



Universal Service  
Administrative Co.

# E-rate Program Applicant Training

---

# Filing the FCC Form 471

September – November 2016

## FCC Form 471

- Before you start
- Form section overview:
  - Basic Information
  - Entity Information
  - Funding Requests
  - Connectivity Information
  - Certify

## Log in to EPC

- Information from your profile is automatically populated in the appropriate place(s) on your form. Review your information and make any necessary updates.
  - Contact information (name, address, telephone)
  - Information on related entities – e.g., student counts for school(s), library square footage for library branch(es), school or library attributes (e.g., public, private, tribal)
  - Consortium members (consortia should verify that they have a complete list of members on their profile).

## Log in to EPC (continued)

- Contracts - Create a contract record for any new contracts and can upload the contract in EPC.
  - Contract records from past years are available in your profile.
- Connectivity Questions - Answer connectivity questions about current broadband connections and barriers to obtaining faster connections. Update ONLY if there are changes from previous year.
- All of this information must be completed in your profile prior to applying for funding or you will be stopped during the process of completing your FCC Form 471 and asked to return to your EPC profile to provide it.

## Basic Information

- From your landing page, click “FCC Form 471” at the top of the page.
    - Paperwork Reduction Act notice
    - \*Billed entity information
    - Create application nickname
    - \*Consultant information
    - Identify main contact person
    - Enter holiday/summer contact information (optional)
    - Choose Category One or Category Two
- \*Items marked with an asterisk are populated from the profile.

## Entity Information

- \*List of entities (schools in the district or libraries in the system) and discount calculations based on the information featured in those entity profiles.
    - If any of this information is incorrect, you must correct it in your profile or the profiles of your entities.
    - Consortia – the discount calculated for the services on this application depends on the discounts of the consortium members you identified as sharing the services. The calculated discount can change from form to form but not within a form.
  - Choose Category One or Category Two
- \*Items marked with an asterisk are populated from the profile.

## Funding Requests

- Create one or more funding requests (Funding Request Numbers or FRNs). Funding requests are specific to a service type and SPIN. For each FRN:
  - Create a nickname.
  - Identify the contract record if there is a contract.
  - Indicate if this is a fiber request. (We will cover the options for fiber requests in detail later today.)
  - For each FRN, create one or more FRN line items to provide detailed information for all the services and costs featured on the FRN.

## Funding Requests (continued)

- Provide additional information requested on the form, for example:
  - Identify the FCC Form 470 number or the specific exemption for high-speed low-cost Internet access.
  - Provide the number of vendors who submitted bids.
  - If there is a pricing restriction, describe it and its source.
  - Indicate whether the applicant has entered into an installment payment plan for the non-discount portion of a special construction charge.



## Connectivity Questions

- \*Connectivity information and barriers to high-speed connectivity for school districts or library systems as a whole and also for their individual schools or library branches.
    - If you have already completed/updated this information in your profile, it will display in this section.
    - If this information is missing or incorrect, you must return to your EPC profile to provide or correct it.
- \*Items marked with an asterisk are populated from the profile.

## Review FCC Form 471

- After the Connectivity Questions section, the system will create a PDF of the form with the information you have provided, and a task in your Task menu to review the form.
  - You can review the PDF and either return to the form to certify it yourself (if you have full rights) or send it for certification (if you don't have full rights or if you want someone else in your organization to certify it).
- If you send the form for certification, all full-rights users will receive a task to certify the form.

## Certification

- The person certifying the form should also review the PDF version of the form. That person can continue with the certification process or reassign the form to other user groups for revisions.
- Once the review is complete, the person certifying the form must return to the form and check all of the certifications.
- Read them carefully to be sure that you can truthfully certify to each of them.

## Certification (continued)

- The certifier will receive an immediate confirmation on the screen that that form has been successfully certified.
- Within a few minutes after the certifier clicks “Certify,” the system will generate your Receipt Acknowledgment Letter (RAL) and post it in your News feed.
- Review your letter and the form. (There is a link to the form at the bottom of the RAL.)
- If information is incorrect, you can submit a RAL modification.

## RAL Modifications

- To submit RAL modifications, navigate to the form in EPC, choose “Related Actions,” then choose “Submit Modification Request (RAL).”
  - Click the “Application” button to modify application details or funding request details.
  - Click the “Entity” button to modify information on the billed entity or the related entities.
- NOTE: RAL modifications are incorporated into the PIA review process. They will not show up in the original view of the FCC Form 471.



## Where to Go for Help

- [FCC Form 471 User Guides](#)
- Online Learning Library
  - [FCC Form 471 Video Series](#)
- Applicant Process
  - [Applying for Discounts](#)
- [FCC Form 471 Download Tool](#)



# QUESTIONS?



**Thank you!**