E-rate Form 471
Category 1 Filing Guide

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PA E-rate Coordinator
April 2016

Before Starting Your Form 471…

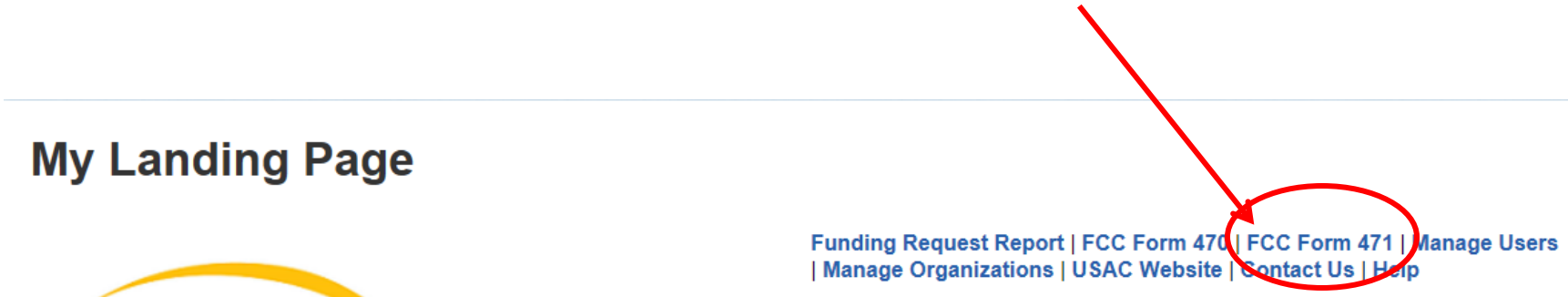
- Confirm all of you schools and NIFs are on your EPC Landing Page under My Entities
  - > Call 888-203-8100 if any are missing
- Update enrollment/NSLP data in each school's EPC profile
  - > Click on each school > Manage Organization at the top right of the page
- Complete the Connectivity Questions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

Let's Complete a Category 1 Form 471

Jump to it...

- Voice FRN example – slide 13
- Internet FRN example – slide 35
- Lit Fiber WAN FRN example – slide 58
- Cellular FRN (MTM) example – slide 90

From Your EPC Landing Page



Application Nickname

FCC Form 471 - Funding Year 2016

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

Last Saved:

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

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

Billed Entity Information

BLUE RIBBON SCHOOL DISTRICT - PARENT ENTITY
100 Main Street
Springfield, PA 19064
555-555-5555
school.district4.user1@mailinator.com

Billed Entity Number: 108
FCC Registration Number: 0123456789
Applicant Type: School District

Application Nickname

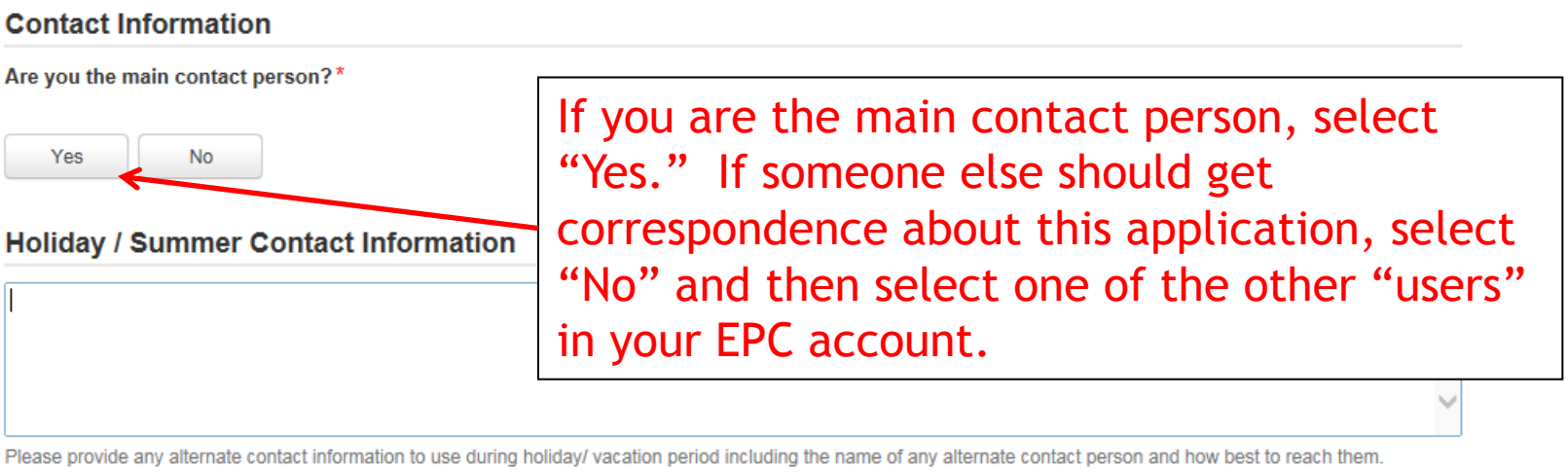
Please enter an application nickname here. *

FY 2016 - Blue Ribbon SD - Category 1 Form 471

FCC Form 471 Help

Enter a really descriptive nickname so you can easily find the form in your Task Bar later, such as “FY 2016 Category 1 Form 471.”

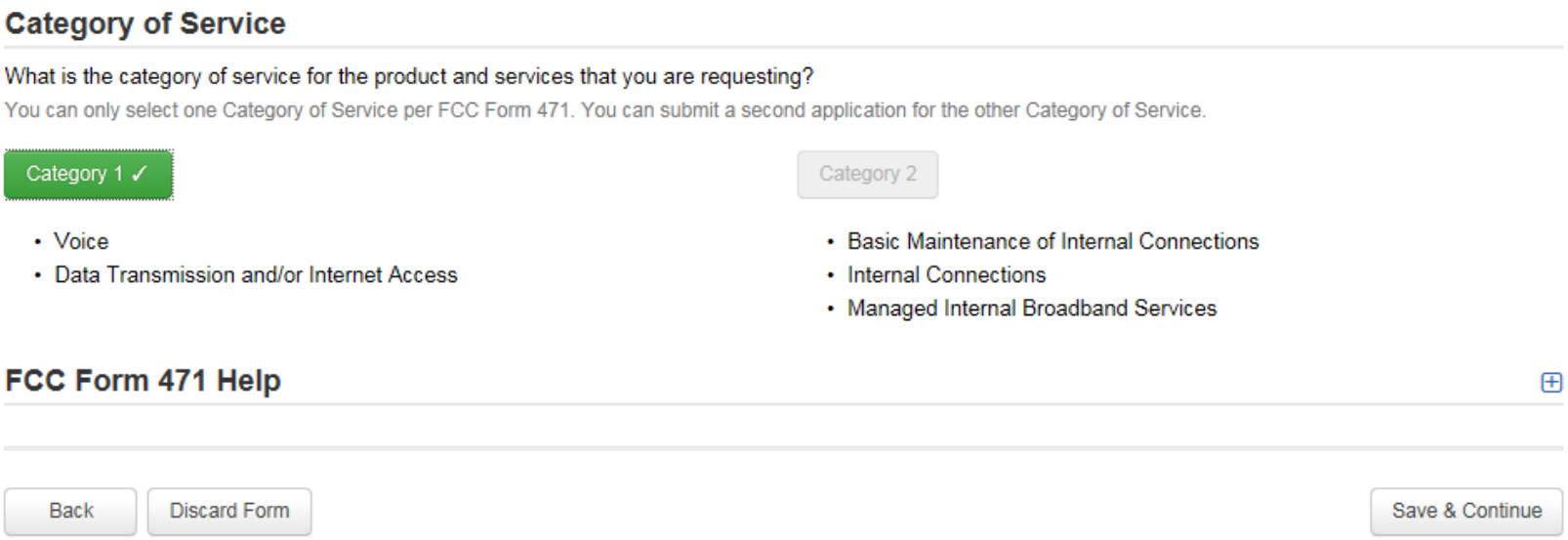
Identifying Correct Contact Person



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.

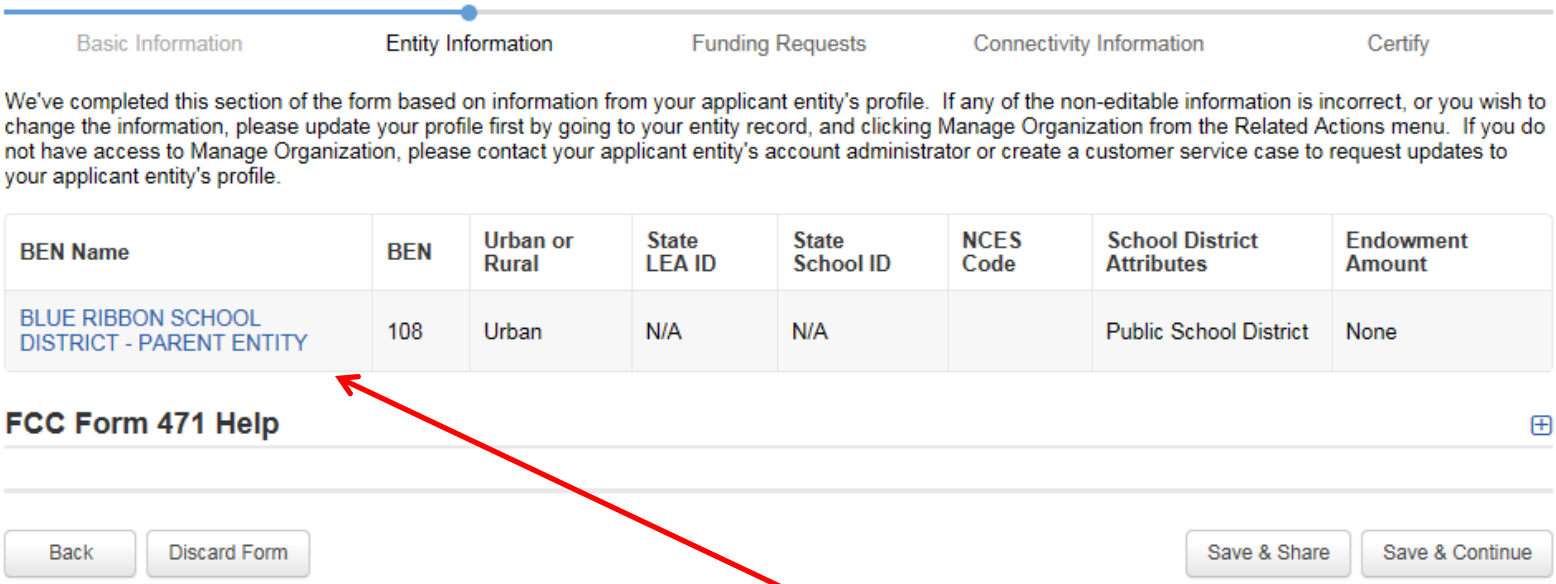
Holiday/summer contact is optional.

Selecting Category 1 or Category 2



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

District Entity Information



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	Voice Discount Rate
435	354	81%	Urban	90%	85%	50%

Show Entities

This page shows your discount for each category of service.

Notice, the voice discount is 40% less than the overall discount for FY 2016 due to the voice phase-down.

Discount Calculation Errors...

If you receive a red box showing this discount calculation error:

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

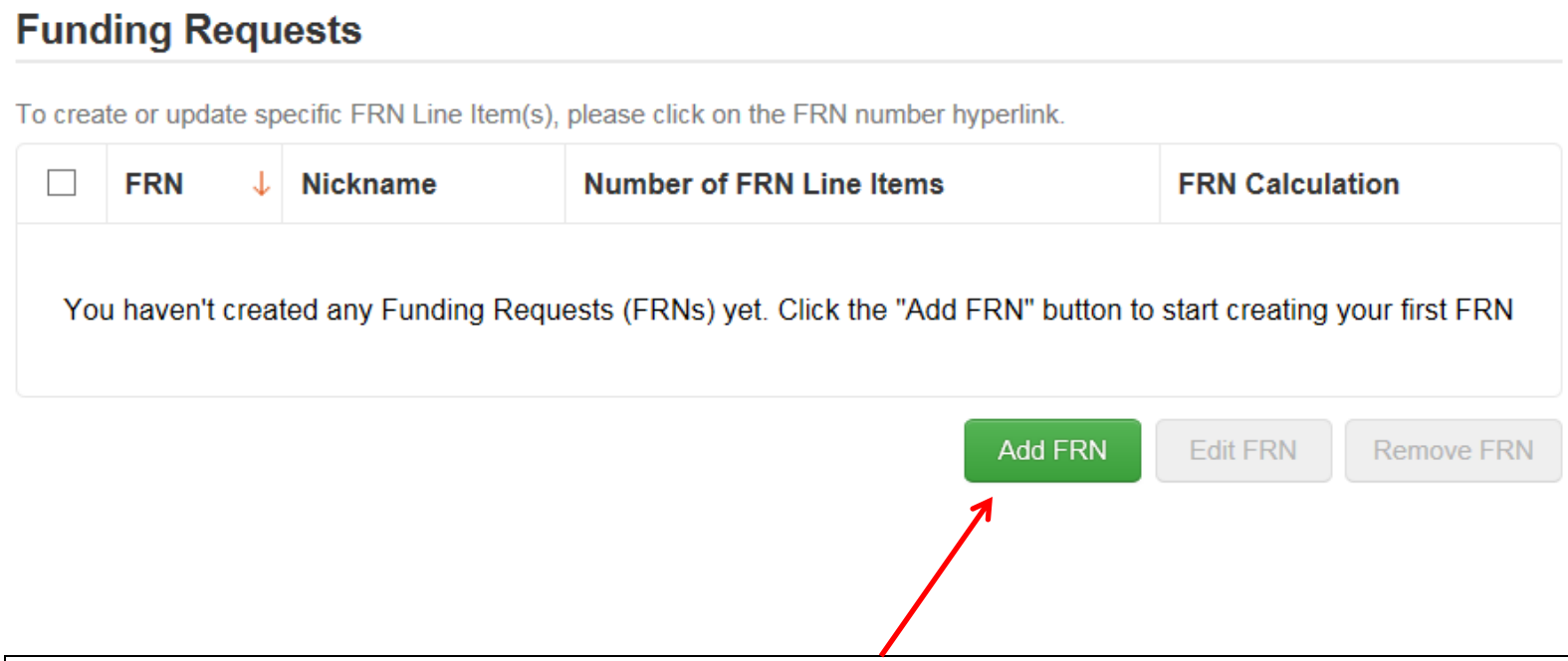
- There are two required elements to each funding request:
  1. FRN Key Information
     - Indicates if it's for voice or data/Internet
     - Links to the relevant contract (or indicates it's a MTM service)
     - Gives the narrative box
  2. FRN Line Item(s)
     - Must have separate line items for 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

Example 1:
Voice FRN (under contract)

FRN Example 1: Voice Funding Request

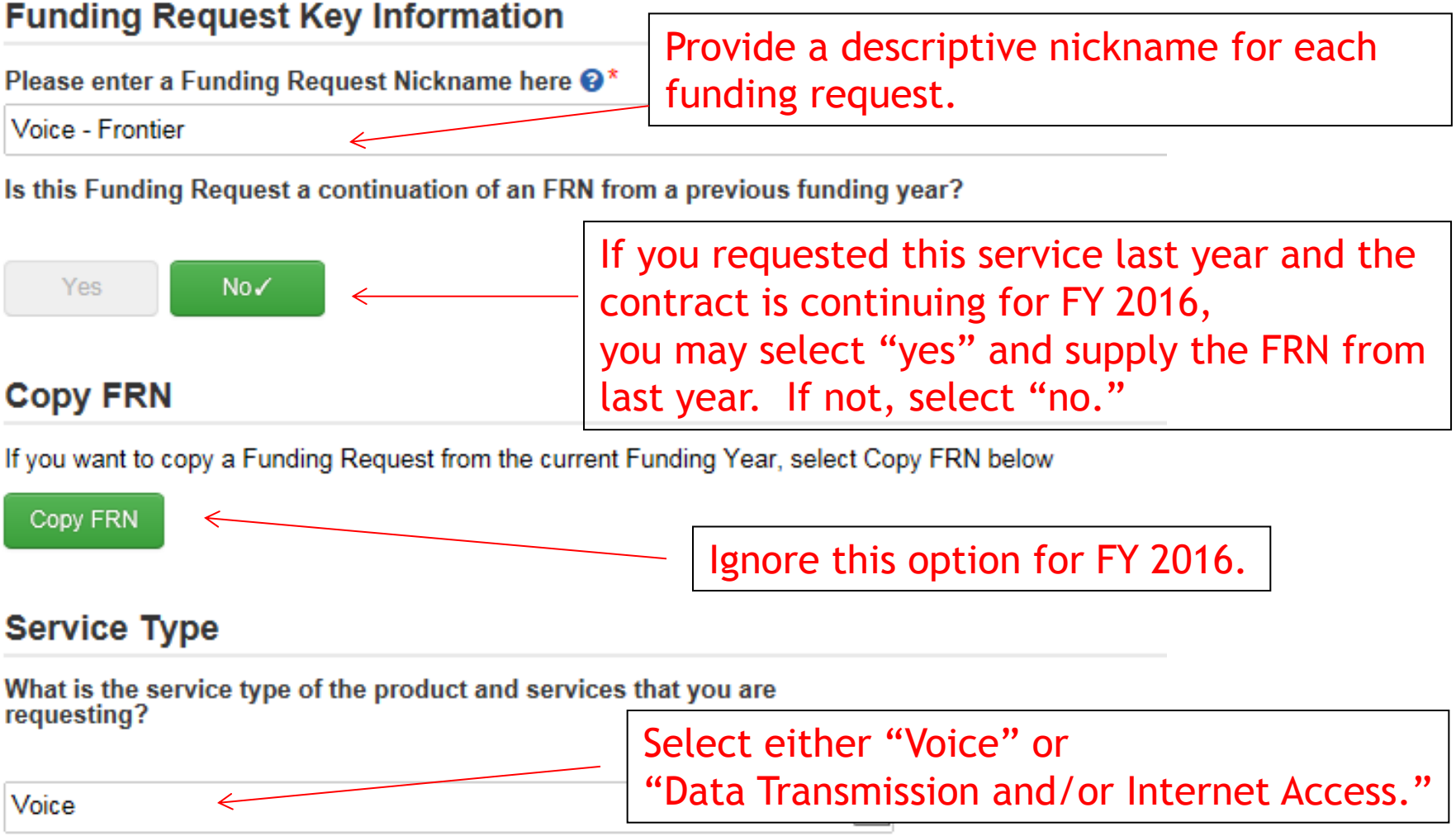
- Assumptions:
  - Contracted service
  - All buildings receiving the same service
  - 2 FRN line items: PRIs and business lines
    - 2 PRI - $400 each
    - 60 business lines
    - $20 worth of DID charges (not eligible)
  - Total monthly invoice - $2420
    - $2420 - $20 DIDs = $2400
    - $2400 -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

Adding a Voice Funding Request

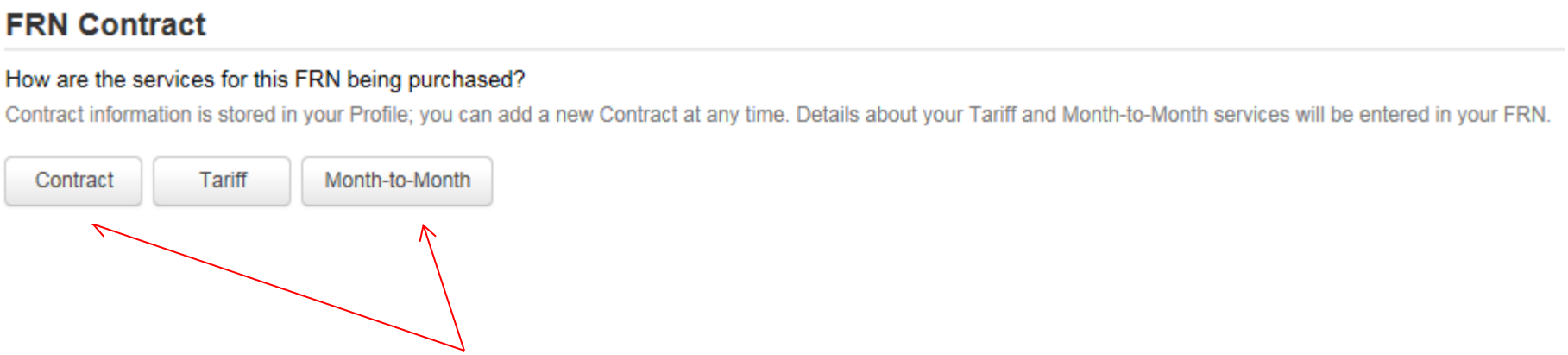


This is the main FRN page, not to be confused with the FRN Line Item Page. You will add your funding requests one by one on this page.

Funding Request Key Information



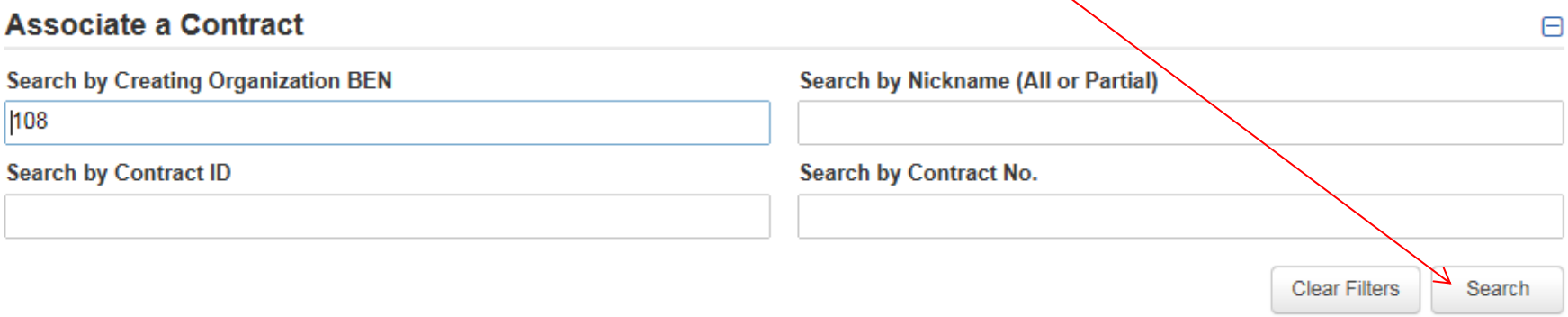
Contract vs. MTM



Select either “Contract” or “Month-to-Month.” Rarely will you select “Tariff.”

Linking to a Contract

Click “Search” to see all your contracts listed.

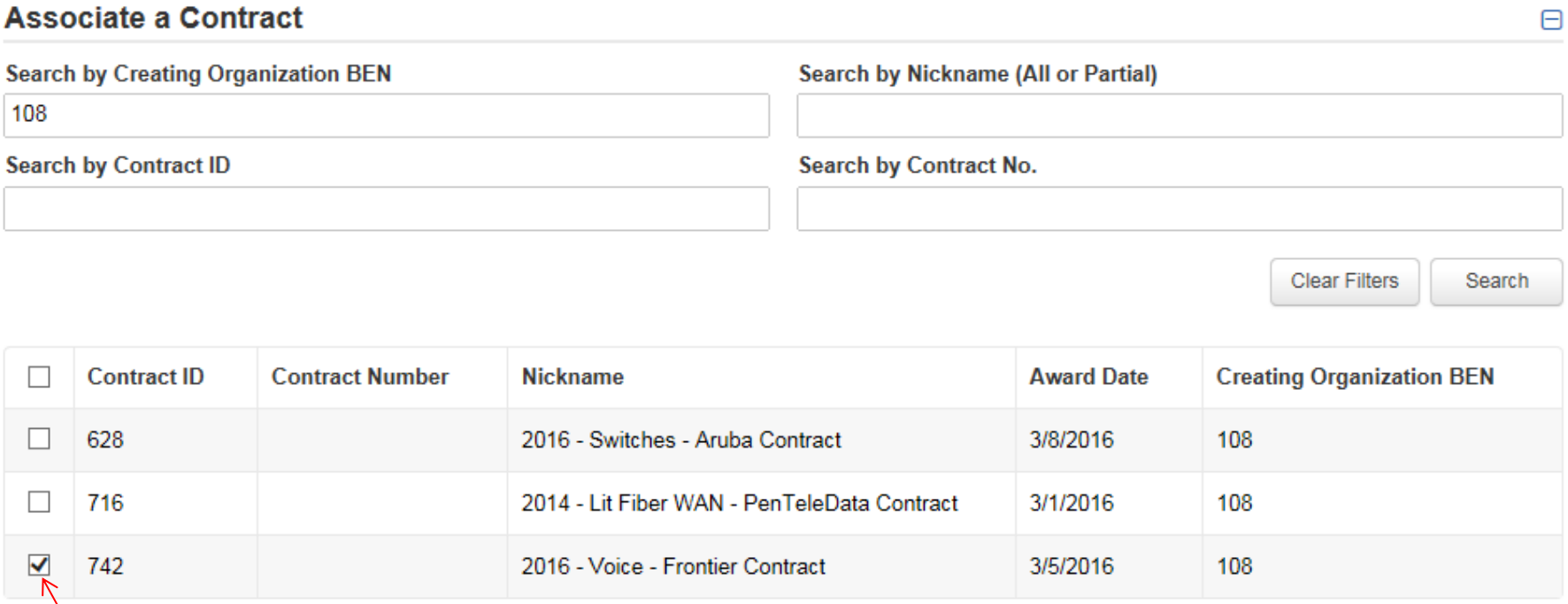


If you selected “Contract” on the previous screen, you will then ask the system to search for all of the contracts you have entered in the EPC Contract Module.

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, click on your Landing Page tab > District Name > Contracts

Choosing the Appropriate Contract



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

Linking to a Contract

Contract Summary - 2016 - Voice - Frontier Contract

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

Pricing Confidentiality

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

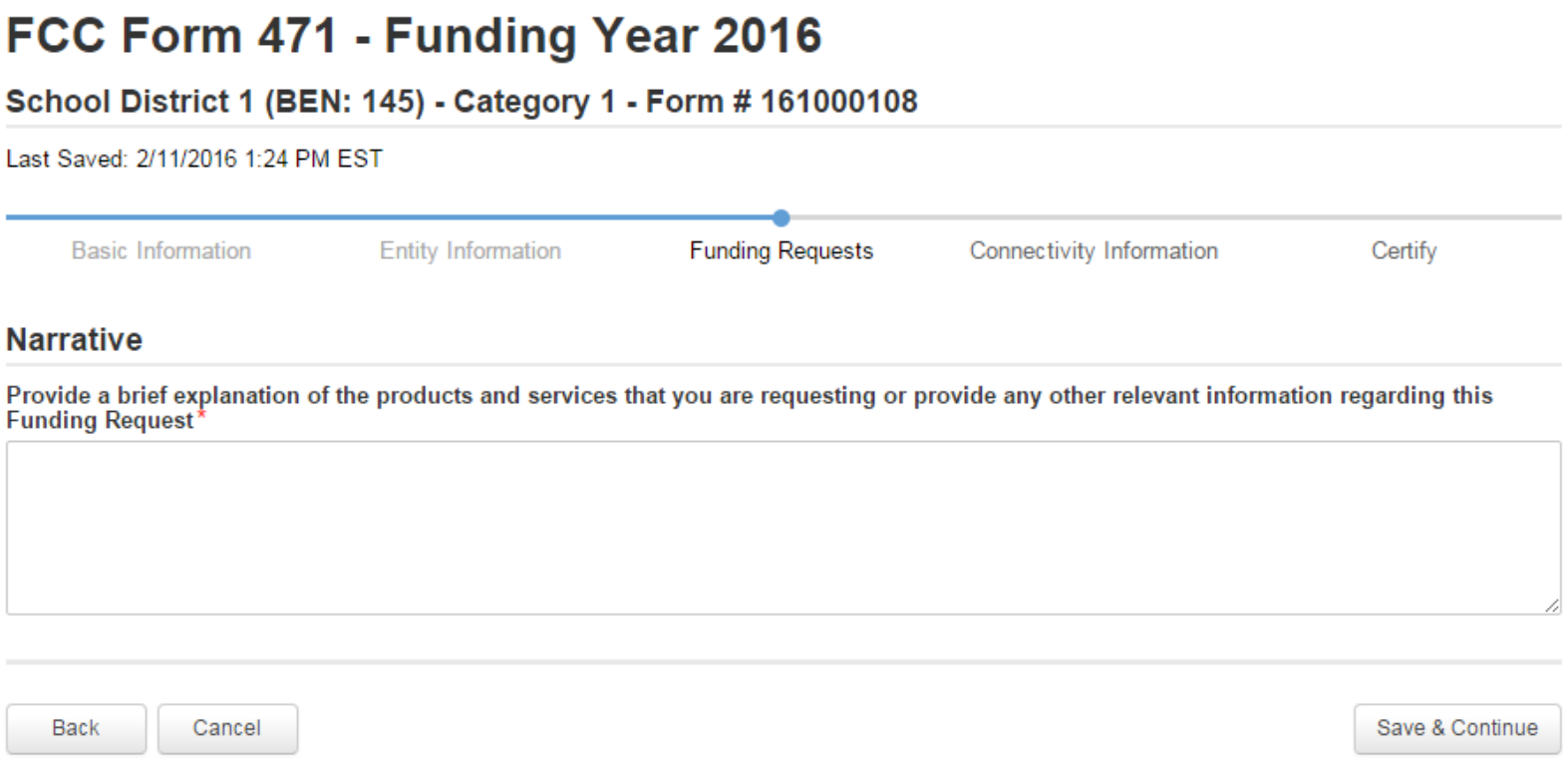
After selecting the correct contract, you will see a summary of the contract information from EPC.

Entering Service Start and Contract Expiration Dates

Service Start Date:
The system automatically enters 7/1/2016 as SSD which is generally accurate for Category 1 requests.

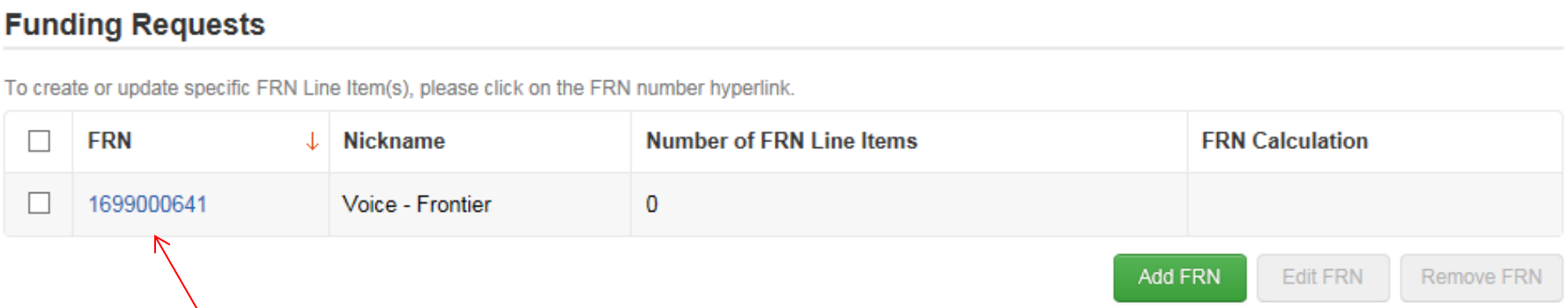
Contract Expiration Date:
You will need enter the CED for this contract, not including voluntary extensions (unless you will be in an extension term for FY 2016).

FRN Narrative Box



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.

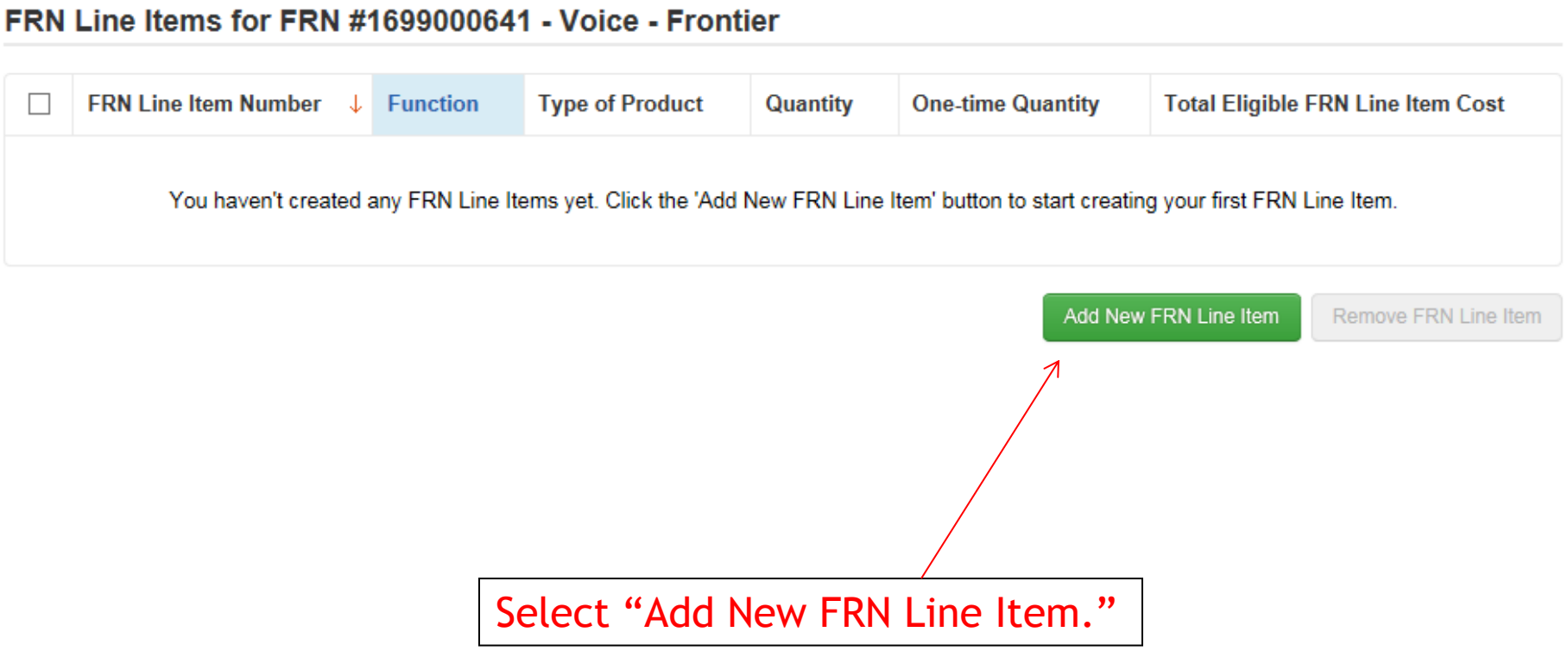
Adding FRN Line Items



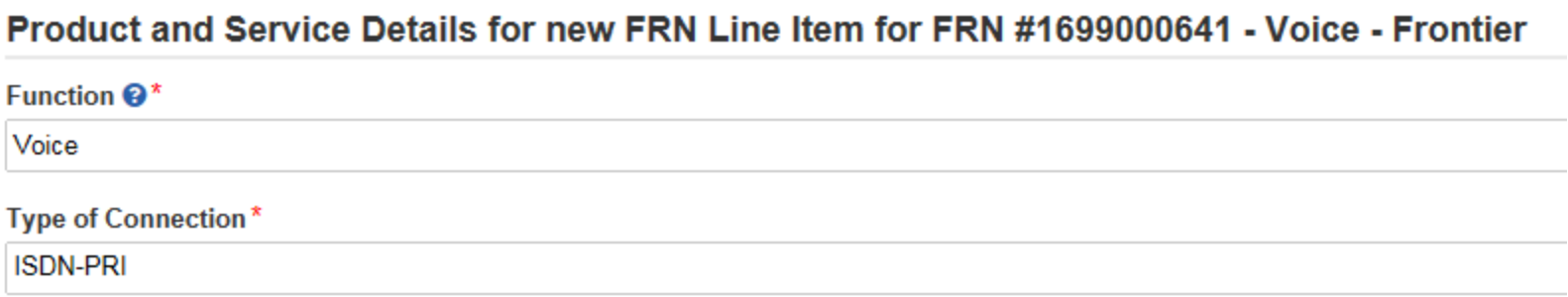
This is the Main FRN Page. The next step is to add an FRN Line Item(s).

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

Adding FRN Line Item - PRIs



Adding a PRI Line Item



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

Entering Monthly PRI Costs

Use the total monthly cost for one line.

List any ineligible costs here.

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

Monthly Cost	
Monthly Recurring Unit Cost	$400.00
Monthly Recurring Unit Ineligible Costs	$0.00
Monthly Recurring Unit Eligible Costs	= $400.00
Monthly Quantity	2
Total Monthly Eligible Recurring Costs	= $800.00
Months of Service	x 12
Total Eligible Recurring Costs	= $9,600.00

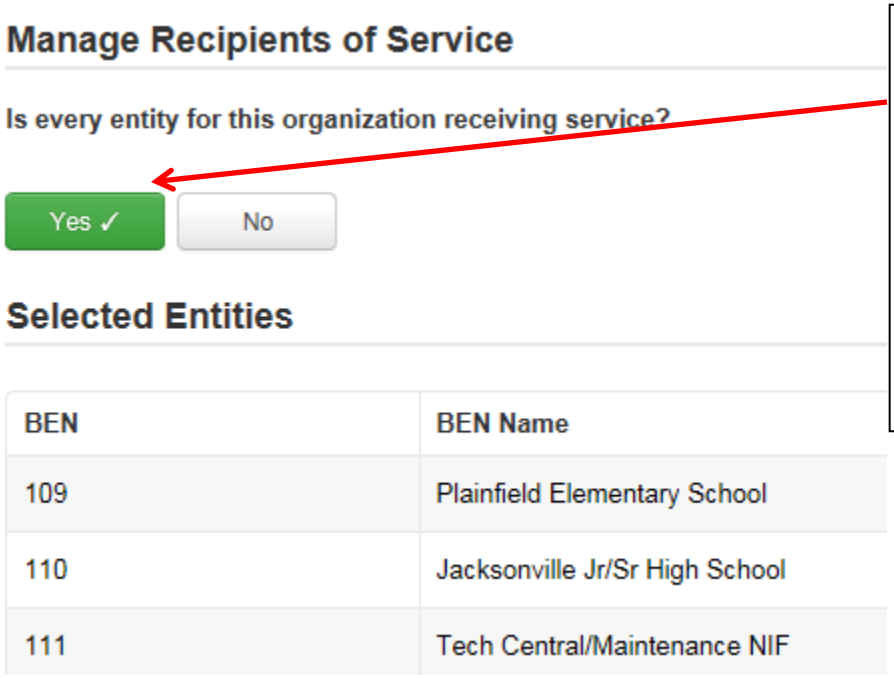
One-Time Cost	
One-time Unit Cost	$0.00
One-time Ineligible Unit Cost	$0.00
One-time Eligible Unit Cost	= $0.00
One-time Quantity	0
Total Eligible One-time Costs	= $0.00

Summary	
Total Eligible Recurring Costs	$9,600.00
Total Eligible One-time Costs	+ $0.00
Pre-Discount Extended Eligible Line Item Cost	= $9,600.00

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

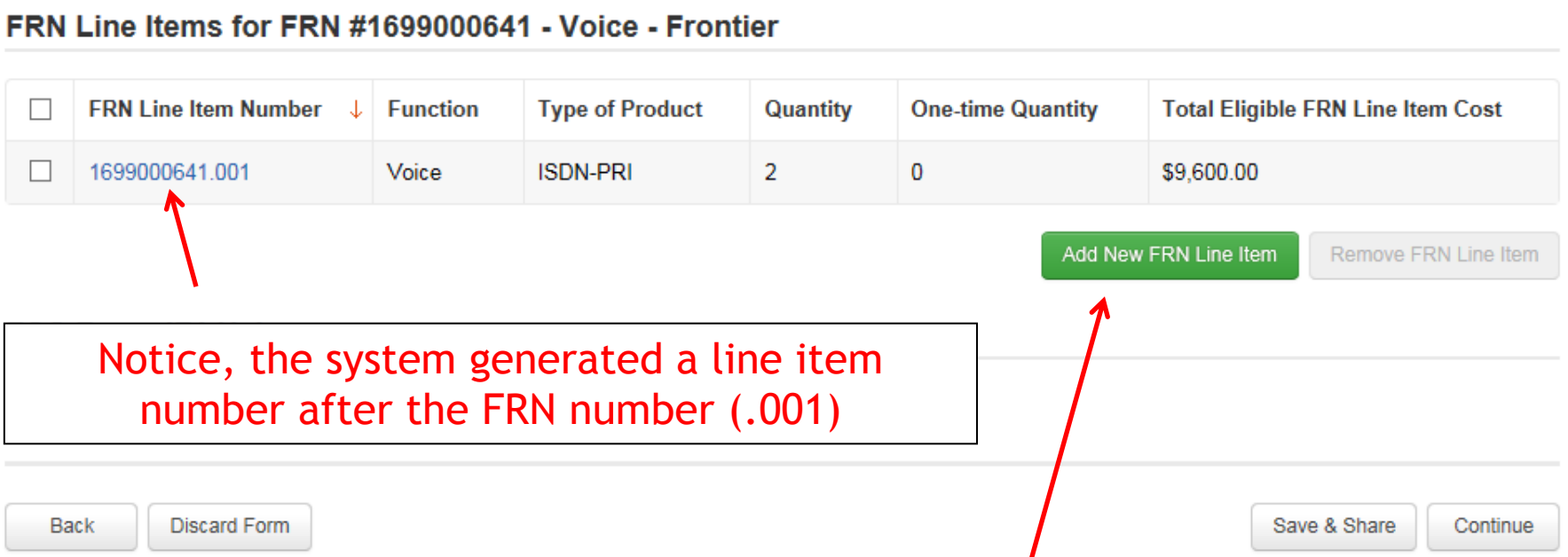
Confirming Recipients of Service for this Line Item

Recipients of Service for FRN Line Item #1699000641.001

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

This page summarizes action of previous page.

FRN Line Item Page: Adding an Additional FRN Line Item



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

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

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

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 monthly cost for one line.

List any ineligible costs here.

Cost Calculation for FRN Line Item #1699000641.002

Monthly Cost	
Monthly Recurring Unit Cost	$33.33
Monthly Recurring Unit Ineligible Costs	$0.00
Monthly Recurring Unit Eligible Costs	= $33.33
Monthly Quantity	60
Total Monthly Eligible Recurring Costs	= $1,999.80
Months of Service	x 12
Total Eligible Recurring Costs	= $23,997.60

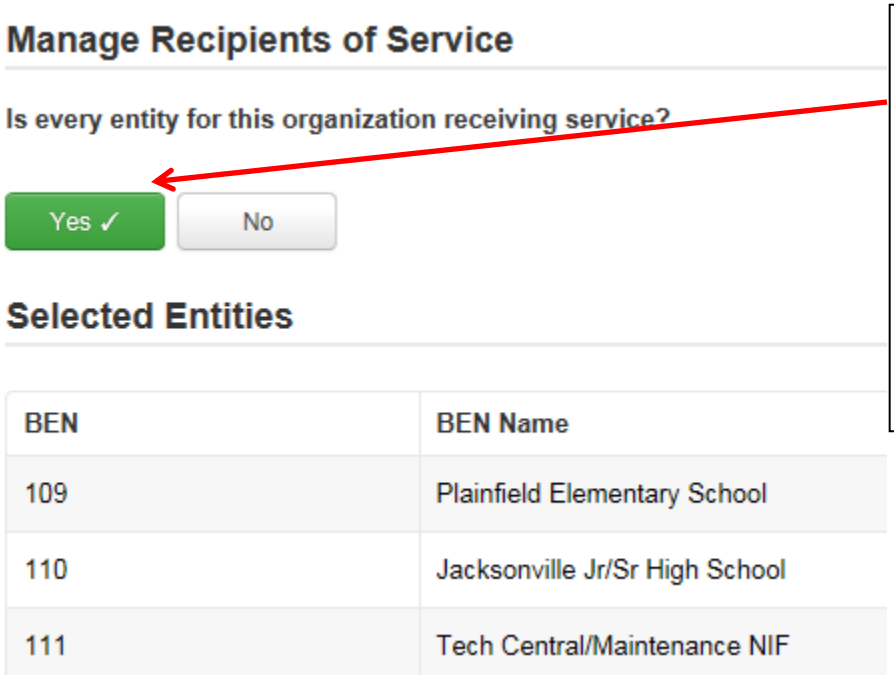
One-Time Cost	
One-time Unit Cost	$0.00
One-time Ineligible Unit Cost	$0.00
One-time Eligible Unit Cost	= $0.00
One-time Quantity	0
Total Eligible One-time Costs	= $0.00

Summary	
Total Eligible Recurring Costs	$23,997.60
Total Eligible One-time Costs	+ $0.00
Pre-Discount Extended Eligible Line Item Cost	= $23,997.60

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

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

Identifying Recipients of Service for this Line Item



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

Confirming Recipients of Service for this Line Item

Recipients of Service for FRN Line Item #1699000641.001

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

This page summarizes action of previous page.

Reviewing FRN Line Items

FRN Line Items for FRN #1699000641 - Voice - Frontier

	FRN Line Item Number	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
☐	1699000641.002	Voice	Local/Long Distance Service	60	0	$23,997.60
☐	1699000641.001	Voice	ISDN-PRI	2	0	$9,600.00

Add New FRN Line Item | Remove FRN Line Item

FCC Form 471 Help

Show Help

Back | Discard Form | Save & Share | Continue

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

Example 2:
Internet Access FRN
(bundled with transport)

FRN Example 2: Internet Access

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

Main FRN Page

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

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

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

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

Funding Requests

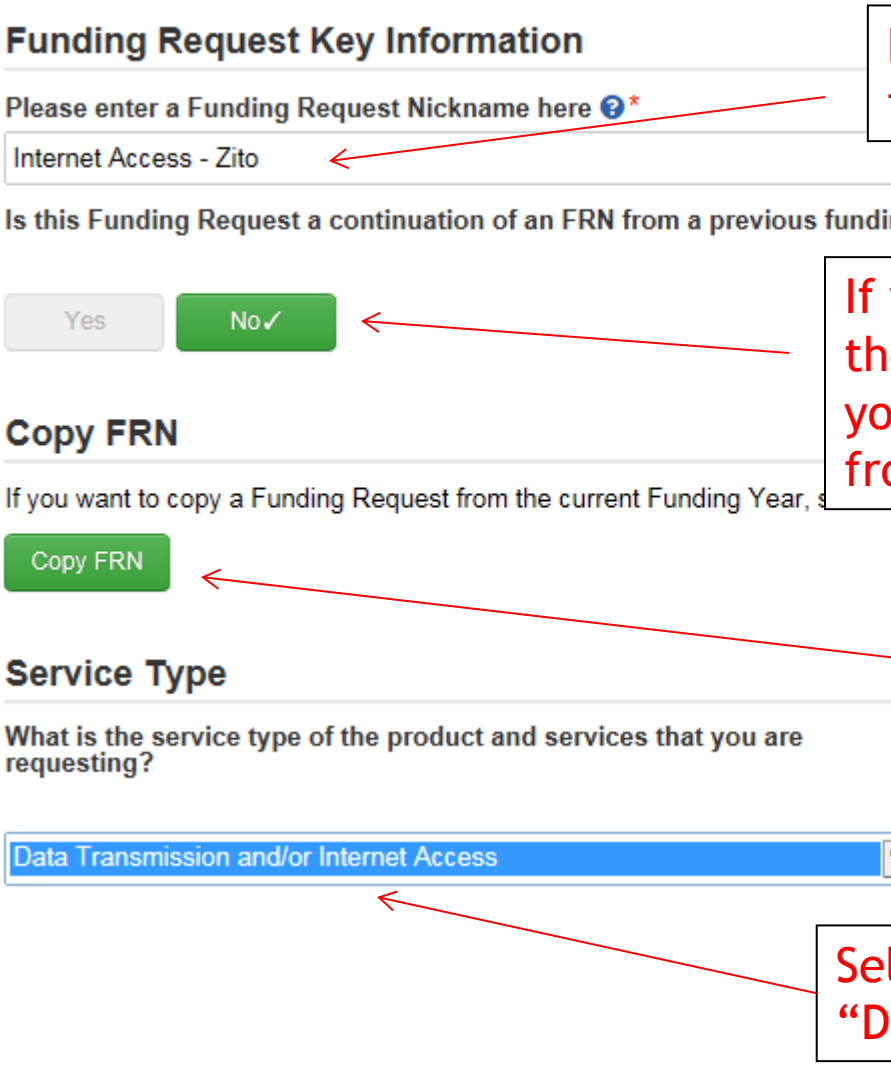
To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.

	FRN	Nickname	Number of FRN Line Items	FRN Calculation
☐	1699000641	Voice - Frontier	2	$6,719.52

Add FRN | Edit FRN | Remove FRN

Click “Add FRN” to add an additional Category 1 FRN.

Funding Request Key Information



Provide a descriptive nickname for each funding request.

If you requested this service last year and the contract is continuing for FY 2016, you may select "yes" and supply the FRN from last year. If not, select "no."

Ignore this option for FY 2016.

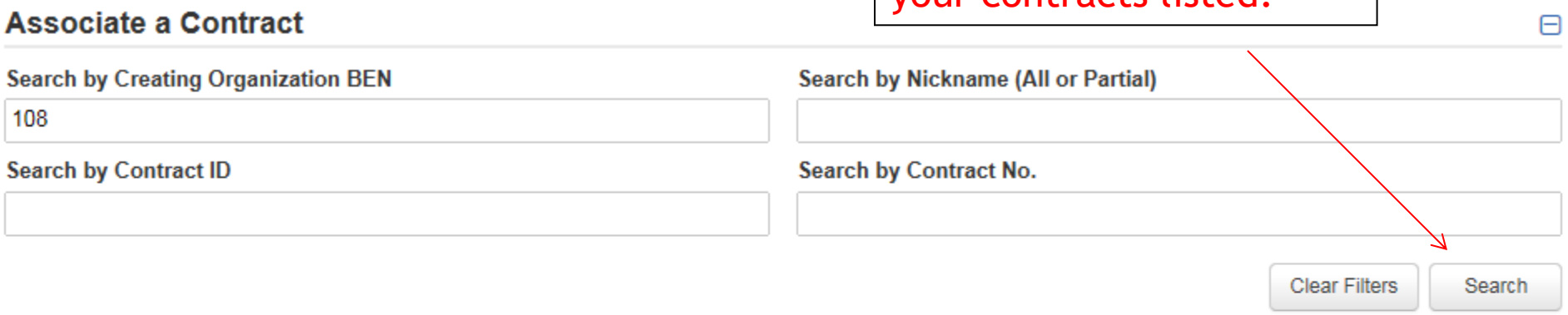
Select either "Voice" or "Data Transmission and/or Internet Access."

Contract vs. MTM

Select either “Contract” or “Month-to-Month.” Rarely will you select “Tariff.”

Linking to a Contract

Click “Search” to see all your contracts listed.

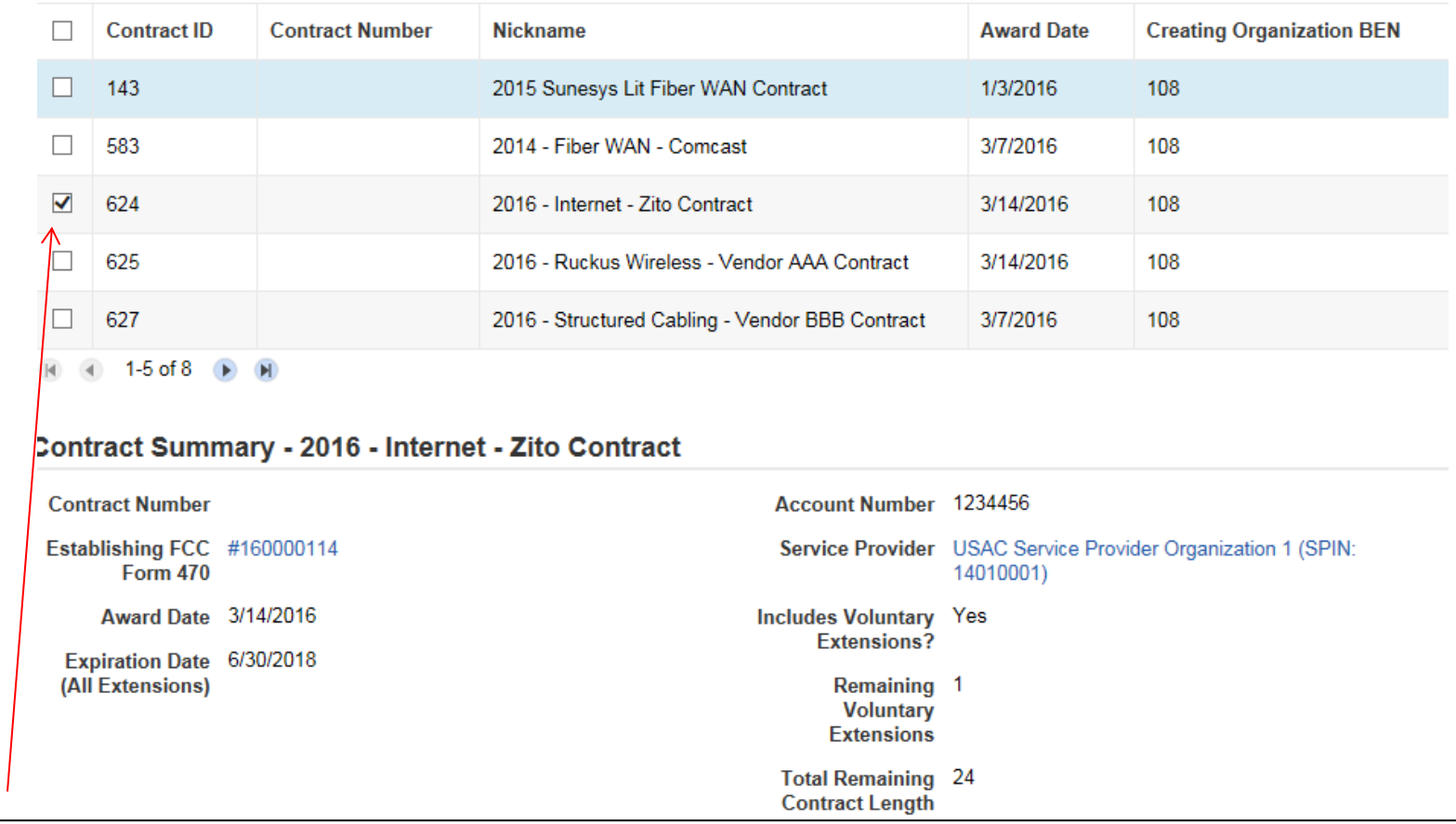


If you selected “Contract” on the previous screen, you will then ask the system to search for all of the contracts you have entered in the EPC Contract Module.

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, click on your Landing Page tab > District Name > Contracts

Choosing the Appropriate Contract



	Contract ID	Contract Number	Nickname	Award Date	Creating Organization BEN
☐	143		2015 Sunesys Lit Fiber WAN Contract	1/3/2016	108
☐	583		2014 - Fiber WAN - Comcast	3/7/2016	108
☑	624		2016 - Internet - Zito Contract	3/14/2016	108
☐	625		2016 - Ruckus Wireless - Vendor AAA Contract	3/14/2016	108
☐	627		2016 - Structured Cabling - Vendor BBB Contract	3/7/2016	108

1-5 of 8

Contract Summary - 2016 - Internet - Zito Contract

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

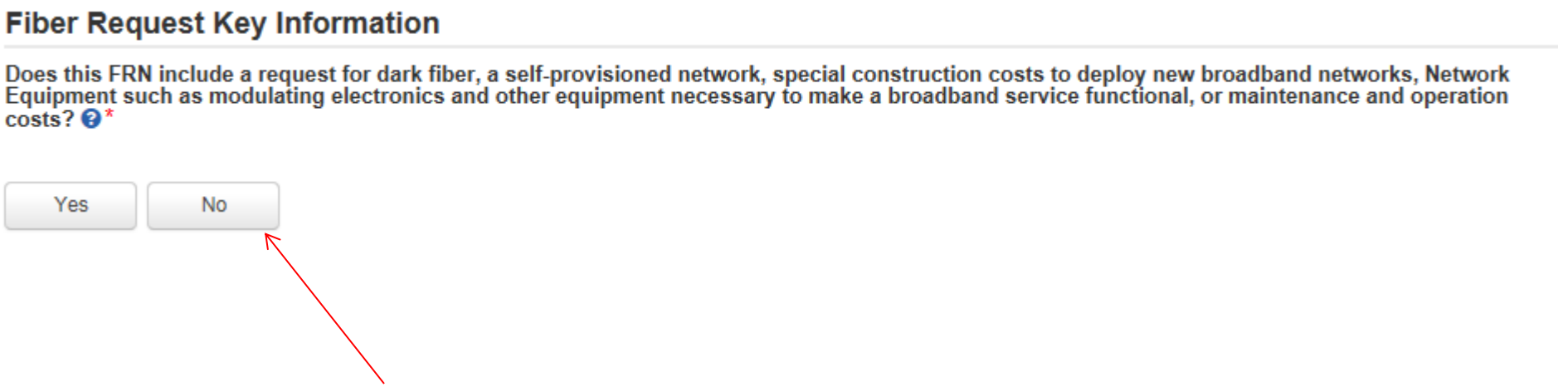
After clicking “Search,” you will see all of the contracts you entered in EPC. Select the correct contract that should be linked to this particular funding request.

Entering Service Start and Contract Expiration Dates

Service Start Date:
The system automatically enters 7/1/2016 as SSD which is generally accurate for Category 1 requests.

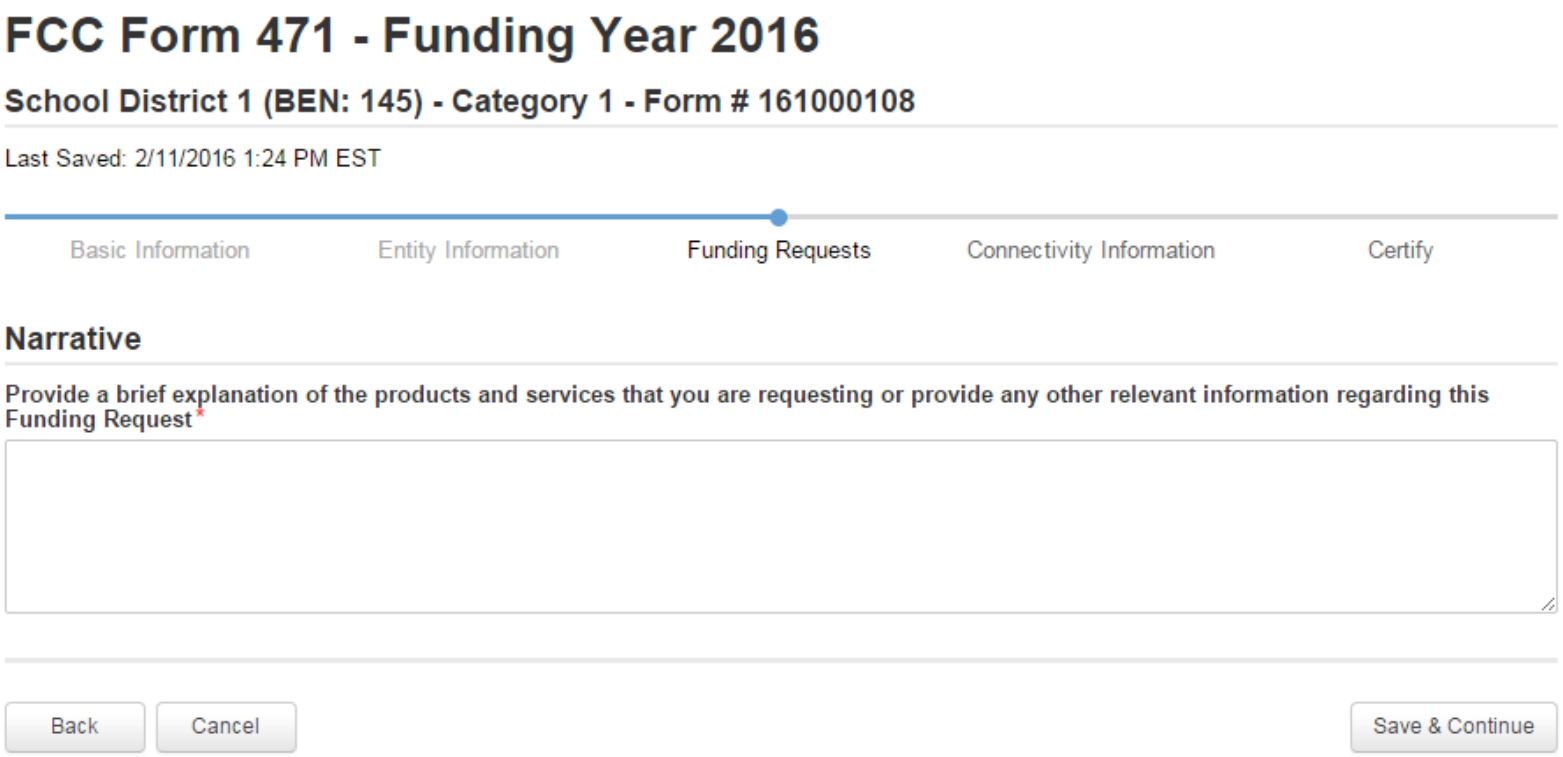
Contract Expiration Date:
You will need enter the CED for this contract, not including voluntary extensions (unless you will be in an extension term for FY 2016).

Special Fiber FRN Question – 'No' for Most



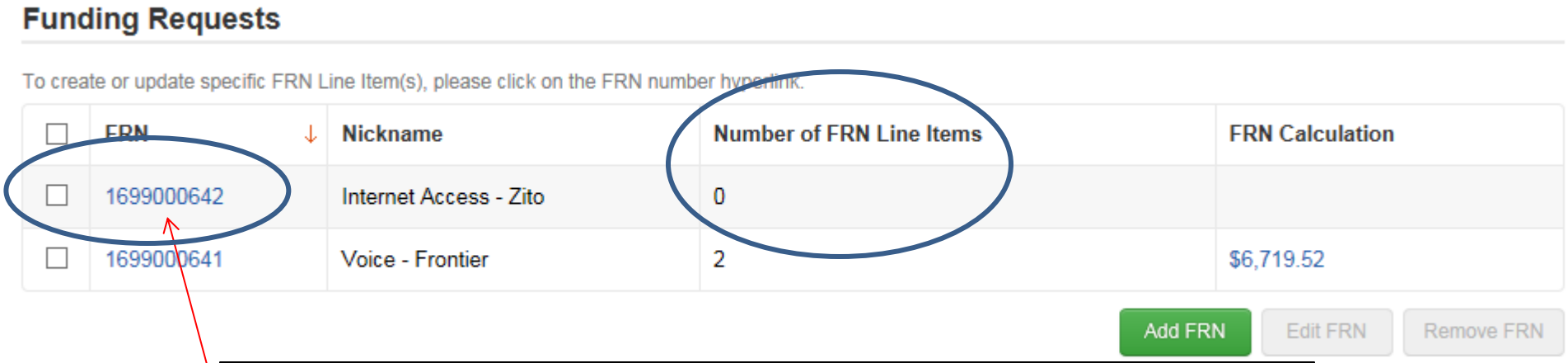
Most applicants will answer "No" to this question. The only applicants that should answer "Yes" are those that are "purchasing/owning" fiber, equipment to support the fiber or maintenance of that fiber.

FRN Narrative Box



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

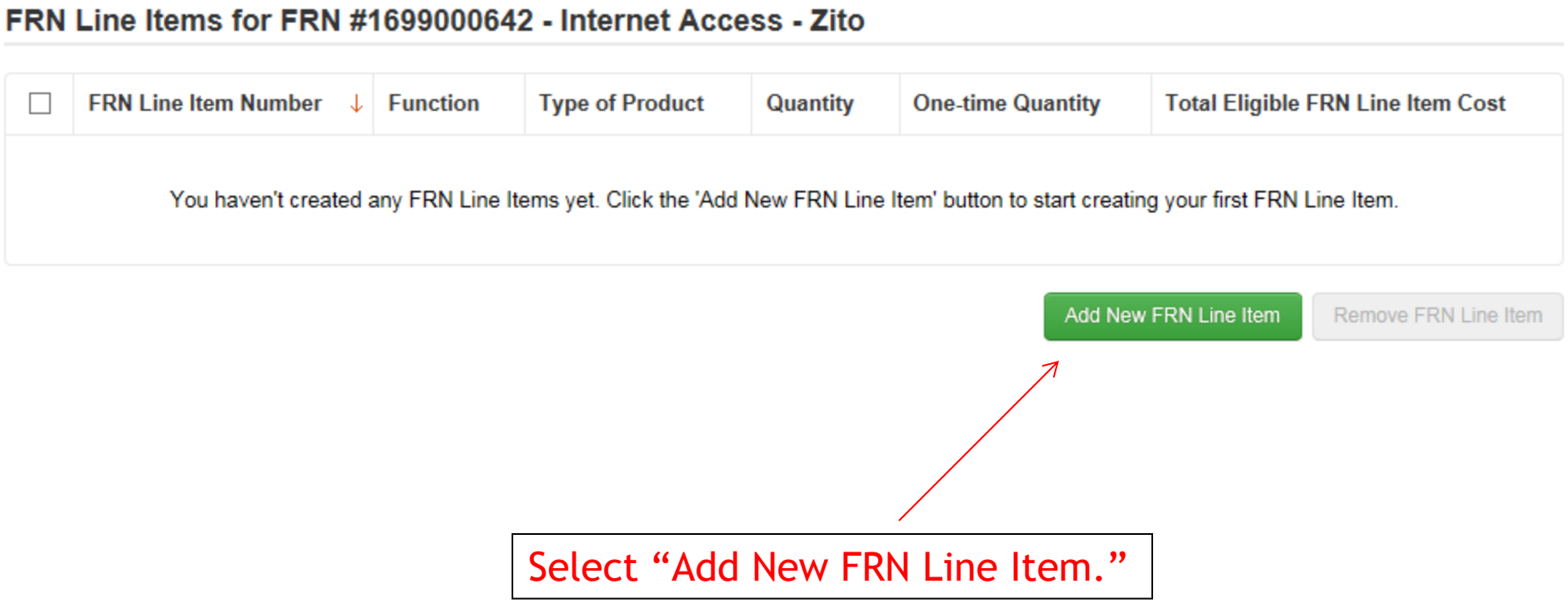
Adding an FRN Line Item



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).

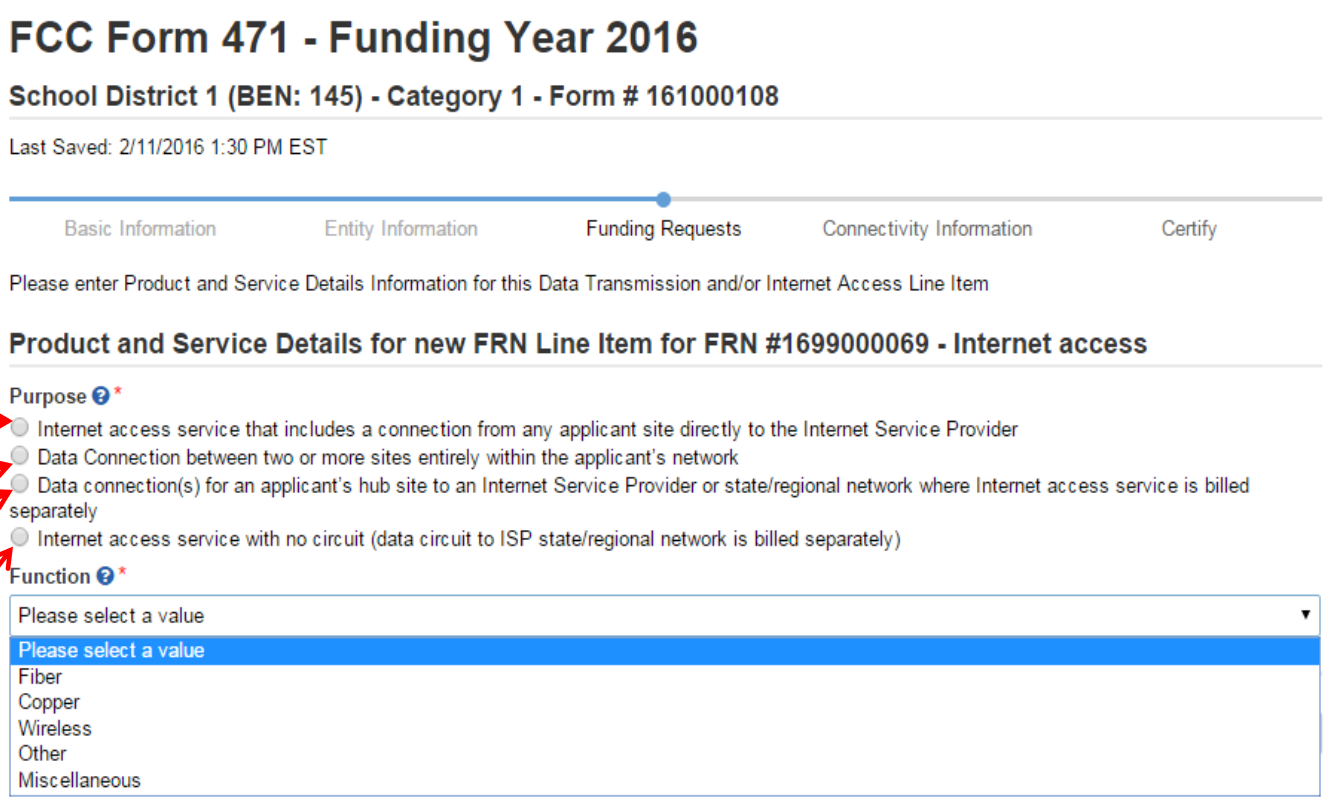
Click the blue FRN number to add an FRN Line Item which will provide additional details and costs for this funding request.

Adding FRN Line Item



Select “Add New FRN Line Item.”

Selecting a Purpose and Function



Internet WITH transport

District WAN connections

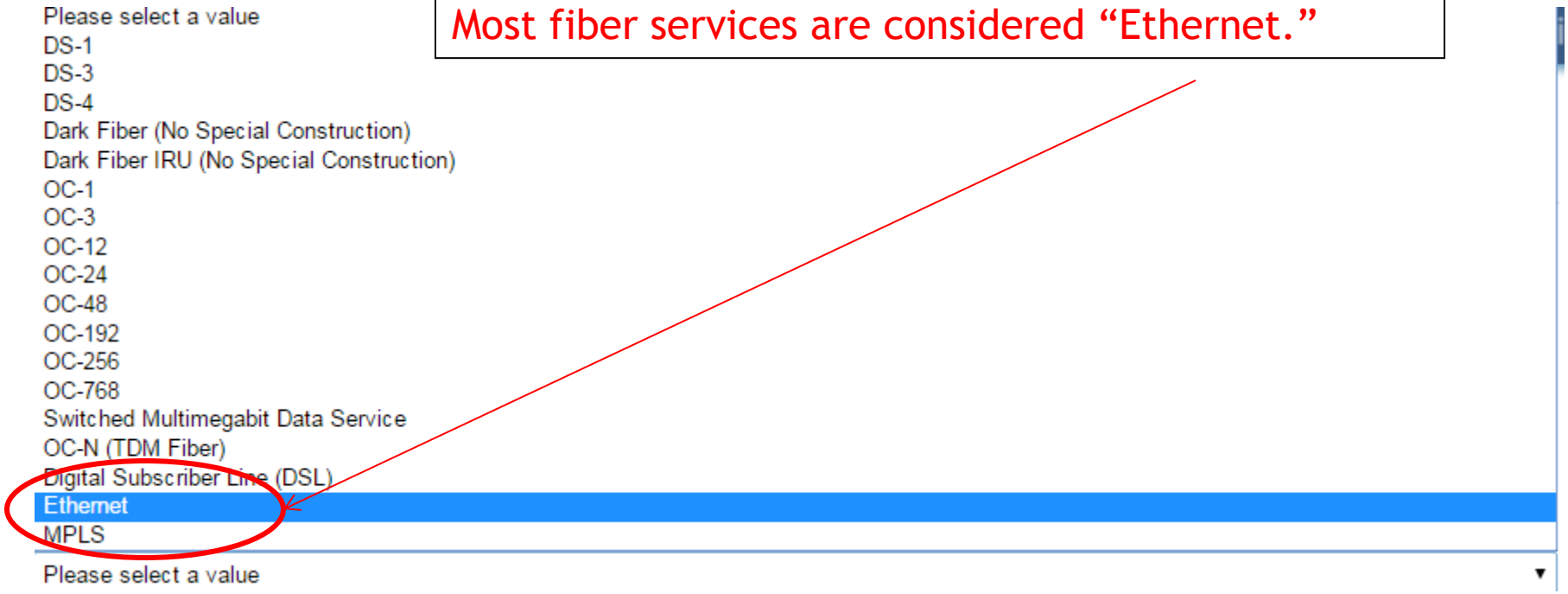
Transport from district to ISP

Internet WITHOUT transport

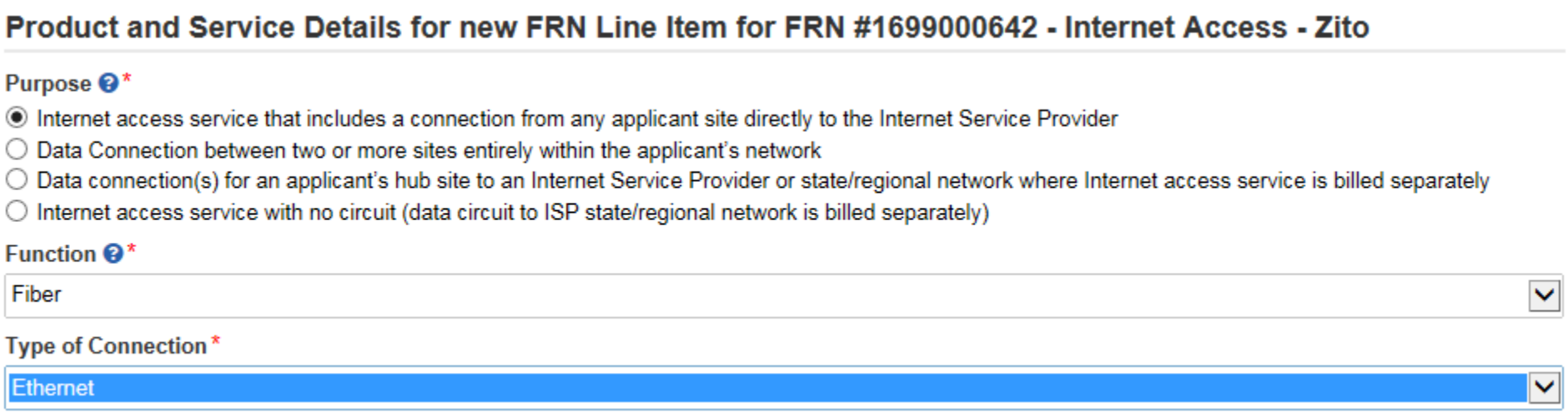
Select the "Purpose" that best matches your funding request. For Internet with Transport, select the first bullet. For Internet that does NOT contain transport, select the last bullet. Then select the Function (method of transport) from the drop-down menu.

Choices for Fiber

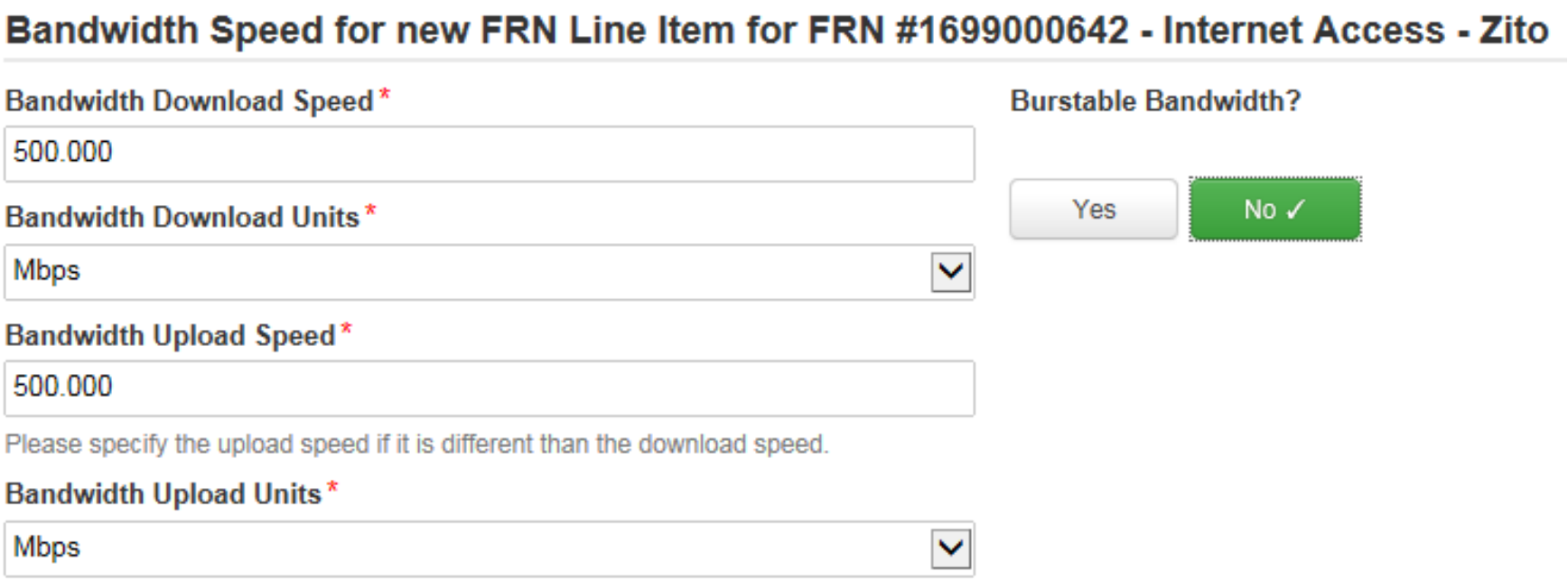
If you selected “Fiber” for the Function, you must then select the type of fiber among these choices. Most fiber services are considered “Ethernet.”



Selecting a Purpose and Function

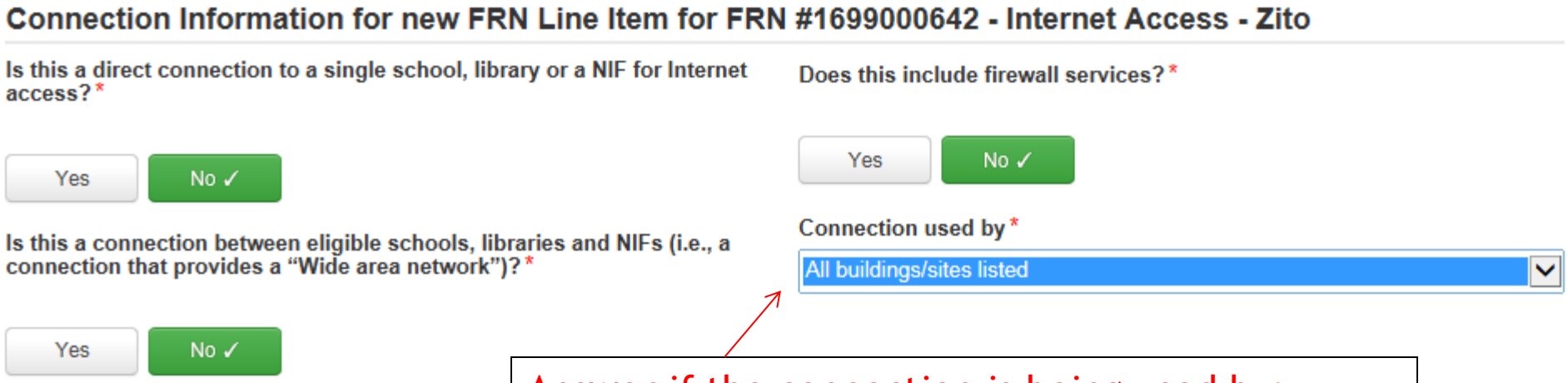


Enter Internet Bandwidth



Answer Connection Questions

Note: These questions are <u>not</u> self-explanatory. For Internet being used by more than one building, select “No” and “No.”
If Internet is just being used by a single building, select “Yes” and “No.”



Answer if the connection is being used by:
- All Buildings (most common answer)
- One Building
- Multiple Buildings

Next Step: Listing Costs

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

Entering Monthly Cost

Use the total monthly cost for the service.

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

Monthly Cost	
Monthly Recurring Unit Cost	$1,200.00
Monthly Recurring Unit Ineligible Costs	$0.00
Monthly Recurring Unit Eligible Costs	= $1,200.00
Monthly Quantity	1
Total Monthly Eligible Recurring Costs	= $1,200.00
Months of Service	x 12
Total Eligible Recurring Costs	= $14,400.00

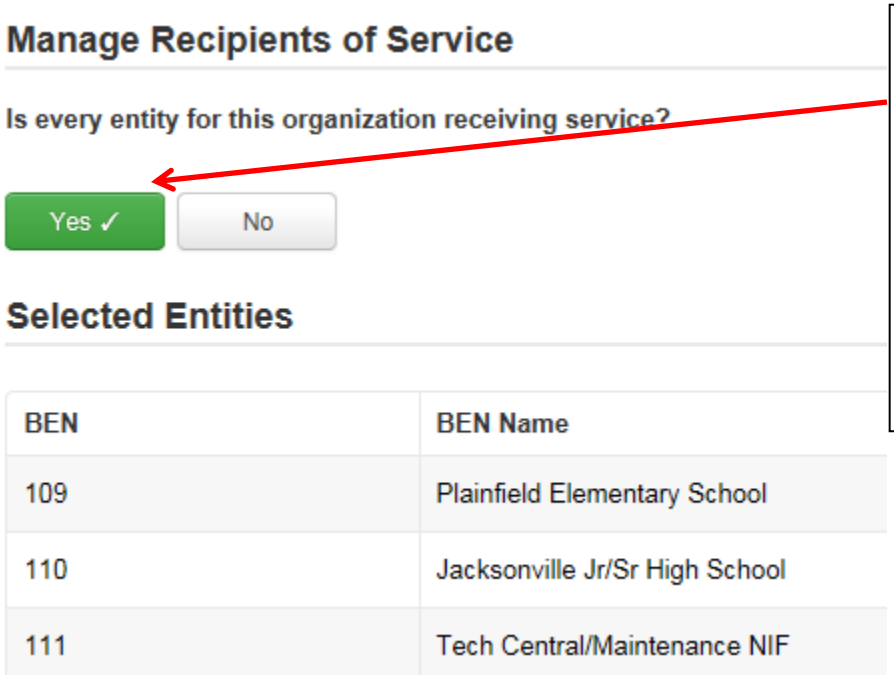
One-Time Cost	
One-time Unit Cost	$0.00
One-time Ineligible Unit Cost	$0.00
One-time Eligible Unit Cost	= $0.00
One-time Quantity	0
Total Eligible One-time Costs	= $0.00

Summary	
Total Eligible Recurring Costs	$14,400.00
Total Eligible One-time Costs	+ $0.00
Pre-Discount Extended Eligible Line Item Cost	= $14,400.00

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

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

Identifying Recipients of Service for this Line Item



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

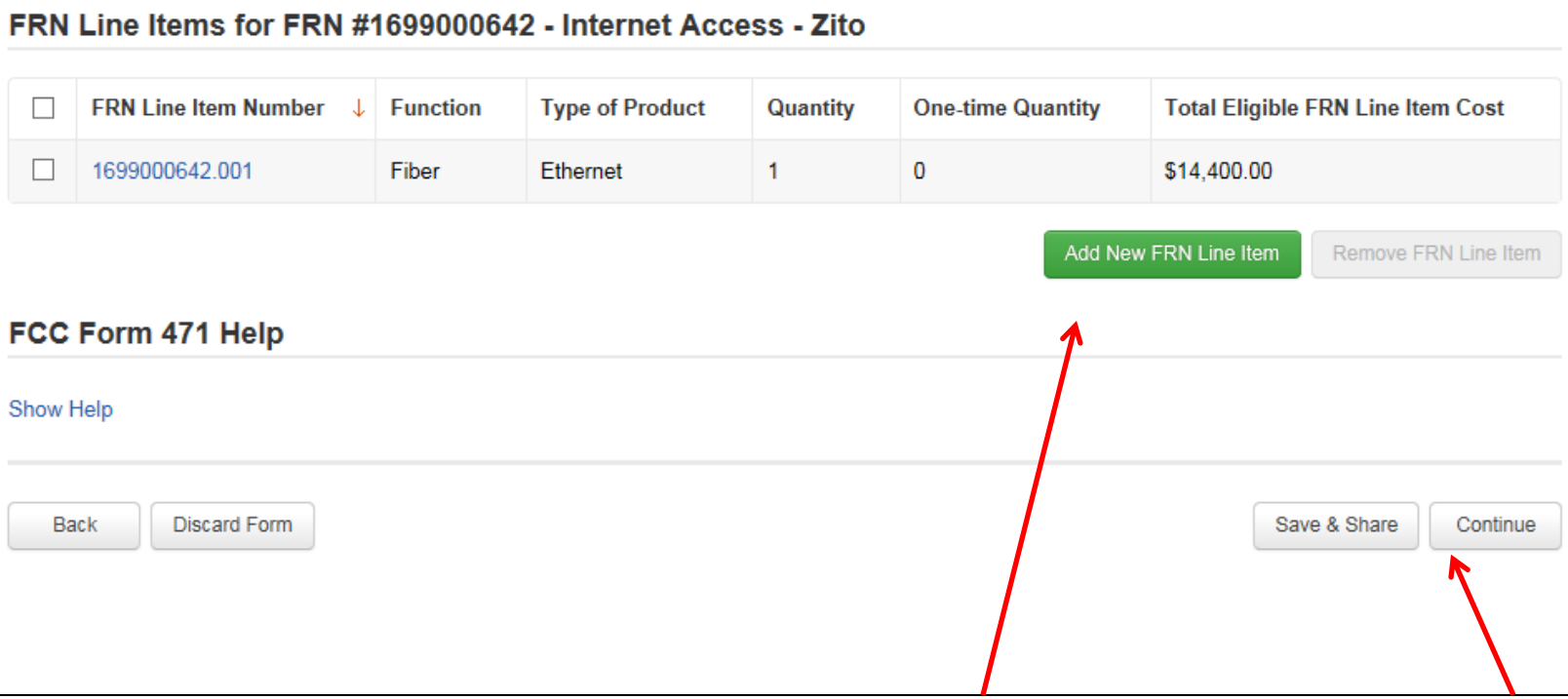
Confirming Recipients of Service for this Line Item

Recipients of Service for FRN Line Item #1699000642.001

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

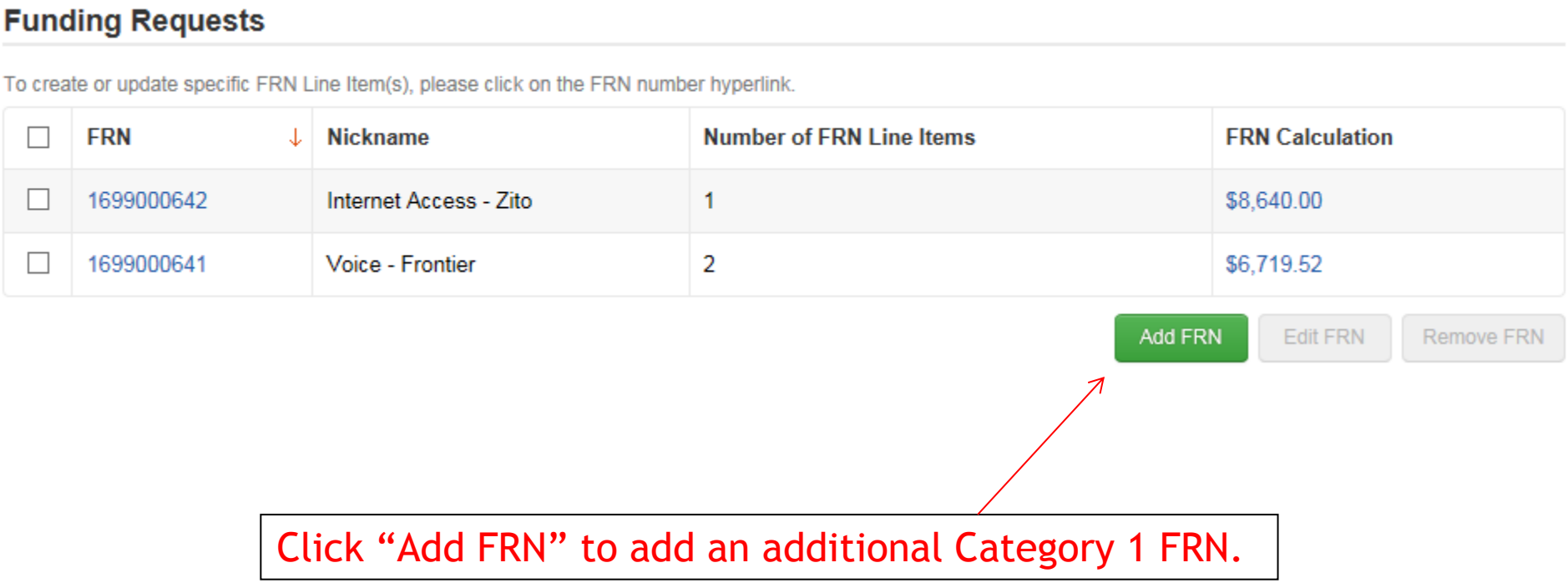
This page summarizes action of previous page.

Reviewing Line Items



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

Main FRN Page



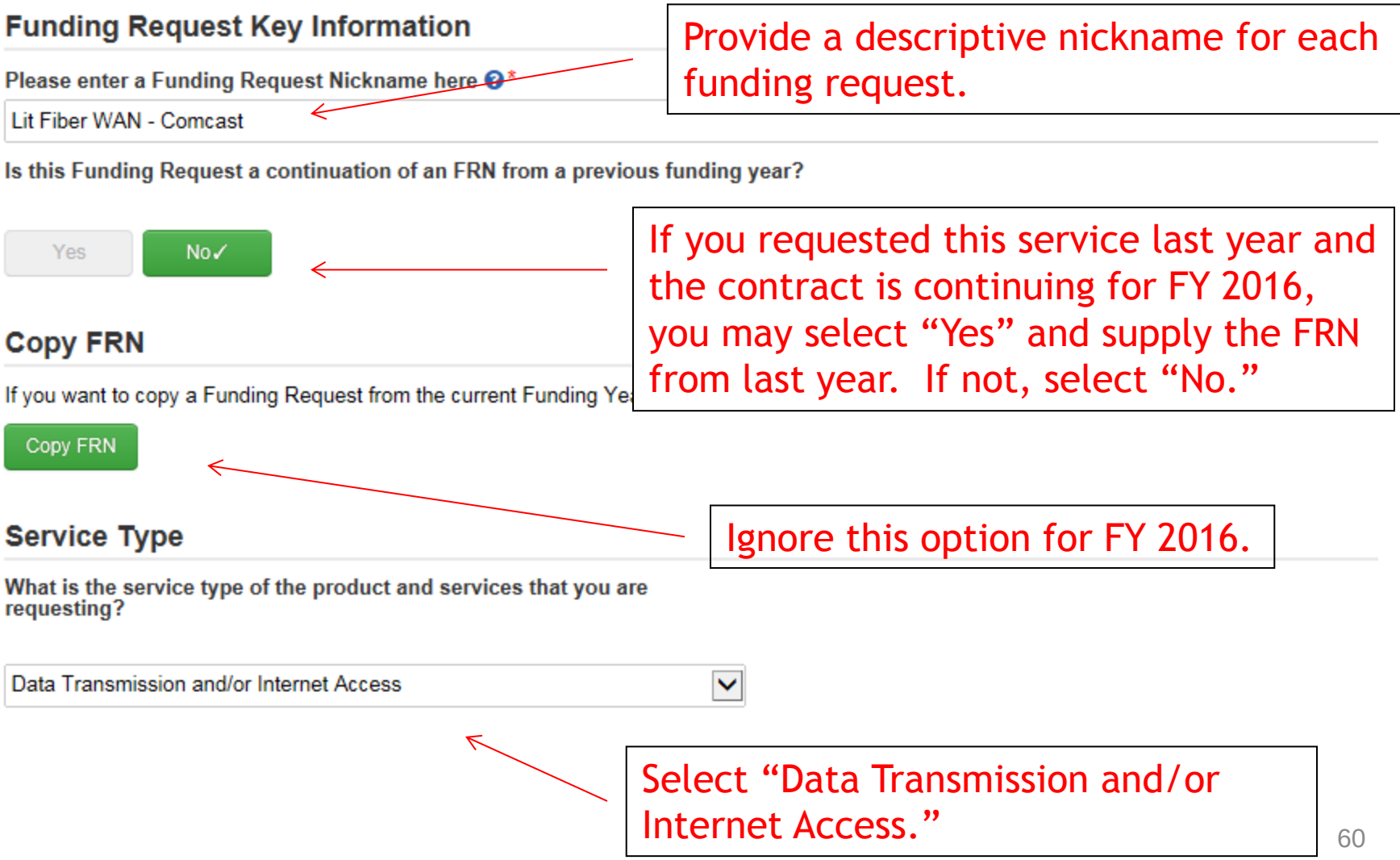
Click “Add FRN” to add an additional Category 1 FRN.

Example 3:
Lit Fiber WAN

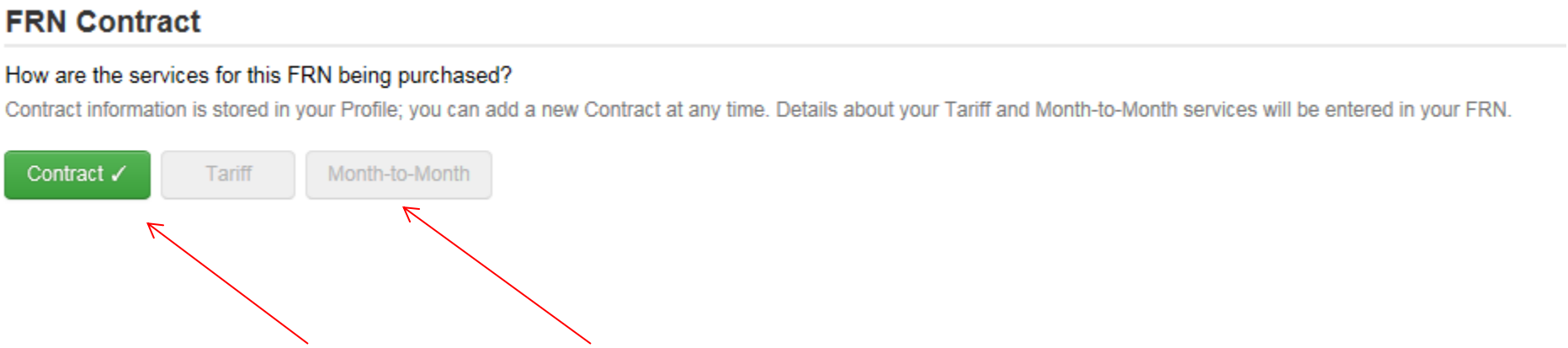
FRN Example 3: Lit Fiber WAN

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

Entering FRN Key Information



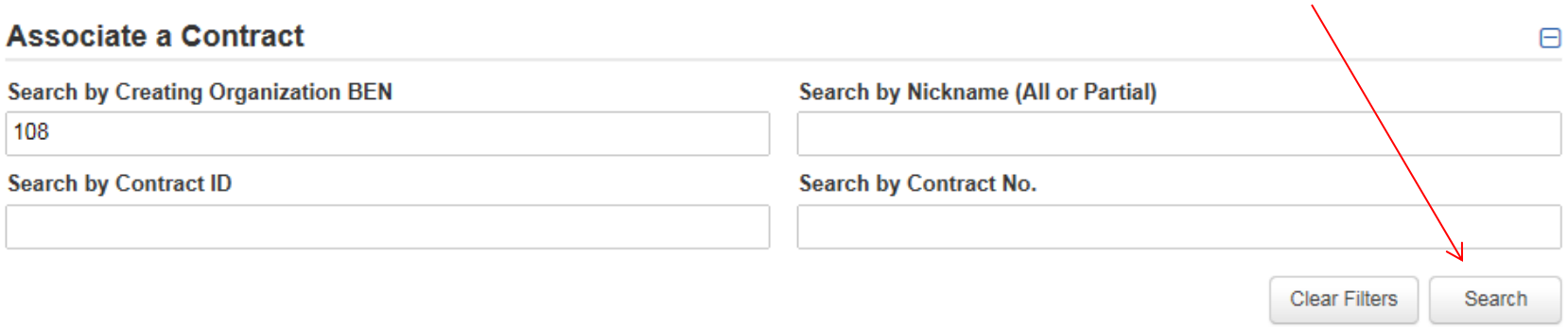
Contract vs. MTM



Select either “Contract” or “Month-to-Month.” Rarely will you select “Tariff.”

Linking to a Contract

Click “Search” to see all your contracts listed.



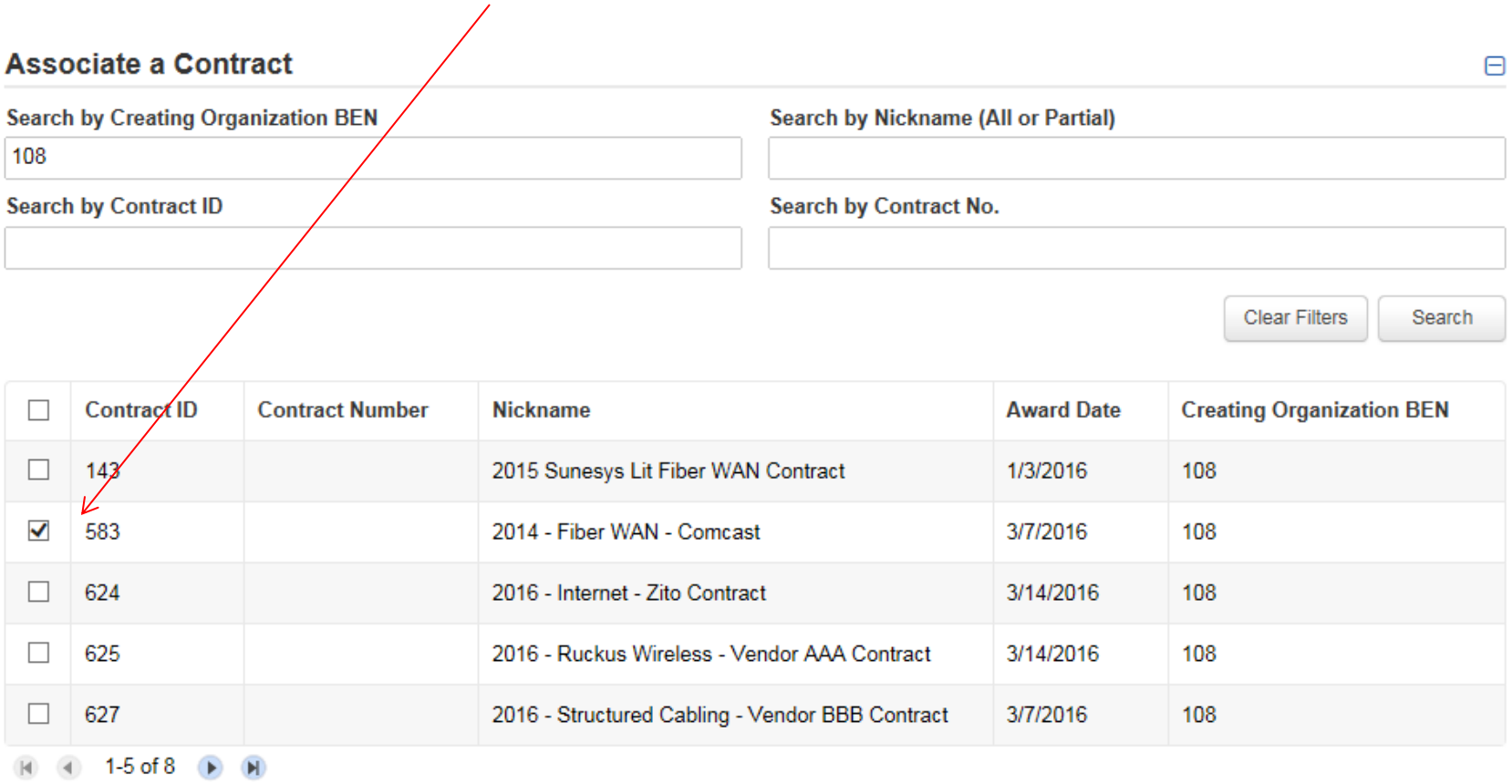
If you selected “Contract” on the previous screen, you will then ask the system to search for all of the contracts you have entered in the EPC Contract Module.

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.)

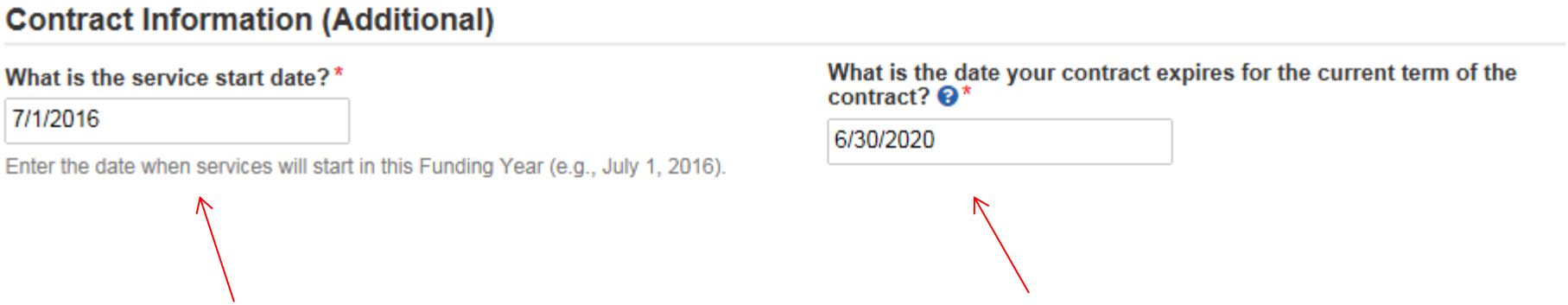
If you still need to enter your contracts, click on your Landing Page tab > District Name > Contracts

Linking to a Contract

Select which contract corresponds to your service.



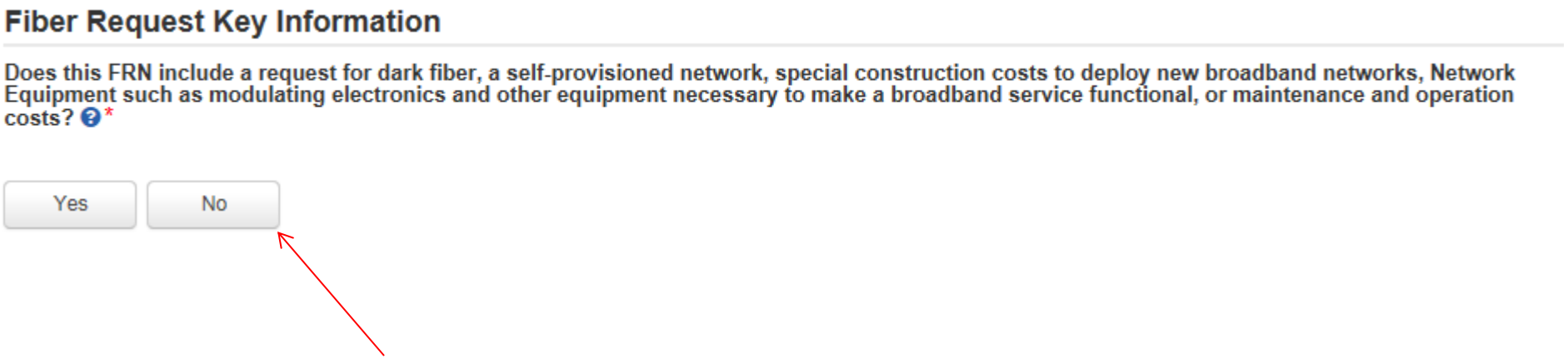
Entering Service Start and Contract Expiration Dates



Service Start Date:
The system automatically enters 7/1/2016 as SSD which is generally accurate for Category 1 requests.

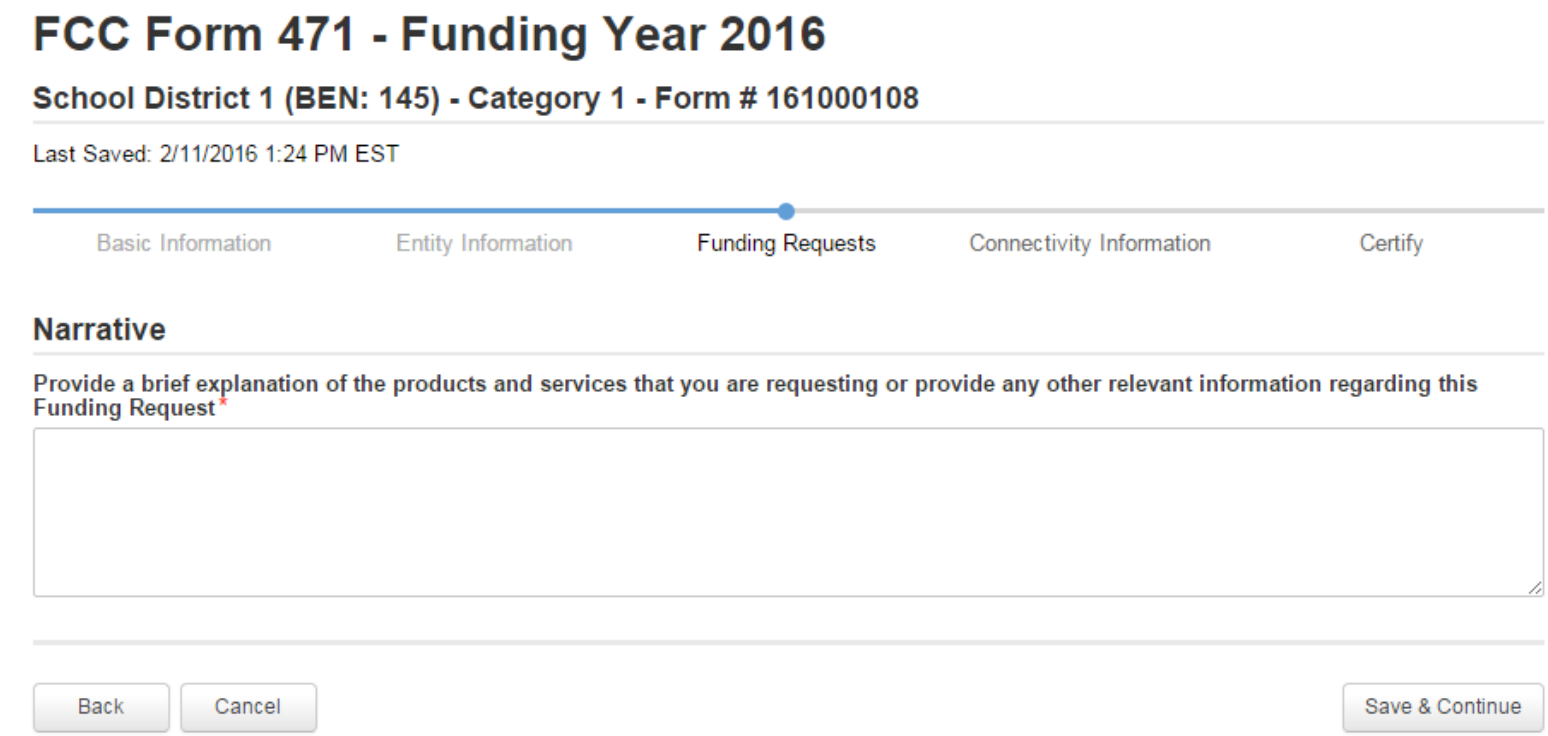
Contract Expiration Date:
You will need enter the CED for this contract, not including voluntary extensions (unless you will be in an extension term for FY 2016).

Special Fiber FRN Question – 'No' for Most



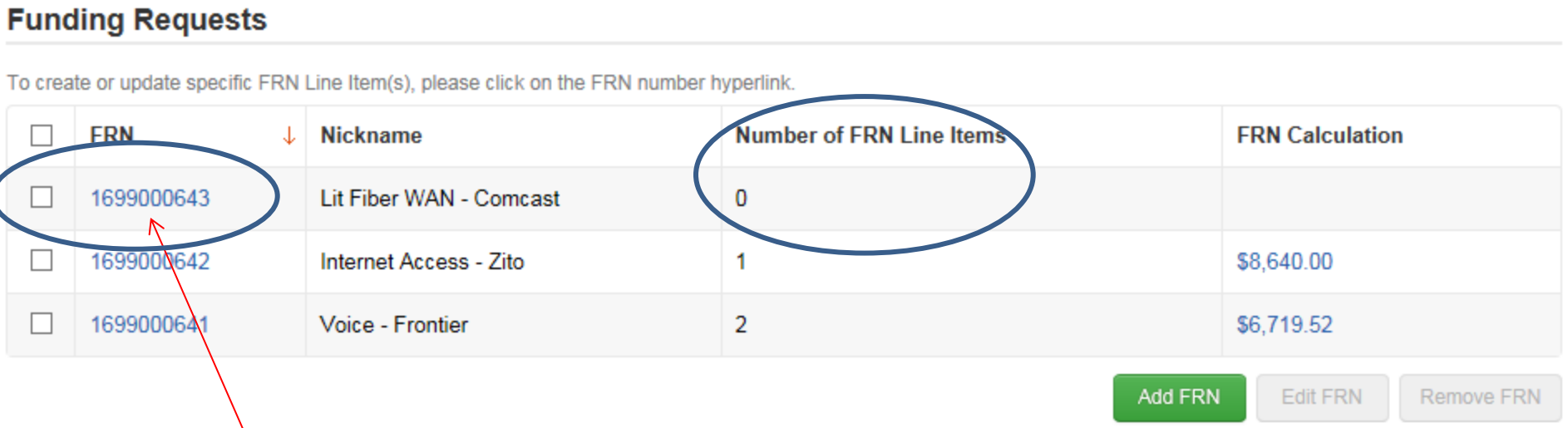
Most applicants will answer "No" to this question. The only applicants that should answer "Yes" are those that are "purchasing/owning" fiber, equipment to support the fiber or maintenance of that fiber.

FRN Narrative Box



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

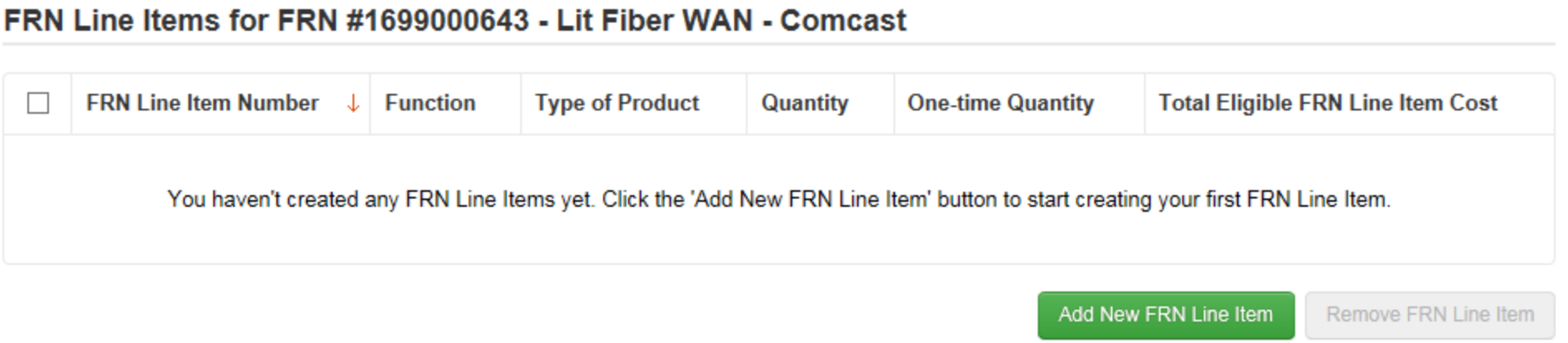
Adding an FRN Line Item



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

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

Adding an FRN Line Item



Select “Add New FRN Line Item.”

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

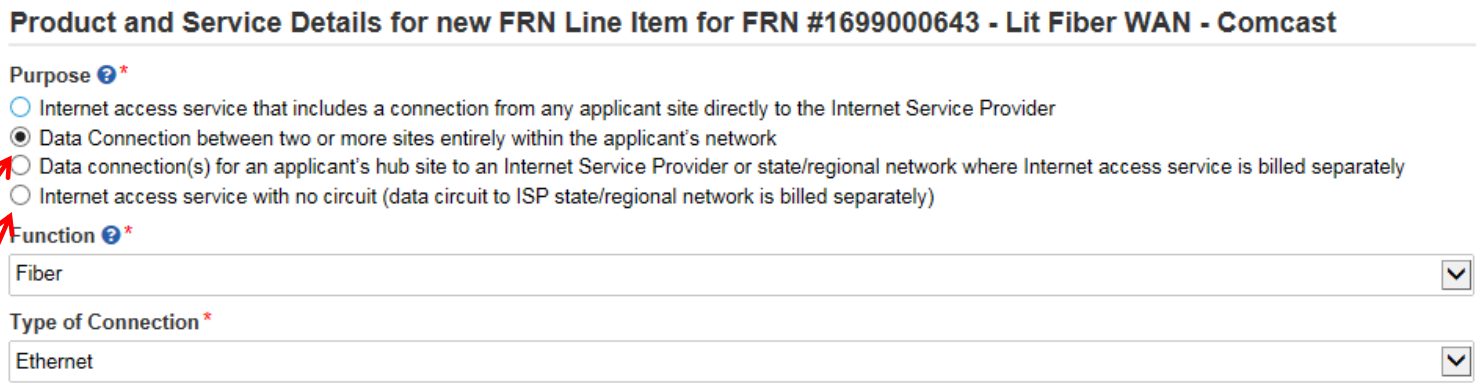
Selecting a Purpose and Function

Internet WITH transport

District WAN connections

Transport from district to ISP

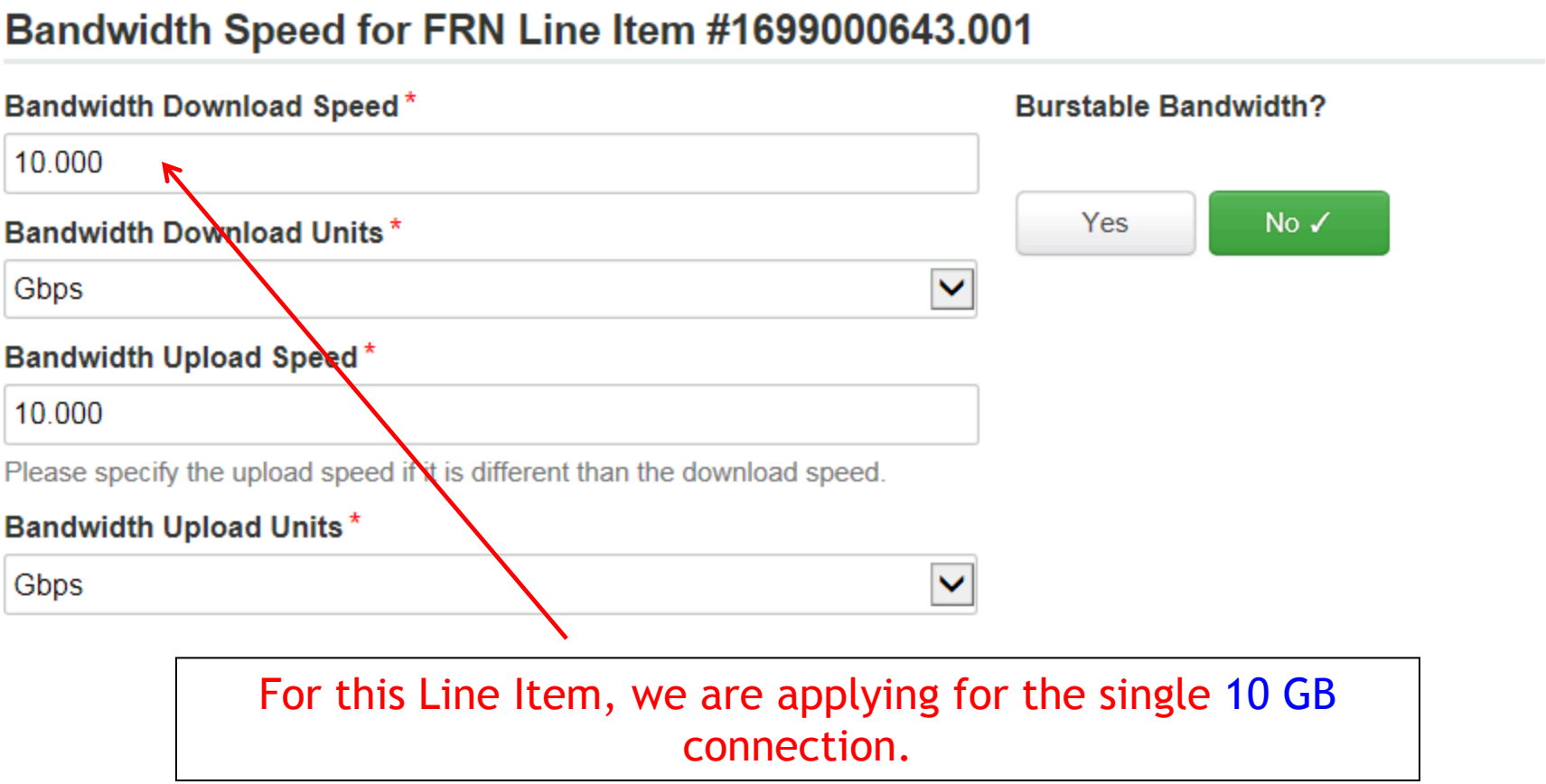
Internet WITHOUT transport



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.

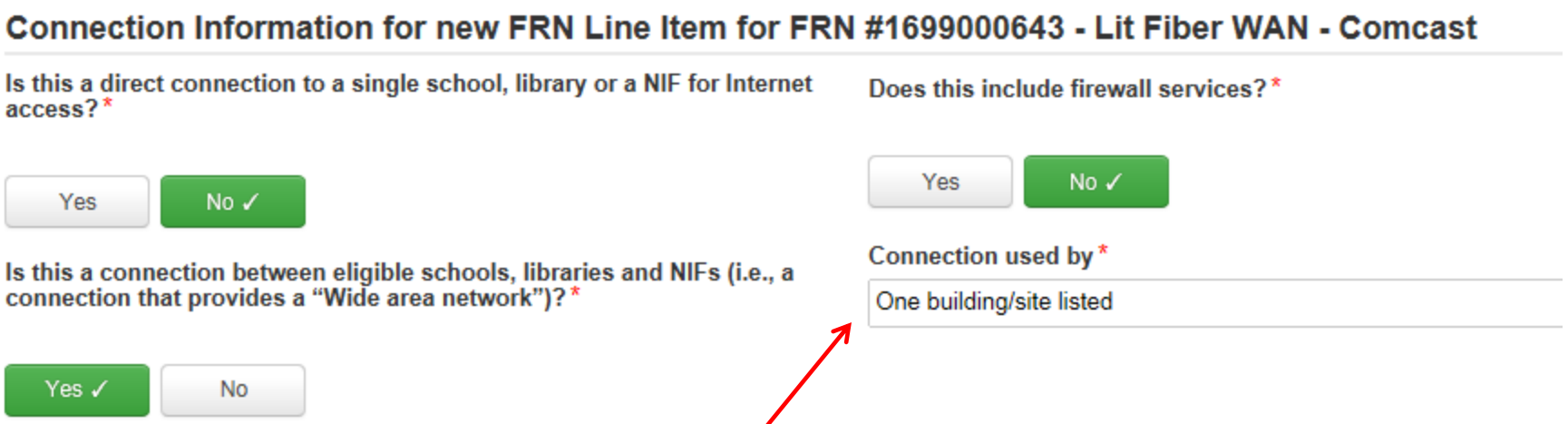
Enter Connection Speed



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

For a Connection to a Single School

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



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

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

Next Step: Listing Costs

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

Enter Monthly Costs for This Line Item

Use the total monthly cost for the service.

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

Monthly Cost	
Monthly Recurring Unit Cost	$2,000.00
Monthly Recurring Unit Ineligible Costs	$0.00
Monthly Recurring Unit Eligible Costs	= $2,000.00
Monthly Quantity	1
Total Monthly Eligible Recurring Costs	= $2,000.00
Months of Service	x 12
Total Eligible Recurring Costs	= $24,000.00

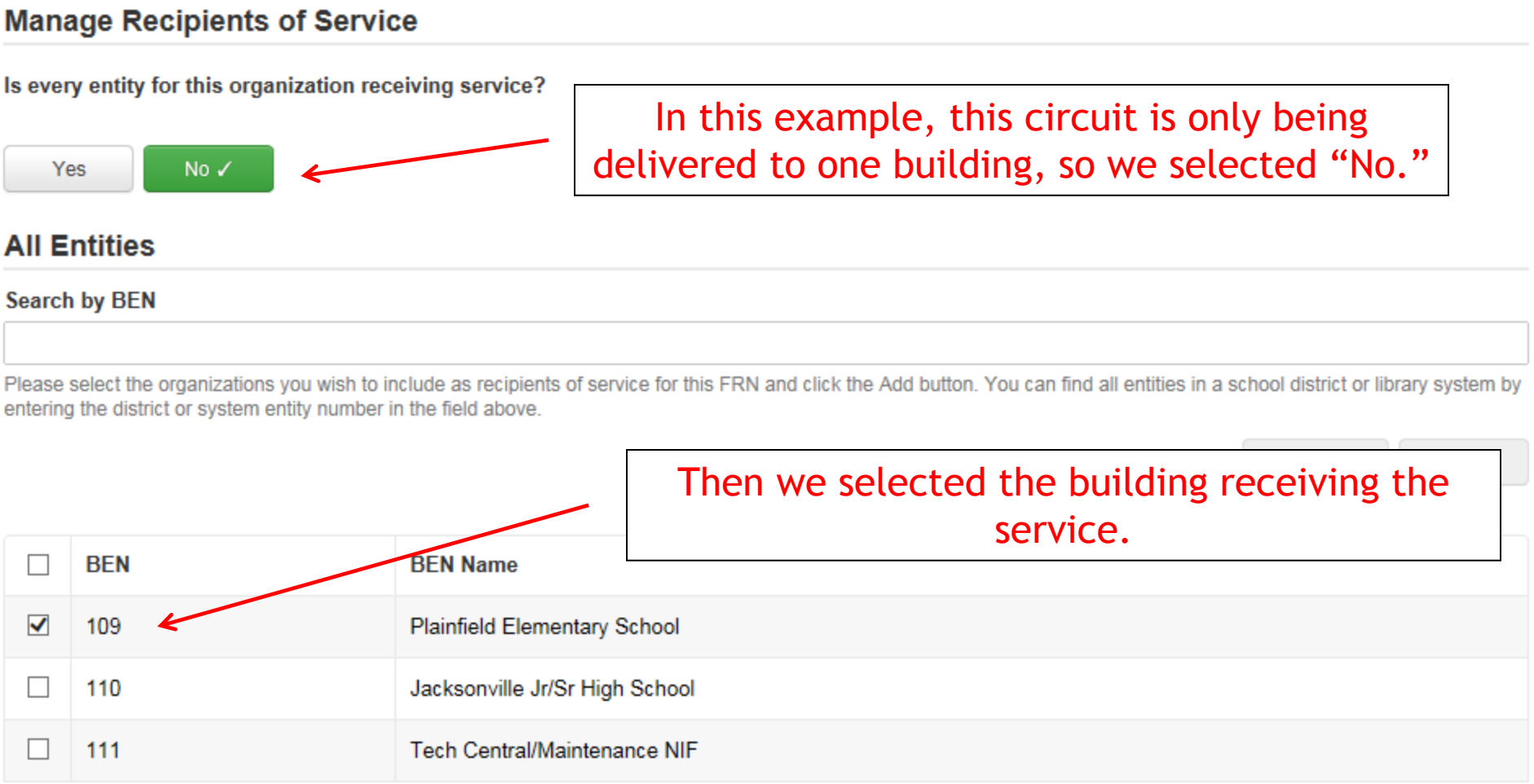
One-Time Cost	
One-time Unit Cost	$0.00
One-time Ineligible Unit Cost	$0.00
One-time Eligible Unit Cost	= $0.00
One-time Quantity	0
Total Eligible One-time Costs	= $0.00

Summary	
Total Eligible Recurring Costs	$24,000.00
Total Eligible One-time Costs	+ $0.00
Pre-Discount Extended Eligible Line Item Cost	= $24,000.00

List the # of circuits for this FRN Line Item.

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

Select the Building Receiving Service



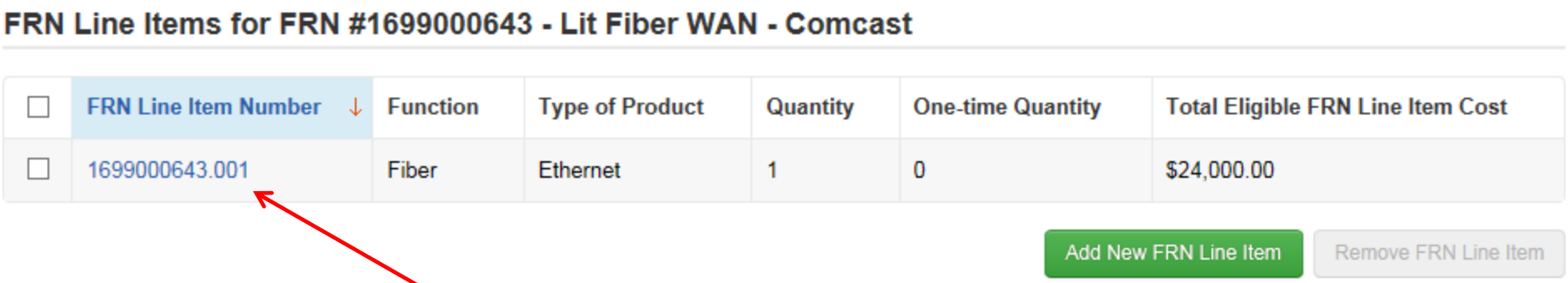
Confirming Recipients of Service for this Line Item

Recipients of Service for FRN Line Item #1699000643.001

BEN	Name
109	Plainfield Elementary School

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

Adding an Additional FRN Line Item



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

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

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

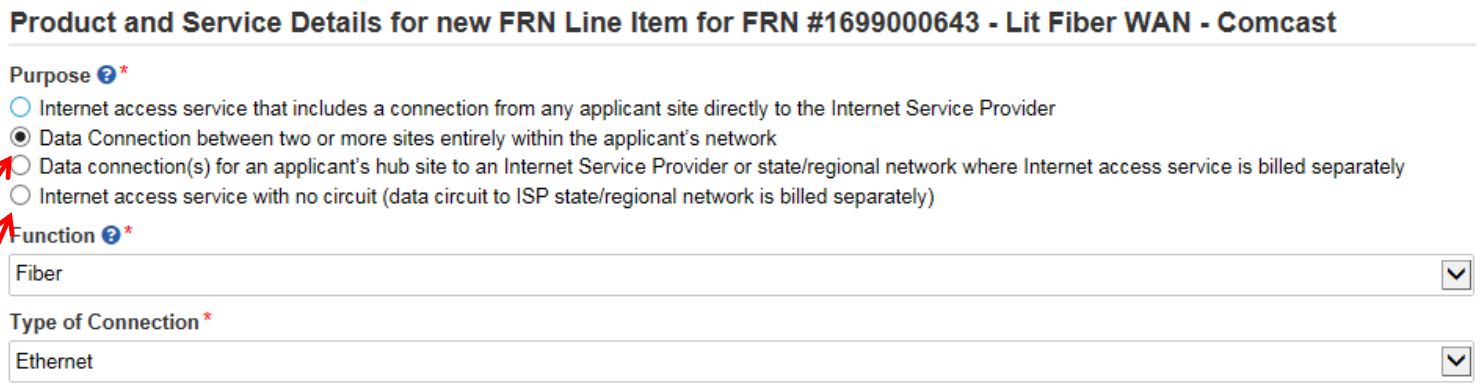
Selecting a Purpose and Function

Internet WITH transport

District WAN connections

Transport from district to ISP

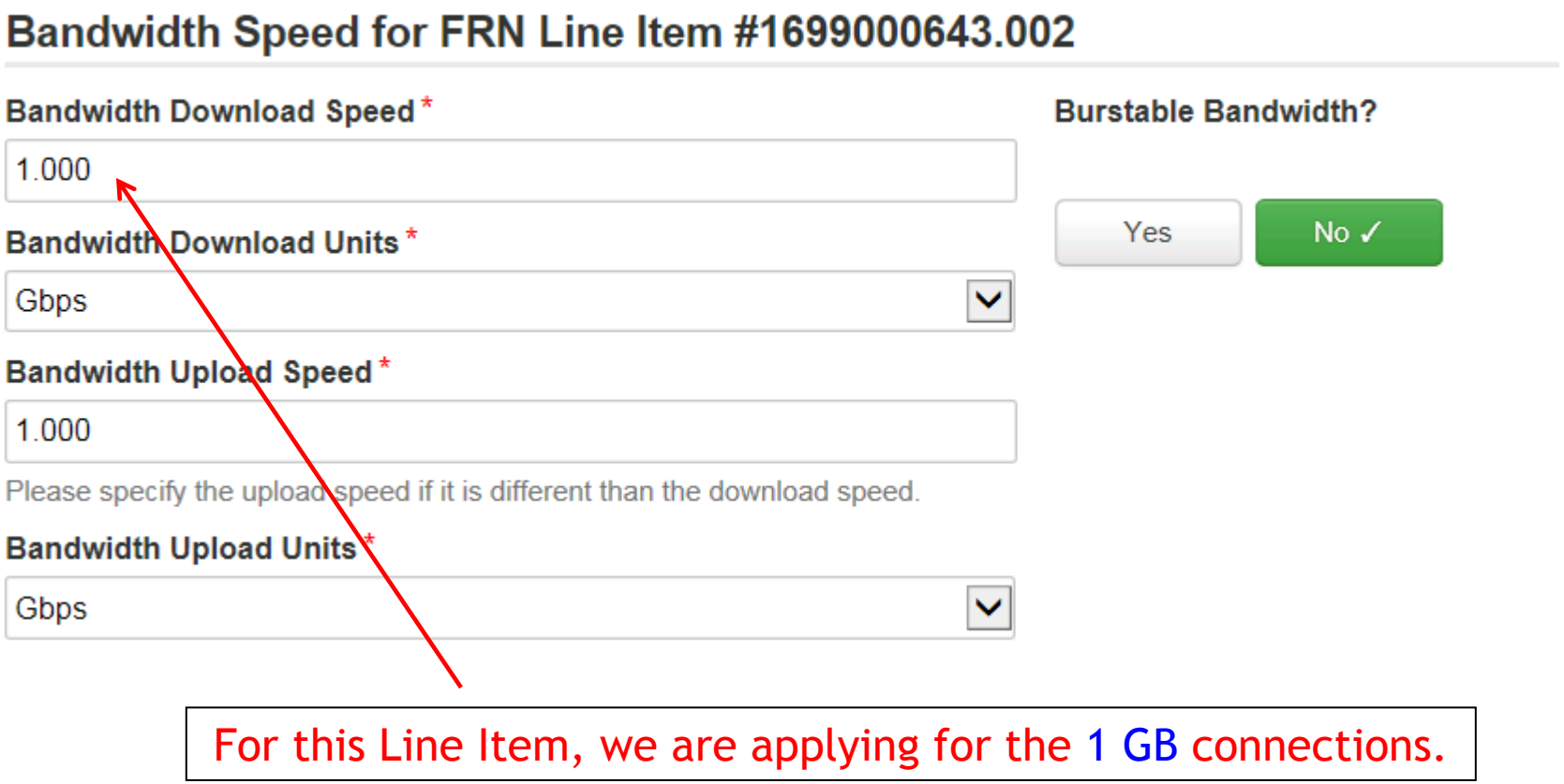
Internet WITHOUT transport



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.

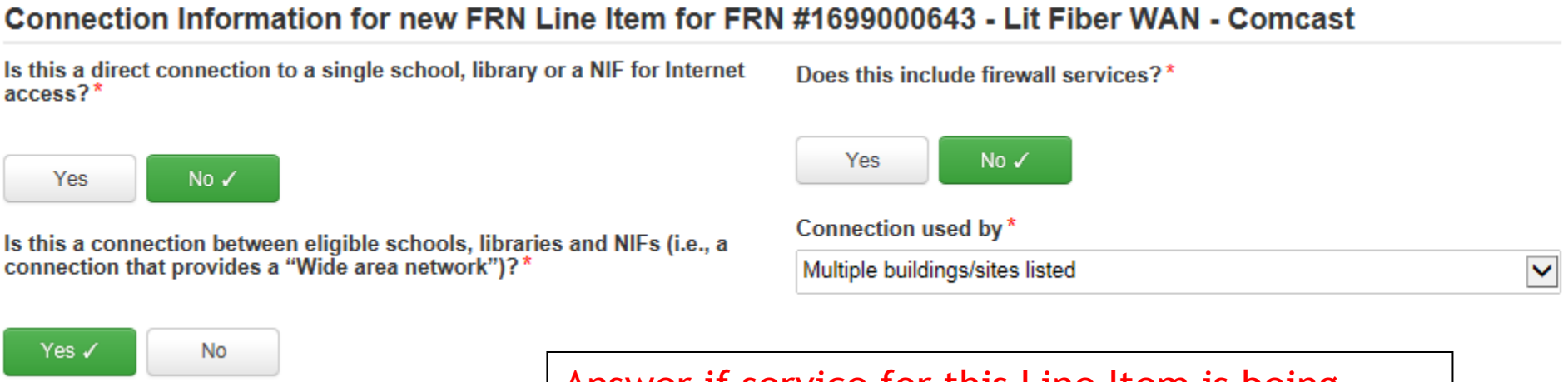
Then select the "Function" (method of transport) and "Type of Connecton" from the drop-down menus. These will usually be Fiber and Ethernet.

Enter Connection Speed



For a Connection to Multiple Schools

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



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

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

Enter Monthly Costs for This Line Item

Use the total monthly cost for the service.

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

Monthly Cost	
Monthly Recurring Unit Cost	$1,000.00
Monthly Recurring Unit Ineligible Costs	$0.00
Monthly Recurring Unit Eligible Costs	= $1,000.00
Monthly Quantity	12
Total Monthly Eligible Recurring Costs	= $12,000.00
Months of Service	x 12
Total Eligible Recurring Costs	= $144,000.00

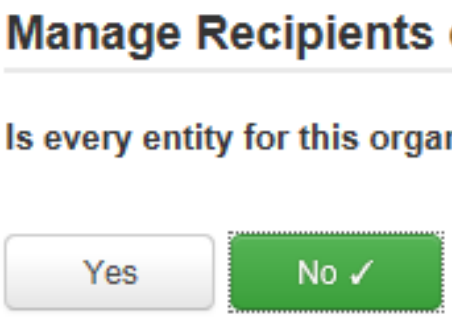
One-Time Cost	
One-time Unit Cost	$0.00
One-time Ineligible Unit Cost	$0.00
One-time Eligible Unit Cost	= $0.00
One-time Quantity	0
Total Eligible One-time Costs	= $0.00

Summary	
Total Eligible Recurring Costs	$144,000.00
Total Eligible One-time Costs	+ $0.00
Pre-Discount Extended Eligible Line Item Cost	= $144,000.00

List the # of circuits for this FRN Line Item.

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

Select the Buildings Receiving Service



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

Select the Buildings Receiving Service

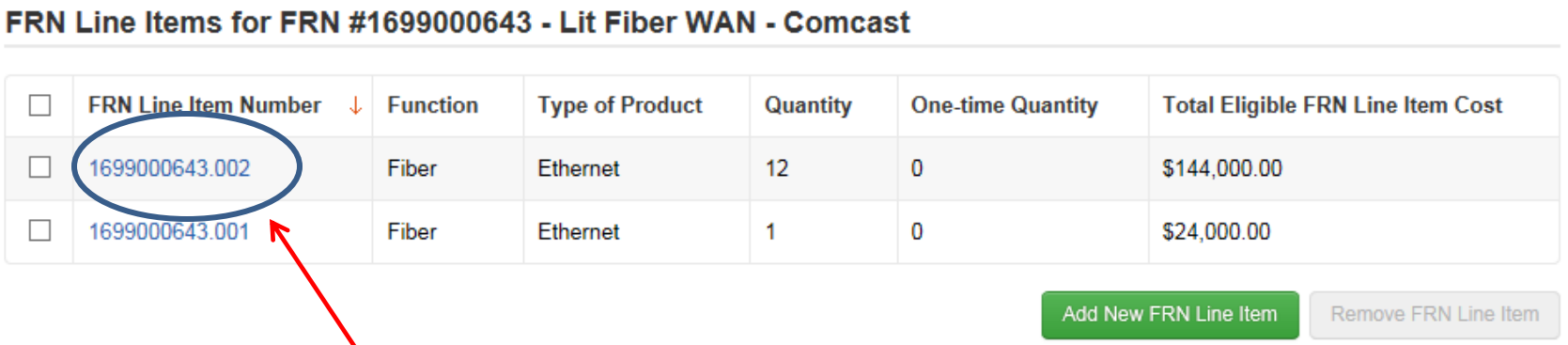
Recipients of Service for FRN Line Item #1699000643.002

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

1-10 of 12

Then we selected the buildings receiving the service.

Adding an Additional FRN Line Item



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

	FRN Line Item Number	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
☐	1699000643.002	Fiber	Ethernet	12	0	$144,000.00
☐	1699000643.001	Fiber	Ethernet	1	0	$24,000.00

Add New FRN Line Item | Remove FRN Line Item

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

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

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

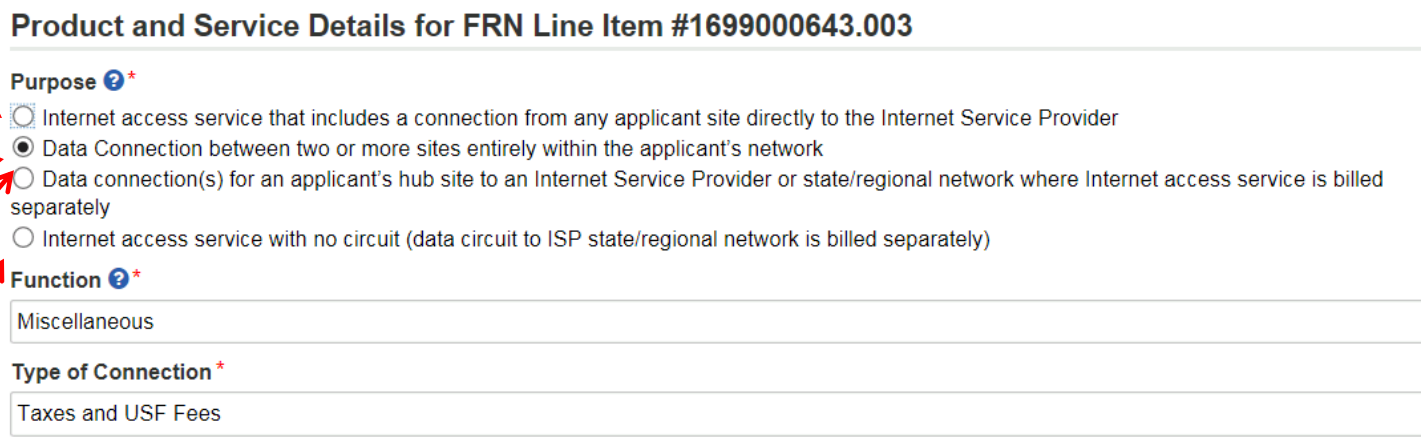
Selecting a Purpose and Function

Internet WITH transport

District WAN connections

Transport from district to ISP

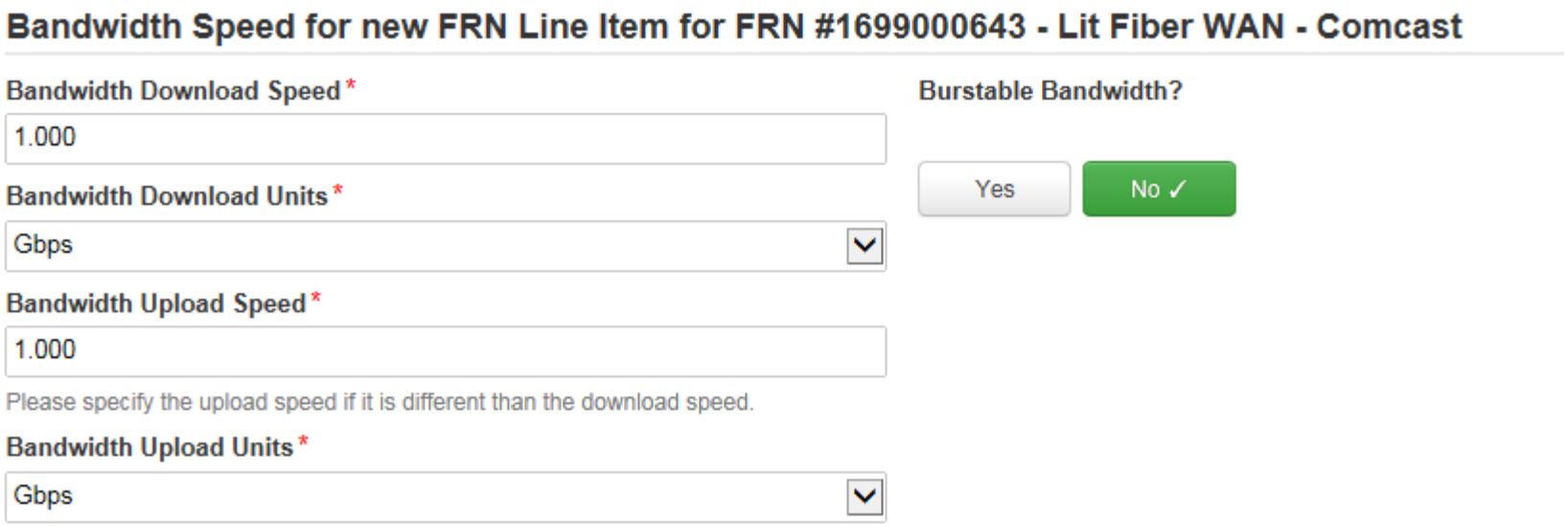
Internet WITHOUT transport



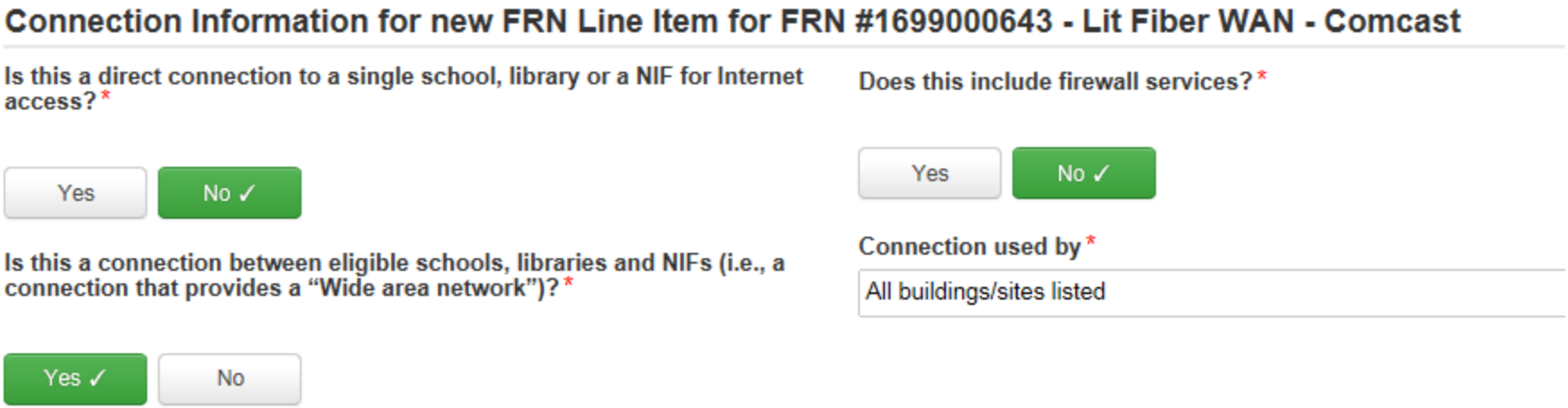
Although this Line Item is for taxes and fees, we still must select the same Purpose.

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

Bandwidth: Select Same Bandwidth for Taxes



Connection Info



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

Connection used by: "All buildings."

Add Total Taxes/Fees Per Month

Use the total monthly cost for the taxes/fees.

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

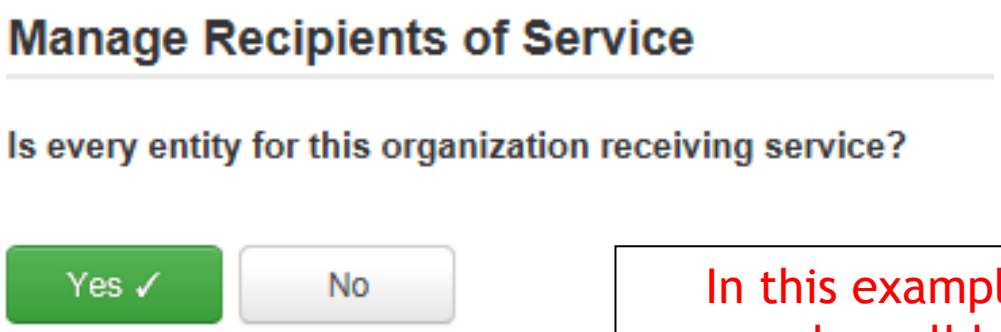
Monthly Cost	
Monthly Recurring Unit Cost	$350.00
Monthly Recurring Unit Ineligible Costs	$0.00
Monthly Recurring Unit Eligible Costs	= $350.00
Monthly Quantity	1
Total Monthly Eligible Recurring Costs	= $350.00
Months of Service	x 12
Total Eligible Recurring Costs	= $4,200.00

One-Time Cost	
One-time Unit Cost	$0.00
One-time Ineligible Unit Cost	$0.00
One-time Eligible Unit Cost	= $0.00
One-time Quantity	0
Total Eligible One-time Costs	= $0.00

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

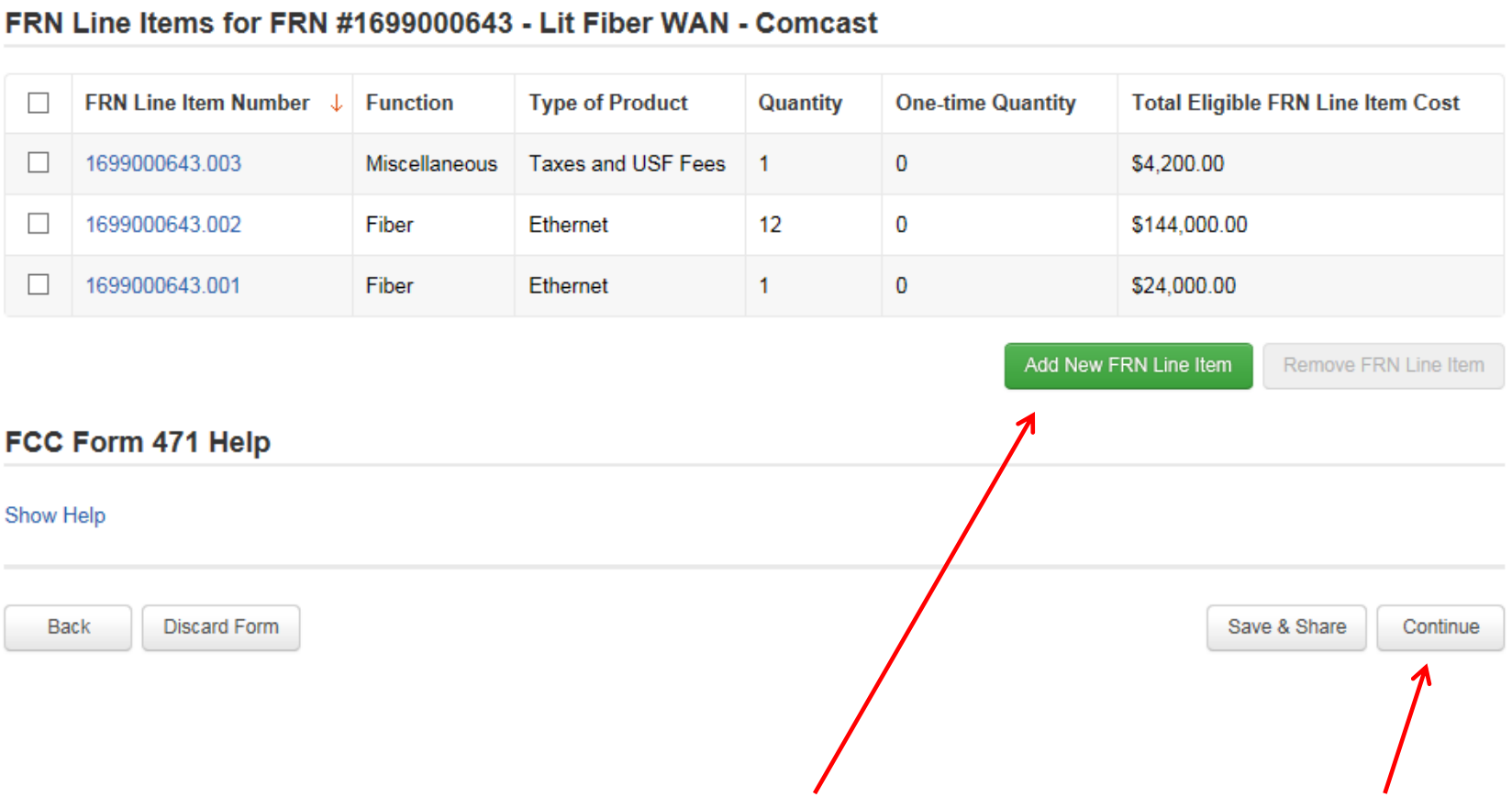
Use the quantity of “1” for taxes/fees.

Select Buildings Receiving the Service



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

Reviewing FRN Line Items



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

	FRN Line Item Number	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
☐	1699000643.003	Miscellaneous	Taxes and USF Fees	1	0	$4,200.00
☐	1699000643.002	Fiber	Ethernet	12	0	$144,000.00
☐	1699000643.001	Fiber	Ethernet	1	0	$24,000.00

Add New FRN Line Item | Remove FRN Line Item

FCC Form 471 Help

Show Help

Back | Discard Form | Save & Share | Continue

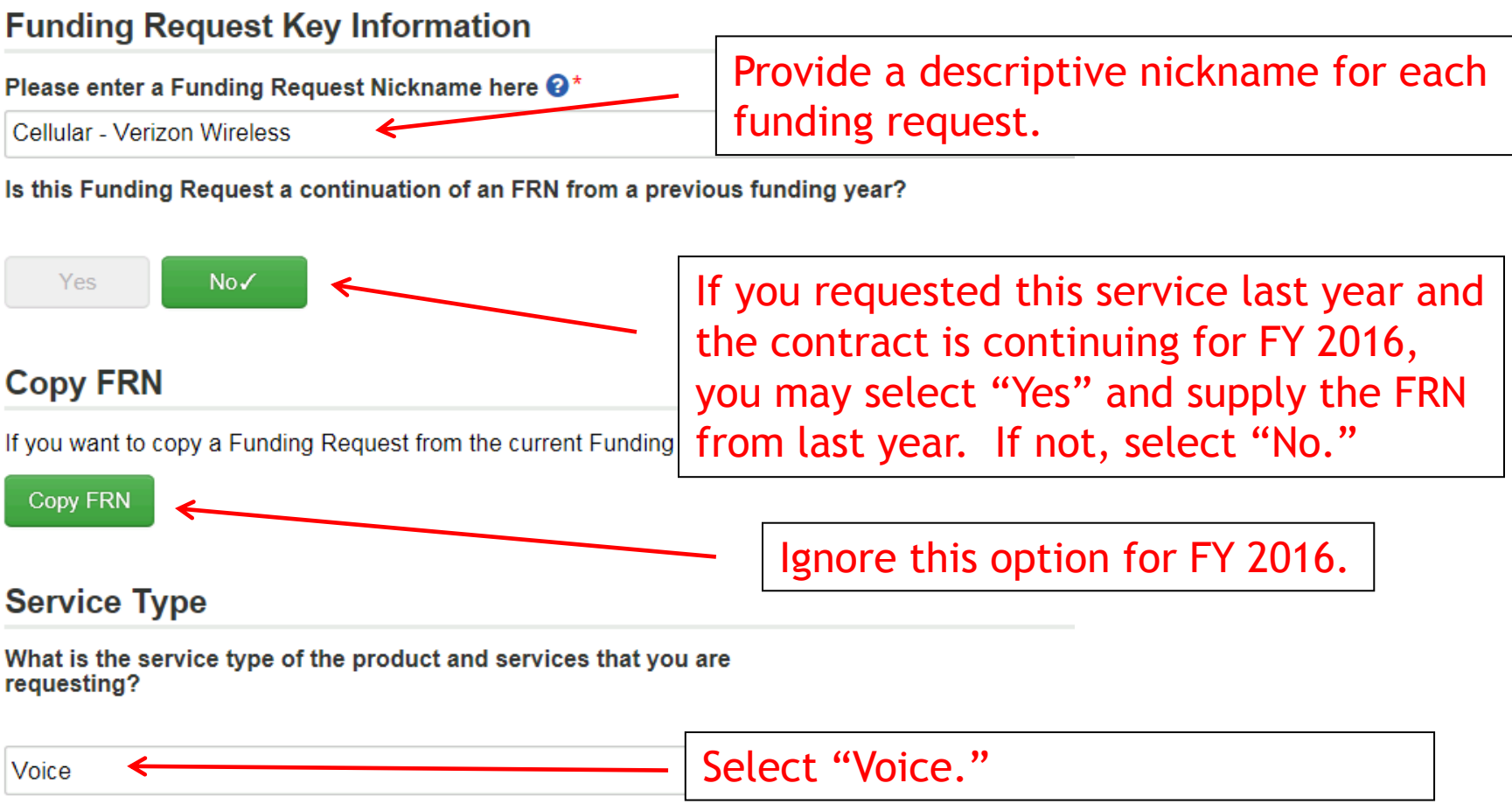
If you have another Line Item, click here. Otherwise, click "Continue" to return to the main FRN page.

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

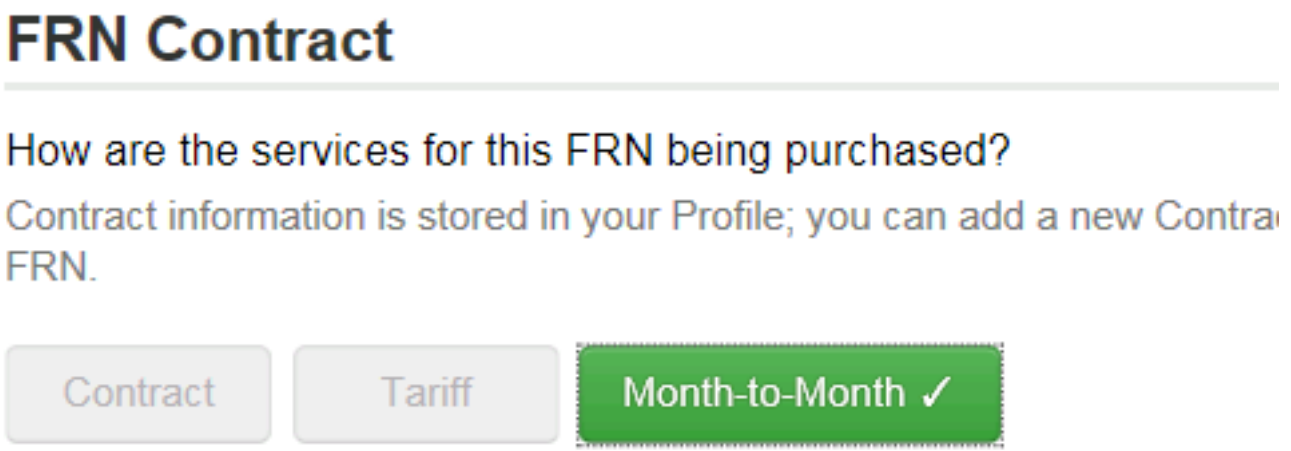
FRN Example 4: Cellular Voice Funding Request

- Assumptions:
  - Month-to-Month service
  - All buildings receiving the same service
  - 1 FRN line item:
    - 50 bundled voice/data lines - $60/line
    - $30/line for data (not eligible)
  - Total monthly invoice - $3600
    - $60 - $30 (data) = $30 voice/line
    - 50 x $30 (voice) = $1500/month

Entering FRN Key Information



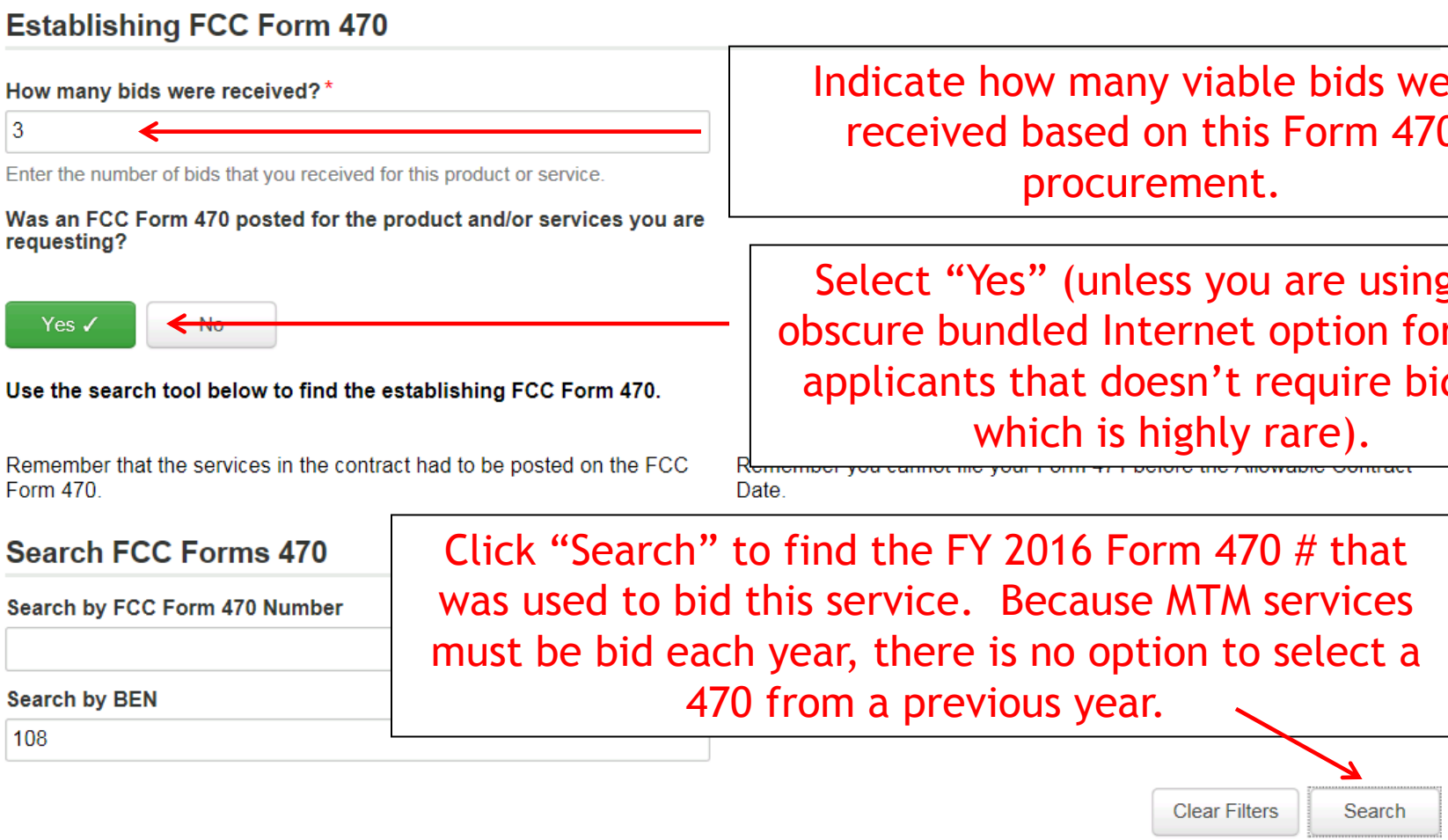
Contract vs. MTM



Select either “Contract” or “Month-to-Month.” Rarely will you select “Tariff.”

In this example, we are selecting Month-to-Month as there is no contract.

Bidding Information



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

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

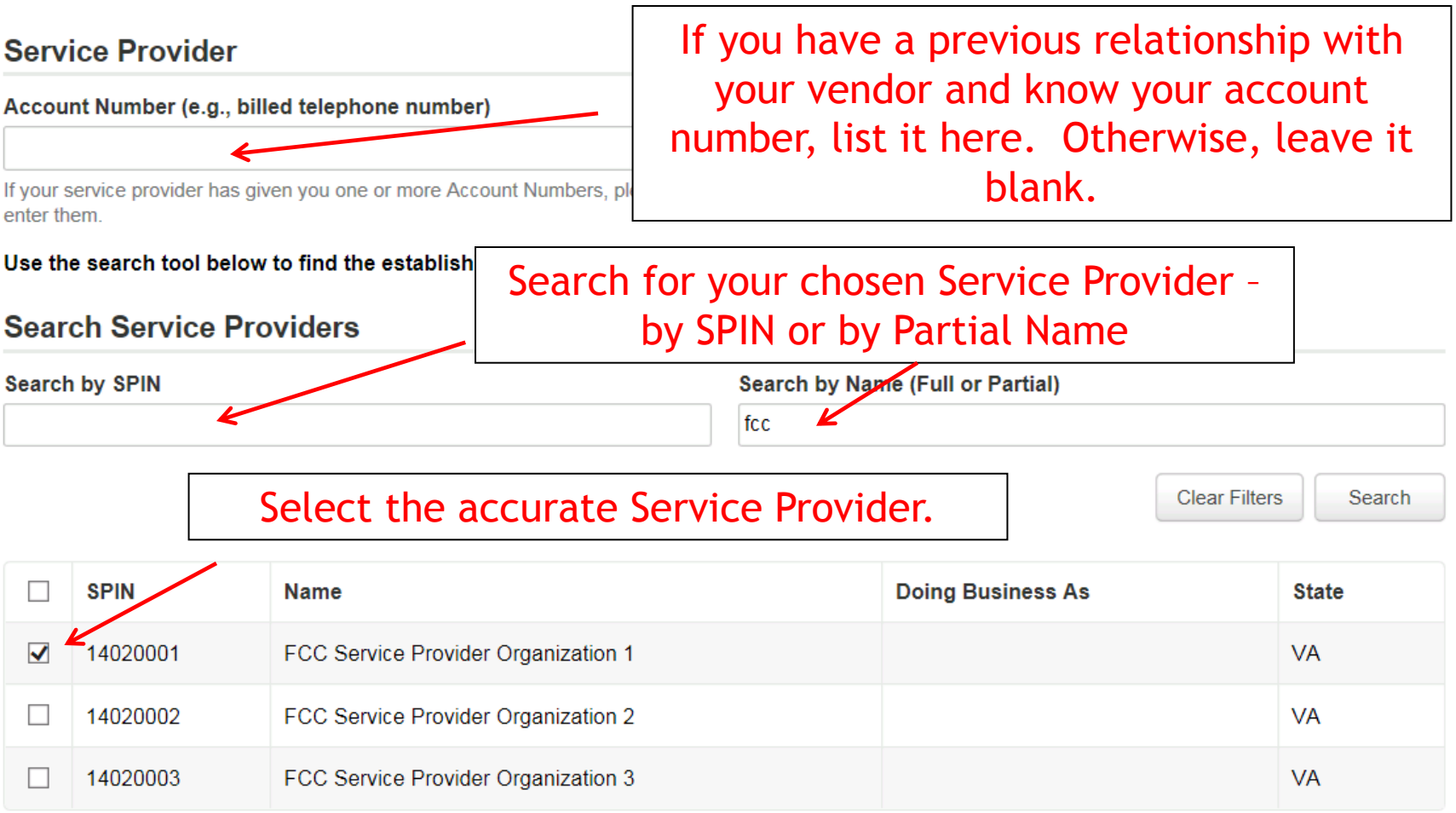
Click "Search" to find the FY 2016 Form 470 # that was used to bid this service. Because MTM services must be bid each year, there is no option to select a 470 from a previous year.

Selecting the Form 470

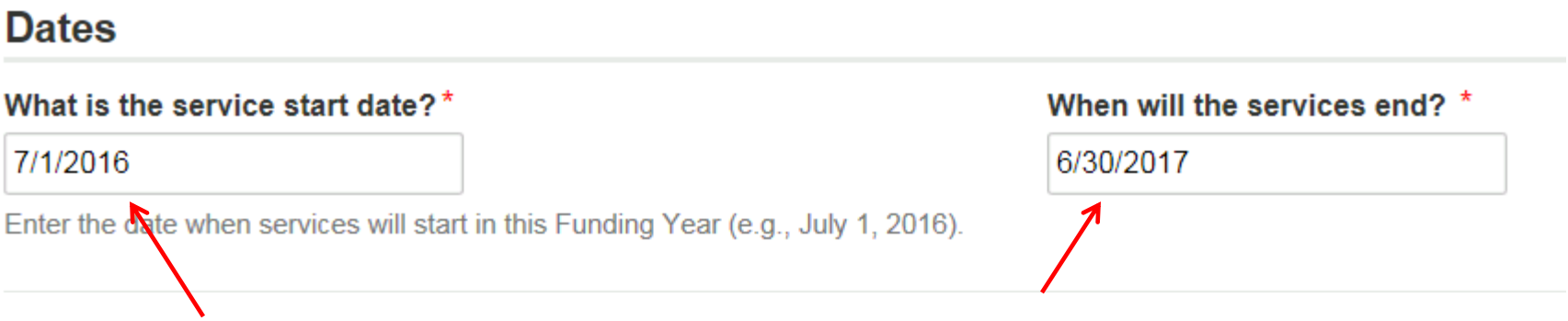
	FCC Form 470 Number	Nickname	Funding Year	BEN	BEN Name	Allowable Contract Date	Service Type
☐	160000091	Category 1 Voice Services FY2016	2016	108	BLUE RIBBON SCHOOL DISTRICT - PARENT ENTITY	12/11/2015	Internet Access and/or Telecommunications
☐	160000287	Category 2 Form 470 with RFP TEST	2016	108	BLUE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

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

Acct # and Service Provider



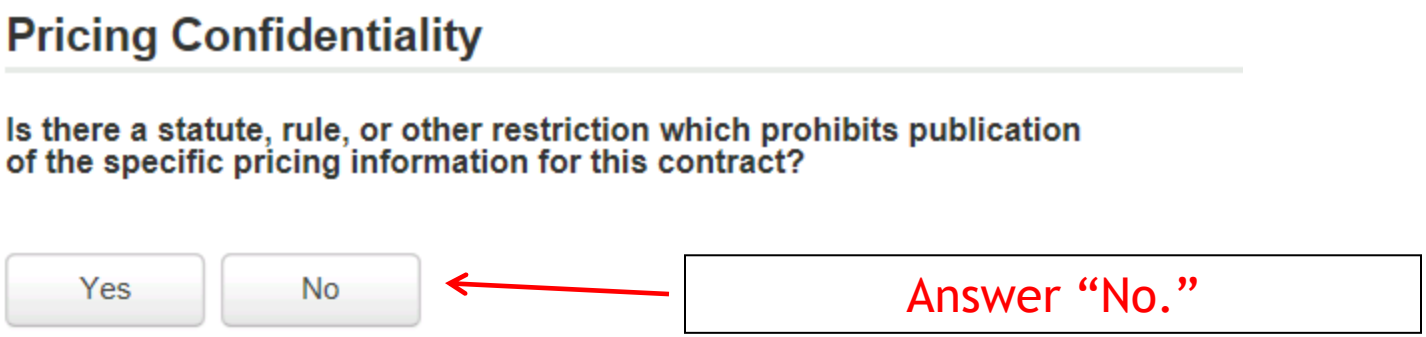
Service Dates



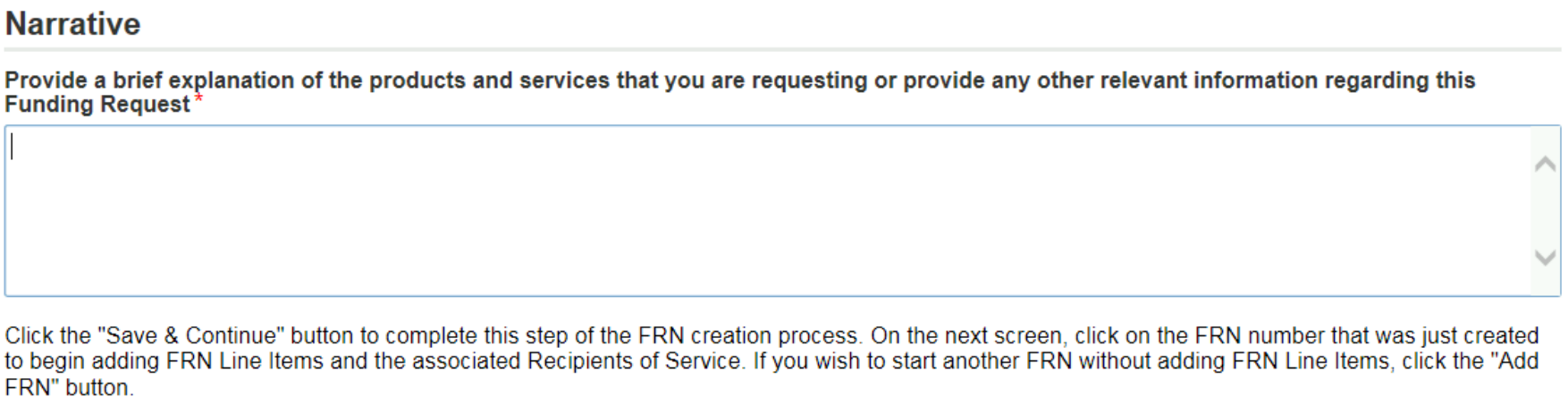
The system will automatically pre-populate 7/1/2016 as the Service Start Date which is generally correct for Category 1 services.

You must enter the date services will end within this funding year, which is generally 6/30/2017 (the last date of the funding year).

Pricing Confidentiality

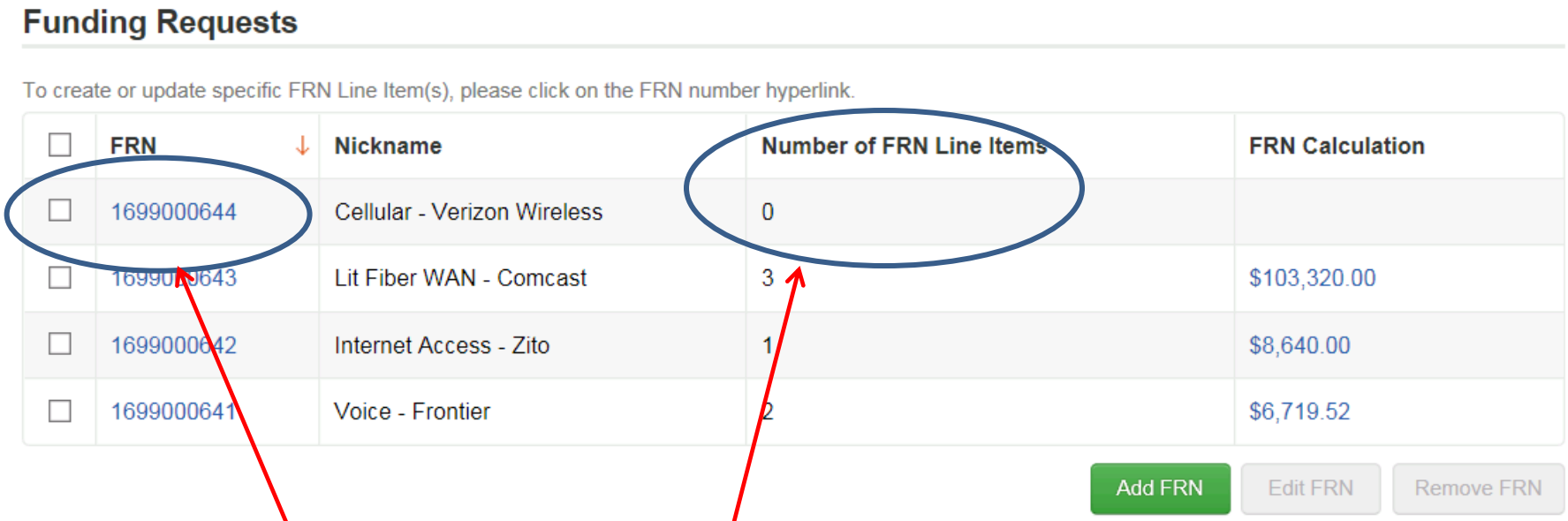


FRN Narrative Box



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

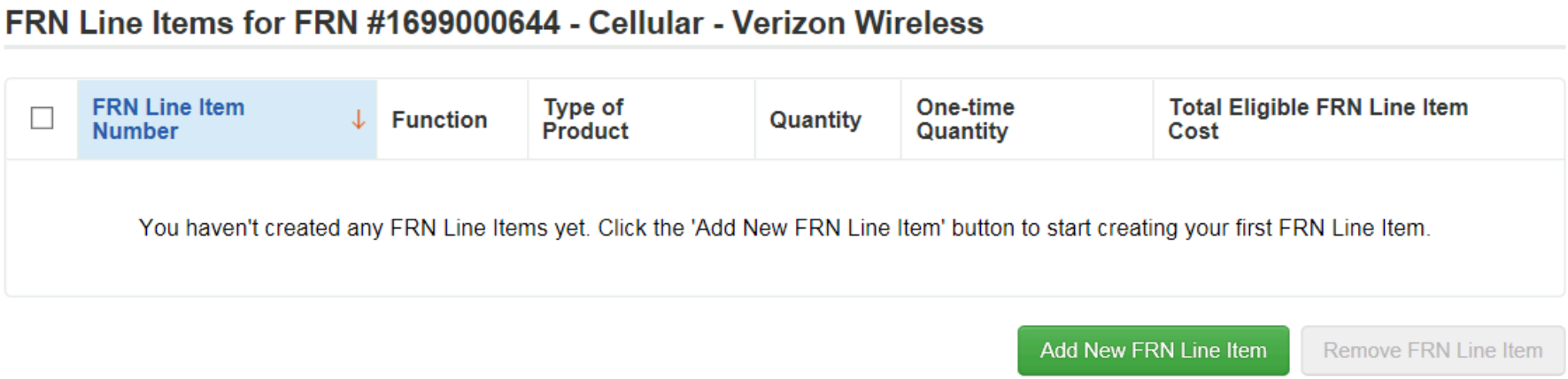
Adding an FRN Line Item



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

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

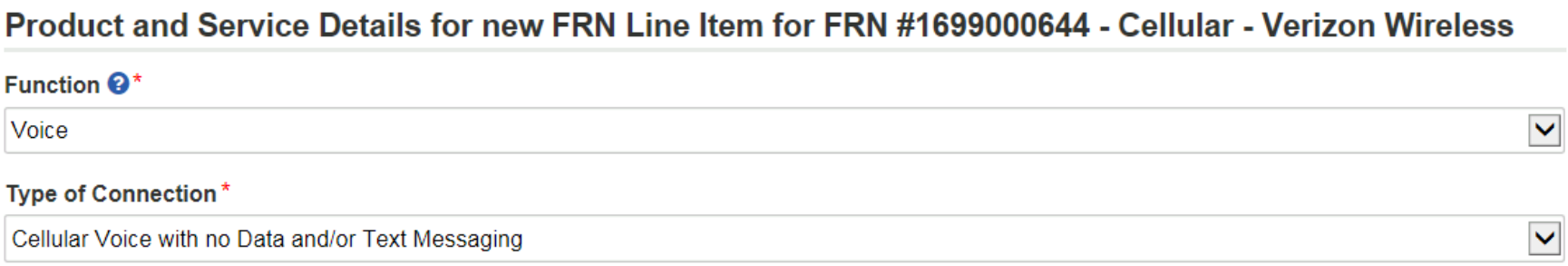
Adding an FRN Line Item



Select “Add New FRN Line Item.”

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

Selecting Function and Connection



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

Entering Monthly Costs

Enter the total monthly cost per line.

Enter the total monthly INELIGIBLE cost/line (such as data and text messaging).

Cost Calculation for new FRN Line Item for FRN #169

Monthly Cost	
Monthly Recurring Unit Cost	$60.00
Monthly Recurring Unit Ineligible Costs	$30.00
Monthly Recurring Unit Eligible Costs	= $30.00
Monthly Quantity	50
Total Monthly Eligible Recurring Costs	= $1,500.00
Months of Service	x 12
Total Eligible Recurring Costs	= $18,000.00

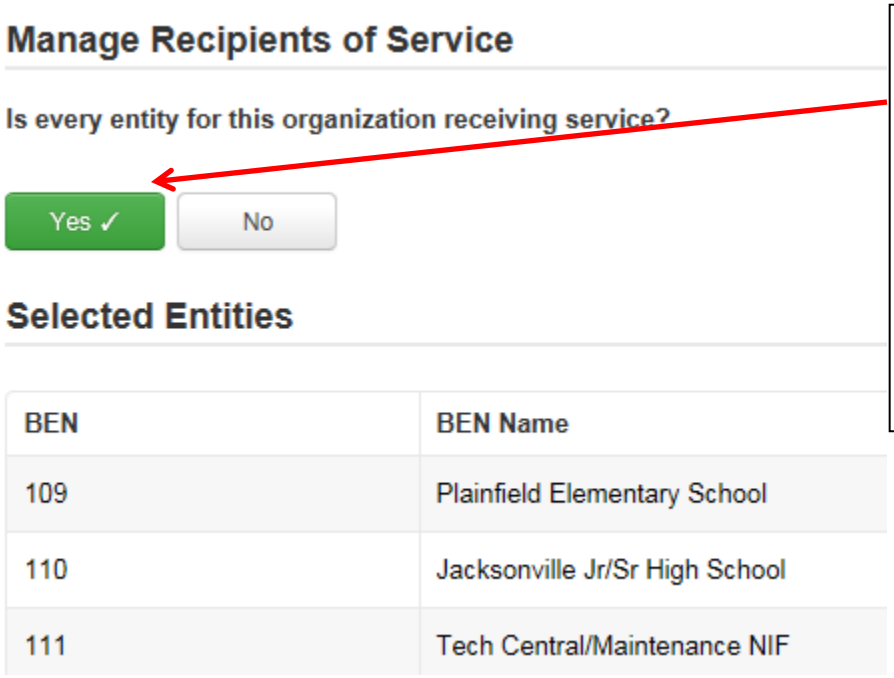
One-Time Cost	
One-time Unit Cost	$0.00
One-time Ineligible Unit Cost	$0.00
One-time Eligible Unit Cost	= $0.00
One-time Quantity	0
Total Eligible One-time Costs	= $0.00

Summary	
Total Eligible Recurring Costs	$18,000.00
Total Eligible One-time Costs	+ $0.00
Pre-Discount Extended Eligible Line Item Cost	= $18,000.00

Enter the total # of lines.

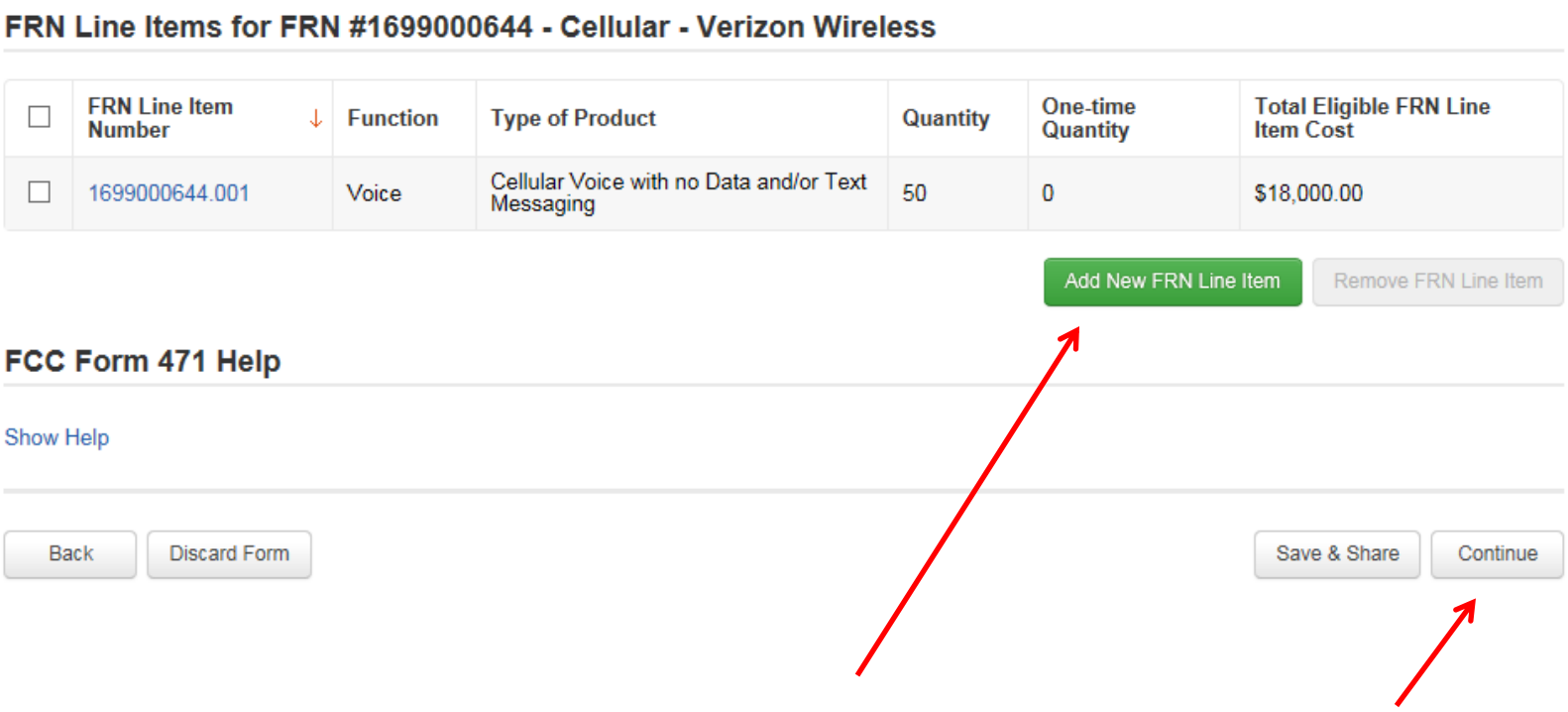
Enter $0 for one-time costs.

Identifying Recipients of Service for this Line Item



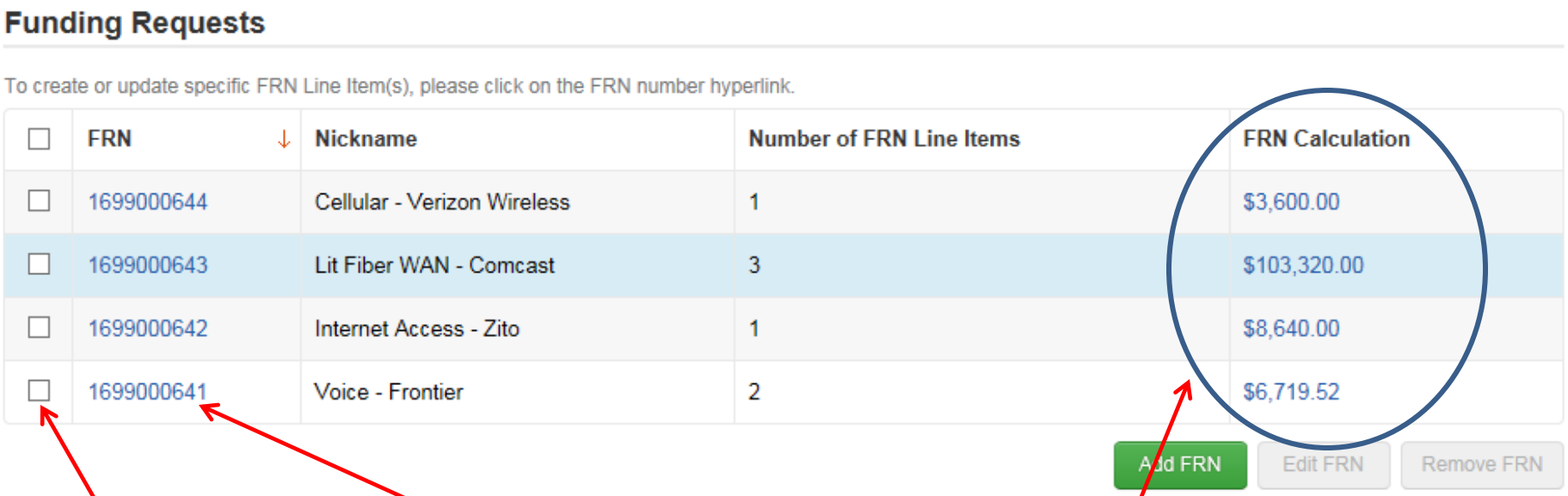
Select “Yes” if all buildings receive this service. Select “No” if only some buildings receive the service. If you select “No,” you are prompted to select/check the buildings receiving the service.

Finished Adding Line Items?



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

Main FRN Page – Review FRN Calculations



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
☐	1699000644	Cellular - Verizon Wireless	1	$3,600.00
☐	1699000643	Lit Fiber WAN - Comcast	3	$103,320.00
☐	1699000642	Internet Access - Zito	1	$8,640.00
☐	1699000641	Voice - Frontier	2	$6,719.52

Add FRN | Edit FRN | Remove FRN

Before finishing your application, be sure to click on each "FRN Calculation" to be sure it contains accurate information and requests enough funding.

To edit any FRN Line Items, click on the blue FRN number to see the list of line items.

To edit the FRN Key Information, click on the box next to the FRN, and then select "Edit FRN."

FRN Calculation Review Page

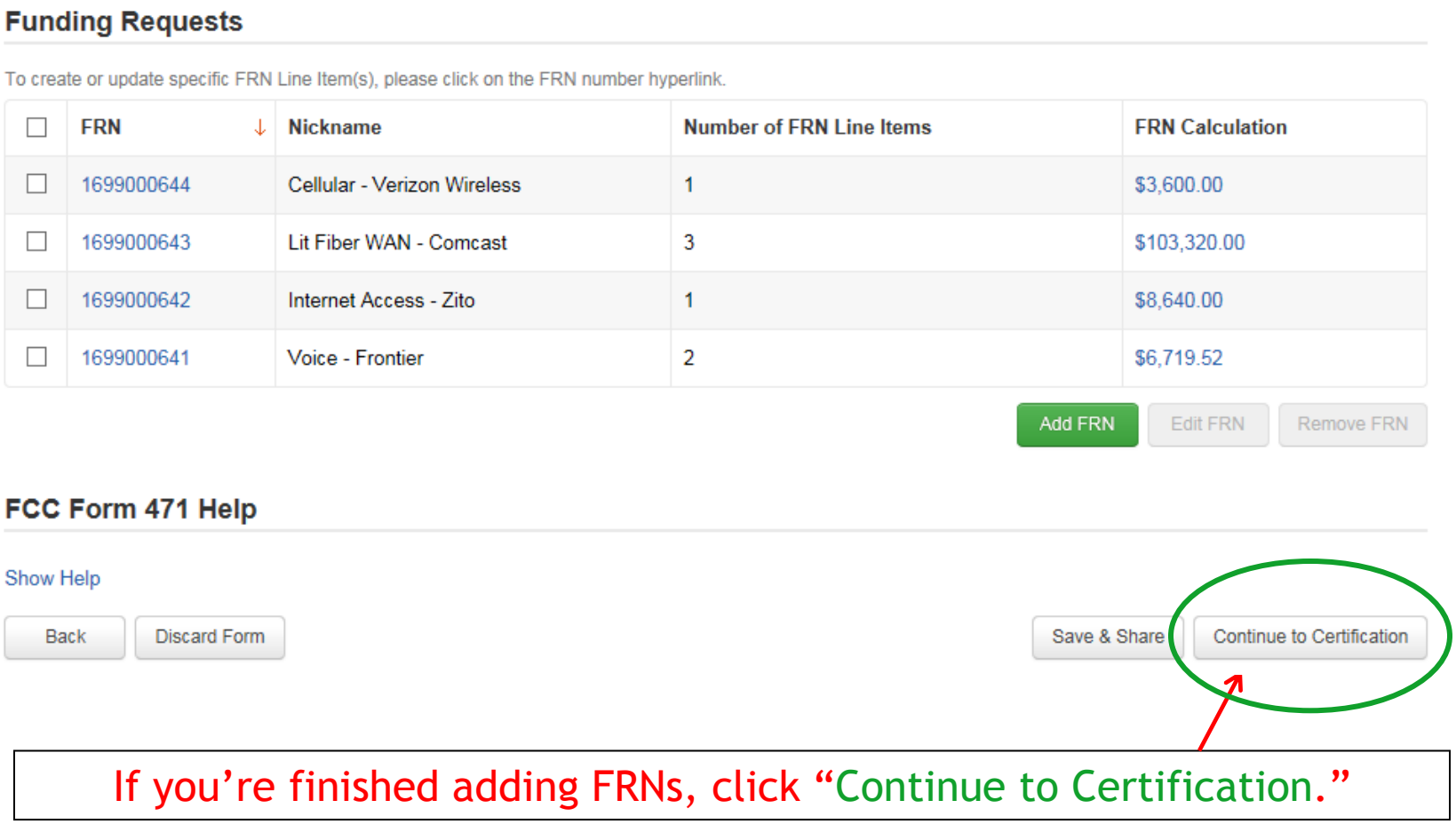
FRN Calculation for FRN #1699000643 - Lit Fiber WAN - Comcast

Monthly Charges	
Total Monthly Recurring Charges	$14,350.00
Total Monthly Ineligible Charges	- $0.00
Total Monthly Eligible Charges	= $14,350.00
Total Number of Months of Service	x 12
Total Eligible Pre-Discount Recurring Charges	= $172,200.00

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

Total Requested Amount	
Total Eligible Pre-Discount Recurring Charges	$172,200.00
Total Eligible Pre-Discount One-Time Charges	+ $0.00
Total Pre-Discount Charges	= $172,200.00
Discount Rate	60%
Funding Commitment Request	= $103,320.00

Finished Adding FRNs?



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
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

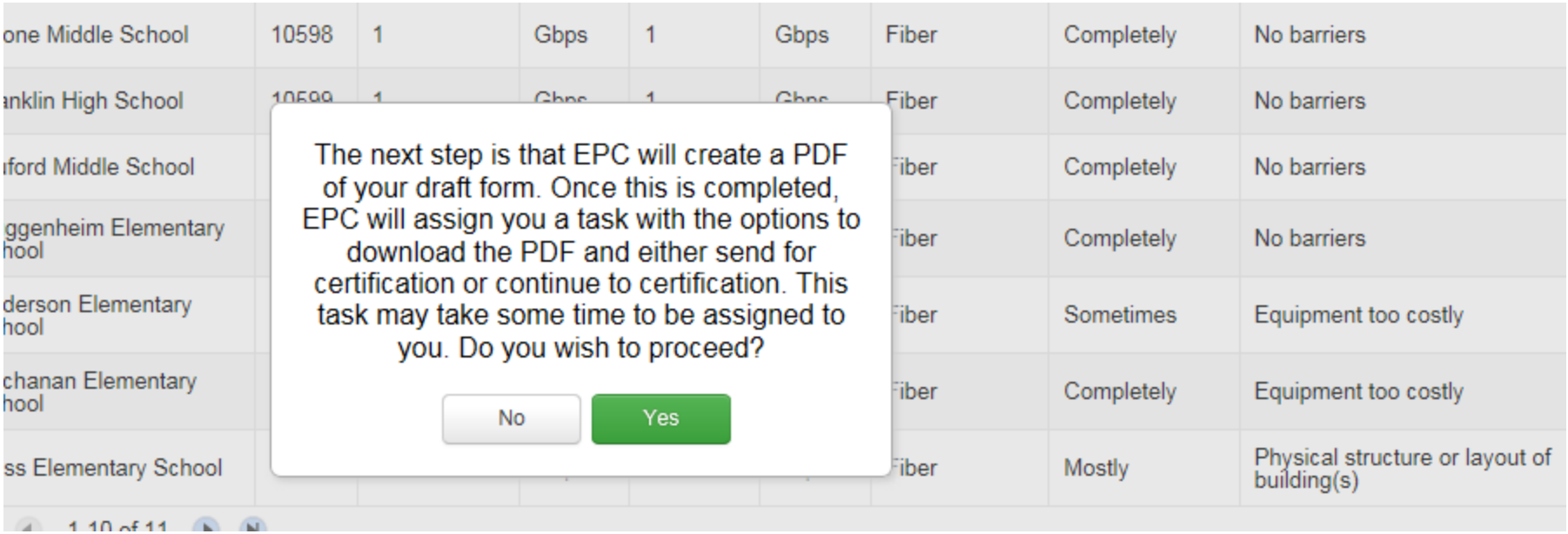
Entity Name	BEN	Download	Units	Upload	Units	Connection	Wifi Sufficient	Barriers to Robust Network
Plainfield Elementary School	109	100	Mbps	100	Mbps	Fiber	Mostly	Physical structure or layout of building(s)
Jacksonville Jr/Sr High School	110	1	Gbps	1	Gbps	Fiber	Sometimes	Installation too costly
Gallaudet 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

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 in EPC.

Back | Discard Form | Save & Share | Review FCC Form 471

Select "Review FCC Form 471."

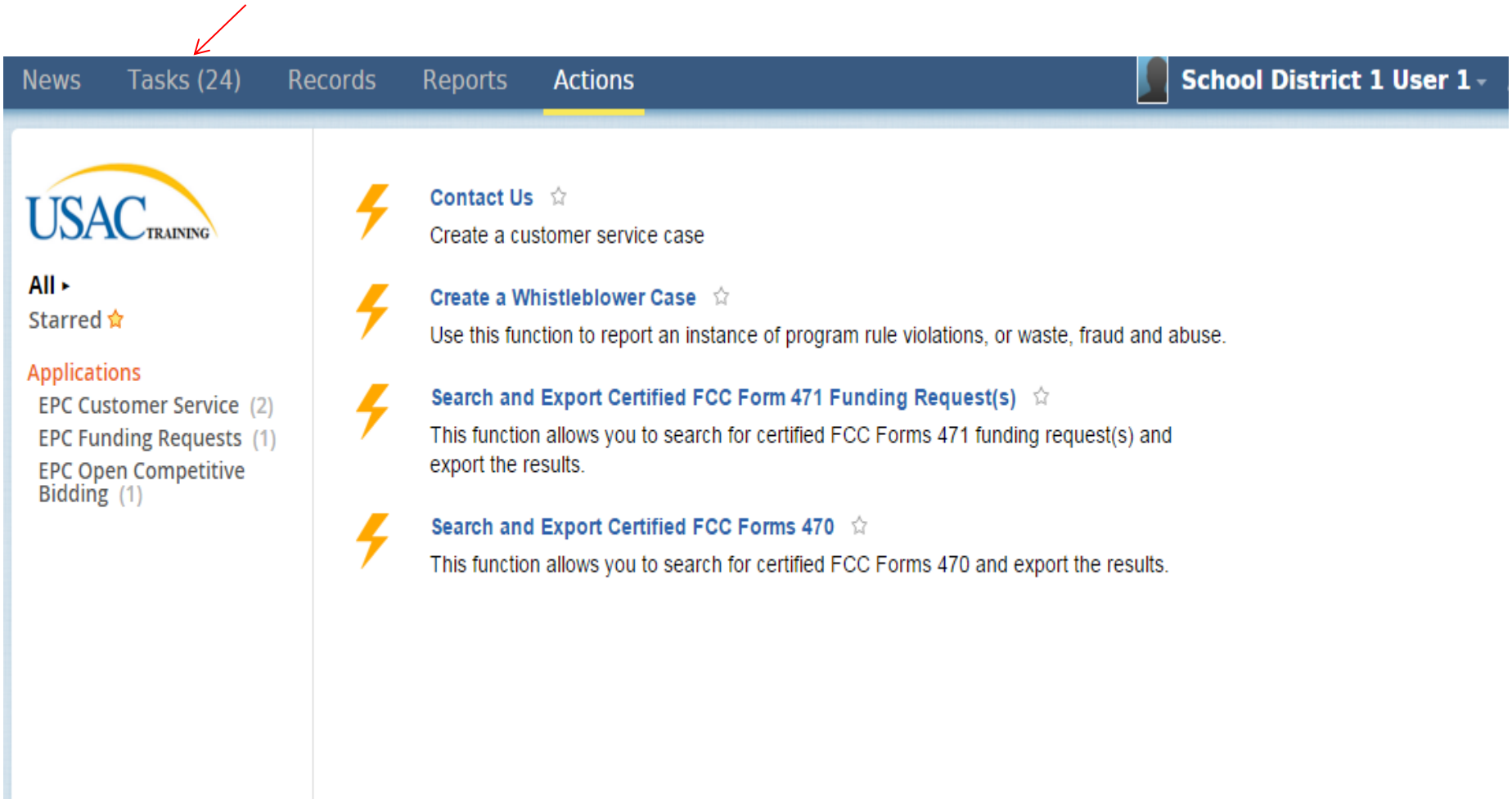
Creating the Draft Form PDF



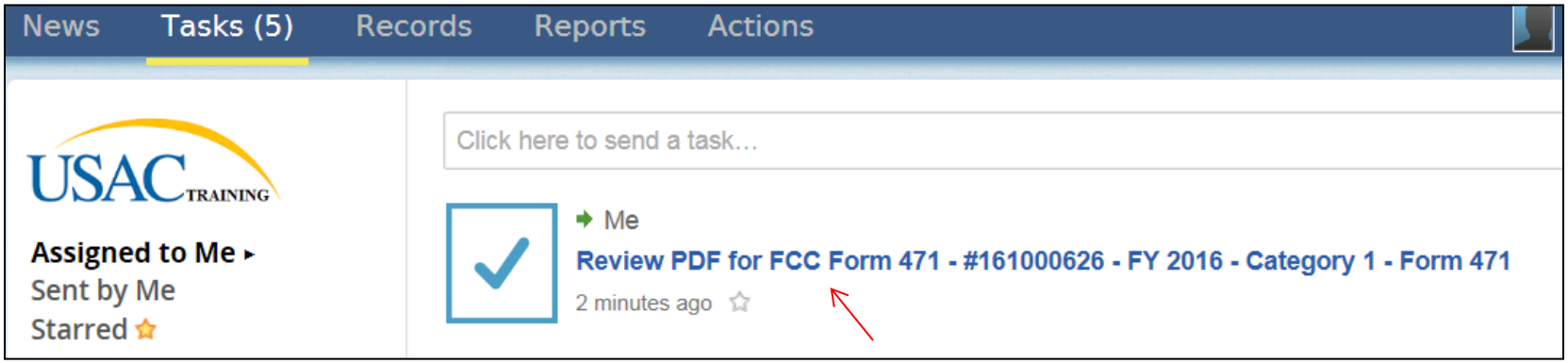
Select “Yes” and in about 15 seconds, the system will send a “Task” to your EPC account as well as an e-mail notifying you that the Task has been created.

Where to See the Draft Form PDF Task

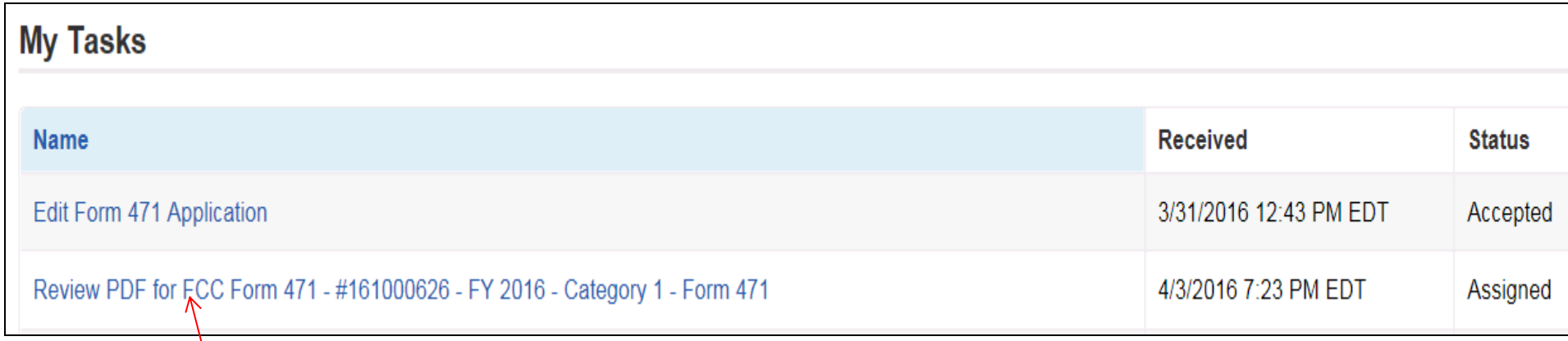
To find the PDF of your Draft Form 471,
click on “Tasks” or from the Task Bar in your Landing Page.



Click on Review PDF Task

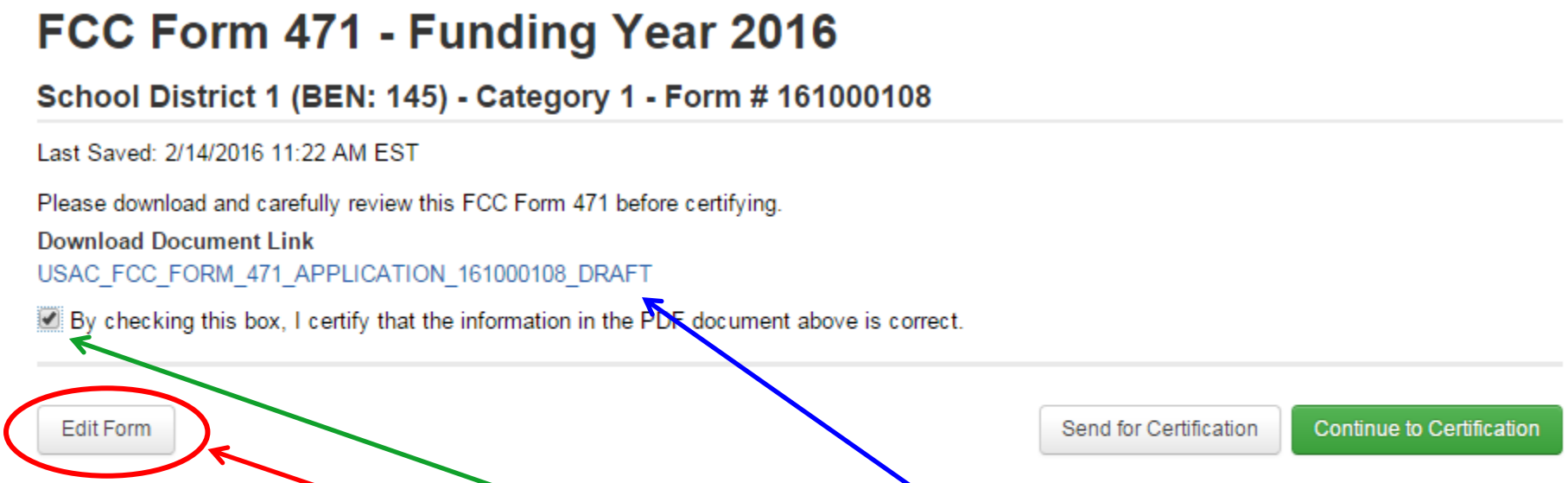


Find the link for your PDF in your Task Bar.



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

Review PDF and Continue to Certification Page



- 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:

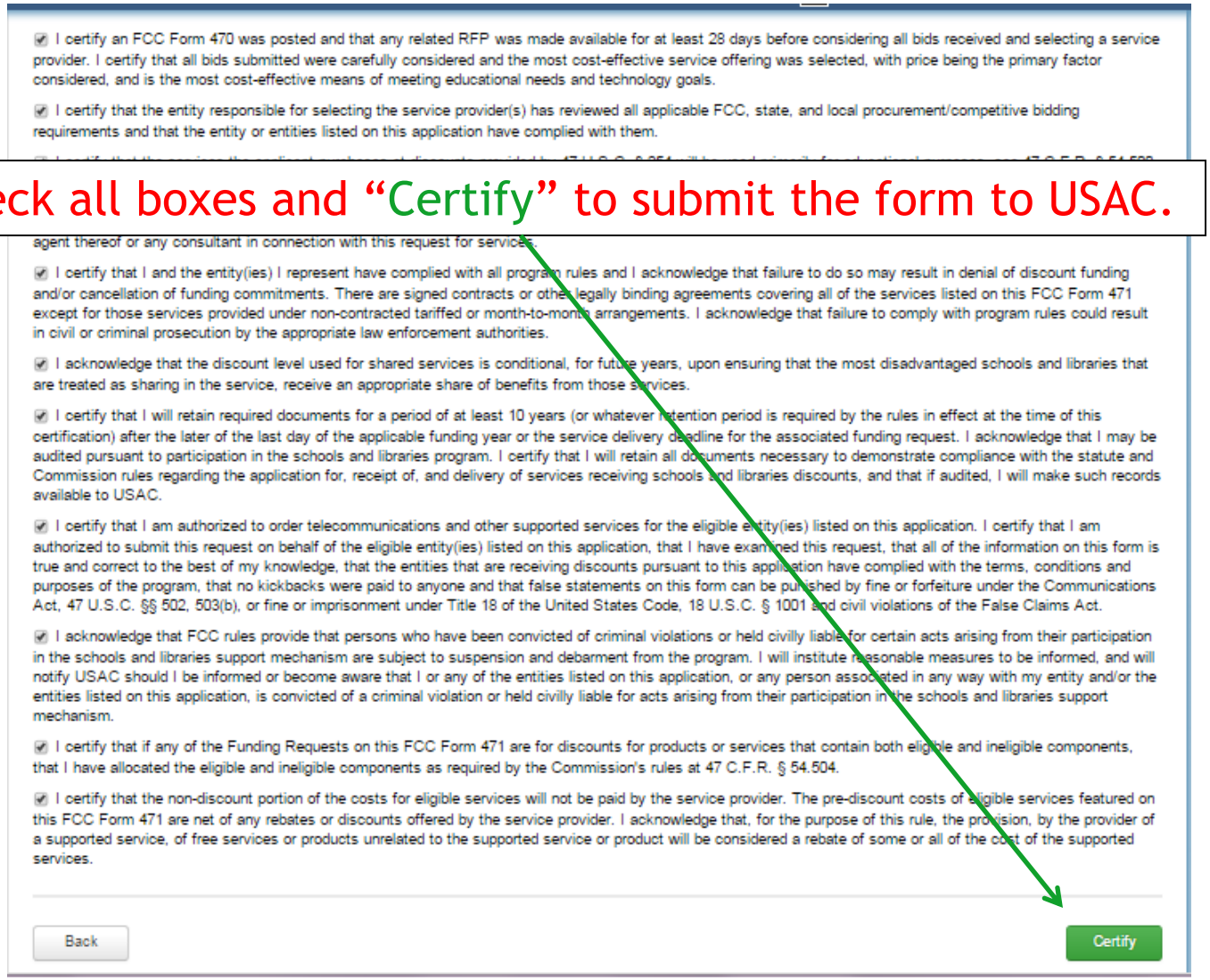
Summary	
Total funding year pre-discount eligible amount on this FCC Form 471	$220,197.60
Total funding commitment request amount on this FCC Form 471	$118,679.52
Total applicant non-discount share of the eligible amount	$101,518.08
Total budgeted amount allocated to resources not eligible for support	$0.00
Total amount necessary for the applicant to pay the non-disc of eligible and any ineligible amounts	$101,518.08
Are you receiving any of the funds directly from a service provider listed on any of the FCC F is funding year?	No
Has a service provider listed on any of the FCC Forms 471 filed by this Billed Entity for this f ds needed to pay your non-disc	No

Enter the amount you're spending on technology for FY 2016, less any E-rate eligible costs. Don't enter "$0."

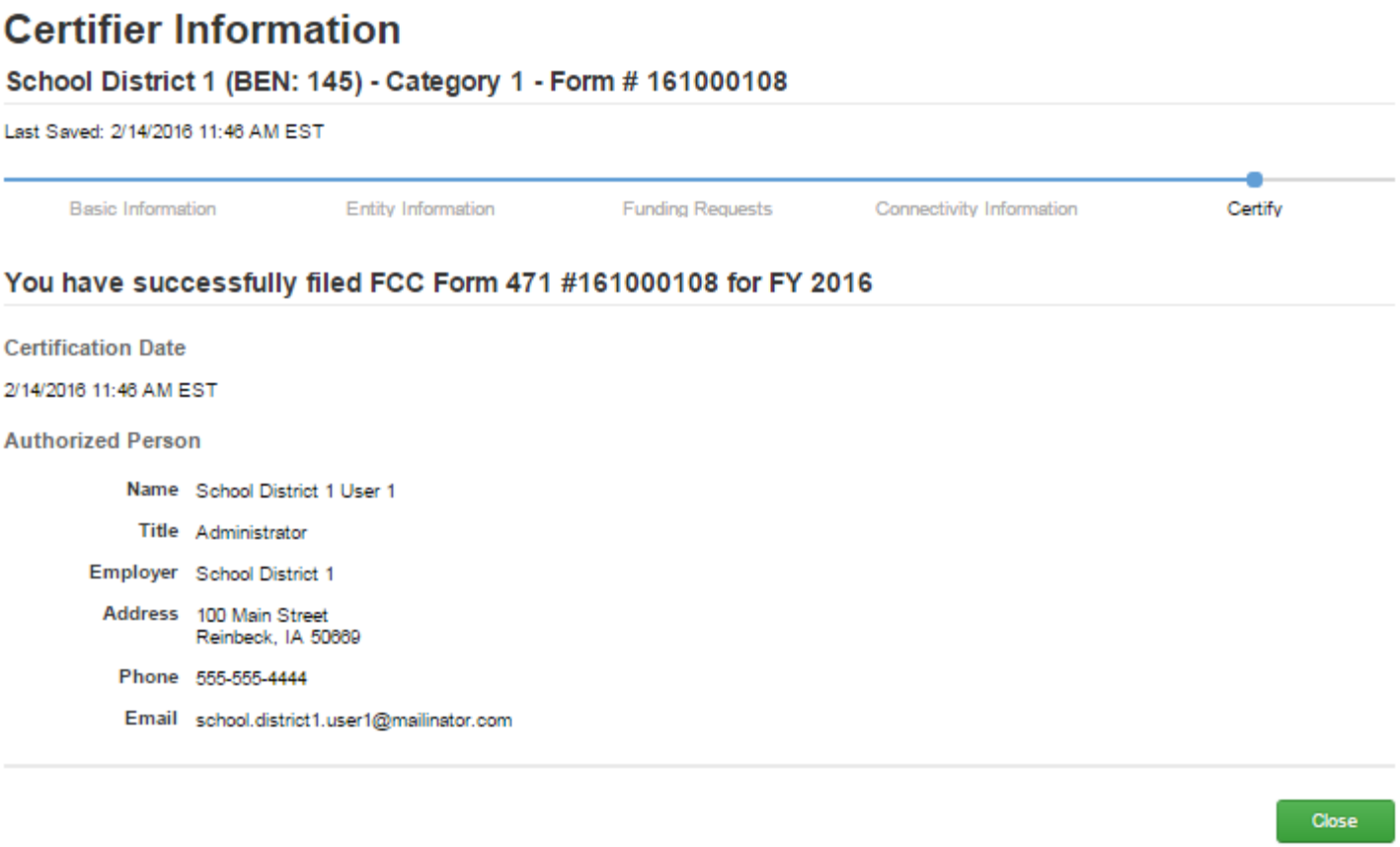
Always select "No."

Always select "No."

Certification Page



Confirmation Page



Certifier Information

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

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

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

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

Certification Date

2/14/2016 11:46 AM EST

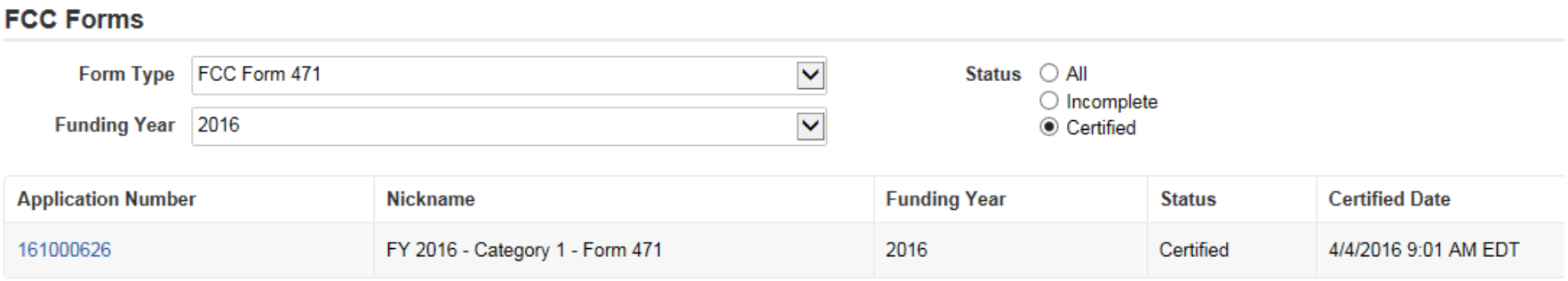
Authorized Person

Name	School District 1 User 1
Title	Administrator
Employer	School District 1
Address	100 Main Street Reinbeck, IA 50669
Phone	555-555-4444
Email	school.district1.user1@mailinator.com

Close

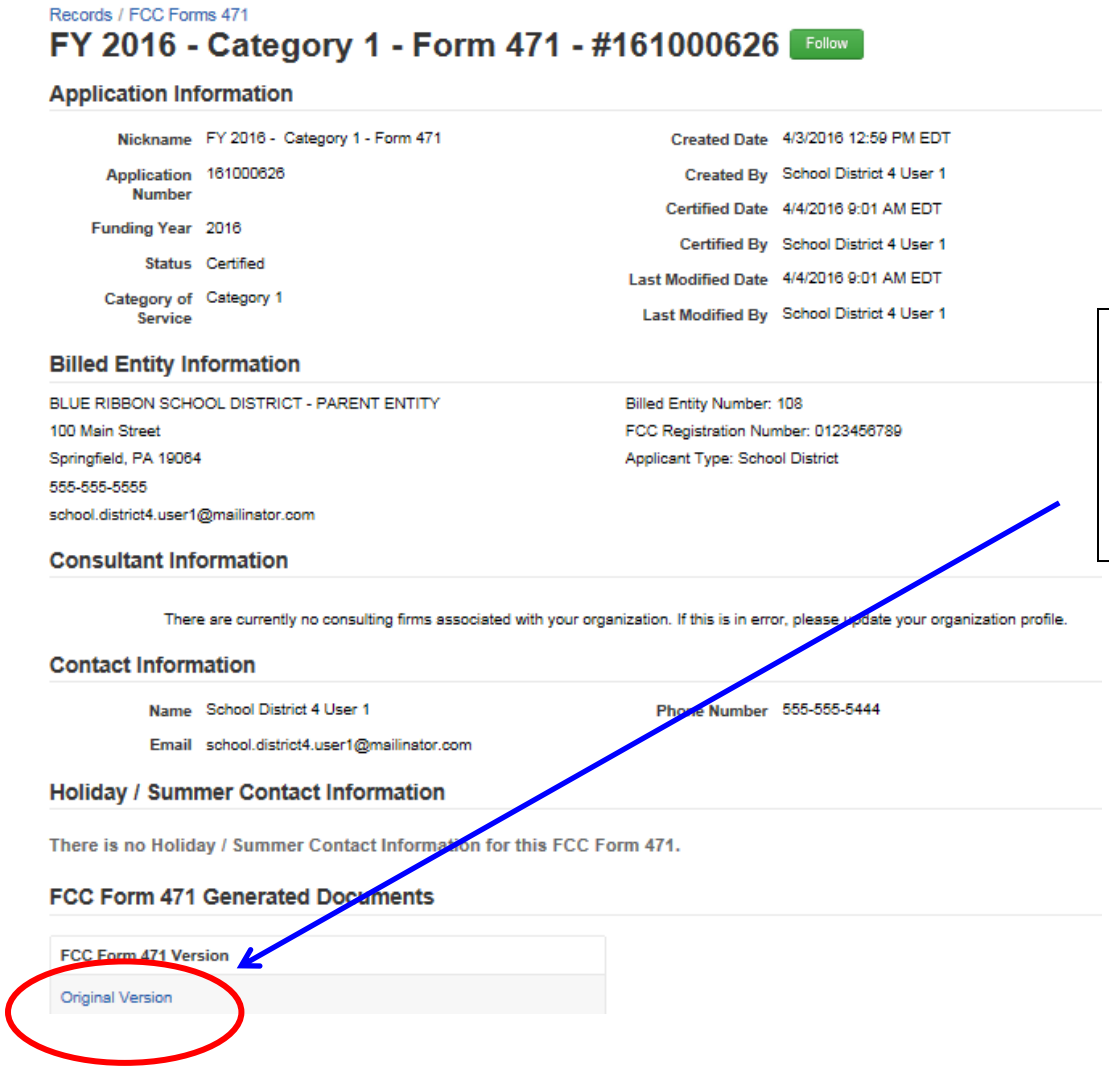
This screen confirms that you successfully filed and certified Form 471.

To Print a Final Copy of Your Form 471



On your EPC Landing Page, scroll to the bottom under FCC Forms.
Select "Form 471" and "Certified" to see a list of the certified 471s from FY 2016.
Click on the blue 471 Application Number.

Printing a Final Copy of Your Form 471



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