



# FY 2019 Form 471 Timeline

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**Form 471 Deadline is March 27, 2019**

**Form 470 Deadline = February 27, 2019**

**Nothing more needs to be said here...file Form 470 today if not yet done.**

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

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- 3 new “Types” of Internal Connections
  - **License**
    - For example, for a wireless license, use the ‘License’ drop down instead of the ‘Wireless’ drop down
    - The model numbers for licenses typically begin with **LIC-**
  - **Transceiver**
    - If the pricing of the components are separate and identifiable then apply separately for the switch and any components utilizing the corresponding drop downs. If the pricing is represented by just one bundled price where the transceiver is not separately priced, then apply as a switch
  - **Module**
    - Networking modules are hardware devices that are portable and usually installed in a switch or router to add interfaces to an existing network system (e.g. optical modules). If an applicant is adding portable interfaces to existing networking equipment they should utilize the “Module” drop down, if applicable

# Reminders - FY 2019

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

# Reminders - FY 2019

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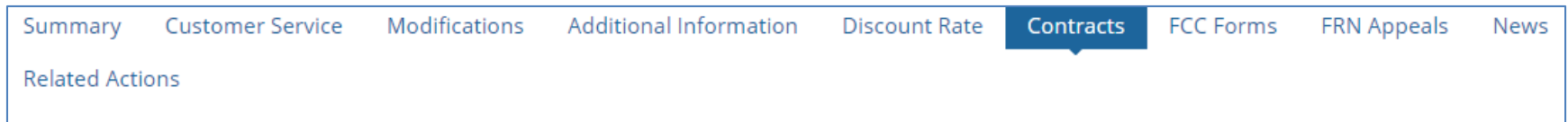
- **Separate Administrative Window closed on January 15, 2019**
  - Needed so libraries and consortia didn't have to have separate filing window
    - Their discount data is fully dependent on schools' discount data
  - After Admin Window closes - can no longer update buildings/enrollment/NSLP data
  - Make changes using the FRN narrative boxes and via the RAL correction process
    - RAL corrections can be submitted as soon as 471 is submitted
  - Consortia members can be added by contacting CSB
    - CSB will not REMOVE consortia members – simply don't add them to your 471
- **'Copy FRN' Feature**
  - Allows you to copy another FRN and make changes
- **Internal Connections Bulk Upload Template**
  - Most useful for C2 Internal Connections FRNs with multiple line items
  - Helpful Guide coming soon
  - Templates available at:  
[https://www.usac.org/sl/applicants/step03/form-471.aspx/#bulk\\_upload\\_templates](https://www.usac.org/sl/applicants/step03/form-471.aspx/#bulk_upload_templates)

# Before Filing the Form 471

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- **Add New Contracts in EPC**

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



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

# 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

News Tasks Records Reports Actions

Apple

## My Landing Page

Training  
**Universal Service  
Administrative Co.**

Welcome, [Lawrence School District!](#)

[Funding Request Report](#) | [FCC Form 471](#) | [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](#) | [Help](#)

# Application Nickname

## FCC Form 471 - Funding Year 2019

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

Last Saved:

Basic Information

Entity Information

Funding Requests

Certify

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

> **FCC Notice Required By The Paperwork Reduction Act (OMB Control Number: 3060-0806)**

### Billed Entity Information

Lawrence School District

100 Main Street

Lead, SD 57754

555-555-1231

school.district7.user1@mailinator.com

Billed Entity Number: 120

FCC Registration Number: 1231231230

Applicant Type: School District

### Application Nickname

Please enter an application nickname here. ⓘ \*

FY 2019 - Category 2 - Form 471

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

# Identifying Correct Contact Person

**Contact Information**

Are you the main contact person?

YES ✓  NO


**Holiday / Summer Contact Information**

*Holiday/summer contact is optional.*

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

If you are the main contact person, select “Yes.” If someone else should get correspondence about this application, select “No” and then select one of the other “users” in your EPC account.

# Selecting Category 1 or Category 2

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

Last Saved: 2/3/2019 1:29 PM EST

**Note: The Form 471 # has been assigned.**

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 example, we are filing for Category 2 equipment.

# District Entity Information

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

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

Basic Information

Entity Information

Funding Requests

Certify

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

BEN Name	BEN	Urban or Rural	State LEA ID	State School ID	NCES Code	School District Attributes	Endowment Amount
Lawrence School District	120	Rural	N/A	N/A		Public School District	None

This page simply shows the information from EPC about your entity district or school.

Be careful NOT to click on the name of the district in blue because it will take you out of this Form 471 and into the District's EPC profile. If you do leave the application, just go to "My Tasks" on your EPC Landing Page and click on the 471 name to re-enter the application.

# School Entity Information

## Related Entity(ies) Information

### Entity Details

Fields with '\*' next to them are not sortable

Entity Name	↑ Entity Number	Urban or Rural	NIF*	State LEA ID	State School ID	NCES Code	# of students that attend this school full time or part time*	Student Count Based on Estimate*	Alternative Discount	CEP Percentage	School Attributes*	Endowment Amount	Annexes*
Lawrence Administration Building	123	Rural		N/A	N/A		N/A	N/A	N/A	N/A		None	<a href="#">View Annexes</a>
Lawrence High School	122	Rural					220	N/A	None	N/A	Public School	None	<a href="#">View Annexes</a>
Lawrence Primary School	121	Rural					420	N/A	None	N/A	Public School	None	<a href="#">View Annexes</a>

This page shows discount-related data that was entered into each school's EPC profile.

Again, be careful not to click on the school's name in blue because you will be taken out of this Form 471 and into that school's EPC profile.

# District E-rate Discounts

## Requested Discount Calculation

More than 50 percent of your individual schools must be rural for the school district to be considered rural.

This discount rate has not been approved for the current year

School District Full-time Enrollment	School District NSLP Count	School District NSLP Percent	School District Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate
640	444	69%	Rural	80%	80%

This page shows your discount for each category of service.

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

# Discount Calculation Errors...

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Although this shouldn't happen for FY 2019, 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 your school's EPC profiles and must be corrected.

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

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

# Creating Your Funding Requests

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

# Creating Funding Requests (FRNs)

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## Get there quickly...

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



# Example 1:

## Wireless Equipment

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

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# FRN Example 1: Wireless Equipment

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- **Assumptions:**
  - Contracted service (all C2 must be contracted)
  - 2 FRN line items: WAPs and Wireless Controller
  - WAPs:
    - 35 WAPs at \$565.00 each
    - ✓ Lawrence High School – 15 @ \$565 = \$8,475
    - ✓ Lawrence Primary School – 20 @ \$565 = \$11,300
  - Wireless Controller:
    - \$30,000
    - Shared by 2 schools
    - Weighted cost allocated by % student enrollment (not by # of schools such as 50% of costs to each school)
  - No licenses

# Adding a Funding Request

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

### Funding Requests

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

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



# Funding Request Key Information

## Funding Request Key Information

Please enter a Funding Request Nickname here ⓘ \*

Wireless Equipment - Ruckus - Vendor AAA

Provide a descriptive nickname for each funding request.

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

YES NO ✓

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

## Copy FRN

If you want to copy an existing Funding Request, select Copy FRN below. Note that if an FCE 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
- Please select a value
- Basic Maintenance of Internal Connections
- Internal Connections
- Managed Internal Broadband Services

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

CANCEL

# 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.

# Linking to a Contract

Click “Search” to see all your contracts listed.

**▼ 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.**

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

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

# Choosing the Appropriate Contract

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

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

# Linking to a Contract

## Contract Summary - Wireless Equipment FY 2019

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

## Pricing Confidentiality

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

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

# Entering Service Start and Contract Expiration Dates

## Contract Information (Additional)

What is the service start date? ⓘ \*

Enter the date when services will start for this Funding Year

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

### Service Start Date:

The system will automatically enter 7/1/2019 as SSD.

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

### Contract Expiration Date:


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

# FRN Narrative Box

## Narrative

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

35 Wireless access points and 1 wireless controller. The controller will be located in the network operations center which is housed in the high school, but will provide service to the 2 schools.



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

# Adding FRN Line Items

**Funding Requests**

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

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items
<input type="checkbox"/>	<a href="#">1999000146</a>	Wireless Equipment - Ruckus - Vendor AAA	0

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

ADD FRN   EDIT FRN   REMOVE FRN

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

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

# Adding a FRN Line Item - WAPs

**FRN Line Items for FRN #1999000146 - Wireless Equipment - Ruckus - Vendor AAA**

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

Select "Add New FRN Line Item."

# Adding a Line Item – Type of IC

**Product and Service Details for new FRN Line Item for FRN #1999000146 - Wireless Equipment - Ruckus - Vendor AAA**

Type of Internal Connection ⓘ \*

Wireless Data Distribution
<i>Please select a value</i>
Cabling/Connectors
Caching
Data Distribution
Data Protection
Racks
Software
<b>Wireless Data Distribution</b>
Miscellaneous
License
Transceiver
Module

Show Help

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

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

# Adding a Line Item – Type of Product

Type of Internal Connection ? \*

Wireless Data Distribution

Type of Product \*

Access Point

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

Generally, here are the options:

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

# Listing Make/Model Number

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**Make \***

Ruckus ▼

**Model \***

901-700-US4200|

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

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

# Installation/Leasing Questions

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Installation Included in Price?

YES

NO ✓

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

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

Lease or Non-Purchase Agreement?

YES

NO ✓

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

# Entering Unit Costs/Quantity

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

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

List the # of units.

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

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

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

# Identifying Recipients of Equipment for this Line Item

Is every entity for this organization receiving service?

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

<input type="checkbox"/>	BEN	BEN Name
<input checked="" type="checkbox"/>	121	Lawrence Primary School
<input type="checkbox"/>	122	Lawrence High School

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



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

**Manage Recipients of Service**

Is every entity for this organization receiving service?

# Important Question!!!

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

YES

NO

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

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

# Assigning Eligible Costs/Building

## Recipients of Service for FRN Line Item #1999000146.001

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

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

<input checked="" type="checkbox"/>	BEN	Name	↑	Eligible Cost per BEN
<input checked="" type="checkbox"/>	122	Lawrence High School		
<input checked="" type="checkbox"/>	121	Lawrence Primary School		

EDIT ELIGIBLE COST

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

# Allocating Costs/School

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

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

**1. Lawrence Primary School (BEN: 121)**

\$8,475.00

**2. Lawrence High School (BEN: 122)**

\$11,300.00

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

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

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

# Balancing to \$0.00

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

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

## Recipients of Service for FRN Line Item #1999000146.001

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

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

<input type="checkbox"/>	BEN	Name	↑	Eligible Cost per BEN
<input type="checkbox"/>	122	Lawrence High School		\$11,300.00
<input type="checkbox"/>	121	Lawrence Primary School		\$8,475.00

EDIT ELIGIBLE COST

# FRN Line Item Page: Adding an Additional FRN Line Item

## FRN Line Items for FRN #1999000146 - Wireless Equipment - Ruckus - Vendor AAA

<input type="checkbox"/>	FRN Line Item Number	Type of Internal Connection	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	1999000146.001	Module	Module	0	35	\$19,775.00

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

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 more line items for this FRN, click [here](#) to add an additional FRN Line Item. In this example, we will add a new FRN Line Item to add the Wireless Controller to the FRN.

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

# Adding a Wireless Controller Line Item

## Product and Service Details for new FRN Line Item for FRN #1999000146 - Wireless Equipment - Ruckus - Vendor AAA

Type of Internal Connection ? \*

Wireless Data Distribution

Type of Product \*

Wireless Controller

Make \*

Ruckus

Model \*

901-3050-US00

Installation Included in Price?

YES

NO ✓

Lease or Non-Purchase Agreement?

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

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

# Entering Unit Costs/Quantity

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

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

List the # of units.

<b>Monthly Cost</b>	
Monthly Recurring Unit Cost	\$0.00
Monthly Recurring Unit Ineligible Costs	\$0.00
Monthly Recurring Unit Eligible Costs	= \$0.00
Monthly Quantity	0
Units	Each ▼
Total Monthly Eligible Recurring Costs	= \$0.00
Months of Service	x 12
Total Eligible Recurring Costs	= \$0.00

<b>One-Time Cost</b>	
One-time Unit Cost	\$30,000.00
One-time Ineligible Unit Cost	\$0.00
One-time Eligible Unit Cost	= \$30,000.00
One-time Quantity	1
Total Eligible One-time Costs	= \$30,000.00
<b>Summary</b>	
Total Eligible Recurring Costs	\$0.00
Total Eligible One-time Costs	+ \$30,000.00
Pre-Discount Extended Eligible Line Item Cost	= \$30,000.00

# Identifying Recipients of Equipment for this Line Item

Is every entity for this organization receiving service?

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

<input type="checkbox"/>	BEN	BEN Name
<input checked="" type="checkbox"/>	121	Lawrence Primary School
<input type="checkbox"/>	122	Lawrence High School

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



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

**Manage Recipients of Service**

Is every entity for this organization receiving service?

# Important Question!!!

---

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

YES

NO

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

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

# Assigning Eligible Costs/Building

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

## Recipients of Service for FRN Line Item #1999000146.002

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



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

<input checked="" type="checkbox"/>	BEN	Name	↑	Eligible Cost per BEN
<input checked="" type="checkbox"/>	122	Lawrence High School		
<input checked="" type="checkbox"/>	121	Lawrence Primary School		

EDIT ELIGIBLE COST

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

# Weighted Allocation for Shared Equipment

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

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

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

# Allocation of Costs Per School by % Enrollment

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

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

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

1. Lawrence Primary School (BEN: 121)

2. Lawrence High School (BEN: 122)

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

# Balancing to \$0.00

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

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

## Recipients of Service for FRN Line Item #1999000146.002

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

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

<input type="checkbox"/>	BEN	Name	↑	Eligible Cost per BEN
<input type="checkbox"/>	122	Lawrence High School		\$19,800.00
<input type="checkbox"/>	121	Lawrence Primary School		\$10,200.00

EDIT ELIGIBLE COST

# FRN Line Item Page: Adding an Additional FRN Line Item

## FRN Line Items for FRN #1999000146 - Wireless Equipment - Ruckus - Vendor AAA

<input type="checkbox"/>	FRN Line Item Number	Type of Internal Connection	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	1999000146.002	Wireless Data Distribution	Wireless Controller	0	1	\$30,000.00
<input type="checkbox"/>	1999000146.001	Module	Module	0	35	\$19,775.00

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

ADD NEW FRN LINE ITEM

REMOVE FRN LINE ITEM

BULK UPLOAD

BACK

DISCARD FORM

SAVE & SHARE

CONTINUE

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

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

# Main FRN Page: Adding Another FRN

**IGNORE THIS**

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

## Funding Requests

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

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	1999000146	Wireless Equipment - Ruckus - Vendor AAA	2	\$39,820.00

## FCC Form 471 Help

Show Help

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

# Example 2: Network Switches FRN

(Site specific equipment)

---

# FRN Example 2: Switching Equipment

---

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

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

# Main FRN Page

## Funding Requests

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

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

<input type="checkbox"/>	FRN	↓ Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	1999000146	Wireless Equipment - Ruckus - Vendor AAA	2	\$39,820.00

ADD FRN

EDIT FRN

REMOVE FRN

Click "Add FRN" to add an additional Category 2 FRN.

# Funding Request Key Information

## Funding Request Key Information

Please enter a Funding Request Nickname here  \*

Switches - Aruba - Vendor BBB

Provide a descriptive nickname for each funding request.

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

YES

NO ✓

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

## Copy FRN

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

COPY FRN

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

## Service Type

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

Internal Connections

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

# Contract vs. MTM

## FRN Contract

How are the services for this FRN being purchased?

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

CONTRACT ✓

TARIFF

MONTH-TO-MONTH

Select "Contract" for all Category 2 funding requests.

# Linking to a Contract

## Contract Summary - Wireless Equipment FY 2019

**Contract Number** Optional Field to Enter if your Contract has an identifying number.

**Account Number**

**Establishing FCC Form 470** #190000174

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

**Award Date** 2/1/2019

**Includes Voluntary Extensions?** No

**Expiration Date (All Extensions)**

**Remaining Voluntary Extensions**

**Total Remaining Contract Length**

## Pricing Confidentiality

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

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

# Choosing the Appropriate Contract

<input type="checkbox"/>	Contract ID	Contract Number	Nickname	Award Date ↓	Creating Organization BEN
<input type="checkbox"/>	5357	Optional Field to Enter if your Contract has an identifying number.	Wireless Equipment FY 2019	2/1/2019	120
<input checked="" type="checkbox"/>	5358		Switch Contract FY 2019	1/31/2019	120
<input type="checkbox"/>	5359		Structured Cabling FY 2019	1/30/2019	120

## Contract Summary - Switch Contract FY 2019

**Contract Number**
**Account Number**

**Establishing FCC Form 470** #190000174

**Service Provider** USAC Service Provider Organization 2 (SPIN 14010002)

**Award Date** 1/31/2019

**Includes Voluntary Extensions?** No

**Expiration Date (All Extensions)**

**Remaining Voluntary Extensions**

**Total Remaining Contract Length**

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

# Entering Service Start and Contract Expiration Dates

## Contract Information (Additional)

What is the service start date? ? \*

07/01/2019

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? ? \*

09/30/2020

### Service Start Date:

The system will automatically enter 7/1/2019 as SSD.

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

### Contract Expiration Date:

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

# FRN Narrative Box

## 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. \*

Switches to be installed in two schools.

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

# Adding an FRN Line Item

## Funding Requests

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

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

<input type="checkbox"/>	FRN	↓ Nickname	Number of FRN Line I	
<input type="checkbox"/>	<a href="#">1999000147</a>	Switches - Aruba - Vendor BBB	0	
<input type="checkbox"/>	<a href="#">1999000146</a>	Wireless Equipment - Ruckus - Vendor AAA	2	\$39,820.00

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

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

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

# Adding FRN Line Item

## FRN Line Items for FRN #1999000147 - Switches - Aruba - Vendor BBB

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

Select "Add New FRN Line Item."

# Adding a Line Item – Type of IC

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

Last Saved: 2/3/2019 3:28 PM EST

Basic Information

Entity Information

Funding Requests

Certify

Please enter Product and Service Details Information for this Internal Connections Line Item

**Product and Service Details for new FRN Line Item for FRN #1999000147 - Switches Aruba - Vendor BBB**

Type of Internal Connection ⓘ \*

Data Distribution

Please select a value

Cabling/Connectors

Caching

Data Distribution

Data Protection

Racks

Software

Wireless Data Distribution

Miscellaneous

License

Transceiver

Module

Show Help

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

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

# Adding a Line Item – Type of Product

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

Generally, here are the options:

## Type of Internal Connection ? \*

Data Distribution

## Type of Product \*

Switch

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

# Listing Make/Model Number

---

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

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

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

# Installation/Leasing Questions

---

Installation Included in Price?

YES

NO ✓

Lease or Non-Purchase Agreement?

YES

NO ✓

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

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

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

# Entering Unit Costs/Quantity

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

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

List the # of units.

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

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

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

<b>Summary</b>	
Total Eligible Recurring Costs	\$0.00
Total Eligible One-time Costs	+ \$24,300.00
Pre-Discout Extended Eligible Line Item Cost	= \$24,300.00

# Identifying Recipients of Equipment for this Line Item

## Manage Recipients of Service

Is every entity for this organization receiving service?

YES ✓

NO

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

<input type="checkbox"/>	BEN	BEN Name
<input checked="" type="checkbox"/>	121	Lawrence Primary School
<input type="checkbox"/>	122	Lawrence High School

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



ADD

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

# Important Question!!!

---

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

YES

NO

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

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

# Assigning Eligible Costs/Building

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

## Recipients of Service for FRN Line Item #1999000147.001

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

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

<input checked="" type="checkbox"/>	BEN	Name	↑	Eligible Cost per BEN
<input checked="" type="checkbox"/>	122	Lawrence High School		
<input checked="" type="checkbox"/>	121	Lawrence Primary School		

EDIT ELIGIBLE COST

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

# Allocating Costs/School

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

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

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

### 1. Lawrence Primary School (BEN: 121)

### 2. Lawrence High School (BEN: 122)

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

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

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

# Balancing to \$0.00

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

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

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

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

<input type="checkbox"/>	BEN	Name	↑	Eligible Cost per BEN
<input type="checkbox"/>	122	Lawrence High School		\$8,100.00
<input type="checkbox"/>	121	Lawrence Primary School		\$16,200.00

EDIT ELIGIBLE COST

# FRN Line Item Page: Adding an Additional FRN Line Item

## FRN Line Items for FRN #1999000147 - Switches - Aruba - Vendor BBB

<input type="checkbox"/>	FRN Line Item Number	Type of Internal Connection	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	1999000147.001	Data Distribution	Switch	0	18	\$24,300.00

ADD NEW FRN LINE ITEM

REMOVE FRN LINE ITEM

BULK UPLOAD

### FCC Form 471 Help

Show Help

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

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

SAVE & SHARE

CONTINUE

# Main FRN Page: Adding Another FRN

## Funding Requests

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

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

<input type="checkbox"/>	FRN	↓ Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	1999000147	Switches - Aruba - Vendor BBB	1	\$19,440.00
<input type="checkbox"/>	1999000146	Wireless Equipment - Ruckus - Vendor AAA	2	\$39,820.00

ADD FRN

EDIT FRN

REMOVE FRN

## FCC Form 471 Help

Show Help

BACK

DISCARD FORM

SAVE & SHARE

REVIEW FCC FORM 471

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

# Example 3:

## Structured Cabling

(Site specific service/equipment)

---

# FRN Example 3: Structured Cabling

---

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

# Main FRN Page: Adding Another FRN

## Funding Requests

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

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

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	1999000147	Switches - Aruba - Vendor BBB	1	\$19,440.00
<input type="checkbox"/>	1999000146	Wireless Equipment - Ruckus - Vendor AAA	2	\$39,820.00

ADD FRN

EDIT FRN

REMOVE FRN

To add an addition Funding Request, choose  
“Add FRN.”

# Funding Request Key Information

## Funding Request Key Information

Please enter a Funding Request Nickname here ? \*

Structured Cabling - Gator Networking ←

Provide a descriptive nickname for each funding request.

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

YES NO ✓ ←

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

## Copy FRN

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

COPY FRN ←

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

## Service Type

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

Internal Connections ←

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

# Contract vs. MTM

## FRN Contract

How are the services for this FRN being purchased?

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

CONTRACT ✓

TARIFF

MONTH-TO-MONTH

Select "Contract" for all Category 2 funding requests.

# Linking to a Contract

## ▼ Associate a Contract

### Search by Creating Organization BEN

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

### Search by Nickname (All or Partial)

### Search by Contract No.

### Search by Contract ID



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

<input type="checkbox"/>	Contract ID	Contract Number	Nickname	Award Date ↓	Creating Organization BEN
<input type="checkbox"/>	5357	Optional Field to Enter if your Contract has an identifying number.	Wireless Equipment FY 2019	2/1/2019	120
<input type="checkbox"/>	5358		Switch Contract FY 2019	1/31/2019	120
<input checked="" type="checkbox"/>	5359		Structured Cabling FY 2019	1/30/2019	120

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

# Entering Service Start and Contract Expiration Dates

## Contract Information (Additional)

What is the service start date? ? \*

07/01/2019

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? ? \*

09/30/2020

### Service Start Date:

The system will automatically enter 7/1/2019 as SSD.

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

### Contract Expiration Date:

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

# FRN Narrative Box

## Narrative

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

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

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

# Adding an FRN Line Item

**Funding Requests**

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

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

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	
<input type="checkbox"/>	<a href="#">1999000148</a>	Structured Cabling - Gator Networking	0	
<input type="checkbox"/>	<a href="#">1999000147</a>	Switches - Aruba - Vendor BBB	1	\$19,440.00
<input type="checkbox"/>	<a href="#">1999000146</a>	Wireless Equipment - Ruckus - Vendor AAA	2	\$39,820.00

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

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

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

# Adding FRN Line Item

## FRN Line Items for FRN #1999000148 - Structured Cabling - Gator Networking

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

Select "Add New FRN Line Item."

# Adding a Line Item – Type of Product

## Type of Internal Connection ? \*

Cabling/Connectors

## Type of Product \*

Cabling

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

Generally, here are the options:

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

# Listing Make/Model Number

---

**Make \***

Other ▼

**Enter the Make \***

Gator Networking

**Model \***

Structured Cabling

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

# Installation/Leasing Questions

---

Installation Included in Price?

YES ✓

NO

Lease or Non-Purchase Agreement?

YES

NO ✓

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

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

# Entering Unit Costs/Quantity

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

Enter Unit Cost and Quantity

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

One-Time Cost	
One-time Unit Cost	\$7,500.00
One-time Ineligible Unit Cost	\$0.00
One-time Eligible Unit Cost	= \$7,500.00
One-time Quantity	1
Total Eligible One-time Costs	= \$7,500.00
Summary	
Total Eligible Recurring Costs	\$0.00
Total Eligible One-time Costs	+ \$7,500.00
Pre-Discount Extended Eligible Line Item Cost	= \$7,500.00

# Identifying Recipients of Equipment for this Line Item

Is every entity for this organization receiving service?

YES

NO ✓

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

<input type="checkbox"/>	BEN	BEN Name
<input checked="" type="checkbox"/>	121	Lawrence Primary School
<input type="checkbox"/>	122	Lawrence High School

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

ADD

# Are Costs Shared?

### Selected Entities

<input type="checkbox"/>	BEN	BEN Name
<input type="checkbox"/>	121	Lawrence Primary School

Are the costs shared equally among all of the entities?

YES ✓  NO

Generally, the answer to this question will be “No.”

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

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

# Assigning Eligible Costs/Building

## Recipients of Service for FRN Line Item #1999000148.001

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

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

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

# FRN Line Item Page: Adding an Additional FRN Line Item

## FRN Line Items for FRN #1999000148 - Structured Cabling - Gator Networking

<input type="checkbox"/>	FRN Line Item Number	Type of Internal Connection	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	1999000148.001	Cabling/Connectors	Cabling	0	1	\$7,500.00

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

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

# Main FRN Page – Review FRN Calculations

## Funding Requests

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

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

<input type="checkbox"/>	FRN	↓ Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	1999000148	Structured Cabling - Gator Networking	1	\$6,000.00
<input type="checkbox"/>	1999000147	Switches - Aruba - Vendor BBB	1	\$19,440.00
<input checked="" type="checkbox"/>	1999000146	Wireless Equipment - Ruckus - Vendor AAA	2	\$39,820.00

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

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

# Finished Adding FRNs?

## Funding Requests

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

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

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	1999000148	Structured Cabling - Gator Networking	1	\$6,000.00
<input type="checkbox"/>	1999000147	Switches - Aruba - Vendor BBB	1	\$19,440.00
<input type="checkbox"/>	1999000146	Wireless Equipment - Ruckus - Vendor AAA	2	\$39,820.00

ADD FRN

EDIT FRN

REMOVE FRN

## FCC Form 471 Help

Show Help

BACK

DISCARD FORM

SAVE & SHARE

REVIEW FCC FORM 471

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

# Creating the Draft Form PDF

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

## Basic Information

This page displays all of the funding requests.

## Funding Requests

To create or update specific FRN Line Items, click on the FRN number.

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

NO

YES

## Certify

Click on the FRN number to edit or delete an existing one.

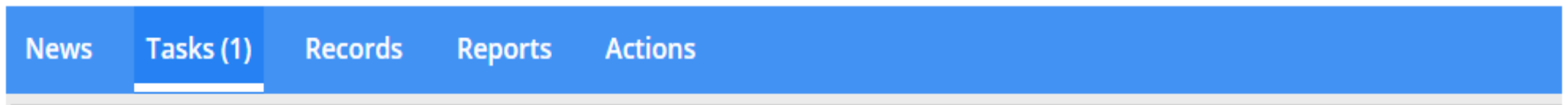
## Category Two Budget Information

<input type="checkbox"/>	FRN	↓ Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	1999000148	Structured Cabling - Gator Networking	1	\$6,000.00
<input type="checkbox"/>	1999000147	Switches - Aruba - Vendor BBB	1	\$19,440.00
<input type="checkbox"/>	1999000146	Wireless Equipment - Ruckus - Vendor AAA	2	\$39,820.00

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

# Where to See the Draft Form PDF Task

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



# Reviewing the Draft 471

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

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

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

### Download Document Link

[USAC\\_FCC\\_FORM\\_471\\_APPLICATION\\_191000110\\_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 click "Continue to Certification."

# Review PDF & Continue to Certification Page

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

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

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

### Download Document Link

[USAC\\_FCC\\_FORM\\_471\\_APPLICATION\\_191000110\\_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 see the PDF of your Form 471, click on the **blue** link.
- If you need to make edits, click "**Edit Form**" to re-enter the form.
- If you are ready to submit the form, check the **box** and "**Continue to Certification.**"

You must have Full Rights in order to certify the form.

# Certification Page

Read and check all of the certification boxes on this page.

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

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

Basic Information

Entity Information

Funding Requests

**Certify**

Please complete the certifications below.

### Applicant Certifications

- I certify that the entities listed in this application are eligible for support because they are schools under the statutory definitions of elementary and secondary schools found in the No Child Left Behind Act of 2001, 20 U.S.C. §§ 7801(18) and (38), that do not operate as for-profit businesses and do not have endowments exceeding \$50 million.
- I certify that the entity I represent or the entities listed on this application have secured access, separately or through this program, to all of the resources, including computers, training, software, internal connections, maintenance, and electrical capacity, necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support. I certify that the entities I represent or the entities listed on this application have secured access to all of the resources to pay the discounted charges for eligible services from funds to which access has been secured in the current funding year. I certify that the Billed Entity will pay the non-discount portion of the cost of the goods and services to the service provider(s).

# Certification Page

## Total Funding Summary

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

Summary	
Total funding year pre-discount eligible amount on this FCC Form 471	\$81,575.00
Total funding commitment request	\$65,260.00
Total applicant non-discount share	\$16,315.00
Total budgeted amount allocated to rate support	\$50,000.00
Total amount necessary for the applicant to pay the non-discount share of eligible and any ineligible amounts	\$66,315.00
Are you receiving any of the funds directly from a service provider listed on any of the FCC Forms 471 filed by this Billed Entity for this funding year?	<input type="text" value="Please select a value"/> <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?	<input type="text" value="Please select a value"/> <b>Always select "No."</b>

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



Please select a value

Please select a value

# Certification Page

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- 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

---

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

**Certification Date**

2/3/2019 9:22 PM EST

**Authorized Person**

**Name** School District 7 User 1

**Title** Administrator

**Employer** Lawrence School District

**Address** 100 Main Street  
Lead, SD 57754

**Phone** 555-555-5556

**Email** school.district7.user1@mailinator.com

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

# To Print a Final Copy of Your Form 471

▼ FCC Forms and Post-Commitment Requests

FCC Forms Status  All  
 Post-Commitment Requests  Incomplete  
 Certified  
 Committed

Form Type: FCC Form 471

Funding Year: 2019

Application Number	Nickname	Funding Year	Status	Certified Date
191000110	FY 2019 - Category 2 - Form 471	2019	Certified	2/3/2019 9:22 PM EST

On your EPC Landing Page, scroll to the bottom under FCC Forms. Select “Form 471” and “Certified” to see a list of your FY 2019 certified 471s. Click on the blue 471 Application Number.

# Printing a Final Copy of Your Form 471

## Application Information

**Nickname** FY 2019 - Category 2 - Form 471  
**Application Number** 191000110  
**Funding Year** 2019  
**Window Status** In-Window  
**Category of Service** Category 2

**Created Date** 2/3/2019 1:29 PM EST  
**Created By** School District 7 User 1  
**Certified Date** 2/3/2019 9:22 PM EST  
**Certified By** School District 7 User 1  
**Last Modified Date** 2/3/2019 9:22 PM EST  
**Last Modified By** School District 7 User 1

## Billed Entity Information

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

## Consultant Information

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

## Contact Information

**Name** School District 7 User 1  
**Email** school.district7.user1@mailinator.com

**Phone Number** 555-555-5556

## Holiday / Summer Contact Information

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

## FCC Form 471 Generated Documents

FCC Form 471 Version

Original Version

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



# To Submit a 471 Correction/Change

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Then “Submit Modification Request (RAL).”

Records / FCC Forms 471

## FY 2019 - Category 2 - Form 471 - #191000110

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