

# **E-Rate : Priority- 1 & 2 Services w/FCC Form 470 Overview**

Presented by

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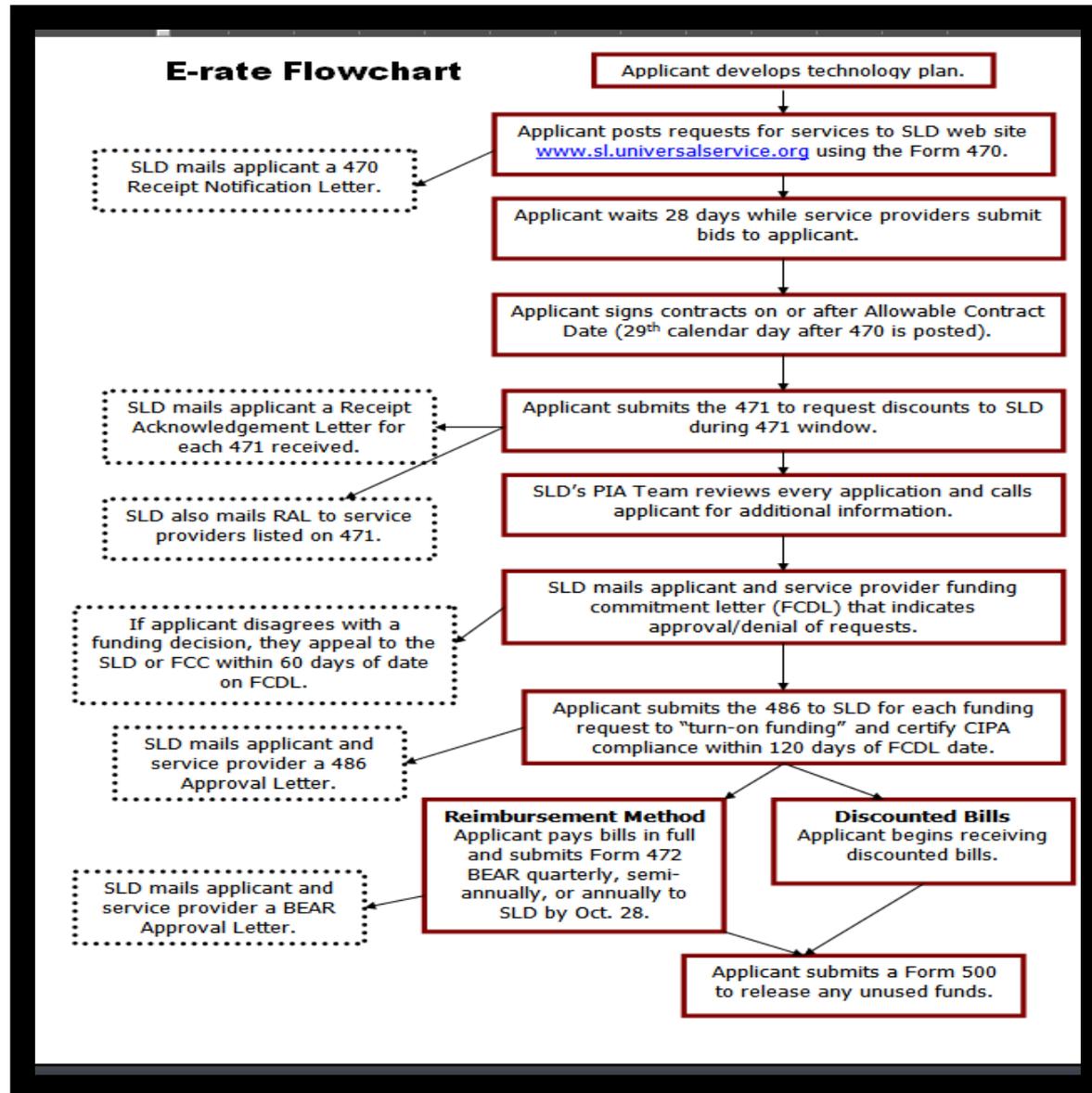
**Nancy E. Rosenwald**

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# Topic of Discussion

- E-Rate Program Process
- What is the Eligible Services List?
- Priority-1 Service Category
- Priority-2 Service Category
- Special Eligibility Conditions
- FCC Form 470 Overview

# E-Rate Program Process



# What is the Eligible Services List?

## Eligible Services List (ESL)



- This list indicates whether specific products or services may be able to receive discounts under the Schools and Libraries Support Mechanism (E-Rate).
- The list is organized into five sections that represent the five funding categories established by the Federal Communications Commission (FCC) plus a Miscellaneous section that is applicable to multiple categories.

*\*Funding will only be provided for eligible products or services that will be used for educational purposes.*

# What is the Eligible Services List?

## Five Funding Categories



# What is the Eligible Services List?

## Two Funding Priority Categories

- Priority – 1 Services
  - » Telecommunications Service
  - » Telecommunications
  - » Internet Access
- Priority – 2 Services
  - » Internal Connections
  - » Basic Maintenance
  - » Miscellaneous



*\*E-Rare funds are allocated according to rules of priority.*



# Priority-1 Service Category

## Telecommunications Services

- Telecommunications services must be provided by a telecommunications carrier, that is, a company that offers telecommunications services on a common carriage basis.
  - Services must be offered directly to the public for a fee
- Support in this funding category is only available for telecommunications services or for services that are an integral component part of a telecommunications service.
- Support in this category of service is not available for equipment purchases by applicants.
- Note: Interconnected VOIP is included in this category
  - Be mindful of service combinations of both Internet Access & Telecommunications Services
    - Can bundle on Form 471 request if both services offered by eligible carrier, both categories must be noted in FCC Form 470 posting

*\*\*Funding of Internet access in the telecommunications services category does not relieve applicants of responsibilities they may have under the Children's Internet Protection Act (CIPA).\*\**



# Priority-1 Service Category

## Telecommunications Services- Eligible Examples

### Digital Transmission Services

- Service that provides transmission from an eligible school or library facility to other locations beyond the school or library is eligible for discount. Digital transmission services refer to data links that connect multiple points using any available technology. An eligible digital transmission service may be used to connect an eligible location to the Internet or Internet2. Digital transmission services used to link local networks are commonly called —wide area networks (WANs)
- Asynchronous Transfer Mode (ATM)
- Broadband over Power Lines (BPL)
- Ethernet
- Fiber
- Frame Relay
- Satellite Service
- T-1, T-3, Fractional T- 1
- Wireless
- Also components required as integral part of DTS are eligible, such as
  - Cost of a permanent virtual circuit (PVC), trunk lines, reasonable installation cost
  - Telecommunication components of distance learning capability, video or interactive television



# Priority-1 Service Category

## Telecommunications Services- Eligible Examples

- **Paging** services eligible when integral, immediate, and proximate to the education of students.
- **Telephone** service - communication that takes place using the public switched telephone network. Most service cost are eligible discounts.
  - 800 service
  - Centrex
  - Local and Long Distance Service
  - Wireless Telephone Service, e.g. Cellular
  - POTS (Plain Old Telephone Service)
  - Radio Loops
  - Interconnected Voice Over Internet Protocol

*\*Various payment options can be used for these eligible services at eligible locations.*

- **Telephone** service components-features *if*, appearing on telephone service bill.
  - 900/976 Call Blocking
  - Text Messaging
  - Custom Calling Services
  - Direct Inward Dialing (DID)
  - Directory Assistance Charges
  - Inside wire maintenance-minimal \$\$ only!
  - Installation charges-**Miscellaneous** section of ESL "Installation and Configuration"
- **Other Eligible Telecommunications** service-component of voice or video
  - Conferencing service eligible if limited to eligible education or library purpose

*\*Maintenance* and technical support for the operation of this service is eligible for funding.



# Priority-1 Service Category

## Telecommunications Services- Ineligible Examples

### **Ineligible for E-rate Funding as Telecommunications Services**

- 900/976 service-If cost doesn't appear on an eligible telephone service bill.
- Broadcast "Blast" Messaging
- Direct Broadcast and services that provide broadcast content or directory listing
- Directory Advertising
- Payphones
- Reverse Directory Assistance
- Non-telecommunications components of:
  - Distance Learning Services - Video Services
  - Interactive Television Services charges-such as scheduling, creation, maintenance, and storage of content fee's
    - Internet2 membership dues
    - Services that go beyond a telecommunications service, such as monitoring services for 911, or an alarm telephone line
- Telephone services that connect to a residential facility or home, except as allowed by the FCC for the residential areas of residential schools that serve unique populations
- Services that provide voice, video, or data connectivity exclusively within school or library grounds are not eligible for funding as Telecommunications Services but may be eligible as IC.
- Service to Ineligible locations
- Applications (including GPS) for wireless devices are not eligible for discount.



# Priority-1 Service Category

## Telecommunications

- Non-telecommunications carriers may provide telecommunications via filit or dark fiber in whole or in part.
- Telecommunications is defined as "the transmission, between or among points specified by the user, of information of the user's choosing, without change in the form or content of the information as sent and received."

### Eligible Service "Fiber or Dark Fiber" (Conditions)

- Fiber capacity, lit or dark and provided by any entity, including a non-telecommunications carrier, is eligible. *Dark fiber is eligible as long as applicants light the fiber immediately.*
- Certain maintenance and installation costs are eligible, including charges for installation within the property line. Special construction off premise-Not eligible.
  - Special construction charges include design and engineering costs, project management costs, digging trenches and laying fiber
- The purchase and ownership of \*modulating electronics associated with lighting dark fiber is NOT eligible. Applicants aren't permitted to use E-rate discounts to acquire unneeded capacity or warehouse dark fiber for future use. \* P-2 IC eligible
- Form 471 filing category based on service provider type: Non telecom "Internet"

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# Priority-1 Service Category

## Internet Access

**Internet access, includes the following elements:**

- (1) The transmission of information as common carriage;
- (2) The transmission of information as part of a gateway to an information service, when that transmission does not involve the generation or alteration of the content of information, but may include data transmission, address translation, protocol conversion, billing management, introductory information content, and navigational systems that enable users to access information services, and that do not affect the presentation of such information to users; and
- (3) Electronic mail services (e-mail). See 47 C.F.R. § 54.5.
  - Support for basic conduit access to the Internet or for services that are an integral component part of basic conduit access.



# Priority-1 Service Category

## Internet Access Eligible Examples (Conditional)

- **Email Service** –Internet based email is eligible. (fixed or per user charge)
  - Some e-mail services may include ineligible features such as collaboration tools, archiving or users.
  - Funding limited to eligible portion of e-mail service (i.e., part of service that provides for the transmission of text messages and other information).
- **Internet Access**- Basic conduit access to the Internet is eligible regardless of technology platform.
  - Fiber/Dark Fiber
  - Satellite service
  - Telephone dial-up
  - Wireless
  - Broadband over Power Lines (BPL)
  - Cable Modem
  - Digital Subscriber Line (DSL)
  - T-1 lines

*\*Access may include features provided for adequate functionality and performance when provided as a standard component of a vendor's Internet access service and must be provided by the Internet service provider. Such features may include Domain Name Service, Dynamic Host Configuration , and basic firewall protection by service provider. Note firewall protection cannot be provided by a third party neither priced separately.*

- Wide Area Network facilities can be eligible for funding as a part of Internet access if the service is limited to basic conduit access to the Internet and the offering is the most cost-effective means of accessing the Internet.
- A wireless Internet access service designed for portable electronic devices is eligible if used for educational purposes and if off-campus use is cost-allocated. (Applications/software is not eligible)
- Mobile hotspot service designed for portable electronics is eligible if used for educational purposes and ineligible off-campus use is removed via cost allocation.



# Priority-1 Service Category

Internet Access Eligible Examples (Conditional)

## Internet Related Services

**Note: These services maybe purchased separately or bundled**

- Interconnected Voice over Internet Protocol
- A web hosting service that provides a means for a school or library to display content on the Internet is eligible. This also may include password-protected pages, interactive communication features such as blogging and webmail, and other features that facilitate real-time interactive communication, such as instant messaging and chat.
- Domain name registration is eligible *if* it is necessary for the creation of a school or library website.



# Priority-1 Service Category

## Internet Access Ineligible Examples

- Online Backup Solutions
- Third party created content and features involving data input or retrieval
- Internet access that provides features or content that go beyond basic conduit access to the Internet is not eligible for funding
- Cost associated with the creation or modification of website information
- For a list of other Ineligible Items-See ESL for a complete list.

### Charges for:

- Accessing Internet Content (limited Access)
- Distance Learning or Video Conferencing utilities
- Internet2 membership fees
- Other charges denoted in ESL Miscellaneous section (I.E. termination charges)

\*Separate pricing for the following components that are not included in the standard configuration of an Internet Access service.

- Caching
- Content Filtering
- Firewall service
- Web Casting



# Priority-2 Service Category

## Internal Connections

- Internal Connections are components located at the applicant site that are necessary to transport information to classrooms, publicly accessible rooms of a library, and to eligible administrative areas or buildings.
- Internal Connections include connections within, between or among instructional buildings that comprise a school campus or library branch, but do not include services that extend beyond the school campus or library branch.
- Components at the applicant site are eligible only if they are an essential element in the transmission of information within the school or library. The components must be necessary to transport information all the way to individual classrooms or public areas of a library.
- Internal Connections do not include services that extend across a public right-of-way beyond the school or library facility.
- Funding for Internal Connections is subject to the provisions of the “Two-in-Five Rule”.



# Priority-2 Service Category

## Internal Connections Eligible Examples

### Cabling/Connector

Cabling, connector and related components used for eligible voice, video, and data transmission within an eligible location are eligible for discount.

Eligible components include:

- Cable (e.g., copper, fiber, coax, twisted pair)
- Connectors and couplers
- Jacks, panels, faceplates and wire managers
- Conduit and raceway
- Other cabling components necessary to transport information all the way to individual classrooms or public areas of a library.
- Consumable are eligible only when included as part of the original installation of eligible components.

Note: Eligibility limitations-If cabling or cabling components are used for both eligible and ineligible purposes, the cost of the ineligible portion must be cost allocated.



# Priority-2 Service Category

## Internal Connections **Eligible** Examples

### Circuit Cards/Components

- Circuit and related components, such as memory modules/Random Access Memory (RAM) are eligible if they are necessary for adequate performance of an eligible component such as an eligible PBX, router, or server.
- Network interface cards that are separately priced or used in eligible equipment are eligible.
- Processors and a processor terminator card are eligible if used in an eligible component.
- Phone modems can be eligible if used with an eligible server or eligible device for providing remote dial-in network access (must be limited to connections from eligible locations).



# Priority-2 Service Category

## Internal Connections **Eligible** Examples

### Data Distribution

Components used to distribute information from telecommunication or Internet access facilities all the way to individual classrooms or public areas of a library are eligible.

#### **Example Components:**

- Access Point (LAN environment)
- Hub
- Multiplexer (used as part of LAN)
- Network Switches (when used for eligible purpose)
- Wireless LAN Controller
- Cost Allocation required for products w/ineligible components if available separately
- Voice/Voice over IP are eligible as Internal Connections.
- Data protection components used to ensure operation of eligible equipment  
(i.e. Firewall, Proxy Server, Tape Backup, Virtual Private Network, Tape backup cartridge (eligible when used as part of eligible server), UPS/Battery Back-up (eligible equipment protection))



# Priority-2 Service Category

## Internal Connections **Eligible** Examples

### Data Protection

Data protection components used to ensure operation of eligible equipment (i.e. Firewall, Proxy Server, Tape Backup, Virtual Private Network, Tape backup cartridge (eligible when used as part of eligible server), UPS\Battery Back-up (eligible equipment protection))

### **Example Components**

- Firewall
- Proxy Server
- Tape Backup
- Virtual Private Network
- Tape backup cartridge (eligible when used as part of eligible server)
- UPS\Battery Back-up (eligible equipment protection)



# Priority-2 Service Category

## Internal Connections **Eligible** Examples

### Interfaces, Gateways, Antennas

Interfaces, gateways, and antennas represent miscellaneous components that are eligible when used for an eligible purpose to transport telecommunications or Internet access information all the way to individual classrooms or public area of a library.

The following components are generally eligible.

- Bridges
- Cable Modem
- Channel Service Unit/Data Service Unit (CSU)
- Copper-to-Fiber
- FRAD
- Gateway
- Interface/edge Device
- Network Interface Device
- Media Converter
- Terminal Adapter
- Transceiver
- Voice/Fax

*Eligibility limitations for antennas*

See ESL page 14 for details



# Priority-2 Service Category

## Internal Connections **Eligible** Examples

### Servers

Computers used as servers or similar centralized functions are eligible *if* the use is necessary to transport information to the individual classrooms or public areas of a library.

- Eligibility is depending use (i.e. Remote Access Components, Terminal, Web)
  - Only one monitor per eligible component that requires a visual display.**
  - Special-purpose devices, such as large screen monitors are not eligible.**
- Eligible servers must serve as conduit for information and not source content
  - \*Ineligible purposes portion must be cost allocated (removed)*
- Keyboard-video-mouse switch** (KVM switch) is eligible if cost-effective in comparison to the individual components necessary.



# Priority-2 Service Category

## Internal Connections **Eligible** Examples

### Software

Specific types of computer software are eligible for discount.

– **Operating system software**, such as network operating system software are required to obtain operation of an eligible component, is eligible, including functionality provided with the core operating system at no cost.

• **Note: Additional software operational features are not eligible for discount.**

– **Email software** that is server-based, shared product is eligible.

• Additional features such as archiving, database, workflow or groupware are ineligible.

• **Note: If content filtering is included and not priced separately it is conditionally eligible.**

### Storage Devices

Storage devices provide electronic data storage on magnetic or other media.

Devices include hard disk drives, CD ROM drives, DVD drives, and floppy disk drives.

– For additional eligibility information see page 16 of the ESL



# Priority-2 Service Category

## Internal Connections Eligible Examples

### Telephone Components

Centralized components that are an essential element in the transport of telephone services within a school or library are eligible. This includes the following devices and features.

- Private Branch Exchange (PBX)
- Key System (KSU)
- Voice Mail
- Wireless
- VOIP Telephony Equipment
- Automatic Route Selection (ARS)
- E-911 Reader Board
- Voice Compression Module
- Voice Interface Card

\*Note: One switchboard/attendant console necessary for operation of each eligible PBX or Centrex telephone service is eligible. An intercom system also ***if*** it is necessary.



# Priority-2 Service Category

## Internal Connections Eligible Examples

### Video Components

Centralized video necessary to transport information to the individual classrooms or public areas of a library are eligible. Including equipment that is used to control the programming and distribution, and selection of video content may be eligible, ***if*** used in the transport of information to individual classrooms or public areas of a library.

•Note: These components are not eligible if used in end-user equipment and/or are operated directly by end-users.

- CODEC
- Master Control Unit
- PVBX
- Video amplifier
- Video Channel Modulator
- Enhanced Multimedia Interface



# Priority-2 Service Category

## Internal Connections Eligible Examples

### Other Eligible Internal Connections Components

- Documentation in hard copy or electronic form is eligible for discount if it is basic and is provided as part of the purchase of eligible components.
  - Racks are eligible on to the extent that components they contain are eligible. If surge protectors are provided as integral components an aren't priced separately they are eligible.
  - System improvements and upgrade to eligible components are eligible for discount.  
-I.E. Memory upgrades would not be eligible in en-user workstations
- \* Note: The Miscellaneous section has additional entries applicable to Internal Connections.



# Priority-2 Service Category

## Internal Connections Ineligible Examples

Products and services are only eligible as Internal Connections if they are an essential element in the transmission of information within the school or library.

The following component examples are NOT Eligible:

-Broadcast      -Power Strips      -Network Interface Cards      -Intercom

The following server examples are NOT Eligible:

-PC/Workstations      -Caching/Print      -Laptops      -Storage of application software

Also included in this section of the ESL are specific examples of ineligible.....

- Software
- Storage
- Data Protection Components
- Interfaces, Gateways, Antennas
- Telephone Components
- End-user Equipment
- Video Components

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# Priority-2 Service Category

## Basic Maintenance

- Basic maintenance of internal connections (BMIC) ensures the necessary and continued operation of eligible connection components at eligible locations.
- Funding will be provided for the eligible portion of a technical support contract that includes services that exceed BMIC, if the ineligible portion of the contract can be cost allocated. Technical support contracts that cannot be cost allocated to remove costs that are beyond BMIC, are ineligible in their entirety.
- All requests in this category are for services to be delivered within the July 1 to June 30 Funding Year.
- "Two-in-Five Rule," rule does not apply to Basic Maintenance of Internal Connections ("BMIC").



# Priority-2 Service Category

## Basic Maintenance

- Maintenance and Technical Support of Internal Connects is eligible if it is a component of a maintenance agreement or contract for eligible components. The agreement or contract must specifically identify the eligible components covered and reimbursement will only be paid based on actual work performed.

The following are eligible BMIC services examples:

- Repair and upkeep of eligible software
- Wire and cable maintenance
- Basic technical support
- Configuration changes

The following are ineligible BMIC services examples:

- Unbundled warranties
- Network management
- Help desk support beyond BMIC service
- Software Client Access Licenses (eligible under I C software products)

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# Priority-2 Service Category

## Miscellaneous

- The service category for entries in this section should reflect the same category as the product or service being installed or obtained-Telecommunications Services, Internet Access, Internal Connections, or Basic Maintenance of Internal Connections. The miscellaneous services and products in this section related to Telecommunications should be requested in the Telecommunications Services or Internet Access category, depending upon the nature of the service provider.
- Eligibility denoted in this category include the following topics:
  - Installation and Configuration
  - Miscellaneous Fee and Charges
  - Voice Mail Service
- For a complete list of ineligible Miscellaneous Components see pages 24 and 25 of the ESL.

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# Special Eligibility Conditions

The Universal Service Administrative Company maintains additional documentation regarding the administration of the Schools and Libraries Support Mechanism at the Schools and Libraries Division website, available at <http://www.usac.org/sl/>. These documents are not included by reference in this Eligible Services List.

The following “Special Eligibility Conditions” are denoted in the ESL.

- Ancillary Use
- Cost Allocation
- Cost Allocation for File Servers
- Eligible Users and Locations
- Internet Access with Ineligible Features
- Two-In-Five Rule
- Wide Area Networks

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# FCC Form 470 Overview

- What is the form used for?
  - Posting of an applicant's *Description of Services Requested and Certification Form* (Form 470) opens the required competitive bidding process.
- Where can I find this form?
  - Paper: <http://www.universalservice.org/sl/tools/required-forms/form470-instructions.aspx>
  - Online: <http://www.sl.universalservice.org/menu.asp>



# FCC Form 470 Overview

- The purpose of the Form 470 is to open a competitive bidding process for the services desired.
- Online filing speeds the processing of your form and reduces errors. If you have a PIN, you can certify your Form 470 online as well. USAC issues a PIN to the authorized person the first time an entity submits a paper form or certification (Form 470, 471, or 486) featuring that authorized person.
- Applicants must seek bids for services on this Form 470 if they intend to request support for those services on a Form 471.
- The Form 470 MUST be completed by the entity that will negotiate with potential service providers.
- Applicants cannot receive assistance in completing the Form 470 from a service provider who will participate in the competitive process as a bidder. If a service provider is involved in preparing the Form 470 and that service provider appears on the associated FCC Form 471, this will taint the competitive process and lead to denial of funding requests that rely on that Form 470.
- The Form 470 applicant is responsible for ensuring an open and fair competitive bidding process and selecting the most cost-effective provider of the desired services, with price as the most heavily weighted factor in the evaluation.
- Required documents MUST be retained for a period of at least five years after the last day of service delivered. You may be audited pursuant to participation in the schools and libraries program.

# FCC Form 470 Overview

## Block 1: Applicant Address and Information

FCC Form 470 Do not write in this area. Approval by OMB 3060-0806

**Schools and Libraries Universal Service  
Description of Services Requested and Certification Form 470**  
Estimated Average Burden Hours per Response: 3 hours  
This form is designed to help you describe the eligible services you seek so that this data can be posted on the Fund Administrator Internet Site and interested service providers can identify you as a potential customer and compete to serve you.  
Please read instructions before beginning this form. (You can also file online at [www.usac.org/sl](http://www.usac.org/sl))

Applicant's Form Identifier (Optional: Create an identifier for your own reference) _____	Form 470 Application # _____ <small>(To be assigned by administrator)</small>
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**Block 1: Applicant Address and Information**

1 Name of Applicant \_\_\_\_\_

2 Funding Year \_\_\_\_\_ (Funding years run from July 1 through the following June 30)

3 Entity Number \_\_\_\_\_

4a Street Address, P.O. Box, or Route Number \_\_\_\_\_  
\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

4b Telephone Number \_\_\_\_\_ Ext \_\_\_\_\_

4c Fax Number \_\_\_\_\_

5a Eligible Entities That Will Receive Services:

Check the ONE choice in 5a that best describes the eligible entities that will receive the services described in this form. You will then list in Item 15 the entity/entities that will pay the bills for these services.

- Individual School (individual public or non-public school)
- School District (LEA; public or non-public [e.g. diocesan] local district representing multiple schools)
- Library (including library system, library outlet/branch or library consortium as defined under LSTA)
- Consortium (intermediate service agencies, non-statewide or regional consortia of schools and/or libraries)
- Statewide application for (enter 2-letter state code) \_\_\_\_\_  
representing (check all that apply)
  - All public schools/districts in the state
  - All non-public schools in the state
  - All libraries in the state

5b Recipient(s) of Services - Check all that apply:

<input type="checkbox"/> Private	<input type="checkbox"/> Public	<input type="checkbox"/> Charter
<input type="checkbox"/> Tribal	<input type="checkbox"/> Head Start	<input type="checkbox"/> State Agency

5c Number of eligible entities for which services are sought \_\_\_\_\_



# FCC Form 470 Overview

## Block 1: Applicant Address and Information

Entity Number _____	Applicant's Form Identifier _____
Contact Person _____	Contact Telephone Number _____

**Block 1: Applicant Address and Information (continued)**

6a Contact Person's Name \_\_\_\_\_

If the Contact Person's Street Address is the same as Item 4a above, check here  If not, complete Item 6b.

6b Street Address, P.O. Box, or Route Number \_\_\_\_\_

NOTE: USAC will use this address to mail correspondence about this form.

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Check the box next to your preferred mode of contact and provide your contact information. One box MUST be checked and an entry provided.

6c Telephone Number \_\_\_\_\_ Ext. \_\_\_\_\_

6d Fax Number \_\_\_\_\_

6e E-mail Address \_\_\_\_\_

Re-enter E-mail Address \_\_\_\_\_

**If a consultant is assisting you with your application process, please complete Item 7 below:**

7 Consultant Name \_\_\_\_\_

Name of Consultant's Employer \_\_\_\_\_

Consultant's Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Consultant's Telephone Number \_\_\_\_\_ Ext. \_\_\_\_\_

Consultant's Fax Number \_\_\_\_\_

Consultant's E-mail Address \_\_\_\_\_

Re-enter E-mail Address \_\_\_\_\_

Consultant Registration Number \_\_\_\_\_



# FCC Form 470 Overview

## Block 2: Summary Description of Needs or Services Requested



Entity Number _____	Applicant's Form Identifier _____
Contact Person _____	Contact Telephone Number _____
<b>Block 2: Summary Description of Needs or Services Requested (Attach additional pages if needed)</b>	
<b>8 Telecommunications Services</b>	
<i>If you check YES to indicate you have a Request for Proposals (RFP) that specifies the services you are seeking, your RFP must be available to all interested bidders for at least 28 days. If your RFP is not available to all interested bidders, or if you check NO and you have or intend to have an RFP, you risk denial of your funding requests.</i>	
<input type="checkbox"/> <b>YES</b> , I have released or intend to release an RFP for these services. It is available or will become available on the Internet at: a _____ or via (check one) <input type="checkbox"/> the contact person in Item 6 or <input type="checkbox"/> the contact person listed in Item 12 Your RFP Identifier: _____	
<input type="checkbox"/> <b>NO</b> , I have not released and do not intend to release an RFP for these services. Whether you check YES or NO, you must list below the Telecommunications Services you seek. Specify each service (e.g., local voice service) and quantity and/or capacity (e.g., 20 existing lines plus 10 new ones).	
Service _____ _____ _____ _____	Quantity and/or Capacity _____ _____ _____ _____
<b>9 Internet Access</b>	
<i>If you check YES to indicate you have a Request for Proposals (RFP) that specifies the services you are seeking, your RFP must be available to all interested bidders for at least 28 days. If your RFP is not available to all interested bidders, or if you check NO and you have or intend to have an RFP, you risk denial of your funding requests.</i>	
<input type="checkbox"/> <b>YES</b> , I have released or intend to release an RFP for these services. It is available or will become available on the Internet at: a _____ or via (check one) <input type="checkbox"/> the contact person in Item 6 or <input type="checkbox"/> the contact person listed in Item 12. Your RFP Identifier: _____	
<input type="checkbox"/> <b>NO</b> , I have not released and do not intend to release an RFP for these services. Whether you check YES or NO, you must list below the Internet Access services you seek. Specify each service (e.g., monthly Internet service) and quantity and/or capacity (e.g., for 500 users).	
Service _____ _____ _____ _____	Quantity and/or Capacity _____ _____ _____ _____

# FCC Form 470 Overview

## Block 2: Summary Description of Needs or Services Requested

Entity Number _____	Applicant's Form Identifier _____
Contact Person _____	Contact Telephone Number _____
<b>Block 2: Summary Description of Needs or Services Requested (Attach additional pages if needed)</b>	
<b>10 Internal Connections Other Than Basic Maintenance</b>	
<i>If you check YES to indicate you have a Request for Proposals (RFP) that specifies the services you are seeking, your RFP must be available to all interested bidders for at least 28 days. If your RFP is not available to all interested bidders, or if you check NO and you have or intend to have an RFP, you risk denial of your funding requests.</i>	
a <input type="checkbox"/> YES, I have released or intend to release an RFP for these services. It is available or will become available on the Internet at: _____	
or via (check one) <input type="checkbox"/> the contact person in Item 6 or <input type="checkbox"/> the contact person listed in Item 12.	
Your RFP Identifier: _____	
b <input type="checkbox"/> NO, I have not released and do not intend to release an RFP for these services.	
<small>Whether you check YES or NO, you must list below the Internal Connections services you seek. Specify each service (e.g., a router, hub and cabling) and quantity and/or capacity (e.g., connecting 1 classroom of 30 students).</small>	
Service	Quantity and/or Capacity
_____	_____
_____	_____
_____	_____
_____	_____
<b>11 Basic Maintenance of Internal Connections</b>	
<i>If you check YES to indicate you have a Request for Proposals (RFP) that specifies the services you are seeking, your RFP must be available to all interested bidders for at least 28 days. If your RFP is not available to all interested bidders, or if you check NO and you have or intend to have an RFP, you risk denial of your funding requests.</i>	
a <input type="checkbox"/> YES, I have released or intend to release an RFP for these services. It is available or will become available on the Internet at: _____	
or via (check one) <input type="checkbox"/> the contact person in Item 6 or <input type="checkbox"/> the contact person listed in Item 12.	
Your RFP Identifier: _____	
b <input type="checkbox"/> NO, I have not released and do not intend to release an RFP for these services.	
<small>Whether you check YES or NO, you must list below the Basic Maintenance services you seek. Specify each service (e.g., basic maintenance of routers) and quantity and/or capacity (e.g., for 10 routers).</small>	
Service	Quantity and/or Capacity
_____	_____
_____	_____
_____	_____
_____	_____



# FCC Form 470 Overview

## Block 2: Summary Description of Needs or Services Requested



Entity Number _____	Applicant's Form Identifier _____
Contact Person _____	Contact Telephone Number _____
<b>Block 2: Summary Description of Needs or Services Requested (Continued)</b>	
<b>12</b> (Optional) 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. This person does not need to be the contact person(s) listed in Item 6 nor the Authorized Person who signs this form. Name _____ Title _____ Telephone Number _____ Ext. _____ Fax Number _____ Email Address _____ Re-enter E-mail Address _____	
<b>13</b> <input type="checkbox"/> Check this box if there are any restrictions imposed by state or local laws or regulations on how or when service providers may contact you or on other bidding procedures. Please describe below any such restrictions or procedures and/or provide an Internet address where they are posted and a contact name and telephone number. <input type="checkbox"/> Check this box if no state and local procurement/competitive bidding requirements apply to the procurement of services sought on this Form 470. If you are requesting services for a funding year for which a Form 470 cannot yet be filed online, include that information here. _____ _____ _____ _____ _____ _____ _____	
<b>Block 3:</b>	
14	[Reserved]

# FCC Form 470 Overview

## Block 4: Recipients of Service

Entity Number _____	Applicant's Form Identifier _____
Contact Person _____	Contact Telephone Number _____
<b>Block 4: Recipients of Service</b>	
<b>15 Billed Entities</b> List the entity/entities that will be paying the bills directly to the provider for the services requested in this form. These are known as Billed Entities. At least one line of this item must be completed. If a Billed Entity cited on your Form 471 is not listed below, funding may be denied for the funding requests associated with this Form 470. Attach additional pages if needed.	
Entity Number	Entity Name
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
20. _____	_____



# FCC Form 470 Overview

## Block 5: Certifications and Signature

Do not write in this area.

Entity Number \_\_\_\_\_ Applicant's Form Identifier \_\_\_\_\_  
Contact Person \_\_\_\_\_ Contact Telephone Number \_\_\_\_\_

### Block 5: Certifications and Signature

- 16  I certify that the applicant includes: (Check one or both.)  
a  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; and/or  
b  libraries or library consortia eligible for assistance from a State library administrative agency under the Library Services and Technology Act of 1996 that do not operate as for-profit businesses and whose budgets are completely separate from any schools (including, but not limited to elementary and secondary schools, colleges, and universities).
- 17  I certify that, if required by Commission rules, all of the individual schools and libraries receiving services under this form are covered by technology plans that do or will cover all 12 months of the funding year, and that have been or will be approved by a state or other authorized body, or an SLD-certified technology plan approver, prior to the commencement of service.  
 Or I certify that no technology plan is required by Commission rules.
- 18  I certify that I will post my Form 470 and (if applicable) make my RFP available 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 plan goals.
- 19  I certify that I will retain required documents for a period of at least five years after the last day of service delivered. 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.
- 20  I certify that the services the applicant purchases at discounts provided by 47 U.S.C. § 254 will be used primarily for educational purposes and will not be sold, resold or transferred in consideration for money or any other thing of value, except as permitted by the Commission's rules at 47 C.F.R. §§ 54.500, 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.
- 21  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.
- 22  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.
- 23  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 can be punished by fine or forfeiture, under the Communications Act, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001.
- 24  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.

# FCC Form 470 Overview

## Block 5: Certifications and Signature

Do not write in this area.	
Entity Number _____ Applicant's Form Identifier _____	
Contact Person _____ Contact Telephone Number _____	
<b>Block 5: Certifications and Signature (Continued)</b>	
25 Signature of authorized person _____	26 Date _____
27a Printed name of authorized person _____	
27b Title or position of authorized person _____ <input type="checkbox"/> Check here if the consultant in item 7 is the Authorized Person.	
27c Street Address, P.O. Box, or Route Number _____ _____ City _____ State _____ Zip Code _____	
27d Telephone Number of Authorized Person _____ Ext. _____	
27e Fax Number of Authorized Person _____	
27f E-mail Address of Authorized Person _____ Re-enter E-mail Address _____	
27g Name of Authorized Person's Employer _____	
<small>Service provider involvement with preparation or certification of a Form 470 can taint the competitive bidding process and result in the denial of funding requests. For more information, refer to the Schools and Libraries area of the USAC web site at <a href="http://www.usac.org/sl">www.usac.org/sl</a> or call the SLD Client Service Bureau at 1-888-203-8100.</small>	



# FCC Form 470 Overview

## Block 5: Certifications and Signature

Entity Number \_\_\_\_\_ Applicant's Form Identifier \_\_\_\_\_  
Contact Person \_\_\_\_\_ Contact Telephone Number \_\_\_\_\_

### Block 5: Certifications and Signature (Continued)

**NOTICE:** In accordance with Section 54.504 of the Federal Communications Commission's 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. § 54.504(b). 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. § 54.504. 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 we request in this form. We will use the information you provide to determine whether approving this application is in the public interest. If we believe there may be a violation or a potential violation of any applicable statute, regulation, rule or order, your application 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 in your application 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 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 may delay processing of your application or may return your form without action.

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 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.

Please submit this form to:

**SLD-Form 470**  
P.O. Box 7026  
Lawrence, Kansas 66044-7026  
1-888-203-8100

For express delivery services or U.S. Postal Service, Return Receipt Requested, mail this form to:

**SLD Forms**  
ATTN: SLD Form 470  
3833 Greenway Drive  
Lawrence, Kansas 66046  
1-888-203-8100

# Questions?

ANALYSIS  
SOLUTION  
PROCESS  
OBJECTIVES  
TEAMWORK  
VISION  
SALES

