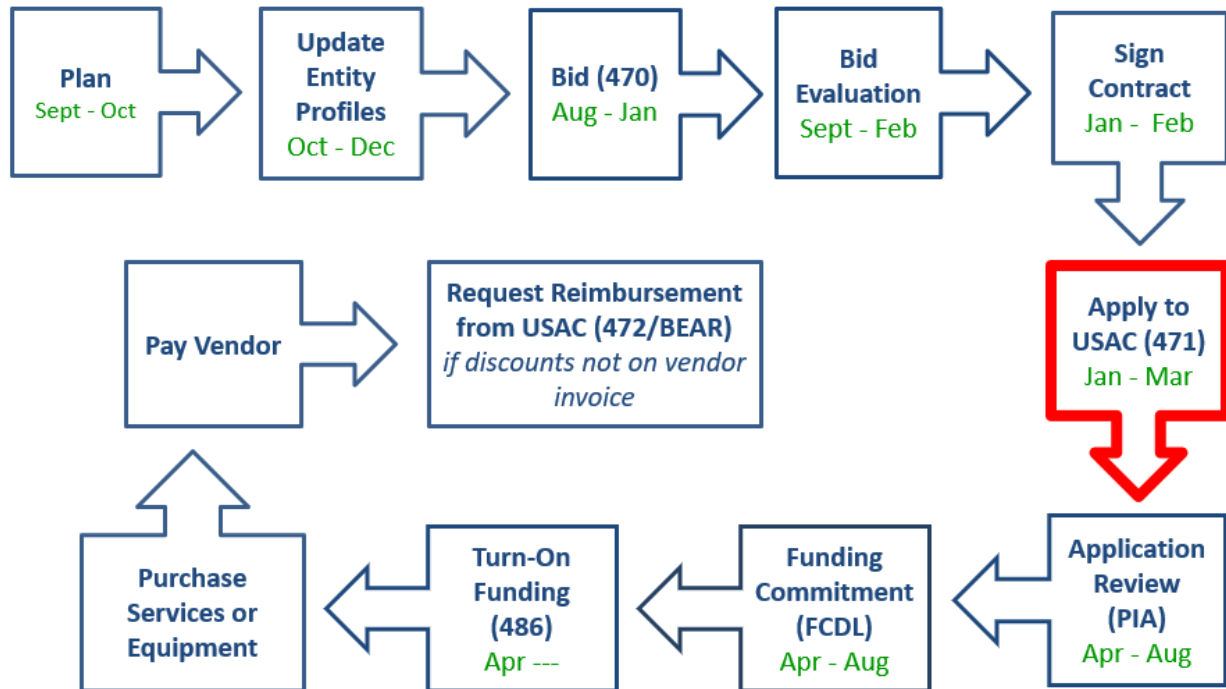


Filing the Form 471



To apply for Schools and Libraries (E-rate) Program discounts, file a Form 471 to provide USAC with information about the services or equipment you are requesting and the entities that will receive the services or equipment. USAC will review your request(s), may ask for additional information, and will then issue a funding decision for each request.

Applicants must file the Form 471 in the E-rate Productivity Center (EPC) during the specific application filing window each year. In general, the application filing window opens about six months before the start of the upcoming funding year and is open for about two and a half months. The specific opening and closing dates of the filing window are published in the fall before the filing window opens each year. Typically, the window is open from early January – mid March.

Information Required on the FCC Form 471

For each funding request, you must also provide the following:

- Information on internet access connections and speeds (“Funding Request” section)
- A detailed description of services or equipment
- Specific information on each service, set of services, or equipment you are requesting:
 - Service provider name and Service Provider Identification Number (SPIN), also known as the service provider’s 498 ID

- Cost of the service or the equipment
- Contract number and other contract details (if there is a contract)
- Start and end dates of service
- Worksheet(s) identifying the entity or set of entities receiving each service or the equipment

The Form 471 must be certified on or before the close of the application filing window.

Preparing to File the Form 471

The Form 471 must be filed online in the applicant's EPC portal. Before beginning the Form 471 application, the applicant should update all of the information that is stored in the portal, which is then incorporated into each Form 471 that the applicant may create.

The stored data that should be reviewed and/or updated each year to ensure accuracy, are:

- **Managing Organization Relationships** – link the billed entity to a consultant and/or a consortium.
- **Review and update all entities that are “child” entities of the “parent” billed entity.** All schools and non-instructional facilities that are part of a district must be linked in the billed entity's EPC portal and updated enrollment and NSLP information should be entered.
 - Contact Client Service Bureau at 888 203 8100 to request any of the following modifications:
 - the creation of a new entity
 - closing of an entity/moving it to inactive status
 - Link an existing entity to your billed entity including non-instructional facility buildings
- **Contracts** - enter information for contracted services

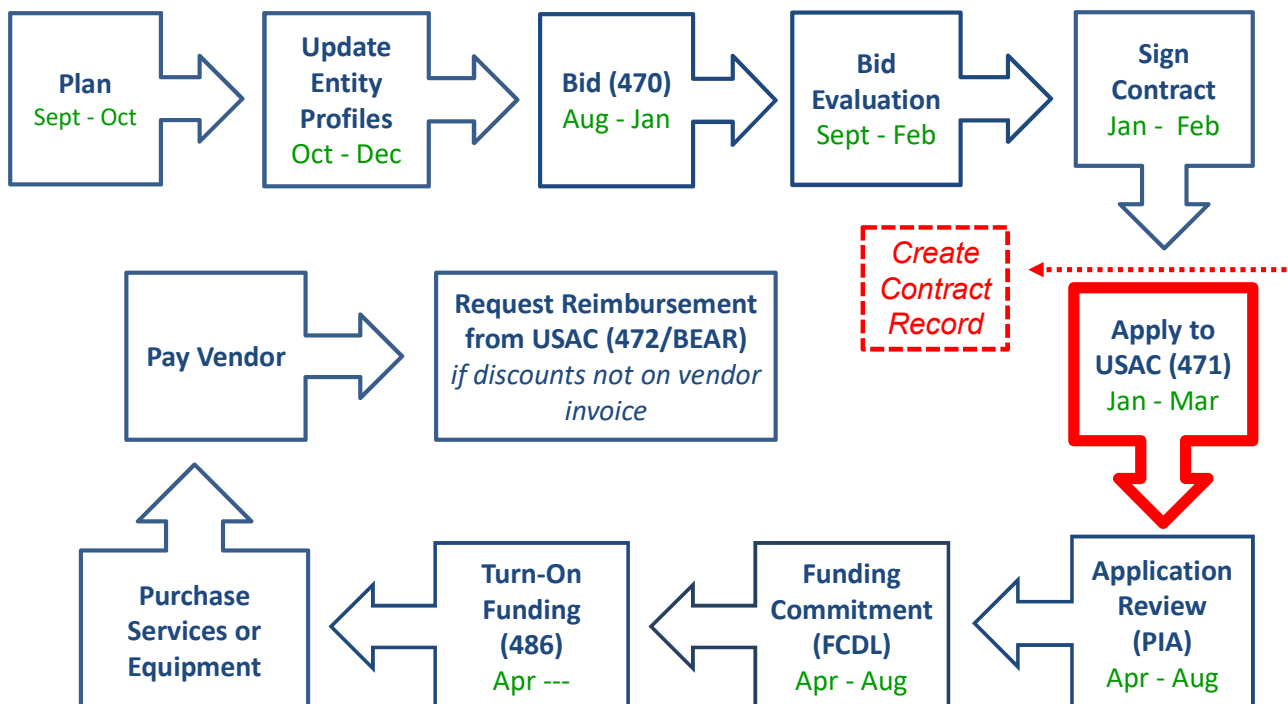
E-rate Form 471 Category 1 Filing Guide FY 2023



February 2023

Will be updated in January 2024

You are **here** in the E-rate process:



FY 2023 Form 471 Filing Dates



- Form 471 deadline is March 28, 2023
 - Last possible day to post a 470, and file a Form 471 is February 28
- PIA reviews begin quickly for early-submitted!
 - Applicants that have made mistakes find that they still have time to rebid and/or refile
- Wave 1 of funding commitment letters should be issued in mid-late April

3

What's New on the FY 2023 Form 471?

Nothing!

**No changes have been made to the
FY 2023 Form 471.**



4

Reminders...

- Create FRNs by individual circuit cost and then quantity (#) of circuits
- List taxes/surcharges as separate FRN Line Item
 - These can be a quantity of 1
- If you missed the Admin Window to update enrollment/NSLP data
 - After filing the Form 471, immediately submit RAL Modification to indicate accurate data
 - PIA will review this request during application review
- Answering Category 1 'Yes/No' Questions
 - Answer 2nd Question first (is this for a WAN?)
 - If the answer to the 2nd Question is Yes, then the answer to 1st question is No
 - Internet FRNs should almost always answer No/Yes
- Contract amendments: If you amended or extended your contract and no new 470 was posted, don't create a new Contract Record. Simply keep proof of the change and provide to PIA upon request
 - There is no way to modify an existing Contract Record in EPC

5

Before Starting Your Form 471...

- Do you have a signed vendor contract?
 - Any multi-year service arrangement must be in a contract document signed by the applicant prior to submitting the Form 471
- Have you created Contract Records for each new contract in the EPC Contract Module?
 - > EPC Landing Page > District Name > Contracts from top toolbar
 - See <http://e-ratepa.org/?p=34634> for helpful Contract Records Guide
 - Don't create a new Contract Record for existing contracts
- Are you exercising a contract extension?
 - Extension must be authorized in original contract
 - Contract extension must be 'signed' by applicant prior to submitting the Form 471
 - Follow procedure set forth in contract for exercising renewal option
 - Don't create new contract record for extension
- Do you have the contract or invoice by building in front of you?
- If you've answered YES to all these questions, then you're ready to file a Form 471!

6

Shortcuts...



- 1) Cable Internet FRN example – slide 18
MTM service Coaxial Cable Internet FRN
- 2) Internet w/Fiber Transport FRN example – slide 41
Contracted service Internet Access via Fiber FRN
- 3) Lit Fiber WAN FRN example – slide 64
Contracted service Lit Fiber WAN FRN
- 4) Submitting/Printing Form – slide 96 Submitting Form
- 5) Copy FRN Feature – slide 109 Copy FRN Feature
- 6) Special Fiber Costs – slide 117 Special Fiber Costs FRNs

7

Starting a Form 471 From Your EPC Landing Page

- Log into EPC at: <https://portal.usac.org/suite/>
- From the Landing Page, select “FCC Form 471” in top right corner

News Tasks (1) Records Reports Actions

My Landing Page

Training
Universal Service
Administrative Co.

Welcome, PAS BEST SCHOOL DISTRICT - (PARENT ENTITY)

Funding Request Report | FCC Form 470 | **FCC Form 471** | FCC Form 486 | Appeal
| FCC Form 500 | SPIN Change | Service Substitution | Hurricane Impact
Designation | Manage Users | Manage Organizations | USAC Website | Contact
Us | Help

8

Application Nickname

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

Billed Entity Information

THE BEST SCHOOL DISTRICT - (PARENT ENTITY)
100 Main Street
Apt 2
Springfield, PA 19064
555-555-5555
school.district4.user1@mailinator.com

Billed Entity Number: 108
FCC Registration Number: 0123456789
Applicant Type: School District

Application Nickname

Please enter an application nickname here. ⓘ *

Category 1 Form 471 - FY 20XX

Enter a really descriptive nickname so you can easily find the form in "My Tasks" later

9

Identifying Correct Contact Person

Contact Information

Are you the main contact person?

YES ✓

NO

Holiday / Summer Contact Information

Holiday/summer contact is optional.

Please provide any alternate contact information to use during holiday/vacation period including the name of any alternate contact person and how best to reach them.

If you are the main contact person, select "Yes." If someone other than the person completing the 471 should receive the e-mail correspondence about this application, select "No" and then select one of the other "Users" in your EPC account. (Your Account Administrator can add additional Users and they will appear as available after the new User has logged in and accepted the T/C's.)

10

Selecting Category 1 or Category 2

Basic Information Entity Information Funding Requests Certify

Next, you will identify the category of service for the product and services you are requesting. If you need help determining the correct category of service, please review the Eligible Services List on the USAC website.

Category of Service

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

You can only select one Category of Service per FCC Form 471. You can submit a second application for the other Category of Service.

CATEGORY 1 ✓

- Data Transmission and/or Internet Access

CATEGORY 2

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

Select either “Category 1” or “Category 2.”
For this Form 471 Guide, we are filing for Category 1 services.

Note: C1 and C2 requests cannot be filed on the same 471.

11

District Entity Information

BEN Name	BEN	Urban or Rural	State LEA ID	State School ID	NCES Code	School District Attributes	How does the district report its student count for Category Two budget?	Sum of Student Counts of all Schools in the District	Endowment Amount
THE BEST SCHOOL DISTRICT - (PARENT ENTITY)	108	Urban	12335	N/A		Public School District	A number for each school in the district	5520	None

FCC Form 471 Help

Show Help

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

Nothing to do on this page. It simply shows the information from EPC about your entity district or school.

Be careful NOT to click on the name of the district in blue because it will take you out of this Form 471 and into the District’s EPC profile. If you do leave the application, just go to “My Tasks” on your EPC Landing Page and click on the Form 471 name to re-enter the application.

12

School Entity Information

Entity Details
Fields with "*" next to them are not sortable

Entity Name †	Entity Number	Urban or Rural	NIF*	State LEA ID	State School ID	NCES Code	# of students that attend this school full time	Student Count Based on Estimate*	Alternative Discount	CEP Percentage	CEP Base Year	Total Students for C2 Budget	School Attributes*	Endowment Amount	Annexes*
Anderson Elementary School	10602	Urban					1234	N/A	None	N/A	N/A	1234	Public School, Pre-K	None	View Annexes
Blue Ribbon School District Office	10606	Rural		N/A	N/A			N/A	N/A	N/A	N/A			None	View Annexes
Bluford Middle School	10600	Urban					1234	N/A	None	N/A	N/A	1234	Public School	None	View Annexes
Boone Middle School	10593	Urban					344	N/A	None	N/A	N/A	344	Public School	None	View Annexes
Buchanan Elementary School	10603	Urban					222	N/A	None	N/A	N/A	222	Public School	None	View Annexes

1 - 5 of 12 >

Nothing to do on this page. It just shows discount-related data that was entered into each school's EPC profile. If you need to make corrections to this data, they must be done by submitting a RAL Correction **after** the Form 471 is submitted.

Again, **be careful NOT** to click on the school's name in **blue** because you will be taken out of this Form 471 and into that school's EPC profile.

13

District E-rate Discounts

Requested Discount Calculation

More than 50 percent of your individual schools must be rural for the school district to be considered rural. (Swing spaces are not considered.)

This discount rate has not been approved for the current year

School District Full-time Enrollment	School District NSLP Count	School District NSLP Percent	School District Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate
5761	4820	84%	Urban	90%	85%

SHOW ENTITIES

FCC Form 471 Help

Show Help

BACK DISCARD FORM SAVE & CONTINUE

This page shows your discount rate for each category of service. The discounts are calculated based on the data that is in the EPC Profile for each school or library.
(If you forgot to update this data during the Admin Window or see that data needs corrected, file a RAL Modification **after** the Form 471 is filed and the change will be made during PIA review.)

14

Discount Calculation Errors...

If you receive a red box showing this discount calculation error:

The information in your organization's profile is not sufficient to calculate your Discount Rate.

it's because data is missing from one or more of you school's EPC profiles and must be corrected.

If you receive this message, contact USAC at 888-203-8100 immediately so they can fix the underlying data which will then allow your application to proceed.

Note: There is no way for you to fix this yourself because the entity profiles have been locked.

15

Creating Your Funding Requests

- The next step is to create your FY 2023 Funding Requests
 - Funding Requests, known as FRNs, provide details to USAC about the services for which you are seeking discounts
 - Each separate service or contract will have its own FRN
 - There can be multiple FRNs per Form 471
 - But Category 1 and Category 2 FRNs must be filed on separate 471s
- There are two sections to each funding request:
 1. **FRN Key Information**
 - Links to the relevant contract record (or indicates it's MTM if no contract)
 - Provides updated Contract Expiration Date
 - Provides general FRN description in narrative box
 2. **FRN Line Item(s)**
 - Provides details about service/bandwidth/purpose
 - Provides recurring and/or one-time cost data for each line item
 - Identifies which schools or libraries are receiving that service
 - Must have separate FRN Line Items for each different speed or service or cost
 - Also, taxes/fees must be listed on separate FRN Line Items

16

Shortcuts...



- 1) Cable Internet FRN example – slide 18
MTM service Coaxial Cable Internet FRN
- 2) Internet w/Fiber Transport FRN example – slide 41
Contracted service Internet Access via Fiber FRN
- 3) Lit Fiber WAN FRN example – slide 64
Contracted service Lit Fiber WAN FRN
- 4) Submitting/Printing Form – slide 96 Submitting Form
- 5) Copy FRN Feature – slide 109 Copy FRN Feature
- 6) Special Fiber Costs – slide 117 Special Fiber Costs FRNs

17

Coaxial Cable Internet FRN

Example 1: Coaxial Cable Internet FRN (month-to-month service)



18

FRN Example 1: Coaxial Cable Internet

- **Assumptions for this example:**
 - MTM service (not under contract)
 - Note MTM services must have a FY 2023 Form 470 that was filed after 7/1/2022
 - ** Unless using the [Commercially Available Bundled Internet Option \(CABIO\)](#)
 - *** Cable modem services, including those using CABIO, can also be multi-year contracts but for this example, we're showing MTM
 - Coaxial Cable Internet Service
 - 1 circuit
 - \$149.00/month
 - 100 Mbps download/20 Mbps upload

** The CABIO option doesn't require a Form 470, but service generally must be found on vendor's website as commercially available, cost \$3,600 or less annually per individual school or library (including taxes, fees, equipment and installation) and provide bandwidth speeds of at least 100 Mbps downstream and 10 Mbps upstream. If using this option, select NO when asked if a Form 470 was posted.

19

Adding a Funding Request

This is the main FRN page, not to be confused with the [FRN Line Item Page](#). You will add your funding requests one by one on this page.

Funding Requests

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.

<input type="checkbox"/>	FRN	↓ Nickname	Number of FRN Line Items	FRN Calculation
You haven't created any Funding Requests (FRNs) yet. Click the "Add FRN" button to start creating your first FRN				
				<input type="button" value="ADD FRN"/> <input type="button" value="EDIT FRN"/> <input type="button" value="REMOVE FRN"/>



20

Funding Request Key Information

Funding Request Key Information

Please enter a Funding Request Nickname here *

Cable Internet Service - Comcast

Provide a descriptive nickname for each funding request.

Is this Funding Request a continuation of an FRN from a previous funding year?

YES NO ✓

If you requested this service last year and the service is continuing for FY 2023, you may select “yes” and supply the FRN from FY 2022.

Copy FRN

If you want to copy an existing Funding Request, select Copy FRN below. Note that if an FCDL has been issued for the FRN, the approved version of the FRN will be copied.

COPY FRN

Optional: Use this feature to copy previous FRN filed in EPC for same/similar service. Then search by 471 or FRN number to copy data from last year. (See slide 109)

Service Type

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

Data Transmission and/or Internet Access

The only choice is: “Data Transmission and/or Internet Access.”

Note: This example is not showing the Copy FRN feature.

Contract vs. MTM

FRN Contract

How are the services for this FRN being purchased?

Contract information is stored in your Profile; you can add a new Contract at any time. Details about your Tariff and Month-to-Month services will be entered in your FRN.

CONTRACT TARIFF MONTH-TO-MONTH ✓

Select either “Contract” or “Month-to-Month.” Don’t select “Tariff.” The FRN in this example is for MTM service.

Bidding Information

Establishing FCC Form 470

How many bids were received? *

1

Enter the number of bids that you received for this product or service.

Was an FCC Form 470 posted for the product and/or services you are requesting?

YES ✓

NO

Use the search tool below to find the establishing FCC Form 470.

Remember that the services in the contract had to be posted on the FCC Form 470.

Remember you cannot file your Form 471 before the Allowable Contract Date.

Search FCC Forms 470

Search by FCC Form 470 Number

Search by BEN

108

Don't enter a 470 # -- simply click "Search" using the pre-filled BEN to find a list the Form 470's posted for your entity.

CLEAR FILTERS

SEARCH

** The **CABIO** option doesn't require a Form 470, but service generally must be found on vendor's website as commercially available, cost \$3,600 or less annually per individual school or library and provide bandwidth speeds of at least 100 Mbps downstream and 10 Mbps upstream. If using this option, select NO.

23

Selecting the Form 470

Select the Form 470 # that was used to competitively bid this service.

Search by BEN

108

CLEAR FILTERS SEARCH

<input type="checkbox"/>	FCC Form 470 Number	Nickname	Funding Year ↓	BEN	BEN Name	Allowable Contract Date	Service Type
<input type="checkbox"/>	210000124	FY 2021 - Switches/Wireless - C2	2021	108	THE BEST SCHOOL DISTRICT - (PARENT ENTITY)	12/11/2020	Internal Connections
<input type="checkbox"/>	210000120	FY 2021 - C2 Wireless	2021	108	THE BEST SCHOOL DISTRICT - (PARENT ENTITY)	12/10/2020	Internal Connections
<input checked="" type="checkbox"/>	230000118	FY 2023 - MTM Internet	2023	108	THE BEST SCHOOL DISTRICT - (PARENT ENTITY)	1/15/2023	Data Transmission and/or Internet Access

Remember: Because this is a MTM FRN, you must select a Form 470 # that was posted for FY 2023 because MTM services must be bid each year.

24

Acct # and Service Provider

Service Provider

Account Number (e.g., billed telephone number)

Optional: If you have an existing relationship with the vendor and know the account number, list it here. Otherwise, leave it blank.

If your service provider has given you one or more Account Numbers, please enter them.

Use the search tool below to find the establishing ser

Search for your chosen Service Provider - by SPIN or by Partial Name. (hint: select by SPIN, if you know it).

Search Service Providers

Search by SPIN

Search by Name (Full or Partial)

Then select the correct Service Provider from the list.

CLEAR FILTERS

SEARCH

<input checked="" type="checkbox"/>	SPIN	Name	Doing Business As	State
<input checked="" type="checkbox"/>	14010001	USAC Service Provider Organization 1		VA

25

Entering Service Start and End Dates

Dates

What is the service start date? ?*

Enter the date when services will start for this Funding Year

When will the services end? *

Service Start Date

Enter the date the services will begin in THIS funding year. Service Start Dates will almost always be 7/1/2023 (this will be pre-populated for you).

Service End Date

Enter the date services will end within THIS funding year, which is generally 6/30/2024 (the last date of the funding year).

26

Pricing Confidentiality

Next, you will identify any pricing confidentiality restrictions for the product or services you are requesting.

Pricing Confidentiality

Is there a statute, rule, or other restriction which prohibits publication of the specific pricing information for this contract?

 YES

 NO ✓


Always answer "No."

27

Fiber Questions

Fiber Request Key Information

Does this FRN include a request for any of the following eligible broadband options?

- **Special construction.** One-time, upfront costs associated with building out leased lit fiber, leased dark fiber, or a self-provisioned network (i.e. special construction charges), or wireless service; and/or
- **Maintenance and operations.** Costs associated with the maintenance and operations for either a leased dark fiber or self-provisioned network; and/or
- **Network equipment.** Costs associated with the purchase of Network Equipment needed to make leased dark fiber or a self-provisioned network functional (e.g., modulating electronics and other equipment).

If any of the above apply, select "Yes" below.

Select "No" if you are only seeking support for the monthly recurring costs for either a leased lit fiber service or a leased dark fiber service (i.e., recurring payments on a dark fiber lease or IRU), or a wireless service.

Notes:

- If you are seeking support for both the Special Construction, Maintenance and Operation, and/or Network Equipment as well as support for recurring costs associated with leased lit fiber, a dark fiber lease/IRU, or a wireless service then you create multiple FRNs. In each case, you will select a different answer to the Yes/No question based the specific services that are included in that FRN.
- If you select "Yes" below, you should create separate FRNs for special construction charges, maintenance and operations (M&O) charges, and Network Equipment charges. If charges for M&O and Network Equipment are bundled pursuant to a single contract for those products/services, you may use the Network Equipment/M&O FRN option.

 YES

 NO ✓


This FRN is for a coaxial cable Internet service, so the answer is "No."
Unfortunately, the Form 471 does not yet know this is for a cable Internet service, so it doesn't know to skip this question.

28

FRN Narrative Box

Narrative

Provide a brief explanation of the products and services that you are requesting, or provide any other relevant information regarding this Funding Request. You should also use this field to describe any updates to your entity data, such as revised student counts, entity relationships, etc. that you were unable to make after the close of the Administrative filing window for profile updates. These changes will be addressed during the application review process.*

This FRN is for coaxial cable internet service.

Provide a brief narrative explanation of the FRN to enable your PIA reviewer to understand the services you are requesting.

Hint: No need to provide too much information here.

FCC Form 471 Help

Show Help

BACK

CANCEL

SAVE & VIEW FRN(S)

SAVE & ADD/MANAGE FRN LINE ITEMS

Note: if you click 'Save & View FRNs' you will be taken to the main FRN page. If you click 'Save & Add FRN Line Items' you will be taken directly to the Add FRN Line Items page.

29

Adding FRN Line Item

<input type="checkbox"/>	FRN Line Item Number	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
You haven't created any FRN Line Items yet. Click the 'Add New FRN Line Item' button to start creating your first FRN Line Item.						
			<p>ADD NEW FRN LINE ITEM</p>		<p>REMOVE FRN LINE ITEM</p>	<p>BULK UPLOAD</p>

Select "Add New FRN Line Item."

30

Selecting the Purpose

Internet WITH transport

District WAN connections

Transport from district to ISP (not common)

Internet WITHOUT transport (not common)

Purpose *

- Internet access service that includes a connection from any applicant site directly to the Internet Service Provider
- Data Connection between two or more sites entirely within the applicant's network
- Data connection(s) for an applicant's hub site to an Internet Service Provider or state/regional network where Internet access service is billed separately
- Internet access service with no circuit (data circuit to ISP state/regional network is billed separately)

Select the **“Purpose”** that best matches your funding request. For **Coaxial Cable Internet Service** (and most Internet Access services), select the first bullet.

31

Selecting the Function

Then select the **“Function”** (method of transport) from the drop-down menu (coaxial cable internet would be **‘Copper’**).

Function *

Copper

Please select a value

Fiber

Copper

Wireless

Other

Miscellaneous

32

Selecting the Type of Connection

Then select the **“Type of Connection”** from the drop-down menu.

Note: Available options will change, depending on what was selected for the Function.

Please enter Product and Service Details Information for this Data Transmission and/or Internet Access Line Item

Please select a value

- ATM
- ISDN-BRI
- Cable Modem**
- T-1
- T-3
- T-4
- T-5
- Digital Subscriber Line (DSL)
- Ethernet
- Fractional T-1

33

Bandwidth Speeds

Indicate the bandwidth download and upload speeds, and the units used (Mbps or Gbps).

Note: Coaxial Cable Internet Service will likely have different download and upload speeds.

Bandwidth Download Speed *

100.000

Bandwidth Download Units *

Mbps

Bandwidth Upload Speed *

20.000

Please specify the upload speed if it is different than the download speed.

Bandwidth Upload Units *

Mbps

Burstable Bandwidth?

YES NO ✓

↑

Answer whether the service is burstable. (Answer “No” for cable modem service).

34

Yes/No Connection Questions

Note: These questions are not self-explanatory.
Hint: Answer 2nd Question first (is this for a WAN? Y/N).
 If the answer to the 2nd Question is "No," then the answer to 1st question is "Yes."
 Internet Access FRNs will answer the questions as shown below:

Is this a direct connection to a single school, library or a NIF for Internet access? ? *

Note: If the request is for direct connections, you will be required to allocate the total number of lines (monthly quantity) among the recipients listed for this line item.

Is this a connection between eligible schools, libraries and NIFs (i.e., a connection that provides a "Wide area network")? ? *

Does this include firewall services? *

Answer whether the service includes firewall services. (Answer "No" if you're unsure).

Entering Monthly Costs for this FRN Line Item

Use the total unit monthly cost for one line and any ineligible monthly costs.

If you have any one-time costs such as installation fees, list them in this column. Otherwise, list \$0 for each entry.

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Monthly Cost</td><td></td></tr> <tr><td>Monthly Recurring Unit Cost</td><td style="border: 2px solid blue;">\$149.00</td></tr> <tr><td>Monthly Recurring Unit Ineligible Costs</td><td>\$0.00</td></tr> <tr><td>Monthly Recurring Unit Eligible Costs</td><td>= \$149.00</td></tr> <tr><td>Monthly Quantity</td><td style="border: 2px solid blue;">1</td></tr> <tr><td>Months of Service</td><td>x 12</td></tr> <tr><td>Total Eligible Recurring Costs</td><td>= \$1,788.00</td></tr> </table>	Monthly Cost		Monthly Recurring Unit Cost	\$149.00	Monthly Recurring Unit Ineligible Costs	\$0.00	Monthly Recurring Unit Eligible Costs	= \$149.00	Monthly Quantity	1	Months of Service	x 12	Total Eligible Recurring Costs	= \$1,788.00	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>One-Time Cost</td><td></td></tr> <tr><td>One-time Unit Cost</td><td>\$0.00</td></tr> <tr><td>One-time Ineligible Unit Cost</td><td>\$0.00</td></tr> <tr><td>One-time Eligible Unit Cost</td><td>= \$0.00</td></tr> <tr><td>One-time Quantity</td><td>0</td></tr> <tr><td>Total Eligible One-time Costs</td><td>= \$0.00</td></tr> <tr><td>Summary</td><td></td></tr> <tr><td>Total Eligible Recurring Costs</td><td>\$1,788.00</td></tr> <tr><td>Total Eligible One-time Costs</td><td>+ \$0.00</td></tr> <tr><td>Pre-Discount Extended Eligible Line Item Cost</td><td>= \$1,788.00</td></tr> </table>	One-Time Cost		One-time Unit Cost	\$0.00	One-time Ineligible Unit Cost	\$0.00	One-time Eligible Unit Cost	= \$0.00	One-time Quantity	0	Total Eligible One-time Costs	= \$0.00	Summary		Total Eligible Recurring Costs	\$1,788.00	Total Eligible One-time Costs	+ \$0.00	Pre-Discount Extended Eligible Line Item Cost	= \$1,788.00
Monthly Cost																																			
Monthly Recurring Unit Cost	\$149.00																																		
Monthly Recurring Unit Ineligible Costs	\$0.00																																		
Monthly Recurring Unit Eligible Costs	= \$149.00																																		
Monthly Quantity	1																																		
Months of Service	x 12																																		
Total Eligible Recurring Costs	= \$1,788.00																																		
One-Time Cost																																			
One-time Unit Cost	\$0.00																																		
One-time Ineligible Unit Cost	\$0.00																																		
One-time Eligible Unit Cost	= \$0.00																																		
One-time Quantity	0																																		
Total Eligible One-time Costs	= \$0.00																																		
Summary																																			
Total Eligible Recurring Costs	\$1,788.00																																		
Total Eligible One-time Costs	+ \$0.00																																		
Pre-Discount Extended Eligible Line Item Cost	= \$1,788.00																																		

List the # of lines/circuits for this FRN Line Item.

System will subtract ineligible from total to determine eligible.

System has calculated # of months based on the service start and service end dates listed on a prior screen

Identifying Recipients of Service for this Line Item

Select "Yes" if all buildings receive this service (most common for C1 FRNs).

Select "No" if only some buildings receive the service. If you select "No," you are prompted to select/check the buildings receiving the service.

Manage Recipients of Service

Is every entity for this organization receiving service?

Selected Entities

BEN	BEN Name
109	Plainfield Elementary School
110	Jacksonville Jr/Sr High School
111	Tech Central/Maintenance NIF
10597	Gallaudet Elementary School

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Confirming Recipients of Service for this Line Item

This page confirms Recipients of Service.

If you need to make a change, click on Manage Recipients of Service.

If no changes, click Continue to return to the FRN Line Items Page.

BEN	Name
10602	Anderson Elementary School
10606	Blue Ribbon School District Office
10600	Bluford Middle School
10598	Boone Middle School
10603	Buchanan Elementary School
10599	Franklin High School
10597	Gallaudet Elementary School
10601	Guggenheim Elementary School
110	Jacksonville Jr/Sr High School
109	Plainfield Elementary School

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[MANAGE RECIPIENTS OF SERVICE](#)

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Show Help

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FRN Line Item Page

<input type="checkbox"/>	FRN Line Item Number	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	2399000046.001	Copper	Cable Modem	1	0	\$1,788.00

Notice, the system generated a line item number after the FRN number (.001)

If you have more line items for this FRN, click [here](#) to add an additional FRN Line Item.

If you have no more FRN Line Items/Costs for this FRN, click "Continue" to return to the main FRN page.

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Main FRN Page

As you can see, 1 FRN was created, with 1 FRN Line Item. Click "Add FRN" to start a second FRN, or "Review FCC Form 471" if you are finished with the application.

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	2399000046	Cable Internet Service - Comcast	1	\$1,609.20

FCC Form 471 Help

Show Help

System has calculated the total amount of E-rate funds requested for each FRN (this isn't the pre-discount amount). Click on the amount to see calculations.

Note: To edit the FRN information or remove the FRN entirely, check the appropriate box beside the FRN number.

To modify the FRN Line Item data, click on the FRN number to return to the FRN Line Item page.

Example 2: Internet Access Bundled with Fiber Transport (contracted service)



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FRN Example 2: Internet Access

- **Assumptions:**
 - **2-year contract, with one, 1-year extension**
 - Signed in Jan. 2022
 - Expiration of initial term is 6/30/2024
 - **1 FRN line item**
 - **Internet bundled with fiber transport**
 - **1 GB of Internet**
 - **Costs:**
 - Monthly invoice (MRC) - \$850
 - 1-time \$500 connection fee

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Main FRN Page

Funding Requests

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	2399000046	Cable Internet Service - Comcast	1	\$1,609.20



Click "Add FRN" to add an additional Category 1 FRN and start the data-entry process for the Key Details of the FRN.

Funding Request Key Information

Funding Request Key Information

Please enter a Funding Request Nickname here *

Internet Access - Zito

Provide a descriptive nickname for the funding request.

Is this Funding Request a continuation of an FRN from a previous funding year?

YES
 NO

If you requested this service last year and the contract is continuing for FY 2023, you may select "Yes" and supply the FRN from FY 2022 year. If not, select "No."

Previous Year FRN Number *

22000011822

Copy FRN

If you want to copy an existing Funding Request, select Copy FRN below. Note that if an FCDL has been issued for the FRN, the approved version of the FRN will be copied.

Use this option to copy previous FRN for same/similar service. See slide 109 for details.

Service Type

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

Data Transmission and/or Internet Access

The only choice is: "Data Transmission and/or Internet Access."

Contract vs. MTM

FRN Contract

How are the services for this FRN being purchased?

Contract information is stored in your Profile; you can add a new Contract at any time. Details about your Tariff and Month-to-Month services will be entered in your FRN.

CONTRACT ✓
 TARIFF
 MONTH-TO-MONTH



Select either “Contract” or “Month-to-Month” (don’t select “Tariff”).
The FRN in this example is for a **contract** service.

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Linking to a Contract Record

Click “Search” to see all your contracts listed.

Next, you will associate a contract to your FRN. Please search for a contract below and select one to associate it to the FRN.

▼ Associate a Contract

Search by Creating Organization BEN

Search by Nickname (All or Partial)

Search by Contract ID

Search by Contract No.

CLEAR FILTERS

SEARCH

Since “Contract” was selected on the previous screen, you will be prompted to search for the appropriate contract record that you have entered in the EPC Contract Module.

You must have your Contract Records created in your EPC portal in order for this to work. If you have not yet created your CR's, in a separate tab, go to > [Landing Page](#) > [District Name](#) > [Contracts from top menu bar](#) > [Manage Contracts](#) > [Add New Contract](#).

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Choosing the Appropriate Contract

▼ Associate a Contract

Search by Creating Organization BEN

Please note that BEN is a required field and you can use other search fields to narrow down your result.

Search by Contract ID

Search by Nickname (All or Partial)

Search by Contract No.

<input type="checkbox"/>	Contract ID	Contract Number	Nickname	Award Date ↓	Creating Organization BEN
<input checked="" type="checkbox"/>	7321		2022 - Internet - Zito	1/20/2022	108
<input type="checkbox"/>	6989		2021 - Aruba - CDWG	2/3/2021	108

After clicking “Search,” you will see all of the contracts you entered in EPC. Select the correct contract that should be linked to this funding request.

Entering Service Start and Contract Expiration Dates

Contract Information (Additional)

What is the service start date? ⓘ*



Enter the date when services will start for this Funding Year

What is the date your contract expires for the current term of the contract? ⓘ*



Service Start Date

Enter the date the services will begin in THIS funding year. Service Start Dates will almost always be 07/01/2023 (this will be pre-populated for you).

Contract Expiration Date

You will need enter the expiration date for the current term of this contract. (Don't include any future extensions.)

Special Fiber Questions

Fiber Request Key Information

Does this FRN include a request for any of the following eligible broadband options?

- **Special construction.** One-time, upfront costs associated with building out leased lit fiber, leased dark fiber, or a self-provisioned network (i.e. special construction charges), or wireless service; and/or
- **Maintenance and operations.** Costs associated with the maintenance and operations for either a leased dark fiber or self-provisioned network; and/or
- **Network equipment.** Costs associated with the purchase of Network Equipment needed to make leased dark fiber or a self-provisioned network functional (e.g., modulating electronics and other equipment).

If any of the above apply, select "Yes" below.

Select "No" if you are only seeking support for the monthly recurring costs for either a leased lit fiber service or a leased dark fiber service (i.e., recurring payments on a dark fiber lease or IRU), or a wireless service.

Notes:

- If you are seeking support for both the Special Construction, Maintenance and Operation, and/or Network Equipment as well as support for recurring costs associated with leased lit fiber, a dark fiber lease/IRU, or a wireless service then you create multiple FRNs. In each case, you will select a different answer to the Yes/No question based the specific services that are included in that FRN.
- If you select "Yes" below, you should create separate FRNs for special construction charges, maintenance and operations (M&O) charges, and Network Equipment charges. If charges for M&O and Network Equipment are bundled pursuant to a single contract for those products/services, you may use the Network Equipment/M&O FRN option.

YES NO ✓

This FRN is for Internet Access service, so the answer is likely "No" but the vendor requires network build-out to bring Internet to your location, the answer could be Yes. If yes, see slide 117 for help.

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FRN Narrative Box

Narrative

Provide a brief explanation of the products and services that you are requesting, or provide any other relevant information regarding this Funding Request. You should also use this field to describe any updates to your entity data, such as revised student counts, entity relationships, etc, that you were unable to make after the close of the Administrative filing window for profile updates. These changes will be addressed during the application review process.*

This FRN is for 1 GB of Internet Access delivered via fiber.

Provide a brief narrative explanation of the FRN to enable your PIA reviewer to understand the services you are requesting.

Hint: No need to provide too much information here.

FCC Form 471 Help

Show Help

BACK CANCEL

SAVE & VIEW FRN(S)

SAVE & ADD/MANAGE FRN LINE ITEMS

Note: if you click 'Save & View FRNs' you will be taken to the main FRN page. If you click 'Save & Add FRN Line Items' you will be taken directly to the Add FRN Line Items page.

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Adding FRN Line Item

<input type="checkbox"/>	FRN Line Item Number	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
You haven't created any FRN Line Items yet. Click the 'Add New FRN Line Item' button to start creating your first FRN Line Item.						
ADD NEW FRN LINE ITEM				REMOVE FRN LINE ITEM		BULK UPLOAD

Select "Add New FRN Line Item" to begin building your FRN.

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Selecting the Purpose

Internet WITH transport

District WAN connections

Transport from district to ISP (not common)

Internet WITHOUT transport (not common)

Purpose *

- Internet access service that includes a connection from any applicant site directly to the Internet Service Provider
- Data Connection between two or more sites entirely within the applicant's network
- Data connection(s) for an applicant's hub site to an Internet Service Provider or state/regional network where Internet access service is billed separately
- Internet access service with no circuit (data circuit to ISP state/regional network is billed separately)

Select the "Purpose" that best matches your funding request. For Internet Access w/Fiber Transport (and most Internet Access services), select the first bullet.

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Selecting the Function

Then select the **“Function”** (method of transport) from the drop-down menu (bundled Internet is typically **Fiber**).

Function ?*

Fiber

Please select a value

Fiber

Copper

Wireless

Other

Miscellaneous

Selecting the Type of Connection

Then select the **“Type of Connection”** from the drop-down menu. Scroll to the bottom and select **Ethernet** for Internet delivered via fiber.

Note: Available options will change, depending on what was selected for the Function.

Please select a value

DS-1

DS-3

DS-4

Dark Fiber (No Special Construction)

Dark Fiber IRU (No Special Construction)

OC-1

OC-3

OC-12

OC-24

OC-48

OC-192

OC-256

OC-768

Switched Multimegabit Data Service

OC-N (TDM Fiber)

Digital Subscriber Line (DSL)

Ethernet

MPLS

Please select a value

Bandwidth Speeds

Indicate the bandwidth download and upload speeds, and the units used (Mbps or Gbps).

Note: Fiber-based Internet will have the same download and upload speeds.

Bandwidth Download Speed *	1.000	Burstable Bandwidth?
Bandwidth Download Units *	Gbps	
Bandwidth Upload Speed *	1.000	YES NO ✓
Please specify the upload speed if it is different than the download speed.		Answer whether the service includes burstable bandwidth. (Answer "No" if you're unsure).
Bandwidth Upload Units *	Gbps	

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Yes/No Connection Questions

Note: These questions are not self-explanatory.

Hint: Answer 2nd Question first (is this for a WAN? Y/N).

If the answer to the 2nd Question is "No," then the answer to 1st question is "Yes."

Internet Access FRNs will answer as shown below:

Is this a direct connection to a single school, library or a NIF for Internet access? ? *	Does this include firewall services? *
Note: If the request is for direct connections, you will be required to allocate the total number of lines (monthly quantity) among the recipients listed for this line item.	YES NO ✓
YES ✓ NO	Answer whether the service includes firewall services. (Answer "No" if you're unsure).
Is this a connection between eligible schools, libraries and NIFs (i.e., a connection that provides a "Wide area network")? ? *	
YES NO ✓	

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Next Step: Listing Costs

- The next screen asks us to enter the costs related to this FRN Line Item.
- We will use these assumptions:
 - 1 FRN line item
 - Costs:
 - Monthly invoice (MRC) - \$850
 - 1-time \$500 connection fee
 - No ineligible costs
 - Note: Monthly quantity means # of circuits, not # of months. For Internet, the answer is almost always 1 (not 12)

Entering Monthly Costs for this FRN Line Item

Use the total unit monthly cost for one line and any ineligible monthly costs.

If you have any one-time costs such as installation fees, list them in this column.
 Note: small installation fees are not the same as special construction fees.

Monthly Cost		One-Time Cost	
Monthly Recurring Unit Cost	\$850.00	One-time Unit Cost	\$500.00
Monthly Recurring Uni Ineligible Costs	\$0.00	One-time Ineligible Unit Cost	\$0.00
Monthly Recurring Uni Costs	= \$850.00	One-time Eligible Unit Cost	= \$500.00
		One-time Quantity	1
		Total Eligible One-time Costs	= \$500.00
Months of Service	x 12	Summary	
Total Eligible Recurring Costs	= \$10,200.00	Total Eligible Recurring Costs	\$10,200.00
		Total Eligible One-time Costs	+ \$500.00
		Pre-Discout Extended Eligible Line Item Cost	= \$10,700.00

System will subtract ineligible from total to determine eligible.

List the # of lines/circuits for this FRN Line Item, not the # of months. 1 is typically the quantity for Internet FRNs.

System has calculated # of months based on the service start and contract expiration dates listed on a prior screen

Total calculated Annual Pre-Discout Cost

Identifying Recipients of Service for this Line Item

Select "Yes" if all buildings receive this service (most common for C1 FRNs).

Select "No" if only some buildings receive the service. If you select "No," you are prompted to select/check the buildings receiving the service.

Manage Recipients of Service

Is every entity for this organization receiving service?

YES ✓ NO

Selected Entities

BEN	BEN Name
109	Plainfield Elementary School
110	Jacksonville Jr/Sr High School
111	Tech Central/Maintenance NIF
10597	Gallaudet Elementary School

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Confirming Recipients of Service for this Line Item

This page confirms Recipients of Service.

If you need to make a change, click on "Manage Recipients of Service."

If no changes, click Continue to return to the FRN Line Items Page.

BEN	Name
10602	Anderson Elementary School
10606	Blue Ribbon School District Office
10600	Bluford Middle School
10598	Boone Middle School
10603	Buchanan Elementary School
10599	Franklin High School
10597	Gallaudet Elementary School
10601	Guggenheim Elementary School
110	Jacksonville Jr/Sr High School
109	Plainfield Elementary School

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[MANAGE RECIPIENTS OF SERVICE](#)

FCC Form 471 Help
Show Help

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Reviewing Line Items

<input type="checkbox"/>	FRN Line Item Number	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	2399000047.001	Fiber	Ethernet	1	1	\$10,700.00

Notice, the system generated a line item number after the FRN number (.001)

If you have another Internet Line Item, click [here](#). Otherwise, select **“Save & Continue”** to return to the Main FRN page.

Hint: Most Internet FRNs will only have 1 FRN Line Item because taxes/fees are typically not charged.

Main FRN Page

As you can see, 2 FRNs have been created, each with 1 FRN Line Items. Click **“Add FRN”** to start a third FRN, or **“Review FCC Form 471”** if you are finished with the application.

System has calculated the total amount of E-rate funds requested for each FRN (this isn't the pre-discount amount). Click on the amount to see calculations.

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	2399000047	Internet Access - Zito	1	\$9,180.00
<input type="checkbox"/>	2399000046	Cable Internet Service - Comcast	1	\$1,609.20

Note: To edit the FRN information, check the box beside the FRN number, and click **“Edit”** or **“Remove FRN”**. To change the FRN Line Item data, click on the FRN number to return to the FRN Line Item page.

Adding Another FRN

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	2399000047	Internet Access - Zito	1	\$9,180.00
<input type="checkbox"/>	2399000046	Cable Internet Service - Comcast	1	\$1,609.20

ADD FRN

EDIT FRN

REMOVE FRN

MANAGE FRN LINE ITEMS

FCC Form 471 Help

Show Help

BACK

DISCARD FORM

SAVE & SHARE

REVIEW FCC FORM 471

Click "Add FRN" to add an additional Category 1 FRN.
If no additional C1 FRNs to add, click "Review FCC Form 471."

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Example 3: Lit Fiber WAN (building to building connections)



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FRN Example 3: Lit Fiber WAN

- **Assumptions:**
 - **Contracted service**
 - Signed in 2019
 - 5 year contract expiring 6/30/2024
 - **3 FRN line items:**
 - 1 building @ 10 GB - \$1200/circuit
 - 13 buildings @ 1 GB - \$800/circuit
 - \$350 taxes/fees
 - **Total monthly invoice - \$11,950**

Entering FRN Key Information

Funding Request Key Information

Please enter a Funding Request Nickname here ⓘ*

Lit Fiber WAN - Crown Castle

Provide a descriptive nickname for each funding request.

Is this Funding Request a continuation of an FRN from a previous funding year?

YES ✓ NO

If you requested this service last year and the contract is continuing for FY 2023, you may select "Yes" and supply the FRN # from FY 2022. If not, select "No."

Previous Year FRN Number*

2299000037

Copy FRN

If you want to copy an existing Funding Request, select Copy FRN below. Note that if an FCDL has been issued for the FRN, the approved version of the FRN will be copied.

COPY FRN

Use this option to copy previous FRN filed in EPC for same/similar service. See slide 109 for details.

Service Type

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

Data Transmission and/or Internet Access

Select "Data Transmission and/or Internet Access."

Contract vs. MTM

Next, you will identify the purchasing agreement type for the product and services you are requesting.

FRN Contract

How are the services for this FRN being purchased?

Contract information is stored in your Profile; you can add a new Contract at any time. Details about your Tariff and Month-to-Month services will be entered in your FRN.

 CONTRACT ✓

 TARIFF

 MONTH-TO-MONTH

Select either “Contract” or “Month-to-Month” (don’t select “Tariff”)
Since this FRN is for contracted service, select “Contract.”

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Linking to a Contract Record

Click “Search” to see all your contracts listed.

Next, you will associate a contract to your FRN. Please search for a contract below and select one to associate it to the FRN.

▼ Associate a Contract

Search by Creating Organization BEN

Search by Nickname (All or Partial)

Search by Contract ID

Search by Contract No.

Since “Contract” was selected on the previous screen, you will be prompted to search for the appropriate contract record that you have entered in the EPC Contract Module.

You must have your Contract Records created in your EPC portal in order for this to work. If you have not yet created your CR's, in a separate tab, go to > [Landing Page](#) > [District Name](#) > [Contracts from top menu bar](#) > [Manage Contracts](#) > [Add New Contract](#).

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Choosing the Appropriate Contract

Associate a Contract

Search by Creating Organization BEN:

Please note that BEN is a required field and you can use other search fields to narrow down your result.

Search by Nickname (All or Partial):

Search by Contract No.:

<input type="checkbox"/>	Contract ID	Contract Number	Nickname	Award Date ↓	Creating Organization BEN
<input checked="" type="checkbox"/>	6764		2019 - Lit Fiber WAN - Crown Castle	2/1/2019	108



After clicking “Search,” you will see all of the contracts you entered in EPC. Select the correct contract that should be linked to this funding request. *Note: all of the details related to this Contract Record will appear after the contract is selected.*

Entering Service Start and Contract Expiration Dates

Contract Information (Additional)

What is the service start date? *

Enter the date when services will start for this Funding Year

What is the date your contract expires for the current term of the contract? *



Service Start Date
Enter the date the services will begin in THIS funding year. Service Start Dates will almost always be 7/1/2023 (this will be pre-populated for you).

Contract Expiration Date
You will need enter the expiration date for the current term of this contract. (Don't include any future extensions.)

Special Fiber FRN Question

Fiber Request Key Information

Does this FRN include a request for any of the following eligible broadband options?

- **Special construction.** One-time, upfront costs associated with building out leased lit fiber, leased dark fiber, or a self-provisioned network (i.e. special construction charges); and/or
- **Maintenance and operations.** Costs associated with the maintenance and operations for either a leased dark fiber or self-provisioned network; and/or
- **Network equipment.** Costs associated with the purchase of Network Equipment needed to make leased dark fiber or a self-provisioned network functional (e.g., modulating electronics and other equipment).

This question is asking whether this FRN is for any of the following:

- a) Special Construction Charges (construction costs for any new fiber network)
- b) Maintenance and Operations Charges (ongoing M/O costs for leased dark fiber or self-provisioned fiber networks)
- c) Category 1 Network Equipment (purchase of equipment needed to make leased dark fiber or self-provisioned fiber functional)

Most applicants with existing networks will answer “No” to this question. The only times to answer “Yes” is when there is a 1-time, non-recurring construction charge to build the network, M/O expense or C1 network equipment. If yes, see slide 117 for help.

For this FRN, we will answer “No” because it’s an existing network.

FRN Narrative Box

Narrative

Provide a brief explanation of the products and services that you are requesting, or provide any other relevant information regarding this Funding Request. You should also use this field to describe any updates to your entity data, such as revised student counts, entity relationships, etc, that you were unable to make after the close of the Administrative filing window for profile updates. These changes will be addressed during the application review process.*

This FRN is for the Districts leased lit fiber network, connecting each school to the schools network operations center.

Provide a brief narrative explanation of the FRN to enable your PIA reviewer to understand the services you are requesting.

Hint: No need to provide too much information here.

FCC Form 471 Help

Show Help

New in FY 2021: if you click ‘Save & View FRNs’ you will be taken to the main FRN page. If you click ‘Save & Add FRN Line Items’ you will be taken directly to the Add FRN Line Items page.

Because this FRN has additional bandwidth circuits and taxes, we will select “Save & Add/Manage FRN Line Items.” If you’re done with this FRN, click “Save & View FRNs.”

Adding FRN Line Item

<input type="checkbox"/>	FRN Line Item Number ↓	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
You haven't created any FRN Line Items yet. Click the 'Add New FRN Line Item' button to start creating your first FRN Line Item.						
				ADD NEW FRN LINE ITEM	REMOVE FRN LINE ITEM	BULK UPLOAD

Select “Add New FRN Line Item”
to begin building your FRN.

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Next Step: Entering Bandwidths/Costs

- The next screens ask us to enter the details related to this FRN Line Item.
- For this FRN, we will use these assumptions:
 - **3 FRN Line Items:**
 - 1 building at 10 GB - \$1200/circuit
 - 13 buildings at 1 GB - \$800/circuit
 - \$350 taxes/fees

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Selecting the Purpose

Internet WITH
transport

District WAN
connections

Transport from
district to ISP

Internet
WITHOUT
transport

Purpose ? *

- Internet access service that includes a connection from any applicant site directly to the Internet Service Provider
- Data Connection between two or more sites entirely within the applicant's network
- Data connection(s) for an applicant's hub site to an Internet Service Provider or state/regional network where Internet access service is billed separately
- Internet access service with no circuit (data circuit to ISP state/regional network is billed separately)

Select the **“Purpose”** that best matches your funding request.
For Leased Lit Fiber or Leased Dark Fiber FRNs, select the second bullet - ‘Data connection between 2 or more sites.’

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Selecting the Function

Then select the **“Function”** (method of transport) from the drop-down menu (this is typically **Fiber**).

Function ? *
Fiber
<i>Please select a value</i>
Fiber
Copper
Wireless
Other
Miscellaneous

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Selecting the Type of Connection

Then select the “**Type of Connection**” from the drop-down menu. Scroll to the bottom and select **Ethernet** for Leased Lit Fiber. Leased Dark Fiber FRNs would select the Dark Fiber option.

Note: Available options will change, depending on what was selected for the Function.

Please select a value

- DS-1
- DS-3
- DS-4
- Dark Fiber (No Special Construction)
- Dark Fiber IRU (No Special Construction)
- OC-1
- OC-3
- OC-12
- OC-24
- OC-48
- OC-192
- OC-256
- OC-768
- Switched Multimegabit Data Service
- OC-N (TDM Fiber)
- Digital Subscriber Line (DSL)
- Ethernet**
- MPLS

Please select a value

New FRN Narrative Quick Access

The Narrative Text Box is accessible during the FRN Line Item creation process.

Found below ‘Type of Connection’

Function ⓘ *

Fiber

Type of Connection *

Ethernet

▼ **Funding Request Narrative**

Please use this field to add information specific to this line item to the funding request's narrative if you wish. The narrative is shared by the funding request and all of its line items. *

FRN Line Item .001 is for a single, 10 GB connection to our District data Center.

Bandwidth Speeds

Indicate the bandwidth speeds, and the units used (Mbps or Gbps).

Note: Fiber will have the same download and upload speeds.

Bandwidth Download Speed * 10.000

Bandwidth Download Units * Gbps

Bandwidth Upload Speed * 10.000

Please specify the upload speed if it is different than the download speed.

Bandwidth Upload Units * Gbps

Burstable Bandwidth? YES NO ✓

Answer whether the service includes burstable bandwidth. (Answer "No" if you're unsure).

For this FRN Line Item, we are applying for a 10 GB connection to a single school.

Yes/No Connection Questions

Note: These questions are not self-explanatory.
Hint: Answer 2nd Question first (is this for a WAN? Y/N).
If the answer to the 2nd Question is "No," then the answer to 1st question is "Yes."
WAN FRNs will usually answer as shown below:

Is this a direct connection to a single school, library or a NIF for Internet access? ⓘ *

Note: If the request is for direct connections, you will be required to allocate the total number of lines (monthly quantity) among the recipients listed for this line item.

Does this include firewall services? *

YES NO ✓

YES ✓ NO

Is this a connection between eligible schools, libraries and NIFs (i.e., a connection that provides a "Wide area network")? ⓘ *

Answer whether the service includes firewall services. (Answer "No" if you're unsure).

Entering Monthly Costs for this FRN Line Item

Use the total unit monthly cost for one line and any ineligible monthly costs.

If you have any one-time costs such as installation fees, list them in this column.
Note: small installation fees are not the same as special construction fees.

Monthly Cost			One-Time Cost		
Monthly Recurring Unit Cost		\$1,200.00	One-time Unit Cost		\$0.00
Monthly Recurring Unit Ineligible Costs		\$0.00	One-time Ineligible Unit Cost		\$0.00
Monthly Recurring Unit Costs		\$1,200.00	One-time Eligible Unit Cost		= \$0.00
Monthly Quantity		1	One-time Quantity		0
Months of Service		x 12	Total Eligible One-time Costs		= \$0.00
Total Eligible Recurring Costs		= \$14,400.00			
			Summary		
			Total Eligible Recurring Costs		\$14,400.00
			Total Eligible One-time Costs		+ \$0.00
			Pre-Discount Extended Eligible Line Item Cost		= \$14,400.00

List the # of lines/circuits for this FRN Line Item, not the # of months. This example has 1, 10gb circuit.

System will subtract ineligible from total to determine eligible.

System has calculated # of months based on the service start and contract expiration dates listed on a prior screen

Total calculated Annual Pre-Discount Cost

Select the Building Receiving Service

Manage Recipients of Service

Is every entity for this organization receiving service?

YES NO ✓

All Entities

Search by BEN

Please select the organizations you wish to include as recipients of service for this FRN and click the Add button. You can find all entities in a school district or library system by entering the district or system entity number in the field above.

<input type="checkbox"/>	BEN	BEN Name
<input checked="" type="checkbox"/>	109	Plainfield Elementary School
<input type="checkbox"/>	110	Jacksonville Jr/Sr High School
<input type="checkbox"/>	111	Tech Central/Maintenance NIF
<input type="checkbox"/>	10597	Gallaudet Elementary School

In this example, this circuit is only being delivered to one building, so select "No."

Then select the building receiving the service from the list provided and click "Add".

Confirming Recipients of Service for this Line Item

Recipients of Service for FRN Line Item #	
BEN	Name
109	Plainfield Elementary School

This page just summarizes which building(s) we indicated were the buildings receiving the service for this Line Item.

Adding an Additional FRN Line Item

<input type="checkbox"/>	FRN Line Item Number	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	2399000048.001	Fiber	Ethernet	1	0	\$14,400.00

Notice, the system generated a line item number after the FRN number (.001)

If you have more line items for this FRN, click [here](#) to add an additional FRN Line Item (or click [Continue](#) to return to the Main FRN Page).

In this example, we will next enter an FRN Line Item for the 13, 1-GB connections.

Selecting the Purpose

District WAN Connections →

Purpose ⓘ *

Internet access service that includes a connection from any applicant site directly to the Internet Service Provider

Data Connection between two or more sites entirely within the applicant's network

Data connection(s) for an applicant's hub site to an Internet Service Provider or state/regional network where Internet access service is billed separately

Internet access service with no circuit (data circuit to ISP state/regional network is billed separately)

Function ⓘ *

Fiber

Type of Connection *

Ethernet

Select the same Purpose, Function and Type of Connection as the previous FRN Line Item:

Purpose: Data connection b/w 2 or more sites
Function: Fiber
Type of Connection: Ethernet

Bandwidth Speeds

Indicate the bandwidth speeds, and the units used (Mbps or Gbps).

Note: Fiber will have the same download and upload speeds.

Bandwidth Download Speed *

1.000

Bandwidth Download Units *

Gbps

Bandwidth Upload Speed *

1.000

Please specify the upload speed if it is different than the download speed.

Bandwidth Upload Units *

Gbps

Burstable Bandwidth?

YES NO ✓

Answer whether the service includes burstable bandwidth. (Answer "No" if you're unsure).

For this FRN Line Item, we are applying for 1 GB connections to 13 schools.

Yes/No Connection Questions

Note: These questions are not self-explanatory.
 Hint: Answer 2nd Question first (is this for a WAN? Y/N).
 If the answer to the 2nd Question is "No," then the answer to 1st question is "Yes."
 WAN FRNs will usually answer as shown below:

Is this a direct connection to a single school, library or a NIF for Internet access? YES NO ✓

Does this include firewall services? * YES NO ✓

Note: If the request is for direct connections, you will be required to allocate the total number of lines (monthly quantity) among the recipients listed for this line item.

Is this a connection between eligible schools, libraries and NIFs (i.e., a connection that provides a "Wide area network")? YES ✓ NO

Answer whether the service includes firewall services. (Answer "No" if you're unsure).

Entering Monthly Costs for this FRN Line Item

Use the total unit monthly cost for one line and any ineligible monthly costs.

If you have any one-time costs such as installation fees, list them in this column.
 Note: small installation fees are not the same as special construction fees.

Monthly Cost		One-Time Cost	
Monthly Recurring Unit Cost	\$800.00	One-time Unit Cost	\$0.00
Monthly Recurring Unit Ineligible Costs	\$0.00	One-time Ineligible Unit Cost	\$0.00
Monthly Recurring Unit Costs	= \$800.00	One-time Eligible Unit Cost	= \$0.00
Monthly Quantity	13	One-time Quantity	0
Months of Service	x 12	Total Eligible One-time Costs	= \$0.00
Total Eligible Recurring Costs	= \$124,800.00		
		Summary	
		Total Eligible Recurring Costs	\$124,800.00
		Total Eligible One-time Costs	+ \$0.00
		Pre-Discount Extended Eligible Line Item Cost	= \$124,800.00

System will subtract ineligible from total to determine eligible.

List the # of lines/circuits for this FRN Line Item, not the # of months. This example has 13, 1 GB circuits.

System has calculated # of months based on the service start and contract expiration dates listed on a prior screen

Total calculated Annual Pre-Discount Cost

Select the Buildings Receiving Service

In this example, since these circuits deliver service to some but not all buildings, we select "No."

Manage Recipients of Service

Is every entity for this organization receiving service?

YES NO ✓

All Entities

Search by BEN

Please select the organizations you wish to include as recipients of service for system by entering the district or system entity number in the field above.

Then we select the buildings receiving the service.

<input type="checkbox"/>	BEN	BEN Name
<input type="checkbox"/>	109	Plainfield Elementary School
<input checked="" type="checkbox"/>	110	Jacksonville Jr/Sr High School
<input checked="" type="checkbox"/>	111	Tech Central/Maintenance NIF
<input checked="" type="checkbox"/>	10597	Gallaudet Elementary School
<input checked="" type="checkbox"/>	10598	Boone Middle School
<input checked="" type="checkbox"/>	10599	Franklin High School

Confirming Recipients of Service for this Line Item

Recipients of Service for FRN Line Item #:

BEN	Name
10602	Anderson Elementary School
10606	Blue Ribbon School District Office
10600	Bluford Middle School
10598	Boone Middle School
10603	Buchanan Elementary School
10599	Franklin High School
10597	Gallaudet Elementary School
10601	Guggenheim Elementary School
110	Jacksonville Jr/Sr High School
10604	Ross Elementary School

Adding an Additional FRN Line Item

<input type="checkbox"/>	FRN Line Item Number	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	2399000048.002	Fiber	Ethernet	13	0	\$124,800.00
<input type="checkbox"/>	2399000048.001	Fiber	Ethernet	1	0	\$14,400.00

Notice, the system generated another line item number after the FRN number (.002)

If you have more line items for this FRN, click [here](#) to add an additional FRN Line Item (or click [Save & Continue](#) to return to the Main FRN Page).

In this example, we will next enter a 3rd FRN Line Item for the [taxes/fees](#) added by the vendor.

Selecting a Purpose and Function

Purpose ? *

Internet access service that includes a connection from any applicant site directly to the Internet Service Provider

Data Connection between two or more sites entirely within the applicant's network

Data connection(s) for an applicant's hub site to an Internet Service Provider or state/regional network where Internet access service is billed separately

Internet access service with no circuit (data circuit to ISP state/regional network is billed separately)

Function ? *

Miscellaneous

Type of Connection *

Taxes and USF Fees

Although this Line Item is for taxes and fees, we still must select the same Purpose as the underlying circuits, but Function and Type of Connection will be different.

Purpose: Data connection between 2 or more sites.

Function: Miscellaneous

Type of Connection: Taxes and USF Fees

Add Total Taxes/Fees Per Month

Use the total monthly cost for the taxes/fees.

Monthly Cost		One-Time Cost	
Monthly Recurring Unit Cost	\$350.00	One-time Unit Cost	\$0.00
Monthly Recurring Unit Ineligible Costs	\$0.00	One-time Ineligible Unit Cost	\$0.00
Monthly Recurring Unit Eligible Costs	= \$350.00	One-time Eligible Unit Cost	= \$0.00
Monthly Quantity	1	One-time Quantity	0
Total Monthly Eligible Recurring Costs	= \$350.00	Total Eligible One-time Costs	= \$0.00
Months of Service	x 12	Summary	
Total Eligible Recurring Costs	= \$4,200.00	Total Eligible Recurring Costs	\$4,200.00
		Total Eligible One-time Costs	+ \$0.00
		Pre-Discout Extended Eligible Line Item Cost	= \$4,200.00

Use the quantity of "1" for taxes/fees.

Select Buildings Receiving the Service

In this example, the taxes/fees are being assessed on all buildings, so we selected "Yes."

Manage Recipients of Service

Is every entity for this organization receiving service?

YES ✓ NO

Reviewing FRN Line Items

Funding Requests

<input type="checkbox"/>	FRN Line Item Number	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	2399000048.003	Miscellaneous	Taxes and USF Fees	1	0	\$4,200.00
<input type="checkbox"/>	2399000048.002	Fiber	Ethernet	13	0	\$124,800.00
<input type="checkbox"/>	2399000048.001	Fiber	Ethernet	1	0	\$14,400.00

ADD NEW FRN LINE ITEM REMOVE FRN LINE ITEM BULK UPLOAD

FCC Form 471 Help

Show Help

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

If you have another Line Item for this FRN, click [here](#). Otherwise, click “Save & Continue” to return to the main FRN page.

Finished Adding FRNs?

Funding Requests

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	2399000048	Lit Fiber WAN - Crown Castle	3	\$129,060.00
<input type="checkbox"/>	2399000047	Internet Access - Zito	1	\$9,180.00
<input type="checkbox"/>	2399000046	Cable Internet Service - Comcast	1	\$1,609.20

ADD FRN EDIT FRN REMOVE FRN MANAGE FRN LINE ITEMS

FCC Form 471 Help

Do NOT click “Save & Share”

Show Help

BACK DISCARD FORM SAVE & SHARE **REVIEW FCC FORM 471**

If you’re finished adding FRNs, click “Review FCC Form 471.”

Creating the Draft Form PDF

The next steps are for EPC to run a few final validations, and then create a PDF of your draft FCC Form 471. Once this is completed, you can download the PDF and either send for certification or continue to certification. Do you wish to proceed?

NO

YES

Select “Yes” and then “Refresh” in about a minute, the system will show you the link to the Form 471 Draft PDF document. The system also will send a “Task” to your EPC account as well as an e-mail notifying you that the PDF is ready for your review. The Form 471 has not yet been submitted!

FCC Form 471 Draft version of the PDF generation is in progress and it may take a few minutes to complete. Please click ‘Refresh’ once or twice a minute to check if the PDF generation is complete. If you don’t want to wait, click ‘Resume Task Later’ to close the current screen, and EPC will assign you a task to continue PDF review and certification process.

RESUME TASK LATER

REFRESH

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Where to See the Draft Form PDF Task

To find the PDF of your Draft Form 471, click on “Tasks” or under the “My Tasks” list on your Landing Page.

The screenshot shows the Appian user interface. At the top, there is a navigation bar with the following items: News, **Tasks (3)**, Records, Reports, and Actions. The 'Tasks (3)' item is highlighted with a red box. To the right of the navigation bar is a user profile icon and the name 'appian'. Below the navigation bar, there is a search bar with the placeholder text 'Click here to send a task...' and a dropdown menu set to 'NEWEST'. In the main content area, there is a section titled 'Assigned to Me >' with a sub-section 'Sent by Me'. A task card is displayed, featuring a blue checkmark icon, the text 'Me', and the task title 'Review PDF for FCC Form 471 #231000050 Category 1 Form 471 – FY 2023'. The task card is also highlighted with a red box.

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Reviewing the Draft 471

Please download and carefully review this FCC Form 471 before certifying.

Download Document Link

[USAC FCC Form 471 APPLICATION 231000050 DRAFT](#)

To review the Draft 471 in PDF format, click on this link.

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

FCC Form 471 Help

Show Help

EDIT FORM

SEND FOR CERTIFICATION

CONTINUE TO CERTIFICATION

If any revisions are needed on the Draft 471, click on "Edit Form" to be returned into the Form 471.

To continue to the Certification Page and submit the 471, check the box and click "Continue to Certification."
Warning: do not select "send for certification."

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Certification Page

Read and check all of the certification boxes on this page.

Applicant Certifications

- I certify that the entities listed in 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.
- 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).

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Certification Page

Total Funding Summary

Below is a summary of the total line item costs on this FCC Form 471:

Summary	
Total funding year pre-discount eligible amount on this FCC Form 471	\$155,888.00
Total funding commitment request amount	\$140,299.20
Total applicant non-discount share of total funding	\$15,588.80
Total budgeted amount allocated to request for rate support	\$860,000.00
Total amount necessary for the applicant to pay the non-discount share of eligible and any ineligible amounts	\$875,588.80
Are you receiving any of the funds directly from a service provider listed on any of the FCC Forms 471 filed by this Billed Entity for this funding year?	No <input type="radio"/> Always select "No." <input type="button" value="v"/>
Has 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 needed to pay your non-discounted share?	No <input type="radio"/> Always select "No." <input type="button" value="v"/>

Enter the amount you're spending on technology for FY 2023, less any E-rate eligible costs. Don't enter "\$0."

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Certification Page

- 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 will institute reasonable measures to be informed, and will notify USAC should I be informed or become aware that I or any of the entities listed on this application, or any person associated in any way with my entity and/or the entities listed on this application, is convicted of a criminal violation or held civilly liable for acts arising from their participation in the schools and libraries support mechanism.
- I certify that if any of the Funding Requests on this FCC Form 471 are for discounts for products or services that contain both eligible and ineligible components, that I have allocated the eligible and ineligible components as required by the Commission's rules at 47 C.F.R. § 54.504.
- I certify that the non-discount portion of the costs for eligible services will not be paid by the service provider. The pre-discount costs of eligible services featured on this FCC Form 471 are net of any rebates or discounts offered by the service provider. I acknowledge that, for the purpose of this rule, the provision, by the provider of a supported service, of free services or products unrelated to the supported service or product will be considered a rebate of some or all of the cost of the supported services.

FCC Form 471 Help

Show Help

BACK

CERTIFY

Check all boxes and "Certify" to submit the form to USAC.

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Confirmation Page

This screen confirms that you successfully filed and certified Form 471.

You have successfully filed FCC Form 471 #231000050 for FY 2023

Certification Date

2/10/2023 10:15 EST

Authorized Person

Name School District 4 User 1

Title Administrator

Employer THE BEST SCHOOL DISTRICT - (PARENT ENTITY)

Address 100 Main Street
Springfield, PA 19064

Phone 555-555-5444

Email school.district4.user1@mailinator.com

Please click here to access your certified FCC Form 471 PDF

FCC Form 471 Help

Show Help

CLOSE

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To Print a Final Copy of Your Form 471

Certification Date

2/10/2023 10:15 EST

Authorized Person

Name School District 4 User 1

Title Administrator

Employer THE BEST SCHOOL DISTRICT - (PARENT ENTITY)

Address 100 Main Street
Springfield, PA 19064

Phone 555-555-5444

Email school.district4.user1@mailinator.com

Please click here to access your certified FCC Form 471 PDF

Option 1:

Click this link, then scroll to the bottom of the next page and click on Original Version to download a final PDF of the submitted document

FCC Form 471 Generated Documents

FCC Form 471 Version	Description
Original Version	This document contains information that was submitted to USAC upon certification of the FCC Form 471.

To Print a Final Copy of Your Form 471

Option 2:

On your EPC Landing Page, scroll to the bottom under FCC Forms.
 Select “Form 471” & “2023” to see a list of your FY 2023 certified 471s.
 Click on the blue 471 Application Number.
 Remember: Your Form 471 will start with “23” for FY 2023.

▼ FCC Forms and Post-Commitment Requests

FCC Forms Status All
 Post-Commitment Requests Incomplete
 Certified
 Committed

Form Type: FCC Form 471 ←

Funding Year: 2023 ←

Application Number	Nickname	Funding Year	Status	Certified Date
#231000050	Category 1 Form 471 FY 2023	2023	Certified	2/10/2023 10:15 EST

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Printing a Final Copy of Your Form 471

Review Status: Awaiting Initial Review

▼ Application Information

Nickname: Category 1 Form 471 - FY 202X
 Application Number: 221000050
 Funding Year: 2022
 Window Status: In-Window
 Category of Service: Category 1

Created Date: 1/23/2022 12:14 PM EST
 Created By: School District 4 User 1
 Certified Date: 1/23/2022 1:15 PM EST
 Certified By: School District 4 User 1
 Last Modified Date: 1/23/2022 1:15 PM EST
 Last Modified By: School District 4 User 1

Billed Entity Information

THE BEST SCHOOL DISTRICT - (PARENT ENTITY)
 100 Main Street
 Apt 2
 Springfield, PA 19064
 555-555-5555
 school.district4.user1@mailinator.com

Billed Entity Number: 108
 FCC Registration Number: 0123456789
 Applicant Type: School District

Consultant Information

Consulting Firms
 The consulting firms associated with your organization are listed below.

Name	Consultant Registration Number	Phone Number
Penguin Consulting	19637	410-902-5800

▼ Contact Information

Name: School District 4 User 1
 Email: school.district4.user1@mailinator.com
 Phone Number: 555-555-5444

Holiday / Summer Contact Information

There is no Holiday / Summer Contact Information for this FCC Form 471.

FCC Form 471 Generated Documents

FCC Form 471 Version	Description
Original Version	This document contains information that was submitted to USAC upon certification of the FCC Form 471.

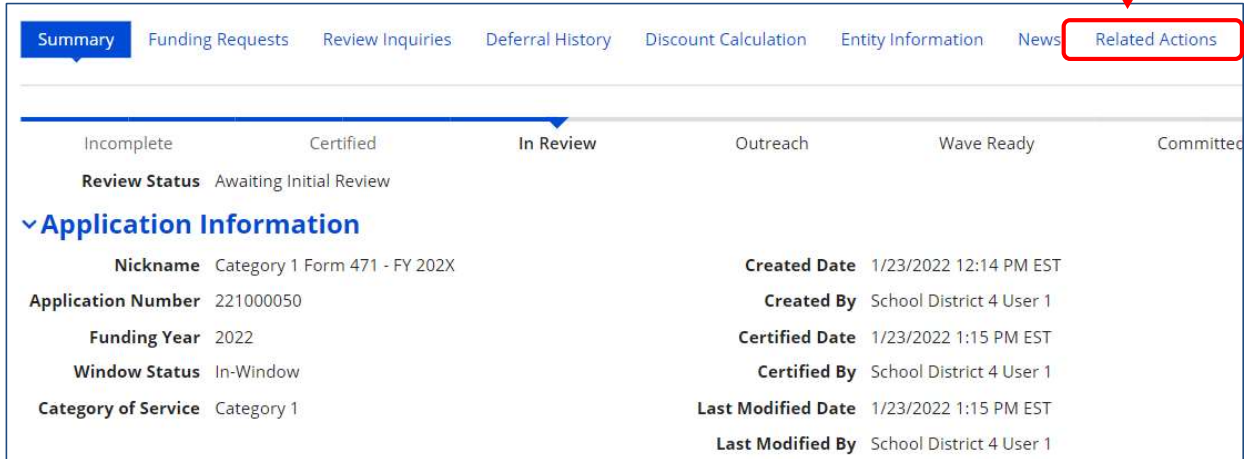
Current Review Status:

Scroll to the bottom of the page and click on “Original Version” to view a final copy of your Certified Form 471.

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To Submit a 471 Correction/Change

To make corrections to a submitted 471, click “Related Actions”



Summary Funding Requests Review Inquiries Deferral History Discount Calculation Entity Information News **Related Actions**

Incomplete Certified **In Review** Outreach Wave Ready Committed

Review Status Awaiting Initial Review

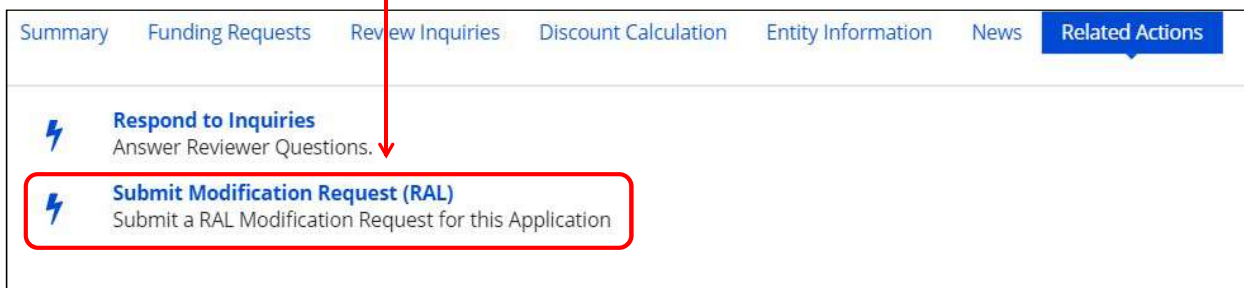
Application Information

Nickname Category 1 Form 471 - FY 202X	Created Date 1/23/2022 12:14 PM EST
Application Number 221000050	Created By School District 4 User 1
Funding Year 2022	Certified Date 1/23/2022 1:15 PM EST
Window Status In-Window	Certified By School District 4 User 1
Category of Service Category 1	Last Modified Date 1/23/2022 1:15 PM EST
	Last Modified By School District 4 User 1



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To Submit a 471 Correction/Change

Then “Submit Modification Request (RAL)”



Summary Funding Requests Review Inquiries Discount Calculation Entity Information News **Related Actions**

-  **Respond to Inquiries**
Answer Reviewer Questions.
-  **Submit Modification Request (RAL)**
Submit a RAL Modification Request for this Application.

108

“Copy FRN” Feature



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What is Copy FRN?

- The “Copy FRN” feature allows you to copy an FRN created on another Form 471 application (FY 2016 – FY 2023)
 - If previous FRN has been approved, the “approved” version will be copied
 - If previous FRN is still pending, the “original” version will be copied
 - Can even copy an FRN from a current year’s Form 471 that hasn’t been submitted yet
- Saves time re-entering the same information
- Can still make changes to *most* of the copied data if services/quantities/prices have changed

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When to Use “Copy FRN”

- Most commonly used for Category 1 and Basic Maintenance FRNs
 - **Recurring services**
- Can use for MTM agreements
 - **Must update Form 470 number**
- Can be used for Category 2 FRNs
- Cannot use “Copy FRN” if you changed from a Contract to MTM, or MTM to Contract

What Data Must Be Updated When Using “Copy FRN?”

- Service Start Dates, Service End Dates (for MTM services), and Contract Expiration Dates will NOT update
 - **You must enter the correct data**
- If any schools/buildings have been added or removed from EPC, these updates will not appear in the copied FRN
 - **Must click “Manage Recipients,” then deselect “Yes,” , then Select “No” and then re-select “Yes” for the system to update the list of recipients.**
- Always go through the entire new FRN, including FRN Line Items, to ensure that the data is accurate
 - **Accurate Services and Accurate Answers to yes/no questions**
 - **Accurate Funding Amounts**
 - **Accurate Quantity of Lines/Circuits**
 - **Accurate Recipients of Service**

Where to Find Copy FRN Feature

Funding Request Key Information

Please enter a Funding Request Nickname here *

Lit Fiber WAN - Crown Castle

Is this Funding Request a continuation of an FRN from a previous funding year?

YES NO ✓

Copy FRN

If you want to copy an existing Funding Request, select Copy FRN below. Note that if an FCDL has been issued for the FRN, the approved version of the FRN will be copied.

COPY FRN

On the FRN Key Information Page, click "Copy FRN"

Service Type

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

Data Transmission and/or Internet Access

Copy FRN Feature

Search for FRN

Search by FCC Form 471

Search by FRN Number

#221000050

CLEAR FILTERS SEARCH

Select an FRN

*

Search by 471 # or FRN #, then click "search"

<input type="checkbox"/>	FCC Form 471	FRN Number	FRN Nickname	Service Type	Service Provider Name
<input type="checkbox"/>	#221000050	#229900050	Cable Internet Services - Comcast	Data Transmission and/or Internet Access	USAC Service Provider Organization 1
<input type="checkbox"/>	#221000050	#229900042	Internet Access - Zito	Data Transmission and/or Internet Access	USAC Service Provider Organization 2
<input checked="" type="checkbox"/>	#221000050	#229900038	Lit Fiber WAN - Crown Castle	Data Transmission and/or Internet Access	USAC Service Provider Organization 3

Then select FRN # you wish to copy

Copy FRN Steps

If you continue, FRN data will copy and may take up to one minute to complete. Do you wish to continue?

NO YES

Choose "Yes." The system will search for the FRN data. Click "Refresh" in about 10 seconds.

FRN is copying and may take up to one minute to complete. Please hit refresh to check if FRN copy is complete.

REFRESH

FRN has been successfully copied.

Program rules prohibit the funding of duplicate services, which means different funding requests cannot contain services that provide the same functionality to the same population in the same location during the same period of time.

Your FRN has been copied in your current FCC Form 471. As you navigate through the FRN, you must review all of the copied data. Please keep in mind:

- To the extent that the current year form does not have the same fields as the form you are copying, the data will not be copied.
- Copy FRN will not copy Service Start and Service End Dates. When entering these Start and End dates, please ensure that the Recipients of Service and the appropriate cost in the line items are correct if the months of service are different from the original FRN.
- Copy FRN will copy all Recipients of Service. Please make sure that the Recipients of Service associated with each line item are valid for the current Funding Year.

You can now edit the copied FRN.

CONTINUE

Success! Click "Continue" to see the copied data.

Don't Forget...

- Always go through the entire new FRN, including FRN Line Items, to ensure that the data is accurate
 - Accurate Contract Expiration Date
 - Accurate Services
 - Accurate Funding Amounts
 - Accurate Quantity of Lines/Circuits
 - Accurate Recipients of Service: If any schools/buildings have been added or removed from EPC, these updates will not appear in the copied FRN
 - Must click "Manage Recipients," then deselect "Yes," , then Select "No" and then re-select "Yes" for the system to update the list of recipients.

Fiber FRNs with Special Costs

- Special Construction Charges
- Maintenance & Operations
- Category 1 Network Equipment



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What are Special Fiber Costs?

- The Form 471 asks whether the FRN will be requesting funding for any one of the following:
 - **Special Construction**
 - 1-time, upfront costs associated with building out leased lit fiber, leased dark fiber, or a self-provisioned network, or wireless service
 - **Maintenance & Operations**
 - Costs associated with the maintenance and operations for either a leased dark fiber or self provisioned network
 - **Category 1 Network Equipment**
 - Costs associated with the purchase of C1 network equipment needed to make leased dark fiber or a self-provisioned network functional (e.g., modulating electronics and other equipment)
- If the applicant answers 'yes', the Form 471 then asks for the underlying broadband service (shown below), and based on that selection, the form guides the applicant through a series of progressive questions

LIT FIBER

DARK FIBER

SELF-PROVISIONED

WIRELESS

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Special Fiber Costs Intro Page

Fiber Request Key Information

Does this FRN include a request for any of the following eligible broadband options?

- **Special construction.** One-time, upfront costs associated with building out leased lit fiber, leased dark fiber, or a self-provisioned network (i.e. special construction charges), or wireless service; and/or
- **Maintenance and operations.** Costs associated with the maintenance and operations for either a leased dark fiber or self-provisioned network; and/or
- **Network equipment.** Costs associated with the purchase of Network Equipment needed to make leased dark fiber or a self-provisioned network functional (e.g., modulating electronics and other equipment).

If any of the above apply, select "Yes" below.

Select "No" if you are only seeking support for the monthly recurring costs for either a leased lit fiber service or a leased dark fiber service (i.e., recurring payments on a dark fiber lease or IRU), or a wireless service.

Notes:

- If you are seeking support for both the Special Construction, Maintenance and Operation, and/or Network Equipment as well as support for recurring costs associated with leased lit fiber, a dark fiber lease/IRU, or a wireless service then you create multiple FRNs. In each case, you will select a different answer to the Yes/No question based the specific services that are included in that FRN.
- If you select "Yes" below, you should create separate FRNs for special construction charges, maintenance and operations (M&O) charges, and Network Equipment charges. If charges for M&O and Network Equipment are bundled pursuant to a single contract for those products/services, you may use the Network Equipment/M&O FRN option.

 YES ✓

 NO

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Reminder...

- If the applicant selects **Lit Fiber** or **Wireless** as the related broadband service, the system will issue a reminder for the applicant to create a *separate* FRN for the underlying recurring charges and only include 1-time costs in this FRN

 LIT FIBER ✓

 DARK FIBER

 SELF-PROVISIONED

 WIRELESS

Please remember to create a new FRN for the lit fiber service recurring charges. To access the FRN Line Item screen for lit fiber service recurring charges, select "No" when you receive the question, "Does this FRN include a request for dark fiber, a self-provisioned network, special construction costs to deploy new broadband networks, Network Equipment such as modulating electronics and other equipment necessary to make a broadband service functional, or maintenance and operation costs?"

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Questions for Special Construction...

- If the applicant selects **Lit Fiber**, or special construction of **Dark Fiber** or **Self-Provisioned Fiber**, the system will ask for:
 - Total Project Plant Route Feet
 - Average Cost per Foot of Outside Plant
 - Total Strands
 - Number of E-rate eligible Strands
- Applicants should obtain this information from their service provider

Special Construction Key Information

Total Project Plant Route Feet *

67580

Total Strands *

12

Average Cost Per Foot of Outside Plant *

\$15.45

Number of E-rate Eligible Strands *

2

121

Questions for Dark Fiber

- If the applicant selects **Dark Fiber**, the system will ask if the FRN is for **Leased Dark Fiber** or an **IRU** (Indefeasible Right of Use)

Is this FRN supporting new or existing fiber for leased lit fiber, dark fiber, self-provisioned, or new or existing infrastructure for wireless service?

LIT FIBER

DARK FIBER ✓

SELF-PROVISIONED

WIRELESS

Is this Leased Dark Fiber or IRU? *

Indefeasible right of use (IRU) is a contractual agreement between a service provider and an applicant for a fiber optic network which gives you ownership and unrestricted use of that fiber.

LEASED DARK FIBER

IRU

- All of the remaining questions will be the same

122

Questions for Self Provisioned Fiber

- If the applicant selects **Self Provisioned Fiber**, the system will ask if the FRN is for **Special Construction**, **C1 Network Equipment** or **Maintenance/Operation**

Is this FRN supporting new or existing fiber for leased lit fiber, dark fiber, self-provisioned, or new or existing infrastructure for wireless service?

LIT FIBER

DARK FIBER

SELF-PROVISIONED ✓

WIRELESS

Is this FRN for Special Construction, Network Equipment, Maintenance & Operation or both Network Equipment and Maintenance & Operation? ⓘ *

SPECIAL CONSTRUCTION

NETWORK EQUIPMENT

MAINTENANCE AND OPERATION

- All of the remaining questions will be the same if the applicant selects Special Construction
- If the applicant selects **Network Equipment** or **Maintenance/Operation**, the system will skip to the Narrative Box and the applicant will then create the FRN Line Items

123

State Match Available?

- For special construction FRNs, the system will then ask if there is a state match available for your E-rate Special Construction funding request
- There is no such PA match available, so applicants should answer No

Special Construction Key Information

Is there a state or tribal match available for your E-rate special construction funding request?

YES

NO ✓

124

Vendor Payment Plan?

- The system then asks if the applicant has established an installment payment plan for the non-discounted portion of the Special Construction costs
 - For example, if the SC charges are \$500,000, and the applicant has a 60% E-rate discount, E-rate rules permit the applicant's share (\$200,000 in this example) to be paid to the vendor over four years
 - If the answer is Yes, the system asks the following questions:

Does the FRN include an installment payment agreement for special construction charges? ⓘ

YES ✓ NO

Total Amount Financed * Annual Interest Rate, if applicable

\$200,000.00 0%

Total Terms (in Months) *

48

Does this installment agreement include a balloon payment?

YES NO ✓

125

Questions for Wireless or Satellite

- If the applicant selects **Wireless**, the system will ask if the FRN is for **Microwave** or **Satellite** wireless service

Fiber Request Key Information

Is this Microwave or Satellite wireless service? *

MICROWAVE SATELLITE

- All of the remaining questions will be the same

126

FRN Narrative Box

Narrative

Provide a brief explanation of the products and services that you are requesting, or provide any other relevant information regarding this Funding Request. You should also use this field to describe any updates to your entity data, such as revised student counts, entity relationships, etc, that you were unable to make after the close of the Administrative filing window for profile updates. These changes will be addressed during the application review process. *

This FRN is for the one-time, special construction charges associated with the installation of our new leased lit fiber WAN.

Provide a brief narrative explanation of the FRN to enable your PIA reviewer to understand the costs associated with this request.

FCC Form 471 Help

Show Help

BACK CANCEL

SAVE & VIEW FRN(S)

SAVE & ADD/MANAGE FRN LINE ITEMS

127

Adding FRN Line Item

- Creating an FRN Line Item for a Special Fiber Cost FRN is the same as with other FRNs.
- Be certain to list the full cost of the service or equipment, not the non-discounted share

<input type="checkbox"/>	FRN Line Item Number	↓ Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
You haven't created any FRN Line Items yet. Click the 'Add New FRN Line Item' button to start creating your first FRN Line Item.						
				ADD NEW FRN LINE ITEM	REMOVE FRN LINE ITEM	BULK UPLOAD



Select "Add New FRN Line Item."

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Main FRN Page

Notice there is now a separate FRN for the Special Fiber Cost. This may be a stand alone charge if only special construction or equipment is being requested. Or it may be a separate FRN if there are also recurring charges

Funding Requests

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	2299000049	Special Fiber Cost FRN Example	1	\$450,000.00
<input type="checkbox"/>	2299000048	Lit Fiber WAN - Crown Castle	3	\$129,060.00
<input type="checkbox"/>	2299000047	Internet Access - Zito	1	\$9,180.00
<input type="checkbox"/>	2299000046	Cable Internet Service - Comcast	1	\$1,609.20

[ADD FRN](#) [EDIT FRN](#) [REMOVE FRN](#) [MANAGE FRN LINE ITEMS](#)

FCC Form 471 Help

Show Help

[BACK](#) [DISCARD FORM](#)

[SAVE & SHARE](#) [REVIEW FCC FORM 471](#)

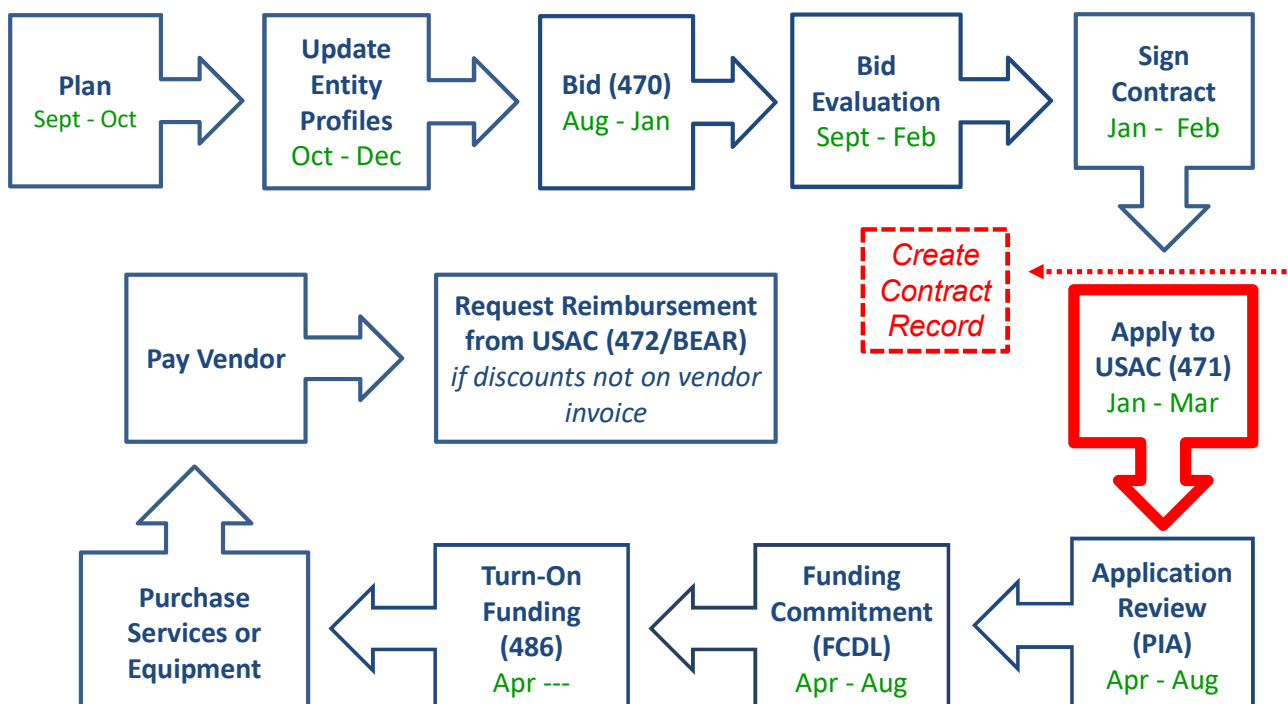
E-rate Form 471 Category 2 Filing Guide FY 2023



February 2023

Will be updated in early 2024

You are **here** in the E-rate process:



FY 2023 Form 471 Filing Dates



- Form 471 deadline is March 28, 2023
 - Last possible day to post a 470, and file a Form 471 is February 28
- PIA reviews begin quickly for early-submitted!
 - Applicants that have made mistakes find that they still have time to rebid and/or refile
- Wave 1 of funding commitment letters should be issued in mid-late April

3

What's New on the FY 2023 Form 471?

Nothing! The FY 2023 Form 471 is the same as FY 2022, but if you haven't submitted a C2 Form 471 in a few years, here are the major improvements that were made starting in FY 2021:

- **BIG! No longer required to identify which buildings will receive equipment or associated per building costs**
- **BIG! Category 2 Budget Tool works, showing up-to-date data**
- Easier navigation from FRN to FRN Line Items (previously it wasn't intuitive that you had to click on the FRN Number to get to the FRN Line Item page)
- Ability to easily access Narrative Text Box while creating FRN Line Items
 - Found below Type of Connection
 - Still no separate FRN Line Item narrative boxes
- Better descriptions on how to create draft PDF

4

Reminders...

- Service Start Date – Always list 7/1/2023
 - Even if you will be purchasing equipment on or after 4/1/2023
 - Vendor invoices to the applicant can be dated on or after 4/1/2023
 - FY 2023 BEARs/SPIs cannot be submitted to USAC until 7/1/2023
- Service Start Date is NOT the same as the Contract Award Date
 - Contract Award Date should either be the date the contract was signed (preferred) or the date the vendor was awarded the contract (allowed, but more difficult to prove)
- If you missed the Admin Window to update enrollment/NSLP data
 - After filing the Form 471, immediately submit RAL Modification to indicate accurate data
 - PIA will review this request during application review

5

Additional Types of Internal Connections

- USAC has added 3 additional “Types” of Internal Connections
 - **License**
 - For example, for a wireless license, use the “License” drop down instead of the “Wireless” drop down
 - The models #'s for licenses often begin with LIC-
 - **Transceiver**
 - If the pricing of the components are separate and identifiable then apply separately for the switch and any components utilizing the corresponding drop downs. If the pricing is represented by just one bundled price where they components cannot be separated from the overall price, then apply for the switch
 - **Module**
 - Networking modules are hardware devices that are portable and usually installed in a switch or router to add interfaces to an existing network system (e.g. optical modules). If an applicant is adding portable interfaces to existing networking equipment, they should utilize the “Module” drop down, if applicable

Don't worry if you forget to use these – PIA will identify the proper classification and tell you they're modifying

6

Equipment Transfer and NIF Rules

- **Starting July 1, 2021, all E-rate funded equipment may be transferred between buildings**
 - **Even equipment funded prior to FY 2021!**
 - If equipment is transferred between buildings within 5 years from date of purchase, must record reason and date of transfer and update asset inventory
 - No notice to USAC is required
 - Asset inventory must be updated and retained for 10 years from date of purchase
 - Equipment may be disposed of, sold, transferred, etc. from 5 years from the date of installation
 - No notice to USAC required but asset inventory must be updated
- **Non-instructional facilities (NIFs)** continue to be ineligible for C2 funding
 - Must deduct proportional share of NIFs use of any shared equipment
 - Seeking to have this reconsidered
 - Equipment may be housed at a NIF, however

Before Starting Your Form 471...

- Do you have a signed vendor contract?
 - Any multi-year service arrangement must be in a contract document signed by the applicant prior to submitting the Form 471
- Have you created Contract Records for each new contract in the EPC Contract Module?
 - > EPC Landing Page > District Name > Contracts from top toolbar
 - See <http://e-ratepa.org/?p=34634> for helpful Contract Records Guide
 - Don't create a new Contract Record for existing contracts
- Are you exercising a contract extension?
 - Extension must be authorized in original contract
 - Contract extension must be 'signed' by applicant prior to submitting the Form 471
 - Follow procedure set forth in contract for exercising renewal option
 - Don't create new contract record for extension
- Do you have the contract or invoice in front of you?
- If you've answered YES to all these questions, then you're ready to file a Form 471!

Shortcuts...

Wireless Equipment FRN

- Wireless equipment example – slide 20
 - Wireless Access Points
 - Licenses
 - Wireless Controller (shared equipment used by multiple schools)
 - Installation

Network Switches FRN

- Switches example – slide 47

Structured Cabling FRN

- Structured cabling example - slide 63
 - Internal wiring/installation

Submitting Form

- Certifying/Submitting/Printing Form – slide 78

Copy FRN Feature

- Copy FRN Feature – slide 92

9

From Your EPC Landing Page

- Log into EPC at:
<https://forms.universalservice.org/portal/login>
- From the Landing Page, select “FCC Form 471” in top right corner



The screenshot shows the EPC Landing Page interface. At the top, there is a navigation bar with links for News, Tasks, Records, Reports, and Actions. Below this, the page title is "My Landing Page". On the left, there is a logo for "Universal Service Administrative Co." and the text "Training" and "Welcome, Lawrence School District!". On the right, there is a list of links: "Funding Request Report | FCC Form 480 | FCC Form 471 | FCC Form 486 | Appeal | FCC Form 500 | SPIN Change | Service Substitution | Hurricane Impact Designation | Manage Users | Manage Organizations | USAC Website | Contact Us | Help". A red circle highlights "FCC Form 471", and a red arrow points from the text "select 'FCC Form 471' in top right corner" to this link.

10

Application Nickname

THE BEST SCHOOL DISTRICT - (PARENT ENTITY) (BEN: 108) - Category 2 Form 471 FY 20XX

Last Saved:

Basic Information

Entity Information

Funding Requests

Certify

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.

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

Billed Entity Information

THE BEST SCHOOL DISTRICT - (PARENT ENTITY)

100 Main Street

Apt 2

Springfield, PA 19064

555-555-5555

school.district4.user1@mailinator.com

Billed Entity Number: 108

FCC Registration Number: 0123456789

Applicant Type: School District

Application Nickname

Please enter an application nickname here.  *

Category 2 Form 471 FY 20XX

Enter a really descriptive nickname so you can easily find the form in your Task Bar later, such as "Category 2 Form 471 FY 2023"

11

Identifying Correct Contact Person

Contact Information

Are you the main contact person?

YES ✓

NO

Holiday / Summer Contact Information

Holiday/summer contact is optional.

Please provide any alternate contact information to use during holiday/ vacation period including the name of any alternate contact person and how best to reach them.

If you are the main contact person, select "Yes." If someone other than the person completing the 471 should receive the e-mail correspondence about this application, select "No" and then select one of the other "Users" in your EPC account.

(Your Account Administrator can add additional Users and they will appear as available after the new User has logged in and accepted the T/C's.)

Selecting Category 1 or Category 2

Category of Service

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

You can only select one Category of Service per FCC Form 471. You can submit a second application for the other Category of Service.

CATEGORY 1

- Data Transmission and/or Internet Access

CATEGORY 2 ✓

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

Select either “Category 1” or “Category 2.”
For this Form 471 Guide, we are filing for Category 2 equipment/services.

Note: C1 and C2 requests cannot be filed on the same 471.

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District Entity Information

BEN Name	BEN	Urban or Rural	State LEA ID	State School ID	NCES Code	School District Attributes	How does the district report its student count for Category Two budget?	Sum of Student Counts of all Schools in the District	Endowment Amount
THE BEST SCHOOL DISTRICT - (PARENT ENTITY)	108	Urban	12335	N/A		Public School District	A number for each school in the district	5520	None

FCC Form 471 Help
Show Help

Note: Category 2 budget information found here:

BACK DISCARD FORM SAVE & SHARE SAVE & CONTINUE

Nothing to do on this page. It simply shows the information from EPC about your entity district or school.

Be careful NOT to click on the name of the district in blue because it will take you out of this Form 471 and into the District’s EPC profile. If you do leave the application, just go to “My Tasks” on your EPC Landing Page and click on the Form 471 name to re-enter the application.

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School Entity Information

Related Entity(ies) Information

Note: Category 2 budget information found here:

Entity Details

Fields with "*" next to them are not sortable

Entity Name †	Entity Number	Urban or Rural	NIF*	State LEA ID	State School ID	NCES Code	# of students that attend this school full time	Student Count Based on Estimate*	Alternative Discount	CEP Percentage	CEP Base Year	Total Students for C2 Budget	School Attributes*	Endowment Amount	Annexes*
Anderson Elementary School	10602	Urban					1234	N/A	None	N/A	N/A	1234	Public School, Pre-K	None	View Annexes
Blue Ribbon School District Office	10606	Rural		N/A	N/A			N/A	N/A	N/A	N/A			None	View Annexes
Bluford Middle School	10600	Urban					1234	N/A	None	N/A	N/A	1234	Public School	None	View Annexes
Boone Middle School	10598	Urban					344	N/A	None	N/A	N/A	344	Public School	None	View Annexes
Buchanan Elementary School	10603	Urban					222	N/A	None	N/A	N/A	222	Public School	None	View Annexes

Nothing to do on this page. It just shows discount-related data that was entered into each school's EPC profile. If you need to make corrections to this data, they must be done by submitting a RAL Correction after the Form 471 is submitted.

Again, be careful NOT to click on the school's name in blue because you will be taken out of this Form 471 and into that school's EPC profile.

15

District E-rate Discounts

Requested Discount Calculation

More than 50 percent of your individual schools must be rural for the school district to be considered rural.

This discount rate has not been approved for the current year

School District Full-time Enrollment	School District NSLP Count	School District NSLP Percent	School District Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate
5841	5104	87%	Urban	90%	85%

This page shows your discount rate for each category of service. The discounts are calculated based on the data that is in the EPC Profile for each school or library.

(If you forgot to update this data during the Admin Window or see that data needs corrected, file a RAL Modification after the Form 471 is filed and the change will be made during PIA review.)

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Discount Calculation Errors...

If you receive a red box showing this discount calculation error:

The information in your organization's profile is not sufficient to calculate your Discount Rate.

it's because data is missing from one or more of you school's EPC profiles and must be corrected.

If you receive this message, contact USAC at 888-203-8100 immediately so they can fix the underlying data which will then allow your application to proceed.

Note: There is no way for you to fix this yourself because the entity profiles have been locked.

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Creating Your Funding Requests

- The next step is to create your FY 2023 Funding Requests
 - Funding Requests, known as FRNs, provide details to USAC about the services for which you are seeking discounts
 - Each separate service or contract will have its own FRN
 - There can be multiple FRNs per Form 471
 - Category 1 and Category 2 FRNs must be filed on separate 471s
 - Basic maintenance (BMIC) must be on separate FRNs
- There are two sections to each funding request:
 1. **FRN Key Information**
 - Link to the relevant contract
 - Asks for updated Contract Expiration Date
 - Asks for general description of FRN in narrative box
 2. **FRN Line Item(s)**
 - Asks for details about make/model/quantity/service
 - Asks for unit cost data for each component
 - *Optional: Can identify which schools or libraries are receiving that service*

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Creating Funding Requests (FRNs)



Shortcuts...

- Wireless equipment example – slide 20
 - Wireless Access Points Wireless Equipment FRN
 - Licenses
 - Wireless Controller (shared by schools and NIF)
 - Installation
- Switches example – slide 47 Network Switches FRN
- Structured cabling example - slide 63
 - Internal wiring/installation Structured Cabling FRN

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Wireless Equipment FRN

Example 1: Wireless Equipment



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FRN Example 1: Wireless Equipment

- **Assumptions:**
 - Contracted service (all C2 must be contracted)
 - 4 FRN line items: WAPs, Licenses, Wireless Controller, Installation
 - 1) 35 WAPs @ \$411.00 each
 - 2) 35 Licenses @ \$83 each
 - 3) 1 Wireless Controller @ \$6,387
 - Shared by schools and 1 NIF
 - Weighted cost allocated by # of WAPs at each location (not by # of buildings so as to maximize E-rate funding)
 - » Example, 500 total WAPs in schools, 10 WAPs in NIF = 2% ineligible
 - 4) Installation of equipment @ \$4200

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Adding a Funding Request

This is the main FRN page, not to be confused with the FRN Line Item Page.
You will add your funding requests one by one on this page.

Funding Requests

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.

<input type="checkbox"/>	FRN	↓ Nickname	Number of FRN Line Items	FRN Calculation
You haven't created any Funding Requests (FRNs) yet. Click the "Add FRN" button to start creating your first FRN				
				<input type="button" value="ADD FRN"/> <input type="button" value="EDIT FRN"/> <input type="button" value="REMOVE FRN"/>



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Funding Request Key Information

Funding Request Key Information

Please enter a Funding Request Nickname here *

Wireless – Aruba - CDWG ←

Provide a descriptive nickname for each funding request.

Is this Funding Request a continuation of an FRN from a previous funding year?

YES NO ✓ ←

Copy FRN

If you want to copy an existing Funding Request, select Copy FRN below. Note that if an FCDL has been issued for the FRN, the approved version of the FRN will be copied.

COPY FRN ←

Optional Copy FRN: Use this option to retrieve previously filed FRN in EPC - likely useful only for multi-year maintenance contract.

Service Type

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

Internal Connections ←

Select “Internal Connections,” “Basic Maintenance,” or “MIBS.” Most C2 will be for Internal Connections.

Contract vs. MTM

Next, you will identify the purchasing agreement type for the product and services you are requesting.

FRN Contract

How are the services for this FRN being purchased?

Contract information is stored in your Profile; you can add a new Contract at any time. Details about your Tariff and Month-to-Month services will be entered in your FRN.

CONTRACT ✓ | **TARIFF** | **MONTH-TO-MONTH**

Select “Contract” for all Category 2 funding requests.

Linking to a Contract Record

Click "Search" to see all your contracts listed.

Next, you will associate a contract to your FRN. Please search for a contract below and select one to associate it to the FRN.

Associate a Contract

Search by Creating Organization BEN:

Search by Nickname (All or Partial):

Search by Contract ID:

Search by Contract No.:

Since "Contract" was selected on the previous screen, you will be prompted to search for the appropriate contract record that you have entered in the EPC Contract Module.

You must have your Contract Records created in your EPC portal in order for this to work. If you have not yet created your CR's, in a separate tab, go to > Landing Page > District Name > Contracts from top menu bar > Manage Contracts > Add New Contract.

Choosing the Appropriate Contract

Associate a Contract

Search by Creating Organization BEN:

Search by Nickname (All or Partial):

Please note that BEN is a required field and you can use other search fields to narrow down your result.

Search by Contract ID:

Search by Contract No.:

<input type="checkbox"/>	Contract ID	Contract Number	Nickname	Award Date	Creating Organization BEN
<input checked="" type="checkbox"/>	6978		2023 – Switches - Aruba - CDWG	1/22/2023	108
<input type="checkbox"/>	6977		2023 – Wireless – Ruckus - CDWG	1/22/2023	108

After clicking "Search," you will see all of the contracts you entered in EPC. Select the correct contract that should be linked to this funding request.

Linking to a Contract

Contract Summary – 2023 – Wireless - Aruba - CDWG

Contract Number	Account Number
Establishing FCC Form 470 #230000124	Service Provider USAC Service Provider Organization 1 (SPIN: 14010001)
Award Date 1/23/2023	Includes Voluntary Extensions? No
Expiration Date (All Extensions)	Remaining Voluntary Extensions
	Total Remaining Contract Length

Pricing Confidentiality

There is no rule, statute, or other restriction which prohibits publication of the specific pricing information for this contract.

After selecting the correct contract, you will see a summary of the contract information from EPC. Make sure this information is accurate. If it is not, create a new Contract Record with the accurate information (there's no way to edit a Contract Record).

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Entering Service Start & Contract Expiration Dates

Contract Information (Additional)

What is the service start date? ?*



Enter the date when services will start for this Funding Year

What is the date your contract expires for the current term of the contract? ?*



Service Start Date:
The system will automatically enter 7/1/2023 as SSD.

Note: You are permitted to purchase equipment as early as 4/1/2023, but still must list 7/1/2023 for the SSD.

Contract Expiration Date:
You will need enter the CED for this contract, which is likely 9/30/2024 for Category 2 equipment contracts.

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FRN Narrative Box

Narrative

Provide a brief explanation of the products and services that you are requesting, or provide any other relevant information regarding this Funding Request. You should also use this field to describe any updates to your entity data, such as revised student counts, entity relationships, etc, that you were unable to make after the close of the Administrative filing window for profile updates. These changes will be addressed during the application review process. *

This FRN is for 35 wireless access points, 35 AP licenses, 1 wireless controller, and installation of 35 WAPs.
Note We deducted 2% of the cost of the controller as ineligible as it is being used by the Districts NIF.

Provide a brief narrative explanation of your requested equipment/service to describe it to PIA.

FCC Form 471 Help

Show Help

BACK CANCEL

SAVE & VIEW FRN(S)

SAVE & ADD/MANAGE FRN LINE ITEMS

If you click 'Save & View FRNs' you will be taken to the main FRN page. If you click 'Save & Add FRN Line Items' you will be taken directly to the Add FRN Line Items page. Use Add/Manage FRN Line Items!

Adding a FRN Line Item - WAPs

<input type="checkbox"/>	FRN Line Item Number	Type of Internal Connection	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
You haven't created any FRN Line Items yet. Click the 'Add New FRN Line Item' button to start creating your first FRN Line Item.						
			ADD NEW FRN LINE ITEM	REMOVE FRN LINE ITEM	BULK UPLOAD	

Select "Add New FRN Line Item" (or "Bulk Upload" if you're going to upload the data using the Bulk Upload Templates).

Adding a Line Item – Type of IC

Type of Internal Connection ? *

Wireless Data Distribution

Please select a value

- Cabling/Connectors
- Caching
- Data Distribution
- Data Protection
- Racks
- Software
- Wireless Data Distribution**
- Miscellaneous
- License
- Transceiver

Select the equipment type that matches your funding request from the drop down choices.

Note: Miscellaneous = installation/taxes/fees.

Adding a Line Item – Type of Product

The “Type of Product” choices change depending on the Type of IC was selected.

Generally, here are the options:

Type of Internal Connection ? *

Wireless Data Distribution

Type of Product *

Access Point

If This Type of Internal Connection...	Then These Are the Types of Products...
Cabling/Connectors	Cabling/Connectors
Caching	Caching Service, Equipment
Data Distribution	Routers, Switches
Data Protection	Firewall, UPS/Battery Backup
Racks	Racks & Cabinets
Software	Operating System Software
Wireless Data Distribution	Access Point, Antenna, Controllers
Miscellaneous	Installation, Training and Taxes
License	License
Transceiver	Transceiver
Module	Module

Answering Make/Model Number/Installation/Leasing Questions

The "Make" is the manufacturer's name and there is a long list to choose from. Use "Other" if your manufacturer isn't listed, and then type-in the name.

Make *
Aruba

Model *
Q9H63A

Lease or Non-Purchase Agreement?
YES NO ✓

The "Model" should be the manufacturer's SKU or Model Number - not a description.

Installation Included in Price?

YES NO ✓

Select "No" if

- installation is not bundled with this FRN line item
- if installation is listed on a separate FRN Line Item
- if installation is not included on your contract.

Select "Yes" if this is an FRN line item just for installation, or if installation is BUNDLED in with the price for this FRN line item.

If you are leasing the equipment (as opposed to purchasing it), select "Yes." The most common answer will be "No."

Entering Unit Costs/Quantity

If this line item is for equipment purchases, enter \$0's in the monthly recurring cost column.

For equipment purchases/installation, list the cost/unit for this FRN Line Item.

List the # of units.

Monthly Cost		
Monthly Recurring Unit Cost		\$0.00
Monthly Recurring Unit Ineligible Costs		\$0.00
Monthly Recurring Unit Eligible Costs		= \$0.00
Monthly Quantity		0
Units	Each	
Total Monthly Eligible Recurring Costs		= \$0.00
Months of Service		x 12
Total Eligible Recurring Costs		= \$0.00

One-Time Cost		
One-time Unit Cost		\$411.00
One-time Ineligible Unit Cost		\$0.00
One-time Eligible Unit Cost		= \$411.00
One-time Quantity		35
Total Eligible One-time Costs		= \$14,385.00

Summary	
Total Eligible Recurring Costs	\$0.00
Total Eligible One-time Costs	+ \$14,385.00
Pre-Discount Extended Eligible Line Item Cost	= \$14,385.00

Identifying Recipients of Equipment - No Longer Required!

Manage Recipients of Service

Is every entity for this organization receiving service?

YES ✓ NO

New: Select “Yes”! If you want to have E-rate forms track equipment, you can list it by building, but there’s no longer a requirement that says you must do so.

Then click “Save and Continue” twice to proceed.

<input type="checkbox"/>	BEN	BEN Name
<input checked="" type="checkbox"/>	109	Plainfield Elementary School
<input checked="" type="checkbox"/>	110	Jacksonville Jr/Sr High School

If you select “No,” you are then prompted to select/check the buildings receiving the equipment/service. Then click “Add.”

FRN Line Item Page: Adding an Additional FRN Line Item

FRN Line Items for FRN 2399000046 – Wireless – Aruba - CDWG

<input type="checkbox"/>	FRN Line Item Number	Type of Internal Connection	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	2399000046.001	Wireless Data Distribution	Access Point	0	35	\$14,385.00

ADD NEW FRN LINE ITEM REMOVE FRN LINE ITEM BULK UPLOAD

Notice, the system generated a line item number after the FRN number (.001)

Show Help

BACK DISCARD FORM

SAVE & SHARE SAVE & CONTINUE

If you have more line items for this FRN, click [here](#) to add an additional FRN Line Item.
If you have entered all of your FRN Line Items/Costs, click “Continue” to return to the main FRN page.

Adding a Licenses FRN Line Item

Type of Internal Connection *

License

Notice: License selected instead of Wireless Data Distribution

Type of Product
License

Make *
Aruba

Model *
JW619AAE

Installation Included in Price?

YES NO

Lease or Non-Purchase Agreement?

YES NO

For wireless licenses, select "License." Then choose the Manufacturer for the "Make" (use "Other" if your manufacturer isn't listed).

The "Model" should be the manufacturer's SKU or Model Number - not a description.

Entering Unit Costs/Quantity

If this line item is for equipment purchases, enter \$0's in the monthly recurring cost column.

For equipment purchases/installation, list the cost/unit for this FRN Line Item.

List the # of units.

Monthly Cost				One-Time Cost			
Monthly Recurring Unit Cost		\$0.00		One-time Unit Cost		\$83.00	
Monthly Recurring Unit Ineligible Costs		\$0.00		One-time Ineligible Unit Cost		\$0.00	
Monthly Recurring Unit Eligible Costs		= \$0.00		One-time Eligible Unit Cost		= \$83.00	
Monthly Quantity		0		One-time Quantity		35	
Units	Each			Total Eligible One-time Costs		= \$2,905.00	
Total Monthly Eligible Recurring Costs		= \$0.00		Summary			
Months of Service		x 12		Total Eligible Recurring Costs		\$0.00	
Total Eligible Recurring Costs		= \$0.00		Total Eligible One-time Costs		+ \$2,905.00	
				Pre-Discout Extended Eligible Line Item Cost		= \$2,905.00	

FRN Line Item Page: Adding an Additional FRN Line Item

<input type="checkbox"/>	FRN Line Item Number	Type of Internal Connection	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	2399000046.002	License	License	0	35	\$2,905.00
<input type="checkbox"/>	2399000046.001	Wireless Data Distribution	Access Point	0	35	\$14,385.00

Notice, the system generated a new FRN line item number after the FRN number (.002).

ADD NEW FRN LINE ITEM REMOVE FRN LINE ITEM BULK UPLOAD

BACK DISCARD FORM SAVE & SHARE SAVE & CONTINUE

If you have more line items for this FRN, click [here](#) to add an additional FRN Line Item.
 If you have entered all of your FRN Line Items/Costs, click "Continue" to return to the main FRN page.

Adding a Wireless Controller FRN Line Item

Type of Internal Connection *
 Wireless Data Distribution

Type of Product *
 Wireless Controller

Make *
 Aruba

Model *
 JW744A

Installation Included in Price?
 YES NO ✓

Lease or Non-Purchase Agreement?
 YES NO ✓

For a wireless controller, select "Wireless Data Distribution," then "Wireless Controller." Then choose the Manufacturer for the "Make" (use "Other" if your manufacturer isn't listed).
 The "Model" should be the manufacturer's SKU or Model Number - not a description.

Entering Unit Costs/Quantity with % Ineligible

If this line item is for equipment purchases, enter \$0's in the monthly recurring cost column.

Because this equipment is shared by an ineligible entity (a NIF), we must deduct a % as ineligible. We calculated 2% based on # of WAPs in NIF divided by total # of WAPs in district.
List total cost, then the ineligible cost (for the NIF's usage of the equipment. System will do the math.)

Monthly Cost	
Monthly Recurring Unit Cost	\$0.00
Monthly Recurring Unit Ineligible Costs	\$0.00
Monthly Recurring Unit Eligible Costs	= \$0.00
Monthly Quantity	0
Units	Each
Total Monthly Eligible Recurring Costs	= \$0.00
Months of Service	x 12
Total Eligible Recurring Costs	= \$0.00

One-time Unit Cost	\$6,387.00
One-time Ineligible Unit Cost	\$127.74
One-time Eligible Unit Cost	= \$6,259.26
One-time Quantity	1
Total Eligible One-time Costs	= \$6,259.26
Summary	
Total Eligible Recurring Costs	\$0.00
Total Eligible One-time Costs	+ \$6,259.26
Pre-Discount Extended Eligible Line Item Cost	= \$6,259.26

List the # of units.

FRN Line Item Page: Adding an Additional FRN Line Item

<input type="checkbox"/>	FRN Line Item Number	Type of Internal Connection	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	2399000046.003	Wireless Data Distribution	Wireless Controller	0	1	\$6,259.26
<input type="checkbox"/>	2399000046.002	License	License	0	35	\$2,905.00
<input type="checkbox"/>	2399000046.001	Wireless Data Distribution	Access Point	0	35	\$14,385.00

ADD NEW FRN LINE ITEM REMOVE FRN LINE ITEM BULK UPLOAD

Notice, the system generated a line item number after the FRN number (.003)

If you have more line items for this FRN, click [here](#) to add an additional FRN Line Item.
If you have entered all of your FRN Line Items/Costs, click "Continue" to return to the main FRN page.

SAVE & SHARE SAVE & CONTINUE

Adding an Installation FRN Line Item

Type of Internal Connection

Miscellaneous

Type of Product *
Installation, Activation, & Initial Configuration

Make *
Other

Enter the Make *
Installation

Model *
Installation of Wireless Equipment

Lease or Non-Purchase Agreement?
YES NO ✓

Installation Included in Price?
YES ✓ NO

Notice: Miscellaneous selected instead of Wireless Data Distribution because this FRN Line Item is for Installation

Notice: “Yes” selected because installation is included in this FRN Line Item.

For installation of equipment, select “Miscellaneous,” then “Installation, Activation & Initial Configuration.” Then “Other” for the Manufacturer, type “Installation” and then “Installation of Equipment” for the Model.

Entering Unit Costs/Quantity

If this line item is for equipment purchases, enter \$0's in the monthly recurring cost column.

Because the installation on this contract is a single price for the project, we listed the total and then a quantity of 1.

Monthly Cost	
Monthly Recurring Unit Cost	\$0.00
Monthly Recurring Unit Ineligible Costs	\$0.00
Monthly Recurring Unit Eligible Costs	= \$0.00
Monthly Quantity	0
Units	Each
Total Monthly Eligible Recurring Costs	= \$0.00
Months of Service	x 12
Total Eligible Recurring Costs	= \$0.00

One-time Unit Cost	\$4,200.00
One-time Ineligible Unit Cost	\$0.00
One-time Eligible Unit Cost	= \$4,200.00
One-time Quantity	1
Total Eligible One-time Costs	= \$4,200.00
Summary	
Total Eligible Recurring Costs	\$0.00
Total Eligible One-time Costs	+ \$4,200.00
Pre-Discount Extended Eligible Line Item Cost	= \$4,200.00

FRN Line Item Page: Done Adding FRN Line Items for this FRN

<input type="checkbox"/>	FRN Line Item Number	Type of Internal Connection	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	2399000046.004	Miscellaneous	Installation, Activation, & Initial Configuration	0	1	\$4,200.00
<input type="checkbox"/>	2399000046.003	Wireless Data Distribution	Wireless Controller	0	1	\$6,259.26
<input type="checkbox"/>	2399000046.002	License	License	0	35	\$2,905.00
<input type="checkbox"/>	2399000046.001	Wireless Data Distribution	Access Point	0	35	\$14,385.00

Notice, the system generated a line item number after the FRN number (.004)

If you have more line items for this FRN, click [here](#) to add an additional FRN Line Item.
 If you have entered all of your FRN Line Items/Costs, click "Continue" to return to the main FRN page.

Main FRN Page: Adding Another FRN

Funding Requests

This feature is now usable!

So far, we've created 1 FRN with 4 Line Items.

[>> View Category Two Budget Information](#)

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	2399000046	Wireless - Aruba - CDWG	4	\$23,586.87

FCC Form 471 Help

Show Help

System has calculated the total amount of E-rate funds requested for each FRN (this isn't the pre-discount amount). Click on the amount to see calculations.

To add another Funding Request, choose "Add FRN." If you're done adding FRNs, choose "Review FCC Form 471" to certify the application.

Example 2: Network Switches FRN



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FRN Example 2: Switching Equipment

- **Assumptions:**
 - Contracted service (all C2 must be contracted)
 - 2 FRN line items
 - 5 switches @ \$1983 each
 - 5 SFP transceivers @ \$120 each
 - Equipment not shared by NIF

Note: Most switches contain several components (separately priced) and each requires a separate FRN Line Item.

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Main FRN Page

Funding Requests

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	2399000046	Wireless - Aruba - CDWG	4	\$23,586.87

FCC Form 471 Help

Show Help

Click "Add FRN" to add an additional Category 2 FRN.

Funding Request Key Information

Funding Request Key Information

Please enter a Funding Request Nickname here ⓘ *

Switches - Aruba - CDW ← Provide a descriptive nickname for each funding request.

Is this Funding Request a continuation of an FRN from a previous funding year?

← Likely "No" for C2 requests unless it's for maintenance or leased equipment.

Copy FRN

If you want to copy an existing Funding Request, select Copy FRN below. Note that if an FCDL has been issued for the FRN, the approved version of the FRN will be copied.

← *Optional: Use this option to retrieve previously filed FRN in EPC - likely useful only for multi-year maintenance contract.*

Service Type

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

Internal Connections ← Select either "Basic Maintenance" or "Internal Connections" or "MIBS." Most C2 will be for Internal Connections.

Contract vs. MTM

FRN Contract

How are the services for this FRN being purchased?

Contract information is stored in your Profile; you can add a new Contract at any time. Details about your Tariff and Month-to-Month services will be entered in your FRN.

 CONTRACT ✓

 TARIFF

 MONTH-TO-MONTH

Select "Contract" for all Category 2 funding requests.

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Linking to a Contract Record

Click "Search" to see all your contracts listed.

Next, you will associate a contract to your FRN. Please search for a contract below and select one to associate it to the FRN.

▼ Associate a Contract

Search by Creating Organization BEN

Search by Nickname (All or Partial)

Search by Contract ID

Search by Contract No.

Since "Contract" was selected on the previous screen, you will be prompted to search for the appropriate contract record that you have entered in the EPC Contract Module.

You must have your Contract Records created in your EPC portal in order for this to work. If you have not yet created your CR's, in a separate tab, go to > [Landing Page](#) > [District Name](#) > [Contracts](#) from top menu bar > [Manage Contracts](#) > [Add New Contract](#).

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Choosing the Appropriate Contract

Associate a Contract

Search by Creating Organization BEN

Please note that BEN is a required field and you can use other search fields to narrow down your result.

Search by Contract ID

Search by Nickname (All or Partial)

Search by Contract No.

CLEAR FILTERS

SEARCH

<input type="checkbox"/>	Contract ID	Contract Number	Nickname	Award Date	Creating Organization BEN
<input checked="" type="checkbox"/>	7322		2023 – Switches -Aruba - CDWG	1/23/2023	108

After clicking “Search,” you will see all of the contracts you entered in EPC. Select the correct contract that should be linked to this funding request.

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Linking to a Contract

Contract Summary – 2023 – Switches - Aruba - CDWG

Contract Number

Account Number

Establishing FCC Form 470 #230000124

Service Provider USAC Service Provider Organization 1 (SPIN: 14010001)

Award Date 1/23/2023

Includes Voluntary Extensions? No

Expiration Date (All Extensions)

Remaining Voluntary Extensions

Total Remaining Contract Length

Pricing Confidentiality

There is no rule, statute, or other restriction which prohibits publication of the specific pricing information for this contract.

After selecting the correct contract, you will see a summary of the contract information from EPC. Make sure this information is accurate. If it is not, create a new Contract Record with the accurate information (there’s no way to edit a Contract Record).

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Entering Service Start & Contract Expiration Dates

Contract Information (Additional)

What is the service start date? *



Enter the date when services will start for this Funding Year.

What is the date your contract expires for the current term of the contract? *



Service Start Date:

The system will automatically enter 7/1/2023 as SSD.

Note: You are permitted to purchase equipment as early as 4/1/2023, but still must list 7/1/2023 for the SSD.

Contract Expiration Date:

You will need enter the CED for this contract, which is likely 9/30/2024 for Category 2 equipment contracts.

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FRN Narrative Box

Narrative

Provide a brief explanation of the products and services that you are requesting, or provide any other relevant information regarding this Funding Request. You should also use this field to describe any updates to your entity data, such as revised student counts, entity relationships, etc, that you were unable to make after the close of the Administrative filing window for profile updates. These changes will be addressed during the application review process. *

This FRN is for network closet switches and corresponding SFP transceivers.

Provide a brief narrative explanation of your requested equipment/service to describe it to PIA.

FCC Form 471 Help

Show Help

If you click 'Save & View FRNs' you will be taken to the main FRN page. If you click 'Save & Add FRN Line Items' you will be taken directly to the Add FRN Line Items page. Use **Add/Manage FRN Line Items!**

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Adding a FRN Line Item

<input type="checkbox"/>	FRN Line Item Number	Type of Internal Connection	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	2399000047.001	Data Distribution	Switch	0	5	\$600.00

FCC Form 471 Help
Show Help

Select "Add New FRN Line Item" (or "Bulk Upload" if you're going to upload the data using the Bulk Upload Templates).

Adding a Line Item – Type of IC

Type of Internal Connection *

Cheat Sheet:

Please select a value:

- Please select a value
- Cabling/Connectors
- Caching
- Data Distribution
- Data Protection
- Racks
- Software
- Wireless Data Distribution
- Miscellaneous
- License
- Transceiver
- Module

Type of Internal Connection	Type of Product
Cabling/Connectors	Connectors
Caching	Caching Equipment
Data Distribution	Switch
Data Distribution	Router
Data Protection	UPS/Battery Backup
Data Protection	Firewall Services & Components
Racks	Racks & Cabinets
Software	Operating System Software of Eligible Equipment
Wireless Data Distribution	Access Point
Wireless Data Distribution	Antenna
Wireless Data Distribution	LAN Controller
Wireless Data Distribution	Wireless Controller
Miscellaneous	Installation, Activation, & Initial Configuration
Miscellaneous	Training
Miscellaneous	Fees, Taxes, Etc.
License	License
Tranceiver	Tranceiver
Module	Module

Select the equipment type that matches your funding request from the drop down choices.

For SFPs/GBICs, select "Transceivers"

Note:
Miscellaneous = installation/taxes/fees
SFPs = transceivers

Answering Make/Model Number/Installation/Leasing Questions

The "Make" is the manufacturer's name and there is a long list to choose from. Use "Other" if your manufacturer isn't listed, and then type-in the name.

Installation Included in Price?

YES NO

Select "No" if

- installation is not bundled with this FRN line item
- if installation is listed on a separate FRN Line Item
- if installation is not included on your contract.

Select "Yes" if this is an FRN line item just for installation, or if installation is BUNDLED in with the price for this FRN line item.

Make *

Aruba

Model *

J4858D

The "Model" should be the manufacturer's SKU or Model Number - not a description.

Lease or Non-Purchase Agreement?

YES NO

If you are leasing the equipment (as opposed to purchasing it), select "Yes." The most common answer will be "No."

Entering Unit Costs/Quantity

If this line item is for equipment purchases, enter \$0's in the monthly recurring cost column.

For equipment purchases/installation, list the cost/unit for this FRN Line Item.

List the # of units.

Monthly Cost		
Monthly Recurring Unit Cost	<input type="text"/>	\$0.00
Monthly Recurring Unit Ineligible Costs	<input type="text"/>	\$0.00
Monthly Recurring Unit Eligible Costs	<input type="text"/>	= \$0.00
Monthly Quantity	<input type="text"/>	0
Units	Each	
Total Monthly Eligible Recurring Costs	<input type="text"/>	= \$0.00
Months of Service	<input type="text"/>	x 12
Total Eligible Recurring Costs	<input type="text"/>	= \$0.00

One-Time Cost		
One-time Unit Cost	<input type="text"/>	\$120.00
One-time Ineligible Unit Cost	<input type="text"/>	\$0.00
One-time Eligible Unit Cost	<input type="text"/>	= \$120.00
One-time Quantity	<input type="text"/>	5
Total Eligible One-time Costs	<input type="text"/>	= \$600.00
Summary		
Total Eligible Recurring Costs	<input type="text"/>	\$0.00
Total Eligible One-time Costs	<input type="text"/>	+ \$600.00
Pre-Discount Extended Eligible Line Item Cost	<input type="text"/>	= \$600.00 60

Identifying Recipients of Equipment - No Longer Required!

Manage Recipients of Service

Is every entity for this organization receiving service?

YES ✓ NO

New: Select "Yes"! If you want to have E-rate forms track equipment, you can list it by building, but there's no longer a requirement that says you must do so.

Then click "Save and Continue" twice to proceed.

<input type="checkbox"/>	BEN	BEN Name
<input checked="" type="checkbox"/>	109	Plainfield Elementary School
<input checked="" type="checkbox"/>	110	Jacksonville Jr/Sr High School

If you select "No," you are then prompted to select/check the buildings receiving the equipment/service. Then click "Add."

FRN Line Item Page: Adding an Additional FRN Line Item

<input type="checkbox"/>	FRN Line Item Number	Type of Internal Connection	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	2399000047.002	Transceiver	Transceiver	0	5	\$600.00
<input type="checkbox"/>	2399000047.001	Data Distribution	Switch	0	5	\$600.00

ADD NEW FRN LINE ITEM

REMOVE FRN LINE ITEM

BULK UPLOAD

FCC Form 471 Help

Show Help

If you have more line items for this FRN, click [here](#) to add an additional FRN Line Item.
If you have entered all of your FRN Line Items/Costs, click "Continue" to return to the main FRN page.

SAVE & CONTINUE

Example 3: Structured Cabling



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FRN Example 3: Structured Cabling

- **Assumptions:**
 - Structured cabling inside school
 - Contracted service (all C2 must be contracted)
 - 1 FRN line item
 - Single priced contract - \$25,500
 - Do not list individual connectors, cables, widgets
 - **Tip: Try to have your vendor contract be for a single priced contract and not broken out by individual components/widgets (such as Jhooks, connectors, etc).**

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Main FRN Page: Adding Another FRN

Funding Requests

[>> View Category Two Budget Information](#)

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	2399000047	Switches - Aruba - CDW	2	\$1,020.00
<input type="checkbox"/>	2399000046	Wireless - Aruba - CDWG	4	\$23,586.87

ADD FRN

EDIT FRN

REMOVE FRN

MANAGE FRN LINE ITEMS

To add an addition Funding Request, choose "Add FRN."

Show Help

BACK

DISCARD FORM

SAVE & SHARE

REVIEW FCC FORM 471

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Funding Request Key Information

Funding Request Key Information

Please enter a Funding Request Nickname here 

Structured Cabling - Gator Networking

Provide a descriptive nickname for each funding request.

Is this Funding Request a continuation of an FRN from a previous funding year?

YES NO ✓

Likely "No" for C2 requests unless it's for maintenance or leased equipment.

Copy FRN

If you want to copy an existing Funding Request, select Copy FRN below. Note that if an FCDL has been issued for the FRN, the approved version of the FRN will be copied.

COPY FRN

Optional: Use this option to retrieve previously filed FRN in EPC - likely useful only for multi-year maintenance contract

Service Type

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

Internal Connections

Select either "Basic Maintenance" or "Internal Connections" or "MIBS." Most C2 will be for Internal Connections.

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Contract vs. MTM

FRN Contract

How are the services for this FRN being purchased?

Contract information is stored in your Profile; you can add a new Contract at any time. Details about your Tariff and Month-to-Month services will be entered in your FRN.

CONTRACT ✓
 TARIFF
 MONTH-TO-MONTH

Select "Contract" for all Category 2 funding requests.

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Linking to a Contract

Associate a Contract

Search by Creating Organization BEN

Search by Nickname (All or Partial)

Please note that BEN is a required field and you can use other search fields to narrow down your result.

Search by Contract No.

Search by Contract ID

Enter search parameter and then click "Search" to see all your contracts already entered in EPC.

<input type="checkbox"/>	Contract ID	Contract Number	Nickname	Award Date ↓	Creating Organization BEN
<input type="checkbox"/>	6765		2023 – Switches - Aruba - CDWG	1/23/2023	108
<input checked="" type="checkbox"/>	6767		2023 – Cabling - Gator	1/23/2023	108

After clicking "Search," you will see all of the contracts you entered in EPC. Select the correct contract that should be linked to this funding request.

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Entering Service Start & Contract Expiration Dates

Contract Information (Additional)

What is the service start date? ⓘ *

07/01/2021

Enter the date when services will start for this Funding Year

What is the date your contract expires for the current term of the contract? ⓘ *

09/30/2022

Service Start Date:
The system will automatically enter 7/1/2021 as SSD.

Note: You are permitted to purchase equipment as early as 4/1/2021, but still must list 7/1/2021 for the SSD

Contract Expiration Date:
You will need enter the CED for this contract, which is likely 9/30/2022 for Category 2 equipment contracts.

Entering Service Start & Contract Expiration Dates

Contract Information (Additional)

What is the service start date? ⓘ *

07/01/2023

Enter the date when services will start for this Funding Year

What is the date your contract expires for the current term of the contract? ⓘ *

09/30/2024

Service Start Date:
The system will automatically enter 7/1/2023 as SSD.

Note: You are permitted to purchase equipment as early as 4/1/2023, but still must list 7/1/2023 for the SSD.

Contract Expiration Date:
You will need enter the CED for this contract, which is likely 9/30/2024 for Category 2 equipment contracts.

FRN Narrative Box

Narrative

Provide a brief explanation of the products and services that you are requesting, or provide any other relevant information regarding this Funding Request. You should also use this field to describe any updates to your entity data, such as revised student counts, entity relationships, etc, that you were unable to make after the close of the Administrative filing window for profile updates. These changes will be addressed during the application review process. *

This FRN is for structured cabling. Vendor will provide fiber cabling from wireless access points back to closest network closet. This is a flat-rate contract.

Provide a brief narrative explanation of your requested equipment/service to describe it to PIA.

FCC Form 471 Help

Show Help

BACK CANCEL

SAVE & VIEW FRN(S)

SAVE & ADD/MANAGE FRN LINE ITEMS

If you click 'Save & View FRNs' you will be taken to the main FRN page. If you click 'Save & Add FRN Line Items' you will be taken directly to the Add FRN Line Items page. Use Add/Manage FRN Line Items!

Adding FRN Line Item

<input type="checkbox"/>	FRN Line Item Number	Type of Internal Connection	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
You haven't created any FRN Line Items yet. Click the 'Add New FRN Line Item' button to start creating your first FRN Line Item.						
			ADD NEW FRN LINE ITEM	REMOVE FRN LINE ITEM	BULK UPLOAD	

Select "Add New FRN Line Item."

Adding a Line Item – Type of Product

The “Type of Product” choices change depending on the Type of IC was selected.

Generally, here are the options:

Type of Internal Connection ? *	
Cabling/Connectors	
Type of Product *	
Cabling	
If This Type of Internal Connection...	Then These Are the Types of Products...
Cabling/Connectors	Cabling/Connectors
Caching	Caching Service, Equipment
Data Distribution	Routers, Switches
Data Protection	Firewall, UPS/Battery Backup
Racks	Racks & Cabinets
Software	Operating System Software
Wireless Data Distribution	Access Point, Antenna, Controllers
Miscellaneous	Installation, Training and Taxes
License	License
Transceiver	Transceiver
Module	Module

Listing Make/Model Number/Install/Leasing Questions

Type of Internal Connection ? *	
Cabling/Connectors	
Type of Product *	Make *
Cabling	Other
Installation Included in Price?	Enter the Make *
<input checked="" type="radio"/> YES ✓ <input type="radio"/> NO	Installation
	Model *
	Structured Cabling
	Lease or Non-Purchase Agreement?
	<input type="radio"/> YES <input checked="" type="radio"/> NO ✓

The easiest way to apply for structured cabling is to have a vendor contract with a fixed price that is inclusive of all components. Then select “Other” and enter the vendor’s name as the Make. List “Structured Cabling” as the Model.

Click “Yes” - installation is included

Entering Unit Costs/Quantity

If this line item is for equipment purchases, enter \$0's in the monthly recurring cost column.

Enter Unit Cost and Quantity

Monthly Cost		
Monthly Recurring Unit Cost		\$0.00
Monthly Recurring Unit Ineligible Costs		\$0.00
Monthly Recurring Unit Eligible Costs		= \$0.00
Monthly Quantity		0
Units	Each	
Total Monthly Eligible Recurring Costs		= \$0.00
Months of Service		x 12
Total Eligible Recurring Costs		= \$0.00

One-Time Cost		
One-time Unit Cost		\$25,500.00
One-time Ineligible Unit Cost		\$0.00
One-time Eligible Unit Cost		= \$25,500.00
One-time Quantity		1
Total Eligible One-time Costs		= \$25,500.00

Summary		
Total Eligible Recurring Costs		\$0.00
Total Eligible One-time Costs		+ \$25,500.00
Pre-Discount Extended Eligible Line Item Cost		= \$25,500.00

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Identifying Recipients of Equipment - No Longer Required!

Manage Recipients of Service

Is every entity for this organization receiving service?

YES ✓ NO

New: Select "Yes"! If you want to have E-rate forms track equipment, you can list it by building, but there's no longer a requirement that says you must do so.

Then click "Save and Continue" twice to proceed.

<input type="checkbox"/>	BEN	BEN Name
<input checked="" type="checkbox"/>	109	Plainfield Elementary School
<input checked="" type="checkbox"/>	110	Jacksonville Jr/Sr High School

If you select "No," you are then prompted to select/check the buildings receiving the equipment/service. Then click "Add."

FRN Line Item Page: Adding an Additional FRN Line Item

<input type="checkbox"/>	FRN Line Item Number	Type of Internal Connection	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	2399000048.001	Cabling/Connectors	Cabling	0	1	\$25,500.00

FCC Form 471 Help
Show Help

If you have more line items for this FRN, click [here](#) to add an additional FRN Line Item.

If you have entered all of your FRN Line Items/Costs, click “**Continue**” to return to the main FRN page.

Note: For structured cabling FRNs, if there is a single contract price, you will likely have just one FRN Line Item

Main FRN Page – Review FRN Calculations

Funding Requests

[>> View Category Two Budget Information](#)

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	2399000048	Structured Cabling - Gator Networking	1	\$21,675.00
<input type="checkbox"/>	2399000047	Switches - Aruba - CDW	2	\$1,020.00
<input type="checkbox"/>	2399000046	Wireless - Aruba - CDWG	4	\$23,586.87

Before finishing your application, be sure to click on each “[FRN Calculation](#)” to be sure it contains accurate information and requests enough funding.

To edit any [FRN Line Items](#), click on the blue FRN number to see the list of line items.

To edit the [FRN Key Information](#), click on the box next to the FRN (shown in red), and then select “**Edit FRN.**”

Finished Adding FRNs?

Funding Requests

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	2399000048	Structured Cabling - Gator Networking	1	\$21,675.00
<input type="checkbox"/>	2399000047	Switches - Aruba - CDW	2	\$1,020.00
<input type="checkbox"/>	2399000046	Wireless - Aruba - CDWG	4	\$23,586.87

ADD FRN

EDIT FRN

REMOVE FRN

MANAGE FRN LINE ITEMS

FCC Form 471 Help

Show Help

BACK

DISCARD FORM

SAVE & SHARE

REVIEW FCC FORM 471

If you're finished adding FRNs and have checked your calculations, click "Review FCC Form 471."

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Creating the Draft Form PDF

The next steps are for EPC to run a few final validations, and then create a PDF of your draft FCC Form 471. Once this is completed, you can download the PDF and either send for certification or continue to certification. Do you wish to proceed?

NO

YES

Select "Yes" and then "Refresh" in about a minute, the system will show you the link to the Form 471 Draft PDF document. The system also will send a "Task" to your EPC account as well as an e-mail notifying you that the PDF is ready for your review. The Form 471 has not yet been submitted!

FCC Form 471 Draft version of the PDF generation is in progress and it may take a few minutes to complete. Please click 'Refresh' once or twice a minute to check if the PDF generation is complete. If you don't want to wait, click 'Resume Task Later' to close the current screen, and EPC will assign you a task to continue PDF review and certification process.

RESUME TASK LATER

REFRESH

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Alternative: Finding Draft PDF From under Tasks

To find the PDF of your Draft Form 471, click on “Tasks” or in the “My Tasks” list on your Landing Page, and the Task will appear. Click on the link.

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Reviewing the Draft 471

Please download and carefully review this FCC Form 471 before certifying.

Download Document Link
[USAC_FCC_Form_471_APPLICATION_231000050_DRAFT](#)

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

FCC Form 471 Help
 Show Help

To review the Draft PDF, click on this link.

If anything needs to be changed on the Draft 471, click on “Edit Form.”

To continue to the Certification Page and submit the 471, check the box and then click “Continue to Certification.”

Warning: do NOT click “send for certification”

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Certification Page

Read and check all of the certification boxes on this page.

Applicant Certifications

- I certify that the entities listed in 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.
- 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).

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Certification Page

Total Funding Summary

Below is a summary of the total line item costs on this FCC Form 471:

Summary		
Total funding year pre-discount eligible amount on this FCC Form 471		\$63,764.26
Total funding commitment request amount		\$54,199.62
Total applicant non-discount share of total funding		\$9,564.64
Total budgeted amount allocated to rate support	—————>	\$912,000.00
Total amount necessary for the applicant to pay the non-discount share of eligible and any ineligible amounts		\$921,564.64
Are you receiving any of the funds directly from a service provider listed on any of the FCC Forms 471 filed by this Billed Entity for this funding year?	No ←	Always select "No." ▼
Has 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 needed to pay your non-discounted share?	No ←	Always select "No." ▼

Enter the amount you're spending on technology for FY 2023, less any E-rate eligible costs. Don't enter "\$0."

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Certification Page

- 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 will institute reasonable measures to be informed, and will notify USAC should I be informed or become aware that I or any of the entities listed on this application, or any person associated in any way with my entity and/or the entities listed on this application, is convicted of a criminal violation or held civilly liable for acts arising from their participation in the schools and libraries support mechanism.
- I certify that if any of the Funding Requests on this FCC Form 471 are for discounts for products or services that contain both eligible and ineligible components, that I have allocated the eligible and ineligible components as required by the Commission's rules at 47 C.F.R. § 54.504.
- I certify that the non-discount portion of the costs for eligible services will not be paid by the service provider. The pre-discount costs of eligible services featured on this FCC Form 471 are net of any rebates or discounts offered by the service provider. I acknowledge that, for the purpose of this rule, the provision, by the provider of a supported service, of free services or products unrelated to the supported service or product will be considered a rebate of some or all of the cost of the supported services.

FCC Form 471 Help

Show Help

BACK

CERTIFY

Check all boxes and “Certify” to submit the form to USAC.

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Confirmation Page

This screen confirms that you successfully filed and certified Form 471.

You have successfully filed FCC Form 471 #231000050 for FY 2023

Certification Date

2/10/2023 10:15 EST

Authorized Person

Name School District 4 User 1

Title Administrator

Employer THE BEST SCHOOL DISTRICT - (PARENT ENTITY)

Address 100 Main Street
Springfield, PA 19064

Phone 555-555-5444

Email school.district4.user1@mailinator.com

Please click here to access your certified FCC Form 471 PDF

FCC Form 471 Help

Show Help

CLOSE

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To Print a Final Copy of Your Form 471

Certification Date

2/10/2023 10:15 EST

Authorized Person

Name School District 4 User 1**Title** Administrator**Employer** THE BEST SCHOOL DISTRICT - (PARENT ENTITY)**Address** 100 Main Street
Springfield, PA 19064**Phone** 555-555-5444**Email** school.district4.user1@mailinator.com

Please click here to access your certified FCC Form 471 PDF

Option 1:

Click this link, then scroll to the bottom of the next page and click on Original Version to download a final PDF of the submitted document

FCC Form 471 Generated Documents

FCC Form 471 Version	Description
Original Version	This document contains information that was submitted to USAC upon certification of the FCC Form 471.

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To Print a Final Copy of Your Form 471

Option 2:

On your EPC Landing Page, scroll to the bottom under FCC Forms. Select "Form 471" & "2023" to see a list of your FY 2023 certified 471s.

Click on the blue 471 Application Number.

Remember: Your Form 471 will start with "23" for FY 2023.

▼ FCC Forms and Post-Commitment Requests

FCC Forms
 Status All

Post-Commitment Requests

 Incomplete
 Certified
 Committed

Form Type FCC Form 471
 Funding Year 2023

Application Number	Nickname	Funding Year	Status	Certified Date
#231000050	Category 2 Form 471 FY 2023	2023	Certified	2/10/2023 10:15 EST

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Printing a Final Copy of Your Form 471

Review Status Awaiting Initial Review

Application Information

Nickname Category 2 Form 471 FY 20XX
Application Number 221000051
Funding Year 2022
Window Status In-Window
Category of Service Category 2

Created Date 1/23/2022 1:55 PM EST
Created By School District 4 User 1
Certified Date 1/23/2022 2:48 PM EST
Certified By School District 4 User 1
Last Modified Date 1/23/2022 2:48 PM EST
Last Modified By School District 4 User 1

Billed Entity Information

THE BEST SCHOOL DISTRICT - (PARENT ENTITY)
 100 Main Street
 Apt 2
 Springfield, PA 19064
 555-555-5555
 school.district4.user1@mailinator.com

Billed Entity Number: 108
 FCC Registration Number: 0123456789
 Applicant Type: School District

Consultant Information

The consulting firms associated with your organization are listed below.

Name	Consultant Registration Number	Phone Number
Penguin Consulting	19637	410-902-5800

Contact Information

Name School District 4 User 1
Phone Number 555-555-5444
Email school.district4.user1@mailinator.com

Holiday / Summer Contact Information

There is no Holiday / Summer Contact Information for this FCC Form 471.

FCC Form 471 Generated Documents

FCC Form 471 Version	Description
Original Version	This document contains information that was submitted to USAC upon certification of the FCC Form 471.

Scroll to the bottom of the page and click on "Original Version" to download a final copy of your Certified Form 471.

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To Submit a 471 Correction/Change

To make corrections to a submitted Form 471, find the Form 471 in EPC, then click "Related Actions"

Summary Funding Requests Review Inquiries Deferral History Discount Calculation Entity Information News **Related Actions**

Incomplete Certified **In Review** Outreach Wave Ready

Review Status Awaiting Initial Review

Application Information

Nickname Category 2 Form 471 FY 20XX
Application Number 221000051
Funding Year 2022
Window Status In-Window
Category of Service Category 2



Created Date 1/23/2022 1:55 PM EST
Created By School District 4 User 1
Certified Date 1/23/2022 2:48 PM EST
Certified By School District 4 User 1
Last Modified Date 1/23/2022 2:48 PM EST
Last Modified By School District 4 User 1

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To Submit a 471 Correction/Change

Then “Submit Modification Request (RAL).”

Summary Funding Requests **Review Inquiries** Discount Calculation Entity Information News **Related Actions**

-  **Respond to Inquiries**
Answer Reviewer Questions.
-  **Submit Modification Request (RAL)**
Submit a RAL Modification Request for this Application

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Copy FRN Feature

“Copy FRN” Feature



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What is Copy FRN?

- The “Copy FRN” feature allows you to copy an FRN created on another Form 471 application (FY 2016 – FY 2023)
 - If previous FRN has been approved, the “approved” version will be copied
 - If previous FRN is still pending, the “original” version will be copied
 - Can even copy an FRN from a current year’s Form 471 that hasn’t been submitted yet
- Saves time re-entering the same information
- Can still make changes to *most* of the copied data if services/quantities/prices have changed

When to Use “Copy FRN”

- Most commonly used for Category 1 and Basic Maintenance FRNs
 - Recurring services
- Can use for MTM agreements
 - Must update Form 470 number
- Can be used for Category 2 FRNs
- Cannot use “Copy FRN” if you changed from a Contract to MTM, or MTM to Contract

What Data Must Be Updated?

- Service Start Dates, Service End Dates (for MTM services), and Contract Expiration Dates will NOT update
 - You must enter the correct data
- If any schools/buildings have been added or removed from EPC, these updates will not appear in the copied FRN
 - Must click “Manage Recipients,” then deselect “Yes,” , then Select “No” and then re-select “Yes” for the system to update the list of recipients.
- Always go through the entire new FRN, including FRN Line Items, to ensure that the data is accurate

Where to Find Copy FRN Feature

Funding Request Key Information

Please enter a Funding Request Nickname here *

Wireless – Aruba - CDWG

Is this Funding Request a continuation of an FRN from a previous funding year?

Copy FRN

If you want to copy an existing Funding Request, select Copy FRN below. Note that if an FCDL has been issued for the FRN, the approved version of the FRN will be copied.

←

Service Type

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

Data Transmission and/or Internet Access

On the FRN Key Information Page, click “Copy FRN”

Copy FRN Feature

Search for FRN

Search by FCC Form 471: Search by FRN Number:

Select an FRN

* Search by 471 # or FRN #, then click "search"

<input type="checkbox"/>	FCC Form 471	FRN Number	FRN Nickname	Service Type	Service Provider Name
<input type="checkbox"/>	#231000050	#239900050	Cable Internet Services - Comcast	Data Transmission and/or Internet Access	USAC Service Provider Organization 1
<input type="checkbox"/>	#231000050	#239900042	Internet Access - Zito	Data Transmission and/or Internet Access	USAC Service Provider Organization 2
<input checked="" type="checkbox"/>	#231000050	#239900038	Lit Fiber WAN - Crown Castle	Data Transmission and/or Internet Access	USAC Service Provider Organization 3

Then select FRN # you wish to copy

Copy FRN Steps

If you continue, FRN data will copy and may take up to one minute to complete. Do you wish to continue?

Choose "Yes." The system will search for the FRN data. Click "Refresh" in about 10 seconds.

FRN is copying and may take up to one minute to complete. Please hit refresh to check if FRN copy is complete.

FRN has been successfully copied.

Program rules prohibit the funding of duplicate services, which means different funding requests cannot contain services that provide the same functionality to the same population in the same location during the same period of time.

Your FRN has been copied in your current FCC Form 471. As you navigate through the FRN, you must review all of the copied data. Please keep in mind:

- To the extent that the current year form does not have the same fields as the form you are copying, the data will not be copied.
- Copy FRN will not copy Service Start and Service End Dates. When entering these Start and End dates, please ensure that the Recipients of Service and the appropriate cost in the line items are correct if the months of service are different from the original FRN.
- Copy FRN will copy all Recipients of Service. Please make sure that the Recipients of Service associated with each line item are valid for the current Funding Year.

You can now edit the copied FRN.

Success! Click "Continue" to see the copied data.

Form 471 Top 30 Filing Tips - C1, C2 and General



Reminder: You must file a Form 471 each year to request E-rate funding for a recurring service, even if you're in a multi-year contract. There is no such thing as a multi-year E-rate funding commitment.

E-rate Cycle Reminder: File Form 470 for bidding > Conduct Bid Evaluation > Sign Vendor Contract > Create Contract Record in EPC > File Form 471 > PIA Review > Funding Commitment Decisions Letter > File Form 486. <<<

CATEGORY 1 FILING TIPS

1. For Category 1 FRNs, Answer the Yes/No Questions This Way:

- Internet Line Item = No/Yes
- WAN Line Item = Yes/No

2. Creating FRN Line Items – Breaking Out Circuit Costs

After you've created your FRN's Key Information, don't forget that you then must create the FRN Line Item(s) to actually describe the services/equipment and specify the amount of funding requested by circuit or component. Simply click on "Manage FRN Line Items" from the main FRN page or at the end of the FRN creation section. You can also click on the blue FRN number and that will take you to the FRN Line Items Page. Continue adding Line Items for that FRN until you've built your FRN. For example, if you're requesting funding a Lit Fiber WAN, if you have 1 - 10 GB connection, 6 - 1 GB connections, and taxes, you will have 1 FRN with 3 FRN Line Items, identifying the unique speed, costs and recipients of each Line Item; and the total taxes for the entire service.

3. Handling Contract Amendments in EPC

Unfortunately, there's no way to modify or add additional documents to your existing Contract Record in EPC. If you amended your contract (perhaps to upgrade bandwidth), PIA may reach out to you to ask why the requested services/amounts are different than what are contained in your original contract in which case you'll simply send them the contract amendment. Do not create a new contract record simply because a contract was amended. However, if you made a mistake on your Contract Record, simply create a new Contract Record and then link to that (corrected) one when you create your FRN.

4. Have Written Documentation if Extending a Contract

If you have a contract that includes voluntary extensions, and you are exercising one of those extensions for FY 2024, be sure to have something in writing to or with the service provider. This can be as simple as an e-mail to the service provider indicating that you intend to exercise one of the extensions in your contract, pursuant to the terms of the original contract. PIA will see that your Contract Expiration Date is a year later than last year and will require you to submit proof that you extended the contract. Such documentation to or with the service provider must be dated on or before the date you submitted your Form 471. It's also a good idea to mention in the FRN Narrative box that you are extending the contract. There is no

way to upload this with your original Contract Record and you should not create a new Contract Record.

5. Have Documentation of Taxes/Surcharges

If your invoices include vendor taxes/surcharges, be sure to include those amounts on a separate FRN Line Item. PIA is asking for proof of those amounts again this year, so be prepared to provide a copy of a vendor invoice or contract that shows these amounts. If you have signed a new contract with a vendor and don't yet know the taxes/fees, REQUIRE YOUR SERVICE PROVIDER TO PROVIDE YOU WITH THIS INFORMATION.

6. Don't Select Month-to-Month if You Have a Contract

When creating an FRN, the form asks if you're purchasing from a contract, month-to-month (MTM) or tariff. In this case, MTM doesn't mean that you're paying vendors on a monthly basis. It means that you don't have a contract with a vendor. All Category 2 FRNs must have contracts, and most Category 1 FRNs now have contracts (many cable Internet or DSL services are MTM services with no contracts). Be sure to create your Contract Record in EPC prior to starting the 471, then select Contract when you get to this question on the FRN. The system will then ask you to link to the appropriate Contract Record for the services or equipment in that FRN.

CATEGORY 2 FILING TIPS

7. Don't Include \$0-Value C2 Items on the Application

Leave those off. In fact, there's no way to include them in the system.

8. Category 2 Installation

List Category 2 installation on a separate FRN Line Item. Select > Miscellaneous > Installation from the drop-down options.

9. Category 2 Equipment Licenses

Product licenses are E-rate eligible and should be requested as Internal Connections on the Form 471. The full cost of a multi-year license may be requested upfront in the year it will be purchased. The "Type of Connection" should be selected as "license" and not the type of equipment it's a license for. In other words, if it's a wireless controller license, select 'License' and not 'Wireless Data Distribution'. ALSO, licenses are treated much differently in E-rate than support SKUs (see next item).

10. Category 2 Basic Maintenance/Support Costs

Be careful not to mistake maintenance (support) services as product licenses. Maintenance/support SKUs must be requested under a separate Basic Maintenance of Internal Connections FRN. Also, don't forget that multi-year support SKUs must be pro-rated so you're only applying for 1-year's worth of support (so if you're paying upfront for 3 years of support, you must apply for 1/3 of the cost each year). This is different from multi-year licenses which are fully eligible in the first year.

11. Remove These Ineligible Items

Often, equipment is eligible, but some of the components/features are not. Here are a few of the most commonly overlooked ineligible items that you should be sure to remove from your Form 471 funding request, or list as ineligible:

Firewalls: Only the actual appliance and basic software are eligible. Anti-virus, anti-spam, filtering, and DDOS features/software are not eligible and must be removed or cost-allocated. If it's a bundled package, your vendor should provide you with the accurate eligibility percentage.

UPSs: Network Cards are not eligible and must be removed from your funding request. Also, don't forget that only eligible equipment may be connected to the UPSs (and USAC will ask you for the make/models of the actual equipment that will be connected to the UPSs).

12. Vendor Cost Allocation Link

Some manufacturers have websites to help applicants determine if the products they're listed on their Form 471s are 100% E-rate eligible, partially eligible, or 0% eligible. Those websites have been compiled here: <https://secaerate.net/Applicant-Resources>.

13. No Requirement to Identify Equipment by Buildings

Although the Form 471 asks who the Recipients of Service are for each FRN Line Item, this is no longer a requirement. Simply answer "Yes" – all entities are receiving the equipment, and then click Continue.

14. Category 2 Budget Tools

There are two ways to determine your remaining C2 budget and applicants should be sure to monitor these amounts to ensure they are not requesting more than remains in their C2 pre-discount budget. First, there is a link to "View Category 2 Budget Information" on top right corner of the Form 471 FRN page. Second, use the [USAC C2 Budget Tool](#) (not in EPC) and filter by your Billed Entity Number.

15. Break Out All Components into Separate FRN Line Items – Including Switches

If your Category 2 request contains multiple components, you must create a separate FRN Line Item for each component (model), and then show the # of units and the cost per unit. For example, a common mistake applicants make is to request just a single FRN Line Item for switches, with a single SKU. Then during USAC invoicing, the invoices are denied because the individual components were not listed/approved on the Form 471. Also, it is no longer a requirement to list which equipment will be located in which building, so just check "All Buildings" when you come to that screen (USAC has not yet updated the Form 471 to remove that section).

16. Including Installation on Category 2 FRNs

Create an Internal Connections FRN and the FRN Line Items for the equipment being installed. Then simply add another FRN Line Item and for "Type of Internal Connection," select > Miscellaneous > Installation from the drop-down options.

17. Single Price for Structured Cabling Contracts

For structured cabling, try to have your vendor contracts be for a single price, by building or by drop – not broken down by widget. Then just create 1 FRN Line Item in the Form 471. Vendor invoices, therefore, also should have just a single price, not broken down by widget being installed. On the Form 471, create an Internal Connections FRN. Then create a single FRN Line Item and for “Type of Internal Connection,” select > Miscellaneous > Installation from the drop-down options. Then select the ‘Cabling’ for the Product Type > ‘Other’ for the Make > Type in name of the vendor contracted to do the installation > type “structured cabling installation” for the Model.

18. Use C2 Bulk Upload Tool for Large FRNs

When creating Internal Connections FRNs with multiple FRN Line Items, applicants can use a Bulk Upload feature where a Template is created off-line and then uploaded into the FRN. For more details about the Bulk Upload feature and to view the Guide, please refer to the additional materials in this Tab 11 of the Resource Manual. For FRNs with 10 or fewer Line Items, it’s easiest just to create the FRN in EPC and not use the Bulk Upload.

19. Service Start Date Must Be 7/1/2023

The Service Start Date cannot be earlier than July 1. Equipment is allowed to be purchased on or after April 1, and vendor invoices also may be dated on or after April 1. But on the Form 471, where it asks for the Service Start Date, leave it populated to be 7/1/2023. **Note:** The Service Start Date is not the same as the Contract Award Date; the Contract Award Date is what you provide in the Contract Record as the date you signed the contract.

20. PIA Reviews for UPSs

During PIA review, applicants requesting UPSs will receive a series of PIA requests asking about what specific equipment will be plugged into each UPS in order to ensure that only E-rate eligible equipment can be attached. In order to be prepared with answers, be sure to have ready the make/model of equipment that will be plugged into the UPSs.

GENERAL FORM 471 FILING TIPS

21. Vendor Taxes/Fees

Most taxes/fees are eligible and you should include them as a separate FRN *Line Item* on your FRN (don’t bundle them with your monthly cost). PIA will ask you for proof of these charges, so don’t guess. If you already submitted your 471 and didn’t include those fees, you can either add a new FRN Line Item to the existing Form 471 using the [RAL Modification Process](#), or submit a new 471 by March 28 (copy the previously-submitted FRN, add the additional FRN Line Item) and then use the RAL Modification to cancel the original FRN.

22. Vendor Contract Signatures Before 471 is Filed

E-rate requires that contracts must be signed by the applicant prior to filing the Form 471. The vendor is not required to sign by the Form 471 filing.

23. Editing an Incomplete Form 471 – Getting Back Into the Form

If you click on something that takes you out of the 471, or if you deliberately leave the 471, it's easy to return where you left off. Simply go to your EPC Landing Page by clicking on the USAC

Logo, and then under "My Tasks" click on the appropriate "FCC Form 471 - #23xxxxxxx {Nickname You Gave the Form}."

Or if you're on the 'Review PDF' page, click on "Edit Form" in the bottom left corner to get back into the form.

24. Uploading Contract Amendments/Extensions to Existing Contract Records

See number 3 above. Unfortunately, you cannot modify or add additional documents to your existing Contract Record in EPC. If you amended your contract (perhaps to upgrade bandwidth), PIA may reach out to you to ask why the requested services/amounts are different than what are contained in your original contract in which case you'll simply send them the contract amendment. Do not create a new contract record simply because a contract was amended. There's also no way to delete or make corrections to an existing Contract Record.

25. Finding Contracts Records to Select After Clicking Search

When you create an FRN in the 471, the system asks if it's based on a contracted service or MTM service. If you choose Contract, the system will ask which contract you want to associate with that FRN. If you forgot to create your Contract Record in the EPC Contract Module prior to starting the 471, no worries - add them now. In a separate tab, go to your Landing Page > Name of your District > Contracts > Manage Contracts > Add a Contract. Then create a Contract Record for each separate contract you have (both C1 and C2). Reminder, you're not required to upload copies of your contracts, but I strongly suggest you do so because PIA will likely ask you for them anyway. If you use the Copy FRN feature, your contract will still be linked from last year and doesn't need linked again.

26. Returning to the Main FRN Page (and stop adding FRN Line Items)

If you're done adding FRN Line Items and wish to return to the Main FRN Page, instead of clicking on the "Add New FRN Line Item," click on the "Save and Continue" button at the bottom right of the page. That will take you back to the Main FRN page where you will find all of the FRNs you've created. To get back into the FRN Line Item(s) for a single FRN, click on the blue FRN number (it's hyperlinked) or check the box and select "Manage FRN Line Items".

27. Clicked on "Save and Share" and Lost My 471

Whenever possible, don't click this button! The draft 471 is then taken from your EPC profile and a message is sent to all other "users" associated with the organization asking if they want to "accept the task." Only ever use the "Save and Share" feature if you truly want to "pass the ball" to another user to finish or certify the application.

28. Changing/Updating Enrollment & NSLP Data

Although it's too late up to update your EPC Profile (the Admin Window closed on January 16), if you find that you forgot to update your data or found inaccuracies, you can still make corrections. After the 471 is submitted, submit a RAL Modification in EPC. Simply locate your Form 471 > Related Actions > Submit RAL Modification. If you haven't yet submitted your application, you can use the FRN Narrative Box to explain the EPC profile changes that should be made during PIA review.

29. How to Answer Questions on the Certification Page

Yes/No Questions: On the final Certification Page, there are two questions asking if you received any funds from a service provider or if a service provider has helped you locate funds. The answer to both of these questions should be **NO**. Essentially, they are asking if a service provider has waived any of your non-discounted amounts (your fair share), or given you funds to offset those amounts. Don't be confused by the meaning of these questions or pause in anyway. The answers should always be NO. If a vendor does offer to waive your share or give you funds to cover it, cancel your contract with that vendor and go to the next lowest bid.

Technology Budget Question: The forms asks for "Total budgeted amount allocated to resources not eligible for E-rate support." Here they want you to take your entire technology budget and subtract the amount you're spending on E-rate purchases. In reality, if you enter the estimated amount of your technology budget, that's fine. Just don't list \$0.

30. How to Locate PIA Inquiries After Receiving E-mail from PIA

Finding how to respond in EPC to a PIA inquiry can be a little challenging. The initial PIA reviewer's e-mail will have a subject line that says "24xxxxxxx - E-rate Review Information" which doesn't appear to be requesting information, but that's exactly what it's doing. First, log into EPC. Next, in the body of the message, click on the hyperlinked "[Click here to respond to inquiries](#)" which will take you into the EPC page where the Inquiry can be found. Then in the upper right corner of the page, click on "Respond to Inquiries", and then the 'Outreach Type' will become an active hyperlink. The most common Outreach Types are: Eligibility of Products and Services, Requested Discount, Eligibility of Entities, and Category 2 Budget. Click on the Outreach Type and then proceed to answer the questions, upload the requested invoices, etc. Don't click Submit until the entire Inquiry has been completed. If you need more time to respond, click "Request Extension" located at the top right corner of the page. A helpful PIA Review Guide can be found under Tab 12 of this Resource Manual.

Form 471 Internal Connections Bulk Upload Guide FY 2023



March 2023

What is the Internal Connections FRN Line Item Bulk Upload Feature?

- When creating FRNs with multiple FRN Line Items
- USAC created “Offline Templates” to make easily create multiple FRN Line Items
- Templates are available for all service types, but Internal Connections is the most commonly used
- Advantages?
 - Allows you to doublecheck your calculations
 - Copy/paste from another spreadsheet
 - Saves time
- Challenges?
 - Template contains macros
 - Must be sure to “validate” for errors prior to uploading
- Still must create the FRN online and link to Contract Record

What's Different from the FY 2022 Template?

- No changes since FY 2021
 - Correct version = V21.0
 - Available at: <https://www.usac.org/e-rate/applicant-process/applying-for-discounts/fcc-form-471-filing/#bulk-upload-templates>
- If not identifying Recipients of Service, and applying as a single organization (BEN), then ONLY complete Tab 1 and then “Validate” on Tab 2. If no Errors, save and upload to Form 471
 - Super simple!

3

What Data is Requested in Template?

- All FRN Line Item Data
 - Category
 - Wireless Data Distribution, Data Protection, Cabling, etc.
 - Manufacturer
 - Model #
 - Unit price
 - Eligible and Ineligible
 - Quantity

 - Note: Recipients of Service Tab is entirely optional!

4

General Process for Using IC Bulk Upload

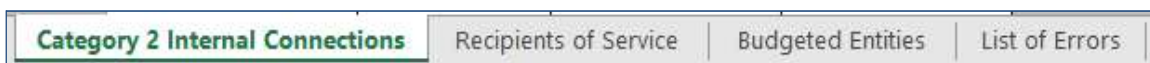
- Create the Template
 - Then 'Validate' for errors, then Save if no errors
- Create the Form 471 and FRN
- At FRN Line Item screen, click "Bulk Upload"
 - Upload the Template, click Submit
 - System will return you to your Actions Page (on the 471)
 - Cannot do any work on this 471 while system is reviewing the data
- EPC will create a Task within 1 minute with the Bulk Upload Results
 - Click on Results and it will tell you if your Upload was successful
- Review all FRN Line Item data to ensure it is accurate
 - Can revise any data
 - Can also delete the FRN Line Item and upload a revised Template



5

1 Create Your Template

- Internal Connections Template available at:
https://www.usac.org/wp-content/uploads/e-rate/documents/Forms/bulk_upload_templates/Category-Two-Internal-Connections-Version-21.0.xlsm
- Template has 4 tabs, but only first tab is required
 - Internal Connections
 - Recipients of Service (R/S)
 - Budgeted Entities
 - List of Errors

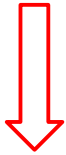


- Macros require you to select from certain options
- Let's review each section of the Template

6

Reference Number Column

- System will populate Reference Numbers – one per row
- Note: If you change data in the row later, the Reference Number will change
 - Simply highlight the column, right click, then “Clear Contents” and the numbers will return to normal



Category Two - Internal Connections - Version 21.0							
Reference Number	Type of Internal Connection	Installation Included in Price?	Type of Product	Make	Enter the Make (If Other)	Model	Lease or Non-Purchase Agreement?
For Reference only - Not Imported	Required	Required	Required	Required	Required if "Other" is selected as Make	Required	Required

7

Tab 1, Section 1: Equipment Details

- First 7 columns (peach) require equipment details
 - After creating one row, you can copy rows instead of clicking on each cell
 - Example:

Reference Number	Type of Internal Connection	Installation Included in Price?	Type of Product	Make	Enter the Make (If Other)	Model	Lease or Non-Purchase Agreement?
For Reference only - Not Imported	Required	Required	Required	Required	Required if "Other" is selected as Make	Required	Required
1	Wireless Data Distribution	No	Access Point	Aruba		Q9H63A	No
2	License	No	License	Aruba		JW619AAE	No
3	Wireless Data Distribution	No	Wireless Controller	Aruba		JW744A	No
4	Miscellaneous	Yes	Installation, Activation, & Initial Configuration	Other	Installation	Installation of wireless equipment	No

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Type of IC & Type of Product

- Choices for Type of Product will change, depending on the Type of Internal connection chosen
- Choices are:

Type of Internal Connection	Type of Product
Required	Required
Cabling/Connectors	Cabling
Cabling/Connectors	Connectors
Caching	Caching Equipment
Data Distribution	Switch
Data Distribution	Router
Data Protection	UPS/Battery Backup
Data Protection	Firewall Services & Components
Racks	Racks & Cabinets
Software	Operating System Software of Eligible Equipment
Wireless Data Distribution	Access Point
Wireless Data Distribution	Antenna
Wireless Data Distribution	LAN Controller
Wireless Data Distribution	Wireless Controller
Miscellaneous	Installation, Activation, & Initial Configuration
Miscellaneous	Training
Miscellaneous	Fees, Taxes, Etc.
License	License
Tranceiver	Tranceiver
Module	Module

Tab 1, Section 2: Monthly Recurring Costs

- Next five columns (dark blue) must be completed, even for Internal Connections Templates
 - Most answers will be \$0.00
 - Doesn't matter which Unit Type is selected
 - System requires at least 1 month to be selected
 - This is meaningless data, so it doesn't matter what is listed

Identify the Monthly Costs							
Monthly Recurring Unit Costs	Monthly Recurring Unit Ineligible Costs	Estimated Monthly Recurring Unit Eligible Costs	Monthly Quantity	Units	Estimated Total Monthly Eligible Recurring Costs	Estimated Months of Service	Estimated Total Eligible Recurring Costs
Required	Required	For Reference only - Not Imported	Required	Required	For Reference only - Not Imported	Required	For Reference only - Not Imported
\$0.00	\$0.00	\$0.00	0	Each	\$0.00	1	\$0.00
\$0.00	\$0.00	\$0.00	0	Each	\$0.00	1	\$0.00
\$0.00	\$0.00	\$0.00	0	Each	\$0.00	1	\$0.00
\$0.00	\$0.00	\$0.00	0	Each	\$0.00	1	\$0.00
\$0.00	\$0.00	\$0.00	0	Each	\$0.00	1	\$0.00
\$0.00	\$0.00	\$0.00	0	Each	\$0.00	1	\$0.00
\$0.00	\$0.00	\$0.00	0	Each	\$0.00	1	\$0.00
\$0.00	\$0.00	\$0.00	0	Each	\$0.00	1	\$0.00
\$0.00	\$0.00	\$0.00	0	Each	\$0.00	1	\$0.00
\$0.00	\$0.00	\$0.00	0	Each	\$0.00	1	\$0.00

Tab 1, Section 3: One-Time Costs

- Next 3 columns (light blue) will identify the:

- Total Cost of each component
- Ineligible Cost of each component
- Quantity of components

Hint: If gray columns don't calculate, type the Unit Costs by hand

Identify the One-time Costs				
One-time Unit Costs	One-time Unit Ineligible Costs	Estimated One-time Unit Eligible Costs	One-time Quantity	Estimated Total Eligible One-time Costs
Required	Required	For Reference only - Not Imported	Required	For Reference only - Not Imported
\$411.00	\$0.00	\$411.00	35	\$14,385.00
\$83.00	\$0.00	\$83.00	35	\$2,905.00
\$6,387.00	\$127.74	\$6,259.26	1	\$6,259.26
\$4,200.00	\$0.00	\$4,200.00	1	\$4,200.00

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Tab 1, Section 3: Which Condition Applies

- The final column is asking whether you would like to identify Recipients of Service for each FRN Line Item (each row) and the associated costs/building
- This is optional, so I encourage you to simply select option A and skip the remaining tabs

Do any of these conditions apply?
Required. Options "A" and "B" only applicable if you are an Independent School, Independent Library, Library System, or School District that is not ESA. Options "C" and "D" only applicable if you are a Consortium or ESA School District.
A. Product/Service is for all entities.
A. Product/Service is for all entities.
A. Product/Service is for all entities.
A. Product/Service is for all entities.

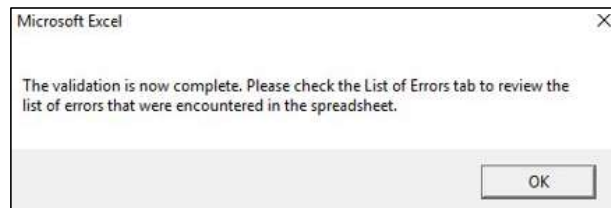
12

Tab 2: Validating Data (optional)

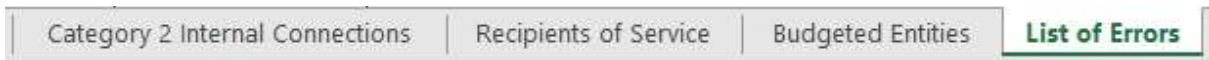
- After Tab 1 is complete, go to Tab 2 and click the 'Validate' box

Click to Validate

- System will show "Validation is Now Complete" window



- Then click on 4th Tab: "List of Errors" to see if your data has been perfectly validated



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Tab 3: Finding Errors (optional)

- If your 3rd Tab looks like this, your data is perfect! Quickly save it to a folder you'll remember!

Tab	Column and Row	Error

- If your 3rd Tab looks like this, review the Error Comments, correct the data, and Validate again

Click to Validate

Tab	Column and Row	Error
Recipients of Service	D7	[Reference Number: 2] For this FRN line item, you will not need to allocate costs per BEN because the system will automatically split the cost equally between the recipients listed for this line item.
Recipients of Service	D8	[Reference Number: 2] For this FRN line item, you will not need to allocate costs per BEN because the system will automatically split the cost equally between the recipients listed for this line item.
Recipients of Service	D9	[Reference Number: 2] For this FRN line item, you will not need to allocate costs per BEN because the system will automatically split the cost equally between the recipients listed for this line item.

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After Template is Validated

- Now it's time to create your FRN in the Form 471 and Bulk Upload your Template
- Remember, before you can upload your Template, you must create the FRN on the Form 471 and link to your Contract Record

Basic Information Entity Information Funding Requests

This page displays all of the funding requests for this application. From here you can create a new FRN, or edit or delete an existing one.

Funding Requests

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.

FRN	Nickname	Number of FRN Line Items	FRN Calculation
You haven't created any Funding Requests (FRNs) yet. Click the "Add FRN" button to start creating your first FRN.			

Add FRN

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2 Creating the Funding Request

Funding Request Key Information

Please enter a Funding Request Nickname here

Wireless - Aruba

Is this Funding Request a continuation of an FRN from a previous funding year?

YES NO ✓

Service Type

What is the service type of the product and services that you are requesting? Please delete all line items for this Funding Request if you wish to modify the Service Type.

Internal Connections

FRN Contract

How are the services for this FRN being purchased?

Contract information is stored in your Profile; you can add a new Contract at any time.

Contract ✓ Tariff Month-to-Month

Associate a Contract

Search by Creating Organization BFN: 126265

Search by Nickname (All or Partial):

Search by Contract ID:

Search by Contract No.:

<input type="checkbox"/>	Contract ID	Contract Number	Nickname	Award Date	Creating Organization BEN
<input checked="" type="checkbox"/>	6978		2023 - Switches - Aruba - CDWG	1/22/2023	108
<input type="checkbox"/>	6977		2023 - Wireless - Ruckus - CDWG	1/22/2023	108

Clear Filters Search

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Entering Service Start and Contract Expiration Dates

Contract Information (Additional)

What is the service start date? ⓘ*

07/01/2023



Enter the date when services will start for this Funding Year

What is the date your contract expires for the current term of the contract? ⓘ*

09/30/2024



Service Start Date:

The system will automatically enter 7/1/2023 as SSD.

Note: You are permitted to purchase equipment as early as 4/1/2023, but still must list 7/1/2023 for the SSD.

Contract Expiration Date:

You will need enter the CED for this contract, which is likely 9/30/2024 for Category 2 equipment contracts.

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Narrative & Proceeding to Bulk Upload

Narrative

Provide a brief explanation of the products and services that you are requesting, or provide any other relevant information regarding this Funding Request. You should also use this field to describe any updates to your entity data, such as revised student counts, entity relationships, etc. that you were unable to make after the close of the Administrative filing window for profile updates. These changes will be addressed during the application review process. *

This FRN is for wireless equipment.

Enter brief description of FRN.

FCC Form 471 Help

Show Help

Then click ["Save & Manage FRN Line Items"](#) to find Bulk Upload feature

BACK

CANCEL

SAVE & VIEW FRN(S)

SAVE & ADD/MANAGE FRN LINE ITEMS

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3 Uploading Template File

Click "Bulk Upload"

<input type="checkbox"/>	FRN Line Item Number	Type of Internal Connection	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
You haven't created any FRN Line Items yet. Click the 'Add New FRN Line Item' button to start creating your first FRN Line Item.						

ADD NEW FRN LINE ITEM REMOVE FRN LINE ITEM BULK UPLOAD

Bulk Upload

Upload File *

UPLOAD Drop file here

Bulk Upload

Upload File *
Wireless - Template.xlsm

SUBMIT

The system will now process your file. Remember that this may take a few minutes. You will receive an email once the process is complete with next steps. Do you wish to proceed?

NO YES

Upload "validated" template, "Submit", then "Yes".

4 Obtaining Bulk Upload Results

- After submitting uploaded Template for review, system will return to EPC
 - After 20 seconds, you will receive an e-mail notification with a link to the Bulk Upload Results
 - A "Task" also will appear in your Task Page
 - Task also will be showing on Landing Page under My Tasks

News **Tasks (1)** Records Reports Actions

Universal Service Administrative Co.

Assigned to Me >

Sent by Me

Starred ☆

Click here to send a task...

NEWEST

Me

✓ Create FCC Form 471 - 211000133 - bulk upload test 471 - Review Bulk Upload Results

A moment ago

- Click on task to see if you're bulk upload was successful

Success?

- If your page looks like this, you're Bulk Upload was successful! Click "Submit" to see your FRN Line Items that were uploaded from the Template into the Form 471!

Confirmation

Congratulations! Your file was uploaded successfully. The data is now available for review in the FRN, where you can review and edit it as needed. To view your FRN Line Items, click the Submit button.

SUBMIT

If you need to make changes, the Form 471 can be edited by clicking on the FRN Line Item Numbers (blue)

FRN Line Items for FRN #2199000146 - Wireless - Aruba

<input type="checkbox"/>	FRN Line Item Number ↓	Type of Internal Connection	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	2199000146.008	Miscellaneous	Installation, Activation, & Initial Configuration	0	1	\$4,200.00
<input type="checkbox"/>	2199000146.007	Wireless Data Distribution	Wireless Controller	0	1	\$6,259.26
<input type="checkbox"/>	2199000146.006	License	License	0	35	\$2,905.00
<input type="checkbox"/>	2199000146.005	Wireless Data Distribution	Access Point	0	35	\$14,385.00

ADD NEW FRN LINE ITEM

REMOVE FRN LINE ITEM

BULK UPLOAD

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No Success?

Errors with File Contents

Your file has not been validated or you still have errors. Please click the "Click to Validate" button in the "Recipients of Service" tab and fix all the errors recorded in the "List of Errors" tab. Please ensure after your final, clean validation, you save the file immediately before clicking in or editing cells throughout the spreadsheet, or else you must click the "Validate Button" again before saving.

- If you received this error message, either you made changes after "saving" your validated Template, or you are using an incorrect version of the template
 - Go back to the template and make changes, and "revalidate", or
 - Use a different version of the template. Then...
 - Start Bulk Upload process over, starting at this screen:

<input type="checkbox"/>	FRN Line Item Number ↓	Type of Internal Connection	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
You haven't created any FRN Line Items yet. Click the 'Add New FRN Line Item' button to start creating your first FRN Line Item.						

ADD NEW FRN LINE ITEM REMOVE FRN LINE ITEM BULK UPLOAD

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5 Be Sure to Review Data

- It's important to ensure all uploaded data is showing and is accurate in the Form 471
 - If data is inaccurate, you can make changes directly on the 471, delete individual FRN Line Items or the entire FRN and start over
- If the data is accurate, you can add additional FRNs or simply continue with the form submission process

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Tips for Success

- Make sure that you are using the correct version of the template
- If you run the process multiple times for a single FRN, each upload will create new FRN line items, regardless of data that has previously been uploaded
 - Meaning, it won't "override" the original data
- Once the upload is successful, you will be able to make any additional edits within your FCC Form 471
- Please ensure that after your final, clean validation, you save the file immediately before clicking in or editing cells throughout the spreadsheet, or else you must click the "Validate Button" again before saving
- Please let me know if you have any questions!
itschell@comcast.net



24

Cost Allocation Guidelines for Products and Services

Overview

E-rate funds may only be used for services and products used by eligible entities for an eligible purpose (i.e., a primarily educational purpose). When a product or service contains ineligible components, a cost allocation is required to remove the ineligible components so that only the eligible portion is funded.

Beginning in FY 2024 there is a limited exception to the use of E-rate funded Internet by ineligible entities. Cost Allocation is not required when ineligible usage of internet is limited to 10% or less of total usage. The measurement of ineligible usage should be based on one of the cost allocation methods described below.

A cost allocation requires a clear delineation between the eligible and ineligible components. Several methods of cost allocation can be used (see below), but they must be based on tangible criteria that reach a reasonable result. The price for the eligible portion must be the most cost-effective means of receiving the eligible service.

In isolated cases, ineligible features are an insubstantial and inseparable part of a product or service. For example, certain internet access services include built-in content filtering as part of the service. As this component is a part of the standard product offering and there are no itemized costs associated with this component, the filtering would be considered "ancillary" and would not require cost-allocation.

For more information about ancillary use, please refer to <https://www.usac.org/e-rate/applicant-process/before-you-begin/eligible-services-overview/ancillary-use/>

Free or Discounted Services

When a package of products and services has mixed eligibility, applicants and service providers must follow the cost allocation procedures provided above. The allocation cannot be inappropriately weighted in a way that subsidizes the ineligible services. The Free Services Advisory provides further detail to help applicants and service providers avoid arrangements that are contrary to program rules.

USAC Review of Cost Allocation

In general, applicants are expected to provide cost allocation to USAC as a part of their funding requests on the Form 471 application to remove the ineligible portion. USAC reviewers will evaluate whether the cost allocation meets the criteria of being based on tangible criteria that reach a realistic result.

If no cost allocation information is submitted by the applicant and USAC determines that cost allocation is required, the following approach is used:

- **Cost of Ineligible Items Known:** If the service provider or manufacturer of the product has submitted cost allocation information to USAC, then that information may be used. Prior to modifying the funding request, USAC will inform the applicant of the intended modification. If the applicant does not agree with the intended modification, the applicant will be asked to provide an alternative cost allocation identifying the cost(s) of the ineligible item(s).

- **Cost of Ineligible Items Unknown:** USAC will request documentation from the applicant identifying these costs so they may be removed from the funding request. The applicant may choose to split the Funding Request Number (FRN). Splitting the FRN involves removing the ineligible items from the original FRN and placing the ineligible items in a new FRN.

In either case if the applicant disagrees or USAC does not have sufficient information, the 30% Rule may apply. The 30% Rule states that if 30 percent or more of the products or services included in a single funding request are ineligible, the funding request will be denied.

In all cases of cost allocation regardless of service type, USAC will contact the applicant to inform them of the intended funding request reduction. This additional contact allows the applicant to confirm the cost allocation (if they agree with it) or challenge the cost allocation by submitting alternative information and supporting documentation.

Note: If cost allocation is required for a component, then cost allocation is also required for the installation and maintenance and taxes of that component.

Methods of Cost Allocation

Possible methods for cost allocation include the following.

- If a product bundle has individualized pricing for the components, the individualized pricing can be used to determine a cost allocation.
- Components that have multiple purposes or support both eligible and ineligible functions can be cost allocated by using a simple average of the different functions for a product. (See example 3 below).
- Some, but not all, technical services are eligible for discount. Applicants may submit a fair and accurate determination of resources to be utilized for each part of a project, for example, a work log demonstrating the time spent on ineligible tasks.
- A service can in some cases serve both an eligible and ineligible location. An itemized bill identifying which locations are receiving services may be used to ensure only eligible sites are being funded. Absent itemized vendor documentation, a snapshot or statistical sample that shows the percent of use for each location may be submitted. Entities, including consortia, may review the number of lines/circuits each entity is receiving and perform a straight line allocation from the total charges to attribute costs per entity.
- In some cases, the up-front infrastructure costs of a telecommunications or Internet access service can be eligible for support, but only the portion that is attributable to the applicant.

Because products and services can be used in many different ways, no single cost allocation methodology is required. However, any methodology must meet the test of being based on tangible criteria that reach a realistic result.

Requesting Funding

When cost allocation is required, the FCC Form 471 should provide clear information that will allow an efficient review by USAC. It should contain separate pricing for the eligible and ineligible components and sufficient information to determine if the cost allocation is reasonable.

Applicants should be sure that they include accurate cost allocation information as part of funding requests.

Contracts for products and services should be tailored to indicate appropriate cost allocations in the event that a copy of the contract is requested as part of USAC's review.

Manufacturer and Service Provider Submissions for Cost Allocations

Manufacturers or service providers that wish to submit cost allocation information to USAC may submit the information via their EPC portal or via email to manufacturerproducts@sl.universalservice.org with the subject line of "Cost Allocation Information."

Cost Allocation Examples

The following examples are representative only rather than all-inclusive.

Example 1: A bundle of products and/or services consists of components that have individualized pricing.

If the standard costs of the service provider are available for the components of a product bundle, these costs can be used to determine the eligible portion. For example, assume that, for a firewall that costs \$5,000, standard pricing of the components is as follows: Hardware \$3,800, operating software \$1,000, spam license (ineligible) \$100, and intrusion prevention license (ineligible) \$100. These individual prices must be separately identified in the documentation between the applicant and service provider. In this case, only the hardware and operating system software are eligible so the eligible cost of the product bundle is \$4,800.

In some cases a single physical product will combine the functions of several components. The same approach is used in such cases, most typically by the manufacturer submitting acceptable cost allocation information to USAC.

Example 2: A bundle of products and/or services includes a discount.

Assume that an applicant leases an eligible telecommunications service bundle for \$150 per month and that use of four ineligible telephone sets are provided with this service. Only the transmission component of this bundled offering is eligible for support.

Assume that the itemized individual price of the telecommunications service is \$140 and the usual price for lease of the four telephone sets is \$60 for a total price of \$200 prior to the discount. The discount provided must be allocated evenly between the eligible and ineligible components. That is, the bundled price of \$150 represents 75 percent of the sum of the itemized pricing for the eligible telecommunications service and the ineligible telephone sets. (Calculations: $\$150 / \200) Therefore the eligible portion of the bundled offering is the unbundled price of the eligible portion (\$140) times the discount provided (75 percent), or \$105.

Example 3: Components that have multiple purposes.

A component may support both eligible and ineligible devices depending on what it is being used for/with. If, for example, a UPS device supported a router (eligible), a switch (eligible) and an email server (ineligible), cost allocation can be based on these functions. In this example, two out of three functions are eligible. The applicant can show this determination as a part of its funding request and seek funding for the portion of the server (67 percent) that is eligible.

Example 4: A Category One service that is accessible from both eligible and ineligible locations.

Assume that a single Internet service is accessible from both a school and an ineligible facility. Applicants can submit an estimate of the percent of use at each location in order to obtain funding for the eligible portion. Such an estimate must be reasonable and must be compared with actual statistical information once service takes place. A true-up may be attached to an invoice submitted on paper to reconcile any differences between the initial estimate and the actual usage figures.

Cost Allocation for Ineligible Entities

Schools and libraries as well as service providers should consider these guidelines when:

- Schools and libraries and service providers negotiate their contracts for contracted services or agreements for tariffed or month-to-month services;
- Schools and libraries complete and submit their 471 applications;
- Service providers prepare their bills for services to eligible schools and libraries; and
- Service providers submit their invoices to USAC for payment.

Allocation of Discounts

When eligible and ineligible entities share services, discounts can only be provided for that portion of the service that eligible entities are receiving. Documentation establishing any cost allocations and related information must be retained for at least 10 years after the last day of service delivered in a particular funding year.

The Following Guidelines Should Be Followed:

1. Service or Connections Where Usage is Tracked - Service providers and customers must itemize the services for which the customers plan to apply for discounts in their contracts/agreements. Where usage of eligible services is tracked by the service provider, the service provider should itemize the bill so that costs attributable to eligible schools and libraries are separate. The bill submitted by the service provider must identify the pre-discount price of eligible services.

2. Service or Connections Where Usage Is Not Tracked - Eligible entities can receive discounts for eligible services that are shared with ineligible entities where it may not be feasible to track usage in order to allocate costs among these entities. In those cases, the consortium members cooperating to purchase the common service or connections have to agree in advance among themselves on how to allocate costs, based on their estimated relative use of the resulting service.

The cost allocation methodology must be based on a usage measure. Examples of such measures are:

- Number of connections (trunks or lines or wireless connections) operated by each consortium member;
- Number of connections (trunks or lines or wireless connections) operated by each consortium member and period of time of operation of the trunks or lines or wireless connections (a proxy for minutes of use)

The cost allocation methodology should be set forth in the contract/agreement for services executed with the service provider. If there is no contract for services (as may be the case for tariffed or month-to-month services), the customer should provide the service provider with a copy of its cost allocation methodology.

The cost allocation methodology may be established permanently, or it may be reviewed periodically. This methodology must be documented as part of the record keeping responsibilities of the Form 471

applicant, who must maintain records of how the costs of services shared with ineligible entities are allocated.

In those situations where the service provider remits one bill to the consortium for all the services rendered to all members of the consortium (which may include ineligible entities), then the allocation methodology must be provided by the lead consortium member to the service provider in advance, so that the service provider may compute the discount portion of the bill.

Examples of Allocation Methodologies

Number of Lines - A consortium comprising both eligible and ineligible entities may choose to allocate the pre-discount price among each member according to the number of lines used by each member.

For example, if there are five entities comprising the consortium, the service provider issues one bill to the lead consortium member, and there are five lines used by each consortium member, each member would be allocated 1/5 or 20% of the bill. The pre-discount price for the consortium would be the sum of the pre-discount price allocated to each eligible school or library. Thus, if only four of the five entities are eligible for discounts, then the discounts would be applied to 80% of the price billed by the service provider.

Number of Lines and Hours of Operation - The consortium also may decide to allocate the pre-discount price among each member according to the number of lines and the period of time each line is used by each member. In the above example, assume further that there are five entities comprising a consortium of eligible and ineligible entities, and there are five lines used by each consortium member.

Assume further that one member of the consortium operates 24 hours per day and the other entities use their lines 10 hours per day. The consortium could agree to weight the allocation methodology according to both the number of lines and the hours of use by each school or library as follows:

Consortium Member	No. of Lines	Hours of Use	Total
1	5	10/day	50 hours
2	5	10/day	50 hours
3	5	10/day	50 hours
4	5	10/day	50 hours
5	5	24/day	120 hours
			Total hours: 320

Each of the first four consortium members would be allocated 50/320 or 15.6% of the bill from the service provider. The fifth consortium member would be allocated 120/320 or 37.5% of the bill from the service provider.

471 Guidance Re Transition to New Broadband Service

When applicants select a new broadband service provider, the parties' contract often may plan for service to begin July 1 of the funding year but for various reasons, the installation and commencement of service may be delayed. When applicants prepare their Form 471 applications, they may be faced with the question of how to file their Form 471 application and reflect the potential for this delay of service with the new vendor.

E-rate rules limit applicants to request only 12 months of service (and costs) for the broadband service. This means that applicants **may not** file FRNs for both the new and old service providers' costs because this would violate the "duplicative services" restriction. The SLD's filing procedures also will not allow your Form 471 application to be held for processing until installation of the new service is completed.

With these conditions in mind, there are four different scenarios that may arise with transitioning to a new service provider when you are unsure of the date when the new service will be in operation, and it is recommended that you identify which scenario applies to you and follow the guidance. Please note that this is informal guidance that has not been approved by the SLD or FCC.

The goal is to request 12 months of a service at the higher cost, and then after the new network is turned-up, do a true-up with USAC via a post-commitment process (yet to be established).

Summary of Form 471 Filing Guidance:

	New Circuit lower cost	New Circuit higher cost
All circuits cutover on same date	One FRN, and cite to new contract record but use old contract costs. Explain in FRN Narrative Box that there likely will be a DELAYED TRANSITION OF SERVICE where the new contract has lower prices than the old contract. PIA should then ask you to substantiate the higher prices and you can either send them a current invoice or refer them to your previous Contract Record in EPC (let me know if PIA balks at this).	One FRN, cite to the new contract record and use new contract costs. Once the FRN is funded and the transition is complete, submit request to split FRN between the 2 vendors.
Circuits will be cutover on different dates	Best practice: Submit a separate FRN for each circuit using old contract costs and citing to new contract record. Submit split FRN requests post-commitment once the	Best practice: Submit a separate FRN for each circuit using new contract costs and citing to new contract record. Submit split FRN requests post-commitment once the

	<p>transition to new service is complete.</p> <p>Alternatively, file one FRN and then split the FRN into multiple FRNs post commitment.</p>	<p>transition to new service is complete.</p> <p>Alternatively, file one FRN and then split the FRN into multiple FRNs post commitment.</p>

Other:

- If you know the EXACT date of your network cut-over (and are 100% sure it won't change), only then should you file 2 FRNs – one for the months with the old vendor and one for the months with the new vendor.
- If cut-over dates become known during PIA review (but prior to funding commitment), ask the PIA reviewer to split the FRN during their review.
- Recommendations to applicants/service providers: If at all possible, do these 2 things:
 - Cut over all circuits on the same date.
 - Have any and all circuits cut-over on the last/first day of the month so that no funding is lost (EPC currently cannot split months in system).

Then What Happens: After the network cut-over is complete, there will be a post-commitment process available to do a "true-up" with USAC where they will create multiple FRNs so you receive E-rate funding for both the new contract and the "hold-over" service that was provided before the cut-over was complete.

The FCC has asked for comments from interested parties concerning the formal procedures to govern delayed transition of service. When their final decision is announced this information will be updated.