

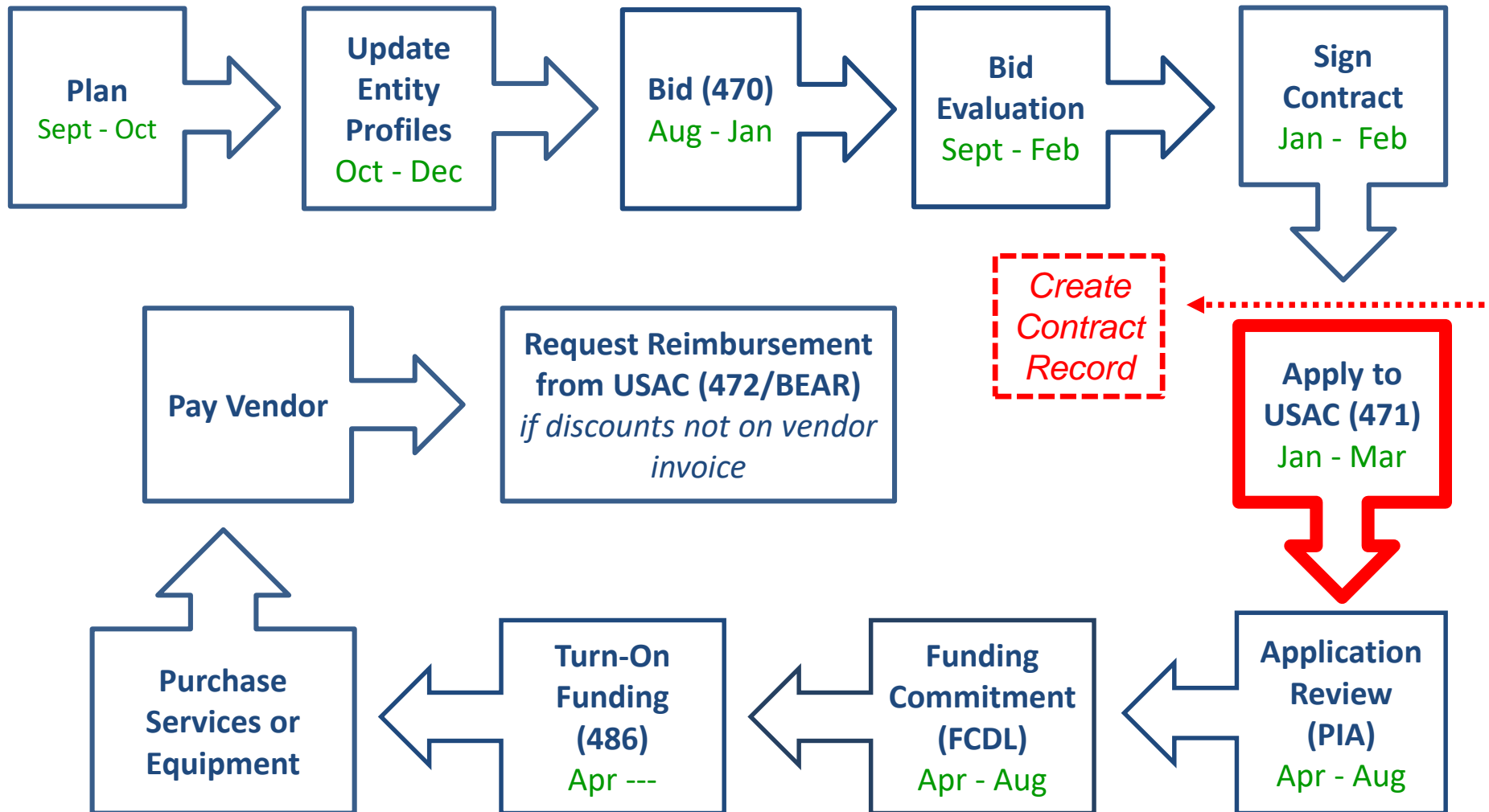
# E-rate Form 471 Category 1 Filing Guide FY 2020

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PA E-rate Coordinator  
for the Pennsylvania Department of Education  
February 2020

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



# What's New for FY 2020?

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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

# Lessons Learned from FY 2019

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- Create FRNs by individual circuit cost and then quantity (#) of circuits
- List taxes/surcharges as separate FRN Line Item
  - These can be a quantity of 1
- If you missed the Admin Window to update enrollment/NSLP data
  - After filing the Form 471, immediately submit RAL Modification to indicate accurate data
  - PIA will review this request during application review
- Answering Category 1 ‘Yes/No’ Questions
  - Answer 2nd Question first (is this for a WAN?)
  - If the answer to the 2nd Question is Yes, then the answer to 1st question is No
    - Internet FRNs should almost always answer No/Yes

# Before Starting Your Form 471...

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- Do you have a signed vendor contract?
  - Any multi-year service arrangement must be in a contract document signed by the applicant prior to submitting the Form 471
- Have you created Contract Records 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 Guide
  - Don't create a new Contract Record for existing contracts
- Are you exercising a contract extension?
  - Extension must be authorized in original contract
  - Contract extension must be 'signed' by applicant prior to submitting the Form 471
  - Follow procedure set forth in contract for exercising renewal option
  - Don't create new contract record for extension
- Do you have the contract or invoice by building in front of you?
- If you've answered YES to all these questions, then you're ready to file a Form 471!

# Starting a Form 471 From Your EPC Landing Page

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



The screenshot displays the EPC Landing Page interface. At the top, there is a blue navigation bar with tabs for 'News', 'Tasks (1)', 'Records', 'Reports', and 'Actions'. A user profile icon and the 'Appian' logo are visible in the top right corner. Below the navigation bar, the page is titled 'My Landing Page'. On the left side, there is a logo for 'Universal Service Administrative Co.' with the text 'Training' above it. On the right side, there is a horizontal menu of links: 'Funding Request Report', 'FCC Form 470', 'FCC Form 471', 'FCC Form 486', 'Appeal', 'FCC Form 500', 'SPIN Change', 'Service Substitution', 'Hurricane Impact Designation', 'Manage Users', 'Manage Organizations', 'USAC Website', 'Contact Us', and 'Help'. The 'FCC Form 471' link is circled in red, and a red arrow points to it from the top right of the page. Below the menu, there is a welcome message: 'Welcome, PAS BEST SCHOOL DISTRICT - (PARENT ENTITY)!'

# Application Nickname

> 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 1 Form 471 - FY 20XX

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

# 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 other than the person completing the 471 should receive the e-mail correspondence about this application, select “No” and then select one of the other “Users” in your EPC account. (Your Account Administrator can add additional Users and they will appear as available after the new User has logged in and accepted the T/C’s.)



# Selecting Category 1 or Category 2

Basic Information      Entity Information      Funding Requests      Certify

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

## Category of Service

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

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

**CATEGORY 1 ✓**

- 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 1 services.

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

# District Entity Information

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
<a href="#">THE BEST SCHOOL DISTRICT - (PARENT ENTITY)</a>	108	Urban	12335	N/A		Public School District	None

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

[BACK](#)   [DISCARD FORM](#)      [SAVE & SHARE](#)   [SAVE & CONTINUE](#)

Nothing to do on this page. It 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 Form 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*
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

# Funding Requests Examples

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## Shortcuts...

1) Cable Internet FRN example – slide 16

MTM service

Coaxial Cable Internet FRN

2) Internet w/Fiber Transport FRN example – slide 40

Contracted service

Internet Access via Fiber FRN

3) Lit Fiber WAN FRN example – slide 64

Contracted service

Lit Fiber WAN FRN

4) Copy FRN Feature – slide 110

Copy FRN Feature



# Example 1:

## Coaxial Cable Internet FRN

(month-to-month service)

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# FRN Example 1: Coaxial Cable Internet

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- **Assumptions:**
  - MTM service (not under contract)
    - Note MTM services must have a FY 2020 Form 470
      - \*\* *Unless using the Commercially Available Bundled Internet Option (CABIO)*
  - Coaxial Cable Internet Service
  - 1 circuit
    - \$149.00/month
  - 100 Mbps download/20 Mbps upload

\*\* The **CABIO** option doesn't require a Form 470, but service must be found on vendor's website as commercially available, cost \$3,600 or less annually per individual school or library and provide bandwidth speeds of at least 100 Mbps downstream and 10 Mbps upstream. If using this option, select NO.

# 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

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

# Funding Request Key Information

**Funding Request Key Information**

Please enter a Funding Request Nickname here ⓘ\*

Cable Internet Service - Comcast ← 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 FY 2019.

**Copy FRN**

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

**COPY FRN** ← *Optional: Use this feature to copy previous FRN filed in EPC for same/similar service. Then search by 471 or FRN number to copy data from last year. (See slide 112)*

**Service Type**

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

Data Transmission and/or Internet Access ← The only choice is: “Data Transmission and/or Internet Access.”

Note: We are continuing as if the Copy FRN feature was NOT used

## 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 either “Contract” or “Month-to-Month.” Don’t select “Tariff.”  
The FRN in this example is for MTM service.

# Bidding Information

## Establishing FCC Form 470

How many bids were received? \*

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

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

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

 YES  NO

Select "Yes" (unless you are using the 'Commercially Available Bundled Internet' Option \*\*).

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

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

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

## Search FCC Forms 470

Search by FCC Form 470 Number

Search by BEN

Don't enter a 470 # -- simply click "Search" using the pre-filled BEN to find a list the Form 470's posted for your entity.

\*\* The **CABIO** option doesn't require a Form 470, but service must be found on vendor's website as commercially available, cost \$3,600 or less annually per individual school or library and provide bandwidth speeds of at least 100 Mbps downstream and 10 Mbps upstream. If using this option, select NO.

# Selecting the Form 470

Search by BEN

108

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

CLEAR FILTERS SEARCH

<input type="checkbox"/>	FCC Form 470 Number	Nickname	Funding Year ↓	BEN	BEN Name	Allowable Contract Date	Service Type
<input type="checkbox"/>	200000181	FY 2020 - Category 2 - Wireless	2020	108	THE BEST SCHOOL DISTRICT - (PARENT ENTITY)	1/9/2020	Internal Connections
<input type="checkbox"/>	200000171	FY 2020 - C2 Wireless	2020	108	THE BEST SCHOOL DISTRICT - (PARENT ENTITY)	1/8/2020	Internal Connections
<input checked="" type="checkbox"/>	200000145	FY 2020 - Form 470 - Category 1	2020	108	THE BEST SCHOOL DISTRICT - (PARENT ENTITY)	12/17/2019	Data Transmission and/or Internet Access

**Remember: Because this is a MTM FRN, you must select a Form 470 # that was posted for FY 2020 because MTM services must be bid each year.**

# Acct # and Service Provider

**Service Provider**

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

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

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

Use the search tool below to find the establishing ser

**Search Service Providers**

Search by SPIN  Search by Name (Full or Partial)

Then select the correct Service Provider from the list.

<input checked="" type="checkbox"/>	SPIN	Name	Doing Business As	State
<input checked="" type="checkbox"/>	14010001	USAC Service Provider Organization 1		VA

# Entering Service Start and End Dates

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

## Dates

What is the service start date? ? \*

Enter the date when services will start for this Funding Year

When will the services end? \*

### Service Start Date

Enter the date the services will begin in THIS funding year. Service Start Dates will almost always be 7/1/2020 (this will be pre-populated for you).

### Service End Date

Enter the date services will end within THIS funding year, which is generally 6/30/2021 (the last date of the funding year).



# Pricing Confidentiality

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

## Pricing Confidentiality

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

 YES NO ✓

Always answer “No.”

# Fiber Questions

## Fiber Request Key Information

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

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

If any of the above apply, select "Yes" below.

Select "No" if you are only seeking support for the monthly recurring costs for either a leased lit fiber service or a leased dark fiber service (i.e., recurring payments on a dark fiber lease or IRU), or a wireless service.

### Notes:

- If you are seeking support for both the Special Construction, Maintenance and Operation, and/or Network Equipment as well as support for recurring costs associated with leased lit fiber, a dark fiber lease/IRU, or a wireless service then you create multiple FRNs. In each case, you will select a different answer to the Yes/No question based the specific services that are included in that FRN.
- If you select "Yes" below, you should create separate FRNs for special construction charges, maintenance and operations (M&O) charges, and Network Equipment charges. If charges for M&O and Network Equipment are bundled pursuant to a single contract for those products/services, you may use the Network Equipment/M&O FRN option.

 YES

 NO ✓



This FRN is for a coaxial cable Internet service, so the answer is “No.” Unfortunately, the Form 471 does not yet know this is for a cable Internet service, so it doesn’t know to skip this question.

# 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 coaxial cable Internet service.



Provide a brief narrative explanation of the FRN to enable your PIA reviewer to understand the services you are requesting.  
Hint: No need to provide too much information here.

# Adding FRN Line Items - Required

Click on the newly created FRN Number to add FRN Line Items!

Notice there are 0 FRN Line Items thus far. The FRN is not complete until there is at least 1 FRN Line Item. Click on the FRN number to create 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="#">2099000093</a>	Cable Internet Service - Comcast	0	

ADD FRN    EDIT FRN    REMOVE FRN

This is the Main FRN Page. The next step is to add at least one FRN Line Item which will provide details about the service, costs and recipients of service.

Click on the **blue** FRN number which is a hyperlink (not the check box) to add an FRN Line Item.

# Adding FRN Line Item

<input type="checkbox"/>	FRN Line Item Number	↓	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
You haven't created any FRN Line Items yet. Click the 'Add New FRN Line Item' button to start creating your first FRN Line Item.							
					<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.”

# Selecting the Purpose

Internet WITH  
transport

District WAN  
connections

Transport from  
district to ISP

Internet  
WITHOUT  
transport

## Purpose ?\*

- Internet access service that includes a connection from any applicant site directly to the Internet Service Provider
- Data Connection between two or more sites entirely within the applicant's network
- Data connection(s) for an applicant's hub site to an Internet Service Provider or state/regional network where Internet access service is billed separately
- Internet access service with no circuit (data circuit to ISP state/regional network is billed separately)

Select the **“Purpose”** that best matches your funding request. For **Coaxial Cable Internet Service** (and most Internet Access services), select the first bullet.

# Selecting the Function

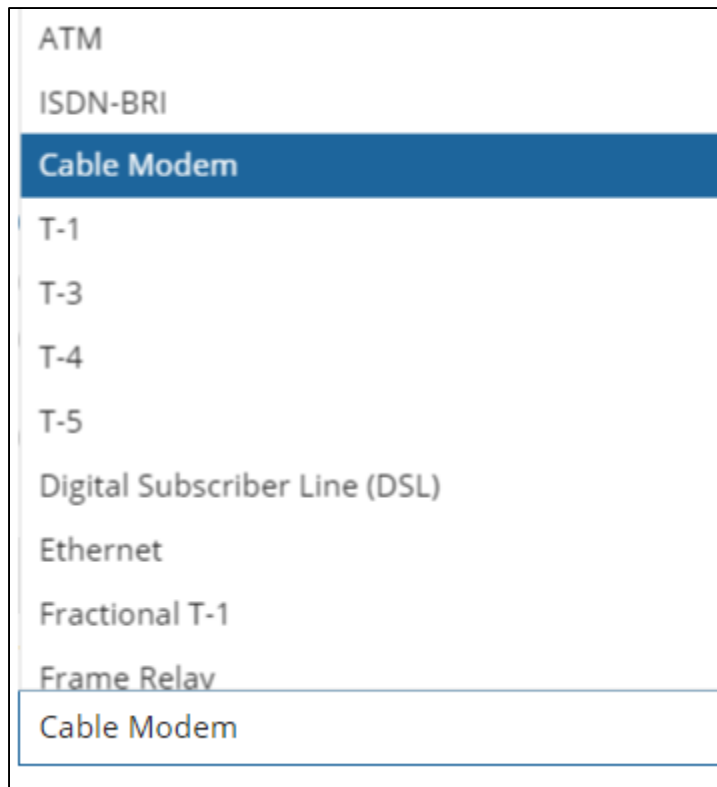
Then select the “Function” (method of transport) from the drop-down menu (coaxial cable internet would be ‘Copper’).

Function ? *
Copper
<i>Please select a value</i>
Fiber
<b>Copper</b>
Wireless
Other
Miscellaneous

# Selecting the Type of Connection

Then select the  
**“Type of  
Connection”** from  
the drop-down  
menu.

Note: Available  
options will change,  
depending on what  
was selected for the  
Function.





# Bandwidth Speeds

Indicate the bandwidth download and upload speeds, and the units used (Mbps or Gbps).

*Note: Coaxial Cable Internet Service will likely have different download and upload speeds.*

<b>Bandwidth Download Speed *</b>	<input type="text" value="100.000"/>	<b>Burstable Bandwidth?</b> <input type="button" value="YES"/> <input checked="" type="button" value="NO ✓"/> ↑ <i>Answer whether the service is burstable. (Answer "No" for cable modem service).</i>
<b>Bandwidth Download Units *</b>	<input type="text" value="Mbps"/>	
<b>Bandwidth Upload Speed *</b>	<input type="text" value="20.000"/>	
<b>Bandwidth Upload Units *</b>	<input type="text" value="Mbps"/>	

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

# Yes/No Connection Questions

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

<p><b>Is this a direct connection to a single school, library or a NIF for Internet access? ⓘ *</b></p> <p>Note: If the request is for direct connections, you will be required to allocate the total number of lines (monthly quantity) among the recipients listed for this line item.</p> <p><input checked="" type="checkbox"/> YES ✓ <input type="checkbox"/> NO</p> <p><b>Is this a connection between eligible schools, libraries and NIFs (i.e., a connection that provides a “Wide area network”)? ⓘ *</b></p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO ✓</p>	<p><b>Does this include firewall services? *</b></p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO ✓</p> <div data-bbox="1043 892 1516 1163" style="border: 1px solid black; padding: 5px;"><p><i>Answer whether the service includes firewall services. (Answer “No” if you’re unsure).</i></p></div>
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# Entering Monthly Costs for this FRN Line Item

Use the total unit monthly cost for one line and any ineligible monthly costs.

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

Monthly Cost		
Monthly Recurring Unit Cost		\$149.00
Monthly Recurring Unit Ineligible Costs		\$0.00
Monthly Recurring Unit Eligible Costs		= \$149.00
Monthly Quantity		1
		= \$149.00
Months of Service		x 12
Total Eligible Recurring Costs		= \$1,788.00

*System will subtract ineligible from total to determine eligible.*

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

*System has calculated # of months based on the service start and service end dates listed on a prior screen*

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

Summary		
Total Eligible Recurring Costs		\$1,788.00
Total Eligible One-time Costs		+ \$0.00
Pre-Discout Extended Eligible Line Item Cost		= \$1,788.00

# Identifying Recipients of Service for this Line Item

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

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

## Manage Recipients of Service

Is every entity for this organization receiving service?

YES ✓

NO

## Selected Entities

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

# Confirming Recipients of Service for this Line Item

This page confirms Recipients of Service.

If you need to make a change, click on Manage Recipients of Service.

If no changes, click Continue to return to the FRN Line Items Page.

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

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[MANAGE RECIPIENTS OF SERVICE](#)

[FCC Form 471 Help](#)

[Show Help](#)

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

# FRN Line Item Page

<input type="checkbox"/>	FRN Line Item Number	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	2099000093.001	Copper	Cable Modem	1	0	\$1,788.00

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

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.

If you have no more FRN Line Items/Costs for this FRN, click “[Continue](#)” to return to the main FRN page.

# Main FRN Page

As you can see, 1 FRN was created, with 1 FRN Line Item.  
Click "Add FRN" to start a second FRN, or "Review FCC Form 471" if you are finished with the application.

## 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 Li	
<input type="checkbox"/>	2099000093	Cable Internet Service - Comcast	1	\$1,609.20

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.



## FCC Form 471 Help

Show Help

Note: To edit the FRN information or remove the FRN entirely, check the appropriate box beside the FRN number.

To modify the FRN Line Item data, click on the FRN number to return to the FRN Line Item page.

# Example 2: Internet Access Bundled with Fiber Transport (contracted service)

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# FRN Example 2: Internet Access

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- Assumptions:
  - 2-year contract, with one, 1-year extension
    - Signed in 2020
    - Expiration of initial term is 6/30/2022
  - 1 FRN line item
  - Internet bundled with fiber transport
  - 1 GB of Internet
  - Costs:
    - Monthly invoice (MRC) - \$850
    - 1-time \$500 connection fee

# 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"/>	<a href="#">2099000093</a>	Cable Internet Service - Comcast	1	\$1,609.20

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



Click “Add FRN” to add an additional Category 1 FRN and start the data-entry process for the Key Details of the FRN.

# Funding Request Key Information

**Funding Request Key Information**

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

 ←

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

←

**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.

←

**Service Type**

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

 ←

Provide a descriptive nickname for the funding request.

*Optional:* If you requested this service last year and the contract is continuing for FY 2020, you may select “Yes” and supply the FRN from FY 2019 year. If not, select “No.”

Use this option to copy previous FRN filed in EPC for same/similar service. See slide 112 for details.

The only choice is: “Data Transmission and/or Internet Access.”

# 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 either “Contract” or “Month-to-Month” (don’t select “Tariff”).  
The FRN in this example is for a **contract** service.

# 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 Nickname (All or Partial)

### Search by Contract No.

### Search by Contract ID

CLEAR FILTERS

SEARCH

<input type="checkbox"/>	Contract ID	Contract Number	Nickname	Award Date ↓	Creating Organization BEN
<input checked="" 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.

# 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  
Enter the date the services will begin in THIS funding year. Service Start Dates will almost always be 07/01/2020 (this will be pre-populated for you).

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

# Special Fiber Questions

## Fiber Request Key Information

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

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

If any of the above apply, select "Yes" below.

Select "No" if you are only seeking support for the monthly recurring costs for either a leased lit fiber service or a leased dark fiber service (i.e., recurring payments on a dark fiber lease or IRU), or a wireless service.

### Notes:

- If you are seeking support for both the Special Construction, Maintenance and Operation, and/or Network Equipment as well as support for recurring costs associated with leased lit fiber, a dark fiber lease/IRU, or a wireless service then you create multiple FRNs. In each case, you will select a different answer to the Yes/No question based the specific services that are included in that FRN.
- If you select "Yes" below, you should create separate FRNs for special construction charges, maintenance and operations (M&O) charges, and Network Equipment charges. If charges for M&O and Network Equipment are bundled pursuant to a single contract for those products/services, you may use the Network Equipment/M&O FRN option.

YES  NO ✓



This FRN is for Internet Access service, so the answer is likely “No” but the vendor requires network build-out to bring Internet to your location, the answer could be Yes.



# FRN Narrative Box

## Narrative

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

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



Provide a brief narrative explanation of the FRN to enable your PIA reviewer to understand the services you are requesting.  
Hint: No need to provide too much information here.  
Something simple like “1 GB of Internet delivered via fiber” is fine.

# Adding an FRN Line Item

This is the Main FRN Page, now showing the Internet Access request just created. The next step is to add at least one FRN Line Item which will provide details about the service, costs and recipients of service.

Click the blue FRN number (a hyperlink) to add an FRN Line Item. (Don't check the box beside the FRN number).

## Funding Requests

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

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

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	<a href="#">2099000094</a>	Internet via Fiber - Zito	0	
<input type="checkbox"/>	<a href="#">2099000093</a>	Cable Internet Service - Comcast	1	\$1,609.20

# Adding FRN Line Item

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

Select “Add New FRN Line Item” to begin building your FRN.

# Selecting the Purpose

Internet WITH transport

District WAN connections

Transport from district to ISP

Internet WITHOUT transport

**Purpose** ⓘ\*

- Internet access service that includes a connection from any applicant site directly to the Internet Service Provider
- Data Connection between two or more sites entirely within the applicant's network
- Data connection(s) for an applicant's hub site to an Internet Service Provider or state/regional network where Internet access service is billed separately
- Internet access service with no circuit (data circuit to ISP state/regional network is billed separately)

Select the “Purpose” that best matches your funding request. For Internet Access w/Fiber Transport (and most Internet Access services), select the first bullet.

# Selecting the Function

Then select the “**Function**” (method of transport) from the drop-down menu (bundled Internet is typically **Fiber**).

Function ? *
Fiber
<i>Please select a value</i>
<b>Fiber</b>
Copper
Wireless
Other
Miscellaneous

# Selecting the Type of Connection

Then select the “**Type of Connection**” from the drop-down menu. Scroll to the bottom and select **Ethernet** for Internet delivered via fiber.

*Note:* Available options will change, depending on what was selected for the Function.

Please select a value

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

Please select a value ▼

# Bandwidth Speeds

Indicate the bandwidth download and upload speeds, and the units used (Mbps or Gbps).

*Note:* Fiber-based Internet will have the same download and upload speeds.

Bandwidth Download Speed \*

1.000

Bandwidth Download Units \*

Gbps

Bandwidth Upload Speed \*

1.000

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

Bandwidth Upload Units \*

Gbps

Burstable Bandwidth?

YES

NO ✓

*Answer whether the service includes burstable bandwidth. (Answer "No" if you're unsure).*

# Yes/No Connection Questions

**Note:** These questions are not self-explanatory.

**Hint:** Answer 2<sup>nd</sup> Question first (is this for a WAN? Y/N).

If the answer to the 2<sup>nd</sup> Question is “No,” then the answer to 1<sup>st</sup> question is “Yes.”

Internet Access FRNs will answer as shown below:

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

Does this include firewall services? \*

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

YES ✓ NO

YES NO ✓

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

YES NO ✓

*Answer whether the service includes firewall services. (Answer “No” if you’re unsure).*



# Next Step: Listing Costs

---

- The next screen asks us to enter the costs related to this FRN Line Item.
- We will use these assumptions:
  - 1 FRN line item
  - Costs:
    - Monthly invoice (MRC) - \$850
    - 1-time \$500 connection fee
    - No ineligible costs
  - Note: Monthly quantity means # of circuits, not # of months. For Internet, the answer is almost always 1 (not 12)

# Entering Monthly Costs for this FRN Line Item

Use the total unit monthly cost for one line and any ineligible monthly costs.

If you have any one-time costs such as installation fees, list them in this column.  
 Note: small installation fees are not the same as special construction fees.

Monthly Cost	
Monthly Recurring Unit Cost	\$850.00
Monthly Recurring Unit Ineligible Costs	\$0.00
Monthly Recurring Unit Costs	= \$850.00
Months of Service	x 12
Total Eligible Recurring Costs	= \$10,200.00

System will subtract ineligible from total to determine eligible.

List the # of lines/circuits for this FRN Line Item, not the # of months. 1 is typically the quantity for Internet FRNs.

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

Summary	
Total Eligible Recurring Costs	\$10,200.00
Total Eligible One-time Costs	+ \$500.00
Pre-Discount Extended Eligible Line Item Cost	= \$10,700.00

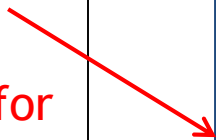
System has calculated # of months based on the service start and contract expiration dates listed on a prior screen

Total calculated Annual Pre-Discount Cost

# Identifying Recipients of Service for this Line Item

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

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



### Manage Recipients of Service

Is every entity for this organization receiving service?

YES ✓  NO

#### Selected Entities

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

# Confirming Recipients of Service for this Line Item

This page confirms Recipients of Service.

If you need to make a change, click on “Manage Recipients of Service.”

If no changes, click **Continue** to return to the FRN Line Items Page.

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

< 1 - 10 of 13 >

**MANAGE RECIPIENTS OF SERVICE**

FCC Form 471 Help  
Show Help

**BACK** **CONTINUE**

# Reviewing Line Items

<input type="checkbox"/>	FRN Line Item Number	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	2099000094.001	Fiber	Ethernet	1	1	\$10,700.00

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

BACK DISCARD FORM SAVE & SHARE **CONTINUE**

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

If you have another Internet Line Item, click [here](#). Otherwise, select **“Continue”** to return to the Main FRN page.

*Hint: Most Internet FRNs will only have 1 FRN Line Item because taxes/fees are typically not charged.*

# Main FRN Page

As you can see, 2 FRNs have been created, each with 1 FRN Line Items. Click “Add FRN” to start a third FRN, or “Review FCC Form 471” if you are finished with the application.

## 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	
<input type="checkbox"/>	<a href="#">2099000094</a>	Internet via Fiber - Zito	1	\$9,630.00
<input type="checkbox"/>	<a href="#">2099000093</a>	Cable Internet Service - Comcast	1	\$1,609.20

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](#)

Note: To edit the FRN information, check the box beside the FRN number, and click “Edit” or “Remove FRN”. To change the FRN Line Item data, click on the FRN number to return to the FRN Line Item page.

[BACK](#) [DISCARD FORM](#)

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

# Adding Another FRN

### Funding Requests

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

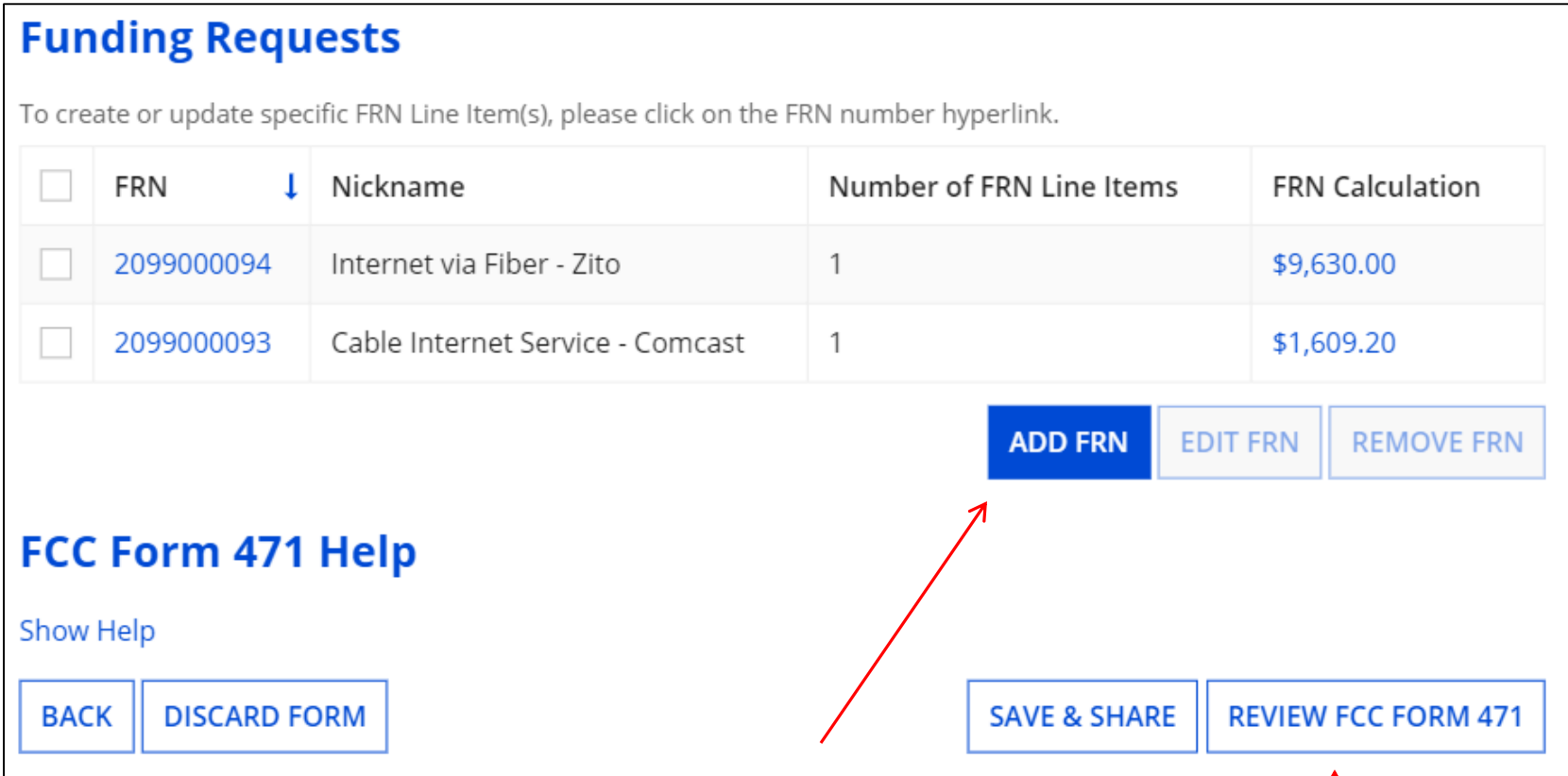
<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	<a href="#">2099000094</a>	Internet via Fiber - Zito	1	\$9,630.00
<input type="checkbox"/>	<a href="#">2099000093</a>	Cable Internet Service - Comcast	1	\$1,609.20

**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 1 FRN.  
If no additional C1 FRNs to add, click “Review FCC Form 471.”

# Example 3:

## Lit Fiber WAN

### (building to building connections)

---





# FRN Example 3: Lit Fiber WAN

---

- Assumptions:
  - Contracted service
  - 3 FRN line items:
    - 1 building @ 10 GB - \$1200/circuit
    - 13 buildings @ 1 GB - \$800/circuit
    - \$350 taxes/fees
  - Total monthly invoice - \$11,950

# Entering FRN Key Information

## Funding Request Key Information

Please enter a Funding Request Nickname here ⓘ \*

Lit Fiber WAN - Crown Castle

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 FY 2019. If not, select “No.”

Previous Year FRN Number \*

1900056523

## Copy FRN

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

COPY FRN

Use this option to copy previous FRN filed in EPC for same/similar service. See slide 111 for details.

## Service Type

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

Data Transmission and/or Internet Access

Select “Data Transmission and/or Internet Access.”

# Contract vs. MTM

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

## FRN Contract

How are the services for this FRN being purchased?

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

CONTRACT ✓

TARIFF

MONTH-TO-MONTH

Select either “Contract” or “Month-to-Month” (don’t select “Tariff”)  
Since this FRN is for contracted service, select “Contract.”

# Linking to a Contract Record

Click “Search” to see all your contracts listed.

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

## ▼ Associate a Contract

Search by Creating Organization BEN

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.**

[CLEAR FILTERS](#) [SEARCH](#)

<input type="checkbox"/>	Contract ID	Contract Number	Nickname	Award Date ↓	Creating Organization BEN
<input checked="" type="checkbox"/>	6764		2019 - Lit Fiber WAN - Crown Castle	2/1/2019	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.

*Note: all of the details related to this Contract Record will appear after the contract is selected.*

# 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

Enter the date the services will begin in THIS funding year.

Service Start Dates will almost always be 7/1/2020 (this will be pre-populated for you).

### Contract Expiration Date

You will need enter the expiration date for the current term of this contract. (Don't include any future extensions.)

# Special Fiber FRN Question

## Fiber Request Key Information

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

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

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

- a) Special Construction Charges (construction costs for any new fiber network)
- b) Maintenance and Operations Charges (ongoing M/O costs for leased dark fiber or self-provisioned fiber networks)
- c) Category 1 Network Equipment (purchase of equipment needed to make leased dark fiber or self-provisioned fiber functional)

Most applicants with existing networks will answer “No” to this question.  
The only times to answer “Yes” is when there is a 1-time, non-recurring construction charge to build the network, M/O expense or C1 network equipment.

YES

NO ✓

For this FRN, we will answer “No” because it’s an existing network.

# 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 leased lit fiber circuits from the Districts network operations center to each of the Districts school buildings. |

Provide a brief narrative explanation of the FRN to enable your PIA reviewer to understand the services you are requesting.  
Hint: No need to provide too much information here.



# Adding FRN Line Items

This is the Main FRN Page, now showing the Internet Access request just created. The next step is to add at least one FRN Line Item which will provide details about the service, costs and recipients of service.

Click the **blue** FRN number (a hyperlink) to add an FRN Line Item. (Don't check the box beside the FRN number).

**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="#">2099000095</a>	Lit Fiber WAN - Crown Castle	0	
<input type="checkbox"/>	<a href="#">2099000094</a>	Internet via Fiber - Zito	1	\$9,630.00
<input type="checkbox"/>	<a href="#">2099000093</a>	Cable Internet Service - Comcast	1	\$1,609.20

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

# Adding FRN Line Item

<input type="checkbox"/>	FRN Line Item Number ↓	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
You haven't created any FRN Line Items yet. Click the 'Add New FRN Line Item' button to start creating your first FRN Line Item.						
				<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”  
to begin building your FRN.

# Selecting the Purpose

Internet WITH  
transport

District WAN  
connections

Transport from  
district to ISP

Internet  
WITHOUT  
transport

## Purpose ⓘ \*

- Internet access service that includes a connection from any applicant site directly to the Internet Service Provider
- Data Connection between two or more sites entirely within the applicant's network
- Data connection(s) for an applicant's hub site to an Internet Service Provider or state/regional network where Internet access service is billed separately
- Internet access service with no circuit (data circuit to ISP state/regional network is billed separately)

Select the “**Purpose**” that best matches your funding request.  
For **Leased Lit Fiber** or **Leased Dark Fiber FRNs**, select the  
second bullet - ‘Data connection between 2 or more sites.’

# Selecting the Function

Then select the “**Function**” (method of transport) from the drop-down menu (this is typically **Fiber**).

Function ? *
Fiber
<i>Please select a value</i>
<b>Fiber</b>
Copper
Wireless
Other
Miscellaneous

# Selecting the Type of Connection

Then select the “**Type of Connection**” from the drop-down menu. Scroll to the bottom and select **Ethernet** for Leased Lit Fiber. Leased Dark Fiber FRNs would select the Dark Fiber option.

*Note:* Available options will change, depending on what was selected for the Function.

Please select a value

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

Please select a value ▼

# Bandwidth Speeds

Indicate the bandwidth speeds, and the units used (Mbps or Gbps).

*Note: Fiber will have the same download and upload speeds.*

<b>Bandwidth Download Speed *</b>	10.000	<b>Burstable Bandwidth?</b> <input type="button" value="YES"/> <input checked="" type="button" value="NO ✓"/>
<b>Bandwidth Download Units *</b>	Gbps	
<b>Bandwidth Upload Speed *</b>	10.000	<i>Answer whether the service includes burstable bandwidth. (Answer "No" if you're unsure).</i>
<small>Please specify the upload speed if it is different than the download speed.</small>		
<b>Bandwidth Upload Units *</b>	Gbps	

For this FRN Line Item, we are applying for a 10 GB connection to a single school.

# Yes/No Connection Questions

**Note:** These questions are not self-explanatory.

**Hint:** Answer 2<sup>nd</sup> Question first (is this for a WAN? Y/N).

If the answer to the 2<sup>nd</sup> Question is “No,” then the answer to 1<sup>st</sup> question is “Yes.”

WAN FRNs will usually answer as shown below:

<p><b>Is this a direct connection to a single school, library or a NIF for Internet access?</b> ? *</p> <p>Note: If the request is for direct connections, you will be required to allocate the total number of lines (monthly quantity) among the recipients listed for this line item.</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO ✓</p> <p><b>Is this a connection between eligible schools, libraries and NIFs (i.e., a connection that provides a “Wide area network”)?</b> ? *</p> <p><input checked="" type="checkbox"/> YES ✓ <input type="checkbox"/> NO</p>	<p><b>Does this include firewall services?</b> *</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO ✓</p> <p><i>Answer whether the service includes firewall services. (Answer “No” if you’re unsure).</i></p>
--	--

# Next Step: Entering Costs

---

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



# Entering Monthly Costs for this FRN Line Item

Use the total unit monthly cost for one line and any ineligible monthly costs.

If you have any one-time costs such as installation fees, list them in this column.  
*Note: small installation fees are not the same as special construction fees.*

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

*System will subtract ineligible from total to determine eligible.*

List the # of lines/circuits for this FRN Line Item, not the # of months. This example has 1, 10gb circuit.

*System has calculated # of months based on the service start and contract expiration dates listed on a prior screen*

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

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

*Total calculated Annual Pre-Discount Cost*

# Select the Building Receiving Service

## Manage Recipients of Service

Is every entity for this organization receiving service?

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

### All Entities

Search by BEN

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

	BEN	BEN Name	
<input type="checkbox"/>	109	Plainfield Elementary School	<div style="border: 1px solid black; padding: 5px; color: red; text-align: center;"> <p>Then select the building receiving the service from the list provided and click "Add".</p> </div> <input type="button" value="ADD"/>
<input type="checkbox"/>	110	Jacksonville Jr/Sr High School	
<input type="checkbox"/>	111	Tech Central/Maintenance NIF	
<input type="checkbox"/>	10597	Gallaudet Elementary School	
<input type="checkbox"/>			

# Confirming Recipients of Service for this Line Item

---

Recipients of Service for FRN Line Item #	
BEN	Name
109	Plainfield Elementary School

This page just summarizes which building(s) we indicated were the buildings receiving the service for this Line Item.

# Adding an Additional FRN Line Item

<input type="checkbox"/>	FRN Line Item Number	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	2099000095.001	Fiber	Ethernet	1	0	\$14,400.00

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

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

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

In this example, we will next enter an FRN Line Item for the [13, 1-GB connections](#).

# Selecting the Purpose

District  
WAN  
Connections

**Purpose** ⓘ \*

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

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

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

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

**Function** ⓘ \*

Fiber

**Type of Connection** \*

Ethernet

Select the same Purpose, Function and Type of Connection as the previous FRN Line Item:

**Purpose:** Data connection b/w 2 or more sites

**Function:** Fiber

**Type of Connection:** Ethernet

# Bandwidth Speeds

Indicate the bandwidth speeds, and the units used (Mbps or Gbps).

*Note: Fiber will have the same download and upload speeds.*

<b>Bandwidth Download Speed *</b>	<input type="text" value="1.000"/>	<b>Burstable Bandwidth?</b>
<b>Bandwidth Download Units *</b>	<input type="text" value="Gbps"/>	<input type="button" value="YES"/> <input checked="" type="button" value="NO ✓"/>
<b>Bandwidth Upload Speed *</b>	<input type="text" value="1.000"/>	
Please specify the upload speed if it is different than the download speed.		
<b>Bandwidth Upload Units *</b>	<input type="text" value="Gbps"/>	

*Answer whether the service includes burstable bandwidth. (Answer "No" if you're unsure).*

For this FRN Line Item, we are applying for 1 GB connections to 13 schools.

# Yes/No Connection Questions

**Note:** These questions are not self-explanatory.

**Hint:** Answer 2<sup>nd</sup> Question first (is this for a WAN? Y/N).

If the answer to the 2<sup>nd</sup> Question is “No,” then the answer to 1<sup>st</sup> question is “Yes.”

WAN FRNs will usually answer as shown below:

<p>Is this a direct connection to a single school, library or a NIF for Internet access? ? *</p> <p>Note: If the request is for direct connections, you will be required to allocate the total number of lines (monthly quantity) among the recipients listed for this line item.</p> <p><input type="button" value="YES"/> <input checked="" type="button" value="NO ✓"/></p>	<p>Does this include firewall services? *</p> <p><input type="button" value="YES"/> <input checked="" type="button" value="NO ✓"/></p>
<p>Is this a connection between eligible schools, libraries and NIFs (i.e., a connection that provides a “Wide area network”)? ? *</p> <p><input checked="" type="button" value="YES ✓"/> <input type="button" value="NO"/></p>	

*Answer whether the service includes firewall services. (Answer “No” if you’re unsure).*

# Entering Monthly Costs for this FRN Line Item

Use the total unit monthly cost for one line and any ineligible monthly costs.

If you have any one-time costs such as installation fees, list them in this column.  
*Note: small installation fees are not the same as special construction fees.*

Monthly Cost	One-Time Cost
Monthly Recurring Unit Cost	One-time Unit Cost
Monthly Recurring Unit Ineligible Costs	One-time Ineligible Unit Cost
Monthly Recurring Unit Costs	One-time Eligible Unit Cost
Monthly Quantity	One-time Quantity
	Total Eligible One-time Costs
<b>Summary</b>	
	Total Eligible Recurring Costs
	Total Eligible One-time Costs
	Pre-Discout Extended Eligible Line Item Cost

*System will subtract ineligible from total to determine eligible.*  
*System has calculated # of months based on the service start and contract expiration dates listed on a prior screen*

List the # of lines/circuits for this FRN Line Item, not the # of months. This example has 13, 1 GB circuits.

Total calculated Annual Pre-Discout Cost



# Select the Buildings Receiving Service

In this example, since these circuits deliver service to some but not all buildings, we select “No.”

## Manage Recipients of Service

Is every entity for this organization receiving service?

YES

NO ✓

### All Entities

Search by BEN

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

Then we select the buildings receiving the service.

<input type="checkbox"/>	BEN	BEN Name
<input type="checkbox"/>	109	Plainfield Elementary School
<input checked="" type="checkbox"/>	110	Jacksonville Jr/Sr High School
<input checked="" type="checkbox"/>	111	Tech Central/Maintenance NIF
<input checked="" type="checkbox"/>	10597	Gallaudet Elementary School
<input checked="" type="checkbox"/>	10598	Boone Middle School
<input checked="" type="checkbox"/>	10599	Franklin High School

# Confirming Recipients of Service for this Line Item

---

## Recipients of Service for FRN Line Item #:

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

# Adding an Additional FRN Line Item

<input type="checkbox"/>	FRN Line Item Number ↓	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	<a href="#">2099000095.002</a>	Fiber	Ethernet	13	0	\$124,800.00
<input type="checkbox"/>	<a href="#">2099000095.001</a>	Fiber	Ethernet	1	0	\$14,400.00

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

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

In this example, we will next enter a 3<sup>rd</sup> Line Item for the [taxes/fees](#) added by the vendor.

# Selecting a Purpose and Function

**Purpose** ⓘ \*

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

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

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

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

**Function** ⓘ \*

Miscellaneous ←

**Type of Connection** \* ←

Taxes and USF Fees

Although this Line Item is for taxes and fees, we still must select the same Purpose as the underlying circuits, but Function and Type of Connection will be different.

**Purpose:** Data connection between 2 or more sites.

**Function:** Miscellaneous


**Type of Connection:** Taxes and USF Fees

# Bandwidth: Select Same Bandwidth for Taxes

<b>Bandwidth Download Speed *</b>	<b>Burstable Bandwidth?</b>
<input type="text" value="1.000"/>	<input type="button" value="YES"/> <input checked="" type="button" value="NO ✓"/>
<b>Bandwidth Download Units *</b>	
<input type="text" value="Gbps"/>	
<b>Bandwidth Upload Speed *</b>	
<input type="text" value="1.000"/>	
Please specify the upload speed if it is different than the download speed.	
<b>Bandwidth Upload Units *</b>	
<input type="text" value="Gbps"/>	

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

# Connection Information

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

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


YES

NO ✓

Does this include firewall services? \*

YES

NO ✓

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

YES ✓

NO

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

# Add Total Taxes/Fees Per Month

Use the total monthly cost for the taxes/fees.

Monthly Cost		One-Time Cost	
Monthly Recurring Unit Cost	\$350.00	One-time Unit Cost	\$0.00
Monthly Recurring Unit Ineligible Costs	\$0.00	One-time Ineligible Unit Cost	\$0.00
Monthly Recurring Unit Eligible Costs	= \$350.00	One-time Eligible Unit Cost	= \$0.00
Monthly Quantity	1	One-time Quantity	0
Total Monthly Eligible Recurring Costs	= \$350.00	Total Eligible One-time Costs	= \$0.00
Months of Service	x 12	<b>Summary</b>	
Total Eligible Recurring Costs	= \$4,200.00	Total Eligible Recurring Costs	\$4,200.00
		Total Eligible One-time Costs	+ \$0.00
		Pre-Discout Extended Eligible Line Item Cost	= \$4,200.00

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

# Select Buildings Receiving the Service

---

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

## Manage Recipients of Service

Is every entity for this organization receiving service?

YES ✓

NO



# Reviewing FRN Line Items

<input type="checkbox"/>	FRN Line Item Number	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	<a href="#">2099000095.003</a>	Miscellaneous	Taxes and USF Fees	1	0	\$4,200.00
<input type="checkbox"/>	<a href="#">2099000095.002</a>	Fiber	Ethernet	13	0	\$124,800.00
<input type="checkbox"/>	<a href="#">2099000095.001</a>	Fiber	Ethernet	1	0	\$14,400.00

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

**FCC Form 471 Help**  
Show Help

BACK DISCARD FORM SAVE & SHARE **CONTINUE**

If you have another Line Item for this FRN, click [here](#). Otherwise, click **“Continue”** to return to the main FRN page.

# Finished Adding FRNs?

## Funding Requests

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

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	<a href="#">2099000095</a>	Lit Fiber WAN - Crown Castle	3	\$129,060.00
<input type="checkbox"/>	<a href="#">2099000094</a>	Internet via Fiber - Zito	1	\$9,630.00
<input type="checkbox"/>	<a href="#">2099000093</a>	Cable Internet Service - Comcast	1	\$1,609.20

ADD FRN

EDIT FRN

REMOVE FRN

## FCC Form 471 Help

Show Help

BACK

DISCARD FORM

Do NOT click "Save & Share"

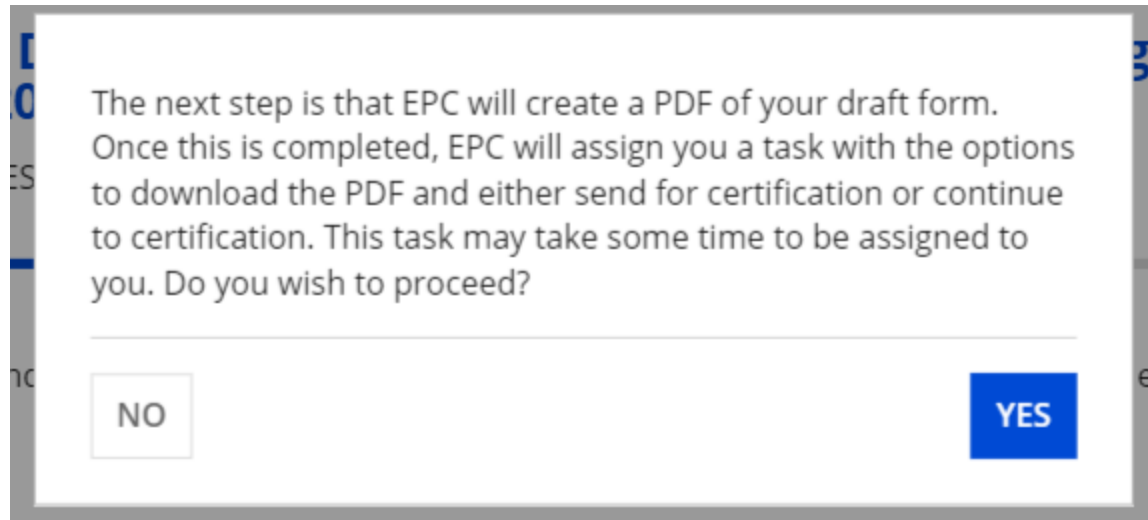
SAVE & SHARE

REVIEW FCC FORM 471

If you're finished adding FRNs, click "Review FCC Form 471."

# Creating the Draft Form PDF

---



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

Select “Yes” and in about 30 seconds, the system will send a “Task” to your EPC account as well as an e-mail notifying you that the Task has been created. The Form 471 has not yet been submitted!

# Where to See the Draft Form PDF Task

To find the PDF of your Draft Form 471, click on “Tasks” or under the “My Tasks” list on your Landing Page.



Assigned to Me >

Sent by Me

Starred ☆

STATUS

Open ✕

Click here to send a task...



→ Me

Create FCC Form 471 - 201000081 - Category 1 Form 471 - FY 20XX

19 hours ago ☆

# Reviewing the Draft 471

## THE BEST SCHOOL DISTRICT - (PARENT ENTITY) (BEN: 108) - Category 1 Form 471 - FY 20XX - Form # 201000081

Last Saved: 2/8/2020 1:26 PM EST

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

### Download Document Link

[USAC\\_FCC\\_FORM\\_471\\_APPLICATION\\_201000081\\_DRAFT](#)

To review the Draft 471 in PDF format, 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 any revisions are needed 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."

Warning: do not select "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	\$155,888.00
Total funding commitment request amount	\$140,299.20
Total applicant non-discount share of total funding	\$15,588.80
Total budgeted amount allocated to request for rate support	\$860,000.00
Total amount necessary for the applicant to pay the non-discount share of eligible and any ineligible amounts	\$875,588.80
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"/> <b>Always select "No."</b>
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"/> <b>Always select "No."</b>

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 #201000081 for FY 2020

## Certification Date

2/9/2020 9:25 AM 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](#)

## FCC Form 471 Help

[Show Help](#)

CLOSE

# 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

On your EPC Landing Page, scroll to the bottom under FCC Forms.  
Select “Form 471” & “2020” to see a list of your FY 2020 certified 471s.  
Click on the blue 471 Application Number.  
Remember: Your Form 471 will start with “20” for FY 2020.

# Printing a Final Copy of Your Form 471

Review Status Awaiting Initial Review ←

**Application Information**

Nickname Category 1 Form 471 - FY 20XX

Application Number 201000081

Funding Year 2020

Window Status In-Window

Category of Service Category 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

**Consultant Information**

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

**Contact Information**

Name School District 4 User 1

Email school.district4.user1@mailinator.com

Phone Number 555-555-5444

**Holiday / Summer Contact Information**

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

**FCC Form 471 Generated Documents**

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

Current Review Status:

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, click “Related Actions”

The screenshot displays a web application interface with a navigation bar at the top. The tabs are: Summary (active), Funding Requests, Review Inquiries, Discount Calculation, Entity Information, News, and Related Actions (highlighted with a red box). Below the navigation bar, there is a progress indicator with five stages: Incomplete, Certified, In Review (active), Outreach, and Wave Ready. Underneath, the 'Review Status' is 'Awaiting Initial Review'. A section titled 'Application Information' is expanded, showing the following details:



<b>Nickname</b>	Category 1 Form 471 - FY 20XX	<b>Created Date</b>	2/8/2020 11:10 AM EST
<b>Application Number</b>	201000081	<b>Created By</b>	School District 4 User 1
<b>Funding Year</b>	2020	<b>Certified Date</b>	2/9/2020 9:25 AM EST
<b>Window Status</b>	In-Window	<b>Certified By</b>	School District 4 User 1
<b>Category of Service</b>	Category 1	<b>Last Modified Date</b>	2/9/2020 9:25 AM EST
		<b>Last Modified By</b>	School District 4 User 1

# To Submit a 471 Correction/Change

---

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

# “Copy FRN” Feature

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# What is Copy FRN?

---

- The “Copy FRN” feature allows you to copy an FRN created on another Form 471 application (FY 2016 – FY 2020)
  - If previous FRN has been approved, the “approved” version will be copied
  - If previous FRN is still pending, the “original” version will be copied
  - Can even copy an FRN from a current year’s Form 471 that hasn’t been submitted yet
- Saves time re-entering the same information
- Can still make changes to *most* of the copied data if services/quantities/prices have changed

# When to Use “Copy FRN”

---

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



# What Data Must Be Updated When Using “Copy FRN?”

---

- Service Start Dates, Service End Dates (for MTM services), and Contract Expiration Dates will NOT update
  - You must enter the correct data
- If any schools/buildings have been added or removed from EPC, these updates will not appear in the copied FRN
  - Must click “Manage Recipients,” then deselect “Yes,” , then Select “No” and then re-select “Yes” for the system to update the list of recipients.
- Always go through the entire new FRN, including FRN Line Items, to ensure that the data is accurate
  - Accurate Services and Accurate Answers to yes/no questions
  - Accurate Funding Amounts
  - Accurate Quantity of Lines/Circuits
  - Accurate Recipients of Service

# Where to Find Copy FRN Feature

## Funding Request Key Information

Please enter a Funding Request Nickname here ⓘ \*

Lit Fiber WAN - Crown Castle

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

YES

NO ✓

## Copy FRN

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

COPY FRN

On the FRN Key Information Page, click “Copy FRN”

## Service Type

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

Data Transmission and/or Internet Access

# Copy FRN Feature

**Search for FRN**

Search by FCC Form 471: 201000081

Search by FRN Number: [ ]

**Select an FRN**

\* **Search by 471 # or FRN #, then click "search"**

<input type="checkbox"/>	FCC Form 471 ↓	FRN Number	FRN Nickname	Service Type	Service Provider Name
<input type="checkbox"/>	201000081	2099000093	Cable Internet Service - Comcast	Data Transmission and/or Internet Access	USAC Service Provider Organization 1
<input type="checkbox"/>	201000081	2099000094	Internet via Fiber - Zito	Data Transmission and/or Internet Access	USAC Service Provider Organization 2
<input checked="" type="checkbox"/>	201000081	2099000095	Lit Fiber WAN - Crown Castle	Data Transmission and/or Internet Access	USAC Service Provider Organization 3

**Then select FRN # you wish to copy**

# Copy FRN Steps

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

NO

YES

Choose “Yes.” The system will search for the FRN data. Click “Refresh” in about 10 seconds.

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

REFRESH

## FRN has been successfully copied.

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

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

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

You can now edit the copied FRN.

CONTINUE

Success! Click “Continue” to see the copied data.

# Don't Forget...

---

- Always go through the entire new FRN, including FRN Line Items, to ensure that the data is accurate
  - Accurate Contract Expiration Date
  - Accurate Services
  - Accurate Funding Amounts
  - Accurate Quantity of Lines/Circuits
  - Accurate Recipients of Service: If any schools/buildings have been added or removed from EPC, these updates will not appear in the copied FRN
    - Must click “Manage Recipients,” then deselect “Yes,” , then Select “No” and then re-select “Yes” for the system to update the list of recipients.