

FY2026 E-Rate Form 471

Category 1 Workshop -

Month-to-Month/CABIO Internet



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February 2026

Training Agenda

- Filing Basics – **Slide 3**
- Accessing the EPC Portal – **Slide 9**
- Month-to-Month/CABIO Requests– **Slide 13**
- Copying FRNs – **Slide 32**
- Completing (Submitting) Form 471 – **Slide 39**
- Next Steps – **Slide 46**

Filing Basics

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, if applicable, or selecting your service provider for tariffed or month-to-month 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)

CABIO Internet Bidding Exemption

Commercially Available Bundled Internet Option

- Schools and libraries seeking “Commercially-Available Business Class Internet Services” are not required to file a Form 470
- Commercially Available means that it is publicly available to non-residential customers (such as enterprise, small business, or other government customers) in the same form and at the same rates that it is offered to schools or libraries
 - In layman’s terms, this means an internet service that is available on a vendor’s website for its business customers.
 - Typically only Cable-Modem, DSL, or FIOS Internet Service
- Minimum speeds must be 100 Mbps downstream and 10 Mbps upstream
- Cost must be \$3,600 or less annually (pre-discount)
 - Cost must be per-building and cannot be averaged across multiple buildings
 - \$3,600 includes any installation costs, equipment rental, taxes and fees
- If your service qualifies for the CABIO Bidding Exemption, you can skip the Form 470 (competitive bidding form) and go straight to the Form 471 E- Rate application form!
- If your CABIO service is under a multi-year contract, be prepared to upload the contract to show the terms before starting the Form 471

The CABIO option is geared toward small libraries and small non-public schools using cable modem-type services

Month-To-Month (MTM) Service

Month-to-Month (MTM) service means there are no contract terms.

- You pay for the service monthly, and you can cancel at any time, without penalty
- This may be for monthly hotspot service for your bookmobile or kiosks
 - These are eligible as they provide remote library services which is considered as “on-premise” use
 - Hotspots may also be used in remote school/library NIF locations where this is the most cost-effective means of receiving Internet access
- While CABIO qualifying service does not require a Form 470, service such as hotspots does require the Form 470 to request bids.
 - You are allowed to use a current bill as a bid response

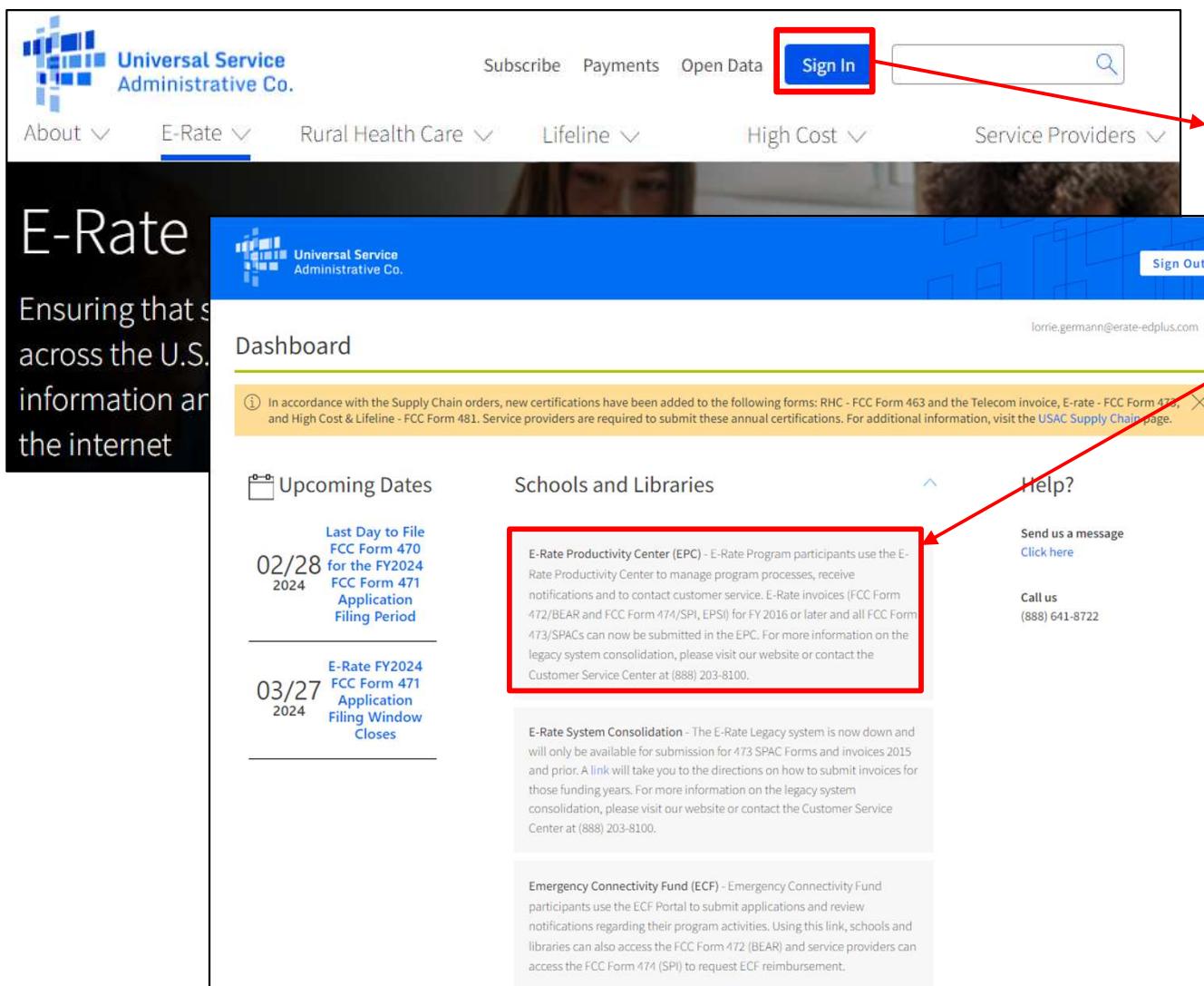
Filing FCC Form 471

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

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”.



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 schools and libraries have access to the internet

Universal Service Administrative Co.

Dashboard

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.

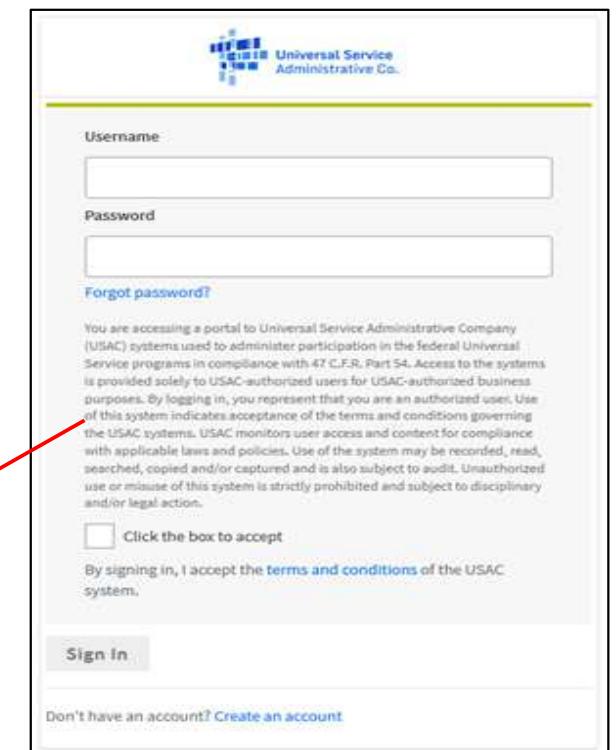
E-Rate System Consolidation - The E-Rate Legacy system is now down and will only be available for submission for 473 SPAC Forms and invoices 2015 and prior. A link will take you to the directions on how to submit invoices for those funding years. For more information on the legacy system consolidation, 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



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

Click on “USAC” logo to return to Landing Page.



Make sure all your entities are listed*. The Library's Billed Entity Number will be listed first.

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

My Applicant Landing Page

Universal Service Administrative Co.

Welcome, Library System 10344!

Pending Inquiries

Type: -- Select a Type --

Funding Year: -- Select a Funding Year --

Application/Request: -- Enter an Application/Request ID or Nickname --

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

Funding Year: -- Select a Funding Year --

Status: All
 Generated
 Not Generated

Notification	Description	Issued Date	Generated By	Generated On
No items available				

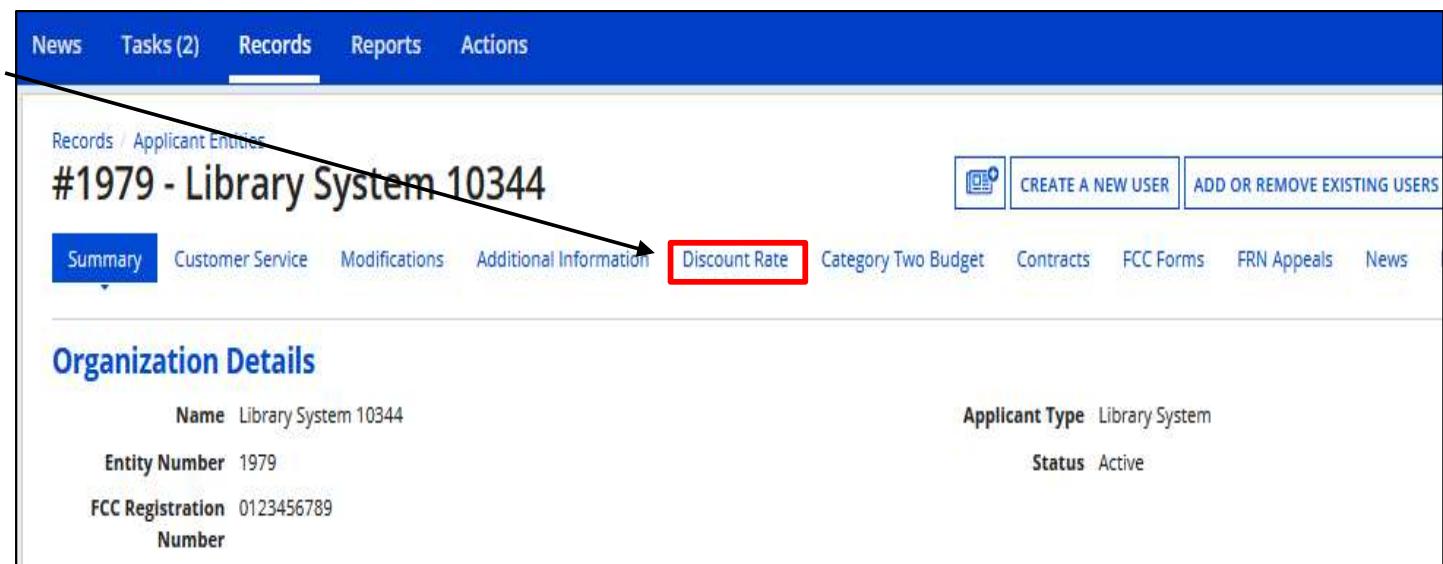
My Entities

Entity	Entity Number	City	State	Zip Code
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

*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 Your Discount %

Click on “Discount Rate”.



The screenshot shows a software interface with a blue header bar containing 'News', 'Tasks (2)', 'Records', 'Reports', and 'Actions'. Below the header, the URL 'Records / Applicant Entities' and the identifier '#1979 - Library System 10344' are displayed. A navigation bar below the title includes 'Summary', 'Customer Service', 'Modifications', 'Additional Information', 'Discount Rate' (which is highlighted with a red box and has an arrow pointing to it), 'Category Two Budget', 'Contracts', 'FCC Forms', 'FRN Appeals', and 'News'. The main content area is titled 'Organization Details' and contains the following information: Name: Library System 10344, Entity Number: 1979, FCC Registration Number: 0123456789, Applicant Type: Library System, and Status: Active.

Discount rates for Cat 1 and Cat 2 are listed.

Requested Discount Rate - Library System 10344 (BEN: 1979) - FY2026

More than 50 percent of your library outlets/branches must be rural for the library system to be considered rural.

This discount rate has not been approved for the current year

Associated School District Full-time Enrollment	Associated School District NSLP Count	Associated School District NSLP Percentage	Library System Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate
100	100	100%	Rural	90%	85%

[SHOW ADDITIONAL INFORMATION](#)

Adding a Month-to-Month / CABIO Funding Requests

Adding Funding Requests

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	<input type="checkbox"/>	Nickname	Number of FRN Line Items	FRN Calculation		
<input type="checkbox"/>	2699000059		FY2026 Bandwidth	1	\$16,200.00		
					ADD FRN	EDIT FRN	REMOVE FRN
					MANAGE FRN LINE ITEMS		
FCC Form 471 Help							
Show Help							
BACK	DISCARD FORM	SAVE & SHARE					REVIEW FCC FORM 471

Click on “Add FRN” to begin.

Funding Requests

Enter a nickname for the FRN.



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 ? *

FY2026 Bookmobile/Kiosk Hotspot

Choose “No” for MTM.



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

YES NO

Do not select “Copy FRN”



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

Service Type

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

Data Transmission and/or Internet Access

FCC Form 471 Help

Show Help

“Data Transmission and/or Internet Access” will auto-populate.

Click on “Continue”

Funding Requests

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.

FCC Form 471 Help

Because MTM does not have a contract, you would not have uploaded a contract beforehand. However, **MTM services , such as cellular data plans for a bookmobile, requires you to file a Form 470 annually**, so we still need to provide the Form 470 information on the next screen. Click on “Continue.”

BUT: If this is for CABIO service a Form 470 is not required!!

Be prepared to provide a copy of a current bill during PIA review to prove the cost and service provided.

Establishing Form 470

Establishing FCC Form 470

How many bids were received? *

3

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

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

YES ✓

NO

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

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

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

Search FCC Forms 470

Search by FCC Form 470 Number

Search by BEN

Search by Nickname (Partial or Full)

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

<input type="checkbox"/>	FCC Form 470 Number	Nickname	Funding Year		BEN	BEN Name	Allowable Contract Date	Service Type
<input type="checkbox"/>	260000148	FY2026 - ABC Library - Cat 2	2026		1979	Library System 10344	11/9/2025	Basic Maintenance of Internal Connections; Internal Connections
<input checked="" type="checkbox"/>	260000147	FY2026 - ABC Library - Cat 1	2026		1979	Library System 10344	11/9/2025	Data Transmission and/or Internet Access

[FCC Form 471 Help](#)

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

[CONTINUE](#)

Enter the number of bids received and select “Yes” to indicate a Form 470 was filed, if applicable. Click on “Search” for your Form 470 and check the box to the left to choose the form that includes the service type requested.

If CABIO, where no Form 470 was filed, select “NO”, and enter “0” for the number of bids since you can’t leave the field blank. When you provide the bandwidth speeds and cost shortly, EPC will verify that your request qualifies.

Choose Service Provider

Service Provider

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

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

Use the search tool below to find the establishing service provider

Search Service Providers

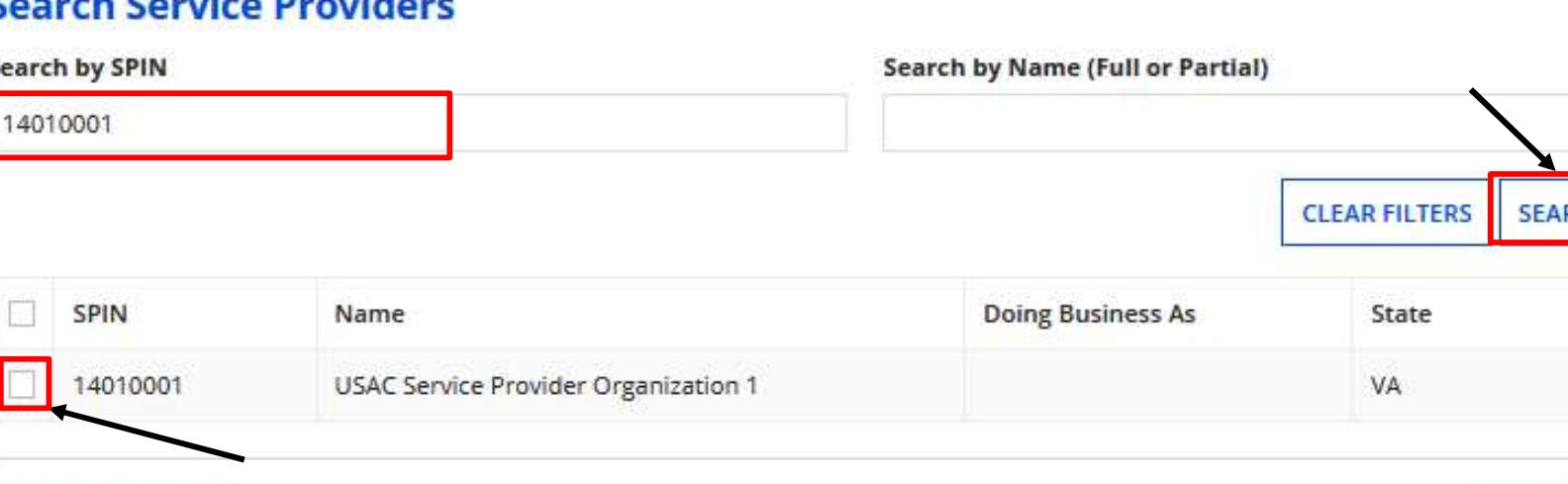
Search by SPIN

Search by Name (Full or Partial)

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

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

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



Enter your account number if known (but it's not required) and then search for your Service Provider. It's easiest to search by their SPIN. Click on "Search". Check the box to the left of the Provider. Once completed, click on "Continue"

Funding Requests

The screenshot shows a step in the 'Funding Requests' process. The top navigation bar includes 'Basic Information', 'Entity Information', 'Funding Requests' (which is highlighted in blue), and 'Certify'. Below the navigation, a message says: 'Next, you will identify the start and end dates for the services you are requesting.' The 'Dates' section asks 'What is the service start date? *' with a field containing '07/01/2026' and a calendar icon. To the right, another field asks 'When will the services end? *' with a field containing '06/30/2027' and a calendar icon. Both of these fields are enclosed in a red box. Below these fields is a note: 'Enter the date when services will start for this Funding Year'. At the bottom left are 'BACK' and 'CANCEL' buttons. At the bottom right is a 'CONTINUE' button, which is also enclosed in a red box and has an arrow pointing to it from the 'Service End Date' field.

Basic Information Entity Information **Funding Requests** Certify

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

Dates

What is the service start date? *

Enter the date when services will start for this Funding Year

When will the services end? *

BACK **CANCEL** **CONTINUE**

The Service Start Date will auto-populate for the start of FY2026 (7/1/2026).

Enter the Service End Date. For MTM service, the date cannot be after 6/30/2027.

Click on "Continue"

Funding Requests

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

Last Saved: 1/25/2026 3:56 PM EST

Basic Information Entity Information Funding Requests Certify

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

Pricing Confidentiality

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



Indicate if there is a restriction prohibiting publication of the pricing for this contract. This is typically “**No**”. 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 “Continue”

Funding Requests

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

Last Saved: 1/25/2026 3:56 PM EST

Basic Information

Entity Information

Funding Requests

Certify

Next, you will designate whether this FRN includes a Fiber or Wireless Request.

Fiber Request Key Information

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

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

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

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

Notes:

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

YES	NO
-----	----

FCC Form 471 Help

Show Help

BACK	CANCEL
------	--------

CONTINUE

Select “No” and click on “Continue”

Funding Request Narrative

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.*

CABIO example — Internet access for our 3 branch library locations.

Hotspot example — Mobile hotspots to be used for our bookmobile.

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

Show Help

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

Provide a narrative to describe the service and choose the **preferred invoicing method**.

Click on “Save & Add/Manage FRN Line Items” to provide detail about the service such as cost and bandwidth/Internet speeds.

Adding FRN Line Items

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 #2699000061 - FY2026 Bookmobile/Kiosk Hotspot							
<input type="checkbox"/>	FRN Line Item Number	<input type="button" value="Function"/>	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.							
<div style="text-align: right;">ADD NEW FRN LINE ITEMREMOVE FRN LINE ITEMBULK UPLOAD</div>							
FCC Form 471 Help Show Help							
BACK DISCARD FORM				SAVE & SHARE SAVE & CONTINUE			

Begin by clicking on “Add New FRN Line Item” to add bandwidth speeds and cost information.

Product/Service Details – Hotspot Example

Product and Service Details for new FRN Line Item for FRN #2699000061 - FY2026 Bookmobile/Kiosk Hotspot

Show Help for Taxes and USF Fees

Purpose ? *

Internet access service that includes a connection from any applicant site directly to the Internet Service Provider

Data Connection between two or more sites entirely within the applicant's network

Data connection(s) for an applicant's hub site to an Internet Service Provider or state/regional network where Internet access service is billed separately

Internet access service with no circuit (data circuit to ISP state/regional network is billed separately)

Function ? *

Wireless

Type of Connection *

Data plan for portable device

> **Funding Request Narrative**

FCC Form 471 Help

Show Help

CANCEL

SAVE & CONTINUE

The diagram illustrates the data entry process. It starts with the 'Purpose' and 'Function' fields, both of which are highlighted with a red box and have arrows pointing to the 'Type of Connection' field below them. A final arrow points from the 'Type of Connection' field to the 'SAVE & CONTINUE' button, which is also highlighted with a red box.

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

Bandwidth Speeds – Hotspot Example

Bandwidth Speed for new FRN Line Item for FRN #2699000061 - FY2026 Bookmobile/Kiosk Hotspot

Bandwidth Download Speed *

Burstable Bandwidth?

YES NO ✓

Gbps

Bandwidth Upload Speed *

Please specify the upload speed if it is different than the download speed.

Bandwidth Upload Units *

Gbps

[FCC Form 471 Help](#)

[BACK](#)

[CANCEL](#)

[SAVE & CONTINUE](#)

Enter Bandwidth Speed Information, indicating if the bandwidth is burstable (typically “No”), then click on “Continue”.

If you are unsure of the information, contact your Service Provider

Product/Service Details – CABIO Example

Show Help for Taxes and USF Fees

Purpose ?*

Internet access service that includes a connection from any applicant site directly to the Internet Service Provider

Data Connection between two or more sites entirely within the applicant's network

Data connection(s) for an applicant's hub site to an Internet Service Provider or state/regional network where Internet access service is billed separately

Internet access service with no circuit (data circuit to ISP state/regional network is billed separately)

Function ?*

Copper

Type of Connection *

Cable Modem

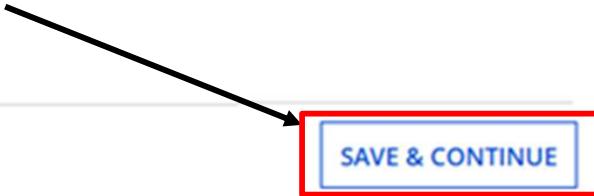
> [Funding Request Narrative](#)

[FCC Form 471 Help](#)

Show Help

[CANCEL](#)

[SAVE & CONTINUE](#)



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

Bandwidth Speeds – CABIO Example

Basic Information Entity Information **Funding Requests** Certify

Please enter Bandwidth Speed Information for this Data Transmission and/or Internet Access Line Item

Bandwidth Speed for new FRN Line Item for FRN #2699000061

Bandwidth Download Speed *
300.000

Bandwidth Download Units *
Mbps

Bandwidth Upload Speed *
30.000

Please specify the upload speed if it is different than the download speed.

Bandwidth Upload Units *
Mbps

Burstable Bandwidth?

YES NO ✓

FCC Form 471 Help
[Show Help](#)

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

Enter Bandwidth Speed Information, indicating if the bandwidth is burstable (typically “No”), then click on “Continue”.

If you are unsure of the information, contact your Service Provider

Connection Information

Connection Information for new FRN Line Item for FRN #2699000061

Is this a direct connection to a single school, library or a NIF for Internet access?  *

Note: If the request is for direct connections, you will be required to allocate the total number of lines (monthly quantity) among the recipients listed for this line item.

YES ✓ NO

Does this include firewall services? *

YES NO ✓

Is this a connection between eligible schools, libraries and NIFs (i.e., a connection that provides a "Wide area network")?  *

YES NO ✓

FCC Form 471 Help

Show Help

BACK CANCEL

 SAVE & CONTINUE

Provide Connection Information and firewall inclusion. When done, click on "Continue". For hotspots and CABIO service, answer "Yes" for the first question and "No" for the second one.

Note: The system will not allow you to answer "Yes" to both questions displayed in the left-hand column above. If you do, you will receive an error message.

Cost Calculations

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

“Cost” is listed per unit. The “Monthly Quantity” indicates the total number of units included in the service, such as the number of circuits. The table calculates the total costs.

Monthly Cost		One-Time Cost	
Monthly Recurring Unit Cost	\$39.99	One-time Unit Cost	\$0.00
Monthly Recurring Unit Ineligible Costs	\$0.00	One-time Ineligible Unit Cost	\$0.00
Monthly Recurring Unit Eligible Costs	= \$39.99	One-time Eligible Unit Cost	= \$0.00
Monthly Quantity	2	One-time Quantity	0
Total Monthly Eligible Recurring Costs	= \$79.98	Total Eligible One-time Costs	= \$0.00
Months of Service	x 12	Summary	
Total Eligible Recurring Costs	= \$959.76	Total Eligible Recurring Costs	\$959.76
More Help with the Costs Above FCC Form 471 Help		Total Eligible One-time Costs	+ \$0.00
		Pre-Discount Extended Eligible Line Item Cost	= \$959.76
BACK	CANCEL	 SAVE & CONTINUE	

When completed, click on “Save & Continue”

Manage Recipients of Service

Manage Recipients of Service

Is every entity for this organization receiving service?

YES NO ✓

All Entities

Search by BEN

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

CLEAR FILTERS SEARCH

	BEN	BEN Name
<input type="checkbox"/>	172	NORTHWEST LIBRARY
<input type="checkbox"/>	173	WORTHINGTON PARK LIBRARY
<input checked="" type="checkbox"/>	171	Book Mobile

For a hotspot, if you don't have a bookmobile listed as an entity or it's used for remote programs, select the Main Library

BEN 171 Book Mobile

ADD REMOVE

FCC Form 471 Help

BACK CANCEL SAVE & CONTINUE

Indicate which entities will receive service for this line item and click on “Add”. Click on “Save & Continue”. Selected recipients will be listed, click on “Save & Continue” again to see FRN info .

Adding FRN Line Items

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 #2699000061 - FY2026 Bookmobile/Kiosk Hotspot

<input type="checkbox"/> FRN Line Item Number	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/> 2699000061.001	Copper	Cable Modem	2	0	\$959.76

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

FCC Form 471 Help

Show Help

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

Click on “Add New FRN Line Item” to add any additional costs such as taxes.

When done adding line items, click on “Save & Continue” to see completed FRNs.

Copying FRN

Copy FRN

If you used **CABIO** last year and if your speeds/ vendor/ amounts haven't changed from last year, you can use the COPY FRN feature to pre-populate your FY 2026 FRN!
Only use this if you used CABIO last year.

Start by clicking on “Add FRN” as before:

Select “Yes” to the first question and enter the Previous Year FRN and click on “Copy FRN”.

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

Select the check box and then click on “Continue”

Funding Request Key Information

Please enter a Funding Request Nickname here ? *

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

YES NO

Previous Year FRN Number *

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.

Awesome feature!

Search for FRN

Search by FCC Form 471
Search by FRN Number

Select an FRN

*	FCC Form 471	FRN Number	FRN Nickname	Service Type	Service Provider Name
<input checked="" type="checkbox"/>	251000050	2599000041	FY2025 Bandwidth	Data Transmission and/or Internet Access	USAC Service Provider Organization 2

FCC Form 471 Help

Show Help

BACK **CANCEL**

If you continue, FRN data will copy and may take up to one minute to complete. Do you wish to continue?

CONTINUE

NO **YES**

Quick Way to Get the Information Needed

Go to: www.E-Ratecentral.com



E-Rate Utilization Summary Chart

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

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

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

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

Copy FRN

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

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

Last Saved: 1/25/2026 4:54 PM EST

Basic Information Entity Information Funding Requests Certify

FRN is copying and may take up to one minute to complete. Please hit refresh to check if FRN copy is complete.

REFRESH

You will receive the following notification indicating you must enter the Service Start and Service End Dates. Click on “Continue”.

Basic Information Entity Information Funding Requests Certifications

FRN has been successfully copied.

Program rules prohibit the funding of duplicate services, which means different funding requests cannot contain services that provide the same functionality to the same population in the same location during the same period of time.

Your FRN has been copied into your current FCC Form 471. As you navigate through the FRN, you must review all of the copied data. Please keep in mind:

- To the extent that the current year form does not have the same fields as the form you are copying, the data will not be copied.
- Copy FRN will not copy Service Start and Service End Dates. When entering these Start and End dates, please ensure that the Recipients of Service and the appropriate cost in the line items are correct if the months of service are different from the original FRN.
- Copy FRN will copy all Recipients of Service. Please make sure that the Recipients of Service associated with each line item are valid for the current Funding Year.
- Copy FRN will not copy the recipient(s) of service cost allocation information. If you are a Consortium or ESA School District, you can update the budgeted entity(ies)'s cost allocation information for line items by clicking the 'Manage FRN Line Items' button available on the Funding Requests screen.

You can now edit the copied FRN, and the corresponding FRN Line Items as required.

CONTINUE

Copy FRN

View after copy is completed. “Service Type” will be indicated. Click on “Continue”.

Based on previous FRN info, “Contract” or “Month-to-Month” will be shown.

Click on “Continue”

Basic Information Entity Information **Funding Requests** Certify

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

Funding Request Key Information

Please enter a Funding Request Nickname here ? *

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

YES NO

Previous Year FRN Number *

Service Type

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

Please delete all line items for this Funding Request if you wish to modify the Service Type

FCC Form 471 Help

Show Help

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

Copy FRN

SEARCH FOR CONTRACTS

Contract Summary - My Provider - Bandwidth Contract

Contract Number	Account Number
Establishing FCC Form 470	Service Provider USAC Service Provider Organization 2 (SPIN: 14010002)
Award Date 1/6/2023	Includes Voluntary Extensions? Yes
Expiration Date (All Extensions) 6/30/2030	Remaining Voluntary Extensions 2
	Total Remaining Contract Length 84

Pricing Confidentiality

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

Contract Information (Additional)

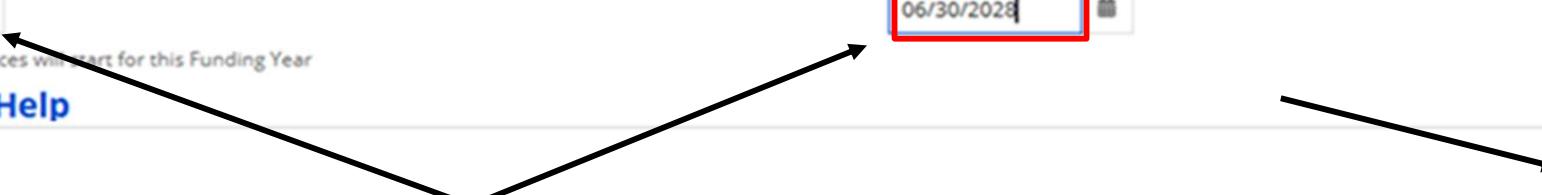
What is the service start date? 07/01/2026 0

Enter the date when services will start for this Funding Year

What is the date your contract expires for the current term of the contract? 06/30/2028 0

[FCC Form 471 Help](#)

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



Verify information that copied from previous FRN. When copying, **you must enter the Service Start and Service End dates**. These fields will be blank, and you'll receive an error message if you do not enter the dates. Remember, the Service Start Date is the first day of the upcoming funding year that you're requesting E-Rate to cover but cannot be prior to **07/01/2026**. If not under a contract, enter 6/30/2027 as the end date.

Click on “Continue”

Copy FRN

Click on “Continue”

Update the narrative if needed
and choose **Invoicing Method**.

Last year's cost/s and
bandwidth information has
been copied.

Click “Save & View FRNs”

Next, you will designate whether this FRN includes a Fiber Request.

Fiber Request Key Information

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

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

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

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

Notes:

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

YES NO

FCC Form 471 Help

Show Help

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.*

Bandwidth request for our 3 buildings

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

Show Help

Completing the Form 471

Completing the 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

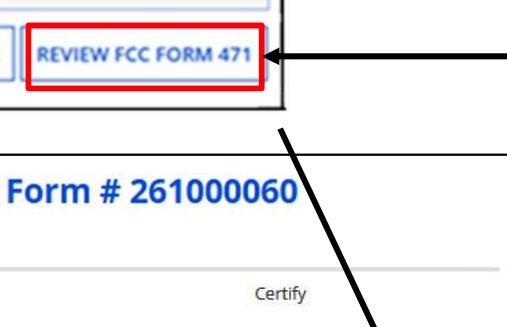
To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.

<input type="checkbox"/> FRN	<input type="checkbox"/> Nickname	Number of FRN Line Items	FRN Calculation
2699000062	FY2026 Bandwidth	1	\$16,200.00
2699000061	FY2026 Bookmobile/Kiosk Hotspot	1	\$863.78

FCC Form 471 Help

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

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



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

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

Basic Information Entity Information **Funding Requests** Certify

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](#)



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

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

Funding Requests

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

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

Basic Information

Entity Information

Funding Requests

Certify

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

[Download Document Link](#)

[USAC_FCC_FORM_471_APPLICATION_261000060_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



News Tasks (15) Records Reports Actions

Training
Universal Service
Administrative Co.

Assigned to Me >
Sent by Me

Click here to send a task... ↓ NEWEST ▾

Me
Review PDF for FCC Form 471 -Cat 1 Bandwidth & IA
3 minutes ago ☆

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

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

Certifying the Form 471

Certify FCC Form 471

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

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

Basic Information

Entity Information

Funding Requests

Certify

Please complete the certifications below.

Total Funding Summary

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

Summary

Total funding year pre-discount eligible amount on this FCC Form 471

\$36,959.76

Total funding commitment request amount on this FCC Form 471

\$33,263.78

Total applicant non-discount share of the eligible amount

\$3,695.98

Total budgeted amount allocated to resources not eligible for E-rate support

\$25,000.00

Total amount necessary for the applicant to pay the non-discount share of eligible and any ineligible amounts

\$28,695.98

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

No

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?

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 supplies for my entity(ies) listed on this application, that I have examined this request, the application has been filed, and that my entity(ies) have complied with the terms, conditions and purposes of the Communications Act, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment under the Communications Act.
- acknowledge that FCC rules provide that persons who have been convicted of certain felonies are subject to suspension and debarment from the program. I will institute a debarment proceeding against any entity(ies) listed on this application, or any person associated in any way with my entity and/or the schools and libraries support mechanism.
- certify that if any of the Funding Requests on this FCC Form 471 are for ineligible components, I acknowledge that I will not be liable for such amounts 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

After reading the certifications, check the boxes.

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

Certifier Information

You will receive confirmation that the form was certified.

Certification Confirmation

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

Last Saved: 1/25/2026 5:40 PM EST

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 Library System 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

Show 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

✓FCC Forms and Post-Commitment Requests

FCC Forms

Post-Commitment Requests

Form Type

Status All

Incomplete

Certified

Committed

Funding Year

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?

APPLICATION

ENTITY

› RAL Request Help

DISCARD REQUEST

FINISH & 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 Inquiries, search for 471 as before:

The screenshot shows the FCC Forms and Post-Commitment Requests interface. On the left, there is a sidebar with a dropdown menu for 'FCC Forms' and 'Post-Commitment Requests'. Below this are two search input fields: 'Form Type' (set to 'FCC Form 471') and 'Funding Year' (set to '2026'). Both of these fields are highlighted with a red box. An arrow points from the 'Funding Year' field to the 'Application Number' field on the right. The 'Application Number' field is also highlighted with a red box and contains the value '261000060'. On the right, the main content area shows a detailed view for 'FY2026 ABC Co Pub Lib - Cat 1 Bandwidth - #261000060'. The top navigation bar for this application includes 'Records / FCC Forms 471', 'Summary', 'Funding Requests', 'Review Inquiries' (which is highlighted with a red box), 'Deferral History', 'Discount Calculation', 'Entity Information', 'News', and 'Related Actions' (which is highlighted with a blue box). Below the navigation, there are two main action buttons: 'Respond to Inquiries' (with a lightning bolt icon) and 'Submit Modification Request (RAL)' (with a lightning bolt icon). Both of these buttons are highlighted with red boxes.

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

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).



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