



E-rate: What's New for 2016?

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Nebraska Library Commission
October 29, 2015

What is E-rate?

- Federal program that provides discounts to assist most schools and libraries in the United States (and U.S. territories) to obtain affordable telecommunications (telephone) and Internet access.
- Funded through the **Universal Service fee** charged to companies that provide telecommunications services.

General information

- **Federal Communications Commission (FCC)**, an independent U.S. government agency, oversees the E-rate program
- **Universal Service Administrative Company (USAC)**, a not-for-profit, administers E-rate along with three other programs
- **Schools and Libraries Division (SLD)** is the part of **USAC** with responsibility for E-rate

E-rate Rules

- The **FCC** sets rules and policies through orders
 - Policies are defined in the text of orders
 - E-rate Modernization Report and Order adopted July 11, 2014.
 - Second Modernization Report and Order adopted December 11, 2014.
 - **USAC/SLD** develops procedures for specific actions, such as how to process applications
 - **USAC** submits its procedures to the **FCC** for approval each year

Who can apply?

- Libraries and library systems
 - Must be eligible for LSTA funds
- Schools and school districts
- Consortia – groups of eligible entities that band together to aggregate demand and negotiate lower prices

Calculate Your Discount



Discounts

- How large are the discounts on eligible products and services?
 - Discounts: **20% to 90%** of eligible costs
 - Discount for a library depends on:
 - Percentage of K-12 students eligible for **National School Lunch Program (NSLP)** in the school district in which the library is located
 - **Urban or rural** location of the library

Calculate Your Discount – 3 Steps

1. Find your NSLP data : your State Department of Education or your school district main office.
2. Check your Urban/Rural Status using the online **Lookup Tool** –
 - <https://sltools.universalservice.org/portal-external/urbanRuralLookup/>
 - Based on 2010 U.S Census data. The FCC defines **Urban** areas as areas with populations equal or greater than 25,000. **Rural** encompasses all territory not in an urban area.
3. Use the Discount Matrix to determine your discount.

Discount Matrix

	Category one schools and libraries discount matrix		Category two schools and libraries discount matrix	
	Discount level		Discount level	
% of students eligible for National School Lunch Program	Urban discount	Rural discount	Urban discount	Rural discount
< 1.....	20	25	20	25
1-19.....	40	50	40	50
20-34.....	50	60	50	60
35-49.....	60	70	60	70
50-74.....	80	80	80	80
75-100.....	90	90	85	85

Note lower top discount rate for Category Two services.

Funding Commitments

- Commitments for E-rate are made by Funding Year, which runs from July 1 through the following June 30
 - **FY 2016 is July 1, 2016 – June 30, 2017**
- Funding available:
 - Category One: \$3.9 billion
 - Category Two: \$2 billion - \$1 billion each for FY 2015 and FY 2016
 - Category One applications funded first. If more money is needed, will be taken from Category Two.
 - If Category Two demand exceeds available funds, prioritize based on discount rate.

Eligible Services List



What is “E-rate-able”?

- The FCC publishes the **Eligible Services List** each year.
- The list can be found at the SLD site in PDF format:
 - <http://www.usac.org/sl/applicants/beforeyoubegin/eligible-services-list.aspx>

Eligible Services List

- Streamlined
 - For FY 2014, the ESL was 49 pages
 - For FY 2016, the ESL is 20 pages
 - Divides services into:
 - **Category One** - services providing high-speed connectivity *to* the building
 - **Category Two** - services providing high-speed connectivity *throughout* the building

Eligible Services List

- Focus on providing support for Broadband
 - To close the Wi-Fi gap
- Phase down of Voice Services
 - To make E-rate dollars go farther
 - Worked for FY 2015 – Enough money to fund all applications – demand did not outstrip available funds.

Category One – Eligible

- Digital transmission services and Internet access services – basically anything that provides high speed broadband.
- Broadband over Power Lines
- Cable Modem
- DSL
- DS-1, DS-2, DS-3
- Ethernet
- Fiber (Lit and Dark)
- Integrated Services Digital Network (ISDN)
- Satellite Services
- T-1, T-3, Fractional T-1 or T-3
- Wireless Service (e.g. microwave)

Category One – Phase Down

Eligible Voice Services Subject to Phase Down

- The discount rate for all voice services will be reduced by 20 percentage points beginning in FY 2015, and reduced by an additional 20 percentage points each subsequent funding year, until FY 2019, when all voice services are phased out.
- Centrex
- Interconnected VoIP
- Local, long distance, 800 service
- POTS
- Radio Loop
- Circuits dedicated to providing voice service only
- Satellite telephone service
- Shared telephone service
- Wireless telephone service including cellular voice
 - Excludes data and text messaging

Category Two

What is Category Two?

- Category Two includes equipment and services needed to bring broadband into and throughout libraries.
- Subject to five-year budgets.
- Includes Internal Connections, Managed Internal Broadband Services, and Basic Maintenance of Internal Connections.

Category Two

Eligible Internal Connections

- Access points
- Antennas
- Cabling
- Caching
- Firewalls
- Network switches
- Routers
- Racks
- Uninterruptible Power Supply/Battery Backup
- Wireless LAN Controllers
- Improvements, upgrades and software necessary to support eligible broadband internal connections components

Category Two

NEW – Managed Internal Broadband Services (eg. Managed Wi-Fi)

- Services provided by a third party
 - Operation
 - Management
 - And/or monitoring of eligible broadband internal connection components
- The third party may manage the library's equipment or provide the equipment as part of a lease.

Category Two

Basic Maintenance of Internal Connections

- Support for basic maintenance of eligible internal connections such as
 - Repair and upkeep of hardware
 - Wire and cable maintenance
 - Basic tech support
 - Configuration changes
- Support for BMIC is limited to actual work performed under the contract

Miscellaneous

- Could fall into either Category One or Two
 - Taxes, surcharges and other similar reasonable charges
 - Lease fees to rent or lease eligible components
 - Shipping charges
 - Training
 - Installation and configuration
 - *New* Installation may be provided by a third party – previously it had to be part of the contract when you purchased the equipment. Now you can have someone else install the equipment.

Category Two Budgets



Category Two Budgets

What are **Category Two budgets**?

- Each library receiving Category Two support between FY2015 and 2019 will have a five-year budget for Category Two products and services (those that distribute broadband *within* libraries).
 - Products and services ordered in excess of an entity's Category Two budget will not receive E-rate discounts.
 - There is no budget for Category One services (those that connect broadband *to* libraries).

Category Two Budgets

How much is my budget?

- The **pre-discount** budget for a library is calculated by multiplying the total area in square feet – including all areas enclosed by the outer walls of the library and occupied by the library – by \$2.30, with a minimum of \$9,200 if the library is less than 4,000 square feet.
 - Libraries located in cities and urbanized areas with a population of 250,000 or more are eligible for a budget of \$5 per square foot.

Category Two Budgets

How much is my budget?

- Example: Your library is 3,500 square feet.
 - 3,500 square feet x \$2.30 per square foot = \$8,050.
 - However, there is a \$9,200 floor. Since the result of the calculation is less than \$9,200, the pre-discount budget is \$9,200.
 - At a 50% discount rate, the library will receive \$4,600 in E-rate funds to spend on Category Two services for the next 5 years: $\$9,200 \times 0.5 = \$4,600$.

Category Two Budgets

How much is my budget?

- You can use your pre-discount budget in a manner that best meets your needs. You could spend all of it in FY2016, spend 1/5 each year, or any other combination up to your total.
- Budgets are recalculated every year based on current square footage, and can go up or down.

CIPA



CIPA/NCIPA Compliance

(Children's Internet Protection Act)

- Compliance with CIPA required for:
 - Internet access
 - Internal connections
- CIPA requires:
 - Internet Safety Policy
 - Technology Protection Measure
 - Public Notice and Meeting/Hearing
- SLD information on CIPA:
 - <http://www.usac.org/sl/applicants/step05/cipa.aspx>

E-rate Forms



E-rate Forms

- There are four basic forms:
 1. Form 470 (I want a service)
 2. Form 471 (I have chosen a service provider)
 3. Form 486 (I am receiving the service)
 4. Form 472/474 (I have paid all my bills – give me my money!)
- New: Form 498 – to provide bank information for direct reimbursement payments (BEARs).

Forms and Deadlines – FY 2016

Form or Event	Deadline or Dates
Funding Year (FY)	➤ Funding Year you are currently applying for is 2016 - July 1, 2016 through June 30, 2017.
Form 470	➤ Starts request for services. Must be posted at least 28 days before filing Form 471. Keep in mind: (1) timeframe for all bids (2) Form 471 filing window. Will receive <i>Receipt Notification Letter – RNL</i> . Usually file around October/November each year.
Form 471 window	➤ Tells USAC what services you want, the provider, costs, discount %, contract or MTM, etc. Form 471 can only be submitted during the Application Filing Window, usually early December to mid-March preceding the start of the Funding Year. Exact filing window dates are posted on the USAC web site. Will receive <i>Receipt Acknowledgement Letter – RAL</i> .
PIA Review	➤ USAC's Program Integrity Assurance (PIA) staff review all applications, which can take months. PIA will contact you with questions.
FCDL sent	➤ Starting late Spring, <i>Funding Commitment Decision Letters (FCDL)</i> sent to applicants. This continues for months.
Form 486	➤ Confirms start of service. Must be received within 120 days after FCDL date or 120 days after the Service Start Date, whichever is later.
Form 472 / 474	➤ Get reimbursements (#472) or discounts on bills (#474). Received no later than 120 days after the date of the Form 486 Notification Letter or 120 days after the last date to receive service, whichever is later.

**EPC –
The New E-rate Portal**



E-rate Productivity Center (EPC)

- Starting in FY 2016, all forms must be filed via the E-rate Productivity Center (EPC):
 - <http://www.usac.org/sl/tools/e-rate-productivity-center/default.aspx>

Why Move to a Portal?

- Move to one location for all program activities.
 - Complete and certify program forms
 - Obtain the status of applications
 - Submit requests
 - Receive timely reminders and notifications
 - Respond to PIA questions
 - Ask USAC questions
- Improve the customer experience.
- Streamline the application process.

Advantages of the Portal

- All of your forms, submitted documentation, and requests will be in one location online and easily accessible.
- Users can access the portal from **any device** (e.g., desktop computer, laptop computer, tablet, smartphone) and **any browser**.

Advantages of the Portal

- Library systems can update and store address information and other data (NSLP, etc.) on their individual libraries. This information can then be uploaded into online forms so that you do not have to re-enter it every year.
- Consortia and statewide applicants will have a complete list of their members, and service providers and consultants will have a complete list of their clients.

Advantages of the Portal

- Applicants will no longer need a Personal Identification Number (PIN) to certify forms.
- Account administrators can create as many account users as they wish, and decide which activities the users can perform (*i.e.*, set their permissions or user rights).
 - Full user – can complete, file, and certify.
 - Partial – can complete, but not submit or certify. Can also update organizational info.
 - View only – can see, but not do anything. Can also update organizational info.

How to Log In

- USAC creates an account for the applicant organization and identifies an account administrator.
- Applicant organization types:
 - Independent school
 - Independent library
 - School district
 - Library system
 - Consortium / statewide applicant

Apply Online - <http://www.usac.org/sl/>



SCHOOLS AND LIBRARIES (E-RATE)

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- [Updates to the Schools and Libraries Website \(10/23/2015\)](#)
- [News Brief Issued \(10/23/2015\)](#)
- [Special Edition News Brief - First EPC and FCC Form 470 Release Notes Issued \(10/20/2015\)](#)
- [Service Provider Webinars - Date Change Notification \(10/2/2015\)](#)

SERVICE PROVIDER PROCESS

QUICK LINKS

[More Links »](#)

- [E-rate Program Applicant Trainings – View Here](#)
- [FY2016 Eligible Services List – Now Available!](#)
- [FY2016 FCC Forms 470 – View Now](#)
- [EPC Instructional Videos – Now Available!](#)
- [EPC is Now Available – Learn More!](#)

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E-RATE PRODUCTIVITY CENTER (EPC)

The E-rate Productivity Center (EPC) is the account and application management portal for the Schools and Libraries (E-rate) Program. Applicants, consultants, and service providers participating in the E-rate Program will use this tool to manage program processes and to submit questions.

 [Log In](#)



This summer, applicants will be able to file the FCC Form 470 in EPC.

Over the course of the next year, the remaining E-rate Program forms for applicants and service providers will be available in EPC. EPC will allow users to get information about the status of their applications, reminders about important dates, and correspondence from Program Integrity Assurance (PIA) and other review teams. Letters and other correspondence will be stored in EPC so that users can easily access them at any time.

Additional Resources

To learn how to use EPC to successfully maintain your account with USAC, watch our video tutorials and read our online user guides.

- [EPC Glossary of Terms](#) 
- [EPC Frequently Asked Questions \(FAQs\)](#)

Applicant User Guides

- [Getting Started](#) 

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Applicant User Guides

- [Getting Started](#) 🚫
- [Navigating EPC](#) 🚫
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- [Customer Service](#) 🚫
- [Searching FCC Forms 470](#) 🚫
- [Filing FCC Form 470](#) 🚫
- [M&C Corrections](#) 🚫

EPC Video Tutorials

- [Logging in to EPC](#)
- [How to Create a New User](#)
- [How to Modify an Account Admin](#)
- [How to Add a Consultant](#)
- [Manage User Permissions](#)
- [How to File FCC Form 470](#)

Service Provider User Guides

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Terms & Conditions

- [EPC Access Agreement \(Commercial End User Agreement\)](#) 🚫

From: admin@portal.usac.org on behalf of EPC Application Administrator <EPC.Application.Administrator@usac.org>
To: Burns, Christa
Cc:
Subject: USAC EPC - Account Creation



Hello,

Your USAC E-rate Productivity Center (EPC) account has been created with the username: christa.burns@nebraska.gov
To log in with your new username, navigate to: <https://portal.usac.org/suite/>
Please **select the forgot password option** and follow ensuing directions.

Thank you.

Universal Service Administration Company

NOTE: Please do not reply to this email

This message has been sent by EPC



You are accessing a Universal Service Administrative Company (USAC) system. This system is to be used to administer participation in the federal Universal Service Schools and Libraries support mechanism in compliance with 47 C.F.R. § 54, Subpart F. This system may be accessed by authorized users only. By logging in, the user represents that he/she is an authorized user. This system's usage may be monitored, recorded, read, searched, copied and/or captured and is also subject to audit. Unauthorized use or misuse of this system is strictly prohibited and subject to disciplinary and/or legal action, including criminal prosecution and civil penalties. Use of this system indicates acceptance of these terms. Additional terms (i.e., a user access agreement or contract) may govern your use of this system.

To accept these terms, click "I Agree."

I Agree



Username

Password



[Forgot Password](#)

Sign In

Request Password Reset

Please enter your username.

* Username

Request Password Reset

Cancel

*Required

Dear [REDACTED]

This is an automated response from Appian about your forgot password request.

Please click on the following link or copy and paste in your browser's address bar the enclosed URL to enter your new password.

<https://portal-test.usac.org/suite/personalization/resetforgotpassword.popup?token=5cgXdOW%2BMU8UnVKv6m8%2FvDtGnKwqzc%2BAA0PMCaOfbxDulvDm7Nz8pS8%2BL6HcohcMF8SATRROtaxp%0AkIvNH0AlrA%3D%3D&instanceId=node1>

The above URL is only valid for 15 minutes after it has been issued and it is only valid for the user who it was generated for. Once you have entered and confirmed your new password, you will be able to access Appian using this new password.

If you have any questions, please contact your system administrators.

Thank you,
Appian

This URL is only valid for 15 minutes after issued

Enter New Password

Please enter your username and enter what you would like your new password to be.

* User name

* New password

New password cannot be left blank.

* Re-enter new password

Re-enter new password cannot be left blank.

Reset Password

*Required

Enter New Password

Please enter your username and enter what you would like your new password to be.

* User name

* New password

New password cannot be left blank.

* Re-enter new password

Re-enter new password cannot be left blank.

[Reset Password](#)

*Required

Please select a password that meets all of the following criteria:

- is at least eight characters
- has not been used in the previous four passwords
- contains at least one character in the English alphabet
- contains at least one numeral (0 through 9)
- contains at least one non-alphabetic character (such as !, \$, #, %)
- contains at least one uppercase character (A through Z)
- contains at least one lowercase character (a through z)

Enter New Password

Reset Password

Your password has been reset
You may now log in using your new password.





Username

christa.burns@nebraska.gov

Password

.....|

[Forgot Password](#)

Sign In





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Welcome to the E-rate Productivity Center! To begin using the EPC, please complete your account initiation tasks here: <https://portal-test.usac.org/suite/tempo/tasks/assignedtome> If you have any issues, please contact epcsupport@usac.org

2 minutes ago ☆ 🔒 Comment



Assigned to Me ▶
Sent by Me
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Status
Open ×

Deadline
Overdue
Today
Within 7 days

Newest ▾



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Save Changes
Reassign Task

Complete Terms of Service Agreement

Please agree to the following Terms of Service before gaining access to EPC.

Terms of Service:

Last Updated April 13, 2015

EPC ACCESS AGREEMENT

This EPC Access Agreement ("Agreement") applies to the E-rate Productivity Center and all E-rate Productivity Center-related systems and networks (collectively "EPC") provided by the Universal Service Administrative Company ("USAC"). Appian Corporation's ("Appian") business process management software suite and associated documentation (collectively the "Software") is a part of EPC. EPC was created in support of the federal Universal Service Schools and Libraries support mechanism (also known as the "E-rate Program") that helps entities such as eligible schools and libraries obtain telecommunications at affordable rates.

USAC allows four types of subscribers to access and use EPC, each of which is a "Subscriber" for purposes of this Agreement: (1) applicants ("Applicants"), (2) service providers ("Service Providers"), (3) consultants ("Consultants"), and (4) United States government agencies ("Agency" or "Agencies"). This Agreement defines the relationships between both USAC and (i) the Subscriber, and (ii) each person who accesses EPC as authorized by and on behalf of the Subscriber. Both Subscriber and each person who accesses EPC as authorized by and on behalf of the Subscriber are referred to as "you" (and variations such as "your") in this Agreement.

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USAC may amend this Agreement at any time, with or without notice to you, by posting revised terms at [include link]. You can determine when this Agreement was last revised by referring to the "last updated" legend at the top of this Agreement. Your continued access to or use of EPC after USAC has posted revised terms signifies your acceptance of such revised terms. No other amendment to or modification of this Agreement will be binding unless in writing and signed by USAC's duly authorized representative or posted to the site by USAC's duly authorized representative.

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(b) Exceptions. The foregoing restrictions will not apply to information that (i) is known to you at the time of communication from USAC or its licensors, (ii) has become publicly known through no wrongful act of you, (iii) has been rightfully received by you from a third party authorized to make such communication without restriction, (iv) has been independently developed by you as evidenced by your written records, or (v) is required to be disclosed pursuant to a subpoena or other validly issued administrative or judicial process, provided that you must give USAC sufficient notice of such disclosure to allow USAC and its licensors a reasonable opportunity to object to and take necessary legal action to prevent such disclosure. Notice must be provided to USAC's Client Service Bureau in writing to netsec@usac.org.

6. Miscellaneous. Each party is an independent contractor and nothing herein will be deemed to constitute the parties as partners, agents or joint ventures. Any disputes or claims that you may bring against USAC under or related to this Agreement must be brought consistent with the requirements of 47 C.F.R Part 54, Subpart I. This Agreement (including without limitation Banners and any other USAC documentation referenced herein) embodies the entire agreement between the parties and supersedes all previous and contemporaneous agreements, understandings and arrangements, with respect to the subject matter hereof.

Please print this Agreement for your records.

Accept

Decline

My Landing Page

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Welcome to the new EPC system, more functionality will be rolling out soon!

Organizations

Organization	City	State	Zip Code	Type
Library System 11	Springfield	NE	68059	Applicant
Library System 11 MIF	Springfield	NE	68059	Applicant
Library System 11 Branch A	Springfield	NE	68059	Applicant
Library System 11 Branch B	Springfield	NE	68059	Applicant



My Tasks

Name	Received	Status	Deadline
No items available			

Customer Service Cases

Case ID	Topic	Nickname	Status	Date Created
No items available				

FCC Forms 470

Funding Year

- Status
- All
 - Incomplete
 - Certified

Nickname	Application Number	Funding Year	Status
No items available			



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USAC's Internal System The consulting firm, Huron Consulting Group testing, is now associated with Thomas Jefferson High School for Science and Technology. Your next step is to provide access to the specific consulting firm staff to your account.

[Thomas Jefferson High ...](#) [Huron Consulting Group ...](#)

4 hours ago ☆ 🔒 Comment



USAC's Internal System A new user, Steve Smith has been created for your organization in USAC's E-rate Productivity Center (EPC). They have View Only rights, which means that they can view the organization's E-rate information. If you feel that this was done in error, please contact USAC's Client Service Bureau at (888) 203-8100.

[Thomas Jefferson High ...](#) [Steve Smith](#)

5 hours ago ☆ 🔒 Comment



USAC's Internal System The entity, Thomas Jefferson High School for Science and Technology, is now a member of the USAC Consortium 3 for FY 2016. The entity can now be included on any E-rate forms filed by the consortium for FY 2016.

[Thomas Jefferson High ...](#) [USAC Consortium 3](#)

Yesterday 6:05 PM ☆ 🔒 Comment



USAC's Internal System The entity, Thomas Jefferson High School for Science and Technology, is now a member of the Chris's Consortium for the Culinary Consultant (CCCC) for FY 2016. The entity can now be included on any E-rate forms filed by the consortium for FY 2016.

[Thomas Jefferson High ...](#) [Chris's Consortium for C...](#)

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Sent by Me
Starred ☆

Status
Open ×

Deadline
Overdue
Today
Within 7 days

Click here to send a task...

🔄 Newest ▾



➔ Me
Create FCC Form 470
Yesterday, 5:35 PM ☆



All ▶

Records



Applicant Entities

List of Applicant Entities



Consulting Firms

List of Consulting Firms



Customer Service Cases

List of Customer Service Cases



FCC Forms 470

List of FCC Forms 470



Knowledge Base Center

E-rate help with FAQs, guidance documents, and videos



Service Providers

List of Service Providers



Users

Directory of users



Whistleblower Cases

List of Whistleblower Cases



All ▶



My Landing Page
Applicant landing page



All ▶
Starred ★

Applications
EPC Customer Service (2)
EPC Open Competitive Bidding (1)



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.



Search and Export Certified FCC Forms 470 ☆
This function allows you to search for certified FCC Forms 470 and export the results.

- Profile
- Settings
- Sign Out

My Landing Page



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Welcome to the new EPC system, more functionality will be rolling out soon!

Organizations

Organization	City	State	Zip Code	Type
Library System 11	Springfield	NE	68059	Applicant
Library System 11 NIF	Springfield	NE	68059	Applicant
Library System 11 Branch A	Springfield	NE	68059	Applicant
Library System 11 Branch B	Springfield	NE	68059	Applicant





- Summary** ▾
- News
- Related Actions
- Additional Information

[Records](#) / [Users](#) / Library System 11 User 1

Library System 11 User 1

[Manage EPC User Profile](#)



Library System 11 User 1

library.system11.user1@mailinator.com
111-222-3333 (Office)

Followers	Following	Kudos
0	0	0

[Add blurb](#)



- Summary
- News
- Related Actions >**
- Additional Information

Update User Profile

User Details

Username
library.system11.user1@mailinator.com

User Type
Applicant

Primary Organization
Library System 11

First Name *
Library System 11

Phone Number *
111-222-3333

Middle Initial

Phone Extension

Last Name *
User 1

Job Title *
Administrator

Email
library.system11.user1@mailinator.com

Address

Address Line 1 *
100 Main Street

County

Address Line 2

Zip Code *
68059

City *
Springfield

Zip Code Extension

State *
NE

Cancel

Submit



- Regional ▾**
- News
- Password
- Third-Party Credentials

Language

Use system default: English (United States) ▾

Time Zone

(UTC-06:00) Central Time (America/Chicago) ▾

Calendar Type

Use system default: Gregorian ▾

Save Changes

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Welcome to the new EPC system, more functionality will be rolling out soon!

Organizations

Organization	City	State	Zip Code	Type
Library System 11	Springfield	NE	68059	Applicant
Library System 11 NIF	Springfield	NE	68059	Applicant
Library System 11 Branch A	Springfield	NE	68059	Applicant
Library System 11 Branch B	Springfield	NE	68059	Applicant





Manage Users

Existing Organizations

<input checked="" type="checkbox"/>	Organization ID	City	State
<input checked="" type="checkbox"/>	Library System 11	Springfield	NE

Cancel

Create a New User

Add and Remove Existing Users

Manage User Permissions



Create A User for Library System 11

User Details

User Type

Applicant

First Name *

Job Title *

Last Name *

Phone Number *

Middle Initial

Phone Extension

Email

Email *

Confirm Email *

will be used as the username for the new account

Address

Address Line 1 *

County

Address Line 2

Zip Code *

City *

Zip Code Extension

State *

User Permissions

In the table below, you can designate the permissions that you wish to give to each of your users for the various tasks you can complete in the portal. This table will continue to grow (for example, to including invoicing) as more functionality comes online.

- Full rights users can start, complete, submit and certify forms.
- Partial rights users can start and enter data in the form, but cannot submit and certify them.
- View Only users can only see forms created by other people in your organization but cannot create forms themselves.

Apply All	470 Permission	471 Permission
<input type="text"/>	<input type="text" value="View Only"/>	<input type="text" value="View Only"/>

Cancel

Continue

User Permissions

In the table below, you can designate the permissions that you wish to give to each of your users for the various tasks you can complete in the portal. This table will continue to grow (for example, to including invoicing) as more functionality comes online.

- Full rights users can start, complete, submit and certify forms.
- Partial rights users can start and enter data in the form, but cannot submit and certify them.
- View Only users can only see forms created by other people in your organization but cannot create forms themselves.

Apply All	470 Permission	471 Permission
<input type="text"/>	View Only	View Only

Cancel

Continue



Manage Organizations

Existing Organizations

<input type="checkbox"/>	Organization ID	City	State
<input checked="" type="checkbox"/>	Library System 11	Springfield	NE
<input type="checkbox"/>	Library System 11 NIF	Springfield	NE
<input type="checkbox"/>	Library System 11 Branch A	Springfield	NE
<input type="checkbox"/>	Library System 11 Branch B	Springfield	NE

Cancel

Manage Organization



Modify An Organization

Name *

Library System 11

Physical Address

Address Line 1 *

100 Main Street

County

Address Line 2

Zip Code *

68059

City *

Springfield

Zip Code Extension

State *

ME

Mailing Address

Mailing address is the same as physical address.

Address Line 1

100 Main Street

County

Address Line 2

Zip Code

68059

City

Springfield

Zip Code Extension

State

NE

Other Methods of Contact

Phone Number *

111-222-3333

Phone Number Extension

Ex. 000-000-0000

Email *

library.system11.user1@malinator.com

Website URL

Organization Type

Applicant

Library System Information

Library System Sub-Type *

Public

Private

FCC Registration Number

0123456789

You will need to provide your FCC RN in order to file any E-rate forms.

Cancel

Submit

My Landing Page



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Welcome to the new EPC system, more functionality will be rolling out soon!

Organizations

Organization	City	State	Zip Code	Type
Library System 11	Springfield	NE	68059	Applicant
Library System 11 NIF	Springfield	NE	68059	Applicant
Library System 11 Branch A	Springfield	NE	68059	Applicant
Library System 11 Branch B	Springfield	NE	68059	Applicant





Save Changes

FCC Form 470 - Funding Year 2016

Basic Information

Service Requests

Technical Contact Information

Procurement Information

FCC Form 470 Review

Certifications & Signature

Billed Entity Information

Library System 11
100 Main Street
Springfield, NE 68059
111-222-3333
library.system11.user1@mailinator.com

Billed Entity Number: 212
FCC Registration Number: 0123456789

Application Nickname

Please enter an application nickname here.*



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Save & Continue



FCC Form 470 - Funding Year 2016

Library System 11 - 470FY2016 - Form #160000023

Last Saved: 10/28/2015 5:31 PM EDT

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

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

Application Type and Recipients of Service

Applicant Type: Library System
Number of Eligible Entities: 3

Recipient(s) of Service
 Public
 Private

Recipients of Service

Billed Entity Name	Billed Entity Number
Library System 11	212



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FCC Form 470 - Funding Year 2016

Library System 11 - 470FY2016 - Form #160000024

Last Saved: 10/28/2015 5:32 PM EDT

Basic Information

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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.

Contact Information

Are you the main contact person? *

Yes

No

Back

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FCC Form 470 - Funding Year 2016

Library System 11 - 470FY2016 - Form #160000024

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Basic Information

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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.

Contact Information

Are you the main contact person?

Yes ▾

No

Library System 11 User 1

library.system11.user1@mailinator.com

111-222-3333

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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.

Category(s) of Service

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

Category 1

- Internet Access and/or Telecommunications

Category 2

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

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FCC Form 470 - Funding Year 2016

Library System 11 - 470FY2016 - Form #160000024

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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.

Category(s) of Service

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

Category 1 v

- Internet Access and/or Telecommunications

Category 2

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

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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 ✓

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Certifications & Signature

Next, you will describe the services you are requesting.

Service Requests: Category One

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

Add New Service Request

Edit Service Request

Remove Service Request

Narrative

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

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Certifications & Signature

Next, you will describe the services you are requesting.

Add New Service Request

Function *

Please select a value

- Please select a value
- Transport Only - No ISP Service Included
- Cellular Data Plan/Air Card Service
- Cellular Voice
- Dark Fiber
- Internet Access & Transport Bundled
- Internet Access: ISP Service Only
- Lit Fiber Service
- Other
- Self-provisioning
- Voice Service (Analog, Digital, Interconnected VOIP, etc)

Add



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Certifications & Signature

Next, you will describe the services you are requesting.

Add New Service Request

Function *

Internet Access: ISP Service Only

Number of entities served? *

1

Minimum Capacity *

1.5 Mbps

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

- Yes
 No

Maximum Capacity *

10 Mbps

Are you also seeking Maintenance and Technical Support for this service? *

- Yes
 No

Cancel

Add


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Library System 11 - 470FY2016 - Form #160000024

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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	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Installation and Initial Configuration?	Maintenance and Technical Support?	Assoc RFPs
<input type="checkbox"/>	Internet Access and/or Telecommunications	Internet Access: ISP Service Only	1.5 Mbps	10 Mbps	1			No	No	

[Add New Service Request](#)
[Edit Service Request](#)
[Remove Service Request](#)

Narrative

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

Monthly Internet access for our Public Library.

If you are seeking bids for additional capacity tiers between the minimum and maximum, you must state which additional values.

Installment Payment Plan

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

- Yes
 No

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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

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Library System 11 - 470FY2016 - Form #160000024

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[Basic Information](#)[Service Requests](#)[Technical Contact
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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?

First Name ***Last Name *****Title****Phone Number *****Phone Number Extension****Email *****Re-enter Email ***



Save Changes

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Next, you will enter all information regarding state and local procurement rules.

State or Local Procurement Requirements

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

Yes

No ✓

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Refresh



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

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DRAFT



FCC Form 470 – Funding Year 2016

Form 470 Application Number: 160000024
470FY2016

Billed Entity

Library System 11
100 Main Street
Springfield, NE 68059
111-222-3333
library.system11.user1@mailinator.com

Contact Information

Library System 11 User 1
library.system11.user1@mailinator.com
111-222-3333

Billed Entity Number: 212

FCC Registration Number: 0123456789

Application Type

Applicant Type: Library System
Recipients of Services: Public

Number of Eligible Entities: 3

Consulting Firms

Name	Consultant Registration Number	Phone Number	Email
------	--------------------------------	--------------	-------

Id	Name
-----------	-------------

Category One Service Requests

Service Type	Function	Other	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Installation and Initial Configuration?	Maintenance and Technical Support?	Associated RFPs
Internet Access and/or Telecommunications	Internet Access: ISP Service Only		1.5 Mbps	10 Mbps	1			No	No	

Description of Other Functions

Id	Name
-----------	-------------

Narrative
Monthly Internet access for our Public Library.

Category Two Service Requests

Service Type	Function	Manufacturer	Other	Entities	Quantity	Unit	Installation and Initial Configuration?	Associated RFPs
--------------	----------	--------------	-------	----------	----------	------	---	-----------------

Description of Other Manufacturers

Id	Name
-----------	-------------

DRAFT

DRAFT

Narrative

Technical Contact

Sue Smith
 402-555-1212
 ssmith@publib.org

State and Local Procurement Restrictions

Recipients of Service

Billed Entity Number	Billed Entity Name
212	Library System 11



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Library System 11 - 470FY2016 - Form #160000024

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FCC Form 470 Review

Certifications & Signature

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Download Document Link

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By checking this box, I certify that I have reviewed the document and agree with the information provided.

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

No Yes

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Continue to Certification



Certify FCC Form 470

Library System 11 - 470FY2016 - Form #160000024

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Basic Information

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Technical Contact Information

Procurement Information

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Certifications & Signature

Please complete the certifications below.

Applicant Certifications

I certify that the applicant includes 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).

Other Certifications

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

I certify that I have reviewed all applicable FCC, state, and local procurement/competitive bidding requirements and that I have complied with them. I acknowledge that persons willfully making false statements on this form may be punished by fine or forfeiture, under the Communications Act, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001.

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

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

I acknowledge that support under this support mechanism is conditional upon the school(s) and/or library(ies) I represent securing access, separately or through this program, to all of the resources, including computers, training, software, 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 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(c). 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 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.

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Certify



Certify FCC Form 470

Library System 11 - 470FY2016 - Form #160000024

Please complete the certifications below.

Applicant Certifications

I certify that the applicant includes 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).

Other Certifications

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

I certify that I have reviewed all applicable FCC, state, and local procurement/competitive bidding requirements and that I have complied with them. I acknowledge that persons willfully making false statements on this form may be punished by fine or forfeiture, under the Communications Act, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001.

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

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

I acknowledge that support under this support mechanism is conditional upon the school(s) and/or library(ies) I represent securing access, separately or through this program, to all of the resources, including computers, training, software, 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.

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Certify

Administrator. 47 C.F.R. § 54.503(c). 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 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 response to subsequent inquiries may also be subject to disclosure Act, 5 U.S.C. § 552, or other applicable law.

If you owe a past due debt to Service, other Federal agencies information to these agencies

If you do not provide the inform

The foregoing Notice is require

Public reporting burden for this existing data sources, gatheri estimate or any other aspect Performance Evaluation and R

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.

disclosed to the Department of the Treasury Financial Management her payments to collect that debt. The FCC may also provide the

your application or may return your form without action.

44 U.S.C. § 3501, *et seq.*

response, including the time for reviewing instructions, searching the collection of information. Send comments regarding this burden of the reporting burden to the Federal Communications Commission,

Back

Certify



Assigned to Me ▶
Sent by Me
Starred ☆

Status

Open ×

Deadline

Overdue

Today

Within 7 days

Click here to send a task...

Newest ▾



→ Me

Certify FCC Form 470 (470FY2016) submitted by Library System 11 User 1

A moment ago ☆



→ Me

Create FCC Form 470 - #160000023 - 470FY2016

26 minutes ago ☆

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Welcome to the new EPC system, more functionality will be rolling out soon!

Organizations

Organization	City	State	Zip Code	Type
Library System 11	Springfield	NE	68059	Applicant
Library System 11 NIF	Springfield	NE	68059	Applicant
Library System 11 Branch A	Springfield	NE	68059	Applicant
Library System 11 Branch B	Springfield	NE	68059	Applicant



My Tasks

Name	Received	Status	Deadline
Create FCC Form 470 - #160000023 - 470FY2016	10/28/2015 5:32 PM EDT	Accepted	

Customer Service Cases

Case ID	Topic	Nickname	Status	Date Created
No items available				

FCC Forms 470

Funding Year

Status All
 Incomplete
 Certified

Nickname	Application Number	Funding Year	Status
470FY2016	160000023	2016	Incomplete
470FY2016	160000024	2016	Certified

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Organization	City	State	Zip Code	Type
Library System 11	Springfield	NE	68059	Applicant
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Library System 11 Branch A	Springfield	NE	68059	Applicant



FCC Forms 470

Funding Year

Status All
 Incomplete
 Certified

Nickname	Application Number	Funding Year	Status
470FY2016	160000023	2016	Incomplete
470FY2016	160000024	2016	Certified

Case ID	Topic	Nickname	Status	Date Created
No items available				

FCC Forms 470

Funding Year

Status All
 Incomplete
 Certified

Nickname	Application Number	Funding Year	Status
470FY2016	160000023	2016	Incomplete
470FY2016	160000024	2016	Certified



- Summary** ▾
- News
- Related Actions
- Generated Documents

Records / FCC Forms 470
470FY2016 - #160000024 Follow

Please note: The following fields pull the most current data from the Contact User Profile and Applicant Entity Profile: Recipient(s) of Service, Contact Name, and Contact Phone Number. If you would like to review this FCC Form 470 with the data that was present upon certification, please navigate to the Generated Documents related dashboard on the left-hand side and click the Original Version document link.

Application Information ⊞

Nickname: 470FY2016	Created Date: 10/28/2015 5:23 PM EDT
Application Number: 160000024	Created By: Library System 11 User 1
Funding Year: 2016	Certified Date: 10/28/2015 5:59 PM EDT
Status: Certified	Certified By: Library System 11 User 1
Allowable Contract Date: 11/25/2015	Last Modified Date: 10/28/2015 5:59 PM EDT
	Last Modified By: Library System 11 User 1

Billed Entity Information ⊞

Name: Library System 11	Billed Entity Number (BEN): 212
-------------------------	---------------------------------

Application Type and Recipients of Service ⊞

Applicant Type: Library System	Number of Eligible Entities: 3
Recipient(s) of Service: <input checked="" type="checkbox"/> Public <input type="checkbox"/> Private	

Contact Information ⊞

Name: Library System 11 User 1	Phone Number: 111-222-3333
Email: library.system11.user1@mailinator.com	

Services Requested ⊞

Category 1: Internet Access and/or Telecommunications

Type	Function	Number Entities	Quantity	Unit	Min Capacity	Max Capacity	Maintenance Indicator	Associated RFP
Internet Access and/or Telecommunications	Internet Access: ISP Service Only	1			1.5 Mbps	10 Mbps	No	

Category One Narrative
 Monthly Internet access for our Public Library.

There are no Services Requested For Category 2

Technical Contact Information ⊞

Name: Sue Smith	Phone Number: 402-555-1212
Title:	Email: ssmith@publib.org

State or Local Procurement Requirements

State or Local Procurement Requirements have not been indicated



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USAC's Internal System Library System 11's FCC Form 470 - 160000024 for Funding Year 2016 was successfully posted to the USAC website on 10/28/2015. This posting begins the required 28 day competitive bidding process. The allowable contract date is 11/25/2015.

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 ...[More](#)

[470FY2016 - #160000...](#) [#212 - Library System 11](#)

5 minutes ago ☆ 🔒 Comment More Info ▾



Welcome to the E-rate Productivity Center! To begin using the EPC, please complete your account initiation tasks here: <https://portal-training.usac.org/suite/tempo/tasks/assignedtome>. If you have any issues, please contact epcsupport@usac.org

Yesterday, 2:59 PM ☆ 🔒 Comment

Form 470



Request services - Form 470

- **You post a Form 470 to:**
 - Open a competitive bidding process
 - Notify potential bidders (service providers) of the types and quantities of services that you need
 - Define the scope of your needs (e.g., a library building, a library system, a state network)

Form 470

- ***Must be posted for at least 28 days*** before you choose a vendor, sign contracts and file Form 471
- **FY2016 Filing Window for Form 471 TBA.**
- Keep track of all bids if any are received
- Price must be primary factor in selecting a phone company if you receive multiple bids.
- Must file this form **every year** for telephone

Form 470

When is the FCC Form 470 not required?

- Applicants are exempted from the competitive bidding rules when ordering business-class Internet access services, if:
 - the pre-discount cost is \$3,600 or less annually (\$300/month), and
 - the bandwidth provided is at least 100 Mbps downstream and 10 Mbps upstream
 - service and price are commercially available
- Cost can include one-time installation charges and eligible equipment charges and services.

Receipt Notification Letter (RNL)

- Letter issued by **USAC** that summarized the information provided in the Form 470
- Applicant can use the RNL to make corrections or changes
- Gives the **Allowable Contract Date (ACD)** – the date 28 days after the Form 470 is posted to the USAC website

Competitive bidding

- After you close the competitive bidding process for your services (on or after the **Allowable Contract Date**):
 - You can evaluate the bids received
 - You can choose your service provider(s)
 - You can sign a contract **or legally binding agreement**
 - You can post a Form 471 – only during the Application Filing Window

Competitive bidding

- Must have a **fair and open bidding process**
 - All vendors are treated the same; have access to same information
 - Vendors cannot be involved in your 470
- Must choose most **cost-effective bid**
 - Cost must be primary factor
 - Fully document your bid review process and any decision(s)
 - Record dates of any decisions, actions taken, etc.

Competitive bidding

Bid Evaluation Matrix (sample)

Factor	Points Available	Vendor 1	Vendor 2	Vendor 3
Price of the ELIGIBLE goods and services	30	15	30	25
Prior experience w/ vendor	20	20	0	20
Prices for ineligible services, products & fees	25	20	15	25
Flexible Invoicing: 472 or 474	15	0	15	15
Environmental objectives	5	5	3	2
Local or in state vendor	5	5	5	5
Total	100	65	68	92

Form 471



Choose services – Form 471

- **You post a Form 471 to:**
 - Report information on the service providers and services you have chosen, and the costs.
 - Include discount calculation information including student **NSLP** counts
 - Certify your compliance with program rules

Form 471

- **File after the Form 470 has been posted for at least 28 days AND contracts or legally binding agreement in writing are signed (if the service requires a contract) AND the Application Filing Window opens**
 - **FY2016 Filing Window for Form 471 – TBA**
- Must be filed each funding year
- Form 470 certifications must also be filed online before the close of the 471 filing window

FCC Registration Number (FCC RN)

- Persons and entities doing business with the FCC must obtain an FCC RN and supply it when doing business with the FCC
- To look up your library's FCC RN, or request one, go to:
 - <https://fjallfoss.fcc.gov/coresWeb/publicHome.do>

Acronyms and terms

- **Funding Request Number (FRN)** – the identification number assigned to a Form 471 funding request
- **Service Provider Identification Number (SPIN)** – the identification number assigned by **USAC** to a service provider
 - Service providers may have more than one **SPIN** in order to identify separate business units, different states in which they operate, etc.

Receipt Acknowledgement Letter (RAL)

- Letter issued by **USAC** to the applicant and service provider that summarizes the information provided in the Form 471
- Ministerial and clerical errors can be corrected using the RAL until USAC issues the Funding Commitment Decision Letter
- Applicants can request funding reductions but not funding increases.

Application Review



Application review

- **USAC** reviews your Form(s) 471 to:
 - Check the eligibility of the libraries and their discount levels
 - Verify that the services you requested are eligible for discounts
 - Give you an opportunity to make allowable corrections to your form
 - In some cases, ask for additional verification of your compliance with program rules

- **Program Integrity Assurance (PIA)** – the **USAC** group that reviews and makes funding decisions on program applications
- **Funding Commitment Decision Letter (FCDL)** – a letter issued by **USAC** to the applicant and the service provider that contains commitment decisions on funding requests

Funding Commitment Decision Letter (FCDL)

- **FCDL** reports status of individual funding requests:
 - Funded
 - Not funded
 - As yet unfunded (internal connections)
 - Canceled
- May receive more than one FCDL
- Use info on FCDL to prepare Form 486

Form 486



Start services – Form 486

- **You post a Form 486 to:**
 - Notify **USAC** that services have started and invoices for those services can be processed and paid
 - Report your status of compliance with **CIPA** (if needed)
- All the information you need to complete your 486 is in your Funding Commitment Decision Letter.

Form 486

- Form 486 deadline is 120 days after service starts
- **-OR-**
- 120 days after date of Funding Commitment Decision Letter date, whichever is later
 - October 29 deadline for FCDL before July 1

Form 486 Notification Letter

- Letter issued by **USAC** to the applicant and service provider after a Form 486 has been processed

Forms 472/474



Invoicing USAC - Forms 472/474

- Applicants have a **choice of two invoicing methods** to receive discounts on eligible services:
 - Billed Entity Applicant Reimbursement (**BEAR**) Form 472
 - to receive reimbursement after you have paid your bill
 - Service Provider Invoice (**SPI**) Form 474
 - to receive the discount on your bill

Invoicing USAC - Forms 472/474

- **BEAR Form** is filed by the applicant after they have paid for the services in full.
 - Form due October 28, 120 days after last service date, June 30
 - Or 120 days after date of Form 486 Notification Letter
- **SPI Form** is filed by the service provider after the applicant has been billed for the non-discount portion of the cost of eligible services.

BEAR payments to applicants

- As of July 1, 2016, applicants will receive direct reimbursement from USAC.
- Electronic bank transfers only. USAC does not issue checks.
- BEAR will be online only via EPC.

Direct Payment – Form 498

- Form 498 – to provide USAC with banking information. Available in January 2016, so you can fill out the information before you need to do a BEAR.
- Basic banking information: Contact person, Applicant (library) information, Bank account and routing numbers.
- NEW: Will need a Federal Employer ID Number (EIN/TaxID) – used for payroll.

Direct Payment – Form 498

- NEW: DUNS Number: Dun & Bradstreet “Data Universal Numbering System” – used to identify business entities.
 - Free to get one if it is required for a federal form - E-rate qualifies.
- Check to see if you already have one: D&B’s online D-U-N-S database:
<https://www.dandb.com/dunsnumberlookup/> or call (866) 705-5711 to speak to a representative
- Apply online through Dun & Bradstreet’s website:
<http://www.dnb.com/get-a-duns-number.html>

Invoicing USAC - Forms 472/474

- **BEAR Notification Letter** – a letter issued by **USAC** to the applicant and service provider after a **BEAR** has been processed
- **Quarterly Disbursement Report** – a report issued to the applicant detailing all invoicing activity (**BEARs** and **SPIs**) during the previous quarter

Getting help

- **SLD Client Service Bureau (CSB)**
 - 1-888-203-8100
 - Submit a Question –
 - http://www.slforms.universalservice.org/EMailResponse/EMail_Intro.aspx
- USAC website – www.usac.org/sl

Useful Links

- SL News Briefs -
 - <http://www.usac.org/sl/tools/news/default.aspx>
- Application Process -
 - <http://www.usac.org/sl/about/getting-started/process-overview.aspx>

Useful Links

- ALA List of State Coordinators
 - <http://www.ala.org/advocacy/e-rate-state-coordinators>
- E-rate Central
 - <http://e-ratecentral.com/default.asp>
- Funds for Learning
 - <https://www.fundsforlearning.com/>

Questions???

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Library Development Consultant

Nebraska Library Commission

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<http://nlc.nebraska.gov/erate/>