


FORM 470 APPLICATION FILING TIPS

FALL 2008
BEGINNERS E-RATE TRAINING

WHY-WE-DO-WHAT-WE-DO??


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Tips on Filing Form 470

- Be able to explain what you were asking for (avoid generic descriptions or statements that are overly broad)
- Post for what you want (multi-year contract, type of service, voluntary contract extensions)




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Tips on Filing Form 470

- You can now file form 470 for FY 2009-2010 services.
- Form 470 is the first form the entity (you the applicant) must file to begin the E-Rate process.
- Form 470 indicates types of products and services ordered on the Form 471.


NOTE: If it's in your 470, it's in your [technology plan](#)



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Multi-year or Annual Posting


- You **must** post 470 *every year* for tariffed or month-to-month (MTM) services
- File 470 once for multi-year contracts or contracts with voluntary extensions, but Form 470 and RFP must indicate intent



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Tips on Filing Form 470


- The applicant, list your requested services on your Form 470 in the correct service categories:
 - Telecommunication
 - Internet Access
 - Internal Connections
 - Basic Maintenance of Internal Connections



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Service Classification

Types of Services			
	Telecom	Internet	Internal
Tariffed (#7a)	✓		
MTM (#7a)	✓	✓	
Contracted (#7b)	✓	✓	✓



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Tips on Filing Form 470

- Indicate on your Form 470 if you are issuing an Request For Proposal (RFP)
- Form 470/RFP must be posted on SLD Website for 28 days before selecting service provider and/or signing a contract

Violating 28 day rule is #1 reason for denial of applications

Selecting the winning bidder

- Keep documentation of your selection process
- Create your selection matrix and follow it
- If using a multi-round selection process, price of the eligible goods and services must be the primary factor in every round

Competitive Bidding

- The applicant must conduct a fair and open bidding process
 - All bidders are treated the same
 - Applicants must be prepared to explain if and how they disqualified bids.
 - All bidders have equal access to information
 - All bidders know what is required of them

Most Cost Effective

- Selecting the winning bidder
 - Price of the **ELIGIBLE** goods and services must be the primary factor.
 - Other factors, including other price factors, can be considered as well but they cannot be weighted equally or higher than cost of the eligible goods and services
 - See [Step 4: Construct An Evaluation](#) for weighting samples

Competitive Bidding

- Applicants must inform all bidders of any requirements that could lead to disqualification.
- **DON'T** allow a service provider that may bid on your services to fill out your Form 470
- The applicant must choose the most cost effective offering with the **price of eligible products and services** being the primary consideration.

Retain all documentation for at least five years!!

Free Services

- Applicants and service providers are prohibited from using Schools and Libraries support to subsidize the procurement of ineligible or unrequested products and services or from participating in arrangements that have the effect of providing a discount level to applicants greater than that to which applicants are entitled.

Free Services

- Must deduct the value of the “free stuff”, discounts, trade-in etc, from the pre-discount amount in order get equal comparison between offerings
- Cost of eligible goods and services cannot be inflated to cover for “free” ineligible stuff
- A proportionate cost allocation is required between eligible and ineligible components.

Budget Review

- Purpose is for you to show us you can fund your share
- Operating budget (or draft) has dates that cover the funding year (July - June)
- Budget documentation should clearly identify applicant's share (e.g., expense line item)
- Can provide letter for reasonable expectation

Free Services Example

- Discount rebate
 - Cost for product = \$100 pre-discount
 - Rebate of 20% is available
 - Can only apply for \$80 (\$100*80%) pre-discount
- “Free products” included in a bid
 - Vendor A: \$10,000 including \$1,000 of free products
 - Vendor B: \$8,000 for products - no free products
 - Must compare:
 - Vendor A: \$9,000 (\$10,000 - \$1,000) to Vendor B: \$8,000

Budget Review

- More about “reasonable expectation”
 - You don't have the money in your hands now but expect to have it after July 1
 - They understand that your budget cycle may not coincide with our review cycle
 - Will have to “show the money” during Form 486 review for the entire BEN for the year
 - If a shortfall, they will work with you to cancel FRNs

Paying Your Share


- You will always have to pay at least 10% or more depending on your discount
- Service providers cannot give you the money (directly or indirectly) to pay for your non-discounted share


Payment Plans

- Applicants are required to pay their share at the same time that USAC pays the discount amount.
 - Service Provider certifies that the invoices they submit are for services that “have been billed to service provider's customers.”
 - Therefore, deferred payment plans that allow the applicant to pay after USAC has paid will jeopardize a funding request.
 - FCC Rules include a presumption that the non-discount share will be paid within 90 days.

Tips on Filing Form 470


- After 28 days, sign and date contracts before filing the Form 471
- The applicant may select a vendor for tariffed or month-to-month services or execute a contract for new contractual services.





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REMINDER


- **Eligible Entities - Schools**
 - Pre-kindergarten, Adult Education, are not Eligible in the state of Arkansas.
 - Juvenile Justice students/facilities are eligible.
- **Form 470 must be certified by close of Form 471 filing window 10:59 pm CST, February 2008**



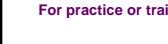

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File one 470 for all services, or File separate forms for each service

Forms are off the SLD home page.





For practice or training you may use: <http://usactrain.solixinc.com>


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eCertification

- Your PIN will be mailed within one week of successful certification of your form. PINs are issued once each week to each authorized person submitting a Form 470, 471 or 486 certification on paper who has not previously been assigned a PIN.
- PINs are not portable. Since each eligible authorized signer has a separate PIN for each Billed Entity, USAC will assign and mail a new PIN to you, once you've submitted your first Form 470, 471 or 486 and signed a paper certification as the authorized person for the new Billed Entity.






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Tips on Filing Form 470

Receipt Notification Letter (RNL)


- Issued by USAC after Form 470 is posted
- Provides important information
 - Allowable Vendor Selection/Contract date (28 days after posting)
- Offers opportunity to make allowable corrections





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eCertification

- If you have misplaced your PIN, USAC must disable your current PIN and issue you a new PIN. Call the Client Service Bureau at 1-888-203-8100 and provide your full name and the associated Billed Entity Number. The Client Service Bureau will use that information to assign a new PIN that will be sent to you in a secure mailer.
- You cannot edit the mailing address associated with your PIN. You must disable your current PIN and file a Form 470, 471, or 486 with a paper certification that contains the correct authorized person address information. To disable your PIN, go to the USAC PIN Area and disable your current PIN.




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eCertification

- PIN belongs to the person assigned to.
Use of another person's PIN is the same
as signing the form



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Contact Information

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