



Tools from Learningtech: Form 470 Filing Preparations

This checklist of preparations should be completed prior to filing the FCC Form 470.

Administration
NEW LOA for Learningtech consulting engagement covering the new funding year
For Consortia: <ul style="list-style-type: none"> - LOAs for consortium exists among all consortium entities covering the new funding year - Form 479, <i>Certification by Administrative Authority to Billed Entity of Compliance with the Children's Internet Protection Act</i>, is filed
Up-to-date list of Billed Entities to be covered (new schools? closed schools?) Ensure ALL entities have: <ul style="list-style-type: none"> - These codes: BENs (beware of crossing public thoroughfares), NCES, FCC Registration Numbers, CDS Codes (CA) - Complete list of area codes and prefixes for all telecom lines at their current address - Current addresses on file - Classification of “administrative” or “instructional” and “urban” or “rural” - Consistent identification and grade levels per state records - Current documentation for free/reduced lunch eligibility (with survey documents on file; one blank and one redacted form for each type of form used)
Technology Plan
A written Technology Plan exists, covering the funding year, and is compliant with the certifications required for Form 470, this plan must be approved prior to receiving services.
ALL entities (e.g., new/closed schools, administrative sites) are addressed in the tech plan
Products / Services
Prepare a document of this funding year’s “strategy” that will provide guidance to all team members throughout the process
Create a well-defined list of list of services and products to be sought, consistent with tech plan, including: quantities, whether there is/should be an RFP, and preference for invoice mode. Sign off by all relevant parties is best practice
Verify that all products / services to be requested are eligible for E-Rate funding
Determine what contracts of E-Rate eligible products/services are already in place and their expiration dates, including if multi-year, voluntary extensions options
Determine what state master contracts exist relevant to E-Rate eligible products/services, if they were Form 470 competed by the state/not, and clear understanding if a Form 471 can be filed based on existing Form 470s
Identify details for state and local procurement regulations (URL or similar)
Carefully prepare draft RFP(s) (depending on the details of what is needed, with clear guidance for Service Providers of how their bid must be prepared to be considered “responsive”)
The Form 470
Determine if more than one Form 470 needs to be filed
Ascertain who will be the: authorized signer, primary contact, technical contact (confirming these individuals will be availability during appropriate calendar window)
Refer to Form 470 for additional questions for which answers are needed (e.g., whether adequate number of computers have been purchased)
Verification
All of the above are verified by another pair of eyes