



E-Rate Program

Revised FCC Forms 470 and 471

Fall 2010 Applicant Trainings

Washington, DC | Newark | Minneapolis | Los Angeles | Kansas City | Jacksonville | Portland | Dallas/Fort Worth



Overview

Revised FCC Forms 470 and 471 for FY2011

- Form timelines
- General format changes
- Changes common to both forms
- Form 470
 - Deleted fields
 - Additions and changes
- Form 471
 - Additions and changes



Target Window Timeline

Target timeline for FY2011 FCC Form 471 filing window

- Current FY2011 Form 470 became available July 1, 2010
 - Applicants can file a Form 470 now and cite it on an FY2011 Form 471
- FY2011 Form 471 window target opening mid-December with the revised Form 471 (current version can no longer be used)
- When the revised version of Form 470 becomes available, applicants can file a Form 470 using the revised version and cite it on an FY2011 Form 471
- Form 471 window target closing end of February



Filing a Form 470

“Current” and “revised” FY2011 Form 470

- You are **STRONGLY** encouraged to:
 - File **AND** certify (online or on paper) the current Form 470 before the revised Form 470 becomes available
- OR**
- File **AND** certify (online or on paper) the revised Form 470 after it becomes available



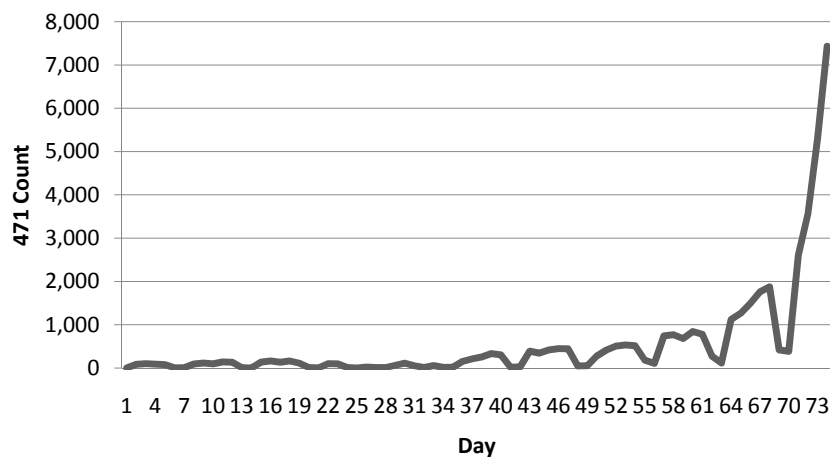
Filing a Form 470

“Current” and “revised” FY2011 Form 470

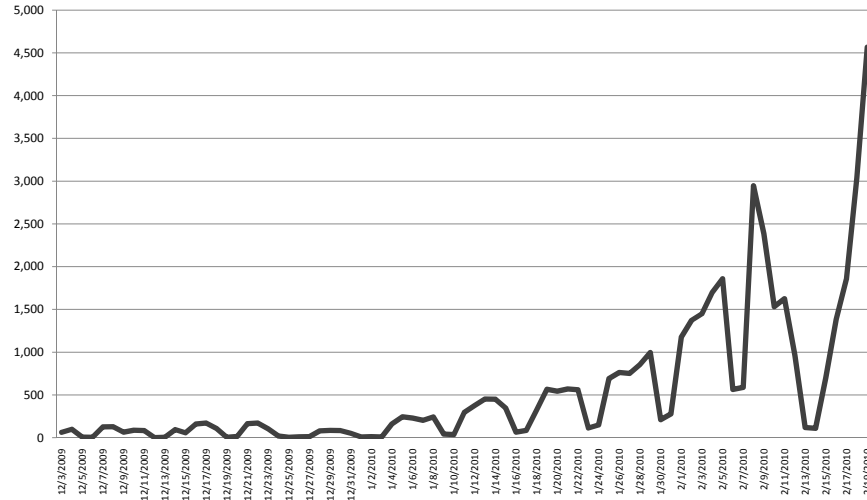
- If you file the current Form 470 online, you must certify it online or on paper before the revised Form 470 is posted
 - Client Service Bureau (CSB) will ask you for corrections if your certification does not match your online filing (i.e., if you don’t print your certification using Certify Complete)
- If you file the current Form 470 on paper, you **must** postmark it before the revised Form 470 goes live on the USAC website
 - Otherwise, CSB will preserve your postmark date but you will be required to re-submit on the revised Form 470



Form 471 Submissions – FY2009



Form 471 Submissions – FY2010



General Format Changes

Formatting changes to paper forms

- Grey boxes (one character per box) removed
- Extra lines separating most fields removed
- Larger font where possible
- Checkboxes outlined
- More easily read

Online formats remain the same

- Apply Online page
- Form filing options
 - Interview or expert
 - Continue incomplete
 - Item 21 (Form 471)
- Certification options
 - Certify online or on paper

NOTE: Training site will be updated **after** Apply Online page



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 for PCs or [Safari Version 2.0](#) and above for Macs. Other browsers may cause errors.
- Do not use the Back and Forward buttons on your browser or the Enter key to move through the forms.
- Clear your Internet cache and your temporary Internet files before you begin.
- 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 the funding year, Form 471 application number, and FRN all match.

Refer to [Tips and Troubleshooting](#) for more help.

Refer to the [Required Forms page](#) to access detailed form instructions. You can also [Submit a Question](#) or call our Client Service Bureau at 1-888-203-8100 for assistance.

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



Apply Online Page - Detail

Form 470 Description of Services Requested and Certification Form	Form 471 Services Ordered and Certification Form
Form 470 Interview	Form 471 Interview
Create Form 470	Create Form 471
Search Posted	Continue Incomplete
Continue Incomplete	Certify Complete
Certify Complete	Display
	Application Status
	Item 21 Attachment



Interview Example (Form 470)

USAC Schools & Libraries

Form 470 Online Interview

Welcome to the Form 470 step-by-step interview process.

If you exit before completing the interview process, the system will save your work. Using your Form 470 Application Number and Security Code, you can re-enter the system at any time and continue your work.

[Start New Form 470](#) | [Continue Form 470](#)

[SLD Home](#) | Client Service Bureau: 1-888-203-8100



Expert Example (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 in the Applying for Discounts: Step by Step Section of the SLD Web Site (<http://www.sl.universalservice.org/reference/y4ez470guide.asp>). 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 >>

Questions about the SLD Program? Call our Client Service Bureau at (888) 203-8100.

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Revised FCC Forms 470 and 471

Changes Common to Both Forms



Changes Common to Both Forms

Eligible Entities/Type of Application (Additions in red)

- Individual school
- School district
- Library
- Consortium
- Statewide application for (two-letter state code) _____
 - All public schools in state
 - All non-public schools in state
 - All libraries in state



Changes Common to Both Forms

Recipient(s) of Services (check all that apply)

- Public
- Private
- Charter
- Tribal
- Head Start
- State Agency
- You must check at least one option
- You may check multiple options



Changes Common to Both Forms

Consultant Information

- Applicant will now identify a consultant that is assisting the applicant with the application process
- Client Service Bureau can quickly assign a consultant registration number (CRN)
 - Each consulting firm has a CRN
 - If the firm has multiple employees, the individual employee who assisted with the form is also identified
 - In the last block, a **checkbox** has been added to indicate if the consultant is also the authorized person



Changes Common to Both Forms

Consultant Information Fields

- **Consultant Registration Number**
- **Name (of consulting firm or sole proprietor)**
- **Name of employee**
- **Street address/City/State/Zip**
- **Telephone number with extension**
- **Fax number**
- **Email address**



Changes Common to Both Forms

Technology plan certification

- 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.**



Changes Common to Both Forms

Educational purposes certification

- I certify that the services the applicant purchases at discounts provided by 47 U.S.C. § 254 will be used **primarily** for educational purposes and will not be sold, resold, or transferred in consideration for money or any other thing of value, except as permitted by the Commission's rules at 47 C.F.R. §§ 54.500, **54.513**.



Changes Common to Both Forms

Email addresses

- All email addresses featured on these forms must now be entered **twice**
 - Both e-mail address entries will be compared
 - If they don't match, both fields will be cleared and the applicant must try again
 - This process helps to guarantee the accuracy of this important information



Revised FCC Forms 470 and 471

Form 470

Changes to Form 470

- Block 1: Applicant Address and Information
 - Eligible entities that will receive services / Recipient(s) of services **added** (slides 15 and 16)
 - Number of eligible entities **moved** from Block 4
 - Consultant information **added** (slide 18)
- Block 2: Summary Description of Needs or Services
 - Tariffed/month-to-month, contracted services (multi-year, voluntary extensions), contracts signed before July 19, 1997 **deleted**
 - SPI/BEAR/no preference checkboxes **deleted**

Changes to Form 470

- Block 3: Technology Resources **deleted**
 - Basic telephone service **deleted**
 - Necessary resources **deleted**
- Block 4: Recipients of Service
 - Statewide recipients of services moved to Block 1
 - Telephone numbers and prefixes for multiple eligible entities **deleted**
 - Ineligible participating entities **deleted**



Form 470 - Overview

Changes to Form 470 (continued)

- Block 5: Certifications and Signature
 - Some certification language **changed**
 - **Consultant as authorized person checkbox added** (slide 17)



Form 470 – Deleted Fields

T/MTM or contract information (Current Items 7a – 7c)

Approval by OMB
3060-0806

Entity Number: 126429
Contact Person: Tester

Applicant's Form Identifier:
Phone Number: 703-917-7

Block 2: Summary Description of Needs or Services Requested

7 This Form 470 describes (check one):

a. Tariffed or month-to-month services for which no written contract is required. A new Form 470 must be filed for non-contracted tariffed or month-to-month services for each funding year.

b. Services for which a new written contract is required for each funding year in Item 2.

Check if you are seeking a new contract and/or a contract extension, including voluntary extensions

c. A multi-year contract signed on or before 7/10/97 but for which no Form 470 was previously filed in a previous program year.

NOTE: Services that are covered by a signed, written contract executed pursuant to a Form 470 in a previous funding year OR a contract signed on before 7/10/97 and previously reported on a Form 470 as an existing contract do NOT require filing of a Form 470.

Form 470 – Deleted Fields

SPI/BEAR/No preference (Current Items 8b, 9b, 10b, and 11b)

Form 470 - Summary Description of Needs or Services Requested

Entity Number: 145909

Form 470 Application Number: 20200000824530

- Select this option if you prefer discounts on your bill.
- Select this option if you prefer reimbursement after paying your bill in full.
- Select this option if you do not have a preference.

Block 2 | Item(s) 8(b)

[Continue >>](#)

Form 470 – Deleted Fields

Basic Telephone Service (Current Item 14)

Form 470 - Technology Assessment

Entity Number: 145909

Form 470 Application Number: 20200000824530

Is this Form 470 for basic local and/or long distance telephone service (wireline or wireless) only?

Yes No

Block 3 | Item(s) 14

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Form 470 – Deleted Fields

Necessary Resources (Current Items 15a-15f)

Form 470 - Technology Assessment

Entity Number: 145909 Form 470 Application Number: 20200000824530

Although the following services and facilities are ineligible for support, they are usually necessary to make effective use of the eligible services requested in this application. You MUST check at least one box in (a) through (e). You may provide details for purchases being sought.

a. Desktop software: the software
 has been purchased and/or
 is being sought

b. Electrical systems:
 adequate electrical capacity is in place or has already been changed and/or
 upgrading for electrical capacity is being sought.

c. Computers: a sufficient quantity of computers
 has been purchased and/or
 is being sought

d. Computer hardware maintenance: adequate arrangements
 have been made and/or
 are being sought

e. Staff development:
 all staff have had an appropriate level of training/additional training has already
 been scheduled and/or
 training is being sought

f. Additional details: Use this space to provide additional details to help providers to identify the services you desire.

Block 3 | Item(s) 15(a-f)

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[Continue >>](#)

Form 470 – Deleted Fields

Phone numbers and prefixes (Current Item 16c)

Form 470 - Recipients of Service

Billed Entity Number: 145909 Form 470 Application Number: 101010000824457

Applicant's Form Identifier: MLH

Please enter an area code associated with the eligible entities (system will check for duplicate area codes)

Please enter the prefixes associated with the area code. Separate the prefixes with commas and leave no spaces.

[Add](#)

History of area code and prefixes entered

Area Codes	Prefixes	Delete
202	333,555	Delete

Block 4 | Item(s) 16 c

Form 470 – Deleted Fields

Ineligible participating entities (Current Item 18)

Form 470 - Ineligible Participating Entities

Entity Number: 145909

Applicant's Form Identifier: MLH

Form 470 Application Number: 10181000824457

Please list any entities that are not eligible to participate in the Universal Service Program, but will receive services associated with this application.

Please enter the name of the ineligible participating entity:

Please enter the area code and prefix of the ineligible entity:

Add Ineligible

Block 4 | Item(s) 18

Form 470 – Certifications

Block 4 - Changes to certification pages

- Item 17 – Technology plan certification (slide 19)
- Items 18 and 19 – Current Item 21 has been split into two separate certifications
 - The text contained in the two certifications remains the same as on the original combined certification
- Item 20 – Educational purposes certification (slide 20)
- Item 21 – The following sentence has been added:
 - **I certify that I have considered what financial resources should be available to cover these costs.**



Form 470 – Certifications

Block 4 - Changes to certification pages

- Item 22 – I certify that I am authorized to **procure eligible services** for the eligible entity(ies)...

Signature page

- Item 27b – **Checkbox for consultant as authorized person** (slide 17)



Revised Forms 470 and 471

Form 471

Changes to Form 471

- Block 1: Billed Entity Address and Information
 - FCC Registration Number **added**
 - Type of application and Recipient(s) of services **added** (slides 15 and 16)
 - Consultant information **added** (slides 17 and 18)
- Block 2: Impact of Services Ordered
 - Collection of broadband services data **added**
- Block 3: [reserved]

Changes to Form 471 (continued)

- Block 4: Discount Calculation Worksheet
 - Libraries must now provide urban/rural and student count information on the worksheet
 - Certain entity-level data **added** or requested in a different format
- Block 6: Certifications and Signature
 - Some certification language **changed**
 - Consultant as authorized person checkbox **added** (slide 17)

Changes to Form 471

- Block 1: Billed Entity Address and Identifications
 - **Item 3b – FCC Registration Number (FCC RN) added**
 - Persons and entities doing business with the FCC must obtain an FCC RN and supply it when doing business with the FCC (Form 471 Block 1 entities only)
 - If you do not already have an FCC RN, you can visit <https://fjallfoss.fcc.gov/coresWeb/publicHome.do>
 - **Items 5a and 5b – Type of application/Recipient(s) of service added** (slides 15 and 16)
 - **Item 6g – Consultant information added** (slide 18)

Changes to Form 471

- Block 2: Impact of Services Ordered
 - BEFORE ORDER column removed
- “AFTER ORDER” columns to complete:
 - Individual schools and school districts complete the “Schools” column
 - Libraries and library consortia complete the “Libraries” column
 - Consortia complete one or both as appropriate depending on the consortium members

Block 2: Impact of Services Ordered – Items 7a through 7g

- Number of students (schools) or patrons (libraries)
- Number of (class)rooms with telephone service
- Number of drops (direct Internet connections)
- Number of (class)rooms with Internet access
- Number of computers or other devices with Internet access
- Number of dial-up (<56K) Internet connections
- **Direct broadband services** (next slide)

Block 2: Impact of Services Ordered – Item 7g

- **Direct broadband services: Number of buildings served at the following speeds:**

- | | |
|--------------------------------------|-----------------------------------|
| ___ < 200 kbps ISDN | ___ 10 – 25 mbps |
| ___ 200 kbps – 1.5 mbps | ___ 25 – 50 mbps T3 |
| ___ 1.5 – 3 mbps T1 | ___ 50 – 100 mbps |
| ___ 3 – 10 mbps | ___ > 100 mbps |

Block 3: [Reserved]

- Block 3 is marked “reserved” to maintain the numbering of subsequent blocks

Block 4: Discount Calculation Worksheet

- Basic structure of worksheet remains the same
- Schools **and libraries** must provide urban/rural status, student counts, and **certain specific information**
 - Total number of students
 - Number of students eligible for National School Lunch Program (NSLP)
 - **New construction**
 - **Administrative entity or non-instructional facility (NIF)**
 - Alternative discount mechanism

Block 4: Discount Calculation Worksheet (continued)

- Schools must also include the following information if applicable (more than one may apply):
 - Pre-kindergarten
 - Head Start
 - Adult Education
 - Juvenile Justice
 - Educational Service Agency (ESA)
 - Dormitory

Block 4: Discount Calculation Worksheet (continued)

- School districts and library systems must create one worksheet listing all eligible entities in order to calculate the shared discount for the district or system
 - This allows USAC to verify the calculation for
 - New school or library construction when the student population is not known
 - Eligible discount for non-instructional facilities (NIFs) such as administration buildings
 - This worksheet will not affect Two-in-Five status unless it is cited in Item 22 of a funding request

Block 5: Discount Funding Request(s)

No changes

Block 6: Certifications and Signature

- Item 26 – Technology plan certification (slide 19)
- Item 27 – I certify that (if applicable) I posted my Form 470 and (if applicable) made any related RFP available for at least 28 days...
- Item 29 – Educational purposes certification (slide 20)

Signature page

- **Checkbox for consultant as authorized person** (slide 17)



Revised Forms 470 and 471

Questions?