

# EPC Preparation for Filing Form 471

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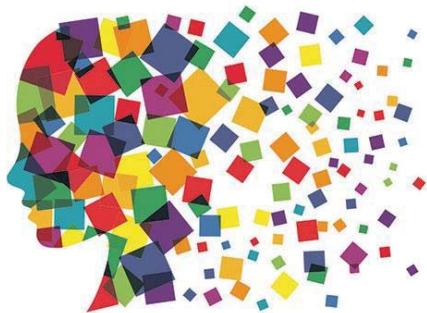
The Form 471 must be filed online in the applicant's EPC portal. Before beginning the Form 471 application, the applicant should update all of the information that is stored in the portal, which is then incorporated into each Form 471 that the applicant may create.

The data stored in the portal, and that should be reviewed and/or updated each year to ensure accuracy is:

- 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
- Connectivity Questions – answer questions about the connectivity status of each building that is part of your billed entity
- Contracts - enter information for contracted services



# Contracts Module in EPC FY 2017



## Purpose of Contracts Module

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- During the creation of a Form 471, each FRN requires you to indicate how you will be purchasing the requested services – either via a contract, tariff or Month-to-Month (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

- Instead of entering the information about the contract as part of the Form 471 application, this information is now entered in EPC.
- The information for each contract is required to be entered one time and then can be used to link to each applicable FRN.
- Enter information in the contracts module before starting the Form 471.
- No information is required to be entered in contracts module for MTM or tariff FRNs.

# Navigation to “Manage Contracts”

Landing Page > District or School Entity > Contracts

**My Entities**

Entity	Entity Number	City	State	Zip Code
School District 6	116	Springfield	ME	04487
School District 6 School A	117	Springfield	ME	04487
School District 6 School B	118	Springfield	ME	04487
School District 6 NIF	119	Springfield	ME	04487

**USAC TRAINING**

- Summary >
- News
- Related Actions
- Customer Service
- Additional Information
- Discount Rate
- Contracts
- FCC Forms

Records / Applicant Entities  
**#116 - School District 6** [Follow](#)

Create a New User   Add or Remove Existing ...   Manage User Permissi...   ...

**Organization Details**

Name	School District 6	Applicant Type	School District
Entity Number	116	Status	Active
FCC Registration Number	1234564560		

**Contact Information**

Physical Address	100 Main Street	Phone Number	555-555-7878
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# Navigation to “Manage Contracts”

Click on the “Manage Contracts” button

**USAC TRAINING**

- Summary
- News
- Related Actions
- Customer Service
- Additional Information
- Discount Rate
- Contracts >**
- FCC Forms

Records / Applicant Entities  
**#116 - School District 6** [Follow](#) [Manage Contracts](#)

**Submitted Contracts**

There are no submitted contracts for this organization.

**Manage Contracts**

**Contracts - School District 6 (BEN: 116)**

Use the dropdown to select the type of contract you would like to edit or remove. Click the Add a New Contract button at any time to create a new contract for your organization.

Contract Type

**My Contract Drafts**

You have no contract drafts for this organization. Click the Add a New Contract button to create a new contract.

[Add a New Contract](#) [Edit](#) [Delete](#)

Click on the “Add a New Contract” button

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# Contract Information

## Create Contract

School District 6 (BEN: 116) - - Contract ID #

Progress bar with steps: Contract Information (active), Establishing FCC Form 470, Service Provider, Contract Dates, Pricing Confidentiality, Confirmation

Here you will enter preliminary information about this contract, as well as your account number, if you know it.

### Contract Information

Enter a nickname to easily identify this contract ⓘ\*

Contract Number ⓘ

A descriptive nickname of contract will help you identify it later.

Enter contract number, N/A or leave blank.

Then Save and Continue.

Buttons: Cancel, Save & Close, Save & Continue (highlighted)

5

# Upload Contract Copy - Optional

EPC allows you to, but does not require you, to upload a copy of your contract.

## Create Contract

School District 6 (BEN: 116) - FY2016 Internet Contract - Contract ID #1

Last Saved: 2/2/2016 2:28 PM EST

Progress bar with steps: Contract Information (active), Establishing FCC Form 470, Service Provider, Contract Dates, Pricing Confidentiality, Confirmation

Here you will have the option to upload contract documents, including a description of each document.

### Contract Information

Contract ID #1 ⓘ A number is assigned by the system.

Would you like to upload a copy of your contract? ⓘ

Buttons: Yes, No

Select Yes or No depending on whether you are going to upload a copy of your contract. If Yes is selected, system will prompt you to upload the electronic file from your computer.

Buttons: Back, Cancel, Save & Close, Save & Continue

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# Upload Contract

## Create Contract

School District 6 (BEN: 116) - FY2016 Internet Contract - Contract ID #1

Last Saved: 2/2/2016 2:28 PM EST

Contract Information    Establishing FCC Form 470    Service Provider    Contract Dates    Pricing Confidentiality    Confirmation

Here you will have the option to upload contract documents, including a description of each document.

### Contract Information

Contract ID #1

Would you like to upload a copy of your contract?

Yes  No

#### Contract Document Upload

Please upload and describe each document related to your contract.

FY2016 Internet Contract.docx (12.27 KB) x

No file selected.

Describe this contract document.

Describe this contract document.

A description may be added for each uploaded contract document.

Multiple contract docs may be uploaded.

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# Contract Information

## Create Contract

School District 6 (BEN: 116) - FY2016 Internet Contract - Contract ID #1

Last Saved: 2/2/2016 2:52 PM EST

Contract Information    Establishing FCC Form 470    Service Provider    Contract Dates    Pricing Confidentiality    Confirmation

Here you will answer additional questions about this contract.

### Contract Information

Is this contract based on a State Master Contract?

Is this contract based on a multiple award schedule?

Choose whether or not this contract is based on a State Master Contract. The answer is likely "No."

PEPPM-related purchases should answer "Yes" and follow the PEPPM-specific answers provided in a separate message.

Choose whether or not this contract was awarded to multiple vendors. In most cases, the answer is "No."

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# Contract Information

## Create Contract

School District 6 (BEN: 116) - FY2016 Internet Contract - Contract ID #1

Last Saved: 2/2/2016 3:03 PM EST

Progress bar with steps: Contract Information, Establishing FCC Form 470, Service Provider, Contract Dates, Pricing Confidentiality, Confirmation.

Here you will answer additional questions about this contract.

### Contract Information

Can other applicants piggy back off this contract? ⓘ

Yes No

Determine if other applicants can piggy back off of this contract and choose yes or no. Most likely, the answer is "No."

Back Cancel

Save & Close Save & Continue

# Establishing Form 470

Progress bar with steps: Contract Information, Establishing FCC Form 470, Service Provider, Contract Dates, Pricing Confidentiality, Confirmation.

Here you can use the search tool below to associate an FCC Form 470 with this contract.

### Establishing FCC Form 470

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

Yes No

Click on the "Yes" button to indicate you posted a Form 470.

How many bids were received? ⓘ\*

Input field for number of bids received.

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

Enter the number of bids received. It's important that you get this right in case you are ever asked during PIA or in an audit to supply the winning and losing bids.

Back Cancel

Save & Close Save & Continue

# Establishing Form 470

Contract Information   **Establishing FCC Form 470**   Service Provider   Contract Dates   Pricing Confidentiality   Confirmation

Here you can use the search tool below to associate an FCC Form 470 with this contract.

### Establishing FCC Form 470

Was an FCC Form 470 posted for the product and/or services you are requesting? How many bids were received? \*

Yes ✓    No

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

Was your FCC Form 470 posted prior to Funding Year 2016?

Yes    No ✓

Use the search tool below to find the establish

Remember that the services in the contract had to be posted on the FCC Form 470.   Remember you cannot file your Form 470 before the Allowable Contract Date.

### Search FCC Forms 470

Search by FCC Form 470 Number   Search by Nickname (Partial or Full)

Search by BEN

116

Clear Filters   Search

Back   Cancel   Save & Close   Save & Continue

If the Form 470 was posted **prior to FY2016**, click on the "Yes" button. If posted in FY 2016 or FY 2017, select "No."

# FY 2016 or FY2017 Establishing Form 470

Locate your FY 2016 and 2017 470s by entering a parameter in one of the search fields.

**Search FCC Forms 470**

Search by FCC Form 470 Number   Search by Nickname (Partial or Full)

Search by BEN

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Clear Filters   Search

Then select the check box for the applicable 470.

<input type="checkbox"/>	FCC Form 470 Number	Nickname	Funding Year	BEN	BEN Name	Allowable Contract Date	Service Type
<input type="checkbox"/>	160000163	Final Test Region 5	2016	178	School District 20	1/1/2016	Internet Access and/or Telecommunications; Internal Connections
<input type="checkbox"/>	160000161	Jack Jack Filing For Wi-Fi	2016	178	School District 20	1/1/2016	Internet Access and/or Telecommunications; Internal Connections
<input type="checkbox"/>	160000204	Rebion 6 Test	2016	178	School District 20	1/8/2016	Internet Access and/or Telecommunications; Internal Connections
<input type="checkbox"/>	160000130	Region 4 Test	2016	178	School District 20	12/21/2015	Internet Access and/or Telecommunications; Internal Connections
<input type="checkbox"/>	160000151	Test Region 1	2016	178	School District 20	12/30/2015	Internet Access and/or Telecommunications; Internal Connections

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Back   Cancel   Save & Close   Save & Continue



# Establishing Form 470 Prior to FY 2016

Contract Information   **Establishing FCC**   Service Provider   Contract

Note: If you select "Yes, that the 470 was posted prior to FY 2016, you will manually enter the 470 # (or copy and paste it from your previous 471 or FCDL.)

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

Yes ✓    No

Was your FCC Form 470 posted prior to Funding Year 2016?

Yes ✓    No

You should only select this option if you posted the FCC Form 470 for these services prior to Funding Year 2016. If you are unsure, please select No to the prior question, and search for the FCC Form 470.

How many bids were received? ⓘ \*

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

FCC Form 470 Number ⓘ \*

Because the FCC Form 470 was posted prior to 2016, EPC is unable to determine if this FCC Form 470 is valid. Please check the number carefully before continuing.

Enter the number of bids received. It's important that you get this right in case you are ever asked during PIA or in an audit to supply the winning and losing bids.

Enter the Form 470 Number. Check this number carefully for accuracy.

Back   Cancel   Save & Close   Save & Continue

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# Service Provider Information

Contract Information   Establishing FCC Form 470   **Service Provider**   Contract Dates   Pricing Confidentiality   Confirmation

Here you will associate the service provider listed on the contract.

**Service Provider**

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

Enter account number if you have one. Optional field that may be left blank.

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

Please select the service provider for this contract using the search below.

**Search Service Providers**

Search by SPIN   Search by Name (Full or Partial)

Enter the SPIN or Name of the Service Provider and then Search.

Clear Filters   Search

Back   Cancel   Save & Close   Save & Continue

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# Service Provider Information

Contract Information   Establishing FCC Form 470   **Service Provider**   Contract Dates   Pricing Confidentiality   Confirmation

Here you will associate the service provider listed on the contract.

**Service Provider**

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

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

Please select the service provider for this contract using the search below.

**Search Service Providers**

Search by SPIN   Search by Name (Full or Partial)

Results matching the criteria you used will appear in a list. Select correct SPIN or clear filter and search again.

<input type="checkbox"/>	SPIN	Name	Doing Business As	State
<input type="checkbox"/>	14010001	USAC Service Provider Organization 1		VA
<input type="checkbox"/>	14010002	USAC Service Provider Organization 2		VA
<input type="checkbox"/>	14010003	USAC Service Provider Organization 3		VA
<input type="checkbox"/>	14020001	FCC Service Provider Organization 1		VA
<input type="checkbox"/>	14020002	FCC Service Provider Organization 2		VA

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Back   Cancel   Save & Close   Save & Continue

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# Contract Dates

Contract Information   Establishing FCC Form 470   Service Provider   **Contract Dates**   Pricing Confidentiality   Confirmation

Here you will answer additional questions about the dates on your contract.

**Contract Dates**

Is this a multi-year contract?

Yes   No

What is the date you awarded your contract? \*

M/d/yyyy

The Contract Expiration Date will be entered in each FRN where you cite this contract.

Back   Cancel   Save & Close   Save & Continue

Need to choose "Yes" or "No" for Multi-Year Contract  
Enter Contract Award Date  
**Words of Caution:** Your Contract Award Date must be **on or after** the Allowable Contract Date and **before** the filing and certification date of the Form 471.

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# Contract Extensions

Select "No" if contract has no extensions.  
Select "Yes" if contract has extensions available.

Contract Information   Establishing FCC Form 470   Service Provider   **Contract Dates**   Pricing Confidentiality   Confirmation

Here you will answer additional questions about voluntary extensions on your contract

### Contract Dates

Does this contract include voluntary extensions?

What is the contract expiration date if all extensions are exercised?\*

M/d/yyyy

How many extensions are left on the contract?\*

Enter the number of voluntary extensions that you could still exercise on this contract.

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

Enter the number of months that would remain in the contract if you exercised all voluntary extensions.

**Contract with Extensions:**

- Provide contract expiration date if all extensions are used.
- # of extensions left on the contract
- # of months remaining on the contract if all extensions were to be used including FY 2017

# Pricing Confidentiality

Select "Yes" or "No" to indicate whether there is a legal restriction to prevent the publication of the pricing information for the contract. The answer likely is "No."

Contract Information   Establishing FCC Form 470   Service Provider   Contract Dates   **Pricing Confidentiality**   Confirmation

Here you will answer additional questions about applicable publication restrictions on this contract.

### Pricing Confidentiality

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

**Words of Caution:** There must be an actual statute in place. It is not permissible for the vendor to simply state that their pricing is confidential. When in doubt, click on "No"!

# Pricing Confidentiality

If you answer “Yes” to the pricing confidentiality question, you must describe the restriction, provide a citation to a reference document and upload supporting documents.

Form 470

Here you will answer additional questions about applicable publication restrictions on this contract.

### Pricing Confidentiality

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

Restriction Document Upload [?](#)

No file selected.

What is the type of restriction? \*  
-- Select a value --

Restriction Citation [?](#) \*

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# Confirmation Page

A summary page with the contract information will be displayed.

If the information needs to be revised, select “Save and Close” and you can then retrieve the draft information and edit it.

If the information is correct, and you want to finalize the submission, select “Complete.”

*Words of Caution: Once submitted, the information cannot be deleted or revised.*

## Create Contract: Confirmation

School District 6 (BEN: 116) - FY2016 Internet Contract - Contract ID #1

Last Saved: 2/3/2016 9:59 AM EST

Contract Information    Establishing FCC Form 470    Service Provider    Contract Dates    Pricing Confidentiality    **Confirmation**

Please review the information and submit the information below to complete this contract.

### Contract Information

Nickname	FY2016 Internet Contract	Contract ID	1
Can Other Applicants Piggy Back Off This Contract?	No	Contract Number	
Piggy Backed Off Another Contract?	No	Based on a State Master Contract?	No
		Based on a Multiple Award Schedule?	No

### Establishing FCC Form 470

Establishing FCC Form 470	#100000151	Number of Bids Received	1
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### Service Provider

Service Provider	USAC Service Provider Organization 1 (SPIN: 14010001)	Account Number	
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### Contract Dates

Award Date	2/1/2016	Multi-Year Contract?	No
Includes Voluntary Extensions?	No		

### Pricing Confidentiality

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

### Supporting Documents

Document	Description
FY2016 Internet Contract	

# Confirmation



- Summary
- News
- Related Actions
- Customer Service
- Additional Information
- Discount Rate
- Contracts**
- FCC Forms

Records / Applicant Entities

#116 - School District 6 [Follow](#)

[Manage Contracts](#)

## Submitted Contracts

Contract ID	Contract Number	Contract Nickname	Award Date	
1		FY2016 Internet Contract	2/1/2016	<a href="#">View</a>

*Submitted contracts appear in the Contracts Module list and can be referenced when filing a Form 471*

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# Editing or Deleting Draft Contract

From your Landing Page, select "Contract" and then select "Manage Contracts." The list of draft contracts will appear. Check the box for the draft and select "Edit" or "Delete."

## Manage Contracts

### Contracts - School District 6 (BEN: 116)

Use the dropdown to select the type of contract you would like to edit or remove. Click the Add a New Contract button at any time to create a new contract for your organization.

Contract Type

#### My Contract Drafts

The grid below contains all of your draft contracts created for this organization.

- To edit a draft contract, select 1 contract from the grid and click the Edit button at the bottom of the form.
- To delete a draft contract, select up to 5 contracts from the grid and click the Delete button at the bottom of the form.

<input checked="" type="checkbox"/>	Contract ID	Contract Number	Contract Nickname	Created	Last Modified
<input checked="" type="checkbox"/>	3		FY2016 Phone Contract	2/3/2016 10:10 AM EST	2/3/2016 10:19 AM EST

[Close](#)

[Add a New Contract](#)

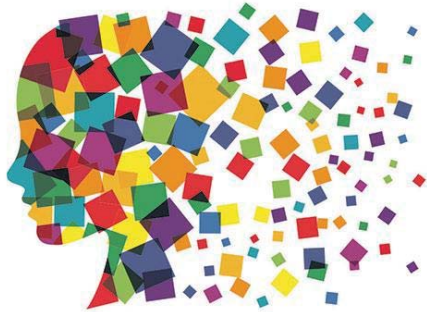
[Edit](#)

[Delete](#)

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# E-rate Form 471 Category 1 Filing Guide FY 2017



## Before Starting Your Form 471...

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-  Confirm all of your schools and NIFs are on your EPC Landing Page under My Entities
  - > Call 888-203-8100 if any are missing
-  Update enrollment/NSLP data in each school's EPC profile
  - > Click on each school > Manage Organization at the top right of the page
-  Complete the Connectivity Questions
  - > Click on District Name > Related Actions > Connectivity Questions
-  Enter Contract Data for each contract in EPC
  - > Click on District Name > Contracts from left toolbar

# Let's Complete a Category 1 Form 471

## Jump to it...

- Voice FRN example – slide 13
- Internet FRN example – slide 37
- Lit Fiber WAN FRN example – slide 62
- Cellular FRN (MTM) example – slide 96

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## From Your EPC Landing Page

### My Landing Page



Welcome, BLUE RIBBON SCHOOL DISTRICT - PARENT ENTITY!

[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [Manage Users](#)  
| [Manage Organizations](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

### My Entities

Entity	Entity Number	City	State	Zip Code
BLUE RIBBON SCHOOL DISTRICT - PARENT ENTITY	108	Springfield	PA	19064
Plainfield Elementary School	109	Springfield	PA	19064
Jacksonville Elementary School	110	Springfield	PA	19064
Maintenance Garage NIF	111	Springfield	PA	19064

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# Application Nickname

**FCC Form 471 - Funding Year 2016** This heading will change to FY 2017.

**BLUE RIBBON SCHOOL DISTRICT - PARENT ENTITY (BEN: 108)**

Last Saved:

Basic Information

Entity Information

Funding Requests

Connectivity Information

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.

## Billed Entity Information

BLUE RIBBON SCHOOL DISTRICT - PARENT ENTITY  
100 Main Street  
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.  \*

FY 2016 - Blue Ribbon SD - Category 1 Form 471

**FCC Form 471 Help** 

Enter a really descriptive nickname so you can easily find the form in your Task Bar later, such as "FY 2017 Category 1 Form 471."

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# Identifying Correct Contact Person

## Contact Information

Are you the main contact person? \*

**Holiday / Summer Contact Information**

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 else should get correspondence about this application, select "No" and then select one of the other "users" in your EPC account.

*Holiday/summer contact is optional.*

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# 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 ✓

- Voice
- Data Transmission and/or Internet Access

Category 2

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

## FCC Form 471 Help

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Discard Form

Save & Continue

Select either "Category 1" or "Category 2."  
For this Form 471 example, we are filing for Category 1 services.

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# District Entity Information

Basic Information

Entity Information

Funding Requests

Connectivity Information

Certify

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.

BEN Name	BEN	Urban or Rural	State LEA ID	State School ID	NCES Code	School District Attributes	Endowment Amount
BLUE RIBBON SCHOOL DISTRICT - PARENT ENTITY	108	Urban	N/A	N/A		Public School District	None

## FCC Form 471 Help

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Discard Form

Save & Share

Save & Continue

This page 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 471 name to re-enter the application.

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# School Entity Information

## Related Entity(ies) Information

### Entity Details

Entity Name	Entity Number	Urban or Rural	NIF	State LEA ID	State School ID	NCES Code	# of students that attend this school full time or part time	Student Count Based on Estimate	Alternative Discount	CEP Percentage	School Attributes
Jacksonville Elementary School	110	Urban	No				123	N/A	None	N/A	Public School
Maintenance Garage NIF	111		Yes	N/A	N/A		N/A	N/A	N/A	N/A	
Plainfield Elementary School	109	Urban	No				312	N/A	N/A	67%	Public School

This page shows discount-related data that was entered into each school's EPC profile.

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	Voice Discount Rate
435	354	81%	Urban	90%	85%	30%

Show Entities

This page shows your discount for each category of service.

The voice discount will be 60% less than the overall discount for FY 2017 due to the voice phase-down.

## Discount Calculation Errors...

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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.

To make a correction, click on the name of the school from your Landing Page, then select Manage Organization to make edits to the data.

*(If you are a library and receive this error, you must contact the district and ask them to make the edits to the affected school's EPC profiles.)*

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## Creating Your Funding Requests

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- There are two required elements to each funding request:
  1. **FRN Key Information**
    - Indicates if it's for voice or data/Internet
    - Links to the relevant contract (or indicates it's MTM service)
    - Describe FRN in narrative box
  2. **FRN Line Item(s)**
    - Must have separate line items for each new speed or service
    - Gives details about service/bandwidth/purpose
    - Identifies which schools are receiving that service
    - Provides recurring and/or one-time cost data for each line item

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# Example 1: Voice FRN (contract service)

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## FRN Example 1: Voice Funding Request

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- **Assumptions:**
  - Contracted service
  - All buildings receiving the same service
  - 2 FRN line items: PRIs and business lines
    - 2 PRI - \$400 each
    - 60 business lines
    - \$20 worth of DID charges (not eligible)
  - Total monthly invoice - \$2420
    - \$2420 - \$20 DIDs = \$2400
    - \$2400 - \$400 PRIs = \$2000 – Line item 1
    - \$2000/60 lines = \$33.33/line – Line item 2
  - **Line item 1 = 2 @ \$400**
  - **Line item 2 = 60 @ \$33.33**

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# Adding a Voice Funding Request

## Funding Requests

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

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

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.

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# Funding Request Key Information

## Funding Request Key Information

Please enter a Funding Request Nickname here \*

Voice - Frontier

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 2017, you may select "yes" and supply the FRN from last year. If not, select "no."

## Copy FRN

If you want to copy a Funding Request from the current Funding Year, select Copy FRN below

Copy FRN

Use this option to copy FY 2016 similar FRN.

## Service Type

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

Voice

Select either "Voice" or "Data Transmission and/or Internet Access."

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# Copy FRN

**FCC Form 471 - Funding Year 2016**  
SCHOOL DISTRICT OF LANCASTER (BEN: 125812) - Practice 471 FY 2017 - Form # 161061933  
Last Saved: 10/11/2016 10:36 AM EDT

Basic Information   Entity Information   **Funding Requests**   Connectivity Information   Certify

**Search for FRN**

Search by FCC Form 471   Search by FRN Number  
1699130919

Clear Filters   Search

**Select an FRN**

<input type="checkbox"/>	FCC Form 471	FRN Number	FRN Nickname	Service Type	Service Provider Name
<input type="checkbox"/>	161056200	1699130919	Windstream Voice Services	Voice	Windstream Communications, LLC

**FCC Form 471 Help**   Show Help

Back   Cancel   Continue

*Search by 471 # or FRN #.*

*Select Correct FRN #.*

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# Copy FRN Pop-Up Warnings

**Search for FRN**

Search by FCC Form 471   Search by FRN Number  
1699130919

Clear Filters   Search

**Select an FRN**

<input checked="" type="checkbox"/>	FCC Form 471	FRN Number	Service Type	Service Provider Name
<input checked="" type="checkbox"/>	161056200	1699130919	Voice	Windstream Communications, LLC

**FCC Form 471 Help**

**FRN has been successfully copied.**

FCC rules prohibit the funding of duplicate services, which means two funding requests cannot contain the same services delivered to the same locations for the same timeframe. Remember to edit this copied FRN before submitting your application.  
You can now edit the copied FRN.

**Note:** Two FRNs for the same service delivered to the same locations may trigger a heightened scrutiny and review of your Form 471.

Continue

*Choose yes, but be prepared to be patient.*

*If you continue, FRN data will copy and may take up to one minute to complete. Do you wish to continue?*  
No   Yes

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# Contract vs. MTM

## FRN Contract

How are the services for this FRN being purchased?

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



Select either "Contract" or "Month-to-Month." Rarely will you select "Tariff." Since this FRN is for contracted service, we will select "Contract" here.

# Linking to a Contract

Click "Search" to see all your contracts listed.

## Associate a Contract

Search by Creating Organization BEN  Search by Nickname (All or Partial)

Search by Contract ID  Search by Contract No.

Since "Contract" was selected on the previous screen, the next screen will require the linkage to a contract you already have entered in the EPC Contract Module.

You must have your contracts entered in your EPC portal in order for this to work. (However, you are not required to upload the actual contract into EPC.)

If you have not yet entered your contract(s), from your Landing Page, select District Name and Contracts from menu on left.



# Choosing the Appropriate Contract

## Associate a Contract

Search by Creating Organization BEN: 108

Search by Nickname (All or Partial):

Search by Contract ID:

Search by Contract No.:

Clear Filters Search

<input type="checkbox"/>	Contract ID	Contract Number	Nickname	Award Date	Creating Organization BEN
<input type="checkbox"/>	628		2016 - Switches - Aruba Contract	3/8/2016	108
<input type="checkbox"/>	716		2014 - Lit Fiber WAN - PenTeleData Contract	3/1/2016	108
<input checked="" type="checkbox"/>	742		2016 - Voice - Frontier Contract	3/5/2016	108

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

# Linking to a Contract

## Contract Summary - 2016 - Voice - Frontier Contract

Contract Number	Account Number
Establishing FCC Form 470 #160000091	Service Provider USAC Service Provider Organization 1 (SPIN: 14010001)
Award Date 3/5/2016	Includes Voluntary Extensions? No
Expiration Date (All Extensions)	Remaining Voluntary Extensions
	Total Remaining Contract Length

## Pricing Confidentiality

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

After selecting the correct contract, you will see a summary of the contract information from EPC.

# Entering Service Start and Contract Expiration Dates

**Pricing Confidentiality**

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

**Contract Information (Additional)**

What is the service start date?\*

  
Enter the date when services will start in this Funding Year (e.g., July 1, 2016).

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

Service Start Date:  
For FY 2017, the system will automatically enter 7/1/2017 as SSD which is generally accurate for Category 1 requests.

Contract Expiration Date:  
You will need enter the CED for your contract. Don't exclude any future extensions.

# FRN Narrative Box

## FCC Form 471 - Funding Year 2016

School District 1 (BEN: 145) - Category 1 - Form # 161000108

Last Saved: 2/11/2016 1:24 PM EST

Basic Information    Entity Information    **Funding Requests**    Connectivity Information    Certify

### Narrative

Provide a brief explanation of the products and services that you are requesting or provide any other relevant information regarding this Funding Request\*

Back    Cancel

Save & Continue

Provide a brief narrative that will give enough details so your PIA reviewer understands the services you are requesting. Hint: Don't provide too much information here. Something simple like "local and long distance voice services for entire district" is fine.

# Adding FRN Line Items

## 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="#">1699000641</a>	Voice - Frontier	0	

[Add FRN](#) [Edit FRN](#) [Remove FRN](#)



This is the [Main FRN Page](#). The next step is to add an FRN Line Item(s).

Click the [blue FRN number](#) to add an FRN Line Item which will provide additional details and costs for this funding request.

# Adding FRN Line Item - PRIs

## FRN Line Items for FRN #1699000641 - Voice - Frontier

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

[Add New FRN Line Item](#) [Remove FRN Line Item](#)



Select "Add New FRN Line Item."

## Adding a PRI Line Item

### Product and Service Details for new FRN Line Item for FRN #1699000641 - Voice - Frontier

Function ⓘ\*

Voice

Type of Connection\*

ISDN-PRI

Select "Voice" for the Function and select accurate Type of Connection - "ISDN-PRI" in this example.

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## Entering Monthly PRI Costs

Use the total unit monthly cost for one line.

### Cost Calculation for new FRN Line Item for FRN #1699000641 - Voice - Frontier

Monthly Cost		One-time Cost	
Monthly Recurring Unit Cost	\$400.00	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	= \$400.00	One-time Eligible Unit Cost	= \$0.00
Monthly Quantity	2	One-time Quantity	0
Total Monthly Eligible Recurring Costs	= \$800.00	Total Eligible One-time Costs	= \$0.00
Months of Service	x 12	<b>Summary</b>	
Total Eligible Recurring Costs	= \$9,600.00	Total Eligible Recurring Costs	\$9,600.00
		Total Eligible One-time Costs	+ \$0.00
		Pre-Discout Extended Eligible Line Item Cost	= \$9,600.00

List any ineligible costs here.

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

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

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## Identifying Recipients of Service for this Line Item

### Manage Recipients of Service

Is every entity for this organization receiving service?

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

### Selected Entities

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

## Confirming Recipients of Service for this Line Item

### Recipients of Service for FRN Line Item #1699000641.001

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

This page summarizes action of previous page.

# FRN Line Item Page: Adding an Additional FRN Line Item

## FRN Line Items for FRN #1699000641 - Voice - Frontier

<input type="checkbox"/>	FRN Line Item Number ↓	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	1699000641.001	Voice	ISDN-PRI	2	0	\$9,600.00

[Add New FRN Line Item](#) [Remove FRN Line Item](#)

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

[Back](#) [Discard Form](#) [Save & Share](#) [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 Local/Long Distance Line Item

## Product and Service Details for new FRN Line Item for FRN #1699000641 - Voice - Frontier

Function ⓘ\*

Voice

Type of Connection\*

Local/Long Distance Service

Select "Voice" for the Function and select accurate Type of Connection - "Local/Long Distance Service" in this example.

## Entering Monthly Local/LD Costs

Use the total unit monthly cost for one line.

List any ineligible costs here.

**Cost Calculation for FRN Line Item #1699000641.002**

Monthly Cost		One-Time Cost	
Monthly Recurring Unit Cost	\$33.33	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	= \$33.33	One-time Eligible Unit Cost	= \$0.00
Monthly Quantity	60	One-time Quantity	0
Total Monthly Eligible Recurring Costs	= \$1,999.80	Total Eligible One-time Costs	= \$0.00
Months of Service	x 12	<b>Summary</b>	
Total Eligible Recurring Costs	= \$23,997.60	Total Eligible Recurring Costs	\$23,997.60
		Total Eligible One-time Costs	+ \$0.00
		Pre-Discout Extended Eligible Line Item Cost	= \$23,997.60

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

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

## Identifying Recipients of Service for this Line Item

**Manage Recipients of Service**

Is every entity for this organization receiving service?

**Selected Entities**

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

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

# Confirming Recipients of Service for this Line Item

## Recipients of Service for FRN Line Item #1699000641.001

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

This page summarizes action of previous page.

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# Reviewing FRN Line Items

## FRN Line Items for FRN #1699000641 - Voice - Frontier

<input type="checkbox"/>	FRN Line Item Number	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	1699000641.002	Voice	Local/Long Distance Service	60	0	\$23,997.60
<input type="checkbox"/>	1699000641.001	Voice	ISDN-PRI	2	0	\$9,600.00

Add New FRN Line Item

Remove FRN Line Item

## FCC Form 471 Help

Show Help

Back

Discard Form

Save & Share

Continue

If you have another Voice Line Item, click here. Otherwise, click "Continue" to return to the main FRN page.

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Example 2:  
Internet Access FRN  
(bundled with transport)  
(contract service)

---

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## FRN Example 2: Internet Access

---

- **Assumptions:**
  - Contracted service
  - 1 FRN line item
  - Internet combined with fiber transport
  - 500 mbps of Internet
  - Total monthly invoice - \$1200

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# Main FRN Page

**BLUE RIBBON SCHOOL DISTRICT - PARENT ENTITY (BEN: 108) - FY 2016 - Category 1 - Form 471 - Form # 161000626**

Last Saved: 4/3/2016 1:38 PM EDT

Basic Information    Entity Information    **Funding Requests**    Connectivity Information    Certify

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

## Funding Requests

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

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	1699000641	Voice - Frontier	2	\$6,719.52

Click "Add FRN" to add an additional Category 1 FRN.

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# 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?

If you requested this service last year and the contract is continuing for FY 2017, you may select "yes" and supply the FRN from last year. If not, select "no."

## Copy FRN

If you want to copy a Funding Request from the current Funding Year, select the FRN number.

Use this option to copy FY 2016 similar FRN.

## 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."

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# Copy FRN

**FCC Form 471 - Funding Year 2016**  
SCHOOL DISTRICT OF LANCASTER (BEN: 125812) - Practice 471 FY 2017 - Form # 161061933  
Last Saved: 10/11/2016 10:36 AM EDT

Basic Information   Entity Information   **Funding Requests**   Connectivity Information   Certify

**Search for FRN**

Search by FCC Form 471   Search by FRN Number  
1699130919

Clear Filters   Search

**Select an FRN**

<input type="checkbox"/>	FCC Form 471	FRN Number	FRN Nickname	Service Type	Service Provider Name
<input checked="" type="checkbox"/>	161056200	1699130919	Windstream Voice Services	Voice	Windstream Communications, LLC

**FCC Form 471 Help**  
Show Help

Back   Cancel   Continue

**Search by 471 # or FRN #.**

**Select Correct FRN #.**

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# Copy FRN Pop-Up Warnings

**Search for FRN**

Search by FCC Form 471   Search by FRN Number  
1699130919

Clear Filters   Search

**Select an FRN**

<input checked="" type="checkbox"/>	FCC Form 471	FRN Number	Service Type	Service Provider Name
<input checked="" type="checkbox"/>	161056200	1699130919	Voice	Windstream Communications, LLC

**FCC Form 471 Help**

**Choose yes, but be prepared to be patient.**

If you continue, FRN data will copy and may take up to one minute to complete. Do you wish to continue?  
No   Yes

**FCC Form 471 - Funding Year 2016**  
SCHOOL DISTRICT OF LANCASTER (BEN: 125812) - Practice 471 FY 2017 - Form # 161061933  
Last Saved: 10/11/2016 10:36 AM EDT

Basic Information   Entity Information   **Funding Requests**   Connectivity Information   Certify

**FRN has been successfully copied.**

FCC rules prohibit the funding of duplicate services, which means two funding requests cannot contain the same services delivered to the same locations for the same timeframe. Remember to edit this copied FRN before submitting your application.  
You can now edit the copied FRN.

**Note: Two FRNs for the same service delivered to the same locations may trigger a heightened scrutiny and review of your Form 471.**

Continue

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# Contract vs. MTM

## FRN Contract

How are the services for this FRN being purchased?

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

Contract  Tariff  Month-to-Month

Select either "Contract" or "Month-to-Month." Rarely will you select "Tariff." Select "Contract" for this contract FRN.

# Linking to a Contract

Click "Search" to see all your contracts listed.

## Associate a Contract

Search by Creating Organization BEN

Search by Nickname (All or Partial)

Search by Contract ID

Search by Contract No.

Since "Contract" was selected on the previous screen, you will be prompted to search for all of the contracts you have entered in the EPC Contract Module.

You must have your contracts entered in your EPC portal in order for this to work. (However, you are not required to upload the actual contract into EPC.)

If you have not yet entered your contract(s), from your Landing Page, select District Name and Contracts from menu on left.

# Choosing the Appropriate Contract

<input type="checkbox"/>	Contract ID	Contract Number	Nickname	Award Date	Creating Organization BEN
<input type="checkbox"/>	143		2015 Sunesys Lit Fiber WAN Contract	1/3/2016	108
<input type="checkbox"/>	583		2014 - Fiber WAN - Comcast	3/7/2016	108
<input checked="" type="checkbox"/>	624		2016 - Internet - Zito Contract	3/14/2016	108
<input type="checkbox"/>	625		2016 - Ruckus Wireless - Vendor AAA Contract	3/14/2016	108
<input type="checkbox"/>	627		2016 - Structured Cabling - Vendor BBB Contract	3/7/2016	108

## Contract Summary - 2016 - Internet - Zito Contract

Contract Number	Account Number	1234456
Establishing FCC Form 470 #160000114	Service Provider	USAC Service Provider Organization 1 (SPIN: 14010001)
Award Date 3/14/2016	Includes Voluntary Extensions?	Yes
Expiration Date (All Extensions) 6/30/2018	Remaining Voluntary Extensions	1
	Total Remaining Contract Length	24

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

## Pricing Confidentiality

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

## Contract Information (Additional)

What is the service start date? \*

Enter the date when services will start in this Funding Year (e.g., July 1, 2016).


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

**Service Start Date:**  
For FY 2017, the system will automatically enter 7/1/2017 as SSD which is generally accurate for Category 1 requests.

**Contract Expiration Date:**  
You will need enter the CED for this contract. Don't include any future extensions.

# Special Fiber FRN Question – ‘No’ for Most

## Fiber Request Key Information

Does this FRN include a request for dark fiber, a self-provisioned network, special construction costs to deploy new broadband networks, Network Equipment such as modulating electronics and other equipment necessary to make a broadband service functional, or maintenance and operation costs? 

Most applicants will answer “No” to this question. The only applicants that should answer “Yes” are those that are “purchasing/owning” fiber, equipment to support the fiber or maintenance of that fiber.

If your FRN is for leased lit fiber, then select “No.”

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## FRN Narrative Box

### FCC Form 471 - Funding Year 2016

School District 1 (BEN: 145) - Category 1 - Form # 161000108

Last Saved: 2/11/2016 1:24 PM EST

Basic Information    Entity Information    **Funding Requests**    Connectivity Information    Certify

#### Narrative

Provide a brief explanation of the products and services that you are requesting or provide any other relevant information regarding this Funding Request.

Provide a brief narrative that will give enough details so your PIA reviewer understands the services you are requesting. Hint: Don't provide too much information here. Something simple like “500 mbps of Internet bundled with transport delivered to XXX address” is fine.

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# Adding an FRN Line Item

## 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="#">1699000642</a>	Internet Access - Zito	0	
<input type="checkbox"/>	<a href="#">1699000641</a>	Voice - Frontier	2	\$6,719.52

Add FRN

Edit FRN

Remove FRN

This is the Main FRN Page, now showing the Internet Access request just created. The next step is to add an FRN Line Item(s).

Click the **blue** FRN number to add an FRN Line Item which will provide additional details and costs for this funding request.

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# Adding FRN Line Item

## FRN Line Items for FRN #1699000642 - Internet Access - Zito

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

Add New FRN Line Item

Remove FRN Line Item

Select "Add New FRN Line Item."

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# Selecting a Purpose and Function

## FCC Form 471 - Funding Year 2016

School District 1 (BEN: 145) - Category 1 - Form # 161000108

Last Saved: 2/11/2016 1:30 PM EST

Basic Information    Entity Information    **Funding Requests**    Connectivity Information    Certify

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

### Product and Service Details for new FRN Line Item for FRN #1699000069 - Internet access

#### 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 \*

Please select a value

Please select a value

- Fiber
- Copper
- Wireless
- Other
- Miscellaneous

**Internet WITH transport**

**District WAN connections**

**Transport from district to ISP**

**Internet WITHOUT transport**

Select the "Purpose" that best matches your funding request. For Internet with Transport, select the first bullet. For Internet that does NOT contain transport, select the last bullet. Then select the Function (method of transport) from the drop-down menu.

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# Choices for Fiber

If you selected "Fiber" for the Function, you must then select the type of fiber among these choices. Most fiber services are considered "Ethernet."

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

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# Selecting a Purpose and Function

## Product and Service Details for new FRN Line Item for FRN #1699000642 - Internet Access - Zito

### 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 

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# Enter Internet Bandwidth

## Bandwidth Speed for new FRN Line Item for FRN #1699000642 - Internet Access - Zito

### Bandwidth Download Speed \*

500.000

### Bandwidth Download Units \*

Mbps 

### Bandwidth Upload Speed \*

500.000


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

### Bandwidth Upload Units \*

Mbps 

### Burstable Bandwidth?

Yes

No 

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# Answer Connection Questions

Note: These questions are not self-explanatory. For Internet being used by more than one building, select "No" and "No." This includes Internet delivered to a hub site and then shared with other buildings. If Internet is just being used by a single building, select "Yes" and "No."

## Connection Information for new FRN Line Item for FRN #1699000642 - Internet Access - Zito

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

Yes No ✓

Does this include firewall services?\*

Yes No ✓

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

Yes No ✓

Connection used by\*

All buildings/sites listed

Answer if the connection is being used by:

- All Buildings (most common answer)
- One Building
- Multiple Buildings

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## Next Step: Listing Costs

- The next screen asks us to enter the costs related to this FRN Line Item.
- We will use these assumptions:
  - 1 FRN line item
  - Internet combined with fiber transport
  - 500 mbps of Internet
  - Total monthly invoice - \$1200

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## Entering Monthly Cost

Use the total monthly cost for the service.

### Cost Calculation for new FRN Line Item for FRN #1699000642 - Internet Access - Zito

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

List the # of circuits for this FRN Line Item. Most common answer for Internet FRNs is 1.

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

## Identifying Recipients of Service for this Line Item

### 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

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

# Confirming Recipients of Service for this Line Item

## Recipients of Service for FRN Line Item #1699000642.001

BEN	Name
10602	Anderson Elementary School
10606	Blue Ribbon School District Office
10600	Bluford Middle School
10598	Boone Middle School
10603	Buchanan Elementary School

This page summarizes action of previous page.

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# Reviewing Line Items

## FRN Line Items for FRN #1699000642 - Internet Access - Zito

<input type="checkbox"/>	FRN Line Item Number ↓	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	1699000642.001	Fiber	Ethernet	1	0	\$14,400.00

Add New FRN Line Item

Remove FRN Line Item

## FCC Form 471 Help

Show Help

Back

Discard Form

Save & Share

Continue

If you have another Internet Line Item, click [here](#). Otherwise, click "Continue" to return to the main FRN page.

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# Main FRN Page

---

## Funding Requests

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

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	<a href="#">1699000642</a>	Internet Access - Zito	1	\$8,640.00
<input type="checkbox"/>	<a href="#">1699000641</a>	Voice - Frontier	2	\$6,719.52

[Add FRN](#) [Edit FRN](#) [Remove FRN](#)

Click "Add FRN" to add an additional Category 1 FRN.

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Example 3:  
Lit Fiber WAN  
(contract service)

---

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# FRN Example 3: Lit Fiber WAN

- **Assumptions:**
  - Contracted service
  - 3 FRN line items:
    - 1 building at 10 GB - \$2000/circuit
    - 12 buildings at 1 GB - \$1000/circuit
    - \$350 taxes/fees
  - Total monthly invoice - \$14,350
    - 1 @ \$2000 = \$2000
    - 12 @ \$1000 = \$12,000
    - 1 @ \$350

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## Entering FRN Key Information

**Funding Request Key Information**

Please enter a Funding Request Nickname here [?](#)

Lit Fiber WAN - Comcast

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

Yes  No ✓

**Copy FRN**

If you want to copy a Funding Request from the current Funding Year

Copy FRN

**Service Type**

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

Data Transmission and/or Internet Access

Provide a descriptive nickname for each funding request.

If you requested this service last year and the contract is continuing for FY 2017, you may select "Yes" and supply the FRN from last year. If not, select "No."

Use this feature to copy FY 2016 similar FRN.

Select "Data Transmission and/or Internet Access."

64

# Copy FRN

**FCC Form 471 - Funding Year 2016**  
SCHOOL DISTRICT OF LANCASTER (BEN: 125812) - Practice 471 FY 2017 - Form # 161061933  
Last Saved: 10/11/2016 10:36 AM EDT

Basic Information   Entity Information   **Funding Requests**   Connectivity Information   Certify

**Search for FRN**

Search by FCC Form 471   Search by FRN Number  
1699130919

Clear Filters   Search

**Select an FRN**

<input type="checkbox"/>	FCC Form 471	FRN Number	FRN Nickname	Service Type	Service Provider Name
<input checked="" type="checkbox"/>	161056200	1699130919	Windstream Voice Services	Voice	Windstream Communications, LLC

**FCC Form 471 Help**  
Show Help

Back   Cancel   Continue

**Search by 471 # or FRN #.**

**Select Correct FRN #.**

65

# Copy FRN Pop-Up Warnings

**Search for FRN**

Search by FCC Form 471   Search by FRN Number  
1699130919

Clear Filters   Search

**Select an FRN**

<input checked="" type="checkbox"/>	FCC Form 471	FRN Number	Service Type	Service Provider Name
<input checked="" type="checkbox"/>	161056200	1699130919	Voice	Windstream Communications, LLC

**FCC Form 471 Help**

**Choose yes, but be prepared to be patient.**

If you continue, FRN data will copy and may take up to one minute to complete. Do you wish to continue?  
No   Yes

**FCC Form 471 - Funding Year 2016**  
SCHOOL DISTRICT OF LANCASTER (BEN: 125812) - Practice 471 FY 2017 - Form # 161061933  
Last Saved: 10/11/2016 10:36 AM EDT

Basic Information   Entity Information   **Funding Requests**   Connectivity Information   Certify

**FRN has been successfully copied.**

FCC rules prohibit the funding of duplicate services, which means two funding requests cannot contain the same services delivered to the same locations for the same timeframe. Remember to edit this copied FRN before submitting your application.  
You can now edit the copied FRN.

**Note: Two FRNs for the same service delivered to the same locations may trigger a heightened scrutiny and review of your Form 471.**

Continue

66

# 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." Rarely will you select "Tariff." Since this FRN is for contracted service, select "Contract."

67

# Linking to a Contract

Click "Search" to see all your contracts listed.

## Associate a Contract

Search by Creating Organization BEN

108

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 then be prompted to search all of the contracts you have entered in the EPC Contract Module.

You must have your contracts entered in your EPC portal in order for this to work. (However, you are not required to upload the actual contract into EPC.)

If you have not yet entered your contract(s), from your Landing Page, select District Name and Contracts from menu on left.

68



# Linking to a Contract

Select which contract corresponds to your service.

## Associate a Contract

Search by Creating Organization BEN

108

Search by Nickname (All or Partial)

Search by Contract ID

Search by Contract No.

Clear Filters

Search

<input type="checkbox"/>	Contract ID	Contract Number	Nickname	Award Date	Creating Organization BEN
<input type="checkbox"/>	143		2015 Sunesys Lit Fiber WAN Contract	1/3/2016	108
<input checked="" type="checkbox"/>	583		2014 - Fiber WAN - Comcast	3/7/2016	108
<input type="checkbox"/>	624		2016 - Internet - Zito Contract	3/14/2016	108
<input type="checkbox"/>	625		2016 - Ruckus Wireless - Vendor AAA Contract	3/14/2016	108
<input type="checkbox"/>	627		2016 - Structured Cabling - Vendor BBB Contract	3/7/2016	108

1-5 of 8

69

# Entering Service Start and Contract Expiration Dates

## Contract Information (Additional)

What is the service start date? \*

Enter the date when services will start in this Funding Year (e.g., July 1, 2016).

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

6/30/2020

**Service Start Date:**  
For FY 2017, the system will automatically enter 7/1/2017 as SSD which is generally accurate for Category 1 requests.

**Contract Expiration Date:**  
You will need enter the CED for this contract, not including voluntary extensions (unless you will be in an extension term for FY 2017).

70

# Special Fiber FRN Question – ‘No’ for Most

## Fiber Request Key Information

Does this FRN include a request for dark fiber, a self-provisioned network, special construction costs to deploy new broadband networks, Network Equipment such as modulating electronics and other equipment necessary to make a broadband service functional, or maintenance and operation costs? \*

Most applicants will answer “No” to this question. The only applicants that should answer “Yes” are those that are “purchasing/owning” fiber, equipment to support the fiber or maintenance of that fiber.

If your FRN is for leased lit fiber, enter “No.”

71

# FRN Narrative Box

## FCC Form 471 - Funding Year 2016

School District 1 (BEN: 145) - Category 1 - Form # 161000108

Last Saved: 2/11/2016 1:24 PM EST

Basic Information    Entity Information    **Funding Requests**    Connectivity Information    Certify

### Narrative

Provide a brief explanation of the products and services that you are requesting or provide any other relevant information regarding this Funding Request

Provide a brief narrative that will give enough details so your PIA reviewer understands the services you are requesting. Hint: Don't provide too much information here. Something simple like “Lit Fiber Wide Area Network connecting all school buildings” is fine.

72

# Adding an FRN Line Item

## 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="#">1699000643</a>	Lit Fiber WAN - Comcast	0	
<input type="checkbox"/>	<a href="#">1699000642</a>	Internet Access - Zito	1	\$8,640.00
<input type="checkbox"/>	<a href="#">1699000641</a>	Voice - Frontier	2	\$6,719.52

[Add FRN](#) [Edit FRN](#) [Remove FRN](#)

This is the Main FRN Page, now showing the Lit Fiber WAN request just created. The next step is to add an FRN Line Item(s).

Click the blue FRN number to add an FRN Line Item which will provide additional details and costs for this funding request.

73

# Adding an FRN Line Item

## FRN Line Items for FRN #1699000643 - Lit Fiber WAN - Comcast

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

[Add New FRN Line Item](#) [Remove FRN Line Item](#)

Select "Add New FRN Line Item."

In this example, we will next enter a Line Item for the 1, 10-GB connection.

74

# Selecting a Purpose and Function

*Internet WITH transport*

**District WAN connections**

*Transport from district to ISP*

*Internet WITHOUT transport*

**Product and Service Details for new FRN Line Item for FRN #1699000643 - Lit Fiber WAN - Comcast**

**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 "Purpose" that best matches your funding request. For District WAN connections, select the second bullet - Data Connection between two or more sites entirely within an applicant's network.

Then select the "Function" (method of transport) and "Type of Connection" from the drop-down menus. These will usually be Fiber and Ethernet.

75

# Enter Connection Speed

## Bandwidth Speed for FRN Line Item #1699000643.001

**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 ✓

For this Line Item, we are applying for the single 10 GB connection.

## For a Connection to a Single School

Note: These questions are not self-explanatory.  
For WAN connections, select "No" and "Yes."

### Connection Information for new FRN Line Item for FRN #1699000643 - Lit Fiber WAN - Comcast

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

Yes No ✓

Does this include firewall services? \*

Yes No ✓

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

Yes ✓ No

Connection used by \*

One building/site listed

Answer if service for this Line Item is being delivered to:

- All Buildings (most common answer)
- One Building
- Multiple Buildings

77

## Next Step: Listing Costs

- The next screen asks us to enter the costs related to this FRN Line Item.
- We will use these assumptions:
  - 3 FRN Line Items:
    - 1 building at 10 GB - \$2000/circuit
    - 12 buildings at 1 GB - \$1000/circuit
    - \$350 taxes/fees

78

## Enter Monthly Costs for This Line Item

Use the total monthly cost for the service.

### Cost Calculation for new FRN Line Item for FRN #1699000643 - Lit Fiber WAN - Comcast

Monthly Cost		One-Time Cost	
Monthly Recurring Unit Cost	\$2,000.00	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	= \$2,000.00	One-time Eligible Unit Cost	= \$0.00
Monthly Quantity	1	One-time Quantity	0
Total Monthly Eligible Recurring Costs	= \$2,000.00	Total Eligible One-time Costs	= \$0.00
Months of Service	x 12	<b>Summary</b>	
Total Eligible Recurring Costs	= \$24,000.00	Total Eligible Recurring Costs	\$24,000.00
		Total Eligible One-time Costs	+ \$0.00
		Pre-Discout Extended Eligible Line Item Cost	= \$24,000.00

List the # of circuits for this FRN Line Item.

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

79

## Select the Building Receiving Service

### Manage Recipients of Service

Is every entity for this organization receiving service?

Yes  No

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

### All Entities

Search by BEN

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

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

Then we selected the building receiving the service.

# Confirming Recipients of Service for this Line Item

## Recipients of Service for FRN Line Item #1699000643.001

BEN	Name
109	Plainfield Elementary School

This page just summarizes who we indicated were the buildings receiving the service for this Line Item.

81

# Adding an Additional FRN Line Item

## FRN Line Items for FRN #1699000643 - Lit Fiber WAN - Comcast

<input type="checkbox"/>	FRN Line Item Number ↓	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	1699000643.001	Fiber	Ethernet	1	0	\$24,000.00

Add New FRN Line Item

Remove FRN Line Item

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.

In this example, we will next enter a Line Item for the 12, 1-GB connections.

82

# Selecting a Purpose and Function

*Internet WITH transport*

**District WAN connections**

*Transport from district to ISP*

*Internet WITHOUT transport*

**Product and Service Details for new FRN Line Item for FRN #1699000643 - Lit Fiber WAN - Comcast**

**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 "Purpose" that best matches your funding request. For District WAN connections, select the second bullet - Data Connection between two or more sites entirely within an applicant's network. Then select the "Function" (method of transport) and "Type of Connection" from the drop-down menus. These will usually be Fiber and Ethernet.

83

# Enter Connection Speed

**Bandwidth Speed for FRN Line Item #1699000643.002**

**Bandwidth Download Speed** \*

1.000

**Bandwidth Download Units** \*

Gbps

**Bandwidth Upload Speed** \*

1.000

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

**Bandwidth Upload Units** \*

Gbps

**Burstable Bandwidth?**

Yes No ✓

For this Line Item, we are applying for the 1 GB connections.



# Connection Information

Note: These questions are not self-explanatory. For WAN connections, select "No" and "Yes."

## Connection Information for new FRN Line Item for FRN #1699000643 - Lit Fiber WAN - Comcast

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

Does this include firewall services?\*

Yes No ✓

Yes No ✓

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

Yes ✓ No

Connection used by\*

Multiple buildings/sites listed

Select whether service for this Line Item is being delivered to:

- All Buildings (most common answer)
- One Building
- Multiple Buildings

We selected "Multiple Building" because this line item is used by 12 of the District's 13 buildings.

85

# Enter Monthly Costs for This Line Item

Use the total monthly cost for the service.

## Cost Calculation for new FRN Line Item for FRN #1699000643 - Lit Fiber WAN - Comcast

Monthly Cost		One-Time Cost	
Monthly Recurring Unit Cost	\$1,000.00	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	= \$1,000.00	One-time Eligible Unit Cost	= \$0.00
Monthly Quantity	12	One-time Quantity	0
Total Monthly Eligible Recurring Costs	= \$12,000.00	Total Eligible One-time Costs	= \$0.00
Months of Service	x 12	<b>Summary</b>	
Total Eligible Recurring Costs	= \$144,000.00	Total Eligible Recurring Costs	\$144,000.00
		Total Eligible One-time Costs	+ \$0.00
		Pre-Discout Extended Eligible Line Item Cost	= \$144,000.00

List the # of circuits for this FRN Line Item.

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

86

# Select the Buildings Receiving Service

## Manage Recipients of Service

Is every entity for this organization receiving service?

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

87

# Select the Buildings Receiving Service

## Recipients of Service for FRN Line Item #1699000643.002

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

Then we selected the buildings receiving the service.

88

## Adding an Additional FRN Line Item

### FRN Line Items for FRN #1699000643 - Lit Fiber WAN - Comcast

<input type="checkbox"/>	FRN Line Item Number ↓	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	1699000643.002	Fiber	Ethernet	12	0	\$144,000.00
<input type="checkbox"/>	1699000643.001	Fiber	Ethernet	1	0	\$24,000.00

Add New FRN Line Item

Remove FRN Line Item

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

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

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

89

## Selecting a Purpose and Function

*Internet WITH transport*

***District WAN connections***

*Transport from district to ISP*

*Internet WITHOUT transport*

### Product and Service Details for FRN Line Item #1699000643.003

#### Purpose ⓘ

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

#### Function ⓘ

Miscellaneous

#### Type of Connection \*

Taxes and USF Fees

Although this Line Item is for taxes and fees, we still must select the same Purpose.

For Function, select "Miscellaneous."  
For Type of Connection, select "Taxes and USF Fees."

90

## Bandwidth: Select Same Bandwidth for Taxes

### Bandwidth Speed for new FRN Line Item for FRN #1699000643 - Lit Fiber WAN - Comcast

Bandwidth Download Speed *	<input type="text" value="1.000"/>	Burstable Bandwidth?
Bandwidth Download Units *	<input type="text" value="Gbps"/>	<input type="button" value="Yes"/> <input checked="" type="button" value="No ✓"/>
Bandwidth Upload Speed *	<input type="text" value="1.000"/>	
<small>Please specify the upload speed if it is different than the download speed.</small>		
Bandwidth Upload Units *	<input type="text" value="Gbps"/>	

91

## Connection Information

### Connection Information for new FRN Line Item for FRN #1699000643 - Lit Fiber WAN - Comcast

Is this a direct connection to a single school, library or a NIF for Internet access? *	Does this include firewall services? *
<input type="button" value="Yes"/> <input checked="" type="button" value="No ✓"/>	<input type="button" value="Yes"/> <input checked="" type="button" value="No ✓"/>
Is this a connection between eligible schools, libraries and NIFs (i.e., a connection that provides a "Wide area network")? *	Connection used by *
<input checked="" type="button" value="Yes ✓"/> <input type="button" value="No"/>	<input type="text" value="All buildings/sites listed"/>

Although this Line Item is for taxes and fees, we still must indicate the Connection Information. Select "No" and "Yes."

Connection used by: "All buildings."

92

## Add Total Taxes/Fees Per Month

Use the total monthly cost for the taxes/fees.

### Cost Calculation for new FRN Line Item for FRN #1699000643 - Lit Fiber WAN - Comcast

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

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

93

## Select Buildings Receiving the Service

### Manage Recipients of Service

Is every entity for this organization receiving service?

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

94

# Reviewing FRN Line Items

## FRN Line Items for FRN #1699000643 - Lit Fiber WAN - Comcast

<input type="checkbox"/>	FRN Line Item Number ↓	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	1699000643.003	Miscellaneous	Taxes and USF Fees	1	0	\$4,200.00
<input type="checkbox"/>	1699000643.002	Fiber	Ethernet	12	0	\$144,000.00
<input type="checkbox"/>	1699000643.001	Fiber	Ethernet	1	0	\$24,000.00

Add New FRN Line Item

Remove FRN Line Item

## FCC Form 471 Help

Show Help

Back

Discard Form

Save & Share

Continue

If you have another Line Item, click [here](#). Otherwise, click "Continue" to return to the main FRN page.

95

## Example 4: Cellular Voice (month-to-month service)

# FRN Example 4: Cellular Voice Funding Request

---

- **Assumptions:**

- Month-to-Month service
- All buildings receiving the same service
- 1 FRN line item:
  - 50 bundled voice/data lines - \$60/line
  - \$30/line for data (not eligible)
  - Eligible cost is \$30 per line
- Total monthly invoice - \$3000
  - \$60 - \$30 (data) = \$30 line for eligible voice charges
  - \$30/line (voice) \* 50 lines = \$1500/month eligible charges

97

## Entering FRN Key Information

---

### Funding Request Key Information

Please enter a Funding Request Nickname here ⓘ\*

Cellular - Verizon Wireless

Provide a descriptive nickname for each funding request.

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

Yes

No ✓

Enter "No" since this is MTM service and not a continuation from prior years.

### Copy FRN

If you want to copy a Funding Request from the current Funding Year, select Copy FRN below

Copy FRN

Ignore this option for MTM service.

### Service Type

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

Voice

Select "Voice."

98

# 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 or FRN.

Select either "Contract" or "Month-to-Month." Rarely will you select "Tariff."  
In this example, we are selecting Month-to-Month as there is no contract.

99

# Bidding Information

## Establishing FCC Form 470

How many bids were received?\*

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?

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.

### Search FCC Forms 470

Search by FCC Form 470 Number

Search by BEN

108

Indicate how many viable bids were received based on this Form 470 procurement.

Select "Yes" (unless you are using the obscure bundled Internet option for small applicants that doesn't require bidding which is highly rare).

Click "Search" to find the FY 2017 Form 470 # that was used to bid this service. Because MTM services must be bid each year, there is no option to select a 470 from a previous year.

100



## Selecting the Form 470

<input type="checkbox"/>	FCC Form 470 Number	Nickname	Funding Year	BEN	BEN Name	Allowable Contract Date	Service Type
<input type="checkbox"/>	160000091	Category 1 Voice Services FY2016	2016	108	BLUE RIBBON SCHOOL DISTRICT - PARENT ENTITY	12/11/2015	Internet Access and/or Telecommunications
<input type="checkbox"/>	160000287	Category 2 Form 470 with RFP TEST	2016	108	BLUE RIBBON SCHOOL DISTRICT - PARENT ENTITY	2/17/2016	Internal Connections

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

101

## Acct # and Service Provider

### Service Provider

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

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

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

Use the search tool below to find the establish

### Search Service Providers

Search for your chosen Service Provider - by SPIN or by Partial Name

Search by SPIN

Search by Name (Full or Partial)

Select the correct Service Provider.

Clear Filters Search

<input type="checkbox"/>	SPIN	Name	Doing Business As	State
<input checked="" type="checkbox"/>	14020001	FCC Service Provider Organization 1		VA
<input type="checkbox"/>	14020002	FCC Service Provider Organization 2		VA
<input type="checkbox"/>	14020003	FCC Service Provider Organization 3		VA

102

## Service Dates

---

### Dates

What is the service start date? \*

Enter the date when services will start in this Funding Year (e.g., July 1, 2016).

When will the services end? \*

The system will automatically pre-populate 7/1/2017 as the Service Start Date which is generally correct for Category 1 services.

You must enter the date services will end within this funding year, which is generally 6/30/2018 (the last date of the funding year).

103

## Pricing Confidentiality

---

### Pricing Confidentiality

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

Yes

No

Answer "No."

104

# 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\*

Click the "Save & Continue" button to complete this step of the FRN creation process. On the next screen, click on the FRN number that was just created to begin adding FRN Line Items and the associated Recipients of Service. If you wish to start another FRN without adding FRN Line Items, click the "Add FRN" button.

Provide a brief narrative that will give enough details so your PIA reviewer understands the services you are requesting. Hint: Don't provide too much information here. Something simple like "Cellular voice service only. All text messaging and data costs have been removed as ineligible."

# Adding an FRN Line Item

## 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="#">1699000644</a>	Cellular - Verizon Wireless	0	
<input type="checkbox"/>	<a href="#">1699000643</a>	Lit Fiber WAN - Comcast	3	\$103,320.00
<input type="checkbox"/>	<a href="#">1699000642</a>	Internet Access - Zito	1	\$8,640.00
<input type="checkbox"/>	<a href="#">1699000641</a>	Voice - Frontier	2	\$6,719.52

[Add FRN](#) [Edit FRN](#) [Remove FRN](#)

This is the Main FRN Page, now showing the Cellular request just created. The next step is to add an FRN Line Item(s).

Click the blue FRN number to add an FRN Line Item which will provide additional details and costs for this funding request.

# Adding an FRN Line Item

## FRN Line Items for FRN #1699000644 - Cellular - Verizon Wireless

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

Add New FRN Line Item

Remove FRN Line Item

Select "Add New FRN Line Item."

In this example, we will enter just a single Line Item.

107

# Selecting Function and Connection

## Product and Service Details for new FRN Line Item for FRN #1699000644 - Cellular - Verizon Wireless

Function ⓘ\*

Voice

Type of Connection\*

Cellular Voice with no Data and/or Text Messaging

For Cellular Voice, select "Voice" and "Cellular Voice with no Data/Text Messaging."

108

## Entering Monthly Costs

Enter the total monthly cost per line.

**Cost Calculation for new FRN Line Item for FRN #169**

Monthly Cost		One-Time Cost	
Monthly Recurring Unit Cost	\$60.00	One-time Unit Cost	\$0.00
Monthly Recurring Unit Ineligible Costs	\$30.00	One-time Ineligible Unit Cost	\$0.00
Monthly Recurring Unit Eligible Costs	= \$30.00	One-time Eligible Unit Cost	= \$0.00
Monthly Quantity	50	One-time Quantity	0
Total Monthly Eligible Recurring Costs	= \$1,500.00	Total Eligible One-time Costs	= \$0.00
Months of Service	x 12	<b>Summary</b>	
Total Eligible Recurring Costs	= \$18,000.00	Total Eligible Recurring Costs	\$18,000.00
		Total Eligible One-time Costs	+ \$0.00
		Pre-Discout Extended Eligible Line Item Cost	= \$18,000.00

Enter the total # of lines.

Enter \$0 for one-time costs.

109

## Identifying Recipients of Service for this Line Item

**Manage Recipients of Service**

Is every entity for this organization receiving service?

**Selected Entities**

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

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

110

# Finished Adding Line Items?

## FRN Line Items for FRN #1699000644 - Cellular - Verizon Wireless

<input type="checkbox"/>	FRN Line Item Number	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	1699000644.001	Voice	Cellular Voice with no Data and/or Text Messaging	50	0	\$18,000.00

Add New FRN Line Item

Remove FRN Line Item

## FCC Form 471 Help

Show Help

Back

Discard Form

Save & Share

Continue

If you have another Line Item, click [here](#). Otherwise, click "Continue" to return to the main FRN page.

111

# Main FRN Page – Review FRN Calculations

## 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="#">1699000644</a>	Cellular - Verizon Wireless	1	\$3,600.00
<input type="checkbox"/>	<a href="#">1699000643</a>	Lit Fiber WAN - Comcast	3	\$103,320.00
<input type="checkbox"/>	<a href="#">1699000642</a>	Internet Access - Zito	1	\$8,640.00
<input type="checkbox"/>	<a href="#">1699000641</a>	Voice - Frontier	2	\$6,719.52

Add FRN

Edit FRN

Remove FRN

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, and then select "Edit FRN."

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# FRN Calculation Review Page

## FRN Calculation for FRN #1699000643 - Lit Fiber WAN - Comcast

Monthly Charges		Total Requested Amount	
Total Monthly Recurring Charges	\$14,350.00	Total Eligible Pre-Discount Recurring Charges	\$172,200.00
Total Monthly Ineligible Charges	- \$0.00	Total Eligible Pre-Discount One-Time Charges	+ \$0.00
Total Monthly Eligible Charges	= \$14,350.00	Total Pre-Discount Charges	= \$172,200.00
Total Number of Months of Service	x 12	Discount Rate	60%
Total Eligible Pre-Discount Recurring Charges	= \$172,200.00	Funding Commitment Request	= \$103,320.00

One-Time Charges	
Total One-Time Charges	\$0.00
Total Ineligible One-Time Charges	- \$0.00
Total Eligible Pre-Discount One-Time Charges	= \$0.00

113

# 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="#">1699000644</a>	Cellular - Verizon Wireless	1	\$3,600.00
<input type="checkbox"/>	<a href="#">1699000643</a>	Lit Fiber WAN - Comcast	3	\$103,320.00
<input type="checkbox"/>	<a href="#">1699000642</a>	Internet Access - Zito	1	\$8,640.00
<input type="checkbox"/>	<a href="#">1699000641</a>	Voice - Frontier	2	\$6,719.52

[Add FRN](#) [Edit FRN](#) [Remove FRN](#)

## FCC Form 471 Help

Show Help

[Back](#) [Discard Form](#)

[Save & Share](#) [Continue to Certification](#)

If you're finished adding FRNs, click "Continue to Certification."

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# Connectivity Questions Responses

**District/System-wide Internet Access Questions**

Does your school district currently aggregate Internet access for the entire district (as opposed to buying Internet access on a building-by-building basis)?  
Yes

Download Speed  
500  
Upload Speed  
500

Download Speed Units  
Mbps  
Upload Speed Units  
Mbps

**Per-Entity Basis Questions**

Entity Name  
BLUE RIBBON SCHOOL DISTRICT - PARENT ENTITY  
Entity Number  
109

Entity Name	BEN	Download	Units	Upload	Units	Connection	WiFi Sufficient	Barriers to Robust Network
Plainfield Elementary School	109	100	Mbps	100	Mbps	Fiber	Mostly	Physical structure or layout of building(s)
Jacksonville Jr/Sr High School	110	1	Gbps	1	Gbps	Fiber	Sometimes	Installation too costly
Gallaudet Elementary School	10597	1	Gbps	1	Gbps	Fiber	Completely	No barriers
Boone Middle School	10598	1	Gbps	1	Gbps	Fiber	Completely	No barriers
Franklin High School	10599	1	Gbps	1	Gbps	Fiber	Completely	No barriers
Bluford Middle School	10600	1	Gbps	1	Gbps	Fiber	Completely	No barriers
Guggenheim Elementary School	10601	1	Gbps	1	Gbps	Fiber	Completely	No barriers

The system will next show the answers you provided in the Connectivity Module in EPC. To complete or edit this information, return to the District's Lightning Bolt Page - "Related Actions" in EPC.

Back Discard Form

Save & Share **Review FCC Form 471**

Select "Review FCC Form 471."

# Creating the Draft Form PDF

one Middle School	10598	1	Gbps	1	Gbps	Fiber	Completely	No barriers
Franklin High School	10599	1	Gbps	1	Gbps	Fiber	Completely	No barriers
Bluford Middle School						Fiber	Completely	No barriers
Guggenheim Elementary School						Fiber	Completely	No barriers
Person Elementary School						Fiber	Sometimes	Equipment too costly
Chanan Elementary School						Fiber	Completely	Equipment too costly
Ess Elementary School						Fiber	Mostly	Physical structure or layout of building(s)

The next step is that EPC will create a PDF of your draft form. Once this is completed, EPC will assign you a task with the options to download the PDF and either send for certification or continue to certification. This task may take some time to be assigned to you. Do you wish to proceed?

Select "Yes" and in about 15 seconds, the system will send a "Task" to your EPC account as well as an e-mail notifying you that the Task has been created.



# Where to See the Draft Form PDF Task

To find the PDF of your Draft Form 471, click on "Tasks" or from the Task Bar in your Landing Page.

News **Tasks (24)** Records Reports Actions School District 1 User 1

**USAC TRAINING**

All >  
Starred ☆

Applications  
EPC Customer Service (2)  
EPC Funding Requests (1)  
EPC Open Competitive Bidding (1)

- Contact Us** ☆  
Create a customer service case
- Create a Whistleblower Case** ☆  
Use this function to report an instance of program rule violations, or waste, fraud and abuse.
- Search and Export Certified FCC Form 471 Funding Request(s)** ☆  
This function allows you to search for certified FCC Forms 471 funding request(s) and export the results.
- Search and Export Certified FCC Forms 470** ☆  
This function allows you to search for certified FCC Forms 470 and export the results.

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# Click on Review PDF Task

News **Tasks (5)** Records Reports Actions

**USAC TRAINING**

Assigned to Me >  
Sent by Me  
Starred ☆

Click here to send a task...

✓ Me  
**Review PDF for FCC Form 471 - #161000626 - FY 2016 - Category 1 - Form 471**  
2 minutes ago ☆

Find the link for the PDF of your Draft 471 in your Task Bar.

**My Tasks**

Name	Received	Status
Edit Form 471 Application	3/31/2016 12:43 PM EDT	Accepted
Review PDF for FCC Form 471 - #161000626 - FY 2016 - Category 1 - Form 471	4/3/2016 7:23 PM EDT	Assigned

Or find the link to the PDF of your Draft 471 in your Landing Page Task Bar.

# Review PDF & Continue to Certification Page

## FCC Form 471 - Funding Year 2016

School District 1 (BEN: 145) - Category 1 - Form # 161000108

Last Saved: 2/14/2016 11:22 AM EST

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

Download Document Link

[USAC\\_FCC\\_FORM\\_471\\_APPLICATION\\_161000108\\_DRAFT](#)

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

Edit Form

Send for Certification

Continue to Certification

- To see the PDF of your Form 471, click on the blue link.
- If you need to make edits, click "Edit Form" to re-enter the form.
- If you are ready to submit the form, check the box and "Continue to Certification."

You must have Full Rights in order to certify the form.

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# Certification Page

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

## Applicant Certifications

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

I certify that the entity I represent or the entities listed on this application have secured access, separately or through this program, to all of the resources, including computers, training, software, internal connections, maintenance, and electrical capacity, necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support. I certify that the entities I represent or the entities listed on this application have secured access to all of the resources to pay the discounted charges for eligible services from funds to which access has been secured in the current funding year. I certify that the Billed Entity will pay the non-discount portion of the cost of the goods and services to the service provider(s).

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# Certification Page

## Total Funding Summary

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

Summary	
Total funding year pre-discount eligible amount on this FCC Form 471	\$220,197.60
Total funding commitment request amount on this FCC Form 471	\$118,679.52
Total applicant non-discount share of the eligible amount	\$101,518.08
Total budgeted amount allocated to resources not eligible for support	\$0.00
Total amount necessary for the applicant to pay the non-discount of eligible and any ineligible amounts	\$101,518.08
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?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
Has a service provider listed on any of the FCC Forms 471 filed by this Billed Entity for this funding year to pay your non-discount share of the eligible amount?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes

Enter the amount you're spending on technology for FY 2017, less any E-rate eligible costs. Don't enter "\$0."

Always select "No."

Always select "No."

# Certification Page

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

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

I certify that the entity responsible for selecting the service provider(s) has reviewed all applicable FCC, state, and local procurement/competitive bidding requirements and that the entity or entities listed on this application have complied with them.

I certify that the entity responsible for selecting the service provider(s) has reviewed all applicable FCC, state, and local procurement/competitive bidding requirements and that the entity or entities listed on this application have complied with them.

I certify that I and the entity(ies) I represent have complied with all program rules and I acknowledge that failure to do so may result in denial of discount funding and/or cancellation of funding commitments. There are signed contracts or other legally binding agreements covering all of the services listed on this FCC Form 471 except for those services provided under non-contracted tariffed or month-to-month arrangements. I acknowledge that failure to comply with program rules could result in civil or criminal prosecution by the appropriate law enforcement authorities.

I acknowledge that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the service, receive an appropriate share of benefits from those services.

I certify that I will retain required documents for a period of at least 10 years (or whatever retention period is required by the rules in effect at the time of this certification) after the later of the last day of the applicable funding year or the service delivery deadline for the associated funding request. I acknowledge that I may be audited pursuant to participation in the schools and libraries program. I certify that I will retain all documents necessary to demonstrate compliance with the statute and Commission rules regarding the application for, receipt of, and delivery of services receiving schools and libraries discounts, and that if audited, I will make such records available to USAC.

I certify that I am authorized to order telecommunications and other supported services for the eligible entity(ies) listed on this application. I certify that I am authorized to submit this request on behalf of the eligible entity(ies) listed on this application, that I have examined this request, that all of the information on this form is true and correct to the best of my knowledge, that the entities that are receiving discounts pursuant to this application have complied with the terms, conditions and purposes of the program, that no kickbacks were paid to anyone and that false statements on this form can be punished by fine or forfeiture under the Communications Act, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001 and civil violations of the False Claims Act.

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.

# Confirmation Page

## Certifier Information

School District 1 (BEN: 145) - Category 1 - Form # 161000108

Last Saved: 2/14/2016 11:46 AM EST

Basic Information    Entity Information    Funding Requests    Connectivity Information    **Certify**

You have successfully filed FCC Form 471 #161000108 for FY 2016

Certification Date

2/14/2016 11:46 AM EST

Authorized Person

Name School District 1 User 1  
Title Administrator  
Employer School District 1  
Address 100 Main Street  
Reinbeck, IA 50069  
Phone 555-555-4444  
Email school.district1.user1@mailinator.com

Close

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

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# To Print a Final Copy of Your Form 471

## FCC Forms

Form Type

Status  All  
 Incomplete  
 Certified

Funding Year

Application Number	Nickname	Funding Year	Status	Certified Date
161000626	FY 2016 - Category 1 - Form 471	2016	Certified	4/4/2016 9:01 AM EDT

On your EPC Landing Page, scroll to the bottom under FCC Forms. Select "Form 471" and "Certified" to see a list of your FY 2017 certified 471s. Click on the blue 471 Application Number.

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# Printing a Final Copy of Your Form 471

Records / FCC Forms 471

## FY 2016 - Category 1 - Form 471 - #161000626 [Follow](#)

### Application Information

Nickname	FY 2016 - Category 1 - Form 471	Created Date	4/3/2016 12:59 PM EDT
Application Number	161000626	Created By	School District 4 User 1
Funding Year	2016	Certified Date	4/4/2016 9:01 AM EDT
Status	Certified	Certified By	School District 4 User 1
Category of Service	Category 1	Last Modified Date	4/4/2016 9:01 AM EDT
		Last Modified By	School District 4 User 1

### Billed Entity Information

BLUE RIBBON SCHOOL DISTRICT - PARENT ENTITY	Billed Entity Number: 108
100 Main Street	FCC Registration Number: D123456789
Springfield, PA 19084	Applicant Type: School District
555-555-5555	
school.district4.user1@mailinator.com	

### Consultant Information

There are currently no consulting firms associated with your organization. If this is in error, please update your organization profile.

### Contact Information

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

### Holiday / Summer Contact Information

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

### FCC Form 471 Generated Documents

FCC Form 471 Version
<a href="#">Original Version</a>

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







# E-rate Form 471 Category 2 Filing Guide FY 2017



## Before Starting Your Form 471...

---

-  Confirm all of your schools and NIFs are on your EPC Landing Page under My Entities
  - > Call 888-203-8100 if any are missing
-  Update enrollment/NSLP data in each school's EPC profile
  - > Click on each school > Manage Organization at the top right of the page
-  Complete the Connectivity Questions
  - > Click on District Name > Related Actions > Connectivity Questions
-  Enter Contract Data for each contract in EPC
  - > Click on District Name > Contracts from left toolbar

# Let's Complete a Category 2 Form 471

## Jump to it...

- Wireless equipment example – slide 13
  - Wireless access points (site specific equipment)
  - Controller (shared equipment used by multiple schools)
- Switches example– slide 49 (site specific equipment)
- Structured cabling example - slide 71
  - Internal wiring/installation (site specific equipment)

3

## From Your EPC Landing Page

### My Landing Page



Welcome, BLUE RIBBON SCHOOL DISTRICT - PARENT ENTITY!

[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [Manage Users](#)  
| [Manage Organizations](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

### My Entities

Entity	Entity Number	City	State	Zip Code
BLUE RIBBON SCHOOL DISTRICT - PARENT ENTITY	108	Springfield	PA	19064
Plainfield Elementary School	109	Springfield	PA	19064
Jacksonville Elementary School	110	Springfield	PA	19064
Maintenance Garage NIF	111	Springfield	PA	19064

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# Application Nickname

**FCC Form 471 - Funding Year 2016** This heading will change to FY 2017.

**BLUE RIBBON SCHOOL DISTRICT - PARENT ENTITY (BEN: 108)**

Last Saved:

Basic Information

Entity Information

Funding Requests

Connectivity Information

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

BLUE RIBBON SCHOOL DISTRICT - PARENT ENTITY  
100 Main Street  
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. \*

FY 2016 - Blue Ribbon SD - Category 2 Form 471

Enter a really descriptive nickname so you can easily find the form in your Task Bar later, such as "FY 2017 Category 2 Form 471."

5

# Identifying Correct Contact Person

## Contact Information

Are you the main contact person? \*

Yes

No

## Holiday / Summer Contact Information

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 else should get correspondence about this application, select "No" and then select one of the other "users" in your EPC account.

*Holiday/summer contact is optional.*

6

# 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

- Voice
- 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 example, we are filing for Category 2 equipment.

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# District Entity Information

Basic Information   **Entity Information**   Funding Requests   Connectivity Information   Certify

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.

BEN Name	BEN	Urban or Rural	State LEA ID	State School ID	NCES Code	School District Attributes	Endowment Amount
BLUE RIBBON SCHOOL DISTRICT - PARENT ENTITY	108	Urban	N/A	N/A		Public School District	None

**FCC Form 471 Help**

Back   Discard Form   Save & Share   Save & Continue

This page 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 471 name to re-enter the application.

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# School Entity Information

## Related Entity(ies) Information

### Entity Details

Entity Name	Entity Number	Urban or Rural	NIF	State LEA ID	State School ID	NCES Code	# of students that attend this school full time or part time	Student Count Based on Estimate	Alternative Discount	CEP Percentage	School Attributes
Jacksonville Elementary School	110	Urban	No				123	N/A	None	N/A	Public School
Maintenance Garage NIF	111		Yes	N/A	N/A		N/A	N/A	N/A	N/A	
Plainfield Elementary School	109	Urban	No				312	N/A	N/A	67%	Public School

This page shows discount-related data that was entered into each school's EPC profile.

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	Voice Discount Rate
435	354	81%	Urban	90%	85%	30%

Show Entities

This page shows your discount for each category of service.

Notice, the maximum C2 discount rate is 85%, even though the C2 discount is 90%. In all other cases, C1 and C2 will be identical (except voice, of course).

## 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.

To make a correction, simply click on the name of the school from you Landing Page, then Manage Organization to make edits to the data.

*(If you are a library and receive this error, you must contact the district and ask them to make the edits to the affected school's EPC profiles.)*

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## Creating Your Funding Requests

---

- There are two required elements to each funding request:
  1. **FRN Key Information**
    - Indicates if it's for internal connections, MIBS, or maintenance
    - Links to the relevant contract (or indicates it's MTM service)
    - Describe FRN in narrative box
  2. **FRN Line Item(s)**
    - Must have separate line items for each new component
    - Gives details about the component/service
    - Identifies which schools are receiving equipment
    - Provides cost data for each line item

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# Example 1: Wireless Equipment

Wireless Access Points (site specific)  
Wireless Controller (shared)

---

13

## FRN Example 1: Wireless Equipment

---

- **Assumptions:**
  - Contracted service (all C2 must be contracted)
    - Be sure to have your contract term dates be: 4/1/2017 – 9/30/2018, if possible
    - Use these dates on your FRN
  - 2 FRN line items: WAPs and Wireless Controller
  - WAPs:
    - 60 WAPs at \$565.00 each
    - Jacksonville School – 10 @ \$565 = \$5,650
    - Plainfield School – 20 @ \$565 = \$11,300
    - Franklin School – 30 @ \$565 = \$16,950
  - Wireless Controller:
    - \$30,000
    - Shared by 3 schools
    - Cost allocated by % student enrollment (not by # of schools such as 1/3, 1/3, 1/3)

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# Adding a Funding Request

## Funding Requests

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

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

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.

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# Funding Request Key Information

## Funding Request Key Information

Please enter a Funding Request Nickname here \*

Wireless Equipment - Ruckus - Vendor AAA

Provide a descriptive nickname for each funding request.

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

If you requested this service last year and the contract is continuing for FY 2017, you may select "Yes" and supply the FRN from last year. If not, select "no." Likely "No" for C2 requests unless it's for maintenance.

## Copy FRN

If you want to copy a Funding Request from the current

Use this option to retrieve FY 2016 FRN - likely useful only for multi-year maintenance contract.

## Service Type

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

Internal Connections

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

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# Copy FRN

**FCC Form 471 - Funding Year 2016**  
SCHOOL DISTRICT OF LANCASTER (BEN: 125812) - Practice 471 FY 2017 - Form # 161061933  
Last Saved: 10/11/2016 10:36 AM EDT

Basic Information   Entity Information   **Funding Requests**   Connectivity Information   Certify

**Search for FRN**

Search by FCC Form 471   Search by FRN Number  
1699130919

Clear Filters   Search

**Select an FRN**

<input type="checkbox"/>	FCC Form 471	FRN Number	FRN Nickname	Service Type	Service Provider Name
<input type="checkbox"/>	161056200	1699130919	Windstream Voice Services	Voice	Windstream Communications, LLC

**FCC Form 471 Help**  
Show Help

Back   Cancel   Continue

*Search by 471 # or FRN #.*

*Select Correct FRN #.*

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# Copy FRN Pop-Up Warnings

**Search for FRN**

Search by FCC Form 471   Search by FRN Number  
1699130919

Clear Filters   Search

**Select an FRN**

<input checked="" type="checkbox"/>	FCC Form 471	FRN Number	Service Type	Service Provider Name
<input checked="" type="checkbox"/>	161056200	1699130919	Voice	Windstream Communications, LLC

**FCC Form 471 Help**

**FCC Form 471 - Funding Year 2016**  
SCHOOL DISTRICT OF LANCASTER (BEN: 125812) - Practice 471 FY 2017 - Form # 161061933  
Last Saved: 10/11/2016 10:36 AM EDT

Basic Information   Entity Information   **Funding Requests**   Connectivity Information   Certify

**FRN has been successfully copied.**

FCC rules prohibit the funding of duplicate services, which means two funding requests cannot contain the same services delivered to the same locations for the same timeframe. Remember to edit this copied FRN before submitting your application.  
You can now edit the copied FRN.

Continue

*Choose yes, but be prepared to be patient.*

*If you continue, FRN data will copy and may take up to one minute to complete. Do you wish to continue?*  
No   Yes

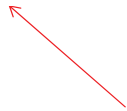
18

# 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.



Select "Contract" for all Category 2 funding requests.

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# Linking to a Contract

Click "Search" to see all your contracts listed.

## Associate a Contract

Search by Creating Organization BEN

Search by Nickname (All or Partial)

Search by Contract ID

Search by Contract No.

Since "Contract" was selected on the previous screen, the system will prompt you to search for all of the contracts you have entered in the EPC Contract Module.

You must have your contracts entered in your EPC portal in order for this to work. (However, you are not required to upload the actual contract into EPC.)

If you still need to enter your contracts, from your Landing Page, select your District name and "Contracts" from the menu on the left.

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# Choosing the Appropriate Contract

## Associate a Contract

Search by Creating Organization BEN: 108

Search by Nickname (All or Partial):

Search by Contract ID:

Search by Contract No.:

Clear Filters Search

<input type="checkbox"/>	Contract ID	Contract Number	Nickname	Award Date	Creating Organization BEN
<input type="checkbox"/>	143		2015 Sunesys Lit Fiber WAN Contract	1/3/2016	108
<input type="checkbox"/>	583		2014 - Fiber WAN - Comcast	3/7/2016	108
<input type="checkbox"/>	624		2016 - Internet - Zito Contract	3/14/2016	108
<input checked="" type="checkbox"/>	625		2016 - Ruckus Wireless - Vendor AAA Contract	3/14/2016	108

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

# Linking to a Contract

## Contract Summary - 2016 - Ruckus Wireless - Vendor AAA Contract

Contract Number	Account Number	12345
Establishing FCC Form 470 #160000078	Service Provider	USAC Service Provider Organization 2 (SPIN: 14010002)
Award Date	Includes Voluntary Extensions?	No
Expiration Date (All Extensions)	Remaining Voluntary Extensions	
	Total Remaining Contract Length	

## Pricing Confidentiality

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

After selecting the correct contract, you will see a summary of the contract information from EPC.

# Entering Service Start and Contract Expiration Dates

## Contract Information (Additional)

What is the service start date? \*

Enter the date when services will start in this Funding Year (e.g., July 1, 2016).

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

**Service Start Date:**  
The system will automatically enter 7/1/2017 as SSD.  
Change this to 4/1/2017!!!  
This will allow you to purchase equipment anytime after April 1, 2017.

**Contract Expiration Date:**  
You will need enter the CED for this contract, which is likely 9/30/2018 for Category 2 equipment contracts.

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# FRN Narrative Box

## FCC Form 471 - Funding Year 2016

BLUE RIBBON SCHOOL DISTRICT - PARENT ENTITY (BEN: 108) - FY 2016 - Blue Ribbon SD - Category 2  
Form 471 - Form # 161000650

Last Saved: 4/4/2016 3:41 PM EDT

Basic Information

Entity Information

Funding Requests

Connectivity Information

Certify

### Narrative

Provide a brief explanation of the products and services that you are requesting or provide any other relevant information regarding this Funding Request \*

Provide a brief narrative that will give enough details so your PIA reviewer understands the services you are requesting. Something like, "60 Wireless Access Points and 1 Wireless Controller. The controller will be located in the network operations center, but will provide service to 3 schools."

24

# Adding FRN Line Items

## 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="#">1699000677</a>	Wireless Equipment - Ruckus - Vendor AAA	0	

This is the Main FRN Page. The next step is to add an FRN Line Item(s).

Click the **blue** FRN number to add an FRN Line Item which will provide additional details and costs for this funding request.

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# Adding a FRN Line Item - WAPs

<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.						

Select "Add New FRN Line Item."

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## Adding a Line Item – Type of IC

Type of Internal Connection ?\*

Wireless Data Distribution

The choices for 'Type of Internal Connections' are:

- Cabling/Connectors
- Caching
- Data Distribution
- Data Protection
- Racks
- Software
- Wireless Data Distribution
- Miscellaneous (installation/training/taxes)

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## Adding a Line Item – Type of Product

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 Options for Type of Product
Cabling/Connectors	Cabling/Connectors
Caching	Caching Service, Equipment
Data Distribution	Routers, Switches
Data Protection	Firewall, UPS
Racks	Racks/Cabinets
Software	Operating System Software
Wireless Data Distribution	WAPS, Antenna, Controllers
Miscellaneous	Installation, Training and Taxes

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## Listing Make/Model Number

---

**Make \***

Ruckus Wireless

**Model \***

901-R700-US00

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 enter the name.

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

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## Installation/Leasing Questions

---

**Installation Included in Price?**

If this is an installation line item, select "Yes." However, if installation is not included or if installation is listed on a separate line item, select "No."

**Is the hardware for this FRN Line Item leased?**

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

30

# 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 quantity 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	\$565.00
One-time Ineligible Unit Cost	\$0.00
One-time Eligible Unit Cost	= \$565.00
One-time Quantity	60
Total Eligible One-time Costs	= \$33,900.00

Summary	
Total Eligible Recurring Costs	\$0.00
Total Eligible One-time Costs	+ \$33,900.00
Pre-Discout Extended Eligible Line Item Cost	= \$33,900.00

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# Identifying Recipients of Equipment for this Line Item

## 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 FI 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 checked="" type="checkbox"/>	110	Jacksonville Jr/Sr High School
<input type="checkbox"/>	10597	Gallaudet Elementary School
<input type="checkbox"/>	10598	Boone Middle School
<input checked="" type="checkbox"/>	10599	Franklin High School

Select "Yes" if all buildings are receiving equipment or sharing equipment. Select "No" if only some buildings are receiving/using the equipment.

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

## Identify Which Schools Receive Equipment

<input type="checkbox"/>	BEN	BEN Name
<input checked="" type="checkbox"/>	109	Plainfield Elementary School
<input checked="" type="checkbox"/>	110	Jacksonville Jr/Sr High School
<input type="checkbox"/>	10597	Gallaudet Elementary School
<input type="checkbox"/>	10598	Boone Middle School
<input checked="" type="checkbox"/>	10599	Franklin High School
<input type="checkbox"/>	10600	Bluford Middle School
<input type="checkbox"/>	10601	Guggenheim Elementary School
<input type="checkbox"/>	10602	Anderson Elementary School
<input type="checkbox"/>	10603	Buchanan Elementary School
<input type="checkbox"/>	10604	Ross Elementary School

1-10 of 11

Add

Select only the schools that the equipment will be installed in.

33

## Confirm Recipients of Equipment

<input checked="" type="checkbox"/>	BEN	Name	↑ Eligible Cost per BEN
<input checked="" type="checkbox"/>	10599	Franklin High School	
<input checked="" type="checkbox"/>	110	Jacksonville Jr/Sr High School	
<input checked="" type="checkbox"/>	109	Plainfield Elementary School	

Select "Edit Eligible Cost" to allocate costs to each school.

Edit Eligible Cost

34

## Important Question!!!

### Identifying Recipients of Equipment/Service

Are the costs shared equally among all of the entities?

If you answer "Yes" the system will split the costs of this line item equally among the schools identified. Unless the quantities are identical per school, do not want to choose this option. Instead, select "No" and the system will allow you to enter the appropriate costs per school.

35

## Allocating Costs/School

You must now allocate the costs for each school that was selected as a recipient of the equipment. The amounts allocated to the schools must add up to the total amount of the line item.

#### Edit Eligible Cost Allocated to the Recipient(s)

1. Plainfield Elementary School (BEN: 109)

2. Jacksonville Jr/Sr High School (BEN: 110)

3. Franklin High School (BEN: 10599)

Note: The system never asks for the quantity by school. It asks for the total quantity by Line Item, and then the total cost by school. You must do the math offline to calculate the costs per school.

Offline Math:	# WAPs	Cost/WAP	Cost/School
Plainfield Elem	10	\$565	\$5650.00
Jacksonville JrHs	15	\$565	\$11,300.00
Franklin HS	30	\$565	\$ 16,950.00
	60		\$33,900.00

The total here should equal the total prediscount amount for the line item.

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## Balancing to \$0.00

After you have entered the amounts/building, the "amount remaining" should balance out to \$0.00.

- If the remaining cost is just a few cents, it's likely due to a rounding issue, and you should return to the previous screen and add or subtract a few pennies from one of the allocations.
- If the remaining cost is more than a few cents, it's because there is an error in your offline math and you should double-check your figures and click on Edit Eligible Cost to make corrections.

### Recipients of Service for FRN Line Item #1699000677.001

Please allocate the remaining Total Eligible Line Item Cost of \$0.00 to the entity(es) below. Select the entity(es) in the grid below and then click the Edit Eligible Cost button to edit the eligible cost allocated to each BEN. Please note, you can also select the checkbox in the upper lefthand corner of the grid to select all entities on the current page of the grid.

<input type="checkbox"/>	BEN	Name	↑ Eligible Cost per BEN
<input type="checkbox"/>	10599	Franklin High School	\$16,950.00
<input type="checkbox"/>	110	Jacksonville Jr/Sr High School	\$5,650.00
<input type="checkbox"/>	109	Plainfield Elementary School	\$11,300.00

Edit Eligible Cost

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## 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"/>	1699000702.001	Wireless Data Distribution	Access Point	0	60	\$33,900.00

Add New FRN Line Item

Remove FRN Line Item

Bulk Upload

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

Back

Discard Form

Save & Share

Continue

If you have more line items for this FRN, click [here](#) to add an additional FRN Line Item. We will add a new FRN Line Item in this example to add the Wireless Controller to the FRN.

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

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# Adding a Wireless Controller Line Item

## Product and Service Details for new FRN Line Item for FRN #1699000677 - Wireless Equipment - Ruckus - Vendor AAA

Type of Internal Connection \*

Wireless Data Distribution

Type of Product \*

Wireless Controller

Make \*

Ruckus Wireless

Model \*

901-3050-US00

Installation Included in Price?

Yes  No

Is the hardware for this FRN Line Item leased?

Yes  No

For a wireless controller, we selected "Wireless Data Distribution," then "Wireless Controller." Then the manufacturer was selected for the "Make" and the model number was entered.

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# 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 unit quantity.

## Cost Calculation for new FRN Line Item for FRN #1699000677 - Wireless Equipment - Ruckus - Vendor AAA

Monthly Cost		One-Time Cost	
Monthly Recurring Unit Cost	\$0.00	One-time Unit Cost	\$30,000.00
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	= \$30,000.00
Monthly Quantity	0	One-time Quantity	1
Units	Each	Total Eligible One-time Costs	= \$30,000.00
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	+ \$30,000.00
		Pre-Discount Extended Eligible Line Item Cost	= \$30,000.00

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# Identifying Recipients of Equipment for this Line Item

## 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 FI entering the district or system entity number in the field above.

Select "Yes" if all buildings are receiving equipment or sharing equipment. Select "No" if only some buildings are receiving/using the equipment.

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

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

# Confirming Recipients of Equipment

## Recipients of Service for FRN Line Item #1699000677.002

Please allocate the remaining Total Eligible Line Item Cost of \$30,000.00 to the entity(ies) below. Select the entity(ies) in the grid below and then click the Edit Eligible Cost button to edit the eligible cost allocated to each BEN. Please note, you can also select the checkbox in the upper lefthand corner of the grid to select all entities on the current page of the grid.

<input checked="" type="checkbox"/>	BEN	Name	↑ Eligible Cost per BEN
<input checked="" type="checkbox"/>	10599	Franklin High School	
<input checked="" type="checkbox"/>	110	Jacksonville Jr/Sr High School	
<input checked="" type="checkbox"/>	109	Plainfield Elementary School	

Edit Eligible Cost

This is the total amount of this FRN Line Item that must be allocated among these entities. Click "Edit Eligible Cost" to provide the amount to be allocated to each entity.

## Important Question!!!

### Identifying Recipients of Equipment/Service

Are the costs shared equally among all of the entities?

If you answer "Yes" the system will split the costs of this line item equally among the entities chosen. For equipment that is shared among multiple schools, you likely want to select "No" and then do a weighted allocation, based on your own offline-math.

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## Weighted Allocation for Shared Equipment

- 3 options for weighted allocations:

– **By % of enrollment**

- Take total enrollment for all schools being served by equipment
- Divide school enrollment by total enrollment to obtain % enrollment for that school
- Multiple school % enrollment by total cost of equipment

	Enrollment	% Enrollment	% Enrollment x Cost of Shared Equipment
Plainfield Elem	225	0.21	\$ 6,355.93
Jacksonville JrHS	256	0.24	\$ 7,231.64
Franklin HS	581	0.55	\$ 16,412.43
	1062		\$ 30,000.00

– **By % usage**

- **Another method that you develop that is defensible/logical**

	# of WAPs in School	% WAP Usage	% WAP Usage x Total Cost of Shared Equipment
Plainfield Elem	55	0.23	\$ 7,021.28
Jacksonville JrHs	65	0.28	\$ 8,297.87
Franklin HS	115	0.49	\$ 14,680.85
	235		\$ 30,000.00

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## Allocation of Costs Per School by % Enrollment

You must now allocate the costs for each recipient/user of equipment to match the line item total.

### Edit Eligible Cost Allocated to the Recipient(s)

1. Plainfield Elementary School (BEN: 109)

2. Jacksonville Jr/Sr High School (BEN: 110)

3. Franklin High School (BEN: 10599)

OFFLINE MATH	Enrollment	% Enrollment	% Enrollment x Cost of Shared Component
Plainfield Elem	225	0.21	\$ 6,355.93
Jacksonville JrHS	256	0.24	\$ 7,231.64
Franklin HS	581	0.55	\$ 16,412.43
	1062		\$ 30,000.00

45

## Balancing to \$0.00

After you have entered the amounts/building, the "amount remaining" should balance out to \$0.00.

- If the remaining cost is just a few cents, it's likely due to a rounding issue, and you should return to the previous screen and add or subtract a few pennies from one of the allocations.
- If the remaining cost is more than a few cents, it's because there is an error in your offline math and you should double-check your figures and click on Edit Eligible Cost to make corrections.

### Recipients of Service for FRN Line Item #1699000677.002

Please allocate the remaining Total Eligible Line Item Cost of \$0.00 to the entity(ies) below. Select the entity(ies) in the grid below and then click the Edit Eligible Cost button to edit the eligible cost allocated to each BEN. Please note, you can also select the checkbox in the upper lefthand corner of the grid to select all entities on the current page of the grid.

<input type="checkbox"/>	BEN	Name	↑ Eligible Cost per BEN
<input type="checkbox"/>	10599	Franklin High School	\$16,412.43
<input type="checkbox"/>	110	Jacksonville Jr/Sr High School	\$7,231.64
<input type="checkbox"/>	109	Plainfield Elementary School	\$6,355.93

Edit Eligible Cost

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# FRN Line Item Page: Adding an Additional FRN Line Item

## FRN Line Items for FRN #1699000702 - Wireless

<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"/>	1699000702.002	Wireless Data Distribution	Wireless Controller	0	1	\$30,000.00
<input type="checkbox"/>	1699000702.001	Wireless Data Distribution	Access Point	0	60	\$33,900.00

Notice, the system generated a line item number after the FRN number (.001 and .002)

If you have more line items for this FRN, click [here](#) to add an additional FRN Line Item. We will add a new FRN Line Item in this example to add the Wireless Controller to the FRN.

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

# Main FRN Page: Adding Another FRN

## Funding Requests

[>> 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="#">1699000677</a>	Wireless Equipment - Ruckus - Vendor AAA	2	\$38,340.00

## FCC Form 471 Help

Show Help

To add an addition Funding Request, choose "Add FRN." If you're done adding FRNs, choose "Continue to Certification."

## Example 2: Network Switches FRN (Site specific equipment)

---

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## FRN Example 2: Switching Equipment

---

- **Assumptions:**
  - Contracted service (all C2 must be contracted)
    - Be sure to have your contract dates be: 4/1/2017 – 9/30/2018, if possible
    - Use these dates on your FRN
  - 1 FRN line item
  - 3 schools receiving equipment
  - No shared equipment
  - Equipment at each school
    - Jacksonville School – 5 @ \$1350 = \$6750
    - Plainfield School – 5 @ 1350 = \$6750
    - Franklin School – 14 @ \$1350 = \$18,900
    - TOTAL: \$32,400
    - Quantity Total: 24

*Note: Many switches contain several modules that each requires its own line item. For the sake of brevity, we're just using one of those modules in this example.*

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# Main FRN Page

## 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="#">1699000677</a>	Wireless Equipment - Ruckus - Vendor AAA	2	\$38,340.00

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

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# Funding Request Key Information

## Funding Request Key Information

Please enter a Funding Request Nickname here \*

Switches - Aruba - Vendor BBB

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 2017, you may select "yes" and supply the FRN from last year. If not, select "no." Likely "no" for C2 requests unless it's for maintenance or leased equipment.

## Copy FRN

If you want to copy a Funding Request from the current Funding Year, s

## Service Type

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

Internal Connections

Use this option to retrieve FY 2016 FRN - likely useful only for multi-year maintenance contract.

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



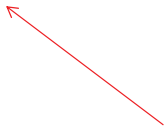
# Contract vs. MTM

## 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

Click "Search" to see all your contracts listed.

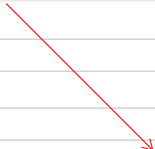
## Associate a Contract

Search by Creating Organization BEN:

Search by Nickname (All or Partial):

Search by Contract ID:

Search by Contract No.:



Since "Contract" was selected on the previous screen, enter a search criteria to search for all of the contracts you have entered in the EPC Contract Module.

You must have your contracts entered in your EPC portal in order for this to work. (However, you are not required to upload the actual contract into EPC.)

If you still need to enter your contracts, from your Landing Page, select your District name and "Contracts" from the menu on the left.

# Choosing the Appropriate Contract

<input type="checkbox"/>	Contract ID	Contract Number	Nickname	Award Date	Creating Organization BEN
<input checked="" type="checkbox"/>	628		2016 - Switches - Aruba Contract	3/8/2016	108
<input type="checkbox"/>	716		2014 - Lit Fiber WAN - PenTeleData Contract	3/1/2016	108
<input type="checkbox"/>	742		2016 - Voice - Frontier Contract	3/5/2016	108

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## Contract Summary - 2016 - Switches - Aruba Contract

Contract Number	Account Number	3423423	
Establishing FCC Form 470 #160000092	Service Provider	USAC Service Provider Organization 2 (SPIN: 14010002)	
Award Date	3/8/2016	Includes Voluntary Extensions?	No
Expiration Date (All Extensions)		Remaining Voluntary Extensions	
		Total Remaining Contract Length	

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

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# Entering Service Start and Contract Expiration Dates

## Contract Information (Additional)

What is the service start date? \*

Enter the date when services will start in this Funding Year (e.g., July 1, 2016).

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

**Service Start Date:**  
The system automatically enters 7/1/2017 as SSD. **Change this to 4/1/2017!!!**  
This will allow you to purchase equipment anytime after April 1, 2017.

**Contract Expiration Date:**  
You will need enter the CED for this contract, which is likely 9/30/2018 for Category 2 equipment contracts.

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# FRN Narrative Box

## FCC Form 471 - Funding Year 2016

BLUE RIBBON SCHOOL DISTRICT - PARENT ENTITY (BEN: 108) - FY 2016 - Blue Ribbon SD - Category 2  
Form 471 - Form # 161000650

Last Saved: 4/4/2016 3:41 PM EDT

Basic Information

Entity Information

Funding Requests

Connectivity Information

Certify

### Narrative

Provide a brief explanation of the products and services that you are requesting or provide any other relevant information regarding this Funding Request\*

Provide a brief narrative that will give enough details so your PIA reviewer understands the services you are requesting. Something like, "Switching components that will be located in 3 schools."

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# Adding an FRN Line Item

## 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="#">1699000690</a>	Switches - Aruba - Vendor BBB	0	
<input type="checkbox"/>	<a href="#">1699000677</a>	Wireless Equipment - Ruckus - Vendor AAA	2	\$38,340.00

This is the Main FRN Page. The next step is to add an FRN Line Item(s).

Click the **blue** FRN number to add an FRN Line Item which will provide additional details and costs for this funding request.

Hint: Do NOT select "Add FRN that is highlighted in green" if you want to add Line Items to a particular FRN.

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# Adding FRN Line Item

## FRN Line Items for FRN #1699000690 - Switches - Aruba - Vendor BBB

<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.						



Select "Add New FRN Line Item."

# Identifying Type of Product

Type of Internal Connection \*

Data Distribution

Type of Product\*

Switch

Depending on the Type of Internal Connection selected, the Type of Product will be:

If This Type of Internal Connection...	Then These Are the Options for Type of Product:
Cabling/Connectors	Cabling/Connectors
Caching	Caching Service, Equipment
Data Distribution	Routers, Switches
Data Protection	Firewall, UPS
Racks	Racks/Cabinets
Software	Operating System Software
Wireless Data Distribution	WAPS, Antenna, Controllers
Miscellaneous	Installation, Training and Taxes

# Listing Make/Model Number

---

**Make \***

Aruba

**Model \***

J9728A HP 2920-48G Switch

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 enter the name.

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

61

# Installation/Leasing Questions

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**Installation Included in Price?**

If this is an installation line item, select "Yes." However, if installation is not included or if it is listed on a separate line item, select "No."

**Is the hardware for this FRN Line Item leased?**

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

62

# 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 quantity of units.

## Cost Calculation for FRN Line Item #1699000690.001

Monthly Cost		One-Time Cost	
Monthly Recurring Unit Cost	\$0.00	One-time Unit Cost	\$1,350.00
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	= \$1,350.00
Monthly Quantity	0	One-time Quantity	24
Units	Each	Total Eligible One-time Costs	= \$32,400.00
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	+ \$32,400.00
		Pre-Discout Extended Eligible Line Item Cost	= \$32,400.00

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# Identifying Recipients of Equipment for this Line Item

## 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 FI 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 checked="" type="checkbox"/>	110	Jacksonville Jr/Sr High School
<input type="checkbox"/>	10597	Gallaudet Elementary School
<input type="checkbox"/>	10598	Boone Middle School
<input checked="" type="checkbox"/>	10599	Franklin High School

Select "Yes" if all buildings are receiving equipment or sharing equipment. Select "No" if only some buildings are receiving/using the equipment.

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

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# Confirming Recipients of Equipment for this Line Item

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## Selected Entities

<input type="checkbox"/>	BEN	BEN Name
<input type="checkbox"/>	109	Plainfield Elementary School
<input type="checkbox"/>	110	Jacksonville Jr/Sr High School
<input type="checkbox"/>	10599	Franklin High School

Remove

This page summarizes action of previous page.

65

## Important Question!!!

---

### Identifying Recipients of Equipment/Service

Are the costs shared equally among all of the entities?

Yes

No ✓

If you answer "Yes" the system will split the costs of this line item equally among the recipients identified. Unless the quantities are identical per school, you do not want to choose this option. Instead, select "No" and the system will allow you to enter the appropriate cost per school.

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## Allocating Costs/School

You must now allocate the costs for each recipient/user of equipment to match this \$ amount.

### Edit Eligible Cost Allocated to the Recipient(s)

1. Plainfield Elementary School (BEN: 109)

2. Jacksonville Jr/Sr High School (BEN: 110)

3. Franklin High School (BEN: 10599)

Note: The system never asks for the quantity by school. It asks for the total quantity by Line Item, and then the total cost by school. You must do the math offline.

Offline Math:	# Switch Modules	Cost/Module	Cost/School
Plainfield Elem	5	\$1,350	\$ 6,750.00
Jacksonville JrHs	5	\$1,350	\$ 6,750.00
Franklin HS	14	\$1,350	\$ 18,900.00
	24		\$ 32,400.00

The total here should equal the total prediscout amount for the line item.

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## Balancing to \$0.00

After you have entered the amounts/building, the "amount remaining" should balance out to \$0.00.

- If the remaining cost is just a few cents, it's likely due to a rounding issue, and you should return to the previous screen and add or subtract a few pennies from one of the allocations.
- If the remaining cost is more than a few cents, it's because there is an error in your offline math and you should double-check your figures and click on Edit Eligible Cost to make corrections.

### Recipients of Service for FRN Line Item #1699000690.001

Please allocate the remaining Total Eligible Line Item Cost of \$0.00 to the entity(ies) below. Select the entity(ies) in the grid below and then click the Edit Eligible Cost button to edit the eligible cost allocated to each BEN. Please note, you can also select the checkbox in the upper lefthand corner of the grid to select all entities on the current page of the grid.

<input type="checkbox"/>	BEN	Name	↑ Eligible Cost per BEN
<input type="checkbox"/>	10599	Franklin High School	\$18,900.00
<input type="checkbox"/>	110	Jacksonville Jr/Sr High School	\$6,750.00
<input type="checkbox"/>	109	Plainfield Elementary School	\$6,750.00

Edit Eligible Cost

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# FRN Line Item Page: Adding an Additional FRN Line Item

## FRN Line Items for FRN #1699000690 - Switches - Aruba - Vendor BBB

<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"/>	1699000690.001	Data Distribution	Switch	0	24	\$32,400.00

Add New FRN Line Item

Remove FRN Line Item

Bulk Upload

## FCC Form 471 Help

Show Help

Back

Discard Form

Save & Share

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.

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# Main FRN Page: Adding Another FRN

## Funding Requests

>> View Category Two Budget Information

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

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	1699000690	Switches - Aruba - Vendor BBB	1	\$19,440.00
<input type="checkbox"/>	1699000677	Wireless Equipment - Ruckus - Vendor AAA	2	\$38,340.00

Add FRN

Edit FRN

Remove FRN

To add an addition Funding Request, choose "Add FRN." If you're done adding FRNs, choose "Continue to Certification."

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## Example 3: Structured Cabling

(Site specific service/equipment)

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## FRN Example 3: Structured Cabling

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- **Assumptions:**
  - Contracted service (all C2 must be contracted)
    - Be sure to have your contract dates be: 4/1/2017 – 9/30/2018, if possible
    - Use these dates on your FRN
  - 1 FRN line item
  - 1 school receiving structured cabling
    - Franklin School - \$35,700
  - Do not list individual connectors, cables, widgets
    - Try to have your vendor contract be for a single cost per drop and not broken out by individual widget.

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# Main FRN Page: Adding Another FRN

## Funding Requests

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

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

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	<a href="#">1699000690</a>	Switches - Aruba - Vendor BBB	1	\$19,440.00
<input type="checkbox"/>	<a href="#">1699000677</a>	Wireless Equipment - Ruckus - Vendor AAA	2	\$38,340.00

To add an addition Funding Request, choose "Add FRN." If you're done adding FRNs, choose "Continue to Certification."

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# Funding Request Key Information

## Funding Request Key Information

Please enter a Funding Request Nickname here \*

Structured Cabling - Gator Networking

Provide a descriptive nickname for each funding request.

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

If you requested this service last year and the contract is continuing for FY 2017, you may select "yes" and supply the FRN from last year. If not, select "no." Likely "no" for C2 requests unless it's for maintenance or leased equipment.

## Copy FRN

If you want to copy a Funding Request from the current Funding Year, select

## Service Type

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

Internal Connections

Use this option to retrieve FY 2016 FRN - likely useful only for multi-year maintenance contract.

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

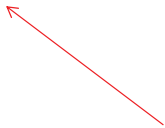
# Contract vs. MTM

## 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:  Search by Nickname (All or Partial):

Search by Contract ID:  Search by Contract No.:

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

<input type="checkbox"/>	Contract ID	Contract Number	Nickname	Award Date	Creating Organization BEN
<input type="checkbox"/>	628		2016 - Switches - Aruba Contract	3/8/2016	108
<input type="checkbox"/>	716		2014 - Lit Fiber WAN - PenTeleData Contract	3/1/2016	108
<input type="checkbox"/>	742		2016 - Voice - Frontier Contract	3/5/2016	108
<input checked="" type="checkbox"/>	778		2016 - Structured Cabling - Gator Networking	3/5/2016	108



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

# Entering Service Start and Contract Expiration Dates

---

## Contract Information (Additional)

What is the service start date? \*

Enter the date when services will start in this Funding Year (e.g., July 1, 2016).

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

**Service Start Date:**  
The system automatically enters 7/1/2017 as SSD.  
Change this to 4/1/2017!!!  
This will allow you to purchase equipment anytime after April 1, 2017.

**Contract Expiration Date:**  
You will need enter the CED for this contract, which is likely 9/30/2018 for Category 2 equipment contracts.

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# FRN Narrative Box

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## Narrative

Provide a brief explanation of the products and services that you are requesting or provide any other relevant information regarding this Funding Request \*

This FRN is for structured cabling for the Franklin High School. Vendor will provide fiber cabling from wireless access points back to closest network closet. This is a flat-rate contract, with all cabling and component costs included with the installation service.

Provide a brief narrative that will give enough details so your PIA reviewer understands the services you are requesting. Something like, "FRN is for structured cabling for the Franklin High School. Vendor will provide fiber cabling from wireless access points back to closest network closet. This is a flat-rate contract, with all cabling and components costs included with the above service."

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# Adding an FRN Line Item

## 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="#">1699000691</a>	Structured Cabling - Gator Networking	0	
<input type="checkbox"/>	<a href="#">1699000690</a>	Switches - Aruba - Vendor BBB	1	\$19,440.00
<input type="checkbox"/>	<a href="#">1699000677</a>	Wireless Equipment - Ruckus - Vendor AAA	2	\$38,340.00

This is the Main FRN Page. The next step is to add an FRN Line Item(s).

Click the **blue** FRN number to add an FRN Line Item which will provide additional details and costs for this funding request.

Hint: Do NOT select "Add FRN that is highlighted in green" if you want to add Line Items to a particular FRN.

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# Adding FRN Line Item

## FRN Line Items for FRN #1699000691 - Structured Cabling - Gator Networking

<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.						

Select "Add New FRN Line Item."

80

## Identifying Type of Product

Type of Internal Connection ⓘ \*

Cabling/Connectors

Type of Product \*

Cabling

Depending on the Type of Internal Connection selected, the Type of Product will be:

If This Type of Internal Connection...	Then These Are the Options for Type of Product:
Cabling/Connectors	Cabling, Connectors
Caching	Caching Service, Equipment
Data Distribution	Routers, Switches
Data Protection	Firewall, UPS
Racks	Racks/Cabinets
Software	Operating System Software
Wireless Data Distribution	WAPS, Antenna, Controllers
Miscellaneous	Installation, Training and Taxes

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## Listing Make/Model Number

Make \*

Other

Enter the Make \*

Gator Networking

Model \*

Structured Cabling and Related Components

For structured cabling FRNs, you can apply several ways.

For example, you can enter two line items - one with the cabling and one with the installation.

Enter Make and Model of the cabling.

If the contract contains a fixed price inclusive of all components, enter the vendor's name as the Make and "Structured Cabling" as the Model.

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# Installation/Leasing Questions

Installation Included in Price?

If installation is included in the cost, select "Yes." However, if installation is not included or if it is listed on a separate line item, select "No."

Is the hardware for this FRN Line Item leased?

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

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# 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

## Cost Calculation for FRN Line Item #1699000691.001

Monthly Cost		One-Time Cost	
Monthly Recurring Unit Cost	\$0.00	One-time Unit Cost	\$35,700.00
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	= \$35,700.00
Monthly Quantity	0	One-time Quantity	1
Units	Each	Total Eligible One-time Costs	= \$35,700.00
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	+ \$35,700.00
		Pre-Discout Extended Eligible Line Item Cost	= \$35,700.00



# Identifying Recipients of Equipment for this Line Item

## Manage Recipients of Service

Is every entity for this organization receiving service?

Select "Yes" if all buildings are receiving equipment or sharing equipment. Select "No" if only some buildings are receiving/using the equipment.

## All Entities

Search by BEN

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

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

If you select "No," you are then prompted to select/check the buildings receiving the service and click "Add." In this example, only Franklin HS is being wired.

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# Identifying Recipient of Equipment/Service

## Selected Entities

<input type="checkbox"/>	BEN	BEN Name
<input type="checkbox"/>	10599	Franklin High School

Are the costs shared equally among all of the entities?

If only one school is receiving the equipment/service, you can answer "Yes" and the system will assign all of the costs to that building.

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# FRN Line Item Page: Adding an Additional FRN Line Item

## FRN Line Items for FRN #1699000691 - Structured Cabling - Gator Networking

<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"/>	1699000691.001	Cabling/Connectors	Cabling	0	1	\$35,700.00

### FCC Form 471 Help

Show Help

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

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

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# 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="#">1699000691</a>	Structured Cabling - Gator Networking	1	\$21,420.00
<input type="checkbox"/>	<a href="#">1699000690</a>	Switches - Aruba - Vendor BBB	1	\$19,440.00
<input type="checkbox"/>	<a href="#">1699000677</a>	Wireless Equipment - Ruckus - Vendor AAA	2	\$38,340.00

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, and then select "Edit FRN."

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# Finished Adding FRNs?

## 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="#">1699000691</a>	Structured Cabling - Gator Networking	1	\$21,420.00
<input type="checkbox"/>	<a href="#">1699000690</a>	Switches - Aruba - Vendor BBB	1	\$19,440.00
<input type="checkbox"/>	<a href="#">1699000677</a>	Wireless Equipment - Ruckus - Vendor AAA	2	\$38,340.00

## FCC Form 471 Help

Show Help

If you're finished adding FRNs and have checked your calculations, click "Continue to Certification."

# Connectivity Questions Responses

## District/System-wide Internet Access Questions

Does your school district currently aggregate Internet access for the entire district (as opposed to buying Internet access on a building-by-building basis)?  
Yes

Download Speed 500  
Upload Speed 500  
Download Speed Units Mbps  
Upload Speed Units Mbps

## Per-Entity Basis Questions

Entity Name	BEN	Download	Units	Upload	Units	Connection	WiFi Sufficient	Barriers to Robust Network
Plainfield Elementary School	109	100	Mbps	100	Mbps	Fiber	Mostly	Physical structure or layout of building(s)
Jacksonville Jr/Sr High School	110	1	Gbps	1	Gbps	Fiber	Sometimes	Installation too costly
Callaudet Elementary School	10597	1	Gbps	1	Gbps	Fiber	Completely	No barriers
Boone Middle School	10598	1	Gbps	1	Gbps	Fiber	Completely	No barriers
Franklin High School	10599	1	Gbps	1	Gbps	Fiber	Completely	No barriers
Bluford Middle School	10600	1	Gbps	1	Gbps	Fiber	Completely	No barriers
Guggenheim Elementary School	10601	1	Gbps	1	Gbps	Fiber	Completely	No barriers

Select "Review FCC Form 471."

The system will next show the answers you provided in the Connectivity Module in EPC. To complete or edit this information, return to the District's Lightning Bolt Page (Related Actions Page) in EPC.

# Creating the Draft Form PDF

one Middle School	10598	1	Gbps	1	Gbps	Fiber	Completely	No barriers
Franklin High School	10599	1	Gbps	1	Gbps	Fiber	Completely	No barriers
Worthington Middle School						Fiber	Completely	No barriers
Wright Elementary School						Fiber	Completely	No barriers
Anderson Elementary School						Fiber	Sometimes	Equipment too costly
Chaney Elementary School						Fiber	Completely	Equipment too costly
Wright Elementary School						Fiber	Mostly	Physical structure or layout of building(s)

The next step is that EPC will create a PDF of your draft form. Once this is completed, EPC will assign you a task with the options to download the PDF and either send for certification or continue to certification. This task may take some time to be assigned to you. Do you wish to proceed?

Select "Yes" and in about 15 seconds, the system will send a "Task" to your EPC account as well as an e-mail notifying you that the Task has been created.

# Where to See the Draft Form PDF Task

To find the PDF of your Draft Form 471, click on "Tasks" or from the Task Bar in your Landing Page.

News **Tasks (24)** Records Reports Actions School District 1 User 1

**USAC TRAINING**

All >  
Starred ★

Applications  
EPC Customer Service (2)  
EPC Funding Requests (1)  
EPC Open Competitive Bidding (1)

- Contact Us** ☆  
Create a customer service case
- Create a Whistleblower Case** ☆  
Use this function to report an instance of program rule violations, or waste, fraud and abuse.
- Search and Export Certified FCC Form 471 Funding Request(s)** ☆  
This function allows you to search for certified FCC Forms 471 funding request(s) and export the results.
- Search and Export Certified FCC Forms 470** ☆  
This function allows you to search for certified FCC Forms 470 and export the results.

## Click on Review PDF Task

News Tasks (5) Records Reports Actions School District 4 Use

USAC TRAINING

Assigned to Me >  
Sent by Me  
Starred ☆

Click here to send a task...

Me  
Review PDF for FCC Form 471 - #161000650 - FY 2016 - Blue Ribbon SD - Category 2 Form 471  
A moment ago ☆

Find the link for your draft 471 PDF in your Task Bar.

### My Tasks

Name	Received	Status
Review PDF for FCC Form 471 - #161000650 - FY 2016 - Blue Ribbon SD - Category 2 Form 471	4/6/2016 11:09 AM EDT	Assigned

Or find the link to your draft 471 PDF in your Landing Page Task Bar.

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## Review PDF & Continue to Certification Page

**BLUE RIBBON SCHOOL DISTRICT - PARENT ENTITY (BEN: 108) - FY 2016 - Blue Ribbon SD - Category 2 Form 471 - Form # 161000650**

Last Saved: 4/6/2016 11:05 AM EDT

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

**Download Document Link**  
[USAC\\_FCC\\_FORM\\_471\\_APPLICATION\\_161000650\\_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 see the PDF of your Form 471, click on the blue link.
- If you need to make edits, click "Edit Form" to re-enter the form.
- If you are ready to submit the form, check the box and "Continue to Certification."

You must have Full Rights in order to certify the form.

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# Certification Page

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

## Applicant Certifications

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

I certify that the entity I represent or the entities listed on this application have secured access, separately or through this program, to all of the resources, including computers, training, software, internal connections, maintenance, and electrical capacity, necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support. I certify that the entities I represent or the entities listed on this application have secured access to all of the resources to pay the discounted charges for eligible services from funds to which access has been secured in the current funding year. I certify that the Billed Entity will pay the non-discount portion of the cost of the goods and services to the service provider(s).

# 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	\$132,000.00
Total funding commitment request amount on this FCC Form 471	\$79,200.00
Total applicant non-discount share of the eligible amount	\$52,800.00
Total budgeted amount allocated to resources not eligible for support	\$225,000.00
Total amount necessary for the applicant to pay the non-discount share of eligible and any ineligible amounts	\$277,800.00
Are you receiving services from a service provider listed on any of the Billed Entities for this funding year?	No <input type="checkbox"/>
Has a service provider been identified for this Billed Entity that needs to pay your non-discounted share?	No <input type="checkbox"/>

Enter the amount you're spending on technology for FY 2017, less any E-rate eligible costs. Don't enter "\$0."

Always select "No."

Always select "No."

# Certification Page

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

I certify that the entity responsible for selecting the service provider(s) has reviewed all applicable FCC, state, and local procurement/competitive bidding requirements and that the entity or entities listed on this application have complied with them.

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

I certify that I and the entity(ies) I represent have complied with all program rules and I acknowledge that failure to do so may result in denial of discount funding and/or cancellation of funding commitments. There are signed contracts or other legally binding agreements covering all of the services listed on this FCC Form 471 except for those services provided under non-contracted tariffed or month-to-month arrangements. I acknowledge that failure to comply with program rules could result in civil or criminal prosecution by the appropriate law enforcement authorities.

I acknowledge that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the service, receive an appropriate share of benefits from those services.

I certify that I will retain required documents for a period of at least 10 years (or whatever retention period is required by the rules in effect at the time of this certification) after the later of the last day of the applicable funding year or the service delivery deadline for the associated funding request. I acknowledge that I may be audited pursuant to participation in the schools and libraries program. I certify that I will retain all documents necessary to demonstrate compliance with the statute and Commission rules regarding the application for, receipt of, and delivery of services receiving schools and libraries discounts, and that if audited, I will make such records available to USAC.

I certify that I am authorized to order telecommunications and other supported services for the eligible entity(ies) listed on this application. I certify that I am authorized to submit this request on behalf of the eligible entity(ies) listed on this application, that I have evaluated this request, that all of the information on this form is true and correct to the best of my knowledge, that the entities that are receiving discounts pursuant to this application have complied with the terms, conditions and purposes of the program, that no kickbacks were paid to anyone and that false statements on this form can be punished by fine or forfeiture under the Communications Act, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001 and civil violations of the False Claims Act.

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.

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# Confirmation Page

## You have successfully filed FCC Form 471 #161000650 for FY 2016

### Certification Date

4/6/2016 11:16 AM EDT

### Authorized Person

**Name** School District 4 User 1

**Title** Administrator

**Employer** BLUE RIBBON SCHOOL DISTRICT - PARENT ENTITY

**Address** 100 Main Street  
Springfield, PA 19064

**Phone** 555-555-5444

**Email** school.district4.user1@mailinator.com

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

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# To Print a Final Copy of Your Form 471

**FCC Forms** ☰

Form Type:  Status:  All  
 Incomplete  
 Certified

Funding Year:

Application Number	Nickname	Funding Year	Status	Certified Date
161000650	FY 2016 - Blue Ribbon SD - Category 2 Form 471	2016	Certified	4/6/2016 11:16 AM EDT
161000626	FY 2016 - Category 1 - Form 471	2016	Certified	4/4/2016 9:01 AM EDT

On your EPC Landing Page, scroll to the bottom under FCC Forms. Select "Form 471" and "Certified" to see a list of your FY 2017 certified 471s. Click on the blue 471 Application Number.

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# Printing a Final Copy of Your Form 471

## FY 2016 - Blue Ribbon SD - Category 2 Form 471 - #161000650 Follow

### Application Information

Nickname	FY 2016 - Blue Ribbon SD - Category 2 Form 471	Created Date	4/4/2016 3:40 PM EDT
Application Number	161000650	Created By	School District 4 User 1
Funding Year	2016	Certified Date	4/6/2016 11:16 AM EDT
Status	Certified	Certified By	School District 4 User 1
Category of Service	Category 2	Last Modified Date	4/6/2016 11:16 AM EDT
		Last Modified By	School District 4 User 1

### Billed Entity Information

BLUE RIBBON SCHOOL DISTRICT - PARENT ENTITY 100 Main Street Springfield, PA 19064 555-555-5555 school.district4.user1@mailinator.com	Billed Entity Number: 108 FCC Registration Number: 0123456789 Applicant Type: School District
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### Consultant Information

There are currently no consulting firms associated with your organization. If this is in error, please update your organization profile.

### Contact Information

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

### Holiday / Summer Contact Information

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

### FCC Form 471 Generated Documents

<a href="#">FCC Form 471 Version</a>
<a href="#">Original Version</a>

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

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# Cost Allocation Guidelines for Products and Services

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## Overview

It is important to understand the eligibility of products and/or services when preparing the Funding Request section of your Form 471 application. SLD will only provide E-Rate funding for eligible products and services. When a product or service contains ineligible components, a cost allocation may be used so that funding can be approved for the eligible portion.

A cost allocation requires a clear delineation between the eligible and ineligible components. Several methods of cost allocation can be used, but they must be based on tangible criteria that reach a realistic 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, some Internet access services include a built-in content filtering service as part of their service. Since this component is a part of the standard product offering and there are no costs associated with this component, it would not require cost allocation and would qualify as "ancillary." For further information about this "ancillary use" provision, see <http://usac.org/sl/applicants/beforeyoubegin/eligible-services/ancillary-use.aspx>

## 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

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. If the applicant does not respond to this information request and the amount of the ineligible items is

30 percent or more of the funding request amount, the entire funding request will be denied under the 30% Rule.

In all cases of cost allocation regardless of service category, 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.
- 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 [voice or data transmission service] or Internet access service can be eligible for support, but only the portion that is attributable to the applicant. The cost may be pro-rated based on the number of eligible or ineligible recipients if a direct cost per entity is not feasible.

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 separated 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 voice service 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 usual price of the voice service is \$140 and the usual price for lease of the four telephone sets is \$60. The discount provided must be allocated evenly between the eligible and ineligible components. That is, the bundled price is  $150 / (140 + 60)$ , or 75 percent of the price of the separate components. 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 data transmission/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.

**Example 5: Infrastructure costs of a service provider.**

A service provider's cost of infrastructure build-out can be an eligible cost. Restrictions apply, and in many cases a service provider will install new facilities not only for the benefit of a single applicant but also for other present and potential future customers. Costs not attributable to the applicant are not eligible. For example, assume that a district desires a fiber service that can be provided by a 12-strand fiber optic cable. The service provider might install infrastructure for 48 fiber strands. Only the apportioned costs for the 12-fiber strands are eligible.

# 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;
- 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. Program rules state that the applicant must retain all documents for at least ten years after the last day of service delivered in a particular Funding Year.

### The Following Guidelines Should Be Followed:

**A. 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.

**B. 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 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 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 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. The entity actually paying bills to the service provider (the Form 471 applicant) 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.

# Service Provider Information Number (SPIN)

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## Purpose of the SPIN

- The Service Provider Identification Number (SPIN) is a unique number assigned to each service provider by the Universal Service Administrative Company (USAC).
- Form 471 applicants **MUST** have the SPIN of each service provider listed in the Form 471 in order to successfully complete the Form 471.
- The SPIN is a unique number assigned to each service provider by USAC and serves as USAC's tool to ensure that approved funding is directed to the correct service provider.

## How to Find Your Service Provider's SPIN

- Applicants may find SPIN numbers and SPIN contact information on the SLD Web Site in the "**SPIN and BEAR Contact Search**" located online at [http://www.sl.universalservice.org/Forms/SPIN\\_Contact\\_Search.asp](http://www.sl.universalservice.org/Forms/SPIN_Contact_Search.asp). The tool can be accessed from the Search Tools.
- This database provides the following information for a service provider:
  - SPIN Number
  - Service Provider Name
  - Doing Business As Name (if different from Service Provider Name)
  - Contact Name
  - Contact Address
  - Contact Phone
  - Whether the service provider is an Eligible Telecommunications Provider ("Y" in Form 499 Filer Column)
  - Whether the service provider has filed a current SPAC Form 473 (Annual Service Provider Certification Form) with the SLD.

**\*Note:** If no SPAC (Form 473) is filed for a certain funding year, no funds can be disbursed to that vendor and no BEAR payments will be disbursed to applicants.
- Some companies may have multiple SPINs. The applicant may need to contact the service provider to identify the appropriate SPIN to use for the applicant's funding request on Form 471.

## How SPINs are Assigned – New Form 498 ID Registration Process for Service Providers

Service providers must submit Form 498, Service Provider and Billed Entity Identification Number and General Contact Information Form, to provide/confirm appropriate contact information for various universal service functions and the banking information for the receipt of funds. They may begin the application process online at <https://efileweb.usac.org/ServiceProvider/V1>.

- Step 1 – Submit an FCC Form 498 with USAC through E-File.
- Step 2 - The Company Officer listed on the form will receive an email notification that the form was submitted.
- Step 3 - The Company Officer will have 7 business days to certify the new form submission.

- Step 4 - USAC will approve/reject the form submission within 72 business hours.
- Step 5 – Service providers may be requested to submit valid banking information.

**After the Service Provider Completes the 498 Registration Process**

- USAC will assign your company a new Form 498 ID.
- USAC will send your Form 498 ID General Contact and Company Officer user names and passwords so they can access E-File to submit revisions.
- For questions about the E-File system, call USAC Customer Operations at (888) 641-8722.



## Reference Area - Schools and Libraries Division

Reference

### SPIN and BEAR Contact Search

In this section, you can search for the correct person to contact at your service provider.

**Note to Applicants: It is important to confirm this SPIN information with your service provider. SLD is providing this search function to help you find the right person at your service provider.**

Search for a SPIN and BEAR Contact by entering the Service Provider's Name or SPIN and click *Next*

**Enter the Service Provider's full legal name. If you don't know the full legal name, you can do a "wildcard" search using part of the name and ending with %.**

**When doing a wildcard search, enter as many characters as possible (at least 3) prior to the %. Remember, you must click NEXT in order to start the search.**

**Name:**

**OR**

**Enter the Service Provider's full SPIN.**

**SPIN:**

Show how many results per page (Default:10, Max:99)?

Previous

Clear Form

Next

Questions about the SLD Program? Call our Client Service Bureau at (888) 203-8100.

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Reference  
**SPIN and BEAR Contact Search Results**

Guidance on determining if a company is eligible to provide telecommunications services:

Form 499 Filer column indicates "Y":

- This service provider has successfully filed a Form 499 with USAC. Telecommunications providers with a "Y" are eligible to provide Telecommunications Services and Internet service providers with a "Y" are eligible to provide Interconnected Voice over Internet Protocol (VoIP) services.

All other designations:

- Some service providers that do not have a "Y" designation are eligible to provide Telecommunications Services because they meet [certain conditions](#) and are exempt from filing a [Form 499](#). You can [contact the Client Service Bureau](#) to determine if the company has met those conditions.

Form 499 Filer column indicates "X":

- This service provider has been researched by USAC and is **not** eligible to provide Telecommunications Services.

Form 499 Filer column indicates "Z":

- This service provider is currently being researched by USAC to determine if it is eligible to provide Telecommunications Services.

Form 499 Filer column is blank:

- This service provider has not been researched and its status is unverified.

Applicants are reminded that they should confirm this and all other information with the service provider.

SPIN	Service Provider Name	Doing Business As	Contact Name	Contact Address	Contact Phone	Form 499 Filer	SPAC Filed
143030766	Windstream Communications, LLC	Windstream Communications, LLC	William L Elliott	1440 M Street, 6th Floor , Lincoln, NE 68510	402436-4466	Y	2002 2003 2004 2005 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016