

E-RATE FORM 471 FOR CATEGORY ONE: FUNDING YEAR 2021

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Disclaimers



- 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 every year to receive discounts.
- Must file separate Forms 471 for Category One & Category Two
- Deadline: Thursday, March 25th at 11:59 p.m. ET

E-rate Funding Years

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

KDLA E-rate	Δ	pplication Proce	ss	Recurring Services		Non-Recurring Services	
support: Lauren Abner <u>lauren.abner</u> @ky.gov or 502-564- 1728	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 2019 (FY 2019-20)	Closed	Closed	120 days from: FCDL or Service Start Date (whichever is later)†	July 1, 2019 to June 30, 2020	February 25, 2021†	April 1, 2019 to Sept. 30, 2021†	January 28, 2022†
Funding Year 2020 (FY 2020-21)	Closed	Closed	120 days from: FCDL <i>or</i> 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)	February 25, 2021 Last date to start competitive bidding	January 15, 2021 to March 25, 2021 Form 471 filing window	120 days from: FCDL <i>or</i> 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
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 [†]

E-rate Funding Years – Dates to Remember

What Qualifies for E-rate?

- The full E-rate Eligible Services List (ESL) can be downloaded from the USAC website: <u>https://www.usac.org/e-rate/applicant-</u> 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

- Data Transmission Services & Internet Access
 - Monthly Internet service for branch buildings, including installation lines/circuits can be fiber or non-fiber (coax cable, DSL, 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.
 - Fees for router from the internet service provider may be eligible under Category One in limited circumstances. See USAC's <u>Q9 of FAQs: Eligible Fiber Services</u>
 - 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 2021: July 1, 2021 to June 30, 2022

No budget limit on Category One requests

CATEGORY TWO- IC

Internal Connections

• Antenna, connectors, & related components

- Cabling
- Switches
- Routers**
- Access points
- Wireless controller systems
- Firewalls**
- UPS (Uninterruptible Power Supply)**
- Racks**
- Caching services or equipment
- Software supporting components on the list used to distribute broadband through the library – ex: licenses for access points

**Some restrictions apply

More flexibility – equipment can be installed as soon as April 1, 2021 or as late as September 30, 2022.

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

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 <u>Basic</u> <u>Maintenance of Internal</u> <u>Connections (BMIC).</u>

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 <u>Second Report and Order and Further Notice of Proposed Rulemaking for the E-rate</u> 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: <u>https://kdla.ky.gov/librarians/staffdevelopment/kdlaarchivedwebinars/Pages/default.aspx</u>

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
 - 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 internet Function: Leased Lit Fiber (with or without Internet Access)
 - Non-fiber internet (cable modem, DSL over phone lines) Function: Internet Access & Transport Bundled
 - 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

Type Data Transmission and/or Internet Access	Function Leased Lit Fiber (with or without Internet Access)	Function Other Description	Number Entities 1	Quantity 1	Unit Circuits	Min Capacity 25 Mbps	Max Capacity 100 Mbps	Installation and Initial Configuration? Yes	Associated RFP
Data Transmission and/or Internet Access	Internet Access and Transport Bundled (Non-Fiber)		1	1	Circuits	25 Mbps	100 Mbps	Yes	

Category	1: Data	Transmission	and/or	Internet Access

USAC Sample Bid Evaluation

Sample Bid Evaluation Matrix

Hover over each paragraph on the right to see the area of the bid evaluation matrix with which it corresponds.

FACTOR	POINTS AVAILABLE	VENDOR 1	VENDOR 2	VENDOR 3
Price of the eligible products and services	30*	15	30	25
Prior experience with the vendor	20	20	0	20
Prices for ineligible services, products, and fees	25	20	15	25
Flexible invoicing: FCC Form 472 or FCC Form 474	15	0	15	15
Local or in-state vendor	10	10	8	7
TOTAL	100	65	68	92

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

List of Disqualified Bidders:

Vendor 1

Reason for disqualification: All interested bidders received two weeks' notice of a required pre-bid conference. Vendor 1 did not attend this conference and did not provide a reason for their absence.



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."

Vendors are rated on how well they meet each factor. Point values for all factors are totaled for each vendor.

In this sample, Vendor 3, with a total of 92 points, is the winning bid because that vendor has the highest total points.

If a bidder is disqualified, the reason for disqualification should be noted for that vendor (see the "List of Disqualified Bidders" below the matrix).

For more information on constructing a bid evaluation, visit the USAC website at: http://usac.org/sl/applicants/step02/default.aspx

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 any installation or other eligible fees
- Service and price are commercially available to nonresidential customers

Gathering the Numbers Slides 21-24

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A Note on SPINs

- Do <u>NOT</u> 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 timeconsuming 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, Cable Modem, DSL, MPLS, etc.
 - Bandwidth speeds for internet or transport service
- See <u>Slide 67</u> 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

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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 <u>E-rate Productivity Center</u> profile
 - Optional: Contract number assigned by vendor note that EPC automatically assigns a Contract ID to serve as a unique identifier in EPC
 - Optional: upload copy of contract contract itself must be 1 file; additional documents can be uploaded if relevant
 - Establishing FCC Form 470 #

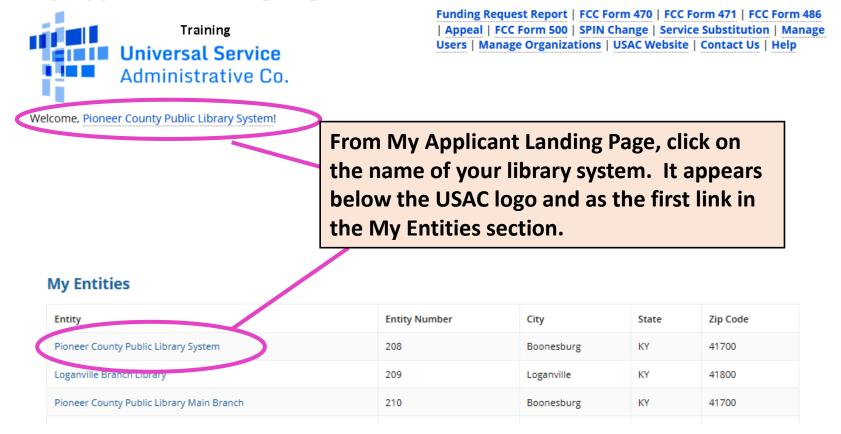
Continues on next slide →

Contract Record Notes (2/2)

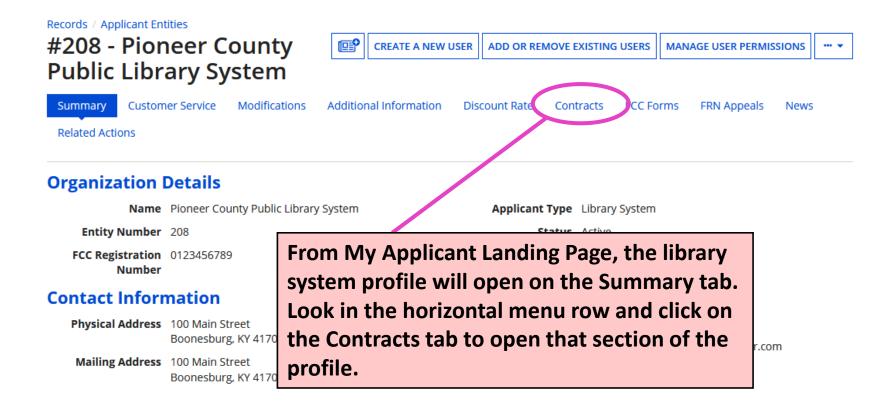
- Continued from previous slide:
 - How many bids were received?
 - **Optional:** Account # you may not know the account number if switching to a new vendor; some vendors also assign new account numbers when service is upgraded
 - Service Provider Identification Number (SPIN/Form 498 ID)
 - Contract Award Date must be on/after the Allowable Contract Date for the Establishing FCC Form 470
 - 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, not the original award date.

Library System Profile in EPC

My Applicant Landing Page



Contracts Section of Profile



Manage Contracts (1/2)



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.

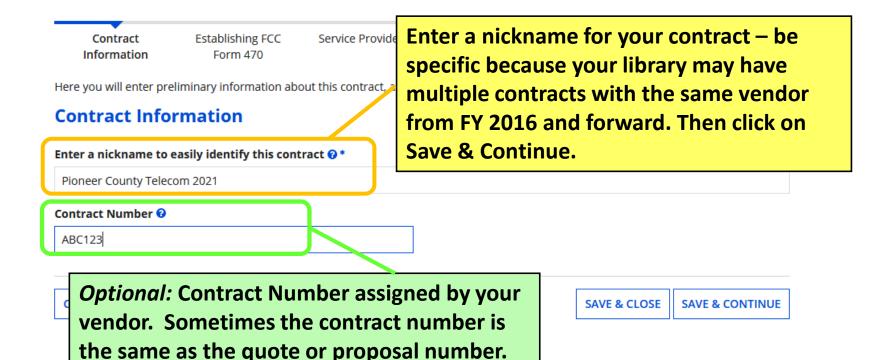
Manage Contracts (2/2)

Records / Applicant Entities #208 - Pioneer County Public Library Syste Summary Customer Service Modifications Additional Information Discount F	
Manage Contracts	
Contracts - Pioneer County Public Library System (BE	N: 208)
Use the dropdown to select the type of contract you would like to edit or remove. Click the	e Add a New Contract button at any time to create a new contract for your organization.
Contract Type My Contract Drafts -	
My Contract Drafts	
You have no contra My Contract Drafts	/ Contract button to create a new contract.
CLOSE	ADD A NEW CONTRACT EDT DELETE
Change the Contract Type	Click on Add a New Contract
dropdown to view your draft	to start a new contract
contracts or submitted contracts.	record.
Only draft contracts may be edited	
or deleted.	

Create Contract (1/11)

Create Contract

Pioneer County Public Library System (BEN: 208) - Pioneer County Telecom 2021 -Contract ID #



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.

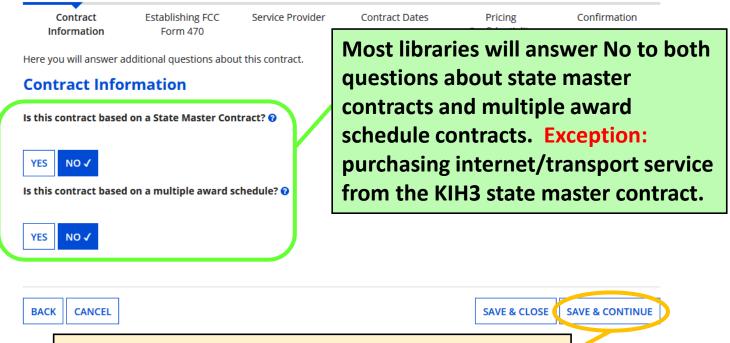
YES ✓ NO Contract Document Upload	<i>Optional:</i> enter description to help you remember important details of this contract		
Please upload and describe each document related to your of Pioneer County Telecom Internet 2021 PDF – 477.09 KB	Contract. Describe this contract document. 3 year contract with 2 voluntary extensions		
UPLOAD Drop file here	 Describe this contract document.		
After answering the contract u	pload question,		

Create Contract (3/11)

Create Contract

Pioneer County Public Library System (BEN: 208) - Pioneer County Telecom 2021 -Contract ID #6968

Last Saved: 1/25/2021 12:15 PM EST



After answering these questions, Save & Continue.

Create Contract (4/11)

Create Contract	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.		
Pioneer County Public Library System (BEN: 208) - Pionee Last Saved: 1/19/2020 8:25 PM EST			
Contract Information Establishing FCC Form 470 Service Provider Here you will answer additional questions about this contract. Contract Information Service Provider	Contract Dates Pricing Confidentiality Confirmation		
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 J			
BACK CANCEL	SAVE & CLOS		
After answering	these questions, 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

How many bids were received? 😯 *		
3		
Enter the number of bids that you received for this product or service.		
or new contracts created in response to FY		
021 Forms 470, you should answer No to		
his question. If the contract was created		
n FY 2015 or earlier, answer Yes to		
nanually enter the Form 470 #.		

Search by BEN

208

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

CLEAR FILTERS SEARCH

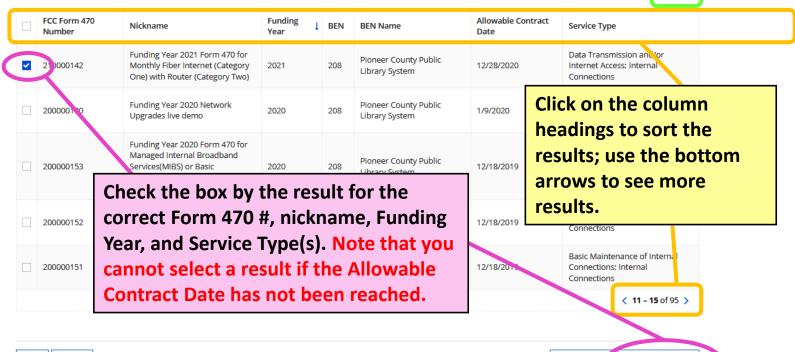
Create Contract (6/11)

Search FCC Forms 470

Search by FCC Form 470 Number

Search by BEN

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.



BACK CANCEL

SEARCH

CLEAR FILTERS

SAVE & CLOS

SAVE & CONTINUE

Create Contract (7/11)

Service Provider

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

Search Service Providers

987654321

Search by SPIN

14010001

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

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

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.

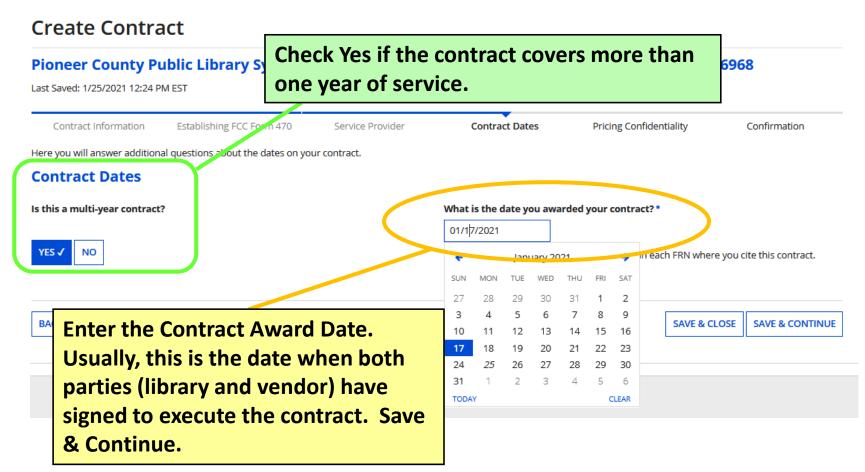
Search for the service provider. I recommend using Search by SPIN rather than the name search because some vendors have multiple SPINs with similar, related company names.

~	SPIN	Name			ess As	State
•	14010001	USAC Service Provider Or	ganization 1			VA
BACI	< CANCEL		Check the box beside the cor	rect	SAVE & CLOSE	SAVE & CONTINUE
			SPIN, then click on Save &			
			Continue.			

SEARCH

FILTERS

Create Contract (8/11)



Create Contract (9/11)

Create Contract

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

Last Saved: 1/25/2021 12:25 PM EST

YES 🗸

NO

Contract Information	Establishing FCC Form 47	0 Service Provider
Here you will answer addition.	al questions about voluntary	extensions on your contract
Contract Dates		
Does this contract include v		

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. 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?*

06/30/2026

How many extensions are left on the contract?*

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

2

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

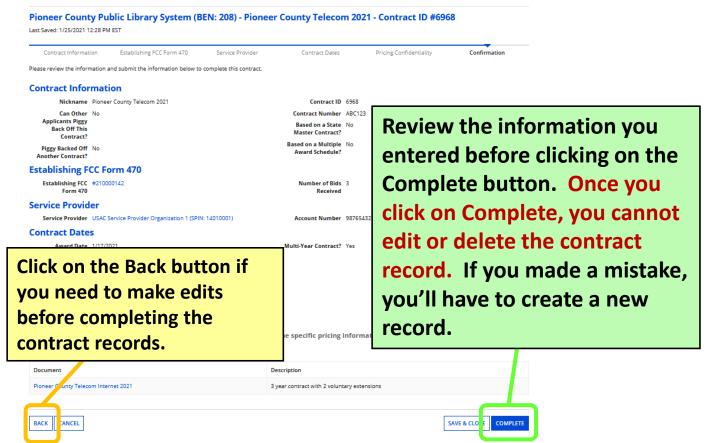


Create Contract (10/11)

	eer County Pub ed: 1/20/2020 8:38 PM E:	blic Library System (BE ទា	You will likely answer no to this question. Pricing confidentiality is permitted only in limited circumstances. Save & Continue.					
Co	ontract Information	Establishing FCC Form 470	Service Provider	Contract Dates	Pricing Confidentiality	C	Confirmation	
Pricir Is there	ng Confidentia	uestions about applicable publicatio						
ВАСК	CANCEL					SAVE & CLOSE	SAVE & CONTINUE	

Create Contract (11/11)

Create Contract: Confirmation

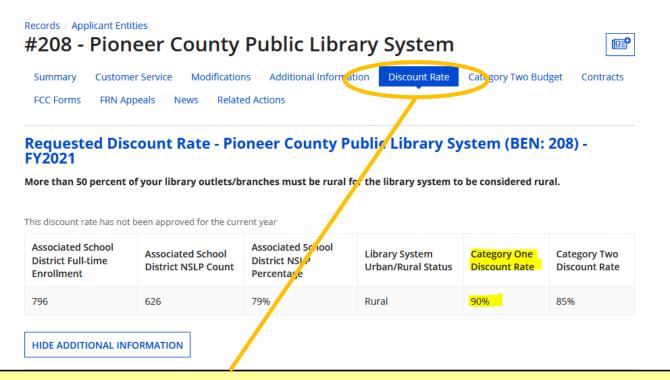


Discount Rate Slides 43-45

Before you start the Form 471, make sure the profile shows the FY 2021 discount rate.

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Review Discount Rate



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 <u>Calculating Discounts page</u> for more information.

INCOME	CATEGOR	RY ONE (C1)	CATEGORY TWO (C2)		
Measured by % of students eligible for the National School Lunch Program (NSLP)	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

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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 (<u>slides 57-83</u>)
 - 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

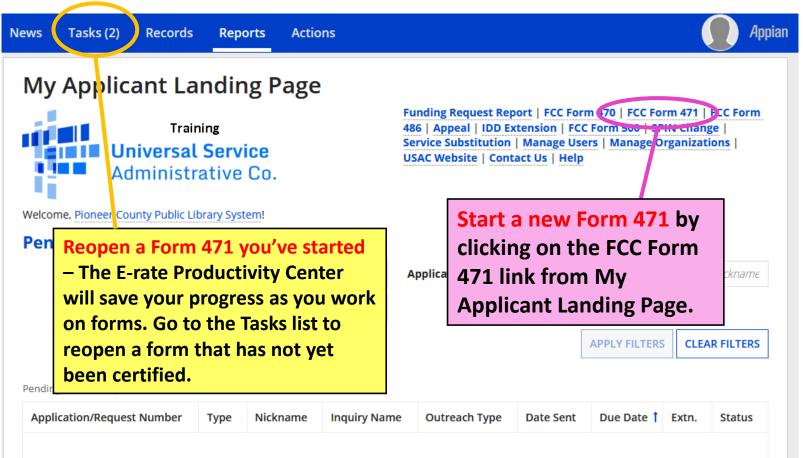
KDLA's Technology Consultant can provide one-on-one assistance for form filing over the phone or through screen sharing: <u>lauren.abner@ky.gov</u> or (502) 564-1728

Basic Information and Entity Information Slides 49-56

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Starting an FCC Form 471

E-rate Productivity Center URL: https://forms.universalservice.org/portal/login



Application Nickname

FCC Form 471 - Funding Year 2021

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

Last Saved:

Basic Information

Entity Informatic

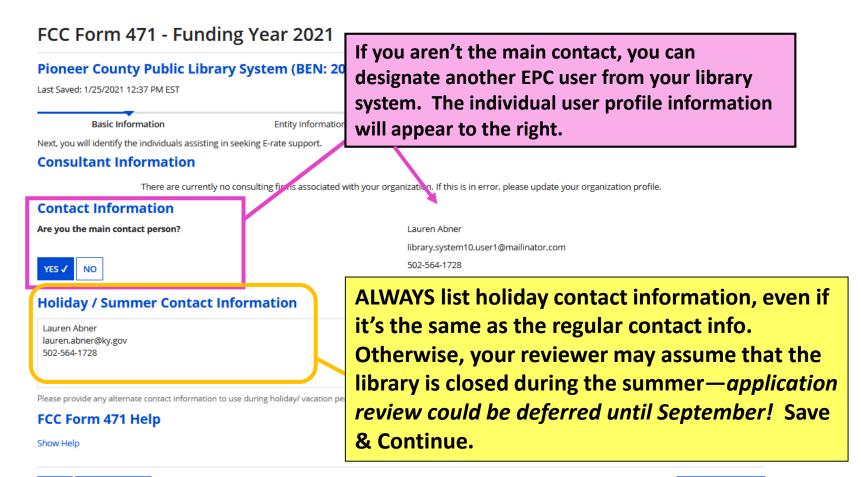
Where applicable, we've completed this section of the form based on information fron information, please update your profile first by going to your entry record, and clicking please contact your applicant entity's account administrator or create a customer serv

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 1/13/21.

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

Billed Entity Information		
Pioneer County Public Library System	Billed Entity Number: 208	
100 Main Street	FCC Registration Number: 0123456789	Cours 0
Boonesburg, KY 41700	Applicant Type: Library System	Save &
111-222-3333		Continue
library.system10.user1@mailinator.com		
Application Nickname		to go to
Please enter an application nickname here. 🕢 *		the next
FY 2021 Form 471 for Category One		
FCC Form 471		page
Show Help DISCARD FORM JIF you started a new form accidentally, click on Discard Form and confirm to delete it permanently.	Enter a nickname that will be easy to identify when searching in future years.	SAVE & CONTINUE

Contact Information



SAVE & CONTINUE

Category of Service

Pioneer County Public Library System (BEN: 208) - FY 2021 Form 471 for Category One - Form # 211000101

Last Saved: 1/25/2021 1:57 PM EST

Basic Information	Entity Informa	ition Funding F	Requests	Certify
Next, you will identify the category of Services List on the USAC website.	of service for the product and services y	you are requesting. If you need help dete	rmining the correct category	y of service, please review the Eligible
Category of Service				
What is the category of service for t	he product and services that you are re	equesting?		
You can only select one Category of Se	rvice per FCC Form 471 You can submit a	a second application for the other Category o	of Service.	
CATEGORY 1 🗸		CATEGORY 2		
Data Transmission and/or Inter FCC Form 471 Help	net Access	Internal Connecti	ce of Internal Connections ions Il Broadband Services	
Show Help		ory 1 button so it tur e Category of Service		
BACK DISCARD FORM	SAVE & CONTINUE			

Entity Information

Pioneer County Public Library System (BEN: 208) - FY 2021 Form 471 for Category One - Form # 211000101

Last Saved: 1/25/2021 1:58 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

Show Help

BACK DISCARD FORM	SAVE & SHARE	SAVE & CONTINUE
Productivity C	on about your library system is pulled from the E-rate enter Profile. The FSCS (Federal-State Cooperative System) Code ive & Continue.	

Related Entities

This section will be blank for independent libraries with no branches assigned in EPC

Basic Information

Entity Information

Funding Req

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

Related Entity(ies) Information

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 1	Entity Number	FSCS Code*	Locale 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 1	145	Public Library, Main Branch	View Annexes

FCC Form 471 Help

If any information about branches is incorrect, you'll have to make notes in the narrative because EPC profiles were locked 1/13/21. Annexes are separate buildings considered to be part of the same library branch. Only 1 Kentucky library has an annex for E-rate purposes.

AVE & CONTINUE

Discount Calculation

Basic Information

We've completed this section of the form based on information by going to your entity record, and clicking Manage Organizatio customer service case to request updates to your applicant en

Requested Discount Calculation

More than 50 percent of your library outlets/branches mus

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.

Associated School District Full-time Enrollment	Associated School District NSLP Count	Associated School D Percentage	listrict NSLP	Library System Urbai (Rural Status	Category One D Rate	iscoun	Category Two Discount Rate
801	628	78%		Rural	90%		85%
HIDE ADDITIONAL INFORMATION	>						
Entity Name			BEN	Urban/Rural Status		Main Brar	nch?
Pioneer County Public Library Main Branc	h		210	Rural		Yes	
Pioneer County Bookmobile			211	Rural		No	

FCC Form 471 Help

Show Help



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

SAVE & CONTINUE

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

Return to Presentation Contents

Adding Funding Requests

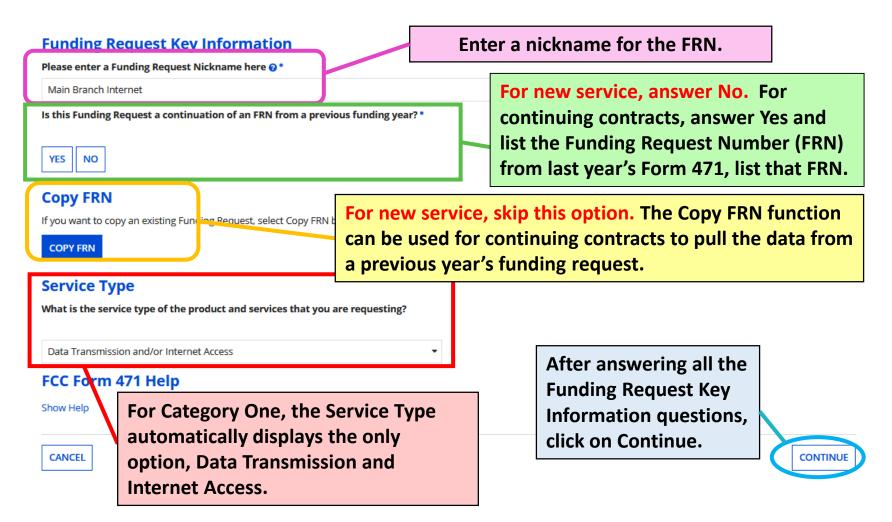
FCC Form 471 - Funding Year 2021

Pioneer County Public Library System (BEN: 208) - FY 2021 Form 471 for Category One - Form # 211000101

Last Saved: 1/25/2021 1:58 PM EST

Basic Information Ent			Entity Information	Funding Requests		Certify						
This p	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.											
Fur	Funding Requests											
To cre	To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.											
	FRN J	Nickname		FRN Calculation								
	You haven't created any Funding Requests (FRNs) yet. Click the "Add FRN" button to start creating your first FRN											
				ADD FRN E IT FRI	N REMOVE FRN	MANAGE FRN LINE ITEMS						
FCC	: Form 471 H	lelp										
Show	Show Help Adding Funding Request Numbers											
BAG	🖲 (FRN	s) is a two	-step process: Add FRI	N,	SAVE & SHARE	REVIEW FCC FORM 471						
			RN Line Items.									

Funding Request Key Information



FRN Contract

FCC Form 471 - Funding Year 2021

Pioneer County Public Library System (BEN: 208) - FY 2021 Form 471 for Category One - Form # 211000101

Last Saved: 1/25/2021 1:58 PM EST

Basic Information	Entity Information	Funding Requests	Certify
Next, you will identify the purchasing a	agreement type for the product and services you are re	equesting.	
FRN Contract			
How are the services for this FRN bein	g purchased?		
Contract information is stored in your Pro	ofile; you can add a new Contract at any time. Details abou	t your Tariff and Month-to-Month services will be en	tered in your FRN.
	-TO-MONTH		
	Choose whether the p	urchase of this service	is
FCC Form 471 Nelp	Contract, Tariff, or Mo	nth-to-Month. If you	choose
Show Help	Contract, you must add		
BACK CANCEL	to your library system's	s profile. See <u>Contrac</u>	
	<u>Records section</u> for ins	tructions. Click on Co	ntinue.

Associate a Contract (1/2)

FCC Form 471 - Funding Vear 2021

Pioneer County Public Libr

Last Saved: 1/25/2021 1:58 PM EST

Basic Information

Next, you will associate a contract to your FR

Associate a Contract

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.

Search by Creating Organization BEN			All or Partial)			
Please note that BEN is a required field and you can use other search fields to narrow down your result.			r Search by Contract No.			
					CLEAR FILTER	SEARCH
Contract Number	Nickname		Award Date	L Creati	ng Organization BEN	
				-		
	Quired field and you can use oth Contract Number ABC122 Check th	quired field and you can use other search fields to narrow down your Contract Number Nickname ABC(122) Dispace County Talacam 2021 Check the box beside the	quired field and you can use other search fields to narrow down your Search by Contract No Contract Number Nickname ABC(122) Dispacer County Telescom 2021 Check the box beside the appropriation	quired field and you can use other search fields to narrow down your Search by Contract No. Search by Contract No. Search by Contract No. Contract Number Nickname ABC(12) Disperse County Telecom 2021 Check the box beside the appropriate contra	quired field and you can use other search fields to narrow down your Search by Contract No. Search by Contract No. Image: Contract Number Award Date Image: Contract Number ABC 122 Dispect County Telecom 2021 Check the box beside the appropriate contract, ar	quired field and you can use other search fields to narrow down your Search by Contract No. CLEAR FILTER Contract Number Nickname Nickname Award Date Creating Organization BEN

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 Sum	mary - Pioneer County	/ Telecom 2021	
Contract Number	ABC123	Account Number	987654321
Establishing FCC	#210000142	Service Provider	USAC Service Provider Organization 1 (SPIN: 14010001)
Form 470 Award Date	1/17/2021	Includes Voluntary Extensions?	Yes
Expiration Date (All Extensions)		Remaining Voluntary Extensions	2
		Total Remaining Contract Length	60
Pricing Confid	entiality		
itere is no rule. s	tatue. or other restriction w	hich prohibits publication of the specific pric	ing information for this contract.
Contract Infor	rmation (Additional)		
What is the service st	art date? 😯 *	What is the date your	contract expires for the current term of the contract?
07/01/2021		06/30/2024	
	ices will start for this Funding Year		

At the bottom left, the service start date will automatically appear as 7/1/2021, the earliest date for service in Funding Year 2021; 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 eligi

- Special construction. One-time, upfront costs associat
- Maintenance and operations. Costs associated with t
- Network equipment. Costs associated with the purcha

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

Select "No" if you are only seeking support for the monthly

Notes:

- If you are seeking support for both the Special Constructor or a wireless service then you create multiple FPMS. In e
- If you select "Yes" below, you should create separate FR Equipment on bundled pursuant to a single contract for

YS NO./

FCC Form 471 Help

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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 selfprovisioned networks functional. Most libraries will answer No to this question. Then click on Continue.

CONTINUE

Narrative

FCC Form 471 - Funding Year 2021

Pioneer County Public Library System (BEN: 208) - FY 2021 Form 471 for Category One - Form # 211000101

Last Saved: 1/25/2021 1:58 PM EST

Basic Information

Entity Information

Funding Requests

Certify

Narrative

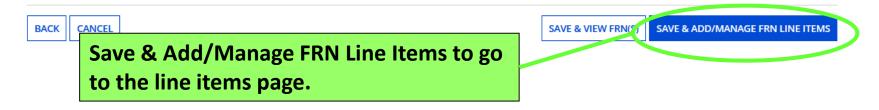
Provide a brief explanation of the products and services that you are requesting, or provide any other relevant information regarding this Funding Request. You should also use this field to describe any updates to your entity data, such as revised student counts, entity relationships, etc, that you were 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



Add New FRN Line Item

	neer County Publ		orary Syst	tem (BEN: 208) -	FY 2021 Fo	rm 471 for Cate	for bulk uploads of line
	Basic Information Entity Information Funding Requests		item information, but this function is used mostly by				
	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 FRN Line Items for FRN #2199000113 - Main Branch Internet					large school districts or	
	FRN Line Item Number	1	Function	Type of Product	Quantity	One-time Quantity	consortia for Category One requests.
FCC	Form 471 Help					ADD NEW FRN L	NE ITEM REMOVE FRN LINE ITEM BULK UPLOAD
01 3 rd	dd as many li ne FRNs will l ^d line items fo ind fees, Fedo	hav or ir	e only : nstallat	1 line item. ion or for el	Some lil ligible fe	braries may es (Univers	add 2 nd or

Product and Service Details

			Pulpuse. Must installes
			will choose the 1 st purpose
Basic Information	Entity Information	Funding Requests	which combines internet
Please enter Product and Service Details Information fo	r this Data Transmission and/or Inter	net Access Line Item	with transport. Libraries
Product and Service Details for n	ew FRN Line Item for F	RN #2199000113	with a Wide Area Network
Show Help for Taxes and USF Fees			(WAN) may choose the 2 nd
Purpose 🕑 *			
 Internet access service that includes a connection from the service that includes a connecting a	om any applicant site directly to the In	ternet Service Provider	purpose for their transport
O Data Connection between two or more sites entirely		circuit connecting	
O Data connection(s) for an applicant's hub site to an I	nternet Service Provider or state/regio	onal network where Internet ac	branches.
 Internet access service with no circuit (data circuit to 	ISP state/regional network is billed se	eparately)	branches.
Function @*			
Fiber	Choose the Fun	ction and then T	ype of Connection. For

Type of Connection *

Ethernet

>Funding Request Narrative FCC Form 471 Help

Show Help

Choose the Function and then Type of Connection. For new/upgraded service, the establishing FY 2021 Form 470 must have included a service request for the Function, 'Leased Lit Fiber (with or without Internet Access)' in order to select 'Fiber' as a Function on the Form 471. Then click on Save & Continue.

CANCEL

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

SAVE & CONTINUE

Durnasa, Mast librarias

Internet/Transport FRNs – Functions, Connections

Function	Types of Connection	Function	Types of Connection	
	DS-1		ATM	
	DS-3		ISDN-BRI	
	DS-4		Cable Modem	
	Dark Fiber (No Special Construction)		T-1	
	Dark Fiber IRU (No Special Construction)		T-3	
	OC-1	Copper	T-4	
	OC-3		T-5 Digital Subscriber Line (DSL)	
	OC-12		Ethernet	
	OC-24		Fractional T-1	
	OC-48		Frame Relay	
Fiber	OC-192		Switched Multimegabit Data Service	
	OC-256			
	OC-768	Function	Types of Connection	
	Switched Multimegabit Data Service		Microwave	
	OC-N (TDM Fiber) – common for Charter		Satellite Service	
	Communications (Spectrum)	Wireless	Data plan for portable device	
	Digital Subscriber Line (DSL)		Wireless data service	
	Ethernet – common for AT&T, Windstream,			
	and other fiber providers			
	MPLS	Function	Types of Connection	
Function Types of Connection			Maintenance and Technical Support	
	Broadband Over Power Lines	Miscellaneou	s Installation, Activation, and Initial	
.	De d'alter e			

Red text = most common options for Kentucky libraries

Radio Loop

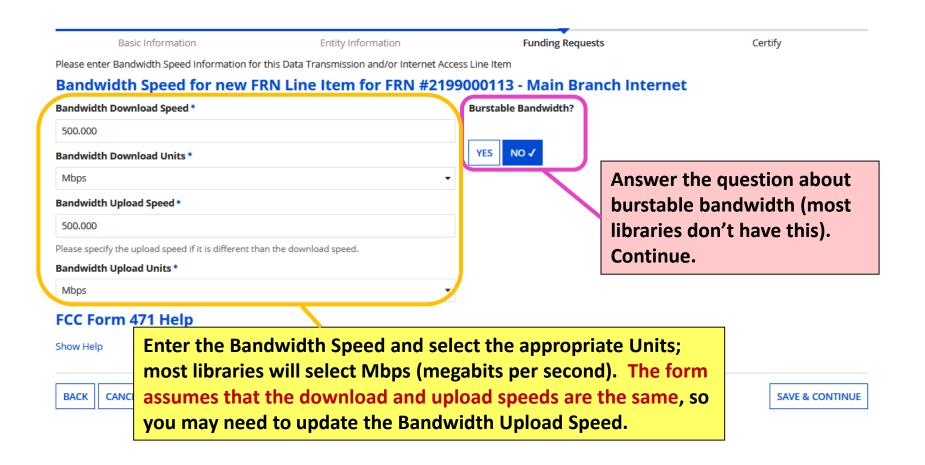
Other (enter Type of Connection)

Other

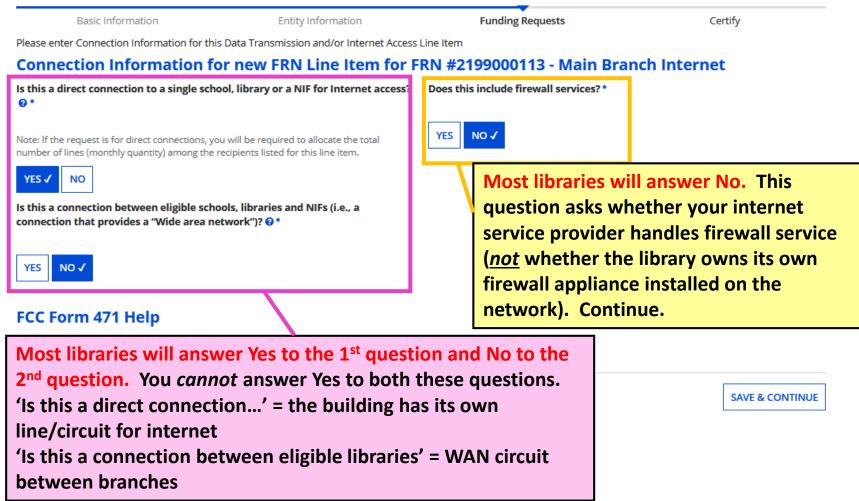
Configuration

Taxes and USF Fees

Bandwidth Speed



Connection Information



Cost Calculation (1/2)

Cost Calculation for new FRN Line Item for FRN #2199000113 - Mai

Monthly Cost		One-Time Cost
Monthly Recurring Unit Cost	\$625.00	One-time Unit Cost
Monthly Recurring Unit Ineligible Costs	\$0.00	One-time Ineligible
Monthly Recurring Unit Eligible Costs	= \$625.00	One-time Eligible Ur
Monthly Quantity	1	One-time Quantity
Total Monthly Eligible Recurring Costs	= \$625.00	Total Eligible One-ti
Months of Service	x 12	Summary
Total Eligible Recurring Costs	= \$7,500.00	Summary
		Total Eligible Recurr

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

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

Item Cost

One-ti

= \$7,500.00

>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)

Please enter Cost Information for this Data Transmission and/or Internet Access Line Item. All fields in the grid below are required. Please enter zero if funds are not requested for that field.

.00

.00

.00

1

5.00

(12

00.0

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.

Main Branch Internet

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	\$7,500.00
Total Eligible One-time Costs	+ \$0.00
Pre-Discount Extended Eligible Line Item Cost	= \$7,500.00

More Help with the Costs Al	bove
FCC Form 471 Help	

Show nein

BACK CANCEL

Click on 'More Help' to view definitions for each field. **Pre-Discount Extended Eligible Line Item Cost** = full, eligible cost of this service during the funding year.

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

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 <u>not</u> 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.

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

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



ADD

Recipients of Service

Recipients of Service for FRN Line Item #2199000113.001

Pioneer County Public Library System (BEN: 208) - FY 2021 Form 471 for Category One - Form # 211000101

Last Saved: 1/26/2021 12:48 PM 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.
 Certify

Recipients of Service for FRN Line Item #2199000113.001

Entity #	Entity Name	t
210	Pioneer County Public Library Main Branch	
FCC Form 471 Help Show Help BACK CANCEL	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.	SAVE & CONTINUE

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 it	em number below to edit the line items and their reci	pients of service.

FRN Line Items for FRN #2199000113 - Main Branch Internet

	FRN Line Item Number	ţ	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Ite	em Cost
	2199000113.001		Fiber	Ethernet	1	0	\$7,500.00	
FCC	Form 471 Help				(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; most							SAVE & SHARE	SAVE & CONTINUE
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					e			
Lin	e Item button. I I add a 2 nd line i	n	this exar	nple, the libra	ary			
cha	arges for new int	e	net serv	ice.				

Product and Service Details

Basic Information Please enter Product and Service Details Information for Product and Service Details for ne Show Help for Taxes and USF Fees Purpose @* Internet access service that includes a connection from Data Connection between two or more sites entirely w Data connection(s) for an applicant's hub site to an Internet	m any applicant site directly to a within the applicant's network	the Internet Service Provider	Purpose: For an installation line select the purpo matches the service requested on the item – internet was transport.	se that vice e 1 st line
Internet access service with no circuit (data circuit to !! Function ②*	SP state/regional network is bil	led separately)		
Miscellaneous				•
Type of Connection * Installation, Activation and Initial Configuration Funding Request Narrative	installation line Type of Connec	e item, select Fund tiem, select Fund tion: Installation,	tion: Miscellaned Activation and Ir	ous and
FCC Form 471 Help Show Help CANCEL	Comiguration.	Then click on Con	unue.	SAVE & CONTINUE
See <u>slide 67</u> for tables Functions and Types o		ransport		

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 f	or this Data Transmission and/or Internet /	Access Line Item	
Bandwidth Speed for new	FRN Line Item for FRN #21	199000113 - Main Branch Int	ernet
Bandwidth Download Speed *		Burstable Bandwidth?	
500.000			
Bandwidth Download Units *		YES NO J	the question about
Mbps	•		e bandwidth (most
Bandwidth Upload Speed *			don't have this).
500.000		Continue	•
Please specify the upload speed if it is different	han the download speed.	Continue	5•
Bandwidth Upload Units *)		
Mbps			
FCC Form 471 Help			
	width Speed and select	t the appropriate Units;	
	· · · · · · · · · · · · · · · · · · ·	oits per second). The for	m
		ad speeds are the same,	
brief C	o update the Bandwid	•	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 #2199000113 - Main Branch Internet Is this a direct connection to a single school, library or a NIF for Internet access? Does this include firewall services?* 0. Most libraries will answer YES NO 🗸 Note: If the request is for direct connections, you will be required to allocate the total No. This question asks number of lines (monthly quantity) among the recipients listed for this line item. whether your internet YES 🗸 NO service provider handles Is this a connection between eligible schools, libraries and NIFs (i.e., a connection that provides a "Wide area network")? ? firewall service (not whether the library owns its own YES NO 🗸 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 #2199000113 - Main Branch Internet

lonthly Cost		One-Time Cost	
Ionthly Recurring Unit Cost	\$0.00	One-time Unit Cost	\$250.00
Ionthly Recurring Unit Ineligible Costs	\$0.00		n Monthly Cost fields:
Ionthly Recurring Unit Eligible Costs	= \$0.00		mplete ALL fields.
Ionthly Quantity	0		tallation line item, enter
otal Monthly Eligible Recurring Costs	= \$0.00	Total Eligible One Zeros for	all the monthly cost boxes
Ionths of Service	x 12	Summary	
otal Eligible Recurring Costs	= \$0.00	Total Eligible Recurring Costs	\$0.00
tal Elizible Desurving Casta - total	monthly cost of	Total Eligible One-time Costs	+ \$250.00
tal Eligible Recurring Costs = total lines/circuits	monthly cost of	Pre-Discount Extended Eligible Line Item Cost	= \$250.00
More Help with the Costs Above			
C Form 471 Help			
ow Help			
Click on 'More Hel	n' to view defi	nitions for each field	4

Cost Calculation (2/2)

Cost Calculation for new FRN Line Item for FRN #2199000113 - 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

>More Help with the Costs Above FCC Form 471 Help

Show Help

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

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

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

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

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 <u>not</u> 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.

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

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



Recipients of Service

Recipients of Service for FRN Line Item #2199000113.002

Entity Information

Pioneer County Public Library System (BEN: 208) - FY 2021 Form 471 for Category One - Form # 211000101

Last Saved: 1/26/2021 1:27 PM EST

Basic Information

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.

Funding Requests

Recipients of Service for FRN Line Item #2199000113.002

Entity #	Entity Name	t
210	Pioneer County Public Library Main Branch	
FCC Form 471 Help Show Help BACK CANCEL	The Recipient(s) of Service selected on the previous page will be listed. Click on Continue to return to the FRN	SAVE & CONTINUE
	Line Items page.	

Certify

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	r recipients of service.

FRN Line Items for FRN #2199000113 - Main Branch Internet

	FRN Line Item Number ↓	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost	
	2199000113.002	Miscellaneous	Installation, Activation and Initial Configuration	0	1	\$250.00	
	2199000113.001	Fiber	Ethernet	1	0	\$7,500.00	
Th	ADD NEW FRN LINE ITEM REMOVE FRN LINE ITEM BULK UPLOAD The line item page will show the total eligible BULK UPLOAD						

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.
 1
 0
 \$7,500.00

ADD NEW FRN LINE ITEM REMOVE FRN LINE ITEM BULK UPLOAD
SAVE & SHARE SAVE & CONTINUE

Funding Requests Page

FCC Form 471 - Funding Year 2021

Pioneer County Public Library System (BEN: Once you've completed the line item(s) for 211000101 an FRN, the Funding Requests page will

Last Saved: 1/26/2021 1:27 PM EST

Basic Information

Entity Information

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

Funding Requests

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

FRN I	Nickname	Number of FRN Line Items	FRN Calculation	
2199000113	Main Branch Internet	2	\$6,975.00	

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.



apply the appropriate discount rate to

show how much funding is being

requested for the FRN.

If all FRNs have been completed, click on Review FCC Form 471. Skip to the <u>Review & Certification</u> 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

Return to Presentation Contents

Adding Funding Requests

FCC Form 471 - Funding Year 2021

Pioneer County Public Library System (BEN: 208) - FY 2021 Form 471 for Category One - Form # 211000101

Last Saved: 1/26/2021 1:27 PM EST

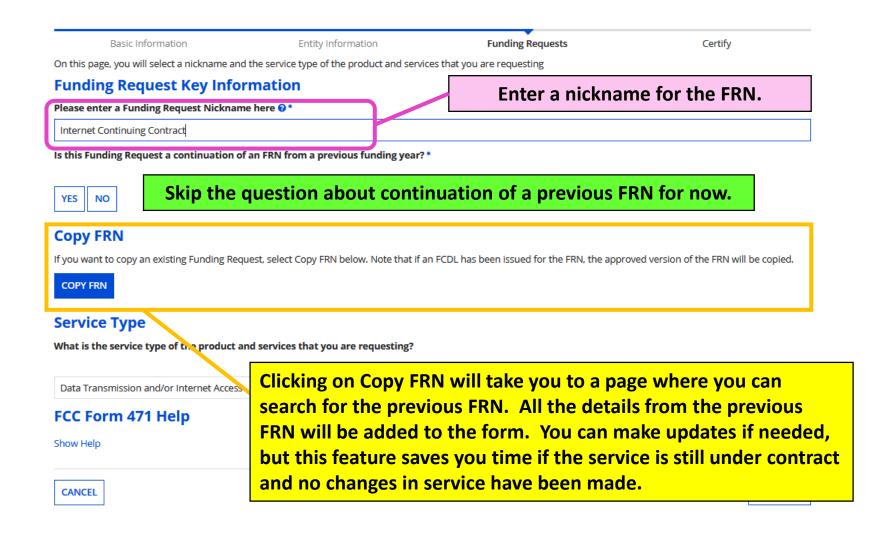
Basic Information	Entity Information	Funding Requests	Certify
This page displays all of the funding request	s for this application. From here you can cr	eate a new FRN, or edit, delete, or manage the	e line items of an existing one.

Funding Requests

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

	FRN I Nickname Number of FR		Number of FRN Line	RN Line Items		FRN Calculation	
	2199000113	Main Branch Internet	2			\$6,975.00	D
			Á	ADD FRN ED T FRN	REMOV	E FRN	MANAGE FRN LINE ITEMS
FC	Adding Fund	ing Request Numbers	5				
Shov	(FRNs) is a tv	vo-step process: Add	FRN,				
BA	then Manage	e FRN Line Items.			SAVE	& SHARE	REVIEW FCC FORM 471

Funding Request Key Information



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.

To search for the FRN.

Search for FRN	
Search by FCC Form 471	Search by FRN Number
	209900028
	CLEAR FILTERS SEARCH

Select an FRN

~	FCC Form 471	FRN Number	FRN Nickname	Service Type	Service Provider Name
	201000042	2099000028	Loganville Internet	Data Transmission and/or Internet Access	USAC Service Provider Organization 1

FCC Form 471 Help



Copy FRN – Pop-Up Warning

FCC Form 471 - Funding	V 2024	_
Pioneer County Public Library	If you continue, FRN data will copy and may take up to one minute to complete. Do you wish to continue?	egory One - Form # 211000101
Last Saved: 1/26/2021 1:27 PM EST	NO	
Basic Information	, sither the FCC Form 474 sumber of the FDN sumber Veri de la	Certify
Search for FRN	either the FCC Form 471 number or the FRN number. You do .iot	need to enter both the application number and the PRN.
Search by FCC Form 471	Search by Finn Number	
	209 [°] J00028	
o creet arri	pop-up warning to let you kno	-
o creet arri	pop-up warning to let you kno the FRN to copy over to this ye	-
o creet arri		-
• one minute for continue.		ear's form. Click on Yes to
	the FRN to copy over to this ye	ear's form. Click on Yes to
• one minute for continue.	the FRN to copy over to this ye	ear's form. Click on Yes to
 one minute for continue. 201000042 2099000028 Lo 	the FRN to copy over to this ye	ear's form. Click on Yes to

Copy FRN – Wait to Refresh

FCC Form 471 - Funding Year 2021

Pioneer County Public Library System (BEN: 208) - FY 2021 Form 471 for Category One - Form # 211000101

Last Saved: 1/26/2021 1:27 PM EST

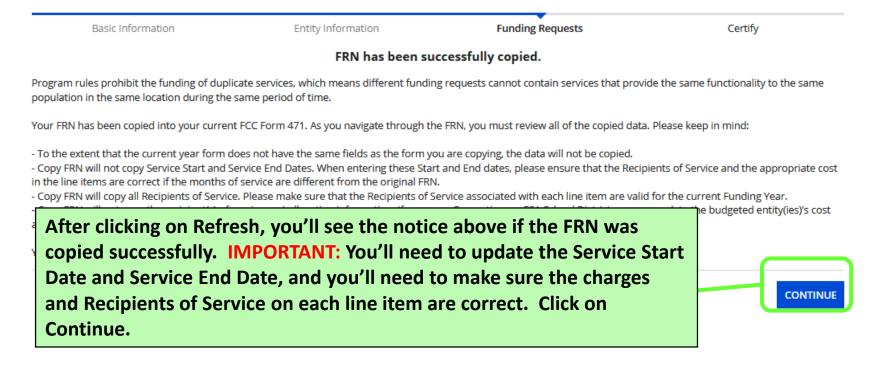
Basic Information	Entity Information	Funding Requests	Certify	
FRN is copying and ma	y take up to one minute to compl	ete. Please hit refresh to check if F	RN copy is complete.	
		~		
While the FRN is h	eing conied to the form	n, you'll see a spinning o		н
	· ·	on Refresh. If you click to		
EPC will start the	copy process again and	you'll have to wait.		

Copy FRN – Successful

FCC Form 471 - Funding Year 2021

Pioneer County Public Library System (BEN: 208) - FY 2021 Form 471 for Category One - Form # 211000101

Last Saved: 1/26/2021 1:27 PM EST



Back to Funding Request Key Info

Basic Information	Entity Information	Funding Requests	Certify
On this page, you will select a nickname an	d the service type of the product and services t	For the 2 nd que	stion about whether the
Funding Request Key Info	rmation		st is a continuation: Click
Please enter a Funding Request Nicknam	ne here 😯 *	• •	
Internet Continuing Contract			on to uncheck it, click on
Is this Funding Request a continuation o	f an FRN from a previous funding year?	number for last	then retype or paste the t year's Funding Request field that appears.
Previous Year FRN Number *			
2099000028			
Service Type			
What is the service type of the product a	, , , , , , , , , , , , , , , , , , ,	lease delete all line items for this Funding ype	Request if you wish to modify the Service
Data Transmission and/or Internet Access	; •		
•	N is copied to the form inswered automatically	•	the
CANCEL			CONTINUE

FRN Contract

FCC Form 471 - Funding Year 2021

Pioneer County Public Library System (BEN: 208) - FY 2021 Form 471 for Category One - Form # 211000101

Last Saved: 1/26/2021 1:27 PM EST

Basic Infor	mation	Entity Information	Funding Requests	Certify
Next, you will identify th	e purchasing agreement type	for the product and services y	ou are requesting.	
FRN Contract				
How are the services for	r this FRN being purchased?			
Contract information is st	ored in your Profile; you can add	a new Contract at any time. De	ails about your Tariff and Month-to-Month services w	ill be entered in your FRN.
	FF MONTH-TO-MONTH			
FCC Form 471	H <u>elp</u>			
Show Help	The purchas	e type—Contr	act—will already be	
	checked sind	e this informa	tion was pulled from th	e
BACK CANCEL		N. Click on Co	and the second secon	CONTINUE
	previous r Ki			

Update Service Start/Contract Dates

-	-		ſ	
SEARCH FOR CONTRA	CTS			The Contract Summary
Contract Sum	mary - Pioneer County Telecom 2020			from the copied FRN
Contract Number	ABC123#	Account Number	50	nom the copied ritin
Establishing FCC	#20000083	Service Provider	US	will appear
Form 470		Includes Voluntary	Ye	automatically.
Award Date	1/17/2020	Extensions?		automatically.
Expiration Date (All Extensions)	6/30/2025	Remaining Voluntary 2 Extensions	2	
		Total Remaining (Contract Length	60	
Pricing Confid	entiality			
There is no rule, st	atue, or other restriction which prohibits public	ation of the specific r	ori	cing information for this contract.
Contract Infor	mation (Additional)			

What is the service start date? 😯 *	What is the date your contract expires for the current term of the contract?		
07/01/2021	06/30/2023		

Enter the date when services will start for this Funding Year

Enter the service start date and current contract expiration. On the left, the Service Start Date should be 7/1/2021 for the beginning of Funding Year 2021 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 peeded to make leased dark fiber or a self-provisioned petwork 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 fiber lease or IRU), or a wireless service.

Notes:

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



FCC Form 471 Help

Show Help

BACK CANCEL The question about special construction, self-provisioning, and a dark dark fiber will already be answered 'No' since the copied FRN didn't ciated with based the include those services. Click on it charges. Continue. RN option.



Narrative

FCC Form 471 - Funding Year 2021

Pioneer County Public Library System (BEN: 208) - FY 2021 Form 471 for Category One - Form # 211000101

Last Saved: 1/26/2021 1:27 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. *

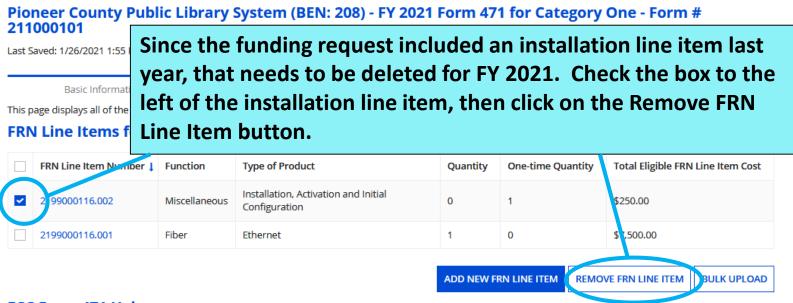
monthly fiber internet for the Loganville Branch Library with static IP addresses

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.



FRN Line Items Page

FCC Form 471 - Funding Year 2021

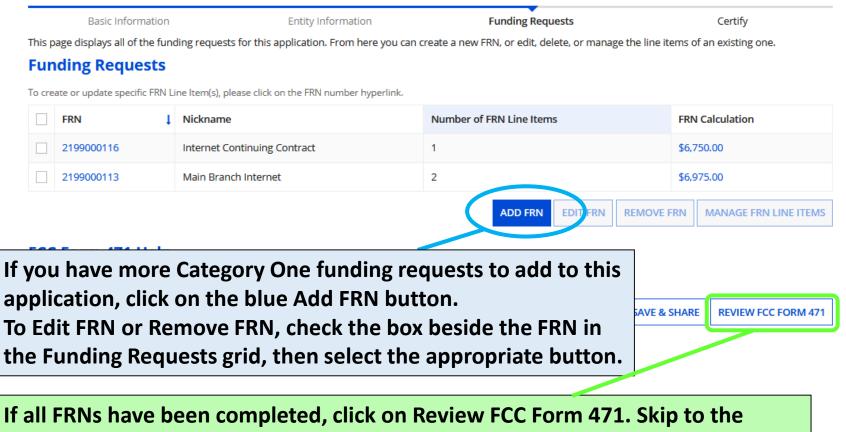


FCC Form 471 Help

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



Funding Requests Page



<u>Review & Certification</u> section for the next instructions.

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

Return to Presentation Contents

Adding Funding Requests

Basic Information	Entity Information	Funding Requests	Certify
This page displays all of the funding requests for this a	pplication. From here you can c	reate a new FRN, or edit, delete, or manage the lir	ne items of an existing one.

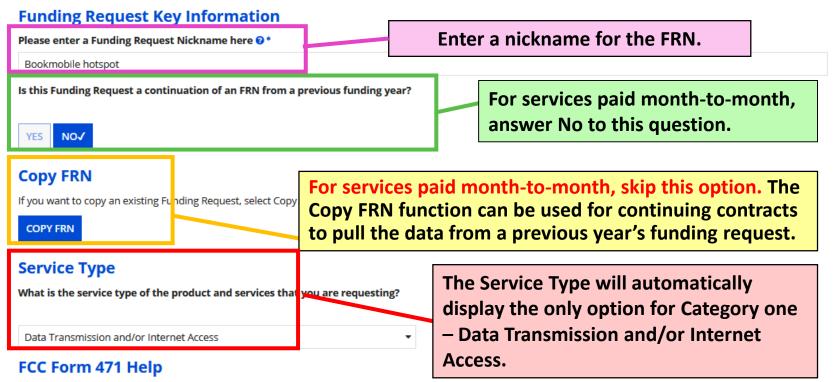
Funding Requests

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

	FRN	1 Nickname	Number of FRN Line Items	FRN (Calculation						
	2199000116	Internet Continuing Contract	1	\$6,75	0.00						
	2199000113	Main Branch Internet 2		\$6,97	\$6,975.00						
			ADD FRN	IT FRN REMOVE FRN	MANAGE FRN LINE ITEMS						
FCC Form 471 Help											
Show Help											
BAC	CK DISCARD I	dding Funding Request	Numbers	SAVE & SHARE	REVIEW FCC FORM 471						
		RNs) is a two-step proc									
	tł	nen Manage FRN Line It	ems.								

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



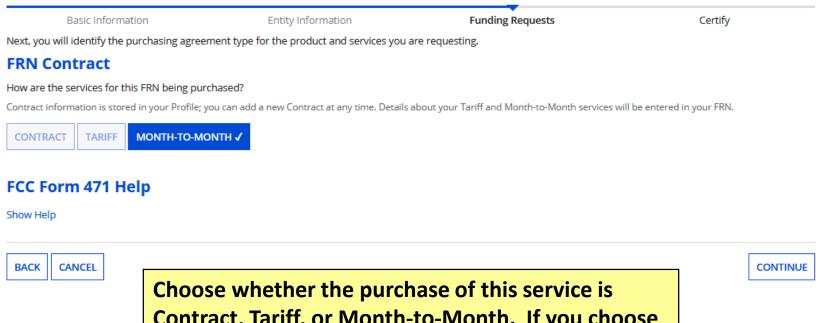
Show Help

CANCEL

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

CONTINUE

FRN Contract



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 for a for

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

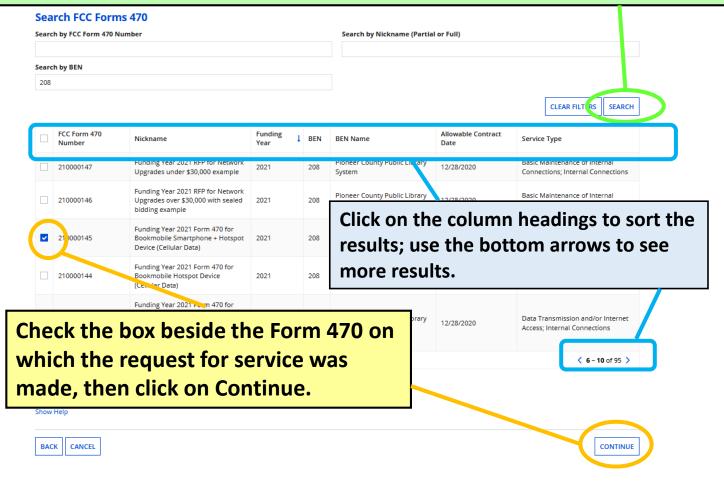
Use the search tool below to find the establishing FCC Form 470.

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.



Service Provider

Basic Infor		Entity Information	Funding Requests	Certify					
-		ur purchasing agreement. Please sear	ch for a provider below and select one to associat	e it to the purchasing agreement.					
Service Provider Enter the account num									
Account Number (e.g.	, billed telephone num	ber)	service if you know it already.						
502-564-1728 0001									
f your service provider h	as given you one or more	Account Numbers, please enter them.							
Use the search tool be	elow to find the establi	ishing service provider							
Search Service	e Providers								
Search by SPIN Search by Name (Full or Partial)									
14010003									
				CLEAR FILTERS SEARC					
• SPIN	Name		Doing Business As	State					
4010003	USAC Service F	Provider Organization 3		VA					
arch for the	service prov	ider – using the Ser	vice Provider Identification						
earch for the service provider – using the Service Provider Identification umber (SPIN/Form 498 ID) is best. Check the box beside the correct result and									
ck on Contir	-	J IS DESL. CHECK LITE	s son seside the correct re						

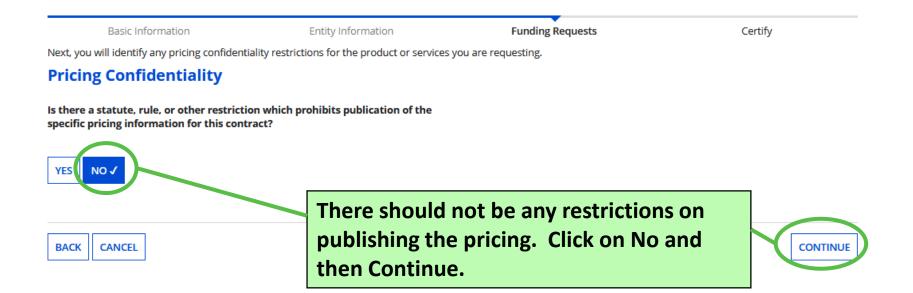
Dates for Month-to-Month Services

Pioneer County Public Library System (BEN: 208) - FY 2021 Form 471 for Category One - Form # 211000101

Last Saved: 1/26/2021 1:58 PM EST

Basic Information Ent		Entity Information	Funding Requests	Certify	
Next, you	will identif	y the start and end dates for the	5		
Dates					
What is t	he service	start date? 🕜 *	When will the services end? *		
07/01/2	021			06/30/2022	
Enter the (date when s	ervices will start for this Funding Ye	ear		
BACK	CANCEL	By default. EP	C will list the se	rvice start date for	CONTINUE
		Funding Year 2			
		•	ervice end date		
			curring services in		
				—	
		–	2021: 6/30/2024	2. Then click on	
		Continue.			

Pricing Confidentiality



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 (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 on a dark fiber lease or IRU), or a wireless service.

Notes:

- If you are seeking support for both the Special Construction, Maintena associated with leased lit fiber, a dark fiber lease/IRU, or a wireless ser Yes/No question based the specific services that are included in that F
- If you select "Yes" below, you should create separate FRNs for special Equipment charges. If charges for M&O and Network Equipment are b Network Equipment/M&O FRN option.



FCC Form 471 Help

CANCEL

Show Help

BACK

You must indicate whether Category One Internet requests include dark fiber, self-provisioning, or special construction charges. For bookmobile hotspot service, click on No. Then click on Continue.



Narrative

Basic Information

Entity Information

Funding Requests

Certify

Narrative

Provide a brief explanation of the products and services that you are requesting, or provide any other relevant information regarding this Funding Request. You should also use this field to describe any updates to your entity data, such as revised student counts, entity relationships, etc, that you were unable to make after the close of the Administrative filing window for profile updates. These changes will be addressed during the application review process. *

Monthly hotspot service for the bookmobile

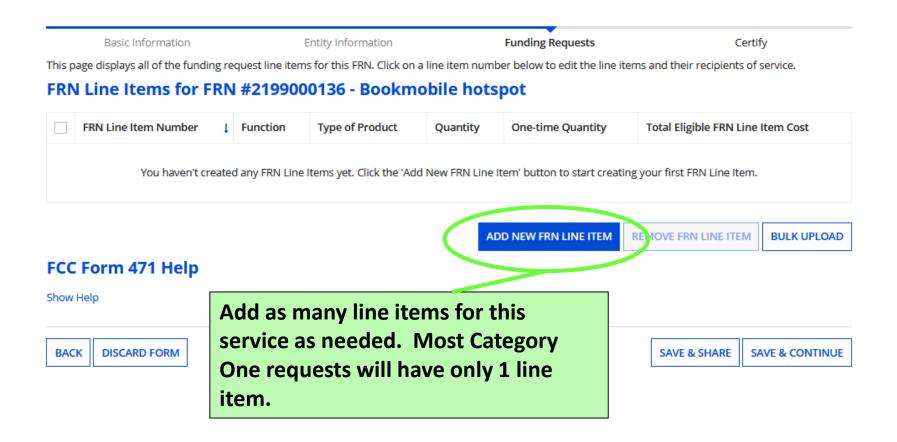
Enter a brief explanation for your request. For bookmobile cellular data requests, make sure to include in the narrative that the service will be used on the bookmobile. Click on Save & Add/Manage FRN Line Item to continue.

Show Help

BACK CANCEL



Add New FRN Line Item



Product and Service Details

Basic Information Please enter Product and Service Details Ir		n and/or intern under	ookmobile hotspot e, choose the 1st op Purpose.	
Product and Service Deta	ils for new FRN Line It	em for FRN #219	9000136 - Bookmobile	hotspot
Show Help for Taxes and USF Fees				
Purpose 😯 *				
 Internet access service that includes a c 	connection from any applicant site di	rectly to the Internet Service	Provider	
 Data Connection between two or more 				
 Data connection(s) for an applicant's hu 	ub site to an Internet Service Provider	r or state/regional network w	here Internet access service is billed	separately
 Internet access service with no circuit (Jata circuit to ISP state/region	aaca Wiralas	s as the Function	
Function 😯 *	CI	iouse wireles	s as the function	
Wireless				
Type of Connection *				
Data plan for portable device				
> Funding Request Narra FCC Forn 471 Help	For Type of Conn portable device.	•	•	
See <u>slide 67</u> for ta Functions and Typ		-	[SAVE & CONTII

110

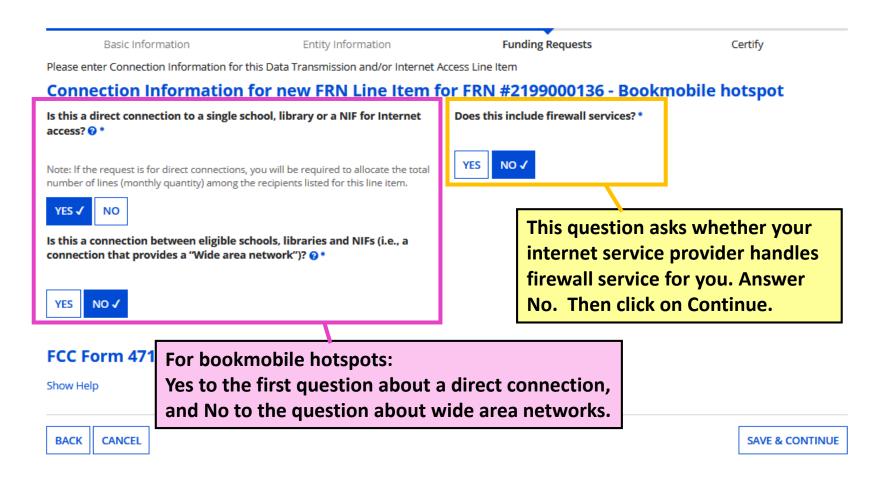
Bandwidth Speed

Basic Information	Entity Information	Funding Requests	Certify
Please enter Bandwidth Speed Information for this D	Data Transmission and/or Inter	net Access Line Item	
Bandwidth Speed for new FRN	Line Item for FRN #	#2199000136 - Boo	okmobile hotspot
Bandwidth Download Speed *		Burstable Bandwidth?	
10.000			
Bandwidth Download Units *		YES NO 🗸	Answer the question
Mbps	-		about burstable
Bandwidth Upload Speed *			bandwidth (most libraries
1.000			don't have this). Then
Please specify the upload speed if it is different than the	download speed.		click on Save & Continue.
Bandwidth Upload Units *			
Mbps	~		
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



Cost Calculation (1/2)

Basic Information Entity Information Funding Requests Certify Please enter Cost Information for this Data Transmission and/or Internet Access Line Item. not requested for that field. **Notes on Monthly Cost fields:** Cost Calculation for new FRN Line Item for FRN #21990 Must complete ALL fields. Monthly Recurring Unit Cost = monthly data Monthly Cost Onecharge per hotspot or smartphone plan. O le-ti Monthly Recurring Unit Cost \$39.99 Additional fees such static IP addresses, USF Monthly Recurring Unit Ineligible)ne-ti \$0.00 Costs fee for internet, and Federal Access Recovery)ne-ti Charge should be on a separate line item. Monthly Recurring Unit Eligible = \$39.99 Costs)ne-ti Monthly Recurring Unit Ineligible Costs = Monthly Quantity 1 otal E probably \$0.00 for hotspot service; the Total Monthly Eligible Recurring amount you enter in this field is subtracted = \$39.99 umm Costs from the amount in the field above otal E Months of Service x 12 **Monthly Quantity** = the number of hotspots Total Eligible Recurring Costs = \$479.88 otal I for service to the bookmobile Pre-Di = \$479.88 em Cost

> More Help with the Costs Above

FCC Form 471 Help

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

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

BACK CANCEL

Show

SAVE & CONTINUE

Cost Calculation (2/2)

Basic Information

Entity Information

Funding Requests

Certify

Please enter Cost Information for this Data Transmission and/or Internet Access Line Item. All fields in the grid below are required. Please enter zero if funds are

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

> More Help with the Costs Above

FCC Form 471 Help

Show Help

1

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

FRN #2199000136 - Bookmobile hotspot

	One Time Cost	
\$39.99	One-time Unit Cost	\$0.00
\$0.00	One-time Ineligible Unit Cost	\$0.00
	One-time Eligible Unit Cost	= \$0.00
\$39.99	One-time Quantity	0
	Total Eligible One-time Costs	= \$0.00
\$39.99	Summary	
x 12	Total Eligible Recurring Costs	\$479.88
479.88	Total Eligible One-time Costs	+ \$0.00
	Pre-Discount Extended Eligible Line Item Cost	= \$479.88

Pre-Discount Extended Eligible Line Item Cost = full, eligible cost of this service during FY 2021.

Save & Continue to next page.

SAVE & CONTINUE

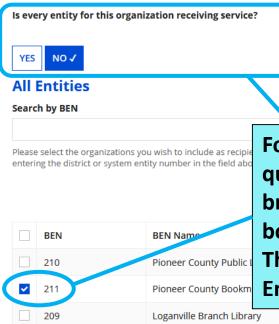
Select Recipients

BEN Name

No items avail

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

Manage Recipients of Service



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.



BEN

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

ADD

Recipients of Service

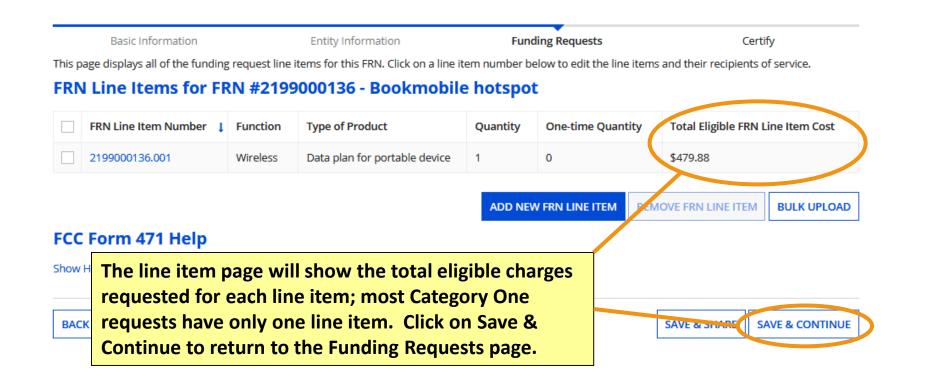
Basic Information	Entity Information	Funding Requests	Certify				
Next, you will review the Recipients Of Service selected for this line item. If any updates are needed, please go back to the previous page and update the selected Recipients of Service accordingly.							
Recipients of Service f	or FRN Line Item #2199000	0136.001					
Entity #	Entity Name		T				
211	Pioneer County Bookmobile						

FCC Form 471 Help

Show Help

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

FRN Line Items Page



Funding Requests Page

FCC Form 471 - Funding Year 2021

ast S	000101 aved: 1/29/2021 1:5 Basic Informat age displays all of th	discount rate to show how much funding is being			
	ding Reque				
o cre	FRN	Ine Item(s), please Nickname	e click on the FRN number hyperlin	Number of FRN Line Items	FRN Calculation
	2199000136	Bookmobile hot	spot	1	\$431.89
	2199000116	Internet Continu	ing Contract	1	\$6,750.00
	2199000113	Main Branch Int	ernet	2	\$6,975.00
Re	eview FCC		e been added, cl This will genera		REMOVE FRN MANAGE FRN LINE ITEM:

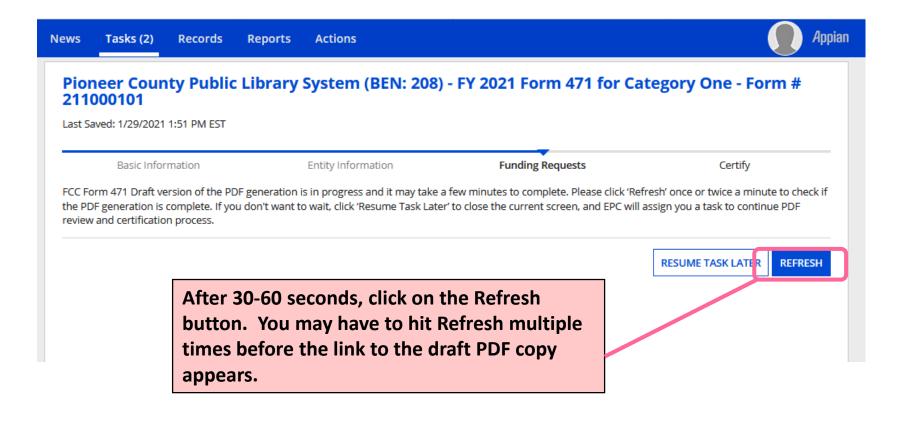
Review & Certification Slides 119-125

Return to Presentation Contents

Proceed to create draft PDF

Pioneer County Public Libra 211000101 Last Saved: 1/29/2021 1:51 PM EST		create a PDF of your draft	to run a few final validations, and then FCC Form 471. Once this is completed, and either send for certification or o you wish to proceed?	Category C)ne - Form #	
	Basic In	formation	NO	YES)	Certify
his p	age displays a	ll of the funding requests fo	r this application. From here	you can create a new FRN, or edit, Jelete, o	or manage the line	items of an existing one.
un	ding Red	quests				
o cre	ate or update s	pecific FRN Line Item(s), pleas	e click on the FRN number hype	erlink.		
	FRN	1 Nickname		Number of FRN L ⁷ le Items	FRI	N Calculation
	2199000136	Bookmobile ho	tspot	1	\$43	31.89
	2199000116	Internet Contin	uing Contract	1	\$6,	750.00
		After clickin	<mark>g on Review F</mark>	CC Form 471 from	\$6,	975.00
	2199000113					
	2199000113	the Funding	Requests pag	e. sav Yes to the		
	2199000113			e, say Yes to the	IOVE FRN	MANAGE FRN LINE ITEM
		pop-up mes	sage to confir	e, say Yes to the m that a draft PDF	IOVE FRN	MANAGE FRN LINE ITEM
cc	: Form 4	pop-up mes	sage to confir			MANAGE FRN LINE ITEM
cc		pop-up mes	sage to confir			MANAGE FRN LINE ITEM

Refresh the page



Let KDLA review your form

FCC Form 471 - Funding Year 2021

Pioneer County Public Library System (BEN: 20) 211000101 Last Saved: 1/29/2021 1:51 PM EST	Click on the blue Document Download Link to review a PDF draft of your Forr 471. Attach the file to an email and send it to lauren.abner@ky.gov for	
Basic Information Entity Information Please download and carefully review this FCC Form 471 before certifying	review.	
Download Document Link USAC_FCC_FORM_471_APPLICATION_211000101_DRAFT By checking this box, I certify that the information in the PDF document abo	we is correct.	
FCC Form 471 He Once you're positive that t	he form is correct, check the box below the	
Show Help download link and click on		

Certifications & Technology Budget

	Basic Information	Entity Information	Funding Requests	Certify
You must check the boxes for all twelve certifications. Only library- specific certifications	 Please complete the certifications below. Pipplicant Certifications I certify that the entities listed in this ap administrative agency under the Library sep, rate from any schools, including, biest of the second funding year. I certify that the Billed Enternational Summary Below is a summary of the total line item Summary 	Services and Technology Act of 1996 ut not limited to, elementary, seconda e entities listed on this application hav internal connections, maintenance, a oned resources are not eligible for sup ces to pay the discounted charges for ity will pay the non-discount portion o	Enter the amount you budgets for technolo internet access or oth eligible services). The budget may include of software, servers, da ballpark figure is fine	gy (minus her E-rate e technology computers, tabases, etc. A
will be shown.	Total funding year pre-discount eligible a	mount on this FCC Form 471		\$15,980.12
	Total funding commitment request amou Total applicant non-discount share of the			\$14,382.11 \$1,598.01
	Total budgeted amount allocated to reso	urces not eligible for E-rate support		\$25,000.00
	Total amount necessary for the applicant eligible and any ineligible amounts	to pay the non-discount share of		\$26,598.01
	Are you receiving any of the funds direct of the FCC Forms 471 filed by this Billed B	· · · · ·	No	-
	Has a service provider listed on any of th Entity for this funding year assisted you in con-discounted share?	2 · · · · · · · · · · · · · · · · · · ·	No	•
	 I certify an FCC Form 470 was posted ar provider. I certify that all bids submittee con idered, and is the most cost-effective I certify that the entity responsible for submittee 	ANSWER <u>NO</u>	TO BOTH THESE QU could be denied!!!	

Certify

prohibited by the Commission's rules at 47 C.F.R. § 54.503(d), other than services and equipment sought by means of this form, from the service provider, or any representative or agent thereof or any commission and the service provider that services and equipment sought by means of this form, from the service provider, or any representative or agent thereof or any commission and the service provider that services are services services are

- I certify that I and the entity(ies) I represen and/or cancellation of funding commitmer 471 except for those services provided und could result in civil or criminal prosecution
- I acknowledge that the discount level used that are treated as sharing in the service, n
- I certify that I will retain required documen certification) after the later of the last day of may be audited pursuant to participation i the statute and Commission rules regardir will make such records available to USAC.

False statements on this form may result in civil liability and/or criminal prosecution. To electronically sign and certify this form, click "Yes" below. To affirm that you (1) understand the statements above and (2) represent the entity featured, and have the authority to make the certifications, on this form, click "Yes" below.



o so may result in denial of discount funding ig all of the services listed on this FCC Form ige that failure to comply with program rules

most disadvantaged schools and libraries

d by the rules in effect at the time of this a sted funding request. I acknowledge that I s Lecessary to demonstrate compliance with ar d libraries discounts, and that if audited, I

I certify that I am authorized to order telecommunications and other supported services for the eligible entry (res) listed on this application. I certify that I am authorized to submit this request on behalf of the eligible entity(ies) listed on this application, that I have eramined this request, that all of the information on this form is true and correct to the best of my knowledge, that the entities that are receiving discounts provide the program, that no kickbacks were paid to anyone and that false statemer (s on this form can be punished by fine or forfeiture under the Communications Act, 47 U.S.C. § 502, 503(b), or fine or imprisonment under Title 18 of the Jnited States Code, 18 U.S.C. § 1001 and civil violations of the False Claims Act.

I acknowledge that FCC rules provide that persons who have been convicted of criminal violation, or held civilly liable for certain acts arising from their participation in the schools and libraries support mechanism are subject to suspension and defarment from the program. I will institute reasonable measures to

be informed, and will notif way with my entity and/or the schools and libraries su

- I certify that if any of the Fu that I have allocated the eli
- I certify that the non-discout on this FCC Form 471 are r provider of a supported se of the supported services.
- FCC Form 471 Hel

Show Help

BACK

After you click on Certify, you'll see a popup 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. person associated in any from their participation in

and ineligible components,

of eligible services featured ule, the provision, by the of some or all of the cost

CERTIFY

Certification Confirmation

Certification Confirmation

Pioneer County Public Library System (BEN: 208) - FY 2021 Form 471 for Category One - Form # 211000101

Last Saved: 1/29/2021 2:20 PM EST

Basic Information	Entity Information	Funding Requests	Certify
You have successfully filed FCC Fe	2	0	coury
Certification Date		If you don't close t	the Certifier
1/29/2021 2:20 PM EST		•	
Authorized Person			e, you'll periodically
Name Lauren Abner		receive email remi	inders about this as a
Title KDLA Technology	Consultant	pending task in the	e E-rate Productivity
Employer Pioneer County Pu	ıblic Library System	Center.	-
Address 100 Main Street Boonesburg, KY 40			
Phone 502-564-1728			
Email library.system10.u	iser1@mailinator.com		
Please click here to access your certified FC	C Form 471 PDF		
is link will take you dire e FCC Form 471. Howev mediately after certifyin e certified Form 471 wo	ver, if you navigate ng, the generated	e there PDF copy of	CLOSE

After You've Certified Slides 126-136

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FCC Forms and Post-Commitment Requests

My Applicant Landing Page



~FCC Forms and Post-Commitment Requests



O Post-Commitment Requests

Form Type FCC Form 471

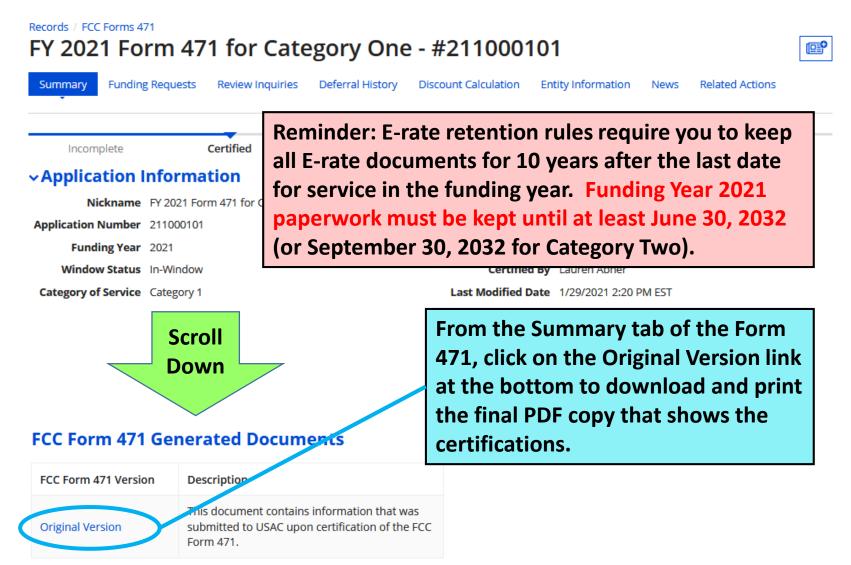
Funding Year 2021

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.

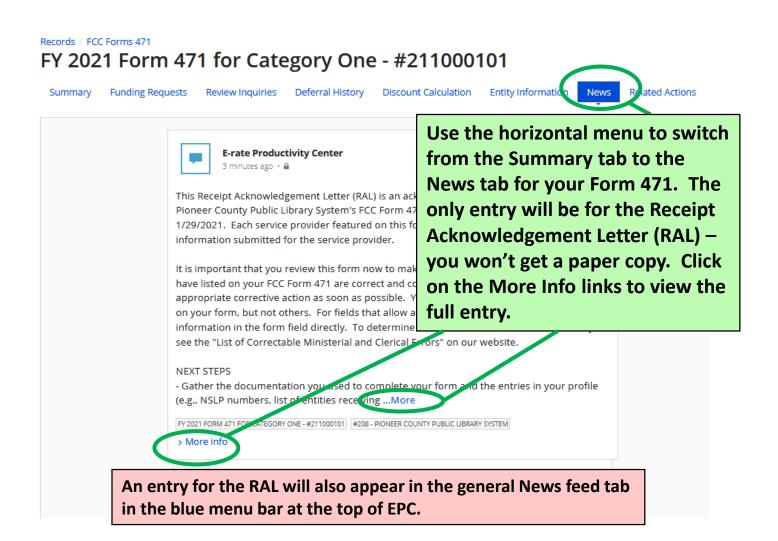
> Change the Form Type drop-down to FCC Form 471 and the Funding Year to 2021. In the results, click on the Application Number to go the form's Summary tab.

	Application Number	Nickname	Funding Year	Status	Certified Date
	211000042	test	2021	Incomplete	
C	211000101	FY 2021 Form 471 for Category One	2021	Certified	1/29/2021 2:20 PM EST

Download Final PDF copy



Receipt Acknowledgement Letter (1/2)



Receipt Acknowledgement Letter (2/2)



E-rate Productivity Center 4 minutes ago · A

This Receipt Acknowledgement Letter (RAL) is an acknowledgement that USAC has received Pioneer County Public Library System's FCC Form 471 - 211000101 for Funding Year 2021 on 1/29/2021. 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 2021 FORM 471 FOR CATEGORY ONE - #211000101 #208 - PIONEER COUNTY PUBLIC LIBRARY SYSTEM

✓ More info

Application Number 211000101

Entity Number 208

Certification Date Jan 29, 2021

 Funding Request
 https://portal-training.usac.org/suite/tempo/actions

 Report
 /item/ksB0YLZsM4yuY0N6bli5jCQCCPDn1MeHVae8oOG5TUGvU_wfMEI7hH

 S5-uRZ_GOU5WJyWE2rSSEsnWWNRHizSJ2XLOYCkYlkmDOrcY

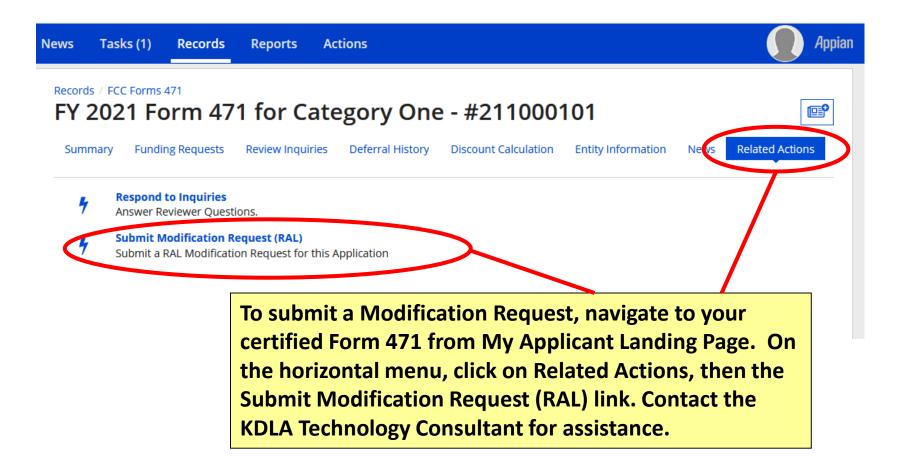
Print the full view of the Receipt Acknowledgement Letter (RAL) the same way you print a normal webpage; use File>Print in your browser menu, or tap Ctrl+P on your keyboard to open your printer prompt.

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

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)



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

From: portal@usac.org [mailto:portal@usac.org] On Behalf Of Sent: Friday, April 20, 2018 11:55 AM To: Control of Control

E-rate Review Information

Today's Date: 4/20/2018 Response Due Date: 5/7/2018 Contact Name: Applicant Name: Hereit PUB LIBRARY FCC Form 471 Application Number: 1810

Dear Applicant

We are in the process of reviewing your Funding Year 2018 FCC below. Please note that EPC allows you to begin working on your submitting your answers. Click "Submit" only when you have an

 Eligibility of Products and Services <u>Click here to respond to inquiries</u>

USAC Homepage

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 #.

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 below. Please do not use e-mail to submit your responses to the PIA review inquiries. USAC will not review responses to PIA review inquiries sent to the reviewer's email address. All PIA responses must be submitted in EPC. Again, please be sure to provide complete responses to all of the PIA questions. If you need additional time to prepare your response, you may request an extension. Click the "Request Extension" button, located at the top of the "Review Inquiries" page in EPC. Your first extension request will be automatically granted, and you will receive an additional seven days to respond. Be

134

before

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 <u>everything</u> 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 <u>all</u> 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

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Resources

- KDLA's E-rate page
 - <u>https://kdla.ky.gov/librarians/programs/e-rate/Pages/default.aspx</u>
 - USAC Schools & Libraries homepage
 - https://www.usac.org/e-rate/
- USAC Client Service Bureau
 - 1-888-203-8100 or through your <u>E-rate Productivity Center</u> account
- E-rate Central
 - <u>https://e-ratecentral.com/</u>

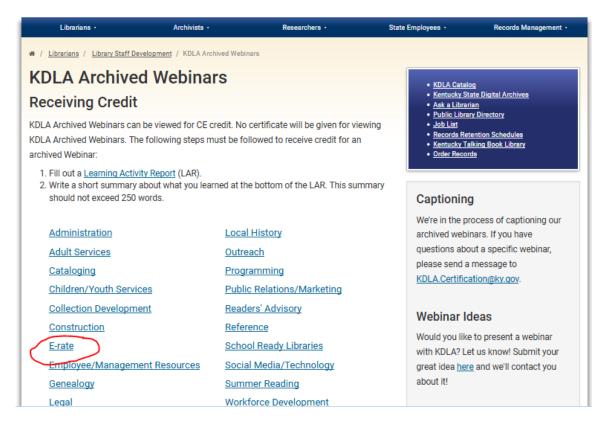
Sign up for KYTECH LISTSERV®

- 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: joinkytech@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/R3CVX9D



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