SCHOOLS AND LIBRARIES PROGRAM

NEWS BRIEF

March 18, 2016

> **TIP OF THE WEEK:** **A library can file and certify an FCC Form 471 even if the public school district in which the main branch of the library is located has not certified an FCC Form 471.** As long as an urban or rural status and the appropriate student count entries exist in the profile of each school in that school district, the library can file and certify its form.

Commitments for Funding Year 2015

Funding Year 2015. USAC will release Funding Year (FY) 2015 Wave 42 Funding Commitment Decision Letters (FCDLs) on March 24. This wave includes commitments for approved requests for all service types and at all discount levels. As of March 18, FY2015 commitments total over $3.14 billion.

On the day the FCDLs are mailed, you can check to see if you have a commitment by using USAC's Automated Search of Commitments tool.

Additional Common Questions Received by CSB

We will continue to send out common questions received by our Client Service Bureau (CSB) along with their answers in SL News Briefs to help applicants trying to navigate and file program forms in the E-rate Productivity Center (EPC).

Q. I want to apply for Category One services on my FCC Form 470, and I'm not sure which Function to choose from the dropdown list. Can you help?

A. Refer to the table below to find the option that most closely resembles the service(s) you are seeking. Be sure to provide any additional details in the narrative or your RFP document(s) that will help potential bidders to submit responsive bids. The dropdown choices that will require you to post an RFP document are labeled "(Requires RFP)."

FCC Form 470 - C1 Function Dropdowns	Explanation or Action
Transport Only - No ISP Service Included	Select this option if you are seeking service only for a circuit to transport data and you will be independently purchasing Internet service from another provider.
Cellular Data Plan/Air Card Service (Requires RFP)	Select this option if you are seeking support for a cellular data plan. Note that the FCC has indicated that these services are only eligible in limited circumstances. Although the online form requires an RFP for this entry, you can upload a document that states "No RFP Filed."
Cellular Voice	Select this option for basic cellular telephone service with no data or texting services.
Dark Fiber (Requires RFP)	Select this option and upload an RFP document if you are seeking dark fiber service. FCC rules require an RFP, and there are added complexities unique to dark fiber.

Internet Access & Transport Bundled	Select this option if you are seeking both Internet service and a circuit to transport the Internet from the same service provider. This is the most common way that applicants procure Internet access.
Internet Access: ISP Service Only	Select this option if you are seeking to buy Internet service in bulk from one provider and will be independently seeking the circuit to transport data from another provider.
Lit Fiber Service	Select this option if you want to lease a managed lit fiber service that provides high speed bandwidth.
Other (Requires RFP)	If the service you want is not listed, select this option and provide additional detail about this service by uploading an RFP document. This option should also be selected if you are seeking support for network equipment such as modulating electronics and other equipment necessary to make an applicant-owned fiber network functional, or maintenance and operation costs for such a network.
Self-provisioning (Requires RFP)	Select this option and upload an RFP document if you are seeking self-provisioned fiber. Self-provisioning is for cases where the most cost effective option is for the applicant to build out its own dark fiber network.
Voice Service (Analog, Digital, Interconnected VoIP, etc.)	Select this option for voice services.

Q. Please provide some examples of situations where schools or libraries would make the above choices.

A. For libraries:

- I want my Internet service from a single provider.
    - Select **Internet Access & Transport Bundled**.
- I want a data circuit to transfer card catalog data from my library to the main library branch using a direct connection, not using the Internet.
    - Select **Transport Only**.
- I want a data circuit to transfer card catalog data from my library to the main library branch by logging onto a website and using the Internet.
    - Select **Internet Access & Transport Bundled**.
- I am a library system and want to purchase bulk Internet service for my branches. I intend to request separate circuits from the library system office to the branches from a separate provider.
    - Select **Internet Access: ISP Service Only** for the Internet service.
- I am a library system that has already purchased bulk Internet service for my library branches, and I now need circuits to connect to my libraries so they can receive the Internet service.
    - Select **Transport Only**.

For schools:

- I want my Internet service from a single provider.
    - Select **Internet Access & Transport Bundled**.
- I want a data circuit to transfer student information from my school to the main school office using a direct connection, not using the Internet.
    - Select **Transport Only**.
- I want a data circuit to transfer student information from my school to the main school office by logging onto a website and using the Internet.
    - Select **Internet Access & Transport Bundled**.
- I am a school district and want to purchase bulk Internet service for my individual schools. I intend to request separate circuits from the main school office to the individual schools from a separate provider.
    - Select **Internet Access: ISP Service Only** for the Internet service.
- I am a school district that has already purchased bulk Internet service for my individual

schools, and I now need circuits to connect to my individual schools so they can receive the Internet service.
- Select **Transport Only**.

Q. I have already filed my FCC Form 470. Based on the information above, I believe that I chose the wrong dropdown. What should I do?

A. Although the correct choice is important, as long as you have provided sufficient information to enable service providers to submit responsive bids, you can point to that information if you get any questions during the review of your application. You can provide this information in one of the following ways:

- In the FCC Form 470 narrative.
- If you indicated that you had an RFP, in the RFP document you uploaded prior to certifying your form.
- If you uploaded an RFP document before certification, in an RFP document that was subsequently uploaded to your form prior to the Allowable Contract Date (the date 28 days after your FCC Form 470 was certified).

If you indicated on your FCC Form 470 that you had an RFP, and you want to attach another RFP document to your form after the form has been certified:

- Go to your landing page.
- Search for your certified FCC Form 470 in the "FCC Forms" section.
- Click the nickname of your form, then choose "Related Actions" from the left-hand menu.
- Choose "Add an RFP Document" and follow the instructions provided to upload your document.

Remember, however, that you cannot attach an RFP document to an FCC Form 470 unless at least one RFP document was attached to the form at the time it was certified.

Q. I updated my list of related entities before I filed my FCC Form 470, but the final version of the form shows an entity count of zero. What can I do?

A. The zero count of entities on the final version of the FCC Form 470 is a system bug, and we are working to fix it. As long as your entity list was complete when you certified your form – or you indicated your entities in the narrative or an RFP document – you don't need to be concerned.

Q. I can't find my entity number in the BEN Search Tool. How can I locate it?

A. The [Billed Entity Search Tool](#) on the USAC website has not been updated with entities and entity numbers that were created first in EPC. You can distinguish entity numbers created in EPC because they are eight digits long and start with the digits "17."

To search for an entity or entity number in EPC – including both entity numbers created in EPC and entity numbers moved over from the old system – click the Records tab, then choose "Applicant Entities." You can limit your search by choosing an Organization Status (Active or Closed) and an Entity Type. You can also (or instead) do a search by entering a full or partial entity name or entity number in the "Search Applicant Entities" box and hitting the "Enter" key on your keyboard.

Note that if your entity existed in the old system but we had to assign your entity a new entity number in EPC, your old entity number is still available in the BEN Search Tool.

Last Week in "File Along with Me":

- Calculate your E-rate discount - School district or school. [Read More](#)
- Calculate your E-rate discount - Library or library system. [Read More](#)

"File Along with Me" is a blog that covers the E-rate Program application process step-by-step, and serves as a schedule you can follow to manage your application. Ready to join us? [Read the Blog](#)