E-Rate Form 471
Category 1 Filing Guide
FY 2026

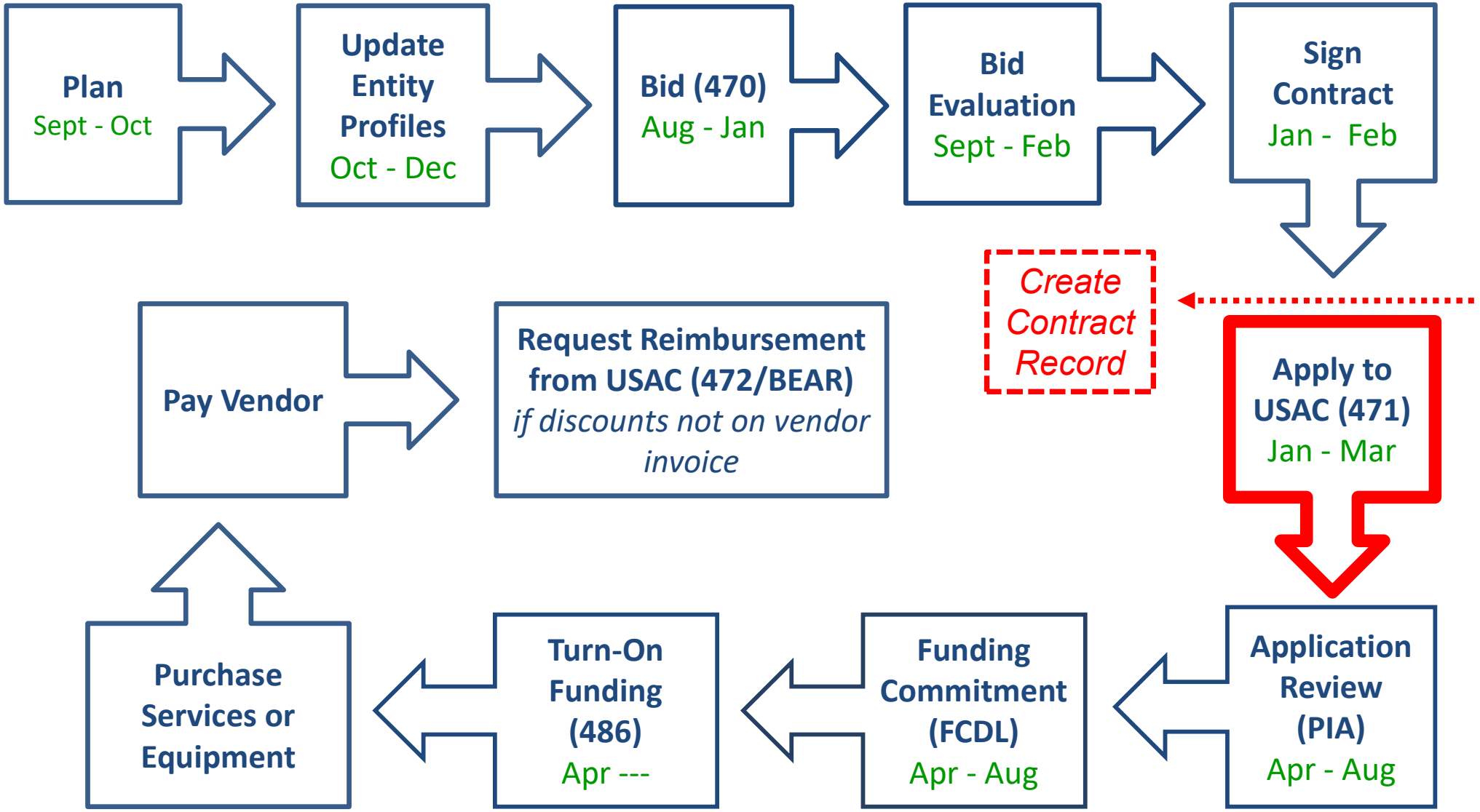
Presented by Lorrie Germann
PA E-Rate Coordinator
for the Pennsylvania Department of Education
February 2026

Training Agenda

- Filing Basics – Slide 3
- Accessing the EPC Portal – Slide 12
- Entering Contracts – Slide 16
- Filing the FCC Form 471
  - New Contract Funding Request – Slide 31
  - Continuing Contract (Copy FRN) – Slide 71
  - Fiber FRNs with Special Costs – Slide 79
  - Completing (Submitting) Form 471 – Slide 92
- Next Steps – Slide 99

Filing Basics

You are **here** in the E-Rate process:



Purpose of Form 471

The FCC Form 471

- is filed to request discounts on eligible services.
- must be filed every year.
- must reference services that were competitively bid with an FCC Form 470 for at least 28 days, or after a request for proposal (RFP) is made publicly available, whichever is later. (Verify **Allowable Contract Date** posted on Form 470)
- may reference an FCC Form 470 posted in a prior funding year where such a form resulted in a multi-year contract.
- must be filed **after** executing contracts for contracted services.

When to File FCC Form 471

- The FCC Form 471 must be filed during a specific application window **each year**.
- All materials associated with the FCC Form 471 must be filed by 11:59 PM ET on or before the last day of the FCC Form 471 application filing window for the request to be considered as inside the window.

  - **Form 471 Filing window**:
    - Opened – **January 21st, 2026** (Noon EST)
    - Closes – **April 1st, 2026** (11:59 pm EDT)
  - **Last date to file a Form 470 – March 4th, 2026**
    (11:59 pm EST)

Filing FCC Form 471

- You may file more than one FCC Form 471
  - **Note:** you must file separate applications for:
    - **Category One** (Data Transmission and/or Internet Access), including **hotspots for bookmobiles and kiosks**
    - **Category Two** (Internal Connections, MIBS, and BMIC)
- You may have multiple funding requests on a single Form 471 application
- Separate FRNs are required if:
  - Purchasing from 2 or more service providers
  - Requesting multiple Cat 2 sub-categories, even if from the same provider
  - Referencing multiple Form 470s or contracts

Prerequisites

- **Entity Profile**
  - The values in your applicant entity's profile had to be updated by Jan. 16th., the close of the Admin Window. If you find that a correction or change is needed, you may note the information on the Form 471 in the narrative of each funding request and make a RAL correction.
  - If your counts are different from the counts provided by PDE, you will be asked how you determined the information. Be sure to document how you arrived at your total numbers.
- **Contracts**
  - Before you begin your application, upload contracts that you will be associating with Funding Request Numbers (FRNs) in your entity's profile, if not already in EPC.

PDE Enrollment/NSLP Date

https://www.pa.gov/agencies/education/data-and-reporting/enrollment

County	District Name	School Name	CEP	Enrollment	Total Free/Reduced	CEP Base Year	Identified Student %
WESTMORELAND	ADELPHOI VILLAGE	Sweeney	No	15	15	n/a	n/a
WESTMORELAND	ADELPHOI VILLAGE	Vincent	No	11	11	n/a	n/a
WESTMORELAND	ADELPHOI VILLAGE	Williams	No	13	13	n/a	n/a
FAYETTE	Albert Gallatin Area School District	A L Wilson El Sch	Yes	336	CEP	2024	58.36
FAYETTE	Albert Gallatin Area School District	Adelphoi Village	Yes	99	CEP	2024	79.63
FAYETTE	Albert Gallatin Area School District	ALBERT GALLATIN AREA SHS	Yes	960	CEP	2024	56.91
FAYETTE	Albert Gallatin Area School District	ALBERT GALLATIN NORTH Middle Sch	Yes	352	CEP	2024	57.26
FAYETTE	Albert Gallatin Area School District	ALBERT GALLATIN SOUTH Middle Sch	Yes	303	CEP	2024	57.91
FAYETTE	Albert Gallatin Area School District	FRIENDSHIP HILL EL SCH	Yes	159	CEP	2024	72.05

The Final Official Oct 2025 Data from PDE has been shared with USAC.

You can also find it at https://e-ratepa.org/?page_id=754 under the "Discounts, Category 2 Budgets and EPC" section.

If asked to validate your information during PIA, you can provide the document, indicating which row/s your data is listed in. If they insist on a validation letter, I will provide one.

At the top of the document is the URL where the data can be found on PDE's website, which USAC now wants during the application review.

Before Starting Your Form 471…

- Do you have a signed vendor contract?
  - Any multi-year service arrangement must be in a contract document signed by the applicant prior to submitting the Form 471
- Are you exercising a contract extension?
  - Extension must be authorized in the original contract
  - Contract extension must be 'signed' by the applicant prior to submitting the Form 471
  - Follow the procedure set forth in the contract for exercising the renewal option
  - Don't create a new contract record for extension
- Do you have the contract or invoice in front of you?
- If you've answered YES to all these questions, then you're ready to file a Form 471!

Top C1 Form 471 Filing Tips!

1. **Have Written Documentation if Extending a Contract**

   If you have a contract that includes voluntary extensions, and you are exercising one of those extensions for FY 2026, be sure to have something in writing to or with the service provider. This can be as simple as an email to the service provider indicating that you intend to exercise one of the extensions in your contract, pursuant to the terms of the original contract. PIA will see that your Contract Expiration Date is a year later than last year and will require you to submit proof that you extended the contract. Such documentation to or with the service provider must be dated on or before the date you submitted your Form 471. It's also a good idea to mention in the FRN Narrative box that you are extending the contract. There is no way to upload this with your original Contract Record, and you should not create a new Contract Record.

2. **Have Documentation of Taxes/Surcharges**

   If your invoices include vendor taxes/surcharges, be sure to include those amounts on a separate FRN Line Item. PIA is requesting proof of these amounts again this year, so be prepared to provide a copy of a vendor invoice or contract that shows them. If you have signed a new contract with a vendor and don't yet know the taxes/fees, REQUIRE YOUR SERVICE PROVIDER TO PROVIDE YOU WITH THIS INFORMATION. For most transport services, vendors charge the 5.25% PA Gross Receipts Tax (minimum), and many also charge the Universal Service Fee (currently 36.3%). Most Internet invoices do not include taxes/surcharges.

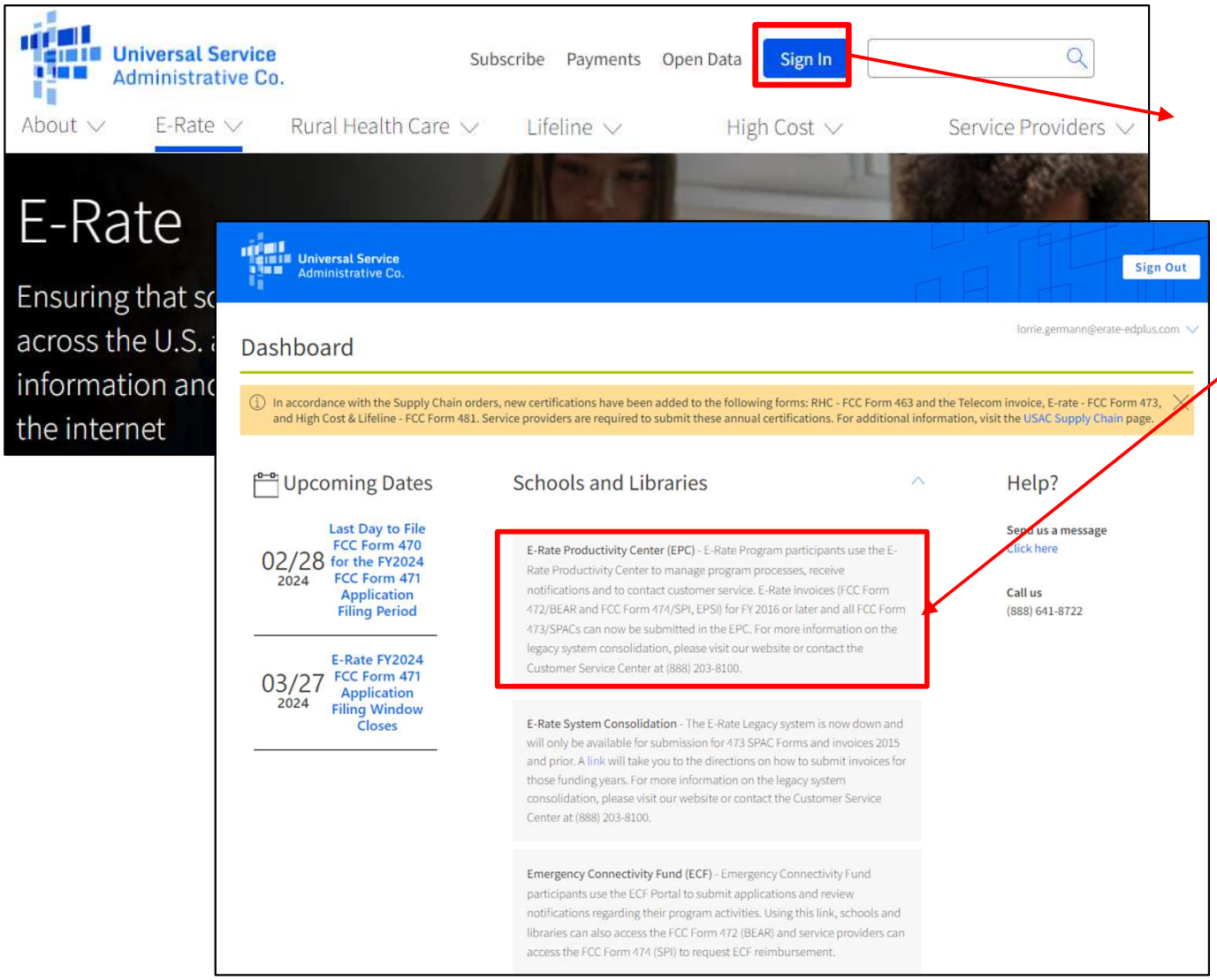
3. **Don't Select Month-to-Month if You Have a Contract**

   When creating an FRN, the form asks if you're purchasing from a contract, month-to-month (MTM), or tariff. In this case, MTM doesn't mean that you're paying vendors on a monthly basis. It means you don't have a vendor contract. All Category 2 FRNs must have contracts, and most Category 1 FRNs now have contracts (many cable Internet or DSL services are MTM services with no contracts). Be sure to create your Contract Record in EPC prior to starting the 471, then select Contract when you get to this question on the FRN. The system will then ask you to link to the appropriate Contract Record for the services or equipment in that FRN.

Accessing the EPC Portal

USAC's One Portal

Log into One Portal to access the E-Rate Productivity Center (EPC) To access, go to https://www.usac.org/e-rate/ and click on "Sign In" and then "Continue".

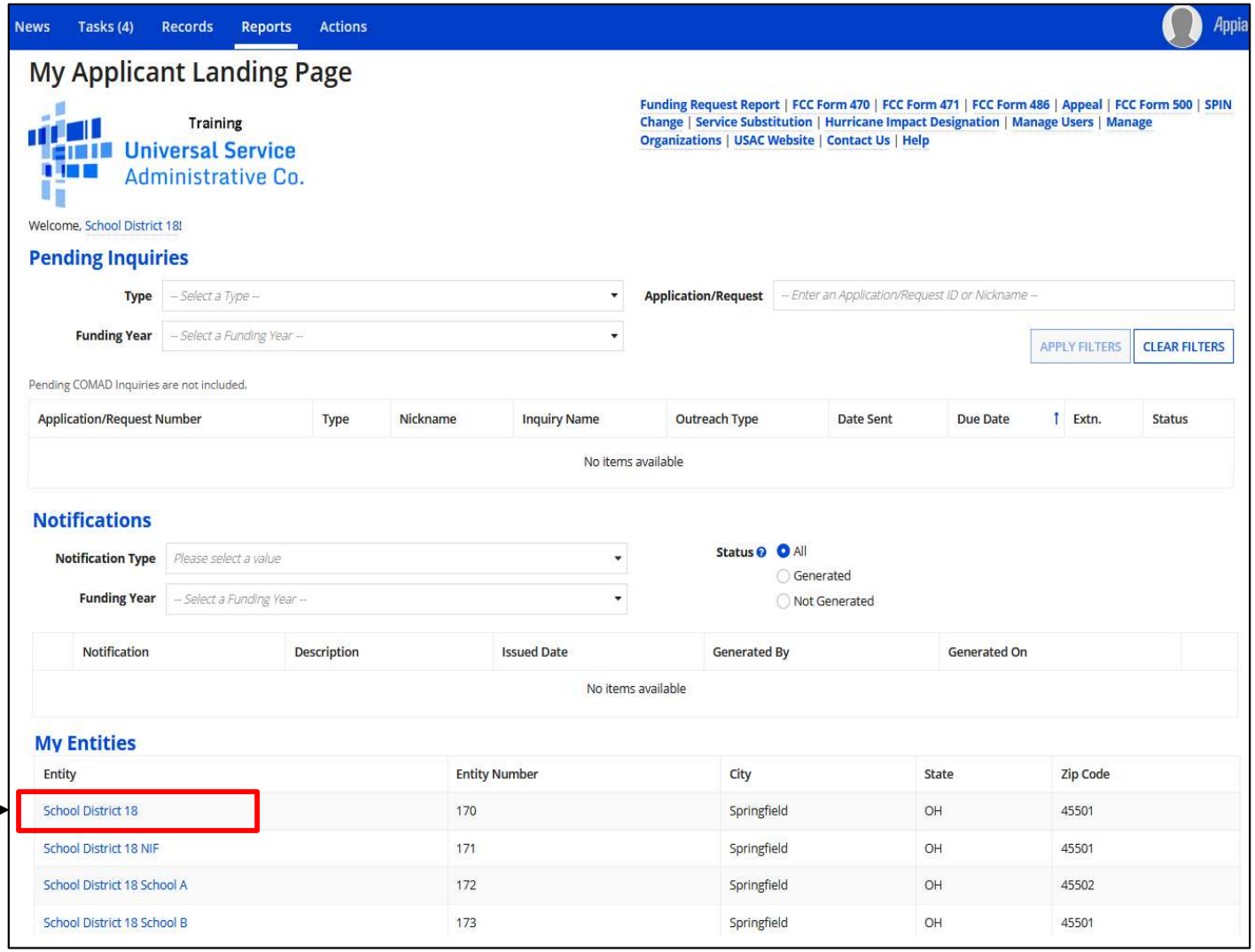


Landing Page View

Make sure all your entities are listed.* The District's BEN will be listed first.

If you updated your school's enrollment and NLSP/CEP data by Jan. 16th, you can verify your FY2026 discount rate and C2 Budget.

Click on the name of your district to open the Organization Details page.



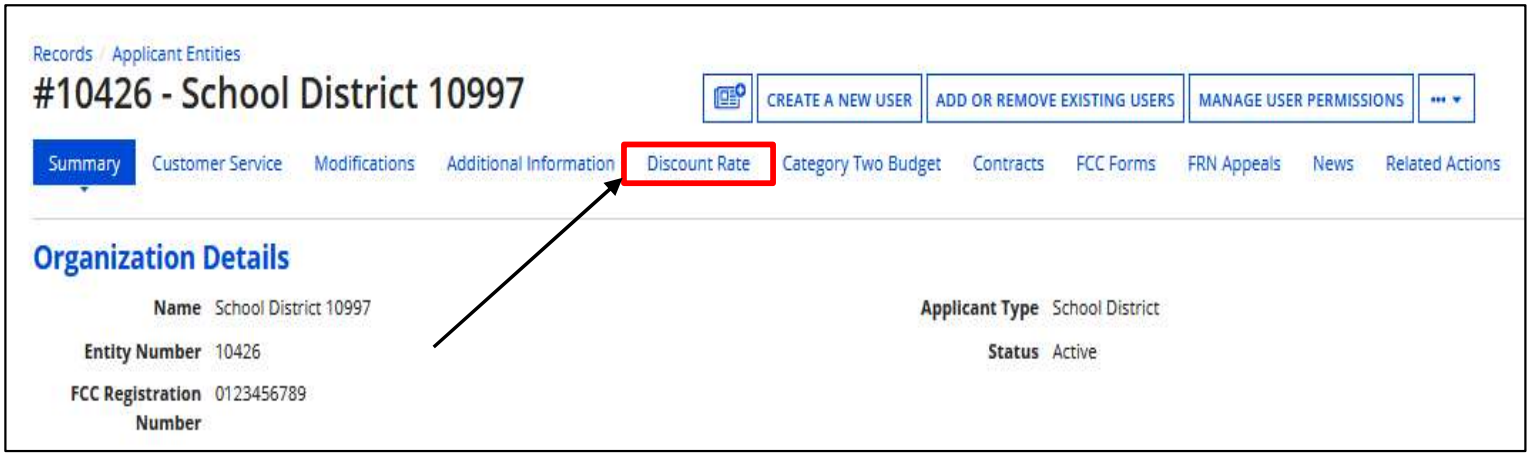
*If there is an entity missing in the list, contact USAC to request an entity number. However, with the close of the Admin Window, the entity will not be listed in EPC until after the close of the Form 471 Window.

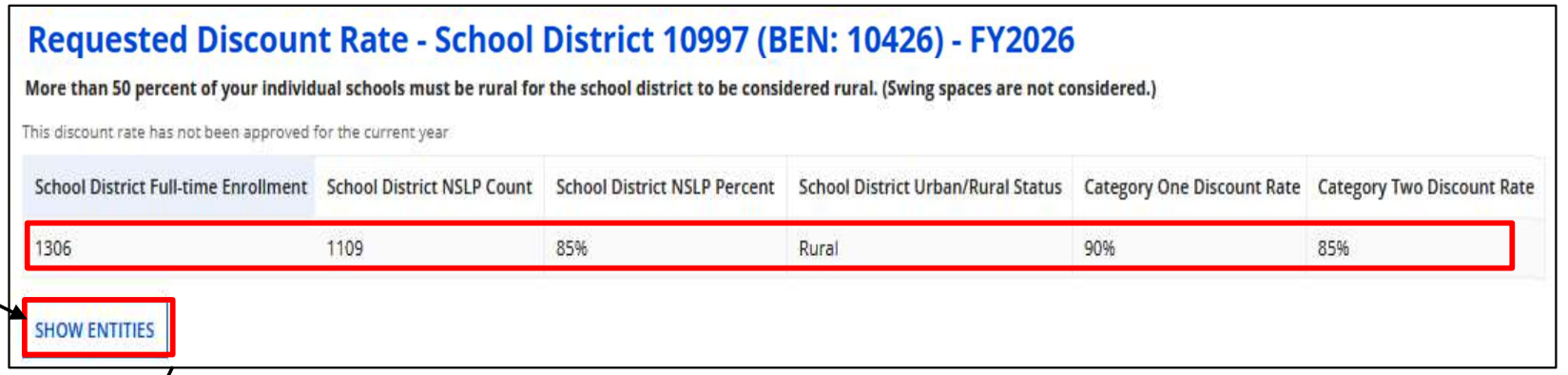
Seeing The District Discount %

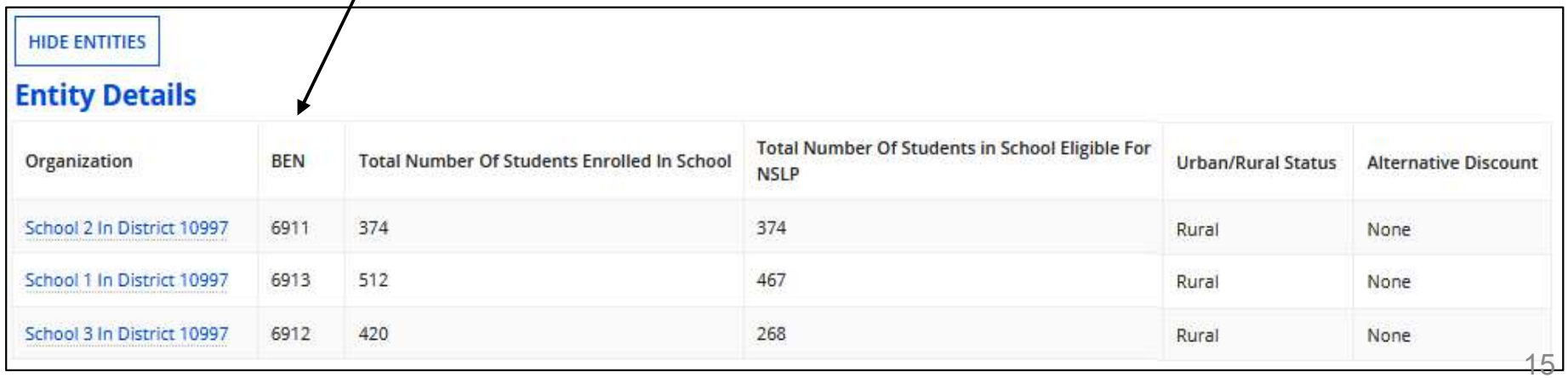
Click on “Discount Rate”

Discount rates for Cat 1 and Cat 2 are listed

Click on “Show Entities” to see a breakdown of each school

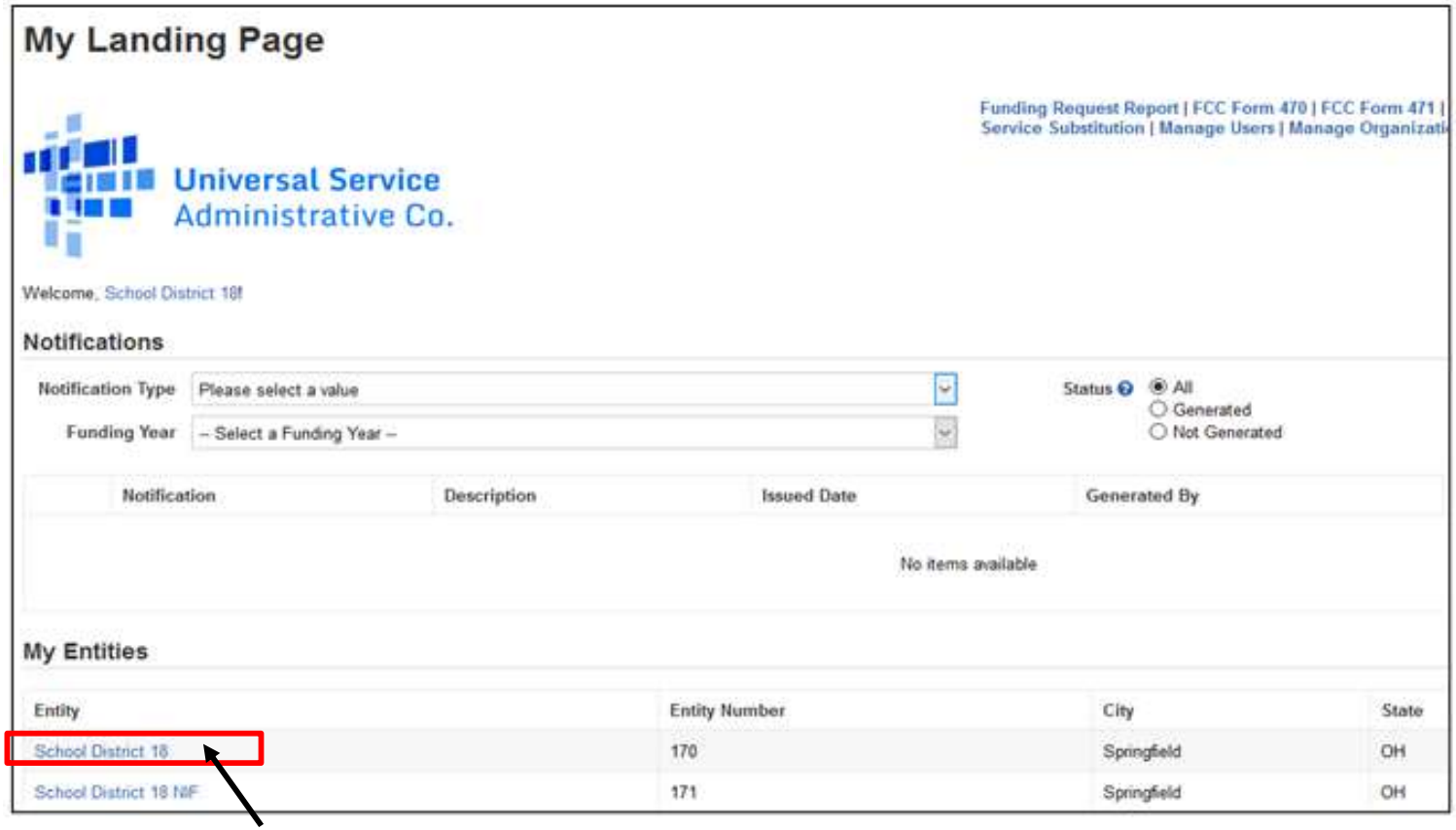






Entering Contracts

Manage Contracts



When requesting a contracted service, you will be required to associate contracts with each FRN. It is recommended (and easier) that you complete this before you begin Form 471.

- **Remember, this may be a formal contract, a memorialization letter to show a provider has been chosen, or an addendum if changes in service are allowed.**

From your Landing Page, click on your organization (Billed Entity) from the “My Entities” section to display the organization dashboard.

But First, Bid Evaluations!

Factor	Points Available	Company A	Company B	Company C
Price of the ELIGIBLE goods and services	50			
Equipment compatible with existing infrastructure	20			
All equipment quoted is new with min of 3-year hardware replacement warranty	10			
Cabling vendors is bonded/ insured	10			
Vendor is an authorized reseller	5			
Vendor will provide discounted billing	5			
Total	**100**			

Based on the above bid matrix criteria when comparing the quotes for **Insert Service Type**, we have chosen **Insert Company Name** as the service provider.

Insert Company Name was disqualified because they did not attend the mandatory walk-through.

Name: _____

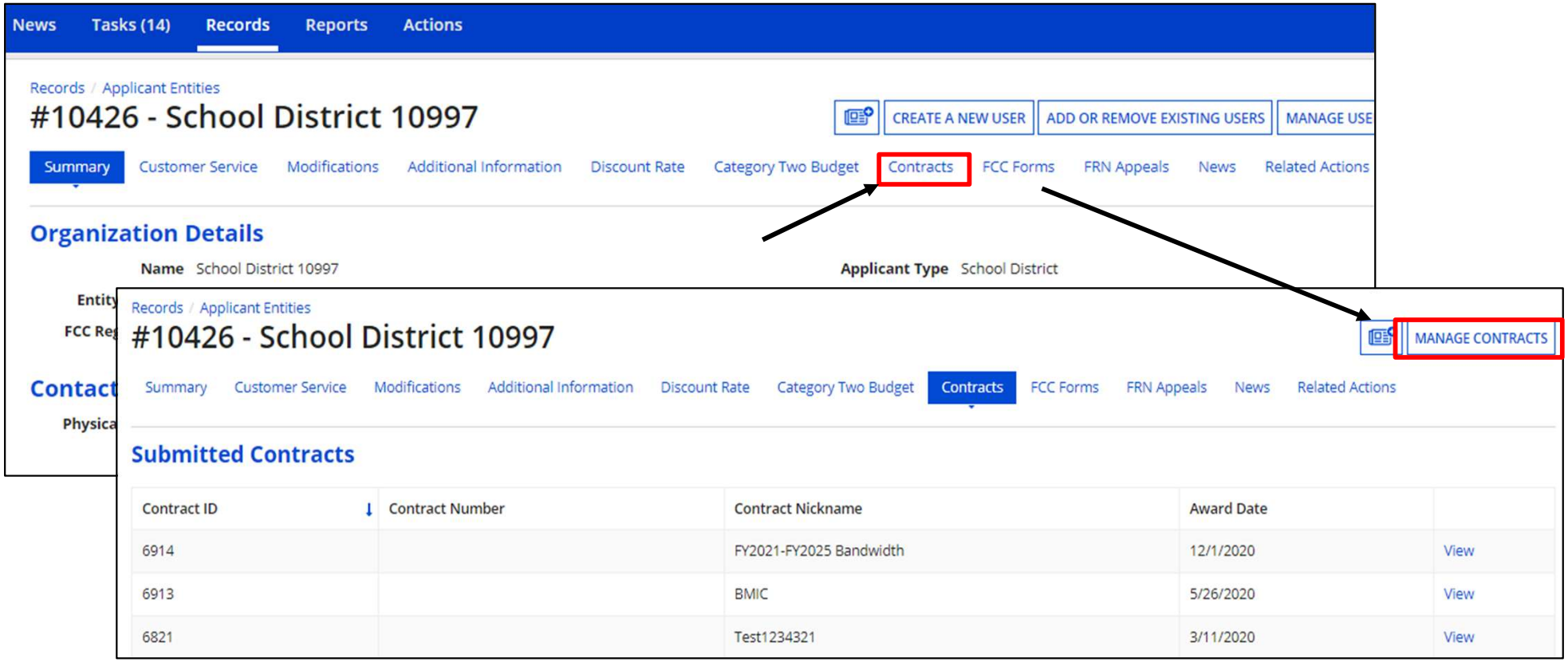
Signature: _____

Date: _____

- **Remember!! Before you award a contract, be sure to construct a bid evaluation!**
- Evaluate your bids with your bid factors listed and assigned points.
- Price must have the highest number of points
- If a vendor was disqualified, they would not be included in the bid matrix table but give an explanation as to why they were disqualified.
- Based on this example, Vendor 3 wins because they received the most points.

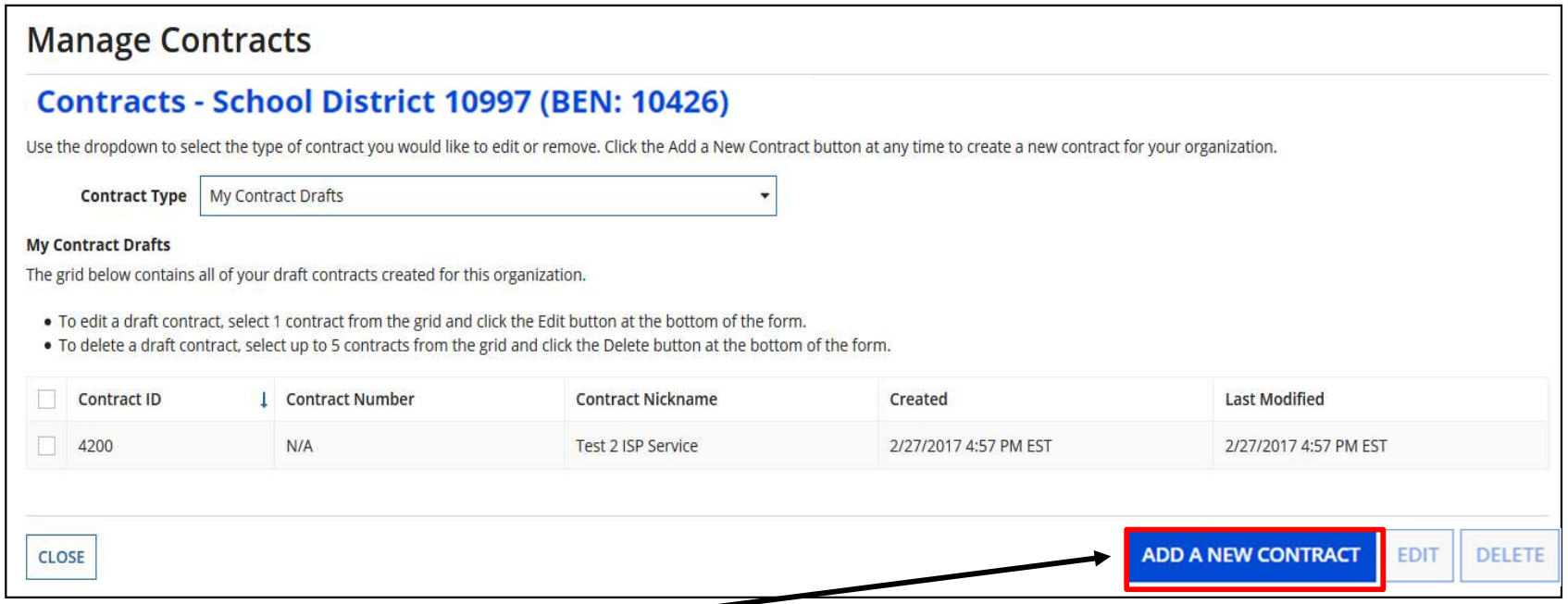
For a copy of a Category 1 and Category 2 bid matrix and acceptance letter, go to Bid-Matrix-and Sample-Letter-Cat-1-Cat-2

Manage Contracts



Click on “Contracts”, and then “Manage Contracts” to add new contracts. To see previously uploaded contracts, click on “View”. **Note:** Once a contract has been added, you cannot edit the information or delete it. If a mistake is found, you will have to add the contract again and reenter the accompanying information.

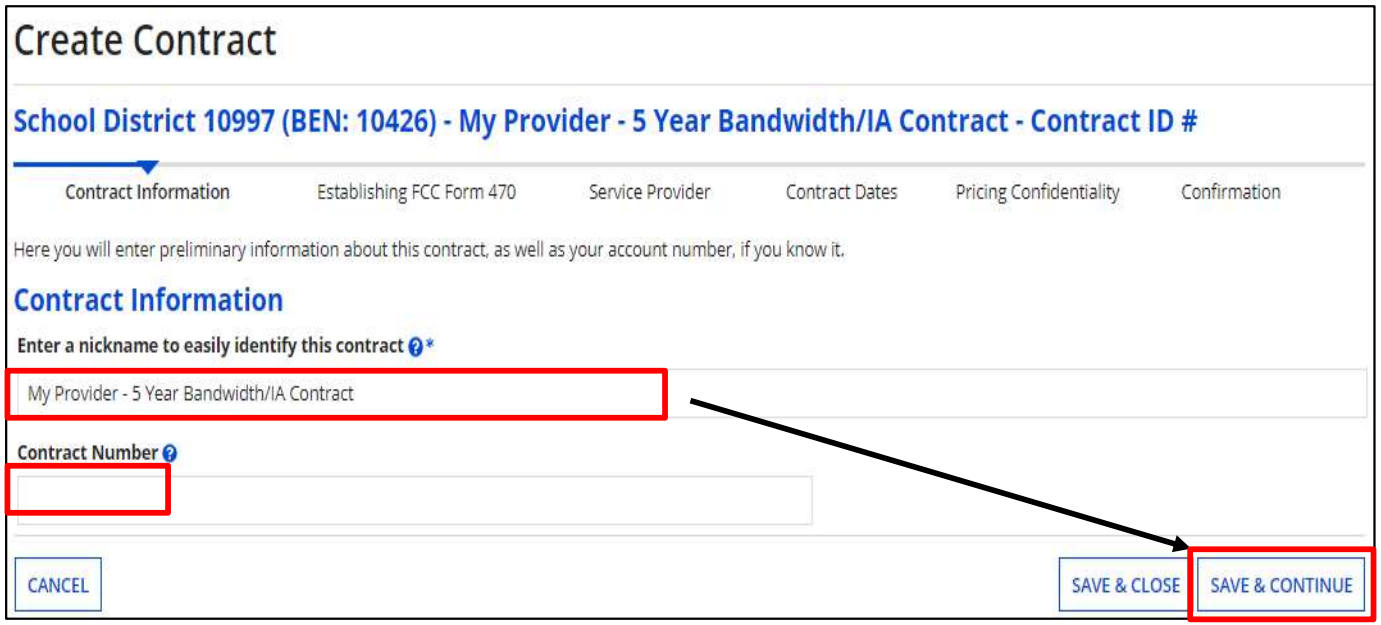
Manage Contracts – Add New Contract



Begin by clicking on "Add New Contract"

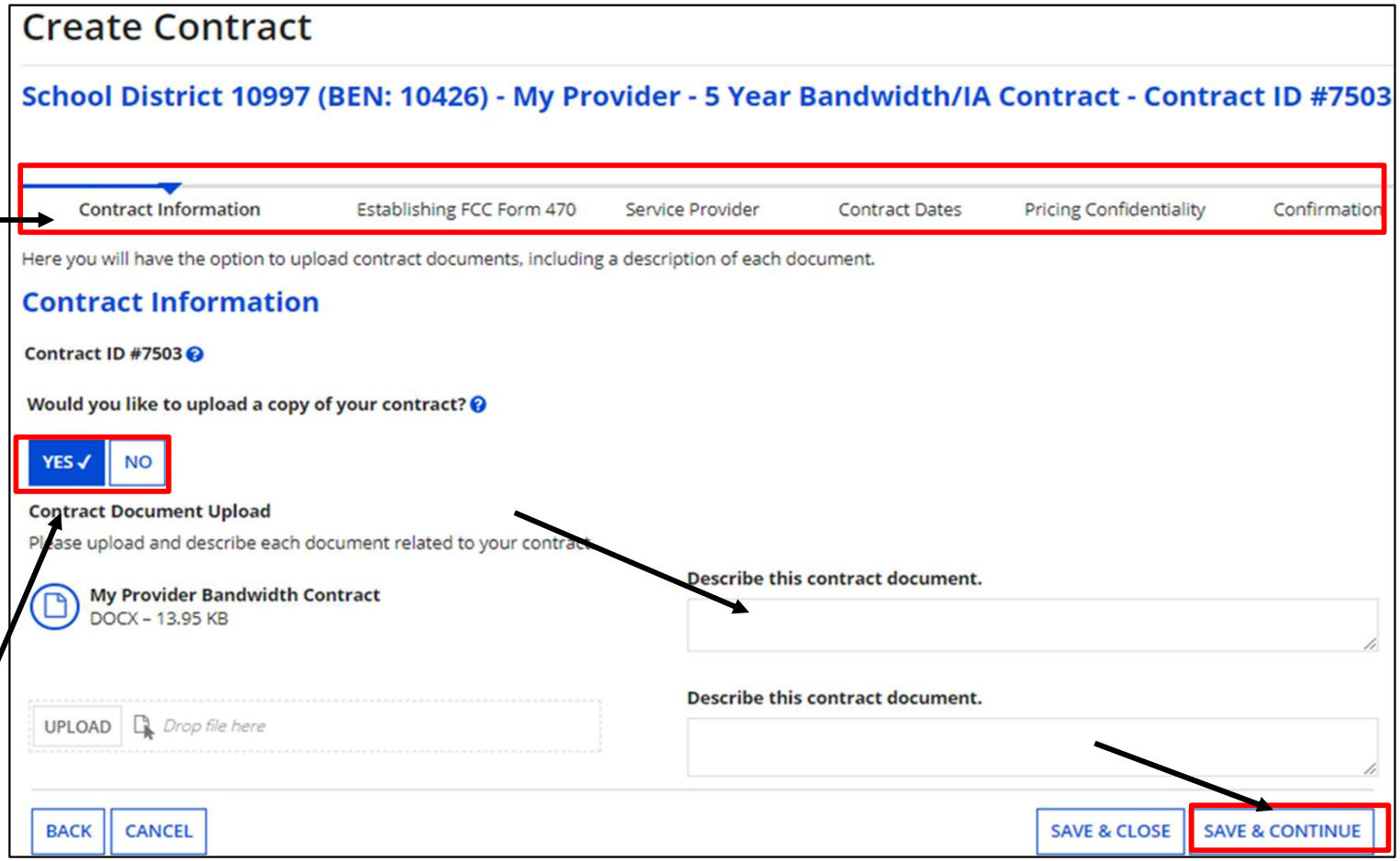
Enter a nickname and contract number if known, click on "Save & Continue"

Note: if you need to stop before completing, click on "Save & Close"



Manage Contracts – Create Contract

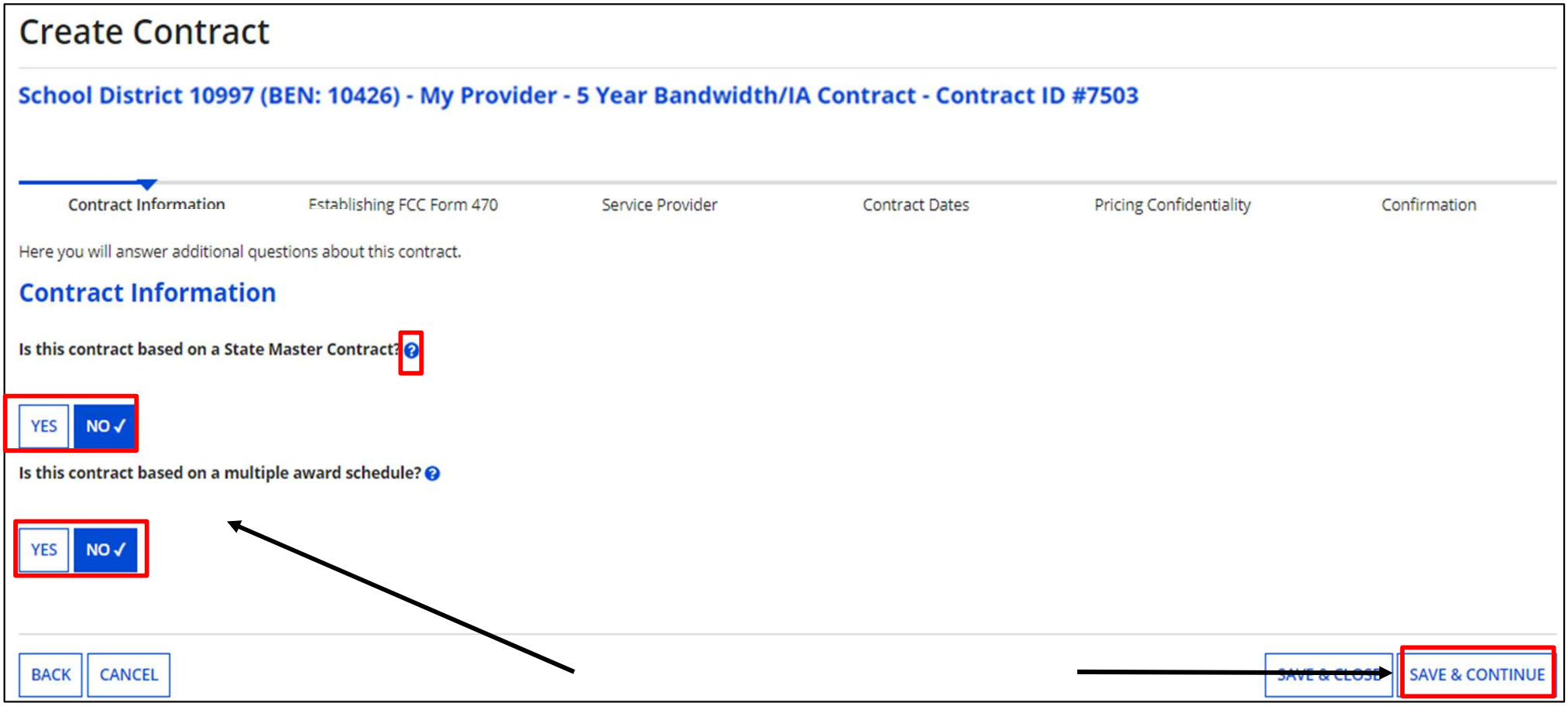
Breadcrumbs are provided to show progress



To upload a copy of the contract, choose “Yes” and upload the file. Enter a description of the document if you choose. You may add multiple documents if you choose. When done, click on “Save & Continue”.

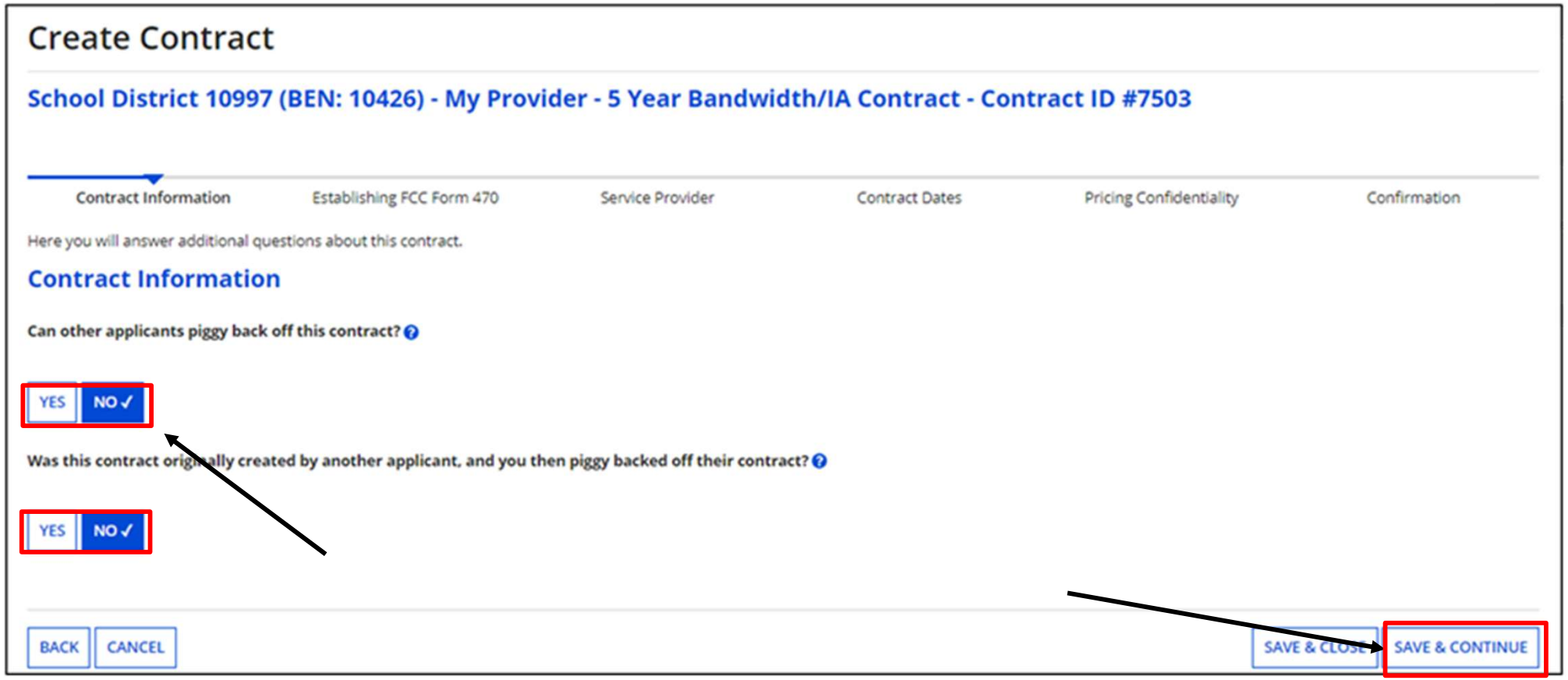
***Note:** If you have an existing contract that has addendums, it is recommended that you include all items as a single document. This also includes letters memorializing a purchasing decision if the contract was signed at a later date.

Manage Contracts – Create Contract



Provide answers. If unsure of the question, hover over "?" for an explanation. Click on "Save & Continue".

Manage Contracts – Create Contract



Select the contract Piggy Back options. (The second question doesn't appear until you answer the 1st one.) Click on "Save & Continue".

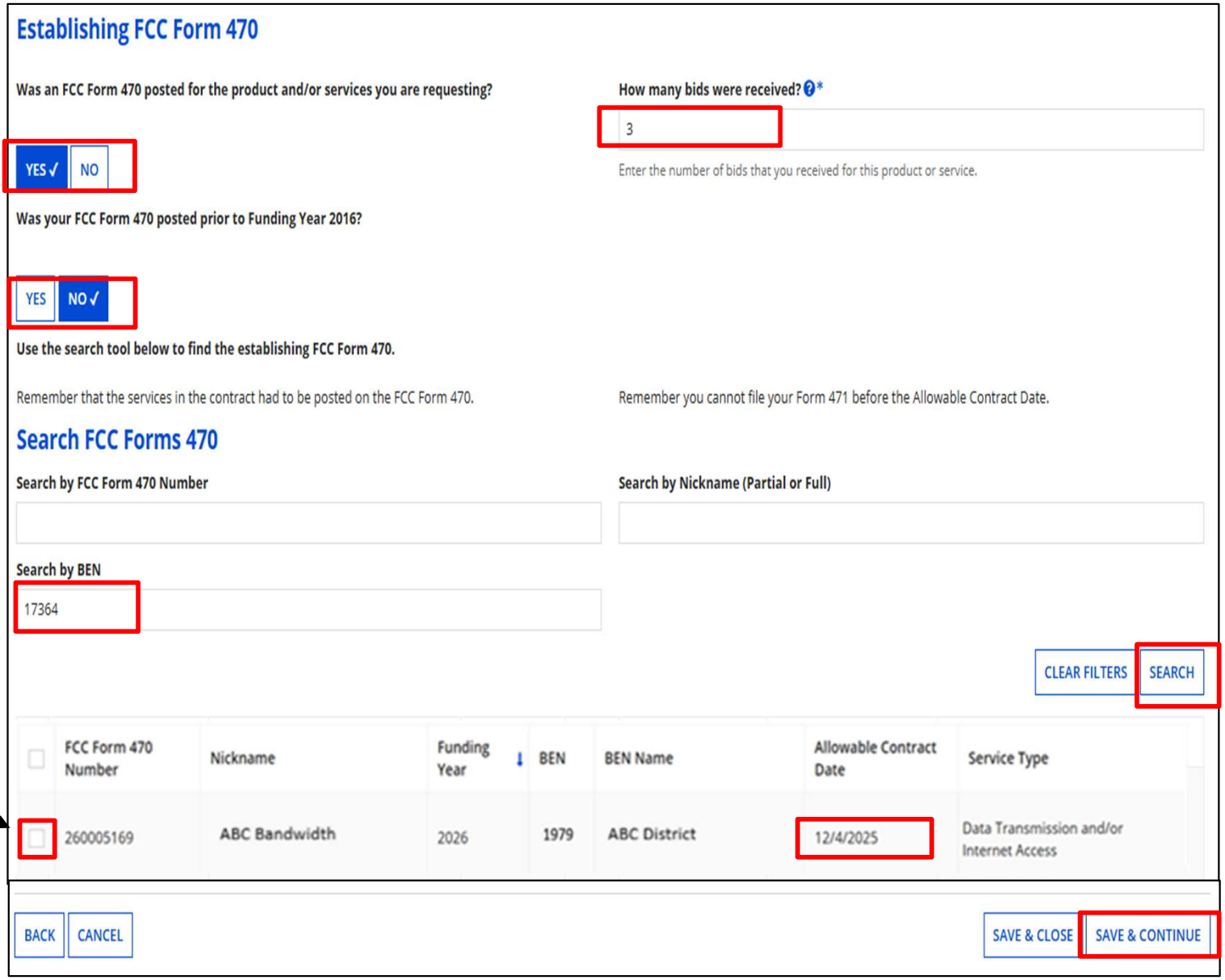
Manage Contracts – Create Contract

Enter the number of bids received.

Choose “Yes” if a Form 470 was filed and indicate if it was done prior to FY2016.

If you are using FY2016 – FY2026 Form 470, you can search the portal for it. If you are not searching by BEN, enter your search criteria and click on “Search.” The results will be listed below.

Check the box to select, and click on “Save & Continue”



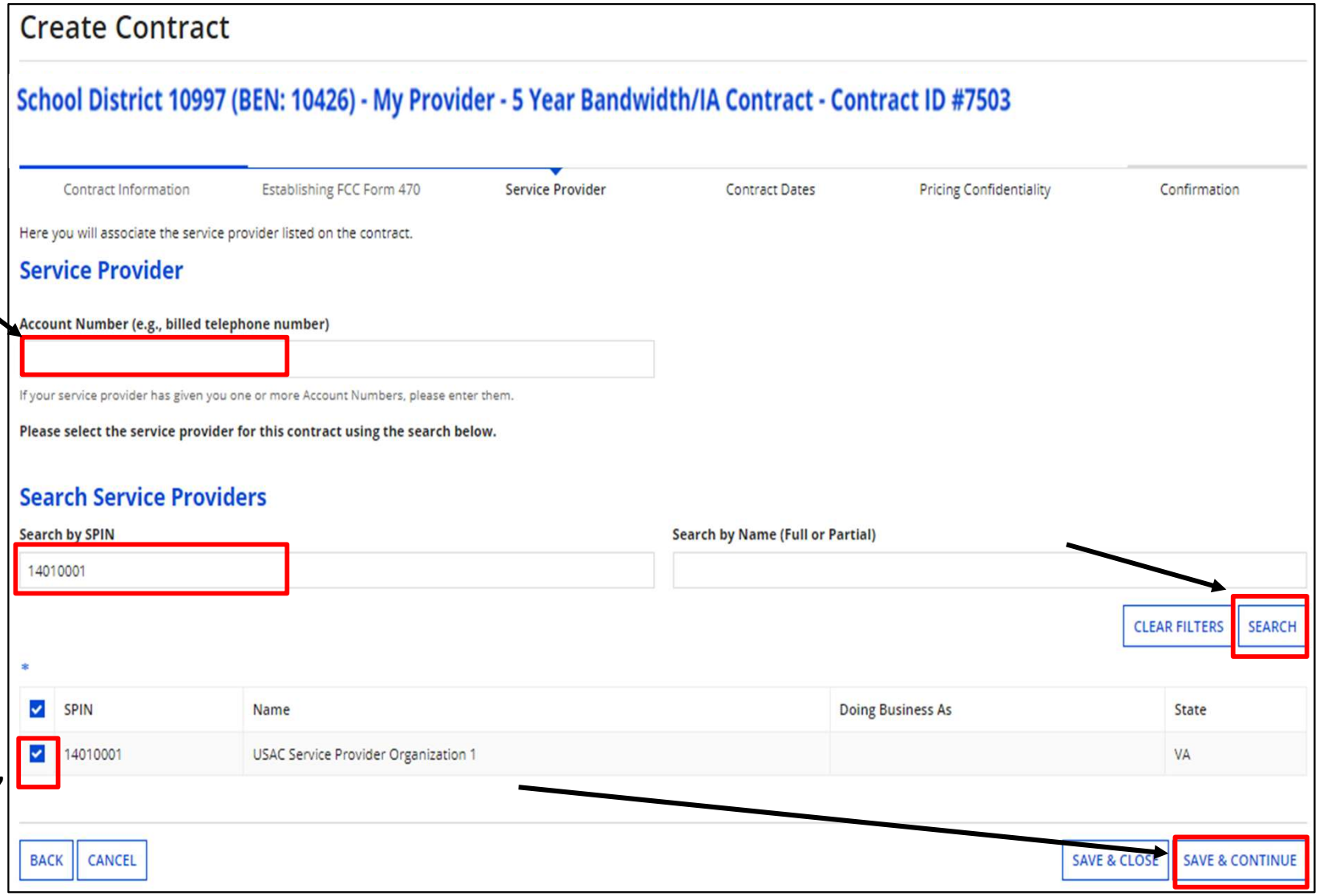
Note: “Allowable Contract Date” and “Service Type” is shown. If you choose a 470 that’s before the allowable date, you will receive an error message.

Manage Contracts – Create Contract

Enter Account Number if known, but not required

Enter search criteria for Service Provider by SPIN or name, click on "Search"

Check box to select, click on "Save & Continue"



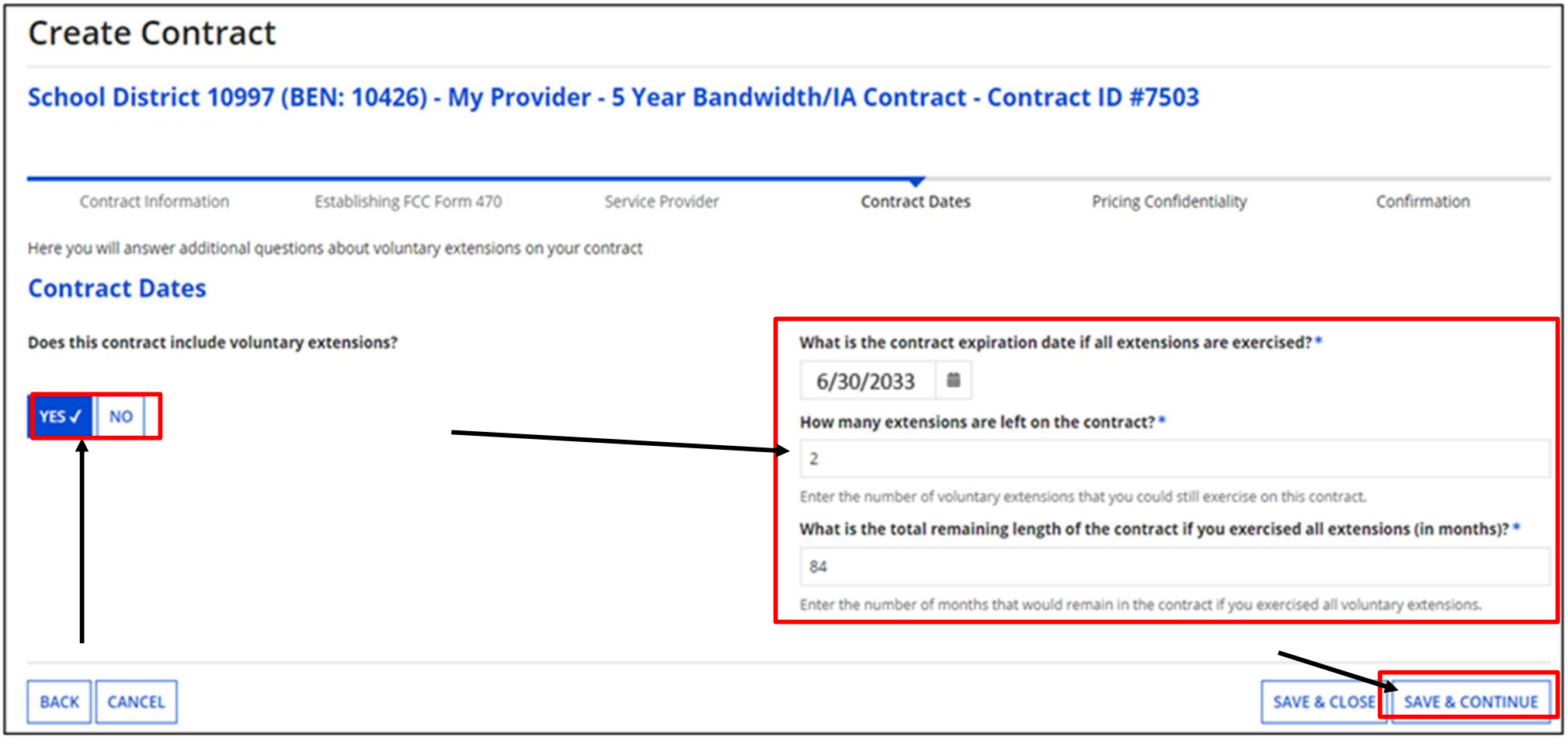
Manage Contracts – Create Contract

Indicate if this is a multi-year contract and enter the date the contract was awarded, **the date someone from your organization signed it, not the provider's signature date.**

Remember, the date must be **on or after the Allowable Contract Date listed on the Form 470. The Contract Expiration Date will be entered later in the FRN on the Form 471.

Click on "Save & Continue"

Manage Contracts – Create Contract



Indicate if voluntary extensions are allowed. If so, provide the contract expiration date if all extensions are exercised, the number of extensions left on the contract, and the total remaining length of the contract if you exercise all extensions.

Note: If your contract states that at the end of the contract term, it will auto-renew until you cancel it, that is not a voluntary extension. It must have a future expiration date.

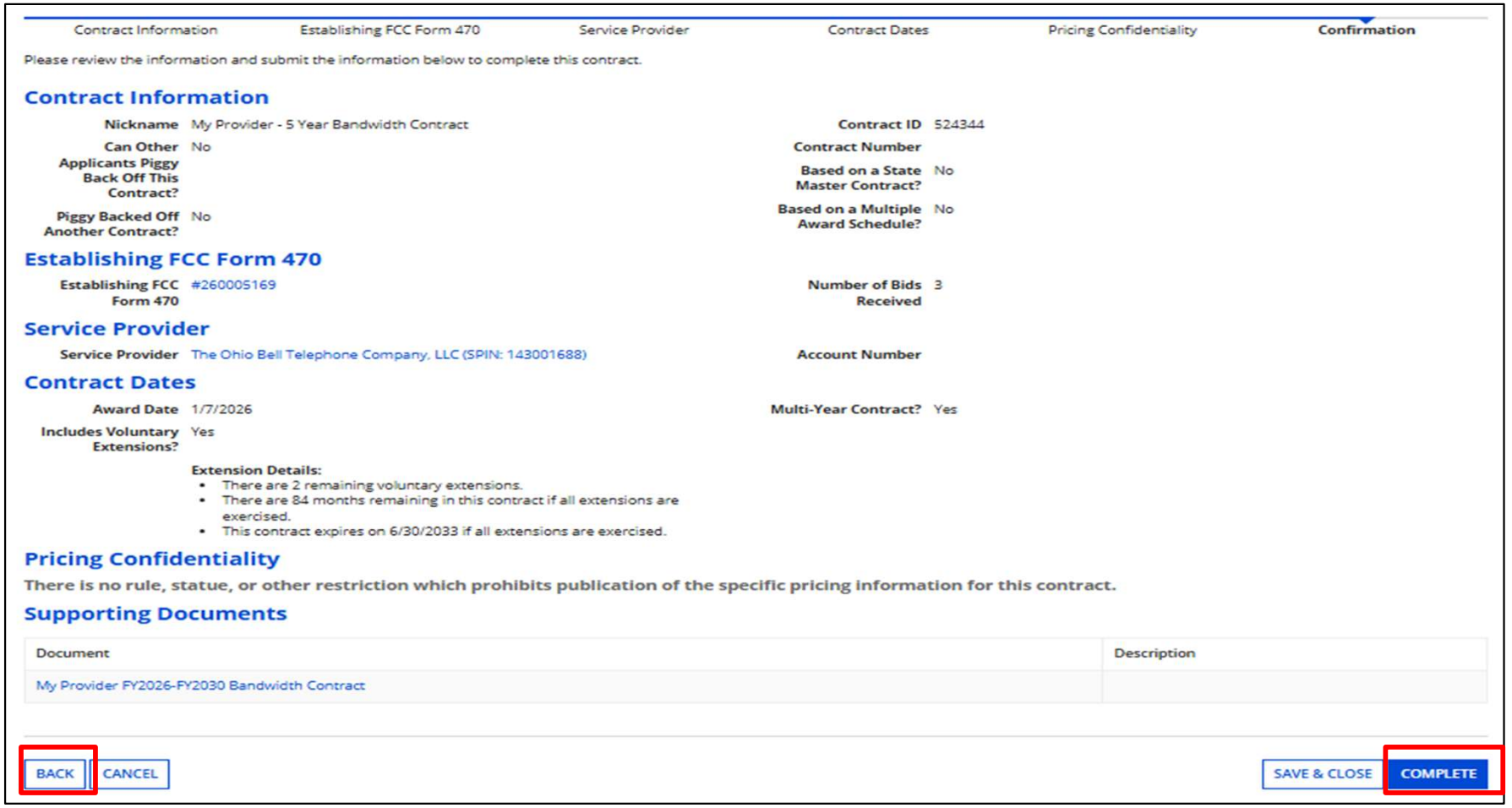
Click on “Save & Continue”

Manage Contracts – Create Contract

Indicate if there is a restriction prohibiting publication of the pricing for this contract. If "Yes", you must state the type of restriction (State Law, Local Rule, Court Order, Contract with Restrictive Terms), and upload Restriction Document.

Click on "Save & Continue"

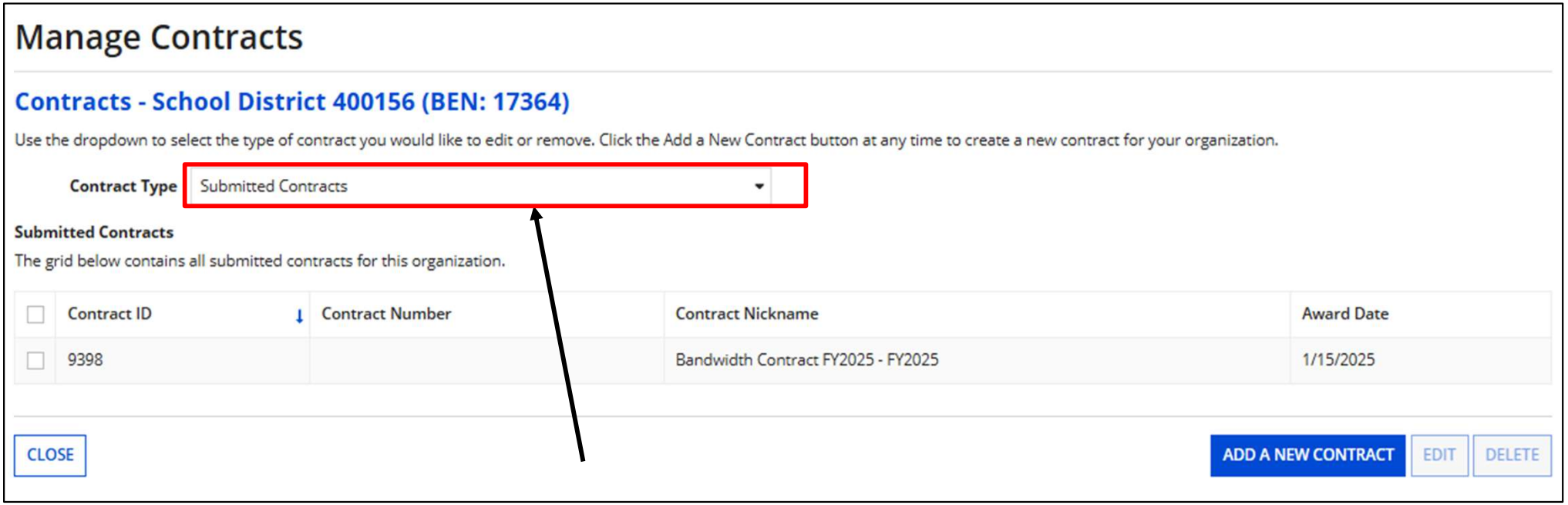
Manage Contracts – Create Contract (Confirmation)



If an error is found, click on “Back” and correct it.

If the information is correct, click on “Complete”. Keep in mind that if a mistake is found after it’s submitted, you can not edit it. You will have to create a new contract record.

Manage Contracts



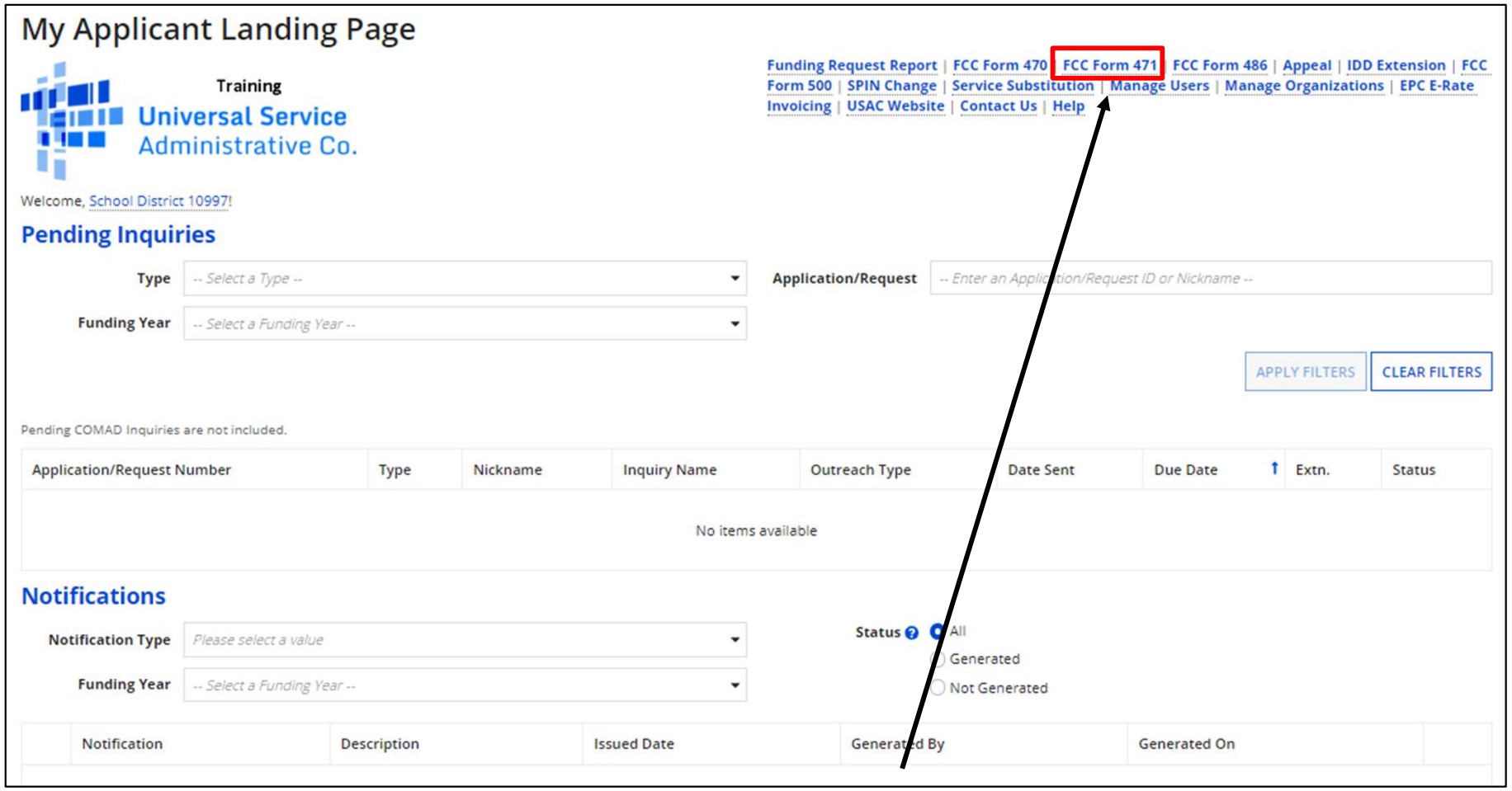
To see contracts you've added, go back to "Manage Contracts" as before. Click on the pull-down and choose "Submitted Contracts".

If you started adding a contract but had to "Save & Close" before completing it, click on "Manage Contracts", and choose "My Contract Drafts" as the contract type. Select the contract from the grid and click on "Edit" to continue.

Remember, you will need to complete the steps for each contracted service.

Creating the Form 471

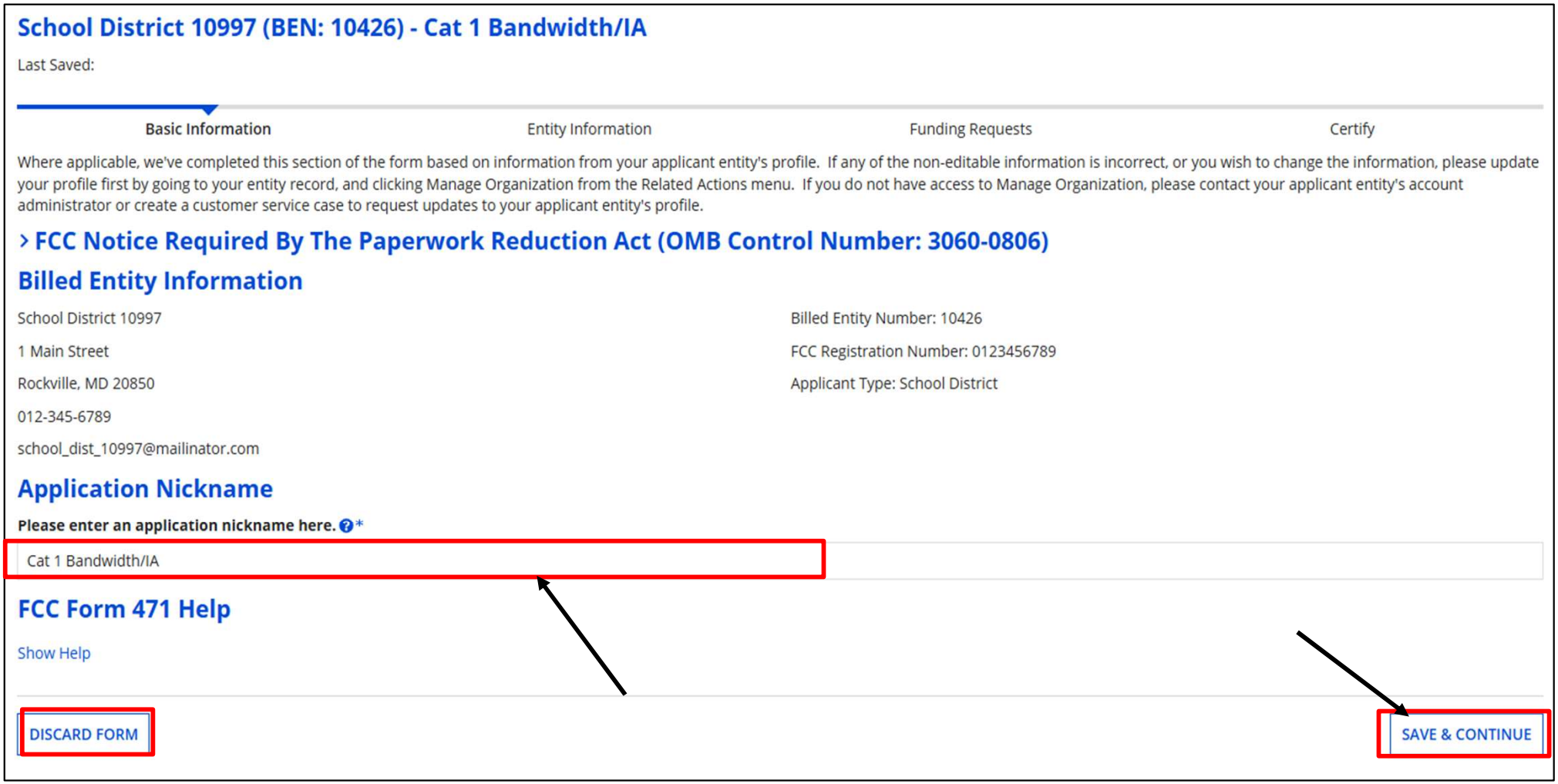
Creating the Form 471



From the Landing Page, click on “FCC Form 471”

Note: When you begin the FCC Form 471, the basic information about your Billed Entity will be automatically populated from your profile. If you did not update your entity profiles by the Jan. 16th deadline, your FY2025 data will be displayed.

Creating the Form 471

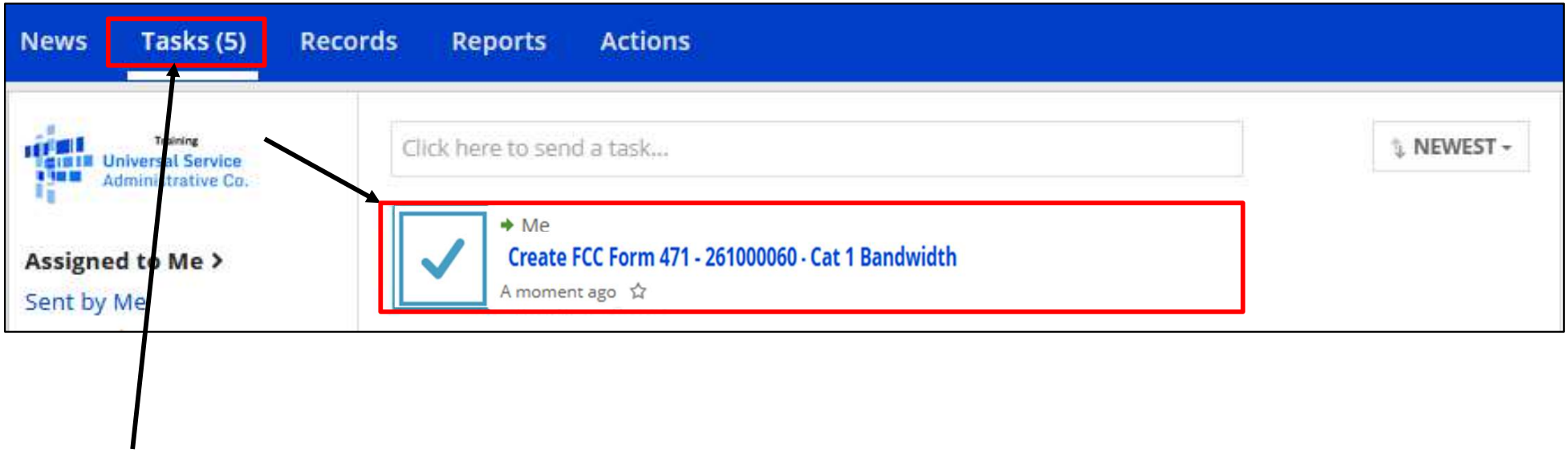


Enter an application nickname and click on “Save & Continue”

As before, breadcrumbs are listed at the top, and required fields are indicated by *.

You also have the option to “Discard Form” to discard your work. Once you confirm that you want to discard the form, it will no longer be available in the EPC system.

Continuing a Form 471



If, after completing part of the form, you need to stop and return to it later:

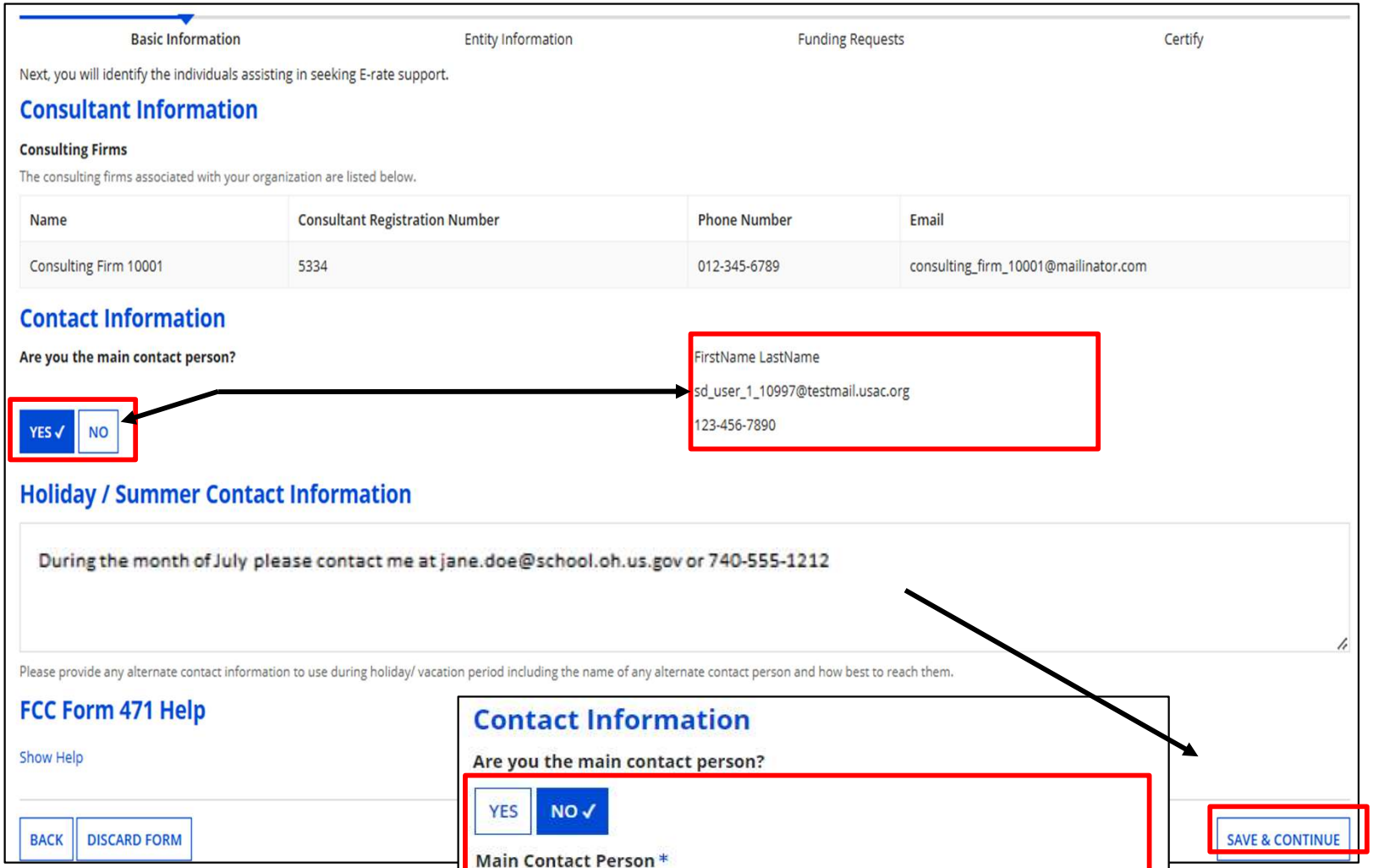
- Click the "**Task**" tab to locate the in-process form when you return to EPC

Please note: the task is named "Create Form 471" instead of "Continue". However, you will be taken to the screen in the application where you left off.

Creating the Form 471

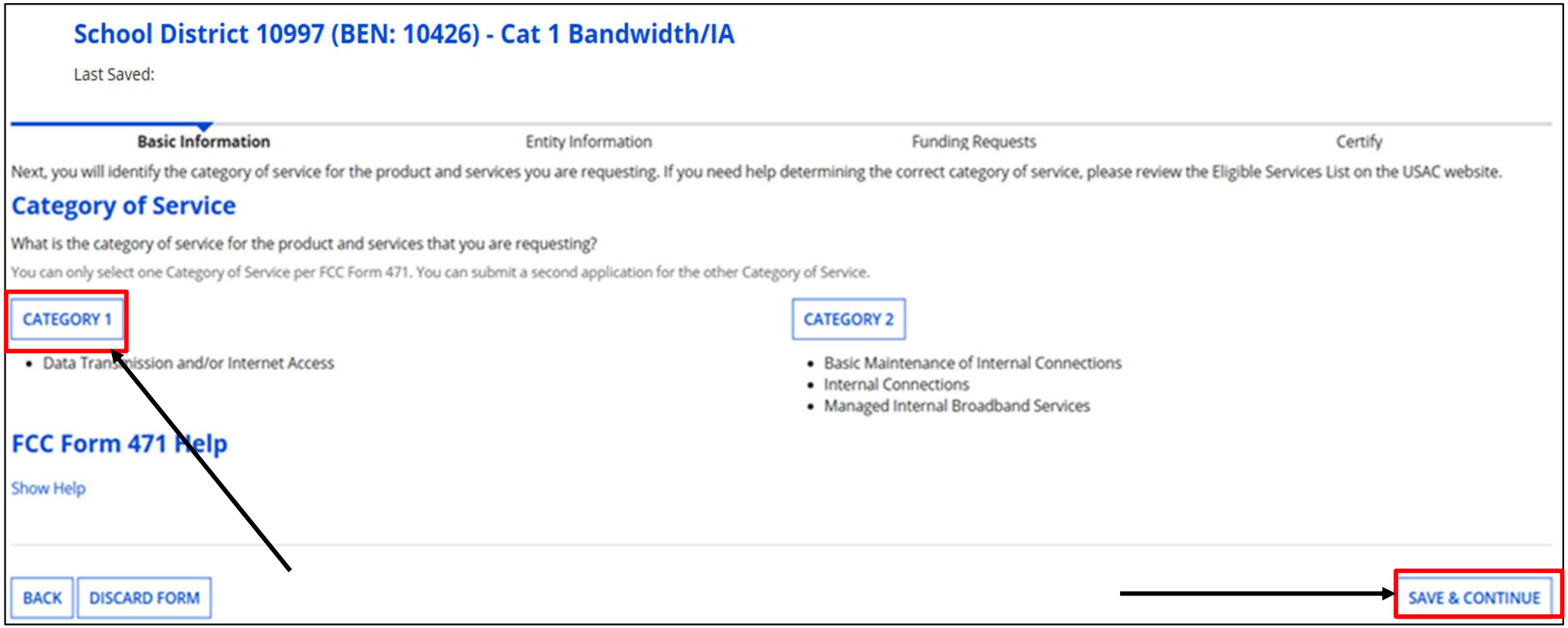
Choose “Yes” if you are the main contact, and your information will be displayed

Provide “Holiday / Summer” contact information if appropriate, and click on “Save & Continue”



Note: If you are not the main contact, select “No” and search by name or email address. The person must have an EPC account for this organization & accepted the Terms & Conditions to be added.

Choosing Category of Service

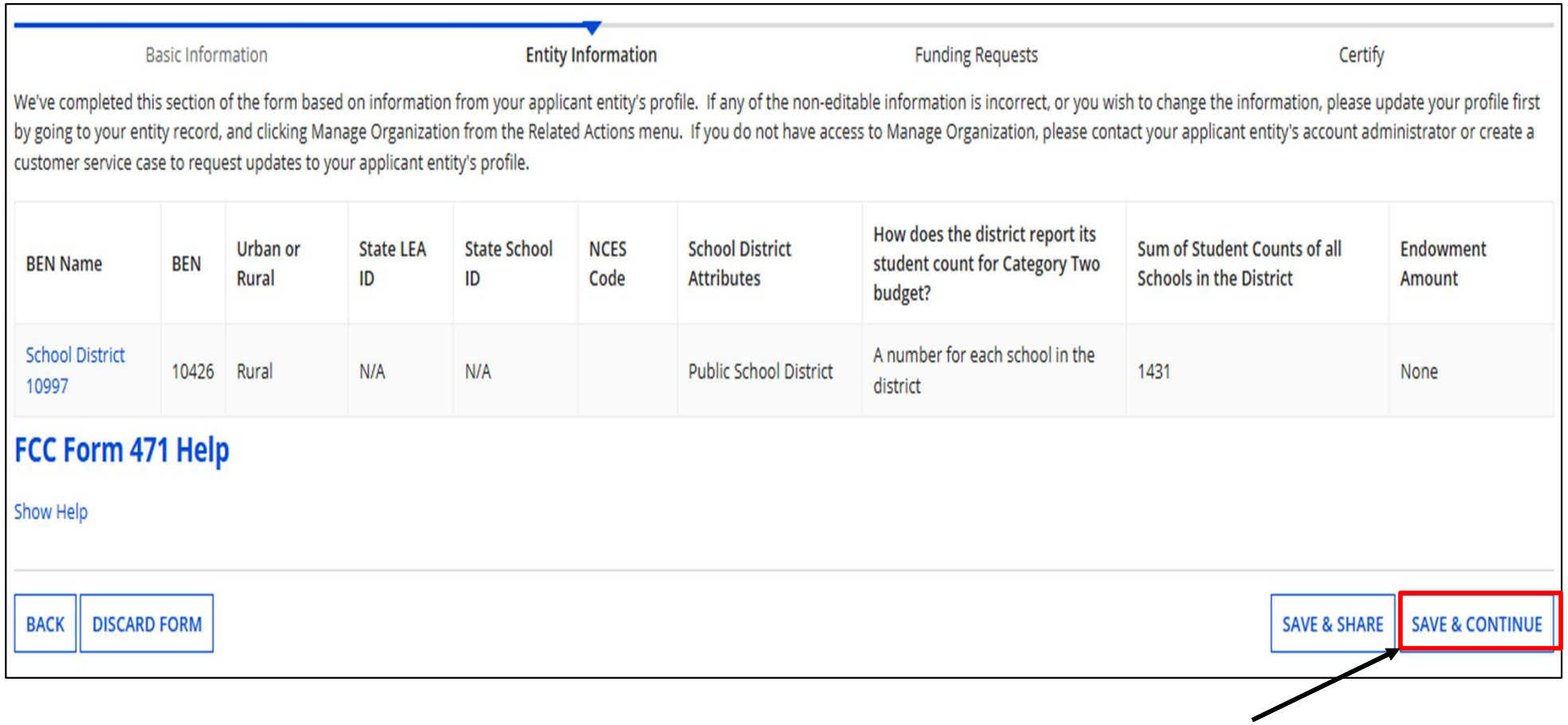


Choose the "Category of Service" for the products/services you're applying for **this** Form 471

- **Category 1** (bandwidth/IA, including hotspots for **Bookmobile/Kiosk Access**),
- **Category 2**

You **cannot** select both on the same Form 471. Also, once you click "Save & Continue", you **cannot** change the selected category for this application.

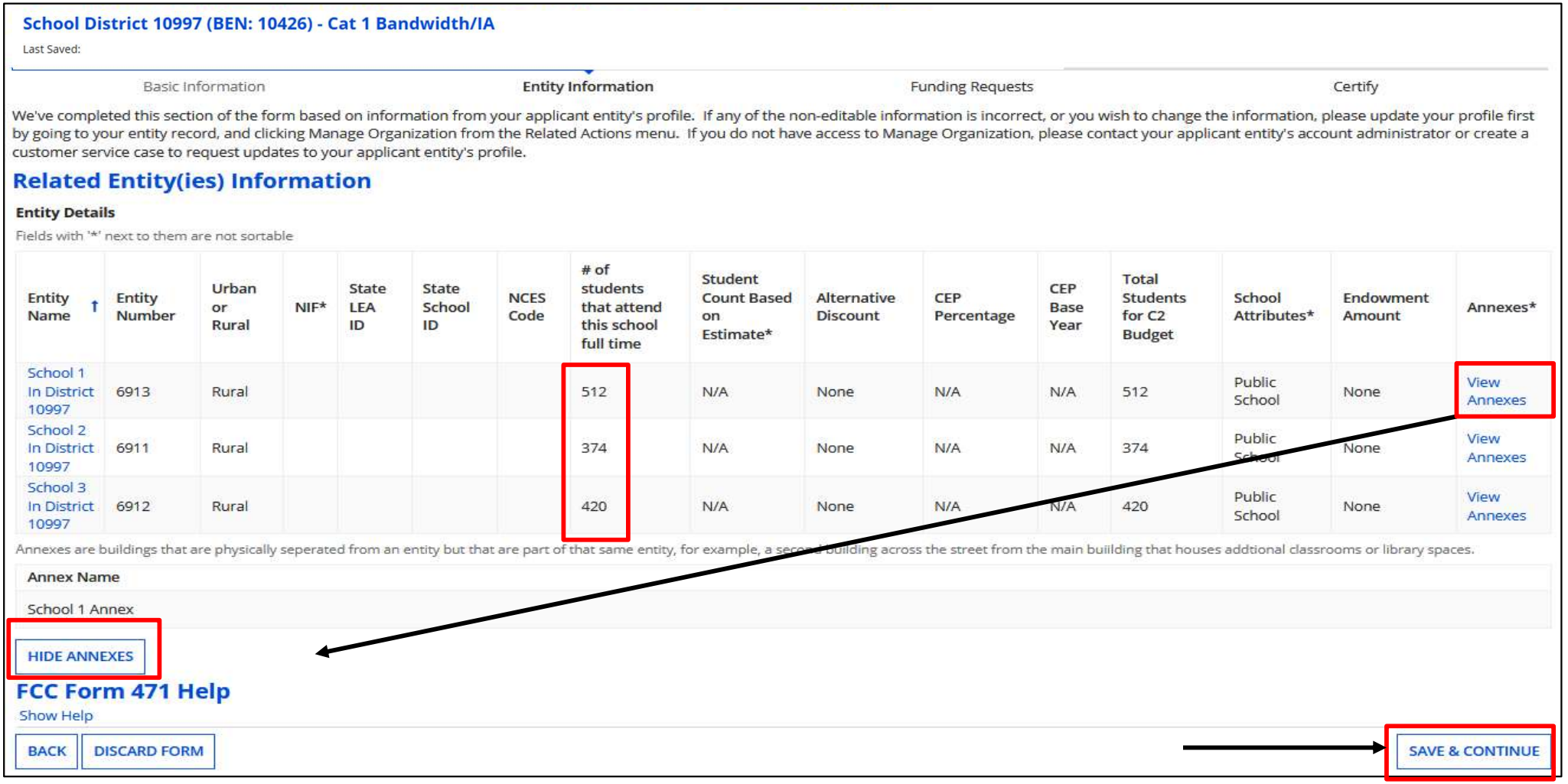
Entity Information



This portion of the form populates and displays information based on your entity's profile. There is nothing you can change here.

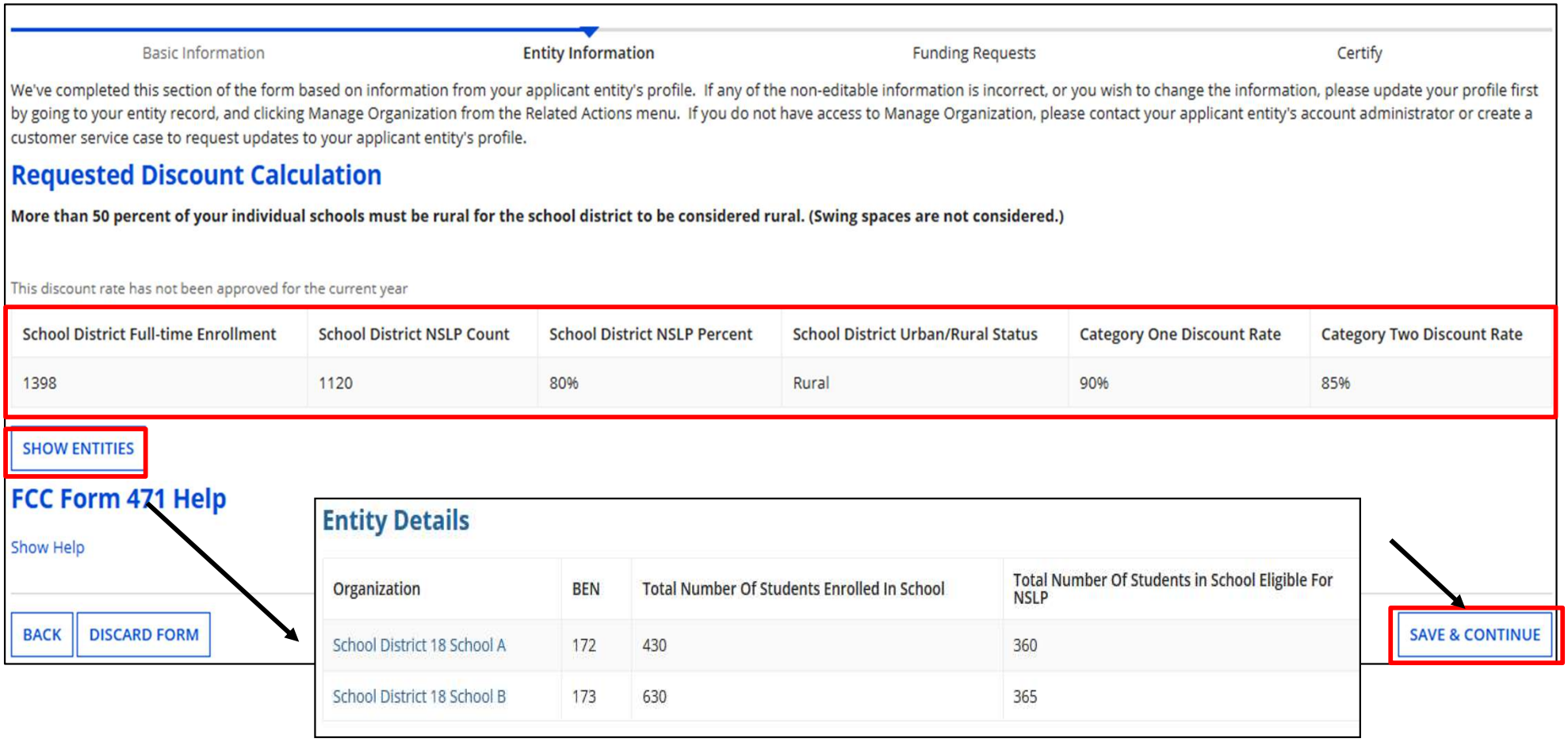
Click on “Save & Continue”

Related Entity Information



View "Related Entity Information". If you are an independent school, you will see the message "No Related Entities". To verify if an annex is associated with a school, click on "View Annexes". If so, it will show below. Again, there is nothing you can change here. Click on "Save & Continue"

Requested Discount Calculation



Discount Calculation shown based on your entity's profile. To see a list of all entities, click on “Show Entities”. When done, click on “Save & Continue” to start adding funding requests.

If you click on the name of the school, you will be taken out to the Form 471 to the school’s summary page. To return to the 471, click on “Tasks”, and “Create Form 471” as we saw earlier.

Creating Your Funding Requests

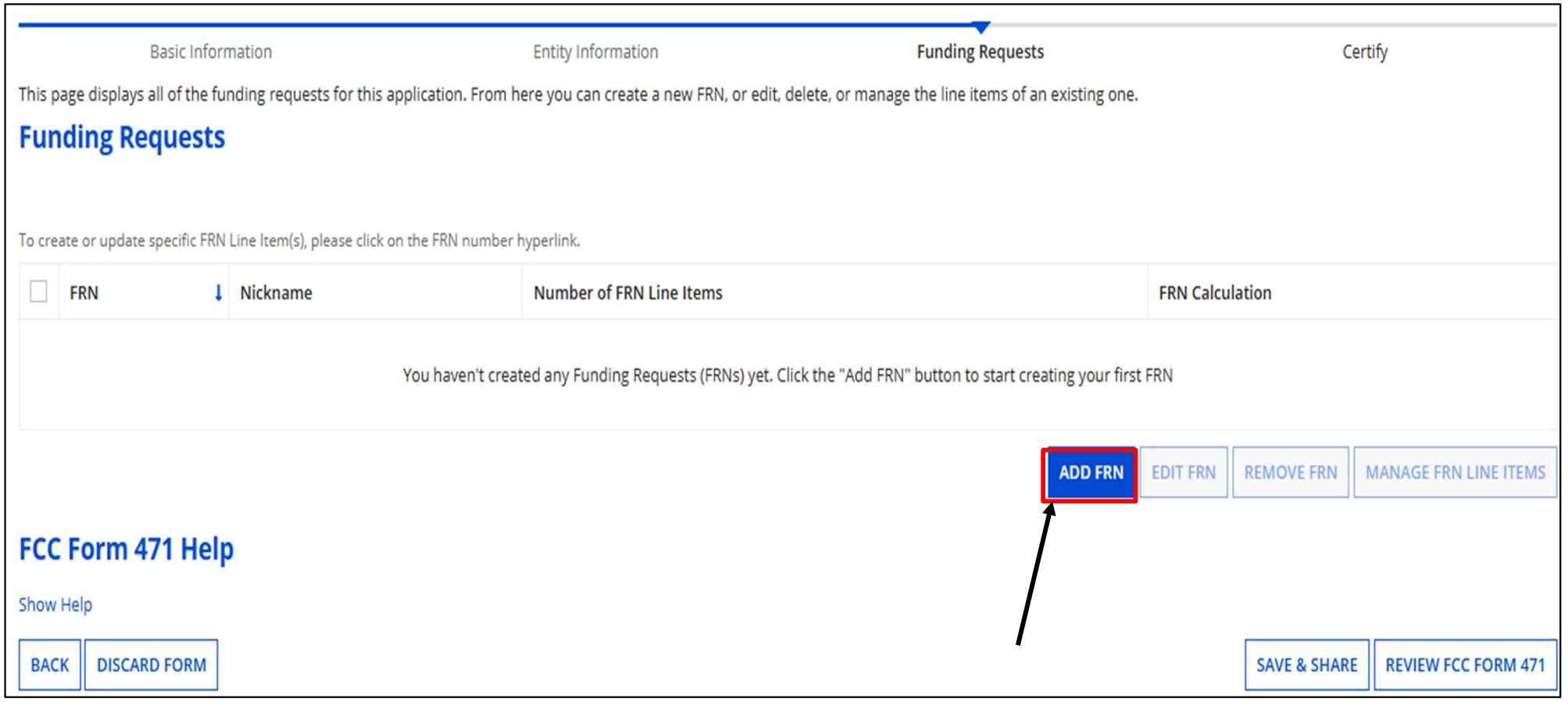
- The next step is to create your FY 2026 Funding Requests
  - Funding Requests, known as FRNs, provide details to USAC about the services for which you are seeking discounts
  - Each separate service or contract will have its own FRN
  - There can be multiple FRNs per Form 471
    - Category 1 and Category 2 FRNs must be filed on separate 471s
    - Basic maintenance (BMIC) must be on separate FRNs

- There are two sections to <u>each</u> funding request:

1. FRN Key Information (Part 1)
   - Link to the relevant contract
   - Asks for updated Contract Expiration Date
   - Asks for general description of FRN in narrative box

2. FRN Line Item(s) (Part 2)
   - Asks for details about make/model/quantity/service
   - Asks for unit cost data for each component
   - *Optional: Can identify which schools or libraries are receiving that service*

New Contract Funding Requests – Part 1



Click on “Add FRN” to begin.

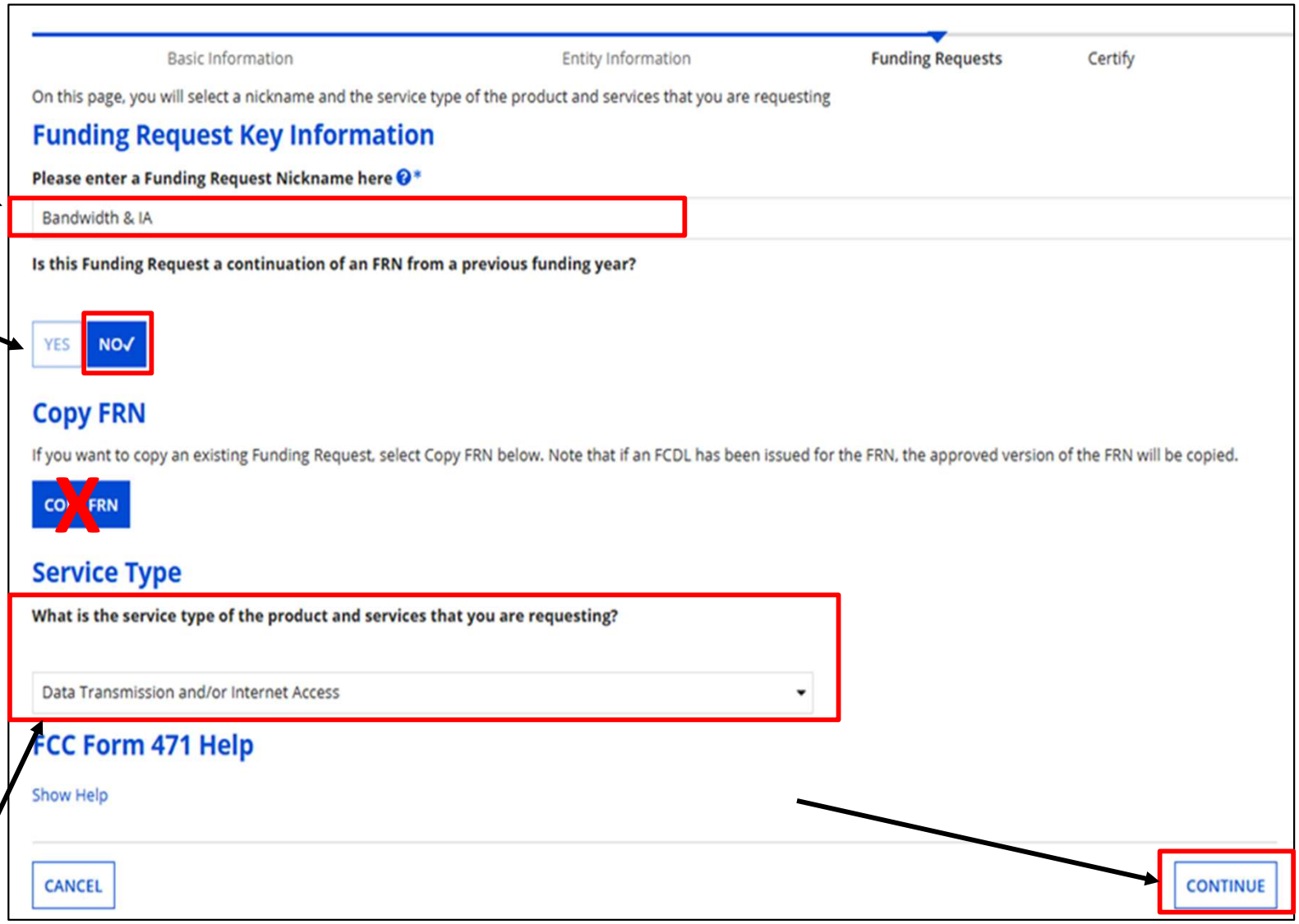
Note: “Part 1” is where we indicate how we’re purchasing and associate a contract if appropriate. “Part 2” is where we provide bandwidth info, the connection type, cost, and who’s using the service.

New Contract Funding Requests – Part 1

Enter a nickname for the FRN

Choose "No" as this is a new contract

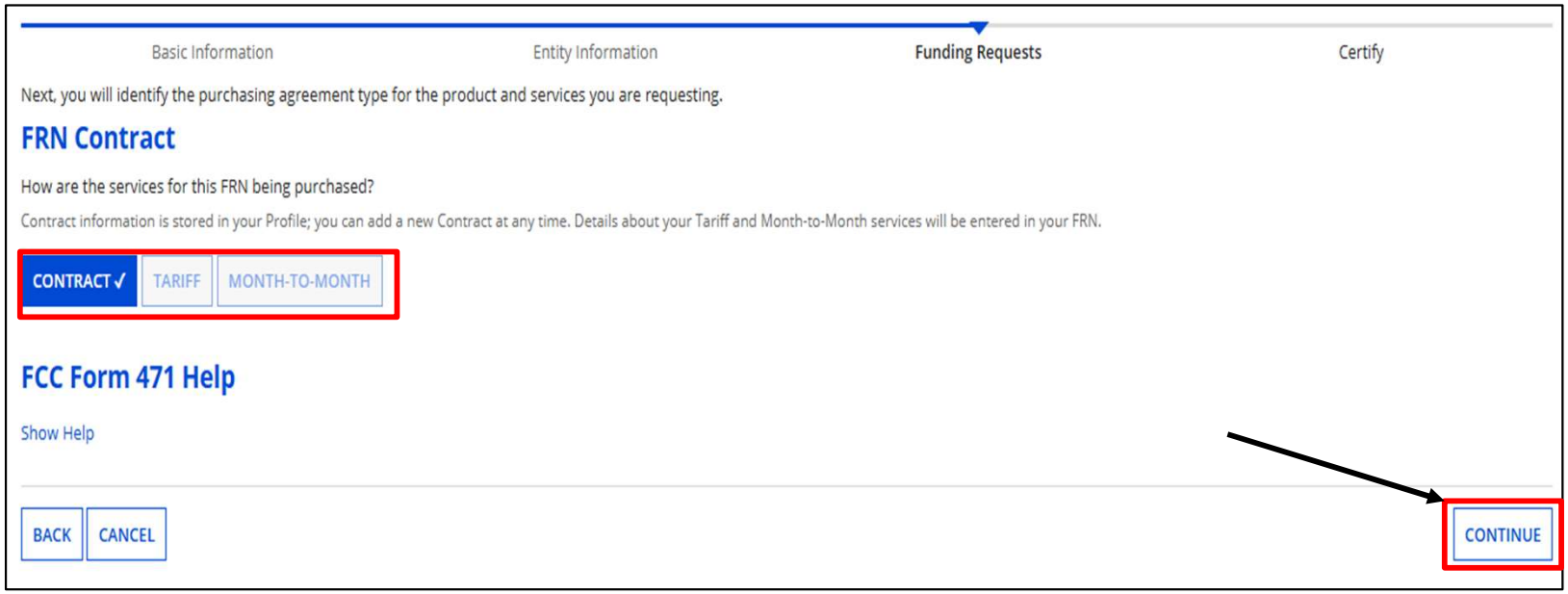
Do not click on "Copy FRN" **this will be covered shortly….**

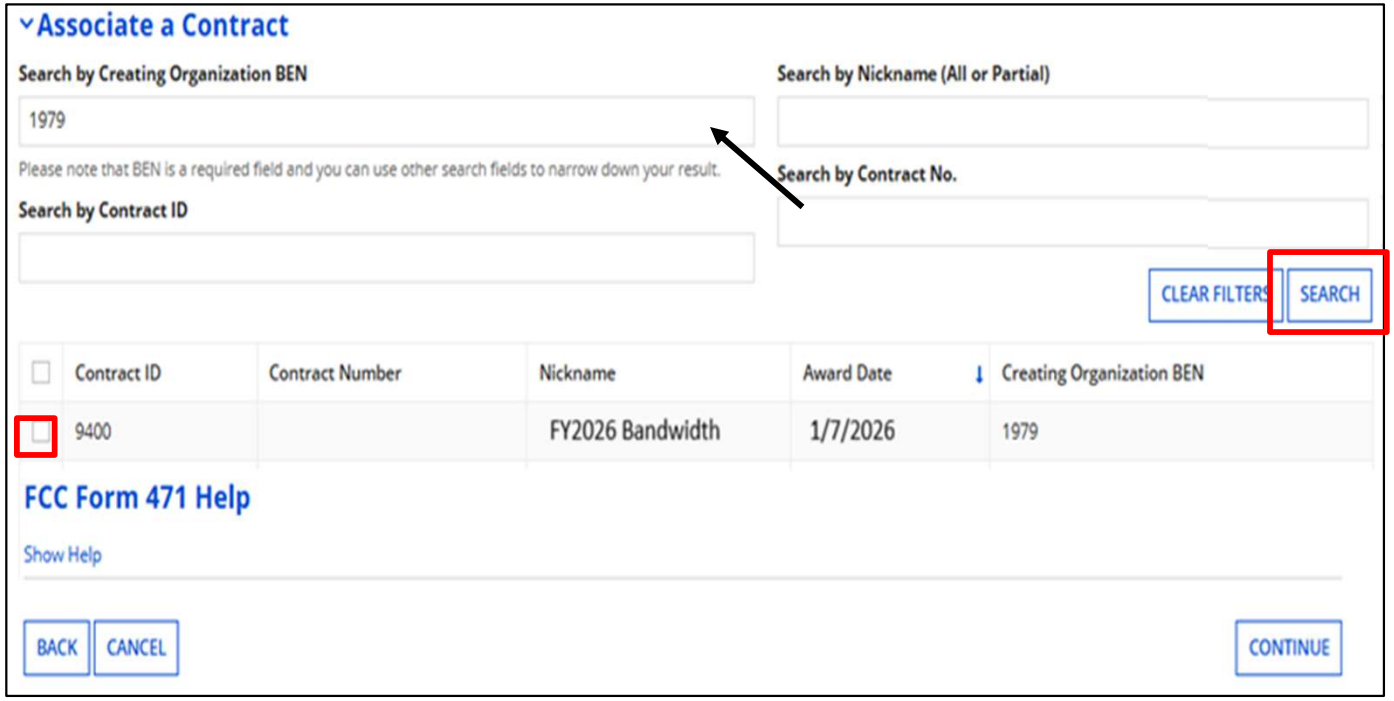


"Data Transmission and/or Internet Access" auto-populates.
Click on "Continue"

New Contract Funding Requests – Part 1

Choose how the services will be purchased and click on "Continue"

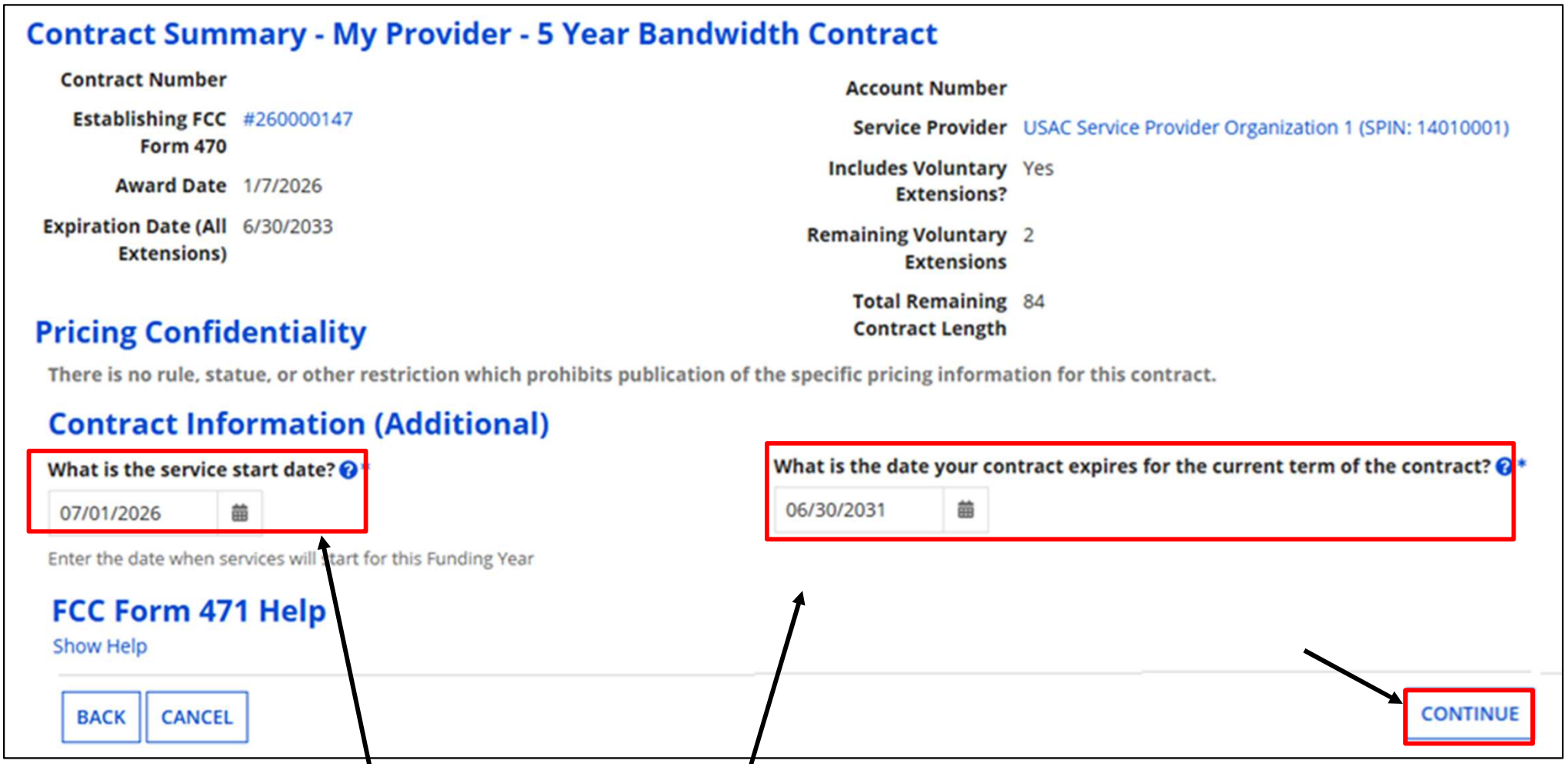




If "Contract" was indicated, search for the associated contract that was uploaded previously.

Enter search criteria and click on "Search". The BEN is the default. Results will be listed in a grid below. Click box to select contract. The summary will display below.

Contract Summary

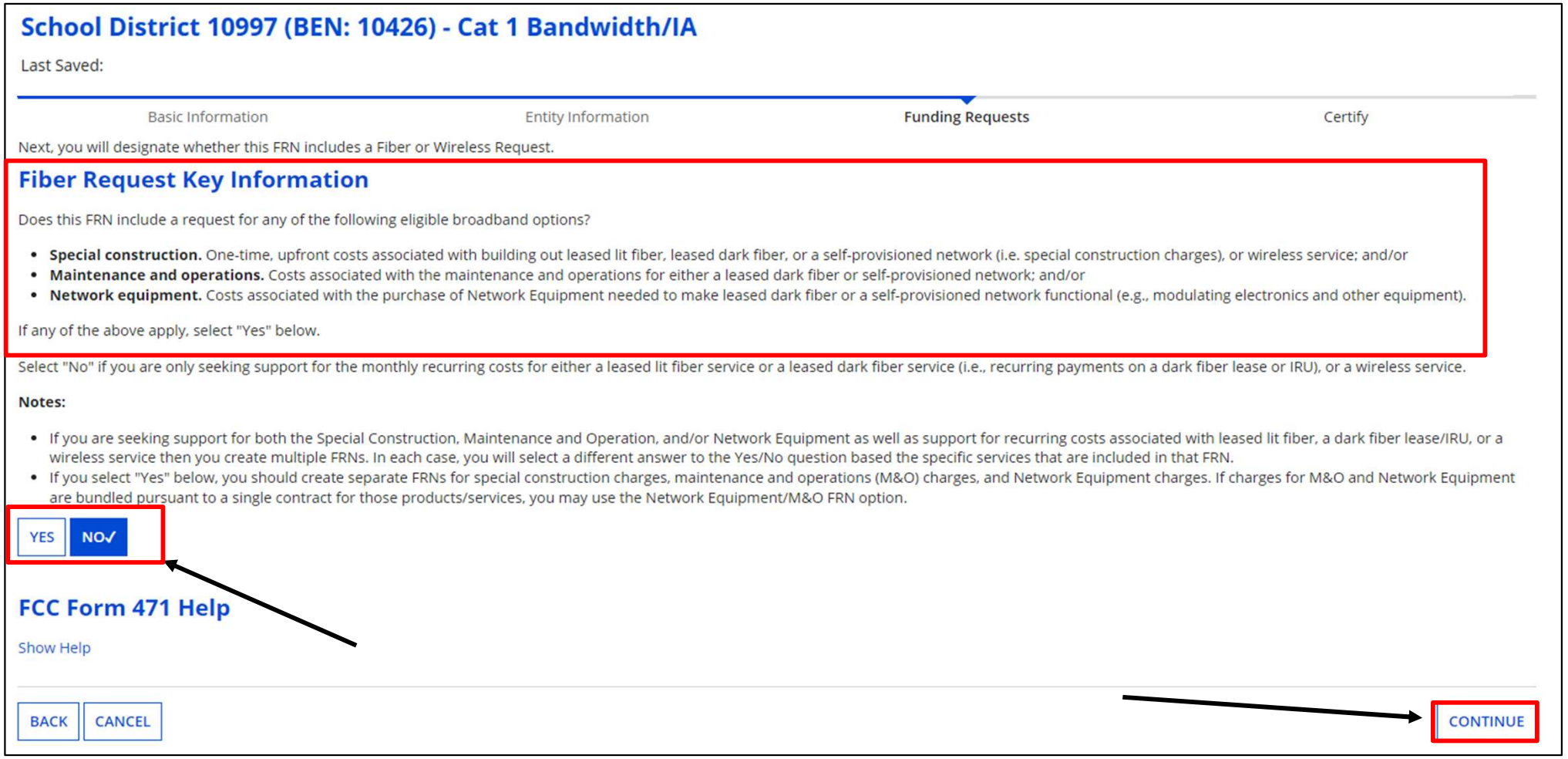


Verify the service start date, that's auto-populated. The default is 07/01/2026 for the upcoming funding year.

Enter the date the contract expires for the current term of the contract, <u>not including extensions</u>.

Once completed, click on "**Continue**"

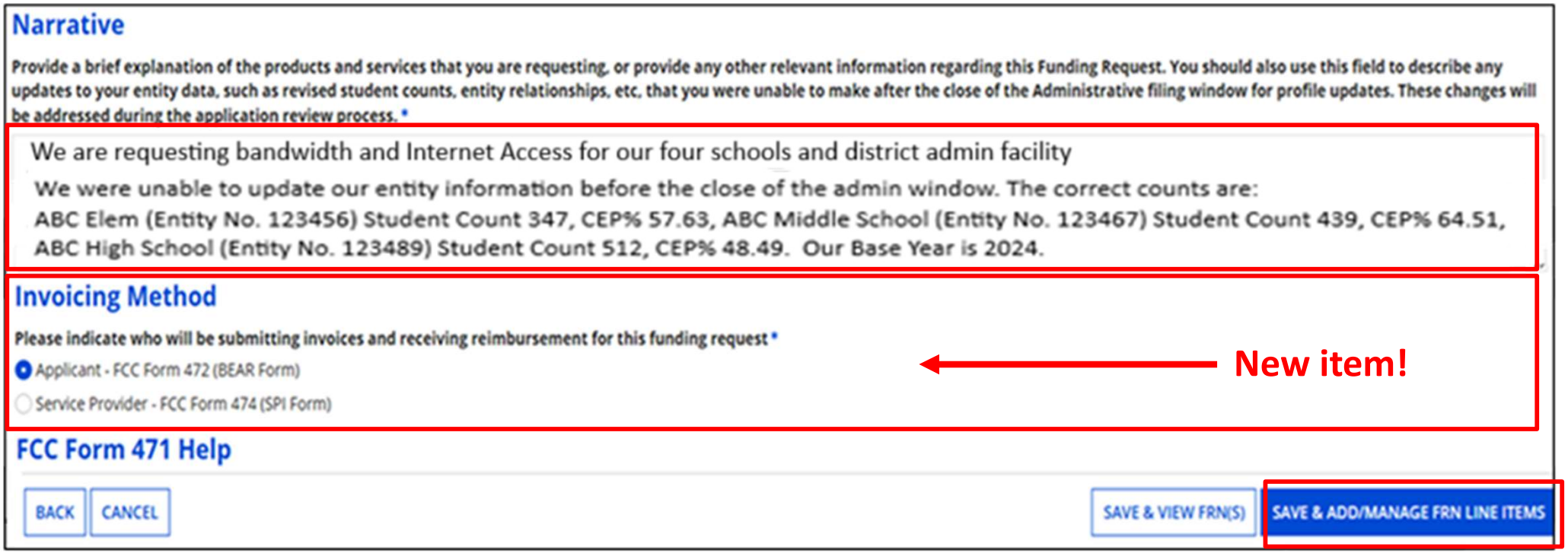
New Contract Funding Requests – Part 1



The form asks whether this FRN includes costs for special construction, maintenance, or network equipment to light the fiber, such as when requesting dark or self-provisioned fiber. We will cover this shortly.

Select “No” and click on ”Continue”

Funding Request Narrative

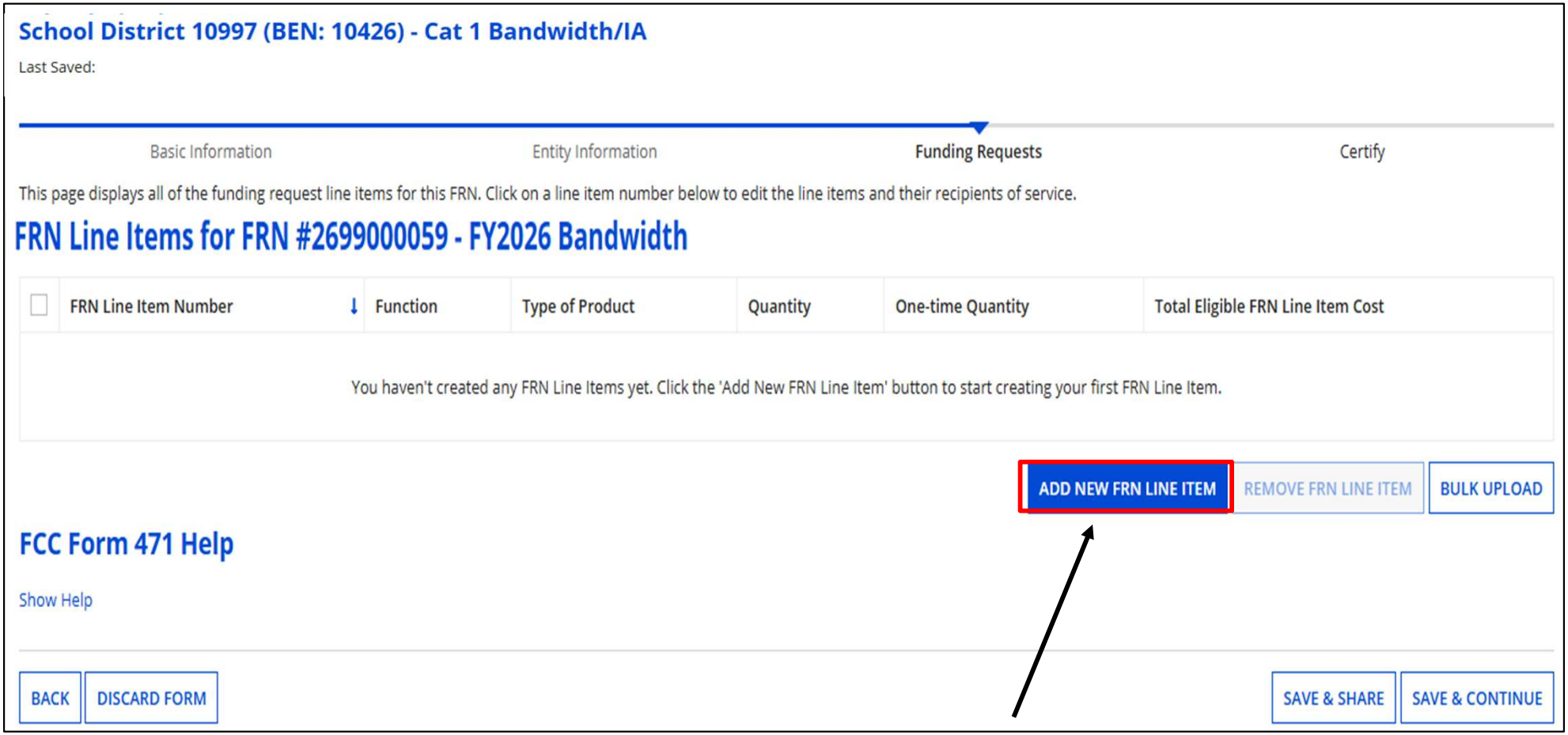


Provide a brief description of the products and services you are requesting. **Note: if you did not update entity information in EPC before the close of the admin window, provide it in the Narrative. If you added a new entity that will receive service but is not listed in EPC yet (or it's service for an annex), provide the entity name in the narrative and explain that they will receive service also.**

NEW! – We now must indicate the preferred invoicing method – BEAR or SPI. If needed, you can change it later. USAC is still working on how that will be done.

Click on " Save & Add/Manage FRN Line Items " to begin "Part 2" entering the **key information for your funding request.**

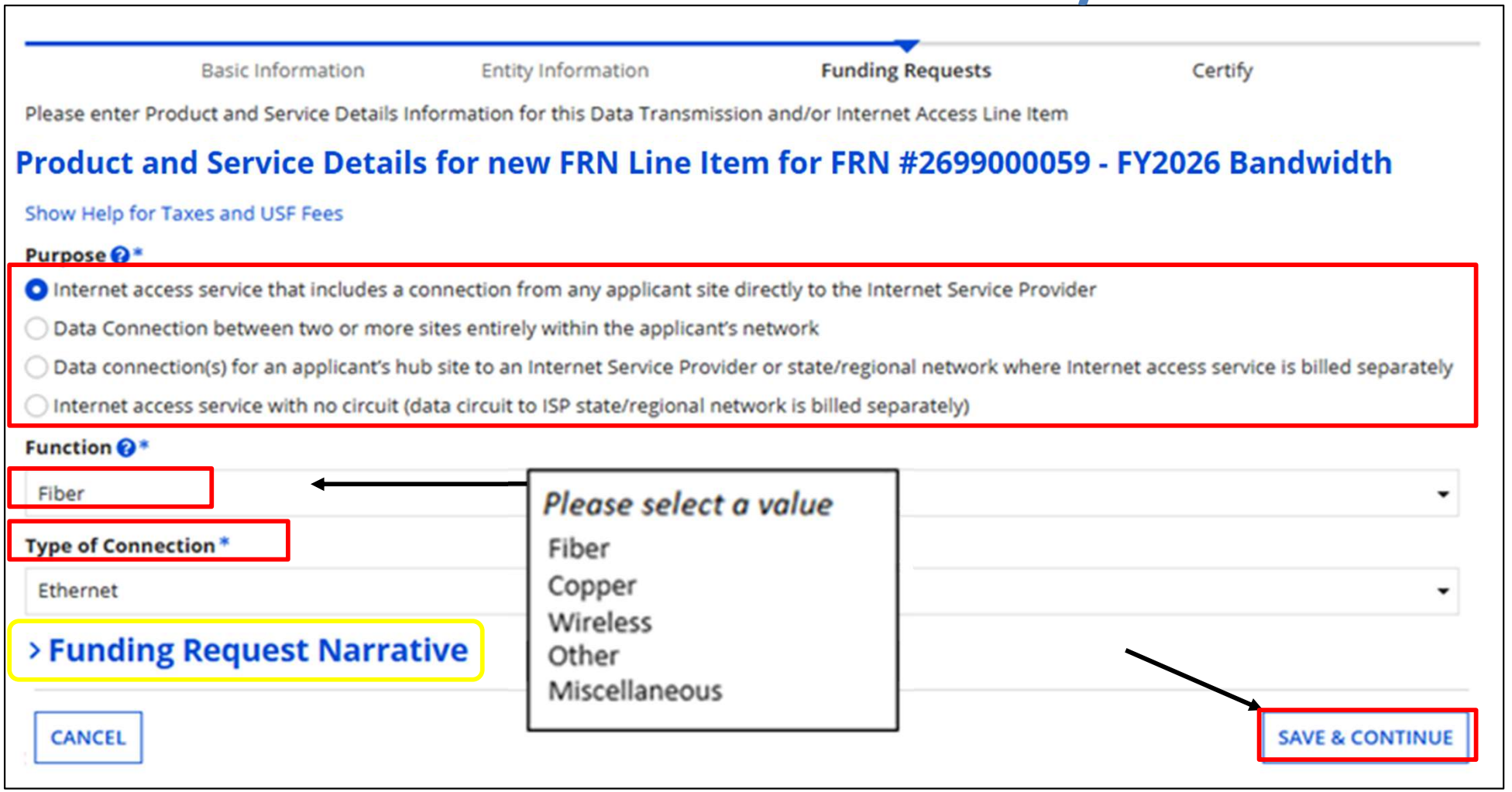
Adding FRN Line Items – Part 2



Click on "ADD NEW FRN LINE ITEM"

Keep in mind, an FRN may have several line items that make up the total funding request, depending on the products or services you are purchasing.

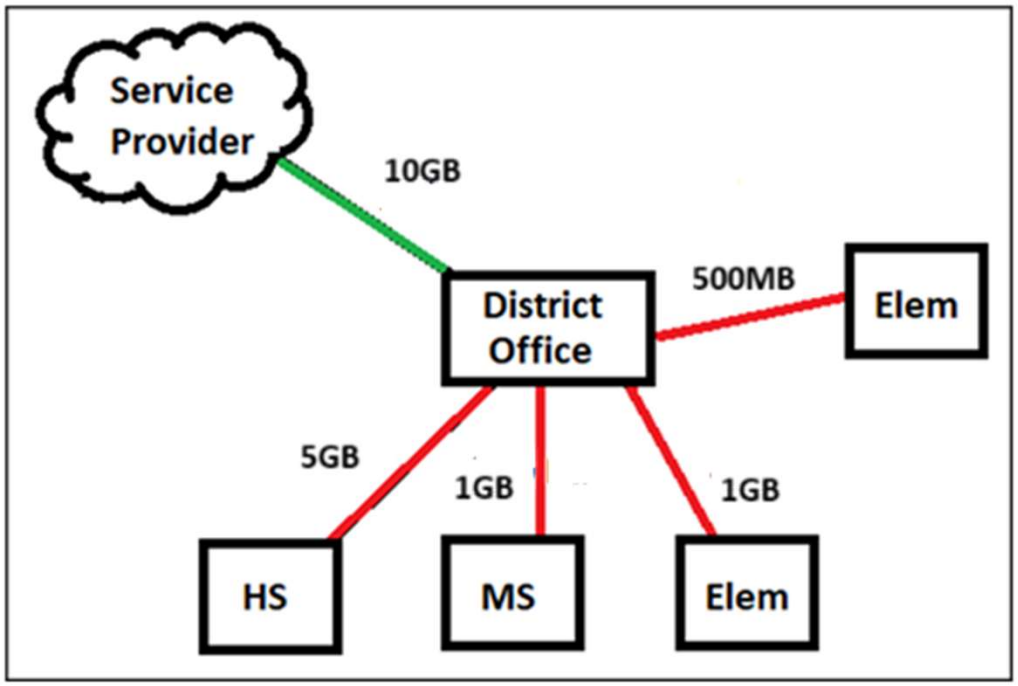
Product/Service Details

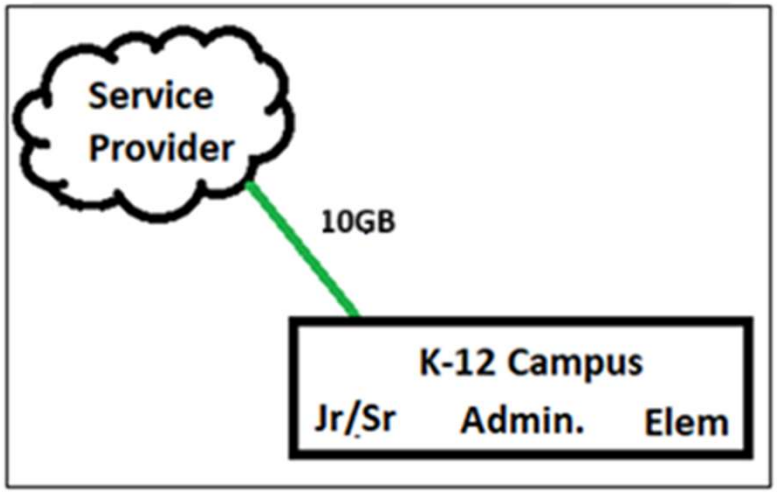


Select the "Purpose," "Functions," and "Type of Connection." **Note: You can drill down to the "Narrative" (** › Funding Request Narrative **) if changes are needed.** Click on "Save & Continue".

Note: If bandwidth and/or Internet Access are priced separately, you will enter multiple line items. **If you are unsure, contact your Service Provider.**

But First…
Purpose One & Two Explanation





Purpose *

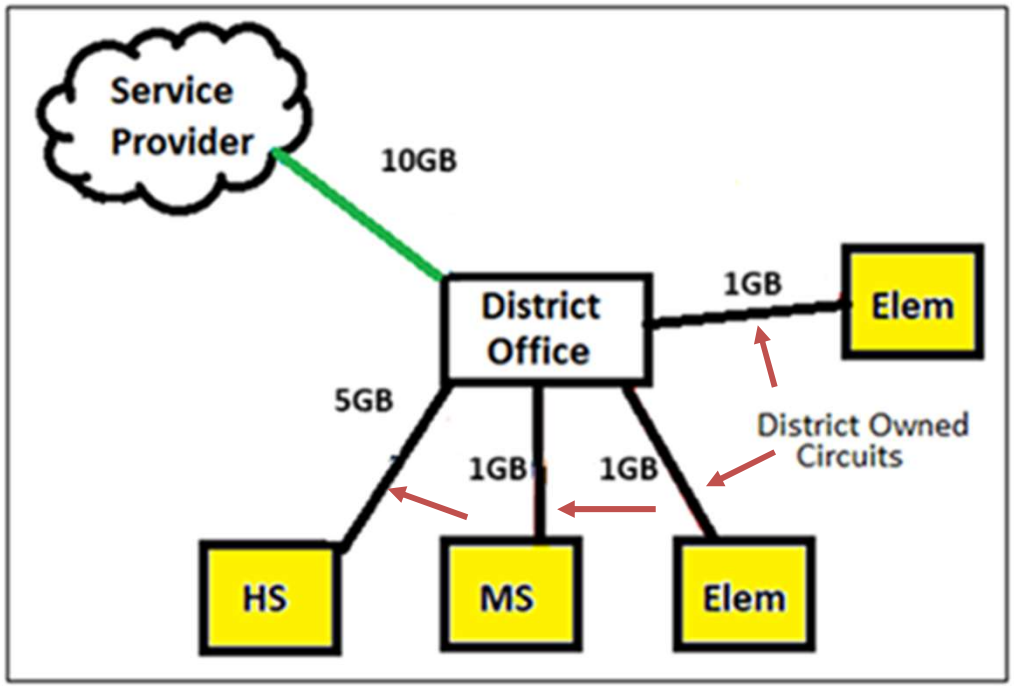
- (●) Internet access service that includes a connection from any applicant site directly to the Internet Service Provider
- (●) Data Connection between two or more sites entirely within the applicant's network
- ( ) Data connection(s) for an applicant's hub site to an Internet Service Provider or state/regional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

Note: If costs are priced separately for the various circuits, enter a line item for each, indicating the purpose and bandwidth.

If your contract includes Internet Access and multiple circuits, BUT it shows a single lump-sum cost for all, choose the 1st purpose.

If you are unsure, contact your Service Provider.

Purpose Three & Four Explanation



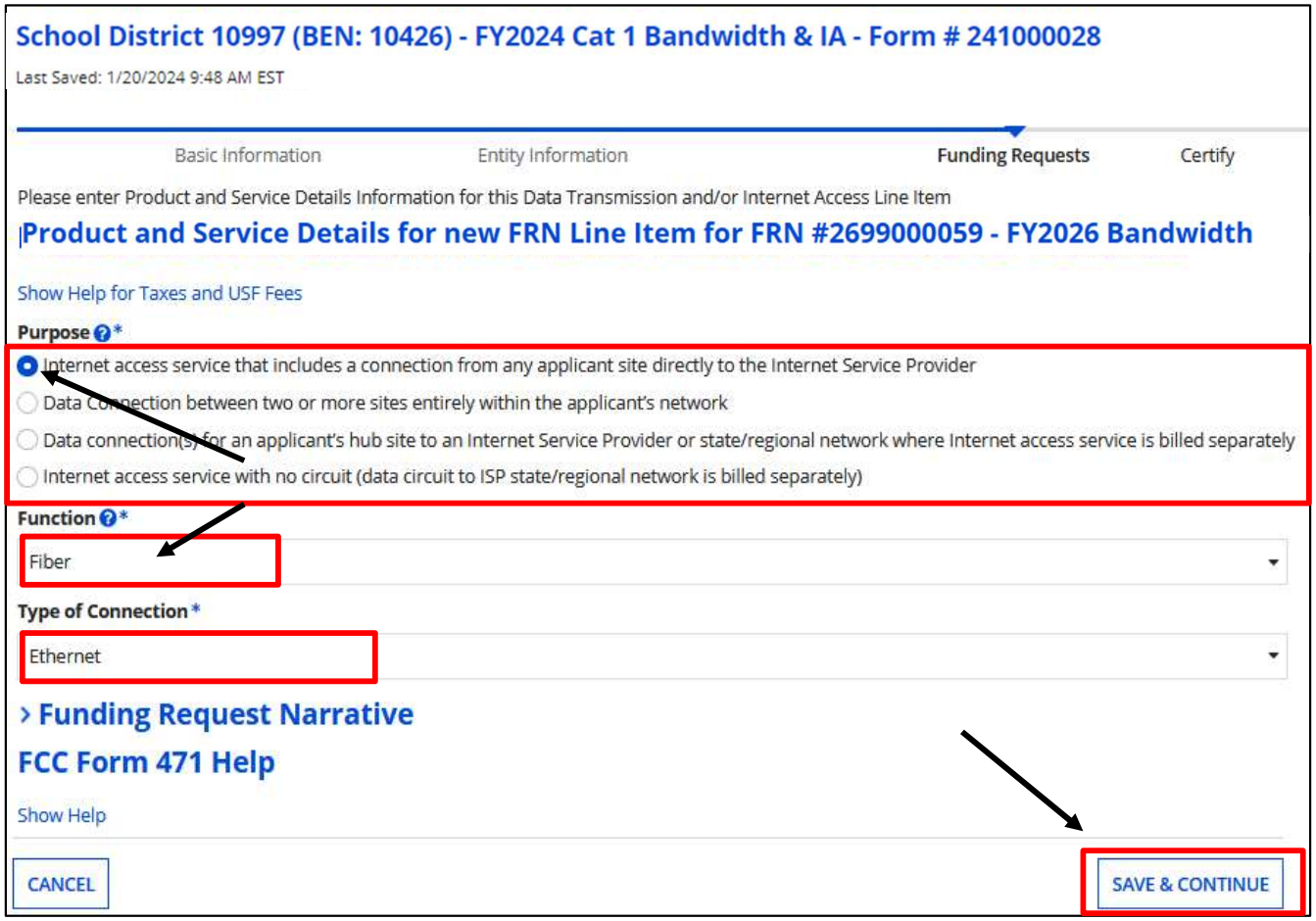
Purpose *

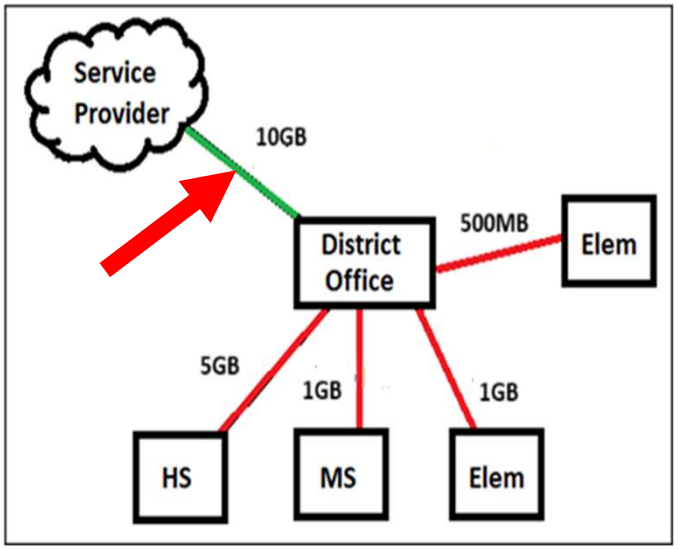
- ○ Internet access service that includes a connection from any applicant site directly to the Internet Service Provider
- ○ Data Connection between two or more sites entirely within the applicant's network
- ○ Data connection(s) for an applicant's hub site to an Internet Service Provider or state/regional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

Example when Internet Access costs are priced or purchased separately: If Internet Access costs are priced separately from the circuits, enter a line item for the 4th purpose and then enter the cost.

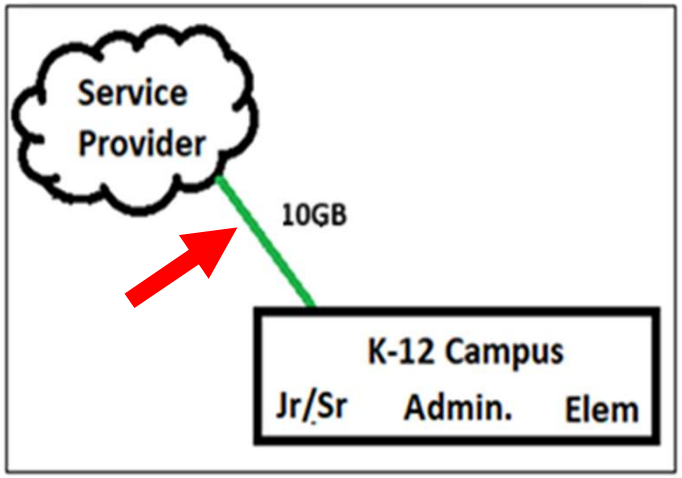
If you are unsure, contact your Service Provider.

Product/Service Details – Adding Head-In Circuit, or Lump Sum Service



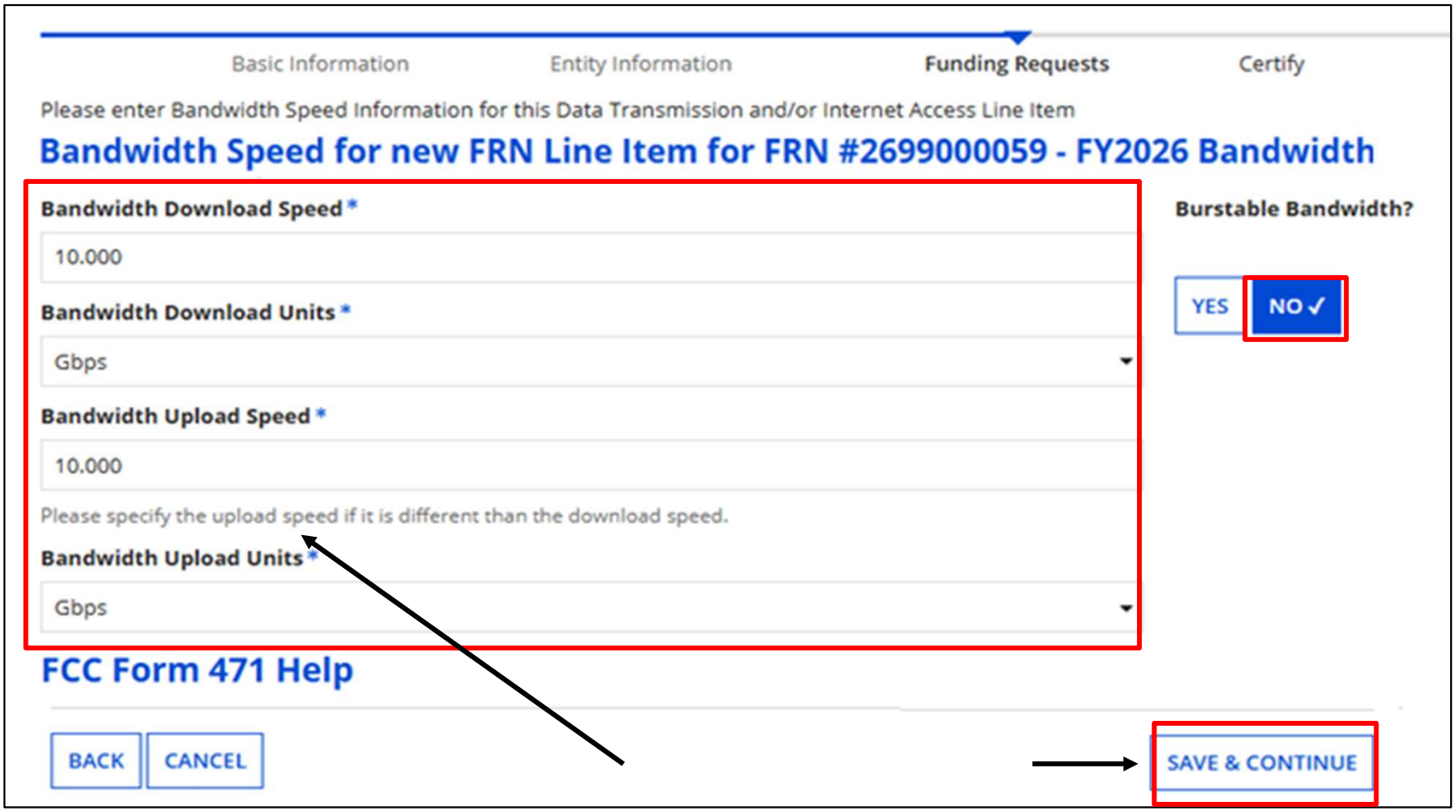


Or



Select the "Purpose," "Functions," and "Type of Connection," then click on "Save & Continue."

Bandwidth Speeds

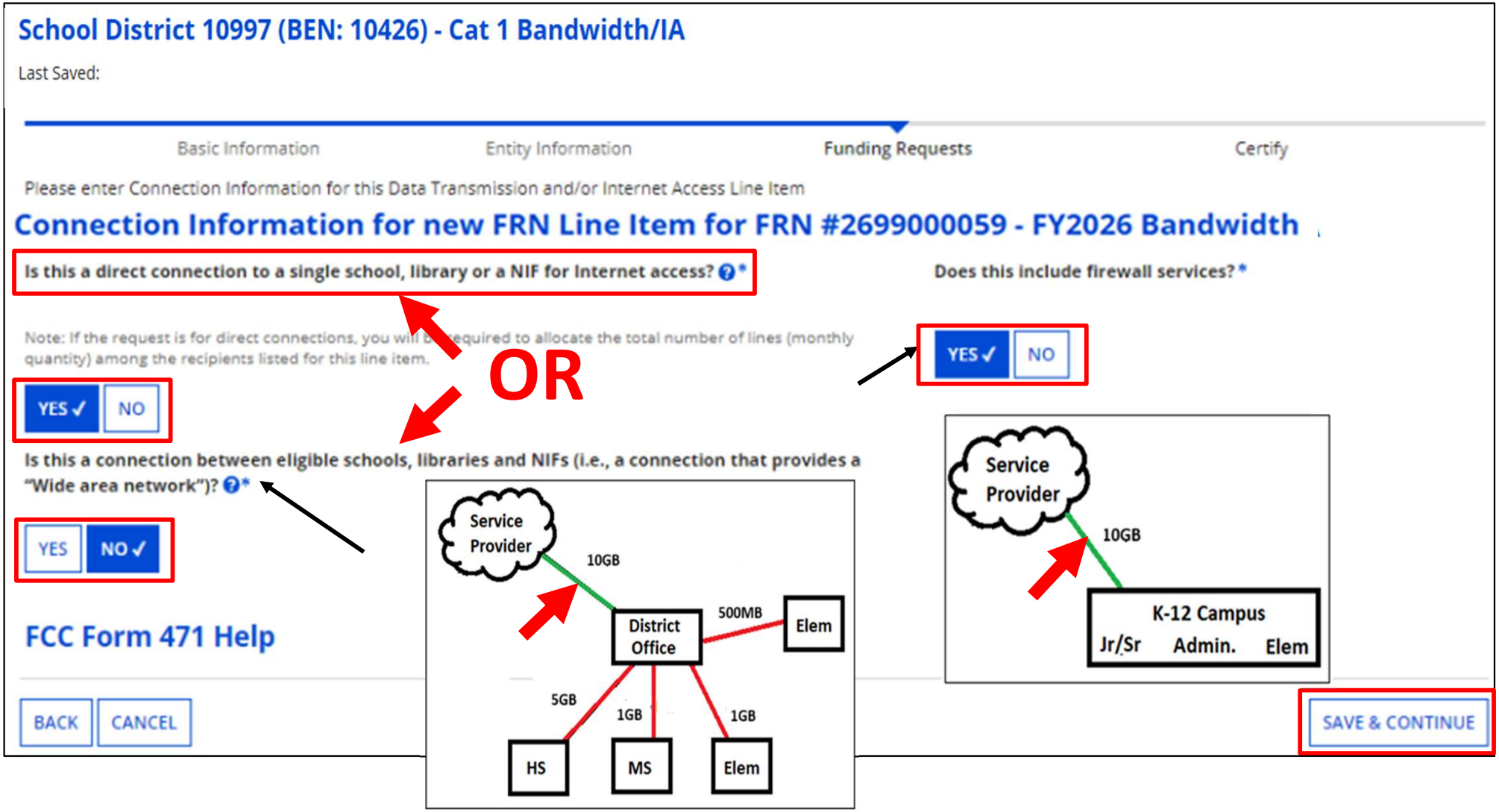


Enter Bandwidth Speed Information, indicating if the bandwidth is burstable, then click on ”Save & Continue”.

Note: Depending on the “Function” and “Type Connection” you chose previously, the bandwidth information may be populated for you.

Again, if you are unsure of the information, contact your Service Provider

Connection Information



Provide Connection Information and firewall inclusion. When done, click on "Save & Continue".

Note: You cannot answer "Yes" to both questions displayed in the left-hand column above. If you do, you will receive

> You cannot select 'Yes' to both connection questions in the left hand column above.

Cost Calculations

Enter cost information. Fields cannot be left blank, so enter zero if there is no cost.

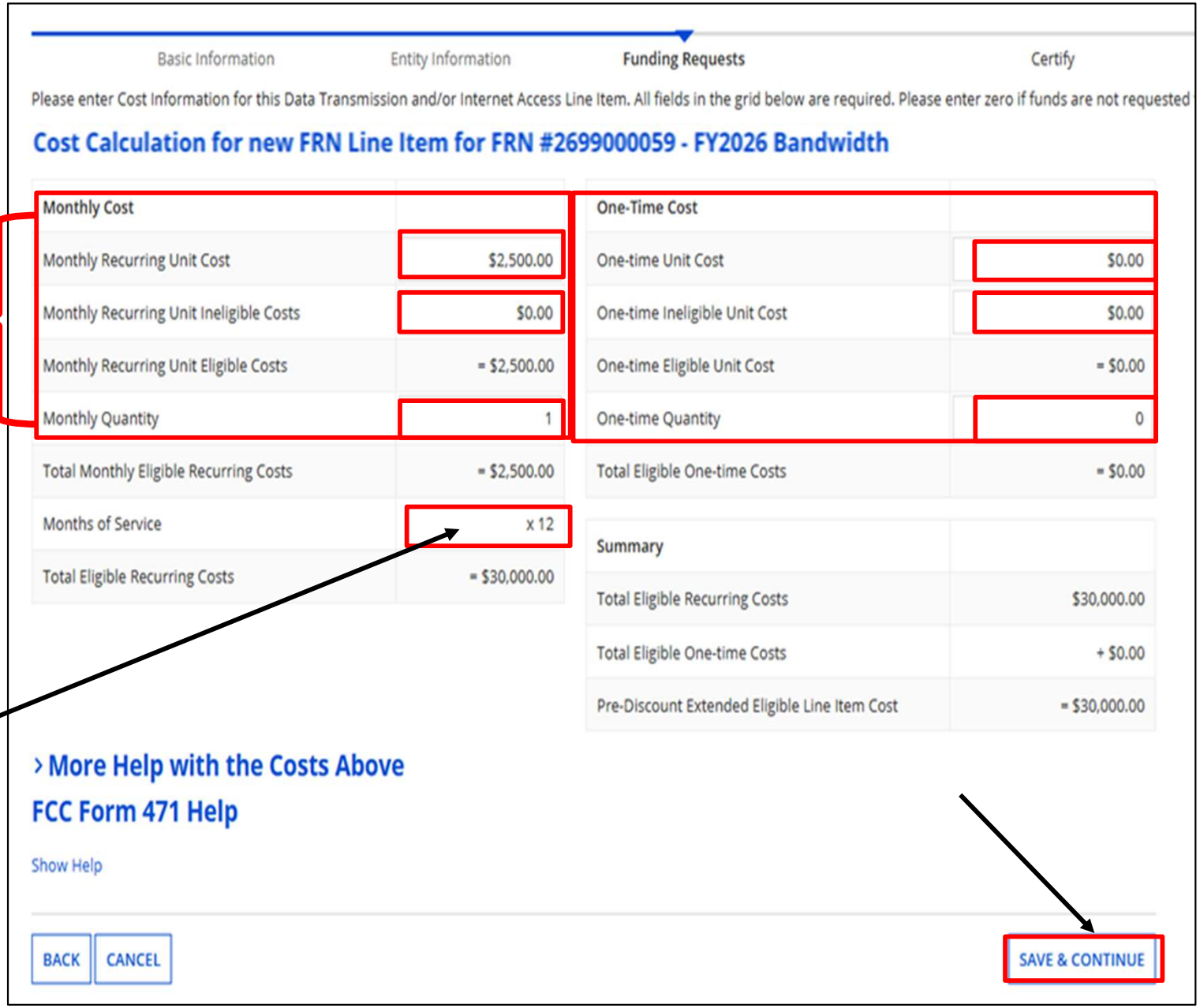
If the usage of ineligible users is 10% or less, we no longer need to allocate costs for them!

"Cost" is listed per unit. The "Monthly Quantity" indicates the total number of units, such as the number of circuits.

The "**Months of Service**" is based on the dates you entered under Part 1." Make sure the value is correct. If not, you must adjust the service dates.

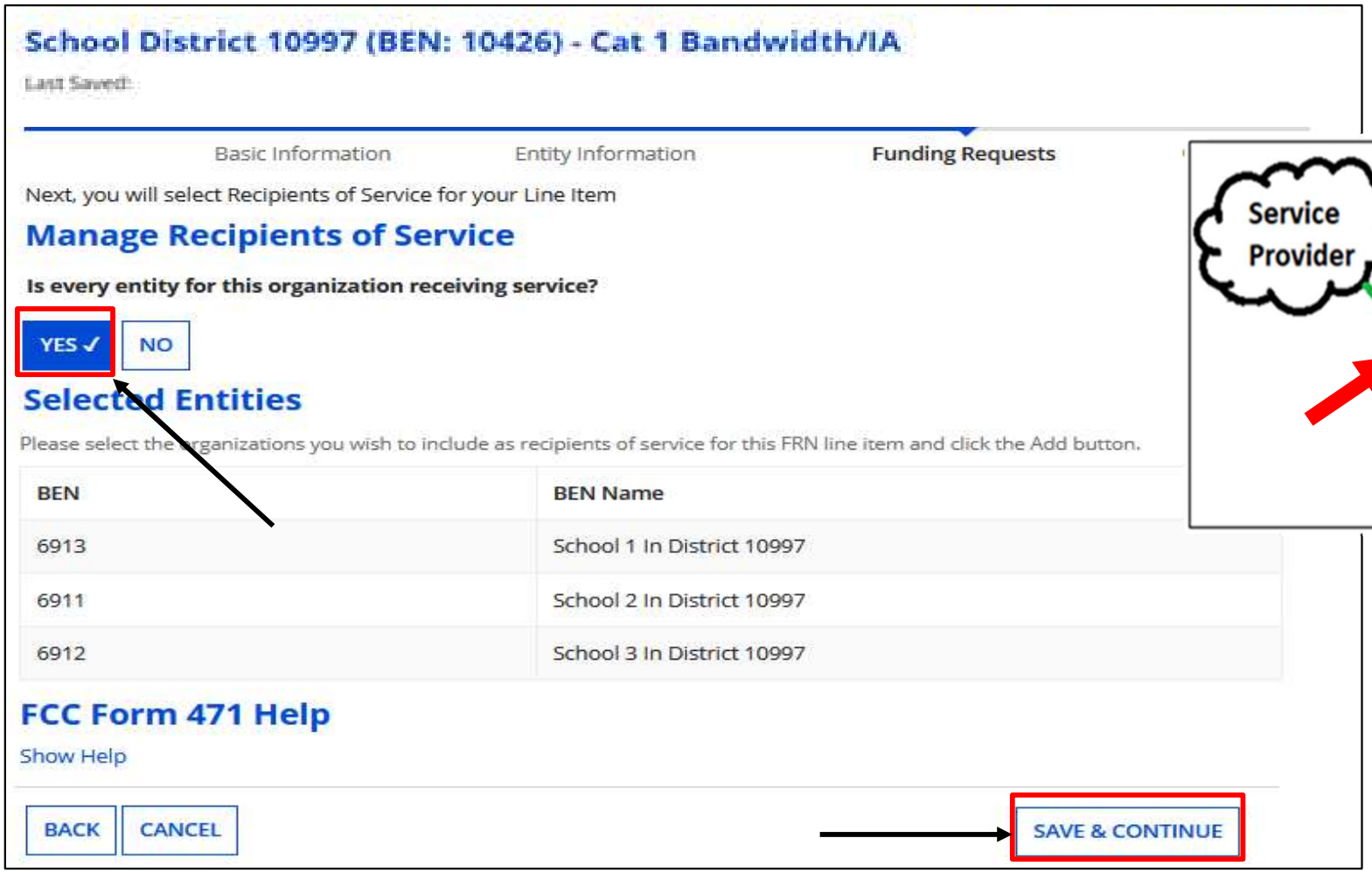
The table calculates the total costs.

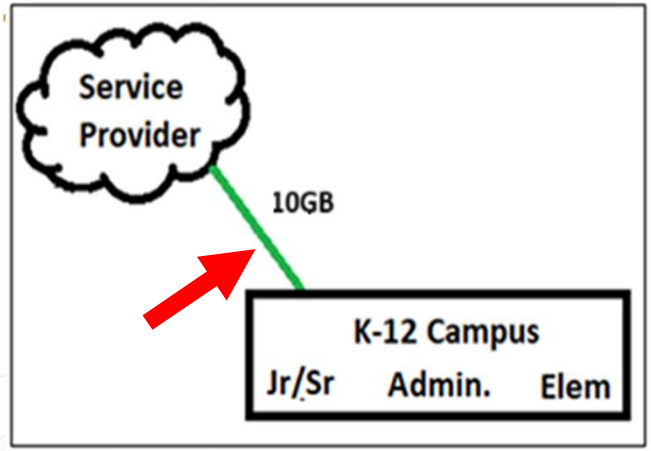
"**One-Time Cost**" would be for installation.



When completed, click on "Save & Continue"

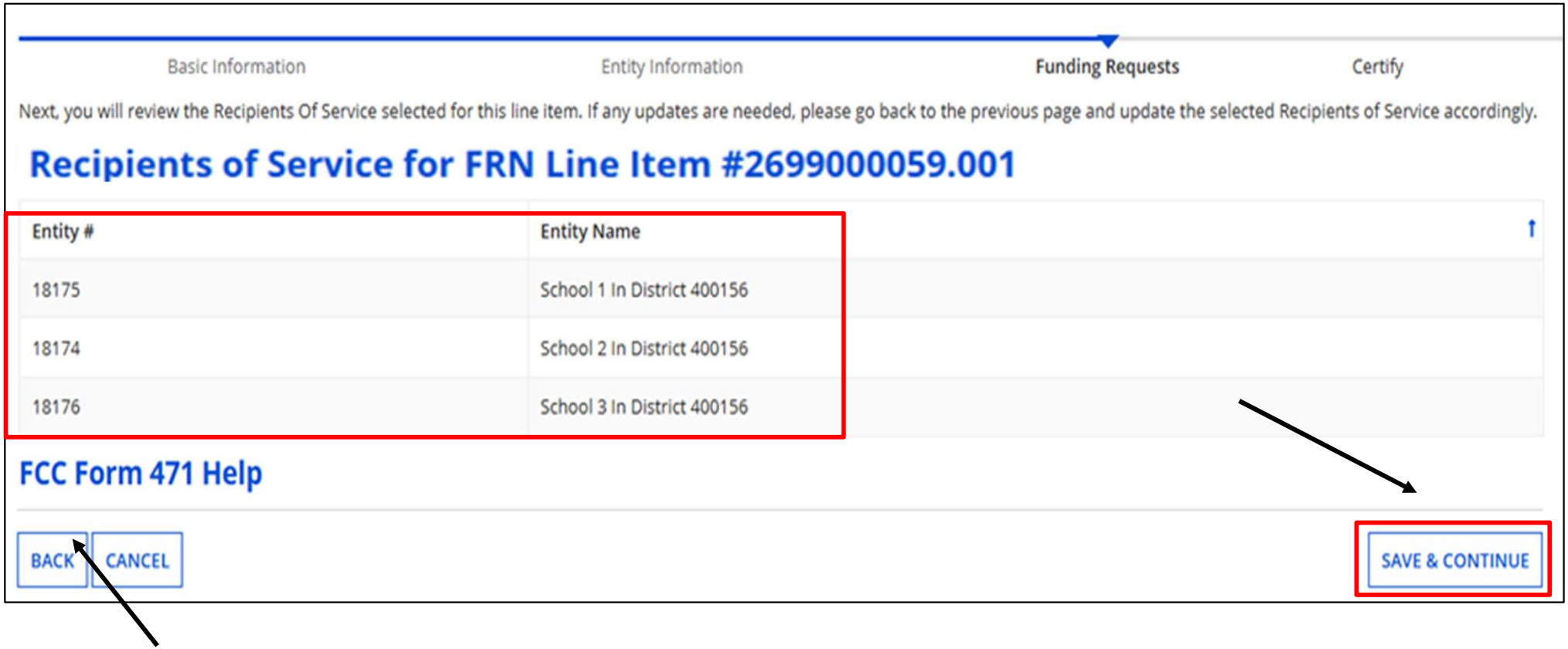
Manage Recipients of Service – Shared Service





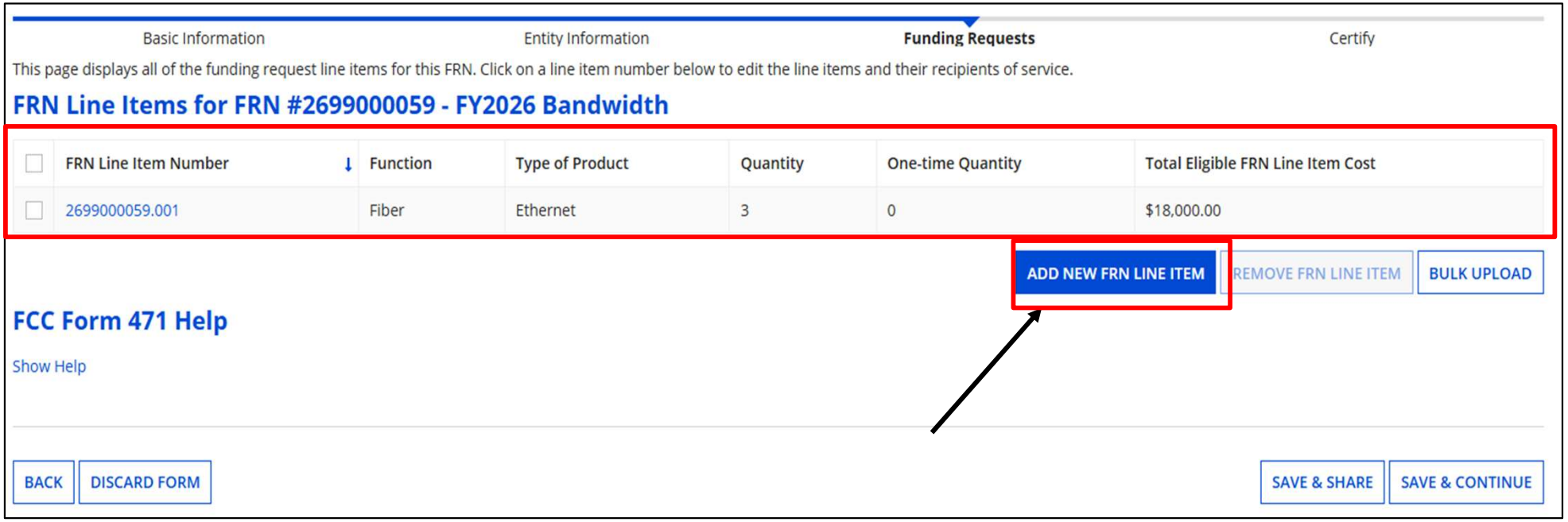
Indicate which entities will receive service for this line item. If all entities will, such as a single circuit serving a K-12 building (or all service costs are lumped together), click on ”Yes”, then “Save & Continue”.

Recipients of Service Review



Review Recipients of Service. If correct, click on ”Save & Continue”.

Funding Requests – Part 2

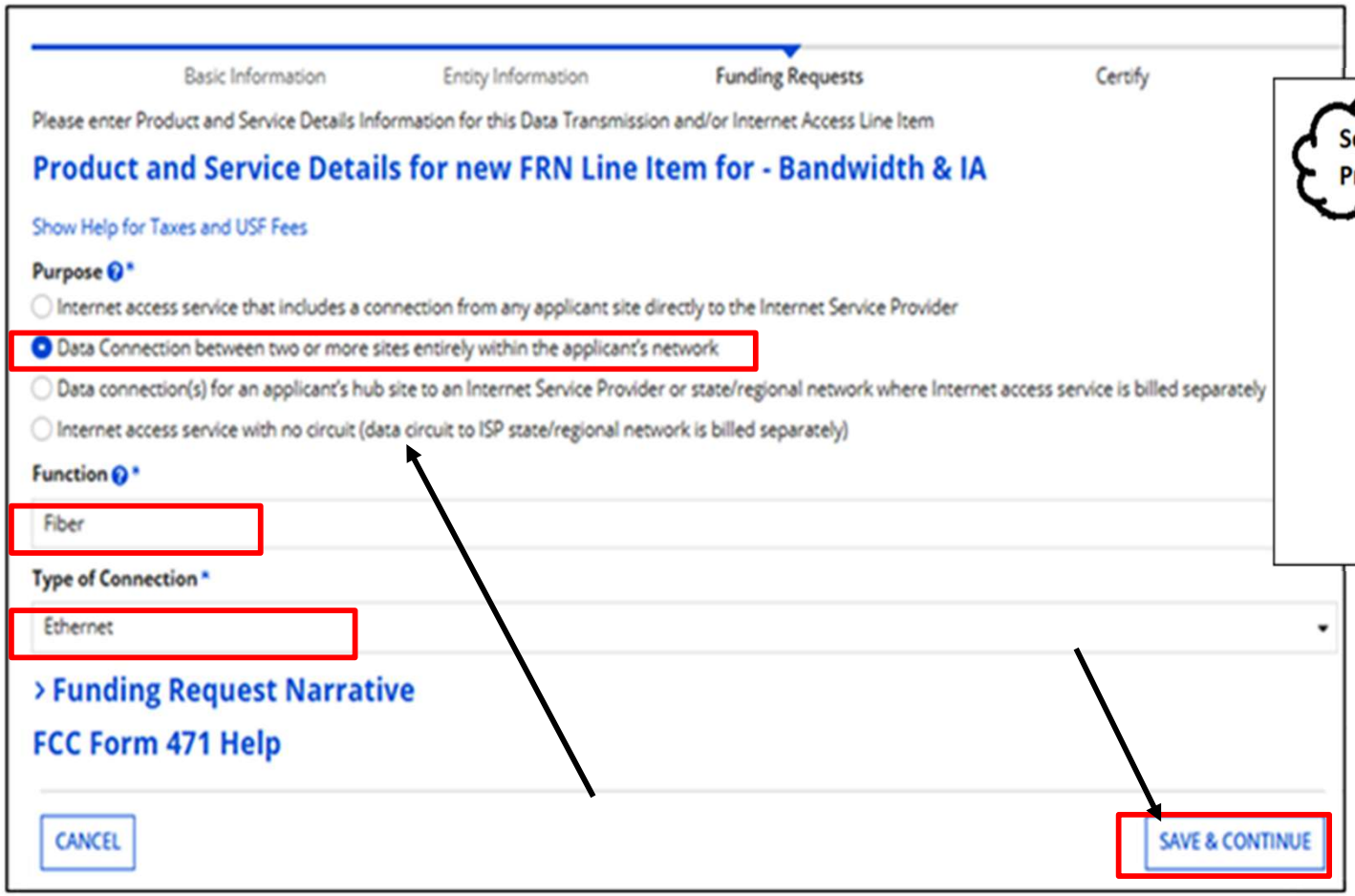


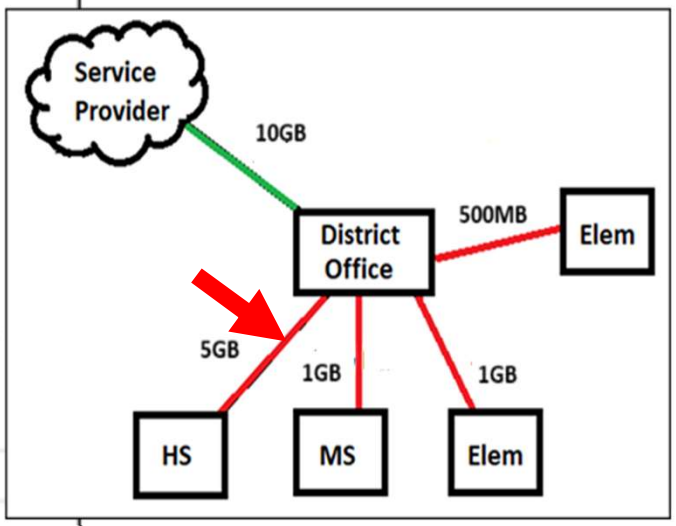
The grid shows the completed item.

If you need to edit information in the line item, click on the FRN Line-Item Number (2699000059.001). If done, click on ”Save & Continue”.

If additional Line Items are needed for this Funding Request, click “ ADD NEW FRN LINE ITEM ”.

Product/Service Details – Adding Circuits Between Buildings

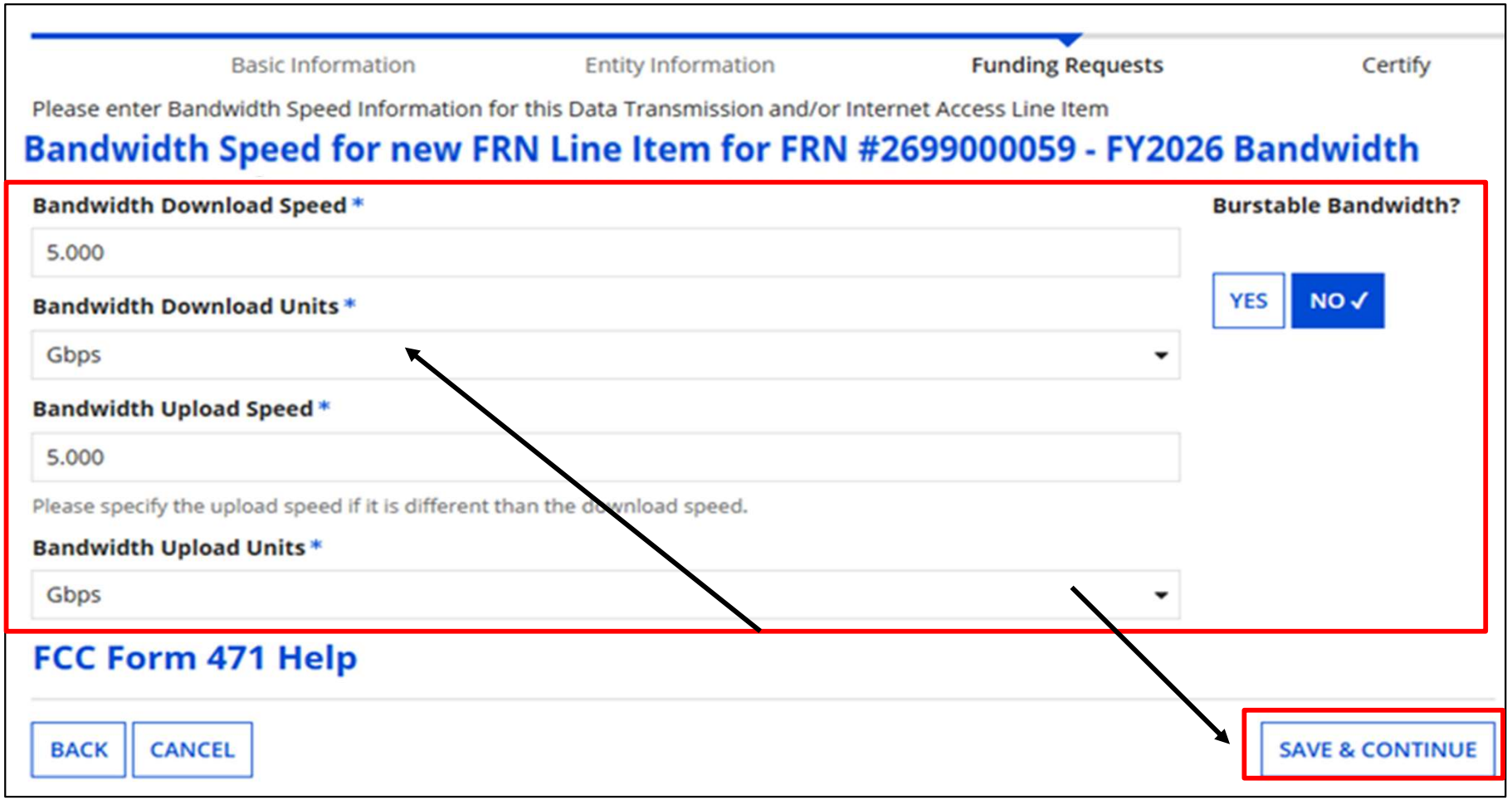




As before, select the "Purpose", "Functions", and "Type of Connection" then click on "Save & Continue".

If different bandwidth amounts are priced separately, you will enter them under separate line items. If you are unsure, contact your Service Provider.

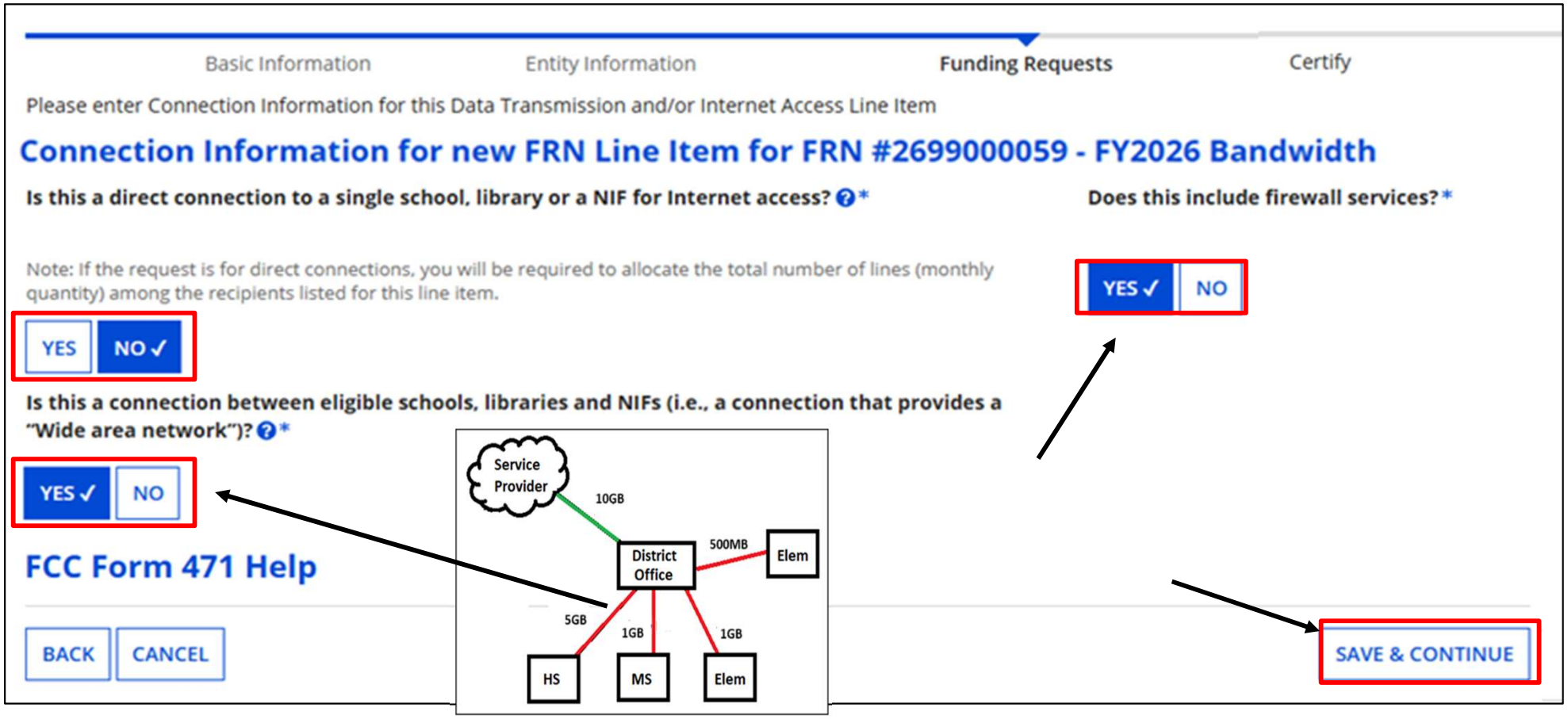
Bandwidth Speeds



Enter Bandwidth Speed Information, indicating if the bandwidth is burstable, then click on ”Continue”.

Again, if you are unsure of the information, contact your Service Provider.

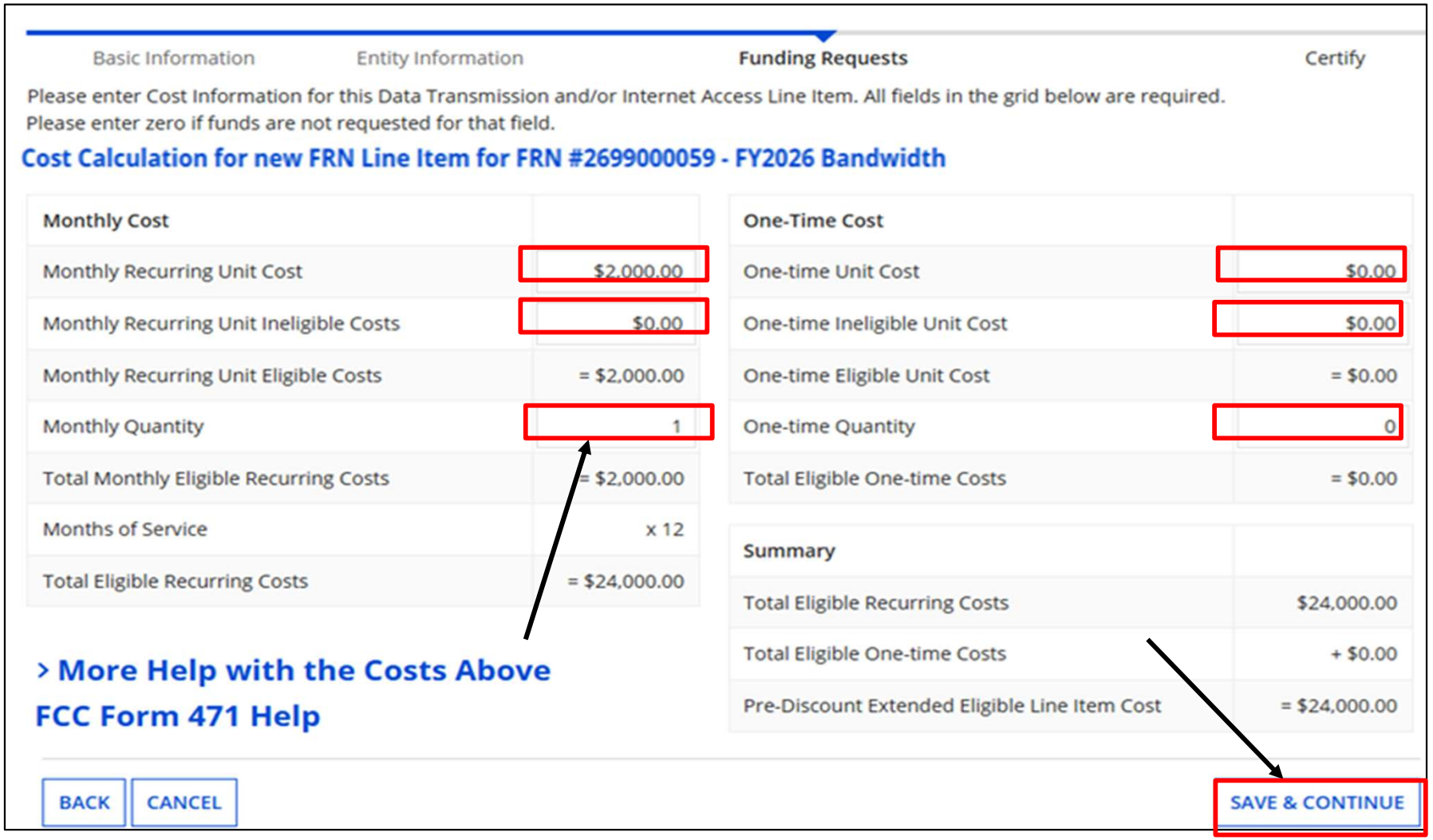
Connection Information



Provide Connection Information and firewall inclusion. When done, click on ”Continue”.

This line item is for circuits between buildings, so we answer “No” to the first question, and “Yes” to the second.

Cost Calculations

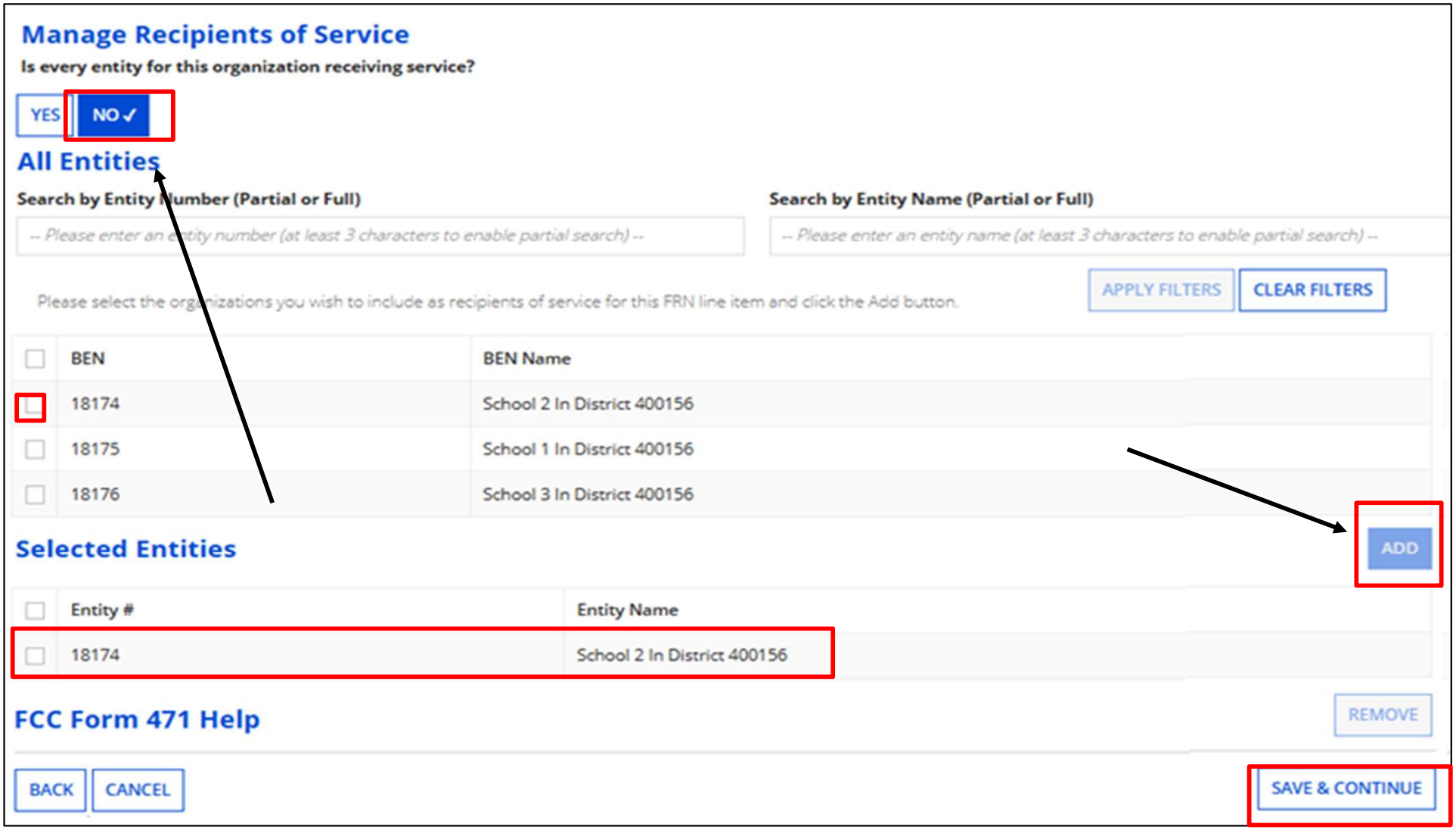


Enter cost information as before. If there is no cost, enter zero.

"Cost" is listed per unit. The "Monthly Quantity" indicates the total number of units included in the service, such as the number of circuits.

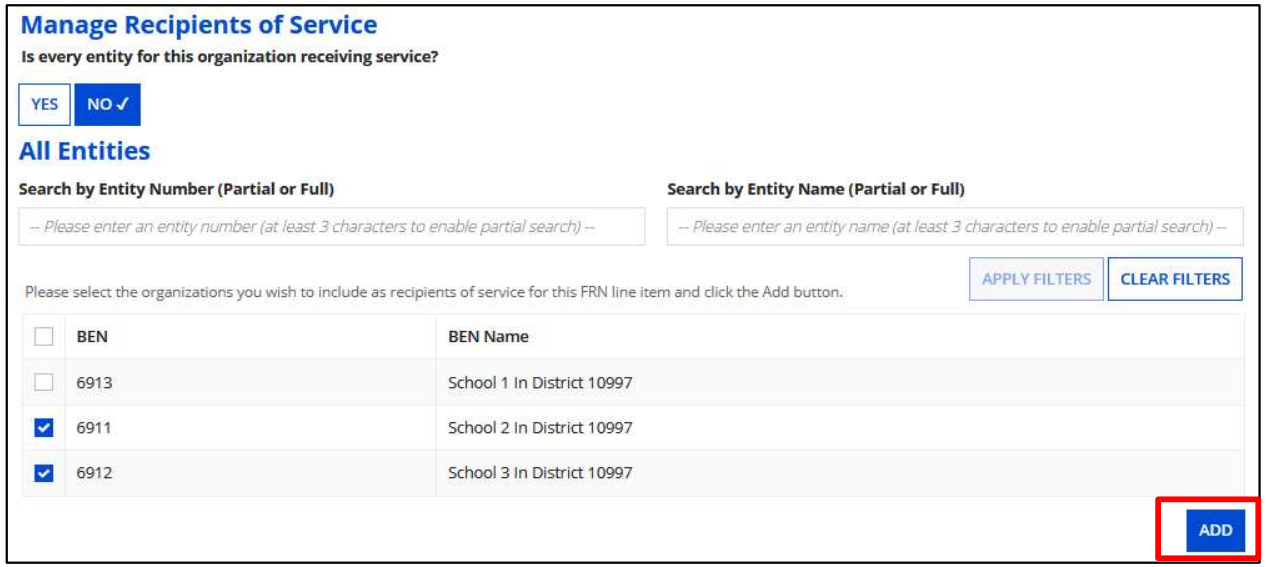
When completed, click on "Save & Continue"

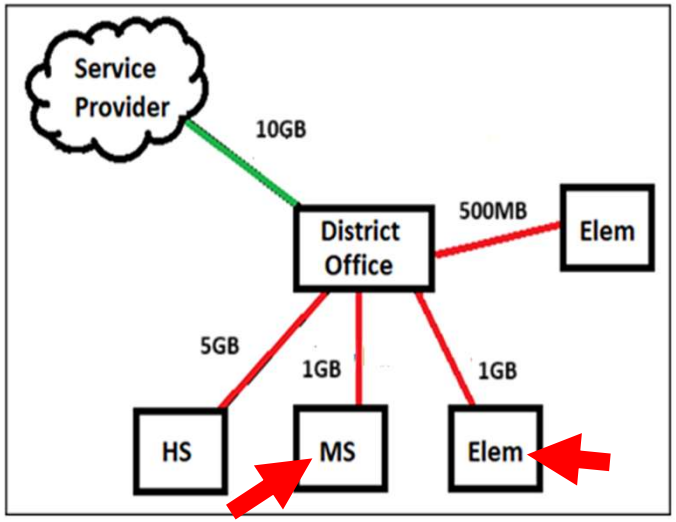
Manage Recipients of Service – Direct Connection

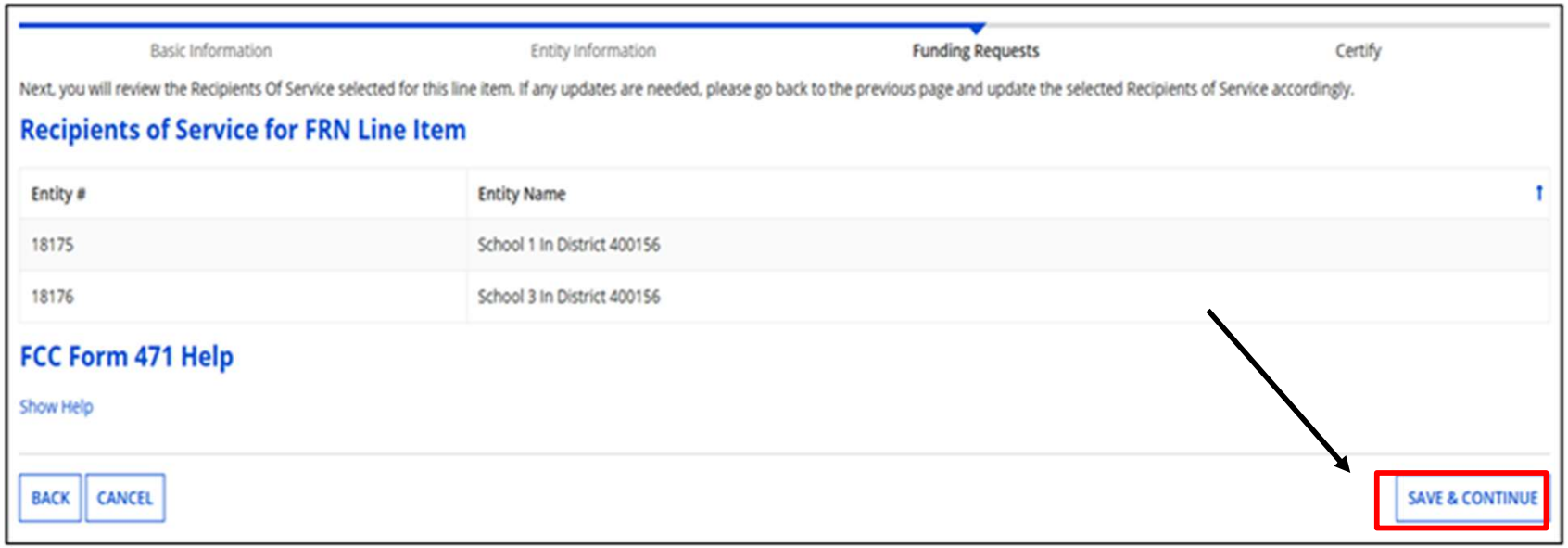


If “No”, select from your organization’s list of entities, and click on “Add”. Your selection will be shown below. When done, click on “Save & Continue”.

Manage Recipients of Service – Shared Service

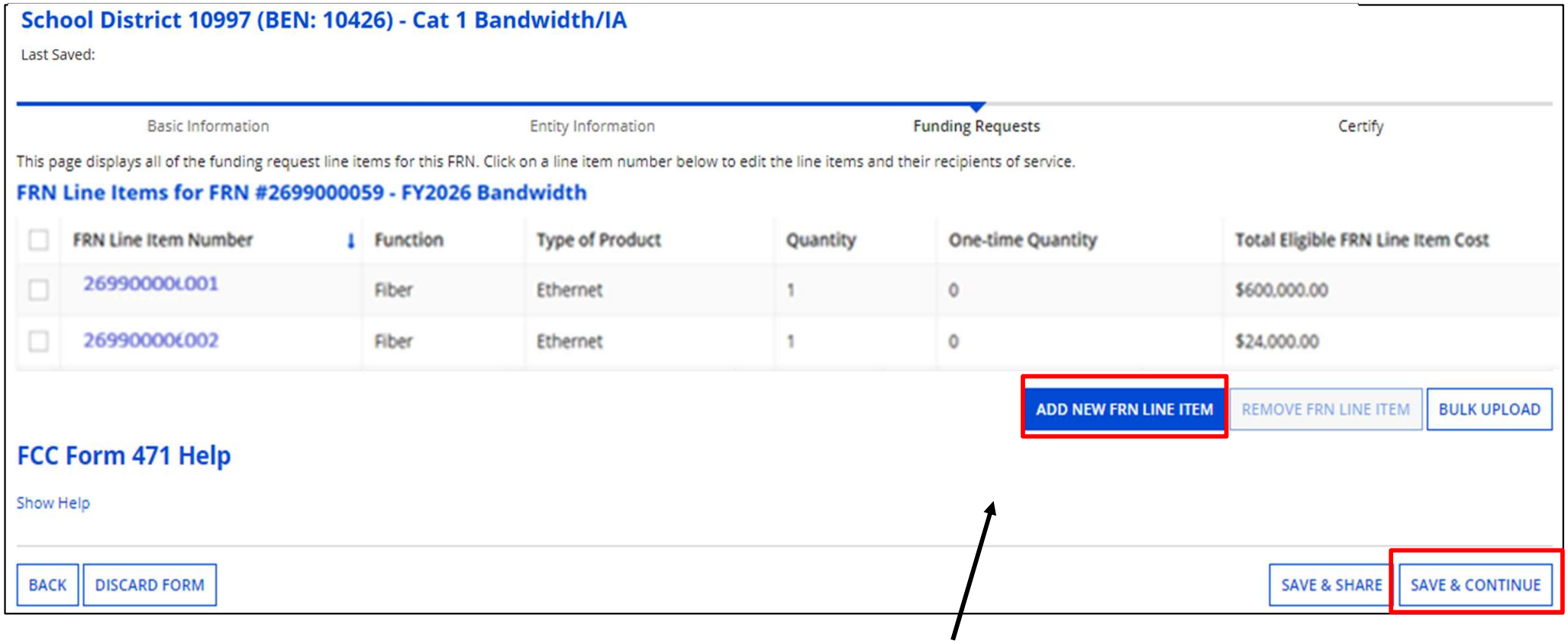






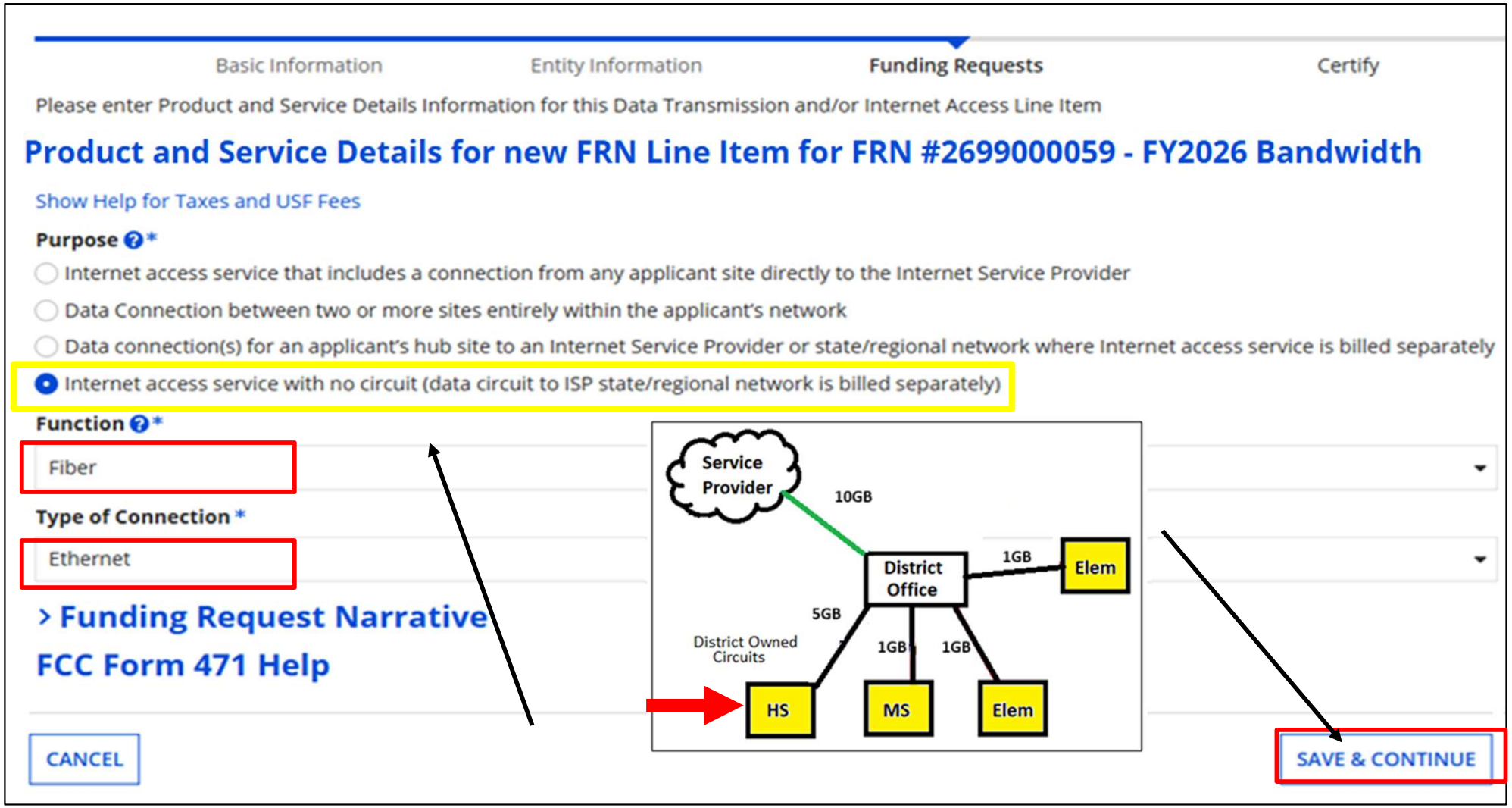
Here we indicated that the circuits between buildings will serve the two schools by choosing “No” to all entities and choosing the appropriate buildings. Click on “Save & Continue”.

Adding FRN Line Items



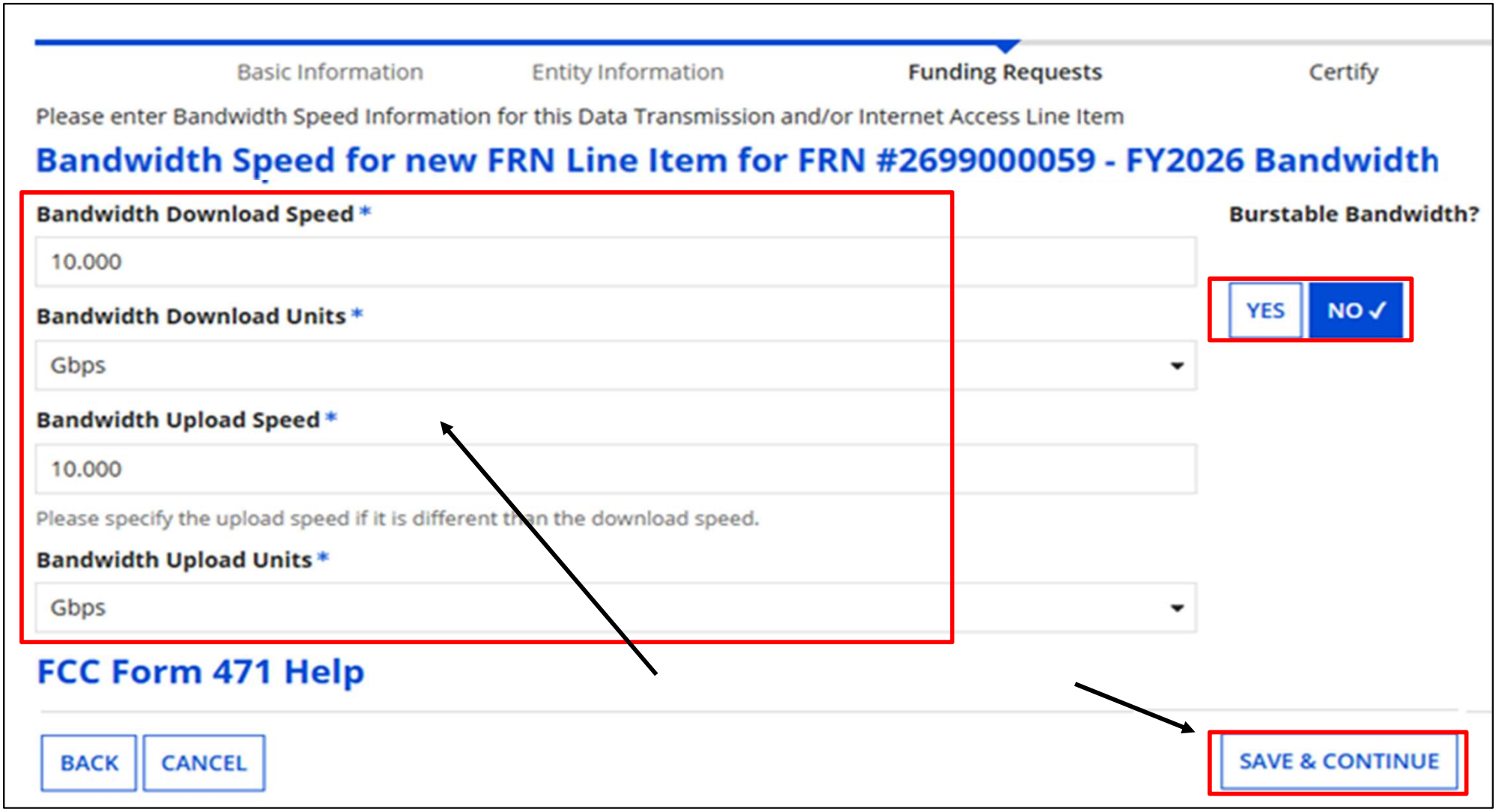
Continue clicking on "ADD NEW FRN LINE ITEM" to complete FRN or "Save & Continue"

Adding Internet Access Only



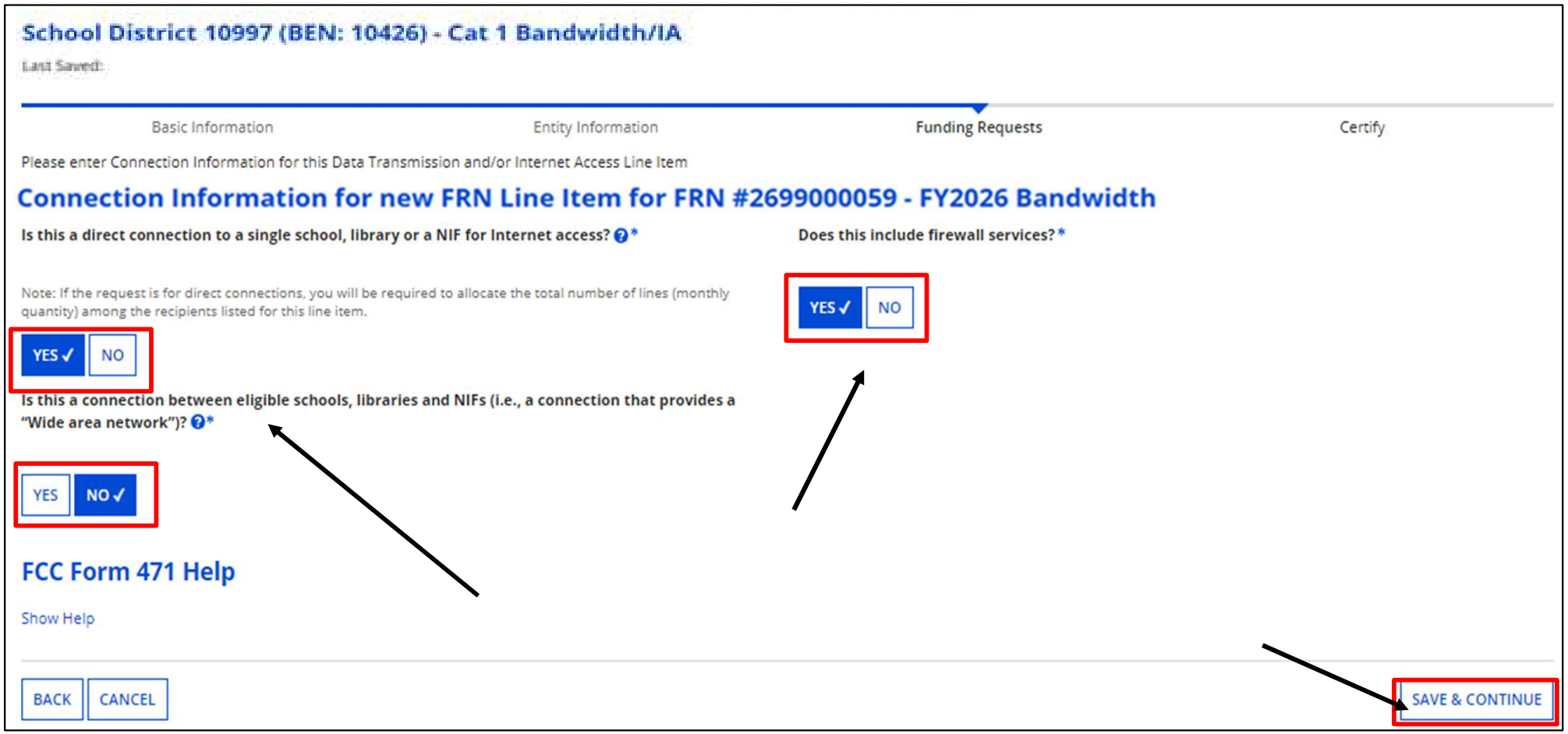
View when adding "Internet Access service with no circuit" such as when the district owns the circuits between the buildings, **and you have a separate cost on your contract for Internet Access Only.**

Bandwidth Speeds



Enter Bandwidth Speed Information, indicating if the bandwidth is burstable as before, then click on ”Save & Continue”.

Connection Information

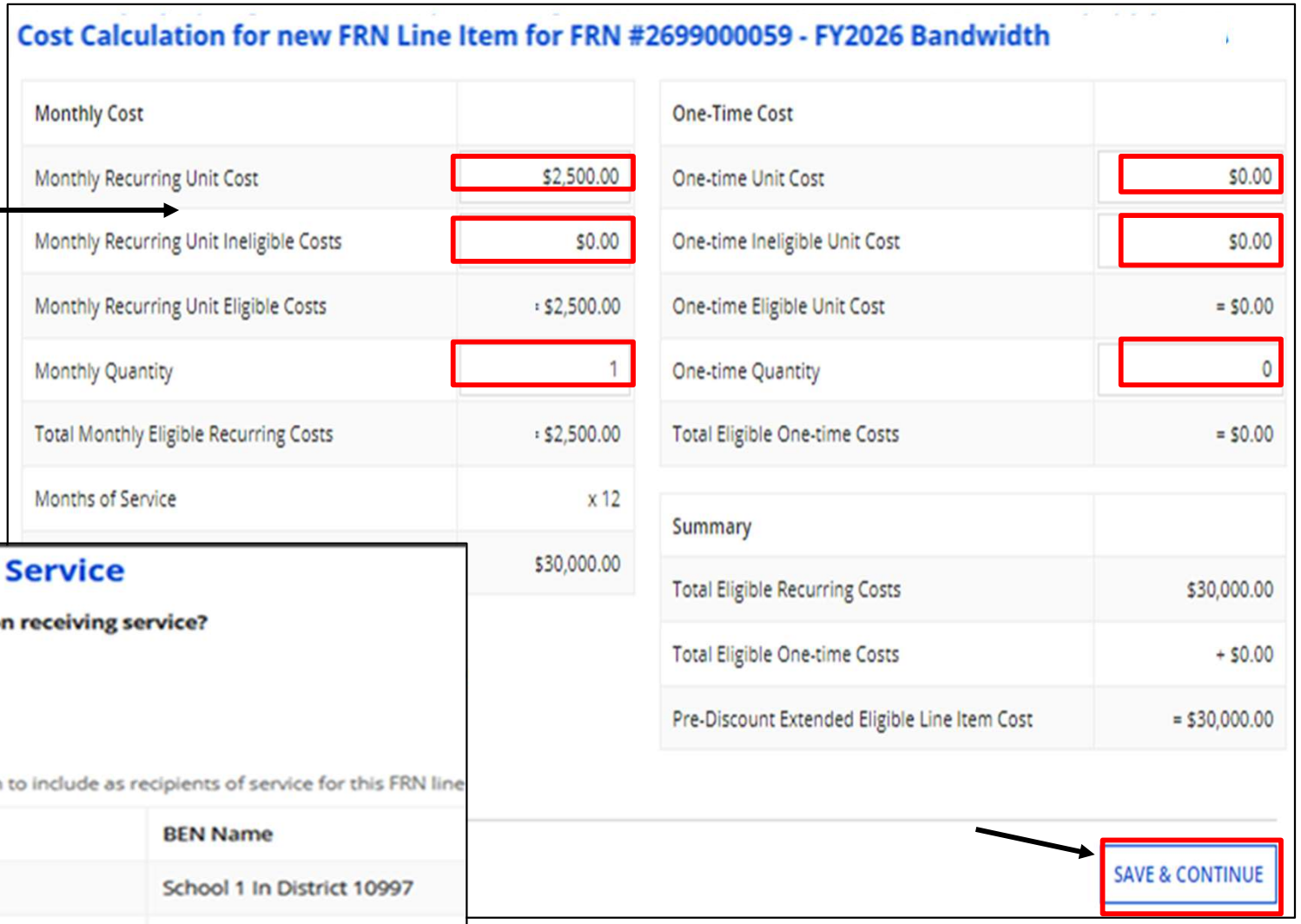


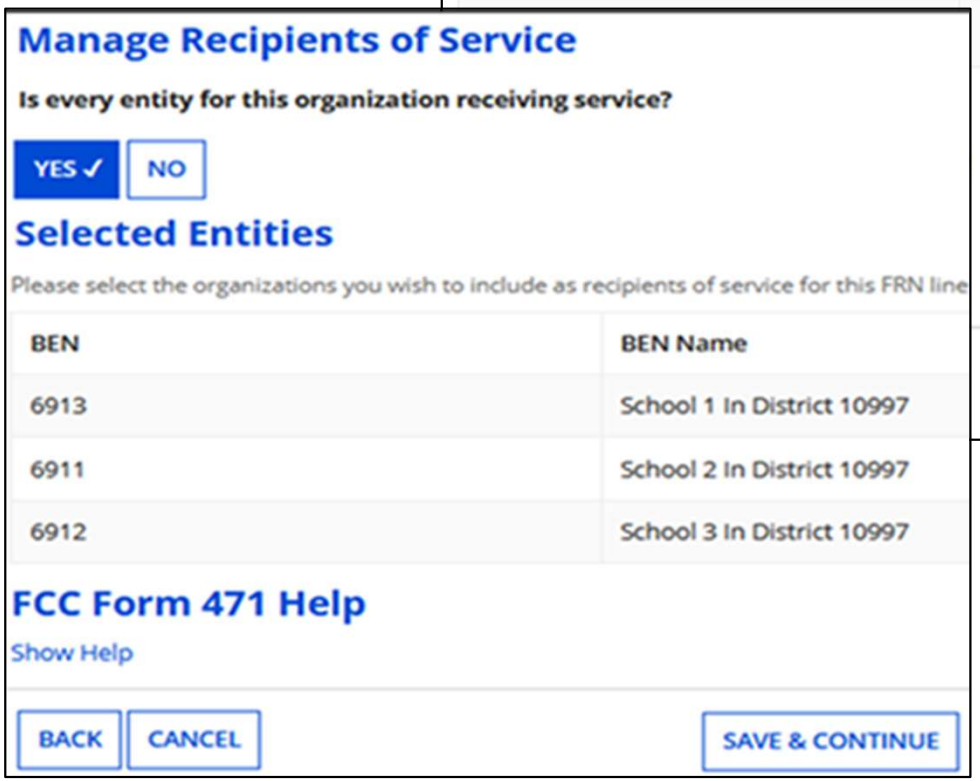
When indicating Internet Access costs only, we still receive the connection questions. Typically, we answer "Yes" to the first question.

Click on "Save & Continue"

Cost Calculations

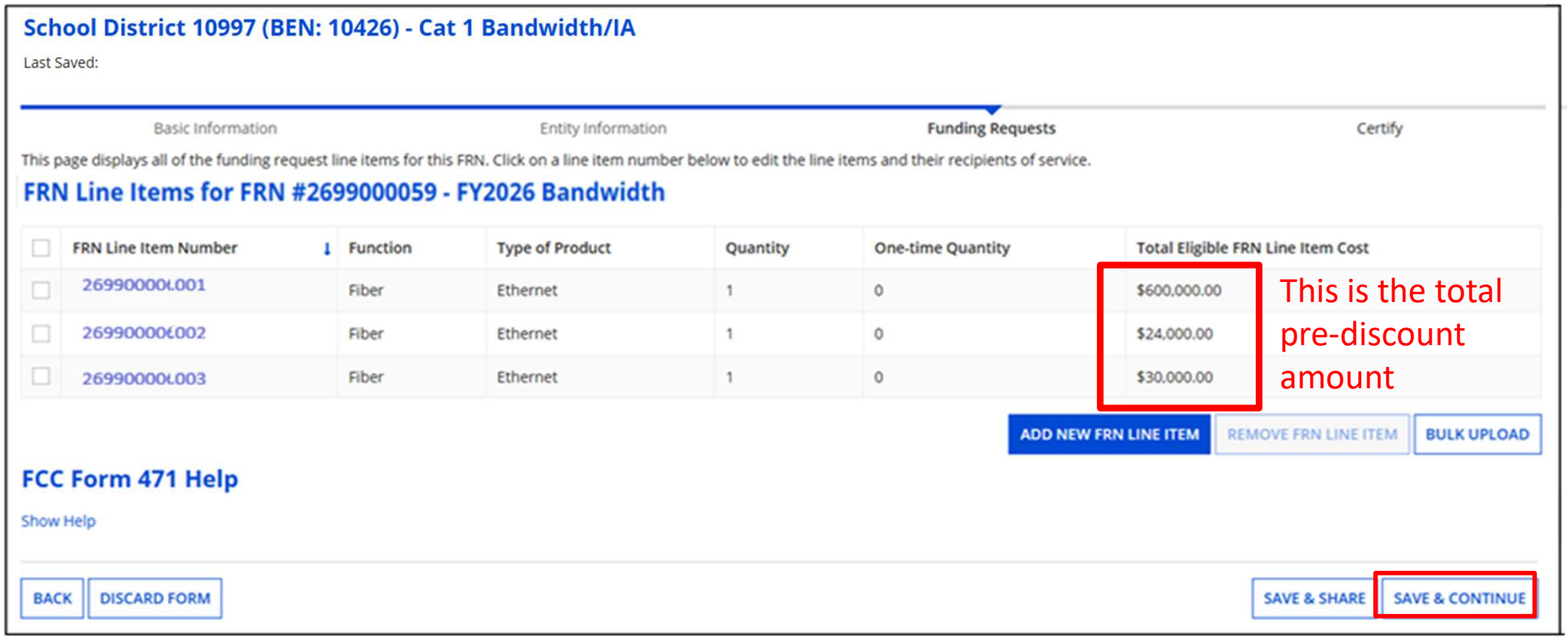
Enter cost information. If there is no cost, enter zero.





When completed, click on "Save & Continue" and add **Recipients of Service** as before.

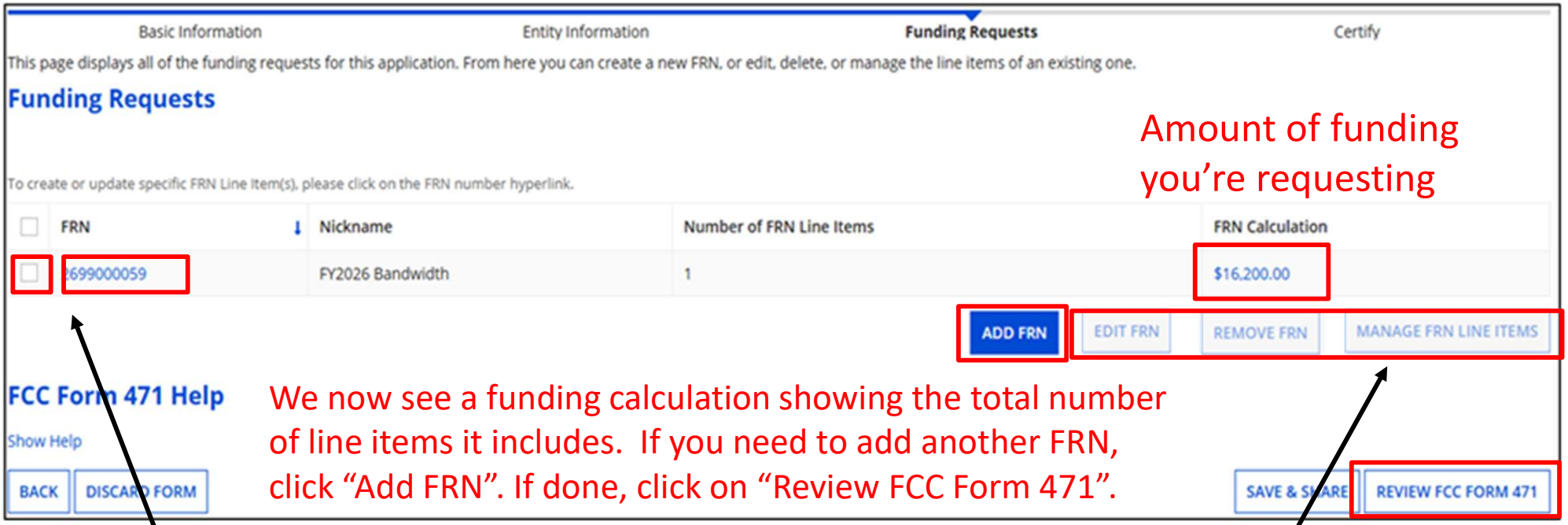
Funding Requests



We've now added all line items for the funding request. If you need to edit information in the line item, click on the Line-Item Number. If done, click on "Save & Continue".

Note: "Save & Share" is used if you want to share with another EPC user in your district. Be careful there! The other user will need to send it back to you if you will complete the form.

Funding Requests



Amount of funding you're requesting

We now see a funding calculation showing the total number of line items it includes. If you need to add another FRN, click "Add FRN". If done, click on "Review FCC Form 471".

If you need to edit the **Part 1** FRN info (Contract information, Service Start Date or Expiration Date, or Narrative), click the box to the left, and then " EDIT FRN ".

If you need to edit the FRN Line Items (Costs, bandwidth amounts, Recipients of Service), click the box and then " MANAGE FRN LINE ITEMS " or click on the funding request number and then the line item you need to edit.

Copying FRN

Copy FRN

Start by clicking on "Add FRN" as before:

The "Copy" option can be used when you're in year 2 or more of a multi-year contract.

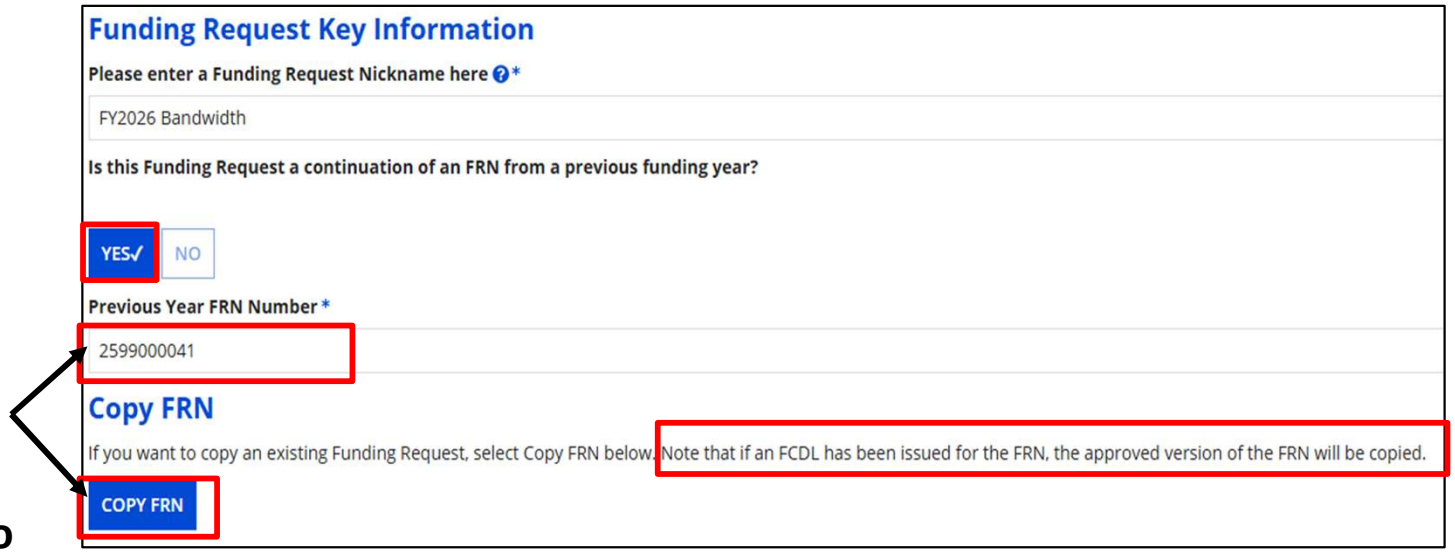
Select "Yes". Enter the "Previous Year FRN" and click on "Copy FRN"

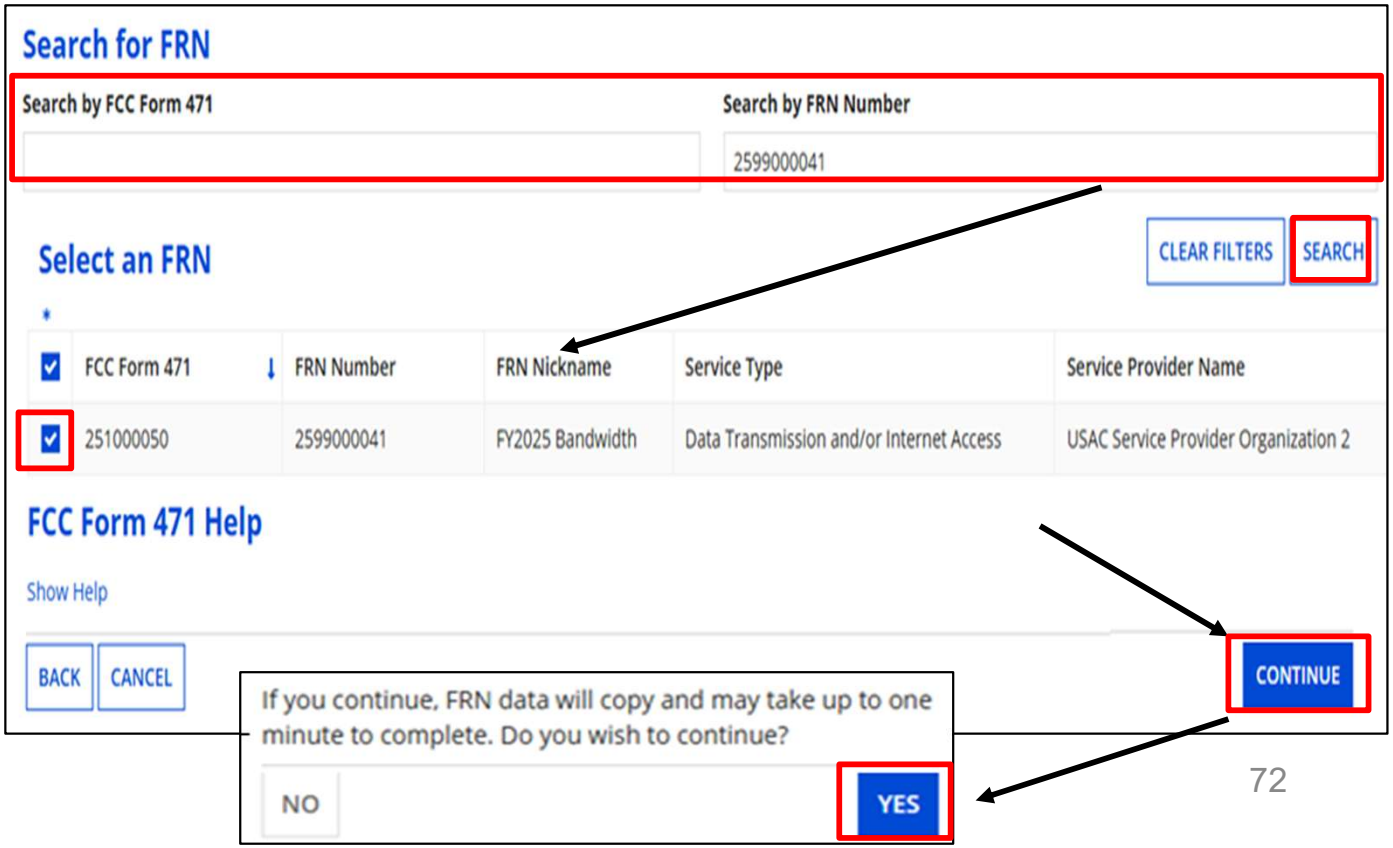
Note: if changes were made to the FRN during PIA review, the changes will be copied

Search by previous Form 471 or FRN number. (Enter the FRN a second time, even though we just provided it)

Select the check box and then click on "Continue." A pop-up will appear indicating that it may take up to one minute to complete.

Click on "Yes"





Quick Way to Get the Information Needed

Go to: www.E-Ratecentral.com

E-Rate Utilization Summary Chart

FY: 1998 | 1999 | 2000 | 2001 | 2002 | 2003 | 2004 | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022

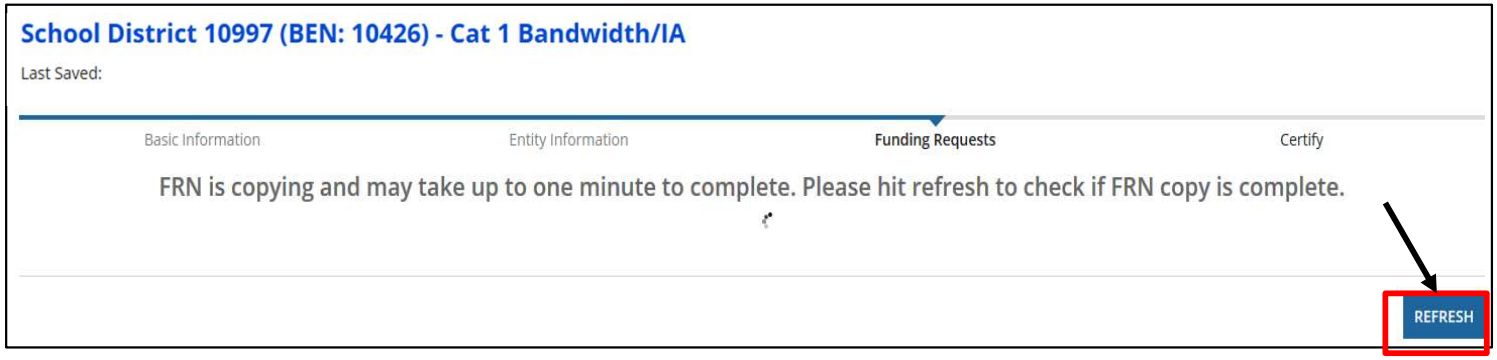
FY	Requested FRNs	Funded FRNs	486 on File	Requested Amount	Committed Category 1	Committed Category 2
2025	0	0	0	$0.00	$0.00	$0.00
2024	5	5	5	$40,938.39	$38,585.16	$1,373.18
2023	4	4	4	$38,649.75	$38,649.75	$0.00
2022	4	4	4	$56,077.49	$56,077.49	$0.00

471	FRN	SPIN	Service Provider	Service*
251016864	2599019925	143054927	Shentel Asset Entity I LLC	IA
251016864	2599019927	143050436	Charter Communications Operating, LLC	IA

1. Enter your Billed Entity Number
2. Click on Funding Year
3. See your 471, FRN, and SPIN information

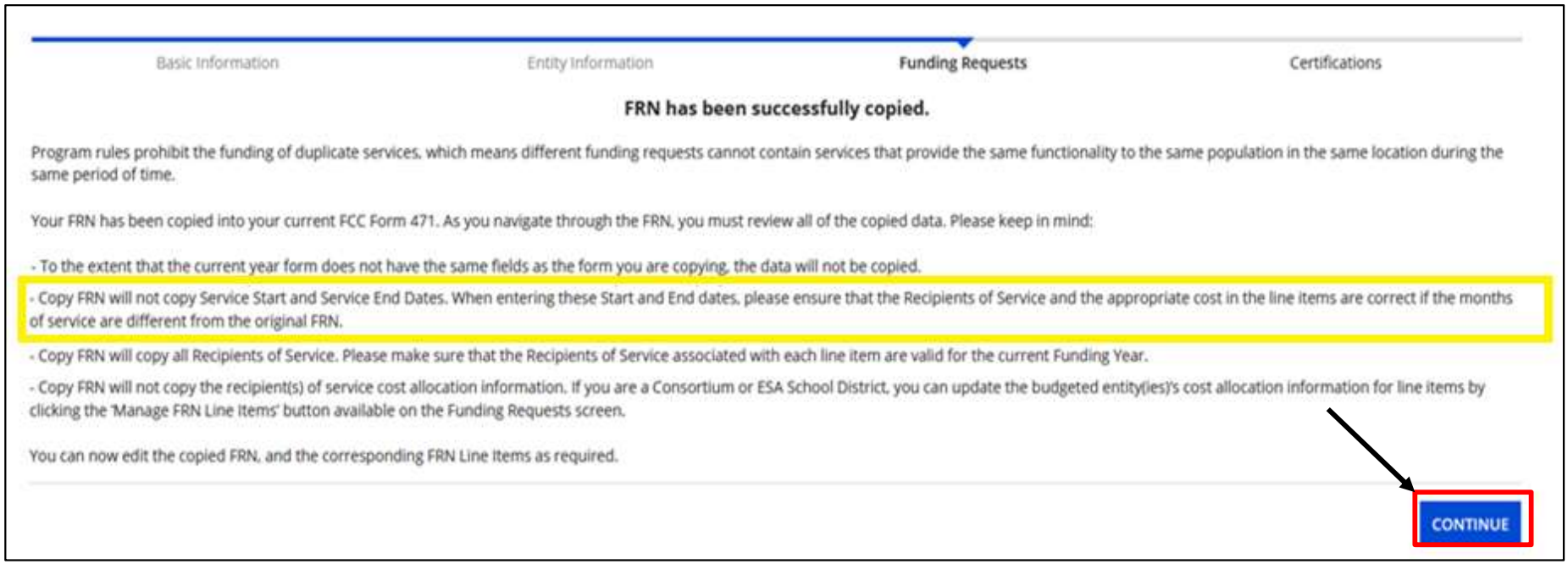
Copy FRN

You must click “Refresh” to complete the copy; it won’t advance on its own.



You will receive the following notification indicating you must enter the Service Start and Service End Dates.

Click on “Continue”



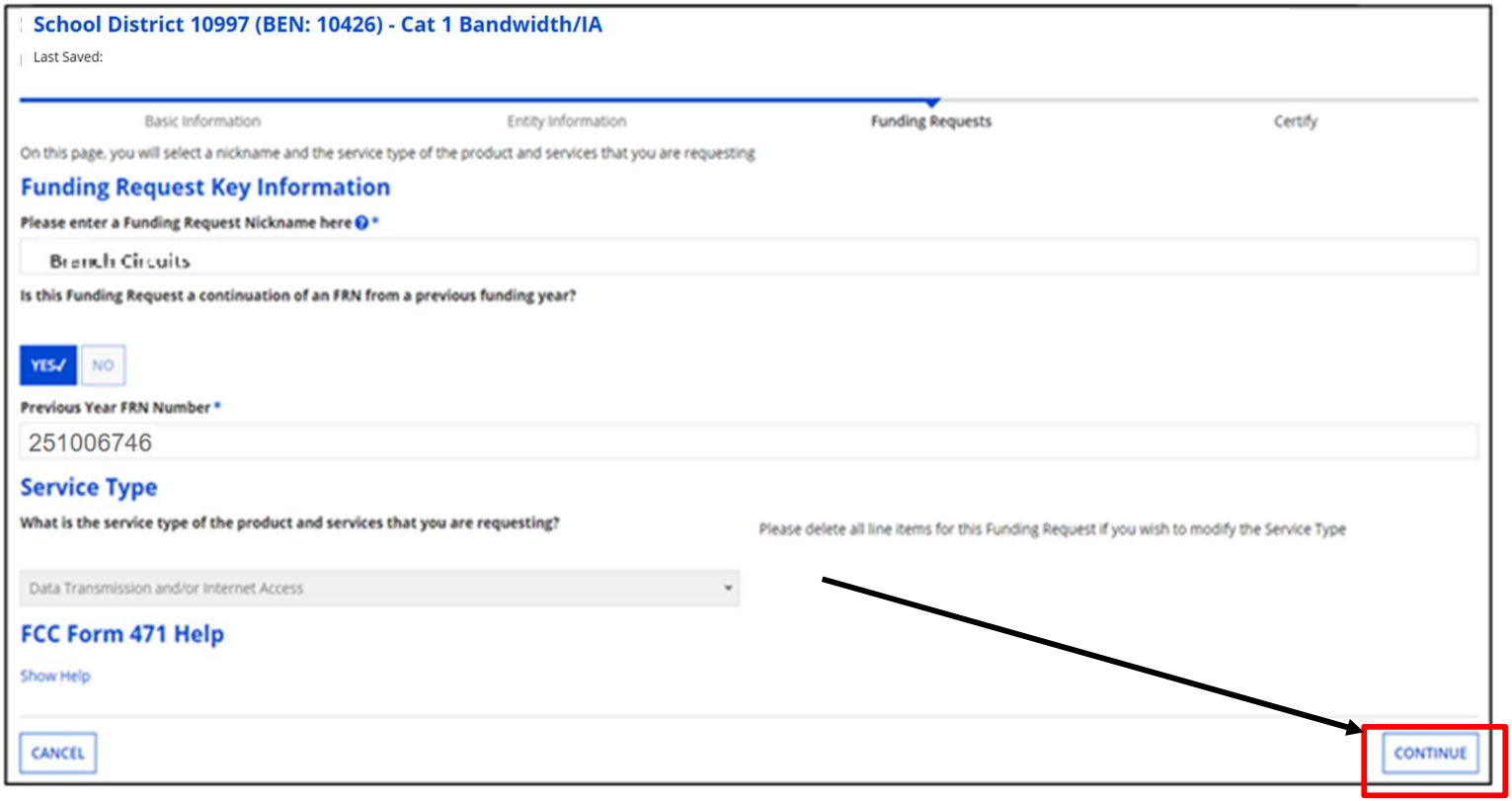
Copy FRN

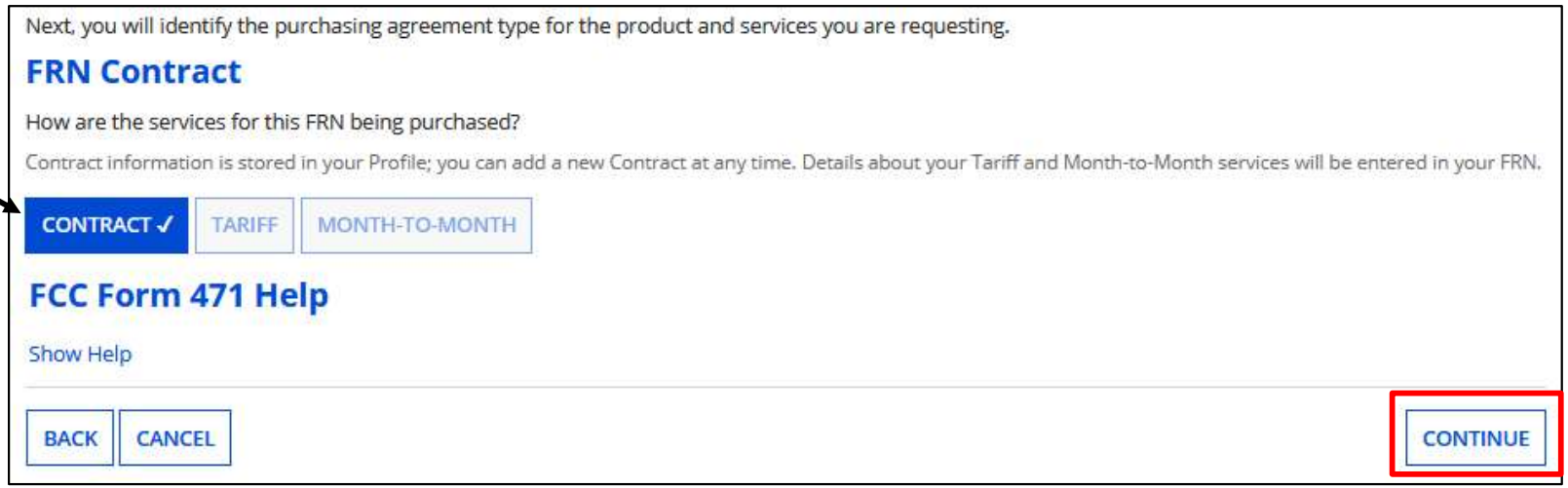
View after copy is completed. "Service Type" will be indicated.

Click on "Continue"

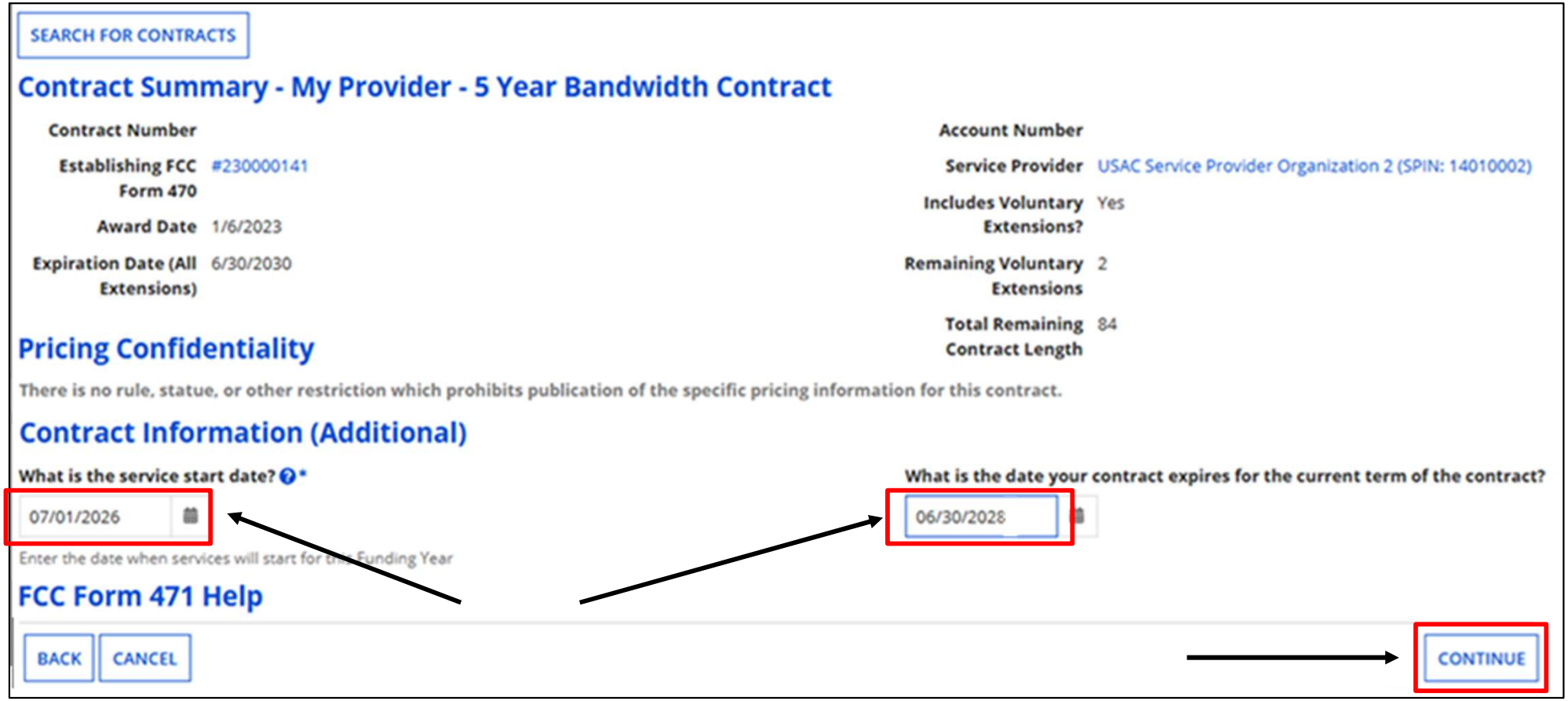
Based on previous FRN info, "Contract" is chosen.

Click on "Continue





Copy FRN



Verify information that copied from previous FRN. When copying, you must **enter BOTH the Service Start and Service End dates**. These fields will be blank, and you'll receive an error message if you do not enter the dates. Remember, the Service Start Date is the first day of the upcoming funding year that you're requesting E-Rate to cover but cannot be prior to **07/01/2026**.

Click on "Continue"

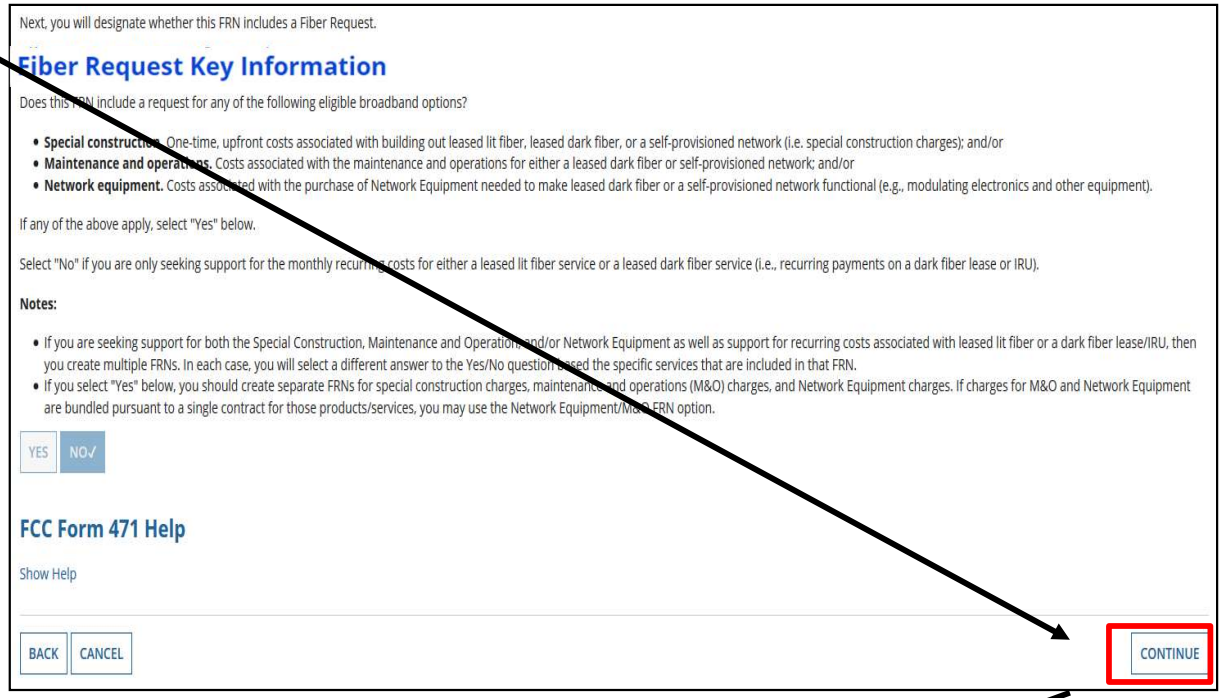
Copy FRN

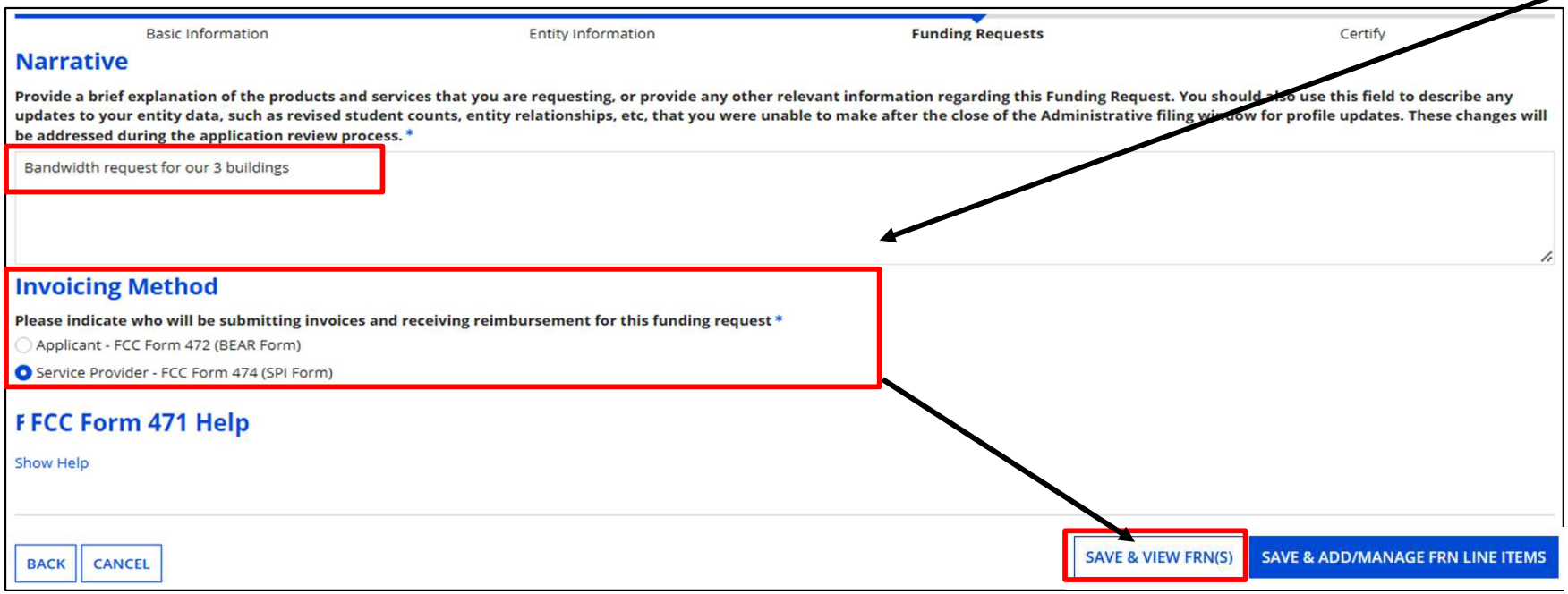
Verify information copied from the previous FRN; click on “Continue”.

Update the narrative if needed, **including enrollment and NSLP info** and choose **Invoicing Method**.

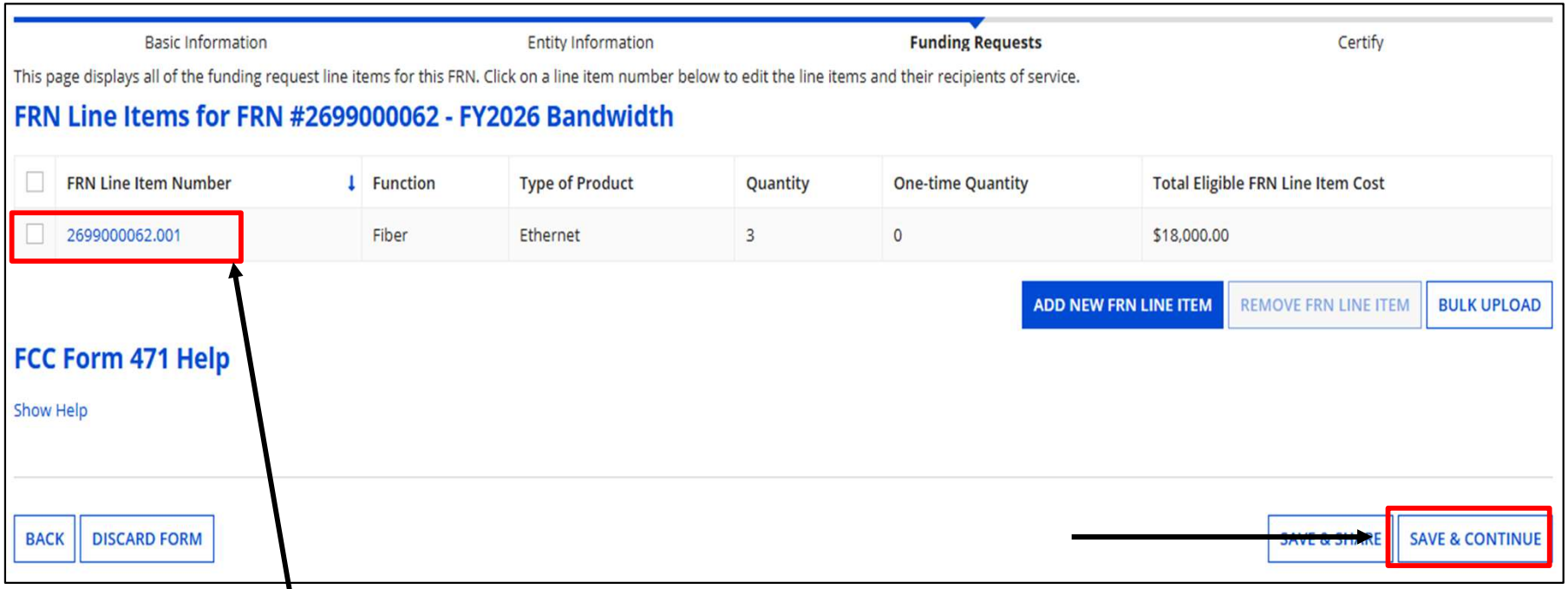
Click “ Save & Add/Manage FRN Line Items ” to update costs if needed (such as a bandwidth upgrade).

If there is no change, click on **“Save & View FRNs”.**



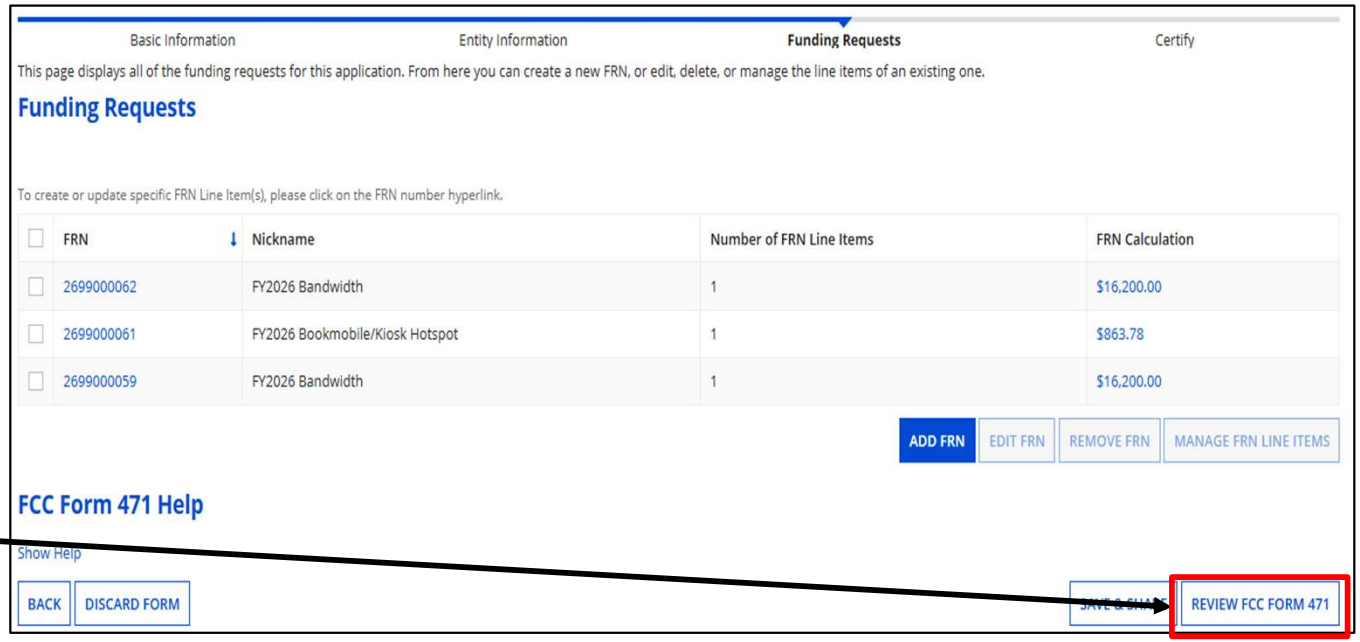


Copy FRN



If you clicked on “Manage FRN Line Item”, click on the line-item number to edit, and update information. Click on “Save & Continue” to return to Funding Requests.

If no changes are needed, click on “Review FCC Form 471”.



Fiber FRNs with Special Costs

- Special Construction Charges
- Maintenance & Operations
- Category 1 Network Equipment

What are Special Fiber Costs?

- The Form 471 asks whether the FRN will be requesting funding for any one of the following:
  - Special Construction
    - 1-time, upfront costs associated with building out leased lit fiber, leased dark fiber, or a self-provisioned network, or wireless service
  - Maintenance & Operations
    - Costs associated with the maintenance and operations for either a leased dark fiber or self-provisioned network
  - Category 1 Network Equipment
    - Costs associated with the purchase of C1 network equipment needed to make leased dark fiber or a self-provisioned network functional (e.g., modulating electronics and other equipment
- If the applicant answers 'yes', the Form 471 then asks for the underlying broadband service (shown below), and based on that selection, the form guides the applicant through a series of progressive questions

Special Fiber Costs Intro Page

Fiber Request Key Information

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

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

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

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

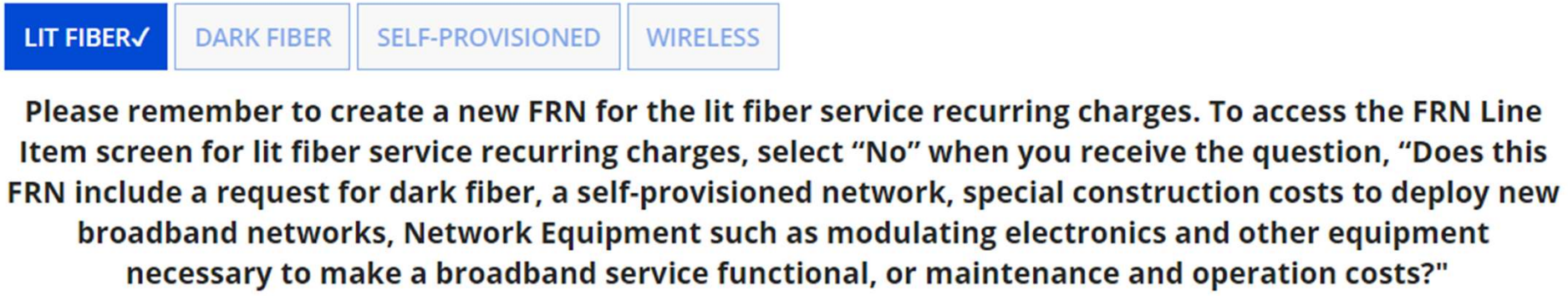
Notes:

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

YES✓ NO

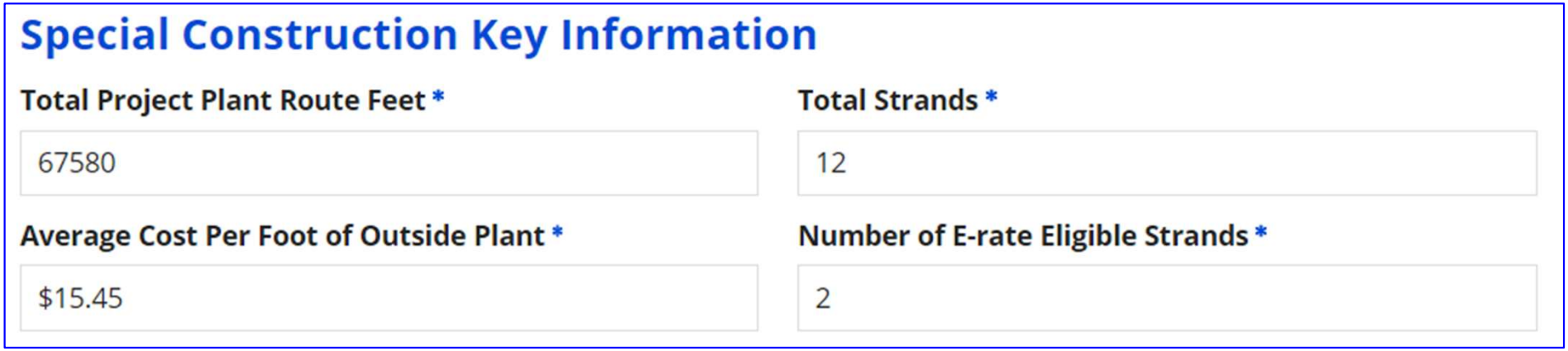
Reminder…

- If the applicant selects Lit Fiber or Wireless as the related broadband service, the system will issue a reminder for the applicant to create a *separate* FRN for the underlying recurring charges and only include 1-time costs in this FRN



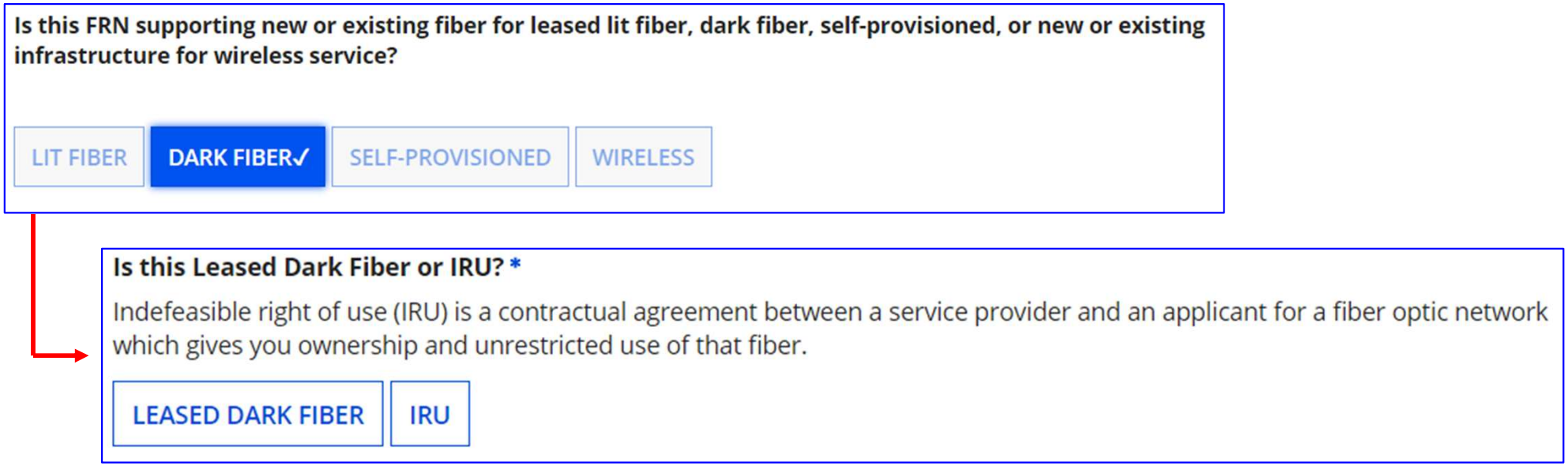
Questions for Special Construction…

- If the applicant selects Lit Fiber, or special construction of Dark Fiber or Self-Provisioned Fiber, the system will ask for:
  - Total Project Plant Route Feet
  - Average Cost per Foot of Outside Plant
  - Total Strands
  - Number of E-Rate eligible Strands
- Applicants should obtain this information from their service provider



Questions for Dark Fiber

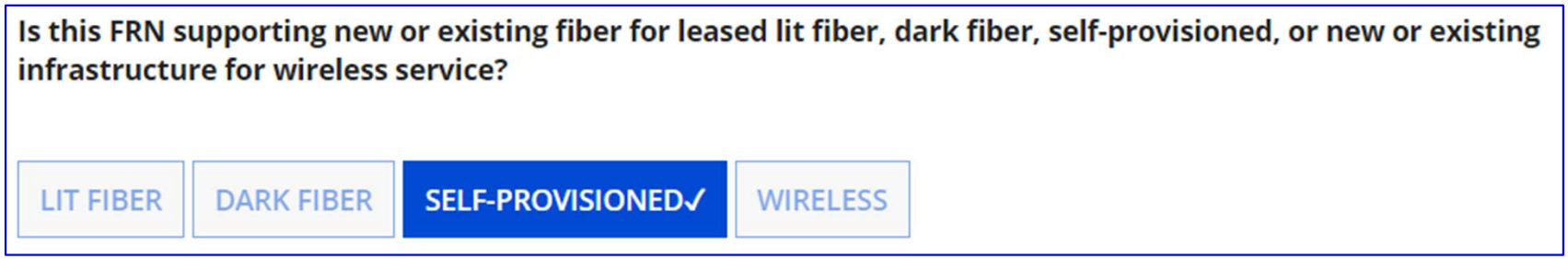
- If the applicant selects Dark Fiber, the system will ask if the FRN is for Leased Dark Fiber or an IRU (Indefeasible Right of Use)



- All of the remaining questions will be the same

Questions for Self-Provisioned Fiber

- If the applicant selects Self Provisioned Fiber, the system will ask if the FRN is for Special Construction, C1 Network Equipment or Maintenance/Operation



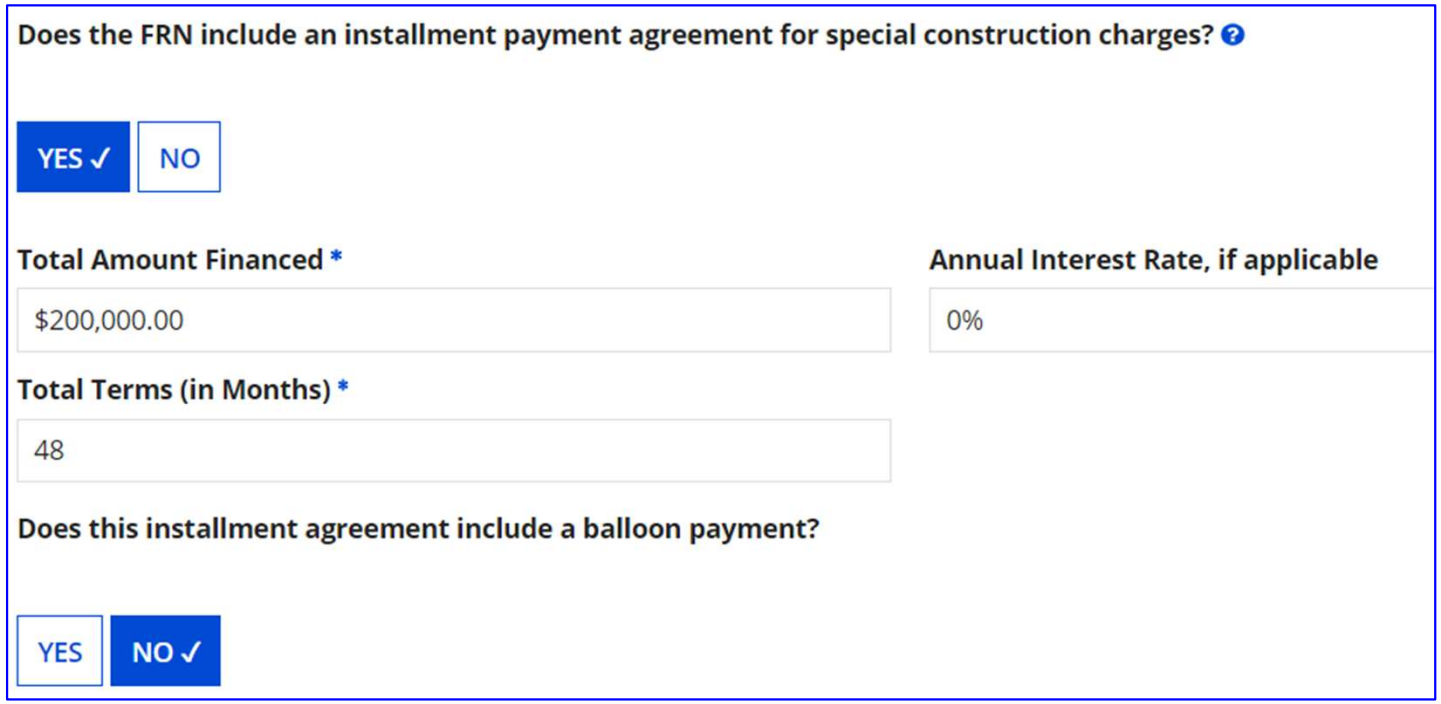
- All of the remaining questions will be the same if the applicant selects Special Construction
- If the applicant selects Network Equipment or Maintenance/Operation, the system will skip to the Narrative Box and the applicant will then create the FRN Line Items

State Match Available?

- For special construction FRNs, the system will then ask if there is a state match available for your E-Rate Special Construction funding request
- There is no such PA match available, so applicants should answer No

Vendor Payment Plan?

- The system then asks if the applicant has established an installment payment plan for the non-discounted portion of the Special Construction costs
  - For example, if the SC charges are $500,000, and the applicant has a 60% E-Rate discount, E-Rate rules permit the applicant's share ($200,000 in this example) to be paid to the vendor over four years
  - If the answer is Yes, the system asks the following questions:

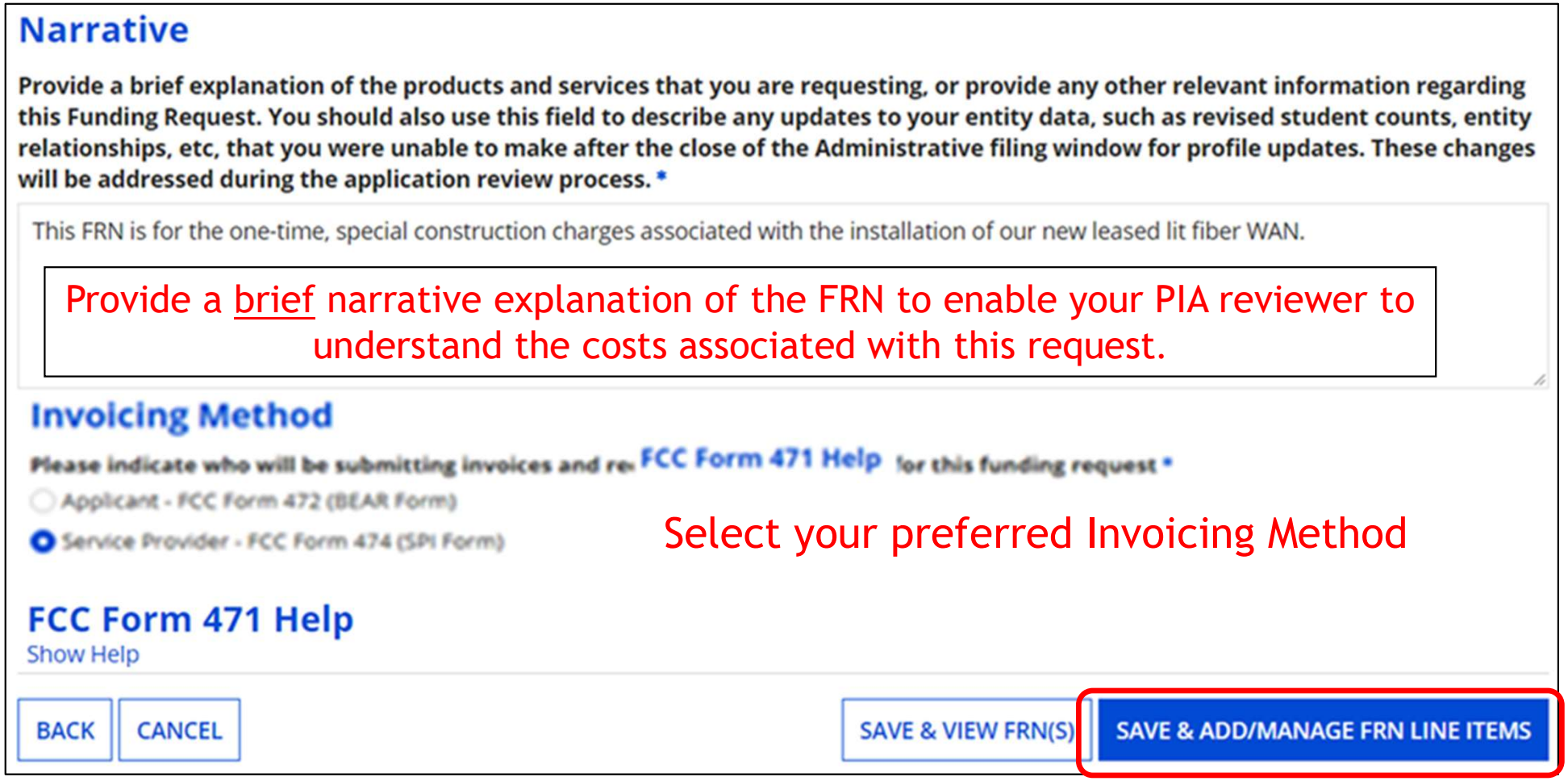


Questions for Wireless or Satellite

- If the applicant selects Wireless, the system will ask if the FRN is for Microwave or Satellite wireless service

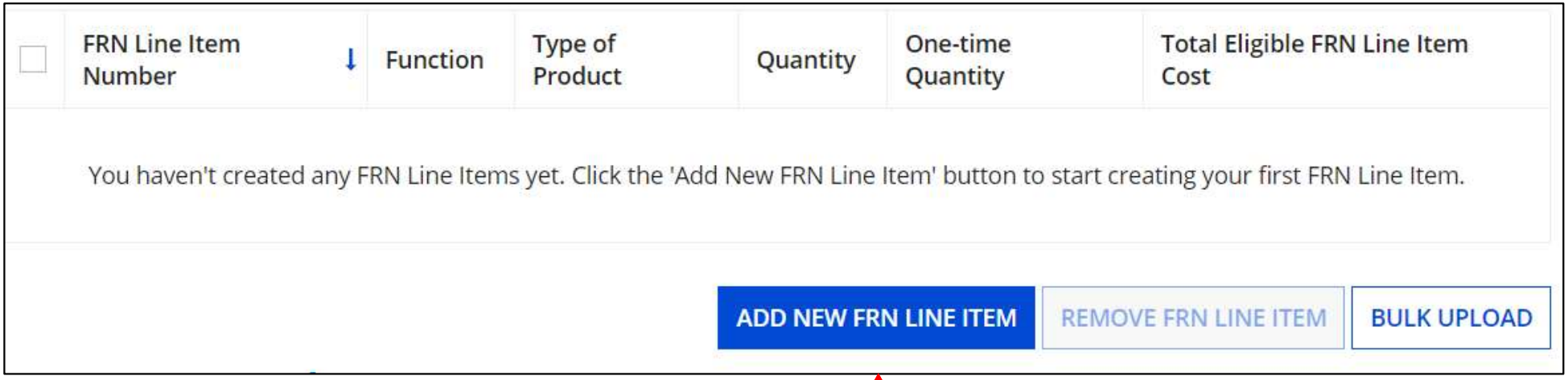
- All of the remaining questions will be the same

FRN Narrative Box



Adding FRN Line Item

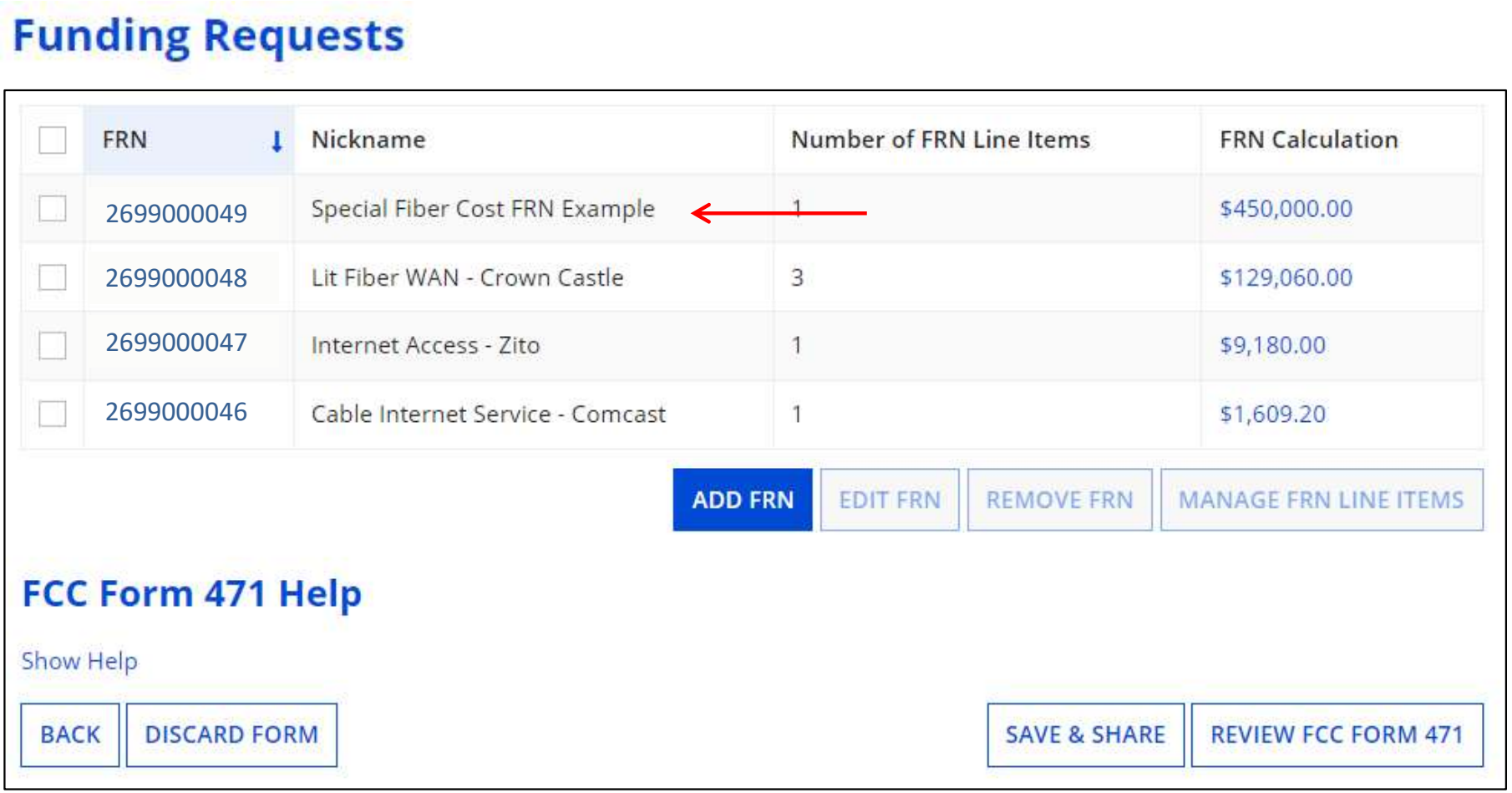
- Creating an FRN Line Item for a Special Fiber Cost FRN is the same as with other FRNs.
- Be certain to list the full cost of the service or equipment, not the non-discounted share



Select “Add New FRN Line Item.”

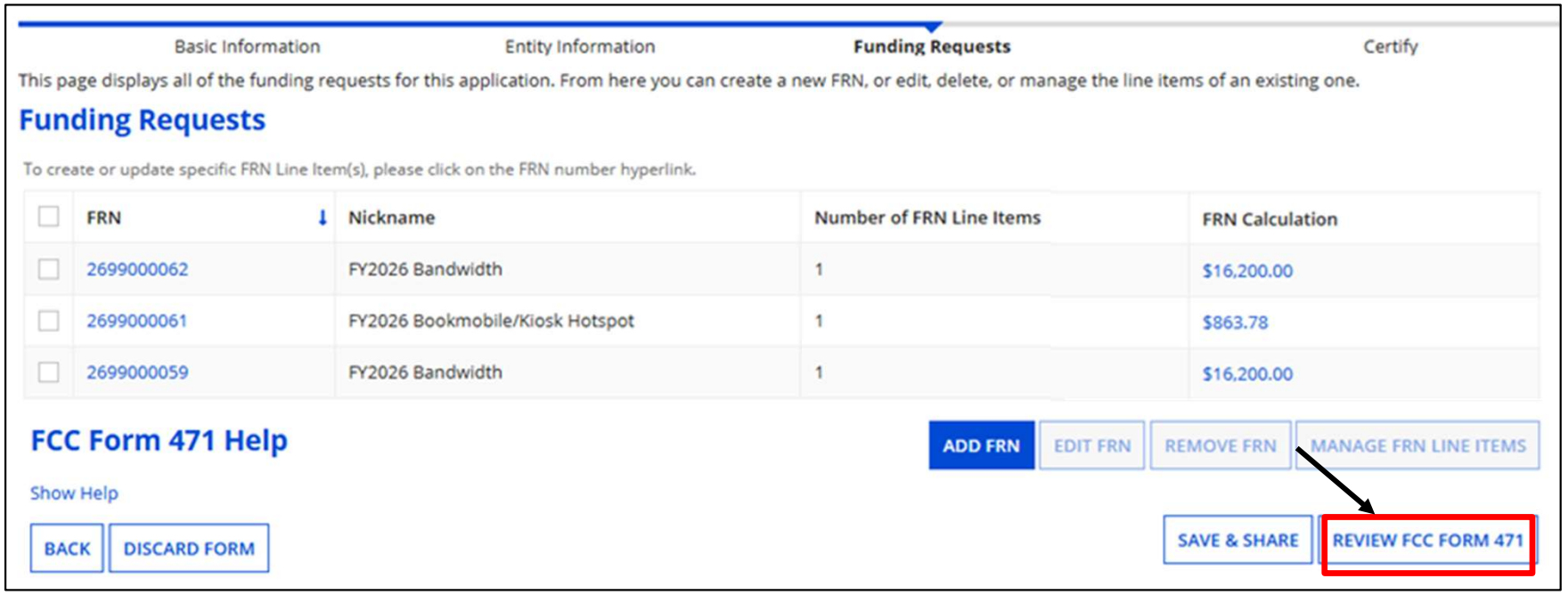
Main FRN Page

Notice there is now a separate FRN for the Special Fiber Cost. This may be a standalone charge if only special construction or equipment is being requested. Or it may be a separate FRN if there are also recurring charges



Completing the Form 471

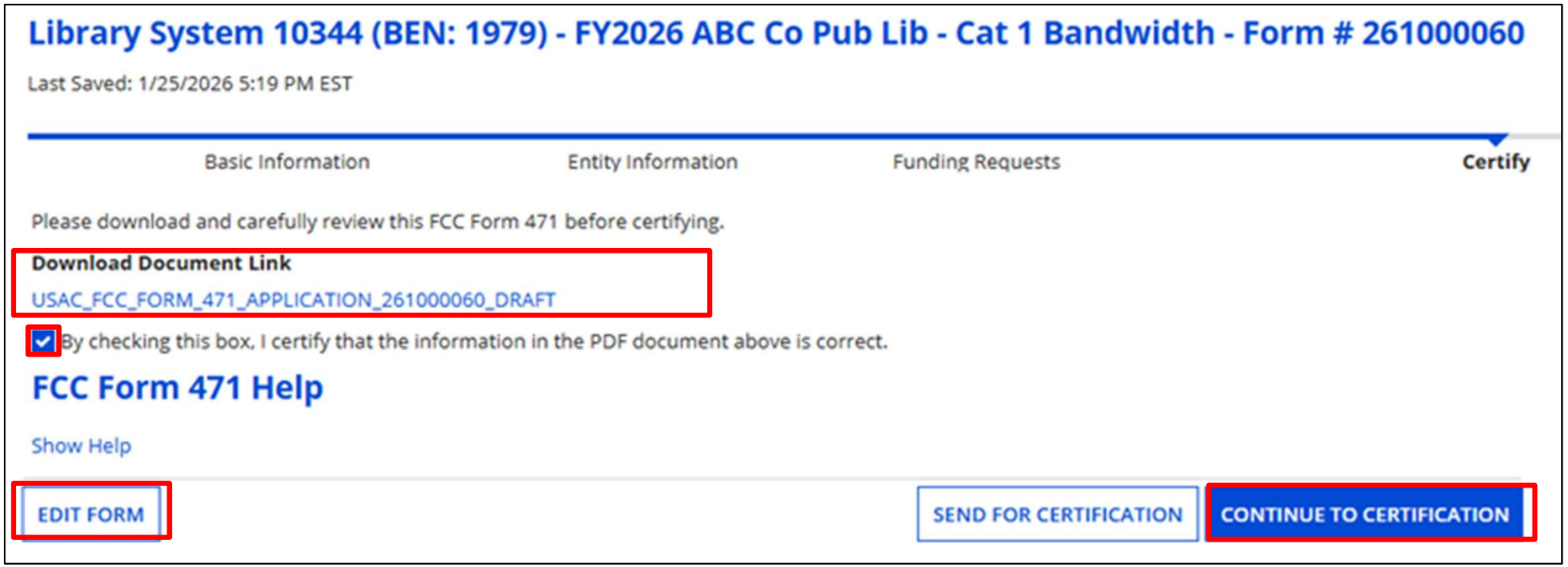
Completing the Form 471



To complete/submit your Form 471, click on “Review FCC Form 471” and “Yes” to the popup. Instead of being taken out of the Form 471 like we see with the Form 470, you must click on “ REFRESH “ to receive the draft version of the form and it. Be patient, it may take a little while to display.

You can click on “ RESUME TASK LATER “ if you prefer to complete at a later time.

Funding Requests



If you chose the " REFRESH " option, click on the draft document to view the PDF. If necessary, click on "Edit Form" to make corrections.

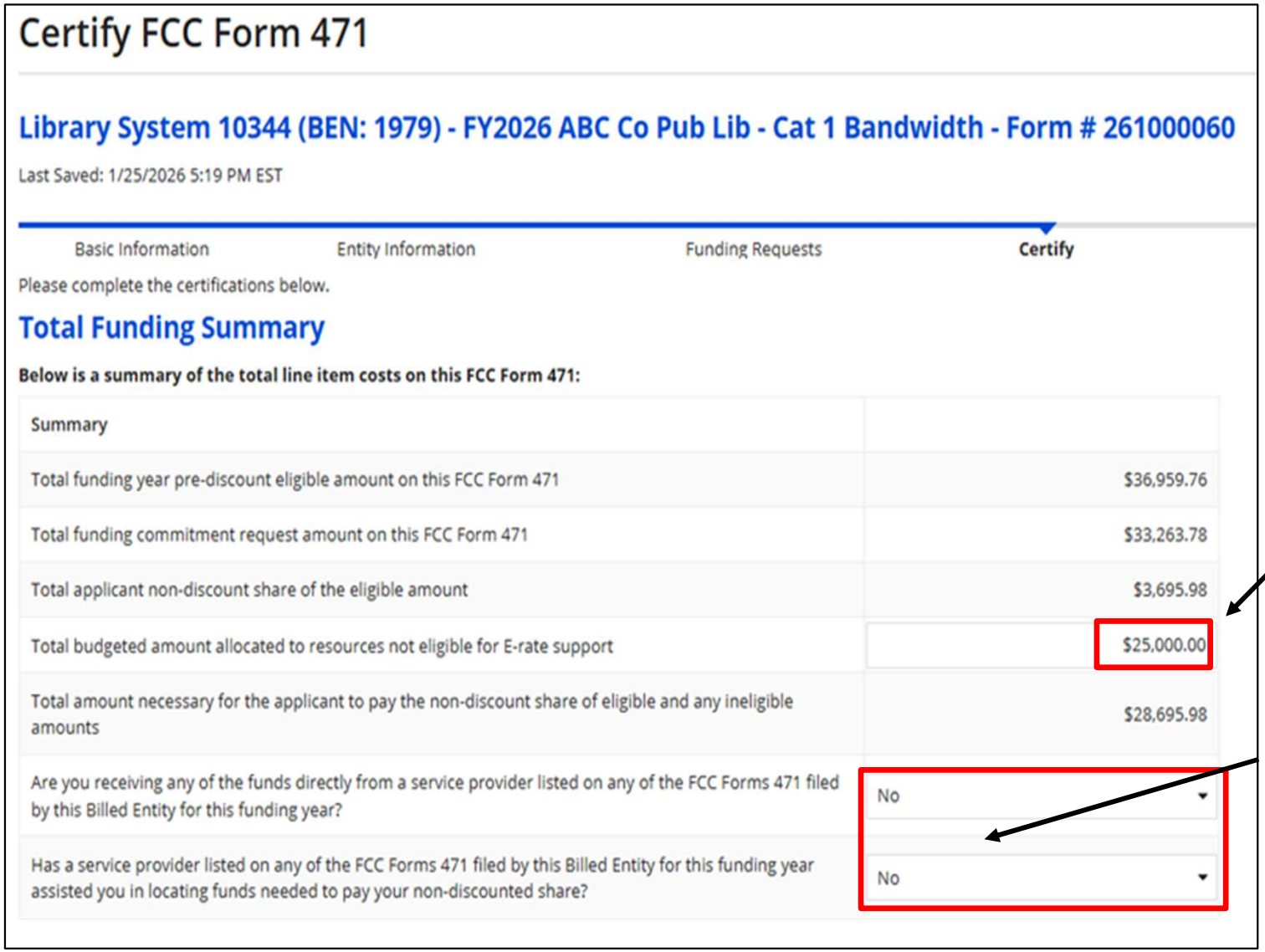
Click the box just below the document to certify if correct. You can then click on "Continue to Certification" or "Send for Certification" to complete the application.

Funding Requests

If you clicked on " RESUME TASK LATER ", click on "Tasks" on the blue menu bar to find the newly created task.

Click on the "Review PDF for FCC Form 471" to continue.

Certifying the Form 471



Certify FCC Form 471

Library System 10344 (BEN: 1979) - FY2026 ABC Co Pub Lib - Cat 1 Bandwidth - Form # 261000060

Last Saved: 1/25/2026 5:19 PM EST

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

Please complete the certifications below.

Total Funding Summary

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

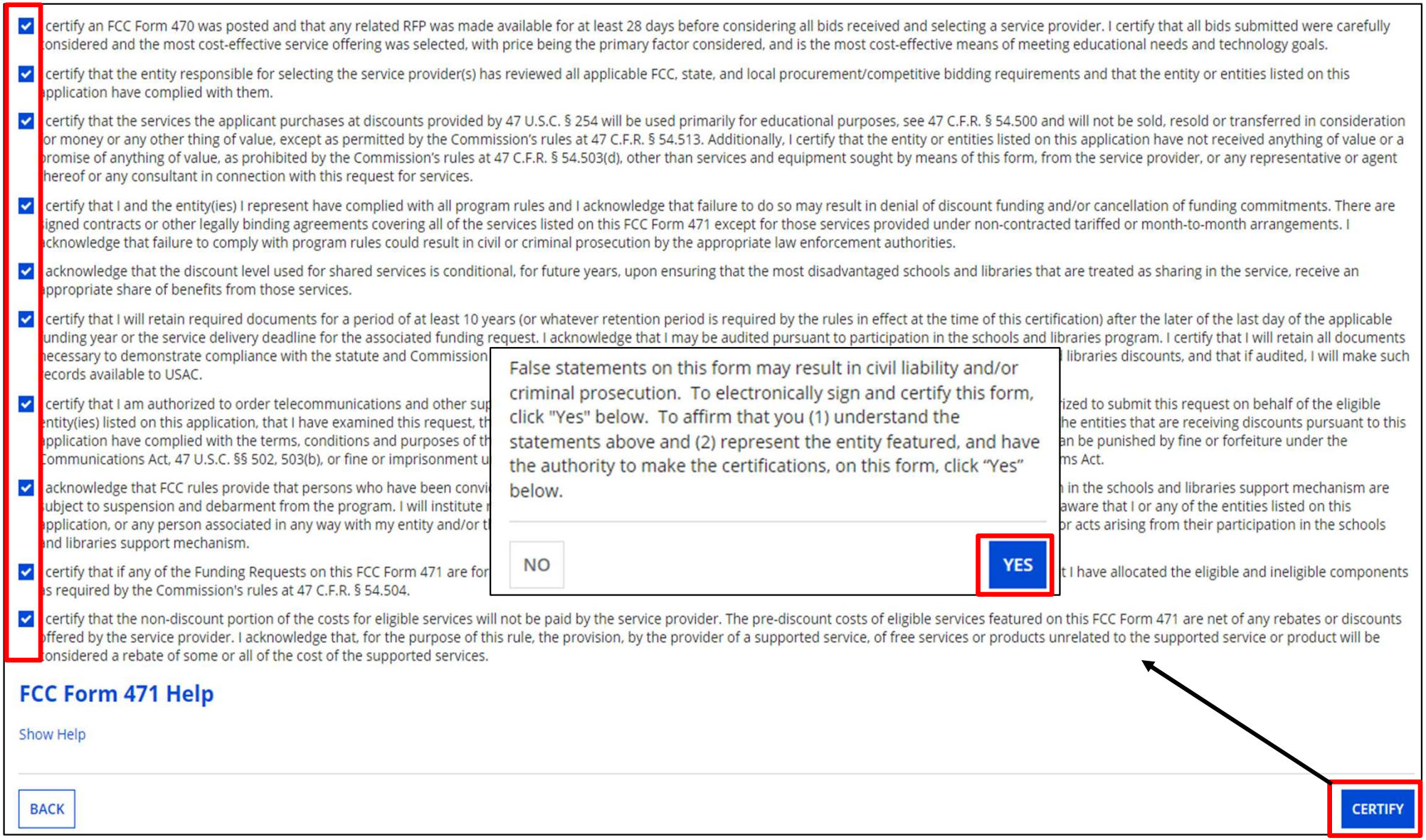
Summary	
Total funding year pre-discount eligible amount on this FCC Form 471	$36,959.76
Total funding commitment request amount on this FCC Form 471	$33,263.78
Total applicant non-discount share of the eligible amount	$3,695.98
Total budgeted amount allocated to resources not eligible for E-rate support	$25,000.00
Total amount necessary for the applicant to pay the non-discount share of eligible and any ineligible amounts	$28,695.98
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?	No
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?	No

Enter your budget amount

Click on the pull-downs to answer the "gotcha" questions. Be very careful!! Remember, it's a program violation if you receive funds from your service provider!!

Just say no!!

Certifying the Form 471

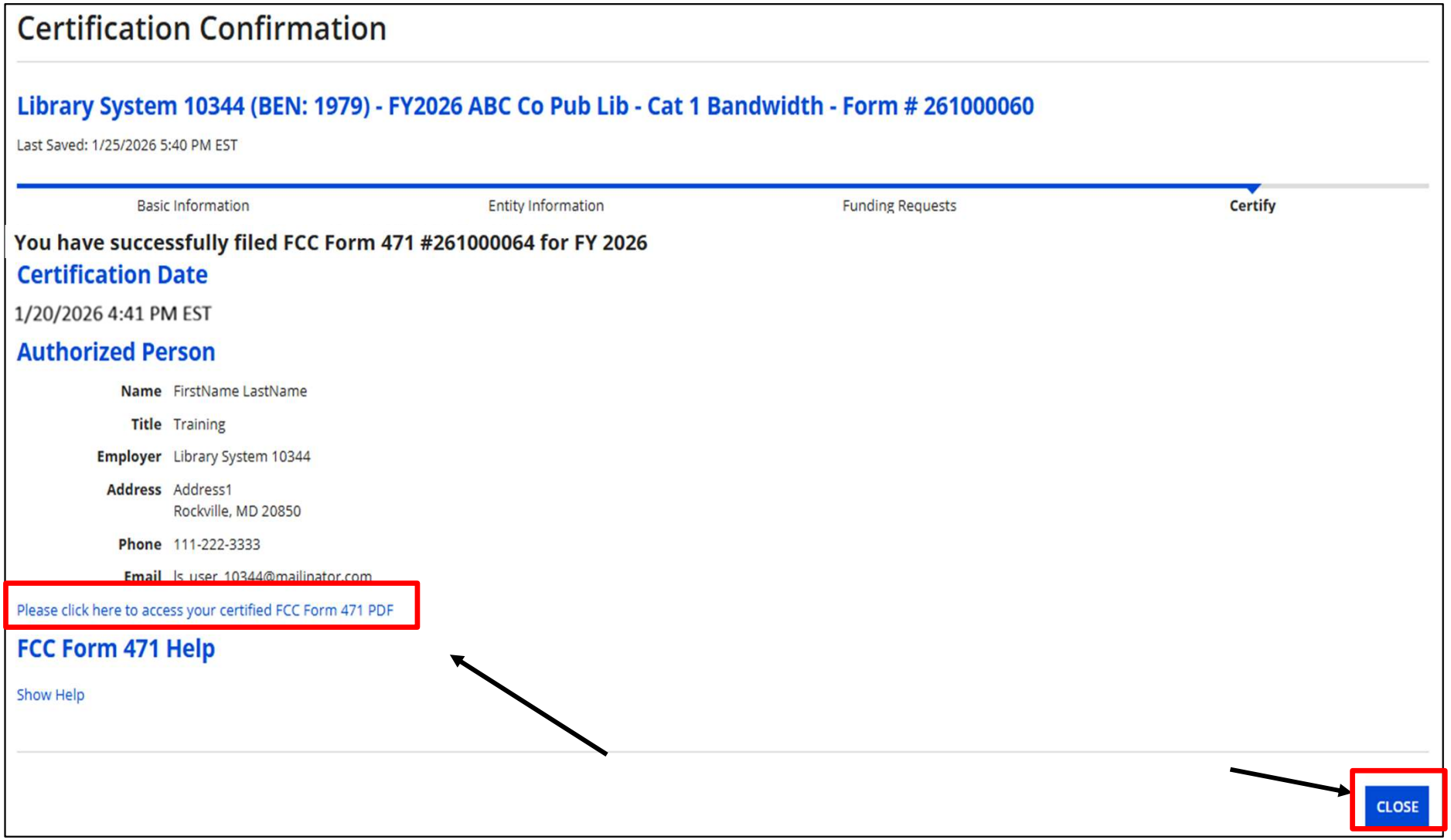


After reading the certifications, check the boxes.

When done, click on "Certify", and then "Yes" in the pop-up.

Certifier Information

You will receive confirmation that the form was certified.

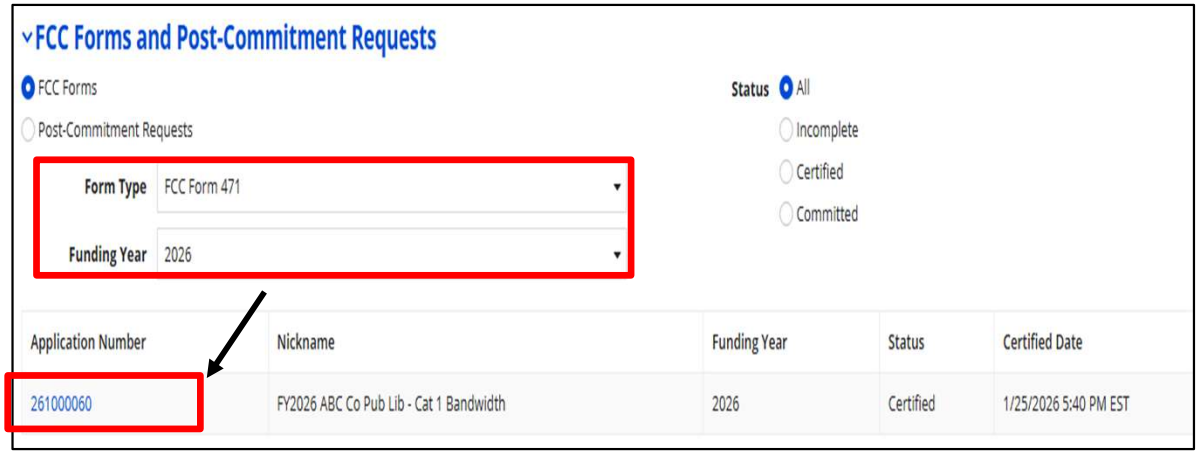


Click the link to access a PDF copy of your certified Form 471.

Click on “Close” when done

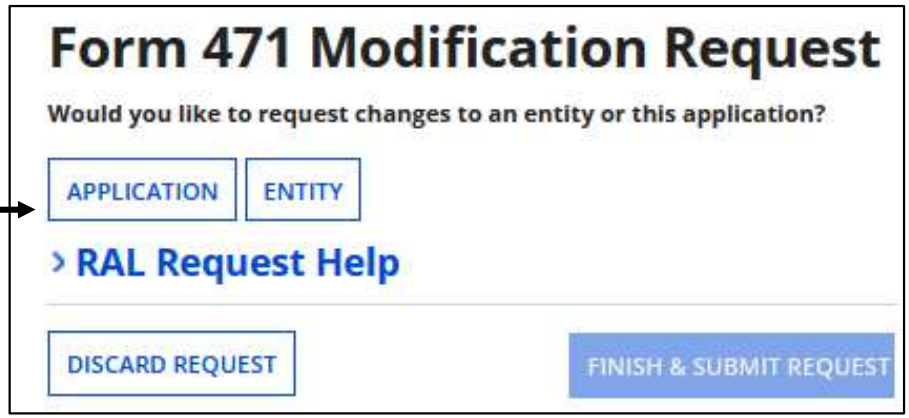
After the Form 471 – Next Steps

Finding Your 471 & Making Corrections



To find a submitted Form 471, scroll down to the bottom of the Landing Page, select 471 as "Type" and 2026 for "Funding Year".

Click on the Application Number

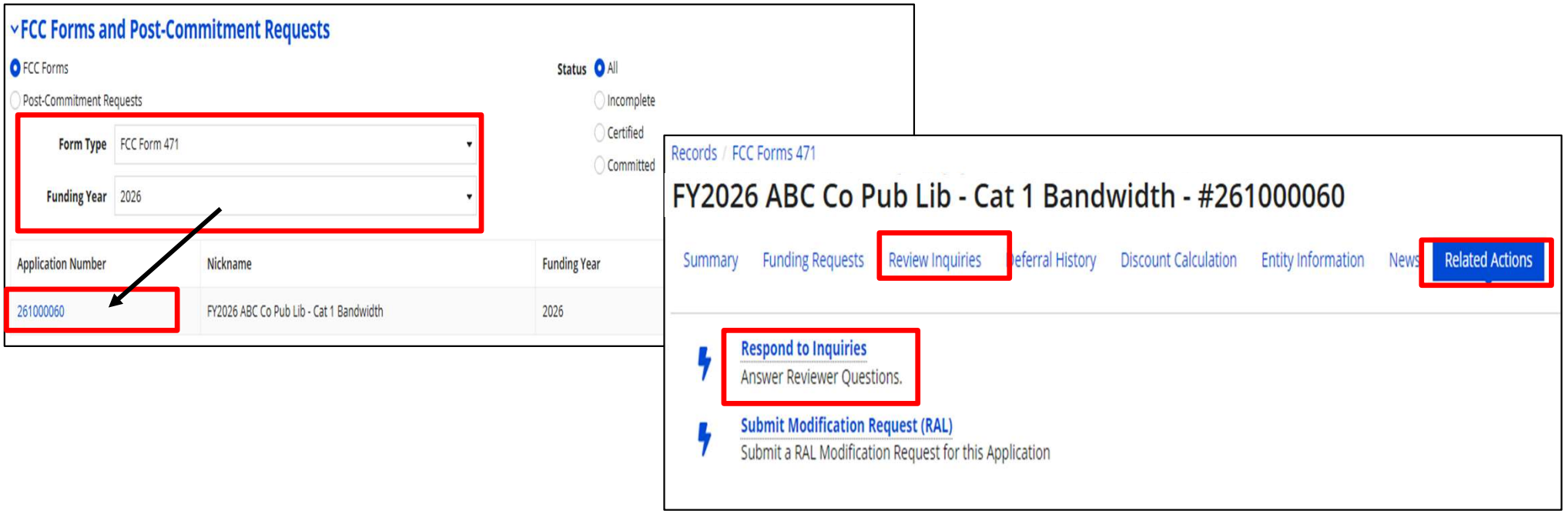


To make corrections after your Form 471 has been certified, submit a RAL Modification Request. For details on how to submit, see "Submitting Form 471 RAL Corrections" on my website for a step-by-step guide covering various scenarios at https://e-ratepa.org/?page_id=754.

Application Review - PIA

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

To look for Review Inquires, search for 471 as before:



Click on “Review Inquires” or “Related Actions” and then “Respond to Inquires”.

Application Review - PIA

- Reviewers
  - verify the eligibility of the schools and libraries and their discount levels.
  - verify that the services requested are eligible for E-Rate discounts.
  - communicate with you with requests for additional documentation.
  - may ask for additional verification of your compliance with program rules.

- You are given an opportunity to make allowable corrections to your form.

Application Review - PIA

- 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

Funding Decision

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. You'll receive an email when it is issued. 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 which is 60 days for the date of the FCDL).

Change Options To Be Aware Of

SPIN Changes

- If you enter the wrong SPIN, the company merges with another, or your chosen vendor can't provide the service.

Service Substitutions

- If you entered incorrect service information, or you are making an allowed change to the service, use this to notify USAC of the change.

FCC Form 500 - Use this form if you need to do the following:

- Change service start date
- Change contract expiration date
- Cancel funding request
- Reduce funding request
- Submit service delivery extension request (non-recurring)

Where to Go for E-Rate Help

- **USAC's Client Service Center (CSC)**
  - E-Rate "Help Desk" where applicants & service providers can get answers to questions
  - Call **888-203-8100**
  - Submit a 'Customer Service Case' in EPC

- **PA E-Rate Coordinator**
  - E-mail lgermann@e-ratepa.org
  - Attend webinars!
  - Read listserve messages! https://e-ratepa.org/?page_id=7751
  - www.e-ratepa.org
  - Helpful Documents: http://e-ratepa.org/?page_id=754
  - Training: http://e-ratepa.org/?page_id=745