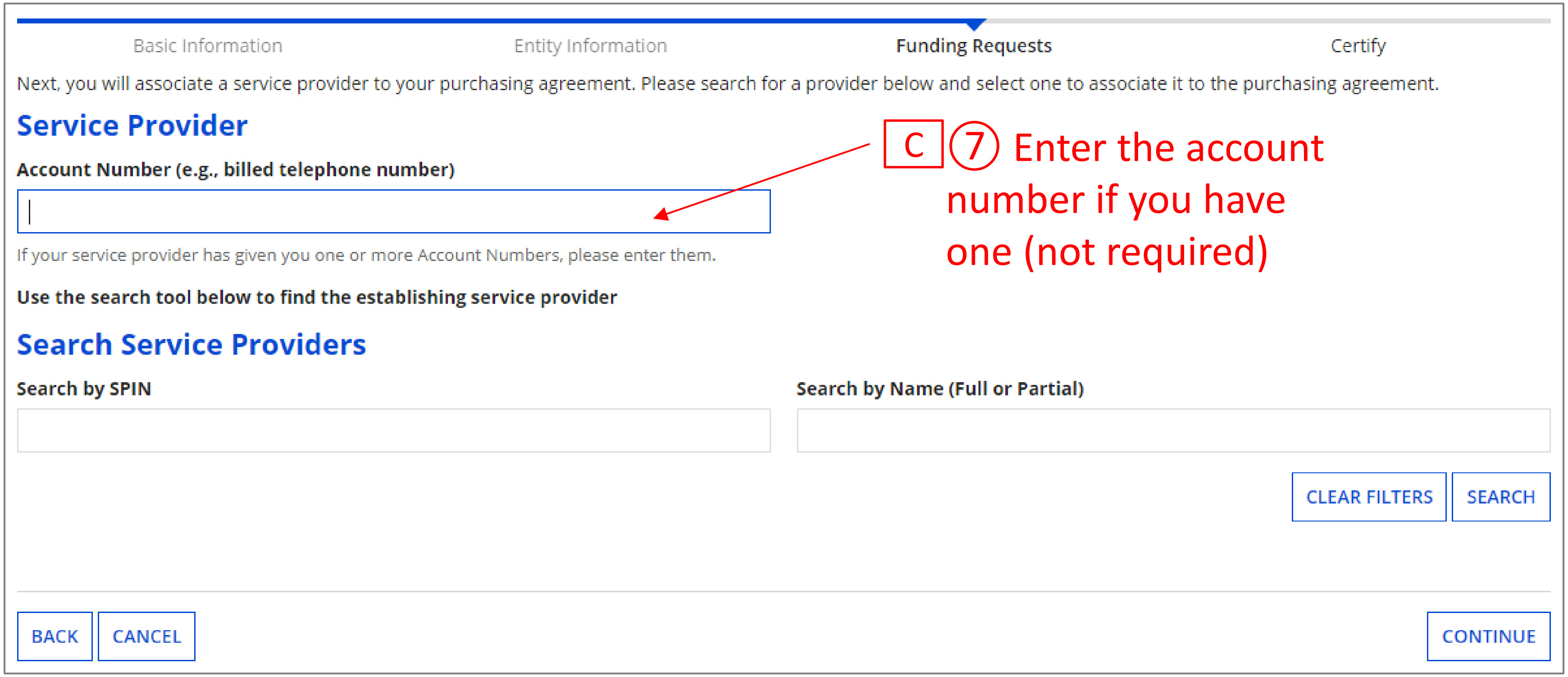
FCC Form 471 Help

Show Help

C ⑤ Click the check box for the establishing Form 470

C ⑥ Then click on the “CONTINUE” button to proceed

[Month-to-Month]


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

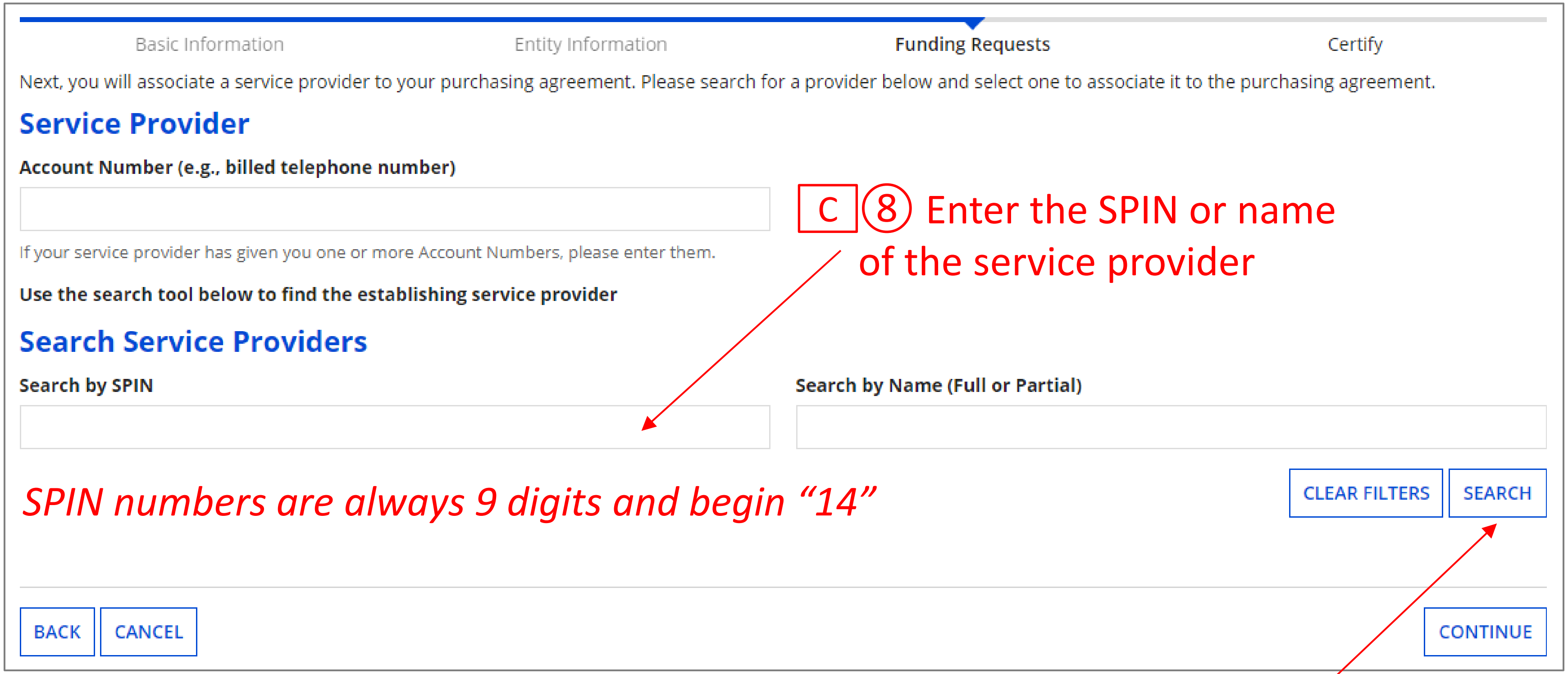
Search by SPIN

Search by Name (Full or Partial)

CLEAR FILTERS
SEARCH
BACK
CANCEL
CONTINUE

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

[Month-to-Month]



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)

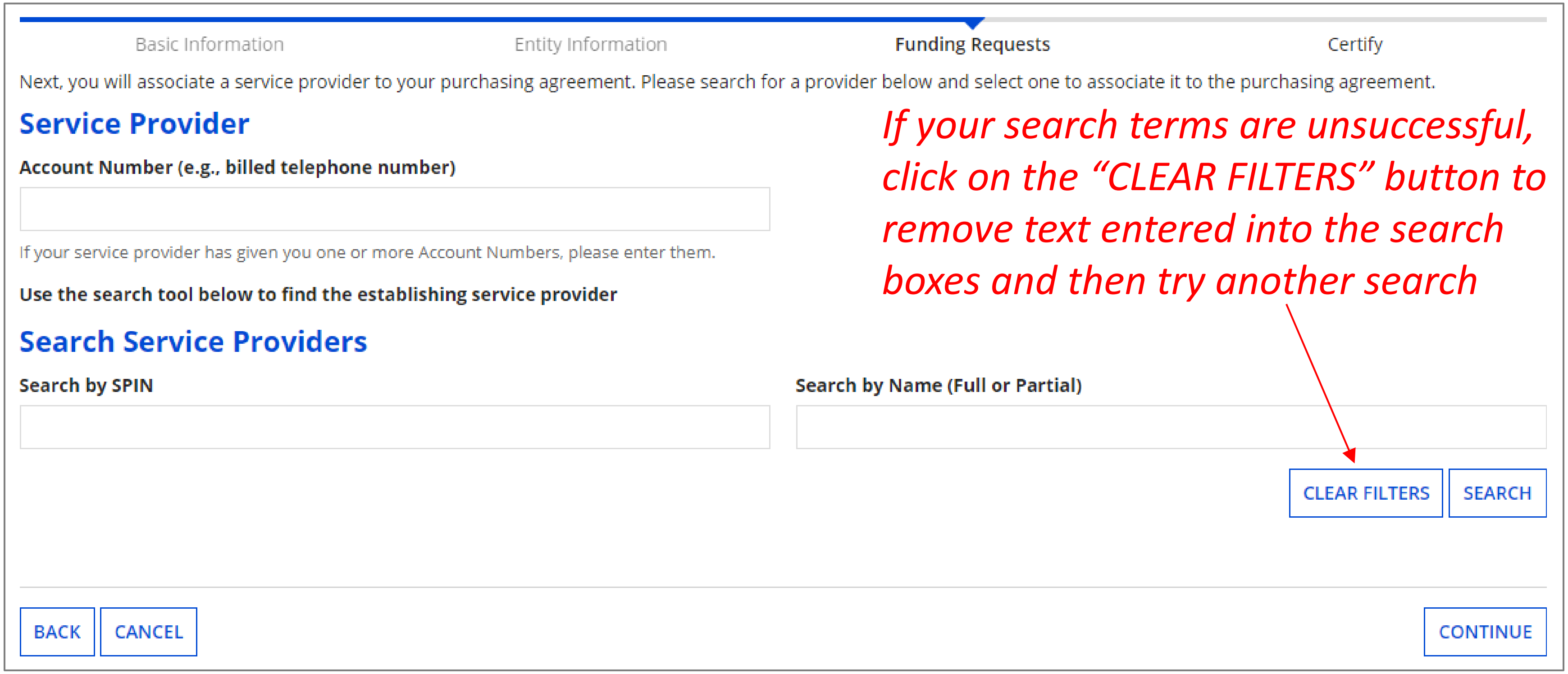
CLEAR FILTERS
SEARCH
BACK
CANCEL
CONTINUE

C ⑧ Enter the SPIN or name of the service provider

SPIN numbers are always 9 digits and begin "14"

C ⑨ Click on the "SEARCH" button

[Month-to-Month]



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

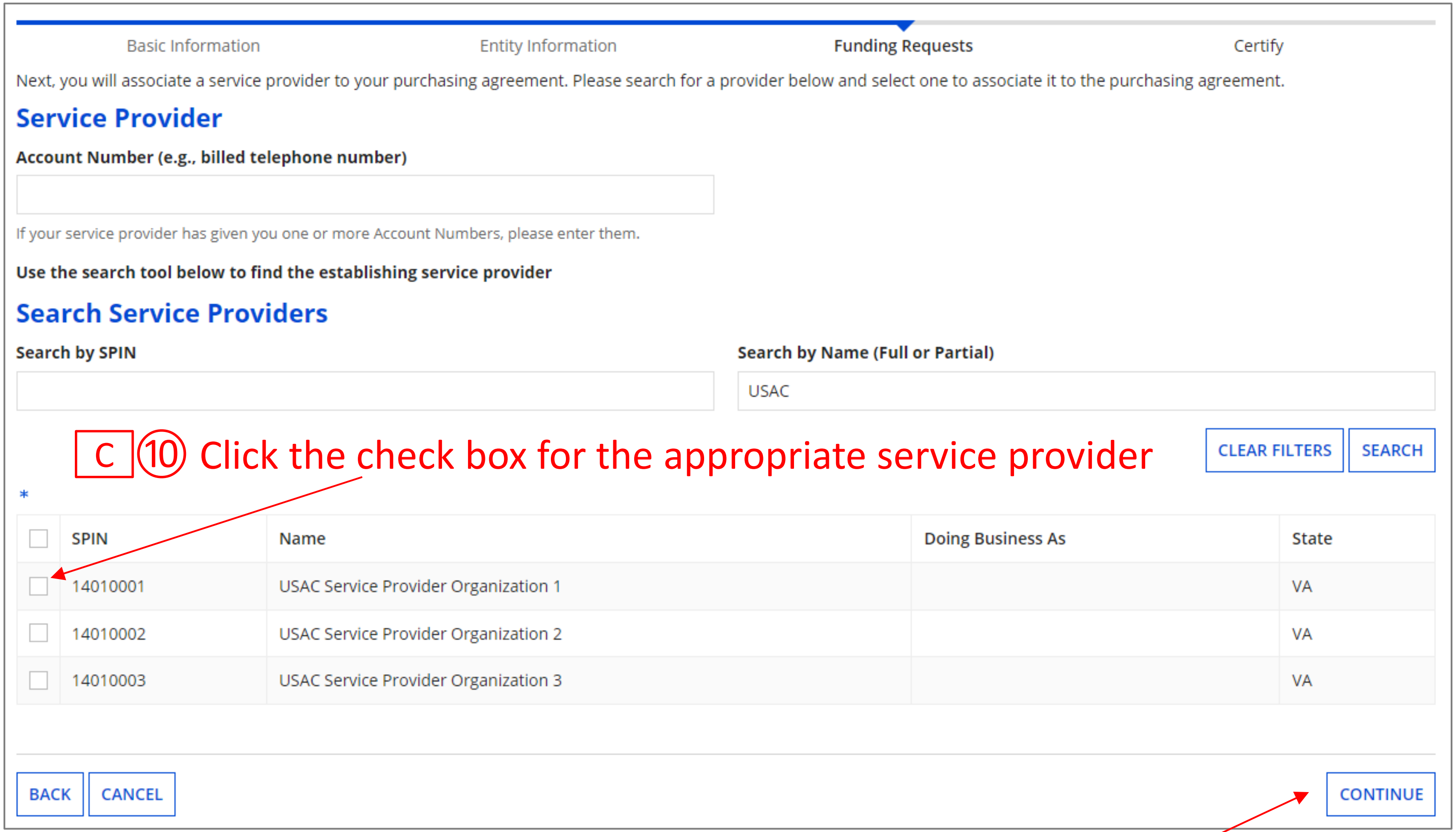
Search by Name (Full or Partial)

CLEAR FILTERS
SEARCH
BACK
CANCEL
CONTINUE

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

[Month-to-Month]

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



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)

USAC

CLEAR FILTERS
SEARCH

C ⑩ Click the check box for the appropriate service provider

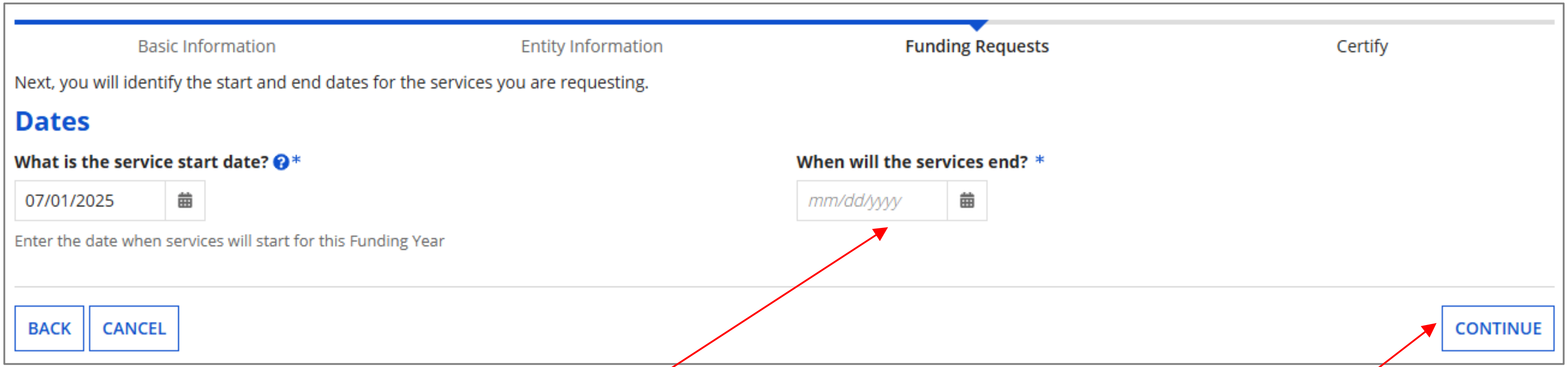
*

☐	SPIN	Name	Doing Business As	State
☐	14010001	USAC Service Provider Organization 1		VA
☐	14010002	USAC Service Provider Organization 2		VA
☐	14010003	USAC Service Provider Organization 3		VA

BACK
CANCEL
CONTINUE

C ⑪ Click on the “CONTINUE” button

[Month-to-Month]


Basic Information
Entity Information
Funding Requests
Certify

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

Dates

What is the service start date? *

07/01/2025

Enter the date when services will start for this Funding Year

When will the services end? *

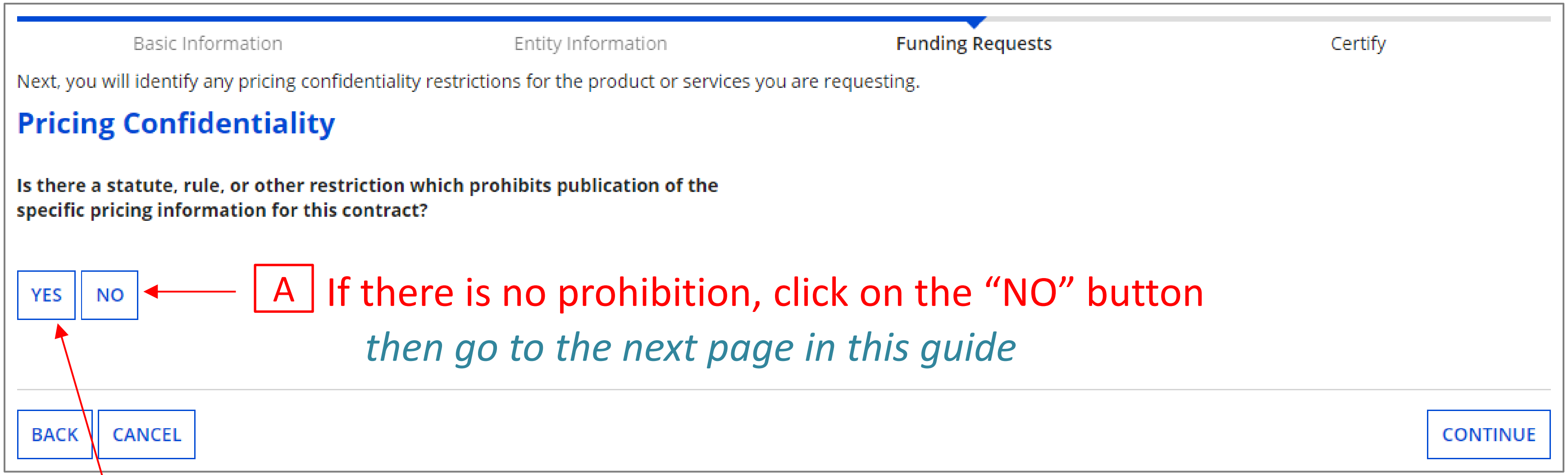
mm/dd/yyyy

BACK
CANCEL
CONTINUE

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

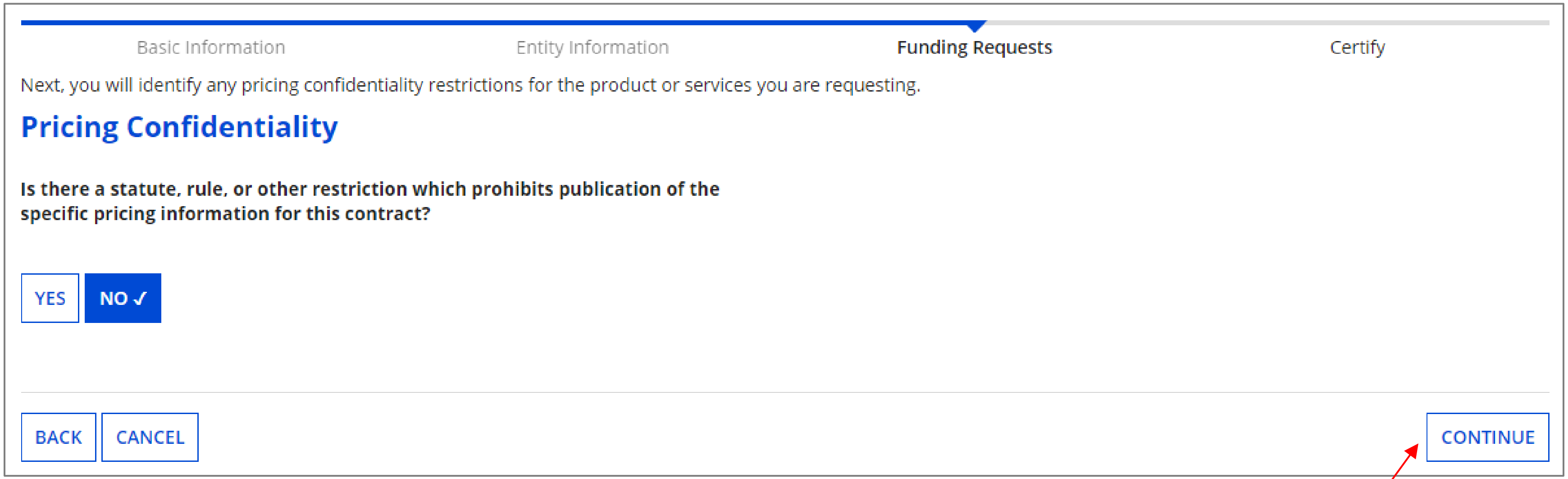
B If there is, click on the "YES" button

then skip to page 83 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"!*

[Month-to-Month]

If there is no restriction (you chose "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

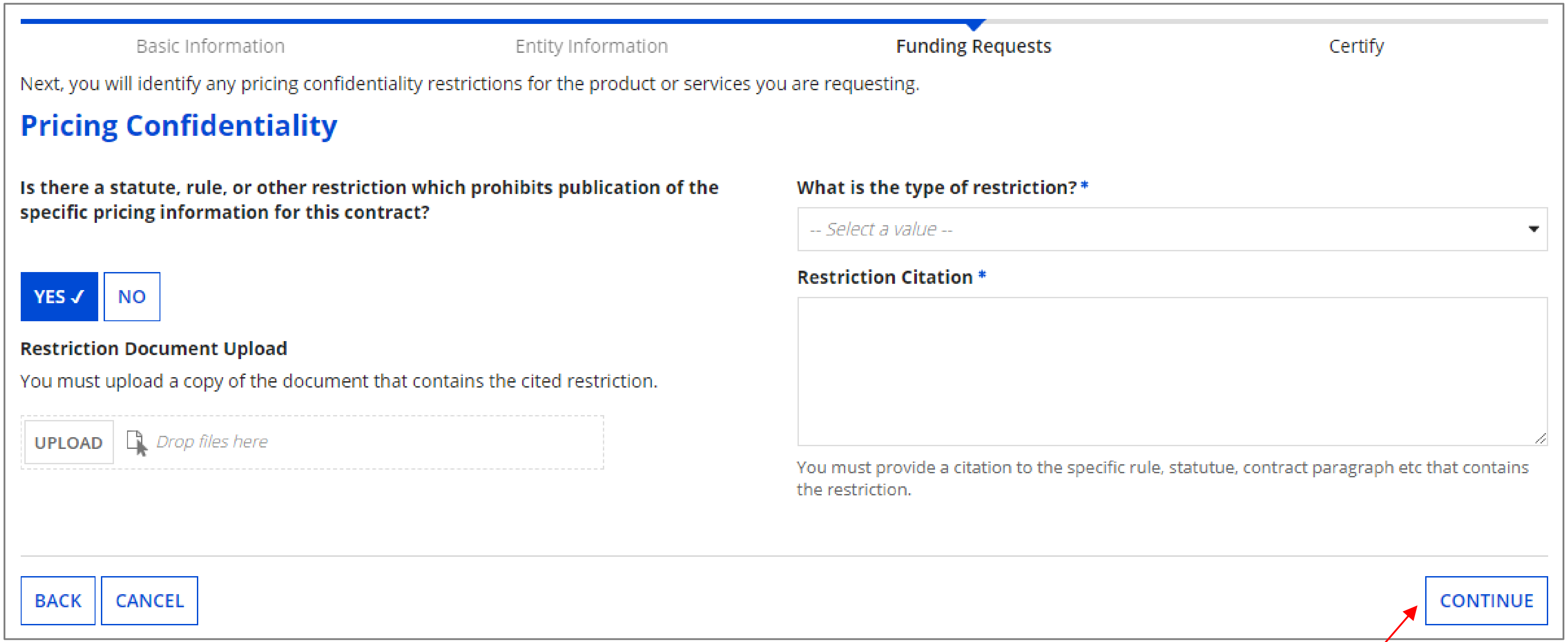
C ⑭ A ① Click on the "CONTINUE" button to proceed

skip to page 84 in this guide

[Month-to-Month]

If there is a restriction (you chose "YES")….

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.

What is the type of restriction? *

-- Select a value --

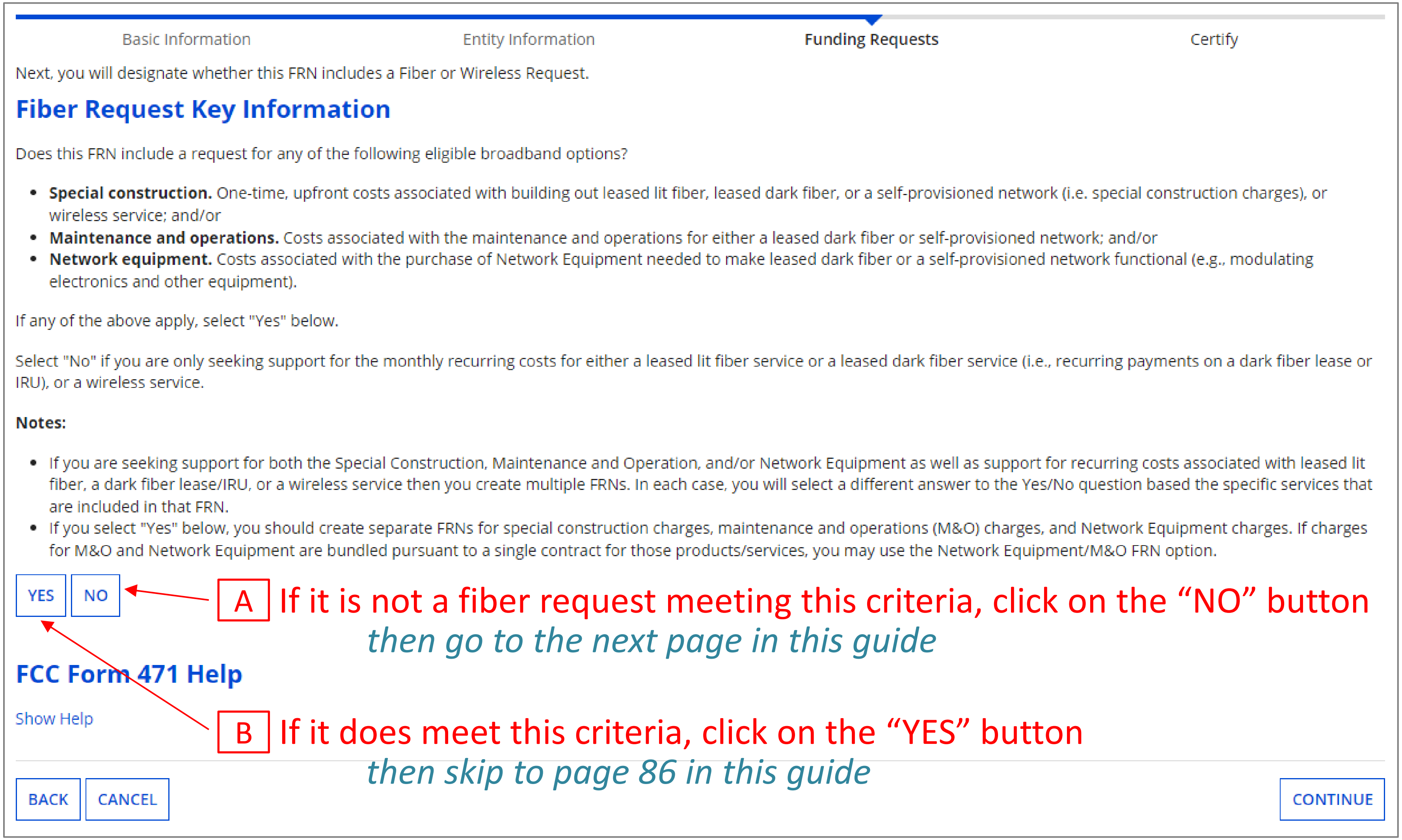
Restriction Citation *

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

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

go to the next page in this guide

⑨ Determine if this FRN is a fiber request meeting any of the criteria specified



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

Fiber Request Key Information

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

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

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

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

Notes:

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

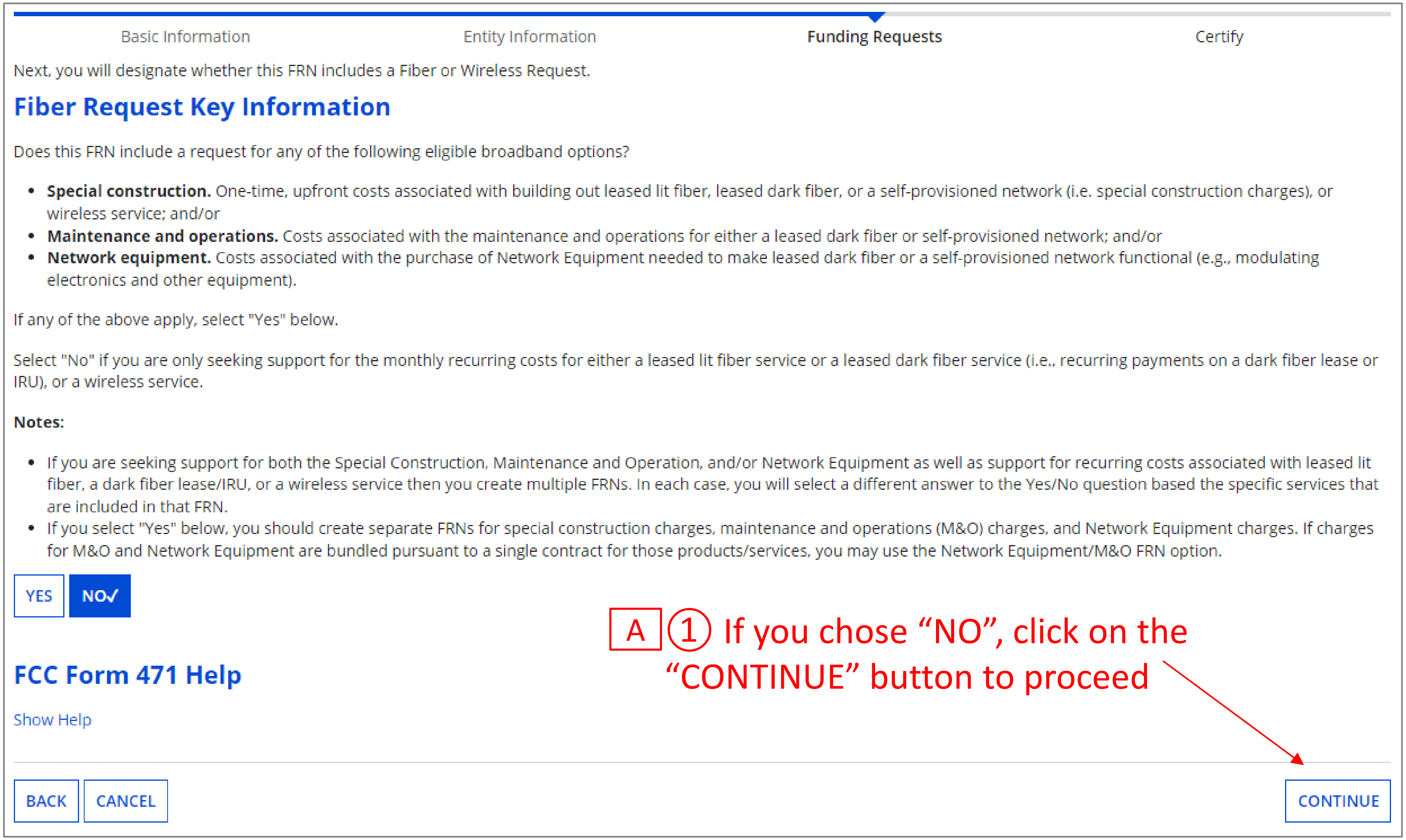
A If it is not a fiber request meeting this criteria, click on the "NO" button *then go to the next page in this guide*

FCC Form 471 Help

B If it does meet this criteria, click on the "YES" button *then skip to page 86 in this guide*

[Fiber Request]

If it does not meet the criteria (you chose "NO")….



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

Fiber Request Key Information

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

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

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

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

Notes:

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

YES [✓ NO]

FCC Form 471 Help

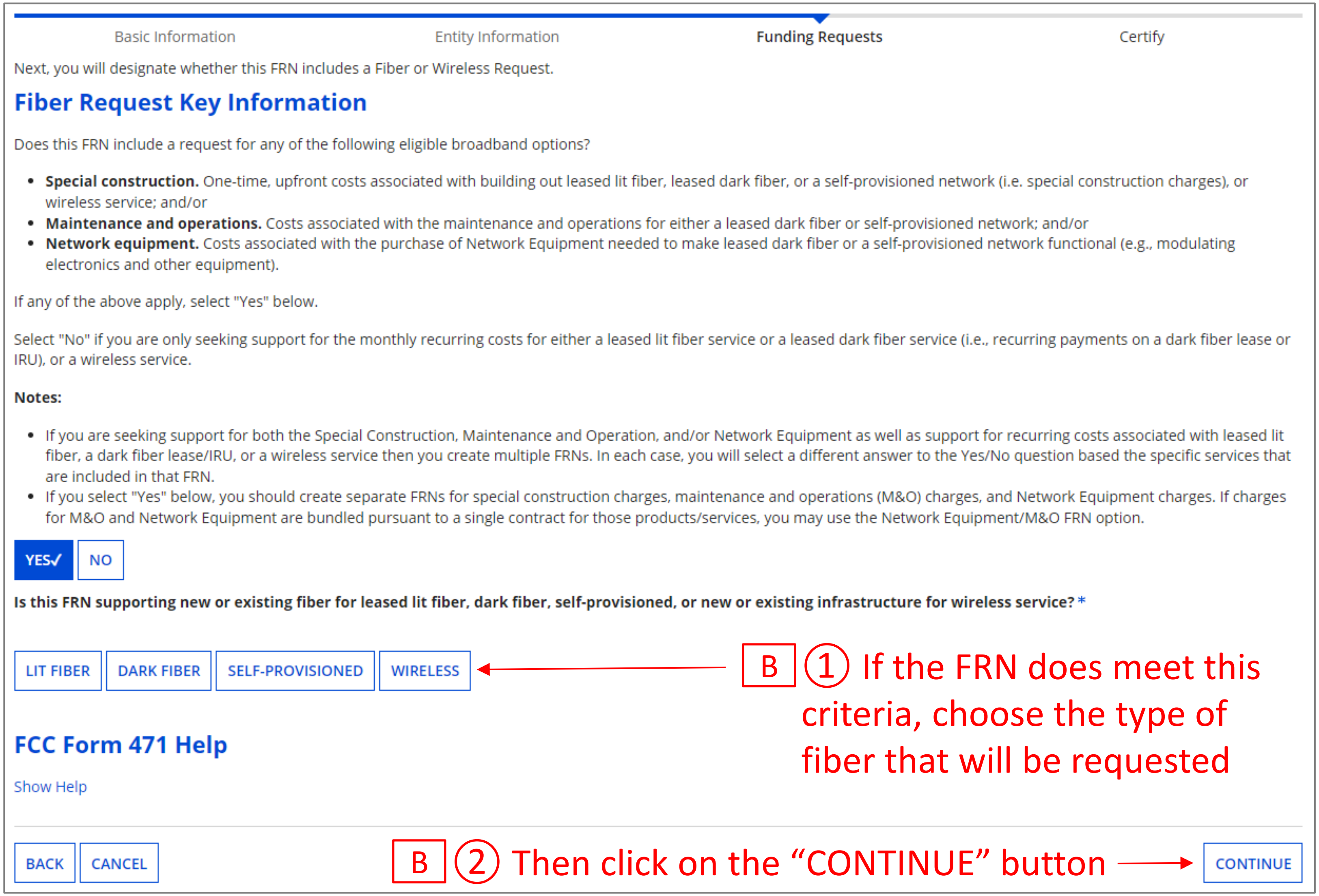
Show Help

A ① If you chose "NO", click on the "CONTINUE" button to proceed

skip to page 88 in this guide

[Fiber Request]

If it does meet the criteria (you chose "YES")....



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

Fiber Request Key Information

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

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

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

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

Notes:

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

[✓ YES] NO

Is this FRN supporting new or existing fiber for leased lit fiber, dark fiber, self-provisioned, or new or existing infrastructure for wireless service? *

B ① If the FRN does meet this criteria, choose the type of fiber that will be requested

FCC Form 471 Help

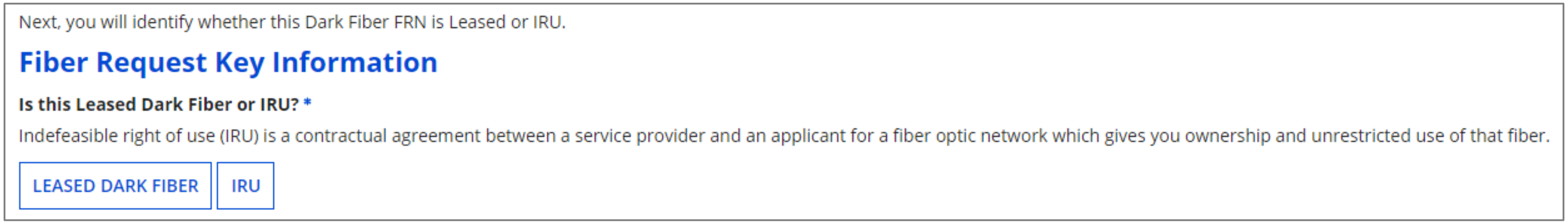
Show Help

B ② Then click on the "CONTINUE" button

[Fiber Request]

B ③ Answer the additional questions on the next screen(s) until all fiber questions have been fully completed

Fiber Screen Examples:

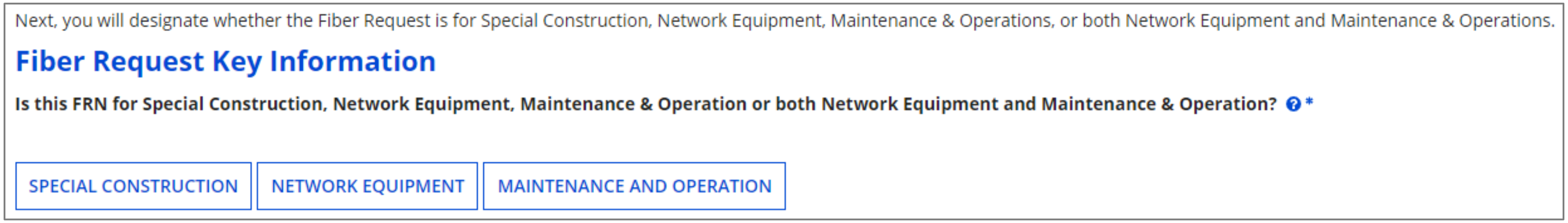


Next, you will identify whether this Dark Fiber FRN is Leased or IRU.

Fiber Request Key Information

Is this Leased Dark Fiber or IRU? *

Indefeasible right of use (IRU) is a contractual agreement between a service provider and an applicant for a fiber optic network which gives you ownership and unrestricted use of that fiber.



Next, you will designate whether the Fiber Request is for Special Construction, Network Equipment, Maintenance & Operations, or both Network Equipment and Maintenance & Operations.

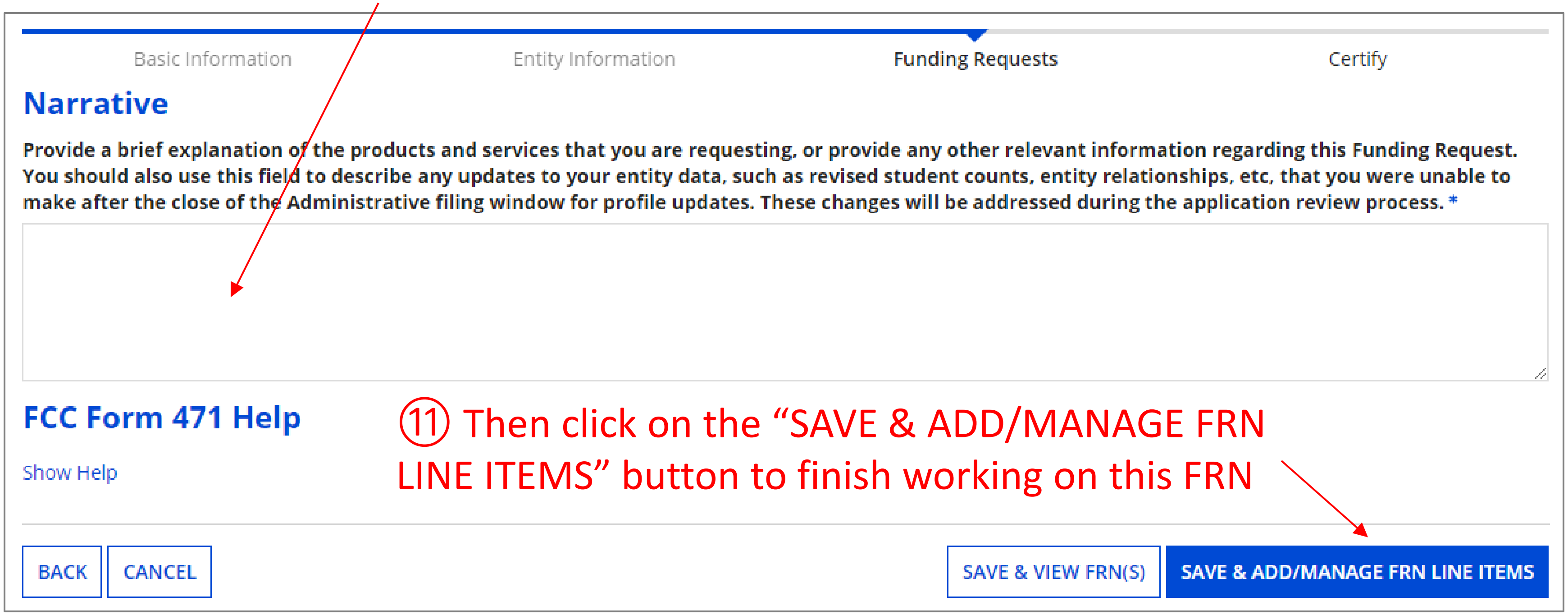
Fiber Request Key Information

Is this FRN for Special Construction, Network Equipment, Maintenance & Operation or both Network Equipment and Maintenance & Operation? ? *

go to the next page in this guide

[Narrative]

⑩ Provide a description of the service you are requesting and any other information you think USAC would find important such as EPC profile issues



Basic Information
Entity Information
Funding Requests
Certify

Narrative

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

FCC Form 471 Help

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

⑪ Then click on the "SAVE & ADD/MANAGE FRN LINE ITEMS" button to finish working on this FRN

NOTE: *You can use the "SAVE & VIEW FRN(S)" button to leave this FRN and view the FRNs you have created so far, but as a best practice finish the FRN you are working on before starting another one to avoid confusion*

go to the next page in this guide

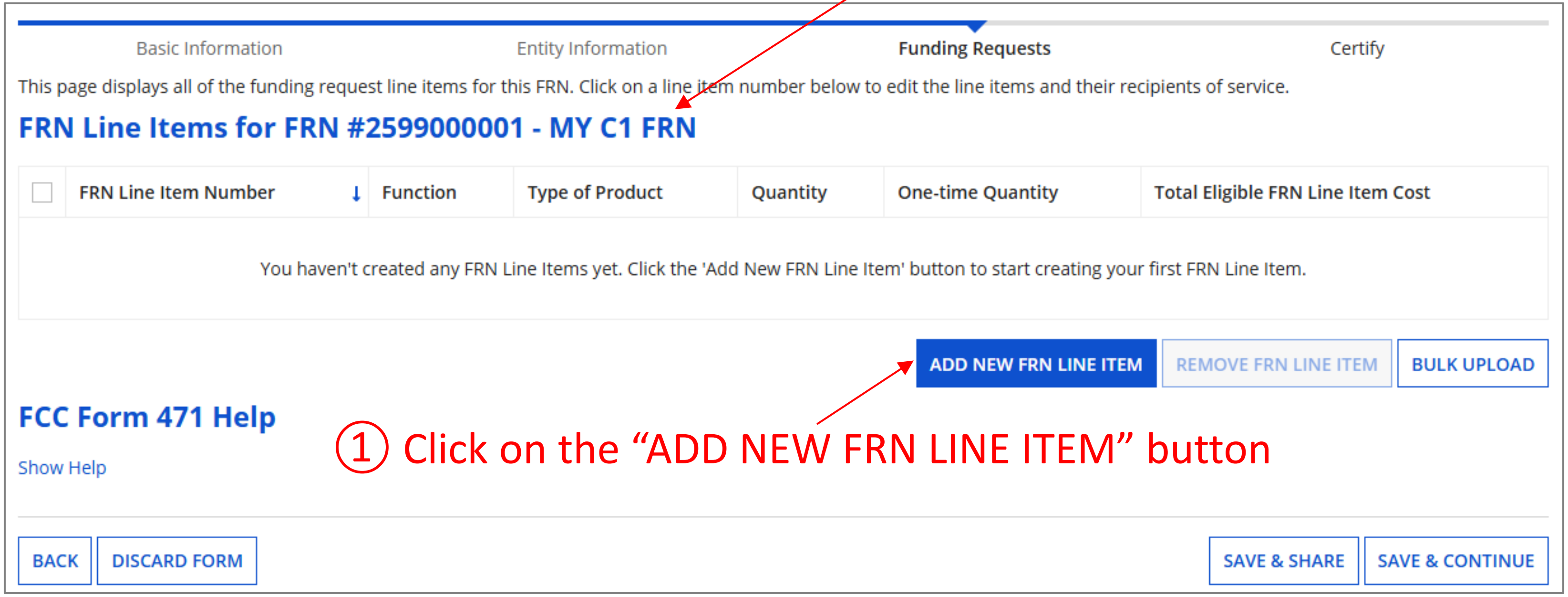
Managing FRN Line Items

You will next need to enter the details of 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

The Nickname you entered for this FRN will appear at the top of the form along with the FRN Number


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 #2599000001 - MY C1 FRN

☐	FRN Line Item Number ↓	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost

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

ADD NEW FRN LINE ITEM
REMOVE FRN LINE ITEM
BULK UPLOAD

FCC Form 471 Help

Show Help
BACK
DISCARD FORM
SAVE & SHARE
SAVE & CONTINUE

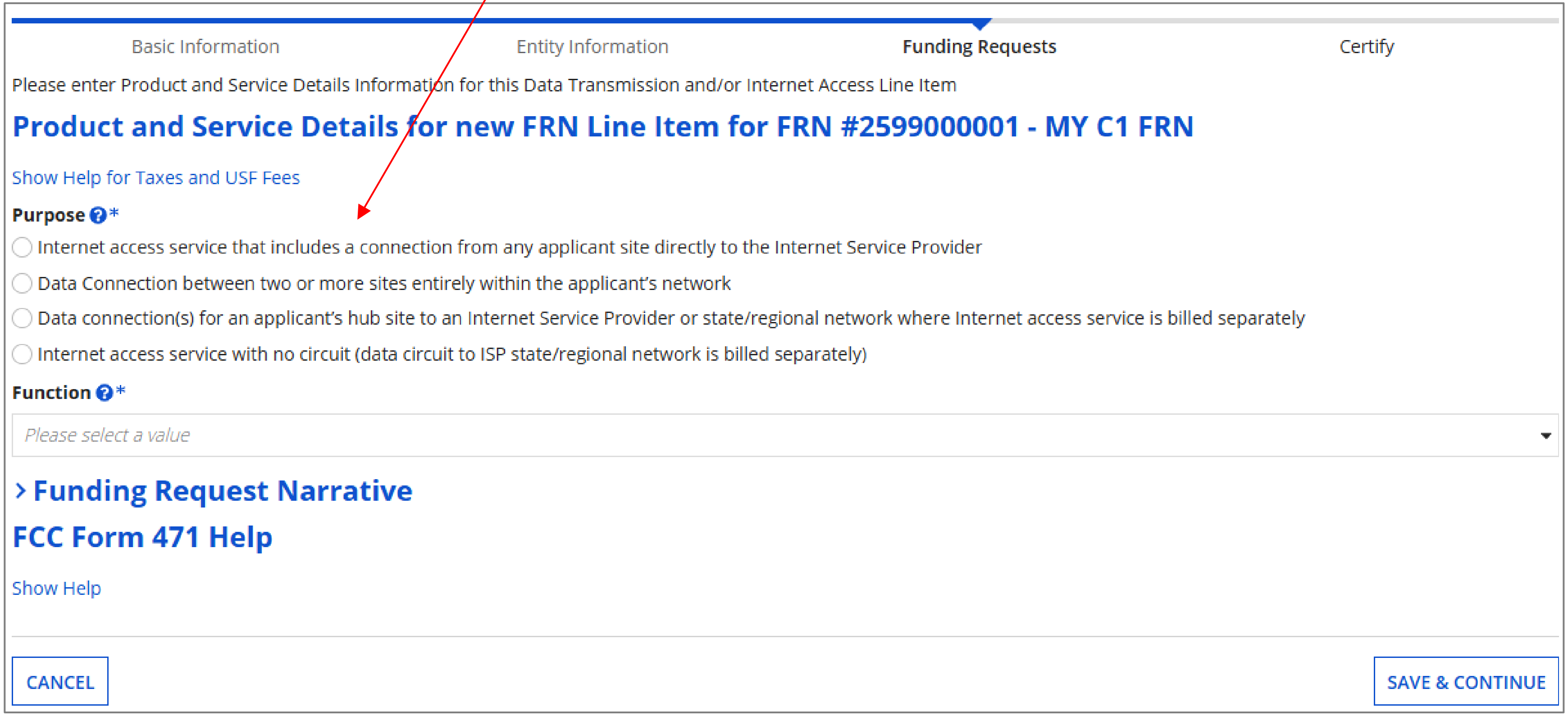
① Click on the “ADD NEW FRN LINE ITEM” button

Guidelines:

- *Use a separate line for each different service sought*
- *If you have several entities receiving the same service but they are delivered at different speeds or for different costs, use a separate line for each*

FRN Line Items

② Select the option that best describes the purpose of this FRN Line Item



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

Product and Service Details for new FRN Line Item for FRN #2599000001 - MY C1 FRN

Show Help for Taxes and USF Fees

Purpose *

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

Function *

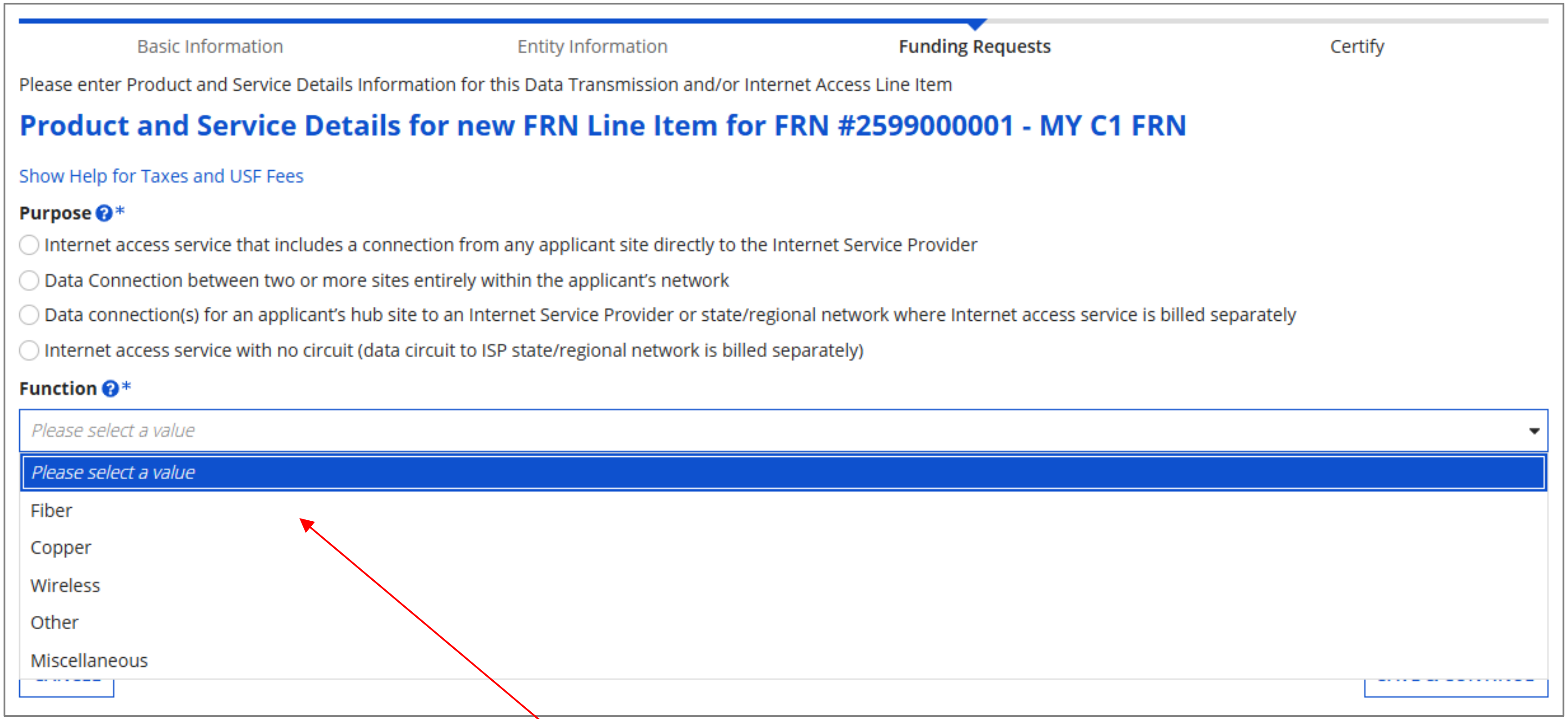
Please select a value

› Funding Request Narrative

FCC Form 471 Help

Show Help

FRN Line Items



Basic Information
Entity Information
Funding Requests
Certify

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

Product and Service Details for new FRN Line Item for FRN #2599000001 - MY C1 FRN

Show Help for Taxes and USF Fees

Purpose ? *

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

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

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

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

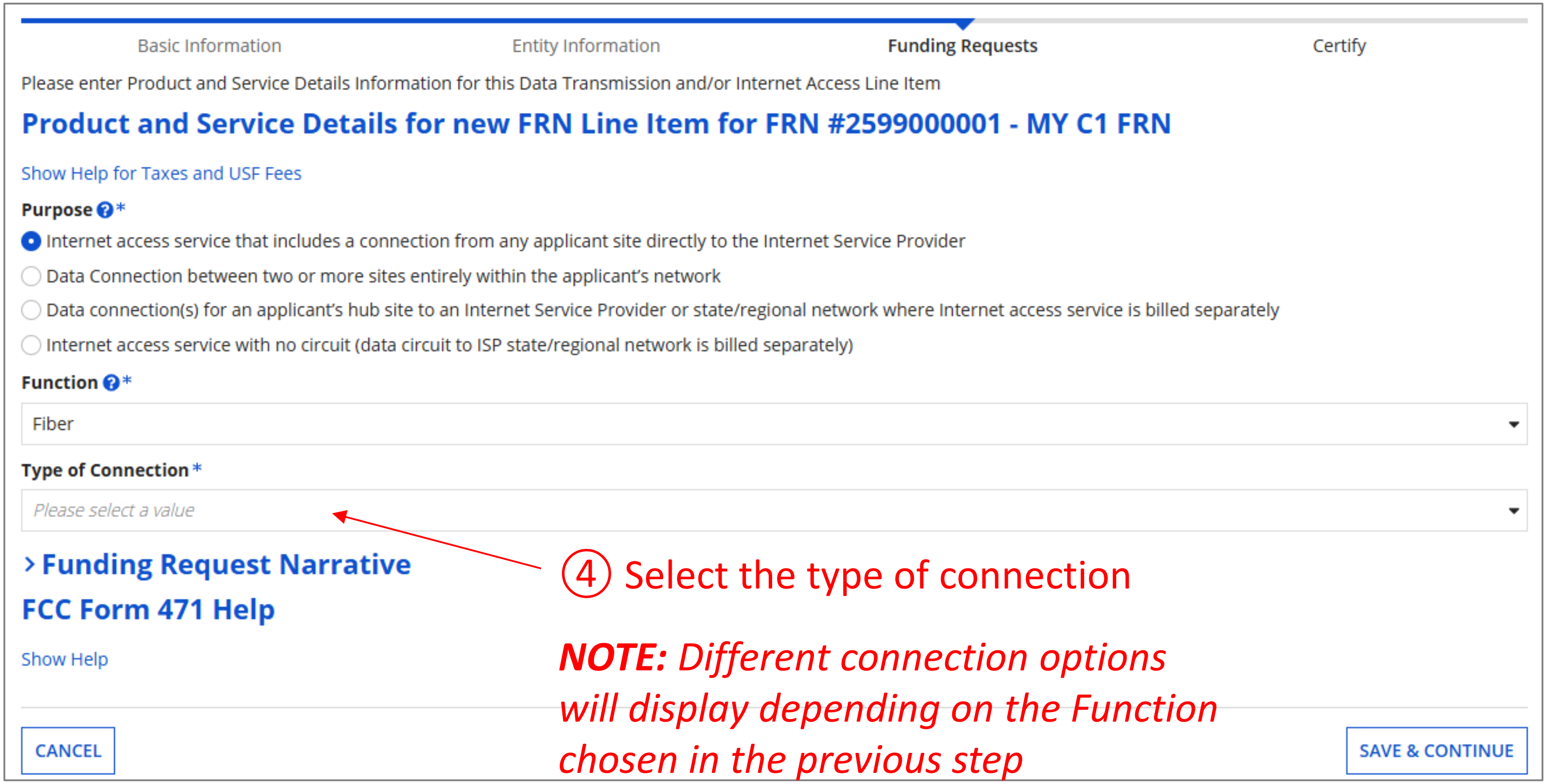
Function ? *

Please select a value

Please select a value
Fiber
Copper
Wireless
Other
Miscellaneous

③ Select the function of the request

FRN Line Items



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

Product and Service Details for new FRN Line Item for FRN #2599000001 - MY C1 FRN

Show Help for Taxes and USF Fees

Purpose ? *

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

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

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

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

Function ? *

Fiber

Type of Connection *

Please select a value

› Funding Request Narrative

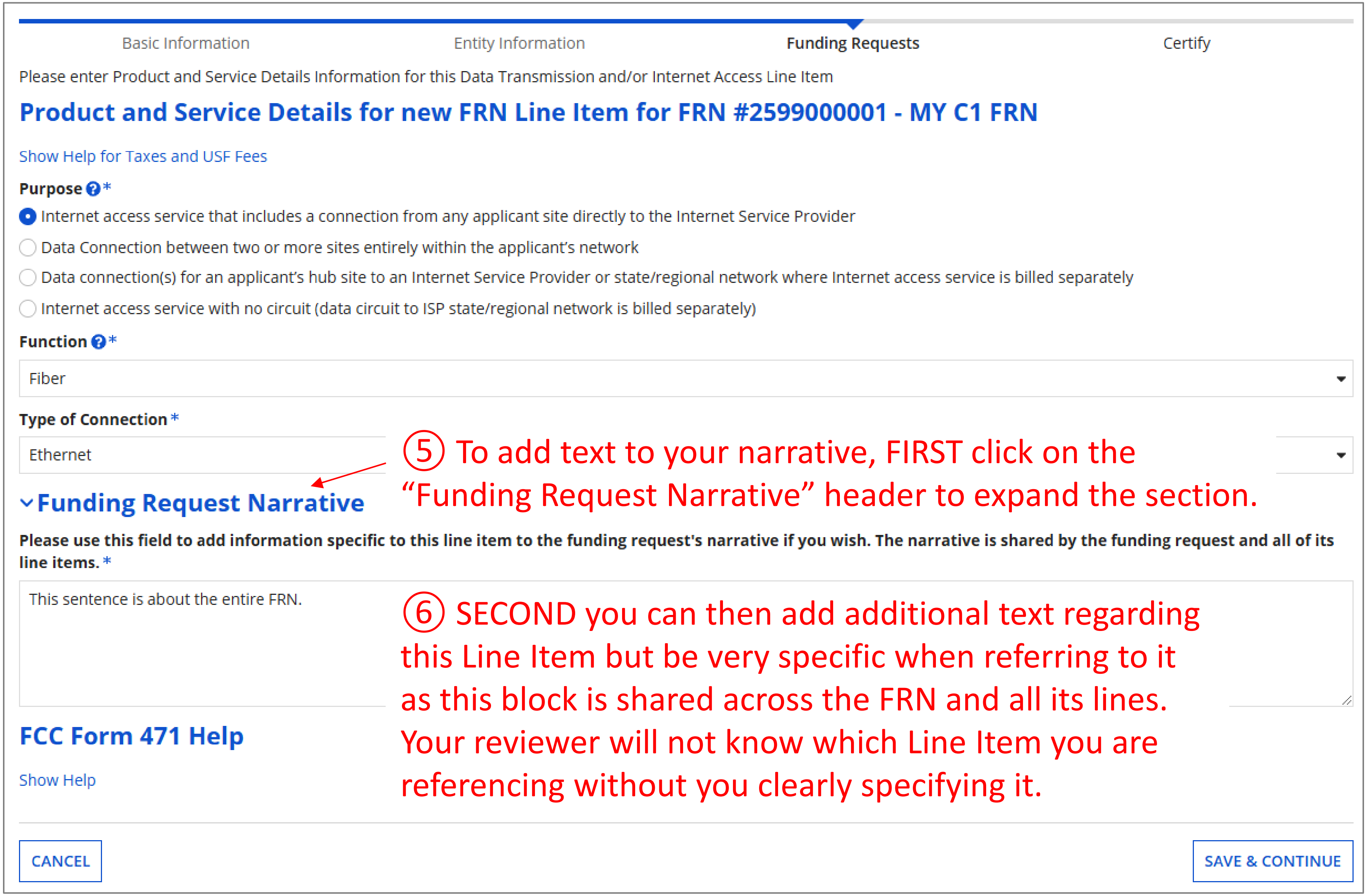
FCC Form 471 Help

Show Help

④ Select the type of connection

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

FRN Line Items



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

Product and Service Details for new FRN Line Item for FRN #2599000001 - MY C1 FRN

Show Help for Taxes and USF Fees

Purpose *

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

Function *

Fiber

Type of Connection *

Ethernet

⑤ To add text to your narrative, FIRST click on the "Funding Request Narrative" header to expand the section.

Funding Request Narrative

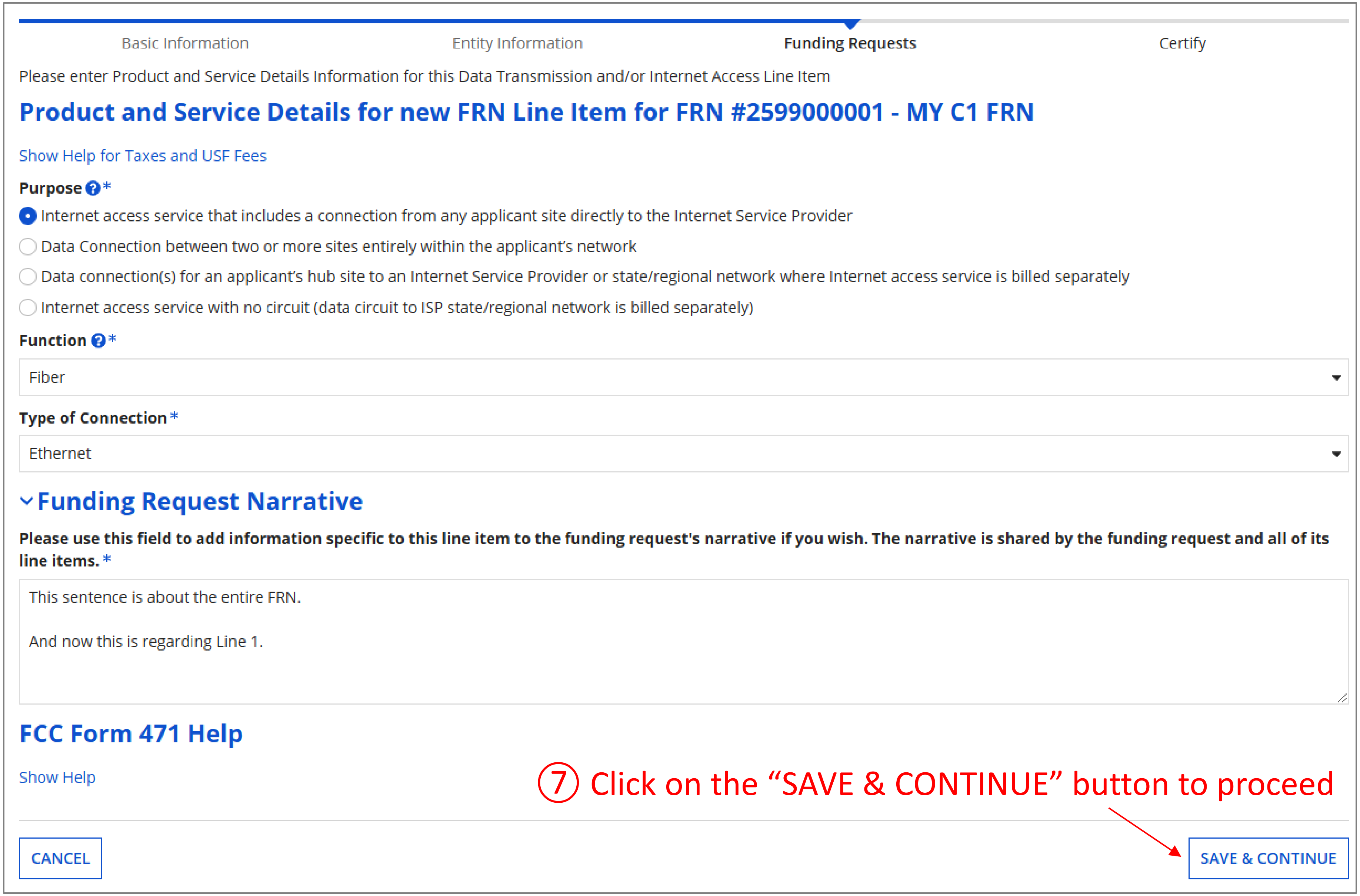
Please use this field to add information specific to this line item to the funding request's narrative if you wish. The narrative is shared by the funding request and all of its line items. *

This sentence is about the entire FRN.

⑥ SECOND you can then add additional text regarding this Line Item but be very specific when referring to it as this block is shared across the FRN and all its lines. Your reviewer will not know which Line Item you are referencing without you clearly specifying it.

FCC Form 471 Help

FRN Line Items



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

Product and Service Details for new FRN Line Item for FRN #2599000001 - MY C1 FRN

Show Help for Taxes and USF Fees

Purpose ? *

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

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

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

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

Function ? *

Fiber

Type of Connection *

Ethernet

Funding Request Narrative

Please use this field to add information specific to this line item to the funding request's narrative if you wish. The narrative is shared by the funding request and all of its line items. *

This sentence is about the entire FRN.

And now this is regarding Line 1.

FCC Form 471 Help

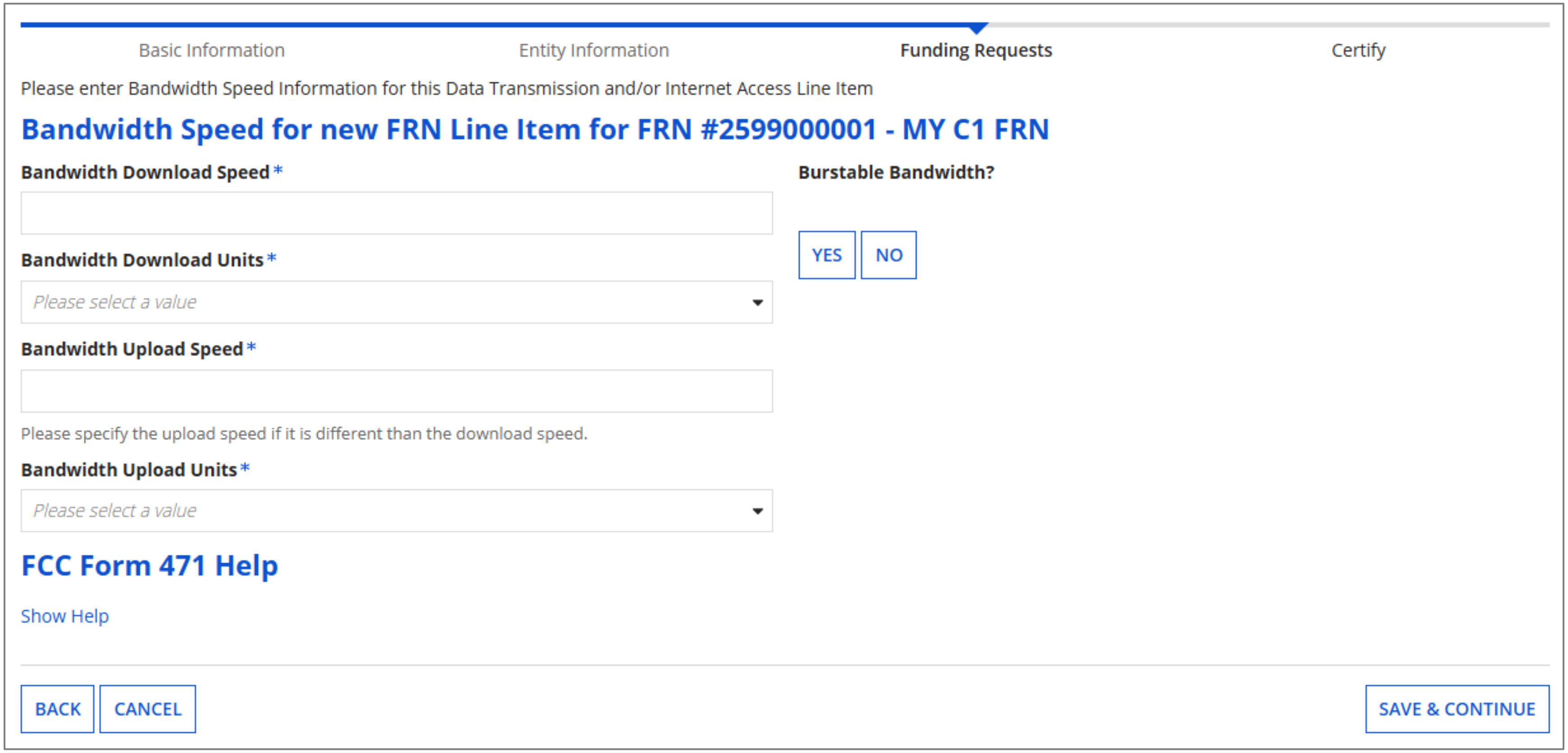
Show Help

⑦ Click on the "SAVE & CONTINUE" button to proceed

FRN Line Items

⑧ Enter bandwidth upload and download speeds and any other requested info

***NOTE:** Default values may populate the form as you complete it*



Basic Information
Entity Information
Funding Requests
Certify

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

Bandwidth Speed for new FRN Line Item for FRN #2599000001 - MY C1 FRN

Bandwidth Download Speed *

Bandwidth Download Units *

Please select a value

Bandwidth Upload Speed *

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

Bandwidth Upload Units *

Please select a value

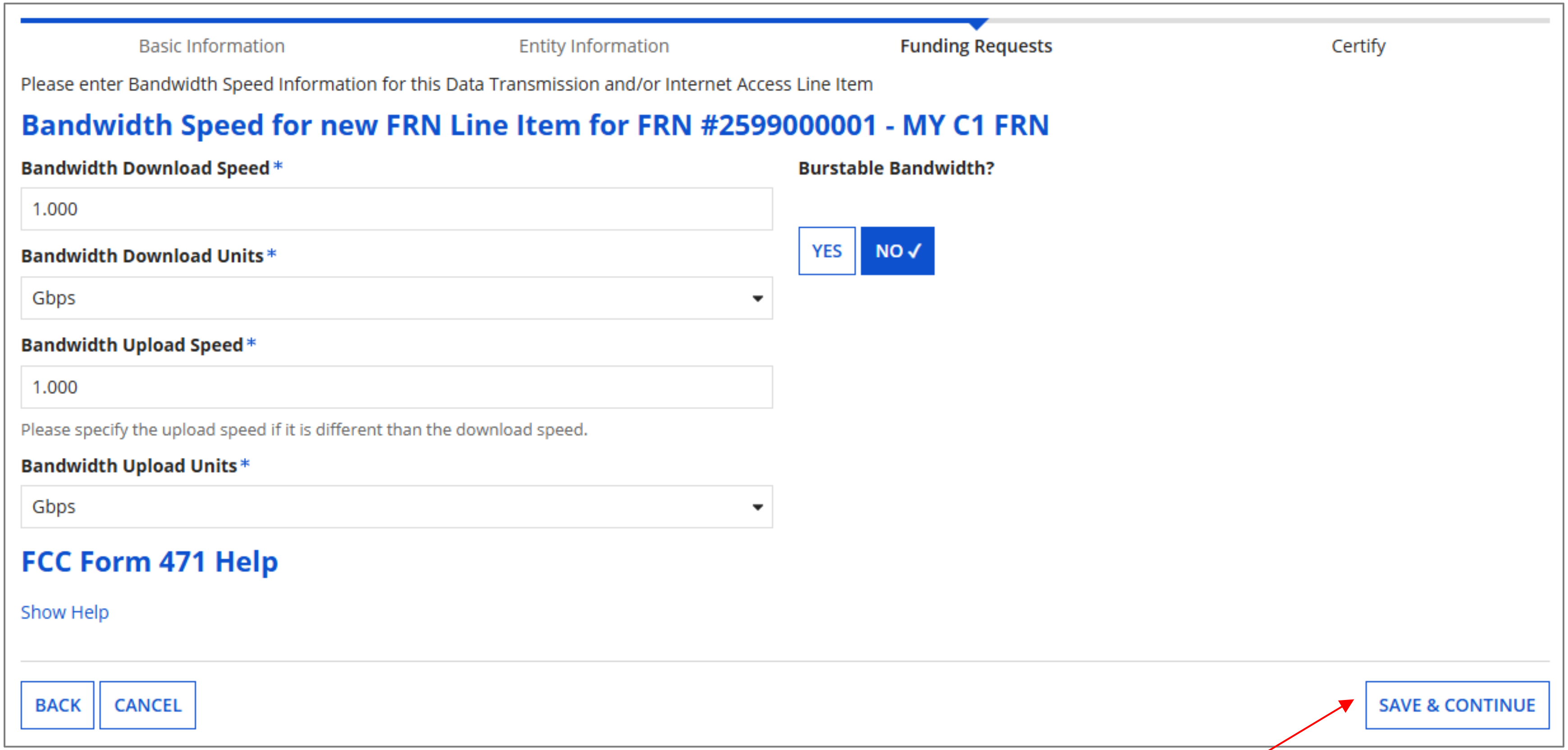
Burstable Bandwidth?

FCC Form 471 Help

Show Help

BACK
CANCEL
SAVE & CONTINUE

FRN Line Items


Basic Information
Entity Information
Funding Requests
Certify

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

Bandwidth Speed for new FRN Line Item for FRN #2599000001 - MY C1 FRN

Bandwidth Download Speed *

1.000

Bandwidth Download Units *

Gbps

Bandwidth Upload Speed *

1.000

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

Bandwidth Upload Units *

Gbps

Burstable Bandwidth?

YES [✓ NO]

FCC Form 471 Help

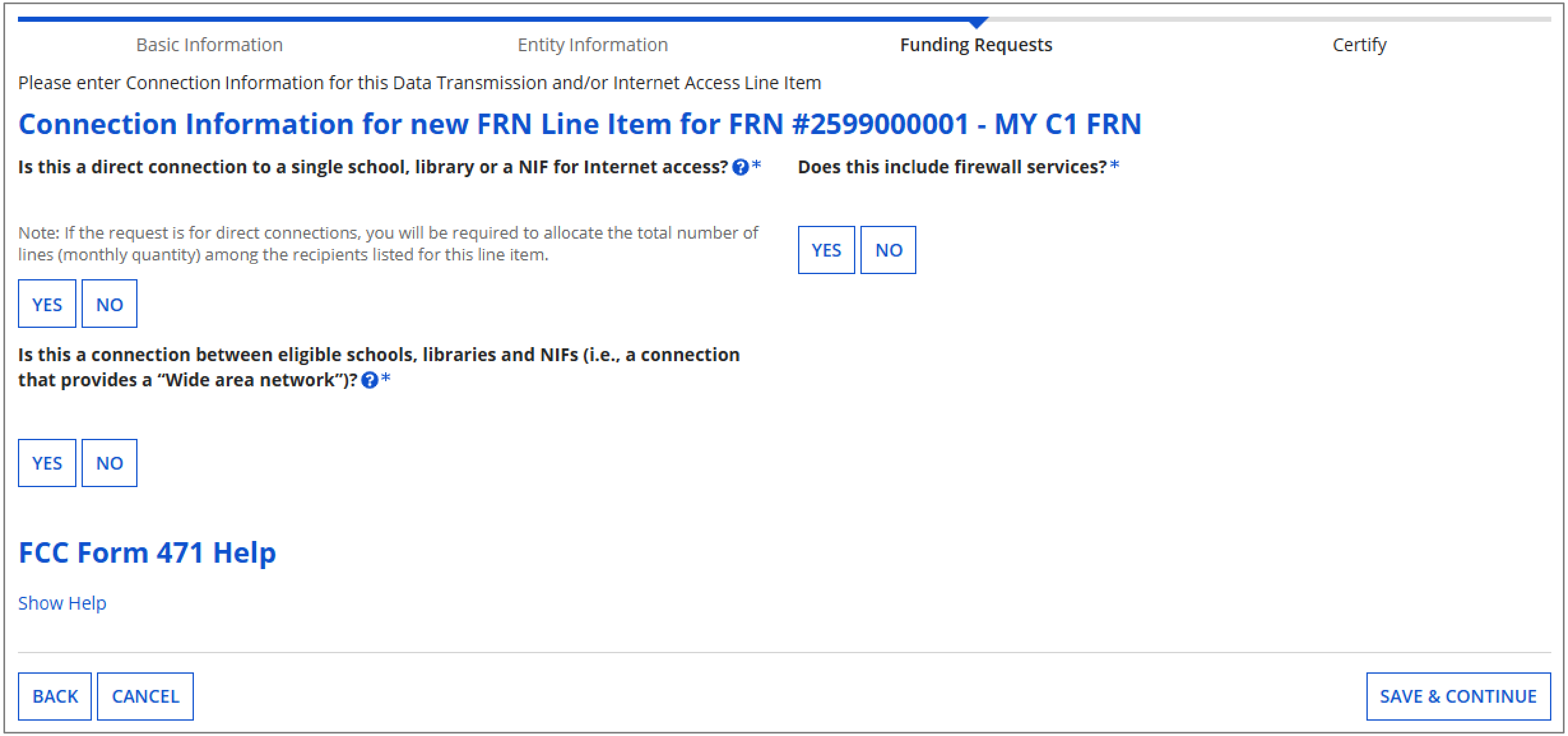
Show Help

BACK
CANCEL
SAVE & CONTINUE

⑨ Click on the “SAVE & CONTINUE” button

FRN Line Items

⑩ Provide the additional requested information about the connection



Basic Information
Entity Information
Funding Requests
Certify

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

Connection Information for new FRN Line Item for FRN #2599000001 - MY C1 FRN

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

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

Does this include firewall services? *

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

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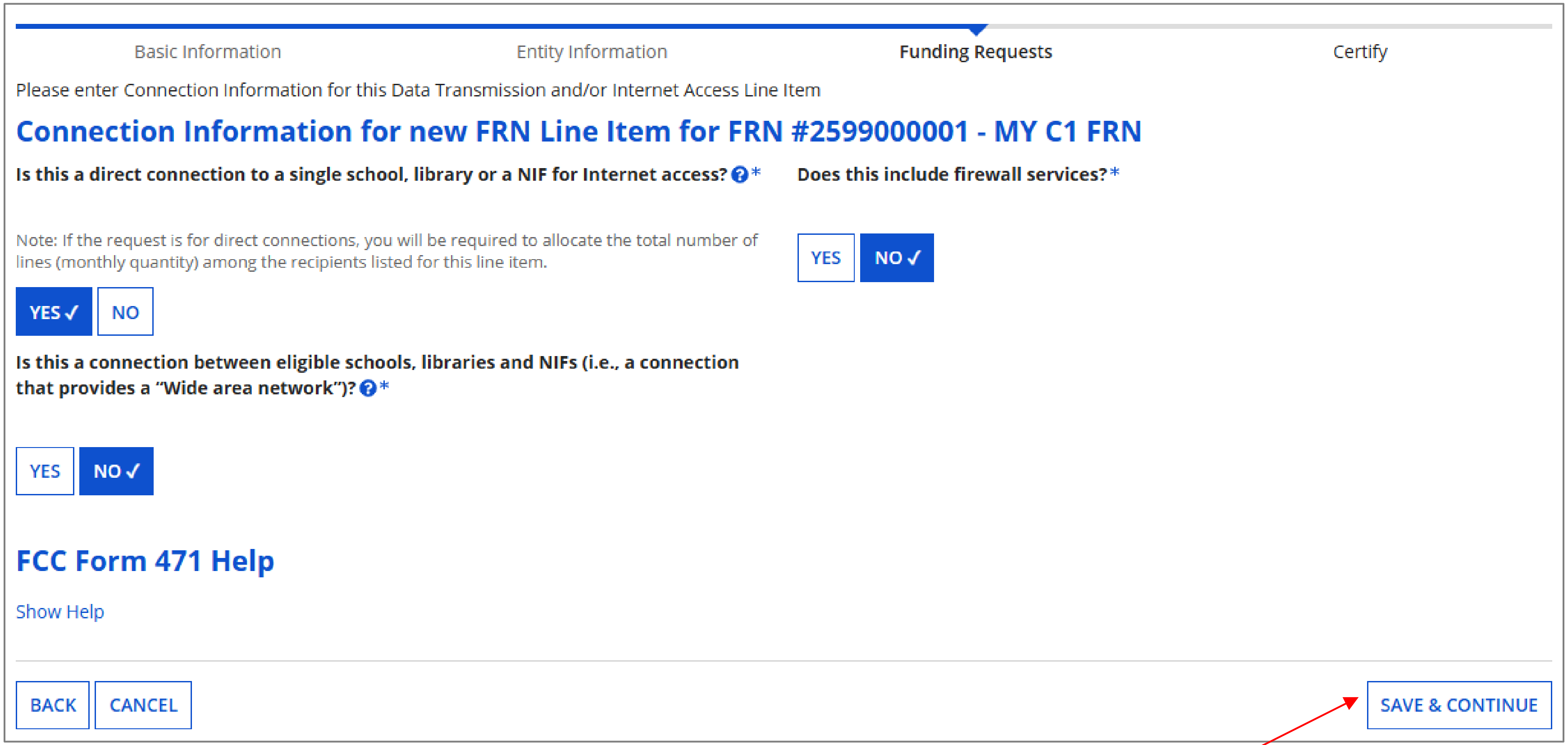
Show Help
BACK
CANCEL
SAVE & CONTINUE

FRN Line Items

Connection Information Screen Example:


Basic Information
Entity Information
Funding Requests
Certify

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

Connection Information for new FRN Line Item for FRN #2599000001 - MY C1 FRN

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

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

[✓ YES] NO

Does this include firewall services? *

YES [✓ NO]

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

YES [✓ NO]

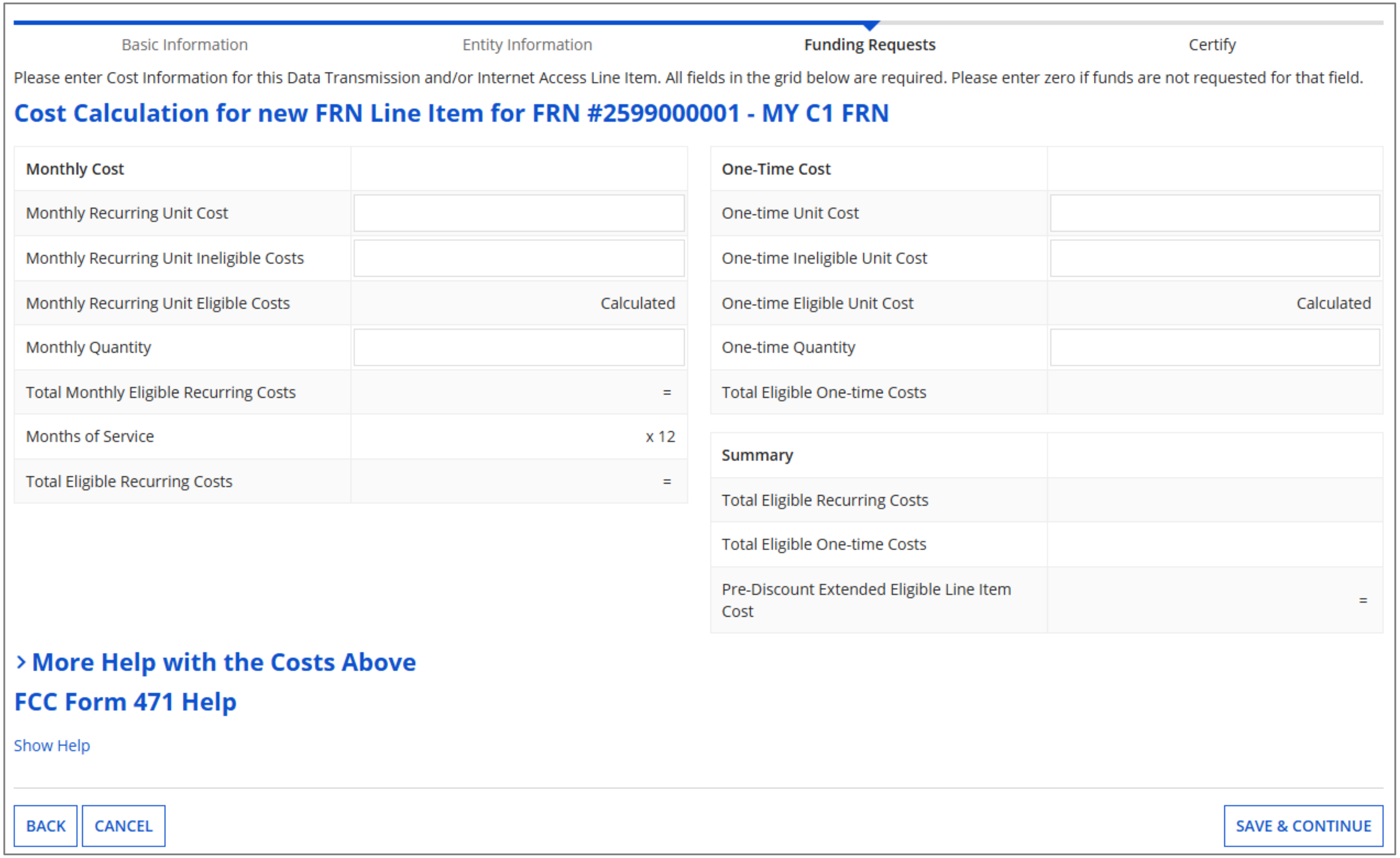
FCC Form 471 Help

Show Help

BACK
CANCEL
SAVE & CONTINUE

⑪ Then click on the "SAVE & CONTINUE" button to proceed

FRN Line Items



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

Cost Calculation for new FRN Line Item for FRN #2599000001 - MY C1 FRN

Monthly Cost	
Monthly Recurring Unit Cost	
Monthly Recurring Unit Ineligible Costs	
Monthly Recurring Unit Eligible Costs	Calculated
Monthly Quantity	
Total Monthly Eligible Recurring Costs	=
Months of Service	x 12
Total Eligible Recurring Costs	=

One-Time Cost	
One-time Unit Cost	
One-time Ineligible Unit Cost	
One-time Eligible Unit Cost	Calculated
One-time Quantity	
Total Eligible One-time Costs	

Summary	
Total Eligible Recurring Costs	
Total Eligible One-time Costs	
Pre-Discount Extended Eligible Line Item Cost	=

› More Help with the Costs Above

FCC Form 471 Help

Show Help

⑫ Enter the Cost Calculations for this FRN Line Item based on what you have contracted with the provider, removing any ineligible amounts

(see the next slide for more information)

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

FRN Line Items

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.

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

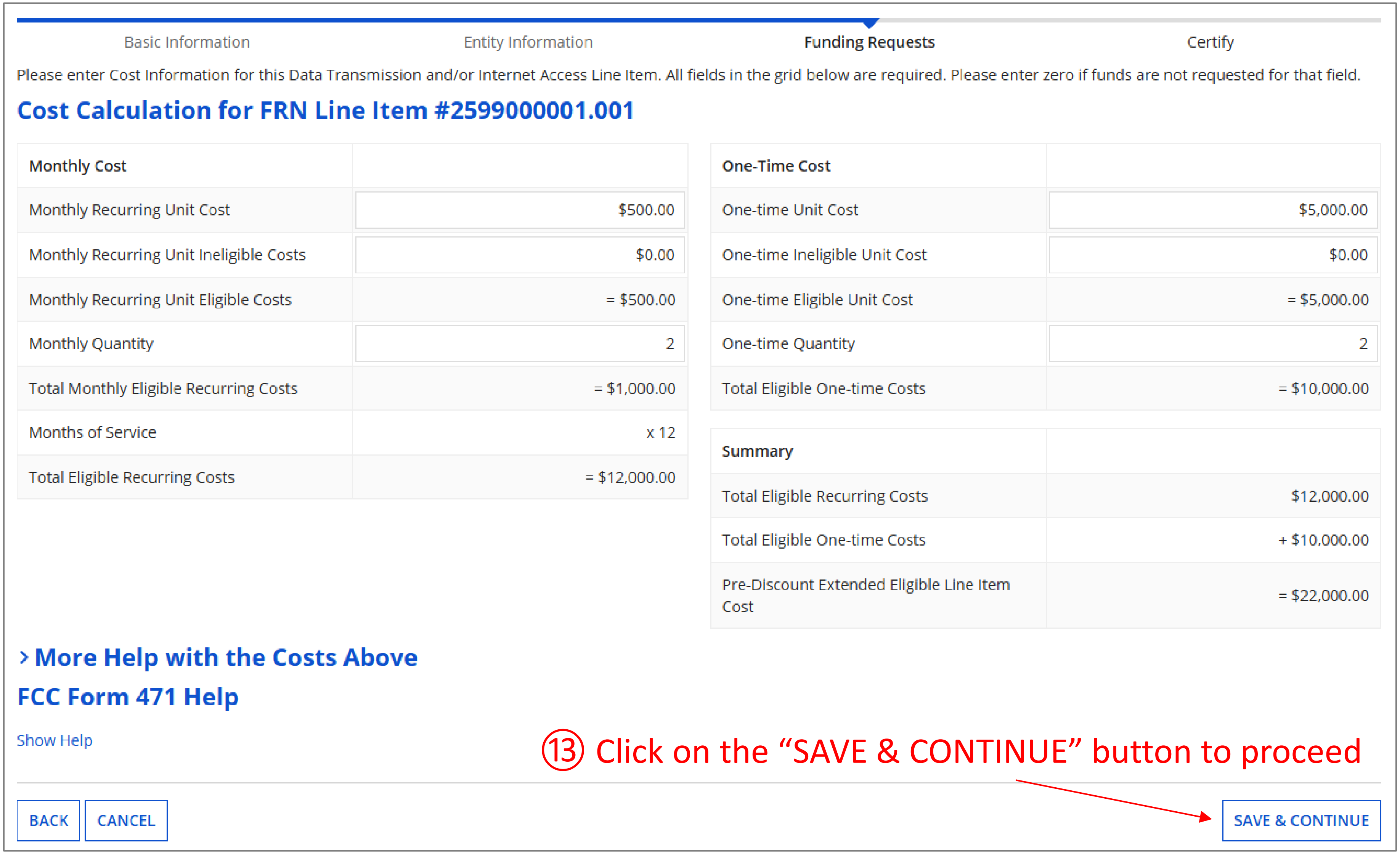
Monthly Quantity: The number of connections that have this total recurring cost.

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 Items



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

Cost Calculation for FRN Line Item #2599000001.001

Monthly Cost	
Monthly Recurring Unit Cost	$500.00
Monthly Recurring Unit Ineligible Costs	$0.00
Monthly Recurring Unit Eligible Costs	= $500.00
Monthly Quantity	2
Total Monthly Eligible Recurring Costs	= $1,000.00
Months of Service	x 12
Total Eligible Recurring Costs	= $12,000.00

One-Time Cost	
One-time Unit Cost	$5,000.00
One-time Ineligible Unit Cost	$0.00
One-time Eligible Unit Cost	= $5,000.00
One-time Quantity	2
Total Eligible One-time Costs	= $10,000.00

Summary	
Total Eligible Recurring Costs	$12,000.00
Total Eligible One-time Costs	+ $10,000.00
Pre-Discount Extended Eligible Line Item Cost	= $22,000.00

> More Help with the Costs Above

FCC Form 471 Help

Show Help

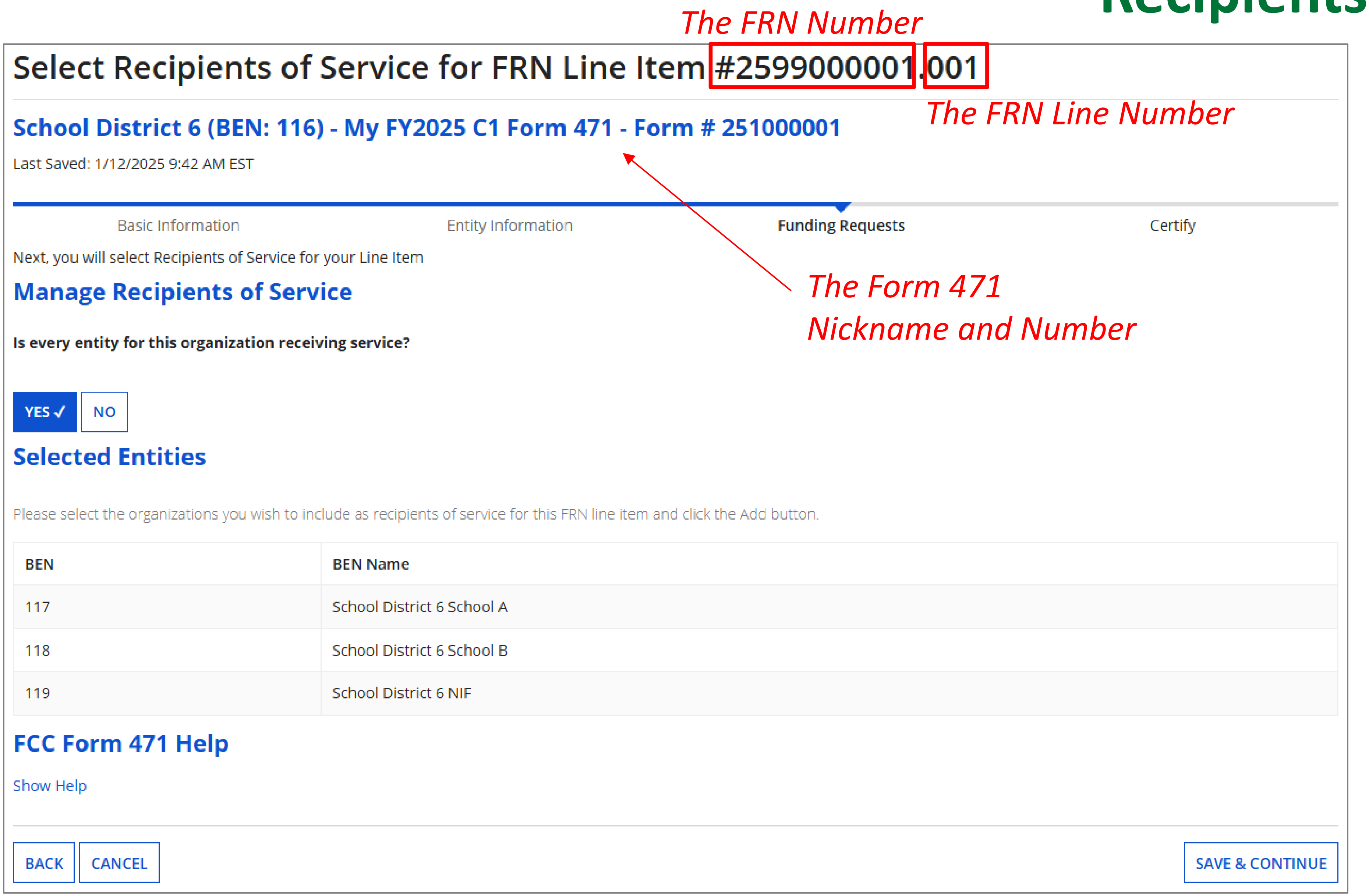
⑬ Click on the "SAVE & CONTINUE" button to proceed

go to the next page in this guide

Managing Recipients

For every Line Item created for each FRN, you must identify the entities receiving that particular service.

Recipients



The FRN Number

The FRN Line Number

The Form 471 Nickname and Number

Select Recipients of Service for FRN Line Item #2599000001.001

School District 6 (BEN: 116) - My FY2025 C1 Form 471 - Form # 251000001

Last Saved: 1/12/2025 9:42 AM EST

Basic Information
Entity Information
Funding Requests
Certify

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

Manage Recipients of Service

Is every entity for this organization receiving service?

Selected Entities

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

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

FCC Form 471 Help

Show Help

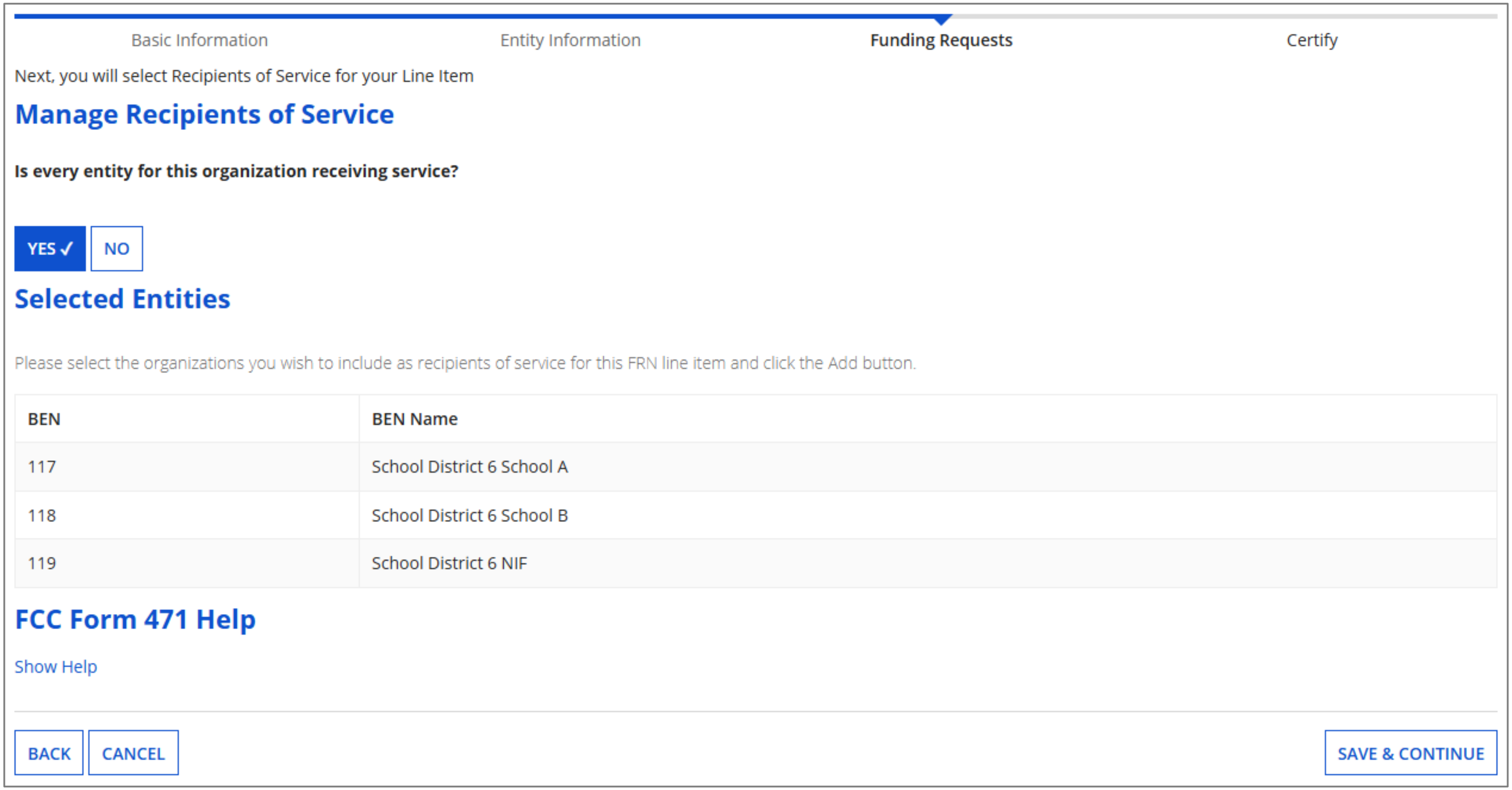
BACK
CANCEL
SAVE & CONTINUE

Recipients

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

A If every entity will receive the service, choose the "YES" button (default option)
then go to the next page in this guide

B If only some entities will receive the service, click on the "NO" button
then skip to page 107 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

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

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

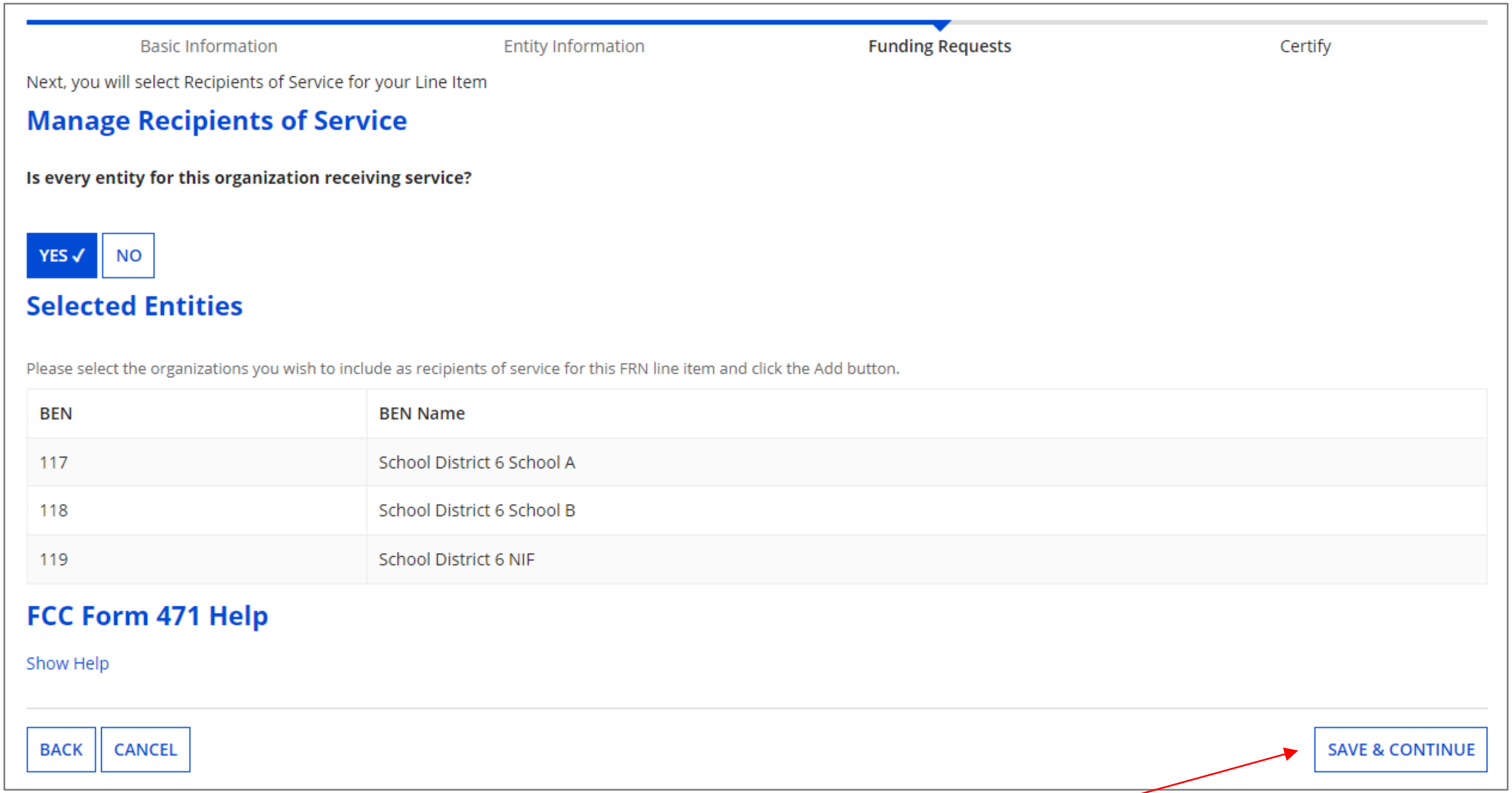
FCC Form 471 Help

Show Help
BACK
CANCEL
SAVE & CONTINUE

NETWORKMAINE

Recipients

If all entities are receiving the service (you chose "YES")....



Basic Information
Entity Information
Funding Requests
Certify

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

Manage Recipients of Service

Is every entity for this organization receiving service?

YES ✓
NO

Selected Entities

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

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

FCC Form 471 Help

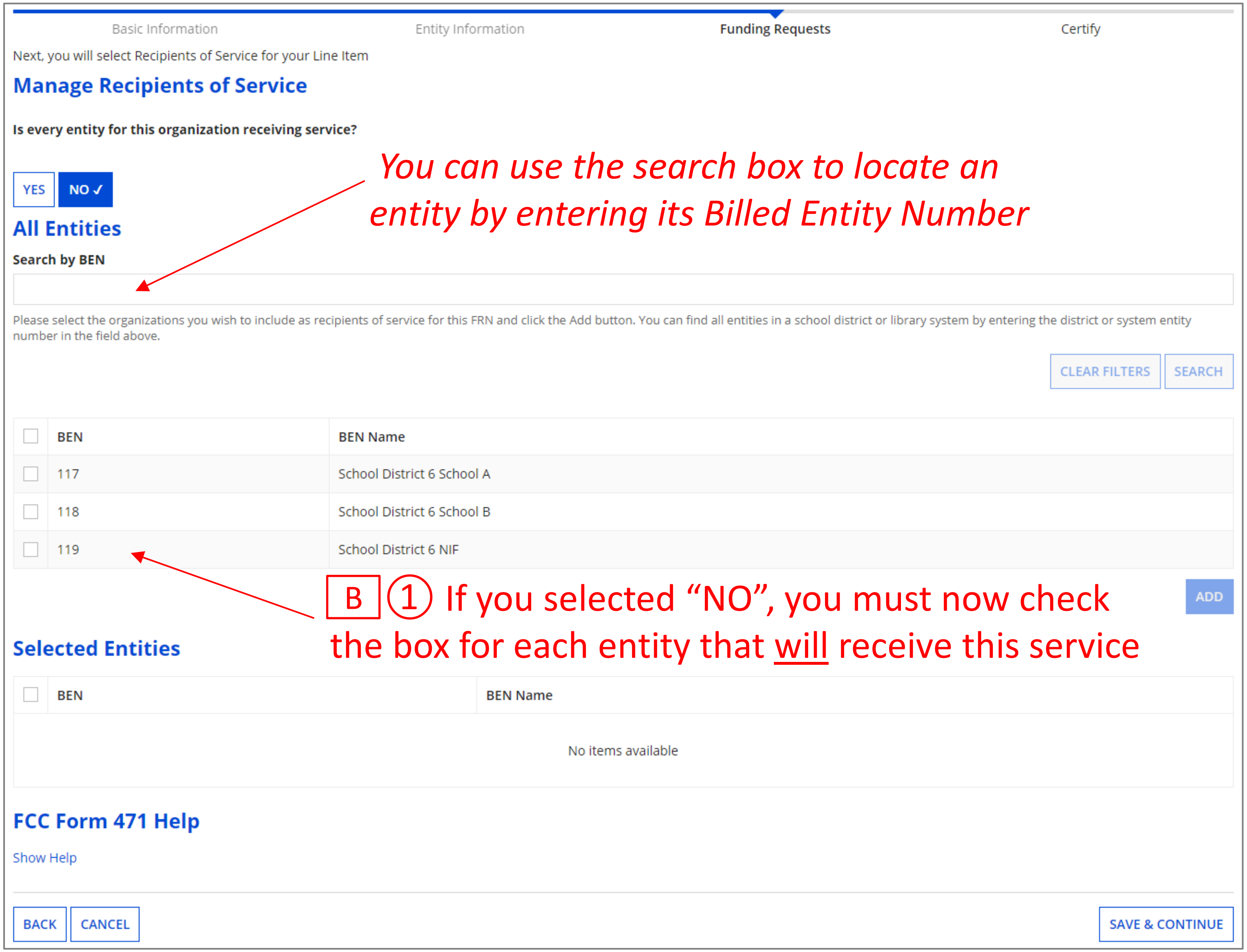
Show Help
BACK
CANCEL
SAVE & CONTINUE

A ① If you chose "YES" (the default), click on the "SAVE & CONTINUE" button to proceed

skip to page 110 in this guide

Recipients

If only some are receiving the service (you chose "NO")….



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 ✓

You can use the search box to locate an entity by entering its Billed Entity Number

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

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

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

Selected Entities

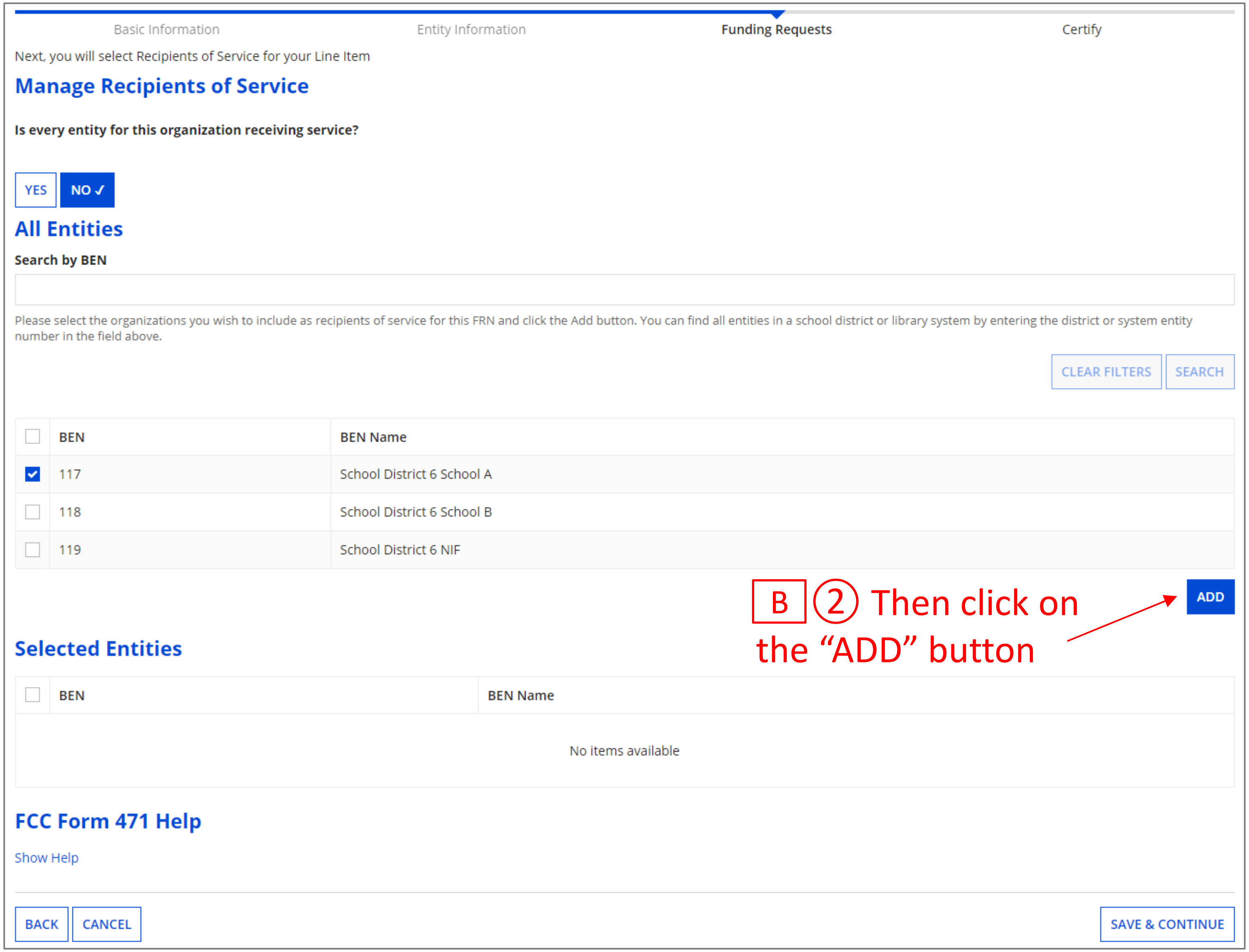
☐	BEN	BEN Name
		No items available

FCC Form 471 Help

Show Help

BACK
CANCEL
SAVE & CONTINUE

Recipients



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

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

B ② Then click on the “ADD” button

Selected Entities

☐	BEN	BEN Name

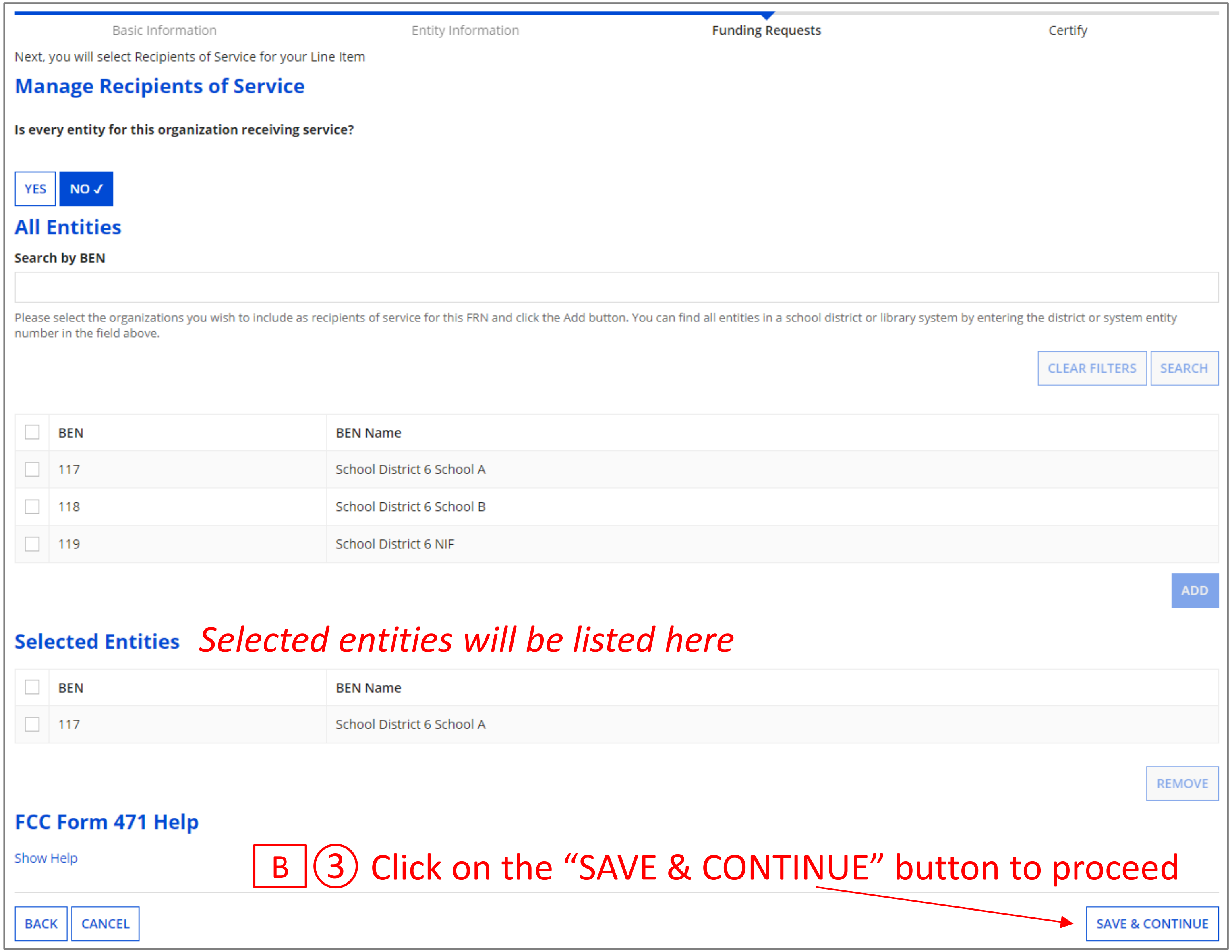
No items available

FCC Form 471 Help

Show Help

BACK
CANCEL
SAVE & CONTINUE

Recipients



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

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

ADD

Selected Entities

Selected entities will be listed here

☐	BEN	BEN Name
☐	117	School District 6 School A

REMOVE

FCC Form 471 Help

Show Help

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

BACK CANCEL SAVE & CONTINUE

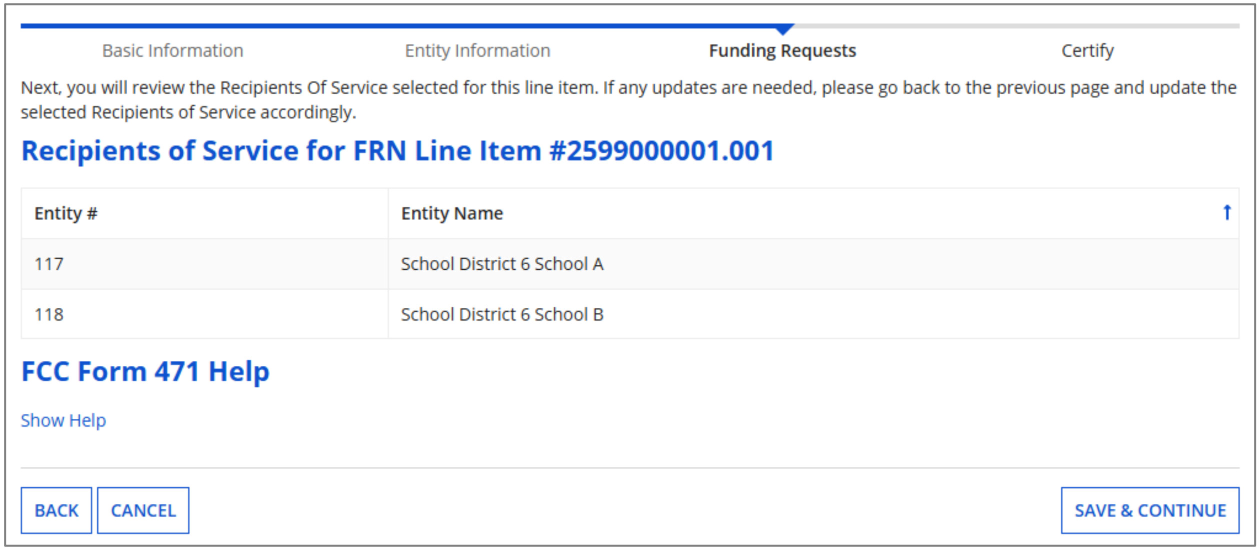
If you need to remove an entity, select it and then click on the "REMOVE" button

go to the next page in this guide

② Review the recipients of service listed for this Line Item

Recipients

Recipients of Service Screen Examples:


Basic Information
Entity Information
Funding Requests
Certify

Next, you will review the Recipients Of Service selected for this line item. If any updates are needed, please go back to the previous page and update the selected Recipients of Service accordingly.

Recipients of Service for FRN Line Item #2599000001.001

Entity #	Entity Name ↑
117	School District 6 School A
118	School District 6 School B

FCC Form 471 Help

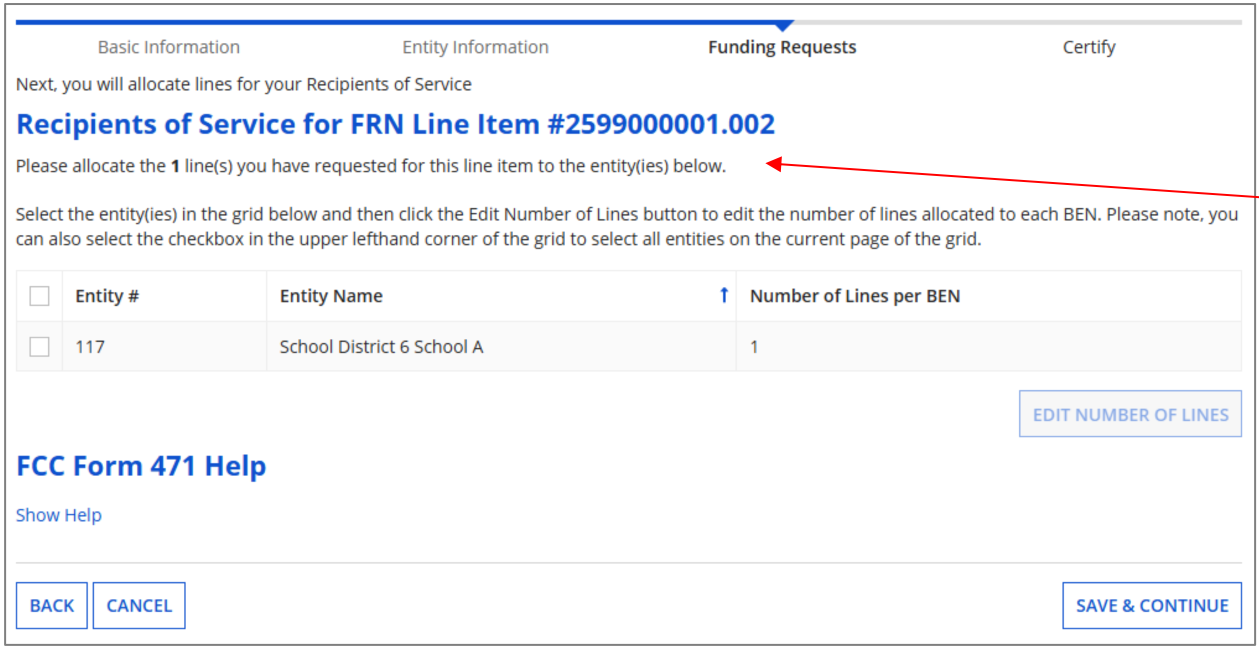
Show Help

BACK
CANCEL
SAVE & CONTINUE

What displays on this screen will determine your next action:

A If you see a basic summary screen, click on the "SAVE & CONTINUE" button

then skip to page 117 in this guide


Basic Information
Entity Information
Funding Requests
Certify

Next, you will allocate lines for your Recipients of Service

Recipients of Service for FRN Line Item #2599000001.002

Please allocate the **1** line(s) you have requested for this line item to the entity(ies) below.

Select the entity(ies) in the grid below and then click the Edit Number of Lines button to edit the number of lines 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.

☐	Entity #	Entity Name ↑	Number of Lines per BEN
☐	117	School District 6 School A	1

EDIT NUMBER OF LINES

FCC Form 471 Help

Show Help

BACK
CANCEL
SAVE & CONTINUE

B If you see details about the number of lines, further action may be required

go to the next page in this guide

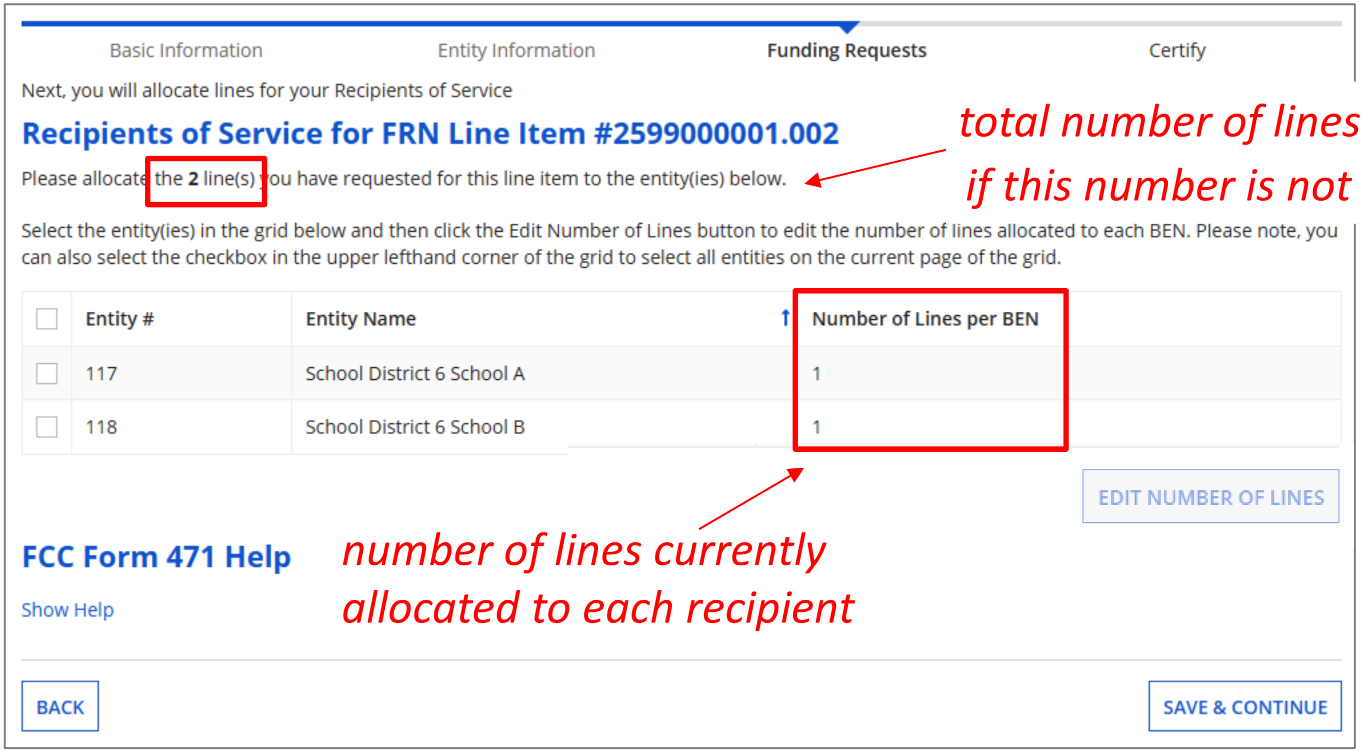
Recipients

If you need to allocate lines....

B ①

You are requesting a service that requires you to properly allocate the number of lines per recipient of service (the Purpose and Connection Information for this FRN Line Item determines whether or not you are prompted to allocate lines)

If the total lines do not match the total allocated across the entities, you will need to distribute the specific services for each selected recipient



Next, you will allocate lines for your Recipients of Service

Recipients of Service for FRN Line Item #2599000001.002

Please allocate the **2** line(s) you have requested for this line item to the entity(ies) below.

Select the entity(ies) in the grid below and then click the Edit Number of Lines button to edit the number of lines 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.

☐	Entity #	Entity Name	Number of Lines per BEN
☐	117	School District 6 School A	1
☐	118	School District 6 School B	1

FCC Form 471 Help

Show Help

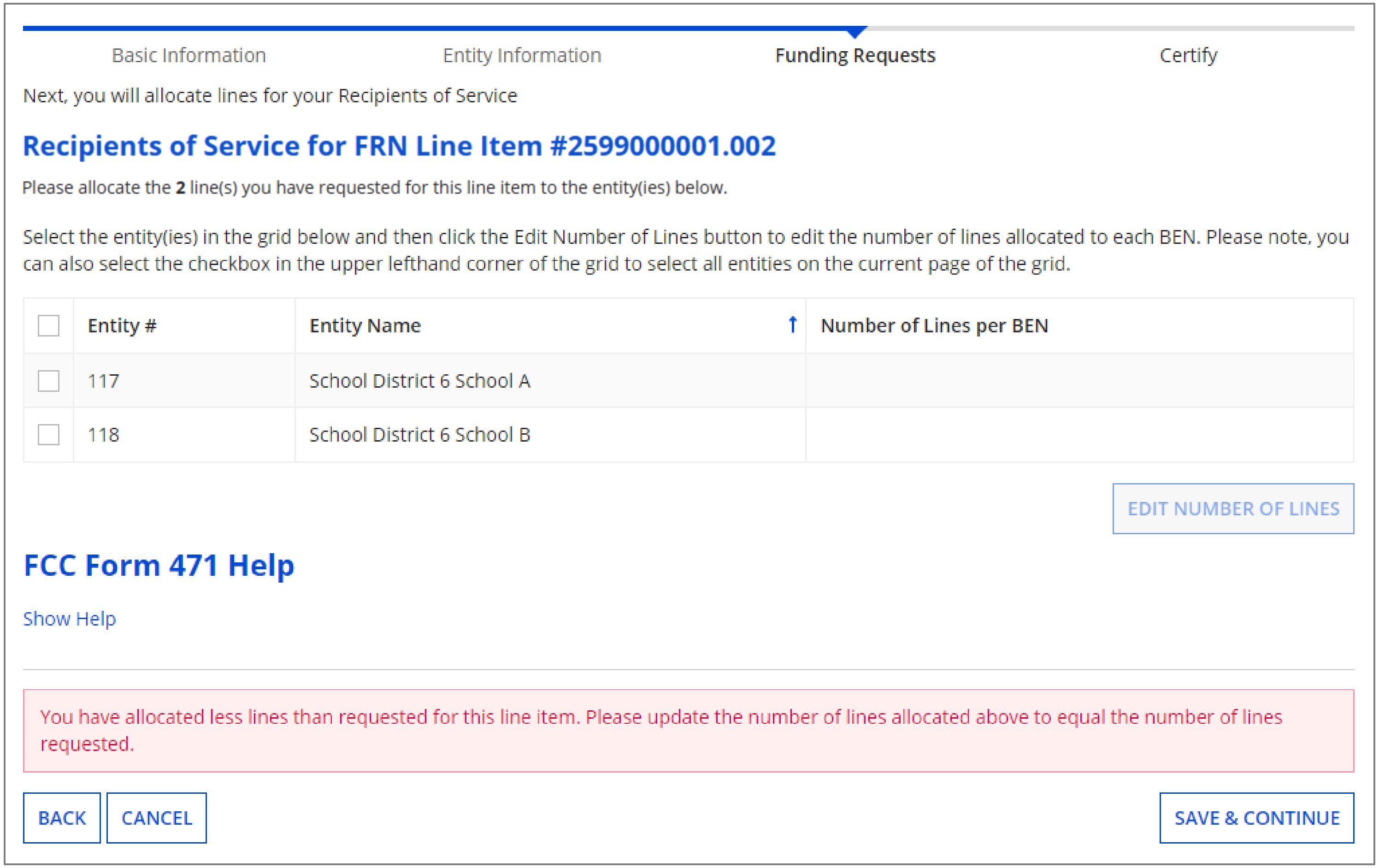
total number of lines remaining un-allocated

if this number is not 0, something is wrong

number of lines currently allocated to each recipient

Recipients

An error message will display if you try to continue before you have fully allocated the total number of requested lines



Next, you will allocate lines for your Recipients of Service

Recipients of Service for FRN Line Item #2599000001.002

Please allocate the **2** line(s) you have requested for this line item to the entity(ies) below.

Select the entity(ies) in the grid below and then click the Edit Number of Lines button to edit the number of lines 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.

☐	Entity #	Entity Name ↑	Number of Lines per BEN
☐	117	School District 6 School A	
☐	118	School District 6 School B	

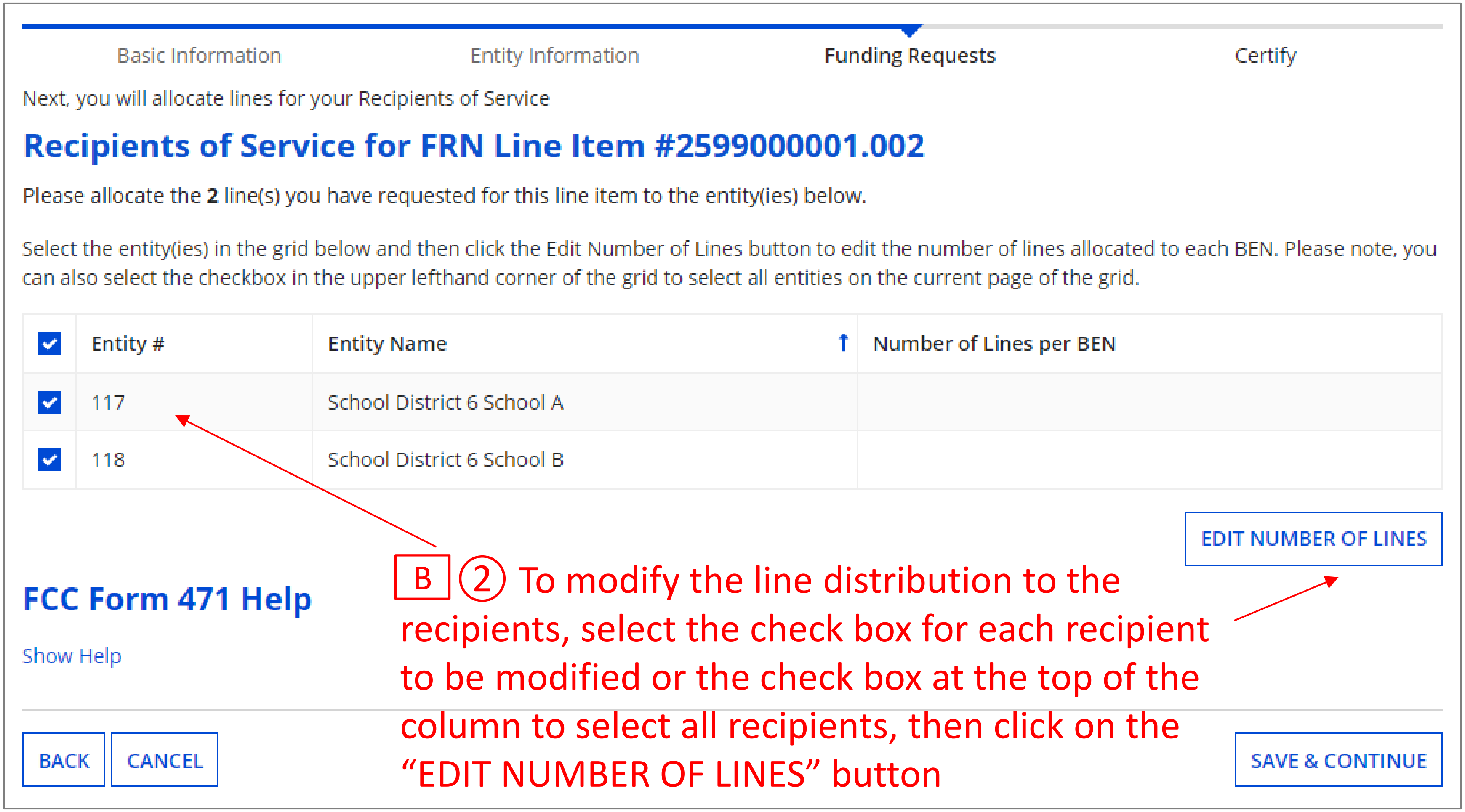
FCC Form 471 Help

You have allocated less lines than requested for this line item. Please update the number of lines allocated above to equal the number of lines requested.

You will need to properly distribute all lines across the entities receiving the service for this FRN Line Item

***NOTE:** Another possibility for this error is that you entered a quantity that does not match the number of recipients*

Recipients



Basic Information
Entity Information
Funding Requests
Certify

Next, you will allocate lines for your Recipients of Service

Recipients of Service for FRN Line Item #2599000001.002

Please allocate the **2** line(s) you have requested for this line item to the entity(ies) below.

Select the entity(ies) in the grid below and then click the Edit Number of Lines button to edit the number of lines 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.

☑	Entity #	Entity Name ↑	Number of Lines per BEN
☑	117	School District 6 School A	
☑	118	School District 6 School B	

EDIT NUMBER OF LINES

FCC Form 471 Help

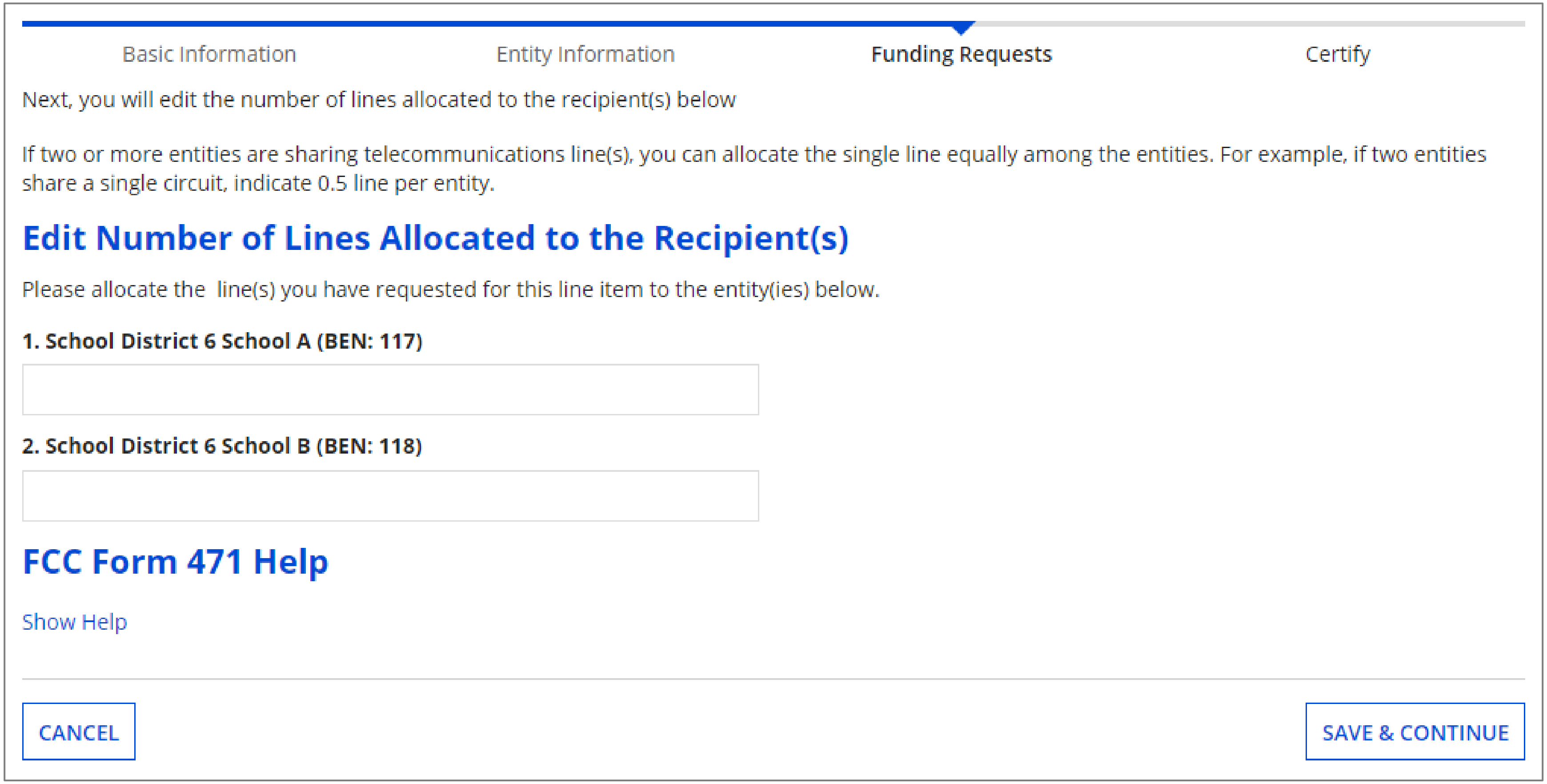
Show Help

BACK
CANCEL
SAVE & CONTINUE

B ② To modify the line distribution to the recipients, select the check box for each recipient to be modified or the check box at the top of the column to select all recipients, then click on the "EDIT NUMBER OF LINES" button

Recipients

B ③ Edit the number of lines allocated to each recipient appropriately


Basic Information
Entity Information
Funding Requests
Certify

Next, you will edit the number of lines 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 Number of Lines Allocated to the Recipient(s)

Please allocate the line(s) you have requested for this line item to the entity(ies) below.

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

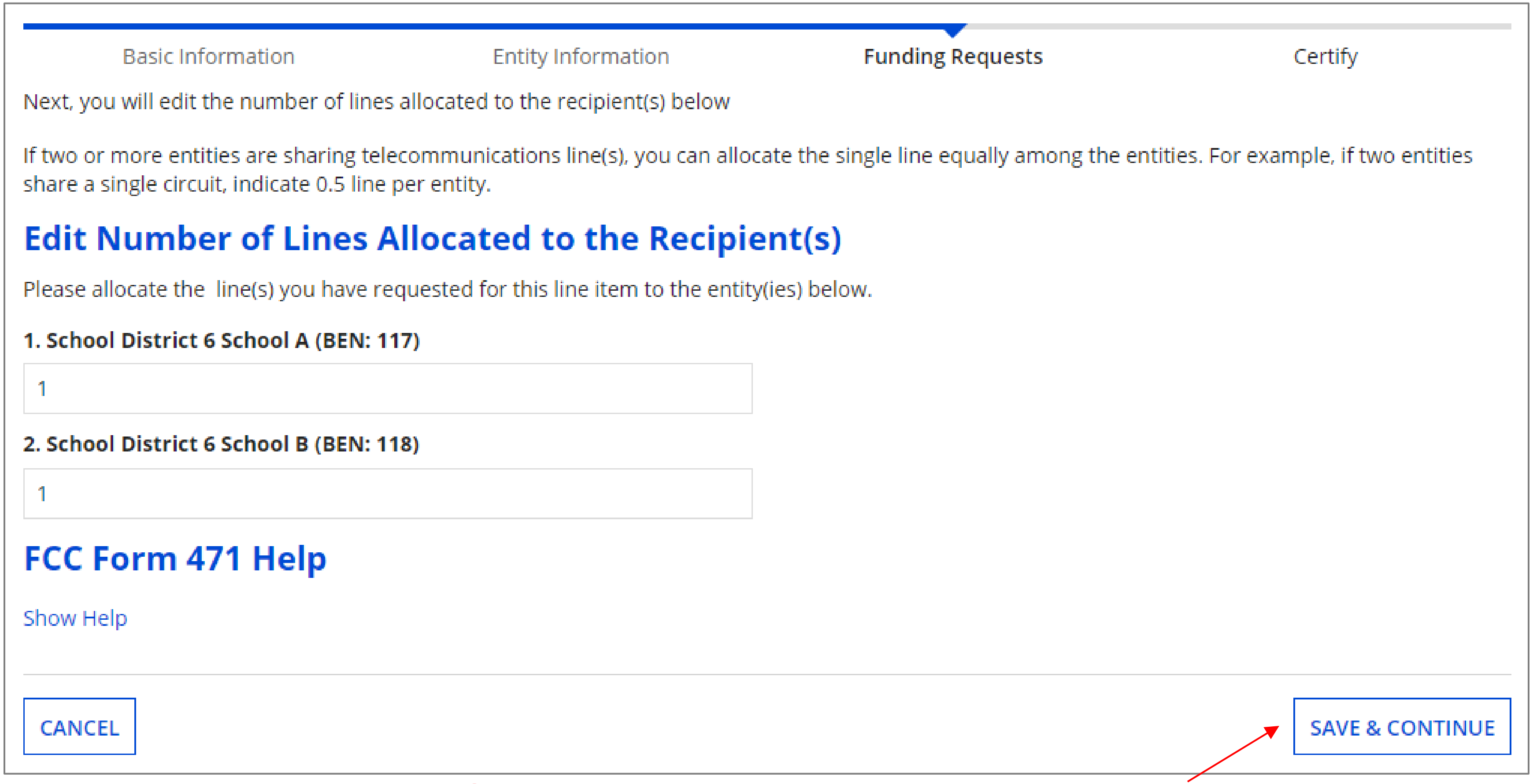
2. School District 6 School B (BEN: 118)

FCC Form 471 Help

Show Help

CANCEL
SAVE & CONTINUE

Recipients


Basic Information
Entity Information
Funding Requests
Certify

Next, you will edit the number of lines 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 Number of Lines Allocated to the Recipient(s)

Please allocate the line(s) you have requested for this line item to the entity(ies) below.

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

1

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

1

FCC Form 471 Help

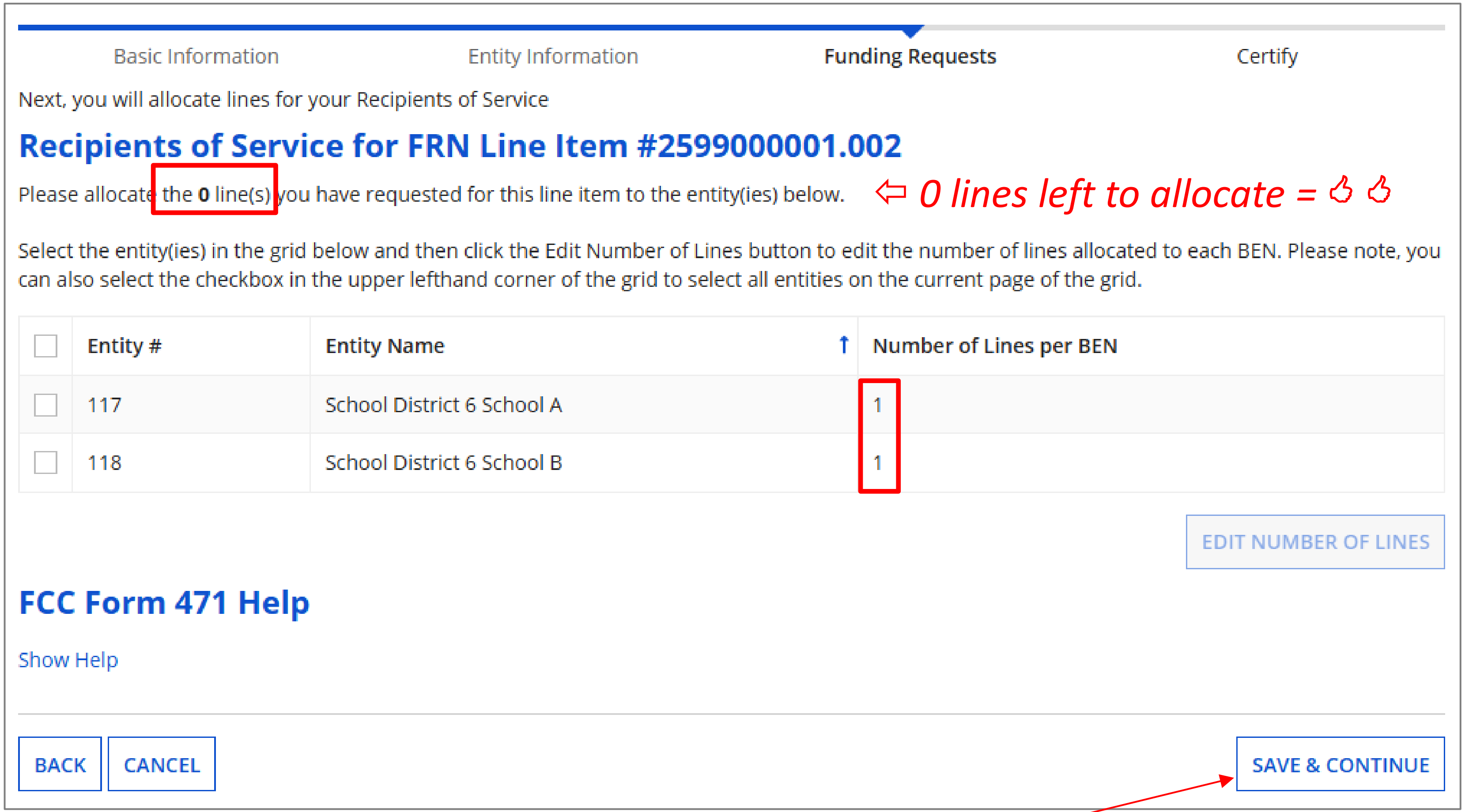
Show Help

CANCEL
SAVE & CONTINUE

B ④ Then click on the “SAVE & CONTINUE” button

Recipients

B ⑤ Repeat as necessary until all requested lines have been fully distributed to the recipients of service



Basic Information
Entity Information
Funding Requests
Certify

Next, you will allocate lines for your Recipients of Service

Recipients of Service for FRN Line Item #2599000001.002

Please allocate the **0** line(s) you have requested for this line item to the entity(ies) below.

⇦ *0 lines left to allocate = 👍 👍*

Select the entity(ies) in the grid below and then click the Edit Number of Lines button to edit the number of lines 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.

☐	Entity #	Entity Name ↑	Number of Lines per BEN
☐	117	School District 6 School A	1
☐	118	School District 6 School B	1

EDIT NUMBER OF LINES

FCC Form 471 Help

Show Help

BACK
CANCEL
SAVE & CONTINUE

B ⑥ Click on the “SAVE & CONTINUE” button to proceed

go to the next page in this guide

Wrapping Up the FRN

Wrapping Up

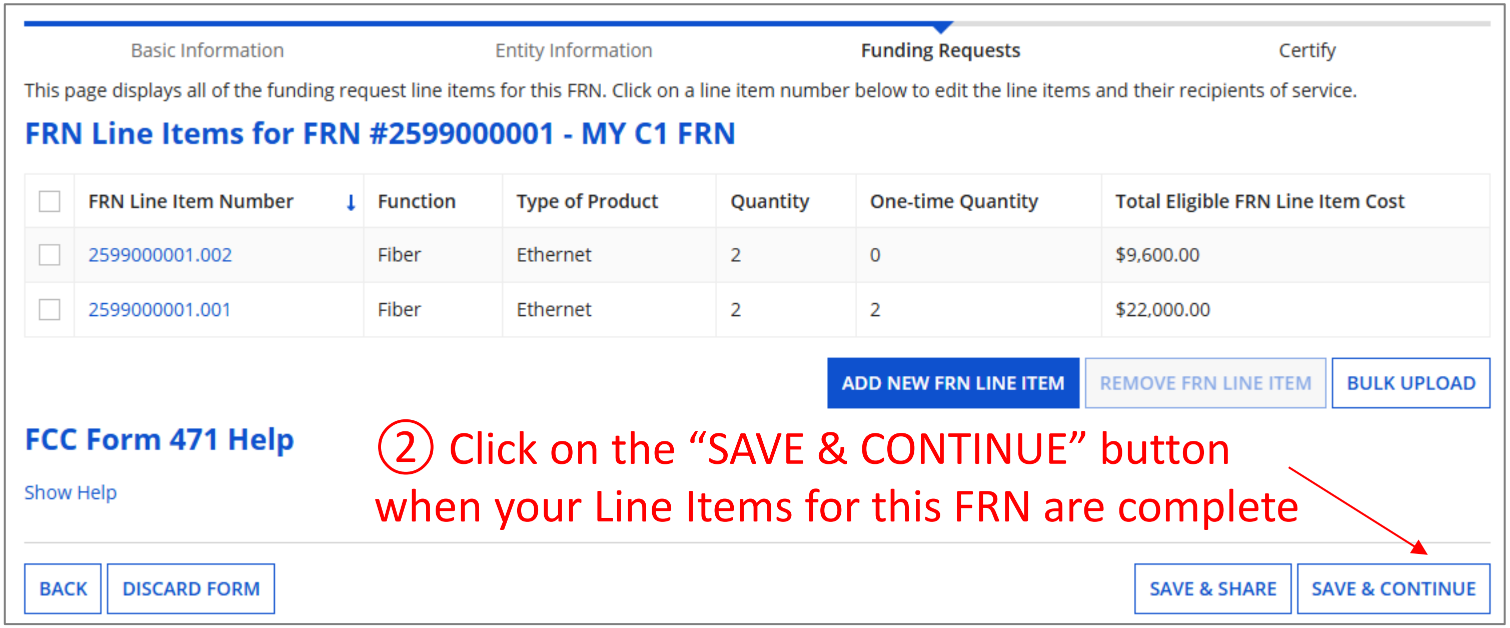
After completing a Line Item, each Line Item that has been created for this FRN will display in a table

① Continue adding FRN line items using the steps outlined until all services you wish to add to this **FRN** have been listed

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" button


Basic Information
Entity Information
Funding Requests
Certify
ADD NEW FRN LINE ITEM
REMOVE FRN LINE ITEM
BULK UPLOAD
Show Help
BACK
DISCARD FORM
SAVE & SHARE
SAVE & CONTINUE

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 #2599000001 - MY C1 FRN

☐	FRN Line Item Number ↓	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
☐	2599000001.002	Fiber	Ethernet	2	0	$9,600.00
☐	2599000001.001	Fiber	Ethernet	2	2	$22,000.00

FCC Form 471 Help

② Click on the "SAVE & CONTINUE" button when your Line Items for this FRN are complete

Wrapping Up

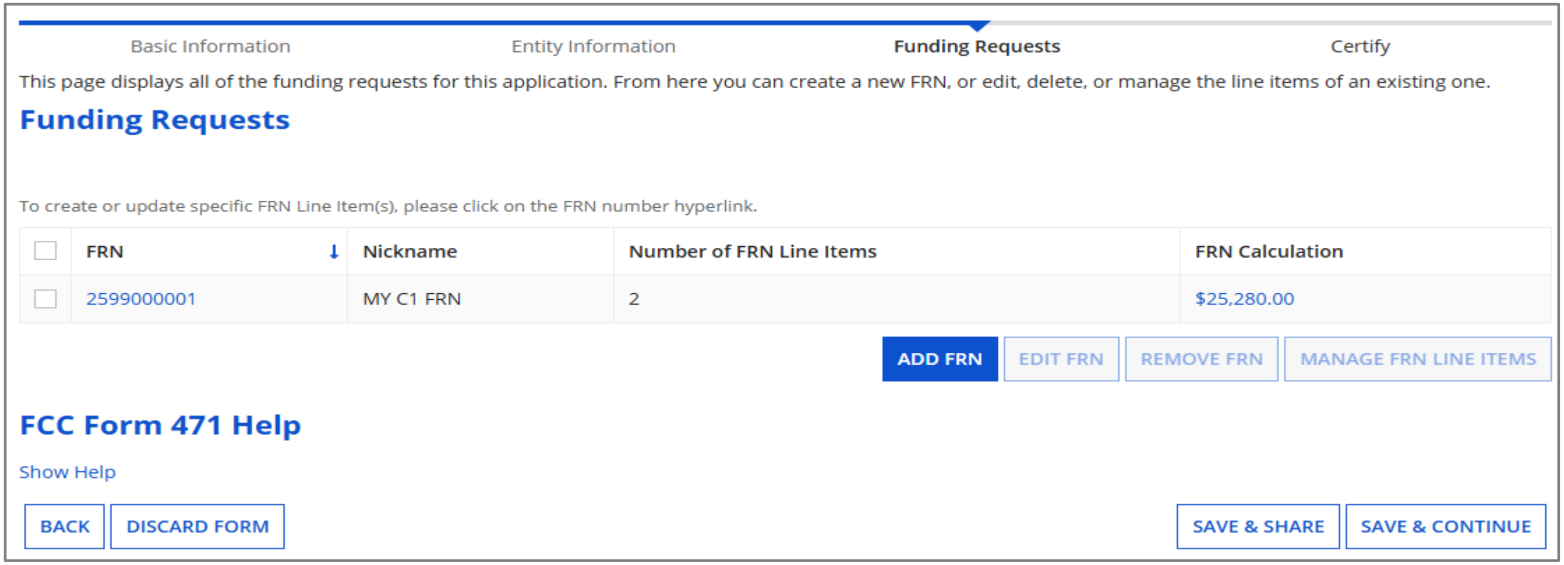
After completing an FRN, each FRN that has been created for this form will display in a table

③ Continue adding FRNs / FRN line items using the steps outlined until all services you wish to add to this **form** have been listed

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 high level FRN information*
- *Click on the "REMOVE FRN" button to delete the FRN*
- *Click on the "MANAGE FRN LINE ITEMS" button to edit the Line Items*


Basic Information
Entity Information
Funding Requests
Certify

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

Funding Requests

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

☐	FRN ↓	Nickname	Number of FRN Line Items	FRN Calculation
☐	2599000001	MY C1 FRN	2	$25,280.00

ADD FRN
EDIT FRN
REMOVE FRN
MANAGE FRN LINE ITEMS

FCC Form 471 Help

Show Help

BACK
DISCARD FORM
SAVE & SHARE
SAVE & CONTINUE

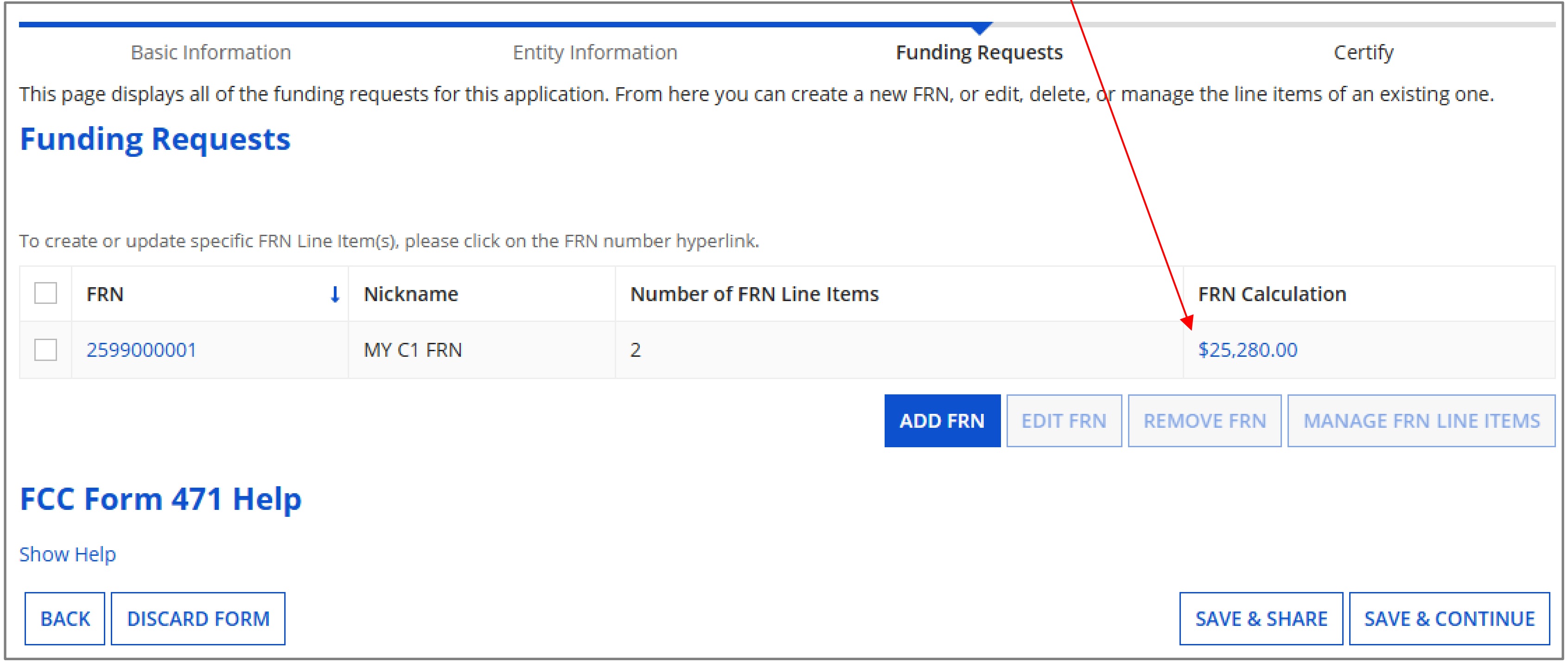
Wrapping Up

You will need to create separate FRNs in the following situations:

Situation	Explanation
Different agreement types	services arranged under a contract must appear on a separate FRN than month-to-month services
Different contracts / providers	if you have multiple contracts either with the same provider or with different providers, then a separate FRN must be created for each contract
Different service types	different service types require separate FRNs *example: a switch (Internal Connections) and the license providing basic maintenance of that switch (Basic Maintenance of Internal Connections) must appear on separate FRNs*
Different service start dates	different start dates require separate FRNs
Different service end dates	different end dates require separate FRNs

Wrapping Up

④ In the Funding Requests Summary table, for each FRN you have created, click on the link for the dollar amount displayed in the "FRN Calculation" column



Basic Information
Entity Information
Funding Requests
Certify

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

Funding Requests

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

☐	FRN	Nickname	Number of FRN Line Items	FRN Calculation
☐	2599000001	MY C1 FRN	2	$25,280.00

ADD FRN
EDIT FRN
REMOVE FRN
MANAGE FRN LINE ITEMS

FCC Form 471 Help

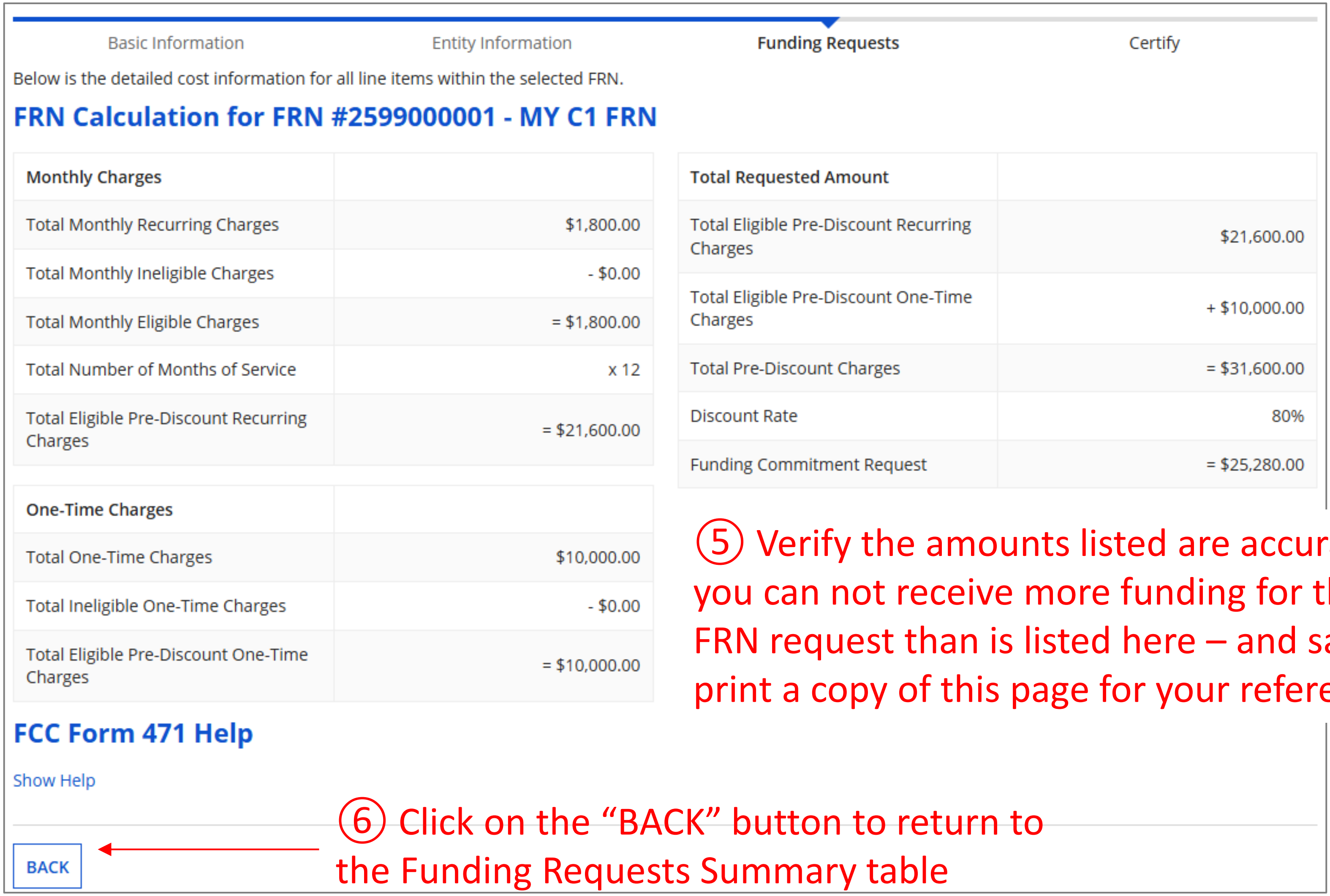
Show Help

DISCARD FORM

SAVE & CONTINUE

Wrapping Up

A summary of the total amounts requested for that FRN displays



Below is the detailed cost information for all line items within the selected FRN.

FRN Calculation for FRN #2599000001 - MY C1 FRN

Monthly Charges	
Total Monthly Recurring Charges	$1,800.00
Total Monthly Ineligible Charges	- $0.00
Total Monthly Eligible Charges	= $1,800.00
Total Number of Months of Service	x 12
Total Eligible Pre-Discount Recurring Charges	= $21,600.00

One-Time Charges	
Total One-Time Charges	$10,000.00
Total Ineligible One-Time Charges	- $0.00
Total Eligible Pre-Discount One-Time Charges	= $10,000.00

Total Requested Amount	
Total Eligible Pre-Discount Recurring Charges	$21,600.00
Total Eligible Pre-Discount One-Time Charges	+ $10,000.00
Total Pre-Discount Charges	= $31,600.00
Discount Rate	80%
Funding Commitment Request	= $25,280.00

FCC Form 471 Help

⑤ Verify the amounts listed are accurate – you can not receive more funding for this FRN request than is listed here – and save or print a copy of this page for your reference

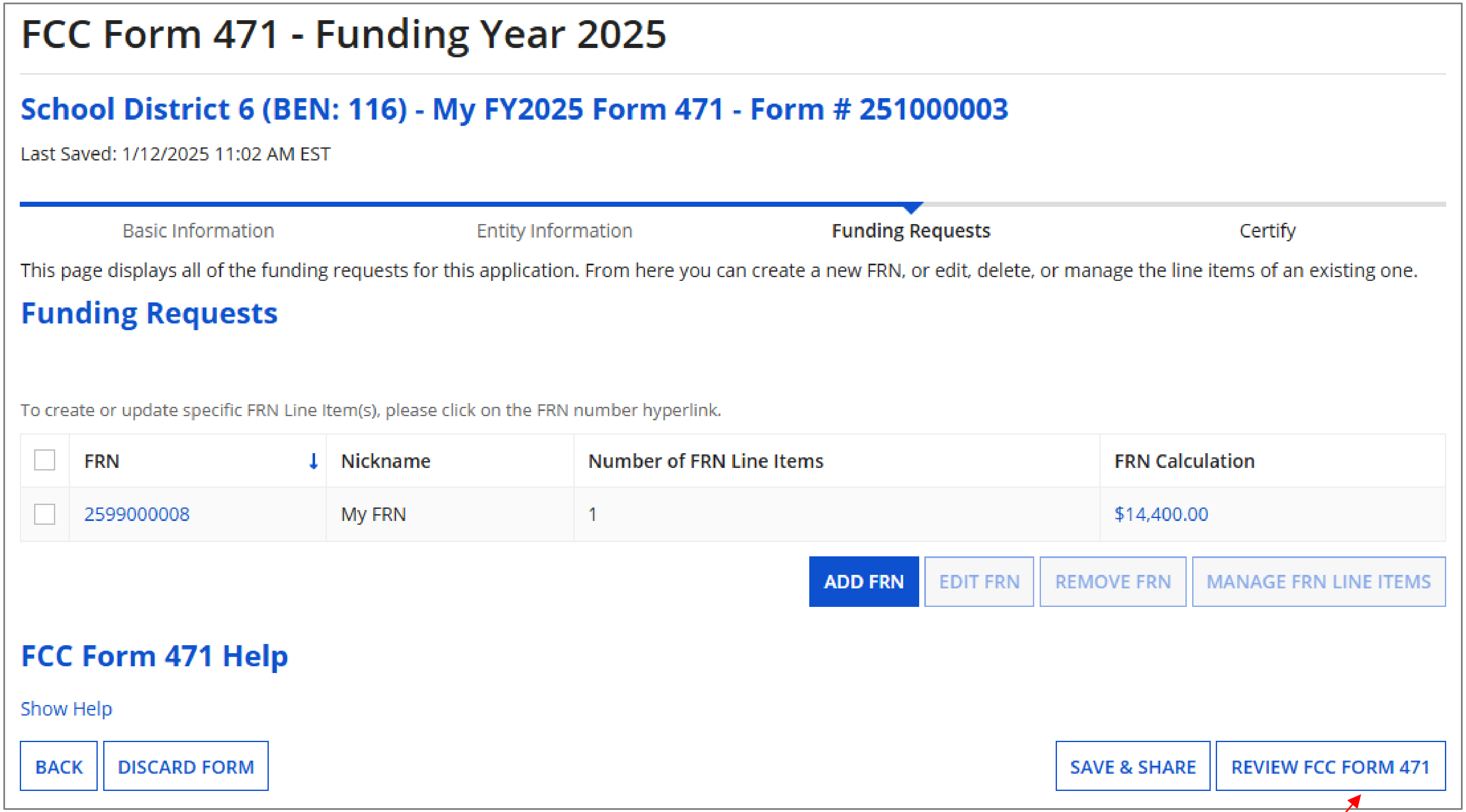
⑥ Click on the "BACK" button to return to the Funding Requests Summary table

go to the next page in this guide

Reviewing the Form

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

Reviewing the Form



FCC Form 471 - Funding Year 2025

School District 6 (BEN: 116) - My FY2025 Form 471 - Form # 251000003

Last Saved: 1/12/2025 11:02 AM EST

Basic Information
Entity Information
Funding Requests
Certify

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

Funding Requests

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

☐	FRN ↓	Nickname	Number of FRN Line Items	FRN Calculation
☐	2599000008	My FRN	1	$14,400.00

ADD FRN
EDIT FRN
REMOVE FRN
MANAGE FRN LINE ITEMS

FCC Form 471 Help

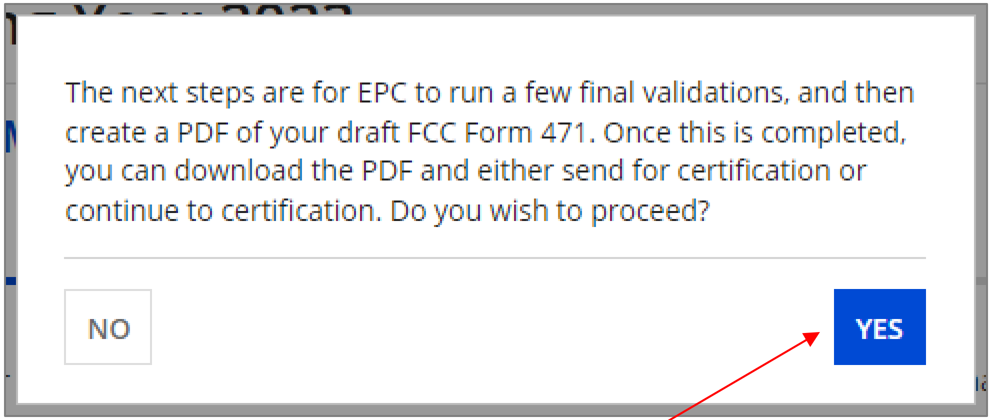
Show Help

BACK
DISCARD FORM
SAVE & SHARE
REVIEW FCC FORM 471

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

Reviewing the Form

A warning message will display

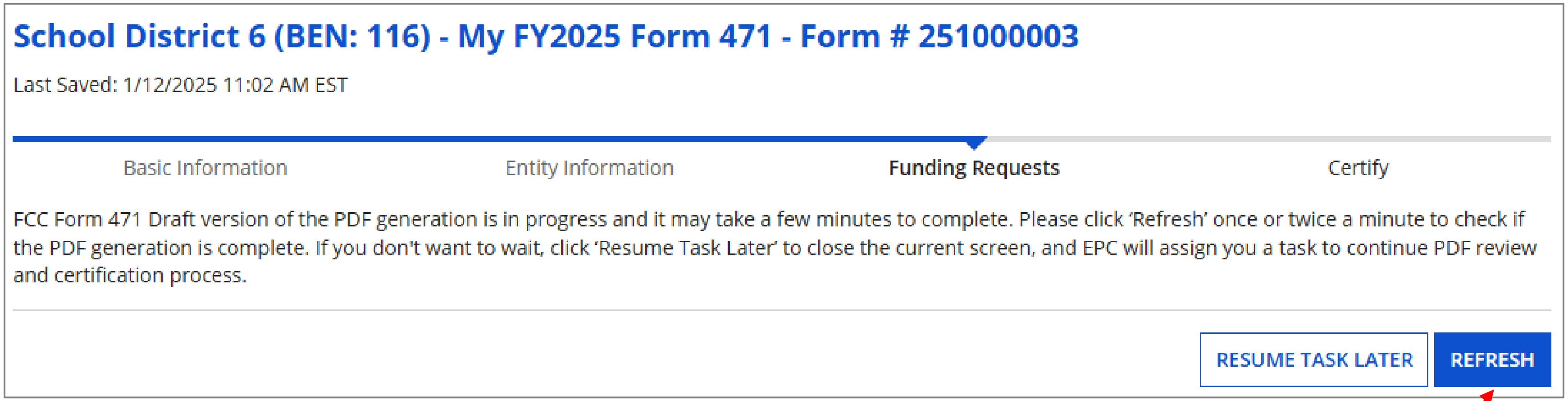


The next steps are for EPC to run a few final validations, and then create a PDF of your draft FCC Form 471. Once this is completed, you can download the PDF and either send for certification or continue to certification. Do you wish to proceed?

② Click on the “YES” button to proceed

Reviewing the Form

A message will display regarding the generation of the PDF



School District 6 (BEN: 116) - My FY2025 Form 471 - Form # 251000003

Last Saved: 1/12/2025 11:02 AM EST

Basic Information
Entity Information
Funding Requests
Certify

FCC Form 471 Draft version of the PDF generation is in progress and it may take a few minutes to complete. Please click 'Refresh' once or twice a minute to check if the PDF generation is complete. If you don't want to wait, click 'Resume Task Later' to close the current screen, and EPC will assign you a task to continue PDF review and certification process.

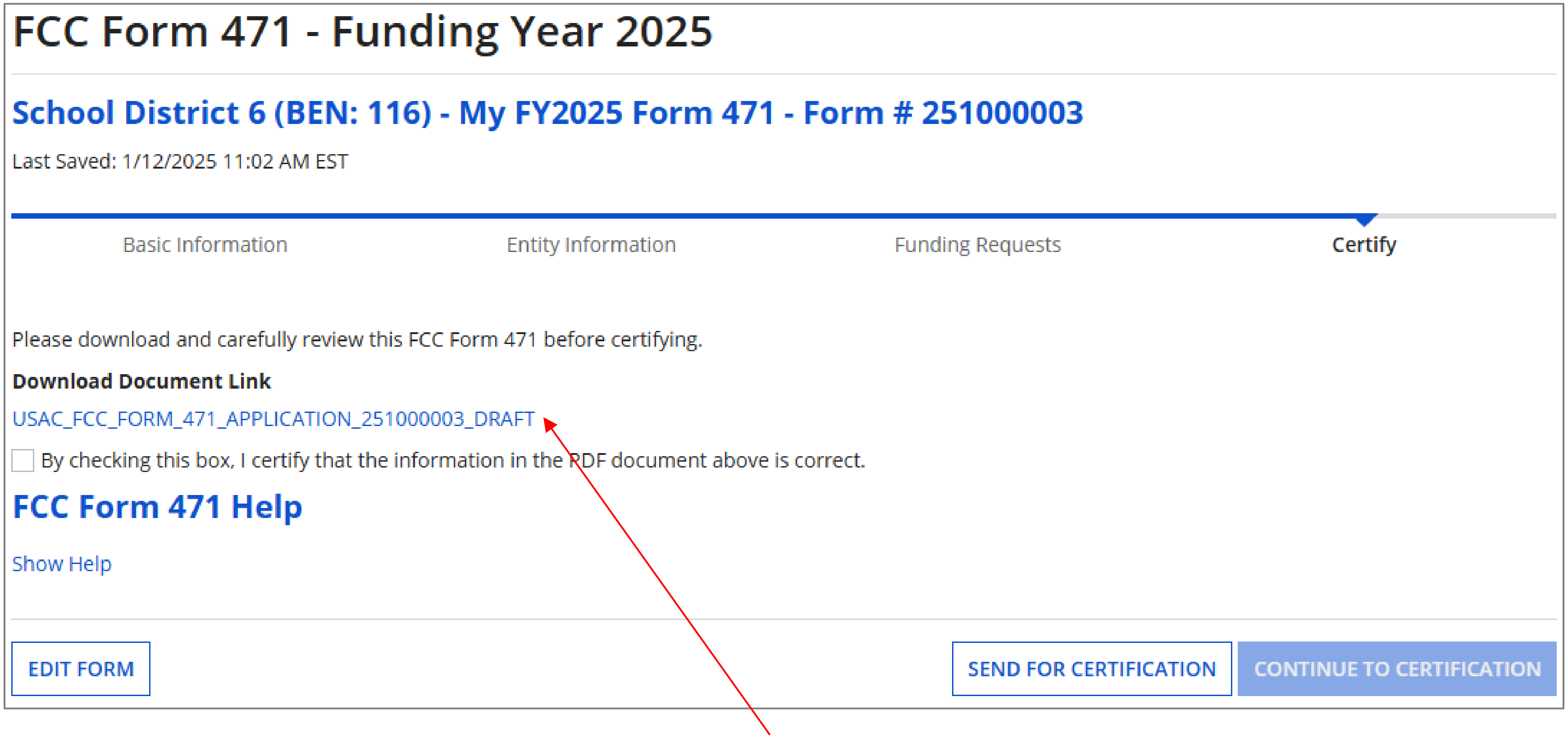
RESUME TASK LATER
REFRESH

③ Click on the "REFRESH" button to proceed

NOTE: *It may take several minutes (and several refreshes)*

Reviewing the Form

Once generated, a screen with a link to a draft version of the form will display



FCC Form 471 - Funding Year 2025

School District 6 (BEN: 116) - My FY2025 Form 471 - Form # 251000003

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Basic Information
Entity Information
Funding Requests
Certify

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

Download Document Link

USAC_FCC_FORM_471_APPLICATION_251000003_DRAFT

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

FCC Form 471 Help

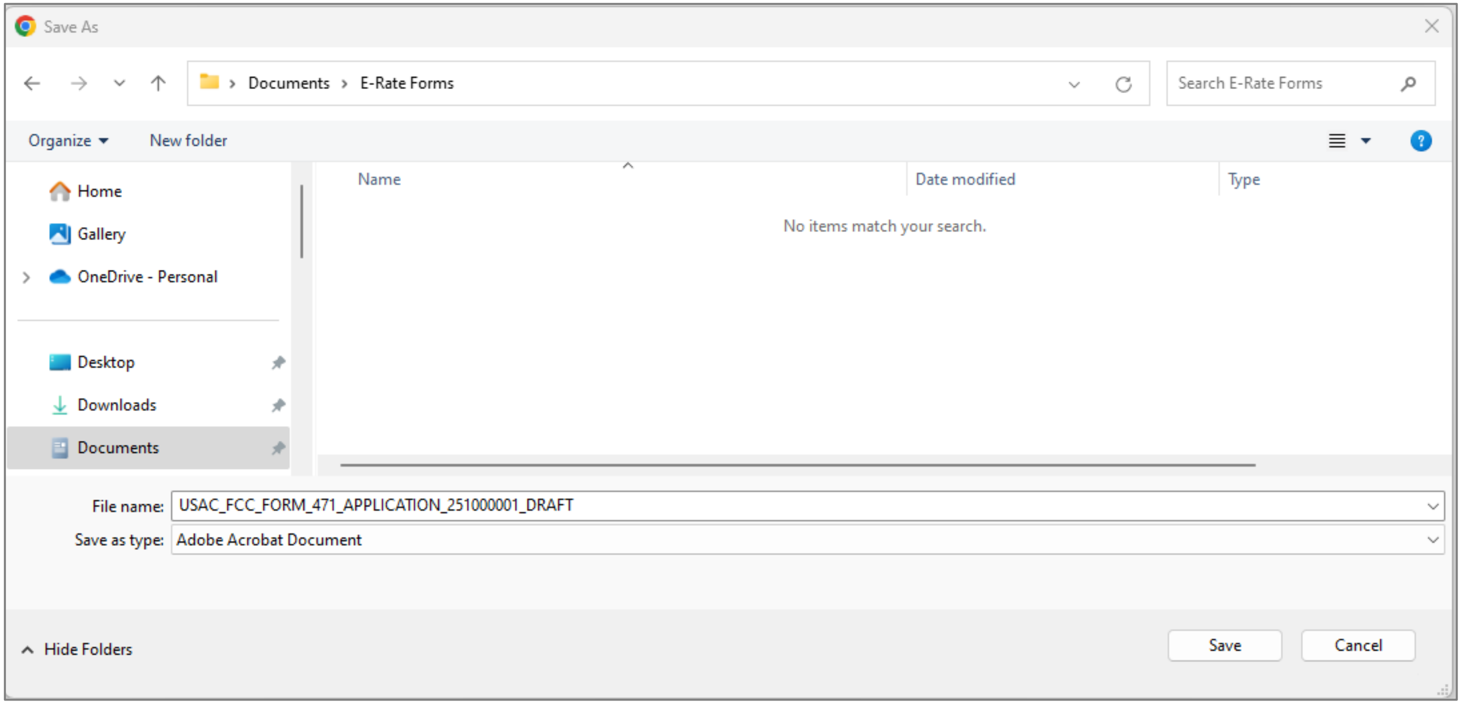
Show Help

EDIT FORM
SEND FOR CERTIFICATION
CONTINUE TO CERTIFICATION

④ To review the application, click on the link for the document to download it to your computer

Reviewing the Form

⑤ Save the PDF to your computer


Save As
Documents > E-Rate Forms
Search E-Rate Forms
Organize
New folder
Home
Gallery
OneDrive - Personal
Desktop
Downloads
Documents
Name
Date modified
Type
Hide Folders
Save
Cancel

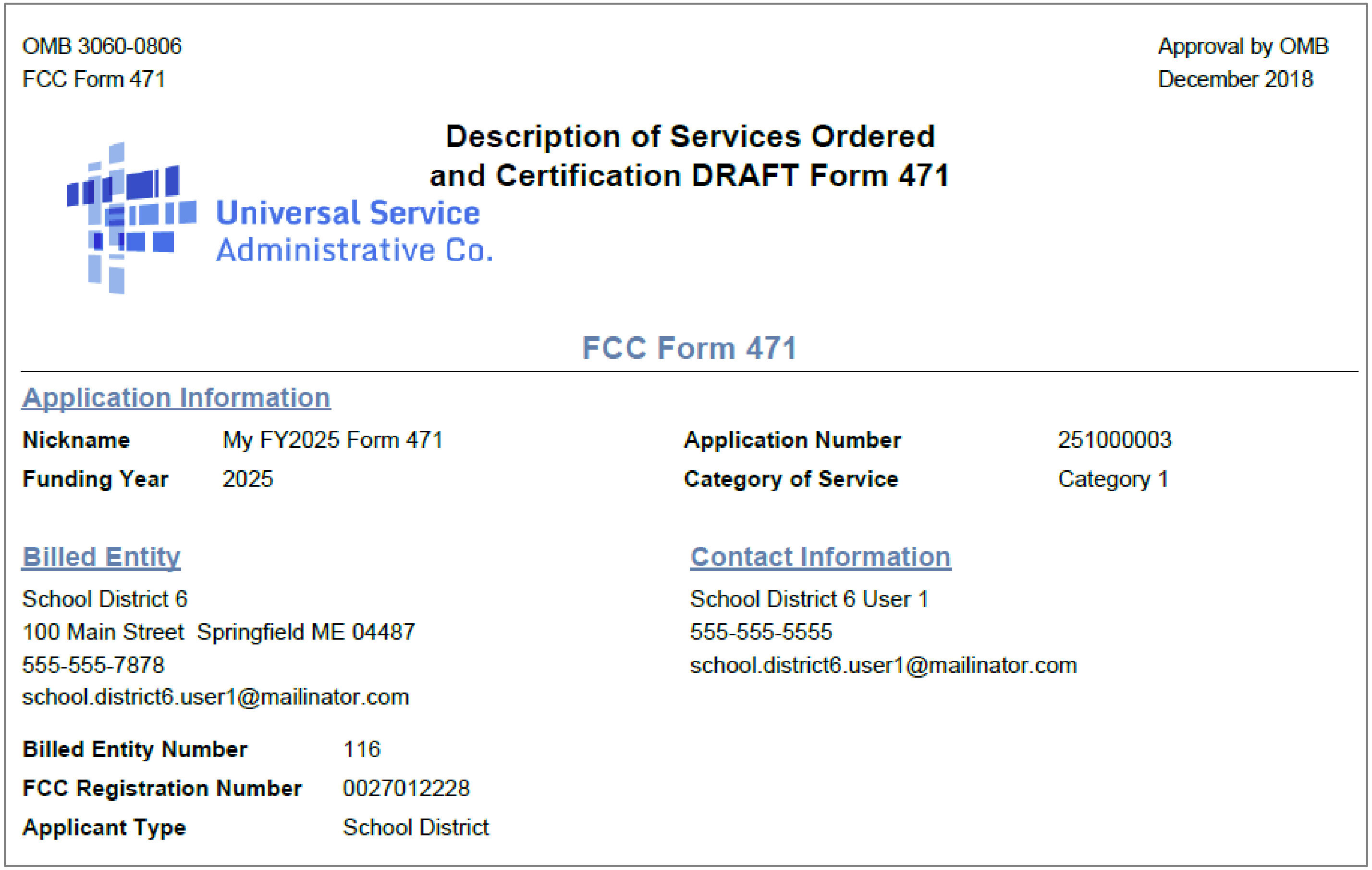
No items match your search.

File name: USAC_FCC_FORM_471_APPLICATION_251000001_DRAFT

Save as type: Adobe Acrobat Document

Reviewing the Form

⑥ Open the PDF to view the form draft and review it thoroughly for accuracy



OMB 3060-0806
FCC Form 471

Approval by OMB
December 2018

Description of Services Ordered and Certification DRAFT Form 471

Universal Service Administrative Co.

FCC Form 471

Application Information

Nickname	My FY2025 Form 471	**Application Number**	251000003
Funding Year	2025	**Category of Service**	Category 1

Billed Entity

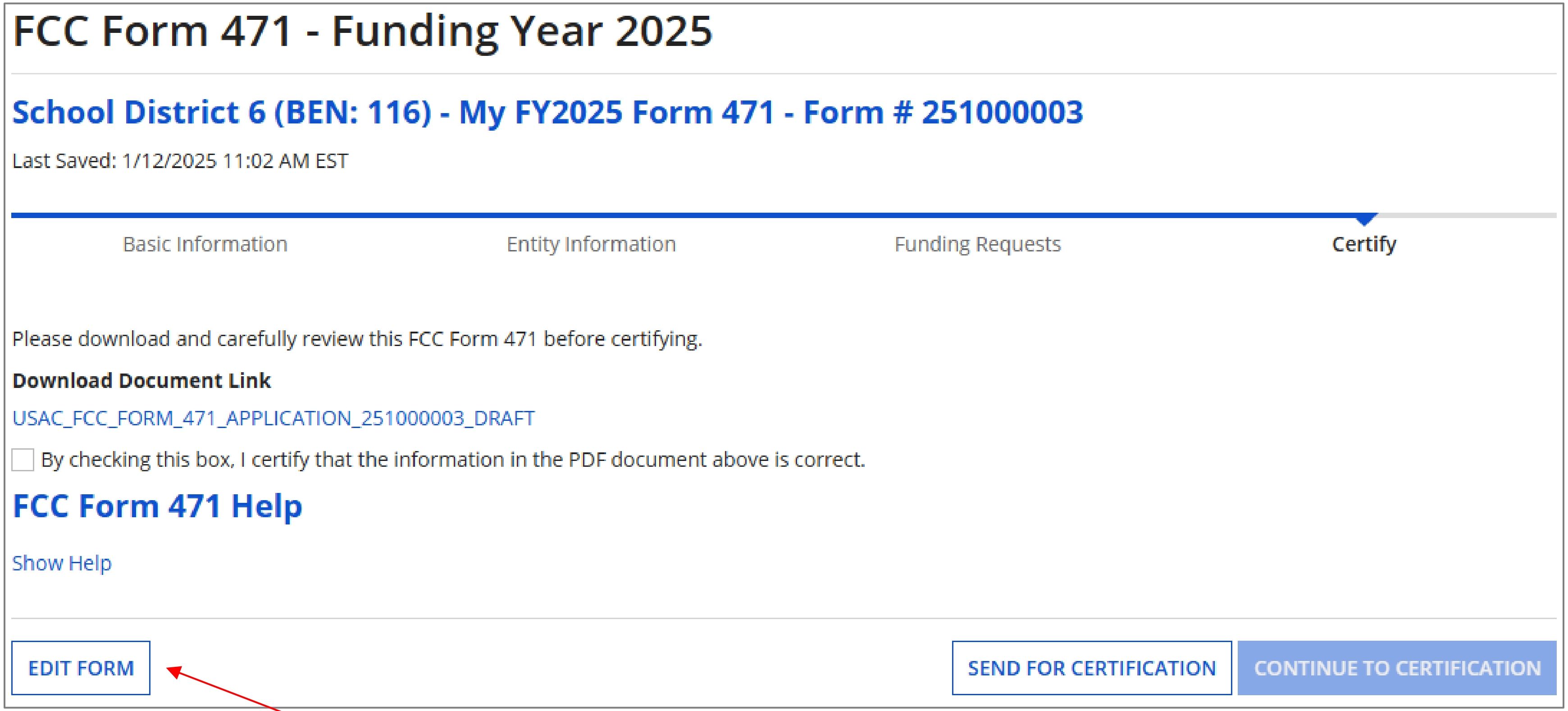
School District 6
100 Main Street Springfield ME 04487
555-555-7878
school.district6.user1@mailinator.com

Contact Information

School District 6 User 1
555-555-5555
school.district6.user1@mailinator.com

Billed Entity Number	116
FCC Registration Number	0027012228
Applicant Type	School District

Reviewing the Form



FCC Form 471 - Funding Year 2025

School District 6 (BEN: 116) - My FY2025 Form 471 - Form # 251000003

Last Saved: 1/12/2025 11:02 AM EST

Basic Information
Entity Information
Funding Requests
Certify

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

Download Document Link

USAC_FCC_FORM_471_APPLICATION_251000003_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

⑦ If you identified any missing or inaccurate information within the PDF, back in EPC, click on the “EDIT FORM” button. The form will open at the “Basic Information” screen. Continue through the form screens to make any necessary changes.

go to the next page in this guide

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 134*

C If you are a full rights user who is responsible for certifying the form → *skip to page 135*

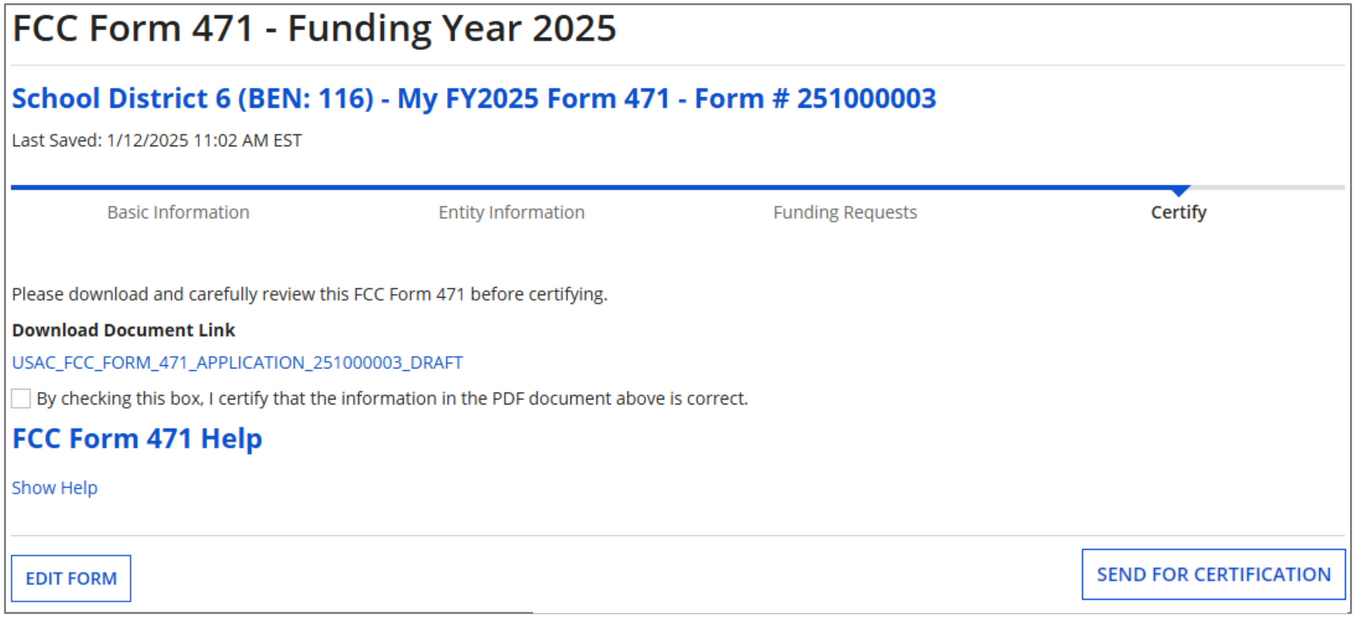
D If you are a full rights user certifying a form sent to you by another user → *skip to page 140*

E If you want to send a form to a user for revision → *skip to page 150*

F If you are a user who was sent a form that needs revision → *skip to page 152*

[Partial Rights]

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



FCC Form 471 - Funding Year 2025

School District 6 (BEN: 116) - My FY2025 Form 471 - Form # 251000003

Last Saved: 1/12/2025 11:02 AM EST

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

Download Document Link

USAC_FCC_FORM_471_APPLICATION_251000003_DRAFT

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

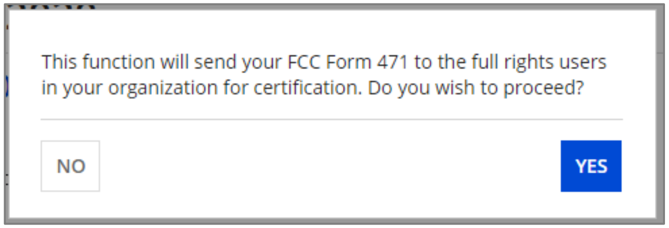
FCC Form 471 Help

Show Help

Basic Information
Entity Information
Funding Requests
Certify
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



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

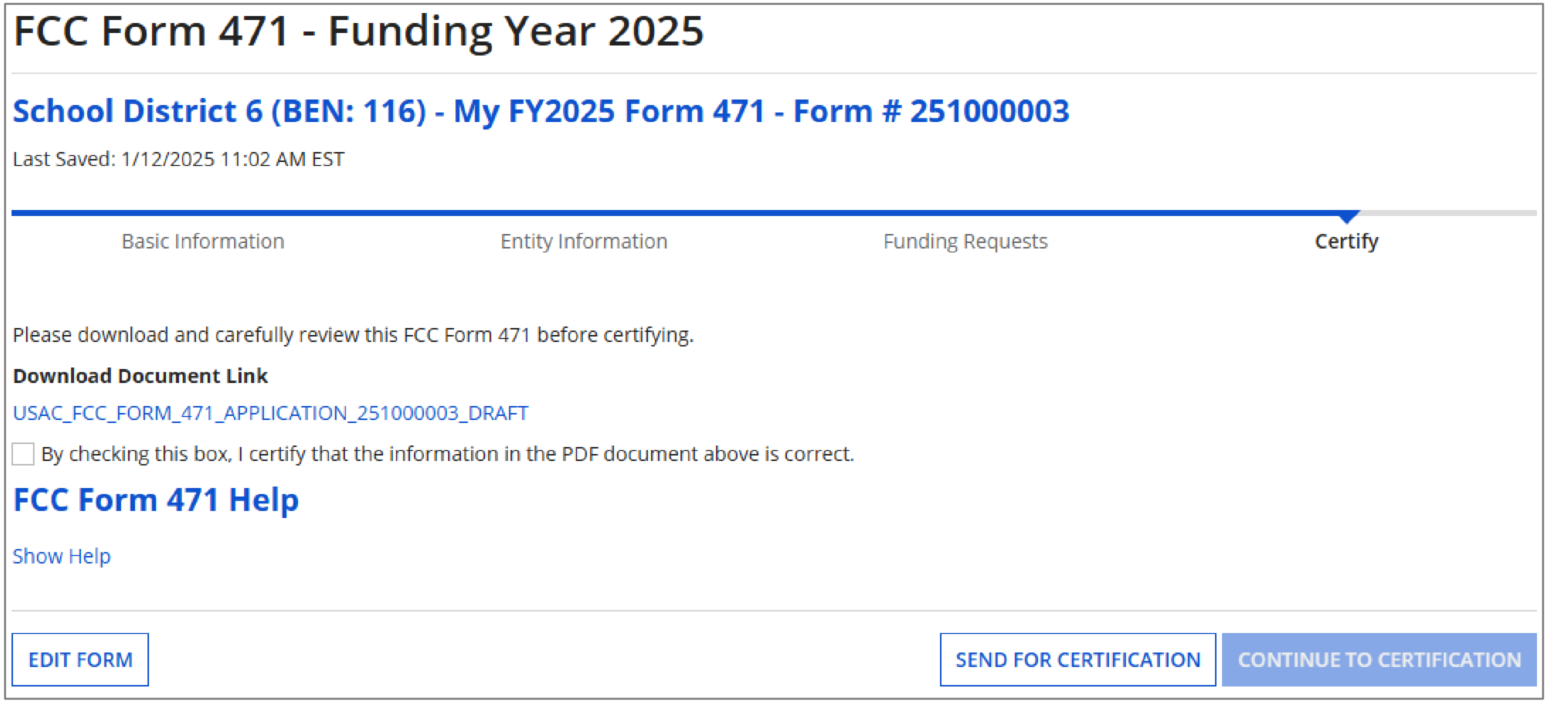
A ③ Click on the “YES” button to proceed

A ④ You will be taken to the “Tasks” screen

skip to page 155 in this guide

[Full Rights / Not the Certifier]

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



FCC Form 471 - Funding Year 2025

School District 6 (BEN: 116) - My FY2025 Form 471 - Form # 251000003

Last Saved: 1/12/2025 11:02 AM EST

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

Download Document Link

USAC_FCC_FORM_471_APPLICATION_251000003_DRAFT

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

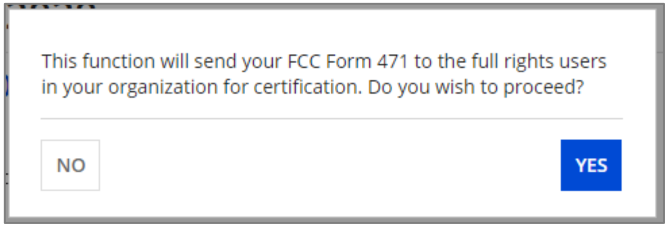
FCC Form 471 Help

Show Help

Basic Information
Entity Information
Funding Requests
Certify
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



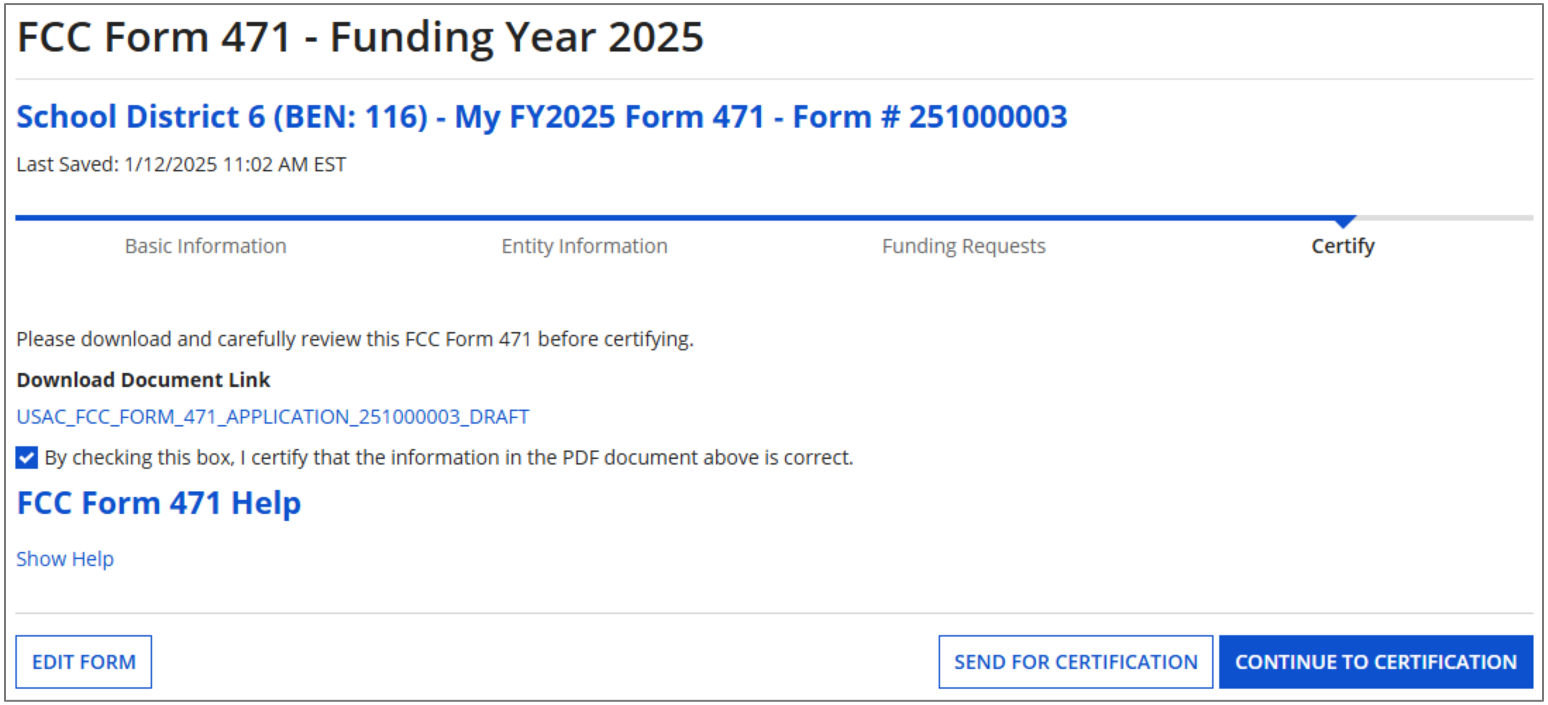
This function will send your FCC Form 471 to the full rights users in your organization for certification. Do you wish to proceed?

B ③ Click on the "YES" button to proceed

B ④ You will be taken to the "Tasks" screen

skip to page 155 in this guide

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



FCC Form 471 - Funding Year 2025

School District 6 (BEN: 116) - My FY2025 Form 471 - Form # 251000003

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Basic Information
Entity Information
Funding Requests
Certify

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

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

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EDIT FORM
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CONTINUE TO CERTIFICATION

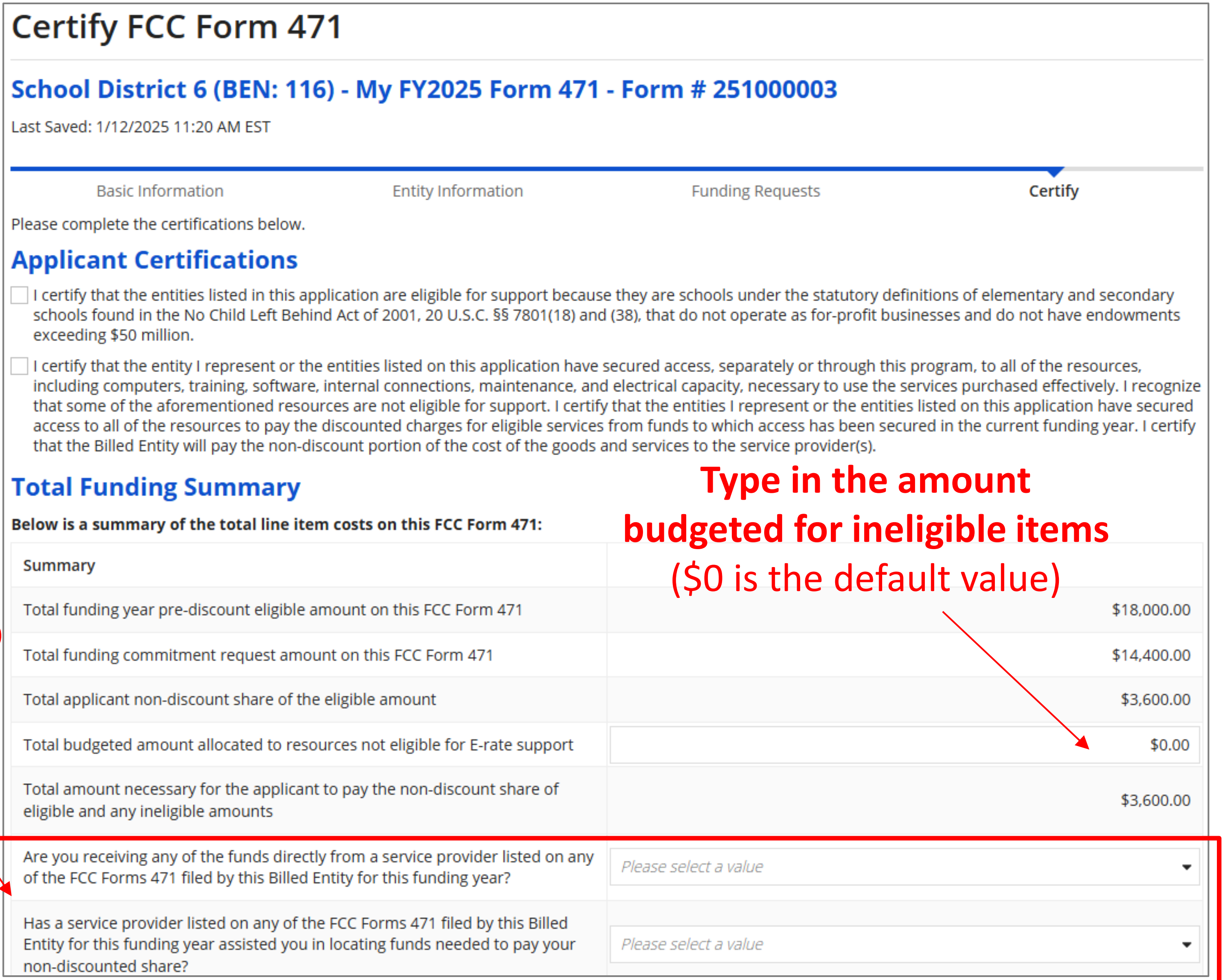
C ① First check the check box to certify that the information is correct

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

[Full Rights / Certifier]

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 FY2025 Form 471 - Form # 251000003

Last Saved: 1/12/2025 11:20 AM EST

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	$18,000.00
Total funding commitment request amount on this FCC Form 471	$14,400.00
Total applicant non-discount share of the eligible amount	$3,600.00
Total budgeted amount allocated to resources not eligible for E-rate support	$0.00
Total amount necessary for the applicant to pay the non-discount share of eligible and any ineligible amounts	$3,600.00
Are you receiving any of the funds directly from a service provider listed on any of the FCC Forms 471 filed by this Billed Entity for this funding year?	*Please select a value*
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?	*Please select a value*

Check both boxes

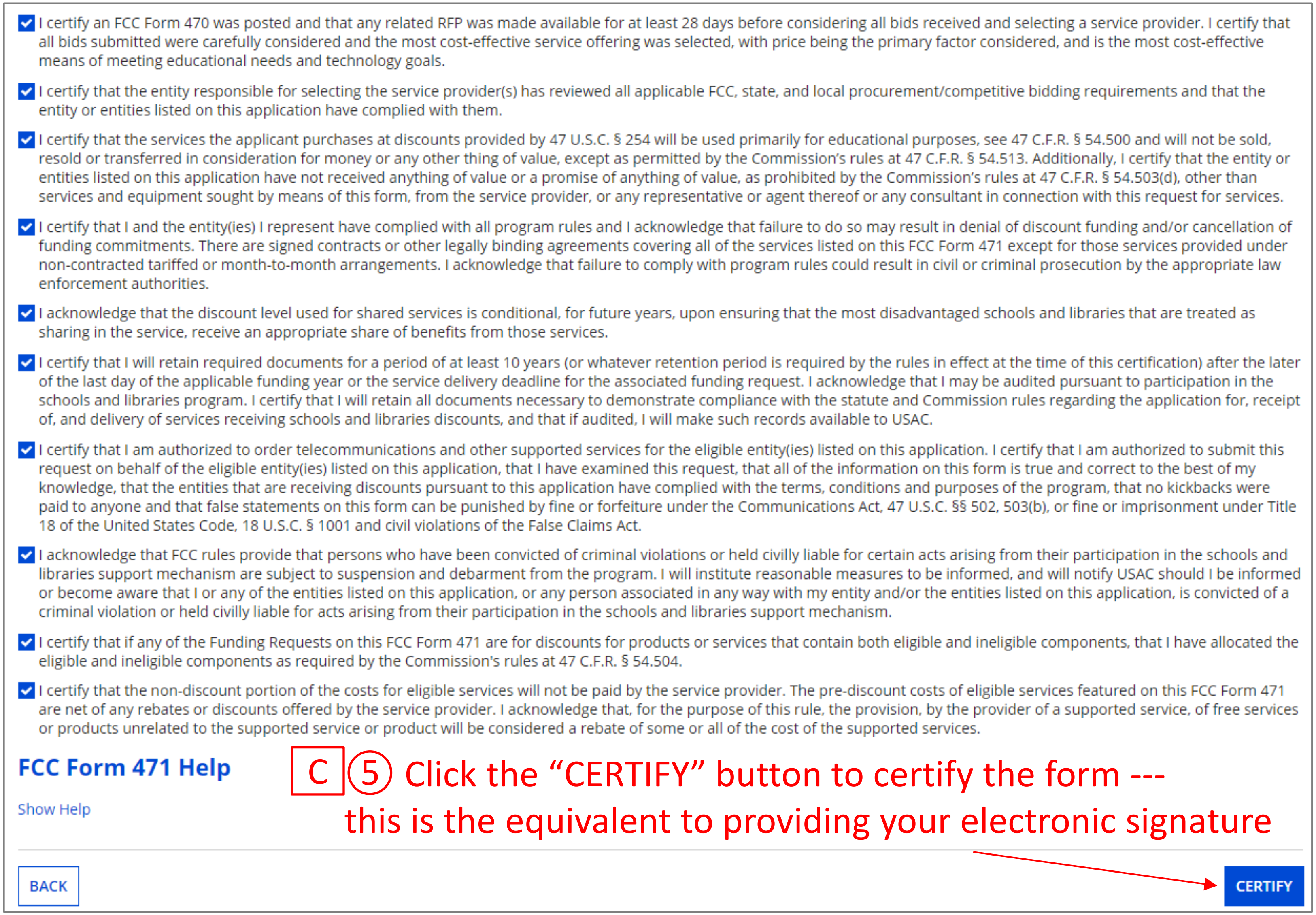
Type in the amount budgeted for ineligible items

($0 is the default value)

CHANGE THESE TWO ITEMS TO "NO" !!!

[Full Rights / Certifier]

Check all of these boxes



☑ 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.

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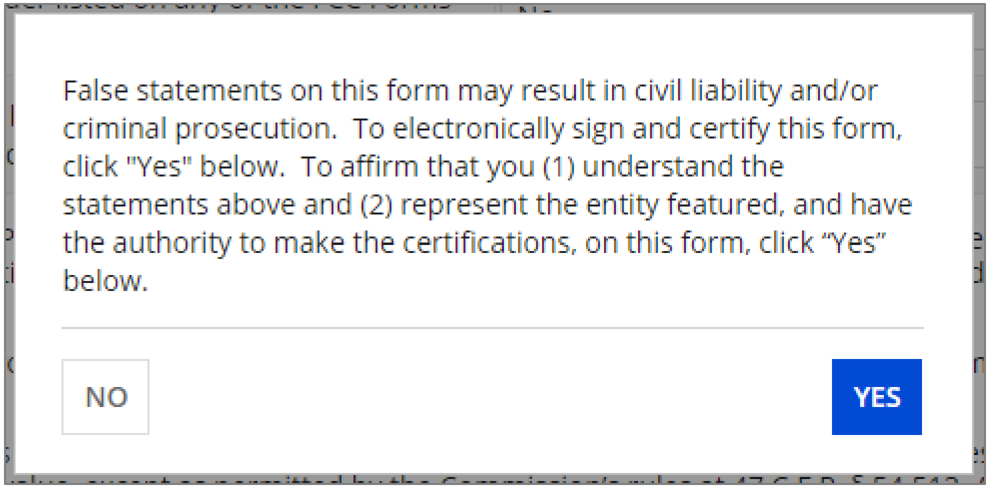
C ⑤ Click the "CERTIFY" button to certify the form --- this is the equivalent to providing your electronic signature

[Full Rights / Certifier]

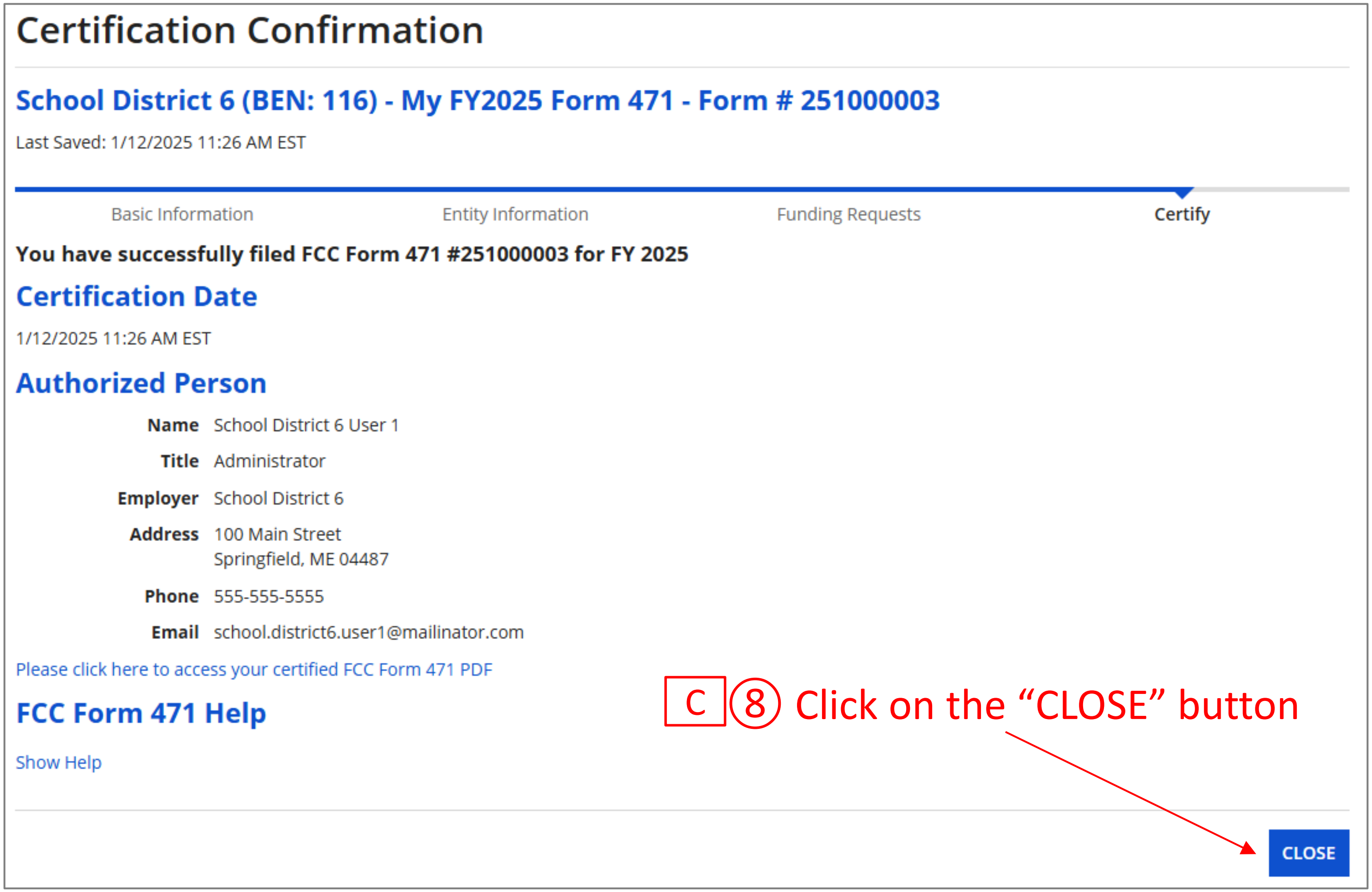
C ⑥ Read the message regarding the certification and click “YES” if you agree



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.

[Full Rights / Certifier]

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



Certification Confirmation

School District 6 (BEN: 116) - My FY2025 Form 471 - Form # 251000003

Last Saved: 1/12/2025 11:26 AM EST

You have successfully filed FCC Form 471 #251000003 for FY 2025

Certification Date

1/12/2025 11:26 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

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C ⑧ Click on the “CLOSE” button

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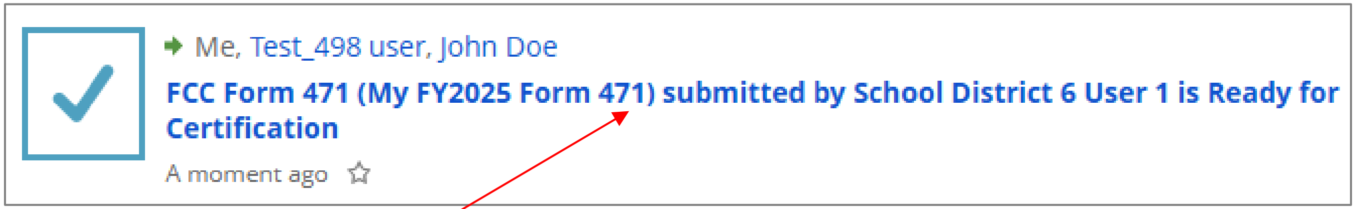
[Full Rights / Certifying a Form Sent By Another]

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. You may need to click on the "Tasks" link in the blue navigation bar to view/refresh the list of tasks.



Me, Test_498 user, John Doe

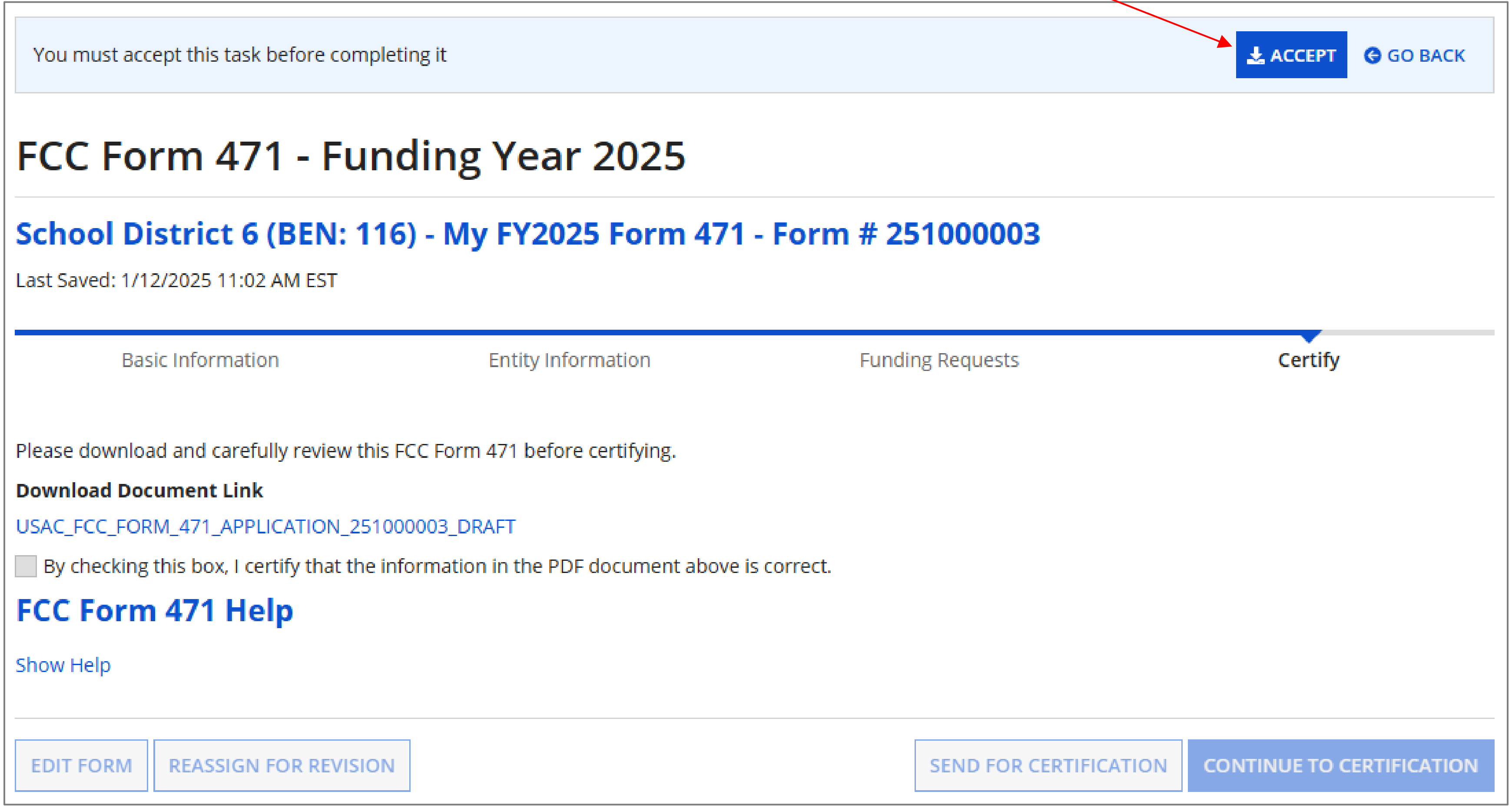
FCC Form 471 (My FY2025 Form 471) submitted by School District 6 User 1 is Ready for Certification

A moment ago

D ② Click on the task to continue

[Full Rights / Certifying a Form Sent By Another]

D ③ Click on the "ACCEPT" button to accept the task



You must accept this task before completing it

ACCEPT
GO BACK

FCC Form 471 - Funding Year 2025

School District 6 (BEN: 116) - My FY2025 Form 471 - Form # 251000003

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Entity Information
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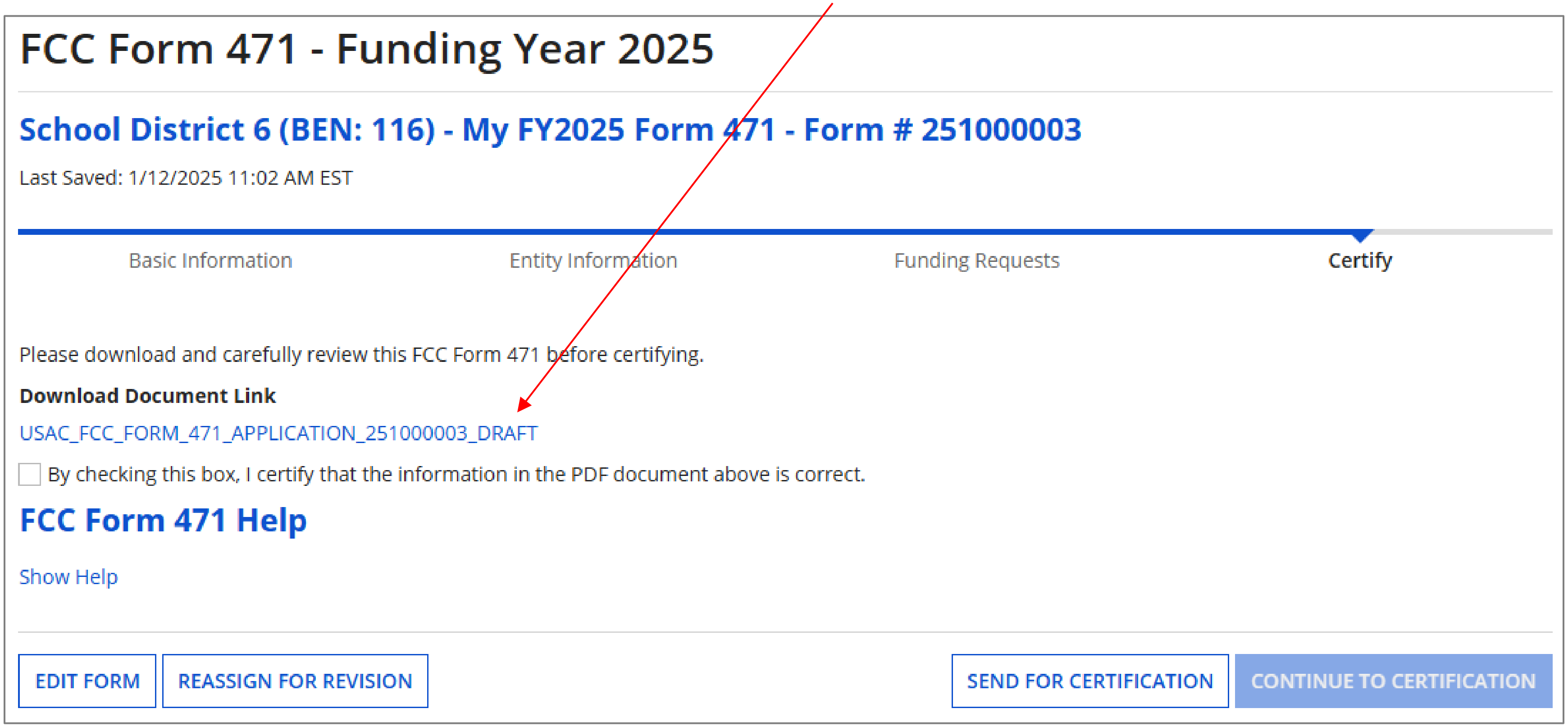
SEND FOR CERTIFICATION
CONTINUE TO CERTIFICATION

[Full Rights / Certifying a Form Sent By Another]

D ④ To review the application, click on the link for the document to download it to your computer



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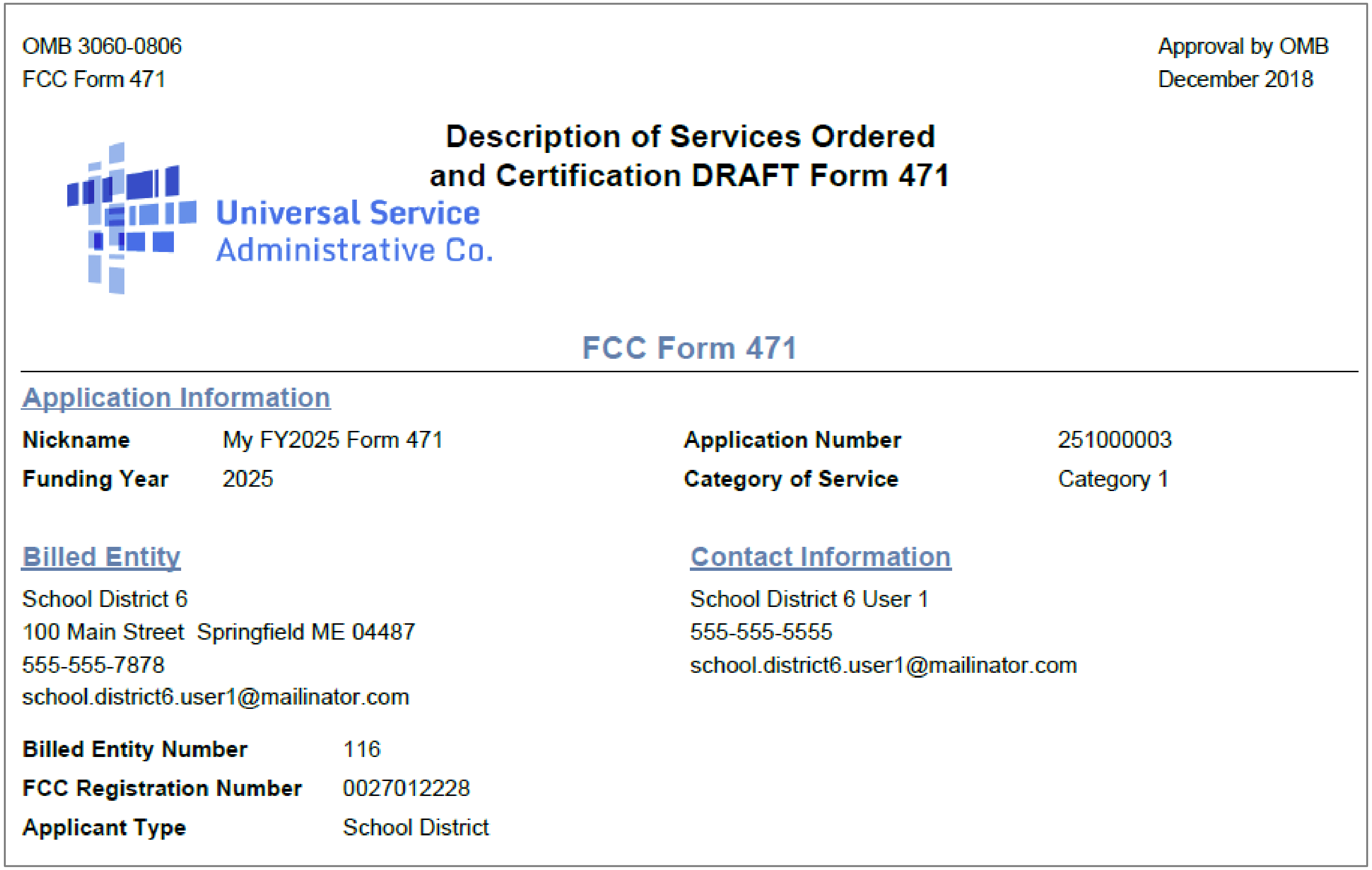
D ⑤ Open the PDF to view and review the Form 471



OMB 3060-0806
FCC Form 471

Approval by OMB
December 2018

Description of Services Ordered and Certification DRAFT Form 471

Universal Service Administrative Co.

FCC Form 471

Application Information

Nickname	My FY2025 Form 471	**Application Number**	251000003
Funding Year	2025	**Category of Service**	Category 1

Billed Entity

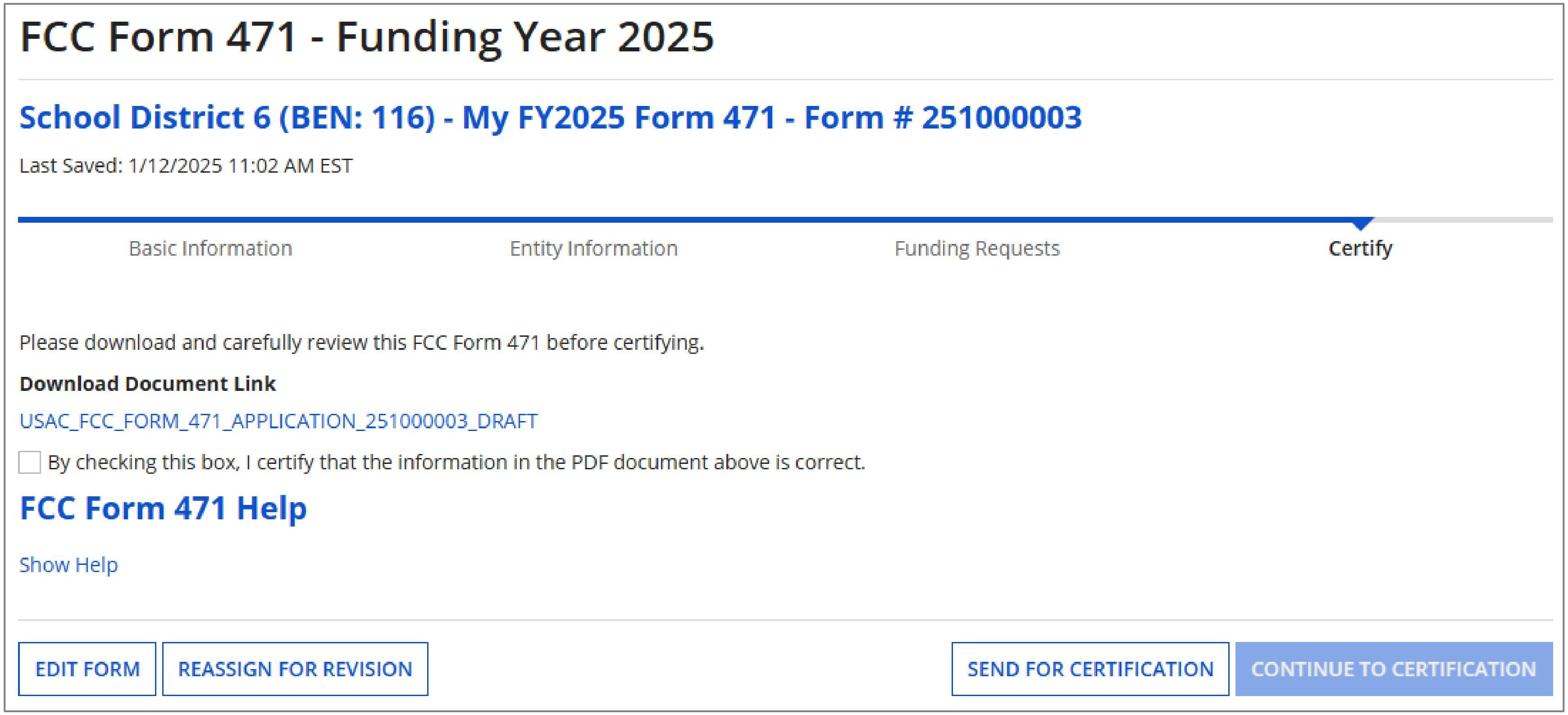
School District 6
100 Main Street Springfield ME 04487
555-555-7878
school.district6.user1@mailinator.com

Contact Information

School District 6 User 1
555-555-5555
school.district6.user1@mailinator.com

Billed Entity Number	116
FCC Registration Number	0027012228
Applicant Type	School District

[Full Rights / Certifying a Form Sent By Another]



FCC Form 471 - Funding Year 2025

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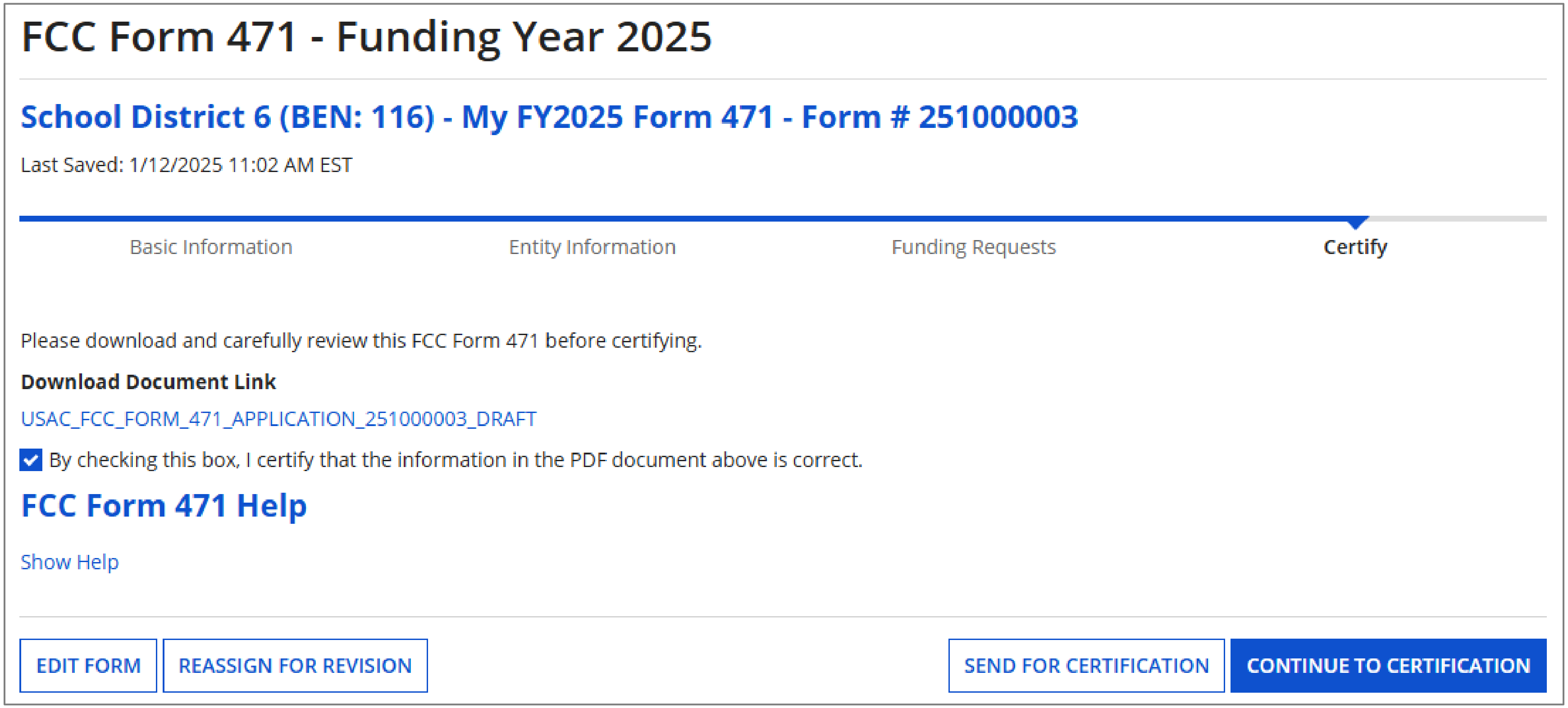
D ⑥ If you identified any missing or inaccurate information within the PDF, back in EPC, click on the “EDIT FORM” button. The form will open at the “Basic Information” screen. Continue through the form screens to make any necessary changes.

[Full Rights / Certifying a Form Sent By Another]



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CONTINUE TO CERTIFICATION

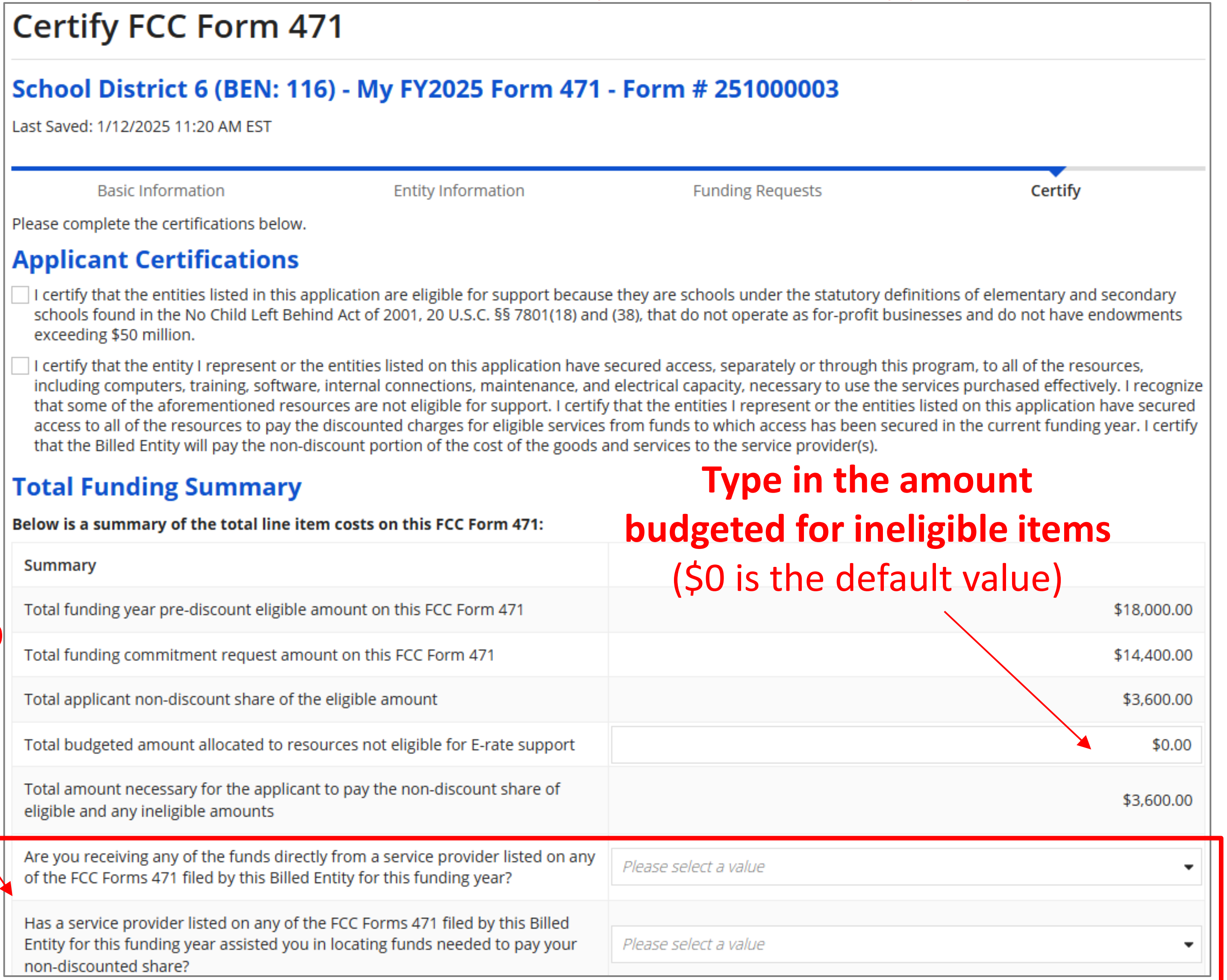
D ⑦ If you are the certifier and the form is acceptable, check the check box to certify that the information is correct

D ⑧ Then choose the “CONTINUE TO CERTIFICATION” button to certify the form

[Full Rights / Certifying a Form Sent By Another]

D ⑨ You will see the "Certifications" page

D ⑩ Read the certification text carefully and select the appropriate certifications



Certify FCC Form 471

School District 6 (BEN: 116) - My FY2025 Form 471 - Form # 251000003

Last Saved: 1/12/2025 11:20 AM EST

Please complete the certifications below.

Applicant Certifications

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Total Funding Summary

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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?	*Please select a value* ▾

Check both boxes

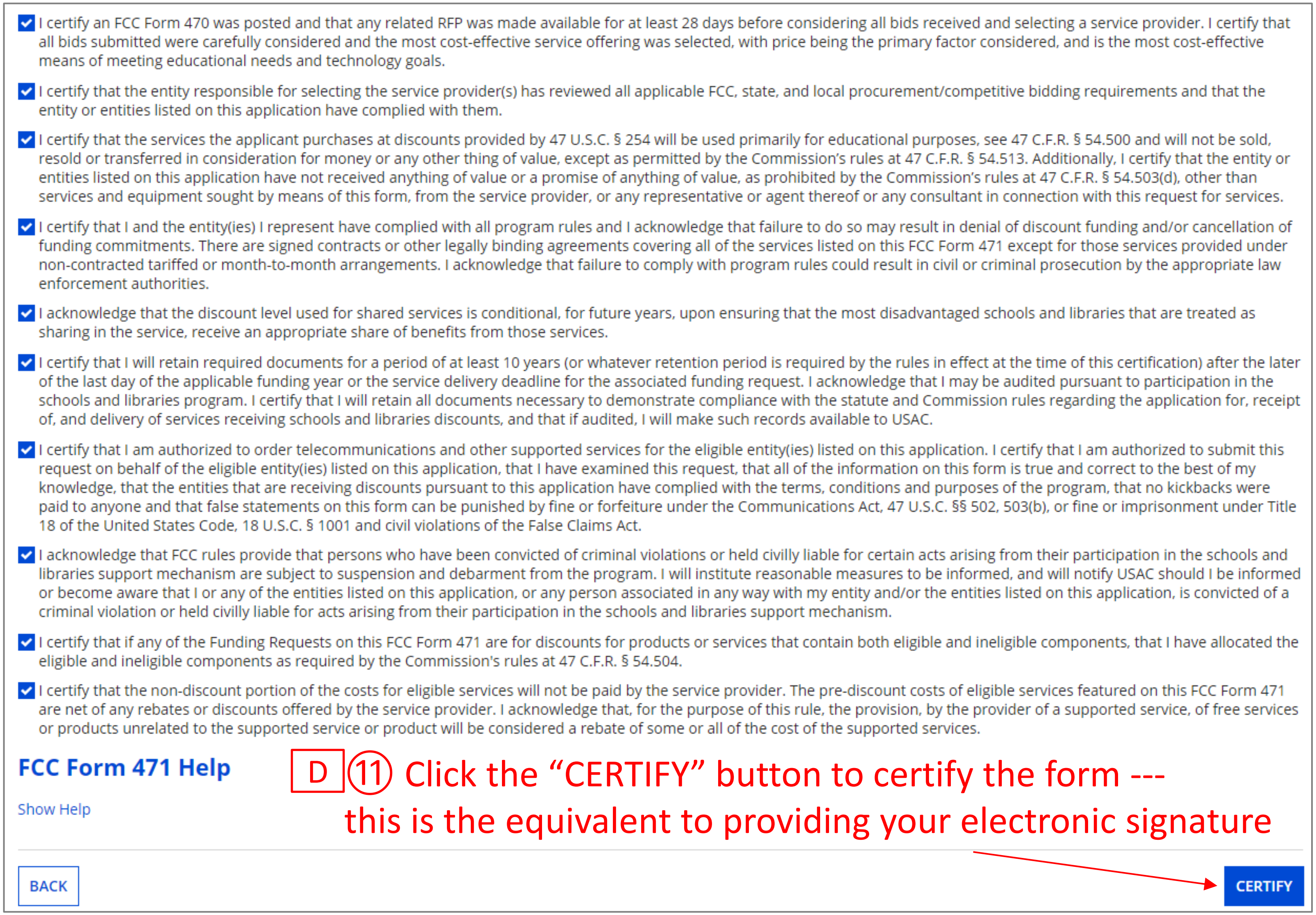
Type in the amount budgeted for ineligible items

($0 is the default value)

CHANGE THESE TWO ITEMS TO "NO" !!!

[Full Rights / Certifying a Form Sent By Another]

Check all of these boxes



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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.

☑ 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.

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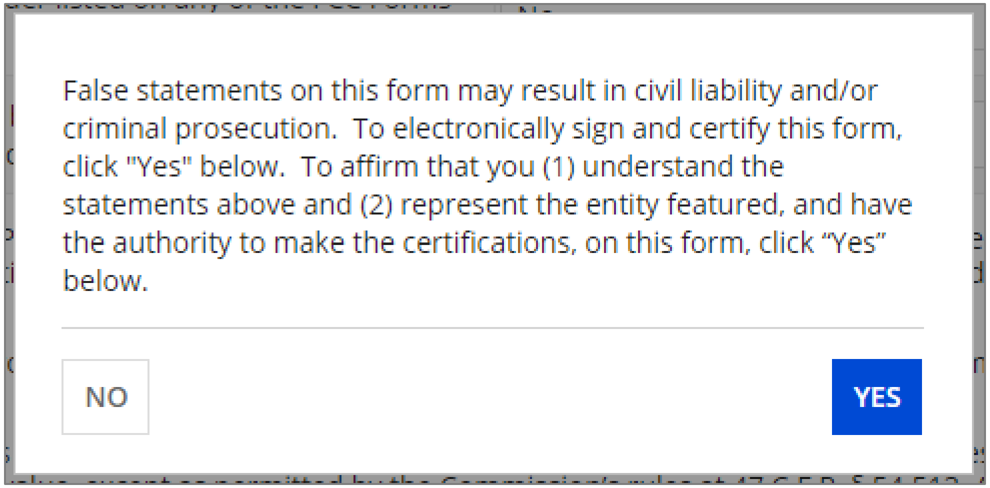
D ⑪ Click the "CERTIFY" button to certify the form --- this is the equivalent to providing your electronic signature

[Full Rights / Certifying a Form Sent By Another]

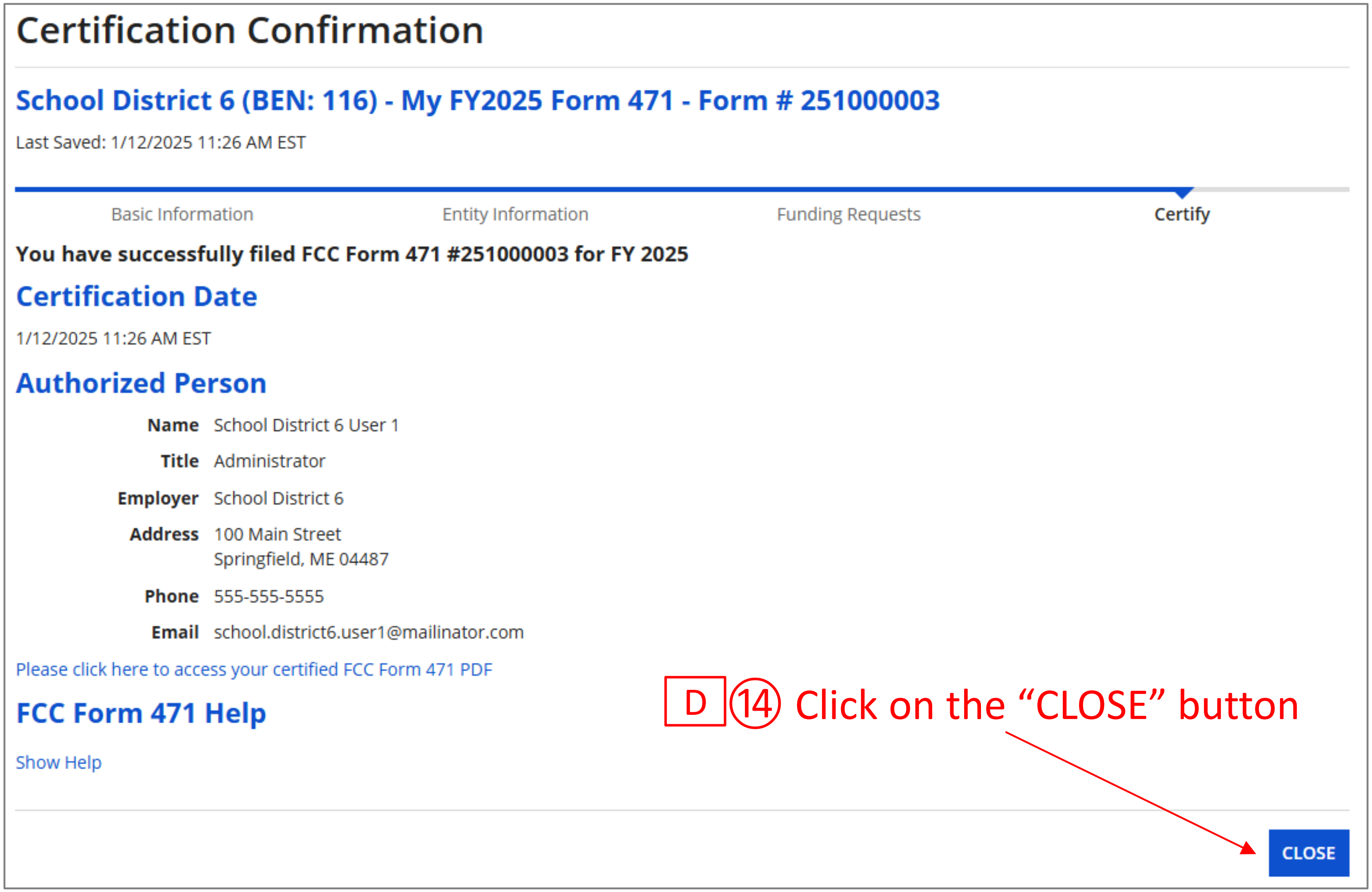
D ⑫ Read the message regarding the certification and click “YES” if you agree



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 ⑬ Once you click “YES” in the confirmation message, the form will be certified. Information about the certifier will then display.



Certification Confirmation

School District 6 (BEN: 116) - My FY2025 Form 471 - Form # 251000003

Last Saved: 1/12/2025 11:26 AM EST

You have successfully filed FCC Form 471 #251000003 for FY 2025

Certification Date

1/12/2025 11:26 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

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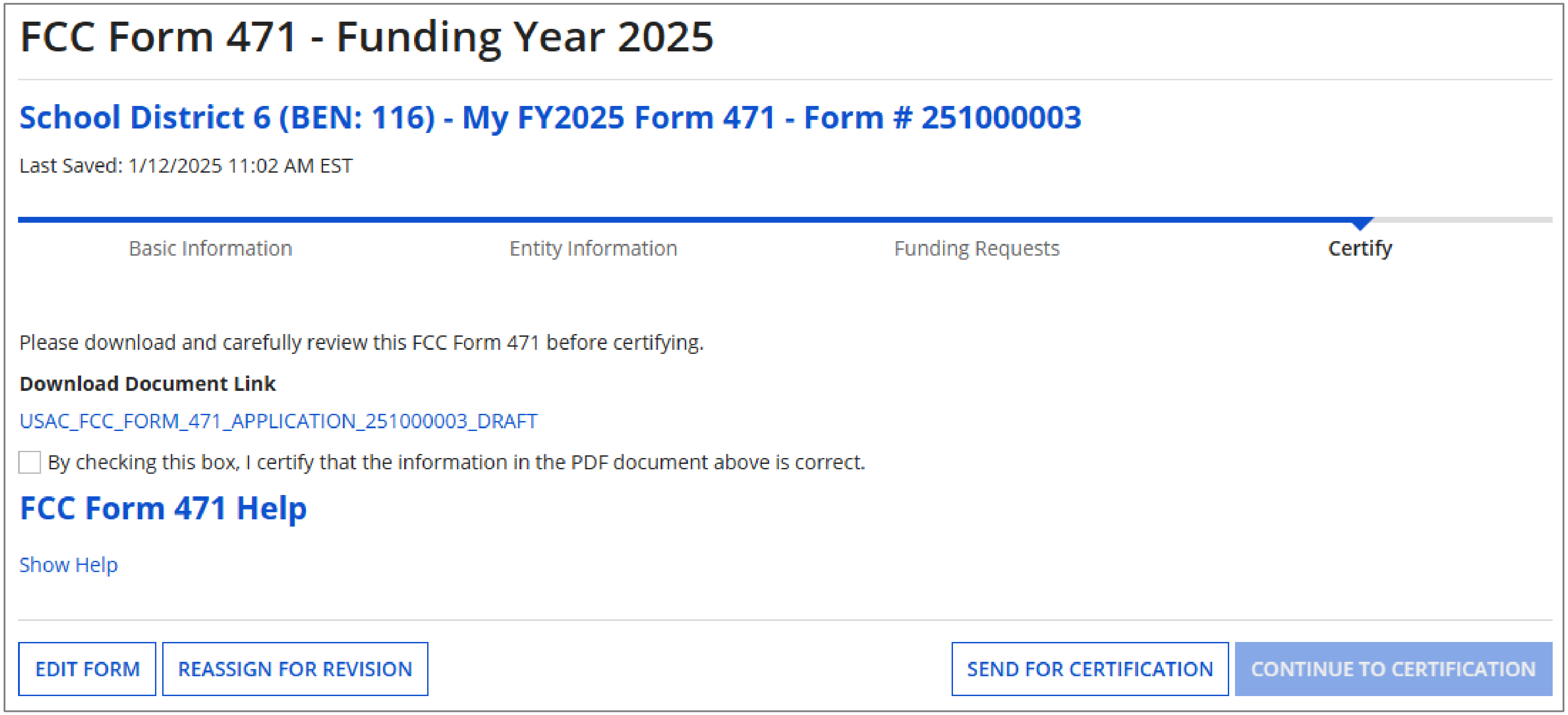
D ⑭ Click on the “CLOSE” button

skip to page 155 in this guide

[Sending a Form For Revision]

E If you **want to send a form to a user for revision**:



FCC Form 471 - Funding Year 2025

School District 6 (BEN: 116) - My FY2025 Form 471 - Form # 251000003

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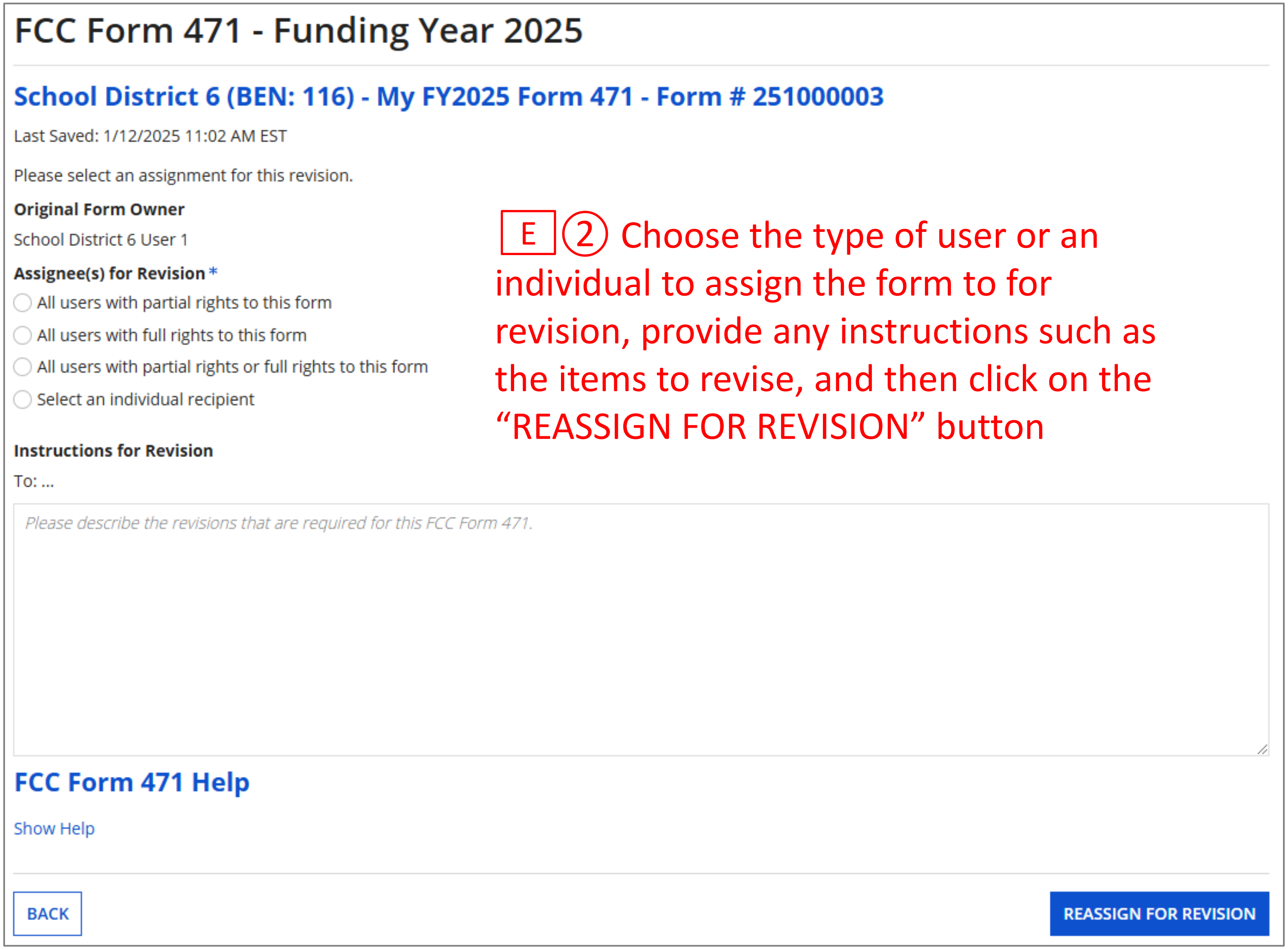
E ① Select the "REASSIGN FOR REVISION" button to reassign the form to another user to make changes

[Sending a Form For Revision]



FCC Form 471 - Funding Year 2025

School District 6 (BEN: 116) - My FY2025 Form 471 - Form # 251000003

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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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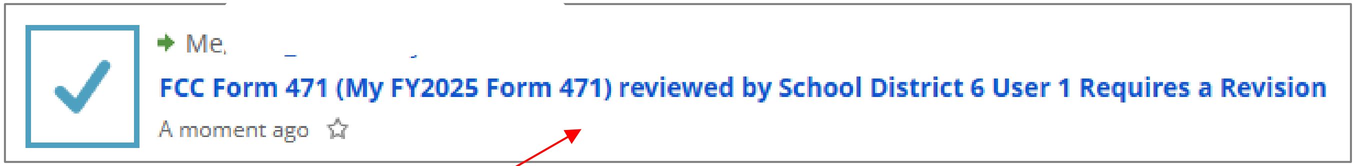
E ② Choose the type of user or an individual to assign the form to for revision, provide any instructions such as the items to revise, and then click on the “REASSIGN FOR REVISION” button

skip to page 155 in this guide

[User Sent a Form for Revising]

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

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



Me,

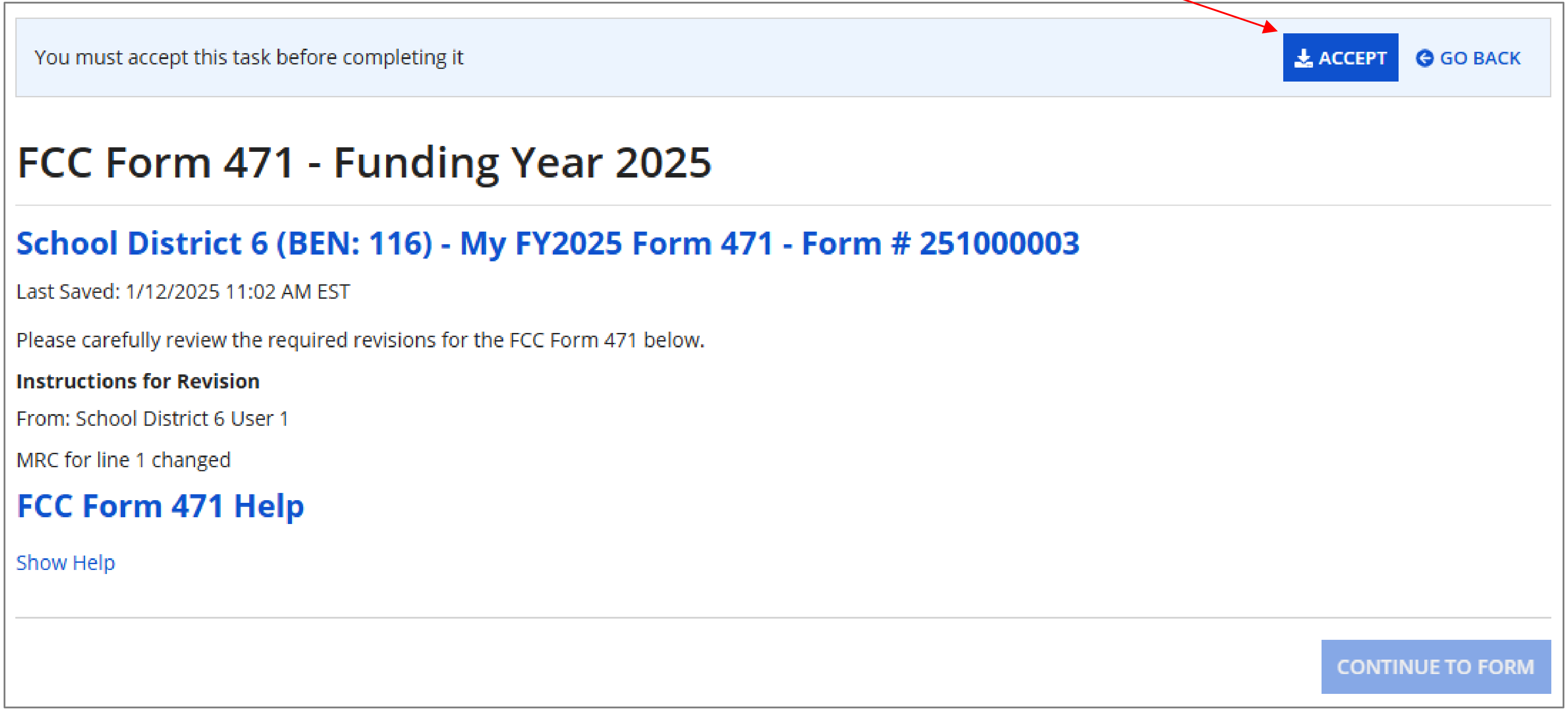
FCC Form 471 (My FY2025 Form 471) reviewed by School District 6 User 1 Requires a Revision

A moment ago

F ② Click on the task to continue

[User Sent a Form for Revising]

F ③ Click on the "ACCEPT" button to accept the task



You must accept this task before completing it

FCC Form 471 - Funding Year 2025

School District 6 (BEN: 116) - My FY2025 Form 471 - Form # 251000003

Last Saved: 1/12/2025 11:02 AM EST

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

Instructions for Revision

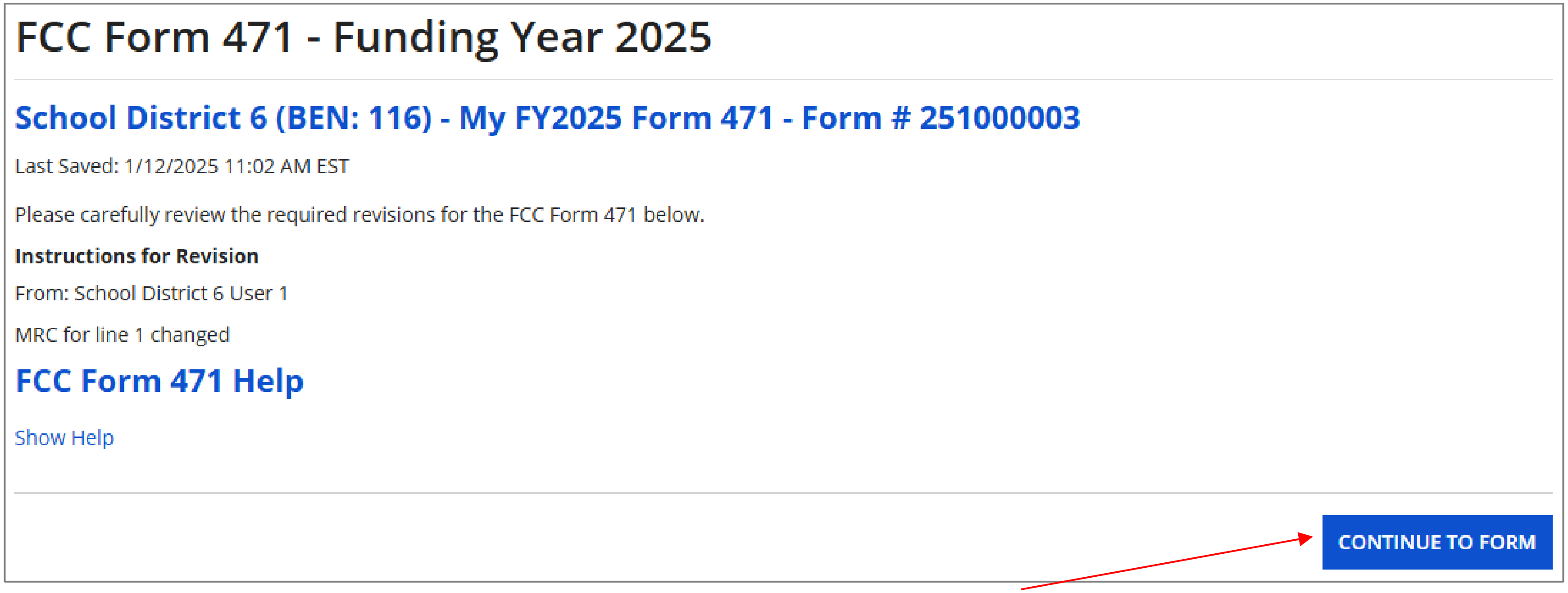
From: School District 6 User 1

MRC for line 1 changed

FCC Form 471 Help

Show Help

[User Sent a Form for Revising]



FCC Form 471 - Funding Year 2025

School District 6 (BEN: 116) - My FY2025 Form 471 - Form # 251000003

Last Saved: 1/12/2025 11:02 AM EST

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

Instructions for Revision

From: School District 6 User 1

MRC for line 1 changed

F ④ Read the instructions and click on the "CONTINUE TO FORM" button to make the necessary changes to the form

F ⑤ Complete the appropriate steps to either certify the form yourself or send it back to another user to be certified

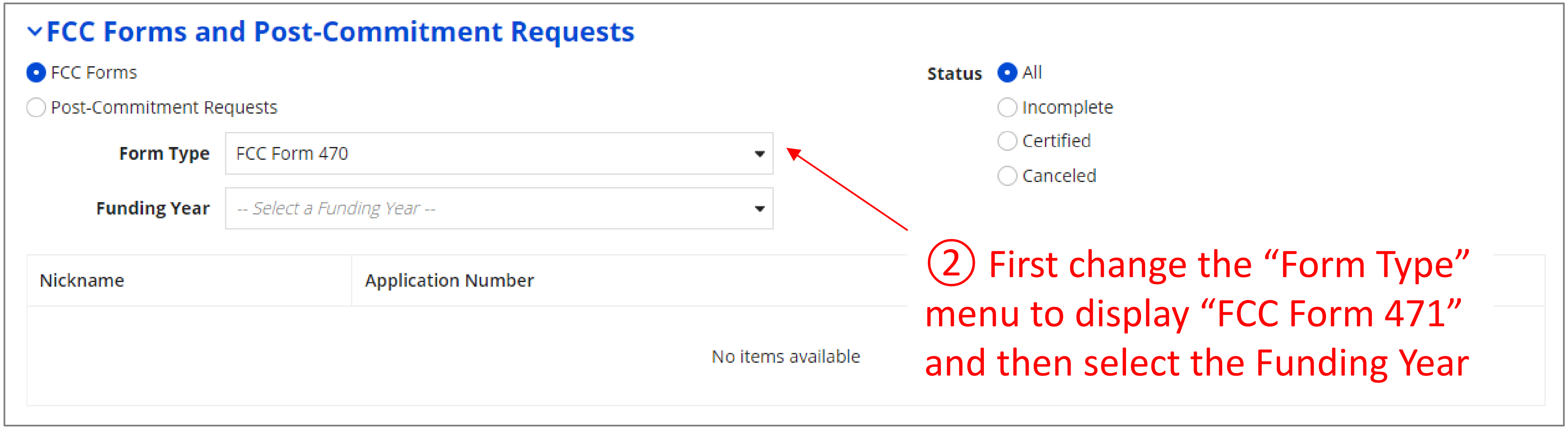
go to the next page in this guide

Revisiting Forms

Revisiting Forms

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

① Scroll to the "FCC Forms and Post-Commitment Requests" section of the Landing Page



FCC Forms and Post-Commitment Requests

● FCC Forms
○ Post-Commitment Requests

Form Type FCC Form 470

Funding Year -- Select a Funding Year --

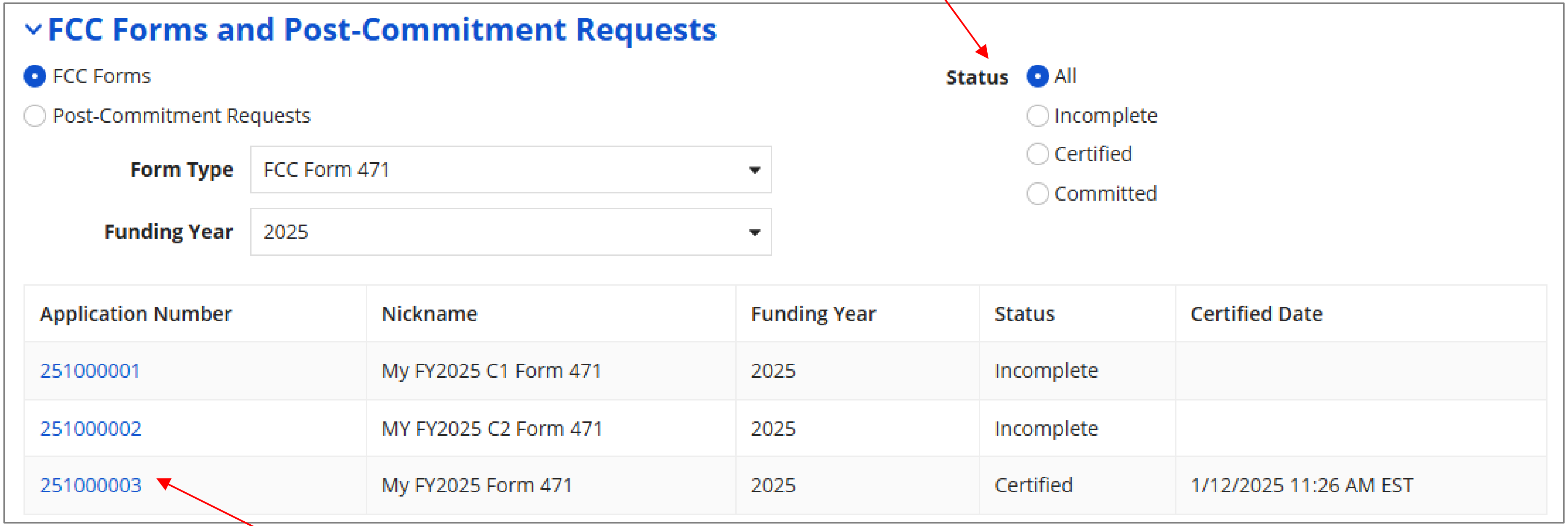
Status ● All ○ Incomplete ○ Certified ○ Canceled

Nickname	Application Number
No items available	

② First change the "Form Type" menu to display "FCC Form 471" and then select the Funding Year

Revisiting Forms

Use the "Status" options to 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 2025

Status ● All
○ Incomplete
○ Certified
○ Committed

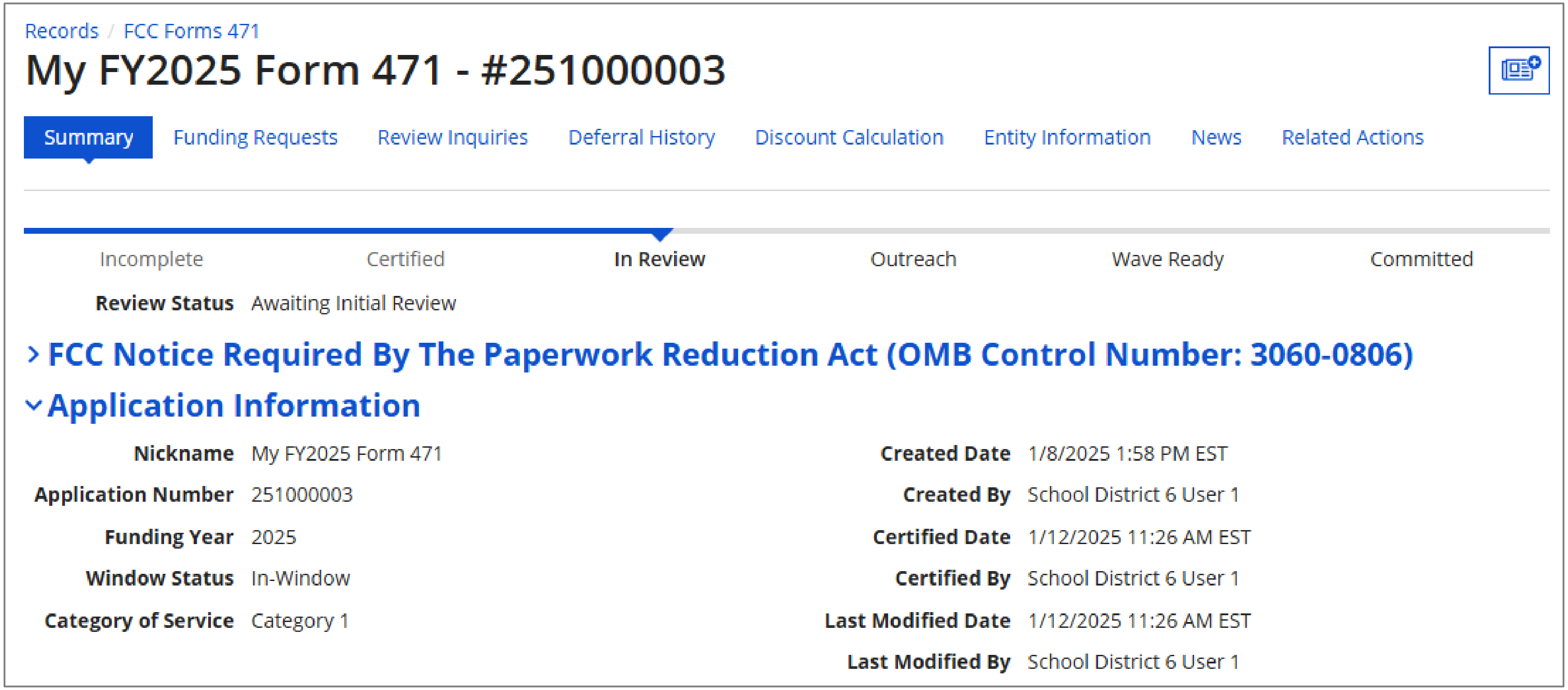
Application Number	Nickname	Funding Year	Status	Certified Date
251000001	My FY2025 C1 Form 471	2025	Incomplete	
251000002	MY FY2025 C2 Form 471	2025	Incomplete	
251000003	My FY2025 Form 471	2025	Certified	1/12/2025 11:26 AM EST

③ Click on a form number to display it

Revisiting Forms

The form's summary information screen displays

- *Use the links along the top to view the various sections of the form and other tasks/information related to it*
- *To edit an incomplete form, go to the "Tasks" page*



Records / FCC Forms 471

My FY2025 Form 471 - #251000003

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

Incomplete
Certified
In Review
Outreach
Wave Ready
Committed

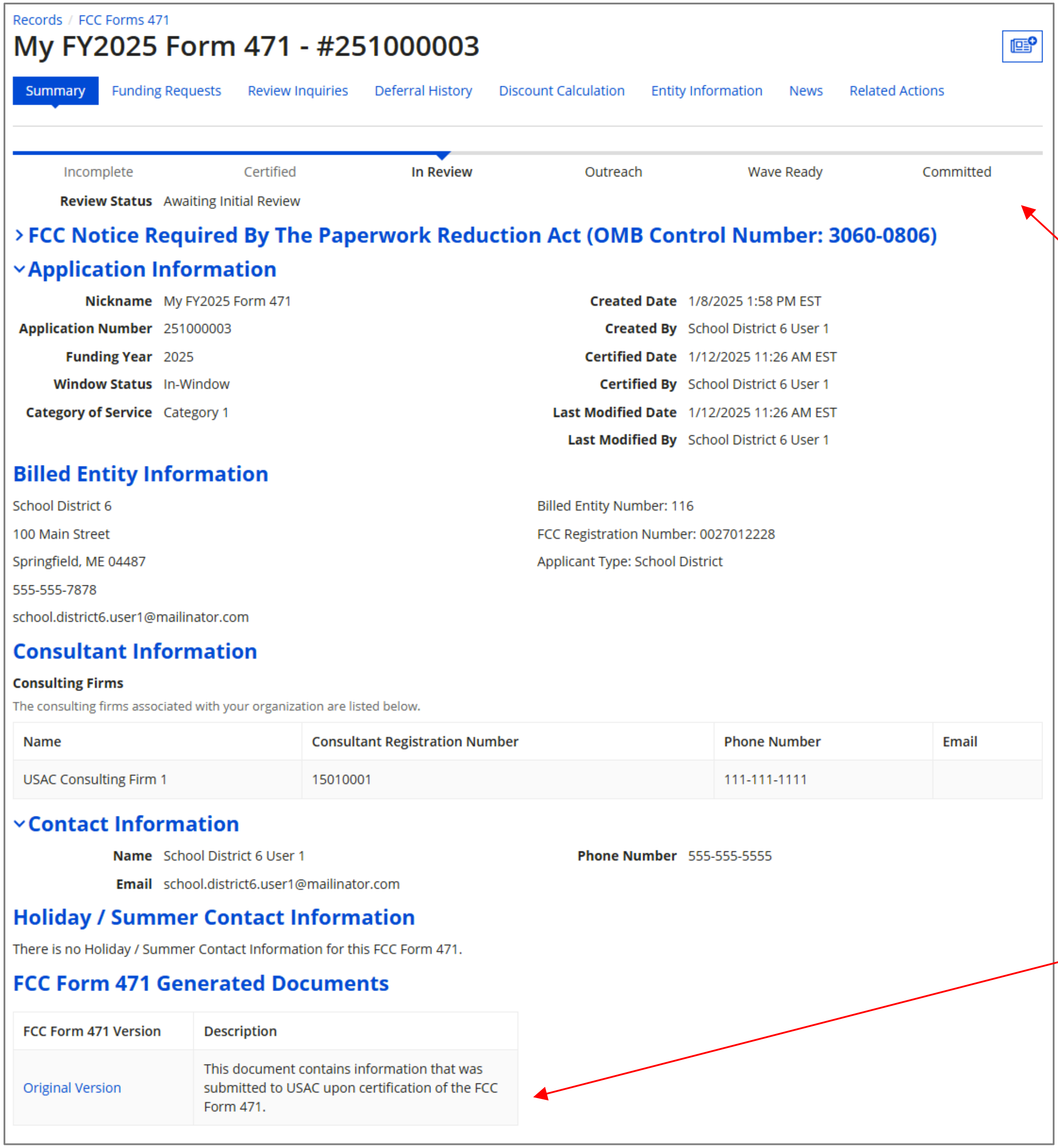
Review Status Awaiting Initial Review

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

⌄ Application Information

Nickname	My FY2025 Form 471	**Created Date**	1/8/2025 1:58 PM EST
Application Number	251000003	**Created By**	School District 6 User 1
Funding Year	2025	**Certified Date**	1/12/2025 11:26 AM EST
Window Status	In-Window	**Certified By**	School District 6 User 1
Category of Service	Category 1	**Last Modified Date**	1/12/2025 11:26 AM EST
		Last Modified By	School District 6 User 1

Revisiting Forms



Records / FCC Forms 471

My FY2025 Form 471 - #251000003

Summary
Funding Requests
Review Inquiries
Deferral History
Discount Calculation
Entity Information
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Incomplete
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˅ Application Information

Nickname	My FY2025 Form 471	**Created Date**	1/8/2025 1:58 PM EST
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Window Status	In-Window	**Certified By**	School District 6 User 1
Category of Service	Category 1	**Last Modified Date**	1/12/2025 11:26 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: 0027012228
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
Email school.district6.user1@mailinator.com
Phone Number 555-555-5555

Holiday / Summer Contact Information

There is no Holiday / Summer Contact Information for this FCC Form 471.

FCC Form 471 Generated Documents

FCC Form 471 Version	Description
Original Version	This document contains information that was submitted to USAC upon certification of the FCC Form 471.

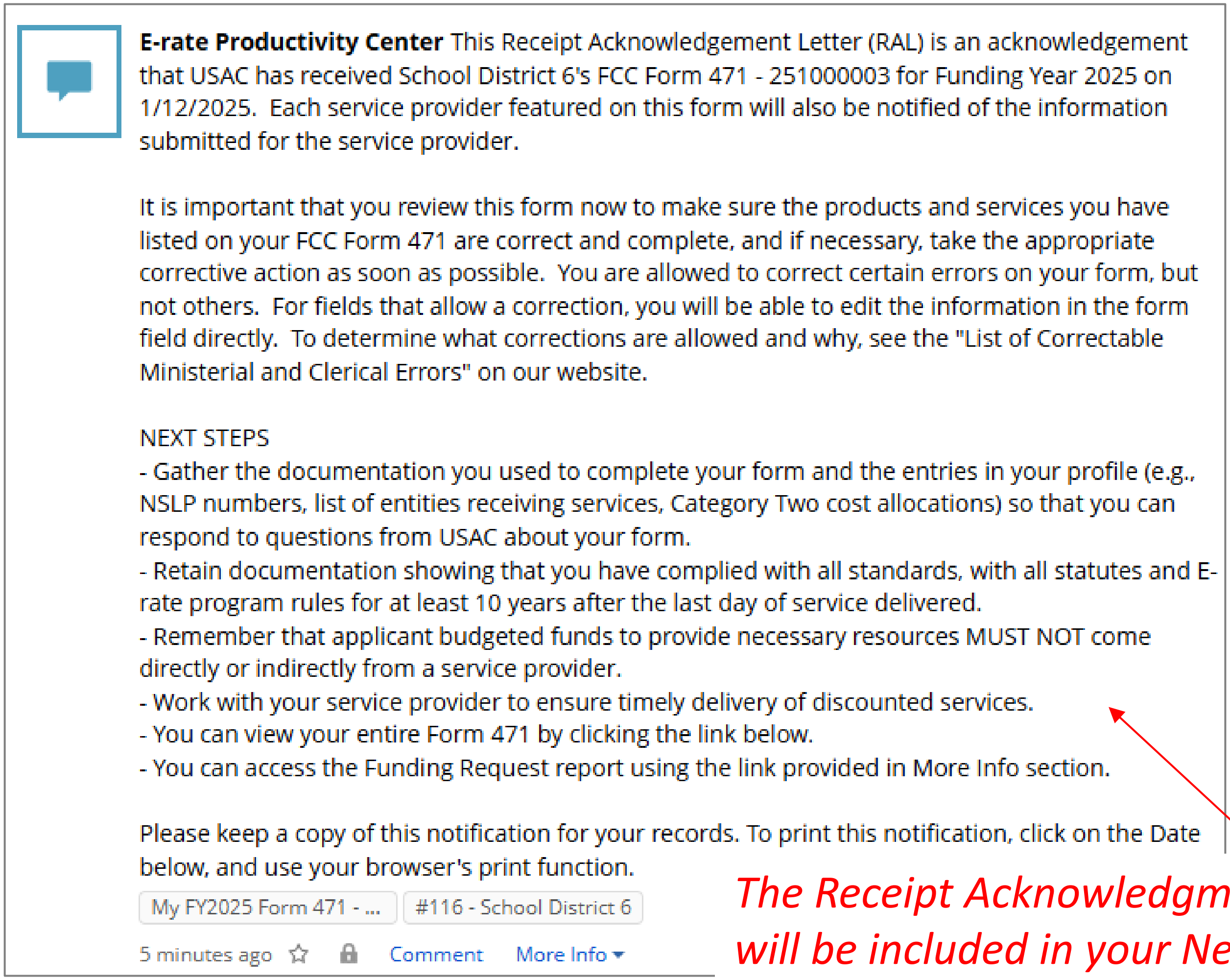
Note the breadcrumb trail indicating the current status of the form (In Review, Outreach, Wave Ready, or Committed)

Completed, certified forms have a link you can use to download a copy of the form

Next Steps

What happens after I submit the form?

Check the News feed for updates related to the form.



E-rate Productivity Center This Receipt Acknowledgement Letter (RAL) is an acknowledgement that USAC has received School District 6's FCC Form 471 - 251000003 for Funding Year 2025 on 1/12/2025. 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.

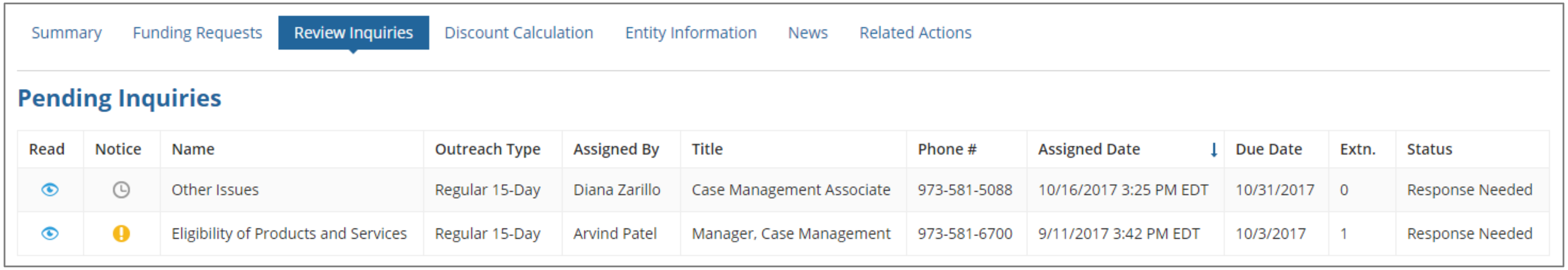
NEXT STEPS
- Gather the documentation you used to complete your form and the entries in your profile (e.g., NSLP numbers, list of entities receiving services, Category Two cost allocations) so that you can respond to questions from USAC about your form.
- Retain documentation showing that you have complied with all standards, with all statutes and E-rate program rules for at least 10 years after the last day of service delivered.
- Remember that applicant budgeted funds to provide necessary resources MUST NOT come directly or indirectly from a service provider.
- Work with your service provider to ensure timely delivery of discounted services.
- You can view your entire Form 471 by clicking the link below.
- You can access the Funding Request report using the link provided in More Info section.

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.

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.



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

Pending Inquiries

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

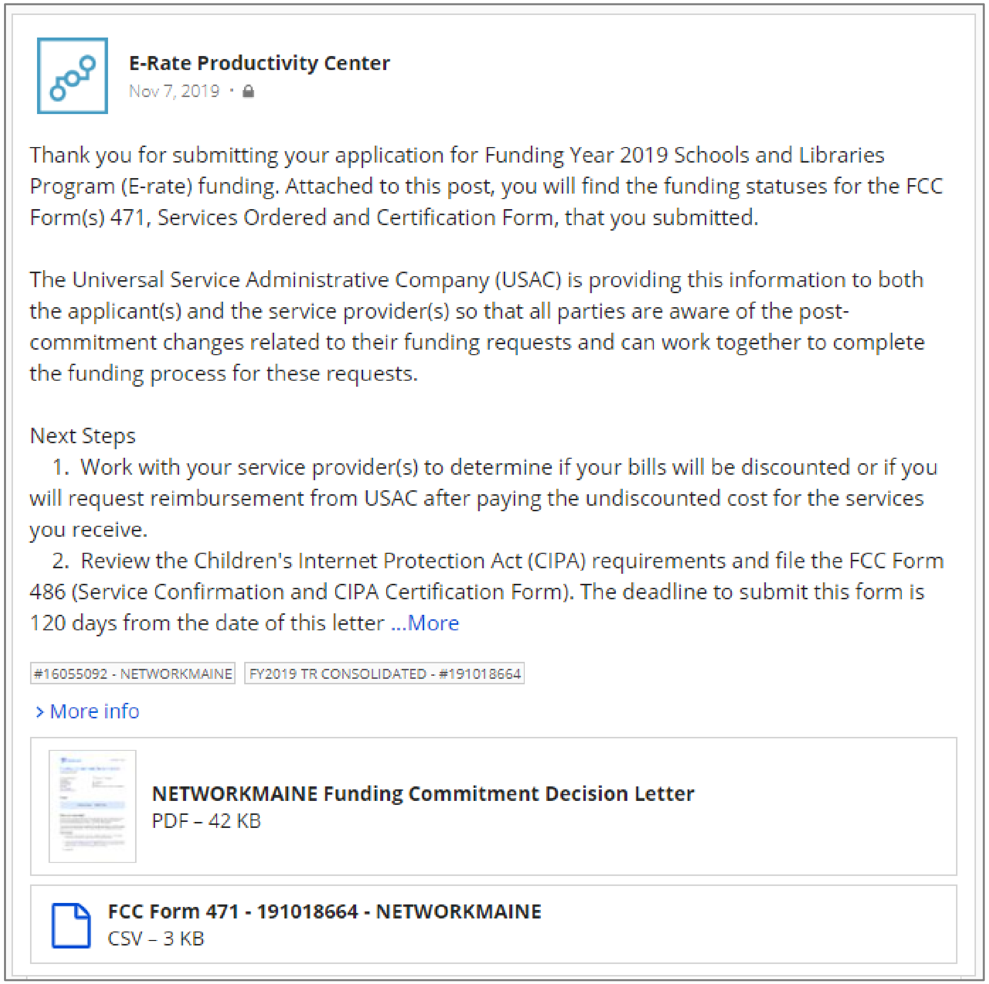
What happens during review?

- 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
Nov 7, 2019 · 🔒

Thank you for submitting your application for Funding Year 2019 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 ...More

#16055092 - NETWORKMAINE | FY2019 TR CONSOLIDATED - #191018664

› More info

NETWORKMAINE Funding Commitment Decision Letter
PDF – 42 KB

FCC Form 471 - 191018664 - NETWORKMAINE
CSV – 3 KB

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