



#

E-RATE

# Fall FY2019 Form 470 Workshop

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**Ohio** | Department  
of Education

# The Purpose of the Form 470

## The Form 470:

- Announces a school's intent to participate in the E-Rate program and lists the services desired:
  - **Category 1**
    - Internet Access/Transport
  - **Category 2**
    - Internal Connections
    - Managed Internal Broadband Service
    - Basic Maintenance
- Acts as an RFP
- Begins the mandatory 28 day competitive bidding process
- If a service is not listed on a Form 470, you cannot request it on a Form 471

# Form 470

- You must apply for E-Rate funding each year
- The only time you **don't** need to file a Form 470 is in the second (or later) year of a multi-year contract which was established in a previous year's Form 470.

**Note:** This applies only to the services you are receiving in a multi-year contract.

You must still file a 470 for everything else!

# Starting the Form 470

**My Landing Page**

Training  
**Universal Service  
Administrative Co.**

Welcome, School District 18!

[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [Appeal](#) | [Manage Users](#) | [Manage Organizations](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

From the landing page,  
click on “FCC Form 470”.

**Notifications**

Notification Type  
Funding Year

**FCC Form 470 - Funding Year 2019**

Basic Information | Service Requests | Technical Contact Information | Procurement Information | FCC Form 470 Review | Certifications & Signature

> **FCC Notice Required By The Paperwork Reduction Act (OMB Control Number: 3060-0806)**

▼ **Billed Entity Information**

School District 18  
100 Main Street  
Springfield, OH 45501  
555-555-5555  
school.district18.user1@mailinator.com

Billed Entity Number: 170  
FCC Registration Number: 0123456789

**Application Nickname**  
Please enter an application nickname here. \*

FY2019 School District 18

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

Enter Nickname (user defined) and click on “Save and Continue”

# Completing the Form 470

News **Tasks (6)** Records Reports Actions

## FCC Form 470 - Funding Year 2019

### School District 18 - Test - Form #190000120

Last Saved: 10/4/2017 8:26 AM EDT

Basic Information Service Requests Technical Contact Information Procurement Information FCC Form 470 Review Certifications & Signature

Where applicable, we've completed this section of the form based on information from your applicant entity's profile. If any of the non-editable information is incorrect, or you wish to change the information, please update your profile first by going to your entity record, and clicking Manage Organization from the Related Actions menu. If you do not have access to Manage Organization, please contact your applicant entity's account administrator or create a customer service case to request updates to your applicant entity's profile.

#### Application Type and Recipients of Service

Applicant Type: School District

Number of Eligible Entities: 3

Recipient(s) of Service ☒ Public School ☒ Public School District

#### Recipients of Service

Billed Entity Name	Billed Entity Number
School District 18	170

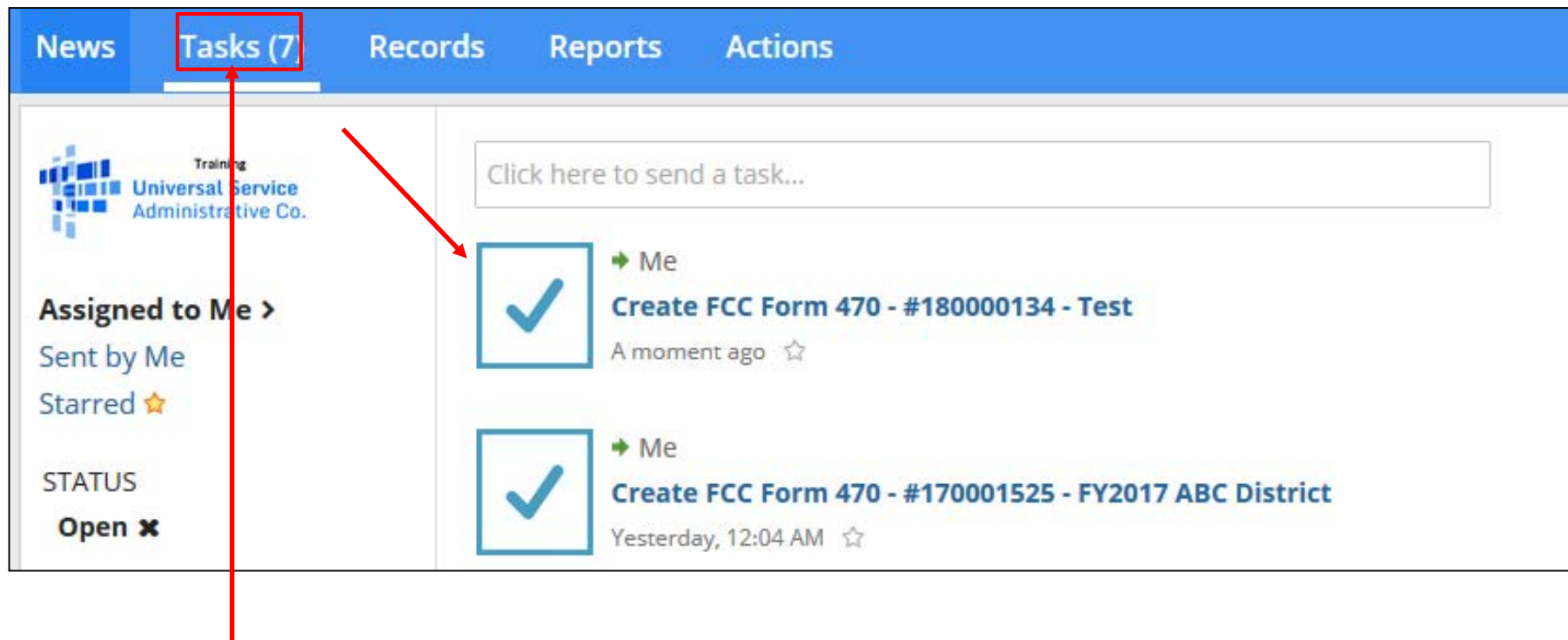
BACK DISCARD FORM SAVE & SHARE **SAVE & CONTINUE**

Once you save the application, the “Task” is indicated on the main menu bar.

Verify the information listed about your entity. If necessary, update your profile.

Click on “Save & Continue”

# Tasks



The screenshot displays the 'Tasks' section of a software application. The top navigation bar includes 'News', 'Tasks (7)', 'Records', 'Reports', and 'Actions'. The 'Tasks (7)' menu item is highlighted with a red box, and a red arrow points to the first task item in the list. The task list shows two items, both marked as complete with checkmarks.

**Assigned to Me >**  
Sent by Me  
Starred ☆

**STATUS**  
**Open x**

Click here to send a task...

→ Me  
**Create FCC Form 470 - #180000134 - Test**  
A moment ago ☆

→ Me  
**Create FCC Form 470 - #170001525 - FY2017 ABC District**  
Yesterday, 12:04 AM ☆

If you start an application, and cannot complete it, go to “Tasks” located on the main menu bar, and click on form to complete. **Note:** It will say “Create” instead of “Continue”.

# Contact Information

News Tasks (7) Records Reports Actions

## FCC Form 470 - Funding Year 2019

### School District 18 - Test - Form #190000120

Last Saved: 10/4/2017 8:30 AM EDT

Basic Information Service Requests Technical Contact Information Procurement Information FCC Form 470 Review Certifications & Signature

Next, you will identify the individuals assisting in seeking E-rate support.

#### Consultant Information

There are currently no consulting firms associated with your organization. If this is in error, please update your organization profile.

#### Contact Information

Are you the main contact person?

YES ☒ NO ☐

School District 18 User 1  
school.district18.user1@mailinator.com  
555-555-5555

BACK DISCARD FORM SAVE & SHARE SAVE & CONTINUE

Choose option for contact information. If “Yes”, your info will display.

If someone else will be the main contact, choose “No” and provide their information.

Click on “Save & Continue”

# Choosing Category of Service

News Tasks (7) Records Reports Actions

## FCC Form 470 - Funding Year 2019

School District 18 - Test - Form #190000120

Last Saved: 10/4/2017 8:35 AM EDT

Basic Information Service Requests Technical Contact Information Procurement Information FCC Form 470 Review Certifications & 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 1**

- Internet Access and/or Telecommunications

**CATEGORY 2**

- Basic Maintenance of Internal Connections
- Internal Connections
- Managed Internal Broadband Services

BACK DISCARD FORM SAVE & SHARE **SAVE & CONTINUE**

Choose the “Category of Service”

Remember, on the Form 470, you can list services from both Category 1 and Category 2

Click on “Save & Continue”



# Adding An RFP

**FCC Form 470 - Funding Year 2019**

**School District 18 - test - Form #190000120**

Last Saved: 10/19/2017 11:06 PM EDT

Basic Information   **Service Requests**   Technical Contact Information   Procurement Information   FCC Form 470 Review   Certifications & Signature


If you are using RFPs for any of the requested services, start by uploading them all first.

**RFPs for Service Requests**

Is there a RFP for any of the services you are requesting?

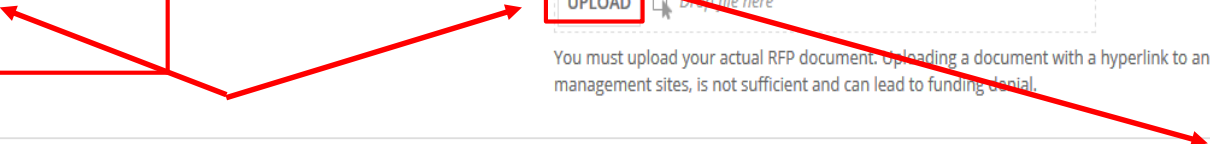
**YES** ✓   **NO**

Please upload all RFPs for the services you are requesting.

**UPLOAD**  Drop file here

You must upload your actual RFP document. Uploading a document with a hyperlink to another website, including bid management sites, is not sufficient and can lead to funding denial.

**BACK**   **DISCARD FORM**   **SAVE & SHARE**   **SAVE & CONTINUE**



If you have RFP's for any of the services that will be included on this Form 470, click on "Yes". This could be as simple as a spreadsheet with a list of sites and addresses.

You will then see the "Browse" option to attach the RFP file.

You can add multiple documents if necessary for both Category 1 & 2.

Click on "Save & Continue"

# Choose RFP

## FCC Form 470 - Funding Year 2019

### School District 18 - test - Form #190000120

Last Saved: 10/19/2017 11:09 PM EDT

Basic Information

Service Requests

Technical Contact Information

Procurement Information

FCC Form 470 Review

Certifications & Signature

Next, you will indicate whether RFPs are applicable across a category.

### RFPs for Service Requests

If applicable, please select the RFP(s) that apply to all new category ONE services.

☐ Sample Lit vs. Dark Fiber RFP.v5

This selection will only apply to new service requests. Selecting and deselecting RFPs above will not affect service requests already added to this FCC Form 470.

If applicable, please select the RFP(s) that apply to all new category TWO services.

☐ Sample Lit vs. Dark Fiber RFP.v5

This selection will only apply to new service requests. Selecting and deselecting RFPs above will not affect service requests already added to this FCC Form 470.

BACK

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

If applicable, select the RFPs that apply to all new Category 1 or Category 2 services.

If you answered “No” previously to RFP’s, this screen will not display.

Click on “Save & Continue”

# Adding Service Request

## FCC Form 470 - Funding Year 2019

### School District 18 - FY2019 School District 18 - Form #190000120

Last Saved: 10/21/2018 12:51 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 requests below by selecting 'Add New Service Request'.

ADD NEW SERVICE REQUEST

EDIT SERVICE REQUEST

REMOVE SERVICE REQUEST

#### Narrative

If you would like to provide further detail about the services sought, you may do so in this box below. Examples of such further detail include specific additional capacity levels that you are seeking, additional descriptions of the services bidders should be aware of or any disqualification factors.

#### Service Requests: Category Two

There are currently no Category Two service requests. Please enter the service requests below by selecting 'Add New Service Request'.

ADD NEW SERVICE REQUEST

EDIT SERVICE REQUEST

REMOVE SERVICE REQUEST

#### Narrative

If you would like to provide further detail about the services sought, you may do so in this box below. Examples of such further detail include specific additional capacity levels that you are seeking, additional descriptions of the services bidders should be aware of or any disqualification factors.

If you chose both C1 and C2, both will display on the page. Click on “Add New Service Request” to add service under each.

# Adding New Service Request

## FCC Form 470 - Funding Year 2019

### School District 18 - FY2019 School District 18 - Form #190000120

Last Saved: 10/21/2018 12:51 PM EDT

Basic Information

**Service Requests**

Technical Contact Information

Procurement Information

FCC Form 470 Review

Certifications & Signature

Please select the option below that matches the services for which you are seeking bids.

### Add New Service Request

#### Function \*

Please select a value

Please select a value

Leased Lit Fiber (with or without Internet Access)

Internet Access and Transport Bundled (Non-Fiber)

Transport Only - No ISP Service Included (Non-Fiber)

Internet Access: ISP Service Only (No Transport Circuit Included)

Leased Dark Fiber and Leased Lit Fiber

Self-Provisioned Network (Applicant Owned and Operated Network) and Services Provided Over Third-Party Networks

Network Equipment

Maintenance & Operations

Cellular Data Plan/Air Card Service

Other

- Select "Cellular Data Plan/Air Card Service" when only seeking bids for a commercial wireless data plan.
- Select "Other" when the service you want is not otherwise listed. Be sure to provide additional details about this service by uploading an RFP document.

CANCEL

ADD

Click on the pull-down, and choose the service you are requesting. Click on "Add"

# Adding New Service Request

## Information on How to Seek Bids for Different Services:

If you want...	Select this 470 Drop Down Option	RFP Required?
Leased Lit Fiber Connectivity	Leased Lit Fiber (with or without Internet Access) Must explain service request in narrative text box	No
Leased Dark Fiber Connectivity	Leased Dark Fiber and Leased Lit Fiber Also must state minimum and maximum capacity needs in the narrative text box plus # of leased lit fiber circuits being requested. EPC will prompt you to specify # of leased dark fiber strands being requested.	YES
Self-Provisioned Fiber (Applicant owned)	Self-Provisioned Network (Applicant Owned and Operated Network) and Services Provided Over Third-Party Networks	YES
Non-Fiber Connectivity (coaxial cable, microwave, copper, etc.)	Transport Only – No ISP Service (Non-Fiber)	No
Category 1 Network Equipment	Network Equipment	YES
Maintenance and Operations	Maintenance and Operations	YES
Internet Access with FIBER Transport	Leased Lit Fiber (with or without Internet Access) Must explain service request in narrative text box	No
Internet Access with NON-FIBER transport (for example, cable modem, DSL)	Internet Access and Transport Bundled	No
Commodity Internet Access (no transport)	Internet Access: ISP Service Only	No

# Adding New Service Request

## FCC Form 470 - Funding Year 2019

### School District 18 - FY2019 School District 18 - Form #190000120

Last Saved: 10/21/2018 12:51 PM EDT

Basic Information

Service Requests

Technical Contact Information

Procurement Information

FCC Form 470 Review

Certifications & Signature

Please select the option below that matches the services for which you are seeking bids.

### Add New Service Request

Function \*

Leased Lit Fiber (with or without Internet Access)

Quantity \*

4

Unit

Circuits

Minimum Capacity \*

1 Gbps

Maximum Capacity \*

5 Gbps

Number of entities served? \*

4

Are you also seeking Installation, Activation and Initial Configuration for this service? \*

☒ Yes

☐ No

Please select the RFP(s) that apply to this service request.

☒ 2016nov470byLATAcounities

Enter the quantity. "Units" will be determined by the function chosen. Enter number of entities served.

Click on the pull-downs to choose "Minimum" & Maximum" capacity.

Note questions regarding Installation & Maintenance.

Choose RFP if applicable.

Click on "Add"

# Adding New Service Request

## FCC Form 470 - Funding Year 2019

### School District 18 - FY2019 School District 18 - Form #190000120

Last Saved: 10/21/2018 1:11 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

Please enter the service requests below by selecting 'Add New Service Request'.

<input type="checkbox"/>	Service Type	Function	Function Other Description	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Installation and Initial Configuration?	Associated RFPs
<input type="checkbox"/>	Data Transmission and/or Internet Access	Leased Lit Fiber (with or without Internet Access)		1 Gbps	5 Gbps	4	4	Circuits	Yes	2016nov470byLATAcounties
<input type="checkbox"/>	Data Transmission and/or Internet Access	Internet Access and Transport Bundled (Non-Fiber)		100 Mbps	500 Mbps	2	2	Circuits	Yes	2016nov470byLATAcounties
<input type="checkbox"/>	Data Transmission and/or Internet Access	Internet Access: ISP Service Only (No Transport Circuit Included)		100 Mbps	1 Gbps	6			Yes	2016nov470byLATAcounties

ADD NEW SERVICE REQUEST

EDIT SERVICE REQUEST

REMOVE SERVICE REQUEST

Verify information. If you want to add additional Category 1 services, click on “Add New Service Request”

Note: If you indicated you were also including Category 2 service at the beginning of the application, you will scroll down the screen to add the Cat 2 requests.

\*Remaining portion of screen on next slide

# Narrative & Installment Plans

## Narrative

If you would like to provide further detail about the services sought, you may do so in this box below. Examples of such further detail include specific additional capacity levels that you are seeking, additional descriptions of the services bidders should be aware of or any disqualification factors.

We are seeking bandwidth and ISP for 6 school locations. See the attached RFP document for a list of sites/addresses and bandwidth requested for each.

## Installment Payment Plan

Are you seeking an installment payment plan for the non-discounted portion of any special construction charges associated with the request(s) listed above? \*

☐ Yes

☒ No

BACK

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

You may add additional information in the narrative

If seeking fiber installation with special constructions charges, you may request payment plan.

If you are not adding Category 2 requests, click on “Save & Continue”



# Requesting Category 2 Services

## Service Requests: Category Two

There are currently no Category Two service requests. Please enter the service requests below by selecting 'Add New Service Request'

ADD NEW SERVICE REQUEST

EDIT SERVICE REQUEST

REMOVE SERVICE REQUEST

### Narrative

If you would like to provide further detail about the services sought, you may do so in this box below. Examples of such further detail include specific additional capacity levels that you are seeking, additional descriptions of the services bidders should be aware of or any disqualification factors.

BACK

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

If you choose both Category 1 and 2 when initially starting the Form 470, you will see the “Category 2” section.

Click on “Add New Service Request”

# Adding Category 2 Services

**FCC Form 470 - Funding Year 2019**

**School District 18 - test - Form #190000120**

Last Saved: 10/19/2017 11:28 PM EDT

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Basic Information   **Service Requests**   Technical Contact Information   Procurement Information   FCC Form 470 Review   Certifications & Signature

Next, you will describe the services you are requesting.

**Add New Service Request**

**Service Type \***

- ☒ Internal Connections
- ☐ Basic Maintenance of Internal Connections
- ☐ Managed Internal Broadband Services

**Function \***

Please select a value

- Please select a value
- Antennas, Connectors, and Related Components
- Cabling
- Caching
- Firewall Service and Components
- Racks
- Router
- Switches
- UPS/Battery Backup
- WAP**
- Wireless Controller

**ADD**

Click on “Add”

Note: if choosing “MIBS”, the options are “Leased” or “Existing” equipment

# Adding Category 2 Services

## FCC Form 470 - Funding Year 2019

### School District 18 - test - Form #190000120

Last Saved: 10/19/2017 11:28 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.

### Add New Service Request

#### Service Type \*

- ☒ Internal Connections
- ☐ Basic Maintenance of Internal Connections
- ☐ Managed Internal Broadband Services

#### Function \*

WAP

#### Quantity \*

50

#### Unit

Each

#### Manufacturer

Meraki or equivalent

#### Are you also seeking Installation, Activation and Initial Configuration for this service? \*

- ☒ Yes
- ☐ No

#### Please select the RFP(s) that apply to this service request.

- ☐ Sample Lit vs. Dark Fiber RFP.v5

CANCEL

ADD

Choose “Manufacturer”. The system adds the language “or equivalent”.

Enter “Quantity”, and indicate if you are seeking Installation.

Click on “Add”

# Adding Category 2 Services

## Service Requests: Category Two

Please enter the service requests below by selecting 'Add New Service Request'

<input type="checkbox"/>	Service Type	Function	Manufacturer	Manufacturer Other Description	Entities	Quantity	Unit	Installation and Initial Configuration?	Associated RFPs
<input type="checkbox"/>	Internal Connections	Wireless Controller	Meraki or equivalent			1	Each	Yes	2016nov470byLATAcounties
<input type="checkbox"/>	Internal Connections	Cabling	No Preference		4	10000	Feet	Yes	2016nov470byLATAcounties
<input type="checkbox"/>	Internal Connections	WAP	Meraki or equivalent			50	Each	Yes	2016nov470byLATAcounties
<input type="checkbox"/>	Internal Connections	WAP	Other	License for Meraki AP's or equivalent		50	Each	Yes	2016nov470byLATAcounties
<input type="checkbox"/>	Basic Maintenance of Internal Connections	WAP	Other	License for Meraki AP's or equivalent	6	50	Each		2016nov470byLATAcounties

5 items

ADD NEW SERVICE REQUEST

EDIT SERVICE REQUEST

REMOVE SERVICE REQUEST

### Narrative

If you would like to provide further detail about the services sought, you may do so in this box below. Examples of such further detail include specific additional capacity levels that you are seeking, additional descriptions of the services bidders should be aware of or any disqualification factors.

We are seeking access points, a wireless controller, and cabling for 6 school sites. See attached RFP document for a list of sites/addresses, and floor plan of each.

We are seeking licenses for the access points to allow our IT staff to manage the devices. The license cost may or may not include maintenance.

BACK

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

Click to add additional services. You can also choose to “Edit” or “Remove” requests.

**Note:** for WAP licenses, they are listed under both IC and BMIC by choosing “Other” under “Manufacturer”. They may fall under either, depending on whether the license cost includes maintenance. Be sure to include **“Or Equivalent”** when entering the description.

Add a narrative to provide detail. Click on “Save & Continue”

# Adding Technical Contact

## FCC Form 470 - Funding Year 2019

School District 18 - test - Form #190000120

Last Saved: 10/19/2017 11:58 PM EDT

Basic Information

Service Requests

Technical Contact Information

Procurement Information

FCC Form 470 Review

Certifications & Signature

Next, please name the person on your staff or project who can provide additional technical details or answer specific questions from service providers about the services you are seeking.

### Technical Contact Person

Is there a person who can provide additional technical details or answer specific questions from service providers about the services you are seeking?

YES

NO ✓

BACK

DISCARD FORM

### Technical Contact Person

Is there a person who can provide additional technical details or answer specific questions from service providers about the services you are seeking?

YES ✓

NO

How would you like to enter the technical contact details?

SEARCH EPC SYSTEM

ENTER DETAILS MANUALLY ✓

First Name \*

Last Name \*

Title

Phone Number \*

Phone Number Extension

Email \*

Re-enter Email \*

Choose “Yes” if you’d like to add a technical contact.

You can search and add an EPC user or manually enter contact details.

Click on “Save & Continue”

# Procurement Requirements

## FCC Form 470 - Funding Year 2019

### School District 18 - FY2019 School District 18 - Form #190000120

Last Saved: 10/21/2018 1:40 PM EDT

Basic Information

Service Requests

Technical Contact Information

Procurement Information

FCC Form 470 Review

Certifications & Signature

Next, you will enter all information regarding state and local procurement rules.

### State or Local Procurement Requirements

Are there state or local procurement/competitive bidding requirements that apply to the procurement of services sought?

YES ✓

NO

If applicable, provide a description of state or local procurement rules and/or restrictions on how or when service providers may contact you or on other bidding procedures.

All hardware quoted must be compatible with existing infrastructure.  
Vendor must have a SPIN at the time of awarding contract.  
Cabling vendors must be bonded/insured.  
All questions must be emailed to [jane.doe@sd18.k12.oh.gov](mailto:jane.doe@sd18.k12.oh.gov).

BACK

DISCARD FORM

SAVE & SHARE

REVIEW FCC FORM 470

Indicate if there are State or Local procurement requirements, or any restrictions.

Click on “Review FCC Form 470”

# Review Form 470

The screenshot displays the 'FCC Form 470 - Funding Year 2019' interface. The top navigation bar includes 'News', 'Tasks (21)', 'Records', 'Reports', and 'Actions'. The 'Tasks (21)' tab is highlighted with a red box, and a red arrow points from it to a task card below. The main content area shows the title 'FCC Form 470 - Funding Year 2019' and the subtitle 'School District 18 - FY2019 School District 18 - Form #190000120'. Below this, a message states: 'When the FCC Form 470 PDF is ready, a task will become available to complete certification.' The bottom section features a task card with a blue checkmark icon, the text '→ Me', and the title 'Certify FCC Form 470 - 190000120 - FY2019 School District 18'. The task card is also highlighted with a red box, and a red arrow points from the message above to it. The task card includes a timestamp '1 minute ago' and a star icon.

News **Tasks (21)** Records Reports Actions

## FCC Form 470 - Funding Year 2019

School District 18 - FY2019 School District 18 - Form #190000120

Last Saved: 10/21/2018 1:49 PM EDT

Basic Information Service Requests Technical Contact Information Procurement Information **FCC Form 470 Review** Certifications & Signature

When the FCC Form 470 PDF is ready, a task will become available to complete certification.


→ Me

**Certify FCC Form 470 - 190000120 - FY2019 School District 18**

1 minute ago ☆

When you advance to this screen, your Form 470 is generated as a “Task”. Click on “Tasks” and then the item labeled as “Certify FCC Form 470” with the nickname you provided.

# Certifying Form 470

 SAVE DRAFT

## FCC Form 470 - Funding Year 2019

### School District 18 - test - Form #190000120

Last Saved: 10/20/2017 12:07 AM EDT

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[Basic Information](#)   [Service Requests](#)   [Technical Contact Information](#)   [Procurement Information](#)   **FCC Form 470 Review**   [Certifications & Signature](#)

Please download and carefully review this FCC Form 470 before certifying.

**Download Document Link**

[USAC\\_FCC\\_FORM\\_470\\_APPLICATION\\_180000157\\_DRAFT](#)

☒ By checking this box, I certify that the information in the PDF document above is correct.

[BACK](#)

This function will send you directly to certification for your FCC Form 470. Do you wish to proceed?

[NO](#)   [YES](#)

[SEND FOR CERTIFICATION](#)   [CONTINUE TO CERTIFICATION](#)

Click on the document link to view the PDF. If correct, click box to certify. If not, click on "Back" to make corrections.

If you have the authority to certify application, click on "Continue to Certification" and choose "Yes" in the pop-up. Choose "Send for Certification" if someone else will certify.



# Certify FCC Form 470

School District 18 - test - Form #180000157

Last Saved: 10/20/2017 12:07 AM EDT

Basic Information

Service Requests

Technical Contact Information

Procurement Information

FCC Form 470 Review

Certifications & Signature

Please complete the certifications below.

## Applicant Certifications

- ☒ I certify that the applicant includes schools under the statutory definitions of elementary and secondary schools found in the No Child Left Behind Act of 2001, 20 U.S.C. §§ 7801 (18) and (38), that do not operate as for-profit businesses, and do not have endowments exceeding \$50 million.

## Other Certifications

- ☒ I certify that this FCC Form 470 and any applicable RFP will be available for review by potential bidders for at least 15 business days after the bid opening. The bid selected will be for the most cost-effective service or equipment that meets the educational needs and technology goals.

- ☒ I certify that I have reviewed all applicable FCC, state, and local procurement/competitive bidding requirements and that the form may be punished by fine or forfeiture, under the Communications Act, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment.

- ☒ I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for violations 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 funding year or the service delivery deadline for the associated funding request. I certify that I will retain all documents for, receipt of, and delivery of services receiving schools and libraries discounts. I acknowledge that I may be audited for purchases at discounts provided by 47 U.S.C. § 254 will be used primarily for educational purposes, see 47 C.F.R. § 54.503, except as permitted by the Commission's rules at 47 C.F.R. § 54.513. Additionally, I certify that the entity or entities receiving services and equipment sought by means of this form, from the service provider, or any representative or agent.

- ☒ I acknowledge that support under this support mechanism is conditional upon the school(s) and/or library(ies) I request 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.

## NOTICE

In accordance with Section 54.503 of the Federal Communications Commission's ("Commission") 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. 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 requested in this form. We will use the information you provide to determine whether you have complied with the competitive bidding requirements applicable to requests for universal service discounts. If we believe there may be a violation or a potential violation of any applicable statute, regulation, rule or order, the information you provide in this form 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 you provide in this form 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 in this form 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 or Universal Service Administrator may return your form without action or deny a related request for universal service discounts.

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

Public reporting burden for this collection of information is estimated to average 3.5 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. We also will accept your comments via the email if you send them to PRA@FCC.gov. DO NOT SEND COMPLETED WORKSHEETS TO THESE ADDRESSES.

False statements on this form may result in civil liability and/or criminal prosecution. To electronically sign and certify this form, click "Yes" below. To affirm that you (1) understand the statements above and (2) represent the entity featured, and have the authority to make the certifications, on this form, click "Yes" below.

NO

YES

BACK

CERTIFY

# Certifying Form

Check each box, and click on "Certify", and then "Yes" to complete the application.

# Receipt Notification



**USAC's Internal System** School District 18's FCC Form 470 - 190000120 for Funding Year 2019 was successfully posted to the USAC website on 10/21/2018. This posting begins the required 28 day competitive bidding process. The allowable contract date is 11/18/2018.

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 the ...[More](#)

FY2019 School District ...

#170 - School District 18

A moment ago ☆ 🔒 [Comment](#) [More Info](#) ▼

The Receipt Notification will appear in the "News" feed.

# Viewing/Editing Form 470

▼FCC Forms and Post-Commitment Requests

☒ FCC Forms

☐ Post-Commitment Requests

Status

☒ All

☐ Incomplete

☐ Certified

Form Type

FCC Form 470

Funding Year

2019

Nickname

FY2019 School District 18

Records / FCC Forms 470

## FY2019 School District 18 - #190000120

Summary

Generated Documents

News

Related Actions

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 Information

Nickname

FY2019 School District 18

Application Number

190000120

Funding Year

2019

Status

Certified

Allowable Contract Date

11/18/2018

Created Date

10/21/2018 12:44 PM EDT

Created By

School District 18 User 1

Certified Date

10/21/2018 1:59 PM EDT

Certified By

School District 18 User 1

Last Modified Date

10/21/2018 1:59 PM EDT

Last Modified By

School District 18 User 1

▼Billed Entity Information

Name

School District 18

Billed Entity Number (BEN)

170

▼Application Type and Recipients of Service

Applicant Type

School District

Recipient(s) of Service

☒ Public School

☒ Public School District

Number of Eligible Entities

3

To find the Form 470, go to the bottom of the Landing Page, and search. Click on the Nickname to see a summary of the application. **This will also show you your “Allowable Contract Date”. Contracts can be awarded on or after this date.**

# Viewing/Editing Form 470

The screenshot displays the 'FY2019 School District 18 - #190000120' page. The 'Related Actions' tab is highlighted with a red box, and a red arrow points to it from the left sidebar. The left sidebar contains sections for 'Application Information' (Nickname, Application Number, Funding Year, Status, Allowable Contract Date) and 'Billed Entity Information' (Name). The main content area shows a list of actions with lightning bolt icons:

- Edit Application Nickname**: This function allows you to update the nickname of your FCC Form 470.
- Add an RFP Document**: This function allows you to upload and associate an additional RFP to one or more Service Requests if RFP documents already existed at the time of certification.
- Change Main Contact Person**: This function allows you to update the main contact listed on your FCC Form 470.
- Edit Technical Contact**: This function allows you to update the technical contact information listed on your FCC Form 470.

Click on “Related Actions” for a list options for corrections/changes.

Remember, if you make a “cardinal change” (such as adding new service, quantities) your 28-day waiting period will restart.



# Contact Information

## E-Rate Support and Information

**Lorrie Germann:**

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[www.ohio-k12.help/erate](http://www.ohio-k12.help/erate)

Office: 740-223-2420

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