E-rate Form 471 Category 2 Filing Guide FY 2019

Presented by Julie Tritt Schell
PA E-rate Coordinator
for the Pennsylvania Department of Education
February 2019

FY 2019 Form 471 Timeline

Form 471 Deadline is March 27, 2019

Form 470 Deadline

- If no board approval needed, last possible date to submit Form 470 = February 27, 2019
  - Give yourself at least a week to file the 471, making your Form 470 deadline February 20
- If board IS approval needed, count back 40 days from board meeting date, and this is your last date to file 470
  - 40 days instead of 29 days because boards require documents ahead of meeting + bid evaluation

- Do **NOT** wait until these dates to file your 470!
  - Need time to conduct bid evaluations, negotiate contracts, and file the Form 471
  - Always best to avoid filing 471s the last few days of the window due to system glitches
- The sooner you submit your 471, the sooner you will likely be funded

What's New on the FY 2019 Category 2 Form 471?

- 3 new "Types" of Internal Connections
  - **License**
    - For example, for a wireless license, use the 'License' drop down instead of the 'Wireless' drop down
    - The models #'s for licenses typically begin with LIC-
  - **Tranceiver**
    - If the pricing of the components are separate and identifiable then apply separately for the switch and any components utilizing the corresponding drop downs. If the pricing is represented by just one bundled price where they components cannot be separated from the overall price then apply for the switch
  - **Module**
    - Networking modules are hardware devices that are portable and usually installed in a switch or router to add interfaces to an existing network system (e.g. optical modules). If an applicant is adding portable interfaces to existing networking equipment they should utilize the "Module" drop down, if applicable

Reminders - FY 2019

- **Service Start Date – Always list 7/1/2019**
  - Even if you will be purchasing equipment on or after 4/1/2019
    - Vendor invoices to the applicant can be dated on or after 4/1/2019
    - BEARs/SPIs cannot be submitted to USAC until 7/1/2019
  - Service Start Date is NOT the same as the Contract Award Date
    - Contract Award Date should either be the date the contract was signed (preferred) or the date the vendor was awarded the contract (allowed, but more difficult to prove)
- **Form 470 Error Checking**
  - System will check to see if the cited Form 470 contains the category of service requested on the 471
    - For example, if you are requesting Basic Maintenance funding, but did not select this category on the 470, system will not allow you to proceed
  - System will check to see if the cited Form 470 in the Contract Record was been posted for at least 28 days
    - For example, if you are creating your Contract Record on February 15, but the Form 470 # that you cite was just posted on February 1, the system will not allow you to proceed
- Connectivity Survey has been eliminated!

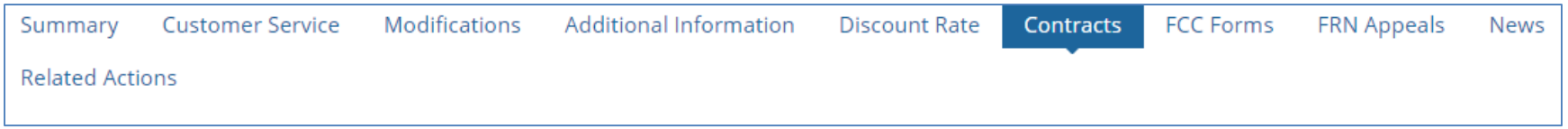
Reminders - FY 2019

- **Separate Administrative Window closed on January 15, 2019**
  - Needed so libraries and consortia didn't have to have separate filing window
    - Their discount data is fully dependent on schools' discount data
  - After Admin Window closes - can no longer update buildings/enrollment/NSLP data
  - Make changes using the FRN narrative boxes and via the RAL correction process
    - RAL corrections can be submitted as soon as 471 is submitted
  - Consortia members can be added by contacting CSB
    - CSB will not REMOVE consortia members – simply don't add them to your 471
- **'Copy FRN' Feature**
  - Allows you to copy another FRN and make changes
- **Internal Connections Bulk Upload Template**
  - Most useful for C2 Internal Connections FRNs with multiple line items
  - Helpful Guide coming soon
  - Templates available at:

https://www.usac.org/sl/applicants/step03/form-471.aspx/#bulk_upload_templates

Before Filing the Form 471

- **Add New Contracts** in EPC
  > Landing Page > Billed Entity Name > Contracts > Manage Contracts > Add New Contract

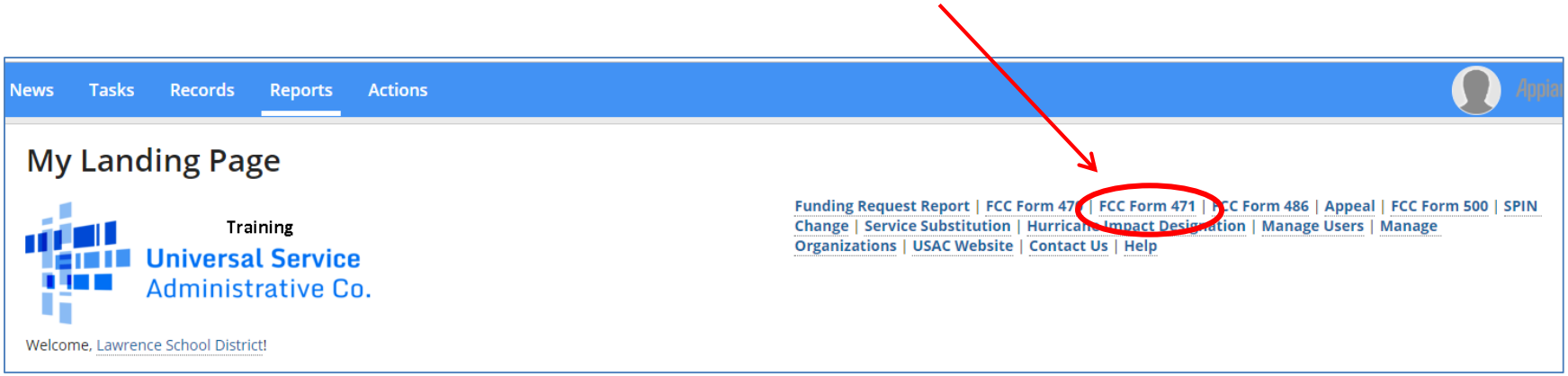


  - There is no way to edit or delete an existing Contract Record after it's been submitted
  - Not required to upload contracts, but I recommend you do so because PIA will ask you for it anyway
  - Give your contract a really descriptive nickname!
  - Creating Contract Records Guides available at

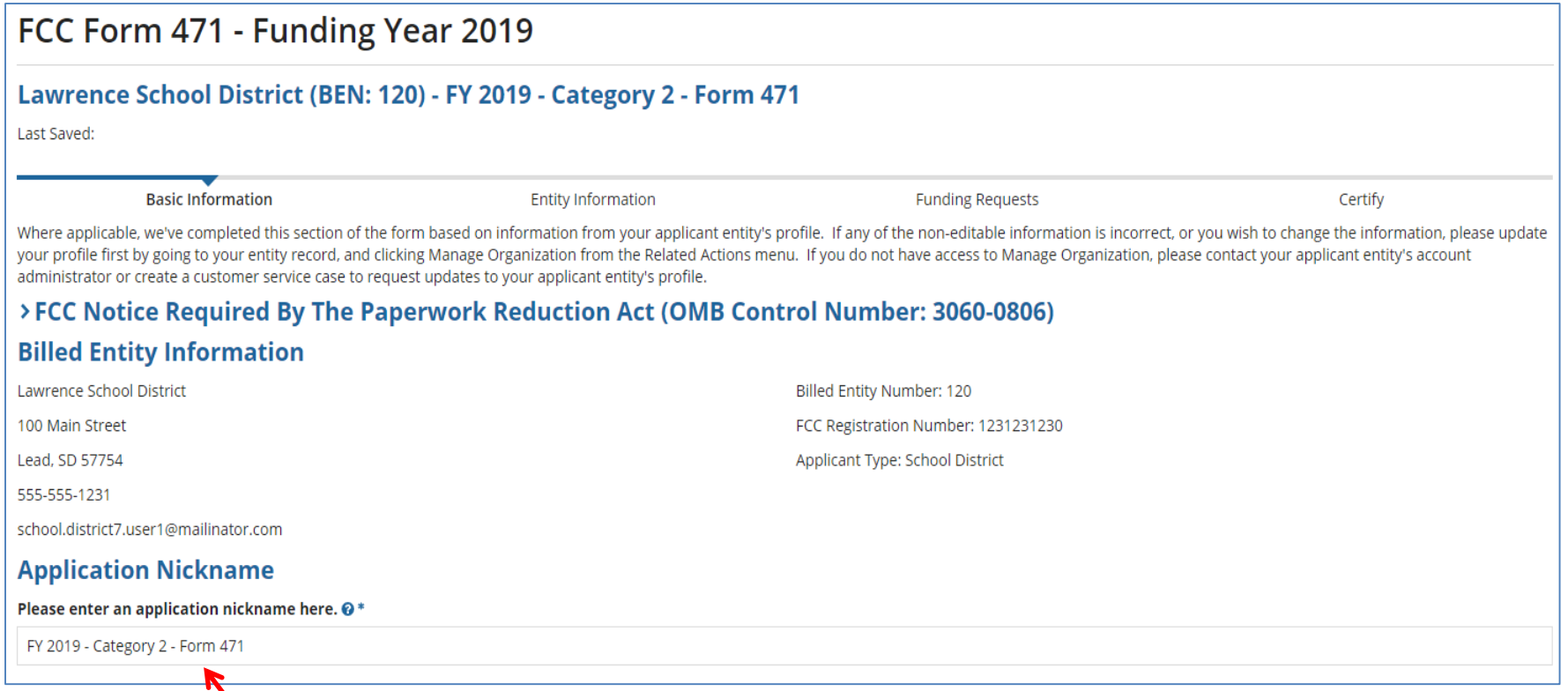
General: http://e-ratepa.org/?p=28951
PEPPM: http://e-ratepa.org/?p=28991

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 2019

Lawrence School District (BEN: 120) - FY 2019 - Category 2 - Form 471

Last Saved:

Basic Information | Entity Information | Funding Requests | 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

Lawrence School District
100 Main Street
Lead, SD 57754
555-555-1231
school.district7.user1@mailinator.com

Billed Entity Number: 120
FCC Registration Number: 1231231230
Applicant Type: School District

Application Nickname

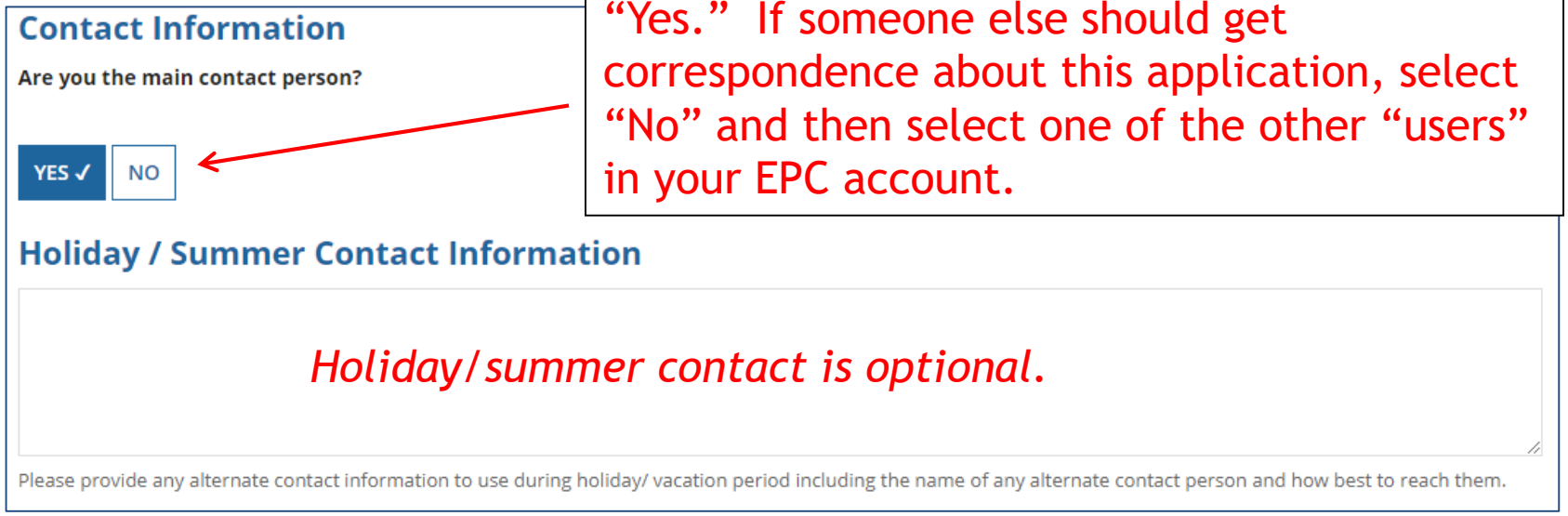
Please enter an application nickname here. *

FY 2019 - Category 2 - Form 471

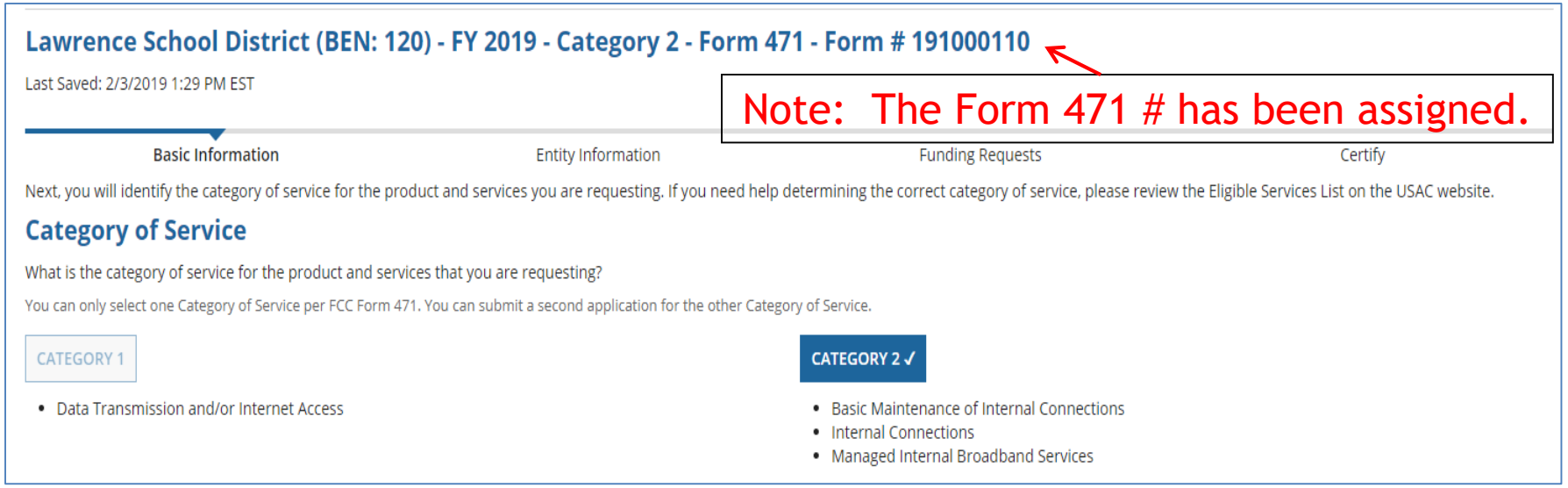
Enter a really descriptive nickname so you can easily find the form in your Task Bar later, such as “FY 2019 Category 2 Form 471.”

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.

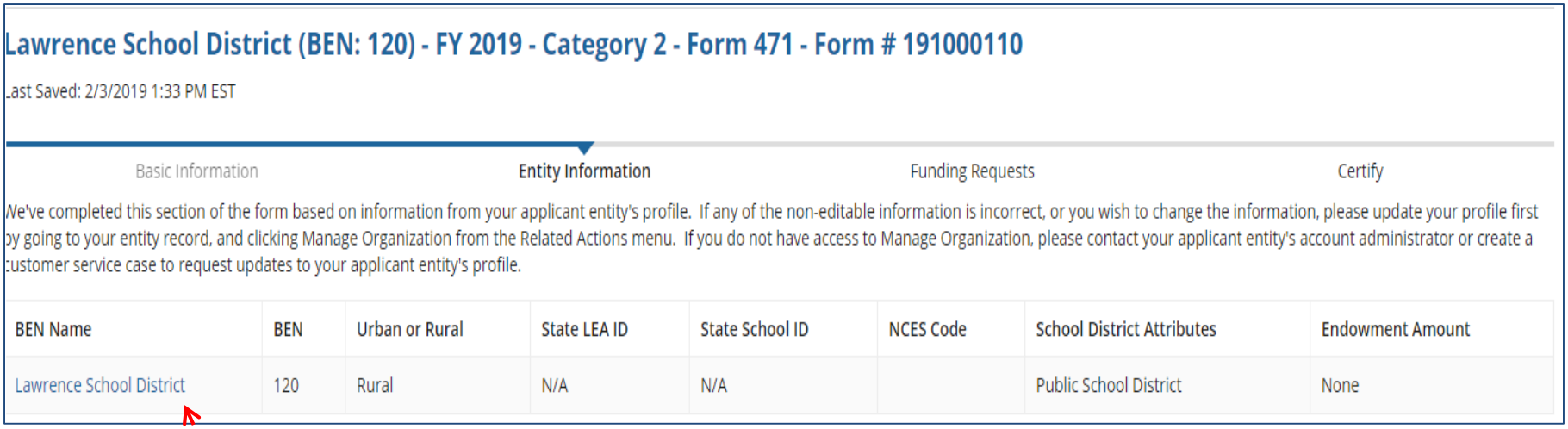


Selecting Category 1 or Category 2



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

District Entity Information



Lawrence School District (BEN: 120) - FY 2019 - Category 2 - Form 471 - Form # 191000110

Last Saved: 2/3/2019 1:33 PM EST

Basic Information | Entity Information | Funding Requests | 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
Lawrence School District	120	Rural	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

Fields with '*' next to them are not sortable

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*
Lawrence Administration Building	123	Rural		N/A	N/A		N/A	N/A	N/A	N/A		None	View Annexes
Lawrence High School	122	Rural					220	N/A	None	N/A	Public School	None	View Annexes
Lawrence Primary School	121	Rural					420	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.

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
640	444	69%	Rural	80%	80%

This page shows your discount for each category of service.

Notice, there is a C1 and C2 discount rate. The maximum C2 discount rate is 85%, while the maximum C1 discount is 90%. In all other cases, C1 and C2 discounts will be identical such as those shown here.

Discount Calculation Errors...

Although this shouldn't happen for FY 2019, if you receive a red box showing this discount calculation error:

it's because data is missing from one or more of your 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.

Creating Your Funding Requests

- Funding requests are “built”
- There are 2 required elements to each funding request:
  1. FRN Key Information
     - Indicates if it’s for internal connections, MIBS, or maintenance
     - Links to the relevant contract record (no MTM for C2)
     - Describe FRN in narrative box
  2. FRN Line Item(s)
     - Must have separate line items for each new component
     - Gives details about the component/service
     - Identifies which schools are receiving equipment
     - Provides cost data for each line item

Creating Funding Requests (FRNs)

Get there quickly…

- Wireless equipment example – slide 17
  - Wireless access points (site specific equipment)
  - Controller (shared equipment used by multiple schools)
- Switches example – slide 50 (site specific equipment)
- Structured cabling example - slide 73
  - Internal wiring/installation (site specific equipment)

Example 1:
Wireless Equipment

Wireless Access Points (site specific)

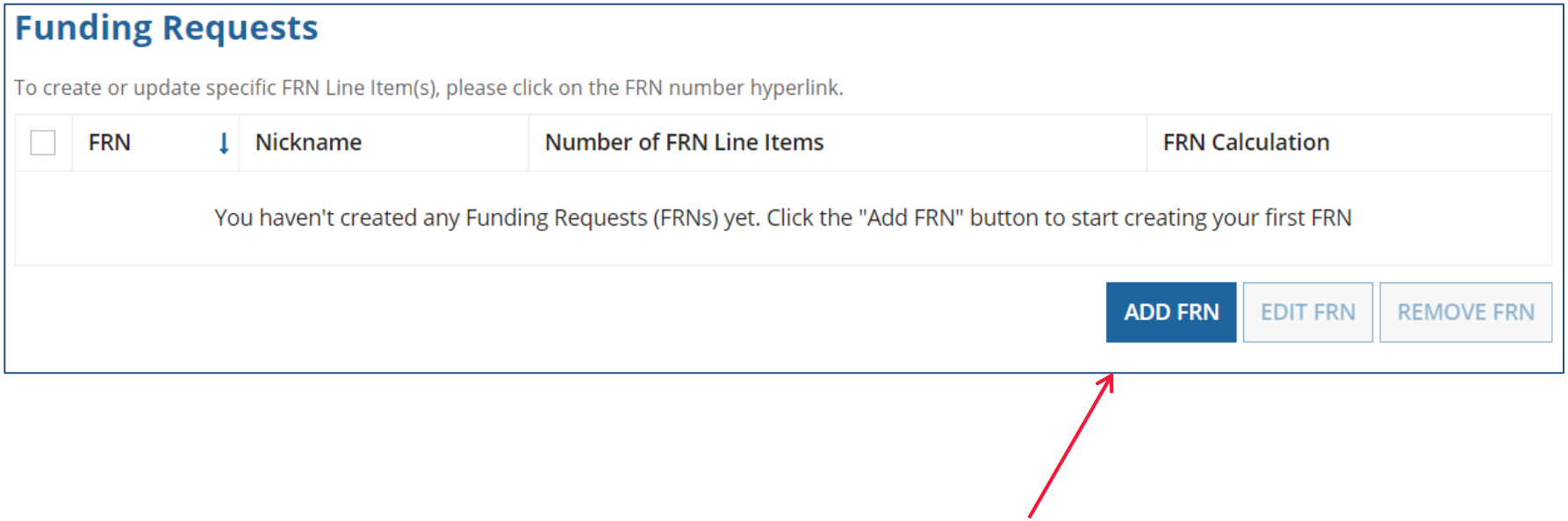
Wireless Controller (shared)

FRN Example 1: Wireless Equipment

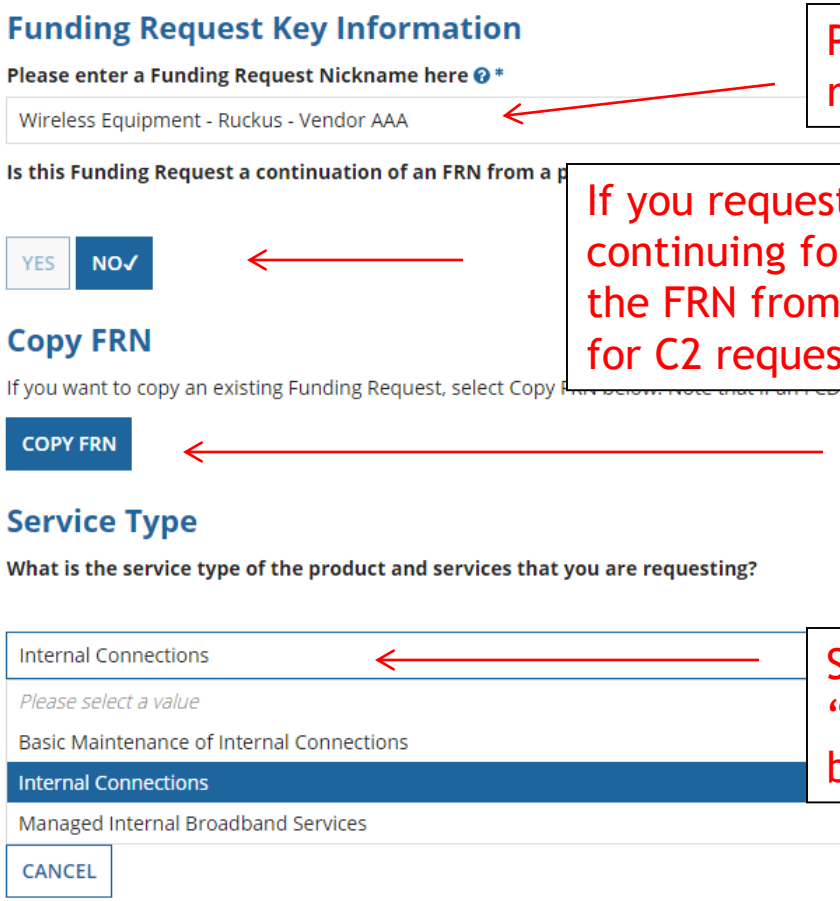
- Assumptions:
  - Contracted service (all C2 must be contracted)
  - 2 FRN line items: WAPs and Wireless Controller
  - WAPs:
    - 35 WAPs at $565.00 each
    - ✓Lawrence High School – 15 @ $565 = $8475
    - ✓Lawrence Primary School – 20 @ $565 = $11,300
  - Wireless Controller:
    - $30,000
    - Shared by 2 schools
    - Weighted cost allocated by % student enrollment (not by # of schools such as 50% of costs to each school)
  - No licenses

Adding a 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



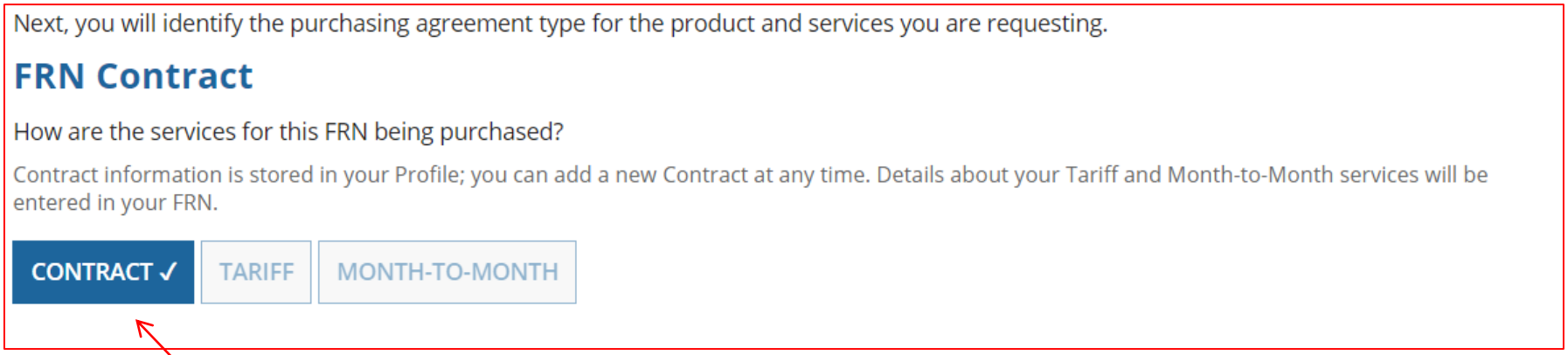
Provide a descriptive nickname for each funding request.

If you requested this service last year and the contract is continuing for FY 2019, you may select "Yes" and supply the FRN from last year. If not, select "No." Likely "No" for C2 requests unless it's for maintenance.

Optional: Use this option to retrieve previously filed FRN in EPC – likely useful only for multi-year maintenance contract.

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

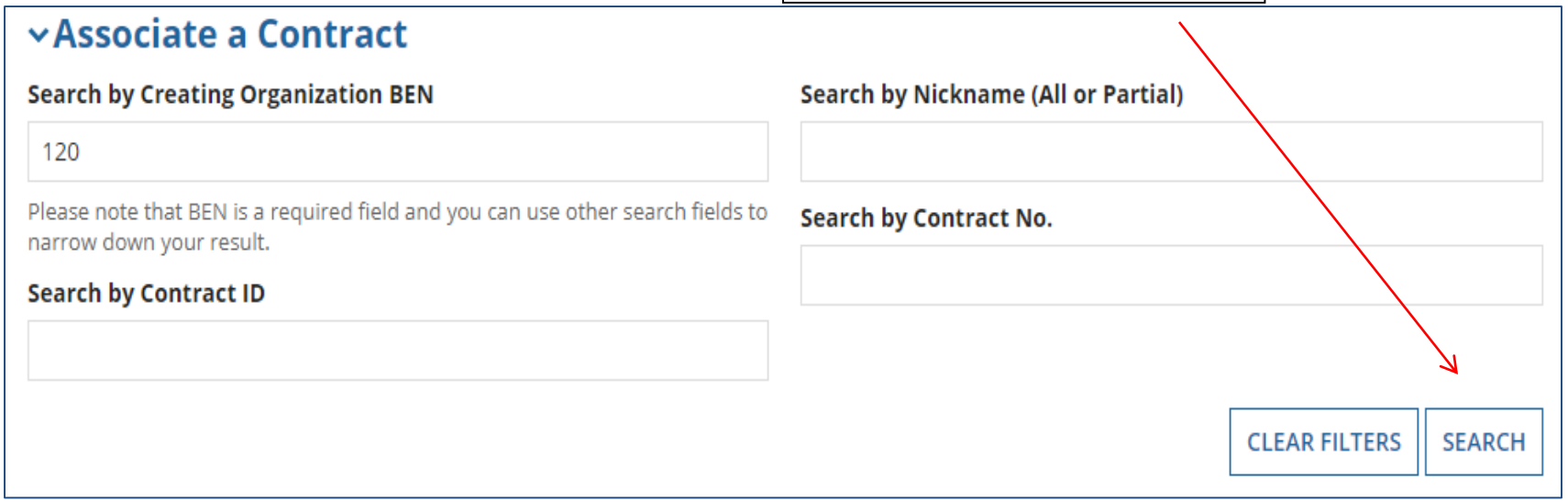
Contract vs. MTM



Select “Contract” for all Category 2 funding requests.

Linking to a Contract

Click “Search” to see all your contracts listed.



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

You must have your 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
☐	5357	Optional Field to Enter if your Contract has an identifying number.	Wireless Equipment FY 2019	2/1/2019	120
☐	5358		Switch Contract FY 2019	1/31/2019	120
☐	5359		Structured Cabling FY 2019	1/30/2019	120

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

Linking to a Contract

Contract Summary - Wireless Equipment FY 2019

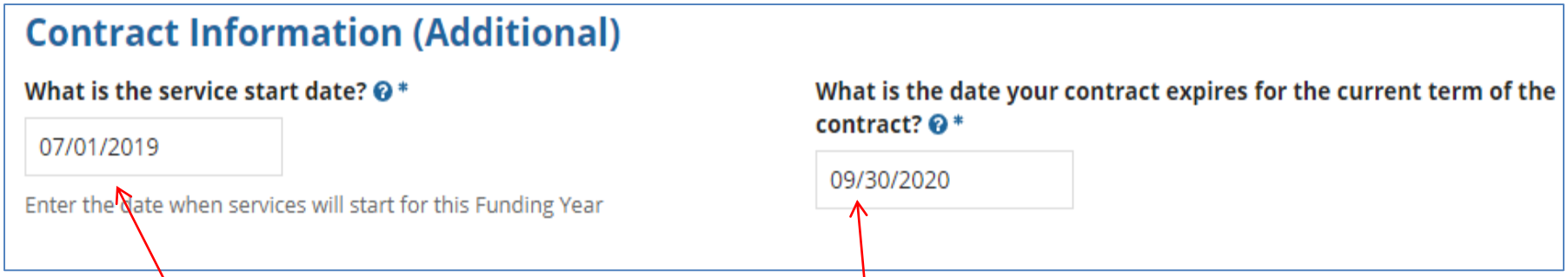
Contract Number	Optional Field to Enter if your Contract has an identifying number.	**Account Number**	
Establishing FCC Form 470	#190000174	**Service Provider**	USAC Service Provider Organization 1 (SPIN: 14010001)
Award Date	2/1/2019	**Includes Voluntary Extensions?**	No
Expiration Date (All Extensions)		**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

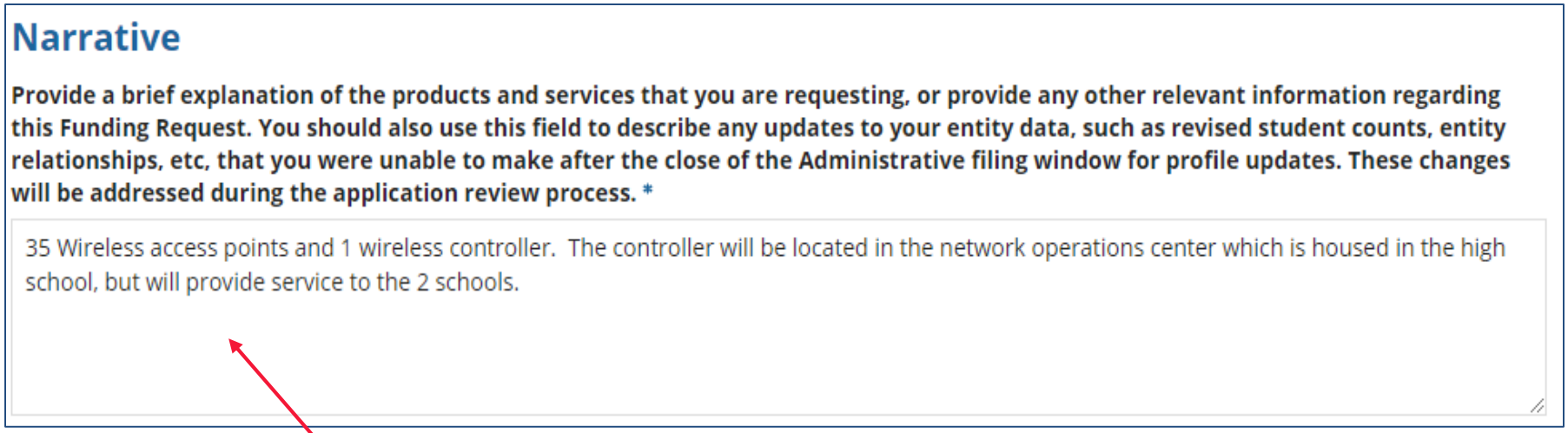


Service Start Date:
The system will automatically enter 7/1/2019 as SSD.

Note: In previous years, you listed this as 4/1/20xx – these should always be listed now as **7**/1/20xx.

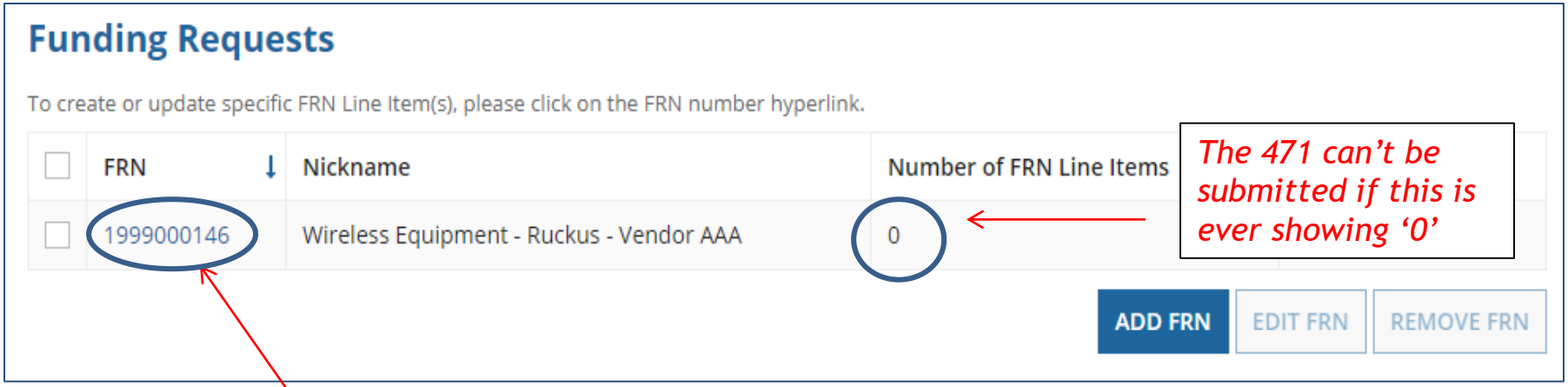
Contract Expiration Date:
You will need enter the CED for this contract, which is likely 9/30/2020 for Category 2 equipment contracts.

FRN Narrative Box



Provide a brief narrative that will give enough details so your PIA reviewer understands the services you are requesting. Something like, "*35 Wireless access points and 1 wireless controller. The controller will be located in the network operations center which is housed in the high school, but will provide service to the 2 schools.*"

Adding FRN Line Items

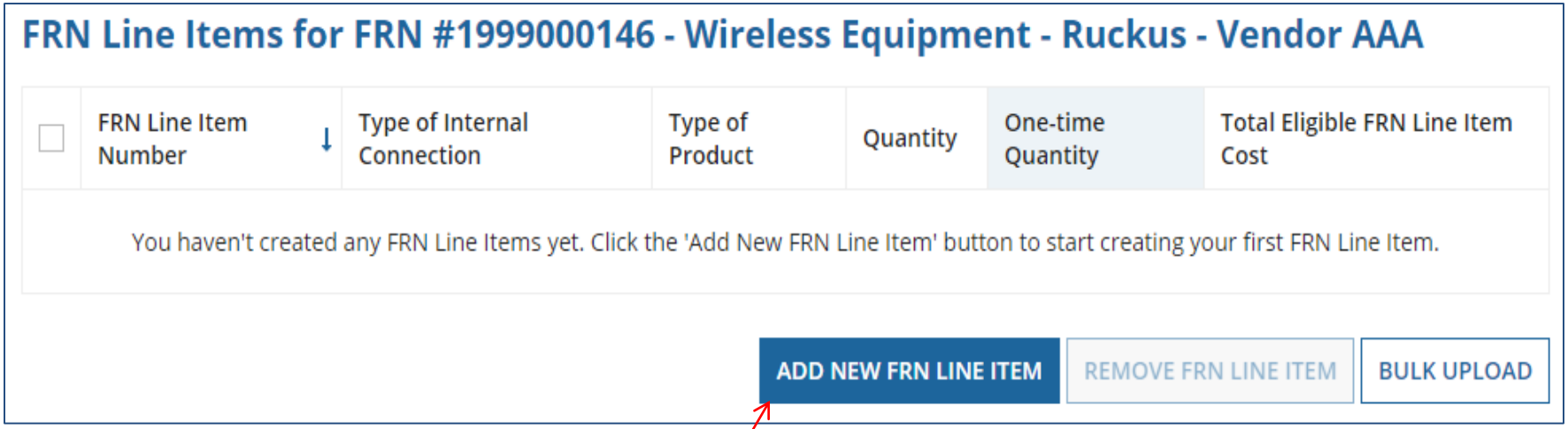


The 471 can't be submitted if this is ever showing '0'

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

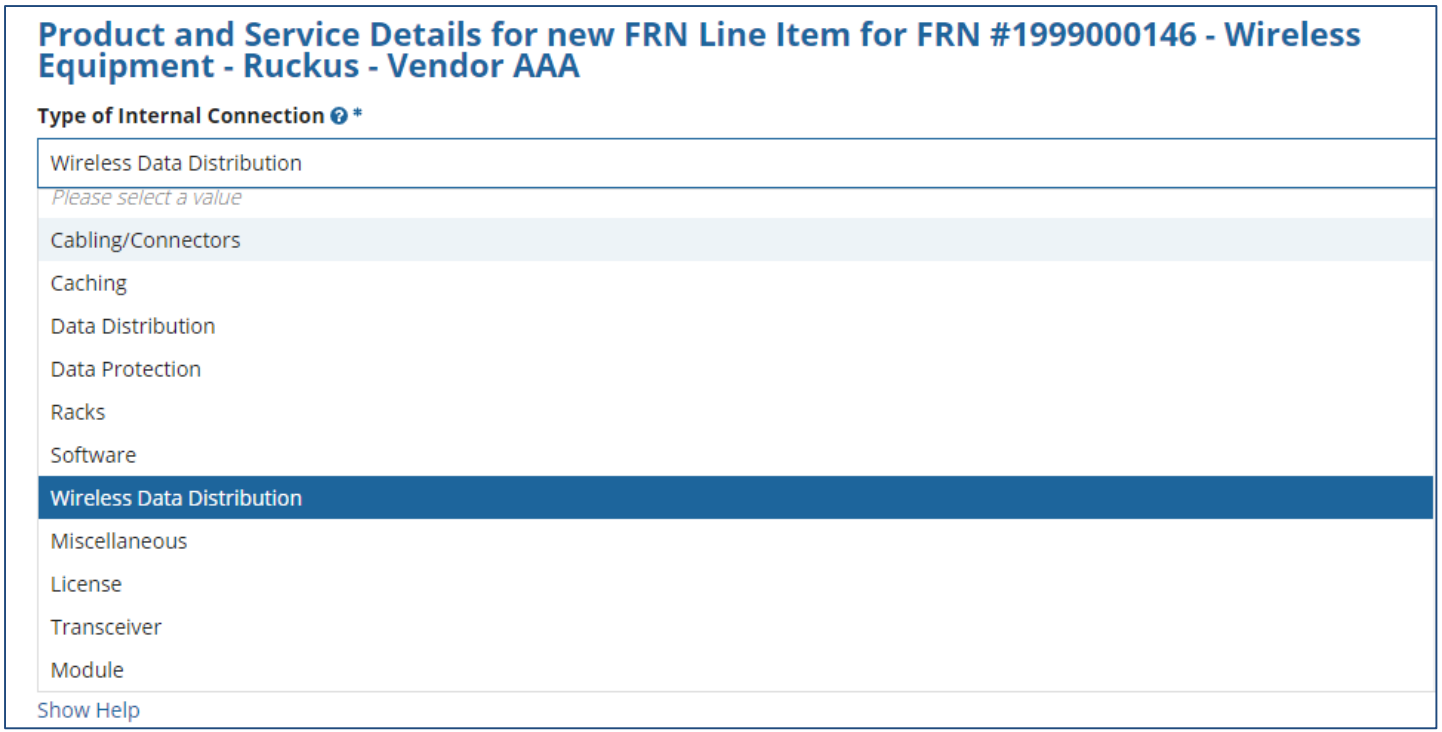
Click the blue FRN number to add an FRN Line Item which will provide additional details and costs for this funding request.

Adding a FRN Line Item - WAPs



Select “Add New FRN Line Item.”

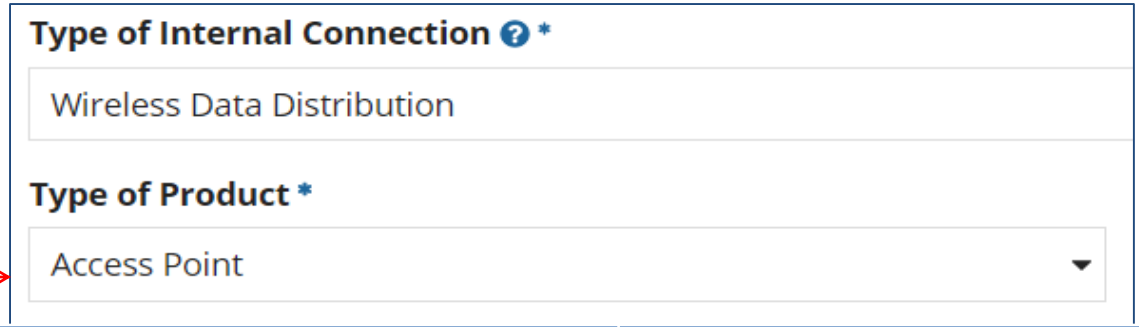
Adding a Line Item – Type of IC



Select the equipment type that matches your funding request from the drop down choices.

Note: Miscellaneous = installation/taxes/fees.

Adding a Line Item – Type of Product

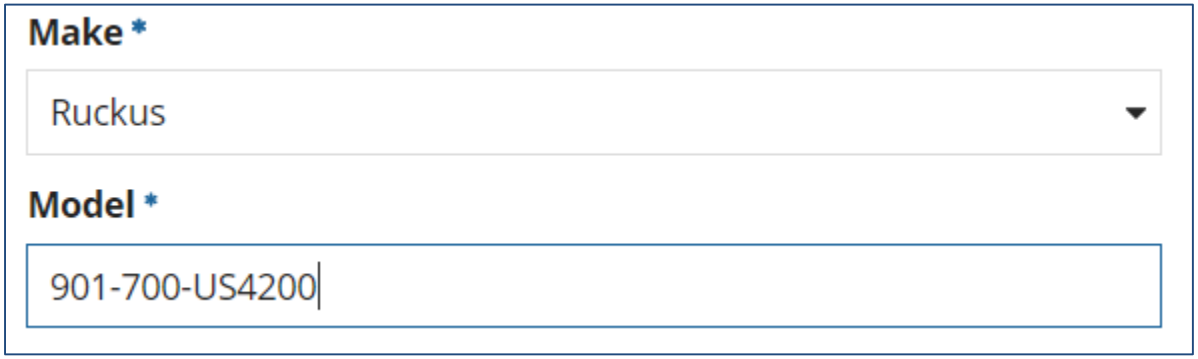


The "Type of Product" choices change depending on the Type of IC was selected.

Generally, here are the options:

If This Type of Internal Connection...	Then These Are the Types of Products...
Cabling/Connectors	Cabling/Connectors
Caching	Caching Service, Equipment
Data Distribution	Routers, Switches
Data Protection	Firewall, UPS/Battery Backup
Racks	Racks & Cabinets
Software	Operating System Software
Wireless Data Distribution	Access Point, Antenna, Controllers
Miscellaneous	Installation, Training and Taxes
License (new for FY 2019)	License
Transceiver (new for FY 2019)	Transceiver
Module (new for FY 2019)	Module

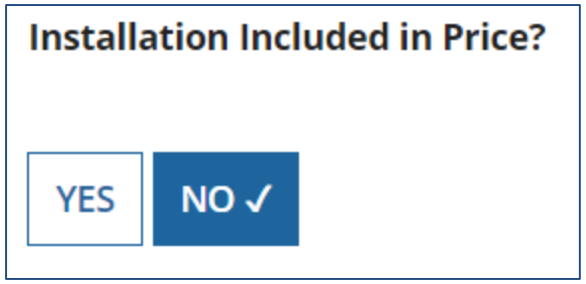
Listing Make/Model Number



The “Make” is the manufacturer’s name and there is a long list to choose from. Use “Other” if your manufacturer isn’t listed, and then type-in the name.

The “Model” should be the manufacturer’s SKU or Model Number – not a description.

Installation/Leasing Questions



Select “No” if installation is <u>not</u> bundled with this FRN line item, or if installation is listed on a separate FRN Line Item, or if installation is not included on your contract.

Select “Yes” if this is an FRN line item just for installation, or if installation is BUNDLED in with the price for this FRN line item.

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

Entering Unit Costs/Quantity

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

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

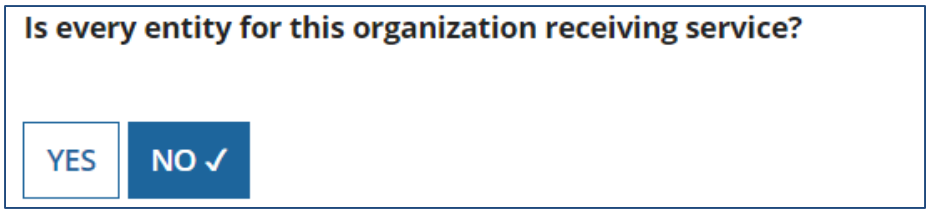
List the # of units.

Monthly Cost	
Monthly Recurring Unit Cost	$0.00
Monthly Recurring Unit Ineligible Costs	$0.00
Monthly Recurring Unit Eligible Costs	= $0.00
Monthly Quantity	0
Units	Each
Total Monthly Eligible Recurring Costs	= $0.00
Months of Service	x 12
Total Eligible Recurring Costs	= $0.00

One-Time Cost	
One-time Unit Cost	$565.00
One-time Ineligible Unit Cost	$0.00
One-time Eligible Unit Cost	= $565.00
One-time Quantity	35
Total Eligible One-time Costs	= $19,775.00

Summary	
Total Eligible Recurring Costs	$0.00
Total Eligible One-time Costs	+ $19,775.00
Pre-Discount Extended Eligible Line Item Cost	= $19,775.00

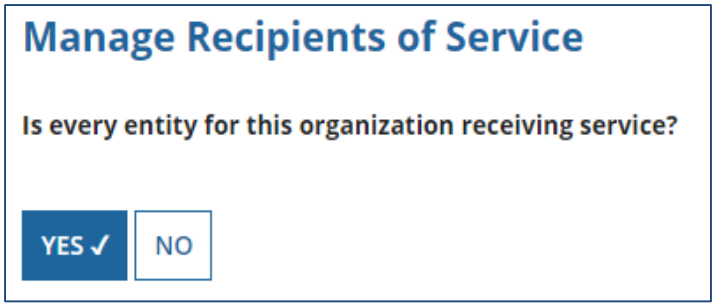
Identifying Recipients of Equipment for this Line Item



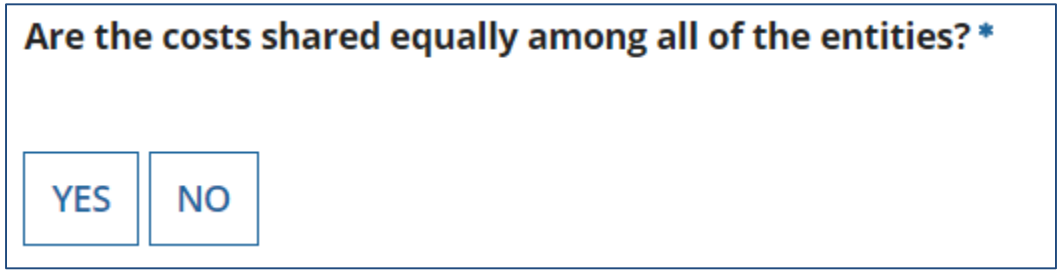
Select "Yes" if all buildings are receiving equipment or sharing equipment. Select "No" if only one or some buildings are receiving/using the equipment.

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

In our example, both of the schools will be recipients of service so we will select "Yes."



Important Question!!!



If you answer “Yes” the system will split the costs of this line item equally among the schools you selected from the previous list.

Unless the quantities are identical per school, do **not** want to choose this option. Instead, select “No” and the system will allow you to enter the appropriate costs per school.

Assigning Eligible Costs/Building

Recipients of Service for FRN Line Item #1999000146.001

Please allocate the remaining Total Eligible Line Item Cost of **$19,775.00** to the entity(ies) below.

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

	BEN	Name	Eligible Cost per BEN
☑	122	Lawrence High School	
☑	121	Lawrence Primary School	

EDIT ELIGIBLE COST

Check each school, then “Edit Eligible Cost” to assign the pre-discount amount to each school.

Allocating Costs/School

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

Edit Eligible Cost Allocated to the Recipient(s)

Please allocate the remaining Total Eligible Line Item Cost of **$19,775.00** to the entity(ies) below.

1. Lawrence Primary School (BEN: 121)

$8,475.00

2. Lawrence High School (BEN: 122)

$11,300.00

Note: The system never asks for the # of units for each school. It asks for the total pre-discount cost by school. You must do the math offline to calculate the costs per school.

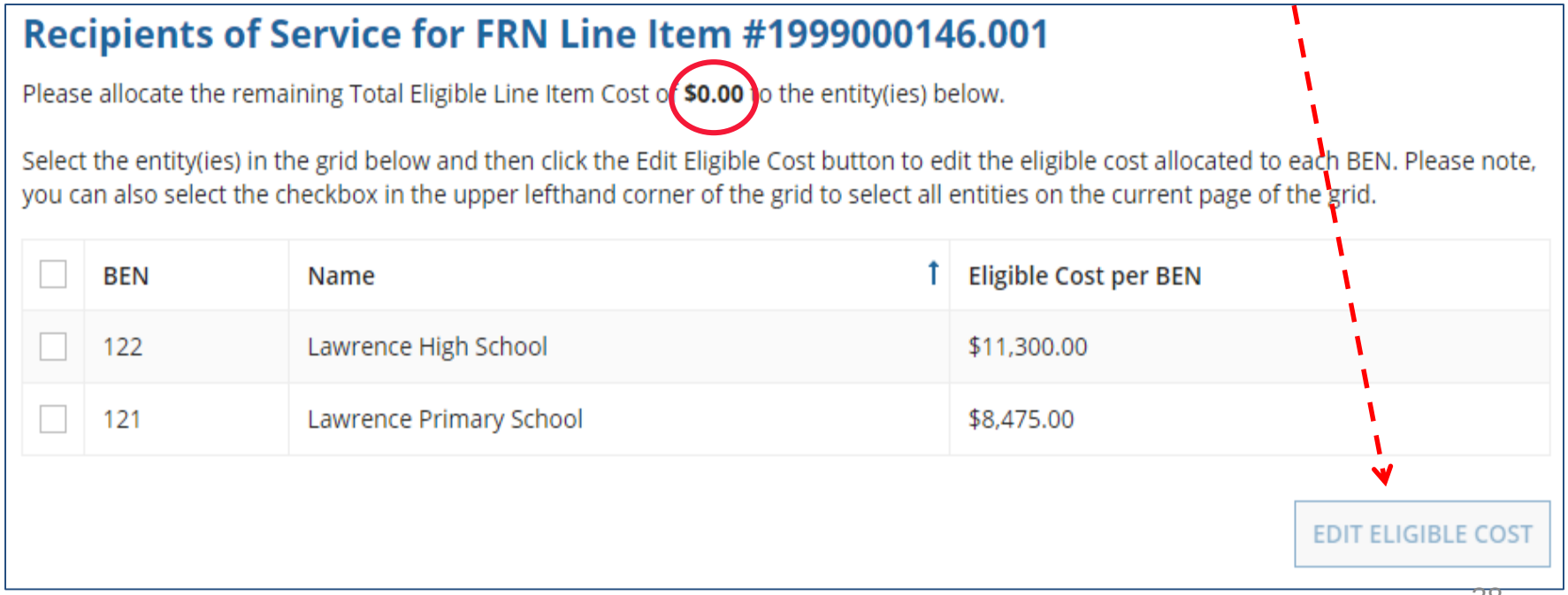
OFFLINE MATH:	# WAPs	Cost/WAP	Cost/School
Lawrence HS	15	$565	$8,475.00
Lawrence Primary	20	$565	$11,300.00
TOTAL	35		$19,775.00

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

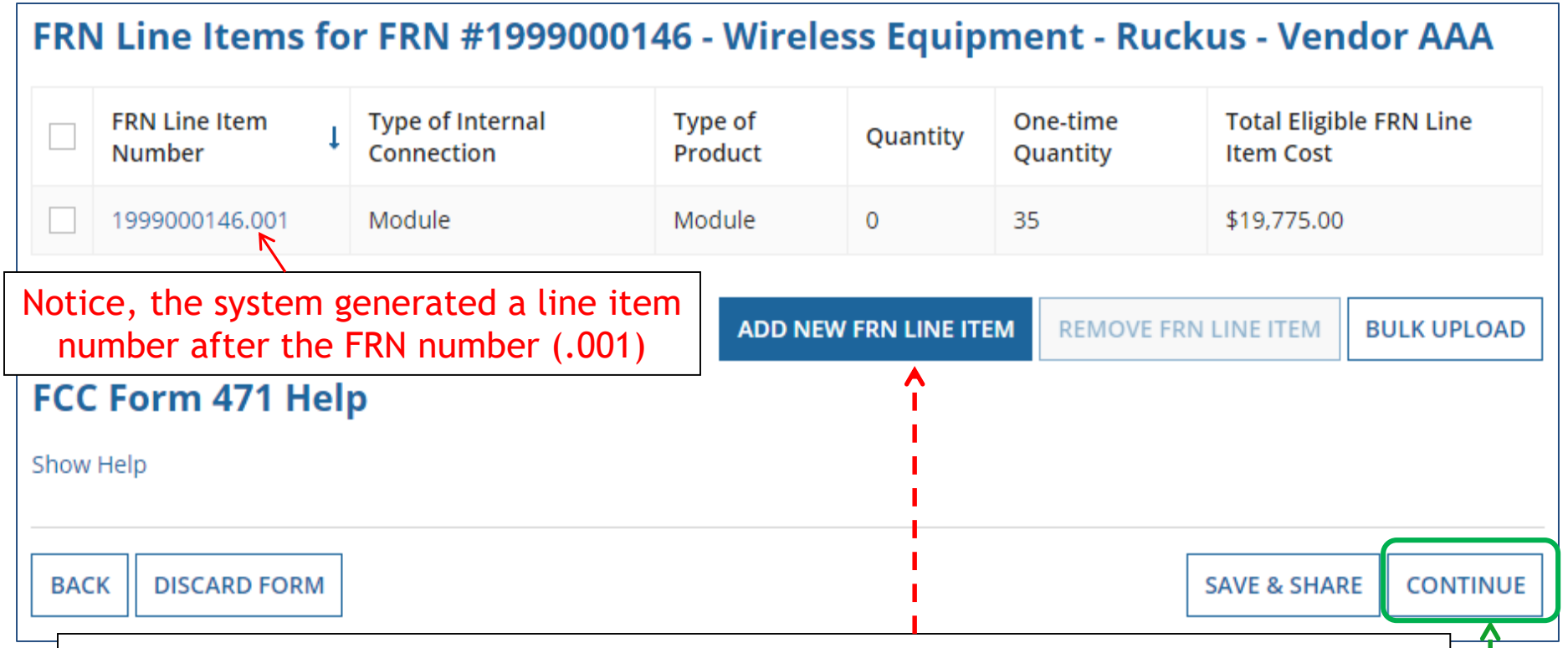
Balancing to $0.00

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

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



FRN Line Item Page: Adding an Additional FRN Line Item

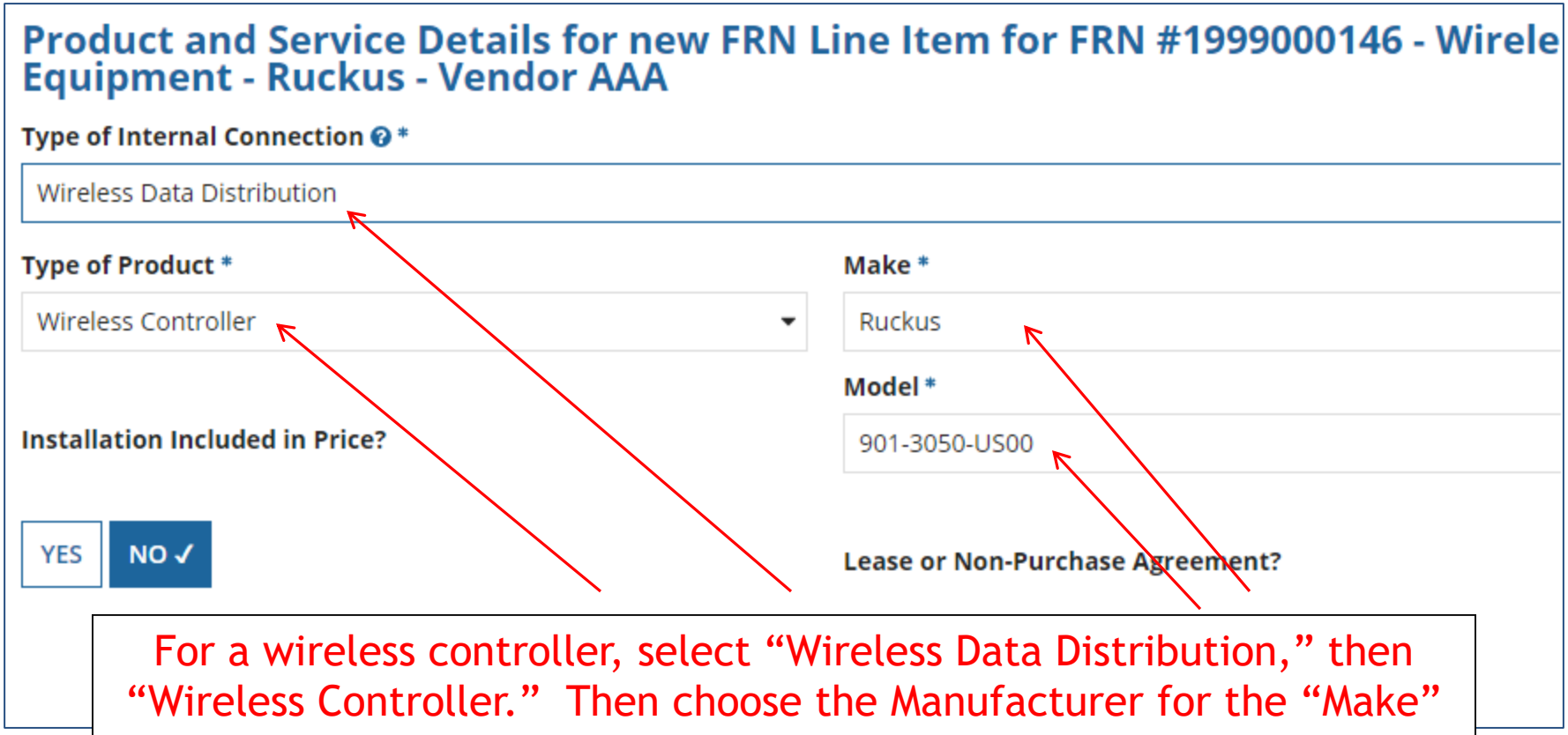


Notice, the system generated a line item number after the FRN number (.001)

If you have more line items for this FRN, click here to add an additional FRN Line Item. In this example, we will add a new FRN Line Item to add the Wireless Controller to the FRN.

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

Adding a Wireless Controller Line Item



For a wireless controller, select "Wireless Data Distribution," then "Wireless Controller." Then choose the Manufacturer for the "Make" (use "Other" if your manufacturer isn't listed).

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

Entering Unit Costs/Quantity

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

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

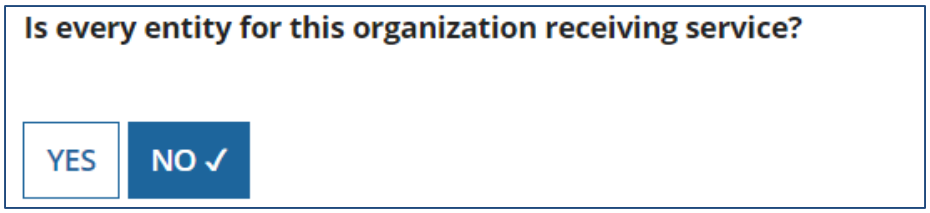
List the # of units.

Monthly Cost	
Monthly Recurring Unit Cost	$0.00
Monthly Recurring Unit Ineligible Costs	$0.00
Monthly Recurring Unit Eligible Costs	= $0.00
Monthly Quantity	0
Units	Each
Total Monthly Eligible Recurring Costs	= $0.00
Months of Service	x 12
Total Eligible Recurring Costs	= $0.00

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

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

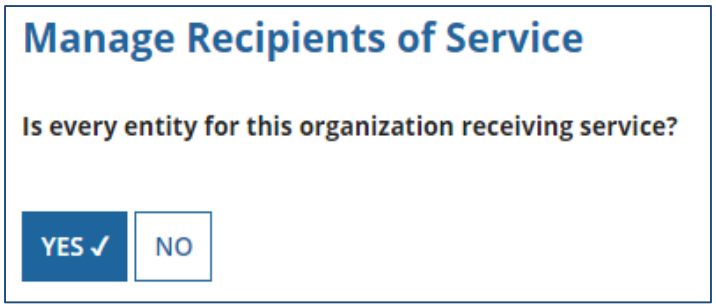
Identifying Recipients of Equipment for this Line Item



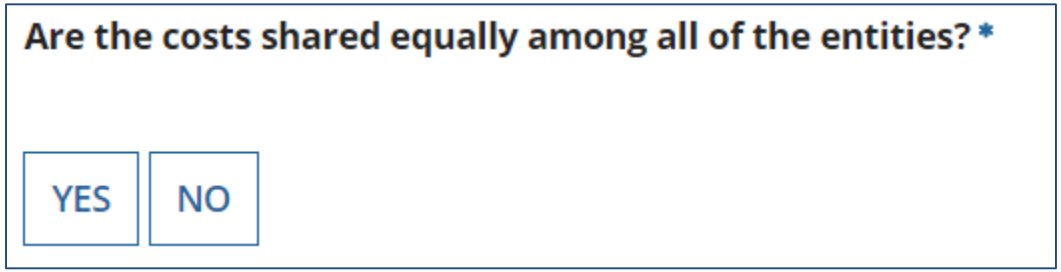
Select "Yes" if all buildings are receiving equipment or sharing equipment. Select "No" if only one or some buildings are receiving/using the equipment.

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

In our example, both of the schools will be recipients of service so we will select "Yes."



Important Question!!!

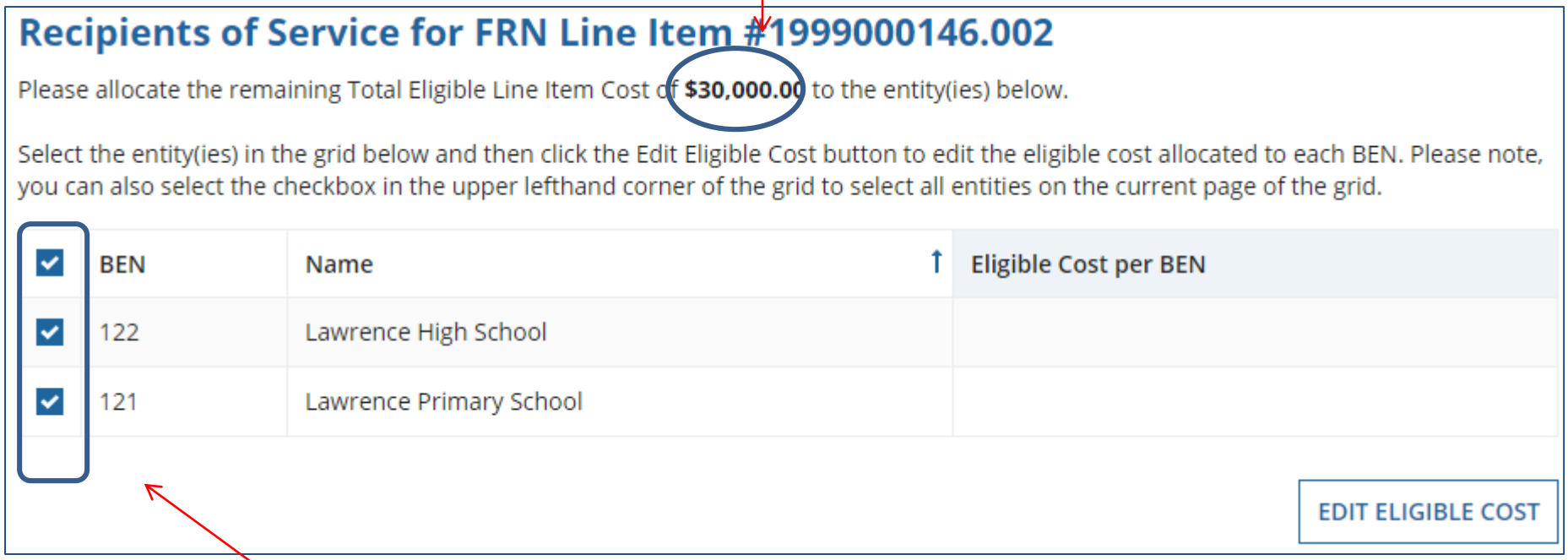


If you answer “Yes” the system will split the costs of this line item equally among the schools you selected from the previous list.

Unless the quantities are identical per school, do **not** want to choose this option. Instead, select “No” and the system will allow you to enter the appropriate costs per school.

Assigning Eligible Costs/Building

This is the total amount of this FRN Line Item that must be allocated among these entities.



Check each school, then "Edit Eligible Cost" to assign the pre-discount amount to each school.

Weighted Allocation for Shared Equipment

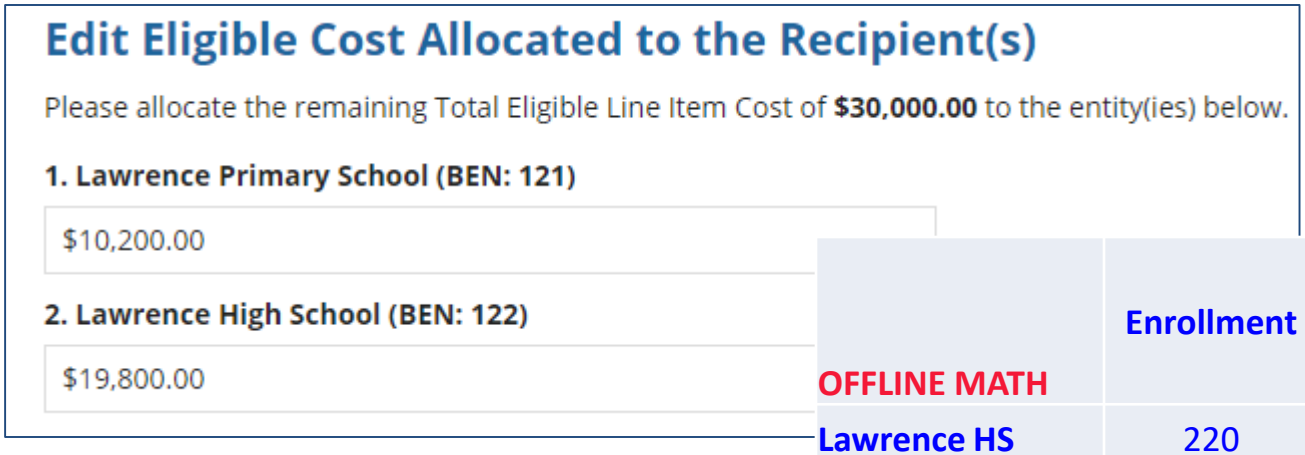
- 3 options for weighted allocations:
  1) **By % of enrollment**
     - Take total enrollment for all schools being served by equipment
     - Divide school enrollment by total enrollment to obtain % enrollment for that school
     - Multiple school % enrollment by total cost of equipment
  2) **By % usage**
  3) **Other:** Another method that you develop that is defendable/logical

OFFLINE MATH	Enrollment	% Enrollment	% Enrollment x Cost of Shared Equipment
Lawrence HS	220	0.34	$10,200.00
Lawrence Primary	420	0.66	$19,800.00
Total # Students	640		$30,000.00

OFFLINE MATH	# of APs in School	% WAP Usage	% WAP Usage x Total Cost of Shared Equipment
Lawrence HS	62	0.44	$13,200.00
Lawrence Primary	84	0.58	$17,400.00
Total # APs	146		$30,000.00

Allocation of Costs Per School by % Enrollment

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

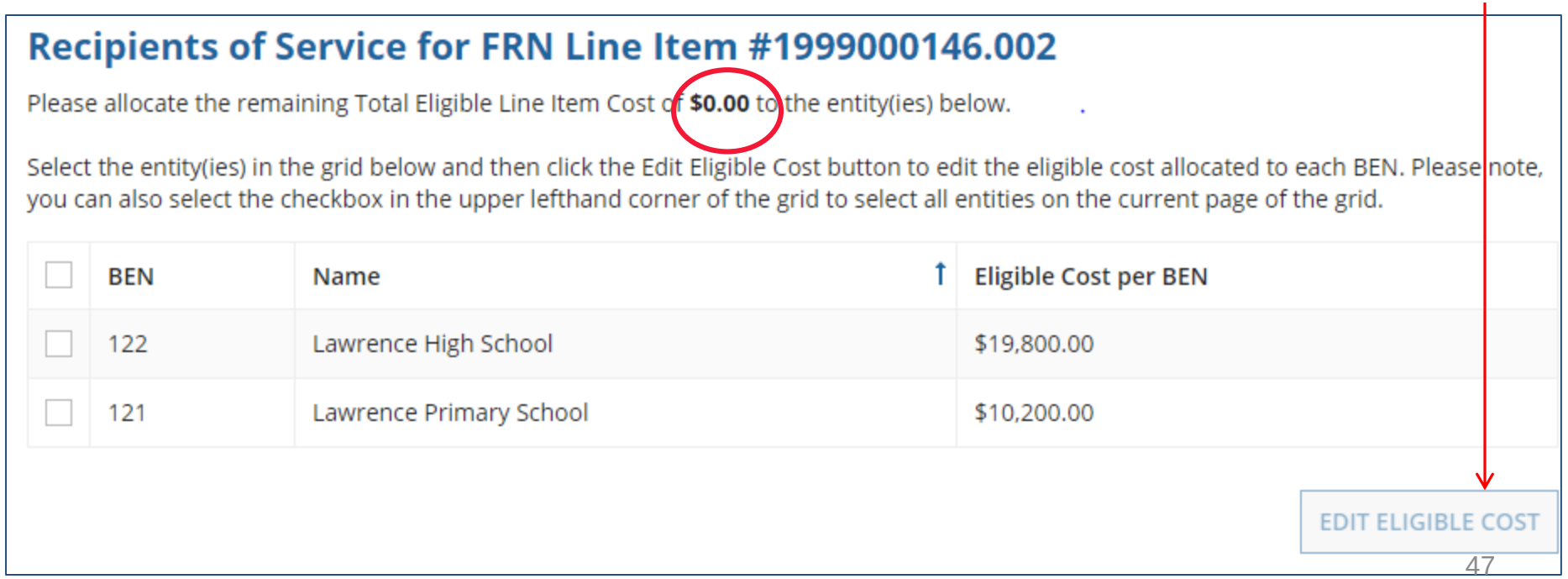


OFFLINE MATH	Enrollment	% Enrollment	% Enrollment x Cost of Shared Equipment
Lawrence HS	220	0.34	$10,200.00
Lawrence Primary	420	0.66	$19,800.00
Total # Students	640		$30,000.00

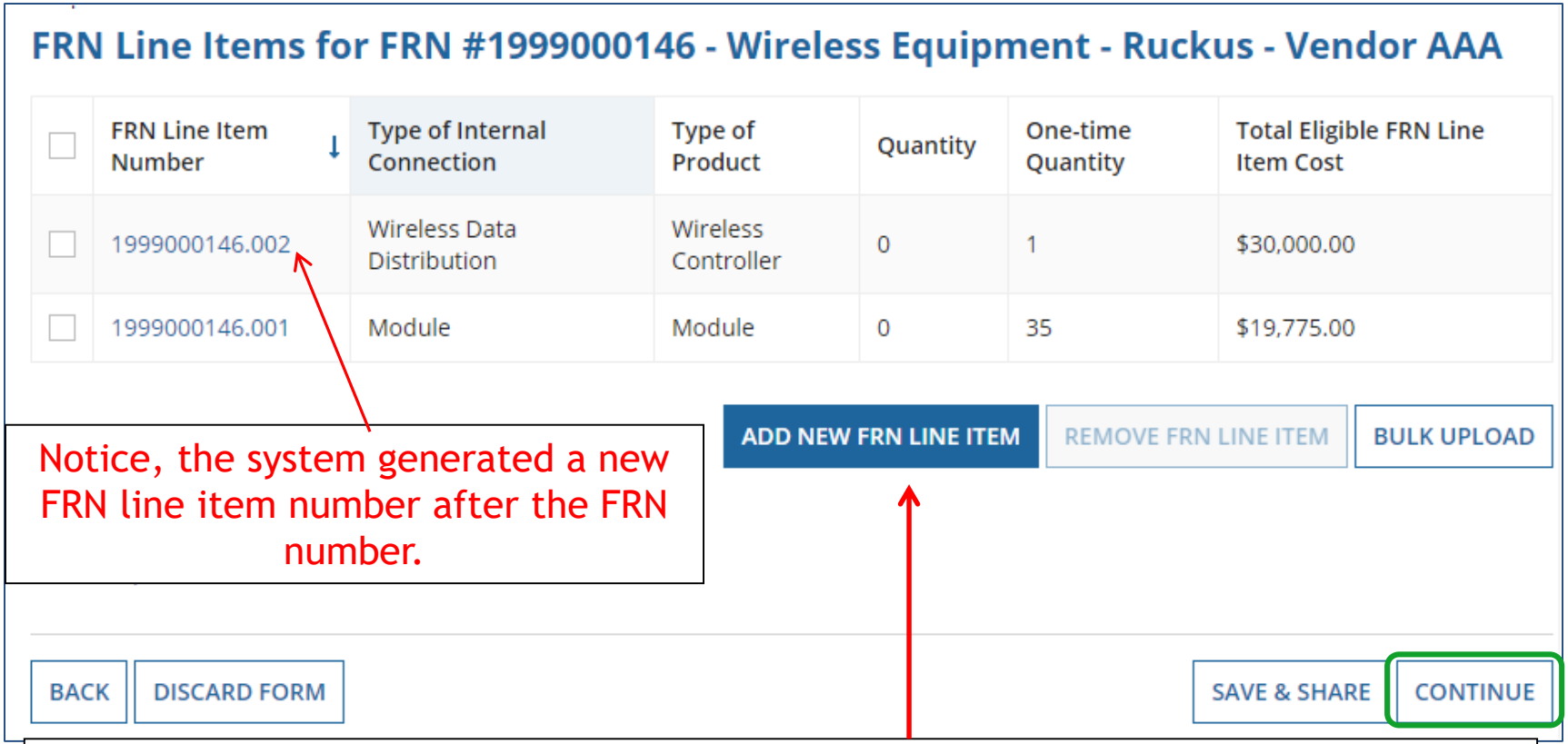
Balancing to $0.00

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

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



FRN Line Item Page: Adding an Additional FRN Line Item



Notice, the system generated a new FRN line item number after the FRN number.

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

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

Main FRN Page: Adding Another FRN

IGNORE THIS

Funding Requests

>> View Category Two Budget Information

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
☐	1999000146	Wireless Equipment - Ruckus - Vendor AAA	2	$39,820.00

ADD FRN | EDIT FRN | REMOVE FRN

FCC Form 471 Help

Show Help

BACK | DISCARD FORM | SAVE & SHARE | REVIEW FCC FORM 471

To add another Funding Request, choose "Add FRN." If you're done adding FRNs, choose "Review FCC Form 471."

Example 2:
Network Switches FRN

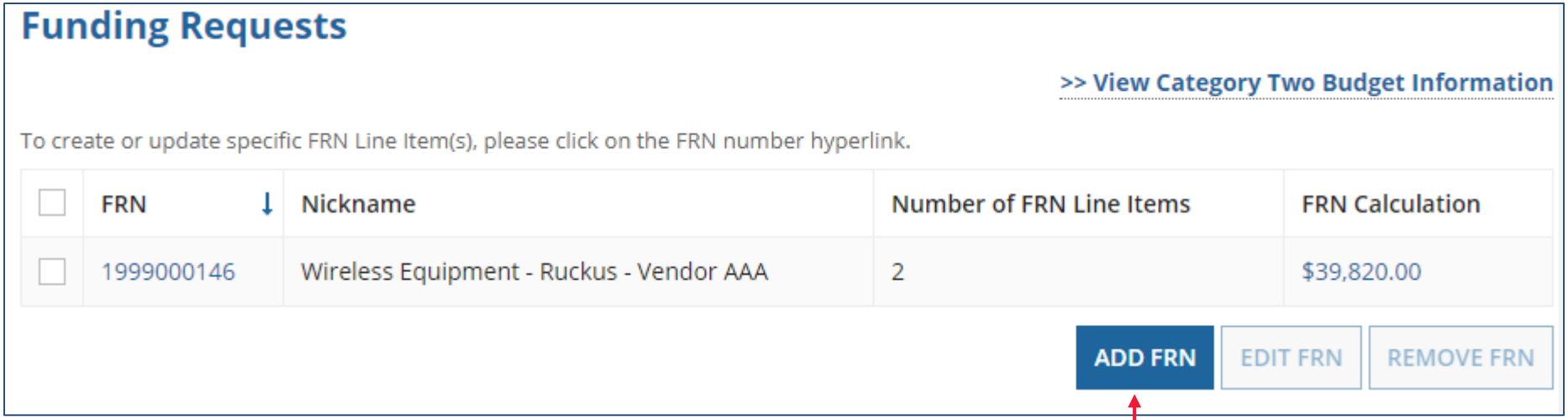
(Site specific equipment)

FRN Example 2: Switching Equipment

- Assumptions:
  - Contracted service (all C2 must be contracted)
  - 1 FRN line item
  - 2 schools receiving equipment
  - No shared equipment
  - Equipment at each school
    - Lawrence High School – 6 @ $1350 = $8,100.00
    - Lawrence Primary School – 12 @ 1350 = $16,200.00
    - TOTAL: $ 24,300.00
    - Quantity Total: 18

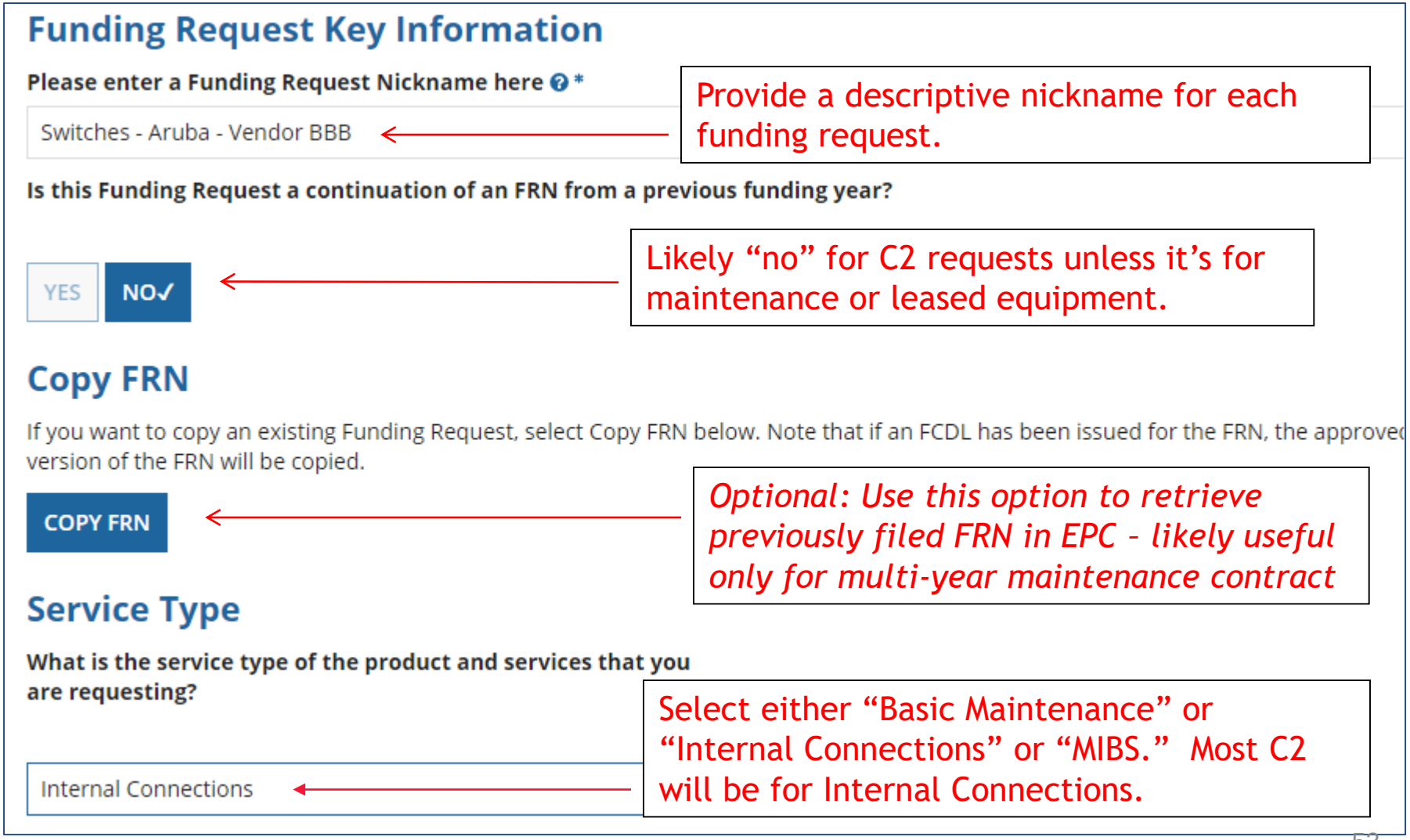
Note: Many switches contain several modules that each require its own line item. For the sake of brevity, we're just using one of those modules in this example.

Main FRN Page

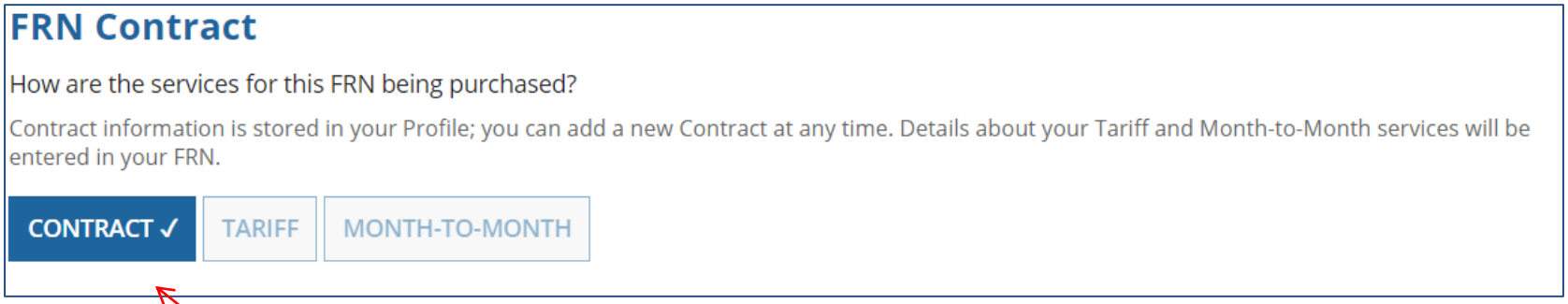


Click “Add FRN” to add an additional Category 2 FRN.

Funding Request Key Information



Contract vs. MTM



Select “Contract” for all Category 2 funding requests.

Linking to a Contract

Contract Summary - Wireless Equipment FY 2019

Contract Number	Optional Field to Enter if your Contract has an identifying number.	**Account Number**	
Establishing FCC Form 470	#190000174	**Service Provider**	USAC Service Provider Organization 1 (SPIN: 14010001)
Award Date	2/1/2019	**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.

Choosing the Appropriate Contract

	Contract ID	Contract Number	Nickname	Award Date ↓	Creating Organization BEN
☐	5357	Optional Field to Enter if your Contract has an identifying number.	Wireless Equipment FY 2019	2/1/2019	120
☑	5358		Switch Contract FY 2019	1/31/2019	120
☐	5359		Structured Cabling FY 2019	1/30/2019	120

Contract Summary - Switch Contract FY 2019

Contract Number

Establishing FCC Form 470 #190000174

Award Date 1/31/2019

Expiration Date (All Extensions)

Account Number

Service Provider USAC Service Provider Organization 2 (SPIN 14010002)

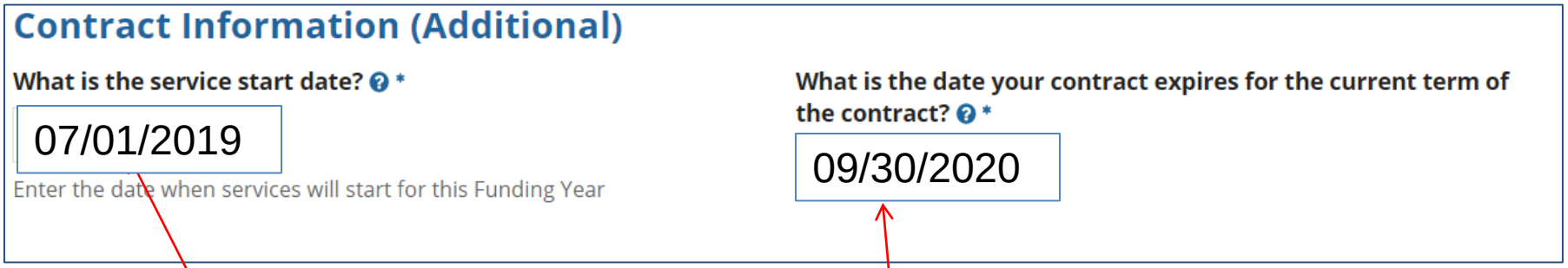
Includes Voluntary Extensions? No

Remaining Voluntary Extensions

Total Remaining Contract Length

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

Entering Service Start and Contract Expiration Dates

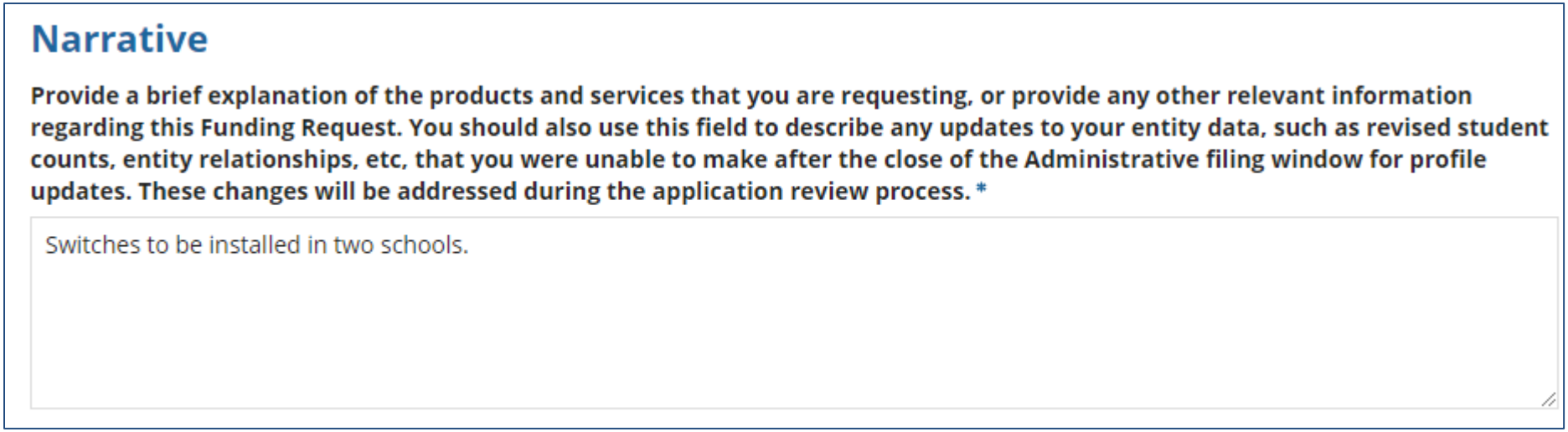


Service Start Date:
The system will automatically enter 7/1/2019 as SSD.

Note: In previous years, you listed this as 4/1/20xx – these should always be listed now as 7/1/20xx.

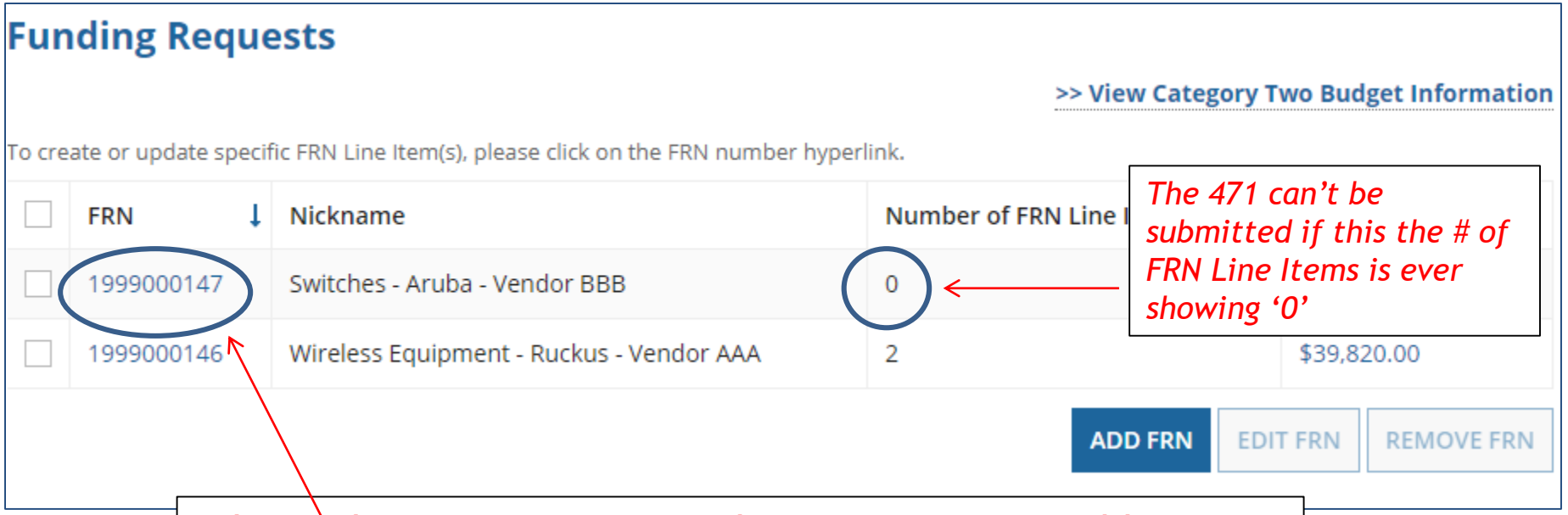
Contract Expiration Date:
You will need enter the CED for this contract, which is likely 9/30/2020 for Category 2 equipment contracts.

FRN Narrative Box



Provide a brief narrative that will give enough details so your PIA reviewer understands the services you are requesting. Something like, “Switches to be installed in two schools.”

Adding an FRN Line Item

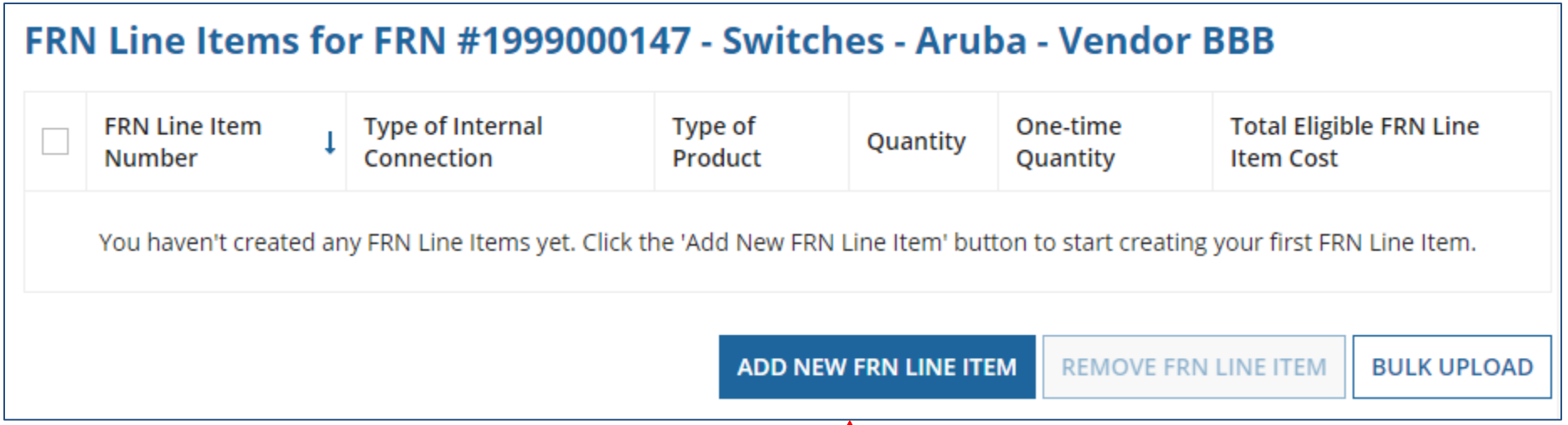


The 471 can't be submitted if this the # of FRN Line Items is ever showing '0'

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

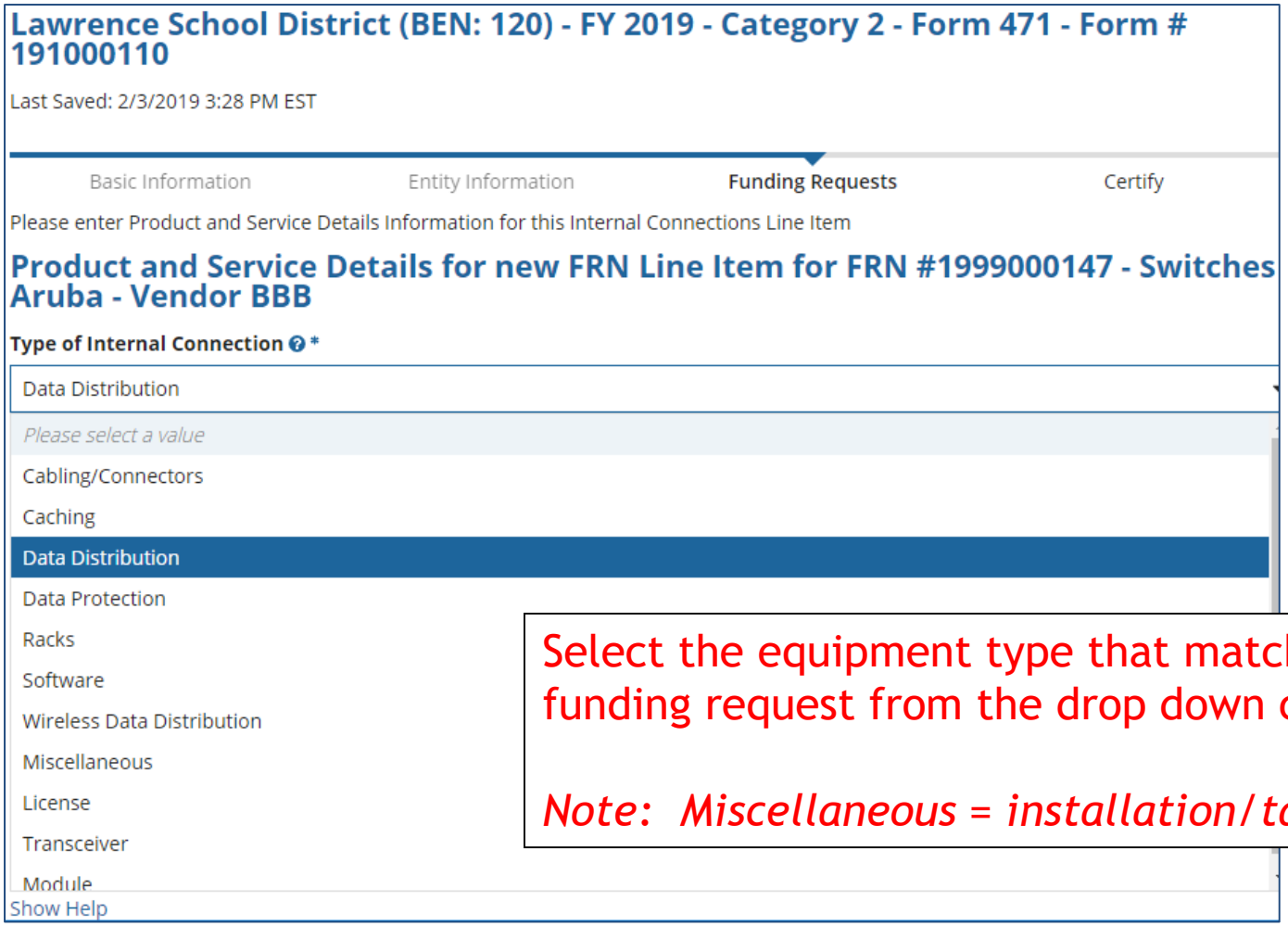
Click the blue FRN number to add an FRN Line Item which will provide additional details and costs for this funding request.

Adding FRN Line Item



Select “Add New FRN Line Item.”

Adding a Line Item – Type of IC



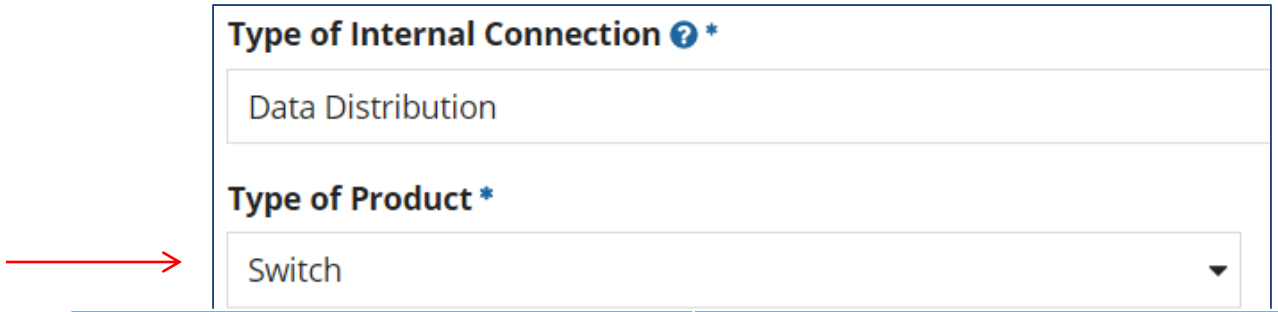
Select the equipment type that matches your funding request from the drop down choices.

Note: Miscellaneous = installation/taxes/fees.

Adding a Line Item – Type of Product

The "Type of Product" choices change depending on the Type of IC was selected.

Generally, here are the options:



If This Type of Internal Connection...	Then These Are the Types of Products...
Cabling/Connectors	Cabling/Connectors
Caching	Caching Service, Equipment
Data Distribution	Routers, Switches
Data Protection	Firewall, UPS/Battery Backup
Racks	Racks & Cabinets
Software	Operating System Software
Wireless Data Distribution	Access Point, Antenna, Controllers
Miscellaneous	Installation, Training and Taxes
License (new for FY 2019)	License
Transceiver (new for FY 2019)	Transceiver
Module (new for FY 2019)	Module

Listing Make/Model Number

The “Make” is the manufacturer’s name and there is a long list to choose from. Use “Other” if your manufacturer isn’t listed, and then type-in the name.

The “Model” should be the manufacturer’s SKU or Model Number – not a description.

Installation/Leasing Questions

Installation Included in Price?

YES | NO ✓

Select “No” if installation is <u>not</u> bundled with this FRN line item, or if installation is listed on a separate FRN Line Item, or if installation is not included on your contract.

Select “Yes” if this is an FRN line item just for installation, or if installation is BUNDLED in with the price for this FRN line item.

Lease or Non-Purchase Agreement?

YES | NO ✓

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

Entering Unit Costs/Quantity

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

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

List the # of units.

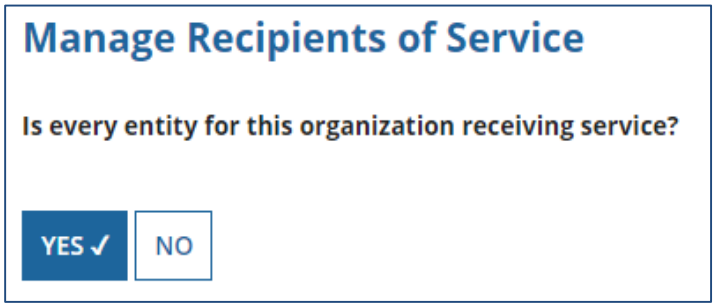
Cost Calculation for new FRN Line Item for FRN #1999000147 - Switches - Aruba - Vendor BBB

Monthly Cost	
Monthly Recurring Unit Cost	$0.00
Monthly Recurring Unit Ineligible Costs	$0.00
Monthly Recurring Unit Eligible Costs	= $0.00
Monthly Quantity	0
Units	Each
Total Monthly Eligible Recurring Costs	= $0.00
Months of Service	x 12
Total Eligible Recurring Costs	= $0.00

One-Time Cost	
One-time Unit Cost	$1,350.00
One-time Ineligible Unit Cost	$0.00
One-time Eligible Unit Cost	= $1,350.00
One-time Quantity	18
Total Eligible One-time Costs	= $24,300.00

Summary	
Total Eligible Recurring Costs	$0.00
Total Eligible One-time Costs	+ $24,300.00
Pre-Discount Extended Eligible Line Item Cost	= $24,300.00

Identifying Recipients of Equipment for this Line Item

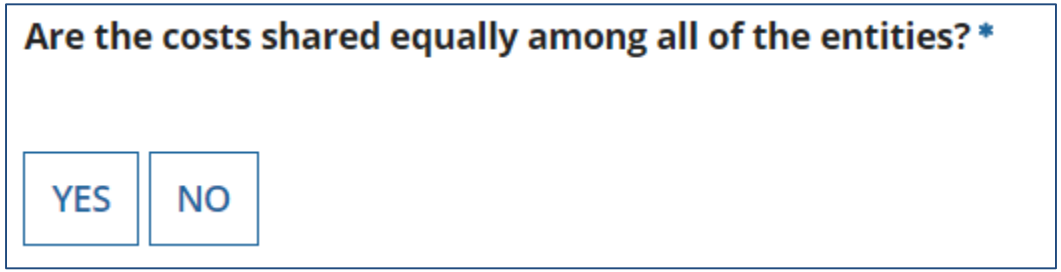


Select "Yes" if all buildings are receiving equipment or sharing equipment. Select "No" if only one or some buildings are receiving/using the equipment.

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

In our example, both of the schools will be recipients of service so we will select "Yes."

Important Question!!!

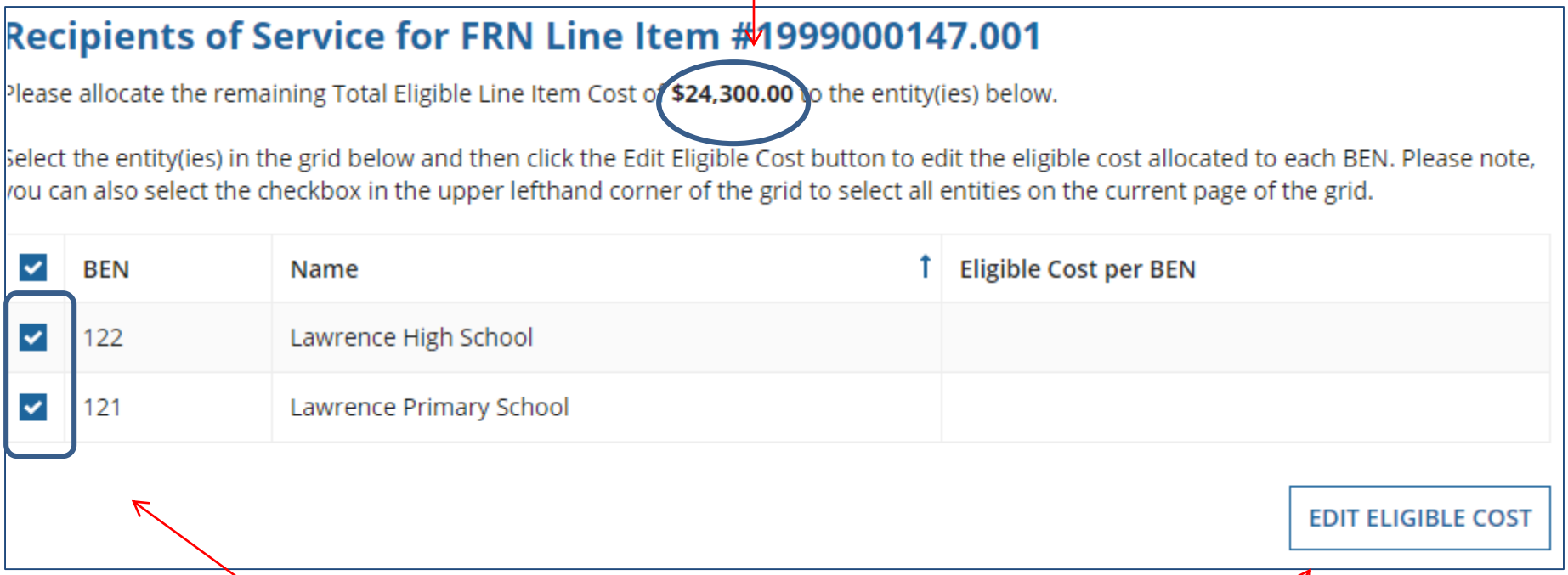


If you answer “Yes” the system will split the costs of this line item equally among the schools you selected from the previous list.

Unless the quantities are identical per school, do **not** want to choose this option. Instead, select “No” and the system will allow you to enter the appropriate costs per school.

Assigning Eligible Costs/Building

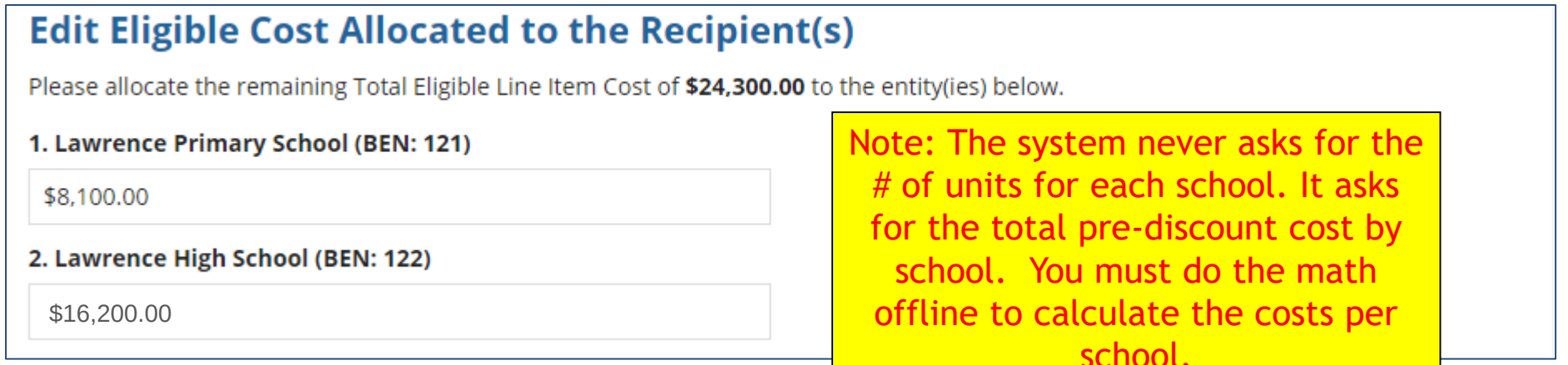
This is the total amount of this FRN Line Item that must be allocated among these entities.



Check each school, then "Edit Eligible Cost" to assign the pre-discount amount to each school.

Allocating Costs/School

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



Note: The system never asks for the # of units for each school. It asks for the total pre-discount cost by school. You must do the math offline to calculate the costs per school.

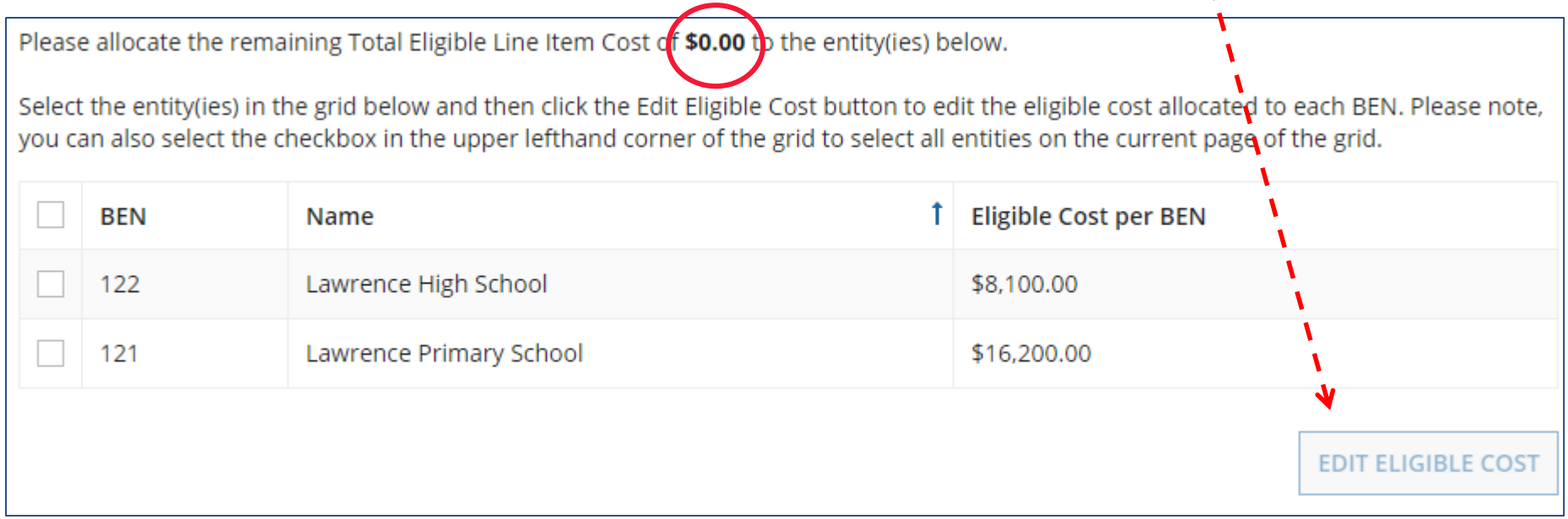
OFFLINE MATH:	# Switches	Cost/Switch	Cost/School
Lawrence HS	6	$1,350	$8,100.00
Lawrence Primary	12	$1,350	$16,200.00
TOTAL	18		$24,300.00

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

Balancing to $0.00

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

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

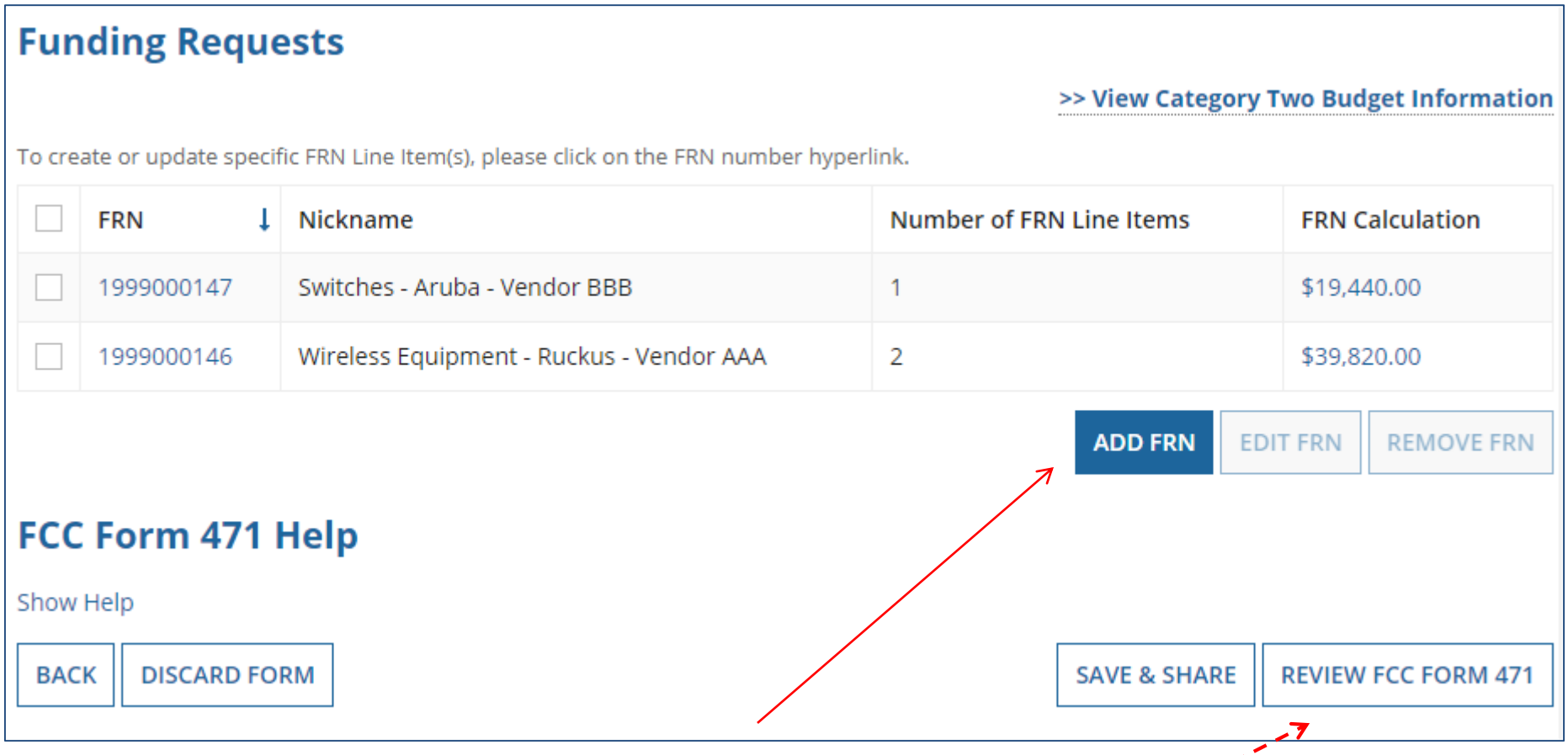


FRN Line Item Page: Adding an Additional FRN Line Item

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

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

Main FRN Page: Adding Another FRN



To add an addition Funding Request, choose "Add FRN." If you're done adding FRNs, choose "Review FCC Form 471."

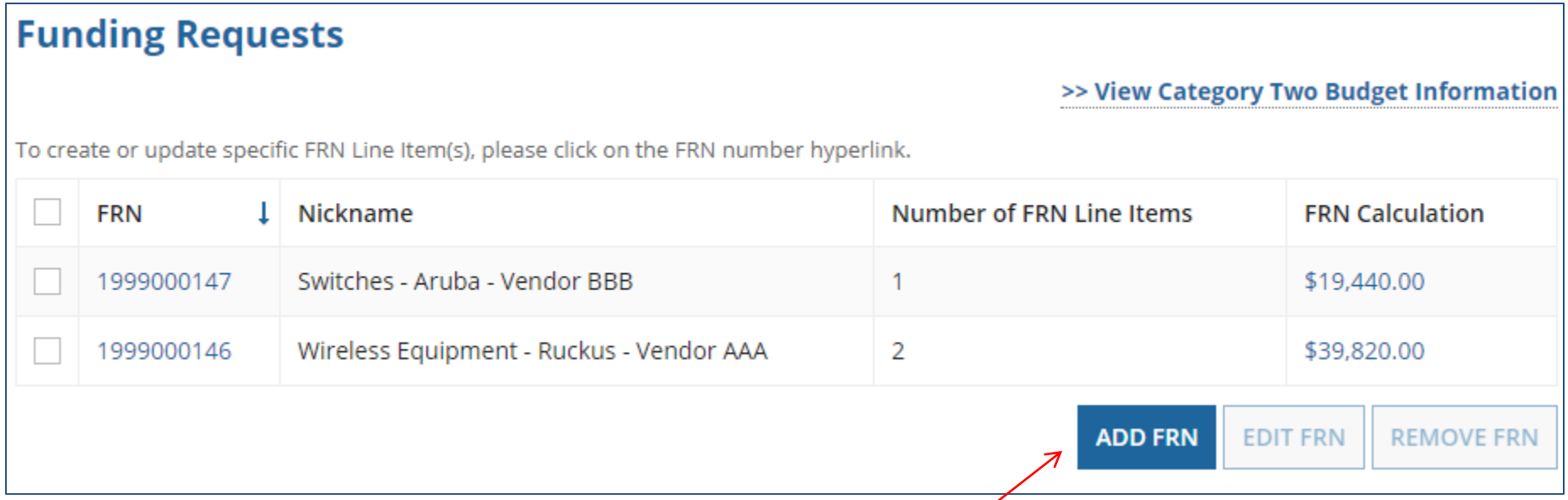
Example 3:
Structured Cabling
(Site specific service/equipment)

FRN Example 3: Structured Cabling

- Assumptions:
  - Contracted service (all C2 must be contracted)
  - 1 FRN line item
  - 1 school receiving structured cabling
    - Lawrence Primary School - $7,500.00
  - Do not list individual connectors, cables, widgets
    - Try to have your vendor contract be for a single cost per drop and not broken out by individual widget

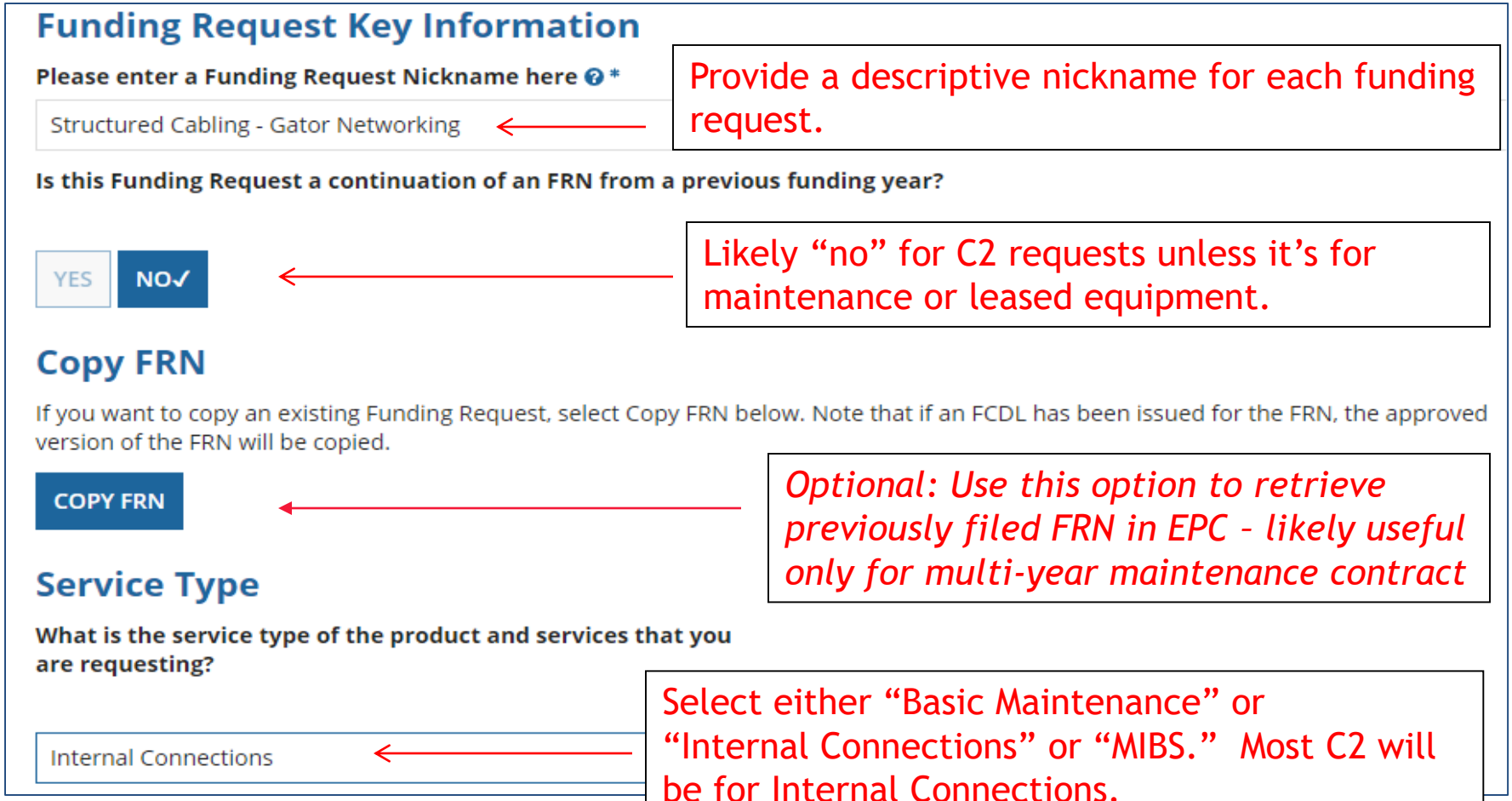
Structured Cabling FRN

Main FRN Page: Adding Another FRN



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

Funding Request Key Information

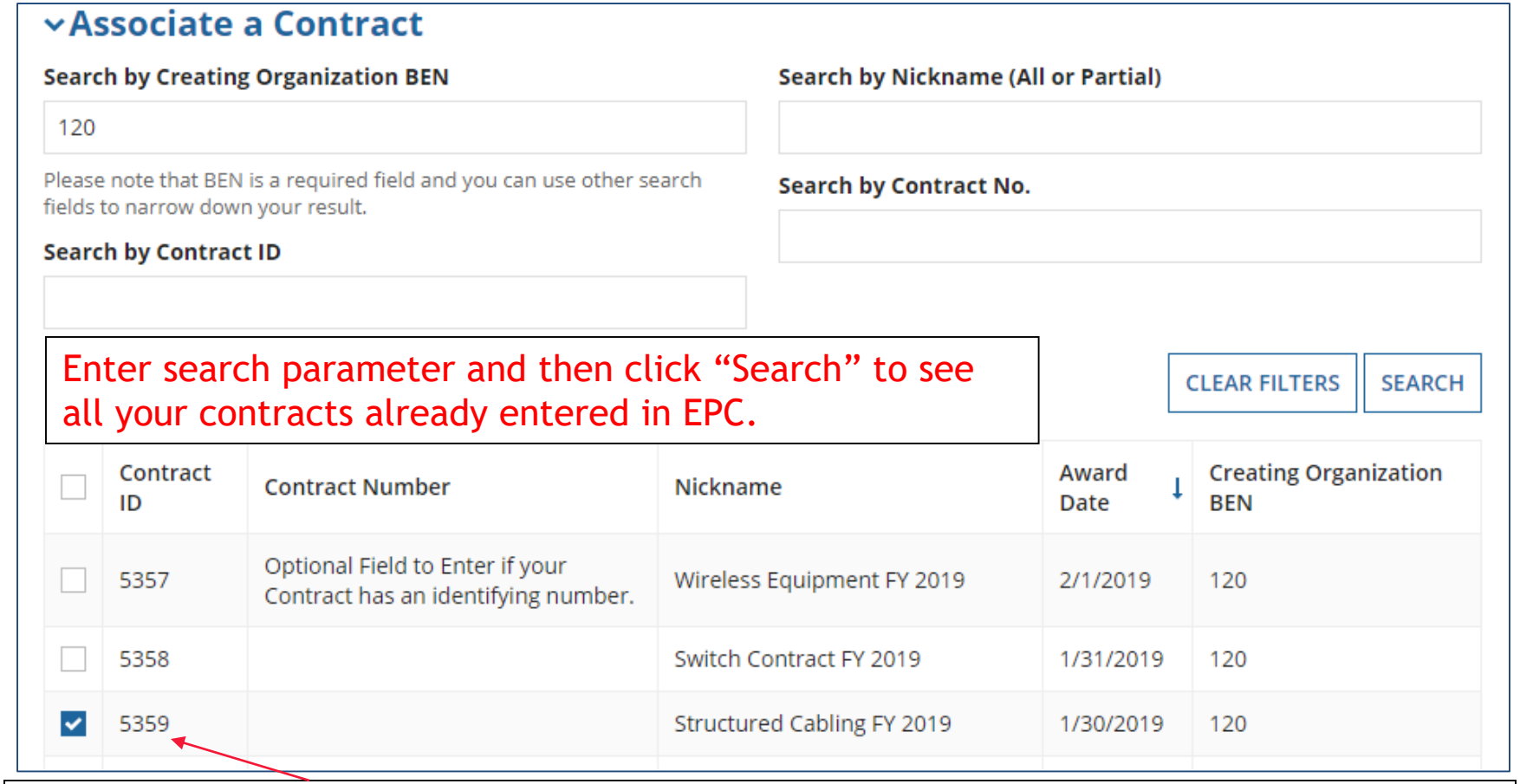


Structured Cabling FRN

Contract vs. MTM

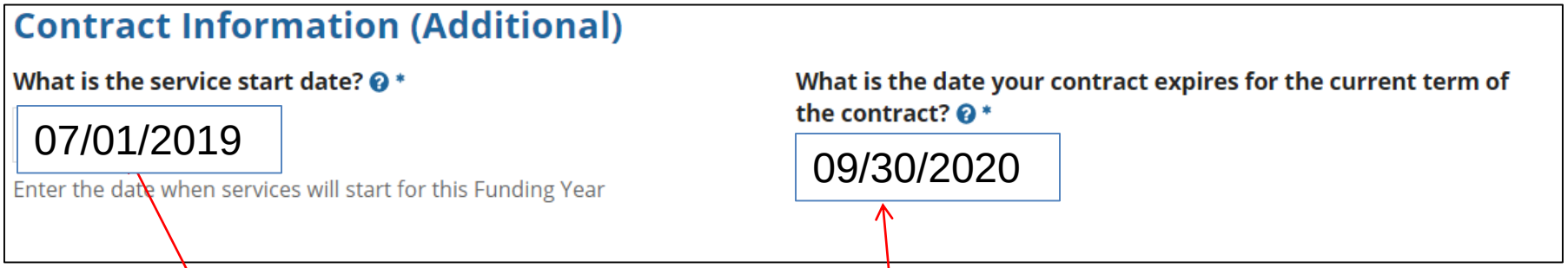
Select “Contract” for all Category 2 funding requests.

Linking to a 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 funding request.

Entering Service Start and Contract Expiration Dates



Service Start Date:
The system will automatically enter 7/1/2019 as SSD.

Note: In previous years, you listed this as 4/1/20xx – these should always be listed now as 7/1/20xx.

Contract Expiration Date:
You will need enter the CED for this contract, which is likely 9/30/2020 for Category 2 equipment contracts.

Structured Cabling FRN

FRN Narrative Box

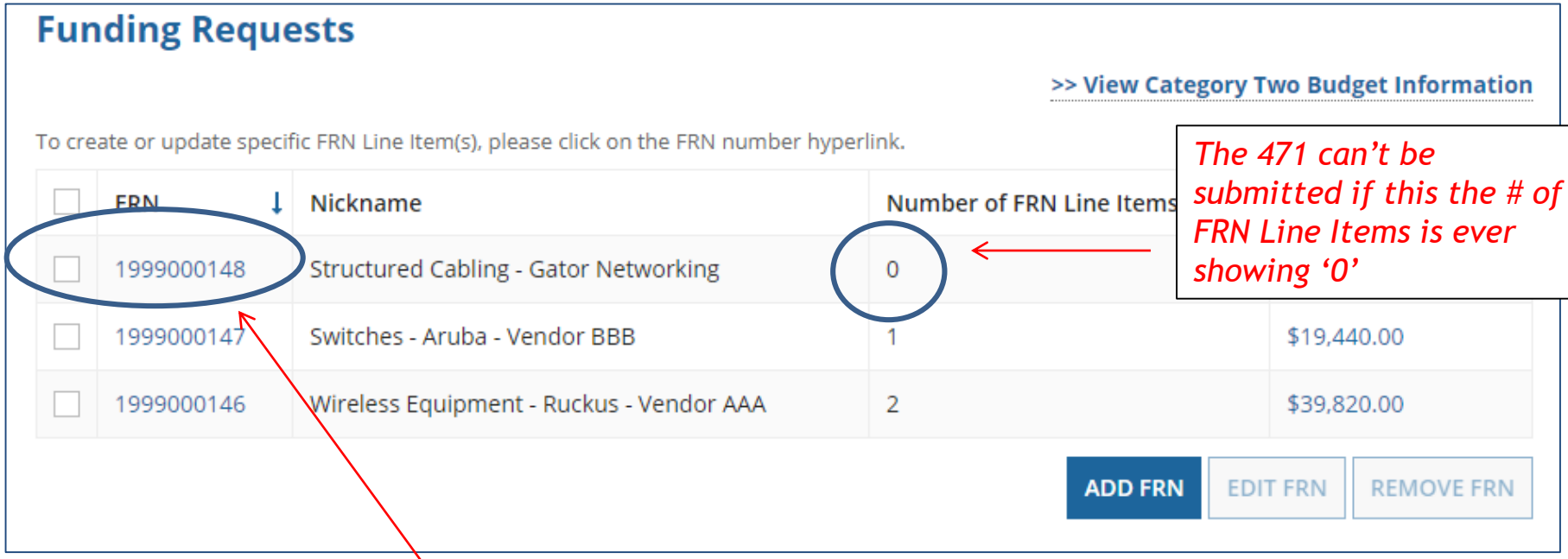
Narrative

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. *

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

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

Adding an FRN Line Item



The 471 can't be submitted if this the # of FRN Line Items is ever showing '0'

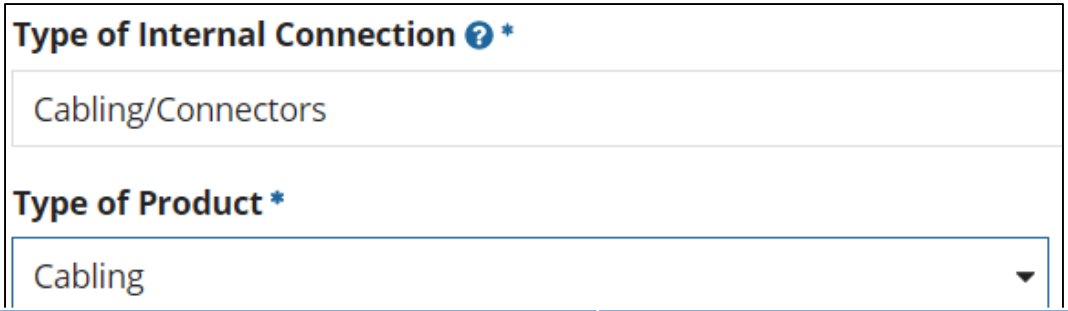
This is the Main FRN Page. The next step is to add an FRN Line Item(s).

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

Adding FRN Line Item

Select “Add New FRN Line Item.”

Adding a Line Item – Type of Product

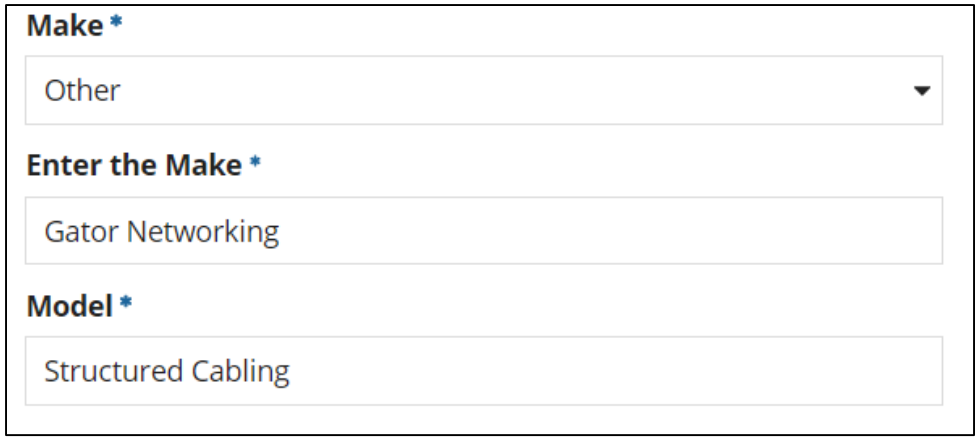


The "Type of Product" choices change depending on the Type of IC was selected.

Generally, here are the options:

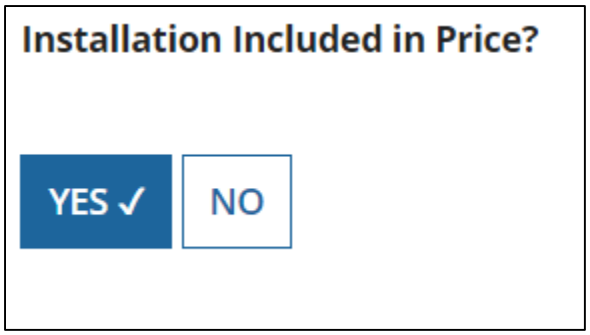
If This Type of Internal Connection…	Then These Are the Types of Products…
Cabling/Connectors	Cabling/Connectors
Caching	Caching Service, Equipment
Data Distribution	Routers, Switches
Data Protection	Firewall, UPS/Battery Backup
Racks	Racks & Cabinets
Software	Operating System Software
Wireless Data Distribution	Access Point, Antenna, Controllers
Miscellaneous	Installation, Training and Taxes
License (new for FY 2019)	License
Transceiver (new for FY 2019)	Transceiver
Module (new for FY 2019)	Module

Listing Make/Model Number



The easiest way to apply for structured cabling is to have a vendor contract with a fixed price that is inclusive of all components. Then select "Other" and enter the vendor's name as the Make. List "Structured Cabling" as the Model.

Installation/Leasing Questions



If the FRN is for a fixed price for structured cabling, then select "Yes."
However, if installation is listed on a separate line item, select "No."

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

Entering Unit Costs/Quantity

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

Enter Unit Cost and Quantity

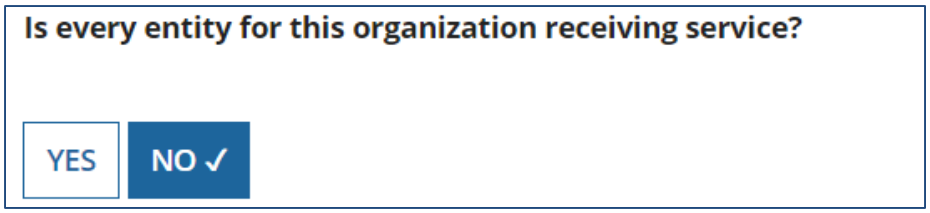
Monthly Cost	
Monthly Recurring Unit Cost	$0.00
Monthly Recurring Unit Ineligible Costs	$0.00
Monthly Recurring Unit Eligible Costs	= $0.00
Monthly Quantity	0
Units	Each
Total Monthly Eligible Recurring Costs	= $0.00
Months of Service	x 12
Total Eligible Recurring Costs	= $0.00

One-Time Cost	
One-time Unit Cost	$7,500.00
One-time Ineligible Unit Cost	$0.00
One-time Eligible Unit Cost	= $7,500.00
One-time Quantity	1
Total Eligible One-time Costs	= $7,500.00

Summary	
Total Eligible Recurring Costs	$0.00
Total Eligible One-time Costs	+ $7,500.00
Pre-Discount Extended Eligible Line Item Cost	= $7,500.00

Structured Cabling FRN

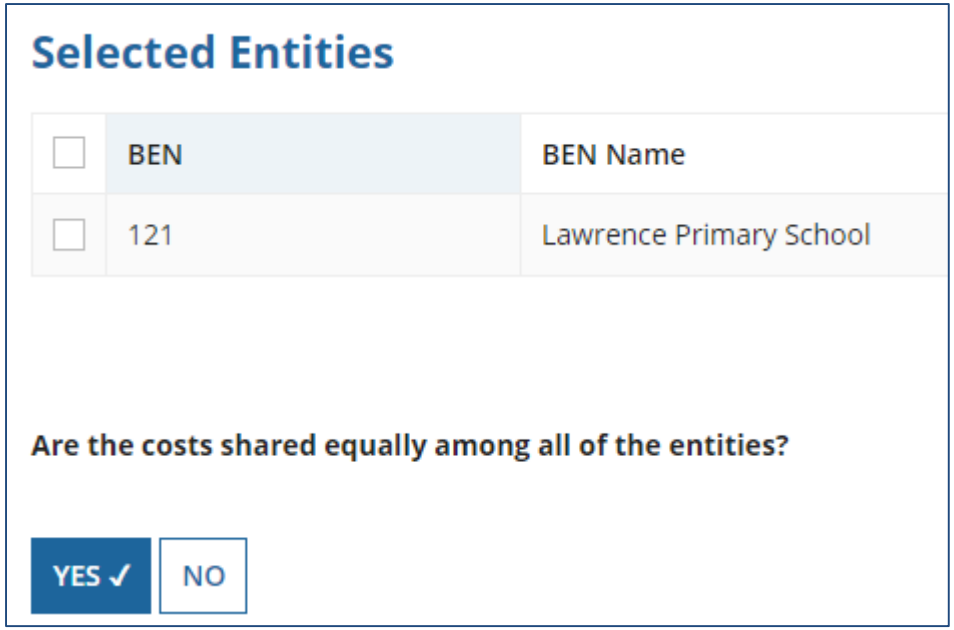
Identifying Recipients of Equipment for this Line Item



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

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

Are Costs Shared?



Generally, the answer to this question will be "No."
If you answer "Yes" the system will split the costs of this line item equally among the schools you selected from the previous list. If you answer "No" the system will allow you to enter the appropriate costs per school.

Because this is a single-site project, you can answer "Yes" and then no cost assignment is required.

Assigning Eligible Costs/Building

Recipients of Service for FRN Line Item #1999000148.001

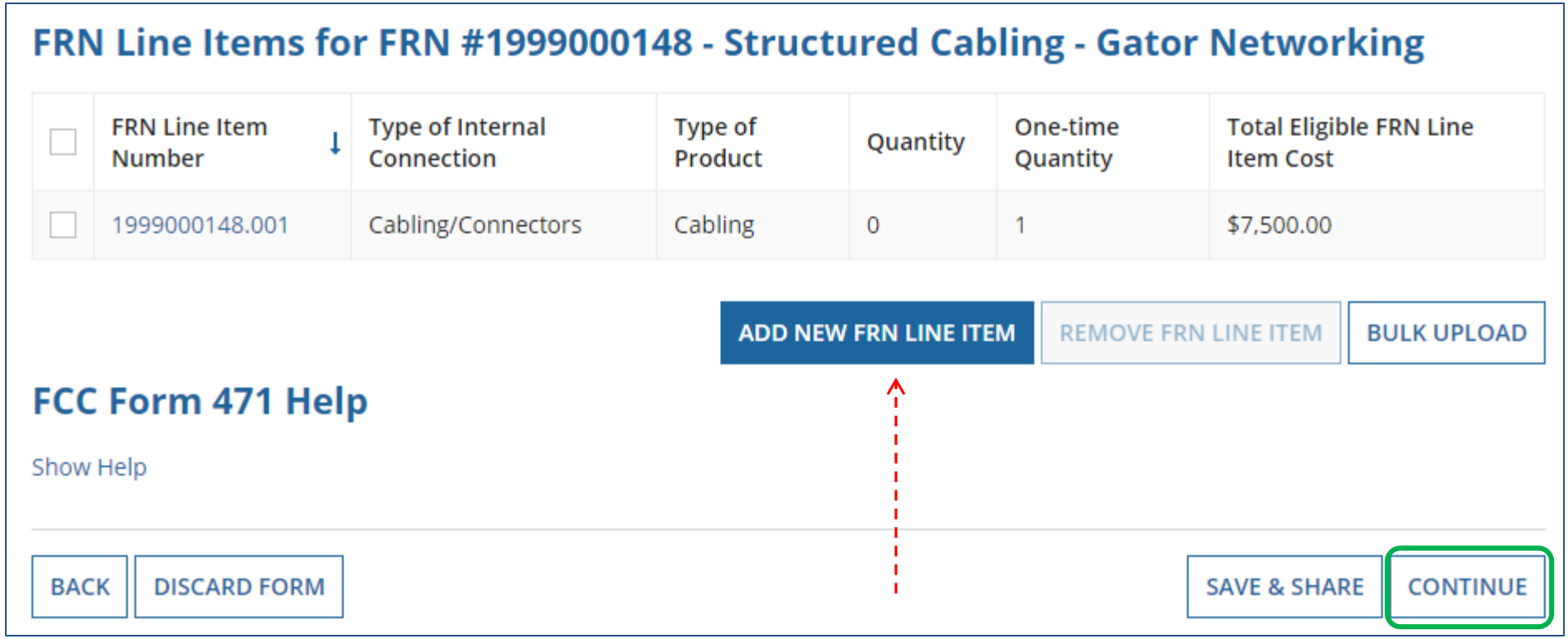
The Total Eligible Line Item Cost of $7,500.00 has been allocated equally to the entity(ies) below.

BEN	Name	Eligible Cost per BEN
121	Lawrence Primary School	$7,500.00

The system automatically assigned the full cost to the single site identified as the Recipient of Service.

Structured Cabling FRN

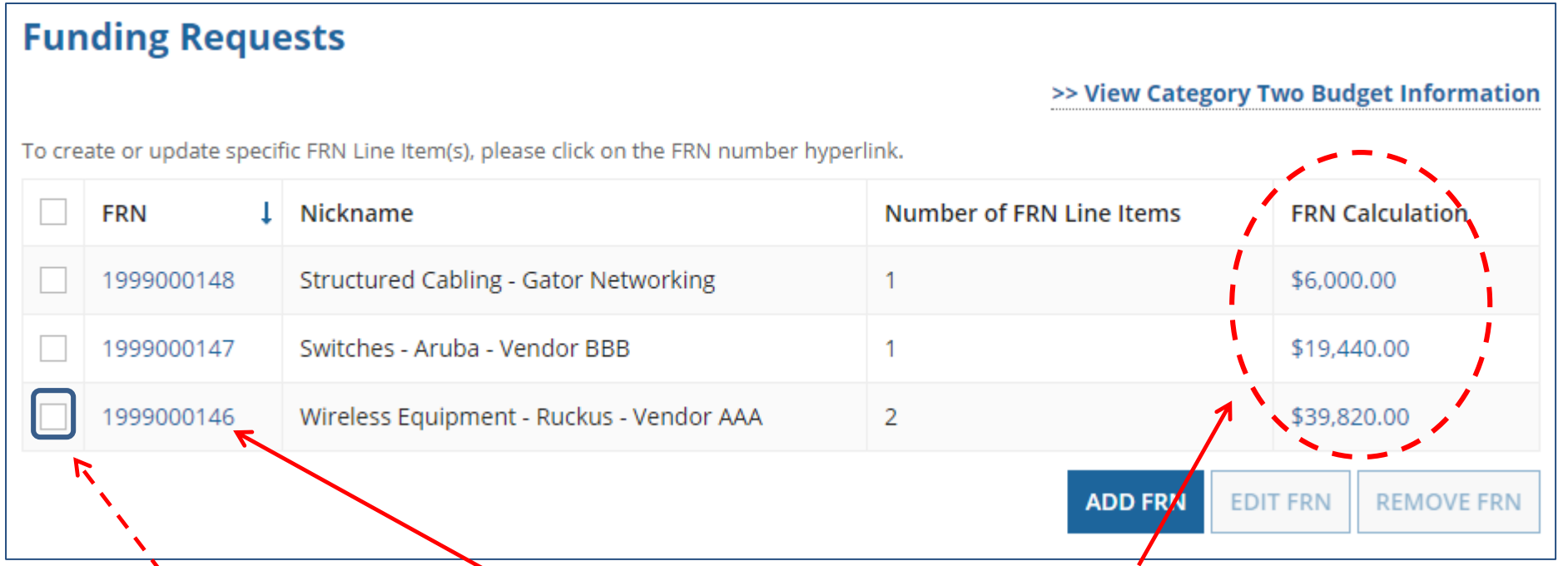
FRN Line Item Page: Adding an Additional FRN Line Item



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

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

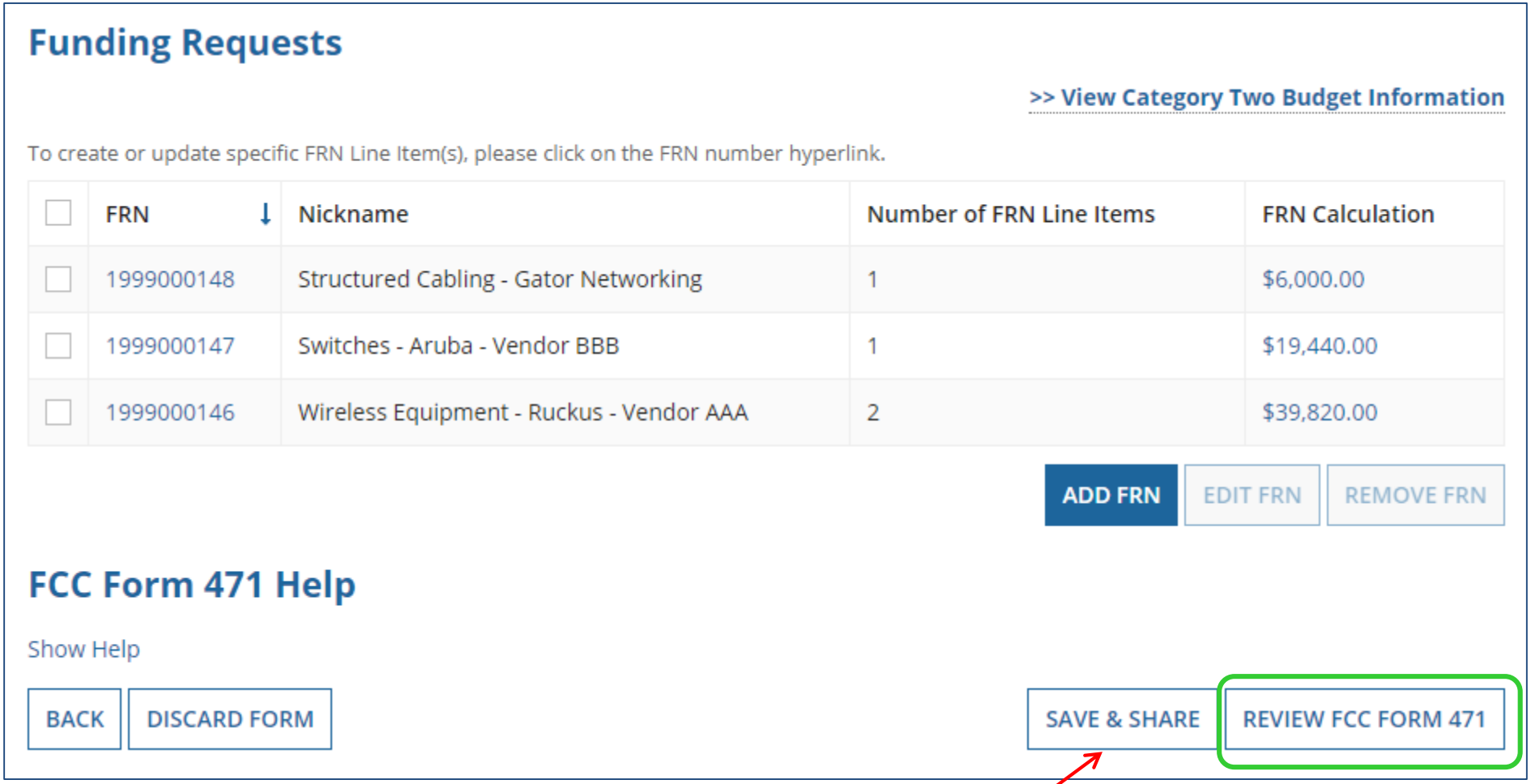
Main FRN Page – Review FRN Calculations



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

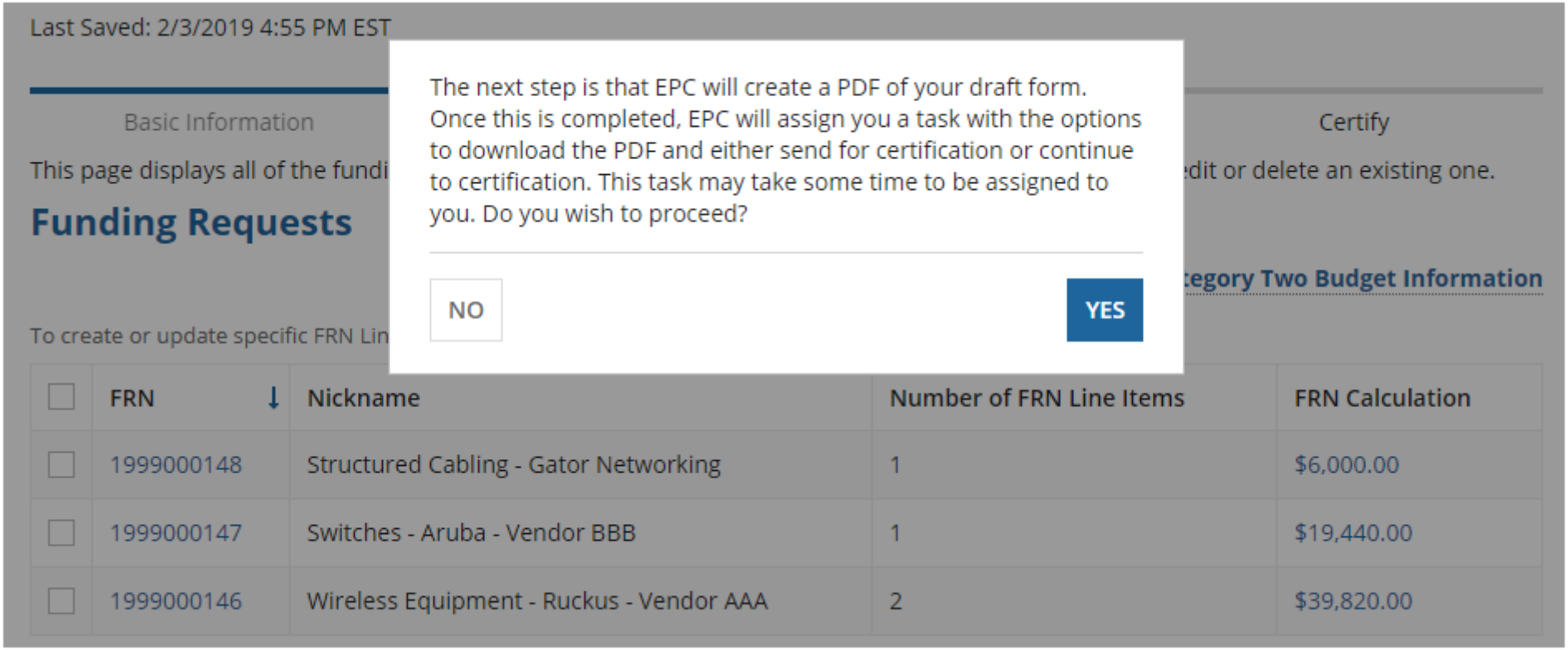
To edit any FRN Line Items, click on the blue FRN number to see the list of line items.
To edit the FRN Key Information, click on the box next to the FRN, and then select "Edit FRN."

Finished Adding FRNs?



If you're finished adding FRNs and have checked your calculations, click "Review FCC Form 471."

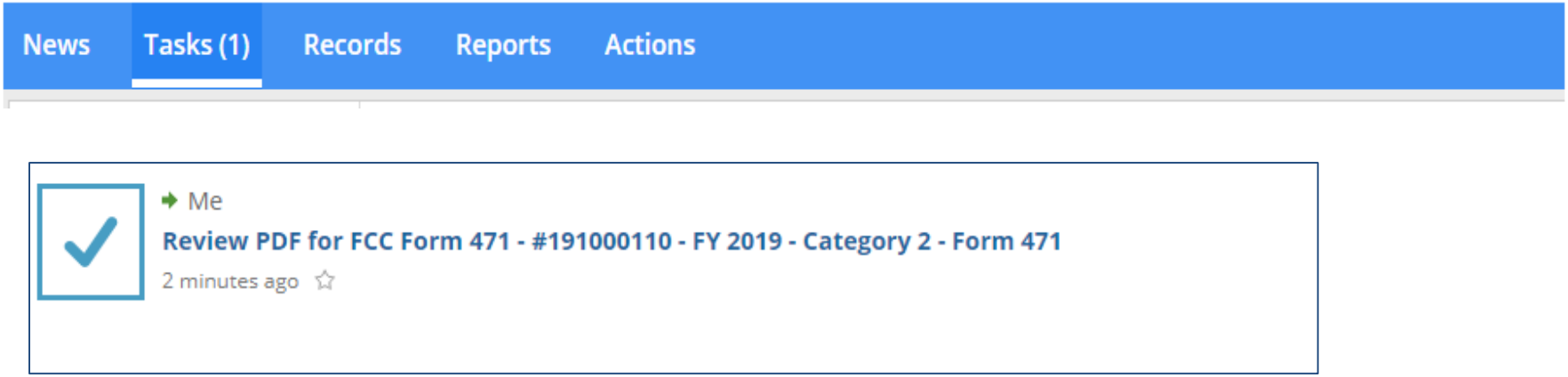
Creating the Draft Form PDF



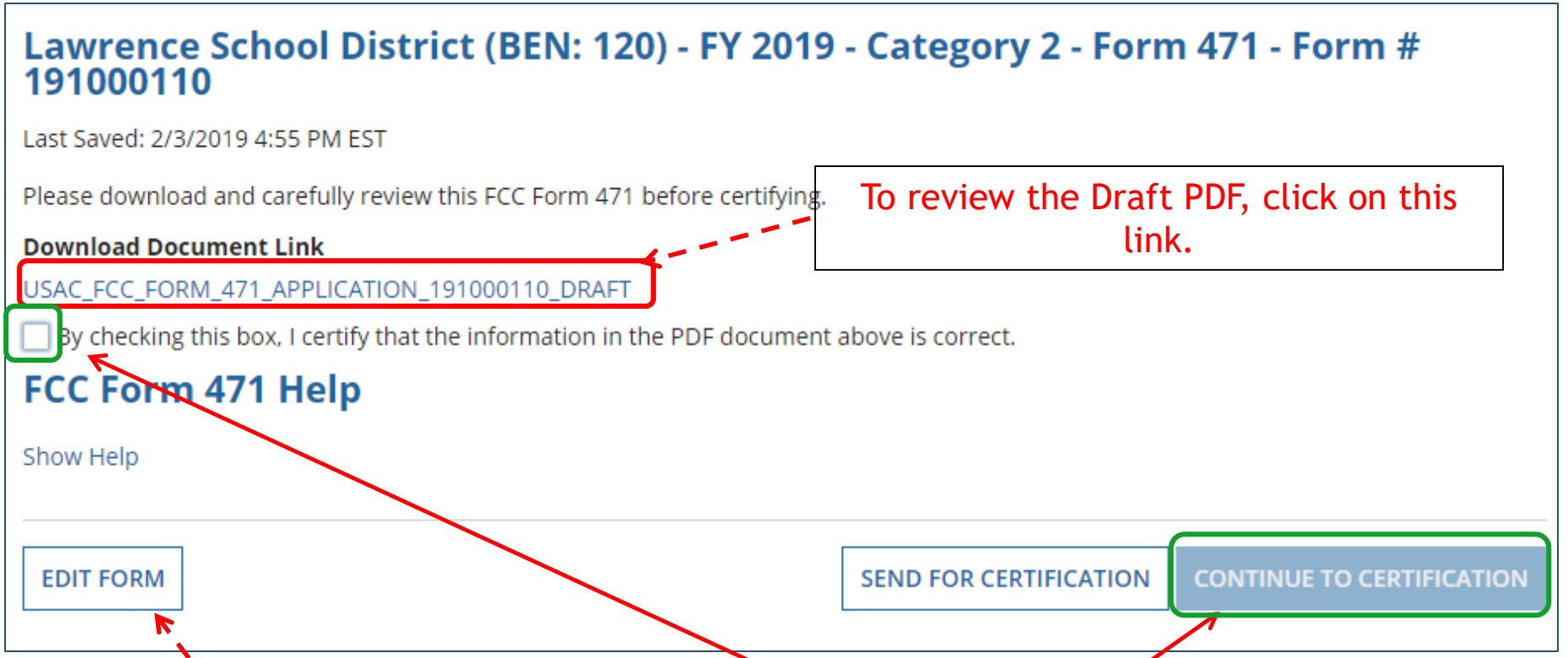
Select “Yes” and in about 30 seconds, the system will send a “Task” to your EPC account as well as an e-mail notifying you that the Task has been created.

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.



Reviewing the Draft 471

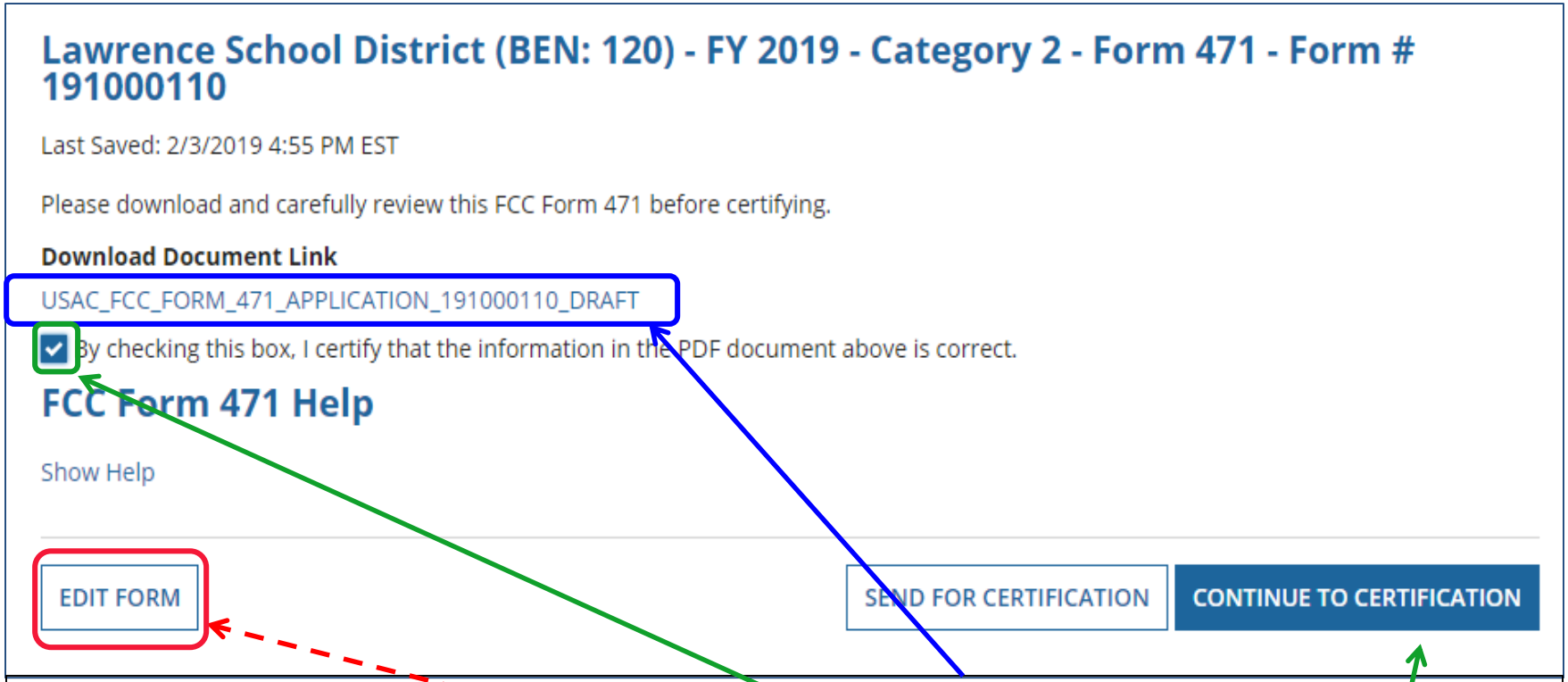


To review the Draft PDF, click on this link.

If anything needs to be 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.**"

Review PDF & 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.

Lawrence School District (BEN: 120) - FY 2019 - Category 2 - Form 471 - Form # 191000110

Last Saved: 2/3/2019 4:55 PM EST

Basic Information | Entity Information | Funding Requests | **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).

Certification Page

Total Funding Summary

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

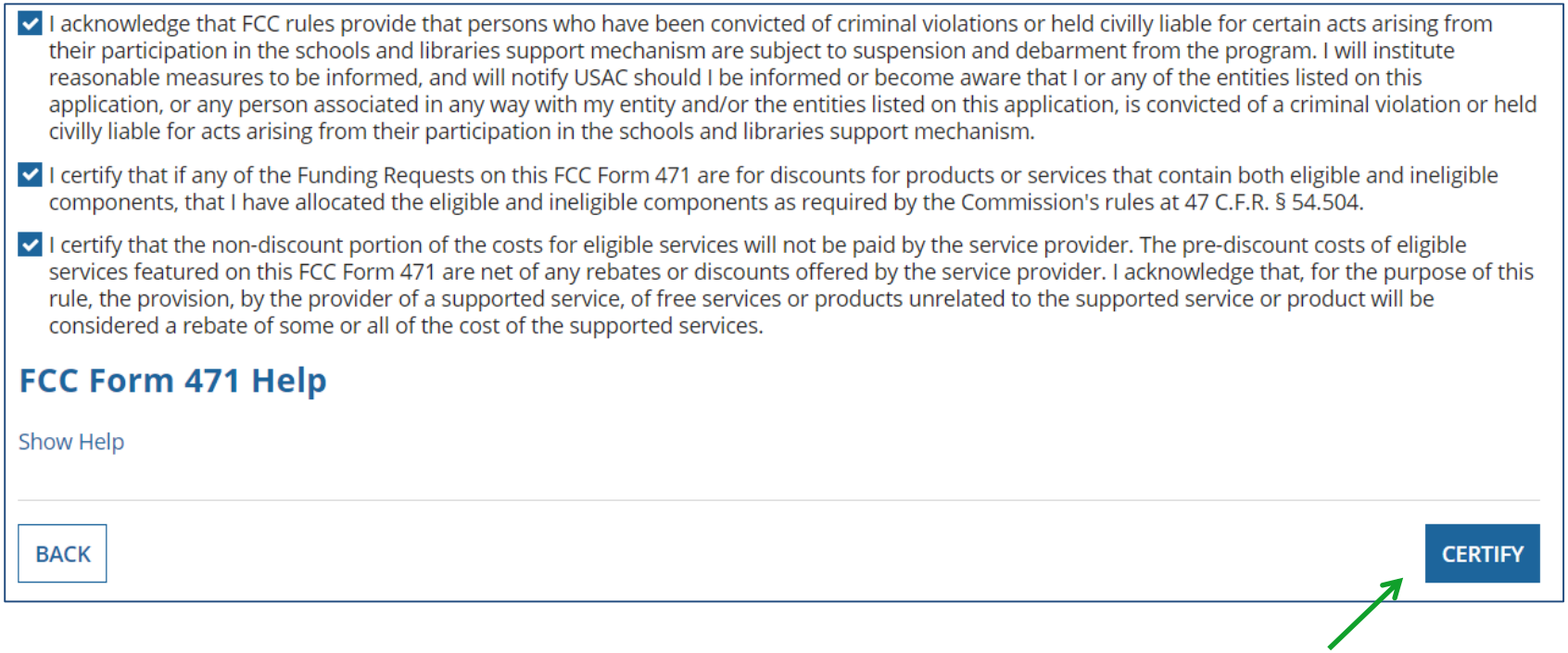
Summary	
Total funding year pre-discount eligible amount on this FCC Form 471	$81,575.00
Total funding commitment request	$65,260.00
Total applicant non-discount share	$16,315.00
Total budgeted amount allocated t rate support	$50,000.00
Total amount necessary for the applicant to pay the non-discount share of eligible and any ineligible amounts	$66,315.00
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?	Please select a val
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?	Please select a val

Enter the amount you're spending on technology for FY 2019, less any E-rate eligible costs. Don't enter "$0."

Always select "No."

Always select "No."

Certification Page



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

Confirmation Page

You have successfully filed FCC Form 471 #191000110 for FY 2019

Certification Date

2/3/2019 9:22 PM EST

Authorized Person

Name School District 7 User 1

Title Administrator

Employer Lawrence School District

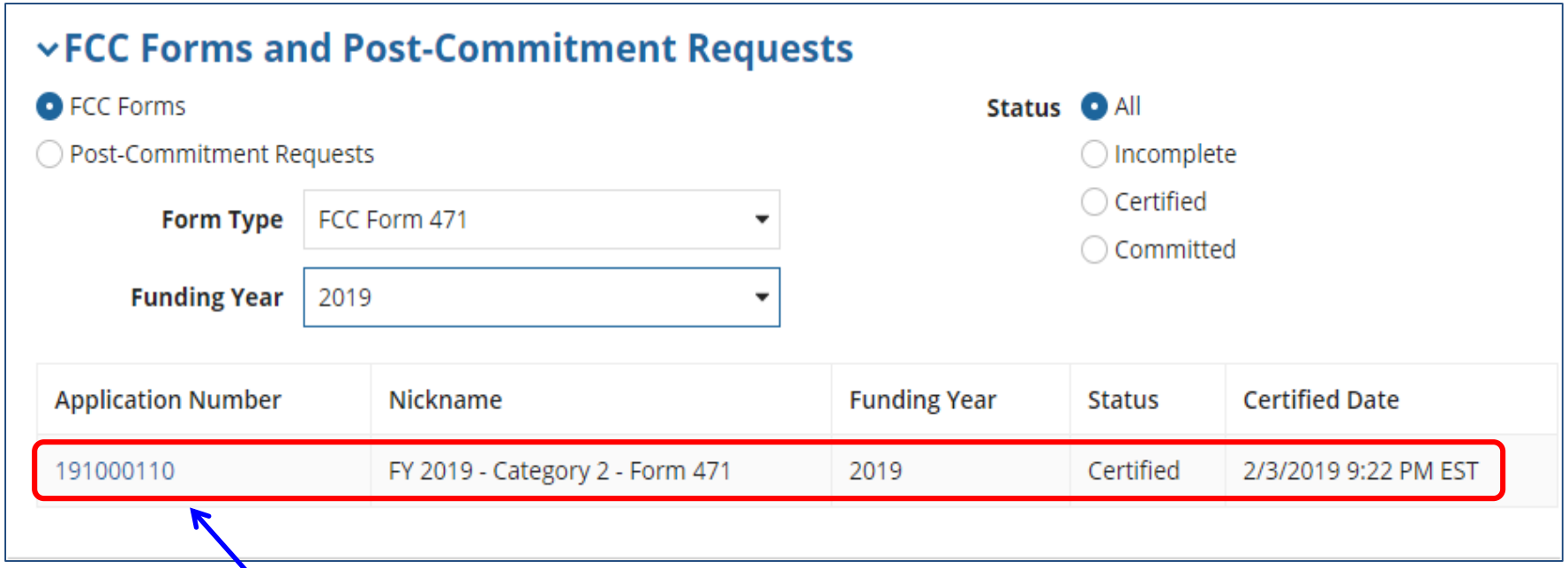
Address 100 Main Street
Lead, SD 57754

Phone 555-555-5556

Email school.district7.user1@mailinator.com

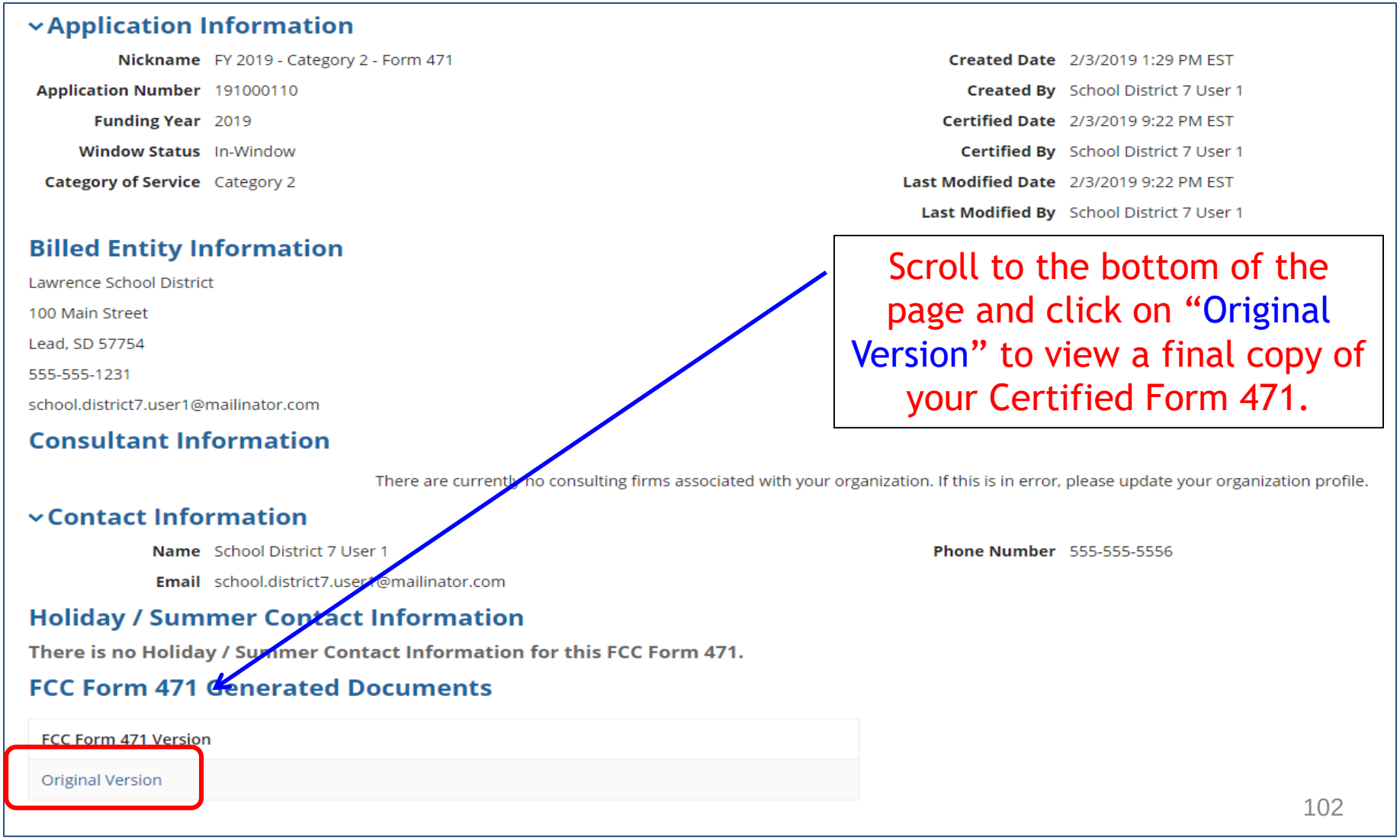
This screen confirms that you successfully filed and certified Form 471.

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 your FY 2019 certified 471s.
Click on the blue 471 Application Number.

Printing a Final Copy of Your Form 471



Application Information

Nickname	FY 2019 - Category 2 - Form 471	**Created Date**	2/3/2019 1:29 PM EST
Application Number	191000110	**Created By**	School District 7 User 1
Funding Year	2019	**Certified Date**	2/3/2019 9:22 PM EST
Window Status	In-Window	**Certified By**	School District 7 User 1
Category of Service	Category 2	**Last Modified Date**	2/3/2019 9:22 PM EST
		Last Modified By	School District 7 User 1

Billed Entity Information

Lawrence School District
100 Main Street
Lead, SD 57754
555-555-1231
school.district7.user1@mailinator.com

Consultant Information

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

Contact Information

Name	School District 7 User 1	**Phone Number**	555-555-5556
Email	school.district7.user1@mailinator.com		

Holiday / Summer Contact Information

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

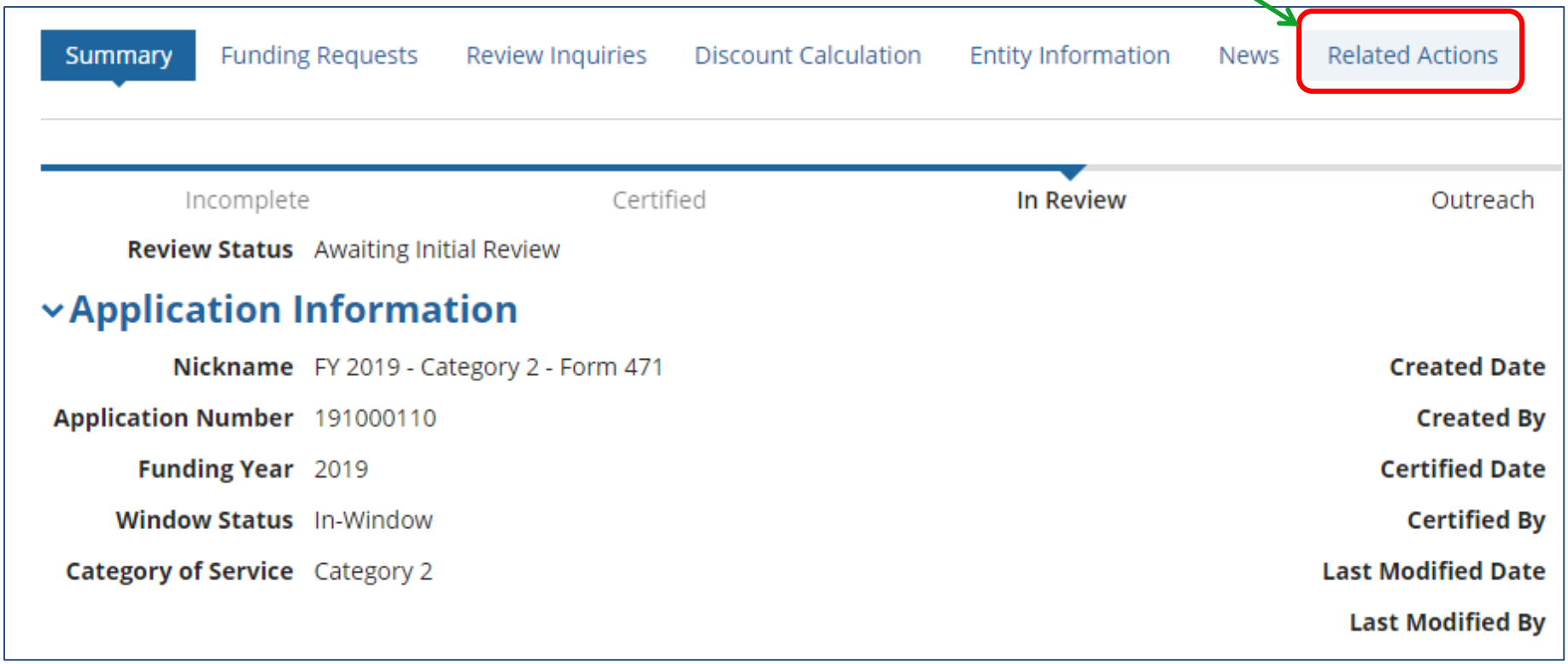
FCC Form 471 Generated Documents

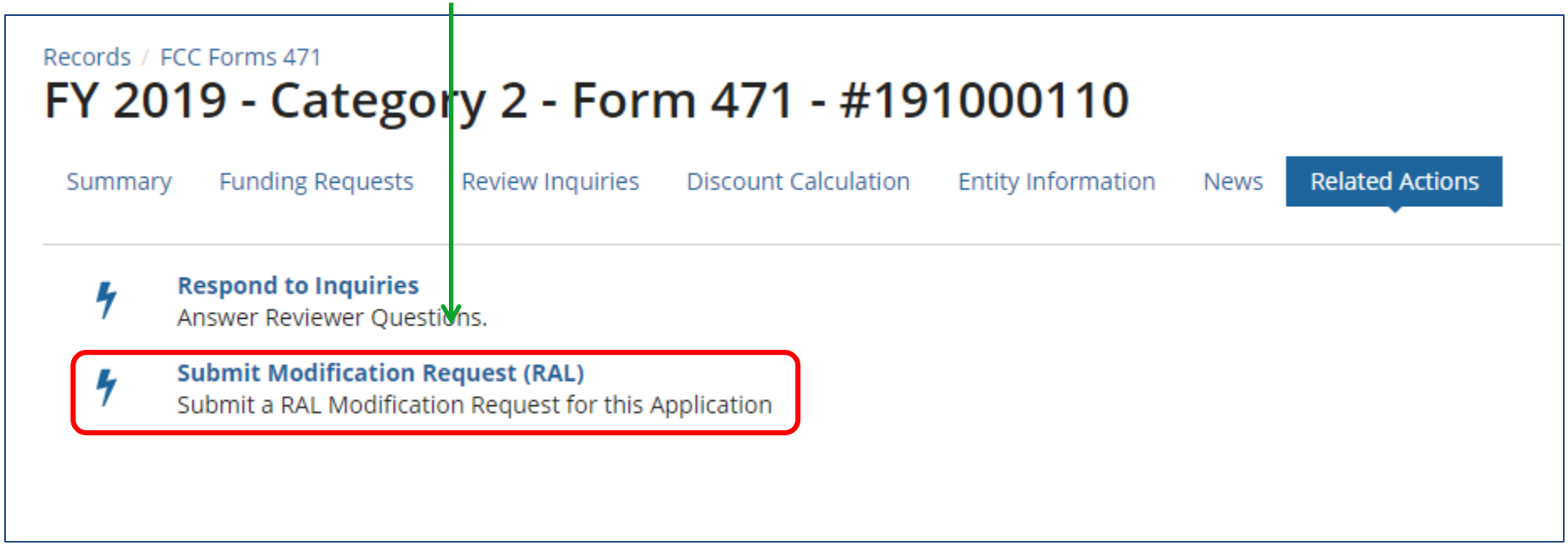
FCC Form 471 Version
Original Version

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

To Submit a 471 Correction/Change

To make corrections to a submitted 471, find the For 471 in EPC, then click “Related Actions”



To Submit a 471 Correction/Change

Then “Submit Modification Request (RAL).