

ITTI 2000



Schools & Libraries Program

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Universal Service Administrative Company

St. Paul, MN

September 26, 2000



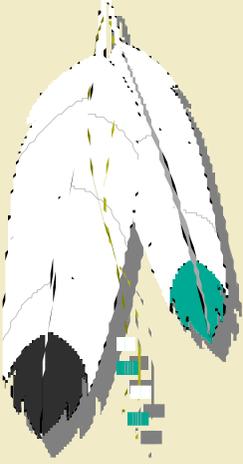
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Schools & Libraries Program

Form 470--Description of Services Requested & Certification Form

- Purpose
 - Designed to help Schools and Libraries describe their requests for eligible services
 - Enables Posting on Website
 - ◆ Filing of Form 470 with the Administrator fulfills the USF competitive bidding requirement
 - (Note: May not meet state and local competitive bidding requirements)
 - Identifies potential customers for service providers



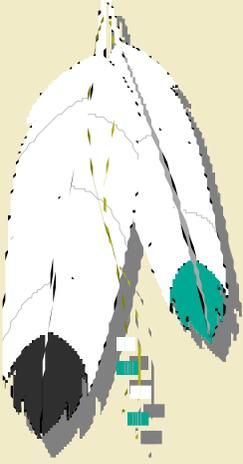
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Schools & Libraries Program

Form 470--Description of Services Requested & Certification Form

- Who must file:
 - Schools
 - Libraries
 - Consortia (Acting on behalf of schools and libraries)
- Entity that will negotiate with potential service providers on behalf of eligible entities should file Form 470.
 - Service Providers may not be the applicant, contact person or the authorized person providing the signature and certifications in Block 5.



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Schools & Libraries Program

Form 470--Description of Services Requested & Certification Form

- When to file Forms 470:
 - Beginning with Funding Year 2000, file Form 470 if you are applying for discounts on the following:
 - ◆ Tariffed services (if you do not have a signed, written contract)
 - ◆ Month-to-month Internet access, cellular services, or paging services (if you do not have a signed, written contract)
 - ◆ Any services for which you seek a new contract
 - ◆ Any multi-year contract signed on or before 7/10/97 but for which a Form 470 has not been previously filed.



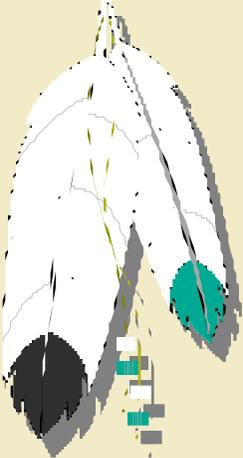
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Schools & Libraries Program

Form 470--Description of Services Requested & Certification Form

- Timeframe for filing Form 470 depends on the kind of service you are seeking:
 - For tariffed services or month-to-month services:
 - ◆ Form 470 can be filed anytime after July 1 of the year preceding the funding year for which you are applying (as long as it is at least 28 days before filing Form 471.)
 - For contract services for which you are seeking a new contract for the coming funding year:
 - ◆ Form 470 can be filed anytime you wish (as long as it is at least 28 days before filing Form 471.)



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Schools & Libraries Program

Form 470--Description of Services Requested & Certification Form

- Timeframe for filing Form 470 depends on the kind of service you are seeking:
 - For a contract signed on or before July 10, 1997, for which no Form 470 has ever been filed:
 - ◆ Form 470 can be filed anytime you wish (as long as it is at least 28 days before filing Form 471.)
 - For multi-year contracts signed as a result of posting a Form 470 in a previous funding year:
 - ◆ You will not need to file a new Form 470 for the upcoming year (28 days began with the date of the original Form 470 posting.)



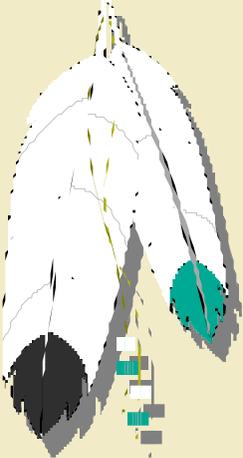
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Schools & Libraries Program

Form 470--Description of Services Requested & Certification Form

- You do not need to file again a Form 470 for services covered by a qualified existing contract. A qualified existing contract is:
 - A signed, written contract executed as a result 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.



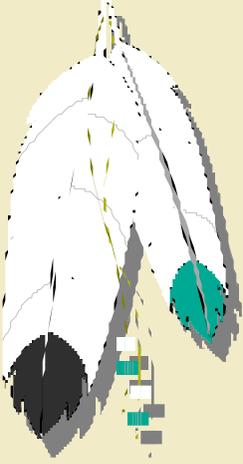
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Schools & Libraries Program

Form 470--Description of Services Requested & Certification Form

- Where to file Forms 470:
 - File with Schools and Libraries Division
 - ◆ Electronically, at <www.sl.universalservice.org>
 - ◆ Manually, mailing address (P.O. Box):
 - SLD--Form 470**
 - P.O. Box 7026**
 - Lawrence, KS 66044-7026**



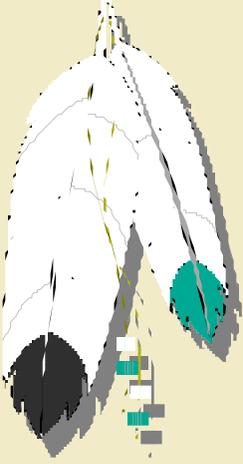
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Schools & Libraries Program

Form 470--Description of Services Requested & Certification Form

- Where to file Forms 470:
 - File with Schools and Libraries Division
 - ◆ Manually, (Express delivery or U.S. Postal Service Return Requested)
 - SLD--Form 470**
 - c/o Ms. Smith**
 - 3833 Greenway Drive**
 - Lawrence, KS 66046**
 - Telephone Number for Receipt Purposes: 888-203-8100**



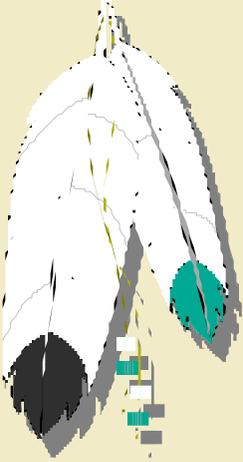
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Schools & Libraries Program

Form 470--Description of Services Requested & Certification Form

- How many Forms 470 should I file?
 - You may file one Form 470 for all services for which you are required to file a Form 470, OR
 - You may file separate Forms 470 for each type of service.



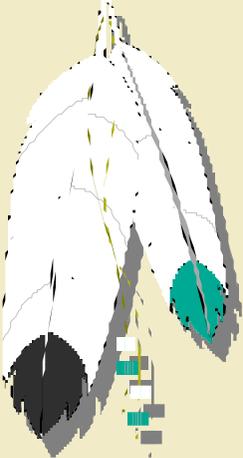
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Schools & Libraries Program

Form 470--Description of Services Requested & Certification Form

- Notification by SLD:
 - Upon processing or posting of the Form 470, the SLD will notify you of the date upon which you may sign a contract or enter into an agreement for new services or file Form 471.
 - ◆ This date will be referred to as the Allowable Contract Date.
 - ◆ For Forms 470 filed in prior years, the Allowable Contract Date may be as early as 1998.



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Schools & Libraries Program

Form 470--Description of Services Requested & Certification Form

- Compliance
 - Schools and Libraries filing false information are subject to penalties
 - Applicant should retain the worksheets and other records they use to compile these forms for five years.
 - If applicants represent multiple entities, the data collected from those entities must also be kept for five years.



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Schools & Libraries Program

Form 470: Top of Form

- Data are used to help both applicant and SLD identify each Form 470 you file.
 - **Do Not Write in This Area:** Space is used to apply a barcode upon receipt to track and archive your form.
 - **Applicant's Form Identifier:** Use this space to assign a number or letter of your own devising to facilitate communication about THIS Form 470.
 - **Form 470 Application Number:** The SLD will insert your Form 470 number. Leave this item blank.



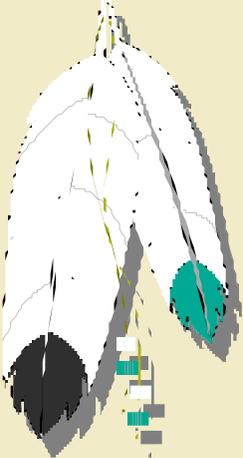
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Schools & Libraries Program

Form 470: Top of Form

- Top of each page after page 1: If you are filing manually, to help alleviate problems caused if pages of the application become separated, please provide:
 - Entity number (from # 3 below).
 - Applicant's Form Identifier
 - Name of Contact Person
 - Telephone Number of Contact Person



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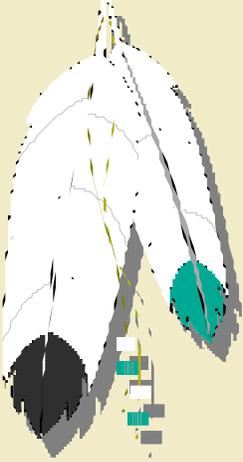


Schools & Libraries Program

Form 470, Block 1:

Applicant Address and Identifications

- Item 1--Name of Applicant
 - This may be a school, school district, library, library consortium, or other entity created solely to participate in this universal service discount mechanism.
- Item 2--Funding Year
 - Funding years begin on July 1 and end on June 30 each year.
 - ◆ Example: Funding Year 2000 runs from July 1, 2000 to June 30, 2001, therefore you would fill in 2000 through 2001.



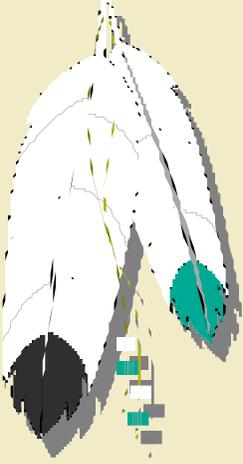
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Schools & Libraries Program

Form 470, Block 1: Applicant Address and Identifications

- Item 3--Entity Number
 - Entity Number is unique and assigned to YOUR organization by the SLD.
 - ◆ Identifies you every time you file an application or otherwise communicate with us.
 - ◆ If you have filed before or been part of someone else's application, 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 an entity number, call the SLD Client Service Bureau at 888-203-8100.



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Schools & Libraries Program

Form 470, Block 1: Applicant Address and Identifications

- **Item 4--Organization Information**
 - **Item 4a--Mailing Address**
 - ◆ Use street address, if possible, so that you can be reached by express delivery if necessary.
 - **Item 4b--Telephone Number**
 - ◆ 10 digits plus extension
 - **Item 4c--Fax Number**
 - ◆ 10 digits
 - **Item 4d--E-mail address**
 - ◆ 50 characters maximum



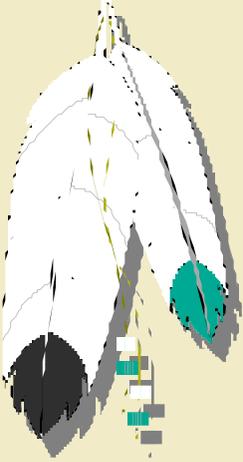
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Schools & Libraries Program

Form 470, Block 1: Applicant Address and Identifications

- Item 5--Type of Applicant
 - Check the box that best describes you.
 - ◆ If you are a library consortium as defined in the Library Services and Technology Act, you should check “library.”
 - ◆ If you are ordering services as a consortium of schools, libraries, or other entities you should check the fourth box-- “consortium.”



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Schools & Libraries Program

Form 470, Block 1: Applicant Address and Identifications

- **Item 6--Contact Person**
 - Item 6a--Provide the name of the person who can answer questions about the information on this form, the services you request and how to obtain a copy of your RFP, if you have prepared one.
 - Item 6b, 6c, 6d and 6e--If the contact person's address, phone number, fax number, or e-mail address is different from those specified for the applicant in Item 4, provide any differing information here.
 - ◆ Check the preferred mode of contact.



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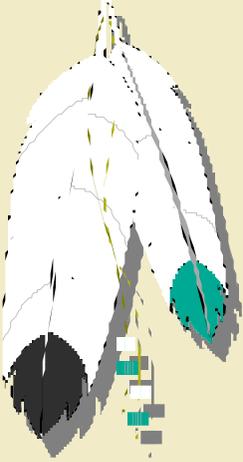


Schools & Libraries Program

Form 470, Block 2:

Description of Needs or Services Requested

- Item 7--Kind(s) of services requested--check all that apply.
 - Item 7a--Tariffed telecommunications services (for which the applicant has no signed, written contract.)
 - Item 7b--Month-to-Month Internet access, cellular services, paging services, or similar services (for which the applicant has no signed, written contract.)
 - Item 7c--Services for which you wish to sign a new contract.
 - Item 7d--Services provided under a multi-year contract signed on or before 7/10/97, but for which no Form 470 was previously filed.



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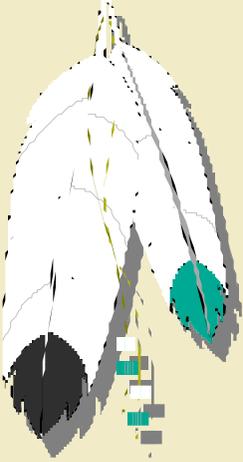


Schools & Libraries Program

Form 470, Block 2:

Description of Needs or Services Requested

- Items 8-10--Complete to provide potential bidders with particular information about the services you are seeking.
 - Once you select Items 8, 9, and/or 10, you must choose either (a) or (b) under the selected item and complete as requested.
 - Complete only the categories relevant to your request for services.



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Schools & Libraries Program

Form 470, Block 2:

Description of Needs or Services Requested

- Item 8--Telecommunications Services (Check this item if you are seeking telecommunications services.)
 - Item 8a--Check this box if you have an RFP describing the telecommunications services or functions you are seeking and what quantity or capacity of services you seek.
 - ◆ If you check 8a, you must indicate:
 - where the RFP is available i.e.
 - » on your Web Site (list the web site address)
 - » via the contact person listed in Item 6
 - » via the alternative contact person listed in Item 11



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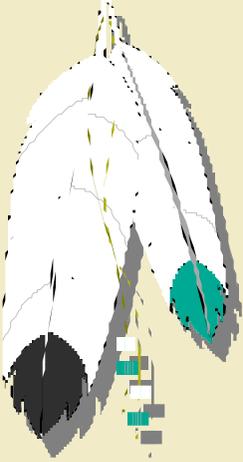


Schools & Libraries Program

Form 470, Block 2:

Description of Needs or Services Requested

- Item 8--Telecommunications Services
 - Item 8b--Check this box if you do NOT have an RFP prepared for service providers to consult for specific details about the telecommunications services you seek.
 - ◆ If you check 8b, you must fill in details in the space provided about the specific telecommunications services/functions and quantity/capacity of service.



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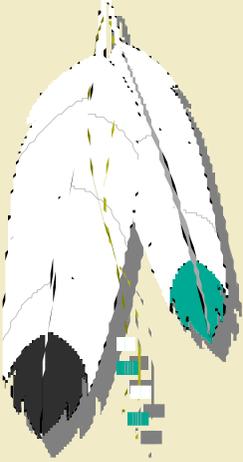


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Form 470, Block 2:

Description of Needs or Services Requested

- Item 9--Internet Access
 - Item 9b--Check this box if you do NOT have an RFP prepared for service providers to consult for specific details about the Internet access services you seek.
- If you check 9b, you must fill in details in the space provided about the specific Internet access services/functions and quantity/capacity of service



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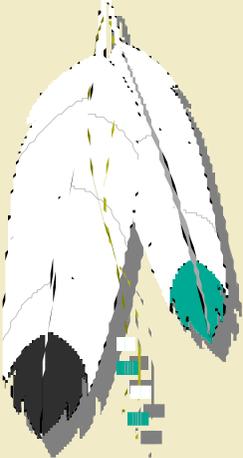


Schools & Libraries Program

Form 470, Block 2:

Description of Needs or Services Requested

- Item 10--Internal Connections Services (Check this item if you are seeking telecommunications services.)
 - Item 10a--Check this box if you have an RFP describing the particular internal connections services or functions you are seeking, and what quantity or capacity of services you seek.
 - ◆ If you check 10a, you must indicate:
 - Where the RFP is available i.e.
 - » On your Web Site (list the web site address)
 - » Via the contact person listed in Item 6
 - » Via the alternative contact person listed in Item 11



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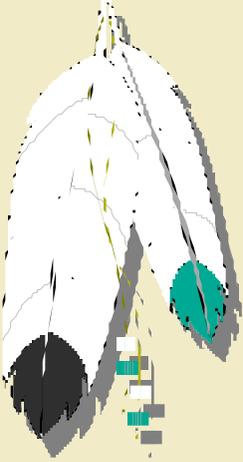


Schools & Libraries Program

Form 470, Block 2:

Description of Needs or Services Requested

- Item 10--Internal Connections Services
 - Item 10b--Check this box if you do NOT have an RFP prepared for service providers to consult for specific details about the internal connections services you seek.
 - ◆ If you check 10b, you must fill in details in the space provided about the specific internal connections services/functions and quantity/capacity of service.



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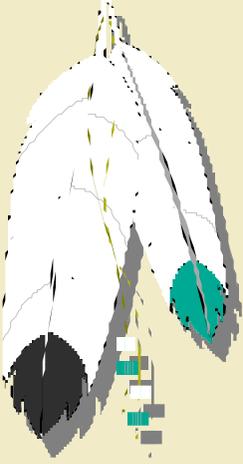


Schools & Libraries Program

Form 470, Block 2:

Description of Needs or Services Requested

- Item 10--Internal Connections Services
 - Item 10b--Check this box if you do NOT have an RFP prepared for service providers to consult for specific details about the internal connections services you seek.
 - ◆ If you check 10b, you must fill in details in the space provided about the specific internal connections services/functions and quantity/capacity of service.



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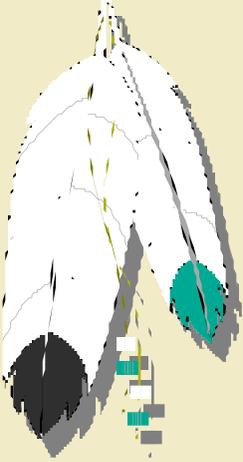


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Form 470, Block 2:

Description of Needs or Services Requested

- Item 11--Optional Contact Person
 - You may provide contact information for a person who can provide additional technical details and other information about your services to vendors seeking to bid.



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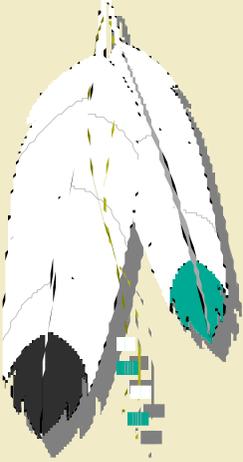


Schools & Libraries Program

Form 470, Block 2:

Description of Needs or Services Requested

- Item 12--State or Local Procurement Restrictions
 - Indicate if you are subject to any state or local restrictions or procedures. If yes, then describe.
 - ◆ List a web site where state/local restrictions can be found, OR
 - ◆ Provide a contact name and phone number for a person who can provide the state/local restrictions and the applicable bidding procedures to service providers without Internet access.



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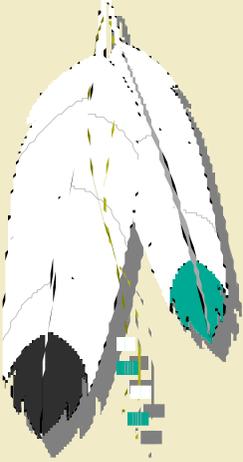


Schools & Libraries Program

Form 470, Block 2:

Description of Needs or Services Requested

- Item 13--Optional Description of Purchases in Future Years
 - You may provide information on plans for additional services in future years which may encourage providers to contact you regarding your longer-term needs.



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Schools & Libraries Program

Form 470, Block 3: Technology Assessment

- Item 14--Check if application is only for basic voice telephone service.
 - If you check Item 14, skip Item 15 and go to Item 16.



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Schools & Libraries Program

Form 470, Block 3: Technology Assessment

- Items 15a-e--Items listed are ineligible for support, however, are usually necessary to make use of the eligible services in this application.
 - Does not require certification that you have already secured all of the technologies needed to use your discounted services until you file Form 471.
 - Must check one box for each of the Items 15a-15e.
 - ◆ May check both boxes in each case



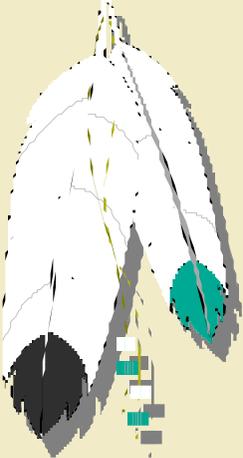
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Schools & Libraries Program

Form 470, Block 3: Technology Assessment

- Items 15f--If you are seeking to purchase any of the services or facilities indicated in Items 15a-15e, you may also provide additional details in this item to help providers of desired technologies or services contact you with bids.
 - If you are purchasing such ineligible services and facilities, 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.



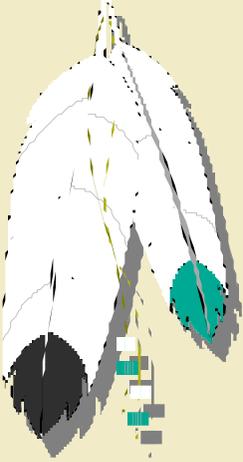
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Schools & Libraries Program

Form 470, Block 4: Recipients of Service

- Block 4 requires information about the entities that will receive services described in Block 2. It is provided to help service providers understand the scope and location(s) of the services you seek.
- Item 16--Check the ONE choice that most accurately describes your application and the eligible entities that will receive the services you are seeking in this Form 470.



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Schools & Libraries Program

Form 470, Block 4: Recipients of Service

- Item 16a--Select 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.



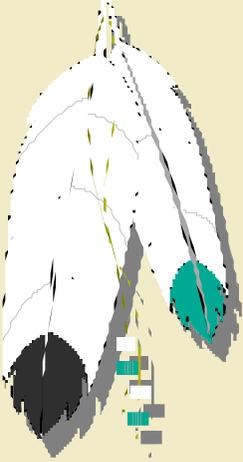
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Schools & Libraries Program

Form 470, Block 4: Recipients of Service

- Item 16b--Select this item if yours is a statewide application representing ALL entities of a particular type in your state and enter your two-letter state code.
 - If you select Item 16b, you must also select ONE OR MORE of the three choices:
 - ◆ All public schools/districts in the state
 - ◆ All non-public schools in the state
 - ◆ All libraries in the state



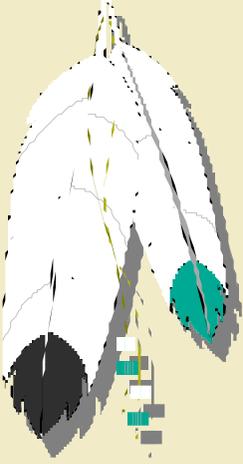
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Schools & Libraries Program

Form 470, Block 4: Recipients of Service

- Item 16b--cont.
 - If your application represents **SOME** but not **ALL** of any of these three types, you should **NOT** select Item 16b but must choose and complete Item 16c instead.



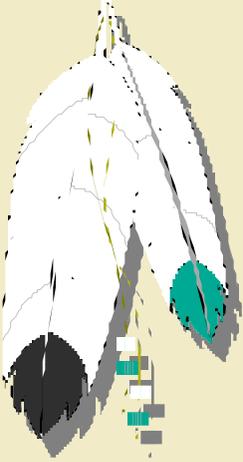
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Schools & Libraries Program

Form 470, Block 4: Recipients of Service

- Item 16c--Select this item if you are a school district, library system, or consortium serving multiple sites.
 - If you select Item 16c, you must specify the number of eligible entities that your application represents.
 - ◆ Then list area code plus the three-digit prefixes associated with each area code among the entities you represent.



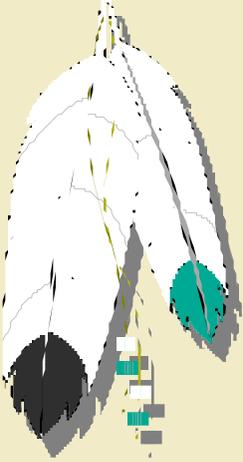
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Schools & Libraries Program

Form 470, Block 4: Recipients of Service

- Item 17--Billed Entities
 - List here the entity or entities that will be paying bills for the services requested in this application.
 - ◆ HOWEVER, if your application is statewide, as indicated in Item 16b, then enter only ONE billed entity from your state.



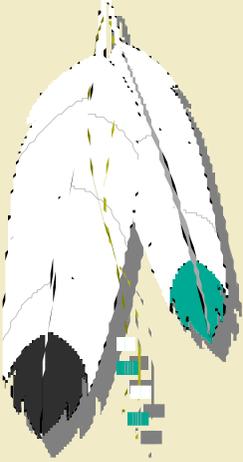
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Schools & Libraries Program

Form 470, Block 4: Recipients of Service

- Item 18--Ineligible Participating Entities
 - List the names of any consortium members that are not eligible to receive Universal Service discounts.
 - ◆ For each ineligible entity, provide the area code and three-digit prefix.
 - ◆ HOWEVER, if your application is statewide as indicated in Item 16b, only one area code and prefix for each named entity is required.



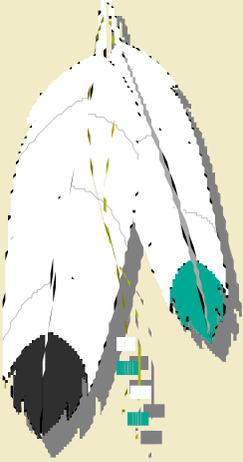
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Schools & Libraries Program

Form 470, 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 you are an eligible school or library.
 - Item 19a--If your application is on behalf of one or more schools for whom the information in 19a is true, then check this box. If the statement is not true, then those schools are not eligible.



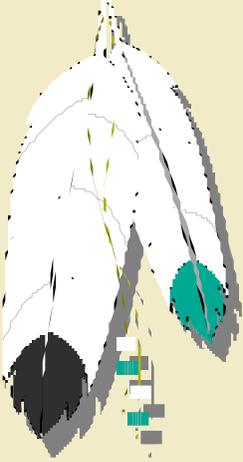
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Schools & Libraries Program

Form 470, 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 you are an eligible school or library.
 - Item 19a--If your application is on behalf of one or more schools for whom the information in 19a is true, then check this box. If the statement is not true, then those schools are not eligible.



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Schools & Libraries Program

Form 470, Block 5: Certifications and Signature

- Item 20--Technology Plan Certifications
 - Item 20a--Check if the entities are covered by individual technology plans for the services requested in your application.
 - Item 20b--Check 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.



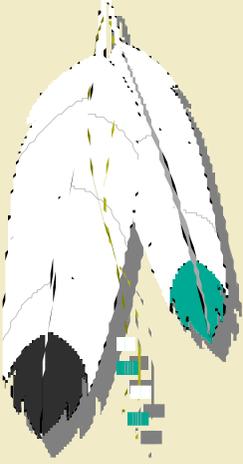
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Schools & Libraries Program

Form 470, Block 5: Certifications and Signature

- Item 20, cont.
 - Item 20c--Check if your application is ONLY for basic telephone service (local and long distance voice service, wire-line or wireless) in which case no technology plan is required.
 - Plan(s)
- Item 21--Status of Technology
 - Item 21a--Check if your plans have been approved by a state or other authorized body.



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Schools & Libraries Program

Form 470, Block 5: Certifications and Signature

- Item 21--Status of Technology Plan(s), cont.
 - Item 21b--Check if you are currently seeking approval of your technology plan(s).
 - Item 21c-- Check if your application is **ONLY** for basic telephone service (local and long distance voice service, wire-line or wireless) in which case no technology plan is required.



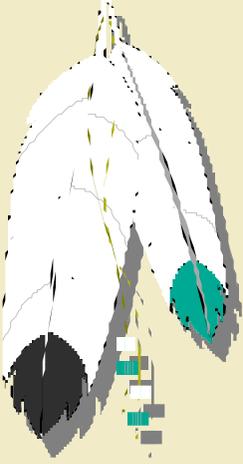
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Schools & Libraries Program

Form 470, Block 5: Certifications and Signature

- Item 22--Services for Educational Purposes
 - Check box if services are to be used solely for educational purposes.
 - ◆ Services can not be sold, resold, or transferred in consideration for money or any other thing of value.
- Item 23--Conditional Support
 - Check box to recognize that support is conditional upon ability to secure access to all resources including computers, training, software, maintenance, and electrical connections to effectively use the services that will be purchased under this discount mechanism.



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Schools & Libraries Program

Form 470, Block 5: Certifications and Signature

- Item 24--Accuracy of Form 470
 - Check box to certify authorization to sign and accuracy of Form 470.
- Items 25-29--The person authorized must sign the form using an original ink signature and provide:
 - signature date
 - printed name
 - title
 - telephone number



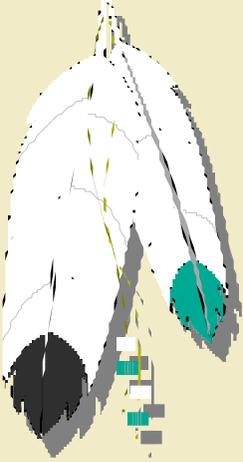
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Schools & Libraries Program

Form 470--Filing

- If you file electronically:
 - When you have completed the form, but before you select the “submit” button at the bottom of Block 5, use your browser to print each page of the application so you may retain this copy for your records.
 - Print and Mail Block 5 Certification to (Mailing Address):
 - SLD--Form 470**
 - P.O. Box 7026**
 - Lawrence, KS 66044-7026**



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Schools & Libraries Program

Form 470--Filing of Certification

- If you file electronically:
 - Print and Mail Block 5 Certification to (Express delivery or U.S. Postal Service Return Requested):
SLD--Form 470
c/o Ms. Smith
3833 Greenway Drive
Lawrence, KS 66046
Telephone Number for Receipt Purposes: 888-203-8100



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Schools & Libraries Program

Form 470--Filing of Form

- Completed form:
 - if filed manually, (mailing address):
- If filed manually, (Express delivery or U.S. Postal Service Return Requested)

SLD-Form 470

P.O. Box 7026

Lawrence, KS 66044-7026

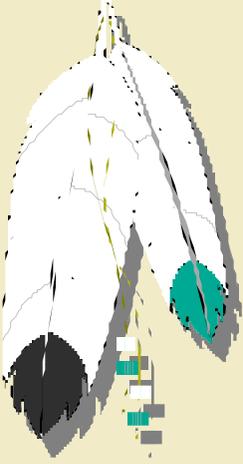
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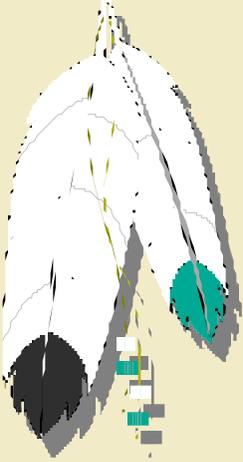
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Schools & Libraries Program

Where to Go For Help

- On the Web: www.sl.universalservice.org
- Client Service Bureau: 888-203-8100
- Via e-mail: question@universalservice.org
- Via fax: 888-276-8736



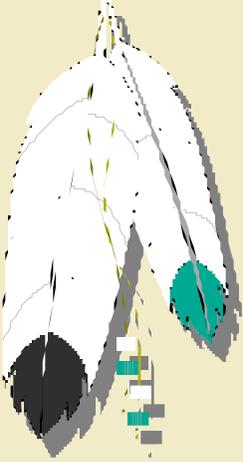
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Schools & Libraries Program

Form 471--Services Ordered & Certification Form

- Purpose
 - Allows Schools and Libraries to:
 - ◆ Request discounts on eligible services for eligible schools, libraries and consortia of those entities.
 - Allows the Schools and Libraries Division to:
 - ◆ Commit sufficient funds for service providers
- (EACH billed entity must file a Form 471 application.)**



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Schools & Libraries Program

Form 471--Services Ordered & Certification Form

- Who must file:
 - Schools
 - Libraries
 - Consortia
- Entity responsible for paying bills to the service provider must file Form 471



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Schools & Libraries Program

Form 471--Services Ordered & Certification Form

- Entities Eligible for discounts
 - Schools
 - ◆ Must meet the statutory definition of elementary and secondary schools found in the ESEA Act of 1965.
 - Libraries
 - ◆ Must meet the statutory definition of library or library consortium found in the Library Services and Technology Act and must be eligible for assistance from a state library administrative agency under that Act.



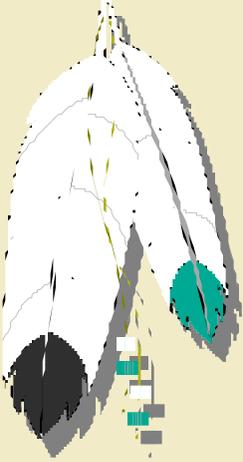
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Schools & Libraries Program

Form 471--Services Ordered & Certification Form

- When to file Forms 471:
 - Form 471 must be preceded **at least 28 days** by the filing of a Form 470.
 - The earliest date that a Form 471 can be filed will be the date established by the fund administrator as the opening of the Form 471 application “window.”



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Schools & Libraries Program

Form 471--Services Ordered & Certification Form

- Where to file Forms 471:
 - File with Schools and Libraries Division
 - ◆ Electronically, at www.sl.universalservice.org
 - ◆ Manually, mailing address (P.O. Box):
 - SLD--Form 471**
 - P.O. Box 7026**
 - Lawrence, KS 66044-7026**



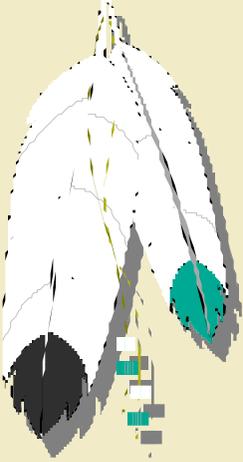
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Schools & Libraries Program

Form 471--Services Ordered & Certification Form

- How many Forms 471 should I file?
 - You may file more than one Form 471, or you may file a single Form 471.
 - You may combine services requested on multiple Forms 470 into one Form 471.
 - You may file a corresponding Form 471 for each Form 470 filed on your behalf.



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Schools & Libraries Program

Form 471--Services Ordered & Certification Form

- Compliance
 - Schools and Libraries, or consortia acting on their behalf, must file a Form 471 to be eligible to receive universal service discounts.
 - ◆ Schools and Libraries filing false information are subject to penalties.
 - ◆ Applicants should retain the worksheets and other records they use to compile these forms for five years.
 - ◆ If applicants represent multiple billed entities, the data collected from those entities must also be kept for five years.



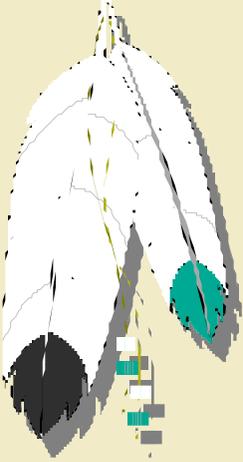
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Schools & Libraries Program

Form 471: Top of Form

- Data are used to help both applicant and SLD identify each Form 471 you file.
 - **Do Not Write in This Area:** Space is used to apply a barcode upon receipt to track and archive your form.
 - **Applicant's Form Identifier:** Use this space to assign a number or letter of your own devising to facilitate communication about THIS Form 471.
 - **Form 471 Application Number:** The SLD will insert your Form 471 number. Leave this item blank.



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Schools & Libraries Program

Form 471: Top of Form

- **Top of each page after page 1:** If you are filing manually, to help alleviate problems caused if pages of the application become separated, please provide:
 - ◆ Entity number (from # 3 below).
 - ◆ Applicant's Form Identifier
 - ◆ Name of Contact Person
 - ◆ Telephone Number of Contact Person



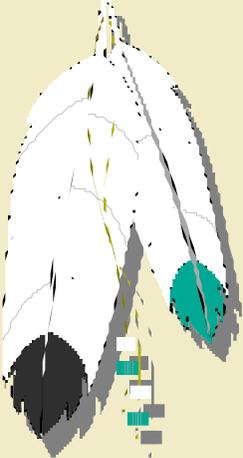
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Schools & Libraries Program

Form 471, Block 1: Billed Entity Information

- Item 1--Name of Billed Entity
 - This may be a school, school district, library, library system, library consortium or consortium of those entities.
 - ◆ May also be a city, a state, or an entity created solely to participate in this universal service discount mechanism, but only if you are the billed entity.
 - The name requested here must be the entity actually paying bills for eligible schools and libraries.
 - ◆ The billed entity may or may not be eligible for discounts.



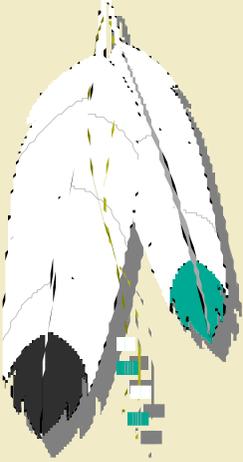
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Schools & Libraries Program

Form 471, Block 1: Billed Entity Information

- Item 2--Funding Year
 - Funding years begin on July 1 and end on June 30 each year.
 - ◆ Example: Funding Year 2000 runs from July 1, 2000 to June 30, 2001, therefore you would fill in 2000 through 2001.



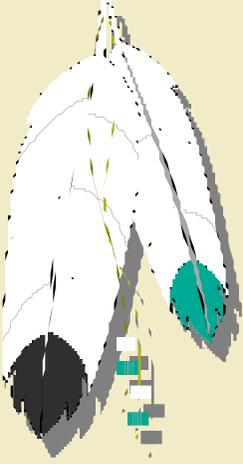
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Schools & Libraries Program

Form 471, Block 1: Billed Entity Information

- Item 3--Entity Number
 - Entity Number is unique and assigned to YOUR organization by the SLD.
 - ◆ Identifies you every time you file an application or otherwise communicate with us.
 - ◆ If you have filed before or been part of someone else's application, 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 an entity number, call the SLD Client Service Bureau at 888-203-8100.



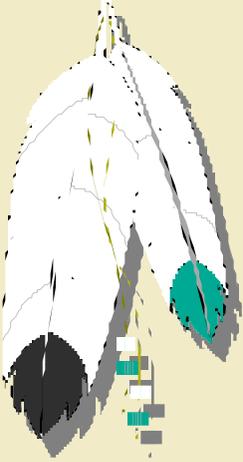
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Schools & Libraries Program

Form 471, Block 1: Billed Entity Information

- Item 4--Organization Information
 - Item 4a--Mailing Address
 - ◆ Use street address, if possible, so that you can be reached by express delivery if necessary.
 - Item 4b--Telephone Number
 - ◆ 10 digits plus extension
 - Item 4c--Fax Number
 - ◆ 10 digits
 - Item 4d--E-mail address
 - ◆ 50 characters maximum



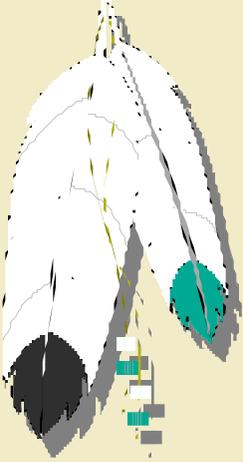
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Schools & Libraries Program

Form 471, Block 1: Billed Entity Information

- Item 5--Type of Applicant
 - Check the box that best describes you.
 - ◆ If you are a library consortium as defined in the Library Services and Technology Act, you should check library.
 - ◆ If you are ordering services as a consortium of schools, libraries, or other entities you should check the fourth box--"consortium."
 - If you are a consortium that includes non-governmental entities ineligible for universal service support, check the box to indicate this.



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Schools & Libraries Program

Form 471, Block 1: Billed Entity Information

- **Item 6--Contact Person**
 - Item 6a--Provide the name of the person who can answer questions about the application.
 - Item 6b, 6c, 6d and 6e--If the contact person's address, phone number, fax number, or e-mail address is different from those specified for the applicant in Item 4, provide any differing information here.
 - ◆ Check the preferred mode of contact.
 - Item 6f--you may provide an alternate phone number, address or contact name for holiday or vacation periods.



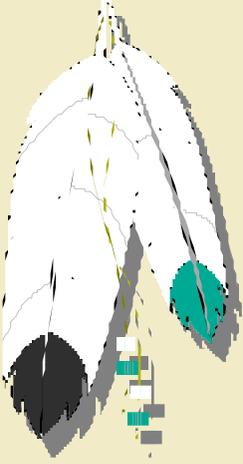
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Schools & Libraries Program

Form 471, Block 2: Minor Modification to Existing Contract

- Item 7--Minor Modification
 - Before completing this section:
 - ◆ Check the guidelines at <www.sl.universalservice.org> or
 - ◆ Call 888-203-8100
 - The occasions for required use of this item will be identified each funding year.
 - This item may be filed manually only--no online filings will be accepted for this item.



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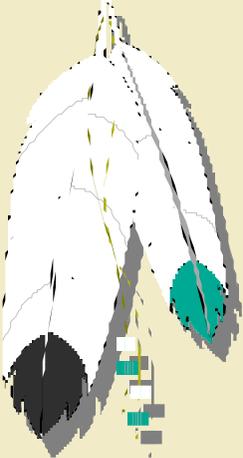


Schools & Libraries Program

Form 471, Block 3:

Impact of Services Ordered in this Application

- Block 3 asks for data to help the fund administrator document the potential impact of the universal service program. This block requests data pertinent to THIS application only.
- If you file multiple applications, you may provide different data in this section in each application.



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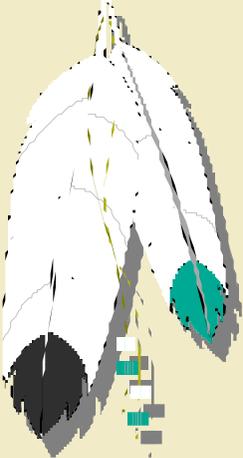


Schools & Libraries Program

Form 471, Block 3:

Impact of Services Ordered in this Application

- Items 8a-b--Quantify the number of people affected by the services ordered in this application.
 - Item 8a--If your application includes eligible K-12 schools, provide the total number of students that will be affected by the services ordered in this application.



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Schools & Libraries Program

Form 471, Block 3:

Impact of Services Ordered in this Application

- Item 8b--If your application includes eligible libraries, provide the approximate number of patrons potentially affected by this application as defined by the number of cardholders you serve or other estimates of regular library users.



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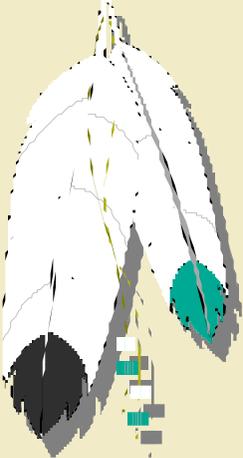


Schools & Libraries Program

Form 471, Block 3:

Impact of Services Ordered in this Application

- Items 9a-k--Expected outcomes of the services you are ordering with this application.
 - Data is requested for relevant items before and after your order as reflected in this Form 471.
 - Answer all the questions that are relevant to your situation and THIS application.
 - ◆ If the quantity or capacity of a service you order remains the same before and after your order, please complete that question by entering the same data in both columns.



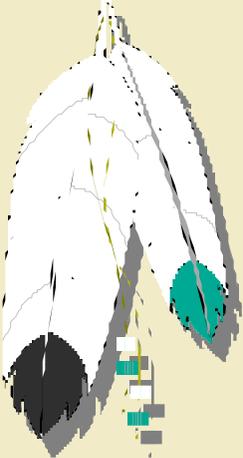
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Schools & Libraries Program

Form 471, Block 4: Discount Calculation Worksheets

- This block contains three separate worksheets designed to meet the needs of:
 - Individual schools/school districts [Worksheet A]
 - Library (systems or outlets) [Worksheet B]
 - Consortia [Worksheet C]
 - ◆ Each worksheet contains its own instructions and its own step-by-step discount calculation chart that is specific to the ways different kinds of applicants must calculate their discounts.



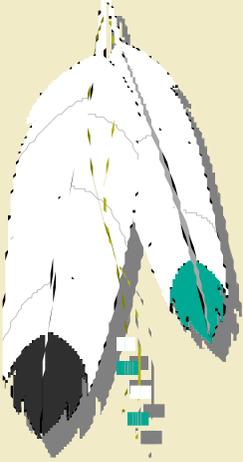
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Schools & Libraries Program

Form 471, Block 5: Discount Funding Request(s)

- Block 5 asks for information about the eligible services that you have ordered, their cost, and the discount you are requesting based on the entities to be served.
 - Provide one worksheet page for each Funding Request.



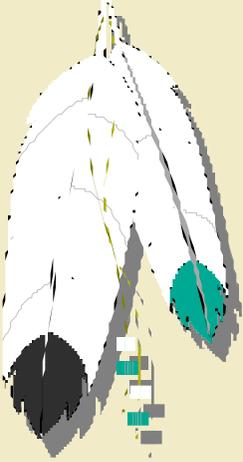
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Schools & Libraries Program

Form 471, Block 5: Discount Funding Request(s)

- How many Block 5 worksheets should I complete? In general, for...
 - ◆ Each service provider that will be providing you with service.
 - ◆ Each separate contract or agreement
 - ◆ Each different category of service provided by the same provider
 - ◆ Local phone service
 - ◆ Long distance phone service
 - ◆ Any site-specific service
 - ◆ Services based on different Forms 470 (need relevant Form 470 application numbers)



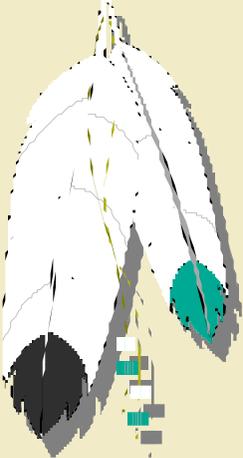
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Schools & Libraries Program

Form 471, Block 5: Discount Funding Request(s)

- FRN#--fund administrator will assign a unique number to each Funding Request represented on a Block 5 worksheet.
- Item 11--Check only ONE category for this funding request.
- Item 12--Indicate the correlating Form 470 Application Number.
 - Form 470 applicants will receive this number when they receive confirmation that their Form 470 has been received and posted.



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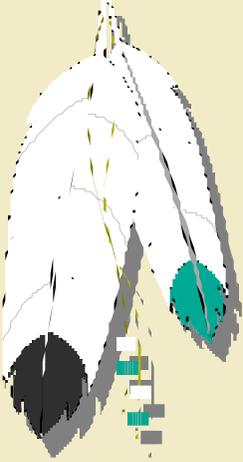


Schools & Libraries Program

Form 471, Block 5:

Discount Funding Request(s)

- Item 13--Enter the 9-digit Service Provider Identification Number (SPIN) for this service provider.
- Item 14--Provide the full legal name of the service provider for this Funding Request.
 - One service provider per Block 5 worksheet.



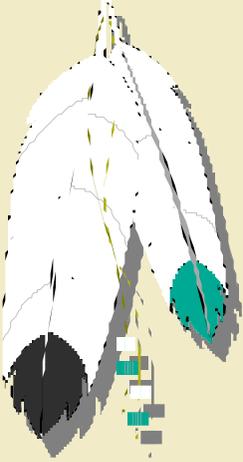
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Schools & Libraries Program

Form 471, Block 5: Discount Funding Request(s)

- Item 15--Contract number for this service.
 - If you are buying off a master contract, you may use either the master contract number or the number of your own purchase agreement executed as a result of that master contract.
 - ◆ Whichever number you use, be certain that you use the corresponding dates in Items 18 and 20.
 - If tariffed service, enter a T in Item 15.
 - If the service for which you are completing Block 5 is purchased under a month-to-month arrangement, enter MTM in Item 15.



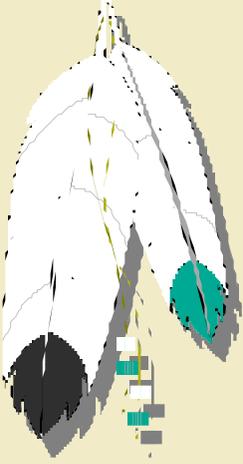
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Schools & Libraries Program

Form 471, Block 5: Discount Funding Request(s)

- Item 16--Provide the account number that your service provider has established with you for billing purposes.
- Item 17--List the allowable contract date for this service. The ACD is identified in your Form 470 Receipt Notification Letter as well as on that posted Form 470 on the SLD web site. This date is the EARLIEST date you were permitted to sign a contract for these services after posting a Form 470.
 - For contracts signed on or before July 10, 1997, ONLY, please list N/A.



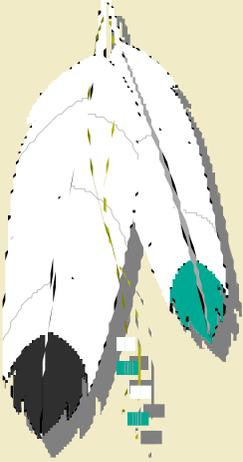
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Schools & Libraries Program

Form 471, Block 5: Discount Funding Request(s)

- Item 18--Enter the date that your contract for this service was awarded.
 - For tariffed services and MTM services that you have identified as such in Item 15, leave this item blank.
- Item 19--Provide the date when services will begin in the funding year for which you are applying.
 - If this service has started by the time you file this Form 471, use July 1 of the funding year as your Service Start Date.



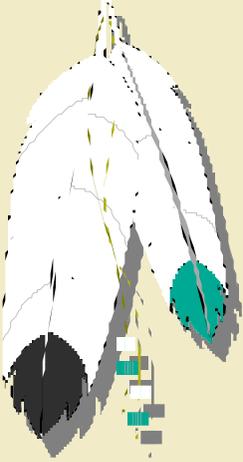
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Schools & Libraries Program

Form 471, Block 5: Discount Funding Request(s)

- Item 20--Enter the date the contract expires.
 - For tariffed services and MTM services that you have identified as such in Item 15, leave this item blank.
- Item 21--Description of Service: For each contract or service agreement, you must provide a concise description of all of the services being provided by the service provider.



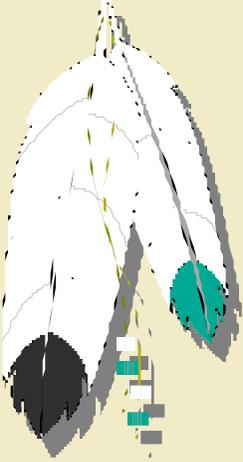
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Schools & Libraries Program

Form 471, Block 5: Discount Funding Request(s)

- Item 22--Entities receiving this service
 - For site-specific services provided to one individual entity and not shared by others, provide the Entity Number of the individual entity receiving that service in Item 22a.
 - For shared services used jointly by multiple entities, list the Block 4 Worksheet number that shows the sharing entities and calculates the shared discount for this service in Item 22b.



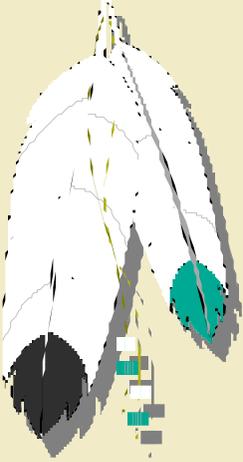
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Schools & Libraries Program

Form 471, Block 5: Discount Funding Request(s)

- Item 23--Use the step-by-step calculation grid to arrive at the total amount of your funding request.
 - You may only request funding for that portion of the contract that is delivered in the relevant funding year.
 - Use columns A-E for any recurring charges for this service.
 - Use columns F-H for any one-time charges for this service.



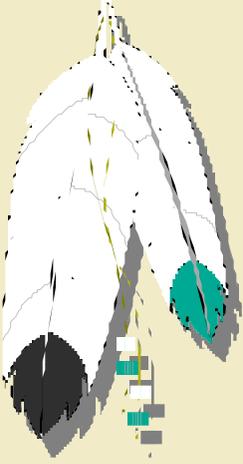
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Schools & Libraries Program

Form 471, Block 6: Certifications and Signature

- Item 24--Certify that applicant is eligible
- Item 25--Certify that your current budget and any other budgets applicable to the current funding year will provide you with sufficient funding to purchase all of the resources that are necessary to make **effective** use of the eligible services requested in Block 5 as well as to pay discounted charges for eligible services.



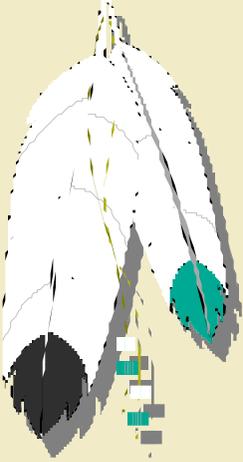
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Schools & Libraries Program

Form 471, Block 6: Certifications and Signature

- Item 26--Certify coverage of entities by technology plans for the services requested in your application.
- Item 27--Certify status of technology plans.
- Item 28--Certify eligibility for support and compliance with all applicable state and local procurement laws.
- Item 29--Certify that services the applicant purchases 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.



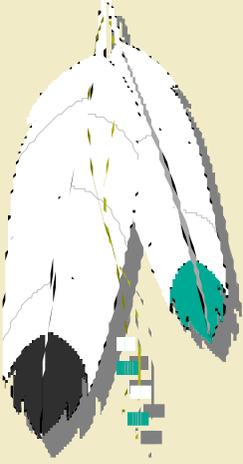
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Schools & Libraries Program

Form 471, Block 6: Certifications and Signature

- Item 30--Certify that entities have complied with program rules.
- Item 31--Acknowledge that discount level for shared services for future years is conditional based on appropriate share of benefits.
- Item 32--Acknowledge that application may be audited. (Retain worksheets for five years.)
- Item 33--Certify that billed entity is authorized to submit the application on behalf of entities and that statements are true.



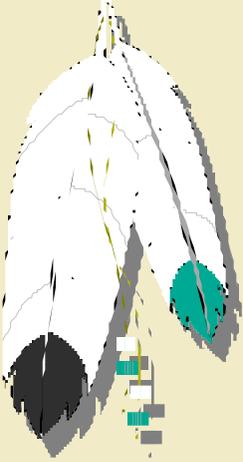
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Schools & Libraries Program

Form 471, Block 6: Certifications and Signature

- Items 34-38--The person authorized must sign the form using an original ink signature and provide:
 - ◆ Signature date
 - ◆ Printed name
 - ◆ Title
 - ◆ Telephone number



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Schools & Libraries Program

Filing the Form 471

- If you file electronically:
 - When you have completed the electronic filing through Block 5, print each page of the application so you may retain a copy of your application for your records.
 - Use your browser to print Block 6. When you do so, the form will automatically include your Form 471 application number, Applicant Name and Applicant Address.



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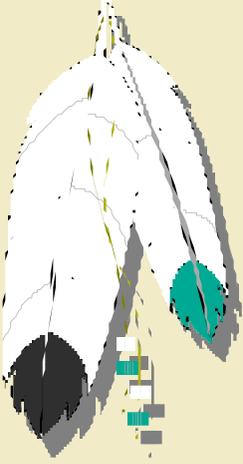
Filing the Form 471

- If you file electronically:
 - Print and Mail Block 6 Certification to (Mailing Address):

SLD--Form 471

P.O. Box 7026

Lawrence, KS 66044-7026



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Schools & Libraries Program

Filing the Form 471

- Print and Mail Block 6 Certification to (Express delivery or U.S. Postal Service Return Requested):

SLD--Form 471

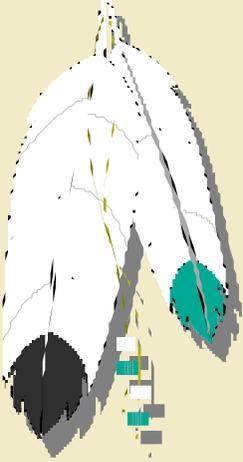
c/o Ms. Smith

3833 Greenway Drive

Lawrence, KS 66046

Telephone Number for Receipt Purposes: 888-203-8100

- Mail only the signed Block 6 along with your Item 21--Description of Services.



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Schools & Libraries Program

Where to Go For Help

- On the Web: www.sl.universalservice.org
- Client Service Bureau: 888-203-8100
- Via e-mail: question@universalservice.org
- Via fax: 888-276-8736

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