

FCC Form 471 Applying for Services

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Universal Service
Administrative Co.

MEET THE TEAM



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Agenda

- Application Process
- Requesting Funding (FCC Form 471)
- Application Review
- Funding Commitments
- Document Retention

Application Process

Applicant Forms and Important FY2024 Dates

Competitive Bidding

July 1, 2023
to
February 2024*



Apply for Discounts

January 2024*
to
March 2024*



Start Services

July 1, 2024
to
June 30, 2025



Invoice USAC

Recurring Services
July 2024 – October 2025*

Non-recurring Services
July 2024 – January 2026*

470

471

486

472
(BEAR)

OR

474
(SPI)

* Date ranges reflect a typical timeline and are subject to change.

Application Process - Overview

Pre-Commitment Steps

Request services
(FCC Form 470),
run a competitive
bid process, and
select a vendor

Request funding
(FCC Form 471)
and undergo
application review

Post-Commitment Steps

Confirm the start
of services and
status of CIPA
compliance
(FCC Form 486)

Request
reimbursements
(FCC Form 472)
OR receive
discounts
(FCC Form 474)



Applying for Discounts is the second step in the E-Rate Application Process

Requesting Funding – FCC Form 471

FCC Form 471 Overview

- After selecting a service provider, applicants file an FCC Form 471 (Description of Services ordered and Certification Form) to request funding for eligible equipment and services for the upcoming funding year.
- Applicants must:
 - Include information on the recipients of service and service provider(s).
 - Work with their service provider to provide detailed descriptions of equipment and services, including costs, requested equipment and dates of service.
 - Have evidence (signed contract or written notification to your service provider) of a legally binding agreement in place before submitting the FCC Form 471.
 - Certify compliance with program rules.

Before you file – Update your EPC Profile

- New applicant: Create an account in the E-Rate Productivity Center (EPC)
- Returning applicant: Update your EPC account information during the **Administrative Window** (between October and mid January)
 - Verify the accuracy of the information in EPC. **USAC automatically updates profile information to match information on the most recently filed FCC Form 471.** These updates impact Student Count, NSLP and CEP numbers, and library square footage
 - Ensure all associated entity subtypes are selected (Pre-Kindergarten, Head Start, Juvenile Justice, Tribal, Charter, etc.)
- During the **Application Filing window**, any changes to your EPC profile that would impact your discount will be prohibited. EPC is “locked” to changes at this point.

What is the FCC Form 471 Application Window?

The **FCC Form 471 Application Window** refers to the time every year when the **FCC Form 471** application is available to file in EPC.

- It occurs annually between January and March and is announced in the E-Rate News Brief each December. Subscribe to the [E-Rate News Brief](#) to be notified of the Application Window and other timely program information.
- This is a firm deadline and based on FCC rules.
- It cannot be waived without express written permission from the FCC.

Pro-Tip – Your FCC Form 470 and FCC Form 471 must match

- Your FCC Form 470 and FCC Form 471 should match, in terms of service type.
- If you bid for two Category Two (C2) service types on your FCC Form 470, and invoice USAC for three C2 service types, this implies that additional information, other than what was competitively bid for, may have influenced the selection of service provider.
 - This discrepancy cannot be corrected after the fact.
 - You are allowed to select all three service types on your FCC Form 470, if you don't know what service types your service provider will provide.
 - To avoid a competitive bidding violation, if there is time before the FCC Form 471 deadline, you would need to recertify the FCC Form 470 with the additional service type, wait an additional 28 days and select a service provider on or after the 29th day.

How to file FCC Form 471

- After you have selected a service provider, and made sure that your profile contains the most accurate information, gather information you will need to file your FCC Form 471 (see [FCC Form 471 Checklist](#))
- File FCC Form 471 through the E-Rate Productivity Center.
- For more information on the FCC Form 471 application process, see [FCC Form 471 Videos](#) at usac.org/e-rate/learn/videos/#FCC-Form-471.

E-Rate Program FCC Form 471 Submission Checklist

Below is a list of the information applicants need before filing their FCC Form 471. This list is illustrative and is not intended to be exhaustive.

- Make sure everything on your FCC Form 471 is accurate. (Separate FCC Forms 471 must be created for Category 1 and Category 2 services.) If you need to make allowable corrections to the FCC Form 470 or entity record, an Account Administrator must make them. The Account Administrator will have the **Manage Organization** button in EPC (top right of the screen).
- Your FCC Form 470 filing number. (This number is located on your FCC Form 470.)
- The specifics of what you're purchasing from the selected service provider(s).
 - The category(ies) of service entered on the FCC Form 471 must have been competitively bid for on the FCC Form(s) 470.
 - If you are receiving equipment and/or services under both categories of service (i.e., Category 1 and Category 2), you will need to file separate FCC Forms 471.
 - Determine how many applications, FRNs, and line items you'll need (see training link).
 - Each funding request number (**FRN**) must have all of the following information in common: BEN, contact information, category of service (C1 or C2), Service type (Data Transmission and/or Internet Access, Internal Connections, BMIC, Managed Internal Broadband Services), FCC Form 470 number, Service Provider (SPIN), purchase type (contract, month-to-month, tariff), Contract ID (if you have one), service start and end dates, and recipients of service (ROS).
 - Each **FRN line item** must have all of the following information in common: equipment or service, rates and quantities, ROS. Each may have unique or overlapping ROS. (Duplicative or redundant services are ineligible.)
 - General product information (Use the [bulk upload template](#) to help you organize this information.)
 - If you are continuing any services from a FRN(s) from the previous year (as in a multi-year contract), you may copy the prior year FRN when filing your application and modify as needed.
- Contact Information
 - The "Main Contact Person" (Must be an EPC user.)
 - Holiday/Summer Contact Name and phone number.

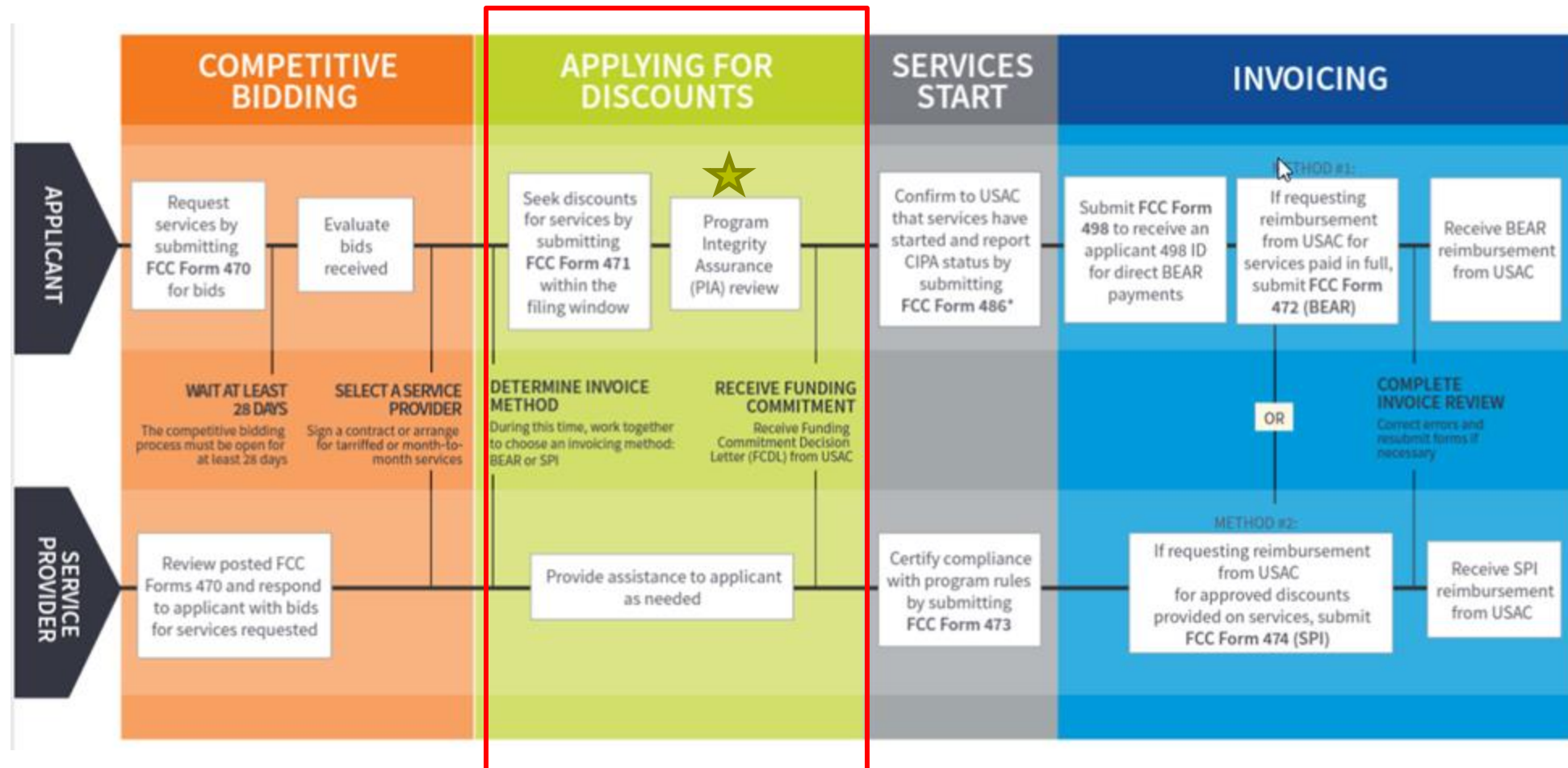
“Out-of-Window” Applications Due to Late 470

- Out-of-Window applications are those that are submitted and certified after the FCC Form 471 filing window closes.
- For example, in FY2023, if you certified your FCC Form 470 after February 28, 2023, you would still need to wait 28 days before certifying FCC Form 471.
 - This would make your application Out-of-Window because you would not be able to certify your FCC Form 471 before the filing window closed (March 22).
- Even if you submit your FCC Form 471 after the window closes, be sure to submit AND certify the form. A form that is not certified is not considered complete.
 - A late-filed form that is submitted and certified can request an FCC waiver of the filing deadline.
- You must receive an FCC waiver for USAC to consider an Out-of-Window FCC Form 471 as in-Window.

Application Review

Program Integrity Assurance (PIA) Review

After applicants certify an FCC Form 471 within the filing window, PIA reviewers check the information on the form for completeness and accuracy



Before your PIA Review - Review your FCC Form 471

- After certifying your FCC Form 471, and while you are waiting for your PIA review, there are some areas you should double-check for accuracy.
- If you find any information that should be corrected or updated, you can submit a Receipt Acknowledgment Letter (RAL) Modification Request.
- If you are using a new or existing contract on your FCC Form 471, you must have a contract **record** uploaded to your EPC profile.
 - To create that record, go to your organization page and click **Contracts**, then **Manage Contracts** and **Add a New Contract**.

PIA Review Resources

- For a deep dive on the PIA Review process, please view the following:
 - [PIA and Selective Review Process Webinar](#) - 4/25/2023
 - [Application Review](#) page on the E-Rate website
 - E-Rate Video: [Gift Rules](#)
 - [E-Rate News Brief](#)
 - [E-Rate Learn Page](#)

Funding Commitments

Funding Commitment Decision Letter

- After the PIA review process has been completed, USAC issues a **Funding Commitment Decision Letter** (FCDL) containing USAC's decisions on your funding requests.
- You can find this decision in the **News feed** in your organization's E-Rate Productivity Center (EPC) account.
- You should review this decision carefully, as it contains important information both for planning to start services and for completing the additional steps in the application process.
- If you disagree with one or more of the decisions in your FCDL, you can appeal to USAC.

Document Retention

Document Retention

- You must keep all documentation for 10 years from the last date to receive service
 - [Evidence of eligibility for E-Rate participation](#)
 - [Proof of square footage](#)
 - [Bids received](#)
 - [Evaluation matrix](#)
 - [Document retention](#)
- Retain receipt and delivery records relating to pre-bidding, bidding, contracts, application process, invoices, provision of services and other matters relating to your applications

Additional Resources

- Visit the [E-Rate Website](#)
- Subscribe to the [E-Rate Newsbrief](#)
- Attend [E-Rate Webinars](#)
- View [E-Rate Training Videos](#)
- [E-Rate Process Flow Chart](#)
- [E-Rate Registration Checklist](#)
- [FCC Form 471 Submission Checklist](#)

Questions?



**Universal Service
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Thank You!

