# What You Will Need

- Access to EPC
  - ✓ Modern web browser, coffee, patience
- Contracts with vendors
- Bids, contracts, or invoices showing cost of services
- Annual tech budget

# Review: Contracts

- Legally binding agreement required
  - ✓ After 28-day period but prior to funding request (471)
  - ✓ Should include extension/renewal terms
  - ✓ Exception: Month-to-month and tariff service
- Should contain detailed scope of work
  - ✓ Service parameters, equipment make, model and quantity
  - ✓ Billing terms, service logs, etc.
- May be contingent upon funding commitment

# Enter contracts in EPC before starting From 471

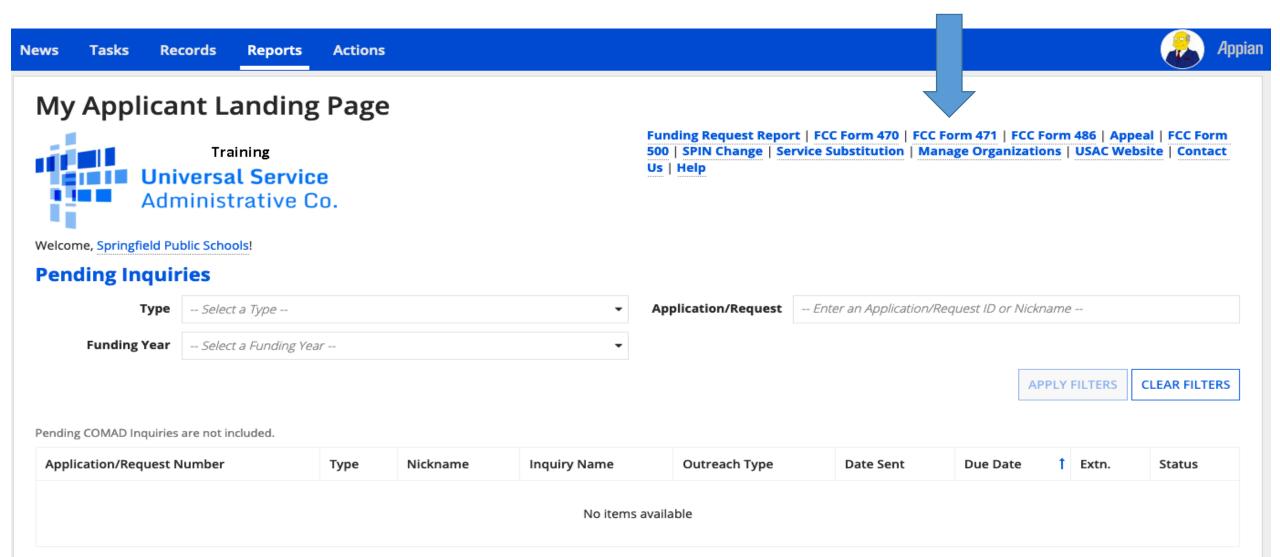
Review how to file a contract slide from 470 instructions

# You may file multiple Forms 471

Forms are either Category One or Category two

Consider separating new/complex services into separate forms

# Finding the FCC Form 471



# Step 1: Nickname

## FCC Form 471 - Funding Year 2020

Springfield Public Schools (BEN: 1268) - FY2020 Category One

Last Saved:

**Basic Information** 

**Entity Information** 

**Funding Requests** 

Certify

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

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

#### **Billed Entity Information**

Springfield Public Schools

123 Fake Street

Springfield, NH 20851

111-222-3333

school\_dist\_10435@mailinator.com

Billed Entity Number: 1268

FCC Registration Number: 0123456789

Applicant Type: School District

#### **Application Nickname**

Please enter an application nickname here. 2 \*

FY2020 Category One

FCC Form 471 Help

Show Help



# Step 2: Contact Information

## FCC Form 471 - Funding Year 2020

Springfield Public Schools (BEN: 1268) - FY2020 Category One - Form # 201000087

Last Saved: 2/10/2020 12:15 PM EST

**Basic Information** 

**Entity Information** 

Funding Requests

Certify

Next, you will identify the individuals assisting in seeking E-rate support.

#### **Consultant Information**

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

## **Contact Information**

Are you the main contact per





Gary Chalmers

sd\_user\_10435@mailinator.com

111-222-3333

## **Holiday / Summer Contact Information**

Apu Nahasapeemapetilon Kwik-E-Mart 888-203-8100 apu@kwikemart.com

Optional

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

# Step 3: Select Category One or Two

## Springfield Public Schools (BEN: 1268) - FY2020 Category One - Form # 201000087

Last Saved: 2/10/2020 12:19 PM EST

 Basic Information
 Entity Information
 Funding Requests
 Certify

Next, you will identify the category of service for the product and services you are requesting. If you need help determining the correct category of service, please review the Eligible Services List on the USAC website.

## **Category of Service**

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

You can only select one Category of Service per FCC Form 471. You can submit a second application for the other Category of Service.





Data Transmission and/or Internet Access

#### **CATEGORY 2**

- · Basic Maintenance of Internal Connections
- Internal Connections
- · Managed Internal Broadband Services

# Step 4: Review Information

## FCC Form 471 - Funding Year 2020

Springfield Public Schools (BEN: 1268) - FY2020 Category One - Form # 201000087

Last Saved: 2/10/2020 12:20 PM EST

Basic Information Entity Information Funding Requests Certify

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

BEN Name	BEN	Urban or Rural	State LEA ID	State School ID	NCES Code	School District Attributes	Endowment Amount
Springfield Public Schools	1268	Urban	N/A	N/A		Public School District	None

# Step 4: Review Information

## **Related Entity(ies) Information**

#### **Entity Details**

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

Entity Name 1	Entity Number	Urban or Rural	NIF*	State LEA ID	State School ID	NCES Code	# of students that attend this school full time or part time*	Student Count Based on Estimate*	Alternative Discount	CEP Percentage	School Attributes*	Endowment Amount	Annexes*
Springfield Elementary School	3618	Urban					325	N/A	None	N/A	Public School	None	View Annexes
Springfield High School	3623	Urban					525	N/A	None	N/A	Public School	None	View Annexes
Springfield Middle School	3621	Urban					250	N/A	None	N/A	Public School	None	View Annexes

# Step 4: Review Information (Discount rate)

## Springfield Public Schools (BEN: 1268) - FY2020 Category One - Form # 201000087

Last Saved: 2/10/2020 12:20 PM EST

Basic Information Entity Information Funding Requests Certify

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

## **Requested Discount Calculation**

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

This discount rate has not been approved for the current year

School District Full-time	School District NSLP	School District NSLP	School District Urban/Rural	Category One Discount	Category Two Discount
Enrollment	Count	Percent	Status	Rate	Rate
1100	835	76%	Urban	90%	85%



## FCC Form 471 - Funding Year 2020

Springfield Public Schools (BEN: 1268) - FY2020 Category One - Form # 201000087

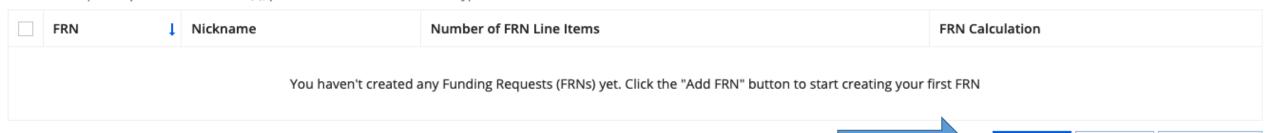
Last Saved: 2/10/2020 12:20 PM EST

Basic 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 or delete an existing one.

## **Funding Requests**

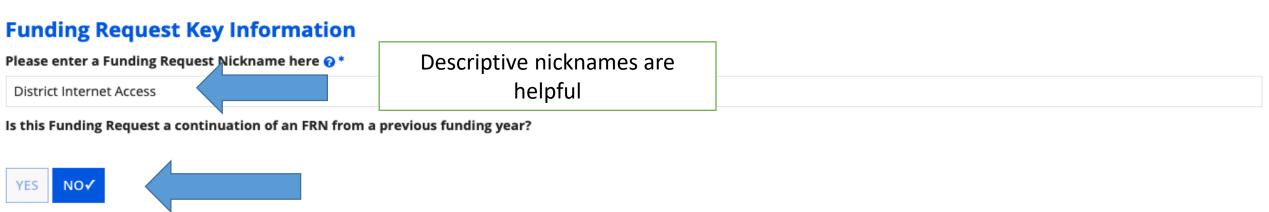
To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.



ADD FRN

**EDIT FRN** 

REMOVE FRN



## Copy FRN

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



No

## **Service Type**

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

C1 FRNs only have one option in this drop down list

Data Transmission and/or Internet Access

## **FRN Contract**

How are the services for this FRN being purchased?

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

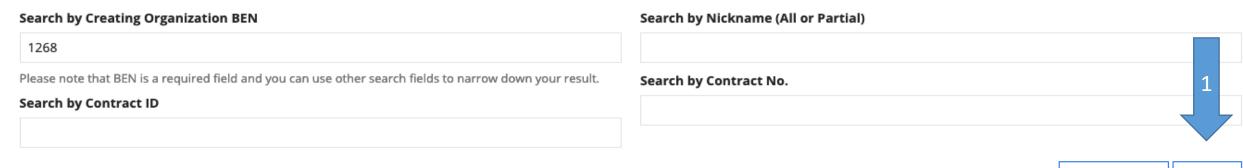




Most services will be under contract.

If you haven't uploaded a contract
please do it now.

#### → Associate a Contract



**CLEAR FILTERS** 

SEARCH

Contract ID	Contract Number	Nickname	Award Date	Creating Organization BEN
5414 2	56	2019 Internet Access	2/14/2019	1268
5418	12345	2019 HS Internet	2/14/2019	1268
5422	123456	2019 High School Internet	2/14/2019	1268
5430	1234576	2019 HS Internet	2/14/2019	1268
5261	745987598	2019 Internet	11/5/2018	1268
				< 1 - 5 of 26 >

## **Contract Summary - 2019 Internet Access**



Account Number 1233446

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

Includes Voluntary Extensions?

Remaining Voluntary Extensions

Total Remaining 36

Contract Length

## **Pricing Confidentiality**

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

## **Contract Information (Additional)**



What is the date your contract expires for the current term of the contract? \*\
06/30/2021

This is the correct date for this year 06.30.2021

## **Fiber Request Key Information**

Does this FRN include a request for any of the following eligible broadband options?

- Special construction. One-time, upfront costs associated with building out leased lit fiber, leased dark fiber, or a self-provisioned network (i.e. special construction charges), or wireless service; and/or
- Maintenance and operations. Costs associated with the maintenance and operations for either a leased dark fiber or self-provisioned network; and/or
- Network equipment. Costs associated with the purchase of Network Equipment needed to make leased dark fiber or a self-provisioned network functional (e.g., modulating electronics and other equipment).

If any of the above apply, select "Yes" below.

Select "No" if you are only seeking support for the monthly recurring costs for either a leased lit fiber service or a leased dark fiber service (i.e., recurring payments on a dark fiber lease or IRU), or a wireless service.

#### Notes:

- If you are seeking support for both the Special Construction, Maintenance and Operation, and/or Network Equipment as well as support for recurring costs associated with leased lit fiber, a dark fiber lease/IRU, or a wireless service then you create multiple FRNs. In each case, you will select a different answer to the Yes/No question based the specific services that are included in that FRN.
- If you select "Yes" below, you should create separate FRNs for special construction charges, maintenance and operations (M&O) charges, and Network Equipment charges. If charges for M&O and Network Equipment are bundled pursuant to a single contract for those products/services, you may use the Network Equipment/M&O FRN option.





#### **Narrative**

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

This funding request is for 1GB internet access serving the entire District.



Add a simple description of the services being requested. For example: Seeking continued Internet Service for NAME public library.

# Step 6: Adding Line Items

## Springfield Public Schools (BEN: 1268) - FY2020 Category One - Form # 201000087

Last Saved: 2/10/2020 12:46 PM EST

Basic 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 or delete an existing one.

## **Funding Requests**

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

FRN ↓	Nickname	Number of FRN Line Items	FRN Calculation
2099000104	District Internet Access	0	



ADD FRN EDIT FRN REMOVE FRN

Click on this FRN link to add line items

# FRN Line Items (Just so you know)

- USAC conducts invoice reviews to match bills to line items
  - ✓ Charges on bill that aren't on line items can be denied payment
  - ✓ Charges for difference items than what is shown in line item are denied

If doing Category two: specify make/model/quantity from quote

# Step 6: Adding Line Items

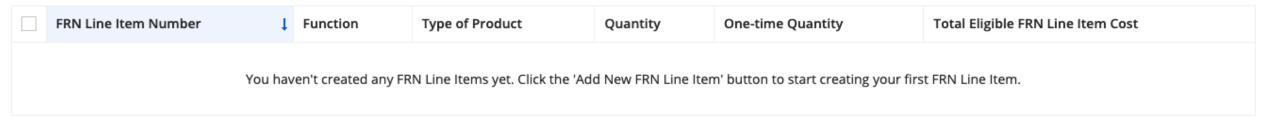
## Springfield Public Schools (BEN: 1268) - FY2020 Category One - Form # 201000087

Last Saved: 2/10/2020 12:46 PM EST

Basic Information Entity Information Funding Requests Certify

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 #2099000104 - District Internet Access



ADD NEW FRN LINE ITEM

REMOVE FRN LINE ITEM

**BULK UPLOAD** 

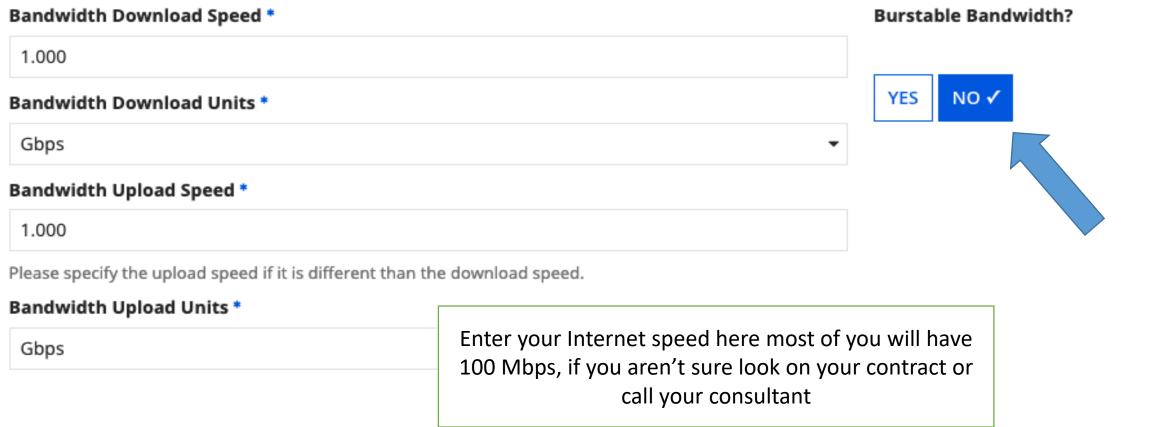
# Step 6: Adding Line Items

# 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 \* Type of Connection Ethernet

Product and Service Details for new FRN Line Item for FRN #2099000104 - District Internet Access

# Step 6: Adding Line Item

## Bandwidth Speed for new FRN Line Item for FRN #2099000104 - District Internet Access



# Step 6: Adding Line Items

## Connection Information for new FRN Line Item for FRN #2099000104 - District Internet Access

Is this a direct connection to a single school, library or a NIF for Internet access? ?

Does this include firewall services? \*

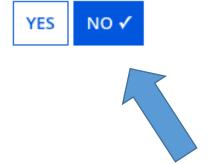
Note: If the request is for direct connections, you will be required to allocate the total number of lines (monthly quantity) among the recipients listed for this line item.





Yes, for Internet only

Is this a connection between eligible schools, libraries and NIFs (i.e., a connection that provides a "Wide area network")? ? \*







# Step 6: Adding Costs to Line Item

#### Cost Calculation for new FRN Line Item for FRN #2099000104 - District Internet Access

Monthly Cost	
Monthly Recurring Unit Cost	\$850.00
Monthly Recurring Unit Ineligible Costs	\$0.00
Monthly Recurring Unit Eligible Costs	= \$850.00
Monthly Quantity	1
Total Monthly Eligible Recurring Costs	= \$850.00
Months of Service	x 12
Total Eligible Recurring Costs	= \$10,200.00

One-Time Cost	
One-time Unit Cost	\$250.00
One-time Ineligible Unit Cost	\$0.00
One-time Eligible Unit Cost	= \$250.00
One-time Quantity	1
Total Eligible One-time Costs	= \$250.00
Summary	
Total Eligible Recurring Costs	\$10,200.00
Total Eligible One-time Costs	+ \$250.00
Pre-Discount Extended Eligible Line Item Cost	= \$10,450.00

Enter your costs here. Should be 0.00 for ineligible costs. You may or may not have one-time costs. Check your contract or ask your

# Step 6: Selecting Line Item Recipients

## **Manage Recipients of Service**

Is every entity for this organization receiving service?



Yes, your library is receiving this service even if it's only one library

## **Selected Entities**

BEN	BEN Name
3618	Springfield Elementary School
3621	Springfield Middle School
3623	Springfield High School

# Review Line Recipients

## Recipients of Service for FRN Line Item #2099000104.001

BEN	Name	1
3618	Springfield Elementary School	
3623	Springfield High School	
3621	Springfield Middle School	

MANAGE RECIPIENTS OF SERVICE

Your library should be listed with your BEN number

# Review Line Item

## FRN Line Items for FRN #2099000104 - District Internet Access

FRN Line Item Number	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
2099000104.001	Fiber	Ethernet	1	1	\$10,450.00

ADD NEW FRN LINE ITEM

REMOVE FRN LINE ITEN

**BULK UPLOAD** 

# Review and/or add FRNs

## Springfield Public Schools (BEN: 1268) - FY2020 Category One - Form # 201000087

Last Saved: 2/10/2020 1:00 PM EST

Basic 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 or delete an existing one.

## **Funding Requests**

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

FRN ↓	Nickname	Number of FRN Line Items	FRN Calculation
2099000104	District Internet Access	1	\$9,405.00
			ADD FRN EDIT FRN REMOVE FRN

## FCC Form 471 Help

**Show Help** 

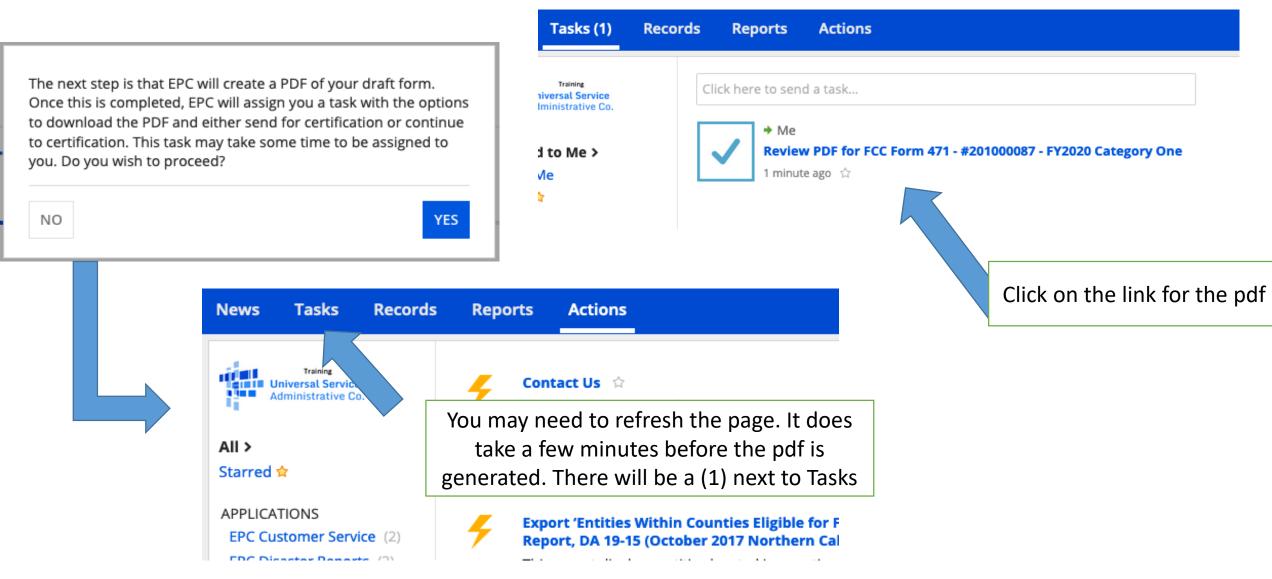
BACK DISCARD FORM

If you need to add another FRN click ADD FRN, otherwise click Review FCC Form 471

SAVE & SHARE

**REVIEW FCC FORM 471** 

# Wait for Form to proceed



# Review Form Details

## FCC Form 471 - Funding Year 2020

Springfield Public Schools (BEN: 1268) - FY2020 Category One - Form # 201000087

Last Saved: 2/10/2020 1:00 PM EST

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

**Download Document Link** 

USAC\_FCC\_FORM\_471\_APPLICATION\_201000087\_DRAFT

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

FCC Form 471 Help

Show Help

**EDIT FORM** 

Download the pdf to review and save for your records, then check the box



# Budget Item

## **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	\$10,450.00
Total funding commitment request amount on this FCC Form 471	\$9,405.00
Total applicant non-discount share of the eligible amount	\$1,045.00
Total budgeted amount allocated to resources not eligible for E-rate support	\$22,500.00
Total amount necessary for the applicant to pay the non-discount share of eligible and any ineligible amounts	\$23,545.00
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 •

# Review and Check Certifications

#### **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).
- ✓ I certify an FCC Form 470 was posted and that any related RFP was made available for at least 28 days before considering all bids received and selecting a service provider. I certify that all bids submitted were carefully considered and the most cost-effective service offering was selected, with price being the primary factor considered, and is the most cost-effective means of meeting educational needs and technology goals.
- ✓ I certify that the entity responsible for selecting the service provider(s) has reviewed all applicable FCC, state, and local procurement/competitive bidding requirements and that the entity or entities listed on this application have complied with them.
- ✓ I certify that the services the applicant purchases at discounts provided by 47 U.S.C. § 254 will be used primarily for educational purposes, see 47 C.F.R. § 54.500 and will not be sold, resold or transferred in consideration for money or any other thing of value, except as permitted by the Commission's rules at 47 C.F.R. § 54.513. Additionally, I certify that the entity or entities listed on this application have not received anything of value or a promise of anything of value, as prohibited by the Commission's rules at 47 C.F.R. § 54.503(d), other than services and equipment sought by means of this form, from the service provider, or any representative or agent thereof or any consultant in connection with this request for services.
- ✓ I certify that I and the entity(ies) I represent have complied with all program rules and I acknowledge that failure to do so may result in denial of discount funding and/or cancellation of funding commitments. There are signed contracts or other legally binding agreements covering all of the services listed on this FCC Form 471 except for those services provided under non-contracted tariffed or month-to-month arrangements. I acknowledge that failure to comply with program rules could result in civil or critical by proportial to appropriate law enforcement authorities.
- ☑ I acknowledge that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the service, receive an appropriate share of benefits from those services.
- ✓ I certify that I will retain required documents for a period of at least 10 years (or whatever retention period is required by the rules in effect at the time of this certification) after the later of the last day of the applicable funding year or the service delivery deadline for the associated funding request. I acknowledge that I may be audited pursuant to participation in the schools and libraries program. I certify that I will retain all documents necessary to demonstrate compliance with the statute and Commission rules regarding the application for, receipt of, and delivery of services receiving schools and libraries discounts, and that if audited, I will make such records available to USAC.
- ✓ I certify that I am authorized to order telecommunications and other supported services for the eligible entity(les) listed on this application. I certify that I am authorized to submit this request on behalf of the eligible entity(les) listed on this application, that I have examined this request, that all of the information on this form is true and correct to the best of my knowledge, that the entities that are receiving discounts pursuant to this application have complied with the terms, conditions and purposes of the program, that no kickbacks were paid to anyone and that false statements on this form can be punished by fine or forfeiture under the Communications Act, 47 U.S.C. § 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001 and civil violations of the False Claims Act.
- ✓ I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the schools and libraries support mechanism are subject to suspension and debarment from the program. I will institute reasonable measures to be informed, and will notify USAC should I be informed or become aware that I or any of the entities listed on this application, or any person associated in any way with my entity and/or the entities listed on this application, is convicted of a criminal violation or held civilly liable for acts arising from their participation in the schools and libraries support mechanism.
- ☑ I certify that if any of the Funding Requests on this FCC Form 471 are for discounts for products or services that contain both eligible and ineligible components, that I have allocated the eligible and ineligible components as required by the Commission's rules at 47 C.F.R. § 54.504.
- ✓ I certify that the non-discount portion of the costs for eligible services will not be paid by the service provider. The pre-discount costs of eligible services featured on this FCC Form 471 are net of any rebates or discounts offered by the service provider. I acknowledge that, for the purpose of this rule, the provision, by the provider of a supported service, of free services or products unrelated to the supported service or product will be considered a rebate of some or all of the cost of the supported services.

#### FCC Form 471 Help

**Show Help** 

There are 12 certifications in total.

Read them all and check each box. All boxes must be checked.

