E-RATE FORM 471 FOR CATEGORY TWO: FUNDING YEAR 2020

Lauren Abner
Kentucky Department for Libraries & Archives
lauren.abner@ky.gov
Presentation Contents

• Important Dates & Eligible Services – slides 5-14
• Discount Rate – slides 15-17
• Category Two Budgets – slides 18-24
• Cat2 Bid Evaluations – slides 25-32
• Cat2 Contract Examples – slides 33-38
• Contract Records – slides 39-56
• Form 471 Walkthrough – slides 57-160
  • Color-coding Guide to Walkthrough Slides – slide 58
  • Basic Information and Entity Information – slides 60-67
  • Example FRN: Internal Connections – Network Upgrades – slides 68-89
  • Example FRN: Manufacturer Subscription for Basic Maintenance of Internal Connections – slides 90-106
  • Example FRN: Basic Maintenance of Internal Connections – slides 107-123
  • Example FRN: Managed Internal Broadband Services under continuing contract – slides 124-142
  • Review & Certification – slides 143-149
  • After You’ve Certified – slides 150-160
• Post-Commitment Changes – slides 161-166
• Wrap-Up – slides 167-171
Disclaimers (1/2)

• This presentation represents my unofficial interpretation of the FCC’s E-rate rules and regulations. Official guidance can only come 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.
Disclaimers (2/2)

• KDLA does not endorse particular vendors or brands. Some brands, model numbers, and SKUs are shown in this presentation and/or sample documents in order to demonstrate best practices for E-rate form filing.
Important Dates & Eligible Services

Slides 5-14

Return to Presentation Contents
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**: *Wednesday, 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

## E-rate Funding Years – Dates to Remember

<table>
<thead>
<tr>
<th>KDLA E-rate support: Lauren Abner</th>
<th>Application Process</th>
<th>Recurring Services</th>
<th>Non-Recurring Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lauren Abner&lt;br&gt;@ky.gov or 502-564-1728</td>
<td>Form 470 – Competitive Bidding</td>
<td>Service Dates for Category One or Two</td>
<td>Service Dates for Category Two Purchase/Installation</td>
</tr>
<tr>
<td>Funding Year 2018 &lt;br&gt;(FY 2018-19)</td>
<td>Closed</td>
<td>July 1, 2018 to June 30, 2019</td>
<td>Invoicing Deadline (BEAR/472)</td>
</tr>
<tr>
<td>Funding Year 2019 &lt;br&gt;(FY 2019-20)</td>
<td>Closed</td>
<td>120 days from: FCDL or Service Start Date (whichever is later)</td>
<td>October 28, 2020</td>
</tr>
<tr>
<td>Funding Year 2020 &lt;br&gt;(FY 2020-21)</td>
<td>February 25, 2020&lt;br&gt;last date to open bidding</td>
<td>July 1, 2019 to June 30, 2020</td>
<td>April 1, 2019 to Sept. 30, 2020</td>
</tr>
<tr>
<td></td>
<td>January 15 to March 25, 2020&lt;br&gt;Form 471 filing window</td>
<td>October 28, 2020&lt;br&gt;to June 30, 2021</td>
<td>January 28, 2021</td>
</tr>
<tr>
<td></td>
<td>120 days from: FCDL or Service Start Date (whichever is later)</td>
<td>April 1, 2020 to Sept. 30, 2021</td>
<td>January 28, 2022</td>
</tr>
<tr>
<td></td>
<td>July 1, 2020 to June 30, 2021</td>
<td>May request one 120-day extension by the deadline</td>
<td>May request one 120-day extension by the deadline</td>
</tr>
</tbody>
</table>

## 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 (e.g. monthly internet)
- May request one 120-day extension by the deadline
- Non-recurring = one-time purchases such as network equipment
- May request one 120-day extension by the deadline
What Qualifies for E-rate?

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

• Eligible services are separated into two broad categories:
  • Category One: Connectivity to the Building
  • Category Two: Connectivity to the Device
CATEGORY ONE

• 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. – contact KDLA technology consultant for reference document (removed from USAC website during November 2019 website redesign)
    • Fees for router from the internet service provider may be eligible under Category One in limited circumstances. See USAC’s Q9 of FAQs: Eligible Fiber Services – updated link
  • 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 2020:
July 1, 2020 to June 30, 2021

No budget limit on Category One requests
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, 2020 or as late as September 30, 2021.

These eligible functions can be virtualized in the cloud or combined in equipment (like routing and switching).
CATEGOR Y TWO – BMIC & MIBS

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

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

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

May fall under Category One or Two:

- Some taxes, surcharges, and other similar, reasonable charges
  - Federal Access Recovery Charge on internet invoices – permissible charge for use of a local carrier’s 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 not provide discounts for services that are considered duplicative. Examples: internet access or networking equipment that is used as backup, redundancy, failover, etc.

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

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

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

- Children’s Internet Protection Act (CIPA) compliance:
  - Necessary if requesting E-rate discounts for Internet Access or any Category Two products & services
    - *Exception: CIPA compliance not required when requesting Telecommunications services only (ex: transport only for WAN circuit between library branches)*
  - 3 elements of compliance:
    - Technology Protection Measure (filter)
    - Internet Safety Policy
    - Public Meeting prior to adopting Internet Safety Policy
  - View archived training from KDLA – check E-rate section: https://kdla.ky.gov/librarians/staffdevelopment/kdlaarchivedwebinars/Pages/default.aspx
Discount Rate
Slides 15-17

Before you start the Form 471, make sure the profile shows the FY 2020 discount rate.

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

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

<table>
<thead>
<tr>
<th>INCOME</th>
<th>CATEGORY ONE (C1)</th>
<th>CATEGORY TWO (C2)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>URBAN Discount</td>
<td>RURAL Discount</td>
</tr>
<tr>
<td>Less than 1%</td>
<td>20%</td>
<td>25%</td>
</tr>
<tr>
<td>1% to 19%</td>
<td>40%</td>
<td>50%</td>
</tr>
<tr>
<td>20% to 34%</td>
<td>50%</td>
<td>60%</td>
</tr>
<tr>
<td>35% to 49%</td>
<td>60%</td>
<td>70%</td>
</tr>
<tr>
<td>50% to 74%</td>
<td>80%</td>
<td>80%</td>
</tr>
<tr>
<td>75% to 100%</td>
<td>90%</td>
<td>90%</td>
</tr>
</tbody>
</table>
Category Two Budgets
Slides 18-24

How much funding can your library expect?
How much Cat2 can my library request? (1/2)

- The Category Two budget for each eligible library branch is based on interior square footage and determines the maximum *pre-discount* cost for eligible services on which the library can request E-rate discounts
  - Includes eligible kiosks and bookmobiles
  - **Excludes** administrative-only branches (called non-instructional facilities or NIFs)
  - KDLA determines the [eligibility definitions](#) for Kentucky public library branches
New Cat2 Rules for 2020

• For Funding Year 2020 Category Two ONLY:
  • Budget multiplier for most libraries is $3.00/sq. ft.
  • Budget multiplier for urban libraries with locale codes 11, 12, or 21 is $6.52/sq. ft.
  • Minimum pre-discount budget for libraries below 4,000 sq. ft. is $11,998.43
  • Budgets will still be calculated at the branch level—each eligible branch will have a separate budget (same as FY 2015-2019)
  • The pre-discount cost of Cat2 funding commitments from FY 2015-2019 will count against each branch’s budget – extends the 5-year budget cycle for an additional year
Branches with $5.21/sq ft

Based on most recent IMLS library outlet survey data; branch must have Locale Code 11, 12, or 21

<table>
<thead>
<tr>
<th>COUNTY</th>
<th>BRANCH NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOONE</td>
<td>SCHEBEN BRANCH LIBRARY</td>
</tr>
<tr>
<td>BOONE</td>
<td>BOONE COUNTY PUBLIC LIBRARY</td>
</tr>
<tr>
<td>BOONE</td>
<td>LENTS BRANCH</td>
</tr>
<tr>
<td>BOONE</td>
<td>WALTON BRANCH</td>
</tr>
<tr>
<td>BOONE</td>
<td>FLORENCE BRANCH</td>
</tr>
<tr>
<td>BULLITT</td>
<td>RIDGWAY MEMORIAL LIBRARY</td>
</tr>
<tr>
<td>BULLITT</td>
<td>MOUNT WASHINGTON BRANCH LIBRARY</td>
</tr>
<tr>
<td>CAMPBELL</td>
<td>COLD SPRING BRANCH</td>
</tr>
<tr>
<td>CAMPBELL</td>
<td>NEWPORT BRANCH</td>
</tr>
<tr>
<td>CAMPBELL</td>
<td>PHILIP N. CARRICO (FT THOMAS) BRANCH</td>
</tr>
<tr>
<td>FAYETTE</td>
<td>LEXINGTON PUBLIC LIBRARY</td>
</tr>
<tr>
<td>FAYETTE</td>
<td>TATES CREEK BRANCH</td>
</tr>
<tr>
<td>FAYETTE</td>
<td>NORTHSIDE BRANCH</td>
</tr>
<tr>
<td>FAYETTE</td>
<td>EASTSIDE BRANCH</td>
</tr>
<tr>
<td>FAYETTE</td>
<td>BEAUMONT BRANCH</td>
</tr>
<tr>
<td>FAYETTE</td>
<td>VILLAGE BRANCH</td>
</tr>
<tr>
<td>JEFFERSON</td>
<td>LOUISVILLE FREE PUBLIC LIBRARY</td>
</tr>
<tr>
<td>JEFFERSON</td>
<td>BON AIR REGIONAL BRANCH</td>
</tr>
<tr>
<td>JEFFERSON</td>
<td>CRESCENT HILL BRANCH</td>
</tr>
<tr>
<td>JEFFERSON</td>
<td>HIGHLANDS-SHELBY PARK BRANCH</td>
</tr>
<tr>
<td>JEFFERSON</td>
<td>MIDDLETOWN BRANCH</td>
</tr>
<tr>
<td>JEFFERSON</td>
<td>IROQUOIS BRANCH</td>
</tr>
<tr>
<td>JEFFERSON</td>
<td>JEFFERSONTOWN BRANCH</td>
</tr>
<tr>
<td>JEFFERSON</td>
<td>OKOLONA BRANCH</td>
</tr>
<tr>
<td>JEFFERSON</td>
<td>PORTLAND BRANCH</td>
</tr>
<tr>
<td>JEFFERSON</td>
<td>SHAWNEE BRANCH</td>
</tr>
<tr>
<td>JEFFERSON</td>
<td>WESTERN BRANCH</td>
</tr>
<tr>
<td>JEFFERSON</td>
<td>LOUISVILLE FREE PUBLIC LIBRARY</td>
</tr>
<tr>
<td>JEFFERSON</td>
<td>FERN CREEK BRANCH</td>
</tr>
<tr>
<td>JEFFERSON</td>
<td>SAINT MATTHEWS/ELINE BRANCH</td>
</tr>
<tr>
<td>JEFFERSON</td>
<td>SHIVELY/NEWMAN BRANCH</td>
</tr>
<tr>
<td>JEFFERSON</td>
<td>SOUTHWEST REGIONAL BRANCH</td>
</tr>
<tr>
<td>JEFFERSON</td>
<td>WESTPORT BRANCH</td>
</tr>
<tr>
<td>JEFFERSON</td>
<td>FAIRDALE BRANCH</td>
</tr>
<tr>
<td>JEFFERSON</td>
<td>NEWBURG BRANCH</td>
</tr>
<tr>
<td>KENTON</td>
<td>MARY ANN MONGAN LIBRARY</td>
</tr>
<tr>
<td>KENTON</td>
<td>ERLANGER BRANCH</td>
</tr>
<tr>
<td>KENTON</td>
<td>WILLIAM E. DURR BRANCH</td>
</tr>
<tr>
<td>OLDHAM</td>
<td>MAHAN-OLDHAM COUNTY LIBRARY</td>
</tr>
<tr>
<td>OLDHAM</td>
<td>SOUTH OLDHAM LIBRARY</td>
</tr>
<tr>
<td>OLDHAM</td>
<td>OLDHAM COUNTY PUBLIC LIBRARY</td>
</tr>
</tbody>
</table>
CONSTRUCTION? GET MORE CAT2!

- **Cat2 budget increases** when the library will gain finished, interior square footage by the service delivery deadline for that funding year (September 30\textsuperscript{th} following the end of the funding year). Get documentation ready **before** filing a Form 471 application for discounts.
WHAT **REDUCES** MY CAT2 BUDGET(S)?

- **Cat2 budget is reduced when Cat2 funding is committed.** Even if the library doesn’t purchase the products/services or doesn’t file the invoicing paperwork for the E-rate discount, the Cat2 budget is still reduced.
- See later slides on the importance of filing the [Form 500](#) when Cat2 funding won’t be used.
Approved and pending Category Two funding from FY 2016 and forward is tracked in each branch’s profile in the E-rate Productivity Center: Go to My Applicant Landing Page, click on a library branch name, select the Category Two Budget tab, then click on the button for GET CATEGORY TWO BUDGET INFORMATION. This tool may not be fully accurate because many factors affect your potential budget—talk to the KDLA Technology Consultant.

Funds for Learning, an E-rate consulting company, has created a Category Two budget tool with FY 2020 calculations. This tool may not be fully accurate because many factors affect your potential budget—talk to the KDLA Technology Consultant.
Cat2 Bid Evaluations
Slides 25-32

Complete before signing contracts & filing the Form 471

Return to Presentation Contents
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 may 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 – a generic email asking you to contact the vendor 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 – often important for Category Two
  - Previous experience with the vendor
- If you received only 1 bid, then you should email yourself to memorialize this fact
- You may disqualify certain bids if 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.
More on C2 Bid Evaluations

• Some factors you may want to consider on C2 bid evaluations:

  • Required features of a product or service that you listed on the Form 470/RFP
  • More points to vendors that can provide all services/products requested – possibly use this as a disqualification factor stated on Form 470/RFP
  • Installation – can vendor perform service during timeframe required?
  • Invoicing – can the vendor apply the discount to the invoice upfront (SPI invoicing)
## Example Cat 2 Bid Evaluation

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Pioneer County Networking Inc.</th>
<th>Pioneer County Network4U</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPIN</td>
<td>14010003</td>
<td>14010002</td>
</tr>
<tr>
<td>Total Cost</td>
<td>$16,894.93</td>
<td>$18,750.32</td>
</tr>
<tr>
<td><strong>E-rate eligible cost</strong></td>
<td><strong>50 points</strong> – $16,704.93</td>
<td><strong>45.7 points</strong> – $18,264.32</td>
</tr>
<tr>
<td><strong>Eligibility notes</strong></td>
<td>100 percent of networking equipment hardware and licenses; 81% of technical support/warranty package for firewall</td>
<td>100 percent of networking equipment hardware and licenses; 81% of technical support/warranty package for firewall</td>
</tr>
<tr>
<td><strong>E-rate ineligible cost</strong></td>
<td><strong>20 points</strong> – $190.00</td>
<td><strong>7.8 points</strong> – $486.00</td>
</tr>
<tr>
<td><strong>Ineligibility Notes</strong></td>
<td>19% of technical support/warranty package for firewall</td>
<td>19% of technical support/warranty package for firewall</td>
</tr>
<tr>
<td><strong>Solution meets library's technical needs</strong></td>
<td><strong>30 points</strong> – quoted all equipment with same make/model preferences indicated in the RFP</td>
<td><strong>25 points</strong> – quote included a firewall that has more features &amp; handles higher bandwidth than the make/model from the RFP (more expensive)</td>
</tr>
<tr>
<td><strong>Total (out of 100 points)</strong></td>
<td><strong>100 points</strong></td>
<td><strong>78.5 points</strong></td>
</tr>
</tbody>
</table>
Eligibility Questions

• Check with the vendor or manufacturer to ensure that you understand the E-rate eligibility for the product/service listed on the cost proposal
  • Example: Firewalls – while the firewall appliance (hardware) is generally 100% E-rate eligible, the firewall license for content filtering is not. Sometimes the appliance and license are sold as a bundle that is partially eligible – check the SKU.
    • When in doubt – list all the SKUs for the firewall components on the 471, but don’t be surprised when a particular line item is denied or deemed partially eligible
  • Search online for the manufacturer’s E-rate page – they sometimes have eligibility lists by SKU or have an email address to contact for eligibility questions
E-rate Document Retention

• Document retention – keep these 10 years after the last date for service for Funding Year 2020 (September 30, 2031 for Cat2!):
  • The FCC Form 470 and RFP(s), if one is issued
  • Questions from potential bidders and your answers
  • Copies of winning and losing bids (including disqualified bids)
  • Final bid evaluation matrix and any supporting documentation
  • The contract, if one is signed.
Cat2 Contract Examples
Slides 33-38

Looking at key features of Category Two contracts

Return to Presentation Contents
Internal Connections Contracts

• Brand, model, and SKU (manufacturer part number) for equipment

• Line items that show description, quantity, unit cost, and extended cost – each piece of equipment needs to have its own price rather than a ‘lump sum’ for all the equipment

• For installation – location where equipment will be installed

• Expiration for pricing – does the pricing extend through at least 6/30/2021 (or 9/30/2021 if late installation is anticipated)?
BMIC/MIBS Contracts

For Basic Maintenance of Internal Connections (BMIC) or Managed Internal Broadband Services (MIBS)

• **Service start and end dates** – What period does the contract cover?

• **Is this a multi-year contract?** Does the contract automatically renew or have voluntary extensions?

• **Location(s) for service delivery** – which branches/addresses

• **List of equipment** – contract should specify the make/model & quantity of equipment to be maintained or monitored; sometimes contracts will generically refer to the equipment list provided on the Form 470/RFP
Signatures Required?

- For Category Two contracts, vendors vary on whether signatures are required to execute the contract or purchase agreement
  - Some vendors require 2 signatures – one for the Library representative and one for the vendor
  - Some vendors require 1 signature – library representative signs the proposal, may need to initial certain options in the contract or initial beside items to remove
  - Some vendors allow email acceptance (no signatures) – library representative emails the vendor to indicate acceptance – save that message!
Contract Examples

• During the live presentation, we’ll look at example contracts for each type of Category Two request depending on the available time:
  • Internal Connections
  • Basic Maintenance of Internal Connections
  • Managed Internal Broadband Services (Managed Wi-Fi)
SPINs for C2 Vendors

• In order to receive discounts, your vendor must have a Service Provider Identification Number (SPIN/Form 498 ID)
  • Best practice: Make including the SPIN a disqualification factor on the Form 470 or RFP – automatically disqualify bids that don’t include the SPIN
  • It’s possible to file a Form 471 listing a temporary SPIN (1436666666), but the temp SPIN must be replaced before you can receive discounts; if the funding request is denied, an appeal will be required
  • In addition to filing paperwork to receive a SPIN (one-time), vendors must also file a Form 473 – Service Provider Annual Certification every funding year for applicants to receive discounts
Before filing the Form 471: Sign contracts, create Contract Records on EPC profile
Contract Record Notes (1/2)

• Before starting the Form 471, you must create records on the library system profile for any services that are purchased under contract rather than month-to-month
  • Create nickname for easy searching in EPC – remember that you may have multiple contracts with the same vendor stored in the E-rate Productivity Center profile
  • Optional: Contract number assigned by vendor – note that EPC automatically assigns a Contract ID to serve as a unique identifier in EPC
  • Optional: upload copy of contract – contract itself must be 1 file; additional documents can be uploaded if relevant
  • Establishing FCC Form 470 #
Contract Record Notes (2/2)

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

From My Applicant Landing Page, click on the name of your library system. It appears below the USAC logo and as the first link in the My Entities section.
From My Applicant Landing Page, the library system profile will open on the Summary tab. Look in the horizontal menu row and click on the Contracts tab to open that section of the profile.
Manage Contracts (1/2)

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.

The Contracts section will show any Submitted Contracts created in the library system profile since FY 2016. Click on the Manage Contracts button.
Manage Contracts (2/2)

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

Click on Add a New Contract to start a new contract record.
Enter a nickname for your contract – be specific because your library may have multiple contracts with the same vendor from FY 2016 and forward. Then click on Save & Continue.

Optional: Contract Number assigned by your vendor. Sometimes the contract number is the same as the quote or proposal number.
Create Contract (2/11)

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

**Contract Information**

Would you like to upload a copy of your contract?  

- **YES**  
- **NO**

**Contract Document Upload**

Please upload and describe each document related to your contract.

- **Category Two Internal Connections Contract with some...**
  - **PDF - 351.85 KB**

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

- **Describe this contract document.**
  - Network equipment upgrades for main branch

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

For new contracts created in response to FY 2020 Forms 470, you should answer No to this question. If the contract was created in FY 2015 or earlier, answer Yes to manually enter the Form 470 #.

See next slide for searching for and associating an FCC Form 470 with the contract.
The 470 search is set by default to find all contracts associated with your library’s Billed Entity Number (BEN), but you can search by 470 # or nickname, as well.

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

Click on the column headings to sort the results; use the bottom arrows to see more results.
If you know the account number that will be used for services covered by this contract, list them here. Leave the field blank if you don’t know the account number 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.

Check the box beside the correct SPIN, then click on Save & Continue.
Check Yes if the contract covers more than one year of service.

Enter the Contract Award Date. Usually, this is the date when both parties (library and vendor) have signed to execute the contract. Save & Continue.
Most libraries will answer No to the question about voluntary extensions, particularly for Category Two contracts. **Automatic renewals ≠ voluntary extensions.** Save & Continue.

If you answer Yes to voluntary extensions, you’ll need to list the number of remaining extensions yet to be exercised, the contract expiration if all extensions are exercised, and the remaining months on the contract.
You will likely answer No to this question. Under E-rate modernization, pricing confidentiality is permitted only in limited circumstances.
Create Contract (11/11)

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

Click on the Back button if you need to make edits before completing the contract records.
Form 471 Walkthrough Slides 57-160

Return to Presentation Contents
Guide to Walkthrough Slides

• These walkthrough slides demonstrate the entire Form 471 for Category Two, including examples of adding Funding Request Numbers (FRNs) for all 3 Service Types for Category Two:
  • Basic Information and Entity Information – slides 60-67
  • Internal Connections – Network Upgrades – slides 68-89
  • Manufacturer Subscription for Basic Maintenance of Internal Connections – slides 90-106
  • Basic Maintenance of Internal Connections – slides 107-123
  • Managed Internal Broadband Services under continuing contract – slides 124-142
  • Review & Certification – slides 143-149
  • After You’ve Certified – slides 150-160
Contact KDLA for Help

Please remember that KDLA’s Technology Consultant can provide one-on-one assistance for form filing over the phone or through screen sharing: lauren.abner@ky.gov or (502) 564-1728
Basic Information and Entity Information
Slides 60-67
Starting an FCC Form 471

E-rate Productivity Center URL: https://portal.usac.org/suite/

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

Reopen a Form 471 you’ve started – The E-rate Productivity Center will save your progress as you work on forms. Go to the Tasks list to reopen a form that has not yet been certified.
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 1/14/20.

Enter a nickname that will be easy to identify when searching in future years.
Contact Information

If you aren’t the main contact, you can designate another EPC user for your library. When you answer Yes, your contact information appears to the right.

ALWAYS list holiday contact information, even if it’s the same as the regular contact info. Otherwise, you risk that the USAC review will misunderstand that the library is open during the summer—your application review could be delayed.

Save & Continue
Category of Service

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

**Category of Service**

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

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

Click on the Category Two button so it turns blue. You can select only one Category of Service on each Form 471.

Once you Save & Continue, you cannot change your selection. If you made a mistake, you’ll need to discard your form and start a new one.
This information about your library system is pulled from the E-rate Productivity Center Profile. The FSCS (Federal-State Cooperative System) Code is optional. Save & Continue.
**Related Entities**

Annexes are separate buildings considered to be part of the same library branch. Only 1 Kentucky library has an annex for E-rate purposes.

If any information about branches is incorrect, you’ll have to make notes in the narrative because EPC profiles were locked 1/14/20.

Save and Continue past this page with profile information about branches in the library system. Independent library BENs won’t have any entities listed here.
Discount Calculation

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.
Example FRN: Internal Connections
Slides 68-89

Example of a funding request for network upgrades including cabling, access points, and switch

Return to Presentation Contents
Understanding this FRN

This FRN will include all the Internal Connections items from my contract for cabling, equipment, and installation. One item is considered Basic Maintenance of Internal Connections and must be listed on a separate funding request—see next example FRN.
Adding Funding Requests

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

Enter a nickname for the FRN.

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

Copy FRN
If you want to copy an existing Funding Request, select COPY FRN.

Service Type
What is the service type of the product and services that you are inquiring about?
- Internal Connections

Service Types for Category Two:
- Internal Connections
- Basic Maintenance of Internal Connections
- Managed Internal Broadband Services
Then Continue.

For new service, skip this option. The Copy FRN function can be used for continuing contracts to pull the data from a previous year’s funding request.
Choose whether the purchase of this service is Contract, Tariff, or Month-to-Month, then Continue. If you choose Contract, you must add the contract information to your library’s profile. See Contract Records section for instructions.
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’s BEN.

Check the box beside the appropriate contract, and the contract details will appear below – see next slide.
Associate a Contract (2/2)

When you check a contract from the search results, the Contract Summary will appear.

The service start date will automatically appear as 7/1/2020—DON’T ENTER AN EARLIER DATE, even if your library intends to purchase equipment in the early installation period for FY 2020 (April 1 to June 30, 2020). Add the contract expiration date (without voluntary extensions you haven’t exercised), then Continue. The last date for Cat2 purchase/installation in the funding year will be 9/30/2021.
Help your application reviewer by explaining your request. Make notes about eligibility and any changes for entity profile information such as square footage—you should still submit **RAL modification requests** for these changes.

Remember—if you request additional C2 funding because your square footage will increase during the funding year, you will be asked to supply documentation to verify the new square footage—**THIS DOCUMENTATION MUST BE DATED PRIOR TO THE DATE YOU CERTIFY YOUR FORM 471**.

Save & Continue to return to the Funding Requests page.
The second part of adding a funding request is to Manage FRN Line Items. Click on the Funding Request Number.
Add New FRN Line Item

<table>
<thead>
<tr>
<th>FRN Line Item Number</th>
<th>Type of Internal Connection</th>
<th>Type of Product</th>
<th>Quantity</th>
<th>One-time Quantity</th>
<th>Total Eligible FRN Line Item Cost</th>
</tr>
</thead>
</table>

You haven't created any FRN Line Items yet. Click the 'Add New FRN Line Item' button to start creating your first FRN Line Item.

BULK UPLOADS – If you have several Cat2 line items and the EPC portal is moving very slowly, ask the KDLA Technology Consultant to help you prep a bulk upload template—it’s tricky to use, so please ask lauren.abner@ky.gov for assistance.

Add as many line items for this service as needed. For this Internal Connections funding request, 13 FRN line items are required.
Product and Service Details

The first 5 items on this network upgrades contract will be Type of Internal Connection: Cabling/Connectors. The first item is 5000 feet of Cat6 cabling, so choose Cabling as the Type of Product.

If you’re installing the equipment yourself or if your vendor has quoted installation as a separate line item, say No on this question.

If you don’t see the correct make/brand on the drop-down, choose Other and you can type in the make. In the Model field, type in the SKU, part #, etc. – the most specific information you have.

If the library will own the equipment, say No on this question. Then click on Continue.

See next slide for table on Types of Internal Connections and Types of Products.
## Category Two - Internal Connections

<table>
<thead>
<tr>
<th>TYPE OF INTERNAL CONNECTION</th>
<th>TYPE OF PRODUCT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cabling/Connectors</td>
<td>Cabling</td>
</tr>
<tr>
<td></td>
<td>Connectors</td>
</tr>
<tr>
<td>Caching</td>
<td>Caching Equipment</td>
</tr>
<tr>
<td></td>
<td>Caching Service</td>
</tr>
<tr>
<td>Data Distribution</td>
<td>Router</td>
</tr>
<tr>
<td></td>
<td>Switch</td>
</tr>
<tr>
<td>Data Protection</td>
<td>Firewall Services &amp; Components</td>
</tr>
<tr>
<td></td>
<td>UPS/Battery Backup</td>
</tr>
<tr>
<td>Racks</td>
<td>Racks &amp; Cabinets</td>
</tr>
<tr>
<td>Software</td>
<td>Operating System</td>
</tr>
<tr>
<td></td>
<td>Software of Eligible Equipment</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Wireless Data Distribution</td>
<td>Access Point</td>
</tr>
<tr>
<td></td>
<td>Antenna</td>
</tr>
<tr>
<td></td>
<td>LAN Controller</td>
</tr>
<tr>
<td></td>
<td>Wireless Controller</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>Installation, Activation, &amp; Initial Configuration</td>
</tr>
<tr>
<td></td>
<td>Training</td>
</tr>
<tr>
<td></td>
<td>Fees, Taxes, Etc.</td>
</tr>
<tr>
<td>License</td>
<td>License</td>
</tr>
<tr>
<td>Transceiver</td>
<td>Transceiver</td>
</tr>
<tr>
<td>Module</td>
<td>Module</td>
</tr>
</tbody>
</table>

79
Cost Calculation

Most C2 requests involve one-time, non-recurring charges. In this example, the eligible unit cost is $0.30, ineligible unit cost is $0.00, and the quantity is 5,000; the form thus calculates my one-time cost for 5,000 ft of cable as $1,500.00, which matches the contract’s line item.

In order for the Summary of total costs to calculate (bottom right), you must enter zeroes under Monthly Costs and select a unit from the drop-down, even though that information isn’t relevant to your request.

Once the Summary appears, Save & Continue.
Select Recipients (1/2)

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.

If only one or some branches will receive the service, answer No to the 1st question, check the box beside the branch(es) to receive service, and then click the Add button. The entities will appear under Selected Entities. Remember: administrative buildings are not eligible for C2 and will not appear on this list!
Select Recipients (2/2)

For Category Two requests, you must also answer this question about whether all Selected Recipients of service are sharing the cost equally. Answer Yes if only one branch is receiving the service or if all the recipients are receiving the same quantity for this line item. Save & Continue.
Recipients of Service

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

<table>
<thead>
<tr>
<th>BEN</th>
<th>Name</th>
<th>Eligible Cost per BEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>210</td>
<td>Pioneer County Public Library Main Branch</td>
<td>$1,500.00</td>
</tr>
</tbody>
</table>
I’ve added the first line item for my network upgrades. Rather than adding an entire new FRN for each item, I can simply add more line items for all the ‘Internal Connections’ products/services being purchased on the same contract. Click on Add New FRN Line Item.
Example Line Item: Patch Panels

Patch panels fall under Type of Internal Connection: Cabling/Connectors. For the Type of Product, select Connectors. Continue through subsequent pages for the cost calculation and recipients of service. Add another line item if needed.
Example Line Item: Access Points

**Access point hardware** = Type of Internal Connection: Wireless Data Distribution, Type of Product: Access Point. *Ex: Ubiquiti Unifi APs, Meraki*

**Access point license** = Type of Internal Connection: License, Type of Product: License. *Ex: Meraki Cloud Controller License, FortiGate FortiCloud*

**Wireless Controller** = Type of Internal Connection: Wireless Data Distribution, Type of Product: Wireless Controller. *Ex: Ubiquiti Unifi Cloud Key*
Example Line Item: Installation

- For installation, choose Type of Internal Connection: Miscellaneous and Type of Product: Installation, Activation, & Initial Configuration.

- For the Make, choose Other. You can type the vendor’s name in the ‘Enter the Make’ field and type ‘installation’ in the Model field.

- For the installation line item, you can check Yes for ‘Installation Included in Price?’.

- No on Lease or Non-Purchase Agreement.
FRN Line Items Page

Check your line items! The totals in the right-hand column should match the extended cost on the contract (minus any ineligible costs). To edit line items, click on the FRN Line Item Number in the left-hand column to re-open the line item pages.

<table>
<thead>
<tr>
<th>FRN Line Item Number</th>
<th>Connection</th>
<th>Item Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>2099000040.013</td>
<td>Miscellaneous</td>
<td>$376.13</td>
</tr>
<tr>
<td>2099000040.012</td>
<td>Miscellaneous</td>
<td>$250.00</td>
</tr>
<tr>
<td>2099000040.011</td>
<td>Miscellaneous</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>2099000040.010</td>
<td>Data Protection</td>
<td>$449.00</td>
</tr>
<tr>
<td>2099000040.009</td>
<td>Data Distribution</td>
<td>$2,459.99</td>
</tr>
<tr>
<td>2099000040.008</td>
<td>Wireless Data Distribution</td>
<td>$120.00</td>
</tr>
<tr>
<td>2099000040.007</td>
<td>Wireless Data Distribution</td>
<td>$600.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$841.50</td>
</tr>
</tbody>
</table>

To remove a line item, check the box beside the FRN Line Item Number in the grid, then select Remove FRN Line Item at the lower right.

Once all the Internal Connections line items for the contract have been added, click on Continue to return to the Funding Requests page.
Funding Requests Page

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

If you have more Category Two 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.

If all FRNs have been completed, click on Review FCC Form 471. See the **Review & Certification section**.
Example FRN: Manufacturer Subscription for Basic Maintenance of Internal Connections Slides 90-106

Example of a funding request for a one-time charge for Basic Maintenance of Internal Connections (BMIC) on library-owned equipment entered as a recurring service.
Understanding this FRN

This FRN will cover a manufacturer’s maintenance and technical support subscription for E-rate eligible networking equipment owned by the library.

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Unit Price</th>
<th>Ext. Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>5000</td>
<td>Belkin Cat6 cable, gray – part # A7L704-1000</td>
<td>$0.30</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>2</td>
<td>Tripp Lite 48-Port Cat6 Patch Panel – part #N252-048</td>
<td>$133.99</td>
<td>$267.98</td>
</tr>
<tr>
<td>110</td>
<td>Leviton eXtreme Cat 6 Standard Patch Cord, 3 ft, Blue – part #62460-3L</td>
<td>$7.65</td>
<td>$841.50</td>
</tr>
<tr>
<td>15</td>
<td>Black Box 2-Port Surface Mount Box for RJ45 – part #SMH-2</td>
<td>$1.09</td>
<td>$16.35</td>
</tr>
<tr>
<td>1</td>
<td>Cisco 5516-X firewall appliance – part # ASA5516-FPWR-K9</td>
<td>$3,500.00</td>
<td>$3,500.00</td>
</tr>
<tr>
<td>1</td>
<td>Cisco SmartNet extended service agreement for ASA5516 firewall – part # CON-SNT-ASA556F9</td>
<td>$1000.00</td>
<td>$1000.00</td>
</tr>
<tr>
<td>4</td>
<td>Ubiquiti Unifi Access Point – part #UAP-AC-PRO</td>
<td>$150.00</td>
<td>$600.00</td>
</tr>
<tr>
<td>1</td>
<td>Ubiquiti Unifi Cloud Key – part #UC-CK</td>
<td>$120.00</td>
<td>$120.00</td>
</tr>
<tr>
<td>1</td>
<td>Aruba 2930F 48G PoE+ 4SFP+ Switch – part #JL256A</td>
<td>$2,459.99</td>
<td>$2,459.99</td>
</tr>
<tr>
<td>1</td>
<td>APC Smart-UPS 750VA RM 2U 120V with SmartConnect - SMT750RM2UC</td>
<td>$449.00</td>
<td>$449.00</td>
</tr>
<tr>
<td>1</td>
<td>Installation of equipment and cabling at Main Branch – terminate, test, and label all data connections, remove old cabling</td>
<td>$10,000.00</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>1</td>
<td>Shipping</td>
<td>$250.00</td>
<td>$250.00</td>
</tr>
<tr>
<td></td>
<td>Subtotal</td>
<td>$16,518.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kentucky Sales Tax – 6%</td>
<td>$376.13</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>$16,894.93</td>
<td></td>
</tr>
</tbody>
</table>
Adding Funding Requests

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

Enter a nickname for the FRN.

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

Copy FRN
If you want to copy an existing FRN.

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

Select the Service Type:
- Internal Connections
- Basic Maintenance of Internal Connections
- Managed Internal Broadband Services

Then Continue.
Choose whether the purchase of this service is Contract, Tariff, or Month-to-Month. If you choose Contract, you must add the contract information to your library’s profile. See the Contract Records section for instructions. Then click on Continue.
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’s BEN.

Check the box beside the appropriate contract, and the contract details will appear below – see next slide.
When you check a contract from the search results, the Contract Summary will appear.

The service start date will automatically appear as 7/1/2020. Add the subscription’s expiration—keeping in mind that it would be longer than 1 year—then Continue. For a 1-year subscription, you may want to put the last date for Cat2 purchase/installation in the funding year: 9/30/2021.
In the narrative, describe each line item and its eligibility. The line items for Basic Maintenance of Internal Connections funding requests have few details compared to the Internal Connections funding requests.

The example text explains how this line item will be entered; note that, even if a BMIC subscription is technically a one-time purchase, it must be entered on the line item as a monthly recurring unit cost. This may sound odd, but that is because the E-rate program won’t provide discounts on maintenance that has not yet occurred.

Save & Continue to return to the Funding Requests page.
The second part of adding a funding request is to Manage FRN Line Items. Click on the Funding Request Number.
Add New FRN Line Item

---

<table>
<thead>
<tr>
<th>Basic Information</th>
<th>Entity Information</th>
<th>Funding Requests</th>
<th>Certify</th>
</tr>
</thead>
<tbody>
<tr>
<td>This page displays all of the funding request line items for this FRN. Click on a line item number below to edit the line items and their recipients of service.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FRN Line Items for FRN #2099000041 - Basic Maintenance of Internal Connections - support package for firewall**

<table>
<thead>
<tr>
<th>FRN Line Item Number</th>
<th>Type of Product Being Maintained</th>
<th>Total Eligible FRN Line Item Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You haven't created any FRN Line Items yet. Click the 'Add New FRN Line Item' button to start creating your first FRN Line Item.

---

**FCC Form 471 Help**

Add as many line items for this service as needed. For this Basic Maintenance of Internal Connections request, only 1 line item is needed.
Product and Service Details

**List the quantity of equipment to be maintained. The SmartNet subscription supports only the firewall, so enter 1, then Continue.**
Cost Calculation

While the library will may a one-time payment to the vendor for the SmartNet subscription, the E-rate program provides discounts only on maintenance as it occurs. Therefore, enter convert the one-time cost of $1,000 to 12 monthly payments (rounded down):

- Monthly Recurring Cost: $83.33
- **Monthly Recurring Ineligible Costs**: $15.83 – because the subscription is 81% eligible for discounts, the 19% for ineligible costs must be subtracted from the overall amount paid each month.

In order for the Summary of total costs to calculate (bottom right), you must enter something in every field. Add zeroes where needed so the form completes the calculation of the extended cost. Then Save & Continue.
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. If only one or some branches, 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. Remember: administrative buildings are not eligible for C2 and will not appear on this list!
Select Recipients (2/2)

For Category Two requests, you must also answer this question about whether all Selected Recipients of service are sharing the cost equally. **Answer Yes if only one branch is receiving the service or if all the recipients are receiving the same quantity for this line item. Save & Continue.**
Recipients of Service

The Recipient(s) of Service selected on the previous page will be listed along with the eligible cost. Click on Continue to return to the FRN Line Items page.
This funding request requires only 1 line item, so click on Continue to return to the Funding Requests page.

<table>
<thead>
<tr>
<th>FRN Line Item Number</th>
<th>Type of Product Being Maintained</th>
<th>Total Eligible FRN Line Item Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>2099000041.001</td>
<td>Basic Maintenance of Internal Connections</td>
<td>$810.00</td>
</tr>
</tbody>
</table>
**Funding Requests Page**

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

- If you have more Category Two 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.

- If all FRNs have been completed, click on Review FCC Form 471. See the Review & Certification section for instructions.
Example FRN: Basic Maintenance of Internal Connections
Slides 107-123

Example of a funding request for recurring Basic Maintenance of Internal Connections (BMIC) on library-owned equipment
Understanding this FRN

This FRN will cover a Basic Maintenance of Internal Connections contract for repair/maintenance on E-rate eligible networking equipment owned by the library.

<table>
<thead>
<tr>
<th>Part 1: E-rate Eligible Equipment</th>
<th>Qty.</th>
<th>Estimated Hours</th>
<th>Unit Price</th>
<th>Extended Price for 12 months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extreme Networks 48-port Switch – part # Summit X460-G2-48p-10GE4</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meraki MX84 firewall appliance (part # MX84-HW) with 5-year license (LIC-MX84-SEC-5YR)</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SonicPoint ACe wireless access point and PoE injector – part # 01-SSC-0724</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Orion Power Systems Pro 1500 RTX 1500VA UPS/battery backup – part # NP1500RTX</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total for E-rate Eligible Equipment</strong></td>
<td><strong>8</strong></td>
<td><strong>120 hours</strong></td>
<td><strong>$65/hour</strong></td>
<td><strong>$7,800.00</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part 2: E-rate Ineligible Equipment</th>
<th>Qty.</th>
<th>Estimated Hours</th>
<th>Unit Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dell PowerEdge C4130 Rack Server – part #SNPCPC7GC/32G</td>
<td>1</td>
<td><strong>30 hours</strong></td>
<td><strong>$65/hour</strong></td>
<td><strong>$1,950.00</strong></td>
</tr>
</tbody>
</table>
Adding Funding Requests

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

- Enter a nickname for the FRN.
- For new service, answer No. For continuing contracts, answer Yes and list the Funding Request Number (FRN) from last year’s Form 471.
- For new service, skip this option. The Copy FRN function can be used for continuing contracts to pull the data from a previous year’s funding request.

Select the Service Type:
- Internal Connections
- Basic Maintenance of Internal Connections
- Managed Internal Broadband Services

Then click on Continue.
FRN Contract

Choose whether the purchase of this service is Contract, Tariff, or Month-to-Month. If you choose Contract, you must add the contract information to your library’s profile.
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’s BEN.

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

<table>
<thead>
<tr>
<th>Contract ID</th>
<th>Contract Number</th>
<th>Nickname</th>
<th>Award Date</th>
<th>Creating Organization BEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>5739</td>
<td></td>
<td>Pioneer County Networking Inc. 2020</td>
<td>1/23/2020</td>
<td>208</td>
</tr>
<tr>
<td>5744</td>
<td></td>
<td>Pioneer County Network4U 2020-2023</td>
<td>1/23/2020</td>
<td>208</td>
</tr>
<tr>
<td>6727</td>
<td>123456</td>
<td>Pioneer County Telecom 2020-22</td>
<td>1/17/2020</td>
<td>208</td>
</tr>
</tbody>
</table>
The service start date will automatically appear as 7/1/2020. Add the contract expiration date (without voluntary extensions you haven’t exercised.) In this case, the 36-month contract will end on June 30, 2023. Then Continue.
Help your application reviewer by explaining your request. For Basic Maintenance contract, you may want to describe the equipment being maintained and how the service will be billed.

The example narrative text states: Repair & maintenance for 8 pieces of eligible equipment at the main branch--switches, firewall, access points, and battery backup. This service will be billed at $65 per hour for up to 120 hours during the funding year.
Manage FRN Line Items

The second part of adding a funding request is to Manage FRN Line Items. Click on the funding request number.

<table>
<thead>
<tr>
<th>FRN</th>
<th>Nickname</th>
<th>Number of FRN Line Items</th>
<th>FRN Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>2099000042</td>
<td>Maintenance Contract for Network Equipment</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>2099000041</td>
<td>Basic Maintenance of Internal Connections - support package for firewall</td>
<td>1</td>
<td>$688.50</td>
</tr>
<tr>
<td>2099000040</td>
<td>Internal Connections - Main Branch</td>
<td>13</td>
<td>$17,335.69</td>
</tr>
</tbody>
</table>
Add New FRN Line Item

Add as many line items for this service as needed. For this Basic Maintenance of Internal Connections request, only 1 line item is needed.
Product and Service Details

List the quantity of equipment to be maintained, then click on Continue. Based on the maintenance contract, there are 8 pieces of equipment that will be maintained (2 switches, 1 firewall, 3 access points, and 2 UPS/battery backups.)
**Cost Calculation**

In order for the Summary of total costs to calculate (bottom right), you must complete every field. For line items involving monthly recurring costs, enter zeros for the one-time fields. Then Save & Continue.

### In this example, the repair/maintenance contract is billed each month as the vendor performs service; the cost is $65/hour for an estimated 120 hours of service for the year. If the vendor bills me each month, the average monthly cost is $650.

<table>
<thead>
<tr>
<th>Monthly Cost</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly Recurring Cost</td>
<td>$650.00</td>
</tr>
<tr>
<td>Monthly Recurring Ineligible Costs</td>
<td>$0.00</td>
</tr>
<tr>
<td>Monthly Recurring Eligible Costs</td>
<td>$650.00</td>
</tr>
<tr>
<td>Months of Service</td>
<td>x 12</td>
</tr>
<tr>
<td>Total Eligible Recurring Costs</td>
<td>$7,800.00</td>
</tr>
</tbody>
</table>

### One-Time Cost

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>One-time Cost</td>
<td>$0.00</td>
</tr>
<tr>
<td>One-time Ineligible Cost</td>
<td>$0.00</td>
</tr>
<tr>
<td>One-time Eligible Cost</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

### Summary

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Eligible Recurring Costs</td>
<td>$7,800.00</td>
</tr>
<tr>
<td>One-time Eligible Cost</td>
<td>$0.00</td>
</tr>
<tr>
<td>Pre-Discount Extended Eligible Line Item Cost</td>
<td>$7,800.00</td>
</tr>
</tbody>
</table>
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.

If only one or some branches, 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. Remember: administrative buildings are not eligible for C2 and will not appear on this list!
For Category Two requests, you must also answer this question about whether all Selected Recipients of service are sharing the cost equally. Answer Yes if only one branch is receiving the service or if all the recipients are receiving the same quantity for this line item. Save & Continue.
The Recipients of Service selected on the previous page will be listed along with the eligible cost. Click on Continue to return to the FRN Line Items page.
Only 1 line item is needed for this FRN, so click on Continue to return to the Funding Requests page.
Once you’ve completed the line item(s) for an FRN, the Funding Requests page will apply the appropriate discount rate to show how much funding is being requested for the FRN.

If you have more Category Two 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.

If all FRNs have been completed, click on Review FCC Form 471. See the Review & Certification section.
Example FRN: Managed Internal Broadband Services
Slides 124-142

Example of a funding request for Managed Internal Broadband Services (MIBS or Managed Wi-Fi) through a continuing contract
Understanding this FRN

Managed Wi-Fi Service Contract

Contract period: July 1, 2019 to June 30, 2020
Contract is renewable for two additional 1-year periods if customer requests a renewal at least 30 days prior to the contract expiration (total 36 months). [Expiration if all voluntary extensions are exercised will be June 30, 2022]

Pioneer Wi-Fi Services will handle configuration, management, and upgrades for Wi-Fi infrastructure owned by customer.

<table>
<thead>
<tr>
<th>Equipment covered under contract</th>
<th>Qty.</th>
<th>Unit Price</th>
<th>Ext. Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dell Networking N1548 Switch – part # 463-7710</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SonicWall TZ600 firewall appliance – part # 01-SSC-0219</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SonicPoint ACe wireless access point and PoE injector – part # 01-SSC-0724</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$200/month</td>
<td>$2,400.00</td>
</tr>
</tbody>
</table>

This FRN will cover a contract for Managed Internal Broadband Services (MIBS or Managed Wi-Fi). A third party will configure and provide daily monitoring for the equipment that allows patrons and staff to access the library’s Wi-Fi. Contract is 1 year with 2 optional 1-year extensions. An extension has been exercised for the 2nd year of the contract – we’ll use the Copy FRN feature to bring up details from last year’s funding request.
Adding Funding Requests

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

Enter a nickname for the FRN.

Skip this question for now.

This service is under a continuing contract, so click on Copy FRN.

This information will be filled in automatically by the Copy FRN feature.
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. I recommend the Search by FRN Number feature because it’s more precise (less likely to select the wrong FRN).

Check the box beside the FRN you want to copy, then click on continue.
Copy FRN – Pop-Up Warning

You’ll receive a pop-up warning to let you know that it will take a minute for the FRN to copy to this year’s form. Click on Yes to continue.
Copy FRN – Wait to Refresh

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

While the FRN is being copied to the form, you’ll see a spinning circle. Wait about 20 seconds before you click on Refresh. If you click too soon, EPC will start the copy process again and you’ll have to wait.
After clicking on Refresh, you’ll see the notice above if the FRN was copied successfully. Click on Continue.
Once the previous FRN is copied to the form, the answer for Service Type will automatically display as Managed Internal Broadband Services. Click on Continue.

Change the answer to the FRN continuation question to Yes, then type in the Previous Year FRN Number (same FRN that you copied).
The purchase type—Contract—will already be checked since this information was pulled from the previous FRN. Click on Continue.
Update Contract Expiration

Update the service start date and contract expiration, then click on Continue. Services for Funding Year 2020 start on 7/1/2020. The first voluntary extension has been exercised, so the contract expiration is 6/30/2021. One more extension has yet to be exercised.
Update Narrative

Update the Narrative field, if needed. I’ve added a note that an extension has been exercised.

Save & Continue to return to the Funding Requests page.
BEST PRACTICE FOR COPY FRN: Click on the FRN Number to go to the line item page. Review each line item, particularly checking for one-time fees like installation that should be removed for the 2\textsuperscript{nd}, 3\textsuperscript{rd}, etc. years of the contract.
Manage FRN Line Items

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

FRN Line Items for FRN #2099000044 - Managed Wi-Fi Contract Continuation

<table>
<thead>
<tr>
<th>FRN Line Item Number</th>
<th>Type of Managed Service Agreement</th>
<th>Quantity</th>
<th>One-time Quantity</th>
<th>Total Eligible FRN Line Item Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>2099000044.001</td>
<td>Managed services contract of already installed equipment</td>
<td>1</td>
<td>1</td>
<td>$2,400.00</td>
</tr>
</tbody>
</table>

Click on the FRN Line Item Number to open and review the line item created using Copy FRN.
Product and Service Details

For this example, the Copy FRN filled in the option used on last year’s Form 471 to indicate that the library owns and has already installed the equipment.

The options for Type of Managed Service Agreement are:
- Managed and Leased from a third party service provider
- Managed by a third party service provider, and purchased from them or other vendors
- Managed services contract of already installed equipment.
Cost Calculation

The Copy FRN feature has already entered $200 as the Monthly Recurring Cost, and the form automatically calculates that the Total Eligible Recurring Costs will be $2400 for the entire year. When using Copy FRN, make sure to remove any one-time setup fees that no longer apply to subsequent years of a contract.
Recipients of Service

The Copy FRN feature has already listed the main library branch as the Recipient of Service. You can click on Manage Recipients of Service to make updates, but this is highly unlikely for a continuing contract.
After reviewing the line item, click on Continue to return to the Funding Requests page.
Once you’ve completed the line item(s) for an FRN, the Funding Requests page will apply the appropriate discount rate to show how much funding is being requested for the FRN.

If you have more Category Two 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.

All FRNs have been completed, so click on Review FCC Form 471. See the Review & Certification section.
After clicking on Review FCC Form 471 from the Funding Requests page, say Yes to the pop-up message to confirm that a draft PDF will be added to your Tasks list.
Click on the Tasks list to refresh the list—it may take 1 minute or more for the link to appear. Click on the link that says, “Review PDF for FCC Form 471 – [your form # and nickname]”.

Review PDF for FCC Form 471
Let KDLA review your form

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

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

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

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

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

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

**Answer NO to both these questions!!!**

---

**Applicant Certifications**

- I certify that the entities listed in this application are eligible for support from a state library administrative agency under the Library Services and Technology Act whose budgets are completely separate from any schools, including but not limited to schools administered by the state library.
- I certify that the entity I represent or the entities listed on this application have secured access to all of the resources listed in this application. I recognize that some of the aforementioned resources may be owned by the entities listed on this application, but which access has been secured in the current funding year. I certify that all these services and resources will be available to the applicant.

**Total Funding Summary**

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

<table>
<thead>
<tr>
<th>Summary</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total funding year pre-discount eligible amount on this FCC Form 471</td>
<td>$31,404.93</td>
</tr>
<tr>
<td>Total funding commitment request amount on this FCC Form 471</td>
<td>$26,694.19</td>
</tr>
<tr>
<td>Total applicant non-discount share of the eligible amount</td>
<td>$4,710.74</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$40,000.00</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$44,710.74</td>
</tr>
</tbody>
</table>

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

- No

**Has a service provider listed on any of the FCC Forms 471 filed by this Billed Entity for this funding year assisted you in locating funds needed to pay your non-discounted share?**

- No
Certify

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

You have successfully filed FCC Form 471 #201000050 for FY 2020

Certification Date
1/27/2020 1:16 PM EST

Authorized Person
Name: Lauren Abner
Title: KDLA Technology Consultant
Employer: Pioneer County Public Library System
Address: 100 Main Street
Boonesburg, KY 40069
Phone: 502-564-1728
Email: library_system10.user1@mailinator.com

Please click here to access your certified FCC Form 471 PDF

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

Print the Certifier Confirmation page for your records, then click on Close. If you don’t close the Certifier Confirmation page, you’ll periodically receive email reminders about this as pending Task in E-rate Productivity Center.
After You’ve Certified Slides 150-160
FCC Forms and Post-Commitment Requests

My Applicant Landing Page

Training
Universal Service Administrative Co.

Welcome. Pioneer County Public Library System!

Scroll Down

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

Change the Form Type drop-down to FCC Form 471 and the Funding Year to 2020. In the results, click on the Application Number to go the form’s Summary tab.
From the Summary page for your Form 471, click on the Original Version link at the bottom to download and print the final PDF copy that shows the certifications.

Reminder: E-rate retention rules require you to keep all E-rate documents for 10 years after the last date for service in the funding year. Funding Year 2020 paperwork must be kept until at least June 30, 2031 (or September 30, 2031 for Category Two).
Use the horizontal menu to switch from the Summary tab to the News tab for your Form 471. The only entry will be for the Receipt Acknowledgement Letter (RAL) – you won’t get a paper copy. Click on the More Info links to view the full entry.

An entry for the RAL will also appear in the general News feed tab in the blue menu bar at the top of EPC.
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
To submit a Modification Request, navigate to your certified Form 471 from My Applicant Landing Page. On the horizontal menu, click on Related Actions, then Submit Modification Request (RAL). Contact the KDLA Technology Consultant for assistance.
• Program Integrity Assurance (PIA) 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 28-day posting requirement

• 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

Example email with links to view application review questions in EPC. The subject line will say something like, ‘E-rate Review Information’, and will include the Form 471 #.
Common PIA Questions

• **Eligibility of Products & Services**
  • Didn’t list the SKU? Now’s your chance!
  • Purchasing a rack – are you housing E-rate eligible equipment in it?

• **Eligibility of the Entity** – If you have a new entity number for a new branch, you’ll have to show that the branch is eligible to participate in E-rate – ask the KDLA Technology Consultant for this information.

• **Category Two Budget**
  • Requesting more funding due to construction/renovation? Show proof of the square footage
  • Have your requests exceeded your available C2 pre-discount budget? Confirm what line items to remove from the funding request.
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 amounts.

• Applicants receive a PDF copy by email when FCDLs are issued. FCDL can also be accessed again through My Applicant Landing Page in the E-rate Productivity Center. You will NOT receive a paper copy of the FCDL for FY 2020.

• After receiving an FCDL, applicants must file a Form 486 to make CIPA certifications before any funding can be released for invoicing. The FY 2020 Form 486 may be available immediately after funding waves begin.
Post-Commitment Changes
Slides 161-166

Service substitutions, SPIN changes, and the Form 500

Return to Presentation Contents
Service Substitutions (1/2)

- Service Substitutions are now 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).
- Product or service must serve the same function.
  - Example: substitute one firewall for another firewall if the particular model requested goes out of stock, but you can’t use that funding to get a rack enclosure instead – not 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 pay the difference for those higher costs
• Instructions are found on the USAC website:
  • https://www.usac.org/e-rate/applicant-process/before-youre-done/service-substitutions/
SPIN Changes

• The SPIN associated with your funding request(s) 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

• 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 C2 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
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 filled out electronically
- 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:
Wrap-Up
Slides 167-171

Return to Presentation Contents
Resources

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

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

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

- E-rate Central
  - https://e-ratecentral.com/
Sign up for KYTECH LISTSERV®

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

• E-rate updates and reminders are posted to KYTECH
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/erate2020form471cat2

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