

E-rate Invoicing, Part 1: Funding Commitments, Form 486, and Post-Commitment Changes

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KENTUCKY DEPARTMENT FOR LIBRARIES & ARCHIVES

MAY 8, 2025

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Disclaimers










These instructions represent my unofficial interpretation of the FCC's E-rate rules and regulations. **Official guidance can come only from the Federal Communications Commission (FCC) and the Universal Service Administrative Company (USAC).**

USAC frequently updates the E-rate Productivity Center (EPC). What I present today is correct to the best of my knowledge, but what you see in EPC may be different.

E-rate Funding Years

E-rate Funding Years Chart

KY Library Support: Lauren.Abner@ky.gov or (502) 564-1728	Application Process			Recurring Services		Non-Recurring Services	
	Form 470 – Competitive Bidding 	Form 471 – Application to Request Discounts 	Form 486 – Service Start Date + CIPA Certification 	Service Dates for Category One or Two 	Invoicing Deadline (SPI/BEAR) 	Service Dates for Category Two Purchase & Installation 	Invoicing Deadline (SPI/BEAR) 
Funding Year 2024	Closed competitive bidding deadline	Closed application filing window	120 days from: FCDL or Service Start Date (whichever is later)	July 1, 2024 to June 30, 2025	October 28, 2025	April 1, 2024 to Sept. 30, 2025	January 28, 2026
Funding Year 2025	Closed competitive bidding deadline	Closed application filing window	120 days from: FCDL or Service Start Date (whichever is later)	July 1, 2025 to June 30, 2026	October 28, 2026	April 1, 2025 to Sept. 30, 2026	January 28, 2027
Funding Year 2026	July 1, 2025 to Late Feb 2026 competitive bidding deadline	Mid-January to Late March 2026 application filing window	120 days from: FCDL or Service Start Date (whichever is later)	July 1, 2026 to June 30, 2027	October 28, 2027	April 1, 2026 to Sept. 30, 2027	January 28, 2028
Notes	Most applicants open at least one 28 calendar day competitive bidding process each year.	All applicants must file the Form 471 every year to receive a funding commitment.	All applicants 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

<https://kdl.ky.gov/Library-Support/Library-Programs/E-rate/Pages/Funding-Years.aspx>

Funding Commitment Decision Letter (FCDL)

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What's a 'Funding Commitment'?

After USAC reviews your library's Form 471—the application form used to request E-rate discounts for the upcoming funding year—a **Funding Commitment Decision Letter (FCDL) will be issued to indicate:**

- How much funding has been committed for the overall application
- How much funding has been committed for each Funding Request Number (FRN) listed on the application

The funding commitment for each FRN represents the maximum refund (or discount) that your library will receive for that service based on actual invoicing for the relevant funding year.

- If your library is ***charged less*** than what was estimated on the Form 471, the appropriate discount will be applied to that amount.
- If your library is ***charged more*** than what was estimated on the Form 471, the refund will be capped at the full amount of the funding commitment.

FCDL Email

Fw: USAC: Funding Commitment Decision Letter (FCDL) available for FCC Form 471 251025345, Bell County Public Library District (128849)



Director <director@bellcpl.org>
To: Abner, Lauren (ELC)



Mon 4/28/2025 11:08 AM

If there are problems with how this message is displayed, click here to view it in a web browser.



FCC Form 471 - 251025345 - Bell County Public Library District.csv
1 KB



Bell County Public Library District Funding Commitment Decision Letter.pdf
22 KB



USAC will send an email to the Form 471 Certifier with the Funding Commitment Decision Letter (FCDL) attached as a PDF. An Excel file with the basic funding details will also be attached.

Thank you for submitting your application for Funding Commitment Decision Letter (FCDL). In this email, you will find the funding statuses for the FCC Form(s) 471, Services Ordered and Confirmation Form(s) that you submitted.

The Universal Service Administrative Company (USAC) is providing this information to both the applicant(s) and the service provider(s) so that all parties are aware of the post-commitment changes related to their funding requests and can work together to complete the funding process for these requests.

Next Steps

1. Work with your service provider(s) to determine if your bills will be discounted or if you will request reimbursement from USAC after paying the undiscounted cost for the services you receive.

Access Funding Commitment in EPC

My Applicant Landing Page



Welcome, [KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES!](#)



In the [E-rate Productivity Center](#), go the Notifications section of My Applicant Landing Page. Set the Notification Type to 'Funding Commitment Decision Letter' and the Funding Year to 2025 (or the relevant Funding Year) to bring up a list of your library's FCDLs.

Notifications

Notification Type

Funding Commitment Decision Letter

Funding Year

2025

Status ⓘ
☒ All
☐ Generated
☐ Not Generated

	Notification	Description	Issued Date	Generated By	Generated On	
	Funding Commitment Decision Letter	FCC Form 471 - 251040701	5/1/2025	EPC System	5/1/2025 12:55 PM EDT	View Notification
	Funding Commitment Decision Letter	FCC Form 471 - 251041037	4/26/2025	EPC System	4/26/2025 1:04 AM EDT	View Notification

In the far-right column, click on View Notification to go a News feed entry for your Funding Commitment Decision Letter.

FCDL in the News Feed

The News feed entry for your funding commitment links to the same documents sent by email to the Form 471 Certifier.



E-Rate Productivity Center Thank you for submitting your application for Funding Year 2021 Schools and Libraries Program (E-rate) funding. Attached to this post, you will find the funding statuses for the FCC Form(s) 471, Services Ordered and Certification Form, that you submitted. ✕

The Universal Service Administrative Company (USAC) is providing this information to both the applicant(s) and the service provider(s) so that all parties are aware of the post-commitment changes related to their funding requests and can work together to complete the funding process for these requests.

Next Steps

1. Work with your service provider(s) to determine if your bills will be discounted or if you will request reimbursement from USAC after paying the undiscounted cost for the services you receive.
2. Review the Children's Internet Protection Act (CIPA) requirements and file the FCC Form 486 (Service Confirmation and CIPA Certification Form). The deadline to submit this form is 120 days from the date of this letter or from the service start date (whichever is later).
3. Invoice USAC
 - If you (the applicant) are invoicing USAC: You must pay your service provider(s) the undiscounted cost for the services you receive and file the FCC Form 472, the Billed Entity Applicant Reimbursement (BEAR) Form, to invoice USAC for reimbursement of the discounted cost of services.
 - If your service provider(s) are invoicing USAC: The service provider(s) must provide services, bill the applicant at the discounted rate, and file the FCC Form 474, the Service Provider Invoice (SPI) form, to invoice USAC for reimbursement for the discounted portion of costs. Each funding year, service providers must file an FCC Form 473, the Service Provider Annual Certification Form, to be able to submit invoices and to receive disbursements.

For more information, including how to appeal a decision, please see the attached letter.

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.

Sincerely,
Universal Service Administrative Co.



KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES Funding Commitment Decision ...
PDF 25 KB



FCC Form 471 - 211021017 - KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES
CSV 1 KB

#128825 - KENTUCKY ...

FY 2021 Form 471 Cate...

Apr 17, 2021 ☆ 🔒 [Comment](#) [More Info](#) ▾

A Quick Review of the FCDL



April 26, 2025

Funding Commitment Decision Letter

Funding Year 2025

Contact Information:

FCC Form 471: 251025345

Jeanna Cornett
Bell County Public Schools
120 S. 20th St.
Middlesboro, KY 40048
jcornett@bellco.k12.ky.us

**Page 1 – Total Committed
for this application**

Totals

Total Committed	\$7,623.46
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What is in this letter?

Thank you for submitting your application for Funding Year 2025 Schools and Libraries Program (E-rate) funding. Attached to this letter, you will find the funding statuses for the FCC Form(s) 471, Services Ordered and Certification Form, that you submitted and referenced above.

The Universal Service Administrative Company (USAC) is sending this information to both the associated applicant(s) and the service provider(s) so that you can work together to complete the funding process.

Next Steps

1. Work with your service provider(s) to determine if your bills will be discounted or if you will request reimbursement from USAC after paying the full cost for the services you receive.
2. Review the [Children's Internet Protection Act \(CIPA\)](#) requirements and file the [FCC Form 486](#) (Service Confirmation and CIPA Certification Form). The deadline to submit this form is 120 days from the date of this letter or from the service start date (whichever is later).
3. Invoice USAC

Page 4 – Application Comments

Funding Commitment Decision Overview

Funding Year 2025

Application Comments for FCC Form 471: #251025345

The applicant did not submit any RAL corrections.

Funding Commitment Decision Overview

Funding Request Number (FRN)	Service Provider Name	Amount Requested	Amount Committed	Status
2509033681	Traoe3, LLC	\$7,623.46	\$7,623.46	Funded

Each Funding Request – Status and Reviewer Comments

FRN 2509033681	Service Type Internal Connections	Status Funded
-------------------	--------------------------------------	------------------

Funding Commitment Decision Comments

MR1: Approved as submitted.

Funding Requests on E-rate Central

[E-rate Central](#), an E-rate consulting firm, downloads public data about E-rate funding and displays information by state. You can quickly look up your library's funding requests for a particular year and find essential information for filing invoicing forms.

Go to the page for Kentucky E-rate info:

<https://tools.e-ratecentral.com/us/stateInformation.asp?state=KY>

In the Funding Quick Search, enter your library system's Billed Entity Number (BEN), then click on the Funding Year (FY):

Funding Quick Search

☒ Billed Entity Number ☐ SPIN

E-Rate Utilization Summary Chart

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

FY	Requested FRNs	Funded FRNs	486 on File	Requested Amount	Committed Category 1	Committed Category 2	Total Committed
2025	2	2	0	\$23,823.46	\$16,200.00	\$7,623.46	\$23,823.46
2024	3	3	3	\$22,820.65	\$18,360.00	\$4,460.65	\$22,820.65
2023	3	3	3	\$20,808.00	\$18,360.00	\$2,448.00	\$20,808.00

Invoicing Modes

WHAT OPTIONS DO LIBRARIES HAVE FOR
INVOICING THEIR DISCOUNTS?

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Invoicing Modes

Which to choose?

Every year, applicants must decide which invoicing mode to use for each funding request number (FRN) that receives a funding commitment.

The slides that follow will describe the two options for invoicing mode:

- Service Provider Invoicing (SPI)
- Billed Entity Applicant Reimbursement (BEAR)

Once E-rate invoicing has started for a particular FRN, you cannot change the invoicing mode for that FRN during the rest of that funding year except in rare circumstances.

Invoicing Mode: SPI

Service Provider Invoicing (SPI) – Form 474

Your service provider may offer to apply your E-rate discount directly to your monthly bill.

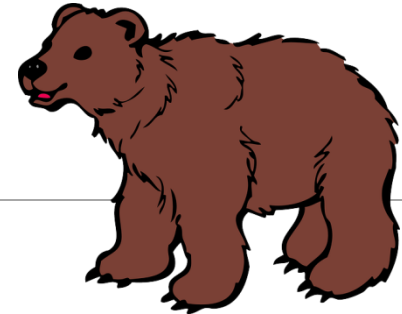
Some vendors ask you to select the invoicing mode after the funding commitment is issued; others will specify the invoicing mode on the contract.

- Some vendors require their own additional documents to be completed before SPI begins; the KDLA State E-rate Coordinator will help if you have problems.

SPI is less paperwork for you and you won't miss out on your funding.

Caveat: Some vendors can take 2-3 (or more) billing cycles to start SPI invoicing once you request it. If you need more timely E-rate refunds, you may prefer to file BEAR forms.

Invoicing Mode: BEAR



Form 472 (BEAR)

- **BEAR** Form = **B**illed **E**ntity **A**pplicant **R**eimbursement Form
- The library pays the full invoice upfront, then files the BEAR to receive a refund via direct deposit. The library must have an approved Form 498 on file to provide direct deposit information.
- Can file BEARs periodically throughout funding year or file one form for each vendor after the funding year ends
- Deadline: No later than 120 days after the last date of service; for recurring internet service, the last service date is June 30, so the deadline is normally October 28th following the funding year
- Before the deadline, you may request 1 extension of 120 days: (<https://www.usac.org/e-rate/applicant-process/invoicing/invoice-deadline-extensions/>)
- More paperwork for you, but more control of the money flow.

Form 486

RELEASE FUNDING FOR INVOICING

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Purposes of the Form 486

The 486 has three purposes:

- **Indicating service start dates**
- **Making a certification regarding compliance with the Children's Internet Protection Act (CIPA)**
- **Accepting & releasing funding to be invoiced once the funding year begins on July 1st**

A Form 486 listing the relevant funding request numbers (FRNs) must be certified before any E-rate invoicing forms can be filed, either by the service provider or the library.

Form 486 Deadline

Form 486 Deadline:

- 120 days from start of services *OR*
- 120 days from the issue date for the Funding Commitment Decision Letter (FCDL)
whichever comes latest.

**For Funding Year 2025,
the 486 deadline for
most libraries will be
October 29, 2025.**

PROGRAM DEADLINES

General Information	
FCC Form 470	
FCC Form 471	
FCC Form 472	
FCC Form 473	
FCC Form 474	
FCC Form 479	
FCC Form 486	
FCC Form 498	
FCC Form 499-A	
FCC Form 499-Q	
FCC Form 500	
Appeals	
COMAD	
Extension Requests for Invoicing USAC	
Extension Requests for Non-Recurring Service Implementation & Delivery	
Invoice Deadline	

FCC Form 486

Enter the two dates requested and click "Calculate"

FCDL Date Service Start Date on FCC Form 486

◀ April 2021 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

◀ July 2021 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Calculate

Calculated Deadline: **10/29/2021**

If the "Calculated Deadline" falls on a non-business day (e.g. Saturday, Sunday or federal holiday), the deadline becomes the next business day. It is your responsibility to meet deadlines.

Not sure about the deadline? Use this tool and select FCC Form 486:

<https://apps.usac.org/sl/tools/deadlines/default.aspx>

Early Filing

Many Kentucky libraries will have the option to early-file the Form 486.

In order to file the Form 486 early, ALL of the following conditions must be met:

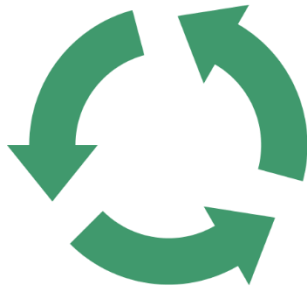
- Your library has received its Funding Commitment Decision Letter (FCDL).
- The services listed on the Form 486 will start in the month of July.
- Your library can truthfully make all of the certifications on the form, including CIPA compliance (if required).
- Your library is filing the Form 486 on or before July 31.

For more information on the Form 486, see the 'Starting Services' section for applicants on the USAC website:

<https://www.usac.org/e-rate/applicant-process/starting-services/>

Service Start Dates

RECURRING SERVICES



Recurring services = Category One internet access or transport services, or Category Two equipment maintenance or managed services invoiced on a regular schedule

Service Start Date must occur between July 1 – June 30 of the funding year. **July 1st is the typical start date unless contracts begin or end mid-year.**

NON-RECURRING SERVICES



Non-recurring services such as Category Two equipment purchases are also called one-time purchases.

Service Start Date is normally listed as July 1st for Category Two equipment purchases—this is the earliest possible date to list on the Form 486. **Use July 1st even if your library opts for early Category Two purchase & installation** which can occur from April 1 to June 30 before the normal funding year starts.

Advanced Installation

CATEGORY ONE

Non-recurring charges can be incurred up to six months prior to the July 1 start of the funding year (i.e., on or after January 1), provided that:

- Construction begins after the E-rate competitive bidding process is complete;
- The Category One recurring service depends on the installation of the infrastructure;
- The service start date is on or after the start of the funding year; and
- No E-rate invoicing forms are submitted prior to July 1 of the funding year.

For rules regarding special construction charges refer to USAC's [Fiber - Summary Overview](#).

CATEGORY TWO

Non-recurring charges can be incurred up to three months prior to the July 1 start of the funding year (i.e., **on or after April 1).**

- You can purchase/install the equipment prior to receiving a Funding Commitment Decision Letter (FCDL), but there may be some risk involved if application review doesn't go as expected.
- Your vendor likely won't be willing to apply discounts upfront for early purchases. Anticipate paying the full invoice and filing BEAR forms on/after July 1st.

How many Forms 486 to file?

File as many Forms 486 as you need.

You can file one Form 486 if:

- Your library has received Funding Commitment Decision Letters (FCDLs) for all of the Form 471 applications you've filed.

You may need to file two or more Forms 486 if:

- One of the Form 471 applications takes longer to review, and you want to start invoicing for funding that has already been committed on another application.
- You aren't ready to make certifications about some FRNs due to questions about the service start date, etc.

CIPA Compliance (1/2)



Compliance with the Children's Internet Protection Act (CIPA) has 3 parts:

- **Internet Safety Policy** that addresses 5 elements relating to children's safe use of the internet at the library
- **Public notice & hearing** for the Internet Safety Policy
- **Technology Protection Measure** – filter to block *visual* images that are obscenity, child pornography, or [sexual material] harmful to minors

CIPA Compliance (2/2)

Libraries **must** comply with CIPA if they receive funding for internet access or any Category Two equipment and services.

- Exception: compliance is not required if the library receives support only for telecommunications (transport services only).

Compliance is critical; if you're audited and found not to be in compliance, you may have to return funding! **DO NOT ACCEPT E-RATE FUNDING IF YOU CAN'T CERTIFY CIPA COMPLIANCE!**

View the KDLA webinar, "Internet Filtering: CIPA Compliance", in the E-rate section of the Archived Webinars page:

<https://kdla.ky.gov/Library-Support/Library-Staff-Development/Pages/Archived-Webinars.aspx>

Form 486 Walkthrough

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E-rate Productivity Center (1/3)

URL: <https://forms.universalservice.org>

EBB Program providers, EPC users and BEAR Form filers: If this is your first time logging in to One Portal, please read this information carefully.

USAC has added multifactor authentication (MFA) to increase the security of our Universal Service Fund (USF) IT applications. The first time you sign into an application, the system will prompt you to set up MFA for your account. To do this:

1. Click the blue **Continue** button below.
2. Click the **Forgot Password** link.
3. Enter your Username (your email address) and click **Reset via Email**.
4. When you receive the email, click the link to create a password. Your password must be at least eight characters long and include one lowercase letter, one uppercase letter, one number, and one special character.
5. Accept the system's terms of use and click **Sign In**.
6. On the next page, confirm the email associated with your account and click **Send Email**.
7. Check your email for a verification code.
8. Enter the code and click **Verify**.

After logging in, you will see USAC's new single portal application dashboard if you have access to more than one application. On this page you can access all of the USF applications associated with your log in. This means users no longer have to sign into multiple applications to interact with different USF programs.

From the dashboard, you can visit the "Settings" page to add a cell phone number to your account. This will allow you to receive verification codes via either email or text message when you log in in the future.

To learn more about USAC's MFA and to find a list of all USF IT applications included in the single portal, visit [USAC's website](#). If you cannot access the email associated with your account and need to set up a new log in, please contact your organization's USF administrator. If you need to reset your password, click the "forgot password" link. More detailed instructions are available in [this video](#).

[Continue](#)



Username

lauren.abner@ky.gov

Password

[Forgot password?](#)

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

☒ Click the box to accept

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

[Sign In](#)

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



Select an Authentication Factor

USAC requires multifactor authentication to add an additional layer of security when signing in to your account.

Text Message

Email

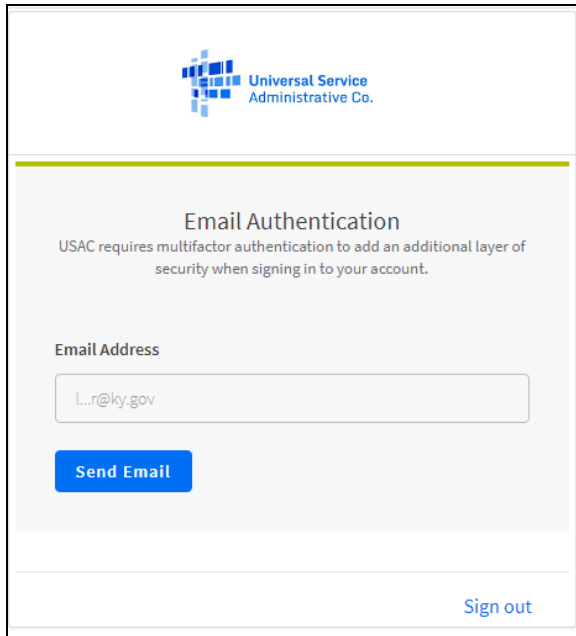
[Sign out](#)

1. Continue past the notes about multifactor authentication.
2. Enter your email & password, click the box to accept, and Sign In.

3. Choose an option for the multifactor authentication code. The default option is an email, but you can add a text option in the settings.

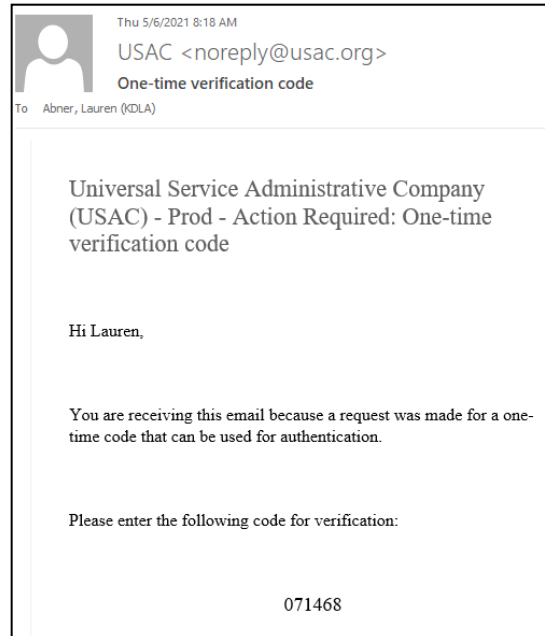
E-rate Productivity Center (2/3)

URL: <https://forms.universalservice.org>



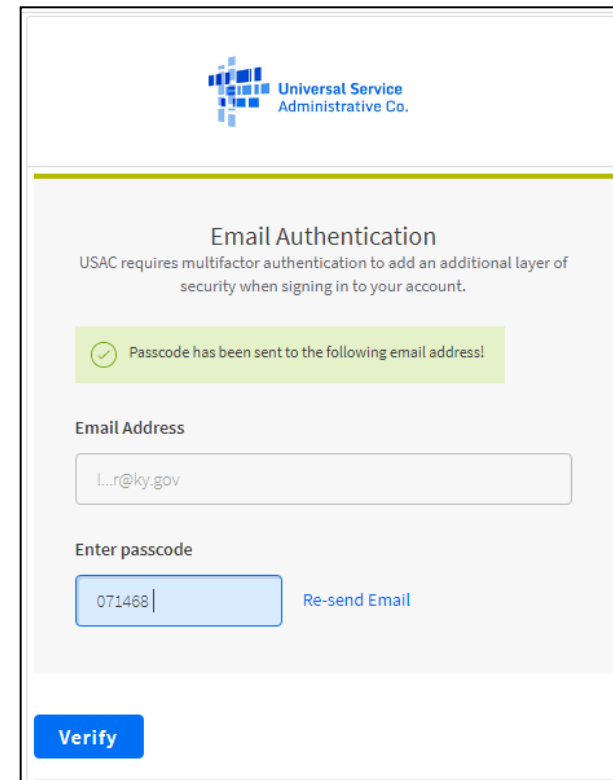
The screenshot shows the 'Email Authentication' page. At the top is the USAC logo. Below it, the text reads: 'Email Authentication' and 'USAC requires multifactor authentication to add an additional layer of security when signing in to your account.' There is a text input field for 'Email Address' containing 'l...r@ky.gov'. Below the field is a blue button labeled 'Send Email'. At the bottom right, there is a 'Sign out' link.

4. Click on the blue button to Send Email or Send Text depending on the multifactor authentication option you selected.



The screenshot shows an email from 'USAC <noreply@usac.org>' with the subject 'One-time verification code'. The email body says: 'Universal Service Administrative Company (USAC) - Prod - Action Required: One-time verification code'. It addresses 'Hi Lauren,' and states: 'You are receiving this email because a request was made for a one-time code that can be used for authentication.' It then says: 'Please enter the following code for verification:' followed by the code '071468'.

5. Retrieve code from email or text.



The screenshot shows the 'Email Authentication' page after receiving the code. It features a green success message: 'Passcode has been sent to the following email address!'. Below this is the 'Email Address' field with 'l...r@ky.gov'. There is a section for 'Enter passcode' with a text input field containing '071468' and a blue button labeled 'Verify'. To the right of the passcode field is a 'Re-send Email' link.

6. Enter code and click on Verify.

E-rate Productivity Center (3/3)

URL: <https://forms.universalservice.org>

The screenshot shows the Universal Service Administrative Co. dashboard. At the top, there is a blue header with the company logo and name on the left, and a 'Sign Out' button on the right. Below the header, the word 'Dashboard' is centered. On the right side of the dashboard, the user email 'lauren.abner@gmail.com' is displayed with a dropdown arrow. The main content area is divided into three columns. The left column, titled 'Upcoming Dates' with a calendar icon, lists two events: '05/15 2025 Beginning E-Rate Services' and '06/26 2025 American Libraries Association (ALA) Annual Conference (Pennsylvania)'. The middle column, titled 'Schools and Libraries' with an upward arrow icon, contains a green-bordered box highlighting a paragraph about the E-Rate Productivity Center (EPC). The right column, titled 'Help?', includes links for 'Send us a message' (Click here) and 'Call us' (888) 641-8722. A green line connects the highlighted text box in the middle column to a green instruction box at the bottom of the page.

Universal Service Administrative Co. Sign Out

lauren.abner@gmail.com ▾

Dashboard

Upcoming Dates

05/15 2025 Beginning E-Rate Services

06/26 2025 American Libraries Association (ALA) Annual Conference (Pennsylvania)

Schools and Libraries ^

E-Rate Productivity Center (EPC) - EPC is the online system for E-Rate program participants to submit applications, manage program processes, and communicate with USAC. Applicants and service providers use EPC to prepare, submit, and certify E-Rate invoicing forms for Funding Years 2016 and later, including FCC Form 472 BEAR, FCC Form 473 SPAC, and FCC 474 SPI. For more information, please visit the applicant or service provider invoicing page at <https://www.usac.org/e-rate/> or contact the E-Rate Customer Service Center at (888) 203-8100.

Emergency Connectivity Fund (ECF) - Emergency Connectivity Fund participants use the ECF Portal to submit applications and

Help?

Send us a message
[Click here](#)

Call us
(888) 641-8722

7. Under Schools and Libraries, click on the paragraph of text for the E-rate Productivity Center (EPC).

How do I start a new Form 486?

The screenshot shows the 'My Applicant Landing Page' of the Universal Service Administrative Co. The top navigation bar includes 'News', 'Tasks' (circled in blue), 'Records', 'Reports', and 'Actions'. A light blue callout box points to 'Tasks' with the text: 'Already started a form? Go to Tasks to pick up where you left off.' The top right corner features a user profile icon and the name 'Appian'. A list of links is displayed, with 'FCC Form 486' circled in orange. A yellow callout box points to this link with the text: 'Easiest way to start a Form 486: On My Applicant Landing Page, click on the FCC Form 486 link near the upper right.' Below the links, a green-bordered box contains the text: 'Welcome, KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES!'. A large blue arrow labeled 'Scroll Down' points to the 'My Entities' section. A green callout box points to the first entity in the table with the text: 'Alternate way to start a Form 486: Click on the name of your library system where it appears on My Applicant Landing Page. Then click on Related Actions, then Create FCC Form 486.'

My Applicant Landing Page

Universal Service Administrative Co.

Welcome, KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES!

My Entities

Entity			
KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES	128825	FRANKFORT	KY
KDLA Clark-Cooper Building	17016506	FRANKFORT	KY
KDLA State Records Center	17016508	FRANKFORT	KY

Form 486 – General information

Create FCC Form 486

General Information Select FRNs Detailed Info Certification Review

Submitting Organization Details

KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES
300 COFFEE TREE RD
FRANKFORT, KY 40601
502-564-1728
lauren.abner@ky.gov

BEN: 128825
FCC Registration Number

FCC Form 486 Details

Nickname *
FY 2021-22 Category 1

Funding Year *
2021

Contact Information

Main Contact Person *
Lauren Abner
lauren.abner@ky.gov
502-564-1728

Please select a main contact person by typing the contact person's name or email address.

CA

Enter the Main Contact Person for the form—must be an EPC user. Select the profile that pops up in a blue box when you type the name.

Select the Funding Year from the drop-down. E-rate Funding Years are abbreviated by the starting year.

Use the Continue button to advance to the next page.

CONTINUE

Form 486 – Select FRNs

Select FRNs

Use the filters below to search and select FRNs to associate.

General Information

Select FRNs

Detailed Info

Certification

Preview

Submitting Organization Details

KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES

BEN: 128825

300 COFFEE TREE RD

FCC Registration Number: 0011861408

FRANKFORT, KY 40601

502-564-1728

lauren.abner@ky.gov

Filters

Application Number

Enter entire FCC Form

FRN

Enter entire Funding Request Number

FRN Status

Funded

ADD ALL (1) FRNS

CLEAR SEARCH FILTERS

SEARCH

<input checked="" type="checkbox"/>	FRN	Application Number	FRN Nickname	Category of Service	FRN Status
<input checked="" type="checkbox"/>	2199029112	211021017	Internet Continuing Contract	Category 1	Funded

ADD (1) FRNS

Option 1: Click ADD ALL (#) FRNS to add all of your funded FRNs to the form.

By default, all of your funded FRNs should appear because the FRN Status filter is set to Funded. If needed, you can use other filters to find particular FRNs.

Option 2: Check the box beside particular FRNs that appear in the results, then click on the ADD (#) FRNS button. Any FRNs you add will appear in Selected FRNs below.

Form 486 – Selected FRNs

In the Selected FRNs section of the page, you should see any funding requests you added. You don't need to check any boxes in this section *unless* you want to remove an FRN from the list.

Selected FRNs

<input type="checkbox"/>	FRN	↑	Application Number	FRN Nickname	Category of Service	FRN Status
<input type="checkbox"/>	2199029112		211021017	Internet Continuing Contract	Category 1	Funded

REMOVE (0) FRNS

CANCEL

BACK

CONTINUE

Once the desired funding requests appear in the Selected FRNs section at the bottom of the page, click on Continue.

Form 486 – Service Information

FCC Form 486

General Information

Select FRNs

Detailed Info

Certification

Preview

Billed Entity Information

KENTUCKY DEPARTMENT FOR
300 COFFEE TREE RD
FRANKFORT, KY 40601
502-564-1728
lauren.abner@ky.gov

Service Information

Please confirm that the information is correct or edit a service start date. To do

Please note that the Service Start Date in the below grid is from the FCC Form 471.

By default, the form will display the Service Start Date for each FRN as it appeared on the Form 471—generally this will be July 1st, and the form will not allow you to enter an earlier date. While the form uses the phrase ‘Actual Service Start Date’, you are reporting the *earliest possible* Service Start Date. **The overwhelming majority of FRNs should have July 1 as the start date. For Category Two FRNs, list July 1st even if you opted for early purchase or the purchase won’t be made until later in the year. Exceptions: FRNs involving mid-year changes (starting a new contract, switching services providers, etc.).**

<input checked="" type="checkbox"/>	FRN	Application Number	FRN Nickname	SPIN	Service Provider	Service Start Date	Actual Service Start Date
<input checked="" type="checkbox"/>	2199029112	211021017	Internet Continuing Contract	143004793	Commonwealth Office of Technology	7/1/2021	7/1/2021

Actual Service Start Date for the Selected FRN(s)

08/01/2021

UPDATE SELECTED FRNS START DATE

RARE: To correct dates, check the box to the left of the FRN(s), enter the correct date, and click the button to update.

CANCEL

BACK

Once all dates are correct, click on Continue

CONTINUE

Form 486 – Early Filing and CIPA Waiver

FCC Form 486

General Information

Select FRNs

Detailed Info

Certification

Preview

Billed Entity Information

KENTUCKY DEPARTMENT FOR LIBRARIES

300 COFFEE TREE RD

FRANKFORT, KY 40601

502-564-1728

lauren.abner@ky.gov

Check Early Filing only if ALL conditions are true:

- a) You're filing the Form 486 on or before July 31st **AND**
- b) The services on the form have started or will start on or before July 31st.

Early Filing

CHECK THE BOX BELOW IF THE FRNS ON THIS FCC FORM 486 ARE FOR SERVICES STARTING ON OR BEFORE JULY 31 OF THE FUNDING YEAR.

☒ The Funding Requests listed in this FCC Form 486 have been approved by USAC as shown in my Funding Commitment Decision Letter (FCDL). I have confirmed with the service provider(s) featured in those Funding Requests that these services will start on or before July 31 of the Funding Year.

CIPA Waiver

CHECK THE BOX BELOW IF YOU ARE REQUESTING A WAIVER OF CIPA REQUIREMENTS FOR THE SECOND FUNDING YEAR IN WHICH YOU HAVE APPLIED FOR DISCOUNTS IF YOU AS THE BILLED ENTITY ARE THE ADMINISTRATIVE AUTHORITY.

☐ I am providing notification that, as of the date of the start of discounted services, I am unable to make the certifications required by the Children's Internet Protection Act (CIPA) for the second funding year. I am requesting a waiver of CIPA requirements for the second funding year. I have confirmed with the service provider(s) featured in those Funding Requests that these services will start on or before July 31 of the Funding Year. I am applying for discounts.

CIPA Waiver is very, very rare, and you must meet a specific qualification in order to make this certification.

CANCEL

BACK

SEND FOR CERTIFICATION

CONTINUE

Click Continue to go to the Certifications.

Certifications

FCC Form 486

General Information

Select FRNs

Detailed Info

Certification

Preview

Billed Entity Information

KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES

300 COFFEE TREE RD

FRANKFORT, KY 40601

502-564-1728

lauren.abner@ky.gov

Billed Entity Number: 128825

ALL FILERS should check both boxes under Certifications.

Certifications

- ☒ I certify that the services listed on this FCC Form 486 have been, are planned to be, or are being provided to all or some of the eligible entities identified in the FCC Form 471 application(s) cited above. I certify that there are signed contracts covering all of the services listed on this FCC Form 486 except for those services provided under tariff or on a month-to-month basis. I certify that I am authorized to submit this receipt of service confirmation on behalf of the above-named Billed Entity; that I have examined this request; and that, to the best of my knowledge, information, and belief, all statements of fact contained herein are true.
- ☒ I understand that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the services receive an appropriate share of benefits from those services. I recognize that I may be audited pursuant to this application and will retain for at least ten years (or whatever retention period is required by the rules in effect at the time of this certification) after the latter of the last day of the applicable funding year or the service delivery deadline for the funding request any and all records, including FCC Forms 479 where required, and, if audited, will make such records available to the Administrator.

CIPA Certifications

Check 1st option if your library is CIPA compliant. Most Kentucky libraries must comply with the Children's Internet Protection Act (CIPA) in order to receive E-rate discounts.

CIPA Certifications

☒ I certify that as of the date of the start of discounted services: a. the recipient(s) of service represented in the Funding Request Number(s) on this FCC Form 486 has (have) complied with the requirements of the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l).

☐ I certify that as of the date of the start of discounted services: Pursuant to the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), the recipient(s) of service represented in the Funding Request Number(s) on this FCC Form 486 is (are) a library or libraries in the first funding year of the first funding procedures, to comply with the requirements of the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l).

RARE: Check 2nd option if this is your library's first year since FY 2001 applying for Internet Access or Category Two and you're working towards compliance.

☐ I certify that as of the date of the start of discounted services: The Children's Internet Protection Act does not apply because the recipient(s) of service represented in the Funding Request Number(s) on this FCC Form 486 is (are) receiving discount services only for telecommunications services.

CANCEL

BACK

RARE. Check 3rd option if you're applying for Telecommunications Services only (ex: transport circuits only) and don't need to comply with CIPA.

PREVIEW

Once the correct CIPA certification is selected, click on Preview.

Certify

FCC Form 486

General Information Select FRNs Detailed Info Certification **Preview**

Form Details

Nickname FY 2021-22 Category 1

Billed Entity Information

KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES

300 COFFEE TREE RD

FRANKFORT, KY 40601

502-564-1728

lauren.abner@ky.gov

▼ Main Contact

Name Lauren Abner

Email lauren.abner@ky.gov

Phone Number 502-564-1728

Service Information

FRN	Application Number	FRN Nickname	SPIN	Service Provider	Service Start Date	Actual Service Start Date
2199029112	211021017	Internet Continuing Contract	143004793	Commonwealth Office of Technology	7/1/2021	7/1/2021

Certifications

- ☒ The Funding Requests listed in this FCC Form 486 have been approved by USAC as shown in my Funding Commitment Decision Letter (FCDL). I have confirmed with the service provider(s) featured in those Funding Requests that these services will start on or before July 31 of the Funding Year.
- ☒ I certify that the services listed on this FCC Form 486 have been, are planned to be, or are being provided to all or some of the eligible entities identified in the FCC Form 471 application(s) cited above. I certify that there are signed contracts covering all of the services listed on this FCC Form 486 except for those services provided under tariff or on a month-to-month basis. I certify that I am authorized to submit this receipt of service confirmation on behalf of the above-named Billed Entity; that I have examined this request; and that, to the best of my knowledge, information, and belief, all statements of fact contained herein are true.
- ☒ I understand that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the services receive an appropriate share of benefits from those services. I recognize that I may be audited pursuant to this application and will retain for at least ten years (or whatever retention period is required by the rules in effect at the time of this certification) after the latter of the last day of the applicable funding year or the service delivery deadline for the funding request any and all records, including FCC Forms 479 where required, and, if audited, will make such records available to the Administrator.
- ☒ I certify that as of the date of the start of discounted services: a. the recipient(s) of service represented in the Funding Request Number(s) on this FCC Form 486 has (have) complied with the requirements of the Children's Internet Protection Act (20 U.S.C. 5851(b)(1)-(3)).

CANCEL BACK

If everything is correct, click on Certify.

PRINT PREVIEW **CERTIFY**

After clicking on Print Preview, you'll see a page that shows all of the information you entered. **Only the certifications you selected on previous pages will be listed** – early filers will see 4 certifications; filers after July 31st will likely see 3 certifications. If you need to make corrections, click on the Back button to return to previous pages.

Pop-up warning

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

NO YES

On the pop-up warning, click Yes to finish certifying your form.

Certifier Information

Certifier Information

You have successfully filed FCC Form 486 #31 for FY 2016

[Click here to view and print the FCC Form 486](#)

Certification Date

7/3/2017 12:36 PM EDT

Authorized Person

Name Lauren Abner

Title Account Admin

Employer Pioneer County Public Library

Address 700 12th St NW #900
Washington, DC 20005

Phone 123-456-7890

Email 486_full_rights_user_ind_library_1000005@testmail.usac.org

The Certifier Information page appears immediately after you certify. You can also access this information later from the Notifications section on My Applicant Landing Page—select the Notification Type, “FCC Form 486 Certification”.

Click on the link to view your certified Form 486 and print a copy for your records.

Print Form 486

In-Review

Notification Issued

▼ FCC Form 486 Form Details

View Status (-)

Status USAC issued a notification on 05/16/2019 regarding the decision.

Funding Year 2019

▼ Billed Entity Information

KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES

300 COFFEE TREE RD
FRANKFORT, KY 40601
502-564-1728
lauren.abner@ky.gov

Billed Entity Number: 128825
FCC Registration Number: 0001861408
Applicant Type: Library System

▼ Main Contact

Name Lauren Abner
Phone Number 502-564-1728
Email lauren.abner@ky.gov

▼ Service Information

FRN Number	Application Number	FRN Nickname	Category of Service	SPIN	Service Provider	Actual Serv Date
1999026469	191018187	Data lines	Category 1	143004793	Commonwealth Office of Technology	7/1/2019

▼ Original Certifications

▼ Approved Certifications

▼ Approved CIPA Certifications

▼ Certification Details

Certified By Lauren Abner
Certified On 5/16/2019 2:36 PM EDT

This feature will expand the Certifications and Service Information sections. To print, use browser functionality or hit CTRL+P. Do you want to continue?


NO YES

When you open your Form 486, you need to click on Print Preview, then confirm that you want to continue in order to see the full form. Print the form like it's a regular webpage making sure that the option for 'Background Graphics' is checked under the More Settings drop-down ; there isn't a PDF copy to download.

PRINT PREVIEW

Finding your form on Landing Page

My Applicant Landing Page



**Universal Service
Administrative Co.**

Welcome, [KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES!](#)

Scroll to
bottom

If you need to print a copy of your Form 486 in the future, go to My Applicant Landing Page in the [E-rate Productivity Center](#) and scroll to the last section on the page. Change the Form Type drop-down to FCC Form 486 and select the appropriate funding year. Click on the Form Number to open the form.

▼ FCC Forms and Post-Commitment Requests

☒ FCC Forms

☐ Post-Commitment Requests

Form Type

Funding Year

Status ☒ All

☐ In Review

☐ Approved

☐ Denied

☐ Canceled

☐ Partially Approved

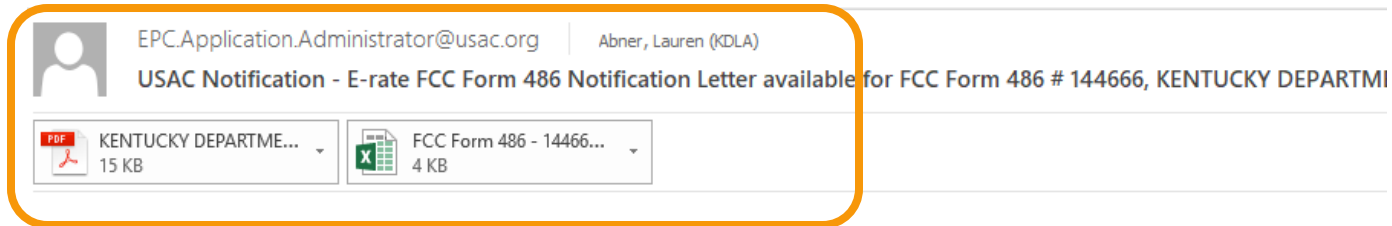
☐ Partially Denied

☐ Dismissed

☐ Notification Issued

Form Number	Nickname	Funding Year	Status	Certified Date
144666	FY 2019-20 Category One	2019	Approved	5/16/2019 2:36 PM EDT

Form 486 Notification Letter Email



USAC has received and reviewed FCC Forms 486 c additional FCC Form 486 notifications about fundin Form 486 Notification Letter will also be provided v

Please read the attached FCC Form 486 Notification and/or the FRNs.

NEXT STEPS

- If not determined already, we recommend applica invoice deadline date.
- Applicants have the option of receiving a bill from require participants to maintain documentation for at least 10 years after the last day of the applicable funding year or the service delivery deadline for the funding request, whichever is later.

Please keep a copy of this notification for your records.

Sincerely,
Universal Service Administrative Co.

NOTE: Please do not reply to this email.

After your Form 486 is approved, you'll receive an email with the Form 486 Notification Letter attached in two formats: PDF and Excel. The same files can also be accessed in the E-rate Productivity Center (see next slide).

Form 486 Notification Letter in EPC

My Applicant Landing Page



Universal Service
Administrative Co.

Welcome, [KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES!](#)

Scroll
Down

On My Applicant Landing Page, change the Notification Type drop-down to FCC Form 486 Notification Letter. By default, EPC display results for all funding years where this portal was used (FY 2016 and forward).

Notifications

Notification Type

FCC Form 486 Notification Letter

Funding Year

All Funding Years

Status ?

☒ All

☐ Ge

☐ No

Click View Notification to see the News Feed entry that includes the Letter in both formats.

	Notification	Description	Issued Date	Generated By	Generated On	
	FCC Form 486 Notification Letter	FCC Form 486 - 183079	5/20/2020	EPC System	5/20/2020 2:42 PM EDT	View Notification
	FCC Form 486 Notification Letter	FCC Form 486 - 144666	5/16/2019	EPC System	5/16/2019 2:39 PM EDT	View Notification

USAC Guidance on the Form 486

- Form 486 Filing page on USAC website
 - <https://www.usac.org/e-rate/applicant-process/starting-services/fcc-form-486-filing/>
- How to File Form 486 video - scroll to Videos section on FCC Form 486
 - <https://www.usac.org/e-rate/learn/videos/>

Post-Commitment Requests

APPEALS, SERVICE SUBSTITUTIONS, SPIN CHANGES,
AND THE FORM 500

[Return to Presentation Contents](#)

Changes after the FCDL

- **Some post-commitment changes can be made after a Funding Commitment Decision Letter (FCDL) is issued:**
 - **Appeals** related to Form 471 errors
 - **Service substitutions** when the original product/service cannot be purchased
 - **SPIN changes** to correct the information about the service provider
 - **Form 500 changes** request service delivery extensions, reduce/cancel funding, etc.
- **When a post-commitment change is approved, USAC will issue a Revised Funding Commitment Decision Letter (RFCDL).**

Appeals

Within 60 days of receiving an FCDL, applicants can appeal directly to USAC for reconsideration if funding is denied or committed in the wrong amount.

- USAC recommends creating a customer service case first in case an administrative remedy is possible. Sometimes USAC will initiate the appeals process if they're aware that the reviewer made an error.
- Once an appeal is processed, USAC will issue a Revised Funding Commitment Decision Letter (RFCDL).
- If more than 60 days have passed since the FCDL, the applicant must file an appeal directly with the Federal Communications Commission.

More information on USAC website:

- <https://www.usac.org/about/appeals-audits/appeals/>

Service Substitutions (1/2)

- Service Substitutions are filed in the [E-rate Productivity Center](#)
- Submit a Service Substitution if the product/service you listed on the Form 471 is no longer available or the equipment is not compatible with your library's existing equipment – request must be submitted & approved *before* you can complete E-rate invoicing for the affected FRN(s). Service substitutions often 2 to 3 weeks to approve.
- **Product or service must serve the same function**
 - Example: substitute one firewall for another firewall if the particular model requested is no longer available or won't meet your library's needs. You can't use that funding to get a rack enclosure instead – it doesn't serve the same function.

Service Substitutions (2/2)

- **Can't receive more funding than the amount already committed for the original product or service**
 - If the substituted product/service is more expensive, the library will have to eat those higher costs.
- **Deadline to file a service substitution:** last date for service for the FRN:
 - Recurring services: June 30th
 - Non-recurring (one-time) Category Two purchases: September 30th following the end of the normal funding year.

Your library will be given additional time to complete invoicing if the substitution is approved close to or after the invoicing deadline.
- **Instructions on the USAC website:**
 - <https://www.usac.org/e-rate/applicant-process/before-youre-done/service-substitutions/>

SPIN Changes

The Service Provider Identification Number (SPIN/Form 498 ID) associated with a funding request can be updated in some situations:

- **Corrective SPIN change** – used when you accidentally listed the wrong SPIN on the Form 471 or when mergers cause the SPIN to change
- **Operational SPIN change** – used when you are *forced* to find another vendor due to vendor's bankruptcy or vendor's inability to provide services. You can't simply switch vendors because you find a better price. If the original vendor provided service for part of the funding year, the remaining funding will be moved to a new funding request number for the new vendor—this is called a split FRN.

For more information, see:

- <https://www.usac.org/e-rate/applicant-process/before-youre-done/spin-changes/>

Form 500 (1/2)

Reasons to file the Form 500:

- **Adjusting the Service Start Date** on a previously filed Form 486
- **To adjust the Contract Expiration Date** listed on the Form 471
- **To request an extension of the service delivery and installation deadline for non-recurring services** (example – construction/renovation delays causing Category Two installation delays);
- **To cancel or reduce the amount of an FRN (irrevocably!)**
- **To notify USAC of an equipment transfer** within the three-year prohibition on equipment transfers due to a temporary or permanent entity closure – **through Funding Year 2020; Form 500 equipment transfers are no longer required starting with Funding Year 2021 purchases and forward**

Form 500 (2/2)

As of December 2016, the Form 500 is filed in the E-rate Productivity Center

- **For Funding Year 2016 funding requests and forward**, the form is filed electronically in the [E-rate Productivity Center](#).
- **For Funding Year 2015 funding requests and prior**, you must download a paper copy of the form, fill it out by hand, and then upload it in the E-rate Productivity Center

More information on USAC website:

- <https://www.usac.org/e-rate/applicant-process/before-youre-done/fcc-form-500-filing/>

Wrap-Up

RESOURCES AND MORE

[Return to Presentation Contents](#)

Resources

KDLA's E-rate page

- <https://kdla.ky.gov/Library-Support/Library-Programs/E-rate/Pages/default.aspx>

KDLA Archived Webinars page

- <https://kdla.ky.gov/Library-Support/Library-Staff-Development/Pages/Archived-Webinars.aspx>

USAC Schools and Libraries (E-rate) Program Website

- <https://www.usac.org/e-rate/>

USAC Customer Service Center

- 1-888-203-8100 or create a case in [E-rate Productivity Center](#)

USAC Trainings page

- <https://www.usac.org/e-rate/learn/>

Sign up for KYTECH LISTSERV®

For Library Technology Support Staff:

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

E-rate updates and reminders are posted to KYTECH.

KDLA Archived Webinars

Kentucky Department for Libraries and Archives

Ask a Librarian Connect with us

Library Support State Employees Records Management Archives & Reference Talking Books Dolly Parton's Imagination Library

Library Support / Library Staff Development / Archived Webinars

Library Support

- Ask a Librarian
- Public Library Director's Toolkit
- Kits
- Funding for Libraries
- Library Policies
- Library Programs
- Library Staff Development**
- Certification
- Continuing Education
- Library Science Resources
- Library Staff Development

Archived Webinars

KDLA archived webinars can be viewed for certification renewal in the Portal.

If you view a webinar in the Portal, you do not need to list it on your certification renewal form.

If you do not need credit towards certification renewal, you may still view the webinar.

Filter by Category

E-rate CLEAR FILTERS

E-rate for Hotspot Lending

E-RATE

Hotspot lending has been added to the E-rate Eligible Services List for Funding Year 2025 (July 1, 2025, to June 30, 2026). Participants will learn about program requirements from the FCC's Hotspot Order and hear from Rowan County Public Library staff about their policy and procedures for hotspot lending.

Presenter: Lauren Abner, KDLA State E-rate Coordinator

Check the E-rate section of the [KDLA Archived Webinars page](#) for recordings of past KDLA training.

Thank you for attending!



This project was made possible
in part by the Institute of
Museum and Library Services.

Lauren Abner

State E-rate Coordinator

lauren.abner@ky.gov

(502) 564-1728

**[Book time with Abner, Lauren \(ELC\):
E-rate/SAM.gov consultation or form
filing](#)**

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