**Emergency Connectivity Fund
Form 471 Checklist - Libraries**

*Use this checklist to be sure you’re ready to file the ECF Form 471.*

**Copies of Vendor quotes/invoices/contracts** – Quotes should include make/model/unit cost/quantities and service dates for internet plans. Signed contracts are not required.

**Vendor SPIN Number** – If the vendor from whom you’re ordering equipment/services has an E-rate SPIN number, it must be provided on the Form 471 application. Be sure to check with the vendor for the correct SPIN to use as many vendors have specific SPINs they want used for ECF. If they don’t have a SPIN, the form allows you to provide specific vendor-identifying information instead.

**Description of how your “reasonable estimate” of unmet needs was determined** –Did you use a survey, NSLP participation, public broadband data, etc.? Provide the data source and a thorough explanation of how that data informed the quantities included on your application.

**Invoicing Method (library or vendor) for Each ECF FRN** - Will the library or the vendor seek reimbursement from the ECF fund? If Vendor, you must obtain and upload into the Form 471 a written statement from the vendor stating that they agree to seek reimbursement from the ECF fund.

**Bandwidth Speeds of Internet** – What are the download/upload speeds of any Internet access plans you are including on your ECF application?

**CIPA Compliance** - Are all library-owned laptops/tablets being filtered? This includes all devices,regardless of what funding was used to purchase them, regardless of where they’re being used – on campus or off campus.

**SAM.gov Registration** – Do you have an up-to-date SAM.gov account/registration? If so, is it up to date? The bank account listed within SAM.gov is where the ECF reimbursements will be deposited. The registration must be completed before ECF reimbursements can be made (not before the 471 is filed).

**New Network Construction Vendor Data** – If you’re seeking ECF funding to construct new networks to homes where no commercial internet exists, ensure you have proof that area is unserved (vendor responses to surveys).