

# Archived Information

Contact Person's Name \_\_\_\_\_ and Phone Number: \_\_\_\_\_

(Pagination of this document is not exactly the same as is on the printed version.)

FCC Form

Approval by OMB

# 471

## Schools and Libraries Universal Service Services Ordered and Certification Form

3060-0806

Estimated Average Burden Hours Per Response: 6 hours

This form asks schools and libraries to list the eligible telecommunications-related services they have ordered and estimate the annual charges for them so that the Schools and Libraries Corporation can set aside sufficient support to reimburse providers for services.

**Please read instructions before completing.** (To be completed by each Billed Entity)

### Block 1: Applicant Address and Identifications (School, library, or consortium desiring Universal Service funding.)

1. Name of Applicant (Billed Entity)		2. Funding Year		
3a. NCES School Code (if individual school) or NCES Library Code (if individual library)				
3b. 471 Application Number (Administrator will insert this)		3c. Billed Entity Number		
4a. Type of Applicant (Check only one box.) <input type="checkbox"/> school <input type="checkbox"/> school district <input type="checkbox"/> library or library consortium under the LSTA <input type="checkbox"/> consortium of multiple entities		4b. If applicant is a consortium, check all other boxes that apply: <input type="checkbox"/> includes non-governmental entities ineligible for support <input type="checkbox"/> region of a state <input type="checkbox"/> statewide <input type="checkbox"/> multi-state <input type="checkbox"/> state educational agency <input type="checkbox"/> local educational agency <input type="checkbox"/> educational service agency		
5. Applicant's Street Address, P.O. Box, or Route Number				
City	State	Zip Code	Telephone Number	E-mail Address

6. Contact Person's Name		
Street Address, P.O. Box, or Route Number (if different from Item 5)		
City	State	Zip Code
Fill in all of the following (if available), and check the preferred mode of contact: <input type="checkbox"/> Telephone _____ <input type="checkbox"/> FAX _____ <input type="checkbox"/> E-mail _____ <input type="checkbox"/> Mail		

### Block 2: Purpose of Request

7. Purpose of Request: (Check all that apply, if any.) a. <input type="checkbox"/> Discount on contract(s) signed prior to a request being posted on the Administrator's website. Was an FCC Form 470 filed with regard to all the contract(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No b. <input type="checkbox"/> Discount on contract(s) signed after a request being posted on the Administrator's website. c. <input type="checkbox"/> Minor modification or supplement to existing contract(s) for which a Form 471 was already filed. 471 Application Number _____.
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### Block 3: Characteristics of Applicant and Applicant's Service Order (derived from FCC Form 470 Blocks 2 & 3)

8a. Number of students	8b. Number of library patrons	
9. Number of buildings to be served	10. Number of rooms to be served	
	Existing Service	Total Services After Order
11. Telecommunications Services		

a. Number of phones that have or require service (See instructions concerning extension phones and fax machines.)		
b. Number of computers that have or require service		
c. Number of high bandwidth video conferencing links		
<b>12. Internal Connections</b>		
a. Number of buildings with at least some rooms connected		
b. Number of rooms connected		
c. Highest speed of connection		
<b>13. Internet Access</b>		
a. Number of dial up connections		
b. Highest speed of such dial up connections		
c. Number of direct connections		
d. Highest speed of such direct connections		

**Block 4: Determining Discount Percentage**

14. Fill in one line per school, library, or library consortium and calculate in the last line, an average discount rate for the billed entity. Attach additional pages if necessary. *Note:* If the applicant has already completed this chart **for all of the same entities with data that is current**, provide the "471 Application Number" (*Item 3b*), from that previous FCC Form 471 here: \_\_\_\_\_.

(1)  Name of Individual School or Library	(2)  NCES or Comparable Code for School or Library (Obtain from Administrator)	(3)  Urban or Rural	(4)  <u>For Schools:</u> Number of Students <u>For Libraries:</u> NCES Code of a School in its District	(5)  <u>For Schools:</u>  Number of Students Eligible for National School Lunch Program	(6)  Discount Calculated from Discount Matrix	(7)  Check if School or Library will use "Shared Services" listed in Item 15.
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
FOR SHARED SERVICES ORDERED BY BILLED ENTITY (attach worksheet of calculations)						

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**Block 5: Services Ordered**

15. "Shared" services: All EXCEPT site-specific, internal connections and dedicated ("private line") connections from only one school or library to an ISP or other end-user.

(1)	(2)	C O N T R A C T			(6)	(7)	Amount		(10)	(11)
SLC Service Provider Number or Full Legal Name of Service Provider	Universal Service Control Number for Form 470 on which this is based	(3)  Contract Number (if applicable)	(4)  Award Date	(5)  Expir- ation Date	Services or Products	Service Start Date	(8)  Estimated One Time Pre- discount Cost	(9)  Estimated Monthly Pre- discount Cost	Estimated Total Annual Prediscount Cost	Percentage Discount (from Item 14)
					Telecommunication Services					
					Internet Access					
					Internal Connections (Shared)					
					Telecommunication Services					
					Internet Access					
					Internal Connections (Shared)					
					Telecommunication Services					
					Internet Access					
					Internal Connections (Shared)					

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16. "Site Specific" Services: Internal connections not shared by multiple schools or libraries and dedicated ("private line") connections from only one school or library to an ISP or other end-user.

(1)	(2)	C O N T R A C T			(6)	(7)	Amount (See instructions about rounding)			(11)	(12)
SLC Number of Service Provider (Obtain from Service Provider)	Universal Service Control Number for Form 470 on which this is based	(3)  Contract Number (if applicable)	(4)  Award Date	(5)  Expira- tion Date	Services or Products	Service Start Date	(8)  Estimated One Time Pre-discount Cost	(9)  Estimated Monthly Pre-discount Cost	(10)  Estimated Total Annual Pre- discount Cost	Percent- age Dis- count (from Item 14)	School or Library Code (Listed on website)
					Dedicated Services						
					Internal Connections						
					Dedicated Services						
					Internal Connections						
					Dedicated Services						
					Internal Connections						
					Dedicated Services						
					Internal Connections						
					Dedicated Services						
					Internal Connections						

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17. ☐ Check this box to confirm that, for each service provider listed in 15 and 16, above, a list is attached (as an appendix to this form) of all of the services that each service provider is providing to the billed entity. Service providers should provide these lists on request.

18. a. Total dollars of support allocated for this application for the entire funding year ( <i>calculated by administrator</i> )	
2. Amount of support set aside for this application for the first six months of the year ( <i>calculated by administrator</i> )	
19. Provide the total estimated cost (pre-discount price) for the services you expect to order in the funding year following the one for which you are applying here. ( <i>This figure is not binding.</i> )	
20. Is your order solely for basic telephone service? <input type="checkbox"/> Yes <input type="checkbox"/> No	

**Block 6: Certifications and Signature**

21. The applicant is eligible for support because it includes: (Check one or both.)
- ☐ schools under the statutory definitions of elementary and secondary schools found in the Elementary and Secondary Education Act of 1965, 20 U.S.C. Secs. 8801(14) and (25), that do not operate as for-profit businesses and do not have endowments exceeding \$50 million; and/or
  - ☐ libraries or library consortia eligible for assistance from a state library administrative agency under the Library Services and Technology Act of 1996 that do not operate as for-profit businesses and whose budgets are completely separate from any schools', including, but not limited to, elementary and secondary schools, colleges, or universities.
22. The school(s) or library(ies) I represent have secured access to all of 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.
23. All of the individual schools, libraries, and library consortia listed above in items 15 and 16 are covered by:
- ☐ an individual; and/or
  - ☐ higher-level technology plan(s) for using the services requested in this application (if those services consist of other than voice services).
24. Status of technology plans (check one):
- ☐ Technology plan(s) has/have been approved; or
  - ☐ Technology plan(s) will be approved by a state or other authorized body; or
  - ☐ Technology plan(s) will be submitted to Schools and Libraries Corporation for approval.
25. I certify that the entities eligible for support that I am representing have complied with all applicable state and local laws regarding procurements of services for which support is being sought.
26. I certify that the services the applicant purchases at discounts provided by 47 U.S.C. Sec. 254 will be used solely for educational purposes and will not be sold, resold, or transferred in consideration for money or any other thing of value.
27. I understand that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the service receive an appropriate share of benefits from those services.
28. I recognize that I may be audited pursuant to this application and will retain for five years any and all worksheets and other records that I rely upon to fill out this application.
29. I certify that I am authorized to submit this request on behalf of the above-named institution, that I have examined this request, and to the best of my knowledge, information, and belief, all statements of fact contained herein are true.

30. Signature	31. Date
32. Printed name of authorized person	
33. Title or position of authorized person	
<b>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.</b>	

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**NOTICE TO INDIVIDUALS:** Section 54.504 of the Federal Communication Commission's rules requires all schools and libraries ordering services that are eligible for and seeking universal service discounts to file this Services Ordered and Certification Form (FCC Form 471) with the Universal Service Administrator 47 C.F.R. § 54.504. The collection of information stems from the Commission's authority under Section 254 of the Communications Act of 1934, as amended, 47 U.S.C. § 254. The data in the report will be used to ensure that schools and libraries comply with the competitive bidding requirement contained in 47 C.F.R. § 54.504. All schools and libraries planning to order services eligible for universal service discounts must file this form themselves or as part of a consortium.

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

The FCC is authorized under the Communications Act of 1934, as amended, to collect the personal information we request in this form. We will use the information you provide to determine whether approving this application is in the public interest. If we believe there may be a violation of potential violation of a FCC statute, regulation, rule or order, your application may be referred to the Federal, state, or local agency responsible for investigating, prosecuting, enforcing or implementing the statute, rule, regulation or order. In certain cases, the information in your application may be disclosed to the Department of Justice or a court or adjudicative body when (a) the FCC; or (b) any employee of the FCC; or (c) the United States Government, is a party of a proceeding before the body or has an interest in the proceeding.

If you owe a past due debt to the federal government, the taxpayer identification number (such as your social security number) and other 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.

With the exception of your social security number, if you do not provide the information we request on the form, the FCC may delay processing of your application or may return your application without action.

The foregoing Notice is required by the Privacy Act of 1974, Pub. L. No. 93-579, December 31, 1974, 5 U.S.C. § 552, and the Paperwork Reduction Act of 1995, Pub. L. No. 104-13, 44 U.S.C. § 3501, *et seq.*

Public reporting burden for this collection of information is estimated to average 6 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing, and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the reporting burden to the Federal Communications Commission, Performance Evaluation and Records Management, Washington, D.C. 20554..

This form should be submitted to: **Schools and Libraries Corporation**  
**P.O. Box 4217**  
**Iowa City, Iowa 52244-4217**  
**1-888-203-8100**