



2<sup>nd</sup> FY2020 Form 471 Window

## Background:

SECA requested additional E-Rate funding from the FCC to help schools that experienced increased Internet/bandwidth cost due to COVID-19.

- Initial letter submitted on August 3<sup>rd</sup>
- Survey leased (Aug. 24-25), supporting data submitted August 27<sup>th</sup>

On 9/16/2020 the FCC released an Order to open a 2nd FY2020 Form 471 filing window to allow **schools** (libraries do not qualify) to seek additional funding for **Category 1 connectivity**.

The data the FCC used to support this decision came directly from your responses to the survey we released in August!

So, a huge *Thank You!* to all that responded!

# 2nd FY2020 Form 471 Window

If you have already increased your Internet/data transmission service beyond what was requested on your original FY2020 Form 471, or will increase your bandwidth, please plan on applying.

**Heads Up!! It is be a very abbreviated filing window!**



# 2nd FY2020 Form 471 Window

## Filing Window Details:

- The filing window opened on September 21<sup>st</sup>, 2020.
- The deadline for filing will be **Friday, October 16<sup>th</sup>, 2020.**
- Both Internet and WAN bandwidth can be included, but **no Category 2 equipment/services.**
- Only **on-campus** connectivity is eligible.
- **Services from July 1, 2020 – June 30, 2021** are eligible. If you increased Internet bandwidth prior to July 1, those costs would not be eligible because they fall outside the FY2020 funding year.



# 2nd FY2020 Form 471 Window

## Filing Window Details:

- While most schools will obtain the additional bandwidth from their existing service provider, you may use a different provider if your existing service provider is unable to provide sufficient bandwidth to meet the demand.
- The opening of the FY2021 “Admin Window” (where schools update their enrollment/NSLP data) will be delayed by a few weeks due to this new application window.

# 2nd FY2020 Form 471 Window

## Filing Window Details:

- There is no requirement to competitively bid (file a new Form 470) for the new or upgraded services, providing :
  1. You have a previously filed Form 470 for the services (even if the bandwidth is different)
  2. You received a FY2020 FCDL for C1 Internet access/data transmission services (or you have an application pending) that relied on that FCC Form 470, and
  3. The funding request submitted during the 2nd filing window must contain a per meg cost that is equal to or less than the original contract.
    - Or, if the price per meg is higher than the original contract, USAC will limit the funding commitment to the price per meg in the original contract.

# 2nd FY2020 Form 471 Window

## Filing Window Details:

- If a school increases their bandwidth beyond what was listed as the “Max Capacity” in the original Form 470 scope, they must competitively bid the additional bandwidth for **FY2021**.
- For example, if the original 470 was posted in 2019 and was for 1Gb of Internet, and the school increases it to 2Gb of Internet due to COVID and wants to keep the 2GB of Internet bandwidth for FY2021, they would have to post a new 470 for FY2021 that covers the 1 GB.

## Form 470 Sample

Services Requested							
Category 1: Data Transmission and/or Internet Access							
Type	Function	Function Other Description	Number Entities	Quantity	Unit	Min Capacity	Max Capacity
Data Transmission and/or Internet Access	Leased Lit Fiber (with or without Internet Access)		3	1	Circuits	100 Mbps	1 Gbps

# 2nd FY2020 Form 471 Window

## Looking Ahead for FY2021:

- You must competitively bid the additional bandwidth for **FY2021** if either of these occur:
  - The increase in bandwidth is beyond what was in the original Form 470 scope and/or
  - The increase required a new contract to be awarded (whether you changed service providers or not)
- If the increase required a new **multi-year** contract, you may use the new contract as a bid response will you file the Form 470 for FY2021.
  - You will need to compare this cost to other bids received. If you continue with this contract, put something in writing. This date will become your new contract award date.



# 2nd FY2020 Form 471 Window

## Options for Increasing bandwidth:

- If your current contract allows for the bandwidth increase, notify your service provider of your intent to increase. In most cases this is handled with a contract amendment.
- Whether you signed a new contract or have an amendment to an existing contract, USAC recommends creating a new contract record in EPC before starting the new FCC Form 471 so you can cite that contract record.

# 2nd FY2020 Form 471 Window

## More on contracts:

If you're uploading a previously awarded contract w/ an amendment (upload both), reference the 470 you used when the contract was originally awarded, and the original award date, not the amendment date.

If it's a new contract where you didn't file a new Form 470, still answer "YES" indicating you did and reference the same 470 you used when you filed your earlier FY2020 FRN. You can enter "1" for bids received.

If you answer "NO" on the 470 ?, you can get an error message in the 471, preventing you from submitting.

**Create Contract**

Contract Information | **Establishing FCC Form 470** | Service Provider | Contract Dates | Pricing/Confidentiality | Confirmation

Here you can use the search tool below to associate an FCC Form 470 with this contract.

### Establishing FCC Form 470

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

YES ✓  NO

How many bids were received:

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

Was your FCC Form 470 posted prior to funding year 2019?

YES  NO ✓

Remember that the services in the contract had to be posted on the FCC Form 470. Remember you cannot file your Form 471 before the Allowable Contract Date.

### Search FCC Forms 470

Search by FCC Form 470 Number

Search by BEN

170

<input type="checkbox"/>	FCC Form 470 Number	Nickname	Funding Year	BEN	BEN Name	Allowable Contract Date	Service Type
<input checked="" type="checkbox"/>	20000096	FY2020 Cat 1	2020	170	School District 18	11/20/2019	Data Transmission and/or Internet Access

## Dates to Use In the New FRN

The screenshot displays the 'Contract Summary - ABC Provider - 5 Year Bandwidth Contract' page. At the top, it shows contract details: 4797, 1234567, ABC Provider - 5 Year Bandwidth Contract, 1/22/2020, and 170. Below this is a table of contract details:

Contract Number	1234567	Account Number	123-456-789
Establishing FCC Form 470	# 20000025	Service Provider	USAC Service Provider Organization 1 (SPIN: 14010001)
Award Date	1/22/2020	Includes Voluntary Extensions?	Yes
Expiration Date (All Extensions)	6/30/2026	Remaining Voluntary Extensions	2
		Total Remaining Contract Length	84

Below the table is the 'Pricing Confidentiality' section, which states: 'There is no rule, statute, or other restriction which prohibits publication of the specific pricing information for this contract.'

The 'Contract Information (Additional)' section contains two input fields, both highlighted with red boxes:

- The first field is labeled 'What is the service start date?' and contains the date '7/1/2020'. An arrow points from this field to the text below.
- The second field is labeled 'What is the date your contract expires for the current term of the contract?' and contains the date '6/30/2025'. An arrow points from this field to the text below.

At the bottom of the form, there are buttons for 'BACK', 'CANCEL', and 'CONTINUE'. A 'FCC Form 471 Help' section is also visible with a 'Show Help' link.

Enter the service start date.  
The default is 07/01/2020 for  
FY2020.

Enter the date the contract expires for the current  
term of the contract, **BUT if this is a new contract  
where no 470 was filed or bandwidth exceeds your  
original 470, where you will need to rebid for FY2021,  
enter 6/30/2021.**

# 2nd FY2020 Form 471 Window

## Form 471 Requirements:

- Applicants that wish to apply in the 2nd Form 471 window must submit the following information in the **narrative section** of the new FCC Form 471 funding request:

From the FCC

- The original FY2020 Form 471 and FRN numbers that previously relied on the Form 470;
- A statement confirming that the requested E-Rate funding is for additional bandwidth needed as a result of COVID-19.
- Additional information about the price per meg of the original and new funding requests and highlight any difference in cost.

From USAC

- Clearly indicate if the 2nd-window request is upgrading the bandwidth and/or other services in the original request or is an additional separate circuit being installed.

**\*This information will assist USAC to complete any necessary cleanup on the backend (amending your current FRN, creating a new FRN, etc.)**

# 2nd FY2020 Form 471 Window

## Form 471 Narrative example:

School District 18 (BEN: 170) - FY2020 District 18 Cat 1 Form 471 - Form # 20103111

Basic Information      Entity Information      **Funding Requests**      Connectivity Information      Certify

### 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. \*

We filed a FY2020 Form 471 App. No 201016217, FRN 2099021355 requesting 1GB of Internet/bandwidth to serve our 3 schools. This FRN referenced Form 470 App. No. 160036134. **Due to COVID-19**, we have been forced to implement a hybrid teaching approach this school year where half of our students are attending classes remotely. Our teachers are broadcasting to our remote students from the classroom. In addition, we have implemented a 1:1 approach for our students that are attending classes on-site. This is requiring an increase in bandwidth from 1Gbps to 2Gbps. The terms of our current contract allows for a bandwidth upgrade. The monthly recurring cost of our original FRN was \$2.60/Mbps per month or \$2600/mth. The upgraded monthly recurring cost is \$1.98/Mbps or \$3960/mth, which is an increase of \$1360/mth. The upgrade was implemented on 9/1/2020. We are requesting 10 months of service at the higher cost totaling an additional \$13,600. With our discount rate of 80%, this will result in an additional \$10,880 in funding.

BACK      CANCEL      SAVE & CONTINUE

- ✓ Original FY2020 Form 471 and FRN numbers that previously relied on the Form 470;
- ✓ **A statement confirming that the increase is needed as a result of COVID-19;**
- ✓ Additional information about the price per meg of the original and new funding requests;
- ✓ Indicate if the 2nd-window request is upgrading the bandwidth or is an additional separate circuit being installed. If you must go with a **different provider** for a separate circuit in order to get to the bandwidth amount needed, state this is not a duplication of service, but needed to get to the bandwidth amount required.

# 2nd FY2020 Form 471 Window

Quick place to get the numbers needed:

[www.e-ratecentral.com](http://www.e-ratecentral.com)

Search by your BEN, click on “2020” and then the FRN hyperlink

**1.**

The screenshot shows the E-Rate Central website interface. At the top is the logo and navigation menu. Below is a table of utilization summary data. A red box highlights the year 2020. To the right, a table lists FRNs with columns for 471, FRN, SPIN, and Service Provider. A red box highlights the FRN 2099021355. Below this is a detailed view of the selected FRN, with red boxes highlighting the FRN number, the 470 number, and the 471 number.

**E-RATE CENTRAL**  
— Simplifying E-rate —

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FY: [1998](#) | [1999](#) | [2000](#) | [2001](#) | [2002](#) | [2003](#) | [2004](#) | [2005](#) | [2006](#) | [2007](#) | [2008](#)

**E-Rate Organizer Utilization Summary Chart**

FY	Req. FRNs	Funded FRNs
<b>2020</b>	6	5
<a href="#">2019</a>	5	5
<a href="#">2018</a>	8	8

**2.**

471	FRN	SPIN	Service Provider
201016217	<b>2099021355</b>	143001654	...
201016217	<a href="#">2099021363</a>	143001654	...
201020505	<a href="#">2099028929</a>	143006742	...

**3.**

**E-Rate Organizer FRN Detail**

**FRN: 2099021355** FY: 2020

**Basic Information**

**Applicant:** ABC Local School District **Type:** School District

**Billed Entity:** 129000

**470 Information**

**470#:** **160036134**

**471 Information**

**471#:** **201016217**

In the FRN Detail section, select the “Purpose”, “Functions”, and “Type of Connection” like normal.

**FCC Form 471 - Funding Year 2020**

**School District 18 (BEN: 170) - FY2020 Category 1 Form 471 - 201000541**

Last Saved:

Basic Information      Entity Information      **Funding Requests**      Certify

Please enter Product and Service Details Information for this Data Transmission and/or Internet Access Line Item

**Product and Service Details for new FRN Line Item for FRN # 2099000571 - FY2020 Bandwidth**

**Purpose** ⓘ \*

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

**Function** ⓘ \*

Fiber

**Type of Connection \*** *Please select a value*

Ethernet

- Fiber
- Copper
- Wireless
- Other
- Miscellaneous

**FCC Form 471 H**

Show Help

CANCEL      CONTINUE

# Bandwidth Speeds

**School District 18 (BEN: 170) - FY2020 Category 1 Form 471 - 201000541**

Last Saved:

Basic Information    Entity Information    **Funding Requests**    Connectivity Information    Certify

Please enter Bandwidth Speed Information for this Data Transmission and/or Internet Access Line Item

**Bandwidth Speed for new FRN Line Item for FRN # 2099000571 - FY2020 Bandwidth**

**Bandwidth Download Speed \*** **Burstable Bandwidth?**

1.000

**Bandwidth Download Units \***

Gbps

**Bandwidth Upload Speed \***

1.000

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

**Bandwidth Upload Units \***

Gbps

**FCC Form 471 Help**

Show Help

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

If you are unsure of the information, contact your Service Provider



# Connection Information

**School District 18 (BEN: 170) - FY2020 Category 1 Form 471 - 201000541**

Last Saved:

Basic Information    Entity Information    **Funding Requests**    Connectivity Information    Certify

Please enter Connection Information for this Data Transmission and/or Internet Access Line Item

**Connection Information for new FRN Line Item for FRN # 2099000571 - FY2020 Bandwidth**

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

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

YES ✓     NO       YES ✓     NO

Is this a connection between eligible schools, libraries and NIFs (i.e., a connection that provides a "Wide area network")? \*  \*       YES     NO ✓

**FCC Form 471 Help**  
Show Help

BACK    CANCEL      CONTINUE

Provide Connection Information, and firewall inclusion.

**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.

# Cost Calculations

Enter cost information.

Enter the full monthly cost of the upgrade, not just the incremental amount.

“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.

**School District 18 (BEN: 170) - FY2020 Category 1 Form 471 - 201000541**

Last Saved:

Basic Information    Entity Information    **Funding Requests**    Connectivity Information    Certify

Please enter Cost Information for this Data Transmission and/or Internet Access Line Item. All fields in the grid below are required. Please enter zero if funds are not requested for that field.

**Cost Calculation for new FRN Line Item for | FRN # 2099000571 - FY2020 Bandwidth**

Monthly Cost		One-Time Cost	
Monthly Recurring Unit Cost	<input type="text" value="\$2,000.00"/>	One-time Unit Cost	<input type="text" value="\$0.00"/>
Monthly Recurring Unit Ineligible Costs	<input type="text" value="\$50.00"/>	One-time Ineligible Unit Cost	<input type="text" value="\$0.00"/>
Monthly Recurring Unit Eligible Costs	= \$1,950.00	One-time Eligible Unit Cost	= \$0.00
Monthly Quantity	<input type="text" value="1"/>	One-time Quantity	<input type="text" value="0"/>
Total Monthly Eligible Recurring Costs	= \$1,950.00	Total Eligible One-time Costs	= \$0.00
Months of Service	x 12	<b>Summary</b>	
Total Eligible Recurring Costs	= \$23,400.00	Total Eligible Recurring Costs	\$23,400.00
<a href="#">&gt; More Help with the Costs Above</a>		Total Eligible One-time Costs	+ \$0.00
<a href="#">FCC Form 471 Help</a>		Pre-Discout Extended Eligible Line Item Cost	= \$23,400.00

Show Help

# Manage Recipients of Service – Shared Service

**School District 18 (BEN: 170) - FY2018 District 18 FY2020 Category 1 Form 471 - 201000541**

Basic Information    Entity Information    **Funding Requests**    Connectivity Information    Certify

Next, you will select Recipients of Service for your Line Item

## Manage Recipients of Service

Is every entity for this organization receiving service?

YES ✓     NO

### Selected Entities

BEN	BEN Name
172	School District 18 School A
173	School District 18 School B

### FCC Form 471 Help

Show Help

      

Indicate which entities will receive the upgraded service for this line item. If all entities will, such as a single circuit serving a K-12 building, click on "Yes.

# Q&A



1. When must an applicant post a new form 470 and how long must the bidding period be?

- Only when state/local bidding requirements mandate a competitive bid. In that case, the length of the bidding period shall be prescribed by state/local requirements.
- There is no minimum waiting period per the E-Rate program.

2. *May* an applicant post a Form 470 even if not required by local laws?

- You may but ***any Form 470 posted for the supplemental filing window is only for services through June 30, 2021.***

3. What steps should be taken by applicants with *pending* FRNs for bandwidth who wish to increase their bandwidth?

- They must submit a new Form 471 application for the additional bandwidth during the 2nd filing window.
- **They must not rely on the RAL correction process to increase their bandwidth.**
- State in the narrative the 471 and FRN numbers and USAC can make the necessary corrections for you.

#### 4. Which Category 1 services/equipment are eligible for funding?

- All of the services/equipment listed in the Form 470 drop down menu including WAN circuits and C1 equipment that is needed to make broadband functional and is needed for additional bandwidth arising from COVID. **All of these services/equipment are exempt from competitive bidding.**
- NRC (non-recurring cost) charges may be eligible, **if needed for additional bandwidth for a school.**
- If the Category 1 service/equipment is needed in order to meet the school's bandwidth needs arising from COVID-19, then the service/equipment are eligible under the Order.
- **No Category 2 funding is eligible under the 2nd filing window.** Any Category 2 Form 471 requests must be submitted as a late Form 471 and a waiver of the deadline must be submitted to the FCC. If an applicant submits a supplemental application that does not meet the parameters of the Order, the application will be denied. The only equipment that is eligible for funding under this Order is C1 network equipment.

- 5. May an applicant that forgot to file in the original FY2020 application window obtain funding for the omitted FRN by filing a Form 471 in the 2nd filing window?**
- No, they may not.
  - Their potential recourse is to file a late Form 471 and request a waiver from the FCC.
- 6. When must applicants create new Contract Record in EPC for their new/amended contracts prior to filing their Form 471 applications during the 2nd filing window?**
- When the existing contract allows for the expanded service as an amendment.
  - If the increase required a new contract to be awarded

**7. What steps should be taken by schools that already submitted a late Form 471 for supplemental Internet and submitted a request for waiver of the window deadline?**

- If they are already submitted a waiver request, the best thing to do is to submit a letter in the FCC docket withdrawing the request (include the waiver request in the letter so it's easy for the FCC to ensure that they are examining the correct request for waiver).
- If they already submitted a late 471 application for additional bandwidth, there is nothing they HAVE to do on USAC's side of things. They are not REQUIRED to cancel the original, late-filed application, **but they still must submit a new Form 471 in the 2<sup>nd</sup> window if they want to apply for that funding.** If the applicant WANTS to cancel their original, late filed application they may, but it is not a REQUIREMENT. It would be helpful for the applicant to note that they had previously filed a late Form 471 and provide that 471 number as part of their FRN narrative in their new Form 471 that is submitted during the 2nd filing window.
- **The important thing is that the applicant MUST file a new Form 471 application during the 2nd filing window.**





# Contact Information

## E-Rate Support and Information

**Lorrie Germann:**

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