Filling out the ECF FCC Form 471

To request ECF funding for eligible products and/or services, applicants need to file the Billed Entity ECF FCC Form 471 also known as the Description of Services Ordered and Certification Form. This guide highlights what you need to know to fill out Form 471. The guide will walk you step-by-step through the process.

To access the form, Applicants will need to have an E-rate Productivity Center (EPC) account. See the guide [Emergency Connectivity Fund Program: What YouNeed to Know to Apply](#) for more information on how to set up an EPC account. At least one EPC account at your institution needs to have permission to create, save and certify the ECF FCC Form 471.

Preparing Form 471

Watch the [ECF FCC Form 471 E-learning module](#) or review the [ECF FCC Form 471](#) guide for step-by-step instructions on how to fill out the form.

Information Applicant needs to Complete the 471 Application

When the Applicant starts the Form 471 request, they will be asked to create a name for the application to help find the application later. They will also be asked to select the main contact person.

Information for Unmet Student Needs section
This section is to be completed by school districts only and **does not apply to library systems and independent libraries.**

Creating the Funding Requests Numbers (FRN)

After filling in the basic information of the 471 Form it's time to create the funding request numbers also known as FRN. There are two types of FRNs:
- Equipment (e.g.laptop, tablet, hotspot, router or other eligible equipment)
- Service (e.g. broadband connections)

Important things to know about FRNs:
- Each FRN can only include equipment or services, but not both.
- You can create more than one FRN.
- Form 471 can include a mix of equipment FRN(s) and service FRN(s).

- Each FRN can only have one vendor.
- Each FRN can only have one service start and end date.

Here are the questions and information the Applicant will need to fill out each FRN. Some of these will be yes/no questions. Others are "fill in the blank" and there are also several drop down menu selections.

Equipment (e.g.laptop, tablet, hotspot, router or other eligible equipment.)	Services (e.g. broadband connections)
Identify *How the Equipment will be Purchased*: Contract, Tariff, or Non-Contracted.	
Enter the *Service Date* It must start on or after July 1, 2021. The service end date can be after the end of the funding year but must be after the service start date; however in most cases funding is only for eligible equipment and services made between July 1, 2021, and June 30, 2022.	
Account Number (This field is optional.)	
Select the *Invoicing Method* • If the library will submit the invoice select Applicant. • If the Service Provider will submit the invoice using the EPC system, select Service Provider. The library will still need to provide documents verifying the service provider is approved to submit invoices on the Applicant's behalf.	
N/A	Answer the question, *Service only, New Construction, Self-Provisioned Networks, or Datacasting*. If Applicant is only seeking support for monthly recurring costs for leased lit fiber or wireless services, select "No".
Enter a *Narrative* It is a brief description of the products and services being requested. Example: 25 hotspots to support remote learning. There is an option to upload documents related to the procurement of the service or equipment.	
What *Equipment* is the Applicant requesting? This includes:	What *Service* is the Applicant requesting? This includes: • Type of Connection

- Selecting the Type of Product (laptop, modem/router combined, modems, routers, tablets or Wi-Fi hotspots). - Entering the Make or Manufacturer - Entering the Model number as specified by the manufacturer.	- Firewall included - Bandwidth Download Speed - Bandwidth Upload Speed - Bandwidth Download Unit (e.g., Mbps or Gbps) - Bandwidth Upload Unit (e.g., Mbps or Gbps)

Provide *Information on Costs*

- Enter the *Monthly Recurring Cost, Monthly Quantity* and *Months of Service* if applicable. Months of service is calculated as the number of months Applicant is seeking during the applicable funding year. Please note, ECF prorates the months of service based on the number of days the service was or will be in place which is different from the erate program. Months of services are rounded to two decimal spaces. More information about how ECF prorates [equipment](#) and [services](#) is available in the *File the ECF FCC Form 471* guide.
- Enter One-Time Cost and One-Time Quantity. This can include installation and configuration costs associated with the product.

Certify the FRN

Once the list of FRNs is created, it's time to *Certify* and *Submit* the request. After the Applicant reviews the completed form(s) they can:
- Go back and edit the form with any changes they want to make.
- Click *Send for Certification* which sends the form to the account at your institution who has full rights to certify the form.
- Click *Continue to Certification* to certify the form. The account must have the appropriate permissions to be able to certify the form.

More information about this process including screenshots of the portal, certification questions, etc. is available on the [ECF FCC Form 471 Certify](#) guide.

When the Applicant clicks *Continue to Certification* they will be presented a series of boxes. Read each item carefully and click the appropriate boxes to accept the certification. During this process, answer whether your institution has certified their status with the Children's Internet Protection Act (CIPA) for the relevant funding year. If CIPA compliance has not been certified click *No* and another page will appear to certify CIPA compliance. When you certify for CIPA compliance you will be offered three options: the Applicant complies with CIPA requirements, Applicant is undertaking actions to become CIPA compliant for the next funding year or CIPA

does not apply. Once certification is completed the Applicant will be asked to electronically sign and certify the form.

What's Next?

USAC will issue a Funding Commitment Decision Letter (FCDL) to both the Applicant and the Service Provider in the ECF Portal after they have reviewed the funding request(s) included in the ECF FCC Form 471 application.

If the Applicant discovers a data entry error after the form is certified they can request a modification in the ECF Portal. Information on this process can be found on the ECF FCC Form 471 After You're Done guide.

Need Assistance with the Form

If you need assistance with the EFC FCC Form 471 or with any other part of the application process for the Emergency Connectivity Fund you can call the ECF Customer Support Center (CS) at 800-234-9781 Monday-Friday 8 a.m. to 8 p.m. You can also reach out to your E-rate State Coordinator.