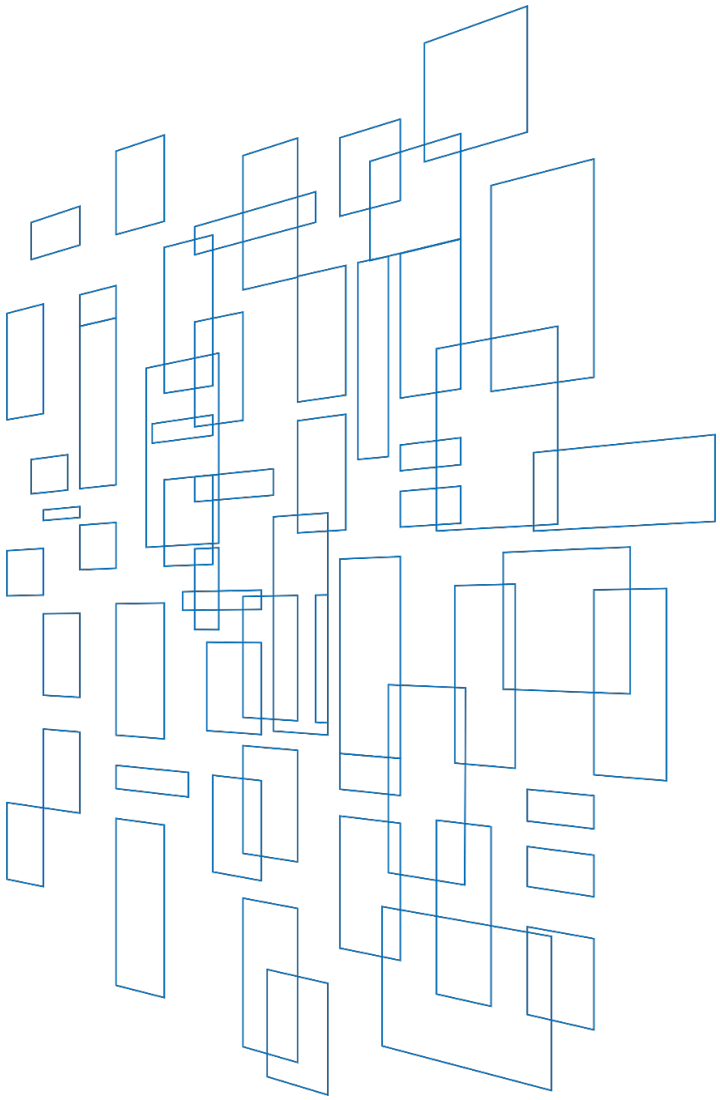

Schools and Libraries Cybersecurity Pilot Program Description of Services Ordered and Certification Form User Guide

FCC Form 471

Created/Revised March 2025

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This Schools and Libraries Cybersecurity Pilot Program (Pilot Program or Pilot) Description of Services Ordered and Certification Form User Guide provides guidance on the requirements and processes for submitting and completing the Pilot FCC Form 471 for Pilot participants.

After Pilot participants complete the competitive bidding process and select a service provider, they may request Pilot Program funding using the Pilot FCC Form 471.

As in the E-Rate program, Pilot participants will be asked to provide the following information on their Pilot FCC Form(s) 471:

- Recipients of services and equipment;
- Selected service provider(s);
- Detailed descriptions of the services and equipment requested, including their costs and dates the services were provided or equipment was delivered; and
- Certifications confirming compliance with Pilot Program rules.

Pilot participants will also be required to specify the invoicing method (i.e., Service Provider Invoice (SPI) or Billed Entity Applicant Reimbursement (BEAR) method), they plan to use for each funding request on the Pilot FCC Form(s) 471 and must submit Pilot FCC Form(s) 471 to cover the full Pilot Program period (i.e., the full three-year term).

The services and equipment for which funding is sought on the Pilot FCC Form 471 must match the services and equipment for which bids were sought in the establishing FCC Form 470.

Help completing the Pilot FCC Form 471 and other forms associated with the Pilot Program is available to Pilot participants that need it. Instructions on how to contact the USAC Customer Service Center are provided in the Form Assistance section of this user guide.

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User Roles and Permissions

Only the Pilot participant's Account Administrators, who have been assigned full access rights, or other authorized persons who have been assigned full access rights, such as consultants and school or library employees, can certify and submit Pilot Program forms. For the Pilot Program, user roles and permission rights are assigned on a per-form basis, which means that different users may have access to different Pilot Program forms.

For more information about how to add users or reactivate a deactivated user as an Account Administrator, please see the E-Rate Productivity Center (EPC) Account Administrator Guide.

Available rights for the Pilot FCC Form 471 include:

- **Full rights** – Users can fill out, edit, certify and submit the form.
- **Partial rights** – Users can fill out and edit the form, but cannot certify and submit the form. (Users with partial rights must route the draft form to the organization's full-rights user(s) for certification.)
- **View-only rights** – Users can view forms created by other users, but cannot fill out, edit, or certify and submit forms.
- **No Access** – Users cannot perform any form-related activity. A No Access user must request access to the form from the Account Administrator in order to obtain any of the access rights listed above.

Due to the sensitive nature of the data being collected in the Pilot Program, USAC has limited consultant access to participants' data. This means that, while the user management details contained in a participant's E-Rate EPC Account Profile will be transferred to the Cybersecurity Pilot Program portal, consultants must be granted form-specific access by a school or library Account Administrator in order to access Pilot Program forms. There is a limit of three consultants permitted for each individual Pilot Program form.

To assign user roles and permission rights for Pilot Program forms, including the Pilot FCC Form 471, an Account Administrator must:

1. Log into EPC
2. From the landing page, click **Manage Users**
3. Check the checkbox for your entity and click **Manage User Permissions**
4. Select **CBR User Permissions**
5. Select the appropriate **CBR 471 Permission** for each user
6. Click **Submit**

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Figure 1 | From the EPC landing page, click Manage Users.

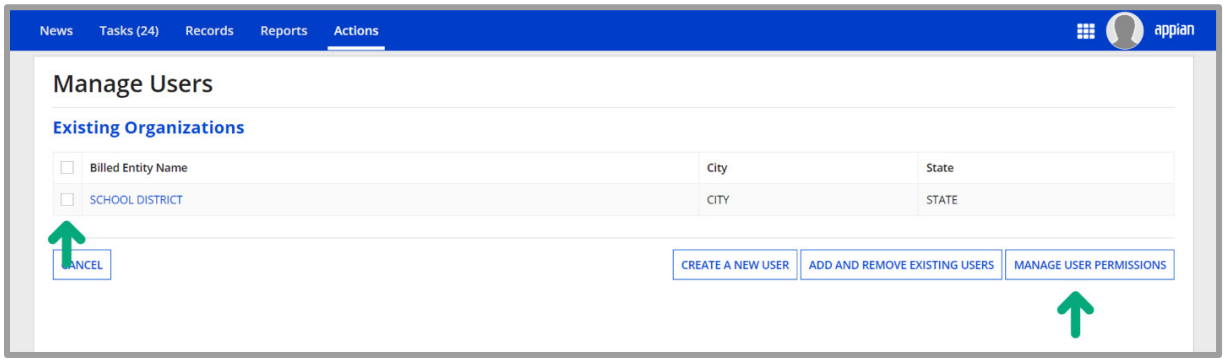

Figure 2 | On the Manage Users page, check the checkbox next to your entity and click Manage User Permissions.

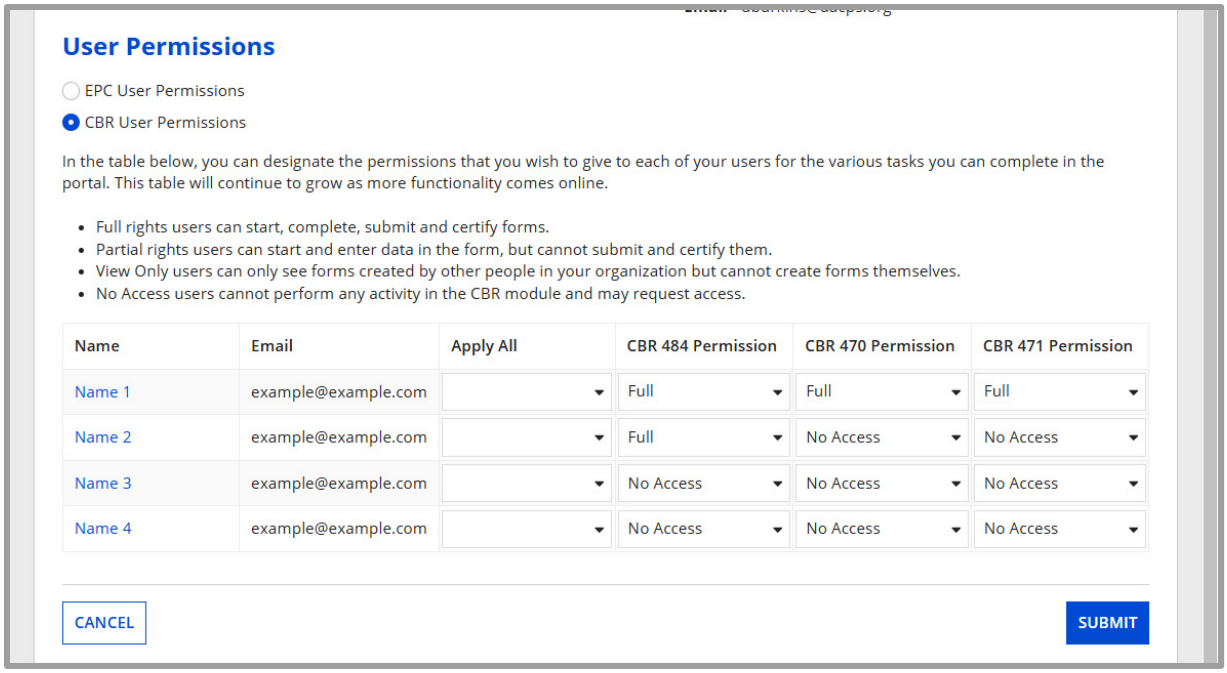

Figure 3 | On the Manage User Permissions page, select the permissions you wish to give to each user in the CBR 471 Permission column, then click Submit.

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Navigating to the CBR Dashboard

The **CBR Dashboard** can be used to access the various forms needed to participate in the Pilot. To access the dashboard, log into EPC and click the navigation waffle at the top of the screen. From the dropdown options, choose **Cybersecurity Pilot Program**.

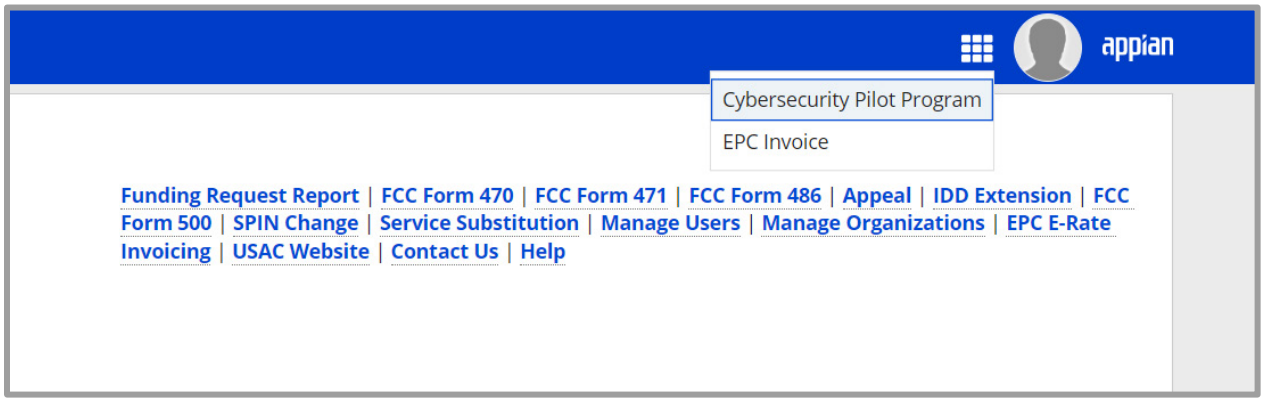

Figure 4 | From the EPC landing page, click the navigation waffle and choose Cybersecurity Pilot Program.

*Figure 5 | The four tabs on the CBR Dashboard are **My Organizations(s)**, **My Forms and Requests, My Pending Tasks,** and **My Pending Inquiries**.*

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Starting the Pilot FCC Form 471

In the **My Organization(s)** tab on the CBR Dashboard, click **Actions** in the **Action** column, then **Create CBR FCC Form 471**.

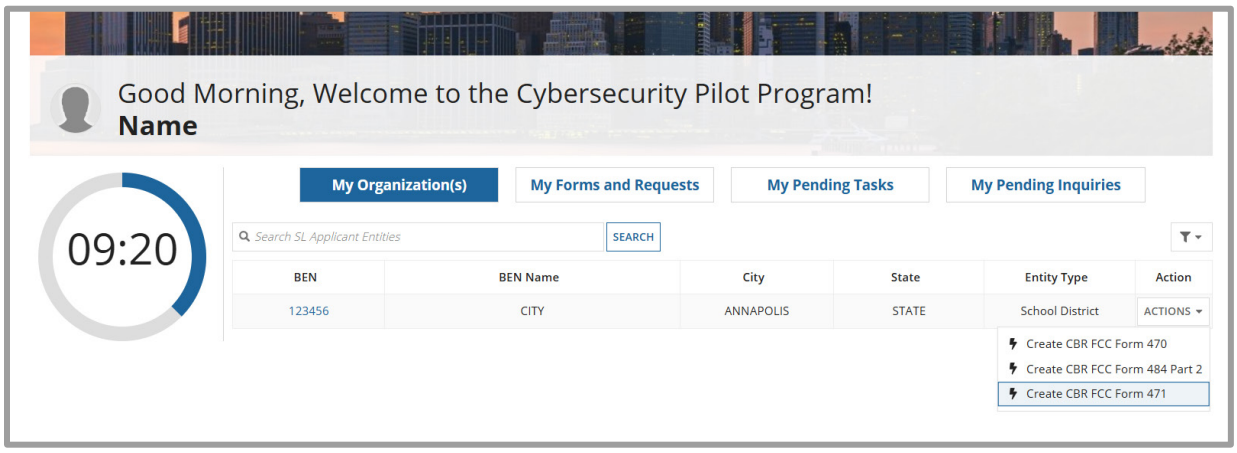

*Figure 6 | Click **Actions**, then **Create CBR FCC Form 471** in the **Action** column on the CBR Dashboard to begin the form.*

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Form Navigation

This section provides an overview of navigation and input options within the Pilot FCC Form 471.

Progress Bar

The progress bar at the top of each form page helps you track your progress in completing the form.

Figure 7 | In the progress bar, track progress between form sections: ***Basic Information****,* ***Entity Information****,* ***Funding Requests****, and* ***Certify****.*

Saving or Discarding the Pilot FCC Form 471

The bottom of each Pilot FCC Form 471 page provides you with these options:

- **Back** – Go back to the previous page.
- **Discard Form** – Discard the entire form. Note that when you confirm that you want to discard a form, the draft form will be deleted from USAC's system and cannot be retrieved.
- **Save & Share –** Send the form in its current state to another partial or full-rights user in your organization. Once shared, the form appears in the Tasks list of the new user, who can edit or certify the form, depending on their permissions. If you choose this option, the form will disappear from your Tasks list. You will not be able re-enter the form unless the new user saves and shares the form with you.
- **Save & Continue** – Save the form so it appears in the **My Pending Tasks** list on the CBR Dashboard with the most recent edits and proceed to the next form page to continue entering information.

Figure 8 | The options at the bottom of each form page are: ***Back****,* ***Discard Form****,* ***Save & Share, and Save & Continue****.*

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Exiting the Form and Returning Later

To save the information you have entered, select **Save & Continue** before you exit the form. When you return to the form, navigate to the CBR Dashboard and select the task name on the **My Pending Tasks** tab to resume where you left off. The prior information that you added is saved and you will still be able to edit it prior to submission of the form.

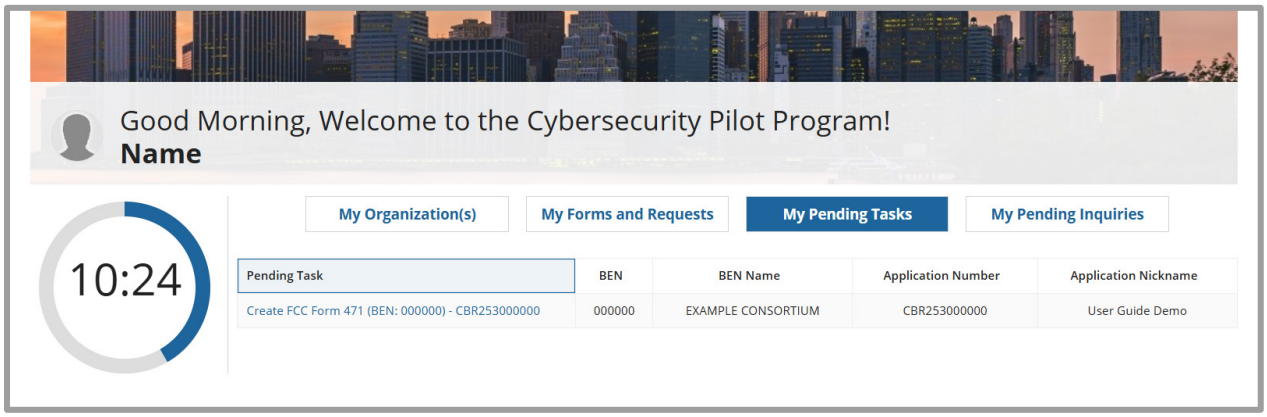

*Figure 9 | To resume editing the form, select the task name on the **My Pending Tasks** tab on the CBR Dashboard.*

Required Fields

Required fields are followed by a blue asterisk (*). Complete all required fields before advancing to the next page of the form.

Figure 10 | Required fields are followed by a blue asterisk.

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Button Sets

For some questions, you will select an answer from a set of buttons. When one option is selected, the other options become unavailable. If you need to change your answer to these questions, first click the selected button again to **deselect** your answer. Then, choose another option.

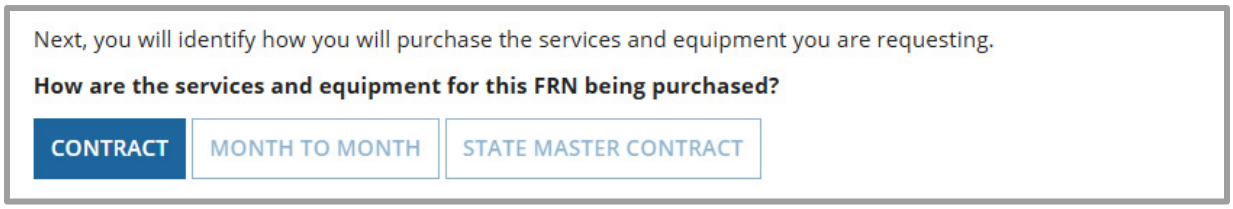

*Figure 11 | If you need to change your answer in this button set, first click **Contract** to deselect before choosing another purchase method.*

Pop-Up Confirmation Messages

The system displays pop-up messages to verify that you want to take certain actions within the form. For example, the below pop-up message provides you with an opportunity to click **Yes** to change the selected purchasing method and discard associated details or **No** if you wish to keep the current purchasing method.

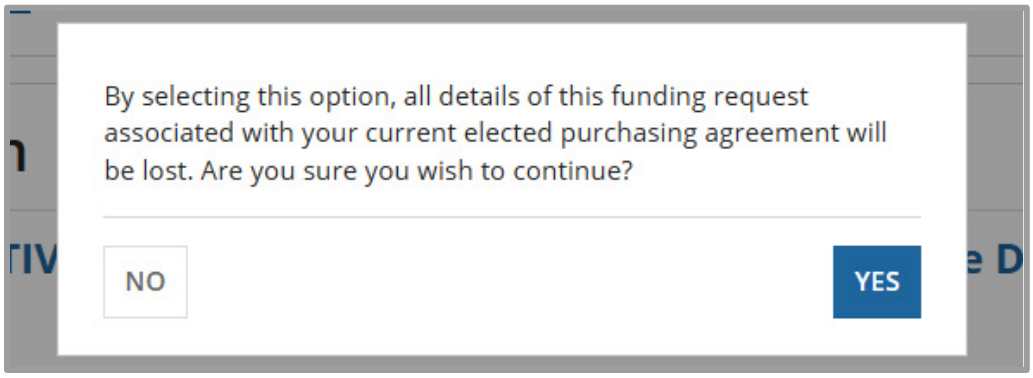

Figure 12 | When you change your purchasing method selection, a pop-up message alerts you that associated details will be lost and asks you to confirm if you wish to continue.

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Pilot FCC Form 471 Form Overview

There are four sections that make up the Pilot FCC Form 471: **Basic Information**, **Entity Information**, **Funding Requests**, and **Certify**. Each section is discussed below.

Basic Information

On the **Basic Information** page, be sure to review the Paperwork Reduction Act Notice and Privacy Act Statement. When you finish reviewing the information on this page, select **Save & Continue** to continue to the next page.

Also be sure to review the **Billed Entity Information** to confirm its accuracy. This section of the form will be auto-populated based on information from your entity's EPC Profile. If any of the non-editable information is incorrect, or you wish to change the information, please update your entity's EPC Account Profile by selecting **Manage Organization** from the **Related Actions** menu on the landing page in EPC. If you do not have access to **Manage Organization**, please contact your participant entity's Account Administrator or create a customer service case to request updates to your participant entity's EPC Profile.

Enter an **application nickname** to help you easily identify your form. Choose a nickname that you will remember and helps meet your recordkeeping needs.

In the **Consultant Information** section, review the consultants associated with your entity. If you have a consultant who you would like to have access rights to the Pilot FCC Form 471 but is not listed in the **Consultant Information** section, contact your EPC Account Administrator or create a customer service case to request to update your Pilot participant's entity profile. These updates will then populate in the form if the form has not yet been certified.

Consultant Form Access

The consultants list on this page includes all consultants associated with your entity. The consultants listed in the **Consultant Information** section of your EPC profile may not have access to the Pilot FCC Form 471. Just a reminder that consultant access for the Pilot Program is granted on a per-form basis in EPC, with a limit of three consultants for each form.

In the **Contact Information** section, identify the main contact person who will answer any questions about the information provided on the form. Contact information for each person is based on information in your entity's EPC Profile. Add contact information for the summer or holiday contact person, if it is different from the main contact person.

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Entity Information

There are different versions of the **Entity Information** page depending on who is submitting the form: consortia participants or school district, library system, and individual school or library participants.

Consortia Participants – Entity Information

If you would like to add all members of a consortium to the application, answer **Yes** to the question "Is every member listed in your approved Cybersecurity Pilot Program FCC Form 484 Part 1 included on this Cybersecurity Pilot Program FCC Form 471?" Then **Save & Continue**.

If you would like to add only specific consortium members to the application:

1. Answer **No** to the question "Is every member listed in your approved Cybersecurity Pilot Program FCC Form 484 Part 1 included on this Cybersecurity Pilot Program FCC Form 471?"
2. In the **Select Members** list, check the checkbox next to each member you wish to include in your application. Ten available members are displayed on each page. Use the left and right arrows at the bottom of the list to move between pages and add the members you wish to include in your application. Please remember that all consortium members need to be allocated a portion of the Cybersecurity Pilot funding so if certain members are excluded on this form, they will need to be included on another Pilot FCC Form 471.
3. Once all the members you want to add to your form have been selected, click **Add**. Checked entities will be moved to the **Members on this Application** list.
    - If you need to remove an entity, check the checkbox in that row and click **Remove**.

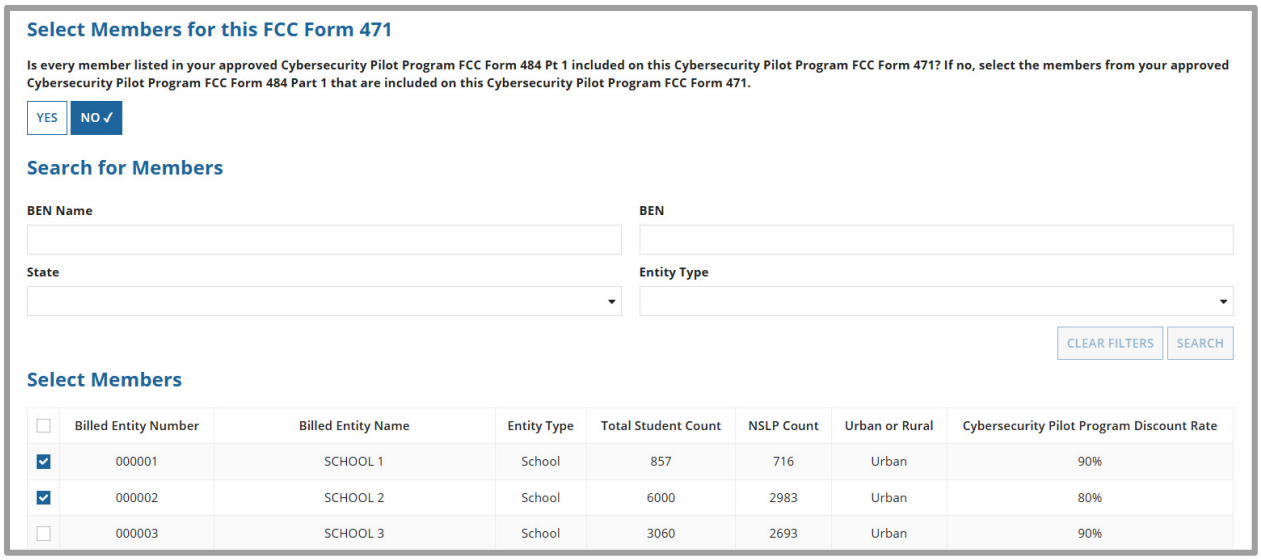

*Figure 13 | On the **Entity Information** page for a consortium, to add only specific consortium members to the application, you'll answer **No** to the question asking if every member of your consortium is included on this Pilot FCC Form 471, check the checkbox for each member you wish to include, then click **Add**.*

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School District, Library System, and Individual School or Library Participants – Entity Information

If you are completing the Pilot FCC Form 471 for a school district, library system, or an individual school or library, this page displays your entity's Billed Entity Number, Billed Entity Name, Urban or Rural designation, and Cybersecurity Pilot Program Discount Rate.

The information on the **Entity Information** page cannot be edited.

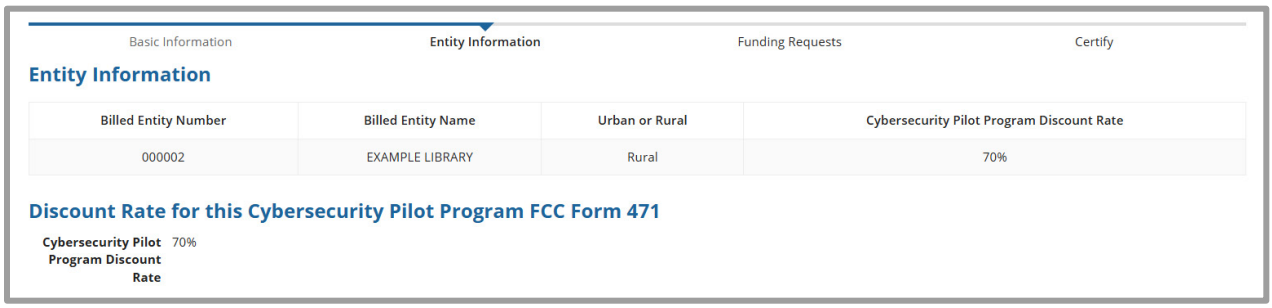

*Figure 14 | On the **Entity Information** page for a school district, library system, or an individual school or library participant, review your entity's name, Billed Entity Number, Urban or Rural designation, and Cybersecurity Pilot Program Discount Rate.*

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Funding Requests

There are two steps that you will need to complete in the Funding Requests section:

1. Create Funding Request Number(s) (FRNs); and
2. Create FRN line items.

Before you begin, determine the number of FRNs and FRN line items you will need.

Each FRN must contain all of the following information:

- Billed Entity Number (BEN)
- Contract information (award and end dates)
- Category of cybersecurity equipment and/or service (advanced/next generation firewalls; endpoint protection; identity protection and authentication; or monitoring, detection, and response)
- Establishing FCC Form 470 number
- Service Provider (SPIN)
- Purchasing method (contract, month-to-month, or Master Services Agreement or State Master Contract)
- Contract ID (if you have one)
- Service start and end dates
- Invoicing method (i.e., SPI or BEAR)

Each FRN line item must contain all of the following information:

- Equipment or service
- Pricing and quantities
- Recipients of service (consortia only)

Manage FRNs

You'll begin the Funding Requests section on the **Summary Grid** page.

- To add a new FRN, click **Add FRN**.
- To edit or remove an FRN, check the checkbox in the row for that FRN and click **Edit FRN** or **Remove FRN**.
    - You cannot edit an FRN if it has associated line items. If you need to edit an FRN, first remove any associated FRN line items.
- To add, edit, or remove FRN line items, check the checkbox in the row for that FRN and click **Manage FRN Line Items.**

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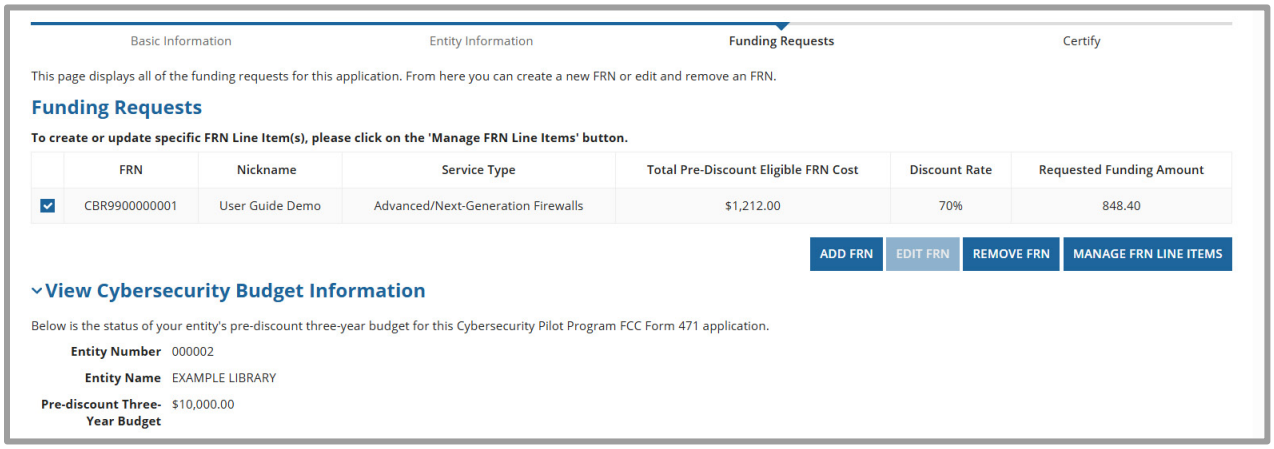

*Figure 15 | On the **Funding Requests Summary Grid** page, you can **Add, Edit, or Remove FRNs** and **Manage FRN Line Items**.*

On the **Funding Requests Summary Grid** page, to add an FRN:

1. Click **Add FRN.**
2. On the **Funding Request Key Information** page, enter a **funding request nickname**.
3. Select the **type of cybersecurity equipment and/or service** for your request.
    - Review the description of the selected type from the Pilot Eligible Services List.
4. Answer the question, "How are the services and equipment for this FRN being purchased?" Select **Contract**, **Month to Month**, or **State Master Contract**.
5. Select the **service start date** and **end date**.
6. Click **Continue**.

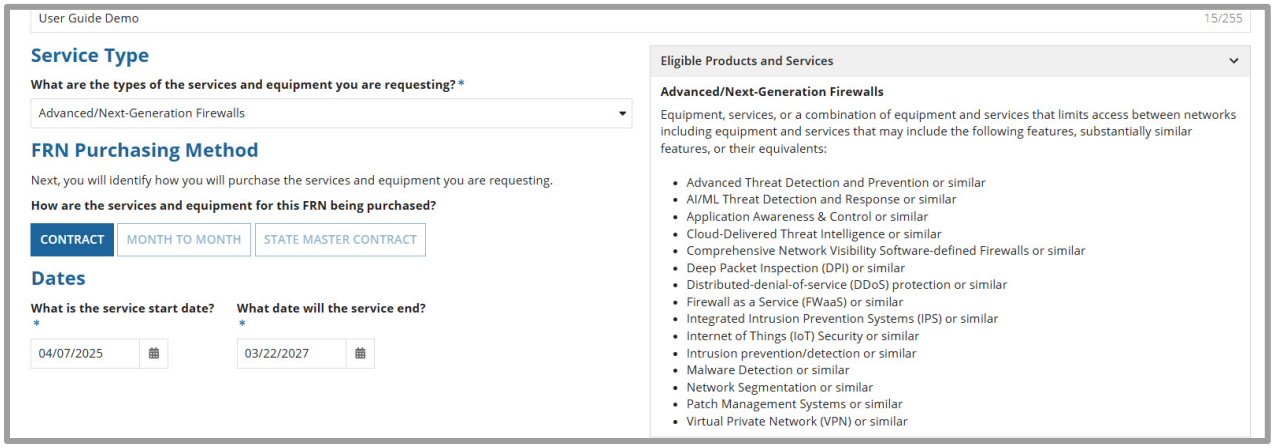

*Figure 16 | On the **Add FRN** page, you'll select a purchasing method: **Contract**, **Month-to-Month**, or **State Master Contract**.*

There are different versions of the next page depending on the purchasing method selected: Contract, Month-to-Month, or Master Services Agreement/State Master Contract.

Contract Purchasing Method

To continue adding an FRN using the contract purchasing method:

1. Answer the question "Was a Cybersecurity Pilot Program FCC Form 470 posted for the services and/or equipment you are requesting?" If you answer no, you will not be able to continue adding an FRN using the contract purchasing method.
2. Enter the **number of bids** that were received for this service or equipment.
3. Select a **Pilot FCC Form 470** by checking the checkbox in that row. You can search by Pilot FCC Form 470 number, by Billed Entity Number, or by nickname. After entering search terms, click **Search** to display associated Pilot FCC Forms 470.
4. Select the **contract award date** and **contract end date**.
5. Upload the associated **contract**.
6. Select a **service provider** by checking the box in that row. You can search by SPIN or by name.
7. Add an **account number**, if applicable. Then click **Continue**.
8. In the **Narrative** section, provide a brief explanation of the cybersecurity services and equipment that you are requesting, how they correspond to the services and equipment on the associated Pilot FCC Form(s) 470 or provide any other relevant information regarding this Funding Request. *(4000-character limit)*
9. Select an **invoicing method**. Indicate who will be submitting invoices and receiving reimbursements for this funding request: the applicant (i.e., participant), using the Pilot FCC Form 472 (BEAR Form) or the service provider, using the Pilot FCC Form 474 (SPI Form).
10. Click **Continue** to return to the Funding Requests summary grid.

Month-to-month Purchasing Method

To continue adding an FRN using the month-to-month purchasing method:

1. Answer the question "Was a Cybersecurity Pilot Program FCC Form 470 posted for the services and/or equipment you are requesting?" If you answer no, you will not be able to continue adding an FRN using the month-to-month purchasing method.
2. Enter the **number of bids** that were received for this service or equipment.
3. Select a **Pilot FCC Form 470** by checking the checkbox in that row. You can search by Pilot FCC Form 470 number, by Billed Entity Number, or by nickname. After entering search terms, click **Search** to display associated Pilot FCC Forms 470.
4. Select a **service provider** by checking the box in that row. You can search by SPIN or by name.
5. Add an **account number**, if applicable. Then click **Continue**.

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6. In the **Narrative** section, provide a brief explanation of the cybersecurity services and equipment that you are requesting, how they correspond to the services and equipment on the associated Pilot FCC Form(s) 470 or provide any other relevant information regarding this Funding Request. *(4000-character limit)*
7. Select an **invoicing method**. Indicate who will be submitting invoices and receiving reimbursements for this funding request: the applicant (i.e., participant), using the Pilot FCC Form 472 (BEAR Form) or the service provider, using the Pilot FCC Form 474 (SPI Form).
8. Click **Continue** to return to the Funding Requests summary grid.

Master Services Agreement or State Master Contract Purchasing Method

To continue adding an FRN using the Master Services Agreement (MSA) or State Master Contract (SMC) purchasing method:

1. Answer the question "Are you relying on an exempt State Master Contract or Master Services Agreement?" If you answer **Yes**, the following questions refer to the **E-Rate FCC Form 470**. If you answer **No**, the following questions refer to the **Pilot FCC Form 470**. For this user guide, both options are given in brackets.
2. Answer the question "Was a(n) [E-Rate FCC Form 470 or Cybersecurity Pilot Program FCC Form 470] posted for the services and/or equipment you are requesting?" If the FCC waived the E-Rate FCC Form 470 requirement of the competitive bidding exemption, you should answer **Yes** and use the FCC Form 470 number provided by USAC that was assigned to the master services agreement/state master contract. If you answer no, you will not be able to continue adding an FRN using the MSA or SMC purchasing method.
3. Enter the number of bids received, if you have that information. If you are relying on a non-exempt SMC or MSA, this field is required. If your entity did not run the competitive bidding process and you do not know the number of bids, you can enter a 0 in this field.
4. In the **Select a [E-Rate FCC Form 470 or Cybersecurity Pilot Program FCC Form 470]** section, select the establishing FCC Form 470 by checking the checkbox in that row. You can search by FCC Form 470 number, by Billed Entity Number, or by nickname. Click **Continue**.
    - If you are relying on an exempt MSA or SMC, select the generic FCC Form 470 for FRNs with an MSA/SMC Exemption. Search by nickname "MSA/SMC Exemption" or by FCC Form 470 Number "259999999".
5. Enter the SMC or MSA ID, if applicable.
6. **Upload** the individual contract you entered into with your selected service provider for the FRN based on the SMC or MSA.
7. Select the **contract award date** and **contract end date**.
8. Enter a brief description of the **contract terms** *(4000-character limit)*.
9. Select a **service provider** by checking the box in that row. You can search by SPIN or by name.
10. Add an **account number**, if applicable. Then click **Continue**.

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11. In the **Narrative** section, provide a brief explanation of the cybersecurity services and equipment that you are requesting, how they correspond to the services and equipment on the associated Pilot FCC Form(s) 470 or provide any other relevant information regarding this Funding Request. *(4000-character limit)*
12. Select an **invoicing method**. Indicate who will be submitting invoices and receiving reimbursements for this funding request: the applicant (i.e., participant), using the Pilot FCC Form 472 (BEAR Form) or the service provider, using the Pilot FCC Form 474 (SPI Form).
13. Click **Continue** to return to the Funding Requests summary grid.

Manage FRN Line Items

On the **Funding Requests Summary Grid** page, to manage line items for an FRN, check the checkbox in that row, then click **Manage FRN Line Items.**

This brings you to the **FRN Line Items Summary Grid** page.

- To add a new FRN line item, click **Add New FRN Line Item**.
- To edit or remove an FRN line item, check the checkbox in the row for that line item and click **Edit FRN Line Item** or **Remove FRN Line Item**.

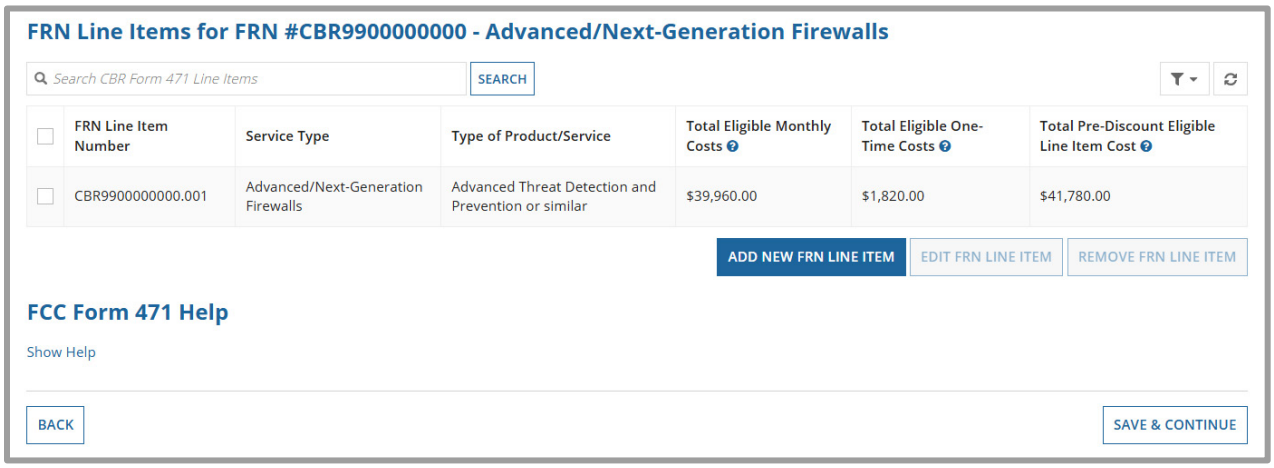

*Figure 17 | On the **FRN Line Items Summary Grid** page, you can **Add**, **Edit,** or **Remove FRN Line Items**. When you have added all FRN line items, **Save & Continue**.*

On the **FRN Line Items Summary Grid** page, to add a new FRN line item:

1. Click **Add New FRN Line Item**.
2. Choose the **type of equipment or service.** Select one from the list of equipment and service types associated with the selected equipment or service category on the Pilot Eligible Services List.
3. Enter the **make** and **model**.
4. Answer **yes** or **no** to indicate if installation is included in the price.
5. Answer **yes** or **no** to indicate if you are using a lease or non-purchase agreement.

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6. In the **Funding Request Narrative** field, provide any additional information you would like to share about this line item. Then click **Save & Continue**.
7. On the **Cost Calculation** page, enter a value for the following fields in the **Monthly Cost** column. If the value for any row is zero dollars, enter a **0**.

- **Monthly Tax Cost:** This is the monthly tax cost for each piece of equipment or service provided by your service provider.
- **Monthly Installation/Activation/Configuration Cost:** This is the monthly charge for the installation, activation and/or configuration of each piece of equipment or service by your service provider.
- **Monthly Product/Service Cost:** This is the monthly cost of the equipment or services.
- **Monthly Ineligible Costs:** Any monthly costs that are not eligible for Cybersecurity Pilot Program support.
- **Quantity:** This is the number of eligible pieces of equipment or services provided by the service provider on a monthly basis.

8. Enter a value for the following fields in the **One-Time Product/Service Costs** column. If the value for any row is zero dollars, enter a **0**.
    - **One-Time Tax Cost:** This is the one-time tax cost for each piece of equipment or service provided by your service provider.
    - **One-Time Installation/Activation/Configuration Cost:** This is the one-time charge for the installation, activation and/or configuration of each piece of equipment or service by your service provider.
    - **One-Time Product/Service Cost:** This is the one-time cost of the equipment or services.
    - **One-Time Ineligible Costs:** Any one-time costs that are not eligible for Cybersecurity Pilot Program support.
    - **Quantity:** This is the number of eligible pieces of equipment or services provided by the service provider on a one-time basis.
9. Review the following fields, which will be calculated by the system based on your inputs:
    - **Monthly Eligible Costs:** This is the total monthly eligible amount calculated by the system by adding together the Monthly Tax Cost, Monthly Installation/ Activation/Configuration Cost, and Monthly Product/Service Cost and subtracting any monthly ineligible costs.

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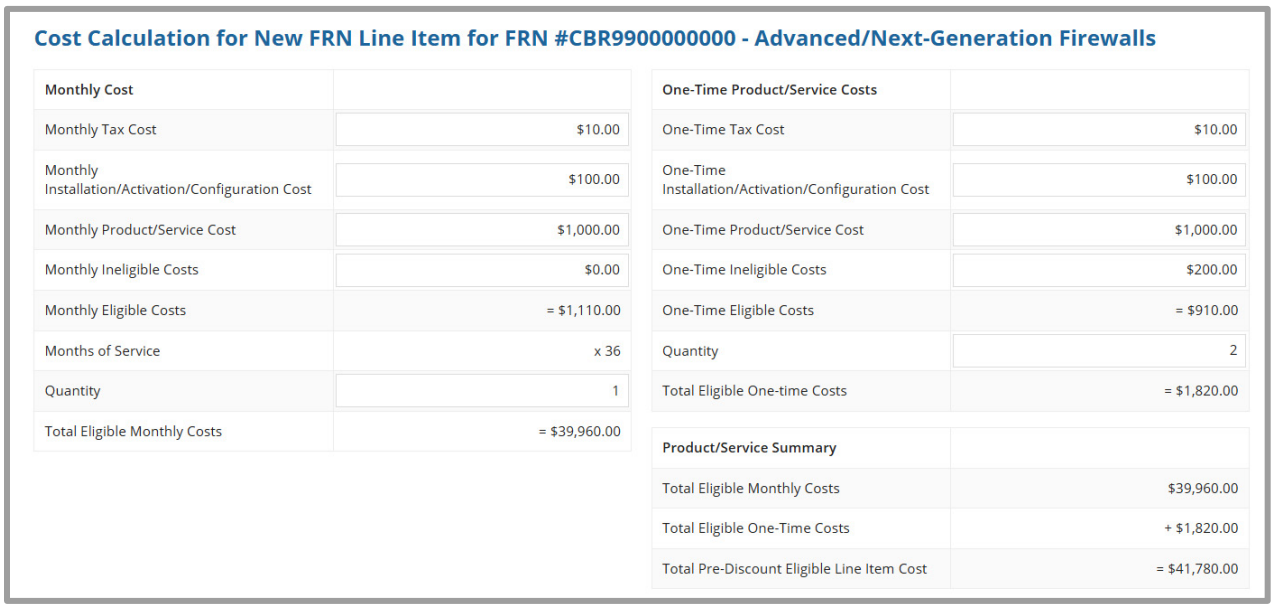
- **Months of Service**: This is the number of months the participant will receive the equipment or services from the service provider. Months of Service is calculated by the system based on the dates you entered on the FRN. If this FRN is based on a contract, this is the number of months between the Service Start Date and the Contract Expiration Date. If this FRN is Month-to-Month, this is the number of months between the Service Start Date and the Service End Date. In both cases, the number of months is rounded up and cannot exceed 36 months.
- **Total Eligible Monthly Costs:** This amount is calculated by the system by multiplying the Monthly Eligible Costs by the Months of Service, which is then multiplied by the Quantity.
- **One-Time Eligible Costs:** The One-Time Eligible Costs amount calculated by the system by adding together the One-Time Tax Cost, One-Time Installation/Activation/ Configuration Cost, and One-Time Product/ Service Cost and subtracting any one-time ineligible costs.
- **Total Eligible One-Time Costs:** This amount is calculated by the system by multiplying the One-Time Eligible Costs by the Quantity.
- **Total Pre-Discount Eligible Line Item Cost:** This amount is calculated by the system by adding together the Total Monthly Eligible Costs and the Total Eligible One-Time Costs.

10. When you have completed or reviewed all fields, **Save & Continue**.



Cost Calculation for New FRN Line Item for FRN #CBR9900000000 - Advanced/Next-Generation Firewalls

Monthly Cost	
Monthly Tax Cost	$10.00
Monthly Installation/Activation/Configuration Cost	$100.00
Monthly Product/Service Cost	$1,000.00
Monthly Ineligible Costs	$0.00
Monthly Eligible Costs	= $1,110.00
Months of Service	x 36
Quantity	1
Total Eligible Monthly Costs	= $39,960.00

One-Time Product/Service Costs	
One-Time Tax Cost	$10.00
One-Time Installation/Activation/Configuration Cost	$100.00
One-Time Product/Service Cost	$1,000.00
One-Time Ineligible Costs	$200.00
One-Time Eligible Costs	= $910.00
Quantity	2
Total Eligible One-time Costs	= $1,820.00

Product/Service Summary	
Total Eligible Monthly Costs	$39,960.00
Total Eligible One-Time Costs	+ $1,820.00
Total Pre-Discount Eligible Line Item Cost	= $41,780.00

*Figure 18 | On the **Costs Calculation** page, enter a value or review the calculated value in each field. If a value is zero dollars, enter **0**.*

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Consortium participants will complete the **Manage Recipients of Service** and **Funding Allocation** pages, described in steps 11-14.

11. On the **Manage Recipients of Service** page, select the consortium members you wish to include as recipients of service for this FRN line item and click the **Add** button. Selected entities move to the **Selected Entities** table.
    - If you need to remove an entity from the selected entities table, check the checkbox in that row and click **Remove**.
12. After adding all recipients of service you wish to include on the line item, click **Save & Continue.**
13. Review the member entities that correspond to the selected recipients of service for the FRN line item. Answer the question "Will the requested funding be shared equally among all member entities?" Then click **Save & Continue**.
14. There are different versions of the **Funding Allocation** page based on your answer to the previous question.
    - If you answered **Yes** to share the requested funding equally among all member entities, the total line item funding amount is divided evenly between them and the eligible funding allocation column cannot be edited. Click **Save & Continue** to return to the **FRN Line Items Summary Grid**.
    - If you answered **No,** enter the funding allocation amount for each entity in the **Eligible Funding Allocation** column. Every member entity must have some portion of the funding allocated to it. Above the table, the funding amount remaining to be allocated is updated as you edit allocations. When the total eligible line item funding amount is fully allocated, you can click **Save & Continue** to return to the **FRN Line Items Summary Grid**.

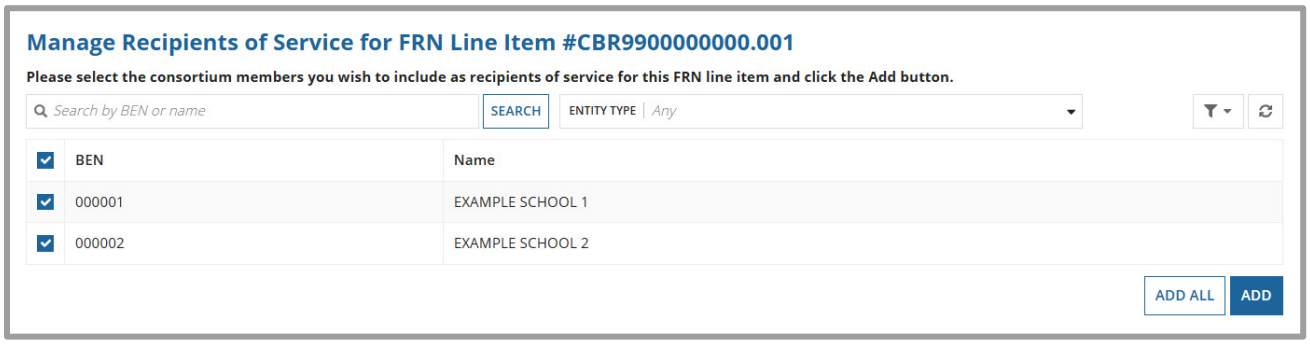

*Figure 19 | On the **Manage Recipients of Service** page for a consortium participant, select all consortium members you wish to include as recipients of service for this FRN line item, then click **Add**.*

*Figure 20 | On the **Funding Allocation** page for a consortium participant, if you didn't choose to allocate funding equally among all member entities, allocate funding to each entity in the **Eligible Funding Allocation** column. When the total eligible line item funding amount is fully allocated, you can click **Save & Continue**.*

When you have added all FRN line items for an FRN, click **Save & Continue** to return to the **FRN Summary Grid** page.

From the **FRN Summary Grid** page, when you have added all FRN line items for all FRNs, click **Save & Continue** to continue to the **Certify** section.

Certify

When you reach the **Certify** page, the system generates a PDF version of the form. It may take a few minutes for the system to generate and load the PDF. To check whether a PDF has been successfully generated, click **Refresh**. If you want to review the PDF at a later time, click **Resume Task Later** to close the screen. When you are ready to resume review, select the form from the **My Pending Tasks** list on the CBR dashboard to return to the **Certify** page.

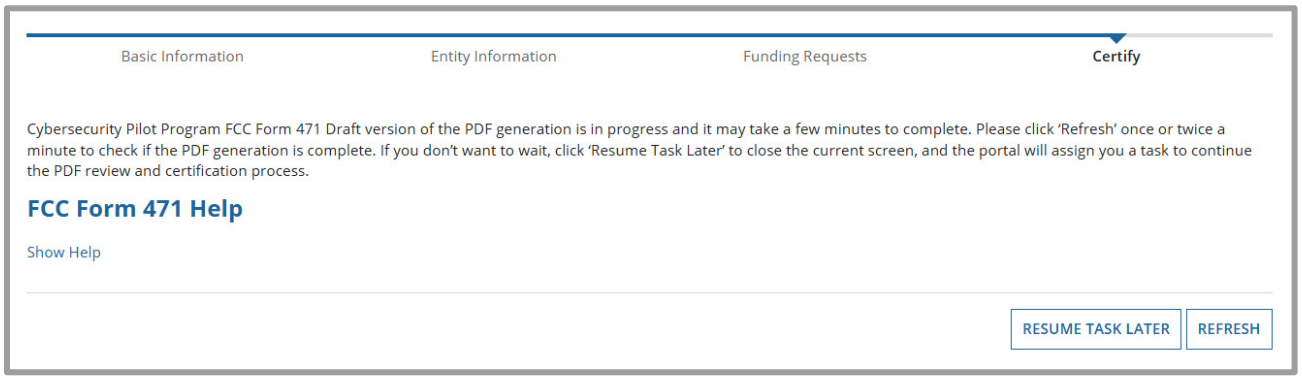

*Figure 21 | When you reach the **Certify** page, it may take a few minutes for the system to generate and load a PDF version of the form.*

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To review the form:

1. Click the PDF file name to download the PDF version of your Pilot FCC Form 471 for review.
2. The options on the **Certify** page depend on whether you have been given partial or a full-rights user permissions.

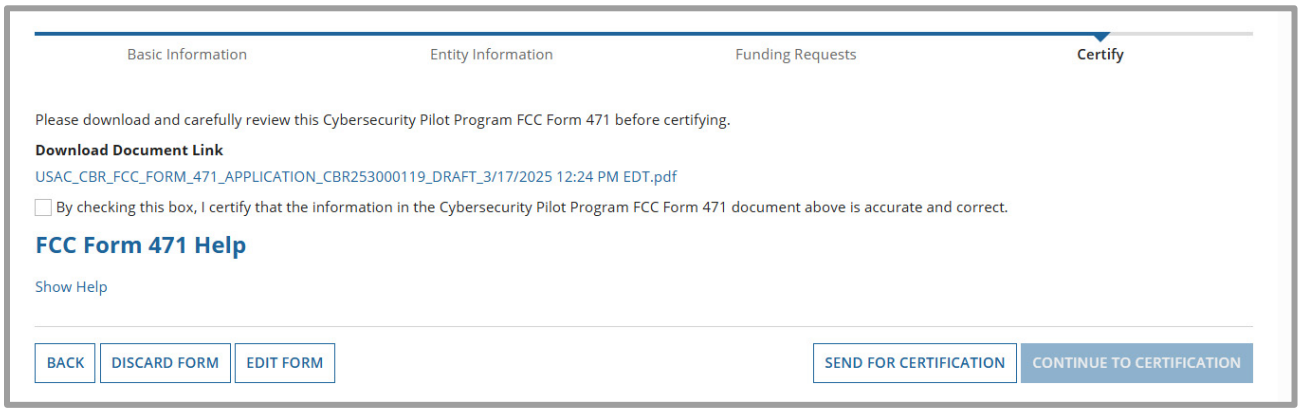

Figure 22 | Click the PDF file name to download the PDF version of your Pilot FCC Form 471 for review.

Review as a Partial Rights User

As a partial rights user, you do not have permission to certify the Pilot FCC Form 471 and will need to send it to a full rights user for certification. To send the form to a full rights user, click **Send for Certification**. When the system notifies you that your form will be sent to the full rights user(s) in your organization and asks if you wish to proceed, select **Yes** to send the form for certification. The form will disappear from your tasks list and you will not be able to re-open or revise the form.

Review as a Full Rights User

If you are a full rights user and will be certifying the form, select the checkbox to certify that the information in the PDF version of the Pilot FCC Form 471 is correct. You have two options depending on whether you are the full rights user that will be certifying the form or you will be sending it to another full rights user for certification:

1. If you will be sending the form to another full rights user for certification: Select **Send for Certification** to send the form to other full rights user(s) in your organization. When the system notifies you that your form will be sent to the full rights user(s) in your organization and asks if you wish to proceed, select **Yes** to send the form for certification. If you choose this option, the form will disappear from your tasks list and you will not be able to re-open or revise the form.
2. If you are the full rights user that will be certifying the form: Check the box to certify that the information in the PDF version of the Pilot FCC Form 471 is accurate and correct. Select **Continue to Certification** to continue to the **Certifications** page.

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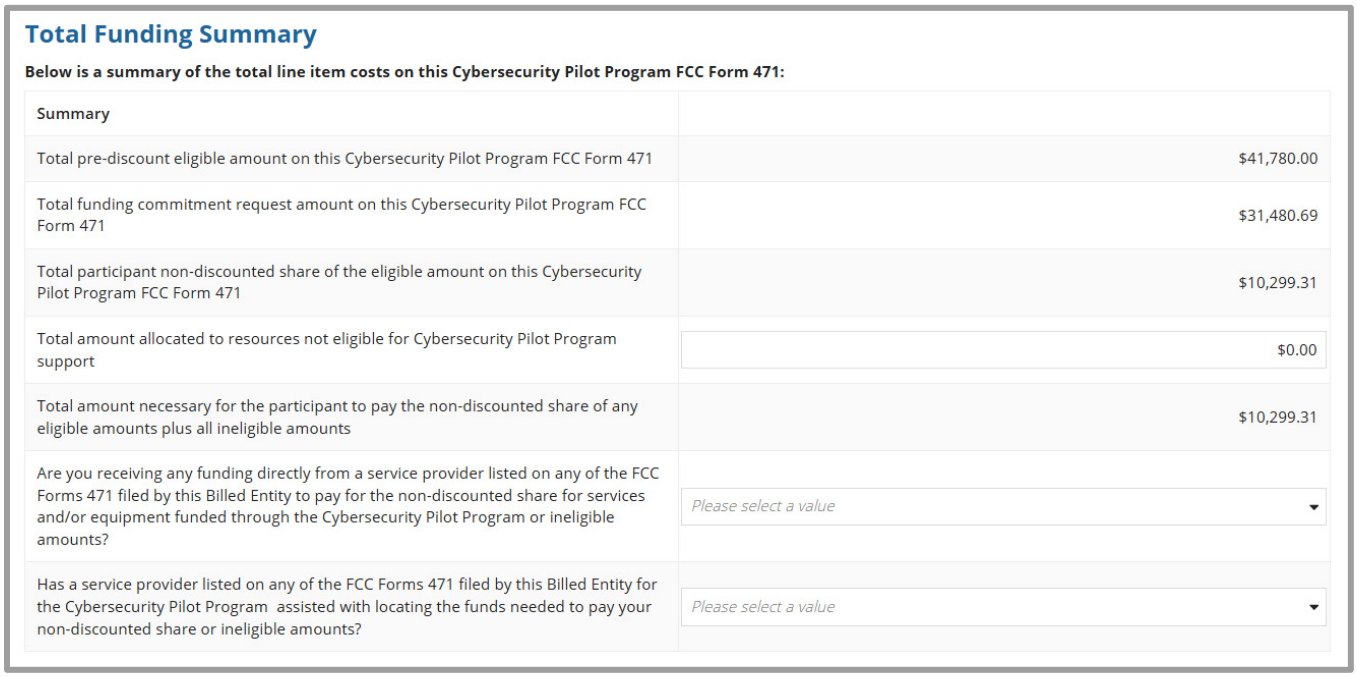
Certifications

There are three sections on the **Certifications** page: **Total Funding Summary**, **Certifications**, and **CIPA Certifications.**

In the **Total Funding Summary** section, review the funding summary table.

Enter a value in the field "Total amount allocated to resources not eligible for Cybersecurity Pilot Program support."

Answer the questions, "Are you receiving any funding directly from a service provider listed on any of the FCC Forms 471 filed by this Billed Entity to pay for the non-discounted share for services and/or equipment funded through the Cybersecurity Pilot Program or ineligible amounts?" and "Has a service provider listed on any of the FCC Forms 471 filed by this Billed Entity for the Cybersecurity Pilot Program assisted with locating the funds needed to pay your non-discounted share or ineligible amounts?"



Total Funding Summary

Below is a summary of the total line item costs on this Cybersecurity Pilot Program FCC Form 471:

Summary	
Total pre-discount eligible amount on this Cybersecurity Pilot Program FCC Form 471	$41,780.00
Total funding commitment request amount on this Cybersecurity Pilot Program FCC Form 471	$31,480.69
Total participant non-discounted share of the eligible amount on this Cybersecurity Pilot Program FCC Form 471	$10,299.31
Total amount allocated to resources not eligible for Cybersecurity Pilot Program support	$0.00
Total amount necessary for the participant to pay the non-discounted share of any eligible amounts plus all ineligible amounts	$10,299.31
Are you receiving any funding directly from a service provider listed on any of the FCC Forms 471 filed by this Billed Entity to pay for the non-discounted share for services and/or equipment funded through the Cybersecurity Pilot Program or ineligible amounts?	Please select a value
Has a service provider listed on any of the FCC Forms 471 filed by this Billed Entity for the Cybersecurity Pilot Program assisted with locating the funds needed to pay your non-discounted share or ineligible amounts?	Please select a value

*Figure 23 | On the **Certifications** page, review all values in the **Total Funding Summary** table and answer the questions.*

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In the **Certifications** section, carefully read the certification text. Check each box to confirm that you understand and will comply/have complied with the certification.

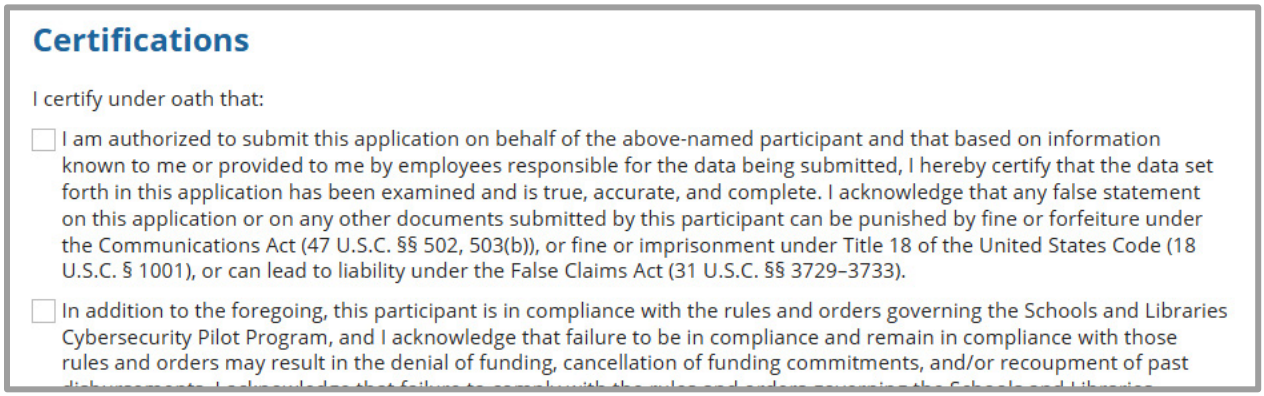

*Figure 24 | On the **Certifications** page, in the **Certifications** section, check each checkbox to confirm that you understand and will comply/have complied with each certification.*

Certifications

Certification text follows for your reference.

I certify under oath that:

- I am authorized to submit this application on behalf of the above-named participant and that based on information known to me or provided to me by employees responsible for the data being submitted, I hereby certify that the data set forth in this application has been examined and is true, accurate, and complete. I acknowledge that any false statement on this application or on any other documents submitted by this participant can be punished by fine or forfeiture under the Communications Act (47 U.S.C. §§ 502, 503(b)), or fine or imprisonment under Title 18 of the United States Code (18 U.S.C. § 1001), or can lead to liability under the False Claims Act (31 U.S.C. §§ 3729–3733).
- In addition to the foregoing, this participant is in compliance with the rules and orders governing the Schools and Libraries Cybersecurity Pilot Program, and I acknowledge that failure to be in compliance and remain in compliance with those rules and orders may result in the denial of funding, cancellation of funding commitments, and/or recoupment of past disbursements. I acknowledge that failure to comply with the rules and orders governing the Schools and Libraries Cybersecurity Pilot Program could result in civil or criminal prosecution by law enforcement authorities.
- By signing this application, I certify that the information contained in this application is true, complete, and accurate, and the projected expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material

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fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims, or otherwise. (U.S. Code Title 18, §§ 1001, 286–287, and 1341, and Title 31, §§ 3729–3730 and 3801–3812).

- The school meets the statutory definition of "elementary school" or "secondary school" as defined in § 54.2000, does not operate as a for-profit business, and does not have endowments exceeding $50,000,000.
- The library or library consortia is eligible for assistance from a State library administrative agency under the Library Services and Technology Act, does not operate as a for-profit business and, except for the limited case of Tribal college and university libraries, have budgets that are completely separate from any school (including, but not limited to, elementary and secondary schools, colleges, and universities).
- The school, library, or consortium listed on the FCC Form 471 application will pay the non-discount portion of the costs of the eligible services and/or equipment to the service provider(s).
- The school, library, or consortium listed on the FCC Form 471 application has conducted a fair and open competitive bidding process and has complied with all applicable state, Tribal, or local laws regarding procurement of the equipment and services for which support is being sought.
- Unless there was an applicable competitive bidding exemption, an FCC Form 470 was posted and that any related request for proposals (RFP) was made available for at least 28 days before considering all bids received and selecting a service provider . The school, library, or consortium listed on the FCC Form 471 application carefully considered all bids submitted and selected the most-cost-effective bid for services and equipment in accordance with § 54.2005(e), with price being the primary factor considered.
- The school, library, or consortium listed on the FCC Form 471 application is only seeking support for eligible services and/or equipment.
- The school, library, or consortia is not seeking Schools and Libraries Cybersecurity Pilot Program support or reimbursement for the portion of eligible services and/or equipment that have been purchased and reimbursed in full or in part with other federal, state, Tribal, or local funding, or are eligible for discounts from the schools and libraries universal service support mechanism or another universal service support mechanism.
- The services and equipment the school, library, or consortium purchases using Schools and Libraries Cybersecurity Pilot Program support will be used primarily for educational purposes and will not be sold, resold, or transferred in consideration for money or any other thing of value, except as allowed by § 54.2003(b).
- The school, library, or consortium will create and maintain an equipment and service inventory as required by § 54.2010(a).

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- The school, library, or consortium has complied with all program rules and acknowledges that failure to do so may result in denial of funding and/or recovery of funding.
- The school, library, or consortium acknowledges that it may be audited pursuant to its application, that it will retain for ten years any and all records related to its application, and that, if audited, it shall produce such records at the request of any representative (including any auditor) appointed by a state education department, the Administrator, the Commission and its Office of Inspector General, or any local, state, or federal agency with jurisdiction over the entity.
- No kickbacks, as defined in 41 U.S.C. § 8701, were paid to or received by the participant, including, but not limited to, their employees, officers, representatives, agents, independent contractors, consultants, family members, and individuals who are on the governing boards, from anyone in connection with the Schools and Libraries Cybersecurity Pilot Program or the schools and libraries universal service support mechanism.
- The school, library, or consortium acknowledges that Commission rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the universal service support mechanisms are subject to suspension and debarment from the program. The school, library, or consortium will institute reasonable measures to be informed, and will notify the Administrator should it be informed or become aware that any of the entities listed on this application, or any person associated in any way with this entity and/or the entities listed on this application, is convicted of a criminal violation or held civilly liable for acts arising from their participation in the universal service support mechanisms.

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In the **CIPA Certifications** section, certify compliance with the Children's Internet Protection Act. Check the certification statement that applies to your entity or consortium. There are different versions of the certification statements in this section for consortium and non-consortium entities.

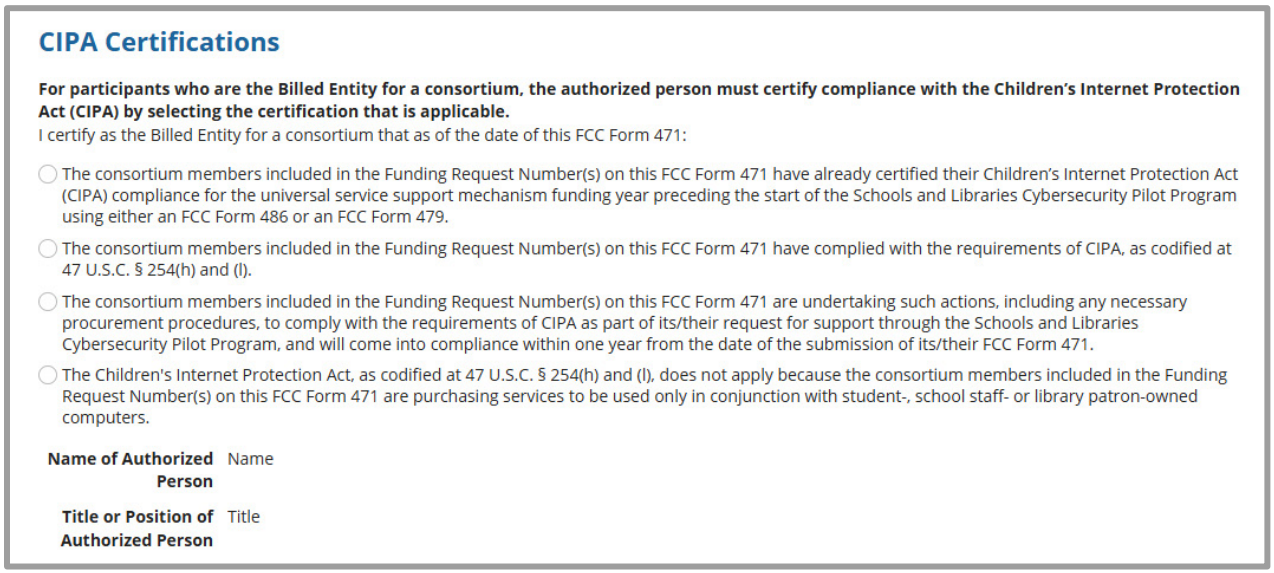

*Figure 25 | On the **Certifications** page, in the **CIPA Certifications** section, certify compliance with the Children's Internet Protection Act. Check the certification statement that applies to your entity or consortium.*

Consortia Participants – CIPA Certifications

CIPA certification text for a consortium follows for your reference.

For participants who are the Billed Entity for a consortium, the authorized person must certify compliance with the Children's Internet Protection Act (CIPA) by selecting the certification that is applicable.

I certify as the Billed Entity for a consortium that as of the date of this FCC Form 471:

- The consortium members included in the Funding Request Number(s) on this FCC Form 471 have already certified their Children's Internet Protection Act (CIPA) compliance for the universal service support mechanism funding year preceding the start of the Schools and Libraries Cybersecurity Pilot Program using either an FCC Form 486 or an FCC Form 479.
- The consortium members included in the Funding Request Number(s) on this FCC Form 471 have complied with the requirements of CIPA, as codified at 47 U.S.C. § 254(h) and (l).
- The consortium members included in the Funding Request Number(s) on this FCC Form 471 are undertaking such actions, including any necessary procurement procedures, to comply with the requirements of CIPA as part of its/their request for support through the Schools and Libraries Cybersecurity Pilot Program, and will come into compliance within one year from the date of the submission of its/their FCC Form 471.

- The Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), does not apply because the consortium members included in the Funding Request Number(s) on this FCC Form 471 are purchasing services to be used only in conjunction with student-, school staff- or library patron-owned computers.

School District, Library System, and Individual School or Library Participants – CIPA Certifications

CIPA certification text for a school district, library system, or an individual school or library participant follows for your reference.

For participants who are the administrative authority, the authorized person must certify compliance with the Children's Internet Protection Act by selecting the certification that is applicable.

I certify as of the date of this FCC Form 471 that:

- The participant(s) included in the Funding Request Number(s) on this FCC Form 471 has/have already certified their Children's Internet Protection Act (CIPA) compliance for the universal service support mechanism funding year preceding the start of the Schools and Libraries Cybersecurity Pilot Program using either an FCC Form 486 or an FCC Form 479.
- The participant(s) included in the Funding Request Number(s) on this FCC Form 471 has/have complied with the requirements of CIPA, as codified at 47 U.S.C. § 254(h) and (l).
- The participant(s) included in the Funding Request Number(s) on this FCC Form 471 is/are undertaking such actions, including any necessary procurement procedures, to comply with the requirements of CIPA as part of its/their request for support through the Schools and Libraries Cybersecurity Pilot Program, and will come into compliance within one year from the date of the submission of its/their FCC Form 471.
- The Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), does not apply because the participant(s) included in the Funding Request Number(s) on this FCC Form 471 is/are purchasing services to be used only in conjunction with student-, school staff- or library patron-owned computers.

After completing each certification section, click **Certify**. This action is equivalent to providing your electronic signature. When the system asks if you are ready to certify your Pilot FCC Form 471, select **Yes** to certify and submit.

When you select **Yes** in response to the confirmation message, the form will be certified and will be submitted to USAC. The form will disappear from your tasks list and you will not be able to re-open or revise the form after it has been certified.

After Certifying and Submitting

After you have certified your Pilot FCC Form 471 and it is received by USAC, it is considered submitted and all users with full, partial, or view-only access rights to the form will receive a certification acknowledgement email. This notification confirms that the form has been certified and submitted.

Certified Pilot FCC Forms 471 are posted on USAC's open-source data platform, USAC Open Data.

To ensure compliance with the FCC's rules, the Pilot FCC Form 471 will be subject to Program Integrity Assurance (PIA) reviews similar to the reviews USAC conducts on the FCC Form 471 submitted in the E-Rate program. Pilot participants can expect USAC to reach out to the contact(s) listed on the Pilot FCC Form 471 to inquire about information provided on the form and/or request supporting documentation. You have 15 calendar days to respond to PIA questions.

Form Assistance

If you have any questions about completing this form, please contact the USAC Customer Service Center (CSC) at (888) 203-8100 between 8 a.m. and 8 p.m. E.T., Monday through Friday.

You can also create a customer service case in EPC via the **Contact Us** link on your EPC landing page. On the customer service case form, select the topic **Cybersecurity Pilot.**

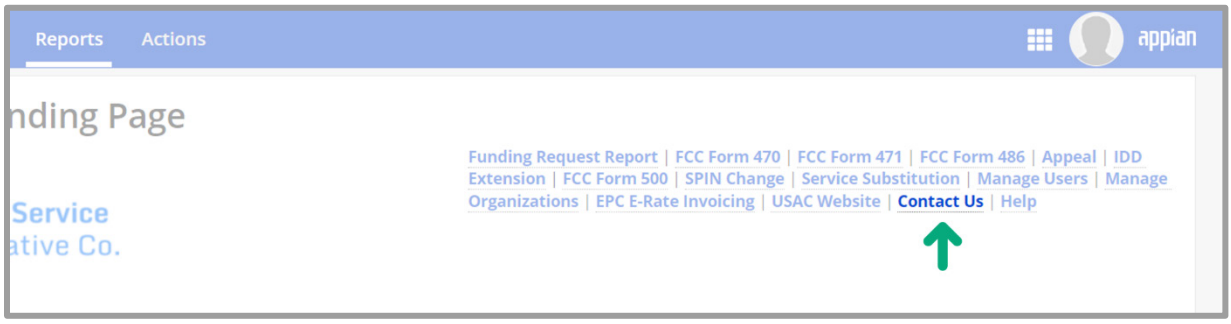

*Figure 26 | Click **Contact Us** on your EPC landing page to create a customer service case.*