# FY2018 E-Rate Form 471 Workshop

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Ohio | Department of Education

# Training Agenda

- Filing Basics
- Accessing the EPC Portal
- Updating Entity Profile - Restrictions
- Connectivity Questions
- Entering Contracts
- Walk through the New FCC Form 471
- Next Steps

# Filing Basics

# Purpose of Form 471

## The FCC Form 471

- is filed to request discounts on eligible services.
- must be filed every year.
- must reference services that were competitively bid with an FCC Form 470 for at least 28 days, or after a request for proposal (RFP) is made publicly available, whichever is later. (Verify **Allowable Contract Date** posted on Form 470)
- must be filed **after** executing any contracts for contracted services, as applicable; or selecting your service provider for tariffed or month-to-month services.
- may reference an FCC Form 470 posted in a prior funding year where such a form resulted in a multi-year contract.

# When to File FCC Form 471

- The FCC Form 471 must be filed during a specific application window **each year**.
- All materials associated with the FCC Form 471 must be filed by 11:59 PM ET on or before the last day of the FCC Form 471 application filing window in order for the request to be considered as inside the window.

  – **Form 471 Filing window**:
    - Opened – **January 11th, 2018** ( Noon EST)
    - Closes – **March 22nd, 2018** (11:59 pm EST)

  – **Last date to file a Form 470 – February 22nd, 2018**

# Filing FCC Form 471

- You must complete and submit the FCC Form 471 by filing the form online in EPC.
- You may file more than one FCC Form 471
  - **Note:** you must file separate applications for **Category One** (Internet Access, Telecommunications Services, and/or Voice Services) and **Category Two** (Internal Connections, Managed Internal Broadband Services, and/or Basic Maintenance of Internal Connections).

# Prerequisites

- **Entity Profile**
  - The values in your applicant entity's profile had to be updated by Jan.10th. If you find that a correction or change is needed, you may note the information on the Form 471, or make a RAL correction.
  - The data in your entity profile is used to calculate your discounts in the EPC system.
- **Connectivity Questions**
  - Must be completed in order to submit the Form 471. Check to make sure information is correct, based on what was entered last year.
  - Being part of your organization's profile, you only answer them once, regardless of the number of forms you file.
- **Contracts**
  - Before you begin your application, upload contracts that you will be associating with Funding Request Numbers (FRNs) in your entity's profile, if not already in EPC.

# Unused Category 2 Funds

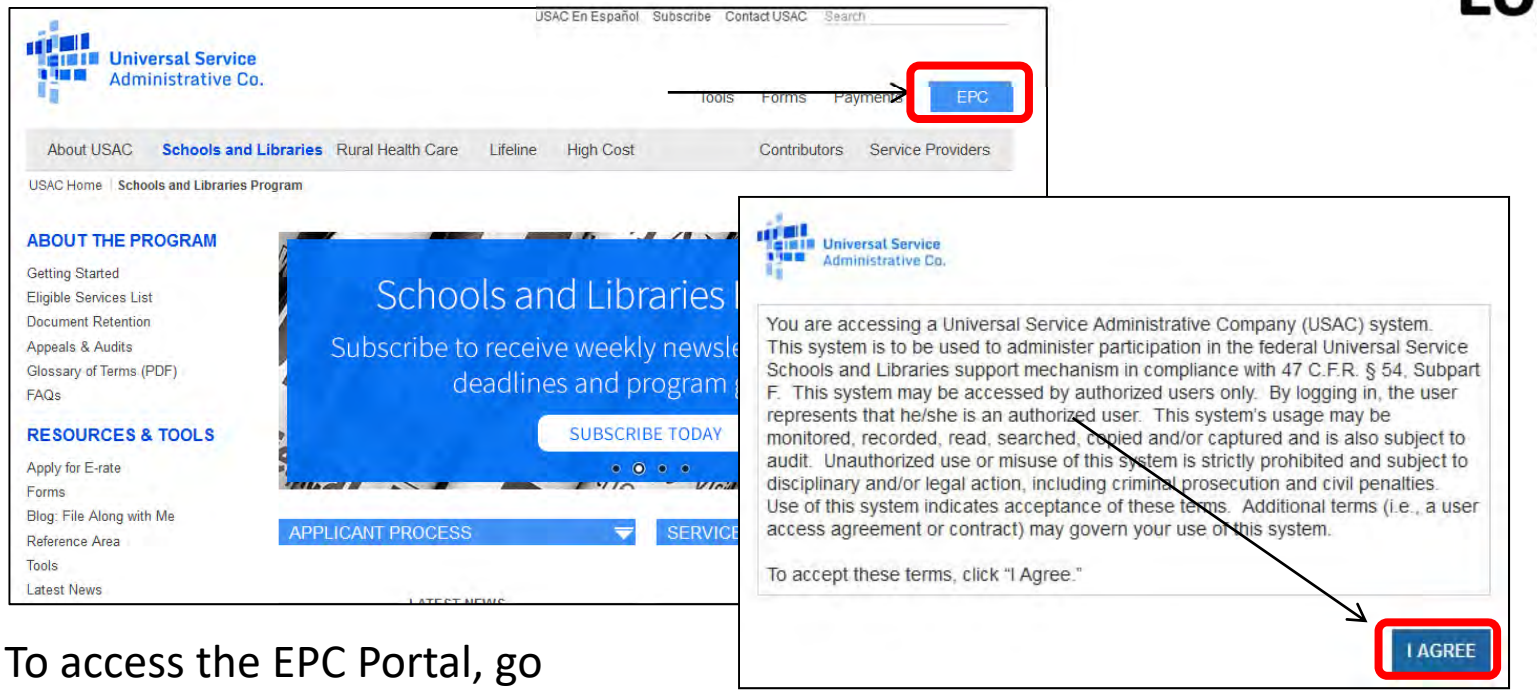
If you applied for FY2017 Category 2 funds, but did not use the full amount, you will need to notify USAC in order for the funds to be returned to the school's budget.

This is done by:

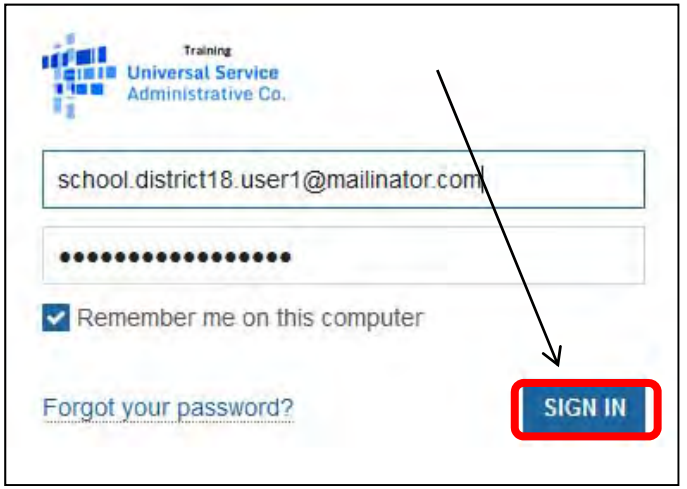
- **Filing the Form 500**
  - Now located in the EPC Portal
  - You can cancel a funding request, or reduce the requested amount.
  - It may take a while for the funds to be returned to a school's Category 2 budget, but you can file a FY2018 Form 471, requesting those funds
  - If the funds are not restored by PIA review, inform the reviewer that a Form 500 has been filed.

# Accessing the EPC Portal

# Logging In



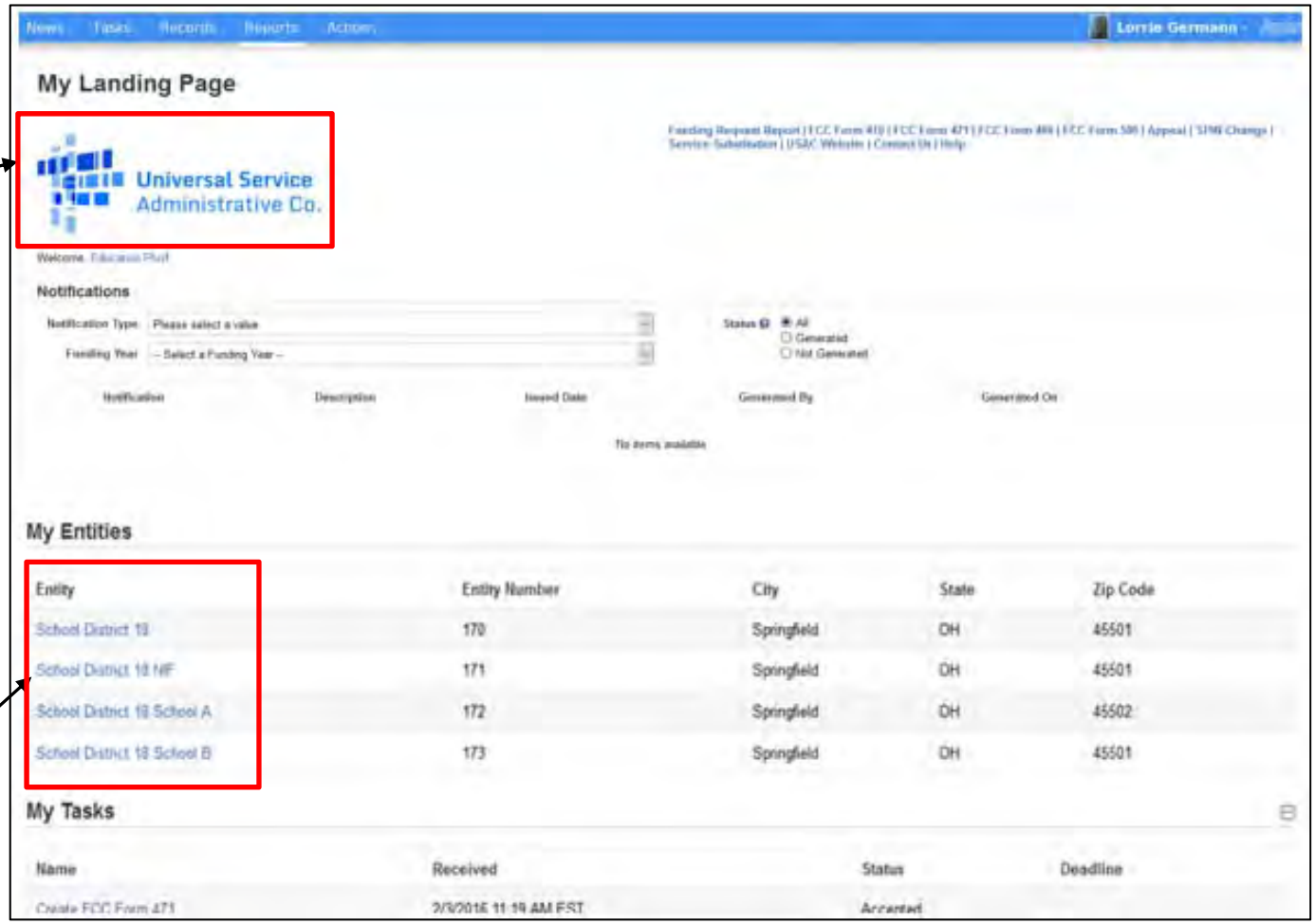

To access the EPC Portal, go to [www.usac.org/sl](http://www.usac.org/sl) , and click on the EPC logo in the upper right corner.




Click on "I Agree" to accept the terms. Enter your email address as username, your password, and click on "Sign In".

# Landing Page View

Click on **"USAC" logo** to return to Landing Page.

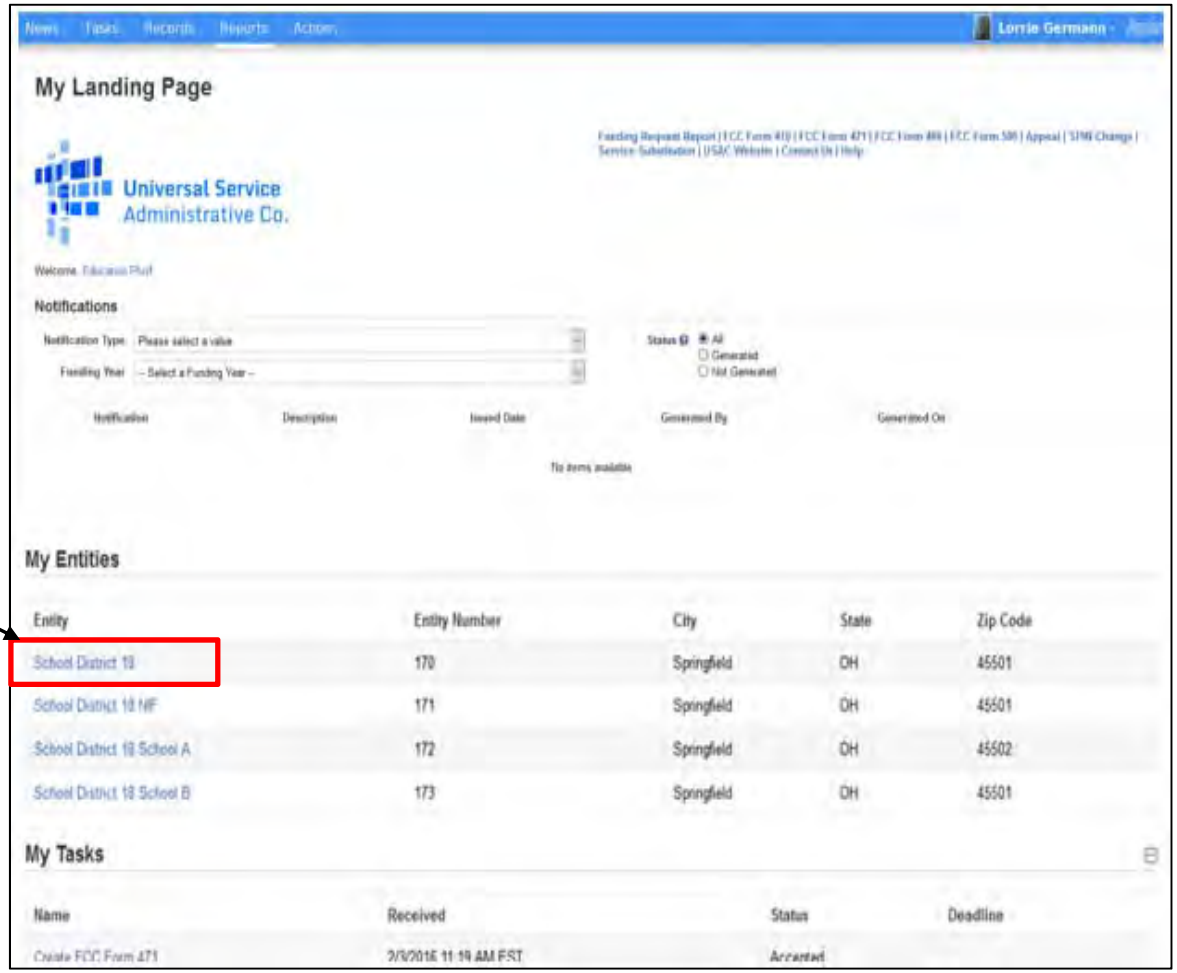



*** First Step:**
Make sure all of your entities are listed. The District's Billed Entity Number will be listed first, and cannot be used to identify a school building.

# Seeing The District Discount %

If all schools have been updated, you can verify your FY2018 discount percentage.

Click on the name of your district from the Landing Page to open the Organization Details page.

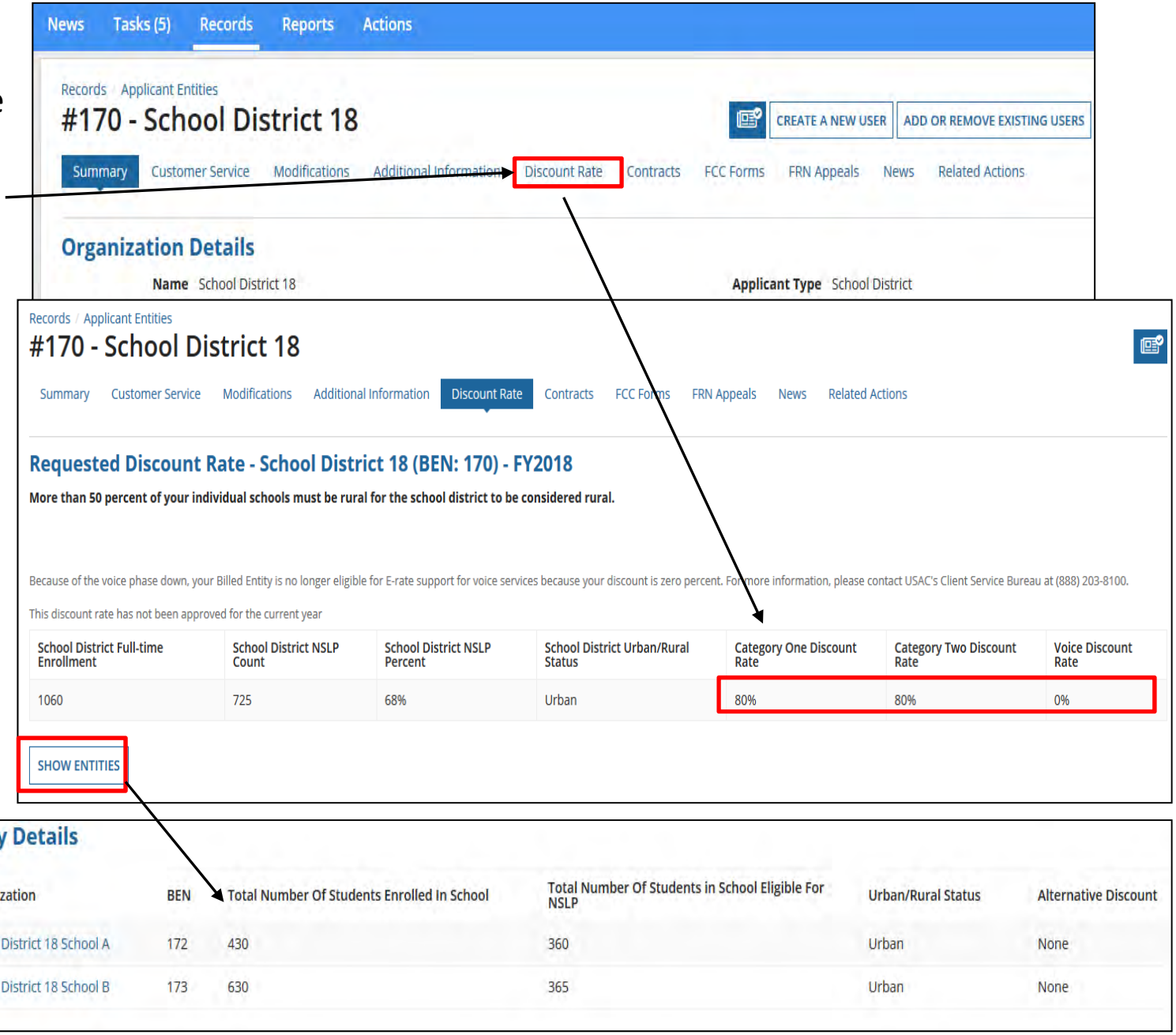


# Discount Rate

Click on “Discount Rate”. Be sure you’ve updated the profile of each school to see correct discount %.

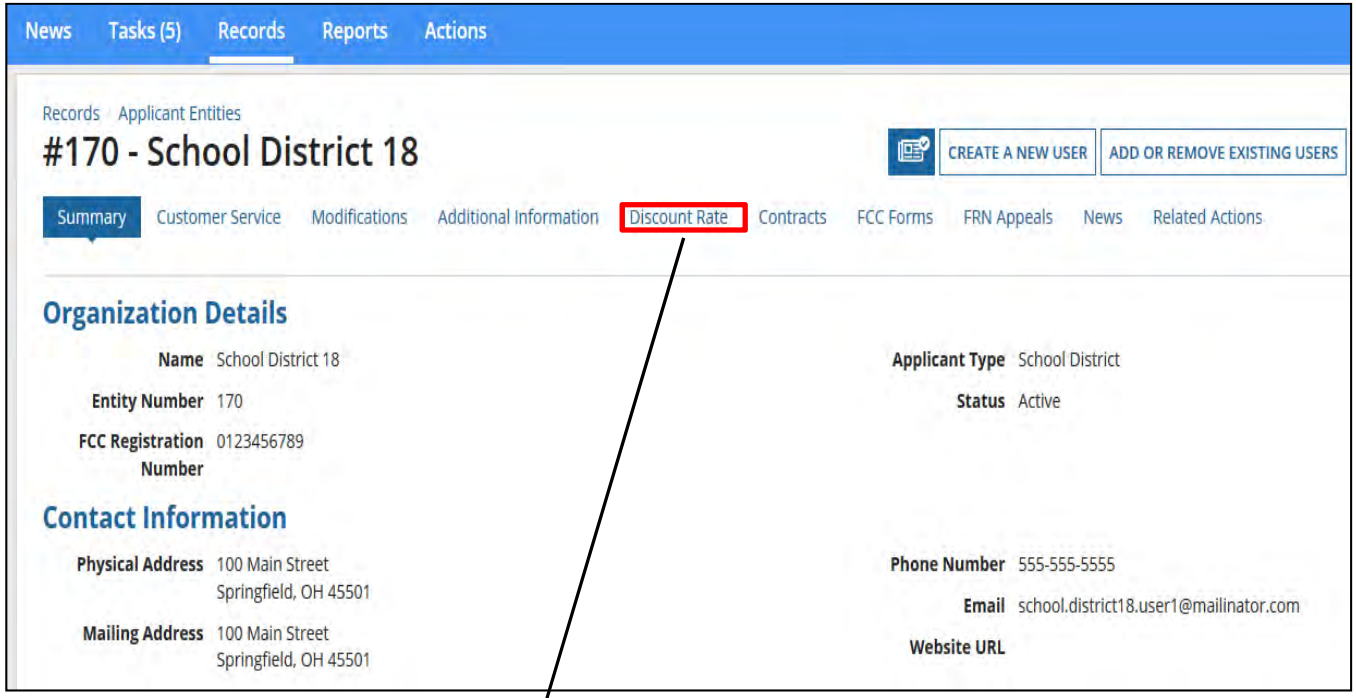
Discount rates for Cat 1, Cat 2, and Voice Service are listed. **If “Voice” is 0%, you no longer qualify for that service.**

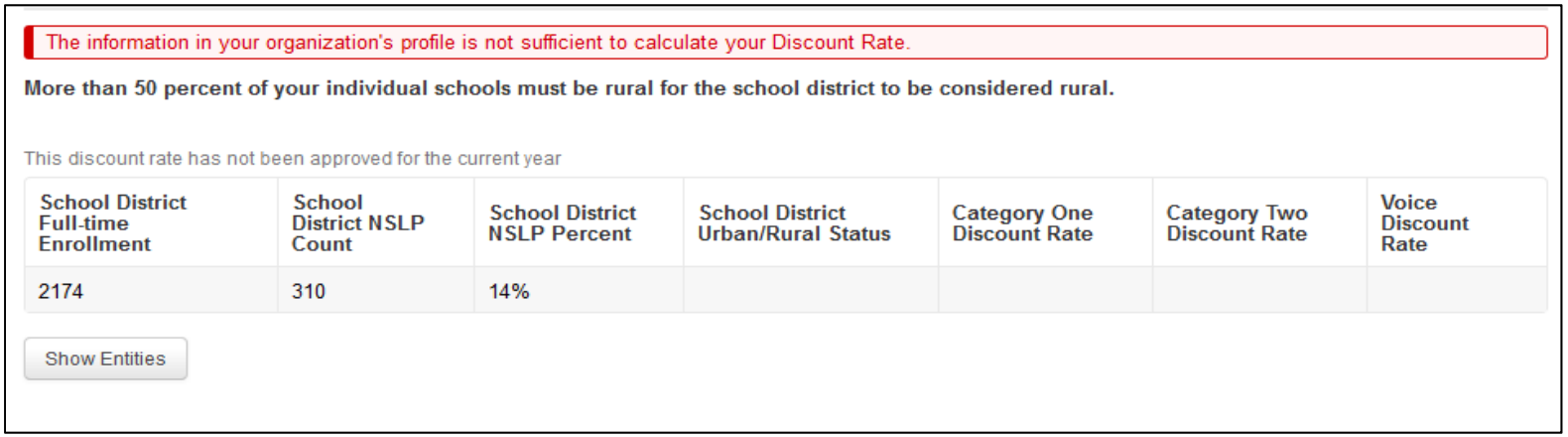
Click on “Show Entities” to see a breakdown of each school.



# Discount Rate

View indicates profile is missing needed information. If you receive this message, go back to each school's profile to determine what's missing, such as Urban/Rural Status.



# Connectivity Questions

# Connectivity Questions

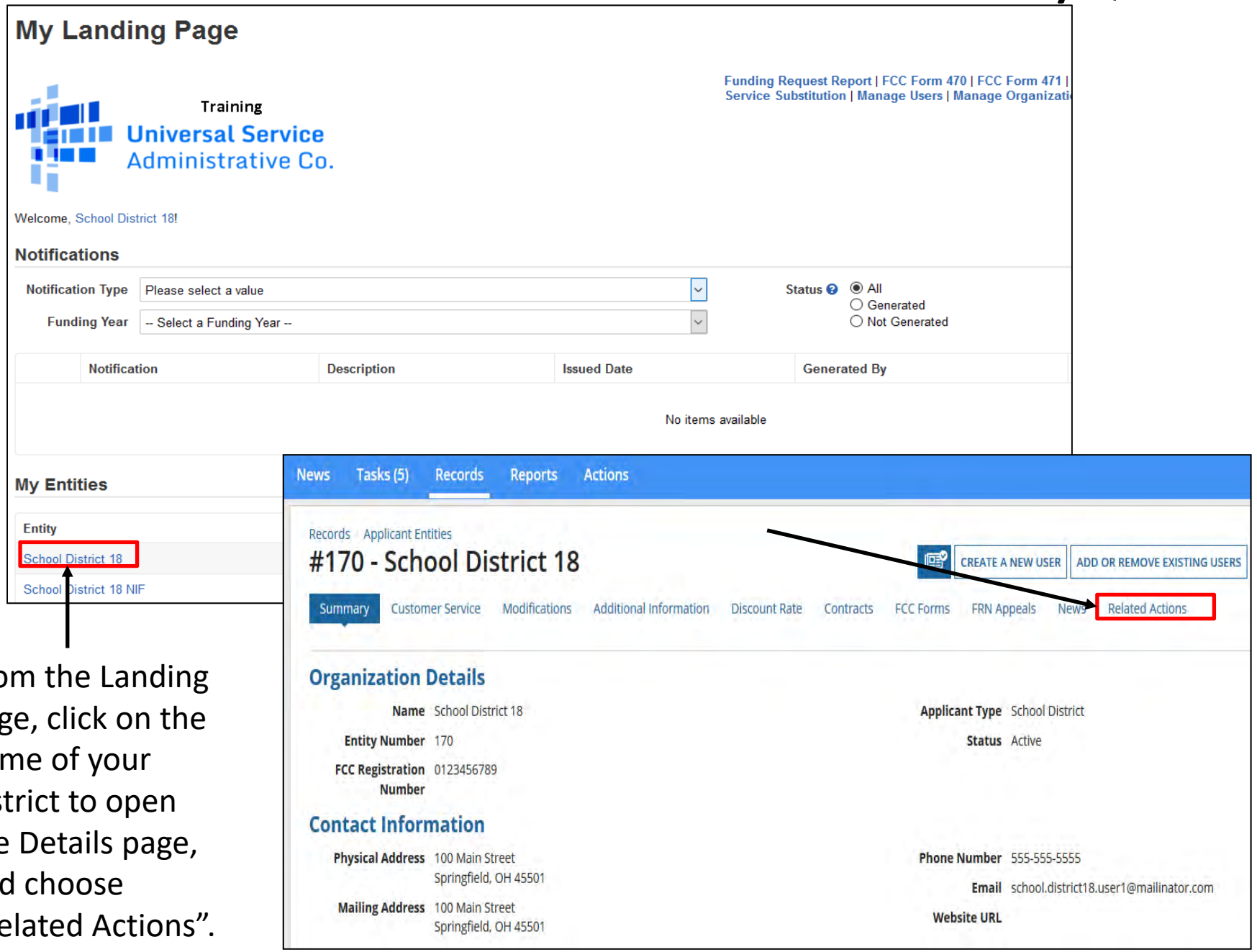
In order to complete the Form 471, we must complete/update the Connectivity Questions.

The questions are:

- Intended to gather feedback.
- Designed to provide comprehensive insight into the current state of connectivity for schools and libraries.
- Informational only and will **NOT** affect the funding commitments in any way.
- Part of your organization's profile, so you only answer them once, regardless of the number of forms you file.
- Automatically populated into each Form 471 you file.

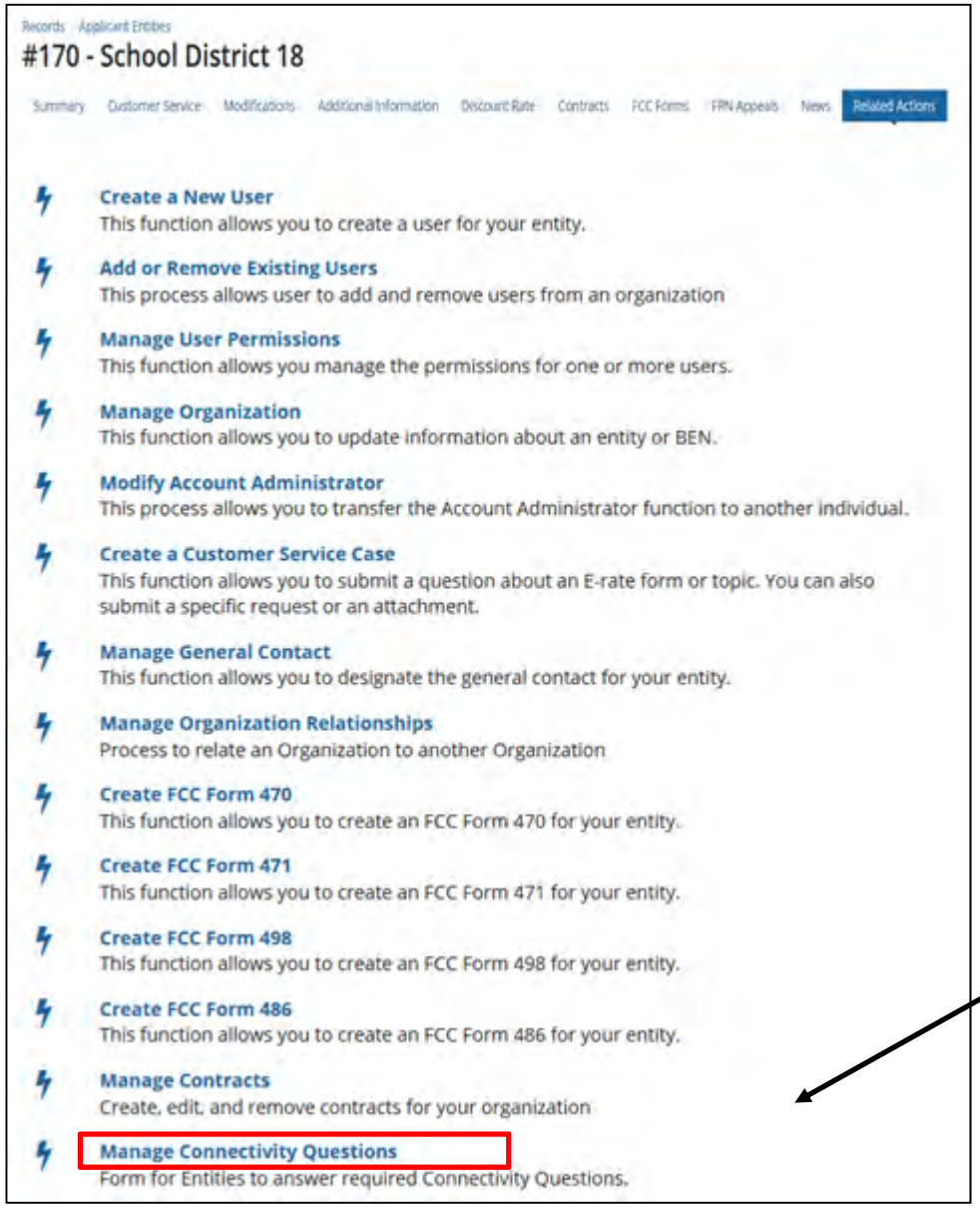
Districts will answer questions both at the district-level and for each school in the district.

# Connectivity Questions



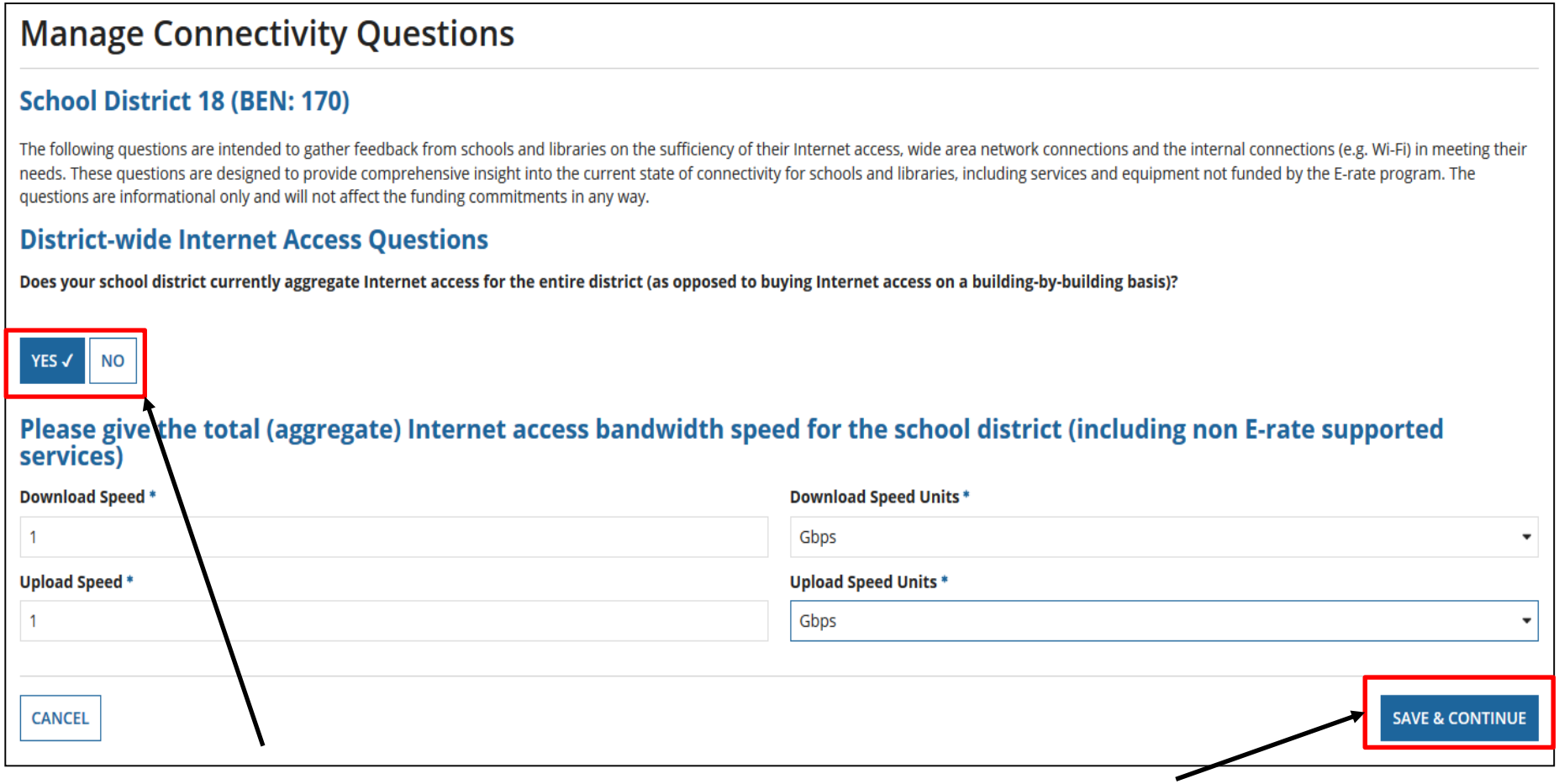

From the Landing Page, click on the name of your district to open the Details page, and choose “Related Actions”.

# Connectivity Questions




Click on “Manage Connectivity Questions”

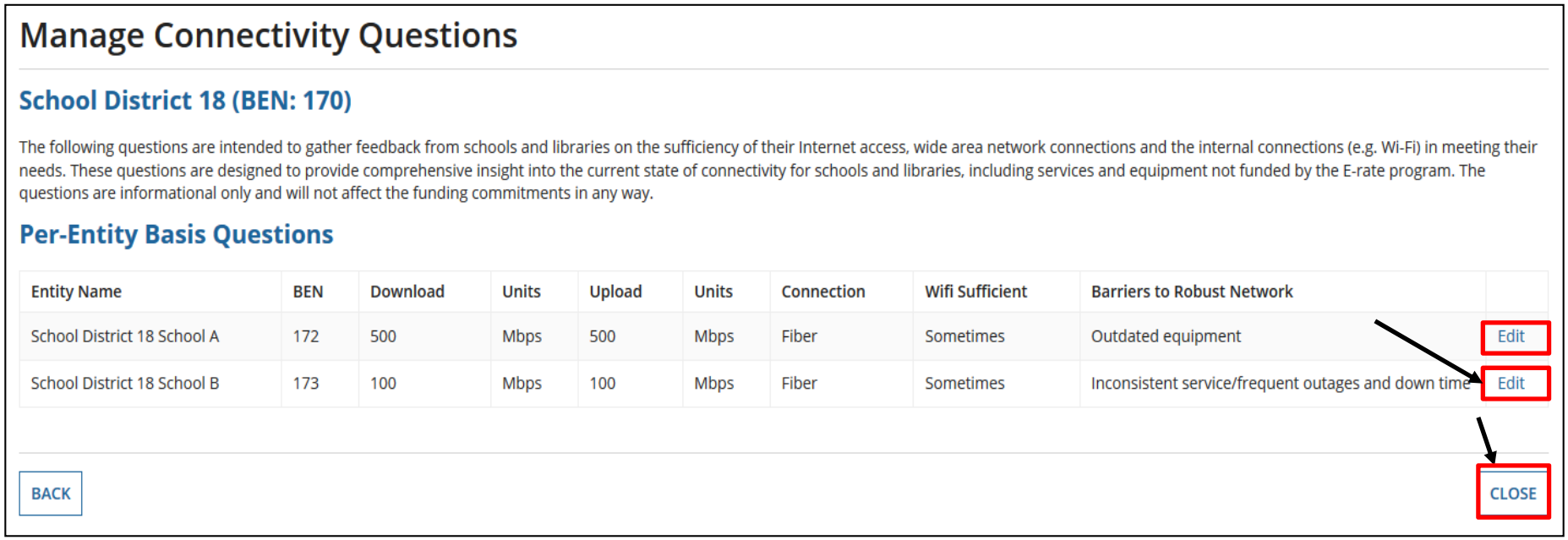
# Connectivity Questions




Answers provided last year will be displayed. Verify information, and click on “Save & Continue”.

(Does the district aggregate Internet access for the entire district? If “Yes”, provide the bandwidth speed for the district.)

# Connectivity Questions



## Manage Connectivity Questions

### School District 18 (BEN: 170)

The following questions are intended to gather feedback from schools and libraries on the sufficiency of their Internet access, wide area network connections and the internal connections (e.g. Wi-Fi) in meeting their needs. These questions are designed to provide comprehensive insight into the current state of connectivity for schools and libraries, including services and equipment not funded by the E-rate program. The questions are informational only and will not affect the funding commitments in any way.

### Per-Entity Basis Questions

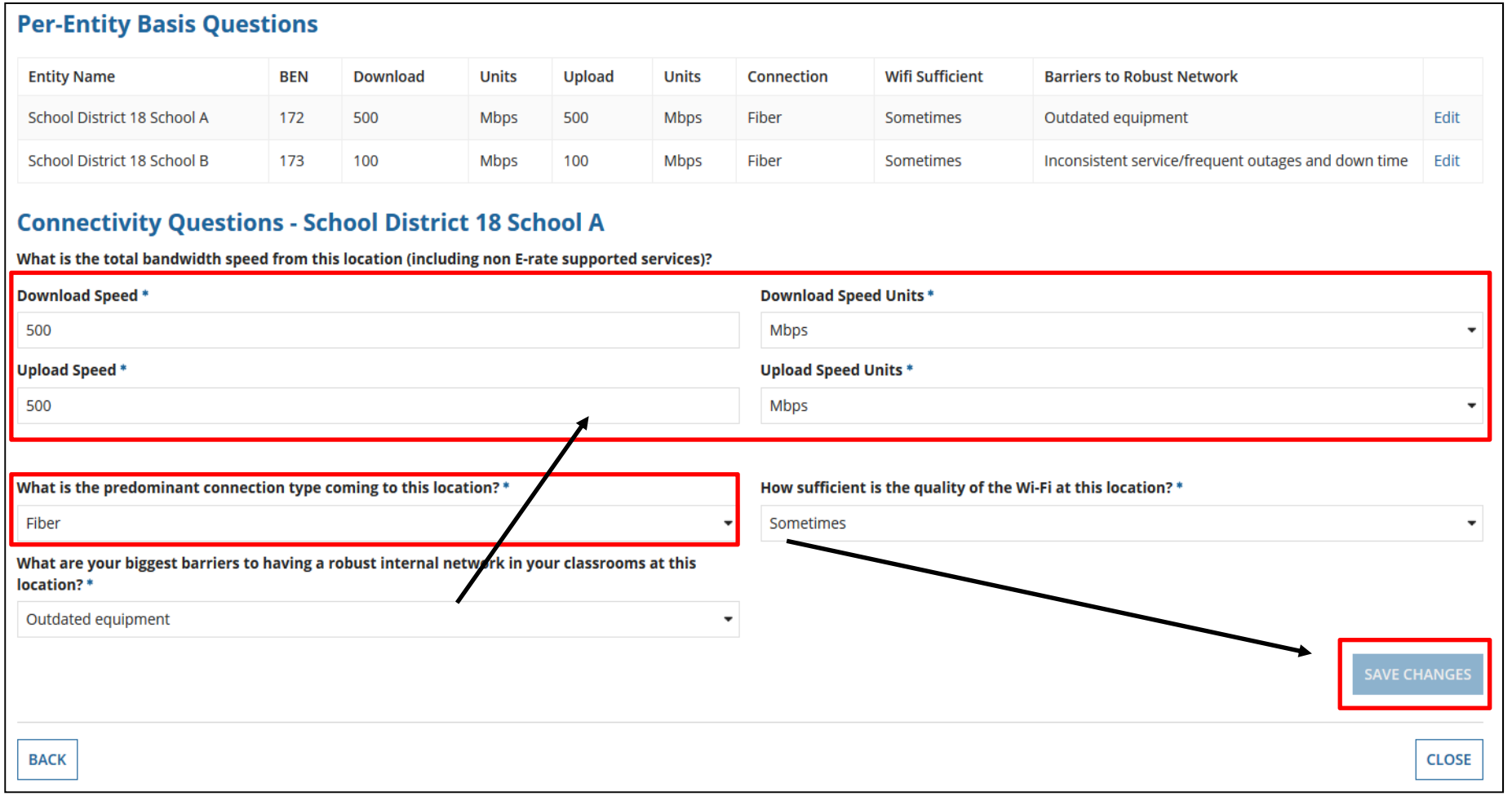
| Entity Name | BEN | Download | Units | Upload | Units | Connection | Wifi Sufficient | Barriers to Robust Network | |
|---|---|---|---|---|---|---|---|---|---|
| School District 18 School A | 172 | 500 | Mbps | 500 | Mbps | Fiber | Sometimes | Outdated equipment | Edit |
| School District 18 School B | 173 | 100 | Mbps | 100 | Mbps | Fiber | Sometimes | Inconsistent service/frequent outages and down time | Edit |

BACK

CLOSE

Verify information displayed. If incorrect, click on “Edit” and provide information, then click on “Save Changes”. Once complete, click on “Close”

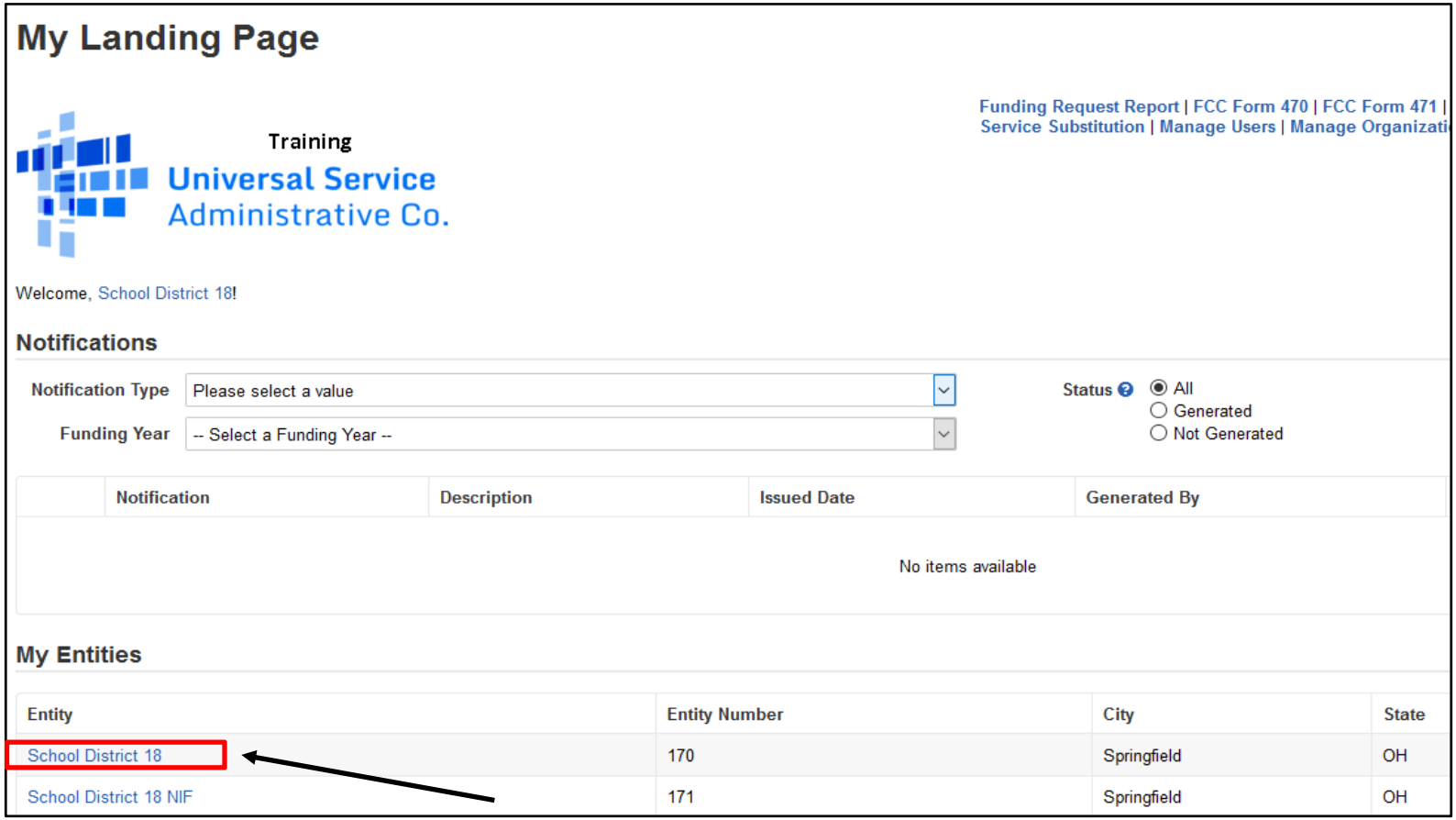
# Connectivity Questions




View when clicking on “Edit”. Provide answers to connection type, Wi-Fi quality, and biggest barrier (you can only choose one) in regards to the internal network at this location. When done, click on “Save Changes”

# Entering Contracts

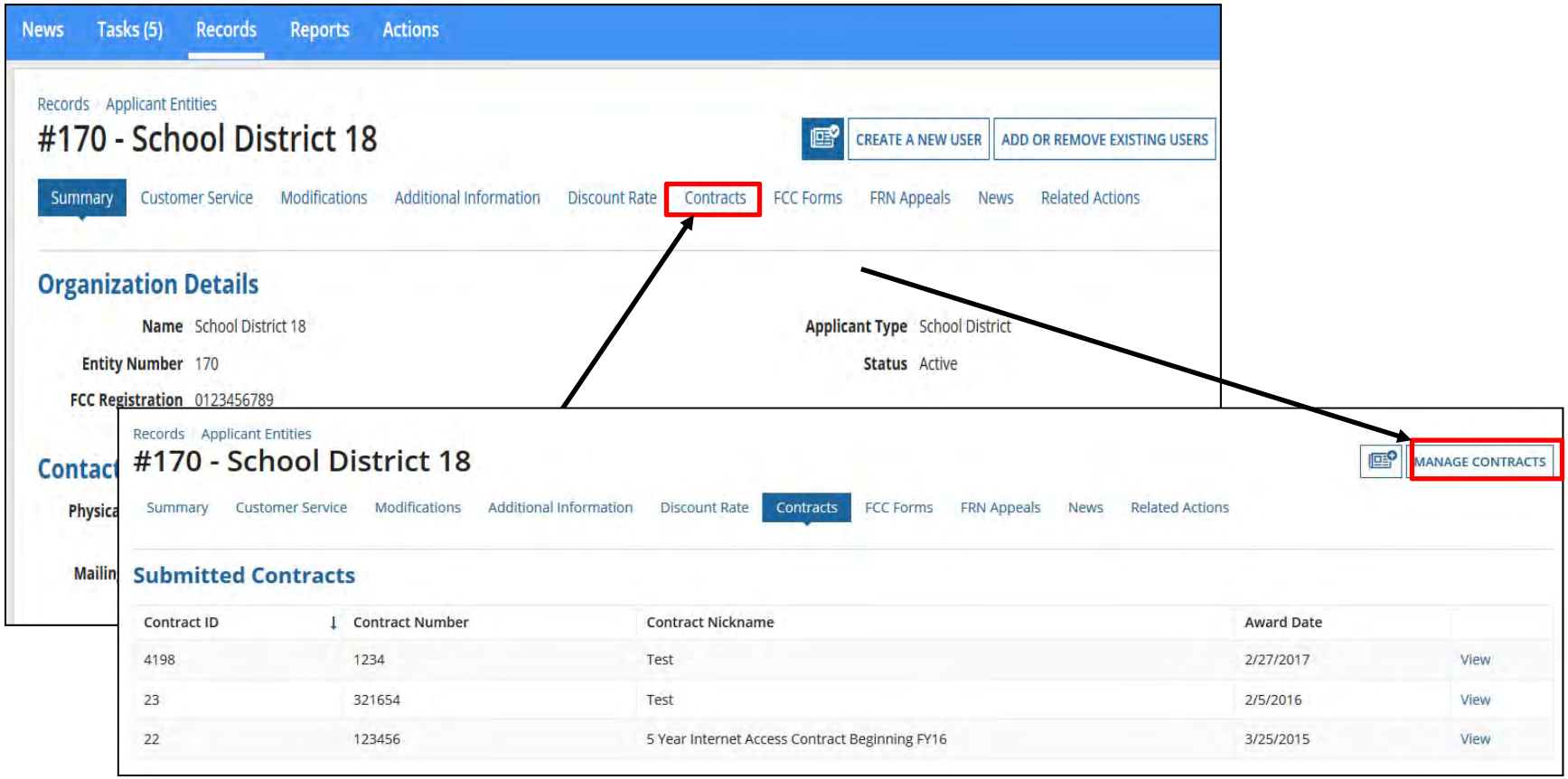
# Manage Contracts




You will be required to associate contracts with each FRN when requesting a contracted service. Therefore, it is recommended (and easier) that you complete this **before** you begin the Form 471.

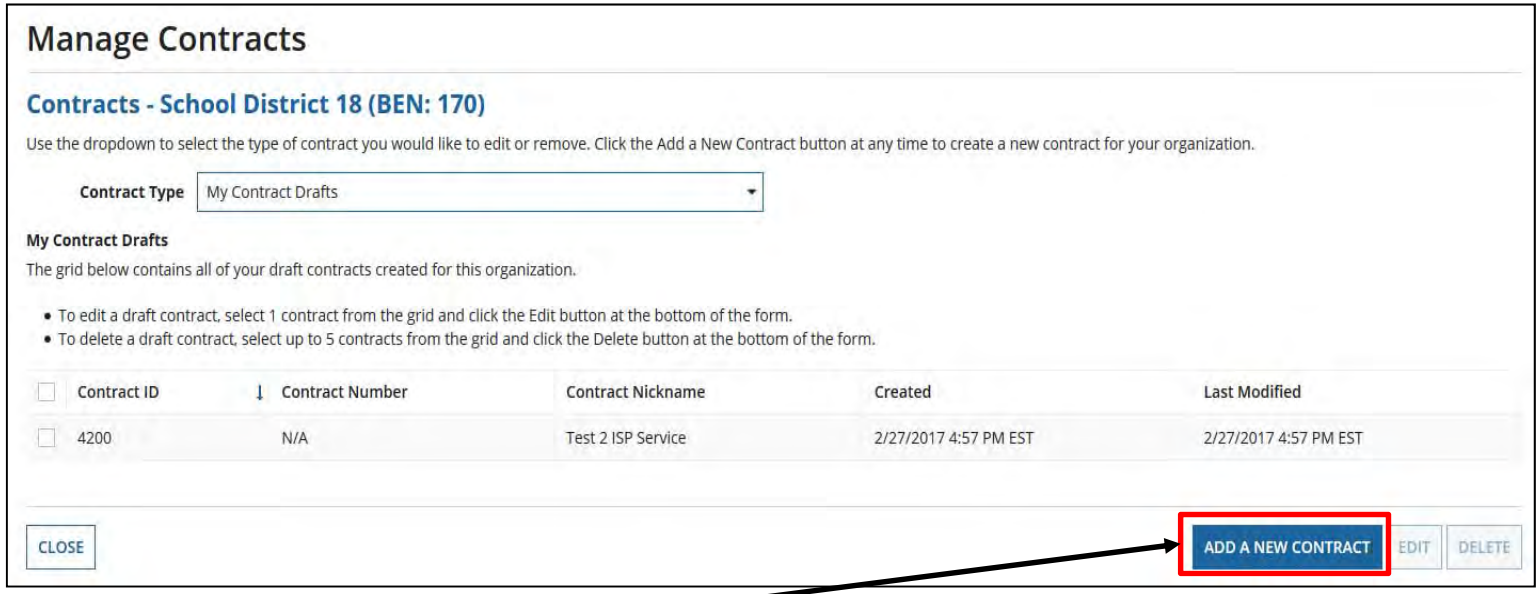
From your Landing Page, click on your organization (Billed Entity) from the “My Entities” section to display the organization dashboard.

# Manage Contracts




Click on “Contracts”, and then “Manage Contracts” to add new contracts. To see previously uploaded contracts, click on “View”. **Note:** Once a contract has been added, you cannot edit the information, or delete the contract. If a mistake is found, you will have to add the contract again, and accompanying information again.

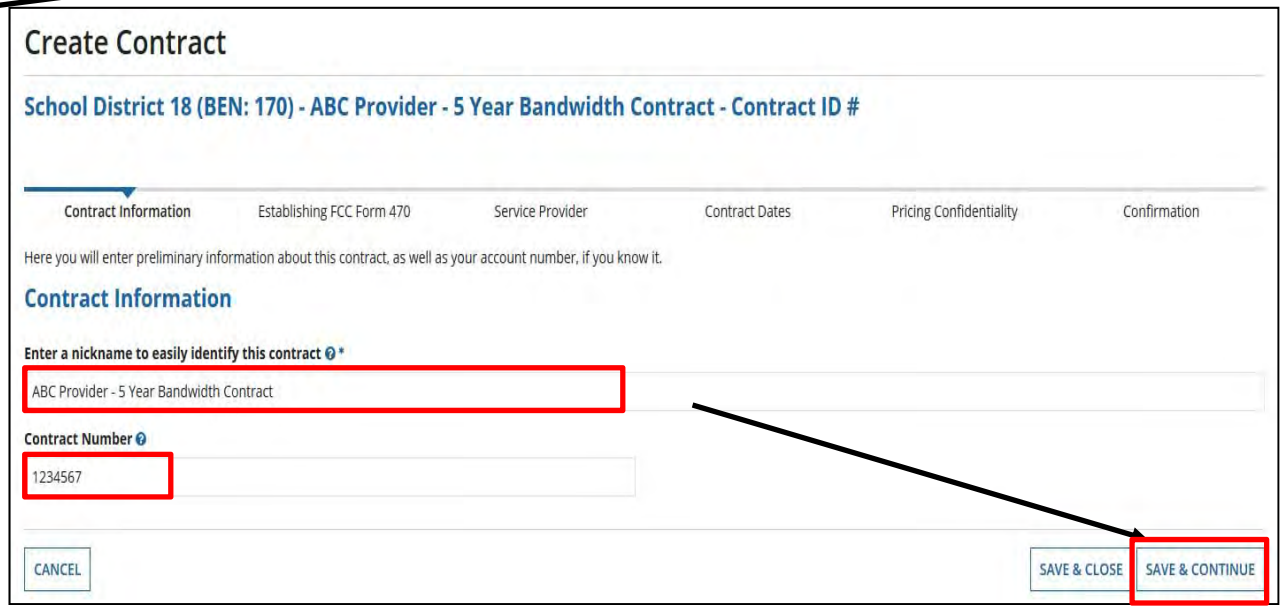
# Manage Contracts – Add New Contract




Begin by clicking on “Add New Contract”.

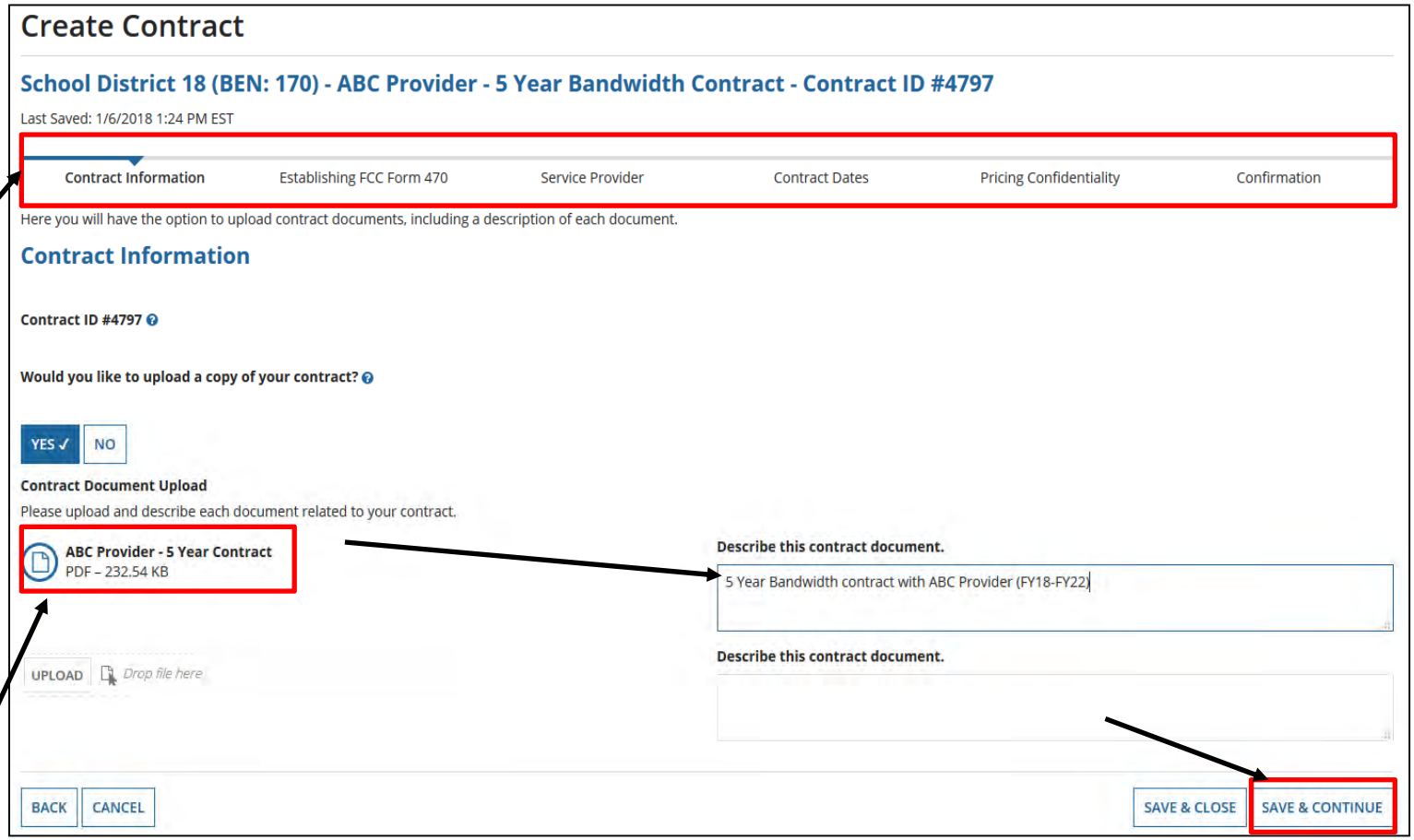
Enter a nickname and contract number if known, click on “Save & Continue”.

**Note:** if you need to stop before completing, click on “Save & Close”.



# Manage Contracts – Create Contract

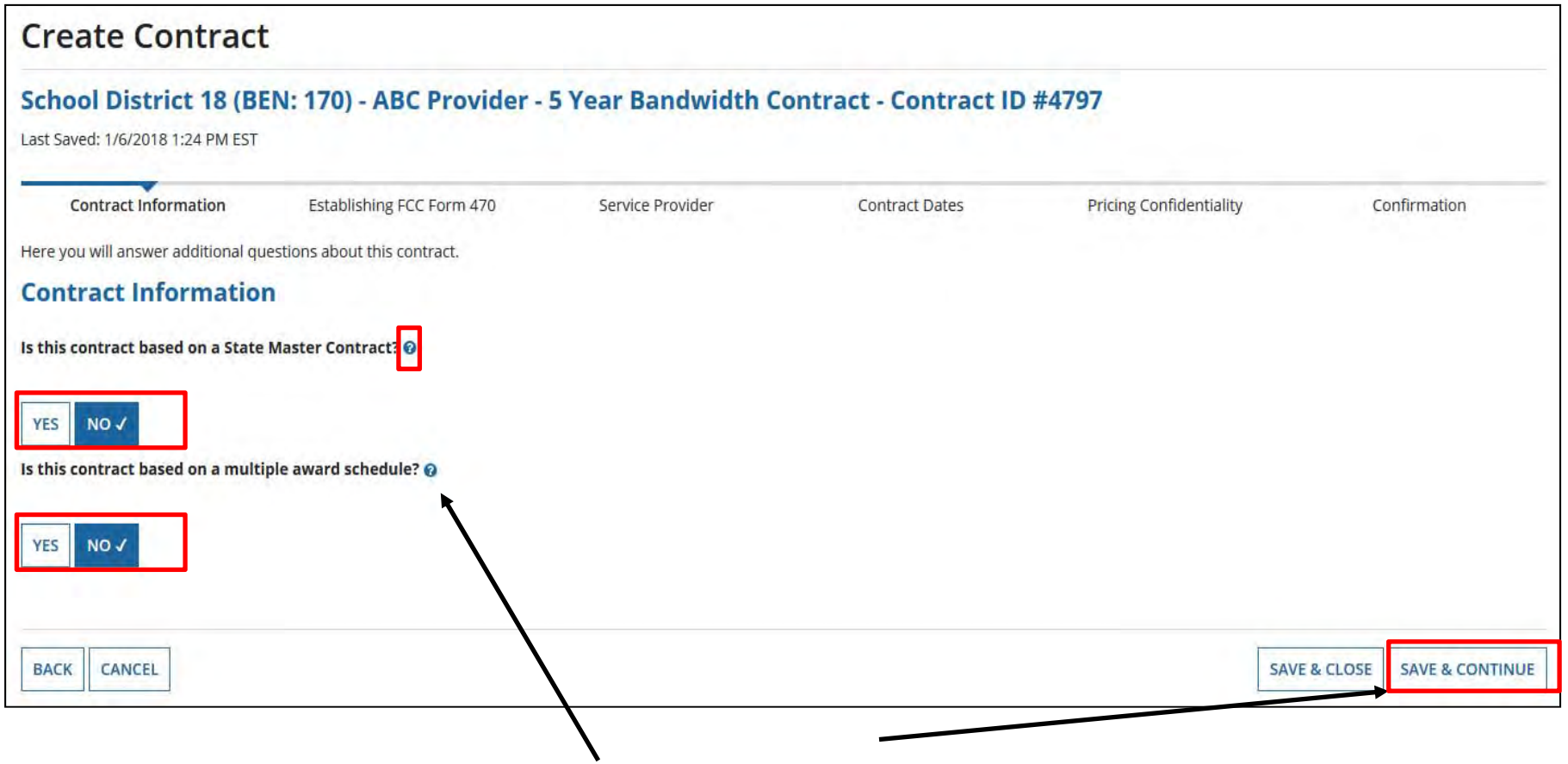
Breadcrumbs are provided to show progress.




To upload a copy of the contract, choose “Yes”, and upload file. Enter description of document. You may add multiple documents if you choose. When done, click on “Save & Continue”.

***Note:** If you have an existing contract that has addendums, it is recommended that you include all items as a single document. This also includes letters memorializing a purchasing decision, if the contract was signed at a later date.

# Manage Contracts – Create Contract




Provide answers. If unsure of question, hover over "?" for explanation. Click on "Save & Continue".

# Manage Contracts – Create Contract

Select the contract Piggy Back options. (Second question doesn't appear until you answer the 1st one.) Click on "Save & Continue".

# Manage Contracts – Create Contract

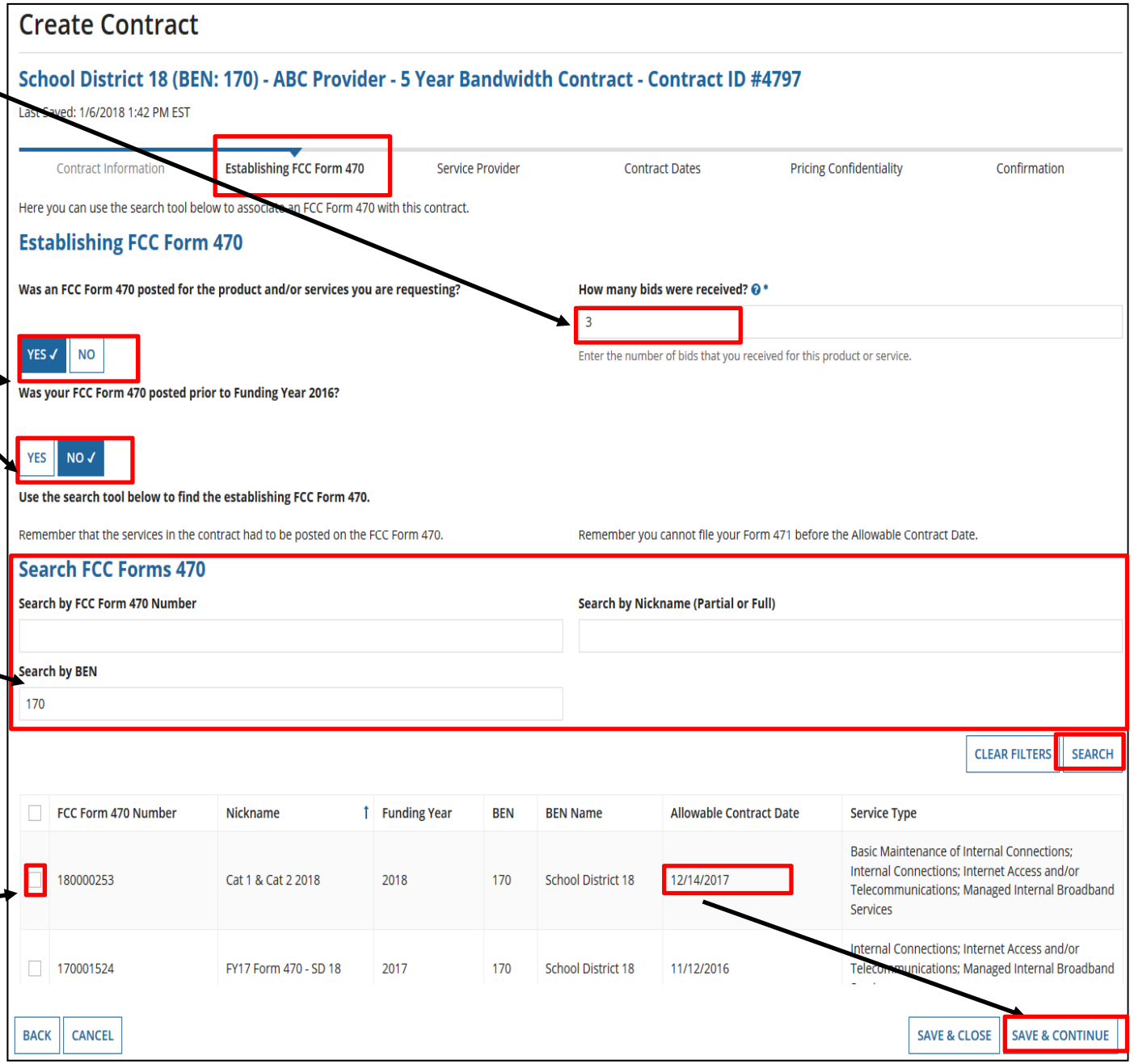
Enter the number of bids received.

Choose “Yes” if a Form 470 was filed, and indicate if it was done prior to FY2016.

If you are using an FY2016, 2017, or 2018 Form 470, you can search the portal for the form. Enter your search criteria, if not searching by BEN, and click on “Search”. Results will be listed below.

Check the box to select, and click on “Save & Continue”

**Note:** “Allowable Contract Date” is shown.

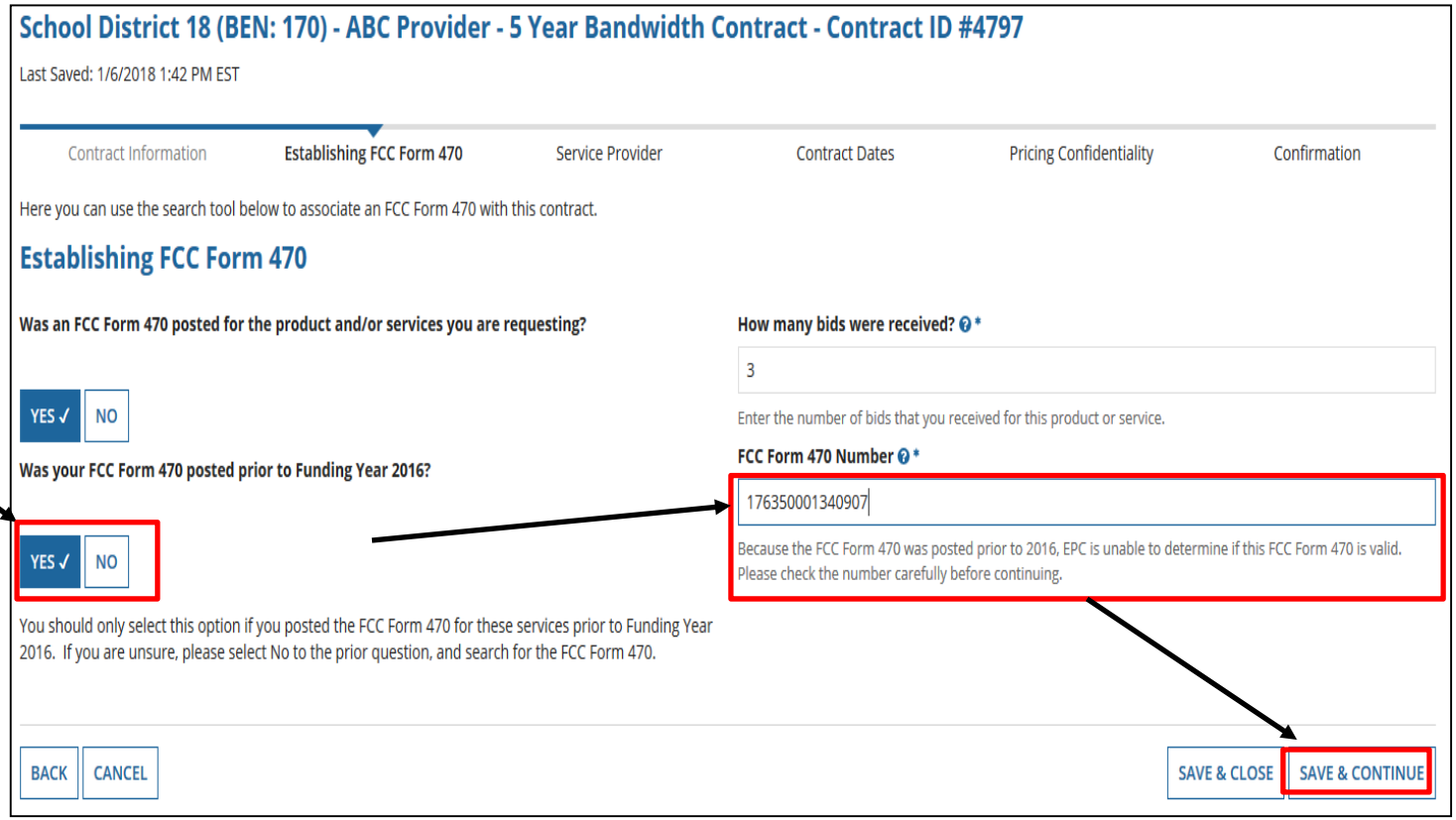


# Manage Contracts – Create Contract

## **View if adding a Form 470 filed prior to FY2016

If the Form 470 was filed prior to FY2016, select "Yes", and manually enter the application number.

**Note:** EPC cannot determine if the Form 470 is valid, so be sure to check the number.



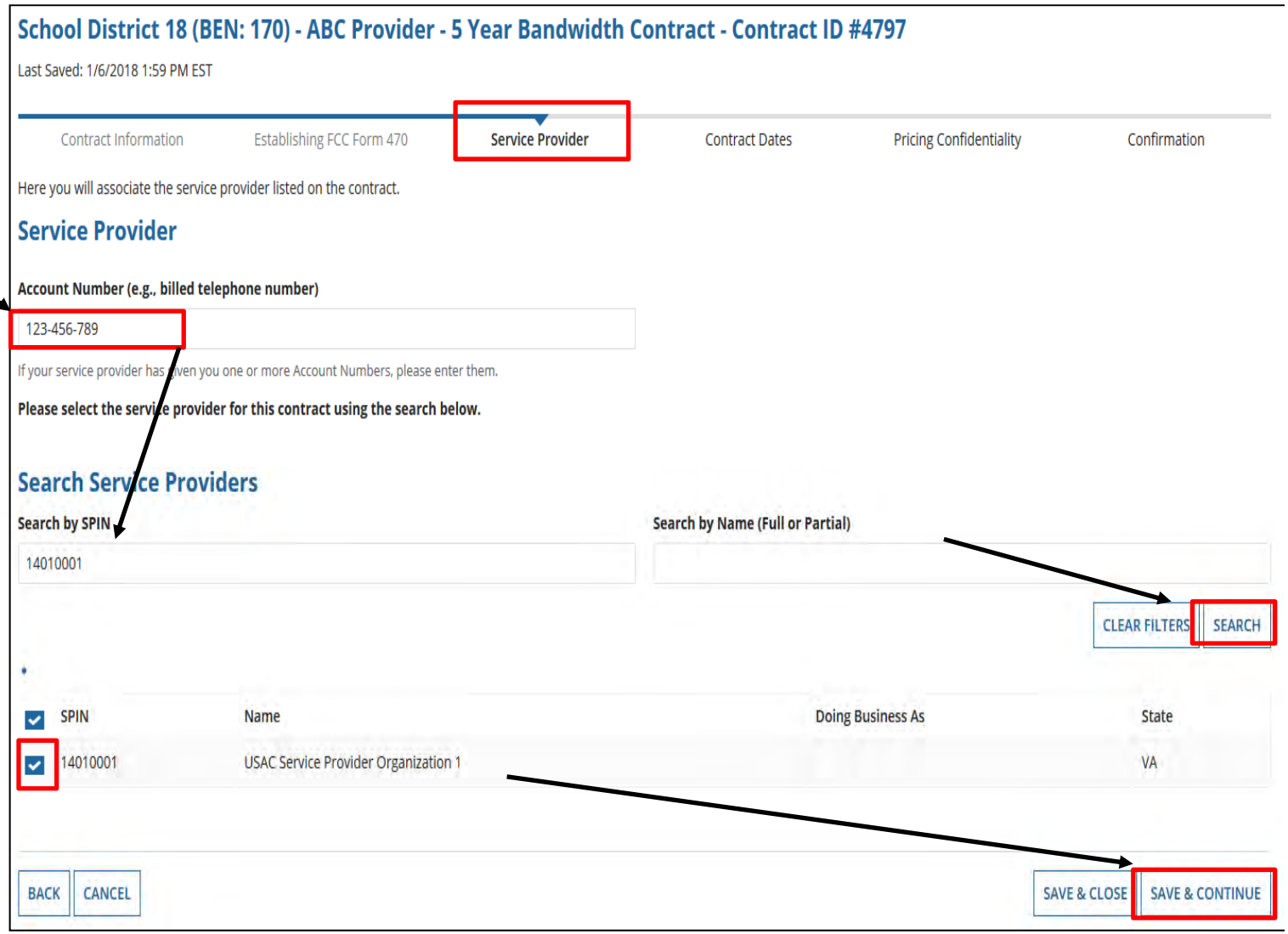

Click on "Save & Continue"

# Manage Contracts – Create Contract

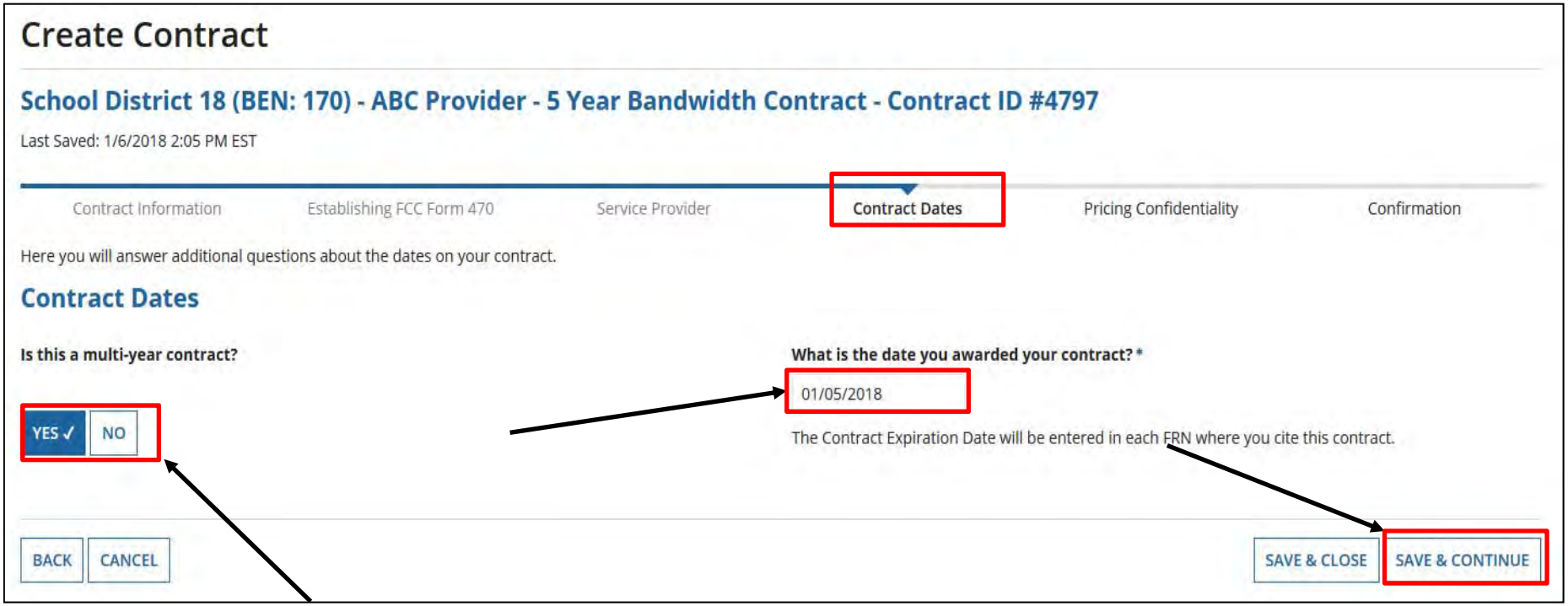
Enter Account Number if known

Enter search criteria for Service Provider by SPIN or name, click on “Search”.

Check box to select, click on “Save & Continue”



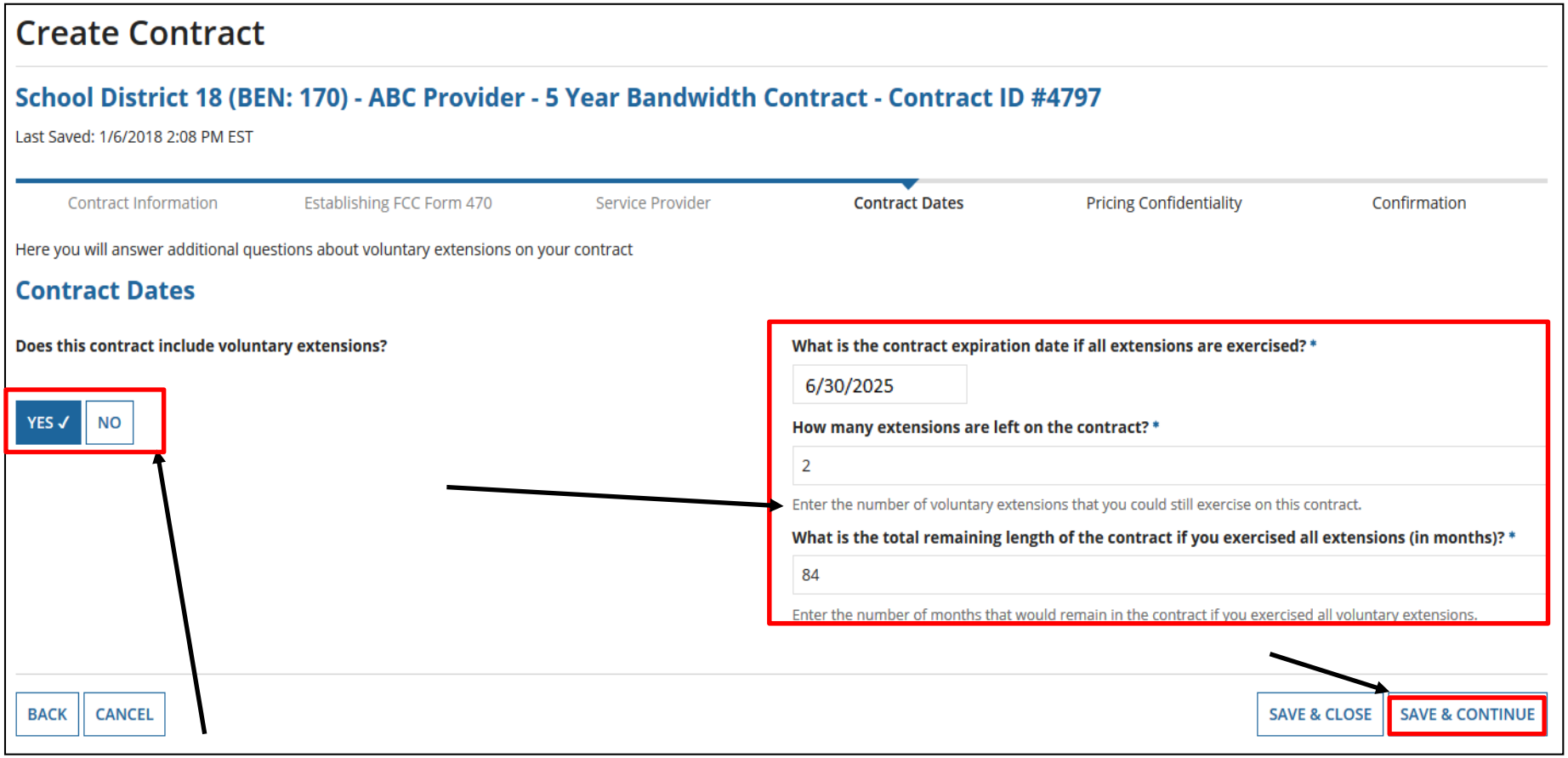
# Manage Contracts – Create Contract




Indicate if this is a multi-year contract, and enter the date the contract was awarded. **Remember, the date must be **on or after** the Allowable Contract Date listed on the Form 470. The Contract Expiration Date will be entered later in the FRN on the Form 471.

Click on “Save & Continue”.

# Manage Contracts – Create Contract




Indicate if voluntary extensions are allowed. If so, provide: contract expiration date if all extensions are exercised, the number of extensions left on the contract, and the total remaining length of the contract if you exercises all extensions.

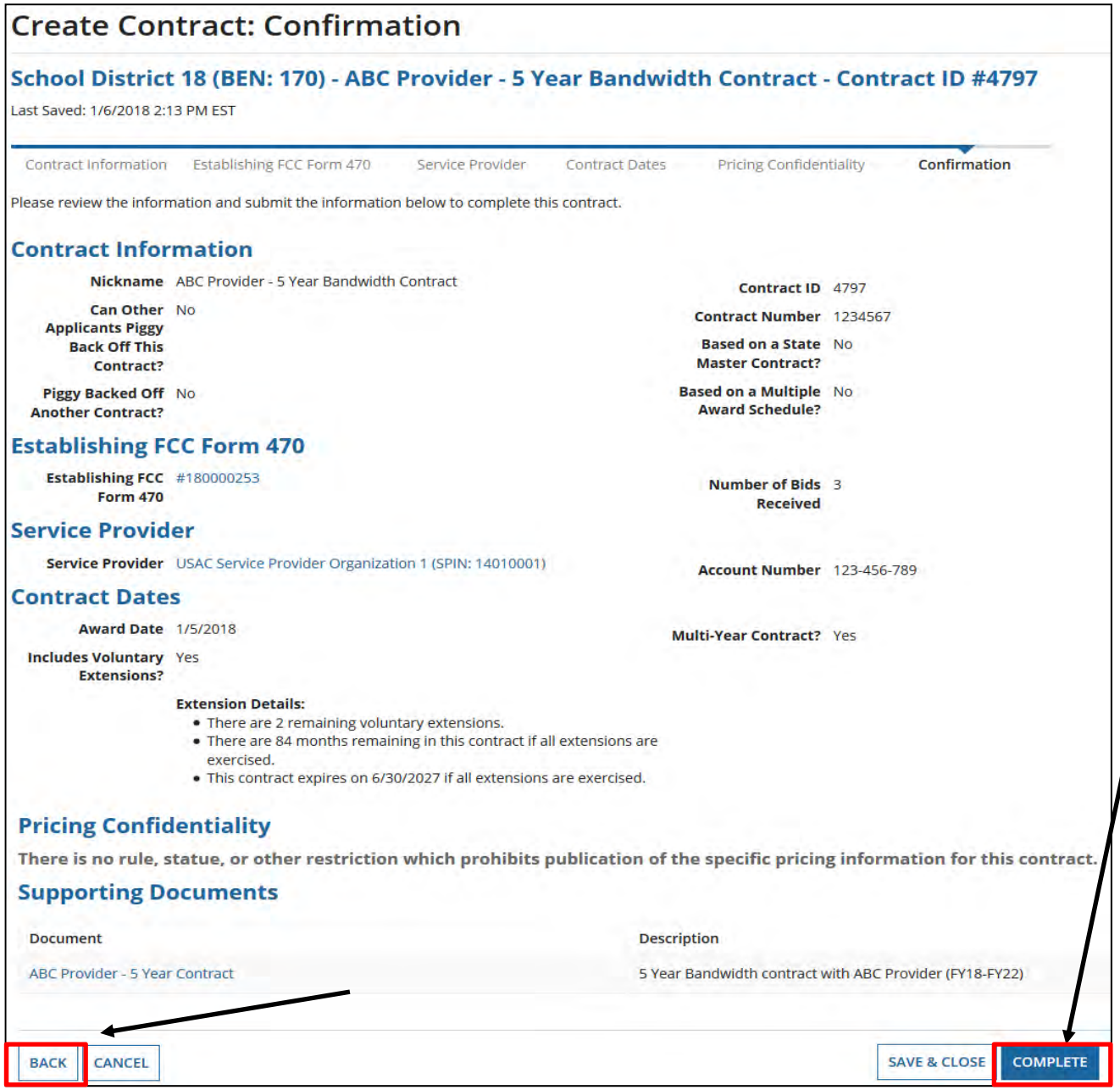
Click on “Save & Continue”.

# Manage Contracts – Create Contract

Indicate if there is a restriction prohibiting publication of the pricing for this contract. If "Yes", you must state the type of restriction (State Law, Local Rule, Court Order, Contract with Restrictive Terms), and upload Restriction Document.

Click on "Save & Continue".

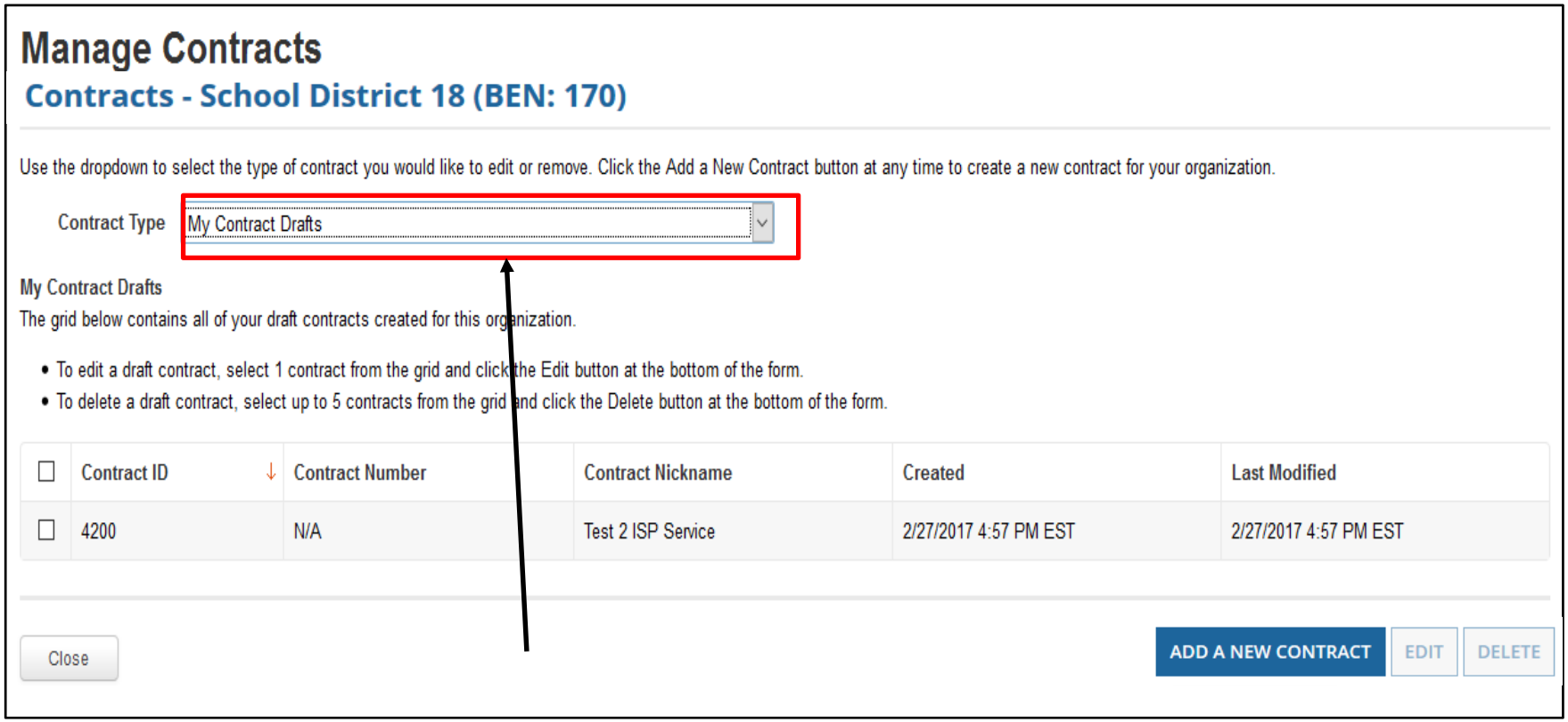
# Manage Contracts – Create Contract (Confirmation)




If information is correct, click on “Complete”.

**Note:** if an error is found, click on “Back” and correct.

# Manage Contracts



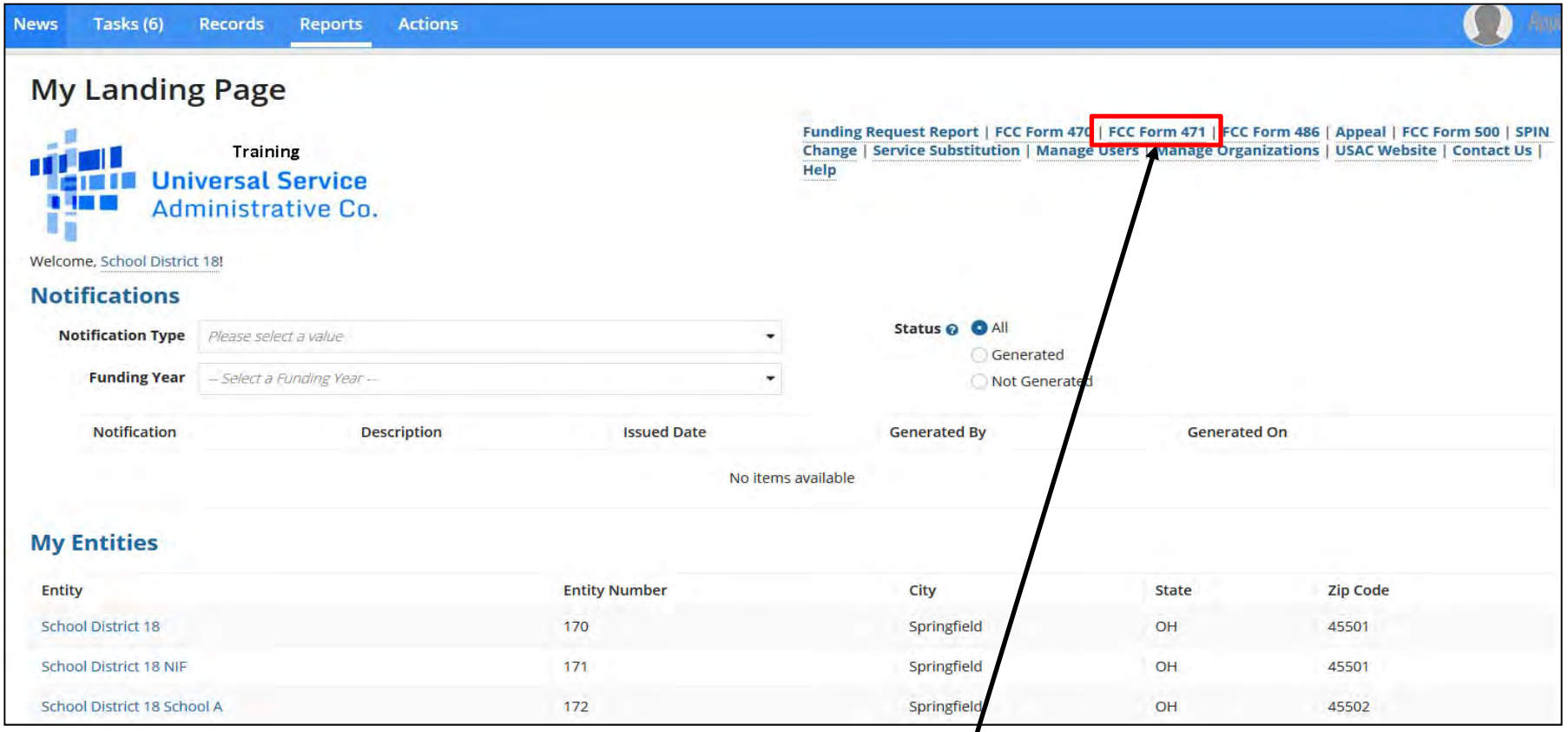

To see contracts you've added, go back to "Contracts" as before.

If you started adding a contract, but had to "Save & Close" before completing it, click on "Manage Contracts", and choose "My Contract Drafts" as the contract type. Select the contract from the grid, and click on "Edit" to continue.

Remember, you will need to complete the steps for each contracted service.

# Creating the Form 471

# Creating the Form 471

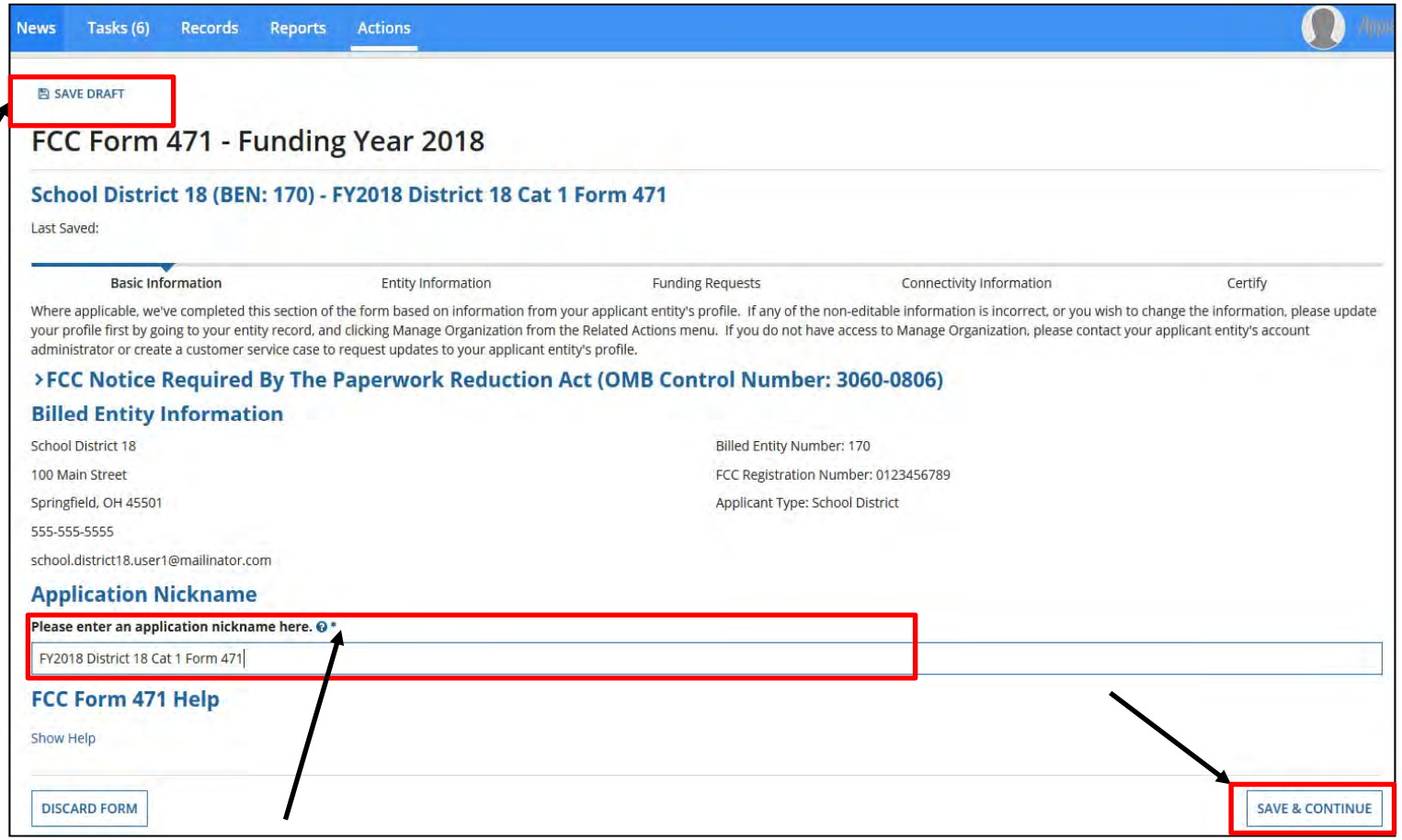



From the Landing Page, click on “FCC Form 471”.

**Note:** When you begin the FCC Form 471, the basic information about your Billed Entity will be automatically populated from your profile. If you did not update your entity profiles by the Jan. 10th deadline, your FY2017 data will be displayed.

# Creating the Form 471

If you click "**SAVE DRAFT"**, the application will display a "Form saved successfully" message. You will remain on the current page until you select another option.

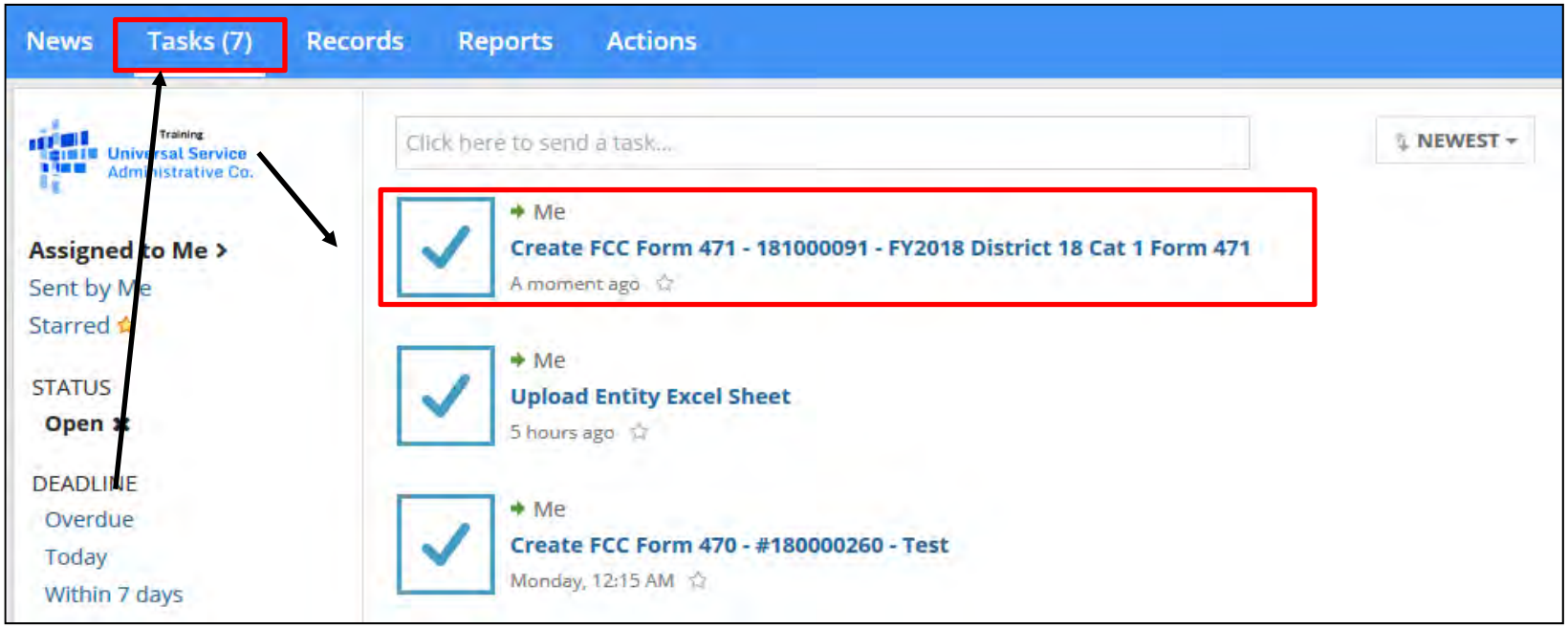



Enter an application nickname, and click on "Save & Continue".

As before, breadcrumbs are listed at the top, and required fields are indicated by *****.

**You also have the option to "Discard Form" to discard your work. Once you confirm that you want to discard the form, it will no longer be available in the EPC system.**

# Continuing a Form 471




If, after completing part of the form, you want to save your work and return to it later:

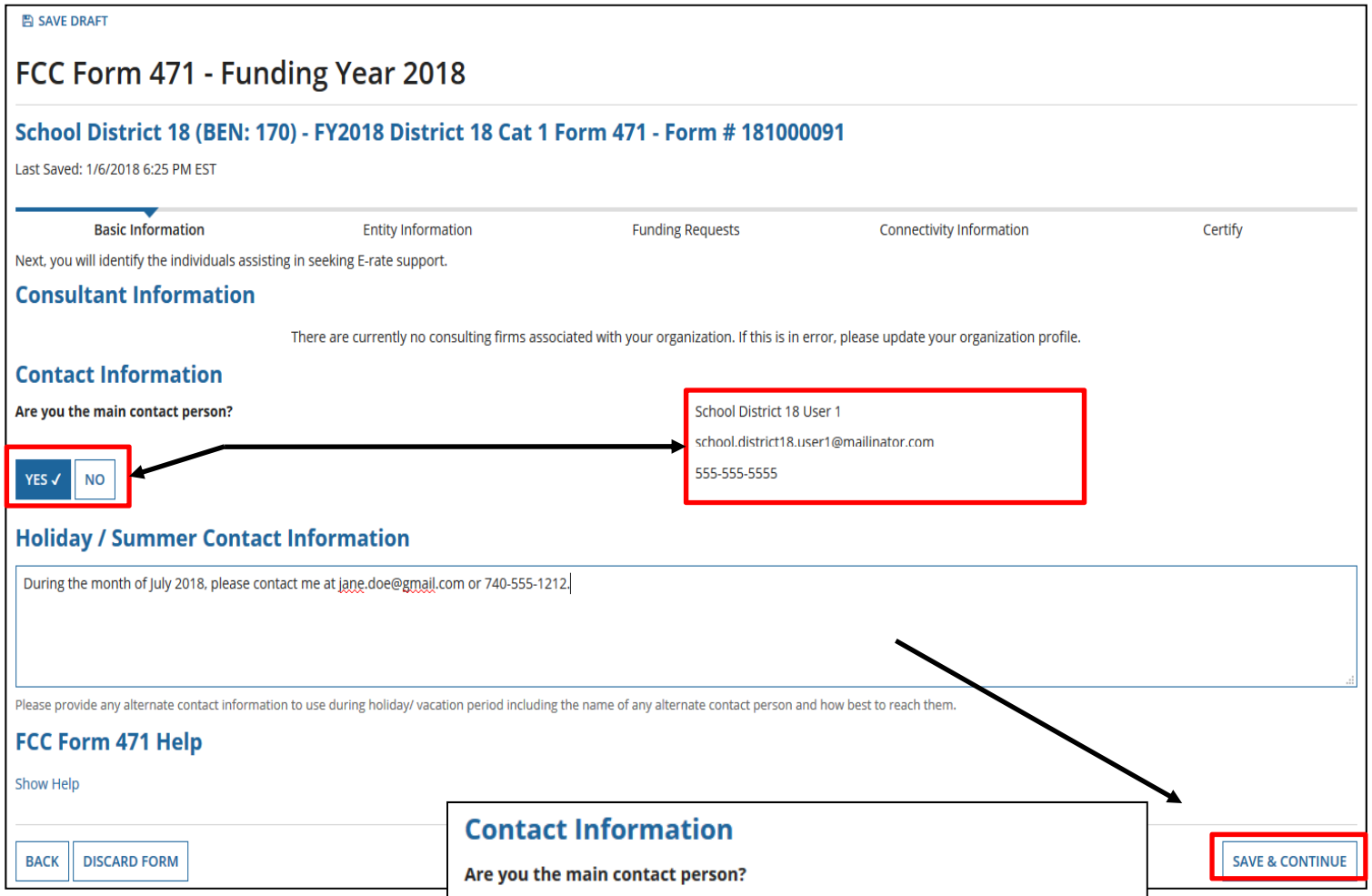
- Click the "**Save Draft"** link or "**Save & Continue"** button and then log out of EPC.
- Click the "**Task"** tab to locate the in-process form when you return to EPC.

Please note: the task is named "Create Form 471" instead of "Continue". However, you will be taken to the screen in the application where you left off.

# Creating the Form 471

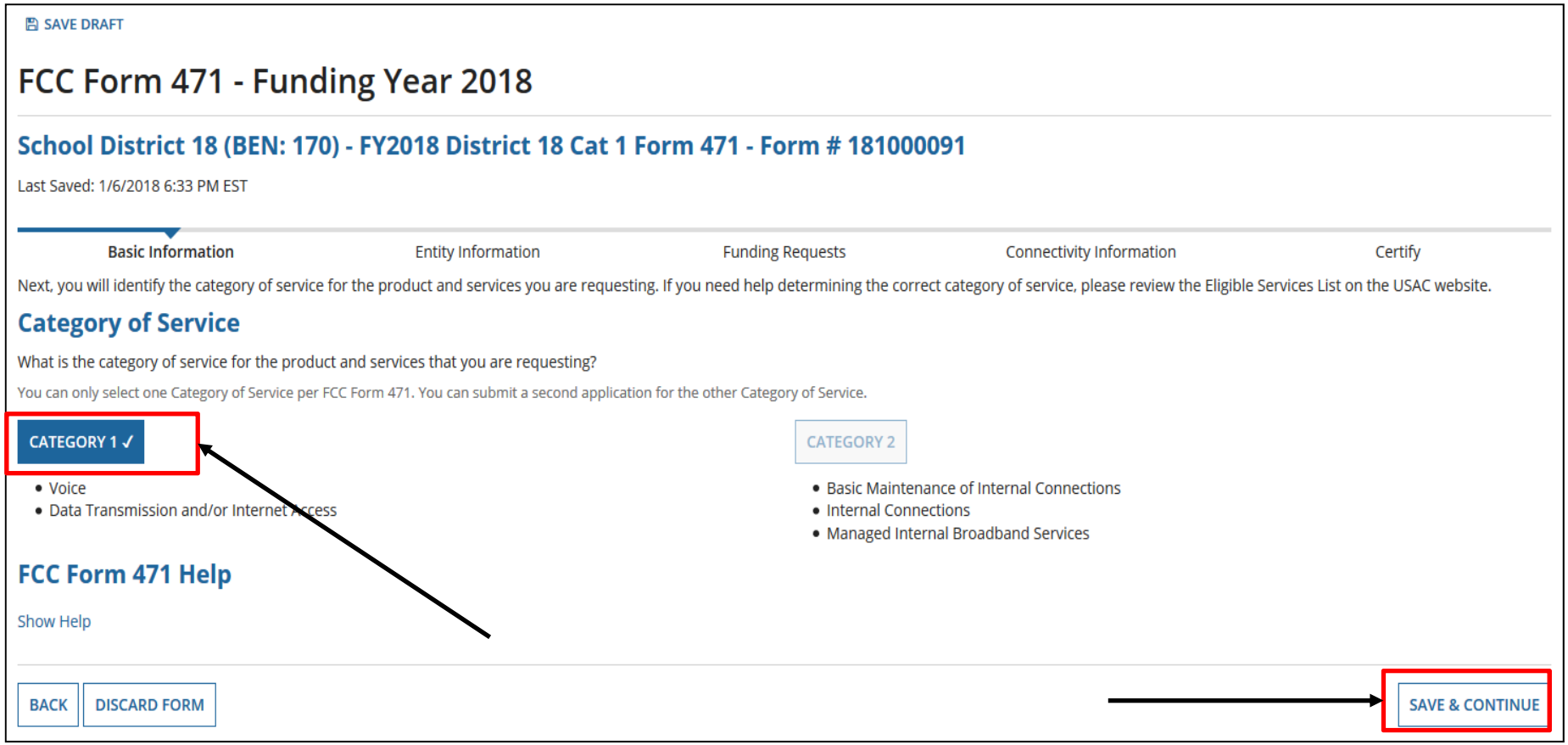
Choose “Yes” if you are the main contact, and your information will be displayed.

Provide “Holiday / Summer” contact information if appropriate, and click on “Save & Continue”



**Note:** If you are not the main contact, select “No” and search by name or email address. The person must have an EPC account for this organization & accepted the Terms & Conditions to be added.

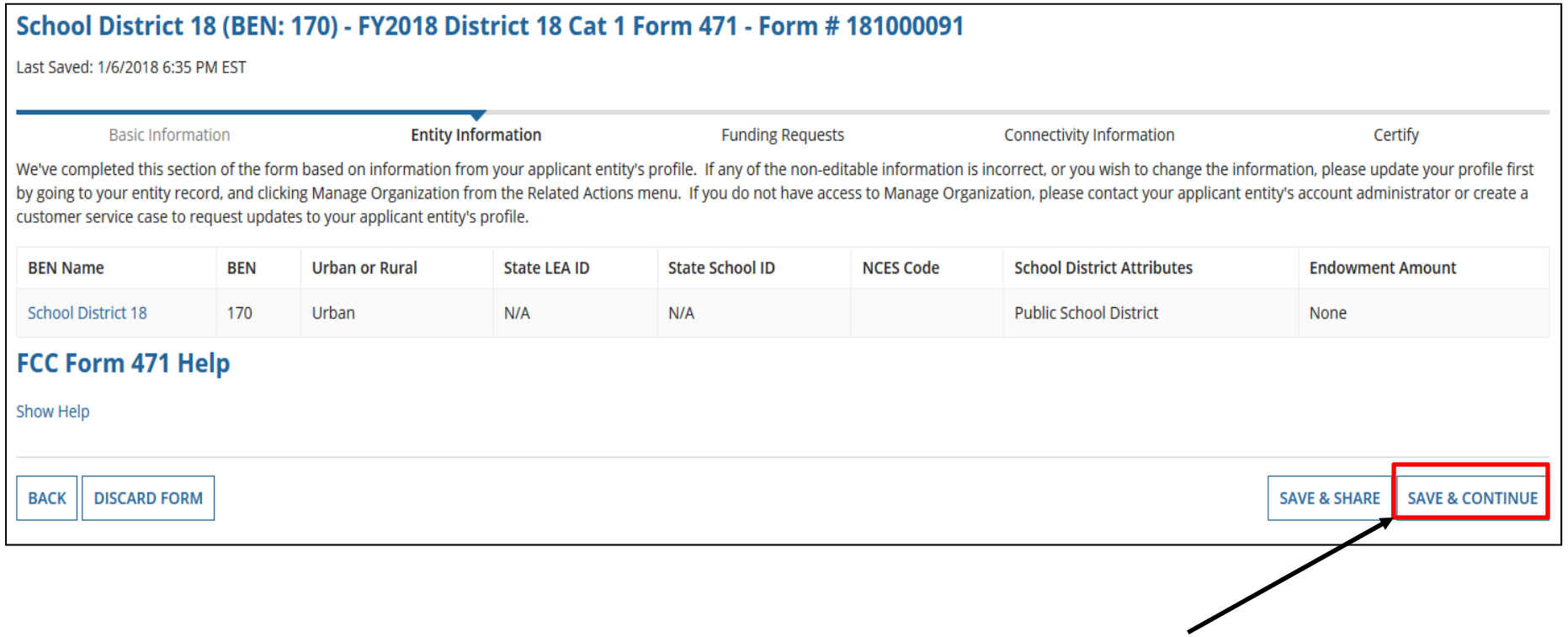
# Choosing Category of Service




Choose the "Category of Service" for the products/services you are requesting on this Form 471. Once you click, the button will turn green.

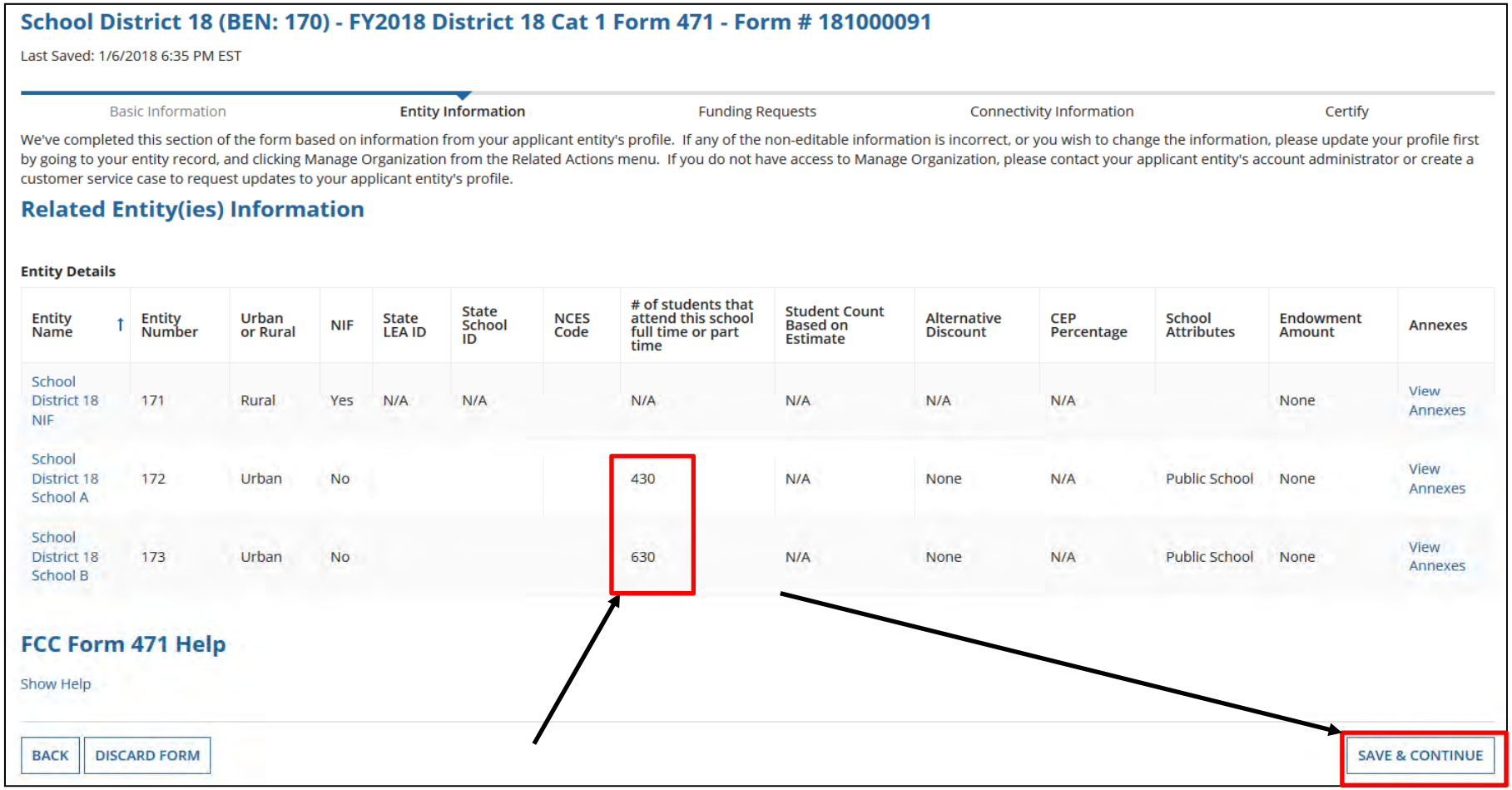
Remember, you must select Category 1 **OR** Category 2. You cannot select both on the same Form 471. Also, once you click "Save & Continue", you **cannot** change the selected category for this application.

# Entity Information



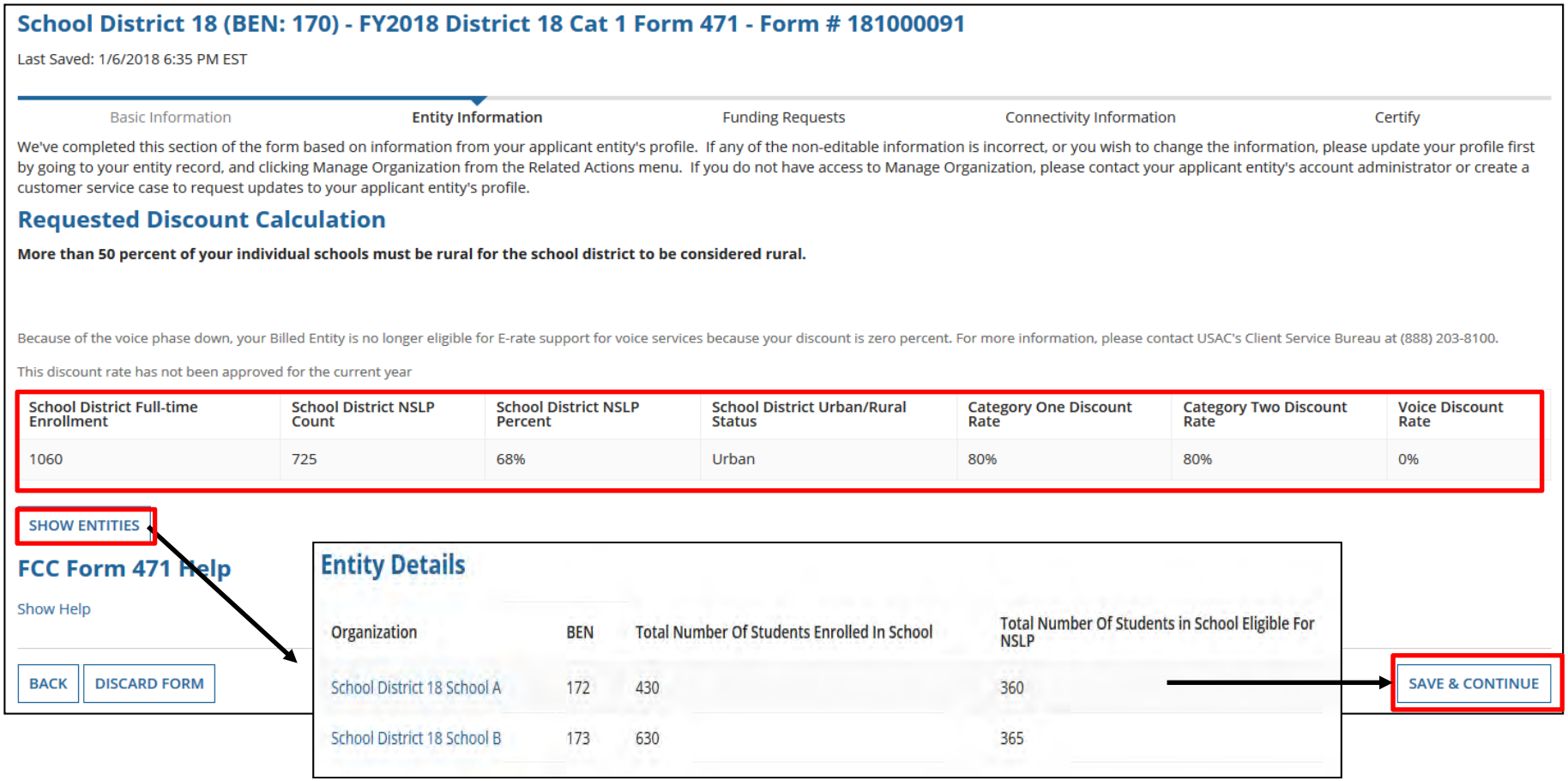

This portion of the form populates, and displays information based on your entity's profile. Click on “Save & Continue”

# Related Entity Information




View “Related Entity Information”. If you are an independent school, you will see the message “No Related Entities”. Click on “Save & Continue”.

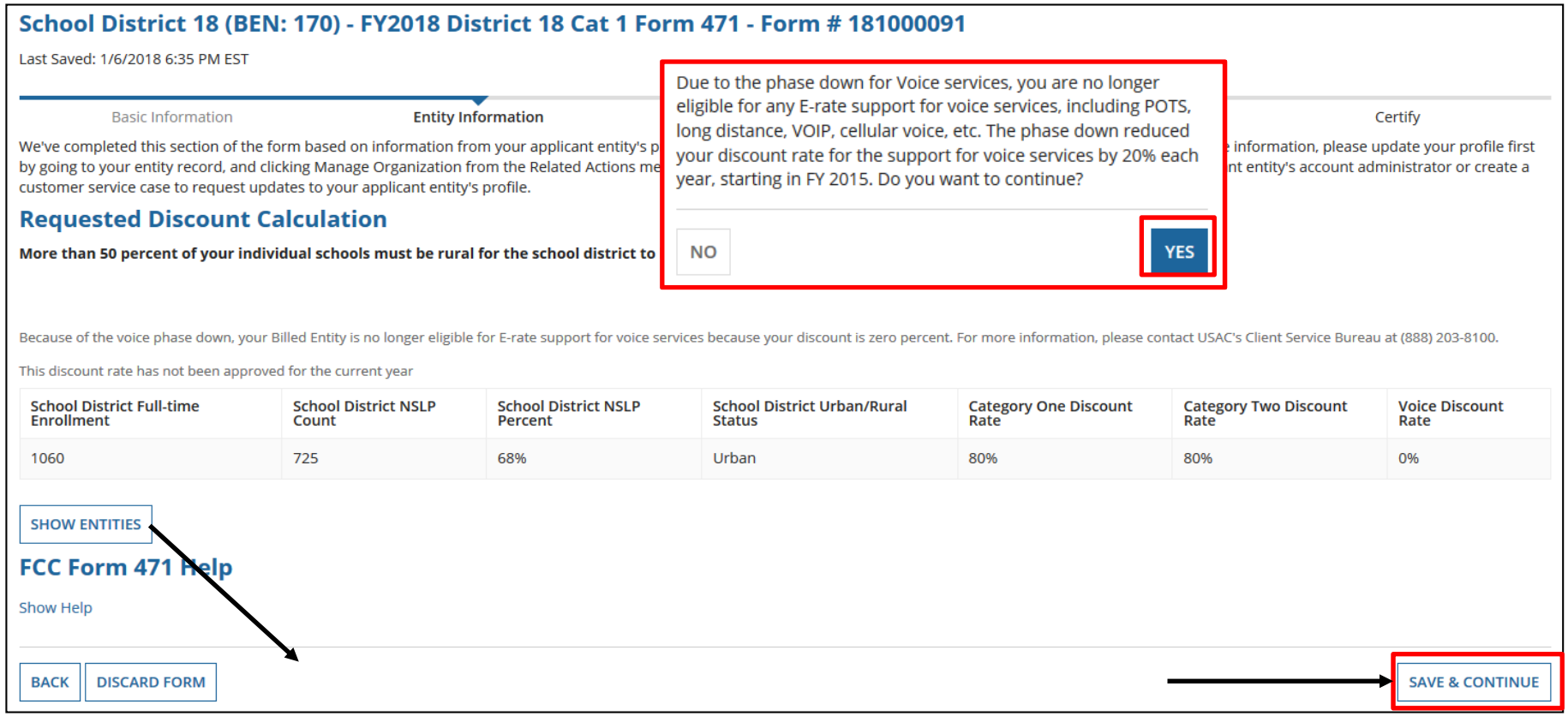
# Requested Discount Calculation




Discount Calculation shown based on your entity's profile. To see a list of all entities, click on "Show Entities". When done, click on "Save & Continue" to start adding funding requests.

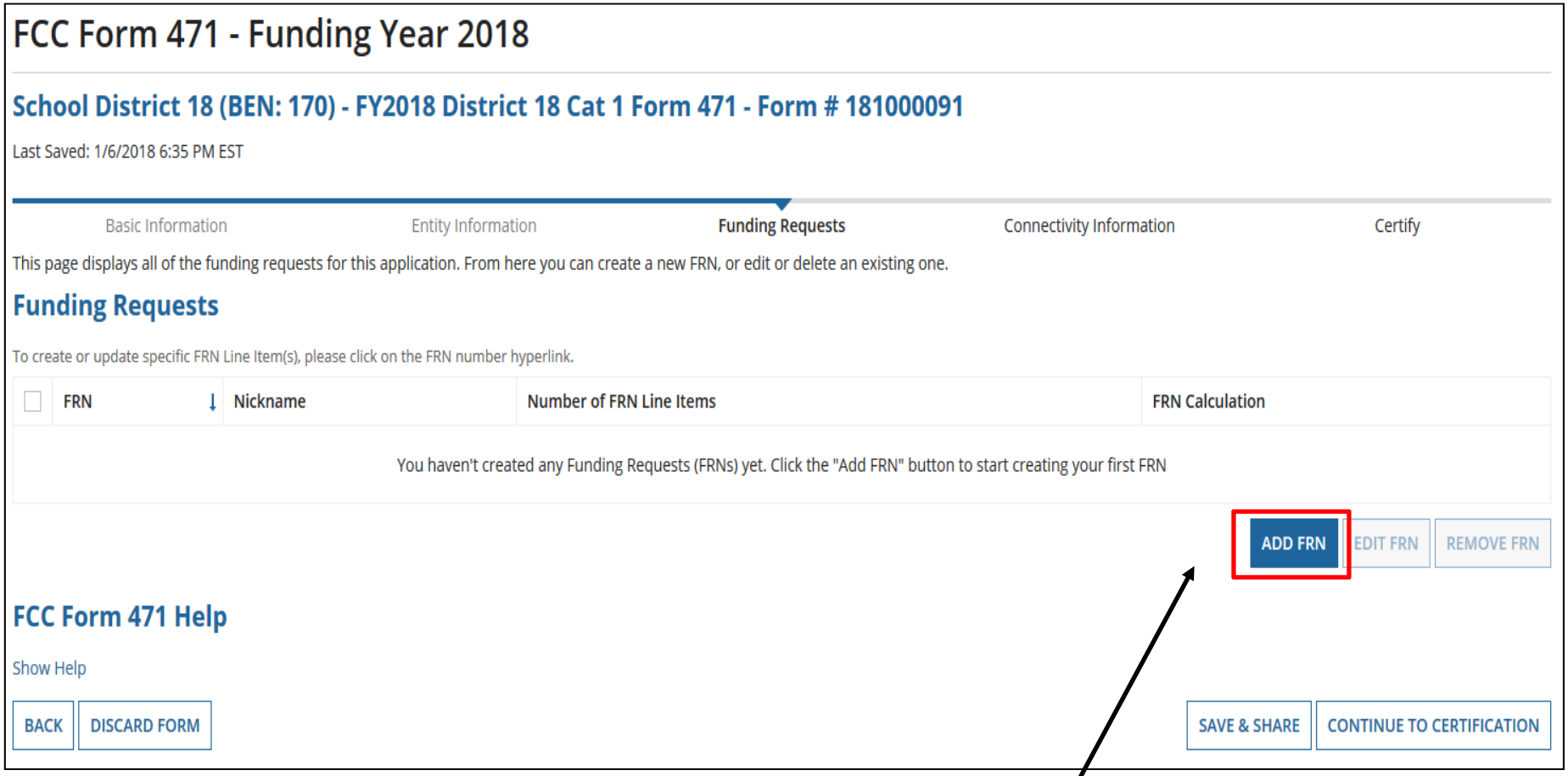
**Keep in mind, if you click on the name of the school, you will be taken out to the Form 471 to the school's summary page. To return to the 471, click on "Tasks", and "Create Form 471" as we saw earlier.**

# New Pop-Up Regarding Voice Service




When clicking on “Save & Continue”, a new pop-up is received indicating you are no longer eligible for voice service if your discount percentage is 0%. Click on “Yes” to continue.

# Funding Requests



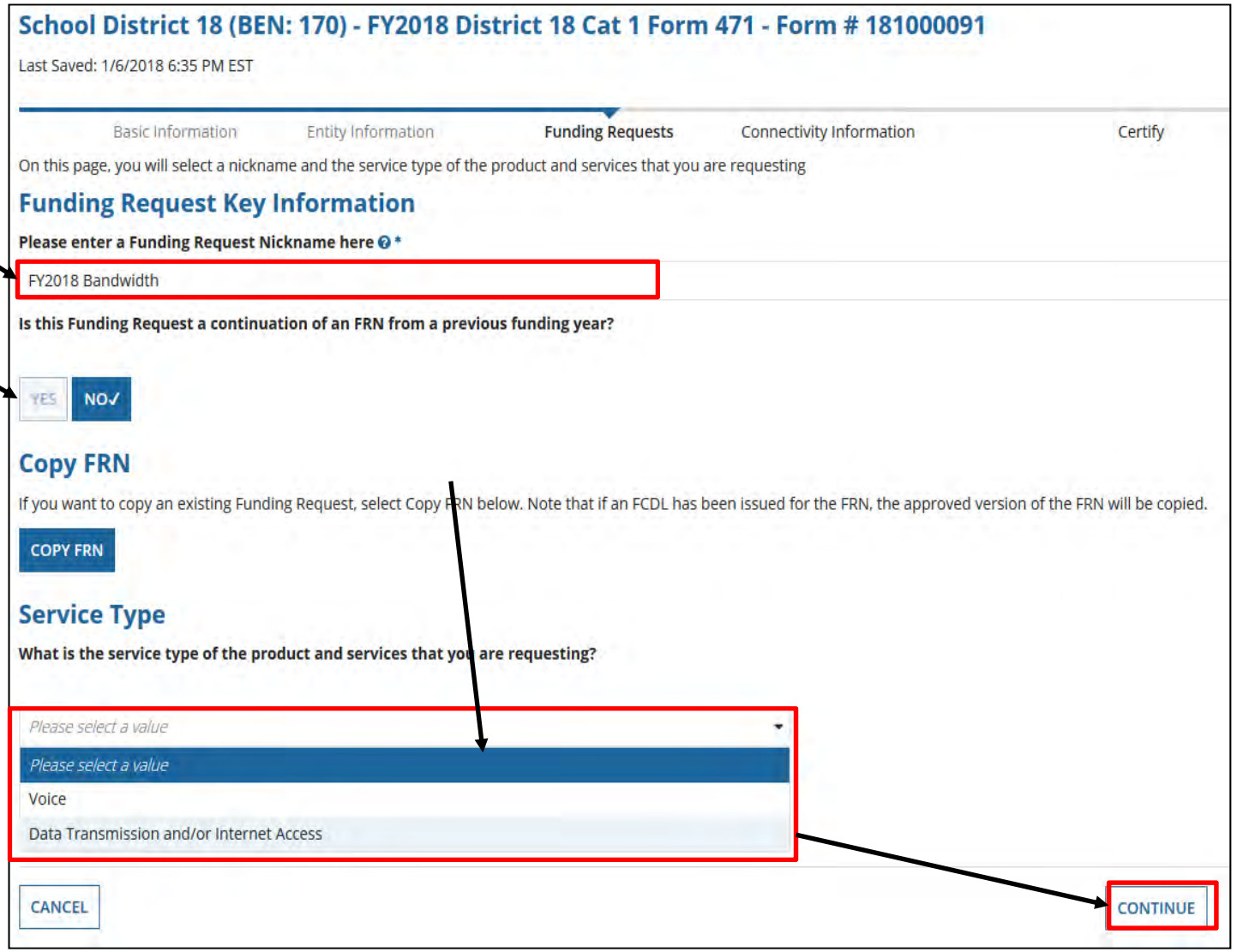

Click on “Add FRN” to begin.

# Funding Requests

Enter a nickname for the FRN.

If this is a continuation of an FRN from a previous year, you can choose "Yes" and enter the previous FRN.

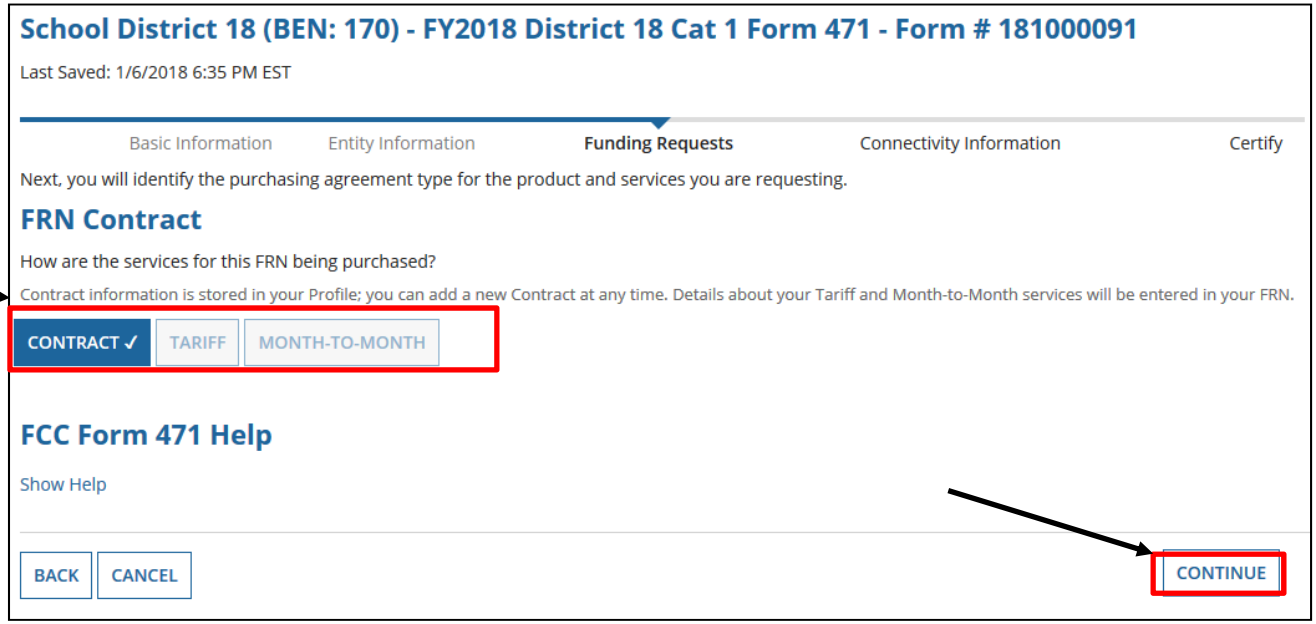
"Copy FRN" **will be covered shortly….**

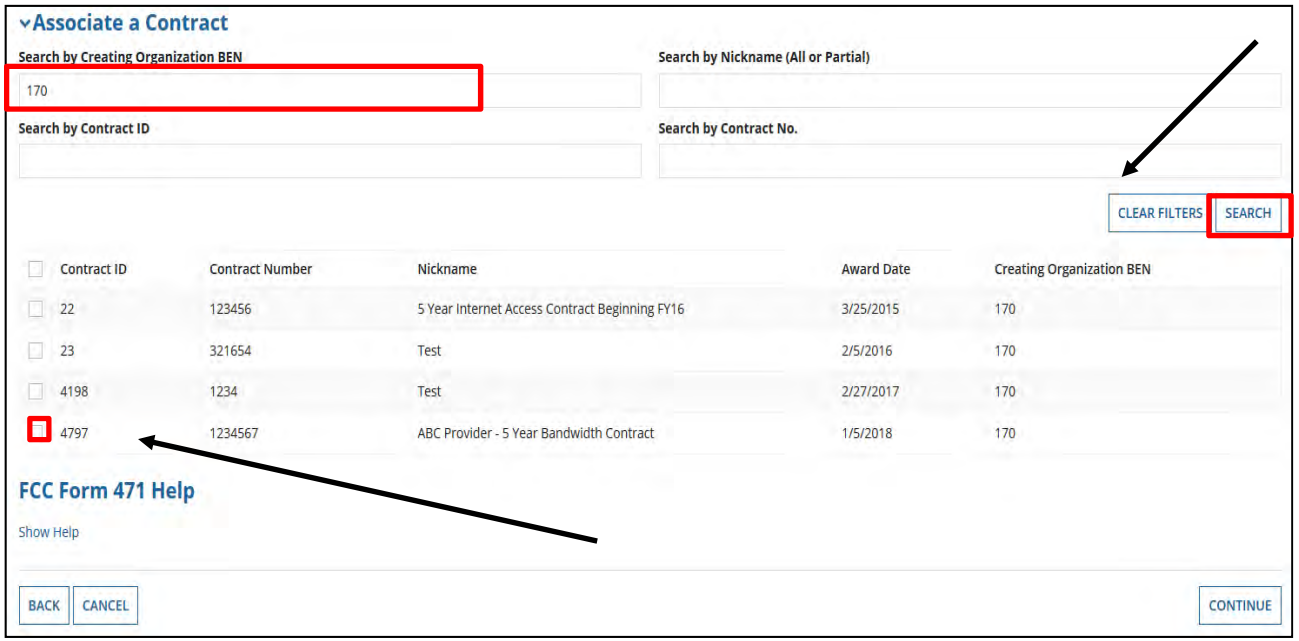



Click on the pull-down to choose the "Service Type" you are requesting, and then click on "Continue"

# Funding Requests

Choose how the services will be purchased, and click on “Continue”.

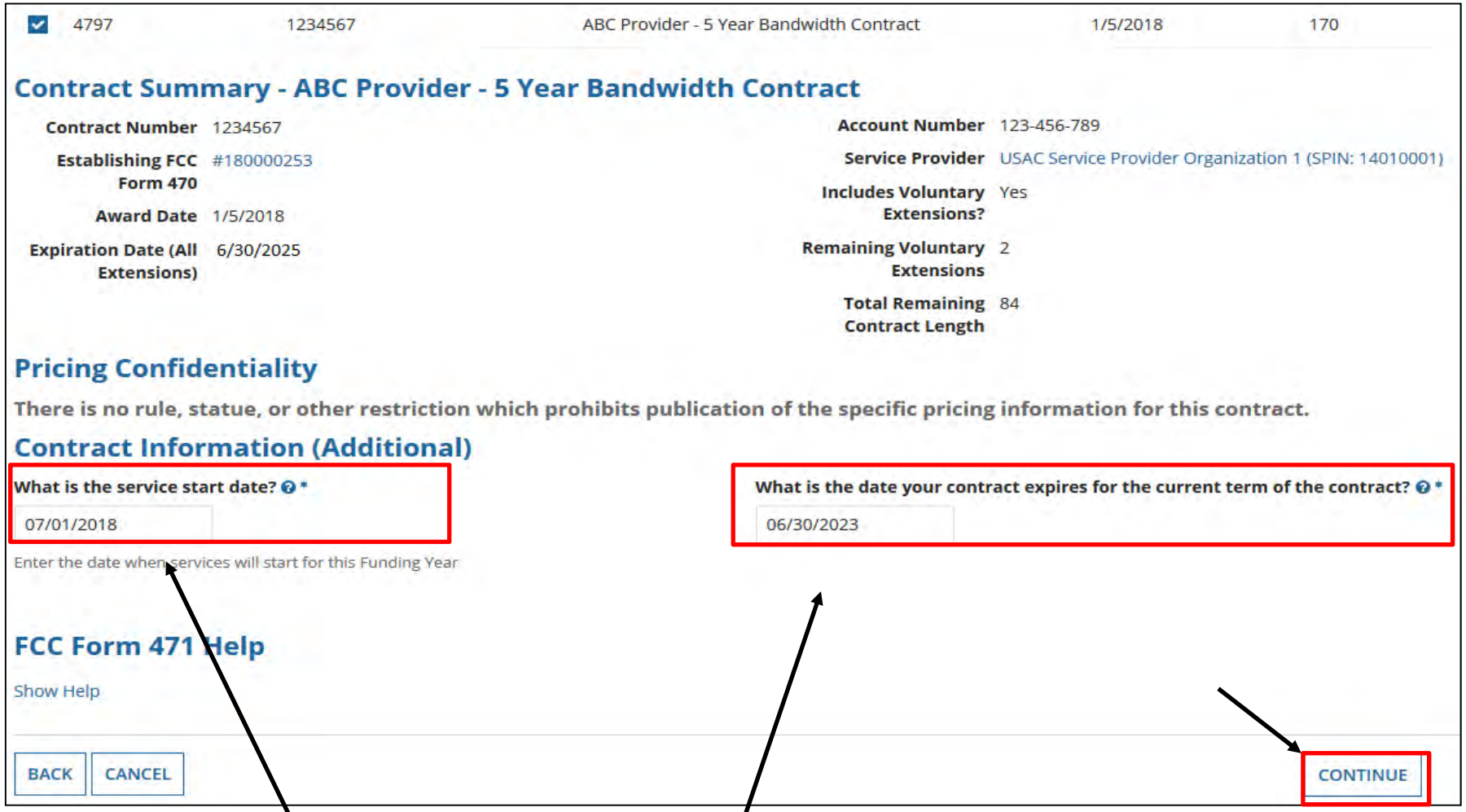



If “Contract” was indicated, search for the associated contract that was uploaded previously.

Enter search criteria, and click on “Search”. Results will be listed in a grid below. Click box to select contract. The summary will display below.

# Contract Summary

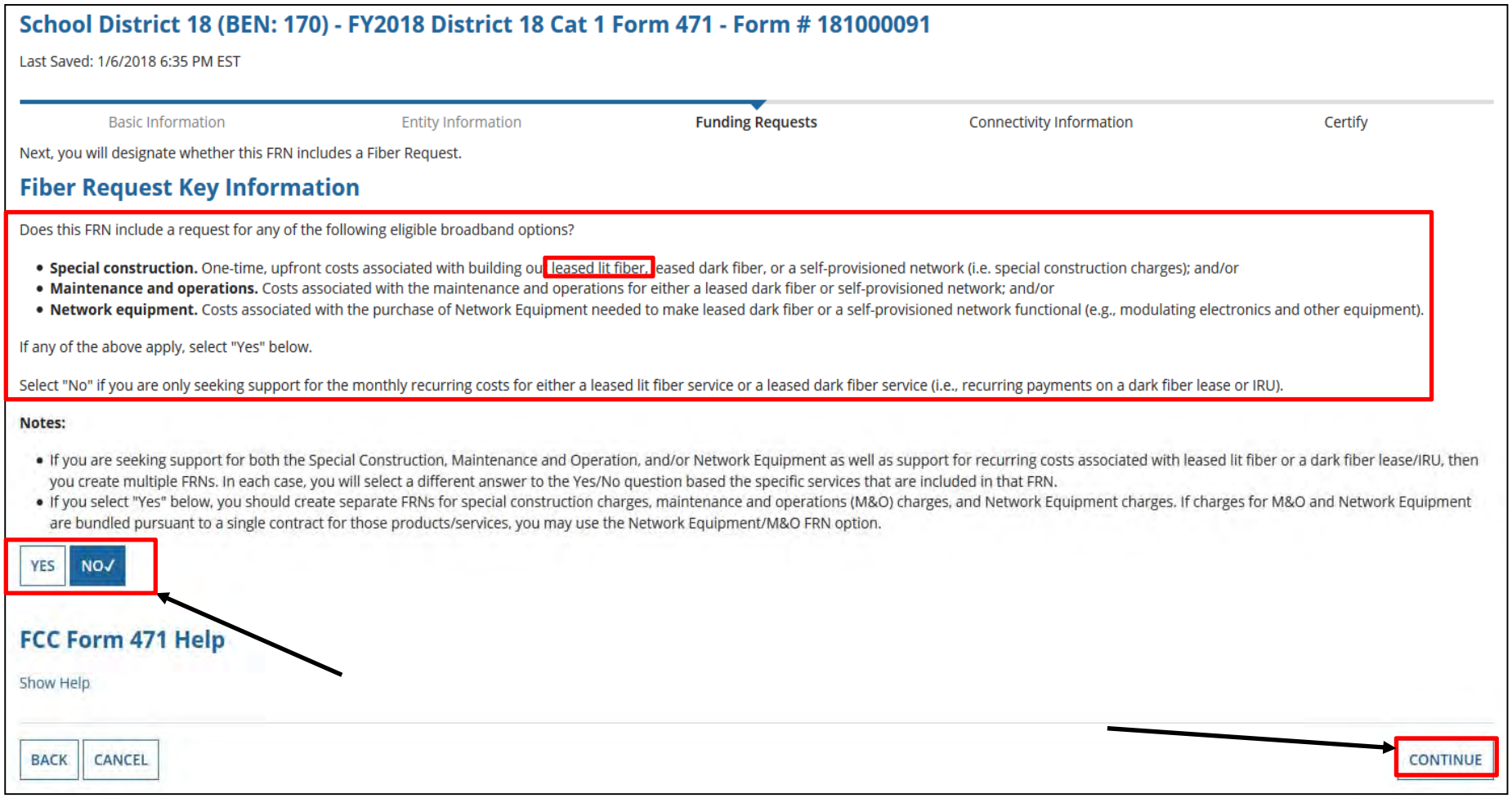



**Verify the service start date. The default is 07/01/2018 for upcoming funding year.**

**Enter the date the contract expires for the current term of the contract, not including extensions.**

Once completed, click on “Continue”

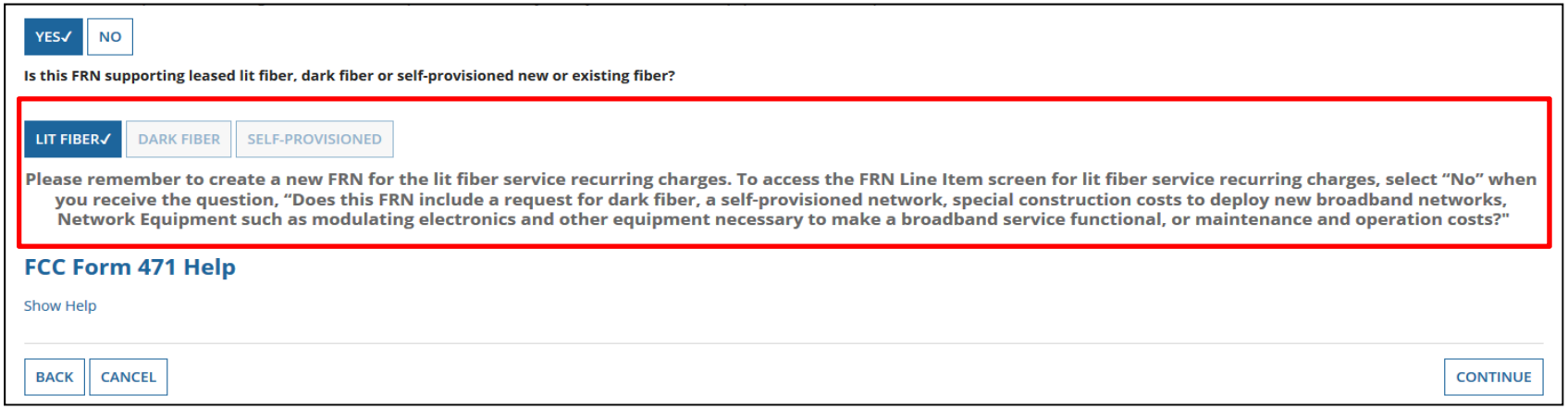
# Funding Requests




Indicate whether this FRN includes any of the options listed above. If not, select “No” and click on ”Continue”

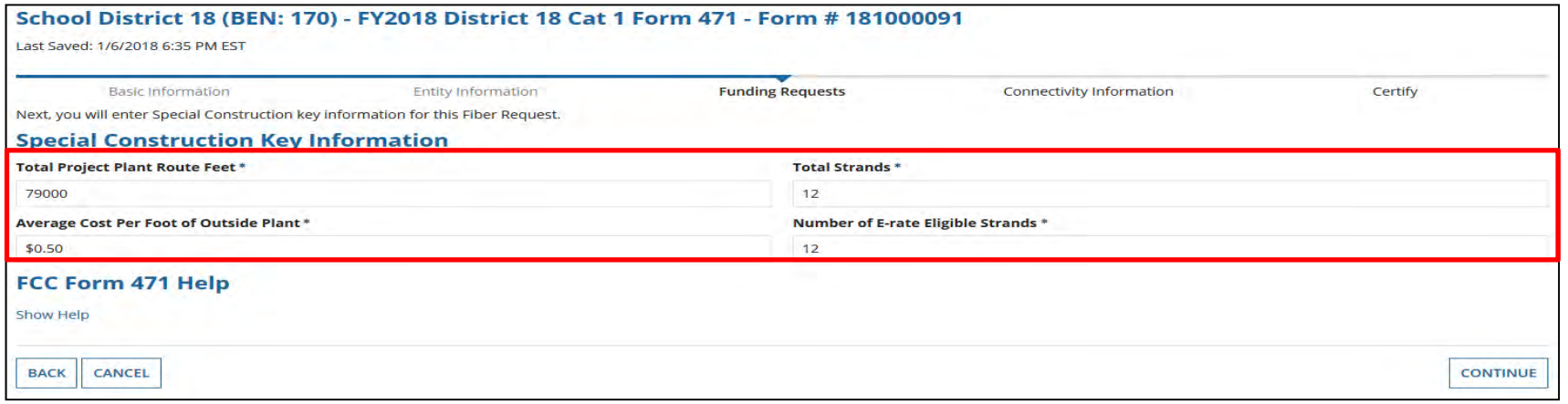
# Funding Requests

View if you indicate “Yes”

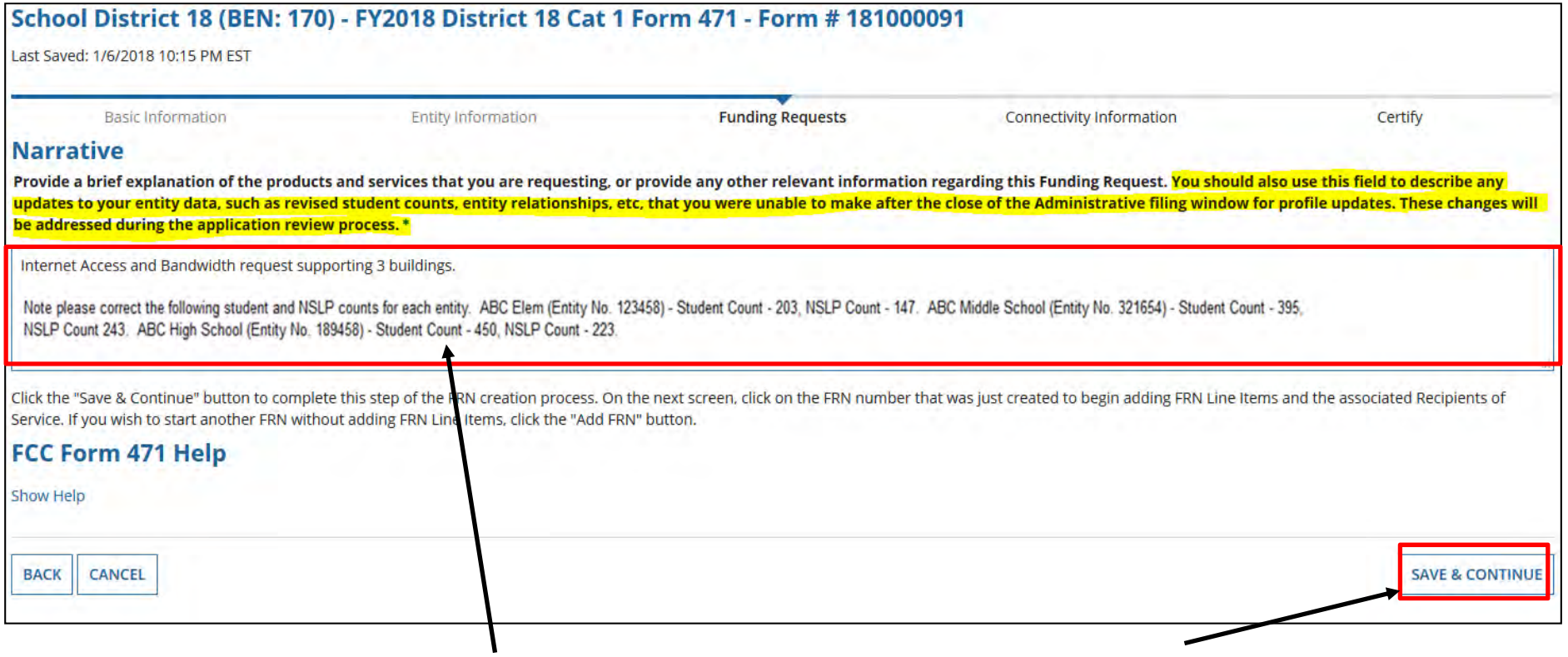



Choose the fiber type, and click “Continue”. Note: you will be reminded to create a separate funding request for the recurring service and/or network equipment.

You will indicate distance, total strands, and number of E-Rate eligible strands. You will then complete the steps to provide a description in the narrative, and enter the “One-time Cost”.

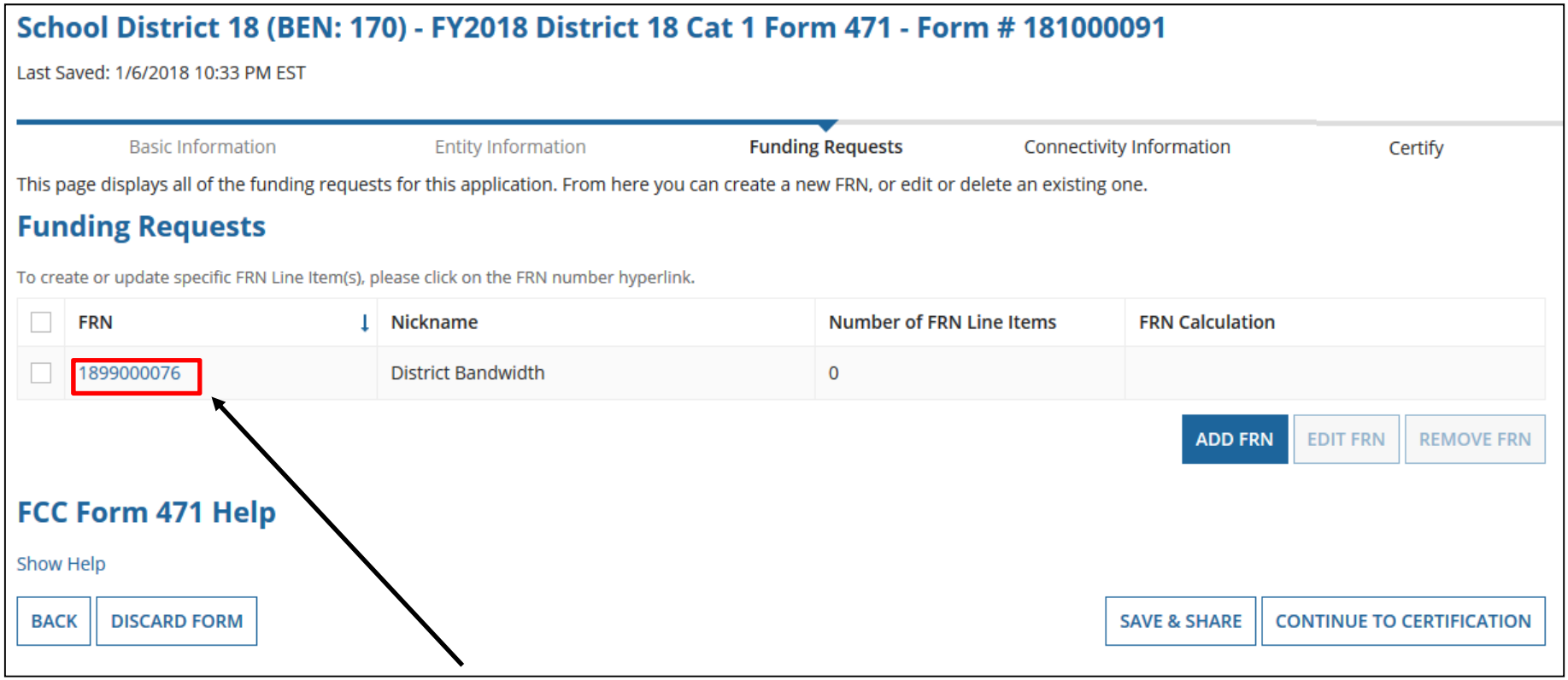


# Funding Request Narrative




Provide a brief description of the products and services you are requesting. **Note: this is also where you can update entity information if you did not complete prior to the data lockdown.** Once completed, click on ”Save & Continue”.

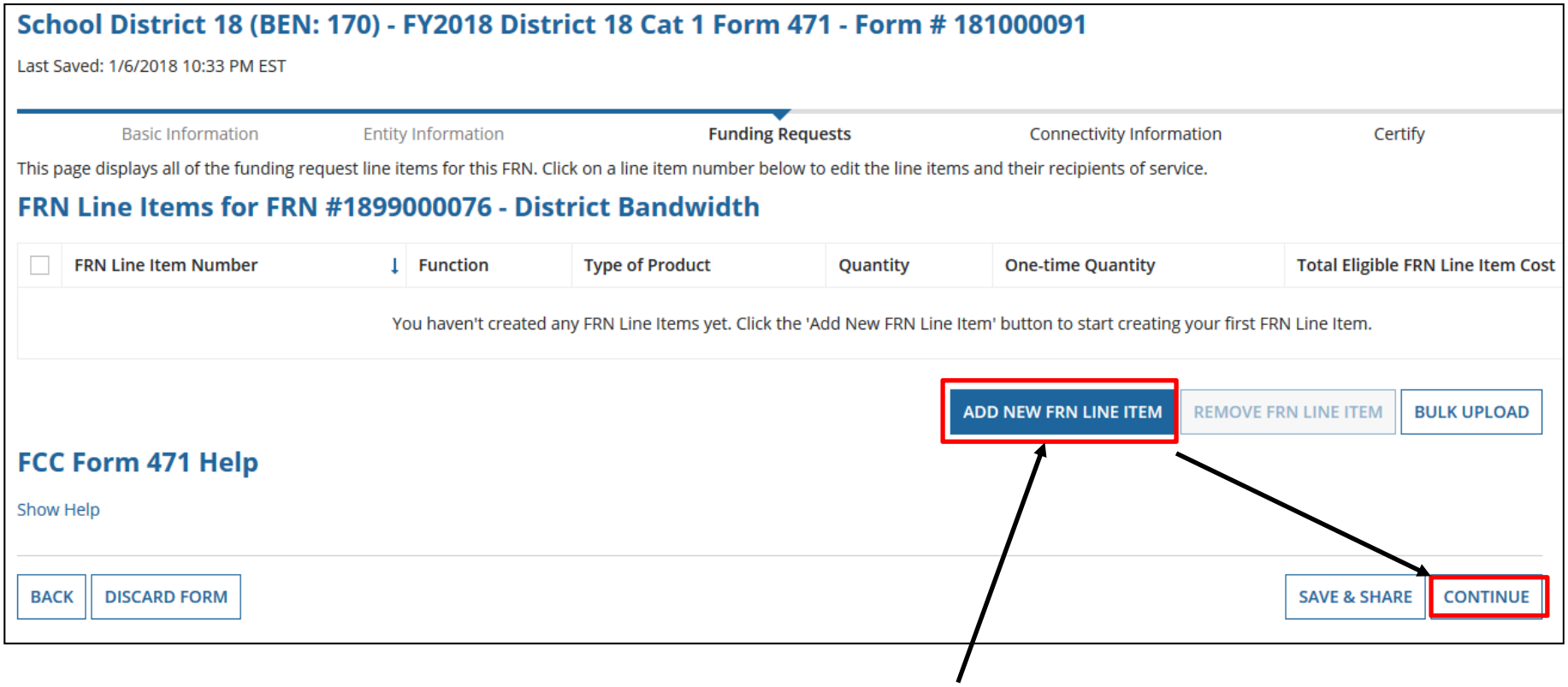
# Funding Requests




The EPC Portal allows you to add multiple FRNs, providing basic information for each. Once they are created, **you then enter the key information that describes your funding request.**

To begin, select the FRN by checking on the “FRN” number in blue.

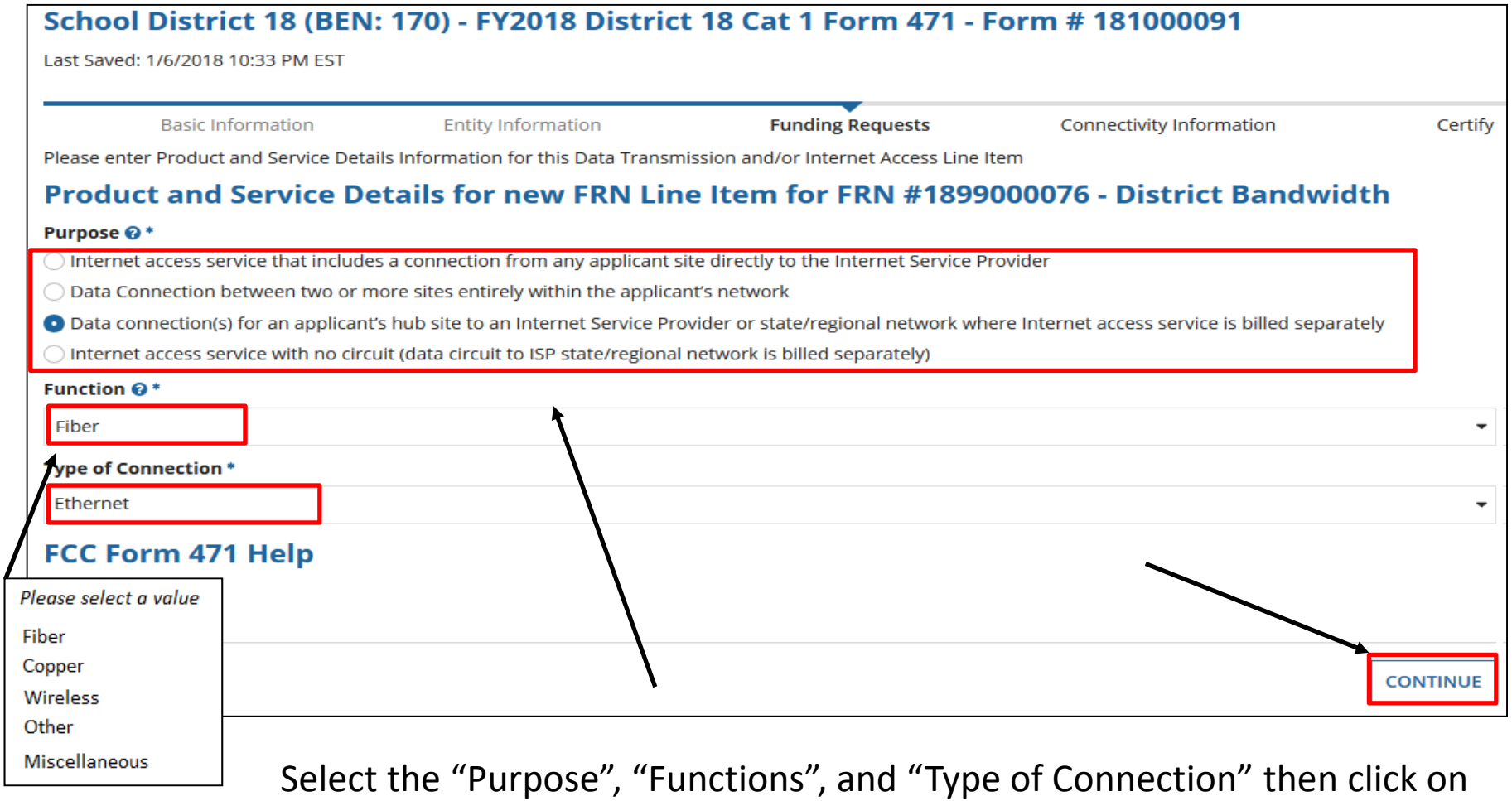
# Adding FRN Line Items




Begin by clicking on “Add New FRN Line Item” or “Bulk Upload” using the template.

Keep in mind, an FRN may have several line items that make up the total funding request, depending on the products or services you are purchasing.

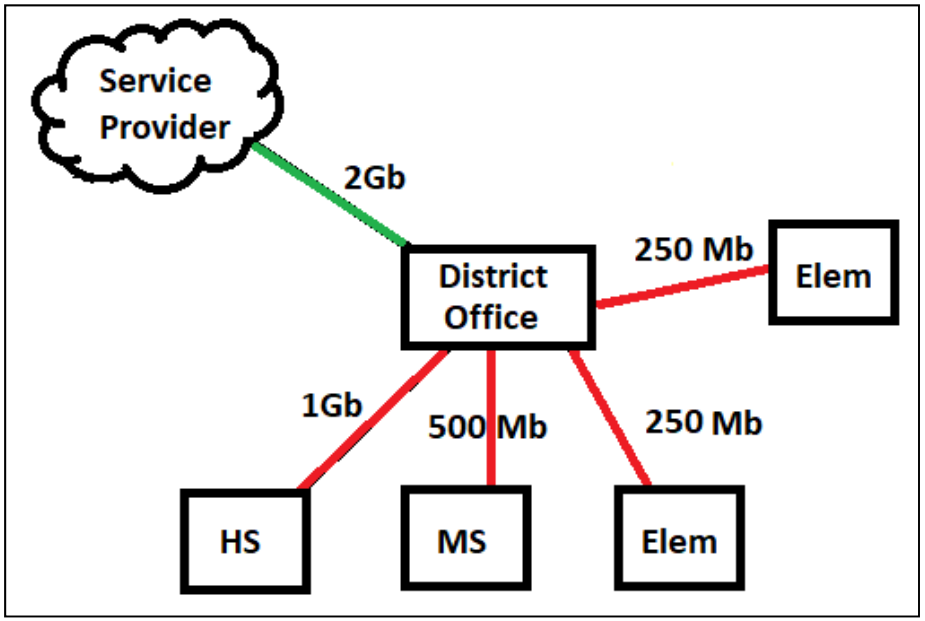
# Product/Service Details

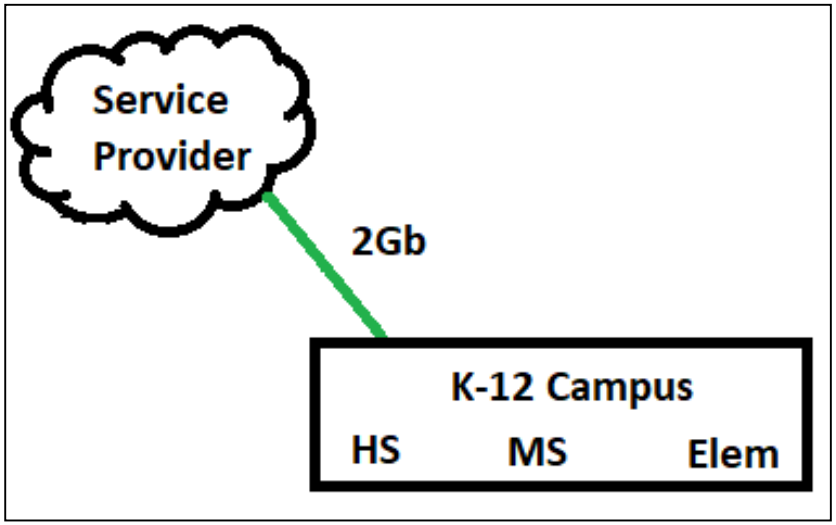



Select the "Purpose", "Functions", and "Type of Connection" then click on "Continue".

Note: If bandwidth and Internet Access are priced separately, you will enter under two line items. If you are unsure, contact your Service Provider.

# Purpose



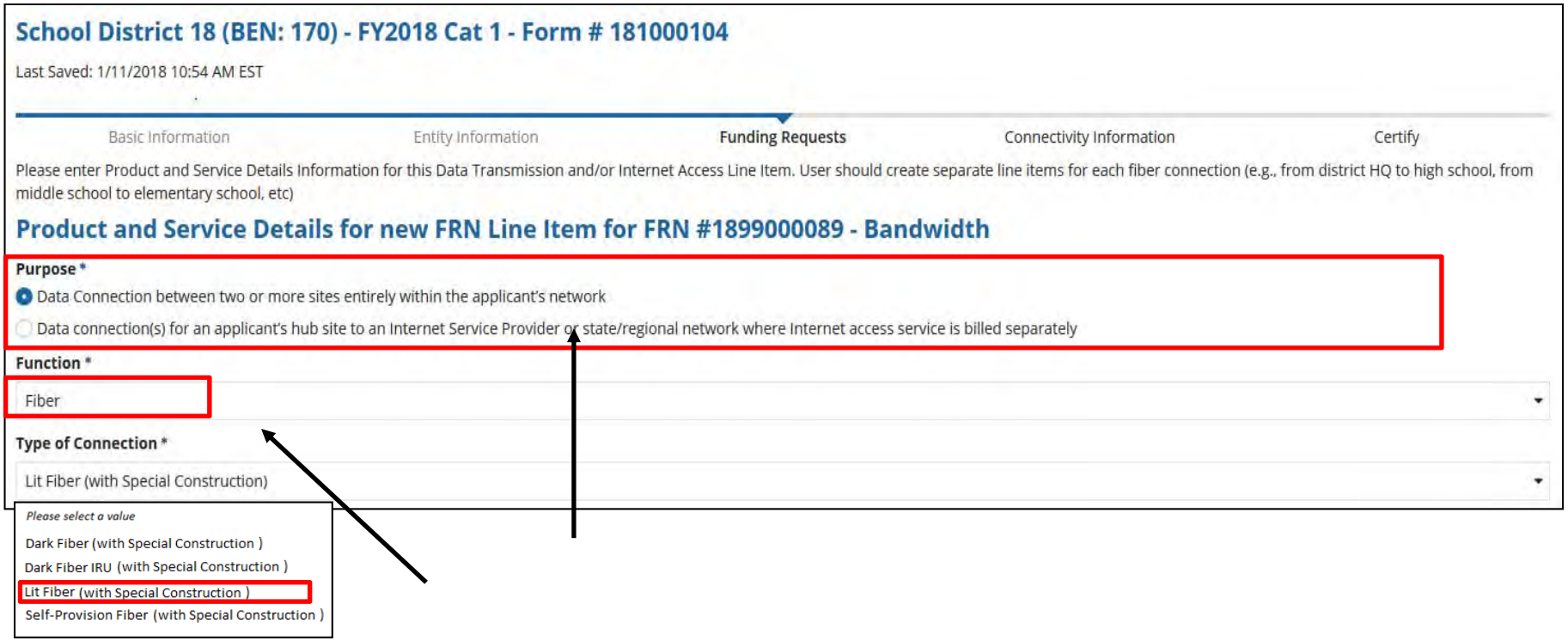

**Purpose** *

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

**Note:** If the costs are priced separately for the various circuits/ISP service, you will enter a line item for each, indicating the purpose, and bandwidth amount. Internet Access costs that are priced separately will be the 4th "Purpose" listed.

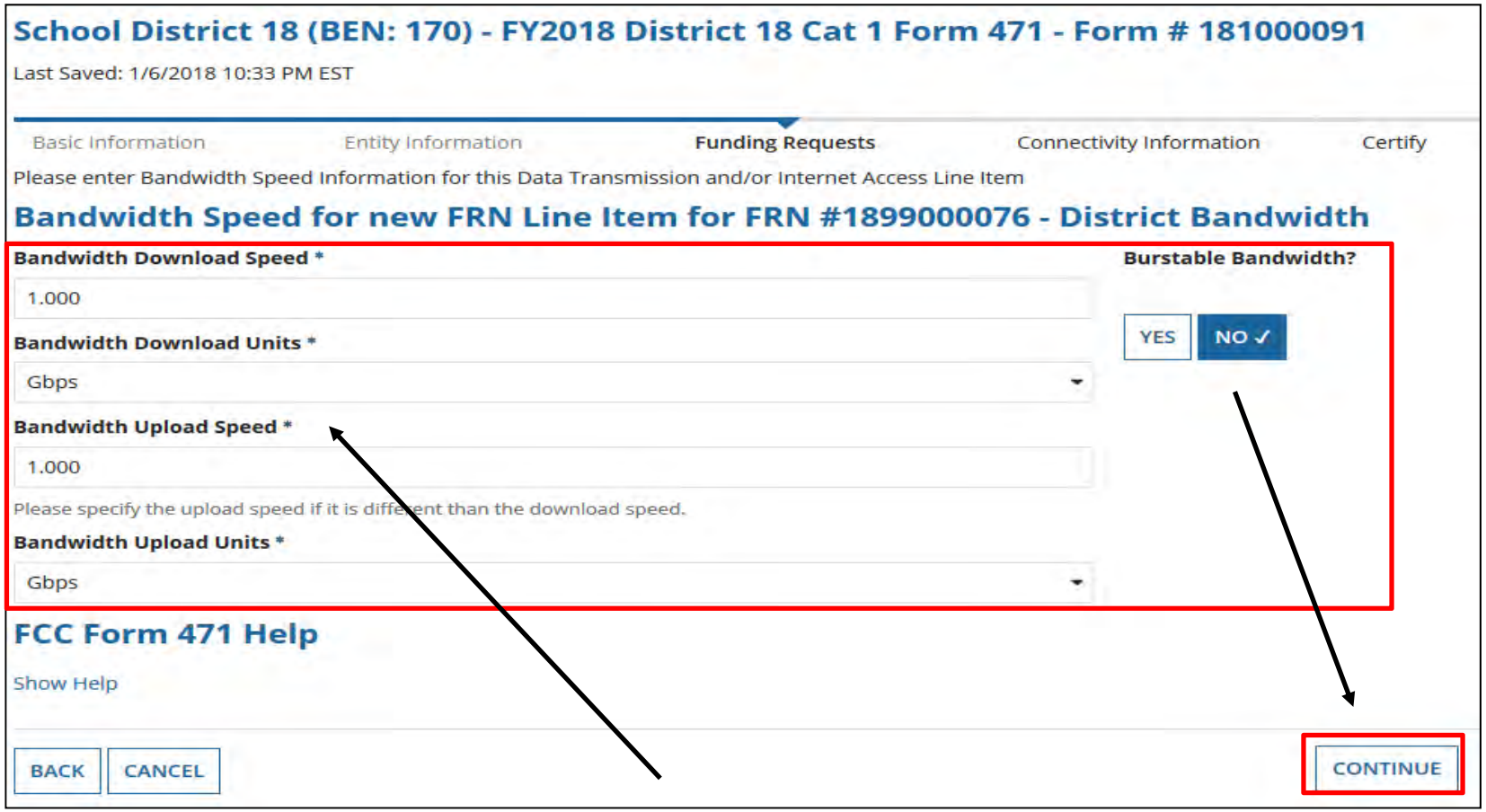
If you are unsure, contact your Service Provider.

# Product/Service Details for Special Construction




**Please note: If this line item is for the special construction installation cost, the "Purpose", and "Type of Connection" are different. You will enter the bandwidth and "One-time cost" for the installation. After completing this FRN, you will need to create a second FRN for the monthly recurring costs.**

# Bandwidth Speeds

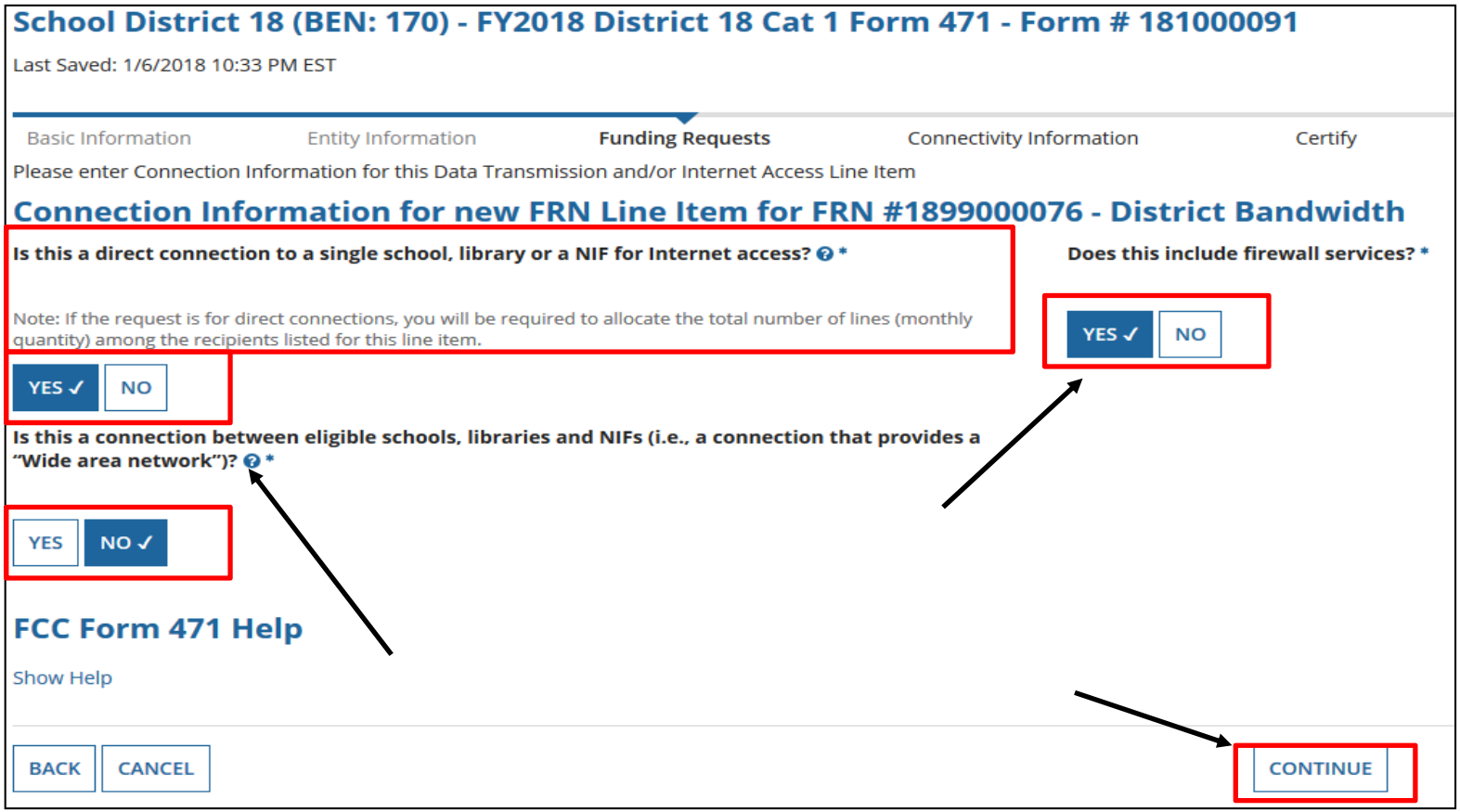



Enter Bandwidth Speed Information, indicating if the bandwidth is burstable, then click on ”Continue”.

Note: Depending on the “Function” and “Type Connection” you chose previously, the bandwidth information may be populated for you.

Again, if you are unsure of the information, contact your Service Provider

# Connection Information




Provide Connection Information, and firewall inclusion. When done, click on ”Continue”.

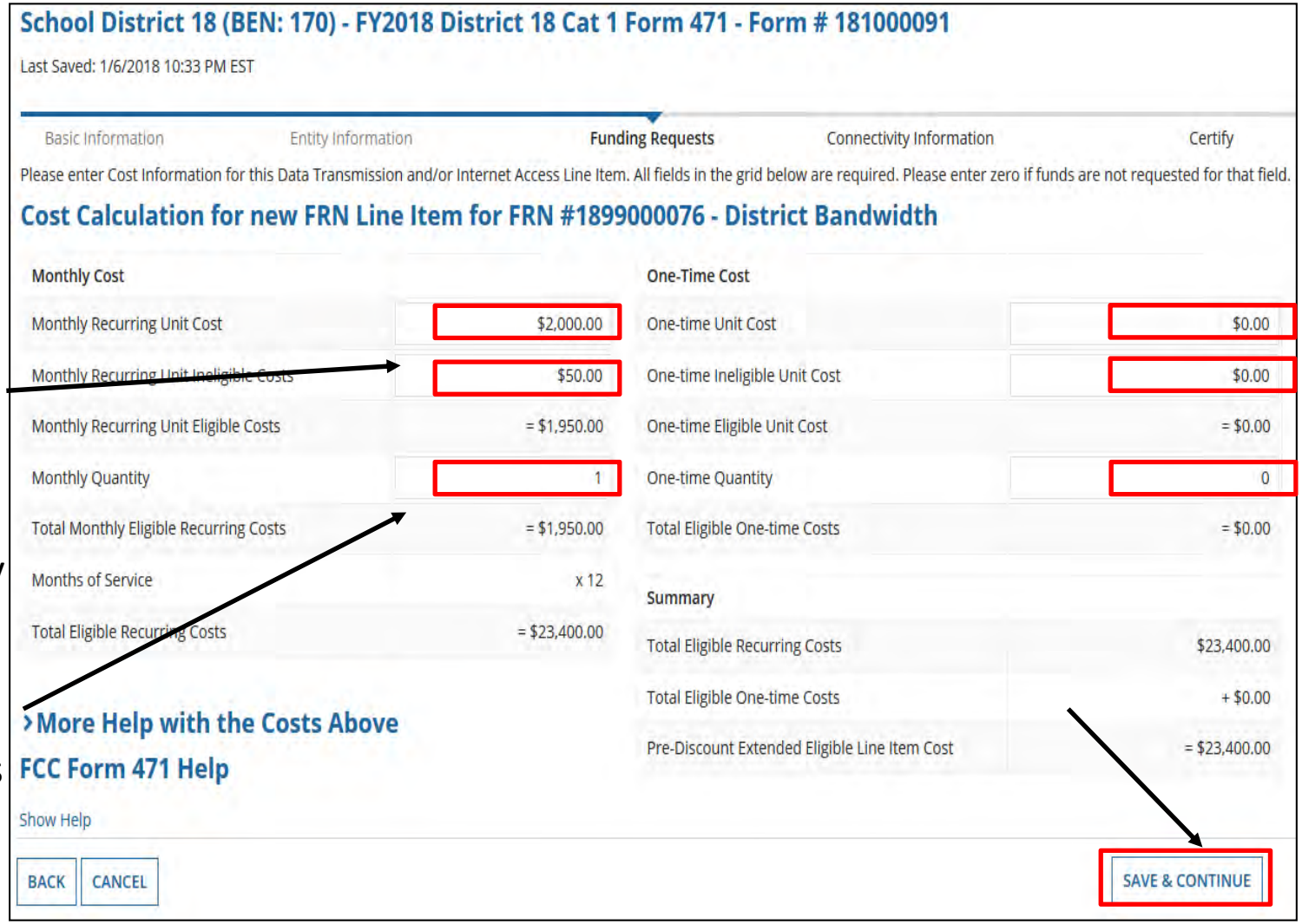
**Note:** The system will not allow you to answer “Yes” to both questions displayed in the left hand column above. If you do, you will receive an error message.

**For “head-in” or direct connections to the ISP, the portal will have you indicate the portion of the circuit if used by multiple entities, as in the example of a K-12 campus.**

# Cost Calculations

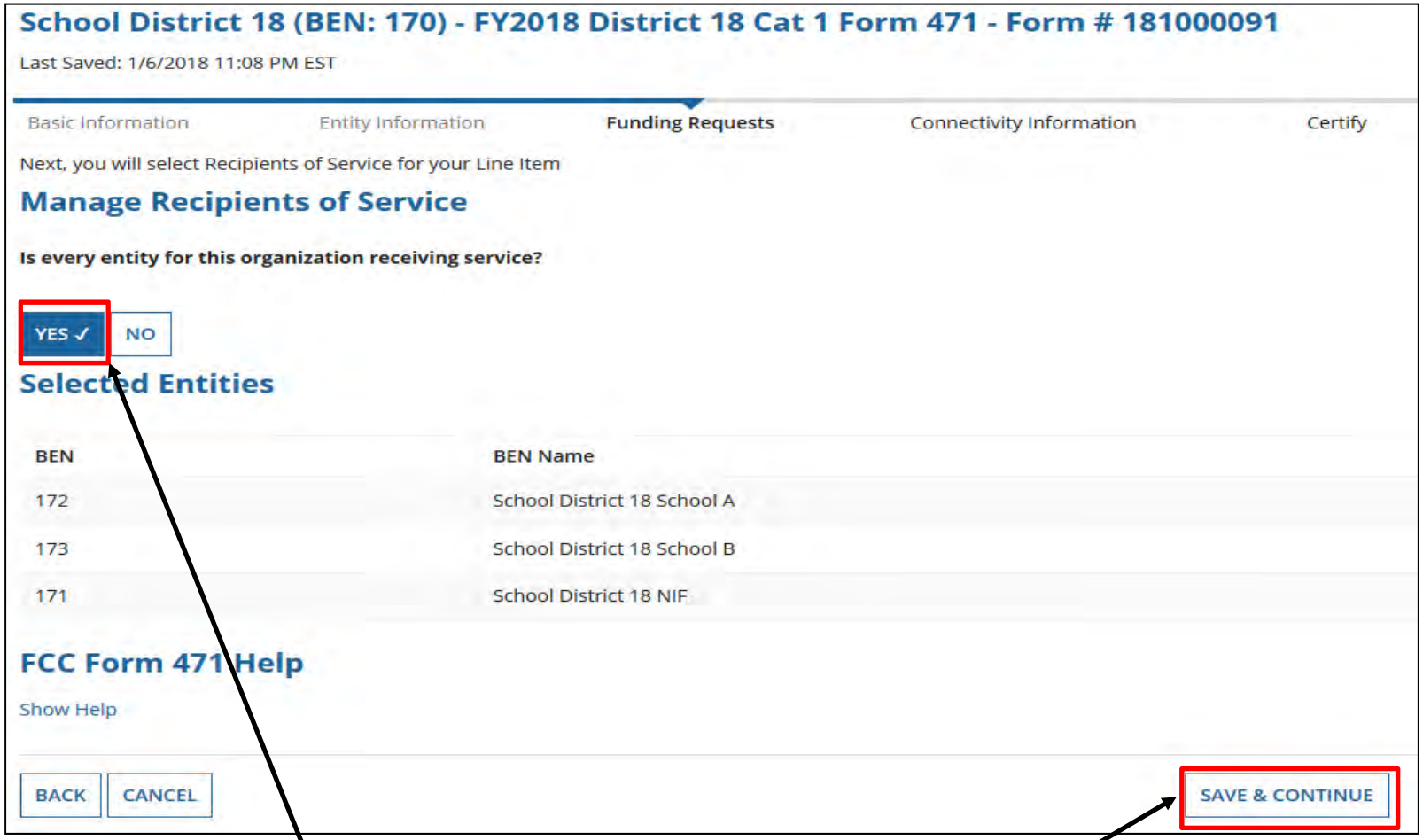
Enter cost information. Fields cannot be left blank. If there is no cost, enter zero.

"Cost" is listed per unit. The "Monthly Quantity" indicates the total number of units included in the service, such as the number of circuits. The table calculates the total costs.




When completed, click on "Save & Continue"

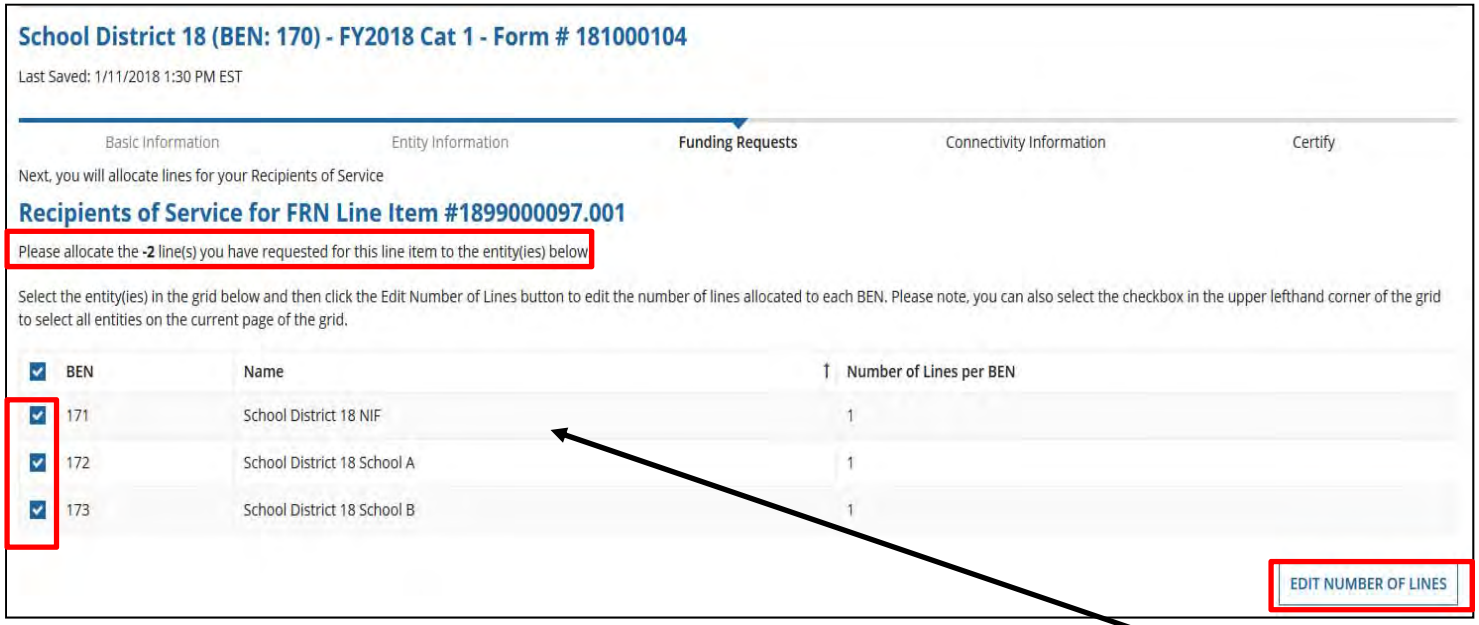
# Manage Recipients of Service – Shared Service

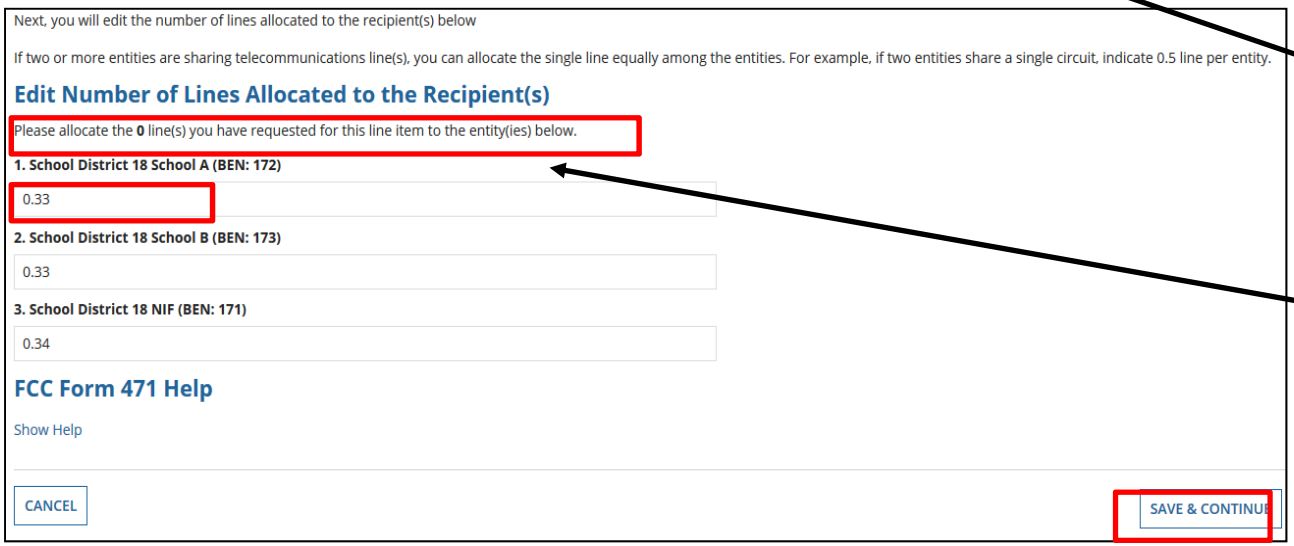



Indicate which entities will receive service for this line item. If all entities will, click on ”Yes”, then “Save & Continue”.

**Remember: If the service is a direct connection from your Service Provider (you answered “Yes” to the first question), the portal will have you indicate the portion of the circuit if used by multiple entities.**

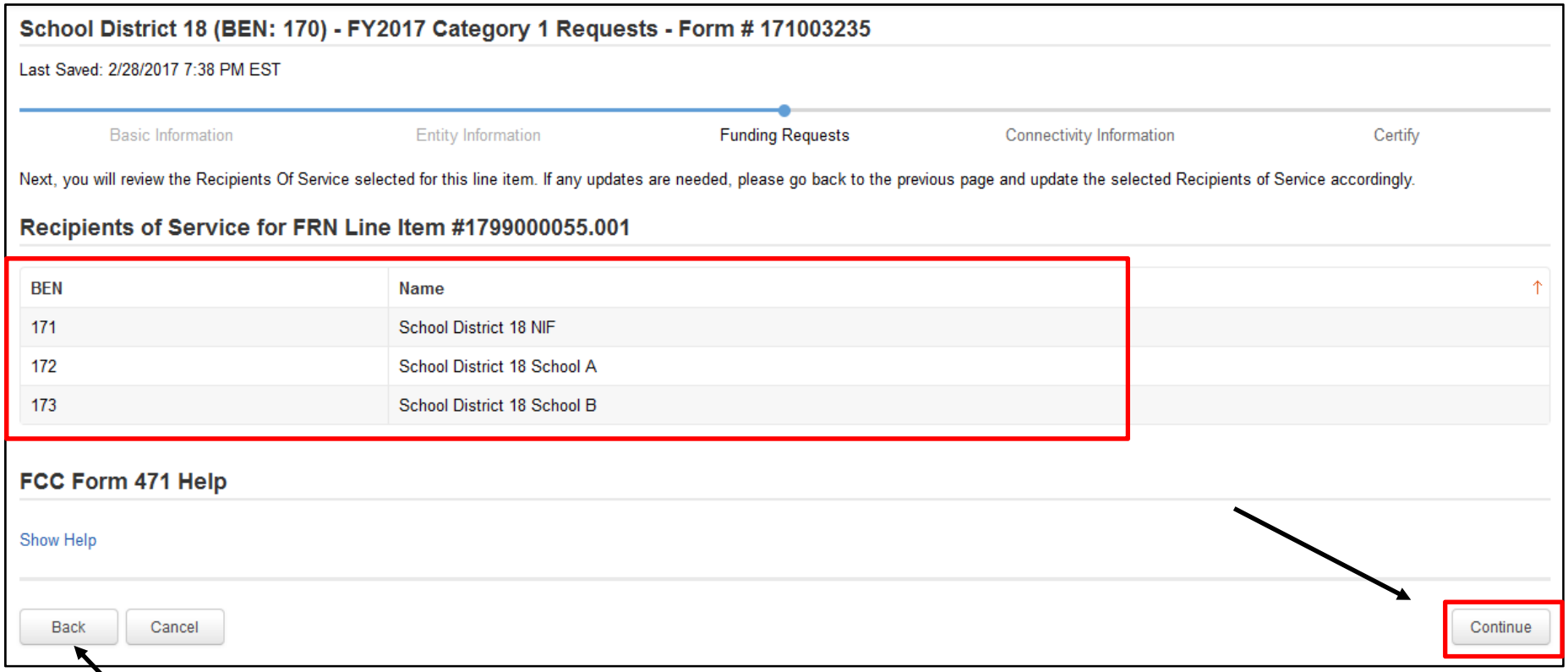
# Manage Recipients of Service – Shared Service




Select the entities that share the service, and click on “Edit Number of Lines”. Enter increments until it shows “0” lines to allocated. Click on “Save & Continue”.

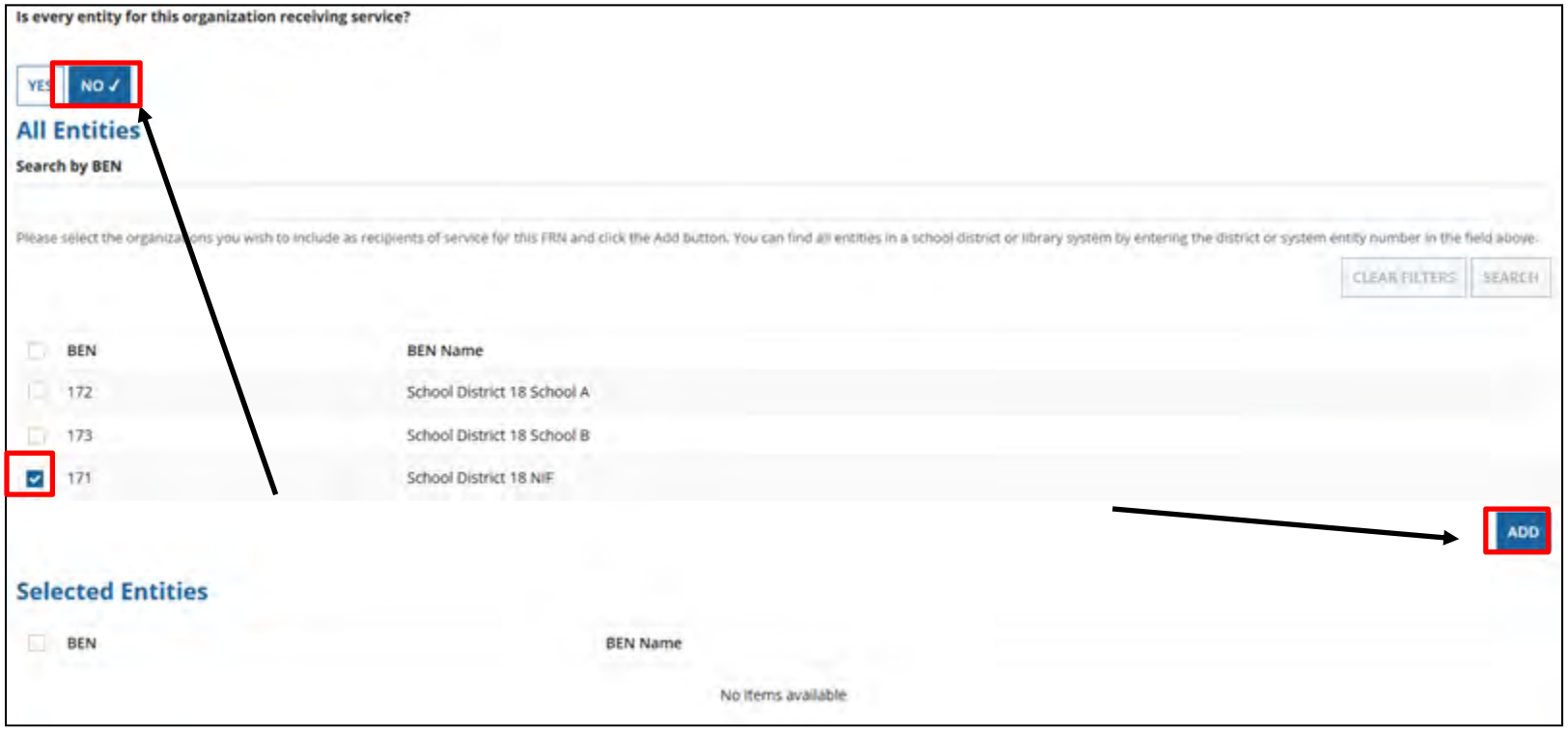
# Recipients of Service Review




Review Recipients of Service. If correct, click on ”Continue”.

If corrections are need, click on “Back”, and correct.

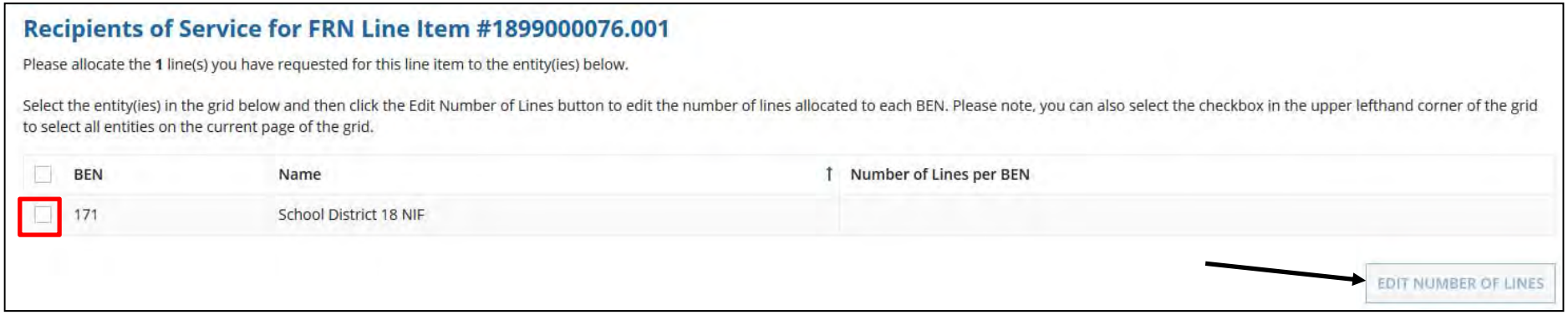
# Manage Recipients of Service – Direct Connection

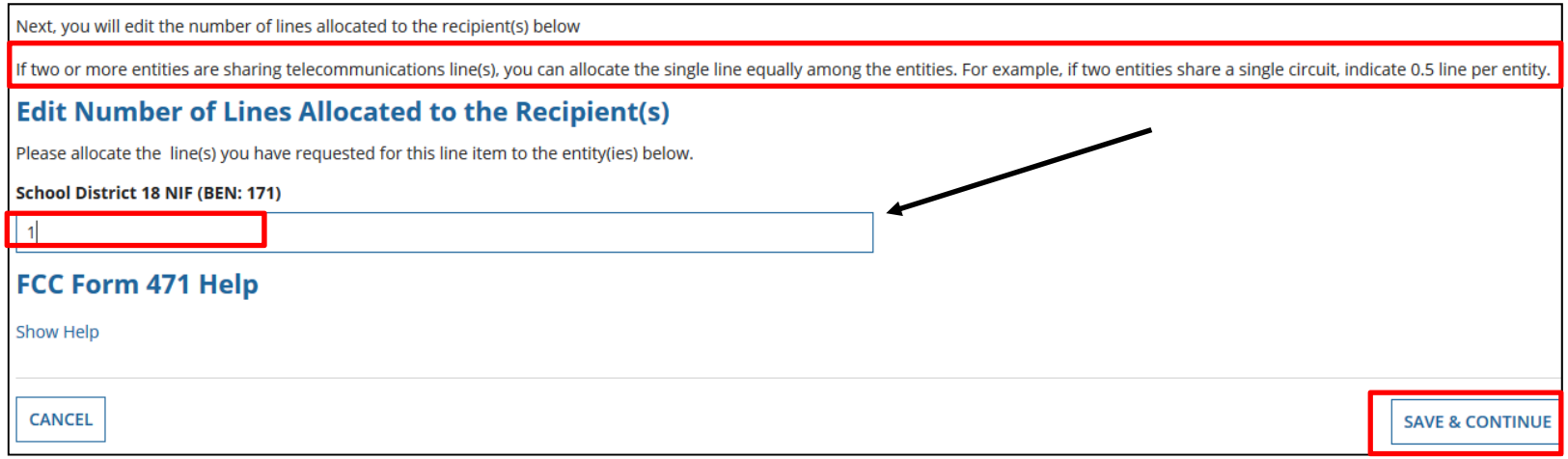



If “No”, select from your organization’s list of entities, and click on “Add”. When done, click on “Save & Continue”.

Note: You can search by Entity Number if you have a large number of entities listed.

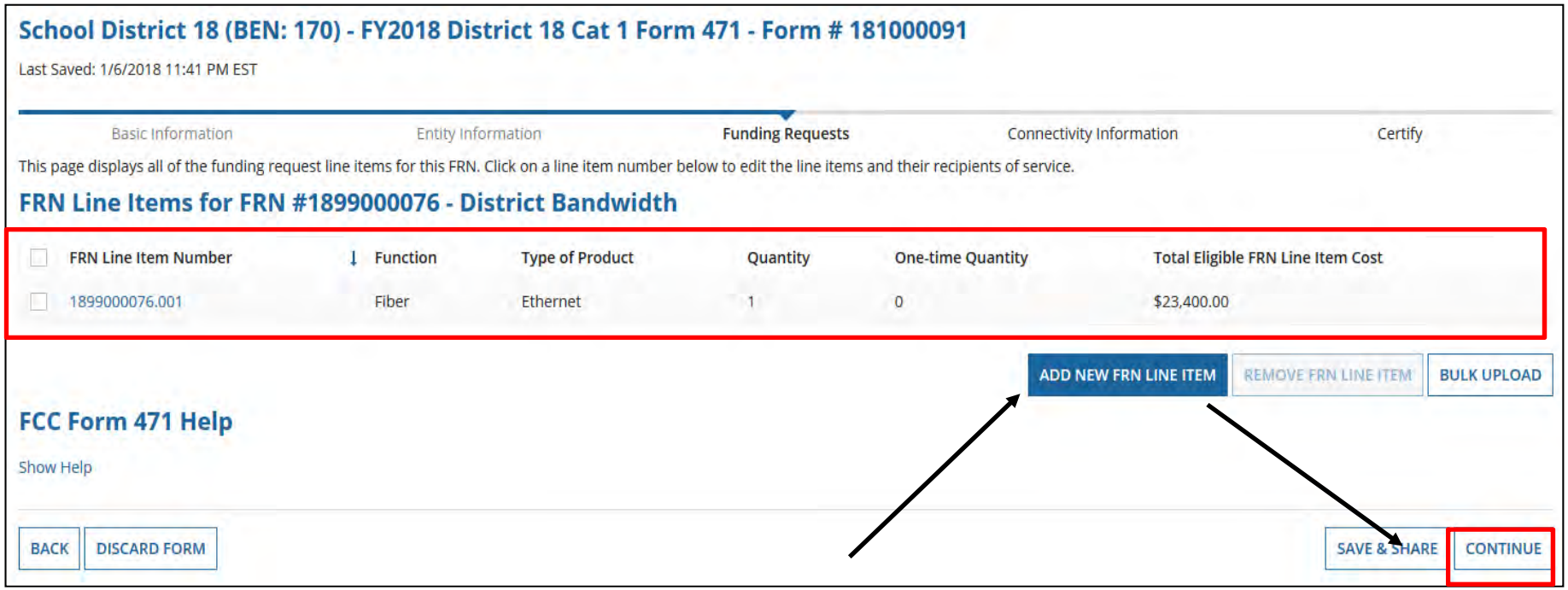
# Manage Recipients of Service – Direct Connection




Click the box next to the entity receiving service, and enter the number of lines. If multiple buildings share the line such as a K-12 campus, enter a portion per entity. “Save & Continue”.

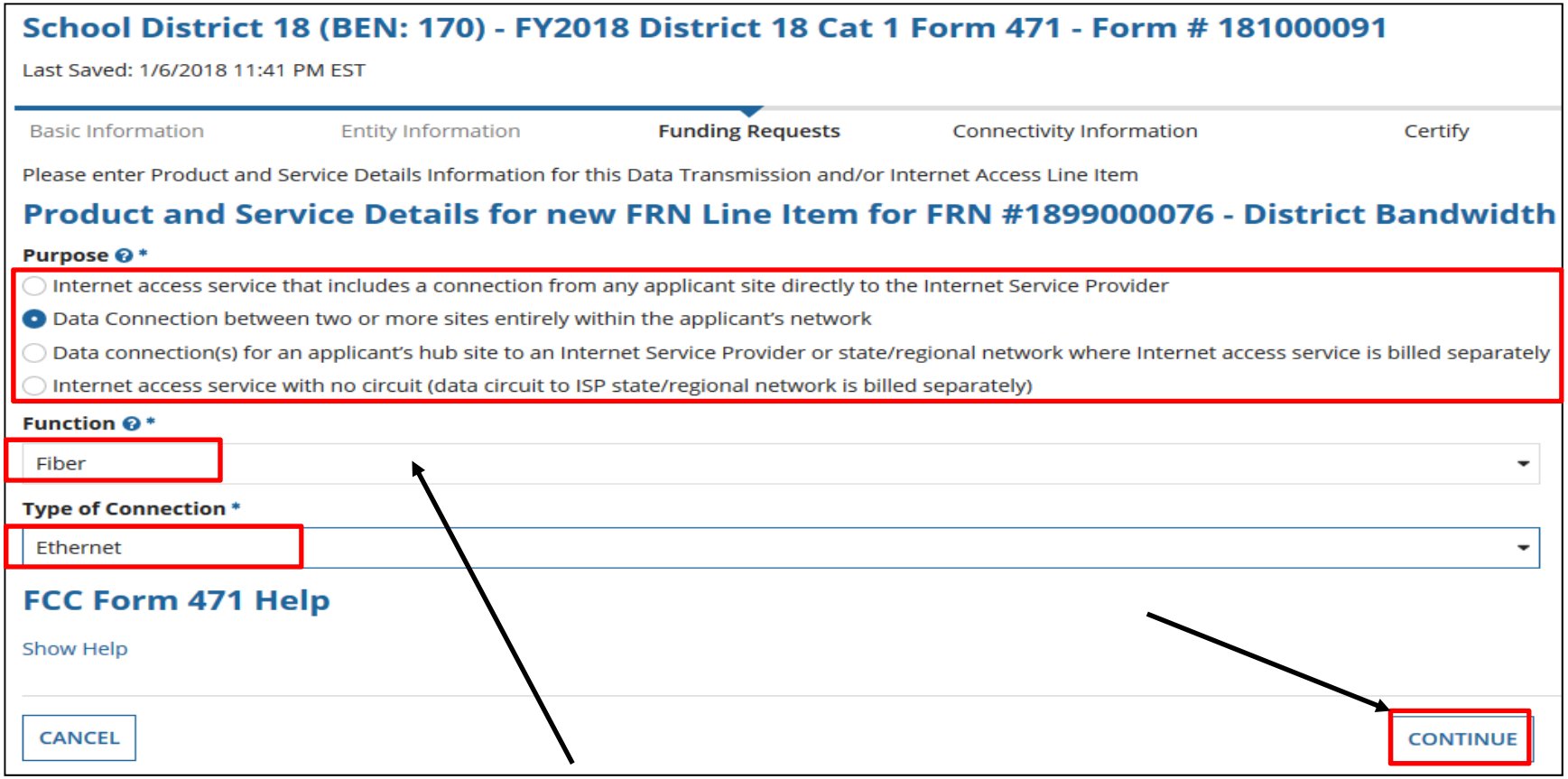
# Funding Requests




Grid shows completed item. If additional Line Items are needed for this Funding Request, click on “Add New FRN Line Item”. If you need to edit information in the line item, click on the Line Item Number. If done, click on ”Continue”.

We’ll now add the connections between buildings.

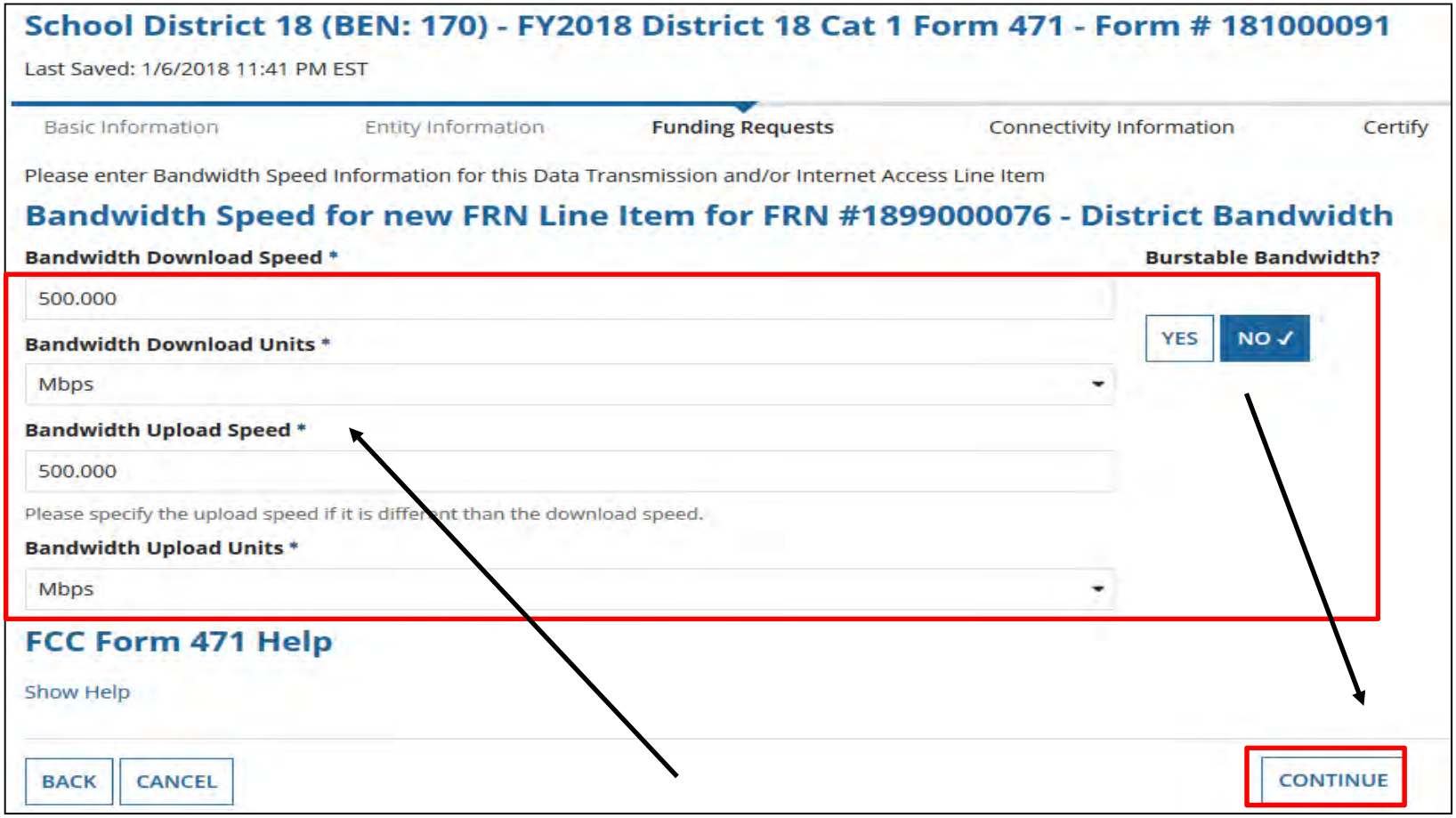
# Product/Service Details




As before, select the "Purpose", "Functions", and "Type of Connection" then click on "Continue".

Again: If bandwidth and Internet Access are priced separately, you will enter under separte line items. If you are unsure, contact your Service Provider.

# Bandwidth Speeds

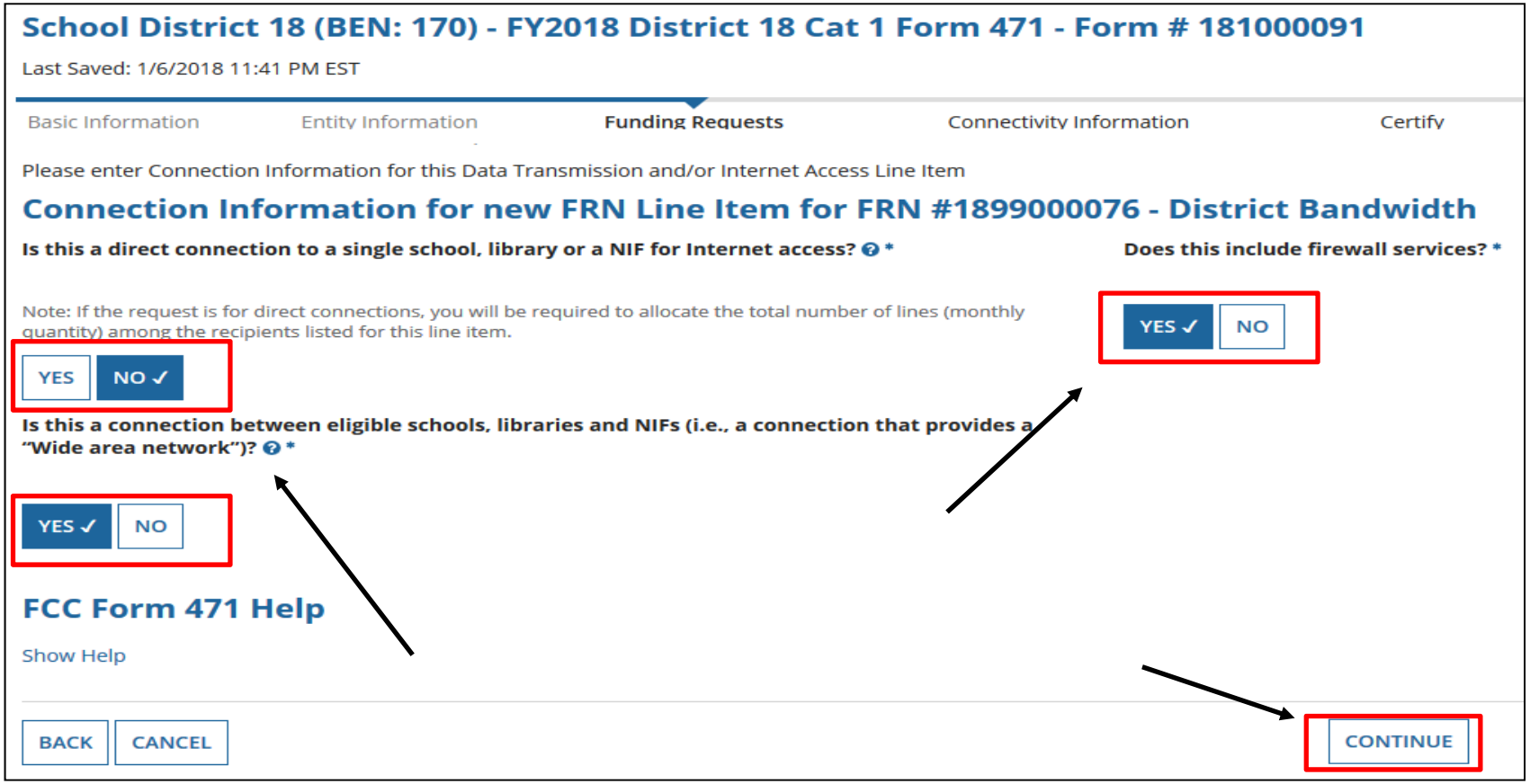



Enter Bandwidth Speed Information, indicating if the bandwidth is burstable, then click on ”Continue”.

Note: Depending on the “Function” and “Type Connection” you chose previously, the bandwidth information may be populated for you.

Again, if you are unsure of the information, contact your Service Provider

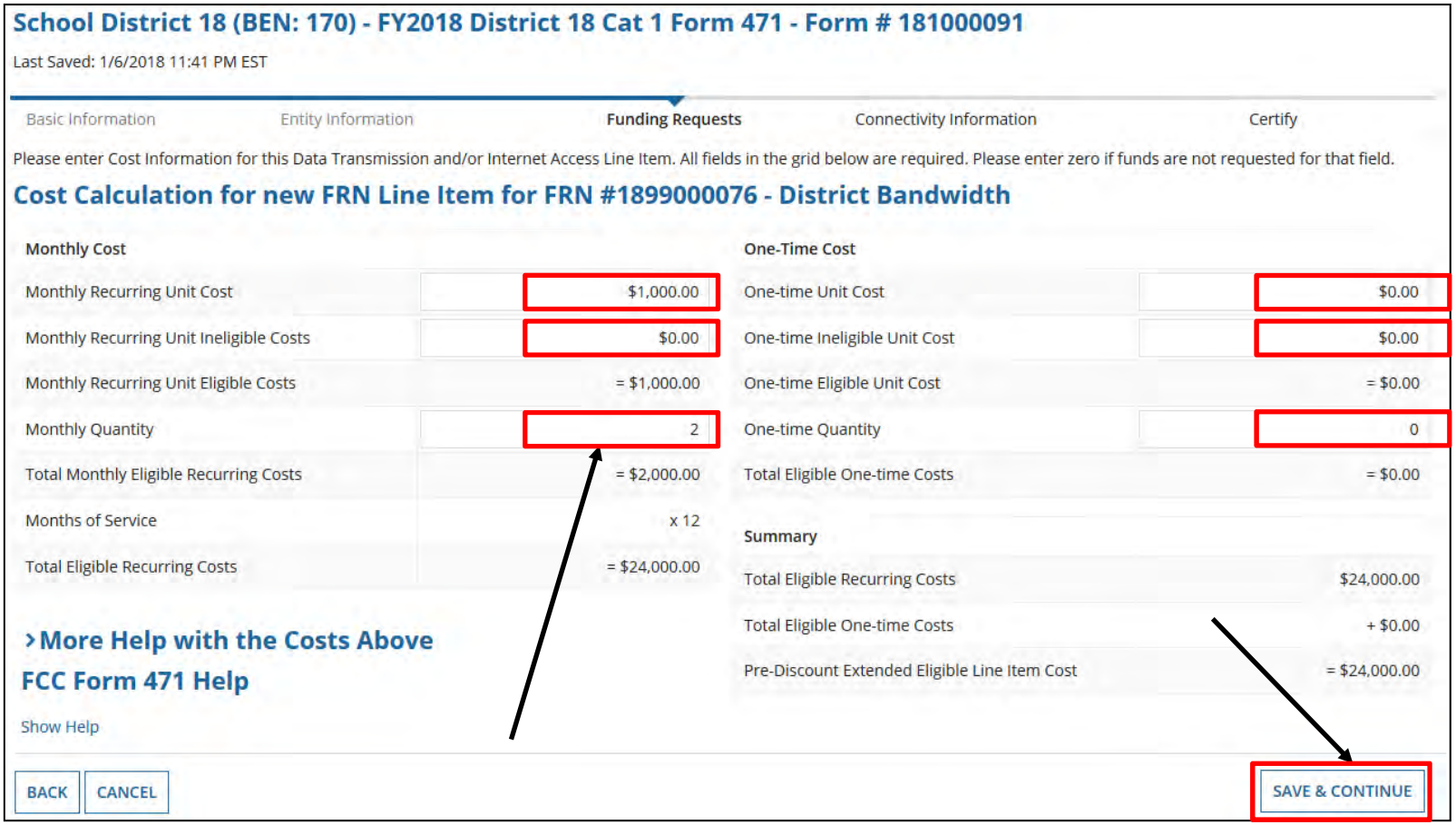
# Connection Information




Provide Connection Information, and firewall inclusion. When done, click on ”Continue”.

**This line item is for circuits between buildings, so we answer “No” to the first question, and “Yes” to the second.**

# Cost Calculations

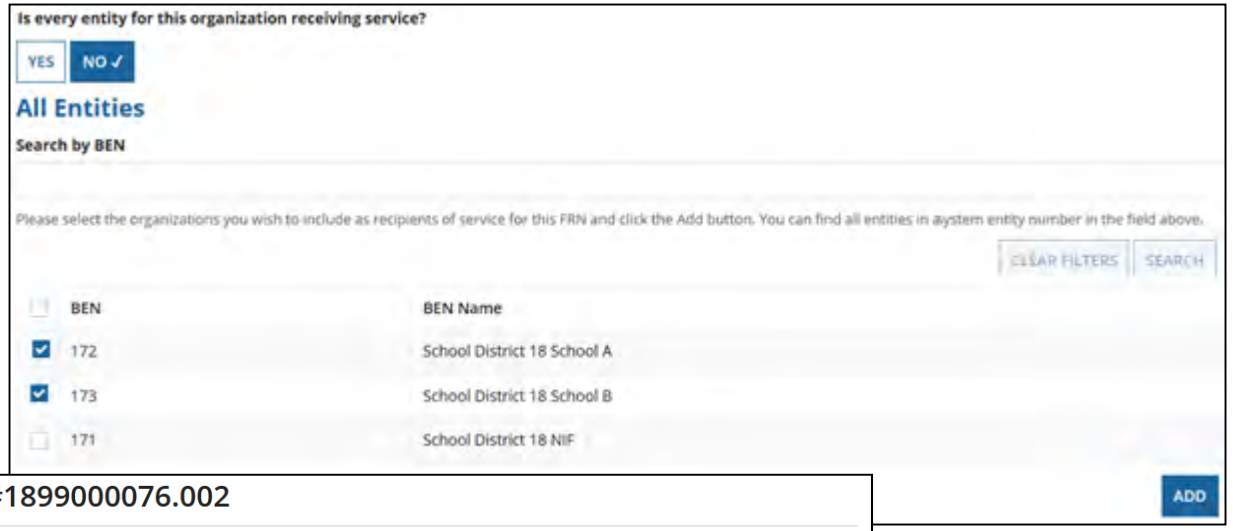


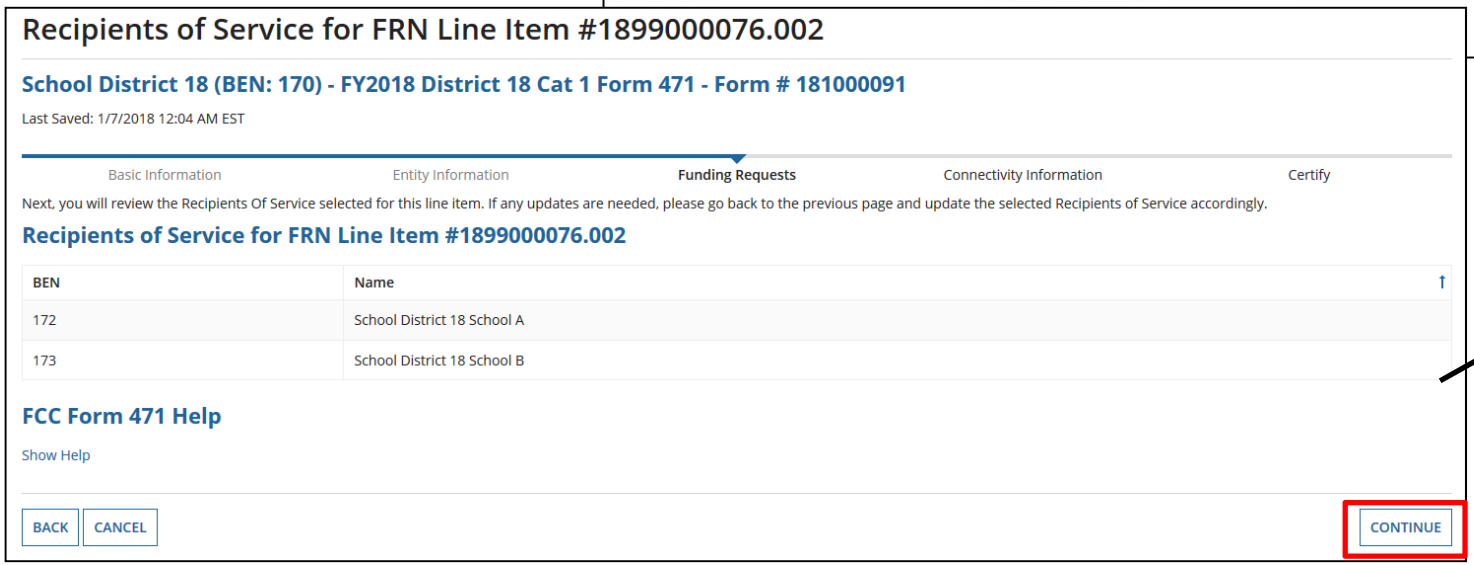

Enter cost information as before. If there is no cost, enter zero.

"Cost" is listed per unit. The "Monthly Quantity" indicates the total number of units included in the service, such as the number of circuits.

When completed, click on "Save & Continue"

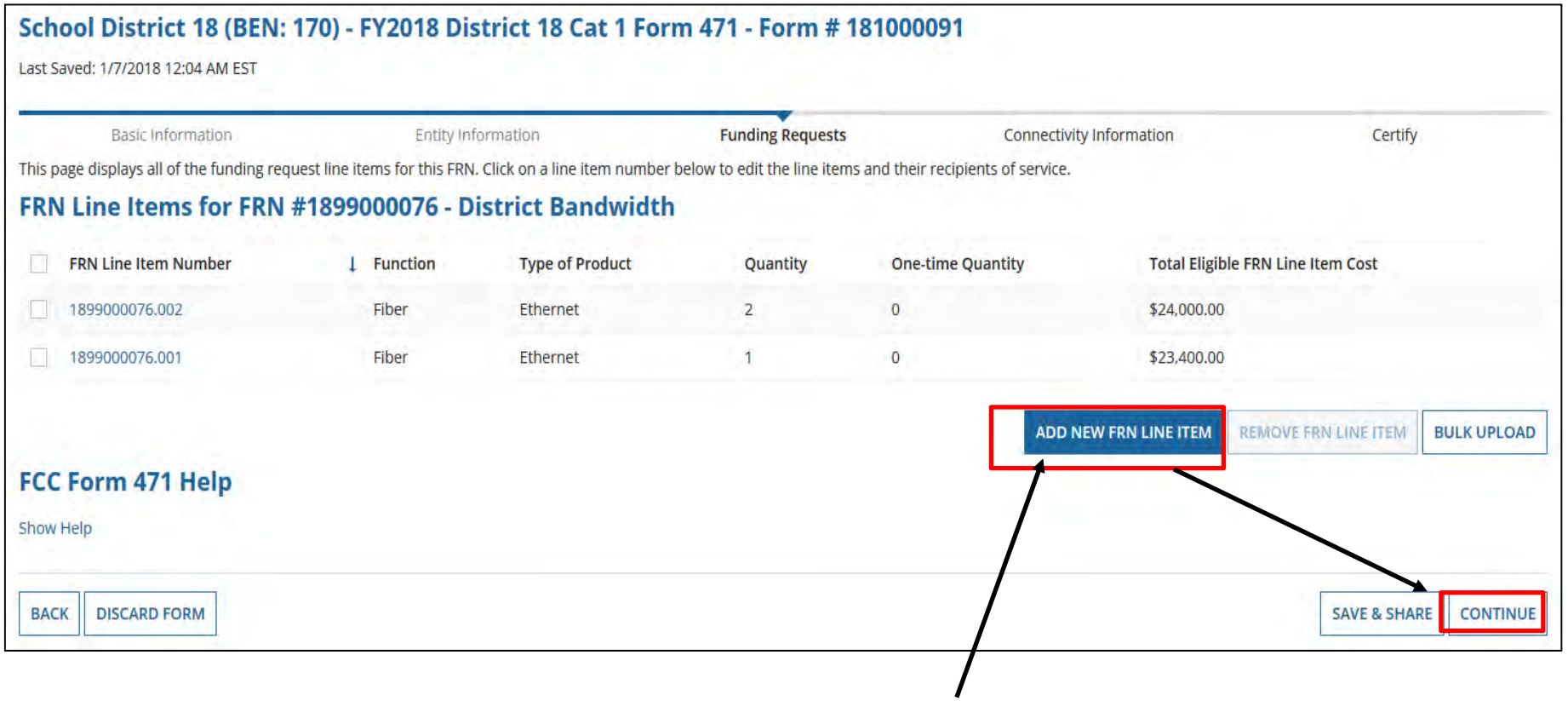
# Manage Recipients of Service – Shared Service




Here we indicated that the circuits between buildings will serve the two schools by choosing “No” to all entities, and choosing the appropriate buildings. Click on “Save & Continue”.

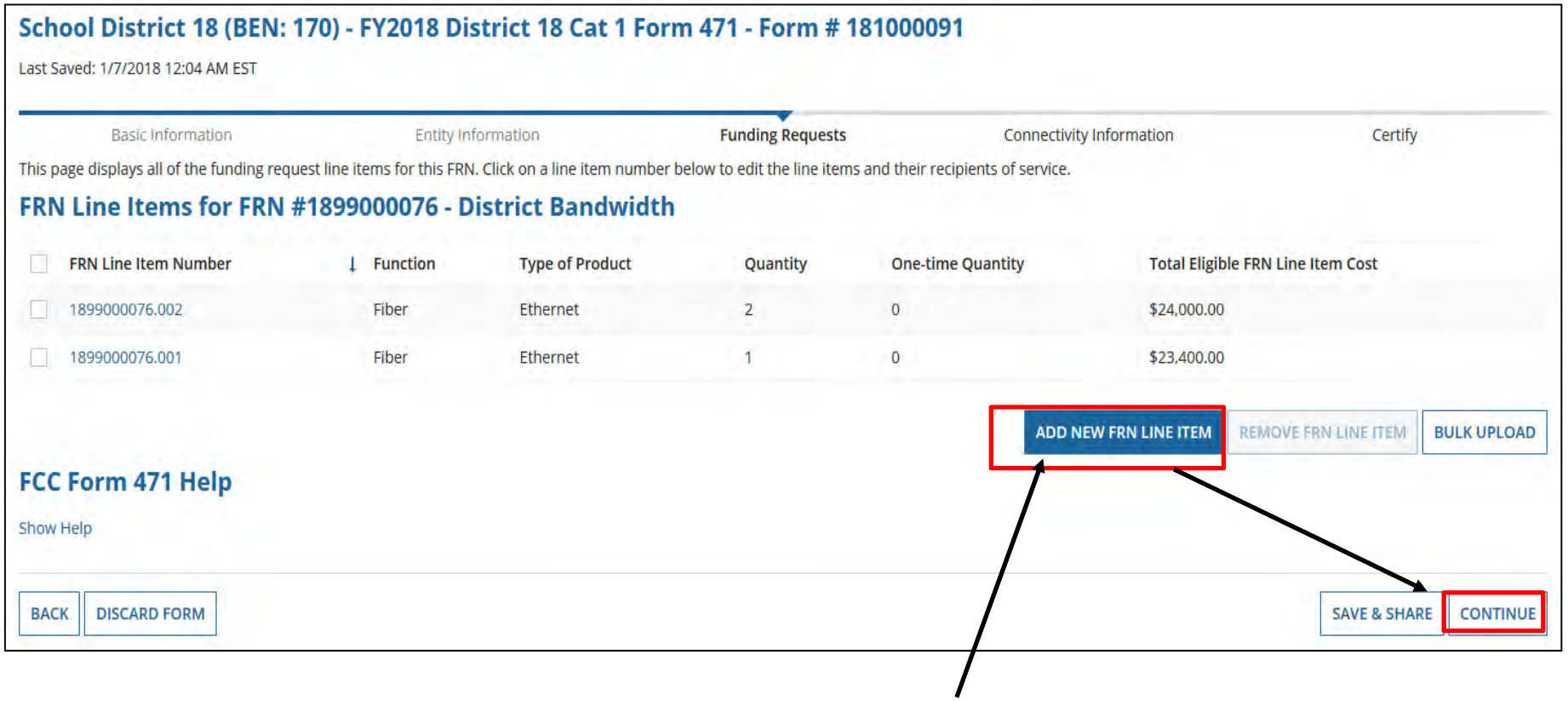
# Adding FRN Line Items




Continue clicking on “Add New FRN Line Item” to complete FRN.

We’ll now add the Internet Access cost.

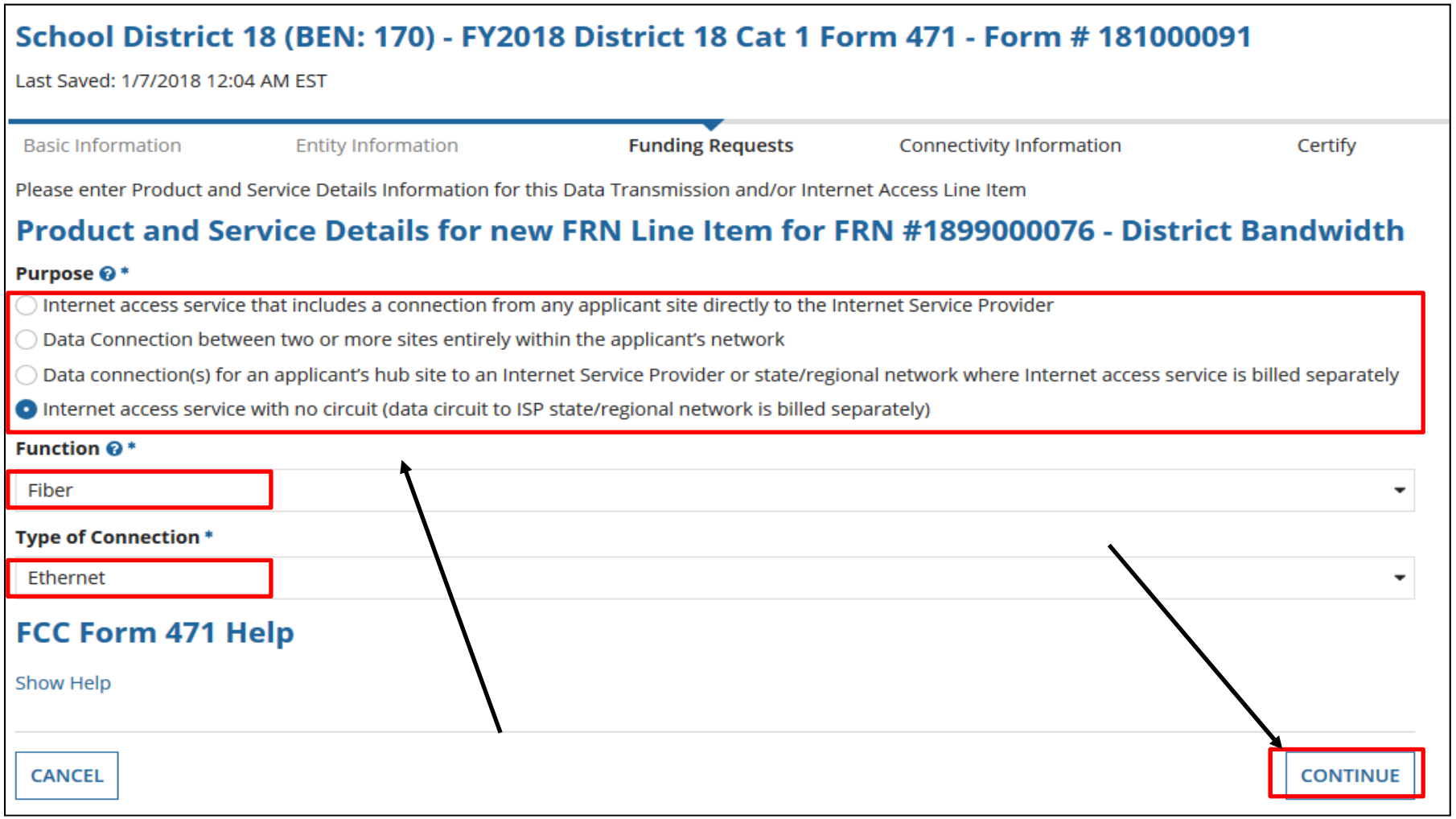
# Adding FRN Line Items




Continue clicking on “Add New FRN Line Item” to complete FRN.

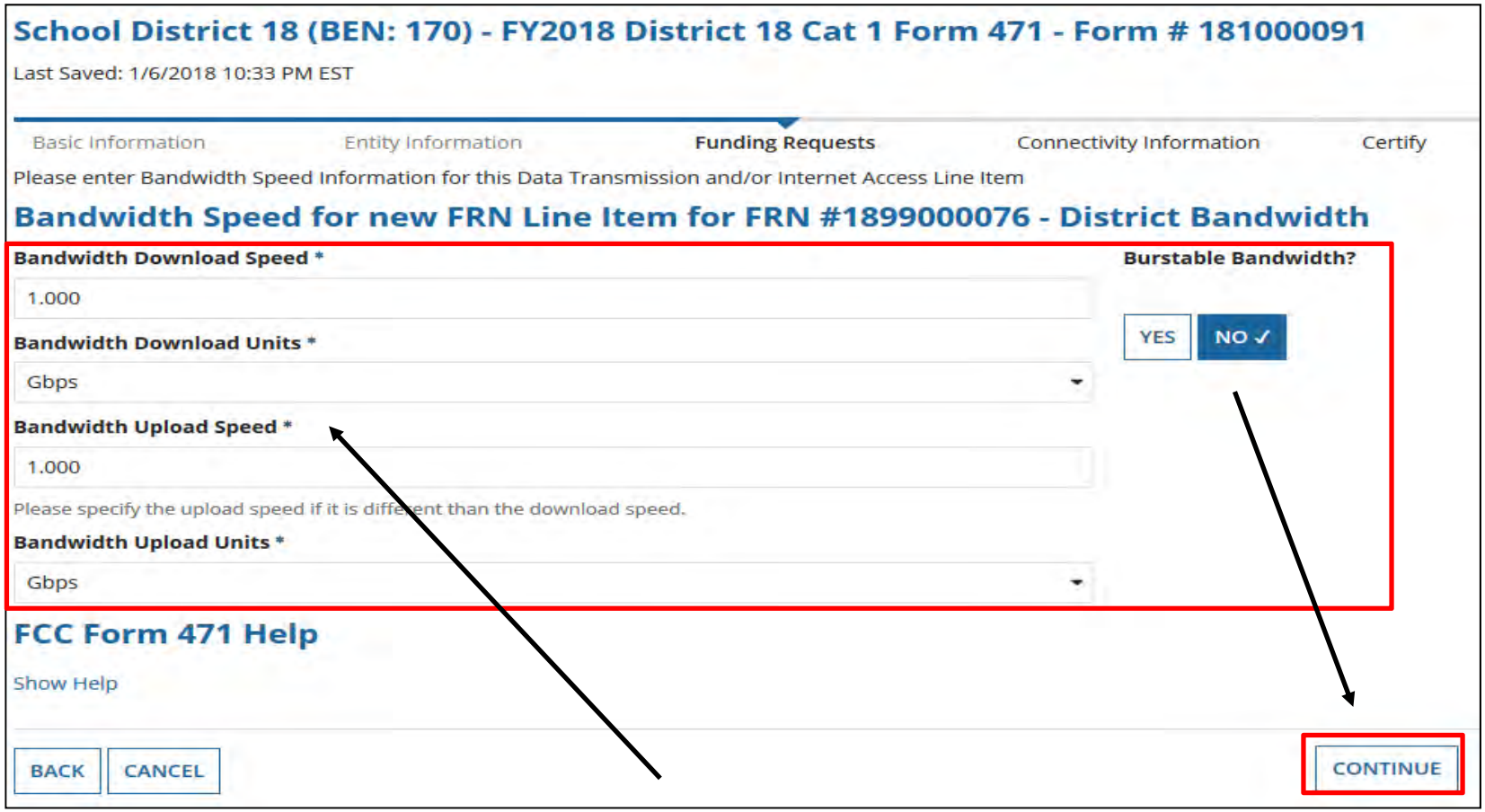
We’ll now add the Internet Access cost.

# Product/Service Details



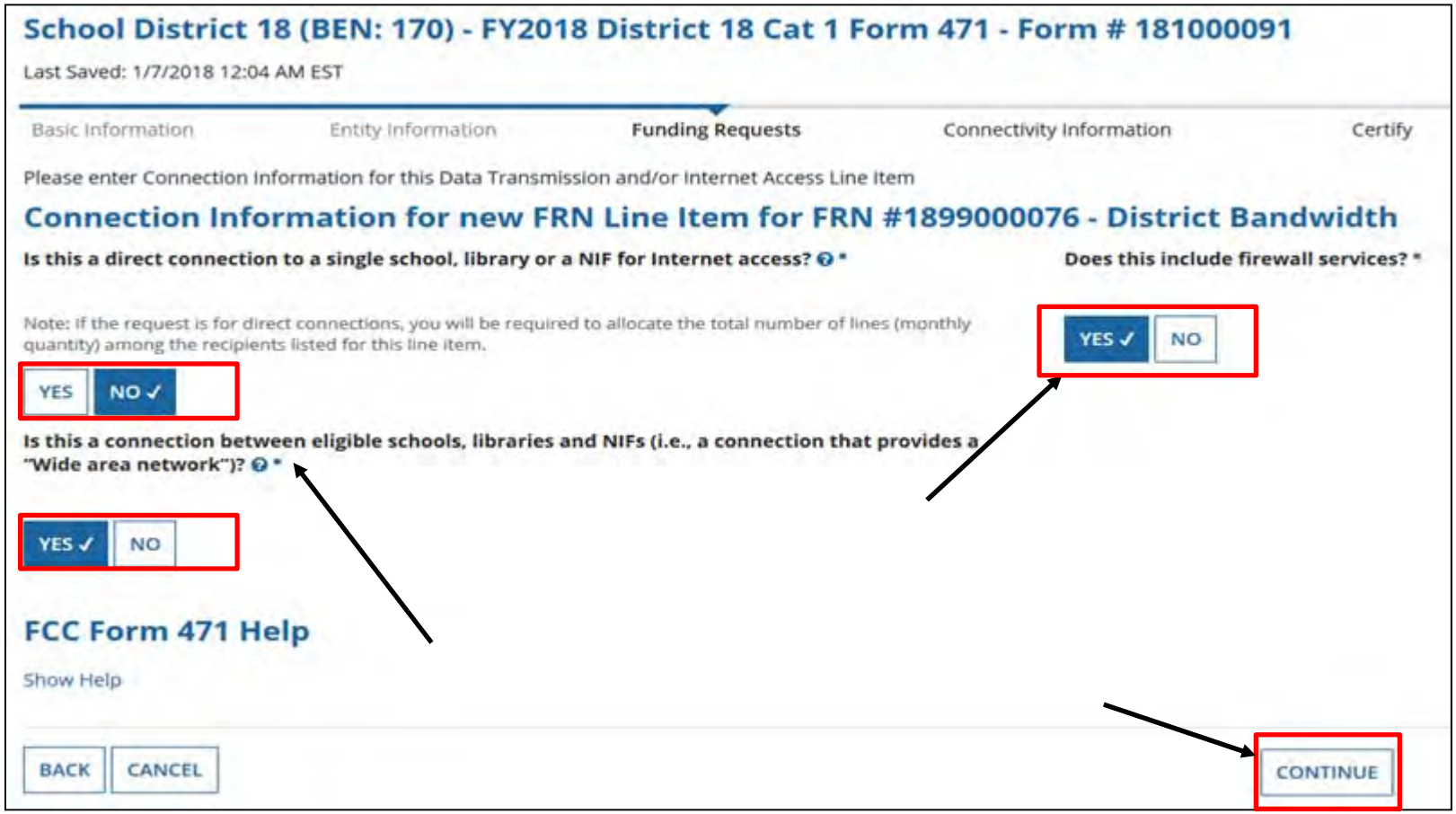

Select the "Purpose", "Functions", and "Type of Connection" as before, and click on "Continue".

# Bandwidth Speeds




Enter Bandwidth Speed Information, indicating if the bandwidth is burstable as before, then click on ”Continue”.

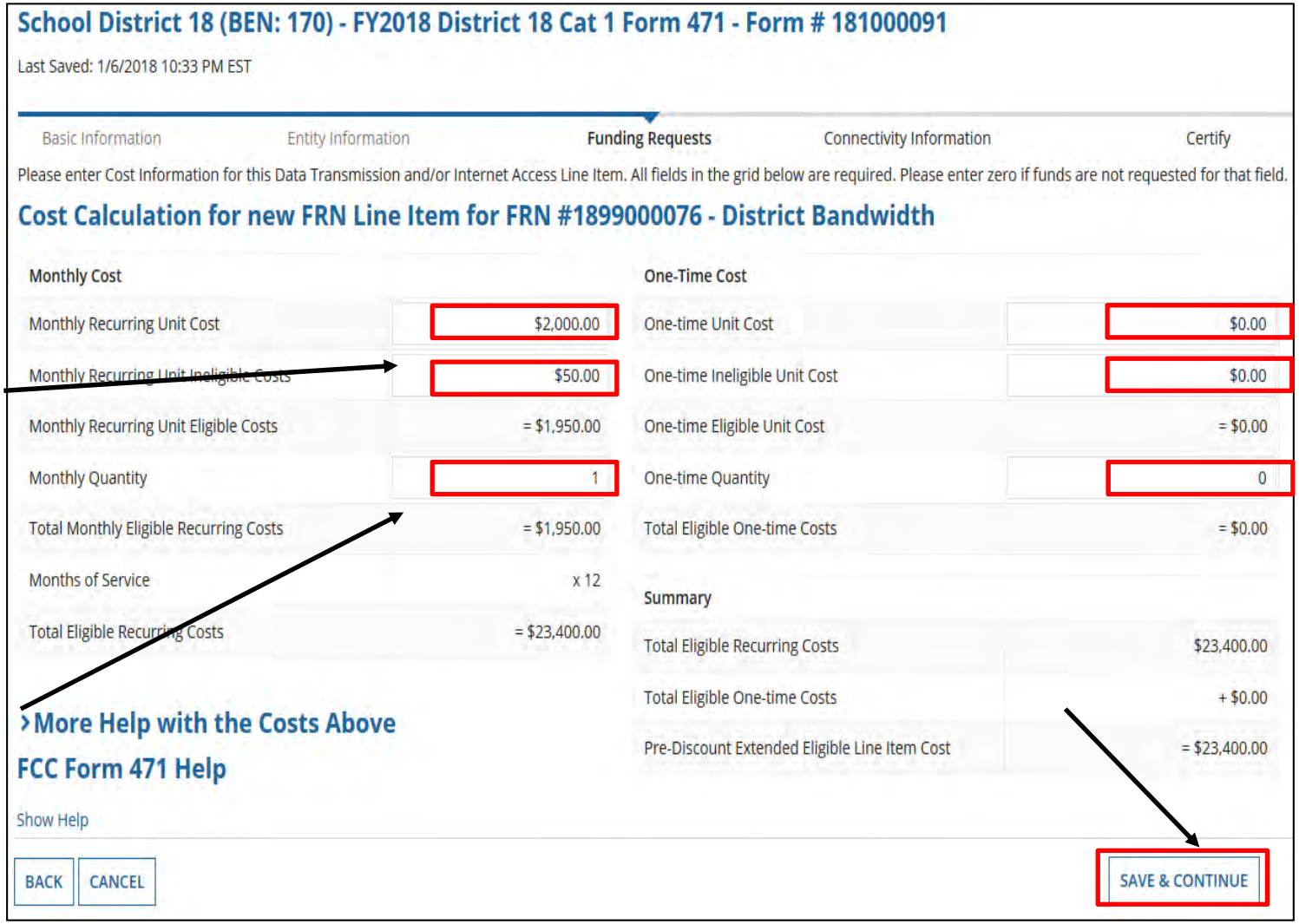
# Connection Information




When indicating Internet Access costs only, we still receive the connection questions. While neither really apply, answer “Yes” to the second question. When done, click on ”Continue”.

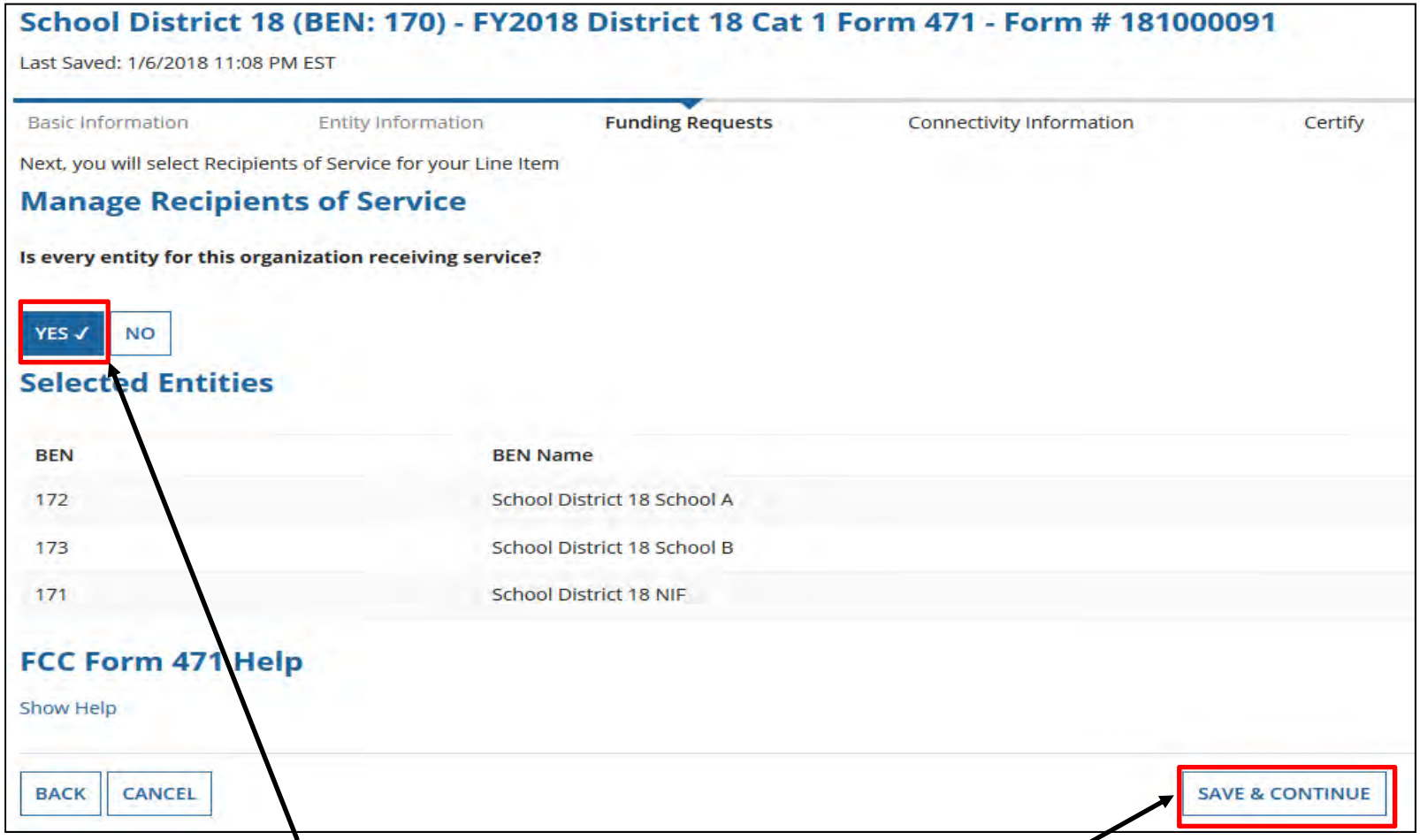
# Cost Calculations

Enter cost information. Fields cannot be left blank. If there is no cost, enter zero.



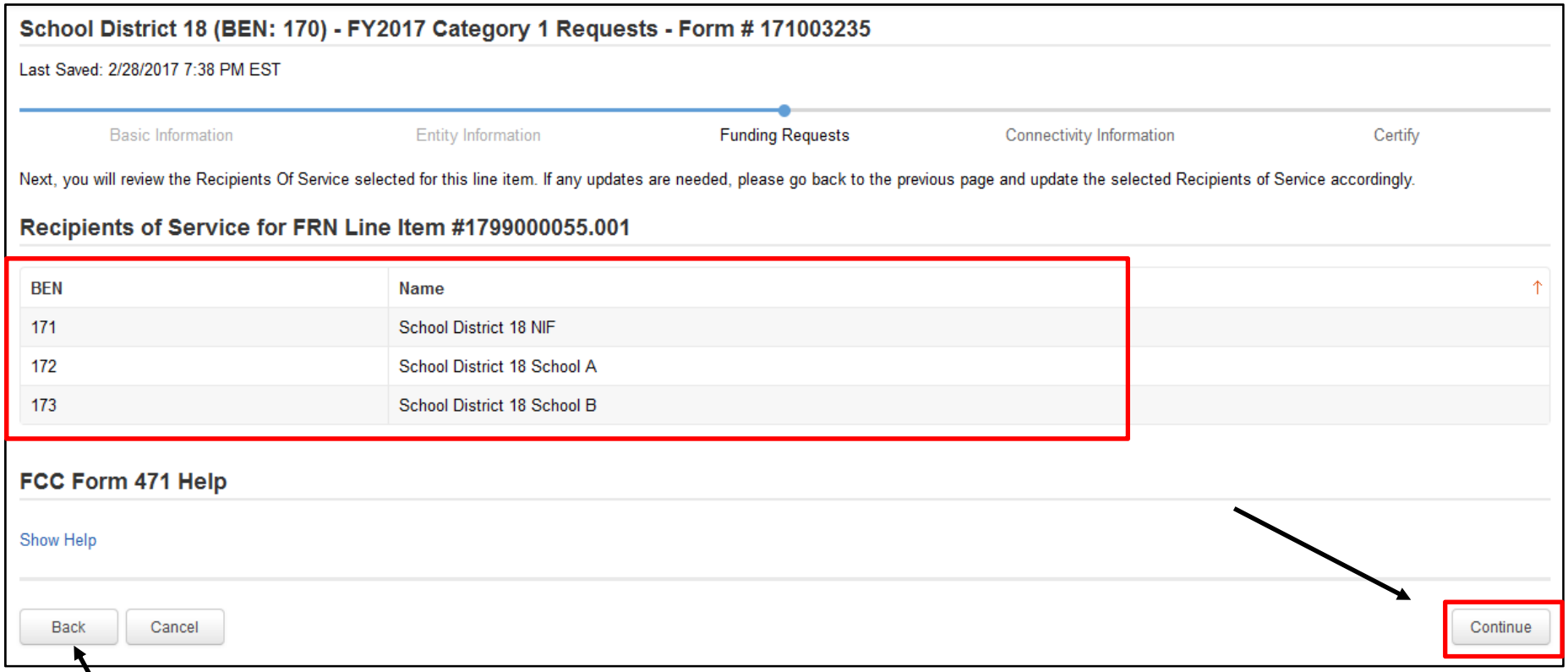

When completed, click on “Save & Continue”

# Manage Recipients of Service – Shared Service




Indicate which entities will receive service for this line item. If all entities will, click on ”Yes”, then “Save & Continue”.

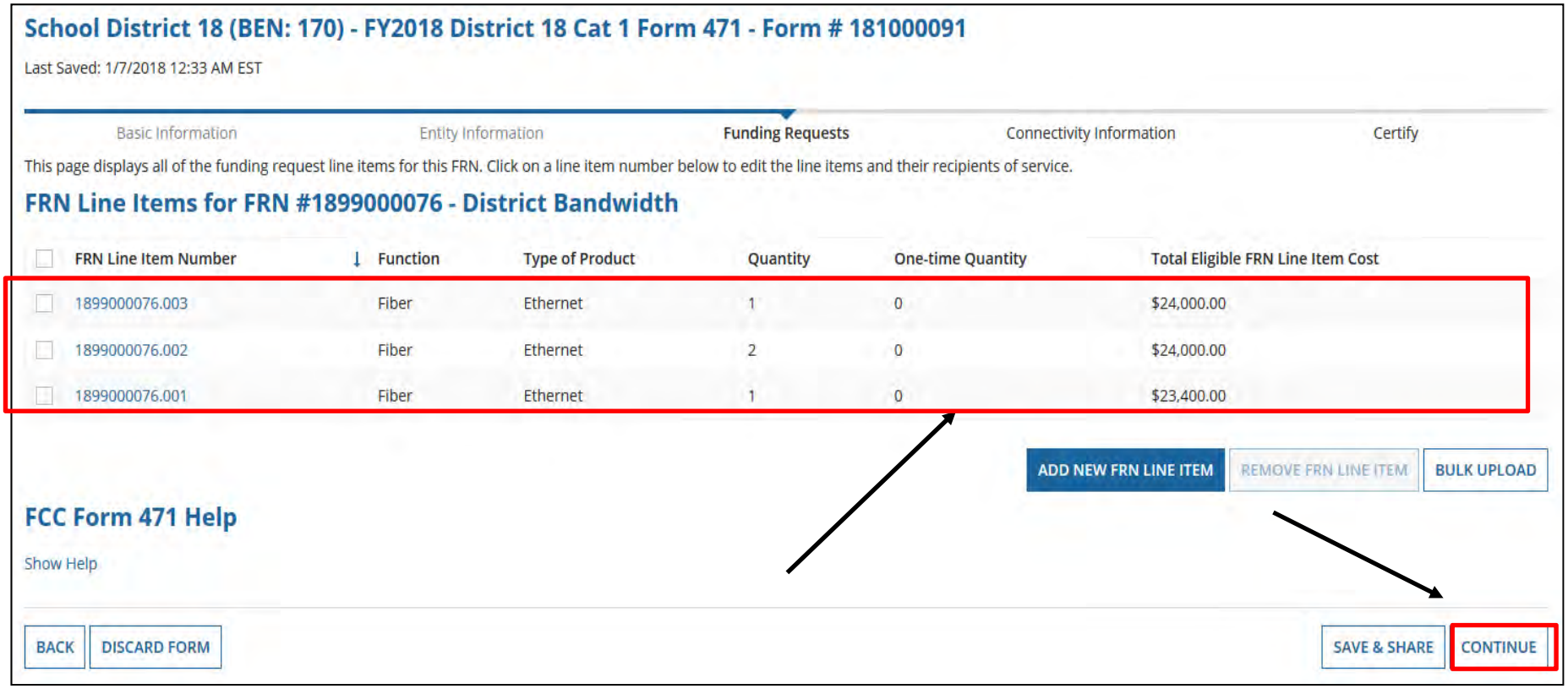
# Recipients of Service Review




Review Recipients of Service. If correct, click on ”Continue”.

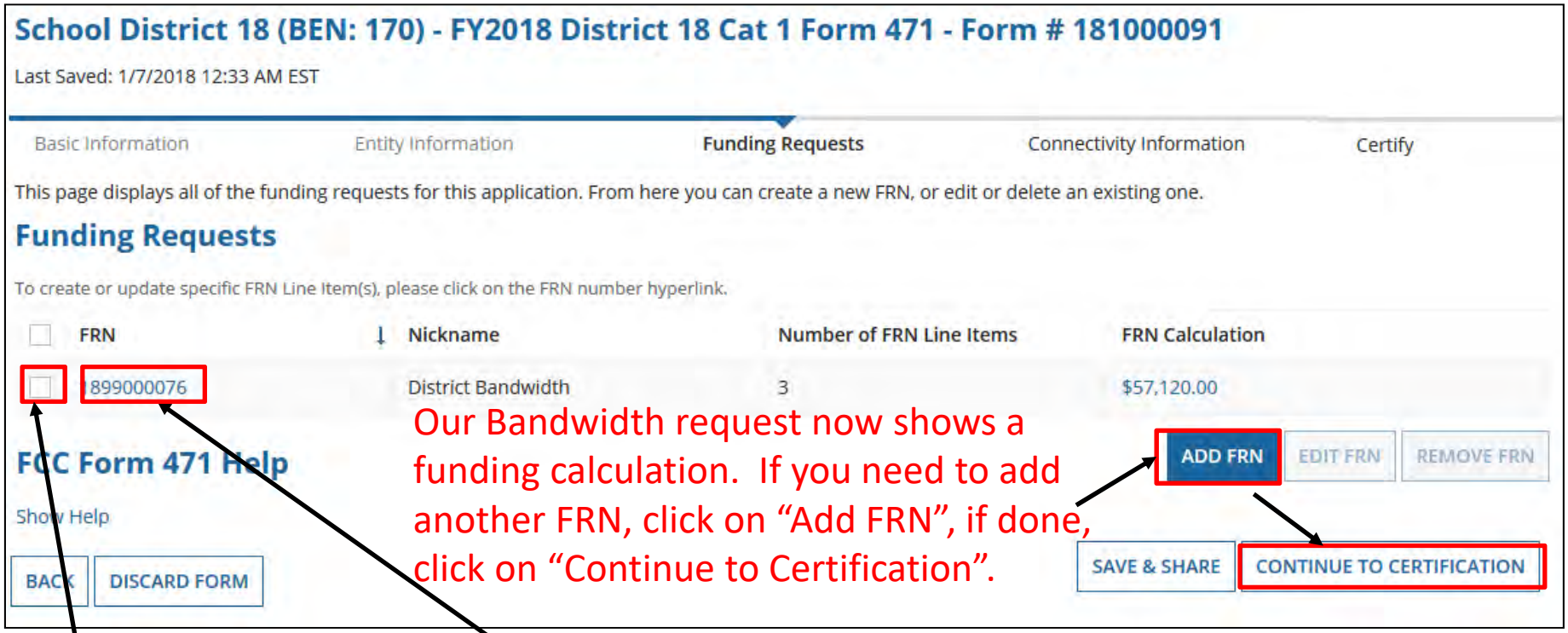
If corrections are need, click on “Back”, and correct.

# Funding Requests




We've now added all line items for the funding request. If you need to edit information in the line item, click on the Line Item Number. If done, click on "Continue".

# Funding Requests




Our Bandwidth request now shows a funding calculation. If you need to add another FRN, click on "Add FRN", if done, click on "Continue to Certification".

If you need to edit the FRN (Contract information, Service Start Date or Expiration Date, or Narrative) click the box, and then "Edit FRN".

If you need to edit the FRN Line Items (Costs, bandwidth amounts, Recipients of Service) click on the FRN number hyperlink, and then the Line Item Number.

# Copying FRN

# Copy FRN

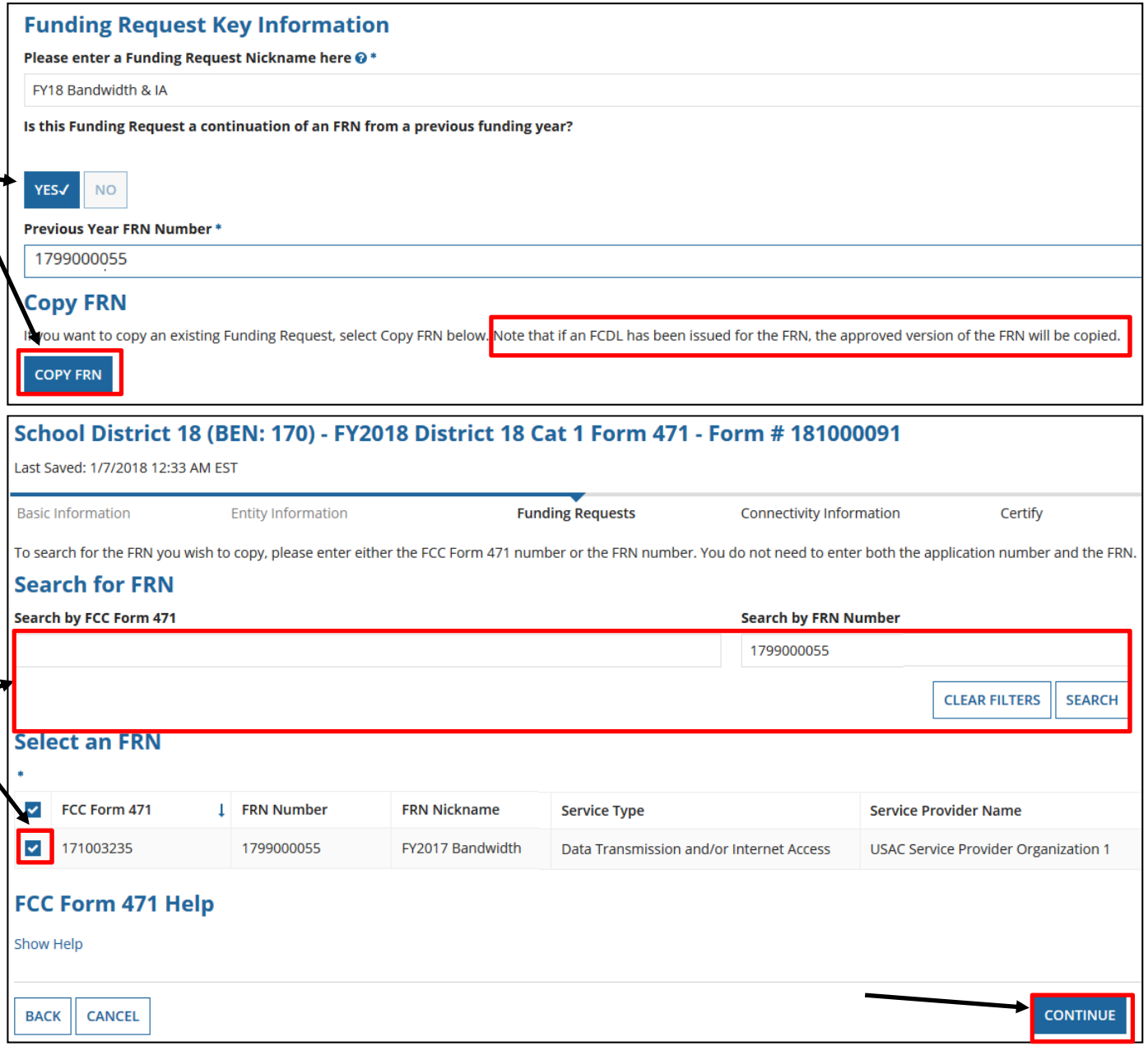
After clicking on “Add FRN”:

Enter Previous Year FRN, and click on “Copy FRN”.

Note: if changes were made to the FRN during PIA review, the changes will be copied.

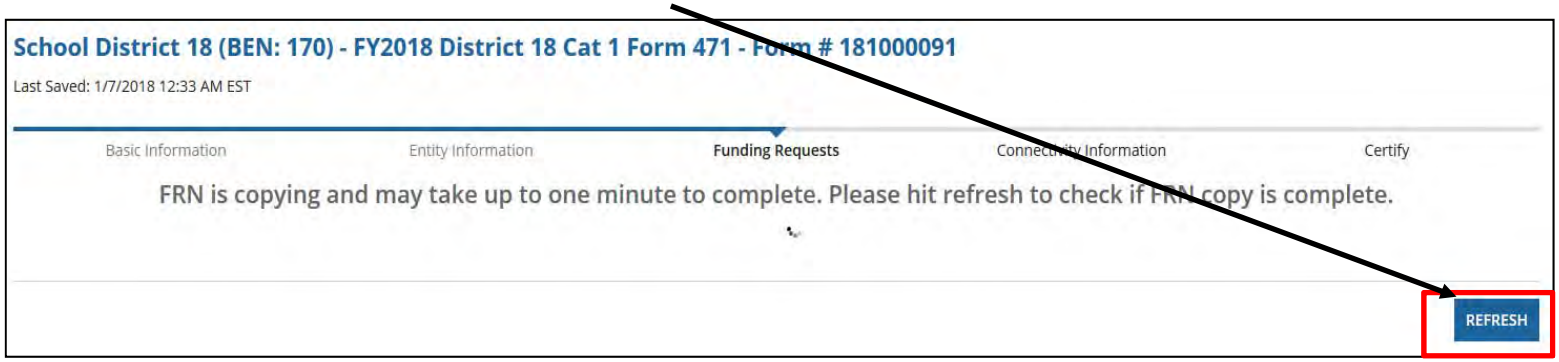
Search by previous Form 471 or FRN number.

Check box to select, and then “Continue”. You’ll receive a pop-up indicating it may take up to one minute to complete, click on “Yes”.

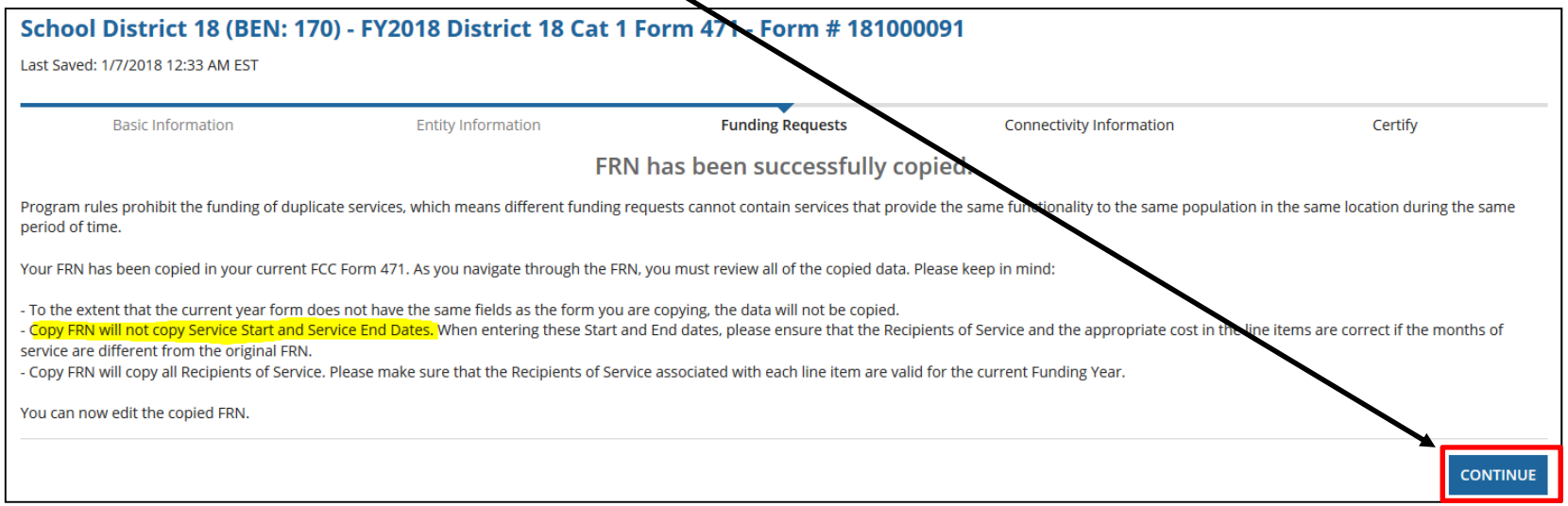


# Copy FRN

You must click “Refresh” to complete the copy.



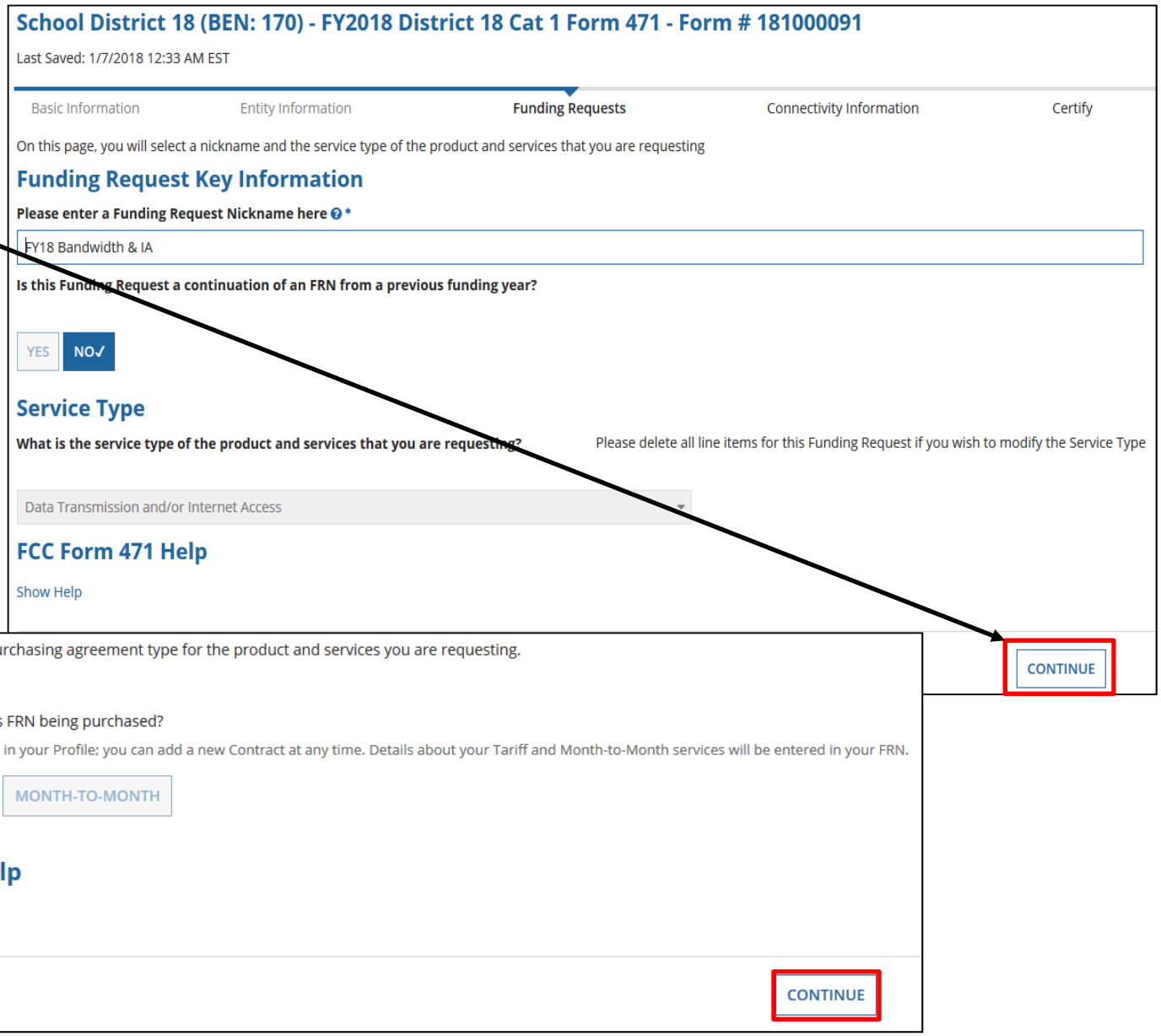

You will receive the following notification, indicating you must enter the Service Start and Service End Dates. Click on “Continue”.



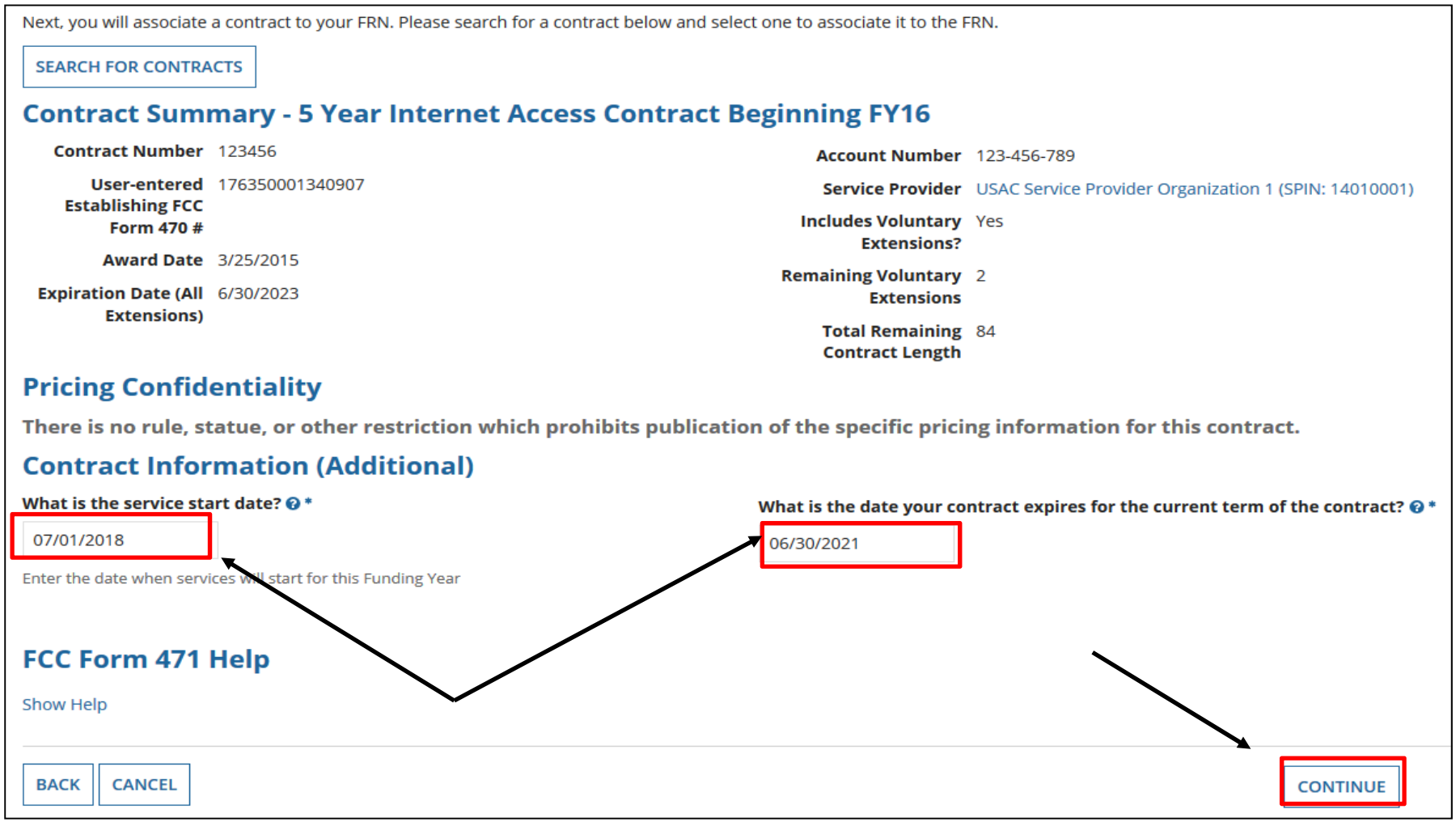
# Copy FRN

View after copy is completed. "Service Type" will be indicated. Click on "Continue".

Based on previous FRN info, "Contract" is chosen. Click on "Continue"



# Copy FRN

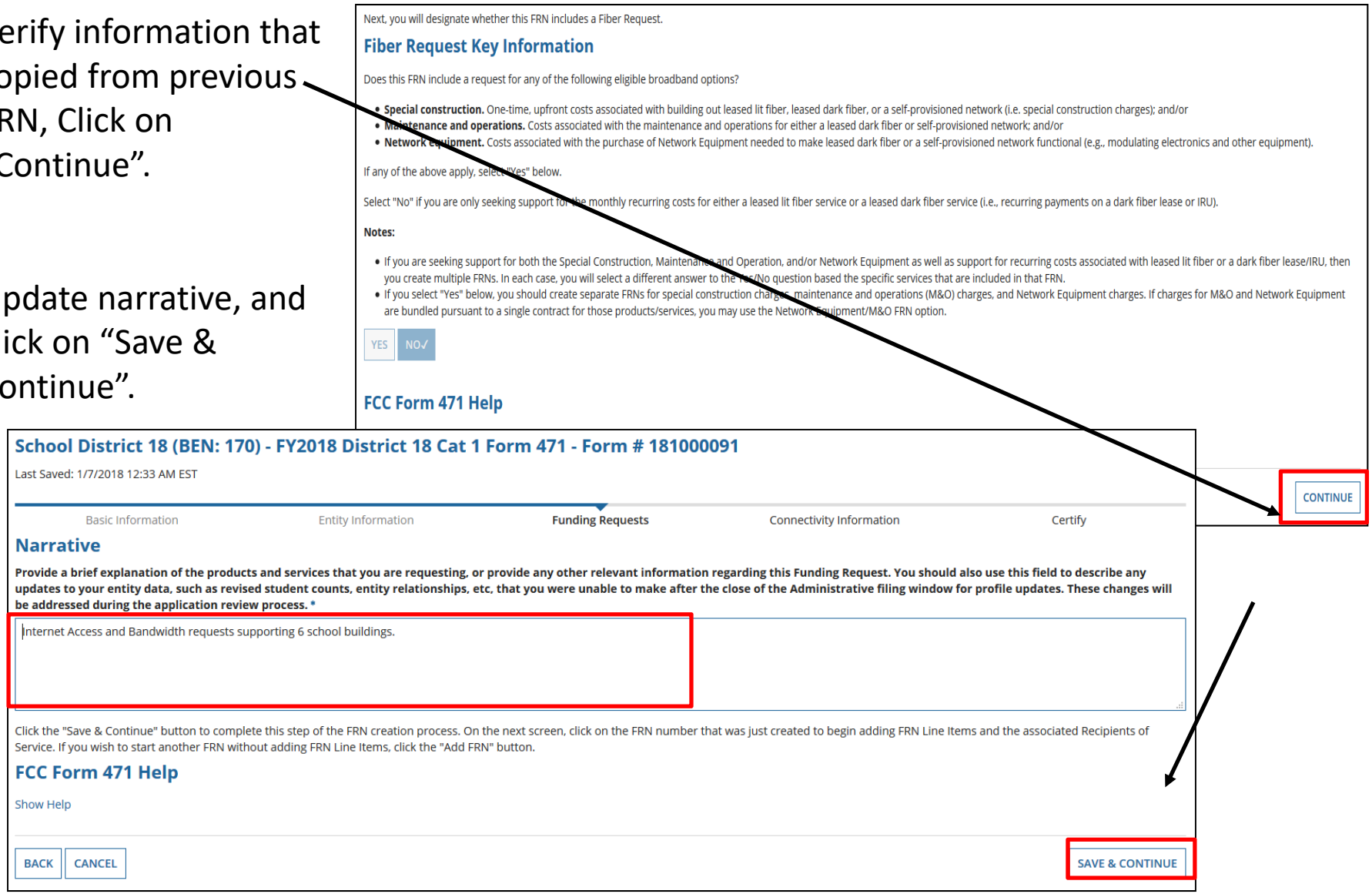



Verify information that copied from previous FRN, **and enter the Service Start Date and Service End Date**. These fields will be blank, and you'll receive an error message if you do not enter the dates. Remember, Service Start Date cannot be prior to 07/01/2018. Click on "Continue".

# Copy FRN

Verify information that copied from previous FRN, Click on “Continue”.

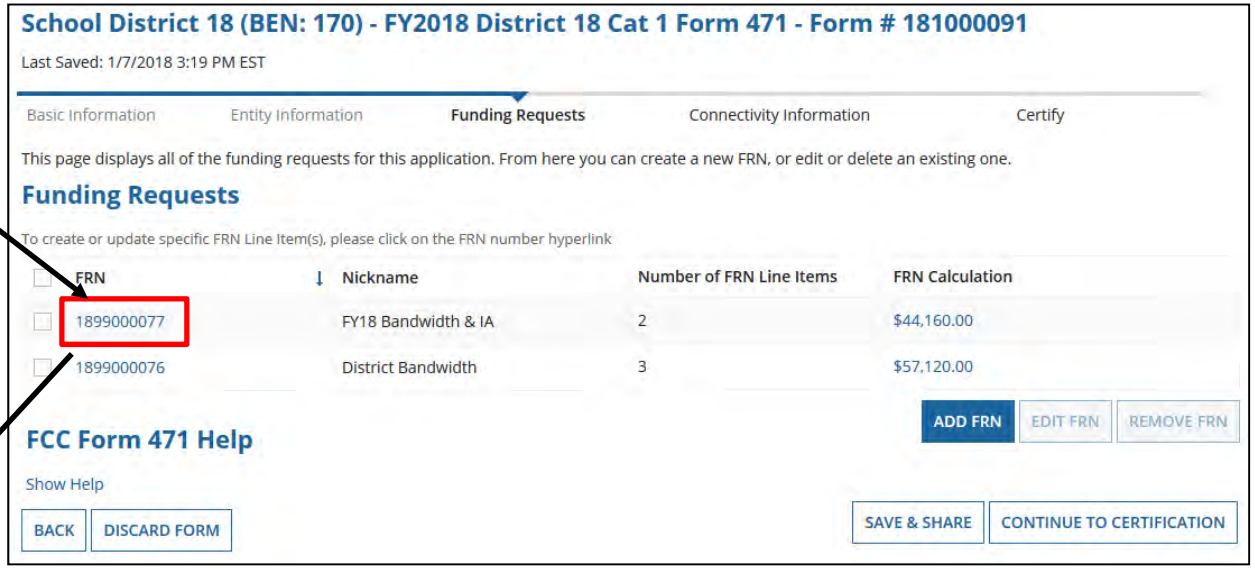
Update narrative, and click on “Save & Continue”.

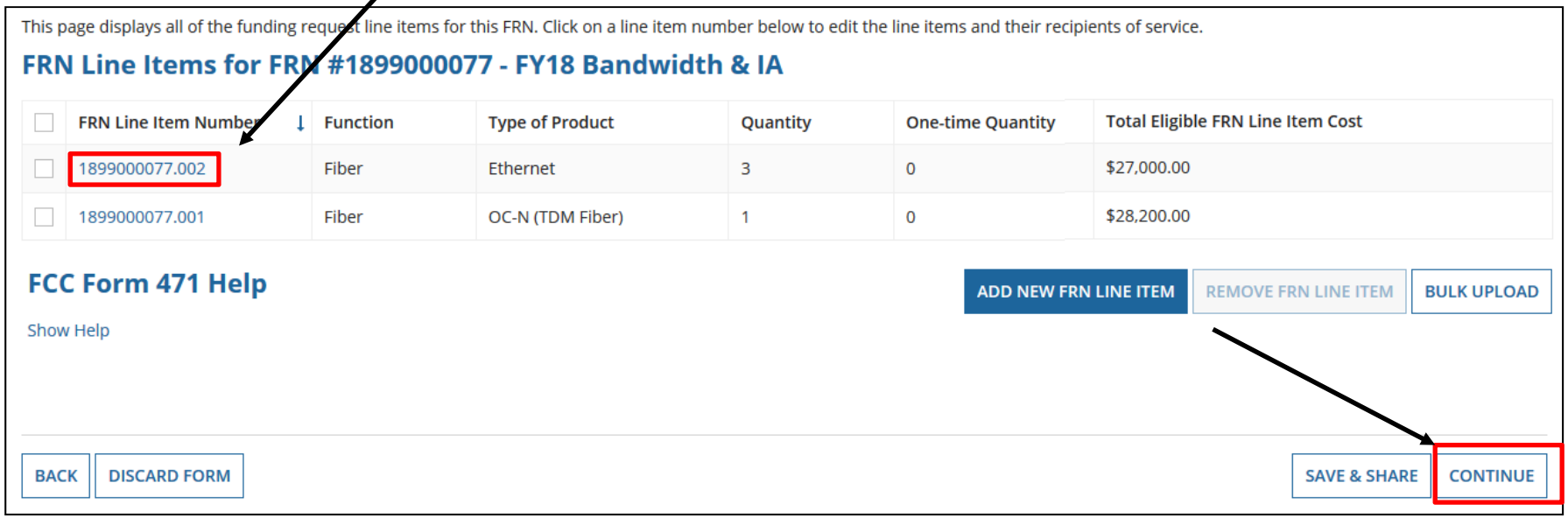


# Copy FRN

Cost is copied over. If you need to update, click on the FRN number. If not, click on "Continue to Certification".

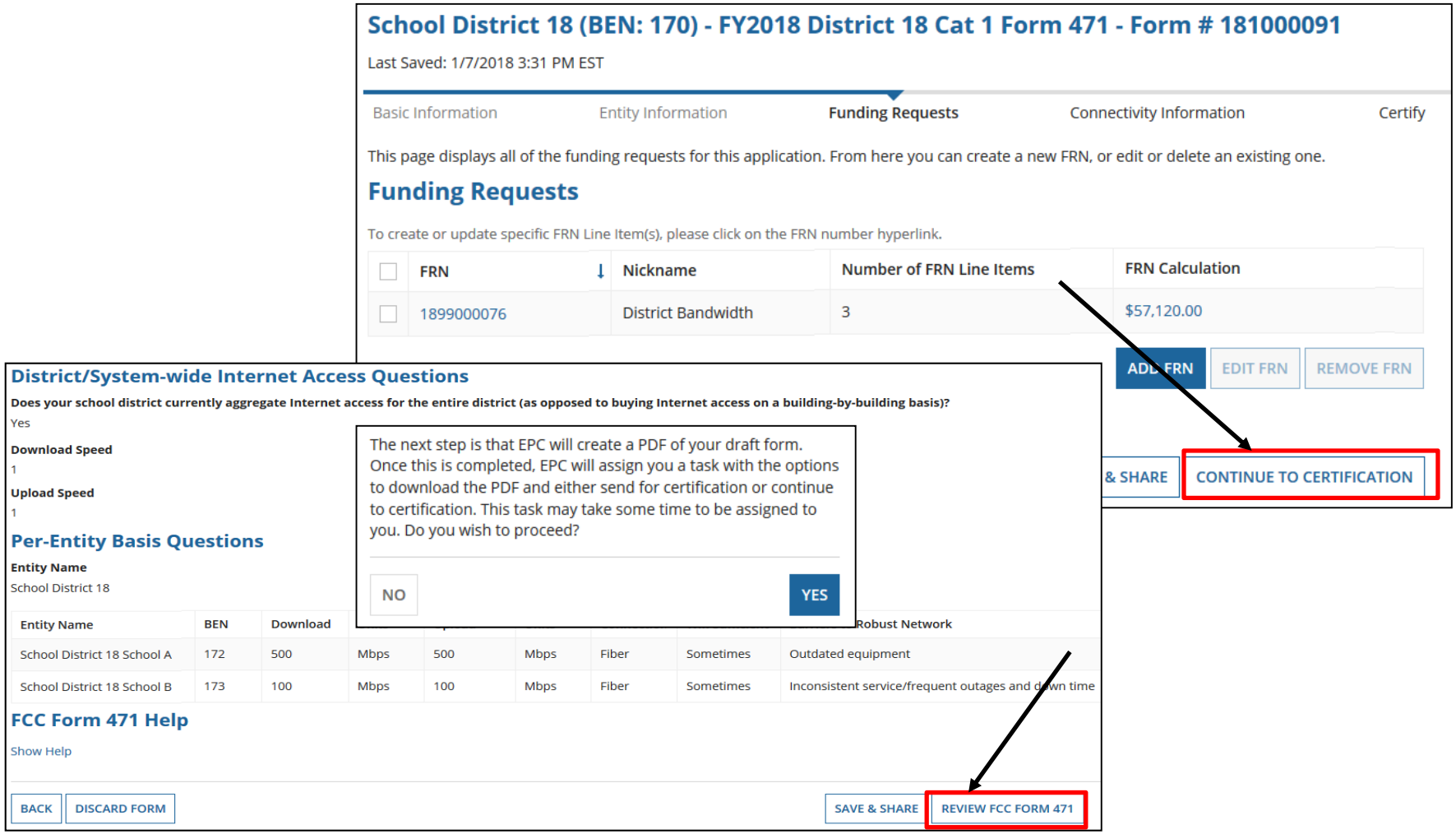
This FRN indicates 2 line items, click on the Line Item Number to edit, and update information. Click on "Continue" to return to Funding Requests.



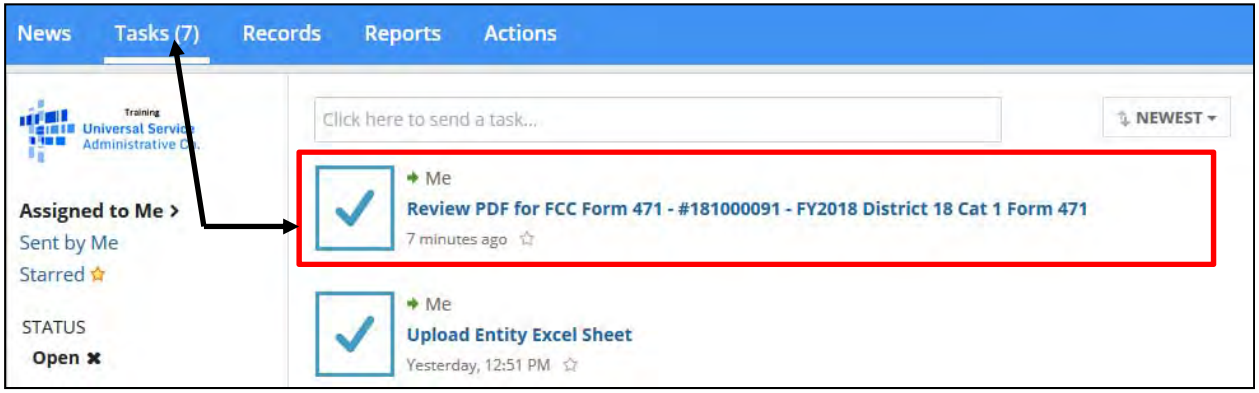
# Completing the Form 471

# Completing the Form 471

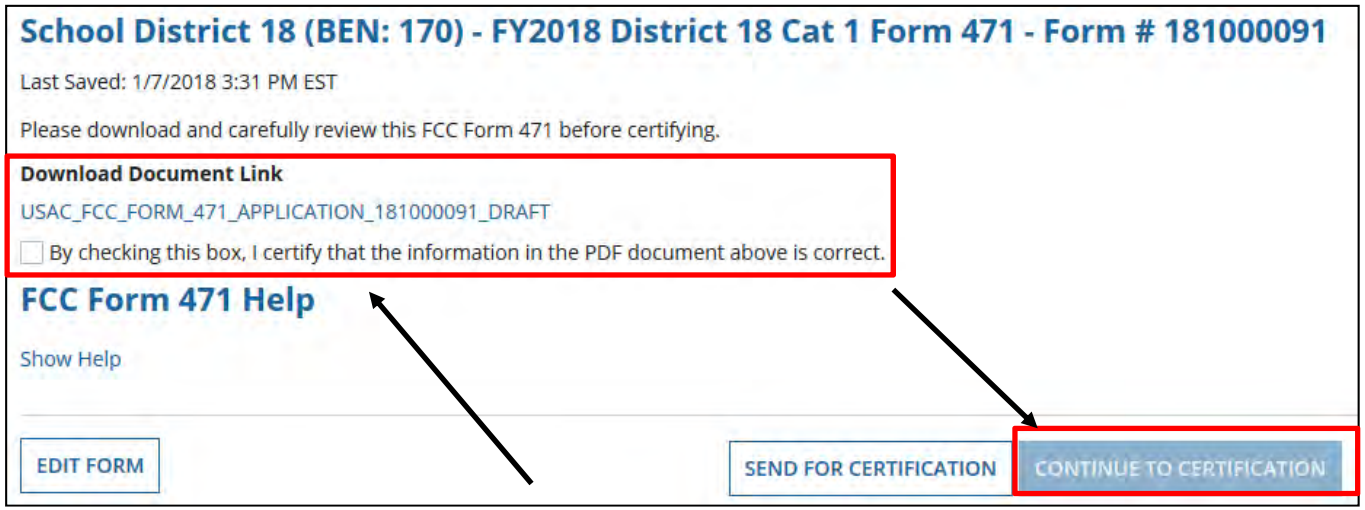



If done adding FRN's, click on "Continue to Certification". The completed Connectivity Questions are displayed. Click on "Review FCC Form 471" and you will receive a pop-up with next steps. Click on "Yes" to proceed.

# Funding Requests




Click on “Tasks” to find the “Review PDF for Form 471”. Be patient, it may take a little while to display.




Like the Form 470 process, click on the document to view the PDF. If necessary, click on “Edit Form” to make corrections. Click the box to certify if correct. You can then click on “Continue to Certification” or “Send for Certification” to complete the application.

# Draft Form 471

OMB 3060-0806
FCC Form 471

Approval by OMB
November 2015

## Description of Services Ordered and Certification DRAFT Form 471

### FCC Form 471

### Application Information

**Nickname** FY2018 District 18 Cat 1 Form 471
**Funding Year** 2018
**Application Number** 181000091
**Category of Service** Category 1

### Billed Entity

School District 18
100 Main Street Springfield OH 45501
555-555-5555
school.district18.user1@mailinator.com

**Billed Entity Number** 170
**FCC Registration Number** 0123456789
**Applicant Type** School District

### Contact Information

School District 18 User 1
555-555-5555
school.district18.user1@mailinator.com

**Holiday/Summer Contact Information** During the month of July 2018, please contact me at jane.doe@gmail.com or 740-555-1212.

### Entity Information

#### School District Entity - Details

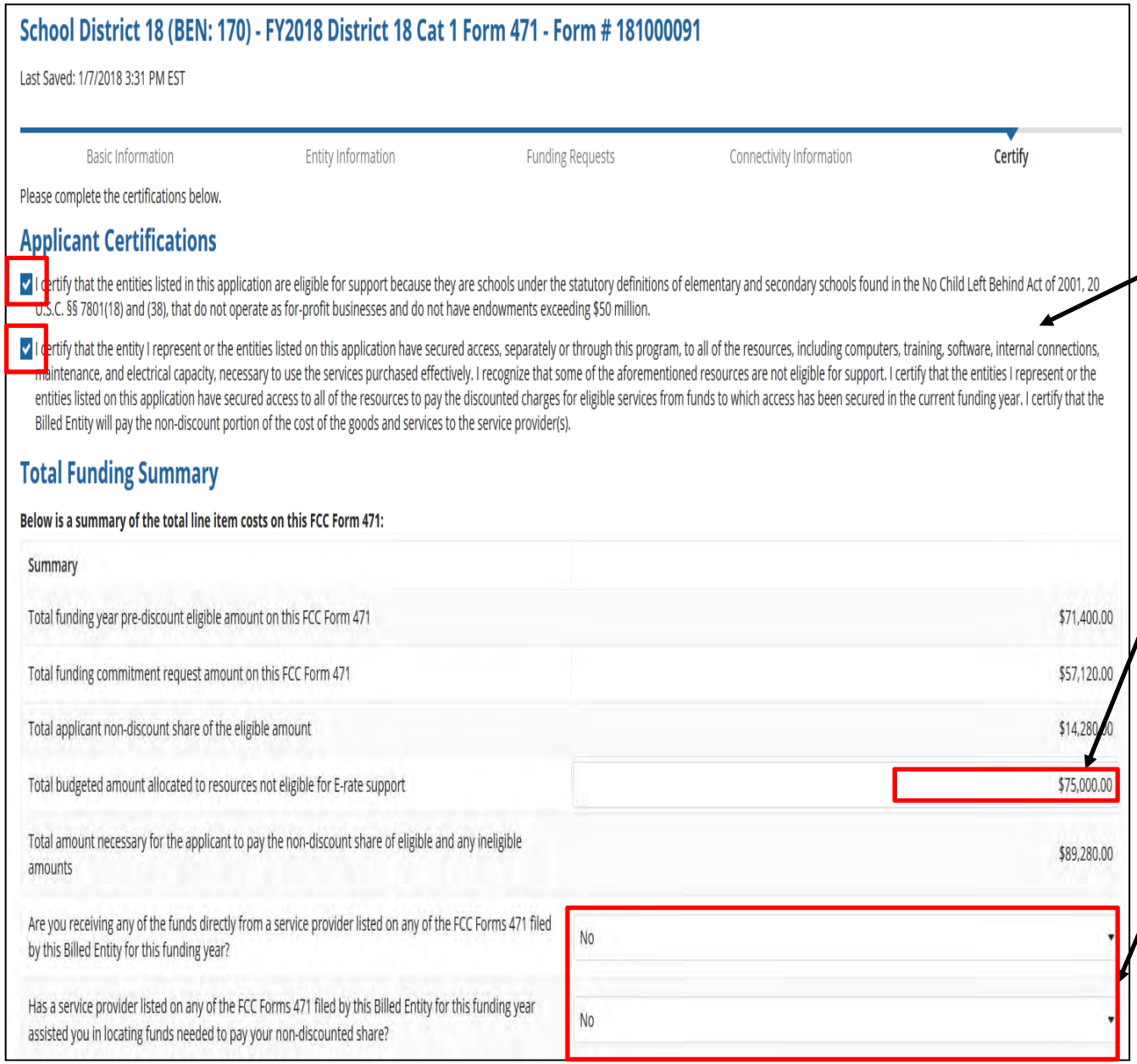
| BEN | Name | Urban/ Rural | State LEA ID | State School ID | NCES Code | School District Attributes | Endowment |
|---|---|---|---|---|---|---|---|
| 170 | School District 18 | Urban | | | | Public School District | None |

### Related Entity Information

#### Related Child School Entity - Details

| BEN | Name | Urban/ Rural | State LEA ID | State School ID | NCES Code | Alternative Discount | School Attributes | Endowment |
|---|---|---|---|---|---|---|---|---|
| 172 | School District 18 School A | Urban | | | | None | Public School | None |
| 173 | School District 18 School B | Urban | | | | None | Public School | None |

# Certifying the Form 471



## School District 18 (BEN: 170) - FY2018 District 18 Cat 1 Form 471 - Form # 181000091

Last Saved: 1/7/2018 3:31 PM EST

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

### Total Funding Summary

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

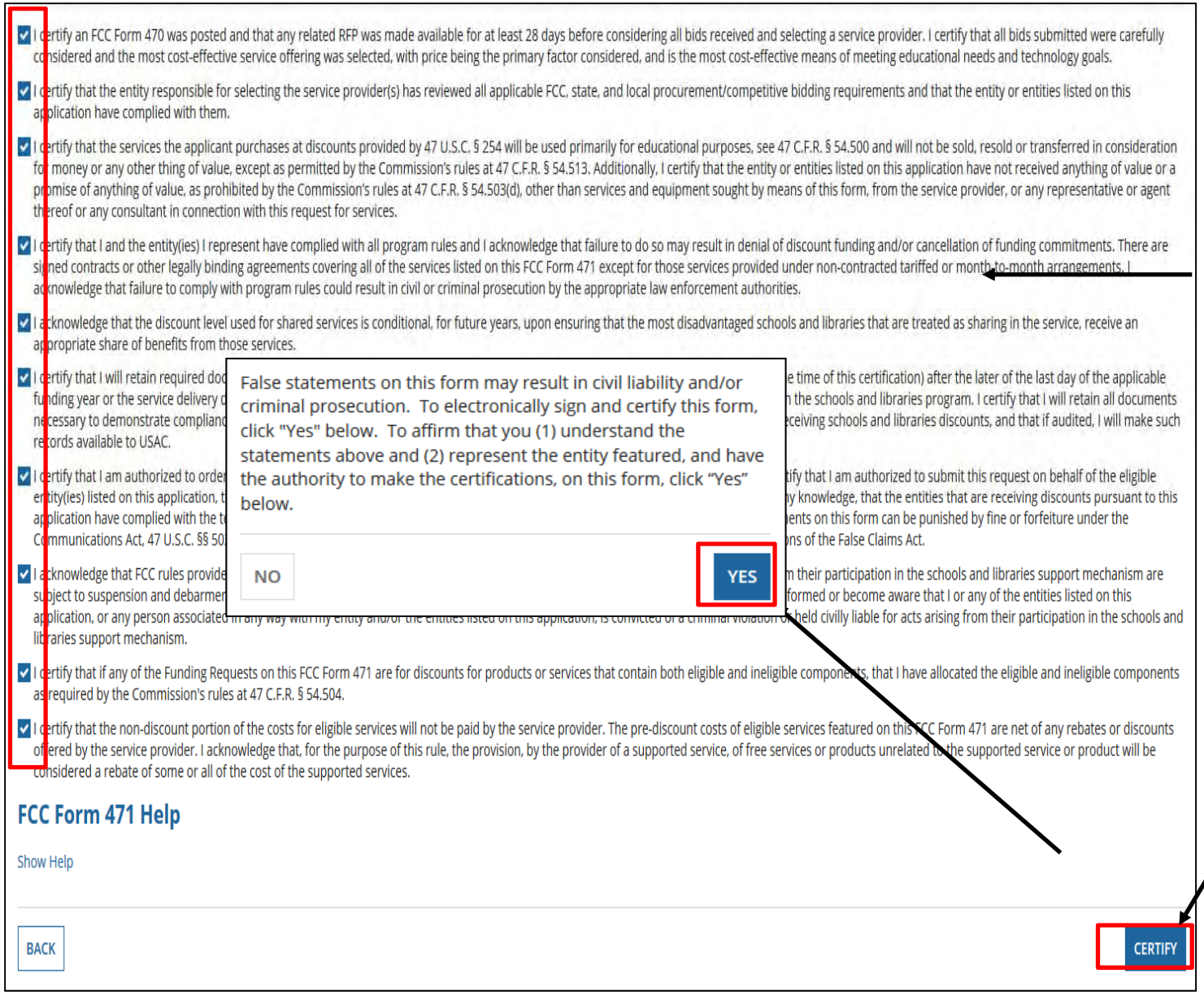
| Summary | |
|---|---|
| Total funding year pre-discount eligible amount on this FCC Form 471 | $71,400.00 |
| Total funding commitment request amount on this FCC Form 471 | $57,120.00 |
| Total applicant non-discount share of the eligible amount | $14,280.00 |
| Total budgeted amount allocated to resources not eligible for E-rate support | $75,000.00 |
| Total amount necessary for the applicant to pay the non-discount share of eligible and any ineligible amounts | $89,280.00 |
| 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? | 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 |

After reading the certifications, check the boxes.

Enter your budget amount.

Click on the pull-downs to answer the “gotcha” questions. Be very careful!! Remember, it’s a program violation if you receive funds from your service provider!!

# Certifying the Form 471

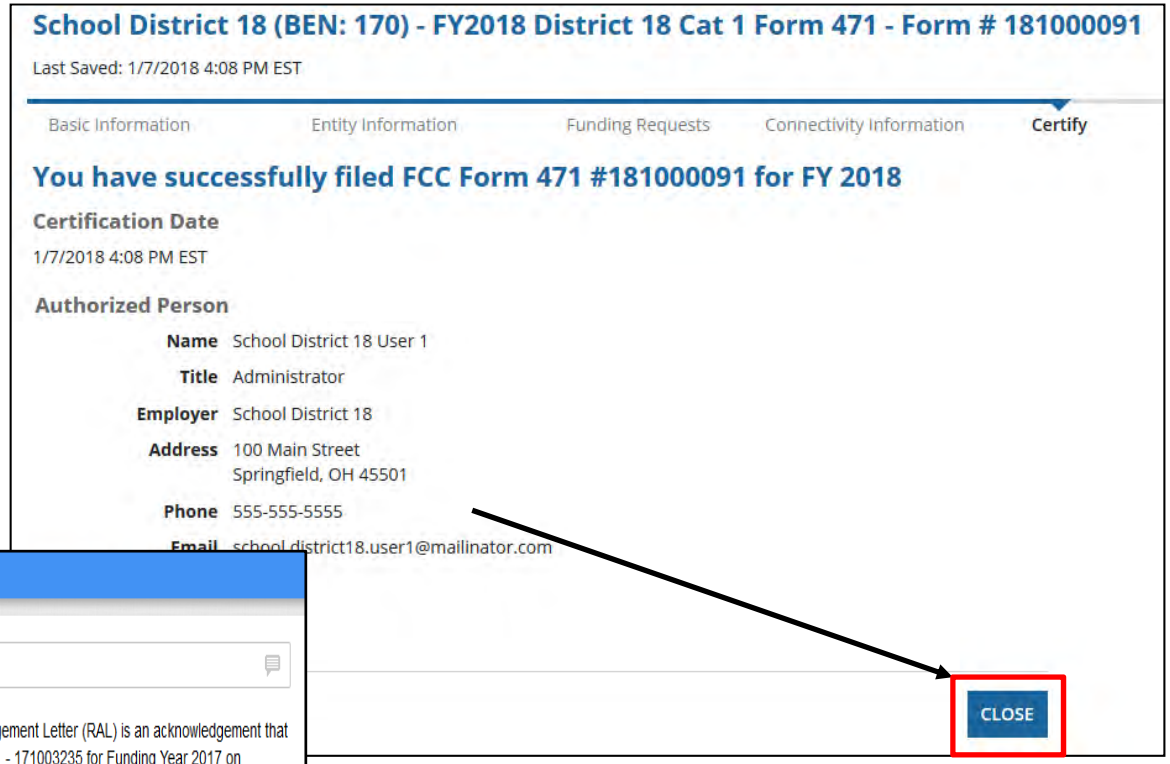


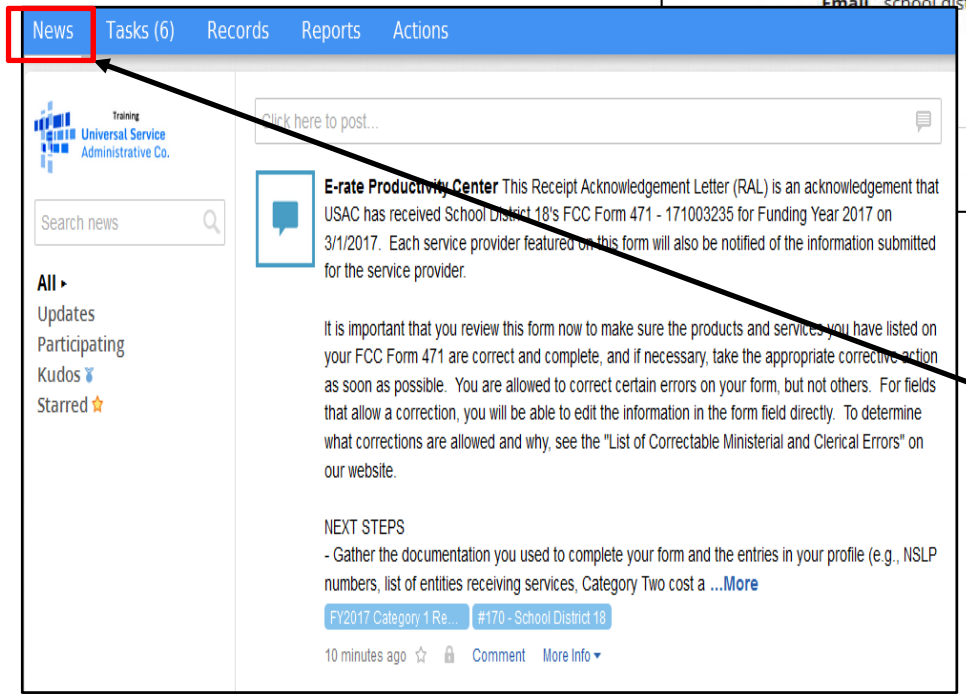

Continue checking all boxes.

When done, click on “Certify”, and then “Yes” in the pop-up.

# Certifier Information

You will receive confirmation that the form was certified.

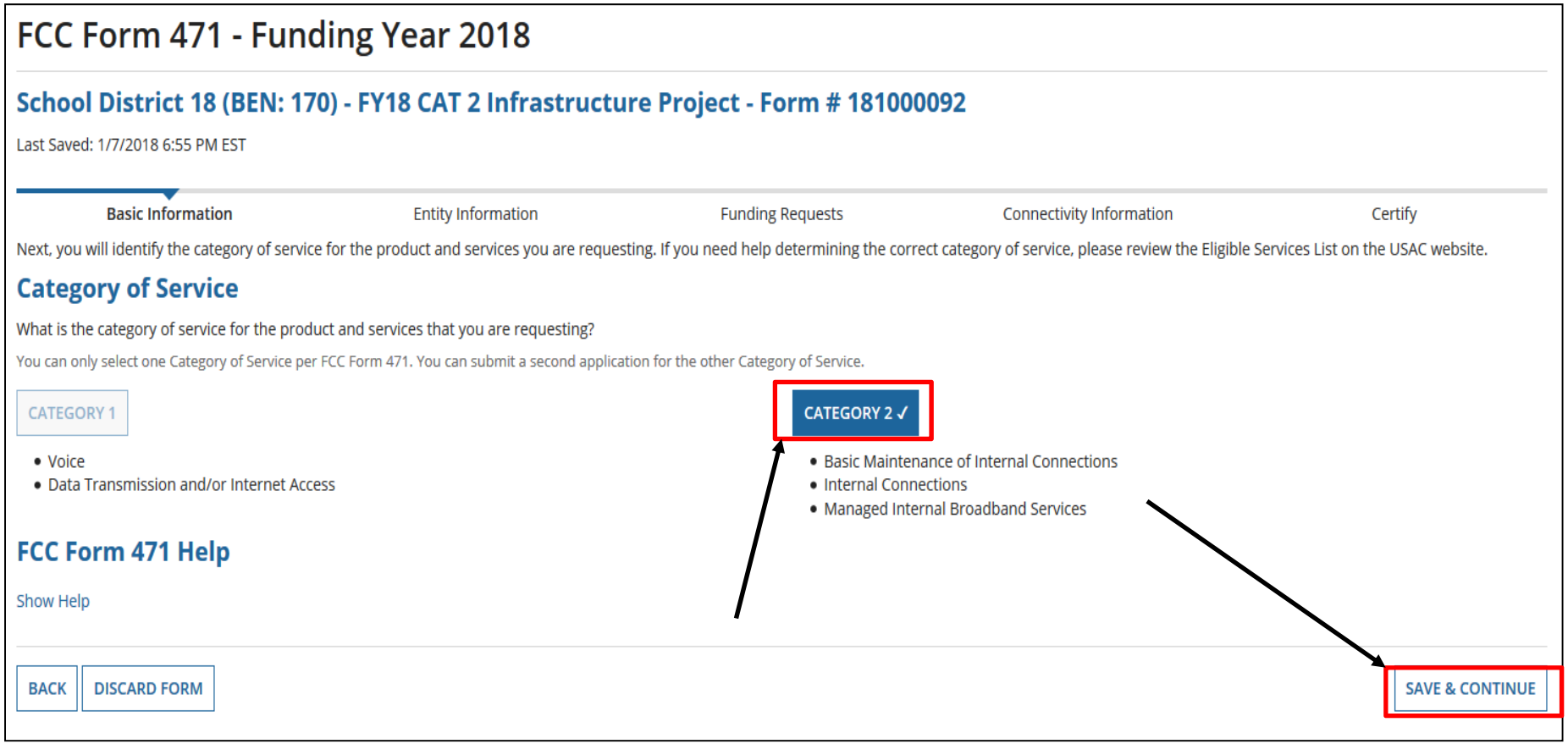



After clicking on “Close”, go to “News” to see your Receipt Acknowledgement Letter (RAL)

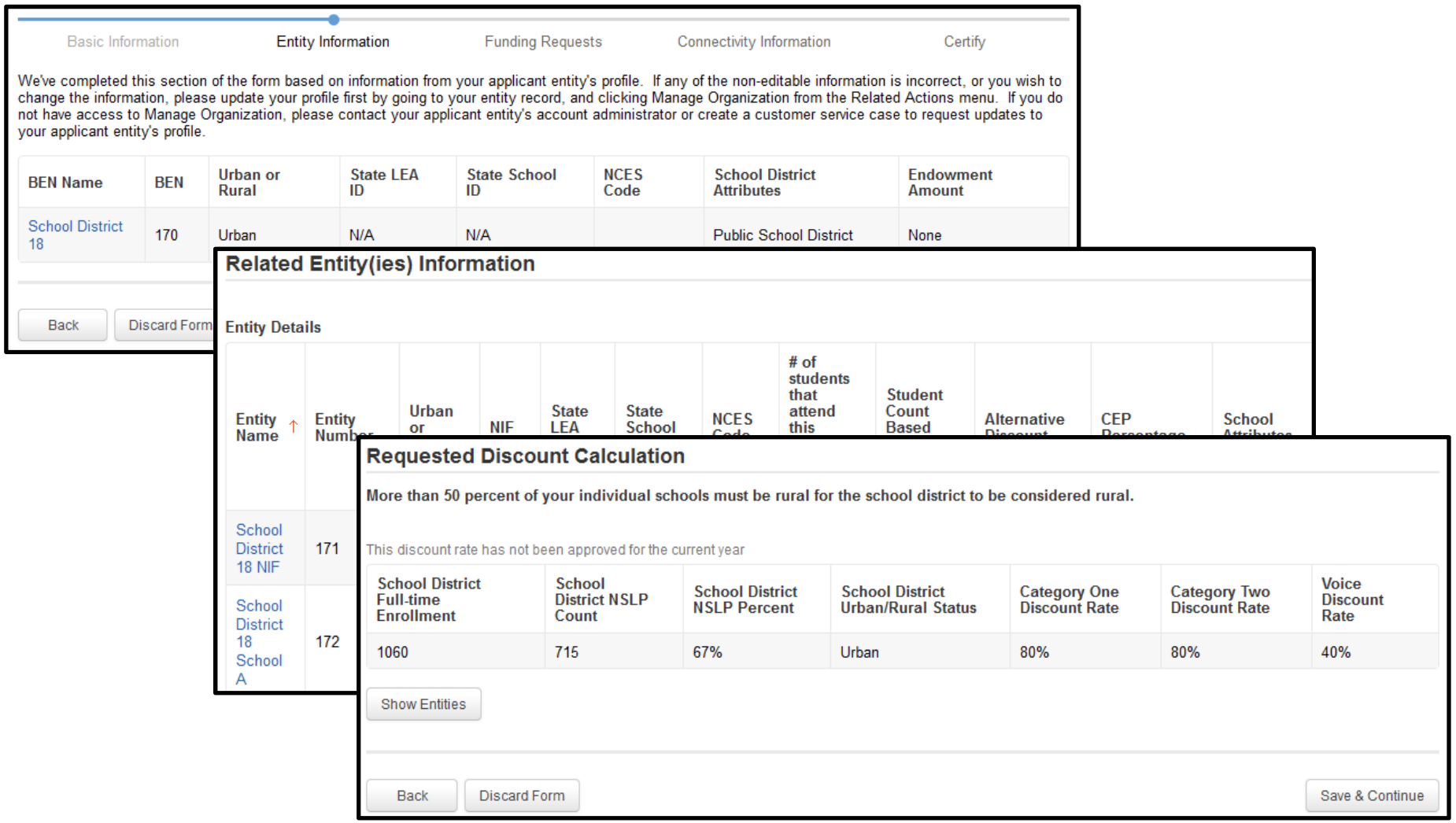
# Category 2
# Form 471

# Category 2 Form 471



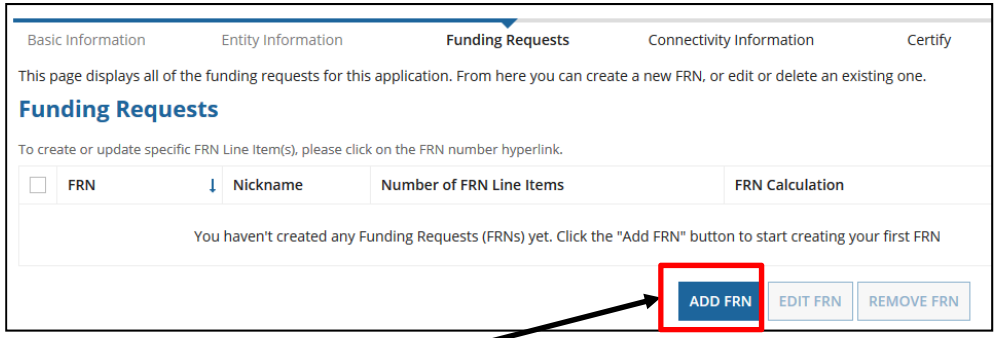

Follow previous steps to start a Form 471. At “Category of Service”, click on ”Category 2”, and “Save & Continue”.

# Category 2 Form 471




You will see the Related Entities and Requested Discount Calculation

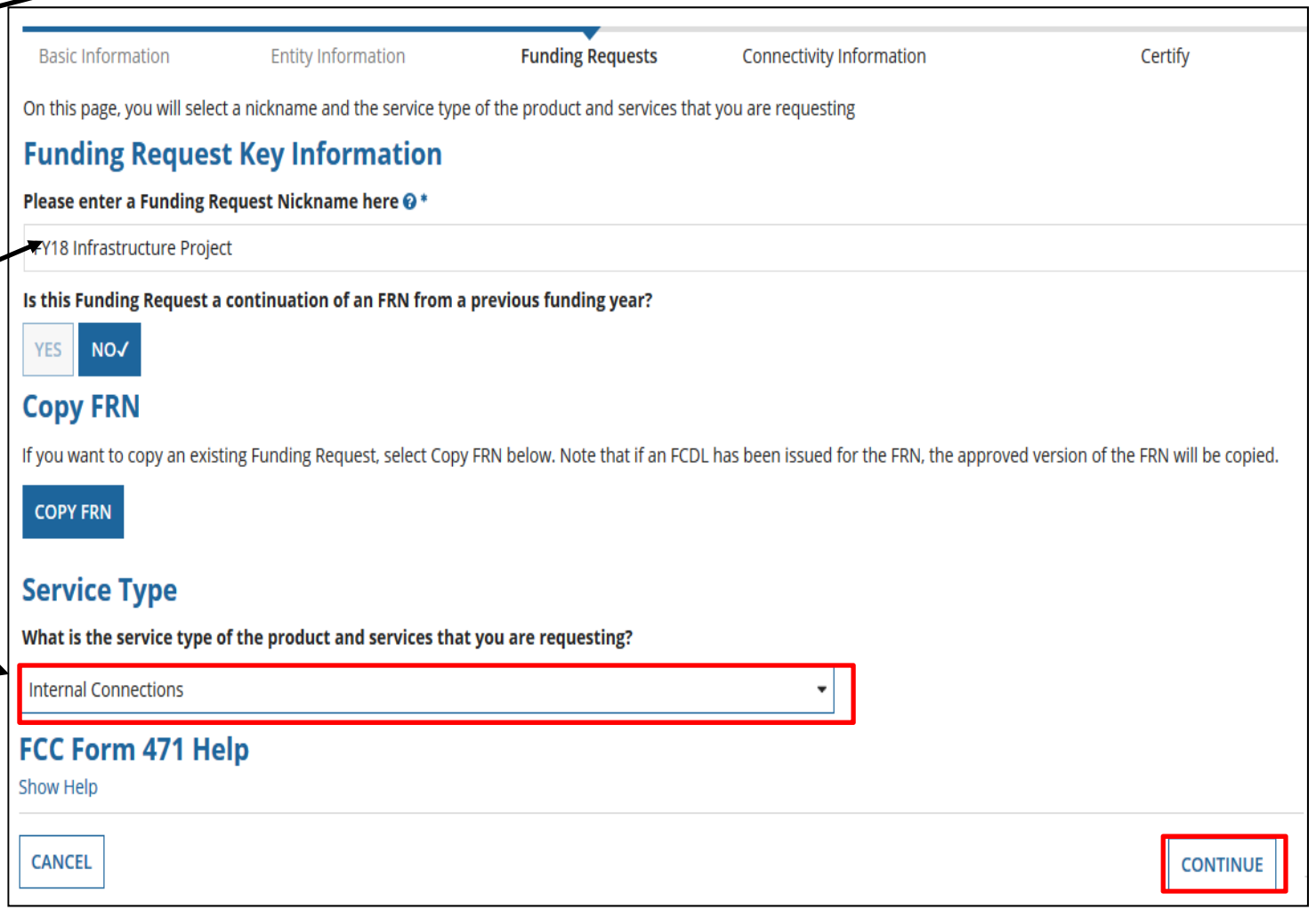
# Category 2 Form 471



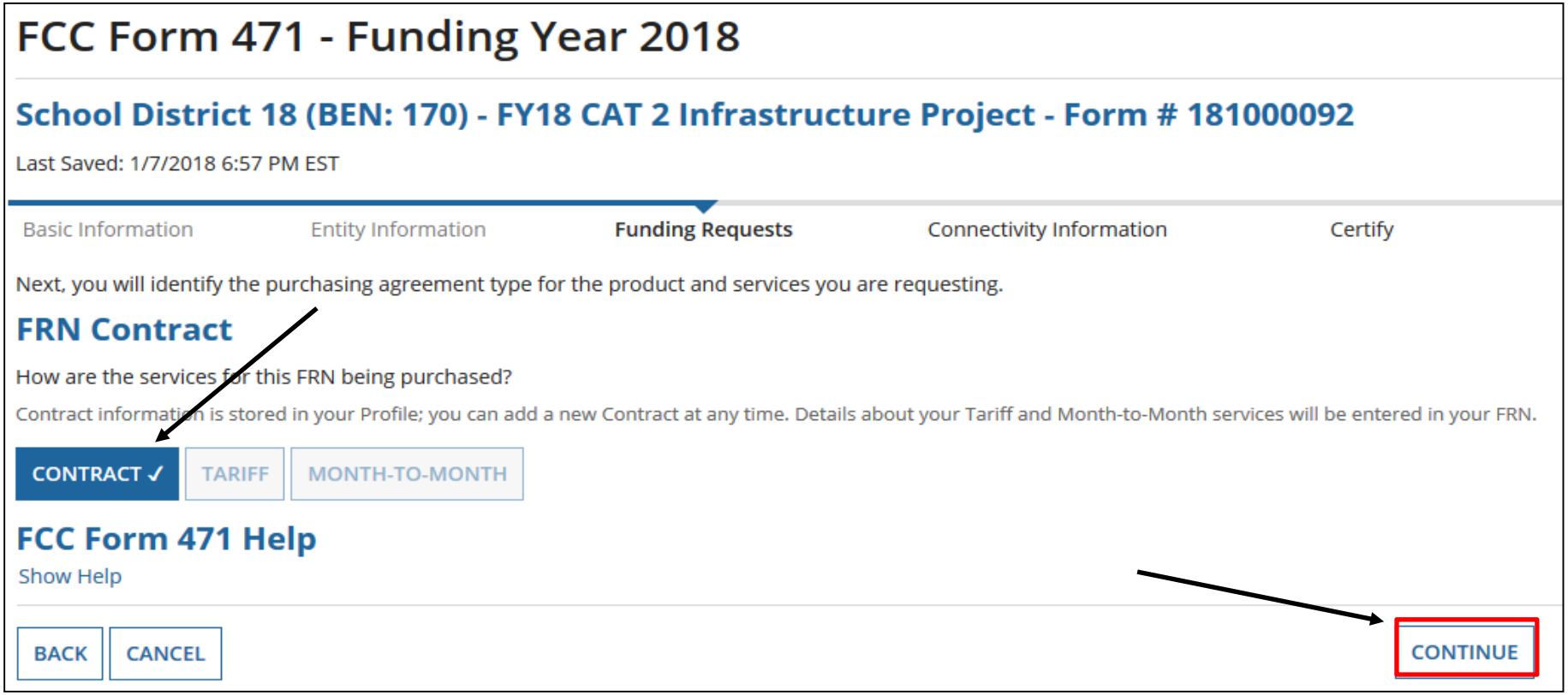

Click on “Add FRN”.

Enter Funding Request Nickname, and answer continuation question.

Click on the pull-down to select “Service Type”. Click on ”Continue”



# Category 2 Form 471

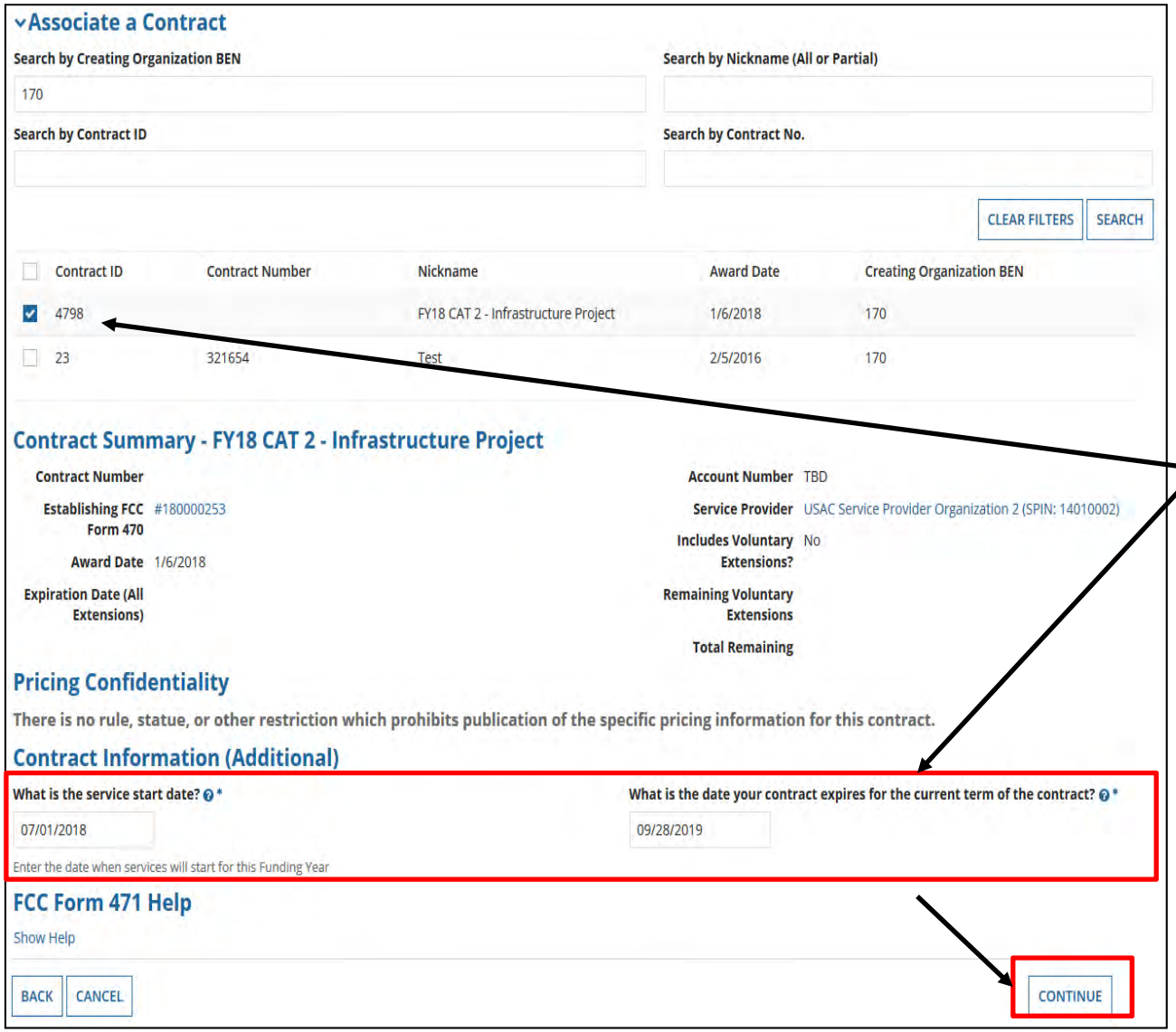



Indicate how the service will be purchased. Click on ”Continue”

For Internal Connection hardware, a copy of a quote and evidence of an acceptance (e.g. Signed bid matrix, or signing off on quote) may be uploaded.

If choosing “Contract”, complete the steps under “Manage Contract” previously discussed.

# Category 2 Form 471

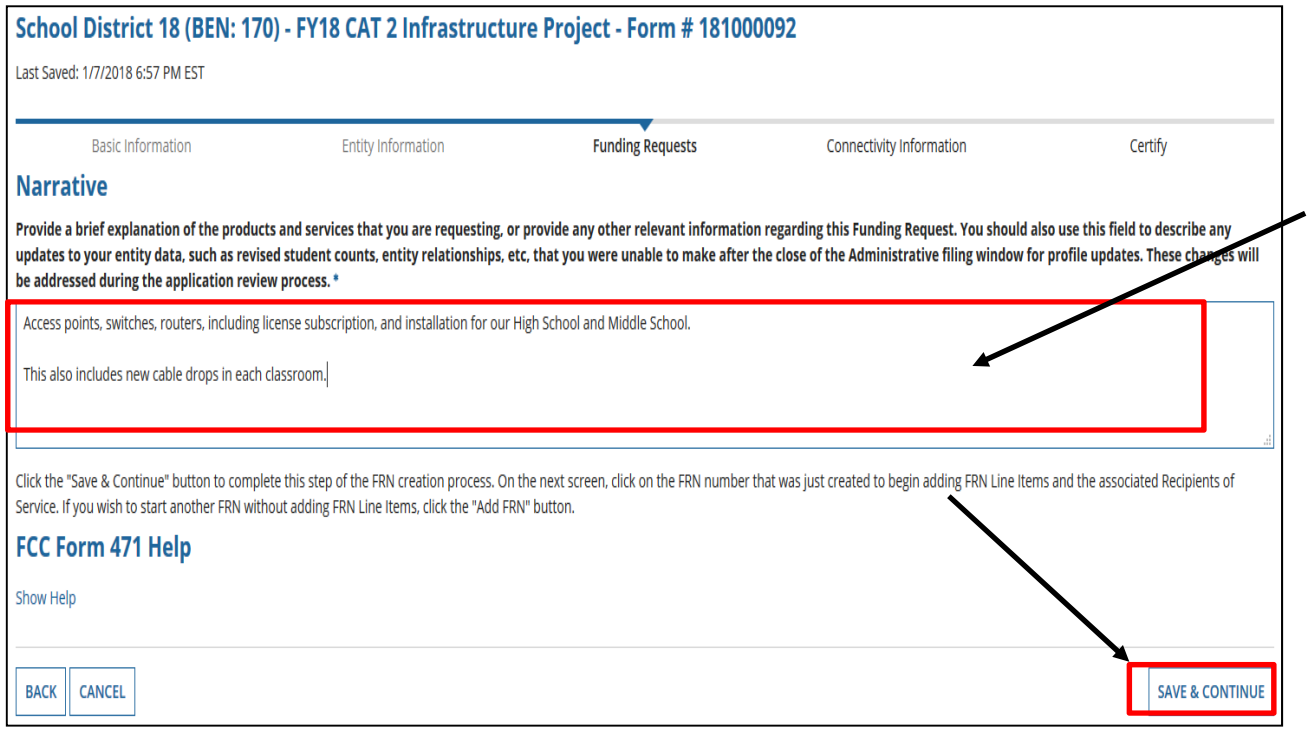



Associate a Contract, and enter the Service Start and End dates.

Click on ”Continue”

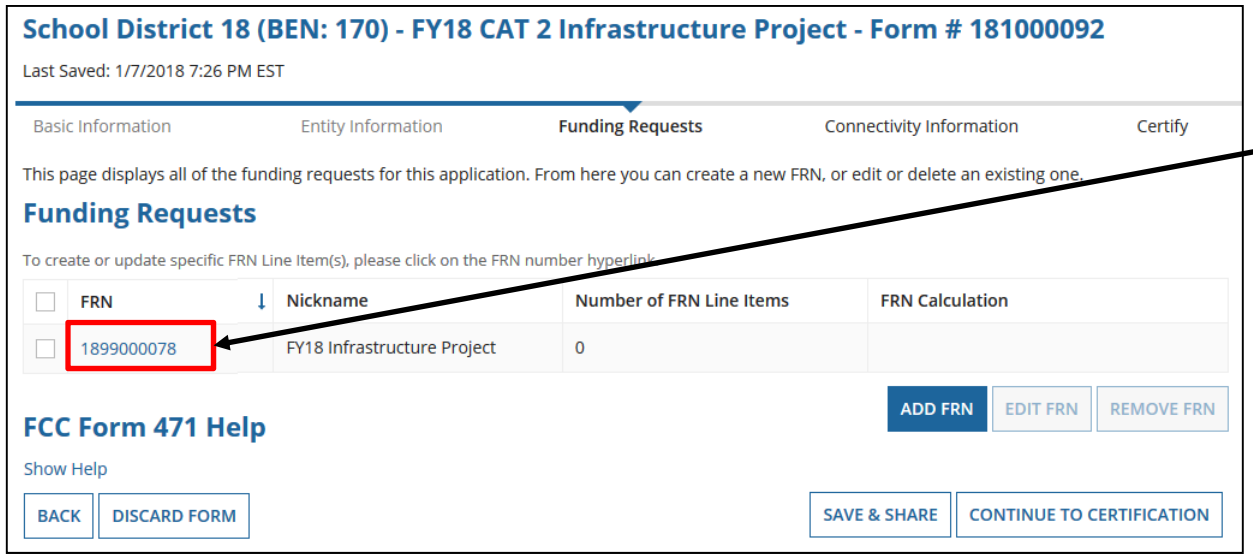
Remember, you can purchase Internal Connection hardware as early as April 1st, once choosing a vendor. However, the Service Start Date will be July 1st.

# Category 2 Form 471



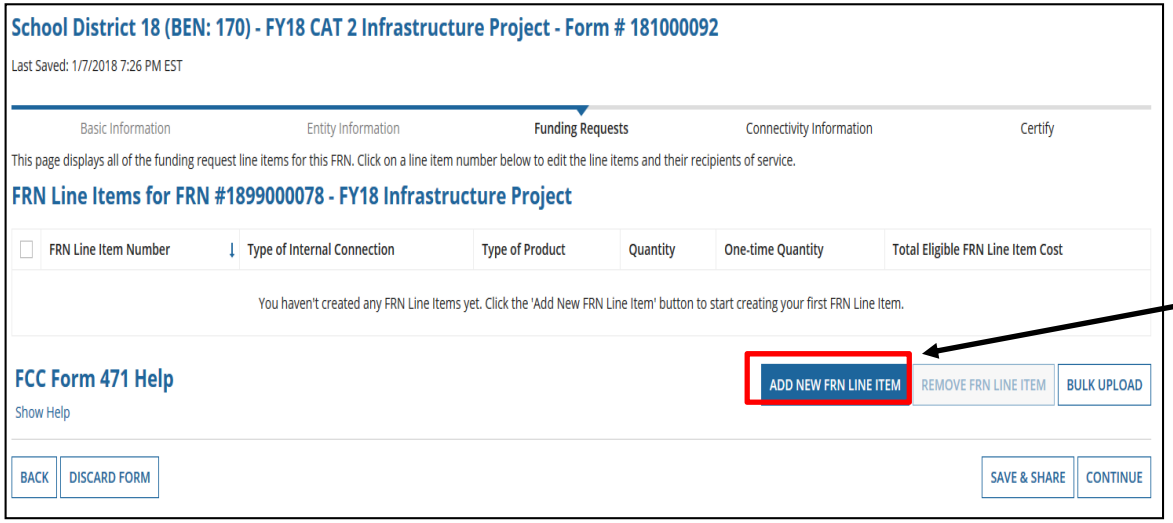

Provide a narrative of the products or services. Include student/NSLP counts if not updated in profile, even if you've enter the information on another 471.

Click on "Save & Continue".




Click on FRN number to add FRN Line Items.

# Category 2 Form 471



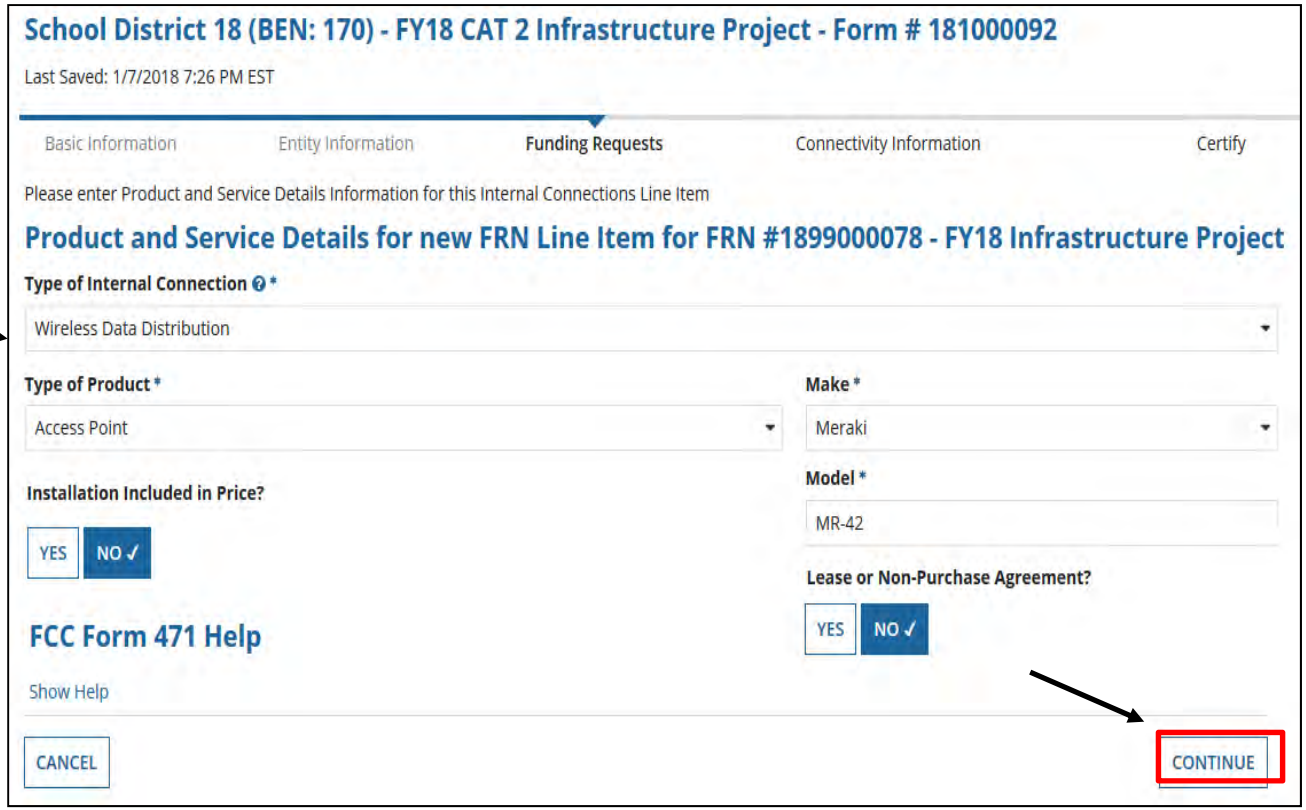

Click on "Add New Line Item"

Click on pull-downs to indicate Type of Internal Connection, Product, Make, and Model.

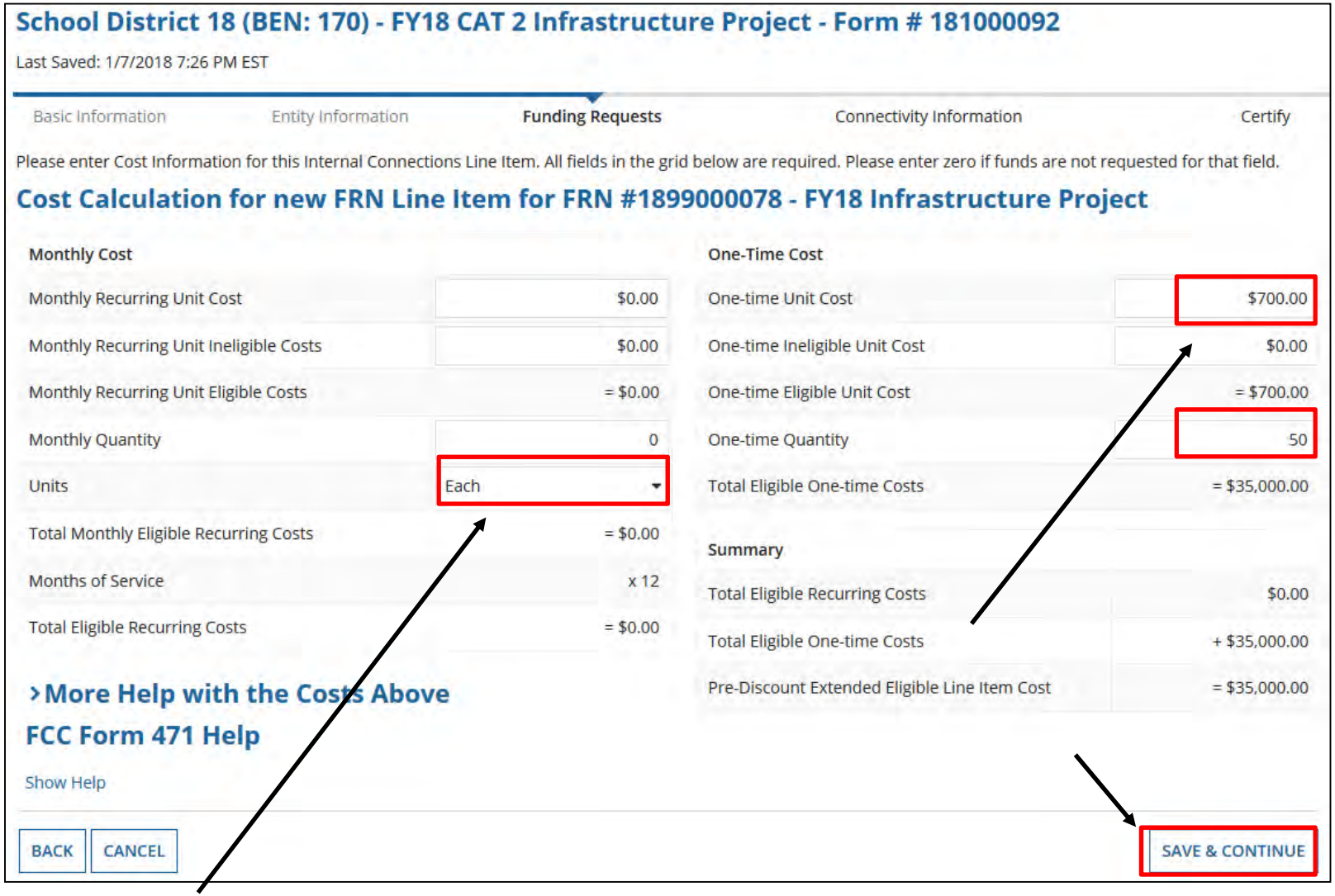
Is Installation included?

Will the hardware be leased?

When completed, click on "Continue"



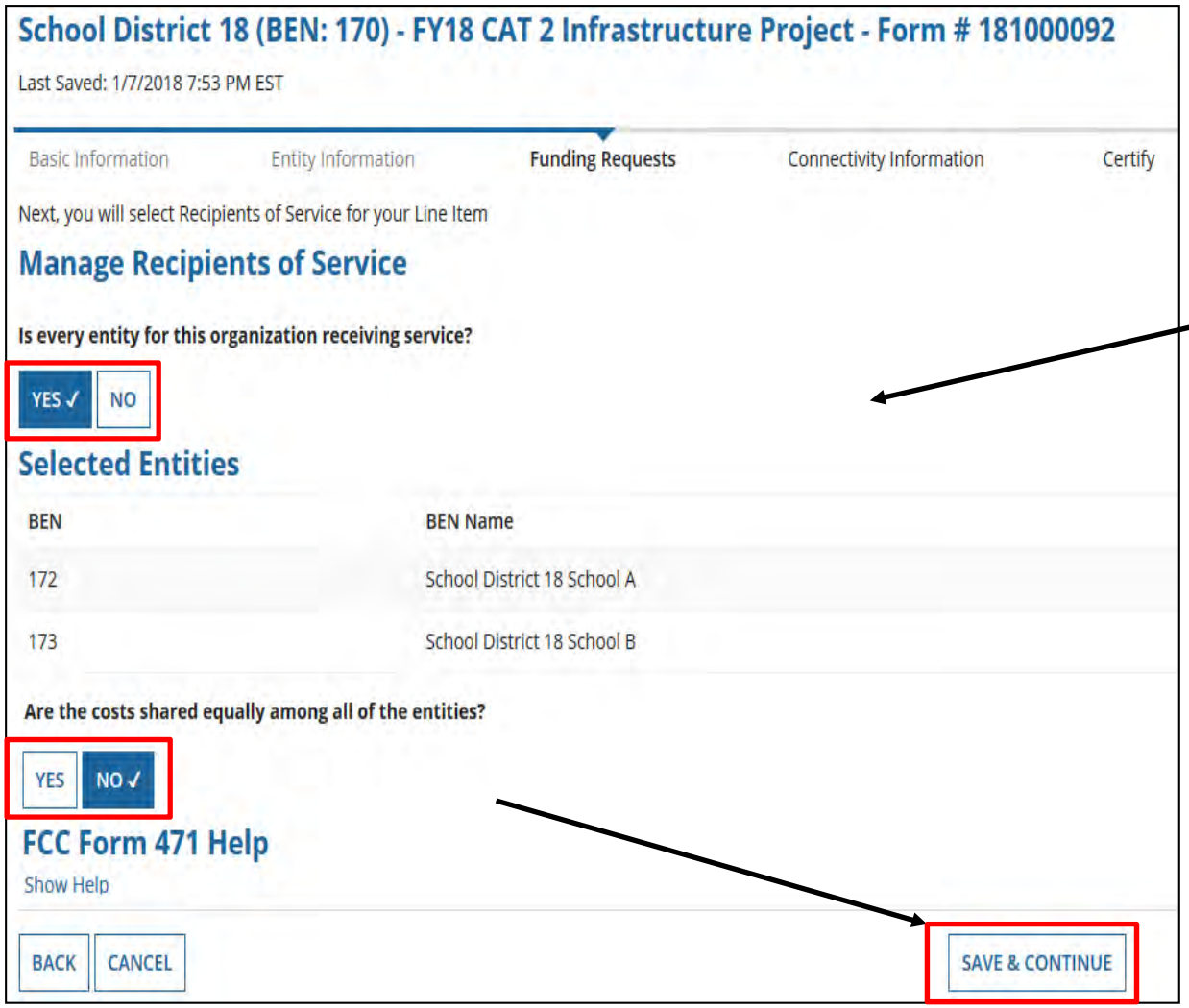
# Category 2 Form 471




Indicate "Units"

Enter the per unit cost and quantity.
When done, click on "Save & Continue"

# Category 2 Form 471

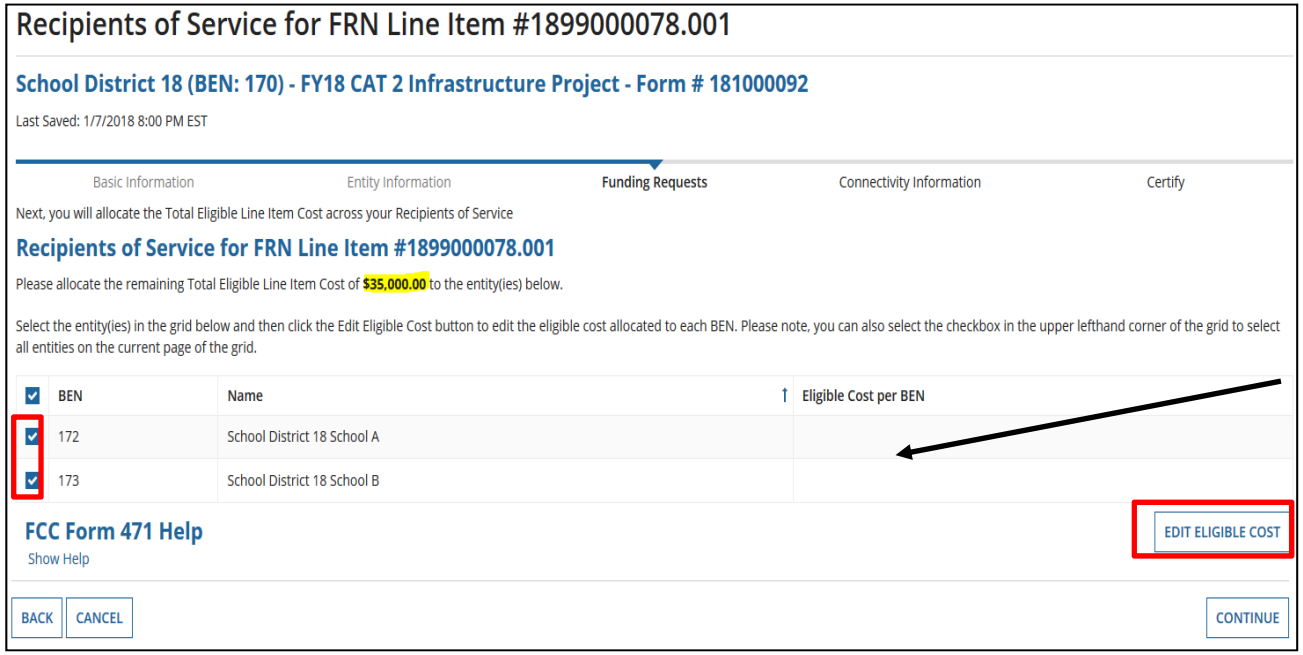



At "Manage Recipients of Service", Indicate if all entities will receive service. If not, check which ones will, and click on "Add".

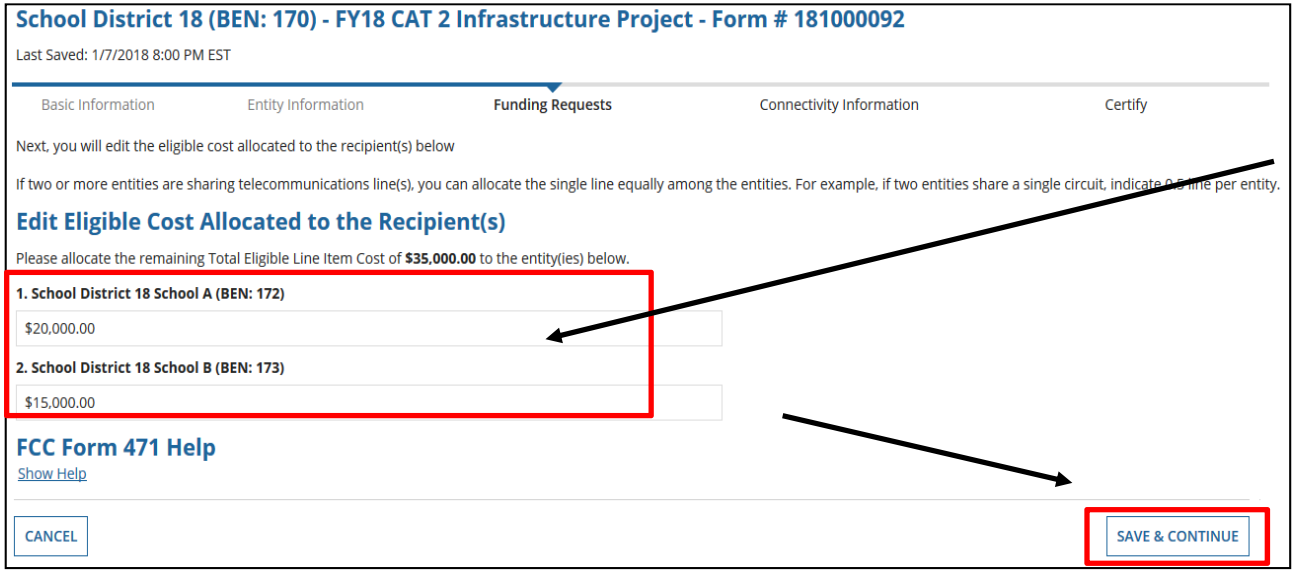
Will the costs be shared equally?

If "No" you will have the opportunity to allocate costs per entity after clicking on "Save & Continue"

# Category 2 Form 471

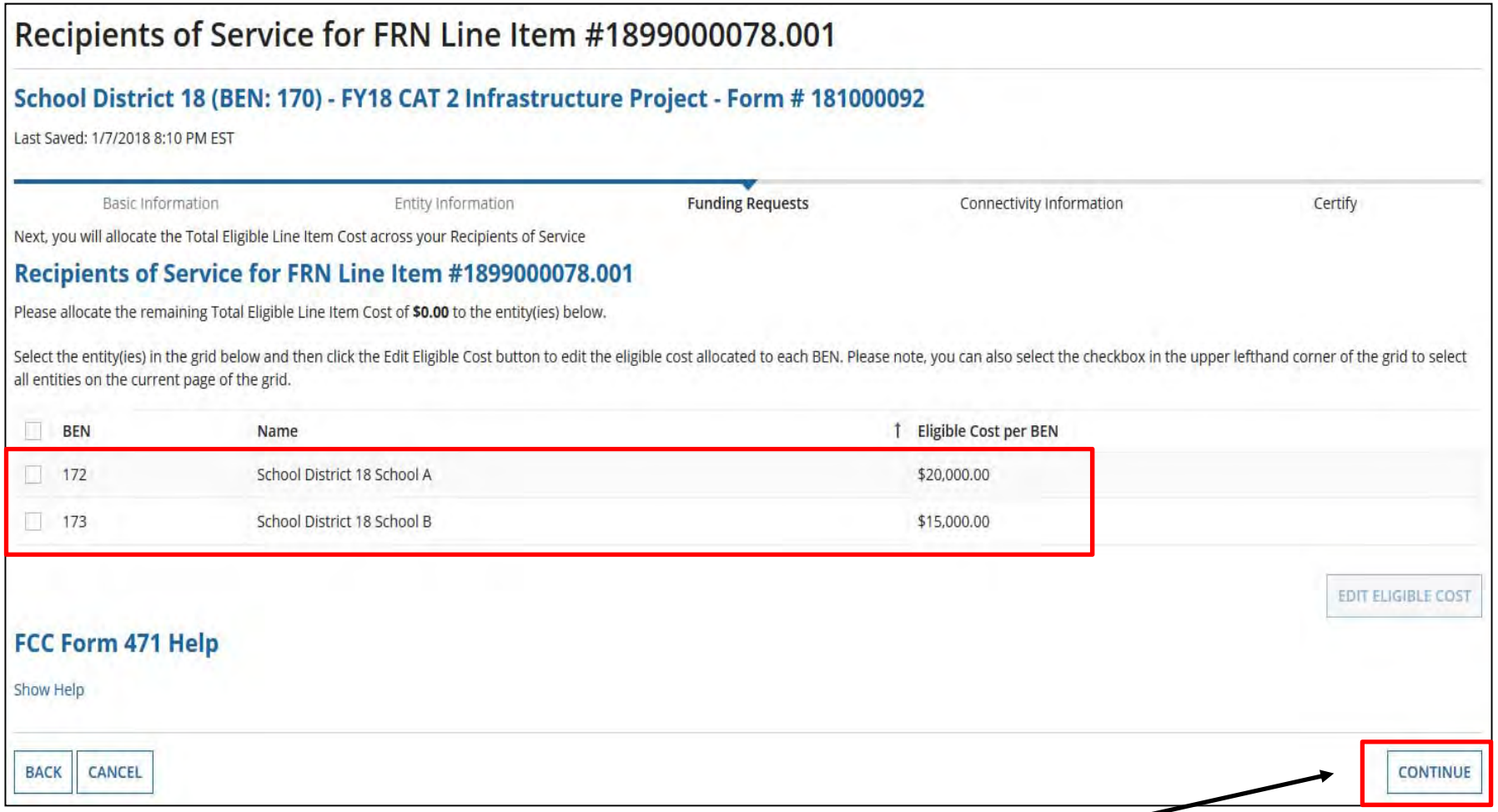



Select the entities in the grid, and click “Edit Eligible Cost”



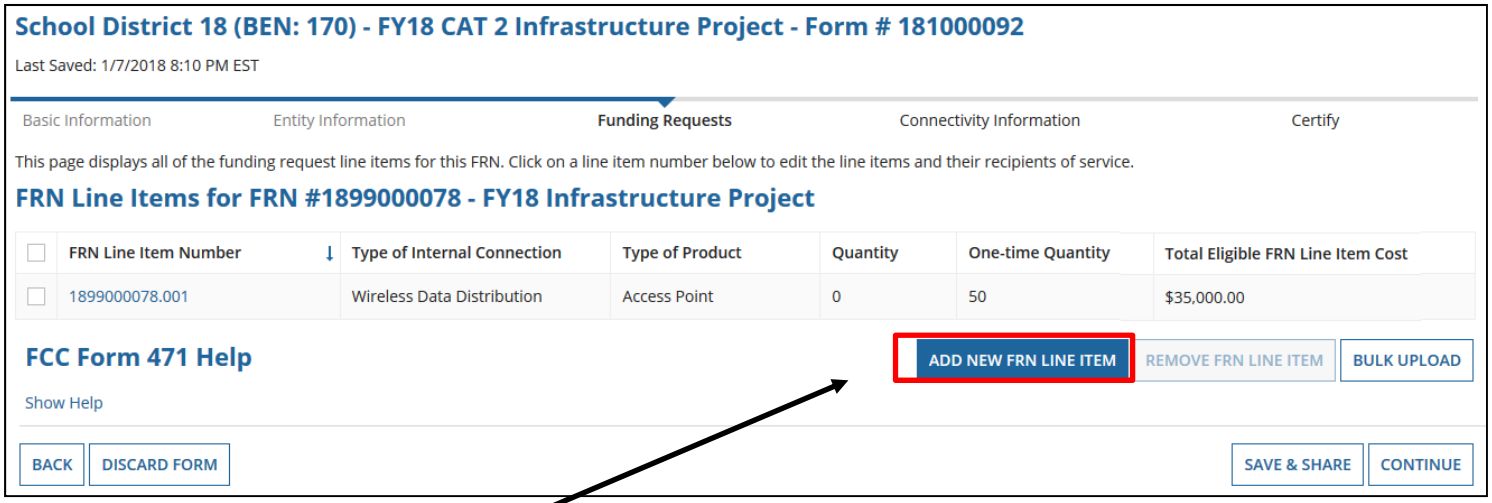

Enter the cost for each recipient, and click on “Save & Continue.

# Category 2 Form 471




If allocations are correct, click on “Continue”.

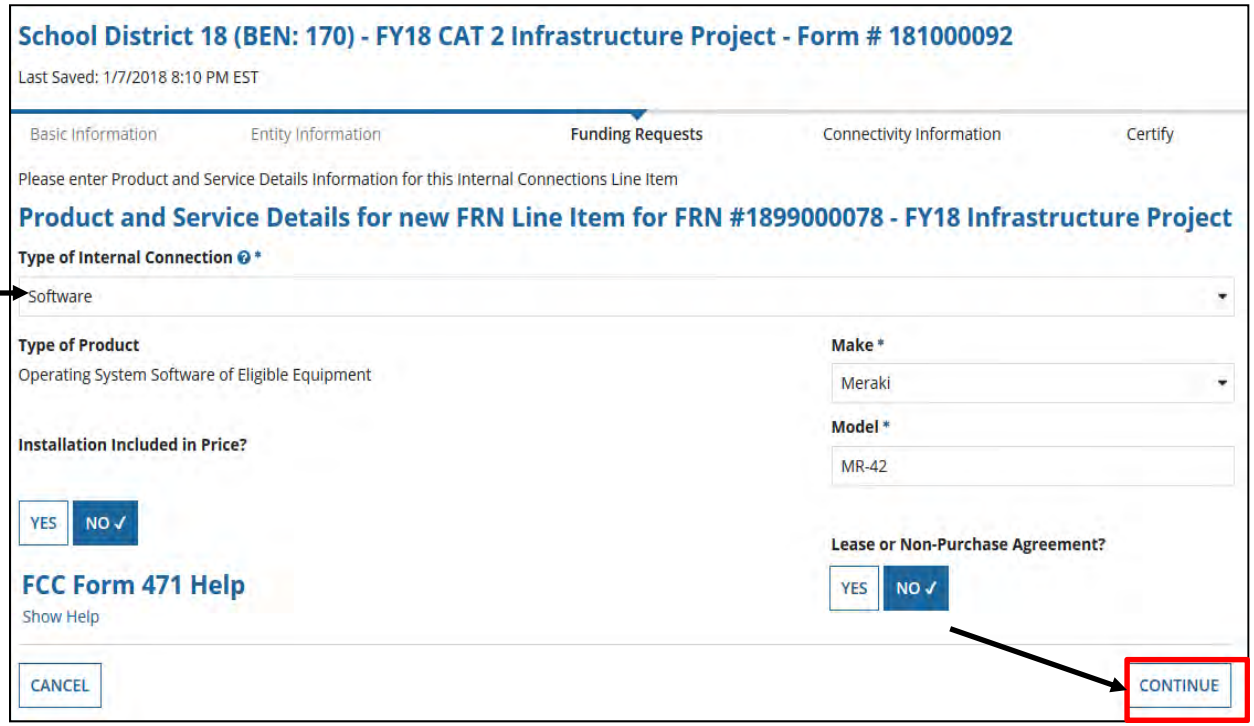
# Category 2 Form 471



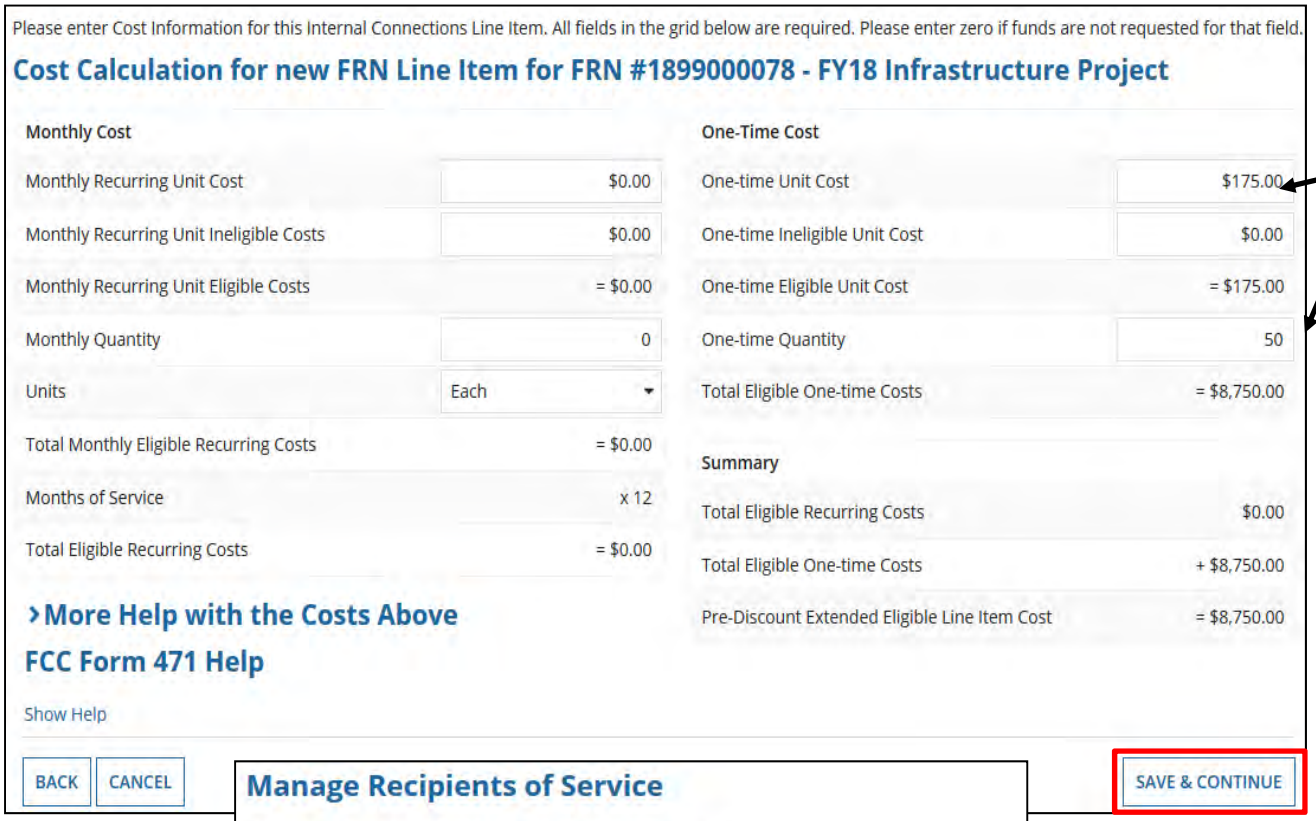

To add additional line items, click “Add New FRN Line Item”.

In this case we are adding the license portion of the cost.

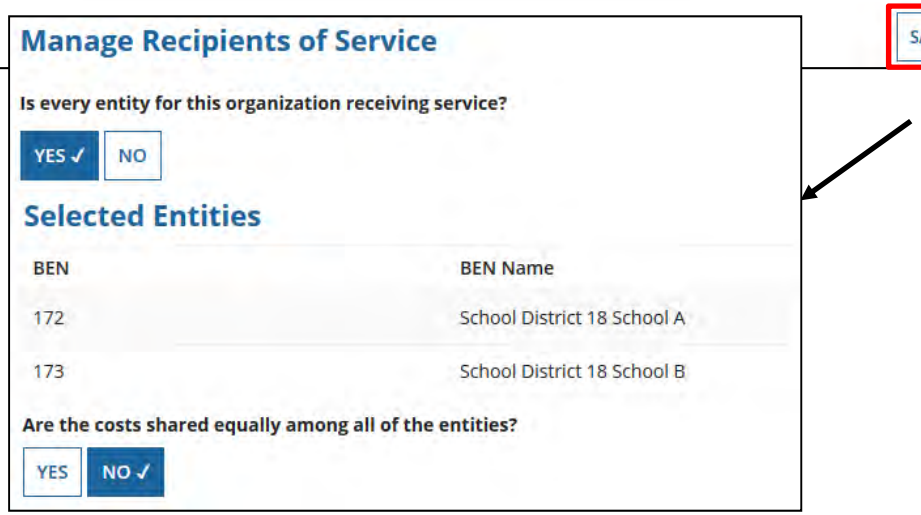
Provide information, and click on “Continue”



# Category 2 Form 471

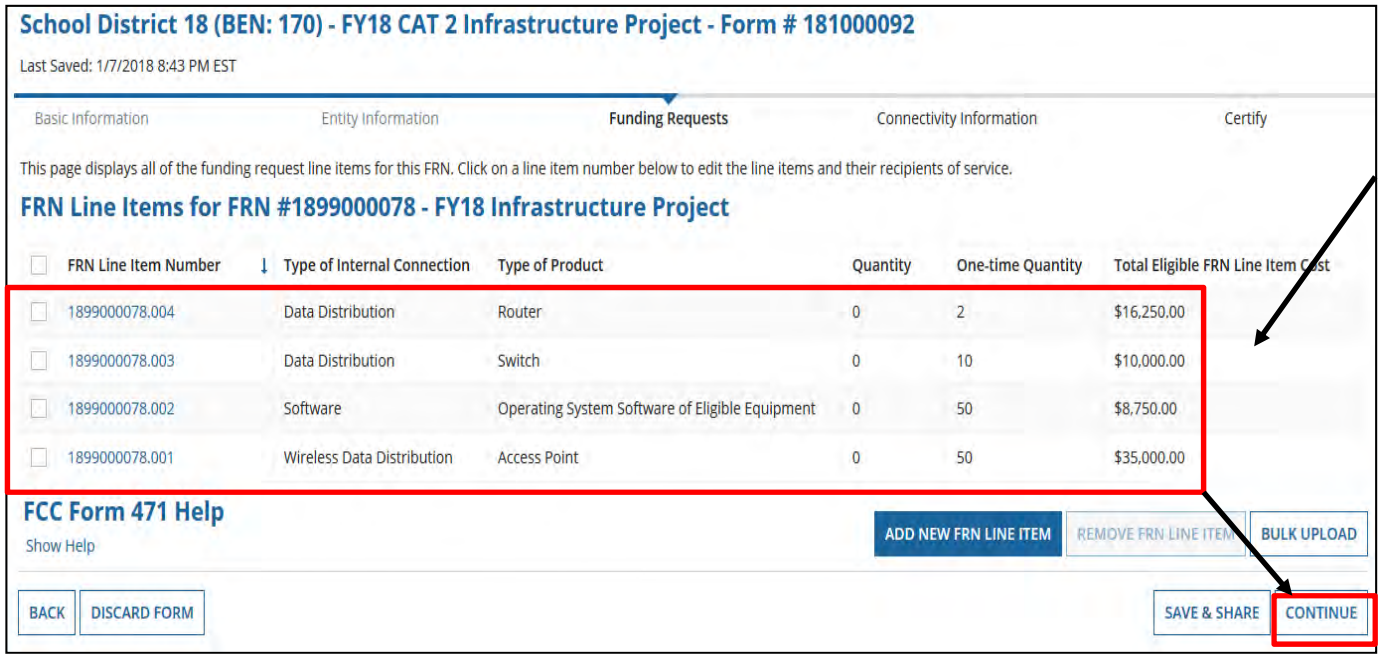



Provide cost and quantity.



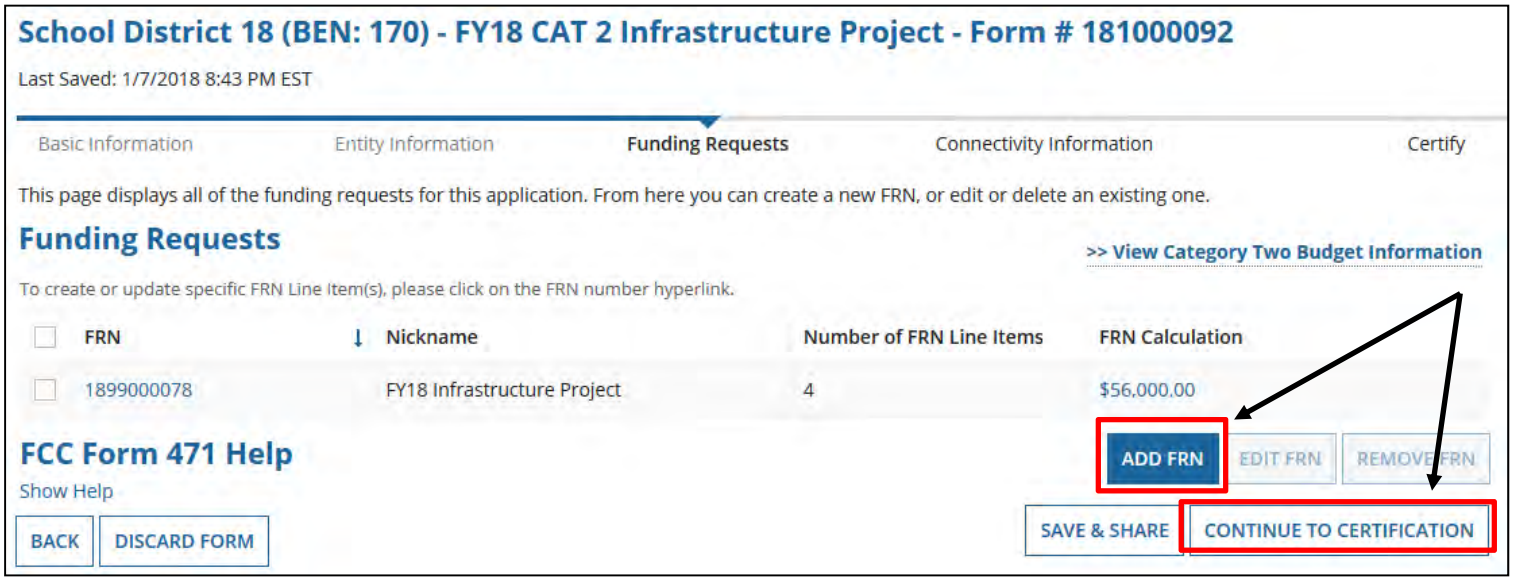

After clicking on “Save & Continue”, you will indicate the Recipients of Service.

# Category 2 Form 471

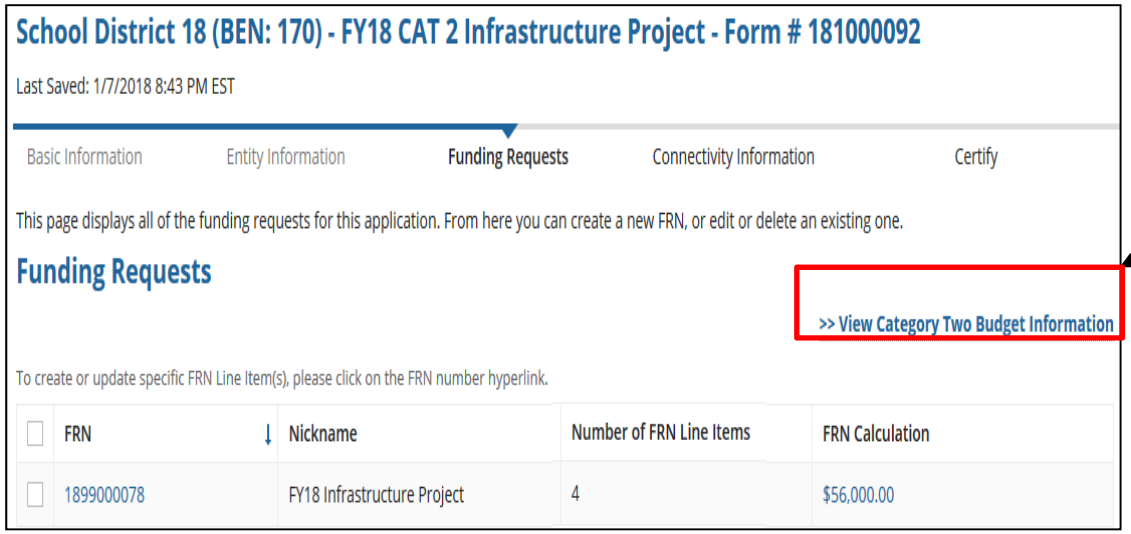



Verify information.
If correct, click on "Continue"

Add additional FRNs if needed. If done, click on "Continue". You will then review and certify as before.

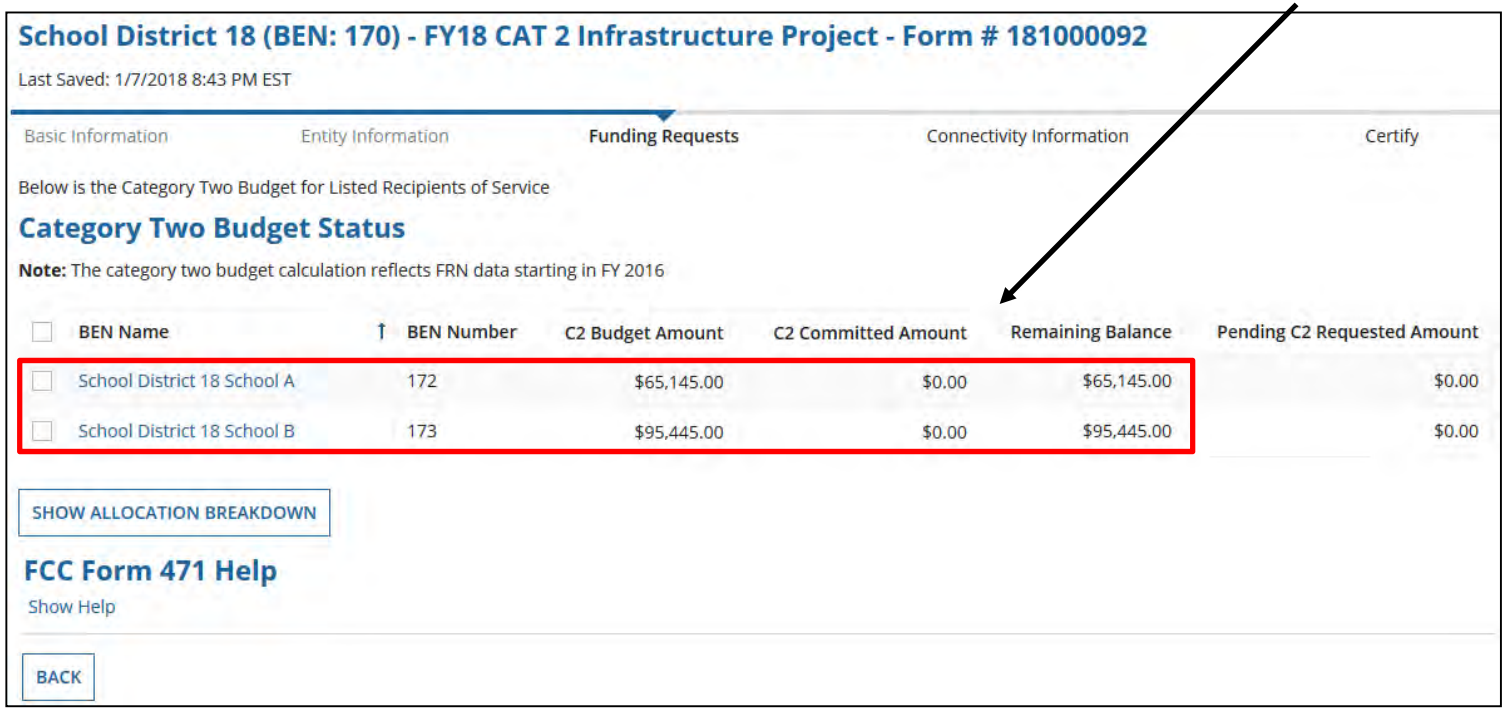


# Category 2 Form 471



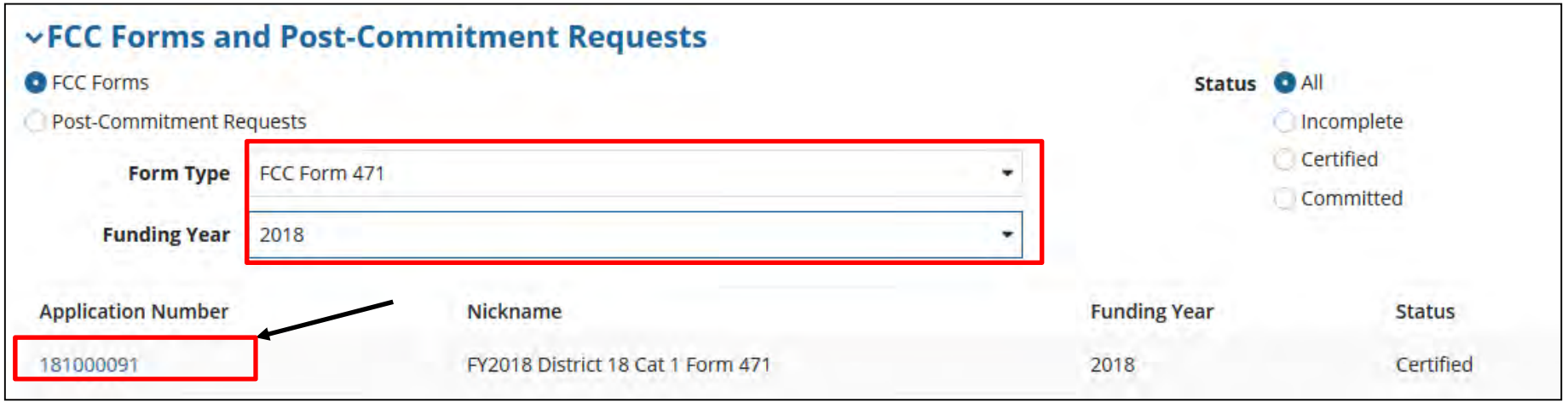

Click to view Category Two Budget Information.

The budget calculation reflects FRN data starting in FY2016. If you were funded in FY2015, you will need to manually deduct the amount from remaining balance.



# After the Form 471 – Next Steps

# Submitting RAL Corrections




To make corrections after your Form 471 has been certified, submit a RAL Modification Request.

- From your landing page, scroll to **My Forms** at the bottom of the page.
- From the drop-down menus, choose “FCC Form 471” for **Form Type** and “2018” for **Funding Year**. To see just the certified forms, select the **Status** “Certified.”
- Find the form you want to modify from the list that appears and click the form number.

# Submitting RAL Corrections

- Select **Related Actions** in the left menu.
- Click **Submit Modification Request (RAL)**.
- From the **Form 471 Modification Request** screen, you can make changes to:
- Your Application: Select **Application** and choose one of the following.
  - Application Details
  - Funding Request Details
- Your Entity: Select **Entity** and choose one of the following.
  - BEN
  - Related Entities

# Submitting RAL Corrections

## Application > Application Details

- If you click the "Application" button and then choose "Application Details" from the sub-category dropdown, a "Continue" button will appear. When you click this button, you have two choices:
- "Cancel Application" allows you to cancel your FCC Form 471. If you choose this option, you will be prompted to respond before your application is canceled.
- "Edit Application" allows you to modify the application nickname, the contact person, and the holiday contact information.

# Submitting RAL Corrections

## Application > Funding Request Details

- If you click the "Application" button and then choose "Funding Request Details" from the sub-category dropdown, you will be presented with a list of the funding request numbers (FRNs) on this form. At this point you have the following choices:
- "Add FRN" allows you to create the key information for a new FRN.
- If you check the box next to an FRN, you can do the following:
- "View Line Items" allows you to view the line items for that FRN. If you check the box next to a line item, you can "Edit Line Item" or ""Manage Recipients of Service."
- "Edit Funding Request" allows you to "Cancel FRN" or "Edit FRN Key Information."
- "Edit Purchase Agreement" allows you to make certain changes to the information you originally entered regarding services provided under contract or on a tariffed or month-to-month basis.
  - Note that if you chose contracted services and now want to associate a different contract record with your FRN, you must first create that new contract record in your profile so that it will appear in your search results.

# Submitting RAL Corrections

## Entity > BEN

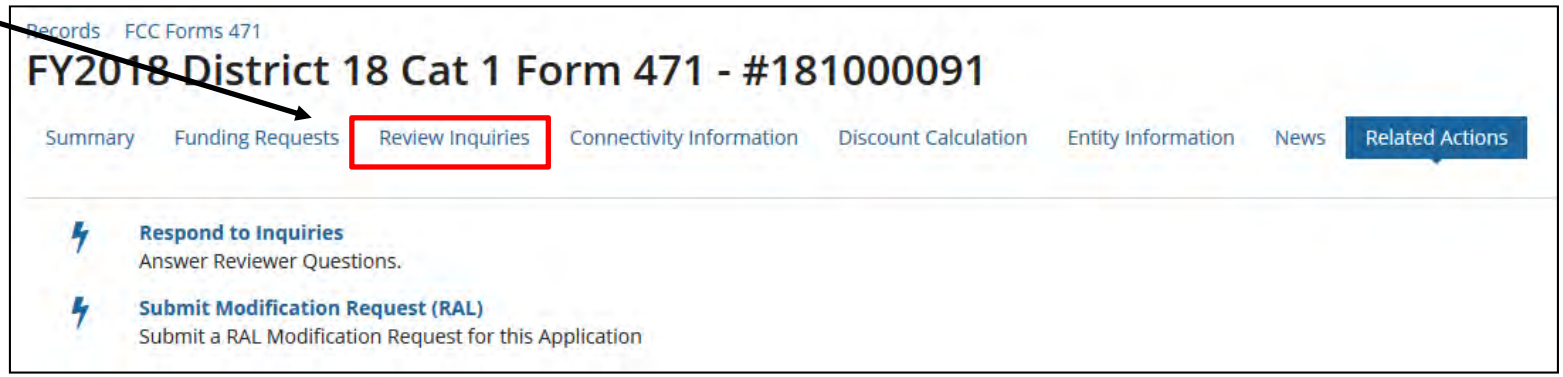
- If you click the "Entity" button and then click "BEN," you must check the box to the left of the BEN to enable the buttons "Add Related Entity" or "Edit."
- "Add Related Entity" pulls up a list of the entities associated with the BEN. You can add any of the entities on the list to your FCC Form 471. If you want to add a new entity (one that does not yet have an entity number), you must first ask the Client Service Bureau (CSB) to create the entity in your organization's profile. After the new entity has been created, it will then appear on this list.
- "Edit" allows you to edit the same information that appears in the organization's profile. Remember that the profile itself is not updated by any modifications you make here.

## Entity > Related Entities

- If you click the "Entity" button and then click "Related Entities," you are presented with the current list of entities associated with the BEN on this form. To modify information for an entity, check the box to the left of the entity's name.
- Clicking "Remove" will remove the selected entity from the application.
- **Clicking "Edit" allows you to edit the same information that appears in the entity's profile. Remember that the profile itself is not updated by any modifications you make here.**

# Application Review - PIA

Program Integrity Assurance (PIA) will review your application after it is submitted and communicate with you through EPC.



# Application Review - PIA

- Reviewers verify the eligibility of the schools and libraries and their discount levels.
- Reviewers verify that the services requested are eligible for E-Rate discounts.
- You are given an opportunity to make allowable corrections to your form.
- Reviewers communicate with you with requests for additional documentation.
- Reviewers may ask for additional verification of your compliance with program rules.

# Application Review - PIA

- Have documentation ready
- Respond to inquiries and provide information promptly, by the deadline (usually 15 days)
- Ask for clarification if you are unsure what is needed
- Ask early for an extension if you need it
- Put responses in writing
- Document all responses

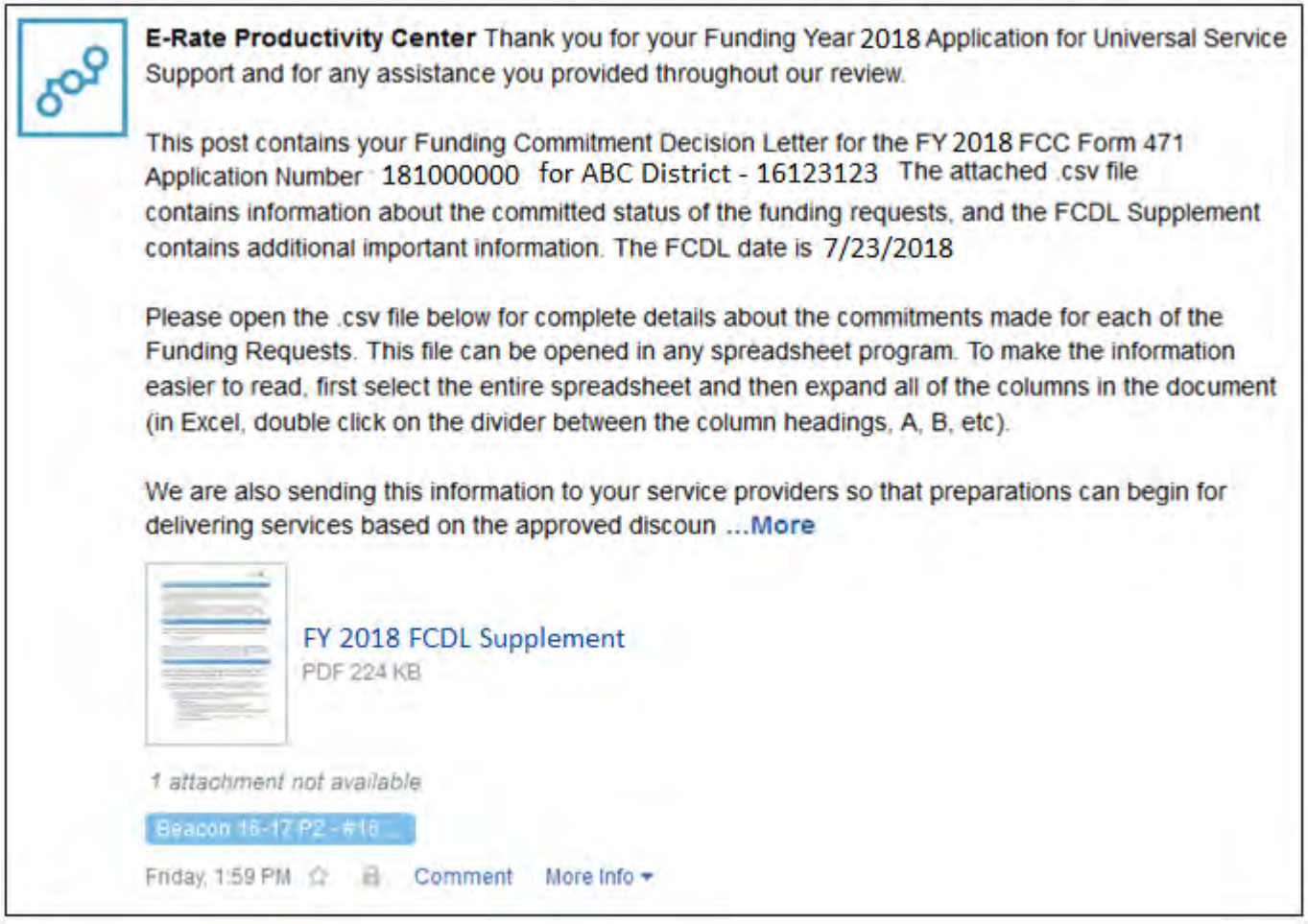
# What is the FCDL?

The Funding Commitment Decision Letter (FCDL) is a letter issued by USAC to both the applicant and the service provider that contains decisions on their funding requests. The letter states which funding requests of the Form 471 are approved or denied.

Applicants and service providers should carefully review their FCDL for details on approved or denied requests and any adjustments made to the original requests, as well as next steps (such as the deadline for filing an appeal).

# Funding Decision

After the review is completed, USAC makes a funding decision on your application and issues a Funding Commitment Decision Letter (FCDL) in EPC.



# SPIN Changes

## Corrective SPIN changes

- These are limited to correcting data entry errors, such as listing the wrong SPIN on a funding request

## Operational SPIN changes

- Operational SPIN changes allowed, but
  - Must have legitimate reason to change, such as Breach of Contract or provider unable to meet the terms of the contract; and
  - Must select provider with next highest point value in evaluation
    - If only single bidder, then can select new provider consistent with state and local rules and submit a statement explaining only one or no bids were received.

## Service Substitutions

- Service substitutions encompass changes in the technical components (whether products or services or both) specified in the FCC Form 471 Funding Request. Applicants who file service substitution requests must still comply with the deadlines for the FCC Form 486.
- (i) The service or product has the same functionality;
- (ii) The substitution does not violate any contract provisions or state or local procurement laws;
- (iii) The substitution does not result in an increase in the percentage of ineligible services or functions; and
- (iv) The applicant certifies that the requested change is within the scope of the controlling FCC Form 470, including any associated Requests for Proposal, for the original services.

## Service Substitutions

- A service substitution request must be received or postmarked by the last day to receive service for that FRN. Last day to receive service is:
  - June 30 of the relevant funding year for recurring services, and
  - September 30 that follows the close of the funding year for non-recurring services.

# Requesting Changes

## FCC Form 500

- Change service start date
- Change contract expiration date
- Cancel funding request
- Reduce funding request
- Submit equipment transfer notification
- Submit service delivery extension request (non-recurring)

# Document Retention

## Document Retention Timeframes

- 10 years from last date to receive service
  - FY 2018 – this is at least June 30, 2028
- Any document from a prior year that supports current year must be kept until 10 years from last date to receive service as well
  - E.g., Contract from 2005, used to support FY 2016 FRNs, must be kept until at least June 30, 2027
- Documents may be retained in electronic format or paper

# Questions?!!

# Contact Information

## E-Rate Support and Information

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