

Schools and Libraries Cybersecurity Pilot Program

Request for Reimbursement (using FCC Form 472 and FCC Form 474, and ECF FCC Form 472 and ECF FCC Form 474 information collection requirements approved pursuant to OMB Control Nos. 3060-0856 and 3060-1286)

(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 participant or service provider 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).

Item Number	Field Description	Purpose/Instructions
1	Billed Entity Name	Name of the entity that pays the Service Provider for the equipment and/or services. This will be pre-populated.
2	Billed Entity Number (BEN)	The Administrator assigns a billed entity number (BEN) to the entity who pays the Service Provider for equipment and/or services delivered to eligible schools and libraries. This will be pre-populated.
3	Service Provider Name	This is the name of the Service Provider providing the cybersecurity equipment or services. This will be pre-populated.
4	Service Provider Identification Number (SPIN)	The Administrator assigns a unique identifier to the Service Provider. This will be pre-populated.
5	Consultant Information	System will ask for consultant name, registration number, consultant's employer, street address, telephone number, and e-mail address. If this information has already been entered into the participant's profile, it will be pre-populated into this submission.
6	Participant FCC Form 498 ID Number	The FCC Form 498 is used to collect remittance, payment, and contact information for service providers and participants that will be receiving direct payments. This is the unique identifier assigned to the participant who will be submitting the request for reimbursement. This will be pre-populated.
7	Total Reimbursement Request	The system will populate the total amount available for this funding request.
8	FCC Form 471 Application Number	This is the number that was assigned to the FCC Form 471 when it was submitted.

Item Number	Field Description	Purpose/Instructions
9	Funding Request Number (FRN)	This is the number that was assigned to the specific FRN on the FCC Form 471. This will be pre-populated.
10	Billing Frequency/Monthly Quantity	This field captures whether the invoice is for a monthly, quarterly, or one-time billing.
11	Customer Billed Date/Delivery Date	Use this field to provide the date of the customer bill for monthly recurring cybersecurity services or the delivery date for a one-time charge for cybersecurity equipment or other non-recurring cybersecurity costs.
12	Total Undiscounted Amount for Equipment or Service	Enter total amount for the cybersecurity equipment or services that are being invoiced.
13	Discount Rate	This is the participant's calculated discount rate. Will be pre-populated.
14	Total Amount Being Invoiced to the Cybersecurity Pilot Program.	Will be system generated based on line items 12 and 13.
15	Required documentation for the request for reimbursement.	Participants selected to participate in, or Service Providers seeking reimbursement from, the Schools and Libraries Cybersecurity Pilot Program must submit invoices to the Administrator detailing the cybersecurity equipment and services purchased and received when they submit their FCC Form 472 or FCC Form 474.
For Participants, the following certifications will be required:		

Item Number	Field Description	Purpose/Instructions
16	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 Participant is compliant with the Schools and Libraries Cybersecurity Pilot Program rules and to protect the Program from waste, fraud, and abuse.
17	In addition to the foregoing, the school, library, or consortium 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.	See number 16.

Item Number	Field Description	Purpose/Instructions
18	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, §§ 1001, 286-287 and 1341, and Title 31, §§ 3729-3730 and 3801-3812).	See number 16.
19	The funds sought in the request for reimbursement are for eligible services and/or equipment that were purchased in accordance with the Schools and Libraries Cybersecurity Pilot Program rules and requirements in this subpart and received by the school, library, or consortium. The equipment and/or services being requested for reimbursement were determined to be eligible and approved by the Administrator.	See number 16.
20	The non-discounted share of costs amount(s) were billed by the Service Provider and paid in full by the Billed Entity Applicant on behalf of the eligible schools, libraries, and consortia of those entities.	See number 16.

Item Number	Field Description	Purpose/Instructions
21	The school, library, or consortium is not seeking Schools and Libraries Cybersecurity Pilot Program 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 other universal service support mechanisms.	See number 16.
22	The school, library, or consortium acknowledges that it must submit invoices detailing the items purchased and received along with the submission of its request for reimbursement as required by § 54.2008(b).	See number 16.
23	The equipment and/or 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 § 54.2003(b).	See number 16.

Item Number	Field Description	Purpose/Instructions
24	The school, library, or consortium acknowledges 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 Schools and Libraries Cybersecurity Pilot Program 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 16.
25	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.	See number 16.

Item Number	Field Description	Purpose/Instructions
26	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.	See number 16.
27	No universal service support has been or will be used to purchase, obtain, maintain, improve, modify, or otherwise support any equipment or services produced or provided by any company designated by the Commission as posing a national security threat to the integrity of communications networks or the communications supply chain since the effective date of the designations.	See number 16.

Item Number	Field Description	Purpose/Instructions
28	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, or maintain any covered communications equipment or service previously purchased, rented, leased, or otherwise obtained, as required by § 54.10.	See number 16.
For Service Providers, the following certifications will be required:		
29	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 Service Provider 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 Schools and Libraries Cybersecurity Pilot Program rules and to protect the Program from waste, fraud, and abuse.

Item Number	Field Description	Purpose/Instructions
30	In addition to the foregoing, the Service Provider 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.	See number 29.
31	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, §§ 1001, 286-287 and 1341, and Title 31, §§ 3729-3730 and 3801-3812).	See number 29.
32	The funds sought in the request for reimbursement are for eligible services and/or equipment that were purchased in accordance with the Schools and Libraries Cybersecurity Pilot Program rules and requirements in this subpart and received by the school, library, or consortium.	See number 29.

Item Number	Field Description	Purpose/Instructions
33	The Service Provider is not seeking Schools and Libraries Cybersecurity Pilot Program reimbursement for eligible equipment and/or services for which the Service Provider has already been paid.	See number 29.
34	The Service Provider certifies that the school's, library's, or consortium's non-discount portion of costs for the eligible equipment and services has not been waived, paid, or promised to be paid by this Service Provider. The Service Provider acknowledges that the provision of a supported service or free services or equipment unrelated to the supported equipment or services constitutes a rebate of the non-discount portion of the costs as stated in § 54.2007(d).	See number 29.
35	The Service Provider acknowledges that it must submit invoices detailing the items purchased and provided to the school, library, or consortium, along with the submission of its request for reimbursement as required by § 54.2008(b).	See number 29.
36	The Service Provider certifies that it is compliant with the Commission's rules and orders regarding gifts and this Service Provider has not directly or indirectly offered or provided any gifts, gratuities, favors, entertainment, loans, or any other thing of value to any eligible school, library, or consortium, except as provided for at § 54.2005(d).	See number 29.

Item Number	Field Description	Purpose/Instructions
37	The Service Provider acknowledges 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 Schools and Libraries Cybersecurity Pilot Program 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 29.
38	No kickbacks, as defined in 41 U.S.C. § 8701, were paid by the Service Provider to anyone in connection with the Schools and Libraries Cybersecurity Pilot Program or the schools and libraries universal service support mechanism.	See number 29.
39	The Service Provider is not debarred or suspended from any Federal programs, including the universal service support mechanisms.	See number 29.
40	No universal service support has been or will be used to purchase, obtain, maintain, improve, modify, or otherwise support any equipment or services produced or provided by any company designated by the Commission as posing a national security threat to the integrity of communications networks or the communications supply chain since the effective date of the designations.	See number 29.

Item Number	Field Description	Purpose/Instructions
41	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, or maintain any covered communications equipment or service previously purchased, rented, leased, or otherwise obtained, as required by § 54.10.	See number 29.
42	Signature of Authorized Person	The form must be signed by an authorized person.
43	Date Signed	Auto generated by system.
44	Name of Authorized Person	This is the name of the authorized person signing the form.
45	Title or Position of Authorized Person	This is the title or position of the authorized person signing the form.
46	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.
47	Telephone Number of Authorized Person	This is the telephone number of the authorized person signing the form.
48	Email Address of Authorized Person	This is the email address of the authorized person signing the form.
49	Name of Authorized Person's Employer	This is the name of the employer of the authorized person signing the form.