



## E-rate Program

# Online FCC Forms 470 and 471

Fall 2014 Applicant Trainings

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## Online FCC Forms 470 and 471

### Overview

- Online FCC Forms 470 and 471
  - Both forms will be demonstrated
  - FCC Form 470 – same format, few changes
  - FCC Form 471 – new format, more significant changes
    - Simpler, cleaner interface
    - Some new fields
    - Item 21 embedded in the form

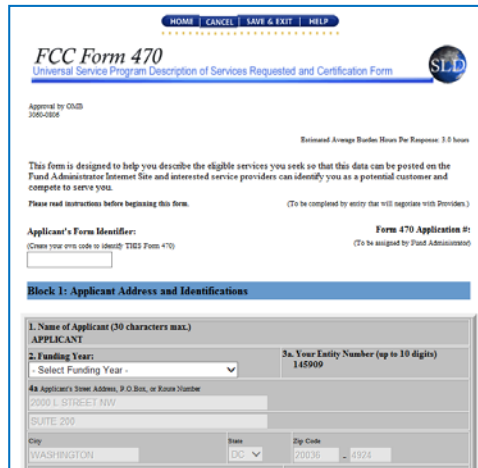
### FCC Form 470 online

- FCC Form 470 has minimal changes for FY2015
  - Addition of “Managed Internal Broadband Services” to Internal Connections service type
  - No technology plan certification
  - Document retention certification – documents must be retained for 10 years
- NOTE: Current (FY2014) FCC Form 470 can be filed now for all service types by indicating in Item 13 that the form is intended for FY2015

### FCC Form 470 online

- Preparing to file the FCC Form 470
  - Be sure to review the *E-rate Modernization Order* and the draft Eligible Services List for any changes in eligibility.
  - File early.
  - Remember that other program rules still apply, e.g.:
    - Wait at least 28 days after your form is posted to the USAC website before selecting your service provider.
    - The cost of the eligible products and services must be the factor weighted more heavily than any other single factor in your bid evaluation.

## Online FCC Form 470 demo



## FCC Form 471 online

- New and IMPROVED look and feel
  - Online form totally redesigned
  - Clean, simple interface
  - Fields on the left, help/error messages on the right
  - Buttons to exit, save, or continue at the bottom of each page, consistently labeled
  - Basic flow unchanged (Billed Entity info → recipients of service → details of services and costs → certifications) EXCEPT Item 21 is embedded in the form

### FCC Form 471 online

- More applicant friendly and feature-rich
  - Progressive disclosure – showing the applicant only the screens pertinent to the application type and other information provided earlier in the form.
    - For example, an application that features only schools (individual school, school district, consortium of schools) leads the applicant to recipient of service worksheets for schools, certifications for schools, etc.

### FCC Form 471 online

- More applicant friendly and feature-rich (continued)
  - Information is entered only once, then presented to the applicant as needed
    - For example: Recipient of service information is entered once – even if different subsets of recipients share services – and applicants access a pick list from that point forward to identify recipients of specific services.

### FCC Form 471 online

- Templates will be available for applicants to prepare parts of the form in advance of the filing window.
  - Recipient of service lists and Item 21 details.
  - Templates will be specific to recipients of service or type of Item 21.
  - Formatting and dropdowns will be embedded to make uploads easier.
  - Modification of data (e.g., stripping headers and saving as \*.CSV files) not required.

### FCC Form 471 online

- Additional features
  - Form navigation arrows at the top of the screen to show progress and pages completed.
  - Timeout feature warns the applicant after 25 minutes of no activity, i.e., no keystrokes or mouse clicks.
    - If no activity occurs after five additional minutes, applicant is timed out AFTER work to that point is saved
  - Error messages and help information written in clearer language.

### FCC Form 471 online

- Online submission only
  - Paper certifications will still be accepted.
  - Using templates, applicants can prepare some data in advance of the filing window.
    - Recipients of service
    - Item 21

# Questions?



## Online FCC Forms 470 and 471

**With questions, please contact us!**

**Phone:** (888) 203-8100

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