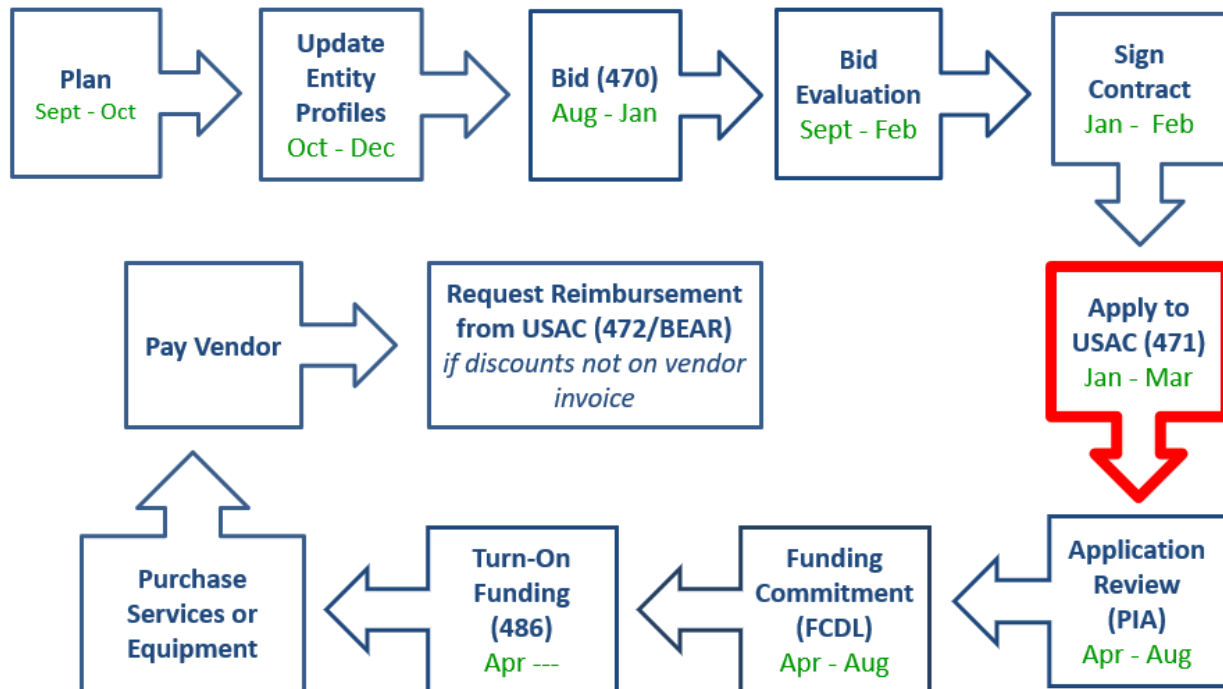


## Filing the Form 471

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



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 mid January through near the end of 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

# 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](mailto: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

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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               |
|                   |              |              | <b>Total hours: 320</b> |

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.



# E-rate Form 471

## Category 1 Filing Guide

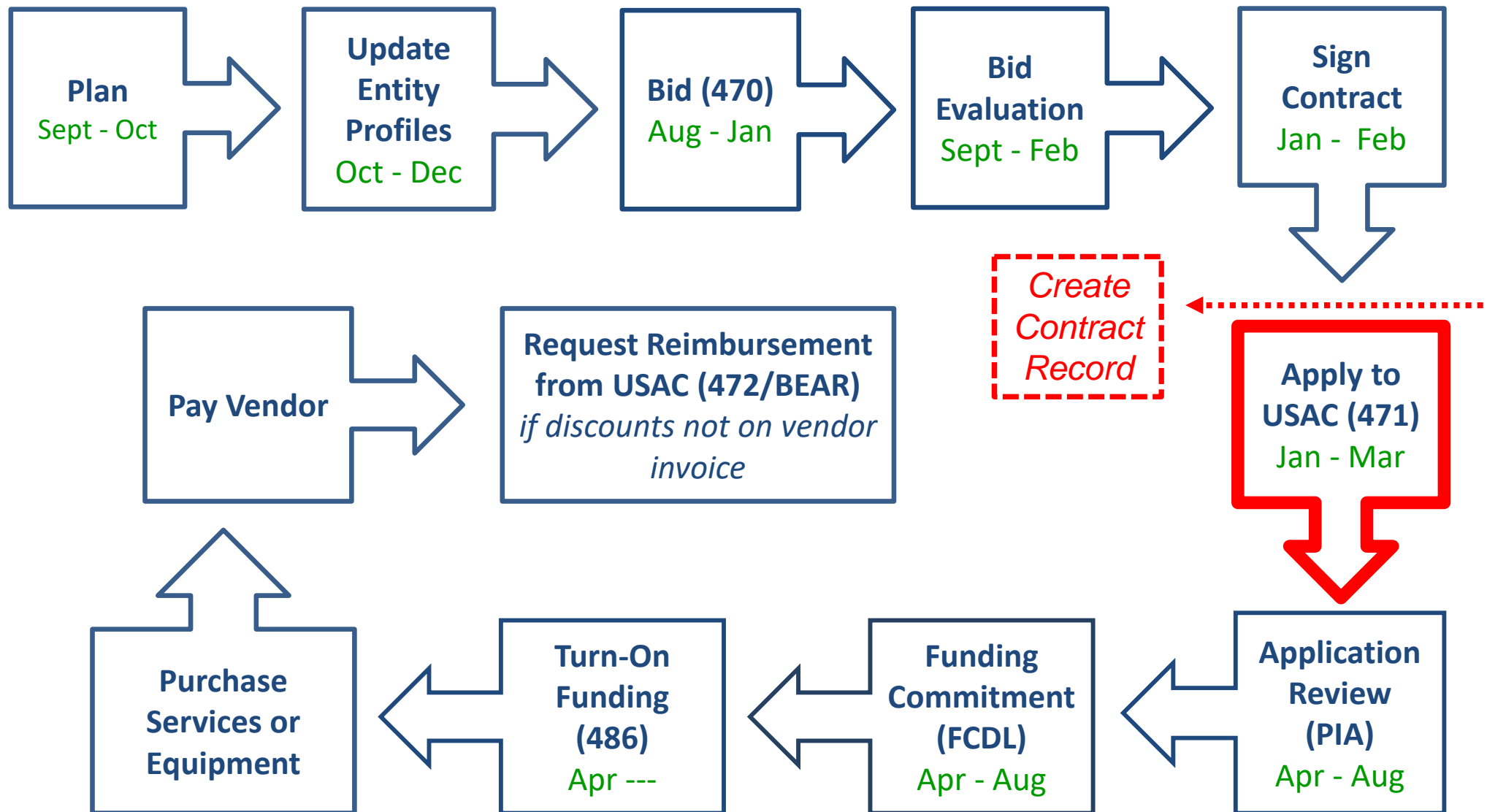
### FY 2025

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March 3, 2025

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



# FY 2025 Form 471 Filing Dates

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- Form 471 deadline is March 26, 2025
  - Last possible day to post a 470, and file a Form 471 is February 26
  - If you missed this date, post the Form 470 ASAP and no later than March 12, and then file the Form 471 no later than April 9, and request a waiver from the FCC.
- 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

# What's New on the FY 2025 Form 471?

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The only changes relate to Off-Campus Wi-Fi Hotpot funding requests (see slide 135) and these, as well as school bus Wi-Fi FRNs, must be filed on a separate Form 471

# Reminders...

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- 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

# Before Starting Your Form 471...

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- 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
  - 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!

# Shortcuts...

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- 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) School Bus Wi-Fi FRNs – slide 117

School Bus Wi-Fi FRNs

- 7) Off-Campus Hotspot Wi-Fi FRNs – slide 122

Hotspot Wi-Fi FRNs

- 8) Top Category 1 Form 471 Filing Tips! – slide 127



# 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





# 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

# 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 Users have logged in and accepted the T/C's.)

# Selecting Category of Service

| Basic Information   | Entity Information  | Funding Requests   | Certify |              |                         |            |  |   |  |
|---|---|--|---------|--------------|-------------------------|------------|--|---|--|
| <p>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.</p> <h2>Category of Service</h2> <p>What is the category of service for the product and services that you are requesting?</p> <p>You can only select one Category of Service per FCC Form 471. You can submit a second application for the other Category of Service.</p> <table border="1"> <thead> <tr> <th>CATEGORY 1 ✓</th> <th>OFF-PREMISES CATEGORY 1</th> <th>CATEGORY 2</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> <li>Data Transmission and/or Internet Access</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>Wireless School Bus Services and Equipment</li> <li>Wi-Fi Hotspots Services and Equipment</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>Basic Maintenance of Internal Connections</li> <li>Internal Connections</li> <li>Managed Internal Broadband Services</li> </ul> </td> </tr> </tbody> </table> |   |  |         | CATEGORY 1 ✓ | OFF-PREMISES CATEGORY 1 | CATEGORY 2 | <ul style="list-style-type: none"> <li>Data Transmission and/or Internet Access</li> </ul> | <ul style="list-style-type: none"> <li>Wireless School Bus Services and Equipment</li> <li>Wi-Fi Hotspots Services and Equipment</li> </ul> | <ul style="list-style-type: none"> <li>Basic Maintenance of Internal Connections</li> <li>Internal Connections</li> <li>Managed Internal Broadband Services</li> </ul> |
| CATEGORY 1 ✓  | OFF-PREMISES CATEGORY 1   | CATEGORY 2   |         |              |                         |            |  |   |  |
| <ul style="list-style-type: none"> <li>Data Transmission and/or Internet Access</li> </ul>  | <ul style="list-style-type: none"> <li>Wireless School Bus Services and Equipment</li> <li>Wi-Fi Hotspots Services and Equipment</li> </ul> | <ul style="list-style-type: none"> <li>Basic Maintenance of Internal Connections</li> <li>Internal Connections</li> <li>Managed Internal Broadband Services</li> </ul> |         |              |                         |            |  |   |  |

Select either "Category 1," "Off-Premises Category 1" or "Category 2."  
 For the first 6 examples in this Form 471 Guide, we are filing for Category 1 services. The last 2 FRNs will be for Off-Premises C1 FRNs.

*Note: C1 and C2 requests cannot be filed on the same 471. Also, Off-Premises C1 requests must be filed on a separate Form 471.*

# District Entity Information

Don't click here!

| 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. Libraries also will have their information displayed.

Be careful **NOT** to click on the BEN Name in blue because it will take you out of this Form 471 and into the BEN'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.

# 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*                     |
|--|---------------|----------------|------|--------------|-----------------|-----------|---|----------------------------------|----------------------|----------------|---------------|------------------------------|----------------------|------------------|------------------------------|
| <a href="#">Anderson Elementary School</a>         | 10602         | Urban          |      |              |                 |           | 1234  | N/A                              | None                 | N/A            | N/A           | 1234                         | Public School, Pre-K | None             | <a href="#">View Annexes</a> |
| <a href="#">Blue Ribbon School District Office</a> | 10606         | Rural          |      | N/A          | N/A             |           |   | N/A                              | N/A                  | N/A            | N/A           |                              |                      | None             | <a href="#">View Annexes</a> |
| <a href="#">Bluford Middle School</a>              | 10600         | Urban          |      |              |                 |           | 1234  | N/A                              | None                 | N/A            | N/A           | 1234                         | Public School        | None             | <a href="#">View Annexes</a> |
| <a href="#">Boone Middle School</a>                | 10598         | Urban          |      |              |                 |           | 344   | N/A                              | None                 | N/A            | N/A           | 344                          | Public School        | None             | <a href="#">View Annexes</a> |
| <a href="#">Buchanan Elementary School</a>         | 10603         | Urban          |      |              |                 |           | 222   | N/A                              | None                 | N/A            | N/A           | 222                          | Public School        | None             | <a href="#">View Annexes</a> |

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.

# 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.)



# 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.

# Creating Your Funding Requests

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- The next step is to create your FY 2025 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
    - And Category 1 off-premises FRNs must be filed on a separate Form 471 from other Category 1 FRNs.
- 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



# 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

School Bus Wi-Fi FRNs

- 7) School Bus Wi-Fi FRNs – slide 122

Hotspot Wi-Fi FRNs

- 8) Off-Campus Hotspot Wi-Fi FRNs – slide 127

- 9) Top Category 1 Form 471 Filing Tips! – slide 140



# Example 1:

## Coaxial Cable Internet FRN (month-to-month service)

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# FRN Example 1: Coaxial Cable Internet

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- Assumptions for this example:
  - MTM service (not under contract)
    - Note MTM services must have a Form 470 that was filed after 7/1/2024
    - \*\* 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.

# 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 |     |            |                          |   |
|  |     |            |                          | <a href="#">ADD FRN</a> <a href="#">EDIT FRN</a> <a href="#">REMOVE FRN</a> |



# 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 2025, you may select "yes" and supply the FRN from FY 2024. Use only for multi-year contracts.

## 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.

# 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"/> | 250000118           | FY 2025 – MTM Internet           | 2025           | 108 | THE BEST SCHOOL DISTRICT - (PARENT ENTITY) | 1/15/2025               | Data Transmission and/or Internet Access |

Remember: Because this is a MTM FRN, you must select a Form 470 # that was posted for FY 2025 because MTM services must be bid each year.



# Acct # and Service Provider

## Service Provider

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

← - - - - -

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 Service Providers

Search by SPIN

Search by Name (Full or Partial)

14010001

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    |

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

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

# Entering Service Start and End Dates

**Dates**

What is the service start date? ? \*

7/1/2025

When will the services end? \*

06/30/2026

Enter the date when services will start for this Funding Year

## Service Start Date

Enter the date the services will begin in THIS funding year. Service Start Dates will almost always be 7/1/2025 (this will be pre-populated for you).

## Service End Date

Enter the date services will end within THIS funding year, which is generally 6/30/2026 (the last date of the funding year).

# 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?



Always answer "No."

# 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.



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.

# 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/Manager FRN Line Items, you will be taken directly to the 'Add FRN Line Items' page.*

# 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. |                      |          |                 |   |                   |                                   |
|  |                      |          |                 | <div>ADD NEW FRN LINE ITEM REMOVE FRN LINE ITEM BULK UPLOAD</div> |                   |                                   |



Select "Add New FRN Line Item."

# 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.



# Selecting the Function

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



The screenshot shows a web form with a label "Function ? \*" above a drop-down menu. The menu is open, displaying a list of options: "Copper", "Please select a Value", "Fiber", "Copper", "Wireless", "Other", and "Miscellaneous". The second "Copper" option is highlighted with a dark blue background.

| Function ? *          |
|-----------------------|
| Copper                |
| 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.

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

# 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.*

|   |   |
|---|---|
| <b>Bandwidth Download Speed *</b>   | <b>Burstable Bandwidth?</b>   |
| <input type="text" value="100.000"/>  | <input type="button" value="YES"/> <input checked="" type="button" value="NO ✓"/> |
| <b>Bandwidth Download Units *</b>   |   |
| <input type="text" value="Mbps"/>   |   |
| <b>Bandwidth Upload Speed *</b>   |   |
| <input type="text" value="20.000"/>   |   |
| Please specify the upload speed if it is different than the download speed. |   |
| <b>Bandwidth Upload Units *</b>   |   |
| <input type="text" value="Mbps"/>   |   |

*Answer whether the service is burstable. (Answer "No" for cable modem service).*

# Yes/No Connection Questions

Note: These questions are not self-explanatory.

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

If the answer to the 2<sup>nd</sup> Question is “No,” then the answer to 1<sup>st</sup> 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.

YES ✓

NO

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

YES

NO ✓

Does this include firewall services? \*

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. Otherwise, list \$0 for each entry.

| Monthly Cost   |            | One-Time Cost   |          |
|--|------------|---|----------|
| Monthly Recurring Unit Cost                                    | \$149.00   | 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                          | = \$149.00 | One-time Eligible Unit Cost   | = \$0.00 |
| Monthly Quantity   | 1          | One-time Quantity   | 0        |
|  | = \$149.00 | Total Eligible One-time Costs   | = \$0.00 |
| <p>Months of Service</p> <p>Total Eligible Recurring Costs</p> |            | <p>Summary</p> <p>Total Eligible Recurring Costs</p> <p>Total Eligible One-time Costs</p> <p>Pre-Discout Extended Eligible Line Item Cost</p> |          |
| <p>x 12</p> <p>= \$1,788.00</p>                                |            | <p>\$1,788.00</p> <p>+ \$0.00</p> <p>= \$1,788.00</p>   |          |

*System will subtract ineligible from total to determine eligible.*

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

*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?

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    |

# 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       |

1 - 10 of 13 >

[MANAGE RECIPIENTS OF SERVICE](#)

[FCC Form 471 Help](#)

[Show Help](#)

[BACK](#)

[CONTINUE](#)



# 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"/> | 2499000046.001       | Copper   | Cable Modem     | 1        | 0                 | \$1,788.00                        |

[ADD NEW FRN LINE ITEM](#) [REMOVE FRN LINE ITEM](#) [BULK UPLOAD](#)

[BACK](#) [DISCARD FORM](#) [SAVE & SHARE](#) [SAVE & CONTINUE](#)

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.

# 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.

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 |            |
|--------------------------|------------|----------------------------------|--------------------|------------|
| <input type="checkbox"/> | 2599000046 | 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**

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)

---



# FRN Example 2: Internet Access

---

- Assumptions:
  - 2-year contract, with one, 1-year extension
    - Signed in Jan. 2025
    - Expiration of initial term is 6/30/2027
  - 1 FRN line item
  - Internet bundled with fiber transport
  - 1 GB of Internet
  - Costs:
    - Monthly invoice (MRC) - \$850
    - 1-time \$500 connection fee

# 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"/>  | <a href="#">2599000046</a> | Cable Internet Service - Comcast | 1                        | \$1,609.20      |
| <div><div>ADD FRN</div><div>EDIT FRN</div><div>REMOVE FRN</div></div> |                            |                                  |                          |                 |



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 2025, you may select "Yes" and supply the FRN from FY 2024 year. If not, select "No."

Previous Year FRN Number \*

24000011822

## 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 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.

# 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 Record created in your EPC portal for this to work. If you have not yet created your CR for this FRN, 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

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"/> | 7321        |                 | 2025 – Internet – Zito | 1/22/2025    | 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? ?\*

7/1/2025



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? ?\*

06/30/2027



### Service Start Date

Enter the date the services will begin in THIS funding year. Service Start Dates will almost always be 07/01/2025 (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.



This FRN is for Internet Access service, so the answer is likely "No." However, IF the vendor requires network build-out to bring Internet to your location, the answer could be Yes.

# 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.*

# 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. |                      |   |          |  |          |                   |                                   |
|  |                      |   |          | <div><div>ADD NEW FRN LINE ITEM</div><div>REMOVE FRN LINE ITEM</div><div>BULK UPLOAD</div></div> |          |                   |                                   |

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

# Selecting the Purpose

Internet WITH  
transport

District WAN  
connections

Transport from  
district to ISP  
(not common)

Internet  
WITHOUT  
transport (not  
common)

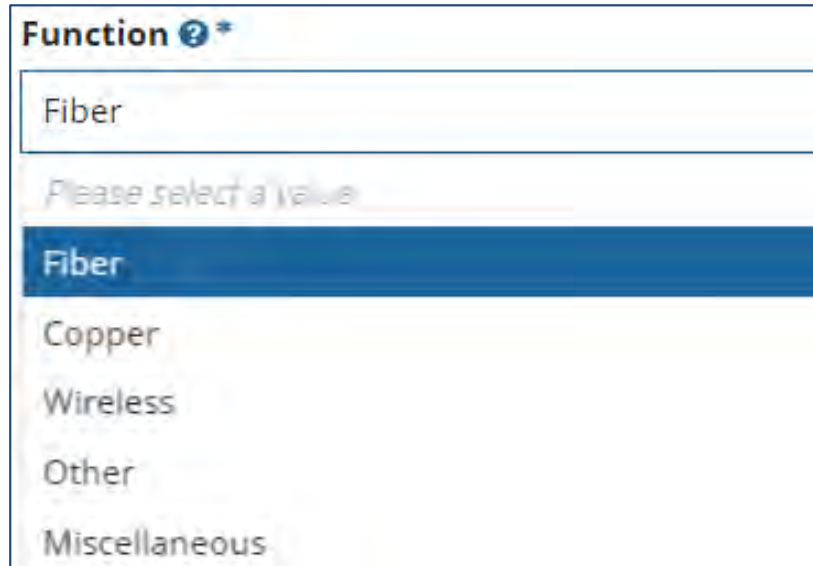
## Purpose ? \*

- ☒ 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.

# Selecting the Function

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



The screenshot shows a web form with a label "Function" followed by a question mark icon and an asterisk. Below the label is a dropdown menu. The menu is open, showing a list of options: "Fiber", "Copper", "Wireless", "Other", and "Miscellaneous". The "Fiber" option is highlighted with a blue background. Above the list, there is a text input field with the placeholder text "Please select a value".

| 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.

|   |   |
|---|---|
| <b>Bandwidth Download Speed *</b>   | <b>Burstable Bandwidth?</b>   |
| 1,000   | <input type="button" value="YES"/> <input checked="" type="button" value="NO ✓"/> |
| <b>Bandwidth Download Units *</b>   |   |
| Gbps  |   |
| <b>Bandwidth Upload Speed *</b>   |   |
| 1,000   |   |
| Please specify the upload speed if it is different than the download speed. |   |
| <b>Bandwidth Upload Units *</b>   |   |
| Gbps  |   |

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



# Yes/No Connection Questions

Note: These questions are not self-explanatory.

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

If the answer to the 2<sup>nd</sup> Question is “No,” then the answer to 1<sup>st</sup> 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 ✓

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).*



# 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 Unit Ineligible Costs | \$0.00        | One-time Ineligible Unit Cost                 | \$0.00        |
| Monthly Recurring Unit 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          | <b>Summary</b>                                |               |
| Total Eligible Recurring Costs          | = \$10,200.00 | Total Eligible Recurring Costs                | \$10,200.00   |
|   |               | Total Eligible One-time Costs                 | + \$500.00    |
|   |               | Pre-Discount 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-Discount 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

# 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       |

1 - 10 of 13 >

**MANAGE RECIPIENTS OF SERVICE**

FCC Form 471 Help  
Show Help

**BACK** **CONTINUE**

# 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"/> | 2599000047.001       | Fiber    | Ethernet        | 1        | 1                 | \$10,700.00                       |

ADD NEW FRN LINE ITEM REMOVE FRN LINE ITEM BULK UPLOAD

BACK DISCARD FORM SAVE & SHARE SAVE & CONTINUE

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 Item(s). 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"/> | <a href="#">2599000047</a> | Internet Access - Zito           | 1                        | <a href="#">\$9,180.00</a> |
| <input type="checkbox"/> | <a href="#">2599000046</a> | Cable Internet Service - Comcast | 1                        | <a href="#">\$1,609.20</a> |

**ADD FRN** **EDIT FRN** **REMOVE FRN** **MANAGE FRN LINE ITEMS**

*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.*

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



# 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"/> | <a href="#">2599000047</a> | Internet Access - Zito           | 1                        | \$9,180.00      |
| <input type="checkbox"/> | <a href="#">2599000046</a> | 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."

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

---





# FRN Example 3: Lit Fiber WAN

---

- Assumptions:
  - Contracted service
    - Signed in 2023
    - 5-year contract expiring 6/30/2028
  - 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 2025, you may select "Yes" and supply the FRN # from FY 2024. If not, select "No."

Previous Year FRN Number \*

2499000037

## 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."

# 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 for this to work. If you have not yet created your CR, 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

108

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.

Search by Contract ID

CLEAR FILTERS SEARCH

| <input type="checkbox"/>            | Contract ID | Contract Number | Nickname                          | Award Date ↓ | Creating Organization BEN |
|-------------------------------------|-------------|-----------------|-----------------------------------|--------------|---------------------------|
| <input checked="" type="checkbox"/> | 6764        |                 | 2023-Lit Fiber WAN – Crown Castle | 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.

*Note: 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 7/1/2025 (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:

- Special Construction Charges (construction costs for any new fiber network)
- Maintenance and Operations Charges (ongoing M/O costs for leased dark fiber or self-provisioned fiber networks)
- 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.

YES

NO✓

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

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.*

# 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. |                        |          |                 |                              |                      |                                   |
|  |                        |          |                 | <b>ADD NEW FRN LINE ITEM</b> | REMOVE FRN LINE ITEM | BULK UPLOAD                       |

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

# 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

# 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.'

# Selecting the Function

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

| Function ?*           |
|-----------------------|
| Fiber                 |
| Please select a value |
| <b>Fiber</b>          |
| 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 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 2<sup>nd</sup> Question first (is this for a WAN? Y/N).

If the answer to the 2<sup>nd</sup> Question is “No,” then the answer to 1<sup>st</sup> 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? ? *   | Does this include firewall services? *  |
|---|---|
| <p>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.</p> <p>YES NO ✓</p> <p>Is this a connection between eligible schools, libraries and NIFs (i.e., a connection that provides a “Wide area network”)? ? *</p> <p>YES ✓ NO</p> | <p>YES NO ✓</p> <div><p><i>Answer whether the service includes firewall services. (Answer “No” if you’re unsure).</i></p></div> |

# 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

Monthly Recurring Unit Cost

\$1,200.00

Monthly Recurring Unit  
Ineligible Costs

\$0.00

Monthly Recurring Unit  
Costs

= \$1,200.00

Monthly Quantity

1

*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 1, 10gb circuit.

Months of Service

x 12

Total Eligible Recurring Costs

= \$14,400.00

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

## 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

\$14,400.00

Total Eligible One-time Costs

+ \$0.00

Pre-Discount Extended Eligible  
Line Item Cost

= \$14,400.00

*Total calculated Annual Pre-Discount Cost*

# Select the Building Receiving Service

## Manage Recipients of Service

Is every entity for this organization receiving service?

**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"/> | 2599000048.001       | Fiber    | Ethernet        | 1        | 0                 | \$14,400.00                       |

[ADD NEW FRN LINE ITEM](#) [REMOVE FRN LINE ITEM](#) [BULK UPLOAD](#)

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

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.*

|   |   |
|---|---|
| <b>Bandwidth Download Speed *</b>   | <b>Burstable Bandwidth?</b>   |
| 1.000   | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO ✓ |
| <b>Bandwidth Download Units *</b>   |   |
| Gbps  |   |
| <b>Bandwidth Upload Speed *</b>   |   |
| 1.000   |   |
| Please specify the upload speed if it is different than the download speed. |   |
| <b>Bandwidth Upload Units *</b>   |   |
| Gbps  |   |

*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 2<sup>nd</sup> Question first (is this for a WAN? Y/N).

If the answer to the 2<sup>nd</sup> Question is “No,” then the answer to 1<sup>st</sup> 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? ? *   | Does this include firewall services? *   |
|---|--|
| <p>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.</p> <p>YES NO ✓</p> <p>Is this a connection between eligible schools, libraries and NIFs (i.e., a connection that provides a “Wide area network”)? ? *</p> <p>YES ✓ NO</p> | <p>YES NO ✓</p> <p><i>Answer whether the service includes firewall services. (Answer “No” if you’re unsure).</i></p> |

# 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              |
|   | \$10,400.00    | Total Eligible One-time Costs                | = \$0.00       |
| Months of Service                       | x 12           | <b>Summary</b>                               |                |
| Total Eligible Recurring Costs          | = \$124,800.00 | Total Eligible Recurring Costs               | \$124,800.00   |
|   |                | Total Eligible One-time Costs                | + \$0.00       |
|   |                | Pre-Discout 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-Discout 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"/> | 2599000048.002       | Fiber    | Ethernet        | 13       | 0                 | \$124,800.00                      |
| <input type="checkbox"/> | 2599000048.001       | Fiber    | Ethernet        | 1        | 0                 | \$14,400.00                       |

[ADD NEW FRN LINE ITEM](#) [REMOVE FRN LINE ITEM](#) [BULK UPLOAD](#)

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

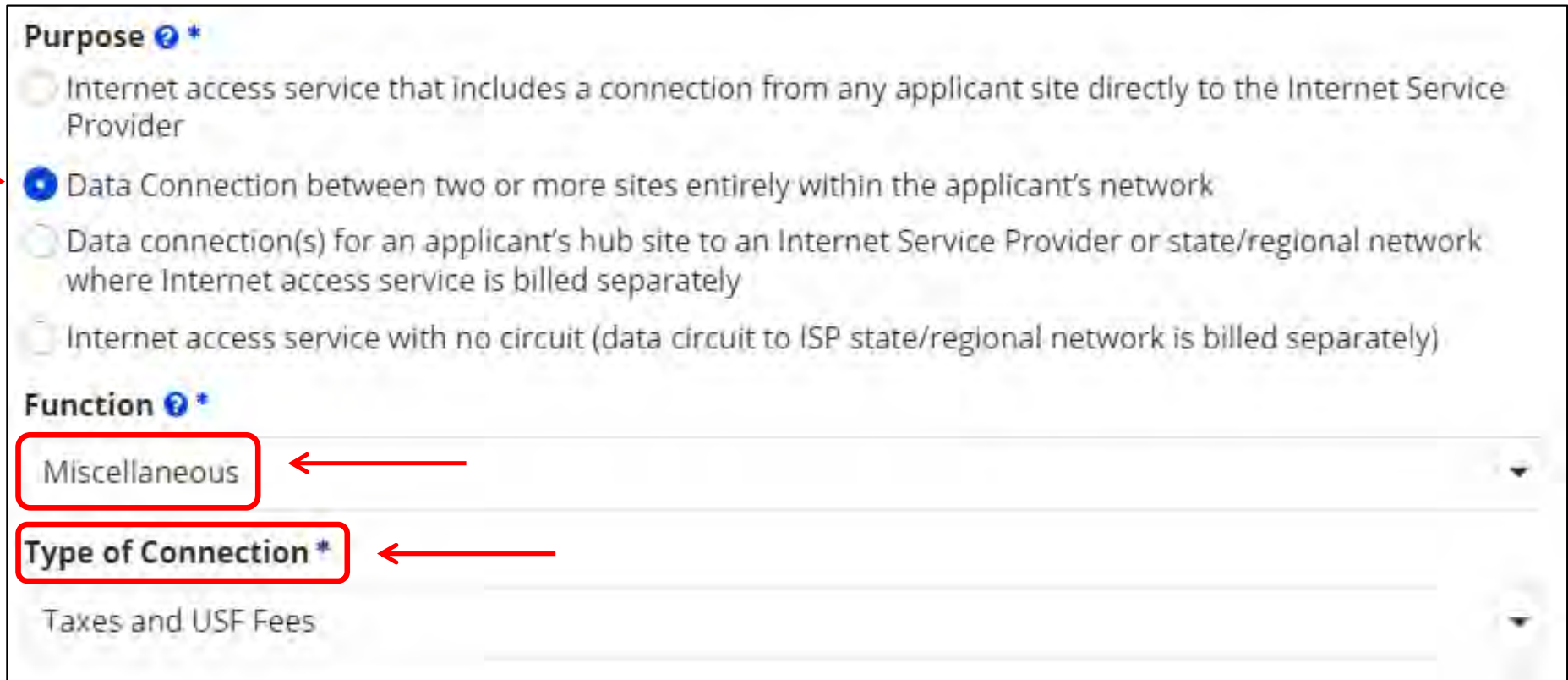
[SAVE & CONTINUE](#)

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 3<sup>rd</sup> 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

Red arrows point to the selected 'Data Connection' purpose, the 'Miscellaneous' function, and the 'Type of Connection' field.

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.

|   |              |   |              |
|---|--------------|---|--------------|
| <b>Monthly Cost</b>                     |              | <b>One-Time Cost</b>                          |              |
| 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         | <b>Summary</b>                                |              |
| Total Eligible Recurring Costs          | = \$4,200.00 | Total Eligible Recurring Costs                | \$4,200.00   |
|   |              | Total Eligible One-time Costs                 | + \$0.00     |
|   |              | Pre-Discount 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"/> | 2599000048.003         | Miscellaneous | Taxes and USF Fees | 1        | 0                 | \$4,200.00                        |
| <input type="checkbox"/> | 2599000048.002         | Fiber         | Ethernet           | 13       | 0                 | \$124,800.00                      |
| <input type="checkbox"/> | 2599000048.001         | 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"/> | <a href="#">2599000048</a> | Lit Fiber WAN - Crown Castle     | 3                        | \$129,060.00    |
| <input type="checkbox"/> | <a href="#">2599000047</a> | Internet Access - Zito           | 1                        | \$9,180.00      |
| <input type="checkbox"/> | <a href="#">2599000046</a> | 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](#)

Do NOT click "Save & Share"

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

If you're finished adding FRNs, click "Review FCC Form 471."

# Creating the Draft Form PDF

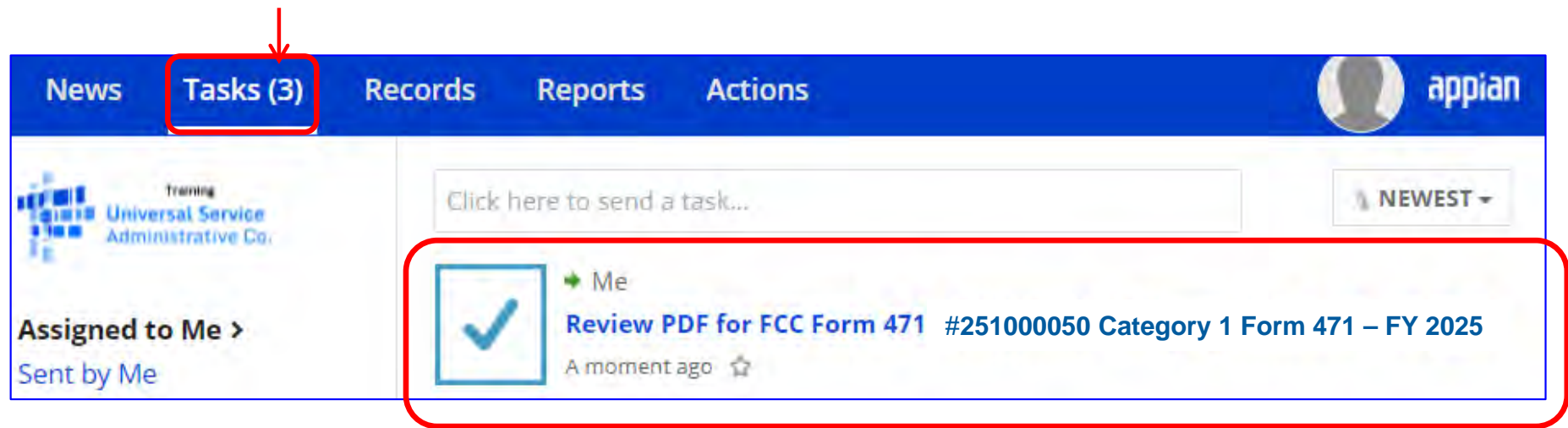
The next steps are for EPC to run a few final validations, and then create a PDF of your draft FCC Form 471. Once this is completed, you can download the PDF and either send for certification or continue to certification. Do you wish to proceed?

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.

# 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 displays the Appian user interface. The top navigation bar includes links for News, Tasks (3), Records, Reports, and Actions. The 'Tasks (3)' link is highlighted with a red box and a red arrow pointing to it. Below the navigation bar, the 'Tasks (3)' tab is selected, showing a list of tasks. The first task is 'Review PDF for FCC Form 471 #251000050 Category 1 Form 471 – FY 2025', which is marked with a green checkmark icon and a status of 'A moment ago'.



# Reviewing the Draft 471

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

## Download Document Link

[USAC\\_FCC\\_Form\\_471\\_APPLICATION\\_251000050\\_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."**



# 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).

# 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 | ← | 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 2025, less any E-rate eligible costs. Don't enter "\$0."

# 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.

# Confirmation Page

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

You have successfully filed FCC Form 471 #251000050 for FY 2025

## Certification Date

2/10/2025 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

# To Print a Final Copy of Your Form 471

## Certification Date

2/10/2025 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   |
|----------------------------------|---|
| <a href="#">Original Version</a> | 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" & "2025" to see a list of your FY 2025 certified 471s.  
Click on the blue 471 Application Number.  
Remember: Your Form 471 will start with "25" for FY 2025.

▼ FCC Forms and Post-Commitment Requests

☒ FCC Forms

☐ Post-Commitment Requests

Status

☒ All

☐ Incomplete

☐ Certified

☐ Committed

Form Type

FCC Form 471

Funding Year

2025

| Application Number | Nickname                    | ↑ Funding Year | Status    | Certified Date      |
|--------------------|-----------------------------|----------------|-----------|---------------------|
| #251000050         | Category 1 Form 471 FY 2025 | 2025           | Certified | 2/10/2025 10:15 EST |



# Printing a Final Copy of Your Form 471

**Review Status** Awaiting Initial Review ←

▼ **Application Information**

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

|  |                                  |
|--|----------------------------------|
| <b>Name</b> School District 4 User 1               | <b>Phone Number</b> 555-555-5444 |
| <b>Email</b> 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   |
|----------------------------------|---|
| <a href="#">Original Version</a> | This document contains information that was submitted to USAC upon certification of the FCC Form 471. |

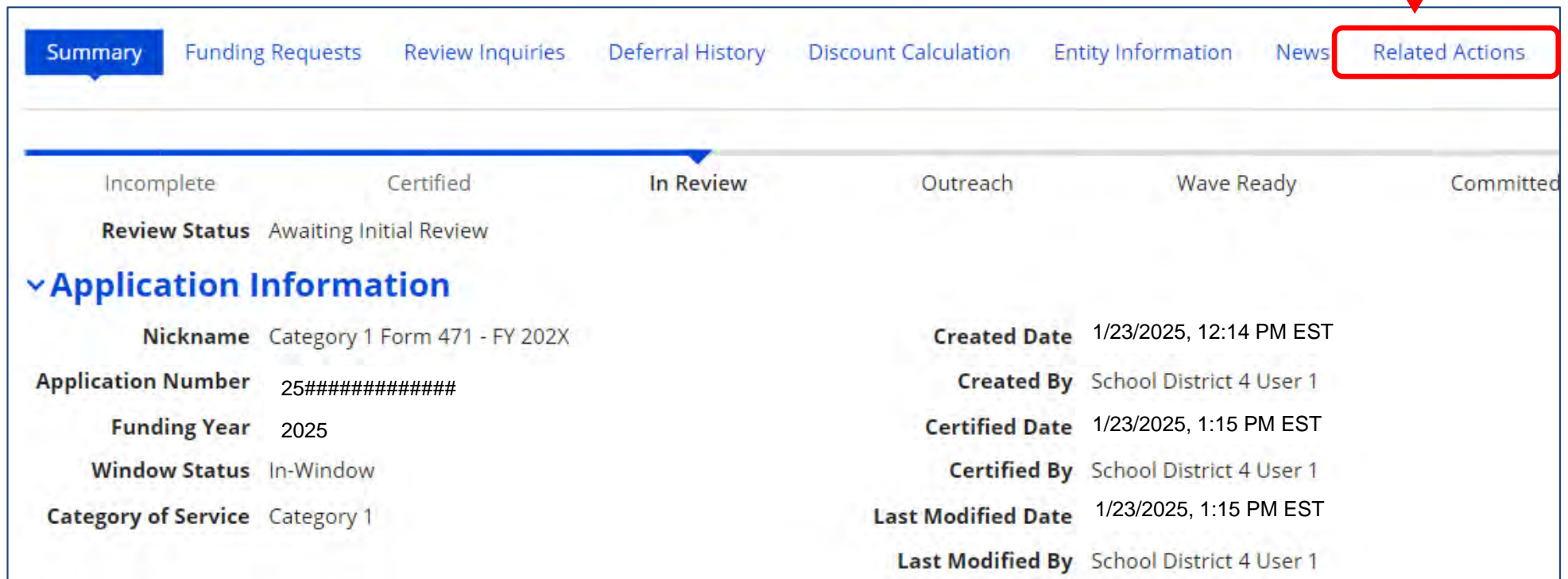
Current Review Status:

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



# To Submit a 471 Correction/Change

To make corrections to a submitted 471, click "Related Actions"





The screenshot displays the E-Rate application interface. At the top, a navigation bar includes tabs: Summary, Funding Requests, Review Inquiries, Deferral History, Discount Calculation, Entity Information, News, and Related Actions. The 'Related Actions' tab is highlighted with a red box, and a red arrow points to it from the instruction text above. Below the navigation bar, a progress bar shows the application status: Incomplete, Certified, In Review (current), Outreach, Wave Ready, and Committed. Under 'In Review', the 'Review Status' is 'Awaiting Initial Review'. The 'Application Information' section is expanded, showing details for 'Category 1 Form 471 - FY 202X'. The information is organized into two columns.

| Application Information    |                               |
|----------------------------|-------------------------------|
| <b>Nickname</b>            | Category 1 Form 471 - FY 202X |
| <b>Application Number</b>  | 25#####                       |
| <b>Funding Year</b>        | 2025                          |
| <b>Window Status</b>       | In-Window                     |
| <b>Category of Service</b> | Category 1                    |
| <b>Created Date</b>        | 1/23/2025, 12:14 PM EST       |
| <b>Created By</b>          | School District 4 User 1      |
| <b>Certified Date</b>      | 1/23/2025, 1:15 PM EST        |
| <b>Certified By</b>        | School District 4 User 1      |
| <b>Last Modified Date</b>  | 1/23/2025, 1:15 PM EST        |
| <b>Last Modified By</b>    | School District 4 User 1      |

# To Submit a 471 Correction/Change

Then "Submit Modification Request (RAL)"

The screenshot shows a web interface with a horizontal menu bar at the top containing the following items: Summary, Funding Requests, Review Inquiries, Discount Calculation, Entity Information, News, and Related Actions. The 'Related Actions' item is highlighted with a blue background. Below the menu bar, there is a list of actions. The first action is 'Respond to Inquiries' with a lightning bolt icon and the description 'Answer Reviewer Questions.'. The second action is 'Submit Modification Request (RAL)' with a lightning bolt icon and the description 'Submit a RAL Modification Request for this Application'. This second action is highlighted with a red rounded rectangle. A red arrow points from the text box above to the 'Submit Modification Request (RAL)' action.

| Summary | Funding Requests | Review Inquiries | Discount Calculation | Entity Information | News | Related Actions   |
|---------|------------------|------------------|----------------------|--------------------|------|---|
|         |                  |                  |                      |                    |      | <div><b>Respond to Inquiries</b><br/>Answer Reviewer Questions.</div> <div><b>Submit Modification Request (RAL)</b><br/>Submit a RAL Modification Request for this Application</div> |

# “Copy FRN” Feature

---



# What is Copy FRN?

---

- The “Copy FRN” feature allows you to copy an FRN created on another Form 471 application (FY 2016 – FY 2025)
  - 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 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 ? \*

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?

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



# Copy FRN Feature

**Search for FRN**

Search by FCC Form 471      Search by FRN Number

#241000050

CLEAR FILTERS   SEARCH

**Select an FRN**

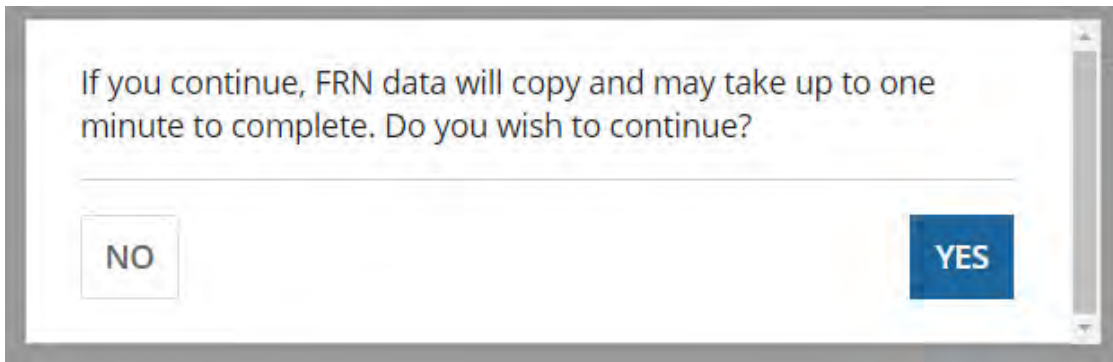
\*

| <input type="checkbox"/>            | FCC Form 471 | FRN Number | FRN Nickname                      | Service Type                             | Service Provider Name                |
|-------------------------------------|--------------|------------|-----------------------------------|--|--------------------------------------|
| <input type="checkbox"/>            | #241000050   | #249900050 | Cable Internet Services - Comcast | Data Transmission and/or Internet Access | USAC Service Provider Organization 1 |
| <input type="checkbox"/>            | #241000050   | #249900042 | Internet Access - Zito            | Data Transmission and/or Internet Access | USAC Service Provider Organization 2 |
| <input checked="" type="checkbox"/> | #241000050   | #249900038 | Lit Fiber WAN - Crown Castle      | Data Transmission and/or Internet Access | USAC Service Provider Organization 3 |

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

Then select FRN # you wish to copy

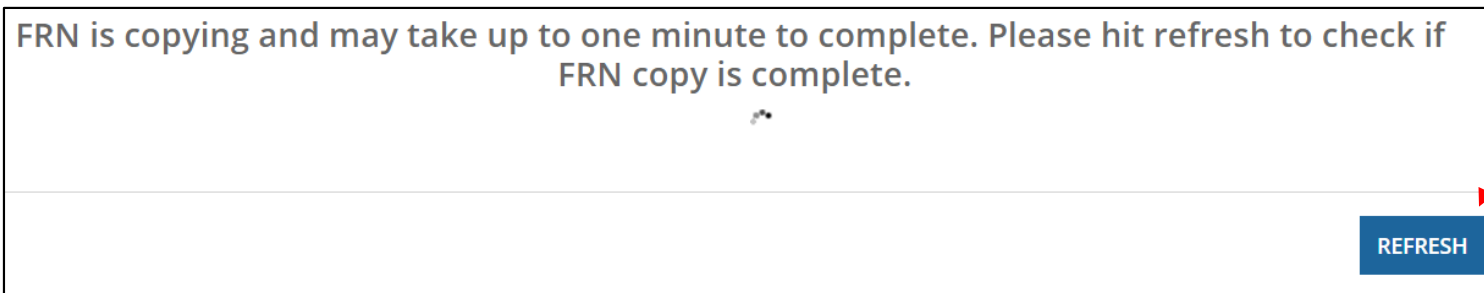
# Copy FRN Steps



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

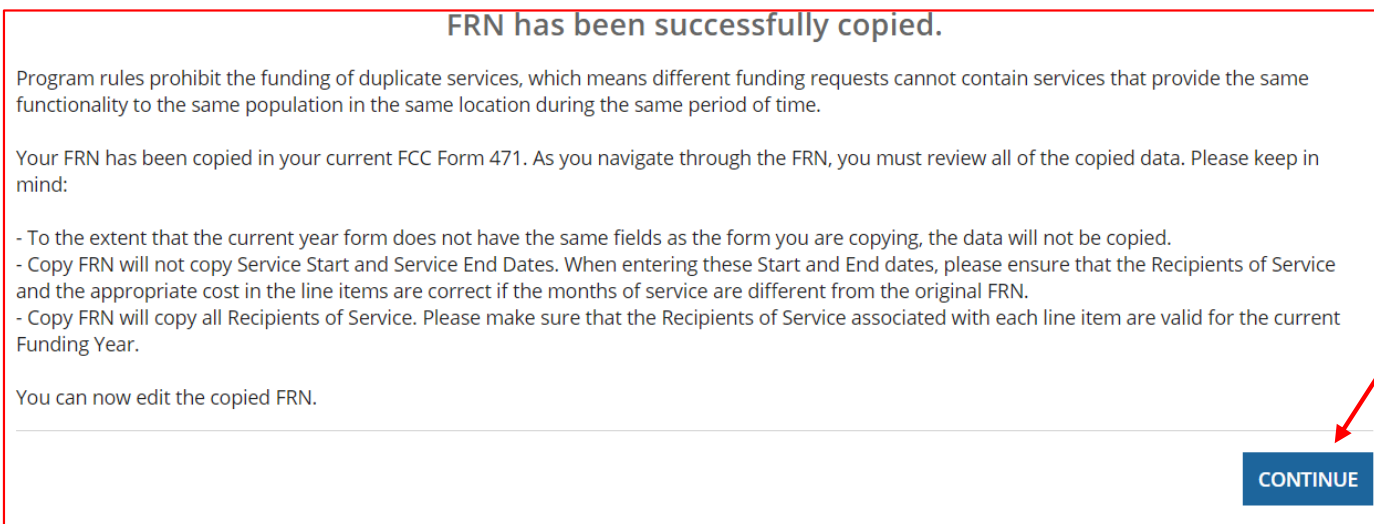
NO YES

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.

# School Bus Wi-Fi FRNs

---



# Selecting Category of Service

## 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

### OFF-PREMISES CATEGORY 1✓

- Wireless School Bus Services and Equipment
- Wi-Fi Hotspots Services and Equipment

### CATEGORY 2

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

Select "Off-Premises Category 1" when filing for School Bus Wi-Fi or Off-Campus Hotspot Wi-Fi Service.

Remember - these FRNs must be filed on a separate Form 471 application.

# Important Filing Requirements

---

- All School-Bus Wi-Fi funding requests are considered Category 1 and must:
  - Be filed on a separate Form 471 than other Category 1 funding requests
  - Use “School Bus Wi-Fi” as the Form 471 Nickname
  - Have a separate FRN for each contract or vendor
  - Have a separate FRN Line Item for each different type of service
    - For example, data service, equipment, and installation would have 3 different FRN Line Items
  - Select “No” to indicate that the FRN does not include a Special Fiber request
  - Select ‘all schools’ as recipients of service that will be served by the buses
- Changes to the Form 471 for School Bus Wi-Fi:
  - The Form 471 now has a new “Function” option for FRN line items called “Wireless School Bus Service”
  - Once chosen, a “Type of Connection” value must be chosen, such as “Wireless data service,” “Equipment,” or “Installation.”

# Which Options to Select...

Please enter a Funding Request Nickname here ?\*

School Bus Wi-Fi Equipment and Installation

Enter a nickname for this FRN

## Service Type

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

Please select a value

Please select a value

Wi-Fi Hotspots Services and Equipment

Wireless School Bus Services and Equipment



# Which Options to Select:

## Purpose ? \*

Select first  
option (*always*)

- ☒ 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 con~~nection(s) for an applicant's hub site to an Internet Service Provider or state/regional network where Inter
- ☐ ~~Internet~~ access service with no circuit (data circuit to ISP state/regional network is billed separately)

## For Service:

### Type of Connection \*

Wireless Internet services that can be delivered to a school bus

Please select a value

Wireless Internet services that can be delivered to a school bus

Bus Wi-Fi Equipment

Installation

Taxes and USF fees

Other Reasonable Fees

## For Equipment:

### Type of Connection \*

Bus Wi-Fi Equipment

Please select a value

Wireless Internet services that can be delivered to a school bus

Bus Wi-Fi Equipment

Installation

Taxes and USF fees

Other Reasonable Fees

# Off-Campus Hotspot Wi-Fi FRNs

---



# Selecting Category of Service

## 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

### OFF-PREMISES CATEGORY 1✓

- Wireless School Bus Services and Equipment
- Wi-Fi Hotspots Services and Equipment

### CATEGORY 2

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

Select "Off-Premises Category 1" when filing for School Bus Wi-Fi or Off-Campus Hotspot Wi-Fi Service.

# Important Filing Requirements

---

- All Off-Campus Hotspot or Wi-Fi Service funding requests are considered Category 1 and must:
  - Be filed on a separate Form 471 than other Category 1 funding requests
  - Use “Hotspot Wi-Fi” as the Form 471 Nickname
  - Have a separate FRN for each contract or vendor
  - Have a separate FRN Line Item for each different type of service
    - For example, data service, equipment, and activation would have 3 different FRN Line Items
  - Select “No” to indicate that the FRN does not include a Special Fiber request
  - Select ‘all schools’ or “all libraries” as recipients of service
- Changes to the Form 471 for Hotspot Wi-Fi FRNs:
  - The Form 471 now has a new “Function” option for FRN line items called “Wireless School Bus Service”
  - Once chosen, a “Type of Connection” value must be chosen, such as “Wireless data service,” “Equipment,” or “Installation.”

# Which Options to Select...

Please enter a Funding Request Nickname here ?\*

Hotspot Wi-Fi Equipment and Service

Enter a nickname for this FRN

## Service Type

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

Please select a value

Please select a value

Wi-Fi Hotspots Services and Equipment

Wireless School Bus Services and Equipment

# Which Options to Select:

## Purpose ? \*

Select first  
option (*always*)

- ☒ 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 Inter
- ☐ ~~Internet access service with no circuit~~ (data circuit to ISP state/regional network is billed separately)

## Type of Connection \*

Please select a value

Please select a value

- For Service → Wireless internet services that can be delivered with a Wi-Fi hotspot for off-premises use
- For Equipment → Wi-Fi hotspot devices for off-premises use
- For Taxes/Fees → Taxes and USF fees
- Other Reasonable Fees

# Top C1 Form 471 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.



# Top C1 Form 471 Filing Tips!

---

## 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 2025, 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. For most transport services, vendors charge the 5.25% PA Gross Receipts Tax (at a minimum), and many also charge the Universal Service Fee (currently 36.3%). Most Internet invoices do not include taxes/surcharges.

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

When creating a 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.

# E-rate Form 471

## Category 2 Filing Guide

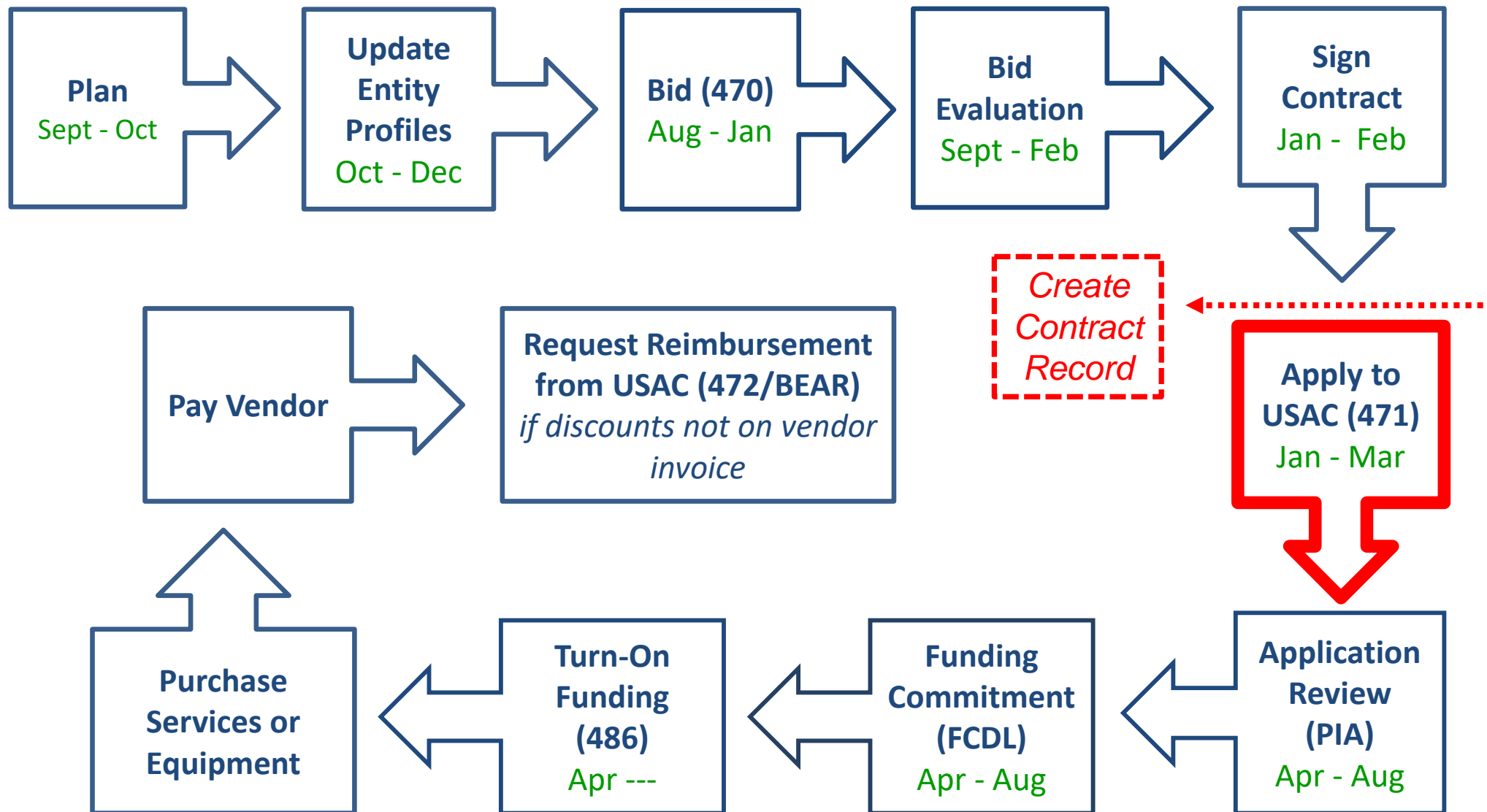
### FY 2025

---



March 2025

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



# FY 2025 Form 471 Filing Dates

---



- Form 471 deadline is March 26, 2025
  - Last possible day to post a 470, and file a Form 471 is February 26
- 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

# What's New on the FY 2025 Form 471?

---

- **Non-instructional facilities (NIFs)** continue to be ineligible for C2 funding
  - Starting in FY 2024, applicants seeking shared equipment are no longer required to deduct a portion of the pre-discount cost related to the NIF usage
  - Equipment being used only by the NIF remains ineligible

The actual FY 2025 Form 471 is the same as FY 2024, 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:

- No longer required to identify which buildings will receive equipment or associated per building costs
- Category 2 Budget Tool works, showing up-to-date data

# Reminders...

---

- Service Start Date – Always list 7/1/2025
  - Even if you will be purchasing equipment on or after 4/1/2025
    - Vendor invoices to the applicant can be dated on or after 4/1/2025
    - FY 2025 BEARs/SPIs cannot be submitted to USAC until 7/1/2025
- 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

# 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*



# 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
- **New! Non-instructional facilities (NIFs) continue to be ineligible for C2 funding**
  - Starting in FY 2024, applicants seeking shared equipment are no longer required to deduct a portion of the pre-discount cost related to the NIF usage
  - Equipment being used only by the NIF remains ineligible

# 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
  - 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...

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## 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 48

## Structured Cabling FRN

- Structured cabling example - slide 64
  - Internal wiring/installation

## Submitting Form

- Certifying/Submitting/Printing Form – slide 78

## Copy FRN Feature

- Copy FRN Feature – slide 92
- Top C2 Form 471 Filing Tips – slide 99

# 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



# 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 2025"

# Identifying Correct Contact Person

## Contact Information

Are you the main contact person?

YES ✓

NO



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.

## Holiday / Summer Contact Information

(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.)

*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.

# 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.*



# 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.

# 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*                     |
|--|---------------|----------------|------|--------------|-----------------|-----------|---|----------------------------------|----------------------|----------------|---------------|------------------------------|----------------------|------------------|------------------------------|
| <a href="#">Anderson Elementary School</a>         | 10602         | Urban          |      |              |                 |           | 1234  | N/A                              | None                 | N/A            | N/A           | 1234                         | Public School, Pre-K | None             | <a href="#">View Annexes</a> |
| <a href="#">Blue Ribbon School District Office</a> | 10606         | Rural          |      | N/A          | N/A             |           |   | N/A                              | N/A                  | N/A            | N/A           |                              |                      | None             | <a href="#">View Annexes</a> |
| <a href="#">Bluford Middle School</a>              | 10600         | Urban          |      |              |                 |           | 1234  | N/A                              | None                 | N/A            | N/A           | 1234                         | Public School        | None             | <a href="#">View Annexes</a> |
| <a href="#">Boone Middle School</a>                | 10598         | Urban          |      |              |                 |           | 344   | N/A                              | None                 | N/A            | N/A           | 344                          | Public School        | None             | <a href="#">View Annexes</a> |
| <a href="#">Buchanan Elementary School</a>         | 10603         | Urban          |      |              |                 |           | 222   | N/A                              | None                 | N/A            | N/A           | 222                          | Public School        | None             | <a href="#">View Annexes</a> |

< 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.

# 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.)

# 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.

# Creating Your Funding Requests

---

- The next step is to create your FY 2025 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), Internal Connections and Managed Internal Broadband Services (MIBS) 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*

# Creating Funding Requests (FRNs)

---

## Shortcuts...

- Wireless equipment example – slide 20
  - Wireless Access Points
  - Licenses
  - Wireless Controller (shared by schools and NIF)
  - Installation
- Switches example – slide 48
- Structured cabling example - slide 64
  - Internal wiring/installation

Wireless Equipment FRN

Network Switches FRN

Structured Cabling FRN



# Example 1: Wireless Equipment

---



# 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 @ \$83.00 each
  - 3) 1 Wireless Controller @ \$6,387.00
    - Must deduct costs of NIF use of controller
    - For example, if there are 500 total WAPs in District, and 10 WAPs are in the NIF, the ineligibility percentage is 2% for the controller.
  - 4) Installation of equipment @ \$4,200.00
    - Must deduct installation cost associated with ineligible wireless controller use. See slide 22



# Ineligible Installation Cost Calculation

- The cost of installing the portion of the ineligible wireless controller needs to be deducted from the installation cost line item.
- The installation cost is for all the equipment.
- Figure out how much of the installation cost is for the controller and then multiply by the 2% ineligible percentage.
- Ineligible installation cost = \$22.66

| Equipment                                | Unit Cost | # Units | Ext. Cost | % of Total Equipment Cost | Allocated Share of \$4,200 Installation cost |
|--|-----------|---------|-----------|---------------------------|--|
| WAPS                                     | 411.00    | 35      | 14,385.00 | 61%                       | \$2,551.72                                   |
| Licenses                                 | 83.00     | 35      | 2,905.00  | 12%                       | \$515.31                                     |
| Controller                               | 6,387.00  | 1       | 6,387.00  | 27%                       | \$1,132.97                                   |
| Total Equipment Costs                    |           |         | 23,677.00 | 100%                      | \$4,200.00                                   |
| Percentage of Ineligible Equipment Costs |           |         |           |                           |  |
|  |           |         |           |                           |  |
| Controller Share of Installation Cost    |           |         |           |                           | \$1,132.97                                   |
| 2% Ineligibility Percentage              |           |         |           |                           | 2%   |
| Ineligible Installation Cost             |           |         |           |                           | <b>\$22.66</b>                               |

# 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 |     |            |                          |   |
|  |     |            |                          | <a href="#">ADD FRN</a> <a href="#">EDIT FRN</a> <a href="#">REMOVE FRN</a> |



# 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✓

If you requested this service last year and the contract is continuing for FY 2025, you may select "Yes" and supply the FRN from last year. (This is unlikely for C2 requests unless they are maintenance FRNs.)

## 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.

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, 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

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"/> | 6978        |                 | 2025 – Switches - Aruba - CDWG  | 1/22/2025    | 108                       |
| <input type="checkbox"/>            | 6977        |                 | 2025 – Wireless – Ruckus - CDWG | 1/22/2025    | 108                       |

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

# Linking to a Contract

## Contract Summary – 2025 – Wireless - Aruba - CDWG

|   |            |  |   |
|---|------------|--|---|
| <b>Contract Number</b>                  |            | <b>Account Number</b>                  |   |
| <b>Establishing FCC Form 470</b>        | #250000124 | <b>Service Provider</b>                | USAC Service Provider Organization 1 (SPIN: 14010001) |
| <b>Award Date</b>                       | 1/23/2025  | <b>Includes Voluntary Extensions?</b>  | No  |
| <b>Expiration Date (All Extensions)</b> |            | <b>Remaining Voluntary Extensions</b>  |   |
|   |            | <b>Total Remaining Contract Length</b> |   |

## 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).

# Entering Service Start & Contract Expiration Dates

## Contract Information (Additional)

What is the service start date? ?\*

07/01/2025



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? ?\*

09/30/2026



### Service Start Date:

The system will automatically enter 7/1/2025 as SSD.

Note: You are permitted to purchase equipment as early as 4/1/2025 but still must list 7/1/2025 for the SSD.

### Contract Expiration Date:

You will need enter the CED for this contract, which is likely 9/30/2026 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 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.  
We also deducted 2% of the cost of the installation of wireless controller.

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/Manage 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. |                      |                             |                 |                              |                      |                                   |
|  |                      |                             |                 | <b>ADD NEW FRN LINE ITEM</b> | 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

**Type of Internal Connection ? \***

Wireless Data Distribution

**Type of Product \***

Access Point

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

Generally, here are the options:

| 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 is not 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 \*

Q9H63A

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.

|   |          |
|---|----------|
| 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 |

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

List the # of units.

|                               |               |
|-------------------------------|---------------|
| 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!

Fall 2025 South Dakota E-Rate Manual

Tab 11 Form 471, p. 172  
Wireless Equipment FRN

## 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 2499000046 – 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"/> 2499000046.001       | Wireless Data Distribution  | Access Point    | 0        | 35                | \$14,385.00                       |



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

ADD NEW FRN LINE ITEM

REMOVE FRN LINE ITEM

BULK UPLOAD

Show Help

BACK

DISCARD FORM

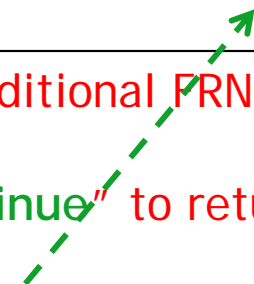
SAVE & SHARE

SAVE & CONTINUE



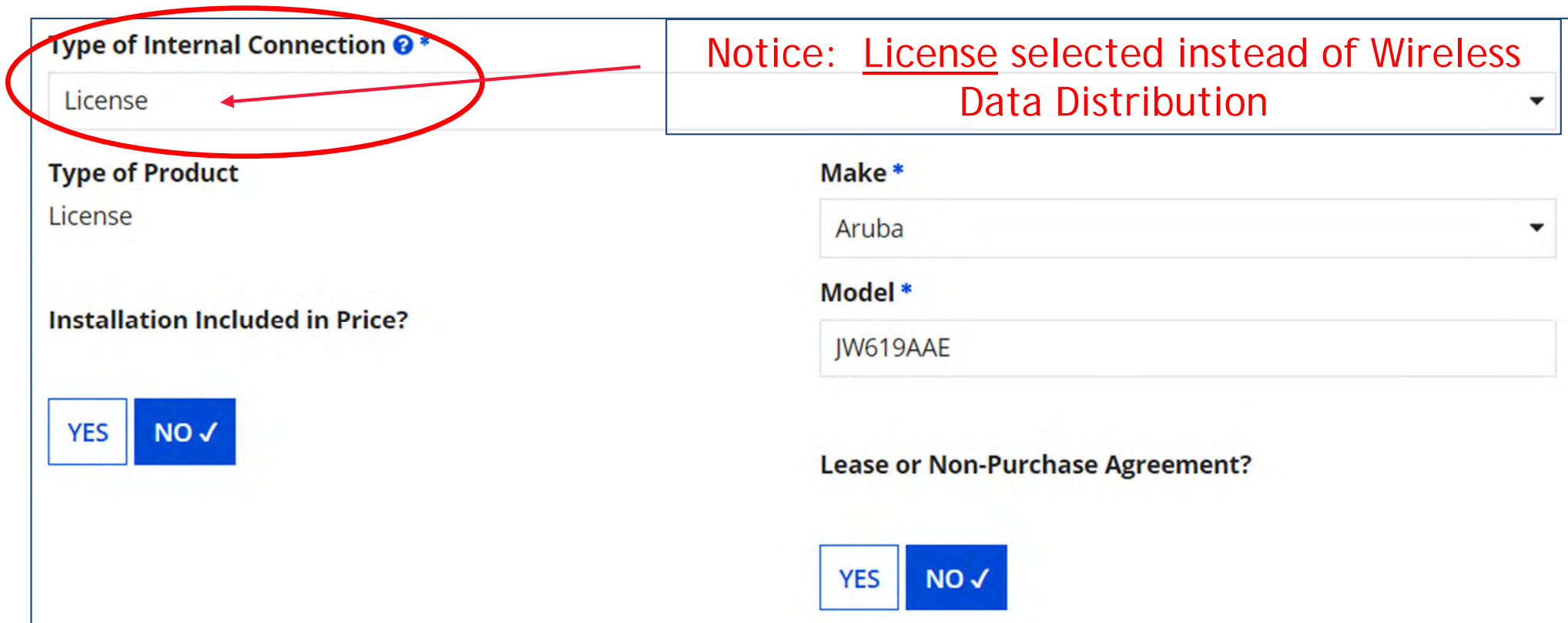
If you have more line items for this FRN, click [here](#) to add an additional FRN Line Item.

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





# Adding a License FRN Line Item



**Type of Internal Connection ? \***  
License

**Type of Product**  
License

**Installation Included in Price?**

**Make \***  
Aruba

**Model \***  
JW619AAE

**Lease or Non-Purchase Agreement?**

**Notice:** License selected instead of Wireless Data Distribution

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                                  |      |              |  |
| 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                            |      | \$83.00      |  |
| One-time Ineligible Unit Cost                 |      | \$0.00       |  |
| One-time Eligible Unit Cost                   |      | = \$83.00    |  |
| One-time Quantity                             |      | 35           |  |
| Total Eligible One-time Costs                 |      | = \$2,905.00 |  |
| Summary                                       |      |              |  |
| Total Eligible Recurring Costs                |      | \$0.00       |  |
| Total Eligible One-time Costs                 |      | + \$2,905.00 |  |
| Pre-Discount Extended Eligible Line Item Cost |      | = \$2,905.00 |  |

# FRN Line Item Page:

## Adding an Additional FRN Line Item

Fall 2025 South Dakota E-Rate Manual

Tab.11 Form 471, p. 176  
Wireless Equipment 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"/> | 2599000046.002       | License                     | License         | 0        | 35                | \$2,905.00                        |
| <input type="checkbox"/> | 2599000046.001       | Wireless Data Distribution  | Access Point    | 0        | 35                | \$14,385.00                       |

[ADD NEW FRN LINE ITEM](#)[REMOVE FRN LINE ITEM](#)[BULK UPLOAD](#)

[BACK](#)[DISCARD FORM](#)[SAVE & SHARE](#)[SAVE & CONTINUE](#)

Notice, the system generated a new FRN 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.

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

|   |                |
|---|----------------|
| <b>Type of Internal Connection ? *</b>  |                |
| Wireless Data Distribution  |                |
| <b>Type of Product *</b>  | <b>Make *</b>  |
| Wireless Controller   | Aruba          |
|   | <b>Model *</b> |
|   | JW744A         |
| <b>Installation Included in Price?</b>  |                |
| <input type="button" value="YES"/> <input checked="" type="button" value="NO ✓"/> |                |
| <b>Lease or Non-Purchase Agreement?</b>   |                |
| <input type="button" value="YES"/> <input checked="" type="button" value="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:

Fall 2025 South Dakota E-Rate Manual

Tab 11 Form 471 p. 179  
Wireless Equipment FRN

## 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"/> | 2599000046.003       | Wireless Data Distribution  | Wireless Controller | 0        | 1                 | \$6,259.26                        |
| <input type="checkbox"/> | 2599000046.002       | License                     | License             | 0        | 35                | \$2,905.00                        |
| <input type="checkbox"/> | 2599000046.001       | Wireless Data Distribution  | Access Point        | 0        | 35                | \$14,385.00                       |

ADD NEW FRN LINE ITEM

REMOVE FRN LINE ITEM

BULK UPLOAD

SAVE & SHARE

SAVE & CONTINUE

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.



# Adding an Installation FRN Line Item

The screenshot shows a form for adding an FRN Line Item. It includes several sections with dropdown menus and checkboxes. Red circles and arrows highlight specific selections: 'Miscellaneous' under 'Type of Internal Connection', 'Installation, Activation, & Initial Configuration' under 'Type of Product', 'Other' under 'Make', 'Installation' under 'Enter the Make', 'YES' under 'Installation Included in Price?', and 'NO' under 'Lease or Non-Purchase Agreement?'. Red text boxes provide notices for these selections.

**Type of Internal Connection \***  
Miscellaneous

**Type of Product \***  
Installation, Activation, & Initial Configuration

**Make \***  
Other

**Enter the Make \***  
Installation

**Model \***  
Installation of Wireless Equipment

**Installation Included in Price?**  
YES ✓ NO

**Lease or Non-Purchase Agreement?**  
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                 | \$22.66    |
| One-time Eligible Unit Cost                   | \$4,177.34 |
| One-time Quantity                             | 1          |
| Total Eligible One-time Costs                 | \$4,177.34 |
| <b>Summary</b>                                |            |
| Total Eligible Recurring Costs                | \$0.00     |
| Total Eligible One-time Costs                 | \$4,177.34 |
| Pre-Discount Extended Eligible Line Item Cost | \$4,177.34 |

# FRN Line Item Page:

Tab 11 Form 471, p. 182  
Wireless Equipment FRN

## 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"/> | 2599000046.004       | Miscellaneous               | Installation, Activation, & Initial Configuration | 0        | 1                 | \$4,177.34                        |
| <input type="checkbox"/> | 2599000046.003       | Wireless Data Distribution  | Wireless Controller                               | 0        | 1                 | \$6,259.26                        |
| <input type="checkbox"/> | 2599000046.002       | License                     | License   | 0        | 35                | \$2,905.00                        |
| <input type="checkbox"/> | 2599000046.001       | 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 (.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.

SAVE & SHARE

SAVE & CONTINUE

# Main FRN Page: Adding Another FRN

## Funding Requests

This feature is now usable!

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

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

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"/> | <a href="#">2599000046</a> | Wireless - Aruba - CDWG | 4                        | 23,567.61       |

[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](#)

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

---



# FRN Example 2: Switching Equipment

---

- **Assumptions:**

- Contracted service (all C2 must be contracted)
- 2 FRN line items
  - 5 switches @ \$1,98300 each
  - 5 SFP transceivers @ \$120.00 each
- Equipment not shared by NIF

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

# 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"/> | <a href="#">2599000046</a> | 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](#)

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?

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.



# 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.

# 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, 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

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 contracts you entered in EPC. Select the correct contract that should be linked to this funding request.

# Linking to a Contract

## Contract Summary – 2025 – Switches - Aruba - CDWG

|   |            |  |   |
|---|------------|--|---|
| <b>Contract Number</b>                  |            | <b>Account Number</b>                  |   |
| <b>Establishing FCC Form 470</b>        | #430000124 | <b>Service Provider</b>                | USAC Service Provider Organization 1 (SPIN: 14010001) |
| <b>Award Date</b>                       | 1/23/2025  | <b>Includes Voluntary Extensions?</b>  | No  |
| <b>Expiration Date (All Extensions)</b> |            | <b>Remaining Voluntary Extensions</b>  |   |
|   |            | <b>Total Remaining Contract Length</b> |   |

## 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).

# Entering Service Start & Contract Expiration Dates

## Contract Information (Additional)

What is the service start date? ? \*

07/01/2025



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? ? \*

09/30/2026



### Service Start Date:

The system will automatically enter 7/1/2025 as SSD.

Note: You are permitted to purchase equipment as early as 4/1/2025 but still must list 7/1/2025 for the SSD.

### Contract Expiration Date:

You will need enter the CED for this contract, which is likely 9/30/2026 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 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

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

| <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"/> | 2599000047.001       | Data Distribution           | Switch          | 0        | 5                 | \$600.00                          |

**ADD NEW FRN LINE ITEM** REMOVE FRN LINE ITEM BULK UPLOAD

**FCC Form 471 Help**  
[Show Help](#)

BACK DISCARD FORM

SAVE & SHARE SAVE & CONTINUE

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 ? \*

Please select a value

Please select a value

Cabling/Connectors

Caching

Data Distribution

Data Protection

Racks

Software

Wireless Data Distribution

Miscellaneous

License

Transceiver

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*

## Cheat Sheet:

| 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  |

# 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 \*

J4858D

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.

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.

|   |          |  |            |
|---|----------|--|------------|
| <b>Monthly Cost</b>                     |          | <b>One-Time Cost</b>                         |            |
| Monthly Recurring Unit Cost             | \$0.00   | One-time Unit Cost                           | \$120.00   |
| 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                  | = \$120.00 |
| Monthly Quantity                        | 0        | One-time Quantity                            | 5          |
| Units                                   | Each     | Total Eligible One-time Costs                | = \$600.00 |
| Total Monthly Eligible Recurring Costs  | = \$0.00 | <b>Summary</b>                               |            |
| Months of Service                       | x 12     | Total Eligible Recurring Costs               | \$0.00     |
| Total Eligible Recurring Costs          | = \$0.00 | Total Eligible One-time Costs                | + \$600.00 |
|   |          | Pre-Discout Extended Eligible Line Item Cost | = \$600.00 |
|   |          |  | 61         |

# 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"/> | 2599000047.002       | Transceiver                 | Transceiver     | 0        | 5                 | \$600.00                          |
| <input type="checkbox"/> | 2599000047.001       | 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

---



# FRN Example 3: Structured Cabling

---

- **Assumptions:**
  - Structured cabling inside school
  - Contracted service (all C2 must be contracted)
  - 1 FRN line item
    - Single priced contract - \$25,500.00
    - 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).



# 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"/> | <a href="#">2599000047</a> | Switches - Aruba - CDW  | 2                        | \$1,020.00      |
| <input type="checkbox"/> | <a href="#">2599000046</a> | 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](#)

# 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.

# 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.

# Linking to a 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.

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

[CLEAR FILTERS](#)[SEARCH](#)

| <input type="checkbox"/>            | Contract ID | Contract Number | Nickname                       | Award Date ↓ | Creating Organization BEN |
|-------------------------------------|-------------|-----------------|--------------------------------|--------------|---------------------------|
| <input type="checkbox"/>            | 6765        |                 | 2025 – Switches - Aruba - CDWG | 1/23/2025    | 108                       |
| <input checked="" type="checkbox"/> | 6767        |                 | 2025 – Cabling - Gator         | 1/23/2025    | 108                       |

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

# Entering Service Start & Contract Expiration Dates

## Contract Information (Additional)

What is the service start date? ? \*

07/01/2025



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? ? \*

09/30/2026



### Service Start Date:

The system will automatically enter 7/1/2025 as SSD.

Note: You are permitted to purchase equipment as early as 4/1/2025, but still must list 7/1/2025 for the SSD.

### Contract Expiration Date:

You will need enter the CED for this contract, which is likely 9/30/2026 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. |                      |                             |                 |                      |                   |                                   |
| <b>ADD NEW FRN LINE ITEM</b>   |                      |                             |                 | REMOVE FRN LINE ITEM | BULK UPLOAD       |                                   |

Select "Add New FRN Line Item."



# Adding a Line Item – Type of Product

**Type of Internal Connection ? \***

Cabling/Connectors

**Type of Product \***

Cabling

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

Generally, here are the options:

| 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

Fall 2025 South Dakota E-File Manual

Tab 11 Form 471, p. 210  
Structured Cabling FRN

**Type of Internal Connection** ? \*

Cabling/Connectors

**Type of Product** \*

Cabling ▼

**Installation Included in Price?**

**YES** ✓ **NO**

**Make** \*

Other

**Enter the Make** \*

Installation

**Model** \*

Structured Cabling

**Lease or Non-Purchase Agreement?**

**YES** **NO** ✓

Click "Yes" - installation is included

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.

# 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                            |          | One-Time Cost                                 |               |
|---|----------|---|---------------|
| Monthly Recurring Unit Cost             | \$0.00   | One-time Unit Cost                            | \$25,500.00   |
| 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                   | = \$25,500.00 |
| Monthly Quantity                        | 0        | One-time Quantity                             | 1             |
| Units                                   | Each     | Total Eligible One-time Costs                 | = \$25,500.00 |
| 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                 | + \$25,500.00 |
|   |          | Pre-Discount Extended Eligible Line Item Cost | = \$25,500.00 |

# Identifying Recipients of Equipment - No Longer Required!

Fall 2025 South Dakota E-Rate Manual

Tab 11 Form 471, p. 212  
Structured Cabling FRN

## 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

Tab 11 Form 471, p. 213  
Structured Cabling 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"/> | 2599000048.001       | Cabling/Connectors          | Cabling         | 0        | 1                 | \$25,500.00                       |

[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 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"/> | <a href="#">2599000048</a> | Structured Cabling - Gator Networking | 1                        | \$21,675.00     |
| <input type="checkbox"/> | <a href="#">2599000047</a> | Switches - Aruba - CDW                | 2                        | \$1,020.00      |
| <input type="checkbox"/> | <a href="#">2599000046</a> | Wireless - Aruba - CDWG               | 4                        | \$ 23,567.61    |

ADD FRN EDIT FRN REMOVE FRN MANAGE FRN LINE ITEMS

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"/> | <a href="#">2599000048</a> | Structured Cabling - Gator Networking | 1                        | \$21,675.00     |
| <input type="checkbox"/> | <a href="#">2599000047</a> | Switches - Aruba - CDW                | 2                        | \$1,020.00      |
| <input type="checkbox"/> | <a href="#">2599000046</a> | Wireless - Aruba - CDWG               | 4                        | \$ 23,567.61    |

[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."



# 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?

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.

# 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.

The screenshot shows the 'Tasks (4)' tab selected in the top navigation bar. On the left, there is a sidebar with the 'Universal Service Administrative Co.' logo and links for 'Assigned to Me' and 'Sent by Me'. The main content area features a search bar with the placeholder text 'Click here to send a task...'. Below the search bar, a task is listed with a green checkmark icon, the text 'Me', and the title 'Review PDF for FCC Form 471 - #251000050 Category 2 Form 471 – FY 2025'. The task was sent 'A moment ago' and has a star icon next to it. A red arrow points from the text box above to the task title, and another red arrow points from the text box above to the search bar.

# Reviewing the Draft 471

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

**Download Document Link**  
USAC\_FCC\_Form\_471\_APPLICATION\_ 251000050 \_DRAFT

☒ 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](#)

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"**

# 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).

# 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 request for E-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?                           | <div>No ← Always select "No."</div> |
| 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? | <div>No ← Always select "No."</div> |

Enter the amount you're spending on technology for FY 2025, less any E-rate eligible costs. Don't enter "\$0."

# 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.



# Confirmation Page

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

You have successfully filed FCC Form 471 #251000050 for FY 2025

## Certification Date

1/20/2025 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



# To Print a Final Copy of Your Form 471

## Certification Date

1/20/2025 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   |
|----------------------------------|---|
| <a href="#">Original Version</a> | 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" & "2025" to see a list of your FY 2025 certified 471s.  
Click on the blue 471 Application Number.  
Remember: Your Form 471 will start with "25" for FY 2025.

▼ **FCC Forms and Post-Commitment Requests**

☒ FCC Forms Status ☒ All  
☐ Post-Commitment Requests ☐ Incomplete  
☐ Certified  
☐ Committed

Form Type: FCC Form 471 ←

Funding Year: 2025 ←

| Application Number | Nickname                    | Funding Year | Status    | Certified Date      |
|--------------------|-----------------------------|--------------|-----------|---------------------|
| #251000050         | Category 2 Form 471 FY 2025 | 2025         | Certified | 1/20/2025 10:15 EST |

# Printing a Final Copy of Your Form 471

**Review Status** Awaiting Initial Review

▼ **Application Information**

|   |  |
|---|--|
| <b>Nickname</b> Category 2 Form 471 FY 20XX | <b>Created Date</b> 1/23/2022 1:55 PM EST        |
| <b>Application Number</b> 221000051         | <b>Created By</b> School District 4 User 1       |
| <b>Funding Year</b> 2022                    | <b>Certified Date</b> 1/23/2022 2:48 PM EST      |
| <b>Window Status</b> In-Window              | <b>Certified By</b> School District 4 User 1     |
| <b>Category of Service</b> Category 2       | <b>Last Modified Date</b> 1/23/2022 2:48 PM EST  |
|   | <b>Last Modified By</b> 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**

|  |                                  |
|--|----------------------------------|
| <b>Name</b> School District 4 User 1               | <b>Phone Number</b> 555-555-5444 |
| <b>Email</b> school.district4.user1@mailinator.com |                                  |

**Holiday / Summer Contact Information**

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

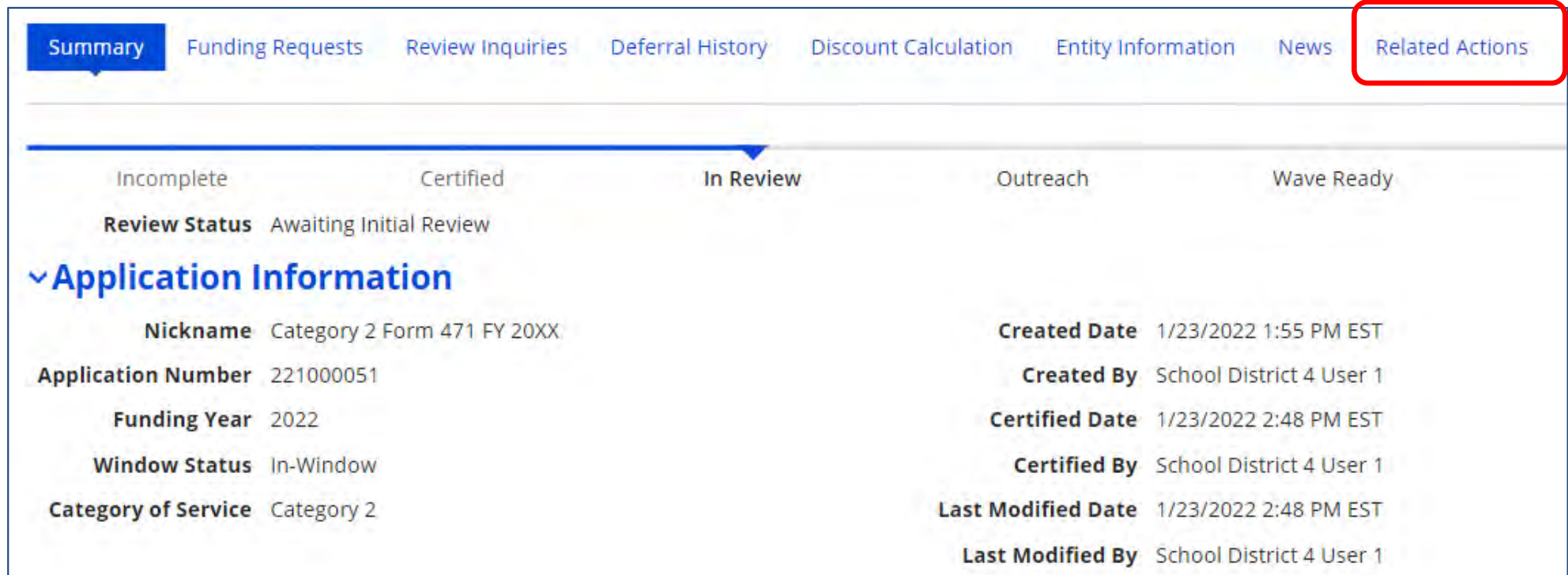
**FCC Form 471 Generated Documents**

| FCC Form 471 Version             | Description   |
|----------------------------------|---|
| <a href="#">Original Version</a> | 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.

# To Submit a 471 Correction/Change

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





The screenshot displays the EPC Form 471 interface. At the top, a navigation bar includes tabs: Summary, Funding Requests, Review Inquiries, Deferral History, Discount Calculation, Entity Information, News, and Related Actions. The 'Related Actions' tab is highlighted with a red box, and a green arrow points to it from the instruction box above. Below the navigation bar, a progress bar shows stages: Incomplete, Certified, In Review (current), Outreach, and Wave Ready. Under 'In Review', the 'Review Status' is 'Awaiting Initial Review'. The main section is titled 'Application Information' and contains two columns of data. The left column lists: Nickname (Category 2 Form 471 FY 20XX), Application Number (221000051), Funding Year (2022), Window Status (In-Window), and Category of Service (Category 2). The right column lists: 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), and Last Modified By (School District 4 User 1).

| Application Information    |                             |
|----------------------------|-----------------------------|
| <b>Nickname</b>            | Category 2 Form 471 FY 20XX |
| <b>Application Number</b>  | 221000051                   |
| <b>Funding Year</b>        | 2022                        |
| <b>Window Status</b>       | In-Window                   |
| <b>Category of Service</b> | Category 2                  |
| <b>Created Date</b>        | 1/23/2022 1:55 PM EST       |
| <b>Created By</b>          | School District 4 User 1    |
| <b>Certified Date</b>      | 1/23/2022 2:48 PM EST       |
| <b>Certified By</b>        | School District 4 User 1    |
| <b>Last Modified Date</b>  | 1/23/2022 2:48 PM EST       |
| <b>Last Modified By</b>    | School District 4 User 1    |

# To Submit a 471 Correction/Change

Then "Submit Modification Request (RAL)."

|   |  |                  |                      |                    |      |                 |
|---|--|------------------|----------------------|--------------------|------|-----------------|
| Summary   | Funding Requests   | Review Inquiries | Discount Calculation | Entity Information | News | Related Actions |
|  | <b>Respond to Inquiries</b><br>Answer Reviewer Questions.  |                  |                      |                    |      |                 |
|  | <b>Submit Modification Request (RAL)</b><br>Submit a RAL Modification Request for this Application |                  |                      |                    |      |                 |

# “Copy FRN” Feature

---



# What is Copy FRN?

---

- The “Copy FRN” feature allows you to copy an FRN created on another Form 471 application (FY 2016 – FY 2025)
  - 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?

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

#251000047     

**Select an FRN**

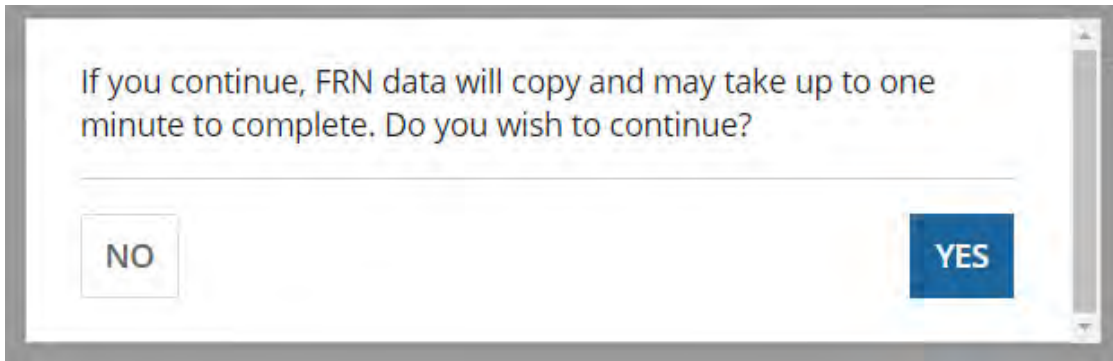
\*

| <input type="checkbox"/>            | FCC Form 471 | FRN Number | FRN Nickname                      | Service Type                             | Service Provider Name                |
|-------------------------------------|--------------|------------|-----------------------------------|--|--------------------------------------|
| <input type="checkbox"/>            | #251000050   | #249900050 | Cable Internet Services - Comcast | Data Transmission and/or Internet Access | USAC Service Provider Organization 1 |
| <input type="checkbox"/>            | #251000050   | #249900042 | Internet Access - Zito            | Data Transmission and/or Internet Access | USAC Service Provider Organization 2 |
| <input checked="" type="checkbox"/> | #251000050   | #249900038 | Lit Fiber WAN - Crown Castle      | Data Transmission and/or Internet Access | USAC Service Provider Organization 3 |

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

Then select FRN # you wish to copy

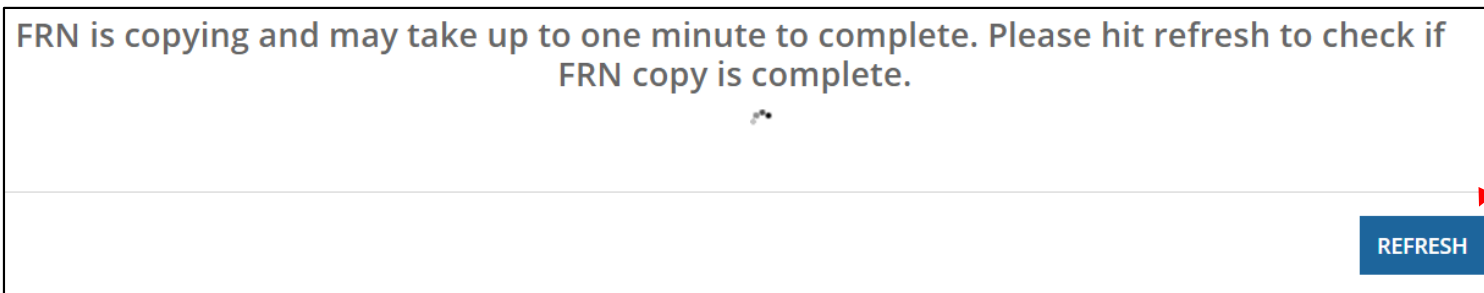
# Copy FRN Steps



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

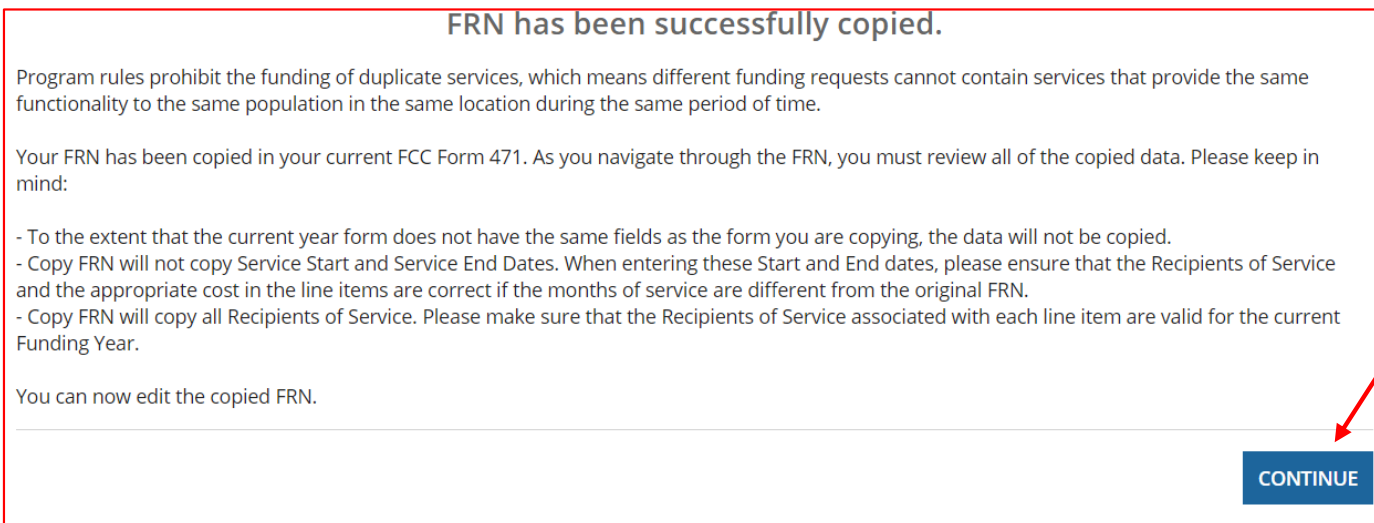
NO YES

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.

# Top C2 Form 471 Filing Tips!

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## **Don't Exceed Your Category 2 Budgets!**

- Be certain to doublecheck that you're not requesting more Category 2 funding for your district than what is available in your C2 budget. Why? Your application will likely be moved to the end of the PIA review list, and PIA will just make you reduce your funding request anyway. And while this sounds easy to do, it's not because you will have to explain exactly which component from which FRN Line Item must be removed in order to come in under budget.
- If a district's C2 equipment costs exceed the available C2 budget, you have two choices: 1) list the amount that is "over budget" as ineligible on the FRN and then explain this in the narrative, or 2) remove components or reduce the cost of the components from an FRN entirely to come in under budget. To see your available FY 2025 budget, go to: <https://opendata.usac.org/E-rate/E-rate-C2-Budget-Tool-FY2021-/8z69-hkn7> and enter your BEN on the right toolbox.

## **Multi-Year Product Licenses Eligibility**

- Product licenses are E-rate eligible and should be requested as Internal Connections on the 471. The full cost of a multi-year license may be requested upfront in the year it will be purchased. Under Type of Equipment, select "License" instead of Wireless Data Distribution (or other equipment type).

## **Basic Maintenance Services Are Not Considered Licenses**

- Be careful not to mistaken maintenance services as product licenses. Also, E-rate rules do not permit the requesting of multi-year maintenance services in a single year – these must be amortized and requested in the funding year for which the service covers.

## **Have Structured Cabling Contracts be Single Priced**

- For structured cabling, try to have your vendor contracts be for a single price, by building – 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/connectors.

# Top C2 Form 471 Filing Tips!

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## 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.

## Break Out Ineligible Costs

- Firewalls: Only the actual appliance and basic operating 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 can provide you with the accurate eligibility percentage. Also, High Availability firewalls are not eligible as USAC will only fund a single firewall and HA require 2.
- 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.
- If you're unsure whether a SKU is 100% eligible, check this site for links to vendor E-rate eligibility documentation: <https://secaerate.net/Applicant-Resources>

## Category 2 Contract Requirement

- All Category 2 purchases require a signed contract prior to submitting the Form 471. This can be as simple as signing/dating the vendor contract and including the contract term and any funding contingencies. Before starting your Form 471, upload the signed contract into EPC. Landing Page > Name of District > Contracts > Manage Contracts.



# Top C2 Form 471 Filing Tips!

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## Service Start Date Must Be 7/1/2025

- The Service Start Date must always be July 1, not April 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 7/1/2025.
  - **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.

## No Requirement to Identify Equipment by Buildings

- Although the form continues to ask which buildings are receiving equipment, you are no longer required to identify specific buildings because the Category 2 budgets are district-wide. So just click “all” and move through the form.

## 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.<br><br>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.<br><br>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.<br><br>Submit split FRN requests post-commitment once the           |

|  |  |  |
|--|--|--|
|  | transition to new service is complete.<br><br>Alternatively, file one FRN and then split the FRN into multiple FRNs post commitment. | transition to new service is complete.<br><br>Alternatively, file one FRN and then split the FRN into multiple FRNs post commitment. |
|  |  |  |

**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.