

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

Estimated Average Burden Hours Per Response: 3 hours

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

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- The purpose of the Form 470 is to open a competitive bidding process for the services desired.
- Online filing speeds the processing of your form and reduces errors. If you have a PIN, you can certify your Form 470 online as well. USAC issues a PIN to the authorized person the first time an entity submits a paper form or certification (Form 470, 471, or 486) featuring that authorized person.
- Applicants must seek bids for services on this Form 470 if they intend to request support for those services on a Form 471.
- The Form 470 **MUST** be completed by the entity that will negotiate with potential service providers.
- Applicants cannot receive assistance in completing the Form 470 from 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 FCC 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 and fair competitive bidding process and selecting the most cost-effective provider of the desired services, with price as the most heavily weighted factor in the evaluation.
- Required documents **MUST** be retained for a period of at least five years after the last day of service delivered. You may be audited pursuant to participation in the schools and libraries program.

## NOTICE

As required by the Federal Communications Commission's (FCC's or Commission's) rules, all schools and libraries requesting universal service discounts must 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 Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC). 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 the Form 470 will be used to ensure that schools, libraries and consortia comply with the Commission's competitive bidding requirements contained in 47 C.F.R. § 54.504.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

The information collected from this form will be used to determine whether approving this application is in the public interest. If we believe there may be a violation or potential violation of any applicable 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; (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 and orders, 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 may be delayed.

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

The public reporting burden for this collection of information is estimated to average three 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, Federal Communications Commission (FCC), 445 12th Street, SW., Washington, DC 20554.

## I. INTRODUCTION

On May 7, 1997, the Commission adopted rules providing discounts on eligible Telecommunications Services, Internet Access, Internal Connections, and Basic Maintenance of Internal Connections for eligible schools and libraries. To initiate the required competitive bidding process, begin by filing Form 470 with the SLD. The SLD will post this Form 470 on the SLD web site. Applicants must wait 28 days after the Form 470 is posted on the SLD web site, [www.usac.org/sl](http://www.usac.org/sl), or 28 days after the RFP is made publicly available, whichever is later, to enter into contracts for new services or to select service providers for tariffed or month-to-month services. 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 based on the date that the Form 470 was posted to the web site. Complete program information — including more information on the competitive bidding requirement — is posted to the Schools and Libraries Division (SLD) web site at [www.usac.org/sl](http://www.usac.org/sl). You may also contact the SLD Client Service Bureau. (See "Assistance in Completing This Form" below.)

## II. REQUIREMENTS AND GENERAL INSTRUCTIONS

### A. Who Must File

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

#### Eligibility of schools

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(c); 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(k); 20 U.S.C. § 7801(38). Schools operating as for-profit businesses or who have endowments exceeding \$50 million are not eligible.

#### Eligibility of libraries and library consortia

Libraries must meet the statutory definition of library or library consortium found in the Library Services and Technology Act, 20 U.S.C. § 9121, *et seq.*, (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. 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(c).

Libraries operating as for-profit businesses shall not be eligible for discounts.

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

### **When:**

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 or month-to-month services for which you do not have a signed, written contract.
- Services for which a new written contract is sought for the funding year in Item 2.

You can file your Form 470 to begin your procurement process, as long as it is at least 28 days before you select your service provider and file Form 471 for those above services. Services covered by a **qualified existing contract** for all or part of the funding year, including multi-year contracts signed pursuant to the posting of a Form 470 in a previous funding year, do not require the filing of a Form 470, because 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.

Notice will be posted each year on the SLD web site when we will begin accepting Forms 470 for posting for the upcoming funding year. It is your responsibility to check the SLD web site, or contact the SLD Client Service Bureau (CSB) – see “Assistance in Completing this Form” below – to get the announcement of the Form 471 application filing window dates. The precise timeframe for filing Form 470 depends on the kind of service you are seeking.

### **Where:**

The Form 470 must be filed **either online at the SLD web site, [www.usac.org/sl](http://www.usac.org/sl), or on paper at the address listed at the bottom of the form (SLD Form 470, P.O. Box 7026, Lawrence, Kansas 66044-7026)**. For express delivery or U.S. Postal Service Return Receipt Requested, send to: **SLD Forms, ATTN: SLD Form 470, 3833 Greenway Drive, Lawrence, Kansas 66046**, phone (888) 203-8100. **DO NOT FILE THIS OR ANY OTHER UNIVERSAL SERVICE FORM WITH THE FCC.**

### **How many:**

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 applicants for different services.

### **After your Form 470 is posted:**

Once you file your Form 470, it is posted to the SLD web site for competitive bidding. Note that if you file on paper and information is missing, incomplete, inconsistent, or otherwise incorrect, your form will not be posted to the SLD web site until we have received and successfully processed your corrections. Your form must be posted for at least 28 days on the SLD web site before you can select a service provider, sign a contract or enter into an agreement for services, or sign or submit a Form 471. After you sign a contract or select a service provider—and after the Form 471

application filing window has opened—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 earliest date upon which you may sign a contract or select a service provider for new services or file Form 471. 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, prompts 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 for additional program guidance that may be useful in completing this form. <http://www.usac.org/sl/tools/reference-area.aspx>. You may also contact the SLD Client Service Bureau (CSB) by e-mail using the “Submit a Question” link on the SLD web site, by fax at 1-888-276-8736 or by phone 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. FCC rules require that program participants retain all documents to demonstrate compliance with the statute and FCC rules regarding the application for, receipt of, and delivery of services receiving schools and libraries discounts. Thus, if applicants represent multiple entities and collect data from those entities, they must retain those data sheets for five years after the last day of service delivered. 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 SLD, and it must be able to demonstrate to the auditor and/or SLD how the entries in its application were derived.

## III. SPECIFIC INSTRUCTIONS

You are encouraged to complete, submit, and certify this form online at [www.usac.org/sl](http://www.usac.org/sl). 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.

Do not staple forms or attachments submitted on paper.

### 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), the Applicant’s Form Identifier, and the 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 Information**

Block 1 of Form 470 asks you for your address and basic information. 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 2011 runs from July 1, 2011 to June 30, 2012. Provide the funding year for which you are applying for funds by filling in the appropriate year in the blank provided (e.g., 2011).

**Item 3** – Your Entity Number is a unique number assigned to your organization or institution 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 this number. If you do not have a record of your Entity Number, or if you have never been assigned such a number, please contact CSB. (See "Assistance in Completing this Form" above.)

**Items 4a-4c** – Provide your full mailing address, whether a street address, Post Office Box number, or route number. In addition, please provide your telephone number (with area code and extension), and fax number (including area code).

**Item 5a** – Check the one box that most accurately describes the eligible entities that will receive the services you are seeking in this Form 470. An entity is an eligible entity if it meets the eligibility criteria for obtaining discounts described in Section II.A. above. 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 non-statewide or regional consortium, a consortium of schools, libraries or some combination of the above which may or may not include ineligible entities. Check the fifth box if yours is a statewide application representing ALL entities of a particular type in your state. If you check the fifth box, 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 the statewide application box.

**Item 5b** – Check all boxes that apply to you or any of the entities that will receive services under this form.

**Item 5c** – Specify the number of eligible entities that your application represents. For example, you would:

- Enter "1" if you are an individual school or a single site library.
- Enter "4" if you are a school district with an elementary school, a junior/senior high school, an administrative building, and a non-instructional facility such as a school bus barn.
- Enter "7" if you are a library system with a main branch, four smaller branches, a bookmobile, and a library technology center.
- Enter "10" if you are a consortium with ten individual member 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 RFP, if you have prepared one.

**Items 6b-6e** – Provide the contact person’s mailing address. USAC will use this address to mail correspondence about this form. If the contact person’s address information is the same as Item 4 above, check the appropriate box instead. Also provide the contact person’s phone number, fax number and e-mail address. You **MUST** indicate your preferred mode of contact (telephone, fax, or e-mail) by checking the appropriate box.

**Item 7** – If a consultant is assisting you with your application, provide the consultant’s name, employer, street address, telephone number, fax, and e-mail address. Also, provide the Consultant Registration Number. A consultant is any non-employee of the entity applying for funding that assists in filling out the application materials for a fee. “Non-employee” includes contractors or others who are employed by the entity on a contract or short-term basis who does not receive a W-2 application from the entity filling out the application. If the consultant does not have a Consultant Registration Number, the consultant can contact CSB to obtain one. (See “Assistance in Completing this Form” above.)

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

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

**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 at <http://www.usac.org/sl/tools/eligible-services-list.aspx> 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 enter into a contract for new services or select a service provider 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 service provider for tariffed or month-to-month services for which discounts are requested on FCC Form 471.

**Item 8** – Telecommunications Services. 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 schools and libraries program. 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 Telecommunications Services. See the Eligible Services List on the SLD web site for more information at <http://www.usac.org/sl/tools/eligible-services-list.aspx>.

**Item 8a** – Check this box if you have released or intend to release an RFP that will provide potential bidders with specific information about the particular Telecommunications Services 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 and do not intend to release an 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 and quantity and/or capacity of service. For example, you might list “videoconferencing services” under Service, and “for three school buildings” under Quantity and/or Capacity.

**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](http://www.usac.org/sl/tools/eligible-services-list.aspx) on the SLD web site for more information at <http://www.usac.org/sl/tools/eligible-services-list.aspx>.

**Item 9a** – Check this box if you have released or intend to release an RFP that will provide potential bidders with specific information about the particular Internet Access services 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 9b 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 and do not intend to release an 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 and quantity and/or capacity of service. For example, you might list “monthly Internet service” under Service, and “for 500 student users” under Quantity and/or Capacity.

**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 at <http://www.usac.org/sl/tools/eligible-services-list.aspx>.

**Item 10a** – Check this box if you have released or intend to release an RFP that will provide potential bidders with specific information about the particular Internal Connections services 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, hub 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 10b 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 and do not intend to release an 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 and quantity and/or capacity of service. For example, you might list “a router, hub and cabling” under Service, and “connecting one classroom of 30 students” under Quantity and/or Capacity.

**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. 47 C.F.R. § 54.506(b). See the Eligible Services List on the SLD web site for more information at <http://www.usac.org/sl/tools/eligible-services-list.aspx>.



**Item 11a** – Check this box if you have released or intend to release an RFP that will provide potential bidders with specific information about the particular Basic Maintenance services 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 11b 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 and do not intend to release an 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 and quantity and/or capacity of service. For example, you might list “basic maintenance of routers” under Service, and “for 10 routers” under Quantity and/or Capacity.

**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 25.

**Item 13** – 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 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 13 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 and you do not wish to provide any other information in Item 13, check the second box.

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: [Reserved]**

**E. Block 4: Billed Entities**

**Item 15** – 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 15. 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 right column, and its Entity Number in the left column. If, however, your application is statewide as indicated in Item 5a, 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 15.

**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 16** – Certify that the entities represented are eligible schools and/or libraries.

**Item 17** – Certify that (1) any required technology plan has been written, covers all 12 months of the funding year, and has been or will be approved by a state or other authorized body or an SLD-certified technology plan approver prior to the commencement of service; or (2) certify that no technology plan is required by Commission rules.

**Item 18** – 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 in accordance with program rules.

**Item 19** – Check this box to certify that required documents will be retained for a period of at least five years after the last day of service delivered and to acknowledge that you may be audited pursuant to participation in the schools and libraries program.

**Item 20** – Check this box to certify that services you order pursuant to the universal service discount mechanism will be used solely for educational purposes and will not be sold, resold, or transferred for gain. Additionally, you certify that the entities listed on this application have not received anything of value in connection with this request for services.

**Item 21** – Check this box to certify that the entity that will be filing the Form 471 can demonstrate that it has secured access to all of the resources necessary to make effective use of the discounted products and services. You also certify that the entity has considered what financial resources should be available to cover the costs of these resources.

**Item 22** – Check this box to certify that you are the person authorized to procure eligible services on behalf of the eligible entity(ies) and are authorized to submit and certify to the accuracy of this form.

**Item 23** – Check this box to certify that you have reviewed all applicable competitive bidding requirements, and that you have complied with them.

**Item 24** – 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.

**Item 25** – Provide the signature of the authorized person.

**Item 26** – Insert the date this form was signed by the authorized person.

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

**Item 27b** – Provide the title or position of the authorized person whose signature is provided in Item 25. If the consultant in Item 7 is the Authorized Person, check the appropriate box.

**Items 27c-27f** – Provide the mailing address, the telephone number, the fax number and the e-mail address of the authorized person whose signature is provided in Item 25.

**Item 27g** – 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 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 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 PIN.
  - If you wish to submit the completed and signed Block 5 certification on paper, print Block 5 using the online instructions for certifying on paper. When you print Block 5, 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 and Item 26 requires the date that the certification was signed. 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, ATTN: SLD Form 470, 3833 Greenway Drive, Lawrence, Kansas 66046**, phone 1-888-203-8100. 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. **No Form 470 certifications will be accepted via e-mail or fax.**

**For Applicants Filing This Form On Paper:**

After the authorized person signs Item 25, check to be certain that all other items 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, 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.** You are strongly advised to keep proof of the date of mailing.