

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

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## Disclaimers



- This presentation represents my unofficial interpretation of the FCC's E-rate rules and regulations. Official guidance can come only from the FCC and USAC.
- USAC may update the application portal or the procedures after today's presentation. What I present is correct to the best of my knowledge, but what you see in EPC may be different.

# Important Dates & Eligible Services Slides 4-13

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### The Form 471 in Context

- On the Form 470, applicants make service requests vendors submit competitive bids for at least 28 calendar days so that your library can choose the most cost-effective solutions for its needs
- On the Form 471, applicants make funding requests for discounts on E-rate eligible services that were selected through a Form 470 competitive bidding process (unless exempted by FCC rules).
- ALL APPLICANTS must file a Form 471 every year to receive discounts.
- Must file separate Forms 471 for Category One & Category Two
- Deadline: Tuesday, March 22<sup>nd</sup> at 11:59 p.m. EST

## E-rate Funding Years

#### Download latest chart from KDLA E-rate page:

https://kdla.ky.gov/librarians/programs/e-rate/Pages/Funding-Years.aspx

#### E-rate Funding Years - Dates to Remember

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

### What Qualifies for E-rate?

- The full E-rate Eligible Services List (ESL) can be downloaded from the USAC website: <a href="https://www.usac.org/e-rate/applicant-process/before-you-begin/eligible-services-list/">https://www.usac.org/e-rate/applicant-process/before-you-begin/eligible-services-list/</a>
- Eligible services are separated into two broad categories:
  - Category One: Connectivity to the Building
  - Category Two: Connectivity to the Device

## **Category One**

#### **Internet Access & Data Transmission Services**

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

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

No budget limit on Category One requests

## **Category Two - IC**

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

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

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

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

## Category Two – BMIC & MIBS

## Basic Maintenance of Internal Connections

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

#### Managed Internal Broadband Services (MIBS)

• 3<sup>rd</sup> party operation, management, and monitoring of eligible broadband internal connections (ex: managed Wi-Fi)



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

## Miscellaneous

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

## **DUPLICATIVE SERVICES**

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

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

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

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

## CIPA COMPLIANCE



#### Children's Internet Protection Act (CIPA) compliance:

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

## **Bid Evaluations Slides 14-20**

Complete before signing contracts & filing the Form 471

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## **Allowable Contract Date**

- Applicants must reach the Allowable Contract Date (ACD) before evaluating bids & signing contracts
  - Generally, the Allowable Contract Date is 28 calendar days after you filed the Form 470 but may be later if you indicated a different date in an RFP
  - If you agree to a proposal and/or sign a contract prior to the Allowable Contract Date, that is a competitive bidding violation.
  - You 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 generic emails asking you to call or email to request a quote– is not considered a responsive bid and you don't have to respond.

## Selecting the Winning Vendor(s)

- Must evaluate all responsive bids using cost as the primary factor (most points assigned to E-rate eligible costs)
- You can also consider other factors at a lower point value. Examples:
  - Vendor met Form 470/RFP specifications for the requested service
  - E-rate ineligible costs
  - Previous experience with the vendor or Experience with similar customers
  - Flexible invoicing (vendor can apply SPI/474 discounts to invoices upfront)
- If you received only 1 bid, then you should email yourself to memorialize this fact.
- You may disqualify certain bids <u>if</u> you stated those disqualification factors in the Form 470/RFP – must be binary (have yes or no answers)
  - Example: Vendor must have a Service Provider Identification Number (SPIN/Form 498 ID) or the bid will be disqualified.

## **Check Your Scope!**

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

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

## **USAC Sample Bid Evaluation**



Available for Public Use

#### Sample Bid Evaluation Matrix

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

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

#### **List of Disqualified Bidders**

#### Vendor 4

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

Important things to note about this sample:

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

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

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

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

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

## BUSINESS-CLASS INTERNET BIDDING EXEMPTION

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

- Bandwidth is at least 100 Mbps downstream and 10 Mbps upstream
- Provides basic conduit access to the Internet at those required minimum speeds.
- Pre-discount cost is less than \$3600 annually (\$300/month) for each eligible entity, including installation or other eligible fees
- Service and price are commercially available to nonresidential customers

## Gathering the Numbers Slides 21-24

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### A Note on SPINs

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

## **Charges for Service**

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

### **Service Details**

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

## **Contract Records Slides 25-42**

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

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## **Contract Record Notes (1/2)**

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

Continues on next slide →

## **Contract Record Notes (2/2)**

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

## **Library System Profile in EPC**

#### My Applicant Landing Page



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

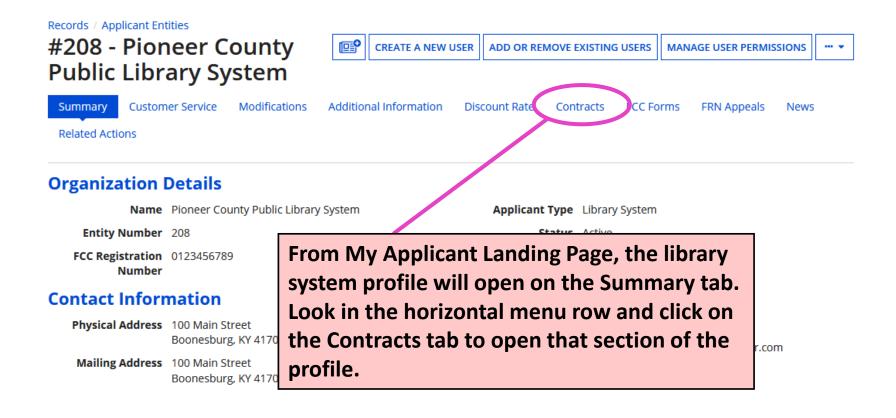
Welcome, Pioneer County Public Library System!

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

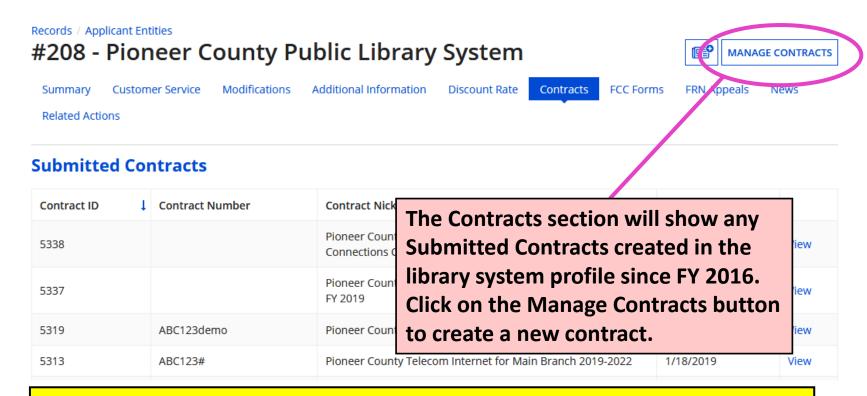
#### **My Entities**

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

## **Contracts Section of Profile**

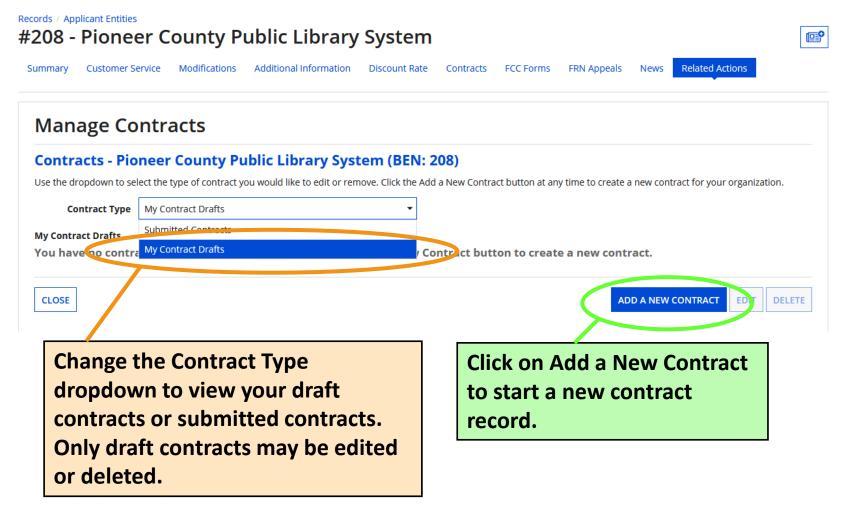


## Manage Contracts (1/2)

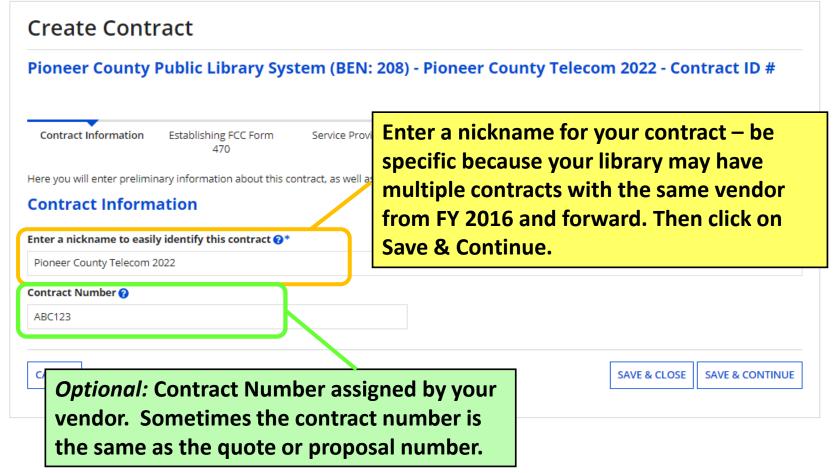


Caution! EPC will not allow you to edit or delete submitted contract records. Enter data carefully. If you made mistakes in a submitted contract, you must create a new contract record in EPC to link to your funding requests.

## Manage Contracts (2/2)

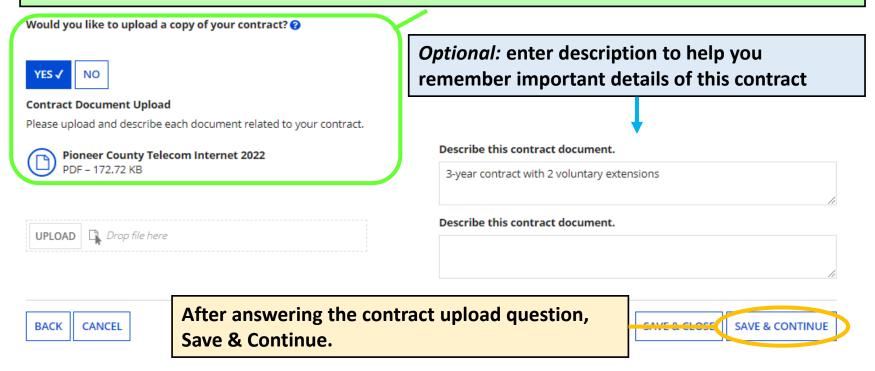


## **Create Contract (1/11)**



## **Create Contract (2/11)**

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



## Create Contract (3/11)

#### Create Contract

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

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

Contract Information Establishing FCC Form Service Pro 470 Here you will answer additional questions about this contract. Contract Information Is this contract based on a State Master Contract? ? NO √ Is this contract based on a multiple award schedule? ? NO √

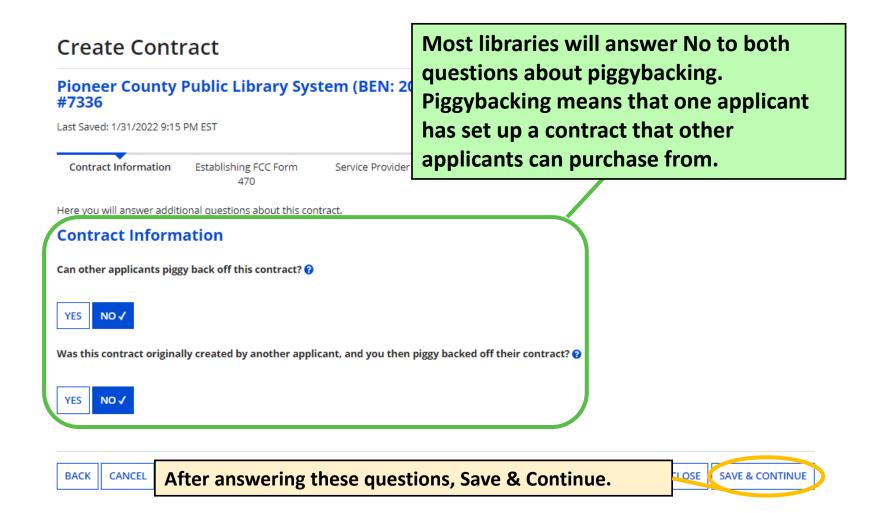
Most libraries will answer No to both questions about state master contracts and multiple award schedule contracts. Exception: purchasing internet/transport service from the KIH3 state master contract.

BACK

After answering these questions, Save & Continue.

SAVE & CLOSE SAVE & CONTINUE

## **Create Contract (4/11)**



## **Create Contract (5/11)**

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

#### **Establishing FCC Form 470**

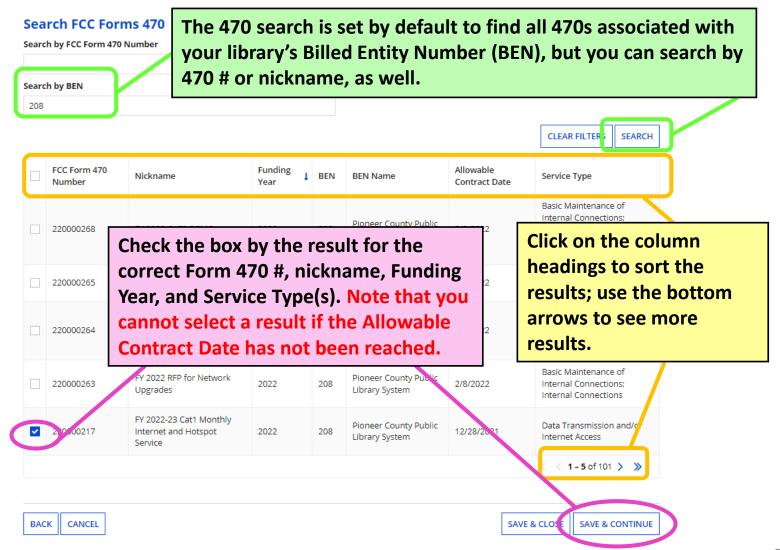
Was an FCC Form 470 posted for the product and/or services you are requesti	sting? How many bids were received? 🕡 *		
YES ✓ NO	3 Enter the number of bids that you received for this product or service.		
Was your FCC Form 470 posted prior to Funding Year 2016?			
Use the search tool below to find the establishing FCC Form 470.  Remember that the services in the contract had to be posted on the FCC Form 47  Search FCC Forms 470	For new contracts created in response to FY 2022 Forms 470, you should answer No to this question. EPC will automatically enter the response as No for you.		
Search by FCC Form 470 Number	Search by Nickname (Partial or Full)		
Search by BEN 208			

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

CLEAR FILTERS

SEARCH

# Create Contract (6/11)



# **Create Contract (7/11)**

### Service Provider

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

987654321

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

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

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

## **Search Service Providers**

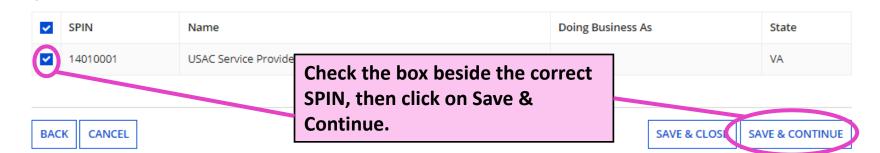
Search by SPIN

14010001

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

CLEAR FILTERS

SEARCH



# **Create Contract (8/11)**

#### Create Contract Pioneer County Public Library System (BEN: 208) - Pioneer County Telecom 2022 - Contract ID #7336 Check Yes if the contract covers more than Last Saved: 1/31/2022 9:23 PM EST one year of service. Contract Information Establishing FC irmation 470 Here you will answer additional questions about the dates on your contract. **Contract Dates** Is this a multi-year contract? What is the date you awarded your contract? \* 曲 01/31/2022 NO YES √ ch FRN where you cite this 30 31 3 5 8 6 CLOSE **SAVE & CONTINUE Enter the Contract Award Date.** 13 15 22 20 21 Usually, this is the date when both 26 27 29 parties (library and vendor) have signed to execute the contract. Save ODAY CLEAR & Continue.

# **Create Contract (9/11)**

## **Create Contract**

Pioneer	County	<b>Public</b>	Library	<b>System</b>	(BEN:	208) -
#7336						

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

Contract Information

Establishing FCC Form 470 Service Provider

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

Contract Dates

Does this contract include voluntary extensions?

YES ✓ NO

NO

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

BACK CANCEL

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

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

How many extensions are left on the contract?\*

2

Enter the number of voluntary extensions that you could still exercise on this contract.

What is the total remaining length of the contract if you exercised all extensions (in months)?\*

60

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

SAVE & CLOSE

# Create Contract (10/11)

## Create Contract

## Pioneer County Public Library Sys #7336

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

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

Contract Information

Establishing FCC Form 470

Service Provider

Contract Dates

**Pricing Confidentiality** 

Confirmation

Here you will answer additional questions about applicable publication restrictions on this contract.

## **Pricing Confidentiality**

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

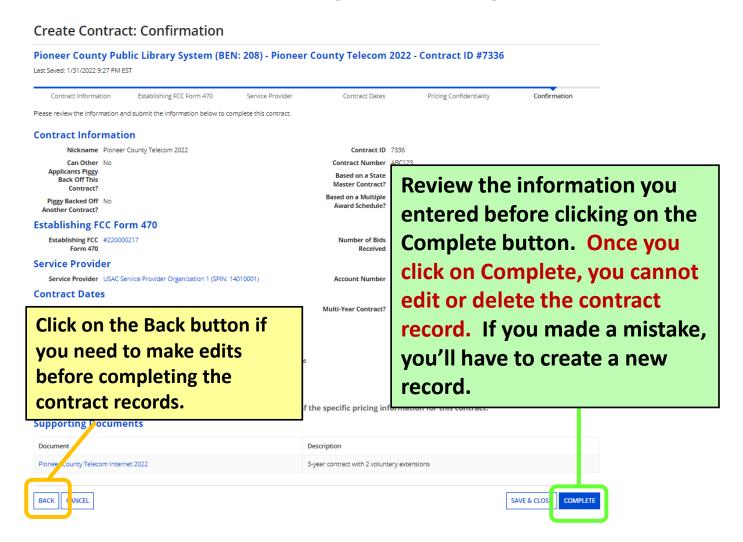




BACK CANCEL

SAVE & CLOSE

# Create Contract (11/11)

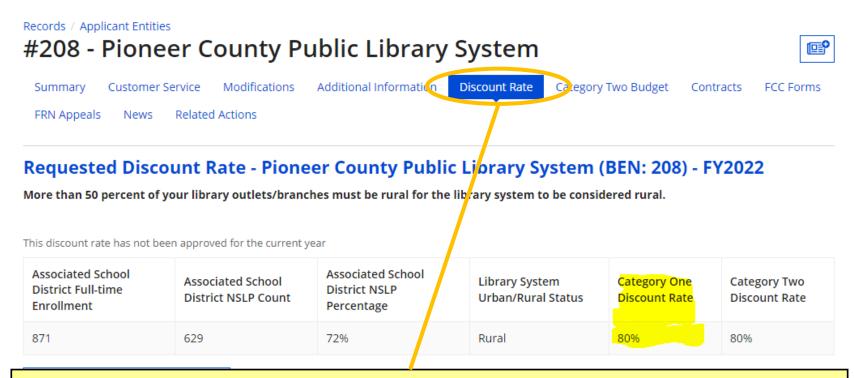


# Discount Rate Slides 43-45

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

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## **Review Discount Rate**



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

# **Discount Matrix**

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

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

# Form 471 Walkthrough Slides 46-137

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# **Guide to Walkthrough Slides**

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

# **Contact KDLA for Help**

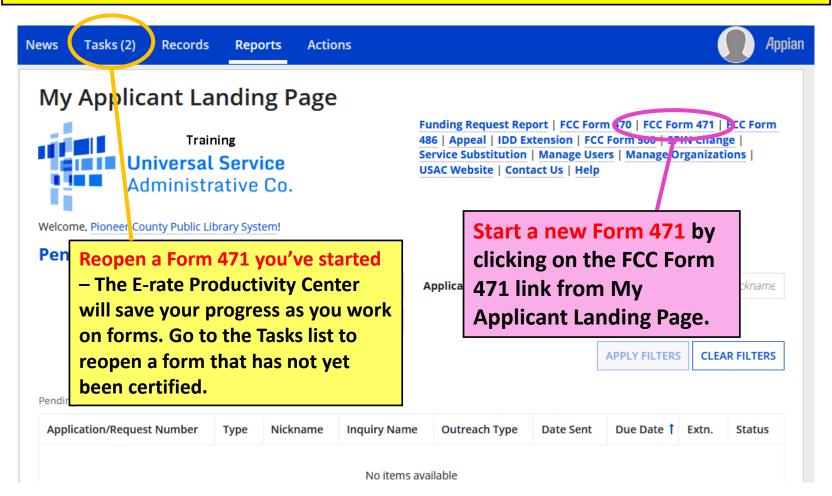
KDLA's Technology Consultant can provide one-on-one assistance for form filing over the phone or through screen sharing: <a href="mailto:lauren.abner@ky.gov">lauren.abner@ky.gov</a> or (502) 564-1728

# **Basic Information and Entity Information Slides 49-56**

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# Starting an FCC Form 471

E-rate Productivity Center URL: <a href="https://forms.universalservice.org/portal/login">https://forms.universalservice.org/portal/login</a>



# **Application Nickname**

FCC Form 471 - Funding Year 2022

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

Last Saved:

**Basic Information** 

Entity Information

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

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

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

### **Billed Entity Information**

Pioneer County Public Library System

100 Main Street

Boonesburg, KY 41700

111-222-3333

library.system10.user1@mailinator.com

## Application Nickname

Please enter an application nickname here. 🔞 \*

FY 2022 Form 471 for Category One

FCC Form 471 Ho

Show Help

DISCARD FORM

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

Billed Entity Number: 208

FCC Registration Number: 0123456789

Applicant Type: Library System

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

Save & Continue to go to the next page

## **Contact Information**

## FCC Form 471 - Funding Year 2022

## Pioneer County Public Library System (BEN: 20 221000068

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

**Basic Information** 

Entity Information

Next, you will identify the individuals assisting in seeking E-rate support.

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

#### Consultant Information

There are currently no consulting firms as ociated with your organization. If this is in error, please update your organization profile.

#### **Contact Information**

Are you the main contact person?



**Holiday / Summer Contact Information** 

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

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

#### FCC Form 471 Help

Show Help

Lauren Abner

library.system10.user1@mailinator.com

502-564-1728

ALWAYS list holiday contact information, even if it's the same as the regular contact info.

Otherwise, your reviewer may assume that the

library is closed during the summer—application review could be deferred until September! Save & Continue.

BACK

DISCARD FORM

# **Category of Service**

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

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

Basic Information Entity Information Funding Requests Certify

Next, you will identify the category of service for the product and services you are requesting. If you need help determining the correct category of service, please response to the product and services you are requesting. If you need help determining the correct category of service, please response to the product and services you are requesting.

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 se vices that you are requesting?

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

#### CATEGORY 1 ✓

Data Transmission and/or Internet Access

#### CATEGORY 2

- Basic Maintenance of Internal Connections
- Internal Connections
- · Managed Internal Broadband Services

## FCC Form 471 Help

Show Help

BACK DISCARD FORM

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

# **Entity Information**

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

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

Basic Information Entity Information Funding Requests Certify

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

## **Entity Information**

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

#### FCC Form 471 Help

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

SAVE & SHARE SAVE & CONTINUE

# **Related Entities**

We've completed this section of the form based on information from your applicant e

Basic Information

**Entity Information** 

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

change the information, please update your profile first by going to your entity record have access to Manage Organization, please contact your applicant entity's account administrator or create a customer service case to request updates to your applicant entity's profile.

#### Related Entity(ies) Information

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

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

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

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

# **Discount Calculation**

Basic Information

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

## **Requested Discount Calculat**

More than 50 percent of your library outlets/

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

This discount rate has not been approved for the current year

Associated School District	Associated School District	Associated School District	Library System	Category One	Category Two
Full-time Enrollment	NSLP Count	NSLP Percentage	Urban/Rural Status	Discount Rate	Discount Rate
871	629	72%	Rural	80%	80%

#### HIDE ADDITIONAL INFORMATION

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

## FCC Form 471 Help

Show Help

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

BACK DISCARD FORM

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

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

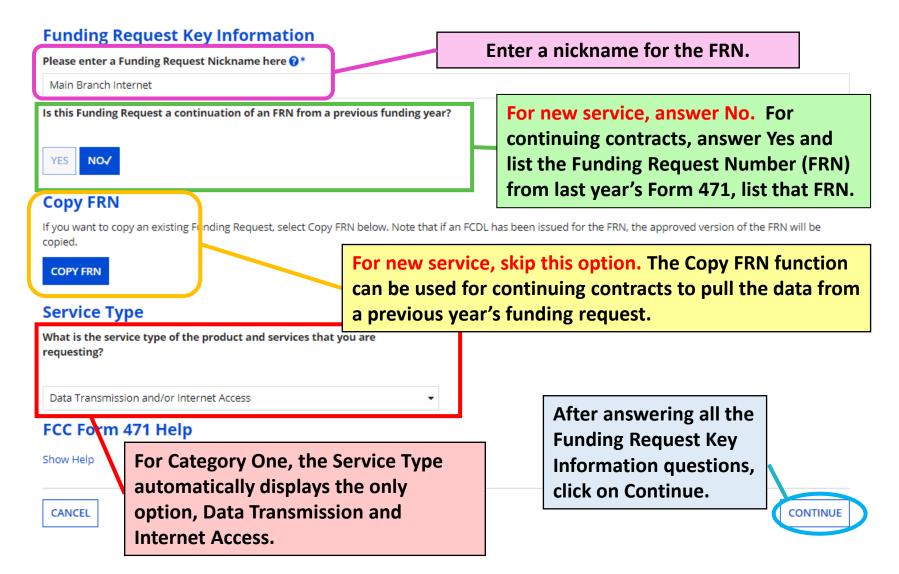
**Return to Presentation Contents** 

# **Adding Funding Requests**

## FCC Form 471 - Funding Year 2022

Pioneer County Public Library System (BEN: 208) - FY 2022 Form 471 for Category One - Form # 221000068 Last Saved: 1/31/2022 9:43 PM EST Basic Information Entity Information **Funding Requests** Certify This page displays all of the funding requests for this application. From here you can create a new FRN, or edit, delete, or manage the line items of an existing one. **Funding Requests** To create or update specific FRN Line Item(s), please click on the FRN number hyperlink. FRN Number of FRN Line Items **FRN Calculation** 1 Nickname You haven't created any Funding Requests (FRNs) yet. Click the "Add FRN" button to start creating your first FRN EDIT FRN REMOVE FRN MANAGE FRN LINE ITEMS ADD FRN FCC Form 471 Help **Adding Funding Request Numbers** (FRNs) is a two-step process: Add FRN, SAVE & SHARE **REVIEW FCC FORM 471** then Manage FRN Line Items.

# **Funding Request Key Information**



# **FRN Contract**

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

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

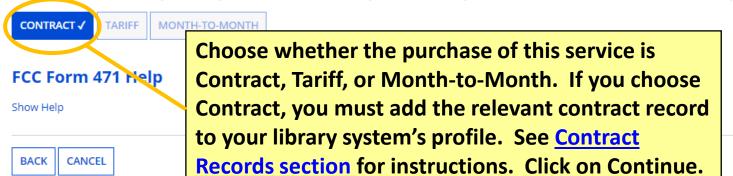
Basic Information Entity Information Funding Requests Certify

Next, you will identify the purchasing agreement type for the product and services you are requesting.

#### **FRN Contract**

How are the services for this FRN being purchased?

Contract information is stored in your Profile; you can add a new Contract at any time. Details about your Tariff and Month-to-Month services will be entered in your FRN.



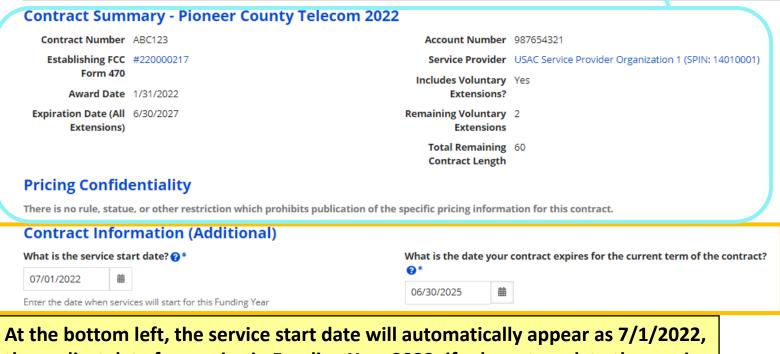
CONTINUE

# Associate a Contract (1/2)

	Pioneer County Public Library System (BEN: 208) - FY 2022 Form 471 for Category One - Form # 221000068					
Last Saved: 1/31/2022 9:4	43 PM EST	If you choose Contract, you must search through contracts added to your library system's profile. By default, you can				
Basic Inform Next, you will associate a  Associate a C	contract to you	click on Search to see all contracts associated with the library system BEN. You can enter part of the contract				
Search by Creating Org	Search by Creating Organization BEN nickname to filter the results.					
Please note that BEN is a required field and you can use other search fields to narrow down your result.			Search by Contract No.			
Search by Contract ID					CLEAR FILTERS SEARCH	
Contract ID	Contract Num	nber	Nickname		Award Date	Creating Organization BEN
7336			box beside the letails will app	e appropriate		

# Associate a Contract (2/2)

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



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

ONTINUE

# **Fiber Request Key Information**

Basic Information Entity Information Funding Requests Certify

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

#### **Fiber Request Key Information**

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

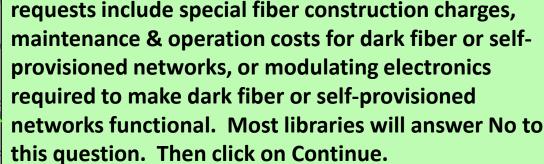
- Special construction. One-time, upfront costs associated with building out leased lit fiber, leased dark fiber, or a self-provisioned network (i.e. special construction charges), or wireless service; and/or
- Maintenance and operations. Costs associated
- Network equipment. Costs associated with modulating electronics and other equipment

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

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

#### Notes:

- If you are seeking support for both the Speassociated with leased lit fiber, a dark fiber Yes/No question based the specific services
- If you select "Yes" below, you should create charges. If charges for M&O and Network Ed Equipment 18 O FRN option.



You must indicate whether Category One Internet



#### FCC Form 471 Help

Show Help

BACK CANCEL

CONTINUE

# **Narrative**

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

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

Basic Information

**Entity Information** 

**Funding Requests** 

Certify

#### Narrative

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

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

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

## FCC Form 471 Help

Show Help

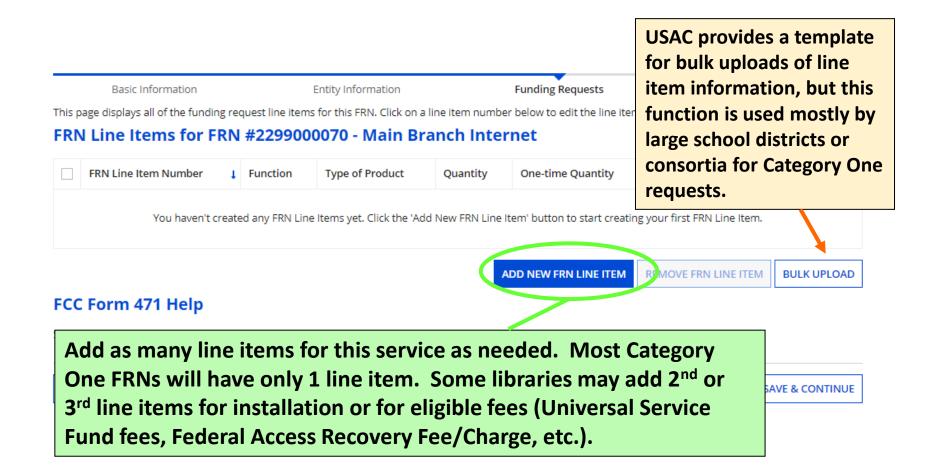
BACK

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

SAVE & VIEW FRN(S)

SAVE & ADD/MANAGE FRN LINE ITEMS

# **Add New FRN Line Item**



# **Product and Service Details**

		v	vill choose the 1 <sup>st</sup> purpose
Basic Information	Entity Information		which combines internet
Please enter Product and Service Details I	nformation for this Data Transmission and		vith transport. Libraries
Product and Service Deta	ails for new FRN Line Iten	11 101 FKN #22990000	• • • • • • • • • • • • • • • • • • •
Show Help for Taxes and USF Fees			vith a Wide Area Network WAN) may choose the 2 <sup>nd</sup>
Purpose ②*			·
o Internet access service that includes a	connection from any applicant site directly	y to the Internet Service Provider	urpose for their transport
Data Connection between two or more	e sites entirely within the applicant's netwo	ork C	ircuit connecting
O Data connection(s) for an applicant's h	ub site to an Internet Service Provider or s	tate/regional network where Interreg	ranches.
O Internet access service with no circuit (	data circuit to ISP state/regional network i	is billed separately)	ianches.
Function @*			
Fiber		Function and then Type	
Type of Connection *	next slide for	r table showing all Fun	ctions and Types of
Ethernet	Connections	<b>.</b>	
> Funding Request Narra	tive		
FCC Form 471 Nelp			
Show Help			
CANCEL See next slide	for tables on intern	et/transport	SAVE & CONTINUE
	types of connection		

Purpose: Most libraries

## **Internet/Transport FRNs – Functions, Connections**

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

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

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

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

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

# **Bandwidth Speed**

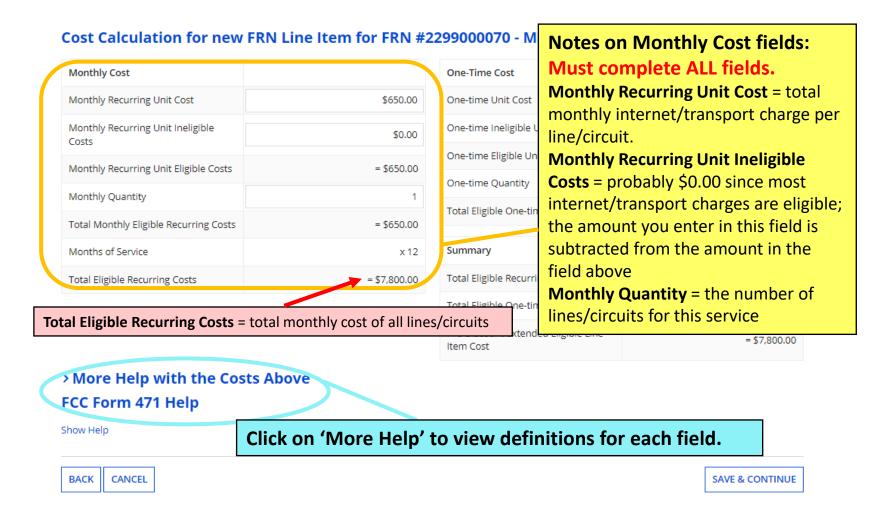
Basic Information	Entity Information	Funding Requests	Certify
Please enter Bandwidth Speed Information for this	Data Transmission and/or Interr	net Access Line Item	
Bandwidth Speed for new FRN	Line Item for FRN #	‡ <u>2299000070 - M</u> ain Branc	ch Internet
Bandwidth Download Speed *		Burstable Bandwidth?	
500.000			
Bandwidth Download Units *		YES NO 🗸	
Mbps	<b>*</b>		r the question about
Bandwidth Upload Speed*			ole bandwidth (most es don't have this).
500.000		Continu	· ·
Please specify the upload speed if it is different than th	e download speed.	Continu	ue. 
Bandwidth Upload Units *			
Mbps			
FCC Form 471 Help			
	ridth Speed and se	lect the appropriate Uni	<mark>its;                                    </mark>
	ill select Mbps (me	gabits per second). The	e form
assumes that the	e download and up	oload speeds are the sar	ne, so
you may need to	you may need to update the Bandwidth Upload Speed.		

# **Connection Information**

**Funding Requests** Basic Information **Entity Information** Certify Please enter Connection Information for this Data Transmission and/or Internet Access Line Item Connection Information for new FRN Line Item for FRN #2299000070 - Main Branch Internet Is this a direct connection to a single school, library or a NIF for Internet Does this include firewall services? \* access? ? \* NO√ YES Note: If the request is for direct connections, you will be required to allocate the total number of lines (monthly quantity) among the recipients listed for this line item. Most libraries will answer No. This YES √ question asks whether your internet Is this a connection between eligible schools, libraries and NIFs (i.e., a connection that provides a "Wide area network")? ? service provider handles firewall service (not whether the library owns its own firewall appliance installed on the network). Continue. FCC Form 471 Help Most libraries will answer Yes to the 1st question and No to the

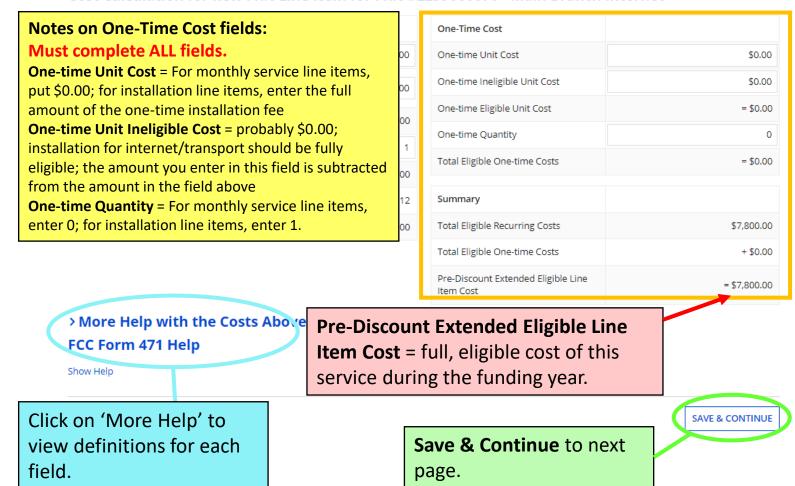
Most libraries will answer Yes to the 1<sup>st</sup> question and No to the 2<sup>nd</sup> question. You cannot answer Yes to both these questions. 'Is this a direct connection...' = the building has its own line/circuit for internet 'Is this a connection between eligible libraries' = WAN circuit between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

# **Cost Calculation (1/2)**



# Cost Calculation (2/2)

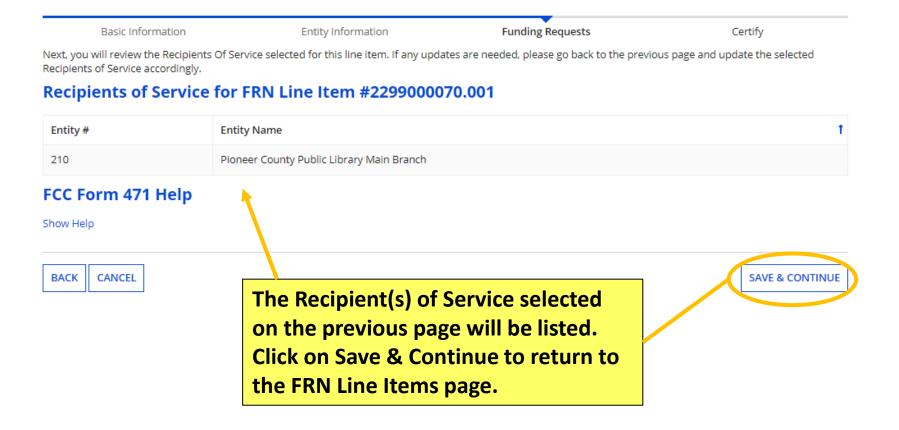
#### Cost Calculation for new FRN Line Item for FRN #2299000070 - Main Branch Internet



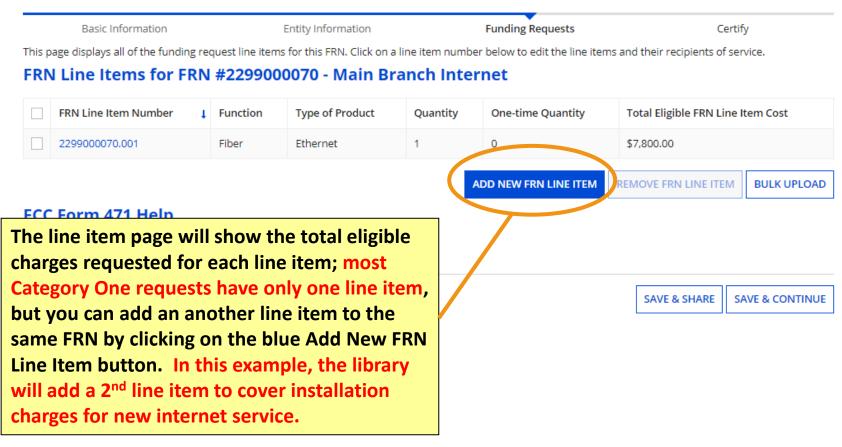
# **Select Recipients**

Library systems with multiple branches must indicate which branches are receiving the services listed on Next, you will select Recipients of Service for your Line Item each line item. If all branches will receive this **Manage Recipients of Service** service, answer Yes to the first question and Is every entity for this organization receiving service? Continue to the next page. NO ✓ All Entities Search by BEN If not all branches will receive this service, then Please select the organizations you wish to include as recipients of service for this FRN answer No to the first question, check the box beside the branch(es) to receive service, and then BEN click the Add button. Those entities will then Pioneer County Public Library Main Bra appear under Selected Entities. Save & Continue. Pioneer County Bookmobile 209 Loganville Branch Library Selected Entities BEN No items available

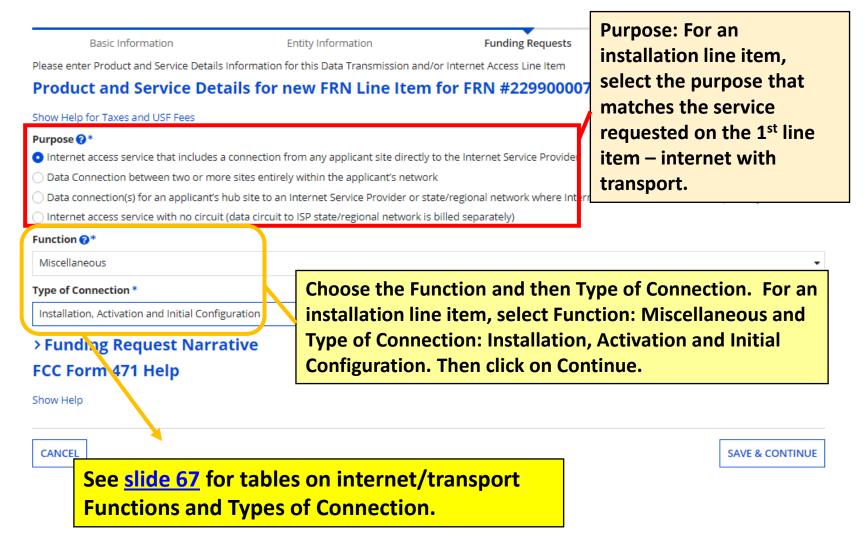
# **Recipients of Service**



# FRN Line Items Page – Add 2<sup>nd</sup>



### **Product and Service Details**



# **Bandwidth Speed**

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

Basic Information	Entity Information	Funding Requests		Certify
Please enter Bandwidth Speed Information for this I	Data Transmission and/or Interr	net Access Line Item		
Bandwidth Speed for new FRN	Line Item for FRN #	2299000070 - Main	<b>Branch Inte</b>	rnet
andwidth Download Speed *		Burstable Bandwidth?		
500.000				
Bandwidth Download Units *		YES NO√	Answer the	question about
Mbps				ndwidth (most
Bandwidth Upload Speed *				't have this).
500.000			Continue.	•
Please specify the upload speed if it is different than the	download speed.			
Bandwidth Upload Units *				
Mbps				
FCC For	Conned and anlast		I I a ita	
Chau Hala	most libraries will select Mbps (megabits per second). The form			
	assumes that the download and upload speeds are the same, so			SAVE & CONTINUE
you may need to update the Bandwidth Upload Speed.			SAVE & CONTINUE	

### **Connection Information**

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

Basic Information **Entity Information Funding Requests** Certify Please enter Connection Information for this Data Transmission and/or Internet Access Line Item Connection Information for new FRN Line Item for FRN #2299000070 - Main Branch Internet Is this a direct connection to a single school, library or a NIF for Internet Does this include firewall services? \* access? ? \* Most libraries will answer YES NO√ Note: If the request is for direct connections, you will be required to allocate the total No. This question asks number of lines (monthly quantity) among the recipients listed for this line item. whether your internet YES ✓ service provider handles Is this a connection between eligible schools, libraries and NIFs (i.e., a firewall service (not whether connection that provides a "Wide area network")? ? the library owns its own NO√ firewall appliance installed on the network). Continue. ECC Form 471 Holn

Most libraries will answer Yes to the 1<sup>st</sup> question and No to the 2<sup>nd</sup> question.

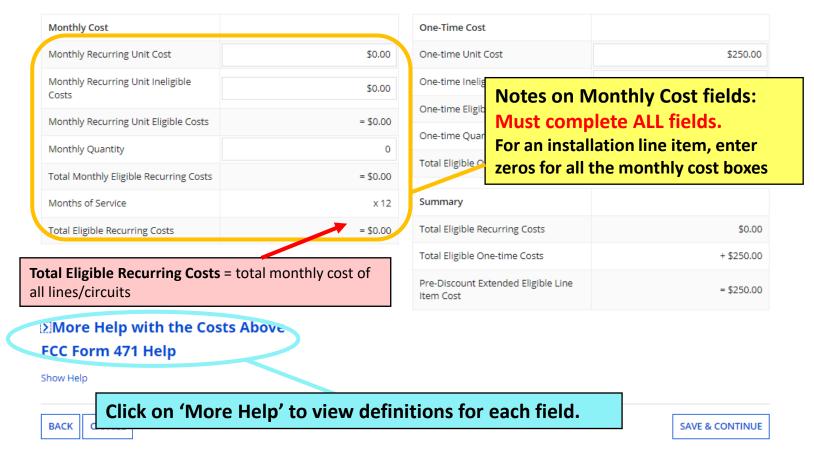
You cannot answer Yes to both these questions.

'Is this a direct connection...' = the building has its own line/circuit for internet 'Is this a connection between eligible libraries' = WAN circuit between branches

SAVE & CONTINUE

# Cost Calculation (1/2)

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



# Cost Calculation (2/2)

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

### **Notes on One-Time Cost fields:**

Must complete ALL fields.

One-time Unit Cost = enter the one-time cost for installing/upgrading the internet service
One-time Unit Ineligible Cost = probably \$0.00; installation for internet/transport should be fully eligible; the amount you enter in this field is subtracted from the amount in the field above
One-time Quantity = Enter 1 for the number of times your library will be charged for installation

One-Time Cost	
One-time Unit Cost	\$250.00
One-time Ineligible Unit Cost	\$0.00
One-time Eligible Unit Cost	= \$250.00
One-time Quantity	1
Total Eligible One-time Costs	= \$250.00
Summary	
Total Eligible Recurring Costs	\$0.00
Total Eligible One-time Costs	+ \$250.00
Pre-Discount Extended Eligible Line Item Cost	= \$250.00

More Help with the Costs Above FCC Form 471 Help

Show Help

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

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

Save & Continue to next page.

SAVE & CONTINUE

# **Select Recipients**

Library systems with multiple branches must indicate which branches are receiving the services listed on Next, you will select Recipients of Service for your Line Item each line item. If all branches will receive this **Manage Recipients of Service** service, answer Yes to the first question and continue Is every entity for this organization receiving service? to the next page. NO ✓ All Entities Search by BEN If not all branches will receive this service, then Please select the organizations you wish to include as recipients of service for this FRN answer No to the first question, check the box beside the branch(es) to receive service, and then BEN click the Add button. Those entities will then Pioneer County Public Library Main Bra appear under Selected Entities. Save & Continue. Pioneer County Bookmobile 209 Loganville Branch Library Selected Entities BEN No items available

# **Recipients of Service**

Basic Information **Entity Information Funding Requests** Certify Next, you will review the Recipients Of Service selected for this line item. If any updates are needed, please go back to the previous page and update the selected Recipients of Service accordingly. Recipients of Service for FRN Line Item #2299000070.002 Entity # **Entity Name** 210 Pioneer County Public Library Main Branch FCC Form 471 Help Show Help The Recipient(s) of Service selected on the previous page will be listed. **SAVE & CONTINUE** BACK CANCEL Click on Continue to return to the FRN Line Items page.

# **FRN Line Items Page**

Basic Information Entity Information Funding Requests Certify

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

### FRN Line Items for FRN #2299000070 - Main Branch Internet

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

ADD NEW FRN LINE ITEM

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

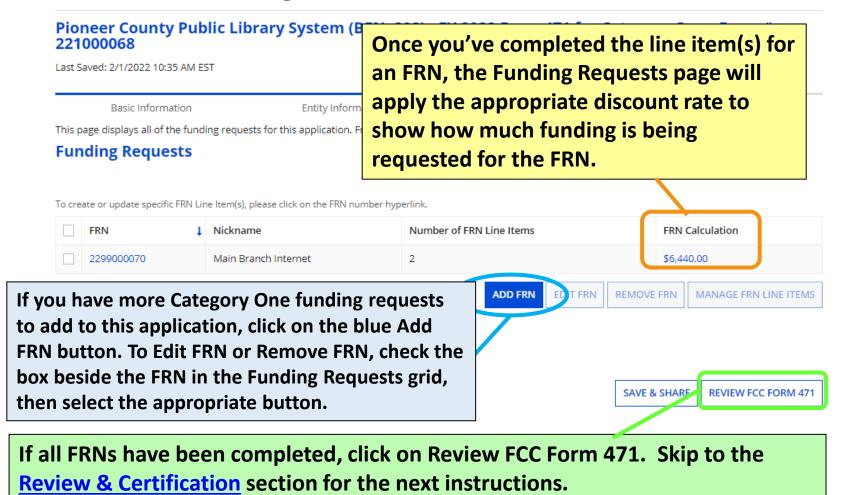
SAVE & SHARE SAVE & CONTINUE

REMOVE FRN LINE ITEM

**BULK UPLOAD** 

# **Funding Requests Page**

FCC Form 471 - Funding Year 2022



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

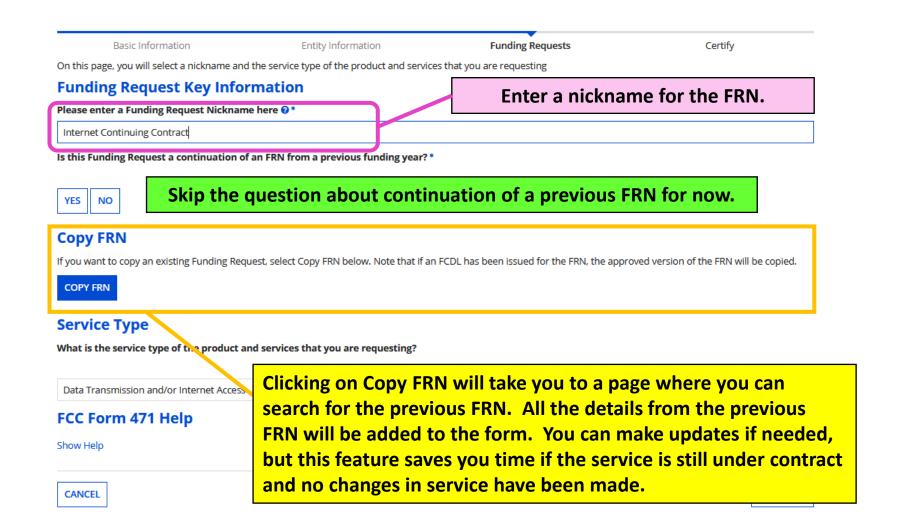
Example of a funding request for internet access that continues from a contract approved in a previous E-rate Funding Year

**Return to Presentation Contents** 

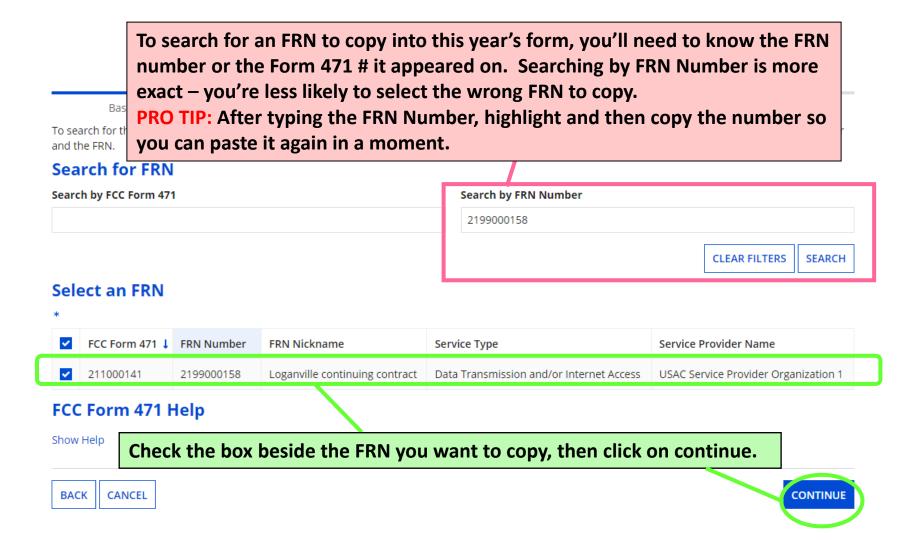
# **Adding Funding Requests**

### FCC Form 471 - Funding Year 2022 Pioneer County Public Library System (BEN: 208) - FY 2022 Form 471 for Category One - Form # 221000068 Last Saved: 2/1/2022 10:35 AM EST **Funding Requests** Basic Information **Entity Information** Certify This page displays all of the funding requests for this application. From here you can create a new FRN, or edit, delete, or manage the line items of an existing one. **Funding Requests** To create or update specific FRN Line Item(s), please click on the FRN number hyperlink. Number of FRN Line Items FRN Calculation FRN Nickname 2299000070 Main Branch Internet 2 \$6,440,00 FRN REMOVE FRN MANAGE FRN LINE ITEMS ADD FRN **Adding Funding Request Numbers** (FRNs) is a two-step process: Add FRN, SAVE & SHARE **REVIEW FCC FORM 471** then Manage FRN Line Items.

### **Funding Request Key Information**



### **Copy FRN: Search**



## Copy FRN – Pop-Up Warning



### Copy FRN – Wait to Refresh

### FCC Form 471 - Funding Year 2022

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

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

Basic Information

Entity Information

**Funding Requests** 

Certify

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

4.

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



### Copy FRN – Successful

### FCC Form 471 - Funding Year 2022

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

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

Basic Information Entity Information Funding Requests Certify

### FRN has been successfully copied.

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

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

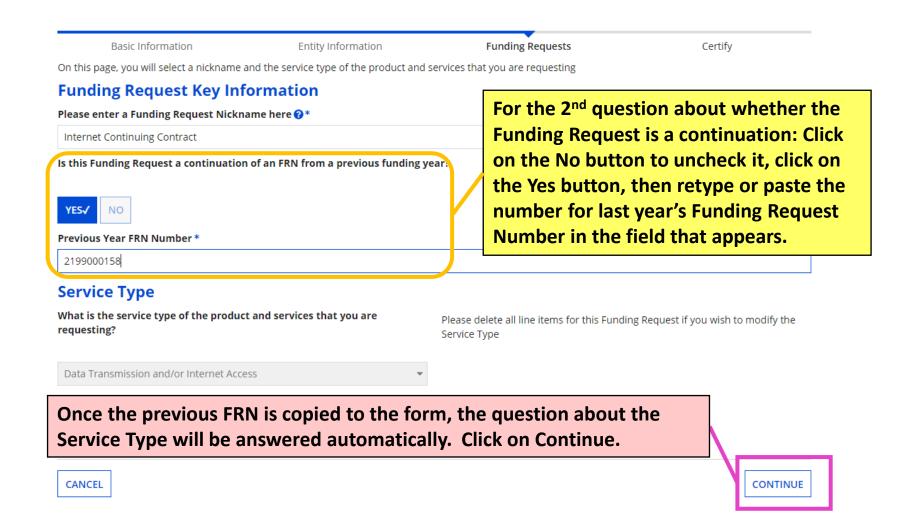
- To the extent that the current year form does not have the same fields as the form you are copying, the data will not be copied.
- Copy FRN will not copy Service Start and Service End Dates. When entering these Start and End dates, please ensure that the Recipients of Service and the appropriate cost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

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



screen.

## **Back to Funding Request Key Info**



### **FRN Contract**

Basic Information Entity Information Funding Requests Certify

Next, you will identify the purchasing agreement type for the product and services you are requesting.

### **FRN Contract**

How are the services for this FRN being purchased?

Contract information is stored in your Profile; you can add a new Contract at any time. Details about your Tariff and Month-to-Month services will be entered in your FRN.



### FCC Form 471 Help

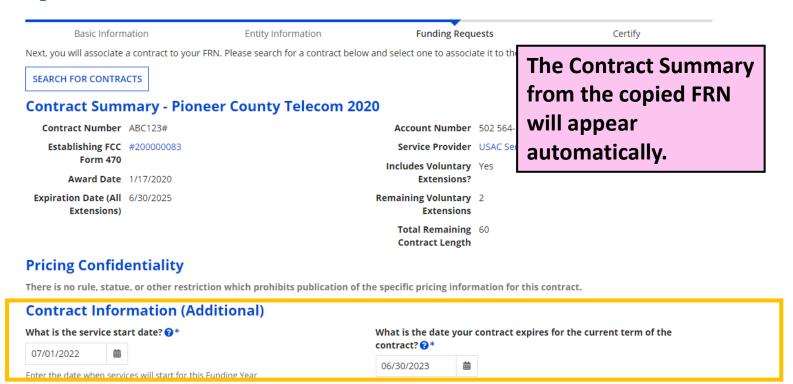
Show Help

BACK CANCEL

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

CONTINUE

# **Update Service Start/Contract Dates**



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

# **Fiber Request Key Information**

Basic Information Entity Information Funding Requests Certify

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

### **Fiber Request Key Information**

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

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

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

Select "No" if you are only seeking support for the monthly recurring costs fiber lease or IRU), or a wireless service.

### Notes:

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

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

a dark

ciated with

it charges. RN option.



### FCC Form 471 Help

Show Help

BACK CANCEL

CONTINUE

### **Narrative**

### FCC Form 471 - Funding Year 2022

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

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

Basic Information

**Entity Information** 

**Funding Requests** 

Certify

### **Narrative**

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

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

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

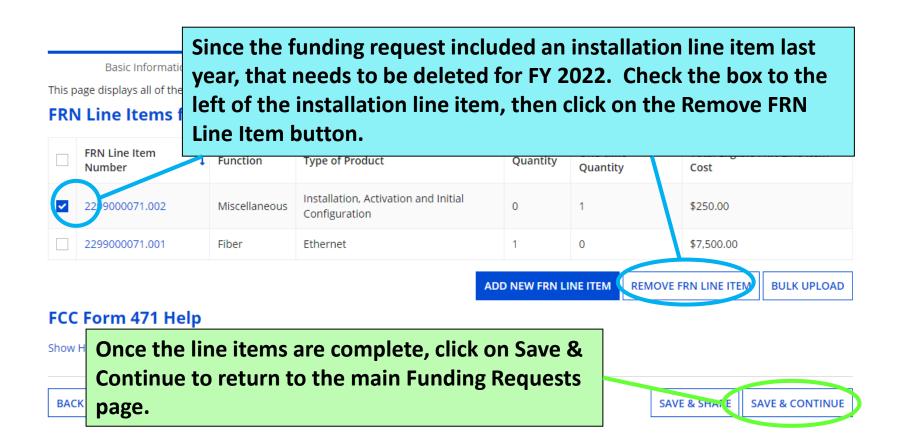
BACK

CANCEL

SAVE & VIEW FRN(S)

SAVE & ADD/MANAGE FRN LINE ITEMS

# **FRN Line Items Page**



# **Funding Requests Page**

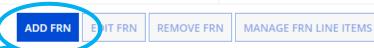
Basic Information Entity Information Funding Requests Certify

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

### **Funding Requests**

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

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



If you have more Category One funding requests to add to this application, click on the blue Add FRN button.

To Edit FRN or Remove FRN, check the box beside the FRN in the Funding Requests grid, then select the appropriate button.

& SHARE REVIEW FCC FORM 471

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

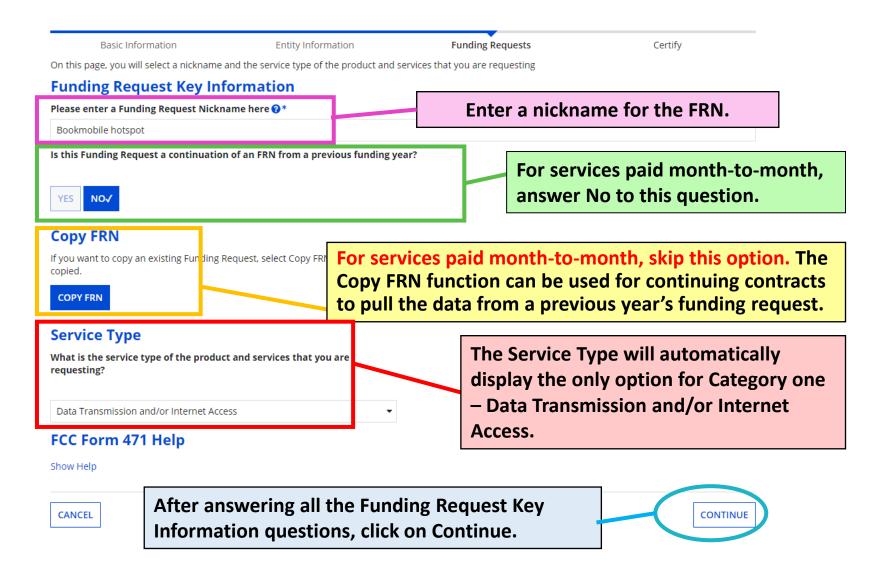
# Example FRN: Bookmobile Hotspot (cellular data) service paid month-to-month Slides 98-118

**Return to Presentation Contents** 

# **Adding Funding Requests**

Basic Information **Entity Information Funding Requests** Certify This page displays all of the funding requests for this application. From here you can create a new FRN, or edit, delete, or manage the line items of an existing one. **Funding Requests** To create or update specific FRN Line Item(s), please click on the FRN number hyperlink. FRN Nickname Number of FRN Line Items FRN Calculation 2299000071 Internet Continuing Contract \$6,000.00 2299000070 Main Branch Internet 2 \$6,440.00 **ADD FRN** DIT FRN MANAGE FRN LINE ITEMS REMOVE FRN FCC Form 471 Help Show Help **Adding Funding Request Numbers** DISCARD BACK SAVE & SHARE **REVIEW FCC FORM 471** (FRNs) is a two-step process: Add FRN, then Manage FRN Line Items.

### **Funding Request Key Information**



### **FRN Contract**

**Funding Requests Basic Information Entity Information** Certify Next, you will identify the purchasing agreement type for the product and services you are requesting. FRN Contract How are the services for this FRN being purchased? Contract information is stored in your Profile; you can add a new Contract at any time. Details about your Tariff and Month-to-Month services will be entered in your FRN. MONTH-TO-MONTH ✓ CONTRACT TARIF FCC Form 471 Help Show Help Choose whether the purchase of this service is Contract, Tariff, or Month-to-Month. If you choose CANCEL BACK CONTINUE Month-to-Month, you'll enter more details about the service provider and bidding process. Click on Continue.

# Establishing FCC Form 470 (1/2)

Basic Information

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

Establishing FCC Form 470

How many bids were received?\*

2

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

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

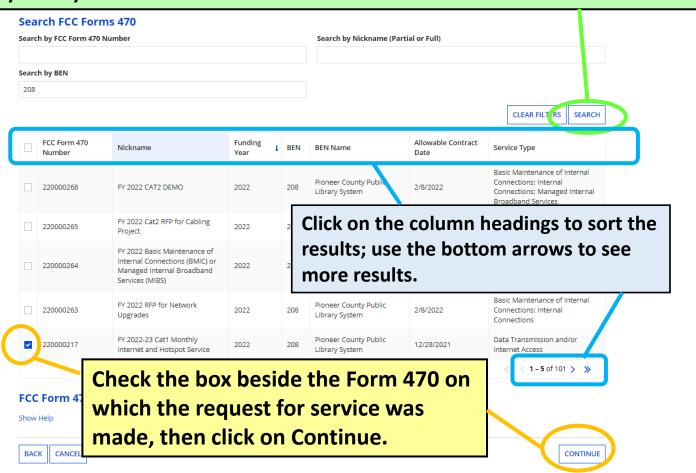
See Search tool below to find the establishing FCC Form 470.

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

See next slide for Search FCC Forms 470 instructions.

# Establishing FCC Form 470 (2/2)

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



### **Service Provider**

ormation	Entity Information	Funding Requests	Certify
a service provider to your	purchasing agreement. Please search fo	or a provider below and select one to associate it to	o the purchasing agreement.
ler		Enter the account r	number for this
, billed telephone numbe	er)	service if you know	it already.
		service ii you kilott	it ancady.
as given you one or more Acc	count Numbers, please enter them.		
elow to find the establish	ing service provider		
e Providers			
		Search by Name (Full or Partial)	
			CLEAR FILTERS SEARCH
Name		Doing Business As	State
USAC Service Pr	ovider Organization 3		VA
N/Form 498 ID	•		alt and
	ler , billed telephone number as given you one or more Accelow to find the establishe Providers  Name USAC Service Provi	Name USAC Service Provider Organization 3  Name USAC Service Provider — using the Service provider — us	Enter the account respective provider to your purchasing agreement. Please search for a provider below and select one to associate litter.  Enter the account respective if you know service if you know service if you know service if you know service provider.  Providers  Search by Name (Full or Partial)  Name  USAC Service Provider Organization 3  Doing Business As  e service provider — using the Service Provider Identification of Jeform 498 ID) is best. Check the box beside the correct respective provider respectively.

### **Dates for Month-to-Month Services**

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

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

Basic Information	Entity Information	Funding Requests	Certify
Next, you will identify the start and end dates for	the services you are requesting.		
Dates			
What is the service start date?    *		When will the services end? *	•
07/01/2022		06/30/2023	<i>'</i>
Enter the date when services will start for this Fundin	g Year		
BACK CANCEL			CONTINUE

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

# **Pricing Confidentiality**

Basic Information **Funding Requests** Entity Information Certify Next, you will identify any pricing confidentiality restrictions for the product or services you are requesting. **Pricing Confidentiality** Is there a statute, rule, or other restriction which prohibits publication of the specific pricing information for this contract? YES NO √ There should not be any restrictions on publishing the pricing. Click on No and CONTINUE BACK CANCEL then Continue.

# **Fiber Request Key Information**

Basic Information Entity Information Funding Requests Certify

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

### **Fiber Request Key Information**

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

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

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

Select "No" if you are only seeking support for the monthly recurring costs on a dark fiber lease or IRU), or a wireless service.

### Notes:

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

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



### FCC Form 471 Help

Show Help

BACK CANCEL

CONTINUE

### **Narrative**

Basic Information

**Entity Information** 

**Funding Requests** 

Certify

### Narrative

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

Monthly hotspot service for the bookmobile

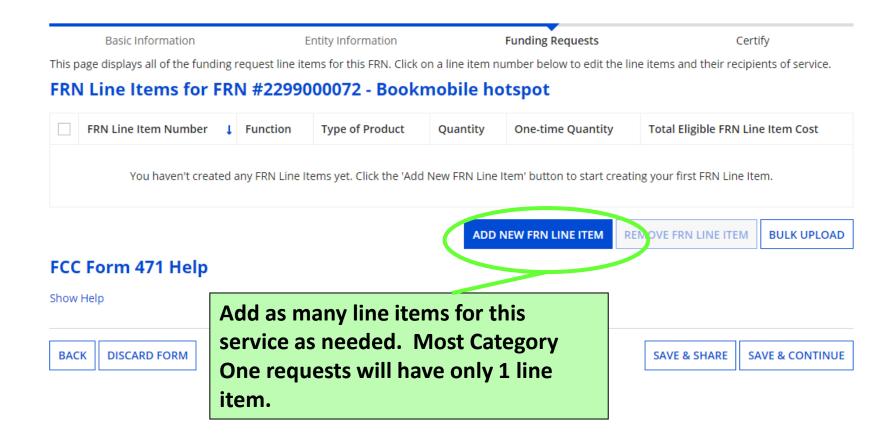
Enter a brief explanation for your request. For bookmobile cellular data requests, make sure to include in the narrative that the service will be used on the bookmobile. Click on Save & Add/Manage FRN Line Item to continue.

BACK

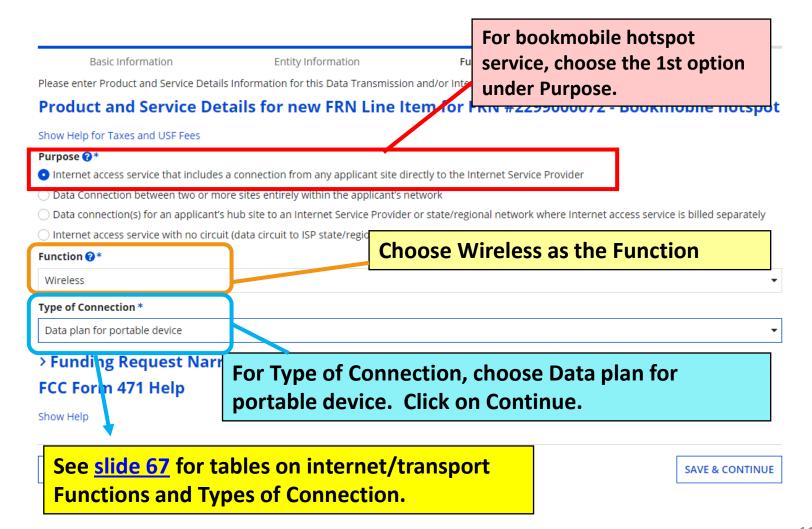
CANCEL

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

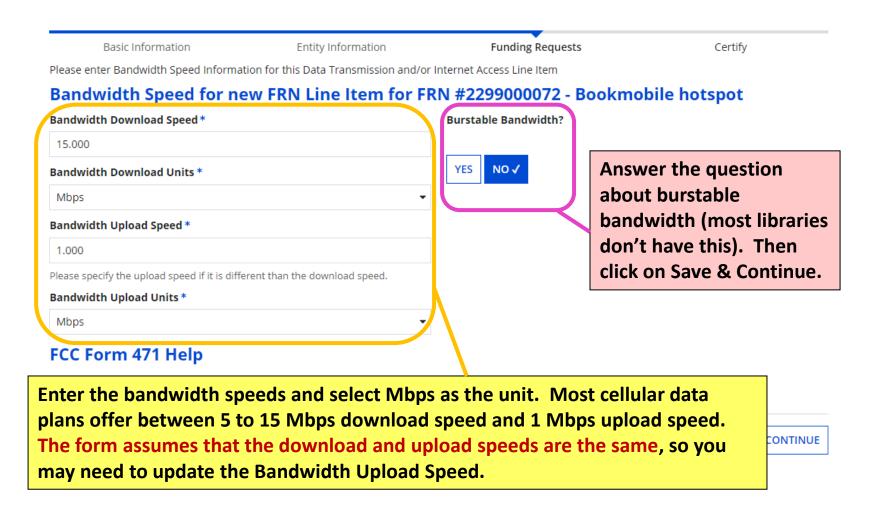
## **Add New FRN Line Item**



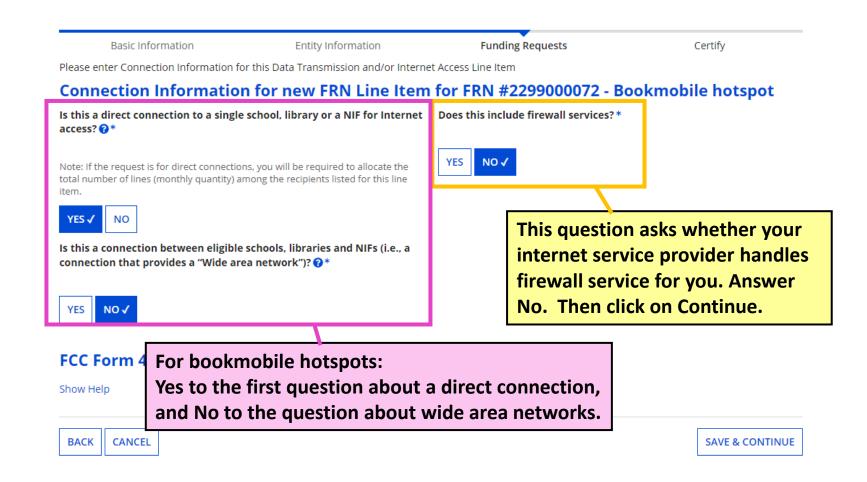
## **Product and Service Details**



# **Bandwidth Speed**



## **Connection Information**



# Cost Calculation (1/2)

### Cost Calculation for new FRN Line Item for FRN #229 **Notes on Monthly Cost fields:** Must complete ALL fields. Monthly Cost One-Monthly Recurring Unit Cost = monthly data Monthly Recurring Unit Cost \$39.99 On 2charge per hotspot or smartphone plan. Monthly Recurring Unit Ineligible Additional fees such static IP addresses, USF \$0.00 Costs fee for internet, and Federal Access Recovery Monthly Recurring Unit Eligible = \$39.99 Charge should be on a separate line item. **Monthly Recurring Unit Ineligible Costs =** Monthly Quantity Total probably \$0.00 for hotspot service; the Total Monthly Eligible Recurring = \$39.99 amount you enter in this field is subtracted Costs from the amount in the field above Total Months of Service x 12 **Monthly Quantity** = the number of hotspots Total Total Eligible Recurring Costs = \$479.88 for service to the bookmobile = \$479.88 tem Cost **Total Eligible Recurring Costs** = total monthly ☑More Help with the Costs Above cost of all lines/circuits for this service FCC Form 471 Help Click on 'More Help' to view definitions for each field. **BACK** CANCEL SAVE & CONTINUE

# Cost Calculation (2/2)

## **Notes on One-Time Cost fields:**

## Must complete ALL fields.

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

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

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

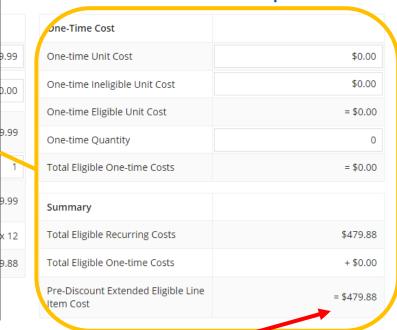
☑More Help with the Costs Above

FCC Form 471 Help

Show Help

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

### FRN #2299000072 - Bookmobile hotspot



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

**Save & Continue** to next page.

SAVE & CONTINUE

# **Select Recipients**

Next, you will select Recipients of Service for your Line Item Library systems with multiple branches must indicate **Manage Recipients of Service** which branches are receiving the services listed on Is every entity for this organization receiving service? the FRN. If all branches are receiving the service, answer Yes to the first question and continue to the NO √ next page. All Entities Search by BEN For libraries with multiple branches: answer No to the first Please select the organizations you wish to include as recipi entering the district or system entity number in the field about question, then check the box beside the bookmobile branch entity (or the entity number for the branch the bookmobile operates from), and then click the Add button. BEN BEN Name The selected entity will then appear under Selected Pioneer County Public 210 **Entities.** 211 Pioneer County Bookm 209 Loganville Branch Library **Selected Entities** BEN **BEN Name** Once the correct Selected Entities have been added, Save & Continue to next page. No items avail

## **Recipients of Service**

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

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

Basic Information Entity Information Funding Requests Certify

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

## Recipients of Service for FRN Line Item #2299000072.001

Entity #	Entity Name	Ť
211	Pioneer County Bookmobile	

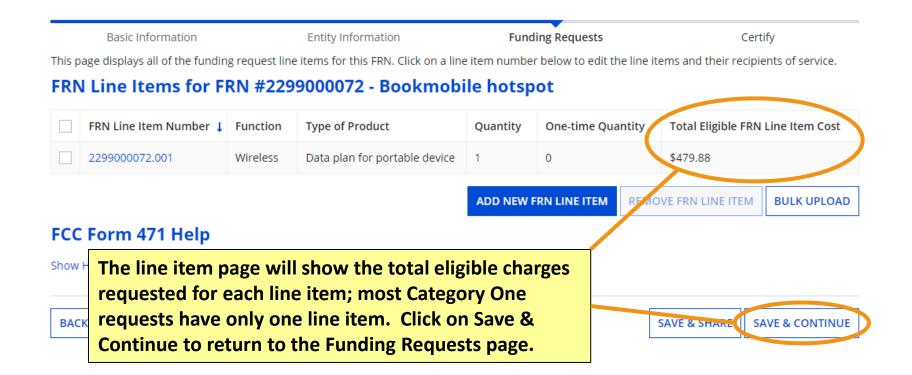
### FCC Form 471 Help

Show Help

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

SAVE & CONTINUE

## **FRN Line Items Page**



# **Funding Requests Page**

## FCC Form 471 - Funding Year 2022

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

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

Basic Information

This page displays all of the funding requests fo one.

### **Funding Requests**

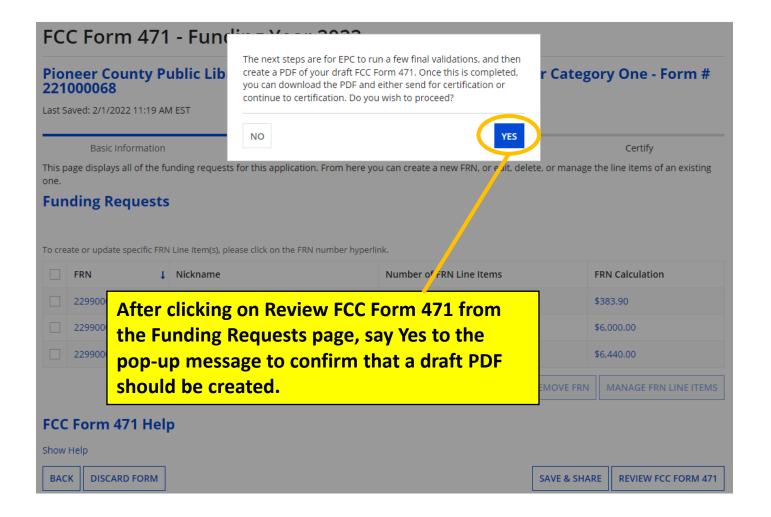
Once you've completed the line item(s) for an FRN, the Funding Requests page will apply the appropriate discount rate to show how much funding is being requested for the FRN.

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink. Number of FRN Line Items FRN Calculation FRN Nickname \$383.90 2299000072 Bookmobile hotspot 1 2299000071 Internet Continuing Contract 1 \$6,000.00 Main Branch Internet 2299000070 \$6,440.00 Now that all FRNs have been added, click on REMOVE FRN MANAGE FRN LINE ITEMS Review FCC Form 471. This will generate a draft PDF copy of the form. Show Help **SAVE & SHARE REVIEW FCC FORM 471 BACK** DISCARD FORM

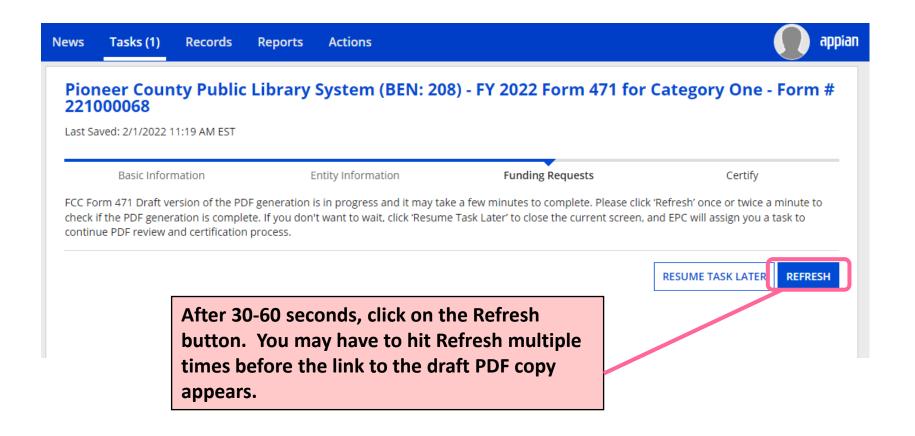
# Review & Certification Slides 119-125

**Return to Presentation Contents** 

## Proceed to create draft PDF



# Refresh the page



# Let KDLA review your form

## FCC Form 471 - Funding Year 2022

Pioneer County Public Library System (BEN: 208) 221000068

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

**Basic Information** 

**Entity Information** 

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 <a href="mailto:lauren.abner@ky.gov">lauren.abner@ky.gov</a> for review.

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

**Download Document Link** 

USAC\_FCC\_FORM\_471\_APPLICATION\_221000068\_DRAFT

☑ By checking this box, I certify that the information in the PDF document above is correct.

## FCC Form 471 Help

Show Help

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

EDIT FORM

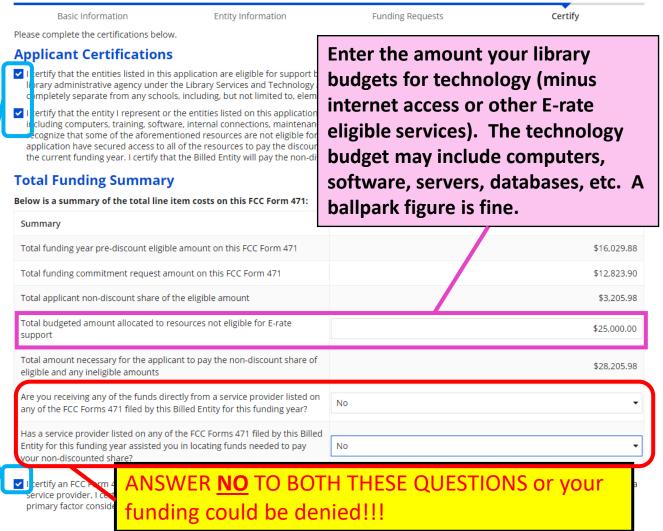
If you find errors in the draft PDF, click on Edit Form to return to the beginning of the form and make changes. SEND FOR CERTIFICATION

**CONTINUE TO CERTIFICATION** 

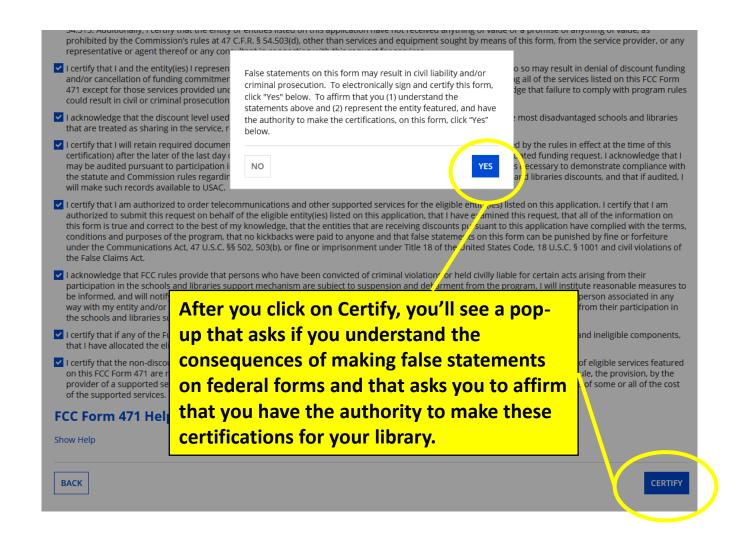
If your EPC user profile doesn't give you full permissions for the Form 470, you'll need to send the form for certification by another full-rights user on behalf of your library.

## **Certifications & Technology Budget**

You must check the boxes for all twelve certifications. Only libraryspecific certifications will be shown.



# **Certify**



## **Certification Confirmation**

### **Certification Confirmation**

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

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

Basic Information Entity Information Funding Requests Certify

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

### **Certification Date**

2/1/2022 11:29 AM EST

### **Authorized Person**

Name Lauren Abner

Title KDLA Technology Consultant

**Employer** Pioneer County Public Library System

Address 100 Main Street

Boonesburg, KY 40069

Phone 502-564-1728

Email library.system10.user1@mailinator.com

Please click here to access your certified FCC Form 471 PDF

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

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

CLOSE

# After You've Certified Slides 126-136

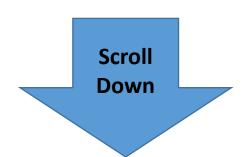
**Return to Presentation Contents** 

## **FCC Forms and Post-Commitment Requests**

## My Applicant Landing Page

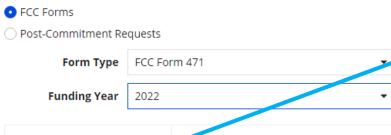


Welcome, Pioneer County Public Library System!



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

## **→ FCC Forms and Post-Commitment Requests**



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

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

## **Download Final PDF copy**



## FY 2022 Form 471 for Category One - #221000068



Summary

**Funding Requests** 

Review Inquiries

Deferral History

Discount Calculation

Entity Information

News

From the Summary tab of the Form

471, click on the Original Version link

Related Actions

Incomplete

Certified

Review Status Awaiting Initial Review

### → Application Information

Nickname FY 2022 Form 471 for Categ

Application Number 221000068

Funding Year 2022

Window Status In-Window

Category of Service Category 1

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

Certified By Lauren Abner

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

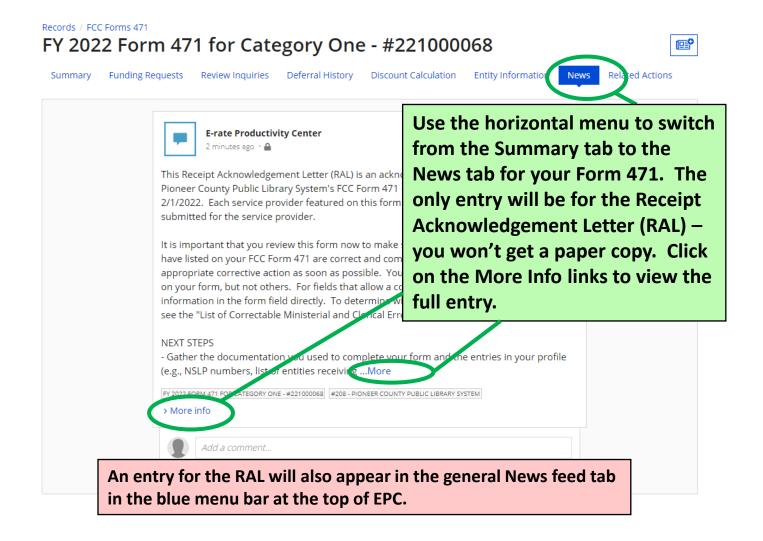
Scroll Down

at the bottom to download and print the final PDF copy that shows the certifications.

### FCC Form 471 Generated Documents

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

## Receipt Acknowledgement Letter (1/2)



## Receipt Acknowledgement Letter (2/2)



#### E-rate Productivity Center

3 minutes ago · 🖴

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

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

#### NEXT STEPS

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

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

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

∨ More info

Application Number 221000068 Entity Number 208

Certification Date Feb 1, 2022

Funding Request Report https://portal-

training.usac.org/suite/tempo/actions/item/ksB0YLZsM4yuY0N6bli5jCQCCP

Dn1MeHVae8oOG5TUGvU\_wfMEI7hHS5-

uRZ\_GOU5WJyWE2rSSEsnWWNRHizSJ2XLOYCkYlkmDOrcY

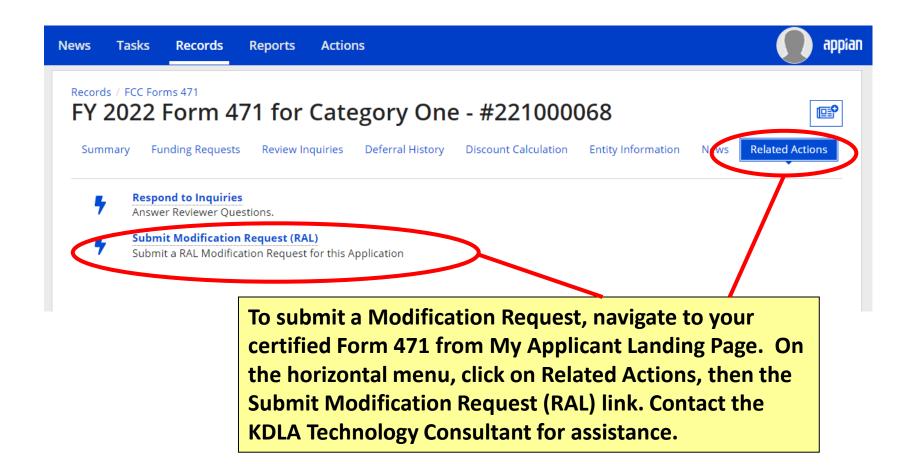
Print the full view of the Receipt Acknowledgement Letter (RAL) the same way you print a normal webpage; use File>Print in your browser menu, or tap Ctrl+P on your keyboard to open your printer prompt.

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

## **RAL Modification Requests (1/2)**

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

## **RAL Modification Requests (2/2)**



## **PIA Application Review**

- Program Integrity Assurance (PIA) reviewers may request additional documentation to determine whether your application complies with E-rate rules, including:
  - Eligibility of library branches listed on your application
  - Eligibility of the products and services listed on your funding request(s)
  - Your competitive bidding process, including your adherence to the minimum 28 calendar day requirement for the bidding period.
- Email notices will direct you to the E-rate Productivity Center to view and respond to questions. You have 15 days to reply to PIA requests. If you need help, contact <a href="lauren.abner@ky.gov">lauren.abner@ky.gov</a>. I receive notices if you don't reply after the first week.

See next page for example PIA request email

# **PIA Request Email**









### E-rate Review Information

Today's Date: 02/01/2022 Response Due Date: 02/16/2022 Contact Name: Today Applicant Name: COUNTY LIBRARY FCC Form 471 Application Number: 221005826

### Dear Applicant

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

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

### Click here to respond to inquiries

### USAC Homepage

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

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

## **Funding Commitments**

- Based on previous years, USAC will begin releasing funding in waves a few weeks after the Form 471 filing window closes. Once a Form 471 is reviewed, USAC will issue a Funding Commitment Decision Letter (FCDL) indicating which FRNs were funded and in what amount.
  - Applicants receive a PDF copy by email when FCDLs are issued.
     The FCDL can also be accessed again through the Notifications section of My Applicant Landing Page in the E-rate Productivity Center. You will NOT receive a paper copy of the FCDL.
  - After receiving an FCDL, applicants must file a Form 486 to make CIPA certifications before any funding can be released for invoicing. The Form 486 will be available immediately after funding waves begin.

## **Document retention – save it all!**

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

# Wrap-Up Slides 138-142

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## Resources

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

## **USAC Schools & Libraries homepage**

- https://www.usac.org/e-rate/
- USAC Client Service Bureau
  - 1-888-203-8100 or through your <u>E-rate Productivity Center</u> account
- E-rate Central
  - https://e-ratecentral.com/

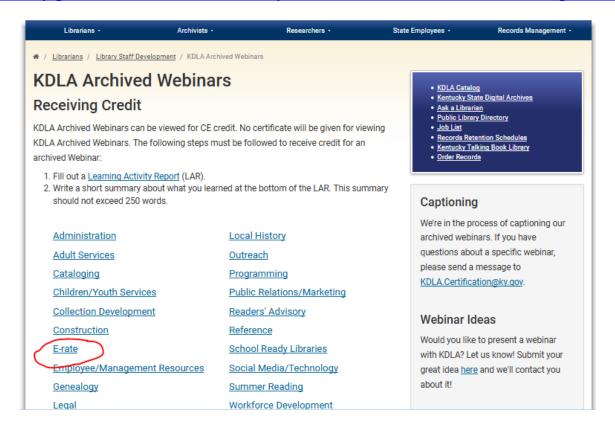
# Sign up for KYTECH LISTSERV®

- 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: joinkytech@listserv.ky.gov
- E-rate updates and reminders are posted to KYTECH

# **Archived Recording**

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

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





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

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Please complete KDLA's survey for this webinar: <a href="https://www.surveymonkey.com/r/AllWebinarsSurvey">https://www.surveymonkey.com/r/AllWebinarsSurvey</a>



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