

E-rate Program

Online FCC Forms 470 and 471

Fall 2014 Applicant Trainings

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

HOME | CANCEL | SAVE & EXIT | HELP

FCC Form 470

Universal Service Program Description of Services Requested and Certification Form



Approval by OMB
3060-0806

Estimated Average Burden Hours Per Response: 3.0 hours

This form is designed to help you describe the eligible services you seek so that this data can be posted on the Fund Administrator Internet Site and interested service providers can identify you as a potential customer and compete to serve you.

Please read instructions before beginning this form. (To be completed by entity that will negotiate with Providers.)

Applicant's Form Identifier:
(Create your own code to identify THIS Form 470)

Form 470 Application #:
(To be assigned by Fund Administrator)

Block 1: Applicant Address and Identifications

1. Name of Applicant (30 characters max.)		
APPLICANT		
2. Funding Year:	3a. Your Entity Number (up to 10 digits)	
- Select Funding Year - ▼	145909	
4a Applicant's Street Address, P.O.Box, or Route Number		
2000 L STREET NW		
SUITE 200		
City	State	Zip Code
WASHINGTON	DC ▼	20036 - 4924

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

Online FCC Form 471 demo



FCC Form 471 - Funding Year 2015


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Basic Information **Discount Calculation** Funding Requests Certifications & Signature

[Hide this menu](#)

Billed Entity Information

- Application Type and Recipients of Service
- Application Number & Security Code
- Contact Information

View this section on a single page 

Billed Entity Information

To get started, enter in the field below the Billed Entity Number of the organization that is procuring and paying for the requested products and services. This could be the school district, library system or consortium leader. If you do not have a Billed Entity Number, please contact USAC's Customer Service Bureau at (888) 203-8100.

Not sure of your BEN? Use [our lookup tool](#).

Billed Entity Number (BEN)

[NEXT ▶](#)

With questions, please contact us!

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Questions?