

2023 471 instructions

Before starting the 471, make sure you have a contract uploaded to the EPC.

Basic Information

1. Make sure the entity information is correct
2. Enter Application nickname. Choose something you can easily recognize (ie Library 471 Cat1 2022)

Basic Information Entity Information Funding Requests Certify

Where applicable, 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.

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

Billed Entity Information

Library System 2	Billed Entity Number: 16030008
222 Test Street	FCC Registration Number: 1234567890
Reston, VA 20171	Applicant Type: Library System
222-222-2222	
library.system2.user1@mailinator.com	

Application Nickname

Please enter an application nickname here. 

3. Click Save and Continue
4. Click Yes for the main contact

Contact Information

Are you the main contact person?

YES ✓ NO

5. Leave holiday/summer contact blank
6. Click Save and Continue

Entity Information

1. Choose your Category of Service (you need two different 471 for each Category)

Category of Service

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

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

CATEGORY 1 ✓

- Data Transmission and/or Internet Access

CATEGORY 2

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

2. Click save and Continue
3. Verify entity information is correct
4. You should not have related entities unless you have a branch
5. Click Save and continue
6. Verify your discount is correct
7. Click Save and Continue

Category 1 Funding Request

1. Click Add FRN

Funding Requests

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

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	FRN Calculation
You haven't created any Funding Requests (FRNs) yet. Click the "Add FRN" button to start creating your first FRN				
				<input type="button" value="ADD FRN"/> <input type="button" value="EDIT FRN"/> <input type="button" value="REMOVE FRN"/> <input type="button" value="MANAGE FRN LINE ITEMS"/>

2. Enter a nickname with your Library name at the start (ie: Library Internet FRN 2022)
3. Select "no" for funding request continuation
4. Service Type should be Data Transmission and/or Internet Access

Funding Request Key Information

Please enter a Funding Request Nickname here *

Funding Nickname

Is this Funding Request a continuation of an FRN from a previous funding year?

Copy FRN

If you want to copy an existing Funding Request, select Copy FRN below. Note that if an FCDL has been issued for the FRN, the approved version of the FRN will be copied.

Service Type

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

Data Transmission and/or Internet Access

5. Click Continue
6. Choose Contract if you have a multi-year contract or Month-to-Month if you go on a single year

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.

7. Search by your BEN to find your contract
 - a. NOTE: if you are starting a new round of voluntary extensions you will need to upload your contract; if you are in your voluntary extensions period you need to connect your original contract; if you're Month-to-Month you will need to have a bill or invoice to indicate commitment.

Next, you will associate a contract to your FRN. Please search for a contract below and select one to associate it to the FRN.

Associate a Contract

Search by Creating Organization BEN

16030008

Please note that BEN is a required field and you can use other search fields to narrow down your result.

Search by Contract ID

Search by Nickname (All or Partial)

Search by Contract No.

8. Select your contract and verify the information is correct
9. Service start date should be July 1, 2023
10. The date the contract expires for current term should be June 30, 2024

<input type="checkbox"/>	Contract ID	Contract Number	Nickname	Award Date	Creating Organization BEN
<input type="checkbox"/>	847		Chandler_471_Voice	4/15/2016	16030008
<input type="checkbox"/>	849		okeene help	4/15/2016	16030008
<input checked="" type="checkbox"/>	354	123	test contract	3/2/2016	16030008

Contract Summary - test contract

Contract Number 123	Account Number 123
Establishing FCC Form 470 #160000152	Service Provider USAC Service Provider Organization 1 (SPIN: 14010001)
Award Date 3/2/2016	Includes Voluntary Extensions? No
Expiration Date (All Extensions)	Remaining Voluntary Extensions
	Total Remaining Contract Length

Pricing Confidentiality

There is no rule, statute, or other restriction which prohibits publication of the specific pricing information for this contract.

Contract Information (Additional)

What is the service start date? ⓘ *

07/01/2022 📅

Enter the date when services will start for this Funding Year

What is the date your contract expires for the current term of the contract? ⓘ *

06/30/2024 📅

11. Click Continue
12. Select "No" for fiber request key information (Note: unless you have special construction charges)
13. Click Continue

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 for either a leased lit fiber service or a leased dark fiber service (i.e., recurring payments on a dark fiber lease or IRU), or a wireless service.

Notes:

- If you are seeking support for both the Special Construction, Maintenance and Operation, and/or Network Equipment as well as support for recurring costs associated with leased lit fiber, a dark fiber lease/IRU, or a wireless service then you create multiple FRNs. In each case, you will select a different answer to the Yes/No question based the specific services that are included in that FRN.
- If you select "Yes" below, you should create separate FRNs for special construction charges, maintenance and operations (M&O) charges, and Network Equipment charges. If charges for M&O and Network Equipment are bundled pursuant to a single contract for those products/services, you may use the Network Equipment/M&O FRN option.

YES NO ✓

14. Enter a narrative about what you are asking for (ie: The library is seeking funding for internet access at [YOUR SPEED], associated charges, and leased router)
15. Click Save and Add/Manage FRN Line items

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. *

Library requests 100mbps internet service.

FCC Form 471 Help

Show Help

BACK CANCEL

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



16. Click Add New FRN Line Item

[FRN Line Items for FRN #2299000246 - Funding Nickname](#)

<input type="checkbox"/>	FRN Line Item Number	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
You haven't created any FRN Line Items yet. Click the 'Add New FRN Line Item' button to start creating your first FRN Line Item.						
						ADD NEW FRN LINE ITEM REMOVE FRN LINE ITEM BULK UPLOAD

17. Choose “Internet access services that includes a connection from any applicant site directly to the Internet Service Provider”

18. Function – will most likely be Fiber

19. Connection – will most likely be Ethernet (check with you provider if you are unsure)

20. Click Save and Continue

[Product and Service Details for new FRN Line Item for FRN #2299000246 - Funding Nickname](#)

[Show Help for Taxes and USF Fees](#)

Purpose ⓘ *

- Internet access service that includes a connection from any applicant site directly to the Internet Service Provider
- Data Connection between two or more sites entirely within the applicant's network
- Data connection(s) for an applicant's hub site to an Internet Service Provider or state/regional network where Internet access service is billed separately
- Internet access service with no circuit (data circuit to ISP state/regional network is billed separately)

Function ⓘ *

Fiber

Type of Connection *

Ethernet

21. Enter download speed

22. Choose MBPS

23. Choose “No” for burstable bandwidth

24. Click Save and Continue

[Bandwidth Speed for new FRN Line Item for FRN #2299000246 - Funding Nickname](#)

Bandwidth Download Speed *

100.000

Bandwidth Download Units *

Mbps

Bandwidth Upload Speed *

100.000

Please specify the upload speed if it is different than the download speed.

Bandwidth Upload Units *

Mbps

Burstable Bandwidth?

[YES](#) [NO ✓](#)

25. Answer “yes” to direct connection

26. Answer “no” to WAN

27. For Firewall, check with your vendor – will mostly likely be “No”

Connection Information for new FRN Line Item for FRN #2299000246 - Funding Nickname

Is this a direct connection to a single school, library or a NIF for Internet access? ⓘ*

Does this include firewall services?*

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.

YES ✓ NO

YES NO ✓

Is this a connection between eligible schools, libraries and NIFs (i.e., a connection that provides a "Wide area network")? ⓘ*

YES NO ✓

28. Enter monthly recurring cost (should be on bid or contract)
29. Enter 1 for monthly quantity
30. Enter any ineligible costs (probably won't have any but bid/contract will say). If no cost enter 0
31. Enter one time costs for installation if need be
32. Enter 0 for in-eligible one time cost (unless there is one)
33. Save and Continue

Cost Calculation for new FRN Line Item for FRN #2299000246 - Funding Nickname

Monthly Cost		One-Time Cost	
Monthly Recurring Unit Cost	\$1,000.00	One-time Unit Cost	\$0.00
Monthly Recurring Unit Ineligible Costs	\$0.00	One-time Ineligible Unit Cost	\$0.00
Monthly Recurring Unit Eligible Costs	= \$1,000.00	One-time Eligible Unit Cost	= \$0.00
Monthly Quantity	1	One-time Quantity	0
Total Monthly Eligible Recurring Costs	= \$1,000.00	Total Eligible One-time Costs	= \$0.00
Months of Service	x 12		
Total Eligible Recurring Costs	= \$12,000.00		
		Summary	
		Total Eligible Recurring Costs	\$12,000.00
		Total Eligible One-time Costs	+ \$0.00
		Pre-Discount Extended Eligible Line Item Cost	= \$12,000.00

Note: If you have a leased or a managed router you will need to add another line item

34. Manage receipts will be selected "yes"
35. Save and Continue

Manage Recipients of Service

Is every entity for this organization receiving service?

YES ✓ NO

36. Verify your entity name and number
37. Save and Continue
38. Click Save and Continue

Adding Taxes and charges

Note: the FUSC charges fluctuate month to month and year to year. Your provider should be able to give you the estimated highest percentage. To get the number multiply your month cost by the percentage.
 For example: Charges are 39% of the total bill. The total bill is \$1,000 per month. $.39 \times 1000 = 390$

1. Click Add FRN line item
2. Purpose: Choose Internet Access Service that includes a connection from any applicant site directly to the Internet service provider
3. Function: Choose Miscellaneous
4. Type of Connection: Taxes and USF fees

Product and Service Details for new FRN Line Item for FRN #2399000109 - Internet

[Show Help for Taxes and USF Fees](#)

Purpose ⓘ*

- Internet access service that includes a connection from any applicant site directly to the Internet Service Provider
- Data Connection between two or more sites entirely within the applicant's network
- Data connection(s) for an applicant's hub site to an Internet Service Provider or state/regional network where Internet access service is billed separately
- Internet access service with no circuit (data circuit to ISP state/regional network is billed separately)

Function ⓘ*

Miscellaneous

Type of Connection *

Taxes and USF Fees

> **Funding Request Narrative**

5. Click Save and Continue
6. Enter calculated monthly cost
7. Enter 0 for ineligible costs
8. Enter 1 for Monthly Quantity
9. Enter 0 for all one time costs and quantity

Cost Calculation for new FRN Line Item for FRN #2399000109 - Internet

Monthly Cost	
Monthly Recurring Unit Cost	\$390.00
Monthly Recurring Unit Ineligible Costs	\$0.00
Monthly Recurring Unit Eligible Costs	= \$390.00
Monthly Quantity	1
Total Monthly Eligible Recurring Costs	= \$390.00
Months of Service	x 12
Total Eligible Recurring Costs	= \$4,680.00

One-Time Cost	
One-time Unit Cost	\$0.00
One-time Ineligible Unit Cost	\$0.00
One-time Eligible Unit Cost	= \$0.00
One-time Quantity	0
Total Eligible One-time Costs	= \$0.00
Summary	
Total Eligible Recurring Costs	\$4,680.00
Total Eligible One-time Costs	+ \$0.00
Pre-Discourt Extended Eligible Line Item Cost	= \$4,680.00

[Return to the Cost Above](#)

10. Click Save and Continue
11. Managed Recipients will already have 'yes' selected
12. Click Save and Continue
13. Next page click Save and Continue

Adding a Leased Router - NOTE IF YOU DO NOT HAVE A LEASED OR MANAGED ROUTER, SKIP TO REVIEWING THE 471 FORM

1. Click Add New FRN Line Item

2. Purpose: Choose Internet Access Service that includes a connection from any applicant site directly to the Internet service provider
3. Function: Other
4. Type of connection: Other
5. Enter Type of Connection: write Leased Router

Product and Service Details for new FRN Line Item for FRN #2399000109 - Internet

[Show Help for Taxes and USF Fees](#)

Purpose ⓘ *

- Internet access service that includes a connection from any applicant site directly to the Internet Service Provider
- Data Connection between two or more sites entirely within the applicant's network
- Data connection(s) for an applicant's hub site to an Internet Service Provider or state/regional network where Internet access service is billed separately
- Internet access service with no circuit (data circuit to ISP state/regional network is billed separately)

Function ⓘ *

Other

Type of Connection *

Other

Enter Type of Connection, if Other was selected *

Leased router

6. Click Save and Continue
7. Enter Download Speed and Units
8. Burstable Bandwidth: select No
9. Click Save and Continue
10. Choose Yes for direction connection to single school, library or NIF for internet access
11. Choose No for wide area network
12. Choose No for Firewall services
13. Enter Monthly reoccurring cost
14. Enter calculated monthly cost
15. Enter 0 for ineligible costs
16. Enter 1 for Monthly Quantity
17. Enter 0 for all one time costs and quantity
18. Click Save and Continue
19. Click Save and Continue
20. Managed Recipients will already have 'yes' selected
21. Click Save and Continue
22. Next page click Save and Continue

Review Form 471

1. Click Save and Continue
2. Click Review FCC Form 471
2. Click Review FCC Form 471
3. Go to Tasks along the top navigation bar
4. Click Review PDF for FCC Form 471

5. Review and save or print if you want
6. Check the Box
7. Click Continue to Certification

Certify

1. Check the first two certifications
2. For the questions in the summary, answer no.
3. Read and check remaining certifications
4. Click Certify

For a Category 2 Funding Request – the Basic, Entity Information, Review PDF and Certify steps are the same.

Category 2 Funding Request

Category of Service

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

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

<p>CATEGORY 1</p> <ul style="list-style-type: none"> Data Transmission and/or Internet Access 	<p>CATEGORY 2 ✓</p> <ul style="list-style-type: none"> Basic Maintenance of Internal Connections Internal Connections Managed Internal Broadband Services
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1. Click Add FRN

Funding Requests

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

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	FRN Calculation
You haven't created any Funding Requests (FRNs) yet. Click the "Add FRN" button to start creating your first FRN				
				<div style="display: flex; justify-content: flex-end; gap: 10px;"> ADD FRN EDIT FRN REMOVE FRN MANAGE FRN LINE ITEMS </div>

2. Enter a nickname (ie: Library Cat2 2023)
3. Choose 'No' for continuation
4. Service type – will most likely be 'internal connections'

Funding Request Key Information

Please enter a Funding Request Nickname here *

Library Cat2 2023

Is this Funding Request a continuation of an FRN from a previous funding year?

YES NO ✓

~~Copy FRN~~

If you want to copy an existing Funding Request, select Copy FRN below. Note that if an FCDL has been issued for the FRN, the approved version of the FRN will be copied.

~~COPY FRN~~

Service Type

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

Internal Connections

5. Choose Contract if you have one or Month to Month

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.

CONTRACT ✓ TARIFF MONTH-TO-MONTH

6. Search by your BEN for the contract (will already be populated)

7. Select the correct contract

8. Enter contract expiration date (probably 6/30/2024)

9. Click Continue

Next, you will associate a contract to your FRN. Please search for a contract below and select one to associate it to the FRN.

Associate a Contract

Search by Creating Organization BEN

16030008

Please note that BEN is a required field and you can use other search fields to narrow down your result.

Search by Contract ID

Search by Nickname (All or Partial)

Search by Contract No.

CLEAR FILTERS SEARCH

<input type="checkbox"/>	Contract ID	Contract Number	Nickname	Award Date	Creating Organization BEN
<input type="checkbox"/>	847		Chandler_471_Voice	4/15/2016	16030008
<input type="checkbox"/>	849		okeene help	4/15/2016	16030008
<input checked="" type="checkbox"/>	354	123	test contract	3/2/2016	16030008

Contract Summary - test contract

Contract Number 123
Establishing FCC Form 470 #160000152
Award Date 3/2/2016
Expiration Date (All Extensions)

Account Number 123
Service Provider USAC Service Provider Organization 1 (SPIN: 14010001)
Includes Voluntary Extensions? No
Remaining Voluntary Extensions
Total Remaining Contract Length

Pricing Confidentiality

There is no rule, statute, or other restriction which prohibits publication of the specific pricing information for this contract.

Contract Information (Additional)

What is the service start date? *

07/01/2022

Enter the date when services will start for this Funding Year

What is the date your contract expires for the current term of the contract? *

06/30/2024

10. Enter a funding narrative describing what you're asking for – (ie: Library is requesting the purchase, installation, and licenses to replace outdated equipment [or perhaps increase bandwidth] [list equipment])

11. Click Save and Manage FRN line items

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. *

Library is requesting the purchase, installation, and licenses to replace outdated equipment.

FCC Form 471 Help

Show Help

BACK CANCEL

SAVE & VIEW FRN(S)

SAVE & ADD/MANAGE FRN LINE ITEMS

12. Click Add New FRN line item

FRN Line Items for FRN #2299000246 - Funding Nickname

<input type="checkbox"/>	FRN Line Item Number	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
You haven't created any FRN Line Items yet. Click the 'Add New FRN Line Item' button to start creating your first FRN Line Item.						

ADD NEW FRN LINE ITEM

REMOVE FRN LINE ITEM

BULK UPLOAD

13.

13. Choose your type of internal connection

14. Choose product type

15. Choose your make and model

16. Choose if installation is included in the price

17. Choose if you are doing a lease or non-purchase agreement (will be no for all except maybe routers or firewalls)

18. Click Save & Continue

Product and Service Details for new FRN Line Item for FRN #2299000247 - Library Cat2 2023

Type of Internal Connection *

Wireless Data Distribution

Type of Product *

Access Point

Make *

3M

Model *

Test

Installation Included in Price?

YES NO ✓

Lease or Non-Purchase Agreement?

YES NO ✓

> Funding Request Narrative

19. Enter cost information – Be sure to enter 0 if there is no cost

20. Click Save and Continue

Cost Calculation for new FRN Line Item for FRN #2299000247 - Library Cat2 2023

Monthly Cost	
Monthly Recurring Unit Cost	\$0.00
Monthly Recurring Unit Ineligible Costs	\$0.00
Monthly Recurring Unit Eligible Costs	= \$0.00
Monthly Quantity	0
Units	<i>Please select a value</i> ▼
Total Monthly Eligible Recurring Costs	= \$0.00
Months of Service	x 12
Total Eligible Recurring Costs	= \$0.00

One-Time Cost	
One-time Unit Cost	\$100.00
One-time Ineligible Unit Cost	\$0.00
One-time Eligible Unit Cost	= \$100.00
One-time Quantity	2
Total Eligible One-time Costs	= \$200.00
Summary	
Total Eligible Recurring Costs	\$0.00
Total Eligible One-time Costs	+ \$200.00
Pre-Discout Extended Eligible Line Item Cost	= \$200.00

- 21. Make sure it has your library listed as the entity receiving
- 22. Click Save and Continue
- 23. Enter as many line items as needed