E-RATE FORM 471 FOR CATEGORY ONE: FUNDING YEAR 2022

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Kentucky Department for Libraries & Archives

February 1, 2022

Presentation Contents

Disciaimers

- **This presentation represents my unofficial interpretation of the FCC's E-rate rules and regulations. Official guidance can come only from the FCC and USAC.**

- **USAC may update the application portal or the procedures after today's presentation. What I present is correct to the best of my knowledge, but what you see in EPC may be different.**

Important Dates & Eligible Services
Slides 4-13

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The Form 471 in Context

- **On the Form 470, applicants make *service requests* – vendors submit competitive bids for at least 28 calendar days so that your library can choose the most cost-effective solutions for its needs**

- **On the Form 471, applicants make *funding requests* for discounts on E-rate eligible services that were selected through a Form 470 competitive bidding process (unless exempted by FCC rules).**

- **ALL APPLICANTS must file a Form 471 <u>every</u> year to receive discounts.**

- **Must file separate Forms 471 for Category One & Category Two**

- **Deadline: Tuesday, March 22nd at 11:59 p.m. EST**

E-rate Funding Years

Download latest chart from KDLA E-rate page:
https://kdla.ky.gov/librarians/programs/e-rate/Pages/Funding-Years.aspx

E-rate Funding Years – Dates to Remember

KDLA E-rate support: Lauren Abner lauren.abner @ky.gov or 502-564-1728	Application Process			Recurring Services		Non-Recurring Services	
	Form 470 – Competitive Bidding	Form 471 – Application to Request Discounts	Form 486 – Service Start Date + CIPA Certification	Service Dates for Category One or Two	Invoicing Deadline (BEAR/472)	Service Dates for Category Two Purchase/ Installation	Invoicing Deadline (BEAR/472)
Funding Year 2020 (FY 2020-21)	Closed	Closed	120 days from: FCDL *or* Service Start Date (whichever is later)	**July 1, 2020 to June 30, 2021**	October 28, 2021	April 1, 2020 to Sept. 30, 2021	January 28, 2022
Funding Year 2021 (FY 2021-22)	Closed	Closed	120 days from: FCDL *or* Service Start Date (whichever is later)	**July 1, 2021 to June 30, 2022**	October 28, 2022	April 1, 2021 to Sept. 30, 2022	January 28, 2023
Funding Year 2022 (FY 2022-23)	**February 22, 2022** competitive bidding deadline	**January 12 to March 22, 2022** application deadline	120 days from: FCDL *or* Service Start Date (whichever is later)	**July 1, 2022 to June 30, 2023**	October 28, 2023	April 1, 2022 to Sept. 30, 2023	January 28, 2024
Notes	**Most libraries** open competitive bidding each year and must wait at least 28 calendar days to select vendor(s).	**All libraries** must file the Form 471 **every year** to receive a funding commitment.	**All libraries** must file the Form 486 to release funding for invoicing; FCDL = Funding Commitment Decision Letter	Both Category One and Two services may be recurring (ex: monthly internet)	May request one 120-day extension by the deadline	Non-recurring = one-time purchases such as networking equipment	May request one 120-day extension by the deadline

What Qualifies for E-rate?

- **The full E-rate Eligible Services List (ESL) can be downloaded from the USAC website: https://www.usac.org/e-rate/applicant-process/before-you-begin/eligible-services-list/**

- **Eligible services are separated into two broad categories:**
    - Category One: Connectivity to the Building
    - Category Two: Connectivity to the Device

Category One

Internet Access & Data Transmission Services

- Monthly Internet service for branch buildings, including installation – fiber or non-fiber (cable, DSL, satellite, etc.)
  - Fees for static IP addresses are eligible as part of your library's internet access
  - Fees for "basic termination equipment, such as a cable modem, CSU/DSU, network interface device, or copper-to-fiber converter" may be eligible as part of your library's internet access.
- Leased data lines (T1, lit fiber, dark fiber, etc.)
- Cellular data (hotspot service) for bookmobile only
- Self-provisioned broadband networks (owned/operated by applicant)
- Network Equipment required to make data transmission and/or internet access functional (ex: modulating electronics)

Recurring service dates for Funding Year 2022: July 1, 2022 to June 30, 2023

No budget limit on Category One requests

Category Two - IC

- **Internal Connections**
  - **Cabling** (bulk cabling, drops, patch cables, cabling installation/removal)
  - **Switches** (hardware, licenses, transceivers, other modules)
  - **Routers**† (hardware**, licenses**, transceivers, other modules)
  - **Wireless Access points** (hardware, licenses)
  - **Wireless controller systems**
  - **Firewalls** (hardware, licenses**)
  - **UPS (Uninterruptible Power Supply/battery backup)****
  - **Racks****
  - **Caching services or equipment**
  - **Antennas, connectors, & related components**
  - **Software supporting components on the list used to distribute broadband through the library**

FY 2022 Early Installation: April 1, 2022
FY 2022 Late Installation: September 30, 2023

These eligible functions can be virtualized in the cloud or combined in equipment (like routing and switching).

**Some restrictions apply depending on usage, ineligible security components, etc.
† For a router leased from the internet service provider, your library may need to bid for Category Two Internal Connections for Function: Router. See Q9 of FAQs: Eligible Fiber Services

Category Two – BMIC & MIBS

- **Basic Maintenance of Internal Connections**
- Repair and upkeep of eligible hardware (even if not purchased through E-rate)
- Wire and cable maintenance
- Configuration changes
- Basic technical support including online and telephone based technical support
- Software upgrades and patches including bug fixes and security patches

- **Managed Internal Broadband Services (MIBS)**
- 3rd party operation, management, and monitoring of eligible broadband internal connections (ex: managed Wi-Fi)

Funds for Learning has a good explanation of Basic Maintenance of Internal Connections (BMIC).

Miscellaneous

- May fall under Category One or Two:
  - Some taxes, surcharges, and other similar, reasonable charges
    - Federal Access Recovery Charge on internet invoices – permissible charge for use of a local carriers network; not all ISPs charge this
    - USF fees on internet invoices - "customer charges for universal service fees, but do not include additional charges for universal service administration"
  - Rental or lease fees for eligible components
  - Shipping
  - Training – only for new equipment purchased with Cat2 funds
  - Installation and configuration
    - May be performed by a 3rd party rather than the vendor who sold the equipment

DUPLICATIVE SERVICES

Caution – E-rate does **<u>not</u>** provide discounts for services that are considered duplicative. Examples: internet access or networking equipment that is used as backup, redundancy, failover, etc.

If the connections serve different populations (internet for public, internet for staff), they may be considered E-rate eligible.

§22 of the [Second Report and Order and Further Notice of Proposed Rulemaking for the E-rate program](#) addresses duplicative services:

"*Funding of Duplicative Services* In the *Universal Service Order*, the Commission indicated that an applicant's request for discounts should be based on the reasonable needs and resources of the applicant, and bids for services should be evaluated based on cost-effectiveness. Pursuant to this requirement, the Administrator has denied discounts for duplicative services. *Duplicative services are services that deliver the same functionality to the same population in the same location during the same period of time.* We emphasize that *requests for discounts for duplicative services will be rejected* on the basis that such applications cannot demonstrate, as required by our rules, that that they are reasonable or cost effective." *[emphasis mine]*

CIPA COMPLIANCE

Children's Internet Protection Act (CIPA) compliance:

- Necessary if requesting E-rate discounts for Internet Access or any Category Two products & services
  - Exception: CIPA compliance not required when requesting Telecommunications services only (ex: transport only for WAN circuit between library branches)
- 3 elements of compliance:
  - Technology Protection Measure (filter)
  - Internet Safety Policy
  - Public Meeting prior to adopting Internet Safety Policy
- View archived training from KDLA – check E-rate section: https://kdla.ky.gov/librarians/staffdevelopment/kdlaarchivedwebinars/Pages/default.aspx

Bid Evaluations
Slides 14-20

Complete before signing contracts & filing the Form 471

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Allowable Contract Date

- **Applicants must reach the Allowable Contract Date (ACD) before evaluating bids & signing contracts**
  - **Generally, the Allowable Contract Date is 28 calendar days after you filed the Form 470 but may be later if you indicated a different date in an RFP**
  - ***If you agree to a proposal and/or sign a contract prior to the Allowable Contract Date, that is a competitive bidding violation.***
  - **You <u>may</u> continue collecting bids after 28 calendar days unless you stated a firm due date**

Handling Bids

- **Bids in response to the Form 470 (& an accompanying RFP) may include:**
  - **New proposals from the current vendor or potential new vendors**
  - **Current monthly bill (unless requesting sealed bids)**
  - **Relevant state master contracts**
- **You should respond to requests for additional information needed to create a responsive bid.**
  - **Be careful not to provide information that would change the scope of the requests**
  - **Spam – generic emails asking you to call or email to request a quote– is not considered a responsive bid and you don't have to respond.**

Selecting the Winning Vendor(s)

- **Must evaluate all responsive bids using cost as the primary factor (most points assigned to E-rate eligible costs)**

- **You can also consider other factors at a lower point value. Examples:**
  - **Vendor met Form 470/RFP specifications for the requested service**
  - **E-rate ineligible costs**
  - **Previous experience with the vendor or Experience with similar customers**
  - **Flexible invoicing (vendor can apply SPI/474 discounts to invoices upfront)**

- **If you received only 1 bid, then you should email yourself to memorialize this fact.**

- **You may disqualify certain bids <u>if</u> you stated those disqualification factors in the Form 470/RFP – must be binary (have yes or no answers)**
  - *Example: Vendor must have a Service Provider Identification Number (SPIN/Form 498 ID) or the bid will be disqualified.*

Check Your Scope!

- **To receive E-rate discounts, the winning bid must fall within the scope of the Establishing FCC Form 470:**
  - **Correct Function was listed on the Form 470 service request**
    - **Fiber or Non-Fiber Internet (cable, DSL, etc.) – Function: Internet Access and Data Transmission Service**
    - **Bookmobile Hotspot Service – Function: Cellular Data Plan/Air Card Service**
  - **Download speed falls within the Minimum & Maximum Capacities on the relevant Form 470 service request and narrative**
- **Example: My library can accept bids for an upgrade to 100 Mbps fiber internet, but not any faster, based on these service requests**

Category 1: Data Transmission and/or Internet Access

Type	Function	Function Other Description	Number Entities	Quantity	Unit	Min Capacity	Max Capacity	Installation and Initial Configuration?	Associated RFP
Data Transmission and/or Internet Access	Internet Access and Data Transmission Service		1	1	Each	25 Mbps	1 Gbps	Yes	
Data Transmission and/or Internet Access	Cellular Data Plan/Air Card Service		1	1	Lines	5 Mbps	1 Gbps	Yes	View RFP Documents

USAC Sample Bid Evaluation

Universal Service Administrative Co.

Available for Public Use

Sample Bid Evaluation Matrix

FACTOR	POINTS AVAILABLE	VENDOR 1	VENDOR 2	VENDOR 3
Price of the eligible products and services	50*	20	50	40
Prior experience with the vendor	25	25	0	25
Prices for ineligible services and products	15	10	5	15
Local or in-state vendor	10	10	0	0
TOTAL	**100**	**65**	**55**	**80**

*This number must be higher than all other numbers in the same column.

List of Disqualified Bidders
- **Vendor 4**
  Reason for disqualification: All interested bidders received two weeks' notice of a required pre-bid conference. Vendor 4 did not attend this conference and did not provide a reason for their absence.

For more information on constructing a bid evaluation, visit the USAC website at:
https://www.usac.org/e-rate/applicant-process/selecting-service-providers/how-to-construct-an-evaluation/

Important things to note about this sample:

The price of the eligible products and services must be the most heavily weighted factor. This means that it must have the highest number of "Points Available." In this sample, the vendors could score up to 50 points for the price of eligible services factor (more than any other single factor).

The applicant rated the vendors on how well they met each factor. Then, they totaled the vendors' point values for all factors.

Vendor 3, with a total of 80 points, is the winning bidder in this sample because they have the highest total number of points.

The applicant disqualified Vendor 4 and noted the reason for disqualification on the bid evaluation matrix (see the "List of Disqualified Bidders" below the matrix).

http://www.usac.org/_res/documents/sl/pdf/samples/Bid-Evaluation-Matrix.pdf

BUSINESS-CLASS INTERNET BIDDING EXEMPTION

A Form 470 for internet access is <u>not</u> necessary if ALL these conditions are met:

- Bandwidth is at least 100 Mbps downstream and 10 Mbps upstream

- Provides basic conduit access to the Internet at those required minimum speeds.

- Pre-discount cost is less than $3600 annually ($300/month) for each eligible entity, including installation or other eligible fees

- Service and price are commercially available to non-residential customers

Gathering the Numbers
Slides 21-24

A Note on SPINs

- **Do __NOT__ assume that the Service Provider Identification Number (SPIN/Form 498 ID) is the same this year if you used that provider last year.**
  - **If a cost proposal didn't include a SPIN, contact that company to be certain – don't rely on the SPIN search tool.**
  - **If you make a mistake on the Form 471, you can file for a corrective SPIN change, but this is a time-consuming hassle.**

Charges for Service

- **For Category One, make sure you know the potential charges for the winning internet or transport service:**
  - **Recurring fees:**
    - **Monthly service charges**
    - **Static IP address fees (if relevant)**
    - **Certain equipment fees – see note on slide 8**
    - **USF fee for customers (not the USF administrative fee)**
    - **Federal Access Recovery Fees/Charges (if relevant)**
  - **Non-recurring fees:**
    - **One-time installation charge for new/upgraded service**

Service Details

- **You may need to ask your Service Provider for help with some of the line item details on the Form 471**
  - **Function – Fiber, Copper, Wireless**
  - **Connection type**
    - **Ethernet (common for fiber internet from AT&T, Cincinnati Bell, Windstream, and local ISPs)**
    - **OC-N (TDM Fiber) – used for Spectrum fiber internet**
    - **Cable Modem, DSL, MPLS, etc.**
  - **Bandwidth speeds for internet or transport service**
- **See Slide 67 for tables showing the Form 471 options for internet Functions and Connection Types**

Contract Records
Slides 25-42

Before filing the Form 471: Sign contracts, create Contract Records on EPC profile

Return to Presentation Contents

Contract Record Notes (1/2)

- **Before starting the Form 471, you must create records on the library system profile for any services that are purchased under contract rather than month-to-month**
    - **Create nickname for easy searching in EPC –** remember that you may have multiple contracts with the same vendor stored in the E-rate Productivity Center profile
    - *Optional:* **Contract number assigned by vendor** – note that EPC automatically assigns a Contract ID to serve as a unique identifier in EPC
    - *Optional but recommended:* **upload copy of contract** – contract itself must be 1 file; additional documents can be uploaded if relevant
    - **Establishing FCC Form 470 #**

Contract Record Notes (2/2)

- **Continued from previous slide:**
  - **How many bids were received?**
  - *Optional:* **Account #** - you may not know the account number if switching to a new vendor; some vendors also assign new account numbers when service is upgraded
  - **Service Provider Identification Number (SPIN/Form 498 ID)**
  - **Contract Award Date –** *must be on/after the Allowable Contract Date for the Establishing FCC Form 470*
    - **Be careful if you've selected an existing contract during the bid evaluation process** **– your Contract Award Date will be the date you memorialized the contract after the evaluations, <u>not</u> the original award date.**

Library System Profile in EPC

My Applicant Landing Page

Training
Universal Service
Administrative Co.

Funding Request Report | FCC Form 470 | FCC Form 471 | FCC Form 486 | Appeal | FCC Form 500 | SPIN Change | Service Substitution | Manage Users | Manage Organizations | USAC Website | Contact Us | Help

Welcome, Pioneer County Public Library System!

From My Applicant Landing Page, click on the name of your library system. It appears below the USAC logo and as the first link in the My Entities section.

My Entities

Entity	Entity Number	City	State	Zip Code
Pioneer County Public Library System	208	Boonesburg	KY	41700
Pioneer County Public Library Main Branch	210	Boonesburg	KY	41700
Pioneer County Bookmobile	211	Boonesburg	KY	41700
Loganville Branch Library	209	Loganville	KY	41800

Contracts Section of Profile

Records / Applicant Entities

#208 - Pioneer County Public Library System

| CREATE A NEW USER | ADD OR REMOVE EXISTING USERS | MANAGE USER PERMISSIONS | ⋯ ▼ |

Summary   Customer Service   Modifications   Additional Information   Discount Rate   Contracts   CC Forms   FRN Appeals   News

Related Actions

Organization Details

Name Pioneer County Public Library System

Entity Number 208

FCC Registration Number 0123456789

Applicant Type Library System

Status Active

Contact Information

Physical Address 100 Main Street
Boonesburg, KY 4170

Mailing Address 100 Main Street
Boonesburg, KY 4170

r.com

From My Applicant Landing Page, the library system profile will open on the Summary tab. Look in the horizontal menu row and click on the Contracts tab to open that section of the profile.

Manage Contracts (1/2)

Records / Applicant Entities

#208 - Pioneer County Public Library System

MANAGE CONTRACTS

Summary   Customer Service   Modifications   Additional Information   Discount Rate   **Contracts**   FCC Forms   FRN Appeals   News

Related Actions

Submitted Contracts

Contract ID	↓	Contract Number	Contract Nick		
5338			Pioneer Coun... Connections ...		View
5337			Pioneer Coun... FY 2019		View
5319		ABC123demo	Pioneer Coun...		View
5313		ABC123#	Pioneer County Telecom Internet for Main Branch 2019-2022	1/18/2019	View

The Contracts section will show any Submitted Contracts created in the library system profile since FY 2016. Click on the Manage Contracts button to create a new contract.

Caution! EPC will not allow you to edit or delete submitted contract records. Enter data carefully. If you made mistakes in a submitted contract, you must create a new contract record in EPC to link to your funding requests.

Manage Contracts (2/2)

#208 - Pioneer County Public Library System

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

Manage Contracts

Contracts - Pioneer County Public Library System (BEN: 208)

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   Submitted Contracts

You have no contra   My Contract Drafts   y Contract button to create a new contract.

CLOSE   ADD A NEW CONTRACT   EDIT   DELETE

Change the Contract Type dropdown to view your draft contracts or submitted contracts. Only draft contracts may be edited or deleted.

Click on Add a New Contract to start a new contract record.

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Create Contract (1/11)

Create Contract

Pioneer County Public Library System (BEN: 208) - Pioneer County Telecom 2022 - Contract ID #

Contract Information | Establishing FCC Form 470 | Service Provi

Here you will enter preliminary information about this contract, as well a

Contract Information

Enter a nickname to easily identify this contract ❓*

Pioneer County Telecom 2022

Contract Number ❓

ABC123

Enter a nickname for your contract – be specific because your library may have multiple contracts with the same vendor from FY 2016 and forward. Then click on Save & Continue.

Optional: **Contract Number assigned by your vendor. Sometimes the contract number is the same as the quote or proposal number.**

SAVE & CLOSE | SAVE & CONTINUE

Create Contract (2/11)

Uploading a copy of the contract is optional but can save time during application review. The uploaded copy should show the signatures required to execute the contract (if needed). I do NOT recommend uploading if you memorialized an existing contract to give it a new Contract Award Date for E-rate purposes.

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.

📄 **Pioneer County Telecom Internet 2022**
PDF – 172.72 KB

UPLOAD 🗋 Drop file here

Optional: enter description to help you remember important details of this contract

Describe this contract document.

3-year contract with 2 voluntary extensions

Describe this contract document.

BACK CANCEL

After answering the contract upload question, Save & Continue.

SAVE & CLOSE SAVE & CONTINUE

Create Contract (3/11)

Create Contract

Pioneer County Public Library System (BEN: 208) - Pioneer County Telecom 2022 - Contract ID #7336

Last Saved: 1/31/2022 9:07 PM EST

Contract Information   Establishing FCC Form 470   Service Pro

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 ✓** |

> **Most libraries will answer No to both questions about state master contracts and multiple award schedule contracts. Exception: purchasing internet/transport service from the KIH3 state master contract.**

BACK   SAVE & CLOSE   SAVE & CONTINUE

> **After answering these questions, Save & Continue.**

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Create Contract (4/11)

Create Contract

Pioneer County Public Library System (BEN: 2(#7336

Last Saved: 1/31/2022 9:15 PM EST

Contract Information — Establishing FCC Form 470 — Service Provider

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 ✓**]

Most libraries will answer No to both questions about piggybacking. Piggybacking means that one applicant has set up a contract that other applicants can purchase from.

[BACK] [CANCEL] **After answering these questions, Save & Continue.** [CLOSE] [SAVE & CONTINUE]

Create Contract (5/11)

Click Yes to indicate that a Form 470 was posted and enter how many bids were received for the services covered by the contract in response to the Form 470.

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? **❷ ***

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 ✓**

For new contracts created in response to FY 2022 Forms 470, you should answer No to this question. EPC will automatically enter the response as No for you.

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 47

Search FCC Forms 470

Search by FCC Form 470 Number

Search by Nickname (Partial or Full)

Search by BEN

208

See next slide for searching for and associating an FCC Form 470 with the contract.

CLEAR FILTERS | SEARCH

Create Contract (6/11)

Search FCC Forms 470

Search by FCC Form 470 Number

Search by BEN

208

The 470 search is set by default to find all 470s associated with your library's Billed Entity Number (BEN), but you can search by 470 # or nickname, as well.

CLEAR FILTERS | SEARCH

	FCC Form 470 Number	Nickname	Funding Year ↓	BEN	BEN Name	Allowable Contract Date	Service Type
☐							Basic Maintenance of Internal Connections;
☐	220000268				Pioneer County Public		
☐	220000265						
☐	220000264						
☐	220000263	FY 2022 RFP for Network Upgrades	2022	208	Pioneer County Public Library System	2/8/2022	Basic Maintenance of Internal Connections; Internal Connections
☑	220000217	FY 2022-23 Cat1 Monthly Internet and Hotspot Service	2022	208	Pioneer County Public Library System	12/28/2021	Data Transmission and/or Internet Access

Check the box by the result for the correct Form 470 #, nickname, Funding Year, and Service Type(s). Note that you cannot select a result if the Allowable Contract Date has not been reached.

Click on the column headings to sort the results; use the bottom arrows to see more results.

‹ ‹ 1 – 5 of 101 › »

BACK | CANCEL

SAVE & CLOSE | SAVE & CONTINUE

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Create Contract (7/11)

Service Provider

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

987654321

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

If you know the account numbers that will be used for services covered by this contract, list them here. Leave the field blank if you don't know the account numbers yet.

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

Search Service Providers

Search by SPIN

14010001

Search for the service provider. I recommend using Search by SPIN rather than the name search because some vendors have multiple SPINs with similar, related company names.

CLEAR FILTERS   SEARCH

*

☑	SPIN	Name	Doing Business As	State
☑	14010001	USAC Service Provide		VA

Check the box beside the correct SPIN, then click on Save & Continue.

BACK   CANCEL

SAVE & CLOSE   SAVE & CONTINUE

Create Contract (8/11)

Create Contract

Pioneer County Public Library System (BEN: 208) - Pioneer County Telecom 2022 - Contract ID #7336

Last Saved: 1/31/2022 9:23 PM EST

Contract Information   Establishing FCC   firmation
                                470

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

Check Yes if the contract covers more than one year of service.

Contract Dates

Is this a multi-year contract?

YES ✓   **NO**

What is the date you awarded your contract? *

01/31/2022   📅

January ▼   2022   →   ch FRN where you cite this

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	**31**	1	2	3	4	5

TODAY   CLEAR

CLOSE   SAVE & CONTINUE

Enter the Contract Award Date. Usually, this is the date when both parties (library and vendor) have signed to execute the contract. Save & Continue.

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Create Contract (9/11)

Create Contract

Pioneer County Public Library System (BEN: 208) - #7336

Last Saved: 1/31/2022 9:24 PM EST

Contract Information	Establishing FCC Form 470	Service Provider

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

Contract Dates

Does this contract include voluntary extensions?

[YES ✓] [NO]

> **In this example, the library has a contract for 3 years (36 months) with two voluntary 1-year extensions, which means the total length of the contract with both extensions is 60 months.**

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

06/30/2027 🗓

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)? *

60

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

> **If you indicate that the contract has voluntary extensions, you'll see options to enter more details. Most libraries don't have contracts with voluntary extensions. Automatic renewals ≠ voluntary extensions.**

[BACK] [CANCEL]

[SAVE & CLOSE] [SAVE & CONTINUE]

Create Contract (10/11)

Create Contract

Pioneer County Public Library Sys #7336

Last Saved: 1/31/2022 9:26 PM EST

You will likely answer no to this question. Pricing confidentiality is permitted only in limited circumstances. Save & Continue.

| 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

Create Contract (11/11)

Create Contract: Confirmation

Pioneer County Public Library System (BEN: 208) - Pioneer County Telecom 2022 - Contract ID #7336

Last Saved: 1/31/2022 9:27 PM EST

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	Pioneer County Telecom 2022	Contract ID	7336
Can Other Applicants Piggy Back Off This Contract?	No	Contract Number	ABC123
		Based on a State Master Contract?	
Piggy Backed Off Another Contract?	No	Based on a Multiple Award Schedule?	

Establishing FCC Form 470

Establishing FCC Form 470	#220000217	Number of Bids Received	

Service Provider

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

Contract Dates

Multi-Year Contract?

of the specific pricing information for this contract.

Supporting Documents

Document	Description
Pioneer County Telecom Internet 2022	3-year contract with 2 voluntary extensions

BACK | CANCEL | SAVE & CLOSE | COMPLETE

Click on the Back button if you need to make edits before completing the contract records.

Review the information you entered before clicking on the Complete button. Once you click on Complete, you cannot edit or delete the contract record. If you made a mistake, you'll have to create a new record.

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Discount Rate
Slides 43-45

Before you start the Form 471, make sure the profile shows the FY 2022 discount rate.

43

Review Discount Rate

Records / Applicant Entities

#208 - Pioneer County Public Library System

Summary   Customer Service   Modifications   Additional Information   **Discount Rate**   Category Two Budget   Contracts   FCC Forms

FRN Appeals   News   Related Actions

Requested Discount Rate - Pioneer County Public Library System (BEN: 208) - FY2022

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
871	629	72%	Rural	80%	80%

From My Applicant Landing Page, click on the link for your library or library system. Click on the Discount Rate tab from the horizontal menu. If you see an error message, contact the KDLA Technology Consultant for assistance. Your discount rate may change from one Funding Year to the next depending on what your local school district enters for free/reduced lunch enrollment.

Discount Matrix

Discounts are similar for Category One and Category Two eligible services, but Category Two is capped at 85% for the top discount bracket. See USAC's Calculating Discounts page for more information.

INCOME Measured by % of students eligible for the National School Lunch Program (NSLP)	CATEGORY ONE (C1)		CATEGORY TWO (C2)	
	URBAN Discount	RURAL Discount	URBAN Discount	RURAL Discount
Less than 1%	20%	25%	20%	25%
1% to 19%	40%	50%	40%	50%
20% to 34%	50%	60%	50%	60%
35% to 49%	60%	70%	60%	70%
50% to 74%	80%	80%	80%	80%
75% to 100%	90%	90%	85%	85%

Form 471 Walkthrough
Slides 46-137

46

Guide to Walkthrough Slides

- These walkthrough slides demonstrate how to create various funding requests and purchase types, including:
  - **Basic Information and Entity Information ([slides 49-56](#))**
  - **Internet Access under a new contract with 2nd line item for installation ([slides 57-83](#))**
  - **Internet Access under a continuing contract ([slides 84-97](#))**
  - **Bookmobile hotspot (cellular data) service paid month-to-month ([slides 98-118](#))**
  - **Review and Certification ([slides 119-125](#))**
  - **After You've Certified ([slides 126-136](#))**

Contact KDLA for Help

KDLA's Technology Consultant can provide one-on-one assistance for form filing over the phone or through screen sharing: **lauren.abner@ky.gov** or (502) 564-1728

Basic Information and Entity Information
Slides 49-56

Starting an FCC Form 471

| News | Tasks (2) | Records | **Reports** | Actions | | Appian |

My Applicant Landing Page

Training

Universal Service
Administrative Co.

Welcome, Pioneer County Public Library System!

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

Reopen a Form 471 you've started – The E-rate Productivity Center will save your progress as you work on forms. Go to the Tasks list to reopen a form that has not yet been certified.

Start a new Form 471 by clicking on the FCC Form 471 link from My Applicant Landing Page.

Applica...   ckname

APPLY FILTERS   CLEAR FILTERS

Pendi...

Application/Request Number	Type	Nickname	Inquiry Name	Outreach Type	Date Sent	Due Date ↑	Extn.	Status

No items available

50

Application Nickname

FCC Form 471 - Funding Year 2022

Pioneer County Public Library System (BEN: 208) - FY 2022 Form 471 for Category One

Last Saved:

Basic Information   Entity Information

Where applicable, we've completed this section of the form based on inform[...]
information is incorrect, or you wish to change the information, please update[...]
Organization from the Related Actions menu. If you do not have access to Ma[...]
administrator or create a customer service case to request updates to your app[...]

> **FCC Notice Required By The Paperwork Reduction Act (OMB Control Number: 3060-0806)**

Billed Entity Information

Pioneer County Public Library System

100 Main Street

Boonesburg, KY 41700

111-222-3333

library.system10.user1@mailinator.com

Billed Entity Number: 208

FCC Registration Number: 0123456789

Applicant Type: Library System

Application Nickname

Please enter an application nickname here. ❓*

FY 2022 Form 471 for Category One

FCC Form 471 H[...]

Show Help

DISCARD FORM

SAVE & CONTINUE

> **If your Billed Entity Information isn't correct, you'll have to make notes in the narrative on your funding requests because profiles were locked on 1/10/22.**

> **Enter a nickname that will be easy to identify when searching in future years.**

> **Save & Continue to go to the next page**

> **If you started a new form accidentally, click on Discard Form and confirm to delete it permanently.**

Contact Information

FCC Form 471 - Funding Year 2022

Pioneer County Public Library System (BEN: 20 221000068

Last Saved: 1/31/2022 9:40 PM EST

Basic Information   Entity Information

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**

Lauren Abner
library.system10.user1@mailinator.com
502-564-1728

> **If you aren't the main contact, you can designate another EPC user from your library system. The individual user profile information will appear to the right.**

Holiday / Summer Contact Information

Lauren Abner
lauren.abner@ky.gov
502-564-1728|

Please provide any alternate contact information to use during holiday/ vacation per

> **ALWAYS list holiday contact information, even if it's the same as the regular contact info. Otherwise, your reviewer may assume that the library is closed during the summer—*application review could be deferred until September!* Save & Continue.**

FCC Form 471 Help

Show Help

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

Category of Service

Pioneer County Public Library System (BEN: 208) - FY 2022 Form 471 for Category One - Form # 221000068

Last Saved: 1/31/2022 9:42 PM EST

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

Click on the Category 1 button so it turns blue. You can select only one Category of Service on each Form 471. Once you hit the Save & Continue button, you cannot change your selection.

Entity Information

Pioneer County Public Library System (BEN: 208) - FY 2022 Form 471 for Category One - Form # 221000068

Last Saved: 1/31/2022 9:43 PM EST

| 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.

Entity Information

FSCS Code	Urban/Rural Status	School District in which the main branch is located	School District Number in which the main branch is located	Library System Attribute	Sum of Square Footage of All Libraries in the System
	Rural	School District 12345678901234567890	145	Public Library System	16120

FCC Form 471 Help

This information about your library system is pulled from the E-rate Productivity Center Profile. The FSCS (Federal-State Cooperative System) Code is optional. Save & Continue.

SAVE & SHARE   SAVE & CONTINUE

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Related Entities

Basic Information | Entity Information

We've completed this section of the form based on information from your applicant e[...]
change the information, please update your profile first by going to your entity record[...]
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

Library systems derive their discount rate in part based on the student count from the school district in which the main branch is located. Fields with '*' next to them are not sortable.

Name ↑	Entity Number	FSCS Code*	Urban/ Rural Status*	NIF*	Total square footage of library outlet*	Is this the main branch?*	School District in which the main branch is located*	School District Number in which the main branch is located*	Library Attributes*	Annexes*
Loganville Branch Library	209		Rural	Yes		No				View Annexes
Pioneer County Bookmobile	211		Rural	No	120	No			Public Library, Bookmobile	View Annexes
Pioneer County Public Library Main Branch	210		Rural	No	16000	Yes	School District 12345678901234567890	145	Public Library, Main Branch	View Annexes

If any information about branches is incorrect, you'll have to make notes in the narrative because EPC profiles were locked 1/10/22.

Annexes are separate buildings considered to be part of the same library branch, such as a building next door or a kiosk location.

Discount Calculation

Basic Information

We've completed this section of the form based o...
change the information, please update your pro...
have access to Manage Organization, please con...
entity's profile.

Requested Discount Calculat

More than 50 percent of your library outlets/...

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
871	629	72%	Rural	80%	80%

HIDE ADDITIONAL INFORMATION

Entity Name	BEN	Urban/Rural Status	Main Branch?
Pioneer County Public Library Main Branch	210	Rural	Yes
Pioneer County Bookmobile	211	Rural	No

FCC Form 471 Help

Show Help

BACK   DISCARD FORM   SAVE & CONTINUE

To determine your library system's discount rate, EPC automatically pulls the urban/rural status from your library system's profile and the school lunch data from the appropriate district's profile. Save & Continue.

Toggle the Show/Hide Additional Information button to see information about additional branch entities in your library system.

Example FRN: Internet Access under a new contract
Slides 57-83

Example of a funding request for monthly internet service under a new contract with 2nd line item for installation

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Adding Funding Requests

FCC Form 471 - Funding Year 2022

Pioneer County Public Library System (BEN: 208) - FY 2022 Form 471 for Category One - Form # 221000068

Last Saved: 1/31/2022 9:43 PM EST

Basic Information   Entity Information   **Funding Requests**   Certify

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

Funding Requests

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

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

ADD FRN   EDIT FRN   REMOVE FRN   MANAGE FRN LINE ITEMS

FCC Form 471 Help

Adding Funding Request Numbers (FRNs) is a two-step process: Add FRN, then Manage FRN Line Items.

SAVE & SHARE   REVIEW FCC FORM 471

Funding Request Key Information

Funding Request Key Information

Please enter a Funding Request Nickname here ❓ *

Main Branch Internet

> Enter a nickname for the FRN.

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

[YES] [**NO ✓**]

> **For new service, answer No.** For continuing contracts, answer Yes and list the Funding Request Number (FRN) from last year's Form 471, list that FRN.

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]

> **For new service, skip this option.** The Copy FRN function can be used for continuing contracts to pull the data from a previous year's funding request.

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

> **For Category One, the Service Type automatically displays the only option, Data Transmission and Internet Access.**

> After answering all the Funding Request Key Information questions, click on Continue.

[CANCEL]   [CONTINUE]

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FRN Contract

Pioneer County Public Library System (BEN: 208) - FY 2022 Form 471 for Category One - Form # 221000068

Last Saved: 1/31/2022 9:43 PM EST

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

Choose whether the purchase of this service is Contract, Tariff, or Month-to-Month. If you choose Contract, you must add the relevant contract record to your library system's profile. See Contract Records section for instructions. Click on Continue.

Associate a Contract (1/2)

Pioneer County Public Library System (BEN: 208) - FY 2022 Form 471 for Category One - Form # 221000068

Last Saved: 1/31/2022 9:43 PM EST

Basic Information

Next, you will associate a contract to your

ˇ**Associate a Contract**

Search by Creating Organization BEN

> If you choose Contract, you must search through contracts added to your library system's profile. By default, you can click on Search to see all contracts associated with the library system BEN. You can enter part of the contract nickname to filter the results.

| 208 |

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

Search by Contract No.

Search by Contract ID

| |

CLEAR FILTERS | SEARCH

	Contract ID	Contract Number	Nickname	Award Date ↓	Creating Organization BEN
☑	7336	ABC123	Pioneer County Telecom 2022	1/31/2022	208
☐	7001				

> Check the box beside the appropriate contract, and the contract details will appear below – see next slide.

Associate a Contract (2/2)

When you check the box beside a contract from the search results, the Contract Summary will show details from the EPC Contract Record saved on your library's profile.

Contract Summary - Pioneer County Telecom 2022

Contract Number	ABC123	**Account Number**	987654321
Establishing FCC Form 470	#220000217	**Service Provider**	USAC Service Provider Organization 1 (SPIN: 14010001)
Award Date	1/31/2022	**Includes Voluntary Extensions?**	Yes
Expiration Date (All Extensions)	6/30/2027	**Remaining Voluntary Extensions**	2
		Total Remaining Contract Length	60

Pricing Confidentiality

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

Contract Information (Additional)

What is the service start date? ❷ *

07/01/2022 📅

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? ❷ *

06/30/2025 📅

At the bottom left, the service start date will automatically appear as 7/1/2022, the earliest date for service in Funding Year 2022; if relevant, update the service start date for contracts that start mid-year. At the bottom right, add the current contract expiration date (without voluntary extensions that haven't yet been exercised.) Then click on Continue.

CONTINUE

Fiber Request Key Information

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 assoc
- **Network equipment.** Costs associated with modulating electronics and other equipme

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

Select "No" if you are only seeking support for th dark fiber lease or IRU), or a wireless service.

Notes:

- If you are seeking support for both the Spe associated with leased lit fiber, a dark fiber Yes/No question based the specific servi
- If you select "Yes" below, you should create charges. If charges for M&O and Network E Equipment/M&O FRN option.

You must indicate whether Category One Internet requests include special fiber construction charges, maintenance & operation costs for dark fiber or self-provisioned networks, or modulating electronics required to make dark fiber or self-provisioned networks functional. Most libraries will answer No to this question. Then click on Continue.

YES   **NO✓**

FCC Form 471 Help

Show Help

BACK   CANCEL   CONTINUE

Narrative

Pioneer County Public Library System (BEN: 208) - FY 2022 Form 471 for Category One - Form # 221000068

Last Saved: 1/31/2022 9:43 PM EST

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. *

Monthly internet and 5 static IP addresses for the Main Branch with one-time installation

Enter a brief explanation for your request. If needed, make notes about address changes that weren't entered before the profiles locked for the filing window.

FCC Form 471 Help

Show Help

BACK

Save & Add/Manage FRN Line Items to go to the line items page.

SAVE & VIEW FRN(S)

SAVE & ADD/MANAGE FRN LINE ITEMS

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Add New FRN Line Item

Basic Information   Entity Information   Funding Requests

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

FRN Line Items for FRN #2299000070 - Main Branch Internet

	FRN Line Item Number	↓	Function	Type of Product	Quantity	One-time Quantity

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

SAVE & CONTINUE

USAC provides a template for bulk uploads of line item information, but this function is used mostly by large school districts or consortia for Category One requests.

Add as many line items for this service as needed. Most Category One FRNs will have only 1 line item. Some libraries may add 2nd or 3rd line items for installation or for eligible fees (Universal Service Fund fees, Federal Access Recovery Fee/Charge, etc.).

Product and Service Details

Basic Information   Entity Information   **Funding Requests**

Please enter Product and Service Details Information for this Data Transmission and/or Internet Access Line Item

Product and Service Details for new FRN Line Item for FRN #229900007

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

Purpose: Most libraries will choose the 1st purpose which combines internet with transport. Libraries with a Wide Area Network (WAN) may choose the 2nd purpose for their transport circuit connecting branches.

Function ❓*

Fiber

Type of Connection *

Ethernet

Choose the Function and then Type of Connection. See next slide for table showing all Functions and Types of Connections.

> **Funding Request Narrative**

FCC Form 471 Help

Show Help

See next slide for tables on internet/transport functions and types of connection.

CANCEL   SAVE & CONTINUE

Internet/Transport FRNs – Functions, Connections

Function	Types of Connection
Fiber	DS-1
	DS-3
	DS-4
	Dark Fiber (No Special Construction)
	Dark Fiber IRU (No Special Construction)
	OC-1
	OC-3
	OC-12
	OC-24
	OC-48
	OC-192
	OC-256
	OC-768
	Switched Multimegabit Data Service
	OC-N (TDM Fiber) – common for Charter Communications (Spectrum)
	Digital Subscriber Line (DSL)
	Ethernet – common for AT&T, Windstream, and other fiber providers
	MPLS

Function	Types of Connection
Copper	ATM
	ISDN-BRI
	Cable Modem
	T-1
	T-3
	T-4
	T-5
	Digital Subscriber Line (DSL)
	Ethernet
	Fractional T-1
	Frame Relay
	Switched Multimegabit Data Service

Function	Types of Connection
Wireless	Microwave
	Satellite Service
	Data plan for portable device
	Wireless data service

Function	Types of Connection
Other	Broadband Over Power Lines
	Radio Loop
	Other (enter Type of Connection)

Function	Types of Connection
Miscellaneous	Maintenance and Technical Support
	Installation, Activation, and Initial Configuration
	Taxes and USF Fees

Red text = most common options for Kentucky libraries

Bandwidth Speed

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

Bandwidth Speed for new FRN Line Item for FRN #2299000070 - Main Branch Internet

Bandwidth Download Speed *

500.000

Bandwidth Download Units *

Mbps   ▾

Bandwidth Upload Speed *

500.000

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

Bandwidth Upload Units *

Mbps   ▾

Burstable Bandwidth?

YES   **NO ✓**

Answer the question about burstable bandwidth (most libraries don't have this). Continue.

FCC Form 471 Help

Show Help

Enter the Bandwidth Speed and select the appropriate Units; most libraries will select Mbps (megabits per second). The form assumes that the download and upload speeds are the same, so you may need to update the Bandwidth Upload Speed.

BACK   CANCEL   SAVE & CONTINUE

Connection Information

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

Connection Information for new FRN Line Item for FRN #2299000070 - Main Branch Internet

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]

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

[YES] [NO ✓]

Does this include firewall services? *

[YES] [NO ✓]

Most libraries will answer No. This question asks whether your internet service provider handles firewall service (_not_ whether the library owns its own firewall appliance installed on the network). Continue.

FCC Form 471 Help

Most libraries will answer Yes to the 1st question and No to the 2nd question. You *cannot* answer Yes to both these questions.
'Is this a direct connection…' = the building has its own line/circuit for internet
'Is this a connection between eligible libraries' = WAN circuit between branches

[SAVE & CONTINUE]

Cost Calculation (1/2)

Cost Calculation for new FRN Line Item for FRN #2299000070 - M

Monthly Cost	
Monthly Recurring Unit Cost	$650.00
Monthly Recurring Unit Ineligible Costs	$0.00
Monthly Recurring Unit Eligible Costs	= $650.00
Monthly Quantity	1
Total Monthly Eligible Recurring Costs	= $650.00
Months of Service	x 12
Total Eligible Recurring Costs	= $7,800.00

One-Time Cost	
One-time Unit Cost	
One-time Ineligible U	
One-time Eligible Un	
One-time Quantity	
Total Eligible One-ti	

Summary	
Total Eligible Recurri	
Total Eligible One-tin	
...xtended Eligible Line Item Cost	= $7,800.00

Notes on Monthly Cost fields:
Must complete ALL fields.
Monthly Recurring Unit Cost = total monthly internet/transport charge per line/circuit.
Monthly Recurring Unit Ineligible Costs = probably $0.00 since most internet/transport charges are eligible; the amount you enter in this field is subtracted from the amount in the field above
Monthly Quantity = the number of lines/circuits for this service

Total Eligible Recurring Costs = total monthly cost of all lines/circuits

› More Help with the Costs Above
FCC Form 471 Help

Show Help

Click on 'More Help' to view definitions for each field.

BACK   CANCEL

SAVE & CONTINUE

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Cost Calculation (2/2)

Cost Calculation for new FRN Line Item for FRN #2299000070 - Main Branch Internet

Notes on One-Time Cost fields:

Must complete ALL fields.

One-time Unit Cost = For monthly service line items, put $0.00; for installation line items, enter the full amount of the one-time installation fee

One-time Unit Ineligible Cost = probably $0.00; installation for internet/transport should be fully eligible; the amount you enter in this field is subtracted from the amount in the field above

One-time Quantity = For monthly service line items, enter 0; for installation line items, enter 1.

One-Time Cost	
One-time Unit Cost	$0.00
One-time Ineligible Unit Cost	$0.00
One-time Eligible Unit Cost	= $0.00
One-time Quantity	0
Total Eligible One-time Costs	= $0.00

Summary	
Total Eligible Recurring Costs	$7,800.00
Total Eligible One-time Costs	+ $0.00
Pre-Discount Extended Eligible Line Item Cost	= $7,800.00

> More Help with the Costs Above

FCC Form 471 Help

Show Help

Pre-Discount Extended Eligible Line Item Cost = full, eligible cost of this service during the funding year.

Click on 'More Help' to view definitions for each field.

SAVE & CONTINUE

Save & Continue to next page.

Select Recipients

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

Manage Recipients of Service

Is every entity for this organization receiving service?

YES   NO ✓

All Entities

Search by BEN

Please select the organizations you wish to include as recipients of service for this FRN a

	BEN	BEN Name
☑	21	Pioneer County Public Library Main Bra
☐	211	Pioneer County Bookmobile
☐	209	Loganville Branch Library

ADD

Selected Entities

	BEN	BEN Name
☐	BEN	

No items available

Library systems with multiple branches must indicate which branches are receiving the services listed on each line item. *If all branches will receive this service*, answer Yes to the first question and Continue to the next page.

If not all branches will receive this service, then answer No to the first question, check the box beside the branch(es) to receive service, and then click the Add button. Those entities will then appear under Selected Entities. Save & Continue.

Recipients of Service

Next, you will review the Recipients Of Service selected for this line item. If any updates are needed, please go back to the previous page and update the selected Recipients of Service accordingly.

Recipients of Service for FRN Line Item #2299000070.001

Entity #	Entity Name	↑
210	Pioneer County Public Library Main Branch	

FCC Form 471 Help

Show Help

BACK   CANCEL

SAVE & CONTINUE

The Recipient(s) of Service selected on the previous page will be listed. Click on Save & Continue to return to the FRN Line Items page.

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FRN Line Items Page – Add 2nd

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 #2299000070 - Main Branch Internet

	FRN Line Item Number	↓	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
☐	2299000070.001		Fiber	Ethernet	1	0	$7,800.00

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

ECC Form 471 Help

The line item page will show the total eligible charges requested for each line item; most Category One requests have only one line item, but you can add an another line item to the same FRN by clicking on the blue Add New FRN Line Item button. In this example, the library will add a 2nd line item to cover installation charges for new internet service.

SAVE & SHARE   **SAVE & CONTINUE**

Product and Service Details

Basic Information   Entity Information   **Funding Requests**

Please enter Product and Service Details Information for this Data Transmission and/or Internet Access Line Item

Product and Service Details for new FRN Line Item for FRN #229900007

Show Help for Taxes and USF Fees

Purpose ❓ *

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

◯ 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 Inter

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

Function ❓ *

Miscellaneous ▾

Type of Connection *

Installation, Activation and Initial Configuration

> Funding Request Narrative

FCC Form 471 Help

Show Help

CANCEL   SAVE & CONTINUE

Purpose: For an installation line item, select the purpose that matches the service requested on the 1st line item – internet with transport.

Choose the Function and then Type of Connection. For an installation line item, select Function: Miscellaneous and Type of Connection: Installation, Activation and Initial Configuration. Then click on Continue.

See slide 67 for tables on internet/transport Functions and Types of Connection.

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Bandwidth Speed

For an installation line item, answer these questions the same as you did for the 1st line item for the monthly service.

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 #2299000070 - Main Branch Internet

Bandwidth Download Speed *

500.000

Bandwidth Download Units *

Mbps ▾

Bandwidth Upload Speed *

500.000

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

Bandwidth Upload Units *

Mbps

Burstable Bandwidth?

| YES | **NO ✓** |

Answer the question about burstable bandwidth (most libraries don't have this). Continue.

Enter the Bandwidth Speed and select the appropriate Units; most libraries will select Mbps (megabits per second). **The form assumes that the download and upload speeds are the same**, so you may need to update the Bandwidth Upload Speed.

FCC For

Show Help

BACK   SAVE & CONTINUE

Connection Information

For an installation line item, answer these questions the same way as you did for the 1st line item for the monthly service.

Basic Information   Entity Information   Funding Requests   Certify

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

Connection Information for new FRN Line Item for FRN #2299000070 - Main Branch Internet

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

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

YES   **NO ✓**

Does this include firewall services? *

YES   **NO ✓**

Most libraries will answer No. This question asks whether your internet service provider handles firewall service (_not_ whether the library owns its own firewall appliance installed on the network). Continue.

FCC Form 471 Help

Most libraries will answer Yes to the 1st question and No to the 2nd question.
You *cannot* answer Yes to both these questions.
'Is this a direct connection…' = the building has its own line/circuit for internet
'Is this a connection between eligible libraries' = WAN circuit between branches

SAVE & CONTINUE

Cost Calculation (1/2)

Cost Calculation for new FRN Line Item for FRN #2299000070 - Main Branch Internet

Monthly Cost	
Monthly Recurring Unit Cost	$0.00
Monthly Recurring Unit Ineligible Costs	$0.00
Monthly Recurring Unit Eligible Costs	= $0.00
Monthly Quantity	0
Total Monthly Eligible Recurring Costs	= $0.00
Months of Service	x 12
Total Eligible Recurring Costs	= $0.00

One-Time Cost	
One-time Unit Cost	$250.00
One-time Inelig	
One-time Eligib	
One-time Quan	
Total Eligible O	

Summary	
Total Eligible Recurring Costs	$0.00
Total Eligible One-time Costs	+ $250.00
Pre-Discount Extended Eligible Line Item Cost	= $250.00

Notes on Monthly Cost fields:
Must complete ALL fields.
For an installation line item, enter zeros for all the monthly cost boxes

Total Eligible Recurring Costs = total monthly cost of all lines/circuits

▷ **More Help with the Costs Above**
FCC Form 471 Help

Show Help

Click on 'More Help' to view definitions for each field.

BACK   CANCEL   SAVE & CONTINUE

Cost Calculation (2/2)

Cost Calculation for new FRN Line Item for FRN #2299000070 - Main Branch Internet

Notes on One-Time Cost fields:

Must complete ALL fields.

One-time Unit Cost = enter the one-time cost for installing/upgrading the internet service

One-time Unit Ineligible Cost = probably $0.00; installation for internet/transport should be fully eligible; the amount you enter in this field is subtracted from the amount in the field above

One-time Quantity = Enter 1 for the number of times your library will be charged for installation

One-Time Cost	
One-time Unit Cost	$250.00
One-time Ineligible Unit Cost	$0.00
One-time Eligible Unit Cost	= $250.00
One-time Quantity	1
Total Eligible One-time Costs	= $250.00

Summary	
Total Eligible Recurring Costs	$0.00
Total Eligible One-time Costs	+ $250.00
Pre-Discount Extended Eligible Line Item Cost	= $250.00

▶**More Help with the Costs Above**
FCC Form 471 Help

Show Help

Click on 'More Help' to view definitions for each field.

Pre-Discount Extended Eligible Line Item Cost = the cost for installation

Save & Continue to next page.

SAVE & CONTINUE

Select Recipients

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

Manage Recipients of Service

Is every entity for this organization receiving service?

[YES] [NO ✓]

All Entities

Search by BEN

Please select the organizations you wish to include as recipients of service for this FRN a

	BEN	BEN Name
☑	21	Pioneer County Public Library Main Bra
☐	211	Pioneer County Bookmobile
☐	209	Loganville Branch Library

[ADD]

Selected Entities

	BEN	BEN Name
☐	BEN	BEN Nam
		No items available

Library systems with multiple branches must indicate which branches are receiving the services listed on each line item. *If all branches will receive this service***, answer Yes to the first question and continue to the next page.**

*If not all branches will receive this service***, then answer No to the first question, check the box beside the branch(es) to receive service, and then click the Add button. Those entities will then appear under Selected Entities. Save & Continue.**

Recipients of Service

Next, you will review the Recipients Of Service selected for this line item. If any updates are needed, please go back to the previous page and update the selected Recipients of Service accordingly.

Recipients of Service for FRN Line Item #2299000070.002

Entity #	Entity Name	↑
210	Pioneer County Public Library Main Branch	

FCC Form 471 Help

Show Help

BACK   CANCEL

SAVE & CONTINUE

The Recipient(s) of Service selected on the previous page will be listed. Click on Continue to return to the FRN Line Items page.

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FRN Line Items Page

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 #2299000070 - Main Branch Internet

	FRN Line Item Number ↓	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
☐	2299000070.002	Miscellaneous	Installation, Activation and Initial Configuration	0	1	$250.00
☐	2299000070.001	Fiber	Ethernet	1	0	$7,800.00

ADD NEW FRN LINE ITEM   REMOVE FRN LINE ITEM   BULK UPLOAD

The line item page will show the total eligible charges requested for each line item. If there are no other line items for this funding request, click on Save & Continue to return to the main Funding Requests page.

SAVE & SHARE   **SAVE & CONTINUE**

Funding Requests Page

FCC Form 471 - Funding Year 2022

Pioneer County Public Library System (B̶̶̶̶̶ ~~FY 2022 Form 471 for Category One Funding~~
221000068

Last Saved: 2/1/2022 10:35 AM EST

Basic Information   Entity Inform

This page displays all of the funding requests for this application. F

Funding Requests

> **Once you've completed the line item(s) for an FRN, the Funding Requests page will apply the appropriate discount rate to show how much funding is being requested for the FRN.**

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

	FRN ↓	Nickname	Number of FRN Line Items	FRN Calculation
☐	2299000070	Main Branch Internet	2	$6,440.00

ADD FRN   EDIT FRN   REMOVE FRN   MANAGE FRN LINE ITEMS

> **If you have more Category One funding requests to add to this application, click on the blue Add FRN button. To Edit FRN or Remove FRN, check the box beside the FRN in the Funding Requests grid, then select the appropriate button.**

SAVE & SHARE   REVIEW FCC FORM 471

> **If all FRNs have been completed, click on Review FCC Form 471. Skip to the Review & Certification section for the next instructions.**

Example FRN: Internet Access under a Continuing Contract
Slides 84-97

Example of a funding request for internet access that continues from a contract approved in a previous E-rate Funding Year

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Adding Funding Requests

FCC Form 471 - Funding Year 2022

Pioneer County Public Library System (BEN: 208) - FY 2022 Form 471 for Category One - Form # 221000068

Last Saved: 2/1/2022 10:35 AM EST

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

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

Funding Requests

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

	FRN ↓	Nickname	Number of FRN Line Items	FRN Calculation
☐	2299000070	Main Branch Internet	2	$6,440.00

ADD FRN   EDIT FRN   REMOVE FRN   MANAGE FRN LINE ITEMS

Adding Funding Request Numbers (FRNs) is a two-step process: Add FRN, then Manage FRN Line Items.

SAVE & SHARE   REVIEW FCC FORM 471

85

Funding Request Key Information

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 ❓ *

Internet Continuing Contract

Enter a nickname for the FRN.

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

YES   NO

Skip the question about continuation of a previous FRN for now.

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?

Data Transmission and/or Internet Access

FCC Form 471 Help

Show Help

CANCEL

Clicking on Copy FRN will take you to a page where you can search for the previous FRN. All the details from the previous FRN will be added to the form. You can make updates if needed, but this feature saves you time if the service is still under contract and no changes in service have been made.

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Copy FRN: Search

To search for an FRN to copy into this year's form, you'll need to know the FRN number or the Form 471 # it appeared on. Searching by FRN Number is more exact – you're less likely to select the wrong FRN to copy.

PRO TIP: After typing the FRN Number, highlight and then copy the number so you can paste it again in a moment.

Bas

To search for th
and the FRN.

Search for FRN

Search by FCC Form 471

Search by FRN Number

2199000158

CLEAR FILTERS   SEARCH

Select an FRN

*

✓	FCC Form 471 ↓	FRN Number	FRN Nickname	Service Type	Service Provider Name
✓	211000141	2199000158	Loganville continuing contract	Data Transmission and/or Internet Access	USAC Service Provider Organization 1

FCC Form 471 Help

Show Help

Check the box beside the FRN you want to copy, then click on continue.

BACK   CANCEL

CONTINUE

Copy FRN – Pop-Up Warning

You'll receive a pop-up warning to let you know that it will take up to one minute for the FRN to copy over to this year's form. Click on Yes to continue.

Copy FRN – Wait to Refresh

FCC Form 471 - Funding Year 2022

Pioneer County Public Library System (BEN: 208) - FY 2022 Form 471 for Category One - Form # 221000068

Last Saved: 2/1/2022 10:35 AM 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

While the FRN is being copied to the form, you'll see a spinning circle. Wait about 20 seconds before you click on Refresh. If you click too soon, EPC will start the copy process again and you'll have to wait.

Copy FRN – Successful

FCC Form 471 - Funding Year 2022

Pioneer County Public Library System (BEN: 208) - FY 2022 Form 471 for Category One - Form # 221000068

Last Saved: 2/1/2022 10:35 AM EST

Basic Information	Entity Information	**Funding Requests**	Certify

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

After clicking on Refresh, you'll see the notice above if the FRN was copied successfully. IMPORTANT: You'll need to update the Service Start Date and Service End Date, and you'll need to make sure the charges and Recipients of Service on each line item are correct. Click on Continue.

CONTINUE

Back to Funding Request Key Info

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 ❓ *

Internet Continuing Contract

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

YES✓   NO

Previous Year FRN Number *

2199000158

> **For the 2ⁿᵈ question about whether the Funding Request is a continuation: Click on the No button to uncheck it, click on the Yes button, then retype or paste the number for last year's Funding Request Number in the field that appears.**

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

Data Transmission and/or Internet Access ▼

> **Once the previous FRN is copied to the form, the question about the Service Type will be answered automatically. Click on Continue.**

CANCEL   CONTINUE

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FRN Contract

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

The purchase type—Contract—will already be checked since this information was pulled from the previous FRN. Click on Continue.

Update Service Start/Contract Dates

Basic Information   Entity Information   **Funding Requests**   Certify

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

[SEARCH FOR CONTRACTS]

Contract Summary - Pioneer County Telecom 2020

Contract Number	ABC123#	**Account Number**	502 564-
Establishing FCC Form 470	#200000083	**Service Provider**	USAC Se
Award Date	1/17/2020	**Includes Voluntary Extensions?**	Yes
Expiration Date (All Extensions)	6/30/2025	**Remaining Voluntary Extensions**	2
		Total Remaining Contract Length	60

> **The Contract Summary from the copied FRN will appear automatically.**

Pricing Confidentiality

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

Contract Information (Additional)

What is the service start date? ❓*

07/01/2022 📅

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? ❓*

06/30/2023 📅

> **Enter the service start date and current contract expiration.** On the left, the Service Start Date should be 7/1/2022 for the beginning of Funding Year 2022 recurring services. On the right, enter the contract expiration for the current term. Note in this example that the contract expiration does not reflect the possible later expiration date if one or more voluntary extensions are exercised. Then click on Continue.

Fiber Request Key Information

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 ~~~~~~ a dark fiber lease or IRU), or a wireless service.

Notes:

- If you are seeking support for both the Special Construction, Maintena~~~~~~~~~~ciated with leased lit fiber, a dark fiber lease/IRU, or a wireless service then you cr~~~~~~~~ based the specific services that are included in that FRN.
- If you select "Yes" below, you should create separate FRNs for special ~~~~~~~~~~t charges. If charges for M&O and Network Equipment are bundled pursuant to ~~~~~~RN option.

[YES] [NO✓]

> **The question about special construction, self-provisioning, and dark fiber will already be answered 'No' since the copied FRN didn't include those services. Click on Continue.**

FCC Form 471 Help

Show Help

[BACK] [CANCEL]   [CONTINUE]

Narrative

FCC Form 471 - Funding Year 2022

Pioneer County Public Library System (BEN: 208) - FY 2022 Form 471 for Category One - Form # 221000068

Last Saved: 2/1/2022 10:35 AM EST

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. *

monthly fiber internet for the Loganville Branch Library with static IP addresses

Update the narrative field, if needed. Remember to make notes if entity profile updates should be made. Click on Save & Add/Manage FRN Line items to continue to the line items page.

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

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FRN Line Items Page

Basic Informatio[...]

This page displays all of the[...]

FRN Line Items [...]

Since the funding request included an installation line item last year, that needs to be deleted for FY 2022. Check the box to the left of the installation line item, then click on the Remove FRN Line Item button.

	FRN Line Item Number ↓	Function	Type of Product	Quantity	Quantity	Cost
☑	22[ ]9000071.002	Miscellaneous	Installation, Activation and Initial Configuration	0	1	$250.00
☐	2299000071.001	Fiber	Ethernet	1	0	$7,500.00

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

FCC Form 471 Help

Show H[...]

Once the line items are complete, click on Save & Continue to return to the main Funding Requests page.

BACK   **SAVE & SHARE**   **SAVE & CONTINUE**

Funding Requests Page

Basic Information   Entity Information   **Funding Requests**   Certify

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

Funding Requests

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

	FRN ↓	Nickname	Number of FRN Line Items	FRN Calculation
☐	2299000071	Internet Continuing Contract	1	$6,000.00
☐	2299000070	Main Branch Internet	2	$6,440.00

ADD FRN   EDIT FRN   REMOVE FRN   MANAGE FRN LINE ITEMS

If you have more Category One funding requests to add to this application, click on the blue Add FRN button.
To Edit FRN or Remove FRN, check the box beside the FRN in the Funding Requests grid, then select the appropriate button.

& SHARE   REVIEW FCC FORM 471

If all FRNs have been completed, click on Review FCC Form 471. Skip to the Review & Certification section for the next instructions.

Example FRN: Bookmobile Hotspot (cellular data) service paid month-to-month
Slides 98-118

Adding Funding Requests

Funding Request Key Information

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 ❓*

Bookmobile hotspot

Enter a nickname for the FRN.

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

YES   **NO✓**

For services paid month-to-month, answer No to this question.

Copy FRN

If you want to copy an existing Funding Request, select Copy FR[N]
copied.

COPY FRN

For services paid month-to-month, skip this option. The Copy FRN function can be used for continuing contracts to pull the data from a previous year's funding request.

Service Type

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

Data Transmission and/or Internet Access ▼

The Service Type will automatically display the only option for Category one – Data Transmission and/or Internet Access.

FCC Form 471 Help

Show Help

CANCEL

After answering all the Funding Request Key Information questions, click on Continue.

CONTINUE

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FRN Contract

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

Choose whether the purchase of this service is Contract, Tariff, or Month-to-Month. If you choose Month-to-Month, you'll enter more details about the service provider and bidding process. Click on Continue.

Establishing FCC Form 470 (1/2)

Basic Information   Entity Information

Next, you will associate an FCC Form 470 to your purchasing agreement. Please search fo...
agreement.

Establishing FCC Form 470

How many bids were received? *

> 2

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.

Enter the number of bids received for the service being requested, then check yes to indicate that a Form 470 was posted for this Funding Year.

See next slide for Search FCC Forms 470 instructions.

Establishing FCC Form 470 (2/2)

By default, Search FCC Forms 470 is set to look up 470s associated with the library system BEN, but you may need to enter a nickname to narrow the results. Click on Search.

Search FCC Forms 470

Search by FCC Form 470 Number

Search by Nickname (Partial or Full)

Search by BEN

208

CLEAR FILTERS   SEARCH

	FCC Form 470 Number	Nickname	Funding Year ↓	BEN	BEN Name	Allowable Contract Date	Service Type
☐	220000268	FY 2022 CAT2 DEMO	2022	208	Pioneer County Public Library System	2/8/2022	Basic Maintenance of Internal Connections; Internal Connections; Managed Internal Broadband Services
☐	220000265	FY 2022 Cat2 RFP for Cabling Project	2022	2			
☐	220000264	FY 2022 Basic Maintenance of Internal Connections (BMIC) or Managed Internal Broadband Services (MIBS)	2022	2			
☐	220000263	FY 2022 RFP for Network Upgrades	2022	208	Pioneer County Public Library System	2/8/2022	Basic Maintenance of Internal Connections; Internal Connections
☑	220000217	FY 2022-23 Cat1 Monthly Internet and Hotspot Service	2022	208	Pioneer County Public Library System	12/28/2021	Data Transmission and/or Internet Access

Click on the column headings to sort the results; use the bottom arrows to see more results.

1 – 5 of 101 › »

FCC Form 47

Show Help

Check the box beside the Form 470 on which the request for service was made, then click on Continue.

BACK   CANCEL

CONTINUE

Service Provider

Next, you will associate a service provider to your purchasing agreement. Please search for a provider below and select one to associate it to the purchasing agreement.

Service Provider

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

502-564-1728 001

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

Enter the account number for this service if you know it already.

Use the search tool below to find the establishing service provider

Search Service Providers

Search by SPIN

14010003

Search by Name (Full or Partial)

CLEAR FILTERS   SEARCH

*

	SPIN	Name	Doing Business As	State
☑	14010003	USAC Service Provider Organization 3		VA

CONTINUE

Search for the service provider – using the Service Provider Identification Number (SPIN/Form 498 ID) is best. Check the box beside the correct result and click on Continue.

Dates for Month-to-Month Services

Pioneer County Public Library System (BEN: 208) - FY 2022 Form 471 for Category One - Form # 221000068

Last Saved: 2/1/2022 10:56 AM EST

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? ❓ *

07/01/2022 📅

Enter the date when services will start for this Funding Year

When will the services end? *

06/30/2023 📅

BACK   CANCEL   CONTINUE

By default, EPC will list the service start date for Funding Year 2022 FRNs as 7/1/2022. To cover the entire funding year, the service end date should be the last date for recurring services in Funding Year 2022: 6/30/2023. Then click on Continue.

Pricing Confidentiality

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?

YES | **NO ✓**

There should not be any restrictions on publishing the pricing. Click on No and then Continue.

BACK | CANCEL

CONTINUE

Fiber Request Key Information

Narrative

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. *

Monthly hotspot service for the bookmobile

Enter a brief explanation for your request. For bookmobile cellular data requests, make sure to include in the narrative that the service will be used on the bookmobile. Click on Save & Add/Manage FRN Line Item to continue.

Show Help

BACK   CANCEL

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

108

Add New FRN Line Item

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 #2299000072 - Bookmobile hotspot

☐	FRN Line Item Number	↓	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.						

ADD NEW FRN LINE ITEM   REMOVE FRN LINE ITEM   BULK UPLOAD

FCC Form 471 Help

Show Help

Add as many line items for this service as needed. Most Category One requests will have only 1 line item.

BACK   DISCARD FORM   SAVE & SHARE   SAVE & CONTINUE

Product and Service Details

Basic Information   Entity Information   Fu

Please enter Product and Service Details Information for this Data Transmission and/or Inte

Product and Service Details for new FRN Line Item for FRN #2299000072 - Bookmobile hotspot

Show Help for Taxes and USF Fees

Purpose ❷ *
- ● 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/regio

Function ❷ *

| Wireless | ▼ |

Type of Connection *

| Data plan for portable device | ▼ |

> Funding Request Narr

FCC Form 471 Help

Show Help

SAVE & CONTINUE

For bookmobile hotspot service, choose the 1st option under Purpose.

Choose Wireless as the Function

For Type of Connection, choose Data plan for portable device. Click on Continue.

See slide 67 for tables on internet/transport Functions and Types of Connection.

110

Bandwidth Speed

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 #2299000072 - Bookmobile hotspot

Bandwidth Download Speed *

15.000

Bandwidth Download Units *

Mbps ▼

Bandwidth Upload Speed *

1.000

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

Bandwidth Upload Units *

Mbps ▼

Burstable Bandwidth?

YES   **NO ✓**

Answer the question about burstable bandwidth (most libraries don't have this). Then click on Save & Continue.

FCC Form 471 Help

Enter the bandwidth speeds and select Mbps as the unit. Most cellular data plans offer between 5 to 15 Mbps download speed and 1 Mbps upload speed. The form assumes that the download and upload speeds are the same, so you may need to update the Bandwidth Upload Speed.

CONTINUE

Connection Information

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

Connection Information for new FRN Line Item for FRN #2299000072 - Bookmobile hotspot

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

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

YES   **NO ✓**

Does this include firewall services? *

YES   **NO ✓**

This question asks whether your internet service provider handles firewall service for you. Answer No. Then click on Continue.

For bookmobile hotspots:
Yes to the first question about a direct connection, and No to the question about wide area networks.

FCC Form 4

Show Help

BACK   CANCEL

SAVE & CONTINUE

Cost Calculation (1/2)

Cost Calculation for new FRN Line Item for FRN #229

Monthly Cost	
Monthly Recurring Unit Cost	$39.99
Monthly Recurring Unit Ineligible Costs	$0.00
Monthly Recurring Unit Eligible Costs	= $39.99
Monthly Quantity	1
Total Monthly Eligible Recurring Costs	= $39.99
Months of Service	x 12
Total Eligible Recurring Costs	= $479.88

One-t...

One-t...
One-t...
One-t...
One-t...
Total
Summ...
Total
Total

Pre-Discount Extended Eligible Line Item Cost   = $479.88

Notes on Monthly Cost fields:

Must complete ALL fields.

Monthly Recurring Unit Cost = monthly data charge per hotspot or smartphone plan. Additional fees such static IP addresses, USF fee for internet, and Federal Access Recovery Charge should be on a separate line item.

Monthly Recurring Unit Ineligible Costs = probably $0.00 for hotspot service; the amount you enter in this field is subtracted from the amount in the field above

Monthly Quantity = the number of hotspots for service to the bookmobile

Total Eligible Recurring Costs = total monthly cost of all lines/circuits for this service

⊡ **More Help with the Costs Above**

FCC Form 471 Help

Show

Click on 'More Help' to view definitions for each field.

BACK	CANCEL		SAVE & CONTINUE

113

Cost Calculation (2/2)

Notes on One-Time Cost fields:

Must complete ALL fields.

One-time Unit Cost = For monthly service line items, enter $0.00; for installation line items, enter the amount of the installation/activation fee

One-time Unit Ineligible Cost = probably $0.00; installation for any internet/transport should be fully eligible; the amount you enter in this field is subtracted from the amount in the field above

One-time Quantity = For monthly service line items, enter 0; for installation line items, enter 1

▶**More Help with the Costs Above**

FCC Form 471 Help

Show Help

Click on 'More Help' to view definitions for each field.

FRN #2299000072 - Bookmobile hotspot

One-Time Cost	
One-time Unit Cost	$0.00
One-time Ineligible Unit Cost	$0.00
One-time Eligible Unit Cost	= $0.00
One-time Quantity	0
Total Eligible One-time Costs	= $0.00

Summary	
Total Eligible Recurring Costs	$479.88
Total Eligible One-time Costs	+ $0.00
Pre-Discount Extended Eligible Line Item Cost	= $479.88

9.99

0.00

9.99

1

9.99

x 12

9.88

Pre-Discount Extended Eligible Line Item Cost = full, eligible cost of this service during FY 2022.

SAVE & CONTINUE

Save & Continue to next page.

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Select Recipients

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

Manage Recipients of Service

Is every entity for this organization receiving service?

YES   NO ✓

All Entities

Search by BEN

Please select the organizations you wish to include as recipie... entering the district or system entity number in the field abo...

	BEN	BEN Name
☐	210	Pioneer County Public L...
☑	211	Pioneer County Bookm...
☐	209	Loganville Branch Library

ADD

Selected Entities

	BEN	BEN Name
☐	BEN	BEN Name

No items avail...

Library systems with multiple branches must indicate which branches are receiving the services listed on the FRN. If all branches are receiving the service, answer Yes to the first question and continue to the next page.

For libraries with multiple branches: answer No to the first question, then check the box beside the bookmobile branch entity (or the entity number for the branch the bookmobile operates from), and then click the Add button. The selected entity will then appear under Selected Entities.

Once the correct Selected Entities have been added, Save & Continue to next page.

Recipients of Service

Pioneer County Public Library System (BEN: 208) - FY 2022 Form 471 for Category One - Form # 221000068

Last Saved: 2/1/2022 11:19 AM EST

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

Next, you will review the Recipients Of Service selected for this line item. If any updates are needed, please go back to the previous page and update the selected Recipients of Service accordingly.

Recipients of Service for FRN Line Item #2299000072.001

Entity #	Entity Name	↑
211	Pioneer County Bookmobile	

FCC Form 471 Help

Show Help

BACK   CANCEL   SAVE & CONTINUE

The Recipient(s) of Service selected on the previous page will be listed. Click on Continue to return to the FRN Line Items page.

FRN Line Items Page

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 #2299000072 - Bookmobile hotspot

	FRN Line Item Number ↓	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
☐	2299000072.001	Wireless	Data plan for portable device	1	0	$479.88

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

FCC Form 471 Help

Show H

BACK

The line item page will show the total eligible charges requested for each line item; most Category One requests have only one line item. Click on Save & Continue to return to the Funding Requests page.

SAVE & SHARE   SAVE & CONTINUE

Funding Requests Page

FCC Form 471 - Funding Year 2022

Pioneer County Public Library System (BEN: 208) - FY 2022 Form 471 for Category One - Form # 221000068

Last Saved: 2/1/2022 11:19 AM EST

Basic Information

This page displays all of the funding requests fo[...]
one.

Funding Requests

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

	FRN ↓	Nickname	Number of FRN Line Items	FRN Calculation
☐	2299000072	Bookmobile hotspot	1	$383.90
☐	2299000071	Internet Continuing Contract	1	$6,000.00
☐	2299000070	Main Branch Internet	2	$6,440.00

Once you've completed the line item(s) for an FRN, the Funding Requests page will apply the appropriate discount rate to show how much funding is being requested for the FRN.

Now that all FRNs have been added, click on Review FCC Form 471. This will generate a draft PDF copy of the form.

Show Help

BACK   DISCARD FORM

SAVE & SHARE   REVIEW FCC FORM 471

REMOVE FRN   MANAGE FRN LINE ITEMS

Review & Certification
Slides 119-125

Proceed to create draft PDF

FCC Form 471 - Fund~~ing Year 2022~~

Pioneer County Public Lib... 221000068

Last Saved: 2/1/2022 11:19 AM EST

r Category One - Form #

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

NO   YES

Basic Information   Certify

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

Funding Requests

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

	FRN	↓	Nickname	Number of FRN Line Items	FRN Calculation
☐	229900				$383.90
☐	229900				$6,000.00
☐	229900				$6,440.00

After clicking on Review FCC Form 471 from the Funding Requests page, say Yes to the pop-up message to confirm that a draft PDF should be created.

EMOVE FRN   MANAGE FRN LINE ITEMS

FCC Form 471 Help

Show Help

BACK   DISCARD FORM   SAVE & SHARE   REVIEW FCC FORM 471

Refresh the page

Pioneer County Public Library System (BEN: 208) - FY 2022 Form 471 for Category One - Form # 221000068

Last Saved: 2/1/2022 11:19 AM EST

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

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

RESUME TASK LATER   **REFRESH**

After 30-60 seconds, click on the Refresh button. You may have to hit Refresh multiple times before the link to the draft PDF copy appears.

Let KDLA review your form

FCC Form 471 - Funding Year 2022

Pioneer County Public Library System (BEN: 208) 221000068

Last Saved: 2/1/2022 11:19 AM EST

Basic Information   Entity Information

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

Download Document Link

USAC_FCC_FORM_471_APPLICATION_221000068_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**

Click on the blue Document Download Link to review a PDF draft of your Form 471. Attach the file to an email and send it to lauren.abner@ky.gov for review.

Once you're positive that the form is correct, check the box below the download link and click on Continue to Certification.

If you find errors in the draft PDF, click on Edit Form to return to the beginning of the form and make changes.

If your EPC user profile doesn't give you full permissions for the Form 470, you'll need to send the form for certification by another full-rights user on behalf of your library.

Certifications & Technology Budget

Please complete the certifications below.

Applicant Certifications

☑ I certify that the entities listed in this application are eligible for support b
library administrative agency under the Library Services and Technology
completely separate from any schools, including, but not limited to, elem

☑ I certify that the entity I represent or the entities listed on this application
including computers, training, software, internal connections, maintenan
recognize that some of the aforementioned resources are not eligible for
application have secured access to all of the resources to pay the discoun
the current funding year. I certify that the Billed Entity will pay the non-di

You must check the boxes for all twelve certifications. Only library-specific certifications will be shown.

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	$16,029.88
Total funding commitment request amount on this FCC Form 471	$12,823.90
Total applicant non-discount share of the eligible amount	$3,205.98
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	$28,205.98
Are you receiving any of the funds directly from a service provider listed on any of the FCC Forms 471 filed by this Billed Entity for this funding year?	No ▼
Has a service provider listed on any of the FCC Forms 471 filed by this Billed Entity for this funding year assisted you in locating funds needed to pay your non-discounted share?	No ▼

Enter the amount your library budgets for technology (minus internet access or other E-rate eligible services). The technology budget may include computers, software, servers, databases, etc. A ballpark figure is fine.

☑ I certify an FCC Form 4
service provider. I ce
primary factor conside

ANSWER NO TO BOTH THESE QUESTIONS or your funding could be denied!!!

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Certify

After you click on Certify, you'll see a pop-up that asks if you understand the consequences of making false statements on federal forms and that asks you to affirm that you have the authority to make these certifications for your library.

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Certification Confirmation

Certification Confirmation

Pioneer County Public Library System (BEN: 208) - FY 2022 Form 471 for Category One - Form # 221000068

Last Saved: 2/1/2022 11:29 AM EST

Basic Information	Entity Information	Funding Requests	Certify

You have successfully filed FCC Form 471 #221000068 for FY 2022

Certification Date

2/1/2022 11:29 AM EST

Authorized Person

Name Lauren Abner

Title KDLA Technology Consultant

Employer Pioneer County Public Library System

Address 100 Main Street
Boonesburg, KY 40069

Phone 502-564-1728

Email library.system10.user1@mailinator.com

Please click here to access your certified FCC Form 471 PDF

> If you don't close the Certifier Confirmation page, you'll periodically receive email reminders about this as a pending task in the E-rate Productivity Center.

> This link will take you directly to the Summary page for the FCC Form 471. However, if you navigate there immediately after certifying, the generated PDF copy of the certified Form 471 won't yet be available.

CLOSE

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After You've Certified
Slides 126-136

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FCC Forms and Post-Commitment Requests

My Applicant Landing Page

Training
Universal Service Administrative Co.

Welcome, Pioneer County Public Library System!

Scroll Down

To print the final PDF copy of the Form 471, return to My Applicant Landing Page and scroll to the bottom section for FCC Forms and Post-Commitment Requests.

∨ FCC Forms and Post-Commitment Requests

● FCC Forms
○ Post-Commitment Requests

| Form Type | FCC Form 471 |
| Funding Year | 2022 |

Change the Form Type drop-down to FCC Form 471 and the Funding Year to 2022. In the results, click on the Application Number to go the form's Summary tab.

Application Number	Nickname	Funding Year	Status	Certified Date
221000068	FY 2022 Form 471 for Category One	2022	Certified	2/1/2022 11:29 AM EST

Download Final PDF copy

FY 2022 Form 471 for Category One - #221000068

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

Incomplete   Certified

Review Status Awaiting Initial Review

∨ Application Information

Nickname FY 2022 Form 471 for Categ

Application Number 221000068

Funding Year 2022

Window Status In-Window

Category of Service Category 1

> Reminder: E-rate retention rules require you to keep all E-rate documents for 10 years after the last date for service in the funding year. **Funding Year 2022 paperwork must be kept until at least June 30, 2033** (or September 30, 2033 for Category Two).

Certified By Lauren Abner

Last Modified Date 2/1/2022 11:29 AM EST

Scroll Down

> From the Summary tab of the Form 471, click on the Original Version link at the bottom to download and print the final PDF copy that shows the certifications.

FCC Form 471 Generated Documents

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

Receipt Acknowledgement Letter (1/2)

Records / FCC Forms 471

FY 2022 Form 471 for Category One - #221000068

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

E-rate Productivity Center
2 minutes ago

This Receipt Acknowledgement Letter (RAL) is an ackno
Pioneer County Public Library System's FCC Form 471
2/1/2022. Each service provider featured on this form
submitted for the service provider.

It is important that you review this form now to make
have listed on your FCC Form 471 are correct and com
appropriate corrective action as soon as possible. You
on your form, but not others. For fields that allow a co
information in the form field directly. To determine w
see the "List of Correctable Ministerial and Clerical Err

NEXT STEPS
- Gather the documentation you used to complete your form and the entries in your profile
(e.g., NSLP numbers, list of entities receiving ...More

FY 2022 FORM 471 FOR CATEGORY ONE - #221000068   #208 - PIONEER COUNTY PUBLIC LIBRARY SYSTEM

> More info

Add a comment...

Use the horizontal menu to switch from the Summary tab to the News tab for your Form 471. The only entry will be for the Receipt Acknowledgement Letter (RAL) – you won't get a paper copy. Click on the More Info links to view the full entry.

An entry for the RAL will also appear in the general News feed tab in the blue menu bar at the top of EPC.

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Receipt Acknowledgement Letter (2/2)

E-rate Productivity Center
3 minutes ago · 🔒

This Receipt Acknowledgement Letter (RAL) is an acknowledgement that USAC has received Pioneer County Public Library System's FCC Form 471 - 221000068 for Funding Year 2022 on 2/1/2022. Each service provider featured on this form will also be notified of the information submitted for the service provider.

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

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

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

FY 2022 FORM 471 FOR CATEGORY ONE - #221000068   #208 - PIONEER COUNTY PUBLIC LIBRARY SYSTEM

⌄ More info

Application Number	221000068
Entity Number	208
Certification Date	Feb 1, 2022
Funding Request Report	https://portal-training.usac.org/suite/tempo/actions/item/ksB0YLZsM4yuY0N6bli5jCQCCPDn1MeHVae8oOG5TUGvU_wfMEI7hHS5-uRZ_GOU5WJyWE2rSSEsnWWNRHizSJ2XLOYCkYlkmDOrcY

> **Print the full view of the Receipt Acknowledgement Letter (RAL) the same way you print a normal webpage; use File>Print in your browser menu, or tap Ctrl+P on your keyboard to open your printer prompt.**

> **You can ignore the Funding Request report link at the bottom; it opens search opens for certified Form 471 entries.**

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RAL Modification Requests (1/2)

- **Some mistakes on the Form 471 may be corrected before USAC issues a funding commitment. These changes are called RAL Modification Requests, and they may be made after you receive the Receipt Acknowledgement Letter (RAL) but before funding is committed. Such corrections include:**
  - Simple data entry errors such as transposed letters and numbers, misplaced decimal points
  - Incorrect citations: Contract #, 470 #, urban/rural status
  - Edits to information about eligible entities

RAL Modification Requests (2/2)

To submit a Modification Request, navigate to your certified Form 471 from My Applicant Landing Page. On the horizontal menu, click on Related Actions, then the Submit Modification Request (RAL) link. Contact the KDLA Technology Consultant for assistance.

PIA Application Review

- **Program Integrity Assurance (PIA) reviewers may request additional documentation to determine whether your application complies with E-rate rules, including:**
  - **Eligibility of library branches listed on your application**
  - **Eligibility of the products and services listed on your funding request(s)**
  - **Your competitive bidding process, including your adherence to the minimum 28 calendar day requirement for the bidding period.**

- **Email notices will direct you to the E-rate Productivity Center to view and respond to questions. You have 15 days to reply to PIA requests. If you need help, contact lauren.abner@ky.gov. I receive notices if you don't reply after the first week.**

See next page for example PIA request email

PIA Request Email

221005826 - E-rate Review Information

portal@portal.usac.org on behalf of ▓▓▓▓▓▓ <▓▓▓▓▓▓@usac.org>
To ▓▓▓▓▓▓kdla.erate@gmail.com; ▓▓▓▓▓▓@gmail.com

Reply | Reply All | Forward | ...
Tue 2/1/2022 10:09 AM

(i) Follow up. Start by Tuesday, February 1, 2022. Due by Tuesday, February 1, 2022.

Universal Service Administrative Co.

E-rate Review Information

Today's Date: 02/01/2022
Response Due Date: 02/16/2022
Contact Name: T▓▓▓▓▓▓
Applicant Name: ▓▓▓▓▓▓ COUNTY LIBRARY
FCC Form 471 Application Number: 221005826

Dear Applicant

We are in the process of reviewing your Funding Year 202_
information requests below. Please note that EPC allows y_
provide responses to all of the questions before submitting

- Eligibility of Products and Services
- Eligibility of Products and Services

Click here to respond to inquiries

USAC Homepage

If you have any questions as you work through your responses to the PIA review inquiries, please feel free to contact me via the phone number or e-mail address provided

Example application review email with links to view inquiries in EPC. The subject line will say something like, 'E-rate Review Information', and will include the Form 471 #.

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Funding Commitments

- **Based on previous years, USAC will begin releasing funding in waves a few weeks after the Form 471 filing window closes. Once a Form 471 is reviewed, USAC will issue a Funding Commitment Decision Letter (FCDL) indicating which FRNs were funded and in what amount.**

  - **Applicants receive a PDF copy by email when FCDLs are issued. The FCDL can also be accessed again through the Notifications section of My Applicant Landing Page in the E-rate Productivity Center. You will NOT receive a paper copy of the FCDL.**

  - **After receiving an FCDL, applicants must file a Form 486 to make CIPA certifications before any funding can be released for invoicing. The Form 486 will be available immediately after funding waves begin.**

Document retention – save it all!

- Save **everything** related to E-rate filing. The document retention period is **10 years from the last date for service in the funding year**.
  - FCC Forms
  - Any correspondence from USAC or the FCC.
  - Copies of all responsive bids (not just the winning bid)
  - Contracts or agreements with service providers
  - Copies of bid evaluation matrix/decision process for choosing winning bid
  - Invoices and proof of delivery, service, etc.

Wrap-Up
Slides 138-142

Resources

- KDLA's E-rate page
  - https://kdla.ky.gov/librarians/programs/e-rate/Pages/default.aspx

  USAC Schools & Libraries homepage
  - https://www.usac.org/e-rate/

- USAC Client Service Bureau
  - 1-888-203-8100 or through your E-rate Productivity Center account

- E-rate Central
  - https://e-ratecentral.com/

Sign up for KYTECH LISTSERV®

- **For Library Technology Support Staff:**
    - KYTECH is a monitored discussion list devoted to those who work with technology for their library. By using this LISTSERV®, individuals from around the state will have the chance to ask questions, share ideas, voice concerns, and make valuable contacts all through their e-mail.
    - TO SUBSCRIBE: Send a blank message to: **join-kytech@listserv.ky.gov**
- **E-rate updates and reminders are posted to KYTECH**

Archived Recording

In the next week, the recording of this presentation will be posted on the KDLA Archived Webinars page:

https://kdla.ky.gov/librarians/staffdevelopment/kdlaarchivedwebinars/Pages/default.aspx

For E-rate questions or for assistance with filing forms, please contact KDLA.

Lauren Abner
Technology Consultant
lauren.abner@ky.gov
(502) 564-1728

Please complete KDLA's survey for this webinar: https://www.surveymonkey.com/r/AllWebinarsSurvey

KDLA's E-rate support is funded in part by the IMLS Grants to States program.