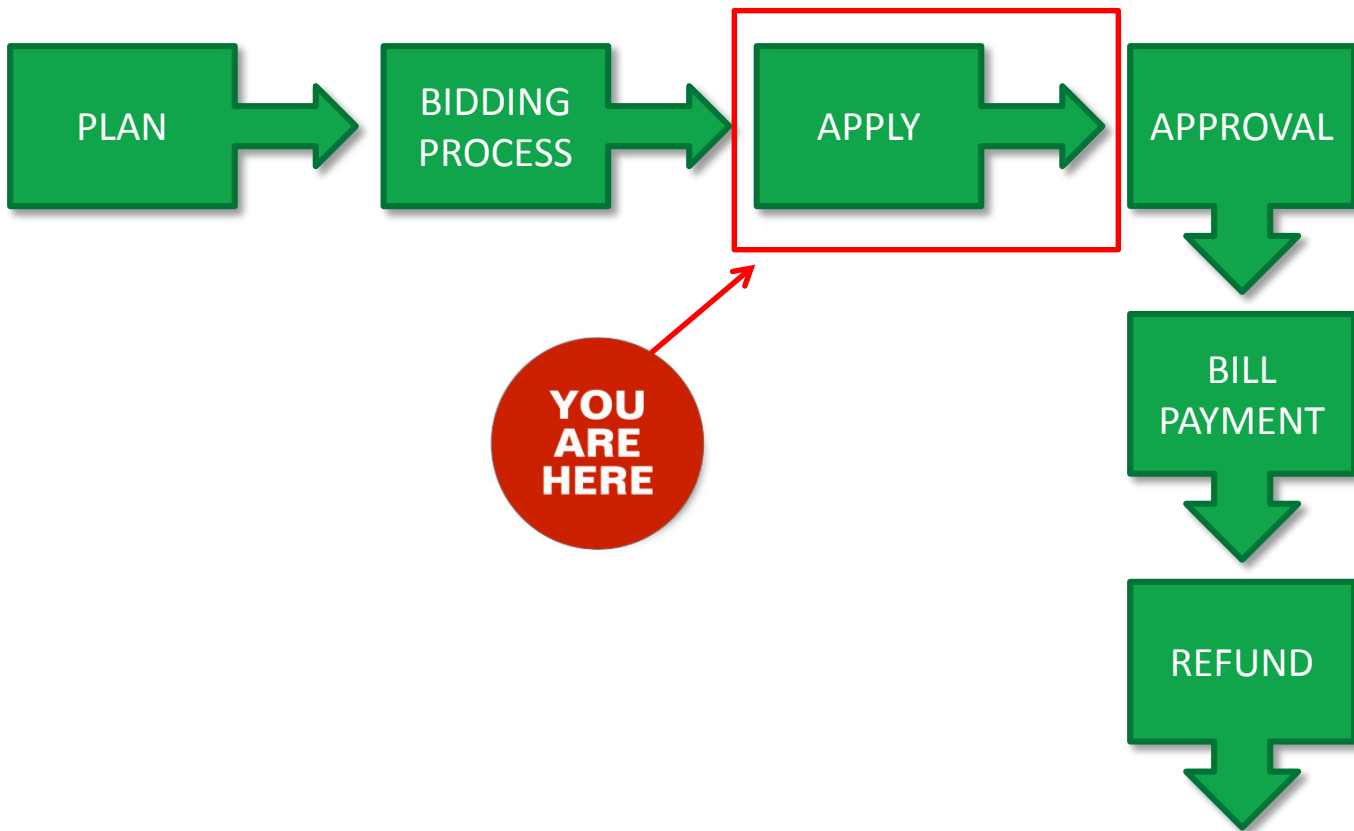


FY2020 FCC Form 471 Category 2 Services

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



The Basics

What is the FCC Form 471?

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

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

What should I have already done?

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

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

What should I have already done?

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

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

When can I file a Form 471?

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

**FY2019 Form 471 Filing window:
January 15, 2020 at Noon EST – March 25, 2020 at 11:59 PM EDT**

Where do I file a Form 471?

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

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

How many separate forms do I file?

Your choice!

- You may file one Form 471

OR

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

However, the system requires separate forms for:

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

and

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

Form Actions: Saving and Discarding the Form

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

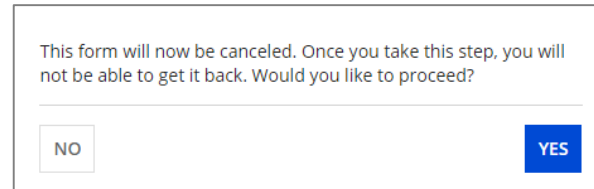


A horizontal bar containing four buttons. From left to right: 'BACK', 'DISCARD FORM', 'SAVE & SHARE', and 'SAVE & CONTINUE'. The buttons are arranged in two groups of two.



A horizontal bar containing four buttons: 'BACK', 'DISCARD FORM', 'SAVE & SHARE', and 'SAVE & CONTINUE'. The 'BACK' and 'DISCARD FORM' buttons are on the left, and 'SAVE & SHARE' and 'SAVE & CONTINUE' are on the right.

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



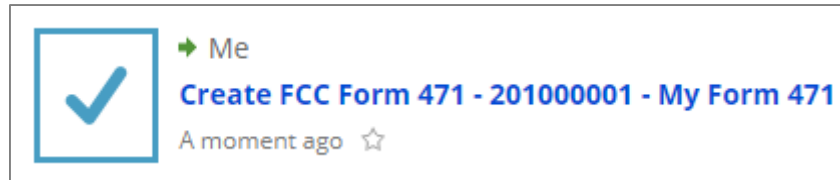
This form will now be canceled. Once you take this step, you will not be able to get it back. Would you like to proceed?

- If you select the “SAVE & SHARE” button, the form will be sent as a task to other full and partial rights users.
- If you select the “SAVE & CONTINUE” button, you will proceed to the next page to continue entering information into the form.

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

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

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



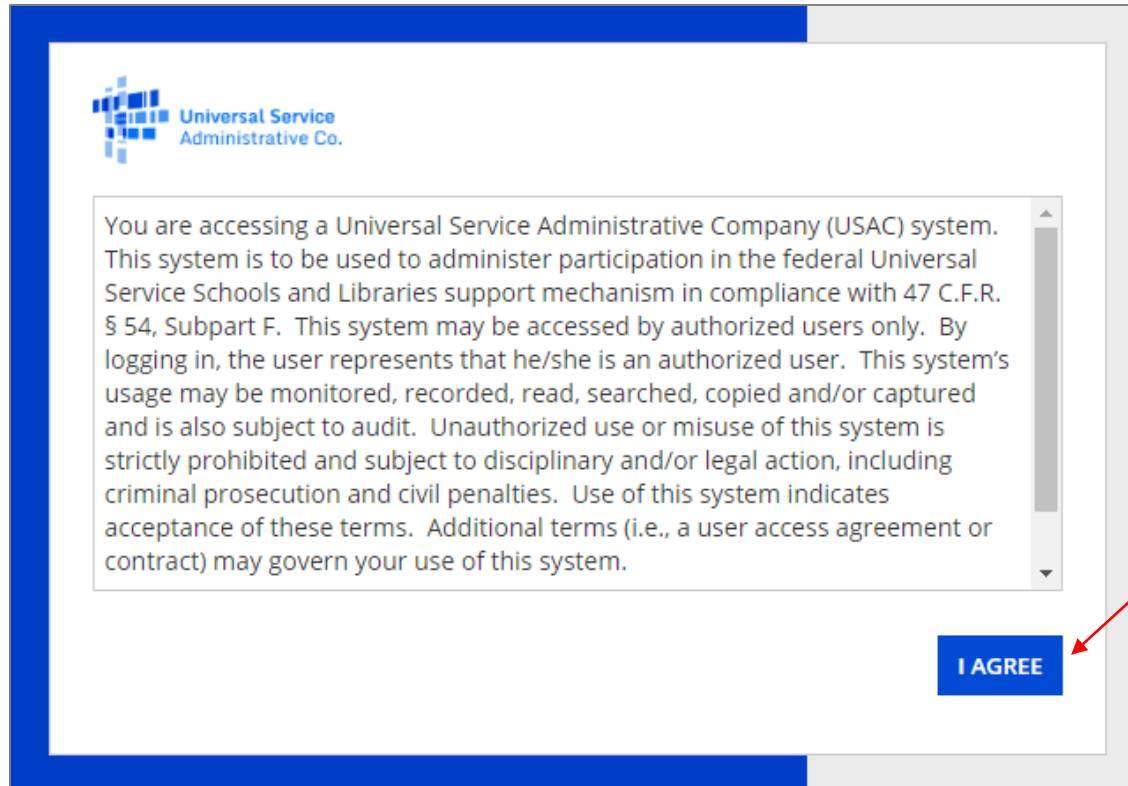
When you click on the task, your form will open back up where you left off.

Applying For Category 2 Services

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

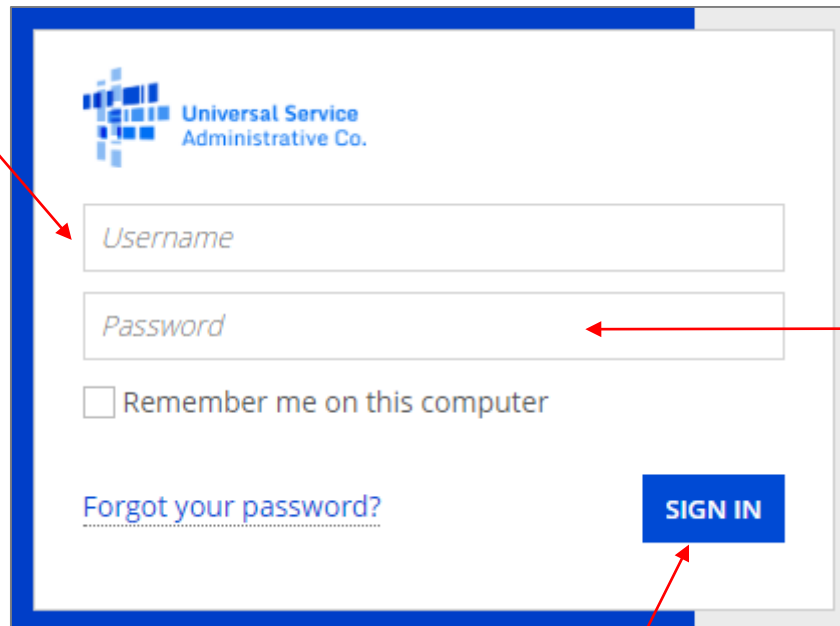
Applying for C2

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



② Click on the "I AGREE" button to proceed

③ Enter the username (the user's full email address)




The screenshot shows the login interface for Universal Service Administrative Co. It features a blue header with the company logo and name. Below the header are two input fields: 'Username' and 'Password'. A checkbox labeled 'Remember me on this computer' is positioned below the password field. At the bottom left, there is a link for 'Forgot your password?'. A blue 'SIGN IN' button is located at the bottom right. Red arrows point from numbered annotations to the 'Username' field (3), the 'Password' field (4), and the 'SIGN IN' button (5).

④ Enter the password

⑤ Click on the "SIGN IN" button

Your EPC Landing Page will display

My Applicant Landing Page



Universal Service Administrative Co.

Welcome, [School District 6!](#)

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

Pending Inquiries

Type:

Funding Year:

Application/Request:


Pending COMAD Inquiries are not included.

Application/Request Number	Nickname	Inquiry Name	Outreach Type	Date Sent	Due Date ↑	Extn.	Status
191000006	My FY2019 C1 Form 471	For use when validating a school	E-Rate Information Request	11/7/2019 2:53 PM EST	11/22/2019	0	Response Needed

Applying for C2

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

My Applicant Landing Page



Universal Service Administrative Co.

Welcome, [School District 6!](#)

Pending Inquiries

Type

Funding Year

Application/Request

[APPLY FILTERS](#) [CLEAR FILTERS](#)

Pending COMAD Inquiries are not included.

Application/Request Number	Nickname	Inquiry Name	Outreach Type	Date Sent	Due Date ↑	Extn.	Status
191000006	My FY2019 C1 Form 471	For use when validating a school	E-Rate Information Request	11/7/2019 2:53 PM EST	11/22/2019	0	Response Needed

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 2020

School District 6 (BEN: 116)

Last Saved:

Basic Information Entity Information Funding Requests Certify

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

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

Billed Entity Information

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

Application Nickname

Please enter an application nickname here. ⓘ *

FCC Form 471 Help

Show Help

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

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

FCC Form 471 - Funding Year 2020

School District 6 (BEN: 116)

Last Saved:

Basic Information

Entity Information

Funding Requests

Certify

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

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

Billed Entity Information

School District 6

100 Main Street

Springfield, ME 04487

555-555-7878

school.district6.user1@mailinator.com

Billed Entity Number: 116

FCC Registration Number: 1234564560

Applicant Type: School District

Application Nickname

Please enter an application nickname here. ⓘ *

FCC Form 471 Help

Show Help

DISCARD FORM

SAVE & CONTINUE

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

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

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

FCC Form 471 - Funding Year 2020

School District 6 (BEN: 116) - My FY2020 C2 Form 471 - Form # 201000005

Last Saved: 1/6/2020 10:06 AM EST

Basic Information Entity Information Funding Requests Certify

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

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

Basic Information Entity Information Funding Requests Certify

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

Consultant Information

Consulting Firms

The consulting firms associated with your organization are listed below.

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

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

Basic Information Entity Information Funding Requests Certify

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

Consultant Information

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

③ Select a contact person for this form

Basic Information Entity Information Funding Requests Certify

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

Consultant Information

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? *

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

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

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

Basic Information Entity Information Funding Requests Certify

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

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?

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

YES ✓ NO

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?

Main Contact Person *

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

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

Basic Information Entity Information Funding Requests Certify

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

Consultant Information

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 *

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

Monday / Summer Contact Information

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

[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

Basic 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

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 entity will be provided from its profile.

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

Basic Information Entity Information Funding Requests Certify

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

Category of Service

What is the category of service for the product and services that you are requesting?
You can only select one Category of Service per FCC Form 471. You can submit a second application for the other Category of Service.

CATEGORY 1

- Data Transmission and/or Internet Access

CATEGORY 2

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

FCC Form 471 Help

Show Help

BACK DISCARD FORM **SAVE & CONTINUE**

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.

Information about the school district will display

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

Basic Information		Entity Information			Funding Requests		Certify
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	Endowment Amount
School District 6	116	Rural	N/A	N/A		Public School District	None

FCC Form 471 Help
[Show Help](#)

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

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

③ Click on the "SAVE & CONTINUE" button

[Related Entities Information]

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

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

Basic Information **Entity Information** Funding Requests Certify

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

Related Entity(ies) Information

Entity Details
Fields with "*" next to them are not sortable

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

FCC Form 471 Help
Show Help

NOTE: This information cannot be updated within the form

④ Click on the "SAVE & CONTINUE" button

Information about the discount calculation for the district will display

Basic Information **Entity Information** Funding Requests Certify

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

Requested Discount Calculation

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

This discount rate has not been approved for the current year

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

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

FCC Form 471 Help
[Show Help](#)

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

Basic Information

Entity Information

Funding Requests

Certify

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

Requested Discount Calculation

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

This discount rate has not been approved for the current year

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

HIDE ENTITIES

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

Entity Details

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

FCC Form 471 Help

Show Help

BACK

DISCARD FORM

SAVE & CONTINUE

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.

Basic Information **Entity Information** Funding Requests Certify

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

Requested Discount Calculation

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

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%			

[SHOW ENTITIES](#)

FCC Form 471 Help

[Show Help](#)

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

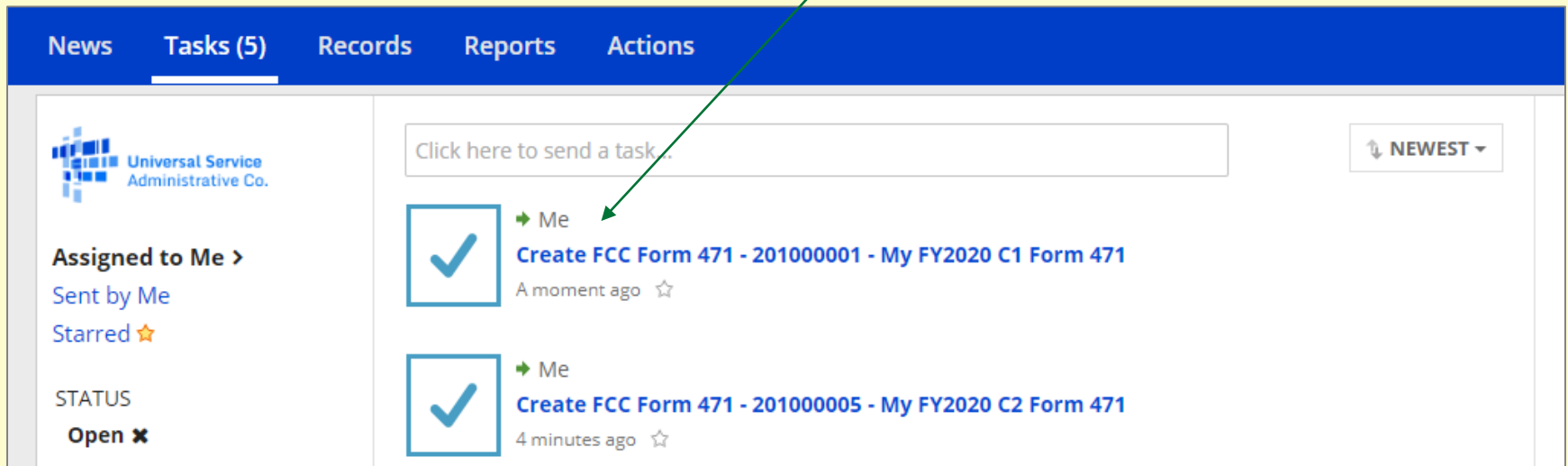
Help! I need to update entity information

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

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

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

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



The screenshot shows a web application interface with a blue navigation bar at the top containing 'News', 'Tasks (5)', 'Records', 'Reports', and 'Actions'. Below the navigation bar is a sidebar on the left with the 'Universal Service Administrative Co.' logo and filters for 'Assigned to Me >', 'Sent by Me', 'Starred ☆', and 'STATUS Open ✕'. The main content area displays a search box 'Click here to send a task...', a 'NEWEST' dropdown, and a list of tasks. The first task is 'Create FCC Form 471 - 201000001 - My FY2020 C1 Form 471' with a checkmark icon and 'A moment ago ☆'. The second task is 'Create FCC Form 471 - 201000005 - My FY2020 C2 Form 471' with a checkmark icon and '4 minutes ago ☆'. A green arrow points from the second step of the instructions to the first task in the list.

Entity Information

Basic Information **Entity Information** Funding Requests Certify

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

Requested Discount Calculation

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

This discount rate has not been approved for the current year

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

[SHOW ENTITIES](#)

FCC Form 471 Help

[Show Help](#)

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

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

Form 471 Section Three: Funding Requests

Next, you will create the funding requests.

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

Funding Requests

A funding request is a service or group of services that share a common service type, 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, then*
- 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 or delete an existing one.

Funding Requests

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

<input type="checkbox"/>	FRN	↓ Nickname	Number of FRN Line Items	FRN Calculation
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

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

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? *

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

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)

Basic Information Entity Information **Funding Requests** Certify

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

Funding Request Key Information

Please enter a Funding Request Nickname here ⓘ*

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

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

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

Basic Information Entity Information **Funding Requests** Certify

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

Funding Request Key Information

Please enter a Funding Request Nickname here ⓘ *

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

YES ✓ NO

Previous Year FRN Number *

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

Basic Information Entity Information **Funding Requests** Certify

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

Funding Request Key Information

Please enter a Funding Request Nickname here ⓘ *

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

YES **NO ✓**

Copy FRN

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

COPY FRN ←

Service Type

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

FCC Form 471 Help

Show Help

CANCEL CONTINUE

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

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.

COPY FRN

Service Type

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

FCC Form 471 Help
Show Help

CANCEL **CONTINUE**

⑤ Select the C2 service type

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

Service Type

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

Please select a value ▼

Please select a value

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

Funding Requests

Basic Information Entity Information **Funding Requests** Certify

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

Funding Request Key Information

Please enter a Funding Request Nickname here ⓘ *

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

YES **NO ✓**

Copy FRN

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

COPY FRN

Service Type

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

FCC Form 471 Help

Show Help

 ⑥ Click on the “CONTINUE” button →

Basic Information Entity Information **Funding Requests** Certify

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

FRN Contract

How are the services for this FRN being purchased?

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

A **B** **C**

FCC Form 471 Help

Show Help

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

⑦ Choose the appropriate method describing how services for this particular FRN are being purchased

⑧ Then click on the “CONTINUE” button on this screen

A Contract → go to the next page in this guide

B Tariff → skip to page 60 in this guide

C Month-to-Month → skip to page 73 in this guide

A

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

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

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

The screenshot shows a web interface with a navigation bar at the top containing four tabs: "Basic Information", "Entity Information", "Funding Requests" (which is active), and "Certify". Below the navigation bar, a message reads: "Next, you will associate a contract to your FRN. Please search for a contract below and select one to associate it to the FRN." A blue heading "Associate a Contract" is followed by three search sections: "Search by Creating Organization BEN" with a text input field containing "116"; "Search by Nickname (All or Partial)" with an empty text input field; and "Search by Contract ID" with an empty text input field. To the right of these fields are two buttons: "CLEAR FILTERS" and "SEARCH". A red arrow points from the "SEARCH" button down to the text below. At the bottom left are "BACK" and "CANCEL" buttons, and at the bottom right is a "CONTINUE" button. A "FCC Form 471 Help" section with a "Show Help" link is also visible.

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

Basic Information Entity Information **Funding Requests** Certify

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

▼ Associate a Contract

Search by Creating Organization BEN

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

Search by Contract ID

Search by Nickname (All or Partial)

Search by Contract No.

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

<input type="checkbox"/>	Contract ID	Contract Number	Nickname	Award Date	Creating Organization BEN
<input type="checkbox"/>	800		My Contract	1/1/2017	116
<input type="checkbox"/>	6711		My Contract for Services	1/1/2020	116

FCC Form 471 Help

Show Help

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

<input type="checkbox"/>	Contract ID	Contract Number	Nickname	Award Date	Creating Organization BEN
<input type="checkbox"/>	800		My Contract	1/1/2017	116
<input checked="" type="checkbox"/>	6711		My Contract for Services	1/1/2020	116

Contract Summary - My Contract for Services

Contract Number

Establishing FCC Form 470 #190000004

Award Date 1/1/2020

Expiration Date (All Extensions) 6/30/2025

Account Number

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

Includes Voluntary Extensions? Yes

Remaining Voluntary Extensions 4

Total Remaining Contract Length 60

Pricing Confidentiality

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

Contract Information (Additional)

What is the service start date? *

07/01/2020

Enter the date when services will start for this Funding Year

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

mm/dd/yyyy

FCC Form 471 Help

Show Help

BACK CANCEL

CONTINUE

<input type="checkbox"/>	Contract ID	Contract Number	Nickname	Award Date	Creating Organization BEN
<input type="checkbox"/>	800		My Contract	1/1/2017	116
<input checked="" type="checkbox"/>	6711		My Contract for Services	1/1/2020	116

Contract Summary - My Contract for Services

Contract Number

Establishing FCC Form 470 #190000004

Award Date 1/1/2020

Expiration Date (All Extensions) 6/30/2025

Account Number

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

Includes Voluntary Extensions? Yes

Remaining Voluntary Extensions 4

Total Remaining Contract Length 60

Pricing Confidentiality

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

Contract Information (Additional)

What is the service start date? ⓘ *

Enter the date when services will start for this Funding Year

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

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

BACK

CANCEL

CONTINUE

<input type="checkbox"/>	Contract ID	Contract Number	Nickname	Award Date	Creating Organization BEN
<input type="checkbox"/>	800		My Contract	1/1/2017	116
<input checked="" type="checkbox"/>	6711		My Contract for Services	1/1/2020	116

Contract Summary - My Contract for Services

Contract Number

Establishing FCC Form 470 #190000004

Award Date 1/1/2020

Expiration Date (All Extensions) 6/30/2025

Account Number

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

Includes Voluntary Extensions? Yes

Remaining Voluntary Extensions 4

Total Remaining Contract Length 60

Pricing Confidentiality

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

Contract Information (Additional)

What is the service start date? ⓘ *

07/01/2020

Enter the date when services will start for this Funding Year

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

mm/dd/yyyy

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

FCC Form 471 Help

Show Help

BACK

CANCEL

CONTINUE

<input type="checkbox"/>	Contract ID	Contract Number	Nickname	Award Date	Creating Organization BEN
<input type="checkbox"/>	800		My Contract	1/1/2017	116
<input checked="" type="checkbox"/>	6711		My Contract for Services	1/1/2020	116

Contract Summary - My Contract for Services

Contract Number

Establishing FCC Form 470 #190000004

Award Date 1/1/2020

Expiration Date (All Extensions) 6/30/2025

Account Number

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

Includes Voluntary Extensions? Yes

Remaining Voluntary Extensions 4

Total Remaining Contract Length 60

Pricing Confidentiality

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

Contract Information (Additional)

What is the service start date? ⓘ *

Enter the date when services will start for this Funding Year

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

FCC Form 471 Help

Show Help

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

BACK

CANCEL

CONTINUE

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

Basic Information Entity Information **Funding Requests** Certify

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

Establishing FCC Form 470

How many bids were received? *

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

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

FCC Form 471 Help

Show Help

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?

FCC Form 471 Help B ② Click on the "YES" button to indicate that you posted a Form 470

[Show Help](#)

Basic Information Entity Information **Funding Requests** Certify

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

Establishing FCC Form 470

How many bids were received? *

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

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

YES ✓ NO

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

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

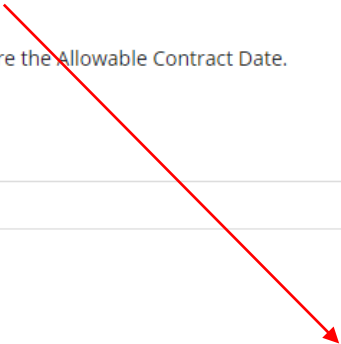
Search FCC Forms 470

Search by FCC Form 470 Number

Search by BEN

Search by Nickname (Partial or Full)

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



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

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

Basic Information

Entity Information

Funding Requests

Certify

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

Establishing FCC Form 470

How many bids were received? *

2

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

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

YES ✓

NO

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

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

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

Search FCC Forms 470

Search by FCC Form 470 Number

Search by Nickname (Partial or Full)

Search by BEN

116

CLEAR FILTERS

SEARCH

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



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

Search FCC Forms 470

Search by FCC Form 470 Number

Search by Nickname (Partial or Full)

Search by BEN

[CLEAR FILTERS](#) [SEARCH](#)

<input type="checkbox"/>	FCC Form 470 Number	Nickname	Funding Year	BEN	BEN Name	Allowable Contract Date	Service Type
<input type="checkbox"/>	200000001	My FY2020 Form 470	2020	116	School District 6	7/29/2019	Data Transmission and/or Internet Access; Internal Connections

FCC Form 471 Help
[Show Help](#)

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

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

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

Basic Information Entity Information **Funding Requests** Certify

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

Service Provider

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

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

Use the search tool below to find the establishing service provider

Search Service Providers

Search by SPIN Search by Name (Full or Partial)

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

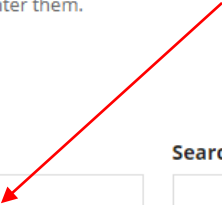
Search by SPIN

Search by Name (Full or Partial)

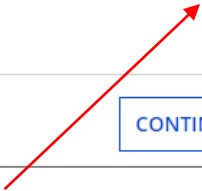
SPIN numbers are always 9 digits and begin "14"

BACK CANCEL CLEAR FILTERS SEARCH CONTINUE

B ⑧ Enter the SPIN or name of the service provider



CLEAR FILTERS SEARCH



B ⑨ Click on the "SEARCH" button

Basic Information Entity Information **Funding Requests** Certify

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

Service Provider

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

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

Use the search tool below to find the establishing service provider

Search Service Providers

Search by SPIN

Search by Name (Full or Partial)

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



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)

<input type="checkbox"/>	SPIN	Name	Doing Business As	State
<input type="checkbox"/>	14010001	USAC Service Provider Organization 1		VA
<input type="checkbox"/>	14010002	USAC Service Provider Organization 2		VA
<input type="checkbox"/>	14010003	USAC Service Provider Organization 3		VA

B ⑩ Click the check box for the appropriate service provider

B ⑪ Click on the "CONTINUE" button

Basic Information Entity Information **Funding Requests** Certify

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

Dates

What is the service start date? ? *

Enter the date when services will start for this Funding Year

When will the services end? *

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

B ⑬ Click on the “CONTINUE” button

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

Basic Information Entity Information **Funding Requests** Certify

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

Pricing Confidentiality

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

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

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

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

Basic Information Entity Information **Funding Requests** Certify

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

Pricing Confidentiality

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

YES NO ✓

BACK CANCEL CONTINUE

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

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

Basic Information Entity Information **Funding Requests** Certify

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

Pricing Confidentiality

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

YES ✓ **NO**

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

UPLOAD Drop files here

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

Restriction Citation *

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

BACK **CANCEL** **CONTINUE**

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

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

Basic Information Entity Information **Funding Requests** Certify

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

Establishing FCC Form 470

How many bids were received? *

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

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

FCC Form 471 Help

Show Help

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?

FCC Form 471 Help ② Click on the "YES" button to indicate that you posted a Form 470

Show Help

Basic Information Entity Information **Funding Requests** Certify

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

Establishing FCC Form 470

How many bids were received? *

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

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

YES ✓ NO

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

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

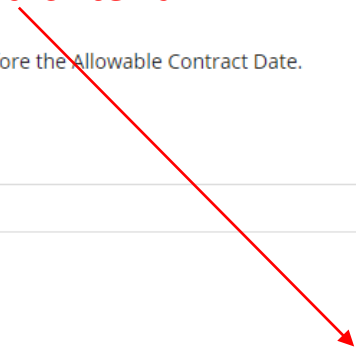
Search FCC Forms 470

Search by FCC Form 470 Number

Search by BEN

Search by Nickname (Partial or Full)

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



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

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

Basic Information Entity Information **Funding Requests** Certify

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

Establishing FCC Form 470

How many bids were received? *

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

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

YES ✓ **NO**

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

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

Search FCC Forms 470

Search by FCC Form 470 Number

Search by Nickname (Partial or Full)

Search by BEN

CLEAR FILTERS **SEARCH**

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

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

Search FCC Forms 470

Search by FCC Form 470 Number

Search by Nickname (Partial or Full)

Search by BEN

[CLEAR FILTERS](#) [SEARCH](#)

<input type="checkbox"/>	FCC Form 470 Number	Nickname	Funding Year	BEN	BEN Name	Allowable Contract Date	Service Type
<input type="checkbox"/>	200000001	My FY2020 Form 470	2020	116	School District 6	7/29/2019	Data Transmission and/or Internet Access; Internal Connections

FCC Form 471 Help
[Show Help](#)

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

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

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

Basic Information Entity Information **Funding Requests** Certify

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

Service Provider

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

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

Use the search tool below to find the establishing service provider

Search Service Providers

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

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

Basic Information Entity Information **Funding Requests** Certify

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

Service Provider

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

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

Use the search tool below to find the establishing service provider

Search Service Providers

Search by SPIN

Search by Name (Full or Partial)

SPIN numbers are always 9 digits and begin "14"

CLEAR FILTERS SEARCH

BACK CANCEL CONTINUE

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

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

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)

<input type="checkbox"/>	SPIN	Name	Doing Business As	State
<input type="checkbox"/>	14010001	USAC Service Provider Organization 1		VA
<input type="checkbox"/>	14010002	USAC Service Provider Organization 2		VA
<input type="checkbox"/>	14010003	USAC Service Provider Organization 3		VA

C ⑩ Click the check box for the appropriate service provider

C ⑪ Click on the "CONTINUE" button

Basic Information Entity Information **Funding Requests** Certify

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

Dates

What is the service start date? ? *

Enter the date when services will start for this Funding Year

When will the services end? *

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

C 13 Click on the "CONTINUE" button

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

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

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

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

Basic Information Entity Information **Funding Requests** Certify

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

Pricing Confidentiality

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

YES NO ✓

BACK CANCEL CONTINUE

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

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

Basic Information Entity Information **Funding Requests** Certify

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

Pricing Confidentiality

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

YES ✓ **NO**

Restriction Document Upload

You must upload a copy of the document that contains the cited restriction.

UPLOAD Drop files here

What is the type of restriction? *

-- Select a value --

Restriction Citation *

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

BACK **CANCEL** **CONTINUE**

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

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

The screenshot displays a web application interface for FCC Form 471. At the top, there is a navigation bar with four tabs: "Basic Information", "Entity Information", "Funding Requests" (which is the active tab, indicated by a blue arrow), and "Certify". Below the navigation bar, the heading "Narrative" is shown in blue. A paragraph of instructional text follows: "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. *". Below this text is a large, empty text input field. A red arrow points from the top-left of the input field towards the center. Below the input field, there is another paragraph of text: "Click the 'Save & Continue' button to complete this step of the FRN creation process. On the next screen, click on the FRN number that was just created to begin adding FRN Line Items and the associated Recipients of Service. If you wish to start another FRN without adding FRN Line Items, click the 'Add FRN' button." Below this text is the heading "FCC Form 471 Help" in blue, followed by a "Show Help" link. At the bottom of the form, there are three buttons: "BACK", "CANCEL", and "SAVE & CONTINUE". A red arrow points from the bottom-right of the form towards the "SAVE & CONTINUE" button.

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

Funding Requests

The Funding Request that you just created will be listed in a table

Basic Information Entity Information **Funding Requests** Certify

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

Funding Requests

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

<input type="checkbox"/>	FRN	↓ Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	2099000002	Internal Connections	0	

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

FCC Form 471 Help

Show Help

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

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

Managing FRN Line Items

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

FRN Line Items

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

Basic Information Entity Information **Funding Requests** Certify

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

Funding Requests

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

<input type="checkbox"/>	FRN	↓ Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	2099000002	Internal Connections	0	

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

FCC Form 471 Help
Show Help

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

① Select the hyperlink for the FRN you need to complete

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

FRN Line Items

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 #2099000002 - Internal Connections

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

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

ADD NEW FRN LINE ITEM REMOVE FRN LINE ITEM BULK UPLOAD

FCC Form 471 Help

Show Help

BACK DISCARD FORM SAVE & SHARE CONTINUE

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

Guidelines:

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

FRN Line Items

Basic Information Entity Information **Funding Requests** Certify

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

Product and Service Details for new FRN Line Item for FRN #2099000002 - Internal Connections

Type of Internal Connection ⓘ *

Please select a value

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

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

Basic Information Entity Information **Funding Requests** Certify

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

Product and Service Details for new FRN Line Item for FRN #2099000002 - Internal Connections

Type of Internal Connection *

Wireless Data Distribution

Type of Product *

Please select a value

Make *

Please select a value

Model *

Installation Included in Price?

YES NO

Lease or Non-Purchase Agreement?

YES NO

FCC Form 471 Help

Show Help

CANCEL CONTINUE

④ Complete the remaining questions

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

FRN Line Items

Basic Information Entity Information **Funding Requests** Certify

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

Product and Service Details for new FRN Line Item for FRN #2099000002 - Internal Connections

Type of Internal Connection *

Wireless Data Distribution

Type of Product *

Access Point

Make *

Cisco Systems

Model *

Model XYZ

Installation Included in Price?

YES NO

Lease or Non-Purchase Agreement?

YES NO

FCC Form 471 Help

Show Help

⑤ Click on the "CONTINUE" button to proceed

Basic Information		Entity Information		Funding Requests		Certify	
Please enter Cost Information for this Internal Connections Line Item. All fields in the grid below are required. Please enter zero if funds are not requested for that field.							
Cost Calculation for new FRN Line Item for FRN #2099000002 - Internal Connections							
Monthly Cost		One-Time Cost					
Monthly Recurring Unit Cost	<input type="text"/>	One-time Unit Cost	<input type="text"/>				
Monthly Recurring Unit Ineligible Costs	<input type="text"/>	One-time Ineligible Unit Cost	<input type="text"/>				
Monthly Recurring Unit Eligible Costs		One-time Eligible Unit Cost				Calculated	
Monthly Quantity	<input type="text"/>	One-time Quantity					0
Units	<i>Please select a value</i> ▼	Total Eligible One-time Costs					
Total Monthly Eligible Recurring Costs							=
Months of Service		Summary					
Total Eligible Recurring Costs		Total Eligible Recurring Costs					
		Total Eligible One-time Costs					
		Pre-Discout Extended Eligible Line Item Cost					=

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

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

Fields

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

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

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

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

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

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

[FRN Line Item: Costs]

Basic Information	Entity Information	Funding Requests	Certify
Please enter Cost Information for this Internal Connections Line Item. All fields in the grid below are required. Please enter zero if funds are not requested for that field.			
Cost Calculation for new FRN Line Item for FRN #2099000002 - Internal Connections			
Monthly Cost		One-Time Cost	
Monthly Recurring Unit Cost	<input type="text" value="\$0.00"/>	One-time Unit Cost	<input type="text" value="\$100.00"/>
Monthly Recurring Unit Ineligible Costs	<input type="text" value="\$0.00"/>	One-time Ineligible Unit Cost	<input type="text" value="\$0.00"/>
Monthly Recurring Unit Eligible Costs	= \$0.00	One-time Eligible Unit Cost	= \$100.00
Monthly Quantity	<input type="text" value="0"/>	One-time Quantity	<input type="text" value="6"/>
Units	Each	Total Eligible One-time Costs	= \$600.00
Total Monthly Eligible Recurring Costs	= \$0.00	Summary	
Months of Service	x 12	Total Eligible Recurring Costs	\$0.00
Total Eligible Recurring Costs	= \$0.00	Total Eligible One-time Costs	+ \$600.00
		Pre-Discout Extended Eligible Line Item Cost	= \$600.00

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

⑦ Click on the "SAVE & CONTINUE" button →

Managing Recipients and Costs

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

Basic Information Entity Information **Funding Requests** Certify

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

Manage Recipients of Service

Is every entity for this organization receiving service?

All Entities

Search by BEN

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

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

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

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

Selected Entities

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

Basic Information

Entity Information

Funding Requests

Certify

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

Manage Recipients of Service

Is every entity for this organization receiving service?

YES

NO ✓

All Entities

Search by BEN

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

CLEAR FILTERS

SEARCH

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

B ② Then click on the "ADD" button

ADD

Selected Entities

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

Basic Information

Entity Information

Funding Requests

Certify

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

Manage Recipients of Service

Is every entity for this organization receiving service?

YES

NO ✓

All Entities

Search by BEN

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

CLEAR FILTERS

SEARCH

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

ADD

Selected Entities *Selected entities will be listed here*

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

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

YES

NO

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

REMOVE

② Determine if costs are shared equally between the recipients of service

Basic Information Entity Information **Funding Requests** Certify

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

Manage Recipients of Service

Is every entity for this organization receiving service?

YES ✓ NO

Selected Entities

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

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

YES NO ←

FCC Form 471 Help
Show Help

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

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

Basic Information Entity Information **Funding Requests** Certify

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

Manage Recipients of Service

Is every entity for this organization receiving service?

YES ✓ NO

Selected Entities

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

Are the costs shared equally among all of the entities?

YES ✓ NO

FCC Form 471 Help

Show Help

A ① Click on the “SAVE & CONTINUE” button

Basic Information Entity Information **Funding Requests** Certify

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

Recipients of Service for FRN Line Item #2099000002.001

The Total Eligible Line Item Cost of \$600.00 has been allocated equally to the entity(ies) below.

BEN	Name	↑ Eligible Cost per BEN
117	School District 6 School A	\$300.00
118	School District 6 School B	\$300.00

FCC Form 471 Help
[Show Help](#)

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

 A ② Click on the “CONTINUE” button →

Basic Information Entity Information **Funding Requests** Certify

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

Manage Recipients of Service

Is every entity for this organization receiving service?

YES ✓ NO

Selected Entities

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

Are the costs shared equally among all of the entities?

YES NO ✓

FCC Form 471 Help

Show Help

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

You will need to allocate the appropriate costs for each recipient of service

Basic Information Entity Information **Funding Requests** Certify

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

Recipients of Service for FRN Line Item #2099000002.002

Please allocate the remaining Total Eligible Line Item Cost of **\$10,000.00** to the entity(ies) below. *total number of dollars requested*

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

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

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

no costs listed

[FCC Form 471 Help](#)
Show Help

[EDIT ELIGIBLE COST](#)

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

Basic Information Entity Information **Funding Requests** Certify

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

Recipients of Service for FRN Line Item #2099000002.002

Please allocate the remaining Total Eligible Line Item Cost of **\$10,000.00** to the entity(ies) below.

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

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

B ③ Click on the "EDIT ELIGIBLE COST" button →

FCC Form 471 Help

Show Help

Basic Information Entity Information **Funding Requests** Certify

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

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

Edit Eligible Cost Allocated to the Recipient(s) *total amount of costs remaining un-allocated*

Please allocate the remaining Total Eligible Line Item Cost of **\$10,000.00** to the entity(ies) below.

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

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

FCC Form 471 Help
[Show Help](#)

B **4** Enter the allocated cost in dollars and cents for each entity

Basic Information Entity Information **Funding Requests** Certify

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

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

Edit Eligible Cost Allocated to the Recipient(s)


Please allocate the remaining Total Eligible Line Item Cost of **\$10,000.00** to the entity(ies) below.

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

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

FCC Form 471 Help

[Show Help](#)

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

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

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

Basic Information Entity Information **Funding Requests** Certify

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

Recipients of Service for FRN Line Item #2099000002.002

Please allocate the remaining Total Eligible Line Item Cost of **\$0.00** to the entity(ies) below. *↩ \$0 left to allocate = 🍷 🍷*

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

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

[EDIT ELIGIBLE COST](#)

FCC Form 471 Help
[Show Help](#)

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

Basic Information Entity Information **Funding Requests** Certify

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

Recipients of Service for FRN Line Item #2099000002.002

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

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

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

FCC Form 471 Help
Show Help

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

Wrapping Up the FRN

Each Line Item for this FRN will display in a table

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

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

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

Basic Information Entity Information **Funding Requests** Certify

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

FRN Line Items for FRN #2099000002 - Internal Connections

<input type="checkbox"/>	FRN Line Item Number	Type of Internal Connection	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	2099000002.002	Cabling/Connectors	Cabling	0	10	\$10,000.00
<input type="checkbox"/>	2099000002.001	Wireless Data Distribution	Access Point	0	6	\$6,000.00

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

FCC Form 471 Help

[Show Help](#)

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

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

Each FRN for this form will display in a table

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

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

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

Basic Information Entity Information **Funding Requests** Certify

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

Funding Requests

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

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

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	2099000002	Internal Connections	2	\$12,800.00

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

FCC Form 471 Help

Show Help

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

Reviewing the Form

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

Reviewing the Form

Basic Information Entity Information **Funding Requests** Certify

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

Funding Requests

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

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

<input type="checkbox"/>	FRN	↓ Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	2099000002	Internal Connections	2	\$12,800.00

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

FCC Form 471 Help

Show Help


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

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

Reviewing the Form

A warning message will display

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



② Click on the “YES” button to proceed

Reviewing the Form

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

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

The screenshot shows a web application interface. At the top is a blue navigation bar with the following links: News, Tasks (4), Records, Reports, and Actions. The 'Tasks (4)' link is underlined and has a red arrow pointing to it from the text above. Below the navigation bar is a white content area. On the left side of this area is a sidebar with the Universal Service Administrative Co. logo and the text 'Assigned to Me >', 'Sent by Me', and 'Starred ★'. The main content area contains a search box with the placeholder text 'Click here to send a task...' and a 'NEWEST' dropdown menu. Below the search box is a task list item. The first item in the list is 'Review PDF for FCC Form 471 - #201000005 - My FY2020 C2 Form 471', which is preceded by a blue checkmark icon in a square box and the text '→ Me'. Below the task title is the text 'A moment ago ☆'. A red arrow points from the text below to the task title.

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

Reviewing the Form

FCC Form 471 - Funding Year 2020

School District 6 (BEN: 116) - My FY2020 C2 Form 471 - Form # 201000005

Last Saved: 1/7/2020 11:40 AM EST

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

Download Document Link

[USAC_FCC_FORM_471_APPLICATION_201000005_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

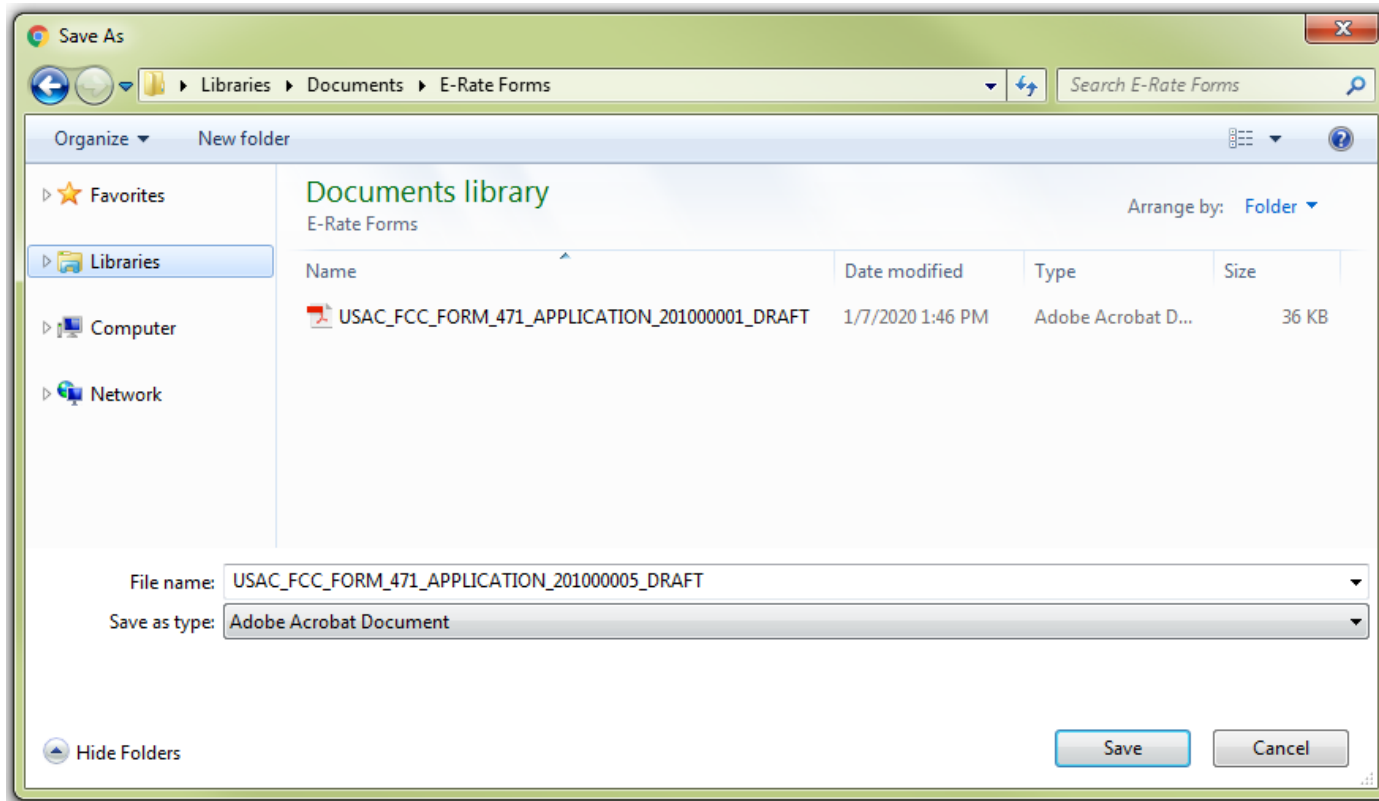
SEND FOR CERTIFICATION

CONTINUE TO CERTIFICATION

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

Reviewing the Form

⑥ Save the PDF to your computer



Reviewing the Form

FCC Form 471 - Funding Year 2020

School District 6 (BEN: 116) - My FY2020 C2 Form 471 - Form # 201000005

Last Saved: 1/7/2020 11:40 AM EST

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

Download Document Link

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

FCC Form 471 Help

[Show Help](#)

[EDIT FORM](#)

[SEND FOR CERTIFICATION](#)

[CONTINUE TO CERTIFICATION](#)

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

Certifying the Form

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

Certifying the Form

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

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

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

FCC Form 471 - Funding Year 2020

School District 6 (BEN: 116) - My FY2020 C2 Form 471 - Form # 201000005

Last Saved: 1/7/2020 11:40 AM EST

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

Download Document Link
[USAC_FCC_FORM_471_APPLICATION_201000005_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](#)

A ① Click on the “SEND FOR CERTIFICATION” button

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

A ③ Click on the “YES” button to proceed

A ④ You will be returned to the Landing Page

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

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

FCC Form 471 - Funding Year 2020

School District 6 (BEN: 116) - My FY2020 C2 Form 471 - Form # 201000005

Last Saved: 1/7/2020 11:40 AM EST

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

Download Document Link
[USAC_FCC_FORM_471_APPLICATION_201000005_DRAFT](#)

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

FCC Form 471 Help
[Show Help](#)

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

B ① Click on the “SEND FOR CERTIFICATION” button

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

B ③ Click on the “YES” button to proceed

B ④ You will be returned to the Landing Page

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

skip to page 144 in this guide

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

FCC Form 471 - Funding Year 2020

School District 6 (BEN: 116) - My FY2020 C2 Form 471 - Form # 201000005

Last Saved: 1/7/2020 11:40 AM EST

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

Download Document Link
[USAC_FCC_FORM_471_APPLICATION_201000005_DRAFT](#)

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

FCC Form 471 Help
[Show Help](#)

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

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

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

C ③ You will see the “Certifications” page

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

Certify FCC Form 471

School District 6 (BEN: 116) - My FY2020 C2 Form 471 - Form # 201000005

Last Saved: 1/8/2020 10:52 AM EST

Basic Information Entity Information Funding Requests **Certify**

Please complete the certifications below.

Applicant Certifications

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

Total Funding Summary

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

Summary	
Total funding year pre-discount eligible amount on this FCC Form 471	\$16,000.00
Total funding commitment request amount on this FCC Form 471	\$12,800.00
Total applicant non-discount share of the eligible amount	\$3,200.00
Total budgeted amount allocated to resources not eligible for E-rate support	Type in the budget amount → \$100,000.00
Total amount necessary for the applicant to pay the non-discount share of eligible and any ineligible amounts	(\$0 is the default value) \$103,200.00

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

Has a service provider listed on any of the FCC Forms 471 filed by this Billed Entity for this funding year assisted you in locating funds needed to pay your non-discounted share?

Check both of these

CHANGE THESE TWO ITEMS TO “NO” !!!

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.

FCC Form 471 Help

[Show Help](#)

[BACK](#)

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

[CERTIFY](#)



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

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

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

Certification Confirmation

School District 6 (BEN: 116) - My FY2020 C2 Form 471 - Form # 201000005

Last Saved: 1/8/2020 11:05 AM EST

Basic Information Entity Information Funding Requests **Certify**

You have successfully filed FCC Form 471 #201000005 for FY 2020

Certification Date
1/8/2020 11:05 AM EST

Authorized Person

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

Please click here to access your certified FCC Form 471 PDF

FCC Form 471 Help
Show Help

C ⑧ Click on the “CLOSE” button

[CLOSE](#)

[Full Rights / Certifying a Form Sent By Another]

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

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



D ② Click on the task to continue

[Full Rights / Certifying a Form Sent By Another]

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

FCC Form 471 - Funding Year 2020

School District 6 (BEN: 116) - My FY2020 C2 Form 471 - Form # 201000005

Last Saved: 1/7/2020 11:40 AM EST

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

Download Document Link
[USAC_FCC_FORM_471_APPLICATION_201000005_DRAFT](#)

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

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

[Full Rights / Certifying a Form Sent By Another]

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

OMB 3060-0806 FCC Form 471		Approval by OMB December 2018	
 Universal Service Administrative Co.		Description of Services Ordered and Certification DRAFT Form 471	
FCC Form 471			
<u>Application Information</u>			
Nickname	My FY2020 C2 Form 471	Application Number	201000005
Funding Year	2020	Category of Service	Category 2
<u>Billed Entity</u>		<u>Contact Information</u>	
School District 6 100 Main Street Springfield ME 04487 555-555-7878 school.district6.user1@mailinator.com		School District 6 User 1 555-555-5555 school.district6.user1@mailinator.com	
Billed Entity Number	116		
FCC Registration Number	1234564560		
Applicant Type	School District		
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		
<u>Consulting Firms</u>			
Name	Consultant Registration Number	City	State
		Zip Code	Phone Number
		Email	
USAC Consulting Firm 1	15010001	Reston	VA 20171 111-111-1111
<u>Entity Information</u>			
<u>School District Entity - Details</u>			
BEN	Name	Urban/Rural	State LEA ID
		State School ID	NCES Code
		School District Attributes	Endowment
116	School District 6	Rural	
			Public School District
			None

[Full Rights / Certifying a Form Sent By Another]

FCC Form 471 - Funding Year 2020

School District 6 (BEN: 116) - My FY2020 C2 Form 471 - Form # 201000005

Last Saved: 1/7/2020 11:40 AM EST

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

Download Document Link
USAC_FCC_FORM_471_APPLICATION_201000005_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](#) [REASSIGN FOR REVISION](#) [SEND FOR CERTIFICATION](#) [CONTINUE TO CERTIFICATION](#)

D 5

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

or

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

[Full Rights / Certifying a Form Sent By Another]

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

FCC Form 471 - Funding Year 2020

School District 6 (BEN: 116) - My FY2020 C2 Form 471 - Form # 201000005

Last Saved: 1/7/2020 11:40 AM EST

Please select an assignment for this revision.

Original Form Owner
School District 6 User 1

Assignee(s) for Revision *

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

Instructions for Revision
To: ...

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

FCC Form 471 Help
[Show Help](#)

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

D 5 B 1

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

[Full Rights / Certifying a Form Sent By Another]

FCC Form 471 - Funding Year 2020

School District 6 (BEN: 116) - My FY2020 C2 Form 471 - Form # 201000005

Last Saved: 1/8/2020 10:52 AM EST

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

Download Document Link

[USAC_FCC_FORM_471_APPLICATION_201000005_DRAFT](#)

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

FCC Form 471 Help

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[EDIT FORM](#)

[SEND FOR CERTIFICATION](#)

[CONTINUE TO CERTIFICATION](#)

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

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

[Full Rights / Certifying a Form Sent By Another]

D ⑧ You will see the “Certifications” page

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

Certify FCC Form 471

School District 6 (BEN: 116) - My FY2020 C2 Form 471 - Form # 201000005

Last Saved: 1/8/2020 10:52 AM EST

Basic Information Entity Information Funding Requests **Certify**

Please complete the certifications below.

Applicant Certifications

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

Total Funding Summary

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

Summary	
Total funding year pre-discount eligible amount on this FCC Form 471	\$16,000.00
Total funding commitment request amount on this FCC Form 471	\$12,800.00
Total applicant non-discount share of the eligible amount	\$3,200.00
Total budgeted amount allocated to resources not eligible for E-rate support	Type in the budget amount → \$100,000.00
Total amount necessary for the applicant to pay the non-discount share of eligible and any ineligible amounts	(\$0 is the default value) \$103,200.00

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

Has a service provider listed on any of the FCC Forms 471 filed by this Billed Entity for this funding year assisted you in locating funds needed to pay your non-discounted share?

Check both of these

CHANGE THESE TWO ITEMS TO “NO” !!!

[Full Rights / Certifying a Form Sent By Another]

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.

[FCC Form 471 Help](#)

[Show Help](#)

[BACK](#)

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

[CERTIFY](#)



[Full Rights / Certifying a Form Sent By Another]

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

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

[Full Rights / Certifying a Form Sent By Another]

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

Certification Confirmation

School District 6 (BEN: 116) - My FY2020 C2 Form 471 - Form # 201000005

Last Saved: 1/8/2020 11:05 AM EST

Basic Information Entity Information Funding Requests **Certify**

You have successfully filed FCC Form 471 #201000005 for FY 2020

Certification Date
1/8/2020 11:05 AM EST

Authorized Person

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

Please click here to access your certified FCC Form 471 PDF

FCC Form 471 Help
Show Help

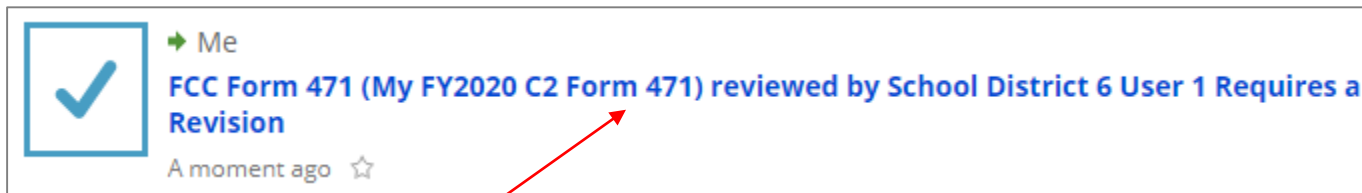
D ⑬ Click on the “CLOSE” button

[CLOSE](#)

[User Sent a Form for Revising]

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

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



E ② Click on the task to continue

[User Sent a Form for Revising]

FCC Form 471 - Funding Year 2020

School District 6 (BEN: 116) - My FY2020 C2 Form 471 - Form # 201000005

Last Saved: 1/7/2020 11:40 AM EST

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

Instructions for Revision

From: School District 6 User 1

Please change the contact person for this form

FCC Form 471 Help

Show Help

CONTINUE TO FORM

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

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

Revisiting Forms

Revisiting Forms

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

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

Customer Service Cases

Case ID	Topic	Nickname	Status	Date Created
1916	Eligible Entities	My Customer Service Case	Pending	10/3/2019 11:15 AM EDT
1915	FCC Form 472 - BEAR	My Customer Service Case	Pending	10/3/2019 11:01 AM EDT
914	Eligible Entities	My Customer Service Case	Pending	10/4/2017 11:53 AM EDT

FCC Forms and Post-Commitment Requests

FCC Forms
 Post-Commitment Requests

Form Type: FCC Form 470
Funding Year: -- Select a Funding Year --

Nickname	Application Number	Funding Year	Status
No items available			

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

Revisiting Forms

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

▼ FCC Forms and Post-Commitment Requests

FCC Forms
 Post-Commitment Requests

Form Type: FCC Form 471
Funding Year: 2020

Status: All
 Incomplete
 Certified
 Committed

Application Number	Nickname	Funding Year	Status	Certified Date
201000001	My FY2020 C1 Form 471	2020	Certified	1/7/2020 2:31 PM EST
201000005	My FY2020 C2 Form 471	2020	Incomplete	

③ Click on a form number to display it

Revisiting Forms

Records / FCC Forms 471

My FY2020 C2 Form 471 - #201000005

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

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

Application Information

Nickname My FY2020 C2 Form 471 **Created Date** 1/6/2020 10:06 AM EST
Application Number 201000005 **Created By** School District 6 User 1
Funding Year 2020 **Certified Date**
Category of Service Category 2 **Certified By**
Last Modified Date 1/7/2020 11:40 AM EST
Last Modified By School District 6 User 1

Billed Entity Information

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

Consultant Information

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

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

Contact Information

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

Holiday / Summer Contact Information

Contact Information Contact John Doe at johndoe@schooldistrict6.org during July and August
Jane Smith (janesmith@schooldistrict6.org / 207-555-5555) serves as an alternate contact person for this form

FCC Form 471 Generated Documents

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

Incomplete forms display with the form's summary information

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

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

Revisiting Forms

Records / FCC Forms 471

My FY2020 C1 Form 471 - #201000001

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

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

Review Status Awaiting Initial Review

Application Information

Nickname My FY2020 C1 Form 471	Created Date 1/3/2020 9:56 AM EST
Application Number 201000001	Created By School District 6 User 1
Funding Year 2020	Certified Date 1/7/2020 2:31 PM EST
Window Status In-Window	Certified By School District 6 User 1
Category of Service Category 1	Last Modified Date 1/7/2020 2:31 PM EST
	Last Modified By School District 6 User 1

Billed Entity Information

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

Billed Entity Number: 116
FCC Registration Number: 1234564560
Applicant Type: School District

Consultant Information

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

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

Contact Information

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

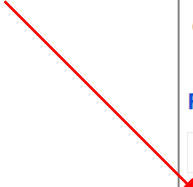
Holiday / Summer Contact Information

Contact Information Contact John Doe at johndoe@schooldistrict6.org during July and August
Jane Smith (janesmith@schooldistrict6.org / 207-555-5555) serves as an alternate contact person for this form

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.

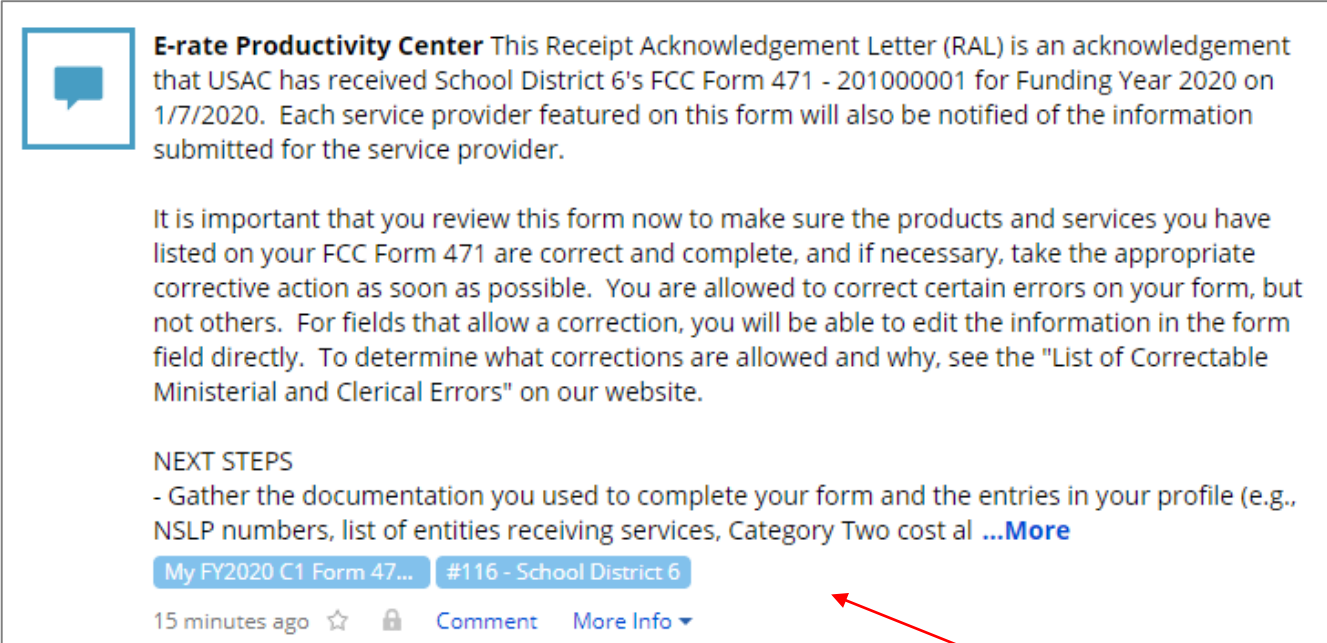
Completed, certified forms display with a link where you can download a copy of the form




Next Steps

What happens after I submit the form?

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



 **E-rate Productivity Center** This Receipt Acknowledgment Letter (RAL) is an acknowledgement that USAC has received School District 6's FCC Form 471 - 201000001 for Funding Year 2020 on 1/7/2020. 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 al ...[More](#)

[My FY2020 C1 Form 47...](#) [#116 - School District 6](#)

15 minutes ago ☆ 🔒 [Comment](#) [More Info](#) ▾

The Receipt Acknowledgment Letter will be included in your News feed

What happens after I submit the form?

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

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


What happens during review?


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

What do I do during a PIA Review?

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

What happens after the review?



E-Rate Productivity Center
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

