Emergency Connectivity Fund
Form 471 Checklist - Schools

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Use this checklist to be sure you're ready to file the ECF Form 471.

☐ **Copies of Vendor quotes/invoices/contracts** – Quotes should include make/model/unit cost/quantities and service dates for internet plans. Signed contracts are not required.

☐ **Vendor SPIN Number** – If the vendor from whom you're ordering equipment/services has an E-rate SPIN number, it must be provided on the Form 471 application. Be sure to check with the vendor for the correct SPIN to use as many vendors have specific SPINs they want used for ECF. If they don't have a SPIN, the form allows you to provide specific vendor-identifying information instead.

☐ **Answers to ECF Form 471 Application Survey Questions** (below).

☐ **Description of how your "reasonable estimate" of unmet needs was determined** – Did you use a survey, NSLP participation, public broadband data, etc.? Provide the data source and a thorough explanation of how that data informed the quantities included on your application.

☐ **Invoicing Method (school or vendor) for Each ECF FRN** - Will the district or the vendor seek reimbursement from the ECF fund? If Vendor, you must obtain and upload into the Form 471 a written statement from the vendor stating that they agree to seek reimbursement from the ECF fund.

☐ **State Bidding Laws** – If you are a public school entity, be sure that you are purchasing any equipment from a cooperative purchasing contract or will be/have bid under state bidding requirements.

☐ **Bandwidth Speeds of Internet** – What are the download/upload speeds of any Internet access plans you are including on your ECF application?

☐ **CIPA Compliance** - Are all school-owned laptops/tablets being filtered? This includes all devices, regardless of what funding was used to purchase them, regardless of where they're being used – on campus or off campus.

☐ **SAM.gov Registration** – Do you have an up-to-date SAM.gov account/registration? If so, is it up to date? The bank account listed within SAM.gov is where the ECF reimbursements will be deposited. The registration must be completed before ECF reimbursements can be made (not before the 471 is filed).

☐ **New Network Construction Vendor Data** – If you're seeking ECF funding to construct new networks to homes where no commercial internet exists, ensure you have proof that area is unserved (vendor responses to surveys).

ECF Form 471 Application Unmet Needs Survey for Schools

Note: Answers to # 3 should generally match the quantities requested on the ECF application. If you are requesting funding for teachers, that data should <u>not</u> be included on the survey (and therefore the ECF application and survey will not match, which is ok. Just explain the discrepancy on your application.) Also, if submitting multiple 471s, use the identical answers on each 471.

Unmet Student Needs Survey: Based on whatever information you have available to you, please provide your best estimates in responses to the following questions: (Note: library applicants do not see this survey on their 471)	
1) At the start of the pandemic, how many students in your school lacked access to:	
• A computer that was sufficient to engage in remote learning	
• A broadband connection that was sufficient to engage in remote learning	
• Both a computer and a broadband connection that were sufficient to engage in remote learning	
2) During the 2020-2021 school year, how many students in your school did you provide:	
• A computer because they otherwise would not have had a computer that was sufficient to engage in remote learning	
• A computer, because they otherwise would not have had access to internet access that was sufficient to engage in remote learning	
• Both a computer and a broadband connection, because they otherwise would not have had a computer or a broadband connection that was sufficient to engage in remote learning	
3) With the funding you are requesting from ECF, how many students in your school will you provide with:	
• A computer, because they would otherwise not have a computer that is sufficient to engage in remote learning	
• A broadband connection, because they otherwise would not have had access to the internet that was sufficient to engage in remote learning	
• Both a computer and a broadband connection, because they otherwise would not have had a computer or a broadband connection that was sufficient to engage in remote learning	
4) Even after receiving ECF funding, how many students in your school will lack access to:	
• A computer that is sufficient to engage in remote learning	
• A broadband connection that is sufficient to engage in remote learning	
• Both a computer and a broadband connection that is sufficient to engage in remote learning	