

E-Rate Form 471

Category 2 Filing Guide

FY 2026



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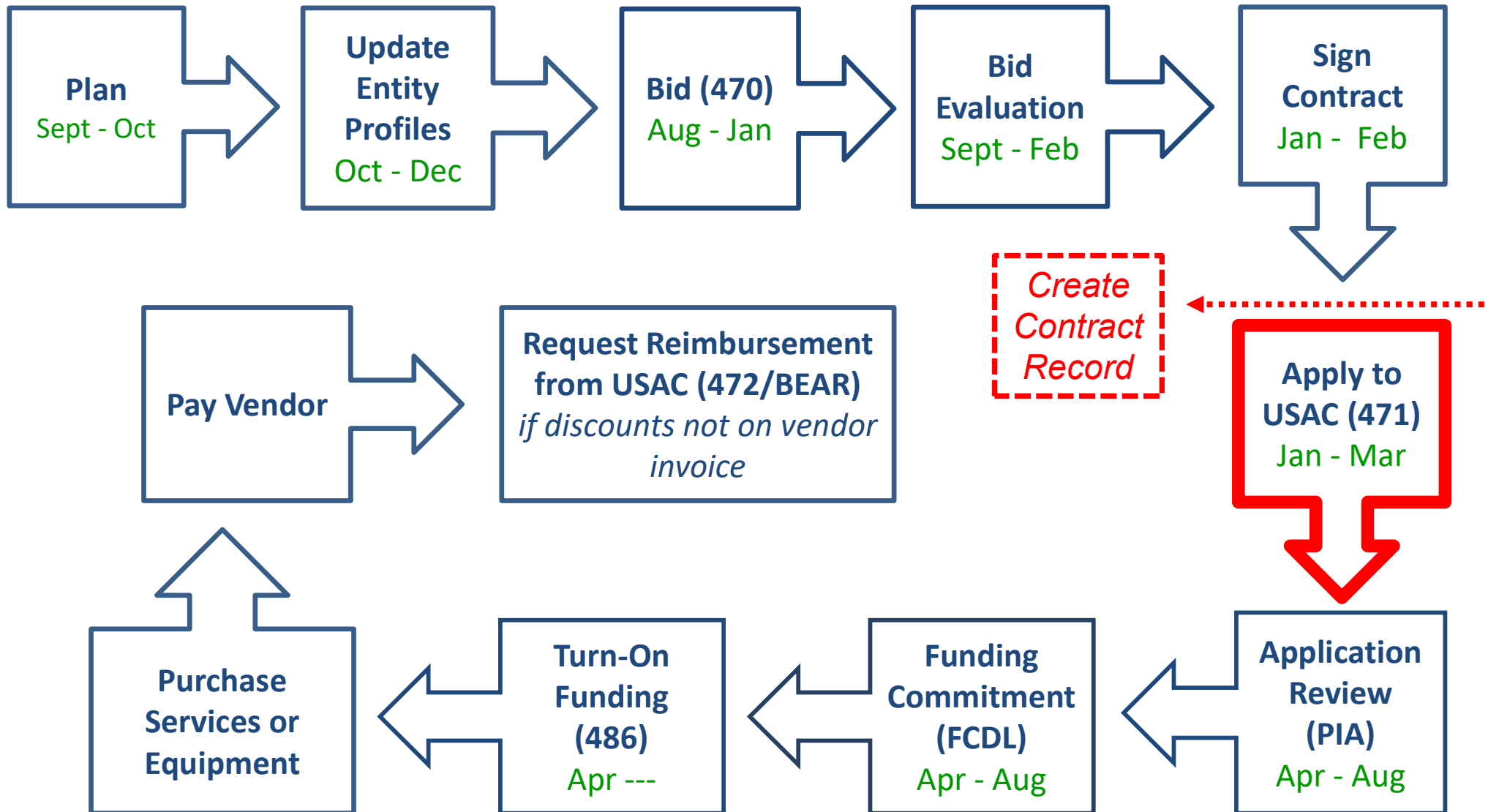
Training Agenda

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- Accessing the EPC Portal – Slide 13
- Entering Contracts – Slide 18
 - PEPPM Related Contract Data Points – Slide 33
- Filing the Category 2 FCC Form 471 – Slide 35
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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
 - Filing for both **Category 1** and **Category 2** requires separate 471 applications
 - Select **Category 1** if applying for bandwidth and/or Internet Access
 - Select **Category Two** if applying for Internal Connections (IC), Managed Internal Broadband Services (MIBS), and/or Basic Maintenance of Internal Connections (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

New Program Changes

- **Eligible Services List (ESL) Adopted** – The FCC has approved the [FY 2026 ESL](#) and **adopted the change to include software or remote-based services, including bug fixes, security patches, software-based technical assistance, and configuration changes (remote type support), under the Internal Connections (IC) equipment they support**, rather than as basic maintenance!
- This includes multi-year license renewals that often include remote type support that were previously funded under BMIC
- This change is a tremendous help for E-Rate applicants, bringing greater clarity to one of the areas of the program most prone to errors: software and remote services, reducing the risk of misclassification and the loss of funds!
- For license renewals and/or remote type support, you will request it by selecting the type of equipment the license/support is tied to under IC

New Program Changes

- With this change, you may enter into a multi-year remote support contract or license renewal that includes the remote support, and
 - Like right-to-use only licenses purchased with new equipment, you may pay for the full multi-year term in the first year and receive reimbursement based on the full cost
- Under the old rules, if you entered into a multi-year remote support or license renewal agreement that included remote support, where the full cost was paid up front, you had to pro-rate or amortize the cost, requesting the annual portion on the Form 471 and reimbursement form each year of the contract term
- Please note that Fixed maintenance contracts (**on-site configuration changes and time-and-materials**) will continue to be eligible for funding under **BMIC**, but only the cost of the work that is **actually performed** under the contract will be reimbursed!
 - This requires you to keep a maintenance log to show work performed
 - If you enter into a multi-year contract and pay the full cost up front, this will require an amortization

New Program Changes

- The Order also permits applicants who had sought funding for software-based BMIC services on a pro-rated basis in prior funding years to request discounts on the **remainder of the contract** in FY2026 or continue requesting pro-rated support.
- It also clarifies that applicants who seek support for software- or remote-based services as internal connections in FY2026 on the Form 471 that were competitively bid as BMIC services on the originating Form 470 are not violating competitive bidding rules.

- **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. **This includes contract addendums.**

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.

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”.

The screenshot shows the USAC website with the 'E-Rate' section highlighted in the navigation bar. Below the navigation bar, the 'E-Rate' section is visible, featuring a 'Sign In' button highlighted with a red box. A red arrow points from the 'Sign In' button to the login form on the right. The main content area shows the 'Dashboard' with a notification about supply chain orders and a section titled 'Upcoming Dates' with two dates: 02/28/2024 and 03/27/2024. The 'Schools and Libraries' section is also visible, with a red box highlighting the 'E-Rate Productivity Center (EPC)' link. A red arrow points from the 'Sign In' button to the 'E-Rate Productivity Center (EPC)' link.

Universal Service Administrative Co.

Subscribe Payments Open Data **Sign In**

About E-Rate Rural Health Care Lifeline High Cost Service Providers

E-Rate

Ensuring that service is available across the U.S. and accessible over the internet

Universal Service Administrative Co. Sign Out

lorrie.germann@erate-edplus.com

Dashboard

In accordance with the Supply Chain orders, new certifications have been added to the following forms: RHC - FCC Form 463 and the Telecom invoice, E-rate - FCC Form 473, and High Cost & Lifeline - FCC Form 481. Service providers are required to submit these annual certifications. For additional information, visit the [USAC Supply Chain page](#).

Upcoming Dates

02/28/2024
Last Day to File
FCC Form 470
for the FY2024
FCC Form 471
Application
Filing Period

03/27/2024
E-Rate FY2024
FCC Form 471
Application
Filing Window
Closes

Schools and Libraries

E-Rate Productivity Center (EPC) - E-Rate Program participants use the E-Rate Productivity Center to manage program processes, receive notifications and to contact customer service. E-Rate Invoices (FCC Form 472/BEAR and FCC Form 474/SPI, EPSI) for FY 2016 or later and all FCC Form 473/SPACs can now be submitted in the EPC. For more information on the legacy system consolidation, please visit our website or contact the Customer Service Center at (888) 203-8100.

E-Rate System Consolidation - The E-Rate Legacy system is now down and will only be available for submission for 473 SPAC Forms and invoices 2015 and prior. A link will take you to the directions on how to submit invoices for those funding years. For more information on the legacy system consolidation, please visit our website or contact the Customer Service Center at (888) 203-8100.

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

Help?

Send us a message
[Click here](#)

Call us
(888) 641-8722

The screenshot shows the USAC login form. It includes a 'Username' field, a 'Password' field, and a 'Forgot password?' link. Below the fields is a checkbox labeled 'Click the box to accept' and a 'Sign In' button. At the bottom, there is a link for 'Don't have an account? Create an account'.

Universal Service Administrative Co.

Username:

Password:

[Forgot password?](#)

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

☐ Click the box to accept

By signing in, I accept the [terms and conditions](#) of the USAC system.

Sign In

Don't have an account? [Create an account](#)

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.

My Applicant Landing Page

Welcome, School District 18!

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								

Notifications

Notification Type: Please select a value Status: ☒ All ☐ Generated ☐ Not Generated

Funding Year: -- Select a Funding Year --

Notification	Description	Issued Date	Generated By	Generated On
No items available				

My Entities

Entity	Entity Number	City	State	Zip Code
School District 18	170	Springfield	OH	45501
School District 18 NIF	171	Springfield	OH	45501
School District 18 School A	172	Springfield	OH	45502
School District 18 School B	173	Springfield	OH	45501

*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 %

Records / Applicant Entities

#10426 - School District 10997

[CREATE A NEW USER](#) [ADD OR REMOVE EXISTING USERS](#) [MANAGE USER PERMISSIONS](#) [...](#)

[Summary](#) [Customer Service](#) [Modifications](#) [Additional Information](#) [Discount Rate](#) [Category Two Budget](#) [Contracts](#) [FCC Forms](#) [FRN Appeals](#) [News](#) [Related Actions](#)

Organization Details

Name School District 10997 **Applicant Type** School District

Entity Number 10426 **Status** Active

FCC Registration Number 0123456789

Requested Discount Rate - School District 10997 (BEN: 10426) - FY2026

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
1306	1109	85%	Rural	90%	85%

[SHOW ENTITIES](#)

[HIDE ENTITIES](#)

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 2 In District 10997	6911	374	374	Rural	None
School 1 In District 10997	6913	512	467	Rural	None
School 3 In District 10997	6912	420	268	Rural	None

Category 2 Budget

Displayed at the bottom of the “Summary” page is the total student count provided in the portal. If you did not update the enrollment count before the close of the admin window, you can provide the correct count on the Form 471.

Category Two (C2) Budget Information

We calculate your Category Two budget and your discount rate separately, and so we collect separate numbers for You are allowed to re-use your Category Two student count from year to year within a Category Two budget cycle, so this number needs to be updated less frequently than the student count for your discount rate.

How does the district report its student count for Category Two budget? 


- ☐ One number for my whole district
- ☒ A number for each school in the district

Sum of Student Counts of all Schools in the District
1194

[News](#) [Tasks \(8\)](#) [Records](#) [Reports](#) [Actions](#)

[Records / Applicant Entities](#)

#10426 - School District 10997

 [CREATE A NEW USER](#) [ADD OR REMOVE EXISTING USERS](#) [MANAGE USER](#)

[Summary](#) [Customer Service](#) [Modifications](#) [Additional Information](#) [Discount Rate](#) [Category Two Budget](#) [Contracts](#) [FCC Forms](#) [FRN Appeals](#) [News](#) [Related Actions](#)

Click on “Category Two Budget” to see the new 5-year forecasted budget

Category Two Budget Status

Category Two Budget information presented below reflects data starting in FY2016.

▼ 2026 - 2030

▼ 2026 (Budgeted Entity)

> Show column definitions


Budget Status	Budget	Total In-Review Requested Costs	Total Committed Costs	Total In-Review Requested and Committed Costs	Remaining Budget	
Forecast	\$111,625.00	\$0.00	\$0.00	\$0.00	\$111,625.00	View Details

Entering Contracts



Manage Contracts

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](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

Welcome, [Library System 10344!](#)

Notifications

Notification Type Please select a value

Funding Year -- Select a Funding Year --

Status All
☐ Generated
☐ Not Generated

Notification	Description	Issued Date	Generated By	Generated On
No items available				

My Entities

Entity	Entity Number	City	State	Zip Code
School District 18	1979	Rockville	MD	20850
School District 18 NIF	3313	Rockville	MD	20850
School District 18 School A	3314	Rockville	MD	20850

When requesting a contracted service, you must associate contracts with each FRN. This includes hardware quotes received for a one-time purchase, which have been signed and dated to show your acceptance. **Complete this step before you begin the Form 471.**

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

News Tasks (14) Records Reports Actions

Records / Applicant Entities
#10426 - School District 10997

CREATE A NEW USER ADD OR REMOVE EXISTING USERS MANAGE USE

Summary Customer Service Modifications Additional Information Discount Rate Category Two Budget **Contracts** FCC Forms FRN Appeals News Related Actions

Organization Details

Name School District 10997 Applicant Type School District

Records / Applicant Entities
#10426 - School District 10997

Summary Customer Service Modifications Additional Information Discount Rate Category Two Budget **Contracts** FCC Forms FRN Appeals News Related Actions

Submitted Contracts

Contract ID	Contract Number	Contract Nickname	Award Date	
6914		FY2021-FY2025 Bandwidth	12/1/2020	View
6913		BMIC	5/26/2020	View
6821		Test1234321	3/11/2020	View

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

Manage Contracts

Contracts - School District 10997 (BEN: 10426)

Use the dropdown to select the type of contract you would like to edit or remove. Click the Add a New Contract button at any time to create a new contract for your organization.

Contract Type My Contract Drafts

My Contract Drafts

The grid below contains all of your draft contracts created for this organization.

- To edit a draft contract, select 1 contract from the grid and click the Edit button at the bottom of the form.
- To delete a draft contract, select up to 5 contracts from the grid and click the Delete button at the bottom of the form.

<input type="checkbox"/>	Contract ID	Contract Number	Contract Nickname	Created	Last Modified
<input type="checkbox"/>	4200	N/A	Test 2 ISP Service	2/27/2017 4:57 PM EST	2/27/2017 4:57 PM EST

CLOSEADD A NEW CONTRACTEDITDELETE

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”.

Create Contract

School District 400156 (BEN: 17364) - ABC Hardware -- Contract ID

Contract InformationEstablishing FCC Form 470Service ProviderContract DatesPricing ConfidentialityConfirmation

Here you will enter preliminary information about this contract, as well as your account number, if you know it.

Contract Information

Enter a nickname to easily identify this contract ? *

ABC Hardware

Contract Number ?

CANCELSAVE & CLOSESAVE & CONTINUE

Manage Contracts – Create Contract

Create Contract

School District 10997 (BEN: 10426) - ABC Hardware - Contract ID #15519

Contract Information | Establishing FCC Form 470 | Service Provider | Contract Dates | Pricing Confidentiality | Confirmation

Here you will have the option to upload contract documents, including a description of each document.

Contract Information


Contract ID #15519


Would you like to upload a copy of your contract?

YES ✓ | NO

Contract Document Upload

Please upload and describe each document related to your contract.

 ABC Hardware Quote
DOCX - 30.69 KB

UPLOAD  Drop or paste file here

Describe this contract document.

Describe this contract document.

BACK **CANCEL** **SAVE & CLOSE** **SAVE & CONTINUE**

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”.

Manage Contracts – Create Contract

Create Contract

School District 400156 (BEN: 17364) - ABC Hardware -- Contract ID #

Contract Information

Establishing FCC Form 470

Service Provider

Contract Dates

Pricing Confidentiality

Confirmation

Here you will answer additional questions about this contract.

Contract Information

Is this contract based on a State Master Contract? ?

YES

NO ✓

Is this contract based on a multiple award schedule? ?

YES

NO ✓

BACK

CANCEL

SAVE & CLOSE

SAVE & CONTINUE

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

Manage Contracts – Create Contract

Create Contract

School District 400156 (BEN: 17364) - ABC Hardware -- Contract ID #

Contract Information

Establishing FCC Form 470

Service Provider

Contract Dates

Pricing Confidentiality

Confirmation

Here you will answer additional questions about this contract.

Contract Information

Can other applicants piggy back off this contract? ?

YES

NO ✓

Was this contract originally created by another applicant, and you then piggy backed off their contract? ?

YES

NO ✓

BACK

CANCEL

SAVE & CLOSE

SAVE & CONTINUE

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” is shown. If you choose a 470 that’s before the allowable date, you will receive an error message

Establishing FCC Form 470

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

☒ YES ✓ ☐ NO

How many bids were received?  *

3

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

Was your FCC Form 470 posted prior to Funding Year 2016?

☐ YES ☒ NO ✓

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

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

Search FCC Forms 470

Search by FCC Form 470 Number

Search by Nickname (Partial or Full)

Search by BEN

17364

<input type="checkbox"/>	FCC Form 470 Number	Nickname	Funding Year	BEN	BEN Name	Allowable Contract Date	Service Type
<input type="checkbox"/>	260000161	FY2026 - ABC School District - Cat 1	2026	17364	School District 400156	11/26/2025	Data Transmission and/or Internet Access
<input checked="" type="checkbox"/>	260000149	FY2026 - ABC School District - Cat 1 & Cat 2	2026	17364	School District 400156	11/9/2025	Basic Maintenance of Internal Connections; Data Transmission and/or Internet Access; Internal Connections

Manage Contracts – Create Contract

Create Contract

School District 400156 (BEN: 17364) - ABC Hardware -- Contract ID #

Contract Information Establishing FCC Form 470 **Service Provider** Contract Dates Pricing Confidentiality Confirmation

Here you will associate the service provider listed on the contract.

Service Provider

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

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

Please select the service provider for this contract using the search below.

Search Service Providers

Search by SPIN Search by Name (Full or Partial)

*

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

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

Create Contract

School District 400156 (BEN: 17364) - ABC Hardware -- Contract ID #

Contract Information Establishing FCC Form 470 Service Provider **Contract Dates** Pricing Confidentiality Confirmation

Here you will answer additional questions about the dates on your contract.

Contract Dates

Is this a multi-year contract?

YES NO ✓

What is the date you awarded your contract? *

12/20/2025

The Contract Expiration Date will be entered in each FRN where you cite this contract.

BACK CANCEL SAVE & CLOSE **SAVE & CONTINUE**

Indicate if this is a multi-year contract, such as MIBS or Basic Maintenance, and select “YES.” If this is for a one-time hardware purchase, indicate “NO.” 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

Create Contract

School District 400156 (BEN: 17364) - ABC Hardware -- Contract ID #

Contract Information

Establishing FCC Form 470

Service Provider

Contract Dates

Pricing Confidentiality

Confirmation

Here you will answer additional questions about voluntary extensions on your contract

Contract Dates

Does this contract include voluntary extensions?

YES ✓

NO

What is the contract expiration date if all extensions are exercised? *

6/30/2033

How many extensions are left on the contract? *

2

Enter the number of voluntary extensions that you could still exercise on this contract.

What is the total remaining length of the contract if you exercised all extensions (in months)? *

84

Enter the number of months that would remain in the contract if you exercised all voluntary extensions.

BACK

CANCEL

SAVE & CLOSE

SAVE & CONTINUE

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.

Click on “Save & Continue”

Manage Contracts – Create Contract

Create Contract

School District 400156 (BEN: 17364) - ABC Hardware -- Contract ID #

Contract Information

Establishing FCC Form 470

Service Provider

Contract Dates

Pricing Confidentiality

Confirmation

Here you will answer additional questions about applicable publication restrictions on this contract.

Pricing Confidentiality

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

YES

NO ✓

BACK

CANCEL

SAVE & CLOSE

SAVE & CONTINUE

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)

Contract Information Establishing FCC Form 470 Service Provider Contract Dates Pricing Confidentiality **Confirmation**

Please review the information and submit the information below to complete this contract.

Contract Information

Nickname	ABC Hardware	Contract ID	15511
Can Other Applicants Piggy Back Off This Contract?	No	Contract Number	
Piggy Backed Off Another Contract?	No	Based on a State Master Contract?	No
		Based on a Multiple Award Schedule?	No

Establishing FCC Form 470

Establishing FCC Form 470	#260000148	Number of Bids Received	3
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Service Provider

Service Provider	USAC Service Provider Organization 1 (SPIN: 14010001)	Account Number	
------------------	---	----------------	--

Contract Dates

Award Date	12/20/2025	Multi-Year Contract?	No
Includes Voluntary Extensions?	No		

Pricing Confidentiality

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

Supporting Documents

There are no supporting documents for this contract.

BACK CANCEL SAVE & CLOSE **COMPLETE**

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

Manage Contracts

Contracts - School District 400156 (BEN: 17364)

Use the dropdown to select the type of contract you would like to edit or remove. Click the Add a New Contract button at any time to create a new contract for your organization.

Contract Type Submitted Contracts

Submitted Contracts
The grid below contains all submitted contracts for this organization.

<input type="checkbox"/>	Contract ID	Contract Number	Contract Nickname	Award Date
<input type="checkbox"/>	9398		ABC Hardware - FY2025	1/15/2025

CLOSE ADD A NEW CONTRACT EDIT DELETE

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.

PEPPM Related Contract Data Points

Except for the PEPPM Form 470 #, the data in your EPC Contract Module will be derived from your Mini-Bid procurement and contract information.

Field Name:	Comments/Answers:
Contract Nickname	This is a nickname the applicant assigns to their vendor contract - Make it a good one! For example, 2026-VendorName-HP Switches [FY-Vendor Name-Service Type]
Contract Number - Optional	Most contracts wouldn't have a contract number.
Contract ID Number	Assigned by EPC
Do you wish to upload your contract?	Upload a copy of your signed vendor contract, because if you don't, PIA will ask for it during their review. This will be the contract resulting from your PEPPM mini-bid procurement.
Is this contract based on a State Master Contract?	Select YES if using PEPPM
Is this contract based on a Multiple Award Schedule?	Select YES if using PEPPM
Can other applicants piggy-back off this contract?	Select NO if using PEPPM
Was a Form 470 posted for the product/services you are requesting?	Select YES . A 470 was posted when the main PEPPM contract was bid.
How many bids were received?	List the # of bids you received from vendors during your PEPPM-mini-bid procurement.

PEPPM Related Contract Data Points

Click [Contract Records Guide for PEPPM - FY2026](#) for a complete walkthrough

Field Name:	Comments/Answers:
Was the 470 posted prior to FY 2016?	Select NO . The current PEPPM Form 470 was posted in 2022.
Form 470 #	To search, first clear your BEN number. Then enter 260000400 in the Search by FCC Form 470 box.
Account Number - Optional	Optional
SPIN	List the SPIN number of the vendor with whom you signed a contract. (9-digits, starts with 143XXXXXX)
Is this a multi-year contract?	Generally, NO . PEPPM-based contracts are NOT multi-year contracts unless they are for basic maintenance.
What was the date you awarded your contract?	List the date you signed your vendor contract resulting from the PEPPM mini-bid procurement.
Contract Expiration Date - not in Contract Module	Note: The Contract Module does <u>not</u> ask for the Contract Expiration Date. Instead, you must enter it when you create your FRN in the Form 471. List this as 9/30/2026.
Does this contract include voluntary extensions?	Generally, PEPPM-based contracts will <u>not</u> include voluntary extensions.
Is there a statute, rule, or other restriction which prohibits publication of the specific pricing information for this contract?	Select NO . There is no such statute or rule in PA that prohibit the release of your contract prices.

Filing the Category 2 Form 471



Creating the Form 471

My Applicant Landing Page

Universal Service Administrative Co.

Welcome, [Library System 10344!](#)

Notifications

Notification Type:

Funding Year:

Status: ☒ All
☐ Generated
☐ Not Generated

Notification	Description	Issued Date	Generated By	Generated On
No items available				

My Entities

Entity	Entity Number	City	State	Zip Code
Library System 10344	1979	Rockville	MD	20850
Library 1 In System 10344	3313	Rockville	MD	20850
Library 2 In System 10344	3314	Rockville	MD	20850

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

FCC Form 471 - Funding Year 2026

School District 400156 (BEN: 17364) - FY2026 ABC School District - Cat 2

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 400156	Billed Entity Number: 17364
700 12th St NW #900	FCC Registration Number: 0123456789
Washington, DC 20005	Applicant Type: School District
123-456-7890	
sd_400156@testmail.usac.org	

Application Nickname

Please enter an application nickname here. ? *

FY2026 ABC School District - Cat 2

FCC Form 471 Help

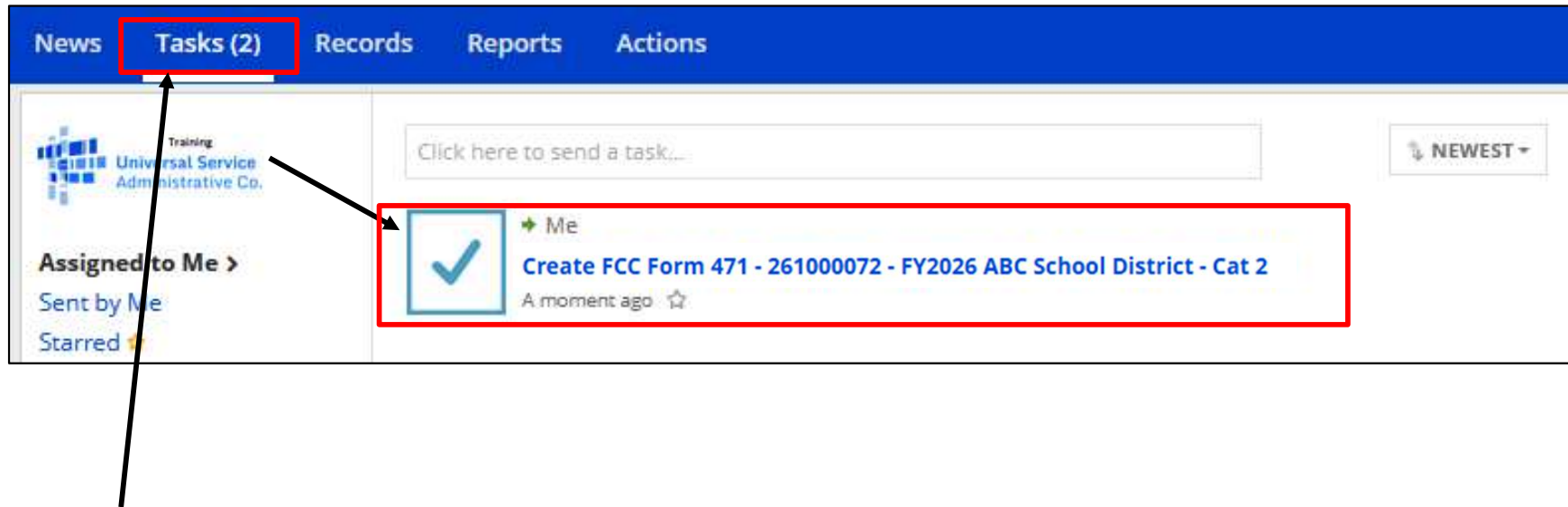
DISCARD FORM **SAVE & CONTINUE**

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 **“Save & Continue”** button to save the page and then log out of EPC or click on any menu option to exit.
- 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”

The screenshot shows the 'Basic Information' step of the FCC Form 471 creation process. The interface includes a progress bar at the top with four steps: Basic Information, Entity Information, Funding Requests, and Certify. Below the progress bar, a message states: 'Next, you will identify the individuals assisting in seeking E-rate support.' The 'Consultant Information' section contains a note: 'There are currently no consulting firms associated with your organization. If this is in error, please update your organization profile.' The 'Contact Information' section asks 'Are you the main contact person?' with 'YES' selected. A red box highlights the 'YES' button, and an arrow points from it to a text box containing 'Admin School District 400156', 'sd_aa_400156@testmail.usac.org', and '123-456-7890'. Below this, the 'Holiday / Summer Contact Information' section has a text area with the placeholder 'During the month of July please contact me at jane.doe@school.oh.us.gov or 740-555-1212'. A red box highlights the 'SAVE & CONTINUE' button, and an arrow points from the holiday contact text area to it. At the bottom, a 'Contact Information' pop-up window is shown, asking 'Are you the main contact person?' with 'NO' selected. A red box highlights the 'Main Contact Person *' text input field, and an arrow points from the holiday contact text area to it. The pop-up also includes a note: 'Please select a main contact person by typing the contact person's name or email address.'

Basic Information Entity Information Funding Requests Certify

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

Consultant Information

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

Contact Information

Are you the main contact person?

YES ✓ NO

Admin School District 400156
sd_aa_400156@testmail.usac.org
123-456-7890

Holiday / Summer Contact Information

During the month of July please contact me at jane.doe@school.oh.us.gov or 740-555-1212

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

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.

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.

Category 2 Form 471

The screenshot shows the 'Basic Information' step of the FCC Form 471 process. The navigation bar at the top includes 'Basic Information', 'Entity Information', 'Funding Requests', and 'Certify'. The main heading is 'Category of Service'. Below it, instructions state: '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.' and 'What is the category of service for the product and services that you are requesting?'. A note specifies: 'You can only select one Category of Service per FCC Form 471. You can submit a second application for the other Category of Service.' There are two category buttons: 'CATEGORY 1' and 'CATEGORY 2'. 'CATEGORY 2' is highlighted with a red box and an arrow points to it from the left. Below 'CATEGORY 1' is the bullet point 'Data Transmission and/or Internet Access'. Below 'CATEGORY 2' are the bullet points 'Basic Maintenance of Internal Connections', 'Internal Connections', and 'Managed Internal Broadband Services'. On the left, there is a section for 'FCC Form 471 Help' with a 'Show Help' link. At the bottom, there are three buttons: 'BACK', 'DISCARD FORM', and 'SAVE & CONTINUE'. The 'SAVE & CONTINUE' button is highlighted with a red box and an arrow points to it from the right.

Basic Information Entity Information Funding Requests Certify

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

Category of Service

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

You can only select one Category of Service per FCC Form 471. You can submit a second application for the other Category of Service.

CATEGORY 1

- Data Transmission and/or Internet Access

CATEGORY 2

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

FCC Form 471 Help

Show Help

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

At “Category of Service”, click on “Category 2”, and “Save & Continue”.

Entity Information

Basic Information

Entity Information

Funding Requests

Certify

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

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 400156	17364	Urban	N/A	N/A		Public School District	A number for each school in the district	3	None

[FCC Form 471 Help](#)
[Show Help](#)

BACKDISCARD FORM

SAVE & SHARESAVE & CONTINUE

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

School District 10997 (BEN: 10426) - Cat 1 Bandwidth/IA

Last Saved:

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	Annexes*
School 1 In District 10997	6913	Rural					512	N/A	None	N/A	N/A	512	Public School	None	View Annexes
School 2 In District 10997	6911	Rural					374	N/A	None	N/A	N/A	374	Public School	None	View Annexes
School 3 In District 10997	6912	Rural					420	N/A	None	N/A	N/A	420	Public School	None	View Annexes

Annexes are buildings that are physically separated from an entity but that are part of that same entity, for example, a second building across the street from the main building that houses additional classrooms or library spaces.

Annex Name

School 1 Annex

[HIDE ANNEXES](#)

FCC Form 471 Help

Show Help

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

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

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
1398	1120	80%	Rural	90%	85%

SHOW ENTITIES

FCC Form 471 Help

Show Help

BACK

DISCARD FORM

Entity Details

Organization	BEN	Total Number Of Students Enrolled In School	Total Number Of Students in School Eligible For NSLP
School District 18 School A	172	430	360
School District 18 School B	173	630	365

SAVE & CONTINUE

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 each 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*

Category 2 Form 471

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.

<input type="checkbox"/>	FRN	↓ Nickname	Number of FRN Line Items	FRN Calculation
You haven't created any Funding Requests (FRNs) yet. Click the "Add FRN" button to start creating your first FRN				

[ADD FRN](#) [EDIT FRN](#) [REMOVE FRN](#) [MANAGE FRN LINE ITEMS](#)

FCC Form 471 Help

[Show Help](#)

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

Click on “Add FRN” to begin.

Note: You’ll also see the Category Two Budget Information option to see your current budget. If you drill down to the information, click on the “Back” button to continue your application.

Category 2 Form 471

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 ?*

Wi-Fi and Switch Upgrade

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

Basic Maintenance of Internal Connections

Internal Connections

Managed Internal Broadband Services

CANCEL

→

CONTINUE

Enter the Funding Request Nickname and answer the continuation question. For Internal Connections, this will be “No”. Do not click on “Copy FRN”

Click on the pull-down to select “**Service Type**”. Click on “Continue” when done.

Category 2 Form 471

The screenshot displays the 'Funding Requests' step of the FCC Form 471 Category 2 process. At the top, a progress bar shows four steps: 'Basic Information', 'Entity Information', 'Funding Requests' (the current step, indicated by a blue arrow), and 'Certify'. Below the progress bar, the text reads: 'Next, you will identify the purchasing agreement type for the product and services you are requesting.' The main heading is 'FRN Contract'. Below this, it asks 'How are the services for this FRN being purchased?' and provides a note: '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.' There are three buttons: 'CONTRACT ✓' (highlighted with a red box), 'TARIFF', and 'MONTH-TO-MONTH'. Below these buttons is a link 'FCC Form 471 Help' with an arrow pointing to a 'Show Help' link. At the bottom left are 'BACK' and 'CANCEL' buttons. At the bottom right is a 'CONTINUE' button (highlighted with a red box) with a long arrow pointing to it from the left.

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

FCC Form 471 Help

Show Help

BACK CANCEL CONTINUE

Indicate how the service will be purchased. Click on "Continue."

For Internal Connection items, a copy of a quote and evidence of acceptance (e.g., a Signed bid matrix or signing off on a quote) may be uploaded.

If choosing "Contract," complete the steps under "Manage Contract" previously discussed before starting the Form 471.

Category 2 Form 471

Associate a Contract

Search by Creating Organization BEN

1979

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

Search by Contract ID

Search by Nickname (All or Partial)

Search by Contract No.

CLEAR FILTERS SEARCH

<input type="checkbox"/>	Contract ID	Contract Number	Nickname	Award Date	Creating Organization BEN
<input type="checkbox"/>	15505		My Provider - 5 Year Bandwidth Contract	1/7/2026	1979
<input checked="" type="checkbox"/>	15511		ABC Hardware	12/20/2025	1979

Contract Summary - ABC Hardware

Contract Number	Account Number
Establishing FCC #260000148 Form 470	Service Provider USAC Service Provider Organization 1 (SPIN: 14010001)
Award Date 12/20/2025	Includes Voluntary No Extensions?
Expiration Date (All Extensions)	Remaining Voluntary Extensions
	Total Remaining Contract Length

Pricing Confidentiality

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

Contract Information (Additional)

What is the service start date? ⓘ *

7/1/2026

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

9/30/2027

Enter the date when services will start for this Funding Year

FCC Form 471 Help

BACK CANCEL CONTINUE

Search for and associate a Contract, and enter the Service Start and End dates.

Remember, you can purchase Internal Connection hardware as early as **April 1st**, once choosing a vendor. However, the **Service Start Date will be July 1st**.

In addition, we're given an additional 90 days after the close of the funding year to complete the project, which for **FY2026** is **9/30/2027**.

Click on "**Continue**"

Category 2 Form 471

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. *

We are seeking access points and switches.
We were unable to update our entity information before the close of the admin window. The correct counts are:
ABC Elem (Entity No. 123456) Student Count 347, CEP% 57.63, ABC Middle School (Entity No. 123467) Student Count 439, CEP% 64.51,
ABC High School (Entity No. 123489) Student Count 512, CEP% 48.49. Our Base Year is 2024.

Invoicing Method

Please indicate who will be submitting invoices and receiving reimbursement for this funding request *

☒ Applicant - FCC Form 472 (BEAR Form)
☐ Service Provider - FCC Form 474 (SPI Form)

FCC Form 471 Help

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

Provide a narrative of the products or services. Include updated enrollment and NLSP is necessary

Click on "Save & Add/Manage FRN Line Items".

New item!
Indicate the preferred invoicing method – BEAR or SPI. If needed, you can change it later. USAC is working on how that will be done.

Click on "Add New FRN Line Item".

Note: If you have a quote with multiple types of IC products, you will need to add each as line items to the funding request.

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 #2599000045 - Wi-Fi and Switch Upgrade

<input type="checkbox"/>	FRN Line Item Number	Type of Internal Connection	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
You haven't created any FRN Line Items yet. Click the 'Add New FRN Line Item' button to start creating your first FRN Line Item.						

ADD NEW FRN LINE ITEM REMOVE FRN LINE ITEM BULK UPLOAD

FCC Form 471 Help

Show Help

BACK DISCARD FORM SAVE & SHARE SAVE & CONTINUE

Adding Line Items

Any item listed on the proposal you want to be funded must also be listed as a line item in the funding request.

Looking at a sample quote, this funding request will need twelve line items.

ABC VENDOR QUOTE				
	ITEM	QTY	UNIT PRICE	EXT. PRICE
1.	Cisco Catalyst 9120AXE - wireless access point - 802.15.4, Bluetooth, Wi-Fi Mfg. Part#: C9120AXE-B	60	\$1,141.49	\$68,489.40
2.	Cisco antenna Mfg. Part#: AIR-ANT2535SDW-RS=	240	\$47.32	\$11,356.80
3.	Cisco Digital Network Architecture Essentials - Term License (3 Years) Mfg. Part#: AIR-DNA-E-3Y	60	\$133.08	\$7,984.80
4.	Cisco Catalyst 9200 - switch - 24 ports - smart - rack-mountable Mfg. Part#: C9200-24P-EDU	4	\$2,069.80	\$8,279.20
5.	Cisco - network stacking module Mfg. Part#: C9200-STACK-KIT	4	\$881.92	\$3,527.68
6.	Cisco Catalyst 9200 - switch - 48 ports - managed - rack-mountable Mfg. Part#: C9200-48P-EDU	2	\$4,348.14	\$8,696.28
7.	APC Smart-UPS X 3000VA Sinewave 4U Rackmount Extended Run, LCD, 120V Mfg. Part#: SMX3000LVNC	8	\$2,408.24	\$19,265.92
8.	APC Smart-UPS X 750VA SmartConnect Port Tower Network Card, LCD, 120V Mfg. Part#: SMX750CNC	4	\$1,198.41	\$4,793.64
9.	Proline 3ft RJ-45 (M) RJ-45 (M) Straight Blue Cat6 UTP PVC Patch Cable Mfg. Part#: PRO-3FCAT6-BE	500	\$1.84	\$920.00
10.	Proline 5ft RJ-45 (M) RJ-45 (M) Straight Blue Cat6 UTP PVC Patch Cable Mfg. Part#: PRO-5FCAT6-BE	500	\$3.67	\$1,835.00
11.	Leviton 24-Port QuickPort Patch Panel with Cable Management Bar - Black Mfg. Part#: 49255-H24	10	\$43.61	\$436.10
12.	Leviton QuickPort patch panel - 1U Mfg. Part#: 49255-Q48	10	\$94.63	\$946.30

Adding Line Items

If there are identical items, such as a quote broken out by school or library site, you can add the quantities together.

In this example, you would have four line items.

ABC VENDOR QUOTE - EAST School/Library

	ITEM	QTY	UNIT PRICE	EXT. PRICE
1.	Cisco Catalyst 9120AXE - wireless access point - 802.15.4, Bluetooth, Wi-Fi Mfg. Part#: C9120AXE-B	60	\$1,141.49	\$68,489.40
2.	Cisco antenna Mfg. Part#: AIR-ANT2535SDW-RS=	240	\$47.32	\$11,356.80
3.	Cisco Digital Network Architecture Essentials - Term License (3 Years) Mfg. Part#: AIR-DNA-E-3Y	60	\$133.08	\$7,984.80
4.	Cisco Catalyst 9200 - switch - 24 ports - smart - rack-mountable Mfg. Part#: C9200-24P-EDU	4	\$2,069.80	\$8,279.20

ABC VENDOR QUOTE - West School/Library

	ITEM	QTY	UNIT PRICE	EXT. PRICE
1.	Cisco Catalyst 9120AXE - wireless access point - 802.15.4, Bluetooth, Wi-Fi Mfg. Part#: C9120AXE-B	40	\$1,141.49	\$45,659.60
2.	Cisco antenna Mfg. Part#: AIR-ANT2535SDW-RS=	140	\$47.32	\$6,624.80
3.	Cisco Digital Network Architecture Essentials - Term License (3 Years) Mfg. Part#: AIR-DNA-E-3Y	40	\$133.08	\$5,323.20
4.	Cisco Catalyst 9200 - switch - 24 ports - smart - rack-mountable Mfg. Part#: C9200-24P-EDU	4	\$2,069.80	\$8,279.20

1. 100 – Access Points
2. 380 – Antennas
3. 100 – Licenses
4. 8 – Switches

First choose “Type of Internal Connection”

Then choose “Type of Product”

Type of Internal Connection - Pull Down Options

Cabling / Connectors	<ul style="list-style-type: none"> • Cabling • Connectors 	
Caching	<ul style="list-style-type: none"> • Caching Equipment • Caching Service 	
Data Distribution	<ul style="list-style-type: none"> • Router • Switch 	
Data Protection	<ul style="list-style-type: none"> • Firewall Services & Components • UPS/Battery Backup 	
Racks	<ul style="list-style-type: none"> • Racks & Cabinets 	
Software	<ul style="list-style-type: none"> • Operating System Software of Eligible Equipment 	*
Wireless Data Distribution	<ul style="list-style-type: none"> • Access Points • Antenna • LAN Controller • Wireless Controller 	
Miscellaneous	<ul style="list-style-type: none"> • Installation, Activation, & Initial Configuration • Training • Fees, Taxes, etc. 	*
License	<ul style="list-style-type: none"> • License 	*
Transceiver	<ul style="list-style-type: none"> • Transceiver 	*
Module	<ul style="list-style-type: none"> • Module 	*

Any item listed on the proposal must also be listed as a line item in the funding request.

If requesting structured cabling, try to have your vendor contract be for a single priced contract and not broken out by individual components/ widgets (such as J-hooks, connectors, etc).

* These options are included in the pull-down as choices even though not on the Form 470, or lumped together with equipment such as software and licenses.

While **remote support** is now eligible under Internal Connections, it is not listed. To request it, choose the type equipment the support is for.

Category 2 Form 471

Product and Service Details for new FRN Line Item for FRN #2699000069 - Wi-Fi and Switch Upgrade

Type of Internal Connection ?*

Wireless Data Distribution

Type of Product*

Access Point

Make*

Meraki

Model*

MR-56 Wi-Fi 6

Installation Included in Price?

YES NO ✓

Lease or Non-Purchase Agreement?

YES NO ✓

> Funding Request Narrative

FCC Form 471 Help

CANCEL

SAVE & CONTINUE

Click on pull-downs to indicate Type of Internal Connection, and then Type of Product, Make, and then manually enter the Model.

- Is Installation included? Select “Yes” or “No”
- Will the hardware be leased? Select “Yes” or “No”
- When completed, click on “Save & Continue”

Category 2 Form 471

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 #2699000069 - Wi-Fi and Switch Upgrade							
Monthly Cost				One-Time Cost			
Monthly Recurring Unit Cost			\$0.00	One-time Unit Cost			\$1,099.00
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			= \$1,099.00
Monthly Quantity			0	One-time Quantity			50
Units		Each		Total Eligible One-time Costs			= \$54,950.00
Total Monthly Eligible Recurring Costs		Each	= \$0.00	Summary			
Months of Service		Dozen					
Total Eligible Recurring Costs		Foot	x 12				
		Hundred Feet					
		Hours	= \$0.00				
> More Help with the Costs Above FCC Form 471 Help							
BACK CANCEL		Indicate "Units"				SAVE & CONTINUE	

Enter the per unit cost and quantity under **One-Time Cost**. For Monthly Cost, enter zeros. When done, click on "Save & Continue."

Category 2 Form 471

At “Manage Recipients of Service”, indicate if all entities will receive service. If not, select “No” and check which ones will, and click on “Add”.

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
6913	School 1 In District 10997
6911	School 2 In District 10997
6912	School 3 In District 10997

FCC Form 471 Help

Show Help

BACK **CANCEL** **SAVE & CONTINUE**

Indicate which buildings you intend to purchase C2 equipment for, but if that changes, you do not have to inform USAC. Just keep track in your inventory system.

Click on “Save & Continue” to select the entities and then again to confirm.

Category 2 Form 471 - Licenses

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 #2699000069 - Wi-Fi and Switch Upgrade

<input type="checkbox"/>	FRN Line Item Number	Type of Internal Connection	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	2699000069.001	Wireless Data Distribution	Access Point	0	50	\$54,950.00

[FCC Form 471 Help](#)

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

Product and Service Details for new FRN Line Item for FRN #2699000069

Type of Internal Connection ?*

License

Type of Product

License

Make *

Meraki

Model *

5-year license subscription for MR-56 APs

Lease or Non-Purchase Agreement?

YES NO ✓

YES NO ✓

> Funding Request Narrative

[FCC Form 471 Help](#)

[CANCEL](#) [SAVE & CONTINUE](#)

To add additional line items, click “Add New FRN Line Item”.

In this case we are adding the license portion of the cost.
*If you listed the license on the Form 470 under both IC & BMIC, list them under IC on the 471.

Provide information, and click on “Save & Continue”

Category 2 Form 471 – Remote Support

Product and Service Details for new FRN Line Item for FRN #2699000069

Type of Internal Connection ? *

Data Distribution

Type of Product *

Switch

Make *

Cisco Systems

Model *

3 year remote support for Cisco C9200L 24P 4G Switches

Installation Included in Price?

YES NO ✓

Lease or Non-Purchase Agreement?

YES NO ✓

> Funding Request Narrative

FCC Form 471 Help

CANCEL

SAVE & CONTINUE

To add Remote Support, click on the pull-down to indicate the Type of Internal Connection the support is for, and then Type of Product, Make, and then manually enter a description/model the support is for.

- Is Installation included? Select “Yes” or “No”
- Will the hardware be leased? Select “Yes” or “No”
- When completed, click on “Save & Continue”

Category 2 Form 471

Cost Calculation for new FRN Line Item for FRN #2699000069 - Wi-Fi and Switch Upgrade

Monthly Cost		One-Time Cost	
Monthly Recurring Unit Cost	\$0.00	One-time Unit Cost	\$500.00
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	= \$500.00
Monthly Quantity	0	One-time Quantity	10
Units	Each	Total Eligible One-time Costs	= \$5,000.00
Total Monthly Eligible Recurring Costs	= \$0.00	Summary	
Months of Service	x 12	Total Eligible Recurring Costs	\$0.00
Total Eligible Recurring Costs	= \$0.00	Total Eligible One-time Costs	+ \$5,000.00
		Pre-Discout Extended Eligible Line Item Cost	= \$5,000.00

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

BACK CANCEL

SAVE & CONTINUE

[Show Help](#)

Provide cost and quantity.

After clicking on “Save & Continue”, you will indicate the Recipients of Service.

Category 2 Form 471

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
6913	School 1 In District 10997
6911	School 2 In District 10997
6912	School 3 In District 10997

FCC Form 471 Help

Show Help

BACK **CANCEL** **SAVE & CONTINUE**

Select “Yes”! You can select which buildings will receive the equipment, but there’s no requirement that you must do so. But keep track in your asset inventory where the equipment was installed.

Then click “Save and Continue” twice to proceed.

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
6913	School 1 In District 10997
6911	School 2 In District 10997
6912	School 3 In District 10997

FCC Form 471 Help

Show Help

BACK **CANCEL** **SAVE & CONTINUE**

Category 2 Form 471

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 #2699000069 - Wi-Fi and Switch Upgrade

<input type="checkbox"/>	FRN Line Item Number	Type of Internal Connection	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	2699000069.003	Data Distribution	Switch	0	10	\$5,000.00
<input type="checkbox"/>	2699000069.002	License	License	0	50	\$12,500.00
<input type="checkbox"/>	2699000069.001	Wireless Data Distribution	Access Point	0	50	\$54,950.00

FCC Form 471 Help

ADD NEW FRN LINE ITEM REMOVE FRN LINE ITEM BULK UPLOAD

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

Continue adding items if needed and verify the information. When done, click on "Save & Continue"

Funding Requests >> View Category Two Budget Information

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

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	2699000069	Wi-Fi and Switch Upgrade	3	\$61,582.50

FCC Form 471 Help

ADD FRN EDIT FRN REMOVE FRN MANAGE FRN LINE ITEMS

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

Add additional FRNs if needed. If done, click on "Review FCC Form 471".

Structured Cabling

Funding Request Key Information

Please enter a Funding Request Nickname here ? *

FY2023 MIBS

MIBS Test a continuation of an FRN from a previous funding year?

Copy FRN

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

Service Type

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

Basic Maintenance of Internal Connections

Internal Connections

Managed Internal Broadband Services

Select “Internal Connections”,
“Cabling/Connectors” and then
“Cabling”

Type of Internal Connection ? *

Cabling/Connectors

Type of Product *

Cabling

Make *

Other

Enter the Make *

Installation

Model *

Structured Cabling

Installation Included in Price?

Lease or Non-Purchase Agreement?

The easiest way to apply for structured cabling is to have a vendor contract with a fixed price that is inclusive of all components. Then select “Other” and enter the vendor’s name as the Make. List “Structured Cabling” as the Model.

Click “Yes” - installation is included

Entering Unit Costs/Quantity

Enter Unit Cost and Quantity,
and then select entities

Monthly Cost		One-Time Cost	
Monthly Recurring Unit Cost	\$0.00	One-time Unit Cost	\$25,500.00
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	= \$25,500.00
Monthly Quantity	0	One-time Quantity	1
Units	Each	Total Eligible One-time Costs	= \$25,500.00
Total Monthly Eligible Recurring Costs			\$0.00
Months of Service			+ \$25,500.00
Total Eligible Recurring Costs			= \$25,500.00

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
6913	School 1 In District 10997
6911	School 2 In District 10997
6912	School 3 In District 10997

FCC Form 471 Help
[Show Help](#)

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

Category 2 MIBS

If requesting MIBS, create the FRN like before, associating a contract, and clicking on **“Save & Add/Manage FRN Line Items.”**

Choose **“Managed Internal Broadband Service”** as the Service Type. Complete the Contract, service dates, and narrative sections.

Funding Request Key Information

Please enter a Funding Request Nickname here ⓘ*

MIBS

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?

Basic Maintenance of Internal Connections

Internal Connections

Managed Internal Broadband Services

CANCEL CONTINUE

Basic Information Entity Information Funding Requests

Please enter Product and Service Details Information for this Managed Internal Broadband Services Line Item

Product and Service Details for new FRN Line Item for MIBS

Type of Managed Service Agreement ⓘ*

Please select a value

Managed and leased from a third party service provider

Managed by a third party service provider, and purchased from them or other vendor

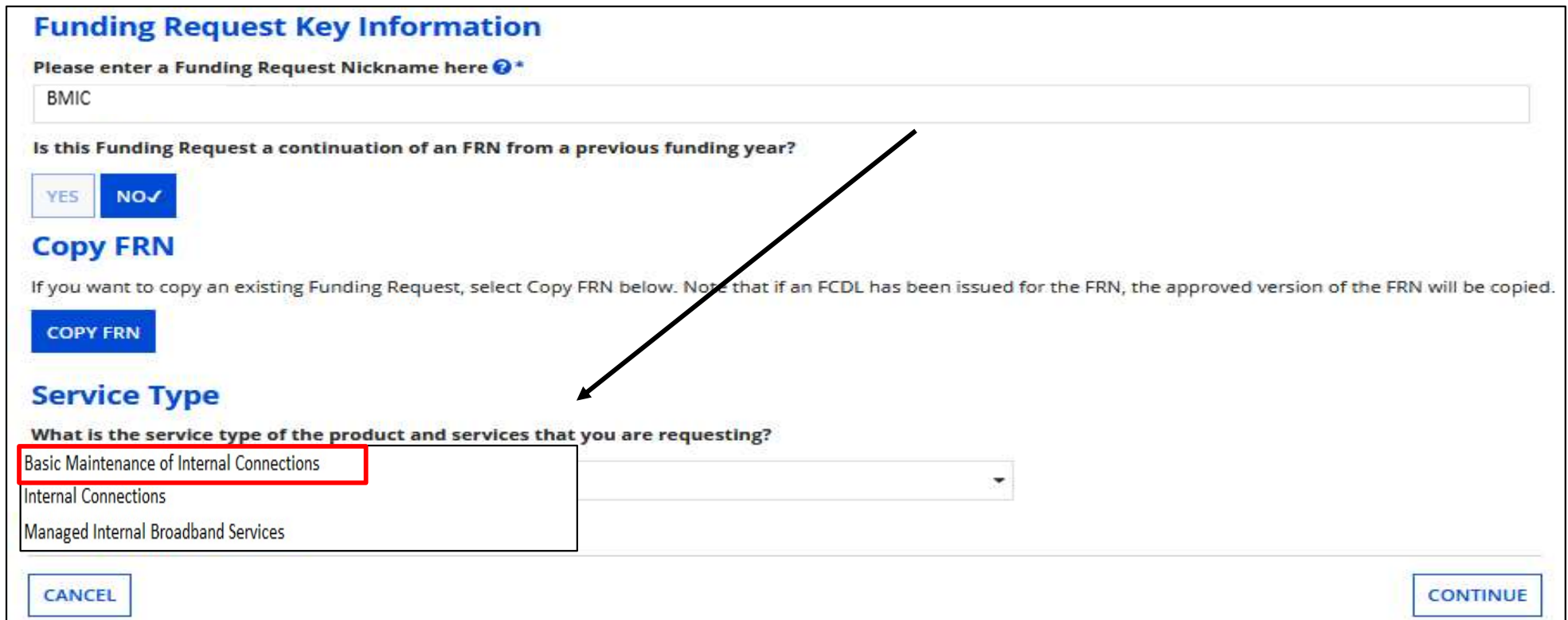
Managed services contract of already installed equipment

FCC Form 471 Help

CANCEL SAVE & CONTINUE

Choose the type of “Managed Service Agreement” in the FRN Line Item detail. Click “Save & Continue” and provide the cost per your contract. These are typically quoted as monthly recurring costs. Select Recipients of Service.

Category 2 BMIC



Funding Request Key Information

Please enter a Funding Request Nickname here ? *

BMIC

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?

Basic Maintenance of Internal Connections

Internal Connections

Managed Internal Broadband Services

CANCEL **CONTINUE**

If requesting **on-site** (time and materials) type Basic Maintenance, create the FRN like before, choosing **“Basic Maintenance of Internal Connections”** as the Service Type. Associate a contract, provide dates if this is a multi-year request and information in the narrative, and choose your preferred Invoicing Method.

Click on **“Save & Add/ Manage FRN Line Items”** and then **“Add New FRN Line Item.”**

Category 2 BMIC

Product and Service Details for new FRN Line Item for BMIC

Type of Product Being Maintained

Basic Maintenance of Internal Connections

Total Quantity of Equipment Maintained ?*

50

Provide the total quantity for all equipment types being covered at the entity

> Funding Request Narrative

FCC Form 471 Help

CANCEL

Cost Calculation for new FRN Line Item for BMIC

Monthly Cost

Monthly Recurring Cost

\$0.00

Monthly Recurring Ineligible Costs

\$0.00

Monthly Recurring Eligible Costs

= \$0.00

Months of Service

x 12

Total Eligible Recurring Costs

= \$0.00

One-Time Cost

One-time Cost

\$1,000.00

One-time Ineligible Cost

\$0.00

One-time Eligible Cost

= \$1,000.00

Summary

Total Eligible Recurring Costs

\$0.00

One-time Eligible Cost

+ \$1,000.00

Pre-Discount Extended Eligible Line Item Cost

= \$1,000.00

> More Help with the Costs Above
FCC Form 471 Help

BACK

CANCEL

SAVE & CONTINUE

Simply enter the total quantity of all equipment types being covered. You do not indicate the “Type” of equipment on the form. The PIA reviewer will reference the sited contract for the details. Click on “Save & Continue” and provide the total **annual** one-time or monthly cost, and then Recipients of Service.

If this is for on-site BMIC for a multi-year term, enter one year’s cost, even if you must pay for the full term upfront.

Category 2 Budget Info

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.

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	2699000069	Wi-Fi and Switch Upgrade	6	\$78,621.60

FCC Form 471 Help

[BACK](#) [DISCARD FORM](#) [ADD FRN](#) [EDIT FRN](#) [REMOVE FRN](#) [MANAGE FRN LINE ITEMS](#) [SAVE & SHARE](#) [REVIEW FCC FORM 471](#)

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

Click on “View Category 2 Budget Info” to see remaining budget after the funding request.

Basic Information Entity Information **Funding Requests** Certify

Category Two Budget Status

[> Show column definitions](#)

Budget Status	Budget	Costs of FRNs on this FCC Form 471	Total In-Review Requested Costs	Total Committed Costs	Total In-Review Requested and Committed Costs	Remaining Budget	Remaining Budget After this 471 is Certified	
Forecast	\$92,500.00	\$92,496.00	-	-	-	\$92,500.00	\$4.00	View Details

FCC Form 471 Help

[BACK](#)

The total pre-discount cost is shown, and the remaining budget with **the new funding request subtracted from the total**. Click on “Back” to continue your application.

Completing the Form 471



Completing the Form 471

Funding Requests

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

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

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	2699000070	FY2026 - BMIC	1	\$2,550.00
<input type="checkbox"/>	2699000069	Wi-Fi and Switch Upgrade	3	\$61,582.50

FCC Form 471 Help

ADD FRN

EDIT FRN

REMOVE FRN

MANAGE FRN LINE ITEMS

BACK

DISCARD FORM

SAVE & SHARE

REVIEW FCC FORM 471

School District 400156 (BEN: 17364) - FY2026 ABC School District - Cat 2

Last Saved:

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

If done adding FRNs, click on “Review FCC Form 471” and “Yes” to the popup. Click on “**REFRESH**” to receive the draft version and complete the form. Be patient; it may take a little while to display. You can also click on “**RESUME TASK LATER**” if you prefer to complete the form later.

68

Funding Requests

The screenshot displays the 'Certify' step of the FCC Form 471 application process. At the top, a progress bar shows four steps: 'Basic Information', 'Entity Information', 'Funding Requests', and 'Certify' (the current step, indicated by a blue arrow). Below the progress bar, a message states: 'Please download and carefully review this FCC Form 471 before certifying.' Underneath this message is a section titled 'Download Document Link' containing a blue hyperlink: 'USAC_FCC_FORM_471_APPLICATION_261000064_DRAFT'. Below the link is a checkbox with the text: 'By checking this box, I certify that the information in the PDF document above is correct.' To the left of the checkbox is a small red square icon. Below the checkbox is a link for 'FCC Form 471 Help' and a 'Show Help' link. At the bottom of the form, there are three buttons: 'EDIT FORM' (highlighted with a red box), 'SEND FOR CERTIFICATION', and 'CONTINUE TO CERTIFICATION' (highlighted with a red box).

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_261000064_DRAFT](#)

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

FCC Form 471 Help

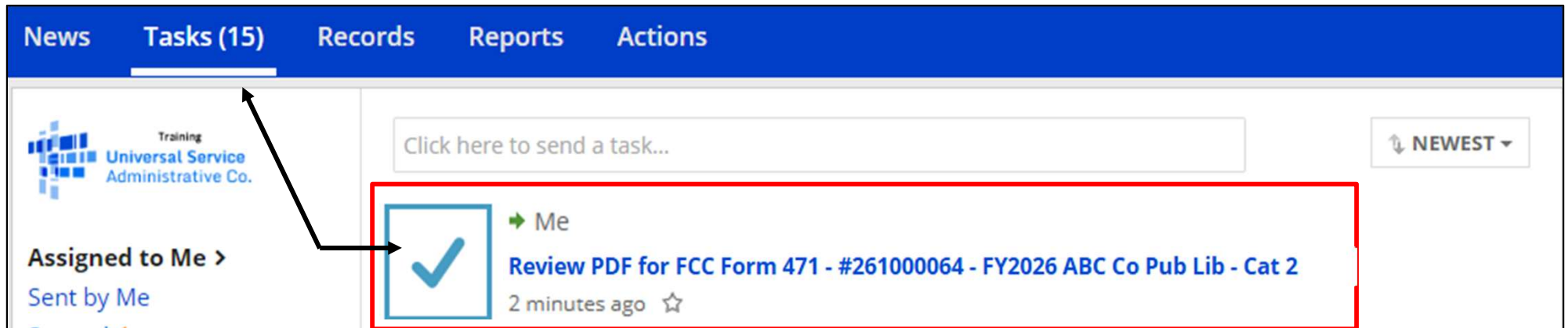
[Show Help](#)

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

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



The screenshot shows a web application interface with a blue header bar containing navigation tabs: News, Tasks (15), Records, Reports, and Actions. The 'Tasks (15)' tab is selected. On the left, there is a sidebar with the 'Universal Service Administrative Co.' logo and the text 'Assigned to Me >' and 'Sent by Me'. A black arrow points from the 'Assigned to Me >' link to a task card. The task card is highlighted with a red border and contains a blue checkmark icon, the text '→ Me', the title 'Review PDF for FCC Form 471 - #261000064 - FY2026 ABC Co Pub Lib - Cat 2', and the timestamp '2 minutes ago' with a star icon. Above the task card is a search bar with the placeholder text 'Click here to send a task...' and a dropdown menu labeled 'NEWEST'.

If you clicked on “ [RESUME TASK LATER](#) “, you will need to 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

School District 400156 (BEN: 17364) - FY2026 ABC School District - Cat 2

Last Saved:

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	<input type="text" value="\$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?	<input type="text" value="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?	<input type="text" value="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

☒ 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.

☒ 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.

☒ 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 hereof or any consultant in connection with this request for services.

☒ 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.

☒ 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.

☒ 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 records available to USAC.

☒ certify that I am authorized to order telecommunications and other support services on behalf of the eligible entity(ies) listed on this application, that I have examined this request, the terms, conditions and purposes of the Schools and Libraries Support Mechanism Act, Communications Act, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment up to five years.

☒ acknowledge that FCC rules provide that persons who have been convicted of certain offenses are subject to suspension and debarment from the program. I will institute such action if I become aware that I or any person associated in any way with my entity and/or its representatives violate FCC rules governing the schools and libraries support mechanism.

☒ certify that if any of the Funding Requests on this FCC Form 471 are for services that require prior approval as required by the Commission's rules at 47 C.F.R. § 54.504.

☒ 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.

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

FCC Form 471 Help
[Show Help](#)

BACK

CERTIFY

Continue checking all boxes.

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

Certification Information

You will receive confirmation that the form was certified.

The screenshot shows a web interface with four tabs: 'Basic Information', 'Entity Information', 'Funding Requests', and 'Certify'. The 'Certify' tab is active. The main heading reads 'You have successfully filed FCC Form 471 #261000064 for FY 2026'. Below this, the 'Certification Date' is '1/20/2026 4:41 PM EST'. The 'Authorized Person' section lists: Name (FirstName LastName), Title (Training), Employer (10344), Address (Address1, Rockville, MD 20850), Phone (111-222-3333), and Email (ls_user_10344@mailinator.com). A red box highlights a link: 'Please click here to access your certified FCC Form 471 PDF'. Below the link is 'FCC Form 471 Help'. At the bottom right, a blue 'CLOSE' button is highlighted with a red box. An arrow points from the link box to the 'CLOSE' button.

Basic Information Entity Information Funding Requests **Certify**

You have successfully filed FCC Form 471 #261000064 for FY 2026

Certification Date
1/20/2026 4:41 PM EST

Authorized Person

Name FirstName LastName
Title Training
Employer 10344
Address Address1
Rockville, MD 20850
Phone 111-222-3333
Email ls_user_10344@mailinator.com

Please click here to access your certified FCC Form 471 PDF

FCC Form 471 Help

CLOSE

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.

▼ FCC Forms and Post-Commitment Requests

☒ FCC Forms Status ☒ All
☐ Post-Commitment Requests ☐ Incomplete
☐ Certified
☐ Committed

Form Type FCC Form 471

Funding Year 2026

Application Number	Nickname	Funding Year	Status	Certified Date
261000060	FY2026 ABC Co Pub Lib - Cat 1 Bandwidth	2026	Certified	1/25/2026 5:40 PM EST

Records / FCC Forms 471

FY2026 ABC Co Pub Lib - Cat 1 Bandwidth - #261000060

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

 **Respond to Inquiries**
Answer Reviewer Questions.

 **Submit Modification Request (RAL)**
Submit a RAL Modification Request for this Application

Form 471 Modification Request

Would you like to request changes to an entity or this application?

APPLICATIONENTITY

[> RAL Request Help](#)

DISCARD REQUESTFINISH & SUBMIT REQUEST

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:

▼FCC Forms and Post-Commitment Requests

☒ FCC Forms ☐ Post-Commitment Requests

Status ☒ All ☐ Incomplete ☐ Certified ☐ Committed

Form Type: FCC Form 471

Funding Year: 2026

Application Number	Nickname	Funding Year
261000060	FY2026 ABC Co Pub Lib - Cat 1 Bandwidth	2026

Records / FCC Forms 471

FY2026 ABC Co Pub Lib - Cat 1 Bandwidth - #261000060

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

Respond to Inquiries
Answer Reviewer Questions.

Submit Modification Request (RAL)
Submit a RAL Modification Request for this Application

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

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			

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)



Questions?!!

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

