

# Schools and Libraries (E-Rate) Program FCC Form 470 FY2022 User Guide

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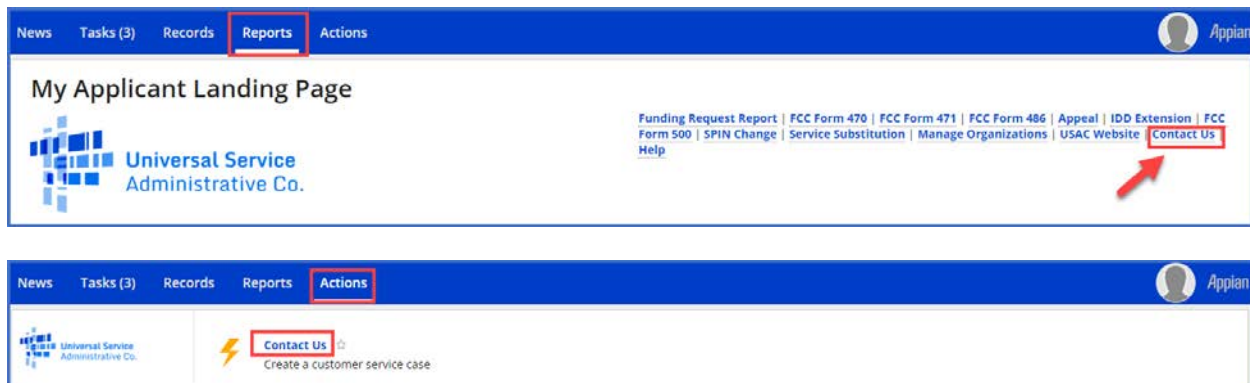
**Updated:** December 2021

## Form Assistance

Program applicants file the FCC Form 470 (Description of Services Requested and Certification Form) in USAC's [E-Rate Productivity Center \(EPC\)](#). You can find information about this form on the [FCC Form 470 Filing](#) web page.

If you have any questions about completing this form, 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 Monday through Friday.

You can also create a customer service case in EPC by selecting the **Contact Us** link on your EPC landing page or by using the **Actions** tab.



## One Portal

To file an FCC Form 470, all users must first log in to One Portal, USAC's [multi-factor authentication \(MFA\)](#) system. MFA is a method of authenticating a computer user during the login process by requiring the user to enter two or more separate pieces of information, such as a password known to the user and a code we generate and send to the user by email or text. MFA helps safeguard access to data and applications, and provides additional security. One Portal complies with both federal and Federal Communication Commission (FCC) information security guidelines.

To learn more about USAC's MFA and to find a list of all Universal Service Fund (USF) IT applications included in the single portal, visit [USAC's website](#).

If you are also an EPC user, USAC has already created an account for you in One Portal. To set up your credentials in One Portal, click the blue **Sign In** button at the top of any USAC page and follow the instructions.

If the general contact or company officer adds you as a user to your organization's EPC account, this action will create a One Portal account that will use your email address as your username.

If you already have an account but need to reset your password, click the "forgot password" link. For more information, watch the ["How to Reset Your Password" video](#).

## Logging in to One Portal for the First Time

The first time you sign into a USF IT application, the system will prompt you to set up MFA for your account. To do this:

1. Click the blue **Continue** button in the pop-up message.
2. On the login page, click the **Forgot Password** link.
3. Enter your **Username** (your email address) and click **Reset via Email**.
4. When you receive the email, click the link to create a password. Your password must be at least eight characters long and include one lowercase letter, one uppercase letter, one number, and one special character.
5. Accept the system's terms of use and click **Sign In**.
6. On the next page, confirm the email associated with your account and click **Send Email**.
7. Check your email for a verification code.
8. Enter the code and click **Verify**.
9. The first time you log in to One Portal, you will need to accept the system terms and conditions.

After logging in, you will see USAC's single portal application dashboard if you have access to more than one application. On this page, you can access all of the USF applications associated with your login. Users no longer have to sign into multiple applications to interact with different USF programs.

Once you have set up your One Portal credentials, you can add the option to receive your verification code on your cell phone. To do this:

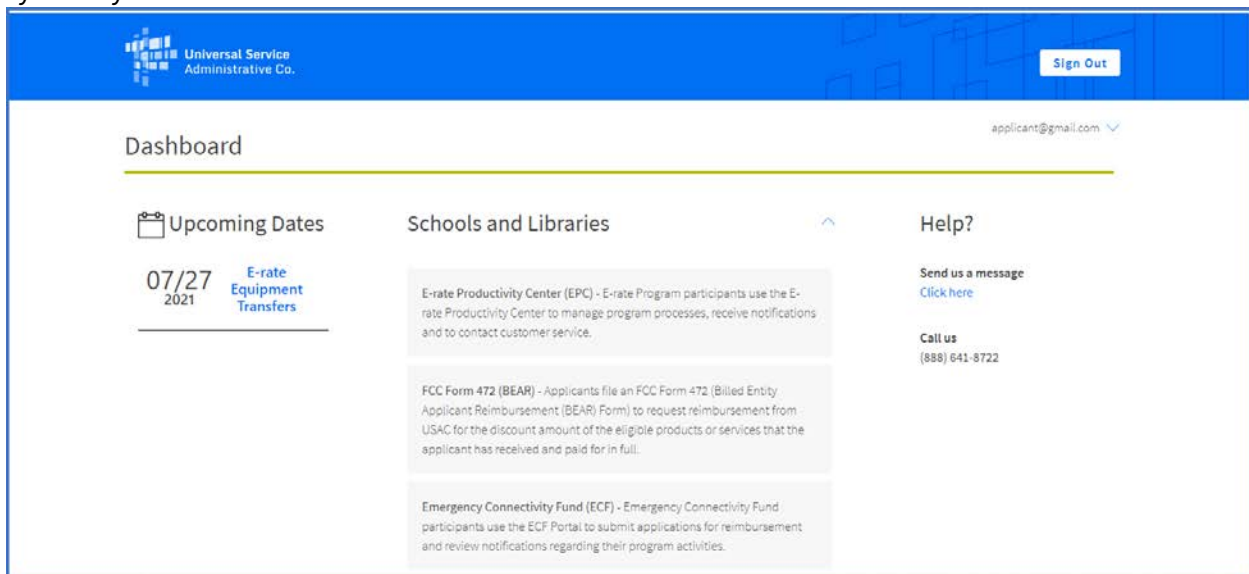
From the dashboard, click the drop-down menu arrow to the right of your username.



A link to the **Settings** page will appear to add a cell phone number to your account. This will allow you to receive verification codes via either email or text message when you log in in the future.

## One Portal Dashboard

After you log in to One Portal, you will see your One Portal dashboard, which will include all of the systems you can access.



If you have questions or technical issues, please call CSB at (888) 203-8100.

## 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 one or more consultants) 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:

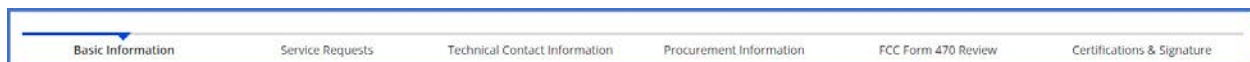
- **Full rights** – Can start, edit, and certify the form.
- **Partial rights** – Can start and edit the form, but cannot certify the form. (You must choose to route your draft form to the organization’s full-rights users for certification.)
- **View-only rights** – Can view forms created by other users; 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.

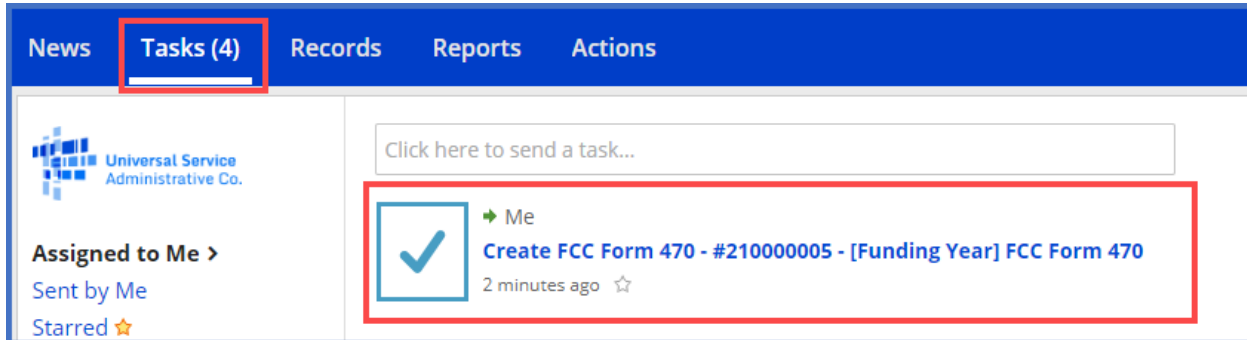


- **Save & Share** – Send the form in its current state to another partial or full-rights user in your organization. Once shared, the form appears in the **Tasks** list of the new user, who can edit or certify the form, depending on permissions. If you choose this option, the form will disappear from your **Tasks** list. You will not be able re-enter the form unless the new user saves & shares with you.
- **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.



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.



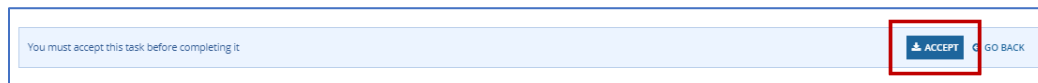
News **Tasks (4)** Records Reports Actions

Universal Service Administrative Co.

Assigned to Me >  
Sent by Me  
Starred ☆

Click here to send a task...

Me  
Create FCC Form 470 - #210000005 - [Funding Year] FCC Form 470  
2 minutes ago ☆

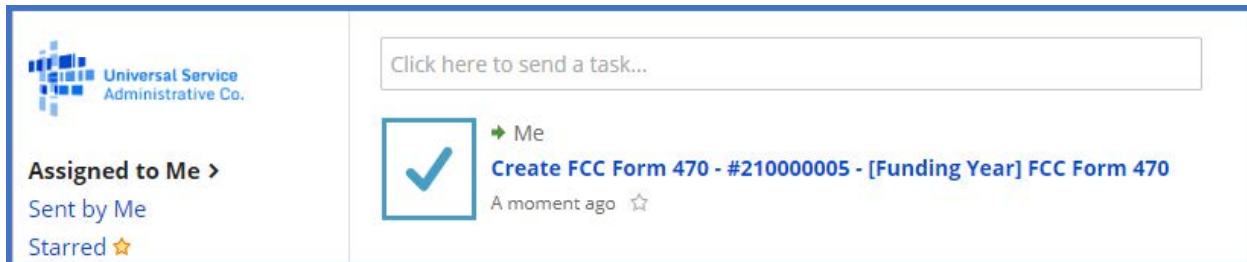


You must accept this task before completing it

ACCEPT GO BACK

## 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.



Universal Service Administrative Co.

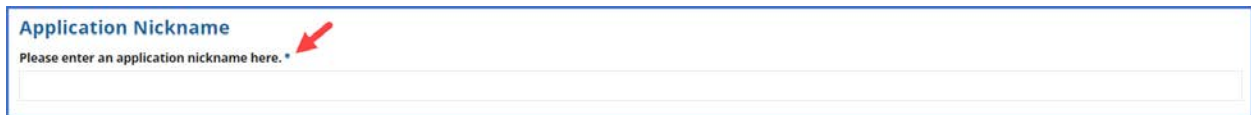
Assigned to Me >  
Sent by Me  
Starred ☆

Click here to send a task...

Me  
Create FCC Form 470 - #210000005 - [Funding Year] FCC Form 470  
A moment ago ☆

## Required Fields

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



**Application Nickname**  
Please enter an application nickname here. \*

## 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 blank, is not filled out correctly, or is missing required information.

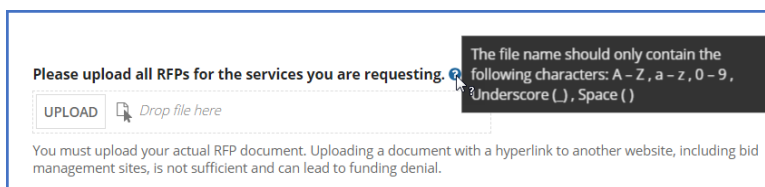



**Application Nickname**  
Please enter an application nickname here. \*


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. For example, when you click the **Discard Form** button, a pop-up message will inform you of the following:

- Your form will be canceled.

- Your form will no longer be retrievable.

If you do not wish to proceed, this pop-up message 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?

---

## Follow a Record

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

- To follow a record, 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 will receive news alerts.
- To unfollow the form and stop receiving news alerts, select the same icon, and you will see a + plus sign again.

Followed



Unfollowed



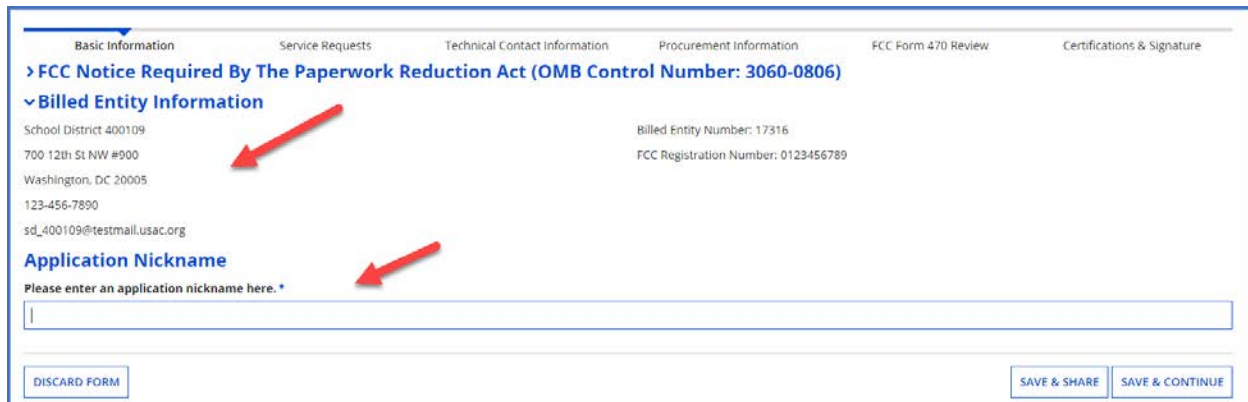
## Begin the Form: Basic Information

### Organization Details and Application Nickname

1. Log in to [One Portal](#).
2. One Portal will take you to your One Portal account.
3. Click the link to log in to EPC from your One Portal dashboard.
4. After you are logged in to EPC, on **My Landing Page**, select **FCC Form 470**.



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



5. 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 if the form has not yet been certified.
6. Enter an **Application Nickname** of your choosing to help you quickly identify and receive information about your form. 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, you could use the nicknames **Category One** and **Category Two** for the two forms.
7. When you finish reviewing the information on this page, select **Save & Continue** to continue 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 2022**

**School District 400109 - [Funding Year] FCC Form 470 - Form #22000012**

Last Saved: 6/23/2021 5:26 PM EDT

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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    Recipient(s) of Service:  Public School     Public School District

Number of Eligible Entities: 3

**Recipients of Service**

Billed Entity Name	Billed Entity Number
School District 400109	17316

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 the form 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 2022**

**School District 400109 - [Funding Year] FCC Form 470 - Form #220000012**

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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 the form 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? \*

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

**Contact Information**

Are you the main contact person?

Admin School District 400109  
sd\_aa\_400109@testmail.usac.org  
123-456-7890

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?

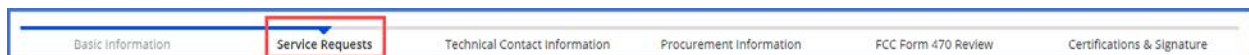
Main Contact Person \*

  
 **Admin School District 400109**  
sd\_aa\_400109@testmail.usac.org

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

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

## Service Requests



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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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.

Visit our [website](#) for more information on how to file the FCC Form 470.

### 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**

- Internal Connections
- Basic Maintenance of 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](#).

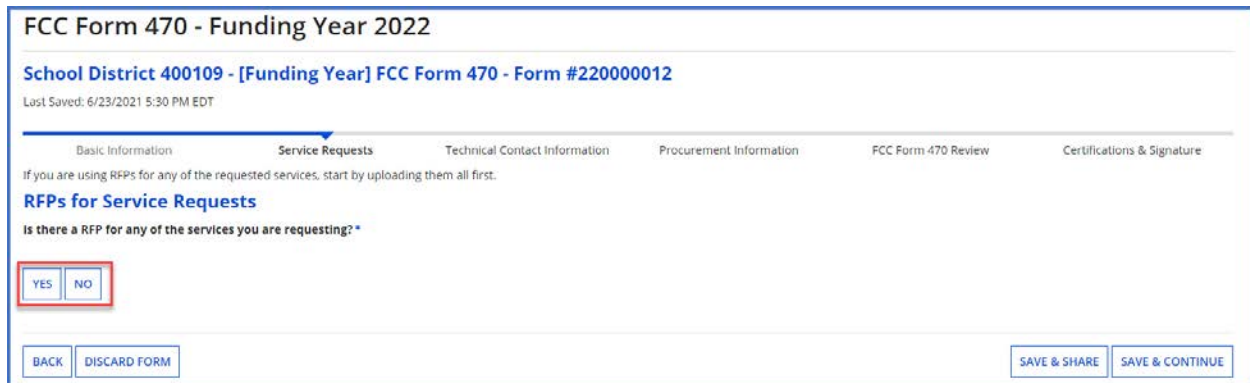
**NOTES:** If you include an RFP with your FCC Form 470, it must be uploaded prior to certifying the form. If you are uncertain whether or not you will provide an RFP, you may upload a placeholder document and replace it later. (You cannot upload an RFP document to a certified form that does not have any RFP documents attached to it.)



- 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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School District 400109 - [Funding Year] FCC Form 470 - Form #220000012

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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.

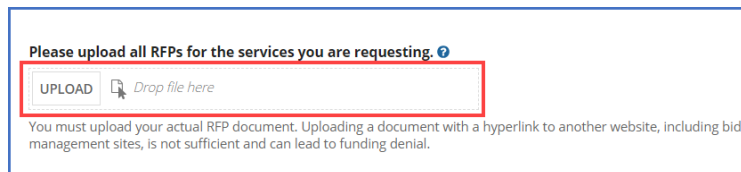
**RFPs for Service Requests**

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

YES NO

BACK DISCARD FORM SAVE & SHARE SAVE & CONTINUE

2. 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**.



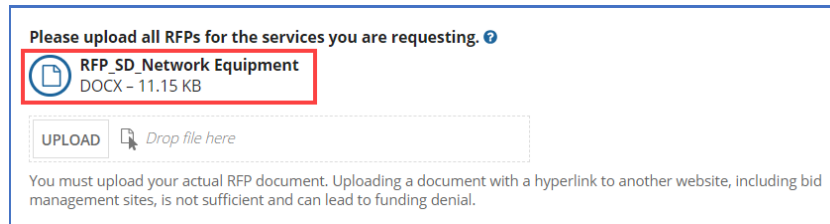
Please upload all RFPs for the services you are requesting. ⓘ

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.

3. 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

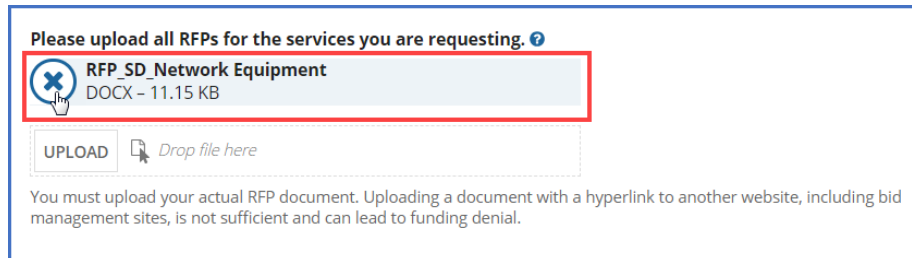
UPLOAD Drop file here

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.

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

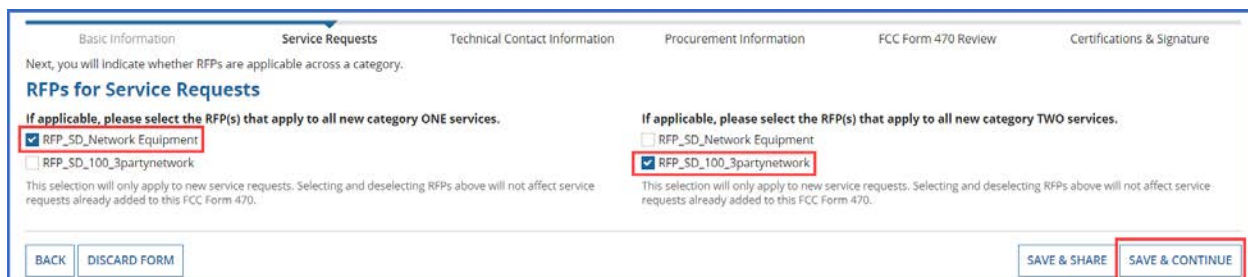


5. Select the “X” to delete the uploaded document.

## 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.

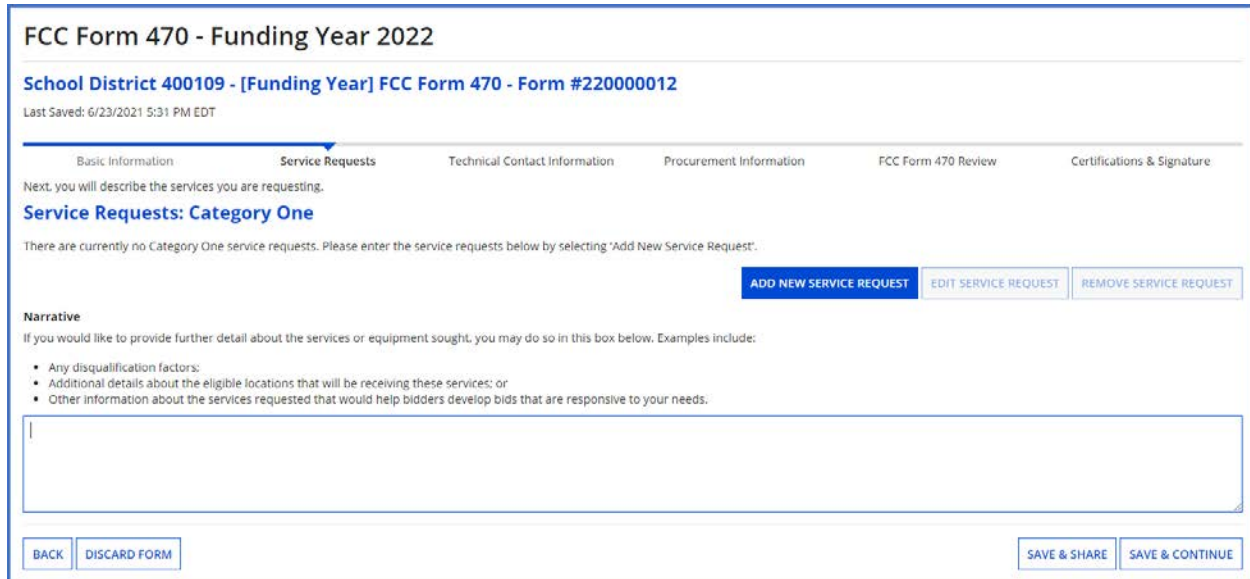


2. Select **Save & Continue** to add service requests.

**NOTE:** You will still have the option to unassign an RFP to a specific service request by unchecking the appropriate box on that service request, even if you assigned that RFP document to *all* service requests in a category of service.

## Service Requests

This page allows you to add, edit, or remove services requests and provide additional information. If you are requesting Category One and Category Two services on your form, the screen to add your Category One request will be displayed first.



FCC Form 470 - Funding Year 2022

School District 400109 - [Funding Year] FCC Form 470 - Form #220000012

Last Saved: 6/23/2021 5:31 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 or equipment sought, you may do so in this box below. Examples include:

- Any disqualification factors;
- Additional details about the eligible locations that will be receiving these services; or
- Other information about the services requested that would help bidders develop bids that are responsive to your needs.

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 2022**

**School District 400109 - [Funding Year] FCC Form 470 - Form #22000012**  
Last Saved: 6/23/2021 5:31 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'.

**Narrative**

If you would like to provide further detail about the services or equipment sought, you may do so in this box below. Examples include:

- Any disqualification factors;
- Additional details about the eligible locations that will be receiving these services; or
- Other information about the services requested that would help bidders develop bids that are responsive to your needs.

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 Service 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.

**School District 400109 - [Funding Year] FCC Form 470 - Form #22000012**  
Last Saved: 6/23/2021 5:31 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'.

## Guiding Statements

The FCC Form 470 includes guiding statements to help applicants request E-Rate eligible services and/or equipment for the upcoming funding year. As you work through the statements, EPC selects the correct drop-down options and completes your form based on your selections.

**FCC Form 470 - Funding Year 2022**

School District 400109 - [Funding Year] FCC Form 470 - Form #220000012

Last Saved: 6/23/2021 5:31 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.

Visit [our website](#) for more information on how to file the FCC Form 470.

**Add New Service Request**

I seek bids for internet access and/or data transmission service.

I seek bids for Category One network equipment or maintenance and operations.

The [FCC Form 470 Services Guiding Statements Reference Table](#) provide a quick way to reference the options provided in the form.

### Category One Service Requests

1. First you will select one of the two provided statements:
  - a. **I seek bids for internet access and/or data transmission service.** Or,
  - b. **I seek bids for Category One network equipment or maintenance and operations.**

**FCC Form 470 - Funding Year 2022**

School District 400109 - [Funding Year] FCC Form 470 - Form #220000012

Last Saved: 6/23/2021 5:31 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.

Visit [our website](#) for more information on how to file the FCC Form 470.

**Add New Service Request**

I seek bids for internet access and/or data transmission service.

I seek bids for Category One network equipment or maintenance and operations.

After you make a selection, a new set of guiding statements will appear. In this example, if you choose the first guiding statement, a set of four additional guiding statements will appear:

**Add New Service Request**

**I seek bids for internet access and/or data transmission service.** ←

I seek bids for internet access and data transmission service (provided over any combination of transmission medium, e.g., fiber-only networks, fiber/non-fiber hybrid networks, or non-fiber networks such as cable, DSL, copper, satellite, or microwave).

I seek bids for internet access without data transmission service and will arrange for separate data transmission service if required.

I seek bids to purchase data transmission service only (i.e., that does not include internet access service).

I seek to build my own network.

- As you continue to select options that describes the services you are seeking bids for, the system will present you with additional guiding statements to complete your request.

The system will let you know if it encounters selections of guiding statements that don't seem to match.

For example, if you select **I seek bids for internet access and/or data transmission service**, with **I seek bids for internet access without data transmission service and will arrange for separate data transmission service if required**. A warning message will appear notifying you that your selection is not a commonly selected service option.


**Add New Service Request**

I seek bids for internet access and/or data transmission service.

I seek bids for internet access without data transmission service and will arrange for separate data transmission service if required.

Service Type  
Data Transmission and/or Internet Access

Function \*

Standalone Internet Access Service 

**This is not a commonly selected service option. It does not include data transmission service, which is needed to deliver Internet access to the school or library building.**

Minimum Capacity

Maximum Capacity

Number of entities served? \*

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

Yes  No

If you decide that you want to change your selections, click the green arrow by the guiding statement to undo the selection.

**Add New Service Request**

I seek bids for internet access and/or data transmission service.

I seek bids for internet access without data transmission service and will arrange for separate data transmission service if required.

Depending on your selections, you may need to provide additional information for your request using the data fields or drop-down menus that appear.

**Add New Service Request**

- I seek bids for internet access and/or data transmission service.
- I seek bids for Internet access and data transmission service (provided over any combination of transmission medium, e.g., fiber-only networks, fiber/non-fiber hybrid networks, or non-fiber networks such as cable, DSL, copper, satellite, or microwave).
- I seek bids for internet access and data transmission services, whether offered by one service provider(s) as a bundled package or offered by one or more service provider as independent services.

**Service Type**  
Data Transmission and/or Internet Access

**Function \***  
Internet Access and Data Transmission Service

**Quantity \*** ←

**Unit**  
Each

**Minimum Capacity**  
Please select a value

**Maximum Capacity**  
Please select a value

**Number of entities served? \*** ←

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

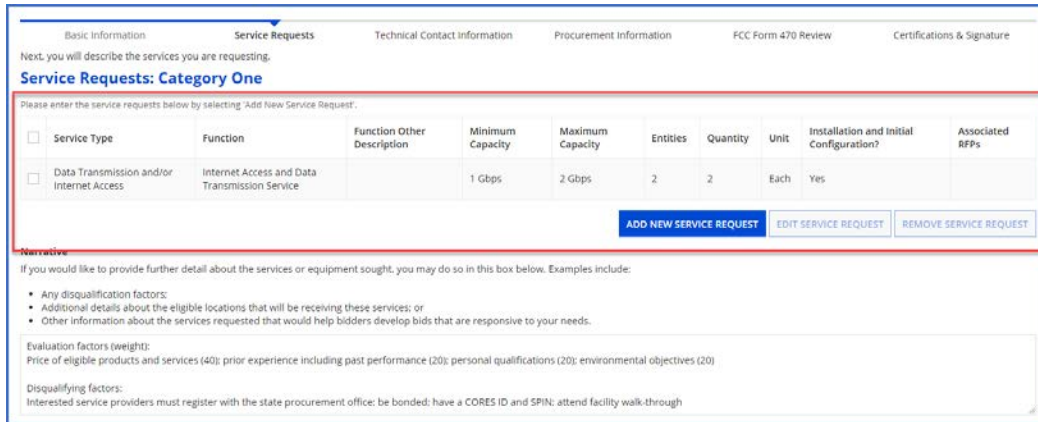
Yes  
 No

CANCEL SAVE & CREATE ANOTHER REQUEST SAVE REQUEST

### Examples:

- **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.

3. When you are done entering your request, click the **Save & Create Another Request** button to continue adding Category One requests to which the same guiding statements you have chosen also apply. If you do not have any additional Category One requests to add or you would like to add an unrelated Category One request, click the **Save Request** button to continue.
4. This takes you back to the main page of the **Service Request: Category One** section of the form. The request(s) you entered will be summarized on this page.



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	Entites	Quantity	Unit	Installation and Initial Configuration?	Associated RFPs
<input type="checkbox"/>	Data Transmission and/or Internet Access	Internet Access and Data Transmission Service	1 Gbps	2 Gbps	2	2	Each	Yes	

ADD NEW SERVICE REQUEST | EDIT SERVICE REQUEST | REMOVE SERVICE REQUEST

**Narrative**

If you would like to provide further detail about the services or equipment sought, you may do so in this box below. Examples include:

- Any disqualification factors;
- Additional details about the eligible locations that will be receiving these services; or
- Other information about the services requested that would help bidders develop bids that are responsive to your needs.

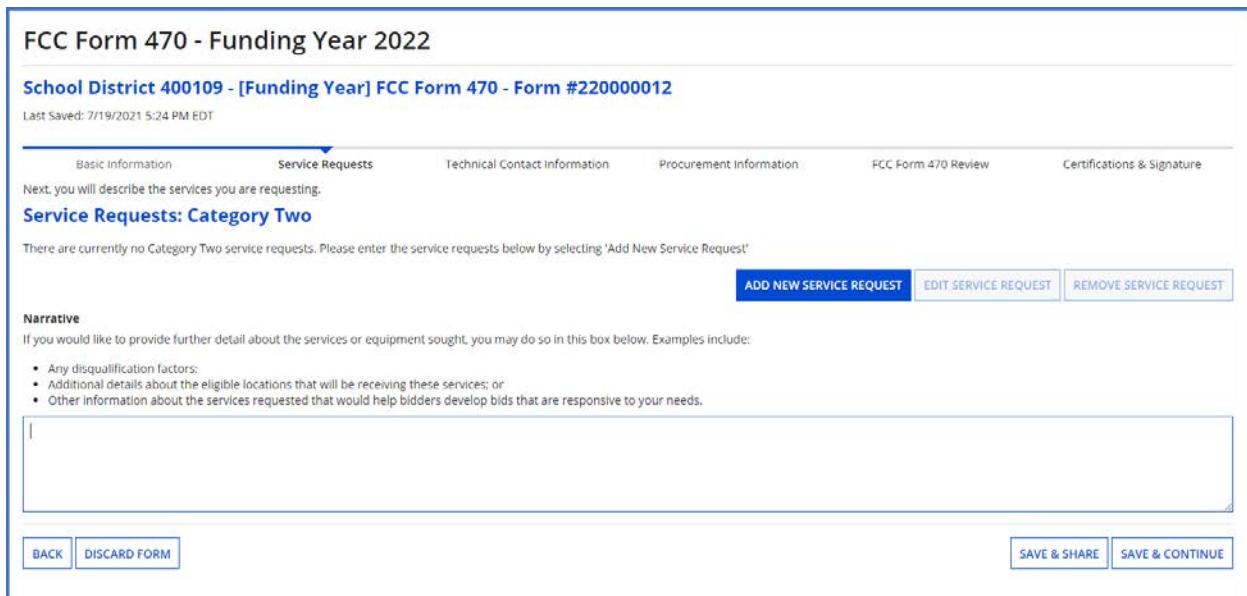
Evaluation factors (weight):  
Price of eligible products and services (40); prior experience including past performance (20); personal qualifications (20); environmental objectives (20)

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

- If you need to edit one of your requests, click the box next to the **Service Type** for that request and click the **Edit Service Request** button to return to your request. If you want to add more service requests, click the **Add New Service Request** button.
- When you are done entering your Category One service requests, click the **Save & Continue** button.

## Category Two Service Requests

The main page of the **Service Request: Category Two** section of the form looks exactly like the main page of the **Service Request: Category One** section of the form.



FCC Form 470 - Funding Year 2022

School District 400109 - [Funding Year] FCC Form 470 - Form #22000012

Last Saved: 7/19/2021 5:24 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 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**

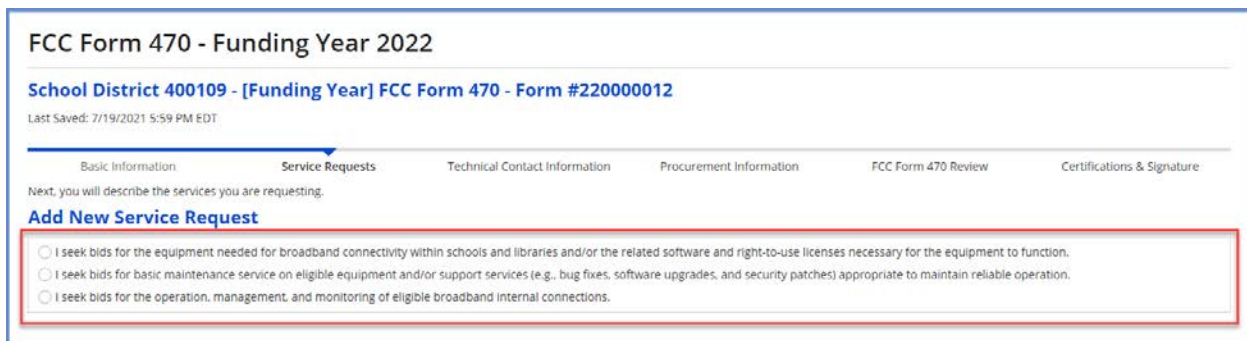
If you would like to provide further detail about the services or equipment sought, you may do so in this box below. Examples include:

- Any disqualification factors;
- Additional details about the eligible locations that will be receiving these services; or
- Other information about the services requested that would help bidders develop bids that are responsive to your needs.

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



1. Add information to the narrative if you want to provide further detail about the services or equipment sought. For more information, see the [Add Narrative](#) section above.
2. Select **Add New Service Request** to continue to the next page.
3. Choose one of the three provided statements:
  - **I seek bids for the equipment needed for broadband connectivity within schools and libraries and/or the related software and right-to-use licenses necessary for the equipment to function.** *This option is for requests for Internal Connections.*
  - **I seek bids for basic maintenance service on eligible equipment and/or support services (e.g., bug fixes, software upgrades, and security patches) appropriate to maintain reliable operation.** *This option is for requests for Basic Maintenance of Internal Connections (BMIC).*
  - **I seek bids for the operation, management, and monitoring of eligible broadband internal connections.** *This option is for requests for Managed Internal Broadband Services (MIBS).*



FCC Form 470 - Funding Year 2022

School District 400109 - [Funding Year] FCC Form 470 - Form #220000012

Last Saved: 7/19/2021 5:59 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**

- I seek bids for the equipment needed for broadband connectivity within schools and libraries and/or the related software and right-to-use licenses necessary for the equipment to function.
- I seek bids for basic maintenance service on eligible equipment and/or support services (e.g., bug fixes, software upgrades, and security patches) appropriate to maintain reliable operation.
- I seek bids for the operation, management, and monitoring of eligible broadband internal connections.

If you decide that you want to change your selections, click the green arrow by the guiding statement to undo the selection.



**Add New Service Request**

- I seek bids for the operation, management, and monitoring of eligible broadband internal connections.
- I seek bids for MIBS using equipment that I currently lease or will lease.

As you continue to select options that describes the services you are seeking bids for, the system will present you with additional guiding statements or data fields to complete your request. Depending on your selections, you may need to provide additional information for your request using the data fields or drop-down menus that appear.

School District 400109 - [Funding Year] FCC Form 470 - Form #220000012  
Last Saved: 7/19/2021 5:59 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**

I seek bids for the operation, management, and monitoring of eligible broadband internal connections.


I seek bids for MIBS using equipment that I currently lease or will lease.

Service Type  
Managed Internal Broadband Services

Function \*  
Leased Equipment

Number of entities served? \* 

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

RFP\_SD\_Network Equipment 

RFP\_SD\_100\_3partynetwork

### Examples:

- **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 Two services.

4. When you are done entering your request, click the **Save & Create Another Request** button to continue adding Category Two requests to which the same guiding statements and datafields you have chosen also apply. If you do not have any additional Category Two requests to add or you would like to add an unrelated Category Two request, click the **Save Request** button to continue.
5. This takes you back to the main page of the **Service Request: Category Two** section of the form. The request(s) you entered will be summarized on this page.

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 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	Routers and Necessary Software and Licenses	Barracuda or equivalent			2	Each	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 or equipment sought, you may do so in this box below. Examples include:

- Any disqualification factors;
- Additional details about the eligible locations that will be receiving these services; or
- Other information about the services requested that would help bidders develop bids that are responsive to your needs.

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

- If you need to edit one of your requests, click the box next to the **Service Type** and click the **Edit Service Request** button to return to your request. If you want to add more service requests, click the **Add New Service Request** button.
- When you are done entering your Category Two service requests, click the **Save & Continue** button.

## Technical Contact Information

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

- 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.

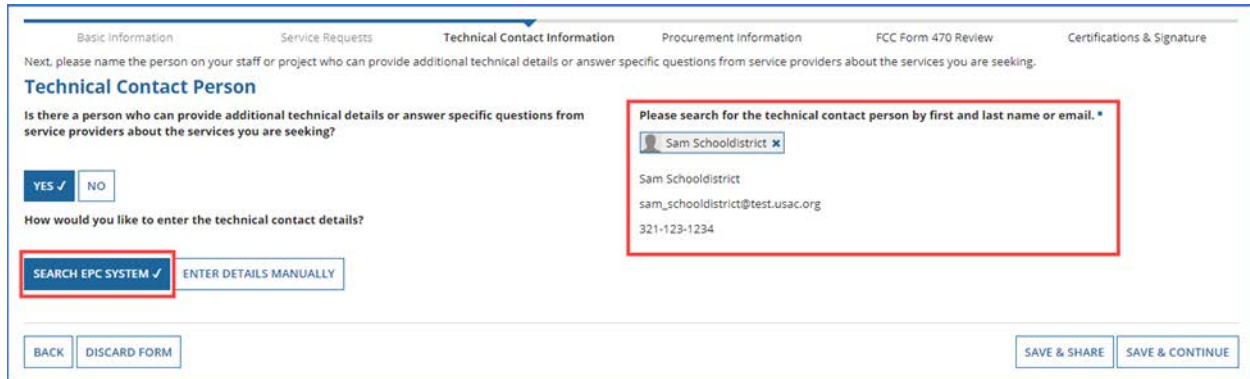
**Technical Contact Person**

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 ✓

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

- If you select **Yes**, the screen will refresh, and you can enter contact details one of two ways:
  - 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?

SEARCH EPC SYSTEM ✓ ENTER DETAILS MANUALLY

BACK DISCARD FORM

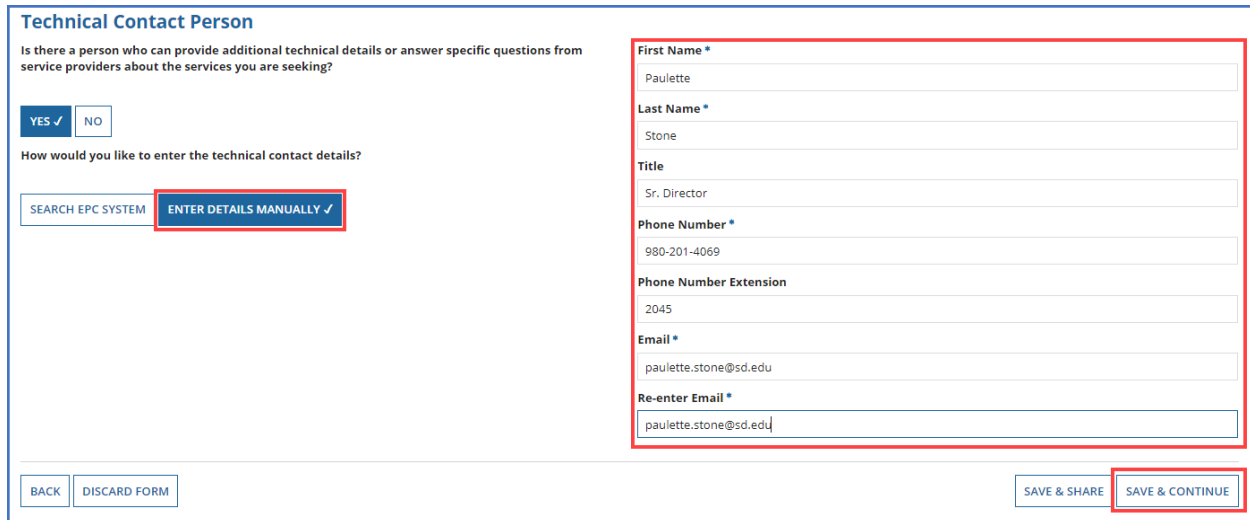
SAVE & SHARE SAVE & CONTINUE

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

Sam Schooldistrict ✕

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?

SEARCH EPC SYSTEM ENTER DETAILS MANUALLY ✓

BACK DISCARD FORM

SAVE & SHARE **SAVE & CONTINUE**

**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.

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](#)).

- 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.

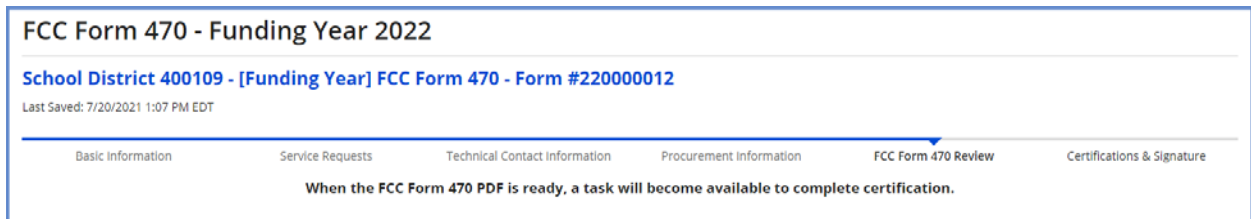
**NOTE:** If you choose this option, the form will disappear from your **Tasks** list. You will not be able re-enter the form unless the form is saved and shared back to you.

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?

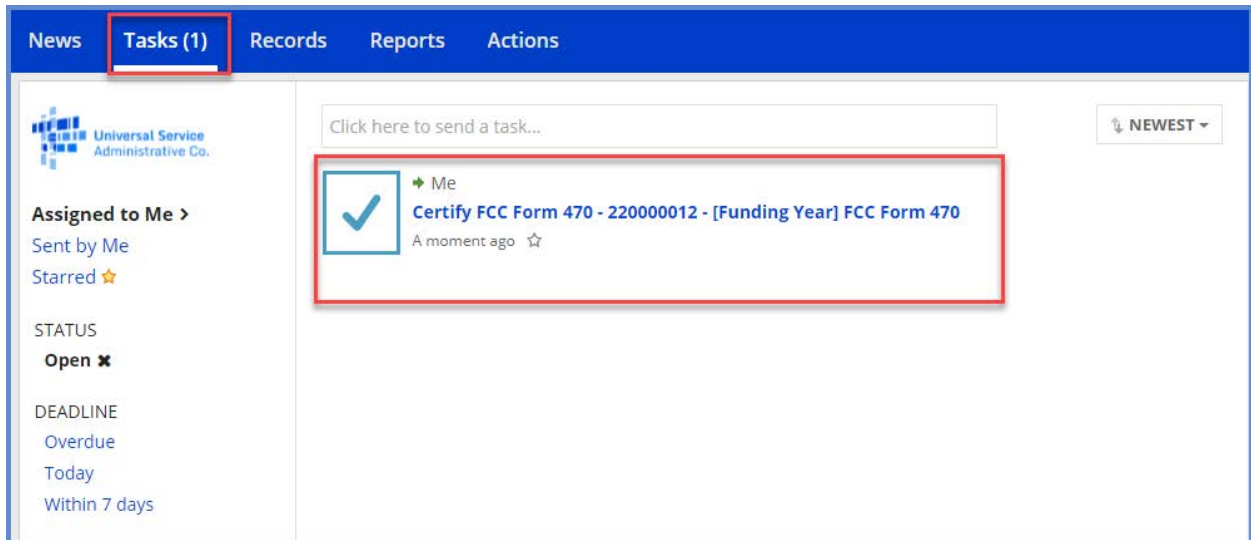
## FCC Form 470 Review



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**. Note that it may take longer than one minute if traffic on the system is heavier than normal.



## FCC Form 470 Draft

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

**FCC Form 470 - Funding Year 2022**

**School District 400109 - [Funding Year] FCC Form 470 - Form #220000012**

Last Saved: 7/20/2021 1:07 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\_220000012\_DRAFT

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

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

**DRAFT**



**FCC Form 470 – Funding Year 2022**  
Form 470 Application Number: 220000012  
[Funding Year] FCC Form 470

**Billed Entity:**  
School District 400109  
700 12th St NW #900  
Washington, DC 20005  
123-456-7890  
sd\_400109@testmail.usac.org

**Contact Information:**  
Admin School District 400109  
sd\_sa\_400109@testmail.usac.org  
123-456-7890

**Billed Entity Number:** 17316  
**FCC Registration Number:** 0123456789

**Application Type:** School District      **Number of Eligible Entities:** 3  
**Applicant Type:** School District  
**Recipients of Services:** Public School; Public School District

**Consulting Firms**

Name	Consultant Registration Number	Phone Number	Email

**Consultants**

Name	Phone Number	Email

**RFPs**

Id	Name
344658	RFP_SD_Network_Equipment
344659	RFP_SD_100_3partynetwork

**Category One Service Requests**

Service Type	Function	Function Other Description	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Installation and Initial Configuration?	Associated RFPs
Data Transmission and/or Internet Access	Internet Access and Data Transmission Service		1 Gbps	2 Gbps	2	2	Each	Yes	

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

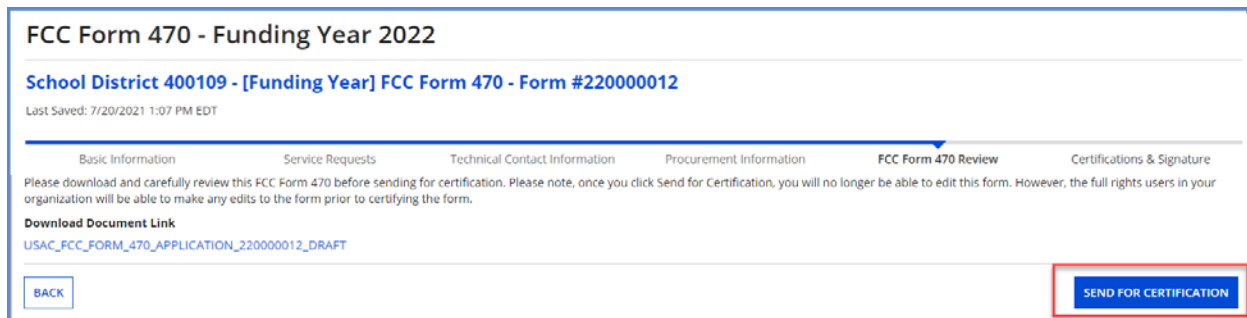
**DRAFT**

- 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. You can check the box to certify that the information on the form is correct, but if you are not a full-rights user, the full-rights user who accepts the task to certify the form will still be required

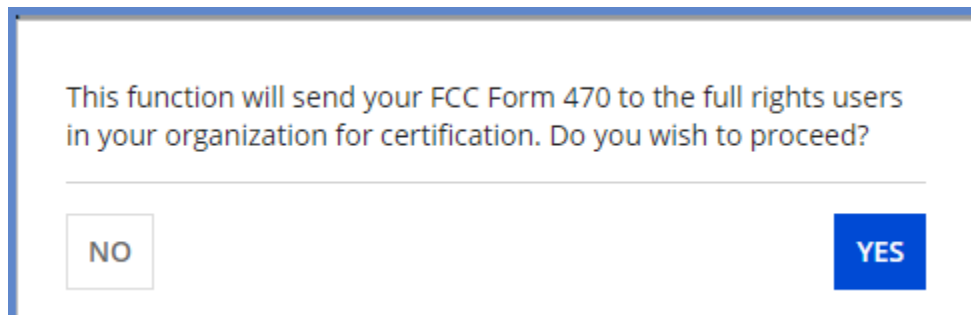
to return to this step, review the PDF, and check this box.

## Partial-Rights Users

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



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



## Full-Rights Users

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



**FCC Form 470 - Funding Year 2022**

School District 400109 - [Funding Year] FCC Form 470 - Form #220000012

Last Saved: 7/20/2021 1:07 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\_220000012\_DRAFT

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

BACK    SEND FOR CERTIFICATION    **CONTINUE TO CERTIFICATION**

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?

NO    **YES**

## 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.

## Certify FCC Form 470

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**School District 400109 - [Funding Year] FCC Form 470 - Form #220000012**

Last Saved: 7/20/2021 1:07 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 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 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 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, internal 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.

BACK
CERTIFY

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

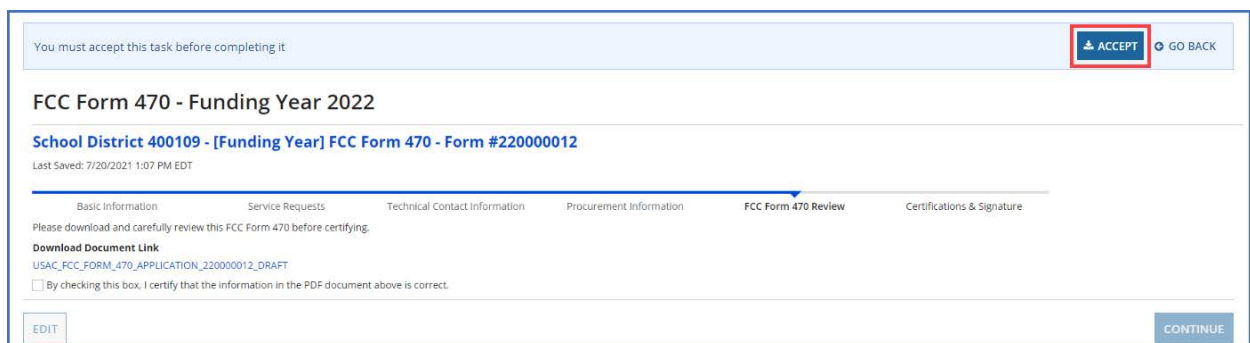
A full-rights user receives a task to certify an FCC Form 470 when the form is submitted by a partial-rights user or another full-rights user and sent for certification.

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



The screenshot shows the USAC Tasks page. On the left, there is a sidebar with the USAC logo and navigation options: "Assigned to Me >", "Sent by Me", and "Starred ☆". The main content area has a search bar "Click here to send a task..." and a "NEWEST" dropdown menu. A task card is displayed with a green checkmark icon, the text "Me, AccountAdmin User, GeneralContact User, Consultant\_1 User", and the title "FCC Form 470 ([Funding Year] FCC Form 470) submitted by Partial User is Ready for Certification". Below the title, it says "4 minutes ago" and has a star icon.

2. When prompted, accept the task.



The screenshot shows the FCC Form 470 certification page. At the top, there is a light blue banner with the text "You must accept this task before completing it" and two buttons: "ACCEPT" (highlighted with a red box) and "GO BACK". Below the banner, the title is "FCC Form 470 - Funding Year 2022" and the subtitle is "School District 400109 - [Funding Year] FCC Form 470 - Form #220000012". It also shows "Last Saved: 7/20/2021 1:07 PM EDT". A progress bar at the bottom indicates the current step is "FCC Form 470 Review". Below the progress bar, there is a "Download Document Link" section with the text "Please download and carefully review this FCC Form 470 before certifying." and a link "USAC\_FCC\_FORM\_470\_APPLICATION\_220000012\_DRAFT". There is a checkbox "By checking this box, I certify that the information in the PDF document above is correct." and two buttons: "EDIT" and "CONTINUE".

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

You must accept this task before completing it [ACCEPT](#) [GO BACK](#)

### FCC Form 470 - Funding Year 2022

**School District 400109 - [Funding Year] FCC Form 470 - Form #220000012**

Last Saved: 7/20/2021 1:07 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\_220000012\_DRAFT

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

[EDIT](#) [CONTINUE](#)

4. Open the PDF, review the 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.

### FCC Form 470 - Funding Year 2022

**School District 400109 - [Funding Year] FCC Form 470 - Form #220000012**

Last Saved: 8/31/2021 2:40 PM EDT

Please download and carefully review this Form 470 before certifying.

**Download Document Link**  
USAC\_FCC\_FORM\_470\_APPLICATION\_220000012\_DRAFT

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

[EDIT](#) [CONTINUE](#)

6. Continue through each form section and make any necessary changes.
7. 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**.
8. When the **Certify FCC Form 470** page appears, carefully read the certification text.
9. Select each checkbox to confirm compliance and certification.



**Certify FCC Form 470**

School District 400109 - (Funding Year) FCC Form 470 - Form #220000012

Last Saved: 7/25/2021 1:07 PM EDT

Basic Information    Service Renewals    Technical Contact Information    Procurement Information    FCC Form 470 Review    **Certifications & Signatures**

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 (1)(B) and (2), that do not operate as for-profit businesses, and do not have endowments exceeding \$50 million.

**Other Certifications**

- I certify that the FCC Form 470 and any applicable BFP 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 selection will be for the most cost-effective service or equipment offering, with no regard to the price factor, and will be the most cost-effective means of meeting educational needs and technology goals.
- I certify that I will obtain 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 term of the last day of the applicable funding year or the service delivery deadline for the associated bidding request. I certify that I will obtain 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 I have reviewed all applicable FCC, state, and local procurement/competitive bidding requirements and that I have complied with them. I acknowledge that persons who falsify making false statements on this form may be penalized 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 the services that applicant purchased at discount provided by 47 U.S.C. § 554 will be used primarily for educational purposes, use of 47 C.F.R. § 54.160, and will not be sold, leased 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. § 54.163. 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 discounts and support 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 schools.
- I acknowledge that support or other support mechanisms conditional upon the school's or library's request are not eligible for support, separately or through this program. To all of the responses, including comments, training software, internet connections, maintenance, and electrical capacity necessary to use the services purchased effectively. I recognize that some of the services requested are not eligible for support. I certify that I have considered what financial resources should be available to cover those 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) based on this form, that I have submitted this request, and to be bound by my knowledge, information, and belief, as stated in all statements of fact contained herein and true.

**NOTICE**

In accordance with Section 54.503 of the Federal Communications Commission's ("Commission's") rules, certain schools and libraries ordering services that are eligible for and seeking universal service discounts must file this Declaration of Services Requested and Certification Form (FCC Form 470) with the Universal Service Administrator, 47 C.F.R. § 54.163. The collection of information 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 electronically as part of a contract.

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 requirement 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 enforcing, processing, enforcing, or representing the statute, rule, regulation or order, in order to ensure 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 (3) any employee of the FCC, or (3) 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 own a card that 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. RB (as 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 requested on this form, the FCC or Universal Service Administrator may return your form without action or deny a related request for universal service discounts.

This reporting burden 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, reviewing and evaluating the collection of information, sending 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 PRAG@FCC.gov. DO NOT SEND COMPLETED WORKSHEETS TO THIS ADDRESS.

10. After all boxes are checked, select **Certify**. This action is equivalent to providing your electronic signature.
11. 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

When you certify an FCC Form 470, it is posted in 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 Data platform.

## FCC Form 470 Receipt Notification

When USAC receives your form, 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** School District 400109's FCC Form 470 - 220000012 for Funding Year 2022 was successfully posted to the USAC website on 7/20/2021. This posting begins the required 28 day competitive bidding process. The allowable contract date is 8/17/2021.

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.

[Funding Year] FCC For... #17316 - School Distric...

A moment ago ☆ 🔒 [Comment](#) [Hide Info](#) ▲

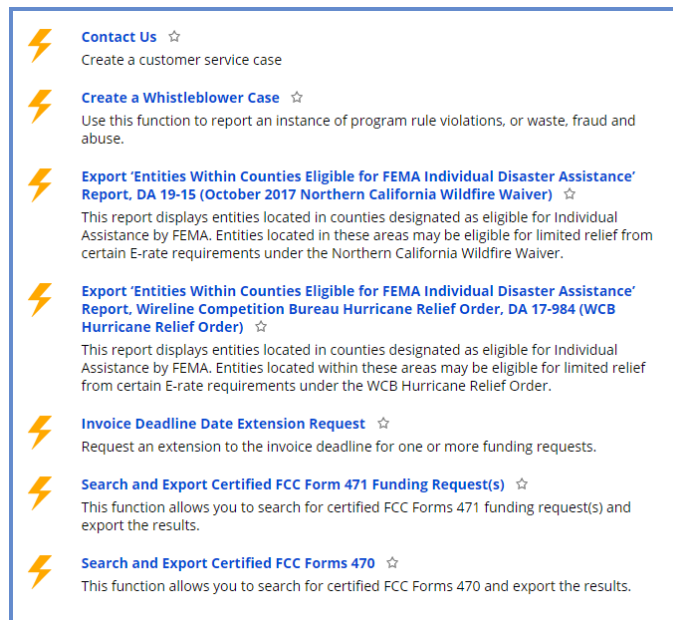
**Application Number** 220000012

**Entity Number** 17316

**Allowable Contract Date** Aug 17, 2021

## Search and Export Results

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



The screenshot shows a list of actions available in the 'Actions' tab, each preceded by a lightning bolt icon and 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, DA 19-15 (October 2017 Northern California Wildfire Waiver)** ☆  
This report displays entities located in counties designated as eligible for Individual Assistance by FEMA. Entities located in these areas may be eligible for limited relief from certain E-rate requirements under the Northern California Wildfire Waiver.
- 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.
- Invoice Deadline Date Extension Request** ☆  
Request an extension to the invoice deadline for one or more funding requests.
- 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.

## FCC Form 470 Modifications

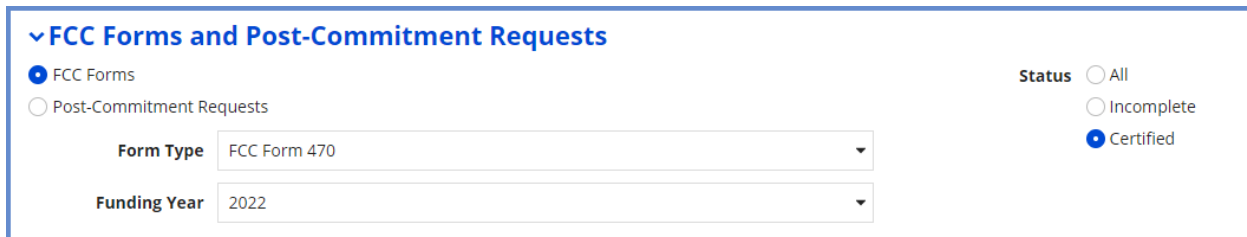
### Allowable Modifications

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. For additional information about which modifications are allowable and when you must file a new form, go to 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.

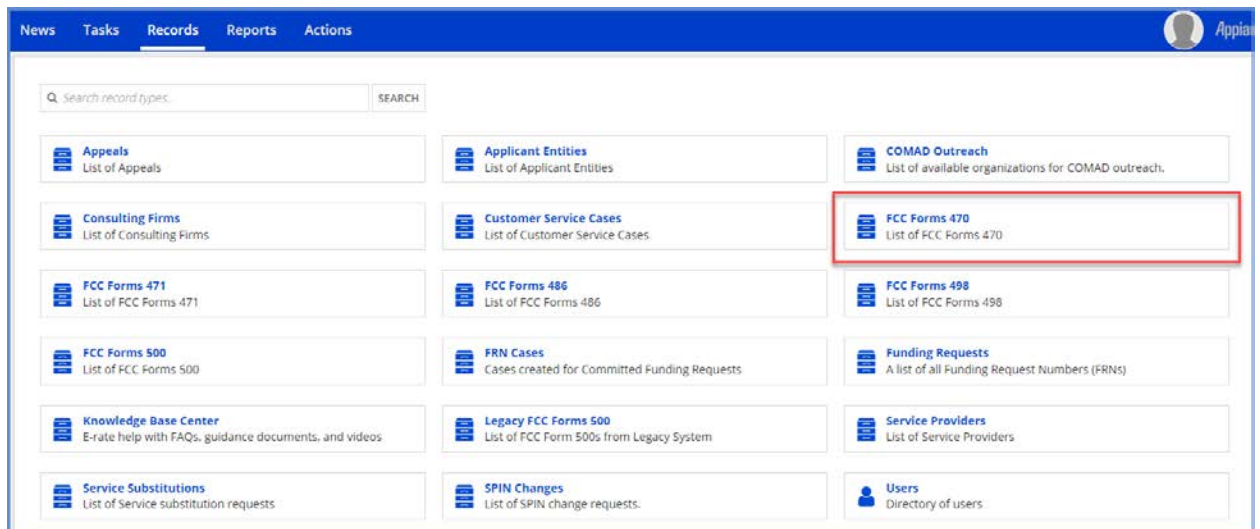
## Submitting Modifications

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  
 Post-Commitment Requests  
 Form Type:   
 Funding Year:   
 Status:  All  
 Incomplete  
 Certified

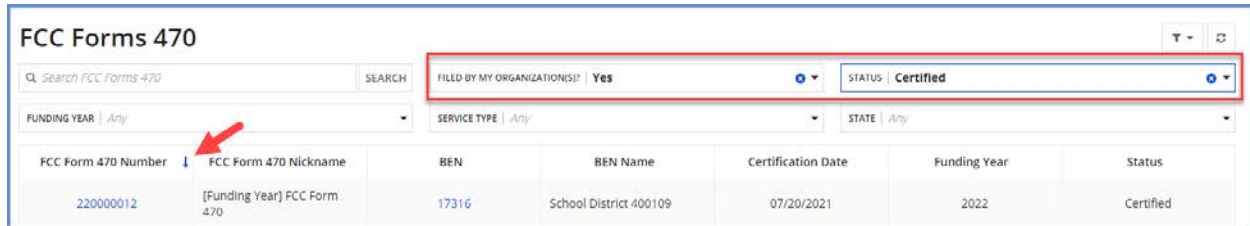
- (b) On the **Records** tab, select **FCC Forms 470**.



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 your organization filed.





FCC Form 470 Number	FCC Form 470 Nickname	BEN	BEN Name	Certification Date	Funding Year	Status
220000012	[Funding Year] FCC Form 470	17316	School District 400109	07/20/2021	2022	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  
[Funding Year] FCC Form 470 - #220000012

Summary Generated Documents News **Related Actions**

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



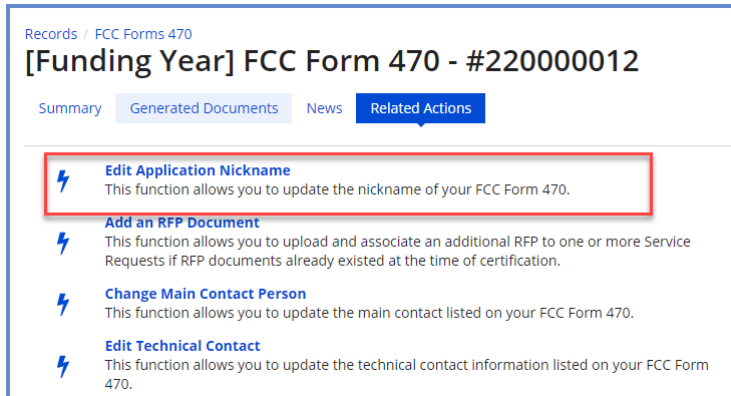
Records / FCC Forms 470  
[Funding Year] FCC Form 470 - #220000012

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  
[Funding Year] FCC Form 470 - #220000012

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**.



**Edit Application Nickname on FCC Form 470**  
School District 400109 - FY2022 FCC Form 470 - Form #220000012 - Funding Year 2022

**Application Nickname**

Please enter new application nickname here.\*

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

## [Funding Year] FCC Form 470 - #220000012


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.

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

### Add an RFP to FCC Form 470

School District 400109 - FY2022 FCC Form 470 - Form #220000012 - Funding Year 2022

**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	Installation and Initial Configuration?	Associated RFP
<input type="checkbox"/>	Data Transmission and/or Internet Access	Internet Access and Data Transmission Service	2	2	Each	1 Gbps	2 Gbps	Yes	<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	Installation and Initial Configuration?	Associated RFP
<input type="checkbox"/>	Internal Connections	Routers and Necessary Software and Licenses		2	Each	Barracuda or equivalent		Yes	<a href="#">View RFP Documents</a>

CANCEL SUBMIT

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

School District 400109 - FY2022 FCC Form 470 - Form #220000012 - Funding Year 2022

**Upload RFP**

Please add an RFP here

RFP\_SD\_Network Equipment  
DOCX - 11.19 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	Installation and Initial Configuration?	Associated RFP
<input type="checkbox"/>	Data Transmission and/or Internet Access	Internet Access and Data Transmission Service	2	2	Each	1 Gbps	2 Gbps	Yes	<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 checked="" type="checkbox"/>	Type	Function	Number Entities	Quantity	Unit	Manufacturer	Manufacturer Other Description	Installation and Initial Configuration?	Associated RFP
<input checked="" type="checkbox"/>	Internal Connections	Routers and Necessary Software and Licenses		2	Each	Barracuda or equivalent		Yes	<a href="#">View RFP Documents</a>

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

### [Funding Year] FCC Form 470 - #220000012

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

School District 400109 - FY2022 FCC Form 470 - Form #220000012 - Funding Year 2022

**Existing Main Contact**

Admin School District 400109  
sd\_aa\_400109@testmail.usac.org  
123-456-7890

**New Main Contact**

Please select a new main contact person. \*

Admin School District 400109 x

**Contact Details**

Admin School District 400109  
sd\_aa\_400109@testmail.usac.org  
123-456-7890

4. Select **Submit** to update the main contact. If you are a partial-rights user, the system creates a task in order to send the modification to the organization's full-rights users for approval. After a full-rights user's approval, USAC must also approve the modification.
5. After USAC approves the modification, 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  
[Funding Year] FCC Form 470 - #220000012

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.

You can edit the technical contact by searching the EPC system or by entering the details manually.

If you click the **Search EPC System** button, you can search the system by the contact person's first name, last name, or email.



**Update Technical Contact Person on FCC Form 470**  
School District 400109 - FY2022 FCC Form 470 - Form #220000012 - Funding Year 2022

**Technical Contact Person**

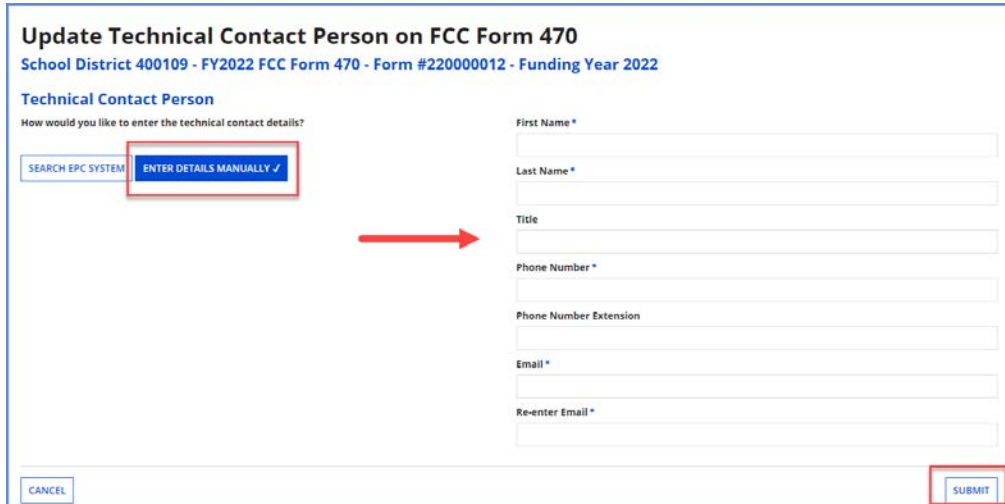
How would you like to enter the technical contact details?

**SEARCH EPC SYSTEM** ✓ ENTER DETAILS MANUALLY

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

CANCEL SUBMIT

If you click the **Enter Details Manually** button, you can enter or revise the information entered in one or more fields.



2. Choose **Search EPC System** or **Enter Details Manually** to edit the technical contact person.
3. Select **Submit**. If you are a partial-rights user, the system creates a task in order to send the modification to the organization's full-rights users for approval. After a full-rights user's approval, USAC must also approve the modification.
4. When USAC approves the modification, you will receive a **News** notification stating that you have changed the technical contact on your FCC Form 470.