

FY2024 E-Rate Form 471 Workshop

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Training Agenda

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- Accessing the EPC Portal Slide 9
- Entering Contracts Slide 15
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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)
- may reference an FCC Form 470 posted in a prior funding year where such a form resulted in a multi-year contract.
- must be filed after executing contracts for contracted services, if applicable, or selecting your service provider for tariffed or month-to-month services.

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 for the request to be considered as inside the window.
 - Form 471 Filing window:
 - Opened January 17th, 2024 (Noon EST)
 - Closes March 27th, 2024 (11:59 pm EDT)
 - Last date to file a Form 470 February 28th, 2024
 (11:59 pm EST)

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
 (Data Transmission and/or Internet Access) and Category
 Two (Internal Connections, Managed Internal Broadband Services, and/or Basic Maintenance of Internal Connections).
 - USAC recommends if you are applying for bus Wi-Fi, put that on a separate Form 471 application.

Prerequisites

Entity Profile

- The values in your applicant entity's profile had to be updated by Jan. 12th. If you find that a correction or change is needed, you may note the information on the Form 471 in the narrative of each funding request and make a RAL correction.
- The full-time enrollment and NLSP counts are used to calculate your discount in the EPC system.
- For FY2024, we may use the October 2023 version of the MR-81 (or most current data if you choose).
- If your counts are different from the counts listed in the MR-81, you will be asked how you determined the information. Be sure to document how you arrived at your total numbers.

Contracts

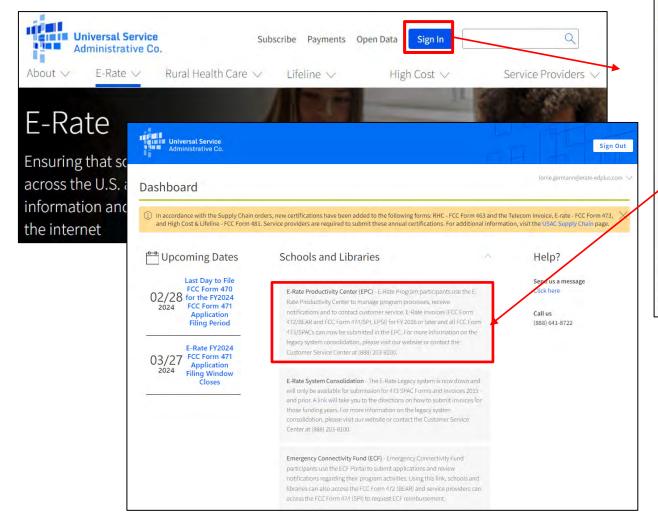
 Before you begin your application, upload contracts that you will be associating with Funding Request Numbers (FRNs) in your entity's profile, if not already in EPC.

Accessing the EPC Portal

USAC's One Portal

Log into One Portal to access the E-Rate Productivity Center (EPC) To access, go to https://www.usac.org/e-rate/ and click on "Sign In"

and then "Continue".



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Password	
Forgot passw	vord?
(USAC) systems Service prograt is provided soil purposes. By le of this system i the USAC syste with applicable searched, copi- isse or missise of Additional legal ac	ing a portal to Universal Service Administrative Company sueset to administer participation in the federal Universal ms in compliance with 47 C.F.R. Part 54. Access to the systems, by to USAC-authorized users for USAC-authorized business giging in, you represent that you are an authorized user. Use indicates acceptance of the terms and conditions governing ms. USAC monitors user access and condition governing ms. USAC monitors user access and condition compliance laws and opticies. Use of the system may be recorded, read, el antifor captured and is also authorito audit. Unauthorized of this system is strictly prohibited and subject to disciplinary tion. e box to accept. I accept the terms and conditions of the USAC

Landing Page View

Make sure all your entities are listed.* The District's BEN will be listed first.

If any school's enrollment/ NLSP counts were updated by Jan. 12th, you can verify your FY2024 discount rate and C2 Budget.

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

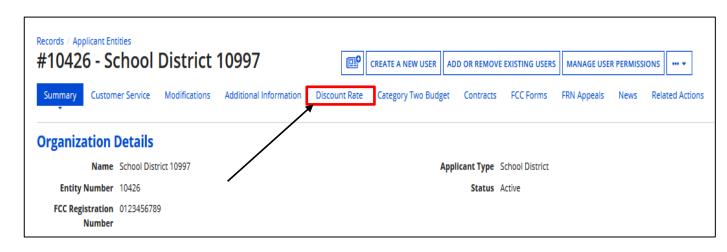
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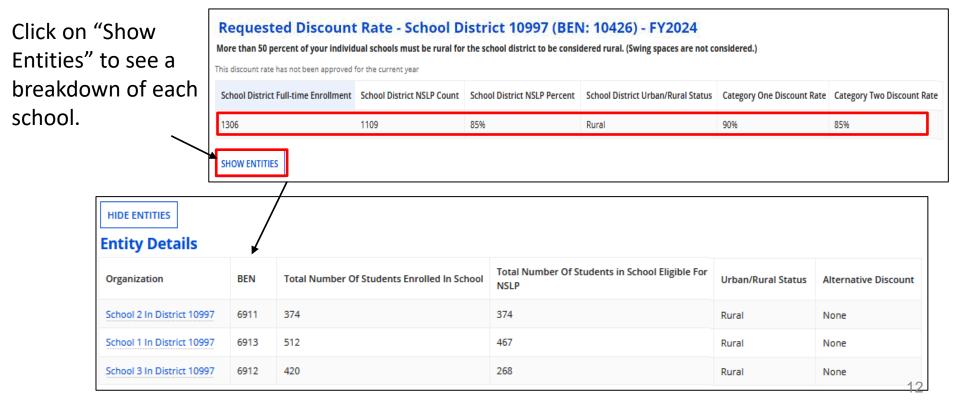
*If there is an entity missing in the list, contact USAC to request an entity number. However, with the close of the Admin Window, the entity will not be listed in EPC until after the close of the Form 471 Window.

Seeing The District Discount %

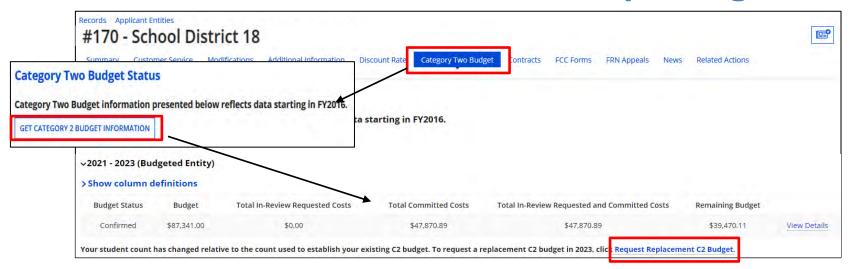
Click on "Discount Rate".

Discount rates for Cat 1 and Cat 2 are listed.





Replacing C2 Budget



From the Summary page, click on "Category 2 Budget" and then "Get Category 2 Budget Information" button.

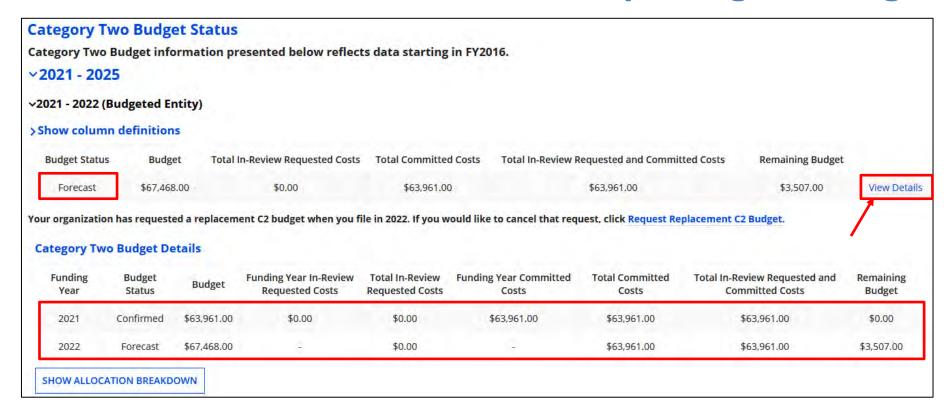
If you changed the **Total Students for C2 Budget** from the Summary page or the school's "Manage Organization" page during the Admin Window, your budget **will not** automatically update. To update, click on "Request Replacement C2 Budget".



You will see the confirmed budget based on the first funding year you requested C2 funds.

The cumulative updated student total will be listed for 2022-2025 with the status changed to "Forecast". Click on "Request Replacement Budget" to apply.

Replacing C2 Budget



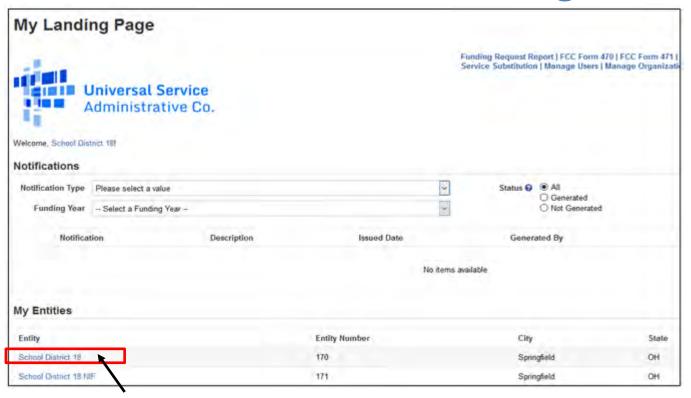
When you click on "Category 2 Budget" and "Get Category 2 Budget Information" again, the status has changed to "Forecast" and the updated budget amount. Click on "View Details" to see the changes.

Be prepared to provide proof of the increased student enrollment during PIA.

If you choose to cancel the update request, click on "Request Replacement C2 Budget".

Entering Contracts

Manage Contracts

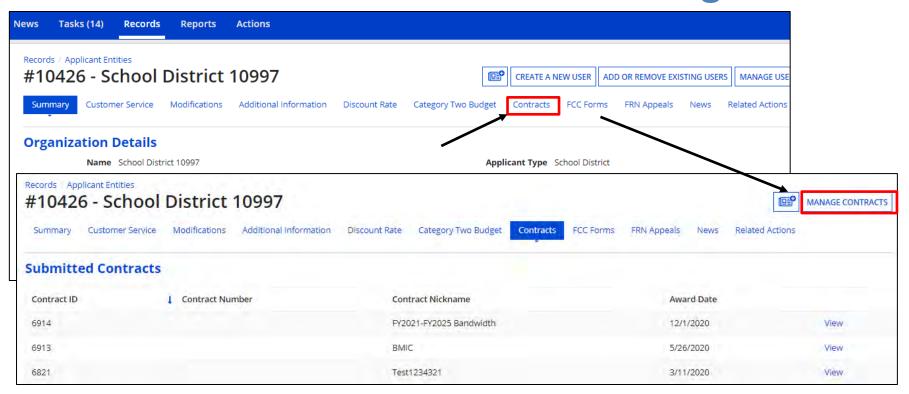


You will be required to associate contracts with each FRN when requesting a contracted service. It is recommended (and easier) that you complete this **before** you begin the Form 471.

 Remember, this may be a formal contract, or a copy of a hardware quote that has been signed/dated

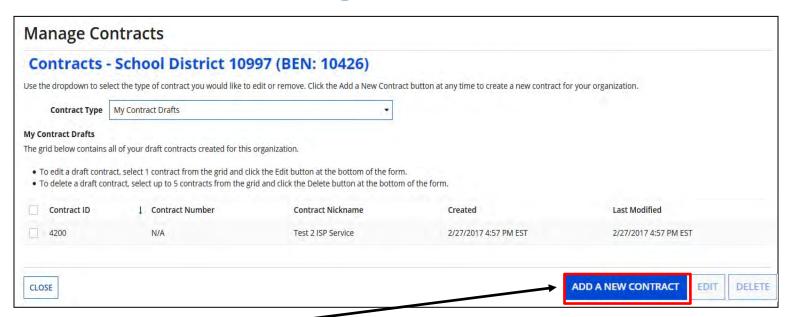
From your Landing Page, click on your organization (Billed Entity) from the "My Entities" section to display the organization dashboard.

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 it. If a mistake is found, you will have to add the contract again and reenter the accompanying information.

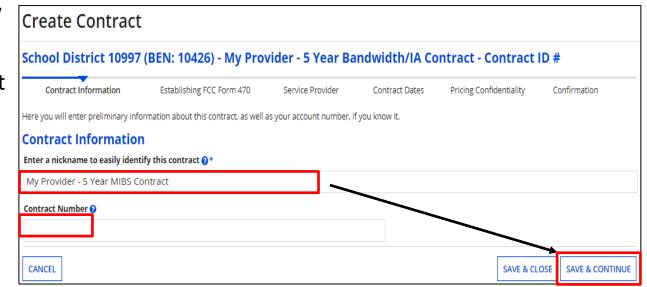
Manage Contracts – Add New Contract

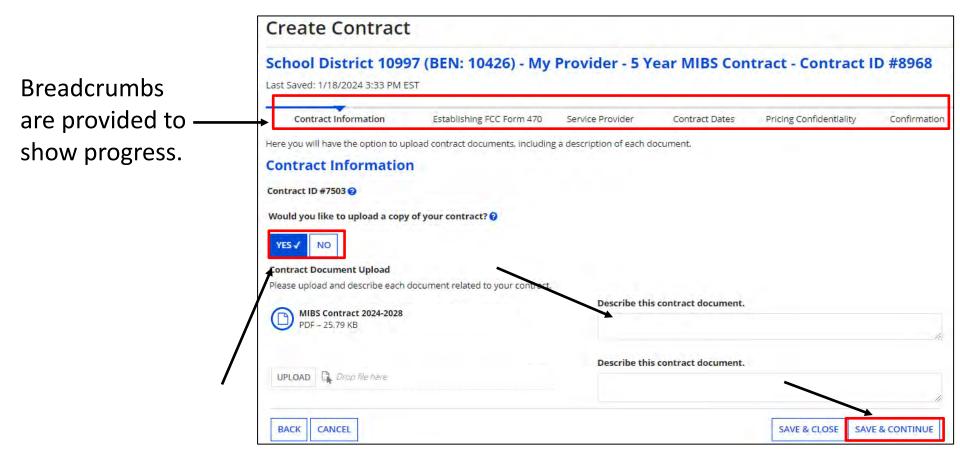


Begin by clicking on "Add New Contract".

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

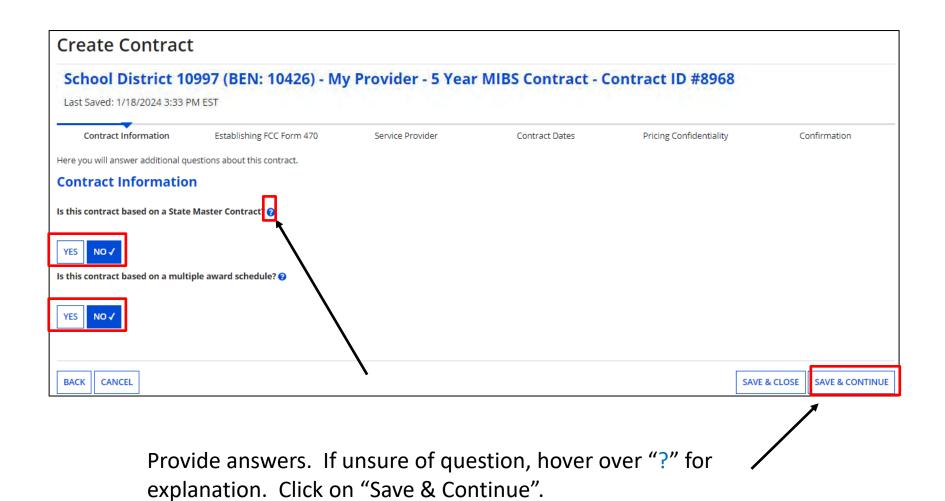
Note: if you need to stop before completing, click on "Save & Close".





To upload a copy of the contract, choose "Yes" and upload the file. Enter a description of the document if you choose. 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.





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

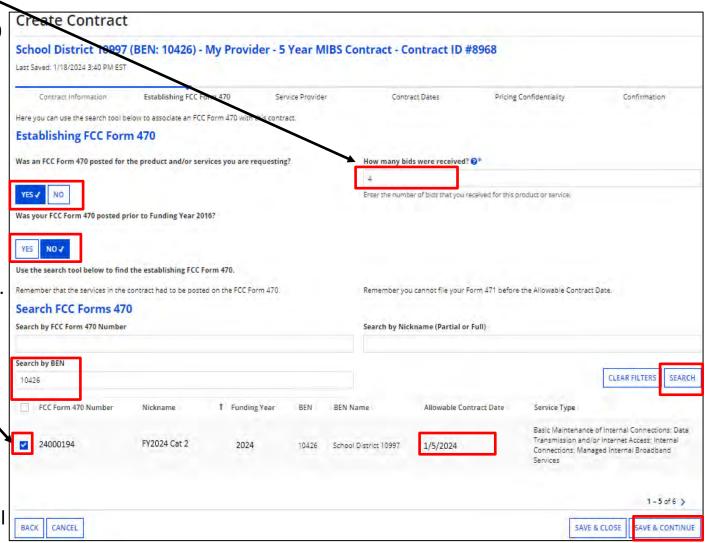
Enter the number of bids received.

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

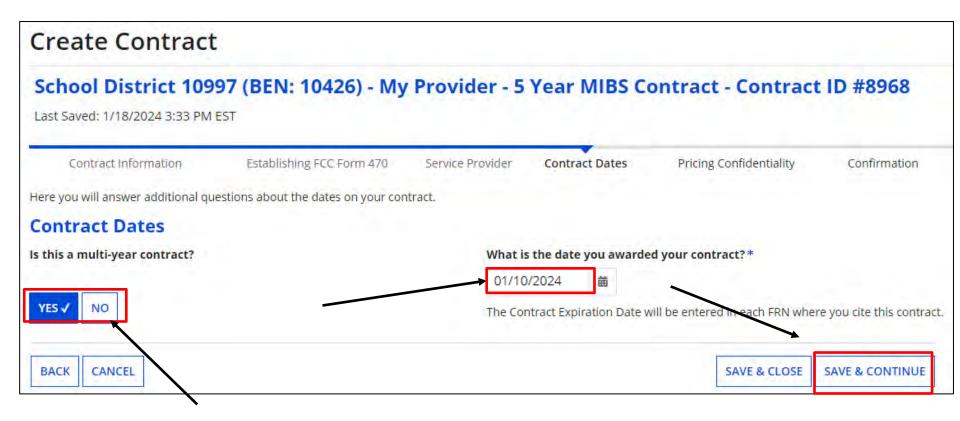
If you are using a FY2016 – FY2024 Form 470, you can search the portal for the form. Enter your search criteria if not searching by BEN and click on "Search". Results will be listed below.

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

Note: "Allowable Contract Date" is shown. If you choose a 470 that's before the allowable date, you will receive an error message



Create Contract School District 10997 (BEN: 10426) - My Provider - 5 Year MIBS Contract - Contract ID #8968 Last Saved: 1/18/2024 3:33 PM EST Contract Information Establishing FCC Form 470 Service Provider Pricing Confidentiality Contract Dates Confirmation **Enter Account** Here you will associate the service provider listed on the contract. Number if known, **Service Provider** but not required Account Number (e.g., billed telephone number) If your service provider has given you one or more Account Numbers, please enter them. Please select the service provider for this contract using the search below. Enter search Search Service Providers criteria for Service Search by SPIN Search by Name (Full or Partial) Provider by SPIN or 14010001 name, click on CLEAR FILTERS SEARCH "Search". SPIN Name Doing Business As State 14010001 USAC Service Provider Organization 1 VA Check box to select. click on "Save & BACK CANCEL SAVE & CLOSE **SAVE & CONTINUE** Continue"



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".



Indicate if voluntary extensions are allowed. If so, provide the 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 exercise all extensions.

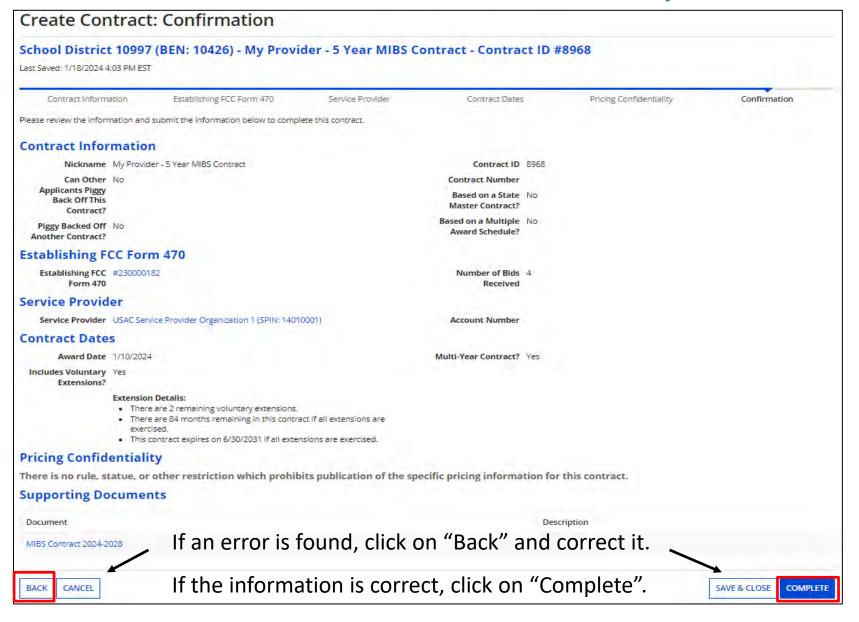
25



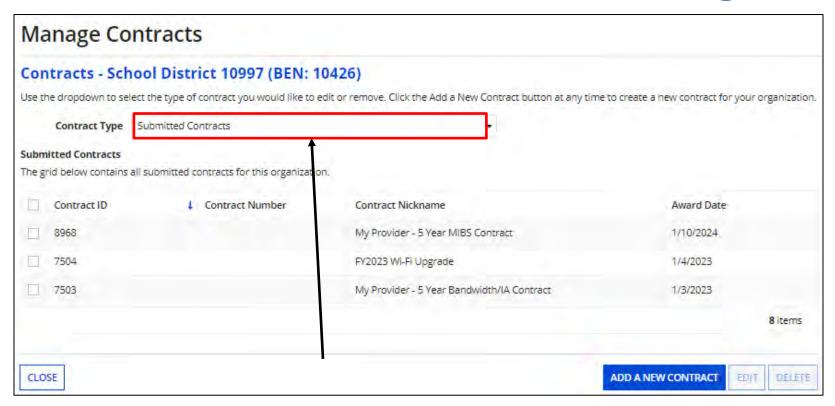
Indicate if there is a restriction prohibiting publication of the pricing for this contract. If "Yes", you must state the type of restriction (State Law, Local Rule, Court Order, Contract with Restrictive Terms), and upload Restriction Document.

Click on "Save & Continue".

Manage Contracts – Create Contract (Confirmation)



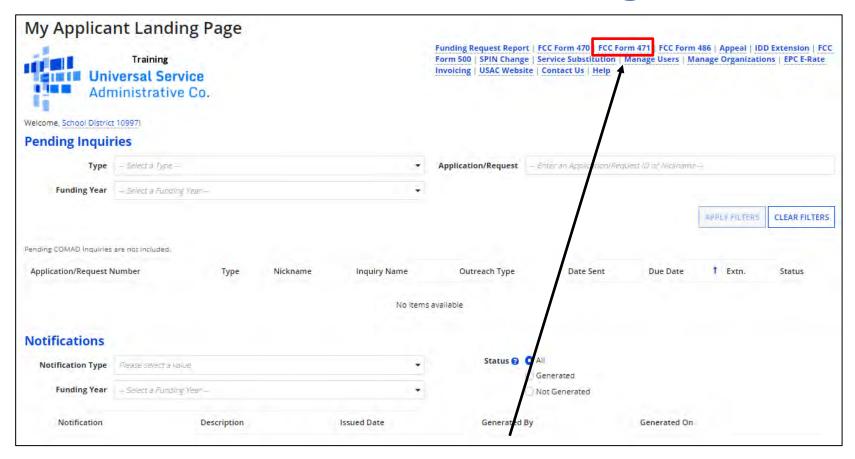
Manage Contracts



To see contracts you've added, go back to "Manage Contracts" as before. Click on the pull-down and choose "Submitted Contracts".

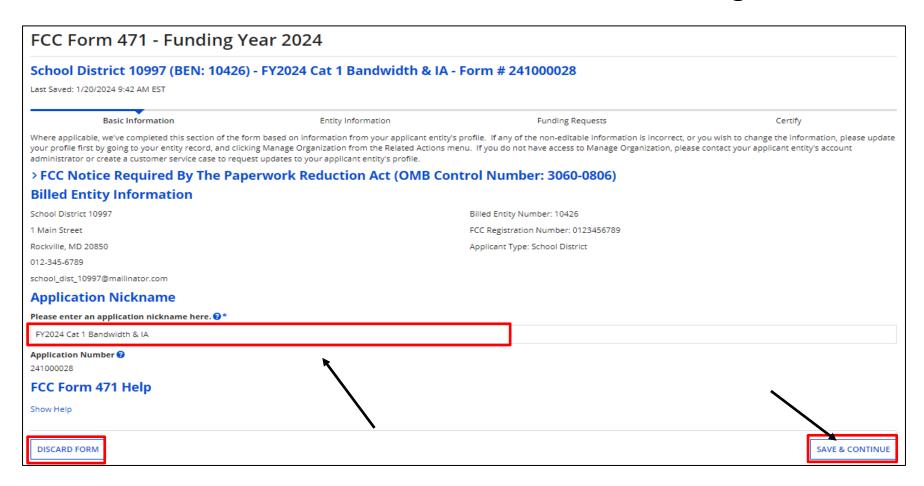
If you started adding a contract but had to "Save & Close" before completing it, click on "Manage Contracts", and choose "My Contract Drafts" as the contract type. Select the contract from the grid and click on "Edit" to continue.

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



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. 12th deadline, your FY2023 data will be displayed.

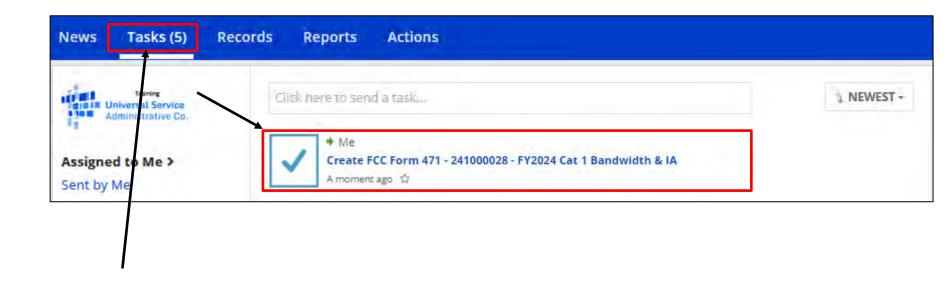


Enter an application nickname and click on "Save & Continue".

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



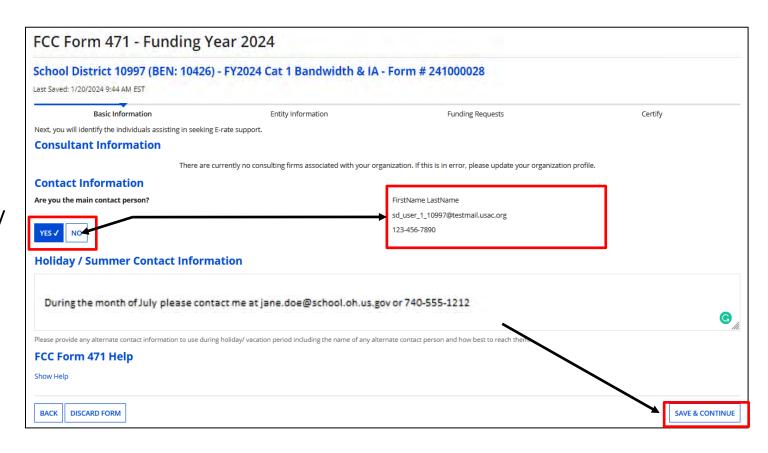
If, after completing part of the form, you need to stop and return to it later:

- Click the "Save & Continue" button to save the page and then log out of EPC or click on any menu option to exit.
- 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.

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

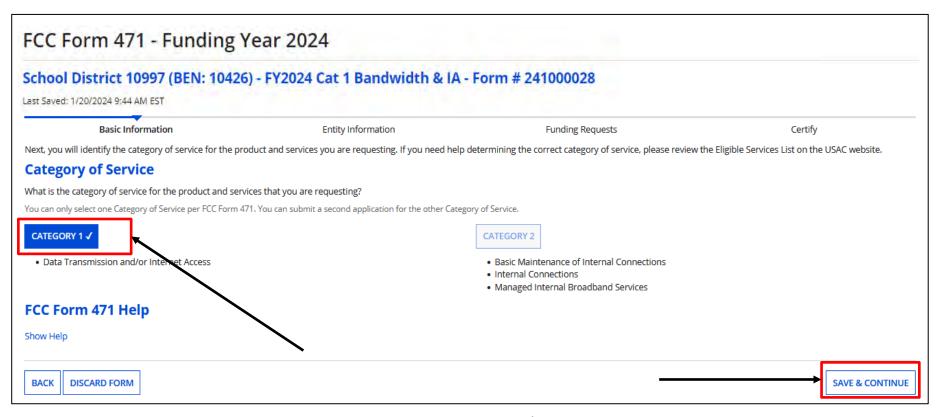
Provide "Holiday / Summer" contact information if appropriate, and click on "Save & Continue"



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.



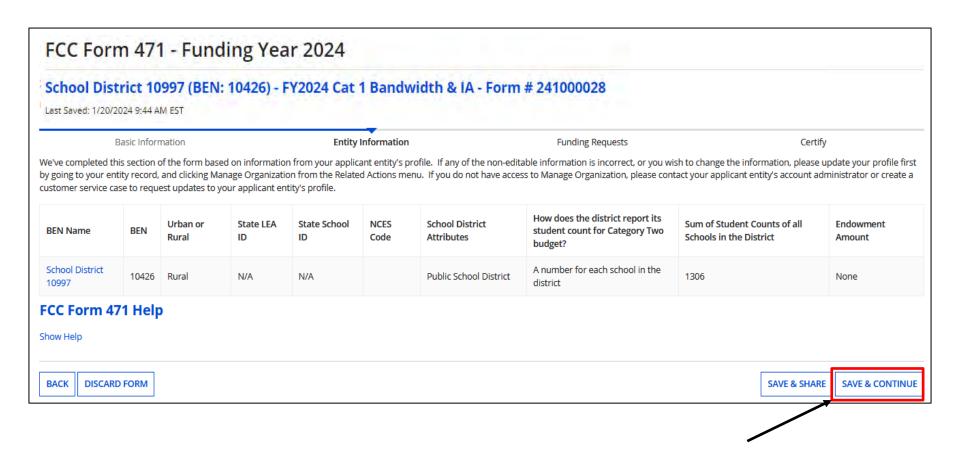
Choosing Category of Service



Choose the "Category of Service" for the products/services you are requesting on this Form 471.

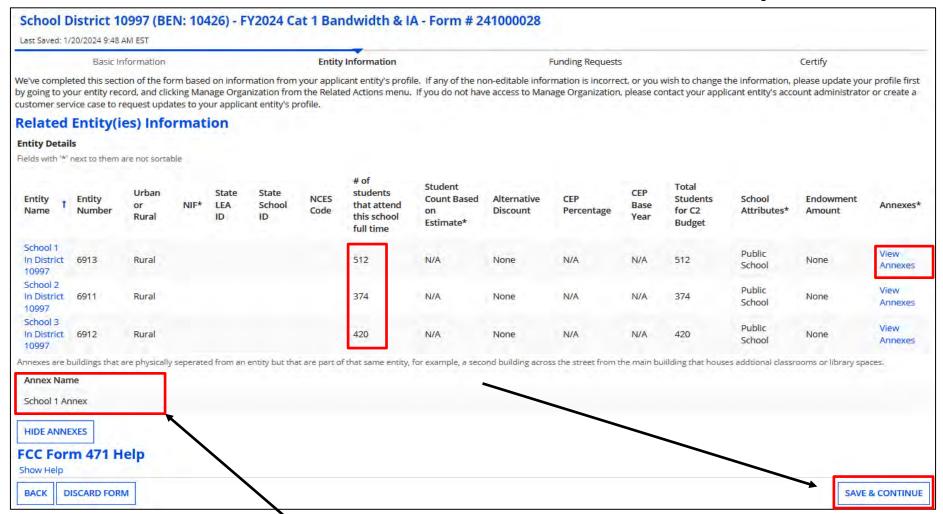
Remember, you must select Category 1 **OR** Category 2. You **cannot** select both on the same Form 471. Also, once you click "Save & Continue", you **cannot** change the selected category for this application.

Entity Information



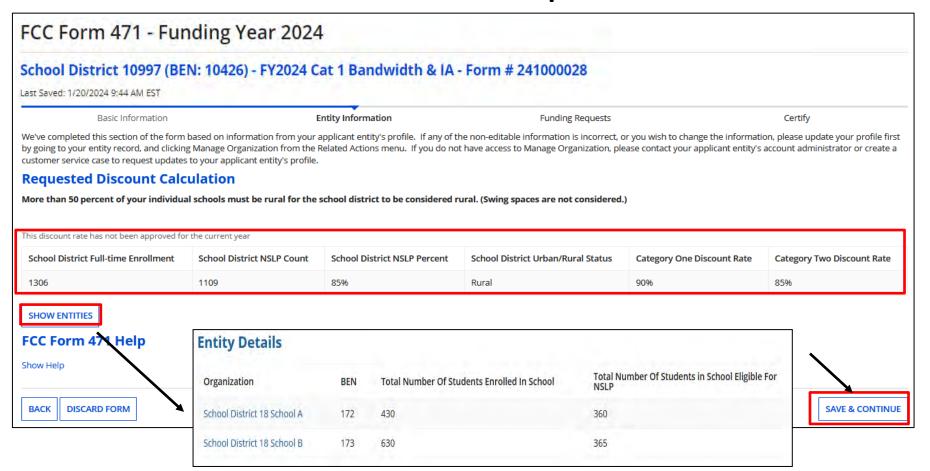
This portion of the form populates, and displays information based on your entity's profile. Click on "Save & Continue"

Related Entity Information



View "Related Entity Information". If you are an independent school, you will see the message "No Related Entities". To verify if an annex is associated with a school, click on "View Annexes". If so, it will show below.

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.

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.

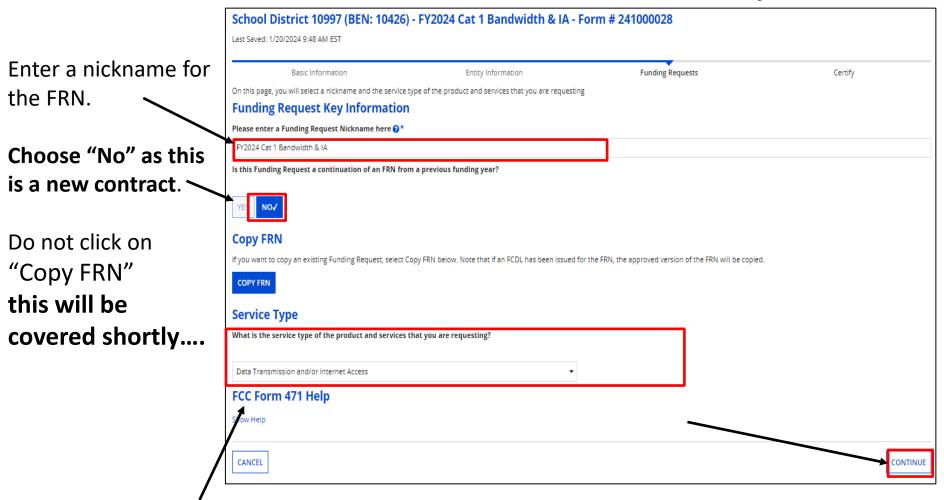
New Contract Funding Requests – Part 1



Click on "Add FRN" to begin.

Note: "Part 1" is where we indicate how we're purchasing and associate a contract if appropriate. "Part 2" is where we provide bandwidth info, the connection type, cost, and who's using the service.

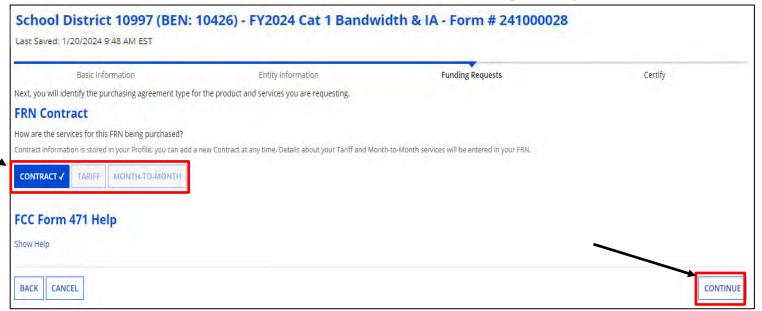
New Contract Funding Requests – Part 1



"Data Transmission and/or Internet Access" auto-populates, click on "Continue"

New Contract Funding Requests – Part 1

Choose how the services will be purchased and click on "Continue".

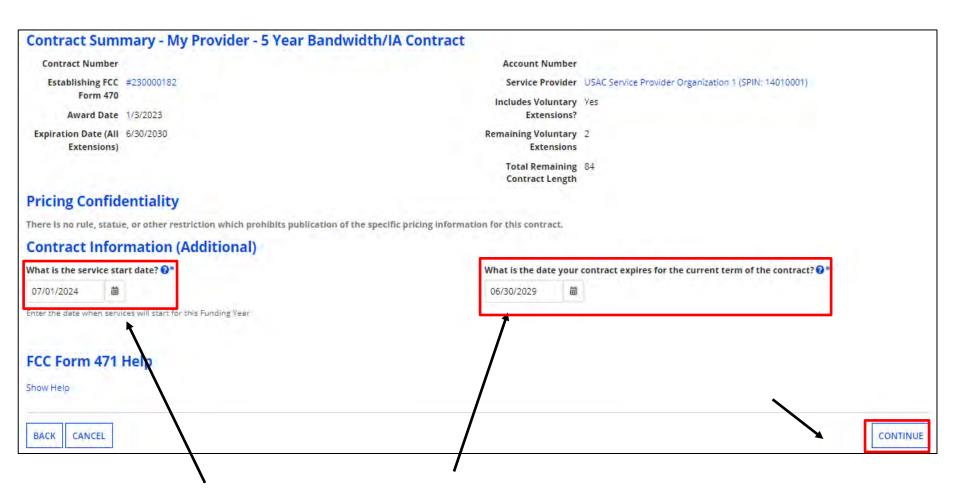




If "Contract" was indicated, search for the associated contract that was uploaded previously.

Enter search criteria and click on "Search". The BEN is the default. Results will be listed in a grid below. Click box to select contract. The summary will display below.

Contract Summary

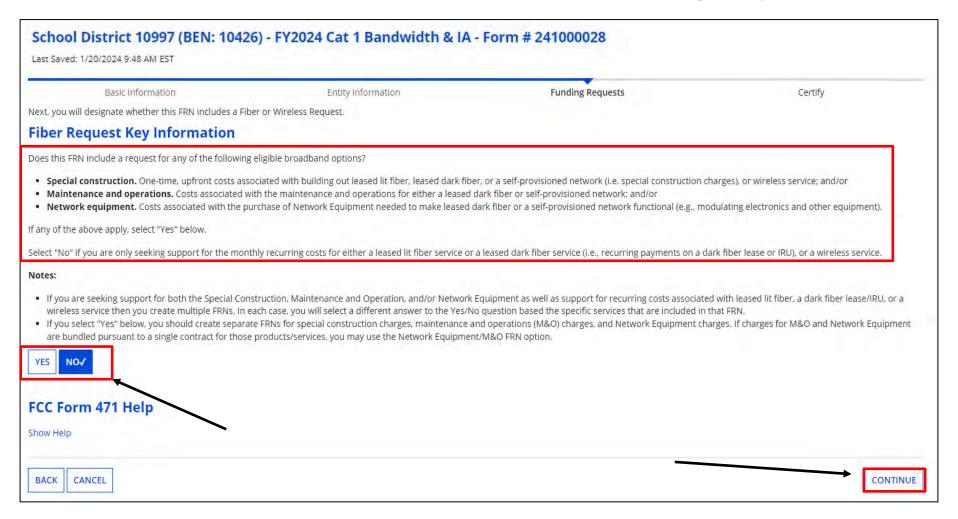


Verify the service start date, that's auto-populated. The default is 07/01/2024 for the upcoming funding year.

Enter the date the contract expires for the current term of the contract, <u>not including</u> extensions.

Once completed, click on "Continue"

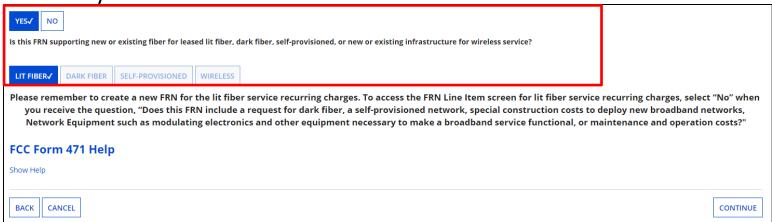
New Contract Funding Requests – Part 1



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

New Contract Funding Requests – Part 1

View if you indicate "Yes"

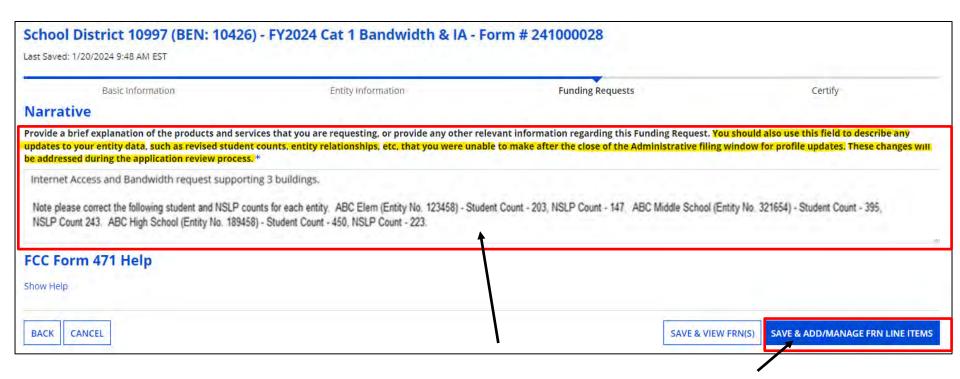


Choose the fiber type and click "Continue". Note: you will be reminded to create a separate funding request for the recurring service and/or network equipment.

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".



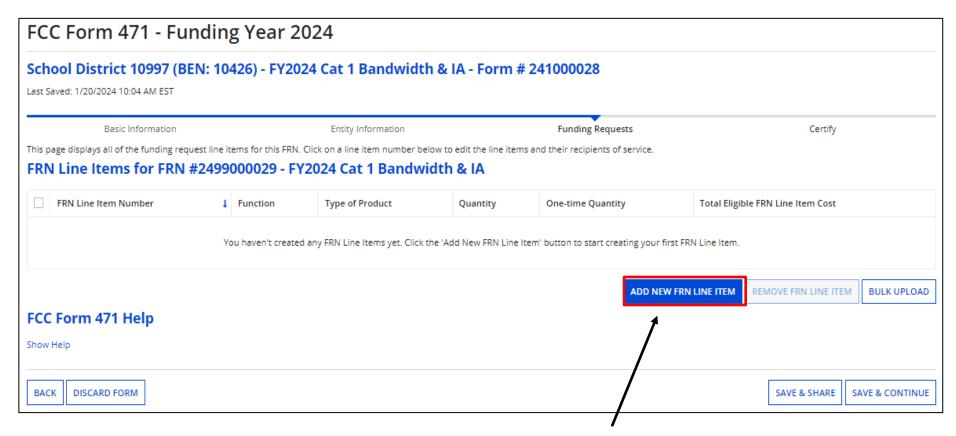
Funding Request Narrative



Provide a brief description of the products and services you are requesting. Note: if the counts you provided last year are displayed in EPC, you do not need to add them in the Narrative. If you added a new entity and they'll be receiving service, but it's not listed in EPC yet, provide the name and entity number in the narrative and explain they will receive service also.

Click on " SAVER ADDAMANAGE FRN LINE ITEMS " to begin "Part 2" entering the **key information for your** funding request.

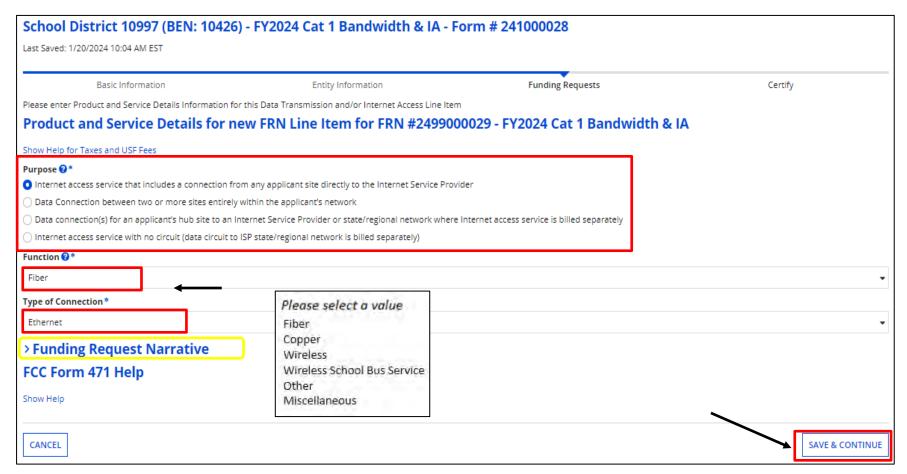
Adding FRN Line Items – Part 2



Click on "Add New FRN Line Item".

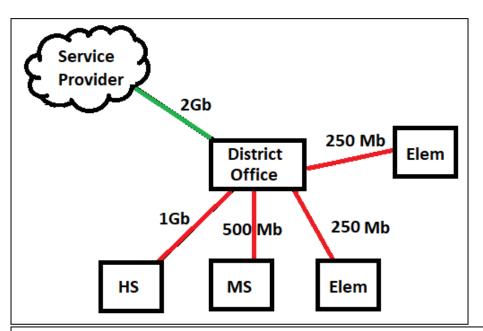
Keep in mind, an FRN may have several line items that make up the total funding request, depending on the products or services you are purchasing.

Product/Service Details

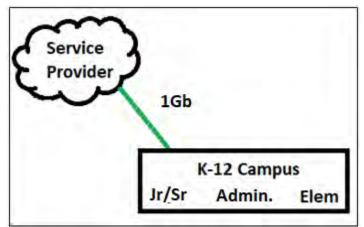


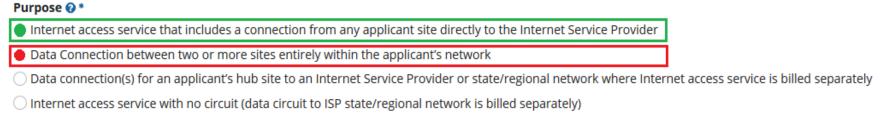
Select the "Purpose", "Functions", and "Type of Connection". **Note: You can drill down to the "Narrative" (> Funding Request Narrative)if changes are needed.** Click on "Save & Continue".

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



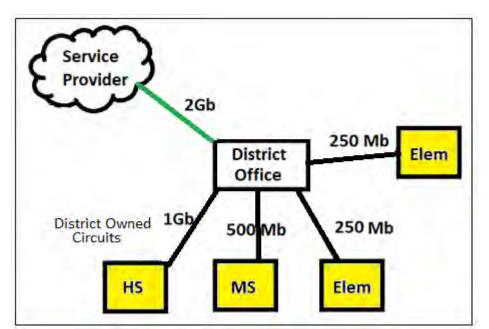
But First... Purpose One & Two Explanation



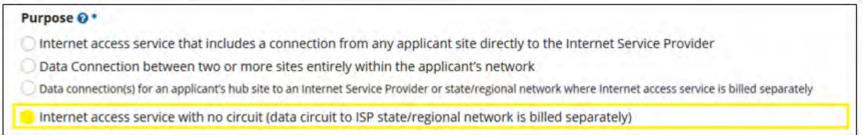


Note: If the costs are priced separately for the various circuits, you will enter a line item for each, indicating the purpose and bandwidth amount. If you have multiple circuits BUT your contract just shows one lumpsum cost for all services, choose the 1st purpose.

If you are unsure, contact your Service Provider.



Purpose Three & Four Explanation

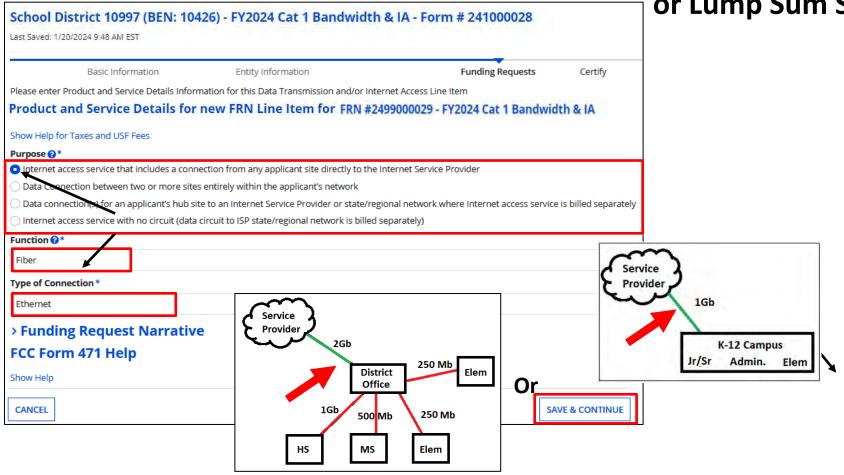


Example when Internet Access costs are priced separately: If the Internet Access costs are priced separately from the head-in circuit, you will enter a line item indicating the 4th purpose, and then the cost.

If you are unsure, contact your Service Provider.

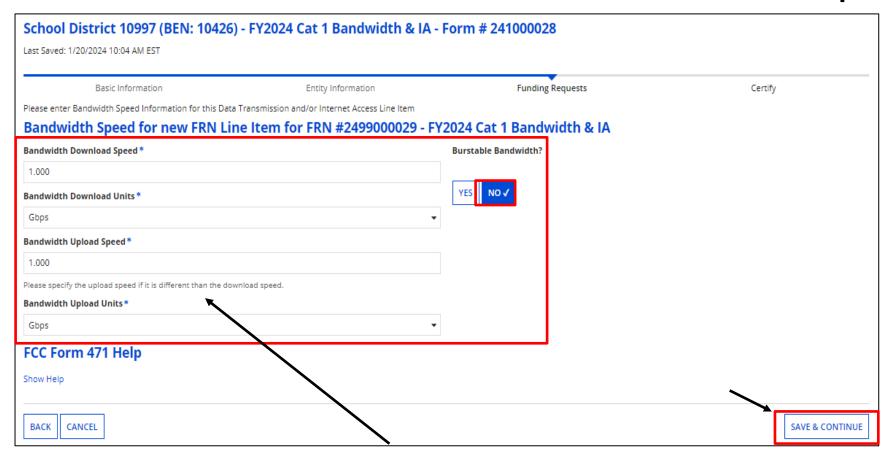
Product/Service Details – Adding Head-In Circuit,

or Lump Sum Service



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

Bandwidth Speeds

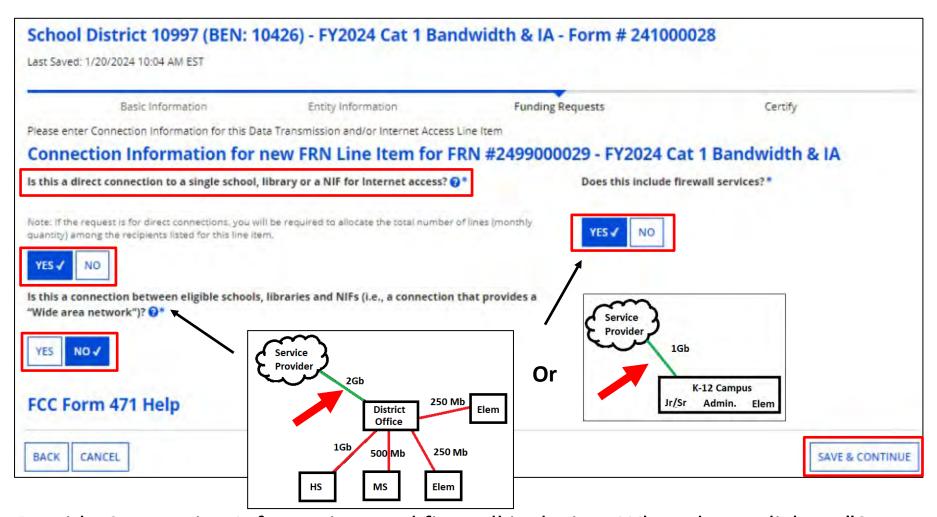


Enter Bandwidth Speed Information, indicating if the bandwidth is burstable, then click on "Save & Continue".

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 "Save & Continue".

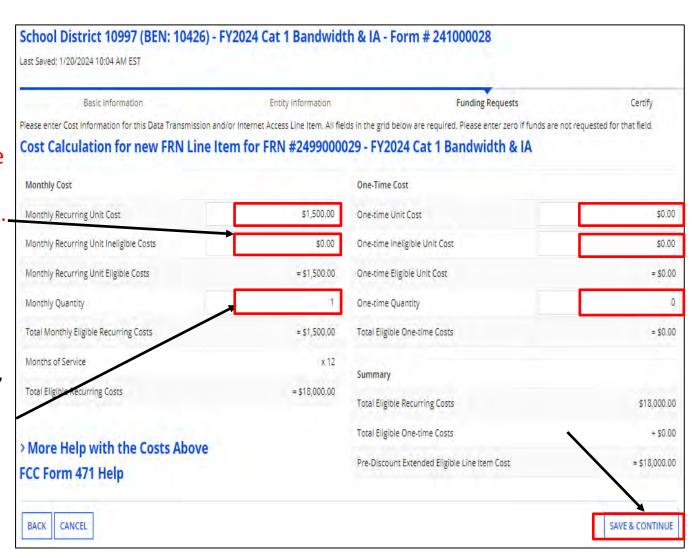
Note: :You cannot answer "Yes" to both questions displayed in the left-hand column above. If you do, you will receive You cannot select 'Yes' to both connection questions in the left hand column above.

Cost Calculations

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

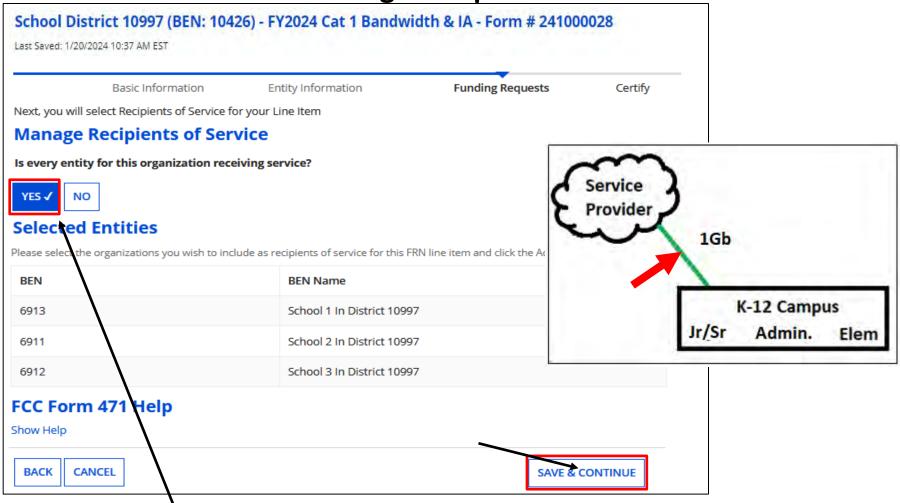
Remember the new rule about ineligible users (such as Pre-K students). If their usage is 10% or less, we no longer must cost allocate!

"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.



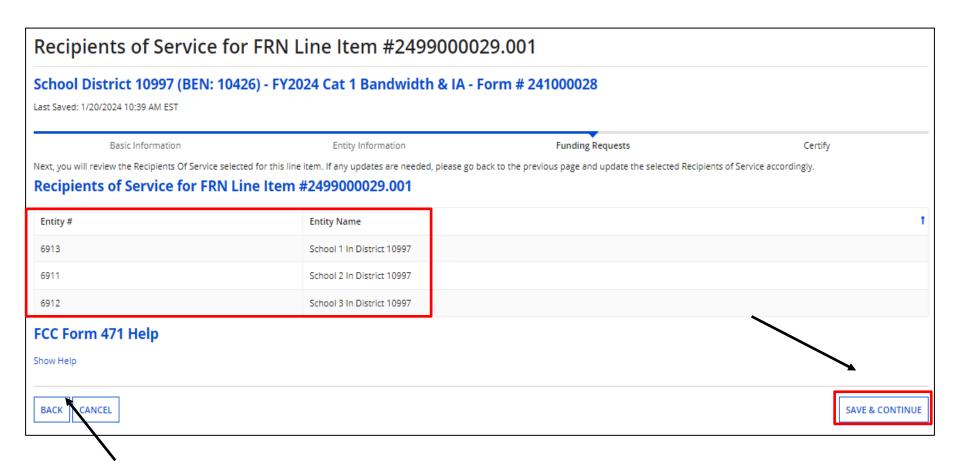
When completed, click on "Save & Continue"

Manage Recipients of Service – Shared Service



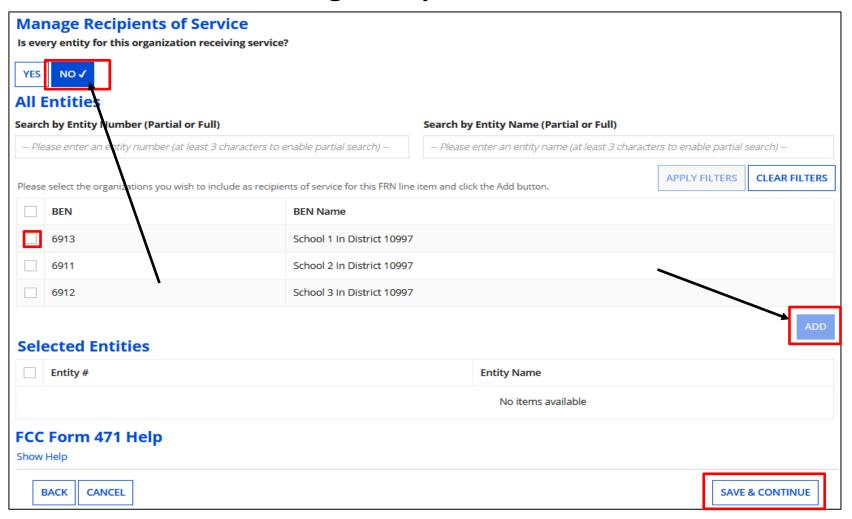
Indicate which entities will receive service for this line item. If all entities will, such as a single circuit serving a K-12 building (or all service costs are lumped together), click on "Yes", then "Save & Continue".

Recipients of Service Review



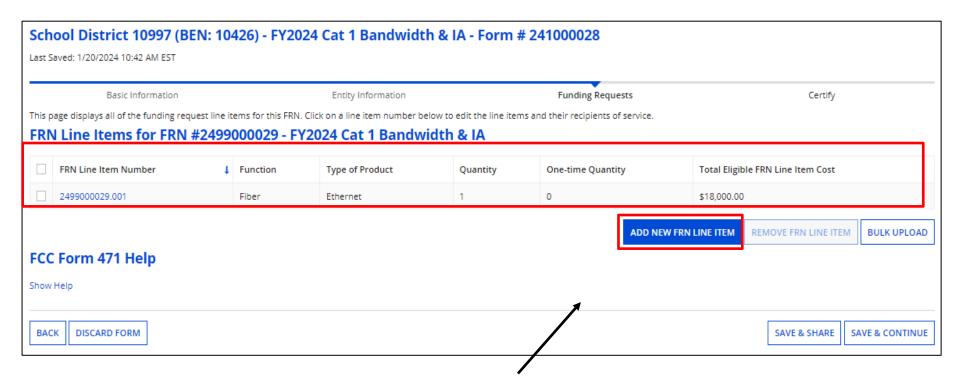
Review Recipients of Service. If correct, click on "Save & Continue".

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".

Funding Requests – Part 2



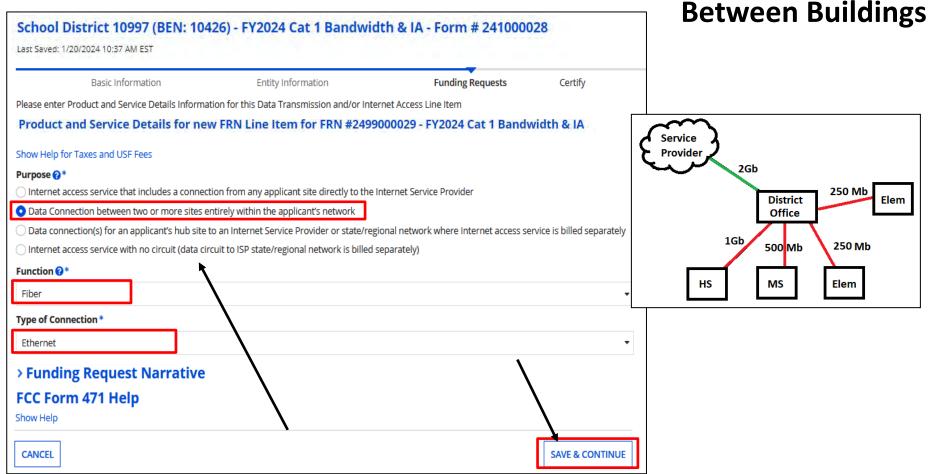
The grid shows the completed item.

If you need to edit information in the line item, click on the FRN Line Item Number (2499000029.001). If done, click on "Save & Continue".

If additional Line Items are needed for this Funding Request, click "Add New FRN Line Item".

Product/Service Details – Adding Circuits

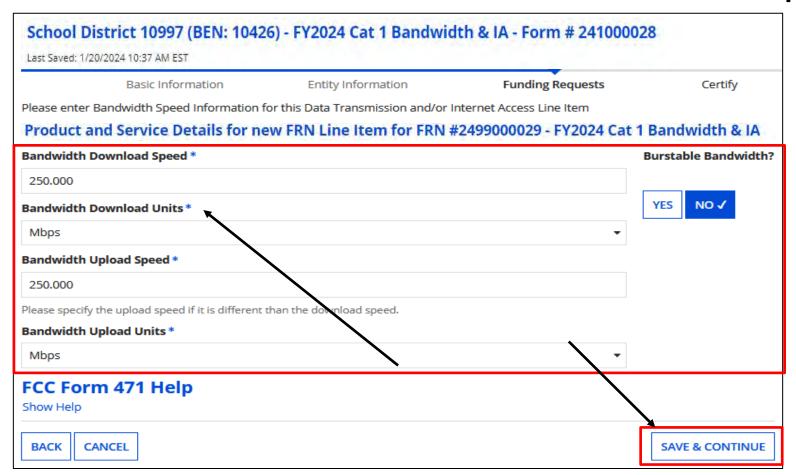
Between Buildings



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

Again: If bandwidth and Internet Access are priced separately, you will enter under separate 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

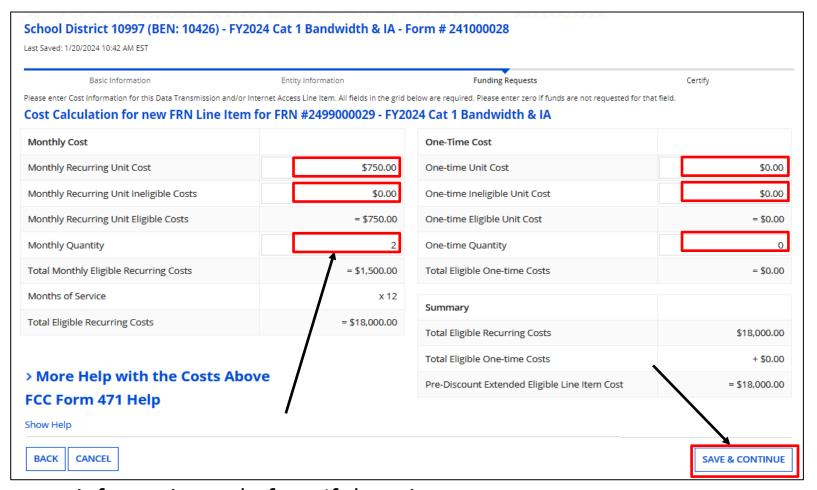
Connection Information



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

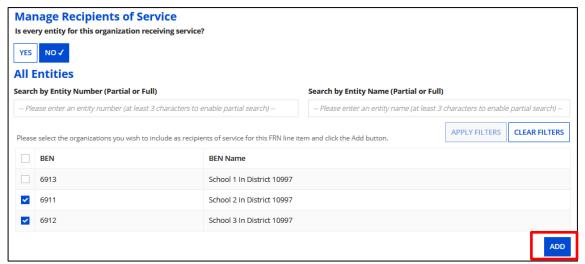


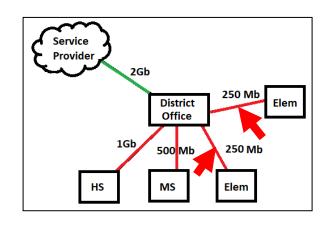
Enter cost information as before. If there is no cost, enter zero.

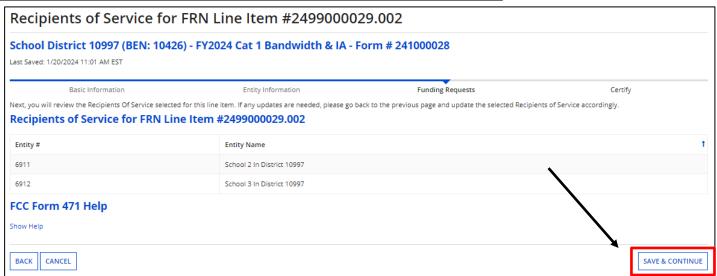
"Cost" is listed per unit. The "Monthly Quantity" indicates the total number of units included in the service, such as the number of circuits.

When completed, click on "Save & Continue"

Manage Recipients of Service – Shared Service

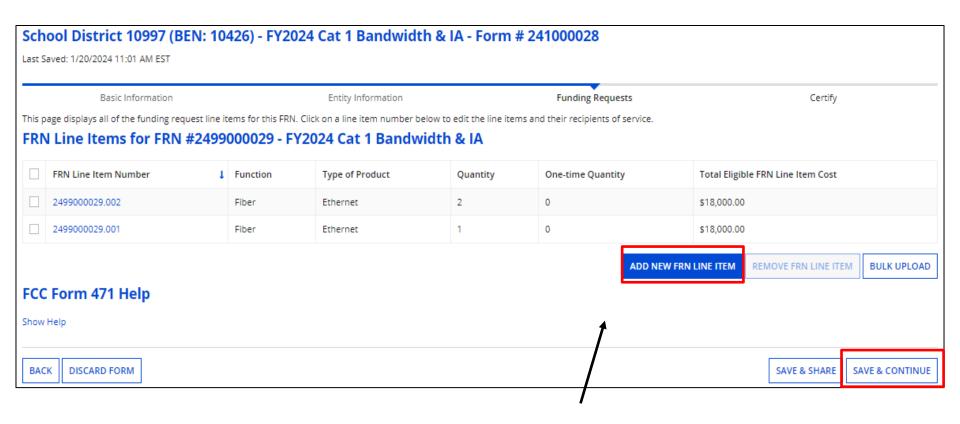






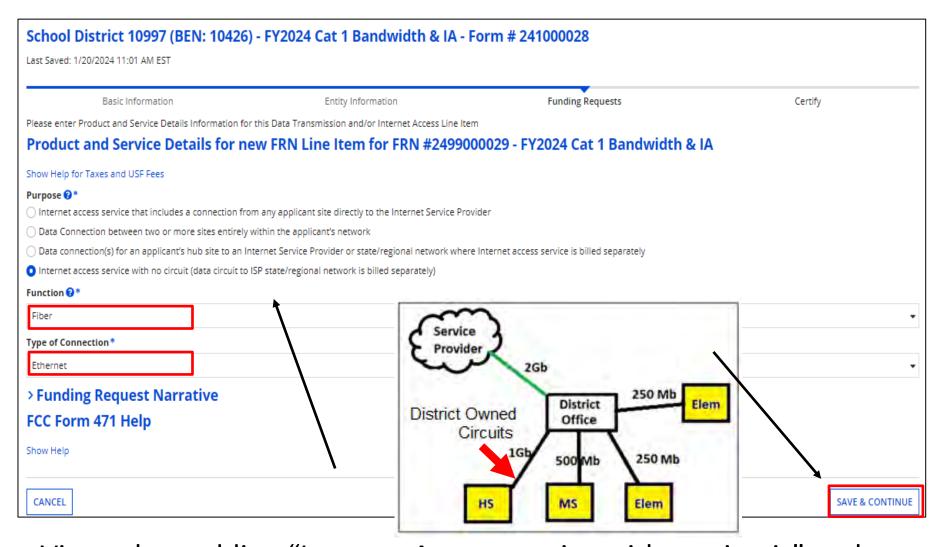
Here we indicated that the circuits between buildings will serve the two schools by choosing "No" to all entities and choosing the appropriate buildings. Click on "Save & Continue".

Adding FRN Line Items



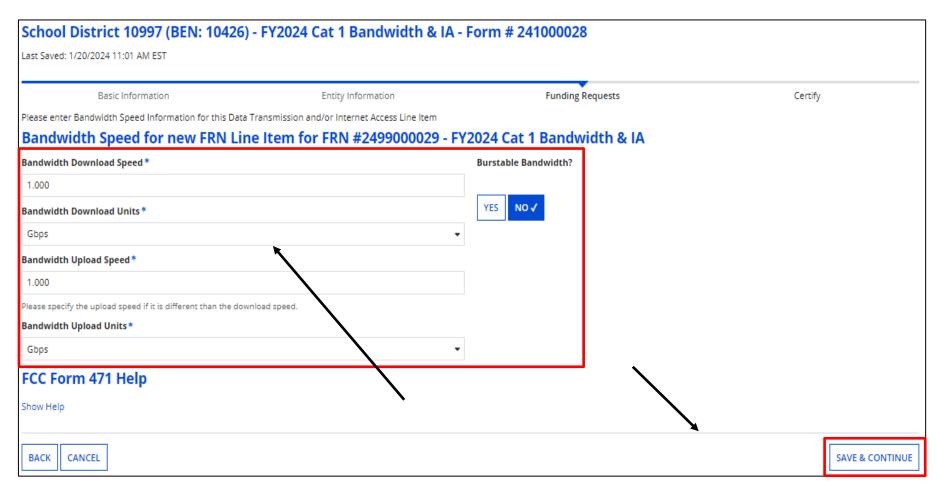
Continue clicking on "Add New FRN Line Item" to complete FRN or "Save & Continue".

Adding Internet Access Only



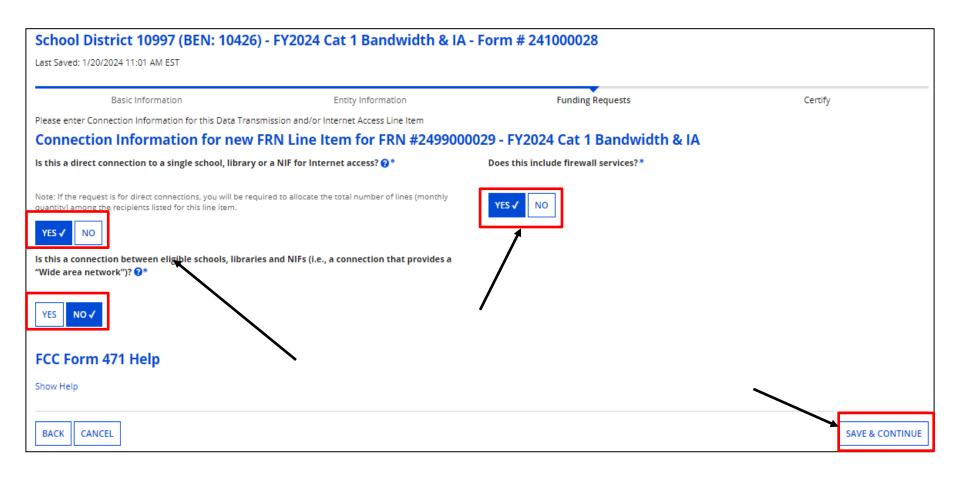
View when adding "Internet Access service with no circuit" such as when the district owns the circuits between the buildings, and you have a separate cost on your contract for Internet Access Only.

Bandwidth Speeds



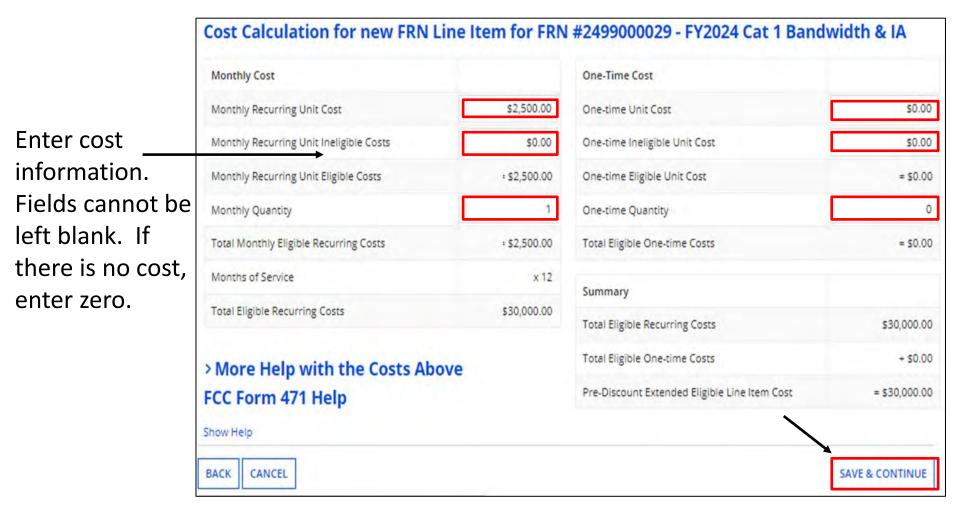
Enter Bandwidth Speed Information, indicating if the bandwidth is burstable as before, then click on "Save & Continue".

Connection Information



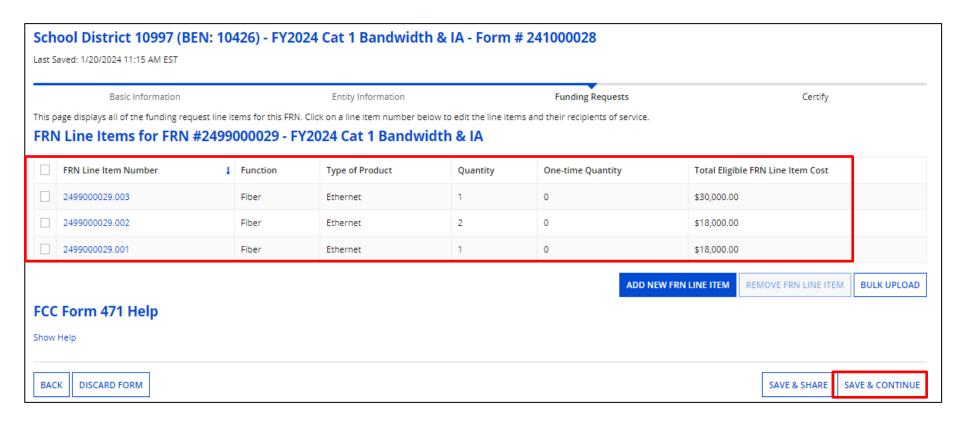
When indicating Internet Access costs only, we still receive the connection questions. Typically, we answer "Yes" to the first question. When done, click on "Save & Continue".

Cost Calculations



When completed, click on "Save & Continue" and add Recipients of Service as before.

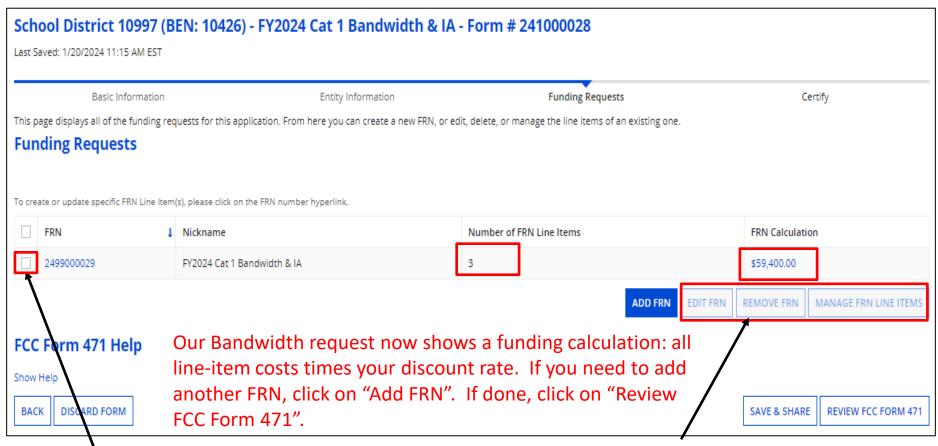
Funding Requests



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 "Save & Continue".

Note: "Save & Share" is used if you want to share with another EPC user in your district.

Funding Requests



If you need to edit the **Part 1** FRN info (Contract information, Service Start Date or Expiration Date, or Narrative), click the box to the left, and then "EDIT FRN".

If you need to edit the FRN Line Items (Costs, bandwidth amounts, Recipients of Service) click the box, and then "MANAGE FRN LINE ITEMS".

Copying FRN

Start by clicking on "Add FRN" as before:

Copy FRN

"Copy" option can be used when you're in year 2 or more of a multi-year contract.

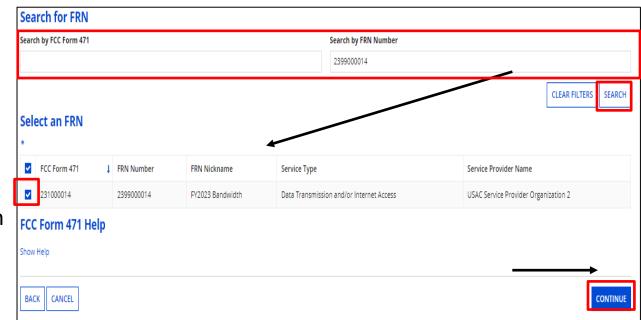
Enter Previous Year FRN and click on "Copy FRN".

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

Search by previous Form 471 or FRN number. (We enter the FRN a second time, even though we just provided it)

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".





Quick Way to Get the Information Needed

Go to: www.E-Ratecentral.com

Try our state funding or BEN Search Tools to find out information about your state or BEN





E-Rate Utilization Summary Chart											
FY: 1998 1999 2000 20	01 2002 2003 2004 2005 2006	2007 2008 2009 2010	2011 2012 2013 2014 2	2015 2016 2017 2018 2019 2	020 2021 2022 2023 2024 A	Ī					
FY	Requested FRNs	Funded FRNs	486 on File	Requested Amount	Committed Category 1	Committed Category 2					
2024	0	0	0	\$0.00	\$0.00	\$0.00					
2023	4	4	4	\$64,998.74	\$18,796.75	\$42,478.76					
2022	0	0	0	\$0.00	\$0.00	\$0.00					
2021	0	0	0	\$0.00	\$0.00	\$0.00					

<u>471</u>	<u>FRN</u>	<u>SPIN</u>	Service Provider	Service*	Original Request
231018284	2399024062	143050436	Charter Communications Operating, LLC	IA	\$17,064.00
231032490	<u>2399047737</u>	143027197	CBTS Technology Solutions LLC	IC	\$42,871.45

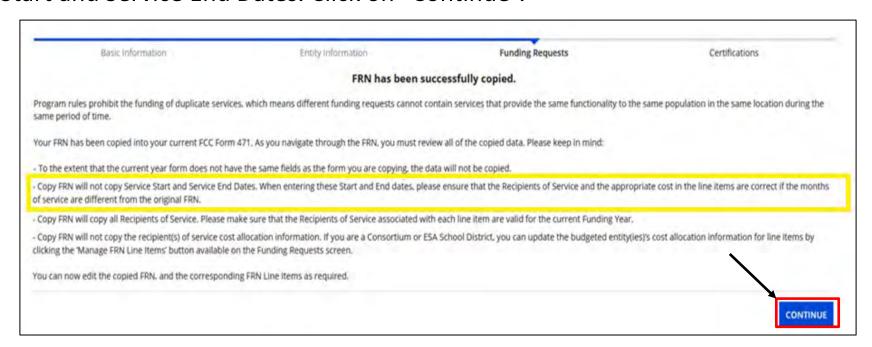
- 1. Enter your Billed Entity Number.
- 2. Click on Funding Year
- 3. See your 471, FRN, and SPIN information.

Copy FRN

You must click "Refresh" to complete the copy.



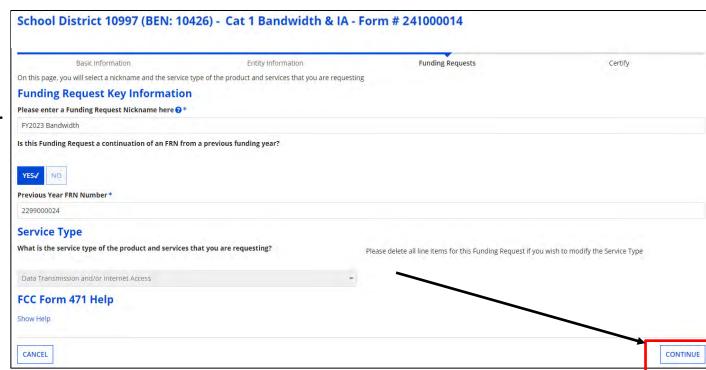
You will receive the following notification indicating you must enter the Service Start and Service End Dates. Click on "Continue".

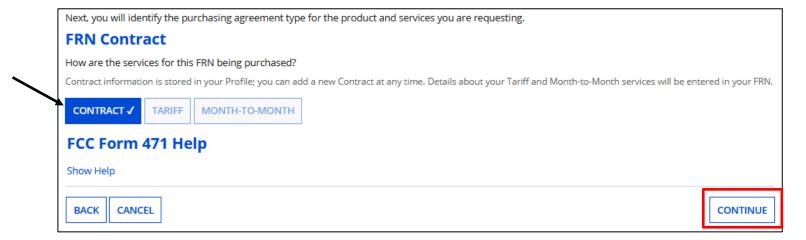


Copy FRN

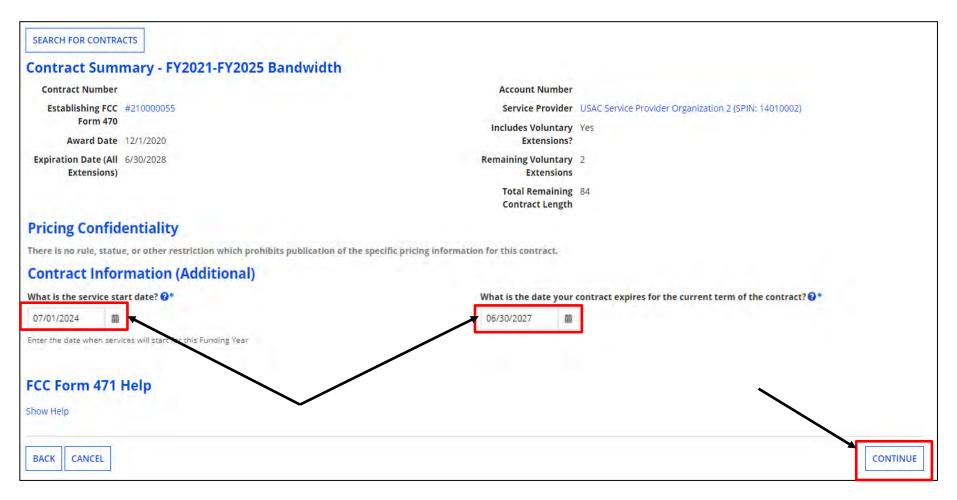
View after copy is completed. "Service Type" will be indicated. Click on "Continue".

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





Copy FRN



Verify information that copied from previous FRN. When copying, you must **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, the Service Start Date is the first day of the upcoming funding year and cannot be prior to **07/01/2024**.

Click on "Continue".

Copy FRN

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

Update narrative, including student and NLSP counts if needed, and click on "Save & Add/Manage FRN Line Items" to update costs if needed. If no change, click on "Save & View FRNs".

Last Saved: 1/20/2024 9:48 AM EST

Narrative

FCC Form 471 Help

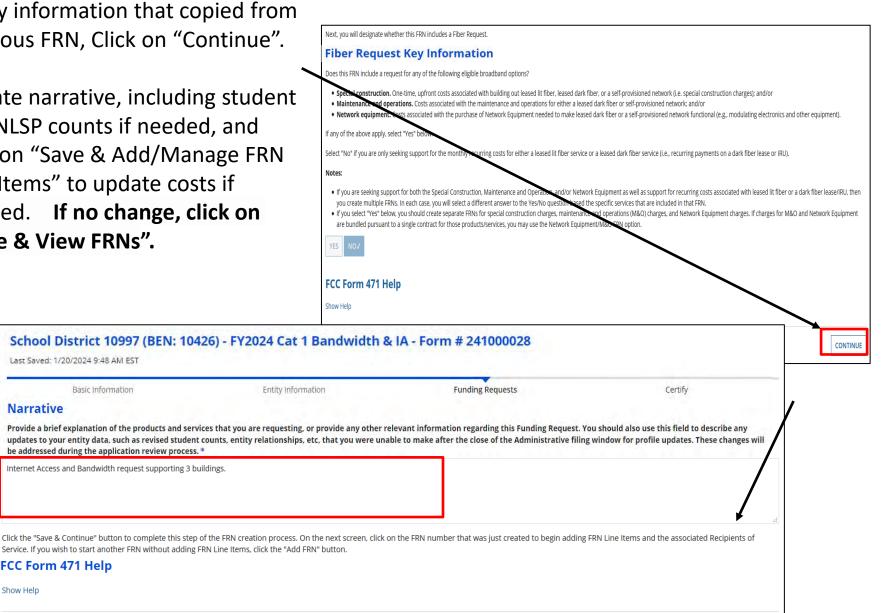
CANCEL

Show Help

BACK

Basic Information

be addressed during the application review process. * Internet Access and Bandwidth request supporting 3 buildings.

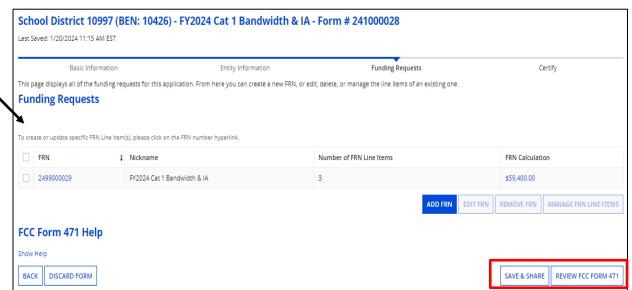


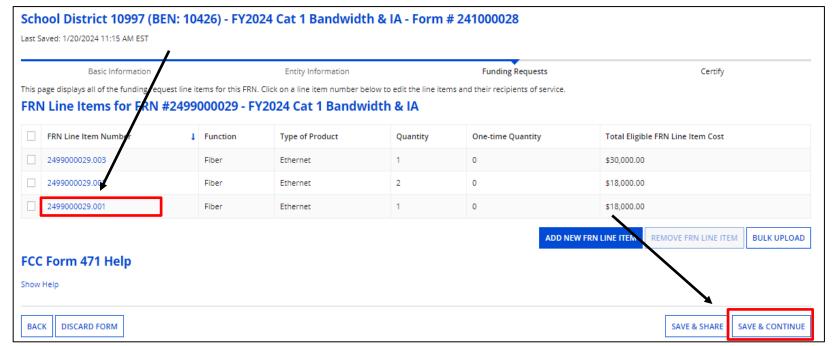
SAVE & ADD/MANAGE FRN LINE ITEMS

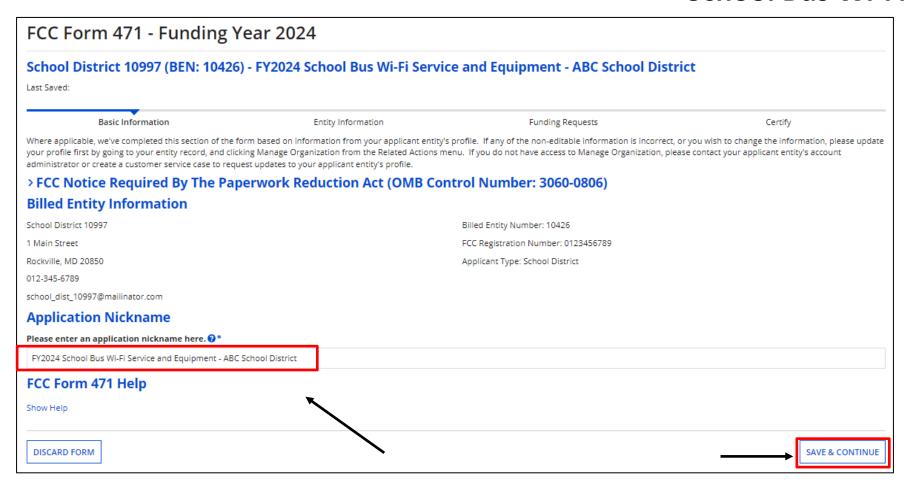
Copy FRN

"Save & View FRNs"
If no changes are needed, click
on "Review FCC Form 471".

If you clicked on "Manage FRN Line Item", click on the lineitem number to edit, and update information. Click on "Save & Continue" to return to Funding Requests.

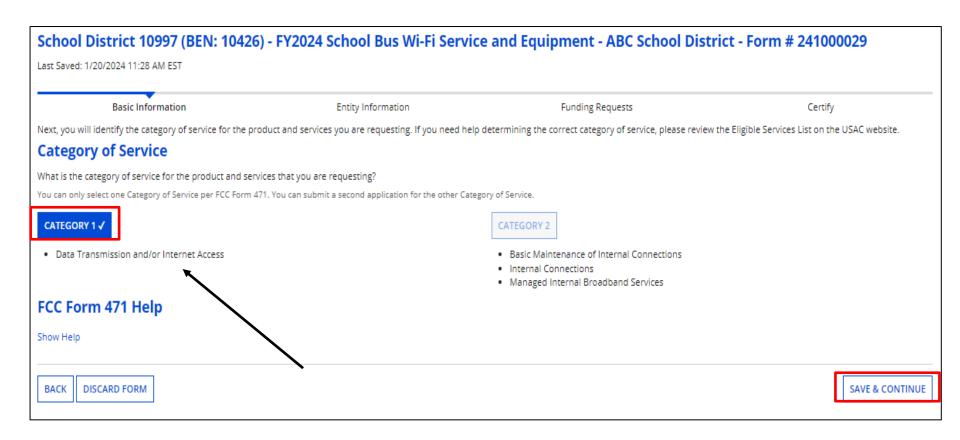




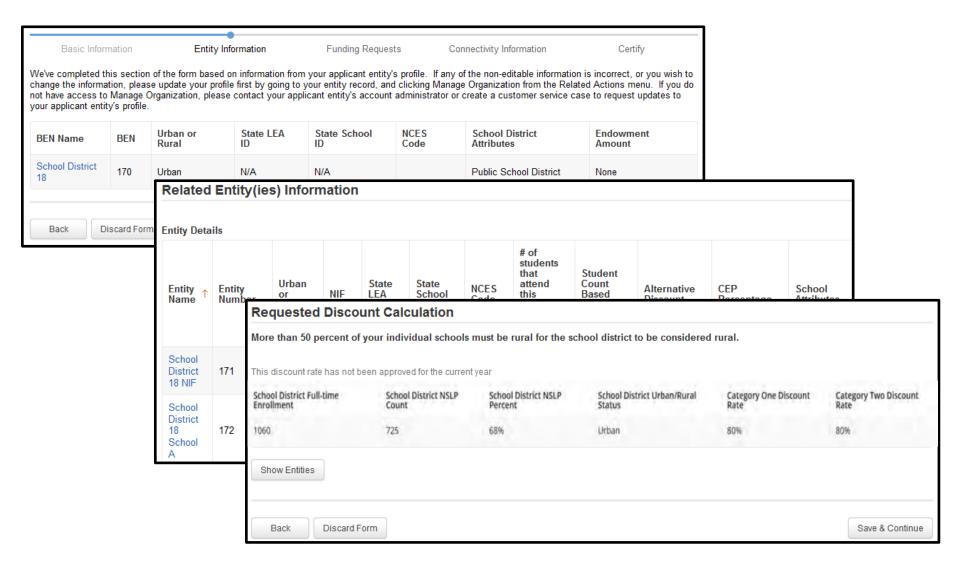


If applying for School Bus Wi-Fi, USAC recommends you file a separate Form 471 application, and include "School Bus Wi-Fi" in the nickname. Indicate if it's just for service or service and equipment.

Click on Save & Continue".



At the "Category of Service" option, you must select "Category 1". Click on "Save & Continue."



You will see the Related Entities and Requested Discount Calculation

School District 10997 (BEN: 10426) - FY2024 School Bus Wi-Fi Service and Equipment - ABC School District - Form # 241000029 Last Saved: 1/20/2024 11:31 AM EST Basic Information Entity Information Entity Information Funding Requests Certify This page displays all of the funding requests for this application. From here you can create a new FRN, or edit, delete, or manage the line items of an existing one. Funding Requests To create or update specific FRN Line Item(s), please click on the FRN number hyperlink. FRN 1 Nickname Number of FRN Line Items FRN Calculation You haven't created any Funding Requests (FRNs) yet. Click the "Add FRN" button to start creating your first FRN ADD FRN REMOVE FRN MANAGE FRN LINE ITEMS

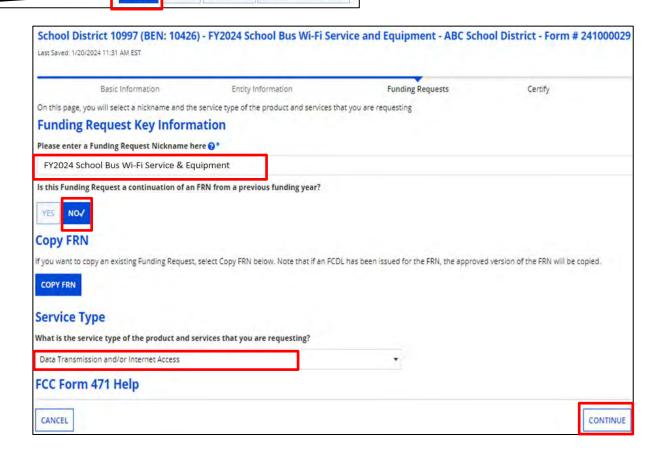
School Bus Wi-Fi

After clicking on "Add FRN".

Enter the Funding Request Nickname including "School Bus Wi-Fi" and select "No" to the continuation question.

Because this is Cat 1, the "Service Type" will already be selected.

Click on "Continue"



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". The BEN is the default. Results will be listed in a grid below. Click box to select contract. The summary will display below.

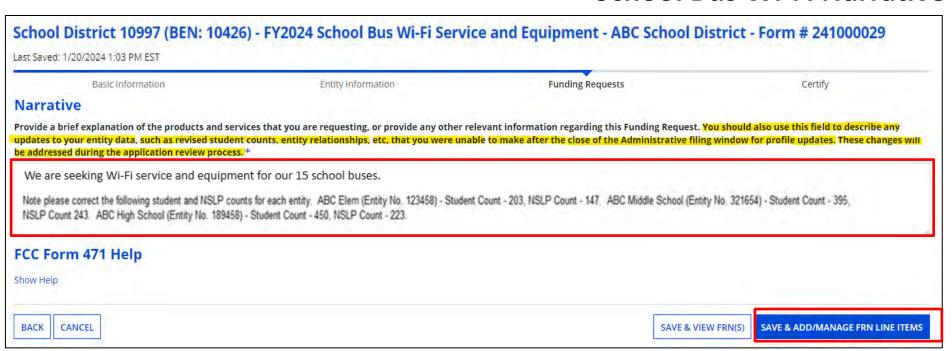


Enter the date the contract expires for the current term of the contract, click on "Continue".

Basic Information	Entity Information	Funding Requests	Certify
Next, you will designate whether this FRN includes a Fil	per or Wireless Request.		
Fiber Request Key Information			
Does this FRN include a request for any of the following	g eligible broadband options?		
Maintenance and operations. Costs associated v	with the maintenance and operations for either a leased of	r, or a self-provisioned network (i.e. special construction cl Jark fiber or self-provisioned network; and/or lark fiber or a self-provisioned network functional (e.g., mo	
If any of the above apply, select "Yes" below.			
Select "No" if you are only seeking support for the mon	thly recurring costs for either a leased lit fiber service or	a leased dark fiber service (i.e., recurring payments on a d	ark fiber lease or IRU), or a wireless service.
Notes:			
wireless service then you create multiple FRNs. In If you select "Yes" below, you should create separa	each case, you will select a different answer to the Yes/No	Equipment as well as support for recurring costs associate o question based the specific services that are included in t nd operations (M&O) charges, and Network Equipment char t/M&O FRN option.	hat FRN.
FCC Form 471 Help			
Show Help			

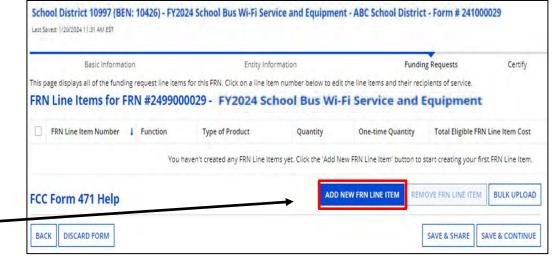
Select "No" for the fiber question and click on "Continue"

School Bus Wi-Fi Narrative

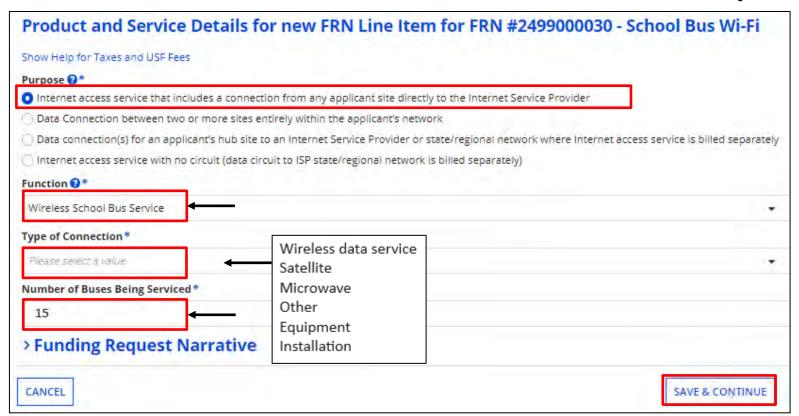


Provide a brief description of what you are requesting. As before, you can provide your enrollment and NLSP counts. Click on " SAVER ADDIMANAGE PRI LINE TEXTS.".

On the next screen, click on "Add New FRN Line Item".



Product/Service Details

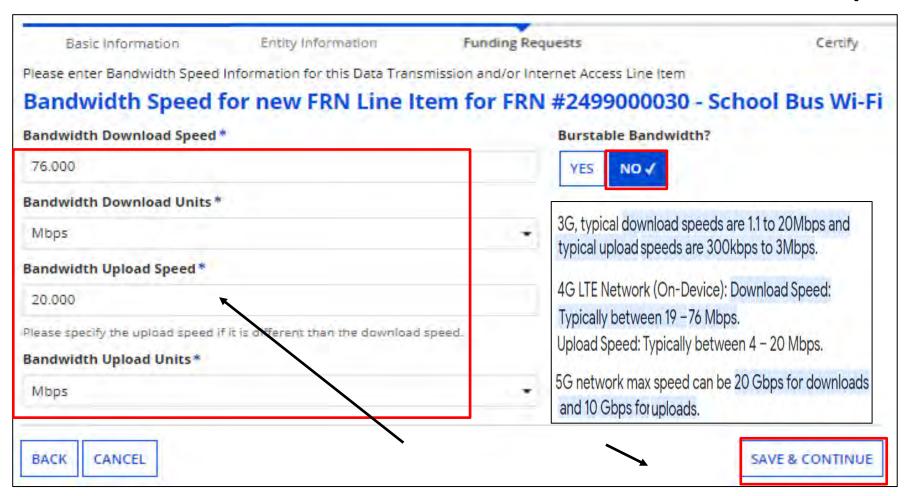


Select the first option for "Purpose" and Wireless School Bus Service as the "Functions". Select "Type of Connection". "Other" would be used for taxes/fees. Enter the number of buses receiving service.

NOTE: FRN may have several line items that make up the total funding request if you're requesting service, equipment, and installation, etc.

Click on "Save & Continue".

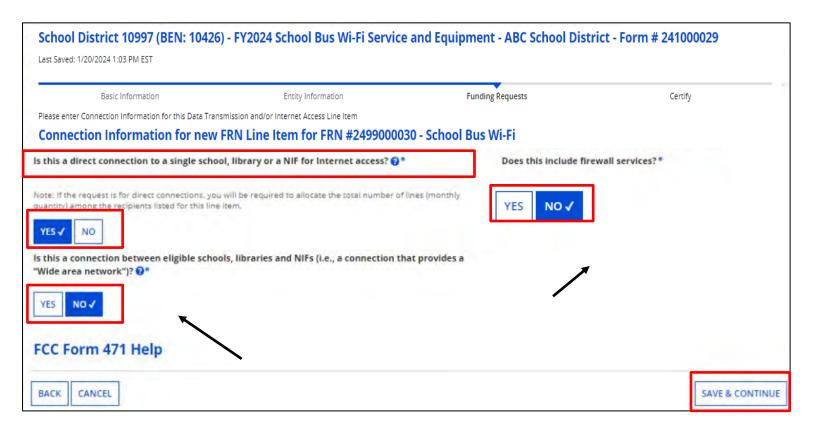
Bandwidth Speeds



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

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

Connection Information



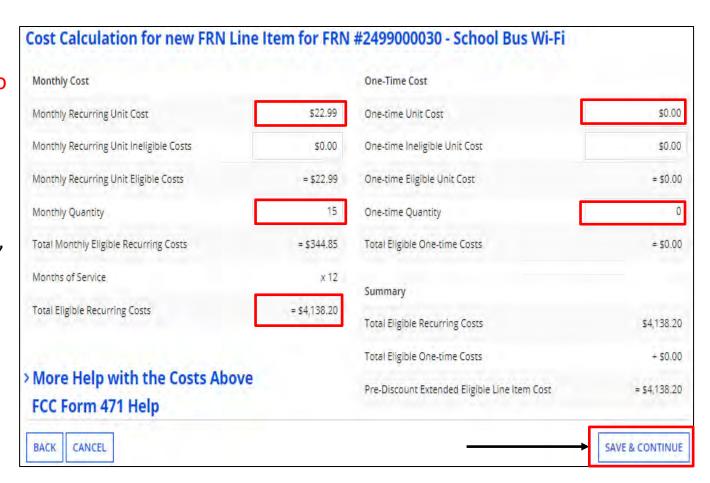
Choose "Yes" to the first question, and "No" to the second one. Answer whether firewall service is included. When done, click on "Save & Continue".

Cost Calculations

Enter cost information.

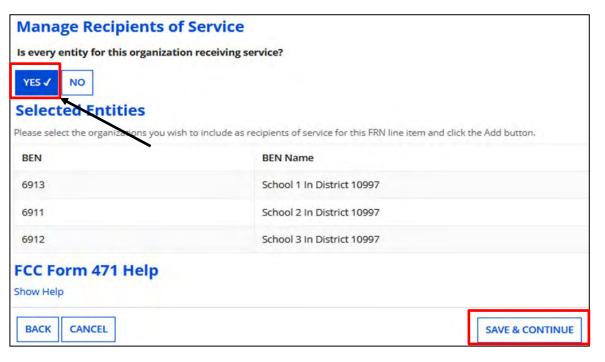
The same rule applies to ineligible users. If their usage is 10% or less, no need to cost allocate!

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

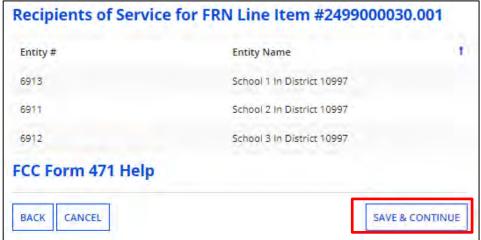


When completed, click on "Save & Continue".

Manage Recipients of Service – Shared Service



Select all schools where students are riding your buses. Click on "Save & Continue" and then again on the confirmation page.



Funding Requests – Part 2



The grid shows the completed item. If additional Line Items are needed, such as for equipment and installation, click "Add New FRN Line Item".

Wireless data service

Satellite Microwave

Other Equipment

Installation

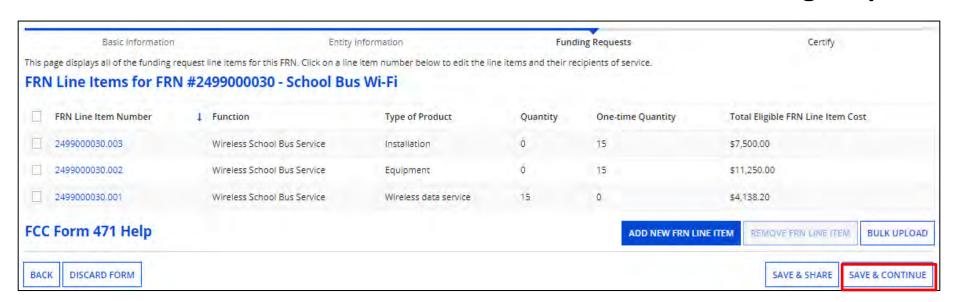
If so, choose the "Type of Connection" and enter the number of buses like before. Enter the same answers as before for the Download/Upload speeds and Connection Information.

Note: "Other" would be used for taxes/USF fees.

		One-Time Cost		
\$0.00	One-time Unit Cost	\$750.00		
\$0.00	One-time Ineligible Unit Cost	\$0.00		
= \$0.00	One-time Eligible Unit Cost	= \$750.00		
Ö	One-time Quantity	15		
= \$0.00	Total Eligible One-time Costs	= \$11,250.00		
x 12	Summary			
= \$0.00	Total Eligible Recurring Costs	\$0.00		
	Total Eligible One-time Costs	+ \$11,250.00		
	Pre-Discount Extended Eligible Line Item Cost	= \$11,250.00		
	= \$0.00 0 = \$0.00 x 12	= \$0.00 One-time Eligible Unit Cost One-time Quantity = \$0.00 Total Eligible One-time Costs x 12 Summary = \$0.00 Total Eligible Recurring Costs Total Eligible One-time Costs		

Enter equipment or installation costs under "One Time", and then choose "Recipient of Service as before.

Funding Requests

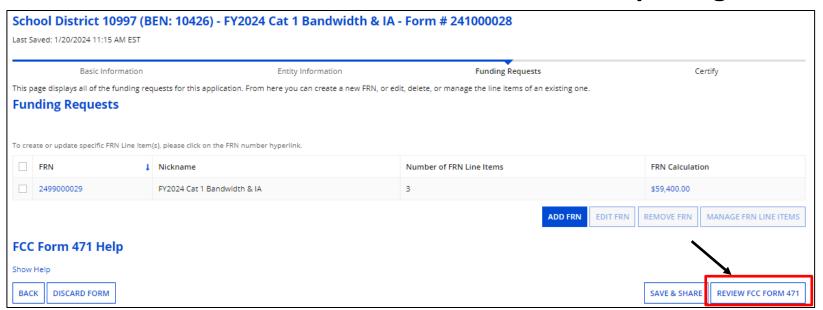


If you've added all the line item costs, click on "Save & Continue" where you'll see the funding request calculation.



Completing the Form 471

Completing the Form 471

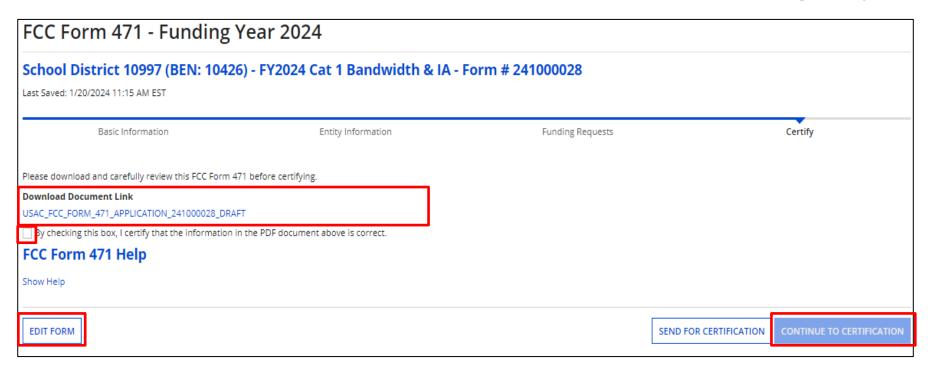




Click on "Review FCC Form 471" and "Yes" to the popup. Instead of being taken out of the Form 471 like we see with the Form 470, you must click on "REFRESH " to receive the draft version of the form and it. Be patient, it may take a little while to display.

You can click on " RESUME TASK LATER " if you prefer to complete at a later time.

Funding Requests

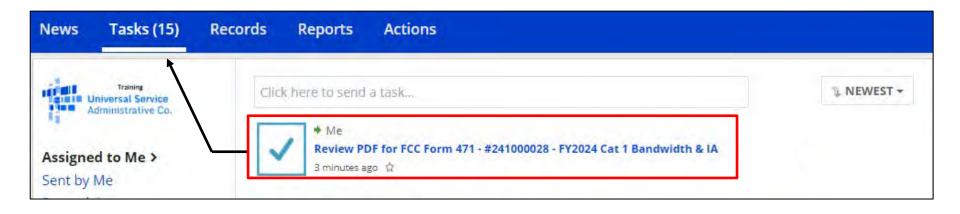


If you chose the "REFRESH" option, click on the draft document to view the PDF. If necessary, click on "Edit Form" to make corrections.

Click the box just below the document to certify if correct. You can then click on "Continue to Certification" or "Send for Certification" to complete the application.

94

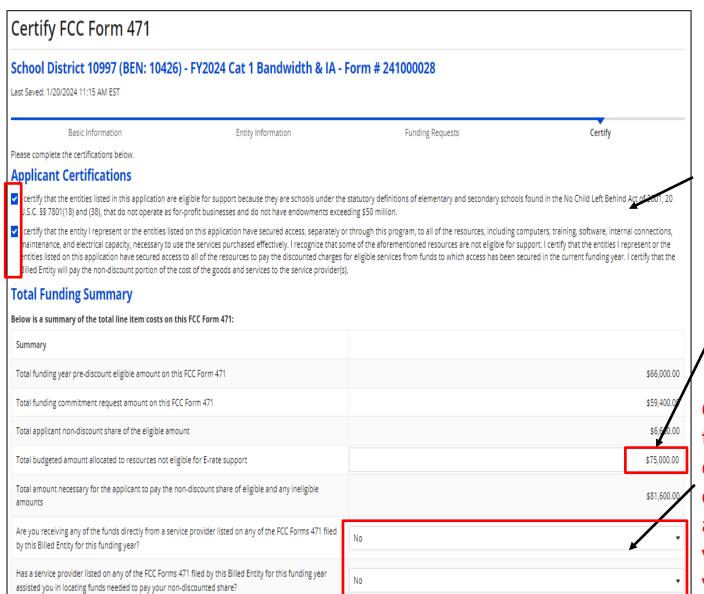
Funding Requests



If you clicked on " RESUME TASK LATER ", you will need to click on "Tasks" on the blue menu bar to find the newly created task.

Click on the "Review PDF for FCC Form 471" to continue.

Certifying the Form 471



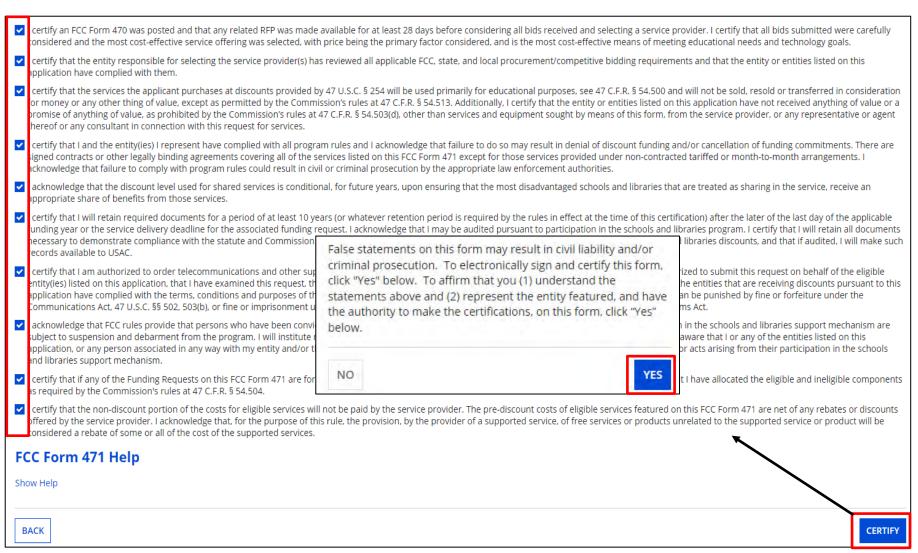
After reading the certifications, check the boxes.

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!!

Just say no!!

Certifying the Form 471

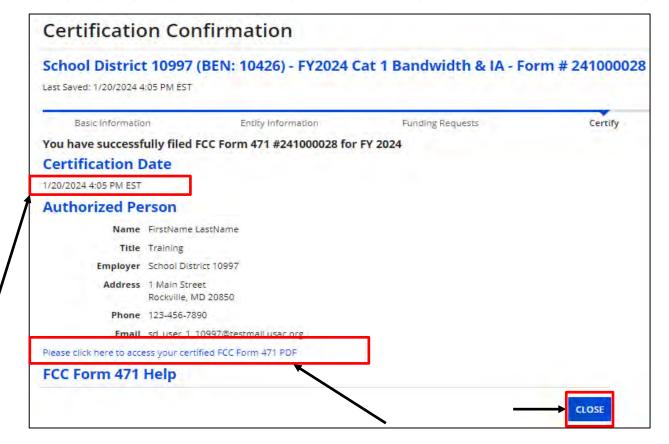


Continue checking all boxes.

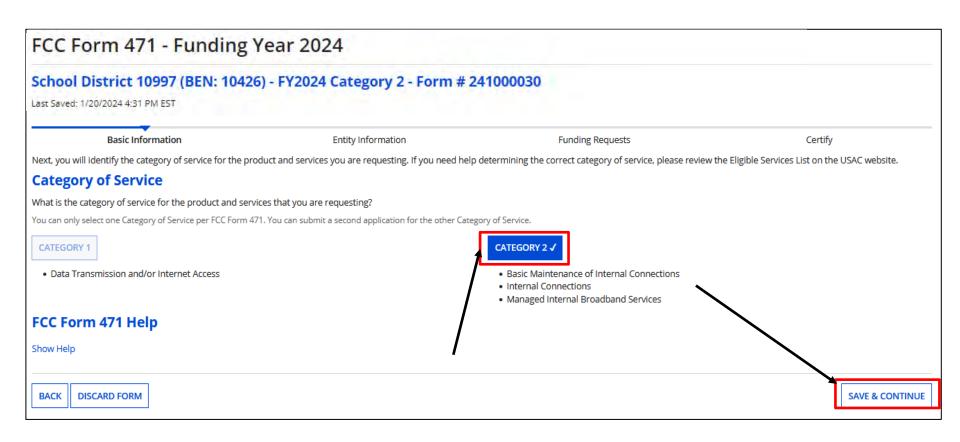
When done, click on "Certify", and then "Yes" in the pop-up.

Certifier Information

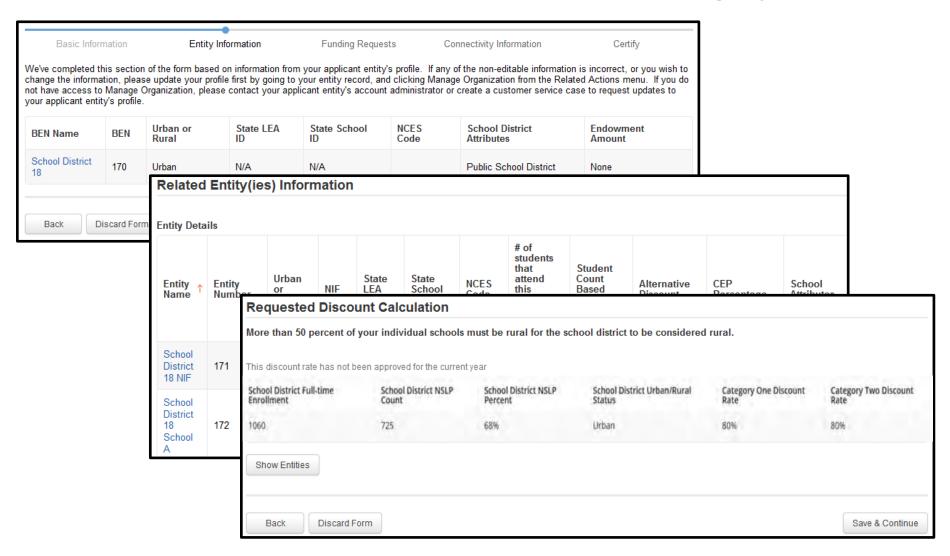
You will receive confirmation that the form was certified.



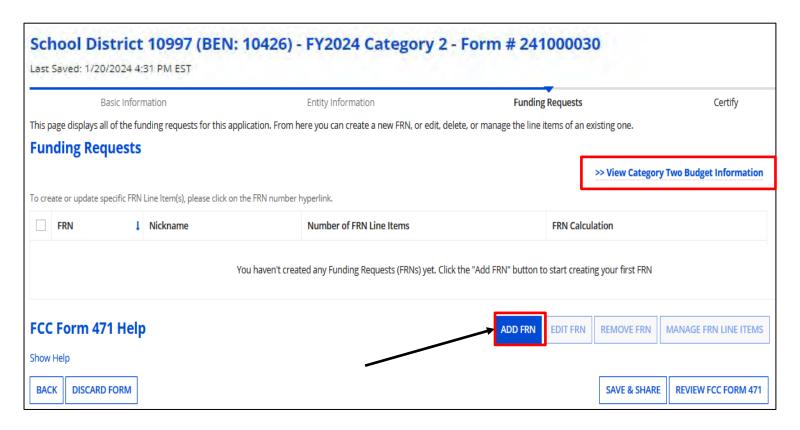
Check the "Certification Date". This is especially important if you submitted late on March 27th! Click the link to access a PDF copy of your certified Form 471. Click on "Close" when done.



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

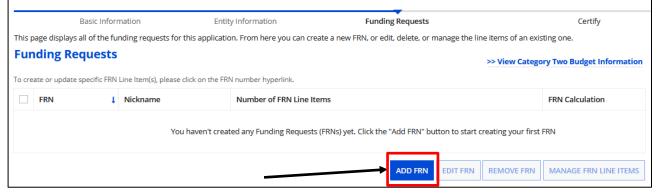


You will see the Related Entities and Requested Discount Calculation



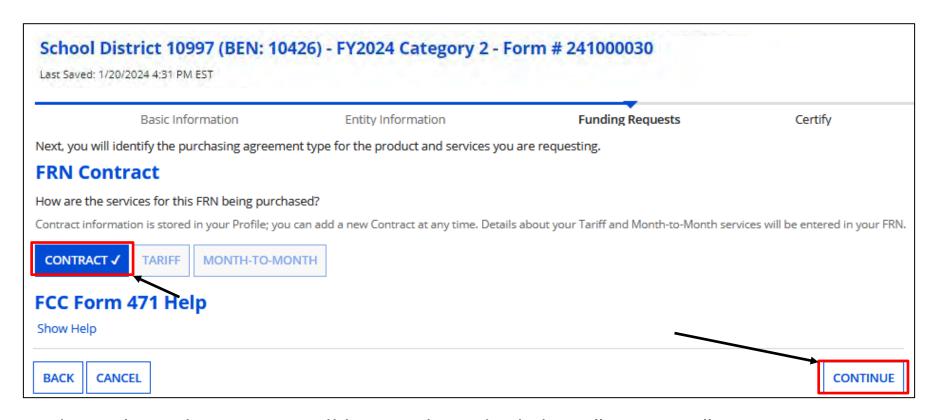
Click on "Add FRN" to begin.

Note: You'll also see the Category Two Budget Information option to see your current budget. If you drill down to the information, click on the "Back" button to continue your application.



After clicking on "Add FRN".

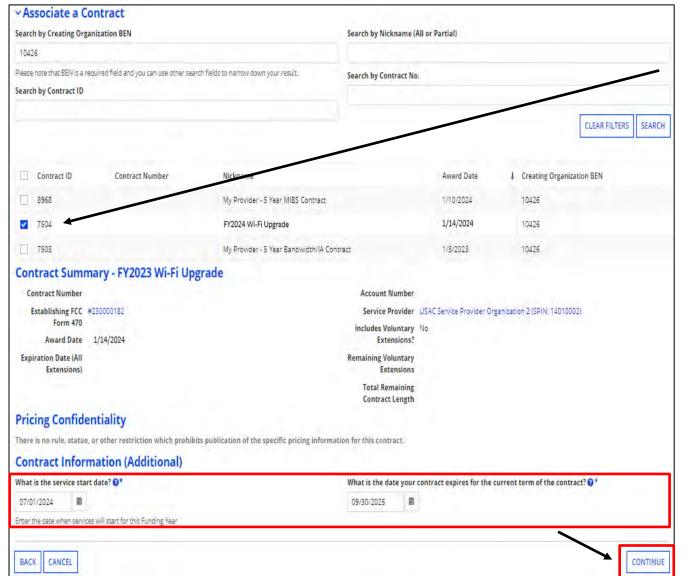
Funding Request Key Information Enter Funding Request Please enter a Funding Request Nickname here 2* FY2024 Wi-Fi Upgrade Nickname, and answer Is this Funding Request a continuation of an FRN from a previous funding year? continuation question. NO. For Internal Connections. Copy FRN this will be "No". If you want to copy an existing Funding Request, select Copy FRN below. Note that if an FCDL has been issued for the FRN, the approved version of the FRN will be copied. **COPY FRN** Click on the pull-down to Service Type select "Service Type". What is the service type of the product and services that you are requesting? Please select à Value Click on "Continue" Basic Maintenance of Internal Connections Internal Connections Managed Internal Broadband Services



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 prior to starting the Form 471.

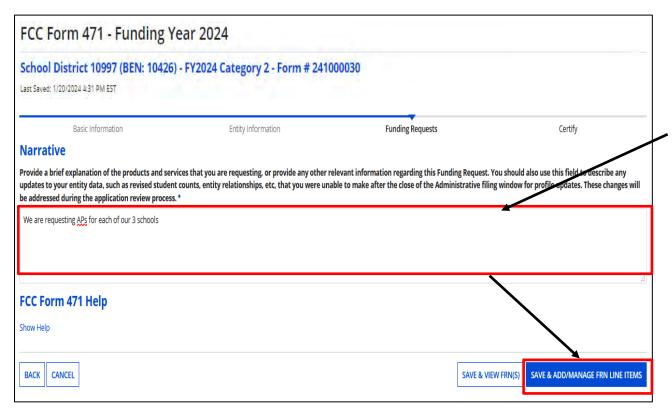


Associate a Contract, and enter the Service Start and End dates.

Click on "Continue"

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

In addition, we're given an additional 90 days after the close of the funding year to complete the project, which for FY2024 is **9/30/2025**.



Provide a narrative of the products or services.
Include updated enrollment and NLSP is necessary

Click on "Save & Add/ Manage FRN Line Items".

This page displays all of the funding request line items for this FRN. Click on a line item number below to edit the line items and their recipients of service. FRN Line Items for FRN #2499000032 - FY2024 Wi-Fi Upgrade Total Eligible FRN Line Item Cost FRN Line Item Number | Type of Internal Connection Quantity One-time Quantity You haven't created any FRN Line Items yet. Click the 'Add New FRN Line Item' button to start creating your first FRN Line Item ADD NEW FRN LINE ITEM REMOVE FRN LINE ITEM **BULK UPLOAD** FCC Form 471 Help Show Help **SAVE & CONTINUE** BACK DISCARD FORM SAVE & SHARE

Click on "Add New FRN Line Item".

Note: If you have a quote with multiple types of IC products, you will need to add each as line items to the funding request.

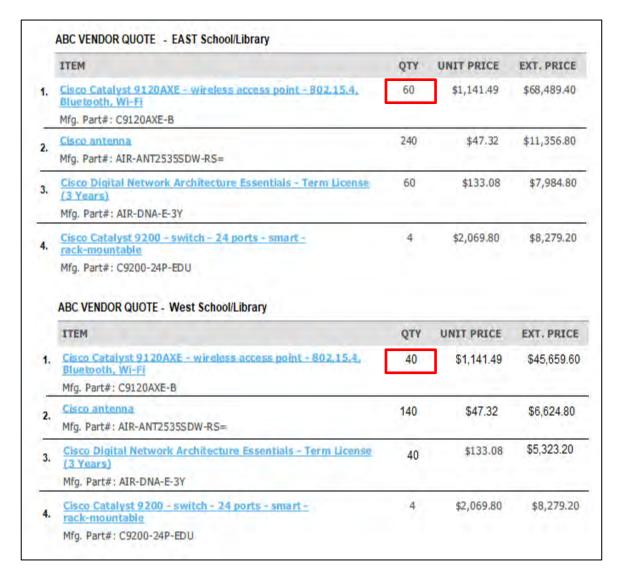
Adding Line Items

- 1	ABC VENDOR QUOTE			
	ITEM	QTY	UNIT PRICE	EXT. PRICE
1.	Cisco Catalyst 9120AXE - wireless access point - 802.15.4, Bluetooth, Wi-Fi Mfg. Part#: C9120AXE-B	60	\$1,141.49	\$68,489.40
2.	Cisco antenna Mfg. Part#: AIR-ANT2535SDW-RS=	240	\$47.32	\$11,356.80
3.	Cisco Digital Network Architecture Essentials - Term License (3 Years) Mfg. Part#: AIR-DNA-E-3Y	60	\$133.08	\$7,984.80
4.	<u>Cisco Catalyst 9200 - switch - 24 ports - smart - rack-mountable</u> Mfg. Part#: C9200-24P-EDU	4	\$2,069.80	\$8,279.20
5.	Cisco - network stacking module Mfg. Part#: C9200-STACK-KIT	4	\$881.92	\$3,527.68
6.	Cisco Catalyst 9200 - switch - 48 ports - managed - rack-mountable Mfg. Part#: C9200-48P-EDU	2	\$4,348.14	\$8,696.28
7.	APC Smart-UPS X 3000V À Sinewave 4U Rackmount Extended Run, LCD, 120V Mfg. Part#: SMX3000LVNC	8	\$2,408.24	\$19,265.92
8.	APC Smart-UPS X 750VA SmartConnect Port Tower Network Card, LCD, 120V Mfg. Part#: SMX750CNC	4	\$1,198.41	\$4,793.64
9.	Proline 3ft RJ-45 (M) RJ-45 (M) Straight Blue Cat6 UTP PVC Patch Cable Mfg. Part#: PRO-3FCAT6-BE	500	\$1.84	\$920.00
10.	Proline Sft RJ-45 (M) RJ-45 (M) Straight Blue Cat6 UTP PVC Patch Cable Mfg. Part#: PRO-5FCAT6-BE	500	\$3.67	\$1,835.00
11.	Leviton 24-Port QuickPort Patch Panel with Cable Management Bar - Black Mfg. Part#: 49255-H24	10	\$43.61	\$436.10
12.	Leviton QuickPort patch panel - 1U Mfg. Part#: 49255-Q48	10	\$94.63	\$946.30

Any item listed on the proposal you want to be funded must also be listed as a line item in the funding request.

Looking at a sample quote, this funding request will need 12 line items.

Adding Line Items



If there are identical items, such as a quote broken out by school or library site, you can add the quantities together.

In this example, you would have 4 line items.

- 1. 100 Access Points
- 2. 380 Antennas
- 3. 100 Licenses
- 4. 8 Switches

First choose "Type of Internal Connection"

Then choose "Type of Product"

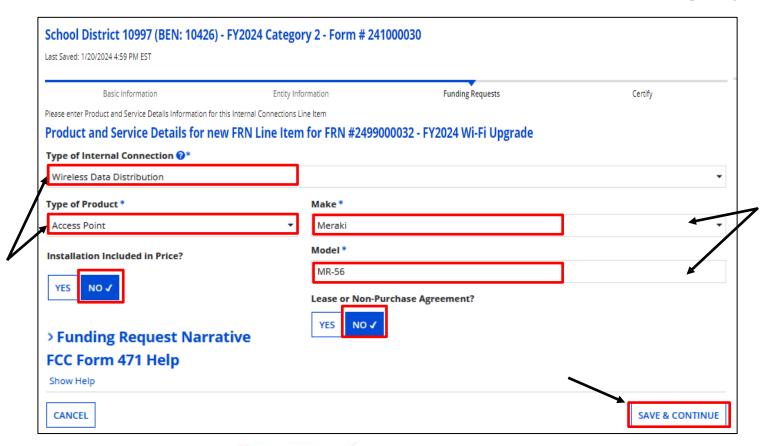
Type of Internal Connection - Pull Down Options

 Cabling Cabling / Connectors Connectors Caching Equipment Caching Caching Service Router Data Distribution Switch • Firewall Services & Components **Data Protection** UPS/Battery Backup Racks Racks & Cabinets · Operating System Software of Eligible Software Equipment Access Points Wireless Data Antenna Distribution LAN Controller Wireless Controller · Installantion, Activation, & Initial Configuration Miscellaneous Training · Fees, Taxes, etc. License License Transceiver Transceiver Module Module

Any item listed on the proposal must also be listed as a line item in the funding request.

Note: These options are included in the pull-down as choices even though not on the Form 470, or lumped together with equipment such as software and licenses

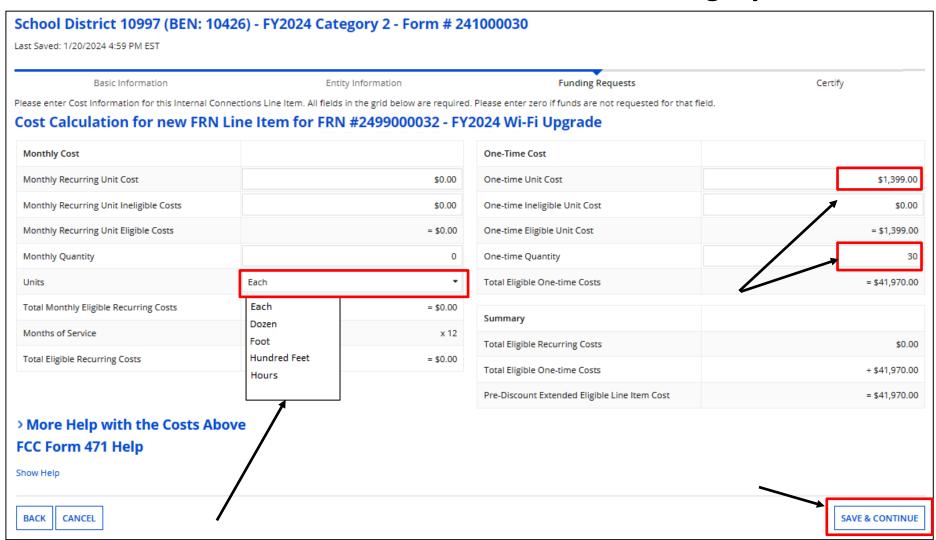
109



After clicking on vou'll provide the "Product and Service Details". Click on pull-downs to indicate Type of Internal Connection, and then:

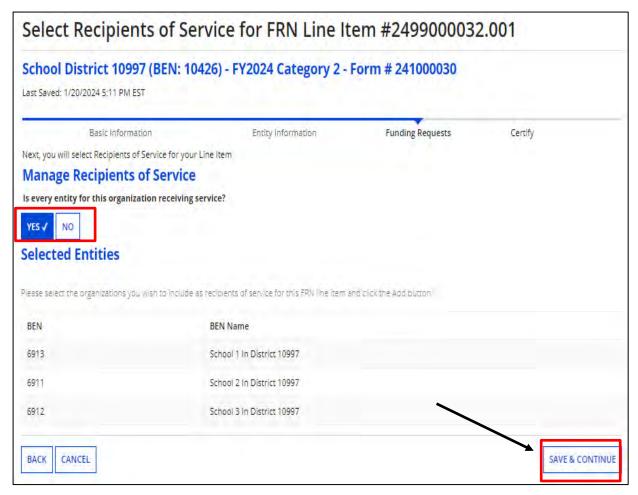
- Type of Product, Make, and then manually enter the Model.
- Is Installation included? Select "Yes" or "No"
- Will the hardware be leased? Select "Yes" or "No"

When completed, click on "Save & Continue"



Indicate "Units"

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

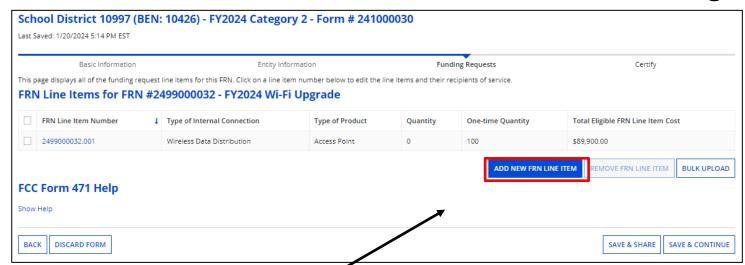


At "Manage Recipients of Service", indicate if all entities will receive service. If not, select "No" and check which ones will, and click on "Add".

Indicate which buildings you intend to purchase C2 equipment for, but if that changes, you do not have to inform USAC.

Just keep track in your inventory system.

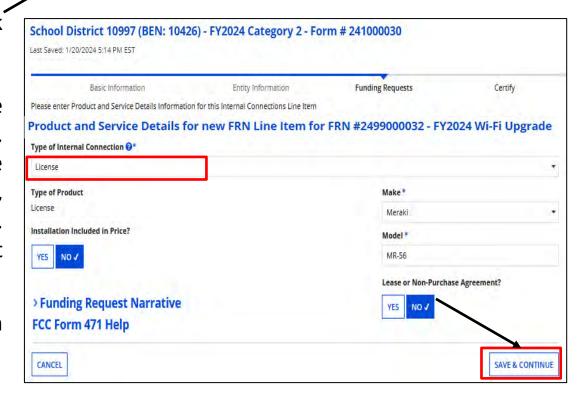
Click on "Save & Continue" to select the entities and then again to confirm.

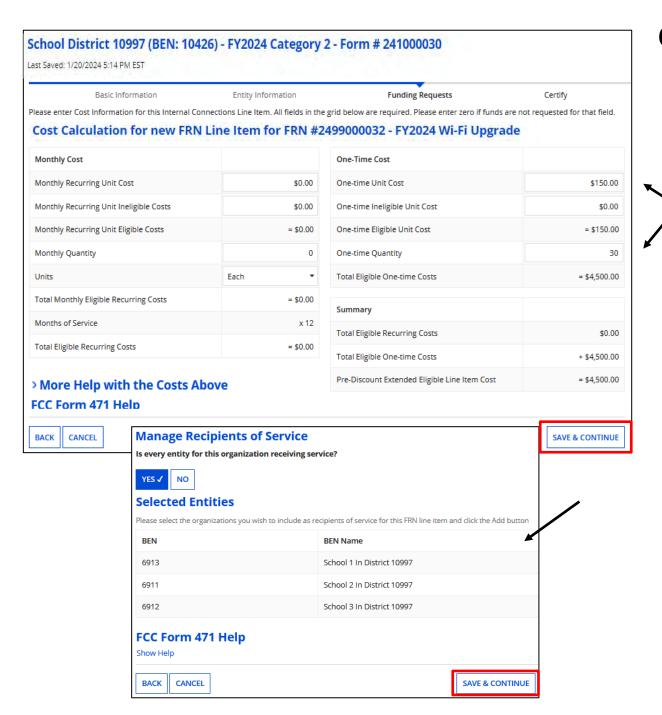


To add additional line items, click "Add New FRN Line Item".

In this case we are adding the license portion of the cost. *If you listed the license on the Form 470 under both IC & BMIC, list them under IC on the 471. Let the reviewer tell you if that needs to change.

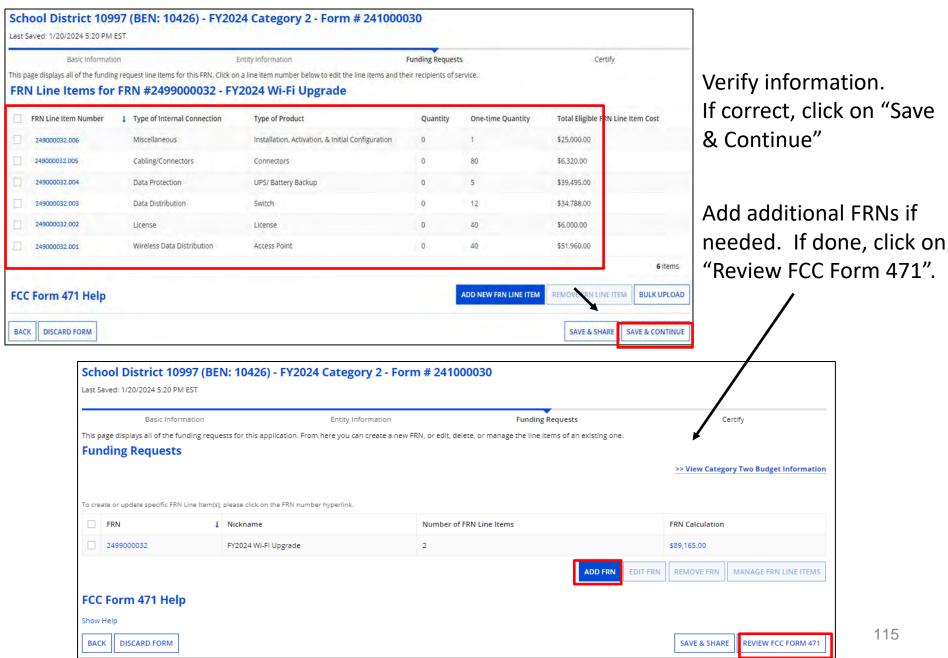
Provide information, and click on "Save & Continue"



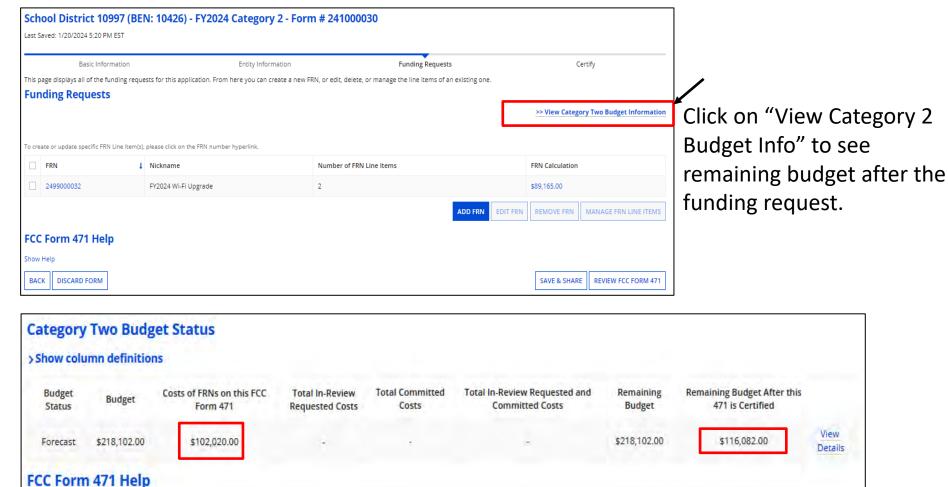


Provide cost and quantity.

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



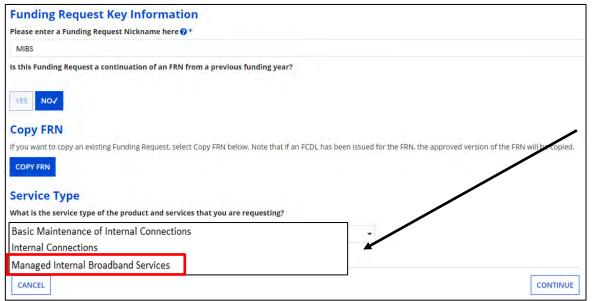
Category 2 Budget Info



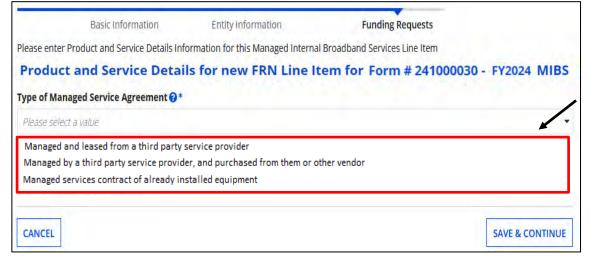
BACK

The total pre-discount cost is shown and remaining budget. Click on "Back" to continue your application.

Category 2 MIBS



If requesting MIBS, create the FRN like before, associating a contract, and click on "Save & Add/Manage FRN Line Items" choosing "Managed Internal Broadband Service" as the Service Type, and complete the Contract, service dates, and narrative sections.



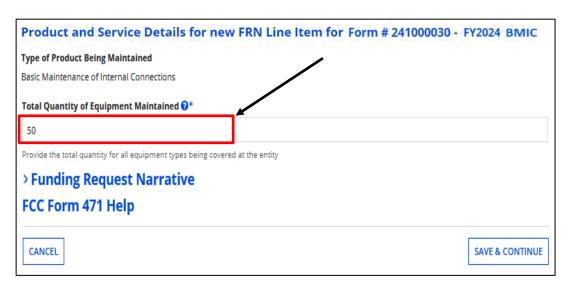
Choose the type of "Managed Service Agreement" in the FRN Line Item detail. Click on "Save & Continue" and provide cost per your contract and show cost.

Category 2 BMIC



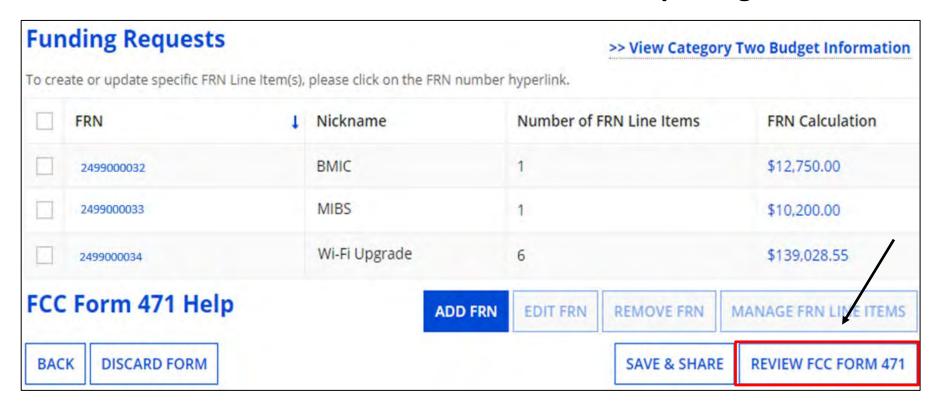
If requesting Basic Maintenance, create the FRN like before, choosing "Basic Maintenance of Internal Connections" as the Service Type.

Click on the FRN and "Add New FRN Line Item".



Simply enter the total quantity of all equipment types being covered. You do not indicate the "Type" of equipment on the form. Click on "Save & Continue" and provide the total one-time or monthly cost, and then Recipients of Service.

Completing the Form 471

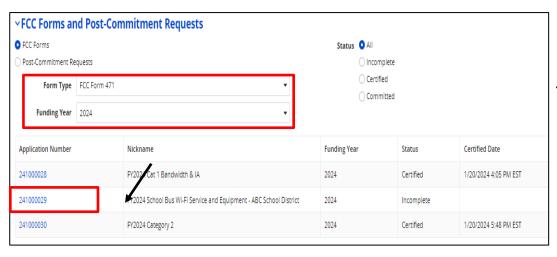


Completing the Category 2 application is the same as the Category 1 version.

Click on "Review FCC Form 471". Click on "REFRESH" to receive the draft version and complete the form. Be patient, it may take a little while to display. Or,

You can click on " RESUME TASKLATER " if you prefer to complete the form at a later time.

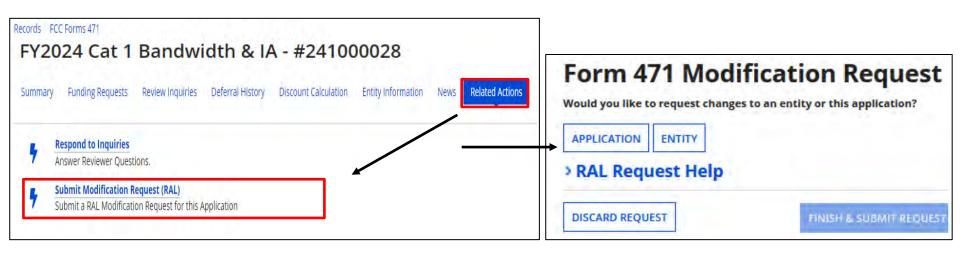
After the Form 471 - Next Steps



Finding Your 471 & Making Corrections

To find a submitted Form 471, scroll down to the bottom of the Landing Page, select 471 as "Type" and 2024 for "Funding Year".

Click on the Application Number.

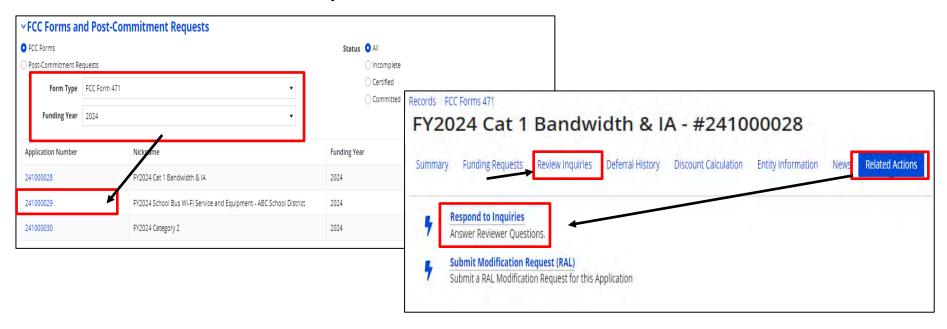


To make corrections after your Form 471 has been certified, submit a RAL Modification Request. For details on how to submit, see "Submitting Form 471 RAL Corrections" on my website for a step-by-step guide covering various scenarios at https://www.ohio-k12.help/erate/e-rate-resources/.

Application Review - PIA

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

To look for Review Inquires, search for 471 as before:



Click on "Review Inquires" or "Respond to Inquires".

Application Review - PIA

Reviewers

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

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

Funding Decision

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. You'll receive an email when it is issued. 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 which is 60 days for the date of the FCDL).

Change Options To Be Aware Of

SPIN Changes

 If you enter the wrong SPIN, the company merges with another, or your chosen vendor can't provide the service.

Service Substitutions

 If you entered incorrect service information, or you are making an allowed change to the service, use this to notify USAC of the change.

FCC Form 500 - Use this form is you need to do the following:

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



Questions?!!

Contact Information

E-Rate Support and Information

Lorrie Germann:

lgermann@ohiocsc.org or lorrie.germann@education.ohio.gov

www.ohio-k12.help/erate

Office: 740-223-2420

Cell: 740-253-1153

