E-rate Form 471 Category 1 Filing Guide FY 2018

Julie Tritt Schell
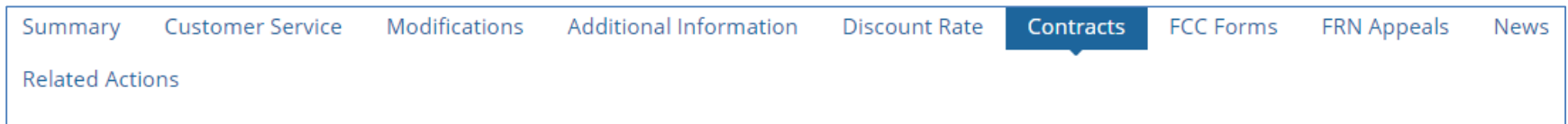PA E-rate Coordinator
January 2018

Before Starting Your Form 471…

⚡ Complete the Connectivity Questions
- > Landing Page > District Name > Related Actions > Connectivity Questions

⚡ Create Contract Data in EPC for each <u>new</u> contract
- > Landing Page > District Name > Contracts from top toolbar
- See http://e-ratepa.org/?p=24081 for helpful guide
- Do not create a new Contract Record for an existing contract

Summary	Customer Service	Modifications	Additional Information	Discount Rate	Contracts	FCC Forms	FRN Appeals	News
Related Actions								

⚡ Have contract or recent invoice in front of you

LET'S COMPLETE A FORM 471!

From Your EPC Landing Page

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

Application Nickname

FCC Form 471 - Funding Year 2018

PAS BEST SCHOOL DISTRICT - (PARENT ENTITY) (BEN: 108) - FY 2018 Category 1 Form 471

Last Saved:

Basic Information Entity Information Funding Requests Connectivity Information Certify

Where applicable, we've completed this section of the form based on information from your applicant entity's profile. If any of the non-editable information is incorrect, or you wish to change the information, please update your profile first by going to your entity record, and clicking Manage Organization from the Related Actions menu. If you do not have access to Manage Organization, please contact your applicant entity's account administrator or create a customer service case to request updates to your applicant entity's profile.

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

Billed Entity Information

PAS BEST 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. ❷ *

FY 2018 Category 1 Form 471

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

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Identifying Correct Contact Person

Contact Information

Are you the main contact person?

YES ✓ | NO

If you are the main contact person, select "Yes." If someone 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

Holiday/summer contact is optional.

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

Selecting Category 1 or Category 2

PAS BEST SCHOOL DISTRICT - (PARENT ENTITY) (BEN: 108) - FY 2018 Category 1 Form 471 - Form # 181000164

Last Saved: 1/25/2018 1:50 PM EST

Note: The Form 471 # has been assigned.

| Basic Information | Entity Information | Funding Requests | Connectivity Information | Certify |

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

Category of Service

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

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

CATEGORY 1 ✓

- 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 1 services.

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

District Entity Information

PAS BEST SCHOOL DISTRICT - (PARENT ENTITY) (BEN: 108) - FY 2018 Category 1 Form 471 - Form # 181000164

Last Saved: 1/25/2018 1:52 PM EST

| 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
PAS BEST SCHOOL DISTRICT - (PARENT ENTITY)	108	Urban	N/A	N/A		Public School District	None

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	Endowment Amount	Annexes
Anderson Elementary School	10602	Urban	No				1234	N/A	None	N/A	Public School, Pre-K	None	View Annexes
Blue Ribbon School District Office	10606	Rural	Yes	N/A	N/A		N/A	N/A	N/A	N/A		None	View Annexes
Bluford Middle School	10600	Urban	No				1234	N/A	None	N/A	Public School	None	View Annexes
Boone Middle School	10598	Urban	No				344	N/A	None	N/A	Public School	None	View Annexes
Buchanan Elementary School	10603	Urban	No				222	N/A	None	N/A	Public School	None	View Annexes

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.

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District E-rate Discounts

Requested Discount Calculation

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

This discount rate has not been approved for the current year

School District Full-time Enrollment	School District NSLP Count	School District NSLP Percent	School District Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate	Voice Discount Rate
5844	5107	87%	Urban	90%	85%	10%

SHOW ENTITIES

This page shows your discount for each category of service.

The voice discount will be 80% less than the overall discount for FY 2018 due to the voice phase-down.

Discount Calculation Errors…

Although this shouldn't happen for FY 2018, if you receive a red box showing this discount calculation error:

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

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

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

Note: There is no way for you to fix this yourself because the entity profiles have been locked.
Also, please let me know if you receive this message.

Creating Your Funding Requests

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

Creating Funding Requests (FRNs)

Get there quickly...
- Voice FRN example – slide 13
  - Month-to-Month (no contract)
  - 2 FRN Line Items
- Internet FRN example – slide 37
  - Contracted service
  - 1 FRN Line Item
- Lit Fiber WAN FRN example – slide 59
  - Contracted service
  - 3 FRN Line Items
- Copy FRN Feature – slide 107

Example 1:
Voice FRN
(month-to-month service)

FRN Example 1: Voice Funding Request

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

Adding a Voice Funding Request

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

Funding Requests

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

	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

Funding Request Key Information

Please enter a Funding Request Nickname here ❓ *

Voice - Frontier

> Provide a descriptive nickname for each funding request.

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

YES   **NO✓**

> If you requested this service last year and the contract is continuing for FY 2018, you may select "yes" and supply the FRN from FY 2017.

Copy FRN

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

COPY FRN

> *Optional*: Use this feature to copy previous FRN filed in EPC for same/similar service. Then search by 471 or FRN number to copy data from last year. *(See slide 107)*

Service Type

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

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

Voice ▼

Contract vs. MTM

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

FRN Contract

How are the services for this FRN being purchased?

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

CONTRACT	TARIFF	MONTH-TO-MONTH

Select either "Contract" or "Month-to-Month." Rarely will you select "Tariff." The FRN in this example is for a MTM service.

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Bidding Information

Next, you will associate an FCC Form 470 to your purchasing agreement. Please search for a form below and select one to associate it to the purchasing agreement.

Establishing FCC Form 470

How many bids were received? *

```
2
```

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

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

YES ✓ | NO

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

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

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

Search FCC Forms 470

Search by FCC Form 470 Number

Search by BEN

```
108
```

CLEAR FILTERS | SEARCH

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

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

Don't enter a 470 # -- simply click "Search" to find the FY 2018 Form 470 # that was used to bid this service. Because MTM services must be bid each year, there is no option to select a 470 from a previous year.

Selecting the Form 470

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

	FCC Form 470 Number	Nickname ↑	Funding Year	BEN	BEN Name	Allowable Contract Date	Service Type
☐	170001558	FY 2017 Category 1 Internet/voice	2017	108	PAS BEST SCHOOL DISTRICT - (PARENT ENTITY)	12/5/2016	Internet Access and/or Telecommunications
☑	180000205	FY 2018 - C1/C2 Form 470	2018	108	PAS BEST SCHOOL DISTRICT - (PARENT ENTITY)	12/6/2017	Internal Connections; Internet Access and/or Telecommunications

Acct # and Service Provider

Service Provider

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

51-12365

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

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

Use the search tool below to find the establishing se

Search Service Providers

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

Search by SPIN

Search by Name (Full or Partial)

e

Select the correct Service Provider

| CLEAR FILTERS | SEARCH |

*

	SPIN	Name	Doing Business As	State
☐	14010001	USAC Service Provider Organization 1		VA
☐	14010002	USAC Service Provider Organization 2		VA

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Entering Service Start and End Dates

Next, you will identify the start and end dates for the services you are requesting.

Dates

What is the service start date? ❓ *

07/01/2018

Enter the date when services will start for this Funding Year

When will the services end? *

06/30/2019

<u>Service Start Date</u>
Enter the date the services will begin in <u>THIS</u> funding year. Service Start Dates will almost always be 7/1/2018 (this may be pre-populated for you).

<u>Service End Date</u>
Enter the date services will end within <u>THIS</u> funding year, which is generally 6/30/2019 (the last date of the funding year).

Pricing Confidentiality

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

Pricing Confidentiality

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

YES   NO ✓

Answer "No."

FRN Narrative Box

Narrative

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

This FRN is for local and long distance services for the entire district.

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

Adding FRN Line Items - Required

Click here!

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

Funding Requests

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

	FRN ↓	Nickname	Number of FRN Line Items	FRN Calculation
☐	1899000175	Voice - Frontier	0	

ADD FRN EDIT FRN REMOVE FRN

This is the Main FRN Page. The next step is to add at least one FRN Line Item.

Click the blue FRN number (not the check box) to add an FRN Line Item which will provide additional details and costs for this funding request.

Adding FRN Line Item - PRIs

FRN Line Items for FRN #1899000175 - Voice - Frontier

	FRN Line Item Number ↓	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
☐						

You haven't created any FRN Line Items yet. Click the 'Add New FRN Line Item' button to start creating your first FRN Line Item.

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

Select "Add New FRN Line Item."

Adding a PRI Line Item

Product and Service Details for FRN Line Item #1899000175.001

Function ❓ *

Voice ▾

Type of Connection *

ISDN-PRI ▾

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

Entering Monthly PRI Costs

Use the <u>total</u> unit monthly cost for <u>one</u> line.

List any ineligible costs here.

Cost Calculation for FRN Line Item #1899000175.001

Monthly Cost		One-Time Cost	
Monthly Recurring Unit Cost	$400.00	One-time Unit Cost	$0.00
Monthly Recurring Unit Ineligible Costs	$0.00	One-time Ineligible Unit Cost	$0.00
Monthly Recurring Unit Eligible Costs	= $400.00	One-time Eligible Unit Cost	= $0.00
Monthly Quantity	2	One-time Quantity	0
Total Monthly Eligible Recurring Costs	= $800.00	Total Eligible One-time Costs	= $0.00
Months of Service	x 12	**Summary**	
Total Eligible Recurring Costs	= $9,600.00	Total Eligible Recurring Costs	$9,600.00
		Total Eligible One-time Costs	+ $0.00
		Pre-Discount Extended Eligible	

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

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

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Identifying Recipients of Service for this Line Item

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

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

Manage Recipients of Service

Is every entity for this organization receiving service?

[YES ✓] [NO]

Selected Entities

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

Confirming Recipients of Service for this Line Item

Recipients of Service for FRN Line Item #1899000175.001

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

This page summarizes action of previous page.

FRN Line Item Page: Adding an Additional FRN Line Item

FRN Line Items for FRN #1899000175 - Voice - Frontier

	FRN Line Item Number ↓	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
☐	1899000175.001	Voice	Local/Long Distance Service	2	0	$9,600.00

ADD NEW FRN LINE ITEM   REMOVE FRN LINE ITEM   BULK UPLOAD

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

BACK   DISCARD FORM

SAVE & SHARE   CONTINUE

If you have more line items for this FRN, click here to add an additional FRN Line Item.

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

Adding Local/Long Distance Line Item
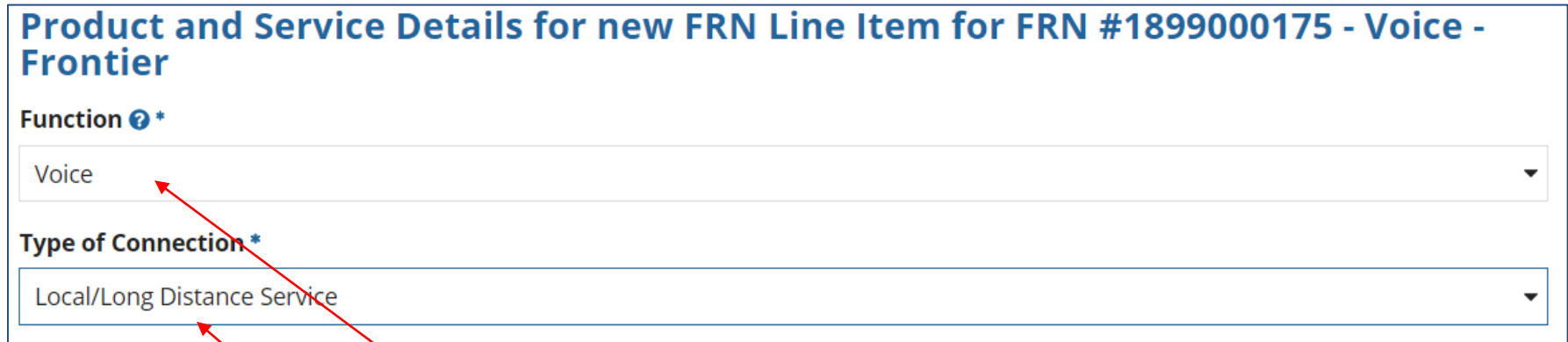
Product and Service Details for new FRN Line Item for FRN #1899000175 - Voice - Frontier

Function ❷ *

| Voice | ▾ |

Type of Connection *

| Local/Long Distance Service | ▾ |

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

Entering Monthly Local/LD Costs

Use the total unit monthly cost for one line/circuit.

List any ineligible costs here.

Cost Calculation for new FRN Line Item for FRN #1899000175 - Voice - Frontier

Monthly Cost		One-Time Cost	
Monthly Recurring Unit Cost	$33.00	One-time Unit Cost	$0.00
Monthly Recurring Unit Ineligible Costs	$0.00	One-time Ineligible Unit Cost	$0.00
Monthly Recurring Unit Eligible Costs	= $33.00	One-time Eligible Unit Cost	= $0.00
Monthly Quantity	60	One-time Quantity	0
Total Monthly Eligible Recurring Costs	= $1,980.00	Total Eligible One-time Costs	= $0.00
Months of Service	x 12	**Summary**	
Total Eligible Recurring Costs	= $23,760.00	Total Eligible Recurring Costs	$23,760.00
		Total Eligible One-time Costs	+ $0.00
		Pre-Discount Extended Eligible	= $23,760.00

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

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

Identifying Recipients of Service for this Line Item

Select "Yes" if all buildings receive this service (most common with C1 services).

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

Manage Recipients of Service

Is every entity for this organization receiving service?

YES ✓   NO

Selected Entities

BEN	BEN Name
109	Plainfield Elementary School
110	Jacksonville Jr/Sr High School
111	Tech Central/Maintenance NIF
10597	Gallaudet Elementary School
10598	Boone Middle School
10599	Franklin High School

Confirming Recipients of Service for this Line Item

Recipients of Service for FRN Line Item #1899000175.002

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

This page summarizes action of previous page. Review to ensure all of your buildings are listed

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Reviewing FRN Line Items

FRN Line Items for FRN #1899000175 - Voice - Frontier

☐	FRN Line Item Number ↓	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
☐	1899000175.002	Voice	Local/Long Distance Service	60	0	$23,760.00
☐	1899000175.001	Voice	Local/Long Distance Service	2	0	$9,600.00

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 another Voice Line Item, click here. If you're done adding line items to this FRN, click "Continue" to return to the main FRN page.
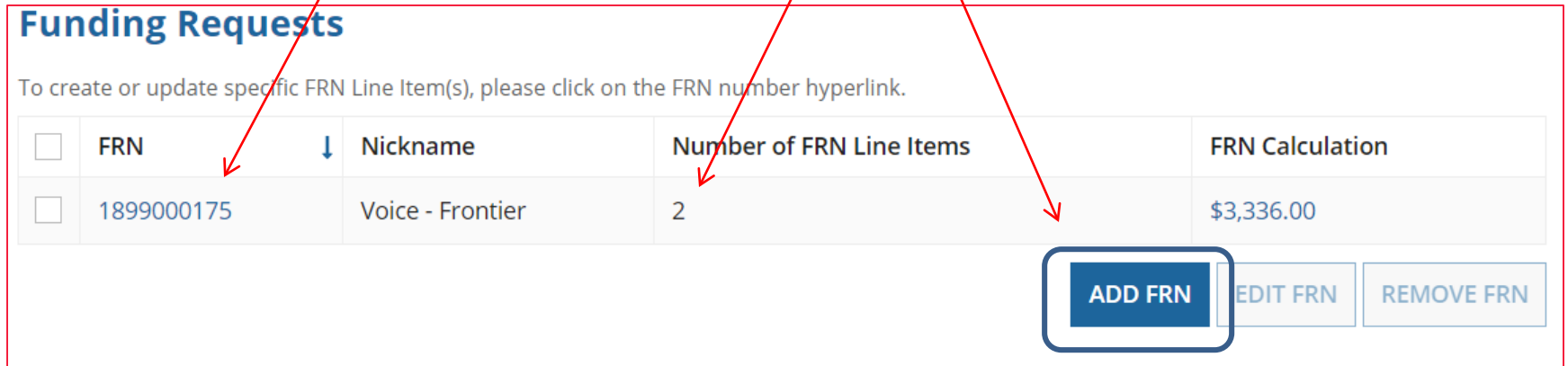
Returning to Main FRN Page

As you can see, 1 FRN was created, with 2 FRN Line Items.
Click "Add FRN" to start a second FRN.

Funding Requests

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

	FRN ↓	Nickname	Number of FRN Line Items	FRN Calculation
☐	1899000175	Voice - Frontier	2	$3,336.00

ADD FRN   EDIT FRN   REMOVE FRN

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

FRN Example 2: Internet Access

- Assumptions:
  - 2 year contract, signed in 2017
  - 1 FRN line item
  - Internet combined with fiber transport
  - 1 GB of Internet
  - Total monthly invoice - $850

Main FRN Page

PAS BEST SCHOOL DISTRICT - (PARENT ENTITY) (BEN: 108) - FY 2018 Category 1 Form 471 - Form # 181000164

Last Saved: 1/28/2018 10:34 AM EST

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

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

Funding Requests

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

	FRN ↓	Nickname	Number of FRN Line Items	FRN Calculation
☐	1899000175	Voice - Frontier	2	$3,336.00

ADD FRN   EDIT FRN   REMOVE FRN

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

Funding Request Key Information

Funding Request Key Information

Please enter a Funding Request Nickname here ❓ *

Internet Access - Zito ←

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

YES NO✓ ←

Copy FRN

If you want to copy an existing Funding Request, select Copy FRN below version of the FRN will be copied.

COPY FRN ←

Service Type

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

Data Transmission and/or Internet Access ← ▼

Provide a descriptive nickname for the funding request.

Optional: If you requested this service last year and the contract is continuing for FY 2018, you may select "yes" and supply the FRN from last year. If not, select "no."

Use this option to copy previous FRN filed in EPC for same/similar service. See slide 107 for details.

Select "Data Transmission and/or Internet Access."

Contract vs. MTM

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

FRN Contract

How are the services for this FRN being purchased?

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

CONTRACT ✓ | TARIFF | MONTH-TO-MONTH

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

Linking to a Contract Record

Click "Search" to see all your contracts listed.

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

∨ Associate a Contract

Search by Creating Organization BEN

| 108 |

Search by Nickname (All or Partial)

| |

Search by Contract ID

| |

Search by Contract No.

| |

CLEAR FILTERS   SEARCH

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

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

Choosing the Appropriate Contract

	Contract ID	Contract Number	Nickname	Award Date	Creating Organization BEN
☐	4386		2017 - Voice - Frontier	2/1/2017	108
☐	4387		2017 - Structured Cabling - Gator Networking	3/1/2017	108
☑	4858		2017 - Internet - Zito	2/1/2017	108

〈 **16 – 18** of 18 〉

Contract Summary - 2017 - Internet - Zito

Contract Number

Establishing FCC Form 470 #170001558

Award Date 2/1/2017

Expiration Date (All Extensions) 6/30/2020

Account Number

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

Includes Voluntary Extensions? Yes

Remaining Voluntary Extensions 1

Total Remaining Contract Length 24

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

Entering Service Start and Contract Expiration Dates

Pricing Confidentiality

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

Contract Information (Additional)

What is the service start date? ❓ *

07/01/2018

Enter the date when services will start for this Funding Year

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

06/30/2019

Service Start Date
Enter the date the services will begin in THIS funding year. Service Start Dates will almost always be 7/1/2018 (this may be pre-populated for you).

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

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Special Fiber FRN Question – 'No' for Most

Fiber Request Key Information

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

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

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

a) Special Construction Charges (build-out costs for *any* new fiber network)
b) Maintenance and Operations Charges (ongoing costs for leased dark fiber or self-provisioned fiber networks)
c) Category 1 Network Equipment (equipment needed to make leased dark fiber or self-provisioned fiber functional)

Most applicants will answer "No" to this question.
Note: If your FRN is for leased **lit** fiber, and the vendor is charging special construction charges to build the network, select "Yes."
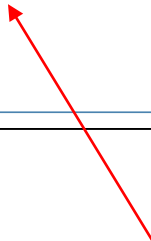
YES	NO

FRN Narrative Box

Narrative

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

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

Provide a brief narrative that will give enough details so your PIA reviewer understands the services you are requesting. Hint: Don't provide too much information here. Something simple like "1 GB of Internet delivered via fiber" is fine.

Adding an FRN Line Item

Funding Requests

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

	FRN ↓	Nickname	Number of FRN Line Items	FRN Calculation
☐	1899000182	Internet Access - Zito	0	
☐	1899000175	Voice - Frontier	2	$3,336.00

The 471 can't be submitted if this is ever showing '0'

ADD FRN EDIT FRN REMOVE FRN

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

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

Adding FRN Line Item

FRN Line Items for FRN #1899000182 - Internet Access - Zito

☐	FRN Line Item Number ↓	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
	You haven't created any FRN Line Items yet. Click the 'Add New FRN Line Item' button to start creating your first FRN Line Item.					

ADD NEW FRN LINE ITEM REMOVE FRN LINE ITEM BULK UPLOAD

Select "Add New FRN Line Item."

Selecting a Purpose and Function

Internet WITH transport

District WAN connections

Transport from district to ISP

Internet WITHOUT transport

Product and Service Details for new FRN Line Item for FRN #1899000182 - Internet Access - Zito

Purpose ❓ *

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

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

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

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

Function ❓ *

Please select a value ▼
Please select a value
Fiber
Copper
Wireless
Other
Miscellaneous

Select the "**Purpose**" that best matches your funding request. For Internet with Transport, select the first bullet. For Internet that does NOT contain transport, select the last bullet.

Then select the "**Function**" (method of transport) from the drop-down menu (usually '<u>Fiber</u>').

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Type of Connections (Choices for Fiber)

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

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

Please select a value

Enter Internet Bandwidth/Units

Bandwidth Speed for new FRN Line Item for FRN #1899000182 - Internet Access - Zito

Bandwidth Download Speed *

1.000 ⬅

Bandwidth Download Units *

Gbps ⬅ ▼

Bandwidth Upload Speed *

1.000 ⬅

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

Bandwidth Upload Units *

Gbps ⬅ ▼

Burstable Bandwidth?

| YES | NO ✓ |

Answer whether the Internet has Burstable Bandwidth (answer No if you're unsure).

Answer Connection Questions

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

Connection Information for new FRN Line Item for FRN #1899000182 - Internet Access - Zito

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

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

YES ✓ | NO

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

YES | **NO ✓**

Does this include firewall services? *

YES | **NO ✓**

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

Next Step: Listing Costs

- The next screen asks us to enter the costs related to this FRN Line Item.
- We will use these assumptions:
  - 1 FRN line item
  - Total monthly invoice - $850
  - No ineligible costs
  - No non-recurring costs
  - Note: # of units = 1 (not 12)

Entering Monthly Cost

Use the total monthly cost for the service.

Cost Calculation for new FRN Line Item for FRN #1899000182 - Internet Access - Zito

Monthly Cost		One-Time Cost	
Monthly Recurring Unit Cost	$850.00	One-time Unit Cost	$0.00
Monthly Recurring Unit Ineligible Costs	$0.00	One-time Ineligible Unit Cost	$0.00
Monthly Recurring Unit Eligible Costs	= $850.00	One-time Eligible Unit Cost	= $0.00
		One-time Quantity	0
Monthly Quantity	1	Total Eligible One-time Costs	= $0.00
Total Monthly Eligible Recurring Costs	= $850.00	**Summary**	
Months of Service	x 12	Total Eligible Recurring Costs	$10,200.00
Total Eligible Recurring Costs	= $10,200.00	Total Eligible One-time Costs	+ $0.00
		Pre-Discount Extended Eligible Line Item Cost	= $10,200.00

List the # of circuits/items for this FRN Line Item – not # of months. Most common answer for Internet FRNs is 1.

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

Identifying Recipients of Service for this Line Item

Next, you will select Recipients of Service for your Line Item

Manage Recipients of Service

Is every entity for this organization receiving service?

[YES ✓] [NO]

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

Confirming Recipients of Service for this Line Item

Recipients of Service for FRN Line Item #1899000182.001

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

This page simply summarizes which Recipients of Service were selected from previous question.

Reviewing Line Items

FRN Line Items for FRN #1899000182 - Internet Access - Zito

	FRN Line Item Number ↓	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
☐	1899000182.001	Fiber	Ethernet	1	0	$10,200.00

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 another Internet Line Item, click here. Otherwise, click "**Continue**" to return to the Main FRN page.

Hint: Most Internet FRNs will only have 1 FRN Line Item unless taxes/fees are charged.

Main FRN Page

Funding Requests

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

	FRN ↓	Nickname	Number of FRN Line Items	FRN Calculation
☐	1899000182	Internet Access - Zito	1	$9,180.00
☐	1899000175	Voice - Frontier	2	$3,336.00

ADD FRN   EDIT FRN   REMOVE FRN

FCC Form 471 Help

Show Help

BACK   DISCARD FORM   SAVE & SHARE   CONTINUE TO CERTIFICATION

Click "Add FRN" to add an additional Category 1 FRN.
If no additional C1 FRNs to add, click "Continue to Certification."

Example 3:
Lit Fiber WAN

FRN Example 3: Lit Fiber WAN

- Assumptions:
  - Contracted service
  - 3 FRN line items:
    - 1 building at 10 GB - $1200/circuit
    - 12 buildings at 1 GB - $800/circuit
    - $350 taxes/fees
  - Total monthly invoice - $11,150
    - 1 @ $1200 = $1200
    - 12 @ $800 = $9,600
    - 1 @ $350

Entering FRN Key Information

Funding Request Key Information

Please enter a Funding Request Nickname here ❓ *

Lit Fiber WAN - Sunesys

Provide a descriptive nickname for each funding request.

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

[YES✓] [NO]

Previous Year FRN Number *

1799000356

If you requested this service last year and the contract is continuing for FY 2018, you may select "Yes" and supply the FRN # from FY 2017. If not, select "No."

Copy FRN

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

[COPY FRN]

Use this option to copy previous FRN filed in EPC for same/similar service. *See slide 107 for details.*

Service Type

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

Data Transmission and/or Internet Access

Select "Data Transmission and/or Internet Access."

Contract vs. MTM

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

FRN Contract

How are the services for this FRN being purchased?

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

CONTRACT ✓ TARIFF MONTH-TO-MONTH

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

Linking to a Contract Record

Click "Search" to see all your contracts listed.

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

⌄ Associate a Contract

Search by Creating Organization BEN

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Search by Nickname (All or Partial)

Search by Contract ID

Search by Contract No.

CLEAR FILTERS   SEARCH

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

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

Choosing the Appropriate Contract

⌄ Associate a Contract

Search by Creating Organization BEN

108

Search by Nickname (All or Partial)

Search by Contract ID

Search by Contract No.

CLEAR FILTERS   SEARCH

	Contract ID	Contract Number	Nickname	Award Date	Creating Organization BEN
☐	2630		2016 - voice - verizon pa	2/2/2016	108
☐	2653		FY 2017 - C1 - Voice - Verizon	3/1/2016	108
☐	4132		2017 - internet - comcast	2/6/2017	108
☐	4336		2017 - WAPS - Ruckus - Integra1	3/1/2017	108
☑	4378		2017 - WAN - Sunesys	3/20/2017	108

Select which contract corresponds to your service.

Entering Service Start and Contract Expiration Dates

Pricing Confidentiality

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

Contract Information (Additional)

What is the service start date? ❷ *

07/01/2018

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? ❷ *

06/30/2020

Service Start Date
Enter the date the services will begin in THIS funding year. Service Start Dates will almost always be 7/1/2018 (this may be pre-populated for you).

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

Special Fiber FRN Question – 'No' for Most

Fiber Request Key Information

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

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

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

a) Special Construction Charges (build-out costs for *any* new fiber network)
b) Maintenance and Operations Charges (ongoing costs for leased dark fiber or self-provisioned fiber networks)
c) Category 1 Network Equipment (equipment needed to make leased dark fiber or self-provisioned fiber functional)

Most applicants will answer "No" to this question.
Note: If your FRN is for leased **lit** fiber, and the vendor is charging special construction charges to build the network, select "Yes."
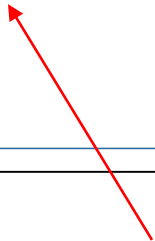
YES	NO

FRN Narrative Box

Narrative

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

This FRN is for a leased lit fiber wide area network. |

Provide a brief narrative that will give enough details so your PIA reviewer understands the services you are requesting. Hint: Don't provide too much information here. Something simple like "This FRN is fo a leased lit fiber wide area network" is fine.

Adding an FRN Line Item

Funding Requests

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

	FRN ↓	Nickname	Number of FRN Line Items	FRN Calculation
☐	1899000183	Lit Fiber WAN - Sunesys	0	
☐	1899000182	Internet Access - Zito	1	$9,180.00
☐	1899000175	Voice - Frontier	2	$3,336.00

The 471 can't be submitted if this is ever showing '0'

ADD FRN   EDIT FRN   REMOVE FRN

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

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

Adding an FRN Line Item

FRN Line Items for FRN #1899000183 - Lit Fiber WAN - Sunesys

	FRN Line Item Number ↓	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
☐						

You haven't created any FRN Line Items yet. Click the 'Add New FRN Line Item' button to start creating your first FRN Line Item.

ADD NEW FRN LINE ITEM   REMOVE FRN LINE ITEM   BULK UPLOAD

Select "Add New FRN Line Item."

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

Selecting a Purpose and Function

Internet WITH transport

District WAN connections

Transport from district to ISP

Internet WITHOUT transport

Product and Service Details for new FRN Line Item for FRN #1899000183 - Lit Fiber WAN - Sunesys

Purpose ❓ *

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

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

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

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

Function ❓ *

Please select a value ▼
Please select a value
Fiber
Copper
Wireless
Other
Miscellaneous

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

70

Type of Connections (Choices for Fiber)

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

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

Please select a value

Enter Connection Speed

Bandwidth Speed for new FRN Line Item for FRN #1899000183 - Lit Fiber WAN - Sunesys

Bandwidth Download Speed *

10.000

Bandwidth Download Units *

Gbps ▼

Bandwidth Upload Speed *

10.000

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

Bandwidth Upload Units *

Gbps ▼

Burstable Bandwidth?

| YES | NO ✓ |

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

Answer Connection Questions

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

Connection Information for new FRN Line Item for FRN #1899000183 - Lit Fiber WAN - Sunesys

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

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

YES | **NO ✓**

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

YES ✓ | NO

Does this include firewall services? *

YES | **NO ✓**

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

Next Step: Listing Costs

- The next screen asks us to enter the costs related to this FRN Line Item.
- We will use these assumptions:
  - 3 FRN Line Items:
    - 1 building at 10 GB - $1200/circuit
    - 12 buildings at 1 GB - $800/circuit
    - $350 taxes/fees

Enter Monthly Costs for <u>This</u> Line Item

Use the total monthly cost for the service.

Cost Calculation for new FRN Line Item for FRN #1899000183 - Lit Fiber WAN - Sunesys

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

List the # of circuits for this FRN Line Item.

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

Select the Building Receiving Service

Manage Recipients of Service

Is every entity for this organization receiving service?

| YES | **NO ✓** |

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

All Entities

Search by BEN

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

CLEAR FILTERS | SEARCH

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

Then selected the building receiving the service from the list provided.

Confirming Recipients of Service for this Line Item

Recipients of Service for FRN Line Item #1899000183.001

BEN	Name
109	Plainfield Elementary School

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

Adding an Additional FRN Line Item

FRN Line Items for FRN #1899000183 - Lit Fiber WAN - Sunesys

	FRN Line Item Number ↓	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
☐	1899000183.001	Fiber	Ethernet	1	0	$14,400.00

ADD NEW FRN LINE ITEM   REMOVE FRN LINE ITEM   BULK UPLOAD

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

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

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

Selecting a Purpose and Function

District WAN connections

Product and Service Details for new FRN Line Item for FRN #1899000183 - Lit Fiber WAN - Sunesys

Purpose ❓ *

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

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

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

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

Function ❓ *

Please select a value	▼

Please select a value

Fiber

Copper

Wireless

Other

Miscellaneous

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

Type of Connections (Choices for Fiber)

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

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

Please select a value

Enter Connection Speed

Bandwidth Speed for new FRN Line Item for FRN #1899000183 - Lit Fiber WAN - Sunesys

Bandwidth Download Speed *

1.000

Bandwidth Download Units *

Gbps ▼

Bandwidth Upload Speed *

1.000

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

Bandwidth Upload Units *

Gbps ▼

Burstable Bandwidth?

YES | NO ✓

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

Answer Connection Questions

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

Enter Monthly Costs for <u>This</u> Line Item

Use the total monthly cost for the service.

Cost Calculation for new FRN Line Item for FRN #1899000183 - Lit Fiber WAN - Sunesys

Monthly Cost		One-Time Cost	
Monthly Recurring Unit Cost	$800.00	One-time Unit Cost	$0.00
Monthly Recurring Unit Ineligible Costs	$0.00	One-time Ineligible Unit Cost	$0.00
Monthly Recurring Unit Eligible Costs	= $800.00	One-time Eligible Unit Cost	= $0.00
Monthly Quantity	12	One-time Quantity	0
Total Monthly Eligible Recurring Costs	= $9,600.00	Total Eligible One-time Costs	= $0.00
Months of Service	x 12	**Summary**	
Total Eligible Recurring Costs	= $115,200.00	Total Eligible Recurring Costs	$115,200.00
		Total Eligible One-time Costs	+ $0.00
		Pre-Discount Extended Eligible Line Item Cost	= $115,200.00

List the # of circuits for this FRN Line Item (this is NOT the # of months).

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

Select the Buildings Receiving Service

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

Then we selected the buildings receiving the service.

Manage Recipients of Service

Is every entity for this organization receiving service?

YES   NO ✓

All Entities

Search by BEN

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

	BEN	BEN Name
☐	109	Plainfield Elementary School
☑	110	Jacksonville Jr/Sr High School
☑	111	Tech Central/Maintenance NIF
☑	10597	Gallaudet Elementary School
☑	10598	Boone Middle School
☑	10599	Franklin High School

Confirmation of Buildings Receiving Service

Recipients of Service for FRN Line Item #1899000183.002

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

Adding an Additional FRN Line Item

FRN Line Items for FRN #1899000183 - Lit Fiber WAN - Sunesys

	FRN Line Item Number ↓	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
☐	1899000183.002	Fiber	Ethernet	12	0	$115,200.00
☐	1899000183.001	Fiber	Ethernet	1	0	$14,400.00

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

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

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

In this example, we will next enter a 3rd Line Item for the taxes/fees added by the vendor.

Selecting a Purpose and Function

District WAN connections

Product and Service Details for new FRN Line Item for FRN #1899000183 - Lit Fiber WAN - Sunesys

Purpose ❓ *

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

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

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

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

Function ❓ *

Miscellaneous ▼

Type of Connection *

Taxes and USF Fees ▼

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

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

Bandwidth: Select Same Bandwidth for Taxes

Bandwidth Speed for new FRN Line Item for FRN #1899000183 - Lit Fiber WAN - Sunesys

Bandwidth Download Speed *

1.000

Bandwidth Download Units *

Gbps ▾

Bandwidth Upload Speed *

1.000

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

Bandwidth Upload Units *

Gbps ▾

Burstable Bandwidth?

YES   **NO ✓**

Although this Line Item is for taxes and fees, we still must indicate the Bandwidth Speed questions. Simply use the answers from the previous FRN line item.

Connection Information

Connection Information for new FRN Line Item for FRN #1899000183 - Lit Fiber WAN - Sunesys

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

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

YES | **NO ✓**

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

YES ✓ | NO

Does this include firewall services? *

YES | **NO ✓**

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

Add Total Taxes/Fees Per Month

Use the total monthly cost for the taxes/fees.

Cost Calculation for new FRN Line Item for FRN #1899000183 - Lit Fiber WAN - Sunesys

Monthly Cost		One-Time Cost	
Monthly Recurring Unit Cost	$350.00	One-time Unit Cost	$0.00
Monthly Recurring Unit Ineligible Costs	$0.00	One-time Ineligible Unit Cost	$0.00
Monthly Recurring Unit Eligible Costs	= $350.00	One-time Eligible Unit Cost	= $0.00
Monthly Quantity	1	One-time Quantity	0
Total Monthly Eligible Recurring Costs	= $350.00	Total Eligible One-time Costs	= $0.00

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

Monthly Cost (continued)	
Months of Service	x 12
Total Eligible Recurring Costs	= $4,200.00

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

Select Buildings Receiving the Service

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

Manage Recipients of Service

Is every entity for this organization receiving service?

YES ✓   NO

Reviewing FRN Line Items

FRN Line Items for FRN #1899000183 - Lit Fiber WAN - Sunesys

	FRN Line Item Number ↓	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
☐	1899000183.003	Miscellaneous	Taxes and USF Fees	1	0	$4,200.00
☐	1899000183.002	Fiber	Ethernet	12	0	$115,200.00
☐	1899000183.001	Fiber	Ethernet	1	0	$14,400.00

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

FCC Form 471 Help

Show Help

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

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

Finished Adding FRNs?

Funding Requests

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

	FRN ↓	Nickname	Number of FRN Line Items	FRN Calculation
☐	1899000183	Lit Fiber WAN - Sunesys	3	$120,420.00
☐	1899000182	Internet Access - Zito	1	$9,180.00
☐	1899000175	Voice - Frontier	2	$3,336.00

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, 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	**Download Speed Units**
500	Mbps

Upload Speed	**Upload Speed Units**
500	Mbps

Per-Entity Basis Questions

Entity Name	**Entity Number**
BLUE RIBBON SCHOOL DISTRICT - PARENT ENTITY	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" in EPC, then return to the form under My Tasks.

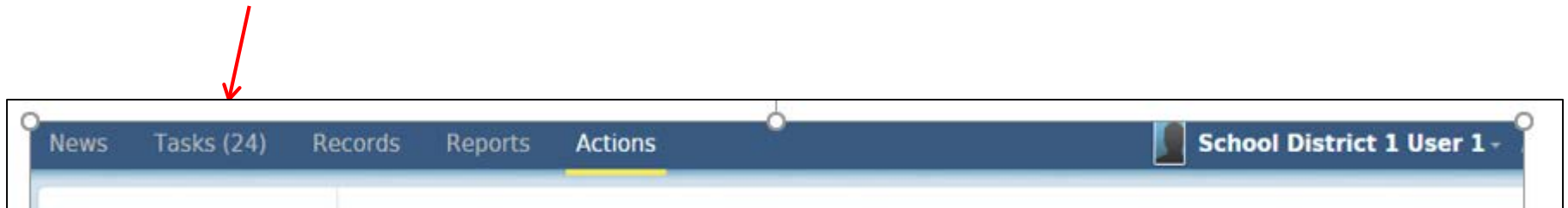Select "Review FCC Form 471."

Creating the Draft Form PDF

one Middle School	10598	1	Gbps	1	Gbps	Fiber	Completely	No barriers
anklin High School	10599	1	Gbps	1	Gbps	Fiber	Completely	No barriers
ford Middle School						iber	Completely	No barriers
ggenheim Elementary hool						iber	Completely	No barriers
derson Elementary hool						iber	Sometimes	Equipment too costly
chanan Elementary hool						iber	Completely	Equipment too costly
ss Elementary School						iber	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?

No   Yes

1 10 of 11

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 in the "My Tasks" list on your Landing Page.

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

⌄ My Tasks

Name	Received	Status	Deadline
Review PDF for FCC Form 471 - #181000164 - FY 2018 Category 1 Form 471	1/28/2018 1:06 PM EST	Assigned	

Reviewing the Draft 471

PAS BEST SCHOOL DISTRICT - (PARENT ENTITY) (BEN: 108) - FY 2018 Category 1 Form 471 - Form # 181000164

Last Saved: 1/28/2018 12:48 PM EST

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

Download Document Link

USAC_FCC_FORM_471_APPLICATION_181000164_DRAFT

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

FCC Form 471 Help

Show Help

To review the Draft PDF, click on this link

EDIT FORM

SEND FOR CERTIFICATION   CONTINUE TO CERTIFICATION

If anything needs changed on the Draft 471, click on "Edit Form."

To continue to the Certification Page and submit the 471, check the box and click "Continue to Certification"

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Review PDF & Continue to Certification Page

PAS BEST SCHOOL DISTRICT - (PARENT ENTITY) (BEN: 108) - FY 2018 Category 1 Form 471 - Form # 181000164

Last Saved: 1/28/2018 12:48 PM EST

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

Download Document Link

USAC_FCC_FORM_471_APPLICATION_181000164_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.

PAS BEST SCHOOL DISTRICT - (PARENT ENTITY) (BEN: 108) - FY 2018 Category 1 Form 471 - Form # 181000164

Last Saved: 1/28/2018 12:48 PM EST

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

Please complete the certifications below.

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).

Total Funding Summary

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	$177,360.00
Total funding commitment request amount on this FCC Form 471	$132,936.00
Total applicant non-discount share of the eligi	$44,424.00
Total budgeted amount allocated to resources support	$250,000.00
Total amount necessary for the applicant to p of eligible and any ineligible amounts	$294,424.00
Are you receiving any of the funds directly from a service provider listed on any of the FCC Forms 471 filed by this Billed Entity for this funding year?	No ▼
Has a service provider listed on any of the FCC Forms 471 filed by this Billed Entity for this funding year assisted you in locating funds needed to pay your non-discounted share?	No ▼

Enter the amount you're spending on technology for FY 2018, less any E-rate eligible costs. Don't enter "$0."

Always select "No."

Always select "No."

Certification Page

☑ I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the schools and libraries support mechanism are subject to suspension and debarment from the program. I will institute reasonable measures to be informed, and will notify USAC should I be informed or become aware that I or any of the entities listed on this application, or any person associated in any way with my entity and/or the entities listed on this application, is convicted of a criminal violation or held civilly liable for acts arising from their participation in the schools and libraries support mechanism.

☑ I certify that if any of the Funding Requests on this FCC Form 471 are for discounts for products or services that contain both eligible and ineligible components, that I have allocated the eligible and ineligible components as required by the Commission's rules at 47 C.F.R. § 54.504.

☑ I certify that the non-discount portion of the costs for eligible services will not be paid by the service provider. The pre-discount costs of eligible services featured on this FCC Form 471 are net of any rebates or discounts offered by the service provider. I acknowledge that, for the purpose of this rule, the provision, by the provider of a supported service, of free services or products unrelated to the supported service or product will be considered a rebate of some or all of the cost of the supported services.

FCC Form 471 Help

Show Help

BACK

CERTIFY

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

Confirmation Page

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

You have successfully filed FCC Form 471 #181000164 for FY 2018

Certification Date

1/28/2018 1:57 PM EST

Authorized Person

Name	School District 4 User 1
Title	Administrator
Employer	PAS BEST 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

To Print a Final Copy of Your Form 471

FCC Forms and Post-Commitment Requests

◉ FCC Forms

○ Post-Commitment Requests

Status ◉ All
○ Incomplete
○ Certified
○ Committed

Form Type | FCC Form 471 | ▼

Funding Year | 2018 | ▼

Application Number	Nickname	Funding Year	Status	Certified Date
181000164	FY 2018 Category 1 Form 471	2018	Certified	1/28/2018 1:57 PM EST

On your EPC Landing Page, scroll to the bottom under FCC Forms.
Select "Form 471" & 2018 for "Funding Year" to see a list of your FY 2018 certified 471s.
Click on the blue 471 Application Number.

Printing a Final Copy of Your Form 471

∨ Application Information

Nickname FY 2018 Category 1 Form 471

Application Number 181000164

Funding Year 2018

Window Status In-Window

Category of Service Category 1

Created Date 1/25/2018 1:48 PM EST

Created By School District 4 User 1

Certified Date 1/28/2018 1:57 PM EST

Certified By School District 4 User 1

Last Modified Date 1/28/2018 1:57 PM EST

Last Modified By School District 4 User 1

Billed Entity Information

PAS BEST SCHOOL DISTRICT - (PARENT ENTITY)

100 Main Street

Springfield, PA 19064

555-555-5555

school.district4.user1@mailinator.com

Billed Entity

FCC Registra

Applicant Ty

> 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

To Submit a 471 Correction/Change

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

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

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

Review Status Awaiting Initial Review

⌄Application Information

Nickname	FY 2018 Category 1 Form 471	**Created Date**	1/25/2018 1:48 PM EST
Application Number	181000164	**Created By**	School District 4 User 1
Funding Year	2018	**Certified Date**	1/28/2018 1:57 PM EST
Window Status	In-Window	**Certified By**	School District 4 User 1
Category of Service	Category 1	**Last Modified Date**	1/28/2018 1:57 PM EST
		Last Modified By	School District 4 User 1

To Submit a 471 Correction/Change

Then "Submit Modification Request (RAL)

"Copy FRN" Feature

What is "Copy FRN"?

- The "Copy FRN" feature allows you to copy an FRN created on a FY 2018, FY 2017 or FY 2016 application
    - If previous FRN has been approved, the "approved" version will be copied
    - If previous FRN is still pending, the "original" version will be copied
    - Can even copy an FRN from an application that hasn't been submitted yet
- Saves time re-entering the same information
- Can still make changes to *most* of the copied data if services/quantities/prices have changed

When to Use "Copy FRN"

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

What Data Must Be Updated for Copied FRN?

- Service Start Date will NOT update
  - <u>You must change this</u> to say 7/1/2018 (for recurring services)
- Contract expiration date should be updated if existing contract has been extended (if extensions were specified in the original contract)
  - For example, if the contract previously expired 6/30/2018, and you extended for 1 year, change the CED to 6/30/2019
- If any schools/buildings have been added or removed from EPC, these updates will not appear in the copied FRN
  - Must click "Manage Recipients" then Yes to No to Yes for it to update
- Always go through the entire new FRN, including FRN Line Items, to ensure that the data is accurate
  - Accurate Services and Accurate Answers to yes/no questions
  - Accurate Funding Amounts
  - Accurate Quantity of Lines/Circuits
  - Accurate Recipients of Service

Copy FRN Feature (if selected)

Search for FRN

Search by FCC Form 471

171003394

Search by FRN Number

Search by 471 # or FRN #

CLEAR FILTERS   SEARCH

Select an FRN

*

	FCC Form 471 ↓	FRN Number	FRN Nickname	Service Type	Service Provider Name
☑	171003394	1799000233	Voice - Frontier	Voice	USAC Service Provider Organization 1
☐	171003394	1799000355	Internet Access - Comcast	Data Transmission and/or Internet Access	USAC Service Provider Organization 1
☐	171003394	1799000356	Lit Fiber WAN - Comcast	Data Transmission and/or Internet Access	USAC Service Provider Organization 1

Select Correct FRN #

Copy FRN Steps (if selected)

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

NO   **YES**

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

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

REFRESH

FRN has been successfully copied.

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

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

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

You can now edit the copied FRN.

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

CONTINUE

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