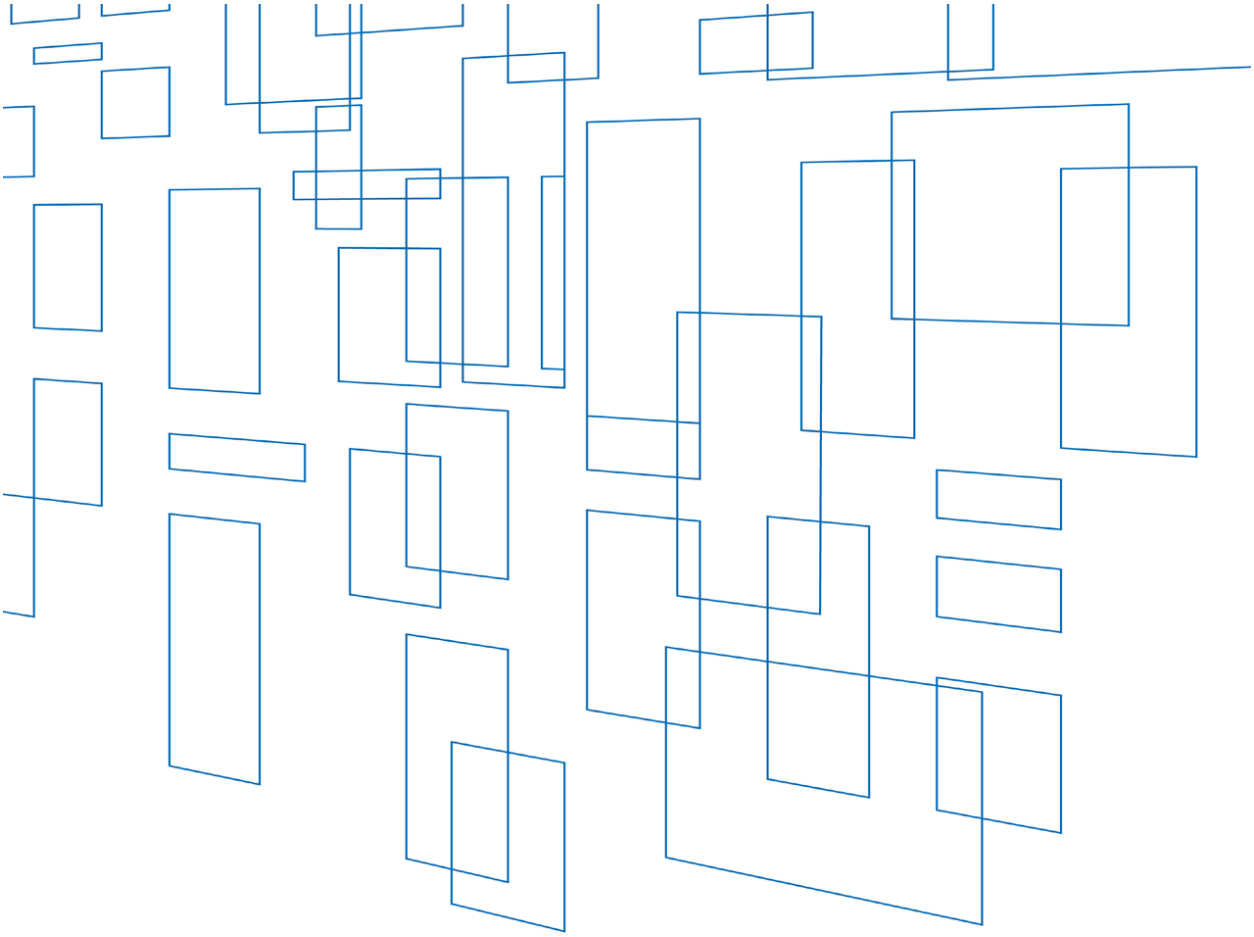

Schools and Libraries (E-Rate) Program

FCC Form 470 FY2022/FY2024 User Guide

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Form Assistance

Program applicants file the FCC Form 470 (Description of Services Requested and Certification Form) in USAC's E-Rate Productivity Center (EPC). You can find information about this form on the FCC Form 470 Filing web page.

If you have any questions about completing this form, please contact the Schools and Libraries (E-Rate) program Client Service Bureau (CSB) at (888) 203-8100 between 8:00 a.m. and 8:00 p.m. ET Monday through Friday.

You can also create a customer service case in EPC by selecting the **Contact Us** link on your EPC landing page or by using the **Actions** tab.

One Portal

To file an FCC Form 470, all users must first log in to One Portal, USAC's multi-factor authentication (MFA) system. MFA is a method of authenticating a computer user during the login process by requiring the user to enter two or more separate pieces of information, such as a password known to the user and a code we generate and send to the user by email or text. MFA helps safeguard access to data and applications, and provides additional security. One Portal complies with both federal and Federal Communication Commission (FCC) information security guidelines.

To learn more about USAC's MFA and to find a list of all Universal Service Fund (USF) IT applications included in the single portal, visit USAC's website.

If you are also an EPC user, USAC has already created an account for you in One Portal. To set up your credentials in One Portal, click the blue **Sign In** button at the top of any USAC page and follow the instructions.

If the general contact or company officer adds you as a user to your organization's EPC account, this action will create a One Portal account that will use your email address as your username.

If you already have an account but need to reset your password, click the "forgot password" link. For more information, watch the "How to Reset Your Password" video.

Logging in to One Portal for the First Time

The first time you sign into a USF IT application, the system will prompt you to set up MFA for your account. To do this:

1. Click the blue **Continue** button in the pop-up message.
2. On the login page, click the **Forgot Password** link.
3. Enter your **Username** (your email address) and click **Reset via Email**.
4. When you receive the email, click the link to create a password. Your password must be at least eight characters long and include one lowercase letter, one uppercase letter, one number, and one special character.
5. Accept the system's terms of use and click **Sign In**.
6. On the next page, confirm the email associated with your account and click **Send Email**.
7. Check your email for a verification code.
8. Enter the code and click **Verify**.
9. The first time you log in to One Portal, you will need to accept the system terms and conditions.

After logging in, you will see USAC's single portal application dashboard if you have access to more than one application. On this page, you can access all of the USF applications associated with your login. Users no longer have to sign into multiple applications to interact with different USF programs.

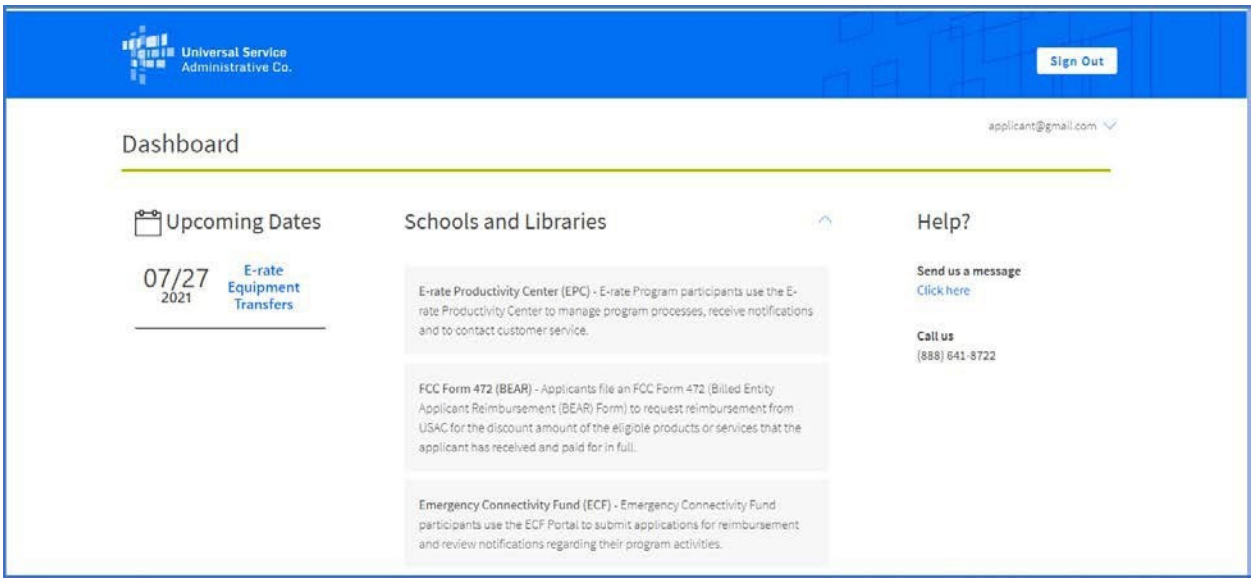
Once you have set up your One Portal credentials, you can add the option to receive your verification code on your cell phone. To do this:

From the dashboard, click the drop-down menu arrow to the right of your username.

A link to the **Settings** page will appear to add a cell phone number to your account. This will allow you to receive verification codes via either email or text message when you log in in the future.

One Portal Dashboard

After you log in to One Portal, you will see your One Portal dashboard, which will include all of the systems you can access.



If you have questions or technical issues, please call CSB at (888) 203-8100.

EPC Account User Rights

User Accounts

To request a user account, contact CSB. For information on how to contact CSB, see Form Assistance in this user guide.

User Roles and Permissions

Only you and your organization's consultants (if you are using one or more consultants) may file program forms on behalf of your organization. Permission rights are provided on a "form type" basis

- that is, applicants and their consultants may have different rights for different FCC forms.

Available rights for the FCC Form 470 form include:

- **Full rights** – Can start, edit, and certify the form.
- **Partial rights** – Can start and edit the form, but cannot certify the form. (You must choose to route your draft form to the organization's full-rights users for certification.)
- **View-only rights** – Can view forms created by other users; cannot start, edit, or certify forms.

Only an organization's EPC account administrator can modify permissions. The EPC account administrator can use the **Manage Organization** function to change the organization's profile, add users and modify permissions. Any changes made to the organization's profile are automatically populated in the form up until the time the form is certified. You can also call CSB for assistance with modifying permissions.

EPC Form Navigation

Progress Bar

The progress bar at the top of each form page helps you track the progress of completing the form.

Saving, Sharing, and Discarding the Form

The bottom of each page provides you with these options:

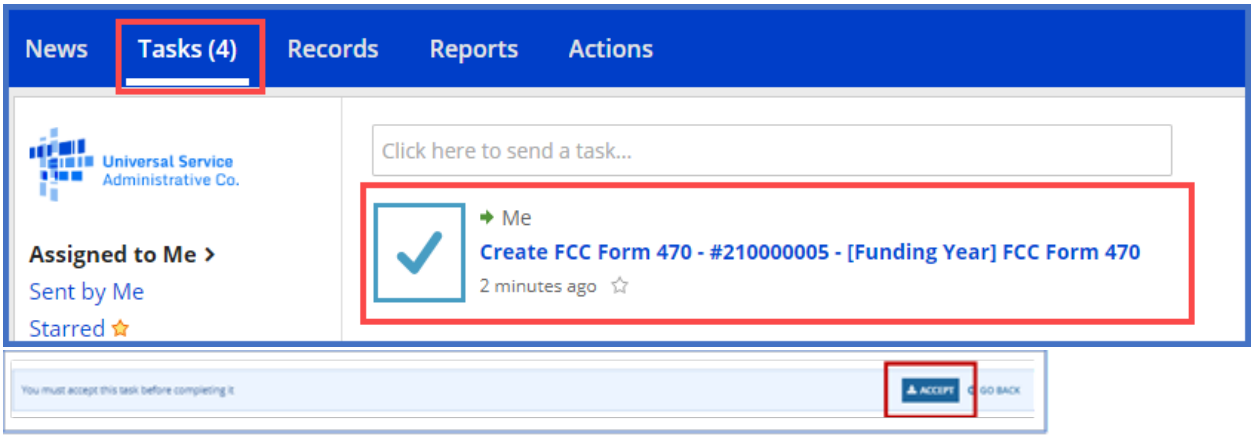
- **Back** – Go back to the previous page.
- **Discard Form** – Discard the entire form. When you confirm that you want to discard a form, the draft form will no longer be available in USAC's system.
- **Save & Share** – Send the form in its current state to another partial or full-rights user in your organization. Once shared, the form appears in the **Tasks** list of the new user, who can edit or certify the form, depending on permissions. If you choose this option, the form will disappear from your **Tasks** list. You *will not be able re-enter the form* unless the new user saves & shares with you.
- **Save & Continue** – Save the form so it appears in your **Tasks** list with the most recent edits and proceed to the next page to continue entering form information.

If a form has been shared with you:

1. Go to your **Tasks**

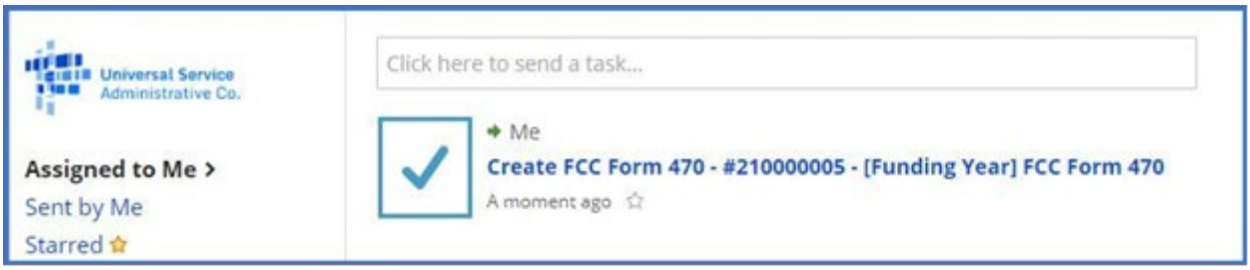
2. Select **Create FCC Form 470**

3. **Accept** the task to view, edit or complete the form.



Exiting the Form and Returning Later

Select **Save & Continue** before you exit the form. When you return, select the task name on the **Tasks** tab to start from where you left off on completing the form.



Required Fields

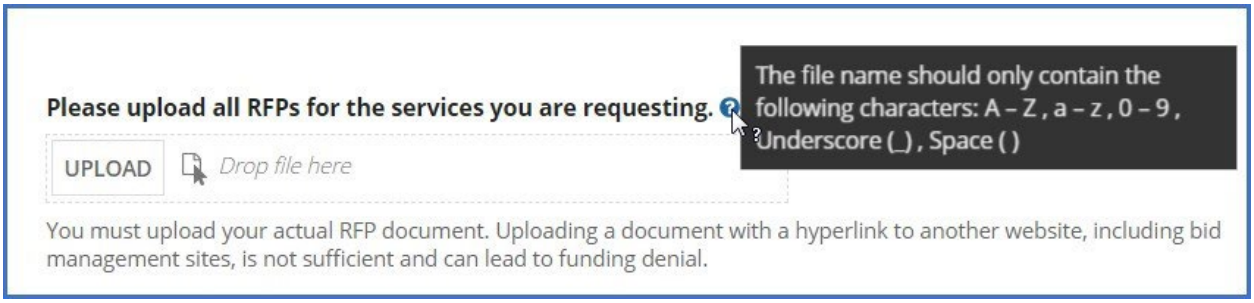
Required fields are followed by a blue asterisk (*****).

Red System Prompts

While filling out your form, you may receive system messages in red that provide information about data validation or mandatory fields if the field is blank, is not filled out correctly, or is missing required information.

Online Help

To display additional information about a specific field in the form, select the adjacent question mark icon, and hover text will appear.

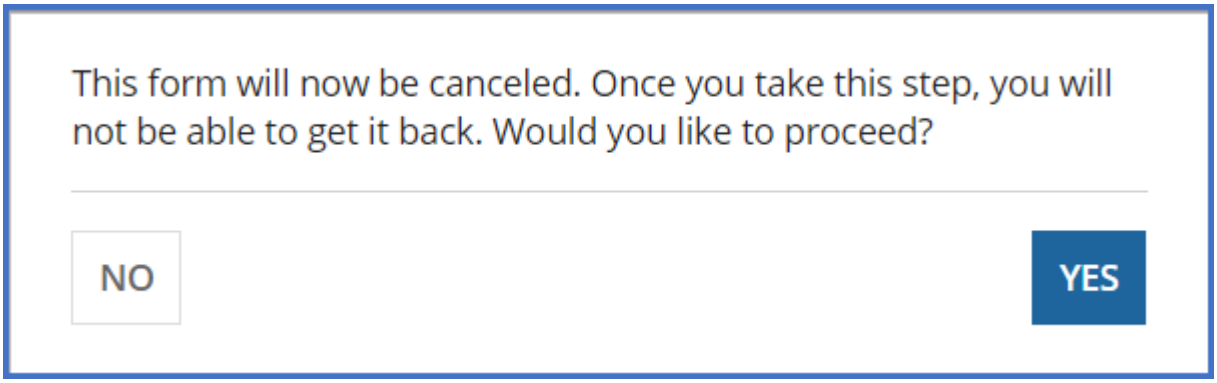


Pop-Up Confirmation Messages

The EPC system displays pop-up messages to verify that you want to take certain actions within the form. For example, when you click the **Discard Form** button, a pop-up message will inform you of the following:

- Your form will be canceled.
- Your form will no longer be retrievable.

If you do not wish to proceed, this pop-up message provides you with an opportunity to cancel a proposed action.



Follow a Record

You can receive alerts about a form in your **News** tab by following the record.

- To follow a record, select the newspaper icon with a + plus sign in the upper right corner of the form's main page. Once the icon includes a ✓check mark, you will be following this specific form and will receive news alerts.

- To unfollow the form and stop receiving news alerts, select the same icon, and you will see a + plus sign again.

Begin the Form: Basic Information

Organization Details and Application Nickname

1. Log in to One Portal.
2. One Portal will take you to your One Portal account.
3. Click the link to log in to EPC from your One Portal dashboard.
4. After you are logged in to EPC, on **My Landing Page**, select **FCC Form 470**.

The screen refreshes to show the **Basic Information** section of your FCC Form 470.

5. Review **Billed Entity Information**. If it is incorrect, contact your EPC account administrator to update your organization's profile. You may also call CSB for assistance. When the information in your EPC profile is updated, the entity information is automatically updated in the FCC Form 470 if the form has not yet been certified.

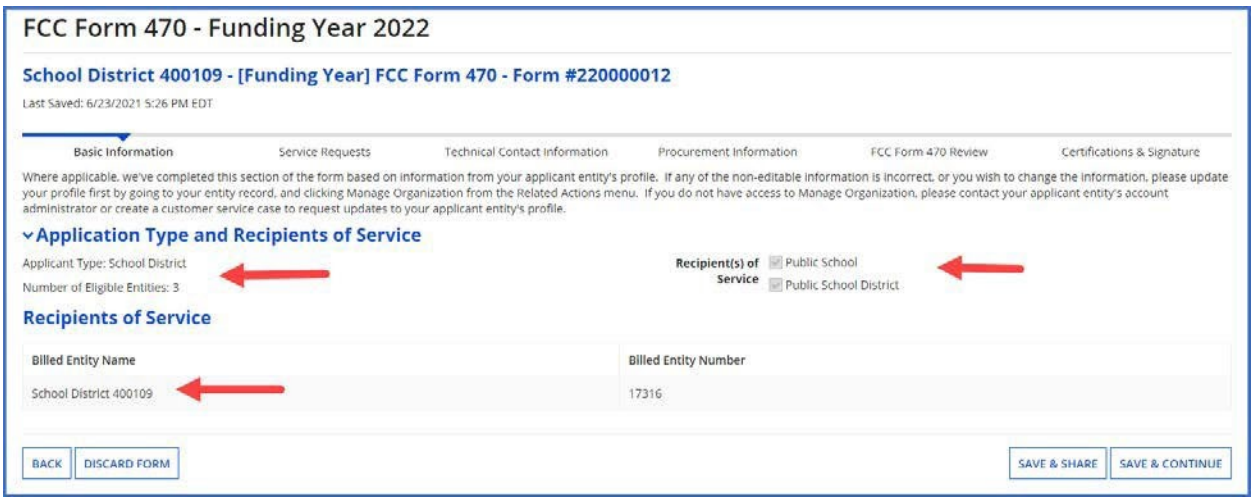
6. Enter an **Application Nickname** of your choosing to help you quickly identify and receive information about your form. Choose a nickname that you will remember and helps meet your record keeping needs. The nickname can be very simple; for example, if you are filing two FCC Forms 470, you could use the nicknames **Category One** and **Category Two** for the two forms.

7. When you finish reviewing the information on this page, select **Save & Continue** to continue to the next page.

Application Type and Recipients of Service

The **Basic Information** for your organization includes:

- Applicant type (e.g., library, school district)
- Number of eligible entities (i.e., how many eligible schools are in the school district)
- Recipients of service (i.e., who will receive the services requested on this form)



1. Review the information on this page.

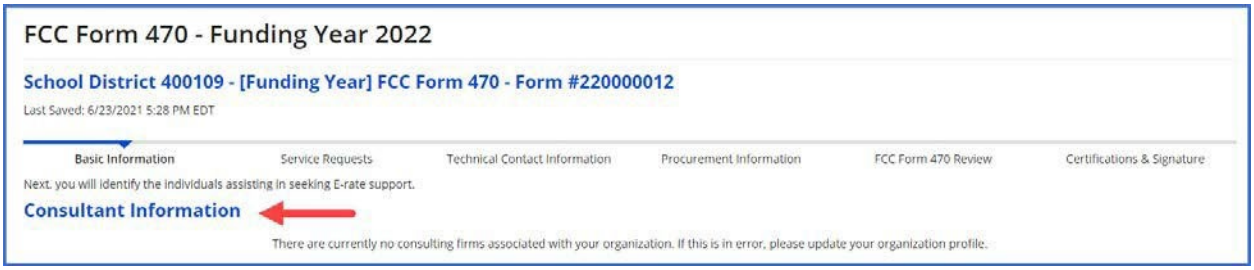
2. To make changes, contact your EPC account administrator or create a customer service case to request updates to your applicant entity's profile. These updates will then populate in your form if the form has not yet been certified.

3. After you finish reviewing the information, select **Save & Continue** to go to **Consultant and Contact** information.

Consultant and Contact Information

The **Consultant** and **Contact Information** page on the form identifies your consultant(s). Consultant information also appears in the organization profile under **Additional Information → Related Organizations → Consulting Firms** section, when applicable.

NOTE: Consultant information must appear in this section of the form if you are using one or more consultants.



1. Under **Consultant Information**, review consultants associated with your organization.

2. If you have a consultant(s) and do not see them listed, contact your EPC account administrator or create a customer service case to request updates to your applicant entity's profile. These updates will then populate in your form if the form has not yet been certified.

3. Under **Contact Information**, select **Yes** or **No** to identify whether you are the main contact person for your FCC Form 470.

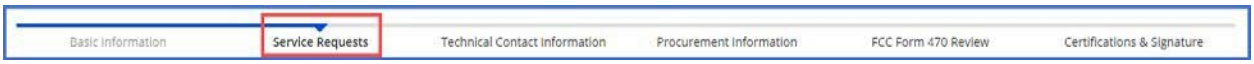
If you select **Yes**, the page automatically populates with your information.

If you select **No**, enter the contact person's name or email address to initiate a search for the contact person. Once the contact person is identified through the search, the saved information for the contact person will populate the field and appear on the page.

NOTE: Only an individual who is associated with your organization can be a contact person on the form.

4. Select **Save & Continue** to proceed to the next page.

Service Requests



The **Service Requests** section identifies the category or categories of service and the service types for which you are seeking bids, identifies details about the services, and allows an upload of associated documents or "RFPs." The Eligible Services List (ESL) for each funding year provides guidance on the eligibility of products and services under the E-Rate program.

Categories of Service for Bids

1. Select **Category One**, **Category Two**, or both to indicate the service(s) for which you are requesting bids.

Category 1

- Data Transmission and/or Internet Access

Category 2

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

2. Select **Save & Continue** to proceed to uploading RFPs.

Request for Proposals (RFP) for Service Requests

RFP documents provide more details about your requests for potential bidders. Some services require an RFP. For more guidance, visit our website.

NOTES: If you include an RFP with your FCC Form 470, it must be uploaded prior to certifying the form. If you are uncertain whether or not you will provide an RFP, you may upload a placeholder document and replace it later. (You cannot upload an RFP document to a certified form that does not have any RFP documents attached to it.)

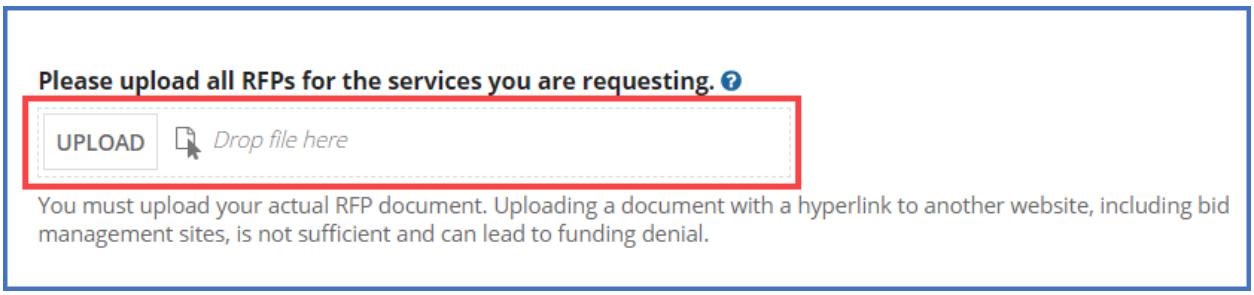
- Prior to certifying your FCC Form 470, you may upload and remove RFP documents.
- After the form is certified, you may add additional documents, but *you cannot remove* RFP documents attached to your FCC Form 470.

Upload an RFP

1. If you are issuing an RFP document for requested services, select **Yes**. Otherwise, select **No**

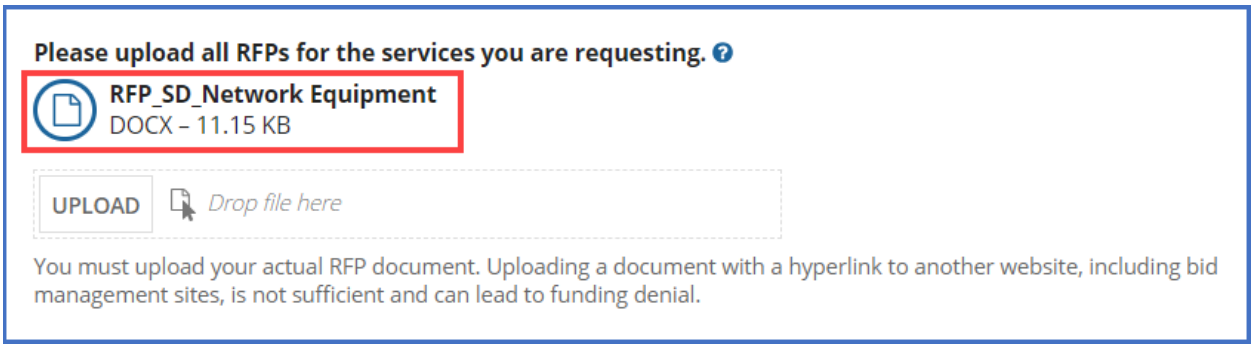
and **Save & Continue** to proceed to the next page.

2. If you select **Yes**, either select **UPLOAD** to choose the document from its location on your computer or drag the document from your computer onto ***Drop file here***.



NOTE: Always upload a copy of the actual RFP document. Do not upload a document that only contains a link to the RFP.

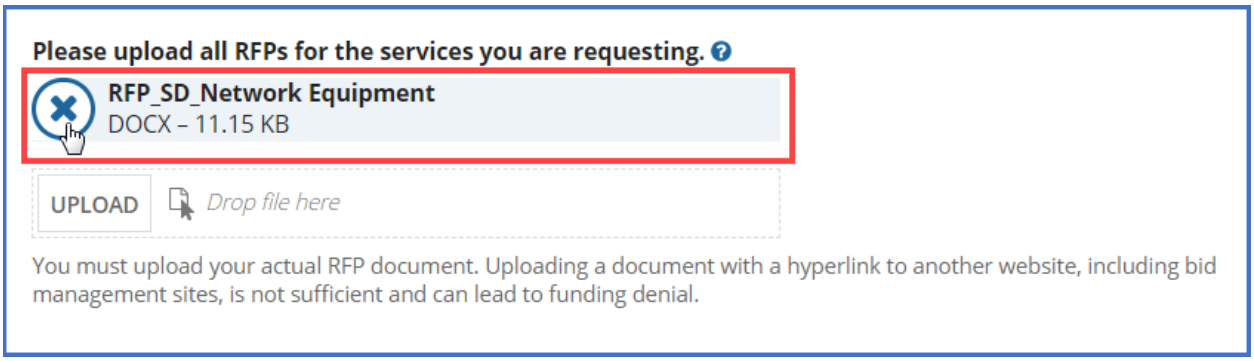
3. Inspect the uploaded RFP document to confirm it was uploaded.



Remove an RFP

An RFP document can only be removed when it is not associated with another service request.

4. Hover-over the uploaded RFP icon until it turns into an "X."

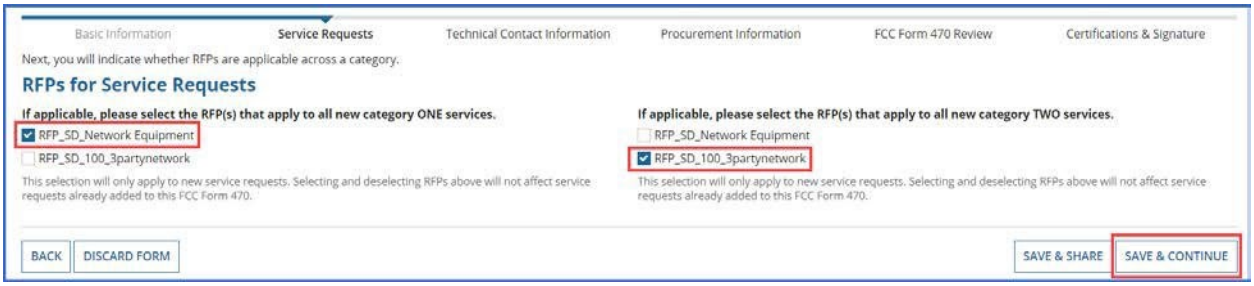


5. Select the "X" to delete the uploaded document.

Assign RFPs to Service Requests

The **RFPs for Service Requests** page indicates the RFP documents to be used for service requests. If an RFP document applies to specific services only, you will be able to assign the RFP document to a specific request later during the form completion process.

1. Select the checkbox(es) next to the RFPs that apply to all new Category One and/or all new Category Two services.

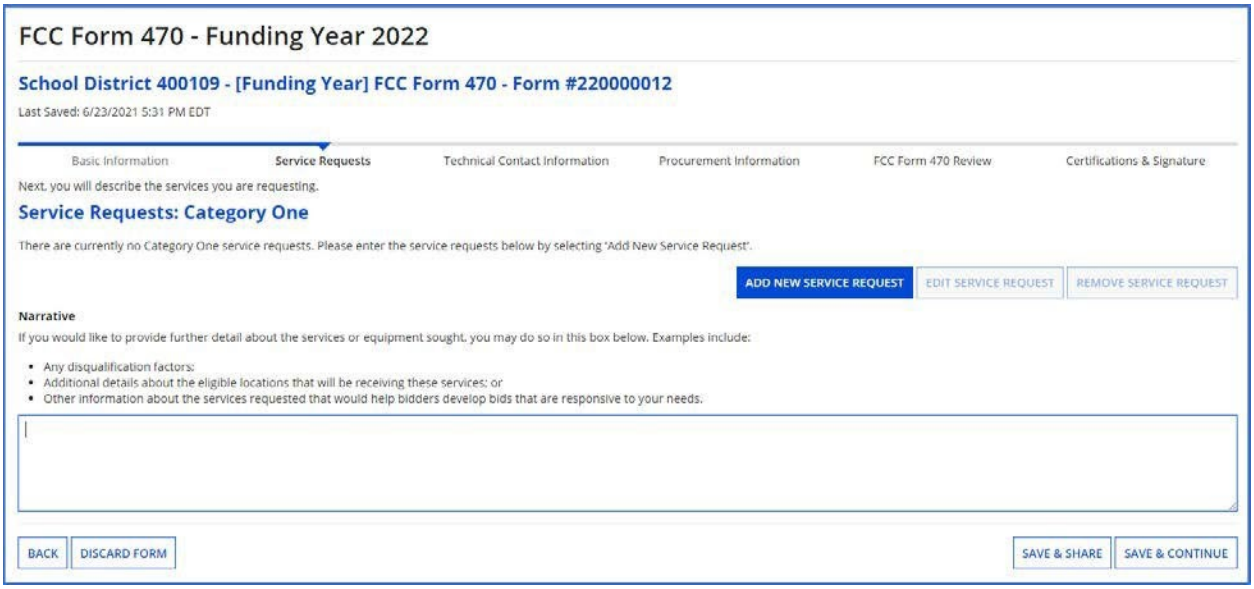


2. Select **Save & Continue** to add service requests.

NOTE: You will still have the option to unassign an RFP to a specific service request by unchecking the appropriate box on that service request, even if you assigned that RFP document to *all* service requests in a category of service.

Service Requests

This page allows you to add, edit, or remove services requests and provide additional information. If you are requesting Category One and Category Two services on your form, the screen to add your Category One request will be displayed first.

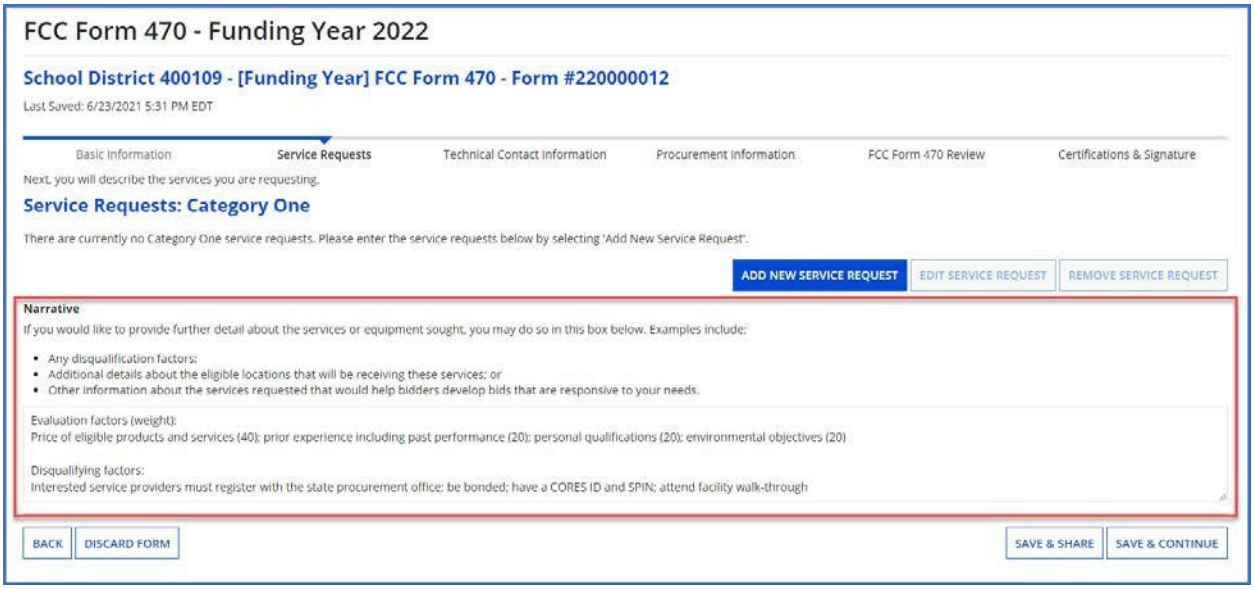


Add Narrative

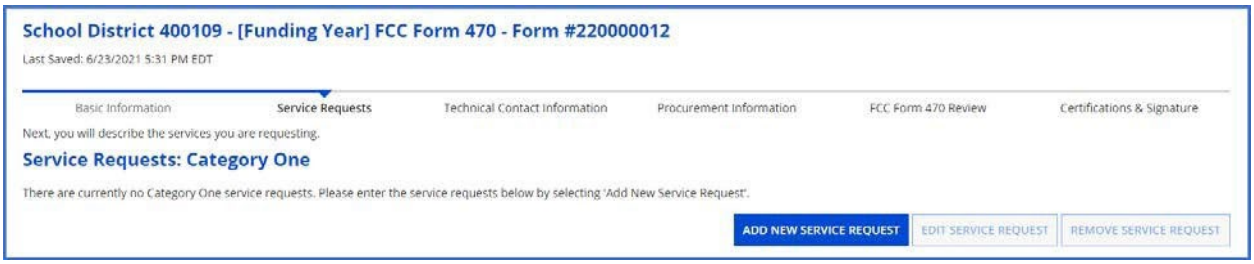
This page features a **Narrative** field which can be used to provide potential bidders with additional information about specific services that may help them respond with a bid. Complete the **Narrative** section with information such as:

- A summary of the service.
- Information that applicants want to communicate to potential bidders.
- Disqualification factors.

NOTE: Narrative information should not conflict with RFP content.



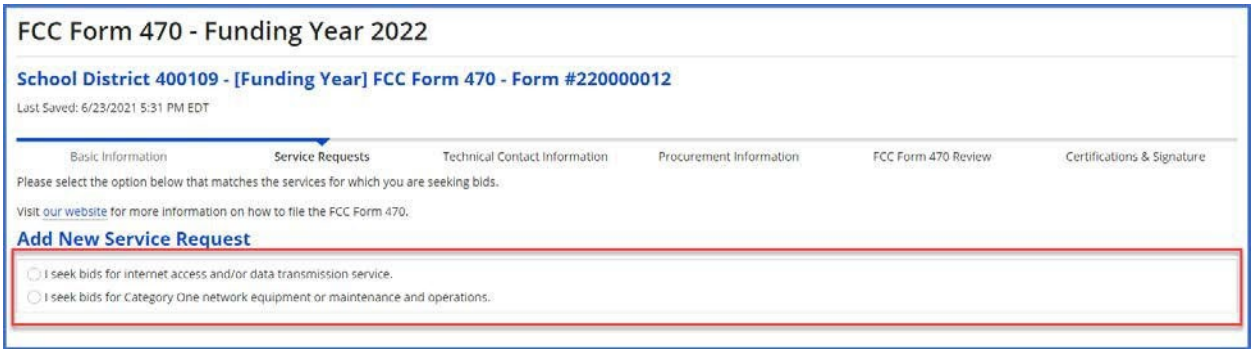
1. When the narrative is complete, select Add New Service Request for Category One, and continue to the next page. If you are only requesting Category Two services, go to the Category Two Service Requests section below.



Guiding Statements

The FCC Form 470 includes guiding statements to help applicants request E-Rate eligible services

and/or equipment for the upcoming funding year. As you work through the statements, EPC selects the correct drop-down options and completes your form based on your selections.



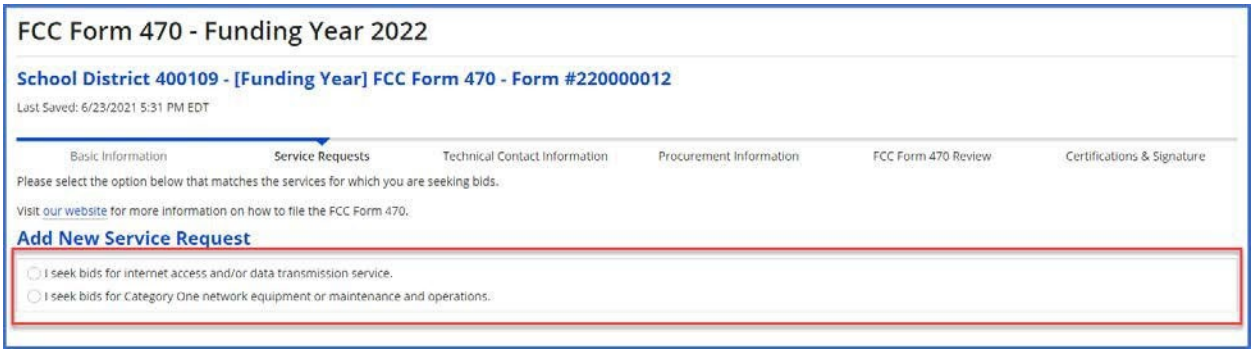
The FCC Form 470 Services Guiding Statements Reference Table provide a quick way to reference the options provided in the form.

Category One Service Requests

1. First you will select one of the two provided statements:

    a. **I seek bids for internet access and/or data transmission service.** Or,

    b. **I seek bids for Category One network equipment or maintenance and operations.**

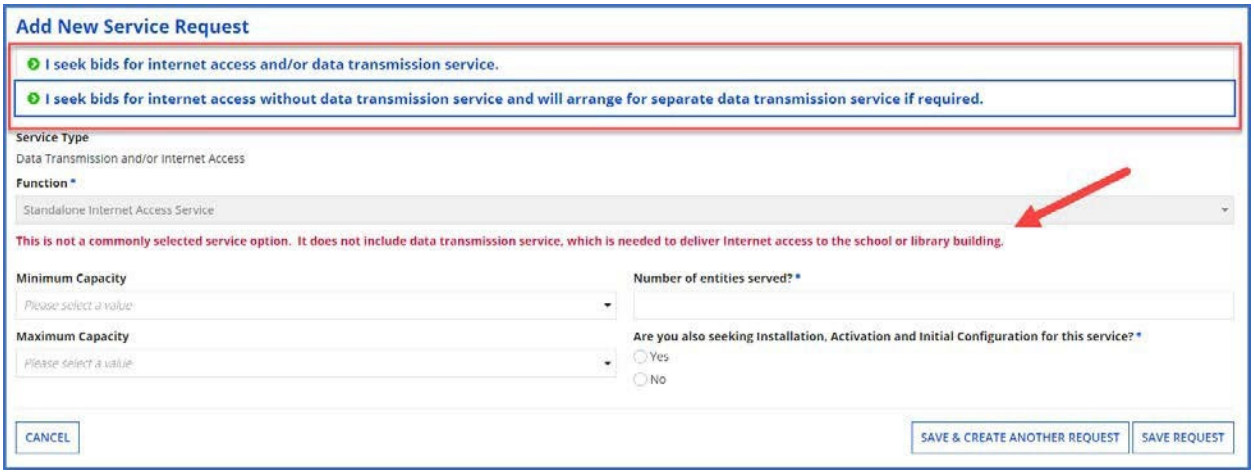


After you make a selection, a new set of guiding statements will appear. In this example, if you choose the first guiding statement, a set of four additional guiding statements will appear:

2. As you continue to select options that describes the services you are seeking bids for, the system will present you with additional guiding statements to complete your request.

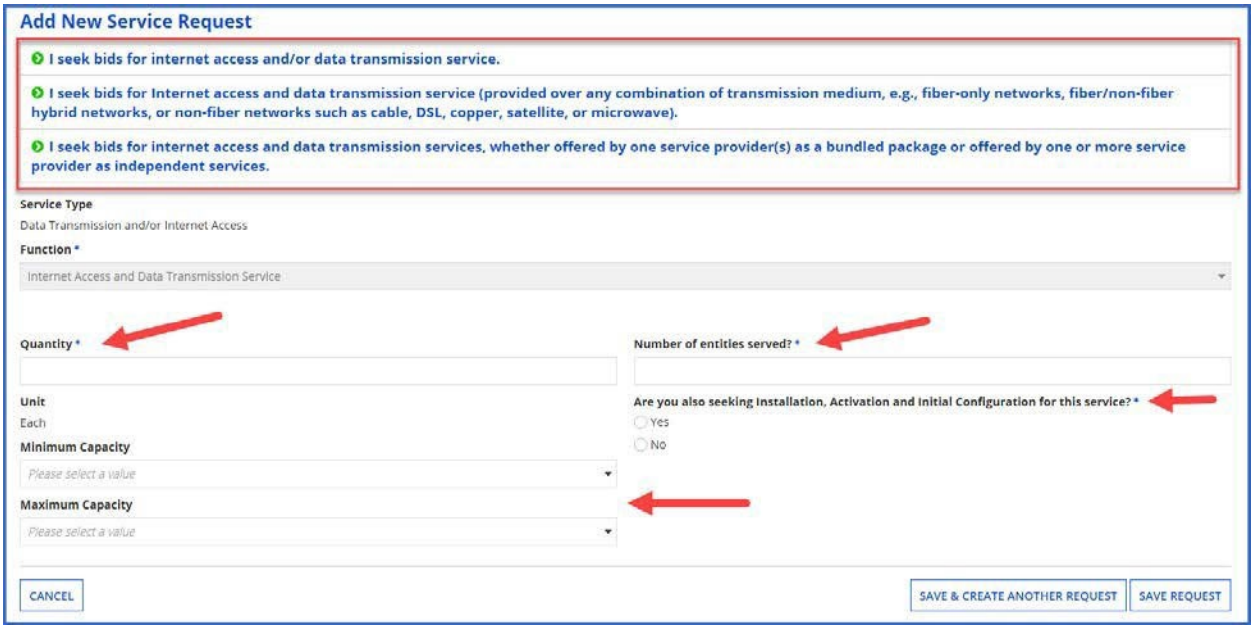
The system will let you know if it encounters selections of guiding statements that don't seem to match.

For example, if you select **I seek bids for internet access and/or data transmission service**, with **I seek bids for internet access without data transmission service and will arrange for separate data transmission service if required.** A warning message with appear notifying you that your selection is not a commonly selected service option.



If you decide that you want to change your selections, click the green arrow by the guiding statement to undo the selection.

Depending on your selections, you may need to provide additional information for your request using the data fields or drop-down menus that appear.

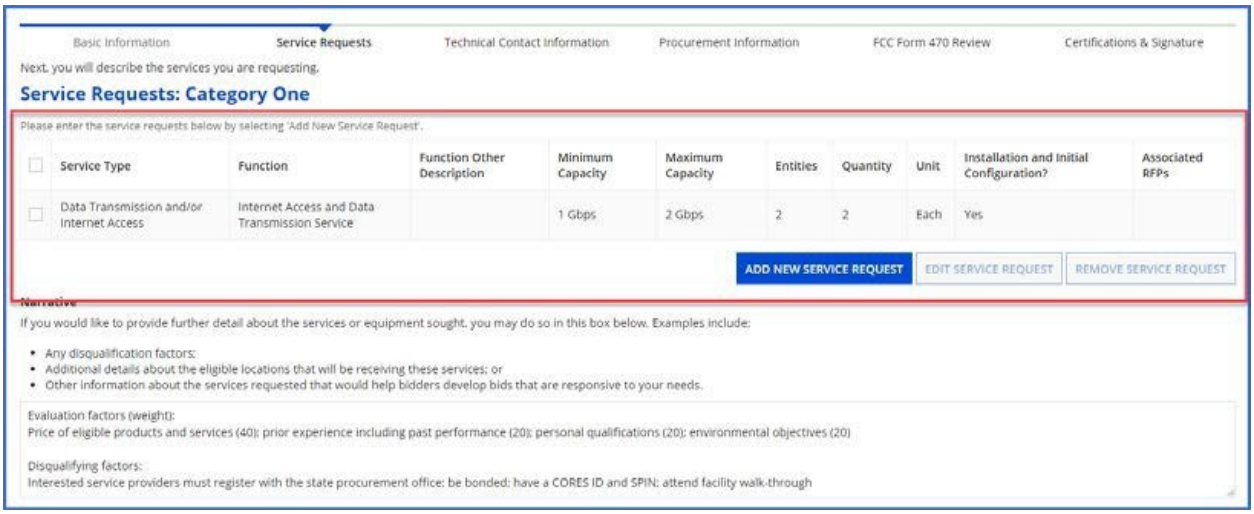


Examples:

- ***Quantity*** – The number of items you are requesting.
- ***Unit*** – Automatically populates based on the selected function.
- ***Number of entities served*** – The number of schools and/or libraries that will receive this service.
- ***Installation, Activation and Initial Configuration*** – **Yes** or **No** based on your needs.
- ***RFPs*** – Select any RFP(s) that apply to the requested service. **NOTE:** RFPs are automatically associated with this request if you previously indicated that an RFP applied to all Category One services.

3. When you are done entering your request, click the **Save & Create Another Request** button to continue adding Category One requests to which the same guiding statements you have chosen also apply. If you do not have any additional Category One requests to add or you would like to add an unrelated Category One request, click the **Save Request** button to continue.

4. This takes you back to the main page of the **Service Request: Category One** section of the form. The request(s) you entered will be summarized on this page.

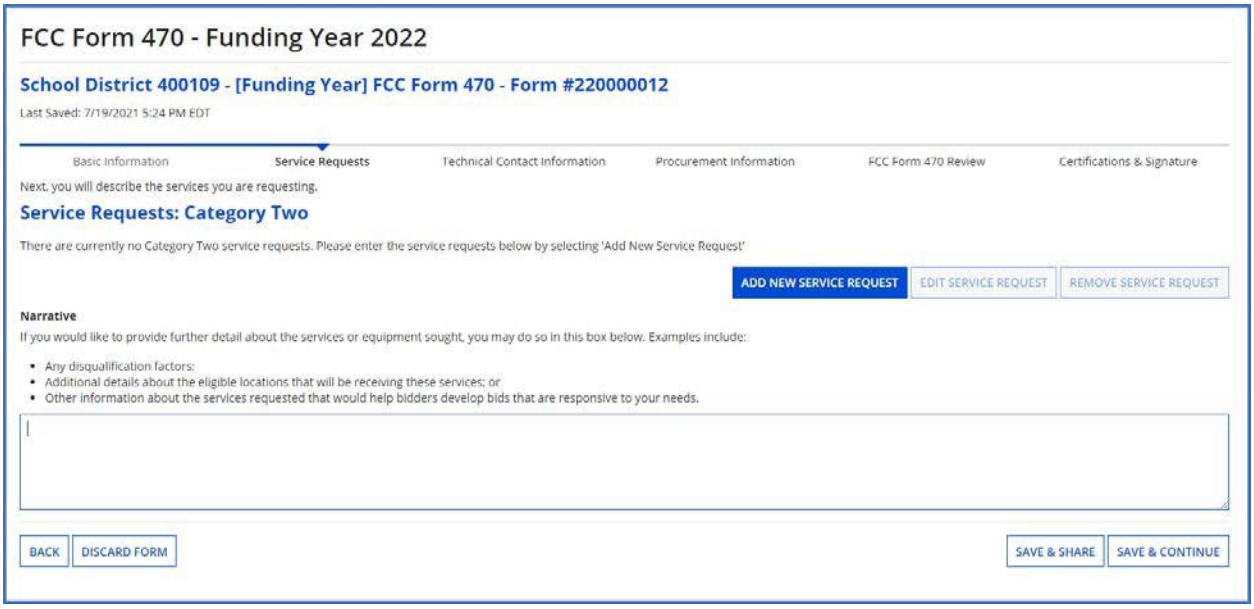


5. If you need to edit one of your requests, click the box next to the **Service Type** for that request and click the **Edit Service Request** button to return to your request. If you want to add more service requests, click the **Add New Service Request** button.

6. When you are done entering your Category One service requests, click the **Save & Continue** button.

Category Two Service Requests

The main page of the **Service Request: Category Two** section of the form looks exactly like the main page of the **Service Request: Category One** section of the form.



1. Add information to the narrative if you want to provide further detail about the services or equipment sought. For more information, see the **Add Narrative** section above.

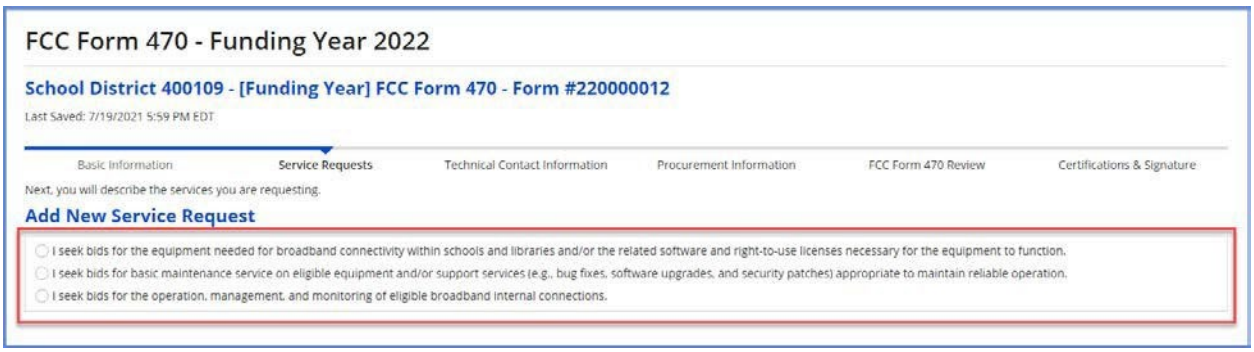
2. Select **Add New Service Request** to continue to the next page.

3. Choose one of the three provided statements:

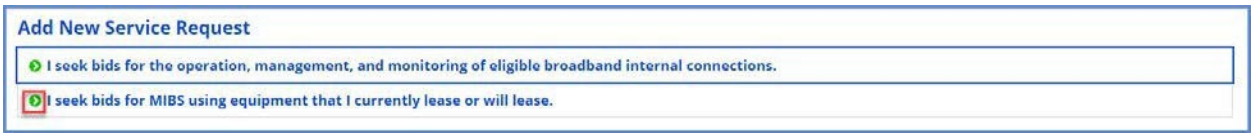
- **I seek bids for the equipment needed for broadband connectivity within schools and libraries and/or the related software and right-to-use licenses necessary for the equipment to function.** *This option is for requests for Internal Connections.*

- **I seek bids for basic maintenance service on eligible equipment and/or support services (e.g., bug fixes, software upgrades, and security patches) appropriate to maintain reliable operation.** *This option is for requests for Basic Maintenance of Internal Connections (BMIC).*

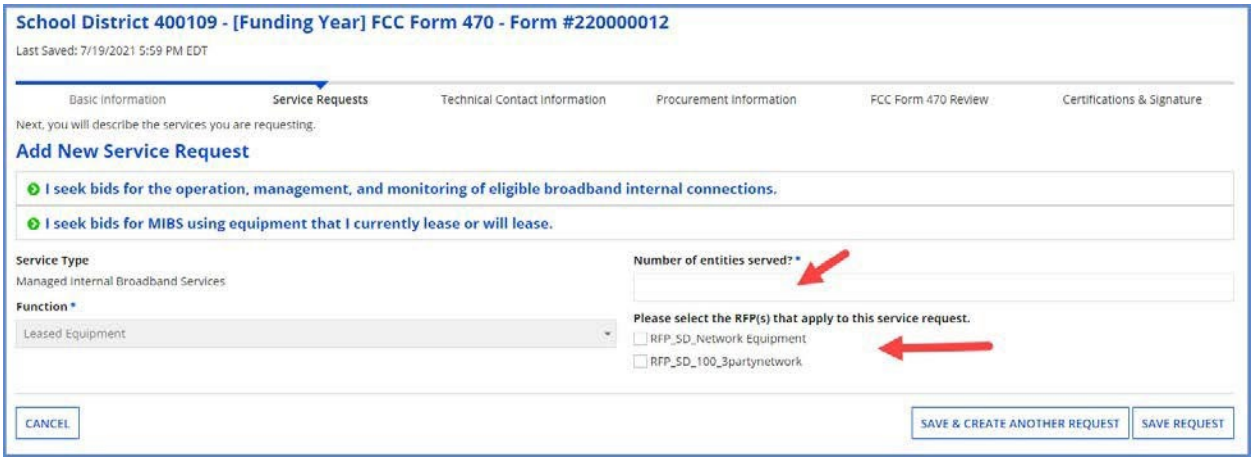
- **I seek bids for the operation, management, and monitoring of eligible broadband internal connections.** *This option is for requests for Managed Internal Broadband Services (MIBS).*



If you decide that you want to change your selections, click the green arrow by the guiding statement to undo the selection.



As you continue to select options that describes the services you are seeking bids for, the system will present you with additional guiding statements or data fields to complete your request. Depending on your selections, you may need to provide additional information for your request using the data fields or drop-down menus that appear.



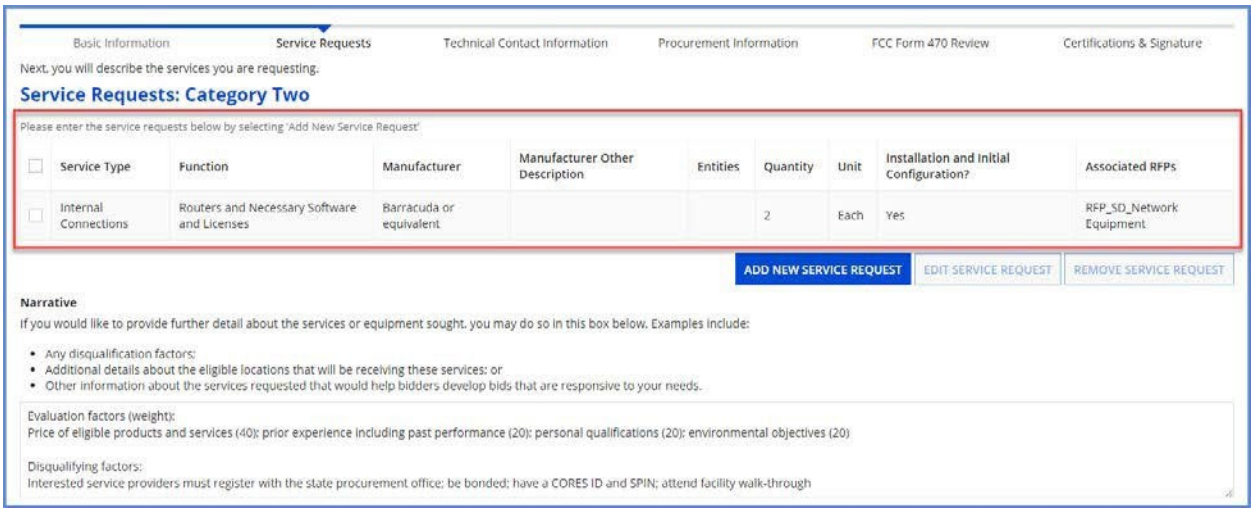
Examples:

- ***Quantity*** – The number of items you are requesting.
- ***Unit*** – Automatically populates based on the selected function.

- ***Number of entities served*** – The number of schools and/or libraries that will receive this service.
- ***Installation, Activation and Initial Configuration*** – **Yes** or **No** based on your needs.
- ***RFPs*** – Select any RFP(s) that apply to the requested service. **NOTE:** RFPs are automatically associated with this request if you previously indicated that an RFP applied to all Category Two services.

4. When you are done entering your request, click the **Save & Create Another Request** button to continue adding Category Two requests to which the same guiding statements and datafields you have chosen also apply. If you do not have any additional Category Two requests to add or you would like to add an unrelated Category Two request, click the **Save Request** button to contine.

5. This takes you back to the main page of the **Service Request: Category Two** section of the form. The request(s) you entered will be summarized on this page.

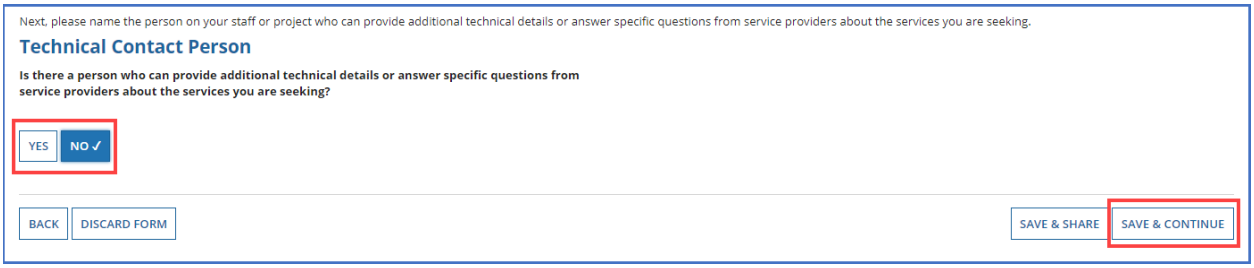


6. If you need to edit one of your requests, click the box next to the **Service Type** and click the **Edit Service Request** button to return to your request. If you want to add more service requests, click the **Add New Service Request** button.

7. When you are done entering your Category Two service requests, click the **Save & Continue** button.

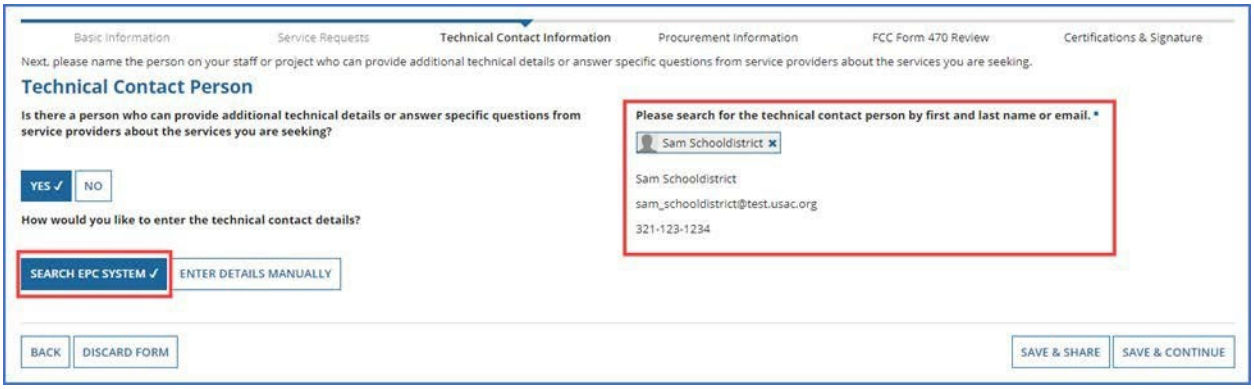
Technical Contact Information

1. Select **Yes** if there is a technical contact person who can provide additional information for your FCC Form 470 and the services or products that you are seeking. Otherwise, select **No** and then select **Save & Continue.**

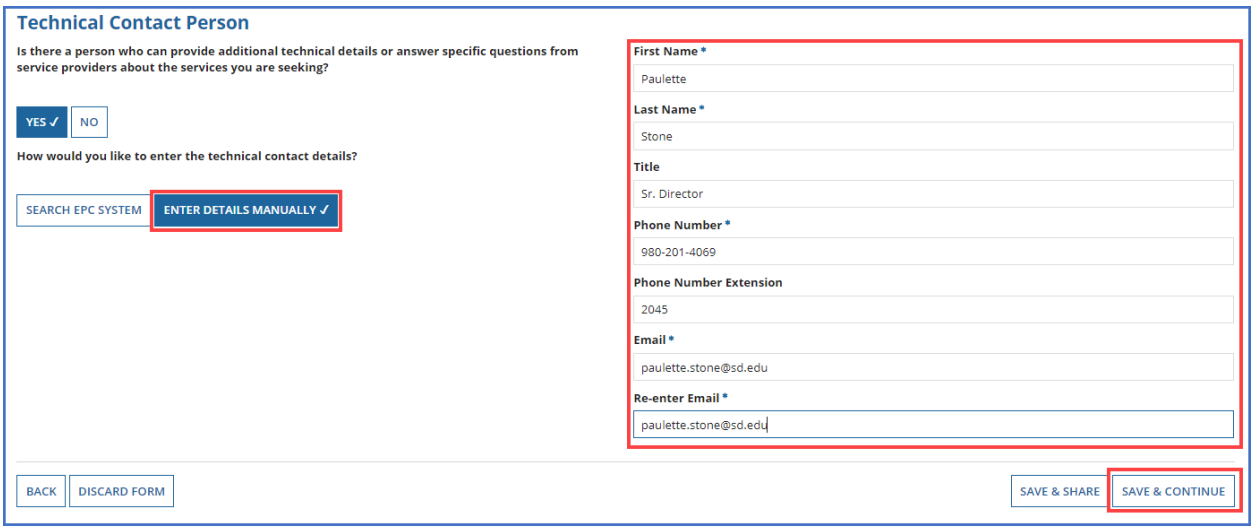


2. If you select **Yes**, the screen will refresh, and you can enter contact details one of two ways:

a. **Search EPC System** – Locate the technical contact person by typing in the person's name.



b. **Enter Details Manually –** Complete the required fields. NOTE: This will NOT create a new user in EPC.

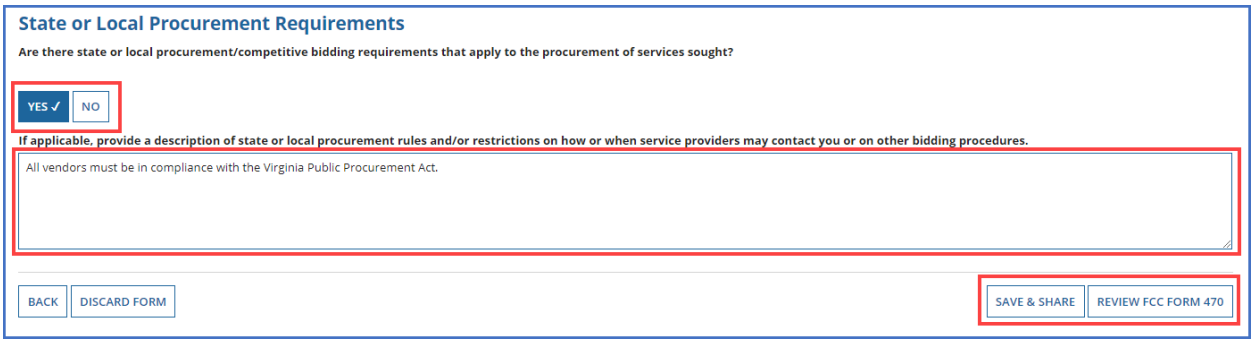


3. After you select or enter the technical contact person, select Save & Continue to proceed to the next page.

Procurement Information

1. If there are state or local requirements that service providers must adhere to when bidding on your services, select **Yes.** If there are none, select **No**.

2. If you select **Yes**, the page will refresh with a text box, and you can provide a description of the requirements. You may also use the text box to explain any other restrictions on bidding procedures.

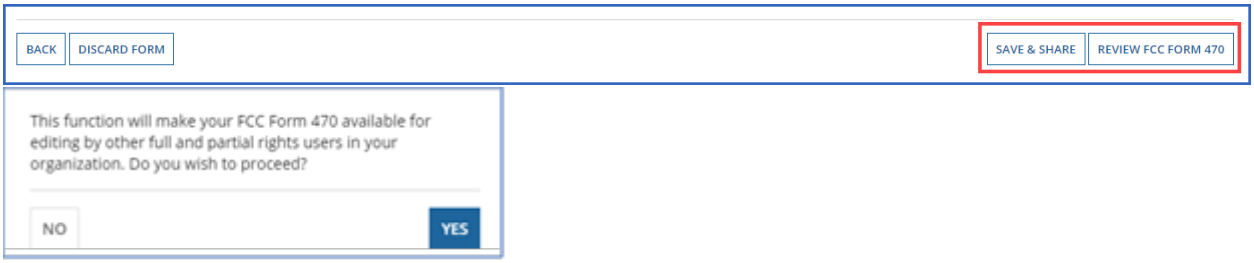


3. To proceed, select one of two options:

a. **Review FCC Form 470** – Proceed to the next page to review and certify (See Review FCC Form 470).

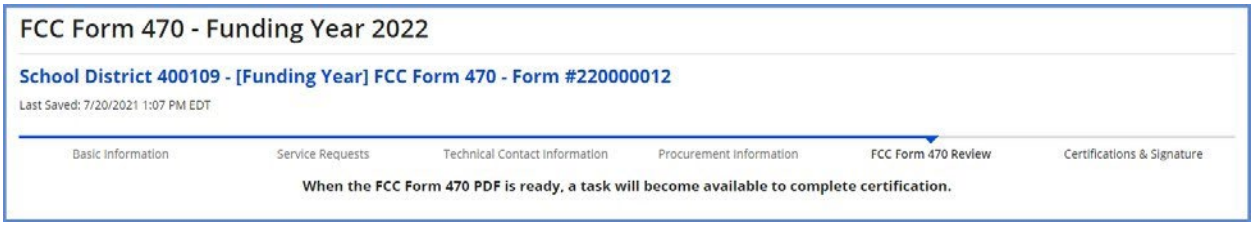
b. **Save & Share** – Send the completed form to another partial or full-rights user in your organization to review, edit or complete the form. When the system prompts you with a confirmation message, select **Yes** to proceed with sharing or **No** to cancel sharing.

NOTE: If you choose this option, the form will disappear from your **Tasks** list. You *will not be able re-enter the form* unless the form is saved and shared back to you.

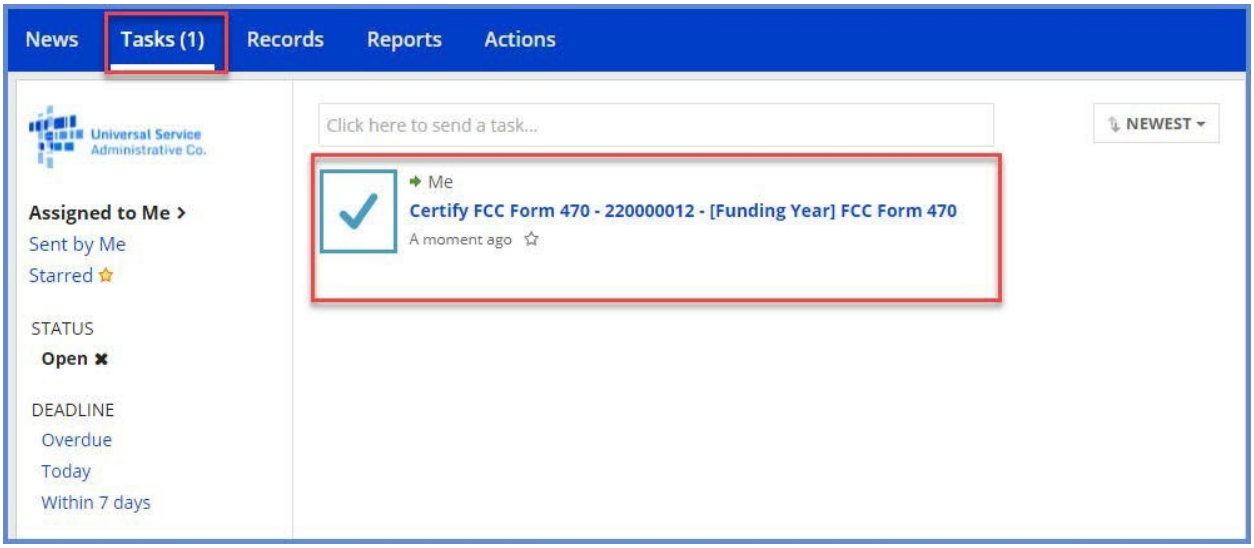


FCC Form 470 Review

1. When you select Review FCC Form 470, the system generates a PDF version of the form and sends a task to your Tasks list. Wait one minute on this screen while the system generates the form.

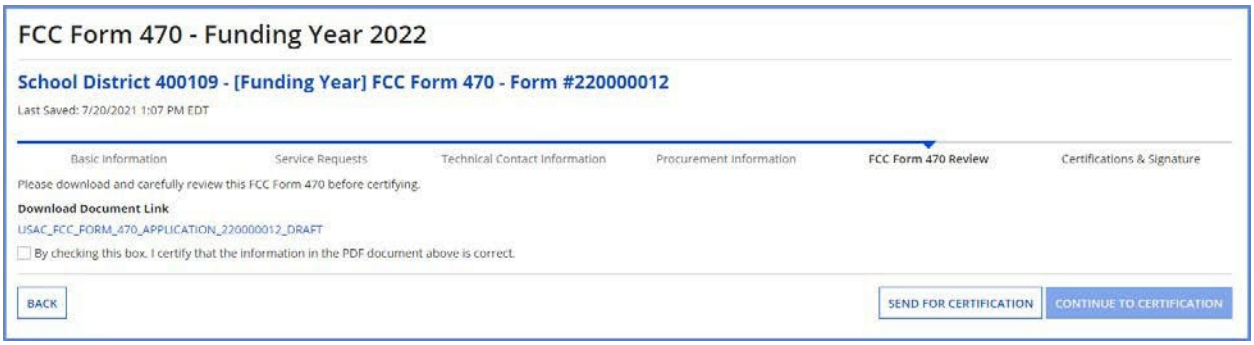


2. After one minute, go to your Tasks and select Review FCC Form 470. Note that it may take longer than one minute if traffic on the system is heavier than normal.



FCC Form 470 Draft

1. Select the **Download Document Link** to download the PDF version of the FCC Form 470 to your computer.



2. Open the PDF, review the content, and verify that the data is correct and consistent with what you entered on the form.

DRAFT

Universal Service Administrative Co.

FCC Form 470 – Funding Year 2022

Form 470 Application Number: 220000012

[Funding Year] FCC Form 470

Billed Entity

School District 400109
700 12th St NW #900
Washington, DC 20005
123-456-7890
sd_400109@testmail.usac.org

Billed Entity Number: 17316
FCC Registration Number: 0123456789

Contact Information

Admin School District 400109
sd_aa_400109@testmail.usac.org
123-456-7890

Application Type

Applicant Type: School District
Recipients of Services: Public School; Public School District

Number of Eligible Entities: 3

Consulting Firms

Name	Consultant Registration Number	Phone Number	Email

Consultants

Name	Phone Number	Email

RFPs

Id	Name
344658	RFP_SD_Network Equipment
344659	RFP_SD_100_3partynetwork

Category One Service Requests

Service Type	Function	Function Other Description	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Installation and Initial Configuration?	Associated RFPs
Data Transmission and/or Internet Access	Internet Access and Data Transmission Service		1 Gbps	2 Gbps	2	2	Each	Yes	

Description of Other Functions

Id	Name

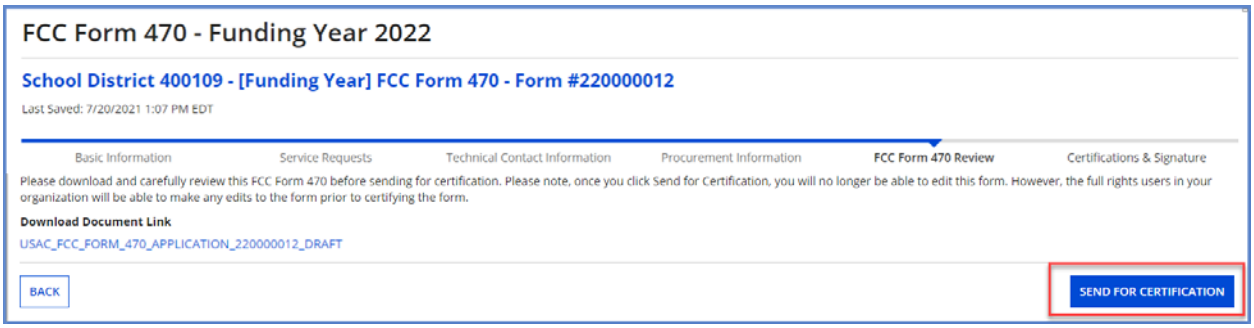
Narrative
Evaluation factors (weight): Price of eligible products and services (40); prior experience including past performance (20); personal qualifications (20); environmental objectives (20) Disqualifying factors: Interested service providers must register with the state procurement office; be bonded; have a CORES ID and SPIN; attend facility walk-through

DRAFT

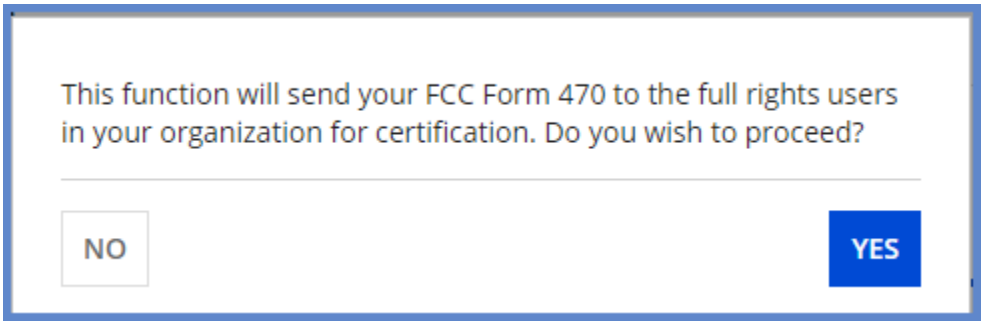
3. Return to EPC.
4. To make changes to your form, select **Back**.
5. If the PDF is accurate, proceed with form certification according to your permission level. You can check the box to certify that the information on the form is correct, but if you are not a full-rights user, the full-rights user who accepts the task to certify the form will still be required to return to this step, review the PDF, and check this box.

Partial-Rights Users

1. Select **Send for Certification**, as you don't have permission to certify the form.



2. When the system notifies you that your form will be sent to the full-rights users in your organization, select Yes to proceed.



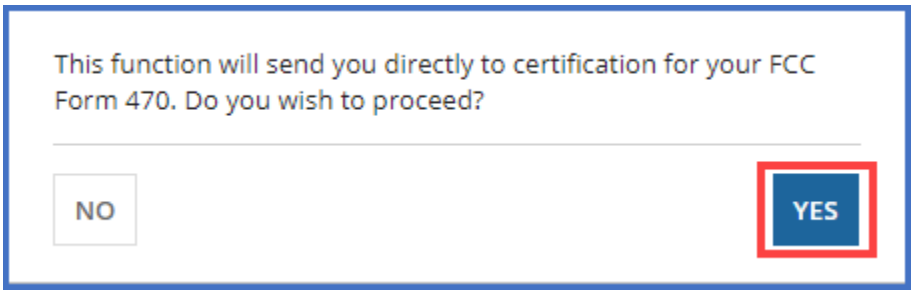
Full-Rights Users

1. Select the checkbox to certify that the information in the PDF version of the FCC Form 470 is correct.

You have two options:

2. Select **Send for Certification** to send the form to *other full-rights users* in your organization. **NOTE:** If you choose this option, the form will disappear from your **Tasks** list. You *will not be able to re-enter the form.* After the system notifies you that your form will be sent to the full-rights users in your organization, select **Yes** to proceed; or

3. Select **Continue to Certification** to certify the form yourself. When the system notifies you that your form will be sent directly to certification, select **Yes**.

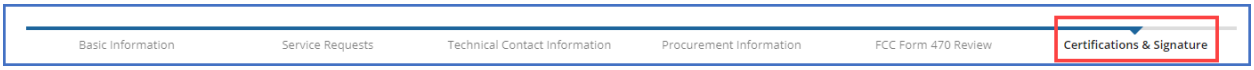


Full-Rights Users Certifying FCC Form 470 from Partial-Rights or from Other Full-Rights User

See Full-Rights User Certifying FCC Form 470 from Partial-Rights User below.

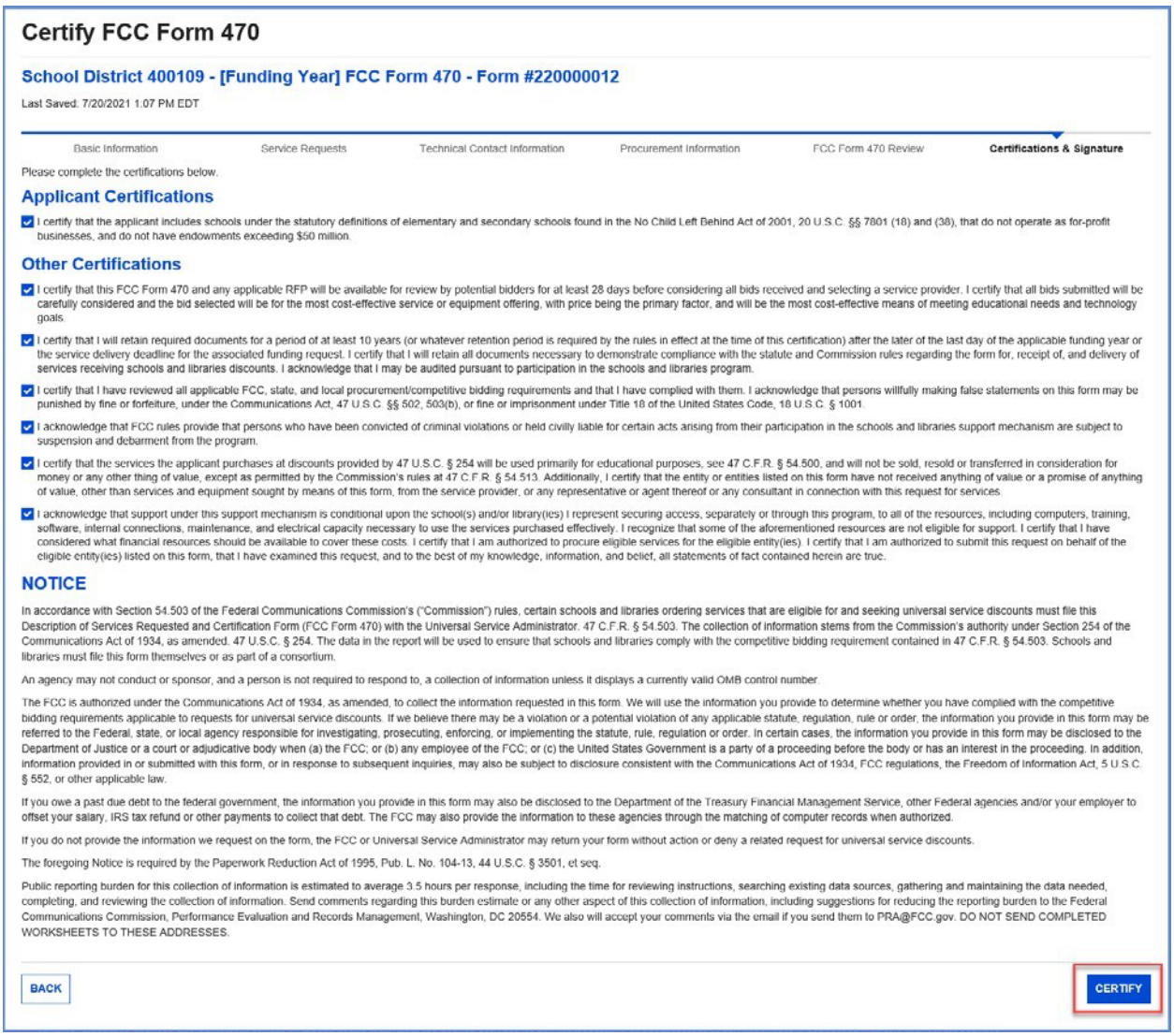
Certifications and Signature

Certify FCC Form 470



1. When the **Certify FCC Form 470** page appears, carefully read the certification text.

2. Select each checkbox to confirm compliance and certification.



Certify FCC Form 470

School District 400109 - [Funding Year] FCC Form 470 - Form #220000012

Last Saved: 7/20/2021 1:07 PM 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 28 days before considering all bids received and selecting a service provider. I certify that all bids submitted will be carefully considered and the bid selected will be for the most cost-effective service or equipment offering, with price being the primary factor, and will be the most cost-effective means of meeting educational needs and technology goals.

☑ I certify that I will retain required documents for a period of at least 10 years (or whatever retention period is required by the rules in effect at the time of this certification) after the later of the last day of the applicable funding year or the service delivery deadline for the associated funding request. I certify that I will retain all documents necessary to demonstrate compliance with the statute and Commission rules regarding the form for, receipt of, and delivery of services receiving schools and libraries discounts. I acknowledge that I may be audited pursuant to participation in the schools and libraries program.

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

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

☑ I certify that the services the applicant purchases at discounts provided by 47 U.S.C. § 254 will be used primarily for educational purposes, see 47 C.F.R. § 54.500, and will not be sold, resold or transferred in consideration for money or any other thing of value, except as permitted by the Commission's rules at 47 C.F.R. § 54.513. Additionally, I certify that the entity or entities listed on this form have not received anything of value or a promise of anything of value, other than services and equipment sought by means of this form, from the service provider, or any representative or agent thereof or any consultant in connection with this request for services.

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

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.

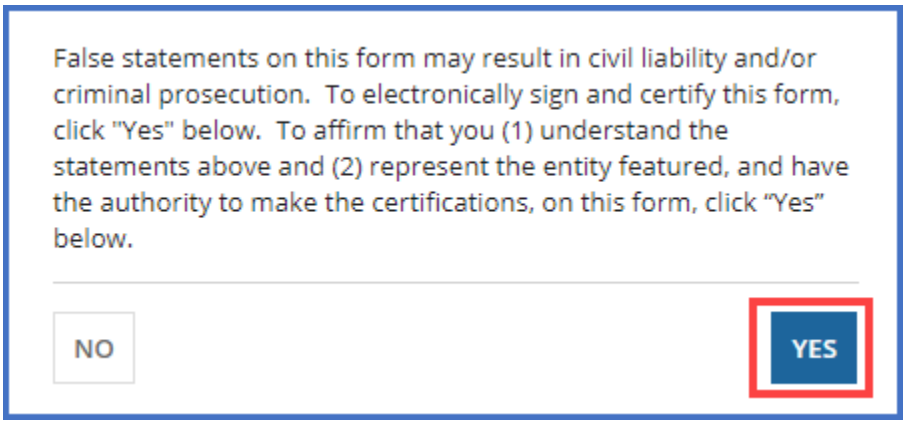
The foregoing Notice is required by the Paperwork Reduction Act of 1995, Pub. L. No. 104-13, 44 U.S.C. § 3501, et seq.

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.

BACK | CERTIFY

3. After all boxes are checked, select **Certify**. This action is equivalent to providing your electronic signature.

4. Read the message regarding the certification and select **Yes** if you agree.



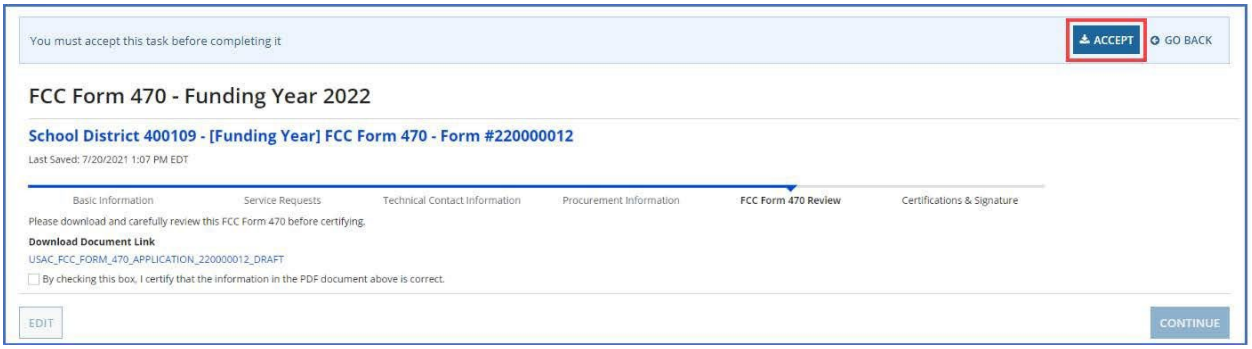
When you select **Yes** on the confirmation message, the form will be certified and will be posted on the USAC website. The form task will disappear from your **Tasks** list.

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

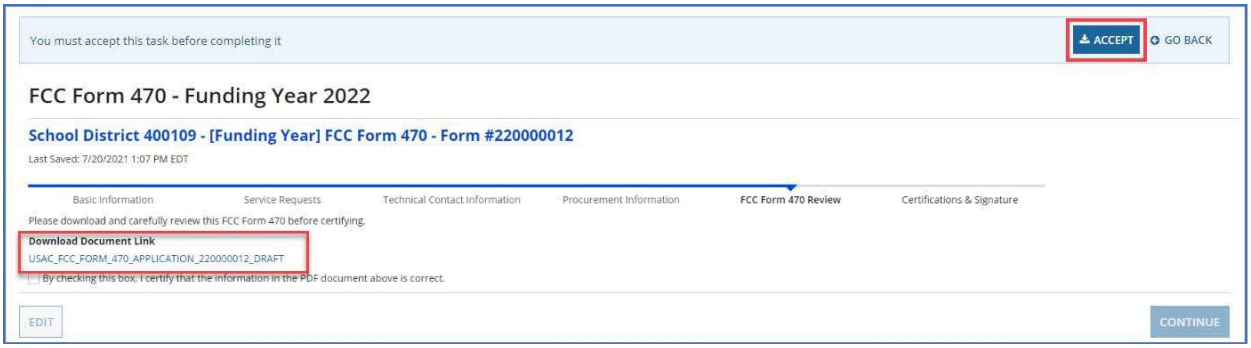
A full-rights user receives a task to certify an FCC Form 470 when the form is submitted by a partial-rights user or another full-rights user and sent for certification.

1. On the **Tasks** page, select the task.

2. When prompted, accept the task.



3. Select the **Download Document Link** to download the PDF version of the FCC Form 470 to your computer.



4. Open the PDF, review the content, and verify that the data is correct and consistent with what was entered on the form.

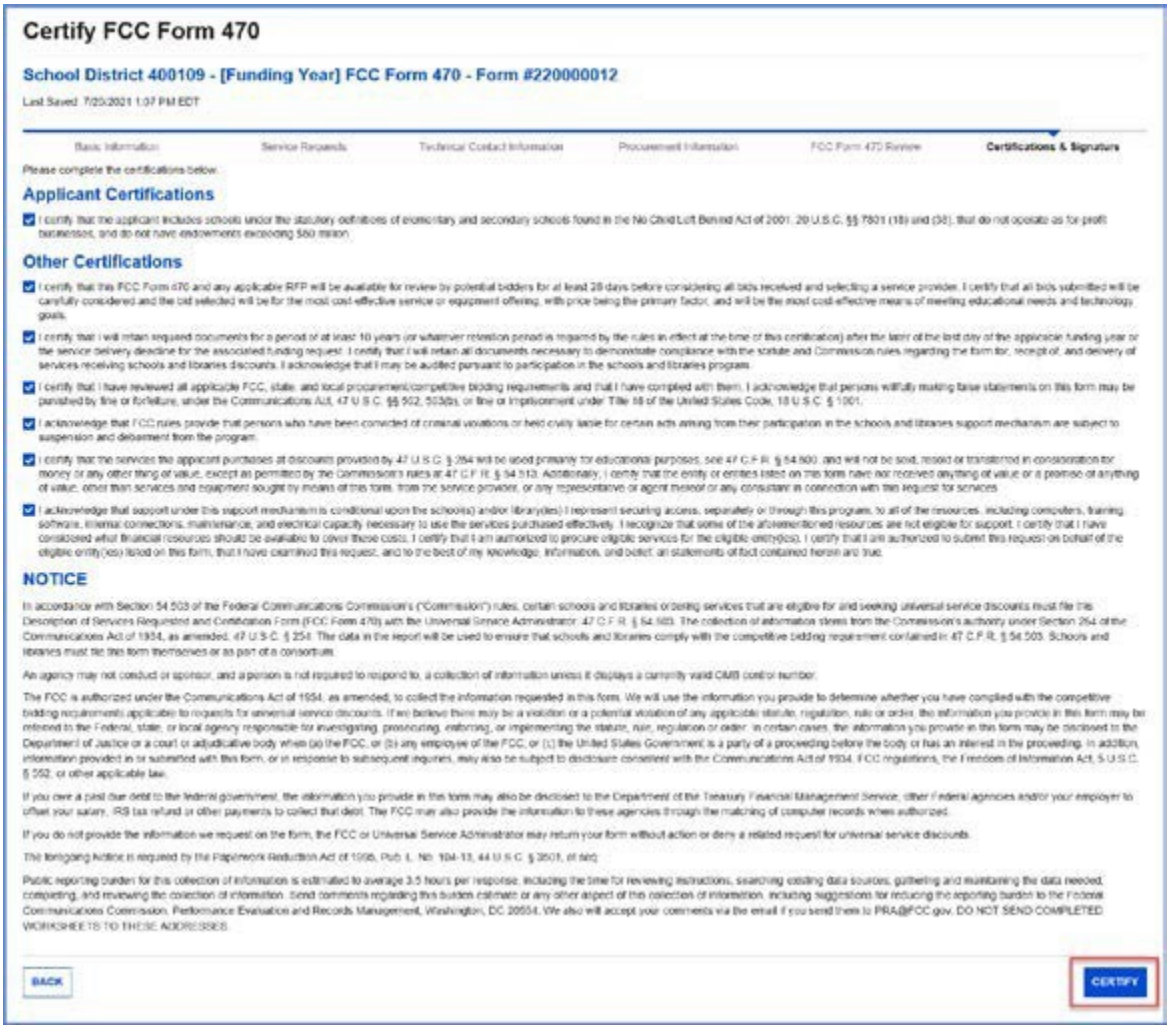
5. To make any necessary corrections, return to EPC and select **Edit** to return to the form's **Basic Information** section.

6. Continue through each form section and make any necessary changes.

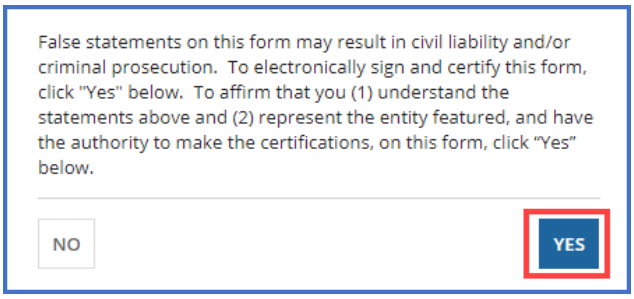
7. Generate a new PDF and review again. Once the PDF is correct, click the checkbox to indicate that the information is accurate and then select **Continue**.

8. When the **Certify FCC Form 470** page appears, carefully read the certification text.

9. Select each checkbox to confirm compliance and certification.



10. After all boxes are checked, select Certify. This action is equivalent to providing your electronic signature.



11. Read the message regarding the certification and select Yes if you agree.

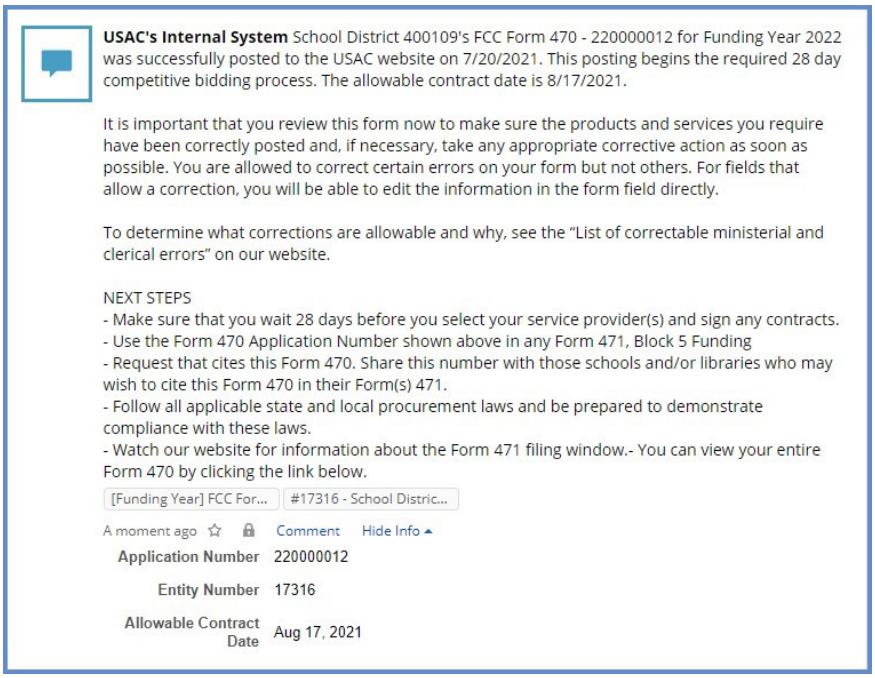
When you select Yes on the confirmation message, the form will be certified and will be posted on the USAC website. The form task will disappear from your Tasks list.

After FCC Form 470 Certification

When you certify an FCC Form 470, it is posted in USAC's EPC portal and on USAC's open source data platform. You can also view the forms, their attachments, and summary information from the tools in the FCC Form 470 Tools section of the Tools page on USAC's website. You can view information from the basic information section of each FCC Form 470 in the E-Rate Open Competitive Bidding: Basic Information (FCC Form 470 and Related Information) dataset on the Open Data platform.

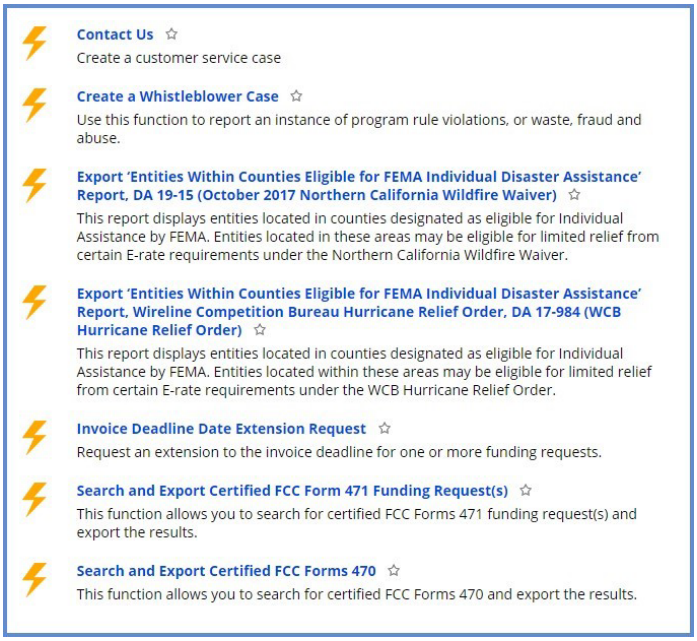
FCC Form 470 Receipt Notification

When USAC receives your form, a notification appears in the **News** feed for all members of your organization. This notification confirms that the form has been certified, provides the **Allowable Vendor Selection/Contract Date** for your form, and explains next steps (including how to submit modifications).



Search and Export Results

To export form search results from EPC, select the **Search and Export Certified FCC Form 470** link on the **Actions** tab.



FCC Form 470 Modifications

Allowable Modifications

A certified FCC Form 470 can be modified by applicants and consultants who have either partial or full-rights permissions. Sometimes modifications require a full-rights user's approval of modifications made by a partial-rights user. For additional information about which modifications are allowable and when you must file a new form, go to the Ministerial & Clerical Errors webpage.

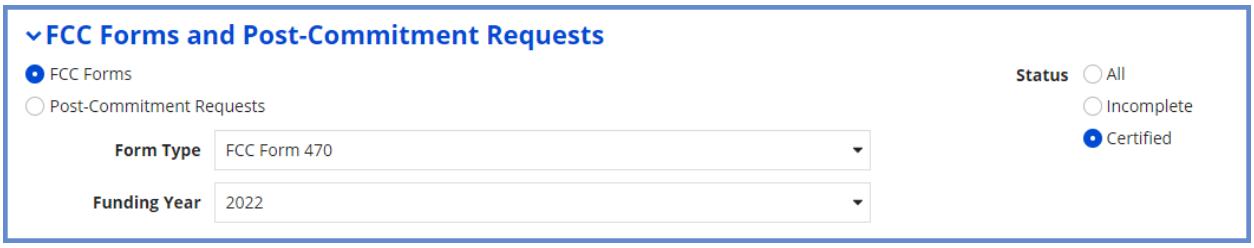
- **Edit Application Nickname** – No approval by full-rights user needed.
- **Add an RFP Document** – No approval by full-rights user needed. This edit is only allowed for FCC Forms 470 that were certified with at least one associated RFP document.
- **Change Main Contact Person** – Full-rights user approval needed. USAC must also approve this modification.
- **Edit Technical Contact** – Full-rights user approval needed. USAC must also approve this modification.
- **Cancel an FCC Form 470** – Full-rights user approval needed.

Submitting Modifications

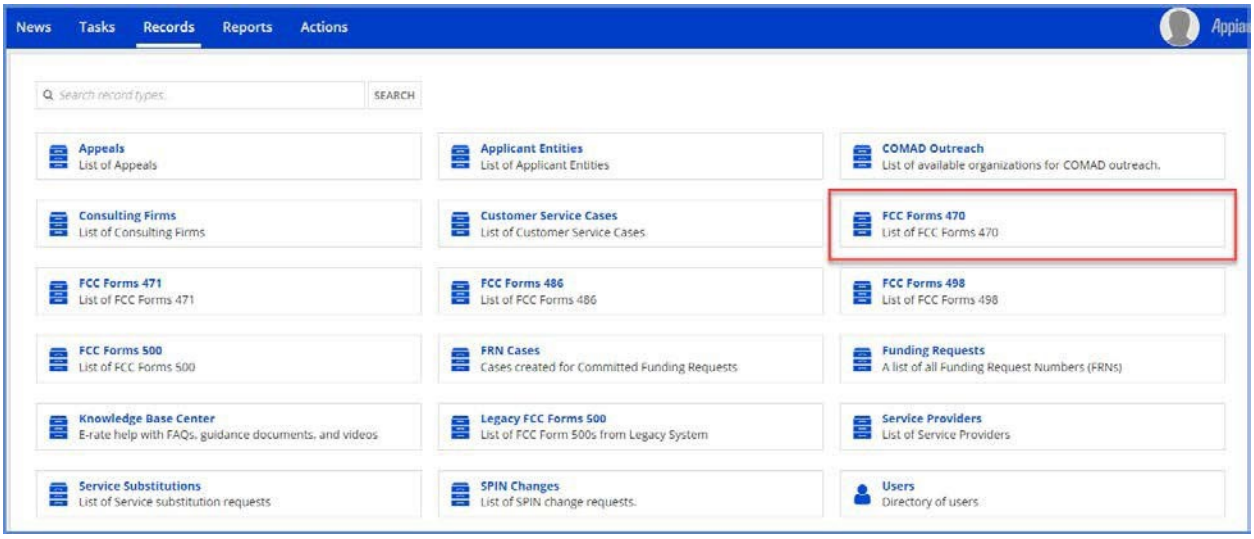
1. Log in to EPC.

2. Locate the form you want to edit from either **My Landing Page** or the **Records** tab.

a. From **My Landing Page**, scroll to **FCC Forms and Post-Commitment Requests** and search for **Certified** forms.



b. On the Records tab, select FCC Forms 470.

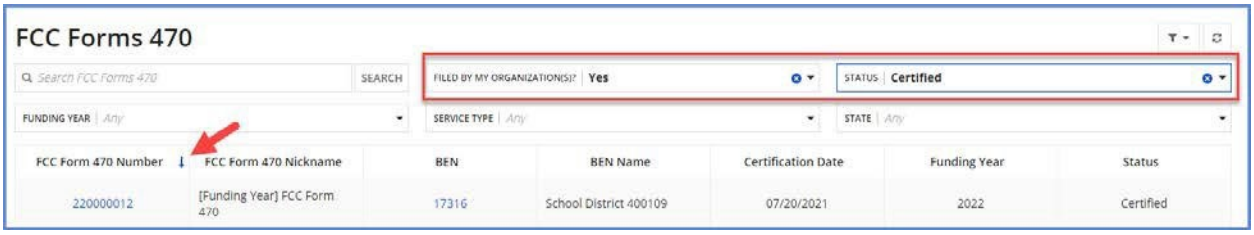


3. Filter the forms by two fields:

a. **Filed by my Organization** – Select **Yes**.

b. **Status** – Select **Certified**.

c. You can also filter further by funding year and service type The system lists the certified forms that your organization filed.



4. Locate and select the FCC Form 470 number of the form you want to modify.

5. Select **Related Actions**.

6. On the **Related Actions** page, review the list of available actions for the certified FCC Form 470.

Edit the Application Nickname on a Certified FCC Form 470

1. On the **Related Actions** page, select **Edit Application Nickname**.

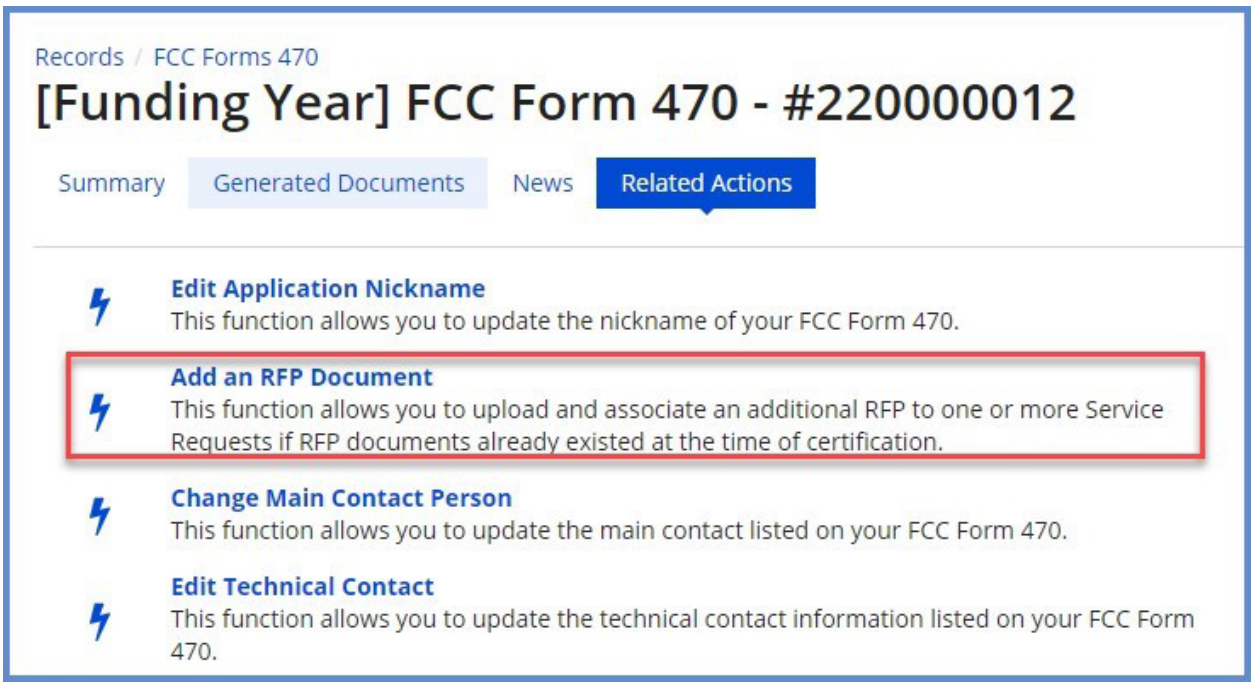
2. Enter the new Application Nickname.

3. Select **Submit**. The nickname for the FCC Form 470 is changed.

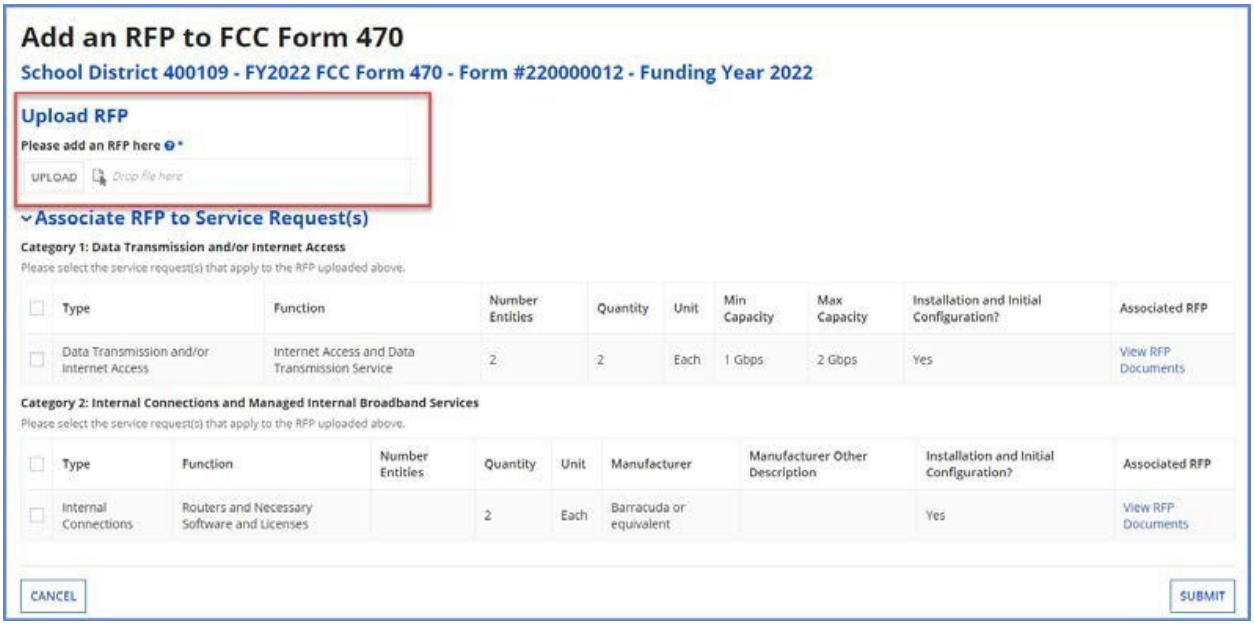
Add an RFP Document to a Certified FCC Form 470

If the FCC Form 470 has an associated RFP document, you can add more documents using the **Add an RFP Document** function.

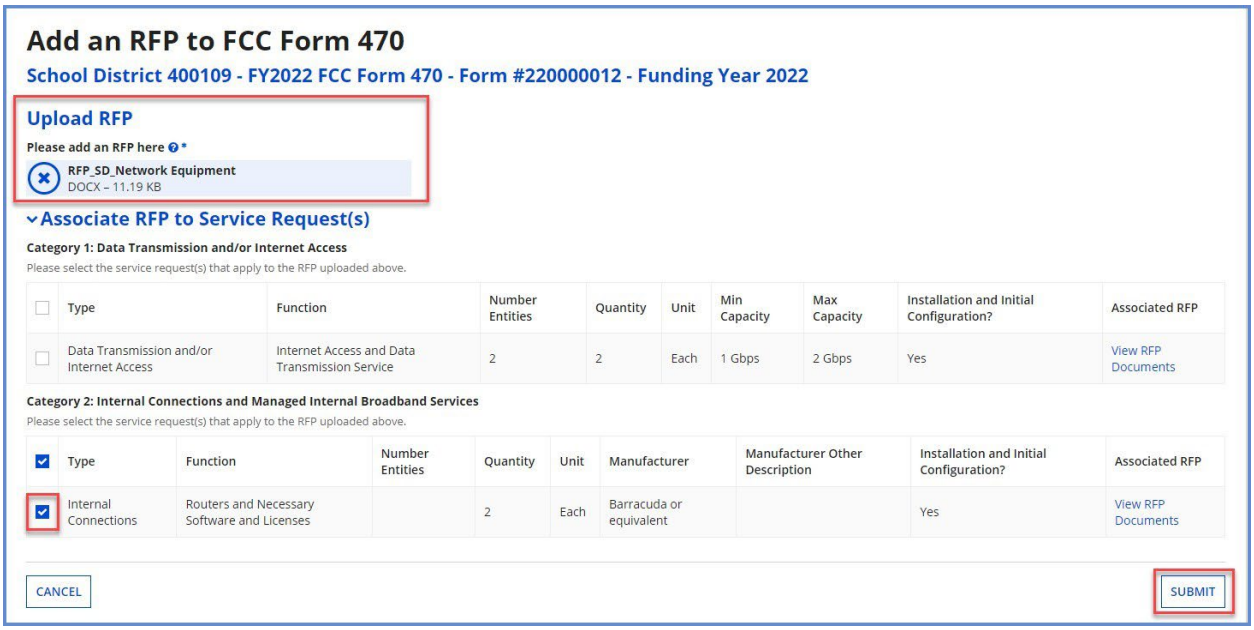
1. On the **Related Actions** page, select **Add an RFP Document**.



2. When the list of associated RFP documents opens, select **UPLOAD** or drag the document onto ***Drop file here***.



Select each checkbox for a related service to link the new RFP to a service request. You can link the RFP to all Category One or Category Two services by checking the box to the left of the **Type** column header under the **Category 1** or **Category 2** section.



3. Select **Submit**.

4. When the confirmation pop-up message appears, note that you cannot make a cardinal change to the scope of the services after your form is certified.

5. If you agree with the statement, select **Yes** to add the new RFP document to the FCC Form 470.

Change the Main Contact Person on a Certified FCC Form 470

1. On the **Related Actions** page, select **Change Main Contact Person**.

2. Begin entering the new contact's name or email address. The system searches for matches.

3. When you select a name, Contact Details appear.

4. Select **Submit** to update the main contact. If you are a partial-rights user, the system creates a task in order to send the modification to the organization's full-rights users for approval. After a full-rights user's approval, USAC must also approve the modification.

5. After USAC approves the modification, you will receive a **News** notification stating that the main contact person has been changed on your FCC Form 470.

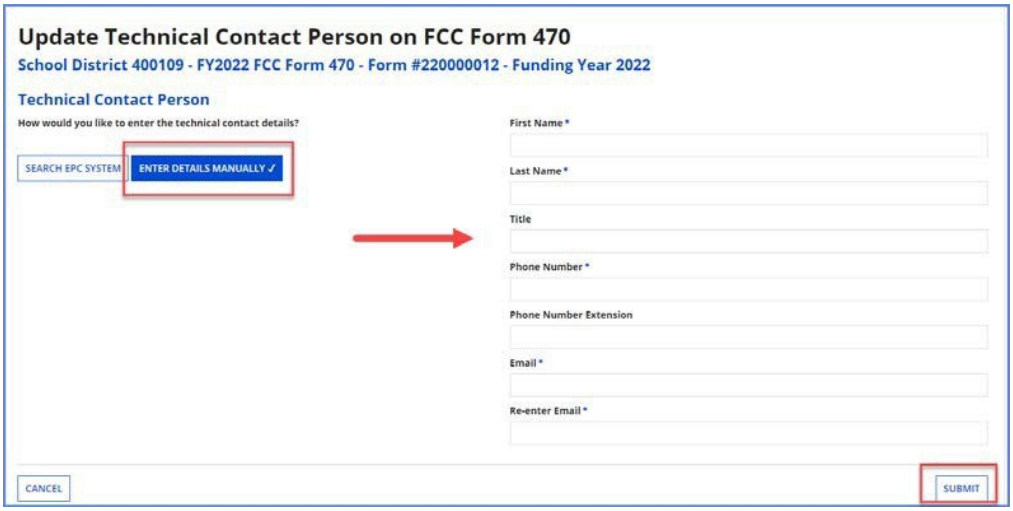
Edit the Technical Contact on a Certified FCC Form 470

1. On the Related Actions page, select Edit Technical Contact.

You can edit the technical contact by searching the EPC system or by entering the details manually.

If you click the **Search EPC System** button, you can search the system by the contact person's first name, last name, or email.

If you click the **Enter Details Manually** button, you can enter or revise the information entered in one or more fields.



2. Choose **Search EPC System** or **Enter Details Manually** to edit the technical contact person.

3. Select **Submit**. If you are a partial-rights user, the system creates a task in order to send the modification to the organization's full-rights users for approval. After a full-rights user's approval, USAC must also approve the modification.

4. When USAC approves the modification, you will receive a **News** notification stating that you have changed the technical contact on your FCC Form 470.

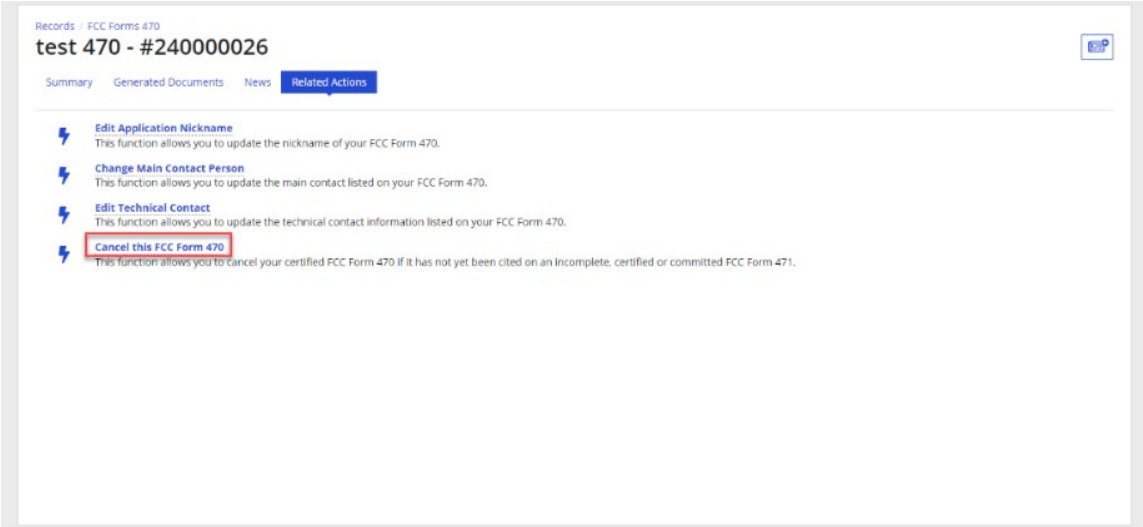
Canceling the FCC Form 470

You can cancel an FCC Form 470 that has not been cited on any Funding Request Number (FRN). EPC users with full rights to the FCC Form 470 can cancel a certified FCC Form 470 that has not yet been cited on a FRN that is included on a committed FCC Form 471. Additionally, all EPC users will be able to filter and view cancelled FCC Form 470 records.

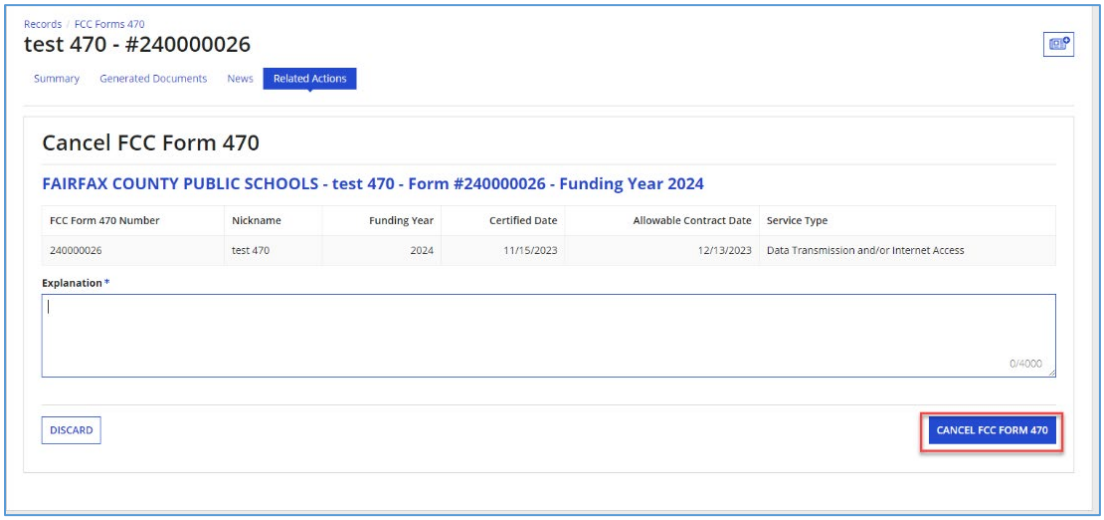
Users with partial or full rights to file FCC Form 471 funding applications for an organization are no longer able to certify the FCC Form 471 if one of the FRNs on the form is citing a canceled FCC Form 470. In that scenario, they will see a validation message preventing them from certifying the FCC Form 471.

An FCC Form 470 that is associated with an incomplete, certified, or committed FCC Form 471 may not be cancelled.

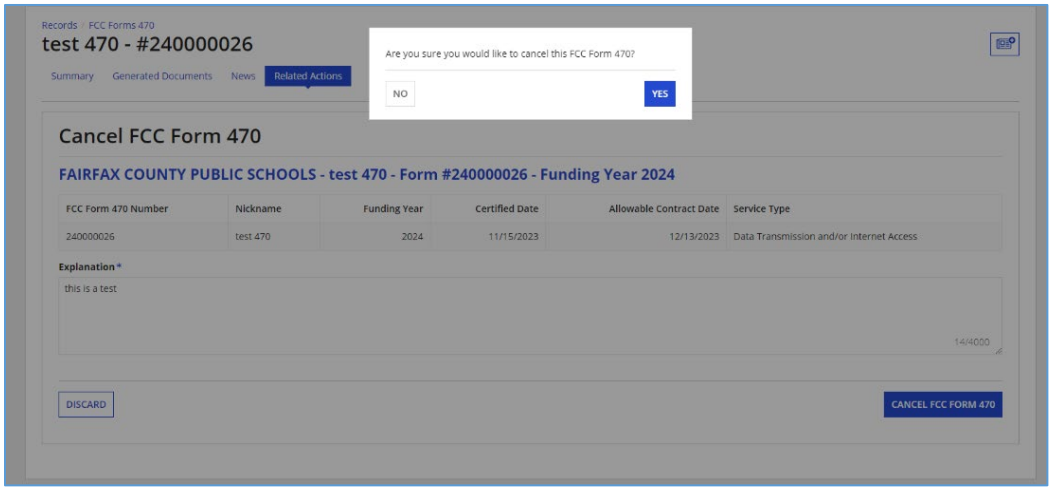
1. On the **Related Actions** page, select **Cancel this FCC Form 470**.

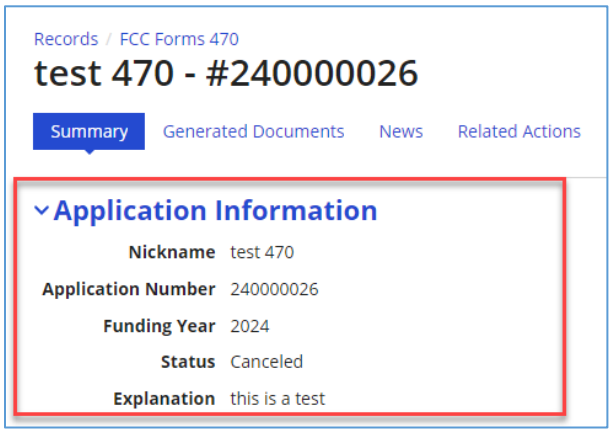


2. On the **Cancel FCC Form 470** page, provide the cancelation reason in the **Explanation** field then click **CANCEL FCC FORM 470.**



3. After clicking **CANCEL FCC FORM 470**, a pop-up will appear asking you to confirm your decision. Select **YES** to confirm.



4. If you select **NO,** you will return to the **Cancel FCC Form 470** page. Here you can revise the **Explanation** and continue cancellation. If you change your mind, you can click **Discard** if you want to abandon the FCC Form 470 cancellation process.

5. Once you click **YES**, the FCC Form 470 is cancelled, and the Status will display as **Canceled** along with the explanation for the cancelation. The applicant will receive a notification in EPC that the FCC Form 470 was cancelled.