

“Copy FRN” Guide



Julie Tritt Schell
PA E-rate Coordinator
March 2017

What is “Copy FRN”?

- The “Copy FRN” feature allows you to copy an FRN created on a FY 2017 or FY 2016 application
 - If previous FRN has been approved, the “approved” version will be copied
 - If previous FRN is still pending, the “original” version will be copied
- Saves time re-entering the same information
- Can still make changes to most of the copied data if services/quantities/prices have changed

When to Use “Copy FRN”

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

Note: Previous question on the page – “Is this FRN a continuation from last year?” is only for multi-year contracts, not MTM services or new contracts

What Data Must Be Updated?

- Service Start Date will NOT update
 - You must change this to say 7/1/2017 (for recurring services)
- Contract expiration date should be updated if existing contract has been extended (if extensions were specified in the original contract)
 - For example, if the contract previously expired 6/30/2017, and you extended for 1 year, change the CED to 6/30/2018
- If any schools/buildings have been added or removed from EPC, these updates will not appear in the copied FRN
 - Must click “Manage Recipients” then Yes to No to Yes for it to update
- Always go through the entire new FRN, including FRN Line Items, to ensure that the data is accurate
 - Accurate Services and Accurate Answers to yes/no questions
 - Accurate Funding Amounts
 - Accurate Quantity of Lines/Circuits
 - Accurate Recipients of Service

To Begin: Add FRN as Normal

Basic Information Entity Information **Funding Requests**

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

Funding Requests

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

<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				

[Add FRN](#)

Enter Nickname and Then Copy FRN

Funding Request Key Information

Use a good nickname: Service - Vendor

Please enter a Funding Request Nickname here ⓘ*

Lit Fiber WAN - Lighttower

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

Yes✓

No

Note: This is not related to the Copy My FRN feature. Only answer Yes if this is a continuation of a multi-year contract.

Previous Year FRN Number*

16000012344

Copy FRN

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

Copy FRN

Click Copy FRN to use the Copy My FRN Feature

Search for Previous FRN to Copy

Enter FRN # from last year that you want to copy (can also search by 471 #), then 'Search'

Search for FRN

Search by FCC Form 471

Search by FRN Number

1699011455

Clear Filters Search

Select an FRN

<input checked="" type="checkbox"/>	FCC Form 471	FRN Number	FRN Nickname	Service Type	Service Provider Name
<input checked="" type="checkbox"/>	161008012	1699011455	Fiber WAN - Comcast	Data Transmission and/or Internet Access	Comcast Business Communications

FCC Form 471 Help

Show Help

Back Cancel Continue

Then select the FRN you want to copy

Waiting...

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

Click Yes to continue

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



Refresh

Wait about 10 seconds and then click 'Refresh'

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.

Confirmation screen!

Continue

Review Contract Information

Note that if you are exercising a voluntary extension, the system does not reduce this number, nor is there a way for you to change the number

Contract Summary - 2013 - Fiber WAN - Comcast Contract

Contract Number

User-entered 627780001058541
Establishing FCC
Form 470 #

Award Date 2/14/2013

Expiration Date 6/30/2020
(All Extensions)

Account Number

Service Provider Comcast

Includes Voluntary Yes
Extensions?

Remaining 2
Voluntary
Extensions

Total Remaining 48
Contract Length

Update Service Start Date/Contract Expiration Date

This is what will appear – 7/1/2016

Change this date to 7/1/2017

Contract Information (Additional)

What is the service start date? *

7/1/2016

Enter the date when services will start for this Funding Year

Contract Information (Additional)

What is the service start date? *

7/1/2017

Enter the date when services will start for this Funding Year

For contracted services, if your contract has been voluntarily extended, change the Contract Expiration Date from 6/30/2017 to 6/30/2018

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

6/30/2018

Review/Update FRN Line Item Data

Click on the FRN number to access the FRN Line Item details

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"/>	1799009595	Lit Fiber WAN - Lighttower	3	\$775,353.60

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

FRN Line Items will appear on next screen. To review Line Item details, click on the FRN Line Item Number

FRN Line Items for FRN #1799009595 - Lit Fiber WAN - Lighttower

<input type="checkbox"/>	FRN Line Item Number	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	1799009595.003	Fiber	Ethernet	1	0	\$33,576.00
<input type="checkbox"/>	1799009595.002	Miscellaneous	Taxes and USF Fees	1	0	\$41,028.00
<input type="checkbox"/>	1799009595.001	Fiber	Ethernet	61	0	\$786,900.00

To add a new FRN Line Item, click here [Add New FRN Line Item](#) [Remove FRN Line Item](#)

Review Purpose/Function Answers

Internet w/circuit

WAN

Internet w/ NO circuit

Product and Service Details for FRN Line Item #1799009388.001

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

Review Bandwidth Speeds


Bandwidth Speed for FRN Line Item #1799009388.001

Bandwidth Download Speed *	<input type="text" value="1.000"/>	Burstable Bandwidth? <input type="button" value="Yes"/> <input checked="" type="button" value="No ✓"/>
Bandwidth Download Units *	<input type="text" value="Gbps"/>	
Bandwidth Upload Speed *	<input type="text" value="1.000"/>	
Bandwidth Upload Units *	<input type="text" value="Gbps"/>	

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

Review Yes/No Answers

Connection Information for FRN Line Item #1799009388.001

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

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

Yes

No ✓

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

Yes ✓

No

Hint!!

- Answer 2nd question first. If answer is Yes – this is for WAN connections – then the first answer is always No.
- If the answer to the 2nd question is No, the first answer is Yes.

Review Monthly Costs & # of Lines/Circuits

Cost Calculation for FRN Line Item #1799009388.001

Monthly Cost		One-Time Cost	
Monthly Recurring Unit Cost	\$1,417.00	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	= \$1,417.00	One-time Eligible Unit Cost	= \$0.00
Monthly Quantity	18	One-time Quantity	0
Total Monthly Eligible Recurring Costs	= \$25,506.00	Total Eligible One-time Costs	= \$0.00
Months of Service	x 12	Summary	
Total Eligible Recurring Costs	= \$306,072.00	Total Eligible Recurring Costs	\$306,072.00
		Total Eligible One-time Costs	+ \$0.00
		Pre-Discout Extended Eligible Line Item Cost	= \$306,072.00

Review Recipients of Service

Recipients of Service for FRN Line Item #1799009388.001

BEN	Name	
19433	ADAMS ELEMENTARY SCHOOL	
19419	ARMSTRONG ELEMENTARY SCHOOL	
19421	BANCROFT ELEMENTARY SCHOOL	
19439	EAST SCRANTON INTER SCHOOL (NORTHEAST IS)	
19407	KENNEDY ELEMENTARY SCHOOL	
19398	LINCOLN-JACKSON ACADEMY	
19413	MCNICHOLS EDUCATION PLAZA	
16081700	MONTICELLO SPECIAL EDUCATION CENTER	
19427	MORRIS ELEMENTARY SCHOOL	
19436	PRESCOTT ELEMENTARY SCHOOL	

1-10 of 20

Manage Recipients of Service

If the Recipients of Service is not accurate, click Manage Recipients of Service.

Note! If any schools/buildings changed in EPC since last year, they will not be reflected in the "copied" FRN, so click Manage Recipients of Service, then change the "All Buildings Receiving Service" answer to No and then Yes again for the system to update the entities.

Review other FRN Line Items, then Continue

FRN Line Items for FRN #1799009595 - Lit Fiber WAN - Lighttower

<input type="checkbox"/>	FRN Line Item Number	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
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Add New FRN Line Item

Remove FRN Line Item

Bulk Upload

FCC Form 471 Help

Show Help

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Discard Form

Save & Share

Continue