

Category 1 Form 470 Filing Guide



Presented by Julie Tritt Schell
PA E-rate Coordinator
for the Pennsylvania Department of Education
October 2022

Purpose of Form 470

- Online form to notify vendors of services and equipment for which you are seeking proposals
 - All equipment/services for which you will seek funding on the Form 471 must be posted on a Form 470
- Vendors are invited to submit bids/price quotes for 28 days from the date of certifying your Form 470
 - Day 1 = date of Form 470 submission
 - Day 29 = earliest date that you can conduct your bid evaluation and select your vendor
- Vendors send proposals directly to the applicant
- You are NOT obliged to purchase any service/equipment listed on Form 470

When Must a Form 470 be Used?

- Form 470s must be posted for all MTM/non-contract services and at the beginning of any new contract
 - If you signed a multi-year contract in a previous year, after posting a Form 470 and waiting 28 days, you are NOT required to post a 470 for the “out” years of that contract
 - Not required if using the CABIO internet bidding exemption
- Don't have to file 470 if using a contract extension, but only if that extension was specifically outlined in the original contract
 - For example: 3-year term, with two, 1-year extensions
 - Must have a definitive end to contract
 - Automatic renewals of contracts do not qualify and must be rebid on a new Form 470

Additional 470 Requirements

- Cannot list company name (such as Comcast or Zito)
 - If bidding C1 network equipment (rare), cannot list manufacturer-specific name without including the words “or equivalent”
- RFPs
 - Encouraged, but not required, except for:
 - All applicants applying for leased dark fiber, self-provisioned fiber, or wireless data plans
 - All RFPs must be uploaded with Form 470 at time of filing
 - Addenda also must be uploaded to online 470 when released
 - If adding sites, changing services or providing additional information not previously in RFP, must wait an additional 28 days before closing bidding
- Vendors cannot provide RFP language or bid lists

Deadline to File Form 470s

- A Form 470 must be posted online at least 29 days before the Form 471 window close (example: March 23 close = Feb. 22 deadline)
 - 471 Deadline is expected to be mid-March, 2023
 - File 470 before December 1, if possible
- Recommended timeline:
 - November: File all Form 470s by December 1
 - December: Vendor bids submitted during December
 - January: Bid evaluation, board agenda submission
 - February: School board approval, sign contracts
 - March: File Form 471

Form 470s being accepted in EPC NOW!

How Many Form 470s to File

- Category 1 and Category 2 can be filed on the same 470
 - But not a requirement
 - However, C1 and C2 requests must be on different 471s
- There is no 1:1 requirement for 470 vs 471s
- If filing multiple 470s, be sure to use good Nicknames for easy identification when completing the Contract Record


Where to File the Form 470

- Form must be filed in EPC – the E-rate Productivity Center
- Before filing the Form 470, be sure to check the Entity List on the Landing Page to be sure all of your buildings (schools, libraries, NIFs) are listed
 - Contact USAC to have missing buildings added to EPC
 - Cannot add entities yourself


LET'S FILE A FORM 470!



470 – File Inside Your EPC Portal

News Tasks (5) Records Reports Actions  Appi

My Applicant Landing Page



Training
**Universal Service
Administrative Co.**

Welcome, THE BEST SCHOOL DISTRICT - (PARENT ENTITY)!

[Funding Request Report](#) | **FCC Form 470** | [FCC Form 471](#) | [FCC Form 486](#) |
[Appeal](#) | [IDD Extension](#) | [FCC Form 500](#) | [SPIN Change](#) | [Service Substitution](#) |
[Manage Users](#) | [Manage Organizations](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

Give it a Nickname

Basic Information Service Requests Technical Contact Information Procurement Information FCC Form 470 Review Certifications & Signature

> **FCC Notice Required By The Paperwork Reduction Act (OMB Control Number: 3060-0806)**

▼ **Billed Entity Information**

THE BEST SCHOOL DISTRICT - (PARENT ENTITY) Billed Entity Number: 108

100 Main Street FCC Registration Number: 0123456789

Apt 2

Springfield, PA 19064

555-555-5555

school.district4.user1@mailinator.com

Application Nickname

Please enter an application nickname here. *

DISCARD FORM SAVE & SHARE **SAVE & CONTINUE**

Use a well-described nickname for easier identification.

Basic Information – Can't Change in Form

THE BEST SCHOOL DISTRICT - (PARENT ENTITY) - Category 1 Form 470 - Form #220000189

Last Saved: 11/10/2021 2:22 PM EST

Basic Information

Service Requests

Technical Contact Information

Notice the numbering convention for the 470's. Form 470 begins with the Funding Year.

Where applicable, we've completed this section of the form based on information from your applicant entity's profile. If any of the non-editable information is incorrect, or you wish to change the information, please update your profile first by going to your entity record, and clicking Manage Organization from the Related Actions menu. If you do not have access to Manage Organization, please contact your applicant entity's account administrator or create a customer service case to request updates to your applicant entity's profile.

Application Type and Recipients of Service

Applicant Type: School District

Number of Eligible Entities: 12

Recipient(s) of Service

- Public School
- Pre-K
- Head Start

of Eligible Entities is pre-populated from the EPC Profile. It is the total # of entities in the district, not necessarily the # of entities seeking service on this 470.

Recipients of Service

Billed Entity Name	Billed Entity Number
THE BEST SCHOOL DISTRICT - (PARENT ENTITY)	108

BACK

DISCARD FORM

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SAVE & CONTINUE

Who is the Main Contact?

Contact Information

Are you the main contact person? *

If you select 'No' then you must select another User in your EPC profile. The system will not let you type-in someone's contact information. To add a User, have the EPC Account Administrator go to > Related Actions > Add User

Select Category(ies) of Service

Basic Information

Service Requests

Technical Contact
Information

Procurement
Information

FCC Form 470 Review

Certifications &
Signature

Next, you will identify the category(s) of service requested.

Visit [our website](#) for more information on how to file the FCC Form 470.

Category(s) of Service

What are the category(s) of service that you are requesting? *

CATEGORY 1

- Data Transmission and/or Internet Access

CATEGORY 2

- Internal Connections
- Basic Maintenance of Internal Connections
- Managed Internal Broadband Services

BACK

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You can include both C1 and C2 requests on the same Form 470, but it's not required.

Do You Have an RFP?

Basic Information

Service Requests

Technical Contact Information

Procurement Information

FCC Form 470 Review

Certifications & Signature

If you are using RFPs for any of the requested services, start by uploading them all first.

RFPs for Service Requests

Is there a RFP for any of the services you are requesting?

YES ✓ NO

Please upload all RFPs for the services you are requesting. ?

RFP Doc Sample
DOCX - 11.35 KB

UPLOAD Drop file here

You must upload your actual RFP document. Uploading a document with a hyperlink to another website, including bid management sites, is not sufficient and can lead to funding denial.

BACK

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SAVE & CONTINUE

If you have an RFP or any documents you will be providing to vendors, you **must** upload them with the Form 470. The system will allow you to upload multiple documents and then you can decide which requests belong with which RFP documents.

More on RFP Requirements

- All applicants seeking the following services MUST issue an RFP:
 - Leased Dark Fiber
 - Self-Provisioned Fiber
 - C1 Network Equipment
 - Maintenance and Operation of Leased Dark or Self-Provisioned Fiber
 - Wireless Data Plans (rarely eligible except for bookmobiles)
- All RFPs and related documents must be uploaded with the 470
 - Cannot just provide a link
- All subsequent material provided to vendors must be uploaded to the RFP/470 in EPC
 - Locate 470 in EPC > Related Actions > Add an RFP Document
 - 28-day clock must be restarted if material changes are made to the RFP
 - USAC considers MOST changes to be significant enough require an extension of the 28-day clock or a new Form 470

Creating Category 1 Service Requests



Begin Building the Category 1 470

Next, you will describe the services you are requesting.

Service Requests: Category One

There are currently no Category One service requests. Please enter the service requests below by selecting 'Add New Service Request'.

ADD NEW SERVICE REQUEST

EDIT SERVICE REQUEST

REMOVE SERVICE REQUEST

Narrative

If you would like to provide further detail about the services or equipment sought, you may do so in this box below. Examples include:

- Any disqualification factors;
- Additional details about the eligible locations that will be receiving these services; or
- Other information about the services requested that would help bidders develop bids that are responsive to your needs.

Choose "Add New Service Request" to select the proper service description.

BACK

DISCARD FORM

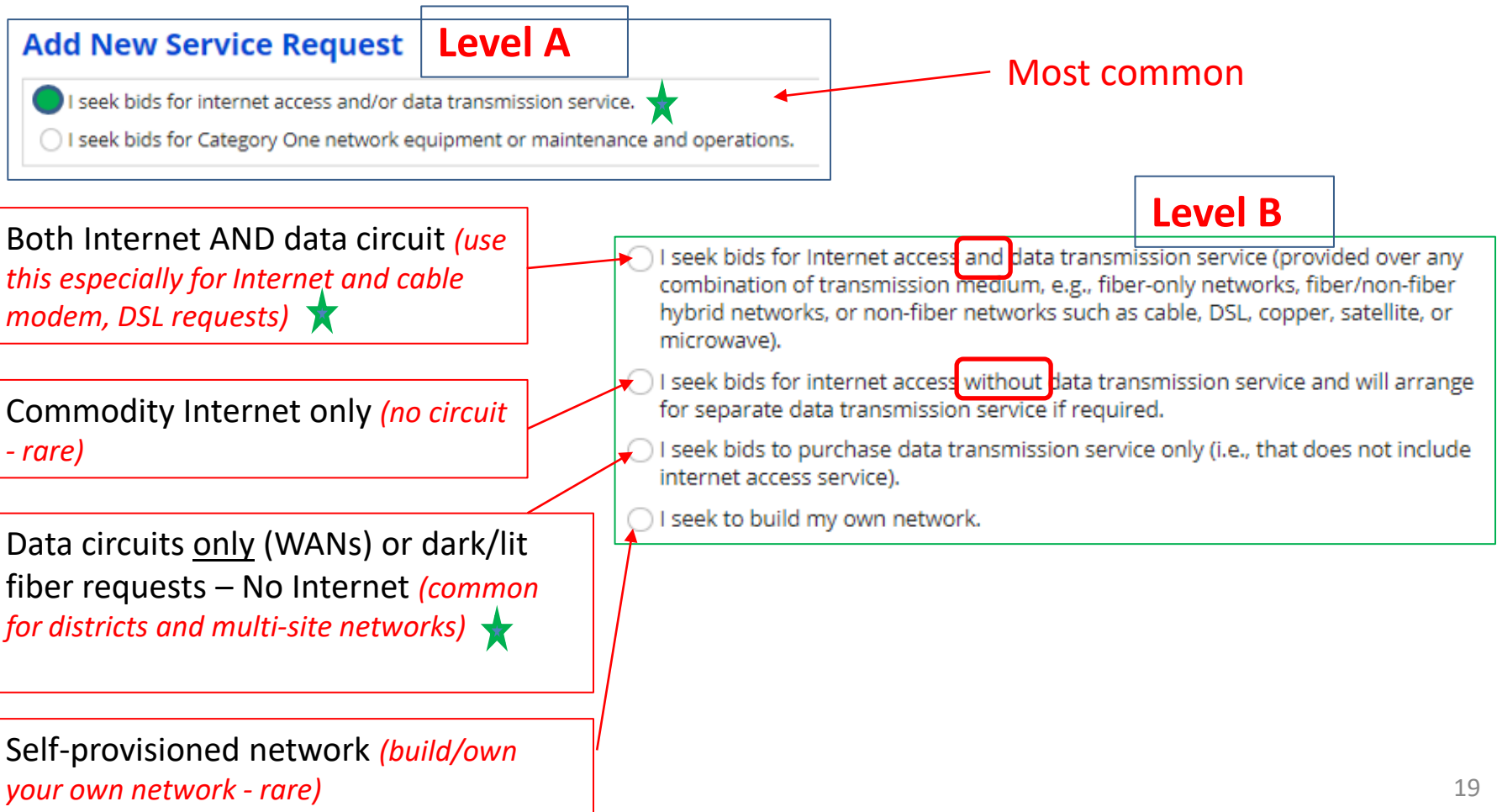
SAVE & SHARE

SAVE & CONTINUE

Category 1 Form 470 for FY 2022

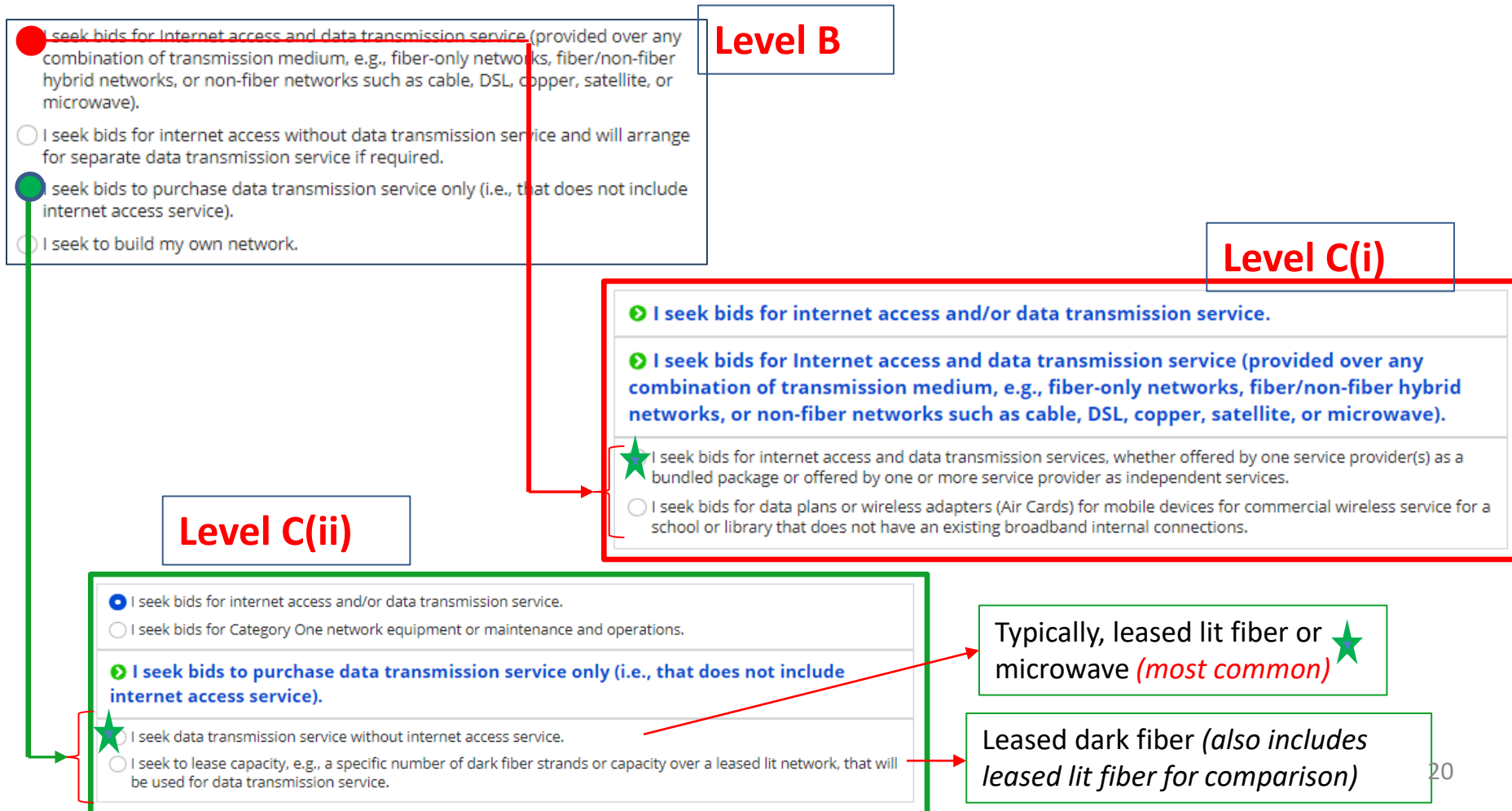
- Beginning in FY 2022, the FCC revamped the Form 470 to be description-based
- Using ‘progressive disclosure’ method, the form will show you additional choices
- Using the following “Category 1 Cheat Sheets” to select the option that best reflects the service you’re seeking
 - A green star indicates the most common choice ★
 - Level A is the first page that everyone sees, and the subsequent levels change depending on what option is selected on the previous level

Category 1 Form 470 for FY 2022



Category 1 Form 470 for FY 2022

- 1st or 3rd Options have additional level:



Internet: Bundled

- Bundled Internet is the most common Internet type and can include Internet delivered via cable, fiber, microwave, satellite, etc.

Add New Service Request

I seek bids for internet access and/or data transmission service.

I seek bids for Internet access and data transmission service (provided over any combination of transmission medium, e.g., fiber-only networks, fiber/non-fiber hybrid networks, or non-fiber networks such as cable, DSL, copper, satellite, or microwave).

I seek bids for internet access and data transmission services, whether offered by one service provider(s) as a bundled package or offered by one or more service provider as independent services.

Service Type
Data Transmission and/or Internet Access

Function *
Internet Access and Data Transmission Service

Quantity *
of Circuits (usually (1) for bundled internet)

Unit
Each

Minimum Capacity
Please select a value

Maximum Capacity
Please select a value

Number of entities served? *
of School/Library Buildings Being Served

Are you also seeking Installation, Activation and Initial Configuration for this service? *
 Yes
 No

Provide data that best matches the service you are seeking and then more fully describe those services in the narrative box.

Internet: Standalone - No Transport

- Standalone Internet is a rare selection where the underlying circuit is purchased separately (mostly used by consortium)

Add New Service Request

➤ I seek bids for internet access and/or data transmission service.

➤ I seek bids for internet access without data transmission service and will arrange for separate data transmission service if required.

Service Type

Data Transmission and/or Internet Access

Function *

Standalone Internet Access Service

This is not a commonly selected service option. It does not include data transmission service, which is needed to deliver Internet access to the school or library building.

Minimum Capacity

of Circuits

Number of entities served? *

of School/Library Buildings Being Served

Maximum Capacity

Please select a value

Are you also seeking Installation, Activation and Initial Configuration for this service? *

Yes

No

Transport Circuit Only (WAN)

- Most common for leased lit fiber or microwave circuits
- Use when no Internet is being sought

Add New Service Request

- ▶ I seek bids for internet access and/or data transmission service.
- ▶ I seek bids to purchase data transmission service only (i.e., that does not include internet access service).
- ▶ I seek data transmission service without internet access service.

Service Type
Data Transmission and/or Internet Access

Function *
Standalone Data Transmission Service

This service option does not include Internet access service; if this option is selected, the applicant will have to procure Internet access service separately.

Quantity * # of circuits	Number of entities served? * # of school/libraries being served
Unit Each	Are you also seeking Installation, Activation and Initial Configuration for this service? * <input type="radio"/> Yes <input type="radio"/> No
Minimum Capacity Please select a value	
Maximum Capacity Please select a value	

Leased Dark Fiber

- Must also bid “leased lit fiber” – and compare
- Cannot specify preference for which fiber you prefer

I seek bids for internet access and/or data transmission service.

I seek bids to purchase data transmission service only (i.e., that does not include internet access service).

I seek to lease capacity, e.g., a specific number of dark fiber strands or capacity over a leased lit network, that will be used for data transmission service.

Service Type
Data Transmission and/or Internet Access

Function*
Leased Dark Fiber and Leased Lit Fiber

This service option does not include the modulating equipment needed to light the dark fiber; applicants are responsible for obtaining this modulating equipment separately.

Leased Dark Fiber	Leased Lit Fiber
Quantity* <input type="text"/>	Quantity* <input type="text"/>
Unit Fiber Strands	Unit Each
Minimum Capacity Detailed in RFP	Minimum Capacity* <input type="text" value="Please select a value"/>
Maximum Capacity Detailed in RFP	Maximum Capacity <input type="text" value="Please select a value"/>

Additional Details

Number of entities served? *

Are you also seeking Installation, Activation and Initial Configuration?

Yes
 No

Add New Service Request

I seek bids for Category One network equipment or maintenance and operations.

I own or lease my own network or network capacity and seek bids for the electronics to make the network functional.

I own or lease my own network and seek bids for maintenance and operations of the connections.

Also may want to post separate request for Category 1 Network Equipment



Self-Provisioned Fiber (you own it)

- Must also bid “services provides over 3rd party networks” – meaning all other transport technologies – and compare
- Cannot specify which service you prefer

I seek bids for internet access and/or data transmission service.

I seek to build my own network.

Service Type
Data Transmission and/or Internet Access

Function *
Self-Provisioned Network (Applicant Owned and Operated Network) and Services Provided Over Third-Party Networks

Self-Provisioned Network (Applicant Owned and Operated Network)	Services Provided Over Third-Party Networks
Quantity * <input type="text"/>	Quantity * <input type="text"/>
Unit Each	Unit Each
Minimum Capacity Detailed in RFP	Minimum Capacity * <input type="text" value="Please select a value"/>
Maximum Capacity Detailed in RFP	Maximum Capacity * <input type="text" value="Please select a value"/>

Additional Details

Number of entities served? *

Are you also seeking Installation, Activation and Initial Configuration?

Yes

No

Add New Service Request

I seek bids for Category One network equipment or maintenance and operations.

I own or lease my own network or network capacity and seek bids for the electronics to make the network functional.

I own or lease my own network and seek bids for maintenance and operations of the connections.

Also post separate request for Category 1 Network Equipment



Narrative in Text Box for C1 Requests

- Use the narrative text box to describe your services more fully and instructions for bidders

Narrative

If you would like to provide further detail about the services or equipment sought, you may do so in this box below. Examples include:

- Any disqualification factors;
- Additional details about the eligible locations that will be receiving these services; or
- Other information about the services requested that would help bidders develop bids that are responsive to your needs.

Seeking proposals for 2, 3 and 4 GB of symmetrical Internet delivered via fiber.

DQ reasons:

Deadline for vendor questions:

Deadline for vendor proposals:

Proposals must be submitted to XXX via e-mail.

Special Construction Charges: Want to Spread Them Out? - YES

Installment Payment Plan

Are you seeking an installment payment plan for the non-discounted portion of any special construction charges associated with the request(s) listed above? *

- Yes
 No

Over how many years do you wish to amortize the costs? *

4

4

Please select a range of years above.

Do you prefer annual or monthly payments? *

- Annual
 Monthly

- If you selected any “fiber” services that require Special Construction (build-out) charges, you can request to pay the vendor for the non-discounted amount (the school or library’s share) over 4 years
- Vendors aren’t required to agree
- This is a great idea to make fiber build-out more affordable
- E-rate portion will still be paid in the 1st year
 - Will not be amortized

Want to Add Technical Contact?

Technical Contact Person

Is there a person who can provide additional technical details or answer specific questions from service providers about the services you are seeking?

YES ✓ NO

How would you like to enter the technical contact details? *

- You may add a technical contact that vendors can contact to ask additional questions about the procurement
 - Not a requirement to add a separate technical contact
- If you do, you may select a current EPC User
- Or you can manually enter the name/contact information of the contact

State or Local Procurement Rules?

State or Local Procurement Requirements

Are there state or local procurement/competitive bidding requirements that apply to the procurement of services sought?

YES ✓

NO

If applicable, provide a description of state or local procurement rules and/or restrictions on how or when service providers may contact you or on other bidding procedures.

- Always select YES!
- Then use the narrative box to provide additional requirements/instructions to vendors
- For example:
 - All bids must be submitted to X person by X date in X format
 - Vendor must provide discounted bills
 - Vendor must submit 3 references of district officials where identical services were provided within last 2 years
 - Vendors must attend pre-bid meeting on X date

Generate PDF to Review

State or Local Procurement Requirements

Are there state or local procurement/competitive bidding requirements that apply to the procurement of services sought?

YES ✓

NO

If applicable, provide a description of state or local procurement rules and/or restrictions on how or when service providers may contact you or on other bidding procedures.

For example:

- All bids must be submitted to X person by X date in X format
- Vendor must provide discounted bills
- Vendor must submit 3 references of district officials where identical services were provided within last 2 years
- Vendors must attend pre-bid meeting on X date
- ETC

BACK

DISCARD FORM

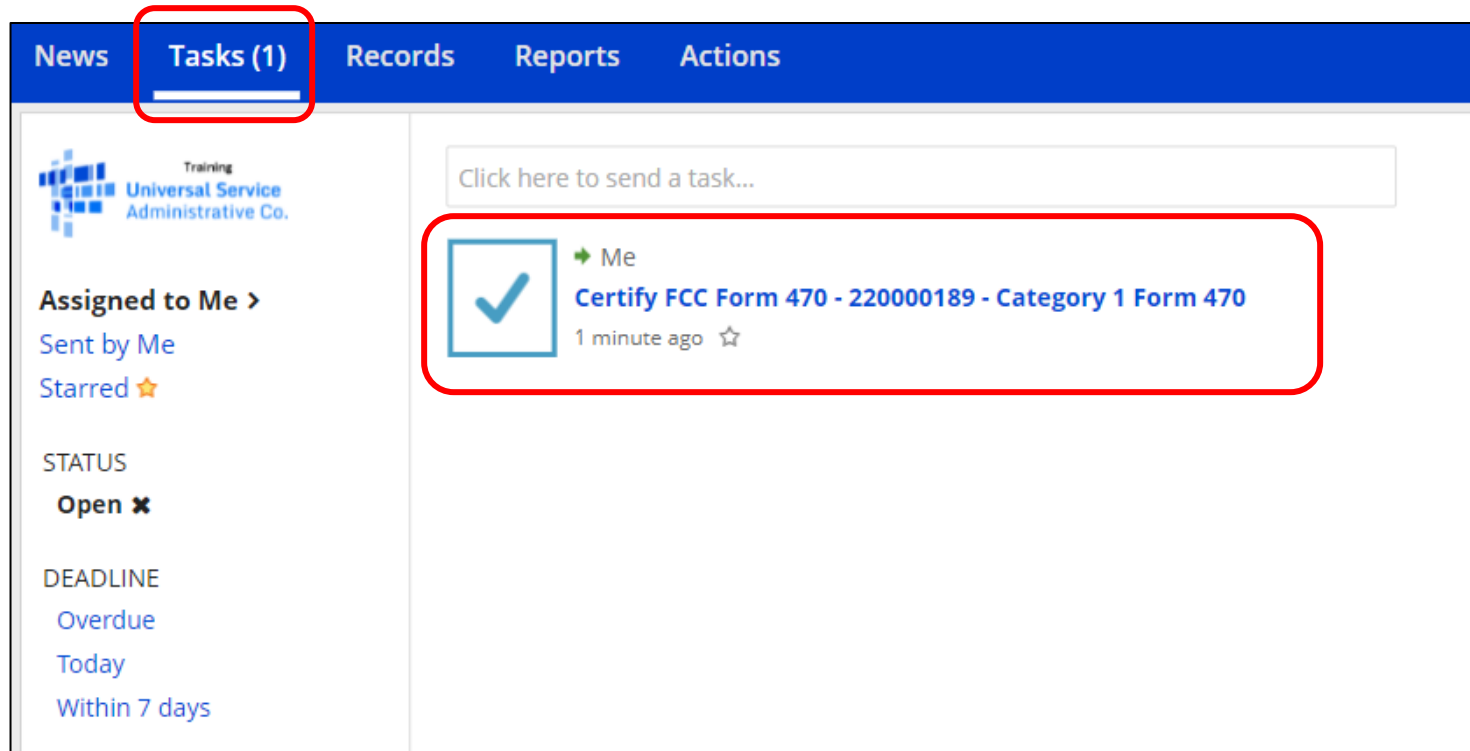
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REVIEW FCC FORM 470

Click "Review FCC Form 470" to have the system generate a PDF copy of your draft Form 470 to review

Generate PDF to Review

In about 15 seconds, the draft Form 470 PDF will be available as a “Task” in the top blue toolbar of your EPC Portal. Click on Tasks, then click on “Certify FCC Form 470 to review the draft or to certify the form. (The system will also send you an e-mail giving you a direct link to the draft page.)



The screenshot displays the EPC Portal interface. At the top, a blue navigation bar contains the following tabs: News, **Tasks (1)**, Records, Reports, and Actions. The 'Tasks (1)' tab is highlighted with a red box. Below the navigation bar, the left sidebar shows the logo for 'Training Universal Service Administrative Co.' and a list of filters: 'Assigned to Me >', 'Sent by Me', and 'Starred ★'. The main content area features a search bar with the placeholder text 'Click here to send a task...'. Below the search bar, a task notification is displayed, enclosed in a red rounded rectangle. The notification includes a blue checkmark icon, the text 'Me', the task title 'Certify FCC Form 470 - 220000189 - Category 1 Form 470', and the timestamp '1 minute ago' with a star icon.

Review PDF and Make Changes

THE BEST SCHOOL DISTRICT - (PARENT ENTITY) - Category 1 Form 470 - Form #220000189

Last Saved: 11/11/2021 11:19 AM EST

Basic Information

Service Requests

Technical Contact
Information

Procurement
Information

FCC Form 470 Review

Certifications &
Signature

Please download and carefully review this FCC Form 470 before certifying.

Download Document Link

[USAC_FCC_FORM_470_APPLICATION_220000189_DRAFT](#)

Click here to download the PDF

By checking this box, I certify that the information in the PDF document above is correct.

BACK

SEND FOR CERTIFICATION

CONTINUE TO CERTIFICATION

Click the 'Back' button to return to the form and make corrections

If the form is accurate, check the box, and click "Continue to Certification" if you are a Full Rights User, or "Send for Certification" if you are a Partial Rights User.

Required Certifications

Applicant Certifications

- I certify that the applicant includes schools under the statutory definitions of elementary and secondary schools found in the No Child Left Behind Act of 2001, 20 U.S.C. §§ 7801 (18) and (38), that do not operate as for-profit businesses, and do not have endowments exceeding \$50 million.

Other Certifications

- I certify that this FCC Form 470 and any applicable RFP will be available for review by potential bidders for at least 28 days before considering all bids received and selecting a service provider. I certify that all bids submitted will be carefully considered and the bid selected will be for the most cost-effective service or equipment offering, with price being the primary factor, and will be the most cost-effective means of meeting educational needs and technology goals.
- I certify that I will retain required documents for a period of at least 10 years (or whatever retention period is required by the rules in effect at the time of this certification) after the later of the last day of the applicable funding year or the service delivery deadline for the associated funding request. I certify that I will retain all documents necessary to demonstrate compliance with the statute and Commission rules regarding the form for, receipt of, and delivery of services receiving schools and libraries discounts. I acknowledge that I may be audited pursuant to participation in the schools and libraries program.
- I certify that I have reviewed all applicable FCC, state, and local procurement/competitive bidding requirements and that I have complied with them. I acknowledge that persons willfully making false statements on this form may be punished by fine or forfeiture, under the Communications Act, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001.
- I 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.
- I certify that the services the applicant purchases at discounts provided by 47 U.S.C. § 254 will be used primarily for educational purposes, see 47 C.F.R. § 54.500, and will not be sold, resold or transferred in consideration for money or any other thing of value, except as permitted by the Commission's rules at 47 C.F.R. § 54.513. Additionally, I certify that the entity or entities listed on this form have not received anything of value or a promise of anything of value, other than services and equipment sought by means of this form, from the service provider, or any representative or agent thereof or any consultant in connection with this request for services.
- I acknowledge that support under this support mechanism is conditional upon the school(s) and/or library(ies) I represent securing access, separately or through this program, to all of the resources, including computers, training, software, internal connections, maintenance, and electrical capacity necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support. I certify that I have considered what financial resources should be available to cover these costs. I certify that I am authorized to procure eligible services for the eligible entity(ies). I certify that I am authorized to submit this request on behalf of the eligible entity(ies) listed on this form, that I have examined this request, and to the best of my knowledge, information, and belief, all statements of fact contained herein are true.

You must check all of the certification boxes before you can finish the certification and officially submit the form.

Required Certifications

Public reporting burden for this collection of information is estimated to average 3.5 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, DC 20554. We also will accept your comments via the email if you send them to PRA@FCC.gov. DO NOT SEND COMPLETED WORKSHEETS TO THESE ADDRESSES.

BACK

CERTIFY

After all of the Certification boxes are checked, click the live Certify button!

Then click “yes” in the final pop-up box:

able to cover these costs. I certify that I am authorized to procure eligible S

False statements on this form may result in civil liability and/or criminal prosecution. To electronically sign and certify this form, click "Yes" below. To affirm that you (1) understand the statements above and (2) represent the entity featured, and have the authority to make the certifications, on this form, click "Yes" below.

NO YES

Where to Find a Copy of Your 470

- On EPC Landing Page, scroll to the bottom
- Select Form 470
- Select appropriate Funding Year
- Select specific Form 470

Click here to get to your Landing Page!



▼ FCC Forms and Post-Commitment Requests

FCC Forms

Post-Commitment Requests

Status All

Incomplete

Certified

Form Type

Funding Year

Nickname

Application Number

Funding Year

Status

Category 1 Form 470

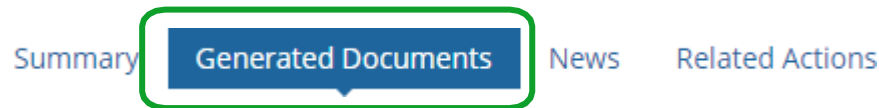
220000189

2022

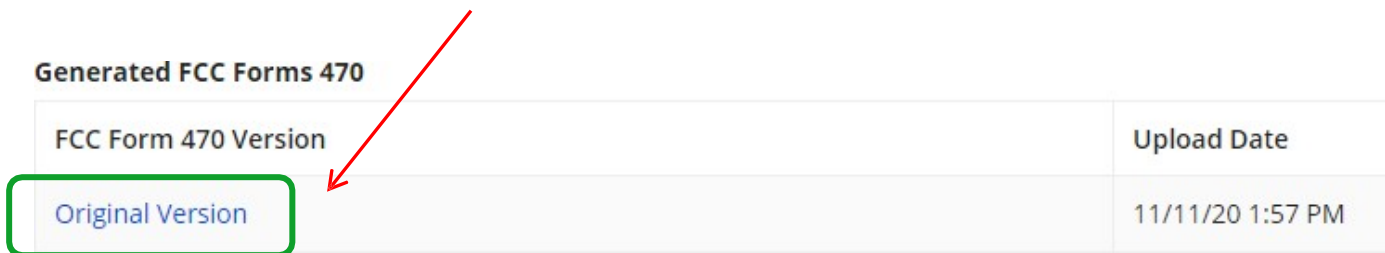
Certified

Where to Find a Copy of Your 470

- The next screen will be a Summary Page of the submitted Form 470, with a link to the RFP Documents
 - RFP documents must be downloaded separately
- To obtain PDF of submitted Form 470, select 'Generated Documents'



- Then select 'Original Version'

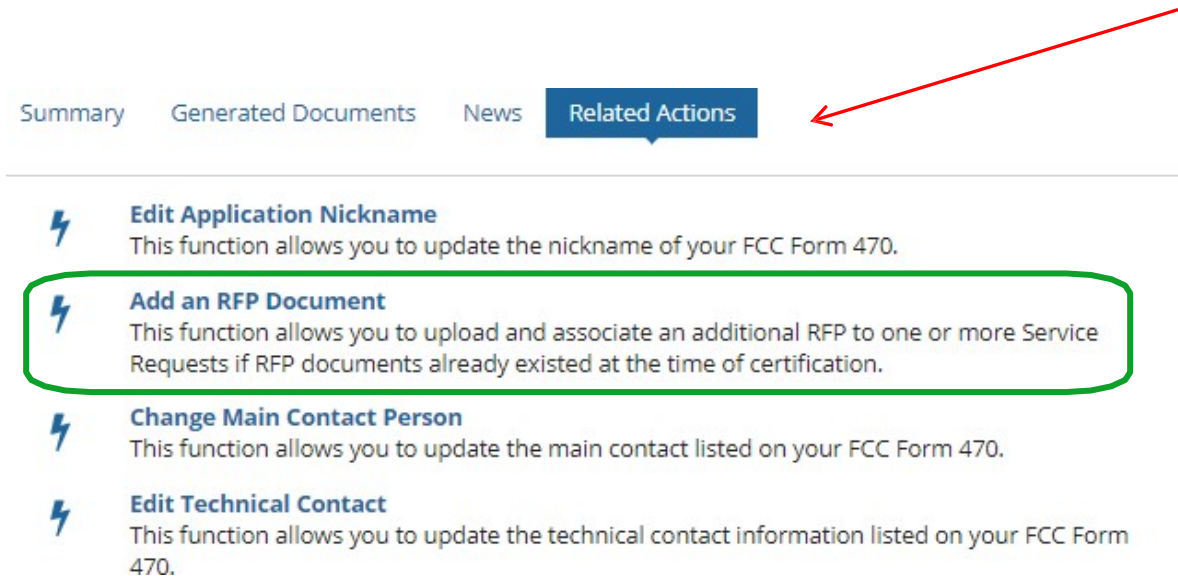


A table titled 'Generated FCC Forms 470' with two columns: 'FCC Form 470 Version' and 'Upload Date'. The first row contains 'Original Version' and '11/11/20 1:57 PM'. The 'Original Version' cell is highlighted with a green border, and a red arrow points from the top-left towards it.

FCC Form 470 Version	Upload Date
Original Version	11/11/20 1:57 PM

To Make Changes to Submitted 470

- Note: very few changes can be made to a Form 470 after it's submitted
- Additional changes can be made to an RFP document, but only if an RFP was uploaded with the original Form 470
 - "RFP document" refers to any bidding document that describes your project and requested services in more detail than in the fields provided on the Form 470
- To make changes, or upload an additional RFP document, click 'Related Actions'



Summary Generated Documents News **Related Actions** ←

- ⚡ **Edit Application Nickname**
This function allows you to update the nickname of your FCC Form 470.
- ⚡ **Add an RFP Document**
This function allows you to upload and associate an additional RFP to one or more Service Requests if RFP documents already existed at the time of certification.
- ⚡ **Change Main Contact Person**
This function allows you to update the main contact listed on your FCC Form 470.
- ⚡ **Edit Technical Contact**
This function allows you to update the technical contact information listed on your FCC Form 470.

Caution When Modifying RFP

- Applicants must wait at least 28 days from the date the Form 470 is certified before closing the competitive bidding process
- Warning!

Changes to the Form 470 beyond the allowable changes require applicants to wait an additional 28 days from the date of the change before closing the competitive bidding process.

The EPC system will not automatically recalculate the new Allowable Contract Date; applicants must do this manually.