



*William D. Goodman
Associate Superintendent
Finance Unit*

June 12, 2002

Mr. Michael Deusinger
Universal Service Administrative Company
Schools & Libraries Division
E-mail: mdeusin@sl.universalservice.org

Re: Application Numbers: 315768, 318522

Dear Mr. Deusinger:

The El Paso Independent School District has \$5.2 million in its undesignated, unrestricted fund balance as its matching amount should an E-Rate award up to \$52 million be made available prior to August 31, 2002. Upon notification of award prior to that date, I will prepare for Board of Trustees approval a budget amendment, which will make those funds available as an appropriation. In such a case, it is unlikely that the entire \$5.2 million will be spent before fiscal year-end. Encumbered funds from the current fiscal year will automatically be brought forward for expenditure in the next fiscal year. This will be done on September 1, 2002.

The 2002-03 budget is in its final stages of preparation, as the new fiscal year begins September 1, 2002. If the E-Rate award is not made until after that time, the funds will still be available as part of the undesignated, unrestricted fund balance.

Jack Johnston has given you the El Paso Independent School District's financial audit for fiscal year 2001. You saw from that audit that ample funds are available in the District's undesignated, unrestricted fund balance. Although we planned to use some funds from the fund balance during fiscal 2002, it looks like we will actually not need to do so. This is because of lapsed salaries and other savings throughout the year.

In short, there are ample funds in reserve for the El Paso Independent School District to meet its matching expenditure should \$52 million be awarded for E-Rate Year 2002.

Very truly yours,

A handwritten signature in black ink, appearing to read "William D. Goodman". The signature is fluid and cursive, with a long horizontal line extending to the right.

William D. Goodman

Response to USAC E-Rate Selective Review Information Request – May 2002

El Paso Independent School District
Case SR-2002-142118
Form 471 Application 315768; 318522

Two Form 471's were submitted by the El Paso Independent School District for Funding Year 2002. One was for Telecommunication services, 315768, and the other was for Internet Service and Internal Connections, 318522.

For Telecommunication services, the District used the State of Texas Department of Information Resources TEX-AN to obtain the cost of local and long distance services. You will note the local service will be provided by Southwestern Bell, while AT&T will provide the long distance service. A memorandum from the District's telecommunications engineer is included in the packet labeled *Telecommunications Vendor Selection Process* that provides more detail for your review. In the same memo, you will note that the maintenance on our telecommunications switches was filed under Form 471, 318522, as Internal Connections.

For Internet Services and Internal Connections, 318522, the District's strategic technology solution provider, IBM Global Services, is the single SPIN under which this Form 471 was filed. Please refer to the information packet labeled *RFP 101-00, Strategic Technology Solution Provider* for details on how this relationship between the District and IBM Global Services came about. Also see the packet labeled *IBM Customer Service Agreement and Year 4 Addendum* for additional details on how the District separated "services" from "goods" in order to be compliant with local and State procurement policies and regulations. While this addendum is for Year 2001 funding, the addendum for Year 2002 will essentially be the same (the Year 2002 addendum is in the final stages of completion and will be presented to the District's Board of Trustees for approval during July).

With the above information stated, the only vendors for E-Rate Year 2002 are Southwestern Bell, AT&T, and IBM Global Services, as noted by their SPIN on the two Form 471's.

For the funding requests listed under IBM Global Service's SPIN, there are eight statements of work as presented in the packet *Year 2002 Statements of Work*. Please note that some of the projects have only "service", while some have "service" and "goods". In the case of those with "goods", the District is responsible for the procurement of such. In procuring these goods, the District might use a State-approved purchasing method, such as the Department of Information Resources, or possibly a formal bid, or request for proposal. The method chosen depends on the goods being sought.

At this point, no bids, proposals, or vendor selection have occurred for Year 2002 projects as it relates to "goods" That will occur once the District is informed by the SLD of the amount of funding awarded for Year 2002.

In regards to the District's ability to cover the required matching funds, please refer to the packet *EPISD Audited Financial Statement and Support Documentation*. You will note that the District has a more than adequate undesignated Fund Balance on the books. You will also note in the Districtwide publication, *DIMENSIONS*, there is a commitment by the District to the El Paso community of the continued need to fund any future E-Rate award(s) through the use of the Fund Balance. For the Year 2001 match, approximately \$1M came from current year budgeted funds, while the remainder came from Fund Balance

The EPISD's operating budget for FY 200²/~~2~~-2003 is still being formulated, so I cannot provide any written documentation for your review All I can tell you is all the units are being requested to present an operating fund budget not to exceed last year's amount, as the State allocation and other funding sources will be "flat" this coming year.

**EPISD Audited Financial Statement
and
Support Documentation**

August 31, 2001
(With Comparative Totals for August 31, 2000)

| Data | Governmental Fund Types | | | |
|---------|---|----------------|---------------|--------------|
| | 100-199 | 200-499 | 500-599 | 600-699 |
| Control | General | Revenue | Special | Capital |
| Codes | Fund | Funds | Service | Project |
| 2110 | Accounts payable | 6,881,332 | 175,016 | 797,911 |
| 2120 | Bonds and loans payable - current (notes 8 and 9) | - | - | - |
| 2150 | Payroll deductions and withholdings | 2,465,962 | - | - |
| 2160 | Accrued wages payable | 17,164,081 | - | - |
| 2170 | Due to other funds (note 11) | 4,306,614 | 6,073,415 | 101,823 |
| 2180 | Due to other governments | - | 69,930 | - |
| 2190 | Due to student groups | - | - | - |
| 2200 | Accrued expenditures/expenses (note 11, N, and O) | - | - | - |
| 2300 | Deferred revenue (note 14) | 7,974,706 | 1,304,119 | 851,729 |
| 2510 | Bonds payable - non-current (note 9) | - | - | - |
| 2520 | Loans payable - non-current (note 8) | - | - | - |
| 2000 | Total liabilities | 38,792,695 | 7,622,480 | 851,729 |
| 3100 | Investments in fixed assets | - | - | - |
| 3300 | Retained earnings (deficit) | - | - | - |
| 3410 | Reserve fund balances | 2,102,920 | - | - |
| 3420 | Retirement of long-term debt | - | 5,010,522 | - |
| 3440 | Outstanding encumbrances (note 1E) | 3,307,880 | - | - |
| 3450 | Food service | - | 4,006,509 | - |
| 3510 | Designated fund balances | 7,845,772 | - | 14,478,226 |
| 3590 | Other designated fund balance | 12,985,314 | - | - |
| 3800 | Total fund equity and other credits | 67,915,814 | 4,006,509 | 5,010,522 |
| 4000 | Total liabilities, fund equity, and other credits | \$ 106,708,509 | \$ 11,628,989 | \$ 5,862,251 |

The accompanying notes are an integral part of the financial statements.

| Data | Fund Types | | | |
|-----------------|--------------------------|-----------------|-----------------|-----------------|
| | 750-799 | 800-899 | 901 | 902 |
| Control | Proprietary | Fiduciary | Agency | Fixed |
| Codes | Service | Funds | Assets | Long-Term |
| 98 | Totals - Memorandum Only | 98 | 902 | General |
| August 31, 2001 | August 31, 2001 | August 31, 2001 | August 31, 2001 | August 31, 2000 |
| 15,555,909 | 1,555,909 | - | - | 9,410,168 |
| 13,344,684 | 13,344,684 | - | - | 12,299,040 |
| 2,465,962 | 2,465,962 | - | - | 965,700 |
| 17,164,081 | 17,164,081 | - | - | 17,293,544 |
| 4,306,614 | 10,604,990 | - | - | 10,464,482 |
| - | 107,242 | - | - | 1,521,756 |
| - | 1,258,255 | - | - | 1,328,654 |
| 12,683,388 | - | - | - | 31,211,000 |
| - | - | - | - | 10,781,725 |
| - | - | - | - | 181,038,991 |
| - | - | - | - | 17,449,684 |
| 14,469,677 | 1,258,255 | - | - | 299,818,431 |
| 284,624,902 | 220,730,332 | - | - | 284,624,902 |
| 521,421,240 | 521,421,240 | - | - | 509,702,672 |
| 596,855 | 596,855 | - | - | 5,465,408 |
| - | - | - | - | 1,821,422 |
| - | - | - | - | 4,069,752 |
| - | - | - | - | 1,362,750 |
| - | - | - | - | 4,364,040 |
| - | - | - | - | 28,926,310 |
| - | - | - | - | 8,840,310 |
| 596,855 | 521,421,240 | - | - | 597,646,666 |
| 15,066,532 | 1,258,255 | 521,421,240 | 220,730,332 | 897,465,097 |



Celebrating Partnerships-In-Education and Volunteers in Public Schools

Summer/Fall 2002

Financing Plan Provides for New Schools & No New Taxes

Faced with continued growth in the west and northern areas of the district and the need to maintain schools throughout the district, the Board in March approved a creative financing plan that does not raise taxes and yet provides for revenues to build a new elementary school and generate \$20 million in maintenance funds. Since February, the Board has been studying various options to improve facilities throughout the district and yet not affect the current property tax rate of \$1.56 per \$100 of property value.

The new financing plan adopted by the Board would address the following situations currently facing the district:

- Nearly 25 percent of the student population is in a 10-mile radius of Colorado High School.
- A new elementary school must be built immediately to relieve Kohlberg Elementary which currently has 1,100 students and 24 portables.
- Meet immediate needs since a bond issue campaign could not be developed and marketed adequately in a short period of time.

Funds for Operations budget must be relieved since no new resources from the rate are likely and

- Meet the maintenance backlog and electrical repairs and upgrades identified in the Facilities Assessment Report.
- This is what the Board authorized in March.

That the district's staff bond counsel and financial advisor develop a financing

plan for the issuance of approximately \$20.4 million of maintenance tax notes for the purpose of school repairs, renovations and maintenance.

- That the necessary financing to build a new elementary school in the west area through entering into a lease-purchase contract for real property.

In the past, EPISD has paid for renovations and portables through the local operations budget or bond issues.

With the deficit of the 2000 bond referendum, the amount of needs could not be covered with the local operating budget, since the district operating tax rate is approaching \$1.50. The maximum rate under Texas law The Lease-Purchase Revenue Bond proposal, which legally cannot be spent for anything but new school construction, will yield \$7.7 million that will be used to begin construction on an elementary school to be located at the intersection of Franklin Hills and Bear Ridge.

The school will be built for 800 students and in order to stretch the budget further, its design will be patterned after the existing design plan of Rosa Guerrero Elementary. Completion date for the school is anticipated for August 2003. The interest payments on these Lease-Purchase bonds will be paid from the district funds and will not affect the district's tax rate.

The sale of \$20.3 million in maintenance tax notes will enable the Operations Division to begin addressing the maintenance backlog.

The district's guidelines in proposing the financing plans are

- Continue to maintain a healthy financial condition in the district.
- The next two years will be relatively flat in terms of state revenues.
- Maintaining diligence in not implementing programs, providing services or adding new initiatives which are not connected to the newly adopted Strategic Plan.
- Preliminary budget projects already include providing a raise for all employees, providing additional compensation adjustments based on the Texas Association of School Boards' Compensation Study, and the escalating health benefits and Workers' Compensation costs and

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In addition, \$25 million will be used for new technology hardware and software upgrades districtwide and about \$125 million to cover the additional maintenance and renovations upgrades to all facilities in the district.

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- Maintaining diligence in not implementing programs, providing services or adding new initiatives which are not connected to the newly adopted Strategic Plan.
- Preliminary budget projects already include providing a raise for all employees, providing additional compensation adjustments based on the Texas Association of School Boards' Compensation Study, and the escalating health benefits and Workers' Compensation costs and

development in the west area increased housing and apartment from population coming from exploding student population to cover the school, all a new high school, and middle schools a additional would include two school construction that about \$51 million for new that could possibly include issue of about \$200 million looking at a possible bond The long-range planning now includes these repairs report that identified 88 schools in need of

It will cover those maintenance issues identified as urgent in the facilities

The long-range planning now includes these repairs

report that identified 88 schools in need of

It will cover those maintenance issues identified as urgent in the facilities

A Look Inside

- 3 VIPs Recognition
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- 6 PIE Recognition
- 7 Calendar

USAC

Universal Service Administrative Company
Schools & Libraries Division
SR-2002-142118

Date: 09/12/02
To: Jack Johnston
Applicant: El Paso ISD
Entity #: 142118
Phone: 915-779-4235
Fax: 915-779-4100
Re: Application Numbers: 315768, 318522

This fax is a follow up to the information you provided in reference to the E-Rate Selective Review Information Request. For each area listed, please provide the information requested by the close of business 09/19/02. If we do not receive the information by that date, your application will be reviewed based on the information we currently have, which may impact the approval of your application.

Budget: A memo dated June 12, 2002 and signed by William Goodman indicates, "The El Paso Independent School District has \$5.2 million in its undesignated, unrestricted fund balance as its matching amount." A copy of the Board minutes dated January 8, 2002 shows approval of the submissions for Year 5 Funding of E-Rate Proposals, "with the District's portion of the funding being approximately \$5,200,000 or 10 percent of the total cost, which will be the District's local share under the E-Rate program guidelines." Both of the budget documents submitted support an amount of \$5.2 million to pay for your share of E-Rate. However, your share of E-Rate is \$5,922,880.81. Since it appears that you are only budgeting \$5.2 million for your share of E-Rate please explain where the additional funds will be coming from to pay for your share.

Please fax or e-mail the requested information to my attention. If you have any questions please feel free to contact me.

It is important that we receive all of the information requested so that we can complete our review. **If we do not receive the information within seven calendar days, your application will be reviewed using the information currently on file.**

Thank you for cooperation and continued support of the Universal Service Program.

Sincerely,

Michael Deusinger
Phone # 973-581-6750
Fax # 973-884-8066
E-mail: mdeusin@sl.universalservice.org

From: JACK Johnston
To: mdeusin@sl.universalservice.org
Date: 9/13/02 2:58PM
Subject: I-25 Question

Mr. Deusinger

I am in the process of obtaining the needed changes to reflect the correct obligation by the school district to be ~ \$5.9M, if all the requests were funded to the full amount.

I am including a corrected spreadsheet that corrects the figures in Section 1: Connectivity of the Item 25 Worksheet Summary.

Hopefully no later than Wednesday the 18th, you will be in receipt of a corrected memo from Mr. Goodman.

Jack Johnston, Executive Director
Technology & Information Systems
El Paso Independent School District

Year 2002 (Round 5) Form 471 Recap

| Type | FRN | Total Pre-Disc 23j | Funding Request 23k | District's Obligation |
|----------|--------|-------------------------|-------------------------|---|
| INCONN | 844781 | \$ 16,123,359 00 | \$ 14,511,023.10 | \$ 1,612,335 90 |
| INCONN | 849644 | \$ 11,662,400 00 | \$ 10,496,160 00 | \$ 1,166,240 00 |
| INCONN | 849762 | \$ 4,896,722 00 | \$ 4,407,049 80 | \$ 489,672 20 |
| INCONN | 849783 | \$ 1,372,100 00 | \$ 1,234,890 00 | \$ 137,210 00 |
| INCONN | 849801 | \$ 7,707,500 00 | \$ 6,936,750 00 | \$ 770,750 00 |
| INCONN | 849842 | \$ 1,478,867 00 | \$ 1,330,980 30 | \$ 147,886 70 |
| INCONN | 849860 | <u>\$ 3,386,700 00</u> | <u>\$ 3,048,030 00</u> | <u>\$ 338,670 00</u> |
| | | \$ 46,627,648 00 | \$ 41,964,883.20 | \$ 4,662,764.80 |
| INTERNET | 850167 | \$ 372,900 00 | \$ 335,610 00 | \$ 37,290 00 |
| INTERNET | 849891 | \$ 372,900 00 | \$ 335,610 00 | \$ 37,290 00 |
| INTERNET | 850208 | <u>\$ 3,528,800 04</u> | <u>\$ 2,752,464 03</u> | <u>\$ 776,336 01</u> |
| | | \$ 4,274,600 04 | \$ 3,423,684.03 | \$ 850,916.01 |
| TELCO | 832195 | \$ 1,800,000 00 | \$ 1,404,000 00 | \$ 396,000 00 |
| TELCO | 832243 | <u>\$ 60,000 00</u> | <u>\$ 46,800 00</u> | <u>\$ 13,200 00</u> |
| | | \$ 1,860,000 00 | \$ 1,450,800.00 | \$ 409,200.00 |
| | | \$ 52,762,248.04 | \$ 46,839,367.23 | \$ 5,922,880.81 |
| INTERNET | 850167 | <u>\$ (372,900 00)</u> | <u>\$ (335,610 00)</u> | <u>\$ (37,290 00)</u> Withdrawn 8-6-02 |
| | | \$ 52,389,348.04 | \$ 46,503,757.23 | \$ 5,885,590.81 |

Prepared 9/13/02 by Jack Johnston

From: "Michael Deusinger" <MDEUSIN@sl.universalservice.org>
To: <jsjohnst@episd.org>
Date: 9/16/02 4:52AM
Subject: Re: I-25 Question

Mr. Johnston,

I noticed in the spreadsheet you attached that you have reflected an app (or FRN) that was denied, lowering the district obligation a bit. Keep in mind that our review is based on what was originally requested so you still need to show support for the full applicant share.

>>> "JACK Johnston" <jsjohnst@episd.org> 09/13/02 04:58PM >>>

Mr. Deusinger,

I am in the process of obtaining the needed changes to reflect the correct obligation by the school district to be ~ \$5.9M, if all the requests were funded to the full amount.

I am including a corrected spreadsheet that corrects the figures in Section 1 - Connectivity of the Item 25 Worksheet Summary. Hopefully no later than Wednesday the 18th, you will be in receipt of a corrected memo from Mr. Goodman.

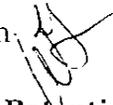
Jack Johnston, Executive Director
Technology & Information Systems
El Paso Independent School District



*William D. Goodman
Associate Superintendent
Finance Unit*

Communication

TO Michael Deusinger, Universal Service Administrative Company, SLD
Phone #973-581-6750, Fax #973-884-8066,
E-mail. mdeusin@sl.universalservice.org

FROM William D Goodman 

SUBJECT **Matching Funds for Potential E-Rate Award, Year 5**

Please accept this communication as evidence that the El Paso Independent School District is prepared to make available up to \$6,000,000 from its undesignated, unrestricted fund balance to match a Year 5 E-rate grant of up to \$60,000,000.

The June 12, 2002 communication from me was based on an estimated E-rate award of \$52,000,000. It will not be a problem to provide an additional amount of up to \$800,000 should it be necessary to secure a higher award.

I trust that this information will be sufficient for you to know that the El Paso Independent School District will be able to meet its obligations should it be awarded the larger amount of E-rate funds.



6531 Boeing Drive
El Paso, TX 79925
PHONE. (915) 779-4439
FAX (915) 779-4100

TECHNOLOGY & INFORMATION SYSTEMS - ECB FAX COVER SHEET

DATE: 09/17/02

TO: Michael Deusinger

FAX #: (913) 884-8066 DEPT.: _____

CO.: _____

FROM: Jack / William Goodman

PAGES
SENT: 2 (Including cover sheet)

FAX BACK

CALL ME

URGENT!!

COMMENTS: _____

Confirmation Report - Memory Send

Page 001
Date & Time Sep-17-02 07.15am
Line 1
Machine ID

Job number 549
Date Sep-17 07:14am
To : 91-9738848066---8770387
Number of pages : 002
Start time : Sep-17 07:14am
End time : Sep-17 07.15am
Pages sent : 002
Status : OK

Job number . 549

*** SEND SUCCESSFUL ***



6531 Boeing Drive
El Paso, TX 79926
PHONE: (915) 779-4439
FAX: (915) 779-4100

TECHNOLOGY & INFORMATION SYSTEMS - ECB
FAX COVER SHEET

DATE: 09/17/02

TO: Michael Dausinger

FAX #: (973) 884-8066 DEPT. :

CO.:

FROM: Jack / William Goodman

PAGES SENT: 2 (Including cover sheet)

FAX BACK

CALL ME

URGENT!!

COMMENTS:



**Schools and Libraries Universal Service
Description of Services Requested and Certification Form**

Estimated Average Burden Hours Per Response 4 hours

**Instructions for Completing the
Schools and Libraries Universal Service
Description of Services Requested and Certification Form (FCC Form 470)**

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| | Notice | page 1 |
| I. | Introduction | page 2 |
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| III. | Minimum Processing Standards and Filing Requirement | page 6 |
| IV. | Specific Instructions | page 7 |
| V. | Reminders | page 18 |

NOTICE

Section 54.504 of the Federal Communications Commission's rules requires all schools and libraries requesting universal service discounts to file—individually, or as a district or system, or as a consortium—this Description of Services Requested and Certification Form (FCC Form 470) with the Universal Service Administrator, which is the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC) 47 C.F.R. § 54.504. For purposes of this form, the Universal Service Administrator will be referred to as the “SLD” or “Fund Administrator.” 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 collected in Form 470 will be used to ensure that schools and libraries and any consortia they comprise comply with the competitive bidding requirement contained in 47 C.F.R. § 54.504.

The FCC is authorized under the Communications Act of 1934, as amended, to collect the information we request in this form. We will use the information you provide to determine whether approving this application is in the public interest. If we believe there may be a violation or potential violation of any statute, regulation, rule or order, your application 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 in your application 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 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 this information to these agencies through the matching of computer records when authorized.

If you do not provide the information requested on this form, the processing of your application will be delayed and your application may be returned to you without action

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

Public reporting burden for this collection of information is estimated to average four 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 Branch, Washington, DC 20554

I. INTRODUCTION

- Although it is not required, we encourage you to file your Form 470 online. This speeds the processing of your form and reduces errors
- Do you qualify for E-certification? (See “For Applicants Filing This Form Online” below.) If you do, you may obtain a User ID and a PIN and certify your Form 470 online as well
- Review the “MINIMUM PROCESSING STANDARDS AND FILING REQUIREMENTS” for Manual Filers, if you are filing on paper
- The purpose of the FCC Form 470 is to open a competitive bidding process for the services desired
- An applicant cannot seek discounts for services in a category of service on the Form 471 if those services in those categories were not indicated on a Form 470
- The Form 470 MUST be completed by the entity that will negotiate with potential service providers
- The Form 470 cannot be completed by a service provider who will participate in the competitive process as a bidder. If a service provider is involved in preparing the Form 470 and that service provider appears on the associated Form 471, this will taint the competitive process and lead to denial of funding requests that rely on that Form 470
- The Form 470 applicant is responsible for ensuring an open, fair competitive process and selecting the most cost-effective provider of the desired services
- Applicants should save all competing bids for services for a period of five years to be able to demonstrate that the bid they chose is the most cost-effective
- FCC rules require applicants to pay their share to ensure efficiency and accountability in the program

On May 7, 1997, the Commission adopted rules providing discounts on eligible Telecommunications Services, Internet Access, and Internal Connections, for eligible schools and libraries. To initiate the required competitive bidding process, begin by filing this form with the SLD. The SLD will post this information on the SLD web site for at least 28 days to fulfill the competitive bidding requirement. Contracts for newly contracted services or the selection of service providers for tariffed or month-to-month services cannot occur earlier than 28 days after the descriptions set forth in the relevant Form 470 posted on the SLD web site www.sl.universalservice.org. The SLD will notify the applicant of the date that the applicant's request is posted and the date on which the 28-day waiting period ends. Those with questions about this form may call the SLD's Client Service Bureau toll-free at 1-888-203-8100.

II. FILING REQUIREMENTS AND GENERAL INSTRUCTIONS

A. Who Must File

Schools and libraries requesting universal service discounts must seek competitive bids using Form 470. The entity that will negotiate with potential service providers should complete Form 470. The Form 470 cannot be completed by a service provider who will participate in the competitive process as a bidder.

For purposes of the universal service support mechanism, schools must meet the statutory definition of elementary and secondary schools found in the No Child Left Behind Act of 2001, 20 U.S.C. § 7801(18) and (38). An elementary school is a non-profit institutional day or residential school, including a public elementary charter school, that provides elementary education, as determined under state law. 47 C.F.R. § 54.500(b) and 20 U.S.C. § 7801(18). A secondary school is a non-profit institutional day or residential school, including a public secondary charter school, that provides secondary education, as determined under state law, except that such term does not include any education beyond grade 12. 47 C.F.R. § 54.500(j) and 20 U.S.C. § 7801(38). Schools operating as for-profit businesses or who have endowments exceeding \$50 million are not eligible. 47 C.F.R. § 54.501(b)(2) and (b)(3).

Libraries must meet the statutory definition of library or library consortium found in the Library Services and Technology Act, Pub. L. No. 104-208, sec. 211 *et seq.*, 110 Stat. 3009 (1996) (LSTA) and must be eligible for assistance from a state library administrative agency under that Act. A library includes "(1) a public library, (2) a public elementary school or secondary school library, (3) an academic library, (4) a research library, which for the purposes of this definition means a library that: (i) makes publicly available library services and material suitable for scholarly research and not otherwise available to the public, and (ii) is not an integral part of an institution of higher education, and (5) a private library, but only if the state in which such private library is located determines that the library should be considered a library for purposes of this definition." 47 C.F.R. § 54.500(c). A library's eligibility for universal service funding also depends on its funding as an independent entity. **Only libraries whose budgets are completely separate from any schools (including, but not limited to, elementary and secondary schools, colleges and universities) shall be eligible to receive discounted services** under the universal service support mechanism. 47 C.F.R. § 54.501(c)(2). For example, an elementary school library would only be eligible to receive discounted services if its budget were completely separate from the elementary school. If its budget were not completely separate from the elementary school, the elementary school library would not be eligible for support independent from the school with which it is associated.

A library consortium is "any local, statewide, regional, or interstate cooperative association of libraries that provides for the systematic and effective coordination of the resources of school, public, academic, and special libraries and information centers, for improving services to the clientele of such libraries " 47 C F R § 54.500(d)

Libraries operating as for-profit business shall not be eligible for discounts 47 C F R § 54.501(c)(3)

B. When, Where, and How Many Forms 470 to File

Beginning with the application process for Funding Year 2000 (July 1, 2000 through June 30, 2001), you are required to file Form 470 in the current application period only if you are applying for discounts for one of the following types of services

- Tariffed services (Telecommunications Services purchased at regulated rates) for which you do not have a signed, written contract (a Form 470 must be filed for these services each year),
- Month-to-month Internet Access, cellular services, or paging services for which you do not have a written contract but for which your standard monthly bills are proof of a binding, legal arrangement (a Form 470 must be filed for these services each year),
- Any services for which you seek a new contract, or
- Any multi-year contract signed on or before July 10, 1997, but for which you have not filed a Form 470 in any previous program year

Notice will be posted each year on the SLD web site www.sl.universalservice.org when we will begin accepting Forms 470 for posting. This notice will be posted at least 12 months before the start of the appropriate funding year. The precise timeframe for filing Form 470 depends on the kind of service you are seeking

- For tariffed Telecommunications Services or month-to-month services, Form 470 must be filed at least 28 days before you file Form 471
- For contract services for which you are seeking a new contract for the coming funding year, you may file Form 470 after the SLD posts the above notice whenever you wish to begin your procurement process, as long as it is at least 28 days before you file Form 471
- For a contract signed on or before July 10, 1997, for which no Form 470 has ever been filed, you must file a Form 470 at least 28 days before you file Form 471
- For multi-year contracts signed pursuant to the posting of a Form 470 in a previous funding year, you will not need to file a new Form 470 for the upcoming funding year. Your 28 days began with the date of your original Form 470 posting

Services that are covered by a **qualified existing contract** for all or part of the funding year do not require filing of Form 470, since you are not seeking bids for these services. A qualified existing contract is

- a signed, written contract executed pursuant to the posting of a Form 470 in a previous funding year,
OR
- a contract signed on or before July 10, 1997 and reported on a Form 470 in a previous year as an existing contract

If you are seeking support for eligible services not covered by a qualified, existing contract, you must file Form 470 **either online at the SLD web site, www.sl.universalservice.org, or at the address listed at the**

bottom of the form (SLD-Form 470, P.O. Box 7026, Lawrence, Kansas 66046-7026). For express delivery or U.S. Postal Service Return Receipt Requested, send to **SLD-Form 470, c/o Ms. Smith, 3833 Greenway Drive, Lawrence, Kansas 66046**, phone (888) 203-8100. **DO NOT FILE THIS OR ANY OTHER UNIVERSAL SERVICE FORM WITH THE FEDERAL COMMUNICATIONS COMMISSION**

You may file one Form 470 for all of the services for which you are required to file Form 470, or you may file separate Forms 470 for each type of service. Also, an individual school or library may be covered by more than one Form 470 filed by different consortia for different services.

Once you file your Form 470, it is posted to the SLD web site for competitive bidding. Your form must be posted for at least 28 days on the SLD web site before you can sign a contract or enter into an agreement for services, and before you can sign or submit a Form 471. After you sign a contract or enter into an agreement, you (or the billed entities you represent) can initiate the next step in the application process, the filing of FCC Form 471. Upon processing or posting of the Form 470, the SLD will notify you of the date upon which you may sign a contract or enter into an agreement for new services or file Form 471. 47 C.F.R. §54.504(b)(4). This date will be referred to as the "Allowable Vendor Selection/Contract Date."

C. Assistance in Completing This Form

There are several sources of assistance to guide you in completing this form. If you complete this form online on the SLD web site **www.sl.universalservice.org**, prompts may occur to assist you as you enter information. Whether you file online or on paper, you are also urged to consult the Reference Area of the SLD web site **www.sl.universalservice.org** for additional program guidance that may be useful in completing this form. Further information is also available from the SLD Client Service Bureau via e-mail at **question@universalservice.org**; or via fax at **1-888-276-8736**; or via toll-free telephone at **1-888-203-8100**.

D. Compliance

Schools and libraries filing false information are subject to penalties for false statements under Title 18 of the United States Code, 18 U.S.C. § 1001. Applicants should retain the worksheets and other records they use to compile these forms for five years. Thus, if applicants represent multiple entities, collect data from those entities, and add up that data, they should retain those data sheets for five years. If an applicant is audited, it must be prepared to make the worksheets and other records used to compile these forms available to the auditor and/or the Administrator, and it must be able to demonstrate to the auditor and/or Administrator how the entries in its application were provided.

III. MINIMUM PROCESSING STANDARDS AND FILING REQUIREMENT

Form 470 Minimum Processing Standards

When a Form 470 is received by the SLD, the form is first reviewed to make sure it complies with the following requirements before data entry begins. These minimum processing requirements are necessary in order to ensure the timely and efficient processing of properly completed applications. If a Form 470 fails to meet these requirements, the Form 470 will be rejected. The SLD may be prevented from returning the rejected Form 470 to the sender if the form lacks essential identifying information. If an applicant receives a returned Form 470, it is important that it resubmit the corrected form quickly. Once the corrected form is successfully data entered, the form will be posted to the SLD web site. The posting of the corrected form to the SLD web site marks the beginning of the required 28-day waiting period.

Manual Filers

1. **Correct Form:** Each Form 470 must be

- the correct, OMB-approved FCC Form 470, with a date of April 2002 or later in the lower right hand corner,
- submitted by regular mail, express delivery, or U.S. Postal Service Return Receipt Requested, or hand delivery. Forms may not be submitted by fax or e-mail. You are strongly advised to keep proof of the date of mailing.

2. **Applicant Address and Identifications:** In Block 1, each of the following items must be properly completed

- Item 1 or 3 - Either the Name of the Applicant or the Entity Number;
- Item 2 - Funding Year
- Item 6a - Contact Person Name

If any of these items is blank, and the information cannot be obtained from the page headers, the Form 470 will be rejected.

3. **Complete Submission of Form 470:** All 5 blocks of the Form 470 must be submitted. If any Block (1-5) is missing, the form will be rejected.

4. **Valid Certification:** Block 5, Item 25 Signature of authorized person must be completed. If Item 25 is left blank, the Form 470 will be rejected.

Online Filers:

When Blocks 1-4 of a Form 470 are submitted online, the applicant must also (1) submit the completed Block 5 certification online with a User ID and a PIN or (2) submit the completed and signed Block 5 certification on paper by mail, express delivery or U.S. Postal Service Return Receipt Requested. If the Block 5 certification is submitted on paper, you are advised to keep proof of the date of mailing. The Block 5 certification is reviewed to make sure it complies with the requirements listed in #4 above. Reviewers also look for the Form 470 Application Number before the Certification and Signature Page is accepted and the Form 470 reaches "certified" status. If the Block 5 certification document lacks the information

necessary to match your certification that was submitted on paper with the Blocks 1-4 of the form that was filed online, then your application will not meet the application filing requirements

Filing Requirement for Forms 470 Submitted On Paper and Online

It is vital to assure that a completed Form 470 Certification is filed in a timely fashion. A completed Form 470 Certification is a Block 5 certification submitted online using a User ID and a PIN or a Block 5 certification with the signature of the authorized person. Forms 470 with completed certifications submitted in a previous year meet this requirement, as do those filed for the current funding year either online by the close of the Form 471 application filing window or with a postmark date no later than the close of the Form 471 application filing window. Any Form 471 Block 5 funding request based on a Form 470 whose certification has not been received or postmarked by 11:59 p.m. EST on the close of the Form 471 application filing window will be rejected.

IV. SPECIFIC INSTRUCTIONS

You are encouraged to complete, submit, and certify this form online at www.sl.universalservice.org. If you file on paper, the Form 470 can be downloaded from the SLD web site. If you file paper copies of the application, please type or clearly print in the spaces provided and attach additional pages if necessary and when required. Instructions for completing each Block and Item of the Form 470 can also be downloaded from the SLD web site. No Forms 470 will be accepted if sent via e-mail or fax.

A. Top of Form

The data at the top of Form 470 will help both you and the SLD identify each particular Form 470 you file.

“Do Not Write In This Area” — The SLD uses this space to apply a barcode to your form upon receipt, so that we can properly track and archive your form.

Applicant’s Form Identifier—If you are filing more than one Form 470, please use this space to assign a unique number or letter of your own devising to facilitate communication with us about THIS particular Form 470. This Applicant’s Form Identifier can be very simple, for example, if you are filing three Forms 470, you might label them “A,” “B,” and “C.” The Applicant’s Form Identifier can also be descriptive, such as “School Internet.” Choose identifiers that suit your own record-keeping needs.

Form 470 Application Number—The SLD will assign and insert your Form 470 Application Number. Leave this item blank.

Top of each page after page 1: If you are filing this application on paper, to help alleviate problems caused if the pages of an application become separated, please provide the Entity Number (from Item 3, below), your Applicant’s Form Identifier, and name and phone number of the contact person (from Item 6, below) at the top of each page of the application in the space provided. If you are filing online, this information will automatically appear at the top of each page.

B. Block 1: Applicant Address and Identifications

Block 1 of Form 470 asks you for your address and basic identifications. Throughout this form, "you" refers to "the applicant" – a school or library, or an entity filing on behalf of schools and libraries. The Form 470 cannot be completed by a service provider who will participate in the competitive process as a bidder.

Item 1 – Provide the name of the applicant. You may be an individual school, a school district, a library (outlet/branch, system) or a consortium of those entities. You may also be a city, a state, or an entity created solely to participate in this universal service discount mechanism.

Item 2 – Funding years begin on July 1 and end on June 30 each year. For example, Funding Year 2004 runs from July 1, 2004 to June 30, 2005. Provide the funding year for which you are applying for funds by filling in the appropriate year in the blanks provided (e.g., July 1, 2004 through June 30, 2005).

Item 3 – Your Entity Number is a unique number assigned to your organization or institution by the SLD as a means of identifying you every time you file an application or otherwise communicate with us. If you have applied for universal service funds in previous years, or have been identified in an application filed on your behalf, you have already been assigned an Entity Number. If you do not have a record of your Entity Number, or if you have never been assigned such a number, please call the SLD Client Service Bureau at 1-888-203-8100.

Items 4a-4d – Provide your full mailing address, whether a street address, Post Office Box number, or route number. You are strongly encouraged to provide a street address rather than a Post Office Box if possible, as the Fund Administrator may need to contact you via overnight or express delivery. In addition, please provide your telephone number (with area code and extension), fax number (including area code), and e-mail address (if you have one).

Item 5 – Check the one box that best describes the type of application you are filing. If you are filing as an individual school, you should check the first box. If you are filing as a school district, you should check the second box. If you are filing as a library (outlet/branch, system, or library consortium applying as a library), you should check the third box. If you are filing as a consortium, you should check the fourth box. (You may be a consortium of schools, libraries, or some combination of the above which may or may not include ineligible entities.)

Item 6a – Provide the name of the person who should be contacted with questions about this application. This person should be able to answer questions regarding the information included on this form and the services you request, including how to obtain a copy of your request for proposal (RFP), if you have prepared one.

Items 6b-6c – If the contact person's address, phone number, fax number, or e-mail address is different from those specified for the applicant (completed in Item 4), please provide that information here. You **MUST** then check the preferred mode of contact. Wherever possible, the SLD will use this mode to contact you.

C. Block 2: Summary Description of Needs or Services Requested

Block 2 of Form 470 asks you to describe the services you desire

Item 7 – Specify here the kind(s) of services requested in this Form 470. You may check one or more of these choices, depending on the range of services you will be including on one Form 470.

Item 7a – Check this box if this Form 470 requests services which are tariffed (Telecommunications Services for which you do not have a signed written contract). These services require posting of a Form 470 for each funding year.

Item 7b – Check this box if this Form 470 requests Internet Access, cellular service, or paging services provided on a month-to-month basis without a written contract. These services require posting of a Form 470 for each funding year.

Item 7c – Check this box if this Form 470 seeks new services for which you wish to sign a new contract. You may file a Form 470 for a new contract after notice is posted on the SLD web site that the SLD will begin accepting Forms 470 for the appropriate funding year for posting.

Item 7d – Check this box if this Form 470 describes services provided under a multi-year contract that was signed on or before July 10, 1997 but that was never featured on a Form 470 in previous program years. For example, if you are applying for the E-rate for the very first time for Funding Year 2004 (07/01/2004–06/30/2005), and some or all of your services are provided under a written 10-year contract which was signed on July 1, 1997, you will need to file a Form 470 for this contract. In future years, for as long as that contract remains in force, you will not need to file a Form 470 for those services. There is no required timeframe for filing a Form 470 for this purpose, but your form must be posted for at least 28 days on the SLD web site before you can file a Form 471 online.

Items 8-10 – One or more of Items 8-10 must be completed to provide potential bidders with particular information about the services you are seeking. For more information on eligible services, please refer to the Eligible Services List on the SLD web site www.sl.universalservice.org or call the SLD Client Service Bureau toll-free at 1-888-203-8100. Once you check the relevant category of service box(es) in Items 8, 9, and/or 10, you must check either box a or b under the selected item and complete the item. You cannot seek discounts on services in a category of service on the Form 471 if you have not competitively bid those services in the same category of service on the Form 470.

The specific data requested in Items 8-10 are sought to provide potential service providers with information so that they may contact you if necessary for detailed information on your specific requirements. **This requirement is not intended to restrict your ability to contract for newly contracted services or enter into agreements for tariffed or month-to-month services for whatever technologies best meet your educational purposes as authorized by FCC rules and the Telecommunications Act of 1996.** It is important that you complete all categories that are relevant to your requested services, so that the Fund Administrator can confirm that you have met the competitive bidding requirement before signing any contracts for newly contracted services or entering into agreements for tariffed or month-to-month services for which discounts are requested in FCC Form 471.

Item 8 – Check this box if you are seeking Telecommunications Services to be provided by one or more telecommunications services providers. **Important note: Only Telecommunications Services requested from telecommunications companies who provide their telecommunications services on a common carriage basis (meaning they provide their services for a fee to the general public) will be eligible for discount(s) under the universal service support mechanism. If you request Telecommunications Services from a telecommunications provider that does not provide telecommunications services on a common carriage basis, your Form 471 Funding Request for such services will be denied.**

Telecommunications is “the transmission, between or among points specified by the user, of information of the user’s choosing, without change in the form or content of the information as sent and received.” 47 U.S.C. § 153(43) and 47 C.F.R. § 54.5. All commercially available telecommunications services, including charges such as state and federal taxes, are eligible for support under the universal service discount mechanism. For example, local and long distance telephone services are generally considered Telecommunications Services. As another example, high-speed transmission lines over the public switched telecommunications network leased from an eligible telecommunications provider would be listed here as a Telecommunications Service. See the Eligible Services List on the SLD web site www.sl.universalservice.org for more information.

Item 8a – Check this box if you have a Request for Proposal (RFP) that will provide potential bidders with specific information about the particular Telecommunications Services or functions you are seeking, and what quantity and/or capacity you seek. For example, you might have an RFP for voice services that specifies “local and long distance voice services sought for 20 existing phone lines, plus 10 new additional lines.” If you check 8a, you must indicate where this RFP is available, such as on your web site (list the web address), via the Contact Person listed in Item 6, and/or via the alternative contact person listed in Item 11. If the RFP is not posted on a web site, your designated contact person must be able to provide it to service providers on request as of the date that your Form 470 is posted.

Item 8b – Check this box if you do NOT have a Request for Proposal (RFP) for the Telecommunications Services you seek. If you check 8b, you must fill in details in the space provided about the specific Telecommunications Services or functions and quantity and/or capacity of service. For example, you might list “videoconferencing services” under Service or Function, and “for three school buildings” under Quantity and/or Capacity.

Item 9 – Check this box if you are seeking Internet Access services. Basic conduit non-content access to the Internet is eligible for support under the universal service discount program. See the Eligible Services List on the SLD web site www.sl.universalservice.org for more information.

Please note that while schools and libraries may obtain universal service discounts on access to the Internet, discounts are not available on the separate charges for particular proprietary content or other information services or on a bundled package of access and content, unless the bundled package includes minimal content and provides a more cost-effective means of securing access to the Internet than other non-content alternatives.

Item 9a – Check this box if you have a Request for Proposal (RFP) that will provide potential bidders with specific information about the particular Internet Access services or functions you are seeking, and what quantity and/or capacity you seek. For example, you might have an RFP for Internet Access that specifies “high-speed direct access to the Internet sought for 10 public Internet stations in one library facility.” If you check 9a, you must indicate where this RFP is available, such as on your web site (list the web address), via the contact person listed in Item 6, and/or via the alternative contact person listed in Item 11. If the RFP is

not posted on a web site, your designated contact person must be able to provide it to service providers on request as of the date that your Form 470 is posted

Item 9b – Check this box if you do NOT have a Request for Proposal (RFP) for the Internet Access services you seek. If you check 9b, you must fill in details in the space provided about the specific Internet Access services or functions and quantity and/or capacity of service. For example, you might list “monthly Internet service” under Service or Function and “for 500 student users” under Quantity and/or Capacity

Item 10 – Check this box if you are seeking Internal Connections services. A given service is generally eligible for support under the universal service discount mechanism as a component of Internal Connections if it “is necessary to transport information within one or more instructional buildings of a single school campus or within one or more non-administrative buildings that comprise a single library branch.” 47 C.F.R. § 54.506. See the Eligible Services List on the SLD web site www.sl.universalservice.org for more information

Item 10a – Check this box if you have a Request for Proposal (RFP) that will provide potential bidders with specific information about the particular Internal Connections services or functions you are seeking, and what quantity and/or capacity you seek. For example, you might have an RFP for Internal Connections that specifies “local area network to connect 30 classrooms.” If you check 10a, you must indicate where the RFP is available, such as on your web site (list the web address), via the contact person listed in Item 6, and/or via the alternative contact person listed in Item 11. If the RFP is not posted on a web site, your designated contact person must be able to provide it to service providers on request as of the date that your Form 470 is posted

Item 10b – Check this box if you do NOT have a Request for Proposal (RFP) for the Internal Connections services you seek. If you check 10b, you must fill in details in the space provided about the specific Internal Connections services or functions and quantity and/or capacity of service. For example, you might list “Private Branch Exchange equipment” under Service or Function, and “for each of 10 outlets in library system” under Quantity and/or Capacity

Item 11 – You may (but are not required to) provide the name and contact information of 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. This need not be the contact person listed in Item 6 nor the authorized person identified in Item 27

Item 12 – Indicate whether you are subject to any state or local restrictions regarding how and when you may be contacted by potential providers and what bidding procedures they must follow. For example, state bidding requirements might prohibit contacts between bidders and buyers between the time an official RFP is issued and when bids are due, or they may allow only written contacts. Applicants must also comply with any applicable state or local requirements when participating in the competitive bidding process used in the universal service discount mechanism. If you are subject to any state or local restrictions, you must check the box in Item 12 and provide a description of the restrictions or procedures. Alternatively, you may list a web site address where state or local restrictions can be found and the name and telephone number for a contact person who can provide the state or local restrictions and the applicable bidding procedures to service providers without Internet access

Item 13 – If you intend to enter into a multi-year contract based on this Form 470 posting or a contract featuring an option for a voluntary extension, you may provide that information in Item 13. You may also (but are not required to) provide information on your plans to purchase additional services in future years if you wish to encourage service providers to contact you even when you may not represent a financially attractive customer in the near term, but you may represent a financially attractive customer over a longer period of time.

D. Block 3: Technology Assessment

Block 3 of Form 470 asks you to provide an assessment of the resources that you will need to use the services you request by checking off the appropriate boxes, unless you are seeking support for basic local and/or long distance telephone service (wireline or wireless) only.

Item 14 – Check this item if you are seeking support for basic local and/or long distance telephone service (wireline or wireless) only. If you check Item 14, you should skip Item 15 and go to Item 16.

Items 15a-15e – All of the services and facilities listed in Items 15a-15e are ineligible for support under the universal service discount mechanism. Each of the services and facilities listed, however, is necessary to make effective use of the Telecommunications Services, Internet Access, and Internal Connections that are eligible for discounts. You do not need to certify that you have already secured all of the resources needed to use your discounted services effectively until you file FCC Form 471, but Items 15a-15e require you to assess the technologies that you have or will need. You must check off at least one box for each of the Items 15a-15e. You may check off both boxes in each case if both apply. When you file Form 471, which is required to receive discounts, you will need to certify that you have secured or budgeted to secure adequate amounts of those resources to utilize effectively the services requested.

If you are seeking to purchase any of the ineligible services or facilities indicated in Items 15a-15e, you may also provide additional details in Item 15f if you wish to have providers of these desired technologies or services contact you with bids. **If you are purchasing such ineligible services and facilities, however, you should try to do so through contracts separate and apart from those used to purchase services eligible for universal service discounts, to avoid confusion when completing and submitting your Form 471 application for services ordered.**

Item 15a – Indicate whether you have secured or are in the process of securing access to the necessary software for the desktop computers that will use eligible services. For example, computers that will be connected to the Internet will probably need Web browsers. You should note that, although the software for the computers used in classrooms and other endpoints is not eligible for support, the software necessary to operate the networks used to transport information to the classroom is an eligible service.

Item 15b – Confirm that you have or are in the process of securing access to sufficient electrical capacity to handle the computers and other telecommunications-related facilities you will be using to access the discounted services.

Item 15c – Confirm that you have purchased or are arranging to purchase sufficient numbers of computers to use the discounted services effectively. Applicants should note that, as with computer software, while the computers used in classrooms are not eligible for discounts, those used as network file servers would, generally, be eligible for support.

Item 15d – Confirm that you have secured or are in the process of securing appropriate maintenance for your computer hardware that will use eligible services

Item 15e – Confirm that you have arranged for or are arranging to secure the staff development necessary to use the discounted services effectively

Item 15f – You may (but are not required to) provide additional details to help providers identify the services you desire

E. Block 4: Recipients of Service

Block 4 requires you to provide information about the entities that will receive the services described in Block 2. This information is required to help service providers understand the scope and location(s) of the services you seek, so that they may respond efficiently and effectively.

Item 16 – Check the one choice – 16a, 16b, or 16c – that most accurately describes your application and the eligible entities that will receive the services you are seeking in this Form 470, then provide additional information only for the choice you have selected. An entity is an eligible entity if it meets the eligibility criteria for obtaining discounts described in Section II A above.

Item 16a – Check this Item if you are an individual school or a single-site library located at the address in Item 1. Checking this box will confirm for potential bidders that all the services you seek will be delivered to this address.

Item 16b – Check this Item if yours is a statewide application representing ALL entities of a particular type in your state. If you check Item 16b, you must also check one or more of the three choices provided in this item: all public schools/districts in the state, all non-public schools in the state, and/or all libraries in the state. This will indicate to potential service providers the complete breadth of your service needs. Please note that if your application represents SOME but not ALL of any of these three types of entities, you should NOT check Item 16b, but must check and complete Item 16c instead. Indicate by checking “yes” or “no” whether your application includes requests for services for any ineligible entities.

Item 16c – Check this Item if you are a school district, library system, or consortium serving multiple entities. If you check Item 16c, you must specify the number of eligible entities that your application represents. You must then list each unique area code represented in the telephone numbers of the entities you represent, plus the three-digit prefixes (the first three digits of the seven-digit phone number) associated with each area code among the entities you represent. For example, if your school district is in a state which has one statewide area code, you would list that area code once. You would then list each unique three-digit prefix represented among the telephone numbers of the schools and administrative buildings in your district which will receive the service(s) requested in this Form 470. This information helps service providers pinpoint the location of each facility that will be receiving service. Indicate by checking “yes” or “no” whether your application includes requests for services for any ineligible entities.

Item 17 – List here the entity or entities that will be paying bills directly to the service provider(s) for the services requested in this application. Such entities are known as “billed entities,” and are the entities who file Form 471. List these billed entities, whether or not they themselves are eligible for universal service.

discounts, and provide their Entity Numbers. For example, if you are a consortium of school districts joining together to aggregate demand and thus secure a better price on Telecommunications Services that each district will then contract for and pay for individually, you will list your member districts and their Entity Numbers in Item 17. As another example, if you are a library whose bills are paid by the municipal government, you should list the municipal government office and its Entity Number. List each entity's name in the left column, and its Entity Number in the right column. If, however, your application is statewide as indicated in Item 16b, then enter only one billed entity from your state. If you need help identifying Entity Numbers for each of these "billed entities," call the SLD Client Service Bureau at 1-888-203-8100.

Item 18 – List the names of any entities for whom services are requested that are not eligible to receive universal service discounts under the schools and libraries universal service support mechanism. Only eligible schools and libraries may receive discounted services, so if this application includes services for entities such as health care providers, governmental entities, or private sector entities, you must list these entities in Item 18. Skip this item if your application requests services only for eligible entities. For each ineligible entity, provide the area code and three-digit prefix to help service providers pinpoint the entity's location. If your application is statewide, as indicated in Item 16b, only one area code and prefix for each named ineligible entity is required.

F. Block 5: Certifications and Signature

Block 5 requires you to certify certain information to ensure that only eligible entities receive support under the universal service discount mechanism.

Item 19 – Certify that the entities in Item 16 are eligible schools and/or libraries.

Item 19a – If your application includes schools and all of the information in Item 19a is true of those schools seeking to receive discounted services, you should check the box in Item 19a. If your application includes schools and any of the information in Item 19a is not true for certain schools seeking to receive discounted services, those ineligible schools are not eligible to receive support under the universal service discount mechanism, and they must be identified in Item 18.

Item 19b – If your application includes libraries or library consortia and all of the information in Item 19b is true of the libraries seeking to receive discounted services, you should check the box in Item 19b. If your application includes libraries or library consortia and any of the information is not true for certain libraries or library consortia seeking to receive discounted services, those ineligible libraries or library consortia are not eligible to receive support under the universal service discount mechanism, and they must be identified in Item 18.

Items 20 and 21 - concern the technology plans that must be prepared before schools and libraries may receive discounted services under the universal service support mechanism. The only schools and libraries that do not have to comply with the technology plan requirement are those requesting support for basic local and/or long distance telephone service (wireline or wireless) only. Note also that consortia and some other billed entities do not have to be covered by technology plans as long as all of the schools and libraries that they represent are covered by technology plans.

Item 20 – Check the box that best describes the level of technology plan(s) that covers the schools, libraries, and library consortia represented by your application.

- **Item 20a** – Check here if the entities are covered by individual technology plans for the services requested in your application
- **Item 20b** – Check here if the entities are covered by a higher-level, multi-entity technology plan, such as a school district or library system plan. Statewide technology plans are not acceptable
- **Item 20c** – Check here if your application is for basic local and/or long distance telephone service (wireline or wireless) only, in which case no technology plan is required.

Item 21 – Check the box that best describes the status of the technology plan(s)

- **Item 21a** – Check here if your plans have been approved. NOTE: Technology plans that have been approved for other purposes, e.g., for participation in Federal or state programs such as the “Enhancing Education through Technology” program, will be accepted without need for further independent approval
- **Item 21b** – Check here if you are currently seeking approval of your technology plan(s). Please note that the SLD does not review technology plans itself, but does certify authorized reviewers of technology plans. If you need assistance identifying a certified approver for your technology plan, please call the SLD Client Service Bureau at 1-888-203-8100
- **Item 21c** – Check here if your application is for basic local and/or long distance telephone service (wireline or wireless) only, in which case no technology plan is required

Item 22 – Certify that services you order pursuant to the universal service discount mechanism will be used solely for educational purposes and that those services will not be sold, resold, or transferred in consideration for money or any other thing of value

Item 23 – Certify that you recognize that any support received under this support mechanism is conditional upon the ability of your school(s) or library(ies) to secure access to all of the resources, including computers, training, software, maintenance, and electrical connections, necessary to use effectively the services that will be purchased under this mechanism. On FCC Form 471, you will need to certify that you have access to such funding

Item 24 – Certify that you are the person authorized to submit and certify to the accuracy of this form.

Item 25 requires the signature of the authorized person

Item 26 requires that the date of the signature of the Form 470 be provided.

Item 27 – Print the name of the authorized person whose signature is provided in Item 25

Item 28 – Provide the title or position of the authorized person whose signature is provided in Item 25

Items 29a-29d – Provide the street address, the telephone number, the fax number and the e-mail address of the authorized person whose signature is provided in Item 25

For Applicants Filing This Form Online:

- When you have completed filing Blocks 1-4, please print your entire application to retain a copy for your records
- You must also submit the Block 5 certification
 - If you have a User ID and PIN and wish to submit your Block 5 certification online, follow the directions online. When you submit your certification online, you will receive a confirmation so that you can be assured that your submission has met any filing deadlines. If you file online and certify online, do not mail any part of your Form 470 to the SLD. Check the SLD web site for information about obtaining a User ID and a PIN.
 - If you wish to submit the completed and signed Block 5 certification on paper, print Block 5 using your browser. When you print Block 5 using the browser, the form will automatically include your Form 470 Application Number, Applicant Name, and Applicant Address. Item 25 requires the signature of the authorized person who will certify to the accuracy of the information on the form. Also, you must complete Items 19-24. Mail the signed Block 5 to **SLD-Form 470, P. O. Box 7026, Lawrence, Kansas 66044-7026**. For express delivery services or U.S. Postal Service Return Receipt Requested, send to **SLD-Form 470, c/o Ms. Smith, 3833 Greenway Drive, Lawrence, Kansas 66046**. Note: Do not mail the complete Form 470. Mail only the signed Block 5 certification page. If the Block 5 certification is submitted on paper, you are strongly advised to keep proof of the date of mailing.

For Applicants Filing This Form On Paper:

After the authorized person signs Item 25, check to be certain that all other items—including Items 26-29—are properly completed. Make a copy of your entire form to keep for your records. Then submit your original form by mail to **SLD-Form 470, P.O. Box 7026, Lawrence, Kansas 66044-7026**. For express delivery or U.S. Postal Service Return Receipt, send to: **SLD-Form 470, c/o Ms. Smith, 3833 Greenway Drive, Lawrence, Kansas 66046**, phone 1-888-203-8100. **No Forms 470 will be accepted via e-mail or fax.**

V. REMINDERS

- All schools and libraries seeking universal service support for ANY service not covered by a qualified existing contract (i.e., a contract executed pursuant to Form 470 posted in prior program years OR a contract signed on or before July 10, 1997 and identified as pre-existing in a Form 470 filed in prior years) must file Form 470 individually or be included in a consortium that files Form 470. Services that must be represented in an individual or consortium Form 470 in order to qualify for universal service support include eligible tariffed Telecommunications Services, month-to-month services provided without a signed, written contract, new services for which a contract is sought, or services provided under a multi-year contract signed on or before July 10, 1997, but not previously identified as an existing contract in a Form 470 filed in a prior program year.
- A Form 470 is NOT required for services covered by a qualified existing contract (i.e., a contract executed pursuant to Form 470 posted in a prior program year OR a contract signed on or before July 10, 1997 and identified as pre-existing in a Form 470 filed in prior years).
- Fill out all applicable items completely. Attach additional pages if necessary. Clearly label each page of all attachments to Form 470 with your Entity Number, Applicant's Form Identifier, Contact Person Name, and Phone Number.
- Any Request for Proposal (RFP) for any of the services requested in this Form 470 must be available to service providers via a web site or your designated contact person in Item 6 or the contact listed in Item 11 as of the date that this Form 470 is posted on the SLD web site.
- The individual authorized to order telecommunications and other supported services for the school, school district, library, or consortium must sign and date Form 470.
- If you are filing Form 470 online, you must also complete and submit the Block 5 certification (whether online or on paper).