

E-rate Form 471 Category 2 Filing Guide FY 2017



Julie Tritt Schell
PA E-rate Coordinator
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FY 2017 Form 471 Timeline

Form 471 Deadline = May 11, 2017

Form 470 Deadline?

- If no board approval needed, last possible date to submit Form 470 = April 13, 2017
 - Give yourself at least a week to file the 471, making your Form 470 deadline April 6
- If board IS approval needed, count back 35-40 days from board meeting date, and this is your last date to file 470
 - 35 days instead of 29 days because boards' require documents ahead of meeting
- Do **NOT** wait until these dates to file your 470!
 - Need time to conduct bid evaluations, negotiate contracts, and file the Form 471
 - Always best to avoid filing 471s the last few days of the window due to system glitches
- USAC has promised to review applications in the order they were submitted
 - Have not promised to “fund” applications in this order, however

What's New for FY 2017?

- **Separate Admin Window**
 - Needed so libraries and consortia didn't have to have separate filing window
 - Their discount data is fully dependent on schools' discount data
 - Admin Window over - can no longer update buildings/enrollment/NSLP data
 - Make changes using the FRN narrative boxes, or via the RAL correction process
 - RAL Process should be available beginning next week
 - Consortia members can be added by contacting CSB
 - CSB will not REMOVE consortia members – simply don't add them to your 471
- **'Copy FRN' Feature**
 - Allows you to copy another FRN and make changes
 - Great to use for multi-year contracts
 - Guide sent to PA E-rate listserve - <http://e-ratepa.org/?p=19301>
- **Internal Connections Bulk Upload Template**
 - Most useful for C2 Internal Connections FRNs with multiple line items
 - Bulk Upload Guide shown at end of this Guide, starting on page 103.
 - Template at: <http://e-ratepa.org/wp-content/uploads/2014/03/Category-Two-Internal-Connections-Crashed-Fix-Version-16.4.xlsm>

Helpful Hints for FY 2017

1. I recommend filing a 471 for EACH separate FRN
 - Doesn't take that much extra time
 - PIA seemed to have an easier time reviewing smaller applications in FY 2016
 - If there's a system glitch with one application, it won't hold up the others
 - Not a USAC requirement
 - Form just requires separate 471s for C1 and C2
 - **Exception: if you are filing for leased dark fiber or special provisioned fiber, all related FRNs should be listed on the same 471**
2. Be sure to list all unit costs separately
 - Don't show voice as \$100,000 for a wireless project and quantity of 1
 - Show each model #, # of units and cost of each unit

Before Filing the Form 471

- **Update Connectivity Module in EPC**
 - > **Landing Page > Billed Entity Name > Related Actions > Manage Connectivity Questions**
 - If data hasn't changed from last year, skip this step
 - If you added new schools or libraries in EPC since last year, you must answer their connectivity questions in EPC or the 471 won't allow you to submit
 - Connectivity Module Guide = <http://e-ratepa.org/?p=18731>
 - Hint:
 - 1st page is Internet related
 - School pages are bandwidth/WiFi related

Before Filing the Form 471

- **Add New Contracts in EPC**
 - > **Landing Page > Billed Entity Name > Contracts > Manage Contracts**
 - If you are extending a contract, don't create a new Contract Record
 - Simply change the Contract Expiration Date in the FRN
 - If any data in previous Contract Record is inaccurate (such as the 470 #, SPIN #, etc.), create a new CR and reference the accurate CR on your FY 2017 FRN (ignoring the old one)
 - There is no way to edit an existing CR after it's been submitted
 - Not required to upload contracts, but I recommend you do so for C2 contracts
 - Give your contract a really descriptive nickname!
 - Creating Contract Records Guide = <http://e-ratepa.org/?p=18831>
 - Creating PEPPM-Related Contract Records Guide = <http://e-ratepa.org/?p=18891>

Let's Complete a Category 2 Form 471

Jump to it...

- Wireless equipment example – slide 17
 - Wireless access points (site specific equipment)
 - Controller (shared equipment used by multiple schools)
- Switches example – slide 51 (site specific equipment)
- Structured cabling example - slide 73
 - Internal wiring/installation (site specific equipment)
- Bulk Upload Guide – slide 103

From Your EPC Landing Page

My Landing Page



Training

Universal Service
Administrative Co.

Welcome, BLUE RIBBON SCHOOL DISTRICT - PARENT ENTITY!

[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) |
[Appeal](#) | [FCC Form 500](#) | [SPIN Change](#) | [Service Substitution](#) | [Manage Users](#)
| [Manage Organizations](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)



Application Nickname

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 2017 - Category 2 - Wiring



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

Identifying Correct Contact Person

Contact Information

Are you the main contact person? *

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 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.

Holiday/summer contact is optional.

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.

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.

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
5846	2241	38%	Urban	60%	60%

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.)

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

Example 1:

Wireless Equipment

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

FRN Example 1: Wireless Equipment

- **Assumptions:**
 - Contracted service (all C2 must be contracted)
 - Try to have your contract term be: 4/1/2017 (or the contract signing date, whichever is later) through 9/30/2018
 - 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)

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					

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

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?

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.

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 retrieve a FY 2016 or FY 2017 FRN.

Service Type

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

Internal Connections

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

Contract vs. MTM

FRN Contract

How are the services for this FRN being purchased?

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

Contract

Tariff

Month-to-Month



Select "Contract" for all Category 2 funding requests.

Linking to a Contract

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.

Clear Filters

Search

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.

Choosing the Appropriate Contract

<input type="checkbox"/>	Contract ID	Contract Number	Nickname	Award Date ↓	Creating Organization BEN
<input type="checkbox"/>	4378		2017 - WAN - Sunesys	3/20/2017	108
<input type="checkbox"/>	4387		2017 - Structured Cabling - Gator Networking	3/1/2017	108
<input type="checkbox"/>	4336		2017 - WAPS - Ruckus - Integra1	3/1/2017	108
<input type="checkbox"/>	4132		2017 - internet - comcast	2/6/2017	108
<input type="checkbox"/>	4386		2017 - Voice - Frontier	2/1/2017	108

⏪ ⏩ 1-5 of 17 ⏪ ⏩

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 - 2017 - WAPS - Ruckus - Integra1

Contract Number	Account Number
Establishing FCC Form 470 #170005664	Service Provider ESH Service Provider Organization 1 (SPIN: 14030001)
Award Date 3/1/2017	Includes Voluntary Extensions? No
Expiration Date (All Extensions)	Remaining Voluntary Extensions
	Total Remaining Contract Length

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 or the date you signed your contract, whichever is later. 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.

FRN Narrative Box

BLUE RIBBON SCHOOL DISTRICT - PARENT ENTITY (BEN: 108) - FY 2017 - Category 2 - Wiring - Form # 171003483

Last Saved: 4/2/2017 5:23 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. You should also use this field to describe any updates to your entity data, such as revised student counts, entity relationships, etc, that you were unable to make after the close of the Administrative filing window for profile updates. These changes will be addressed during the application review process. *

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."*

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"/>	1799000357	Wireless - 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.


Adding a FRN Line Item - WAPs

<input type="checkbox"/>	FRN Line Item Number	Type of Internal Connection	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
You haven't created any FRN Line Items yet. Click the 'Add New FRN Line Item' button to start creating your first FRN Line Item.						
<div style="display: flex; justify-content: flex-end; gap: 10px;">Add New FRN Line Item Remove FRN Line Item Bulk Upload</div>						

Select "Add New FRN Line Item."

If you are using the IC Bulk Upload Template to populate your FRN Line items, don't select "Add New FRN Line Item." Instead, click "Bulk Upload." See the Bulk Upload Guide, starting on Page 103 of this guide.

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)

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

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.

Installation/Leasing Questions

Installation Included in Price?

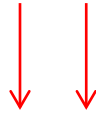
Is the hardware for this FRN Line Item leased?

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."

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

Entering Unit Costs/Quantity

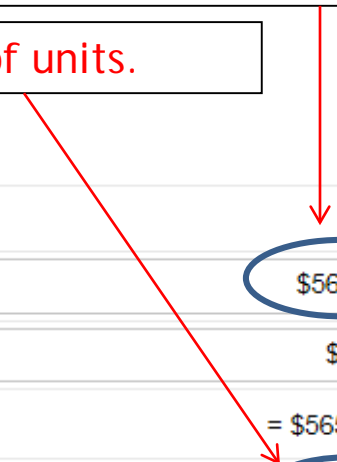
If this line item is for equipment purchases, enter \$0's in the monthly recurring cost column.



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

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

List the quantity of units.



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

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

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

1-10 of 11

Add

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

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 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.

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)

\$5,650.00

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

\$11,300.00

3. Franklin High School (BEN: 10599)

\$16,950.00

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 pre-discount amount for the line item.

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.

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		\$16,950.00
<input type="checkbox"/>	110	Jacksonville Jr/Sr High School		\$5,650.00
<input type="checkbox"/>	109	Plainfield Elementary School		\$11,300.00

FRN Line Item Page: Adding an Additional FRN Line Item

FRN Line Items for FRN #1799000357 - Wireless - Ruckus - Vendor AAA

<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"/>	1799000357.001	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)

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.

Continue

Adding a Wireless Controller Line Item

Product and Service Details for new FRN Line Item for FRN #1799000357 - Wireless - Ruckus - Vendor AAA

Type of Internal Connection ⓘ *

Wireless Data Distribution ▼

Type of Product *

Wireless Controller ▼

Make *

Ruckus Wireless ▼

Model *

901-350-0090

Installation Included in Price?

Yes

No ✓

Lease or Non-Purchase Agreement?

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.

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 #1799000357 - Wireless - Ruckus - Vendor AAA

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	\$30,000.00
One-time Ineligible Unit Cost	\$0.00
One-time Eligible Unit Cost	= \$30,000.00
One-time Quantity	1
Total Eligible One-time Costs	= \$30,000.00

Summary	
Total Eligible Recurring Costs	\$0.00
Total Eligible One-time Costs	+ \$30,000.00
Pre-Discout Extended Eligible Line Item Cost	= \$30,000.00

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."

Confirming Recipients of Equipment

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?

Yes

No ✓

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.

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

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)

\$6,355.93

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

\$7,231.64

3. Franklin High School (BEN: 10599)

\$16,412.43

<i>OFFLINE MATH</i>	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

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.

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

FRN Line Item Page: Adding an Additional FRN Line Item

FRN Line Items for FRN #1799000357 - Wireless - Ruckus - Vendor AAA

<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"/>	1799000357.002	Wireless Data Distribution	Wireless Controller	0	1	\$30,000.00
<input type="checkbox"/>	1799000357.001	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 and .002)

Show Help

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.

Continue

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"/>	1799000357	Wireless - Ruckus - Vendor AAA	2	\$38,340.00

Add FRN

Edit FRN

Remove FRN

FCC Form 471 Help

[Show Help](#)

Back

Discard Form

Save & Share

Continue to Certification

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

Note: I recommend that each FRN be filed on a separate 471 for FY 2017, if possible. For the purpose of this training guide, we are putting all C1 FRNs on the same application.

Example 2:

Network Switches FRN

(Site specific equipment)

FRN Example 2: Switching Equipment

- **Assumptions:**
 - Contracted service (all C2 must be contracted)
 - Try to have your contract term be: 4/1/2017 (or the contract signing date, whichever is later) through 9/30/2018
 - 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.

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"/>	1799000357	Wireless - Ruckus - Vendor AAA	2	\$38,340.00

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



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

Funding Request Key Information

Funding Request Key Information

Please enter a Funding Request Nickname here ⓘ*

Switches - Aruba - 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

Copy FRN

Service Type

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

Internal Connections

Use this option to retrieve a FY 2016 or FY 2017 FRN.

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

Contract vs. MTM

FRN Contract

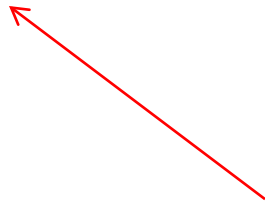
How are the services for this FRN being purchased?

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.

Clear Filters

Search

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 type="checkbox"/>	625		2016 - Ruckus Wireless - Vendor AAA Contract	3/14/2016		108
<input checked="" type="checkbox"/>	2625		FY 2017 - HP Switches HS - ePlus	10/6/2016		108
<input type="checkbox"/>	4386		2017 - Voice - Frontier	2/1/2017		108
<input type="checkbox"/>	4132		2017 - internet - comcast	2/6/2017		108
<input type="checkbox"/>	4387		2017 - Structured Cabling - Gator Networking	3/1/2017		108

11-15 of 17

Contract Summary - FY 2017 - HP Switches HS - ePlus

Contract Number		Account Number	
Establishing FCC Form 470	#160000287	Service Provider	USAC Service Provider Organization 1 (SPIN: 14010001)
Award Date	10/6/2016	Includes Voluntary Extensions?	Yes
Expiration Date (All Extensions)	6/30/2021	Remaining Voluntary Extensions	4

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 will automatically enter 7/1/2017 as SSD.

Change this to 4/1/2017 or the date you signed your contract, whichever is later. 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.

FRN Narrative Box

Narrative

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

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. Something like, "Switching components that will be located in 3 schools."

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"/>	1799000358	Switches - Aruba - Vendor BBB	0	
<input type="checkbox"/>	1799000357	Wireless - Ruckus - Vendor AAA	2	\$38,340.00

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.

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

Adding FRN Line Item

FRN Line Items for FRN #1799000358 - 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.						

Add New FRN Line Item


Remove FRN Line Item

Bulk Upload

Select "Add New FRN Line Item."

If you are using the IC Bulk Upload Template to populate your FRN Line items, don't select "Add New FRN Line Item." Instead, click "Bulk Upload." See the Bulk Upload Guide, starting on Page 103 of this guide.

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*

Model*

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.

Installation/Leasing Questions

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."

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 #1799000358.001

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	\$1,350.00
One-time Ineligible Unit Cost	\$0.00
One-time Eligible Unit Cost	= \$1,350.00
One-time Quantity	24
Total Eligible One-time Costs	= \$32,400.00

Summary	
Total Eligible Recurring Costs	\$0.00
Total Eligible One-time Costs	+ \$32,400.00
Pre-Discout Extended Eligible Line Item Cost	= \$32,400.00

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."

Confirming Recipients of Equipment for this Line Item

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.

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.

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.

<i>Offline Math:</i>	# 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 prediscount amount for the line item.

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

FRN Line Item Page: Adding an Additional FRN Line Item

FRN Line Items for FRN #1799000358 - 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"/>	1799000358.001	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.

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"/>	1799000358	Switches - Aruba - Vendor BBB	1	\$19,440.00
<input type="checkbox"/>	1799000357	Wireless - 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."

Save & Share

Continue to Certification

Example 3:

Structured Cabling

(Site specific service/equipment)

FRN Example 3: Structured Cabling

- **Assumptions:**
 - Contracted service (all C2 must be contracted)
 - Try to have your contract term be: 4/1/2017 (or the contract signing date, whichever is later) through 9/30/2018
 - 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.

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"/>	1799000358	Switches - Aruba - Vendor BBB	1	\$19,440.00
<input type="checkbox"/>	1799000357	Wireless - Ruckus - Vendor AAA	2	\$38,340.00

Add FRN

Edit FRN

Remove FRN

FCC Form 471 Help

Show Help

Back

Discard Form

Save & Share

Continue to Certification

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

Funding Request Key Information

Funding Request Key Information

Please enter a Funding Request Nickname here ⓘ*

Structured Cabling - Gator Networking

Provide a descriptive nickname for each funding request.

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

Yes

No ✓

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

Copy FRN

Service Type

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

Internal Connections

Use this option to retrieve a FY 2016 or FY 2017 FRN.

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

Contract vs. MTM

FRN Contract

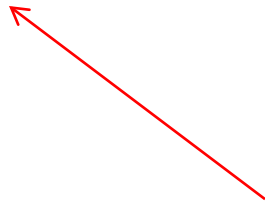
How are the services for this FRN being purchased?

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

108

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.

Clear Filters

Search

<input type="checkbox"/>	Contract ID	Contract Number	Nickname	Award Date	Creating Organization BEN
<input type="checkbox"/>	4386		2017 - Voice - Frontier	2/1/2017	108
<input type="checkbox"/>	4387		2017 - Structured Cabling - Gator Networking	3/1/2017	108

16-17 of 17

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 will automatically enter 7/1/2017 as SSD.

Change this to 4/1/2017 or the date you signed your contract, whichever is later. 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.

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*

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."

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"/>	1799000359	Structured Cabling - Gator Networking	0	
<input type="checkbox"/>	1799000358	Switches - Aruba - Vendor BBB	1	\$19,440.00
<input type="checkbox"/>	1799000357	Wireless - Ruckus - Vendor AAA	2	\$38,340.00

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.

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

Adding FRN Line Item

FRN Line Items for FRN #1799000359 - 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.						

Add New FRN Line Item

Remove FRN Line Item

Bulk Upload

Select "Add New FRN Line Item."

If you are using the IC Bulk Upload Template to populate your FRN Line items, don't select "Add New FRN Line Item." Instead, click "Bulk Upload." See the Bulk Upload Guide, starting on Page 103 of this guide.

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

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.

Installation/Leasing Questions

Installation Included in Price?

Yes ✓ No

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?

Yes No ✓

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

Entering Unit Costs/Quantity

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

Enter Unit Cost and Quantity

Cost Calculation for new FRN Line Item for FRN #1799000359 - Structured Cabling - Gator Networking

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	\$35,700.00
One-time Ineligible Unit Cost	\$0.00
One-time Eligible Unit Cost	= \$35,700.00
One-time Quantity	1
Total Eligible One-time Costs	= \$35,700.00

Summary	
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?

Yes

No ✓

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

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." In this example, only Franklin HS is being wired.

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.

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

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.

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"/>	1799000359	Structured Cabling - Gator Networking	1	\$21,420.00
<input type="checkbox"/>	1799000358	Switches - Aruba - Vendor BBB	1	\$19,440.00
<input type="checkbox"/>	1799000357	Wireless - 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."

Finished Adding FRNs?

Funding Requests

Note: The "View Category Two Budget Information" link does not work.

[>> 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"/>	1799000359	Structured Cabling - Gator Networking	1	\$21,420.00
<input type="checkbox"/>	1799000358	Switches - Aruba - Vendor BBB	1	\$19,440.00
<input type="checkbox"/>	1799000357	Wireless - Ruckus - Vendor AAA	2	\$38,340.00

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 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

Download Speed Units
Mbps

Upload Speed
500

Upload Speed Units
Mbps

Per-Entity Basis Questions

Entity Name
BLUE RIBBON SCHOOL DISTRICT - PARENT ENTITY

Entity Number
108

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

Back

Discard Form

Save & Share

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.

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	10598	1	Gbps	1	Gbps	Fiber	Completely	No barriers
ford Middle School						Fiber	Completely	No barriers
ggenheim Elementary School						Fiber	Completely	No barriers
derson Elementary School						Fiber	Sometimes	Equipment too costly
chanan Elementary School						Fiber	Completely	Equipment too costly
ss 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 30 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.



The screenshot shows the USAC TRAINING application interface. The navigation bar at the top includes 'News', 'Tasks (24)', 'Records', 'Reports', and 'Actions'. The 'Tasks (24)' menu item is highlighted with a red arrow. The user is identified as 'School District 1 User 1'. The main content area displays a list of tasks:

- 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.

On the left side, there is a sidebar with the USAC TRAINING logo, 'All ▸', 'Starred ☆', and 'Applications' section containing:

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

Click on Review PDF Task

News Tasks (13) Records Reports Actions

Training Universal Service Administrative Co.

Assigned to Me
Sent by Me
Starred ☆

Click here to send a task...

Me
Review PDF for FCC Form 471 - #171003483 - FY 2017 - Category 2 - Wiring
1 minute ago ☆

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

My Tasks	
Name	Received
Review PDF for FCC Form 471 - #171003483 - FY 2017 - Category 2 - Wiring	4/2/2017 6:00 PM EDT

Or find the link to your draft 471 PDF under "My Tasks" on your Landing Page Task Bar.

Review PDF & Continue to Certification Page

FCC Form 471 - Funding Year 2017

BLUE RIBBON SCHOOL DISTRICT - PARENT ENTITY (BEN: 108) - FY 2017 - Category 2 - Wiring - Form # 171003483

Last Saved: 4/2/2017 5:57 PM EDT

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

Download Document Link

[USAC_FCC_FORM_471_APPLICATION_171003483_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.

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?	<input type="text" value="No"/>
Has a service provider been identified for this Billed Entity that is needed to pay your non-discounted share?	<input type="text" value="No"/>

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.

agent thereof or any consultant in connection with this request for services.

- 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.

Back

Certify

Confirmation Page

You have successfully filed FCC Form 471 #171003483 for FY 2017

Certification Date

4/2/2017 6:06 PM 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

FCC Form 471 Help

[Show Help](#)

Close

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

To Print a Final Copy of Your Form 471

FCC Forms and Post-Commit Requests

- FCC Forms
- Post-Commit Requests

- Status
- All
 - Incomplete
 - Certified
 - Committed

Form Type

Funding Year

Application Number	Nickname	Funding Year	Status	Certified Date
171003483	FY 2017 - Category 2 - Wiring	2017	Certified	4/2/2017 6:06 PM 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.

Printing a Final Copy of Your Form 471

Records / FCC Forms 471

FY 2017 - Category 2 - Wiring - #171003483 [Follow](#)

Incomplete

Certified

In Review

Outreach

Wave Ready

Application Information

Nickname FY 2017 - Category 2 - Wiring
Application Number 171003483
Funding Year 2017
Window Status In-Window
Category of Service Category 2

Created Date 4/2/2017 5:14 PM EDT
Created By School District 4 User 1
Certified Date 4/2/2017 6:06 PM EDT
Certified By School District 4 User 1
Last Modified Date 4/2/2017 6:06 PM 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

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

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
Email school.district4.user1@mailinator.com

Phone Number 555-555-5444

Holiday / Summer Contact Information

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

FCC Form 471 Generated Documents

FCC Form 471 Version
Original Version

Internal Connections FRN Line Items Bulk Upload Guide



Julie Tritt Schell
PA E-rate Coordinator
March 2017

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

- Creating FRNs with multiple Line Items and/or multiple Recipients of Service can be time consuming
- USAC created “Offline Templates” to assist with this task
- Templates are available for all service types, but Internal Connections is the most commonly used
- Advantages?
 - Allow you to doublecheck your calculations
 - Copy/paste from another spreadsheet
 - Assists with keeping track of school building C2 pre-discount budgets
 - Saves time
- Challenges?
 - Template contains macros
 - Must be sure to “validate” for errors prior to uploading
- Still must create the FRN online and link to Contract Record

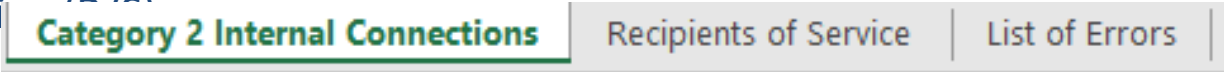
What Data is Requested in Template?

- All FRN Line Item Data
 - Category
 - Wireless data distribution, data protection, cabling, etc.
 - Manufacturer
 - Model #
 - Unit price
 - Eligible and ineligible
 - Quantity
 - Recipients of Service
 - Amount per Model # (component) per Recipient of Service

General Process for Using IC Bulk Upload

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

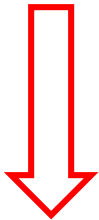
Create **1** Your Template

- Windows 10 (Excel 2013 and newer) Template available at:
<http://e-ratepa.org/wp-content/uploads/2014/03/Category-Two-Internal-Connections-Crashed-Fix-Version-16.4.xlsm>
- All other versions of Excel Template:
http://usac.org/_res/documents/sl/xls/window-hq/Category-Two-Internal-Connections.xlsm
 - This version will appear to work with Excel 2013 and newer, but ultimately will not allow you to upload
- Template has 3 tabs
 - Internal Connections
 - Recipients of Service
 - List of Errors
- Macros require you to select from certain options
- Let's review each section of the Template

Reference Number Column

- System will populate Reference Numbers – one per row
- Used to identify components in Recipients of Service Tab
- Note: If you change data in the row later, the Reference Number will change

– Simply highlight the column, right click, then “Clear Contents” and the numbers will return to normal



1	Category 2 Internal Connections - Version 16.4							
2								
3	Reference Number	Type of Internal Connection	Installation Included in Price?	Type of Product	Make	Enter the Make (If Other)	Model	Lease or Non-Purchase Agreement?
4	For Reference only - Not Imported	Required	Required	Required	Required	Required if "Other" is selected as Make	Required	Required
5								
6								
7								
8								

Tab 1, Section 1: Equipment Details

- First 6 columns (peach) require equipment details
 - After creating one row, you can copy rows instead of clicking on each cell
 - Example:

Reference Number	Type of Internal Connection	Installation Included in Price?	Type of Product	Make	Enter the Make (If Other)	Model	Lease or Non-Purchase Agreement?
For Reference only - Not Imported	Required	Required	Required	Required	Required if "Other" is selected as Make	Required	Required
1	Data Distribution	No	Switch	Meraki		MS350-24P-HW	No
2	Data Distribution	No	Switch	Meraki		MS225-48LP-HW	No
3	Data Distribution	No	Switch	Meraki		MS425-16-HW	No
4	Data Distribution	No	Switch	Meraki		LIC-MS350-24P-5YR	No
5	Data Distribution	No	Switch	Meraki		LIC-MS225-48LP-5YR	No
6	Data Distribution	No	Switch	Meraki		LIC-MS425-16-5Y	No
7	Data Distribution	No	Switch	Meraki		MA-SFP-1GB-SX	No
8	Data Distribution	No	Switch	Meraki		MA-PWR-640WAC	No
9	Data Distribution	No	Switch	Meraki		MA-PWR-250WAC	No
10	Data Distribution	No	Switch	Meraki		MA-CBL-40G-50CM	No
11	Data Distribution	No	Switch	Meraki		MA-SFP-10GB-LR	No

Type of IC & Type of Product

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

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

Tab 1, Section 3: One-Time Costs

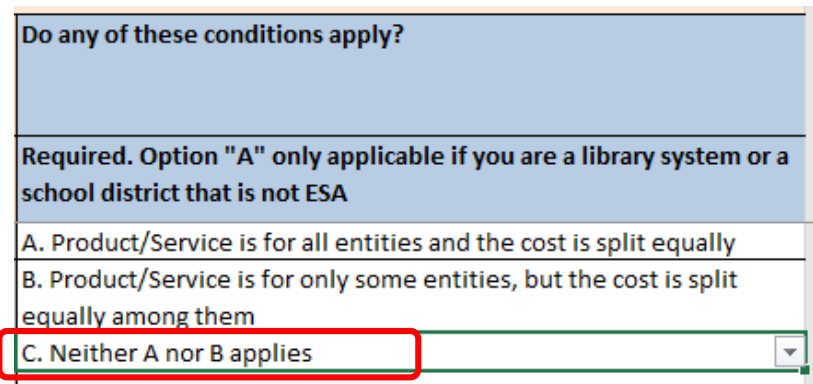
- Next 3 columns (light blue) will identify the:
 - Total Cost of each component
 - Ineligible Cost of each component
 - Quantity of components

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

Identify the One-time Costs				
One-time Unit Costs	One-time Unit Ineligible Costs	Estimated One-time Unit Eligible Costs	One-time Quantity	Estimated Total Eligible One-time Costs
Required	Required	For Reference only - Not Imported	Required	For Reference only - Not Imported
\$2,937.00	\$0.00	\$2,937.00	7	\$20,559.00
\$2,290.00	\$0.00	\$2,290.00	55	\$125,950.00
\$6,370.00	\$0.00	\$6,370.00	2	\$12,740.00
\$450.00	\$0.00	\$450.00	7	\$3,150.00
\$331.00	\$0.00	\$331.00	55	\$18,205.00
\$975.00	\$0.00	\$975.00	2	\$1,950.00
\$227.00	\$0.00	\$227.00	108	\$24,516.00
\$432.00	\$0.00	\$432.00	7	\$3,024.00
\$204.00	\$0.00	\$204.00	2	\$408.00
\$45.00	\$0.00	\$45.00	57	\$2,565.00
\$1,817.00	\$0.00	\$1,817.00	6	\$10,902.00

Tab 1, Section 3: Which Condition Applies

- The final column is trying to identify how to allocate the costs to the Recipients of Service
 - If A is selected, the system will assume that all entities in your EPC profile will be using the equipment and the costs should be split equally
 - This Reference Number should not be listed on the R/S Tab
 - Be cautious choosing this condition because it will not weight the costs by enrollment
 - If B is selected, the system will require you to list the Reference Number on the R/S Tab, identify who will be using the equipment, but will not require you to identify costs/school
 - Be cautious choosing this condition because it will not weight the costs by enrollment
 - Good choice if all equipment listed in the Template is going to the same school
 - If C is selected, the system will require you to enter all of the data on the Recipients of Service Tab
 - Note: This is the most common choice



Do any of these conditions apply?

Required. Option "A" only applicable if you are a library system or a school district that is not ESA

A. Product/Service is for all entities and the cost is split equally

B. Product/Service is for only some entities, but the cost is split equally among them

C. Neither A nor B applies

Tab 2: Recipients of Service

Category 2 Internal Connections	Recipients of Service	List of Errors
---------------------------------	------------------------------	----------------

- Cross references each “Reference Number Row” with entities using the equipment
- Identifies the cost/entity for that “row”
- Rows can/should be listed multiple times
- Recipient’s E-rate Entity Number (BEN) must be listed
 - Name of BEN not required or uploaded by you’ll want to include
 - Don’t know a building’s BEN? Look on your EPC Landing Page

Category 2 Internal Connections - Version 16.4			
Recipients of Service			
Reference Number	BEN	Name	Eligible Cost per BEN
Required- Not Imported	Required	For Reference only - Not Imported	Required
	▼		

Tab 2: Recipients of Service

- Completed Example:

Recipients of Service			
Reference Number	BEN	Name	Eligible Cost per BEN
Required- Not Imported	Required	For Reference only - Not Imported	Required
1	21089	AMANDA E STOUT ELEM (AS)	\$8,811.00
1	21151	MILLMONT ELEM (MM)	\$11,748.00
2	21089	AMANDA E STOUT ELEM (AS)	\$34,350.00
2	21151	MILLMONT ELEM (MM)	\$22,900.00
2	16055732	READING INTERMEDIATE HS (CIT)	\$68,700.00
3	16055732	READING INTERMEDIATE HS (CIT)	\$12,740.00
4	21089	AMANDA E STOUT ELEM (AS)	\$1,350.00
4	21151	MILLMONT ELEM (MM)	\$1,800.00
5	21089	AMANDA E STOUT ELEM (AS)	\$4,965.00
5	21151	MILLMONT ELEM (MM)	\$3,310.00
5	16055732	READING INTERMEDIATE HS (CIT)	\$9,930.00
6	16055732	READING INTERMEDIATE HS (CIT)	\$1,950.00
7	21089	AMANDA E STOUT ELEM (AS)	\$4,540.00
7	21151	MILLMONT ELEM (MM)	\$6,356.00
7	16055732	READING INTERMEDIATE HS (CIT)	\$13,620.00
8	21089	AMANDA E STOUT ELEM (AS)	\$1,296.00
8	21151	MILLMONT ELEM (MM)	\$1,728.00
9	16055732	READING INTERMEDIATE HS (CIT)	\$408.00
10	21089	AMANDA E STOUT ELEM (AS)	\$675.00
10	21151	MILLMONT ELEM (MM)	\$450.00
10	16055732	READING INTERMEDIATE HS (CIT)	\$1,440.00
11	21089	AMANDA E STOUT ELEM (AS)	\$3,634.00
11	21151	MILLMONT ELEM (MM)	\$3,634.00
11	16055732	READING INTERMEDIATE HS (CIT)	\$3,634.00

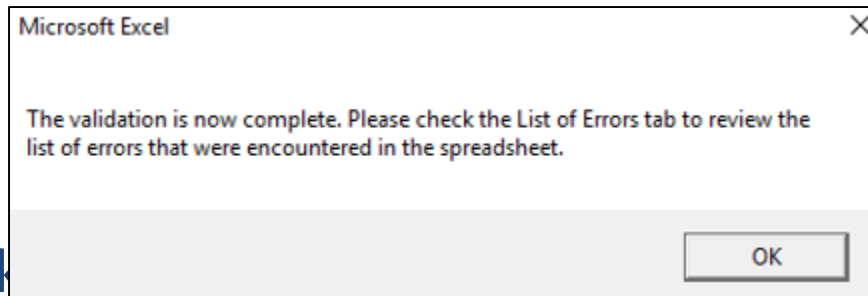
Tab 2: Validating Data

- After Recipients of Service Tab is complete and totals match with totals from Equipment Tab, click the Validate Box



Click to Validate

- System will show “Validation is Now Complete” window



- Then click  if your data has been perfectly validated

Category 2 Internal Connections

Recipients of Service

List of Errors

Tab 3: Finding Errors

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

Tab	Column and Row	Error

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

Click to Validate

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

After Template is Validated

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

Basic Information Entity Information Funding Requests

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

Funding Requests

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

<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

2 Creating the Funding Request

Funding Request Key Information

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

Switches - Integra1

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

Yes

No ✓

Service Type

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

Internal Connections

FRN Contract

How are the services for this FRN being purchased?

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

Contract ✓

Tariff

Month-to-Month

Associate a Contract

Search by Creating Organization BEN

126265

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
<input type="checkbox"/>	78511		2016 - Meraki - ePlus Contract
<input type="checkbox"/>	78521		2016 - HP Switches 3 - Integra1
<input checked="" type="checkbox"/>	78644		2016 - Switches 2 - HP - Integra1
<input type="checkbox"/>	127887		2017 - Structured Cabling - CRCS
<input type="checkbox"/>	130273		2017 - Switches - HP Aruba - Integra1

Entering Accurate Dates

System will show 7/1/2017 as Service Start Date. Change this to 4/1/2017 (or the date you signed your contract, whichever is later). This will allow you to purchase the equipment prior to 7/1/2017 if you want to.

Contract Expiration Date: List

9/30/2018

Contract Information (Additional)

What is the service start date? *

7/1/2017

Enter the date when services will start for this Funding Year

Contract Information (Additional)

What is the service start date? *

4/1/2017

Enter the date when services will start for this Funding Year

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

M/d/yyyy

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

9/30/2018

3 Adding Bulk Upload Button

- After FRN is created, the screen will look like this:

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
<input type="checkbox"/>	1799017405	Switches - HP Aruba - Integra1	0

- Click on FRN number (not the check box) to move to FRN Line Item page

Select Template File

- Click “Bulk Upload”

FRN Line Items for FRN #1799017405 - Switches - HP Aruba - Integra1

<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.						
				<input type="button" value="Add New FRN Line Item"/>	<input type="button" value="Remove FRN Line Item"/>	<input type="button" value="Bulk Upload"/>

- Then choose the Template file you saved, then “Submit,” then “Yes, you want to proceed”

Bulk Upload

Upload File *

No file chosen



Bulk Upload

Upload File *

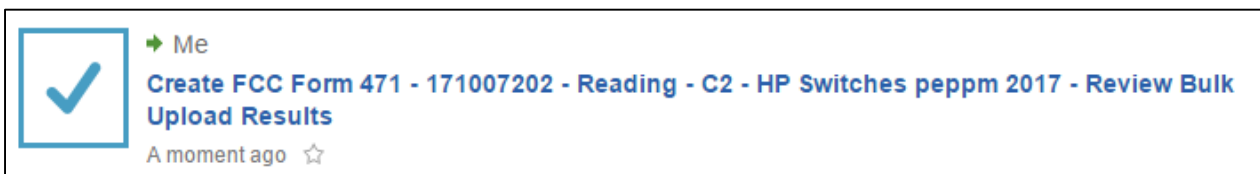
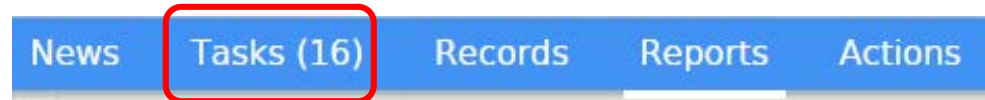
Switches - 470-RFP Template 2017 a.xlsm (104.35 KB) ×



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

4 Obtaining Bulk Upload Results

- After submitting uploaded Template for review, system will return to EPC
 - After 30 seconds, you will receive an e-mail notification with a link to the Bulk Upload Results
 - A “Task” also will appear in your Task Page



Tasks



Success?

- If your page looks like this, you're Bulk Upload was successful! Click Submit!

Confirmation

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



Submit

- If the page doesn't look like this, either you made changes after "saving" your validated Template, or you are using an incorrect version of the template
 - Go back to the template and make changes, or
 - Use a different version of the template. Then...
 - Start Bulk Upload process over

Be **5**ure to Review Data

- It's important to ensure all uploaded data is showing and is accurate
 - If data is inaccurate, you can make changes directly on the 471, delete individual FRN Line Items or the entire FRN and start over

FRN Line Items for FRN #1799017405 - Switches - HP Aruba - Integra1

<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"/>	1799017405.011	Data Distribution	Switch	0	6	\$10,902.00
<input type="checkbox"/>	1799017405.010	Data Distribution	Switch	0	57	\$2,565.00
<input type="checkbox"/>	1799017405.009	Data Distribution	Switch	0	2	\$408.00
<input type="checkbox"/>	1799017405.008	Data Distribution	Switch	0	7	\$3,024.00
<input type="checkbox"/>	1799017405.007	Data Distribution	Switch	0	108	\$24,516.00
<input type="checkbox"/>	1799017405.006	Data Distribution	Switch	0	2	\$1,950.00
<input type="checkbox"/>	1799017405.005	Data Distribution	Switch	0	55	\$18,205.00
<input type="checkbox"/>	1799017405.004	Data Distribution	Switch	0	7	\$3,150.00
<input type="checkbox"/>	1799017405.003	Data Distribution	Switch	0	2	\$12,740.00
<input type="checkbox"/>	1799017405.002	Data Distribution	Switch	0	55	\$125,950.00

1-10 of 11

Tips for Success

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

