E-rate: What's New for 2016?

Christa Burns Nebraska Library Commission October 29, 2015

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
- Schools and school districts
- Consortia groups of eligible entities that band together to aggregate demand and negotiate lower prices

Calculate Your Discount

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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
 - Urban or rural location of the library

Calculate Your Discount – 3 Steps

- 1. Find your NSLP data : your State Department of Education or your school district main office.
- 2. Check your Urban/Rural Status using the online Lookup Tool –
 - https://sltools.universalservice.org/portalexternal/urbanRuralLookup/
 - Based on 2010 U.S Census data. The FCC defines
 Urban areas as areas with populations equal or greater then 25,000. Rural encompasses all territory not in an urban area.
- 3. Use the Discount Matrix to determine your discount.

Discount Matrix

	Category one schools and libraries discount matrix Discount level		Category two schools and libraries discount matrix Discount level	
% of students eligible for National School Lunch Program	Urban discount	Rural discount	Urban discount	Rural discount
<1 1-19 20-34 35-49 50-74 75-100	20 40 50 60 80 90	25 50 60 70 80 90	20 40 50 60 80 85	25 50 60 70 80 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 2016 is July 1, 2016 June 30, 2017
- Funding available:
 - Category One: \$3.9 billion
 - Category Two: \$2 billion \$1 billion each for FY
 2015 and FY 2016
 - 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



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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-serviceslist.aspx

Eligible Services List

- Streamlined
 - For FY 2014, the ESL was 49 pages
 - -For FY 2016, the ESL is 20 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 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)

Category One – Phase Down

Eligible Voice Services Subject to Phase Down

- The discount rate for all voice services will be reduced by 20 percentage points beginning in FY 2015, and reduced by an additional 20 percentage points each subsequent funding year, until FY 2019, when all voice services are phased out.
- 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

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.

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

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.

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.

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What are Category Two budgets?

- Each library receiving Category Two support 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).

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.

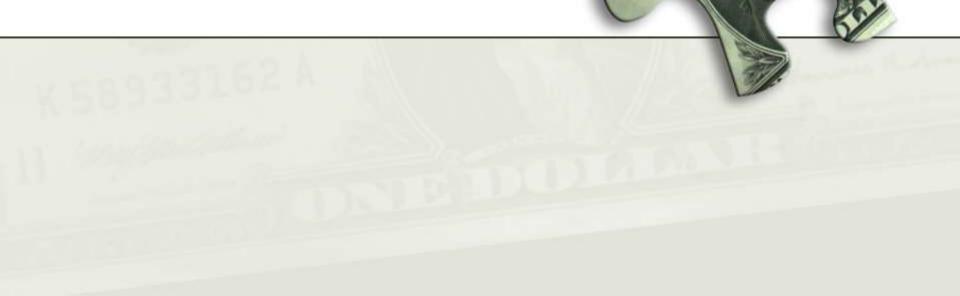
How much is my budget?

- 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 x 0.5 = \$4,600.

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 FY2016, 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.





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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

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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 2016

Form or Event	Deadline or Dates
Funding Year (FY)	Funding Year you are currently applying for is 2016 - July 1, 2016 through June 30, 2017.
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. 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, usually early December to mid-March preceding the start of the Funding Year. Exact filing window dates are posted on the USAC web site. 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 (FCDL) 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 472 / 474	Get reimbursements (#472) or discounts on bills (#474). Received 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.

EPC – The New E-rate Portal



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E-rate Productivity Center (EPC)

- Starting in FY 2016, all forms must be filed via the E-rate Productivity Center (EPC):
 - http://www.usac.org/sl/tools/e-rateproductivity-center/default.aspx

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.

Advantages of the Portal

- Library systems can update and store address information and other data (NSLP, etc.) on their individual libraries. This information can then be uploaded into online forms so that you do not have to re-enter it every year.
- Consortia and statewide applicants will have a complete list of their members, and service providers and consultants will have a complete list of their clients.

Advantages of the Portal

- 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.

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

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



SCHOOLS AND LIBRARIES (E-RATE)

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

E-rate Productivity Center Apply Online Forms Reference Area Search Tools Latest News Samples & Examples Trainings & Outreach Submit a Question RE SEP

E-rate Productivity Center (EPC)



APPLICANT PROCESS

LATEST NEWS

More News »

- Updates to the Schools and Libraries Website (10/23) /2015)
- News Brief Issued (10/23/2015)
- Special Edition News Brief First EPC and FCC Form 470 Release Notes Issued (10/20/2015)
- Service Provider Webinars Date Change Notification (10/2/2015)

SERVICE PROVIDER PROCESS

QUICK LINKS

More Links »

- E-rate Program Applicant Trainings View Here
- FY2016 Eligible Services List Now Available!
- FY2016 FCC Forms 470 View Now
- EPC Instructional Videos Now Available!
- EPC is Now Available Learn More!

GO

Search

SCHOOLS AND LIBRARIES (E-RATE)

USAC Home Schools and Libraries Program E-rate Productivity Center (EPC)

ABOUT THE PROGRAM

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

RESOURCES & TOOLS

- E-rate Productivity Center Apply Online Forms
- Reference Area
- Search Tools
- Latest News
- Samples & Examples
- Trainings & Outreach
- Submit a Question

な日回生 E-rate Productivity Center (EPC)

PPLICANT PROCES

SERVICE PROVIDER PROCESS

E-RATE PRODUCTIVITY CENTER (EPC)

The E-rate Productivity Center (EPC) is the account and application management portal for the Schools and Libraries (E-rate) Program. Applicants, consultants, and service providers participating in the E-rate Program will use this tool to manage program processes and to submit questions.



This summer, applicants will be able to file the FCC Form 470 in EPC.

Over the course of the next year, the remaining E-rate Program forms for applicants and service providers will be available in EPC. EPC will allow users to get information about the status of their applications, reminders about important dates, and correspondence from Program Integrity Assurance (PIA) and other review teams. Letters and other correspondence will be stored in EPC so that users can easily access them at any time.

Additional Resources

To learn how to use EPC to successfully maintain your account with USAC, watch our video tutorials and read our online user guides.

- EPC Glossary of Terms 📜
- EPC Frequently Asked Questions (FAQs)

Applicant User Guides

Cotting Started

Service Provider User Guides

Cotting Started

Latest News Samples & Examples Trainings & Outreach Submit a Question



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Applicant User Guides

- Getting Started K
- Navigating EPC
- Managing Users
- Managing Your Organization
- Customer Service K
- Searching FCC Forms 470 55
- Filing FCC Form 470 🔀
- M&C Corrections

EPC Video Tutorials

- Logging in to EPC
- How to Create a New User
- How to Modify an Account Admin
- How to Add a Consultant
- Manage User Permissions
- How to File FCC Form 470

Terms & Conditions

EPC Access Agreement (Commercial End User Agreement)

Service Provider User Guides

- Getting Started
- Navigating EPC
- Managing Users
- Managing Your Organization 📙
- Customer Service K
- Searching FCC Forms 470 55

 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



Hello,

Your USAC E-rate Productivity Center (EPC) account has been created with the username: <u>christa.burns@nebraska.gov</u> To log in with your new username, navigate to: <u>https://portal.usac.org/suite/</u> 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



You are accessing a Universal Service Administrative Company (USAC) system. This system is to be used to administer participation in the federal Universal Service Schools and Libraries support mechanism in compliance with 47 C.F.R. § 54, Subpart F. This system may be accessed by authorized users only. By logging in, the user represents that he/she is an authorized user. This system's usage may be monitored, recorded, read, searched, copied and/or captured and is also subject to audit. Unauthorized use or misuse of this system is strictly prohibited and subject to disciplinary and/or legal action, including criminal prosecution and civil penalties. Use of this system indicates acceptance of these terms. Additional terms (i.e., a user access agreement or contract) may govern your use of this system.

To accept these terms, click "I Agree."

I Agree

Username	@nebraska.gov	
Password	enesiasia.gov	

Request Password Reset

Please enter your username.

	* Username			
			Request Password Reset	Cancel
*Required				

Dear

This is an automated response from Appian about your forgot password request.

Please click on the following link or copy and paste in your browser's address bar the enclosed URL to enter your new password. https://portal-test.usac.org/suite/personalization/resetforgotpassword.popup?token=5cgXdOW%2BMU8UnVKv6m8%2FvDtGnKwqzc%2BAA0PMCaOfbxDulvDm7Nz8pS8% 2BL6HcohcMF8SATRROtaxp%0AklvNH0AlrA%3D%3D&instanceId=node1

The above URL is only valid for 15 minutes after it has been issued and it is only valid for the user who it was generated for. Once you have entered and confirmed your new password, you will be able to access Appian using this new password.

If you have any questions, please contact your system administrators.

Thank you, Appian



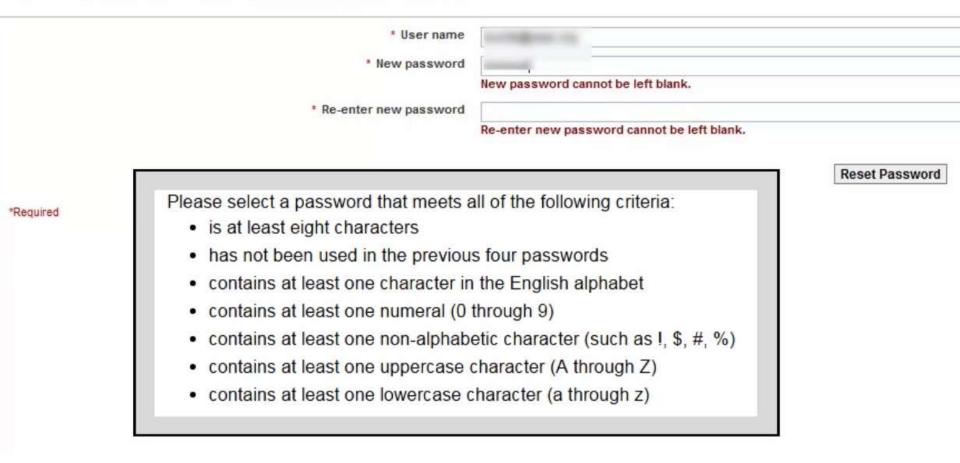
Enter New Password

Please enter your username and enter what you would like your new password to be.

	* User name
	* New password
	New password cannot be left blank.
* Re-ent	ter new password
	Re-enter new password cannot be left blank.
	Reset Password
Desuised	

*Required

Please enter your username and enter what you would like your new password to be.



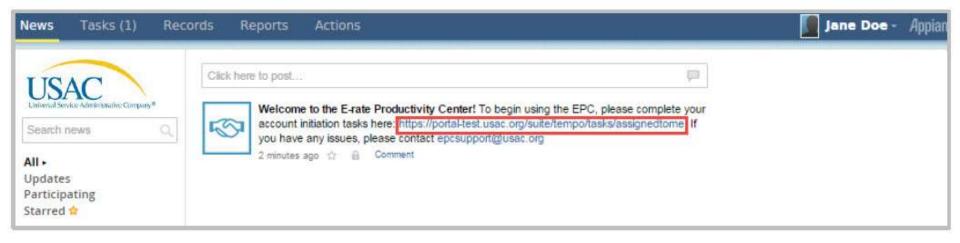
Enter New Password

Reset Password

Your password has been reset. You may now log in using your new password.

USAC venal Service Administrative Company	
Username	
christa.burns@nebraska.gov	
Password	

Forgot Password	Sign In





News Tasks (1) Records Reports

USAC Universal Service Administrative Company*

Save Changes Reassign Task

Complete Terms of Service Agreement

Please agree to the following Terms of Service before gaining access to EPC.

Actions

Terms of Service:

Last Updated April 13, 2015

EPC ACCESS AGREEMENT

Appian

This EPC Access Agreement ("Agreement") applies to the E-rate Productivity Center and all E-rate Productivity Center-related systems and networks (collectively "EPC") provided by the Universal Service Administrative Company ("USAC"). Appian Corporation's ("Appian") business process management software suite and associated documentation (collectively the "Software") is a part of EPC. EPC was created in support of the federal Universal Service Schools and Libraries support mechanism (also known as the "E-rate Program") that helps entities such as eligible schools and libraries obtain telecommunications at affordable rates.

USAC allows four types of subscribers to access and use EPC, each of which is a "Subscriber" for purposes of this Agreement: (1) applicants ("Applicants"), (2) service providers ("Service Providers"), (3) consultants ("Consultants"), and (4) United States government agencies ("Agency" or "Agencies"). This Agreement defines the relationships between both USAC and (i) the Subscriber, and (ii) each person who accesses EPC as authorized by and on behalf of the Subscriber. Both Subscriber and each person who accesses EPC as authorized by and on behalf of the Subscriber are referred to as "you" (and variations such as "your") in this Agreement.

BY ACCESSING OR USING OR REGISTERING FOR ACCESS TO EPC AS A REPRESENTATIVE OR EMPLOYEE OF A SUBSCRIBER, YOU CONFIRM THAT (1) YOU ARE AT LEAST 18 YEARS OLD; (2) YOU WILL BE ACCESSING AND USING EPC ONLY WITHIN THE UNITED STATES, INCLUDING ITS VARIOUS STATES AND TERRITORIES (COLLECTIVELY REFERRED TO AS "UNITED STATES"); (3) YOU HAVE READ THIS AGREEMENT; <u>AND</u> (4) BOTH YOU AND THE COMPANY, ORGANIZATION OR ENTITY ON WHOSE BEHALF YOU ARE ACCEPTING THIS AGREEMENT AND/OR ACCESSING OR USING EPC, ACCEPT THIS AGREEMENT. IF YOU CANNOT CONFIRM EACH OF (1) THROUGH (4) ABOVE, THEN PLEASE CLICK "DECLINE" BELOW, AND YOU MUST NOT ACCEPT THIS AGREEMENT AND YOU MAY NOT ACCESS OR USE EPC.

USAC may amend this Agreement at any time, with or without notice to you, by posting revised terms at [include link]. You can determine when this Agreement was last revised by referring to the "last updated" legend at the top of this Agreement. Your continued access to or use of EPC after USAC has posted revised terms signifies your acceptance of such revised terms. No other amendment to or modification of this Agreement will be binding unless in writing and signed by USAC's duly authorized representative.

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(b) Exceptions. The foregoing restrictions will not apply to information that (i) is known to you at the time of communication from USAC or its licensors, (ii) has become publicly known through no wrongful act of you, (iii) has been rightfully received by you from a third party authorized to make such communication without restriction, (iv) has been independently developed by you as evidenced by your written records, or (v) is required to be disclosed pursuant to a subpoena or other validly issued administrative or judicial process, provided that you must give USAC sufficient notice of such disclosure to allow USAC and its licensors a reasonable opportunity to object to and take necessary legal action to prevent such disclosure. Notice must be provided to USAC's Client Service Bureau in writing to netsec@usac.org.

6. Miscellaneous. Each party is an independent contractor and nothing herein will be deemed to constitute the parties as partners, agents or joint ventures. Any disputes or claims that you may bring against USAC under or related to this Agreement must be brought consistent with the requirements of 47 C.F.R Part 54, Subpart I. This Agreement (including without limitation Banners and any other USAC documentation referenced herein) embodies the entire agreement between the parties and supersedes all previous and contemporaneous agreements, understandings and arrangements, with respect to the subject matter hereof.

Please print this Agreement for your records.

Accept

Decline

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Welcome to the new EPC system, more functionality will be rolling out soon!

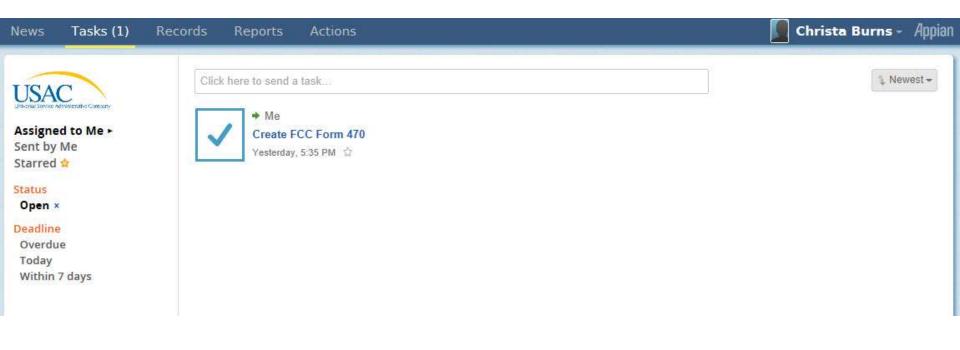
Organizations

Organization	City	State	Zip Code	Туре
Library System 11	Springfield	NE	68059	Applicant
Library System 11 NIF	Springfield	NE	68059	Applicant
Library System 11 Branch A	Springfield	NE	68059	Applicant
Library System 11 Branch B	Springfield	NE	68059	Applicant

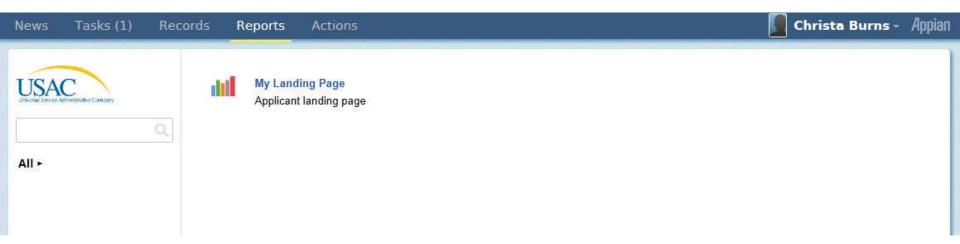


My Tasks 8 Received Name Status Deadline No items available **Customer Service Cases** Ξ Case ID Topic Nickname Status **Date Created** No items available FCC Forms 470 Ξ Funding Year 2016 • Status @ All Incomplete Certified **Funding Year** Nickname **Application Number** Status No items available

News Tasks (1) Rec	ords Reports Actions	🚺 Andrew Kim -	Appian
Search news (Company) All - Updates Participating Starred (Click here to post Image: Sociated with Thomas Jefferson High School for Science and Technology. Your next step is to provide access to the specific consulting firm staff to your account. Image: Sociated with Thomas Jefferson High School for Science and Technology. Your next step is to provide access to the specific consulting firm staff to your account. Image: Sociated with Thomas Jefferson High School for Science and Technology. Your next step is to provide access to the specific consulting firm staff to your account. Image: Sociated With Thomas Jefferson High School for Science and Technology. Your next step is to provide access to the specific consulting firm staff to your account. Image: Sociated With Thomas Jefferson High School for Science and Technology. Is now a member of the USAC Science Bureau at (888) 203-8100. Image: Sociated With Thomas Jefferson High School for Science and Technology. Is now a member of the USAC Consortium 3 for FY 2018. The entity can now be included on any E-rate forms filed by the consortium for FY 2018. Image: Sociated With The entity. Thomas Jefferson High School for Science and Technology. Is now a member of the USAC Consortium 3 for FY 2018. The entity can now be included on any E-rate forms filed by the consortium for FY 2018. Image: Sociated With The entity. Thomas Jefferson High School for Science and Technology. Is now a member of the Chris's Consortium for the Culinary Consultant (CCC) for FY 2018. The entity can now be included on any E-rate forms filed by the consortium for the Culinary Consultant (CCC) for FY 2018. The entity can now be included on any E-rate forms filed by the consortium for the Culinary Consultant (CCCC) for FY 2018. The entity can now be include		



News Tasks (1)) Records	Reports	Actions		Christa Burns -	Appian
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News Tasks (1) Records Reports Actions

📕 Christa Burns - 🛛 Appian



Library System 11 User 1 - Appian

Profile

Settings Sign Out

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Organizations

My Landing Page

USACTRAINING

Organization	City	State	Zip Code	Туре
Library System 11	Springfield	NE	68059	Applicant
Library System 11 NIF	Springfield	NE	68059	Applicant
Library System 11 Branch A	Springfield	NE	68059	Applicant
Library System 11 Branch B	Springfield	NE	<mark>68059</mark>	Applicant





TICAC	
USAC TRAINING	

Summary News Related Actions ► Additional Information

Update User Profile

User Details

Username	User Type
library.system11.user1@mailinator.com	Applicant
Primary Organization	
Library System 11	
First Name *	Phone Number *
Library System 11	111-222-3333
Middle Initial	Phone Extension
Last Name *	Job Title *
User 1	Administrator
Address	County
Address Line 1*	County
100 Main Street	
Address Line 2	Zip Code *
	68059
City *	Zip Code Extension
Springfield	
State *	
NE	
Cancel	Submit

News Tasks R

Records Repor

Library System 11 User 1 - Appian



Regional ► News Password Third-Party Credentials

Use system default: English (United States)	
Time Zone	
(UTC-06:00) Central Time (America/Chicago)	
Calendar Type	
Use system default: Gregorian	

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Library System 11 Branch A	Springfield	NE	68059	Applicant
Library System 11 Branch B	Springfield	NE	68059	Applicant



News Tasks	Records	Reports Actions		Library System 11 User 1 - Appia
USACTRAINING		lanage Users		
		Organization ID	City	State
		Library System 11	Springfield	NE
		Cancel	Create a New User Add and Remov	ve Existing Users Manage User Permissions

	User Type Applicant						
	First Name *		Job Title *				
	Last Name *		Phone Number *				
	Middle Initial		Phone Extension				
	Email	Email					
	Email *		Confirm Email *				
	will be used as the username for the new account Address						
	Address Line 1*		County				
	100 Main Street						
	Address Line 2		Zip Code * 68059				
	City *		Zip Code Extension				
	Springfield						
	State *						
	NE						
	User Permissions	User Permissions					
	In the table below, you can designate t will continue to grow (for example, to ir • Full rights users can start, compl • Partial rights users can start and • View Only users can only see for	ncluding invoicing) as more function ete, submit and certify forms. enter data in the form, but cannot s	ality comes online. ubmit and certify them.		ie portal. This table		
	Apply All	470 Permission		471 Permission			

Cancel

Continu

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 (for example, to including invoicing) 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.

Apply All	470 Permission	471 Permission
	View Only	View Only

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Continue

ACTRAINING	inage Organizations		
	Organization ID	City	State
	Library System 11	Springfield	NE
	Library System 11 NIF	Springfield	NE
	Library System 11 Branch A	Springfield	NE
	Library System 11 Branch B	Springfield	NE

USACTEANING	Modify An Organization	
COACTRUNING"	Name *	
	Library System 11	
	Physical Address	
	Address Line 1 *	County
	100 Main Street	
	Address Line 2	Zip Code *
		68059
	City *	Zip Code Extension
	Springfield	
	State *	
	NE	
	Mailing Address	
	$\left  \overline{\mathbb{Z}} \right $ Mailing address is the same as physical address.	
	Address Line 1 100 Main Street	County
	Address Line 2	Zip Code
		68059
	City	Zip Code Extension
	Springfield	
	State NE	
	Other Methods of Contact	
	Phone Number *	Phone Number Extension
	111-222-3333	
	Ex 000-000-0000	
	Email *	
	library system11.user1@mailinator.com	
	Website URL	
	Organization Type	
	Applicant	
	Library System Information	
	Library System Sub-Type *	
	Public     Private	
	FCC Registration Number	

Cancel

#### Library System 11 User 1 - Appian

## My Landing Page



Apply Now Manage Users | Manage Organizations | Contact Us | Help

USACTRAINING

Welcome to the new EPC system, more functionality will be rolling out soon!

#### Organizations

Organization	City	State	Zip Code	Туре
Library System 11	Springfield	NE	68059	Applicant
Library System 11 NIF	Springfield	NE	68059	Applicant
Library System 11 Branch A	Springfield	NE	68059	Applicant
Library System 11 Branch B	Springfield	NE	68059	Applicant



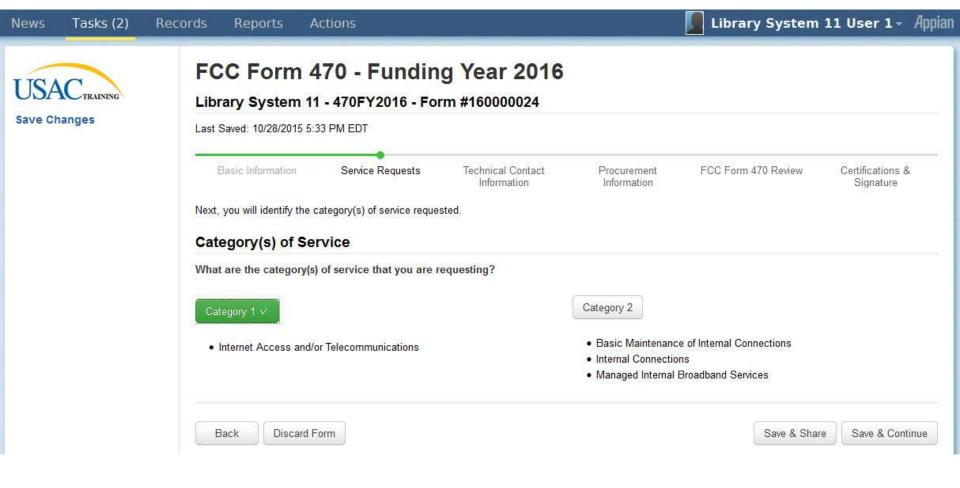
#### Library System 11 User 1 - Appian Tasks (1) Records Reports Actions FCC Form 470 - Funding Year 2016 RAINING **Basic Information** FCC Form 470 Review Certifications & Save Changes Service Requests Technical Contact Procurement Information Information Signature **Billed Entity Information** Ξ Billed Entity Number: 212 Library System 11 FCC Registration Number: 0123456789 100 Main Street Springfield, NE 68059 111-222-3333 library.system11.user1@mailinator.com **Application Nickname** Please enter an application nickname here.* 470FY2016 Discard Form Save & Share Save & Continue

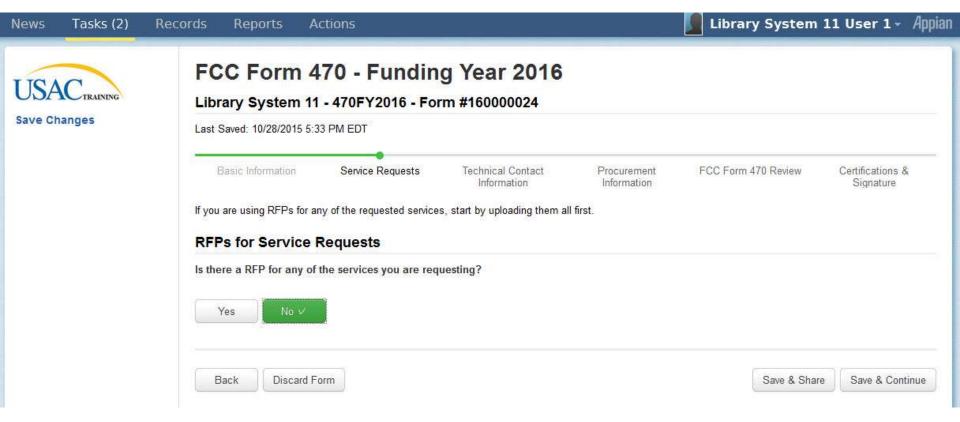
	FCC Form 4		and the second se					
	Library System 11 - 470FY2016 - Form #160000023							
	Last Saved: 10/28/2015 5:3	31 PM EDT						
	Basic Information	Service Requests	Technical Contact Information	Procurement Information	FCC Form 470 Review	Certifications & Signature		
	A un line die un Thurse	and Recipients of	Service					
	Application Type a		Jervice			ł		
	Applicant Type: Library Sys Number of Eligible Entities	stem		Recipient(s) of Servic	:e			
	Applicant Type: Library Sys	stem : 3			:e			
	Applicant Type: Library Sys Number of Eligible Entities:	stem : 3		Public	:e			

lews Tasks (2)	Records Reports	Actions			Library System	11 User 1 - Ap				
JSAC TRAINING		1 470 - Fundin	and the second se							
ave Changes	Last Saved: 10/28/2015 5:32 PM EDT									
	Basic Information	Service Requests	Technical Contact Information	Procurement Information	FCC Form 470 Review	Certifications & Signature				
	Next, you will identify	the individuals assisting in seel	ring E-rate support.							
	Consultant Information									
		are currently no consulting firm	is associated with your organ	ization. If this is in error	, please update your organizatio	n profile.				
	There		is associated with your organ	ization. If this is in error	, please update your organizatio	n profile.				
		ation	is associated with your organ	ization. If this is in error	, please update your organizatio	n profile.				
	There Contact Inform	ntact person?*	is associated with your organ	ization. If this is in error	, please update your organizatio	n profile.				

News Tasks (2)	Records Reports Actions		Library System	11 User 1 - App					
USAC TRAINING Save Changes	FCC Form 470 - Funding Ye Library System 11 - 470FY2016 - Form #16 Last Saved: 10/28/2015 5:32 PM EDT								
		hnical Contact Procurement Information Information	FCC Form 470 Review	Certifications & Signature					
	Next, you will identify the individuals assisting in seeking E-rat	Next, you will identify the individuals assisting in seeking E-rate support.							
	Consultant Information								
	There are currently no consulting firms associ Contact Information	ated with your organization. If this is in error	r, please update your organizatior	ı profile.					
	Are you the main contact person?	Library System 11 Use							
	Yes 🗸 No	library.system11.user1 111-222-3333	@mailinator.com						

#### Library System 11 User 1 - Appian Tasks (2) Records Reports News Actions FCC Form 470 - Funding Year 2016 USACTRAINING Library System 11 - 470FY2016 - Form #160000024 Save Changes Last Saved: 10/28/2015 5:33 PM EDT Basic Information Service Requests Technical Contact Procurement FCC Form 470 Review Certifications & Information Information 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 2 Category 1 · Basic Maintenance of Internal Connections Internet Access and/or Telecommunications Internal Connections Managed Internal Broadband Services Back Discard Form Save & Share Save & Continue

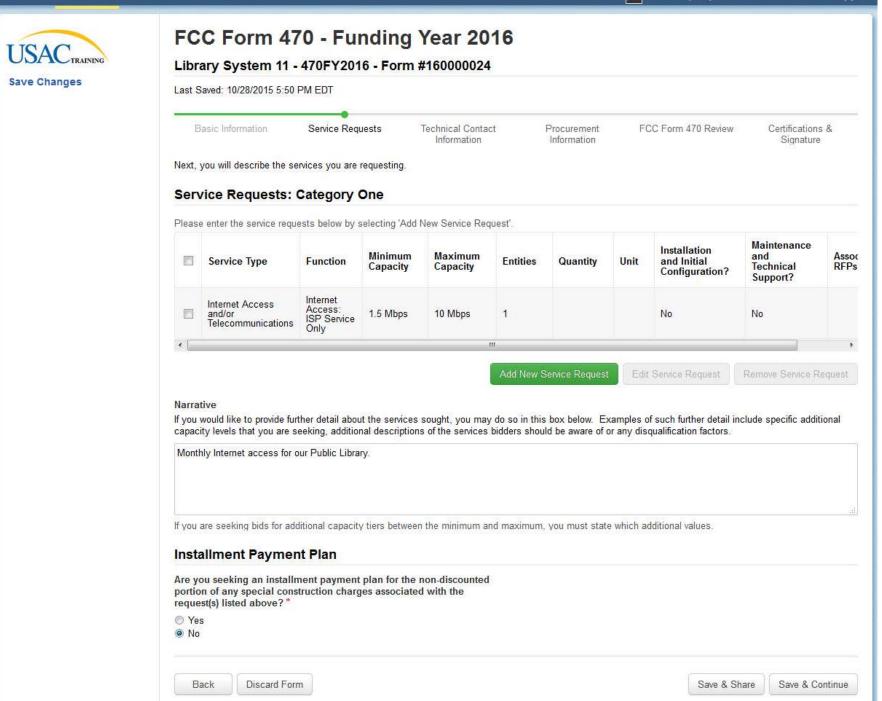




		0							
SACTRAINING	FCC Form 470 - Funding Year 201	6							
ve Changes	Library System 11 - 470FY2016 - Form #160000024 Last Saved: 10/28/2015 5:34 PM EDT								
	Basic Information Service Requests Technical Contact Information	Procurement Information	FCC Form 470 Review	Certifications Signature					
	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	e requests below by selectin	a 'Add New Service Request'	c.					
		Add New Service Request	Edit Service Request	Remove Service Re					
		Aud New Selvice Request	Cur Service Request	Kellinve Gelwice Ke	1998				
	Narrative If you would like to provide further detail about the services sought, you may do			clude specific additi	ona				
	capacity levels that you are seeking, additional descriptions of the services bid	ders should be aware of or a	any disqualification factors.						
					_				
	Back Discard Form		Save & Sh	are Save & Co	Intini				

News Tasks (2)	Records Reports Actions	🚺 Library System 11 User 1 - 🛛 Appian
USAC TRAINING Save Changes	FCC Form 470 - Funding Year 2016 Library System 11 - 470FY2016 - Form #160000024 Last Saved: 10/28/2015 5:34 PM EDT	
		curement FCC Form 470 Review Certifications & Signature
	Next, you will describe the services you are requesting.	
	Add New Service Request	
	Function *	
	Please select a value	
	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 Lit Fiber Service Other Self-provisioning Voice Service (Analog, Digital, Interconnected VOIP, etc)	Add

USAC TRAINING Save Changes	FCC Form 470 - Funding Year 2016 Library System 11 - 470FY2016 - Form #160000024 Last Saved: 10/28/2015 5:34 PM EDT									
		Information Information Sig								
	Function *	Number of entities se	es served?*							
	Internet Access: ISP Service Only	•	1							
	Minimum Capacity * 1.5 Mbps		Are you also seeking Installation, Activation and Initial Configuration this service?*							
	Maximum Capacity *	Toron	⊘ Yes ● No							
	10 Mbps	•	<ul> <li>Are you also seeking Maintenance and Technical Support for service?*</li> <li>Yes</li> <li>No</li> </ul>							



News Tasks (2) Rec	ords Reports Ac	tions			Library System 11	. User 1 - Appi
USAC TRAINING Save Changes	FCC Form 4 Library System 11 Last Saved: 10/28/2015 5:51	- 470FY2016 - Foi				
	Basic Information	Service Requests	Technical Contact	Procurement Information	FCC Form 470 Review	Certifications & Signature
	services you are seeking.				pecific questions from service pr	1356
	Technical Contact	provide additional tecl	nnical details or answer			
	specific questions from se seeking?	rvice providers about th	ie services you are			
	Yes V No How would you like to ent	ter the technical contac	t details? *			
	Search EPC System	Enter Details Manually				
						(
	Back Discard Fo	rm			Save & Share	Save & Continue



Save Changes

## FCC Form 470 - Funding Year 2016

### Library System 11 - 470FY2016 - Form #160000024

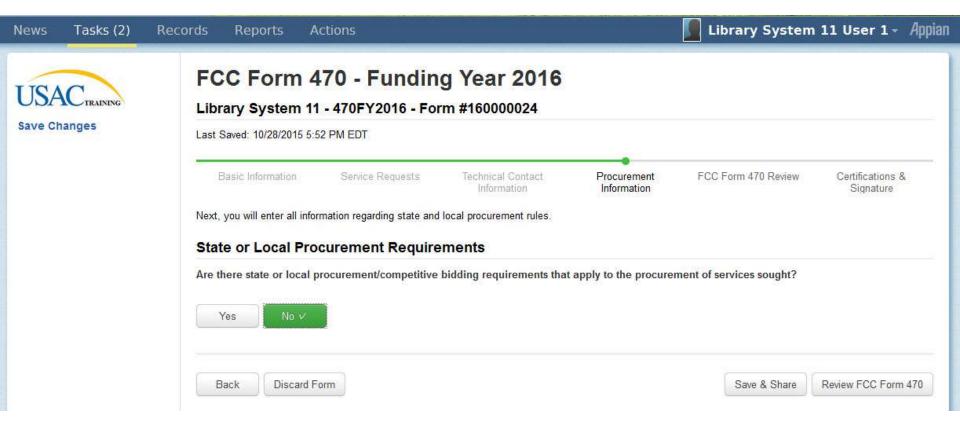
Last Saved: 10/28/2015 5:51 PM EDT

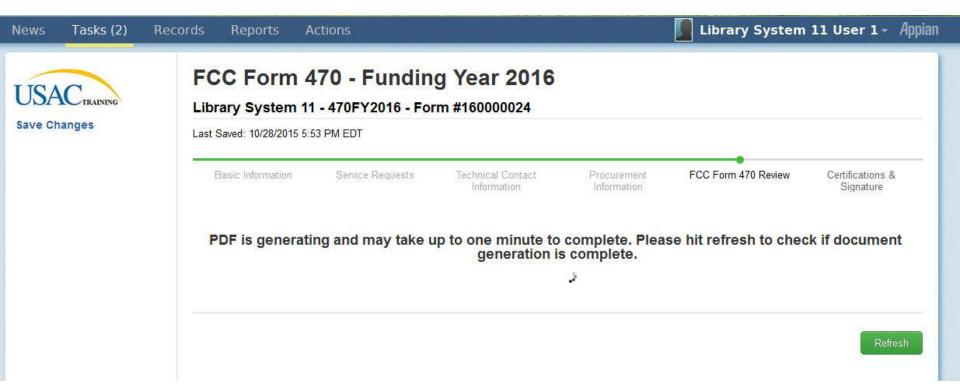
Basic Information	Service Requests	Technical Contact Information	Procurement Information	FCC Form 470 Review	Certifications & Signature
Vext, please name the pers services you are seeking.	son on your staff or project	who can provide additional t	technical details or answ	er specific questions from servic	ce providers about the
Technical Contact	Person				
	n provide additional tech		First Name *		
pecific questions from s eeking?	ervice providers about th	ie services you are	Sue		
			Last Name*		
Yes 🗸 🛛 No			Smith		
low would you like to en		t details?	Title		
0			Phone Number*		
Search EPC System	Enter Details Manually V		402-555-1212		
			Phone Number Exten	sion	
			Email *		
			ssmith@publib.org		
			Re-enter Email *		
			ssmith@publib.org		

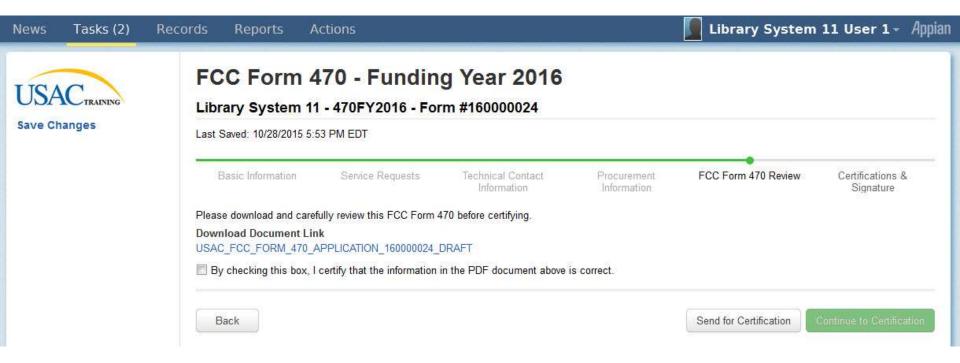
Back Discard Form

Save & Share

Save & Continue







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	DRATT			
LISAC				
Universal Service Administrative Company	CC Form 470 – Fund	ding Year 2	2016	
	Form 470 Application Nu			
	470FY201			
Billed Entity		Contact Inform		
Library System 11 100 Main Street	Library System 11 User 1 library.system11.user1@mailinator.com			
		11-222-3333	user1@manmator.com	
Springfield, NE 68059 111-222-3333	1	11-222-5555		
library.system11.user1@mailinator.com				
Billed Entity Number: 212				
FCC Registration Number: 012345678	9			
Application Type	Ν	umber of Eligi	ble Entities: 3	
Applicant Type: Library System				
Recipients of Services: Public				
Consulting Firms			- I (2)	
Name	Consultant	Phone	Email	
	<b>Registration Number</b>	Number		

Category One S	ervice Requests	Ē	r.			R.				
			Minimum	Maximum				Installation and Initial	Maintenance and Technical	
Service Type	Function	Other	Capacity	Capacity	Entities	Quantity	Unit	Configuration?	Support?	Associated RFPs
Internet Access and/or	Internet Access: ISP		1.5 Mbps	10 Mbps	1	1.3		No	No	6
Telecommunications	Service Only									

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### **Description of Other Functions**

Id Name

### Narrative

Monthly Internet access for our Public Library.

### **Category Two Service Requests**

		2			2	11	Installation	
							and Initial	
Service Type	Function	Manufacturer	Other	Entities	Quantity	Unit	Configuration?	Associated RFPs

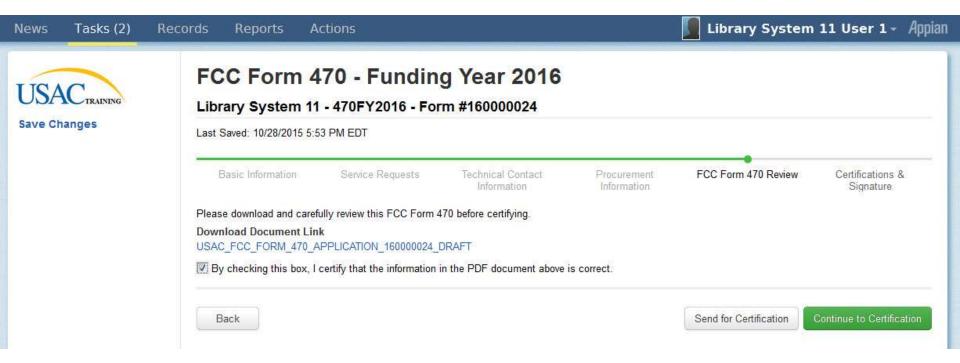
### **Description of Other Manufacturers**

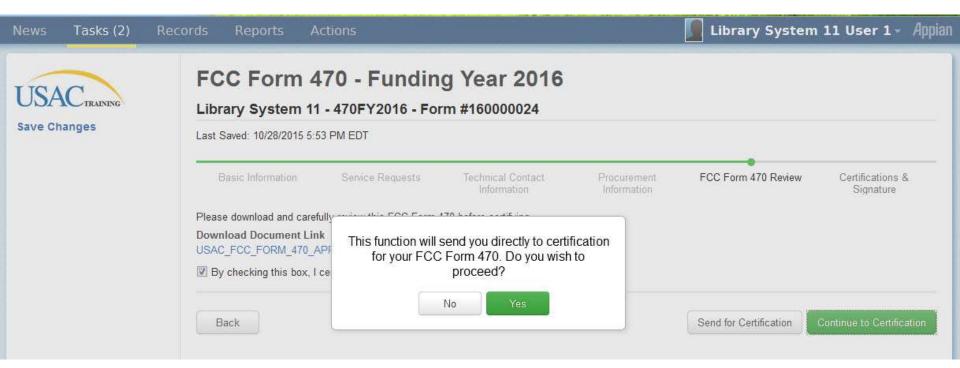
Id Name

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	•
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Narrative	Ad
	Eas
L	
Technical Contact	•
Sue Smith	
402-555-1212	
ssmith@publib.org	
State and Local Procurement Restrictions	
	=
Recipients of Service	

Accipients of Service	
Billed Entity Number	Billed Entity Name
212	Library System 11





## USAC Save Changes

#### Certify FCC Form 470

Library System 11 - 470FY2016 - Form #160000024

#### Last Saved: 10/28/2015 5:53 PM EDT

Public method	FOC Form 479 Review	Certifications & Signature

Please complete the certifications below

#### Applicant Certifications

I certify that the applicant includes 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);

#### Other Certifications

I certify that this FCC Form 470 and any applicable RFP will be available for review by potential bidders for at least 28 days before considering all bids received and selecting a senice 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 goals.

I certify that I have reviewed all applicable FCC, state, and local procurement/competitive bidding requirements and that I have complied with them. acinowledge that persons with thy making false statements on this form may be punished by fine or forfeiture, under the Communications Act. 47 U.S.C. §§ 502. 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001.

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

I certify that I will retain required documents for a period of at least 10 years (or whatever retention period is required by the rules in effect at the time of this certification) after the later of the last day of the applicable funding year or the service delivery deadline for the associated funding request. I certify that I will retain all documents necessary to demonstrate compliance with the statute and Commission rules regarding the form for, receipt of, and delivery of services receiving schools and libraries discounts. I acknowledge that I may be audited pursuant to participation in the schools and libraries program. I certify that the services the applicant purchases at discounts provided by 47 U.S.C. § 254 will be used primarily for educational purposes, see 47 C.F.R. § 54 500, 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. § 54 513. Additionally, I certify that the entity or entities listed on this form have not received anything of value or a promise of anything of value, other than services and equipment sought by means of this form, from the service provider, or any representative or agent thereof or any consultant in contection with this request for services.

I acknowledge that support under this support mechanism is conditional upon the school(s) and/or library(ies) I represent securing access, separately or through this program, to all of the resources, including computers, training, software, internal connections, maintenance, and electrical capacity necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support. I certify that I have considered what financial resources should be available to cover these costs. I certify that I am authorized to procure eligible services for the eligible entity(ies). I certify that I am authorized to submit this request on behalf of the eligible entitylies) listed on this form, that I have examined this request, and to the best of my knowledge, information, and belief, all statements of fact contained herein are true

#### NOTICE

In accordance with Section 54,603 of the Federal Communications Commission's rules, certain schools and libraries ordering services that are eligible for and seeking universal service discounts must file this Description of Services Requested and Certification Form (FCC Form 470) with the Universal Service Administrator, 47 C.F.R. § 54 503(c). The collection of information stems from the Commission's authority under Section 254 of the Communications Act of 1934. as amended. 47 U.S.C. § 254. The data in the report will be used to ensure that schools and libraries comply with the competitive bidding requirement contained. in 47 C.F.R. § 54 503 Schools and libraries must file this form themselves or as part of a consortium.

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

The FCC is authorized under the Communications Act of 1934, as amended, to collect the information we request in this form. We will use the information you provide to determine whether approving this application is in the public interest. If we believe there may be a violation or a potential violation of any applicable statute, regulation, rule or order, your application may be referred to the Federal, state, or local agency responsible for investigating, prosecuting, enforcing, or implementing the statute, rule, regulation or order. In certain cases, the information in your application may be disclosed to the Department of Justice or a court or adjudicative body when (a) the FCC, or (b) any employee of the FCC, or (c) the United States Government is a party of a proceeding before the body or has an interest in the proceeding. In addition, information provided in or submitted with this form or in response to subsequent inquiries may also be subject to disclosure consistent with the Communications Act of 1934. FCC regulations, the Freedom of Information Act, 5 U.S.C. § 552, or other applicable law.

If you owe a past due debt to the federal government, the information you provide may also be disclosed to the Department of the Treasury Financial Management. Service, other Federal agencies and/or your employer to offset your salary, IRS tax refund or other payments to collect that debt. The FCC may also provide the information to these agencies through the matching of computer records when authorized.

If you do not provide the information we request on the form, the FCC may delay processing of your application or may return your form without action.

The foregoing Notice is required by the Paperwork Reduction Act of 1995, Pub. L. No. 104-13, 44 U.S.C. § 3501, et seg.

Public reporting burden for this collection of information is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing, and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the reporting burden to the Federal Communications Commission, Performance Evaluation and Records Management, Washington, DC 20554

Back



Please complete the certifications below.

## Applicant Certifications

I certify that the applicant includes 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).

### **Other Certifications**

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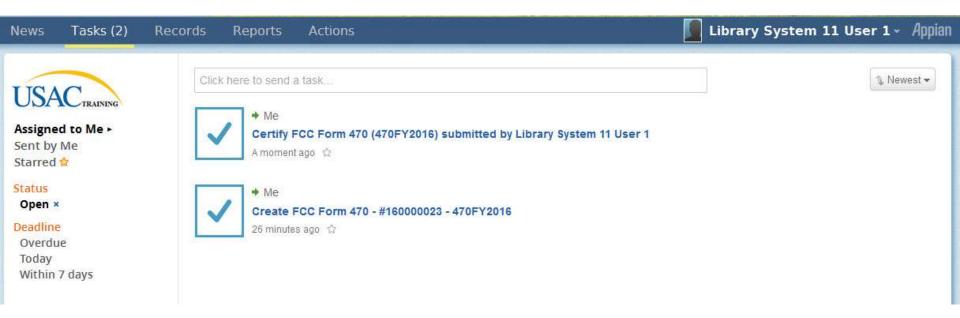
I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the schools and libraries support mechanism are subject to suspension and debarment from the program.

I certify that I will retain required documents for a period of at least 10 years (or whatever retention period is required by the rules in effect at the time of this certification) after the later of the last day of the applicable funding year or the service delivery deadline for the associated funding request. I certify that I will retain all documents necessary to demonstrate compliance with the statute and Commission rules regarding the form for, receipt of, and delivery of services receiving schools and libraries discounts. I acknowledge that I may be audited pursuant to participation in the schools and libraries program. I certify that the services the applicant purchases at discounts provided by 47 U.S.C. § 254 will be used primarily for educational purposes, see 47 C.F.R. § 54.500, 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. § 54.513. Additionally, I certify that the entity or entities listed on this form have not received anything of value or a promise of anything of value, other than services and equipment sought by means of this form, from the service provider, or any representative or agent thereof or any consultant in connection with this request for services.

I acknowledge that support under this support mechanism is conditional upon the school(s) and/or library(ies) I represent securing access, separately or through this program, to all of the resources, including computers, training, software, internal connections, maintenance, and electrical capacity necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support. I certify that I have considered what financial resources should be available to cover these costs. I certify that I am authorized to procure eligible services for the eligible entity(ies). I certify that I am authorized to submit this request on behalf of the eligible entity(ies) listed on this form, that I have examined this request, and to the best of my knowledge, information, and belief, all statements of fact contained herein are true.

Back

News	Tasks (2)	Records	Reports	Actions	🚺 Library System 11 User 1 - 🛛 Appian
News	Tasks (2)	Admi as ar in 47 An aq numb The F provid statu imple adjud intere consi If you Servid inform If you The f Publi existi estim Perfo	inistrator. 47 C.F. mended. 47 U.S.C C.F.R. § 54.503. igency may not co ber. FCC is authorized de to determine w ite, regulation, rul- ementing the statu	R. § 54.503(c). The collection of information stems from the Commission C. § 254. The data in the report will be used to ensure that schools and Schools and libraries must file this form themselves or as part of a com- onduct or sponsor, and a person is not required to respond to, a collective under the Communications Act of 1934, as amended, to collect the inf hether approving this application is in the public interest. If we believe the e or order, your application may be referred to the Federal, state, or loca- ite, rule, regulation or order. In certain cases, the information in your ap- n (a) the FCC, or (b) any employee of the FCC; or (c) the United States ing. In a mmunic debt to agencies he inform a require n for thi- gatheri aspect.	on's authority under Section 254 of the Communications Act of 1934, libraries comply with the competitive bidding requirement contained isortium. ion of information unless it displays a currently valid OMB control formation we request in this form. We will use the information you here may be a violation or a potential violation of any applicable al agency responsible for investigating, prosecuting, enforcing, or oplication may be disclosed to the Department of Justice or a court or



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### My Landing Page

USACTRAINING

Apply Now | Manage Users | Manage Organizations | Contact Us | Help

Welcome to the new EPC system, more functionality will be rolling out soon?

#### Organizations

Organization	City	State	Zip Code	Туре
Library System 11	Springfield	NE	68059	Applicant
Library System 11 NIF	Springfield	NE	68059	Applicant
Library System 11 Branch A	Springfield	NE	68059	Applicant
Library System 11 Branch B	Springfield	NE	68059	Applicant



#### My Tasks

Name	Received	Status	Deadline	
Create FCC Form 470 - #160000023 - 470FY2016	10/28/2015 5:32 PM EDT	Accepted		

#### **Customer Service Cases**

ase ID	Topic	Nickname	Status	Date Created	
		No iter	ns available		
C Forms 470					
Funding Year	2016	-	Status  All Incomplet Certified	e	
ickname	Application 1	lumber	Funding Year	Status	
0FY2016	160000023		2016	Incomplete	
0FY2016	160000024		2016	Certified	

	My Landing			App	lly Now   Manage Users   Manage O	rganizations   Contact Us   Help	
	Welcome to the new EPC s	ystem, more functionalit	ty will be rolling out soon				
	Organization Library System 11 Library System 11 NIF Library System 11 Branch	City Springfield Springfield A Sonnafield	State         Zip Code           NE         68059           NE         68059           NE         68059	e Type Applicant Applicant Applicant	Wann:	Ballston La Vista Papillion Bellevue Offurt AFB	
CC Forms 47							
Funding Year	2016				Status <a>O</a> All Incomp Certifier		
Vickname		Application Num	ber		Funding Year		Status
470FY2016		160000023			2016		Incomplete
470FY2016		160000024			2016		Certified
	Case ID	Торіс	Nickna	nme Noitems avail	Status	Date Created	
	FCC Forms 470						
	Funding Year 201	6			Status Ail C Incomplete Certified		
	Nickname	Applica	tion Number		Funding Year	Status	
	470FY2016	1600000	23		2016	Incomplete	

Reports

Library System 11 User 1 - Appian

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#### Summary +

News Related Actions Generated Documents

#### Records / FCC Forms 470 470FY2016 - #160000024

Please note: The following fields pull the most current data from the Contact User Profile and Applicant Entity Profile: Recipient(s) of Service. Contact Name, and Contact Phone Number. If you would like to review this FCC Form 470 with the data that was present upon certification, please navigate to the Generated Documents related dashboard on the left-hand side and click the Original Version document link.

Application Int	formation		
Nickname	470FY2016	Created Date	10/28/2015 5:23 PM EDT
Application	160000024	Created By	Library System 11 User 1
Number		Certified Date	10/28/2015 5:59 PM EDT
Funding Year		Cartified By	Library System 11 User 1
Status	Certified	Last Modified Date	10/28/2015 5 59 PM EDT
Allowable Contract Date	11/25/2015	Last Modified By	Library System 11 User 1
Billed Entity In	formation		
Name	Library System 11	Billed Entity	212

Number (BEN)

#### Application Type and Recipients of Service

Applicant Type Library System

#### Number of Eligible 3 Entities

Recipient(s) of IV Public Service Private

#### **Contact Information**

Name Library System 11 User 1

Phone Number 111-222-3333

Email library system11.user1@mailinator.com

#### Services Requested

Category 1: Internet Access and/or Telecommunications

Туре	Function	Number Entities	Quantity	Unit	Min Capacity	Max Capacity	Maintenance Indicator	Associated RFP
Internet Access and/or Telecommunications	Internet Access ISP Service Only	1			1.5 Mbps	10 Mbps	No	
ategory One Narrative								
fonthly internet access for	our Public Library.							
here are no Services Requ	ested For Category 2	Č.						
echnical Contact	Information							
Name Sue:	Smith			P	hone Number	402-555-1212		
Title					Email	ssmith@publit	a.org	
Title					Email		ssmith@publit	ssmith@publib.org

State or Local Procurement Requirements have not been indicated

#### News Tasks (1) Records

#### Reports Actions

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Updates

**USAC's Internal System** Library System 11's FCC Form 470 - 160000024 for Funding Year 2016 was successfully posted to the USAC website on 10/28/2015. This posting begins the required 28 day competitive bidding process. The allowable contract date is 11/25/2015.

It is important that you review this form now to make sure the products and services you require have been correctly posted and, if necessary, take any 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 allowable and why, see the "List of correctable ministerial and clerical errors" on our website.

#### NEXT STEPS

- Make sure that you wait 28 days before you select your service provider(s) and sign any contracts.

- Use the Form 470 Application Number shown above in any Form 471, Block 5 Funding

- Request that cites this Form 470. Share this number with thos ... More

470FY2016 - #160000... #212 - Library System 11

5 minutes ago 🏠 🧴 Comment 🛛 More Info 🔻



### Library System 11 User 1 - Appian

## **Form 470**

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## **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
  - FY2016 Filing Window for Form 471 TBA.
- Keep track of all bids if any are received
- Price must be primary factor in selecting a phone company if you receive multiple bids.
- Must file this form **every year** for telephone

## **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.

## **Receipt Notification Letter (RNL)**

- Letter issued by USAC that summarized the information provided in the Form 470
- Applicant can use the RNL to make corrections or changes
- Gives the Allowable 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 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)

4	· · ·	•		
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**

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## **Choose services – Form 471**

- You post a Form 471 to:
  - Report information on the service providers and services you have chosen, and the costs.
  - 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 or legally binging agreement in writing are signed (if the service requires a contract) AND the Application Filing Window opens

#### • FY2016 Filing Window for Form 471 – TBA

- Must be filed each funding year
- Form 470 certifications must also be filed online before the close of the 471 filing window

### 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.

### **Application Review**

093

## **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

#### **Form 486**

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## **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.

## **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

#### Forms 472/474

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# **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 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 nondiscount 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 will be online only via EPC.

## **Direct Payment – Form 498**

- Form 498 to provide USAC with banking information. Available in January 2016, so you can fill out the information before you need to do a BEAR.
- 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: <u>http://www.dnb.com/get-a-duns-number.html</u>

## **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/gettingstarted/process-overview.aspx

## **Useful Links**

- ALA List of State Coordinators
   http://www.ala.org/advocacy/e-rate-state-coordinators
- E-rate Central

http://e-ratecentral.com/default.asp

• Funds for Learning

>https://www.fundsforlearning.com/

### **Questions???**

Christa Burns Library Development Consultant Nebraska Library Commission christa.burns@nebraska.gov http://nlc.nebraska.gov/erate/