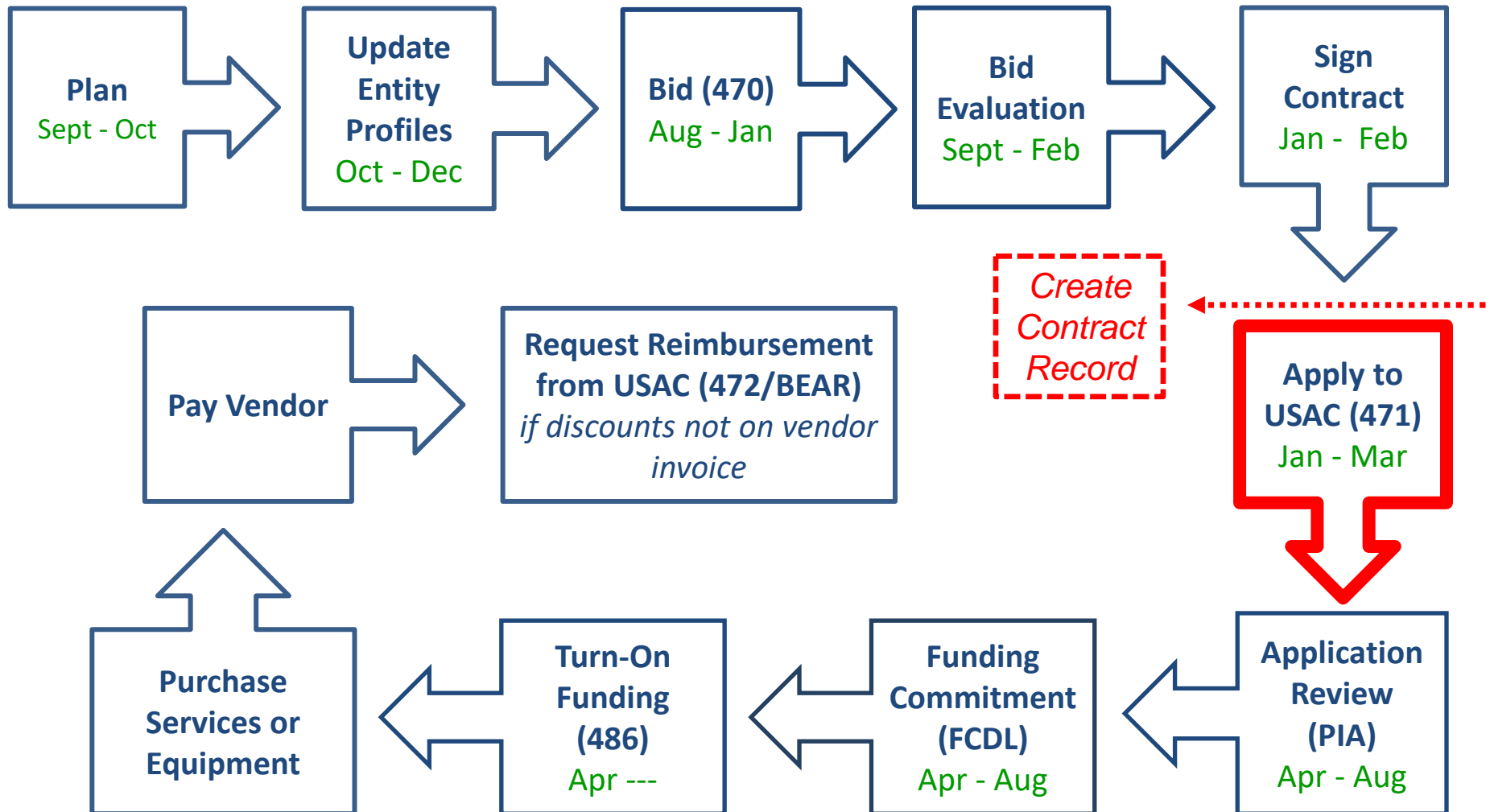# E-rate Form 471 Category 2 Filing Guide FY 2025

Presented by Julie Tritt Schell
PA E-rate Coordinator
for the Pennsylvania Department of Education
January 2025

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

```
Plan          →  Update         →  Bid (470)     →  Bid           →  Sign
Sept - Oct       Entity            Aug - Jan        Evaluation       Contract
                 Profiles                           Sept - Feb       Jan - Feb
                 Oct - Dec
```

Create Contract Record *(dashed box)*

Apply to USAC (471)
Jan - Mar

Pay Vendor → Request Reimbursement from USAC (472/BEAR) *if discounts not on vendor invoice*

Purchase Services or Equipment ← Turn-On Funding (486) Apr --- ← Funding Commitment (FCDL) Apr - Aug ← Application Review (PIA) Apr - Aug

FY 2025 Form 471 Filing Dates

- Form 471 deadline is March 26, 2025
  - Last possible day to post a 470, and file a Form 471 is February 26

- PIA reviews begin quickly for early-submitted!
  - Applicants that have made mistakes find that they still have time to rebid and/or refile

- Wave 1 of funding commitment letters should be issued in mid-late April

What's New on the FY 2025 Form 471?

➢ **Non-instructional facilities (NIFs)** continue to be ineligible for C2 funding
  – Starting in FY 2024, applicants seeking shared equipment are no longer required to deduct a portion of the pre-discount cost related to the NIF usage
  – Equipment being used only by the NIF remains ineligible

The actual FY 2025 Form 471 is the same as FY 2024, but if you haven't submitted a C2 Form 471 in a few years, here are the major improvements that were made starting in FY 2021:

- No longer required to identify which buildings will receive equipment or associated per building costs
- Category 2 Budget Tool works, showing up-to-date data

Reminders…

- Service Start Date – Always list 7/1/2025
  - Even if you will be purchasing equipment on or after 4/1/2025
    - Vendor invoices to the applicant can be dated on or after 4/1/2025
    - FY 2025 BEARs/SPIs cannot be submitted to USAC until 7/1/2025
- 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)
- 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

Additional Types of Internal Connections

- USAC has added 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 often 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

Don't worry if you forget to use these – PIA will identify the proper classification and tell you they're modifying

Equipment Transfer and NIF Rules

- **Starting July 1, 2021, all E-rate funded equipment may be transferred between buildings**
  - **Even equipment funded prior to FY 2021!**
  - If equipment is transferred between buildings within 5 years from date of purchase, must record reason and date of transfer and update asset inventory
    - No notice to USAC is required
  - Asset inventory must be updated and retained for 10 years from date of purchase
  - Equipment may be disposed of, sold, transferred, etc. from 5 years from the date of installation
    - No notice to USAC required but asset inventory must be updated

- **New! Non-instructional facilities (NIFs)** continue to be ineligible for C2 funding
  - Starting in FY 2024, applicants seeking shared equipment are no longer required to deduct a portion of the pre-discount cost related to the NIF usage
  - Equipment being used only by the NIF remains ineligible

Before Starting Your Form 471…

- 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 <u>new</u> contract in the EPC Contract Module?
  > EPC Landing Page > District Name > Contracts from top toolbar
  - See https://e-ratepa.org/?p=35845 for helpful Contract Records Guide (non-PEPPM)
  - Or https://e-ratepa.org/?p=35846 for a PEPPM 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 in front of you?

- If you've answered YES to all these questions, then you're ready to file a Form 471!

Shortcuts…

Wireless Equipment FRN

- Wireless equipment example – slide 20
  - Wireless Access Points
  - Licenses
  - Wireless Controller (shared equipment used by multiple schools)
  - Installation

Network Switches FRN

- Switches example – slide 47

Structured Cabling FRN

- Structured cabling example - slide 63
  - Internal wiring/installation

Submitting Form

- Certifying/Submitting/Printing Form – slide 77

Copy FRN Feature

- Copy FRN Feature – slide 91

- Top C2 Form 471 Filing Tips – slide 98

From Your EPC Landing Page

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

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. ❷ *

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 2025"

Identifying Correct Contact Person

Contact Information

Are you the main contact person?

[YES ✓] [NO]

Holiday / Summer Contact Informat

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

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.

District Entity Information

BEN Name	BEN	Urban or Rural	State LEA ID	State School ID	NCES Code	School District Attributes	How does the district report its student count for Category Two budget?	Sum of Student Counts of all Schools in the District	Endowment Amount
THE BEST SCHOOL DISTRICT - (PARENT ENTITY)	108	Urban	12335	N/A		Public School District	A number for each school in the district	5520	None

FCC Form 471 Help

Show Help

BACK   DISCARD FORM

Note: Category 2 budget information found here:

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.

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School Entity Information

Note: Category 2 budget information found here:

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	Student Count Based on Estimate*	Alternative Discount	CEP Percentage	CEP Base Year	Total Students for C2 Budget	School Attributes*	Endowment Amount	Annexes*
Anderson Elementary School	10602	Urban					1234	N/A	None	N/A	N/A	1234	Public School, Pre-K	None	View Annexes
Blue Ribbon School District Office	10606	Rural		N/A	N/A			N/A	N/A	N/A	N/A			None	View Annexes
Bluford Middle School	10600	Urban					1234	N/A	None	N/A	N/A	1234	Public School	None	View Annexes
Boone Middle School	10598	Urban					344	N/A	None	N/A	N/A	344	Public School	None	View Annexes
Buchanan Elementary School	10603	Urban					222	N/A	None	N/A	N/A	222	Public School	None	View Annexes

‹ **1 – 5** of 12 ›

Nothing to do no 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…

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

- The next step is to create your FY 2025 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
    - Category 1 and Category 2 FRNs must be filed on separate 471s
    - Basic maintenance (BMIC) must be on separate FRNs

- There are two sections to <u>each</u> funding request:
  1. FRN Key Information
     - Link to the relevant contract
     - Asks for updated Contract Expiration Date
     - Asks for general description of FRN in narrative box
  2. FRN Line Item(s)
     - Asks for details about make/model/quantity/service
     - Asks for unit cost data for each component
     - *Optional: Can identify which schools or libraries are receiving that service*

Creating Funding Requests (FRNs)

Shortcuts...

- Wireless equipment example – slide 20
  - Wireless Access Points
  - Licenses
  - Wireless Controller (shared by schools and NIF)
  - Installation

  Wireless Equipment FRN

- Switches example – slide 47

  Network Switches FRN

- Structured cabling example - slide 63
  - Internal wiring/installation

  Structured Cabling FRN

Example 1:
Wireless Equipment

FRN Example 1: Wireless Equipment

- **Assumptions:**
  - Contracted service (all C2 must be contracted)
  - 4 FRN line items: WAPs, Licenses, Wireless Controller, Installation
    1) 35 WAPs @ $411.00 each
    2) 35 Licenses @ $83 each
    3) 1 Wireless Controller @ $6,387
       - Shared by schools and 1 NIF
       - Weighted cost allocated by # of WAPs at each location (<u>not</u> by # of buildings so as to maximize E-rate funding)
         » Example, 500 total WAPs in schools, 10 WAPs in NIF = 2% ineligible
    4) Installation of equipment @ $4200

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Adding a Funding Request

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

Funding Requests

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

☐	FRN	↓	Nickname	Number of FRN Line Items	FRN Calculation
You haven't created any Funding Requests (FRNs) yet. Click the "Add FRN" button to start creating your first FRN					

ADD FRN   EDIT FRN   REMOVE FRN

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Funding Request Key Information

Funding Request Key Information

Please enter a Funding Request Nickname here ❓ *

Wireless – Aruba - CDWG ←

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 2025, 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**.

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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 "Contract" for all Category 2 funding requests.

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Linking to a Contract Record

Click "Search" to see all your contracts listed.

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

⌄ Associate a Contract

Search by Creating Organization BEN

108

Search by Nickname (All or Partial)

Search by Contract ID

Search by Contract No.

CLEAR FILTERS   SEARCH

Since "Contract" was selected on the previous screen, you will be prompted to search for 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

```
108
```

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

	Contract ID	Contract Number	Nickname	Award Date ↓	Creating Organization BEN
☑	6978		2025 – Switches - Aruba - CDWG	1/22/2025	108
☐	6977		2025 – Wireless – Ruckus - CDWG	1/22/2025	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 – 2025 – Wireless - Aruba - CDWG

Contract Number

Account Number

Establishing FCC Form 470 #250000124

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

Award Date 1/23/2025

Includes Voluntary Extensions? No

Expiration Date (All Extensions)

Remaining Voluntary Extensions

Total Remaining Contract Length

Pricing Confidentiality

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

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

Contract Information (Additional)

What is the service start date? ❓*

07/01/2025 📅

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? ❓*

09/30/2026 📅

Service Start Date:
The system will automatically enter 7/1/2025 as SSD.

Note: You are permitted to purchase equipment as early as 4/1/2025, but still must list 7/1/2025 for the SSD.

Contract Expiration Date:
You will need enter the CED for this contract, which is likely 9/30/2026 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 35 wireless access points, 35 AP licenses, 1 wireless controller, and installation of 35 WAPs.
Note We deducted 2% of the cost of the controller as ineligible as it is being used by the Districts NIF.

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

FCC Form 471 Help

Show Help

BACK   CANCEL   SAVE & VIEW FRN(S)   **SAVE & ADD/MANAGE FRN LINE ITEMS**

If you click 'Save & View FRNs' you will be taken to the main FRN page. If you click 'Save & Add FRN Line Items' you will be taken directly to the Add FRN Line Items page. Use Add/Manage FRN Line Items!

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Adding a FRN Line Item - WAPs

	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.

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

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

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Adding a Line Item – Type of IC

Type of Internal Connection ❷ *

| Wireless Data Distribution | ▾ |

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.

Note: Miscellaneous = installation/taxes/fees.

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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
Wireless Data Distribution	Access Point, Antenna, Controllers
Miscellaneous	Installation, Training and Taxes
License	License
Transceiver	Transceiver
Module	Module

Answering Make/Model Number/Installation/Leasing Questions

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.

Make *

Aruba

Model *

Q9H63A

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

Installation Included in Price?

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.

Lease or Non-Purchase Agreement?

YES   NO ✓

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

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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	$411.00
One-time Ineligible Unit Cost	$0.00
One-time Eligible Unit Cost	= $411.00
One-time Quantity	35
Total Eligible One-time Costs	= $14,385.00

Summary	
Total Eligible Recurring Costs	$0.00
Total Eligible One-time Costs	+ $14,385.00
Pre-Discount Extended Eligible Line Item Cost	= $14,385.00

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Identifying Recipients of Equipment - No Longer Required!

Manage Recipients of Service

Is every entity for this organization receiving service?

YES ✓   NO

	BEN	BEN Name
☑	109	Plainfield Elementary School
☑	110	Jacksonville Jr/Sr High School

New: Select "Yes"! If you want to have E-rate forms track equipment, you can list it by building, but there's no longer a requirement that says you must do so.

Then click "Save and Continue" twice to proceed.

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

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FRN Line Item Page: Adding an Additional FRN Line Item

FRN Line Items for FRN 2499000046 – Wireless – Aruba - CDWG

	FRN Line Item Number ↓	Type of Internal Connection	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
☐	2499000046.001	Wireless Data Distribution	Access Point	0	35	$14,385.00

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

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

Show Help

BACK   DISCARD FORM   SAVE & SHARE   SAVE & CONTINUE

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

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

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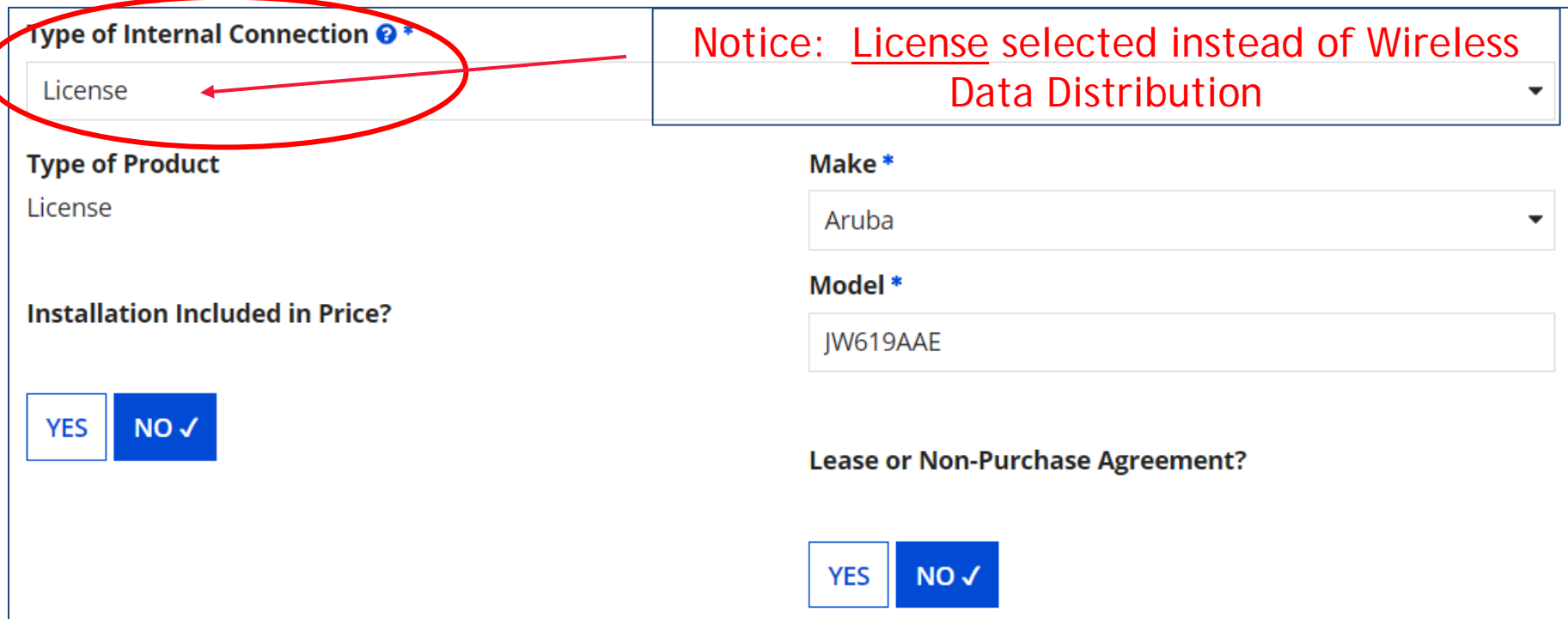
Adding a Licenses FRN Line Item

Type of Internal Connection ❓ *

License

Notice: License selected instead of Wireless Data Distribution

Type of Product

License

Make *

Aruba

Installation Included in Price?

Model *

JW619AAE

YES   NO ✓

Lease or Non-Purchase Agreement?

YES   NO ✓

For wireless licenses, select "License." 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 <u>purchases</u>, 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	$83.00
One-time Ineligible Unit Cost	$0.00
One-time Eligible Unit Cost	= $83.00
One-time Quantity	35
Total Eligible One-time Costs	= $2,905.00

Summary	
Total Eligible Recurring Costs	$0.00
Total Eligible One-time Costs	+ $2,905.00
Pre-Discount Extended Eligible Line Item Cost	= $2,905.00

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FRN Line Item Page: Adding an Additional FRN Line Item

	FRN Line Item Number ↓	Type of Internal Connection	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
☐	2599000046.002	License	License	0	35	$2,905.00
☐	2599000046.001	Wireless Data Distribution	Access Point	0	35	$14,385.00

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

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

BACK DISCARD FORM   SAVE & SHARE SAVE & CONTINUE

If you have more line items for this FRN, click here to add an additional FRN Line Item.
If you have entered all of your FRN Line Items/Costs, click "Continue" to return to the main FRN page.

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Adding a Wireless Controller FRN Line Item

Type of Internal Connection ❓ *

Wireless Data Distribution ▾

Type of Product *

Wireless Controller ▾

Make *

Aruba ▾

Model *

JW744A

Installation Included in Price?

YES | **NO ✓**

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 <u>with % Ineligible</u>

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

Because this equipment is shared by an ineligible entity (a NIF), we must deduct a % as ineligible. We calculated 2% based on # of WAPs in NIF divided by total # of WAPs in district.
List total cost, then the <u>ineligible</u> cost (for the NIF's usage of the equipment. System will do the math.)

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 Unit Cost	$6,387.00
One-time Ineligible Unit Cost	$127.74
One-time Eligible Unit Cost	= $6,259.26
One-time Quantity	1
Total Eligible One-time Costs	= $6,259.26

List the # of units.

Summary	
Total Eligible Recurring Costs	$0.00
Total Eligible One-time Costs	+ $6,259.26
Pre-Discount Extended Eligible Line Item Cost	= $6,259.26

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FRN Line Item Page: Adding an Additional FRN Line Item

	FRN Line Item Number ↓	Type of Internal Connection	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
☐	2599000046.003	Wireless Data Distribution	Wireless Controller	0	1	$6,259.26
☐	2599000046.002	License	License	0	35	$2,905.00
☐	2599000046.001	Wireless Data Distribution	Access Point	0	35	$14,385.00

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

Notice, the system generated a line item number after the FRN number (.003)

SAVE & SHARE   SAVE & CONTINUE

If you have more line items for this FRN, click here to add an additional FRN Line Item.
If you have entered all of your FRN Line Items/Costs, click "Continue" to return to the main FRN page.

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Adding an Installation FRN Line Item

Type of Internal Connection ❷ *

Miscellaneous

> Notice: Miscellaneous selected instead of Wireless Data Distribution because this FRN Line Item is for Installation

Type of Product *

Installation, Activation, & Initial Configuration

Make *

Other

Enter the Make *

Installation

Model *

Installation of Wireless Equipment

Installation Included in Price?

YES ✓   NO

> Notice: "Yes" selected because installation is included in this FRN Line Item.

Lease or Non-Purchase Agreement?

YES   NO ✓

> For installation of equipment, select "Miscellaneous," then "Installation, Activation & Initial Configuration." Then "Other" for the Manufacturer, type "Installation" and then "Installation of Equipment" for the Model.

Entering Unit Costs/Quantity

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

Because the installation on this contract is a single price for the project, we listed the total and then a quantity of 1.

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 Unit Cost	$4,200.00
One-time Ineligible Unit Cost	$0.00
One-time Eligible Unit Cost	= $4,200.00
One-time Quantity	1
Total Eligible One-time Costs	= $4,200.00
Summary	
Total Eligible Recurring Costs	$0.00
Total Eligible One-time Costs	+ $4,200.00
Pre-Discount Extended Eligible Line Item Cost	= $4,200.00

FRN Line Item Page:
Done Adding FRN Line Items for this FRN

	FRN Line Item Number ↓	Type of Internal Connection	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
☐	2599000046.004	Miscellaneous	Installation, Activation, & Initial Configuration	0	1	$4,200.00
☐	2599000046.003	Wireless Data Distribution	Wireless Controller	0	1	$6,259.26
☐	2599000046.002	License	License	0	35	$2,905.00
☐	2599000046.001	Wireless Data Distribution	Access Point	0	35	$14,385.00

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

Notice, the system generated a line item number after the FRN number (.004)

SAVE & SHARE   **SAVE & CONTINUE**

If you have more line items for this FRN, click here to add an additional FRN Line Item.
If you have entered all of your FRN Line Items/Costs, click "Continue" to return to the main FRN page.

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Main FRN Page: Adding Another FRN

This feature is now usable!

Funding Requests

So far, we've created 1 FRN with 4 Line Items.

>> View Category Two Budget Information

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

	FRN	Nickname	Number of FRN Line Items	FRN Calculation
☐	2599000046	Wireless - Aruba - CDWG	4	$23,586.87

ADD FRN   EDIT FRN   REMOVE FRN   MANAGE FRN LINE ITEMS

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

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" to certify the application.

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Example 2:
Network Switches FRN

FRN Example 2: Switching Equipment

- **Assumptions:**
  - Contracted service (all C2 must be contracted)
  - 2 FRN line items
    - 5 switches @ $1983 each
    - 5 SFP transceivers @ $120 each
  - Equipment not shared by NIF

  Note: Most switches contain several components (separately priced) and each requires a separate FRN Line Item.

Main FRN Page

Funding Requests

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

	FRN ↓	Nickname	Number of FRN Line Items	FRN Calculation
☐	2599000046	Wireless - Aruba - CDWG	4	$23,586.87

ADD FRN EDIT FRN REMOVE FRN MANAGE FRN LINE ITEMS

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 - CDW

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 Record

Click "Search" to see all your contracts listed.

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

∨ Associate a Contract

Search by Creating Organization BEN

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Search by Nickname (All or Partial)

Search by Contract ID

Search by Contract No.

CLEAR FILTERS   SEARCH

Since "Contract" was selected on the previous screen, you will be prompted to search for the appropriate contract record that you have entered in the EPC Contract Module.

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

Choosing the Appropriate Contract

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 – 2025 – Switches - Aruba - CDWG

Contract Number		**Account Number**
Establishing FCC Form 470	#430000124	**Service Provider** USAC Service Provider Organization 1 (SPIN: 14010001)
Award Date	1/23/2025	**Includes Voluntary Extensions?** No
Expiration Date (All Extensions)		**Remaining Voluntary Extensions**
		Total Remaining Contract Length

Pricing Confidentiality

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

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

Contract Information (Additional)

What is the service start date? ❓*

07/01/2025 📅

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? ❓*

09/30/2026 📅

Service Start Date:
The system will automatically enter 7/1/2025 as SSD.

Note: You are permitted to purchase equipment as early as 4/1/2025, but still must list 7/1/2025 for the SSD.

Contract Expiration Date:
You will need enter the CED for this contract, which is likely 9/30/2026 for Category 2 equipment contracts.

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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 network closet switches and corresponding SFP transceivers.

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

FCC Form 471 Help

Show Help

| BACK | CANCEL | | SAVE & VIEW FRN(S) | SAVE & ADD/MANAGE FRN LINE ITEMS |

If you click 'Save & View FRNs' you will be taken to the main FRN page. If you click 'Save & Add FRN Line Items' you will be taken directly to the Add FRN Line Items page. Use Add/Manage FRN Line Items!

Adding a FRN Line Item

	FRN Line Item Number ↓	Type of Internal Connection	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
☐	2599000047.001	Data Distribution	Switch	0	5	$600.00

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

FCC Form 471 Help

Show Help

BACK   DISCARD FORM

SAVE & SHARE   SAVE & CONTINUE

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 Distr
Miscellaneous
License
Transceiver
Module

Cheat Sheet:

Type of Internal Connection	Type of Product
Cabling/Connectors	Connectors
Caching	Caching Equipment
Data Distribution	Switch
Data Distribution	Router
Data Protection	UPS/Battery Backup
Data Protection	Firewall Services & Components
Racks	Racks & Cabinets
Software	Operating System Software of Eligible Equipment
Wireless Data Distribution	Access Point
Wireless Data Distribution	Antenna
Wireless Data Distribution	LAN Controller
Wireless Data Distribution	Wireless Controller
Miscellaneous	Installation, Activation, & Initial Configuration
Miscellaneous	Training
Miscellaneous	Fees, Taxes, Etc.
License	License
Tranceiver	Tranceiver
Module	Module

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

For SFPs/GBICs, select "Transceivers"

Note:
Miscellaneous = installation/taxes/fees
SFPs = transceivers

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Answering Make/Model Number/Installation/Leasing Questions

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.

Make *

Aruba

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

Model *

J4858D

Installation Included in Price?

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.

Lease or Non-Purchase Agreement?

YES   NO ✓

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

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Entering Unit Costs/Quantity

If this line item is for equipment <u>purchases</u>, 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			One-Time Cost		
Monthly Recurring Unit Cost		$0.00	One-time Unit Cost		$120.00
Monthly Recurring Unit Ineligible Costs		$0.00	One-time Ineligible Unit Cost		$0.00
Monthly Recurring Unit Eligible Costs		= $0.00	One-time Eligible Unit Cost		= $120.00
Monthly Quantity		0	One-time Quantity		5
Units	Each ▼		Total Eligible One-time Costs		= $600.00
Total Monthly Eligible Recurring Costs		= $0.00	**Summary**		
Months of Service		x 12	Total Eligible Recurring Costs		$0.00
Total Eligible Recurring Costs		= $0.00	Total Eligible One-time Costs		+ $600.00
			Pre-Discount Extended Eligible Line Item Cost		= $600.00

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Identifying Recipients of Equipment - No Longer Required!

Manage Recipients of Service

Is every entity for this organization receiving service?

YES ✓   NO

New: Select "Yes"! If you want to have E-rate forms track equipment, you can list it by building, but there's no longer a requirement that says you must do so.

Then click "Save and Continue" twice to proceed.

	BEN	BEN Name
☑	109	Plainfield Elementary School
☑	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."

FRN Line Item Page: Adding an Additional FRN Line Item

	FRN Line Item Number ↓	Type of Internal Connection	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
☐	2599000047.002	Transceiver	Transceiver	0	5	$600.00
☐	2599000047.001	Data Distribution	Switch	0	5	$600.00

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

SAVE & CONTINUE

Example 3:
Structured Cabling

FRN Example 3: Structured Cabling

- Assumptions:
  - Structured cabling inside school
  - Contracted service (all C2 must be contracted)
  - 1 FRN line item
    - Single priced contract - $25,500
    - 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.

	FRN ↓	Nickname	Number of FRN Line Items	FRN Calculation
☐	2599000047	Switches - Aruba - CDW	2	$1,020.00
☐	2599000046	Wireless - Aruba - CDWG	4	$23,586.87

ADD FRN | EDIT FRN | REMOVE FRN | MANAGE FRN LINE ITEMS

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

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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.

CLEAR FILTERS   SEARCH

	Contract ID	Contract Number	Nickname	Award Date ↓	Creating Organization BEN
☐	6765		2025 – Switches - Aruba - CDWG	1/23/2025	108
☑	6767		2025 – Cabling - Gator	1/23/2025	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 & Contract Expiration Dates

Contract Information (Additional)

What is the service start date? ❓*

07/01/2025 📅

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? ❓*

09/30/2026 📅

Service Start Date:
The system will automatically enter 7/1/2025 as SSD.

Note: You are permitted to purchase equipment as early as 4/1/2025, but still must list 7/1/2025 for the SSD.

Contract Expiration Date:
You will need enter the CED for this contract, which is likely 9/30/2026 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. Vendor will provide fiber cabling from wireless access points back to closest network closet. This is a flat-rate contract.

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

FCC Form 471 Help

Show Help

BACK   CANCEL   SAVE & VIEW FRN(S)   **SAVE & ADD/MANAGE FRN LINE ITEMS**

If you click 'Save & View FRNs' you will be taken to the main FRN page. If you click 'Save & Add FRN Line Items' you will be taken directly to the Add FRN Line Items page. Use Add/Manage FRN Line Items!

Adding FRN Line Item

	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.

ADD NEW FRN LINE ITEM   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/Install/Leasing Questions

Type of Internal Connection ❷ *

Cabling/Connectors

Type of Product *

Cabling ▼

Make *

Other

Enter the Make *

Installation

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 Included in Price?

| YES ✓ | NO |

Click "Yes" – installation is included

Lease or Non-Purchase Agreement?

| YES | NO ✓ |

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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	$25,500.00
One-time Ineligible Unit Cost	$0.00
One-time Eligible Unit Cost	= $25,500.00
One-time Quantity	1
Total Eligible One-time Costs	= $25,500.00

Summary	
Total Eligible Recurring Costs	$0.00
Total Eligible One-time Costs	+ $25,500.00
Pre-Discount Extended Eligible Line Item Cost	= $25,500.00

Identifying Recipients of Equipment - No Longer Required!

Manage Recipients of Service

Is every entity for this organization receiving service?

| YES ✓ | NO |

New: **Select "Yes"!** If you want to have E-rate forms track equipment, you can list it by building, but there's no longer a requirement that says you must do so.

Then click "Save and Continue" twice to proceed.

	BEN	BEN Name
✓	109	Plainfield Elementary School
✓	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."

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FRN Line Item Page:
Adding an Additional FRN Line Item

	FRN Line Item Number ↓	Type of Internal Connection	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
☐	2599000048.001	Cabling/Connectors	Cabling	0	1	$25,500.00

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

FCC Form 471 Help

Show Help

BACK   DISCARD FORM   SAVE & SHARE   SAVE & CONTINUE

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

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

Note: For structured cabling FRNs, if there is a single contract price, you will likely have just one FRN Line Item

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.

	FRN ↓	Nickname	Number of FRN Line Items	FRN Calculation
☐	2599000048	Structured Cabling - Gator Networking	1	$21,675.00
☐	2599000047	Switches - Aruba - CDW	2	$1,020.00
☐	2599000046	Wireless - Aruba - CDWG	4	$23,586.87

ADD FRN   EDIT FRN   REMOVE FRN   MANAGE FRN LINE ITEMS

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

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

	FRN ↓	Nickname	Number of FRN Line Items	FRN Calculation
☐	2599000048	Structured Cabling - Gator Networking	1	$21,675.00
☐	2599000047	Switches - Aruba - CDW	2	$1,020.00
☐	2599000046	Wireless - Aruba - CDWG	4	$23,586.87

ADD FRN   EDIT FRN   REMOVE FRN   MANAGE FRN LINE ITEMS

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."
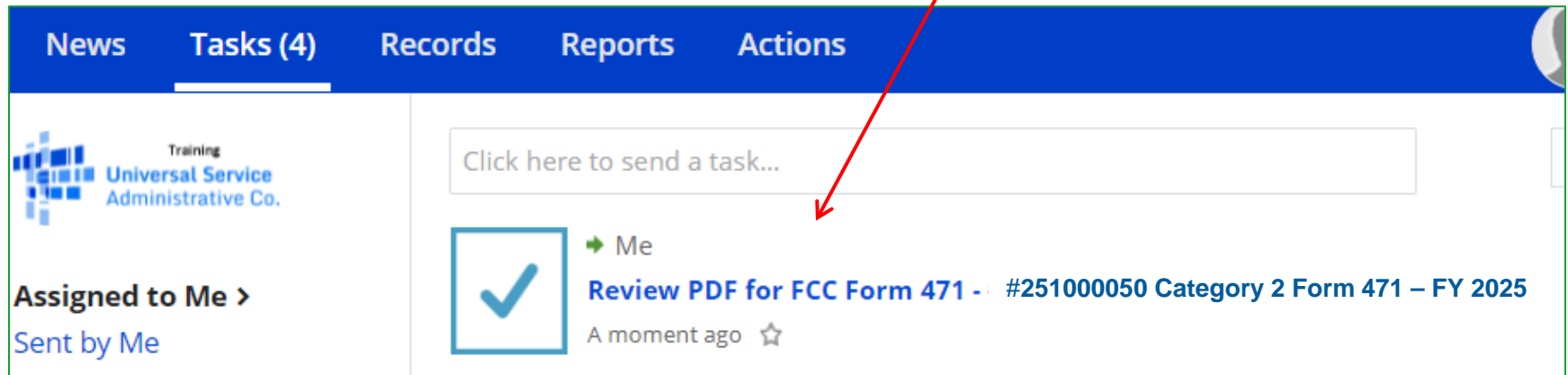
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Creating the Draft Form PDF

The next steps are for EPC to run a few final validations, and then create a PDF of your draft FCC Form 471. Once this is completed, you can download the PDF and either send for certification or continue to certification. Do you wish to proceed?

NO   YES

Select "Yes" and then "Refresh" in about a minute, the system will show you the link to the Form 471 Draft PDF document. The system also will send a "Task" to your EPC account as well as an e-mail notifying you that the PDF is ready for your review. The Form 471 has not yet been submitted!

FCC Form 471 Draft version of the PDF generation is in progress and it may take a few minutes to complete. Please click 'Refresh' once or twice a minute to check if the PDF generation is complete. If you don't want to wait, click 'Resume Task Later' to close the current screen, and EPC will assign you a task to continue PDF review and certification process.

RESUME TASK LATER   REFRESH

Alternative: Finding Draft PDF From under Tasks

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 (4)	Records	Reports	Actions

Training
Universal Service Administrative Co.

Click here to send a task...

Assigned to Me >
Sent by Me

➡ Me
Review PDF for FCC Form 471 - #251000050 Category 2 Form 471 – FY 2025
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_ 251000050 _DRAFT

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

FCC Form 471 Help

Show Help

EDIT FORM

SEND FOR CERTIFICATION   CONTINUE TO CERTIFICATION

To review the Draft PDF, click on this link.

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

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

Warning: do NOT click "send for certification"

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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	$63,764.26
Total funding commitment request am...	$54,199.62
Total applicant non-discount share of t...	$9,564.64
Total budgeted amount allocated to re... rate support	$912,000.00
Total amount necessary for the applicant to pay the non-discount share of eligible and any ineligible amounts	$921,564.64
Are you receiving any of the funds directly from a service provider listed on any of the FCC Forms 471 filed by this Billed Entity for this funding year?	No ▾
Has a service provider listed on any of the FCC Forms 471 filed by this Billed Entity for this funding year assisted you in locating funds needed to pay your non-discounted share?	No ▾

Enter the amount you're spending on technology for FY 2025, less any E-rate eligible costs. Don't enter "$0."

Always select "No."

Always select "No."

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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.

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Confirmation Page

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

You have successfully filed FCC Form 471 #251000050 for FY 2025

Certification Date

1/20/2025 10:15 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

Certification Date

1/20/2025 10:15 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

Option 1:

Click this link, then scroll to the bottom of the next page and click on Original Version to download a final PDF of the submitted document

FCC Form 471 Generated Documents

FCC Form 471 Version	Description
Original Version	This document contains information that was submitted to USAC upon certification of the FCC Form 471.

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To Print a Final Copy of Your Form 471

Option 2:

On your EPC Landing Page, scroll to the bottom under FCC Forms.
Select "Form 471" & "2025" to see a list of your FY 2025 certified 471s.
Click on the blue 471 Application Number.
Remember: Your Form 471 will start with "25" for FY 2025.

∨ FCC Forms and Post-Commitment Requests

● FCC Forms
○ Post-Commitment Requests

Status ● All
○ Incomplete
○ Certified
○ Committed

Form Type FCC Form 471 ←

Funding Year 2025 ←

Application Number	Nickname	↑ Funding Year	Status	Certified Date
#251000050	Category 2 Form 471 FY 2025	2025	Certified	1/20/2025 10:15 EST

Printing a Final Copy of Your Form 471

Review Status Awaiting Initial Review

∨ Application Information

Nickname	Category 2 Form 471 FY 20XX	**Created Date**	1/23/2022 1:55 PM EST
Application Number	221000051	**Created By**	School District 4 User 1
Funding Year	2022	**Certified Date**	1/23/2022 2:48 PM EST
Window Status	In-Window	**Certified By**	School District 4 User 1
Category of Service	Category 2	**Last Modified Date**	1/23/2022 2:48 PM EST
		Last Modified By	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 Number: 0123456789

Applicant Type: School District

Consultant Information

Consulting Firms

The consulting firms associated with your organization are listed below.

Name	Consultant Registration Number	Phone Number
Penguin Consulting	19637	410-902-5800

∨ Contact Information

Name	School District 4 User 1	**Phone Number**	555-555-5444
Email	school.district4.user1@mailinator.com		

Holiday / Summer Contact Information

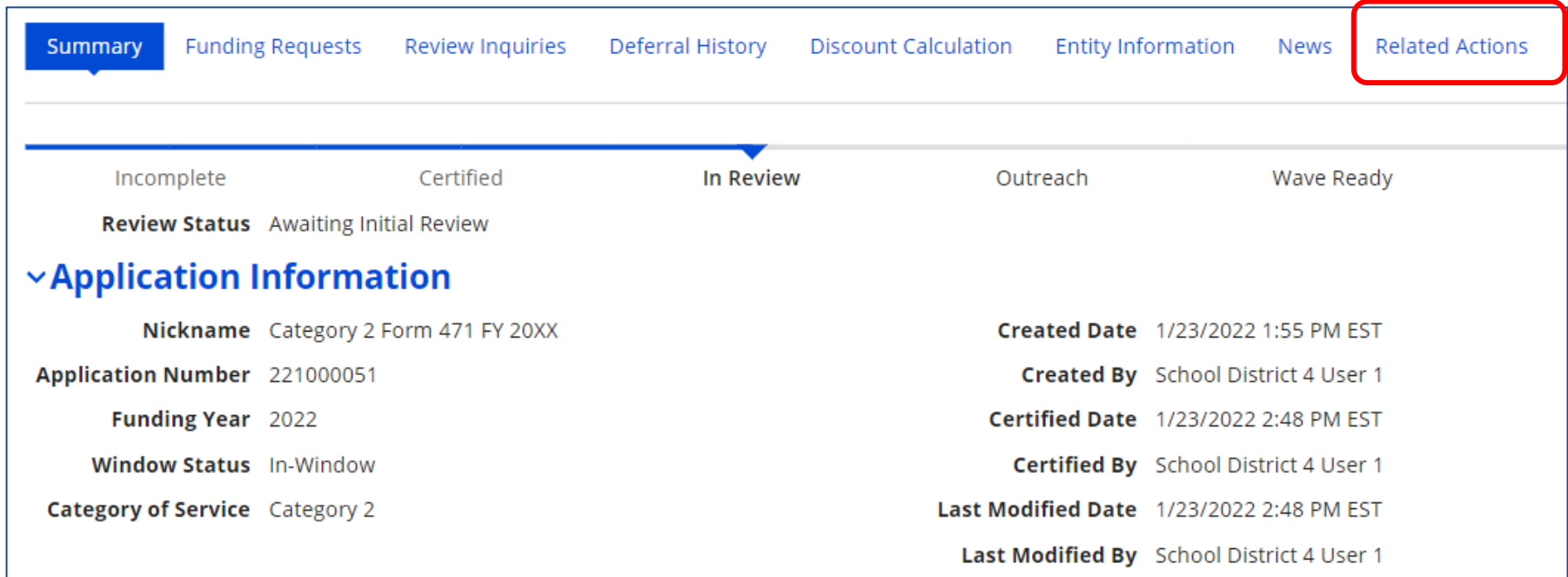There is no Holiday / Summer Contact Information for this FCC Form 471.

FCC Form 471 Generated Documents

FCC Form 471 Version	Description
Original Version	This document contains information that was submitted to USAC upon certification of the FCC Form 471.

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

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To Submit a 471 Correction/Change

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

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

| Incomplete | Certified | In Review | Outreach | Wave Ready |

Review Status Awaiting Initial Review

Application Information

Nickname	Category 2 Form 471 FY 20XX	**Created Date**	1/23/2022 1:55 PM EST
Application Number	221000051	**Created By**	School District 4 User 1
Funding Year	2022	**Certified Date**	1/23/2022 2:48 PM EST
Window Status	In-Window	**Certified By**	School District 4 User 1
Category of Service	Category 2	**Last Modified Date**	1/23/2022 2:48 PM EST
		Last Modified By	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

What is **Copy FRN**?

- The "Copy FRN" feature allows you to copy an FRN created on another Form 471 application (FY 2016 – FY 2025)
    - 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?

- 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

Where to Find Copy FRN Feature

Funding Request Key Information

Please enter a Funding Request Nickname here ❓ *

Wireless – Aruba - CDWG

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

#251000047

Search by FRN Number

CLEAR FILTERS | SEARCH

Select an FRN

*

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

	FCC Form 471 ↓	FRN Number	FRN Nickname	Service Type	Service Provider Name
☐	#251000050	#259900050	Cable Internet Services - Comcast	Data Transmission and/or Internet Access	USAC Service Provider Organization 1
☐	#251000050	#259900042	Internet Access - Zito	Data Transmission and/or Internet Access	USAC Service Provider Organization 2
☑	#251000050	#259900038	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.

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Top C2 Form 471 Filing Tips!

Don't Exceed Your Category 2 Budgets!
- Be certain to doublecheck that you're not requesting more Category 2 funding for your district than what is available in your C2 budget. Why? Your application will likely be moved to the end of the PIA review list, and PIA will just make you reduce your funding request anyway. And while this sounds easy to do, it's not because you will have to explain exactly which component from which FRN Line Item must be removed in order to come in under budget.
- If a district's C2 equipment costs exceed the available C2 budget, you have two choices: 1) list the amount that is "over budget" as ineligible on the FRN and then explain this in the narrative, or 2) remove components or reduce the cost of the components from an FRN entirely to come in under budget. To see your available FY 2025 budget, go to: https://opendata.usac.org/E-rate/E-rate-C2-Budget-Tool-FY2021-/8z69-hkn7 and enter your BEN on the right toolbox.

Multi-Year Product Licenses Eligibility
- Product licenses are E-rate eligible and should be requested as Internal Connections on the 471. The full cost of a multi-year license may be requested upfront in the year it will be purchased. Under Type of Equipment, select "License" instead of Wireless Data Distribution (or other equipment type).

Basic Maintenance Services Are Not Considered Licenses
- Be careful not to mistaken maintenance services as product licenses. Also, E-rate rules do not permit the requesting of multi-year maintenance services in a single year – these must be amortized and requested in the funding year for which the service covers.

Have Structured Cabling Contracts be Single Priced
- For structured cabling, try to have your vendor contracts be for a single price, by building – not broken down by widget. Then just create 1 FRN Line Item in the Form 471. Vendor invoices, therefore, also should have just a single price – not broken down by widget/connectors.

Top C2 Form 471 Filing Tips!

Break Out All Components into Separate FRN Line Items – Including Switches
- If your Category 2 request contains multiple components, you must create a separate FRN Line Item for each component (model), and then show the # of units, and the cost per unit. For example, a common mistake applicants make is to request just a single FRN Line Item for switches, with a single SKU. Then during USAC invoicing, the invoices are denied because the individual components were not listed/approved on the Form 471.

Break Out Ineligible Costs
- Firewalls: Only the actual appliance and basic operating software are eligible. Anti-virus, anti-spam, filtering, and DDOS features/software are not eligible and must be removed or cost-allocated. If it's a bundled package, your vendor can provide you with the accurate eligibility percentage. Also, High Availability firewalls are not eligible as USAC will only fund a single firewall and HA require 2.
- UPSs: Network Cards are not eligible and must be removed from your funding request. Also, don't forget that only eligible equipment may be connected to the UPSs.
- If you're unsure whether a SKU is 100% eligible, check this site for links to vendor E-rate eligibility documentation: https://secaerate.net/Applicant-Resources

Category 2 Contract Requirement
- All Category 2 purchases require a signed contract <u>prior to</u> submitting the Form 471. This can be as simple as signing/dating the vendor contract and including the contract term and any funding contingencies. Before starting your Form 471, upload the signed contract into EPC. Landing Page > Name of District > Contracts > Manage Contracts. The Contract Module Guide can be found at: https://e-ratepa.org/?p=35845. The PEPPM Contract Module Guide can be found at: https://e-ratepa.org/?p=35846.

Top C2 Form 471 Filing Tips!

Service Start Date Must Be 7/1/2025
- The Service Start Date must always be July 1, not April 1. Equipment is allowed to be purchased on or after April 1, and vendor invoices also may be dated on or after April 1. But on the Form 471, where it asks for the Service Start Date, leave it populated to be 7/1/2025.
  - **Note**: The Service Start Date is not the same as the Contract Award Date; the Contract Award Date is what you provide in the Contract Record as the date you signed the contract.

No Requirement to Identify Equipment by Buildings
- Although the form continues to ask which buildings are receiving equipment, you are no longer required to identify specific buildings because the Category 2 budgets are district-wide. So just click "all" and move through the form.