

E-Rate: FCC Form 471

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ESC 12/471 Workshop/July 2009/Financial Svcs-TPESC

Agenda



- The purpose of the 471
- Before you start your 471
- Before you submit your 471
- Let's go through the 471 step-by-step
 - Application
 - Certifications
 - Item 21 attachments



The purpose of the 471

- Requests discounts on eligible services
 - Reports information on the service providers and services you have chosen
 - Provides a list of schools that will receive services
 - Includes the discount calculation information including the student NSLP data
 - Certifies your compliance with program rules

Before you start your 471

- Gather the information you'll need to complete your form
 - Current contact information
 - List of all priority one services you currently have functioning and at what speeds
 - List of all entities that will receive services
 - List of total enrollment and eligibility of the NSLP
 - All the contracts that you have signed including the total cost of all requests



Let's look at the form itself



To begin:

<http://www.universalservice.org/sl>

Universal Service Administrative Company [Success Story](#)

Schools and Libraries [Schools and Library Applicants](#) [Service Providers](#)

About the Schools and Libraries Program:

- Overview of the Program
- Overview of the Process
- Outreach and Training
- Filing Appeals
- Understanding Audits
- Suspensions and Debarments

Applicants

The Schools and Libraries Program of the Universal Service Fund makes discounts available to eligible schools and libraries for telecommunication services, Internet access, and internal connections. The program is intended to ensure that schools and libraries have access to affordable telecommunications and information services.

Service Providers

The Schools and Libraries Program reimburses telecommunications, Internet access, and internal connections provided for discounts on eligible services provided to schools and libraries. While schools and libraries apply for these discounts, USAC works in conjunction with service providers to make sure these discounts are passed on to program participants.

Schools and Libraries Tools:

- Apply Online
- Top Requested Pages
- Submit a Question
- Latest News
- Calendar/Reminders
- Required Forms
- Reference Area
- Search Tools
- Changes and Corrections
- Program Compliance -

Latest News, Important Notices, and Reminders

Important Notice: [Federal Communications Commission announced the adoption of an Order extending its relief plan to assist victims of Hurricane Katrina](#)

Reminder: [Letter to the Field for 2006](#)

Reminder: [ABCs of the Schools and Libraries Training Sessions](#)

Hurricane Katrina Universal Service Fund Relief Information

Click "Create Form 471" to begin the 471 process.

Form 470	Form 471	Form 486
Description of Services Requested and Certification Form	Services Ordered and Certification Form	Receipt of Service Confirmation Form
Form 470 Interview	Form 471 Interview	Form 486 Interview
Create Form 470	Create Form 471	Form 486 PDF
Search Posted	Continue Incomplete	Certify Complete
Continue Incomplete	Certify Complete	
Certify Complete	Display	
	Application Status	
	Item 21 Attachment	
	Item 21 Training	

SLD Home
Site Map
Search Site
Contact SLD

Schools and Libraries Service Program

Description of Services Requested and Certification Form

New Form 470 Application

Be sure to review the Form 470 Instructions, available in the Applying for Discounts: Step-by-Step Section of the SLD Web Site (<http://www.sl.universalservice.org/reference/y4ez470guide.asp>). And remember, if you need additional help while you are filing your Form 470 online, click on the "Help" button in the right hand corner of each screen.

Attention MAC Users! If you are using Internet Explorer to access the online application, you must double click the navigation buttons.

Enter zip code or Entity # to proceed

Enter Zip Code or Entity Number and Click Next:

Zip Code:
OR
Entity Number:

<< Previous
Next >>

[SLD Home](#)
[Site Map](#)
[Search Site](#)
[Contact SLD](#)

Select your school or library for
Zip Code: 76712

If after careful review, your entity is not found, please contact the SLD Client Service Bureau at 1-888-203-8100 for assistance.

Entity Number	Name	Street Address
<input checked="" type="radio"/> 141138	EDUCATION SERV CTR- REGION 12	2101 W LOOP 340,
<input type="radio"/> 225953	EDUCATION SERVICE CENTER - REGION 12	2101 W LOOP 340,

Once you arrive at this screen, you'll select the entity that corresponds to your location and select the "next" button at the bottom of the page.

[HOME](#)
[CANCEL](#)
[HELP](#)

FCC Form 471

Services Ordered and Certification Form

Approval by OMB 3060-0806

Estimated Average Burden Hours Per Response: 4 hours

This form asks schools and libraries to list the eligible telecommunications-related services they have ordered and estimate the annual charges for them so that the Fund Administrator can set aside sufficient support to reimburse providers for services.

Please read instructions before beginning this application. (You can also file online at www.sl.universalservice.org.) The instructions include information on the deadlines for filing this application.

Applicant's Form Identifier:
(Insert your own code to identify THIS Form 471)

Form 471 Application #:
(To be assigned by administrator)

Make this identifier something that will indicate the contents of this 471.

Block 1: Billed Entity Information
(The "Billed Entity" is the entity paying the bills for the services listed on this form.)

1 Name of Billed Entity EDUCATION SERV CTR-REGION 12		2 Funding Year: Year 2006: 07/01/2006 through 06/30/2007	
3 Billed Entity Number 141138			
4 Billed Entity (Applicant) Address, etc.			
a Street Address, P.O. Box, or Route Number 2101 W LOOP 340			
City WACO		State TX	Zip Code + 4 76712 -
b Telephone Number (10 digits + extension) (254) 297 - 1208		c Fax Number (10 digits) (254) 666 - 0823	
5a Type Of Application (Select only one type)			
<input type="radio"/> Individual School (individual public or non-public school) <input type="radio"/> School District (LEA; public or non-public (e.g., diocesan) local district representing multiple schools) <input type="radio"/> Library (including library system, library outlet/branch or library consortium as defined under LSTA) <input type="radio"/> Consortium			
If you selected "Consortium" in #5 above, check here <input type="checkbox"/> if any members are ineligible non-governmental entities.			

Make sure you have selected the correct funding year for your application.

Select the correct type of application you're submitting

Don't overlook this section if you're a consortium

6a Contact Person's Name:

Copy 4a-c above to 6b-d below

First, if the Contact Person's Street Address is the same as in Item 4, check this box ☐ If not, please complete the entries for the Street Address below.

6b Street Address, P.O. Box, or Route Number

City State Zip Code + 4

Check the box next to your preferred mode of contact and provide your contact information. One box must be checked and an entry provided.

☐ **6c** Telephone Number (10 digits + ext.) () - ext.
☐ **6d** Fax Number (10 digits) () -
☐ **6e** E-mail Address (50 characters max.)
6f Holiday/vacation/summer contact information

This person should be able to answer questions concerning the application.

Take advantage of this area!

Previous Reset Page Block 2 & 3

When inputting this information, know that this is the means by which vendors reach you for questions – don't give out information you want to retain as private. You do not have to complete all areas but only information you want the public to have. One MUST be checked!

IMPORTANT

Please record your Form 471 application number and security code. You will need this information if you wish to exit and return later to this online Form 471 application or if you wish to file your Item 21 Attachment Online.

471 Application Number: 491755
Billed Entity Number: 141138
Security Code Number: 74311

This screen is important. Print it for saving and coming back into this application.

Broadband - a service or system requiring transmission channels capable of supporting rates greater than the Integrated Services Digital Network (ISDN) primary rate

Block/2: Impact of Services Ordered on Schools		
IF THIS APPLICATION INCLUDES SCHOOLS...	BEFORE ORDER	AFTER ORDER
7a Number of students to be served		<input type="text"/>
b Telephone service: Number of classrooms with phone service	<input type="text"/>	<input type="text"/>
c Dial-up Internet access: Number of connections (up to 56kbps)	<input type="text"/>	<input type="text"/>
d Direct broadband services: Number of buildings served at the following speeds:	Less than 10 mbps	<input type="text"/>
	Between 10 mbps and 200 mbps	<input type="text"/>
	Greater than 200 mbps	<input type="text"/>
e Direct connections to the Internet: Number of drops	<input type="text"/>	<input type="text"/>
f Number of classrooms with Internet access	<input type="text"/>	<input type="text"/>
g Number of computers or other devices with Internet access	<input type="text"/>	<input type="text"/>

A drop is defined as one port.

Since all of the entities supported by TPESC are schools, districts, or consortiums, you will not complete Block three and should get this message.

Block 3: Impact of Services Ordered on Libraries

NOT APPLICABLE FOR THIS APPLICATION

You now have some options to consider in Block 4.

You must complete a separate worksheet for each group of entities sharing one or more services. If you are filing as a consortium, you may also need to include one or more worksheets for individual school or school district consortium members

471 Block 4 Confirm Continuation

Block 1, Item 5 (Application Type): "School District"

You are about to enter Block 4 where the discount is calculated based on the selection you made in Block 1, Item 5 (Application Type) as displayed above. If you enter any data in Block 4, your Application Type selection will become unchangeable. Are you sure you want to continue on to Block 4?

Go back to Block 1

Continue on to Block 4

Copy Block 4 Worksheet

Bulk Upload

If you filed a block 4 from a previous year and nothing big has changed, you may want to consider this as a time saving option.

The "Copy Block 4 Worksheet" function will allow you to copy the entities and discounts from a Prior Year 471 or a Current Year 471. Using this function saves considerable data entry time. You will need the 471 Application Number and Billed Entity Number that you wish to copy in order to proceed.

[Click here for Bulk Upload Help](#)

For our purposes here, we're going to choose "Continue On to Block 4" instead of a Block 4 upload

471 Block 4 Add New Entity - Search

Select the type of search, then enter the search value (if applicable), then click *Search*

- ☒ Zip Code (5 digit)
☐ Entity Number (up to 10 digits)
☐ Entity Name (% sign can be used as wildcard character)

(enter value here)

OR

- ☐ Search for all Schools (in this School District) that are not yet added to worksheet

Block 2&3

Reset Page

Display Worksheet

Search

Once you have selected your entity, you'll then get to add the information about each entry.

Block 4 Add/Edit Entity	
Type Worksheet No. TED	
1. Name of School	EDUCATION SERVICE CENTER - REGION 12
2. Entity Number	225933
NCES Code (State + District + Building)	<input type="text"/> - <input type="text"/> - <input type="text"/>
3. Urban or Rural	<input type="radio"/> Urban <input type="radio"/> Rural
4. Total Number of Students	<input type="text"/>
5. Number of Students Eligible for NSLP	<input type="text"/>
Check here if school is eligible for a non-matrix discount.	<input type="checkbox"/> A non-matrix discount is used for an Administrative Entity, Non-Instructional Facility (NIF) or for New School Construction. For information on calculating the discount for an Administrative Entity, NIF or for New School Construction, refer to the Form 471 Instructions for Block 4 Discount Calculation Worksheet, Item 9a, Column 7.
7. Discount %	<input type="text"/> (used only if above check box is checked)
9. Pre-K, Adult Ed, Juvenile Justice	<input type="radio"/> Yes <input checked="" type="radio"/> No
10. Alt Disc Mechanism	<input type="radio"/> Yes <input checked="" type="radio"/> No

Previous Entity Next Entity Remove Entity Reset Page

Add New Entity

NCES Codes can be attained at
<http://tpesc.esc12.net/erate/yrlyresources.html>

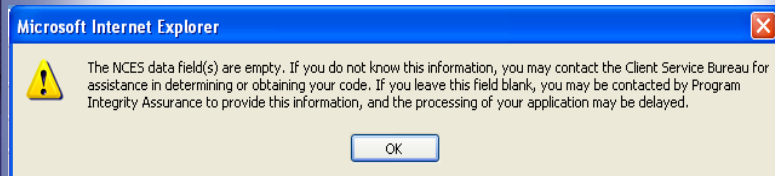
Or by going to the NCES website:
<http://nces.ed.gov/ccd/search.asp>

Texas information:

<http://www.universalservice.org/si/applicants/step05/urban-rural/msa/texas.asp>

Now, click 'Add New Entity'.

If you have not input the NCES code, you will get this dialogue box –



You'll want to click on "Display Worksheet" to check for accuracy.

Applicant's Form Identifier: TestSite Entity Number: 141138
Contact Person: Cathey George Phone Number: (254) 297-1208

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Block 4 Discount Calculation Worksheet A for Schools/School Districts (Display)

Type "A" Worksheet No. 717628

1. Name of School: EDUCATION SERVICE CENTER - REGION 12	4. Total # of Students: 100	5. # of Students Eligible for NSLP: 47
2. Entity Number: 225953 NCES:	7. Discount % from Discount Matrix: 70%	8. Weighted Product for Calculating Shared Discount(#4 X #7): 7000
3. Urban or Rural: Rural	9. Pre-K, Adult Ed, or Juv Justice: N	11. Entity Number of District:
6. %Students Eligible for NSLP (#5 / #4): 47.000%	10. Alt. Disc. Mech: N	

Total number of students (#4) for all entities listed in this worksheet: 100
Total weighted product (#8) for all entities listed in this worksheet: 70
Weighted Average Discount % for Shared Services (#8 total / #4 total X 100) for this worksheet: N/A

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Add New Entity Add New Type "A" Worksheet

Block 283 Remove This Worksheet Copy This Worksheet **Block 5** Print Preview

You have now added an entity to 'worksheet A'. You can have more entities for this worksheet or you can add more worksheets to this Form 471. I'd suggest you read the instructions carefully to make this section smooth for yourself.
Once you have all your entities listed you'll click on "Block 5".

select "Search".

Now that you have all the schools (entities) listed, you'll need to use Block 5 to indicate what services you'll need. I'd suggest you have a copy of the Form 471 in front of you as you move through all four category selections. You'll begin by choosing what category you want to request funding within.

471 Block 5 Add New Funding Request - Search for Service Provider

Select the category of service, then enter the Service Provider Identification Number (SPIN) value, then click *Search*

Category of Service:	
<input checked="" type="radio"/> Telecommunications Service	SPIN (9 digits): <input type="text"/>
<input type="radio"/> Internet Access	
<input type="radio"/> Internal Connections Other than Basic Maintenance	
<input type="radio"/> Basic Maintenance of Internal Connections	
<div>Block 4 Reset Page Block 5 Display Search</div>	

Once you have the category, you'll list the Service Provider Identification Number and select "Search".

If you need to look up a SPIN number for a provider, go to this web page and search for the number:

[http://www.sl.universalservice.org/Forms/SPIN Contact Search.asp](http://www.sl.universalservice.org/Forms/SPIN>Contact Search.asp)

Once you have the correct vendor, click 'accept'.

471 Block 5 Add New Funding Request - Search Results for Service Provider

For service type *Telecommunications Service*, select your service provider, then click *Accept*

Select	S.P.I.N	Name	Street	City	State
<input checked="" type="radio"/>	143020015	EDLINK12 Telecommunications Network	2101 West Loop 340 P.O. Box 23409	Waco	TX

Reject Accept

You'll have the entire Block 5 to complete for this particular Funding Request (FRN). This is the top section of Block 5.

Block 5: Discount Funding Request(s)	
Funding Request Number (FRN): (assigned by Administrator)	
10.	<input type="checkbox"/> If this is a duplicate Funding Request(e.g., of an FRN that is not yet approved, under appeal, etc.), check this box and enter the original FRN in the space provided: <input type="text"/>
11. Category of Service (only ONE category should be checked)	
PRIORITY 1	PRIORITY 2
<input checked="" type="radio"/> Telecommunications Service <input type="radio"/> Internet Access	<input type="radio"/> Internal Connections Other than Basic Maintenance <input type="radio"/> Basic Maintenance of Internal Connections

You'll notice a lot of pop up screens that help secure accuracy for you. Read them carefully before clicking your selection.

12	Form 470 Application Number	<input type="text"/>
13	SPIN – Service Provider Identification Number	<input type="text"/>
14	Service Provider Name	<input type="text"/>
15a	<input type="checkbox"/> Check this box if this Funding Request is for non-contracted tariffed or month-to-month services.	
15b	Contract Number	<input type="text"/>
15c	<input type="checkbox"/> Check this box if this Funding Request is covered under a master contract (a contract negotiated by a third party, the terms and conditions of which are then made available to an eligible entity that purchases directly from the service provider).	
15d	<input type="checkbox"/> Check this box if this Funding Request is a continuation of an FRN from a previous funding year based on a multi-year contract. If so, provide that FRN here:	<input type="text"/>

16a	Billing Account Number (e.g., billed telephone number)	
16b	<input type="checkbox"/> Check this box if there are multiple Billing Account Numbers and attach a complete list of those numbers to this page.	
17	Allowable Vendor Selection/Contract Date (mm/dd/yyyy) (based on Form 470 filing)	
18	Contract Award Date (mm/dd/yyyy)	
19	Service Start Date (mm/dd/yyyy)	
20a	Service End Date (mm/dd/yyyy)	
20b	Contract Expiration Date (mm/dd/yyyy)	

20 a or b, but not both!

20a: only used if the FRN is for non-contracted services

20b: complete only if the FRN is for contracted services

Each Block 5 should be referenced with an associated exhibit with contract and/or billing documentation

21	Description of This Service:
You MUST attach a description of the service, including a breakdown of components, costs, manufacturer name, make and model number. You must include any additional account or telephone numbers if the billed account has multiple numbers. Label the description with an Attachment Number, and note number in space provided.	
	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </div>

Insert the attachment reference number for each FRN. Make sure the submitted attachment matches this number exactly so PIA can accurately connect Block 5 with the documentation submitted.

22 Entity/Entities Receiving This Service:



- a. If the service is site-specific (provided to one site and not shared by others), list the Entity Number of the entity from Block 4 receiving this service:
- b. If the service is shared by all entities on a Block 4 worksheet, list the worksheet number (e.g., 1):





Caution: Unless all entities in your district worksheet are going to share this service, you'll need to create additional worksheets that reference **ONLY** those locations that will share in this FRN.


How much are you asking for?

23 Calculations	
Recurring Charges	A. Monthly charges (total amount per month for service) <input type="text"/>
	B. How much of the amount in A is ineligible? <input type="text"/>
	C. Eligible monthly pre-discount amount (A minus B) <input type="text"/>
	D. Number of months service provided in funding year <input type="text"/>
	E. Annual pre-discount amount for eligible recurring charges (C x D) <input type="text"/>

Non-Recurring Charges	F. Annual non-recurring charges	
	G. How much of the amount in F is ineligible?	
	H. Annual eligible pre-discount amount for non-recurring charges (F minus G)	



Total Charges	I. Total funding year pre-discount amount (E + H)	
	J. Discount from Block 4 Worksheet	
	K. Funding Commitment Request (I x J)	



This is the dollar figure for which you are asking reimbursements!

Go through each field carefully and
then, review your FRN.

Block 5 Display

FRN: 1369744	
10. Original FRN:	
11. Category of Service: Telecommunications Service	12. 470 Application Number: 894040000519149
13. SPIN: 143020015	14. Service Provider Name: EDLINK12 Telecommunications Network
15a. Non-Contracted tariffed Month to Month Service: Y	15b. Contract Number: MTM
15c. Covered under State Master Contract:	15d. FRN from Previous Year:
16a. Billing Account Number: 254-297-1212	16b. Multiple Billing Account Numbers?:
17. Allowable Contract Date: 01/05/2005	18. Contract Award Date:
19a. Service Start Date: 07/01/2006	19b. Service End Date: 06/30/2007
20. Contract Expiration Date:	
21. Attachment #: 1	22. Block 4 Entity Number: 225953
23a. Monthly Charges: \$100.00	23b. Ineligible monthly amt.: \$0.00
23c. Eligible monthly amt.: \$100.00	23d. Number of months of service: 12
23e. Annual pre-discount amount for eligible recurring charges (23c x 23d): \$1,200.00	
23f. Annual non-recurring (one-time) charges: \$0.00	23g. Ineligible non-recurring amt.: \$0.00
23h. Annual pre-discount amount for eligible non-recurring charges (23f - 23g): \$0.00	
23i. Total program year pre-discount amount (23e + 23h): \$1,200.00	
23j. % discount (from Block 4): 70	
23k. Funding Commitment Request (23i x 23j): \$840.00	

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[Block 4](#)

[Add New Funding Request](#)

[Block 6](#)

[Print Preview](#)

At this point, you either need to add another FRN
or, go to Block 6.

In Block 6, you'll want to read every set of
questions to make sure you can represent
each question authentically.

Block 6: Certifications and Signature

24 I certify that the entities listed in Block 4 of this application are eligible for support because they are: (Check one or both.)

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

☐ 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, secondary schools, colleges, or universities.

**a, b, and c will be filled in automatically
if you file on-line.**

25 I certify that the entity I represent or the entities listed on this application have secured 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 the entities I represent or the entities listed on this application have secured access to all of the resources to pay the discounted charges for eligible services from funds to which access has been secured in the current funding year. I certify that the Billed Entity will pay the non-discount portion of the cost of the goods and services to the service provider(s).

a Total funding year pre-discount amount on this Form 471
(Add the entries from Items 23I on all Block 5 Discount Funding Requests.)

b Total funding commitment request amount on this Form 471
(Add the entries from Items 23K on all Block 5 Discount Funding Requests.)

c Total applicant non-discount share
(Subtract Item 25b from Item 25a.)

d Total budgeted amount allocated to resources not eligible for E-rate support

e Total amount necessary for the applicant to pay the non-discount share of the services requested on this application AND to secure access to the resources necessary to make effective use of the discounts. (Add Items 25c and 25d.)

f ☐ Check this box if you are receiving any of the funds in Item 25e directly from a service provider listed on any of the Forms 471 filed by this Billed Entity for this funding year, or if a service provider listed on any of the Forms 471 filed by this Billed Entity for this funding year assisted you in locating funds in Item 25e.

**On line d, input ALL moneys you
spend in technology for which
E-Rate won't cover.**

Next, you'll see this screen.



Before You Submit Your Application:

- 1. Review your application.** Click the Print Preview button at the bottom of this page to bring up a complete copy of your application. *Review it carefully.* If you have changes/corrections, click the Previous button below, then use the Navigation Bar at the top of the page to go to any appropriate block(s) to make changes/corrections.
- 2. Print a copy of this application for your records.** If satisfied, click the Print Preview button at the bottom of this page and use your browser to print a copy for your records.
- 3. Electronically submit your application.** Click the Submit button at the bottom of this page to submit this Form 471 to the SLD. When you take this step, no further changes can be made to this Form 471. *To complete your application, you must still submit your certification page and attachments (see below).*
- 4. Print out, sign and submit the Block 6 certification page that appears immediately after you click the green "Submit" button below. Send this certification page along with your Block 5, Item 21 attachments to the address at the bottom of the Block 6 certification page. Make sure you keep a copy of the Block 6 certification page for your records. Do not mail Blocks 1 through 5 of the Form 471.** When you print Block 6 using your browser, the form will automatically include your Form 471 Application Number, Applicant Name, and Applicant Address. Item 36 requires the signature of the authorized person.

You MUST be authorized to click the "Submit" button. Doing so irreversibly submits this Form 471 to the SLD.

<< Previous Print Preview **Submit**

Now you need to go back to the 'on-line' section of the SLD website and complete the certification process by selecting "Certify Complete".

Form 470	Form 471	Form 486
Description of Services Requested and Certification Form	Services Ordered and Certification Form	Receipt of Service Confirmation Form
Form 470 Interview	Form 471 Interview	Form 486 Interview
Create Form 470	Create Form 471	Form 486 PDF
Search Posted	Continue Incomplete	Certify Complete
Continue Incomplete	Certify Complete	
Certify Complete	Display	
	Application Status	
	Item 21 Attachment	

Once you have completed either the paper certification or the eCertification, your 471 process is completed.

Contact Information

- E-Rate Support
erate@esc12.net 254-297-1123
- Technology Planning
eplan@esc12.net 254-297-1275
- STaR Chart Support
starchart@esc12.net 254-297-1275



Questions?