



FY2027 Form 470 Cat 1 Workshop - Libraries

Presented by:
Lorrie Germann, State E-Rate Coordinator

The Purpose of the Form 470

The Form 470:

- Announces a school's intent to participate in the E-Rate program and lists the services desired:
 - **Category 1**
 - Internet Access/Transport (Bandwidth)
 - Hotspots for Bookmobile
- Acts as an RFP
- Begins the mandatory 28-day competitive bidding process
- If a service is not listed on a Form 470, you cannot request it on a Form 471 (or it won't be funded)

Form 470

- You must apply for E-Rate funding each year
- The only time you **don't** need to file a Form 470 is in the second (or later) year of a multi-year contract that was established on a previous year's Form 470, **or**
- Using a **CABIO** service.

You must still file a 470 for everything else!

Form 470 - After Submission Changes

- **Ability To Upload RFP Documents After Certification.**
 - Applicants can upload an RFP (request for proposals) after the FCC Form 470 is submitted and certified in EPC, but cannot remove RFP documents attached to your FCC Form 470.
 - If the new RFP changes the service originally requested (increasing bandwidth or quantities), you can restart the 28-day waiting period; there is no need to refile!
- **Ability To Cancel FCC Forms 470 and View Canceled Forms.**
 - Applicants can view canceled FCC Forms 470 in EPC under **Records -> FCC Forms 470** by selecting “Canceled” under the **Status** filter.

Starting the Form 470

My Landing Page

Training
Universal Service
Administrative Co.

Welcome, School

Notification

Notification

Funding Year

No

Funding Request Report | **FCC Form 470** | FCC Form 471 | FCC Form 486 | Appeal | Manage Users | Manage Organizations | USAC Website | Contact Us | Help

FCC Form 470 - Funding Year 2027

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

> **FCC Notice Required By The Paperwork Reduction Act (OMB Control Number: 3060-0806)**

▼ **Billed Entity Information**

ABC Applicant Billed Entity Number: 17364
700 12th St NW #900 FCC Registration Number: 0123456789
Washington, DC 20005
123-456-7890
sd_400156@testmail.usac.org

Application Nickname
Please enter an application nickname here. *

ABC Cat 1 Form 470

DISCARD FORM SAVE & SHARE **SAVE & CONTINUE**

Enter Nickname (user defined) and click on “Save and Continue”

Completing the Form 470

News **Tasks (4)** Records Reports Actions

FCC Form 470 - Funding Year 2027

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Where applicable, we've completed this section of the form based on information from your applicant entity's profile. If any of the non-editable information is incorrect, or you wish to change the information, please update your profile first by going to your entity record, and clicking Manage Organization from the Related Actions menu. If you do not have access to Manage Organization, please contact your applicant entity's account administrator or create a customer service case to request updates to your applicant entity's profile.

▼ Application Type and Recipients of Service

Applicant Type: Library System

Number of Eligible Entities: 3

Recipients of Service

Recipient(s) of Service

- ☒ Public Library
- ☒ Main Branch
- ☒ Public Library System

Billed Entity Name	Billed Entity Number
ABC Applicant 120000	10426

BACK DISCARD FORM

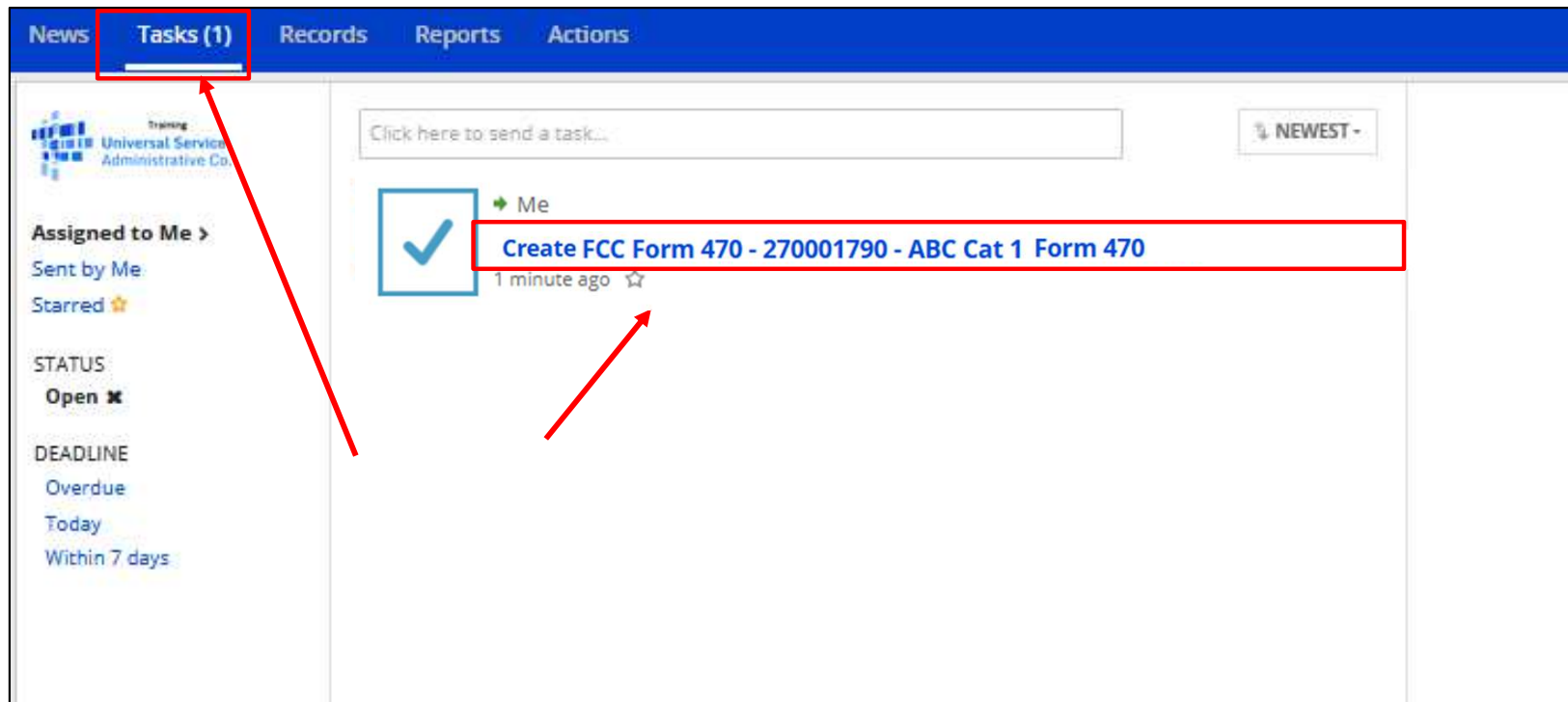
SAVE & SHARE **SAVE & CONTINUE**

Once you save the application, the “Task” is indicated on the main menu bar.

Verify the information listed about your entity. If necessary, update your profile.

Click on “Save & Continue”

Tasks



If you start an application, and cannot complete it, go to “Tasks” located on the main menu bar, and click on form to complete.

Note: It will say “Create” instead of “Continue”.

Contact Information

News Tasks (6) Records Reports Actions

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Next, you will identify the individuals assisting in seeking E-rate support.

Consultant Information

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

Contact Information

Are you the main contact person?

YES ✓ NO

ABC Applicant
sd_aa_400156@testmail.usac.org
123-456-7890

BACK DISCARD FORM

SAVE & SHARE SAVE & CONTINUE

Choose option for contact information. If “Yes”, your info will display. If someone else will be the main contact, choose “No” and provide their information. Keep in mind they must have a portal account. Click on “Save & Continue”

Choosing Category of Service

News Tasks (6) Records Reports Actions

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Next, you will identify the category(s) of service requested.

Visit [our website](#) for more information on how to file the FCC Form 470.

Category(s) of Service

What are the category(s) of service that you are requesting? *

CATEGORY 1

- Data Transmission and/or Internet Access

CATEGORY 2

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

BACK DISCARD FORM

SAVE & SHARE **SAVE & CONTINUE**

Choose the “Category of Service” you are seeking.

On the Form 470, you can list services from both Category One and Category Two on the same application.

Click on “Save & Continue”

Adding An RFP

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

If you are using RFPs for any of the requested services, start by uploading them all first.

RFPs for Service Requests

Is there a RFP for any of the services you are requesting?

YES ✓ NO

Please upload all RFPs for the services you are requesting. ?

 **Cat 1 RFP**
DOCX - 12.34 KB

 **Cat 2 RFP**
DOCX - 12.34 KB

UPLOAD  Drop file here

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.

BACK **DISCARD FORM** **SAVE & SHARE** **SAVE & CONTINUE**

If you have an RFP for any of the services that will be included on the Form 470, click on “Yes”. This could be as simple as a spreadsheet with a list of sites and addresses, or a list of hardware and quantities.

You will then see the “Upload” option to attach the RFP file.

You can add multiple documents, if necessary, for both Category 1 & 2.

Click on “Save & Continue”

Simple RFP Examples

Cat 1:

Name	Address	Notes
CAMDEN BRANCH LIBRARY	104 S. Main Street, Camden, Ohio 45311	Point-to-Point connection to 450 S Barron St, Eaton, OH 45320
ELDORADO BRANCH LIBRARY	150 N. Main Street, Eldorado, Ohio 45321	Point-to-Point connection to 450 S Barron St, Eaton, OH 45320
NEW PARIS BRANCH LIBRARY	115 N. Washington Street, New Paris, Ohio 45347	Point-to-Point connection to 450 S Barron St, Eaton, OH 45320
WEST ALEXANDRIA BRANCH LIBRARY	16 N. Main Street, Town Hall, West Alexandria, Ohio 45381	Point-to-Point connection to 450 S Barron St, Eaton, OH 45320
WEST ELKTON BRANCH LIBRARY	135 N. Main Street, Town Hall, West Elkton, Ohio, 45070	Point-to-Point connection to 450 S Barron St, Eaton, OH 45320
WEST MANCHESTER BRANCH LIBRARY	212 S. High Street, West Manchester, Ohio 45382	Point-to-Point connection to 450 S Barron St, Eaton, OH 45320

or

RFP for Wireless Service

BEN: 129000 – Ohio County Library
210 S Broadway St.
Anytown, OH 44256

CONTACT: Jane Doe
Jane.doe@ohiolibrary.org
740-555-1150

SERVICE: 2 wireless units with data for Library's Bookmobile and Kiosk
Entity 16069826 – Ohio County District Library Bookmobile
Entity 17001766 – Ohio County District Library Kiosk
– minimum 1 gbps with an unlimited maximum

If applying for hotspot service for a bookmobile or kiosk, an RFP is required.

Adding Service Request

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Basic Information

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Certifications & Signature

Next, you will describe the services you are requesting.

Service Requests: Category One

There are currently no Category One service requests. Please enter the service requests below by selecting 'Add New Service Request'.

ADD NEW SERVICE REQUEST

EDIT SERVICE REQUEST

REMOVE SERVICE REQUEST

Narrative

If you would like to provide further detail about the services or equipment sought, you may do so in this box below. Examples include:

- Any disqualification factors;
- Additional details about the eligible locations that will be receiving these services; or
- Other information about the services requested that would help bidders develop bids that are responsive to your needs.

BACK

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

Category 1 is displayed first on the page. Click on “Add New Service Request” to add service/s.

You’ll explain in the narrative what you’re looking for, locations, and disqualification factors. If you uploaded an RFP with the information, you may state “See attached RFP for full details”.

Adding New Service Request

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Basic Information

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Certifications & Signature

Please select the option below that matches the services for which you are seeking bids.

Visit [our website](#) for more information on how to file the FCC Form 470.

Add New Service Request

- ☒ I seek bids for internet access and/or data transmission service.
- ☐ I seek bids for Category One network equipment or maintenance and operations.

Add New Service Request

If you select the wrong option, click on the blue text to go back.

CANCEL

[I seek bids for internet access and/or data transmission service.](#)

- ☐ I seek bids for Internet access and data transmission service (provided over any combination of transmission medium, e.g., fiber-only networks, fiber/non-fiber hybrid networks, or non-fiber networks such as cable, DSL, copper, satellite, microwave or wireless).
- ☐ I seek bids for internet access without data transmission service and will arrange for separate data transmission service if required.
- ☐ I seek bids to purchase data transmission service only (i.e., that does not include internet access service).
- ☐ I seek to build my own network.

Select the radio button for the service you're requesting. As you select an option that section will collapse, and you will drill down to identify the service further.

Here are the options.....

Internet Access and Bandwidth Options

Add New Service Request

1 ☒ I seek bids for internet access and/or data transmission service.
☐ I seek bids for Category One network equipment or maintenance and operations.

2 ☒ I seek bids for Internet access and data transmission service (provided over any combination of transmission medium, e.g., fiber-only networks, fiber/non-fiber hybrid networks, or non-fiber networks such as cable, DSL, copper, satellite, microwave or wireless).
☐ I seek bids for internet access without data transmission service and will arrange for separate data transmission service if required.
☐ I seek bids to purchase data transmission service only (i.e., that does not include internet access service).
☐ I seek to build my own network.

3 ☒ I seek bids for internet access and data transmission services, whether offered by one service provider(s) as a bundled package or offered by one or more service provider as independent services.
☐ I seek bids for data plans or wireless adapters (Air Cards) for mobile devices for commercial wireless service for a school or library that does not have an existing broadband internet connection (e.g., for use on a library bookmobile without a fixed connection).

Service Type
Data Transmission and/or Internet Access

Function*
Internet Access and Data Transmission Service

Quantity*
3

Unit
Each

Minimum Capacity*
1 Gbps

Maximum Capacity*
10 Gbps

Number of entities served? *
3

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

Please select the RFP(s) that apply to this service request.
☒ Cat 1 RFP
☐ Cat 2 RFP

Options for selecting both bandwidth and Internet Access as a bundle. Enter the number of circuits, entities, and minimum & maximum capacity. “Maximum” should include for future growth. Indicate if you want installation. If not sure, just say “Yes”. RFP should be checked if added.

Data Plan Options

1 ☒ I seek bids for internet access and/or data transmission service.
☐ I seek bids for Category One network equipment or maintenance and operations.

2 ☒ I seek bids for Internet access and data transmission service (provided over any combination of transmission medium, e.g., fiber-only networks, fiber/non-fiber hybrid networks, or non-fiber networks such as cable, DSL, copper, satellite, or microwave).
☐ I seek bids for internet access without data transmission service and will arrange for separate data transmission service if required.
☐ I seek bids to purchase data transmission service only (i.e., that does not include internet access service).
☐ I seek to build my own network.

3 ☐ I seek bids for internet access and data transmission services, whether offered by one service provider(s) as a bundled package or offered by one or more service provider as independent services.
☒ I seek bids for data plans or wireless adapters (Air Cards) for mobile devices for commercial wireless service for a school or library that does not have an existing broadband internal connections.

Service Type
Data Transmission and/or Internet Access

Function *
Cellular Data Plan/Air Card Service

Cellular data plans and air cards for mobile devices are eligible only in instances when the school or library seeking support demonstrates that the individual data plans are the most cost-effective option for providing internal broadband access for mobile devices at schools and/or libraries.

Quantity *

Unit
Lines

Minimum Capacity *

Maximum Capacity *

Number of entities served? *

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

You have selected a service function that requires a RFP. In order to add this service request, please first upload all RFPs.

Error message if no RFP.

Internet Access Only Options

1

☒ I seek bids for internet access and/or data transmission service.

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

☐ I seek bids for Internet access and data transmission service (provided over any combination of transmission medium, e.g., fiber-only networks, fiber/non-fiber hybrid networks, or non-fiber networks such as cable, DSL, copper, satellite, or microwave).

2

☒ I seek bids for internet access without data transmission service and will arrange for separate data transmission service if required.

☐ I seek bids to purchase data transmission service only (i.e., that does not include internet access service).

☐ I seek to build my own network.

Service Type

Data Transmission and/or Internet Access

Function *

Standalone Internet Access Service

A message appears when choosing this option, but it's not an error.

This is not a commonly selected service option. It does not include data transmission service, which is needed to deliver Internet access to the school or library building.

Minimum Capacity

Please select a value

Number of entities served? *

Maximum Capacity

Please select a value

Are you also seeking Installation, Activation and Initial Configuration for this service? *

☐ Yes

☐ No

Option for selecting just Internet Access when priced separately, such as when circuits between buildings are owned by the library system. **Libraries don't often choose this option!**

Enter the number of entities and minimum and maximum capacity. Indicate if you want installation. Same applies, if not sure, just say "Yes".

Bandwidth Only Options

1 ☒ I seek bids for internet access and/or data transmission service.
☐ I seek bids for Category One network equipment or maintenance and operations.

2 ☐ I seek bids for Internet access and data transmission service (provided over any combination of transmission medium, e.g., fiber-only networks, fiber/non-fiber hybrid networks, or non-fiber networks such as cable, DSL, copper, satellite, or microwave).
☐ I seek bids for internet access without data transmission service and will arrange for separate data transmission service if required.
☒ I seek bids to purchase data transmission service only (i.e., that does not include internet access service).
☐ I seek to build my own network.

3 ☒ I seek data transmission service without internet access service.
☐ I seek to lease capacity, e.g., a specific number of dark fiber strands or capacity over a leased lit network, that will be used for data transmission service.

Service Type
Data Transmission and/or Internet Access

Function *
Standalone Data Transmission Service

A message appears when choosing this option, but it's not an error.

This service option does not include Internet access service; if this option is selected, the applicant will have to procure Internet access service separately.

Quantity *

Unit
Each

Minimum Capacity

Maximum Capacity

Number of entities served? *

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

Options for selecting just bandwidth if Internet is provided or priced separately, such as libraries where Internet Access is provided by OPLIN. Enter the number of circuits, entities, and minimum & maximum capacity. “Maximum” should include for future growth. Indicate if you want installation. Same applies, if not sure, just say “Yes”.

Dark Fiber Options

Options if seeking Dark Fiber, where provider owns and maintains the fiber, but you're required to light it. If so, an RFP is required stating capacity, and you must compare Leased Lit Fiber cost.

Enter the number of circuits, entities, and minimum & maximum capacity, and if seeking installation.

The electronics to light the fiber will need to be listed as a separate item.

1

2

3

☒ I seek bids for internet access and/or data transmission service.
☐ I seek bids for Category One network equipment or maintenance and operations.

☐ I seek bids for Internet access and data transmission service (provided over any combination of transmission medium, e.g., fiber-only networks, fiber/non-fiber hybrid networks, or non-fiber networks such as cable, DSL, copper, satellite, microwave or wireless).
☐ I seek bids for internet access without data transmission service and will arrange for separate data transmission service if required.
☒ I seek bids to purchase data transmission service only (i.e., that does not include internet access service).
☐ I seek to build my own network.

☐ I seek data transmission service without internet access service.
☒ I seek to lease capacity, e.g., a specific number of dark fiber strands or capacity over a leased lit network, that will be used for data transmission service.

Service Type
Data Transmission and/or Internet Access

Function*
Leased Dark Fiber and Leased Lit Fiber

This service option does not include the modulating equipment needed to light the dark fiber; applicants are responsible for obtaining this modulating equipment separately.

Leased Dark Fiber	Leased Lit Fiber
Quantity* 	Quantity*
Unit Fiber Strands	Unit Each
Minimum Capacity Detailed in RFP	Minimum Capacity* Please select a value
Maximum Capacity Detailed in RFP	Maximum Capacity Please select a value
Please select the RFP(s) that apply to this service request.* ☒ Cat 1 RFP	Please select the RFP(s) that apply to this service request. ☒ Cat 1 RFP
Additional Details Number of entities served? * 	
Are you also seeking Installation, Activation and Initial Configuration for this service? * ☐ Yes ☐ No	

Self Provisioned Network Options

Self-Provision is when the applicant owns the fiber, lights it, and maintains it.

If seeking, an RFP is required with capacity, and you must compare it to other options such as Leased Lit Fiber, microwave, etc.

Enter the number of
circuits, entities, and
minimum &
maximum capacity.

The electronics to light the fiber will need to be listed as a separate item.

I seek bids for internet access and/or data transmission service.

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

I seek bids for Internet access and data transmission service (provided over any combination of transmission medium, e.g., fiber-only networks, fiber/non-fiber hybrid networks, or non-fiber networks such as cable, DSL, copper, satellite, microwave or wireless).

I seek bids for internet access without data transmission service and will arrange for separate data transmission service if required.

I seek bids to purchase data transmission service only (i.e., that does not include internet access service).

I seek to build my own network.

Service Type

Data Transmission and/or Internet Access

Function*

Self-Provisioned Network (Applicant Owned and Operated Network) and Services Provided Over Third-Party Networks

Self-Provisioned Network (Applicant Owned and Operated Network)

Quantity*

Unit

Each

Minimum Capacity

Detailed in RFP

Maximum Capacity

Detailed in RFP

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

Cat 1 RFP

Additional Details

Number of entities served? *

Are you also seeking Installation, Activation and Initial Configuration for this service? *

Yes

No

CANCEL

Services Provided Over Third-Party Networks

Quantity*

Unit

Each

Minimum Capacity*

Please select a value

Maximum Capacity*

Please select a value

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

Cat 1 RFP

SAVE & CREATE ANOTHER REQUEST

SAVE REQUEST

Category 1 Network Equipment Options

Add New Service Request

1 ☐ I seek bids for internet access and/or data transmission service.

2 ☒ I seek bids for Category One network equipment or maintenance and operations.

☒ I own or lease my own network or network capacity and seek bids for the electronics to make the network functional.

☐ I own or lease my own network and seek bids for maintenance and operations of the connections.

Service Type
Data Transmission and/or Internet Access

Function*
Category One Network Equipment

Quantity*

Unit
Each

Minimum Capacity
Please select a value

Maximum Capacity
Please select a value

Number of entities served?

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

Please select the RFP(s) that apply to this service request.
☒ Cat 1 RFP
☐ Cat 2 RFP

If requesting Dark Fiber or Self-Provision, the electronics to light the fiber can be requested under Category 1. Enter the quantity, number of entities served, and minimum & maximum capacity. Indicate if you want installation. Same applies, if not sure, just say “Yes”.

Maintenance/Operations Options

Add New Service Request

1 ☐ I seek bids for internet access and/or data transmission service.

2 ☒ I seek bids for Category One network equipment or maintenance and operations.

☐ I own or lease my own network or network capacity and seek bids for the electronics to make the network functional.

☒ I own or lease my own network and seek bids for maintenance and operations of the connections.

Service Type
Data Transmission and/or Internet Access

Function *
Category One Maintenance and Operations

Quantity

Unit
Each

Minimum Capacity

Maximum Capacity

Number of entities served? *

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

CANCEL **SAVE & CREATE ANOTHER REQUEST** **SAVE REQUEST**

If requesting Maintenance and Operations of existing Dark Fiber or Self-Provision circuits where only M&O will be charged. Enter the quantity, number of entities served, and minimum & maximum capacity. Indicate if you want installation. Same applies, if not sure, just say “Yes”.

Adding New Service Request

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Certifications & Signature

Next, you will describe the services you are requesting.

Service Requests: Category One

Please enter the service requests below by selecting 'Add New Service Request'.

☐	Service Type	Function	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	10 Gbps	1	1	Each	Yes	Cat 1 RFP
☐	Data Transmission and/or Internet Access	Standalone Data Transmission Service	1 Gbps	5 Gbps	2	2	Each	Yes	Cat 1 RFP

ADD NEW SERVICE REQUEST

EDIT SERVICE REQUEST

REMOVE SERVICE REQUEST

Verify information. If you want to add additional Category 1 services, click on “Add New Service Request”. If done, provide information in the Narrative text box.

Narrative & Installment Plans

Narrative

If you would like to provide further detail about the services or equipment sought, you may do so in this box below. Examples include:

- Any disqualification factors;
- Additional details about the eligible locations that will be receiving these services; or
- Other information about the services requested that would help bidders develop bids that are responsive to your needs.

We are seeking bandwidth and ISP at a minimum of 1GB per site. See the attached RFP document for a list of locations and addresses. Leased lit fiber preferred.

Bandwidth/Internet Access quotes must include basic firewall service. The cost must be included in the service and not shown as a separate cost. Quotes showing options for service without basic firewall and a second option that includes firewall service will not be considered.

The applicant reserves the right to reject bids received on or after the Allowable Contract Date shown on the Form 470.

Installment Payment Plan

Are you seeking an installment payment plan for the non-discounted portion of any special construction charges associated with the request(s) listed above? *

☐ Yes

☒ No

BACK

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

Provide further details in the narrative explaining what you're looking for, locations, and any disqualification factors. You may state your preferred bandwidth but be careful there.

If seeking fiber installation with special construction charges, you may request a payment plan for the “**non-discount**” portion.

Click on “Save & Continue”.

If you selected Category 2 earlier, the Category 2 section will follow.

Adding Technical Contact

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Basic Information

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Certifications & Signature

Next, please name the person on your staff or project who can provide additional technical details or answer specific questions from service providers about the services you are seeking.

Technical Contact Person

Is there a person who can provide additional technical details or answer specific questions from service providers about the services you are seeking?

YES

NO ✓

BACK

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

Choose “Yes” if you’d like to add a technical contact.

You can search and add an EPC user or manually enter contact details.

Do not add anyone affiliated with a service provider!!

Click on “Save & Continue”

Technical Contact Person

Is there a person who can provide additional technical details or answer specific questions from service providers about the services you are seeking?

YES ✓

NO

How would you like to enter the technical contact details?

SEARCH EPC SYSTEM

ENTER DETAILS MANUALLY ✓

First Name *

Last Name *

Title

Phone Number *

Phone Number Extension

Email *

Re-enter Email *

BACK

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

Procurement Requirements

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Basic Information

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Certifications & Signature

Next, you will enter all information regarding state and local procurement rules.

State or Local Procurement Requirements

Are there state or local procurement/competitive bidding requirements that apply to the procurement of services sought?

YES ✓

NO

If applicable, provide a description of state or local procurement rules and/or restrictions on how or when service providers may contact you or on other bidding procedures.

Vendors must conduct a mandatory walk-through of each location if bidding on the management of internal broadband services (MIBS). Bids received where a walk-through was not conducted will be disqualified. The applicant reserves the right to reject bids that are received on or after the Allowable Contract Date shown on the Form 470.

BACK

DISCARD FORM

SAVE & SHARE

REVIEW FCC FORM 470

Indicate if there are State or Local procurement requirements, or any restrictions. You can list any disqualifying factors in addition to the Narrative.

Click on “Review FCC Form 470”

Procurement Requirements

- Vendor must have a SPIN at the time of awarding the contract.
- In-state (or local) vendors preferred.
- Previous experience with vendor preferred.
- Vendor must put in writing their willingness to give discounted bills.
- Must demonstrate the ability to meet the installation timeline.
- SPAM and/or robotic responses will not be considered valid bid responses and will be disqualified from consideration.
- **The applicant reserves the right to reject bids that are received on or after 9:00 AM on the Allowable Contract Date shown on the Form 470.**

A Word doc listing Disqualifying Factors can be found on my “Resource Library” page at

<https://www.ohio-k12.help/e-rate-support/resource-library/>.

Review Form 470

The screenshot displays the 'FCC Form 470 - Funding Year 2027' interface. At the top, a navigation bar includes 'News', 'Tasks (1)', 'Records', 'Reports', and 'Actions'. Below this, the title 'FCC Form 470 - Funding Year 2027' is shown, followed by 'ABC Cat 1 Form 470 - Form #270001790' and 'Last Saved: 10/9/2026 5:19 PM EDT'. A horizontal progress bar at the bottom highlights the 'FCC Form 470 Review' step. A red box contains the text: 'When the FCC Form 470 PDF is ready, a task will become available to complete certification.' Below this, a task notification card is shown with a blue checkmark icon, the text '→ Me', the title 'Certify FCC Form 470 - 270001790 - ABC Cat 1 Form 470', and the timestamp 'A moment ago' with a star icon. Red arrows indicate the flow from the 'Tasks (1)' menu item to the task notification card.

News **Tasks (1)** Records Reports Actions

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Last Saved: 10/9/2026 5:19 PM EDT

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

When the FCC Form 470 PDF is ready, a task will become available to complete certification.

→ Me

Certify FCC Form 470 - 270001790 - ABC Cat 1 Form 470

A moment ago ☆

When you advance to this screen, your Form 470 is generated as a “Task”. Click on “Tasks” and then the item labeled as “Certify FCC Form 470” with the nickname you provided.

Certifying Form 470

FCC Form 470 - Funding Year 2027

ABC Cat 1 Form 470 - Form #270001790
Last Saved: 10/9/2026 5:19 PM EDT

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

Please download and carefully review this FCC Form 470 before certifying.

Download Document Link
[USAC_FCC_FORM_470_APPLICATION_270001790_DRAFT](#)

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

[BACK](#) [SEND FOR CERTIFICATION](#) [CONTINUE TO CERTIFICATION](#)

This function will send you directly to certification for your FCC Form 470. Do you wish to proceed?

[NO](#) [YES](#)

Click on the document link to view the PDF. If correct, click box to certify. If not, click on “Back” to make corrections.

If you have the authority to certify application, click on “Continue to Certification” and choose “Yes” in the pop-up. Choose “Send for Certification” if someone else will certify.

Certify FCC Form 470

ABC Cat 1 Form 470 - Form #270001790

Last Saved: 10/9/2026 5:19 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, 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. The bid submitted will be carefully considered and the bid selected will be for the most cost-effective service that meets the 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 funding year or the service delivery deadline for the associated funding request). I certify that I will retain for, receipt of, and delivery of services receiving schools and libraries discounts. I acknowledge that I will retain for, receipt of, and delivery of services receiving schools and libraries discounts.
- ☒ I certify that I have reviewed all applicable FCC, state, and local procurement/competitive bidding rules. 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.
- ☒ 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.
- ☒ 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.

False statements on this form may result in civil liability and/or criminal prosecution. To electronically sign and certify this form, click "Yes" below. To affirm that you (1) understand the statements above and (2) represent the entity featured, and have the authority to make the certifications, on this form, click "Yes" below.

NO

YES

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

Certifying Form

Check each box, and click on "Certify", and then "Yes" to complete the application.

Viewing/Editing Form 470

▼ FCC Forms and Post-Commitment Requests

☒ FCC Forms

☐ Post-Commitment Requests

Status ☒ All

☐ Incomplete

☐ Certified

☐ Canceled

Form Type

FCC Form 470

Funding Year

2027

Nickname	Application Number	Funding Year	Status
ABC Library - Cat 1	270000124	2027	Certified
ABC Library - Cat 2	270000321	2027	Certified

To find the Form 470, go to the bottom of the Landing Page and search. Select **2027** for the funding year. Verify the status is listed as “Certified”. It may take several minutes after submitting the Form 470 for the status to update from “Incomplete” to “Certified”. Click on the Nickname to see a summary of the application.

Viewing/Editing Form 470

Records / FCC Forms 470

FY2027 - ABC Cat 1 - #270001790

[Summary](#) [Generated Documents](#) [News](#) [Related Actions](#)

> FCC Notice Required By The Paperwork Reduction Act (OMB Control Number: 3060-0806)

Please note: The following fields pull the most current data from the Contact User Profile and Applicant Entity Profile: Recipient(s) of Service, Contact Name, and Contact Phone Number. If you would like to review this FCC Form 470 with the data that was present upon certification, please navigate to the Generated Documents related dashboard on the left-hand side and click the Original Version document link.

Application Information

Nickname ABC Cat 1 & Cat 2

Application Number 270001790

Funding Year 2027

Status Certified

Allowable Contract Date 11/9/2026

Created Date 10/12/2026 4:25 PM EDT

Created By FirstName LastName

Certified Date 10/12/2026 4:25 PM EDT

Certified By FirstName LastName

Last Modified Date 10/12/2026 4:25 PM EDT

Last Modified By FirstName LastName

Verify the **“Allowable Contract Date”**. Contracts can be awarded on or after this date.

Services Requested

There are no Services Requested For Category 1

Category 2: Internal Connections and Managed Internal Broadband Services

Type	Function	Number of Entities	Quantity	Unit	Manufacturer	Manufacturer Other Description	Installation and Initial Configuration?	Associated RFP
Internal Connections	Wireless Access Points and Necessary Software and Licenses		100	Each	Meraki or equivalent		Yes	View RFP Documents
Basic Maintenance of Internal Connections	Wireless Access Points	3	100	Each	Meraki			View RFP Documents

Verify the services listed.

Viewing/Editing Form 470

Records / FCC Forms 470

FY2027 - ABC Cat 1 - #270001790

Summary Generated Documents News **Related Actions**

Please note: The following fields pull the most current data from the Contact User Profile and Applicant Entity Profile: Recipient(s) of Service, Contact Name, and Contact Phone Number. If you would like to review this FCC Form 470 with the data that was present upon certification, please navigate to the Generated Documents related dashboard on the left-hand side and click the Original Version document link.

▼ Application Information

Nickname FY2025 XYZ
Application Number 250000121
Funding Year 2025
Status Certified
Allowable Contract Date 11/25/2024

▼ Billed Entity Information

Name School District

Records / FCC Forms 470

FY2027 - ABC Cat 1 - #270001790

Summary Generated Documents News **Related Actions**

- Edit Application Nickname**
This function allows you to update the nickname of your FCC Form 470.
- Add an RFP Document**
This function allows you to upload and associate an additional RFP to one or more Service Requests even if the RFP document did not exist at the time of certification.
- Change Main Contact Person**
This function allows you to update the main contact listed on your FCC Form 470.
- Edit Technical Contact**
This function allows you to update the technical contact information listed on your FCC Form 470.
- Cancel this FCC Form 470**
This function allows you to cancel your certified FCC Form 470 if it has not yet been cited on an incomplete, certified or committed FCC Form 471.

Click on “Related Actions” for a list of options for corrections/changes. The two highlighted in red above are newer options: the ability to add an RFP or cancel the Form 470.

Viewing/Editing Form 470

Records / FCC Forms 470

FY2027 - ABC Cat 1 - #270001790

Summary Generated Documents



[Edit Application Nickname](#)

This function allows you to update the application nickname.



[Add an RFP Document](#)

This function allows you to upload a new RFP document.



[Change Main Contact Person](#)

This function allows you to update the main contact person.



[Edit Technical Contact](#)

This function allows you to update the technical contact person.



[Cancel this FCC Form 470](#)

This function allows you to cancel this FCC Form 470.

Upload RFP

Changes to the FCC Form 470, including uploading a new RFP document, may require applicants to restart the 28-day waiting period before selecting a service provider, signing a contract, or submitting and certifying an 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 services or equipment being requested, do require restarting the 28-day waiting period.

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

Please review the [USAC.org](https://www.usac.org) for additional guidance.

Does this new RFP constitute a substantial change to your FCC Form 470? *

☒ Yes

☐ No

If you select yes, the 28-day waiting period will reset, and the Allowable Contract Date on your FCC Form 470 will be updated accordingly. If the new Allowable Contract Date prevents you from certifying the FCC Form 471 before the application window closes, you must request a waiver from the Commission after certifying the FCC Form 471.

Uploading a new RFP document with substantial changes and not waiting the minimum 28 days may result in denial of funding.

Please add an RFP here ? *

UPLOAD Drop file here

Associate RFP to Service Request(s)

Category 1: Data Transmission and/or Internet Access

Please select the service request(s) that apply to the RFP uploaded above.

☐	Type	Function	Number Entities	Quantity	Unit	Min Capacity	Max Capacity	Installation and Initial Configuration?	Associated RFP
☐	Data Transmission and/or Internet Access	Mobile Service For Use On School Buses	15	15	Each				View RFP Documents

Bid Evaluation Sample

- Evaluate your bids using a matrix with your bid factors and points.

Factor	Points Available	Vendor 1	Vendor 2	Vendor 3
Price of the ELIGIBLE products and services	50	20	50	40
Prior experience w/vendor	20	20	0	20
Product compatible with existing infrastructure	15	10	5	15
Flexible Invoicing: FCC Forms 472 or 474	10	0	10	10
Local or in-state vendor	5	5	0	5
TOTAL	100	55	65	90

- Be sure to date and add a statement such as “based on the above criteria, we have chosen Vendor 3”.

Bid Evaluation Letter

Bid Matrix Evaluation Category 1

Factor	Points Available	Insert Name of Vendor	Insert Name of Vendor	Insert Name of Vendor
Price of the ELIGIBLE goods and services	70			
Prior experience w/ vendor	20			
Prices for ineligible services, products & fees	10			
Total	100			

Based on the above bid matrix criteria, we have chosen **Insert Vendor Name** as the service provider for **Insert Service Type**.

Name: _____

Signature: _____

Date: _____

For a template of my sample letter, go to my “Resource Library” page at <https://www.ohio-k12.help/e-rate-support/resource-library/>.



That's the Form 470 in a nutshell!

Any questions?

Where to Go for E-Rate Help

- **USAC's Client Service Center (CSC)**
 - E-Rate “Help Desk” where applicant & service providers can get answers to questions
 - Call **888-203-8100**
 - Submit a ‘Customer Service Case’ in EPC

-  **E-Rate Coordinator**
 - E-mail Lorrie Germann at lorrie.germann@education.ohio.gov
 - Call: 740-253-1153
 - Attend webinars!
 - <https://www.ohio-k12.help/E-Rate-support> **(Note new URL!!)**
 - Subscribe/read listserve messages! **(If you've had issues receiving my emails, please subscribe again!!)**
 - **Helpful Documents:** <https://www.ohio-k12.help/E-Rate-support/resource-library/>
 - **Training:** <https://www.ohio-k12.help/E-Rate-support/E-Rate-events/>