# E-RATE PRODUCTIVITY CENTER (EPC)

## Filing FCC Forms 470

## Before you Begin

Before you start creating an FCC Form 470 in EPC, you should be familiar with the eligibility rules and filing procedures.

### Purpose of FCC Form 470

To start the process of seeking funding for eligible services under the E-rate Program (more formally known as the Schools and Libraries Program), applicants must initiate the required competitive bidding process by filing the FCC Form 470. Starting in Funding Year (FY) 2016, applicants will complete the FCC Form 470 using EPC (the E-rate Productivity Center). The FCC Form 470 will be made available for competitive bidding through the portal once it is certified. Unless E-rate Program rules exempt an applicant from competitive bidding, an applicant must wait at least 28 days after the FCC Form 470 is certified before you can enter into contracts for new services or to select service providers for tariffed or month-to-month services.

### Who Must File

Schools and libraries requesting discounts must seek competitive bids using FCC Form 470 as required by FCC rules. The entity that will negotiate with potential service providers must complete the FCC Form 470. The FCC Form 470 cannot be completed by a service provider who will participate in the competitive process as a bidder. No FCC Form 470 is required for:

- Business-class Internet access services. Starting with FY2015, certain commercially available business-class Internet access services are exempt from the requirement to post an FCC Form 470.
- Preferred master contracts. Starting with FY2015, contracts designated by the Wireline Competition Bureau of the FCC as preferred master contracts may be exempt from the requirement to post an FCC Form 470.

### How many FCC Forms 470 should you File?

You may file one FCC Form 470 for all of the services for which you are required to file an FCC Form 470, or you may file separate FCC Forms 470 for each type of service. Also, an individual school or library may be covered by more than one FCC Form 470 filed by different applicants for different services.

### Assistance in Completing the FCC Form 470

In addition to this guide, there are several resources to guide you in completing this form. When you enter information in the USAC EPC portal, helper text is available for many fields.

You may also contact the Client Service Bureau using the **Contact Us** link in EPC, or by phone at (888) 203-8100.

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**DISCUSSED IN THIS GUIDE**: Things to know before you begin filing, filing the FCC Form 470 in EPC including getting started, saving/sharing/discarding the form, field by field instruction, reviewing, and certifying the form.

## User Roles and Permissions

Only applicants and their consultants can file FCC Form 470. When you are added to the EPC system, you are given certain permissions regarding creating, editing, and certifying FCC forms. The rights are provided on a form type basis; that is, you may have certain rights for the FCC Form 470 for your organization, but different rights with regards to the FCC Form 471. The rights available are:
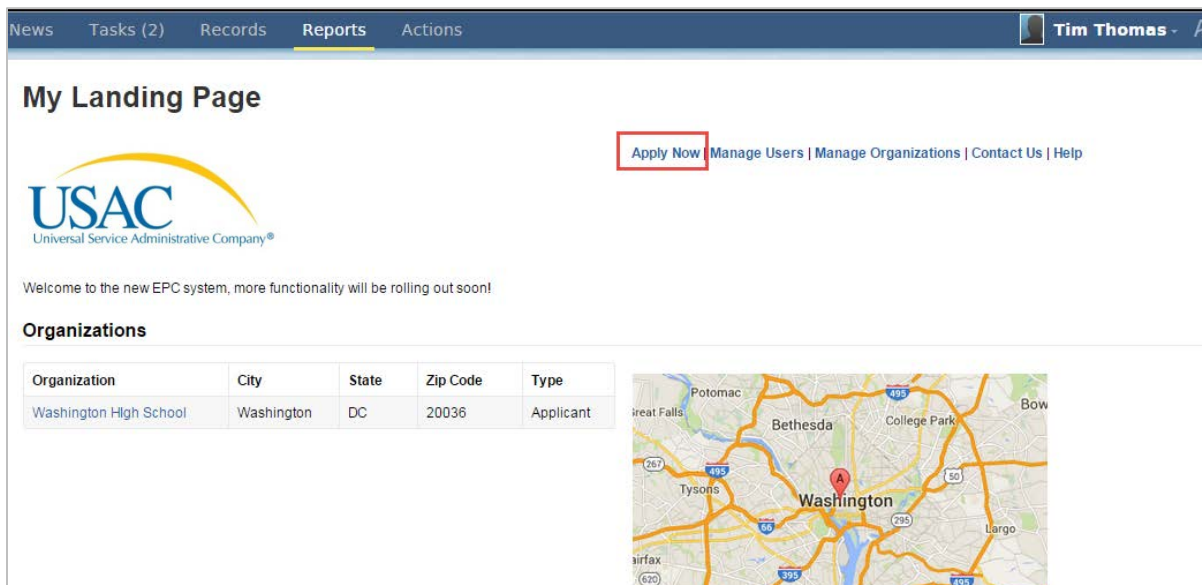
- Full Rights: These users can start, edit, and certify these forms.
- Partial Rights: These users can start and edit these forms; however, they are not able to certify the form. Once they have entered all information in the form, it will be automatically routed to all of the full rights users in your organization so that the form can be certified.
- View only Rights: These users cannot start or edit a form, but can view the forms created by other users in the organization.

The account administrator for your organization can modify your permissions.

# Filing an FCC Form 470 in EPC

## GETTING STARTED

1. Log in to the system.
2. Select the link to **Apply Now** from your landing page. Alternatively, select your billed entity on your landing page and from the **Related Actions** tab, select **Create FCC Form 470**.
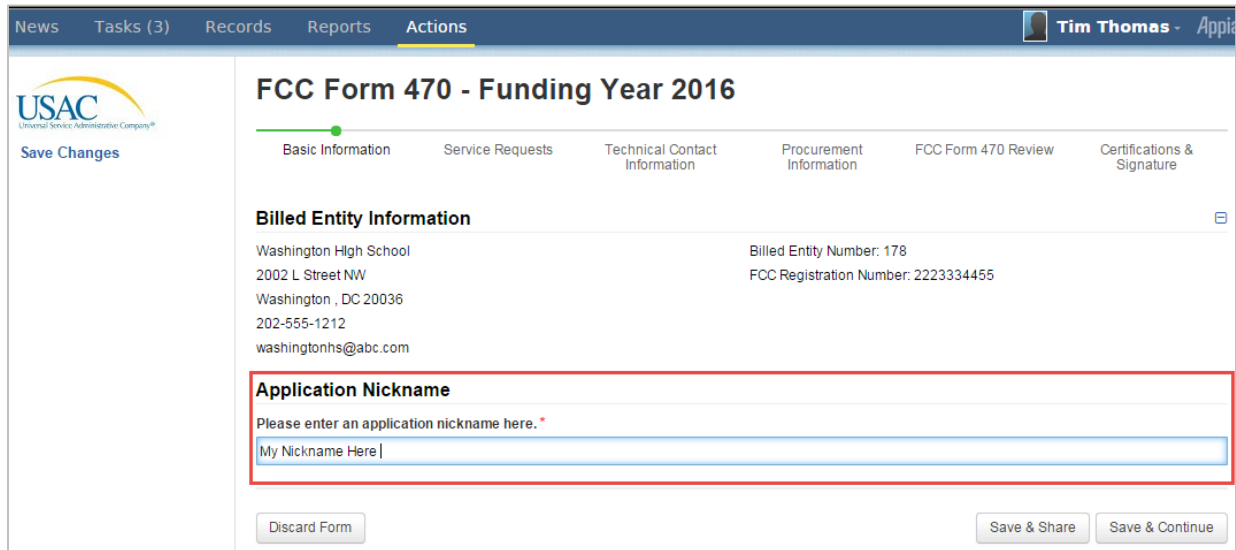


## Basic Information

When you begin the FCC Form 470, the basic information about your billed entity, including your Billed Entity Number (BEN), BEN name, and address will automatically populate from your profile. If any of this information is incorrect, contact your Account Administrator to update the organization's profile. Once the information has been updated, it will automatically be updated in the form as well. For assistance with updating the organization's profile, see the **Manage Organizations** EPC user guide.
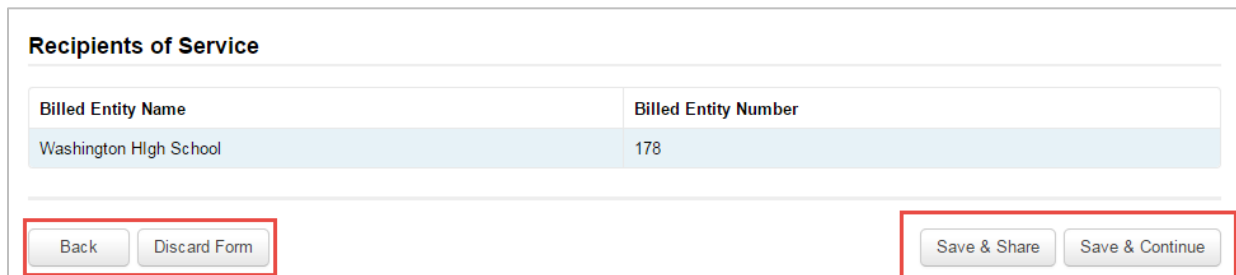
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Enter an application nickname for this form of your own choosing to facilitate communication with us about this particular FCC Form 470. The nickname can be very simple; for example, if you are filing two FCC Forms 470, you might label them "Category One" and "Category Two." Choose identifiers that suit your own record keeping needs.



## Saving, Sharing, and Discarding the Form

At the bottom of every screen, you are given three options. These will allow you to save and continue working on the form; make the form available to others within your organization for editing; or to discard the form altogether.



- If you select **Save & Continue** you will proceed to the next page to continue entering information for the FCC Form 470.
- If you select **Save & Share**, the form is saved and will appear in the task list for other partial rights and full rights users in your organization. One of them can accept the form to view it and make changes to it. Once the new user has finished making changes, he or she can select a link to return the task to all assignees in the group.
- If you select **Discard Form**, the entire form will be discarded. Once you confirm that you want to discard the form, it will no longer be available in our system.
- If you select **Back**, you will be taken back one screen.

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## Exiting the Form and Returning Later

If, after completing part of the form, you want to save your work and return to it later, click on the **Save & Continue** button and then log out of EPC.

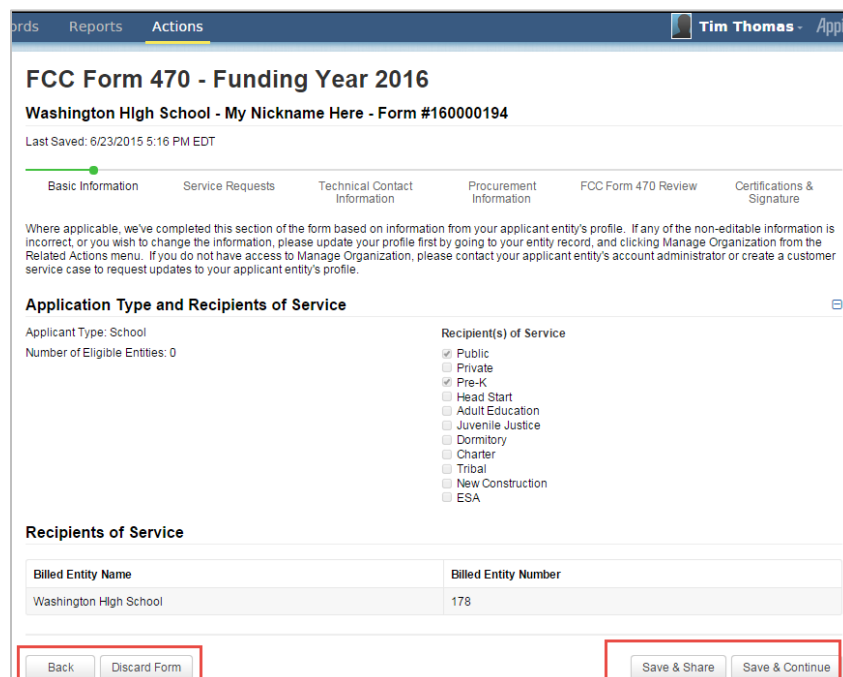When you return, go to the **Task** tab to find the in-process form.
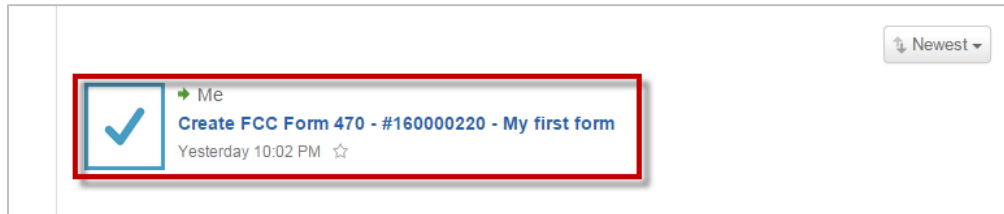


When you click on the task, your form will open back up where you left off.

## Application Type and Recipients of Service

After choosing **Save & Continue**, the **Basic Information** for your organization will be displayed. The information includes:

- Applicant type
- Number of eligible entities
- Recipients of service.

You cannot edit this information on the form. If you wish to make changes to the information, contact your Account Administrator to update the organization's profile. They can use the **Manage Organization** function to make such changes to your organization. Once the changes have been made in the profile, they will automatically be updated in the form.



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## Consultant Information and Contact Information

If you indicated in your profile that you are using a consultant, the consultant will automatically appear. If you do not see your consultant listed, contact your Account Administrator to update your profile so that the consultant can be included on this form. If you are using a consultant to assist you, the consultant must appear on this form.

**FCC Form 470 - Funding Year 2016**

**Washington High School - My Nickname Here - Form #160000194**

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| 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**

**Consulting Firms**

The consulting firms associated with your organization are listed below.

| Name | Consultant Registration Number | Phone Number | Email |
| --- | --- | --- | --- |
| M Street Consulting | 141 | 202-345-6543 | admin@mstreetconsulting.com |
| USAC Consulting Firm 1 | | 111-111-1111 | usac.consulting.firm1@test.org |

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

**Contact Information**

Are you the main contact person? *

| Yes | No |

| Back | Discard Form | | Save & Share | Save & Continue |

## Contact Information

1. Select the **Yes** or **No** button to indicate if you are the main contact person for this FCC Form 470.
2. If you wish to select another person, enter his or her contact information. Enter the email address for the contact person. The system will search for a match. Only those individuals who have been associated with your organization can be the contact person.

**Contact Information**

Are you the main contact person?

Jane Thomas
janethomas12@mailinator.com
222-222-2222

| Yes | No ✓ |

**Main Contact Person** *

Jane Thomas ✕

Please select a main contact person by typing the contact person's name or email address.

| Back | Discard Form | | Save & Share | Save & Continue |

3. Select **Save & Share** or **Save & Continue**.

## SUMMARY OF SERVICES REQUESTED

The next section of the application allows you to select the services for which you are seeking bids.

### Category One

Category One includes the telecommunications services, telecommunications, and Internet access services for which applicants may seek discounts. This category consists of the services that provide broadband to eligible locations including data links that connect multiple points, services used to connect eligible locations to the Internet, and services that provide basic conduit access to the Internet. Maintenance and technical support appropriate to maintain reliable operation are eligible for support when provided as a component of these services. Voice telecommunications services, including VoIP, are subject to the phase down.

### Category Two

Category Two includes internal connections, basic maintenance of internal connections, and managed internal broadband services. Category Two support is limited to the internal connections equipment or services necessary to bring broadband into, and provide it throughout, schools and libraries. Connections are limited to broadband connections used for educational purposes within, between or among instructional buildings that comprise a school campus or library branch, and basic maintenance of these connections, as well as services that manage and operate owned or leased broadband internal connections (e.g., managed internal broadband services or managed Wi-Fi). Support for components and services in this category is based on the entity's Category Two five-year budget.

### Identify Categories of Service for Which You Are Seeking Bids

1. First, you must indicate the categories of service for which you are requesting bids. You can select either **Category One**, or **Category Two**, or both. After you click the button, it will turn green to indicate your selection.



2. Select **Save & Share** or **Save & Continue.**

## RFPs for Service Requests

1. If you are using an RFP (Request for Proposal) related to the services sought, select **Yes**. If not, select **No** to continue. Note that the term RFP is used to describe any document which further explains the services sought. This includes Request for Information, Request for Quotation, Statement of Work, etc.

**NOTE:** An RFP is required if you are requesting dark fiber or self-provisioned fiber.



2. If you have indicated that you are using an RFP, select the **Choose File** button on the right to select the RFP document.

You can upload as many additional RFP documents as you would like or remove any that you uploaded in error. Note that once you have certified your form, you will not be able to remove the RFP documents. Funding requests that rely on an RFP not disclosed on the FCC Form 470 are subject to denial.



When you have finished adding RFP documents, select **Save & Share** or **Save & Continue**.

## Assign the RFPs to Service Requests

On the next screen, you can indicate if a single RFP was used to support all Category One or all Category Two services on this form. If an RFP document only applies to certain services on this form, you will be able to assign that RFP document to a particular request later.

**RFPs for Service Requests**

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

☑ Sample RFP document 1
☐ Sample RFP document2

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 RFP document 1
☑ Sample RFP document2

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.

Select **Save & Share** or **Save & Continue**.

## SERVICE REQUESTS

The **Service Requests** page opens. Here you will indicate the specific services for which you are seeking bids. You will also be able to enter narrative information to provide any additional information about the requests.

### Add Category One Service Requests

1. Click the **Add New Services Request** button to add a new service request for Category One.



**FCC Form 470 - Funding Year 2016**

**Washington High School - My Nickname Here - Form #160000194**

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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.

**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.
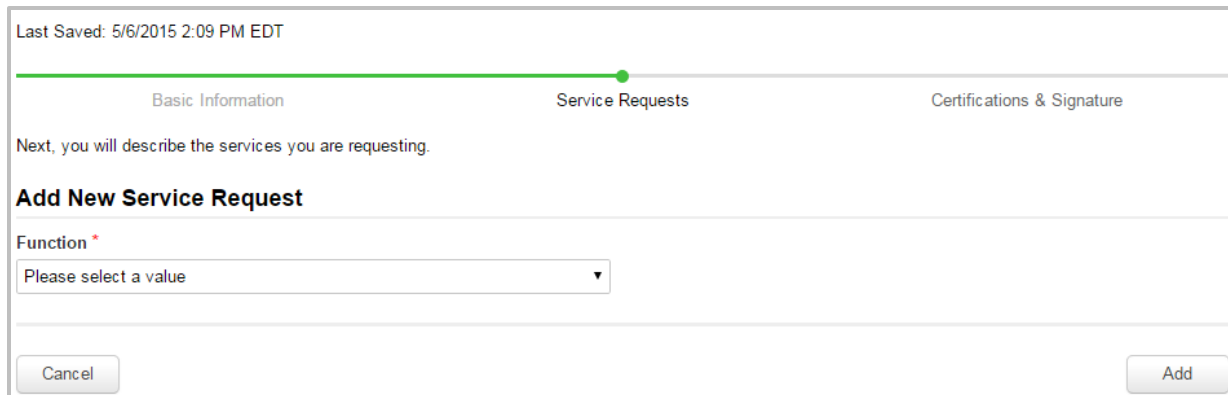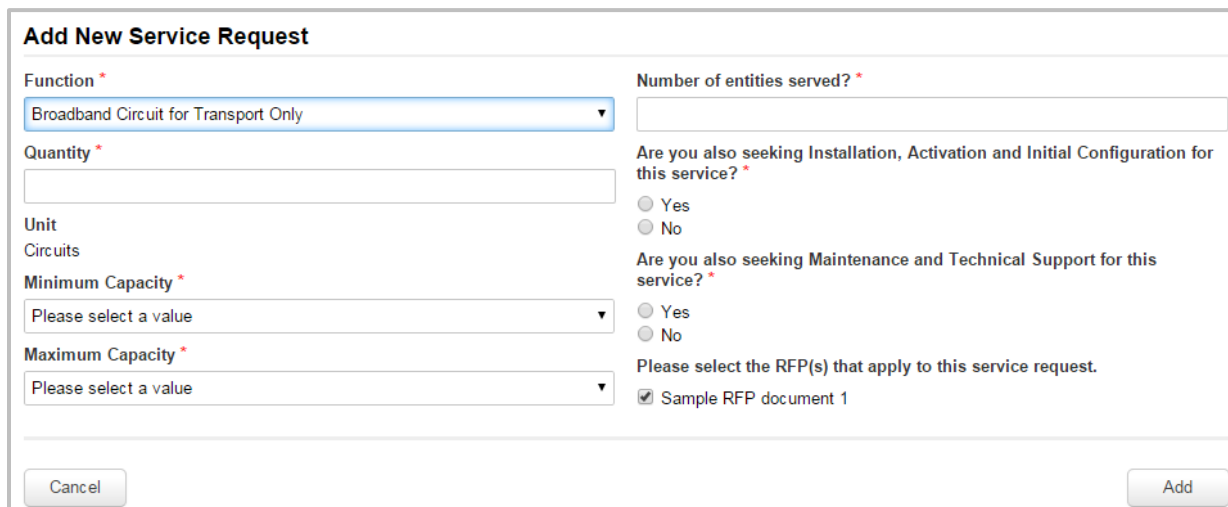
[ Back ]  [ Discard Form ]                          [ Save & Share ]  [ Save & Continue ]
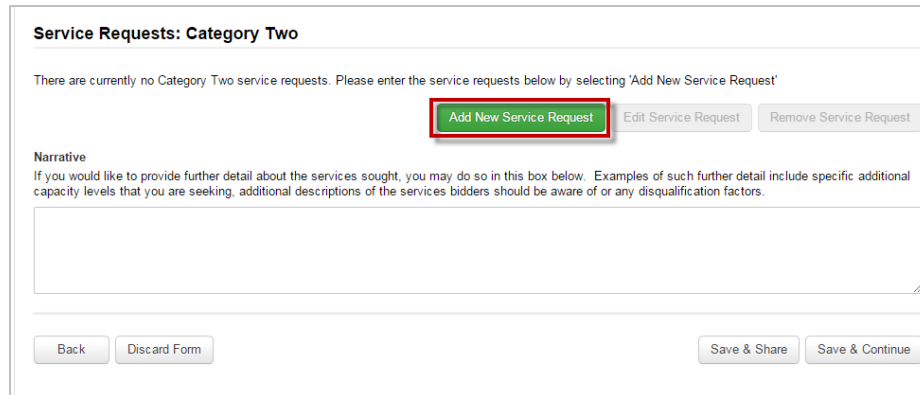
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The **Add New Service Request** page opens.



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Basic Information      Service Requests      Certifications & Signature

Next, you will describe the services you are requesting.

**Add New Service Request**

Function *

Please select a value ▼

Cancel                      Add

2.  Use the **Function** drop-down menu to add services:



**Add New Service Request**

Function *
Broadband Circuit for Transport Only ▼

Quantity *

Unit
Circuits

Minimum Capacity *
Please select a value ▼

Maximum Capacity *
Please select a value ▼

Number of entities served? *

Are you also seeking Installation, Activation and Initial Configuration for this service? *
○ Yes
○ No

Are you also seeking Maintenance and Technical Support for this service? *
○ Yes
○ No

Please select the RFP(s) that apply to this service request.
☑ Sample RFP document 1

Cancel                      Add

3.  Enter details for the service:
    - The required fields for each service request are indicated with a red asterisk. Enter the information requested to describe the services that you are seeking.
    - Select **Yes** or **No** to request installation, activation, and initial configuration support for that service.
    - If you have an RFP, select the RFP document that supports the request. Note that if you indicated that an RFP applied to all Category One services, that RFP document will be automatically associated with this request. Remember that if you are seeking either **Dark Fiber** or **Self-Provisioning**, you must attach an RFP.
4.  After you have entered the detailed information, click the **Add** button. The service type table is displayed.
5.  Click the **Add New Service Request** button again to enter additional service requests. Repeat the steps above as needed.
6.  If you wish to edit an existing service request, select the service request line and then click **Edit Service Request**, or if you wish to delete a service request, select the line and then click **Remove Service Request**.

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## Narrative

In the **Narrative** field for services you are selecting, enter any further information supporting your request that is not already specified using the service request fields. For example, you may wish to add additional capacities that you are seeking bids on, or disqualification factors. Enter as much information as possible in order to give service providers accurate information for bidding on your requests.



## Installment Payment Plan

If you are selecting any services that have special construction charges that are not discounted, you can select to pay the charges in installments. Although applicants may seek an installment payment option, bidders are not required to offer it in their bid response.



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1. Select the number of years for the installment payments (from 1 to 4 years). These are the minimum and maximum values for the number of years you wish to amortize the payments. You are not obligating yourself to these specific timeframes, though the installment payments cannot exceed four years.
2. Select your payment preference, annual or monthly.

## Category Two Service Requests
1. Click **Add New Service Request** under Category Two.

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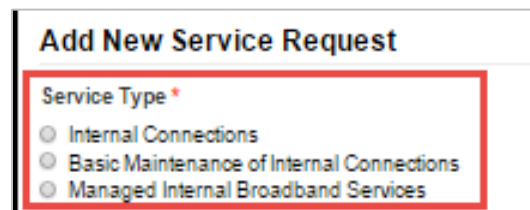
There are currently no Category Two service requests. Please enter the service requests below by selecting 'Add New Service Request'

[ 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 ]

2. Click the radio button for the service type you are seeking. If you are not sure which service type to request, consult the FCC's Eligible Services List.
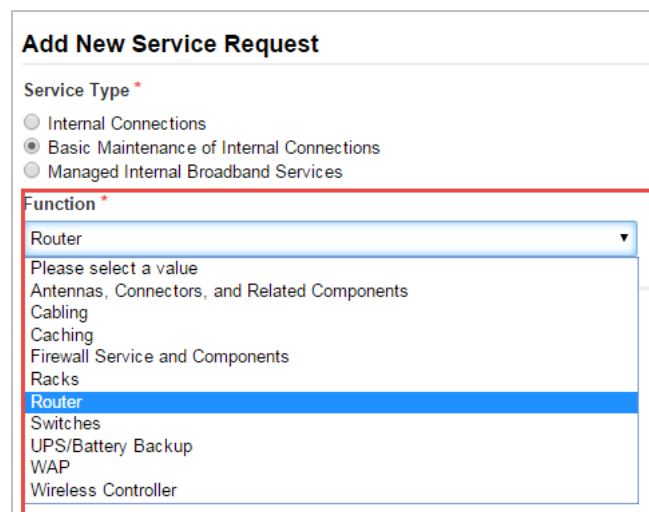
**Add New Service Request**

Service Type *
○ Internal Connections
○ Basic Maintenance of Internal Connections
○ Managed Internal Broadband Services

3. Select the function for the new service using the drop-down menu.

**Add New Service Request**

Service Type *
○ Internal Connections
◉ Basic Maintenance of Internal Connections
○ Managed Internal Broadband Services

Function *
Router ▼

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

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4. Complete the required fields, as indicated with a red asterisk.
5. Select the RFP that applies to this service. Note that if you indicated that an RFP applied to all Category One services, that RFP document will be automatically associated with this request.
6. Click **Add.**



7. The service type table is displayed. Click the **Add New Service Request** button again to enter additional service requests. Repeat the steps above as needed.
8. If you wish to edit an existing service request, select the service request line and then click **Edit Service Request**, or if you wish to delete a service request, select the line and then click **Remove Service Request**.



9. Enter any additional information in the **Narrative** field. For example, you may wish to add additional capacities that you are seeking bids on, or disqualification factors. Enter as much information as possible in order to give service providers accurate information for bidding on your requests.
10. When you have entered all of the information for the requested services, select **Save & Share** or **Save & Continue**.

## TECHNICAL CONTACT INFORMATION

1. Indicate if there is a technical contact person who can provide additional information for your application.



2. If yes, you can **Search EPC System** for the contact details or enter the details manually.



3. Enter the email address of a user in EPC, or enter the contact information manually.
4. After you have chosen or entered the technical contact person, select **Save & Share** or **Save & Continue**.

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## PROCUREMENT INFORMATION

Select **Yes** or **No** to indicate if there are state or local procurement requirements that apply to the services you are procuring. If you are subject to any such restrictions, you must select **Yes** and provide a description of the restrictions or procedures. For example, state bidding requirements might prohibit contacts between bidders and buyers between the time an official RFP is issued and when bids are due, or they may allow only written contacts. Applicants must always comply with any applicable state or local requirements when participating in the competitive bidding process used in the E-rate Program.

### FCC Form 470 - Funding Year 2016

**Washington High School - My Nickname Here - Form #160000194**

Last Saved: 6/23/2015 5:55 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 ]

[ Back ] [ Discard Form ]                    [ Save & Share ] [ Review FCC Form 470 ]

## Review and Certify FCC Form 470

You have completed entering the information for the FCC Form 470. You can choose to **Save & Share** with other members of your organization, or you can proceed to review the form.

### FCC Form 470 - Funding Year 2016

**Washington High School - My Nickname Here - Form #160000194**

Last Saved: 6/23/2015 5:55 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 ✓ ]

[ Back ] [ Discard Form ]                    [ Save & Share ] [ Review FCC Form 470 ]

If you select **Review FCC Form 470**, the system will generate a PDF. Wait for approximately a minute, then click **Refresh** to display a link to download the form.

**DISCUSSED IN THIS GUIDE**: Things to know before you begin filing, filing the FCC Form 470 in EPC including getting started, saving/sharing/discarding the form, field by field instruction, reviewing, and certifying the form.

**NOT**E: The system will display an animated waiting symbol. Wait approximately one minute, then click **Refresh**.



When the PDF is ready, select the link to download it.

## FCC Form 470 Draft

When you select the link to the application, a PDF file downloads to your computer. Open the PDF to review the contents.

The form should reflect your application. Confirm the service requests, contact information, eligible entities, any consultants, RFP documents, etc.



If you need to make any changes to your application, you can click the **Back** button to return to entering information.

If you are satisfied with the contents of the form, you can now proceed to certification.

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- If you are a partial rights user you can click the **Send for Certification** button. You will see a notice that your form will be sent to the full rights users in your organization. Click **Yes** to proceed.
  - You have completed the steps needed to create the FCC Form 470. See Full Rights User Certifying for Partial Rights User below for information on how the full rights user can certify the form.

Last Saved: 6/18/2015 12:11 PM EDT

| 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 sending for certification. Please note, once you click Send for Certification, you will no longer be able to edit this form. However, the full rights users in your organization will be able to make any edits to the form prior to certifying the form.

**Download Document Link**
USAC_FCC_FORM_470_APPLICATION_160000119_DRAFT

[ Back ]                                                                    [ Send for Certification ]

- If you are a full rights user, check the checkbox certifying that the information is correct, or select **Back** to go back and make changes. Once the form is ready you can:
  - Choose **Send for Certification** to send the form to other full rights users in your organization.
  - Choose **Continue to Certification** to certify the form yourself**.** If you choose **Continue to Certification,** you will see the **Certifications** page.

# FCC Form 470 - Funding Year 2016

## Washington High School - My Nickname Here - Form #160000194

Last Saved: 6/23/2015 5:57 PM EDT

| 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_160000194_DRAFT

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

[ Back ]                                       [ Send for Certification ] [ Continue to Certification ]

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## Certify FCC Form 470

Read the certification text carefully. Check each checkbox confirming your compliance.



Once you have checked each of the boxes to complete the certifications, click the **Certify** button. Clicking this button is equivalent to providing your electronic signature.

Read the message regarding the certification, then click **Yes** if you agree. Once you click on the confirmation message, the form will be certified and will be posted on the USAC website for potential bidders. This action will start your 28-day waiting period. You will see the certified form on your **Tasks** list.

## Full Rights User Certifying FCC Form 470 from Partial Rights User

If you are a full rights user in the system, once a partial rights user created an FCC Form 470, you will receive a task in your task list to certify the form.
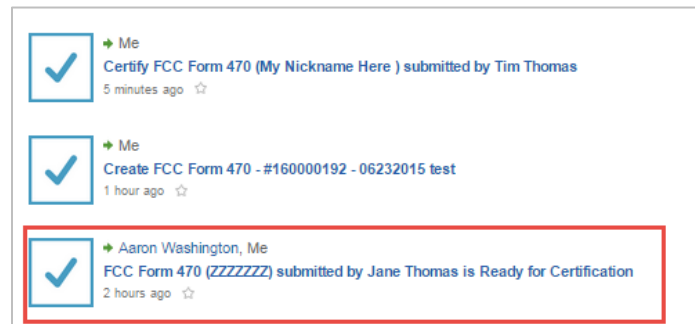


1. Click on the task and then accept the task to certify the form.
2. Click on the link for the form.
3. Download the document and review the PDF as described above.
4. You can select the **Edit** button to make any needed changes to the form. This will open the form starting with the **Basic Information** page. Continue through the steps to make any necessary changes.
5. If the form is acceptable, click the checkbox indicating that the PDF document is accurate, and then click the **Continue to Certification** button.



6. Read the confirmation pop-up window, then choose **Yes** to proceed to the certifications page.
7. Once you have checked each of the boxes to complete the certifications, click the **Certify** button. Clicking this button is equivalent to providing your electronic signature.
8. Read the message regarding the certification, then click **Yes** if you agree. Once you click on the confirmation message, the form will be certified and will be posted on the USAC website for potential bidders. This action will start your 28-day waiting period. You will see the certified form on your **Tasks** list.
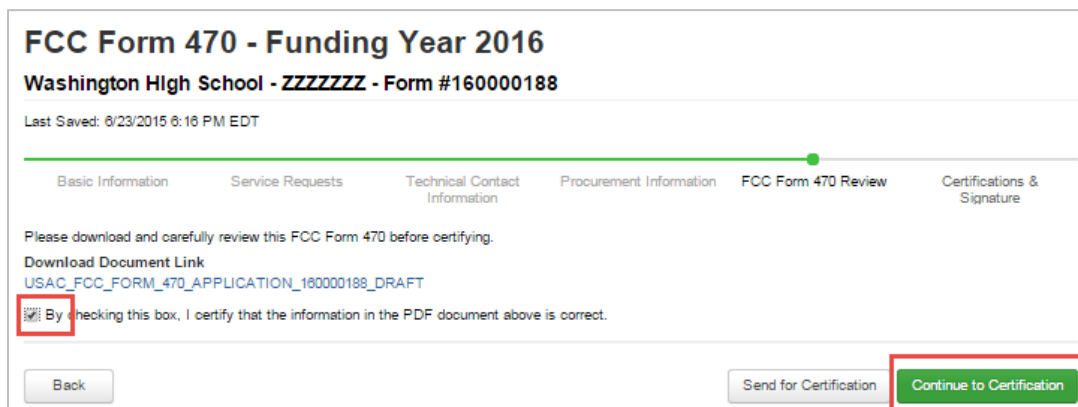
## After FCC Form 470 is Certified

Once you certify your FCC Form 470, it is posted to the USAC EPC portal for potential bidders. Your form must be available for at least 28 days before you can select a service provider, sign a contract or enter into an agreement for services, or sign or submit an FCC Form 471. After you sign a contract or select a

**DISCUSSED IN THIS GUIDE**: Things to know before you begin filing, filing the FCC Form 470 in EPC including getting started, saving/sharing/discarding the form, field by field instruction, reviewing, and certifying the form.

service provider – and after the FCC Form 471 application filing window has opened – you (or the billed entities you represent) can initiate the next step in the application process, the filing of FCC Form 471. Upon processing or posting of the FCC Form 470, USAC will notify you of the earliest date upon which you may sign a contract or select a service provider for new services or file FCC Form 471. This date will be referred to as the "Allowable Vendor Selection/Contract Date."

## FCC Form 470 Receipt Notification

Once the form is received by USAC, a notification appears in the **News** feed for all members of your organization. This message confirms that the form has been certified, provides the Allowable Vendor Selection/Contract Date for your form and information about next steps, including how to submit ministerial and clerical error corrections.



**USAC's Internal System** [_____] FCC Form 470 - [_____] for Funding ⊠
Year 2016 was successfully posted to the USAC website on 6/29/2015. This posting begins the required 28 day competitive bidding process.

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 those schools and/or libraries who may wish to  **...More**

[ My first form - #160000... ] [ #165 - Center High Sc... ]

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