

# **Schools and Libraries (E-rate) Program**

## **FCC Form 470 User Guide**

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# FILING FCC FORM 470

Last Updated: June 2018

## Filing FCC Form 470 – Description of Services Requested and Certification Form

### Form Assistance

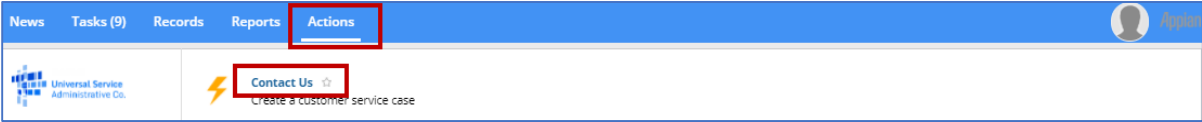
You can find information about this form and the competitive bidding process on the [FCC Form 470 Filing](#) webpage.

If you have any questions about completing this or other universal service forms, please contact the Schools and Libraries (E-rate) Program Client Service Bureau (CSB) at (888) 203-8100 between 8:00 a.m. and 8:00 p.m. ET. You can also create a customer service case by selecting the **Contact Us** link on either your landing page or using the **Actions** tab within the [E-rate Productivity Center \(EPC\)](#):

- The **Reports** tab > **My Landing Page**; or



- The **Actions** tab



## EPC Account User Rights

### User Accounts

To request a user account, contact CSB. For information on how to contact CSB, see [Form Assistance](#) in this user guide.

### User Roles and Permissions

Only you and your organization’s consultants (if you are using a consultant) may file program forms on behalf of your organization. Permission rights are provided on a “form type” basis — that is, applicants and their consultants may have different rights for different FCC forms.

Available rights for the FCC Form 470 form include:

- **Full rights** – Can start, edit, and certify the form.
- **Partial rights** – Can start and edit the form, but cannot certify the form. (The form is automatically routed to the organization’s full-rights users for certification.)
- **View-only rights** – Can view forms created by other users; cannot start, edit, or certify forms.

Only an organization’s EPC account administrator can modify permissions. The EPC account administrator can use the **Manage Organization** function to change the organization’s profile, add users and modify permissions. Any changes made to the organization’s profile are automatically populated in the form up until the time the form is certified. You can also call CSB for assistance with modifying permissions.

## EPC Form Navigation

### Progress Bar

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



### Saving, Sharing, and Discarding the Form

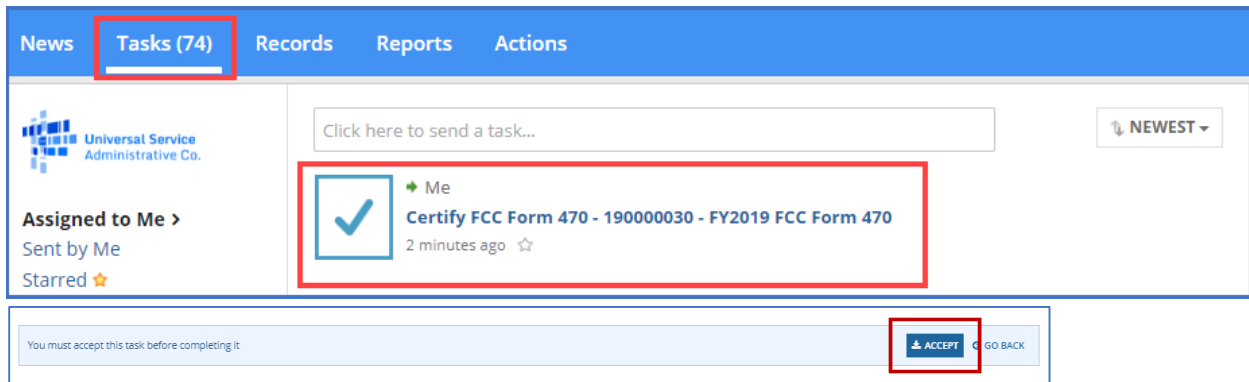
The bottom of each page provides you with these options:



- **Back** – Go back to the previous page.
- **Discard Form** – Discard the entire form. When you confirm that you want to discard a form, the draft form will no longer be available in USAC’s system.
- **Save & Share** – Send the form in its current state to another partial or full-rights user in your organization. Once shared, the form appears in the **Tasks** list of the new user, who can edit or certify the form, depending on permissions.

**NOTE:** If you choose this option, the form will disappear from your **Tasks** list. You will not be able re-enter the form unless the new user saves & shares with you.

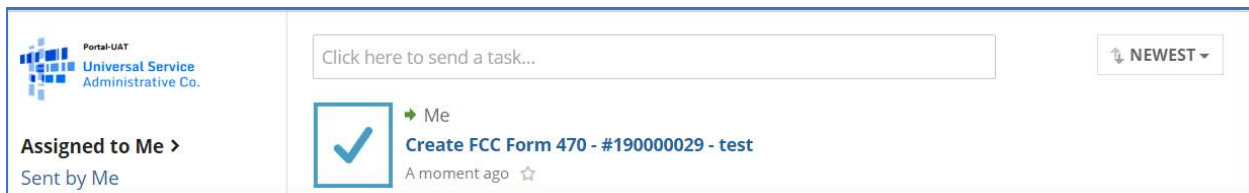
- If a form has been shared with you:
  1. Go to your **Tasks**
  2. Select **Create FCC Form 470**
  3. **Accept** the task to view, edit or complete the form.



- **Save & Continue** – Save the form so it appears in your **Tasks** list with the most recent edits and proceed to the next page to continue entering form information.

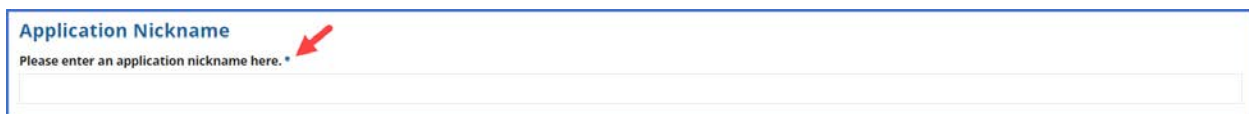
## Exiting the Form and Returning Later

Select **Save & Continue** before you exit the form. When you return, select the task name on the **Tasks** tab to start from where you left off on completing the form.



## Required Fields

Required fields are followed by a blue asterisk (\*).



## Red System Prompts


While filling out your form, you may receive system messages in red that provide information about data validation or mandatory fields if the field is not filled out correctly or is missing required information.


**Application Nickname**


Please enter an application nickname here.\*

A value is required

## Online Help

To display additional information about a specific field in the form, select the adjacent question mark  icon, and hover text will appear.

Please upload all RFPs for the services you are requesting. 

UPLOAD  Drop file here

The file name should only contain the following characters: A - Z , a - z , 0 - 9 , Underscore ( \_ ) , Space ( )

You must upload your actual RFP document. Uploading a document with a hyperlink to another website, including bid management sites, is not sufficient and can lead to funding denial.

## Pop-Up Confirmation Messages

The EPC system displays pop-up messages to verify that you want to take certain actions within the form. As an example, say you click the **Discard Form** button. The pop-up message that follows informs you that your form will be canceled and no longer retrievable and then asks if you want to proceed. This provides you with an opportunity to cancel a proposed action.

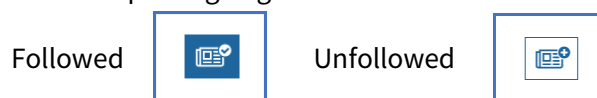
This form will now be canceled. Once you take this step, you will not be able to get it back. Would you like to proceed?

NO

## Follow a Record

You can receive alerts about a form in your **News** tab by following the record.

- To **Follow**, select the newspaper icon with a + plus sign in the upper right corner of the form's main page. Once the icon includes a ✓ check mark, you will be following this specific form and receive news alerts.
- To **Unfollow** the form and stop receiving news alerts, select the same icon, and you will see a + plus sign again.



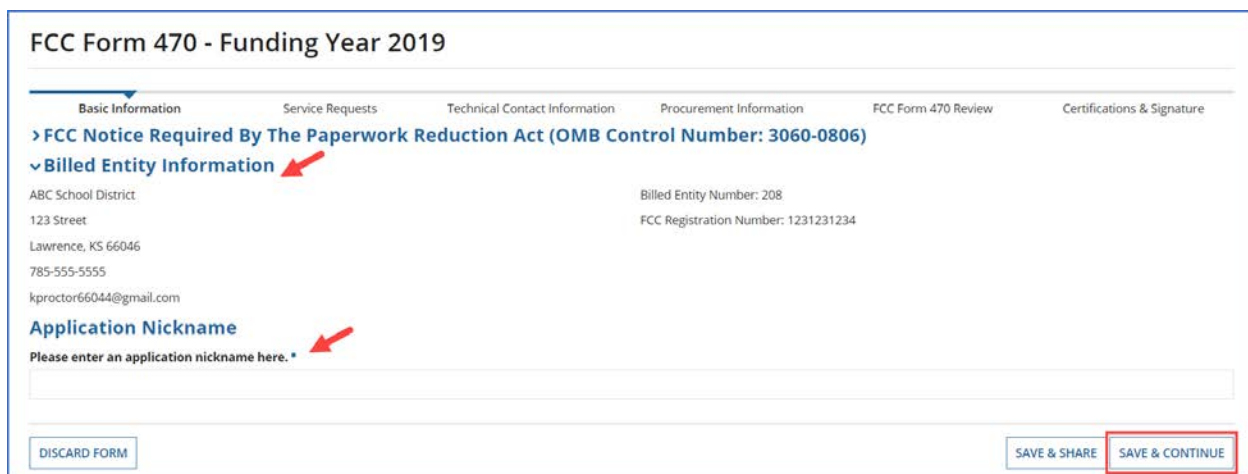
## Begin the Form: Basic Information

### Organization Details and Application Nickname

1. Log in to the [E-rate Productivity Center \(EPC\)](#).
2. On **My Landing Page**, select **FCC Form 470**.



The screen refreshes to show the **Basic Information** section of your FCC Form 470.

A screenshot of the 'FCC Form 470 - Funding Year 2019' page. The 'Basic Information' tab is selected. The page displays 'Billed Entity Information' for 'ABC School District' with contact details and a 'Billed Entity Number: 208'. Below this is the 'Application Nickname' field, which is currently empty and has a red arrow pointing to it. At the bottom, there are three buttons: 'DISCARD FORM', 'SAVE & SHARE', and 'SAVE & CONTINUE' (highlighted with a red box).

3. Review **Billed Entity Information**. If it is incorrect, contact your EPC account administrator to update your organization's profile. You may also call CSB for assistance. When the information in your EPC profile is updated, the entity information is automatically updated in the FCC Form 470.
4. Enter an **Application Nickname** of your choosing to help you quickly identify this form and receive information about it. Choose a nickname that you will remember and helps meet your record keeping needs. The nickname can be very simple; for example, if you are filing two FCC Forms 470, one nickname might be **Category One** and the other **Category Two**.
5. When you finish reviewing the information on this page, select **Save & Continue** to get to the next page.

### Application Type and Recipients of Service

The **Basic Information** for your organization includes:

- Applicant type (e.g. library, school district)
- Number of eligible entities (i.e. how many eligible schools are in the school district)
- Recipients of service (i.e. who will receive the services requested on this form)



**FCC Form 470 - Funding Year 2019**

**ABC School District - FY2019 FCC Form 470 - Form #190000030**

Last Saved: 6/22/2018 11:58 AM EDT

Basic Information    Service Requests    Technical Contact Information    Procurement Information    FCC Form 470 Review    Certifications & Signature

Where applicable, we've completed this section of the form based on information from your applicant entity's profile. If any of the non-editable information is incorrect, or you wish to change the information, please update your profile first by going to your entity record, and clicking Manage Organization from the Related Actions menu. If you do not have access to Manage Organization, please contact your applicant entity's account administrator or create a customer service case to request updates to your applicant entity's profile.

**Application Type and Recipients of Service**

Applicant Type: School District  
 Number of Eligible Entities: 5

**Recipient(s) of Service**

- Public School
- Pre-K
- Head Start
- Adult Education
- ESA School
- Public School District
- Charter School District

**Recipients of Service**

Billed Entity Name	Billed Entity Number
ABC School District	208

BACK    DISCARD FORM    SAVE & SHARE    **SAVE & CONTINUE**

1. Review the information on this page.
2. To make changes, contact your EPC account administrator or create a customer service case to request updates to your applicant entity's profile. These updates will then populate in your form if it has not yet been certified.
3. After you finish reviewing the information, select **Save & Continue** to go to **Consultant and Contact** information.

## Consultant and Contact Information

The **Consultant** and **Contact Information** page on the form identifies your [consultant\(s\)](#). Consultant information also appears in the organization profile under **Additional Information** → **Related Organizations** → **Consulting Firms** section, when applicable.

**NOTE:** Consultant information must appear in this section of the form if you are using one or more consultants.

1. Under **Consultant Information**, review consultants associated with your organization.

**FCC Form 470 - Funding Year 2019**

**ABC School District - FY2019 FCC Form 470 - Form #190000030**

Last Saved: 6/22/2018 12:02 PM EDT

Basic Information    Service Requests    Technical Contact Information    Procurement Information    FCC Form 470 Review    Certifications & Signature

Next, you will identify the individuals assisting in seeking E-rate support.

**Consultant Information**

There are currently no consulting firms associated with your organization. If this is in error, please update your organization profile.

2. If you have a consultant(s) and do not see them listed, contact your EPC account administrator or create a customer service case to request updates to your applicant entity's profile. These updates will then populate in your form if it has not yet been certified.
3. Under **Contact Information**, select **Yes** or **No** to identify whether you are the main contact person for your FCC Form 470.

**Contact Information**

Are you the main contact person? \*

YES NO

If you select **Yes**, the page automatically populates with your information.

**Contact Information**

Are you the main contact person?

YES ✓ NO

Sam Schooldistrict  
sam\_schooldistrict@test.usac.org  
321-123-1234

If you select **No**, enter the contact person's name or email address to initiate a search for the contact person. Once the contact person is identified through the search, the saved information for the contact person will populate the field and appear on the page.

**Contact Information**

Are you the main contact person?

YES NO ✓

Main Contact Person \*

Sam Schooldistrict  
s@s.com

**NOTE:** Only an individual who is associated with your organization can be a contact person.

4. Select **Save & Continue** to proceed to the next page.

## Service Requests

Basic Information Service Requests Technical Contact Information Procurement Information FCC Form 470 Review Certifications & Signature

The **Service Requests** section identifies the [category or categories of service](#) and the service types for which you are seeking bids, identifies details about the services, and allows an upload of associated documents or “RFPs.” The [Eligible Services List \(ESL\)](#) for each funding year provides guidance on the eligibility of products and services under the E-rate Program.

### Categories of Service for Bids

1. Select **Category One**, **Category Two**, or both to indicate the service(s) for which you are requesting bids.

#### Category 1

- Data Transmission and/or Internet Access

## Category 2

- Basic Maintenance of Internal Connections
- Internal Connections
- Managed Internal Broadband Services

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Last Saved: 6/22/2018 12:12 PM EDT

Basic Information   Service Requests   Technical Contact Information   Procurement Information   FCC Form 470 Review   Certifications & Signature

Next, you will identify the category(s) of service requested.

### Category(s) of Service

What are the category(s) of service that you are requesting?\*

**CATEGORY 1**

- Data Transmission and/or Internet Access

**CATEGORY 2**

- Basic Maintenance of Internal Connections
- Internal Connections
- Managed Internal Broadband Services

BACK   DISCARD FORM   SAVE & SHARE   **SAVE & CONTINUE**

2. Select **Save & Continue** to proceed to uploading RFPs.

## Request for Proposals (RFP) for Service Requests

RFP documents provide more details about your requests for potential bidders. Some services require an RFP. For more guidance, [visit our website](#).

**NOTES:** If you include an RFP with your FCC Form 470, it must be uploaded prior to certifying the form. If you are uncertain whether or not you will provide an RFP, you may upload a placeholder document and replace it later.

- Prior to certifying your FCC Form 470, you may upload and remove RFP documents.
- After the form is certified, you may add additional documents, but *you cannot remove* RFP documents attached to your FCC Form 470.

## Upload an RFP

1. If you are issuing an RFP document for requested services, select **Yes**. Otherwise, select **No** and **Save & Continue** to proceed to the next page.

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Basic Information   **Service Requests**   Technical Contact Information   Procurement Information   FCC Form 470 Review   Certifications & Signature

If you are using RFPs for any of the requested services, start by uploading them all first.

**RFPs for Service Requests**

Is there a RFP for any of the services you are requesting? \*

YES NO

BACK DISCARD FORM SAVE & SHARE SAVE & CONTINUE

- If you select **Yes**, either select **UPLOAD** to choose the document from its location on your computer or drag the document from your computer onto **Drop file here**.

Please upload all RFPs for the services you are requesting. ?

UPLOAD Drop file here

You must upload your actual RFP document. Uploading a document with a hyperlink to another website, including bid management sites, is not sufficient and can lead to funding denial.

**NOTE:** Always upload a copy of the actual RFP document. Do not upload a document that only contains a link to the RFP.

- Inspect the uploaded RFP document to confirm it was uploaded.

Please upload all RFPs for the services you are requesting. ?

RFP\_SD\_Network Equipment  
DOCX - 11.15 KB

UPLOAD Drop file here

You must upload your actual RFP document. Uploading a document with a hyperlink to another website, including bid management sites, is not sufficient and can lead to funding denial.

## Remove an RFP

An RFP document can only be removed when it is not associated with another service request.

- Hover-over the uploaded RFP icon until it turns into an “X.”

Please upload all RFPs for the services you are requesting. ?

RFP\_SD\_Network Equipment  
DOCX - 11.15 KB

UPLOAD Drop file here

You must upload your actual RFP document. Uploading a document with a hyperlink to another website, including bid management sites, is not sufficient and can lead to funding denial.

- Select the “X” to delete the uploaded document.

## Assign RFPs to Service Requests

The **RFPs for Service Requests** page indicates the RFP documents to be used for service requests. If an RFP document applies to specific services only, you will be able to assign the RFP document to a specific request later during the form completion process.

1. Select the checkbox(es) next to the RFPs that apply to all new Category One and/or all new Category Two services.

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Last Saved: 6/22/2018 12:22 PM EDT

Basic Information | **Service Requests** | Technical Contact Information | Procurement Information | FCC Form 470 Review | Certifications & Signature

Next, you will indicate whether RFPs are applicable across a category.

### RFPs for Service Requests

If applicable, please select the RFP(s) that apply to all new category ONE services.

RFP\_SD\_Network Equipment  
 RFP\_SD\_100\_3partynetwork

This selection will only apply to new service requests. Selecting and deselecting RFPs above will not affect service requests already added to this FCC Form 470.

If applicable, please select the RFP(s) that apply to all new category TWO services.

RFP\_SD\_Network Equipment  
 RFP\_SD\_100\_3partynetwork

This selection will only apply to new service requests. Selecting and deselecting RFPs above will not affect service requests already added to this FCC Form 470.

BACK | DISCARD FORM | SAVE & SHARE | **SAVE & CONTINUE**

2. Select **Save & Continue** to add service requests.

## Service Requests

This page allows you to add, edit, or remove services requests and provide additional information.

## FCC Form 470 - Funding Year 2019

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Last Saved: 6/22/2018 12:32 PM EDT

Basic Information   **Service Requests**   Technical Contact Information   Procurement Information   FCC Form 470 Review   Certifications & Signature

Next, you will describe the services you are requesting.  
**Service Requests: Category One**

There are currently no Category One service requests. Please enter the service requests below by selecting 'Add New Service Request'.

**ADD NEW SERVICE REQUEST**   EDIT SERVICE REQUEST   REMOVE SERVICE REQUEST

**Narrative**  
If you would like to provide further detail about the services sought, you may do so in this box below. Examples of such further detail include specific additional capacity levels that you are seeking, additional descriptions of the services bidders should be aware of or any disqualification factors.

**Service Requests: Category Two**

There are currently no Category Two service requests. Please enter the service requests below by selecting 'Add New Service Request'.

**ADD NEW SERVICE REQUEST**   EDIT SERVICE REQUEST   REMOVE SERVICE REQUEST

**Narrative**  
If you would like to provide further detail about the services sought, you may do so in this box below. Examples of such further detail include specific additional capacity levels that you are seeking, additional descriptions of the services bidders should be aware of or any disqualification factors.

**BACK**   **DISCARD FORM**   **SAVE & SHARE**   **SAVE & CONTINUE**

## Add Narrative

This page features a **Narrative** field which can be used to provide potential bidders with additional information about specific services that may help them respond with a bid. Complete the **Narrative** section with information such as:

- A summary of the service.
- Information that applicants want to communicate to potential bidders.
- Disqualification factors.

**NOTE:** Narrative information should not conflict with RFP content.

## FCC Form 470 - Funding Year 2019

ABC School District - FY2019 FCC Form 470 - Form #190000030  
Last Saved: 6/22/2018 12:32 PM EDT

Basic Information   **Service Requests**   Technical Contact Information   Procurement Information   FCC Form 470 Review   Certifications & Signature

Next, you will describe the services you are requesting.  
**Service Requests: Category One**

There are currently no Category One service requests. Please enter the service requests below by selecting 'Add New Service Request'.

**ADD NEW SERVICE REQUEST**   EDIT SERVICE REQUEST   REMOVE SERVICE REQUEST

**Narrative**  
If you would like to provide further detail about the services sought, you may do so in this box below. Examples of such further detail include specific additional capacity levels that you are seeking, additional descriptions of the services bidders should be aware of or any disqualification factors.

Evaluation factors (weight):  
Price of eligible products and services (40); prior experience including past performance (20); personal qualifications (20); environmental objectives (20)

Disqualifying factors:  
Interested service providers must register with the state procurement office; be bonded; have a CORES ID and SPIN; attend facility walk-through.

1. When the narrative is complete, select **Add New Services Request** for Category One, and continue to the next page. If you are only requesting Category Two services, go to the **Category Two Service Requests** section below.

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ABC School District - FY2019 FCC Form 470 - Form #190000030

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Basic Information   **Service Requests**   Technical Contact Information   Procurement Information   FCC Form 470 Review   Certifications & Signature

Next, you will describe the services you are requesting.

**Service Requests: Category One**

There are currently no Category One service requests. Please enter the service requests below by selecting 'Add New Service Request'.

**ADD NEW SERVICE REQUEST**   EDIT SERVICE REQUEST   REMOVE SERVICE REQUEST

## Category One Service Requests

1. First you will assign your service requests with a specific “function” from a drop-down menu.

**NOTE:** The drop-down menu for Category One services on the FCC Form 470 changed on July 1, 2018. The new menu options will apply to FCC Forms 470 filed for FY2019.

**Add New Service Request**

Function \*

Please select a value

Please select a value

- Leased Lit Fiber (with or without Internet Access)
- Internet Access and Transport Bundled (Non-Fiber)
- Transport Only - No ISP Service Included (Non-Fiber)
- Internet Access: ISP Service Only (No Transport Circuit Included)
- Leased Dark Fiber and Leased Lit Fiber
- Self-Provisioned Network (Applicant Owned and Operated Network) and Services Provided Over Third-Party Networks
- Network Equipment
- Maintenance & Operations
- Cellular Data Plan/Air Card Service
- Other

Select 'Other' when the service you want is not otherwise listed. Be sure to provide additional details about this service by uploading an RFP document.

For assistance in choosing the correct option on the drop-down, refer to **Information on How to Seek Bids for Different Services** at the bottom of the page or the [drop-down reference table](#) on the USAC website.

Basic Information    **Service Requests**    Technical Contact Information    Procurement Information    FCC Form 470 Review    Certifications & Signature

Please select the option below that matches the services for which you are seeking bids.

### Add New Service Request

Function \*

Please select a value

▼ Information on How to Seek Bids for Different Services:

- Select "Leased Lit Fiber (with or without Internet Access)" when seeking bids for either a bundled solution of internet access (delivered over lit fiber) or transport only (delivered over lit fiber).
- Select "Internet Access and Transport Bundled (Non-Fiber)" when seeking bids for services provided over non-fiber-based service-provider-owned networks that include commercial internet access service (e.g., copper, microwave, or coaxial cable, but excluding Leased Lit Fiber).
- Select "Transport Only - No ISP Service Included (Non-Fiber)" when seeking bids for services provided over non-fiber-based service-provider-owned networks that do not include commercial internet access (e.g., copper, microwave, or coaxial cable, but excluding Leased Lit Fiber).
- Select "Internet Access: ISP Service Only (No Transport Circuit Included)" when only seeking bids for commercial internet access service. Note: this does not include any type of transport circuit.
- Select "Leased Dark Fiber and Leased Lit Fiber" when seeking bids that include Leased Dark Fiber. This option MUST be selected to help ensure compliance with a competitive bidding requirement; applicants that request bids for Leased Dark Fiber must also request bids for Leased Lit Fiber. Leased Lit Fiber requests included in this service request type can be with or without internet access.
- Select "Self-Provisioned Network (Applicant Owned and Operated Network) and Services Provided Over Third-Party Networks" when seeking bids for services provided over a self-provisioned network on a technology-neutral basis (e.g., fiber, copper, microwave, or coaxial cable).
- Select "Network Equipment" when seeking bids for modulating electronics or other equipment necessary to make a Category One service functional.
- Select "Maintenance & Operations" when seeking bids for maintenance and operations costs for Leased Dark Fiber or a Self-Provisioned network.
- Select "Cellular Data Plan/Air Card Service" when only seeking bids for a commercial wireless data plan.
- Select "Other" when the service you want is not otherwise listed. Be sure to provide additional details about this service by uploading an RFP document.

CANCEL    ADD

2. Choose the Function that applies to your request from the drop-down menu and select Add.

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Last Saved: 6/22/2018 12:32 PM EDT

Basic Information    **Service Requests**    Technical Contact Information    Procurement Information    FCC Form 470 Review    Certifications & Signature

Please select the option below that matches the services for which you are seeking bids.

### Add New Service Request

Function \*

Please select a value

Please select a value

- Leased Lit Fiber (with or without Internet Access)
- Internet Access and Transport Bundled (Non-Fiber)
- Transport Only - No ISP Service Included (Non-Fiber)
- Internet Access: ISP Service Only (No Transport Circuit Included)
- Leased Dark Fiber and Leased Lit Fiber
- Self-Provisioned Network (Applicant Owned and Operated Network) and Services Provided Over Third-Party Networks
- Network Equipment
- Maintenance & Operations
- Cellular Data Plan/Air Card Service
- Other
  - Select "Other" when the service you want is not otherwise listed. Be sure to provide additional details about this service by uploading an RFP document.

CANCEL    ADD



3. After the screen refreshes, enter service details for all the required fields.

**NOTE:** The information requested will vary according to the function you choose.

**Example:**

- **Quantity** – The number of items you are requesting.
- **Unit** – Automatically populates based on the selected function.
- **Number of entities served** – The number of schools and/or libraries that will receive this service.
- **Installation, Activation and Initial Configuration** – **Yes** or **No** based on your needs.
- **RFPs** – Select any RFP(s) that apply to the requested service. **NOTE:** RFPs are automatically associated with this request if you previously indicated that an RFP applied to all Category One services.

ABC School District - FY2019 FCC Form 470 - Form #190000030  
Last Saved: 6/22/2018 12:32 PM EDT

Basic Information    **Service Requests**    Technical Contact Information    Procurement Information    FCC Form 470 Review    Certifications & Signature

Please select the option below that matches the services for which you are seeking bids.

**Add New Service Request**

**Function \***  
Internet Access and Transport Bundled (Non-Fiber)

**Quantity \***  
4

**Unit**  
Circuits

**Minimum Capacity \***  
100 Gbps

**Maximum Capacity \***  
100 Gbps

**Number of entities served? \***  
11

**Are you also seeking Installation, Activation and Initial Configuration for this service? \***  
 Yes  
 No

**Please select the RFP(s) that apply to this service request.**  
 RFP\_SD\_Network Equipment  
 RFP\_SD\_100\_3partynetwork

▼ **Information on How to Seek Bids for Different Services:**

- Select "Leased Lit Fiber (with or without Internet Access)" when seeking bids for either a bundled solution of internet access (delivered over lit fiber) or transport only (delivered over lit fiber).
- Select "Internet Access and Transport Bundled (Non-Fiber)" when seeking bids for services provided over non-fiber-based service-provider-owned networks that include commercial internet access service (e.g., copper, microwave, or coaxial cable, but excluding Leased Lit Fiber).
- Select "Transport Only - No ISP Service Included (Non-Fiber)" when seeking bids for services provided over non-fiber-based service-provider-owned networks that do not include commercial internet access (e.g., copper, microwave, or coaxial cable, but excluding Leased Lit Fiber).
- Select "Internet Access: ISP Service Only (No Transport Circuit Included)" when only seeking bids for commercial internet access service. Note: this does not include any type of transport circuit.
- Select "Leased Dark Fiber and Leased Lit Fiber" when seeking bids that include Leased Dark Fiber. This option **MUST** be selected to help ensure compliance with a competitive bidding requirement: applicants that request bids for Leased Dark Fiber must also request bids for Leased Lit Fiber. Leased Lit Fiber requests included in this service request type can be with or without internet access.
- Select "Self-Provisioned Network (Applicant Owned and Operated Network) and Services Provided Over Third-Party Networks" when seeking bids for services provided over a self-provisioned network on a technology-neutral basis (e.g., fiber, copper, microwave, or coaxial cable).
- Select "Network Equipment" when seeking bids for modulating electronics or other equipment necessary to make a Category One service functional.
- Select "Maintenance & Operations" when seeking bids for maintenance and operations costs for Leased Dark Fiber or a Self-Provisioned network.
- Select "Cellular Data Plan/Air Card Service" when only seeking bids for a commercial wireless data plan.
- Select "Other" when the service you want is not otherwise listed. Be sure to provide additional details about this service by uploading an RFP document.

CANCEL ADD

After you enter the requested information, select **Add**.

4. To enter an additional service request, select **Add New Service Request** again and repeat the steps above; or

**Service Requests: Category One**

Please enter the service requests below by selecting "Add New Service Request".

<input type="checkbox"/>	Service Type	Function	Function Other Description	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Installation and Initial Configuration?	Associated RFPs
<input type="checkbox"/>	Data Transmission and/or Internet Access	Internet Access and Transport Bundled (Non-Fiber)		100 Gbps	100 Gbps	11	4	Circuits	Yes	RFP_SD_Network Equipment

ADD NEW SERVICE REQUEST
EDIT SERVICE REQUEST
REMOVE SERVICE REQUEST

5. To edit an existing service request, select the service request line and then select **Edit Service Request**; or
6. To delete a service request, select the line and then select **Remove Service Request**.

**Service Requests: Category One**

Please enter the service requests below by selecting 'Add New Service Request'.

<input checked="" type="checkbox"/>	Service Type	Function	Function Other Description	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Installation and Initial Configuration?	Associated RFPs
<input checked="" type="checkbox"/>	Data Transmission and/or Internet Access	Internet Access and Transport Bundled (Non-Fiber)		100 Gbps	100 Gbps	11	4	Circuits	Yes	RFP_SD_Network Equipment

7. Before continuing to Category Two service requests, complete the **Installment Payment Plan** section (if applicable), located under Category One service requests.

## Installment Payment Plan

**NOTE:** This section will only appear for service requests that could include special construction charges.

### FCC Form 470 - Funding Year 2019

ABC School District - FY2019 FCC Form 470 - Form #190000030

Last Saved: 6/22/2018 12:55 PM EDT

Basic Information   **Service Requests**   Technical Contact Information   Procurement Information   FCC Form 470 Review   Certifications & Signature

Next, you will describe the services you are requesting.

#### Service Requests: Category One

Please enter the service requests below by selecting 'Add New Service Request'.

<input type="checkbox"/> Service Type	Function	Function Other Description	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Installation and Initial Configuration?	Associated RFPs
<input type="checkbox"/> Data Transmission and/or Internet Access	Internet Access and Transport Bundled (Non-Fiber)		100 Gbps	100 Gbps	11	4	Circuits	Yes	RFP_SD_Network Equipment
<input type="checkbox"/> Data Transmission and/or Internet Access	Leased Dark Fiber		Detailed in RFP	Detailed in RFP	11	4	Fiber Strands	Yes	RFP_SD_Network Equipment
<input type="checkbox"/> Data Transmission and/or Internet Access	Leased Lit Fiber		750 Mbps	50 Gbps	11	4	Circuits	Yes	RFP_SD_Network Equipment

**ADD NEW SERVICE REQUEST**   **EDIT SERVICE REQUEST**   **REMOVE SERVICE REQUEST**

#### Narrative

If you would like to provide further detail about the services sought, you may do so in this box below. Examples of such further detail include specific additional capacity levels that you are seeking, additional descriptions of the services bidders should be aware of or any disqualification factors.

Evaluation factors (weight):  
Price of eligible products and services (40); prior experience including past performance (20); personal qualifications (20); environmental objectives (20)

Disqualifying factors:  
Interested service providers must register with the state procurement office; be bonded; have a CORES ID and SPIN; attend facility walk-through.

#### Installment Payment Plan

Are you seeking an installment payment plan for the non-discounted portion of any special construction charges associated with the request(s) listed above? \*

Yes  
 No

1. Select **Yes** if you seek an installment payment plan for the non-discount portion of special construction charges associated with a service request(s). Select **No** if you are not seeking an installment payment plan. (For more information, see the [Eligible Fiber Services FAQs, Question #35.](#))
2. If you selected **Yes**, enter information in the required fields:

#### Installment Payment Plan

Are you seeking an installment payment plan for the non-discounted portion of any special construction charges associated with the request(s) listed above? \*

Yes  
 No

Over how many years do you wish to amortize the costs? \*

2

4

Please select a range of years above.

Do you prefer annual or monthly payments? \*

Annual  
 Monthly

- a) Use the dropdown menus to select the minimum and maximum years (1 to 4) for the installment payments.
  - b) Select the radio button to indicate your payment preference (**Annual** or **Monthly**).
3. If you have Category Two service requests to enter, scroll to the next section. If you do not have Category Two service requests, select **Save & Continue** to [proceed to the next page](#).

## Category Two Service Requests

### Add Internal Connections, Basic Maintenance of Internal Connections, and Managed Internal Broadband Services Requests

1. Under **Service Requests: Category Two**, complete the **Narrative** field.
2. Select **Add New Service Request**.

**Service Requests: Category Two**

There are currently no Category Two service requests. Please enter the service requests below by selecting 'Add New Service Request'

**ADD NEW SERVICE REQUEST** EDIT SERVICE REQUEST REMOVE SERVICE REQUEST

**Narrative**

If you would like to provide further detail about the services sought, you may do so in this box below. Examples of such further detail include specific additional capacity levels that you are seeking, additional descriptions of the services bidders should be aware of or any disqualification factors.

BACK DISCARD FORM SAVE & SHARE SAVE & CONTINUE

3. On the **Add New Service Request** page:
  - a) Select the **Service Type**. (If you are not sure which service type to request, consult the [FCC's Eligible Services List](#).) You may also contact CSB for further assistance.
  - b) Select the **Function** and then select **Add**.

**FCC Form 470 - Funding Year 2019**

ABC School District - FY2019 FCC Form 470 - Form #190000030

Last Saved: 6/22/2018 12:55 PM EDT

Basic Information Service Requests Technical Contact Information Procurement Information FCC Form 470 Review Certifications & Signature

Next, you will describe the services you are requesting.

**Add New Service Request**

**Service Type\***

Internal Connections

Basic Maintenance of Internal Connections

Managed Internal Broadband Services

**Function\***

Please select a value

Please select a value

Antennas, Connectors, and Related Components

Cabling

Caching

Firewall Service and Components

Racks

Router

Switches

UPS/Battery Backup

WAP

Wireless Controller

ADD

4. After the screen refreshes, enter service details for the selected function type.
5. After you enter the details, select **Add**.

**FCC Form 470 - Funding Year 2019**

**ABC School District - FY2019 FCC Form 470 - Form #19000030**

Last Saved: 6/22/2018 12:55 PM EDT

Basic Information    **Service Requests**    Technical Contact Information    Procurement Information    FCC Form 470 Review    Certifications & Signature

Next, you will describe the services you are requesting.

**Add New Service Request**

**Service Type \***

Internal Connections

Basic Maintenance of Internal Connections

Managed Internal Broadband Services

**Function \***

Antennas, Connectors, and Related Components

**Quantity**

6

**Unit**

Each

**Manufacturer**

No Preference

**Number of entities served?**

11

**Are you also seeking Installation, Activation and Initial Configuration for this service? \***

Yes

No

**Please select the RFP(s) that apply to this service request.**

RFP\_SD\_Network Equipment

RFP\_SD\_100\_3partynetwork

- To add additional Category Two requests select **Add New Service Request** and [repeat the steps above](#). The steps to add requests for Basic Maintenance of Internal Connections and Managed Internal Broadband Services are similar.

**Service Requests: Category Two**

Please enter the service requests below by selecting 'Add New Service Request'

<input type="checkbox"/>	Service Type	Function	Manufacturer	Manufacturer Other Description	Entities	Quantity	Unit	Installation and Initial Configuration?	Associated RFPs
<input type="checkbox"/>	Internal Connections	Antennas, Connectors, and Related Components	No Preference		11	6	Each	Yes	RFP_SD_100_3partynetwork

- To edit or delete an existing service request, check the box next to the service request line item then select **Edit Service Request** or **Remove Service Request**.

**Service Requests: Category Two**

Please enter the service requests below by selecting 'Add New Service Request'

<input checked="" type="checkbox"/>	Service Type	Function	Manufacturer	Manufacturer Other Description	Entities	Quantity	Unit	Installation and Initial Configuration?	Associated RFPs
<input checked="" type="checkbox"/>	Internal Connections	Antennas, Connectors, and Related Components	No Preference		11	6	Each	Yes	RFP_SD_100_3partynetwork

- If all service requests are complete, select **Save & Continue**.

## Technical Contact Information

Basic Information    Service Requests    **Technical Contact Information**    Procurement Information    FCC Form 470 Review    Certifications & Signature

1. Select **Yes** if there is a technical contact person who can provide additional information for your FCC Form 470 and the services or products that you are seeking. Otherwise, select **No** and then select **Save & Continue**.

Next, please name the person on your staff or project who can provide additional technical details or answer specific questions from service providers about the services you are seeking.

### Technical Contact Person

Is there a person who can provide additional technical details or answer specific questions from service providers about the services you are seeking?

YES
  NO

2. If you select **Yes**, the screen will refresh, and you can enter contact details one of two ways:
  - a) **Search EPC System** – Locate the technical contact person by typing in the person’s name.

Basic Information    Service Requests    **Technical Contact Information**    Procurement Information    FCC Form 470 Review    Certifications & Signature

Next, please name the person on your staff or project who can provide additional technical details or answer specific questions from service providers about the services you are seeking.

### Technical Contact Person

Is there a person who can provide additional technical details or answer specific questions from service providers about the services you are seeking?

YES
  NO

How would you like to enter the technical contact details?

Please search for the technical contact person by first and last name or email. \*

Sam Schooldistrict  
sam\_schooldistrict@test.usac.org  
321-123-1234

- b) **Enter Details Manually** – Complete the required fields. NOTE: This will NOT create a new user in EPC.

### Technical Contact Person

Is there a person who can provide additional technical details or answer specific questions from service providers about the services you are seeking?

YES
  NO

How would you like to enter the technical contact details?

**First Name \***  
Paulette

**Last Name \***  
Stone

**Title**  
Sr. Director

**Phone Number \***  
980-201-4069

**Phone Number Extension**  
2045

**Email \***  
paulette.stone@sd.edu

**Re-enter Email \***  
paulette.stone@sd.edu

3. After you select or enter the technical contact person, select **Save & Continue** to proceed to the next page.

# Procurement Information

Basic information    Service Requests    Technical Contact Information    **Procurement Information**    FCC Form 470 Review    Certifications & Signature

1. If there are state or local requirements that service providers must adhere to when bidding on your services, select **Yes**. If there are none, select **No**.
2. If you select **Yes**, the page will refresh with a text box, and you can provide a description of the requirements. You may also use the text box to explain any other restrictions on bidding procedures.

**State or Local Procurement Requirements**

Are there state or local procurement/competitive bidding requirements that apply to the procurement of services sought?

YES  NO

If applicable, provide a description of state or local procurement rules and/or restrictions on how or when service providers may contact you or on other bidding procedures.

All vendors must be in compliance with the Virginia Public Procurement Act.

BACK    DISCARD FORM    SAVE & SHARE    REVIEW FCC FORM 470

3. To proceed, select one of two options:
  - a) **Review FCC Form 470** – Proceed to the next page to review and certify (See [Review FCC Form 470](#)).

BACK    DISCARD FORM    SAVE & SHARE    REVIEW FCC FORM 470

- b) **Save & Share** – Send the completed form to another partial or full-rights user in your organization to review, edit or complete the form. When the system prompts you with a confirmation message, select **Yes** to proceed with sharing or **No** to cancel sharing.

**NOTE:** If you choose this option, the form will disappear from your **Tasks** list. You will not be able re-enter the form unless the form is saved & shared back to you.

BACK    DISCARD FORM    SAVE & SHARE    REVIEW FCC FORM 470

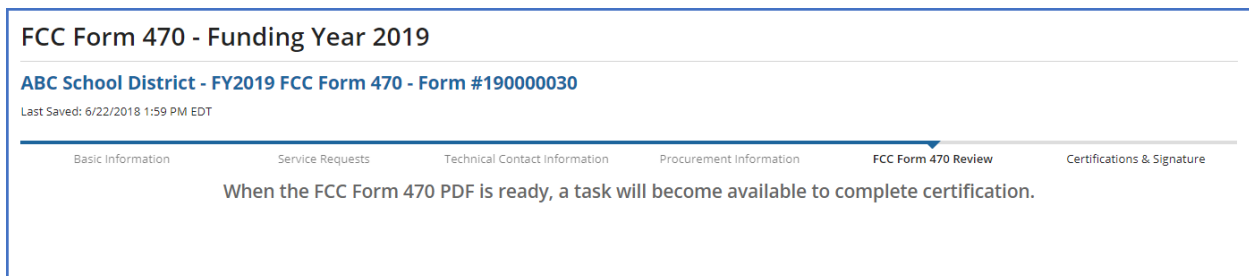
This function will make your FCC Form 470 available for editing by other full and partial rights users in your organization. Do you wish to proceed?

NO     YES

## FCC Form 470 Review



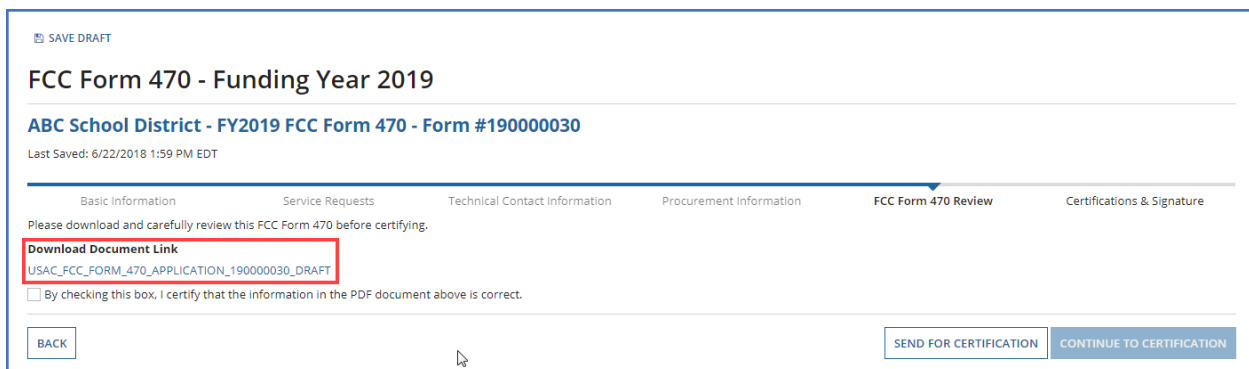
1. When you select **Review FCC Form 470**, the system generates a PDF version of the form and sends a task to your **Tasks** list. Wait one minute on this screen while the system generates the form.



2. After one minute, go to your **Tasks** and select **Review FCC Form 470**.

## FCC Form 470 Draft

1. Select the Download Document Link to download the PDF version of the FCC Form 470 to your computer.



2. Open the PDF, review its content, and verify that the data is correct and consistent with what you entered on the form.



DRAFT



FCC Form 470 – Funding Year 2019

Form 470 Application Number: 190000030  
FY2019 FCC Form 470

Billed Entity

ABC School District  
123 Street  
Lawrence, KS 66046  
785-555-5555  
kproctor66044@gmail.com

Contact Information

Sam Schooldistrict  
sam\_schooldistrict@test.usac.org  
321-123-1234

**Billed Entity Number:** 208  
**FCC Registration Number:** 1231231234

Application Type

**Applicant Type:** School District  
**Recipients of Services:** Adult Education; Charter School District;  
ESA School; Head Start; Pre-K; Public School; Public School  
District

**Number of Eligible Entities:** 5

Consulting Firms

Name	Consultant Registration Number	Phone Number	Email

Consultants

Name	Phone Number	Email

RFPs

Id	Name
219539	RFP_SD_Network Equipment
219541	RFP_SD_100_3partynetwork

Category One Service Requests

Service Type	Function	Other	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Installation and Initial Configuration?	Associated RFPs
Data Transmission and/or Internet Access	Internet Access and Transport Bundled (Non-Fiber)		100 Gbps	100 Gbps	11	4	Circuits	Yes	219539
Data Transmission and/or Internet Access	Leased Dark Fiber		Detailed in RFP	Detailed in RFP	11	4	Fiber Strands	Yes	219539
Data Transmission and/or Internet Access	Leased Lt Fiber		750 Mbps	50 Gbps	11	4	Circuits	Yes	219539

Description of Other Functions

Id	Name

Narrative

Evaluation factors (weight):  
Price of eligible products and services (40); prior experience including past performance (20); personal qualifications (20); environmental objectives (20)  
Disqualifying factors:

DRAFT

Return to EPC.

- To make changes to your form, select **Back**.
- If the PDF is accurate, proceed with form certification according to your permission level:

## Partial-Rights Users

1. Select **Send for Certification**, as you don't have permissions to certify the form.

The screenshot shows the 'FCC Form 470 - Funding Year 2019' review page for 'ABC School District - FY2019 FCC Form 470 - Form #190000030'. The page includes a 'SAVE DRAFT' link, a breadcrumb trail with 'FCC Form 470 Review' selected, and a 'Download Document Link' for 'USAC\_FCC\_FORM\_470\_APPLICATION\_190000030\_DRAFT'. At the bottom, there are two buttons: 'BACK' and 'SEND FOR CERTIFICATION', with the latter highlighted by a red box.

2. When the system notifies you that your form will be sent to the full-rights users in your organization, select **Yes** to proceed.

The dialog box asks: 'This function will send your FCC Form 470 to the full rights users in your organization for certification. Do you wish to proceed?'. It features two buttons: 'NO' and 'YES', with the 'YES' button highlighted by a red box.

## Full-Rights Users

1. Select the checkbox to certify that the information in the PDF version of the FCC Form 470 is correct.

The screenshot shows the same 'FCC Form 470 - Funding Year 2019' review page as above. In this version, a checkbox is checked and highlighted with a red box, with the text: 'By checking this box, I certify that the information in the PDF document above is correct.' At the bottom, there are three buttons: 'BACK', 'SEND FOR CERTIFICATION', and 'CONTINUE TO CERTIFICATION', with the latter two highlighted by a red box.

You have two options:

2. Select **Send for Certification** to send the form to *other full-rights users* in your organization. **NOTE:** If you choose this option, the form will disappear from your **Tasks** list. *You will not be able to re-enter the form.* After the system notifies you that your form will be sent to the full-rights users in your organization, select **Yes** to proceed; or
3. Select **Continue to Certification** to certify the form yourself. When the system notifies you that your form will be sent directly to certification, select **Yes**.

This function will send you directly to certification for your FCC Form 470. Do you wish to proceed?

# Full-Rights Users Certifying FCC Form 470 from Partial-Rights or from Other Full-Rights User

See [Full-Rights User Certifying FCC Form 470 from Partial-Rights User](#) below.

## Certifications and Signature

### Certify FCC Form 470

Basic Information    Service Requests    Technical Contact Information    Procurement Information    FCC Form 470 Review    **Certifications & Signature**

1. When the **Certify FCC Form 470** page appears, carefully read the certification text.
2. Select each checkbox to confirm compliance and certification.

SAVE DRAFT

### Certify FCC Form 470

ABC School District - FY2019 FCC Form 470 - Form #190000030  
Last Saved: 6/22/2018 1:59 PM EDT

Basic Information    Service Requests    Technical Contact Information    Procurement Information    FCC Form 470 Review    **Certifications & Signature**

Please complete the certifications below.

#### Applicant Certifications

I certify that the applicant includes schools 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.

#### Other Certifications

I certify that this FCC Form 470 and any applicable RFP will be available for review by potential bidders for at least 28 days before considering all bids received and selecting a service provider. I certify that all bids submitted will be carefully considered and the bid selected will be for the most cost-effective service or equipment offering, with price being the primary factor, and will be the most cost-effective means of meeting educational needs and technology goals.

I have reviewed all applicable FCC, state, and local procurement/competitive bidding requirements and that I have complied with them. I acknowledge that persons willfully making false statements on this form may 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.

I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the schools and libraries support mechanism are subject to suspension and debarment from the program.

I certify that I will retain required documents for a period of at least 10 years (or whatever retention period is required by the rules in effect at the time of this certification) after the later of the last day of the applicable funding year or the service delivery deadline for the associated funding request. I certify that I will retain all documents necessary to demonstrate compliance with the statute and Commission rules regarding the form for: receipt of and delivery of services receiving schools and libraries discounts. I acknowledge that I may be audited pursuant to participation in the schools and libraries program. I certify that the services the applicant purchases at discounts provided by 47 U.S.C. § 254 will be used primarily for educational purposes; see 47 C.F.R. § 54.500, and will not be sold, resold or transferred in consideration for money or any other thing of value, except as permitted by the Commission's rules at 47 C.F.R. § 54.513. Additionally, I certify that the entity or entities listed on this form have not received anything of value or a promise of anything of value, other than services and equipment sought by means of this form, from the service provider, or any representative or agent thereof or any consultant in connection with this request for services.

I acknowledge that support under this support mechanism is conditional upon the school(s) and/or library(ies) I represent securing access, separately or through this program, to all of the resources, including computers, training, software, internet connections, maintenance, and electrical capacity necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support. I certify that I have considered what financial resources should be available to cover these costs. I certify that I am authorized to procure eligible services for the eligible entity(ies). I certify that I am authorized to submit this request on behalf of the eligible entity(ies) listed on this form, that I have examined this request, and to the best of my knowledge, information, and belief, all statements of fact contained herein are true.

#### NOTICE

In accordance with Section 54.503 of the Federal Communications Commission's ("Commission") rules, certain schools and libraries ordering services that are eligible for and seeking universal service discounts must file this Description of Services Requested and Certification Form (FCC Form 470) with the Universal Service Administrator, 47 C.F.R. § 54.503. The collection of information stems from the Commission's authority under Section 254 of the Communications Act of 1934, as amended, 47 U.S.C. § 254. The data in the report will be used to ensure that schools and libraries comply with the competitive bidding requirement contained in 47 C.F.R. § 54.503. Schools and libraries must file this form themselves or as part of a consortium.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

The FCC is authorized under the Communications Act of 1934, as amended, to collect the information requested in this form. We will use the information you provide to determine whether you have complied with the competitive bidding requirements applicable to requests for universal service discounts. If we believe there may be a violation or a potential violation of any applicable statute, regulation, rule or order, the information you provide in this form may be referred to the Federal, state, or local agency responsible for investigating, prosecuting, enforcing, or implementing the statute, rule, regulation or order. In certain cases, the information you provide in this form may be disclosed to the Department of Justice or a court or adjudicative body when (a) the FCC, or (b) any employee of the FCC, or (c) the United States Government is a party of a proceeding before the body or has an interest in the proceeding. In addition, information provided in or submitted with this form, or in response to subsequent inquiries, may also be subject to disclosure consistent with the Communications Act of 1934, FCC regulations, the Freedom of Information Act, 5 U.S.C. § 552, or other applicable law.

If you owe a past due debt to the federal government, the information you provide in this form may also be disclosed to the Department of the Treasury Financial Management Service, other Federal agencies and/or your employer to offset your salary, IRS tax refund or other payments to collect that debt. The FCC may also provide the information to these agencies through the matching of computer records when authorized.

If you do not provide the information we request on the form, the FCC or Universal Service Administrator may return your form without action or deny a related request for universal service discounts.

The foregoing Notice is required by the Paperwork Reduction Act of 1995, Pub. L. No. 104-13, 44 U.S.C. § 3501, et seq.

Public reporting burden for this collection of information is estimated to average 3.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing, and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the reporting burden to the Federal Communications Commission, Performance Evaluation and Records Management, Washington, DC 20554. We also will accept your comments via the email if you send them to PRA@FCC.gov. DO NOT SEND COMPLETED WORKSHEETS TO THESE ADDRESSES.

3. After all boxes are checked, select **Certify**. This action is equivalent to providing your electronic signature.
4. Read the message regarding the certification and select **Yes** if you agree.

False statements on this form may result in civil liability and/or criminal prosecution. To electronically sign and certify this form, click "Yes" below. To affirm that you (1) understand the statements above and (2) represent the entity featured, and have the authority to make the certifications, on this form, click "Yes" below.

When you select **Yes** on the confirmation message, the form will be certified and will be posted on the USAC website. The form task will disappear from your **Tasks** list.

## Full-Rights User Certifying FCC Form 470 from Partial-Rights User

A full-rights user receives a task to certify an FCC Form 470 when the form is submitted by a partial-rights user or another full-rights user and sent for certification.

1. On the **Tasks** page, select the task.

2. When prompted, accept the task.

3. Select the Download Document Link to download the PDF version of the FCC Form 470 to your computer.

4. Open the PDF, review its content, and verify that the data is correct and consistent with what was entered on the form.
5. To make any necessary corrections, return to EPC and select **Edit** to return to the form's **Basic Information** section.

SAVE DRAFT

### FCC Form 470 - Funding Year 2019

ABC School District - FY2019 FCC Form 470 - Form #190000030

Last Saved: 6/22/2018 2:19 PM EDT

Please download and carefully review this Form 470 before certifying.

**Download Document Link**  
USAC\_FCC\_FORM\_470\_APPLICATION\_190000030\_DRAFT

By checking this box, I certify that the information in the PDF document above is correct.

**EDIT** CONTINUE

Continue through each form section and make any necessary changes.

6. Generate a new PDF and review again. Once the PDF is correct, click the checkbox to indicate that the information is accurate and then select **Continue to Certification**.

SAVE DRAFT

### FCC Form 470 - Funding Year 2019

ABC School District - FY2019 FCC Form 470 - Form #190000030

Last Saved: 6/22/2018 1:59 PM EDT

Basic Information   Service Requests   Technical Contact Information   Procurement Information   **FCC Form 470 Review**   Certifications & Signature

Please download and carefully review this FCC Form 470 before certifying.

**Download Document Link**  
USAC\_FCC\_FORM\_470\_APPLICATION\_190000030\_DRAFT

By checking this box, I certify that the information in the PDF document above is correct.

**BACK** **SEND FOR CERTIFICATION** **CONTINUE TO CERTIFICATION**

7. When the **Certify FCC Form 470** page appears, carefully read the certification text.
8. Select each checkbox to confirm compliance and certification.

SAVE DRAFT

## Certify FCC Form 470

ABC School District - FY2019 FCC Form 470 - Form #19000030  
Last Saved: 6/22/2018 1:59 PM EDT

Basic Information    Service Requests    Technical Contact Information    Procurement Information    FCC Form 470 Review    **Certifications & Signature**

Please complete the certifications below.

### Applicant Certifications

I certify that the applicant includes schools 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.

### Other Certifications

I certify that this FCC Form 470 and any applicable RFP will be available for review by potential bidders for at least 28 days before considering all bids received and selecting a service provider. I certify that all bids submitted will be carefully considered and the bid selected will be for the most cost-effective service or equipment offering, with price being the primary factor, and will be the most cost-effective means of meeting educational needs and technology goals.

I certify that I have reviewed all applicable FCC, state, and local procurement/competitive bidding requirements and that I have complied with them. I acknowledge that persons willfully making false statements on this form may 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.

I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the schools and libraries support mechanism are subject to suspension and debarment from the program.

I certify that I will retain required documents for a period of at least 10 years (or whatever retention period is required by the rules in effect at the time of this certification) after the later of the last day of the applicable funding year or the service delivery deadline for the associated funding request. I certify that I will retain all documents necessary to demonstrate compliance with the statute and Commission rules regarding the form for receipt of and delivery of services receiving schools and libraries discounts. I acknowledge that I may be audited pursuant to participation in the schools and libraries program. I certify that the services the applicant purchases at discounts provided by 47 U.S.C. § 254 will be used primarily for educational purposes, see 47 C.F.R. § 54.500 and will not be sold, resold or transferred in consideration for money or any other thing of value, except as permitted by the Commission's rules at 47 C.F.R. § 54.513. Additionally, I certify that the entity or entities listed on this form have not received anything of value or a promise of anything of value, other than services and equipment sought by means of this form, from the service provider, or any representative or agent thereof or any consultant in connection with this request for services.

I acknowledge that support under this support mechanism is conditional upon the school(s) and/or library(ies) I represent securing access, separately or through this program, to all of the resources, including computers, training, software, internet connections, maintenance, and electrical capacity necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support. I certify that I have considered what financial resources should be available to cover these costs. I certify that I am authorized to procure eligible services for the eligible entity(ies). I certify that I am authorized to submit this request on behalf of the eligible entity(ies) listed on this form, that I have examined this request, and to the best of my knowledge, information, and belief, all statements of fact contained herein are true.

### NOTICE

In accordance with Section 54.503 of the Federal Communications Commission's ("Commission") rules, certain schools and libraries ordering services that are eligible for and seeking universal service discounts must file this Description of Services Requested and Certification Form (FCC Form 470) with the Universal Service Administrator, 47 C.F.R. § 54.503. The collection of information stems from the Commission's authority under Section 254 of the Communications Act of 1934, as amended, 47 U.S.C. § 254. The data in the report will be used to ensure that schools and libraries comply with the competitive bidding requirement contained in 47 C.F.R. § 54.503. Schools and libraries must file this form themselves or as part of a consortium.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

The FCC is authorized under the Communications Act of 1934, as amended, to collect the information requested in this form. We will use the information you provide to determine whether you have complied with the competitive bidding requirements applicable to requests for universal service discounts. If we believe there may be a violation or a potential violation of any applicable statute, regulation, rule or order, the information you provide in this form may be referred to the Federal, state, or local agency responsible for investigating, prosecuting, enforcing, or implementing the statute, rule, regulation or order. In certain cases, the information you provide in this form may be disclosed to the Department of Justice or a court or adjudicative body when (a) the FCC, or (b) any employee of the FCC, or (c) the United States Government is a party of a proceeding before the body or has an interest in the proceeding. In addition, information provided in or submitted with this form, or in response to subsequent inquiries, may also be subject to disclosure consistent with the Communications Act of 1934, FCC regulations, the Freedom of Information Act, 5 U.S.C. § 552, or other applicable law.

If you owe a past due debt to the federal government, the information you provide in this form may also be disclosed to the Department of the Treasury Financial Management Service, other Federal agencies and/or your employer to offset your salary, IRS tax refund or other payments to collect that debt. The FCC may also provide the information to these agencies through the matching of computer records when authorized.

If you do not provide the information we request on the form, the FCC or Universal Service Administrator may return your form without action or deny a related request for universal service discounts.

The foregoing Notice is required by the Paperwork Reduction Act of 1995, Pub. L. No. 104-13, 44 U.S.C. § 3501, et seq.

Public reporting burden for this collection of information is estimated to average 3.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing, and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the reporting burden to the Federal Communications Commission, Performance Evaluation and Records Management, Washington, DC 20554. We also will accept your comments via the email if you send them to PRA@FCC.gov. DO NOT SEND COMPLETED WORKSHEETS TO THESE ADDRESSES.

9. After all boxes are checked, select **Certify**. This action is equivalent to providing your electronic signature.

10. Read the message regarding the certification and select **Yes** if you agree.

False statements on this form may result in civil liability and/or criminal prosecution. To electronically sign and certify this form, click "Yes" below. To affirm that you (1) understand the statements above and (2) represent the entity featured, and have the authority to make the certifications, on this form, click "Yes" below.

When you select **Yes** on the confirmation message, the form will be certified and will be posted on the USAC website. The form task will disappear from your **Tasks** list.

## After FCC Form 470 Certification

Certified FCC Forms 470 are posted to USAC's EPC portal and on USAC's open source data platform. You can also view the forms, their attachments, and summary information from the tools in the **FCC Form 470 Tools** section of the [Tools](#) page on USAC's website. You can view information from the basic information section of each FCC Form 470 in the [E-rate Open Competitive Bidding: Basic Information \(FCC Form 470 and Related Information\)](#) dataset on the open source data platform.

## FCC Form 470 Receipt Notification

When the form is received by USAC, a notification appears in the **News** feed for all members of your organization. This notification confirms that the form has been certified, provides the **Allowable Vendor Selection/Contract Date** for your form, and explains next steps (including how to submit modifications).



**USAC's Internal System** ABC School District's FCC Form 470 - 190000030 for Funding Year 2019 was successfully posted to the USAC website on 6/22/2018. This posting begins the required 28 day competitive bidding process. The allowable contract date is 7/20/2018.

It is important that you review this form now to make sure the products and services you require have been correctly posted and, if necessary, take any appropriate corrective action as soon as possible. You are allowed to correct certain errors on your form but not others. For fields that allow a correction, you will be able to edit the information in the form field directly.

To determine what corrections are allowable and why, see the "List of correctable ministerial and clerical errors" on our website.

### NEXT STEPS

- Make sure that you wait 28 days before you select your service provider(s) and sign any contracts.
- Use the Form 470 Application Number shown above in any Form 471, Block 5 Funding Request that cites this Form 470. Share this number with those schools and/or libraries who may wish to cite this Form 470 in their Form(s) 471.
- Follow all applicable state and local procurement laws and be prepared to demonstrate compliance with these laws.
- Watch our website for information about the Form 471 filing window.- You can view your entire Form 470 by clicking the link below.

[FY2019 FCC Form 470 -...](#) [#208 - ABC School Dist...](#)

1 minute ago ☆ 🔒 Comment Hide Info ▲

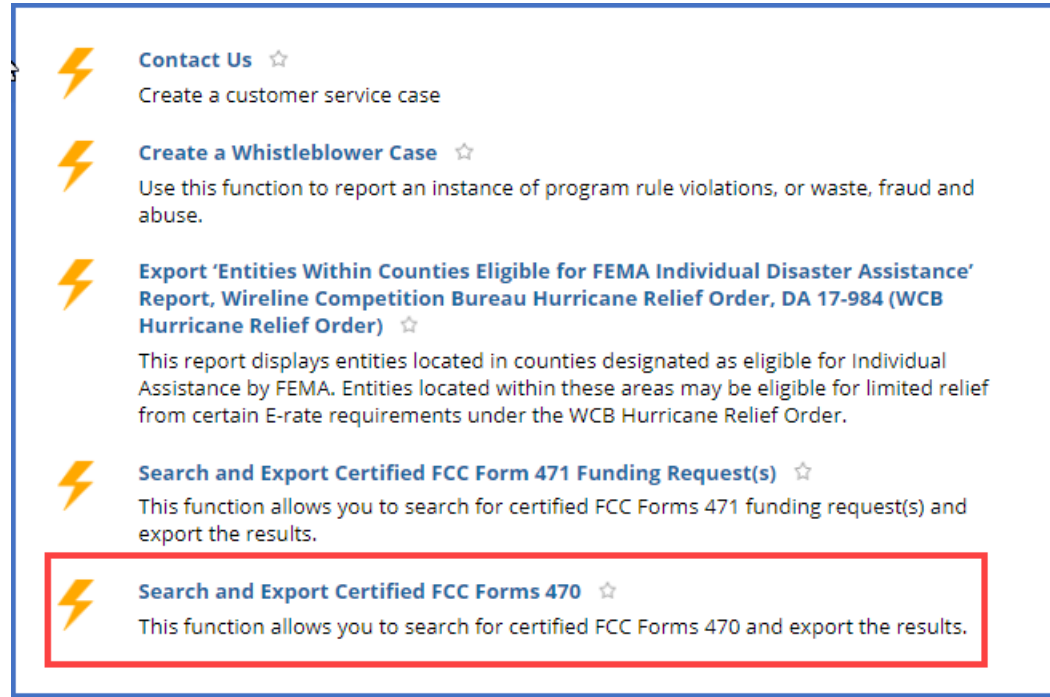
**Application Number** 190000030

**Entity Number** 208

**Allowable Contract Date** Jul 20, 2018

## Search and Export Results

To export form search results, select the **Search and Export Certified FCC Form 470** link on the **Actions** tab.



The screenshot shows a list of actions in a blue-bordered box. Each action is preceded by a yellow lightning bolt icon and followed by a star icon. The actions are:

- Contact Us** ☆  
Create a customer service case
- Create a Whistleblower Case** ☆  
Use this function to report an instance of program rule violations, or waste, fraud and abuse.
- Export 'Entities Within Counties Eligible for FEMA Individual Disaster Assistance' Report, Wireline Competition Bureau Hurricane Relief Order, DA 17-984 (WCB Hurricane Relief Order)** ☆  
This report displays entities located in counties designated as eligible for Individual Assistance by FEMA. Entities located within these areas may be eligible for limited relief from certain E-rate requirements under the WCB Hurricane Relief Order.
- Search and Export Certified FCC Form 471 Funding Request(s)** ☆  
This function allows you to search for certified FCC Forms 471 funding request(s) and export the results.
- Search and Export Certified FCC Forms 470** ☆  
This function allows you to search for certified FCC Forms 470 and export the results.

The last item, "Search and Export Certified FCC Forms 470", is highlighted with a red rectangular border.



## FCC Form 470 Modifications

### Allowable Modifications

A certified FCC Form 470 can be modified by applicants and consultants who have either partial or full-rights permissions. Sometimes modifications require a full-rights user's approval of modifications made by a partial-rights user. Additional information about which modifications are allowable and when a new form must be filed can be found on the [Ministerial & Clerical Errors](#) webpage.

- **Edit Application Nickname** – No approval by full-rights user needed.
- **Add an RFP Document** – No approval by full-rights user needed. This edit is only allowed for FCC Forms 470 that were certified with at least one associated RFP document.
- **Change Main Contact Person** – Full-rights user approval needed. USAC must also approve this modification.
- **Edit Technical Contact** – Full-rights user approval needed. USAC must also approve this modification.

### Submitting Modifications

1. Log in to [EPC](#).
2. Locate the form you want to edit from either **My Landing Page** or the **Records** tab.
  - (a) From **My Landing Page**, scroll to **FCC Forms and Post-Commitment Requests** and search for **Certified** forms.

▼ **FCC Forms and Post-Commitment Requests**

FCC Forms Status  All  
 Post-Commitment Requests  Incomplete

Form Type   Certified

Funding Year

- (b) On the **Records** tab, select **FCC Forms 470**.



3. Filter the forms by two fields:
  - a) **Filed by my Organization** – Select **Yes**.
  - b) **Status** – Select **Certified**.
  - c) You can also filter further by funding year and service type

The system lists the certified forms that are filed by your organization.

**FCC Forms 470**

SEARCH FILED BY MY ORGANIZATION(S)? **Yes** STATUS **Certified**

FUNDING YEAR *Any* SERVICE TYPE *Any* STATE *Any*

FCC Form 470 Number	FCC Form 470 Nickname	BEN	BEN Name	Certification Date	Funding Year	Status
190000030	FY2019 FCC Form 470	208	ABC School District	06/22/2018	2019	Certified

4. Locate and select the FCC Form 470 number of the form you want to modify.
5. Select **Related Actions**.

Records / FCC Forms 470  
**FY2019 FCC Form 470 - #190000030**

Summary Generated Documents News **Related Actions**

6. On the **Related Actions** page, review the list of available actions for the certified FCC Form 470.

Records / FCC Forms 470  
**FY2019 FCC Form 470 - #190000030**

Summary Generated Documents News **Related Actions**

- Edit Application Nickname**  
This function allows you to update the nickname of your FCC Form 470.
- Add an RFP Document**  
This function allows you to upload and associate an additional RFP to one or more Service Requests if RFP documents already existed at the time of certification.
- Change Main Contact Person**  
This function allows you to update the main contact listed on your FCC Form 470.
- Edit Technical Contact**  
This function allows you to update the technical contact information listed on your FCC Form 470.

## Edit the Application Nickname on a Certified FCC Form 470

1. On the **Related Actions** page, select **Edit Application Nickname**.

Records / FCC Forms 470  
**FY2019 FCC Form 470 - #190000030**

Summary Generated Documents News **Related Actions**

- Edit Application Nickname**  
This function allows you to update the nickname of your FCC Form 470.
- Add an RFP Document**  
This function allows you to upload and associate an additional RFP to one or more Service Requests if RFP documents already existed at the time of certification.
- Change Main Contact Person**  
This function allows you to update the main contact listed on your FCC Form 470.
- Edit Technical Contact**  
This function allows you to update the technical contact information listed on your FCC Form 470.

2. Enter the new **Application Nickname**.

SAVE DRAFT

### Edit Application Nickname on FCC Form 470

ABC School District - FY2019 FCC Form 470 - Form #190000030 - Funding Year 2019

#### Application Nickname

Please enter new application nickname here. \*

FY2019 FCC Form 470

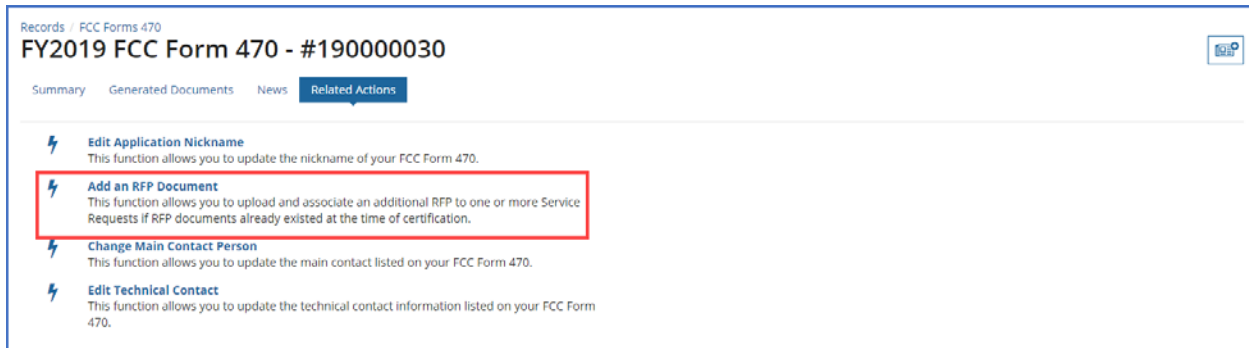
CANCEL SUBMIT

3. Select **Submit**. The nickname for the FCC Form 470 is changed.

## Add an RFP Document to a Certified FCC Form 470

If the FCC Form 470 has an associated RFP document, you can add more documents using the **Add an RFP Document** function.

1. On the **Related Actions** page, select **Add an RFP Document**.

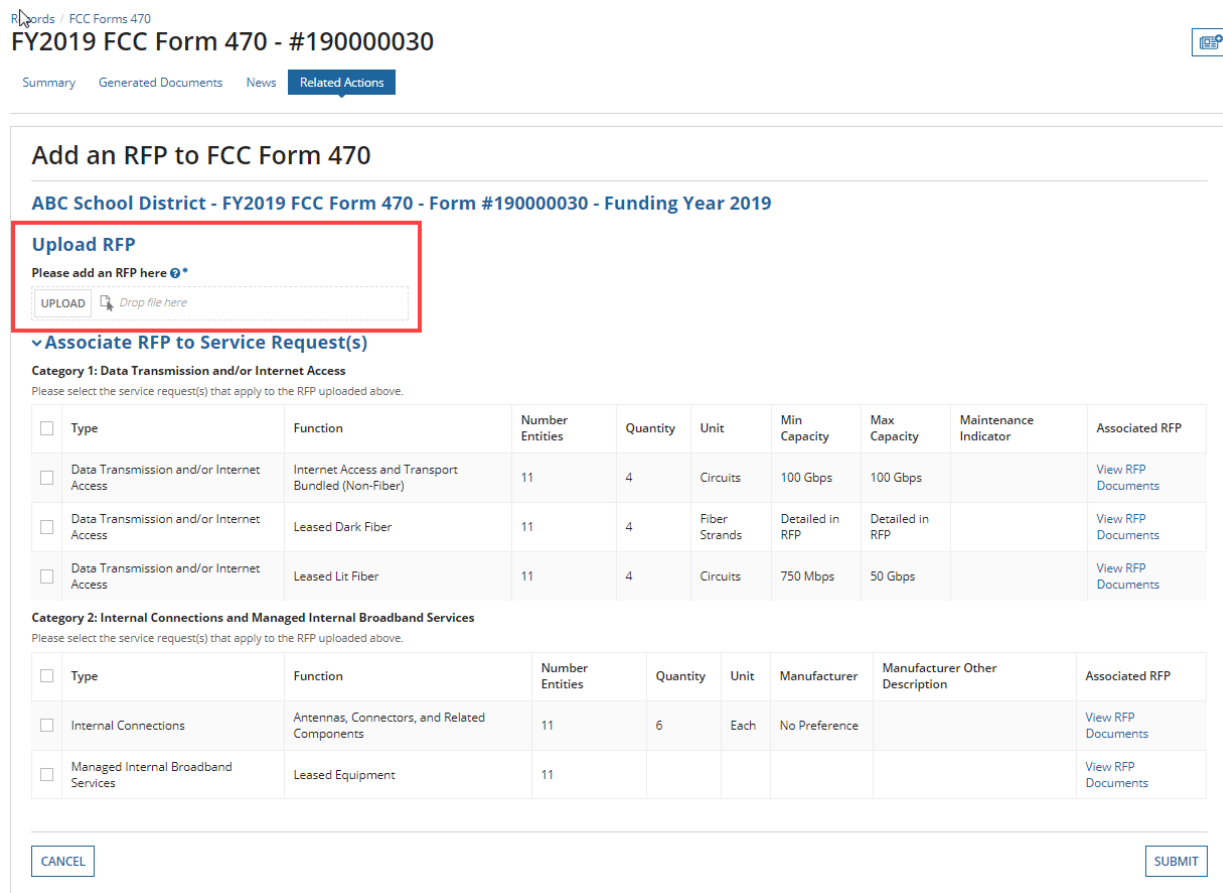


Records / FCC Forms 470  
FY2019 FCC Form 470 - #190000030

Summary Generated Documents News **Related Actions**

- Edit Application Nickname**  
This function allows you to update the nickname of your FCC Form 470.
- Add an RFP Document**  
This function allows you to upload and associate an additional RFP to one or more Service Requests if RFP documents already existed at the time of certification.
- Change Main Contact Person**  
This function allows you to update the main contact listed on your FCC Form 470.
- Edit Technical Contact**  
This function allows you to update the technical contact information listed on your FCC Form 470.

2. When the list of associated RFP documents opens, select **UPLOAD** or drag the document onto **Drop file here**.





Records / FCC Forms 470  
FY2019 FCC Form 470 - #190000030

Summary Generated Documents News **Related Actions**

### Add an RFP to FCC Form 470

ABC School District - FY2019 FCC Form 470 - Form #190000030 - Funding Year 2019

**Upload RFP**  
Please add an RFP here 

UPLOAD  Drop file here

**Associate RFP to Service Request(s)**

**Category 1: Data Transmission and/or Internet Access**  
Please select the service request(s) that apply to the RFP uploaded above.

<input type="checkbox"/>	Type	Function	Number Entities	Quantity	Unit	Min Capacity	Max Capacity	Maintenance Indicator	Associated RFP
<input type="checkbox"/>	Data Transmission and/or Internet Access	Internet Access and Transport Bundled (Non-Fiber)	11	4	Circuits	100 Gbps	100 Gbps		View RFP Documents
<input type="checkbox"/>	Data Transmission and/or Internet Access	Leased Dark Fiber	11	4	Fiber Strands	Detailed in RFP	Detailed in RFP		View RFP Documents
<input type="checkbox"/>	Data Transmission and/or Internet Access	Leased Lit Fiber	11	4	Circuits	750 Mbps	50 Gbps		View RFP Documents

**Category 2: Internal Connections and Managed Internal Broadband Services**  
Please select the service request(s) that apply to the RFP uploaded above.

<input type="checkbox"/>	Type	Function	Number Entities	Quantity	Unit	Manufacturer	Manufacturer Other Description	Associated RFP
<input type="checkbox"/>	Internal Connections	Antennas, Connectors, and Related Components	11	6	Each	No Preference		View RFP Documents
<input type="checkbox"/>	Managed Internal Broadband Services	Leased Equipment	11					View RFP Documents

CANCEL SUBMIT

3. Select each checkbox for a related service to link the new RFP to a service request. You can link the RFP to all Category One or Category Two services by checking the box to the left of the **Type** column header under the **Category 1** or **Category 2** section.

### Add an RFP to FCC Form 470

ABC School District - FY2019 FCC Form 470 - Form #190000030 - Funding Year 2019

**Upload RFP**

Please add an RFP here \*

RFP\_SD\_Network\_Equipment  
DOCK-11.15 KB

**Associate RFP to Service Request(s)**

**Category 1: Data Transmission and/or Internet Access**  
Please select the service request(s) that apply to the RFP uploaded above.

<input type="checkbox"/> Type	Function	Number Entities	Quantity	Unit	Min Capacity	Max Capacity	Maintenance Indicator	Associated RFP
<input type="checkbox"/> Data Transmission and/or Internet Access	Internet Access and Transport Bundled (Non-Fiber)	11	4	Circuits	100 Gbps	100 Gbps		<a href="#">View RFP Documents</a>
<input type="checkbox"/> Data Transmission and/or Internet Access	Leased Dark Fiber	11	4	Fiber Strands	Detailed in RFP	Detailed in RFP		<a href="#">View RFP Documents</a>
<input checked="" type="checkbox"/> Data Transmission and/or Internet Access	Leased Lit Fiber	11	4	Circuits	750 Mbps	50 Gbps		<a href="#">View RFP Documents</a>

**Category 2: Internal Connections and Managed Internal Broadband Services**  
Please select the service request(s) that apply to the RFP uploaded above.

<input type="checkbox"/> Type	Function	Number Entities	Quantity	Unit	Manufacturer	Manufacturer Other Description	Associated RFP
<input type="checkbox"/> Internal Connections	Antennas, Connectors, and Related Components	11	6	Each	No Preference		<a href="#">View RFP Documents</a>
<input type="checkbox"/> Managed Internal Broadband Services	Leased Equipment	11					<a href="#">View RFP Documents</a>

4. Select **Submit**.
5. When the confirmation pop-up message appears, note that you cannot make a fundamental change to the scope of the services after your form is certified.
6. If you agree with the statement, select **Yes** to proceed.

The new RFP document will be added to the FCC Form 470.

## Change the Main Contact Person on a Certified FCC Form 470

1. On the **Related Actions** page, select **Change Main Contact Person**.

Records / FCC Forms 470

### FY2019 FCC Form 470 - #190000030

Summary   Generated Documents   News   **Related Actions**

---

- Edit Application Nickname**  
This function allows you to update the nickname of your FCC Form 470.
- Add an RFP Document**  
This function allows you to upload and associate an additional RFP to one or more Service Requests if RFP documents already existed at the time of certification.
- Change Main Contact Person**  
This function allows you to update the main contact listed on your FCC Form 470.
- Edit Technical Contact**  
This function allows you to update the technical contact information listed on your FCC Form 470.

2. Begin entering the new contact's name or email address. The system searches for matches.
3. When you select a name, **Contact Details** appear.

### Change Main Contact Person on FCC Form 470

---


**ABC School District - FY2019 FCC Form 470 - Form #190000030 - Funding Year 2019**

**Existing Main Contact**

Sam Schooldistrict  
sam\_schooldistrict@test.usac.org  
321-123-1234

**New Main Contact**

Please select a new main contact person. \*

 applicant1 test ✕

**Contact Details**

applicant1 test  
applicanttest1@mailinator.com  
703-000-0000

---

4. Select **Submit** to update the main contact. If you are a partial-rights user, the modification is first sent to the organization's full-rights users for approval. After a full-rights user's approval, USAC must also approve the modification.
5. After the modification is approved, you will receive a **News** notification stating that the main contact person has been changed on your FCC Form 470.

## Edit the Technical Contact on a Certified FCC Form 470

1. On the **Related Actions** page, select **Edit Technical Contact**.

Records / FCC Forms 470  
FY2019 FCC Form 470 - #190000030

Summary Generated Documents News **Related Actions**

- Edit Application Nickname**  
This function allows you to update the nickname of your FCC Form 470.
- Add an RFP Document**  
This function allows you to upload and associate an additional RFP to one or more Service Requests if RFP documents already existed at the time of certification.
- Change Main Contact Person**  
This function allows you to update the main contact listed on your FCC Form 470.
- Edit Technical Contact**  
This function allows you to update the technical contact information listed on your FCC Form 470.

2. Revise the information entered in one or more fields.

Update Technical Contact Person on FCC Form 470

ABC School District - FY2019 FCC Form 470 - Form #190000030 - Funding Year 2019

**Edit Technical Contact Information**

<b>First Name *</b> Paulette	<b>Last Name *</b> Stone
<b>Phone Number *</b> 980-201-4069	<b>Phone Number Extension</b> 2045
<b>Email *</b> paulette.stone@sd.edu	<b>Title</b> Sr. Director

3. Select **Submit**. If you are a partial-rights user, the modification is first sent to the organization's full-rights users for approval. After a full-rights user's approval, USAC must also approve the modification.
4. When the modification is approved, you will receive a **News** notification stating that the technical contact has been changed on your FCC Form 470.