FCC Form 470 Walkthrough

E-Rate Tribal Training

February 8, 2022
DISCLAIMER

To accommodate all attendees, real-time closed captions will be present during this presentation. This is a new feature we are testing out to improve webinar accessibility for all. We understand it is a significant change and appreciate your patience. We apologize in advance for any transcription errors or distractions. Thank you for your support.
Housekeeping

- Audio is available through your computer’s speakers
- The audience will remain on mute
- **Enter questions at any time using the “Questions” box**
- If your audio or slides freeze, restart the webinar
- **A copy of the slide deck is in the “Handouts” section of webinar panel**

- Please indicate if you are a Tribal leader as we will answer Tribal leader questions first.
Meet Our Team

Catherine Willis
Senior Director | E-Rate program
Presenter

Kraynal Alfred
Tribal Liaison | Shared Services
Moderator
Kraynal coordinates Tribal outreach across USAC.
TribalLiaison@usac.org
Agenda

• Competitive Bidding Overview
• FCC Form 470 and Important Resources Overview
  • FCC Form 470 Instructional Videos
  • FCC Form 470 Filing EPC System Guide
  • FCC Form 470 Services Guiding Statement Table
  • Recommended Recorded Trainings posted on the E-Rate Tribal Training page
• Technology & E-Rate Eligibility Overview
• Sample FCC Forms 470 and 471 Overview
• Q&A Session
Competitive Bidding Review
Step 1 in the E-Rate Application Process
FCC Form 470: Description of Services Requested and Certification Form

FCC Form 470 Overview

• **Step 1:** Use FCC Form 470 to start your competitive bidding process.
  • Prepare to evaluate bids.
    • Create an evaluation matrix using the price of the eligible services or equipment as the primary factor.
    • You may use other bid evaluation factors, but price of the eligible services and equipment must be the most heavily weighed factor.
  • Wait at least 28 days before moving to Step 2: Select a Service Provider.

Competitive Bidding

FY2022 Dates

July 2021 to February 22, 2022
Requesting Equipment and Services

- The FCC Form 470 opens the competitive bidding process.
- It notifies potential bidders of the types and quantities of equipment and/or services requested.
- Only the applicant or its authorized representative can prepare, sign, or submit the FCC Form 470.
Competitive Bidding Requirements

• The competitive bidding process must be open and fair.
  • **Open** = information shared with one bidder must be shared with all.
  • **Fair** = bidders must be evaluated fairly and equally.

• **28-Day Waiting Period**
  • FCC Form 470 must be posted on the USAC website for a minimum of 28 days before you can select a vendor and file an FCC Form 471 to submit your funding requests.

• You must also comply with any applicable state, Tribal, and/or local procurement requirements in addition to the E-Rate competitive bidding rules.
FCC Form 470 and Important Resources Overview
E-Rate Productivity Center (EPC)

- **E-Rate Productivity Center (EPC)** is the account and application management online system for the E-Rate program.

- Applicants use this tool to:
  - Manage and complete E-Rate program forms,
  - Receive notifications,
  - Open customer service cases to ask questions or seek assistance, and
  - Contact customer service.

- **Note:** Setting up new user and entity profiles in the EPC can take several days to complete depending on a number of factors, including the number of entities joining a consortium and the availability of designated users to activate their accounts.
  - See the Before You Begin page or the Registration Checklist for New Tribal Libraries (PDF).
FCC Form 470 and Competitive Bidding Videos

- How to File an FCC Form 470 (26:04 mins)
- How to Search for FCC Form 470 (12:25 mins)
- E-Rate Competitive Bidding Process (5:00 mins)

Visit FCC Form 470 Videos on the USAC website to find the instructional videos
FCC Form 470 Filing EPC System Guide

• Form Assistance
• One Portal
• Begin the form: Basics
• Categories of services
• Certifications
• Signatures
• Review the FCC 470 Filing EPC System Guide
Overview: FCC Form 470 Guiding Statements Table

• Explains how to complete the FCC Form 470 based on the type of service
• Category One vs. Category Two
• Leased Dark and Lit Fiber
• Internet Access services
• Data Transmission services
• Download the [FCC Form 470 Guiding Statements Table](#) (PDF)
Recommended Recorded Trainings

Posted on the E-Rate Tribal Training page
Information Session for Tribal Applicants: Feb 3, 2022

- USAC Overview
- Program Overview
- Eligibility Overview
- Important Terminology
- Application Process: Step-By-Step Overview
- Get Started: Requesting an Entity Profile for New E-Rate Applicants
- Watch a recording
Competitive Bidding (FCC Form 470) and Guiding Statements Overview and Office Hour: January 18, 2022

• FCC Form 470 Filing
  EPC System Guide
• FCC Form 470 Services
  Guiding Statement Table
• Lowest Corresponding Price
• FCC Form 470 Search
  User Guide
• Watch a recording
E-Rate Pre-Commitment Process Webinar: Nov. 16, 2021

- Application Process
- Competitive Bidding (FCC Form 470)
- Evaluating Bids
- Requesting Funding (FCC Form 471)
- Application review
- Funding commitments
- Document retention
- Watch a recording
Eligible Services 101 Webinar: November 17, 2021

- Eligible Services
- Early Installation
- Basic Fiber Concepts
- Q & A Session
- Watch a recording
Technology & E-Rate Eligibility Overview

Categories of Equipment
Eligible Services/Equipment
Network Structures
Common Network Equipment
Technical & E-Rate Terms
Eligible Services Overview

Category One (C1) and Category Two (C2)
Eligible Services

• **Category One (C1)**
  • Data Transmission and/or Internet Access
  • No budget (limit) on funding request

• **Category Two (C2)**
  • Internal Connections, Managed Internal Broadband Services, and Basic Maintenance of Internal Connections
  • Budget limit on how much funding an applicant may request
  • Budget covers a five-year period

• [FY2022 Eligible Services List](#) (PDF)
Eligible Services: Category One (C1)

Examples
Review: Category One (C1)

- **Category One (C1)** includes services that bring broadband services to eligible schools and/or libraries.
  - Eligible services are classified as:
    - Data Transmission and/or
    - Internet Access services
Examples: Category One (C1) Services

• Examples of **Category One (C1)** services include:
  • Ability to securely transmit data between locations
  • Public internet access
    • Cable provider internet
    • Satellite internet
Category One (C1): Data Transmission

- **Data Transmission** services are secure connections between eligible locations. These connections would not include public internet access.
  - Example – Library 1 needs a secure connection to Library 2 to transmit library records.
Category One (C1): Internet Access

- **Internet Access** services are connections from an eligible location to an internet service provider. These connections would allow the location access to the publicly available internet.
  - Example – Library 1 and Library 2 need individual internet services.
Data Transmission and Internet Access

- Both types of service will be needed if a secure connection between two eligible locations is needed along with internet services at both locations.

  - Example – Library 1 and 2 each need individual Internet Access services. If the two libraries also transmit confidential library records between each other, they will also need a secured data transmission service as well.
Category Two (C2)
Eligible Services: Category Two (C2)

- **Category Two (C2)** includes services or equipment necessary to transport information to classrooms or publicly accessible areas of a library.

- **There are three service types:**
  - **Internal Connections (IC)** – Equipment needed to utilize a broadband connection within a school or library. This includes, for example, routers, switches, cabling.
  - **Basic Maintenance of Eligible Broadband Internal Connections (BMIC)** – Covers the repair and upkeep of the eligible equipment needed to use a broadband connection within a school or library.
  - **Managed Internal Broadband Services (MIBS)** – Services provided by a vendor related to the operation, management, and monitoring of eligible internal connections (owned or leased equipment) necessary for the broadband connectivity within schools and libraries.

- End User equipment, such as laptops, computers, headsets, speakers, are **not** eligible for E-Rate funding.
Eligible Services: Category Two (C2)

- Examples of Category Two (C2) services include:
  - **Internal Connections**
    - Cabling, routers, switches, modems, and wireless access points
    - If a device needs software or a license to make it work, this is also eligible (*Right-to-Use and Client Access Licenses*)
  - **Basic maintenance of Internal Connections (BMIC)**
    - The repair and upkeep of eligible internal connections (services to deploy bugs, fixes, patches)
    - Multi-year maintenance service subscriptions (updates to existing software)
    - Only maintenance services provided for the current funding year are eligible. (i.e., a three year subscription should be requested annually for one third of the price over three years)
  - **Managed internal broadband services (MIBS)**
    - Managed Wi-Fi Agreement
Example: Common Eligible Internal Connections

- Some **common eligible Internal Connections** that may be utilized are displayed here.
- In this **scenario**, a library is receiving internet service which has been delivered by the service provider to the library’s technical room to a terminating point. They are looking for internal connections to cost effectively connect laptops and desktops to utilize the internet service.
- **Note:** End user equipment, such as laptops, computers, headsets, speakers, are not eligible for E-Rate support.
The Five Eligible Internal Connections

• Utilized five different types of eligible internal connections **C2 equipment/services** to accomplish internet connection to their end user devices. **Cabling** is utilized to provide connection to the various devices and transport information.

• The five eligible internal connections:
  • Cabling
  • Router
  • Firewall
  • Switch
  • Wireless Access Point
Router and Firewall

• The **Router** can act as the initial device in your internal network. It is the main communication point between the internet access service and the devices in your internal network.

• A **Firewall** acts as a barrier between the internal network and the public internet.
Switch and Wireless Access Points (WAP)

- A **Switch** acts as a connecting device for multiple other devices.
- The **Wireless Access Points (WAP)** receive and transmit wireless Internet to applicable devices.
Basic Maintenance

- **Basic Maintenance** is eligible on equipment that is **E-Rate eligible**.
- In this **example**, a cable and a Wireless Access Point are not functioning properly. The green circles below indicate malfunctioning equipment but are eligible for the **basic maintenance and repair** of these items is also eligible.
- **End user equipment and devices are not eligible**. The repair of the desktop (the red circle) is not eligible for basic maintenance.
Managed Internal Broadband Services (MIBS)

• If you need help in the daily operation of your internal network, this service provided by a vendor is eligible as Managed Internal Broadband Services (MIBS). They can support equipment that an applicant already owns or they can install equipment that they lease to the applicant. They can perform actions on the eligible equipment to ensure that the internal network operates at an optimal level.

• MIBS does not include maintenance and repair.
Basic Fiber Concepts

Category One (C1)
Introduction to Fiber: Types of Eligible Fiber

- **Data Transmission and Internet Access services** can be transmitted over various types of physical methods.
  - Four examples of physical methods:
    - Fiber
    - Copper
    - Microwave
    - Satellite
- The next couple of slides will provide additional information on the various types of Category One (C1) Fiber services.
Introduction to Fiber: Types of Eligible Fiber

1. Leased lit fiber

Data Transmission or internet access services where the applicant pays a monthly fee to the service provider who provides the service via fiber. This is a totally inclusive service consisting of all the components needed to provide and maintain the service.

2. Leased dark fiber

Service providers may have fiber that they are not currently utilizing that could be used to provide services. Applicants can lease portions of this unused fiber network that is owned by a service provider.

- This lease would only be to use the fiber.
- The applicant needs to account for
  - any network equipment needed to use the fiber, and
  - associated maintenance and operations of the fiber.
- The applicant will also need obtain separately any needed data transport and/or internet access service over that fiber.
Introduction to Fiber: Types of Eligible Fiber

3. Self-provisioned networks

- Applicant can also seek requests to build and own their own **high-speed broadband network**.
  - The applicant will need to show that building its own network is more cost-effective than leasing or using an existing network for the same period of time. This is also known as being the most-cost effective option.
  - If building the network is determined to be the most cost-effective option, the applicant hires a vendor to construct the network, or a portion of the network that the applicant will use. The applicant can completely or partially own and maintain the network or a portion of the network.
  - A self-provisioned network can be shared with an ineligible third-party entity so long as the ineligible third-party entity pays its fair share of the costs of the undiscounted costs of the network. The applicant will have to show that the fair share paid by the ineligible third-party was reasonable.
  - Although included as a fiber option, a self-provisioned network may utilize technologies other than fiber (e.g., Copper, Microwave, and Satellite).
  - The **applicant must**
    - Pay for the network equipment,
    - Pay to maintain and operate the network, and
    - Pay for any data transport and/or internet access services that are used on the network separately.
Fiber: What is Network Equipment?

- Network Equipment includes the electronics and equipment necessary to make Data Transmission and/or Internet Access services functional.
Fiber: What is Network Equipment?

• Eligible under Category One (C1).
  • A single piece of Network Equipment, also called basic terminating equipment.
    • The single piece must be located at the demarcation – the point at which the service provider would start to check if services were interrupted.
Sample FCC Forms 470 & 471
Form Samples Overview and Discussion

- Sample Basic FCC Form 470 & 471 (Developed for Discussion Only)
- Shows what a completed form could look like utilizing common examples:
  - Internet access services
  - Internal connections like routers, wireless access points, and equipment needs within the library for wireless internet access
  - Basic maintenance of the new internal connections equipment that they may be requesting (routers, WAPs, etc.); and
  - Managed internet broadband service (MIBS).
Sample 1: FCC Form 470

- Download Sample 1 (PDF; 4 pages)
- For Identification Purposes
  - Header:
    - FCC Form 470 – Funding Year 2022
  - Sub-header:
    - Form 470 Application Number: 220000309
    - ex: internet access and access points
- Developed for Training Purposes Only
Sample 2: FCC Form 471 (Category 1)

• Download Sample 2 (PDF; 7 pages)

• For Identification Purposes
  • Header: Description of Services Ordered and Certification Form 471
    • Application Number: 221000083
    • Category of Service: Category 1

• Developed for Training Purposes Only
Sample 3: FCC Form 471 (Category 2)

- Download Sample 3 (PDF; 7 pages)
- For Identification Purposes
  - Header: Description of Services Ordered and Certification Form 471
    - Application Number: 221000084
    - Category of Service: Category 2
- Developed for Training Purposes Only
FCC Form 470: Narrative Language Categories

Frequently Used Categories When Requesting Services

- **Disqualifying Factors** – These are the factors that the applicant requires for a bid to be responsive and considered. If the bid does not meet all of these requirements, it would be disqualified. If there are disqualifying factors, they must be included in the FCC Form 470.

- **Contract Terms** – Applicants can include information on the contract terms they are seeking. For example, if they are seeking a contract for a 3-year term, or if they want an option to extend the contract for an additional 1-year term. This information can be included on the FCC Form 470.

- **Unique Entity Information** – If the there are unique factors for providing service to a specific entity, an applicant can include this information on the FCC Form 470. For example, an applicant may be planning to build a new school, they can include this information to let the service providers know the school has not been constructed yet.

- **Required Actions for the bidder** – Applicants may require service providers to conduct a site visit or attend a Q&A session. Applicants may want the bids to be provided in certain manner such as in hard copy through the mail or uploaded at a specific website. Applicants can include these requirements on the FCC Form 470.

- **General Technical Specifications** – If certain technical requirements are required, they should be included on the FCC Form 470.

- **General Summary** of their request for equipment or services. This provides a general summary of the equipment and/or services the applicant is requesting through the E-Rate program.
FCC Form 471: Narrative Language Categories

Frequently Used Categories

• **Additional Service Details** – If there are additional details about the requested equipment or services, the applicant can add that information on the FCC Form 470.

• **Entity Updates** – In future funding years, if an entity was not able to update its profile information during the **administrative window**, they can include that information here. For example, if the student count has increased, they can note that increase to be corrected in their profile.

• **Cost Allocations for Services and Entities**
  • See the [Cost Allocation for Services](#) page for more information
  • See the [Cost Allocation for Ineligible Entities](#) page for information

• Information related to **Transition of Services**. If the applicant is planning transition services (i.e., transfer from one provider to a different one) during the funding year, they can include that information here. For example, there may be multiple funding requests that may need to be transitioned to the new provider.
Remember: 28-Day Waiting Period

• FCC Form 470 must be posted on the USAC website for at least 28 days before you may select a vendor, enter into a contract or agreement, and file your funding application, the FCC Form 471.

• USAC will post the FCC Form 470 after it is submitted and certified to its website for service providers to search and view. The service providers will submit bids to the contact person on the FCC Form 470 in the manner specified on the form.

• The allowable contract date (ACD) will be generated when the FCC Form 470 is submitted and is included on the form so the applicant knows when they will be able to move forward with selecting their service provider and submitting the funding application.
Upcoming Trainings

- FY2022 E-Rate Tribal Training Series

  - **Session 1: E-Rate Tribal Info Session**
    Last week’s session. A recording will be available on the E-Rate Tribal Training page.

  - **Session 2: FCC Form 470 Walkthrough for Tribal applicants (The First Form)**
    Today’s session. A recording will be available on the E-Rate Tribal Training page.

  - **Session 3: Office Hours for Tribal Applicants - Register**
    February 15, 2022 at 4 p.m. ET

  - **Session 4: FCC Form 471 Walkthrough for Tribal applicants (The Second Form) - Register**
    March 8, 2022 at 4 p.m. ET

  - **Session 5: Office Hours for Tribal Applicants - Register**
    March 15, 2022 at 4 p.m. ET
Resources

• E-Rate Tribal Training webpage
• E-Rate Webinars
• Video Tutorials
• E-learning Modules
• E-Rate Program Applicant Document Retention List
Additional Resources

• **Subscribe** to the E-Rate News Brief and the E-Rate Tribal e-Newsletter
  - Deadline reminders
  - Training announcements

• Customer Service Center (CSC)
  - Call us at (888) 203-8100
  - Monday – Friday, 8 a.m. to 8 p.m. ET

• For Tribal Partners: The [USAC Tribal Liaison](#) can help guide you to public resources, call centers, or program teams. You can contact USAC’s Tribal Liaison at [TribalLiaison@usac.org](mailto:TribalLiaison@usac.org).
Take Our Survey

• We want to hear about your webinar experience.
• Expect an email from invites@mailer.surveygizmo.com with a unique survey link in 1-2 business days.
• We appreciate your feedback!
Thank You!
Lowest Corresponding Price

- Ensures that
  - Service providers do not charge applicants more than they would charge their other customers for the same services.
  - Any lack of experience in negotiating in a service market does not prevent applicants from receiving competitive prices.
- Visit the Lowest Corresponding Price page for more information.
FCC Form 470 Search User Guide

- How to search for certified FCC Form 470s in EPC
- Search and Export Certified FCC Forms 470
- Exporting Search Results
- Download the FCC Form 470 Search Guide (PDF)