

Schools and Libraries Cybersecurity Pilot Program Description of Services Requested and Certification Form (Pilot FCC Form 470) User Guide

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The Schools and Libraries Cybersecurity Pilot Program (Pilot Program or Pilot) Description of Services Requested and Certification Form User Guide provides guidance on the requirements and processes for submitting the Pilot FCC Form 470 for selected Pilot participants, as well as state agencies and governmental entities that may elect to file the form for use by Pilot participants in their states.

Pilot participants will use the Pilot FCC Form 470 to begin the required Pilot Program competitive bidding process. Pilot participants relying on a Master Services Agreement (MSA) or State Master Contract (SMC) that qualifies for the Pilot Program competitive bidding exemption are not required to submit the Pilot FCC Form 470.

USAC will provide help completing the Pilot FCC Form 470, and other forms associated with the Pilot Program, to Pilot participants that need it. Instructions on how to contact the USAC Customer Service Center are provided in the [Form Assistance](#) section of this user guide.

User Roles and Permissions

Only Account Administrators and other authorized persons that are given access rights, such as consultants and school or library employees, may submit and/or certify Pilot Program forms, including the Pilot FCC Form 470, on behalf of an organization. User roles and permission rights are assigned on a per-form basis, so the Account Administrator may assign different persons different rights for different Pilot Program forms.

Available rights for the Pilot FCC Form 470 include:

- **Full rights** – Users can fill out, edit, certify, and submit the form.
- **Partial rights** – Users can fill out and edit the form, but cannot certify and submit the form. (Users with partial rights must route the draft form to the organization’s full-rights user(s) for certification.)
- **View-only rights** – Users can view forms created by other users, but cannot fill out, edit, or certify and submit forms.
- **No Access** – Users cannot perform any form-related activity. A No Access user must request access to the form from the Account Administrator in order to obtain any of the access rights listed above.

Due to the sensitive nature of the data being collected in the Pilot Program, USAC has limited the number of consultants that have access to each of a participant’s Pilot Program forms to no more than three consultants. In addition, consultants must be assigned user roles and permission rights on a per-form basis. This means that, although all consultants who have been given access rights will be able to see an organization’s administrative profile information, in order to see the contents of a particular form, they must be granted form-specific access by a school or library Account Administrator.

To assign user roles and permission rights for Pilot Program forms, including the Pilot FCC Form 470, an Account Administrator must:

1. Log into the E-Rate Productivity Center (EPC)
2. From the landing page, click **Manage Users**
3. Check the checkbox for your entity and click **Manage User Permissions**
4. Select **CBR User Permissions**
5. Select the appropriate **CBR 470 Permission** for each user
6. Click **Submit**



Figure 1 | From the EPC landing page, click Manage Users.

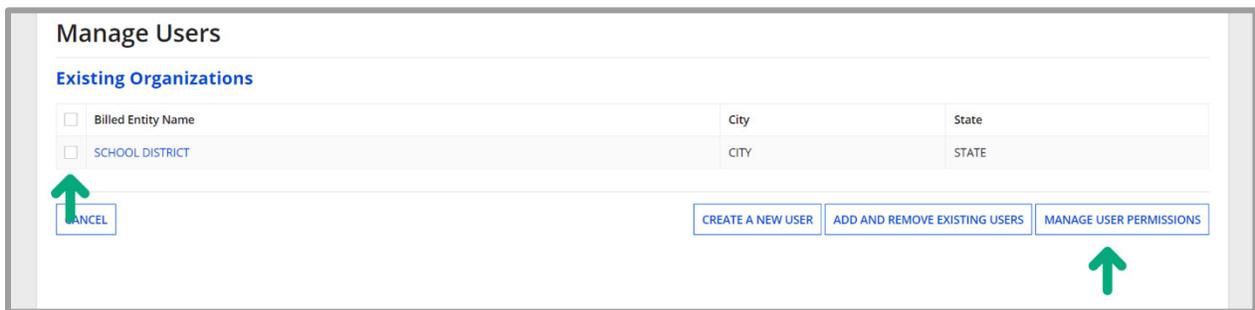


Figure 2 | On the Manage Users page, check the checkbox next to your entity and click Manage User Permissions.

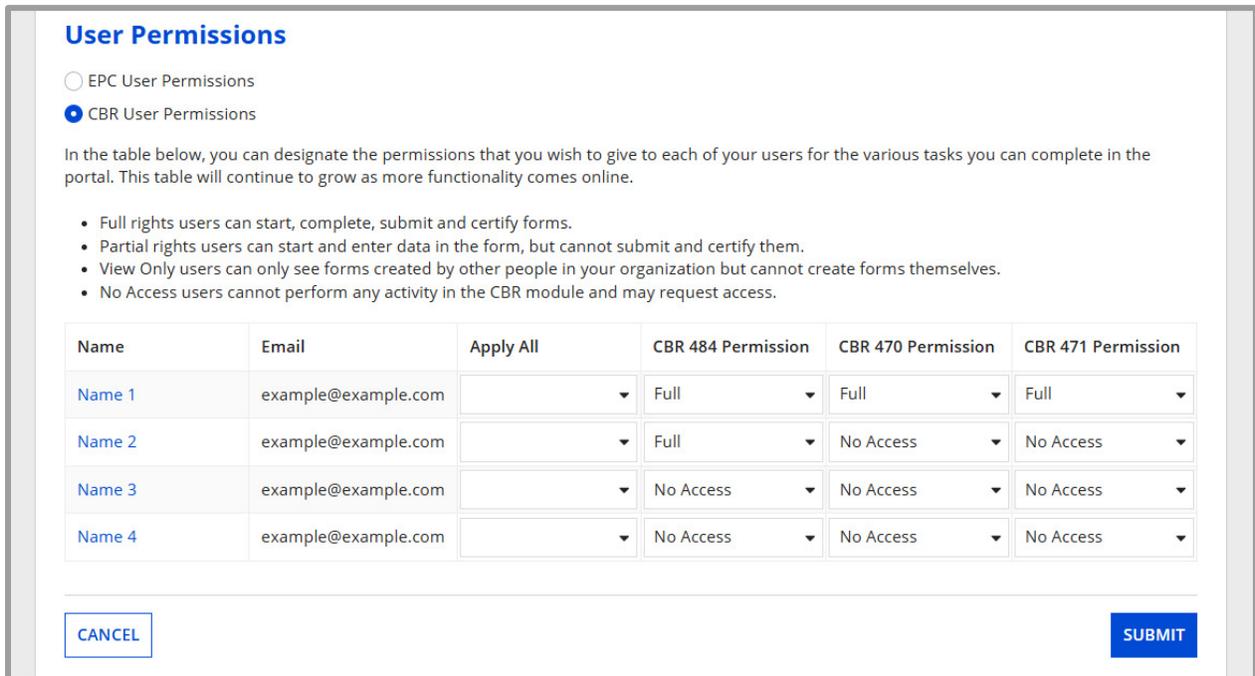


Figure 3 | On the Manage User Permissions page, select the permissions you wish to give to each user in the CBR 470 Permission column, then click Submit.

Navigating to the CBR Dashboard

The **CBR Dashboard** can be used to access the various forms needed to participate in the Pilot. To access the dashboard, log into EPC and click the navigation waffle to the left of your user image at the top of the screen. From the dropdown options, choose **Cybersecurity Pilot Program**.

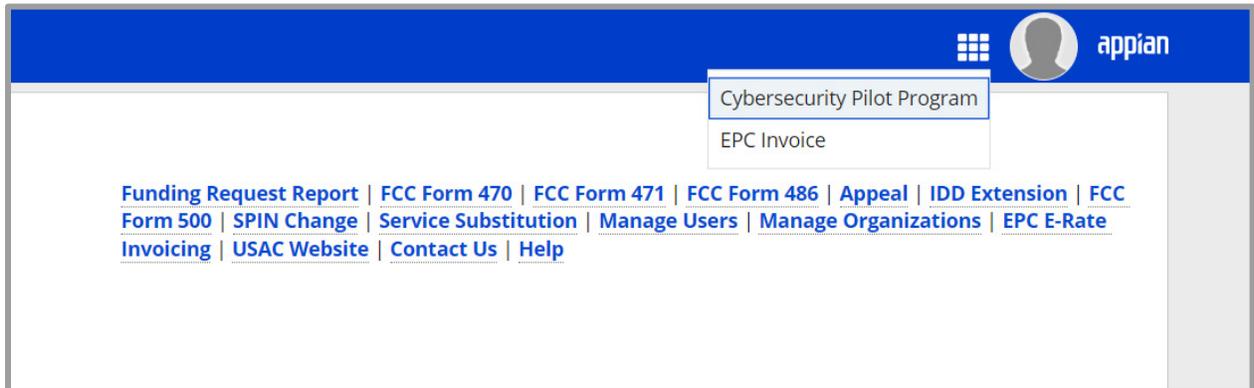


Figure 4 | From the EPC landing page, click the navigation waffle and choose Cybersecurity Pilot Program.

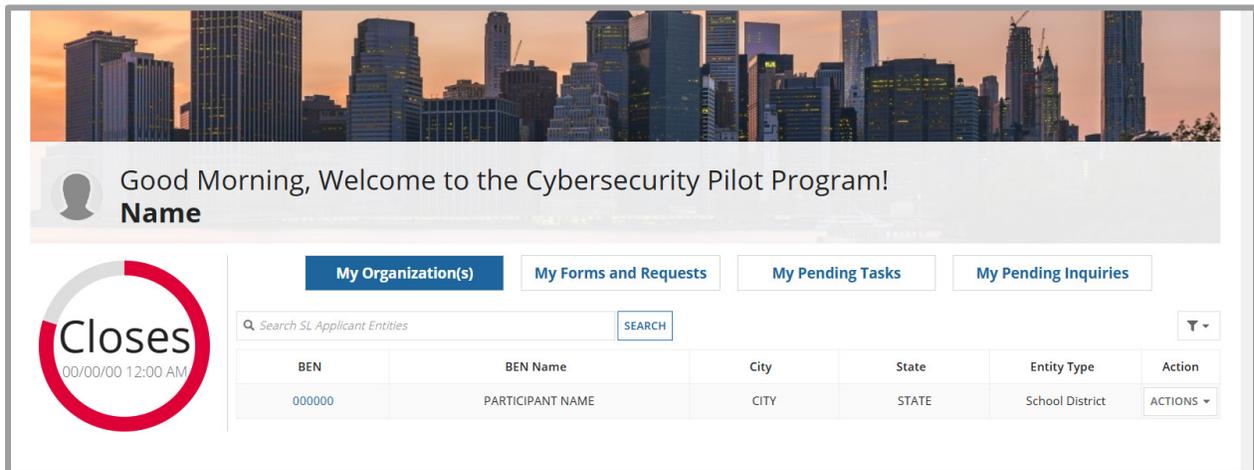
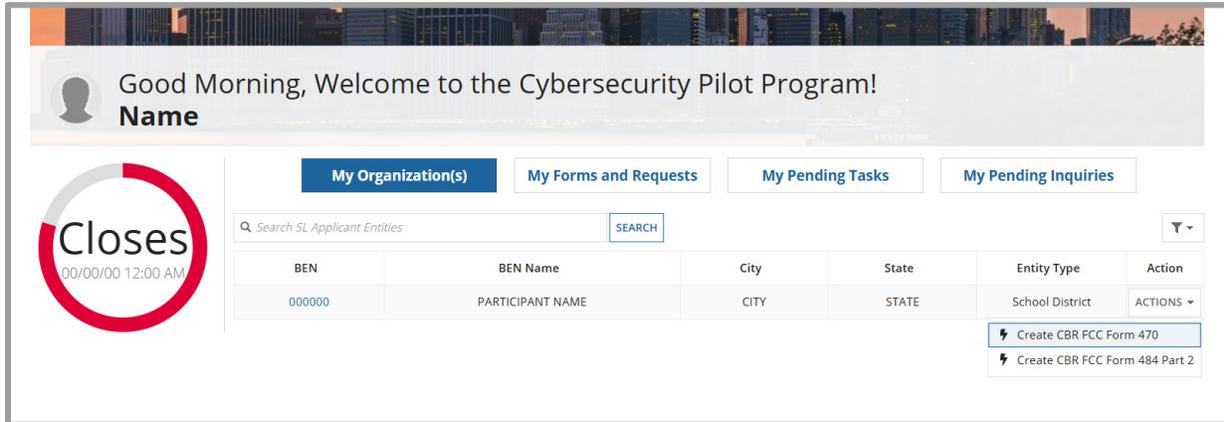


Figure 5 | The four tabs on the CBR Dashboard are **My Organizations(s)**, **My Forms and Requests**, **My Pending Tasks**, and **My Pending Inquiries**.

Starting the Pilot FCC Form 470

In the **My Organization(s)** tab on the CBR Dashboard, click **Actions** in the **Action** column, then **Create CBR FCC Form 470**.



Good Morning, Welcome to the Cybersecurity Pilot Program!
Name

My Organization(s) | My Forms and Requests | My Pending Tasks | My Pending Inquiries

Search SL Applicant Entities SEARCH

BEN	BEN Name	City	State	Entity Type	Action
000000	PARTICIPANT NAME	CITY	STATE	School District	ACTIONS ▾

- Create CBR FCC Form 470
- Create CBR FCC Form 484 Part 2

Figure 6 | Click **Actions**, then **Create CBR FCC Form 470** in the **Action** column on the CBR Dashboard to begin the Pilot FCC Form 470.

Form Navigation

Progress Bar

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



SCHOOL DISTRICT (BEN: 000000) - - Form #

Last saved: 12/30/2024 11:14 AM EST

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

Figure 7 | In the progress bar, track progress as you navigate between form pages: **Basic Information**, **Service Requests**, **Technical Contact Information**, **Procurement Information**, **FCC Form 470 Review**, and **Certifications & Signature**.

Saving or Discarding the Pilot FCC Form 470

The bottom of each Pilot FCC Form 470 page provides you with these options:

- **Back** – Go back to the previous page.
- **Discard Form** – Discard the entire form. Note that when you discard a form, the draft form will be deleted from USAC’s system and cannot be retrieved.
- **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 their 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 and shares the form with you.
- **Save & Continue** – Save the form so it appears in the **My Pending Tasks** list on the CBR Dashboard with the most recent edits and proceed to the next form page to continue entering information.



Figure 8 | The options at the bottom of each form page are: **Back**, **Discard Form**, **Save & Share**, and **Save & Continue**.

Exiting the Form and Returning Later

To retain the information you have entered, be sure to select **Save & Continue** before you exit the form. That way, when you return to the form, you can pick up where you left off by navigating to the CBR Dashboard and selecting the task name on the **My Pending Tasks** tab. The most recent information that you added should be saved and you should be able to continue editing prior to submission of the form.

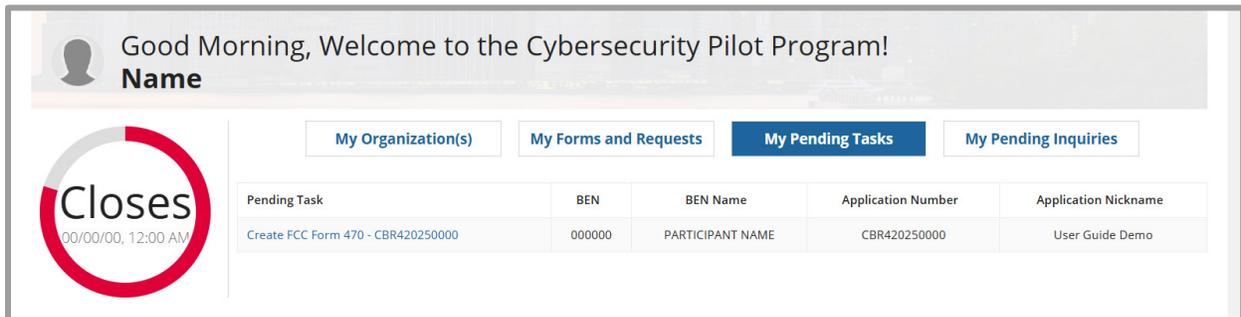


Figure 9 | To resume editing the form, select the task name on the **My Pending Tasks** tab on the CBR Dashboard.

Required Fields

Required fields are followed by a blue asterisk (*). Complete all required fields before advancing to the next page of the form.



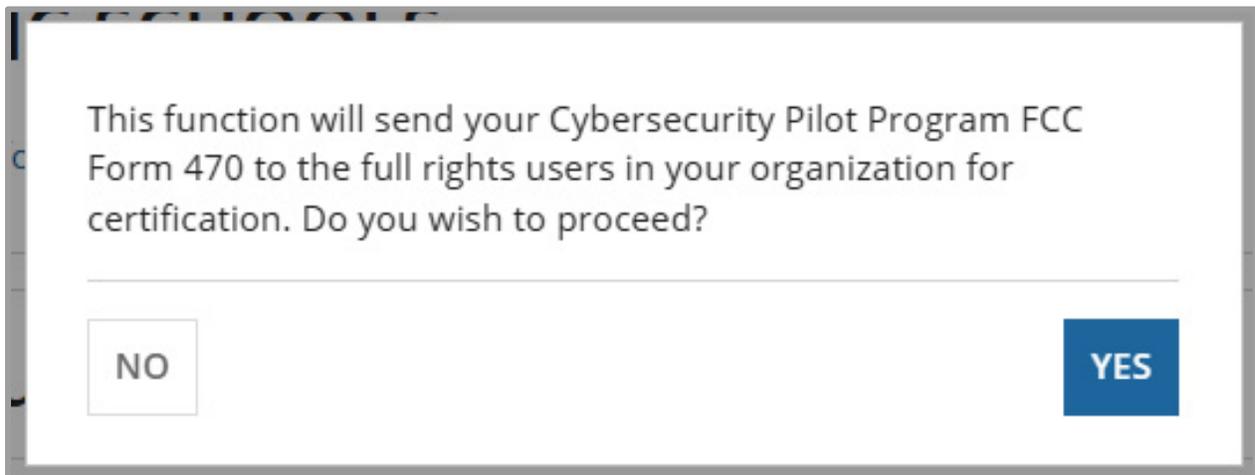
The screenshot shows a form with three required fields, each marked with a blue asterisk (*):

- Select a type of cybersecurity equipment and services ***: A dropdown menu with the placeholder text "Select a type".
- Service Request Nickname ***: A text input field with a character count of "0/255".
- Number of entities served ***: A text input field.

Figure 10 | Required fields are followed by a blue asterisk.

Pop-Up Confirmation Messages

The system displays pop-up messages to verify that you want to take certain actions within the form. For example, the below pop-up message provides you with an opportunity to click **Yes** to proceed or **No** if you wish to stay where you are in the form.



The screenshot shows a pop-up confirmation message with the following text:

This function will send your Cybersecurity Pilot Program FCC Form 470 to the full rights users in your organization for certification. Do you wish to proceed?

At the bottom of the message, there are two buttons: a white button with the text "NO" and a blue button with the text "YES".

Figure 11 | When you select **Send for Certification**, a pop-up message asks you to confirm that you want to proceed.

Pilot FCC Form 470 Form Overview

There are six sections that make up the Pilot FCC Form 470: **Basic Information**, **Service Requests**, **Technical Contact Information**, **Procurement Information**, **FCC Form 470 Review**, and **Certifications & Signature**. Each section is discussed below.

Basic Information

On the **Basic Information** page, be sure to review the Paperwork Reduction Act Notice and the Privacy Act Statement.

Also be sure to review the **Billed Entity Information** to confirm its accuracy. If any of the information is incorrect, contact your EPC Account Administrator to update your organization's profile. When the information in your EPC profile is updated, the entity information is automatically updated in the form if it has not yet been certified.

Enter an **Application Nickname** of your choosing to help you quickly identify your form. Choose a nickname that you will remember and helps meet your recordkeeping needs.

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

Privacy Act Statement

▼ **Billed Entity Information**

Participant Name PARTICIPANT NAME	Billed Entity Number 000000
Mailing Address ADDRESS	FCC Registration Number 0000000000
Phone Number 555-555-5555	Email Address example@example.com

Application Nickname

Application Nickname *

0/255

Please enter an application nickname here.

Figure 12 | On the **Basic Information** page, you'll provide an application nickname to help you quickly identify and receive information about your form.

Participant Type and Recipients of Service

There are different versions of the **Participant Type and Recipients of Service** page depending on who is submitting the form: Pilot participants or state/governmental agencies filing the Pilot FCC Form 470 on behalf of their state(s)/eligible participants. Additional guidance for each specific entity type is provided in the sections immediately below.

Pilot Participants – Participant Type and Recipients of Service

For Pilot participants, the **Participant Type and Recipients of Service** page includes:

- Participant type (e.g., library, school district, consortium)
- Number of eligible entities based on the Pilot FCC Form 484 Part 1
- Recipients of service (i.e., who will receive the services requested on this form)

Review the information on this page. Select **Save & Continue** to advance to the next page.

▼ **Participant Type and Recipients of Service**

Participant Type: Library

Number of Eligible Entities based on FCC Form 484 Part 1 1

Recipients of Service

Billed Entity Name	Billed Entity Number
PARTICIPANT NAME	000000

Figure 13 | On the **Participant Type and Recipients of Service** page, you'll review the participant type, number of eligible entities, and recipients of service.

Government Agencies – Participant Type and Recipients of Service

For state/governmental agencies that are filing a Pilot FCC Form 470 on behalf of Pilot participants, you must complete the following information on the **Participant Type and Recipients of Service** page:

1. Select which state you are applying for. *This is the state for which you are submitting the Pilot FCC Form 470.*
2. Select all the entities that will be represented in the application from the following options: all public schools/districts in the state; all non-public schools in the state; all libraries in the state(s). *These are the entities that will be able to utilize the form.*
3. For non-governmental entities and state agencies, review the recipients of service (i.e., who will receive the services requested on this form).
4. Select **Save & Continue** to advance to the next page.

▼ **Participant Type and Recipients of Service**

Participant Type: Government Agency

Please select which state you are applying for. *

DC

Please select the entities that will be represented in this Application. *

All public schools/districts in the state

All non-public schools in the state

All libraries in the state

Check all that apply.

Figure 14 | On the **Participant Type and Recipients of Service** page as a state agency/governmental entity, you'll select a state and select the entity types represented.

Consultant and Contact Information

In the **Consultant Information** section, review the consultants associated with your entity. If you have a consultant who you would like to have access rights to the Pilot FCC Form 470 but is not listed in the **Consultant Information** section, contact your EPC Account Administrator or create a customer service case to request to update to your Pilot participant's entity profile. These updates will then populate in the form if the form has not yet been certified.

Consultant Form Access

The consultants list on this page includes all consultants associated with your entity. The consultants listed in the **Consultant Information** section of your EPC profile may not have access to the Pilot FCC Form 470. Just a reminder that consultant access for the Pilot Program is granted on a per-form basis in EPC, with a limit of three consultants for each form.

In the **Contact Information** section, select **Yes** or **No** to identify whether you are the main contact person for your participant's Pilot FCC Form 470. If you select **Yes**, the page automatically populates with your information. If you select **No**, enter the main contact person's name or email address to initiate a search for the main contact person. Once the main contact person is identified through the search, the saved information for the main contact person will populate the field and appear on the page.

Select **Save & Continue** to advance to the next page.

Consultant Information

Consulting Firms
The consulting firms associated with your organization are listed below.

Name	Consultant Registration Number	Phone Number	Email
Firm Name	00000000	555-555-5555	example@example.com

Consultants
The consultants associated with your organization are listed below.

Name	Phone Number	Email
Name 1	555-555-5555	example@example.com
Name 2	555-555-5555	example@example.com
Name 3	555-555-5555	example@example.com

Contact Information

Are you the main contact person?

YES
 NO

Contact Person Name
Contact Person Telephone Number
Contact Person Email Address

Name
 555-555-5555
 example@example.com

Figure 15 | In the **Consultant Information** section, review consultants associated with the Pilot participant. In the **Contact Information** section, identify the main contact person for your Pilot FCC Form 470.

Service Requests

There are three pages in the **Service Requests** section. First, you'll review an informational page about the Pilot Eligible Services List. Next, if you are issuing an RFP(s), you will upload the RFP document(s). Finally, you'll create cybersecurity and equipment service requests. Note that if you choose not to upload an RFP(s), you will need to fill out the text box describing the cybersecurity equipment and services you are requesting so that potential service providers will have sufficient information to respond to your equipment/services request(s).

Type(s) of Cybersecurity Equipment and Services

Review the Pilot Eligible Services List. Select **Save & Continue** to advance to the next page.

RFPs for Cybersecurity Equipment and Services Requests

If you are issuing an RFP document(s) for your requested equipment and services, select **Yes**. Otherwise, select **No**.

If you select **Yes**, review the requirements about the contents of an RFP(s) and make sure your RFP(s) complies with the requirements. Either select **Upload** to pull the RFP document from its location on your computer or drag the document from your computer to the box labeled **Drop file here**.

Select **Save & Continue** to advance to the next page.

RFPs for Cybersecurity Equipment and Service Requests

Is there an RFP(s) for any of the Cybersecurity Equipment and Services that you are requesting bids for? Please upload any RFP(s) here.

YES ✓
 NO

Please upload all RFPs for the Cybersecurity Equipment and Services that you are requesting bids for. 

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

Figure 16 | If you are issuing an RFP(s), select **Upload** or drag the document to the box labeled **Drop file here**.

RFP Requirements

If a participant decides to seek bids using a Request for Proposals (RFP), the RFP should include, at a minimum (as applicable):

- **Project Overview** – Sufficient information about your Pilot project to enable prospective bidders to understand your needs, including a description of the equipment and services you plan to seek Pilot Program funding for and the scope of your proposed project;
- **Technical Requirements** – A description of the technical network and data requirements necessary for the equipment and services you plan to purchase with Pilot Program funding to be effective;
- **Disqualification Factors** – Any factors that will result in submitted bids being disqualified without consideration;
- **Location and Site Information** – The names and addresses of any sites or locations that prospective bidders should include in their bids, along with any site-specific information that can help bidders provide responsive bids;
- **Pilot Program FCC Forms 470 and RFPs Must be Vendor Neutral** – When completing the narrative box(es) or an RFP(s), participants may not request a particular manufacturer’s name, brand, product, or service unless they also use the words “or equivalent” in their descriptions to ensure prospective bidders are not discouraged from submitting potentially more cost-effective bids that use different manufacturer names, brands, products, or services;
- **Bid Acceptance Period and Requirements** – Participants must wait at least 28 days after posting their Pilot Program FCC Form(s) 470 and RFP(s) on USAC’s website before making any commitments with selected providers of services and/or equipment. The period during which bids will be accepted is the Bid Acceptance Period; and
- **Constructing a Bid Evaluation** – To evaluate the bids received, participants must construct a bid evaluation matrix. Participants may decide which criteria they wish to consider in their bid evaluations and the weight assigned to each criterion. The price of eligible equipment and services need not be the only factor considered. However, the price of the eligible equipment and services must be weighted more heavily than any other single factor in the bid evaluation.
- **Note:** The information contained in a Pilot participant’s RFP(s) must be consistent with the services/equipment contained in the Pilot Program FCC Form 470.

Cybersecurity Equipment and Service Requests

On this page, you can add, edit, and remove cybersecurity equipment and/or service requests. To begin a service request, click **Add New Service Request**. To edit or remove a service request, check the checkbox to select a row in the service requests table and click **Edit Service Request** or **Remove Service Request**.

Cybersecurity Equipment and Service Requests

Equipment and Service Types	Service Request Nickname	# of Entities Served	Installation, Initial Configuration, and Training	Associated RFPs	Narrative
There are currently no service requests. Please enter a service request below by clicking the "Add New Service Request" button.					

Reminder: All eligible equipment and services and related costs, including maintenance and operation, licenses, software, must be competitively bid.
 If you have questions about the types of network specification and other details to include here, please call the Customer Service Center at (888) 203-8100.

ADD NEW SERVICE REQUEST
EDIT SERVICE REQUEST
REMOVE SERVICE REQUEST

Figure 17 | On the **Cybersecurity Equipment and Service Requests** page, you can **add, edit, or remove** cybersecurity equipment and service requests.

Add New Cybersecurity Equipment and Service Request

When you click **Add New Service Request**, you will be directed to the **Add New Cybersecurity Equipment and Service Request** page. From here, you will:

1. Select the type of cybersecurity equipment and/or service for your request.
2. Review the description of the selected type from the Pilot Eligible Services List.

Substantially Similar or Equivalent Features

Each category in the Pilot Eligible Services List contains a broad description, a non-exhaustive list of eligible cybersecurity equipment and services, and explains that Pilot-eligible equipment and services may include the listed features, substantially similar features, or their equivalents. If the cybersecurity equipment and/or services you request are not listed in the Pilot Eligible Services List but include substantially similar or equivalent features to the listed features, use the narrative text box to explain how your requested cybersecurity equipment and/or services are substantially similar or equivalent to listed features.



3. Enter a service request nickname.
4. Enter the number of entities served.
5. Indicate whether you are also seeking installation, activation, initial configuration, and/or training for the equipment and/or services.
6. Select the RFP(s) that apply to this service request. If no RFP is selected, you will be required to use the **Narrative** text box to describe and provide additional information regarding the service and/or equipment you are seeking support for. If an RFP is selected, the **Narrative** text box is optional.

Narrative Requirements

When completing the narrative text box(es), you may not include a particular manufacturer's name, brand, product, or services unless you also use the words "or equivalent" in your description to ensure that prospective bidders are not discouraged from submitting potentially more cost-effective bids that use different manufacturer names, brands, products, or services.

Participants are required to include sufficient information about their cybersecurity needs to allow bidders to submit responsive bids for the requested services and equipment, including any disqualification factors, additional details about eligible locations that will be receiving these services, and other information about the services requested that would help bidders develop bids that are responsive to your needs.

Participants should provide additional information for each of the specific categories of cybersecurity services and equipment they are seeking support for that includes, for example, the quantity of services/equipment needed, the type/model of the network equipment that needs to be supported, the number of end-user devices/users/locations that will need to be supported, and any software and/or licenses that will be needed.

Please be aware that the narrative text box is limited to 5000 characters.

After answering all required questions, select **Save & Create Another Request** to add another cybersecurity equipment and/or services request or select **Save Request** to return to the **Cybersecurity Equipment and Service Requests** page.

When you have finished adding service requests, click **Save & Continue**.

Add New Cybersecurity Equipment and Service Request

Select a type of cybersecurity equipment and services *

Endpoint Protection

Service Request Nickname *

0/255

Number of entities served *

0

Are you also seeking installation, activation, initial configuration, and/or training for this/these services(s)? *

Yes

No

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

Demo RFP

Endpoint Protection

Equipment and services, or a combination of equipment and services that implements safeguards to protect school- and library-owned end-user school- and library-owned end-user devices, including desktop computers, laptops, and mobile devices, against cyber threats and attacks including equipment and services that may include the following features, substantially similar features, or their equivalents:

- Anti-malware
- Anti-ransomware
- Anti-spam
- Anti-virus
- Endpoint Detection & Response (EDR)
- Extended Detection & Response (XDR)
- Insider privilege and misuse
- Privileged Access Management
- Secure Sockets Layer (SSL) Inspections
- Target intrusions
- Web application hacking

Narrative *

Please use the Narrative box below to describe and provide additional information regarding the service/equipment that you are seeking support for.

When completing the narrative text box(es), you may not include a particular manufacturer's name, brand, product, or services unless you also use the words "or equivalent" in your description to ensure that prospective bidders are not discouraged from submitting potentially more cost-effective bids that use different manufacturer names, brands, products, or services. Participants are required to include sufficient information about their cybersecurity needs to allow bidders to submit responsive bids for the requested services and equipment, including any disqualification factors, additional details about eligible locations that will be receiving these services, and other information about the services requested that would help bidders develop bids that are responsive to your needs. Participants should provide additional information for each of the specific categories of cybersecurity services and equipment they are seeking support for that includes, for example, the quantity of services/equipment needed, the type/model of the network equipment that needs to be supported, the number of end-user devices/users/locations that will need to be supported, and any software and/or licenses that will be needed.

0/5000

Figure 18 | On the **Add New Cybersecurity Equipment and Service Request** page, choose the type of cybersecurity equipment and/or services you are seeking; add a service request nickname; enter the number of entities served; indicate whether you are also seeking installation, activation, initial configuration, and/or training for these services; and select an RFP or provide the required narrative.

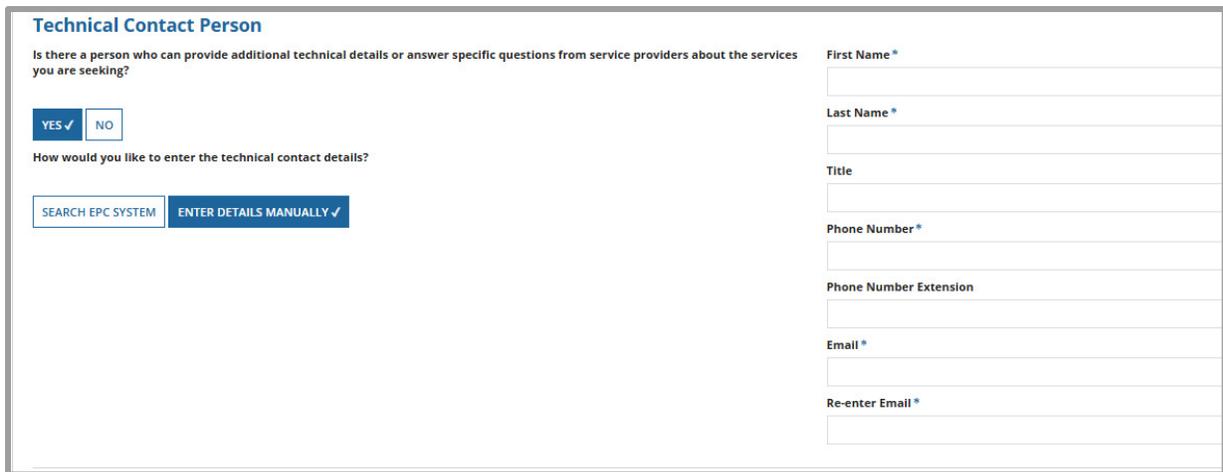
Technical Contact Information

On the **Technical Contact Information** page, select **Yes** if there is a technical contact person who can provide additional information about your Pilot FCC Form 470 and the cybersecurity equipment and/or services you are seeking. Otherwise, select **No** and then select **Save & Continue**.

If you select **Yes**, you can enter the technical contact person's details in the following two ways:

1. **Search EPC System** – Locating the technical contact person by typing in the person's name and searching the EPC system.
2. **Enter Details Manually** – Manually completing the required fields. NOTE: Manually entering the technical contact person's details will NOT create a new user in EPC.

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



The screenshot shows a web form titled "Technical Contact Person". It contains the following elements:

- A question: "Is there a person who can provide additional technical details or answer specific questions from service providers about the services you are seeking?"
- Two radio buttons: "YES" (checked) and "NO".
- A question: "How would you like to enter the technical contact details?"
- Two buttons: "SEARCH EPC SYSTEM" and "ENTER DETAILS MANUALLY" (checked).
- Form fields for:
 - First Name *
 - Last Name *
 - Title
 - Phone Number *
 - Phone Number Extension
 - Email *
 - Re-enter Email *

Figure 19 | On the **Technical Contact Information** page, you can search the EPC system or enter details manually for the technical contact person.

Procurement Information

If there are state or local procurement/competitive bidding requirements that applied to the Cybersecurity equipment and/or services you are seeking, select **Yes**. If there are none, select **No**.

If you select **Yes**, provide a description of the state or local procurement rules, requirements, and/or restrictions on how or when service providers may contact you on other bidding procedures in the text box. You may also use the text box to explain any other bidding procedures that apply to your Pilot FCC Form 470.

Once you have completed the procurement information, you may select one of two options to proceed:

1. **Save & Share** – Send the completed form to another partial or full-rights user in your organization to review, edit, and/or complete the form. When the system prompts you with a confirmation message, select **Yes** to proceed with sharing or **No** to cancel sharing.
2. **Review CBR FCC Form 470** – If you do not need to send the form to another partial or full-rights user, proceed to the next page of the form to review and certify.

NOTE: If you choose **Save & Share**, 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 with you.

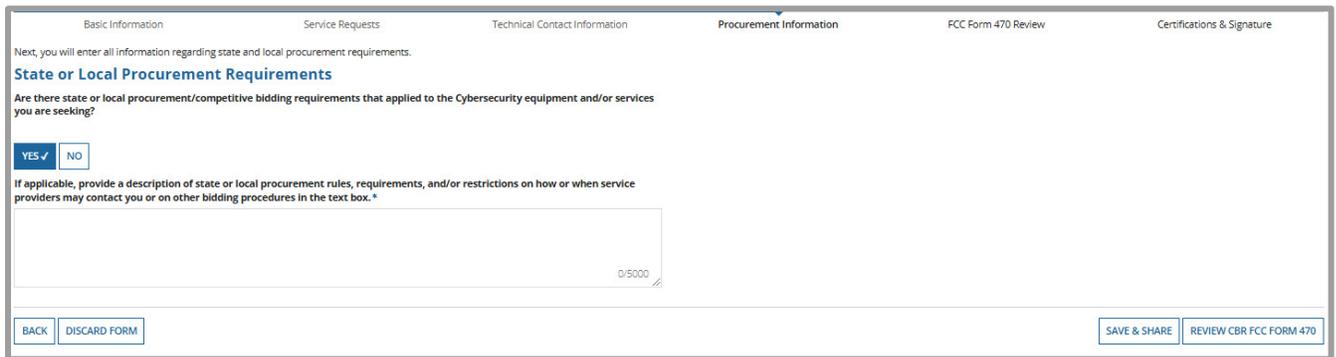


Figure 20 | From the Procurement Information screen, select **Save & Share** or **Review CBR FCC Form 470** to proceed.

Review

When you reach the **Review** page, the system generates a PDF version of the form. It may take a few minutes for the system to generate and load the PDF. To check whether a PDF has been successfully generated, click **Refresh**. If you want to review the PDF at a later time, click **Resume Task Later** to close the screen. When you are ready to resume review, select the form from the **My Pending Tasks** list on the CBR dashboard to return to the **Review** page.

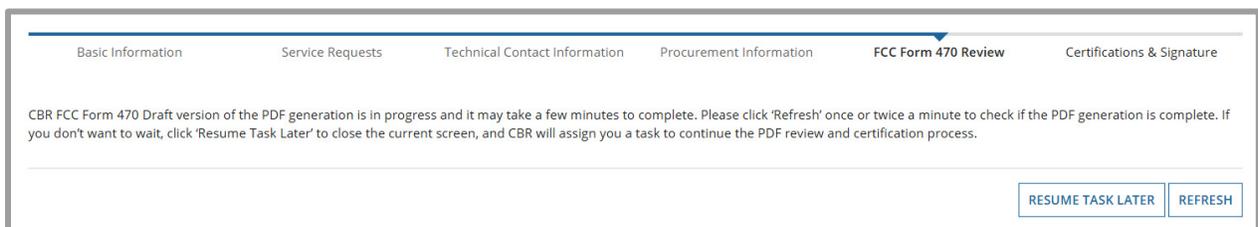


Figure 21 | When you reach the **Review** page, it may take a few minutes for the system to generate and load a PDF version of the form.

To review the form:

1. Click the PDF file name to download the PDF version of your Pilot FCC Form 470 for review.
2. The options on the **Review** page depend on whether you have been given partial or a full-rights user permissions.

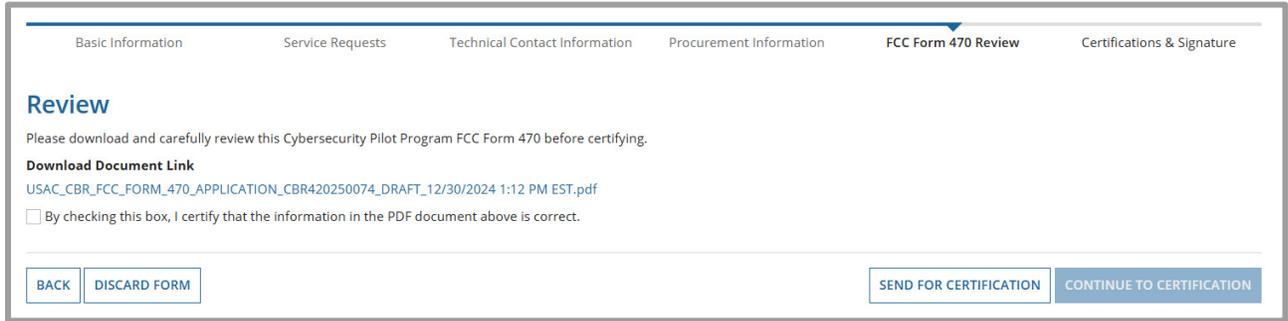


Figure 22 | Click the PDF file name to download the PDF version of your Pilot FCC Form 470 for review.

Review as a Partial Rights User

As a partial rights user, you are not able to certify the Pilot FCC Form 470 and will need to send it to a full rights user for certification. To send the form to a full rights user, click **Send for Certification**. When the system notifies you that your form will be sent to the full rights user(s) in your organization and asks if you wish to proceed, select **Yes** to send the form for certification. The form will disappear from your tasks list, and you will not be able to re-open or revise the form.

Review as a Full Rights User

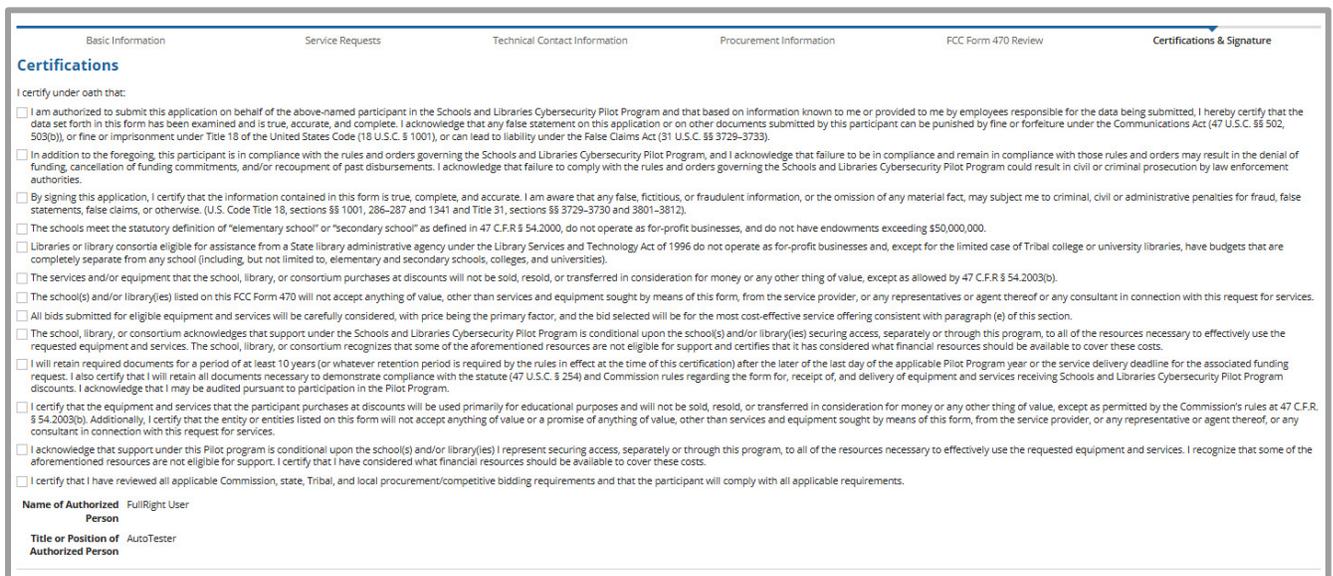
If you are a full rights user, you have two options depending on whether you are the full rights user that will be certifying the form, or you will be sending it to another full rights user for certification:

1. If you will be sending the form to another full rights user for certification: Select **Send for Certification** to send the form to other full-rights user(s) in your organization. When the system notifies you that your form will be sent to the full rights user(s) in your organization and asks if you wish to proceed, select **Yes** to send the form for certification. If you choose this option, the form will disappear from your tasks list, and you will not be able to re-open or revise the form.
2. If you are the full rights user that will be certifying the form: Select the checkbox to certify that the information in the PDF version of the Pilot FCC Form 470 is correct. Select **Continue to Certification** to continue to the **Certifications & Signature** page.

Certifications & Signature

On the **Certifications & Signature** page, carefully read the certification text. Click on each checkbox to confirm that you understand and will comply/have complied with the certification statement. After all boxes are checked, click **Certify**. This action is equivalent to providing your electronic signature. Read the message regarding the certification and select **Yes** if you agree.

When you select **Yes** in response to the confirmation message, the form will be certified. After a one-day delay, the Pilot FCC Form 470 will be posted on USAC’s open-source data platform, [USAC Open Data](#). The form will disappear from your tasks list, and you will not be able to re-open or revise the form.



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

Certifications

I certify under oath that:

- I am authorized to submit this application on behalf of the above-named participant in the Schools and Libraries Cybersecurity Pilot Program and that based on information known to me or provided to me by employees responsible for the data being submitted, I hereby certify that the data set forth in this form has been examined and is true, accurate, and complete. I acknowledge that any false statement on this application or on other documents submitted by this participant can 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), or can lead to liability under the False Claims Act (31 U.S.C. §§ 3729-3733).
- In addition to the foregoing, this participant is in compliance with the rules and orders governing the Schools and Libraries Cybersecurity Pilot Program, and I acknowledge that failure to be in compliance and remain in compliance with those rules and orders may result in the denial of funding, cancellation of funding commitments, and/or recoupment of past disbursements. I acknowledge that failure to comply with the rules and orders governing the Schools and Libraries Cybersecurity Pilot Program could result in civil or criminal prosecution by law enforcement authorities.
- By signing this application, I certify that the information contained in this form is true, complete, and accurate. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims, or otherwise. (U.S. Code Title 18, sections §§ 1001, 286-287 and 1341 and Title 31, sections §§ 3729-3730 and 3801-3812).
- The school(s) meet the statutory definition of "elementary school" or "secondary school" as defined in 47 C.F.R. § 54.2000, do not operate as for-profit businesses, and do not have endowments exceeding \$50,000,000.
- Libraries or library consortia eligible for assistance from a State library administrative agency under the Library Services and Technology Act of 1996 do not operate as for-profit businesses and, except for the limited case of Tribal college or university libraries, have budgets that are completely separate from any school (including, but not limited to, elementary and secondary schools, colleges, and universities).
- The services and/or equipment that the school, library, or consortium purchases at discounts will not be sold, resold, or transferred in consideration for money or any other thing of value, except as allowed by 47 C.F.R. § 54.2003(b).
- The school(s) and/or library(ies) listed on this FCC Form 470 will not accept anything of value, other than services and equipment sought by means of this form, from the service provider, or any representatives or agent thereof or any consultant in connection with this request for services.
- All bids submitted for eligible equipment and services will be carefully considered, with price being the primary factor, and the bid selected will be for the most cost-effective service offering consistent with paragraph (e) of this section.
- The school, library, or consortium acknowledges that support under the Schools and Libraries Cybersecurity Pilot Program is conditional upon the school(s) and/or library(ies) securing access, separately or through this program, to all of the resources necessary to effectively use the requested equipment and services. The school, library, or consortium recognizes that some of the aforementioned resources are not eligible for support and certifies that it has considered what financial resources should be available to cover these costs.
- 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 Pilot Program year or the service delivery deadline for the associated funding request. I also certify that I will retain all documents necessary to demonstrate compliance with the statute (47 U.S.C. § 254) and Commission rules regarding the form for, receipt of, and delivery of equipment and services receiving Schools and Libraries Cybersecurity Pilot Program discounts. I acknowledge that I may be audited pursuant to participation in the Pilot Program.
- I certify that the equipment and services that the participant purchases at discounts will be used primarily for educational purposes 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. § 54.2003(b). Additionally, I certify that the entity or entities listed on this form will not accept 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 Pilot program is conditional upon the school(s) and/or library(ies) I represent securing access, separately or through this program, to all of the resources necessary to effectively use the requested equipment and services. 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 have reviewed all applicable Commission, state, Tribal, and local procurement/competitive bidding requirements and that the participant will comply with all applicable requirements.

Name of Authorized Person FullRight User
Person

Title or Position of Authorized Person AutoTester

Figure 23 | On the **Certifications** page, check each box to confirm that you understand and will comply/have complied with each certification statement.

After Certifying

After you have certified your Pilot FCC Form 470 and it is received by USAC, it is considered submitted and all users with full, partial, or view-only rights to your organization’s Pilot FCC Form 470 will receive a certification acknowledgement email. This notification confirms that the form has been certified and submitted and explains next steps.

As noted above, when you certify a Pilot FCC Form 470, it is posted on USAC’s open-source data platform, [USAC Open Data](#), after a one-day delay.

Pilot FCC Form 470 Modifications

The only modification that you can make to a certified Pilot FCC Form 470 is to upload a new RFP.

Uploading a new RFP document may require you to restart the 28-day waiting period before selecting a service provider, signing a contract, or submitting and certifying a Pilot FCC Form 471. Ministerial or clerical errors, such as updating contact information, do not require a reset of the 28-day waiting period. However, changes that materially affect the competitive bidding process, such as changing the cybersecurity equipment and/or services requested, do require restarting the 28-day waiting period.

If the new RFP constitutes a substantial change to your originally-submitted Pilot FCC Form 470, the 28-day waiting period will reset, and the Allowable Contract Date on your Pilot FCC Form 470 will be updated accordingly. If the new Allowable Contract Date prevents you from certifying the Pilot FCC Form 471 before the Pilot FCC Form 471 application window closes, you must request a waiver from the Commission after certifying the Pilot FCC Form 471.

To add a new RFP to an already-certified Pilot FCC Form 470, navigate to your previously-certified Pilot FCC Form 470 from the CBR Dashboard. Select the **Related Actions** tab. Select **Add an RFP Document**.

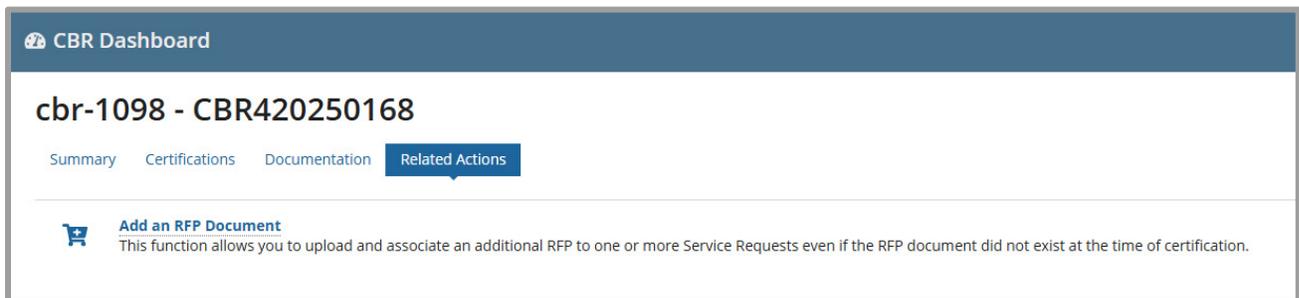


Figure 24 | To add a new RFP to a certified Pilot FCC Form 470, navigate to the previously-certified form from the CBR Dashboard. Select **Related Actions**, then **Add an RFP Document**.

On the **Upload RFP** page, answer **Yes** or **No** to the question, “Does this new RFP constitute a substantial change to your CBR FCC Form 470?” Then, upload the new document. The newly uploaded document will need to be associated with at least one **Service Request** before clicking **Submit**.

If you are requesting bids for additional equipment, services, or recipients of service not included on the original Pilot FCC Form 470, you may need to file a new Pilot FCC Form 470.

Uploading a new RFP document with substantial changes and not waiting the minimum 28 days before selecting a service provider, signing a contract, or submitting and certifying a Pilot FCC Form 471 may result in denial of funding.

Form Assistance

If you have questions about completing this form, please contact the USAC Customer Service Center (CSC) at (888) 203-8100 between 8 a.m. and 8 p.m. E.T. Monday through Friday.

You can also create a customer service case in EPC via the **Contact Us** link on your EPC landing page. On the customer service case form, select the topic **Cybersecurity Pilot**.

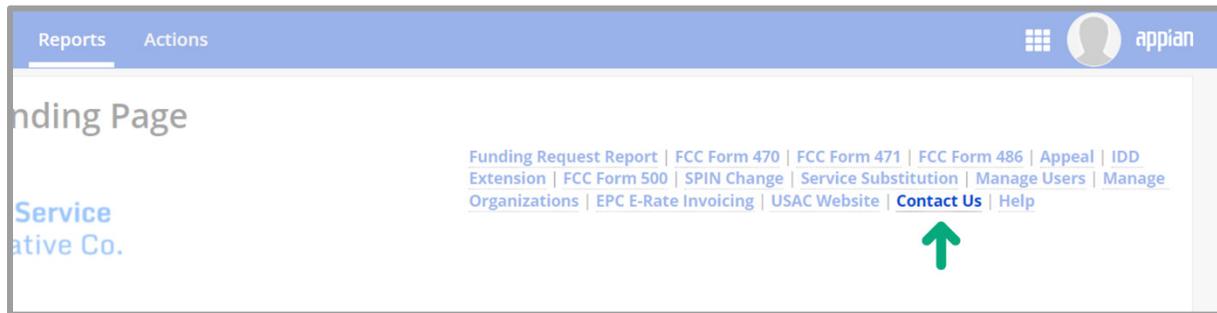


Figure 25 | Click **Contact Us** on your EPC landing page to create a customer service case.