



E-rate: What's New for 2017?

Christa (Burns) Porter
Nebraska Library Commission
December 1, 2016

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 – in NE – all public libraries are eligible
- 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- can't include PreK
 - **Urban or rural** location of the library

Calculate Your Discount – 3 Steps

1. Find your NSLP data on the Nebraska DOE website: http://www.education.ne.gov/DataServices/Data_and_Information.html
2. Check your Urban/Rural Status in the **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

INCOME Measured by % of students eligible for the National School Lunch Program	CATEGORY ONE		CATEGORY TWO	
	URBAN Discount	RURAL Discount	URBAN Discount	RURAL Discount
Less than 1%	20%	25%	20%	25%
1% to 19%	40%	50%	40%	50%
20% to 34%	50%	60%	50%	60%
35% to 49%	60%	70%	60%	70%
50% to 74%	80%	80%	80%	80%
75% to 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 2017 is July 1, 2017 – June 30, 2018**
- Funding available:
 - \$3.9 billion, adjusted annually for inflation
 - 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 on the SLD website 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 & 2017, the ESL is 8 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 and 2016 – 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)

Fiber Options

- **Leased Lit Fiber:** Fiber-based broadband service, owned and managed by service provider. Customer pays a recurring fee to use the network.
- **Leased Dark Fiber:** Customer leases a portion of a provider-owned and maintained fiber network and pays to have that fiber lit in order to use that fiber.
- **Self-Provisioned Network:** Complete customer ownership of a high-speed broadband network. Customer hires a vendor to construct the network or a portion of the network, and owns and maintains that network or portion.

Special Construction

Special construction refers to the upfront, non-recurring costs associated with the installation of new fiber (leased lit fiber, leased dark fiber, and self-provisioning) to or between eligible entities.

Special construction charges eligible for Category One support consist of three components:

1. construction of network facilities;
2. design and engineering; and
3. project management.

Category One – Voice Phase Down

Discount rate reduced by 20 percentage points each funding year, until all voice services are completely phased out.



Discount %	FY2015 - 20	FY2016 - 40	FY2017 - 60	FY2018 - 80	FY2019 - 100
90	70	50	30	10	0
80	60	40	20	0	0
70	50	30	10	0	0
60	40	20	0	0	0
50	30	10	0	0	0
40	20	0	0	0	0
30	10	0	0	0	0
25	5	0	0	0	0
20	0	0	0	0	0

Category One – Phase Down

Eligible Voice Services Subject to Phase Down

- 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 starting 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 one Funding Year, 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.

Technology Planning



Technology Plan

NO LONGER REQUIRED!!!

Still a good idea to have one!

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 2017

Form or Event	Deadline or Dates
Funding Year (FY)	> Funding Year you are currently applying for is 2017 - July 1, 2017 through June 30, 2018.
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. Exact dates TBA, but FY 2017 Window will not open before February 2, 2017. 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 474 / 472	> Get discounts on bills (SPI - #474) or reimbursements (BEAR - #472). Must submit Form 498 Bank Account Information before submitting BEAR. BEAR due 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.

E-rate Forms

- Libraries must retain copies of any E-rate paperwork that supports current year for **10 years** after the **last date of service**.
 - FY 2017: this is at least **June 30, 2028**.
 - E.g., Contract from 2010 for recurring services, used to support FY 2017 FRNs, must be kept until at least **June 30, 2028**.
- Documents may be retained in electronic or paper format.
- Exception: CIPA documentation – keep forever.

E-rate Forms

You must retain:

- FCC Forms and letters received from USAC (e.g., FCC Forms 470, 471, 486)
- Any other USAC correspondence.
- Copies of bids.
- Contracts/service agreements signed with service providers.
- Correspondence with service providers regarding bidding process.
- Copies of bid matrix or decision process for selecting winning bid.
- Proof of delivery of the service and/or equipment.

EPC – The New E-rate Portal



E-rate Productivity Center (EPC)

Starting in FY 2016,
most forms are filed via the
E-rate Productivity Center (EPC).

➤ <http://portal.usac.org>

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**.

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

How to Log In

- 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.

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

USAC
 Universal Service Administrative Company

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.

News Tasks (7) Records Reports Actions Christa Burns - Applia

Click here to post...

SL NewsBriefs A new edition of the SL NewsBrief is available. This electronic publication will give you information about upcoming funding commitments, tips to help you through the application process, and other timely information.

Read this NewsBrief to learn about Canceling and Re-filing an FCC Form 486 and PGA Requests

NewsBrief Friday November 11 2016 PDF 29 KB

Friday, 4:52 PM Comment

SL NewsBriefs A new edition of the SL NewsBrief is available. This electronic publication will give you information about upcoming funding commitments, tips to help you through the application process, and other timely information.

Read this NewsBrief to learn about the FRN Status Tool Detailed Report, FCC Form 486 Deadlines for FY2016 and an update on PINs.

NewsBrief Friday November 4 2016 PDF 36 KB

Nov 4, 2016 Comment

News Tasks (5) Records Reports Actions Christa Burns - Applia

Click here to send a task...

Assigned to Me

Sent by Me Starred

Status **Open**

Deadline Overdue Today Within 7 days

- ✓ Create FCC Form 470 - #160044281 - Testing 470 Yesterday, 11:11 PM
- ✓ Create FCC Form 486 Yesterday, 12:25 AM
- ✓ Create FCC Form 498 for NEBRASKA LIBRARY COMMISSION Yesterday, 12:24 AM
- ✓ FCC Form 470 (470FY2017) submitted by Christa Burns is Ready for Certification Sunday, 11:54 PM
- ✓ Create FCC Form 471 - 161028007 - test Oct 23, 2016

News Tasks (5) Records Reports Actions Christa Burns - Applia

Records

- Appeals List of Appeals
- 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
- FCC Forms 471 List of FCC Forms 471
- FCC Forms 486 List of FCC Forms 486
- FCC Forms 498 List of FCC Forms 498

News Tasks (5) Records Reports Actions Christa Burns - Applia

Records

- Appeals List of Appeals
- Applicant Entities
- FRN Cases Cases created for Committed Funding Requests
- Funding Requests A list of all Funding Request Numbers (FRNs)
- 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
- List of FCC Forms 498

News Tasks (5) Records Reports Actions Christa Burns - Applia

Search reports

All

- My Landing Page Applicant landing page
- My Submitted Modification Requests (RAL) Report for viewing all the submitted Modification RAL Request(s)

News Tasks (5) Records Reports Actions Christa Burns - Applia

All

- 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
- Applications
 - EPC Customer Service (2)
 - EPC Funding Requests (1)
 - EPC Open Competitive Bidding (1)
- Search and Export Certified FCC Form 471 Funding Request(s) This function allows you to search for certified FCC Forms 471 funding request(s) and export the results
- Search and Export Certified FCC Forms 470 This function allows you to search for certified FCC Forms 470 and export the results.

News Tasks (5) Records Reports Actions Christa Burns - Appian

My Landing Page

Universal Service Administrative Co.

Notifications

Notification Type: Please select a value Status: All (selected), Generated, Not Generated

Funding Year: -- Select a Funding Year --

Notification	Description	Issued Date	Generated By	Generated On
No items available				

My Entities

News Tasks (5) Records Reports Actions Christa Burns - Appian

Records / Users

Christa Burns

Summary - News Related Actions - EPC Additional Information Information

Christa Burns
christa.burns@nebraska.gov
402-471-2045 (office)

Followers: 1 Following: 0 Kudos: 0

Latest News

USAC's Internal System A new user, Christa Burns has been created for your organization in USAC's E-rate Productivity Center (EPC). If you feel that this was done in error, please contact USAC's Client Service Bureau at (888) 205-3100.

04/27/2015 Comment

News Tasks (5) Records Reports Actions Christa Burns - Appian

Records / Users

Christa Burns

Manage EPC User Profile - This process allows for updates to the user profile

Summary - News Related Actions - EPC Additional Information Information

News Tasks (5) Records Reports Actions Christa Burns - Appian

Update User Profile

User Details

Summary: Username: christa.burns@nebraska.gov, User Type: Applicant

Primary Organization: NEBRASKA LIBRARY COMMISSION

First Name*: Christa Phone Number*: 402-471-2045

Middle Initial: Phone Extension:

Last Name*: Burns Job Title*: Library Development Coordinator

Email: christa.burns@nebraska.gov

Address

Address Line 1*: 1200 N ST SITE 120 County: LANCASTER

Address Line 2: Zip Code*: 68508

City*: LINCOLN Zip Code Extension: 2020

State*: NE

Cancel Save

News Tasks (5) Records Reports Actions Christa Burns - Appian

My Landing Page

Universal Service Administrative Co.

Notifications

Notification Type: Please select a value Status: All (selected), Generated, Not Generated

Funding Year: -- Select a Funding Year --

Notification	Description	Issued Date	Generated By	Generated On
No items available				

My Entities

News Tasks (5) Records Reports Actions Christa Burns - Appian

Manage Users

Existing Organizations

Organization ID	City	State
NEBRASKA LIBRARY COMMISSION	LINCOLN	NE

Cancel Create a New User Add and Remove Existing Users Manage User Permissions

News Tasks (5) Records Reports Actions Christa Burns - Applicant

Create A User for NEBRASKA LIBRARY COMMISSION

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
1200 N ST STE 120 LANCASTER

Address Line 2 Zip Code*
68508

City* Zip Code Extension
LINCOLN 2020

State*
NE

News Tasks (5) Records Reports Actions Christa Burns - Applicant

Create A User for NEBRASKA LIBRARY COMMISSION

User Details

State*
NE

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 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.
- Form 498 School or Library Officials can start, complete, submit, certify, modify, and deactivate Forms 498.
- Form 498 General Financial Contacts can start, complete, and submit Forms 498, but cannot certify new or updated Forms 498 or deactivate existing Forms 498.

Apply All	470 Permission	471 Permission	498 Permission	FRM Mod Permission	498 Permission	Appeals Permission
<input type="checkbox"/>						
<input type="checkbox"/>	View Only	View Only	No Access	View Only	View Only	View Only

City* Zip Code Extension
LINCOLN 2020

State*
NE

News Tasks (5) Records Reports Actions Christa Burns - Applicant

My Landing Page

Universal Service Administrative Co.

Welcome, NEBRASKA LIBRARY COMMISSION

Notifications

Notification Type: Please select a value

Funding Year: -- Select a Funding Year --

States: All Generated Not Generated

Notification	Description	Issued Date	Generated By	Generated On
No items available				

My Entities

Funding Request Report | FCC Form 470 | FCC Form 471 | FCC Form 498 | Appeal | Manage Users | Manage Organizations | USAC Website | Contact Us Help.

News Tasks (5) Records Reports Actions Christa Burns - Applicant

Manage Organizations

Existing Organizations

<input type="checkbox"/>	Organization ID	City	State
<input checked="" type="checkbox"/>	NEBRASKA LIBRARY COMMISSION	LINCOLN	NE

Cancel

Manage Organization

News Tasks (5) Records Reports Actions Christa Burns - Applicant

Modify An Organization

Name* NEBRASKA LIBRARY COMMISSION Organization Type: Applicant

Physical Address

Address Line 1* County
1200 N ST STE 120 LANCASTER

Address Line 2 Zip Code*
68508

City* Zip Code Extension
LINCOLN 2020

State*
NE

Latitude / Longitude

User entered Latitude* Latitude

User entered Longitude* Longitude

Urban/Rural

User Entered Urban/Rural Status: Urban Rural Urban

Mailing Address

Mailing address is the same as physical address.

Address Line 1 County
1200 N ST STE 120 LANCASTER

Address Line 2 Zip Code
68508

City Zip Code Extension
LINCOLN 2020

State
NE

Other Methods of Contact

Phone Number* Phone Number Extension
402-471-2045 Ex: 000-000-0000

Email

Website URL

Library Information

Library Sub-Type*

Public Library
 Private Library

Check All That Apply

Academic
 Research
 Tribal Library
 Electronic
 Kiosk
 New Construction Library
 Main Branch
 State Library Agency - Library

FSCS KEY

FSCS SEQ

Is this library part of a library system?
No

Square Footage*
10000

You will need to provide your square footage in order to apply for any Category 2 funding.

Locale Code

Associated School District

BEN	NAME	CITY	STATE	ZIP CODE
138458	LINCOLN PUBLIC SCHOOL DISTRICT	LINCOLN	NE	68519

If this library is no longer a main branch, please unselect the Main Branch Checkbox

Search for School Districts

BEN Search

Name Search

State Search

Zip Code Search

Please select a value

Clear Filters Search

FCC Registration Number

0014232524

Cancel Submit



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
- **FY2017 Filing Window for Form 471 – TBA, but will not open before February 2, 2017**

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.

News Tasks (5) Records Reports Actions **Christa Burns** - Applian

My Landing Page

Universal Service Administrative Co.

Welcome, NEBRASKA LIBRARY COMMISSION

Notifications

Notification Type: Please select a value
 Funding Year: -- Select a Funding Year --

Status: All
 Generated
 Not Generated

Notification	Description	Issued Date	Generated By	Generated On
No items available				

My Entities

News Tasks (6) Records Reports Actions **Christa Burns** - Applian

FCC Form 470 - Funding Year 2017

Save Changes

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

FCC Notice Required By The Paperwork Reduction Act (OMB Control Number: 3060-0806)

Billed Entity Information

NEBRASKA LIBRARY COMMISSION Billed Entity Number: 78791
 1200 N ST STE 120
 LINCOLN, NE 68508
 402-471-2045
 FCC Registration Number: 0014232524

Application Nickname

Please enter an application nickname here.*

FY2017470

Discard Form Save & Share Save & Continue

News Tasks (6) Records Reports Actions **Christa Burns** - Applian

FCC Form 470 - Funding Year 2017

NEBRASKA LIBRARY COMMISSION - FY2017470 - Form #170050403

Last Saved: 11/15/2016 4:21 PM CST

Save Changes

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 entry'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 entry's account administrator or create a customer service case to request updates to your applicant entry's profile.

Application Type and Recipients of Service

Applicant Type: Library
 Number of Eligible Entities: 1

Recipient(s) of Service: Public Library
 Main Branch
 State Library Agency - Library

Recipients of Service

Billed Entity Name: NEBRASKA LIBRARY COMMISSION
 Billed Entity Number: 78791

Back Discard Form Save & Share Save & Continue

News Tasks (6) Records Reports Actions **Christa Burns** - Applian

FCC Form 470 - Funding Year 2017

NEBRASKA LIBRARY COMMISSION - FY2017470 - Form #170050404

Last Saved: 11/15/2016 4:22 PM CST

Save Changes

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

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

Consultant Information

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

Contact Information

Are you the main contact person?*

Yes No

Back Discard Form Save & Share Save & Continue

News Tasks (6) Records Reports Actions **Christa Burns** - Applian

FCC Form 470 - Funding Year 2017

NEBRASKA LIBRARY COMMISSION - FY2017470 - Form #170050404

Last Saved: 11/15/2016 4:22 PM CST

Save Changes

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

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

Consultant Information

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

Contact Information

Are you the main contact person?*

Christa Burns
 christa.burns@nebraska.gov
 402-471-2045

Yes No

Back Discard Form Save & Share Save & Continue

News Tasks (6) Records Reports Actions **Christa Burns** - Applian

FCC Form 470 - Funding Year 2017

NEBRASKA LIBRARY COMMISSION - FY2017470 - Form #170050404

Last Saved: 11/15/2016 4:24 PM CST

Save Changes

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

Back Discard Form Save & Share Save & Continue

News Tasks (6) Records Reports Actions Christa Burns - Admin

FCC Form 470 - Funding Year 2017

NEBRASKA LIBRARY COMMISSION - FY2017470 - Form #170050404

Last Saved: 11/15/2016 4:24 PM CST

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

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

Back Discard Form Save & Share Save & Continue

News Tasks (6) Records Reports Actions Christa Burns - Admin

FCC Form 470 - Funding Year 2017

NEBRASKA LIBRARY COMMISSION - FY2017470 - Form #170050404

Last Saved: 11/15/2016 4:24 PM CST

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

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

Back Discard Form Save & Share Save & Continue

News Tasks (6) Records Reports Actions Christa Burns - Admin

FCC Form 470 - Funding Year 2017

NEBRASKA LIBRARY COMMISSION - FY2017470 - Form #170050404

Last Saved: 11/15/2016 4:24 PM CST

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

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

Back Discard Form Save & Share Save & Continue

News Tasks (6) Records Reports Actions Christa Burns - Admin

FCC Form 470 - Funding Year 2017

NEBRASKA LIBRARY COMMISSION - FY2017470 - Form #170050404

Last Saved: 11/15/2016 4:25 PM CST

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

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

Please upload all RFPs for the services you are requesting.

No file selected.

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

Back Discard Form Save & Share Save & Continue

News Tasks (6) Records Reports Actions Christa Burns - Admin

FCC Form 470 - Funding Year 2017

NEBRASKA LIBRARY COMMISSION - FY2017470 - Form #170050404

Last Saved: 11/15/2016 4:25 PM CST

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

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

RFPs for Service Requests

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

Yes No

Back Discard Form Save & Share Save & Continue

News Tasks (6) Records Reports Actions Christa Burns - Admin

FCC Form 470 - Funding Year 2017

NEBRASKA LIBRARY COMMISSION - FY2017470 - Form #170050404

Last Saved: 11/15/2016 4:26 PM CST

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

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".

Service Request

If you need time to provide further detail about the service sought, you may do so in this box below. Examples of such further detail include specific additional requests made that you are seeking, additional descriptions of the service options should be aware of any disqualification factors.

Service Requests: Category Two

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

Service Request

If you need time to provide further detail about the service sought, you may do so in this box below. Examples of such further detail include specific additional requests made that you are seeking, additional descriptions of the service options should be aware of any disqualification factors.

Back Discard Form Save & Share Save & Continue

News Tasks (6) Records Reports Actions Christa Burns - Applicant

FCC Form 470 - Funding Year 2017
NEBRASKA LIBRARY COMMISSION - FY2017470 - Form #170050404
Last Saved: 11/15/2016 4:26 PM CST

Save Changes

News Tasks (6) Records Reports Actions Christa Burns - Applicant

FCC Form 470 - Funding Year 2017
NEBRASKA LIBRARY COMMISSION - FY2017470 - Form #170050404
Last Saved: 11/15/2016 4:26 PM CST

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

Next, you will describe the services you are requesting.

Service Requests: Category One

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

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

Narrative

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

Back Contact Form Save & Share Save & Continue

News Tasks (6) Records Reports Actions Christa Burns - Applicant

FCC Form 470 - Funding Year 2017
NEBRASKA LIBRARY COMMISSION - FY2017470 - Form #170050404
Last Saved: 11/15/2016 4:26 PM CST

Save Changes

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

Next, you will describe the services you are requesting.

Add New Service Request

Function *

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
- Li Fiber Service
- Other
- Self-provisioning
- Voice Service (Analog, Digital, Interconnected VOP, etc)

Add

News Tasks (6) Records Reports Actions Christa Burns - Applicant

FCC Form 470 - Funding Year 2017
NEBRASKA LIBRARY COMMISSION - FY2017470 - Form #170050404
Last Saved: 11/15/2016 4:26 PM CST

Save Changes

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

Next, you will describe the services you are requesting.

Add New Service Request

Function * Internet Access - ISP Service Only

Number of entities served? * 1

Minimum Capacity * 25 Mbps

Maximum Capacity * 50 Mbps

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

Are you also seeking Maintenance and Technical Support for this service? * Yes No

Cancel [Add](#)

News Tasks (6) Records Reports Actions Christa Burns - Applicant

FCC Form 470 - Funding Year 2017
NEBRASKA LIBRARY COMMISSION - FY2017470 - Form #170050404
Last Saved: 11/15/2016 10:42 PM CST

Save Changes

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

Next, you will describe the services you are requesting.

Service Requests: Category One

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

Service Type	Function	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Inst and I Conf
<input type="checkbox"/>	Internet Access and/or Telecommunications	25 Mbps	50 Mbps	1			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 Public Library](#)

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

News Tasks (6) Records Reports Actions Christa Burns - Applicant

FCC Form 470 - Funding Year 2017
NEBRASKA LIBRARY COMMISSION - FY2017470 - Form #170050404
Last Saved: 11/15/2016 10:42 PM GMT+00:00

Save Changes

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

Next, you will describe the services you are requesting.

Add New Service Request

Function *

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
- Li Fiber Service
- Other
- Self-provisioning
- Voice Service (Analog, Digital, Interconnected VOP, etc)

Add

News Tasks (6) Records Reports Actions Christa Burns - Applicant

FCC Form 470 - Funding Year 2017
NEBRASKA LIBRARY COMMISSION - FY2017470 - Form #170050404
Last Saved: 11/15/2016 10:42 PM CST

Save Changes

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

Next, you will describe the services you are requesting.

Add New Service Request

Function * Voice Service (Analog, Digital, Interconnected VOP, etc)

Number of entities served? * 1

Quantity * 2

Unit Users

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

Are you also seeking Maintenance and Technical Support for this service? * Yes No

Cancel [Add](#)

News Tasks (6) Records Reports Actions Christa Burns - Admin

FCC Form 470 - Funding Year 2017

NEBRASKA LIBRARY COMMISSION - FY2017470 - Form #170050404

Last Saved: 11/15/2016 10:45 PM CST

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

Next, you will describe the services you are requesting.

Service Requests: Category One

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

Service Type	Function	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Is an ICF
<input type="checkbox"/>	Internet Access and/or Telecommunications	Internet Access (IP Service Only)	25 Mbps	50 Mbps	1		No
<input type="checkbox"/>	Internet Access and/or Telecommunications	Voice Service (Analog, Digital, IP-connected, VoIP, etc)			1	2 Users	No

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 Public Library, Local and Long Distance Telephone Service for Public Library.

Monthly Internet access for Public Library, Local and Long Distance Telephone Service for Public Library.

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

Installation 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

Service Requests: Category Two

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

Narrative

If you would like to provide further detail about the services 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.

News Tasks (6) Records Reports Actions Christa Burns - Admin

FCC Form 470 - Funding Year 2017

NEBRASKA LIBRARY COMMISSION - FY2017470 - Form #170050404

Last Saved: 11/15/2016 10:45 PM CST

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

Next, you will describe the services you are requesting.

Add New Service Request

Service Type *

Internal Connections
 Basic Maintenance of Internal Connections
 Managed Internal Broadband Services

Function *

Please select a value

- Please select a value
- Antennas, Connectors, and Related Components
- Cabling
- Caching
- Firewall Service and Components
- Racks
- Router
- Switches
- UPS/Battery Backup
- WAP
- Wireless Controller

News Tasks (6) Records Reports Actions Christa Burns - Admin

FCC Form 470 - Funding Year 2017

NEBRASKA LIBRARY COMMISSION - FY2017470 - Form #170050404

Last Saved: 11/15/2016 10:45 PM GMT+00:00

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

Next, you will describe the services you are requesting.

Add New Service Request

Service Type *

Internal Connections
 Basic Maintenance of Internal Connections
 Managed Internal Broadband Services

Function *

Cabling

Quantity

100

Unit

Feet

Manufacturer

No Preference

Number of entities served?

1

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

Yes
 No

Service Requests: Category Two

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

Service Type	Function	Manufacturer	Entities	Quantity	Unit	Installation and Initial Configuration?	Is an ICF
<input type="checkbox"/>	Internal Connections	Cabling	No Preference	1	100	Feet	Yes

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.

News Tasks (6) Records Reports Actions Christa Burns - Admin

FCC Form 470 - Funding Year 2017

NEBRASKA LIBRARY COMMISSION - FY2017470 - Form #170050404

Last Saved: 11/15/2016 10:45 PM GMT+00:00

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

Next, you will describe the services you are requesting.

Service Requests: Category One

Service Type	Function	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Is an ICF
<input type="checkbox"/>	Internet Access and/or Telecommunications	Internet Access (IP Service Only)	25 Mbps	50 Mbps	1		No
<input type="checkbox"/>	Internet Access and/or Telecommunications	Voice Service (Analog, Digital, IP-connected, VoIP, etc)			1	2 Users	No

Service Requests: Category Two

Service Type	Function	Manufacturer	Entities	Quantity	Unit	Installation and Initial Configuration?	Is an ICF
<input type="checkbox"/>	Internal Connections	Cabling	No Preference	1	100	Feet	Yes

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.

News Tasks (6) Records Reports Actions Christa Burns - Applicant

FCC Form 470 - Funding Year 2017

NEBRASKA LIBRARY COMMISSION - FY2017470 - Form #170050404

Last Saved: 11/15/2016 10:59 PM CST

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

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

Technical Contact Person

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

Yes No

How would you like to enter the technical contact details?

Search EPC System Enter Details Manually

Back Discard Form Save & Share Save & Continue

News Tasks (6) Records Reports Actions Christa Burns - Applicant

FCC Form 470 - Funding Year 2017

NEBRASKA LIBRARY COMMISSION - FY2017470 - Form #170050404

Last Saved: 11/15/2016 10:59 PM CST

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

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

Technical Contact Person

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

Yes No

How would you like to enter the technical contact details?

Search EPC System Enter Details Manually

First Name *
Last Name *
Smith
Title
Phone Number *
402-555-1212
Phone Number Extension
Email *
ssmith@publib.org
Re-enter Email *
ssmith@publib.org

Back Discard Form Save & Share Save & Continue

News Tasks (6) Records Reports Actions Christa Burns - Applicant

FCC Form 470 - Funding Year 2017

NEBRASKA LIBRARY COMMISSION - FY2017470 - Form #170050404

Last Saved: 11/15/2016 11:01 PM CST

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

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

Back Discard Form Save & Share **Review FCC Form 470**

News Tasks (6) Records Reports Actions Christa Burns - Applicant

FCC Form 470 - Funding Year 2017

NEBRASKA LIBRARY COMMISSION - FY2017470 - Form #170050404

Last Saved: 11/15/2016 11:01 PM CST

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

PDF is generating and may take up to one minute to complete. Please hit refresh to check if document generation is complete.

Refresh

News Tasks (6) Records Reports Actions Christa Burns - Applicant

FCC Form 470 - Funding Year 2017

NEBRASKA LIBRARY COMMISSION - FY2017470 - Form #170050404

Last Saved: 11/15/2016 11:01 PM CST

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

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

Download Document Link

USAC_FCC_FORM_470_APPLICATION_170050404_DRAFT

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

Back Send for Certification **Continue Certification**

USAC_FCC_FORM_470_APPLICATION_170050404_DRAFT.pdf - Adobe Acrobat Reader DC

Home Tools USAC_FCC_FORM_... x

1 (1 of 2)

DRAFT

FCC Form 470 - Funding Year 2017

Form 470 Application Number: 170050404

FY2017470

Billed Entity:
NEBRASKA LIBRARY COMMISSION
1200 N ST STE 120
LINCOLN, LANCASTER, NE 68508-2020
402-471-2045

Contact Information:
Christa Burns
christa.burns@nebraskalibrary.org
402-471-2045

Billed Entity Number: 78791
FCC Registration Number: 0014232524

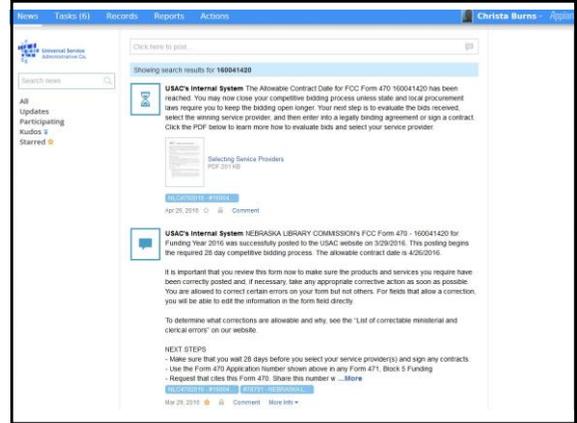
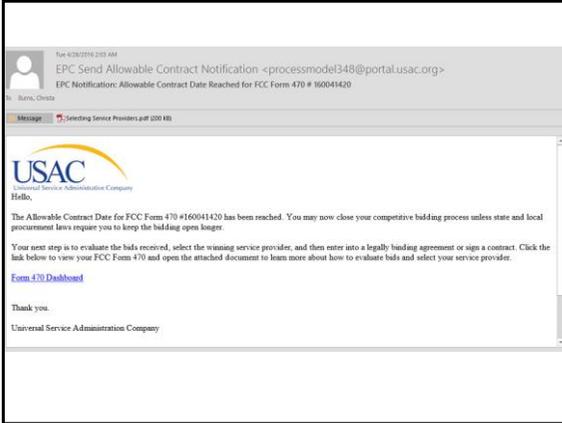
Application Type:
Applicant Type: Library
Region(s) of Service: Main Branch, Public Library, State Library Agency - Library

Number of Eligible Entities: 1

Consulting Firm			
Name	Contract Registration Number	Phone Number	Email

Consultant		
Name	Phone Number	Email

FFTS
Name



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



Choose services – Form 471

You post a Form 471 to:

- Report information on the service providers and services you have chosen, and the costs.
- Includes 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
 - **FY2017 Filing Window for Form 471 – TBA, but will not open before February 2, 2017.**
- Must be filed each funding year

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.

E-rate Productivity Center This Receipt Acknowledgement Letter (RAL) is an acknowledgment that USAC has received **NEBRASKA LIBRARY COMMISSION'S** FCC Form 471 - 161028406 for Funding Year 2016 on 7/18/2016. Each service provider featured on this form will also be notified of the information submitted for the service provider.

It is important that you review this form now to make sure the products and services you have listed on your FCC Form 471 are correct and complete, and if necessary, take the 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 allowed and why, see the "List of Correctable Ministerial and Clerical Errors" on our website.

NEXT STEPS

- Gather the documentation you used to complete your form and the entries in your profile (e.g., HSLP numbers, list of entries receiving services, Category Two cost allocations) so that you can respond to questions from USAC about your form.
- Upload documentation showing that you have complied with all standards, with all statutes and E-rate program rules for at least 10 years after the last day of service delivered.
- Remember that applicable budgeted funds to provide necessary resources **MUST NOT** come directly or indirectly from a service provider.
- Work with your service provider to ensure timely delivery of discounted services.
- You can view your entire Form 471 by clicking the link below.
- You can access the Funding Request report using the link provided in More Info section.

Please keep a copy of this notification for your records. To print this notification, click on the button below, and use your browser's print function.

[Print this notification](#)

Application Information

Application Number: 161028406
 Entry Number: 7891
 Certification Date: Jul 18, 2016
 Funding Request Report: <https://portal.usac.org/ral/entry/notifications.html?entry=161028406&entryNumber=7891&certificationDate=20160718>

Application Review



Application review

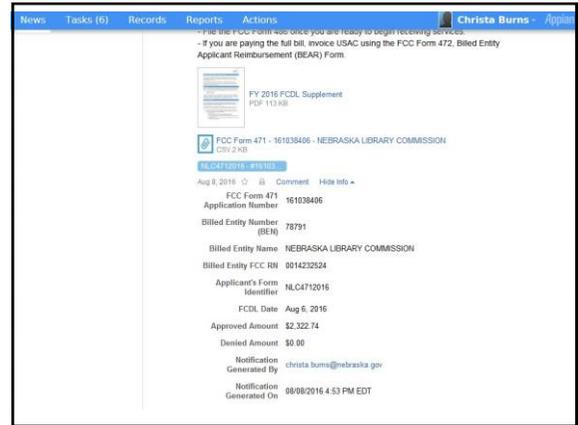
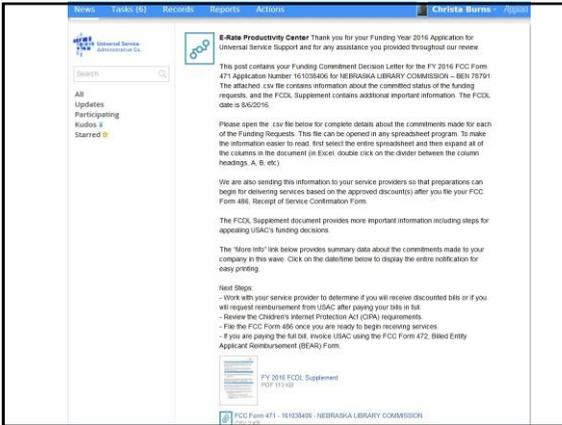
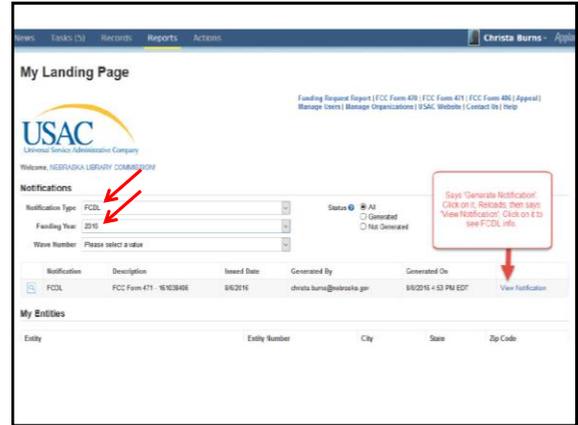
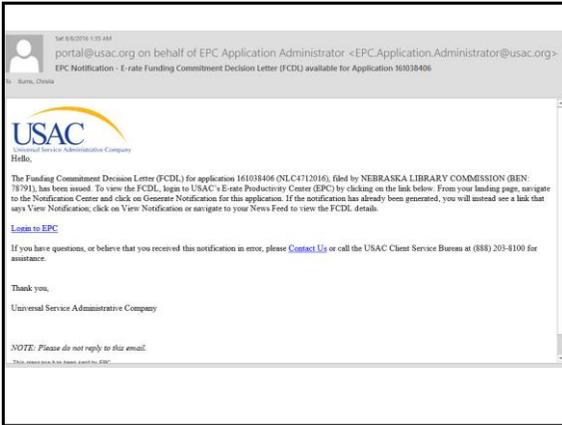
USAC reviews your Form(s) 471 to:

- 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



Appeals

- Funding denials can be appealed
 - Generally, appeal first to the SLD
 - Then appeal to FCC if SLD denies appeal
- Must be filed within 60 days of denial on FCDL
- FCC has been granting many appeals
 - But can take a year or more
- See Appeals Procedure on SLD Website:
 - <http://www.usac.org/about/about/program-integrity/appeals.aspx>

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 (FCDL).

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

News Tasks (6) Records Reports Actions Christa Burns - Appl...

Universal Service Administrative Co.

E-rate Productivity Center FCC Form 486 Notification Letter

This FCC Form 486 Notification Letter is an acknowledgment that USAC has received and reviewed NEBRASKA LIBRARY COMMISSION'S FCC Form 486 - 8338 for Funding Year 2016 on 8/17/2016. Each service provider featured on approved forms will also be notified of the information submitted for the service provider.

It is important that you review this form now to make sure the information you have filed for is accurate.

Click on the dateline at the bottom of this FCC Form 486 Notification Letter to see a printable version.

NEXT STEPS

- Discuss with your service provider whether you would like discounts on your bills or to pay your bills in full and be reimbursed for discounts.
- Invoice USAC before the invoice deadline using the applicant invoice (BEAR Form - FCC Form 472) for reimbursements after paying the bills in full or the service provider invoice (SPI Form - FCC Form 474) for discounts. Whichever method you choose, you must pay your non-discount portion, as stated in Program rules. Program rules also require that participants maintain all documentation for at least ten years after delivery of discount service.

Please keep a copy of this notification for your records.

Aug 17, 2016 | Comments | Hide Info

FCC Form 486 # 8338

Billed Entity NEBRASKA LIBRARY COMMISSION (BEN: 78791)

Review Date Aug 17, 2016

Forms 472/474



Invoicing USAC - Forms 472/474

Applicants have a **choice of two invoicing methods** to receive discounts:

- Billed Entity Applicant Reimbursement (**BEAR**) Form 472
 - to receive reimbursement after you have paid your bills in full
- Service Provider Invoice (**SPI**) Form 474
 - to receive the discount on your bills

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 Form is not in EPC yet.

Direct Payment – Form 498

Form 498 – to provide USAC with banking information.

- You must submit the 498 and your bank account documentation before you can do the BEAR Form.
 - 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>

News Tasks (7) Records Reports Actions **Christa Burns** - Applicant

Create a FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC to collect banking and remittance information for the organization. All BEARs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

NEBRASKA LIBRARY COMMISSION

Basic Information General Financial Contact Organization Numbers Remittance Information Associated BENs Principal Communication Types School or Library Official Certification

Application Nickname

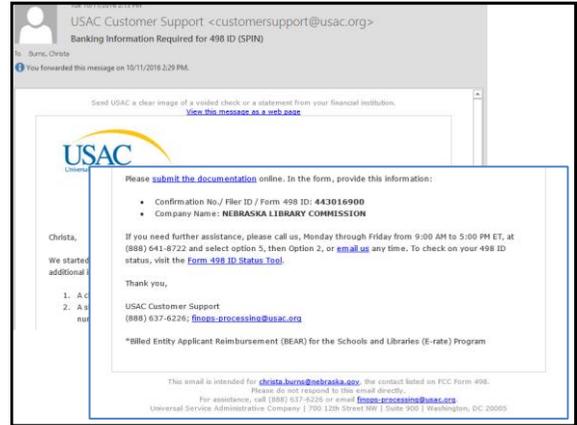
Please enter an application nickname here *

Organization Information

Name: NEBRASKA LIBRARY COMMISSION
 Mailing Address: 1200 N ST STE 120 LINCOLN, LANCASTER, NE 68508-2020
 Name Company is Doing Business As (DBA) or Formerly Known As (FKA):
 Federal EIN, or TAX ID Number of Holding Company:
 Holding Company Name:

Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

Deletes Form Save and Continue



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About USAC **Schools and Libraries** Rural Health Care Lifeline High Cost Contributors Service Providers

USAC Home Schools and Libraries Program

ABOUT THE PROGRAM

Getting Started
 Eligible Services List
 Document Retention
 Appeals & Audits
 Glossary of Terms (PDF)
 FAQs

RESOURCES & TOOLS

Apply for E-rate Forms
 Blog: File Along with Me
 Reference Area
 Tools
 Latest News
 Samples & Examples
 Trainings & Outreach
 Submit a Question

File Along with Me
 A step-by-step guide to filing and receiving funding

APPLICANT PROCESS **SERVICE PROVIDER PROCESS**

LATEST NEWS: E-rate Productivity Center (EPC) Outage Due to System Maintenance: Sunday, November 13 (11/10) FY2017 Eligible Services List - Now Available

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APPLICANT PROCESS **SERVICE PROVIDER PROCESS**

FORMS

Personal Identification Number (PIN)

FCC Form 476	APPLICANT: Description of Services Requested and Certification Form
File Online in EPC	FCC Form 476 User Guides
FCC Form 471	APPLICANT: Description of Services Ordered and Certification Form
File Online in EPC	FCC Form 471 User Guides
Forms	FCC Form 471 Bulk Upload Templates
Blog: File Along with Me	FCC Form 473
Reference Area	APPLICANT: Billed Entity Applicant Reimbursement (BEAR) Form
Tools	FCC Form 472 Instructions
Latest News	FCC Form 473
Samples & Examples	SERVICE PROVIDER: Service Provider Annual Certification Form
Trainings & Outreach	File Online
Submit a Question	FCC Form 473 Instructions

USAC
 Universal Service Administrative Company
 Helping Keep Americans Connected

Need Help?

Applicant Login:

BEN:
 PIN:
 Email:
 Last Name:

Login

[Terms and Conditions of PIN Usage](#)

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



	Approved
10/27/2016 143030766 Windstream Communications, LLC 283049 BEAR 2015 Applicant Name: NEBRASKA LIBRARY COMMISSION; SLD Invoice Number: 2459039; BEAR Letter Date: 10/27/2016; Line Item Detail Number: 0241995; Amount Requested: 4703.04;	\$4,703.04
10/27/2016 143030766 Windstream Communications, LLC 2820529 BEAR 2015 Applicant Name: NEBRASKA LIBRARY COMMISSION; SLD Invoice Number: 2459039; BEAR Letter Date: 10/27/2016; Line Item Detail Number: 0241995; Amount Requested: 538.26;	\$638.26
10/27/2016 143030766 Windstream Communications, LLC 2820537 BEAR 2015 Applicant Name: NEBRASKA LIBRARY COMMISSION; SLD Invoice Number: 2459039; BEAR Letter Date: 10/27/2016; Line Item Detail Number: 0241995; Amount Requested: 626.85;	\$236.85
10/27/2016 143030766 Windstream Communications, LLC 2820545 BEAR 2015 Applicant Name: NEBRASKA LIBRARY COMMISSION; SLD Invoice Number: 2459039; BEAR Letter Date: 10/27/2016; Line Item Detail Number: 0241995; Amount Requested: 295.58;	\$295.58
Total Approved Disbursement	\$5,953.73
Total Actual Disbursement:	\$5,953.73

If you have any questions, please contact USAC Customer Operations at (888) 641-8722 or
CustomerSupport@usac.org. You may also visit us at www.usac.org.

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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>

NLC E-rate website -
 ➤ <http://nlc.nebraska.gov/erate/>

Useful Links

E-rate Central
 ➤ <http://e-ratecentral.com/>

Funds for Learning
 ➤ <https://www.fundsforlearning.com/>

Questions???

Christa (Burns) Porter
 Library Development Consultant
 Nebraska Library Commission
 800-307-2665
christa.burns@nebraska.gov
<http://nlc.nebraska.gov/erate/>