



E-rate: Basic Training For Funding Year 2014

Christa Burns
Nebraska Library Commission
December 12, 2013

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.

What is E-rate?

- Created by the **Telecommunications Act of 1996**
 - Telecommunications providers were ordered to supply their services to schools and libraries at discounted rates determined by the FCC (S.652, Section 254(h) (1)(B)).
 - FCC was directed to establish rules “to enhance... access to advanced telecommunications and information services for all public and nonprofit elementary and secondary school classrooms, health care providers, and libraries” (Section 254(h) (2)(A)).

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

General information

E-rate Rules

- The **FCC** sets rules and policies through orders
 - Policies are defined in the text of orders
 - **Sixth Report and Order released Sept. 28, 2010. Effective Date of the Order – Jan. 3, 2011 - 30 days after publication in the Federal Register.**
- **USAC/SLD** develops procedures for specific actions, such as how to process applications
 - **USAC** submits its procedures to the **FCC** for approval each year

General information

- Commitments for E-rate are made by funding year, which runs from July 1 through the following June 30
 - **FY2014 is July 1, 2014 – June 30, 2015**
- Commitments were capped at \$2.25 billion for each funding year. **Starting with FY2010, cap is adjusted based on inflation.**
 - For FY2010: \$2.27 billion. For FY2011: \$2.29 billion. For FY2012: \$2.34 billion. For FY2013: \$2.38 billion.
 - Once each year, **FCC** can roll over unused funds from previous funding years into the current funding year

General information

- Who can apply?
 - Libraries and library systems
 - 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

General information

- 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



Calculate Your Discount – 3 Steps

1. Check your NSLP data on the Nebraska DOE website: http://www.education.ne.gov/DataServices/Data_and_Information.html
2. Check your Urban/Rural Status: <http://www.usac.org/sl/applicants/step04/urban-rural.aspx>
3. Use the Discount Matrix to determine your discount: http://www.usac.org/_res/documents/sl/pdf/samples/Discount-Matrix.pdf

Instructions/example: <http://www.sl.universalservice.org/reference/discount.asp#library>

Apply online – the math is done for you!

Discount Matrix

Percent of Eligible Students	Urban	Rural
Less than 1%	20%	25%
1% - 19%	40%	50%
20% - 34%	50%	60%
35% - 49%	60%	70%
50% - 74%	80%	80%
75% -100%	90%	90%

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

What services are eligible?

- **Priority 1** (funded first)
 - **Telecommunications Service – eligible telecommunications carrier**
 - **Telecommunications – non-telecommunications carrier via fiber**
 - **Internet Access**
- **Priority 2** (funded beginning with neediest applicants first)
 - **Internal Connections**
 - **Basic Maintenance of Internal Connections**

Eligible Services – Priority 1

- **Telecommunications** - support for telecom services such as:
 - Local and long distance service
 - Interconnected Voice over Internet Protocol (VoIP)
 - Cellular voice service
 - Including text messaging, voicemail
 - (For email/Internet on your phone, remember to check the IA box on your 470!)

Eligible Services – Priority 1

- **Telecommunications** - support for telecom services such as:
 - Digital Transmission Services
 - Digital Subscriber Line (DSL)
 - Primary Rate Interface (PRI)
 - T-1, T-3
 - Satellite Service

Eligible Services – Priority 1

- **Internet Access (IA):**
 - Support for IA includes Internet Service Provider (ISP) fees as well as the conduit to the Internet
 - Other eligible Internet Access services include:
 - E-mail service
 - Wireless Internet access
 - Interconnected VoIP
 - Web hosting

Eligible Services – Priority 1

- **Not eligible as Internet Access**
 - Costs for Internet content
 - Subscription services such as monthly charges for on-line magazine subscriptions
 - Internet2 membership dues
 - Web site creation fees
 - Web based curriculum software
 - Software, services or systems used to create or edit Internet content

Eligible Services – Priority 2

- **Internal Connections**
 - Support for equipment and cabling on-site that transport info to classrooms or public rooms of a library
 - Subject to the [Two-in-Five](#) Rule
 - Entities can only receive funding every two out of five years

Eligible Services – Priority 2

- **Basic Maintenance of Internal Connections**
 - Support for basic maintenance of eligible internal connections (BMIC)
 - Such as:
 - Repair and upkeep of hardware
 - Wire and cable maintenance
 - Basic tech support
 - Configuration Changes

Eligible Services – Priority 2

- **Basic Maintenance of Internal Connections**
 - Agreements or contracts must state the eligible components covered, make, model and location
 - Service must be delivered within the July 1st to June 30th timeframe
 - Two-in-Five Rule does not apply to BMIC
 - Support for BMIC is limited to actual work performed under the contract

Eligible Services – Miscellaneous

- **Miscellaneous charges**
 - Miscellaneous charges can apply to all four Service categories and are funded in the category of the service they are supporting.
 - Training is eligible when included as part of the contract and performed coincidentally with the installation of the new service/product or in a reasonable time there after.
 - Training for end-users or professional development is not eligible

Eligible Services – Miscellaneous

- **Miscellaneous charges**
 - Taxes, surcharges and other similar reasonable charges are eligible for discount. This includes but is not limited to :
 - Universal Service Fund
 - Excise Tax
 - 911
 - Local Number Portability
 - Telephone relay service

Technology Planning



Technology planning

- ***New Rule*** Starting for FY2011, if you are only requesting Priority 1, a technology plan is NOT required
- Technology plan must contain the following elements:
 1. **Goals and strategies** for using technology to improve education or library services.
 2. **Professional development strategy** to ensure that staff know how to use these new technologies.
 3. **Needs assessment** of the services, hardware, software, and other services that will be needed.
 4. **Evaluation process** that enables the library to monitor progress toward the specified goals and make mid-course corrections.
- Budget (**ONLY for Tech Plans for FY2010 and earlier**)

E-rate and Technology Plans

- Technology Plans criteria for E-rate -
 - <http://www.usac.org/sl/applicants/step01/default.aspx>
- NLC Technology Planning Worksheet –
 - <http://nlc.nebraska.gov/erate/techplan.aspx>
- Libraries need to keep copies of the technology plan and the approval letter for audit purposes.

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/step06/cipa.aspx>

New CIPA Order

- FCC Report and Order [FCC 11-125](#)
 - Released August 11, 2011
- New requirements come from the Protecting Children in the 21st Century Act, which updated the Children's Internet Protection Act.

New requirements under CIPA

- **FOR LIBRARIES – No new requirements!**
- FOR SCHOOLS – By July 1, 2012, amend your existing Internet safety policy (if you have not already done so) to provide for the education of minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyberbullying awareness and response.
- Overall - several existing statutory requirements have been codified and others have been clarified.

Internet Safety Policy

- Issues that must be addressed:
 - Access by minors to inappropriate material
 - Safety/security of minors when using e-mail, chat rooms, other direct electronic communications
 - Unauthorized access, including “hacking” and other unlawful activities by minors online
 - Unauthorized disclosure, use and dissemination of personal information regarding minors
 - Measures designed to restrict minors’ access to materials harmful to minors

Policy issues that must be addressed:

- **NOTE:** FCC is not telling you how to address these issues, local issue how you will address them. FCC just telling you that you must address them.
- You may already have an acceptable use policy. Don't need a separate policy for E-rate. Can just use one you already have for E-rate purposes.

Technology protection measure

- Specific technology that blocks or filters Internet access
- Must protect against access by adults and minors to visual depictions that are obscene, child pornography, or harmful to minors
- Can be disabled for adults engaged in bona fide research or other lawful purposes

TIP: Retain documentation demonstrating that your filter is in place. **Not only for 5 years, but forever.** CIPA always relates to your current application, so you must always be able to provide proof to USAC.

Public notice and meeting or hearing

- Proposed policy must be addressed at a public meeting or hearing for which reasonable public notice was given.

TIP: Retain documentation of public notice (e.g., newspaper ad, flyer, announcement in other publication) and documentation of hearing or meeting (e.g., board agenda, meeting minutes). Forever, not only for 5 years.

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!)
- Online filing speeds processing and reduces errors:

➤ <http://www.usac.org/sl/>

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

USAC
Universal Service Administrative Company

SCHOOLS AND LIBRARIES (E-RATE) APPLY ONLINE | MAKING PAYMENTS | FORMS | TOOLS

ABOUT THE PROGRAM

- Getting Started
- Acronyms & Terms (PDF)
- Reference Area
- Program Integrity
- Eligible Services List
- Document Retention
- Training & Outreach

RESOURCES & TOOLS

- Apply Online
- Forms
- Deadlines
- Latest News
- Search & Examples
- Funding Commitment Tool
- Search Tools
- Submit a Question

APPLICANTS

Steps to funding for eligible schools, school districts, libraries, and consortia GET STARTED

SERVICE PROVIDERS

Steps to funding for telecommunications, Internet access, and related connections provided GET STARTED

LATEST NEWS

- News Brief Issued! (11/22/2013)
- Special Edition News Brief - FCC Announces FY2014 Filing Window (11/20/2013)
- FCC Releases Eligible Services List Report and Order (10/23/2013)
- Special Edition News Brief - FCC Form 472 Available Online (8/28/2013)
- New FCC Form 498 Now Available (8/20/2013)

QUICK LINKS

- 2014 Eligible Services List - Now Available!
- Recent FCC Public Notices - View Here
- Website Tour - Watch Here
- Online FCC Form 472 (REAR) - Now Available
- Daily E-Rate Program Updates and Reminders - Subscribe to the News Brief

USAC
Universal Service Administrative Company

Schools & Libraries

Apply Online

Click on the appropriate button below to file or certify a program form online. Buttons marked "Interview" provide a simple question-and-answer format you can use to complete the form.

- Use **Internet Explorer 8.0** and above. Other browsers may cause errors.
- Do not use the Back and Forward buttons on your browser or the Order key to move through the forms.
- Clear your Internet cache and your temporary Internet files before you begin. If you will be submitting multiple forms, clear your Internet cache after each form.
- Turn off your pop-up blocker or set your browser to allow pop-ups in order to receive valuable warnings and error messages.
- When you file a Form 486 or a Form 472, make sure you're funding year, Form 471 application number, SPRN and FRN all match.

Refer to **Tips and Troubleshooting** for more help. **Instructions and PDFs of Forms**

Refer to the **Required Forms page** for access detailed form instructions. You can also **Submit a Question** or call our Client Service Bureau at 1-888-203-9100 for assistance.

<p>Form 470 Description of Service Requested and Certification Form</p> <p>Create Form 470 Form 470 Interview Search Posted Continue Incomplete Certify Complete</p>	<p>Form 471 Services Ordered and Certification Form</p> <p>Create Form 471 Form 471 Interview Continue Incomplete Certify Complete Application Status Item 21 Attachment</p>	<p>Form 486 Receipt of Service Confirmation Form</p> <p>Create Form 486 Form 486 Interview Continue Incomplete Display Certify Complete</p>	<p>Utilities</p> <p>BEAR Online FRN Extension Status Certify Search Two-in-Five Tool</p>
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General information

- Each time you file a program form, **USAC** sends you a letter
 - Letters are color-coded by funding year
 - 2008 Blue
 - 2009 Canary
 - 2010 Pink
 - 2011 Blue
 - 2012 Canary
 - 2013 Pink
 - 2014 Blue

E-rate Forms

- Libraries must retain copies of any E-rate paperwork that supports current year for 5 years after the **last date of service**.
 - FY 2014: this is at least **June 30, 2020**.
 - E.g., Contract from 2009 for recurring services, used to support FY 2014 FRNs, must be kept until at least **June 30, 2020**.
- 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.

Forms and Deadlines – FY 2014

Form or Event	Deadline or Dates
Funding Year (FY)	> Funding Year you are currently applying for is 2014 - July 1, 2014 through June 30, 2015.
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 Receipt Notification Letter – RNL . February 26, 2014 is the last day you can post a Form 470 and still comply with the 28-day waiting period.
Form 471 window	> Tells USAC what services you want, the provider, costs, discount %, contract or MTM, etc. FY2014 filing window for Form 471 opens at noon EST on Jan. 9, 2014 and will close at 11:59pm EST on March 26, 2014. Will receive Receipt Acknowledgement Letter – RAL.
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, Funding Commitment Decision Letters sent to applicants. This continues for months.
Form 486	> Confirms start of service. Must be received/postmarked 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 or postmarked 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.



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 (note Application Filing Window dates!)
 - **February 29, 2014 is the last day you can post a Form 470 and still comply with the 28-day waiting period for FY2014.**
- Keep track of all bids if any are received
- Multi-year contract – do not post each year of the contract. Start with Form 471. Post new 470 when contract is expiring.

Acronyms and terms

- **Billed Entity Number (BEN)** – an identification number assigned by **USAC** to each library building
 - Need a BEN? Call SLD at 1-888-203-8100
- **Personal Identification Number (PIN)** – a code assigned by **USAC** to applicants for use in certifying program forms online
 - USAC issues a PIN to every new authorized person filing a paper Form 470, 471, or 486

Form 470

SLD Home | Site Map | Search Site | Contact SLD

Schools and Libraries Service Program
Description of Services Requested and Certification Form
New Form 470 Application

Be sure to review the Form 470 Instructions, available from the Forms page on the USAC website. And remember, if you need additional help while you are filing your Form 470 online, click on the "Help" button in the upper right hand corner of each screen.

Attention MAC Users! If you are using Internet Explorer to access the online forms, you may have to double click the navigation buttons.

Enter Zip Code or Entity Number and Click Next:

Zip Code:

OR

Entity Number:

<< Previous Next >>

Form 470

HOME | CANCEL | SAVE & EXIT | HELP

FCC Form 470
Universal Service Program Description of Services Requested and Certification Form

Approved by USAC
2005-0308

Estimated Average Screen Hours Per Response: 1.0 hours

This form is displayed. Fund Admins complete to send. Please read instructions.

Message from webpage: Please verify the information in Block 1, Items 1 and 4 (a - c) are correct. If the information is incorrect, you cannot file a Form 470 at this time. Please call the Schools and Libraries Client Service Bureau at 1-888-203-8100 to correct your information. After your information has been corrected, you will need to create a new Form 470.

Block 1: Applicant Information

2. Name of Applicant (30 characters max.)
APPLICANT

3. Funding Year: Select Funding Year - 2009 4a. Your Entity Number (up to 10 digits) 145909

4a. Applicant's Street Address, P.O. Box, or Route Number
2001 S STATE ST NW
SUITE 200

City: WASHINGTON State: DC Zip Code: 20036 - 4924

4b. Telephone number: (202) 376 - 0200 ext. 4c. Fax number: (202) 376 - 0000

Form 470

FCC Form 470
Universal Service Program Description of Services Requested and Certification Form

Approved by OIGB 2008-0264

Entity Number: 145909
Applicant's Form Identifier: 470FY2014
Contact Person: Jane Doe
Phone Number: (202) 776-0200

Block 1: Applicant Address and Identifications

1. Name of Applicant (OR address name)
APPLICANT
F.Y. 2014: July 21, 2014 through June 30, 2015

2. Type of Applicant
 Individual (Individual public or nonprofit entity)
 School (Public or private school, through the State Department of Education)
 Library (Public library system, State or local library, or State Department of Education)
 Other (Independent service provider, State or local government, general contractor, or other service provider)
 Nonprofit (Nonprofit organization)
 All public entities are to be used.
 All private entities are to be used.
 All libraries are to be used.

3. Description of Services - Please check all boxes that apply to any recipients of service on this Form 470.
 Public
 Private
 Other

Form 470

FCC Form 470
Universal Service Program Description of Services Requested and Certification Form

Approved by OIGB 2008-0264

Entity Number: 145909
Applicant's Form Identifier: 470FY2014
Contact Person: Jane Doe
Phone Number: (202) 776-0200

6. Contact Person's Name Jane Doe **Copy 4a-c above to 6b-d below**

First, if the Contact Person's Street Address is the same as in Item 4 above, check this box . If not, please complete the entries for the Street Address below.

6b. Street Address, P.O. Box, or Room Number
2000 L STREET NW
SUITE 200
City: WASHINGTON DC Zip Code: 20036-4924

6c. Telephone Number (202) 776-0200 ext.

6d. Fax Number (202) 776-0080

6e. E-mail Address jane.doe@library.com

6f. Faxer E-mail Address jane.doe@library.com

7. Consultant Information
Consultant Registration Number: [Search]

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.

FCC Form 470
October 2010

Form 470

FCC Form 470
Universal Service Program Description of Services Requested and Certification Form

Approved by OIGB 2008-0264

Entity Number: 145909
Applicant's Form Identifier: 470FY2014
Contact Person: Jane Doe
Phone Number: (202) 776-0200

Please Record This Form 470 Application Number For Future Reference: This Number Must Be Used To Complete Your Application, If You Leave This Process Before The Application Is Completed.

Form 470 Application#: 907830001161464

Next >>

Form 470

FCC Form 470
Universal Service Program Description of Services Requested and Certification Form

Approved by OIGB 2008-0264

Entity Number: 145909
Applicant's Form Identifier: 470FY2014
Contact Person: Jane Doe
Phone Number: (202) 776-0200

470 Schools and Libraries Universal Service Program Description of Services Requested and Certification Form

At this point you have filed in all information for the Form 470 application. The final step is the process are:

1. Use the "Print Preview" button to review the information on your form. If you need to make corrections, close the Print Preview window and then click the "Previous" button to return to the appropriate entry screen and make your corrections.
2. When you are ready to submit your form, return to this page and print a copy of the form for your records. Then click the "Submit" button.
3. **WHEN YOU CLICK "SUBMIT", YOUR FORM 470 IS POSTED TO THE USAC WEBSITE.** Your 28-day waiting period does not start until you click the "Submit" button.
4. After you have submitted your form, follow the instruction to certify it
 - If you have a PIN, click "Electronic Certification" to certify your form online.
 - If you do not have a PIN, click "Paper Certification" to certify your form on paper.

Previous Submit Print Preview

Form 470

FCC Form 470
Universal Service Program Description of Services Requested and Certification Form

Approved by OIGB 2008-0264

Entity Number: 145909
Applicant's Form Identifier: 470FY2014
Contact Person: Jane Doe
Phone Number: (202) 776-0200

Block 5: Certification and Signature

56. I certify that the applicant includes: (Check one or both.)
 a. schools under the statutory definitions of elementary and secondary schools found in the No Child Left Behind Act of 2001, 20 U.S.C. §§ 7801 (1)(B) and (1)(C), that do not operate as for-profit businesses, and do not have endowments exceeding \$50 million, and/or
 b. libraries or library consortia eligible for assistance from a State library administrative agency under the Library Services and Technology Act of 1996 that do not operate as for-profit businesses and whose budgets are completely separate from any schools (including, but not limited to elementary and secondary schools, colleges, and universities).

57. I certify that, if required by Commission rules, all of the individual schools and libraries receiving services under this form are covered by technology plans that do or will cover all 12 months of the funding year, and that have been or will be approved by a state or other authorized body, or an SLD-certified technology plan approver, prior to the commencement of service.

Or I certify that no technology plan is required by Commission rules.

58. I certify that I will post my Form 470 and (if applicable) make my RFP available for at least 28 days before considering all bids received and selecting a service provider. I certify that all bids submitted will be carefully considered and the bid selected will be for the most cost-effective service or equipment offering, with price being the primary factor, and will be the most cost-effective means of meeting educational needs and technology plan goals.

Form 470

FCC Form 470
Universal Service Program Description of Services Requested and Certification Form

Approved by OIGB 2008-0264

Entity Number: 145909
Applicant's Form Identifier: 470FY2014
Contact Person: Jane Doe
Phone Number: (202) 776-0200

Please choose one of the following options to continue certification:

Form 470 Application#: 978230001136891

This is the final step in completing your Form 470. You may sign this document either electronically through the use of a PIN, or you may print out a certification page, sign it, and then mail it to the address listed below.

For Electronic Certification, click the Electronic Certification button and you will view the electronic certification screen of Block 5. On this page you will enter the User ID that you created when requesting your PIN from the SLD, and your SLD PIN. If you do not have a PIN, you can request one using the "Request a PIN" button. If you have applied for a PIN but have not yet received one and want to E-Cert later, you can close out and come back later using Certify Complete from the Main Menu.

Electronic Certification

To be eligible to request a PIN:

- (1) You must be the authorized person on a Form 471 or Form 486 filed online and certified on paper. [Note: If the SLD issued a PIN to you before 07/25/2002, you may also use a form filed online and certified online.]
- (2) The Form 471 or Form 486 must be for the Funding Year 1999 or later.
- (3) The Form 471 or Form 486 must feature one or more funded PINs.
- (4) You must have both the Form Application assigned by the SLD and the Security Code you received after completing Block 1.

Form 470

Request a PIN

Paper Certification - After clicking the "Paper Certification" button, you will view the final screen of Block 5.

- (1) Use Paper Certification ONLY if you are not Electronically Certifying your 470.
- (2) Print out (using your browser), sign, and send in this Block 5 certification page. When you print Block 5 using your browser, the form will automatically include your Form 470 Application Number, Applicant Name, and Applicant Address. Item (2) must be signed by the person who will certify to the accuracy of the information on the form. Mail the signed Block 5 to:

SLD - Form 470
P.O. Box 7026
Lawrence, KS 66044-7026

If sent by express delivery services or U.S. Postal Service, Return Receipt Requested, the form should be mailed to:

SLD Forms
ATTN: SLD Form 470
3833 Greenway Drive
Lawrence, KS 66046

Paper Certification

Note: If you need to print a Paper Certification and are not currently connected to a printer, you can close out and come back later using Certify Complete from the Main Menu.

To Return to the Main Menu of this site, click the "Main Menu" button.

Main Menu

Form 470

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

25. PIN: *****	26. Date: 11/06/2013
27a. Printed name of authorized person: Jane Doe	
27b. Title or position of authorized person: Director	
27c. Check here if the consultant in Item 7 is the Authorized Person: <input type="checkbox"/>	
27c. Street Address, P.O. Box, Route Number, City, State, Zip Code 2000 L St. NW, Suite 200 City: Washington State: DC	
27d. Telephone Number of Authorized Person: (202) 776-0200	Zip Code: 20036
27e. Fax Number of Authorized Person:	
27f. E-mail Address of Authorized Person: jane.doe@library.com	
27g. Name of Authorized Person's Employer: Applicant Library	
ATTENTION: If you are signing Form 470 using the PIN assigned to you by SLD, you are reminded that using the PIN is equivalent to your handwritten signature on the form. Your use of the PIN to affirm these certifications means that should they prove untrue, you will be held to the same enforcement standards as those who affirm the certifications on paper. Also, by using the PIN, you are affirming that you have the authority to make these certifications and represent the entity featured in Block One of this funding request.	
Please Check to affirm your compliance: <input checked="" type="checkbox"/>	

Form 470 Application Number: 978230001136891

APPLICANT
2000 L STREET NW
WASHINGTON, DC 20036-4924

Form 470

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

25. Signature of authorized person _____ 26. Date _____

- 27a. Printed name of authorized person: Jane Doe
- 27b. Title or position of authorized person: Director
- Check here if the consultant in Item 7 is the Authorized Person.
- 27c. Street Address, P.O. Box, Route Number, City, State, Zip Code
2000 L St. NW, Suite 200
Washington, DC 20036
- 27d. Telephone Number of Authorized Person: (202) 776-0200
- 27e. Fax Number of Authorized Person:
- 27f. E-mail Address of Authorized Person: jane.doe@library.com
- 27g. Name of Authorized Person's Employer: Applicant Library

Form 470 Application Number: 978230001136891

APPLICANT
2000 L STREET NW
WASHINGTON, DC 20036-4924

Receipt Notification Letter (RNL)

– a letter issued by **USAC** to the applicant that summarizes the information provided in the Form 470

- **Allowable vendor selection/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 **ACD**):
 - You can evaluate the bids received
 - You can choose your service provider(s)
 - You can sign a contract
 - You can post a Form 471 – only during the Application Filing Window

Competitive bidding

- Must have a **fair and open bidding process**
 - Bid document (RFP) optional, is a local decision
 - 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
 - Non-eligible products/services not part of cost effectiveness
 - 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
 - Provide a list of the libraries that will receive services
 - 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 are signed (if the service requires a contract) AND the Application Filing Window opens
 - FY2014 application filing window for Form 471 opens at noon EST on January 9, 2014. Form 471 must be postmarked or filed online by 11:59pm EST on March 26, 2014.**
- Provides specific information on services, service providers selected, and contracts and/or agreements, costs, etc.
- Must be filed each funding year
- Form 470 certifications must also be filed online or postmarked before the close of the 471 filing window

Form 471

FCC Registration Number (FCC RN)

- Added to Form 471
- 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://fallfoss.fcc.gov/coresWeb/publicHome.do>

Form 471

HOME CANCEL SAVE & EXIT HELP

FCC Form 471

Services Ordered and Certification Form

Block 1 Block 2 & 3 Block 4 Block 5 Block 6

Applicant's Form Identifier: 471FY2014 Entity Number: 145909
 Contact Person: Jane Doe Phone Number: (202) 776-0200

IMPORTANT

Please record your Form 471 application number and security code. You will need this information if you wish to exit and return later to this online Form 471 application or if you wish to file your Item 21 Attachment Online.

471 Application Number: 935365
 Billed Entity Number: 145909
Security Code Number: 11376

Continue >> Print Now

Acronyms and terms

- **Funding Request Number (FRN)** – the identification number assigned to a Form 471 Block 5 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.

Form 471 – Item 21

- **Item 21 Attachment (Item 21)** – the description of services associated with a funding request

➤ <http://www.usac.org/sl/applicants/step04/item-21.aspx>

- must be submitted by the close of the application filing window
- can be submitted online, by fax, email, or on paper

Form 471 – Item 21

Libraries

Online Item 21 Attachment

You may use the automated system to create and electronically submit your Item 21 Attachment for FCC Form 471. To use this interface you must have already submitted an electronically filed Form 471 and know the Security Code provided during that process.

For each Item 21 Attachment you file online, the service provider whose SPIN is featured on the associated FRN will be able to view and download the information specific to that FRN once you click the "Submit Item 21" button.

USAC encourages the use of this online filing system. However Item 21 Attachments also may be manually submitted by mail, by fax, or by e-mail. [Click here](#) for further information about manual filing options.

Please provide this information to begin.

Billed Entity Number:

Application Number:

Form 471 Security Code:

[SLD Home](#) | Phone: 1-888-203-9100 | [Submit a Question](#)

Form 471 – Item 21

Libraries

Online Item 21 Attachment

The Billed Entity Number and Application Number you have entered are associated with the following Funding Request Number(s) (FRN). To begin the process please select "create attachment" from the status column below.

You must be a [person authorized](#) by the applicant shown to use this system.

To begin the process, please select from the status below.

FRN	Attachment #	Service Provider	Funding Category	Online Item 21 Status
2173775	4711112B	Windstream Communica...	Telecom Services	submitted online
2173748	4711112A	Windstream Communica...	Telecom Services	submitted online
2173760	4711112C	Windstream Communica...	Telecom Services	create attachment
2173601	4711112D	Windstream Communica...	Telecom Services	create attachment

Note: Item 21 status shown on this screen refers to online submissions only. Manually filed submissions are not included. If you have received a Funding Commitment Decision Letter (FCDL) for the Form 471 shown above, you may not create, edit, or submit an online Item 21 Attachment. Select "submitted online" to view an Item 21 Attachment that has already been submitted.

[SLD Home](#) | Phone: 1-888-203-9100 | [Submit a Question](#)

Form 471 – Item 21

Libraries

Part 1 of 4: Narrative Overview

Please provide a general description of the funding request in the box below.

Applicant Name	NEBRASKA LIBRARY COMMISSION
Billed Entity Number	78791
Form 471 Application Number	802073
Funding Request Number	2173790
Service Provider	Windstream Communications, Inc.
Attachment Number	4711112C

Narrative description of the funding request:
 IS-8023 for Nebraska Library Commission.

[SLD Home](#) | Phone: 1-888-203-9100 | [Submit a Question](#)

Form 471 Allowable Corrections

- Incorrect citation such as:
 - FCC Form 470 number
 - Discount percent
 - Urban/rural status
 - Contract number
 - Billing Account Number/Multiple Billing Account Numbers
 - Block 4 worksheet entries

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 postmarked within 60 days of denial on FCDL
- FCC has been granting many appeals
 - But can be a year or more
- See Appeals Procedure on SLD Website:
 - <http://www.usac.org/sl/about/program-integrity/appeals.aspx>



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
 - Provide the name of the **TPA** that approved your technology plan (if needed)
 - Report your status of compliance with **CIPA** (if needed)

Form 486

- Certifies that Tech Plan (if required) has been approved and covers the entire funding year.
- 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

Form 486
Receipt of Service Confirmation Form

Applicant's Form Identifier: 8965542
Form 486 Number: 953537
 Security Code: 16905

Print & Post your Form 486 to USAC and Security Code. You will receive your Form 486 by mail and return later to this online Form 486 application.

Form 486
Receipt of Service Confirmation Form

Billed Entity Number: 145909 Contact Person: Jane Doe
 Applicant's Form Identifier: 486FY2012 Phone Number: (202) 776-0200

Block 4: Certifications

7. I certify that the entity(ies) receiving discounted services as indicated on this Form 486 are covered by technology plan(s) that have been approved by a state or other authorized body – a USAC-certified technology plan approved – prior to the commencement of service and that cover all 12 months of the funding year. If applicable, provide the name(s) of the organization(s) that approved a technology plan for any eligible entity that is receiving services covered under this Form 486. If EVERY FRN listed in the Form 486 is for basic telephone service only, enter "NONE" here.

Priority 1 Services – Telecom and Internet Access

If all of the FRNs listed herein are for **basic telephone service** only, choose "Other" at the bottom of the drop down list and enter "NONE" in the field.

Other:

8. I certify that the services listed on this Form 486 have been, are planned to be, or are being provided to all or some of the eligible entities identified in the Form 471 application(s) cited above. I certify that there are signed contracts covering all of the services listed on this Form 486 except for those services provided on a half or month-to-month basis. I certify that I am authorized to submit this receipt of service confirmation on behalf of the above-named Billed Entity; that I have examined this request, and that to the best of my knowledge, information, and belief, all statements of fact contained herein are true.

9. I understand that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the services receive an appropriate share of benefits from those services. I recognize that I may be audited pursuant to this application and will retain for five years any and all records, including Forms 479 where required, that I rely upon to complete this form and, if audited, will make available to the Administrator such records.

Form 486
Receipt of Service Confirmation Form

Billed Entity Number: 145909 Contact Person: Jane Doe
 Applicant's Form Identifier: 486FY2012 Phone Number: (202) 776-0200

Block 3: Service Information

7. Please provide the following information for each Form 471 Block 5 (Discount Funding Request) item for which the Billed Entity is indicating that the named service provider may begin submitting invoices to SLD. You will need your FCDL for some of the information required below. Remember: The FRNs listed below must be from the same Funding Year as is listed in Block 1, Item 3.

	(A) 471 Application # From FCDL:	(B) Funding Request # (FRN) From FCDL:	(C) Service Provider Identification # (SPIN) From FCDL:	(D) Service Provider Name From FCDL:	(E) Funding Year Service Start Date (Earliest Date that Discounted Services Will Begin):	delete?
1	823708	2243365	143666666	Pacific Bell Telephone Company	7/1/2012	<input checked="" type="checkbox"/>
2	823708	2243378	143666666	Pacific Bell Telephone Company	7/1/2012	<input checked="" type="checkbox"/>

Form 486 Notification Letter

– a 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 and approved by the service provider after the applicant has 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

Form 472

USAC
Universal Service Administration Company
Helping Keep Americans Connected

BEAR Home | New BEAR Form | Track Form | Bulk Download | Terms and Conditions | Logout

Add BEAR Invoice

Applicant Form Identifier: BEARFV2514

Block 1: Header Information

1. Billing Entity Name NEBRASKA LIBRARY COMMISSION	2. Billing Entity Number 78781	3. Service Provider Identification Number (ISIN) [X]4030786	Service Provider Name Windstream Communications, Inc.
4. Contact Name Christa Burns	5. Contact Telephone Phone (402) 491-5107 ext. []	Contact Fax (402) 491-5063	Contact Email []@[]
6. Total Reimbursement Amount Total from Block 2, Column 10 \$ 9728.42			

Block 2: Line Item Information Per Funding Request Number

7. FCC Form 471 Application Number	8. Funding Request Number (FRN)	9. Customer Billing Date	10. Customer or Last Day of Work Performed (mm/dd/yyyy)	11. Shipping Rate to Customer or Performed (mm/dd/yyyy)	12. Total (Indebtedness) Amount for Service	13. Discount Rate	14. Discount Amount Owed to USAC (Column 12 multiplied by Column 13)
19	823114	05/18/13	01/25/12		1489.20	60	893.52
20	823114	05/18/13	01/25/12		14724.84	60	8834.80

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>
- Glossary of Acronyms and Terms –
 - http://www.usac.org/_res/documents/sl/pdf/handouts/SL-Glossary-of-Terms.pdf

Questions???

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 Special Projects Librarian
 Nebraska Library Commission
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