

- Pre-bidding Process – Beneficiaries must retain the technology plan and technology plan approval letter. If consultants are involved, beneficiaries must retain signed copies of all written agreements with E-rate consultants.
- Bidding Process – All documents used during the competitive bidding process must be retained. Beneficiaries must retain documents such as: RFP(s) including evidence of the publication date; documents describing the bid evaluation criteria and weighting, as well as the bid evaluation worksheets; all written correspondence between the beneficiary and prospective bidders regarding the products and service sought; all bids submitted, winning and losing; and documents related to the selection of service provider(s). Service providers must retain any of the relevant documents described above; in particular, a copy of the winning bid submitted to the applicant and any correspondence with the applicant. Service providers participating in the bidding process that do not win the bid need not retain any documents.
- Contracts – Both beneficiaries and service providers must retain executed contracts, signed and dated by both parties. All amendments and addendums to the contracts must be retained, as well as other agreements relating to E-rate between the beneficiary and service provider, such as up-front payment arrangements.
- Application Process – The beneficiary must retain all documents relied upon to submit the Form 471, including National School Lunch Program (NSLP) eligibility documentation supporting the discount percentage sought; documents to support the necessary resources certification pursuant to section 54.505 of the Commission’s rules, including budgets; and documents used to prepare the Item 21 description of services attachment.
- Purchase and Delivery of Services – Beneficiaries and service providers should retain all documents related to the purchase and delivery of E-rate eligible services and equipment. Beneficiaries must retain purchase requisitions, purchase orders, packing slips, delivery and installation records showing where equipment was delivered and installed or where services were provided. Service providers must retain all applicable documents listed above.
- Invoicing – Both service providers and beneficiaries must retain all invoices. Beneficiaries must retain records proving payment of the invoice, such as accounts payable records, service provider statement, beneficiary check, bank statement or ACH transaction record. Beneficiaries must also be able to show proof of service provider payment to the beneficiary of the GEAR, if applicable. Service providers must retain similar records showing invoice payment by beneficiary to the service provider, USAC payment to the service provider, payment of the BEAR to the beneficiary, through receipt or deposit records, bank statements, beneficiary check or ACH transaction record, as applicable.
- Inventory – Beneficiaries must retain asset and inventory records of equipment purchased and components of supported internal connections services sufficient to verify the location of such equipment. Beneficiaries must also retain detailed records documenting any transfer of equipment within three years after purchase and the reasons for such a transfer.
- Forms and Rule Compliance – All program forms, attachments and documents submitted to USAC must be retained. Beneficiaries and service providers must retain all official notification letters from USAC, as applicable. Beneficiaries must retain FCC form 470 certification pages (if not certified electronically), FCC Form 471 and certifications pages (if not certified electronically), FCC Form 471 Item 21 attachments, FCC Form 479, FCC Form 486, FCC Form 500, FCC Form 472. Beneficiaries must also retain any documents submitted to USAC during PIA review, Selective Review and Invoicing Review, or for SPIN changes or other requests. Service providers must retain FCC Form 473, FCC form 474 and FCC Form 498, as well as service check documents. In addition, beneficiaries must retain documents to provide compliance with other program rules, such as records relevant to show compliance with CIPA.

### III. MINIMUM PROCESSING STANDARDS AND FILING REQUIREMENT

#### Form 470 Minimum Processing Standards

When a Form 470 is submitted on paper and is received by the SLD, the form is first reviewed to make sure it complies with the following Minimum Processing Standards (MPS) before data entry begins. MPS are necessary in order to ensure the timely and efficient processing of properly completed applications. If a Form 470 fails to meet MPS, 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.

#### Paper Filers

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

- the correct, OMB-approved FCC Form 470, with a date of October 2004 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, the following items must be properly completed:

- Item 1 - Name of the Applicant or
- Item 3 - Entity Number.

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

**3. Services sought.** At least one of the Items 8–11 must be checked indicating the kind of services you are seeking.

- Item 8a or 8b - Telecommunications Services
- Item 9a or 9b - Internet Access
- Item 10a or 10b - Internal Connections Other than Basic Maintenance or
- Item 11a or 11b - Basic Maintenance of Internal Connections.

**4. Valid Certification:** Block 5, Item 27 Signature of authorized person must be completed. If Item 27 is left blank, the Form 470 will be rejected.

## Online Filers:

When Blocks 1-4 of a Form 470 are submitted online, you 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 that was submitted on paper lacks the information necessary to match it with Blocks 1-4 of a form that was filed online, then your application will not meet the application filing requirements and cannot be used to support Form 471 funding requests.

## Filing Requirement for Forms 470 Submitted On Paper and Online

A completed Form 470 Certification filed as described below is a window filing requirement. A completed Form 470 Certification is either a Block 5 certification submitted online using a User ID and a PIN, or a Block 5 certification submitted on paper with the signature of the authorized person. Forms 470 with completed certifications submitted for the current year or in a previous year meet this requirement. Any Form 471 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 denied.

## IV. SPECIFIC INSTRUCTIONS

You are encouraged to complete, submit, and certify this form online at [www.sl.universalservice.org](http://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 needed. These instructions 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 "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, 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. This will help alleviate problems caused if the pages of an application become separated. 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. For example, Funding Year 2005 runs from July 1, 2005 to June 30, 2006. 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, 2005 through June 30, 2006).

**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 contact the SLD Client Service Bureau (CSB). (See "Assistance in Completing this Form.")

**Items 4a-4c** – 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 SLD may need to contact you via overnight or express delivery. In addition, please provide your telephone number (with area code and extension), and fax number (including area code).

**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 or local education agency (LEA), you should check the second box. If you are filing as a library (outlet/branch, system, or library consortium as defined under LSTA), 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-6e** – If the contact person's address, phone number, or fax number is different from those specified for the applicant (completed in Item 4), please provide that information here. Also provide the contact person's e-mail address. You **MUST** check the preferred mode of contact and provide the contact information for your preferred mode. *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.

**Non-contracted services:**

**Item 7a** – Check this box if this Form 470 requests services that are provided as tariffed or month-to-month services without a written contract. These services require posting of a Form 470 for each funding year.

**Contracted services:**

**Item 7b** – Check this box if you are seeking services for which a new written contract is sought. If you are seeking a new multi-year contract or a new contract with voluntary extensions, check the appropriate box(es).

**Existing services:**

**Item 7c** – 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 for which a Form 470 was never filed in a previous funding year. For example, if you are applying for the E-rate for the very first time for Funding Year 2005 (07/01/2005–06/30/2006), and some or all of your services are provided under a written 10-year contract that was signed on July 1, 1997, you will need to file a new 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 8-11** – One or more of Items 8-11 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 or contact CSB. Once you check the relevant category of service box(es) in Items 8, 9, 10 and/or 11, 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 8-11 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 select a vendor 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 SLD can confirm that you have met the competitive bidding requirement before signing any contracts for newly

contracted services or selecting a vendor for tariffed or month-to-month services for which discounts are requested in FCC Form 471.

**Item 8 – Telecommunications Services. Important note: Only Telecommunications Services requested from telecommunications companies who provide their telecommunications services on a common carriage basis will be eligible for discount(s) under the universal service support mechanism. To be a telecommunications carrier, the carrier must (1) allow the customer to transmit intelligence of its own design and choosing and (2) provide the service to the general public (hold itself out to serve indifferently all potential users) for a fee. 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 for more information.

**Item 8a –** Check this box if you have released or intend to release 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 Item 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 12. 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. You must also complete Item 8b with the services you are seeking, whether or not you intend to release an RFP.

**Item 8b –** Check this box if you have not released or do not intend to release a Request for Proposal (RFP) for the Telecommunications Services you seek. Whether you check Item 8a or 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. If you issue an RFP, you may describe the services you are seeking in general terms on this Form 470 because more detailed descriptions are provided in the RFP.

**Item 8c –** Check the appropriate box to indicate if you prefer discounts on your bills from your service providers, if you prefer reimbursement after paying the bills from your service provider in full, or if you have no preference. This information is provided for potential bidders, and does not bind you to this invoicing arrangement.

**Item 9 – Internet Access.** 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 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 released or intend to release 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 Item 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 12. 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. You must also complete Item 8b with the services you are seeking, whether or not you intend to release an RFP.

**Item 9b** – Check this box if you have not released or do not intend to release a Request for Proposal (RFP) for the Internet Access services you seek. Whether you check Item 9a or 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. If you issue an RFP, you may describe the services you are seeking in general terms on this Form 470 because more detailed descriptions are provided in the RFP.

**Item 9c** – Check the appropriate box to indicate if you prefer discounts on your bills from your service providers, if you prefer reimbursement after paying the bills from your service provider in full, or if you have no preference. This information is provided for potential bidders, and does not bind you to this invoicing arrangement.

**Item 10** – Internal Connections Other than Basic Maintenance. 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 for more information.

**Item 10a** – Check this box if you have released or intend to release 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 “a router, bug and cabling to connect one classroom of 30 students.” If you check Item 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 12. 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. You must also complete Item 8b with the services you are seeking, whether or not you intend to release an RFP.

**Item 10b** – Check this box if you have not released or do not intend to release a Request for Proposal (RFP) for the Internal Connections services you seek. Whether you check Item 10a or 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 “a router, hub and cabling” under Service or Function, and “connecting one classroom of 30 students” under Quantity and/or Capacity. If you issue an RFP, you may describe the services you are seeking in general terms on this Form 470 because more detailed descriptions are provided in the RFP.

**Item 10c** – Check the appropriate box to indicate if you prefer discounts on your bills from your service providers, if you prefer reimbursement after paying the bills from your service provider in full, or if you have no preference. This information is provided for potential bidders, and does not bind you to this invoicing arrangement.

**Item 11** – Basic Maintenance of Internal Connections. Services that fall under the definition of basic maintenance of internal connections are eligible for support. Basic maintenance services are “necessary” if, but for the maintenance at issue, the connection would not function and serve its intended purpose with the degree of reliability ordinarily provided in the marketplace to entities receiving such services without E-rate discounts. See the Eligible Services List on the SLD web site for more information.

**Item 11a** – Check this box if you have released or intend to release a Request for Proposal (RFP) that will provide potential bidders with specific information about the particular Basic Maintenance services or functions you are seeking, and what quantity and/or capacity you seek. For example, you might have an RFP for Basic Maintenance that specifies “basic maintenance of 10 routers.” If you check Item 11a, 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 12. 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. You must also complete Item 8b with the services you are seeking, whether or not you intend to release an RFP.

**Item 11b** – Check this box if you have not released or do not intend to release a Request for Proposal (RFP) for the Basic Maintenance services you seek. Whether you check Item 11a or 11b, you must fill in details in the space provided about the specific Basic Maintenance services or functions and quantity and/or capacity of service. For example, you might list “basic maintenance of routers” under Service or Function, and “for 10 routers” under Quantity and/or Capacity. If you issue an RFP, you may describe the services you are seeking in general terms on this Form 470 because more detailed descriptions are provided in the RFP.

**Item 11c** – Check the appropriate box to indicate if you prefer discounts on your bills from your service providers, if you prefer reimbursement after paying the bills from your service provider in full, or if you have no preference. This information is provided for potential bidders, and does not bind you to this invoicing arrangement.

**Item 12** – 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 13a** – 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 13a 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. If no state or local procurement/competitive bidding requirements apply to this procurement of services, check the second box.

**Item 13b** – You may (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. If you are requesting services for a funding year for which a Form 470 cannot yet be filed online, include that information here.

#### **D. Block 3: Technology Resources**

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 telephone service and/or voice mail only. Basic telephone service is defined as wireline or wireless single line voice service (local, cellular/PCS, and/or long distance) and mandatory fees associated with such service (e.g., federal and state taxes and universal service fees). If you check Item 14, 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 Item 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 ineligible 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 – Item 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 — and indicate the two-letter state code. 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, 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 Billed 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,” contact CSB. Note that funding may be denied for the Form 471 funding requests associated with this Form 470 if the Form 471 Billed Entity is not listed in Item 17.

**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. 47 C.F.R. Sec. 54.502 (b)(2).

**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.

**Item 20** - concerns 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, cellular, PCS, and/or long distance telephone service and/or voice mail 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. 47 C.F.R. Sec. 54.502 (b)(2).

**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. You are certifying that technology plan(s) are written that they cover all 12 months of the funding year and that they have been or will be approved by a state or other authorized body, and an SLD-certified technology plan approver, prior to the commencement of service.

- **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, cellular, PCS, and long distance, and/or long distance telephone service and voice mail only, in which case no technology plan is required.

**Item 21** – Check this box to certify that you will post your Form 470 and (if applicable) make your RFP available for at least 28 days before considering all bids received and selecting a service provider. 47 C.F.R. Secs. 54.504 and 511. Certify that you will retain required documents for a period of at least five years after the last day of service delivered. Also, certify that you will retain all documents necessary to demonstrate compliance with the statute and Commission rules regarding the application for, receipt of, and delivery of services receiving schools and libraries discounts. Recognize that you may be audited pursuant to participation in the schools and libraries program. 47 C.F.R. Sec. 54.504 (c)(1).

**Item 22** – Check this box to 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, except as permitted by the Commission's rules at 47 C.F.R. Sec. 54.500(k). Additionally, you certify that the entities listed on this application have not received or a promise of anything of value, other than services and equipment sought by means of this form, from the service provider, or any representative or agent thereof or any consultant in connection with this request for services. See 47 C.F.R. Sec. 54.504 (c)(1).

**Item 23** – Check this box to certify that you recognize that any support received under this support mechanism is conditional upon the school(s) and/or library(ies) you represent to 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 under this mechanism effectively. See 47 C.F.R. Sec. 54.504 (c)(1). On FCC Form 471, you will need to certify that you have access to such funding. You recognize that some of the aforementioned resources are not eligible for support.

**Item 24** – Check this box to certify that you are the person authorized to order telecommunications and other supported services for the eligible entity(ies). In the cases where an entity is authorized to post a Form 470 and negotiate with service providers on behalf of eligible entities, the term “order” in this certification can be interpreted to mean that the entity signing the Form 470 is authorized to competitively bid and negotiate the terms of a master contract for eligible services for eligible entities. In this situation, the entity filing the Form 470 may make the Item 24 certification. Certify that you are the person authorized to submit and certify to the accuracy of this form. See 47 C.F.R. Sec. 54.504 (b)(2).

**Item 25** – Check this box to certify that you have reviewed all applicable FCC, state, and local procurement/competitive bidding requirements, and that you have complied with them. Certify that you acknowledge that persons willfully making false statements on this form can be punished by fine or forfeiture, under the Communications Act, 47 U.S.C. Secs. 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. Sec.1001.

**Item 26** – Check this box to certify that you acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the schools and libraries support mechanism are subject to suspension and debarment from the program. See 47 C.F.R. Sec. 54.521.

**Item 27** requires the signature of the authorized person.

**Item 28** requires that the date of the signature of the Form 470 be provided.

**Item 29** – Print the name of the authorized person whose signature is provided in Item 27.

**Item 30** – Provide the title or position of the authorized person whose signature is provided in Item 27.

**Items 31a-31d** – 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 27.

**Item 31e** – Provide the name of the authorized person’s employer. If a consultant is acting as the authorized person, this will be the name of the company that employs the consultant and not the name of the applicant organization.

### **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 27 requires the signature of the authorized person who will certify to the accuracy of the information on the form. Also, you must complete Items 19-26. 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-Forms 470, ATTN: SLD Form 470, 3833 Greenway Drive, Lawrence, Kansas 66046**. Note: Do not mail the complete Form 470. Mail only the signed Block 5 certification pages. 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 27, check to be certain that all other items—including Items 28-31—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-Forms 470, ATTN: SLD Form 470, 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 posting in prior program years OR a contract signed on or before July 10, 1997 for which a Form 470 was not filed in a prior year) 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 non-contracted tariffed Telecommunications Services or 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, for which a Form 470 was not 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 posting 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 Contact Telephone 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 12 for at least 28 days before you select your service provider and sign and submit your Form 471.
- The individual authorized by the entity that will negotiate with potential service providers for 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)





Universal Service Administrative Company  
Schools & Libraries Division

CASE SR-2005-BEN 143585

Date: 7/12/05  
To: Lawrence Tang  
Entity: El Monte City Elementary School District  
Fax #: 626-442-0465  
Sender: John Januszanis  
Phone: 973-884-8452  
Fax: 973-599-6515  
E-mail: [jjanusz@sl.universalservice.org](mailto:jjanusz@sl.universalservice.org)

As we discussed in our conversation, we are in the process of reviewing all Form 471 applications for schools and libraries discounts to ensure that they are in compliance with the rules of the federal universal service program. I am currently in the process of conducting a Selective Review for your Funding Year 2005 Form 471 Applications. Please provide the information requested by the close of business 7/27/05. The information needed to complete the Review is listed in the 17-page Selective Review Information Request attached.

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. If you are unable to provide the requested information because your school has closed or will shortly close for summer break, please let me know when you will be available to respond to these questions. Failure to do so may result in a reduction or denial of funding.**

**If we do not receive the information within 14 calendar days, your application will be reviewed using the information currently on file. If you need additional time to prepare your response, please let me know as soon as possible.**

Should you wish to cancel any application, or any of your individual funding requests, please clearly indicate in your response that it is your intention to cancel an application or funding request(s); along with the application number and/or funding request number(s), and the complete name, title and signature of the authorized individual.

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

Sincerely,

John Januszonis



**Universal Service Administrative Company**  
Schools & Libraries Division

| <b>E-RATE SELECTIVE REVIEW INFORMATION REQUEST (SRIR)</b>                           |  |                    |                                 |
|---|--|--------------------|---------------------------------|
| <b>FUNDING YEAR 2005</b>  |  |                    |                                 |
| <b>CASE # SR-2005-143585</b>  |  |                    |                                 |
| To:   | LAWRENCE TANG  | From:              | John Januszanis                 |
| Your Phone Number:  | 626-453-3739   | My Phone Number:   | 973-884-8452                    |
| Your Fax Number:  | 626-442-0465   | My Fax Number:     | 973-599-6515                    |
| Entity Name:  | EL MONTE CITY ELEM<br>SCHOOL DIST                                      | My E-Mail Address: | JJanusz@sl.universalservice.org |
| Today's Date:   | 7/12/2005  | Total Pages:       | 17                              |
| <b>PLEASE RESPOND BY:</b>   | <b>7/26/2005</b>   |                    |                                 |
| Form 471 Application Number(s):   | 487944, 488071, 488074, 488077, 488079, 488082, 488084, 488085, 488087 |                    |                                 |
| <b>PLEASE CALL TO CONFIRM THAT THIS DOCUMENT HAS BEEN RECEIVED IN ITS ENTIRETY.</b> |  |                    |                                 |

**Time Sensitive – 14-Day Response Expected**

It is important that we receive all of the information requested within 14 calendar days of the date of this document so that we may complete our review of your funding request(s).

In order to ensure that applicants are following certain FCC rules relating to certification statements and competitive bidding processes, you have been selected for a two-part review (Selective Review). We are seeking information about:

- (Part I) Your competitive bidding and vendor selection processes, and
- (Part II) Information to support the certifications you made on FCC Form 471

**Who can respond to this request for information?**

This document requests information that must be provided by the applicant, or by the applicant's authorized representative.

**How to respond**

Please send your responses to the questions outlined on the following pages to:

| Via Fax:  | Via Expedited Mail:  | Via email:   |
|---|--|--|
| John Januszanis<br>PIA Selective Review<br>973-599-6515 | John Januszanis<br>SLD<br>80 S. Jefferson Road<br>Whippany, NJ 07981 | John Januszanis<br>JJanusz@sl.universalservice.org |

Thank you for your assistance as we work to assure the integrity of the Schools and Libraries Universal Service Support Mechanism. It is important that we receive all of the information requested within 14 calendar days. A checklist of the items requested in this document is included on page 2. If you have any questions with regard to this request or these worksheets, please contact the reviewer at the phone number or email address listed above.

**Selective Review Information Request Checklist:**

Please include the following in your response:

**Part I: Information regarding your competitive bidding and vendor selection processes**

1. Copies of signed and dated contracts relating to the Form(s) 471 for all contracted services (see Special Note on page 5 regarding State Master Contracts). (see page 3)
2. Copies of all Requests For Proposals (RFP), etc., where a vehicle other than the Form 470 was used for procurement. (see page 4)
3. Copies of all bid responses that were received for all funding requests. (See page 4)
4. Complete documentation regarding the process used for selecting your vendor/service provider(s). (see page 4)
5. Copies of any consulting agreements. (see page 4)
6. Correspondence between the consultant/service provider and the school/library regarding the competitive bidding process and the application process. (see page 4)

**Part II: Information regarding your Item 25 Certification**

1. Section I through Section VI - Connectivity, and Hardware, Professional Development, Software, Retrofitting and Maintenance expenses or investments that might not be E-Rate eligible, but are necessary to make effective use of the E-Rate discounts you have requested ("SRIR Response Page 1").

**Section I**

Section I - A. Confirm Commitment Amount Requested for all 471 filed for Funding Year 2005

Section I - B. Demonstrate Form 471 Applicant's Share – provide approved operating budget (both revenues and expenses) or alternative budget documentation. Provide documentation of your ability to pay for your share of E-Rate discounts and provide estimates of non-E-Rate eligible resources that you might use to meet this certification

Section I - C. Provide amounts not covered by E-rate

Section II Hardware (see page 10)

Section III Professional Development (see page 10)

Section IV Software (see page 11)

Section V Retrofitting (see page 12)

Section VI Maintenance (see Page 12)

2. Copy of your technology plan supporting your funding requests for Funding Year 2005 (July 1, 2005 through June 30, 2006). (see page 12)
3. Estimate of the technology implementation level of all schools or libraries within your organization that participate in the E-Rate program (see page 13)
4. Letter of agency or agreement, if the responder is an authorized representative for the eligible entity. (see page 17)
5. The "SRIR Response – Pages 1 through 4" must be returned in all cases (pages 14-17)

Both parts (I & II) of the Selective Review take place at the "billed entity" level.

An entity is considered a "billed entity" if it is responsible for making payments directly to a service provider. An entity that receives a bill, but does not make payments to the service provider on that bill, is not a billed entity.

We are requesting and will be looking at information for ALL Form(s) 471, listed on the cover page of this document, that were filed by the billed entity for the 2005-2006 funding year (Funding Year 2005). Please notify us if you have any additional Form(s) 471 for your billed entity number that we have not listed. Also, please include any applications that may have been filed under a different entity number, if that entity belongs to the billed entity (e.g., elementary schools within a School District that file their own applications in addition to the applications filed on their behalf by the District. This review will include all of those applications as well).

*It is important that you identify these additional applications at this time. Failure to do so may delay or jeopardize funding commitments and/or post-commitment disbursements. In addition, it may also result in future adjustments to any commitments that you may receive from us, or other action. We will continue the PIA review of applications for this Billed Entity, but be advised that no new funding commitments or payments for existing funding commitments for the 2005-2006 funding year applications for this billed entity will be processed until this review is completed.*

#### **Part I: Information Regarding your Competitive Bidding and Vendor Selection Process**

For each of the following items we have outlined the requested documentation you will need to supply. Please provide the information by funding request number (FRN) unless otherwise indicated. In the event that a document (e.g., contract, RFP, bid response, etc.) applies to multiple FRNs, simply indicate on the first page of the document which FRN(s) is supported by the document. If for any reason you do not have any of the documentation requested below, you MUST provide a complete explanation.

##### **1) Contracts and/or other agreements**

- a) Signed and dated copies (by both applicant and service provider) of any and all agreements related to each of the Form 471 funding request(s), including any and all contracts, agreements, Statements of Work, etc., and any and all agreements between the applicant and the service provider related in any way to the applicant's funding request and/or provision of E-rate related services. Please include Funding Request Number(s) on relevant Contracts.
- b) If the price on the contract is different from the pre-discount price on your Form(s) 471, please explain the difference and account for the difference. (For example, if the dollar amount on the contract is higher than the dollar amount on your Form(s) 471, indicate which services have been removed, if that is the case. If the dollar amount on the contract is lower than the dollar amount on your Form(s) 471, explain why).
- c) If the contract referenced on a particular funding request is a state master contract, please indicate. There is no need to provide a copy of the state master contract at this time, however, please provide any reference to a website where the contract can be found.
- d) If contracts are required, and are not provided, please explain why you have not provided them.

## 2) Requests for Proposal (RFP)

- a) Copies of any and all requests for proposals (RFPs), invitation to bid, request for bids, or other documentation of bid requests for services and/or products requested, or other solicitations in any way associated with the applicant's funding request(s) and/or the selection of the service provider(s) that appear(s) on the applicant's funding request(s). Be sure to include any and all amendments made to the original RFP.
- b) You do not need to provide copies of FCC Form(s) 470 that were posted to the SLD website.
- c) If RFPs, etc., were used as part of the procurement process and are not being provided, please explain why you have not provided them.

## 3) Bid Responses

- a) Complete copies of any and all proposals, bid responses, etc., received in response to the Form 470, and/or any RFP, or other solicitation in any way associated with the applicant's funding request and/or with the selection of the service provider that appears on the applicant's funding requests. Please include Funding Request Number(s) on relevant Bid Responses. Again, this information should be provided for all funding requests including tariff, month-to-month and contracted services.

## 4) Vendor Selection Process

- a) How many bids were received for each FRN Telecommunications, Internet Access, Basic Maintenance and Internal Connections request? If no bids were received for an FRN, please indicate this in your response.
- b) Provide complete documentation indicating how and why you selected your service provider(s). If multiple bids were received, vendor evaluation sheets that were created contemporaneously during the evaluation period must be provided. Documentation should include:
  - i) a description of your evaluation process,
  - ii) the factors you used to determine the winning bid, and
  - iii) attendance sheets for any meetings regarding the Form 470 and/or RFP or other solicitation vehicles.
- c) If more than one factor was used in the evaluation process to determine the winning bid(s) please indicate how those factors were weighted (points or percentage) in the evaluation process.

## 5) Consulting Agreements

- a) Please provide a complete signed copy of any consulting agreement(s), including any Letters of Agency relating to the planning, implementation, and support of your E-rate funding request(s). If consulting agreement(s) were not used, please indicate as such.

## 6) Correspondence (Email, phone logs, etc.)

- a) Please provide a copy of all correspondence between your entity and any service providers or consultants regarding the competitive bidding process and the application process. Examples of correspondence required includes e-mails, and letters of contact or response with potential bidders and with selected service providers.  
If there is any other documentation that would be helpful to us in our review to ensure that you complied with the Commission's rules requiring a fair and open competitive bidding process, please provide that as well.

**Special Note Regarding State Master Contracts (SMC)**

**The filer of the Form 470 – whether state or applicant – must comply with all FCC requirements and local and state procurement laws. Applicants must follow the applicable provisions of the State Master Contract and local and state procurement laws.**

**If you are procuring goods or services off a State Master Contract, and the state filed a Form 470 that lead to the award of that State Master Contract, and you referenced that State 470 in your funding request, you do not need to provide competitive bidding and vendor selection documentation at this time, unless the State Master Contract provides a Multiple Award Schedule. If this is the case for some, or all, of your FRNs, please indicate such in your response. If, however, you filed one or more Forms 470 and then used the State Master Contract as a bid response, you must provide full documentation about your competitive bidding process and vendor selection.**

**Finally, note that it is not necessary for you to submit a copy of the State Master Contract with your response at this time, however, please provide a reference to any website where the Contract information can be found. The State Master Contract in all of the above cases fulfills the FCC signed contract requirement.**

**Special note to Consortium applicants:** You have an option to provide us with the information requested below for the overall Consortium, or on a disaggregated basis with information pertaining to each individual entity listed on the Form(s) 471 Block 4 Worksheet C.

We understand that some consortia applicants do not collect the information requested in Sections I-VI below on a consortium basis. Therefore, you have the option of providing us with the requested information on a disaggregated basis. To do so, please make one copy of the *Item 25 Worksheet Summary: SRIR Response Page 1* for each Block 4, Worksheet C entity (usually a school or library district). Be sure to complete the section at the very bottom of that page that identifies the entity. Note that in order to use this disaggregate method, you will also need to take the dollars that we have entered in to Section I-B and apportion them appropriately to each Block 4, Worksheet C entity.

Please also note that the FCC held in *Central Minnesota Computing Center (DA 01-776)* that consortium applicants must be able to provide information supporting the Item 25 certification for all of the members of their consortium, even if the resources are not under the direct control, or the responsibility, of the consortium leader.

Please contact the Selective Review team if you need further assistance in responding to this request on a disaggregated basis.

## **Part II: Information Regarding Your Item 25 Certification**

### *Overview*

To ensure that E-Rate funds are allocated appropriately, and in accordance with FCC Orders, each applicant is required to certify in Item 25 of the Form(s) 471 that: "The school(s) or library(ies) I represent have secured access to all the resources, including computers, training, software, maintenance, and electrical connections necessary to make effective use of the services purchased as well as to pay the discounted charges for eligible services." The Item 25 Certification review also looks at the applicant's ability to pay for its share of E-rate funding.

**Instructions for Completing Sections I through VI (the Item 25 Worksheet Summary: "SRIR Response Page 1")** The Item 25 Worksheet Summary can be found on page 14 of this document.

### **Part II Section I: Connectivity**

#### **Section I-A. Commitment Amount Requested**

We have looked at the Form(s) 471 that you filed for Funding Year 2005. We combined the commitment amounts that you requested on those Form(s) 471, by service category (the amount(s) from Form(s) 471, Block 5, Item 23k). We placed those sums next to the respective service category(ies) in Section I A, lines 1, 2, and 3 on the *Item 25 Worksheet Summary: SRIR Response Page 1*. Please verify that these are the correct sums of the funding request amounts.

If your Funding Year 2005 Form(s) 471 contain duplication to account for Funding Year 2004 funding uncertainties and you do not see that duplication accounted for (i.e., the duplication removed) in the numbers in Sections I-A and I-B, please note that and provide an explanation.

As noted above, this part of the review is based on your ability to pay the non-discounted portion of the funding that you requested on your Form(s) 471. Therefore, unless and until certain FRNs are determined to be non-fundable (e.g., the funding cap prevents funding certain requests), we are asking to see that you have budgeted for all the requests that you listed on all Funding Year 2005 Form(s) 471 that you filed for your billed entity.

Also note that if you have identified Form(s) 471, in addition to those listed on the cover page of this document, please (1) make the necessary adjustments to Subsections I-A and I-B to accurately reflect all Form(s) 471 filed by your billed entity, (2) initial it, and (3) explain the adjustment when you return the worksheet.

### Section I-B. Form 471 Applicant's Share

In Section I-B of the *Item 25 Worksheet* you are being asked to document the funds you have available to pay for the discounted charges on eligible services. These are funds for paying your share of telecommunications services, Internet access, or internal connections costs after the discount has been applied. The FCC intentionally requires applicants to pay for a portion of their services in order to encourage cost-effective practices. For further information on your obligation to pay this amount, please see "Obligation to Pay Non-Discount Portion" in the Reference Section of the SLD website at [www.sl.universalservice.org](http://www.sl.universalservice.org). Remember that the funds to pay for your share of the E-rate cannot come directly or indirectly from your service provider.

We combined the "applicant share" of the amounts that you requested on Funding Year 2005 Form(s) 471, by service category. The applicant share is also known as the "non-discounted amount," that is, the amount that FCC rules require the applicant to pay. We placed those sums next to the respective service category(ies) in Section I-B line numbers 5, 6, and 7 on the *Item 25 Worksheet Summary: SRIR Response Page 1*. Please verify that these are the correct sums of your share of the charges.

**For Section I-B of the worksheet, please include the relevant pages of your approved 2005-2006 operating or facilities budget (covering the period of the Funding Year – July 1, 2005 – June 30, 2006); that is to say, the pages that document your ability to pay your share of the purchased products/services, and the pages that document your revenue. This should include not only the budget line items that you will be referencing, but also a high level summary of your overall operating budget (e.g. total revenues and total expenses). To allow us to conduct our review, please be sure ALL of the following are included on the budget that you fax and/or send to us:**

- The name of the entity to which the budget applies (Is it for a school? For a district? For one library outlet? For a library district? For a municipality?)
- The time frame that the budget covers, including a starting date and ending date (e.g., July 1, 2005-June 30, 2006)
- Both revenue and expense line items
- Place an arrow next to budget line, on the expense side of your budget, showing where you have allocated the necessary dollars for your share of E-rate. Please write the specific amount that will come from each fund/budget line. For example, if budget line A0002 contains \$200,000 and only \$100,000 will be used to pay your share of E-rate, then please draw an arrow to it and write "E-rate, \$100,000".

Please explain any discrepancies between the Form 471 Applicant Share (Section I-B of the *Item 25 Worksheet Summary: SRIR Response Page 1*) and the dollars you identified on the budget that you provide. Failure to do so could delay or jeopardize the processing of your funding.

Note: If you provide a final approved budget, we may verify that budget with independent sources.