E-rate Form Preparing to File Form 471

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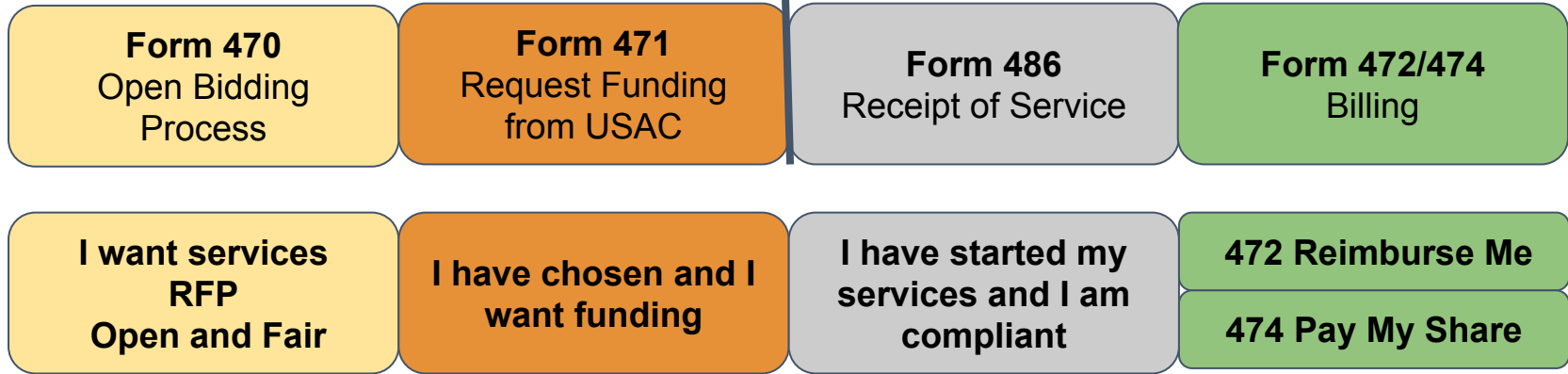
Bob Bocher

Overview

- Previous Webinars: (www.dpi.wi.gov/erate)
  - Introduction to E-rate & Calculating Category 2 Budgets
  - Bidding Rules & Best Practices
  - Filing the Form 470

- Today's presentation will focus on Preparing to File the Form 471

- Let's start by reviewing the E-rate timeline

E-rate - Forms

FCDL Approval Letter

Form 470 Open Bidding Process	Form 471 Request Funding from USAC	Form 486 Receipt of Service	Form 472/474 Billing
I want services RFP Open and Fair	I have chosen and I want funding	I have started my services and I am compliant	472 Reimburse Me 474 Pay My Share

Application Process - Forms 470 & 471

- Form 470 - a request for services
  - Describe/list the eligible services you need (Issuing an RFP is optional)
- Form must be "open" for at least 28 days
- Providers review your service request and respond
- You evaluate responses and -- using cost as prime factor -- select a provider
- Then file Form 471 which lists the service, the provider, costs, discount, etc.

Organize Form 471 Information in Advance

- Create a spreadsheet including the headers:
  - 470 Number
  - Service/item for which funding is requested
  - Quantity or narrative describing service/item
  - Cost/month (service)
  - Unit cost (equipment)
  - Vendor name
  - Vendor SPIN
  - Contract number (if applicable)
  - Contract start and end date

Inside the Form 471

- USAC provides short 2 minute training videos on filing the Form 471
  - https://www.usac.org/e-rate/learn/videos/
    - Starting Your FCC Form 471
    - Creating Category 1 Funding Requests
    - Creating Category 2 Funding Requests

- [Form 471 Category 1 Filing Guide](#) *
- [Form 471 Category 2 Filing Guide](#) *

*Filing guides provided by Julie Tritt Schell, [E-rate in Pennsylvania](#)

Note: TEACH/BadgerNet Customers

- Existing contract for TEACH data circuit & internet access on BadgerNet
  - No Form 470 needed for these services

- TEACH files Form 471 for your TEACH data circuit - so you will not

- You *do* need to file a Form 471 for internet access

ISP service:
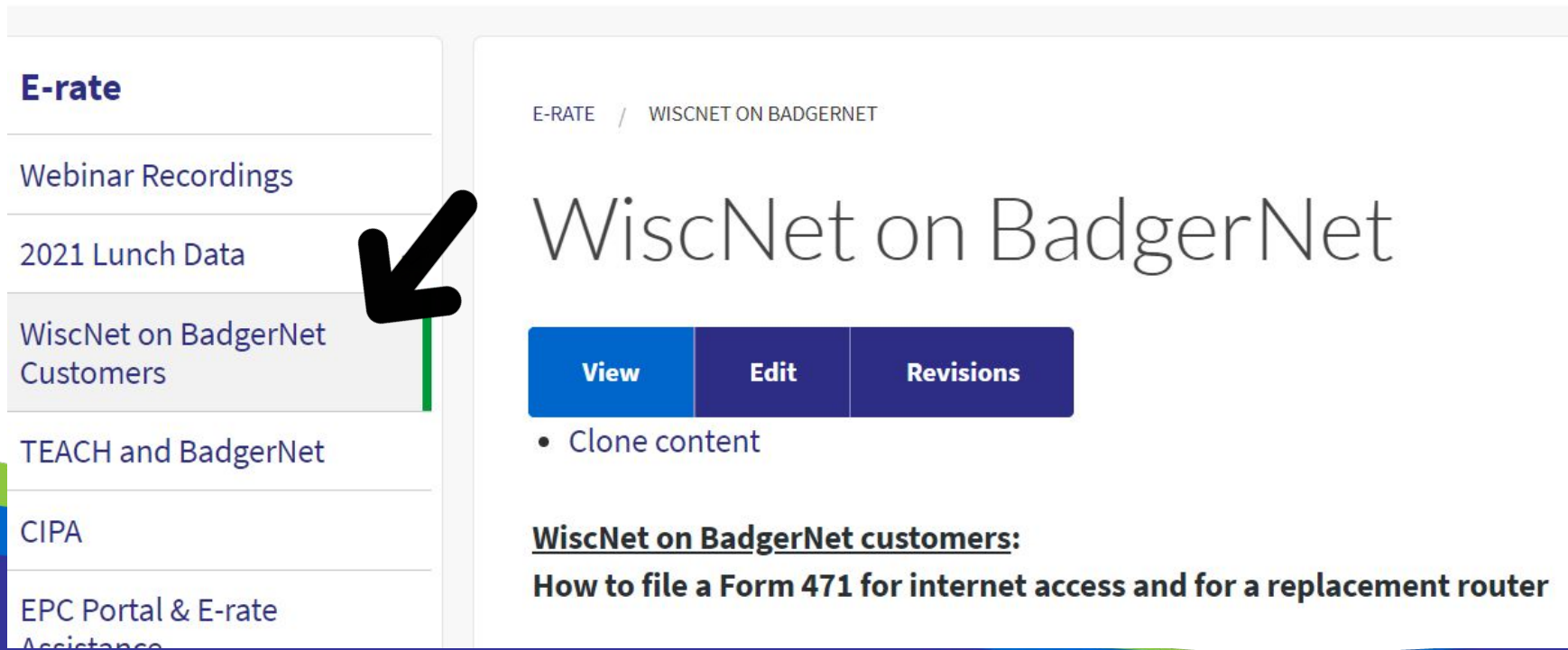# WiscNet on BadgerNet Customers

- If you do not receive a quotation for ISP service from AT&T (WiscNet on BadgerNet), your monthly cost for ISP service will be the same for FY 22 as it was for FY21

- You can fill in your FY22 Form 471 for ISP service by copying all of the information, including price, from your FY21 Form 471

ISP service:
WiscNet on BadgerNet Customers

- Detailed instructions for filing are [here](#)

- If you have not already upgraded your WiscNet router, information that you will need is [here](#)

- Important Note: <mark>Contract expiration date: 1/31/2024</mark>

    – BadgerNet contract link is [here](#)

Filing for a WiscNet Router Upgrade

(www.dpi.wi.gov/erate)

E-rate

Webinar Recordings

2021 Lunch Data

WiscNet on BadgerNet Customers

TEACH and BadgerNet

CIPA

EPC Portal & E-rate Assistance

E-RATE / WISCNET ON BADGERNET

WiscNet on BadgerNet

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WiscNet on BadgerNet customers:
How to file a Form 471 for internet access and for a replacement router

PIA Reviews

- Work together with reviewers
  - Ensure that your request is legitimate
- Note the deadline for response and be certain to meet it
  - If you cannot meet the deadline, request an extension
- Read the inquiry carefully and understand what it is asking you to document
  - If you are not certain, email (don't phone) your reviewer to request clarification or contact DPI
- Provide your documentation in a complete, clear, and well organized way

Thank You

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