

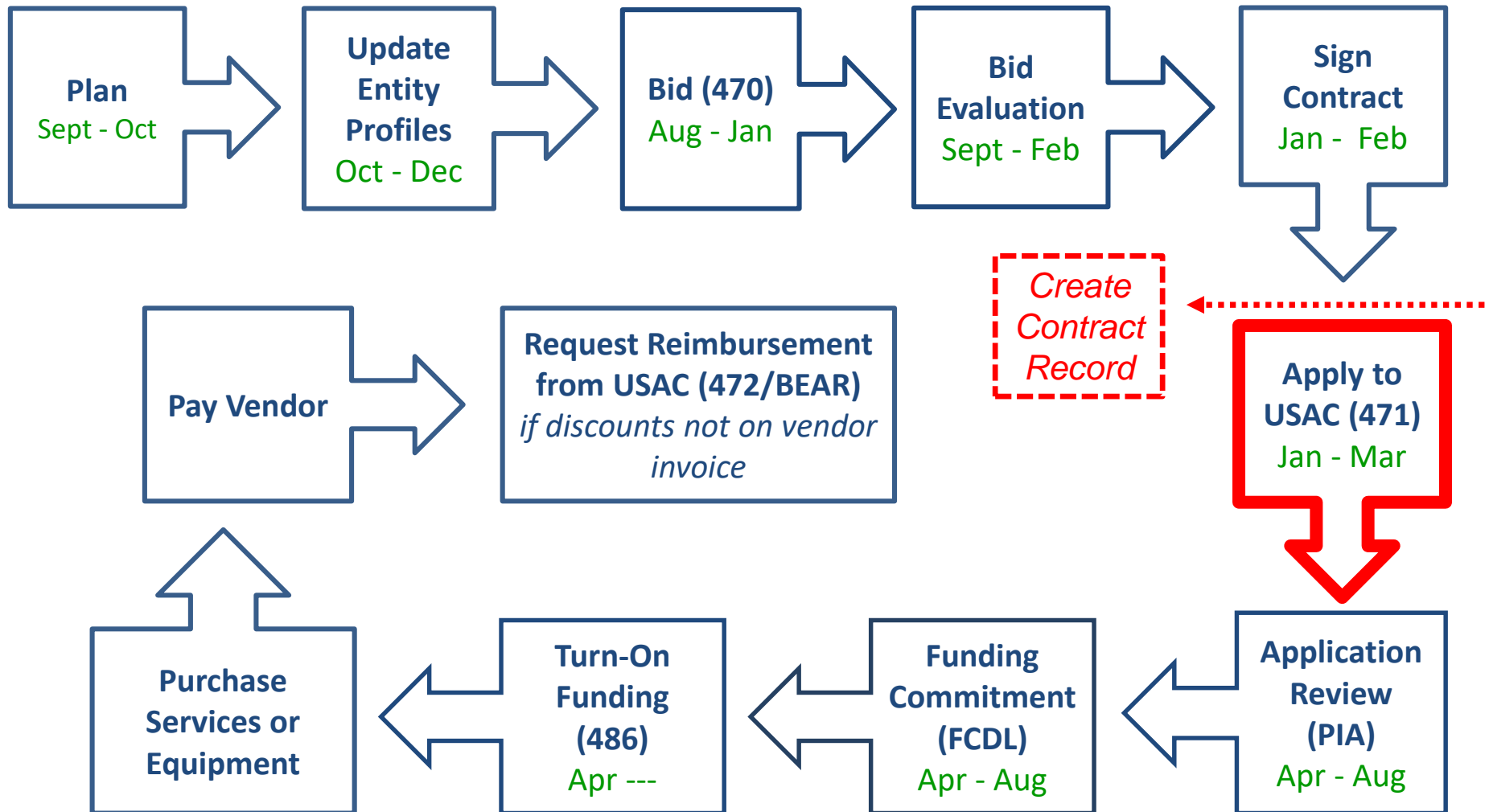
# E-rate Form 471 Category 2 Filing Guide FY 2020

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for the Pennsylvania Department of Education  
February 2020

# You are **here** in the E-rate process:

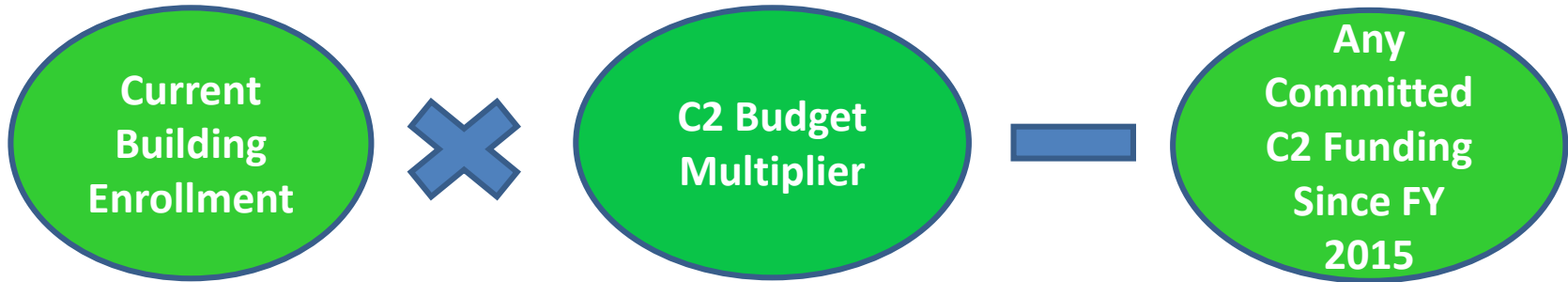


# Funding Year 2020: A Transition Year

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- FCC released new Category 2 Rules in December 2019; Extensive changes delayed until FY 2021
- FY 2020 has become 6<sup>th</sup> year of initial 5-year C2 pilot
  - Cycle 1 = FY 2015 – FY 2020
  - Cycle 2 = FY 2021 – FY 2025
- Available funding for FY 2020
  - Unused C2 budgets that weren't used during first 5 years
  - **One-time 20% C2 additive**
  - C2 multipliers:
    - Schools: **\$195.63/pp/school**
    - Urban libraries: **\$6.52/sq ft**, all other libraries: **\$3.00/sq ft**
    - Minimum budget/building: **\$11,998.43**
  - No funding will be rolled over into next C2 cycle (which starts FY 2021)
- All other rules remain the same
  - Budgets are school/library building based
  - Must deduct C2 amounts previously used since FY 2015
  - C2 budgets are PRE-DISCOUNT; E-rate discounts apply on top these amounts
  - No changes to Eligible Services List

# FY 2020 Category 2 Budget Formula



## EXAMPLES:

School	Enrollment	FY 2020 Budget Multiplier	FY 2020 Base Budget	Used Since FY 2015	FY 2020 E-rate C2 Funding Cap
Red School	625	\$195.63	\$122,268	\$50,000	<b>\$72,268</b>
Green School	300	\$195.63	\$58,689	\$20,000	<b>\$38,689</b>
Yellow School	50	\$195.63	<b>\$11,998.43</b>	\$2,500	<b>\$9,498.43</b>
Blue School	120	\$195.63	\$23,475	\$25,000	<b>\$0</b>

Because  $(50 * \$195.63) < \text{floor amount}$

Because enrollment decreased significantly

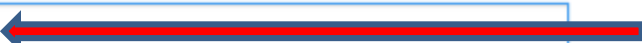
# Determining What \$ Has Been Used Since FY 2015

<https://www.fundsforlearning.com/FFLServices/c2budgetcalculator.php>

### Category Two Budget Calculator

The Category Two budget amount is based on student population and the discount rate is based on prior-year application data. Both are actual figures based on user data input.

**Step 1: Enter a billed entity number, a zip code, all or part of the entity's name, or the entity's city in the box below.**

Search Term:   Enter Billed Entity Number  
need BEN

**Step 2: Select a state if you wish to narrow your search.**

State:

**Step 3: Select an entity type if you wish to narrow your search.**

Entity Type:  School Districts  
 Library Systems

**Caveats: This tool currently does not show results for schools or libraries that have not used any C2 budgets; and does not include C2 funding where an entity was listed on a consortium C2 application.**

# FFL C2 Budget Tool - Results

## Search Results

Name	Billed Entity Number	NCES Number	Street	City	State	Zip	Category	Type	Urban/Rural
AVON GROVE SCHOOL DISTRICT	126215		375 S. JENNERSVILLE RD	WEST GROVE	PA	19390	DISTRICT	PUBLIC	Not Found

Available Pre-Discount  
C2 Budget for FY 2020

## Category 2 Budget Per Site

New C2 Budget Table Options

Site Name	BEN	FY2020 Budget	FY2015-2019 Budget Util.	FY2020 Avail. Budget	FY2020 Avail. Discount
AVON GROVE HIGH SCHOOL	20833	\$343,917.54	\$50,407.51	\$293,510	x 60% \$146,755
AVON GROVE INTERMEDIATE SCHOOL	234602	\$294,814.41	\$14,330.42	\$280,484	x 60% \$140,242
ENGLE MIDDLE SCHOOL	20832	\$165,111.72	\$8,025.80	\$157,086	x 60% \$78,543
PENN LONDON ELEMENTARY SCHOOL	20831	\$180,762.12	\$47,097.81	\$133,664	x 60% \$66,832
		\$984,605.79	\$119,861.54	\$864,744	\$432,372

What E-rate Will Pay

\$195.63 x Current Enrollment in EPC

Amount Used Since FY 2015 - From USAC C2 Budget Tool

# Other FY 2020 Details

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- Form 471 deadline is March 25, 2020
  - Last possible day to post a 470, and file a Form 471 is February 26
- PIA reviews have already begun on submitted applications!
  - Applicants that have made mistakes are finding they still have time to rebid and/or refile
- Pending PIA questions also now appear on EPC Landing Page
- Wave 1 of funding commitment letters should be issued in mid-late April

# Reminders: C2 Form 471 Changes from 2019

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- 3 additional “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-
  - **Transceiver**
    - 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 2020

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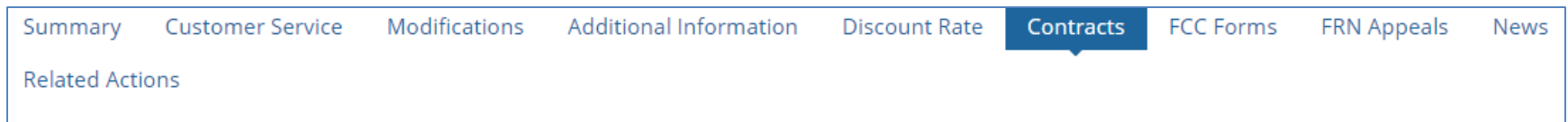
## Service Start Date – Always list 7/1/2020

- Even if you will be purchasing equipment on or after 4/1/2020
  - Vendor invoices to the applicant can be dated on or after 4/1/2020
  - FY 2020 BEARs/SPIs cannot be submitted to USAC until 7/1/2020
- 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)

# Before Filing the Form 471...

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- Do you have a signed vendor contract?
  - All Category 2 requests must have a contract that has been signed by the applicant prior to submitting the Form 471
- Have you created a Contract Record for each new contract in the EPC Contract Module?
  - > EPC Landing Page > District Name > Contracts from top toolbar
  - See <http://e-ratepa.org/?p=32156> for helpful Contract Records Guides
- Where to create new Contract Records 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 descriptive nickname!

# 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



The screenshot shows the EPC Landing Page interface. At the top, there is a blue navigation bar with the following menu items: News, Tasks, Records, Reports, and Actions. On the right side of this bar, there is a user profile icon and the text 'Apply'. Below the navigation bar, the main content area is titled 'My Landing Page'. On the left side of this area, there is a logo for 'Universal Service Administrative Co.' with the word 'Training' above it. On the right side, there is a horizontal list of links: 'Funding Request Report | FCC Form 478 | FCC Form 471 | FCC Form 486 | Appeal | FCC Form 500 | SPIN Change | Service Substitution | Hurricane Impact Description | Manage Users | Manage Organizations | USAC Website | Contact Us | Help'. The link 'FCC Form 471' is circled in red. A red arrow points from the top right corner of the page towards the 'FCC Form 471' link.

# Application Nickname

## THE BEST SCHOOL DISTRICT - (PARENT ENTITY) (BEN: 108) - Category 2 Form 471 FY 20XX

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

THE BEST SCHOOL DISTRICT - (PARENT ENTITY)

100 Main Street

Apt 2

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. ? \*

Category 2 Form 471 FY 20XX

**Enter a really descriptive nickname so you can easily find the form in your Task Bar later, such as "Category 2 Form 471 FY 2020"**

# Identifying Correct Contact Person

**Contact Information**

Are you the main contact person?

YES ✓  NO

**Holiday / Summer Contact Information**

*Holiday/summer contact is optional.*

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

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

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## Category of Service

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

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

### CATEGORY 1

- Data Transmission and/or Internet Access

### CATEGORY 2 ✓

- Basic Maintenance of Internal Connections
- Internal Connections
- Managed Internal Broadband Services

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

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

# 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*
Anderson Elementary School	10602	Urban					1234	N/A	None	N/A	Public School, Pre-K	None	<a href="#">View Annexes</a>
Blue Ribbon School District Office	10606	Rural		N/A	N/A		N/A	N/A	N/A	N/A		None	<a href="#">View Annexes</a>
Bluford Middle School	10600	Urban					1234	N/A	None	N/A	Public School	None	<a href="#">View Annexes</a>
Boone Middle School	10598	Urban					344	N/A	None	N/A	Public School	None	<a href="#">View Annexes</a>
Buchanan Elementary School	10603	Urban					222	N/A	None	N/A	Public School	None	<a href="#">View Annexes</a>

< 1 - 5 of 13 >

Nothing to do on this page. It just shows discount-related data that was entered into each school's EPC profile. If you need to make corrections to this data, they must be done by submitting a RAL Correction [after](#) the Form 471 is submitted.

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
5841	5104	87%	Urban	90%	85%



This page shows your discount rate for each category of service. The discounts are calculated based on the data that is in the EPC Profile for each school or library.

(If you forgot to update this data during the Admin Window or see that data needs corrected, file a RAL Modification after the Form 471 is filed and the change will be made during PIA review.)



# Discount Calculation Errors...

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

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

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

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

Note: There is no way for you to fix this yourself because the entity profiles have been locked.

# Creating Your Funding Requests

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- The next step is to create your FY 2020 Funding Requests
  - Funding Requests, known as FRNs, provide details to USAC about the services for which you are seeking discounts
  - Each separate service or contract will have its own FRN
  - There can be multiple FRNs per Form 471
    - But Category 1 and Category 2 FRNs must be filed on separate 471s
- There are two sections to each funding request:
  1. **FRN Key Information**
    - Links to the relevant contract (or indicates it's MTM if no contract)
    - Provides updated Contract Expiration Date
    - Provides general description in narrative box
  2. **FRN Line Item(s)**
    - Provides details about service/bandwidth/purpose
    - Provides recurring and/or one-time cost data for each line item
    - Identifies which schools or libraries are receiving that service
    - Must have separate FRN Line Items for each different speed or service or cost
      - Also, taxes/fees must be listed on separate FRN Line Items

# Creating Funding Requests (FRNs)

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## Shortcuts...



- Wireless equipment example – slide 20
  - Wireless access points (site specific equipment)
  - Wireless Controller (shared equipment used by multiple schools)

Wireless Equipment FRN
- Switches example – slide 53 (site specific equipment)

Network Switches FRN
- Structured cabling example - slide 76
  - Internal wiring/installation (site specific equipment)

Structured Cabling FRN

# Example 1:

## Wireless Equipment

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

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# FRN Example 1: Wireless Equipment

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- **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 – 20 @ \$565 = \$11,300
  - ✓ Lawrence Primary School – 15 @ \$565 = \$8,475
- 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 Requests

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

<input type="checkbox"/>	FRN	↓ Nickname	Number of FRN Line Items	FRN Calculation
You haven't created any Funding Requests (FRNs) yet. Click the "Add FRN" button to start creating your first FRN				
				<a href="#">ADD FRN</a> <a href="#">EDIT FRN</a> <a href="#">REMOVE FRN</a>



# Funding Request Key Information

## Funding Request Key Information

Please enter a Funding Request Nickname here ⓘ\*

Wireless - Ruckus - Vendor A

Provide a descriptive nickname for each funding request.

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

YES NO ✓

If you requested this service last year and the contract is continuing for FY 2020, you may select "Yes" and supply the FRN from last year. (This is unlikely for C2 requests unless they are maintenance FRNs.)

## Copy FRN

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

COPY FRN

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

## Service Type

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

Internal Connections

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

# Contract vs. MTM

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

## FRN Contract

How are the services for this FRN being purchased?

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

CONTRACT ✓

TARIFF

MONTH-TO-MONTH

Select "Contract" for all Category 2 funding requests.



# Linking to a Contract Record

Click “Search” to see all your contracts listed.

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

## ▼ Associate a Contract

Search by Creating Organization BEN

Search by Nickname (All or Partial)

Search by Contract ID

Search by Contract No.

CLEAR FILTERS

SEARCH

Since “Contract” was selected on the previous screen, you will be prompted to search for the appropriate contract record that 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

## Associate a Contract

### Search by Creating Organization BEN

Please note that BEN is a required field and you can use other search fields to narrow down your result.

### Search by Contract ID

### Search by Nickname (All or Partial)

### Search by Contract No.

<input type="checkbox"/>	Contract ID	Contract Number	Nickname	Award Date ↓	Creating Organization BEN
<input checked="" type="checkbox"/>	6765		2020 - Wireless - Ruckus - Integra1	2/5/2020	108
<input type="checkbox"/>	6763		2020 - Fiber Internet - Zito	1/15/2020	108
<input type="checkbox"/>	5413		2019 - Zones - Wireless	2/21/2019	108

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 - 2020 - Wireless - Ruckus - Integra1

**Contract Number**

**Establishing FCC Form 470** #200000181

**Award Date** 2/5/2020

**Expiration Date (All Extensions)**

**Account Number**

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

**Includes Voluntary Extensions?** No

**Remaining Voluntary Extensions**

**Total Remaining Contract Length**

### Pricing Confidentiality

There is no rule, statute, 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. Make sure this information is accurate. If it is not, create a new Contract Record with the accurate information (there's no way to edit a Contract Record).

# Entering Service Start and Contract Expiration Dates

## Contract Information (Additional)

What is the service start date? ⓘ \*

Enter the date when services will start for this Funding Year

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

### Service Start Date:

The system will automatically enter 7/1/2020 as SSD.

Note: You are permitted to purchase equipment as early as 4/1/2020, but still must list 7/1/2020 for the SSD

### Contract Expiration Date:

You will need enter the CED for this contract, which is likely 9/30/2021 for Category 2 equipment contracts.

# FRN Narrative Box

## Narrative

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

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.



**Provide a brief narrative explanation of your requested equipment/service to describe it to PIA. 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

## Funding Requests

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

<input type="checkbox"/>	FRN	↓ Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	<a href="#">2099000097</a>	Wireless - Ruckus - Vendor A	0	

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

**ADD FRN** **EDIT FRN** **REMOVE FRN**

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

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

# Adding a FRN Line Item - WAPs

<input type="checkbox"/>	FRN Line Item Number	Type of Internal Connection	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
You haven't created any FRN Line Items yet. Click the 'Add New FRN Line Item' button to start creating your first FRN Line Item.						
				<a href="#">ADD NEW FRN LINE ITEM</a>	<a href="#">REMOVE FRN LINE ITEM</a>	<a href="#">BULK UPLOAD</a>

Select “Add New FRN Line Item” (or “Bulk Upload” if you’re going to upload the data using the Bulk Upload Templates).

# Adding a Line Item – Type of IC

Type of Internal Connection ? \*

Wireless Data Distribution ▼

*Please select a value*

Cabling/Connectors

Caching

Data Distribution

Data Protection

Racks

Software

**Wireless Data Distribution**

Miscellaneous

License

Transceiver

Module

Client

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

Type of Internal Connection ? \*

Wireless Data Distribution

Type of Product \*

Access Point

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

Generally, here are the options:

If This Type of Internal Connection...	Then These Are the 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
<b>Wireless Data Distribution</b>	<b>Access Point, Antenna, Controllers</b>
Miscellaneous	Installation, Training and Taxes
License	License
Transceiver	Transceiver
Module	Module

# Listing Make/Model Number

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**Make \***

Ruckus ▼

**Model \***

901-700-US4200|

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 ✓

Lease or Non-Purchase Agreement?

YES

NO ✓

Select “No” if

- installation is not bundled with this FRN line item
- if installation is listed on a separate FRN Line Item
- 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	<input type="text"/>	\$0.00
Monthly Recurring Unit Ineligible Costs	<input type="text"/>	\$0.00
Monthly Recurring Unit Eligible Costs		= \$0.00
Monthly Quantity	<input type="text"/>	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	<input type="text"/>	\$565.00
One-time Ineligible Unit Cost	<input type="text"/>	\$0.00
One-time Eligible Unit Cost		= \$565.00
One-time Quantity	<input type="text"/>	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

Is every entity for this organization receiving service?

YES

NO ✓

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

<input type="checkbox"/>	BEN	BEN Name
<input checked="" type="checkbox"/>	109	Plainfield Elementary School
<input checked="" type="checkbox"/>	110	Jacksonville Jr/Sr High School

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

ADD

# Important Question!!!

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Are the costs shared equally among all of the entities? \*

YES

NO

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

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

In our example, the quantities for each school are different so we will select “No.”

# Assigning Eligible Costs/Building

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.

<input checked="" type="checkbox"/>	BEN	Name	↑	Eligible Cost per BEN
<input checked="" type="checkbox"/>	110	Jacksonville Jr/Sr High School		
<input checked="" type="checkbox"/>	109	Plainfield Elementary School		

Check the schools for which you would like to enter costs, then click **“Edit Eligible Cost”** to show the data-entry screen where you will enter the pre-discount amounts/school.

# Allocating Costs/School

You will now allocate the **PRE-DISCOUNT** 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. Plainfield Elementary School (BEN: 109)

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

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.

<b>OFFLINE MATH:</b>	<b># WAPs</b>	<b>Cost/WAP</b>	<b>Cost/School</b>
Jacksonville JrSr HS	15	\$565	\$8,475.00
Plainfield ES	20	\$565	\$11,300.00
<b>TOTAL</b>	35		<b>\$19,775.00</b>

The total here should equal the total pre-discount amount for the line item.



# Balancing to \$0.00

After you have entered the amounts/building, the “remaining Total Eligible Line Item Cost” to be allocated should be \$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.
- If the amounts are accurate, click **“Continue.”**

Please allocate the remaining Total Eligible Line Item Cost of **\$0.00** to the entity(ies) below.

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

<input type="checkbox"/>	BEN	Name	↑	Eligible Cost per BEN
<input type="checkbox"/>	110	Jacksonville Jr/Sr High School		\$8,475.00
<input type="checkbox"/>	109	Plainfield Elementary School		\$11,300.00

[EDIT ELIGIBLE COST](#)

**FCC Form 471 Help**  
[Show Help](#)

[BACK](#) [CANCEL](#) [CONTINUE](#)

# FRN Line Item Page

## Adding an Additional FRN Line Item

<input type="checkbox"/>	FRN Line Item Number	Type of Internal Connection	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	2099000097.001	Wireless Data Distribution	Access Point	0	35	\$19,775.00

ADD NEW FRN LINE ITEM REMOVE FRN LINE ITEM BULK UPLOAD

Show Help

BACK DISCARD FORM SAVE & SHARE CONTINUE

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

**Type of Internal Connection** ⓘ \*

Wireless Data Distribution ▼

**Type of Product** \*

Wireless Controller ▼

**Installation Included in Price?**

YES NO ✓

**Make** \*

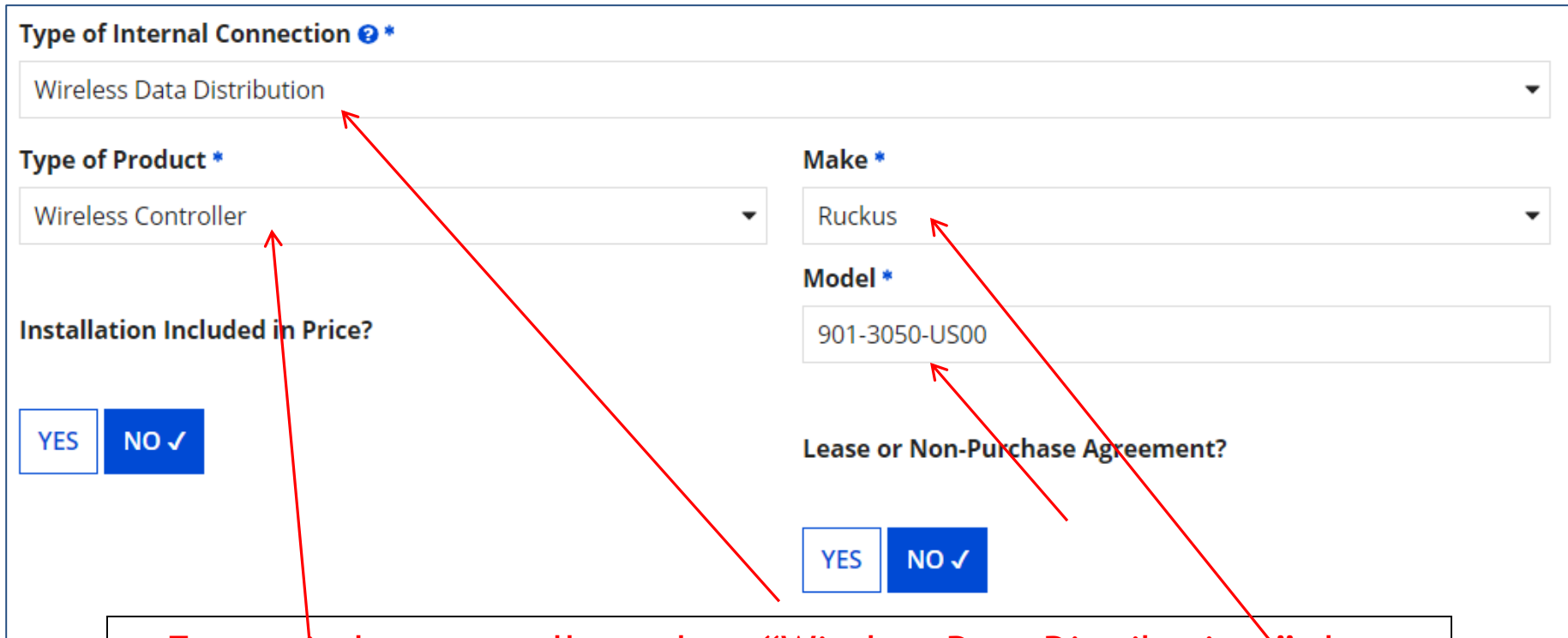
Ruckus ▼

**Model** \*

901-3050-US00

**Lease or Non-Purchase Agreement?**

YES NO ✓



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.

<b>Monthly Cost</b>	
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

<b>One-Time Cost</b>	
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
<b>Summary</b>	
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

Is every entity for this organization receiving service?

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

<input type="checkbox"/>	BEN	BEN Name
<input checked="" type="checkbox"/>	109	Plainfield Elementary School
<input checked="" type="checkbox"/>	110	Jacksonville Jr/Sr High School

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."

**Manage Recipients of Service**

Is every entity for this organization receiving service?

# Important Question!!!

---

Are the costs shared equally among all of the entities? \*

YES

NO

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

In our example, we will select “No” because the cost of the shared equipment will be allocated based on the % students in each building and not based on the number of buildings.

# Assigning Eligible Costs/Building

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

Please allocate the remaining Total Eligible Line Item Cost of **\$30,000.00** to the entity(ies) below.

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

<input type="checkbox"/>	BEN	Name	↑	Eligible Cost per BEN
<input type="checkbox"/>	110	Jacksonville Jr/Sr High School		
<input type="checkbox"/>	109	Plainfield Elementary School		

EDIT ELIGIBLE COST

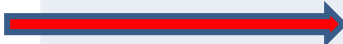
Check each school, then “Edit Eligible Cost” to assign the pre-discount amount to each school.

# Weighted Allocation for Shared Equipment

- 3 options for weighted allocations:

**1) % of student enrollment**


- Take total enrollment for all schools being served by equipment
- Divide school enrollment by total enrollment to obtain % enrollment for that school
- Multiple school % enrollment by total cost of equipment



	Enrollment	% Enrollment	% Enrollment x Cost of Shared Equipment
<b>OFFLINE MATH</b>			
Jacksonville JrSr HS	220	0.34	\$10,200.00
Plainfield ES	420	0.66	\$19,800.00
Total # Students	640		\$30,000.00

**2) By % usage**

- 3) Other:** Another method that you develop that is defensible/logical



	# of APs in School	% WAP Usage	% WAP Usage x Total Cost of Shared Equipment
<b>OFFLINE MATH</b>			
Jacksonville JrSr HS	62	0.44	\$13,200.00
Plainfield ES	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. This example uses the **% of enrollment** method for allocating shared equipment cost.

## Edit Eligible Cost Allocated to the Recipient(s)

Please allocate the remaining Total Eligible Line Item Cost of **\$30,000.00** to the entity(ies) below.

### 1. Plainfield Elementary School (BEN: 109)

\$10,200.00

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

\$19,800.00

	Enrollment	% Enrollment	% Enrollment x Cost of Shared Equipment
<b>OFFLINE MATH</b>			
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 “remaining Total Eligible Line Item Cost” to be allocated should be \$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.
- If the amounts are accurate, click **“Continue.”**

Please allocate the remaining Total Eligible Line Item Cost of **\$0.00** to the entity(ies) below.

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

<input type="checkbox"/>	BEN	Name	↑ Eligible Cost per BEN
<input type="checkbox"/>	110	Jacksonville Jr/Sr High School	\$19,800.00
<input type="checkbox"/>	109	Plainfield Elementary School	\$10,200.00

EDIT ELIGIBLE COST

## FCC Form 471 Help

Show Help

BACK CANCEL

**CONTINUE**

# FRN Line Item Page.

## Adding an Additional FRN Line Item

<input type="checkbox"/>	FRN Line Item Number	Type of Internal Connection	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	2099000097.002	Wireless Data Distribution	Wireless Controller	0	1	\$30,000.00
<input type="checkbox"/>	2099000097.001	Wireless Data Distribution	Access Point	0	35	\$19,775.00

ADD NEW FRN LINE ITEM REMOVE FRN LINE ITEM BULK UPLOAD

BACK DISCARD FORM SAVE & SHARE CONTINUE

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

ADD NEW FRN LINE ITEM REMOVE FRN LINE ITEM BULK UPLOAD



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**



[>> View Category Two Budget Information](#)

## Funding Requests

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

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	<a href="#">2099000097</a>	Wireless - Ruckus - Vendor A	2	\$42,308.75

So far, we've created 1 FRN with 2 Line Items.

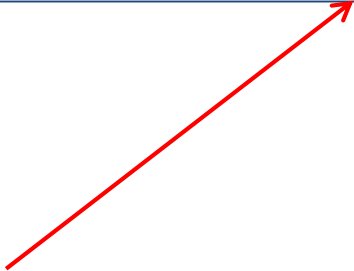
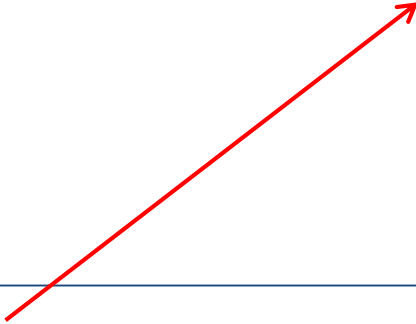
**ADD FRN** EDIT FRN REMOVE FRN

## 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 – 12 @ \$1,350 = \$16,200.00
    - Lawrence Primary School – 6 @ \$1,350 = \$8,100.00
    - TOTAL: \$ 24,300.00
    - Quantity Total: 18

*Note: Most switches contain several components (separately priced) and each requires a separate FRN Line Item. For the sake of brevity, we're just using one of those components in this example.*

# Main FRN Page

## Funding Requests

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

<input type="checkbox"/>	FRN	↓	Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	2099000097		Wireless - Ruckus - Vendor A	2	\$42,308.75

*System has calculated the total amount of E-rate funds requested for each FRN (this isn't the pre-discount amount). Click on the amount to see calculations.*

[ADD FRN](#)[EDIT FRN](#)[REMOVE FRN](#)

## FCC Form 471 Help

Show Help

[BACK](#)[DISCARD FORM](#)[SAVE & SHARE](#)[REVIEW FCC FORM 471](#)

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

# Funding Request Key Information

## Funding Request Key Information

Please enter a Funding Request Nickname here ⓘ\*

Switches - Aruba - Vendor BBB

Provide a descriptive nickname for each funding request.

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

YES

NO ✓

Likely “No” for C2 requests unless it’s for maintenance or leased equipment.

## Copy FRN

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

COPY FRN

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

## Service Type

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

Internal Connections

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



# Contract vs. MTM

---

## FRN Contract

How are the services for this FRN being purchased?

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

CONTRACT ✓

TARIFF

MONTH-TO-MONTH

Select "Contract" for all Category 2 funding requests.

# Choosing the Appropriate Contract

## ▼ Associate a Contract

### Search by Creating Organization BEN

Please note that BEN is a required field and you can use other search fields to narrow down your result.

### Search by Contract ID

### Search by Nickname (All or Partial)

### Search by Contract No.




<input type="checkbox"/>	Contract ID	Contract Number	Nickname	Award Date ↓	Creating Organization BEN
<input type="checkbox"/>	6765		2020 - Wireless - Ruckus - Integra1	2/5/2020	108
<input type="checkbox"/>	6763		2020 - Fiber Internet - Zito	1/15/2020	108
<input checked="" type="checkbox"/>	6766		2020 - Switches - Aruba - Vendor BBB	1/15/2020	108

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 - 2020 - Switches - Aruba - Vendor BBB

<b>Contract Number</b>	<b>Account Number</b>
<b>Establishing FCC Form 470</b> #200000123	<b>Service Provider</b> FCC Service Provider Organization 1 (SPIN: 14020001)
<b>Award Date</b> 1/15/2020	<b>Includes Voluntary Extensions?</b> No
<b>Expiration Date (All Extensions)</b>	<b>Remaining Voluntary Extensions</b>
	<b>Total Remaining Contract Length</b>

## Pricing Confidentiality

There is no rule, statute, 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. Make sure this information is accurate. If it is not, create a new Contract Record with the accurate information (there's no way to edit a Contract Record).

# Entering Service Start and Contract Expiration Dates

## Contract Information (Additional)

What is the service start date? ? \*

Enter the date when services will start for this Funding Year

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

### Service Start Date:

The system will automatically enter 7/1/2020 as SSD.

Note: You are permitted to purchase equipment as early as 4/1/2020, but still must list 7/1/2020 for the SSD

### Contract Expiration Date:

You will need enter the CED for this contract, which is likely 9/30/2021 for Category 2 equipment contracts.

# FRN Narrative Box

## Narrative

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

Network switches to be installed in two schools.

Provide a brief narrative explanation of your requested equipment/service to describe it to PIA. Something like “Network switches to be installed in two schools.”

# Adding an FRN Line Item

## Funding Requests

[>> View Category Two Budget Information](#)

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

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Item	
<input type="checkbox"/>	<a href="#">2099000098</a>	Switches - Aruba - Vendor BBB	0	
<input type="checkbox"/>	<a href="#">2099000097</a>	Wireless - Ruckus - Vendor A	2	\$42,308.75

*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 a FRN Line Item

<input type="checkbox"/>	FRN Line Item Number	Type of Internal Connection	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
You haven't created any FRN Line Items yet. Click the 'Add New FRN Line Item' button to start creating your first FRN Line Item.						
				<a href="#">ADD NEW FRN LINE ITEM</a>	<a href="#">REMOVE FRN LINE ITEM</a>	<a href="#">BULK UPLOAD</a>

Select “Add New FRN Line Item” (or “Bulk Upload” if you’re going to upload the data using the Bulk Upload Templates).

# Adding a Line Item – Type of IC

## Type of Internal Connection ? \*

Please select a value

Please select a value

Cabling/Connectors

Caching

Data Distribution ←

Data Protection

Racks

Software

Wireless Data Distribution

Miscellaneous

License

Transceiver

Module

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

For Switches, select “Data Distribution”

*Note: Miscellaneous = installation/taxes/fees.*



# Adding a Line Item – Type of Product

## Type of Internal Connection ? \*

Data Distribution

## Type of Product \*

Switch

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
<b>Data Distribution</b>	Routers, <b>Switches</b>
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	License
Transceiver	Transceiver
Module	Module

# Listing Make/Model Number

---

<b>Make *</b>
Aruba ▼
<b>Model *</b>
J9728A-HP-2920-48G

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 wordy description.

# Installation/Leasing Questions

Installation Included in Price?

YES

NO ✓

Lease or Non-Purchase Agreement?

YES

NO ✓

Select “No” if

- installation is not bundled with this FRN line item
- if installation is listed on a separate FRN Line Item
- 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	\$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 68

# Identifying Recipients of Equipment for this Line Item

## Manage Recipients of Service

Is every entity for this organization receiving service?

YES ✓

NO

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

<input type="checkbox"/>	BEN	BEN Name
<input checked="" type="checkbox"/>	109	Plainfield Elementary School
<input checked="" type="checkbox"/>	110	Jacksonville Jr/Sr High School

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

ADD

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

## Manage Recipients of Service

Is every entity for this organization receiving service?

YES ✓

NO

# Important Question!!!

---

Are the costs shared equally among all of the entities? \*

YES

NO

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

In our example, we will select “No” because the cost of the shared equipment will be allocated based on the % students in each building and not based on the number of buildings.

# Assigning Eligible Costs/Building

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

Please allocate the remaining Total Eligible Line Item Cost of **\$24,300.00** to the entity(ies) below.

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

<input checked="" type="checkbox"/>	BEN	Name	↑	Eligible Cost per BEN
<input checked="" type="checkbox"/>	110	Jacksonville Jr/Sr High School		
<input checked="" type="checkbox"/>	109	Plainfield Elementary 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 **\$24,300.00** to the entity(ies) below.

### 1. Plainfield Elementary School (BEN: 109)

\$8,100.00

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

\$16,200.00

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.

<b>OFFLINE MATH:</b>	<b># Switches</b>	<b>Cost/Switch</b>	<b>Cost/School</b>
Plainfield ES	6	\$1,350	\$8,100.00
Jacksonville JrSr HS	12	\$1,350	\$16,200.00
<b>TOTAL</b>	<b>18</b>		<b>\$24,300.00</b>

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 “remaining Total Eligible Line Item Cost” to be allocated should be \$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.
- If the amounts are accurate, click **“Continue.”**

Please allocate the remaining Total Eligible Line Item Cost of **\$0.00** to the entity(ies) below.

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

<input type="checkbox"/>	BEN	Name	Eligible Cost per BEN
<input type="checkbox"/>	110	Jacksonville Jr/Sr High School	\$16,200.00
<input type="checkbox"/>	109	Plainfield Elementary School	\$8,100.00

EDIT ELIGIBLE COST

## FCC Form 471 Help

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BACK

CANCEL

CONTINUE<sup>73</sup>

# FRN Line Item Page

## Adding an Additional FRN Line Item

<input type="checkbox"/>	FRN Line Item Number	Type of Internal Connection	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	2099000098.001	Data Distribution	Switch	0	18	\$24,300.00

[ADD NEW FRN LINE ITEM](#)
[REMOVE FRN LINE ITEM](#)
[BULK UPLOAD](#)

### FCC Form 471 Help

[Show Help](#)

If you have more line items for this FRN, click [here](#) to add an additional FRN Line Item. Remember, switches typically have multiple components which require additional FRN Line Items.

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

[SAVE & SHARE](#)
[CONTINUE](#)

# Main FRN Page: Adding Another FRN

## Funding Requests

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

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	
<input type="checkbox"/>	<a href="#">2099000098</a>	Switches - Aruba - Vendor BBB	1	\$20,655.00
<input type="checkbox"/>	<a href="#">2099000097</a>	Wireless - Ruckus - Vendor A	2	\$42,308.75

*System has calculated the total amount of E-rate funds requested for each FRN (this isn't the pre-discount amount). Click on the amount to see calculations.*

ADD FRN

EDIT FRN

REMOVE FRN

## FCC Form 471 Help

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BACK

DISCARD FORM

SAVE & SHARE

REVIEW FCC FORM 471

To add an additional 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
    - Plainfield Elementary School - \$7,500.00
  - Do not list individual connectors, cables, widgets
    - **Tip: Try to have your vendor contract be for a single priced contract and not broken out by individual components/widgets (such as Jhooks, connectors, etc).**

# Main FRN Page: Adding Another FRN

## Funding Requests

[>> View Category Two Budget Information](#)

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

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	<a href="#">2099000098</a>	Switches - Aruba - Vendor BBB	1	\$20,655.00
<input type="checkbox"/>	<a href="#">2099000097</a>	Wireless - Ruckus - Vendor A	2	\$42,308.75

**ADD FRN**   EDIT FRN   REMOVE FRN

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



Show Help

BACK   DISCARD FORM

SAVE & SHARE   REVIEW FCC FORM 471

# Funding Request Key Information

## Funding Request Key Information

Please enter a Funding Request Nickname here ? \*

Structured Cabling - Gator Networking ←

Provide a descriptive nickname for each funding request.

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

YES NO ✓ ←

Likely “No” for C2 requests unless it’s for maintenance or leased equipment.

## Copy FRN

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

COPY FRN ←

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

## Service Type

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

Internal Connections ←

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

# Contract vs. MTM

---

## FRN Contract

How are the services for this FRN being purchased?

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

CONTRACT ✓

TARIFF

MONTH-TO-MONTH

Select "Contract" for all Category 2 funding requests.



# Linking to a Contract

## ▼ Associate a Contract

### Search by Creating Organization BEN

Please note that BEN is a required field and you can use other search fields to narrow down your result.

### Search by Contract ID

### Search by Nickname (All or Partial)

### Search by Contract No.

Enter search parameter and then click “Search” to see all your contracts already entered in EPC.

<input type="checkbox"/>	Contract ID	Contract Number	Nickname	Award Date ↓	Creating Organization BEN
<input type="checkbox"/>	6765		2020 - Wireless - Ruckus - Integra1	2/5/2020	108
<input checked="" type="checkbox"/>	6767		2020 - Cabling - Gator	2/2/2020	108

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 - 2020 - Cabling - Gator

<b>Contract Number</b>	<b>Account Number</b>
<b>Establishing FCC Form 470</b> #200000123	<b>Service Provider</b> FCC Service Provider Organization 2 (SPIN: 14020002)
<b>Award Date</b> 2/2/2020	<b>Includes Voluntary Extensions?</b> No
<b>Expiration Date (All Extensions)</b>	<b>Remaining Voluntary Extensions</b>
	<b>Total Remaining Contract Length</b>

## Pricing Confidentiality

There is no rule, statute, 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. Make sure this information is accurate. If it is not, create a new Contract Record with the accurate information (there's no way to edit a Contract Record).

# Entering Service Start and Contract Expiration Dates

## Contract Information (Additional)

What is the service start date? ? \*

Enter the date when services will start for this Funding Year

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

### Service Start Date:

The system will automatically enter 7/1/2020 as SSD.

Note: You are permitted to purchase equipment as early as 4/1/2020, but still must list 7/1/2020 for the SSD

### Contract Expiration Date:

You will need enter the CED for this contract, which is likely 9/30/2021 for Category 2 equipment contracts.

# FRN Narrative Box

## Narrative

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

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

Provide a brief narrative explanation of your requested equipment/service to describe it to PIA. Something like, “FRN is for structured cabling for the Plainfield Elementary School. Vendor will provide fiber cabling from wireless access points back to closest network closet. This is a flat-rate contract, with all cabling and components costs included with the above service.”

# Adding an FRN Line Item

## Funding Requests

[>> View Category Two Budget Information](#)

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

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Item	
<input type="checkbox"/>	<a href="#">2099000099</a>	Structured Cabling - Gator Networking	0	
<input type="checkbox"/>	<a href="#">2099000098</a>	Switches - Aruba - Vendor BBB	1	\$20,655.00
<input type="checkbox"/>	<a href="#">2099000097</a>	Wireless - Ruckus - Vendor A	2	\$42,308.75

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

**ADD FRN**   **EDIT FRN**   **REMOVE FRN**

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

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

# Adding FRN Line Item

<input type="checkbox"/>	FRN Line Item Number	Type of Internal Connection	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
You haven't created any FRN Line Items yet. Click the 'Add New FRN Line Item' button to start creating your first FRN Line Item.						
			<b>ADD NEW FRN LINE ITEM</b>	REMOVE FRN LINE ITEM	BULK UPLOAD	



Select "Add New FRN Line Item."

# Adding a Line Item – Type of Product

Type of Internal Connection ? \*

Cabling/Connectors

Type of Product \*

Cabling

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	License
Transceiver	Transceiver
Module	Module

# Listing Make/Model Number

---

**Make \***

Other ▼

**Enter the Make \***

Gator Networking

**Model \***

Structured Cabling

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

---

Installation Included in Price?

YES ✓

NO

Lease or Non-Purchase Agreement?

YES

NO ✓

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

# Identifying Recipients of Equipment for this Line Item

Is every entity for this organization receiving service?

YES

NO ✓

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

<input type="checkbox"/>	BEN	BEN Name
<input checked="" type="checkbox"/>	109	Plainfield Elementary School
<input type="checkbox"/>	110	Jacksonville Jr/Sr High School

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

ADD

# Are Costs Shared?

### Selected Entities

<input type="checkbox"/>	BEN	BEN Name
<input type="checkbox"/>	109	Plainfield Elementary School

Are the costs shared equally among all of the entities?

YES ✓  NO

If FRN Line Item is for a single-site, answer Yes.

If FRN Line Item is for multiple buildings, general 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

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
109	Plainfield Elementary School		\$7,500.00

## FCC Form 471 Help

[Show Help](#)

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

## FRN Line Item Page

## Adding an Additional FRN Line Item

<input type="checkbox"/>	FRN Line Item Number ↓	Type of Internal Connection	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	2099000099.001	Cabling/Connectors	Cabling	0	1	\$7,500.00

**FCC Form 471 Help**  
Show Help

If you have more line items for this FRN, click [here](#) to add an additional FRN Line Item.

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

# Main FRN Page – Review FRN Calculations

## Funding Requests

[>> View Category Two Budget Information](#)

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

<input type="checkbox"/>	FRN ↓	Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	<a href="#">2099000099</a>	Structured Cabling - Gator Networking	1	\$6,375.00
<input type="checkbox"/>	<a href="#">2099000098</a>	Switches - Aruba - Vendor BBB	1	\$20,655.00
<input type="checkbox"/>	<a href="#">2099000097</a>	Wireless - Ruckus - Vendor A	2	\$42,308.75

**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 (shown in red), and then select “**Edit FRN.**”

# Finished Adding FRNs?

## Funding Requests

[>> View Category Two Budget Information](#)

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

<input type="checkbox"/>	FRN ↓	Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	<a href="#">2099000099</a>	Structured Cabling - Gator Networking	1	\$6,375.00
<input type="checkbox"/>	<a href="#">2099000098</a>	Switches - Aruba - Vendor BBB	1	\$20,655.00
<input type="checkbox"/>	<a href="#">2099000097</a>	Wireless - Ruckus - Vendor A	2	\$42,308.75

ADD FRN

EDIT FRN

REMOVE FRN

## FCC Form 471 Help

Show Help

BACK

DISCARD FORM

SAVE & SHARE

REVIEW FCC FORM 471

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



# Creating the Draft Form PDF

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The next step is that EPC will create a PDF of your draft form. Once this is completed, EPC will assign you a task with the options to download the PDF and either send for certification or continue to certification. This task may take some time to be assigned to you. Do you wish to proceed?

NO

YES

Select “Yes” you wish to proceed, 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, and the Task will appear. Click on the link.

News **Tasks (1)** Records Reports Actions

Appian

Training  
Universal Service  
Administrative Co.

Assigned to Me >  
Sent by Me  
Starred ★

Click here to send a task...

→ Me  
**Review PDF for FCC Form 471 - #201000083 - Category 2 Form 471 FY 20XX**  
A moment ago ☆

# Reviewing the Draft 471

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

## Download Document Link

[USAC FCC FORM 471 APPLICATION 201000083 DRAFT](#)

To review the Draft PDF, click on this link.

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

## FCC Form 471 Help

Show Help

EDIT FORM

SEND FOR CERTIFICATION

CONTINUE TO CERTIFICATION

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 then click “Continue to Certification.”

Warning: do NOT click “send for certification”

# 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	\$81,575.00
Total funding commitment request amount	\$69,338.75
Total applicant non-discount share of the total funding year pre-discount eligible amount	\$12,236.25
Total budgeted amount allocated to resource rate support	\$860,000.00
Total amount necessary for the applicant to pay the non-discount share of eligible and any ineligible amounts	\$872,236.25
Are you receiving any of the funds directly from a service provider listed on any of the FCC Forms 471 filed by this Billed Entity for this funding year?	No <input type="radio"/> Always select "No." <input type="radio"/>
Has a service provider listed on any of the FCC Forms 471 filed by this Billed Entity for this funding year assisted you in locating funds needed to pay your non-discounted share?	No <input type="radio"/> Always select "No." <input type="radio"/>

Enter the amount you're spending on technology for FY 2020, less any E-rate eligible costs. Don't enter "\$0."

# Certification Page

---

- I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the schools and libraries support mechanism are subject to suspension and debarment from the program. I will institute reasonable measures to be informed, and will notify USAC should I be informed or become aware that I or any of the entities listed on this application, or any person associated in any way with my entity and/or the entities listed on this application, is convicted of a criminal violation or held civilly liable for acts arising from their participation in the schools and libraries support mechanism.
- I certify that if any of the Funding Requests on this FCC Form 471 are for discounts for products or services that contain both eligible and ineligible components, that I have allocated the eligible and ineligible components as required by the Commission's rules at 47 C.F.R. § 54.504.
- I certify that the non-discount portion of the costs for eligible services will not be paid by the service provider. The pre-discount costs of eligible services featured on this FCC Form 471 are net of any rebates or discounts offered by the service provider. I acknowledge that, for the purpose of this rule, the provision, by the provider of a supported service, of free services or products unrelated to the supported service or product will be considered a rebate of some or all of the cost of the supported services.

## FCC Form 471 Help

Show Help

BACK

CERTIFY



Check all boxes and “Certify” to submit the form to USAC.

# Confirmation Page

---

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

You have successfully filed FCC Form 471 #201000083 for FY 2020

## Certification Date

2/9/2020 1:40 PM EST

## Authorized Person

**Name** School District 4 User 1

**Title** Administrator

**Employer** THE BEST SCHOOL DISTRICT - (PARENT ENTITY)

**Address** 100 Main Street  
Springfield, PA 19064

**Phone** 555-555-5444

**Email** school.district4.user1@mailinator.com

Please [click here](#) to access your certified FCC Form 471 PDF

# To Print a Final Copy of Your Form 471

▼ FCC Forms and Post-Commitment Requests

FCC Forms Status  All  
 Post-Commitment Requests  Incomplete  
 Certified  
 Committed

Form Type  ←

Funding Year  ←

Application Number	Nickname	Funding Year	Status	Certified Date
<a href="#">201000081</a>	Category 1 Form 471 - FY 20XX	2020	Certified	2/9/2020 9:25 AM EST
<a href="#">201000083</a>	Category 2 Form 471 FY 20XX	2020	Certified	2/9/2020 1:40 PM EST

On your EPC Landing Page, scroll to the bottom under FCC Forms. Select “Form 471” and “Certified” to see a list of your FY 2020 certified 471s. Click on the **blue** Form 471 Application Number.



# Printing a Final Copy of Your Form 471

## Application Information

<b>Nickname</b>	Category 2 Form 471 FY 20XX	<b>Created Date</b>	2/9/2020 10:30 AM EST
<b>Application Number</b>	201000083	<b>Created By</b>	School District 4 User 1
<b>Funding Year</b>	2020	<b>Certified Date</b>	2/9/2020 1:40 PM EST
<b>Window Status</b>	In-Window	<b>Certified By</b>	School District 4 User 1
<b>Category of Service</b>	Category 2	<b>Last Modified Date</b>	2/9/2020 1:40 PM EST
		<b>Last Modified By</b>	School District 4 User 1

## Billed Entity Information

THE BEST SCHOOL DISTRICT - (PARENT ENTITY)  
100 Main Street  
Apt 2  
Springfield, PA 19064  
555-555-5555  
school.district4.user1@mailinator.com

Billed Entity Number: 108  
FCC Registration N  
Applicant Type: Sch

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

## Consultant Information

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

## Contact Information

<b>Name</b>	School District 4 User 1	<b>Phone Number</b>	555-555-5444
<b>Email</b>	school.district4.user1@mailinator.com		

## Holiday / Summer Contact Information

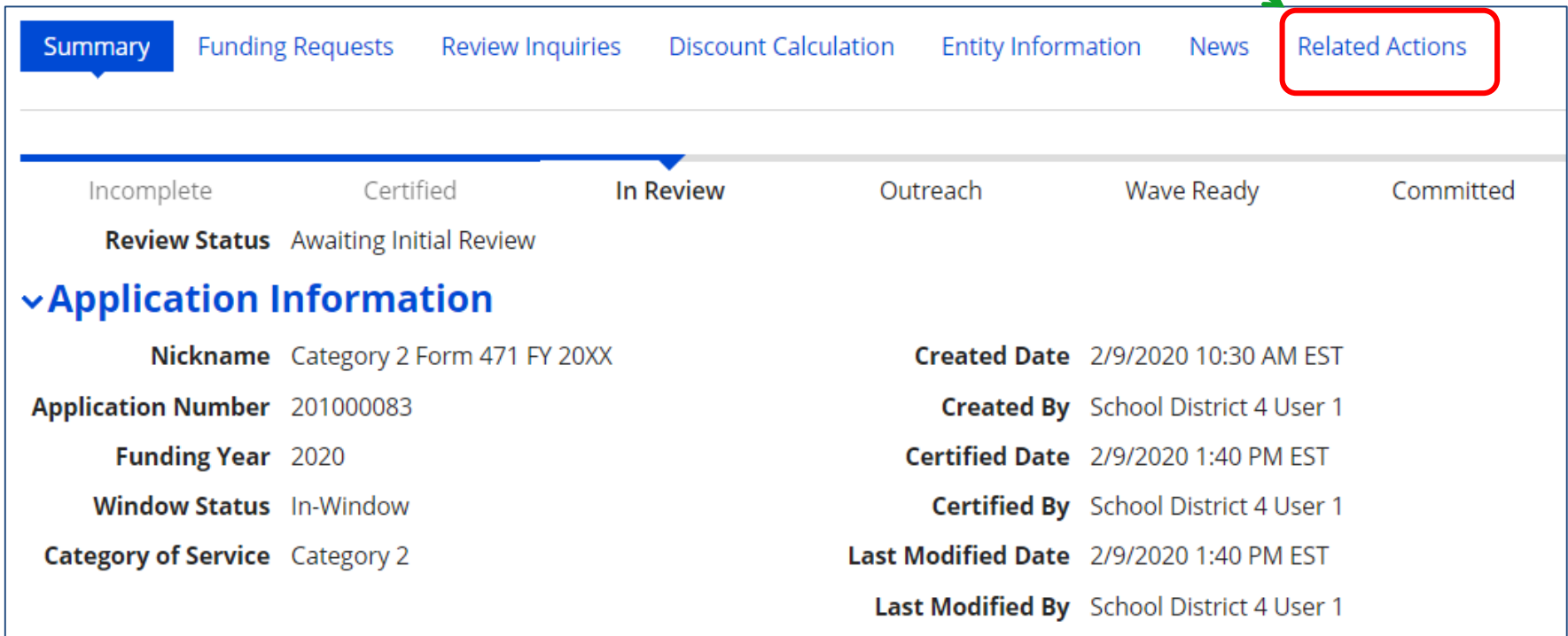
There is no Holiday / Summer Contact Information for this FCC Form 471.

## FCC Form 471 Generated Documents

FCC Form 471 Version	Description
<a href="#">Original Version</a>	This document contains information that was submitted to USAC upon certification of the FCC Form 471.

# To Submit a 471 Correction/Change

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



The screenshot displays the EPC application interface. At the top, there is a navigation bar with several tabs: Summary, Funding Requests, Review Inquiries, Discount Calculation, Entity Information, News, and Related Actions. The 'Related Actions' tab is highlighted with a red box, and a green arrow points to it from the text box above. Below the navigation bar, there is a section for 'Review Status' with a dropdown menu currently set to 'In Review'. Other status options include Incomplete, Certified, Outreach, Wave Ready, and Committed. The 'Review Status' is currently 'Awaiting Initial Review'. Below this, there is a section for 'Application Information' with a dropdown arrow. The application details are as follows:



<b>Nickname</b>	Category 2 Form 471 FY 20XX	<b>Created Date</b>	2/9/2020 10:30 AM EST
<b>Application Number</b>	201000083	<b>Created By</b>	School District 4 User 1
<b>Funding Year</b>	2020	<b>Certified Date</b>	2/9/2020 1:40 PM EST
<b>Window Status</b>	In-Window	<b>Certified By</b>	School District 4 User 1
<b>Category of Service</b>	Category 2	<b>Last Modified Date</b>	2/9/2020 1:40 PM EST
		<b>Last Modified By</b>	School District 4 User 1

# To Submit a 471 Correction/Change

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Then “Submit Modification Request (RAL).”

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

-  **Respond to Inquiries**  
Answer Reviewer Questions.
-  **Submit Modification Request (RAL)**  
Submit a RAL Modification Request for this Application