

New Form 471 Walk-through for FY 2015 Category 2 Applications



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March 11, 2015

Overview of New Form 471

- Four Main Sections
 - Basic Information (Old Block 1)
 - Discount Calculations (Old Block 4)
 - Funding Requests (Old Block 5)
 - Certifications and Signature (Old Block 6)
- Looks shorter but looks are deceiving!!

What's New for Form 471

- Basic Information
- Discount Calculations – 2 Parts
 - Entity and discount information
 - *New connectivity questions*
- Funding Requests – 3 Parts
 - Key Information
 - *Item 21 - new*
 - *Manage Recipients - new*

The New Form 471 Interface

USAC
FCC Form 471 - Funding Year 2015

Apply Online

Using the buttons below, you can file or access previously filed FY 2015 FCC Forms 471. Starting with FY2015, you can only file the FCC Forms 471 online.

FCC Form 471

During the filing window, and once you have completed your competitive bidding process, file this form to seek funding support for eligible products and services.

Start Continue Certify Display

Helpful Tools

[Application Status](#) ⓘ
[BEN Search](#) ⓘ

The FY2015 FCC Form 471 window will close at 11:59 PM EDT Mar 26 2015.

- Applications submitted after this date will be considered out of window.

Tool Tips

- If you are using a Windows Operating System computers, please use Internet Explorer versions 9 or 10; or the most current version of Firefox, or Chrome. If you are using a Mac, we suggest using the most current version of Safari.
- Do not use the 'Back' and 'Forward' buttons on your browser or the 'Enter' key to move through the forms.
- Turn of your pop-up blocker or set your browser to allow pop-ups in order to receive valuable warnings and error messages.
- Refer to [Tips and Troubleshooting](#) for more help.
- Refer to the [Forms page](#) to access detailed form instructions. You can also [Submit a Question](#) or call our Client Service Bureau at 1-888-203-8100 for assistance.

SLD Training Site

6:42 AM
1/22/2015

This tells you where you are in the application.

Basic Information | Discount Calculation | Funding Requests | Certifications & Signature

Hide this menu

Billed Entity Information

Application Type and Recipients of Service

Application Number & Security Code

Contact Information

Application Type and Recipients of Service

Check the one box that best describes the type of application you are filing. If you are filing as an individual school, you should check the first box, unless the school is part of a public or non-public school district, in which case you should check the second box, even if this application only contains funding requests for a single school from within your school district.

Application Type

Individual School

School District

Library

Consortium

Statewide Application

This Application will include:

Schools

Libraries

Both Schools & Libraries

This selection is irrevocable after you move to the next page.

Must select either Private or Public. S.D. does not have charter schools.

Recipient(s) of Service

Select ALL of the characteristics that apply to the schools and libraries for which you are seeking support.

<input type="checkbox"/> Private	<input type="checkbox"/> Tribal
<input checked="" type="checkbox"/> Public	<input type="checkbox"/> Head Start
<input type="checkbox"/> Charter	<input type="checkbox"/> State Agency

Same information as last year's form - just a different format.

What is the email address of the person submitting this application?
(Your application number and security code will be emailed to this address.)

Email address

Verify email address

← BACK | NEXT →

Applicant: SOUTH DAKOTA STATE DEPT OF ED

Basic Information

Discount Calculation

Funding Requests

Certifications & Signature

Hide this menu

Billed Entity Information

Application Type and Recipients of Service

Application Number & Security Code

Contact Information

Application Number and Security Code

You will need this information in order to log back into the application.

Application Number: 996077

Security Code: 19831

System-assigned; write it down in safe place

This information has been emailed to dmkriete@comcast.net.

New this year

If you would like to give this application a nickname, enter it here

Form 471 Webinar Test South Dakota

◀ BACK

NEXT ▶

- Hide this menu
- Billed Entity Information
- Application Type and Recipients of Service
- Application Number & Security Code
- Contact Information**

Contact Information

Next, you will identify the individuals assisting in seeking E-rate support.

Is a consultant assisting you?

If a consultant has/is assisting you with your E-rate process, you must identify them. A consultant is any non-employee of the entity applying for funding that assists in filling out the application materials for a fee.

 Yes
 No

If anyone that is not an employee of YOUR school is helping you or completing your forms, that person MUST answer YES and MUST provide a Consultant Registration # on the form.

You decide -
You or your
Consultant???

Please provide the name and email address of the person we should contact with questions about this Application.

Contact Person's Name

All questions regarding this application will be sent to the email address that you provide below.

Contact Person's email address

Re-enter email address

Is the contact person's address and telephone number the same as that of the Billed Entity?

 Yes
 No

Hide this menu

- Billed Entity Information
- Application Type and Recipients of Service
- Application Number & Security Code
- Contact Information**

Contact Information

Next, you will identify the individuals assisting in seeking E-rate support.

Is a consultant assisting you?

If a consultant has/is assisting you with your E-rate process, you must identify them. A consultant is any non-employee of the entity applying for funding that assists in filling out the application materials for a fee.

Yes No

Consultant Registration Number ⓘ

*If you are using a consultant, you must have a Letter of Agency and your consultant **MUST** obtain a Consultant Registration # and report it*

Is the consultant acting as the contact person for this application? [here.](#)

Do NOT designate your consultant as the contact person for this application UNLESS a valid email address for them appears above.

Yes No

A consultant = anyone who is not an employee of your school who is completing your application.

This is the look and feel of the Basic Information Section.

Is the contact person's address and telephone number the same as that of the Billed Entity?

Yes

No ✓

Contact Person's Address

City

State

Zip

Contact Person's telephone number

 Ext.

Contact Person's fax number

Holiday / Summer Contact Information ⓘ

Optional

City State Zip

Contact Person's telephone number
() - Ext.

Contact Person's fax number
() -

Holiday / Summer Contact Information 
 Optional

Advise your Consultant whether you want to receive correspondence or whether you want the correspondence to be sent directly to the Consultant.

Correspondence Address

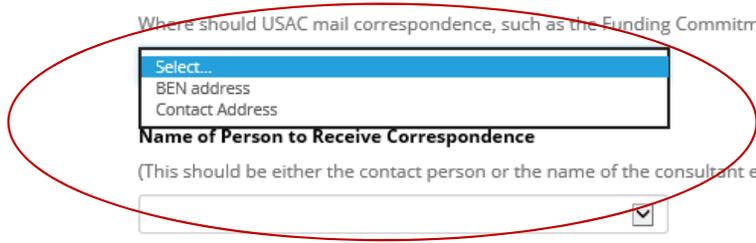
Where should USAC mail correspondence, such as the Funding Commitment Decision Letter, about this application?

Select...
BEN address
Contact Address

Name of Person to Receive Correspondence

(This should be either the contact person or the name of the consultant entered above)

◀ BACK NEXT ▶



Still on the Basic Information section...

City State Zip

Contact Person's telephone number
() - ____ Ext.

Contact Person's fax number
() - ____

Holiday / Summer Contact Information ⓘ
 Optional

Correspondence Address
Where should USAC mail correspondence, such as the Funding Commitment Decision Letter, about this application?

Name of Person to Receive Correspondence
(This should be either the contact person or the name of the consultant entered above)

Identify person's name for correspondence to be addressed to.

Discount Calculation Section (“Block 4”)

Must choose whether your application is for Category 1 or 2.

Form 471 - Funding Year 2015 Last Saved - 5:40

STATE DEPT OF ED - Form 471 Webinar Test South Dakota

Basic Information → **Discount Calculation** → Funding Requests → Certifications & Signature

Hide this menu

Category of Service

School Districts and Library Systems

View Discount Calculation

Choose

Category of Service ⓘ

What is the category of service for the product and services that you are requesting?

Category 1

- Telecommunication
- Voice Services
- Internet Access

Category 2

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

◀ BACK NEXT ▶

Choose Category 2 here

USAC
FCC Form 471 - Funding Year 2015
Last Saved - 4:54 PM
Log Out

Applicant: APPLICANT

Basic Information → **Discount Calculation** → Funding Requests → Certifications & Signature

Hide this menu
Category of Service
School Districts and Library Systems
Connectivity Questions

Category of Service ⓘ
What is the category of service for the product and services that you are requesting?

Category 1

Category 2 ✓

- Telecommunications
- Voice Services
- Internet Access

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

◀ BACK NEXT ▶

Training Site

4:56 PM
3/9/2015

Notice that the button turns yellow to indicate your selection.

Discount Calculation Main Page

2 Options for entering discount information: enter data manually online or use the optional discount template. Template works very nicely. These slides show the online manual data entry option.

Applicant: APPLICANT

Basic Information **Discount Calculation** Funding Requests Certifications & Signature

Schools, School Districts, Libraries, and Library Systems

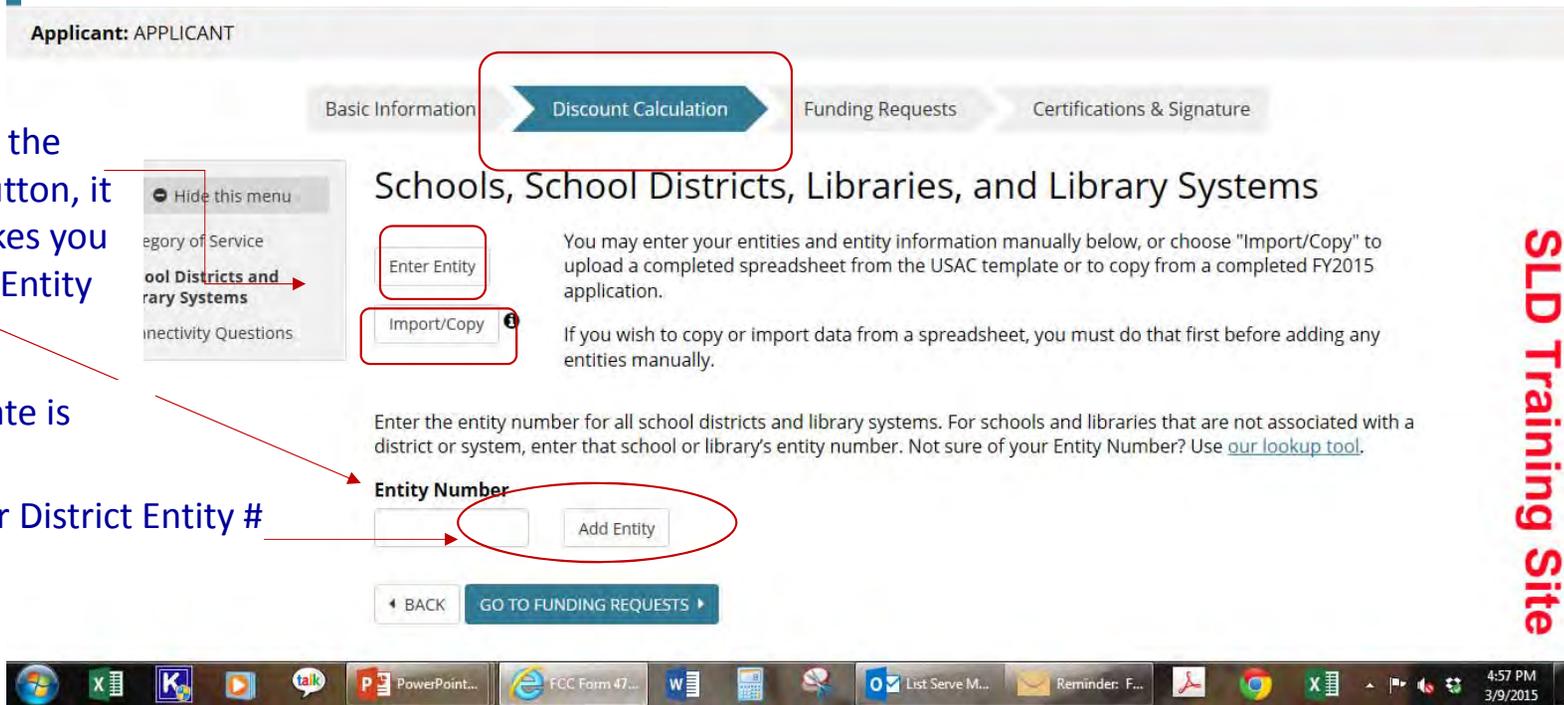
You may enter your entities and entity information manually below, or choose "Import/Copy" to upload a completed spreadsheet from the USAC template or to copy from a completed FY2015 application.

If you wish to copy or import data from a spreadsheet, you must do that first before adding any entities manually.

Enter the entity number for all school districts and library systems. For schools and libraries that are not associated with a district or system, enter that school or library's entity number. Not sure of your Entity Number? Use [our lookup tool](#).

Entity Number

◀ BACK



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When you select the "Enter Entity" button, it automatically takes you to the next box "Entity Number"

Discount template is also an option

Enter District Entity # here

Select *Enter Data* to add school information manually

Applicant: APPLICANT

Basic Information Discount Calculation Funding Requests Certifications & Signature

Schools, School Districts, Libraries, and Library Systems

Enter Entity

Import/Copy

You may enter your entities and entity information manually below, or choose "Import/Copy" to upload a completed spreadsheet from the USAC template or to copy from a completed FY2015 application.

If you wish to copy or import data from a spreadsheet, you must do that first before adding any entities manually.

Enter the entity number for all school districts and library systems. For schools and libraries that are not associated with a district or system, enter that school or library's entity number. Not sure of your Entity Number? Use [our lookup tool](#).

Your Entity for Discount Calculation

ALCESTER-HUDSON SCHOOL DISTRICT 61-1 (BEN 134050)	Enter Data	Connectivity Questions
---	------------	------------------------

BACK GO TO FUNDING REQUESTS

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Start by selecting the teeny tiny + button

Category of Service
School Districts and Library Systems
Connectivity Questions

Enter the information for your school below. If your school is part of a school district, remember that you must enter ALL of the schools and non-instructional facilities in your district, even if you are only requesting funding for some of them. We need this information to calculate your discount. Good news! Because you are entering all of your schools here, you will not need to enter them again on this application.

Add Entity

Entity Information and Budget Calculation

Entity Number	Entity Name	NCES Code	Urban Or Rural	NIF	State LEA ID	State School ID	# of Students Full or Part-Time	School Attribute	Student Count Based on Estimate?	Alternativ Discount?	Pre-Discount Entity Category 2 Budget	Post-Discount Entity Category 2 Budget
No records to view												

Discount Calculation Worksheet ⓘ

Entity Number	Entity Name	Urban Or Rural	Number of Students Attending this School as their Home School	If using CEP percentage of Direct Certification students	# of Students in School Eligible for NSLP
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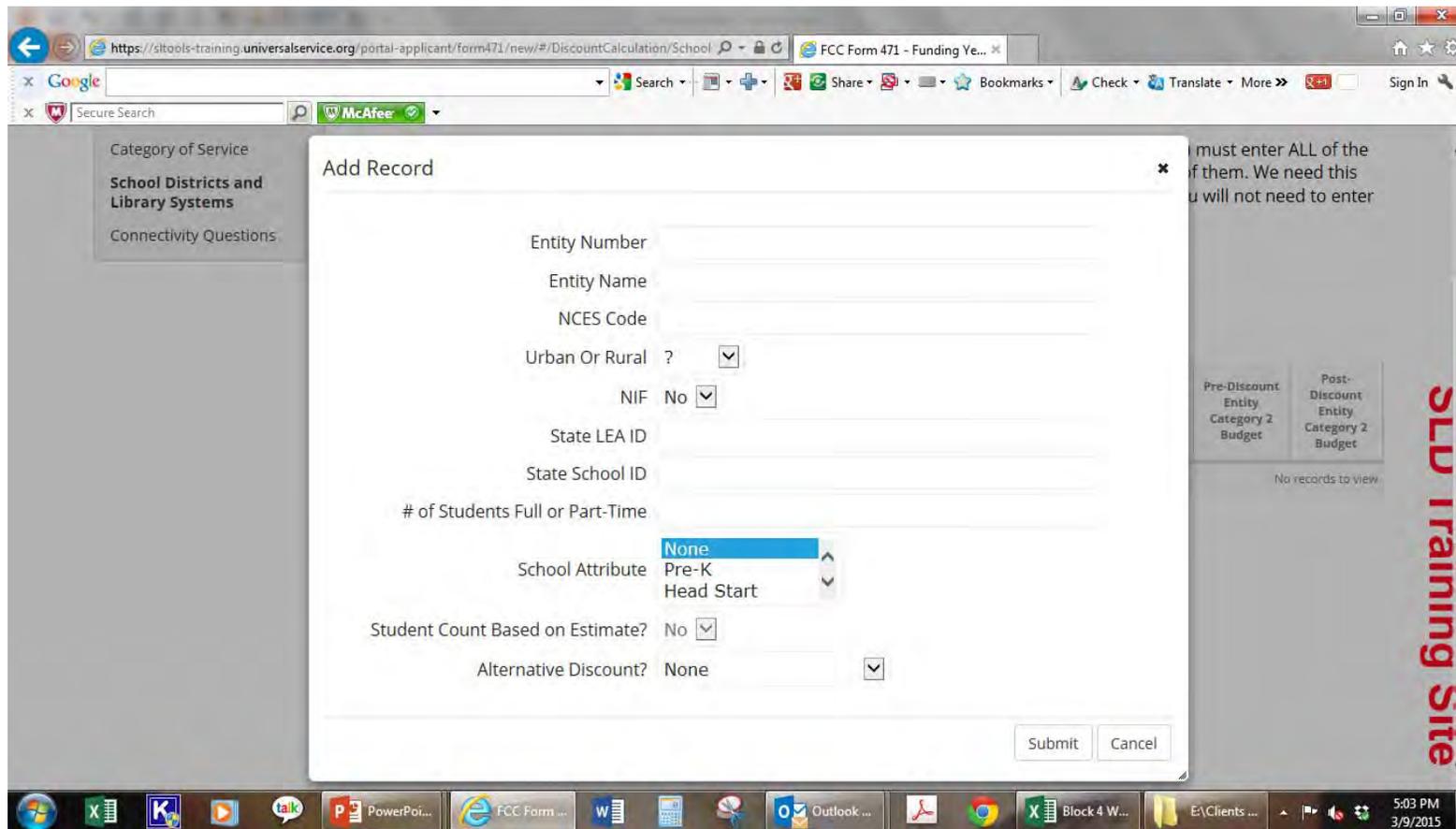
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2 Sections to be completed

Tiny + button

Windows taskbar: 5:03 PM 3/9/2015

Pop-up box appears after selecting the + button



Let's review required and optional information

The screenshot shows a web browser window with the URL <https://stools-training.universalservice.org/portal-applicant/form471/new/#/DiscountCalculation/School>. The page title is "FCC Form 471 - Funding Ye...". The browser's address bar shows "Secure Search" and "McAfee". The page content includes a sidebar with "Category of Service", "School Districts and Library Systems", and "Connectivity Questions". The main form is titled "Add Record" and contains the following fields:

- Entity Number: 65757
- Entity Name: ALCESTER-HUDSON ELEM SCH
- NCES Code: 460002800013
- Urban Or Rural: Rural (selected)
- NIF: No (selected)
- State LEA ID: 6100100
- State School ID: 4
- Full or Part-Time: 162
- School Attribute: None (selected)
- Used on Estimate?: No (selected)
- Alternative Discount?: None

Annotations on the form include:

- A red box around "Entity Number 65757" with the text: "Enter school entity # and press return. Entity Name will automatically appear. NCES Code may also appear. NCES code is an *optional* field and may be left blank."
- A red box around "Urban Or Rural Rural" with the text: "If a ? Appears here, select either Rural or Urban for your school"
- A red box around "NIF No" with the text: "If a NIF, select Yes."
- A red box around "State LEA ID 6100100" and "State School ID 4" with the text: "State LEA ID and State School ID are optional. LEA ID is your District # made into 5 digits. 51-1 = 51001."
- A red box around "School Attribute None" with the text: "School Number is in Educational Directory."

At the bottom right of the form, there is a vertical red banner that reads "SLD Training Site". The Windows taskbar at the bottom shows the time as 5:04 PM on 3/9/2015.

If a ? Appears here, select either Rural or Urban for your school

Rule of thumb: Minnehaha and Lincoln Counties are **Urban**.
Aberdeen is **Urban**.

All other areas are **Rural**.

Enter school entity # and press return. Entity Name will automatically appear. NCES Code may also appear. NCES code is an *optional* field and may be left blank.

If a NIF, select Yes.

State LEA ID and State School ID are optional. LEA ID is your District # made into 5 digits. 51-1 = 51001.

School Number is in Educational Directory.

Entity and Budget Information – Part 1 done

ALCESTER-HUDSON SCHOOL DISTRICT 61-1 (BEN 134050)

Enter the information for your school below. If your school is part of a school district, remember that you must enter ALL of the schools and non-instructional facilities in your district, even if you are only requesting funding for some of them. We need this information to calculate your discount. Good news! Because you are entering all of your schools here, you will not need to enter them again on this application.

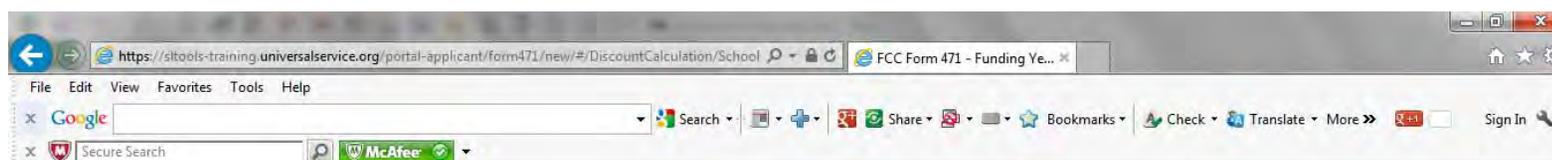
Entity Information and Budget Calculation

Entity Number	Entity Name	NCES Code	Urban Or Rural	NIF	State LEA ID	State School ID	# of Students Full or Part-Time	School Attribute	Student Count Based on Estimate?	Alternativ Discount?	Pre-Discount Entity Category 2 Budget	Post-Discount Entity Category 2 Budget
65757	ALCESTER-HUDSON ELEM SCH	46-00028-00013	Rural	No	6100100	4	162	None	No	None	\$24,300.00	TBD
65756	ALCESTER-HUDSON HIGH SCHOOL	46-00028-00014	Rural	No	6100100	1	86	None	No	None	\$12,900.00	TBD
202395	ALCESTER HUDSON JR HIGH	4600028	Rural	No	6100100	3	34	None	No	None	\$9,200.00	TBD

Page 1 of 0 | 10 | View 1 - 3 of 3

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Discount Calculation Worksheet – Part 2



Discount Calculation Worksheet ?

Entity Number	Entity Name	Urban Or Rural	Number of Students Attending this School as their Home School	If using CEP percentage of Direct Certification students	# of Students in School Eligible for NSLP
65757	ALCESTER-HUDSON ELEM SCH	Rural	<input type="text" value="162"/>		<input type="text" value="57"/>
65756	ALCESTER-HUDSON HIGH SCHOOL	Rural	<input type="text" value="86"/>		<input type="text" value="20"/>
202395	ALCESTER HUDSON JR HIGH	Rural	<input type="text" value="34"/>		<input type="text" value="7"/>

Delete worksheet

Calculate Discount Rate

Enter the total number of students in your district, or, if you are a school that is not part of a district, the total number of students in your school. All students may only be counted once, even if they attend classes in multiple schools.

Urban Total Number of Students Total Number of Students in Percentage of Students in

Enter the # enrolled students and # of NSLP students here for each school.

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Discount Rate for district will calculate

Browser address bar: <https://sitools-training.universalservice.org/portal-applicant/form471/new/#/DiscountCalculation/School>

			School as their Home School	Certification students	NSLP
65757	ALCESTER-HUDSON ELEM SCH	Rural	162		57
65756	ALCESTER-HUDSON HIGH SCHOOL	Rural	86		20
202395	ALCESTER HUDSON JR HIGH	Rural	34		7

Delete worksheet

Calculate Discount Rate

Enter the total number of students in your district, or, if you are a school that is not part of a district, the total number of students in your school. All students may only be counted once, even if they attend classes in multiple schools.

Urban Rural	Total Number of Students Enrolled in District	Total Number of Students in District Eligible for NSLP	Percentage of Students in District Eligible for NSLP	Category 2 Discount Rate
Rural	282	84	30%	60%

Navigation: BACK NEXT

SLD Training Site

Taskbar: 5:07 PM 3/9/2015

Next up – Connectivity Questions – New

Basic Information | **Discount Calculation** | Funding Requests | Certifications & Signature

ALCESTER-HUDSON SCHOOL DISTRICT 61-1 (BEN 134050)

Next, tell us about the current connectivity in your school district.

Connectivity Questions

Does the school district (or school, if not part of a district) have Internet access of

- less than 100 Mbps per 1,000 users (students and staff)
- at least 100 Mbps per 1,000 users but less than 1Gbps per 1,000 users
- at least 1 Gbps per 1,000 users

How many of the schools in the school district have Wide Area Networking connections that are scalable to 10 Gbps?

How many schools in your school district have LAN/WLAN capacity and coverage?

Completely sufficient to support the educational or library activities conducted here

Mostly sufficient to support the educational or library activities conducted here

Sometimes sufficient to support the educational or library activities conducted here

Rarely sufficient to support the educational or library activities conducted here

Not sufficient to support the educational or library activities conducted here

← BACK NEXT →

Most circuits are NOT scalable to 10 Gbps. Enter 0 here.

Districts with 50 Mbps connections and less than 500 students should select 100 mbps per 1000 users.

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Answer questions to best of your ability

https://sitools-training.universalservice.org/portal-applicant/form471/new/#/DiscountCalculation/Survey

FCC Form 471 - Funding Ye...

File Edit View Favorites Tools Help

Google Search

Secure Search McAfee

How many of the schools in the school district have Wide Area Networking connections that are scalable to 10 Gbps?

How many schools in your school district have LAN/WLAN capacity and coverage?

Completely sufficient to support the educational or library activities conducted here

Mostly sufficient to support the educational or library activities conducted here

Sometimes sufficient to support the educational or library activities conducted here

Rarely sufficient to support the educational or library activities conducted here

Not sufficient to support the educational or library activities conducted here

For those schools and libraries that do not have sufficient LAN/WLAN capacity and coverage to support the educational objectives or library activities conducted at that location, is the reason (check all that apply):

- Equipment too costly
- Installation too costly
- Broadband connection speed to building is too slow
- Inadequate local area network (LAN) services/internal networks and wiring
- Outdated equipment
- Lack of training and technical support
- Inconsistent service/frequent outages and down time
- Physical structure or layout of building(s)
- Other: If so, please provide it here

← BACK NEXT →

SLU Training Site

5:09 PM 3/9/2015

Funding Requests Main Page

Applicant: APPLICANT

Basic Information Discount Calculation **Funding Requests** Certifications & Signature

View Category Two Requests & Budget by Entry

Funding Requests

Create a Funding Request

What method would you like to use to create your Funding Request?

Step-by-step Everything on one page

Finished Entering Funding Requests?

No Funding Requests have been created yet. Please create a new Funding Request.

If you have no additional Funding Requests to create, click the BACK button.

BACK NEXT

SLD Training Site

5:18 PM 3/9/2015

Two ways to complete FRN information: Step by step or Everything on One Page. Everything on One Page is easier. BUT for purposes of this guide, the screens shown are for the Step by Step option to enhance the size of each data element.

Funding Request - *Key Information* Section

Basic Information Discount Calculation **Funding Requests** Certifications & Signature

New Funding Request

[\(Return to FRN Main Page\)](#)

Nickname for this Funding Request
Create a nickname for this funding request to help you remember it.
e.g. My Telecommunications

Duplicate Funding Request?
 Yes No

Service Type
What is the service type for the product and services that you are requesting?
Pick only one.

CATEGORY 2

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

Establishing FCC Form 470

Write in a name to help you track this FRN. "Wireless project" for example. Add vendor's name if that will help you track the FRN.

Select NO – not a duplicate request

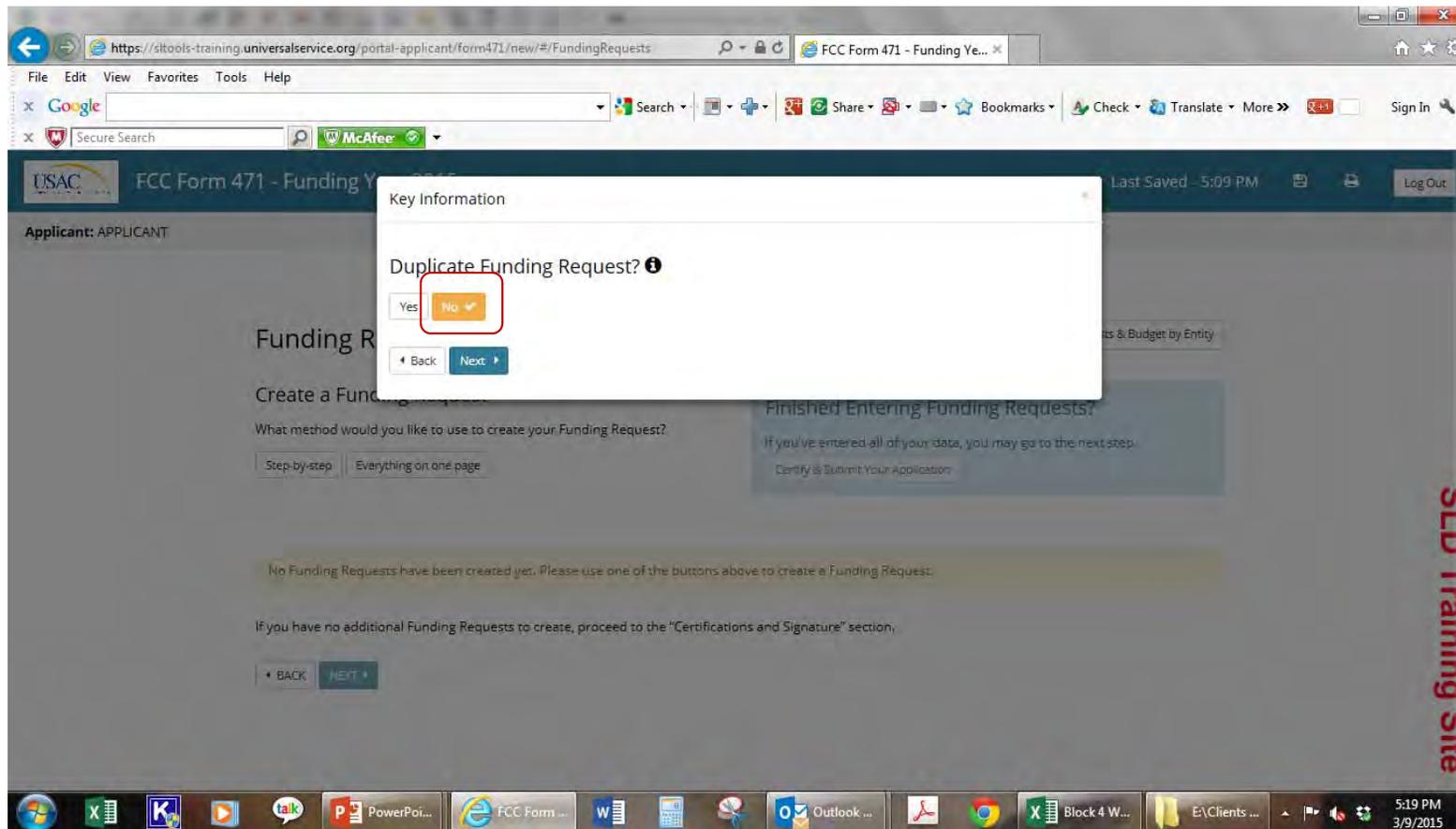
Must choose either maintenance, internal connections or NEW – Managed Internal Broadband Services

SLD Tr
Site

Provide a nickname to help track each funding request

The screenshot shows a web browser window with the URL <https://sitools-training.universalservice.org/portal-applicant/form471/new/#/FundingRequests>. The page title is "FCC Form 471 - Funding Ye...". The browser's address bar shows the URL, and the page content includes a "Key Information" dialog box. The dialog box has a title "Key Information" and a subtitle "Nickname for this Funding Request". Below the subtitle, there is a text input field containing "Wireless Project" and a "Next" button. The background page shows the "Funding Request" form with a "Next" button and a "Log Out" button in the top right corner. The taskbar at the bottom of the screen shows various application icons, including "PowerPoint", "FCC Form...", "Word", "Outlook...", "Block 4 W...", and "E:\Clients...". The system tray shows the time as 5:19 PM on 3/9/2015. A vertical watermark "SLD Training Site" is visible on the right side of the page.

Select No – not a duplicate funding request



The screenshot shows a web browser window with the URL <https://sitools-training.universalservice.org/portal-applicant/form471/new/#/FundingRequests>. The browser's address bar and menu bar are visible. The main content area displays the USAC (United States Accession Council) portal for creating a funding request. A modal dialog box titled "Key Information" is overlaid on the page, asking "Duplicate Funding Request?". The dialog has two radio buttons: "Yes" and "No". The "No" radio button is selected and highlighted with a red square. Below the radio buttons are "Back" and "Next" buttons. The background page shows the "Funding Request" section with a "Create a Funding Request" button and a "Finished Entering Funding Requests?" section. The system tray at the bottom shows the time as 5:19 PM on 3/9/2015. A vertical watermark "SLD Training Site" is visible on the right side of the page.

Must select either Maintenance, Internal Connections or Managed Internal Broadband Services (MIBS)

The screenshot shows a web browser window with the URL <https://sitools-training.universalservice.org/portal-applicant/form471/new/#/FundingRequests>. The page title is "FCC Form 471 - Funding Ye...". The browser's address bar shows the URL, and the page content includes a "Key Information" modal window. The modal window has a "Service Type" section with the question "What is the service type for the product and services that you are requesting? Pick only one." Below the question are three radio button options: "Basic Maintenance of Internal Connections", "Internal Connections" (which is selected and highlighted with a red box), and "Managed Internal Broadband Services". At the bottom of the modal are "Back" and "Next" buttons. The background page shows "Applicant: APPLICANT" and "Funding R...". The Windows taskbar at the bottom shows various applications including PowerPoint, FCC Form..., Word, Outlook, and Block 4 W... The system tray shows the time as 5:19 PM on 3/9/2015. A vertical watermark "SLD Training Site" is visible on the right side of the page.

Hint: MIBS is when you contract with a vendor to lease and manage your equipment or you buy the equipment and contract with the vendor to manage the equipment.

Enter your 14 digit Form 470 # (on or after the 470 28 day waiting period – allowable contract date)

Key Information

Establishing FCC Form 470

Did you post an FCC Form 470 for the product and/or services you are requesting?

Yes, I posted an FCC Form 470 for the services.

Enter 470 number: 104530001046284

Enter

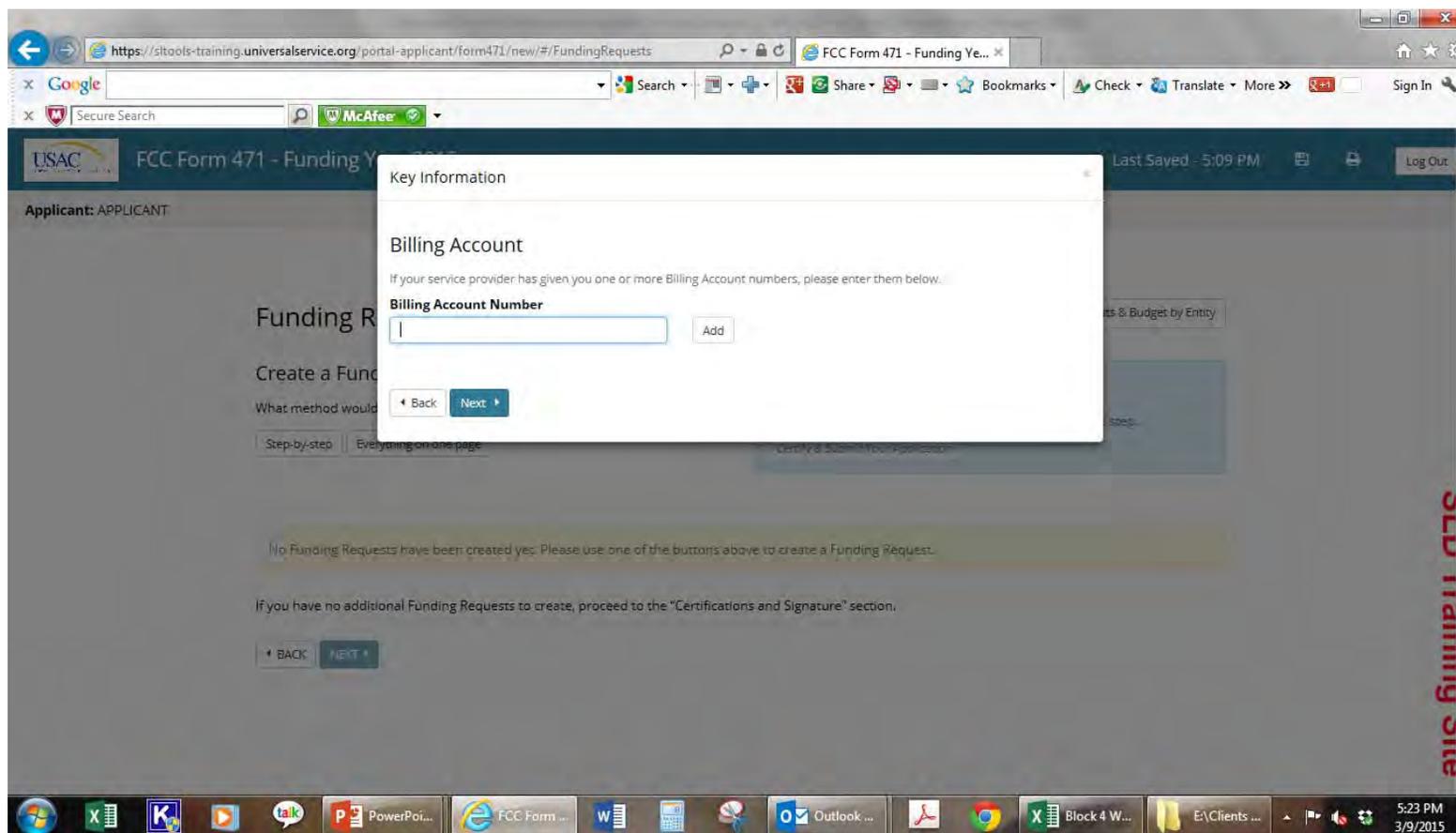
Back Next

SLD Training Site

Enter 9 digit SPIN

The screenshot displays a web browser window with the URL <https://sitools-training.universalservice.org/portal-applicant/foim471/new/#/FundingRequests>. The page title is "FCC Form 471 - Funding Ye...". A "Key Information" dialog box is open, titled "Service Provider Information". It prompts the user to "Find your SPIN with our [SPIN Search tool](#)". Below this, it asks for the "SPIN (Service Provider Identification Number)" and shows a text input field containing "143999999" with an "Enter" button to the right. The dialog box also has "Back" and "Next" buttons. The background page shows "Applicant: APPLICANT" and "Funding R...". The system tray at the bottom shows the date and time as 5:22 PM 3/9/2015. A vertical watermark "SLD Training Site" is visible on the right side of the page.

Billing Account # is optional and may be blank



Contract Number is optional and may be blank

The screenshot shows a web browser window with the URL <https://sitools-training.universalservice.org/portal-applicant/form471/new/#/FundingRequests>. The page title is "FCC Form 471 - Funding Ye...". The user is logged in as "Applicant: APPLICANT". The main content area is titled "Funding R..." and "Create a Fund...". A modal window titled "Key Information" is open, showing the "Contract" section. Under "How are you purchasing these services?", the "Contract" option is selected. Below this, there is a "Contract Number" field with a text input box. The modal has "Back" and "Next" buttons. The background page shows a "No Funding Requests have been created yet..." message and a "BACK" button.

VERY IMPORTANT REMINDER: All Category 2 funding requests must be based on a SIGNED contract that was entered into after posting a Form 470.

While the contract # is an optional field, a contract is mandatory!

Contract Award Date = Date of District signature
Contract Expiration Date = 9/30/16 (recommended)
Service Start Date = 4/1/15 (recommended)

The screenshot shows a web browser window displaying the USAC FCC Form 471 application. A modal dialog box titled "Key Information" is open, showing the following fields:

- Service Dates**
 - Allowable vendor selection/contract award date: 10/28/2013
 - What is the date you awarded your contract?
 - What is the date your contract expires?
 - When will the services start?

At the bottom of the dialog are "Back" and "Next" buttons. The background application shows the "Funding Request" section with a "Next" button.

Contract expiration date must be spelled out in the contract. Recommendation to make expiration date on 9/30/16 and provide for a one year voluntary extension in case your funding approval letter is received late in the year.

New rule now allows for internal connections projects to begin April 1 of the year before the funding year begins.

Select Yes if contract has an extension option and then provide # of years of extensions and # months

Key Information

Does your contract have any voluntary extensions?

Yes No

How many extensions are left on the contract?

What is the total remaining length of the contract if you exercised all extensions (in months)?

Back Next

Applicant: APPLICANT

Funding Request

Create a Funding Request

What method would you like to use?

Step-by-step Even

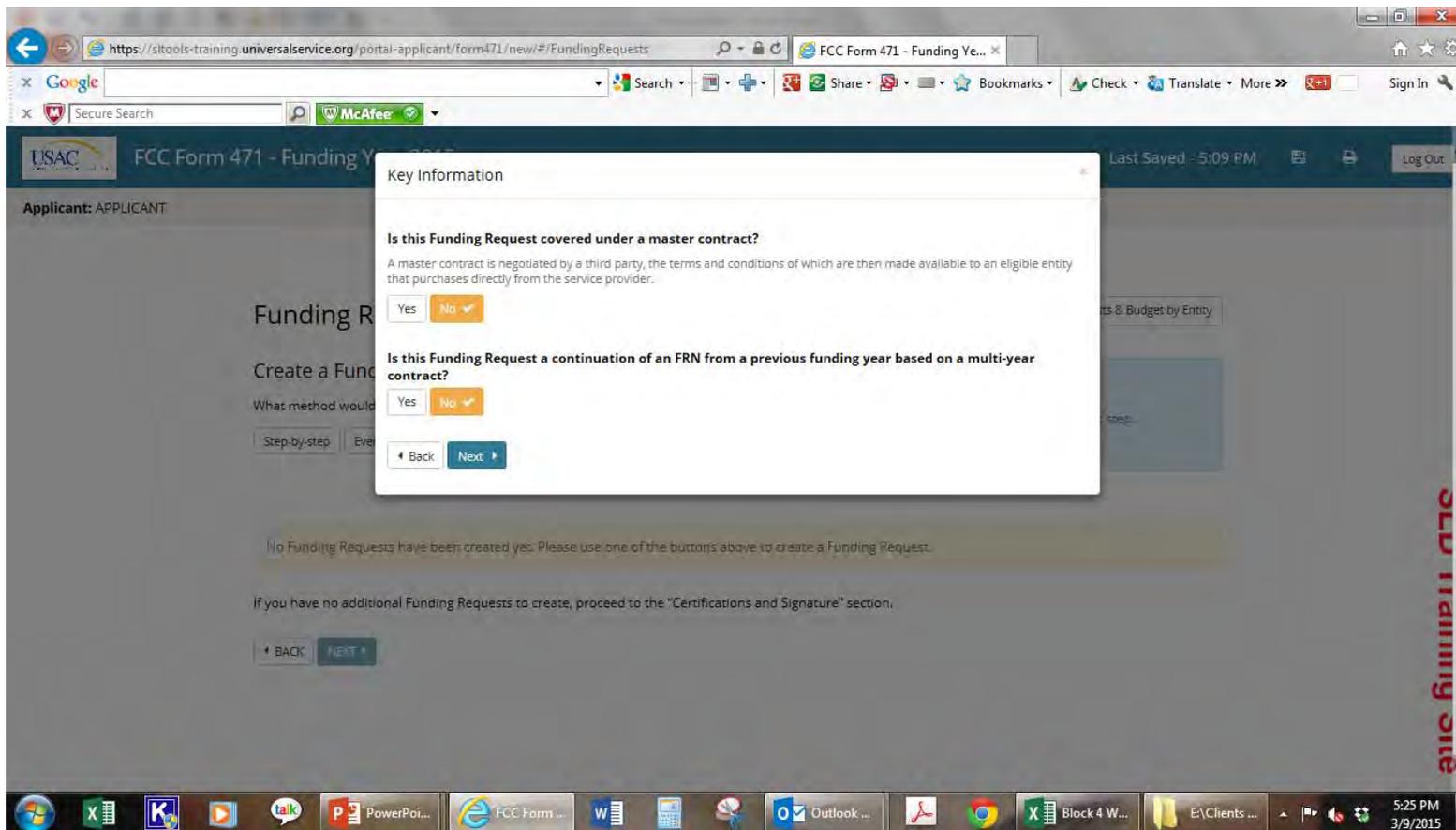
Last Saved - 5:09 PM

Log Out

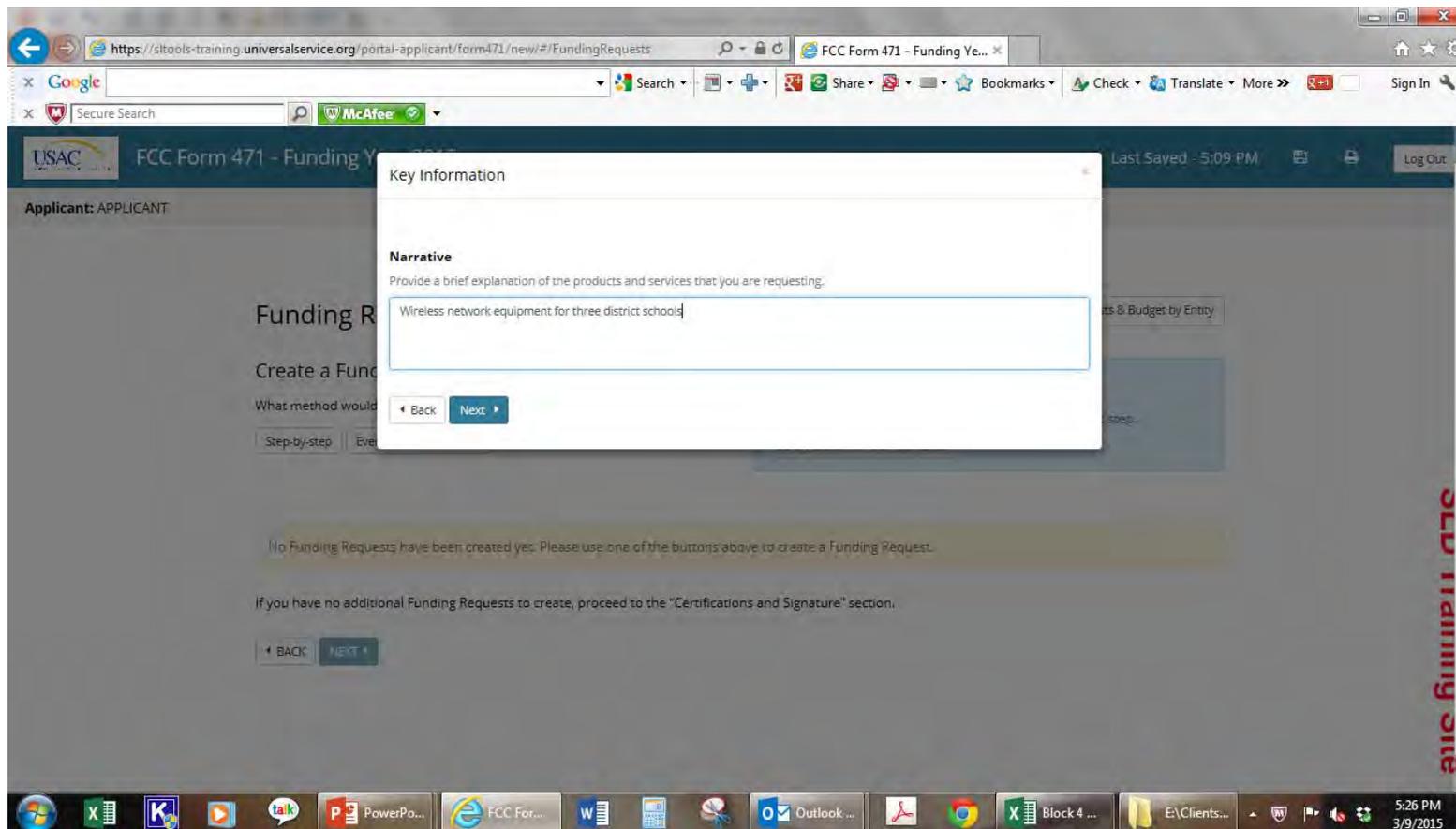
SLD Training Site

5:25 PM 3/9/2015

Answer no to both of these questions – no master contract and no continuation of prior year FRN



Briefly describe the purpose of the FRN – wireless equipment, wiring, etc.



Once all Key Information is provided, the system assigns the Funding Request #

The screenshot displays the USAC FCC Form 471 - Funding Year 2015 portal. A modal window titled "Key Information" is centered on the screen, displaying the message: "Funding Request #2742160 Has Been Created". Below this message, there is a text input field labeled "Enter Products & Services for this Funding Request" and a link that says "Return to the FRN Main Page". The background of the portal shows the "Funding Requests" section with a "Create a Funding Request" button and a "Your Funding Requests" table. The table lists a request for "Wireless Project (2742160)" with a status of "Waiting for data". The system clock in the bottom right corner shows 5:26 PM on 3/9/2015.

FRN Summary and now on to Item 21

USAC
FCC Form 471 - Funding Year 2015
Last Saved - 5:26 PM
Log Out

Applicant: APPLICANT

Basic Information Discount Calculation **Funding Requests** Certifications & Signature

Funding Requests

View Category Two Requests & Budget by Entity

Create a Funding Request

What method would you like to use to create your Funding Request?

Step-by-step Everything on one page

Finished Entering Funding Requests?
If you've entered all of your data, you may go to the next step.
Certify & Submit Your Application

Your Funding Requests

Wireless Project (2742160)	Key Information	Item 21
----------------------------	-----------------	---------

If you have no additional Funding Requests to create, proceed to the "Certifications and Signature" section.

BACK NEXT

OLD Training Site

Your FRN name appears here with the system assigned number

Here is the button to enter Item 21 information – the second part of the FRN section

2 ways to enter Item 21 data – Add Line Item or the optional Upload Template

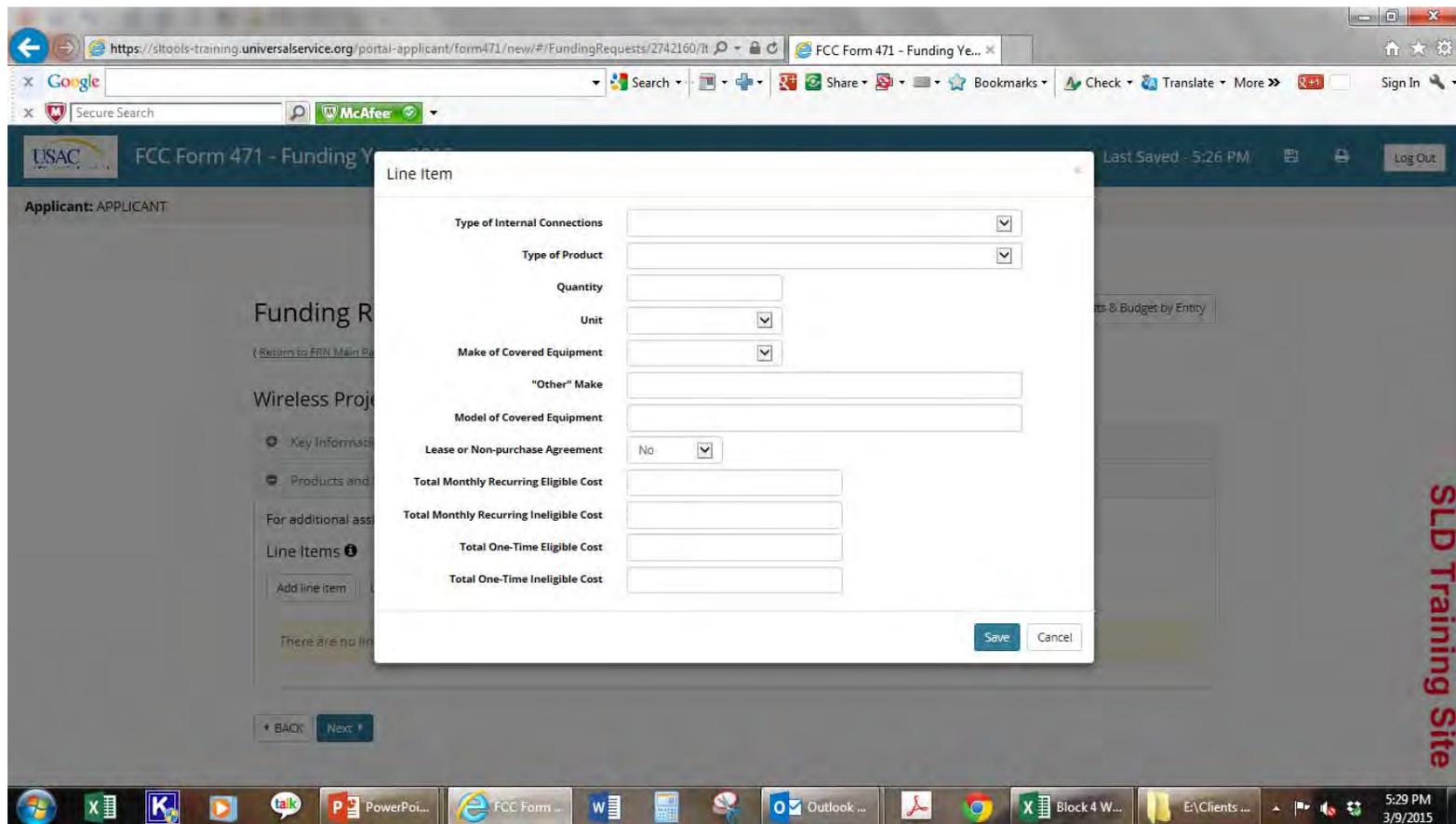
Hint: Use the optional template and upload it. It works beautifully and it's easier than the manual online data entry.

Add Line Item button and Upload Template button

Choose one – data enter information online - choose Add Line Item

If you complete the template offline, then select Upload Template

Pop up screen after choosing Add Line Item button



Upload Template method

Upload Completed Template

[Download the Internal Connections template.](#)

Browse

Upload Cancel

FRN Line Item Number	Type of Internal Connections	Type of Product	Quantity	Unit	Make of Covered Equipment	Other Equipment Make	Model of Covered Equipment	Lease or Non-purchase Agreement	Total Monthly Recurring Eligible Cost	Total Monthly Recurring Ineligible Cost	Cost	Cost	Cost
1	Data Distribution	Switch	3	Each	Alcatel-Lucent		OS6450 P4B	No	\$0.00	\$0.00	\$4,912.11	\$0.00	\$4,912.11
Manage Receipts: 34,342.11 remaining													
Entry #	Entry Name	Eligible Cost per Entry											
2	Data Distribution	Switch	3	Each	Alcatel-Lucent		SFR-10G-CM	No	\$0.00	\$0.00	\$382.83	\$0.00	\$382.83
Manage Receipts: 38,423 remaining													
Entry #	Entry Name	Eligible Cost per Entry											

D Training Site

Prepare template offline by downloading template and following instructions.

<http://www.usac.org/sl/tools/forms/471-templates.aspx>

Select template file to upload from your computer

Successful upload – all of your line items entered

The screenshot shows a web browser window with the URL <https://sitools-training.universalservice.org/portal-applicant/form471/new/#/FundingRequests/2742160/it>. The page title is "Funding Request 2742160". The navigation tabs include "Basic Information", "Discount Calculation", "Funding Requests" (which is active), and "Certifications & Signature".

Below the navigation, there is a "Wireless Project" section. Under "Products and Services Requested (Item 21)", there is a link for "Tips and Troubleshooting". The "Line Items" section contains two buttons: "Add line item" and "Upload Completed Template".

A table displays the line items. The table has the following columns: FRN Line Item Number, Type of Internal Connections, Type of Product, Quantity, Unit, Make of Covered Equipment, Other Equipment Make, Model of Covered Equipment, Lease or Non-purchase Agreement, Total Monthly Recurring Eligible Cost, Total Monthly Recurring Ineligible Cost, Total One-Time Eligible Cost, Total One-Time Ineligible Cost, and Pre-Discount Extended Eligible Line Item Cost.

FRN Line Item Number	Type of Internal Connections	Type of Product	Quantity	Unit	Make of Covered Equipment	Other Equipment Make	Model of Covered Equipment	Lease or Non-purchase Agreement	Total Monthly Recurring Eligible Cost	Total Monthly Recurring Ineligible Cost	Total One-Time Eligible Cost	Total One-Time Ineligible Cost	Pre-Discount Extended Eligible Line Item Cost
1	Data Distribution	Switch	3	Each	Alcatel-Lucent		D56450-P48	No	\$0.00	\$0.00	\$4,912.11	\$0.00	\$4,912.11

Below the table, there is a "Manage Recipients" button and a status bar showing "\$4,912.11 remaining". At the bottom, there are fields for "Entity #", "Entity Name", and "Eligible Cost per Entity".

On the right side of the screenshot, there is a vertical red text label: "SLD Training Site".

The Windows taskbar at the bottom shows several open applications: Internet Explorer, Microsoft Word, PowerPoint, FCC Form 471, Outlook, Training, Excel 2010, and Windows Explorer. The system clock shows 6:21 PM on 3/9/2015.

Next step – Manage Recipients

Line Items

Add line item Upload Completed Template

Previous Page Next Page

For each line item, you must indicate which buildings will receive the equipment or service. This is called “Manage Recipients”

FRN Line Item Number	Type of Internal Connections	Type of Product	Quantity	Unit	Make of Covered Equipment	Other Equipment Make	Model of Covered Equipment	Lease or Non-purchase Agreement	Monthly Recurring Eligible Cost	Monthly Recurring Ineligible Cost	One-Time Eligible Cost	One-Time Ineligible Cost	Eligible Line Item Cost
1	Data Distribution	Switch	3	Each	Alcatel-Lucent		D56450-P4B	No	\$0.00	\$0.00	\$4,912.11	\$0.00	\$4,912.11
Manage Recipients \$4,912.11 remaining													
Entity #	Entity Name	Eligible Cost per Entity											
2	Data Distribution	Switch	3	Each	Alcatel-Lucent		SFP-10G-CTM	No	\$0.00	\$0.00	\$583.83	\$0.00	\$583.83
Manage Recipients \$583.83 remaining													
Entity #	Entity Name	Eligible Cost per Entity											
3	Data Distribution	Switch	3	Each	Alcatel-Lucent		SFP-GIG-SX	No	\$0.00	\$0.00	\$512.67	\$0.00	\$512.67
Manage Recipients \$512.67 remaining													
Entity #	Entity Name	Eligible Cost per Entity											

Each line item has a blue “Manage Recipients” button

SLD Training Site

6:21 PM 3/9/2015

Select which schools will receive the equipment or service in a particular line item – must be done manually for each line item

STEP 1 – answer question whether all entities receive service/product. If answer is no:

When you click on an entity, it is automatically moved to the right column “Entities for the Funding Request”

The screenshot shows the FCC Form 471 application interface. The main window is titled "Wireless Project" and "Line Item # 1". A red box highlights the question "Is every entity on this application receiving the product or service in this line item?" with "Yes" and "No" buttons. Below this is a "Filter Entities" section with a search box and two columns: "All Entities" and "Entities for this Funding Request". Three entities are listed in the "All Entities" column: ALCESTER HUDSON JR HIGH (202395), ALCESTER HUDSON ELEM SCH (65757), and ALCESTER HUDSON HIGH SCHOOL (65756). An arrow points from the first entity to the "Entities for this Funding Request" column. The interface also includes a "Pre-Discount Extended Eligible Line Item Cost" table and a "Are the costs shared equally among all of the entities?" question.

Total One-Time Ineligible Cost	Pre-Discount Extended Eligible Line Item Cost
\$0.00	\$4,412.11
\$0.00	\$382.82
\$0.00	\$511.67

Manage Recipients continued

Line Item # 1

Is every entity on this application receiving the product or service in this line item?

Yes No

Click on an entity to switch between lists.

Filter Entities

All Entities

ALCESTER HUDSON JR HIGH (202395)

ALCESTER HUDSON HIGH SCHOOL (65756)

Add A

Remt

Entities for this Funding Request

STEP 2

Are the costs shared equally among all of the entities?

Yes No

How are these costs allocated?

equally based on number of schools

equally based on number of students

Total One-Time (Instigible Cost) 30.00

Pre-Discount Extended Eligible Line Item Cost 34,912.11

Even if there is ONLY 1 school receiving the service/product, you must answer the question: "Are the costs shared equally among all of the entities?"

If you selected 1 school as a recipient, then answer **Yes** here and choose "Equally based on the # of schools"

For shared equipment, indicate Yes or No to whether the costs are being shared equally. If Yes, then choose either "Equally based on the # of schools" or "Equally based on the # of students." If No, then allocate the dollars for each school.

Tracking budgets for each school – figure out how much funding you are requesting

USAC FCC Form 471 - Funding Year 2015

Applicant: APPLICANT

Basic Information Discount Calculation **Funding Requests** Certifications & Signature

Funding Request 2742160

(Return to FRN Main Page)

Wireless Project

View Category Two Requests & Budget by Entity

Key Information

Products and Services Requested (Item 21)

For additional assistance with completing the Item 21, see Item 21 in [Tips and Troubleshooting](#).

Line Items

Add line item Upload Completed Template

Previous Page Next Page

FRN Line Item Number	Type of Internal Connections	Type of Product	Quantity	Unit	Make of Covered Equipment	Other Equipment Make	Model of Covered Equipment	Lease or Non-purchase Agreement	Total Monthly Recurring Eligible Cost	Total Monthly Recurring Ineligible Cost	Total One-Time Eligible Cost	Total One-Time Ineligible Cost	Pre-Discount Extended Eligible Line Item Cost
	Data Distribution	Switch	3	Each	Alcatel-Lucent		OS6450-P48	No	\$0.00	\$0.00	\$4,912.11	\$0.00	\$4,912.11

SLD Training Site

Budget tracker by building – make sure budgets are not exceeded!

The table below shows the Category Two funds that you have requested for each of the entities you listed in this application. This table **does not include** any funding requested on other FCC Forms 471, such as from consortia, that includes these entities. If the total amount requested for any entity exceeds their Category Two budget, processing of your application may be delayed.

Entity Number	Entity Name	Category Two Pre-discount Request	Category Two Pre-discount Budget	Difference
65756	ALCESTER-HUDSON HIGH SCHOOL	\$6,458.61	\$12,900.00	\$6,441.39
65757	ALCESTER-HUDSON ELEM SCH	\$6,458.61	\$24,300.00	\$17,841.39
202395	ALCESTER HUDSON JR HIGH	\$6,458.61	\$9,200.00	\$2,741.39

Close

SLD Training Site

Certifications – Last Section

https://sitools-training.universalservice.org/portal-applicant/form471/new/#/Certifications

Basic Information Discount Calculation Funding Requests **Certifications & Signature**

Certifications & Signature

I certify that the entities listed in Block 4 of this application are eligible for support because they are:

- 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; and/or

I certify that the entity I represent or the entities listed on this application have secured 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 the entities I represent or the entities listed on this application have secured access to all of the resources to pay the discounted charges for eligible services from funds to which access has been secured in the current funding year. I certify that the Billed Entity will pay the non-discount portion of the cost of the goods and services to the service provider(s).

A	Total funding year pre-discount amount on this FCC Form 471	\$6,458.61
B	Total funding commitment request amount on this FCC Form 471	\$3,875.17
C	Total applicant non-discount share	\$2,583.44
D	Total budgeted amount allocated to resources not eligible for E-rate support	0
E	Total amount necessary for the applicant to pay the non-discount share of the services requested on this application AND to secure access to the resources necessary to make effective use of the discounts.	\$2,583.44

Check this box if you are receiving any of the funds in Item E directly from a service provider listed on any of the FCC Forms 471 filed by this Billed Entity for this funding year, or if a service provider listed on any of the FCC Forms 471 filed by this Billed Entity for this funding year assisted you in locating funds in Item E.

I certify that an FCC Form 470 was posted and that any related RFP was made available for at least 28 days before considering all bids received and selecting a service provider. I certify that all bids submitted were carefully considered and the most cost-effective service offering was selected, with price

SLI
ing Site

Must provide technology budget and resources here

6:31 PM
3/9/2015

There is one check box to leave unchecked!

DON'T check this box
– says vendor is
helping you pay your
non-discounted share
– not permissible!

The screenshot shows a web browser window displaying the FCC Form 471 application form. The browser address bar shows the URL: <https://sitools-training.universalservice.org/portal-applicant/form471/new/#/Certifications>. The form contains several sections with checkboxes and a table.

Checkboxes are checked for the following items:

- 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; and/or
- I certify that the entity I represent or the entities listed on this application have secured 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 the entities I represent or the entities listed on this application have secured access to all of the resources to pay the discounted charges for eligible services from funds to which access has been secured in the current funding year. I certify that the Billed Entity will pay the non-discount portion of the cost of the goods and services to the service provider(s).
- I certify that an FCC Form 470 was posted and that any related RFP was made available for at least 28 days before considering all bids received and selecting a service provider. I certify that all bids submitted were carefully considered and the most cost-effective service offering was selected, with price being the primary factor considered, and is the most cost-effective means of meeting educational needs and technology goals.
- I certify that the entity responsible for selecting the service provider(s) has reviewed all applicable FCC, state, and local procurement/competitive bidding requirements and that the entity or entities listed on this application have complied with them.
- 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 54.513. Additionally, I certify that the entity or entities listed on this application have not received anything of value or a promise of anything of value, other

A	Total funding year pre-discount amount on this FCC Form 471	\$6,458.61
B	Total funding commitment request amount on this FCC Form 471	\$3,875.17
	a) applicant non-discount share	\$2,583.44
	a) budgeted amount allocated to resources not eligible for E-rate support	50000
	a) amount necessary for the applicant to pay the non-discount share of the services requested on this application AND to secure access to resources necessary to make effective use of the discounts.	\$52,583.44

Check this box if you are receiving any of the funds in Item E directly from a service provider listed on any of the FCC Forms 471 filed by this Billed Entity for this funding year, or if a service provider listed on any of the FCC Forms 471 filed by this Billed Entity for this funding year assisted you in locating services in Item E.

SLD Training Site

6:32 PM
3/9/2015

Before submitting you are required to “Review Application”

The screenshot shows a web browser window with the URL <https://sitools-training.universalservice.org/portal-applicant/form471/new/#/Certifications>. The page contains several input fields for application details:

- Phone number: (202)776-0080
- Email address of authorized person: applicant@usac.org
- Re-enter Email: applicant@usac.org
- Name of authorized person's employer: APPLICANT

The main section is titled "Submit & Certify Your Application" and contains three steps:

- 1. Review Application**
Review this application to ensure it is complete and accurate.
- 2. Submit Application**
After you submit this application, it can't be changed.
- 3. Certify**
All applications must be certified in order to be processed.

The "Review Application" step is highlighted with a red rectangular box. The USAC logo is visible in the bottom right corner of the form area. A vertical watermark "SLD Training site" is on the right side of the browser window. The Windows taskbar at the bottom shows the time as 6:33 PM on 3/9/2015.

Print Preview

The screenshot shows a web browser window displaying the FCC Form 471 application. The browser's address bar shows the URL: <https://stools-training.universalservice.org/portal-applicant/form471/new/#/Certifications>. The page title is "FCC Form 471 - Funding Year 2015". The browser's status bar at the bottom shows "Last Saved - 6:51 PM" and a "Log Out" button. A red box highlights the print icon in the browser's status bar. The application interface shows the "Certifications & Signature" section, which includes two certification questions and a table of funding amounts.

Item	Description	Amount
A	Total funding year pre-discount amount on this FCC Form 471	\$6,458.61
B	Total funding commitment request amount on this FCC Form 471	\$3,875.17
C	Total applicant non-discount share	\$2,583.44
D	Total budgeted amount allocated to resources not eligible for E-rate support	0
E	Total amount necessary for the applicant to pay the non-discount share of the services requested on this application AND to secure access to the resources necessary to make effective use of the discounts.	\$2,583.44

SLD Training Site

To print application in draft form, you must go back through every page, expand all of the sections and then print the application.

After submission, print out each section of the form separately.

No, this is not a joke.

Questions?

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