FY2024
FCC Form 471
Category 2 Services

NETWORKMAINE

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

PLAN → BIDDING PROCESS → APPLY → APPROVAL → BILL PAYMENT → REFUND

YOU ARE HERE
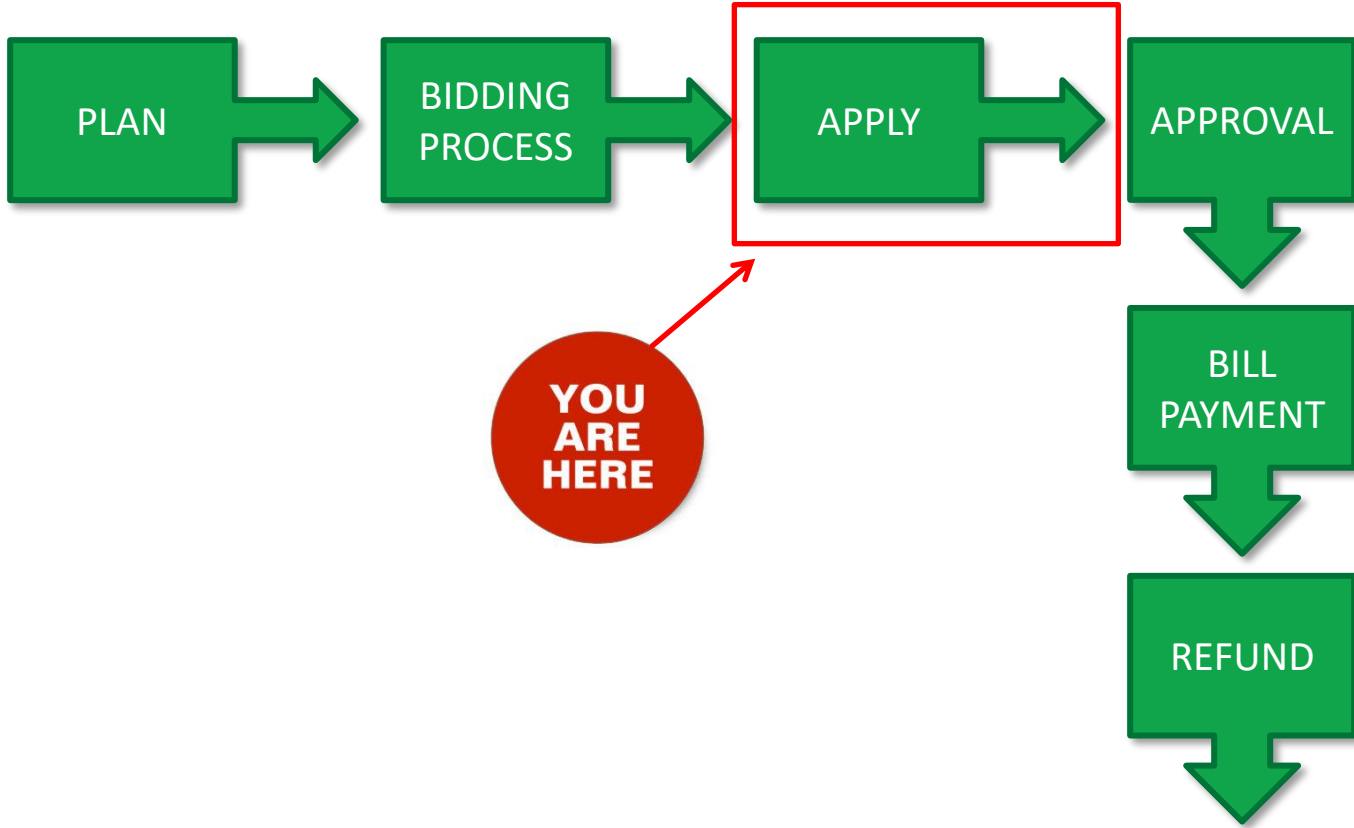
The Basics

What is the FCC Form 471?

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

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

How is the Form 471 organized?

The Form 471 functions like a file cabinet
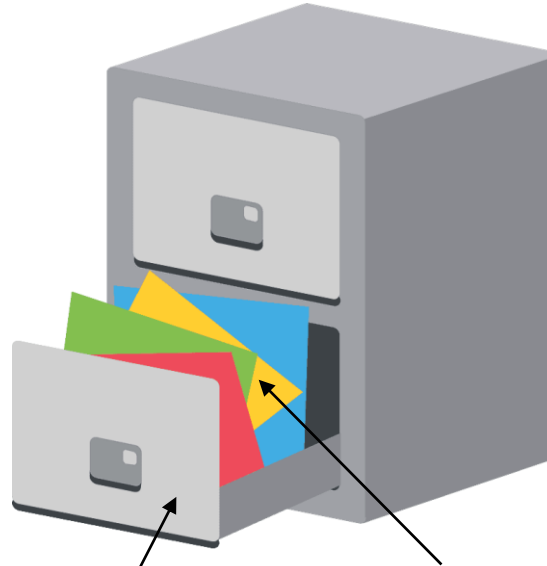
The file cabinet has drawers - each drawer is a Funding Request providing summary information about the service type, service provider, establishing Form 470, and the contract or agreement

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

What should I have already done?

You should have already done the following:

- filed an FCC Form 470

- waited at least 28 days

- selected a winning bid (remember that price must be the most heavily weighted factor)

- signed a contract (with some rare exceptions discussed further in this guide)

- submitted your contract information into the Contract Module in EPC

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

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

When can I file a Form 471?

- USAC announces a Form 471 filing window each year.

- The earliest possible date that a Form 471 could be filed will be the date established as the opening date of the Form 471 filing window

- However, the Form 471 cannot be filed until the establishing Form 470 has been posted for at least 28 days and a contract has been signed and dated

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

FY2024 Form 471 Filing window:
January 17, 2024 at Noon ET – March 27, 2024 at 11:59 PM ET

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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

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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:
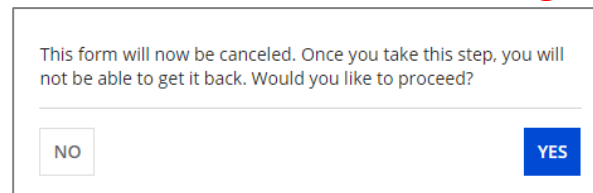# Saving and Discarding the Form

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

| BACK | DISCARD FORM | | SAVE & SHARE | SAVE & CONTINUE |

Form Actions

BACK	DISCARD FORM		SAVE & SHARE	SAVE & CONTINUE

- If you select the "BACK" button, you will be taken back one screen.

- If you select the "DISCARD FORM" button, the entire form will be discarded. Once you confirm that you want to discard the form, it will no longer be available in EPC.

> This form will now be canceled. Once you take this step, you will not be able to get it back. Would you like to proceed?
>
> NO   YES

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

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

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

Form Actions

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

When you return, go to the "Task" link in the blue navigation bar to find a task to create the in-process form.
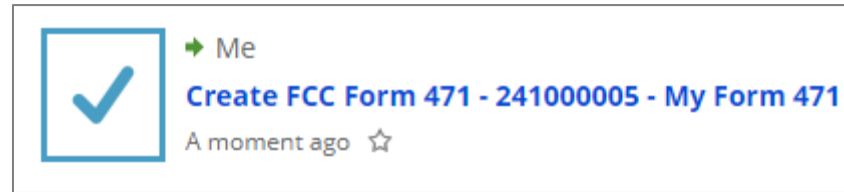
When you click on the task, your form will open back up where you left off.

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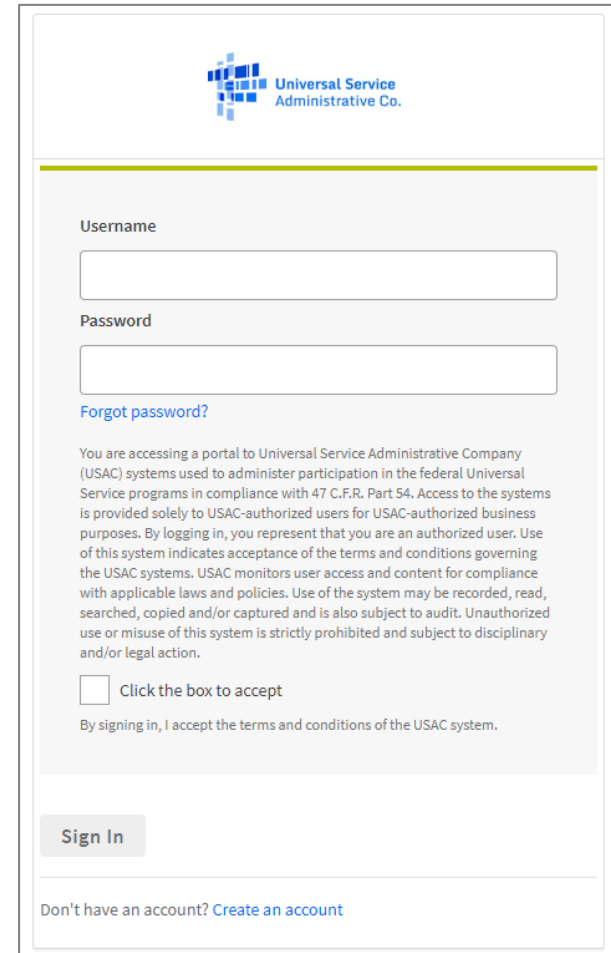
Note: You cannot include Category 2 funding requests on a Form 471 containing Category 1 requests. You must file separate applications.

Words of Caution: Category 2 funding requests are subject to a budget. Determine your remaining Category 2 budget before completing your Form 471. Funding requests that exceed your budget will be subject to delays during PIA review.

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

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

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

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

Your EPC Landing Page will display

Applying for C2

⑤ 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.

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

Welcome, School District 6!

Pending Inquiries

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

APPLY FILTERS   CLEAR FILTERS

Pending COMAD Inquiries are not included.

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

Words of Caution: *Even if you are filing a Form 471 for services to be received by a single school in your district, the form must be filed for the* <u>*school district*</u>*. 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.

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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.

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 2024

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: 0027012228

Applicant Type: School District

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

Application Nickname

Please enter an application nickname here. ❓*

[   ]

FCC Form 471 Help

Show Help

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

DISCARD FORM		SAVE & CONTINUE

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

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

FCC Form 471 - Funding Year 2024

School District 6 (BEN: 116) - My FY2024 C2 Form 471 - Form # 241000007

Last Saved: 1/18/2024 6:40 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, that consultant will automatically appear in this section.

Basic Information	Entity Information	Funding Requests	Certify

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

Consultant Information

Consulting Firms

The consulting firms associated with your organization are listed below.

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

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

Basic Information	Entity Information	Funding Requests	Certify

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

Consultant Information

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

③ Select a contact person for this form

Basic Information	Entity Information	Funding Requests	Certify

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

Consultant Information

Consulting Firms

The consulting firms associated with your organization are listed below.

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

Contact Information

Are you the main contact person? *

YES   NO

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

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

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

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

skip to page 30 in this guide

If you are not the main contact (you chose "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?

| YES | NO ✓ |

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?

YES   **NO ✓**

Main Contact Person *

sch

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

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

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

go to the next page in this guide

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**

④ Enter Holiday or Summer contact information

Holiday / Summer Contact Information

[   ]

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

FCC Form 471 Help

Show Help

BACK   **DISCARD FORM**   **SAVE & CONTINUE**

Basic Information

| 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]

Holiday / Summer Contact Information

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

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

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

FCC Form 471 Help

Show Help

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

[BACK] [DISCARD FORM]   [SAVE & CONTINUE]

Form 471 Section Two: Entity Information

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

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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 | | CATEGORY 2 |

- Data Transmission and/or Internet Access

- 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 or independent school will display

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

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	How does the district report its student count for Category Two budget?	Sum of Student Counts of all Schools in the District	Endowment Amount
School District 6	116	Rural	N/A	N/A		Public School District	A number for each school in the district	360	None

FCC Form 471 Help

Show Help

BACK   DISCARD FORM   SAVE & SHARE   SAVE & CONTINUE

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

③ Click on the "SAVE & CONTINUE" button

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

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

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

FCC Form 471 Help

Show Help

④ Click on the "SAVE & CONTINUE" button

| BACK | DISCARD FORM | | SAVE & CONTINUE |

NOTE: This information cannot be updated within the form

Information about the discount calculation will display

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

Requested Discount Calculation

More than 50 percent of your individual schools must be rural for the school district to be considered rural. (Swing spaces are not considered.)

This discount rate has not been approved for the current year

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

SHOW ENTITIES ←

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

FCC Form 471 Help

Show Help

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

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. (Swing spaces are not considered.)

This discount rate has not been approved for the current year

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

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

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 |
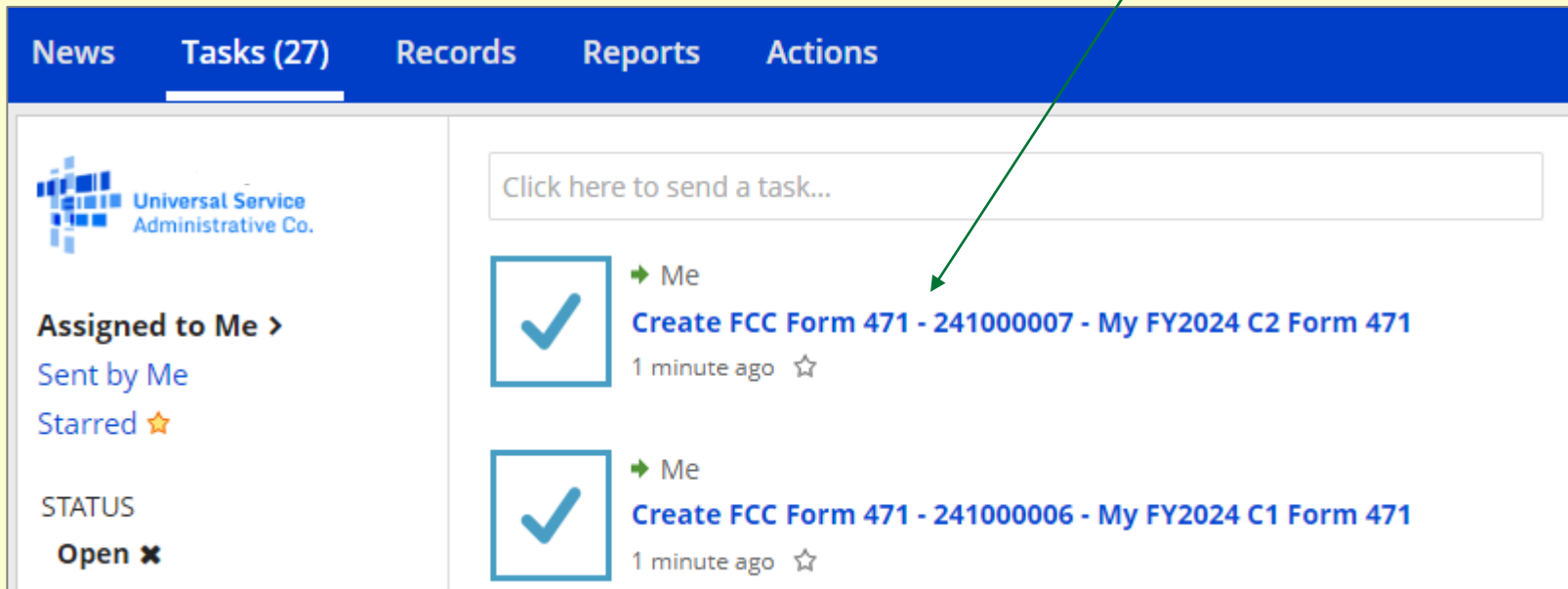
Help! I need to update entity information

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

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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 in-process 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. (Swing spaces are not considered.)

This discount rate has not been approved for the current year

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

SHOW ENTITIES

FCC Form 471 Help

Show Help

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

BACK   DISCARD FORM   SAVE & CONTINUE

go to the next page in this guide

Form 471 Section Three: Funding Requests

Next, you will create the funding requests.

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

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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, delete, or manage the line items of an existing one.

Funding Requests

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

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

ADD FRN EDIT FRN REMOVE FRN MANAGE FRN LINE ITEMS

FCC Form 471 Help

Show Help

BACK   DISCARD FORM

SAVE & SHARE   REVIEW FCC FORM 471

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

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

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

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

Funding Request Key Information

Please enter a Funding Request Nickname here ❓ *

[|]

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

[YES] [NO]

Copy FRN

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

[COPY FRN]

Service Type

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

[Please select a value   ▼]

FCC Form 471 Help

Show Help

[CANCEL]   [CONTINUE]

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 ❓*

C2 FRN 1

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

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

YES   NO

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

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

Basic Information	Entity Information	**Funding Requests**	Certify

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

Funding Request Key Information

Please enter a Funding Request Nickname here ❓*

C2 FRN 1

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

YES✓ NO

Previous Year FRN Number *

[   ]

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

go to the next page in this guide

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 ❓*

C2 FRN 1

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

YES   **NO✓**

Copy FRN

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

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

Service Type

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

Please select a value ▾

FCC Form 471 Help

Show Help

CANCEL   CONTINUE

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 ❓*

C2 FRN 1

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

YES | NO✓

Copy FRN

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

COPY FRN

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

⑤ Select the C2 service type

CANCEL | CONTINUE

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 ❓ *

C2 FRN 1

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

YES   NO✓

Copy FRN

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

COPY FRN

Service Type

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

Internal Connections ▼

FCC Form 471 Help

Show Help

CANCEL   ⑥ Click on the "CONTINUE" button ⟶   CONTINUE

Words of Caution: *If you have not yet added the contract for this FRN to the Contracts Module, complete the steps outlined in the "Contracts Module" training guide before proceeding with these next steps*

Basic Information   Entity Information   **Funding Requests**   Certify

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

FRN Contract

How are the services for this FRN being purchased?

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

| CONTRACT | TARIFF | MONTH-TO-MONTH |

⑦ Click on the "CONTRACT" button

FCC Form 471 Help

Show Help

NOTE: *C2 requests are not eligible for Tariff or Month to Month purchasing*

| BACK | CANCEL | | CONTINUE |

⑧ Then click on the "CONTINUE" button

---

⑨ Search for a contract by entering a value in any of the search boxes

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

Basic Information   Entity Information   **Funding Requests**   Certify

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

⌄Associate a Contract

Search by Creating Organization BEN

> 116

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

Search by Contract ID

Search by Nickname (All or Partial)

Search by Contract No.

[CLEAR FILTERS] [SEARCH]

FCC Form 471 Help

Show Help

⑩ Click on the "SEARCH" button to locate contracts matching the entered criteria

[BACK] [CANCEL] [CONTINUE]

Basic Information   Entity Information   **Funding Requests**   Certify

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

∨ Associate a Contract

Search by Creating Organization BEN

116

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

Search by Contract ID

Search by Nickname (All or Partial)

Search by Contract No.

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

CLEAR FILTERS   SEARCH

FCC Form 471 Help

Show Help

BACK   CANCEL   CONTINUE

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

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

⌄Associate a Contract

Search by Creating Organization BEN

116

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

Search by Contract ID

Search by Nickname (All or Partial)

2024

Search by Contract No.

⑪ Select the checkbox for the correct contract for this FRN

CLEAR FILTERS | SEARCH

☐	Contract ID	Contract Number	Nickname	Award Date ↓	Creating Organization BEN
☐	8962		My 2024 Contract	1/1/2024	116

FCC Form 471 Help

Show Help

BACK | CANCEL | CONTINUE

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

✔	Contract ID	Contract Number	Nickname	Award Date ↓	Creating Organization BEN
✔	8962		My 2024 Contract	1/1/2024	116

Contract Summary - My 2024 Contract

Contract Number

Establishing FCC Form 470 #240000002

Award Date 1/1/2024

Expiration Date (All Extensions)

Account Number

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

Includes Voluntary Extensions? No

Remaining Voluntary Extensions

Total Remaining Contract Length

Pricing Confidentiality

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

Contract Information (Additional)

What is the service start date? ❓*

| 07/01/2024 | 📅 |

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 |

☑	Contract ID	Contract Number	Nickname	Award Date ↓	Creating Organization BEN
☑	8962		My 2024 Contract	1/1/2024	116

Contract Summary - My 2024 Contract

Contract Number

Establishing FCC Form 470   #240000002

Award Date   1/1/2024

Expiration Date (All Extensions)

Account Number

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

Includes Voluntary Extensions?   No

Remaining Voluntary Extensions

Total Remaining Contract Length

Pricing Confidentiality

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

Contract Information (Additional)

What is the service start date? ❓*

| 07/01/2024 | 🗓 |

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 | 🗓 |

⑫ 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

☑	Contract ID	Contract Number	Nickname	Award Date ↓	Creating Organization BEN
☑	8962		My 2024 Contract	1/1/2024	116

Contract Summary - My 2024 Contract

Contract Number

Establishing FCC #240000002
Form 470

Award Date 1/1/2024

Expiration Date (All Extensions)

Account Number

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

Includes Voluntary No
Extensions?

Remaining Voluntary Extensions

Total Remaining Contract Length

Pricing Confidentiality

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

Contract Information (Additional)

What is the service start date? ❓ *

07/01/2024	📅

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	📅

⑬ Enter the contract expiration date
(must be spelled out in the contract)

FCC Form 471 Help

Show Help

BACK CANCEL   CONTINUE

☑	Contract ID	Contract Number	Nickname	Award Date ↓	Creating Organization BEN
☑	8962		My 2024 Contract	1/1/2024	116

Contract Summary - My 2024 Contract

Contract Number		**Account Number**	
Establishing FCC Form 470	#240000002	**Service Provider**	USAC Service Provider Organization 1 (SPIN: 14010001)
Award Date	1/1/2024	**Includes Voluntary Extensions?**	No
Expiration Date (All Extensions)		**Remaining Voluntary Extensions**	
		Total Remaining Contract Length	

Pricing Confidentiality

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

Contract Information (Additional)

What is the service start date? ❓*

07/01/2024	📅

Enter the date when services will start for this Funding Year

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

06/30/2025	📅

FCC Form 471 Help

Show Help

⑭ Click on the "CONTINUE" button to proceed

BACK   CANCEL   CONTINUE

⑮ Provide a description of the service you are requesting and any other information you think USAC would find important such as EPC profile issues

Basic Information   Entity Information   **Funding Requests**   Certify

Narrative

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

FCC Form 471 Help

Show Help

⑯ Then click on the "SAVE & ADD/MANAGE FRN LINE ITEMS" button to finish working on this FRN

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

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

go to the next page in this guide

Managing FRN Line Items

You will next need to enter the products and services being requested on separate FRN Line Items.

FRN Line Items

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

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

Basic Information	Entity Information	Funding Requests	Certify

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

FRN Line Items for FRN #2499000005 - C2 FRN 1

	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

① Click on the "ADD NEW FRN LINE ITEM" button

BACK   DISCARD FORM   SAVE & SHARE   SAVE & CONTINUE

Guidelines:

- *Use a separate line for each different product sought*
- *If you have multiple requests for the same product but for different prices, use a separate line for each*

NETWORKMAINE

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 #2499000005 - C2 FRN 1

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 |

② 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.

FRN Line Items

③ Complete the remaining questions

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

Basic Information   Entity Information   **Funding Requests**   Certify

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

Product and Service Details for new FRN Line Item for FRN #2499000005 - C2 FRN 1

Type of Internal Connection ❓*

Wireless Data Distribution ▾

Type of Product *

Access Point ▾

Make *

Cisco Systems ▾

Model *

XYZ

Installation Included in Price?

YES   **NO ✓**

Lease or Non-Purchase Agreement?

YES   **NO ✓**

﹀ Funding Request Narrative

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

blah blah blah

④ To add text to your narrative, click on the "Funding Request Narrative" header to expand the section. You can then add additional text regarding this Line Item but be very specific when referring to it as this block is shared across the FRN and all its lines. Your reviewer will not know which Line Item you are referencing without you clearly specifying it.

FCC Form 471 Help

Show Help

CANCEL   SAVE & CONTINUE

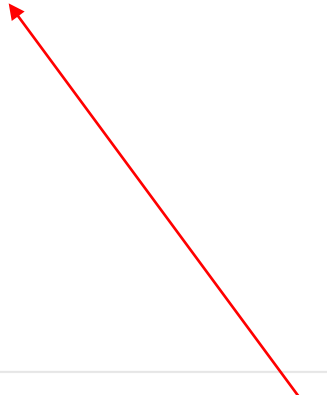Basic Information | Entity Information | **Funding Requests** | Certify

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

Product and Service Details for new FRN Line Item for FRN #2499000005 - C2 FRN 1

Type of Internal Connection ❓*

Wireless Data Distribution ▼

Type of Product *

Access Point ▼

Make *

Cisco Systems ▼

Model *

XYZ

Installation Included in Price?

YES | **NO ✓**

Lease or Non-Purchase Agreement?

YES | **NO ✓**

˅Funding Request Narrative

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

generic Narrative blah blah blah

on Line 1 more blah blah blah

FCC Form 471 Help

Show Help

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

CANCEL | SAVE & CONTINUE

NETWORKMAINE

⑥ Enter the Cost Calculations for this FRN Line Item based on what you have contracted with the provider, removing any ineligible amounts

(see the next slide for more information)

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

Fields

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

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

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

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

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

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

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 #2499000005 - C2 FRN 1

Monthly Cost			One-Time Cost	
Monthly Recurring Unit Cost	$0.00		One-time Unit Cost	$2,000.00
Monthly Recurring Unit Ineligible Costs	$0.00		One-time Ineligible Unit Cost	$0.00
Monthly Recurring Unit Eligible Costs	= $0.00		One-time Eligible Unit Cost	= $2,000.00
Monthly Quantity	0		One-time Quantity	2
Units	Each ▼		Total Eligible One-time Costs	= $4,000.00
Total Monthly Eligible Recurring Costs	= $0.00			
Months of Service	x 12		**Summary**	
Total Eligible Recurring Costs	= $0.00		Total Eligible Recurring Costs	$0.00
			Total Eligible One-time Costs	+ $4,000.00
			Pre-Discount Extended Eligible Line Item Cost	= $4,000.00

> More Help with the Costs Above

FCC Form 471 Help

Show Help

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

BACK   CANCEL   SAVE & CONTINUE

go to the next page in this guide

Managing Recipients and Costs

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

NETWORKMAINE

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

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

 B If only some entities will receive the service, click on the "NO" button
then skip to page 71 in this guide

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

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

Manage Recipients of Service

Is every entity for this organization receiving service?

[YES ✓] [NO]

Selected Entities

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

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

NOTE: *This is a no harm no foul question. You can simply leave the default answer of "YES" as this is no longer pertinent to C2 applications due to budgets being district-wide.*

FCC Form 471 Help

Show Help

[BACK] [CANCEL]   [SAVE & CONTINUE]

Recipients

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

Basic Information   Entity Information   **Funding Requests**   Certify

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

Manage Recipients of Service

Is every entity for this organization receiving service?

[YES ✓] [NO]

Selected Entities

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

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

FCC Form 471 Help

Show Help

[BACK] [CANCEL]   [SAVE & CONTINUE]

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

skip to page 74 in this guide

NETWORKMAINE   FY2024 FCC Form 471 – Category 2   Slide 70

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

Basic Information — Entity Information — **Funding Requests** — Certify

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

Manage Recipients of Service

Is every entity for this organization receiving service?

YES **NO ✓**

You can use the search boxes to locate an entity by entering its Billed Entity Number or Name

All Entities

Search by Entity Number (Partial or Full)

-- Please enter an entity number (at least 3 characters to enable partial search) --

Search by Entity Name (Partial or Full)

-- Please enter an entity name (at least 3 characters to enable partial search) --

APPLY FILTERS   CLEAR FILTERS

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

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

ADD

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

Selected Entities

	Entity #	Entity Name
☐		

No items available

FCC Form 471 Help

Show Help

BACK   CANCEL   SAVE & CONTINUE

Recipients

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

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

Manage Recipients of Service

Is every entity for this organization receiving service?

YES | **NO ✓**

All Entities

Search by Entity Number (Partial or Full)

-- Please enter an entity number (at least 3 characters to enable partial search) --

Search by Entity Name (Partial or Full)

-- Please enter an entity name (at least 3 characters to enable partial search) --

APPLY FILTERS | CLEAR FILTERS

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

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

ADD

Selected Entities

Selected entities will be listed here

	Entity #	Entity Name
☐	117	School District 6 School A

REMOVE

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

FCC Form 471 Help

Show Help

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

BACK | CANCEL | SAVE & CONTINUE

go to the next page in this guide

The summary of recipients will be listed

Basic Information	Entity Information	Funding Requests	Certify

Recipients of Service for FRN Line Item #2399000003.001

Entity #	Entity Name	↑
117	School District 6 School A	

FCC Form 471 Help

Show Help

BACK   CANCEL   SAVE & CONTINUE

② Click on the "SAVE & CONTINUE" button to proceed

go to the next page in this guide

Wrapping Up the FRN

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

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

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

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

	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 #2499000005 - C2 FRN 1

☐	FRN Line Item Number ↓	Type of Internal Connection	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
☐	2499000005.001	Wireless Data Distribution	Access Point	0	2	$4,000.00

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

FCC Form 471 Help

Show Help

BACK	DISCARD FORM		SAVE & SHARE	SAVE & CONTINUE

① Click on the "SAVE & CONTINUE" button
when your Line Items for this FRN are complete

Wrapping Up

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

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

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

Funding Requests

>> **View Category Two Budget Information**

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

	FRN ↓	Nickname	Number of FRN Line Items	FRN Calculation
☐	2499000005	C2 FRN 1	1	$3,200.00

ADD FRN   EDIT FRN   REMOVE FRN   MANAGE FRN LINE ITEMS

FCC Form 471 Help

Show Help

BACK   DISCARD FORM

SAVE & SHARE   REVIEW FCC FORM 471

To view a summary of the amounts requested, click on the link for the dollar amount in the "FRN Calculation" column

If the funding requested is going to exceed your remaining C2 budget, remove items and/or costs to bring your FRN in under budget before you submit the form

Wrapping Up

Basic Information · Entity Information · **Funding Requests** · Certify

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

FRN Calculation for FRN #2499000005 - C2 FRN 1

Monthly Charges	
Total Monthly Recurring Charges	$0.00
Total Monthly Ineligible Charges	- $0.00
Total Monthly Eligible Charges	= $0.00
Total Number of Months of Service	x 12
Total Eligible Pre-Discount Recurring Charges	= $0.00

One-Time Charges	
Total One-Time Charges	$4,000.00
Total Ineligible One-Time Charges	- $0.00
Total Eligible Pre-Discount One-Time Charges	= $4,000.00

Total Requested Amount	
Total Eligible Pre-Discount Recurring Charges	$0.00
Total Eligible Pre-Discount One-Time Charges	+ $4,000.00
Total Pre-Discount Charges	= $4,000.00
Discount Rate	80%
Funding Commitment Request	= $3,200.00

FCC Form 471 Help

Show Help

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

go to the next page in this guide

NETWORKMAINE

FY2024 FCC Form 471 – Category 2

Reviewing the Form

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

NETWORKMAINE

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, delete, or manage the line items of 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.

	FRN ↓	Nickname	Number of FRN Line Items	FRN Calculation
☐	2499000005	C2 FRN 1	1	$3,200.00

ADD FRN   EDIT FRN   REMOVE FRN   MANAGE FRN LINE ITEMS
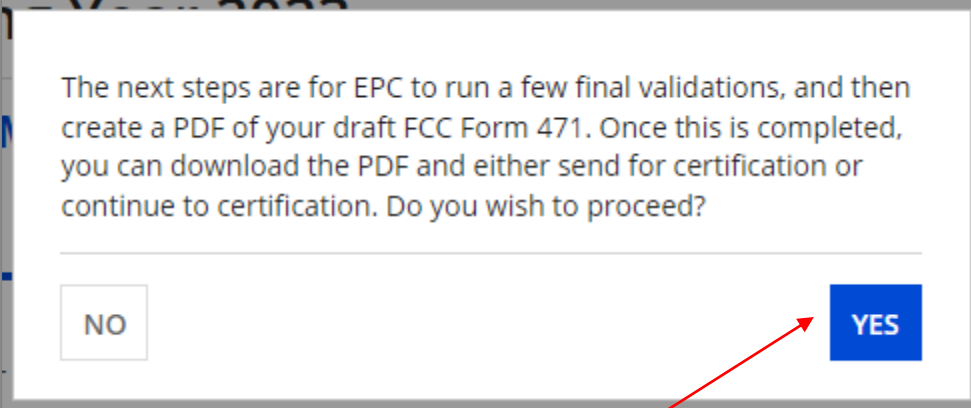
FCC Form 471 Help

Show Help

BACK   DISCARD FORM   SAVE & SHARE   REVIEW FCC FORM 471

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

NETWORKMAINE

Reviewing the Form

A warning message will display

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

NO   YES

② Click on the "YES" button to proceed

A message will display regarding the generation of the PDF

School District 6 (BEN: 116) - My FY2024 Form 471 - Form # 241000008

Last Saved: 1/18/2024 8:31 AM EST

Basic Information	Entity Information	Funding Requests	Certify

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

RESUME TASK LATER   **REFRESH**

③ Click on the "REFRESH" button to proceed

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

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

FCC Form 471 - Funding Year 2024

School District 6 (BEN: 116) - My FY2024 Form 471 - Form # 241000008

Last Saved: 1/18/2024 8:31 AM EST

Basic Information	Entity Information	Funding Requests	Certify

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

Download Document Link

USAC_FCC_FORM_471_APPLICATION_241000008_DRAFT

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

FCC Form 471 Help

Show Help

EDIT FORM		SEND FOR CERTIFICATION	CONTINUE TO CERTIFICATION

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

⑤ Save the PDF to your computer

Reviewing the Form

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

OMB 3060-0806
FCC Form 471

Approval by OMB
December 2018

Description of Services Ordered and Certification DRAFT Form 471

Universal Service Administrative Co.

FCC Form 471

Application Information

Nickname	My FY2024 Form 471	**Application Number**	241000008
Funding Year	2024	**Category of Service**	Category 1

Billed Entity

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

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

Contact Information

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

FCC Form 471 - Funding Year 2024

School District 6 (BEN: 116) - My FY2024 Form 471 - Form # 241000008

Last Saved: 1/18/2024 8:31 AM EST

Basic Information	Entity Information	Funding Requests	Certify

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

Download Document Link

USAC_FCC_FORM_471_APPLICATION_241000008_DRAFT

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

FCC Form 471 Help

Show Help

EDIT FORM		SEND FOR CERTIFICATION	CONTINUE TO CERTIFICATION

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

go to the next page in this guide

Certifying the Form

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

Certifying the Form

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

A If you are a partial rights user → *go to the next page in this guide*

B If you are a full rights user but not the person who will certify the form → *skip to page 91*

C If you are a full rights user who is responsible for certifying the form → *skip to page 92*

D If you are a full rights user certifying a form sent to you by another user → *skip to page 97*

E If you want to send a form to a user for revision → *skip to page 107*

F If you are a user who was sent a form that needs revision → *skip to page 109*

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

FCC Form 471 - Funding Year 2024

School District 6 (BEN: 116) - My FY2024 Form 471 - Form # 241000008

Last Saved: 1/18/2024 8:31 AM EST

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

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

Download Document Link

USAC_FCC_FORM_471_APPLICATION_241000008_DRAFT

☐ By checking this box, I certify that the information in the PDF document above is correct.
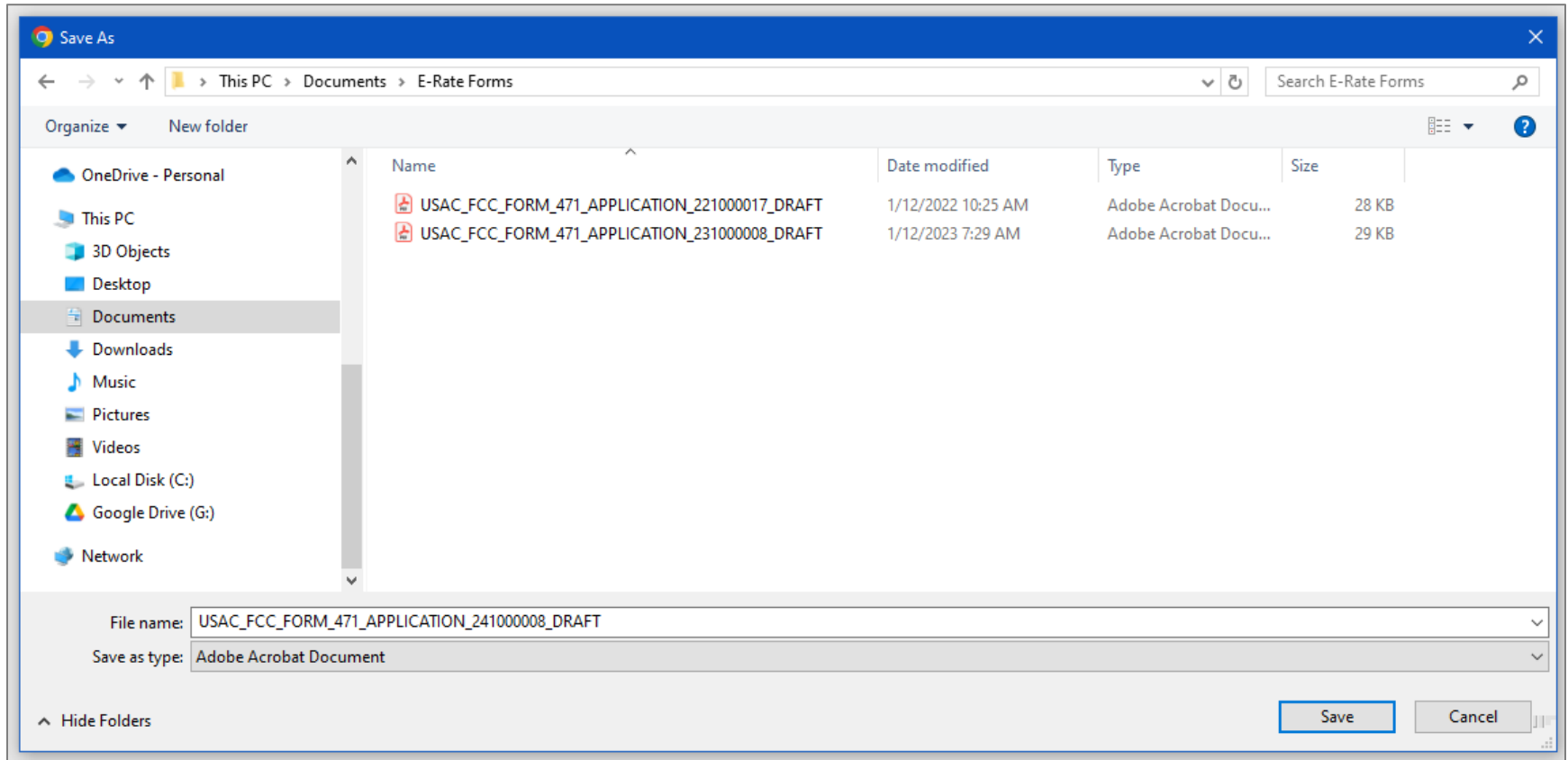
FCC Form 471 Help

Show Help

EDIT FORM   SEND FOR CERTIFICATION   CONTINUE TO CERTIFICATION   ON

A ① Click on the "SEND FOR CERTIFICATION" button

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

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

NO   YES

A ③ Click on the "YES" button to proceed

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

NETWORKMAINE

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

FCC Form 471 - Funding Year 2024

School District 6 (BEN: 116) - My FY2024 Form 471 - Form # 241000008

Last Saved: 1/18/2024 8:31 AM EST

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

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

Download Document Link

USAC_FCC_FORM_471_APPLICATION_241000008_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

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

| NO | | YES |

B | ③ Click on the "YES" button to proceed

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

skip to page 112 in this guide

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

FCC Form 471 - Funding Year 2024

School District 6 (BEN: 116) - My FY2024 Form 471 - Form # 241000008

Last Saved: 1/18/2024 8:31 AM EST

Basic Information	Entity Information	Funding Requests	Certify

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

Download Document Link

USAC_FCC_FORM_471_APPLICATION_241000008_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 FY2024 Form 471 - Form # 241000008

Last Saved: 1/18/2024 9:01 AM EST

Basic Information	Entity Information	Funding Requests	**Certify**

Please complete the certifications below.

Applicant Certifications

Check both boxes

☐ 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:

Type in the amount budgeted for ineligible items (*$0 is the default value*)

Summary	
Total funding year pre-discount eligible amount on this FCC Form 471	$12,000.00
Total funding commitment request amount on this FCC Form 471	$9,600.00
Total applicant non-discount share of the eligible amount	$2,400.00
Total budgeted amount allocated to resources not eligible for E-rate support	$0.00
Total amount necessary for the applicant to pay the non-discount share of eligible and any ineligible amounts	$2,400.00
Are you receiving any of the funds directly from a service provider listed on any of the FCC Forms 471 filed by this Billed Entity for this funding year?	*Please select a value* ▾
Has a service provider listed on any of the FCC Forms 471 filed by this Billed Entity for this funding year assisted you in locating funds needed to pay your non-discounted share?	*Please select a value* ▾

CHANGE THESE TWO ITEMS TO "NO" !!!

☑ I certify an FCC Form 470 was posted and that any related RFP was made available for at least 28 days before considering all bids received and selecting a service provider. I certify that all bids submitted were carefully considered and the most cost-effective service offering was selected, with price being the primary factor considered, and is the most cost-effective means of meeting educational needs and technology goals.

☑ I certify that the entity responsible for selecting the service provider(s) has reviewed all applicable FCC, state, and local procurement/competitive bidding requirements and that the entity or entities listed on this application have complied with them.

☑ I certify that the services the applicant purchases at discounts provided by 47 U.S.C. § 254 will be used primarily for educational purposes, see 47 C.F.R. § 54.500 and will not be sold, resold or transferred in consideration for money or any other thing of value, except as permitted by the Commission's rules at 47 C.F.R. § 54.513. Additionally, I certify that the entity or entities listed on this application have not received anything of value or a promise of anything of value, as prohibited by the Commission's rules at 47 C.F.R. § 54.503(d), other than services and equipment sought by means of this form, from the service provider, or any representative or agent thereof or any consultant in connection with this request for services.

☑ I certify that I and the entity(ies) I represent have complied with all program rules and I acknowledge that failure to do so may result in denial of discount funding and/or cancellation of funding commitments. There are signed contracts or other legally binding agreements covering all of the services listed on this FCC Form 471 except for those services provided under non-contracted tariffed or month-to-month arrangements. I acknowledge that failure to comply with program rules could result in civil or criminal prosecution by the appropriate law enforcement authorities.

☑ I acknowledge that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the service, receive an appropriate share of benefits from those services.

☑ I certify that I will retain required documents for a period of at least 10 years (or whatever retention period is required by the rules in effect at the time of this certification) after the later of the last day of the applicable funding year or the service delivery deadline for the associated funding request. I acknowledge that I may be audited pursuant to participation in the schools and libraries program. I certify that I will retain all documents necessary to demonstrate compliance with the statute and Commission rules regarding the application for, receipt of, and delivery of services receiving schools and libraries discounts, and that if audited, I will make such records available to USAC.

☑ I certify that I am authorized to order telecommunications and other supported services for the eligible entity(ies) listed on this application. I certify that I am authorized to submit this request on behalf of the eligible entity(ies) listed on this application, that I have examined this request, that all of the information on this form is true and correct to the best of my knowledge, that the entities that are receiving discounts pursuant to this application have complied with the terms, conditions and purposes of the program, that no kickbacks were paid to anyone and that false statements on this form can be punished by fine or forfeiture under the Communications Act, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001 and civil violations of the False Claims Act.

☑ I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the schools and libraries support mechanism are subject to suspension and debarment from the program. I will institute reasonable measures to be informed, and will notify USAC should I be informed or become aware that I or any of the entities listed on this application, or any person associated in any way with my entity and/or the entities listed on this application, is convicted of a criminal violation or held civilly liable for acts arising from their participation in the schools and libraries support mechanism.

☑ I certify that if any of the Funding Requests on this FCC Form 471 are for discounts for products or services that contain both eligible and ineligible components, that I have allocated the eligible and ineligible components as required by the Commission's rules at 47 C.F.R. § 54.504.

☑ I certify that the non-discount portion of the costs for eligible services will not be paid by the service provider. The pre-discount costs of eligible services featured on this FCC Form 471 are net of any rebates or discounts offered by the service provider. I acknowledge that, for the purpose of this rule, the provision, by the provider of a supported service, of free services or products unrelated to the supported service or product will be considered a rebate of some or all of the cost of the supported services.

FCC Form 471 Help

Show Help

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

BACK

CERTIFY

NETWORKMAINE

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.

NO   YES

NETWORKMAINE

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

Certification Confirmation

School District 6 (BEN: 116) - My FY2024 Form 471 - Form # 241000008

Last Saved: 1/18/2024 9:08 AM EST

Basic Information	Entity Information	Funding Requests	Certify

You have successfully filed FCC Form 471 #241000008 for FY 2024

Certification Date

1/18/2024 9:08 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

skip to page 112 in this guide

[Full Rights / Certifying a Form Sent By Another]

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

D ① Once a user has sent you a Form 471 to certify, you will receive a task in your task list. You may need to click on the "Tasks" link in the blue navigation bar to view/refresh the list of tasks.

> ➡ Me, Test_498 user, John Doe
>
> **FCC Form 471 (My FY2024 Form 471) submitted by School District 6 User 1 is Ready for Certification**
>
> A moment ago ☆

D ② Click on the task to continue

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

You must accept this task before completing it   ⬇ ACCEPT   ⟲ GO BACK

FCC Form 471 - Funding Year 2024

School District 6 (BEN: 116) - My FY2024 Form 471 - Form # 241000008

Last Saved: 1/18/2024 8:31 AM EST

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

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

Download Document Link

USAC_FCC_FORM_471_APPLICATION_241000008_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 ④ To review the application, click on the link for the document to download it to your computer

FCC Form 471 - Funding Year 2024

School District 6 (BEN: 116) - My FY2024 Form 471 - Form # 241000008

Last Saved: 1/18/2024 8:31 AM EST

Basic Information	Entity Information	Funding Requests	Certify

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

Download Document Link

USAC_FCC_FORM_471_APPLICATION_241000008_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 Open the PDF to view and review the Form 471

OMB 3060-0806
FCC Form 471

Approval by OMB
December 2018

**Description of Services Ordered
and Certification DRAFT Form 471**

**Universal Service
Administrative Co.**

FCC Form 471

Application Information

Nickname	My FY2024 Form 471	**Application Number**	241000008
Funding Year	2024	**Category of Service**	Category 1

Billed Entity

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

Contact Information

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

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

FCC Form 471 - Funding Year 2024

School District 6 (BEN: 116) - My FY2024 Form 471 - Form # 241000008

Last Saved: 1/18/2024 8:31 AM EST

Basic Information   Entity Information   Funding Requests   **Certify**

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

Download Document Link

USAC_FCC_FORM_471_APPLICATION_241000008_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 ⑥ If you identified any missing or inaccurate information within the PDF, back in EPC, click on the "EDIT FORM" button. The form will open at the "Basic Information" screen. Continue through the form screens to make any necessary changes.

[Full Rights / Certifying a Form Sent By Another]

FCC Form 471 - Funding Year 2024

School District 6 (BEN: 116) - My FY2024 Form 471 - Form # 241000008

Last Saved: 1/18/2024 8:31 AM EST

Basic Information	Entity Information	Funding Requests	Certify

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

Download Document Link

USAC_FCC_FORM_471_APPLICATION_241000008_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 ⑦ If you are the certifier and the form is acceptable, check the check box to certify that the information is correct

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

D ⑨ You will see the "Certifications" page

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

Certify FCC Form 471

School District 6 (BEN: 116) - My FY2024 Form 471 - Form # 241000008

Last Saved: 1/18/2024 9:01 AM EST

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

Please complete the certifications below.

Applicant Certifications

Check both boxes

☐ 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:

Type in the amount budgeted for ineligible items
($0 is the default value)

Summary	
Total funding year pre-discount eligible amount on this FCC Form 471	$12,000.00
Total funding commitment request amount on this FCC Form 471	$9,600.00
Total applicant non-discount share of the eligible amount	$2,400.00
Total budgeted amount allocated to resources not eligible for E-rate support	$0.00
Total amount necessary for the applicant to pay the non-discount share of eligible and any ineligible amounts	$2,400.00

CHANGE THESE TWO ITEMS TO "NO" !!!

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

☑ 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.

Check all of these boxes

FCC Form 471 Help

Show Help

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

BACK

CERTIFY

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

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

NO   YES

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

Certification Confirmation

School District 6 (BEN: 116) - My FY2024 Form 471 - Form # 241000008

Last Saved: 1/18/2024 9:08 AM EST

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

You have successfully filed FCC Form 471 #241000008 for FY 2024

Certification Date

1/18/2024 9:08 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 ⑭ Click on the "CLOSE" button

CLOSE

skip to page 112 in this guide

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

FCC Form 471 - Funding Year 2024

School District 6 (BEN: 116) - My FY2024 Form 471 - Form # 241000008

Last Saved: 1/18/2024 8:31 AM EST

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

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

Download Document Link

USAC_FCC_FORM_471_APPLICATION_241000008_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 |

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

FCC Form 471 - Funding Year 2024

School District 6 (BEN: 116) - My FY2024 Form 471 - Form # 241000008

Last Saved: 1/18/2024 8:31 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

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

BACK

REASSIGN FOR REVISION

skip to page 112 in this guide

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

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

> → John Doe, Me, Test_498 user
> **FCC Form 471 (My FY2024 Form 471) reviewed by School District 6 User 1 Requires a Revision**
> A moment ago ☆

F ② Click on the task to continue

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

You must accept this task before completing it   ⬇ ACCEPT   ↩ GO BACK

FCC Form 471 - Funding Year 2024

School District 6 (BEN: 116) - My FY2024 Form 471 - Form # 241000008

Last Saved: 1/18/2024 8:31 AM EST

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

Instructions for Revision

From: School District 6 User 1

Add a line item for service for the NIF

FCC Form 471 Help

Show Help

CONTINUE TO FORM

FCC Form 471 - Funding Year 2024

School District 6 (BEN: 116) - My FY2024 Form 471 - Form # 241000008

Last Saved: 1/18/2024 8:31 AM EST

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

Instructions for Revision

From: School District 6 User 1

Add a line item for service for the NIF

FCC Form 471 Help

Show Help

CONTINUE TO FORM

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

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

go to the next page in this guide

Revisiting Forms

NETWORKMAINE

Revisiting Forms

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

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

∨FCC Forms and Post-Commitment Requests

● FCC Forms
○ Post-Commitment Requests

Form Type | FCC Form 470 ▼

Funding Year | -- Select a Funding Year -- ▼

Status ● All
○ Incomplete
○ Certified
○ Canceled

Nickname	Application Number

No items available

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

Revisiting Forms

Use the "Status" options to change whether all forms, just incomplete forms, just certified forms, or just committed forms are listed

⌄ FCC Forms and Post-Commitment Requests

● FCC Forms
○ Post-Commitment Requests

Form Type FCC Form 471 ▼

Funding Year 2024 ▼

Status ● All
○ Incomplete
○ Certified
○ Committed

Application Number	Nickname	Funding Year	Status	Certified Date
241000006	My FY2024 C1 Form 471	2024	Incomplete	
241000007	My FY2024 C2 Form 471	2024	Incomplete	
241000008	My FY2024 Form 471	2024	Certified	1/18/2024 9:08 AM EST

③ Click on a form number to display it

NETWORKMAINE

Revisiting Forms

The form's summary information screen displays

- *Use the links along the top to view the various sections of the form and other tasks/information related to it*

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

Records / FCC Forms 471

My FY2024 C1 Form 471 - #241000006

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

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

⌄Application Information

Nickname	My FY2024 C1 Form 471	**Created Date**	1/18/2024 6:40 AM EST
Application Number	241000006	**Created By**	School District 6 User 1
Funding Year	2024	**Certified Date**	
Category of Service	Category 1	**Certified By**	
		Last Modified Date	1/18/2024 7:54 AM EST
		Last Modified By	School District 6 User 1

Billed Entity Information

School District 6

100 Main Street

Springfield, ME 04487

555-555-7878

school.district6.user1@mailinator.com

Billed Entity Number: 116

FCC Registration Number: 0027012228

Applicant Type: School District

Revisiting Forms

Records / FCC Forms 471

My FY2024 Form 471 - #241000008

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

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

Review Status Awaiting Initial Review

⌄ Application Information

Nickname	My FY2024 Form 471	**Created Date**	1/18/2024 8:29 AM EST
Application Number	241000008	**Created By**	School District 6 User 1
Funding Year	2024	**Certified Date**	1/18/2024 9:08 AM EST
Window Status	In-Window	**Certified By**	School District 6 User 1
Category of Service	Category 1	**Last Modified Date**	1/18/2024 9:08 AM EST
		Last Modified By	School District 6 User 1

Billed Entity Information

School District 6

100 Main Street

Springfield, ME 04487

555-555-7878

school.district6.user1@mailinator.com

Billed Entity Number: 116

FCC Registration Number: 0027012228

Applicant Type: School District

Consultant Information

Consulting Firms

The consulting firms associated with your organization are listed below.

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

⌄ Contact Information

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

Holiday / Summer Contact Information

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

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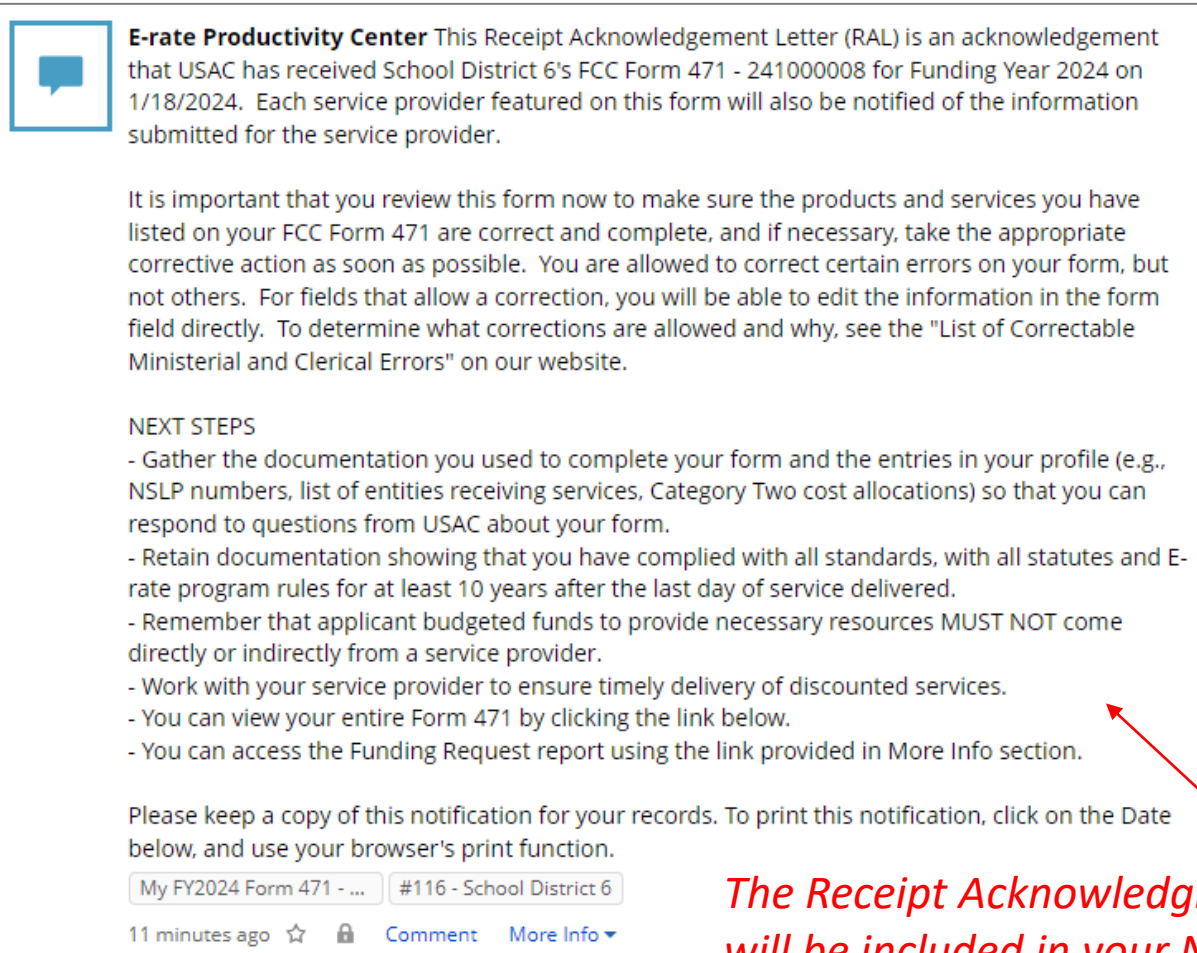
FCC Form 471 Version	Description
Original Version	This document contains information that was submitted to USAC upon certification of the FCC Form 471.

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

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

Next Steps

What happens after I submit the form?

Check the News feed for updates related to the form.

E-rate Productivity Center This Receipt Acknowledgement Letter (RAL) is an acknowledgement that USAC has received School District 6's FCC Form 471 - 241000008 for Funding Year 2024 on 1/18/2024. Each service provider featured on this form will also be notified of the information submitted for the service provider.

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

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

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

| My FY2024 Form 471 - ... | | #116 - School District 6 |

11 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.

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

Pending Inquiries

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

What happens during review?

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

What do I do during a PIA Review?

- Have documentation ready

- Respond to inquiries and provide information promptly, by the deadline (usually 15 days)

- Ask for clarification if you are unsure what is needed

- Ask early for an extension if you need it

- Put responses in writing

- Document all responses

What happens after the review?

E-Rate Productivity Center
Nov 7, 2019 · 🔒

Thank you for submitting your application for Funding Year 2019 Schools and Libraries Program (E-rate) funding. Attached to this post, you will find the funding statuses for the FCC Form(s) 471, Services Ordered and Certification Form, that you submitted.

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

Next Steps
   1. Work with your service provider(s) to determine if your bills will be discounted or if you will request reimbursement from USAC after paying the undiscounted cost for the services you receive.
   2. Review the Children's Internet Protection Act (CIPA) requirements and file the FCC Form 486 (Service Confirmation and CIPA Certification Form). The deadline to submit this form is 120 days from the date of this letter …More

#16055092 - NETWORKMAINE   FY2019 TR CONSOLIDATED - #191018664

> More info

NETWORKMAINE Funding Commitment Decision Letter
PDF – 42 KB

FCC Form 471 - 191018664 - NETWORKMAINE
CSV – 3 KB

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

NETWORKMAINE

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