

AN EMERGENCY  
OVERVIEW OF THE

# EMERGENCY CONNECTIVITY FUND

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## 1.0 Introduction

The New Mexico Public Education Department (NMPED) has contracted CTC Technology & Energy (CTC) to facilitate meeting its duty provide public education to at-risk, disadvantaged, and otherwise marginalized student populations. This document is intended as a brief overview of the Emergency Connectivity Fund (ECF), a new federal funding source available to eligible schools and libraries, and a roadmap for how to navigate the ECF application process.<sup>1</sup>

The State of New Mexico is committed to serving disadvantaged student populations statewide. CTC's role is to facilitate the efforts of schools and school districts in accessing federal emergency funding for the provision of broadband services and devices to students and staff. As State contractors, CTC's work is at no cost to any participating school or district in the State.

Covid-19 laid bare serious inequities in our public education systems and, in response, New Mexico school districts have expended a great deal of effort and money on reaching every student. Despite this unprecedented investment by schools and school districts in broadband infrastructure, devices, and connectivity over the past year, gaps in connectivity remain. The State's position, "no education system can be sufficient for the education of all children unless it is founded on the sound principle that every child can learn and succeed,"<sup>2</sup> is the guiding principle in helping to meet the State's students' needs.

## 1.1 Emergency Connectivity Fund Background

The ECF represents an incredible opportunity for eligible schools and libraries to access \$7.1 billion in funding to support closing the remaining digital divide in New Mexico even further and ensuring students and school districts are prepared for any future emergency requiring remote learning. While this opportunity is broadly applicable for addressing student and staff's broadband connectivity needs, the opportunity window is very narrow, and the money is intended to be allocated in the very short term for the upcoming school year.

To help meet those needs, Congress has laid out program goals including that ECF funding be used to:

- Connect or facilitate remote learning for students and staff
- Provide effective and efficient program administration
- Provide data on pricing and connectivity that aids in informing future policy decisions

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<sup>1</sup> This document will be updated as new information becomes available.

<sup>2</sup> See Martinez and Yazzie, et al. v. State of New Mexico et al., Decision and Order, p.17. See also, Section 22-1-1.2 NMSA 1978.

## 1.2 Eligibility Requirements

All schools eligible under the Universal Service Administrative Company's (USAC) Schools and Libraries Program (commonly known as E-Rate) can receive assistance under the ECF. **However, applicants do not need to be current E-Rate participants to qualify.** Additionally, Congress amended the Library Services and Technology Act (LSTA) to clarify: **Tribal libraries are specifically eligible for this program**, even if they are not eligible under E-Rate.

Certain entities are not eligible for the ECF, including for-profit schools or libraries, schools or libraries with endowments greater than \$50 million, libraries whose budgets are not “completely separate” from schools’ budgets, and libraries or library consortia ineligible for assistance under the LSTA.

CTC is available to help determine an institution’s eligibility and answer any other questions at no cost to schools and school districts.

## 2.0 Overview of the Emergency Connectivity Fund

Due to the ongoing impacts of Covid-19 on education systems in the United States, Congress has allocated \$7.1 billion to allow eligible schools and libraries to better serve their students, patrons, and staff. To expedite this process, the federal government further determined the ECF would be generally modeled on the E-Rate program.

Although the pandemic will have mostly receded by the start of the upcoming school year, many schools and school districts are expected to continue providing virtual services to students, staff, and patrons based on their best practices/determination. In fact, the expectation is schools and school districts will work to ensure, should the need arise, any student can access learning tools from outside the classroom. The ECF is intended to assist with providing emergency access to broadband.

**Eligible schools and libraries will be able to apply for assistance through the ECF Portal (which will be similar to the E-Rate EPC Portal) for 100 percent reimbursement of eligible costs incurred starting July 1, 2021, for devices and broadband service to students with unmet connectivity needs.** Allocations from this program must be expended within one year of receipt and all services and equipment must be received by June 30, 2022.

Applicants must also certify the requested assistance is for connecting students or staff who do not otherwise have a means of connecting to broadband. This program is intended to satisfy unmet needs for the upcoming school year and not for longer-term projects.

The ECF allows applicants to skip the E-Rate Form 470 28-day procurement process if they certify the contract vehicle they intend to use has gone through their local

procurement processes. Reimbursement can be directly to the school or school district using Form 472, Billed Entity Applicant Reimbursement (BEAR), and, if needed, in advance of the expenditure. This will allow funds to be expedited for immediate needs in time for the coming school year. Reimbursement can also be discounted, as with the Form 474, Service Provider Invoice.

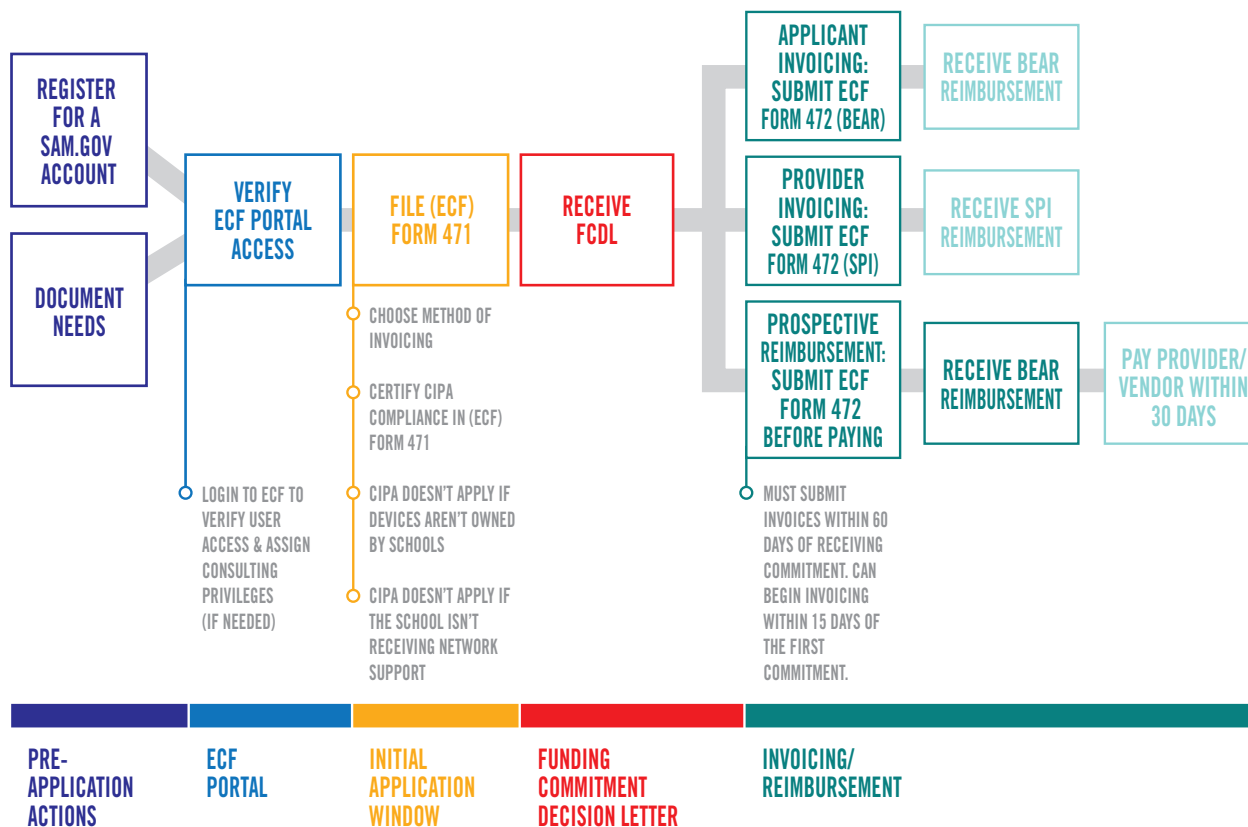
All ECF Form 471 funding applications must be filed using the new ECF Portal as opposed to the existing EPC Portal used for E-Rate. All current EPC Portal users will automatically receive ECF Portal access. If an applicant is already participating in E-Rate or has an EPC Portal account, their information and credentials will automatically be transferred to the ECF Portal. **Applicants without an existing EPC account must create one in order to apply for ECF funds and should reach out to USAC as soon as possible to ensure access to the ECF Portal.** See Subsection 2.1 below for further details on pre-application requirements.

The initial application window for this program will open June 29, 2021. If funding remains after this initial round of applications, a second window will provide reimbursement for eligible expenditures incurred by schools and school districts between March 1, 2020, and June 30, 2021.

If demand exceeds available funds, the FCC will prioritize applications based on applicants' E-Rate program discount rate, with an extra 5 percent added to rural applicants' rates. If there is not enough funding at a particular discount rate, applications will be prioritized based on the percentage of students receiving a free or reduced school lunch.

Once the application process opens, schools and school districts will have 45 days to apply. The following chart outlines the application process. CTC is able to assist your school or district throughout this process.

**Figure 1: Emergency Connectivity Fund Process Flowchart**



The process can be broken into four main subcategories: pre-application actions, the initial application window, Child Internet Protection Act (CIPA) compliance, and invoicing and reimbursement.

## 2.1 Pre-Application Actions

The two most important steps before an applicant begins to start filing paperwork are:

1. Registering for a Sam.gov account
2. Documenting the applicant’s “unmet” needs

The first of these is critical, as applicants without a Sam.gov account and a corresponding Commercial and Government Entity (CAGE) Code<sup>3</sup> will be unable to receive any reimbursements under the ECF. Sam.gov is the federal government’s vendor portal and a CAGE Code functions as an applicant-assigned Vendor ID for said portal. The registration process can take up to 20 days to complete, so it is critical

<sup>3</sup> The CAGE Code is the federal government’s vendor identification code assigned via the Sam.gov website.

that applicants have a CAGE Code or start the registration process well before the application window opens.

Additionally, if the applicant plans to have the service provider submit requests for reimbursement directly via the Form 474, Service Provider Invoice process, the internet service provider (ISP) must also be registered with Sam.gov. Applicants and service providers that are already registered with Sam.gov do not need to re-register to receive payment.

Documenting “unmet” needs is also incredibly important for applicants to undertake prior to beginning the application process. The purpose of the ECF is to connect currently unconnected students and teachers. As such, applicants should strive to identify the needs of their respective communities to the best of their ability.

The ECF does not require any specific type of documentation on connectivity, but rather that applicants use “reasonable measures” when making their determinations. This means using surveys or other similar methods to ask students and teachers if they have sufficient devices and/or internet access for online schooling. It is important to document these processes both for the application itself but also in case of auditing later.

Applicants are also able to define what constitutes sufficient access, as long as they use a consistent standard. This gives applicants a large degree of freedom when it comes to how to determine and what constitutes “unmet needs.”

## 2.2 Initial Application Window

The initial application window and filing period will be similar to E-Rate as applicants will fill out ECF Form 471, which is based on, but not identical to, the E-Rate Form 471. Much of the basic information required is the same and should help to streamline the application process.

Applicants must specify on this form the method they plan to use for invoicing. Applicants can choose to request reimbursements themselves via the ECF Form 472 (BEAR Form) or they can have their service provider make these requests and receive the payments directly (the ECF Form 474).<sup>4</sup>

ECF Form 471 will also require information from schools and school districts about the number of connected devices funded and the number of broadband connections established, as well as any data schools and school districts have from before the

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<sup>4</sup> Note that in the E-Rate process, the Service Provider would send a “discounted” invoice to the school or school district and then request payment for the undiscounted portion via the E-Rate Form 474. Because the ECF provides 100 percent reimbursement for eligible services and equipment, the Service Provider would not seek payment from the school or school district with a discounted invoice.

pandemic and a description of how the ECF will help further the institution’s work to close remaining connectivity gaps. Note, Form 471 should take approximately four and half hours to complete.

### 2.3 CIPA Compliance

The Child Internet Protection Act (CIPA) requires certain measures be taken to ensure children do not have access to obscene or harmful content over the internet. As such, applicants may have to certify their compliance with CIPA on the ECF Form 471. According to the ECF Order, **CIPA only applies if schools own the devices and accept ECF or E-Rate support for internet access or internal connections. CIPA does not apply:**

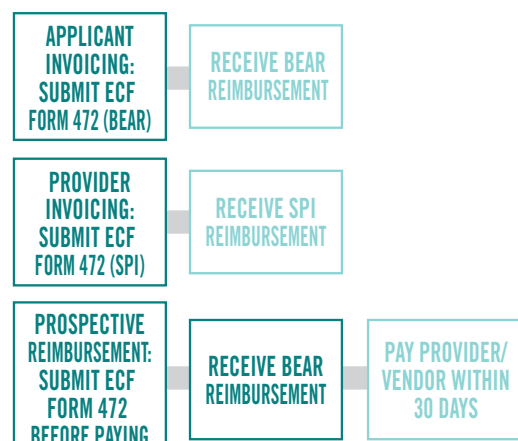
- To devices purchased with the ECF if the school does not also receive ECF or E-Rate support for internet access or internal connections
- If devices are owned by the students even if the school is receiving support for internet access or internal connections

Furthermore, if an applicant has already certified its CIPA compliance for E-Rate support in the relevant funding year by completing FCC Form 486 or FCC Form 479 it is not required to do so again for the ECF.

### 2.4 Invoicing and Reimbursement

USAC will make available the ECF invoicing options 15 days from issuing the first wave of funding commitment decision letters (FCDL). Applicants will be able to choose from three main methods, as outlined in Figure 2.

**Figure 2: Invoicing and Reimbursement Flowchart**



MUST SUBMIT INVOICES WITHIN 60 DAYS OF RECEIVING COMMITMENT.  
CAN BEGIN INVOICING WITHIN 15 DAYS OF THE FIRST COMMITMENT.

#### INVOICING/REIMBURSEMENT



- **ECF Form 472 (BEAR):** In this method the applicant is responsible for invoicing and requesting reimbursement from USAC directly. After receiving an FCDL from USAC, the applicant will have 60 days to file ECF Form 472 to request a BEAR reimbursement. The applicant will then receive a reimbursement directly from USAC to cover approved expenses incurred after July 1, 2021 as delineated on the FCDL.
- **ECF Form 474 (SPI):** With this method, the service provider, not the applicant, files ECF Form 474 to receive a SPI reimbursement. These funds go directly to the provider to pay for approved services and/or devices provided after July 1, 2021 as delineated on the FCDL.
- **Prospective Reimbursement using ECF Form 472 (Prospective BEAR):** Applicants under contract with, or otherwise obligated to purchase equipment and services from, a particular vendor may submit requests for reimbursement before they have paid for those equipment or services if they provide the quote for services/equipment. To do so, an applicant must file the ECF Form 472 and indicate the intent to receive payment prior to paying the vendor. After receiving this “reimbursement,” the applicant will have 30 days to make the necessary payments and must submit verification to USAC that payment was forwarded after receipt.

### 3.0 CTC’s Role in the Application Process and Important Dates

CTC has been contracted by the NMPED to support its ECF application needs at no cost to schools or school districts in New Mexico. As such, CTC is available to help as much as necessary with the ECF application process.

CTC will work with schools and districts to determine on a case-by-case basis what level of support is required. Schools and districts who feel comfortable with their ability to handle the application process can also choose to not accept help from CTC and instead complete the process on their own.

Additionally, some applicants may elect to use their existing E-Rate consultants to complete their ECF applications.<sup>5</sup>

CTC’s goal is to help ensure all applicants have the tools and resources to successfully navigate the application process. To this end, CTC has created a variety of resources assist applicants in dealing with problems they may encounter throughout the application process:

- In addition to this guidebook, CTC has created a website with information about both the ECF and the Emergency Broadband Benefit (EBB) program under the name [www.nmstudentconnect.org](http://www.nmstudentconnect.org).

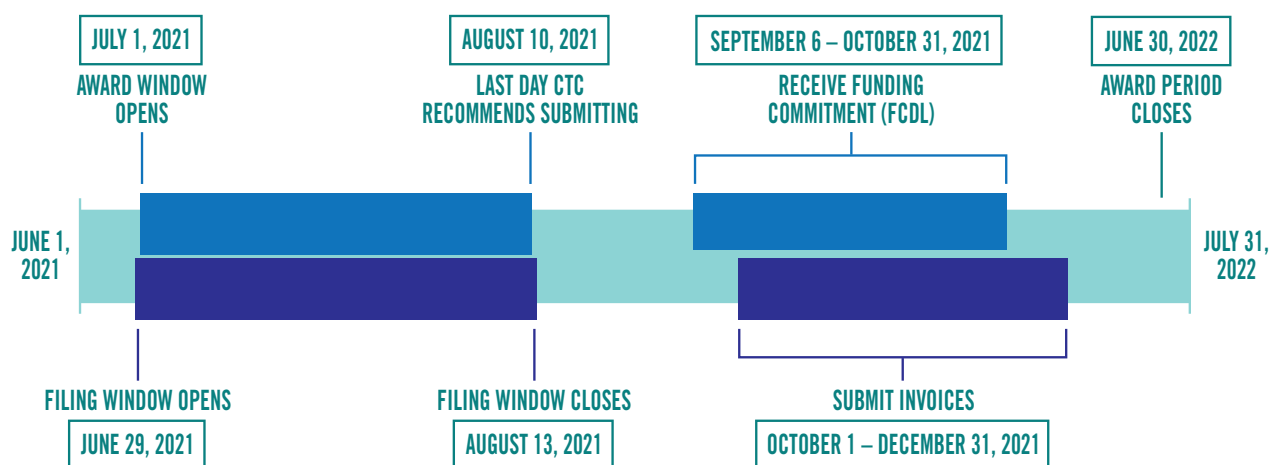
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<sup>5</sup> The ECF’s rules do not allow consultant costs to be included as eligible expenses for support from the ECF.

- CTC has also created a help desk that applicants can call to connect with members of our team who can answer questions about the ECF process. The help desk’s phone number is (888) 723-4505.
- Some applicants may require additional support with this process and, in those cases, CTC can directly assist applicants by filling out the ECF paperwork. The applicant must still provide information regarding its needs and will also be required to submit the final version through the ECF Portal.

CTC has also outlined three important dates for the ECF as noted in Figure 3 below:

**Figure 3: Emergency Connectivity Fund Timeline**



1. The first of these important dates is June 29, 2021, which is when the application window opens. It will remain open for 45 days, with the closing date being August 13, 2021. CTC recommends submitting the application at least 48 hours in advance of the close of the application window.
2. While we do not yet have a date for when USAC will begin to release FCDLs, it estimated to be sometime from early September to October. After receiving the FCDL, applicants will have 60 days to begin invoicing, which means that all invoices will likely have to be submitted before the end of the year, given our predicted timeline.
3. The final date applicants should be aware of is June 30, 2022, which is the final day of the award period, past which funding is no longer eligible.

## 4. Eligible Equipment and Services

Applicants for ECF assistance can be reimbursed 100 percent for expenditures relating to the following devices:

- Wi-Fi hotspots—up to \$250 per device
- “Air cards” for mobile broadband (applicants do not need to establish that such devices are more cost-effective than fixed wireless broadband service)—no defined maximum
- Modems—no defined maximum<sup>6</sup>
- Routers—no defined maximum
- Devices that combine a modem and router
- Connected devices such as laptops, tablets, etc. (although not mobile phones)—up to \$400 per device, although a waiver is available for students with demonstrated accessibility needs
- Warranties bundled with equipment (but not standalone service agreements)—no defined maximum)

**The ECF is not intended for network expansion<sup>7</sup>** —only emergency connectivity.

Unlike E-Rate, there is no cost-allocation requirement for components necessary for eligible equipment to operate, such as cords and chargers.

Only costs relating to commercially available broadband service are eligible for assistance unless there is no access to internet service available. Congress determined network construction is generally inconsistent with the program’s goals and such projects do not reflect the emergency nature of this resource. As noted in Section 3, all eligible equipment and service agreements can be entered into without a Form 470 competitive bidding process.

As such, it is important to confirm any existing contracts with ISPs and equipment manufacturers prior to submitting application materials. Applicants will be required to sign a certification saying contracts used for the application were entered with approved local procurement rules. **Any provider willing to comply with ECF rules can be contracted—even providers who are not currently eligible under E-Rate.** CTC will assist schools or school districts in determining which companies are available to assist with this work.

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<sup>6</sup> Expenditures without a defined maximum must still be similar to assistance requests from other applicants. Program administrators will be using trends from ECF applications to define these limits.

<sup>7</sup> The Order does allow for applicants to request funding for infrastructure when there are absolutely no other options, however, the burden to demonstrate that no providers are willing to serve the area is significant and the resulting infrastructure could not be leveraged for anything other than services for the schools.

If funds remain after the initial ECF application window closes and awards are made, USAC will open a second window to address reimbursement of eligible expenditures made in response to and during the pandemic, between March 1, 2020 and June 30, 2021.

Bulk purchasing programs or sponsored service agreements are acceptable for the ECF program, and applicants may make agreements with multiple vendors, not just the most cost-effective as required under E-Rate.

#### 4.1 Service Locations and Per-User Limitations

The ECF does not restrict the types of off-campus locations eligible for service and defers to the applicant’s discretion on where students are engaging in “educational activities” and which service locations best meet their needs, if those locations are not on campus. ECF rules do acknowledge students will need to use devices at school, too, and allows for those devices to also be used on campus, as well.

The program allows for one fixed broadband connection per location and only one device per student or staff member but will allow more than one hotspot per location.

#### 4.2 Eligible Uses

While equipment and internet services accessed under the ECF program are to be used primarily for educational purposes—i.e., activities that are integral, immediate, and proximate to the education of students—Congress understands that equipment and services will sometimes be used for non-educational purposes. To restrict these activities to students, though, schools and school districts will need to restrict access to eligible users. This could conceptually be accomplished by requiring students using services remotely to sign-in to their device and their connected service, such as using splash page as a restriction.

#### 4.3 Ineligible Equipment and Services

Because of the emergency nature of the program and how the law was written, the support the program provides is NOT intended for anything that does not immediately address the needs of students, faculty, staff, and library patrons who need internet-connected devices outside of the classroom. As such, the following services and equipment are **ineligible** for ECF assistance:

- Cybersecurity tools/software/services
- Learning management systems
- Private network services
- Online learning services that support online learning platforms
- Video conferencing equipment
- Standalone microphones
- CIPA implementation costs

Note again, unlike E-Rate, there is no cost-allocation requirement for components necessary for eligible equipment to operate, such as cords and chargers.

Regardless of the service or equipment, applicants will have one year from date of receipt to expend ECF assistance.

## 5.0 Application Process

The initial application window for this program will open June 29, 2021 and will provide reimbursement for expenditures made beginning July 1, 2021. If funding remains after this initial round of applications, a second window will provide reimbursement for eligible expenditures incurred by schools and school districts between March 1, 2020, and June 30, 2021.

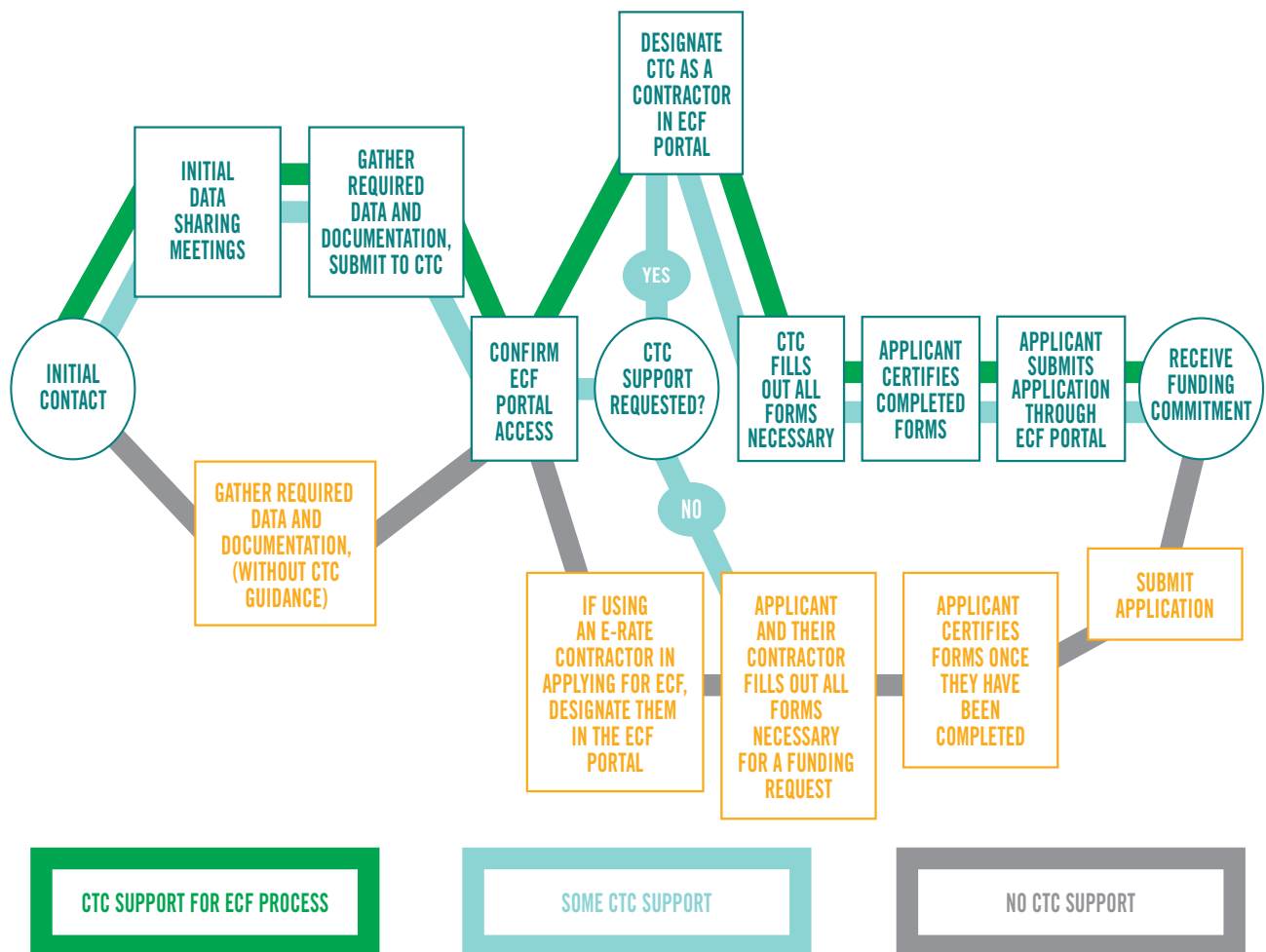
Applicants must certify the requested assistance is for connecting students or staff who do not otherwise have a means of connecting to broadband. This program is intended to satisfy unmet needs for the upcoming school year and not for longer-term projects.

Once the application process opens, schools and school districts will have 45 days to apply. All services and equipment must be received by June 30, 2022. Competitive bidding is not a requirement for ECF support.

Figure 4 outlines a high-level application process and how CTC can assist schools and school districts throughout that process. As demonstrated in Figure 4, applicants can choose among three options when applying for an ECF grant:

- Receive full support from CTC – CTC will help advise and prepare all required forms
- Receive limited support from CTC – CTC will advise and be available for support as needed
- The school or school district manages the process without CTC's support

**Figure 4: Application Process Flowchart**



### 5.1 Applying With Full CTC Support

The process starts with CTC making initial contact with the applicant either by phone or email to introduce CTC and inform applicants of the services CTC has been contracted by NMPED to provide. This step also helps CTC identify the personnel at each school or district who will be responsible for handling the applicant’s side of the process.

Once this has been established, it is possible to hold meetings to address the data and documentation requirements of the ECF. During this period, CTC will outline what is required when applying for the ECF while applicants will be responsible for gathering this information. This mainly will be material such as the unmet needs of students and staff or existing procurement vehicles<sup>8</sup>. If applicants encounter problems with the data

<sup>8</sup> For a complete picture of required information and documentation, see Section 6, ECF Application Checklist.

or require assistance with this step, CTC is available for support. Once these materials have been gathered applicants will submit a copy of this data to CTC.

*Note, Appendix C: Device and Service Inventory Requirements and Appendix D: Document and Equipment Retention Requirements outline some of the ECF requirements regarding documentation standards and retention that applicants must follow.*

The next step in the process is to verify schools and school districts are able to access the new ECF Portal. As stated above in Subsection 2.1, **all applicants who already have an EPC Portal account will be automatically registered for a ECF Portal account and will be able to login to the new portal with their current EPC Portal credentials.** It is very important those school and school districts utilizing CTC for full support designate CTC as their consultant in the ECF Portal. This will allow CTC to initiate, fill-in, and review draft forms on the applicant's behalf.

CTC will then begin the process of filling out the required ECF Form 471 using the data provided by applicants. Once complete, the applicant will be responsible for reviewing these forms and verifying they have been filled out correctly. The applicant will then sign and complete the certification at the end of ECF Form 471. This is the final step and the applicant will be required to submit their application for review upon completion.

USAC will then review and evaluate the application and decide whether to award the funds. USAC has not yet announced when FCDLs will be released, but CTC estimates it to likely be sometime between early September and mid-October.

## 5.2 Applying With Limited CTC Support

While some schools and school districts may require significant assistance from CTC, others may not require or want this level of help. CTC recognizes each applicant has a different level of need. As directed by NMPED, we will shape support to the needs defined by the school or school district.

The limited-support option is almost identical to full support, albeit with a few minor differences. The first comes during the initial set of meetings on gathering the data required for ECF Form 471. At this time, the applicant will be able to specify what assistance is needed and develop an individualized workflow to ensure those needs are met. This data-gathering is subject to the requirements listed in Appendix C: Device and Service Inventory Requirements and Appendix D: Document and Equipment Retention Requirements.

If the applicant requests CTC's help with any filing or review of ECF Form 471, CTC will still have to be designated as the consultant in the ECF Portal. Applicants who only require assistance with the data collection and documentation portion of the process

but not the application filing itself will not be required to undertake this step. In this case, the applicant is responsible for filing and submitting its own ECF Form 471 before the award window closes.

Applicants using limited CTC support should still expect to receive an FCDL between early September and mid-October.

### **5.3 Applying Without CTC Support**

This process is for applicants who do not require and/or want CTC's assistance with completing the ECF application, yet it is similar to the other two processes. Applicants should inform CTC that assistance with the ECF application is not needed during the initial outreach.

These applicants will be responsible for gathering all required information and documentation on unmet needs. However, CTC may still provide limited amounts of supplemental materials like this guidebook in these cases. Note, this data gathering is subject to the requirements listed in Appendix C: Device and Service Inventory Requirements and Appendix D: Document and Equipment Retention.

Applicants will begin filling out ECF Form 471 once the above data has been gathered. Note, if the applicants are planning on using a different E-Rate consultant to assist in the application process, the consultant must be designated in the ECF Portal before beginning the application process.

These applicants can also expect to receive an FCDL sometime between early September and mid-October.

### **6.0 ECF Application Checklist**

This section is a checklist of important information and documentation needed to complete ECF Form 471 and request funding under the ECF. Note, not every section will necessarily apply to every applicant. For example, if an applicant only plans to request funds for equipment, the sections on funding request for service or new construction can be ignored.

- ✓ Register for Sam.gov/get a CAGE code (required for reimbursement)
- ✓ Verify access to the ECF Portal (the same as EPC credentials)
- ✓ Ensure vendor contract being utilized was procured using local procurement rules
- ✓ Confirm the types of services and equipment being requested
- ✓ Draft up a quick narrative of the services requested and be prepared to provide additional information and supporting documentation
- ✓ Be ready to explain your unmet needs and how the ECF support will address those needs
- ✓ Be ready to select the invoicing method at the time of application and provide evidence that the service provider has agreed to the method if planning to use Form 474, the Service Provider Invoice



## 7.0 ECF Frequently Asked Questions

### **What is eligible under the ECF?**

ECF funds can be used for the purchase of both equipment and broadband services. ECF-eligible equipment includes:

- Wi-Fi hotspots
- Modems
- Routers
- Devices that combine a modem and router
- Connected devices (e.g., laptops, tablets)
- Air-cards which connect end-user devices to the internet via cellular data services, although cellular devices are ineligible
- Additionally, all “advanced telecommunications or information services” which connect otherwise unconnected students and library patrons

Schools and libraries will only be reimbursed for purchasing a commercially available service providing wired or wireless internet access. The exception is when there is no commercial internet access available. In this circumstance, schools and libraries can use ECF support to construct their own networks.

### **Who is eligible to apply under the ECF?**

All schools, libraries, districts, and consortia eligible for the regular E-Rate program are also eligible to apply for the ECF program. Applicants do not have to be a current E-Rate participant to be eligible for the ECF program.

### **What if our school or school district needs to place the order before we have money to pay for the services or equipment?**

Under the ECF order, applicants under contract with or otherwise obligated to purchase equipment and/or services from a particular vendor may submit requests for reimbursement before they have paid for the equipment and/or services if they provide the quote. In this case, applicants will then have 30 days from receiving their reimbursement to pay for their requested equipment and/or services. Note, applicants will be required to submit a verification of payment to USAC within the same 30-day window.

### **How much is the support/reimbursement through the ECF?**

Up to \$250 reimbursement for eligible hotspot devices and up to \$400 for eligible connected devices. Note, the \$250 for hotspots does not include the costs of the service plan associated with the hotspot. Additionally, hotspots servicing multiple students (school bus hotspots) are not subject to the same price limitations.

### **How do I file a funding application for the ECF?**

Applicants who want to apply for the ECF will do so via the new ECF Portal, through which they will submit ECF Form 471, the official funding request. CTC's team is here to provide free support, if needed.

### **How do I access the ECF Portal? What if I do not have current EPC Portal access?**

All applicants already registered for the EPC Portal will automatically have their account transferred to the ECF Portal, and will use the same login credentials. Applicants without an EPC Portal account must call the Client Service Bureau at (888) 203-8100 to register as soon as possible.

### **Can ECF be used to build broadband infrastructure in areas which currently lack it?**

The ECF can be used for the construction of last-mile networks in areas where no commercial internet access is available. However, because these networks can only be used for educational purposes the eligibility of these projects is highly limited. Generally speaking, due to its nature as an emergency program the ECF is not intended for network expansion —just connectivity.

### **How can applicants can applicants share data with CTC while remaining FERPA-compliant?**

CTC's existing data sharing agreement with NMPED is FERPA-compliant. Schools or districts sharing information with CTC will first submit their data to NMPED, who will then give the data to CTC, thereby allowing applicants to be covered by this existing agreement.

### **Are past purchases eligible for ECF reimbursement?**

Not at this time. Currently, the ECF will only reimburse expenses incurred after July 1, 2021. However, USAC will open a second window for reimbursement of all expenses incurred from March 1, 2020 to June 30, 2021 if funds are available after the first round of funding has been awarded.

### **When will the ECF program end?**

The ECF award period ends on June 30, 2022. All funding must be expended before this date unless the applicant is either requesting or has already received an extension.

## Appendix A: ECF Form 471 Requirements

### Emergency Connectivity Fund Program

Description of Services Requested and Certification ECF FCC Form 471 (using FCC Form 471 information collection requirements approved pursuant to OMB Control No. 3060-0806)

*(Note: This is a representative description of the information to be collected via the online portal and is not intended to be a visual representation of what each applicant will see. Where possible, information already pre-filed in the system portal can be carried forward and auto-populated into the form. Also, where the system has the input to automatically generate calculations and other information for the form, it will provide that information).*

#	Section	Field Description	Purpose/Instructions
1	Basic Information	Form Nickname	To create a unique identifier for this submission, the applicant simply enters a nickname (e.g., 2016 FY ABC School Form 471).
2	Basic Information	FCC Form 471 Application Number	Auto-generated by the system: This is a USAC-assigned unique identifier for this submission.
3	Basic Information	Applicant Name	This is the name of the organization submitting this form—school, school district, library (outlet/branch or system) or a consortium of those entities (schools, libraries, or schools and libraries). If this information has already been entered into the applicant’s profile, it will be pre-populated into this submission.
4	Basic Information	Funding Year	Auto-generated by the system based on the funding year of the next application window: This is the Funding Year for which service are sought.
5	Basic Information	Entity Number	Auto-generated by the system: This is the Unique identifier assigned by USAC to the organization listed in Applicant Name.
6	Basic Information	FCC Registration Number	This is the unique FCC identifier for the organization listed as the applicant. If this information has already been entered into the applicant’s profile, it will be pre-populated into this submission.
7	Basic Information	DUNS Number	This is a unique identifier for the organization listed as the applicant. If this information has already been entered into the applicant’s profile, it will be pre-populated into this submission.
8	Basic Information	Mailing Address	This is the mailing address for the applicant. If this information has already been entered into the applicant’s profile, it will be pre-populated into this submission.

#	Section	Field Description	Purpose/Instructions
9	Basic Information	Telephone Number	This is the main telephone line for the applicant which may/may not be the same as the telephone number for the person who should be contacted with questions about this application. If this information has already been entered into the applicant's profile, it will be pre-populated into this submission.
10	Basic Information	Type of Applicant	Options are: school, school district, library/library system, consortium, statewide consortium. If this information has already been entered into the applicant's profile, it will be pre-populated into this submission.
11	Basic Information	Applicant Attributes	Attributes for a School or School District include: Public, Private, Charter and ESA. Attributes for a Library System include: Public and Private. If this information has already been entered into the applicant's profile, it will be pre-populated into this submission.
12	Basic Information	Contact Person's Name	Provide the name of the person who should be contacted with questions about this application. If this information has already been entered into the applicant's profile, it will be pre-populated into this submission.
13	Basic Information	E-mail Address	E-mail Address of the Contact Person. If this information has already been entered into the applicant's profile, it will be pre-populated into this submission.
14	Basic Information	Contact Person's Telephone Number	Telephone Number of the Contact Person. If this information has already been entered into the applicant's profile, it will be pre-populated into this submission.
15	Basic Information	Holiday/vacation/summer contact information	This line will collect name, phone number, and email of the holiday/vacation/summer contact.
16	Basic Information	Website	Website URL for school district, school or library. If this information has already been entered into the applicant's profile, it will be pre-populated into this submission.
17	Basic Information	Consultant Information	System will ask for consultant name, registration number, consultant's employer, street address and telephone number, and e-mail address. If this information has already been entered into the applicant's profile, it will be pre-populated into this submission.
18	Entity Information	Entity Number	Unique identifier assigned by USAC to each school, library outlet/branch, or NIF.

#	Section	Field Description	Purpose/Instructions
19	Entity Information	Name of the Individual School or Library Outlet/Branch	If this information has already been entered into the applicant's profile, it will be pre-populated into this submission.
20	Entity Information	Physical Address	Physical address of each Individual School or Library Outlet/Branch. If this information has already been entered into the applicant's profile, it will be pre-populated into this submission.
21	Entity Information	National Center for Education Statistics (NCES) School ID or Federal-State Cooperative System (FSCS) Library ID	For each school, this line will collect the NCES School ID. For each library, this line will collect the FSCS Library ID. (This line is not applicable to NIFs.) This information will pre-populated into this submission by USAC, if available.
22	Entity Information	Urban or Rural	The system will automatically determine the Urban/Rural status of the entity based on the physical address associated with that entity.
23	Entity Information	State Local Education Agency (LEA) ID	State school IDs (LEA code and school code). If this information has already been entered into the applicant's profile, it will be pre-populated into this submission.
24	Entity Information	State School ID	State school IDs (LEA code and school code). If this information has already been entered into the applicant's profile, it will be pre-populated into this submission.
25	Entity Information	Endowment Amount (Dollars)	Schools will be asked if they have an endowment and the amount of their endowment. This is related to the certification they make that they are eligible because they are a school under the statutory definitions of elementary and secondary schools found in the No Child Left Behind Act of 2001, 20 U.S.C. §§ 7801(18) and (38), that do not operate as for-profit businesses and do not have endowments exceeding \$50 million.
26	Entity Information	Maximum number of students on school premises at the same time	This field is defined as the maximum number of students on the premise at the same time. If this information has already been entered into the applicant's profile, it will be pre-populated into this submission.
27	Entity Information	Maximum student count based on estimate (Yes/No)	Indicate if the maximum number of students in the school is based on an estimate. If this information has already been entered into the applicant's profile, it will be pre-populated into this submission.

#	Section	Field Description	Purpose/Instructions
29	Entity Information	School Attributes:	The list of attributes for a School includes: Public, Private, Pre-K, Head Start, Adult Education, Juvenile Justice, Dormitory, Charter, Tribal, New Construction and Educational State Agency (ESA). If this information has already been entered into the applicant's profile, it will be pre-populated into this submission.
30	Entity Information	Annex	Captures the following fields for an Annex: Name of Annex, Name of Associated School/Library, Entity Number for the Associated School/Library, Physical Address of the Annex, Square Feet (if a Library Annex), and Status (Values are: Active or Closed). If this information has already been entered into the applicant's profile, it will be pre-populated into this submission.
31	Entity Information	Total Square Footage of library outlet	Used to determine the Category Two budget for libraries. If this information has already been entered into the applicant's profile, it will be pre-populated into this submission.
32	Entity Information	Main Branch? (Yes/No)	If this information has already been entered into the applicant's profile, it will be pre-populated into this submission.
33	Entity Information	School District Billed Entity Number	If this information has already been entered into the applicant's profile, it will be pre-populated into this submission.
34	Entity Information	Library Attributes	The list of attributes for a Library includes: Public, Private, Academic, Research, Tribal, Bookmobile, Kiosk, New Construction, Main Branch and State Library Agency. If this information has already been entered into the applicant's profile, it will be pre-populated into this submission.
35	Entity Information	Institute of Museum and Library Services (IMLS) Locale Code	The IMLS assigns Locale Codes at the entity level (e.g., for each outlet/branch). Note that a library annex will have the same Locale Code as its associated outlet/branch. If this information has already been entered into the applicant's profile, it will be pre-populated into this submission.
36	Entity Information	Total Number of Students Enrolled in School District	Total number of students in the school district should include all of the students in the school district as a whole, counting each student only once. If this information has already been entered into the applicant's profile, it will be pre-populated into this submission.
37	Entity Information	Percentage of Students in School District Eligible for NSLP	This is used to determine prioritization in the event that demand exceeds available funding.

#	Section	Field Description	Purpose/Instructions
38	Entity Information	Category One Discount Rate	System determines the discount rate that will be used to determine prioritization of funding in the event that demand exceeds available funding. If this information has already been entered into the applicant’s profile, it will be pre-populated into this submission.
39	Entity Information	Consortium Discount Calculation	The system will calculate and display the discount percentage rate, based on an average of student count data for all of the member entities participating on the FCC Form 471. This data will be used for prioritization in the event that demand exceeds available funding.
40	Funding Request	Applicant FRN Nickname	Applicants can provide a unique name for each funding request number (FRN) for their own recordkeeping purposes.
41	Funding Request	Funding Request Number (FRN)	USAC’s online system assigns a unique number or FRN to each funding request.
42	Funding Request	Service Type	Applicants will chose from two options: (1) Equipment and (2) Services
43	Funding Request	Service/ Delivery Start Date	Provide the date for when services will start, or equipment will be delivered in the funding year for which you are applying.
44	Funding Request	Service/ Delivery End Date	Provide the date for when services will end, or equipment will be delivered in the funding year for which you are applying.
45	Funding Request	SPIN	The 9-digit SPIN for the service provider that will provide service(s) on this funding request. If the service provider information is not already in the system, the SPIN will remain blank.
46	Funding Request	Service Provider Name	The online system will populate the full legal name associated with the Service Provider Identification Number entered. Applicant will manually input this information if the service provider information is not already in the system.
47	Funding Request	Service Provider Contact Information	Name, Address, and Phone Number if the applicant is using a service provider who does not have a SPIN number. Applicant will manually input this information if the service provider information is not already in the system.

If the funding requested above in the “Funding Request” section is for “Services,” applicants fill out the “Funding Request – Line Item for Services” section.

#	Section	Field Description	Purpose/Instructions
48	Funding Request – Line Item for Services	Narrative	Each Funding Request must include a description of the services being requested. Applicants will also be able to use this field to provide additional information for their request and upload supporting documentation.
49	Funding Request – Line Item for Services	Type of Connection	Applicant will select from a drop-drop menu of types of connections
50	Funding Request – Line Item for Services	Function of Connection	Applicants will select from a drop-down menu of the function of the connection.
51	Funding Request – Line Item for Services	Quantity or # of lines	Only appears for services requests.
52	Funding Request – Line Item for Services	Bandwidth Upload speed	Only appears for services requests.
53	Funding Request – Line Item for Services	Bandwidth Download speed (if different)	Only appears for services requests.
54	Funding Request – Line Item for Services	Basic firewall protection included? (Yes/ No)	Only appears for Internet access services.
55	Funding Request – Line Item for Services	Monthly Recurring Unit Cost	Enter the monthly recurring cost for each unit of the service.
56	Funding Request – Line Item for Services	Monthly Quantity	Enter the quantity of monthly recurring services
57	Funding Request – Line Item for Services	Months of Service	Enter the number of months the service is being received.



#	Section	Field Description	Purpose/Instructions
58	Funding Request – Line Item for Services	Monthly Recurring Cost	Enter the total monthly recurring cost of the service
59		One-time Unit Cost	Enter the one-time or non-recurring costs for the service.
60		One-Time Quantity	Enter the number of units charged one-time
61		Total One Time Costs	Enter the total one-time cost

If the funding requested above in the “Funding Request” section is for “Equipment,” applicants fill out the “Funding Request – Line Item for Equipment” section.

62	Funding Request – Line Item for Equipment	Narrative	Each Funding Request must include a description of the equipment being requested. Applicants will also be able to use this field to provide additional information for their request and upload supporting documentation.
63	Funding Request – Line Item for Equipment	Type of Product (drop down menu)	Applicants will select from a drop-down menu of the equipment that is eligible.
64	Funding Request – Line Item for Equipment	Make	For equipment requests. Only one make per line item.
65	Funding Request – Line Item for Equipment	Model	For equipment requests. Only one model per line item.
66	Funding Request – Line Item for Equipment	One-time Unit Cost	Enter the one-time or non-recurring costs for the equipment
67	Funding Request – Line Item for Equipment	One-Time Quantity	Enter the one-time or non-recurring quantity of the equipment
68	Funding Request – Line Item for Equipment	Total One Time Costs	Enter the total one-time or non-recurring cost of the equipment

#	Section	Field Description	Purpose/Instructions
69	Funding Request – Line Item for Equipment	One Time Ineligible Cost	Enter the one-time or non-recurring ineligible costs for the equipment.
70	Funding Request – Line Item for Equipment	Extended Line Item Cost	The system will automatically calculate the total amount for this FRN line, based on the information provided.

If the funding requested above in the “Funding Request” section is for “Services,” and the applicant indicated that their requests include a request for Special construction, network equipment or maintenance and operations, applicants fill out the “Funding Request” for “New Construction or Self-provisioned Services” section.

71	Funding Request – Line Item for New Construction or Self-Provisioned	Narrative	Each Funding Request must include a description of the services being requested. Applicant will be asked to provide information on the self-provisioned services that are being requested. Only applicants that can demonstrate that there are not any commercially available services available to provide connectivity to students, school staff, and library patrons and can show the services are cost-effective, will be able to make this selection on the FCC Form 471. Applicants will also be able to use this field to provide additional information for their request and upload supporting documentation.
72	Funding Request – Line Item for New Construction or Self-Provisioned	Function of Connection	Applicable to new construction and self-provisioned service requests. Provides dropdowns of functions that applicant will select from.
73	Funding Request – Line Item for New Construction or Self-Provisioned	Type of Connection	Applicable to new construction and self-provisioned service requests. Provides dropdowns of services that applicants will select from.
74	Funding Request – Line Item for New Construction or Self-Provisioned	Bandwidth Upload speed and unit of measurement	Applicant will provide the upload speed and measurement.

#	Section	Field Description	Purpose/Instructions
75	Funding Request – Line Item for New Construction or Self-Provisioned	Bandwidth Download speed and unit of measurement	Applicant will provide the download speed.
76	Funding Request – Line Item for New Construction or Self-Provisioned	Basic firewall protection included? (Yes/ No)	Only appears for Internet access services.
77	Funding Request – Line Item for New Construction or Self-Provisioned	Number of connections	The applicant is asked to provide the number of connections that will be served.
78	Funding Request – Line Item for New Construction or Self-Provisioned	Monthly Recurring Unit Cost	Enter the monthly recurring cost for the service.
79	Funding Request – Line Item for New Construction or Self-Provisioned	Monthly Quantity	Enter the quantity of units requested
80	Funding Request – Line Item for New Construction or Self-Provisioned	Months of Service	The number of months that the product or service will be supported.

#	Section	Field Description	Purpose/Instructions
81	Funding Request – Line Item for New Construction or Self-Provisioned	Total Recurring Cost	Enter the total recurring costs requested.
82	Funding Request – Line Item for New Construction or Self-Provisioned	One-time Unit Cost	Enter the one-time or non-recurring costs for the service.
83	Funding Request – Line Item for New Construction or Self-Provisioned	One-Time Quantity	Enter the quantity of non-recurring services requested
84	Funding Request – Line Item for New Construction or Self-Provisioned	Total One Time Costs	Enter the total cost of non-recurring services
85	Funding Request – Line Item for New Construction or Self-Provisioned	Network Equipment	Applicants to identify: type, make, model, qty., costs (monthly and one-time), whether installation costs are included, and eligible versus ineligible costs.
86	Funding Request – Line Item for New Construction or Self-Provisioned	Total Costs	System adds the total recurring and one-time costs requested

#	Section	Field Description	Purpose/Instructions
	Recipient of Service Information – Requested for Consortium applications only		
87	Funding Request – Consortium Applications	Recipients of Service	From the list of entities associated with the applicant’s profile, the applicant would select the entity(ies) for which the line item provides services for.
88	Funding Request – Consortium Applications	Cost Allocation for Recipients of Service	Enter the dollar amount provided for each recipient of service.

Questions regarding unmet needs of student, school staff and library patrons

89	Unmet Needs	A set of questions to applicants regarding the unmet needs of their students, school staff, and library patrons.	Applicants will be requested to answer a set of questions regarding the specific unmet needs that existed at the start of the pandemic and how the Emergency Connectivity Funds are being used to address remaining unmet needs.
90	Unmet Needs	Narrative	Applicants will be requested to provide a narrative of they obtained the data to answer these questions and the timing of the data collections or needs assessments. Applicants can upload documentation along with their responses.

Invoicing Mode Selected

91	Invoicing Mode Selected	Invoicing Mode Selected	Applicants will be required to select whether the applicants will be invoicing for the requested equipment and/or service or if the service providers will be invoicing for the requested equipment and services. If the applicant indicated that the service provider will be invoicing, they will also be required to provide documentation from the service provider agreeing to perform the invoicing.
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#	Section	Field Description	Purpose/Instructions
92	Invoicing Mode Selected	FCC Registration Number	This is the unique FCC identifier for the organization listed as the service provide who agreed to invoice on behalf of the applicant. The applicant will be asked to input this number on the application if the service provider’s FCC Registration number cannot be pre-populated.
93	Invoicing Mode Selected	DUNS Number	The Dun & Bradstreet D-U-N-S Number is a unique nine-digit identifier for businesses. The applicant will be asked to input the service provider’s DUNS number on the application who agreed to invoice on behalf of the applicant if the service provider’s DUNS number cannot be pre-populated.

Certifications

94	Certifications	Signature of Authorized Person	The form must be certified electronically with the authorized person’s applicant name and password.
95	Certifications	Date Signed	Auto generated by system.
96	Certifications	Name of Authorized Person	This is the name of the authorized person signing the form. This will be prepopulated based on the profile of the applicant signing the form electronically.
97	Certifications	Title or Position of Authorized Person	This is the title of the authorized person signing the form. This will be prepopulated based on the profile of the applicant signing the form electronically.

#	Section	Field Description	Purpose/Instructions
98	Certifications	Physical or mailing address of Authorized Person	This is the address (can be physical address or mailing address) of the authorized person signing the form. This will be prepopulated based on the profile of the applicant signing the form electronically.
99	Certifications	Telephone Number of Authorized Person	This is the telephone number of the authorized person signing the form. This will be prepopulated based on the profile of the applicant signing the form electronically.
100	Certifications	Email address of Authorized Person	This is the email address of the authorized person signing the form. This will be prepopulated based on the profile of the applicant signing the form electronically.
101	Certifications	I am authorized to submit this application on behalf of the above-named applicant 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 other documents submitted by this applicant 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).	The authorized person will be required to make the following certifications to be able to submit the request for funding. The certifications are necessary to ensure the applicant is compliant with the Emergency Connectivity Fund Program rules and to protect the Program from waste, fraud, and abuse.

#	Section	Field Description	Purpose/Instructions
102	Certifications	In addition to the foregoing, this applicant is in compliance with the rules and orders governing the Emergency Connectivity Fund 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 Emergency Connectivity Fund Program could result in civil or criminal prosecution by law enforcement authorities.	See number 101.
103	Certifications	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 fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, sections 1001, 286-287 and 1341 and Title 31, sections 3729-3730 and 3801-3812).	See number 101.
104	Certifications	The school meets the statutory definition of “elementary school” or “secondary school” as defined in § 54.1700 of this subpart, does not operate as for-profit businesses, and does not have endowments exceeding \$50 million.	This certification only shows if schools are the only entities seeking funding on this application. See also number 101.
105	Certifications	The library or library consortia eligible for assistance from a State library administrative agency under the Library Services and Technology Act of 1996 does not operate as for-profit businesses and whose budgets are completely separate from any school (including, but not limited to, elementary and secondary schools, colleges, and universities).	This certification only shows if libraries are the only entities seeking funding on this application. See also number 101.



#	Section	Field Description	Purpose/Instructions
106	Certifications	The school, library, or consortia listed on the FCC Form 471 application has complied with all applicable state, local, or Tribal local laws regarding procurement of services for which support is being sought.	See number 101.
107	Certifications	The school or school consortium listed on the FCC Form 471 application is only seeking support for eligible equipment and/or services provided to students and school staff who would otherwise lack connected devices and/or broadband services sufficient to engage in remote learning.	This certification only shows if schools are the only entities seeking funding on this application. See also number 101.
108	Certifications	The library or library consortium listed on the FCC Form 471 application is only seeking support for eligible equipment and/or services provided to library patrons who have signed and returned a statement that the library patron would otherwise lack access to equipment or services sufficient to meet the patron’s educational needs if not for the use of the equipment or service being provided by the library.	Only libraries will see this certification. See number 101.
109	Certifications	The school, library, or consortia is not seeking Emergency Connectivity Fund support or reimbursement for eligible equipment or services that have been purchased and reimbursed in full with other federal pandemic-relief funding, targeted state funding, other	See number 101.
		external sources of targeted funding or targeted gifts, or eligible for discounts from the schools and libraries universal service support mechanism or other universal service support mechanism.	
110	Certifications	The applicant or the relevant student, school staff member, or library patron has received the equipment and services for which funding is sought.	See number 101.
111	Certifications	The equipment and services the school, library, or consortium purchases using Emergency Connectivity Fund 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 § 54.1713.	See number 101.

#	Section	Field Description	Purpose/Instructions
112	Certifications	The school, library, or consortium has created and will maintain an equipment and service inventory as required by § 54.1715.	See number 101.
113	Certifications	The school, library, or consortium has complied with all program rules and acknowledge that failure to do so may result in denial of discount funding and/or recovery of funding.	See number 101.
114	Certifications	The applicant recognizes 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 shall 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.	See number 101.
115	Certifications	No kickbacks, as defined in 41 U.S.C. § 8701 and/or 42 U.S.C. § 1320a-7b, were paid or received by the applicant to anyone in connection with the Emergency Connectivity Fund.	See number 101.
116	Certifications	The applicant sought service from existing service providers in the relevant area and that such service providers were unable or unwilling to provide services sufficient to meet the remote learning needs of their students, school staff, or library patrons.	Applicants that are seeking funding for new network construction will be required to provide this additional certification. See also number 101.

Applicants who have not provided an FCC Form 486 or FCC Form 479 certifying compliance with the Children’s Internet Protection Act (CIPA) for the current funding year will need to certify compliance with CIPA on the Emergency Connectivity Fund Program FCC Form 471.

#	Section	Field Description	Purpose/Instructions
117	CIPA Certifications	<p>I certify that as of the date of the start of Emergency Connectivity Fund program supported services:</p> <ul style="list-style-type: none"> <li>• The recipient(s) of service represented in the Funding Request Number(s) on this Form 471 has (have) complied with the requirements of the Children’s Internet Protection Act (CIPA), as codified at 47 U.S.C. § 254(h) and (l).</li> <li>• The recipient(s) of service represented in the Funding Request Number(s) on this Form 471 is (are) undertaking such actions, including any necessary procurement procedures, to comply with the requirements of CIPA for the next funding year, but has (have) not completed all requirements of CIPA for this funding year.</li> </ul>	<p>For applicants who are the administrative authority, the authorized person must certify compliance with the Children’s Internet Safety Act (CIPA) by selecting the certification that is applicable.</p>
		<ul style="list-style-type: none"> <li>• The Children’s Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), does not apply because the recipient(s) of service represented in the Funding Request Number(s) on this Form 471 is (are) not receiving support for Internet access, Internet service, or internal connections under the universal service support mechanism for schools and libraries or Internet access or Internet service through the Emergency Connectivity Fund, or connected devices do not use Internet access or Internet service funded through the universal service support mechanism for schools and libraries or the Emergency Connectivity Fund Program.</li> </ul>	

#	Section	Field Description	Purpose/Instructions
118	CIPA Certifications	I certify as the Billed Entity for a consortium that as of the date of the start of Emergency Connectivity Fund program supported services:	For applicants who are Billed Entity for a consortium, the authorized person must certify compliance with the Children’s Internet Safety Act (CIPA) by selecting the certification that is applicable.
		<ul style="list-style-type: none"> <li>• That the consortium members represented in the Funding Request Number(s) on this Form 471 have complied with the requirements of the Children’s Internet Protection Act (CIPA), as codified at 47 U.S.C. § 254(h) and (l).</li> <li>• The consortium members represented in the Funding Request Number(s) on this Form 471 are undertaking such actions, including any necessary procurement procedures, to comply with the requirements of CIPA for the next funding year, but has (have) not completed all requirements of CIPA for this funding year.</li> <li>• That the Children’s Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), does not apply because the consortium members represented in the Funding Request Number(s) on this Form 471 are not receiving support for Internet access, Internet service, or internal connections under the universal service support mechanism for schools and libraries or Internet access or Internet service through the Emergency Connectivity Fund, or connected devices do not use Internet access or Internet service funded through the universal service support mechanism for schools and libraries or the Emergency Connectivity Fund Program.</li> </ul>	

## Appendix B: ECF Form 472/Form 474 Requirements

### Emergency Connectivity Fund Program

Emergency Connectivity Fund Program Request for Reimbursement (using FCC Form 472 and FCC Form 474 information collection requirements approved pursuant to OMB Control No. 3060-0856)

*(Note: This is a representative description of the information to be collected via the online portal and is not intended to be a visual representation of what each applicant will see. Where possible, information already pre-filed in the system portal can be carried forward and auto-populated into the form. Also, where the system has the input to automatically generate calculations and other information for the form, it will provide that information).*

#	Field Description	Purpose/Instructions
1	Obligation Number	This is included in the purchase order that is integrated into the system and will include the FCC Form 471 Number.
2	Applicant Name	This will be pre-populated.
3	BEN Number	This will be pre-populated.
4	Service Provider Name	This is the name of the service provider providing the equipment or services. This will be pre-populated.
5	Total Reimbursement Request	The system will populate the total committed for this purchase order.
6	FCC Form 471 Application Number	This is the number that is assigned to the form when the FCC Form 471 was submitted.
7	Funding Request Number (FRN)	This is the number that is assigned to the funding request on the FCC Form 471. This will appear in the system.
8	Billing Frequency/Monthly Quantity	This field captures whether it is a monthly, quarterly, or one-time billing.
9	Customer Billed Date/Delivery Date	Use this field for providing date of customer bill for monthly recurring services or delivery date for one-time charge for equipment or other non-recurring costs.
10	Total Amount for Committed Equipment or Services	Enter the total amount for equipment or services that are being invoiced.

#	Field Description	Purpose/Instructions
11	Required documentation for the request for reimbursement.	Applicants and service providers will be required to upload invoices and/or customer bills to support the Emergency Connectivity Fund request for reimbursements. Applicants who certify that they will pay their service provider(s) within 30 days of receipt of funds will also be required to upload payment verification documentation to demonstrate that the applicant paid their service provider(s) within 30 days of receipt of funds.

For applicants, the following certification will be required:

12	I am authorized to submit this request for reimbursement on behalf of the above-named school, library or consortium 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 request for reimbursement has been examined and is true, accurate and complete. I acknowledge that any false statement on this request for reimbursement or on other documents submitted by this school, library or consortium 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).	The authorized person will be required to make the following certifications to be able to submit the request for reimbursement. The certifications are necessary to ensure the applicant is compliant with the Emergency Connectivity Fund Program rules and to protect the Program from waste, fraud, and abuse.
13	In addition to the foregoing, the school, library or consortium is in compliance with the rules and orders governing the Emergency Connectivity Fund 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 Emergency Connectivity Fund Program could result in civil or criminal prosecution by law enforcement authorities.	See number 12.

#	Field Description	Purpose/Instructions
14	By signing this request for reimbursement, I certify that the information contained in this request for reimbursement is true, complete, and accurate, and the 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 fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, sections 1001, 286-287 and 1341 and Title 31, sections 3729–3730 and 3801–3812).	See number 12.
15	The funds sought in the request for reimbursement are for eligible equipment and/or services that were purchased or ordered in accordance with the Emergency Connectivity Fund Program rules and requirements and received by either the school, library, or consortium, or the students, school staff, or library patrons as appropriate.	See number 12.
16	The portion of the costs eligible for reimbursement and not already paid for by another source was either: paid for in full; or will be paid to the service provider within 30 days of receipt of funds by the school, library, or consortium.	See number 12.
17	The amount for which the school, library, or consortium is seeking reimbursement from the Emergency Connectivity Fund consistent with the requirements set out in § 54.1707.	See number 12.

#	Field Description	Purpose/Instructions
18	The school, library, or consortium is not seeking Emergency Connectivity Fund reimbursement for eligible equipment and/or services that have been purchased and reimbursed in full with other pandemic relief federal funding (e.g., CARES Act, Emergency Broadband Benefit Program or other provisions of the American Rescue Plan), targeted state funding, other external sources of targeted funding, or targeted gifts or eligible for discounts from the schools and libraries universal service support mechanism or other universal service support mechanism.	See number 12.
19	The equipment and services the school, library, or consortium purchased using Emergency Connectivity Fund support will be used primarily for educational purposes as defined in § 54.1700 and that the authorized person is not willfully or knowingly requesting reimbursement for equipment or services that are not being used.	See number 12.
20	The equipment and services the school, library, or consortium purchased will not be sold, resold, or transferred in consideration for money or any other thing of value, except as allowed by § 54.1713.	See number 12.
21	The school, library, or consortium recognizes that it may be subject to an audit, inspection or investigation pursuant to its request for reimbursement, that it will retain for ten years any and all records related to its request for reimbursement, and will make such records and equipment purchased with Emergency Connectivity Fund reimbursement available 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.	See number 12.



#	Field Description	Purpose/Instructions
22	No kickbacks, as defined in 41 U.S.C. § 8701 and/or 42 U.S.C. § 1320a-7b, were paid or received by the applicant to anyone in connection with the Emergency Connectivity Fund.	See number 12.
23	I certify that no Federal subsidy made available through a program administered by the Commission that provides funds to be used for the capital expenditures necessary for the provision of advanced communications services has been or will be used to purchase, rent, lease, or otherwise obtain, any covered communications equipment or service, or maintain any covered communications equipment or service previously purchased, rented, leased, or otherwise obtained, as required by 47 C.F.R. § 54.10.	See number 12.

For service providers, the following certifications will be required:

24	I am authorized to submit this request for reimbursement on behalf of the above-named service provider 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 request for reimbursement has been examined and is true, accurate and complete. I acknowledge that any false statement on this request for reimbursement or on other documents submitted by this school, library or consortium 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).	The authorized person will be required to make the following certifications to be able to submit the request for reimbursement. The certifications are necessary to ensure the service provider is compliant with the Emergency Connectivity Fund Program rules and to protect the Program from waste, fraud, and abuse.
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#	Field Description	Purpose/Instructions
25	In addition to the foregoing, the service provider is in compliance with the rules and orders governing the Emergency Connectivity Fund 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 Emergency Connectivity Fund Program could result in civil or criminal prosecution by law enforcement authorities.	See number 24.
26	By signing this request for reimbursement, I certify that the information contained in this request for reimbursement is true, complete, and accurate, and the 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 fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, sections 1001, 286-287 and 1341 and Title 31, sections 3729–3730 and 3801–3812).	See number 24.
27	The funds sought in the request for reimbursement are for eligible equipment and/or services that were purchased or ordered in accordance with the Emergency Connectivity Fund Program rules and requirements and received by either the school, library, or consortium, or the students, school staff, or library patrons as appropriate.	See number 24.
28	The amount for which service provider is seeking reimbursement from the Emergency Connectivity Fund consistent with the requirements set out in § 54.1707.	See number 24.

#	Field Description	Purpose/Instructions
29	The service provider is not willfully or knowingly requesting reimbursement for equipment or services that are not being used.	See number 24.
30	The service provider is not seeking Emergency Connectivity Fund reimbursement for eligible equipment and/or services for which it has already been paid.	See number 24.
31	The service provider recognizes that it may be subject to an audit, inspection or investigation pursuant to its request for reimbursement, that it will retain for ten years any and all records related to its request for reimbursement, and will make such records and equipment purchased with Emergency Connectivity Fund reimbursement available 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.	See number 24.
32	No kickbacks, as defined in 41 U.S.C. § 8701 and/or 42 U.S.C. § 1320a-7b, were paid or received by the applicant to anyone in connection with the Emergency Connectivity Fund.	See number 24.
33	I certify that no Federal subsidy made available through a program administered by the Commission that provides funds to be used for the capital expenditures necessary for the provision of advanced communications services has been or will be used to purchase, rent, lease, or otherwise obtain, any covered communications equipment or service, or maintain any covered communications equipment or service previously purchased, rented, leased, or otherwise obtained, as required by 47 C.F.R. § 54.10.	See number 24.
34	Signature of Authorized Person	The form must be signed by an authorized person.

#	Field Description	Purpose/Instructions
35	Date Signed	Auto generated by system.
36	Name of Authorized Person	This is the name of the authorized person signing the form.
37	Title or Position of Authorized Person	This is the title of the authorized person signing the form.
38	Physical or mailing address of Authorized Person	This is the address (can be physical address or mailing address) of the authorized person signing the form.
39	Telephone Number of Authorized Person	This is the telephone number of the authorized person signing the form.
40	Email address of Authorized Person	This is the email address of the authorized person signing the form.
41	Name of Authorized Person’s Employer	This is the name of the employer of the authorized person signing the form.

## Appendix C: Device and Service Inventory Requirements

**Applicants must maintain device and service inventories similar to requirements under E-Rate.**

Device asset inventories must include:

- Device type (laptop, modem, hotspot, etc.)
- Device make/model
- Device serial number
- Name of recipient
- Dates loaned out and returned

Service inventories must include:

- Type of service (DSL, cable, fiber, wireless, etc.)
- Plan details (upload/download speeds, any data cap)
- Name(s) of person(s) provided the service to
- Service address (for fixed service)
- Installation date

For service to multiple eligible users the following information will be required:

- Type of service
- Plan details (upload/download speeds, any data cap)
- Name of the school or library employee overseeing the service
- Description of the service area
- Students or staff served within this location
- Service address (for fixed service)
- Installation date
- Last date of service (if applicable)

## Appendix D: Document and Equipment Retention Requirements

Applicants must retain all documentation relating to equipment or services provided under the ECF for 10 years from the date of initiation of service or equipment delivery.

Applicants may not sell, resell, or transfer equipment “in consideration of money” for three years.