E-RATE FORM 471 FOR CATEGORY TWO: FUNDING YEAR 2020

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Presentation Contents

Disclaimers (1/2)

- **This presentation represents my unofficial interpretation of the FCC's E-rate rules and regulations. Official guidance can only come from the FCC and USAC.**

- **USAC may update the application portal or the procedures after today's presentation. What I present is correct to the best of my knowledge, but what you see in EPC may be different.**

Disclaimers (2/2)

- **KDLA does not endorse particular vendors or brands. Some brands, model numbers, and SKUs are shown in this presentation and/or sample documents in order to demonstrate best practices for E-rate form filing.**

Important Dates & Eligible Services
Slides 5-14

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The Form 471 in Context

- **On the Form 470, applicants make *service requests*** – vendors submit competitive bids for at least 28 calendar days so that your library can choose the most cost-effective solutions for its needs

- **On the Form 471, applicants make *funding requests*** **for** discounts on E-rate eligible services that were selected through a Form 470 competitive bidding process (unless exempted by FCC rules).

- **ALL APPLICANTS** must file a Form 471 <u>every</u> year to receive discounts.

- **Must file separate Forms 471 for Category One & Category Two**

- **Deadline: Wednesday, March 25th at 11:59 p.m. ET**

E-rate Funding Years

Download latest chart from KDLA E-rate page:
https://kdla.ky.gov/librarians/programs/e-rate/Pages/Funding-Years.aspx

E-rate Funding Years – Dates to Remember

KDLA E-rate support: Lauren Abner lauren.abner @ky.gov or 502-564-1728	Application Process			Recurring Services		Non-Recurring Services	
	Form 470 – Competitive Bidding	Form 471 – Application to Request Discounts	Form 486 – Service Start Date + CIPA Certification	Service Dates for Category One or Two	Invoicing Deadline (BEAR/472)	Service Dates for Category Two Purchase/ Installation	Invoicing Deadline (BEAR/472)
Funding Year 2018 (FY 2018-19)	Closed	Closed	120 days from: FCDL or Service Start Date (whichever is later)	**July 1, 2018 to June 30, 2019**	October 28, 2019	April 1, 2018 to Sept. 30, 2019	January 28, 2020
Funding Year 2019 (FY 2019-20)	Closed	Closed	120 days from: FCDL or Service Start Date (whichever is later)	**July 1, 2019 to June 30, 2020**	October 28, 2020	April 1, 2019 to Sept. 30, 2020	January 28, 2021
Funding Year 2020 (FY 2020-21)	February 26, 2020 Last date to open bidding	January 15 to March 25, 2020 Form 471 filing window	120 days from: FCDL or Service Start Date (whichever is later)	**July 1, 2020 to June 30, 2021**	October 28, 2021	April 1, 2020 to Sept. 30, 2021	January 28, 2022
Notes	Most libraries open competitive bidding each year and must wait at least 28 calendar days to select vendor(s).	All libraries must file the Form 471 every year to receive a funding commitment.	All libraries must file the Form 486 to release funding for invoicing; FCDL = Funding Commitment Decision Letter	Both Category One and Two services may be recurring (ex: monthly internet)	May request one 120-day extension by the deadline	Non-recurring = one-time purchases such as network equipment	May request one 120-day extension by the deadline

What Qualifies for E-rate?

- **The full E-rate Eligible Services List (ESL) can be downloaded from the USAC website: https://www.usac.org/e-rate/applicant-process/before-you-begin/eligible-services-list/**
- **Eligible services are separated into two broad categories:**
  - Category One: Connectivity to the Building
  - Category Two: Connectivity to the Device

CATEGORY ONE

- **Data Transmission Services & Internet Access**
  - **Monthly Internet service for branch buildings, including installation** – lines/circuits can be fiber or non-fiber (coax cable, DSL, etc.)
    - Fees for static IP addresses are eligible as part of your library's internet access
    - Fees for "basic termination equipment, such as a cable modem, CSU/DSU, network interface device, or copper-to-fiber converter" may be eligible as part of your library's internet access. – contact KDLA technology consultant for reference document (removed from USAC website during November 2019 website redesign
    - Fees for router from the internet service provider may be eligible under Category One in limited circumstances. See USAC's Q9 of FAQs: Eligible Fiber Services – updated link
  - **Leased data lines (T1, lit fiber, dark fiber, etc.)**
  - **Cellular data (hotspot service) for bookmobile only**
  - **Self-provisioned broadband networks (owned/operated by applicant)**
  - **Network Equipment required to make data transmission and/or internet access functional (ex: modulating electronics)**

> **Recurring service dates for Funding Year 2020: July 1, 2020 to June 30, 2021**

> **No budget limit on Category One requests**

CATEGORY TWO- IC

Internal Connections

- Antenna, connectors, & related components
- Cabling
- Switches
- Routers
- Access points
- Wireless controller systems
- Firewalls**
- UPS (Uninterruptible Power Supply)**
- Racks**
- Caching services or equipment
- Software supporting components on the list used to distribute broadband through the library – ex: licenses for access points

**Some restrictions apply

If your library leases a router from your internet service provider, then request bids for Category Two Internal Connections for Function: Router.

More flexibility – equipment can be installed as soon as April 1, 2020 or as late as September 30, 2021.

These eligible functions can be virtualized in the cloud or combined in equipment (like routing and switching).

CATEGORY TWO – BMIC & MIBS

Basic Maintenance of Internal Connections

- Repair and upkeep of eligible hardware (even if not purchased through E-rate)
- Wire and cable maintenance
- Configuration changes
- Basic technical support including online and telephone based technical support
- Software upgrades and patches including bug fixes and security patches

Managed Internal Broadband Services (MIBS)

- 3rd party operation, management, and monitoring of eligible broadband internal connections (ex: managed Wi-Fi)

Funds for Learning has a good explanation of Basic Maintenance of Internal Connections (BMIC).

MISCELLANEOUS

May fall under Category One or Two:

- Some taxes, surcharges, and other similar, reasonable charges
  - Federal Access Recovery Charge on internet invoices – permissible charge for use of a local carrier's network; not all ISPs charge this
  - USF fees on internet invoices - "customer charges for universal service fees, but do not include additional charges for universal service administration"
- Rental or lease fees for eligible components
- Shipping
- Training – only for new equipment purchased with Cat2 funds
- Installation and configuration
  - May be performed by a 3rd party rather than the vendor who sold the equipment

DUPLICATIVE SERVICES

Caution – E-rate does **<u>not</u>** provide discounts for services that are considered duplicative. Examples: internet access or networking equipment that is used as backup, redundancy, failover, etc.

If the connections serve different populations (internet for public, internet for staff), they may be considered E-rate eligible.

§22 of the [Second Report and Order and Further Notice of Proposed Rulemaking for the E-rate program](#) addresses duplicative services:

"*Funding of Duplicative Services* In the *Universal Service Order*, the Commission indicated that an applicant's request for discounts should be based on the reasonable needs and resources of the applicant, and bids for services should be evaluated based on cost-effectiveness. Pursuant to this requirement, the Administrator has denied discounts for duplicative services. *Duplicative services are services that deliver the same functionality to the same population in the same location during the same period of time.* We emphasize that *requests for discounts for duplicative services will be rejected* on the basis that such applications cannot demonstrate, as required by our rules, that that they are reasonable or cost effective." *[emphasis mine]*

CIPA compliance

- **Children's Internet Protection Act (CIPA) compliance:**
  - **Necessary if requesting E-rate discounts for Internet Access or any Category Two products & services**
    - *Exception: CIPA compliance not required when requesting Telecommunications services only (ex: transport only for WAN circuit between library branches)*
  - **3 elements of compliance:**
    - **Technology Protection Measure (filter)**
    - **Internet Safety Policy**
    - **Public Meeting prior to adopting Internet Safety Policy**
  - **View archived training from KDLA – check E-rate section: https://kdla.ky.gov/librarians/staffdevelopment/kdlaarchived webinars/Pages/default.aspx**

Discount Rate
Slides 15-17

Before you start the Form 471, make sure the profile shows the FY 2020 discount rate.

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Review Discount Rate

#208 - Pioneer County Public Library System

Summary   Customer Service   Modifications   Additional Information   **Discount Rate**   Contracts   FCC Forms   FRN Appeals   News   Related Actions

Requested Discount Rate - Pioneer County Public Library System (BEN: 208) - FY2020

More than 50 percent of your library outlets/branches must be rural for the library system to be considered rural.

This discount rate has not been approved for the current year

Associated School District Full-time Enrollment	Associated School District NSLP Count	Associated School District NSLP Percentage	Library System Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate
801	628	78%	Rural	90%	85%

HIDE ADDITIONAL INFORMATION

Entity Name	BEN	Urban/Rural Status	Main Branch?
Pioneer County Public Library Main Branch	210	Rural	Yes

From My Applicant Landing Page, click on the link for your library or library system. Click on the Discount Rate tab from the horizontal menu. If you see an error message, contact the KDLA Technology Consultant for assistance. Your discount rate may change from one Funding Year to the next depending on what your local school district enters for free/reduced lunch enrollment.

Discount Matrix

Discounts are similar for Category One and Category Two eligible services, but Category Two is capped at 85% for the top discount bracket. See USAC's [Calculating Discounts page](#) for more information.

INCOME Measured by % of students eligible for the National School Lunch Program (NSLP)	CATEGORY ONE (C1)		CATEGORY TWO (C2)	
	URBAN Discount	RURAL Discount	URBAN Discount	RURAL Discount
Less than 1%	20%	25%	20%	25%
1% to 19%	40%	50%	40%	50%
20% to 34%	50%	60%	50%	60%
35% to 49%	60%	70%	60%	70%
50% to 74%	80%	80%	80%	80%
75% to 100%	90%	90%	85%	85%

Category Two Budgets
Slides 18-24

How much funding can your library expect?

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How much Cat2 can my library request? (1/2)

- **The Category Two budget for each eligible library branch is based on interior square footage and determines the maximum *pre-discount* cost for eligible services on which the library can request E-rate discounts**
  - Includes eligible kiosks and bookmobiles
  - Excludes administrative-only branches (called non-instructional facilities or NIFs)
  - KDLA determines the eligibility definitions for Kentucky public library branches

New Cat2 Rules for 2020

- **For Funding Year 2020 Category Two ONLY:**
  - Budget multiplier for most libraries is $3.00/sq. ft.
  - Budget multiplier for urban libraries with locale codes 11, 12, or 21 is $6.52/sq. ft.
  - Minimum pre-discount budget for libraries below 4,000 sq. ft. is $11,998.43
  - Budgets will still be calculated at the branch level—each eligible branch will have a separate budget (same as FY 2015-2019)
  - The pre-discount cost of Cat2 funding commitments from FY 2015-2019 will count against each branch's budget – extends the 5-year budget cycle for an additional year

Branches with $5.21/sq ft

Based on most recent IMLS library outlet survey data;
branch must have Locale Code 11, 12, or 21

COUNTY	BRANCH NAME	COUNTY	BRANCH NAME
BOONE	SCHEBEN BRANCH LIBRARY	JEFFERSON	MIDDLETOWN BRANCH
BOONE	BOONE COUNTY PUBLIC LIBRARY	JEFFERSON	IROQUOIS BRANCH
BOONE	LENTS BRANCH	JEFFERSON	JEFFERSONTOWN BRANCH
BOONE	WALTON BRANCH	JEFFERSON	OKOLONA BRANCH
BOONE	FLORENCE BRANCH	JEFFERSON	PORTLAND BRANCH
BULLITT	RIDGWAY MEMORIAL LIBRARY	JEFFERSON	SHAWNEE BRANCH
BULLITT	MOUNT WASHINGTON BRANCH LIBRARY	JEFFERSON	WESTERN BRANCH
BULLITT	HILLVIEW LIBRARY	JEFFERSON	LOUISVILLE FREE PUBLIC LIBRARY
CAMPBELL	COLD SPRING BRANCH	JEFFERSON	FERN CREEK BRANCH
CAMPBELL	NEWPORT BRANCH	JEFFERSON	SAINT MATTHEWS/ELINE BRANCH
CAMPBELL	PHILIP N. CARRICO (FT THOMAS) BRANCH	JEFFERSON	SHIVELY/NEWMAN BRANCH
FAYETTE	LEXINGTON PUBLIC LIBRARY	JEFFERSON	SOUTHWEST REGIONAL BRANCH
FAYETTE	TATES CREEK BRANCH	JEFFERSON	WESTPORT BRANCH
FAYETTE	NORTHSIDE BRANCH	JEFFERSON	FAIRDALE BRANCH
FAYETTE	EASTSIDE BRANCH	JEFFERSON	NEWBURG BRANCH
FAYETTE	BEAUMONT BRANCH	KENTON	MARY ANN MONGAN LIBRARY
FAYETTE	VILLAGE BRANCH	KENTON	ERLANGER BRANCH
JEFFERSON	LOUISVILLE FREE PUBLIC LIBRARY	KENTON	WILLIAM E. DURR BRANCH
JEFFERSON	BON AIR REGIONAL BRANCH	OLDHAM	MAHAN-OLDHAM COUNTY LIBRARY
JEFFERSON	CRESCENT HILL BRANCH	OLDHAM	SOUTH OLDHAM LIBRARY
JEFFERSON	HIGHLANDS-SHELBY PARK BRANCH	OLDHAM	OLDHAM COUNTY PUBLIC LIBRARY

CONSTRUCTION? GET MORE CAT2!

- **Cat2 budget** **increases** when the library will gain finished, interior square footage by the service delivery deadline for that funding year (September 30th following the end of the funding year). Get documentation ready <u>before</u> filing a Form 471 application for discounts.

WHAT REDUCES MY CAT2 BUDGET(S)?

- **Cat2 budget is reduced when Cat2 funding is committed**. Even if the library doesn't purchase the products/services or doesn't file the invoicing paperwork for the E-rate discount, the Cat2 budget is still reduced.
  - See later slides on the importance of filing the Form 500 when Cat2 funding won't be used.

CATEGORY TWO BUDGET TOOLS

Records / Applicant Entities

#17016506 - KDLA Clark-Cooper Building

Summary   Modifications   Additional Information   **Category Two Budget**   Contacts   FCC Forms   News   Related Actions

Category Two Budget Status

Note:
The Category Two Budget calculation reflects FRN data starting in FY 2016.
All budget cycles are displayed but the below results can be sorted using the columns.
Budget cycles as a result of the FCC Hurricane Order 17-139 will be visible after certification of a FCC Form 471 with the Directly Impacted Entity listed as a Recipient of Service on a Category Two FRN.

	BEN Name	BEN Number	Budget Cycle Name	C2 Budget Amount	C2 Committed Amount	Remaining Balance	Pending C2 Requested Amount
☐	KDLA Clark-Cooper Building	17016506	Budget Cycle 1	$401,877.00	$0.00	$401,877.00	$0.00

Approved and pending Category Two funding from FY 2016 and forward is tracked in each branch's profile in the E-rate Productivity Center: Go to My Applicant Landing Page, click on a library branch name, select the Category Two Budget tab, then click on the button for GET CATEGORY TWO BUDGET INFORMATION. This tool may not be fully accurate because many factors affect your potential budget—talk to the KDLA Technology Consultant.

Funds for Learning, an E-rate consulting company, has created a Category Two budget tool with FY 2020 calculations. This tool may not be fully accurate because many factors affect your potential budget—talk to the KDLA Technology Consultant.

Cat2 Bid Evaluations Slides 25-32

Complete before signing contracts & filing the Form 471

Allowable Contract Date

- **Applicants must reach the Allowable Contract Date (ACD) before evaluating bids & signing contracts**
  - **Generally the Allowable Contract Date is 28 calendar days after you filed the Form 470, but may be later if you indicated a different date in an RFP**
  - *If you agree to a proposal and/or sign a contract prior to the Allowable Contract Date, that is a competitive bidding violation.*
  - **You <u>may</u> continue collecting bids after 28 calendar days unless you stated a firm due date**

Handling Bids

- **Bids in response to the Form 470 (& an accompanying RFP) may include:**
  - New proposals from the current vendor or potential new vendors
  - Current monthly bill (unless requesting sealed bids)
  - Relevant State Master Contracts
- **You should respond to requests for additional information needed to create a responsive bid.**
  - Be careful not to provide information that would change the scope of the requests
  - Spam – a generic email asking you to contact the vendor to request a quote – is not considered a responsive bid and you don't have to respond.

Selecting the Winning Vendor(s)

- **Must evaluate all responsive bids using cost as the primary factor (most points assigned to E-rate *eligible* costs)**

- **You can also consider other factors at a lower point value. Examples:**
  - **Vendor met Form 470/RFP specifications for the requested service**
  - **E-rate *ineligible* costs – often important for Category Two**
  - **Previous experience with the vendor**

- **If you received only 1 bid, then you should email yourself to memorialize this fact**

- **You may disqualify certain bids <u>if</u> you stated those disqualification factors in the Form 470/RFP – must be binary (have yes or no answers)**
  - ***Example: Vendor must have a Service Provider Identification Number (SPIN/Form 498 ID) or the bid will be disqualified.***

More on C2 Bid Evaluations

- **Some factors you may want to consider on C2 bid evaluations:**
  - Required features of a product or service that you listed on the Form 470/RFP
  - More points to vendors that can provide all services/products requested – possibly use this as a disqualification factor stated on Form 470/RFP
  - Installation – can vendor perform service during timeframe required?
  - Invoicing – can the vendor apply the discount to the invoice upfront (SPI invoicing)

Example Cat 2 Bid Evaluation

Vendor	Pioneer County Networking Inc.	Pioneer County Network4U
SPIN	**14010003**	**14010002**
Total Cost	$16,894.93	$18,750.32
E-rate eligible cost (50 points)	**50 points** – $16,704.93	**45.7 points** – $18,264.32
Eligibility notes	100 percent of networking equipment hardware and licenses; 81% of technical support/warranty package for firewall	100 percent of networking equipment hardware and licenses; 81% of technical support/warranty package for firewall
E-rate ineligible cost (20 points)	**20 points** – $190.00	**7.8 points** – $486.00
Ineligibility Notes	19% of technical support/warranty package for firewall	19% of technical support/warranty package for firewall
Solution meets library's technical needs (30 points)	**30 points** – quoted all equipment with same make/model preferences indicated in the RFP	**25 points** – quote included a firewall that has more features & handles higher bandwidth than the make/model from the RFP (more expensive)
Total (out of 100 points)	**100 points**	**78.5 points**

Eligibility Questions

- **Check with the vendor or manufacturer to ensure that you understand the E-rate eligibility for the product/service listed on the cost proposal**
  - **Example: Firewalls –** while the firewall appliance (hardware) is generally 100% E-rate eligible, the firewall license for content filtering is not. Sometimes the appliance and license are sold as a bundle that is partially eligible – check the SKU.
    - **When in doubt –** list all the SKUs for the firewall components on the 471, but don't be surprised when a particular line item is denied or deemed partially eligible
  - **Search online for the manufacturer's E-rate page –** they sometimes have eligibility lists by SKU or have an email address to contact for eligibility questions

E-rate Document Retention

- **Document retention – keep these 10 years after the last date for service for Funding Year 2020 (September 30, 2031 for Cat2!):**
  - The FCC Form 470 and RFP(s), if one is issued
  - Questions from potential bidders and your answers
  - Copies of winning and losing bids (including disqualified bids)
  - Final bid evaluation matrix and any supporting documentation
  - The contract, if one is signed.

Cat2 Contract Examples
Slides 33-38

Looking at key features of Category Two contracts

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Internal Connections Contracts

- **Brand, model, and SKU (manufacturer part number) for equipment**

- **Line items that show description, quantity, unit cost, and extended cost** – each piece of equipment needs to have its own price rather than a 'lump sum' for all the equipment

- **For installation** – location where equipment will be installed

- **Expiration for pricing** – does the pricing extend through at least 6/30/2021 (or 9/30/2021 if late installation is anticipated)?

BMIC/MIBS Contracts

For Basic Maintenance of Internal Connections (BMIC) or Managed Internal Broadband Services (MIBS)

- **Service start and end dates** – What period does the contract cover?

- **Is this a multi-year contract?** Does the contract automatically renew or have voluntary extensions?

- **Location(s) for service delivery** – which branches/addresses

- **List of equipment** –contract should specify the make/model & quantity of equipment to be maintained or monitored; sometimes contracts will generically refer to the equipment list provided on the Form 470/RFP

Signatures Required?

- **For Category Two contracts, vendors vary on whether signatures are required to execute the contract or purchase agreement**
    - **Some vendors require 2 signatures** – one for the Library representative and one for the vendor
    - **Some vendors require 1 signature** – library representative signs the proposal, may need to initial certain options in the contract or initial beside items to remove
    - **Some vendors allow email acceptance (no signatures)** – library representative emails the vendor to indicate acceptance – save that message!

Contract Examples

- **During the live presentation, we'll look at example contracts for each type of Category Two request depending on the available time:**
  - **Internal Connections**
  - **Basic Maintenance of Internal Connections**
  - **Managed Internal Broadband Services (Managed Wi-Fi)**

SPINs for C2 Vendors

- **In order to receive discounts, your vendor must have a Service Provider Identification Number (SPIN/Form 498 ID)**
  - **Best practice: Make including the SPIN a disqualification factor on the Form 470 or RFP – automatically disqualify bids that don't include the SPIN**
  - **It's possible to file a Form 471 listing a temporary SPIN (143666666), but the temp SPIN must be replaced before you can receive discounts; if the funding request is denied, an appeal will be required**
  - **In addition to filing paperwork to receive a SPIN (one-time), vendors must also file a Form 473 – Service Provider Annual Certification every funding year for applicants to receive discounts**

Contract Records
Slides 39-56

Before filing the Form 471: Sign contracts, create Contract Records on EPC profile

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Contract Record Notes (1/2)

- **Before starting the Form 471, you must create records on the library system profile for any services that are purchased under contract rather than month-to-month**
  - **Create nickname for easy searching in EPC –** remember that you may have multiple contracts with the same vendor stored in the E-rate Productivity Center profile
  - *Optional:* **Contract number assigned by vendor** – note that EPC automatically assigns a Contract ID to serve as a unique identifier in EPC
  - *Optional:* **upload copy of contract** – contract itself must be 1 file; additional documents can be uploaded if relevant
  - **Establishing FCC Form 470 #**

Continues on next slide →

Contract Record Notes (2/2)

- **Continued from previous slide:**
  - **How many bids were received?**
  - *Optional:* **Account #** - you may not know the account number if switching to a new vendor; some vendors also assign new account numbers when service is upgraded
  - **Service Provider Identification Number (SPIN/Form 498 ID)**
  - **Contract Award Date –** *must be on/after the Allowable Contract Date for the Establishing FCC Form 470*
    - **Careful if you've selected an existing contract during the bid evaluation process** **– your Contract Award Date will be the date you memorialized the contract after the evaluations, not the original award date.**

Library System Profile in EPC

My Applicant Landing Page

Training

Universal Service Administrative Co.

Funding Request Report | FCC Form 470 | FCC Form 471 | FCC Form 486 | Appeal | FCC Form 500 | SPIN Change | Service Substitution | Manage Users | Manage Organizations | USAC Website | Contact Us | Help

Welcome, Pioneer County Public Library System!

From My Applicant Landing Page, click on the name of your library system. It appears below the USAC logo and as the first link in the My Entities section.

My Entities

Entity	Entity Number	City	State	Zip Code
Pioneer County Public Library System	208	Boonesburg	KY	41700
Loganville Branch Library	209	Loganville	KY	41800
Pioneer County Public Library Main Branch	210	Boonesburg	KY	41700

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Contracts Section of Profile

Records / Applicant Entities

#208 - Pioneer County Public Library System

[CREATE A NEW USER] [ADD OR REMOVE EXISTING USERS] [MANAGE USER PERMISSIONS] [... ▼]

Summary | Customer Service | Modifications | Additional Information | Discount Rate | Contracts | CC Forms | FRN Appeals | News

Related Actions

Organization Details

Name	Pioneer County Public Library System	**Applicant Type**	Library System
Entity Number	208	**Status**	Active
FCC Registration Number	0123456789		

Contact Information

Physical Address 100 Main Street
Boonesburg, KY 4170

Mailing Address 100 Main Street
Boonesburg, KY 4170

...r.com

From My Applicant Landing Page, the library system profile will open on the Summary tab. Look in the horizontal menu row and click on the Contracts tab to open that section of the profile.

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Manage Contracts (1/2)

Records / Applicant Entities

#208 - Pioneer County Public Library System

[MANAGE CONTRACTS]

Summary   Customer Service   Modifications   Additional Information   Discount Rate   **Contracts**   FCC Forms   FRN Appeals   News

Related Actions

Submitted Contracts

Contract ID ↓	Contract Number	Contract Nick			
5338		Pioneer Coun... Connections ...			View
5337		Pioneer Coun... FY 2019			View
5319	ABC123demo	Pioneer Coun...			View
5313	ABC123#	Pioneer County Telecom Internet for Main Branch 2019-2022	1/18/2019	View

The Contracts section will show any Submitted Contracts created in the library system profile since FY 2016. Click on the Manage Contracts button.

Caution! EPC will not allow you to edit or delete submitted contract records. Enter data carefully. If you made mistakes in a submitted contract, you must create a new contract record in EPC to link to your funding requests.

Manage Contracts (2/2)

#208 - Pioneer County Public Library System

Summary   Customer Service   Modifications   Additional Information   Discount Rate   Contracts   FCC Forms   FRN Appeals   News   **Related Actions**

Manage Contracts

Contracts - Pioneer County Public Library System (BEN: 208)

Use the dropdown to select the type of contract you would like to edit or remove. Click the Add a New Contract button at any time to create a new contract for your organization.

Contract Type   My Contract Drafts   ▼

Submitted Contracts

My Contract Drafts   My Contract Drafts

You have no contra...   Contract button to create a new contract.

CLOSE   **ADD A NEW CONTRACT**   EDIT   DELETE

Change the Contract Type dropdown to view your draft contracts or submitted contracts. Only draft contracts may be edited or deleted.

Click on Add a New Contract to start a new contract record.

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Create Contract (1/11)

Create Contract

Pioneer County Public Library System (BEN: 208) - Pioneer County Networking Inc. 2020 - Contract ID #

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

Here you will enter preliminary information about this contract, as

Contract Information

Enter a nickname to easily identify this contract ❓ *

Pioneer County Networking Inc. 2020

Contract Number ❓

Enter a nickname for your contract – be specific because your library may have multiple contracts with the same vendor from FY 2016 and forward. Then click on Save & Continue.

Optional: **Contract Number assigned by your vendor. Sometimes the contract number is the same as the quote or proposal number.**

SAVE & CLOSE   SAVE & CONTINUE

Create Contract (2/11)

Here you will have the option to upload contract documents, including a description of each document.

Contract Information

Contract ID #6739 ❓

Would you like to upload a copy of your contract? ❓

YES ✓   NO

Contract Document Upload
Please upload and describe each document related to your contract.

📄 **Category Two Internal Connections Contract with some ...**
PDF – 351.85 KB

Optional: **enter description to help you remember important details of this contract**

Describe this contract document.

Network equipment upgrades for main branch

Uploading a copy of the contract is optional but can save time during application review. The uploaded copy should show the signatures required to execute the contract (if needed). I do NOT recommend uploading if you memorialized an existing contract to give it a new Contract Award Date for E-rate purposes. Save & Continue.

SAVE & CONTINUE

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Create Contract (3/11)

Contract Information · Establishing FCC Form 470 · Service Provider · Contract Dates · Pricing Confidentiality · Confirmation

Here you will answer additional questions about this contract.

Contract Information

Is this contract based on a State Master Contract? ❓

YES **NO ✓**

Is this contract based on a multiple award schedule? ❓

YES **NO ✓**

Most libraries will answer No to both questions about state master contracts and multiple award schedule contracts. Exception: purchasing internet/transport service from the KIH3 state master contract. Save & Continue.

BACK CANCEL

SAVE & CLOSE SAVE & CONTINUE

Create Contract (4/11)

Most libraries will answer No to both questions about piggybacking. Piggybacking means that one applicant has set up a contract that other applicants can purchase from. Save & Continue.

Contract Information   Establishing FCC Form 470   Service Provider

Here you will answer additional questions about this contract.

Contract Information

Can other applicants piggy back off this contract? ❓

YES   NO ✓

Was this contract originally created by another applicant, and you then piggy backed off their contract? ❓

YES   NO ✓

BACK   CANCEL

SAVE & CLOSE   SAVE & CONTINUE

Create Contract (5/11)

Contract Information   Establishing FCC Form 470   Service Pro...

Here you can use the search tool below to associate an FCC Form 470 w...

Establishing FCC Form 470

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

YES ✓   NO

Click Yes to indicate that a Form 470 was posted and enter how many bids were received for the services covered by the contract in response to the Form 470.

How many bids were received? ❓ *

2

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

Was your FCC Form 470 posted prior to Funding Year 2016?

YES   **NO ✓**

Use the search tool below to find the establishing FCC Form 470.

Remember that the services in the contract had to be posted on the FCC For... 470.

Search FCC Forms 470

Search by FCC Form 470 Number

Search by BEN

208

For new contracts created in response to FY 2020 Forms 470, you should answer No to this question. If the contract was created in FY 2015 or earlier, answer Yes to manually enter the Form 470 #.

See next slide for searching for and associating an FCC Form 470 with the contract.

AR FILTERS   SEARCH

Create Contract (6/11)

Search FCC Forms 470

Search by FCC Form 470 Number

Search by BEN

208

The 470 search is set by default to find all contracts associated with your library's Billed Entity Number (BEN), but you can search by 470 # or nickname, as well.

CLEAR FILTERS   SEARCH

	FCC Form 470 Number	Nickname	Funding Year ↓	BEN	BEN Name	Allowable Contract Date	Service Type
☐	200000125	Funding Year 2020 Category Two Bidding	2020	208	Pioneer County Public Library System	12/4/2019	Basic Maintenance of Internal Connections; Internal Connections; Managed Internal Broadband Services
☑	200000124	Funding Year 2020 RFP for Network Upgrades under $20,000 example	2020	208	Pioneer County Public Library System		...ons
☐	200000085	Funding Year 2020 Form 470 for Wireless Access Points with option for Wireless Controller	2020	208	Pioneer County Public Library System		...ons
☐	200000084	Funding Year 2020 Form 470 for License Renewals (Wireless Access Points and Firewall)	2020	208	Pioneer County Public Library System		
☐	200000083	Funding Year 2020 Form 470 for Non-Fil...			Pioneer County Public Library	11/15/2019	Data Transmission and/or Internet Access; Internal Connections

Click on the column headings to sort the results; use the bottom arrows to see more results.

‹ 6 – 10 of 84 ›

Check the box by the result for the correct Form 470 #, nickname, Funding Year, and Service Type(s). Note that you cannot select a result if the Allowable Contract Date has not been reached.

BACK   CANCEL

SAVE & CLOSE   SAVE & CONTINUE

Create Contract (7/11)

Contract Information   Establishing FCC Form 470   **Service Provider**

Here you will associate the service provider listed on the contract.

Service Provider

Account Number (e.g., billed telephone number)

987654321

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.

Search Service Providers

Search by SPIN

14010002

CLEAR FILTERS   SEARCH

☑	SPIN	Name	Doing Business As	State
☑	14010002	USAC Service Provider		VA

BACK   CANCEL   SAVE & CLOSE   SAVE & CONTINUE

If you know the account number that will be used for services covered by this contract, list them here. Leave the field blank if you don't know the account number yet.

Search for the service provider. I recommend using Search by SPIN rather than the name search because some vendors have multiple SPINs with similar, related company names.

Check the box beside the correct SPIN, then click on Save & Continue.

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Create Contract (8/11)

Create Contract

Pioneer County Public Library S[...] [...]ct ID #6739

Last Saved: 1/26/2020 10:04 PM EST

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

[Here you will answer additional questions about the dates on your contract.]

Contract Dates

Is this a multi-year contract?

YES   **NO ✓**

Check Yes if the contract covers more than one year of service.

What is the date you awarded your contract? *

01/23/2020

[...] January 2020 [...]   n each FR[...] where you cite this contract.

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	**23**	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

TODAY   CLEAR

BA[...]   SAVE & CLOSE   SAVE & CONTINUE

Enter the Contract Award Date. Usually, this is the date when both parties (library and vendor) have signed to execute the contract. Save & Continue.

53

Create Contract (9/11)

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

Here you will answer additional questions about voluntary e...

Contract Dates

Does this contract include voluntary extensions?

YES | **NO ✓**

Most libraries will answer No to the question about voluntary extensions, particularly for Category Two contracts. Automatic renewals ≠ voluntary extensions. Save & Continue.

If you answer Yes to voluntary extensions, you'll need to list the number of remaining extensions yet to be exercised, the contract expiration if all extensions are exercised, and the remaining months on the contract.

BACK | VE & CLOSE | SAVE & CONTINUE

Create Contract (10/11)

Create Contract (11/11)

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

Please review the information and submit the information below to complete this contract.

Contract Information

Nickname Pioneer County Networking Inc. 2020   Contract ID 6739

Can Other No   Contract Number
Applicants Piggy
Back Off This   Based on a State No
Contract?   Master Contract?

Piggy Backed Off No
Another Contract?

Establishing FCC Form 470

Establishing FCC #200000124
Form 470

Service Provider

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

Contract Dates

Award

Includes Voluntary
Extension

Pricing Confidentiality

There is no ... the specific...

Supporting...

Review the information you entered before clicking on the Complete button. **Once you click on Complete, you cannot edit or delete the contract record.** If you made a mistake, you'll have to create a new record.

Click on the Back button if you need to make edits before completing the contract records.

Document	Description
Category Two Internal Connections Contract with some Basic Maintenance - Contract Example 2020	Network equipment upgrades for main branch

BACK   CANCEL   SAVE & CLOSE   COMPLETE

56

Form 471 Walkthrough
Slides 57-160

Guide to Walkthrough Slides

- These walkthrough slides demonstrate the entire Form 471 for Category Two, including examples of adding Funding Request Numbers (FRNs) for all 3 Service Types for Category Two:
  - **Basic Information and Entity Information – slides 60-67**
  - **Internal Connections – Network Upgrades – slides 68-89**
  - **Manufacturer Subscription for Basic Maintenance of Internal Connections – slides 90-106**
  - **Basic Maintenance of Internal Connections – slides 107-123**
  - **Managed Internal Broadband Services under continuing contract – slides 124-142**
  - **Review & Certification – slides 143-149**
  - **After You've Certified – slides 150-160**

Contact KDLA for Help

Please remember that KDLA's Technology Consultant can provide one-on-one assistance for form filing over the phone or through screen sharing: lauren.abner@ky.gov or (502) 564-1728

Basic Information and Entity Information
Slides 60-67

Starting an FCC Form 471

E-rate Productivity Center URL: https://portal.usac.org/suite/

Reopen a Form 471 you've started – The E-rate Productivity Center will save your progress as you work on forms. Go to the Tasks list to reopen a form that has not yet been certified.

Start a new Form 471 by clicking on the FCC Form 471 link from My Applicant Landing Page.

Application Nickname

FCC Form 471 - Funding Year 2020

Pioneer County Public Library System (BEN: 208) - Funding Year 2020 Category Two

Last Saved:

Basic Information — Entity Information — Funding R

Where applicable, we've completed this section of the form based on information from your applicant entity's profile. If any of the non-e... ...tion, please update your profile first by going to your entity record, and clicking Manage Organization from the Related Actions menu. If you do not h... ...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: 30

Billed Entity Information

Pioneer County Public Library System

100 Main Street

Boonesburg, KY 41700

111-222-3333

library.system10.user1@mailinator.com

Billed Entity Number: 208

FCC Registration Number: 0123456789

Applicant Type: Library System

Application Nickname

Please enter an application nickname here. ❓ *

Funding Year 2020 Category Two

FCC Form 471 Help

Show Help

DISCARD FORM

SAVE & CONTINUE

If your Billed Entity Information isn't correct, you'll have to make notes in the narrative on your funding requests because profiles were locked 1/14/20.

Save & Continue

Enter a nickname that will be easy to identify when searching in future years.

Contact Information

Next, you will identify the individuals assisting in se...

Consultant Information

There are currently no consulting firms...

Contact Information

Are you the main contact person?

Lauren Abner

library.system10.user1@mailinator.com

502-564-1728

[YES ✓] [NO]

If you aren't the main contact, you can designate another EPC user for your library. When you answer Yes, your contact information appears to the right.

Holiday / Summer Contact Information

Lauren Abner
lauren.abner@ky.gov
(502) 564-1728

Please provide any alternate contact information to use during holiday/ vacation pe...

ALWAYS list holiday contact information, even if it's the same as the regular contact info. Otherwise, you risk that the USAC review will misunderstand that the library is open during the summer—your application review could be delayed.

FCC Form 471 Help

Show Help

[BACK] [DISCARD FORM]

Save & Continue

[SAVE & CONTINUE]

Category of Service

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.

CATE...

- Da...

CATEGORY 2 ✓

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

Click on the Category Two button so it turns blue. You can select only one Category of Service on each Form 471.

FCC

Show F...

SAVE & CONTINUE

Once you Save & Continue, you cannot change your selection. If you made a mistake, you'll need to discard your form and start a new one.

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Entity Information

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.

Entity Information

FSCS Code	Urban/Rural Status	School District in which the main branch is located	School District Number in which the main branch is located	Library System Attribute
	Rural	School District 1	145	Public Library System

FCC Form 471 Help

Show Help

BACK   DISCARD   SAVE & SHARE   SAVE & CONTINUE

This information about your library system is pulled from the E-rate Productivity Center Profile. The FSCS (Federal-State Cooperative System) Code is optional. Save & Continue.

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Related Entities

Basic Information

We've completed this section of the form based on infor[...]
information, please update your profile first by going to y[...]
Organization, please contact your applicant entity's acco[...]

Related Entity(ies) Information

Library systems derive their discount rate in part based on the student count from the school district in which the main branch is located. Fields with '*' next to them are not sortable.

Name	Entity Number	FSCS Code*	Locale Code*	Urban/ Rural Status*	NIF*	Total square footage of library outlet*	Is this the main branch?*	School District in which the main branch is located*	School District Number in which the main branch is located*	Library Attributes*	Annexes*
Loganville Branch Library	209			Rural	Yes		No				View Annexes
Pioneer County Bookmobile	211			Rural	No	120	No			Public Library, Bookmobile	View Annexes
Pioneer County Public Library	210			Rural	No	16000	Yes	School District 1	145	Public Library, Main Branch	View Annexes

Save and Continue past this page with profile information about branches in the library system. Independent library BENs won't have any entities listed here.

If any information about branches is incorrect, you'll have to make notes in the narrative because EPC profiles were locked 1/14/20.

Annexes are separate buildings considered to be part of the same library branch. Only 1 Kentucky library has an annex for E-rate purposes.

SAVE & CONTINUE

Discount Calculation

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 library outlets/branches must be rural for the library system to be considered rural.

This discount rate has not been approved for the current year

Associated School District Full-time Enrollment	Associated School District NSLP Count	Associated School District NSLP Percentage	Library System Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate
801	628	78%	Rural	90%	85%

SHOW ADDITIONAL INFORMATION

FCC For

Show Help

BACK

SAVE & CONTINUE

EPC automatically pulls the urban/rural status from your library system's profile and the school lunch data from the appropriate district's profile. Save & Continue.

67

Example FRN: Internal Connections
Slides 68-89

Example of a funding request for network upgrades including cabling, access points, and switch

Understanding this FRN

Qty	Description	Unit Price	Ext. Price
5000	Belkin Cat6 cable, gray – part # A7L704-1000	$0.30	$1,500.00
2	Tripp Lite 48-Port Cat6 Patch Panel – part #N252-048	$133.99	$267.98
2	Panduit J-PRO Cable Support System - cable hook (50 count) – part #JP131CMB-L20	$6.99	$13.98
110	Leviton eXtreme Cat 6 Standard Patch Cord, 3 ft, Blue – part #62460-3L	$7.65	$841.50
15	Black Box 2-Port Surface Mount Box for RJ45 – part #SMH-2	$1.09	$16.35
1	Cisco 5516-X firewall appliance – part # ASA5516-FPWR-K9	$3,500.00	$3,500.00
1	Cisco SmartNet extended service agreement for ASA5516 firewall – part # CON-SNT-ASA556F9	$1000.00	$1000.00
4	Ubiquiti Unifi Access Point – part #UAP-AC-PRO	$150.00	$600.00
1	Ubiquiti Unifi Cloud Key – part #UC-CK	$120.00	$120.00
1	Aruba 2930F 48G PoE+ 4SFP+ Switch – part #JL256A	$2,459.99	$2,459.99
1	APC Smart-UPS 750VA RM 2U 120V with SmartConnect - SMT750RM2UC	$449.00	$449.00
1	Installation of equipment and cabling at Main Branch – terminate, test, and label all data connections, remove old cabling	$10,000.00	$10,000.00
1	Shipping	$250.00	$250.00
	Subtotal		$16,518.80
	Kentucky Sales Tax – 6%		$376.13
	Total		**$16,894.93**

This FRN will include all the Internal Connections items from my contract for cabling, equipment, and installation. One item is considered Basic Maintenance of Internal Connections and must be listed on a separate funding request—see next example FRN.

Adding Funding Requests

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
☐				

You haven't created any Funding Requests (FRNs) yet. Click the "Add FRN" button to start creating your first FRN

ADD FRN   EDIT FRN   REMOVE FRN

FCC Form 471

Show Help

BACK   DISCARD F...

SAVE & SHARE   REVIEW FCC FORM 471

Adding Funding Request Numbers (FRNs) is a two-step process: Add FRN, then Manage FRN Line Items.

Funding Request Key Information

Basic Information   Entity Information   **Funding Requests**   Certify

On this page, you will select a nickname and the service type of the product and services

Funding Request Key Information

Please enter a Funding Request Nickname here ❓ *

Internal Connections - Main Branch

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

YES   **NO✓**

Copy FRN

If you want to copy an existing Funding Request, se

COPY FRN

Service Type

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

Internal Connections

FCC Form 471 Help

Show Help

CANCEL   CONTINUE

Enter a nickname for the FRN.

For new service, answer No. For continuing contracts, answer Yes and list the Funding Request Number (FRN) from last year's Form 471, list that FRN.

For new service, skip this option. The Copy FRN function can be used for continuing contracts to pull the data from a previous year's funding request.

Service Types for Category Two:
- **Internal Connections**
- **Basic Maintenance of Internal Connections**
- **Managed Internal Broadband Services**
Then Continue.

FRN Contract

Basic Information   Entity Information   **Funding Requests**   Certify

Next, you will identify the purchasing agreement type for the product and services you are requesting.

FRN Contract

How are the services for this FRN being purchased?

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

CONTRACT ✓   TARIFF   MONTH-TO-MONTH

FCC Form 471 Help

Show Help

BACK   CAN[...]   CONTINUE

Choose whether the purchase of this service is Contract, Tariff, or Month-to-Month, then Continue. If you choose Contract, you must add the contract information to your library's profile. See Contract Records section for instructions.

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Associate a Contract (1/2)

Basic Information

Next, you will associate a contract to yo

˅Associate a Contract

Search by Creating Organization BEN

208

Please note that BEN is a required field ar
to narrow down your result.

Search by Contract ID

If you choose Contract, you must search through contracts added to your library system's profile. By default, you can click on Search to see all contracts associated with the library's BEN.

CLEAR FILTERS   SEARCH

	Contract ID	Contract Number	Nickname	Award Date ↓	Creating Organization BEN
☑	6739				
☐	6727	123456			
☐	6734	ABC123#			

Check the box beside the appropriate contract, and the contract details will appear below – see next slide.

Associate a Contract (2/2)

Contract Summary - Pioneer County Networking Inc. 2020

Contract Number

Establishing FCC Form 470 #200000124

Award Date 1/23/2020

Expiration Date (All Extensions)

Account Number 987654321

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

> **When you check a contract from the search results, the Contract Summary will appear.**

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 service start date? ❓ *

07/01/2020

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

09/30/2021

The service start date will automatically appear as 7/1/2020—DON'T ENTER AN EARLIER DATE, even if your library intends to purchase equipment in the early installation period for FY 2020 (April 1 to June 30, 2020). Add the contract expiration date (without voluntary extensions you haven't exercised), then Continue. The last date for Cat2 purchase/installation in the funding year will be 9/30/2021.

CONTINUE

Narrative

Help your application reviewer by explaining your request. Make notes about eligibility and any changes for entity profile information such as square footage—you should still submit RAL modification requests for these changes.

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. *

Network equipment upgrades for the main branch. All items are 100% E-rate eligible.
The main branch will add 5,000 interior square feet by December 2020 for a total of 17,500 square feet.

Remember—if you request additional C2 funding because your square footage will increase during the funding year, you will be asked to supply documentation to verify the new square footage—THIS DOCUMENTATION MUST BE DATED PRIOR TO THE DATE YOU CERTIFY YOUR FORM 471.

BACK   CANCEL   SAVE & CONTINUE

Save & Continue to return to the Funding Requests page.

Manage FRN Line Items

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
☐	2099000040	Internal Connections - Main Branch	0	

ADD FRN   EDIT FRN   REMOVE FRN

FCC Form

Show Help

The second part of adding a funding request is to Manage FRN Line Items. Click on the Funding Request Number.

BACK   DISCARD FORM

SAVE & SHARE   REVIEW FCC FORM 471

Add New FRN Line Item

Basic Information   Entity Information

This page displays all of the funding request line items for this FRN. Click on a line item num

FRN Line Items for FRN #2099000040 - Internal Connec

	FRN Line Item Number	↓	Type of Internal Connection	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
☐							

You haven't created any FRN Line Items yet. Click the 'Add New FRN Line Item' button to start creating your first FRN Line Item.

BULK UPLOADS – If you have several Cat2 line items and the EPC portal is moving very slowly, ask the KDLA Technology Consultant to help you prep a bulk upload template—it's tricky to use, so please ask lauren.abner@ky.gov for assistance.

[ADD NEW FRN LINE ITEM]   [REMOVE FRN LINE ITEM]   [BULK UPLOAD]

FCC Form 471 Help

Show Help

Add as many line items for this service as needed. For this Internal Connections funding request, 13 FRN line items are required.

[BACK] [D...]   [SAVE & SHARE] [CONTINUE]

Product and Service Details

Basic Information

Please enter Product and Service Details

Product and Service Det ... 000004
Main Branch

Type of Internal Connection @ *
Cabling/Connectors

Type of Product *
Cabling

The first 5 items on this network upgrades contract will be Type of Internal Connection: Cabling/Connectors. The first item is 5000 feet of Cat6 cabling, so choose Cabling as the Type of Product.

If you don't see the correct make/brand on the drop-down, choose Other and you can type in the make. In the Model field, type in the SKU, part #, etc. – the most specific information you have.

Make *
Belkin

Model *
A7L704-1000

Installation Included in Price?

YES   NO ✓

If you're installing the equipment yourself or if your vendor has quoted installation as a separate line item, say No on this question.

Lease or Non-Purchase Agreement?

YES   NO ✓

If the library will own the equipment, say No on this question. Then click on Continue.

CANCEL

CONTINUE

See next slide for table on Types of Internal Connections and Types of Products.

Category Two - Internal Connections

TYPE OF INTERNAL CONNECTION	TYPE OF PRODUCT
Cabling/Connectors	Cabling
	Connectors
Caching	Caching Equipment
	Caching Service
Data Distribution	Router
	Switch
Data Protection	Firewall Services & Components
	UPS/Battery Backup
Racks	Racks & Cabinets
Software	Operating System Software of Eligible Equipment

TYPE OF INTERNAL CONNECTION	TYPE OF PRODUCT
Wireless Data Distribution	Access Point
	Antenna
	LAN Controller
	Wireless Controller
Miscellaneous	Installation, Activation, & Initial Configuration
	Training
	Fees, Taxes, Etc.
License	License
Transceiver	Transceiver
Module	Module

Cost Calculation

Cost Calculation for new FRN Line Item for FRN #2099000040 - Internal Connections - Main Branch

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

One-Time Cost	
One-time Unit Cost	$0.30
One-time Ineligible Unit Cost	$0.00
One-time Eligible Unit Cost	= $0.30
One-time Quantity	5000
Total Eligible One-time Costs	= $1,500.00

Summary	
Total Eligible Recurring Costs	$0.00
Total Eligible One-time Costs	+ $1,500.00
Pre-Discount Extended Eligible Line Item Cost	= $1,500.00

In order for the Summary of total costs to calculate (bottom right), you must enter zeroes under Monthly Costs and select a unit from the drop-down, even though that information isn't relevant to your request.

Most C2 requests involve one-time, non-recurring charges. In this example, the eligible unit cost is $0.30, ineligible unit cost is $0.00, and the quantity is 5,000; the form thus calculates my one-time cost for 5,000 ft of cable as $1,500.00, which matches the contract's line item.

Once the Summary appears, Save & Continue.

SAVE & CONTINUE

80

Select Recipients (1/2)

Basic Information   Entity Information

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

Manage Recipients of Service

Is every entity for this organization receiving service?

YES   NO ✓

All Entities

Search by BEN

Please select the organizations you wish to include as recipients of service for this FR entering the district or system entity number in the field above.

	BEN	BEN Name
☑	210	Pioneer County Public Library Main Branch
☐	211	Pioneer County Bookmobile

ADD

Selected Entities

	BEN	BEN Name
☐	BEN	BEN Name

No items available

Library systems with multiple branches must indicate which branches are receiving the services listed on the FRN. If all branches are receiving the service, answer Yes to the first question.

If only one or some branches will receive the service, answer No to the 1st question, check the box beside the branch(es) to receive service, and then click the Add button. The entities will appear under Selected Entities. Remember: administrative buildings are not eligible for C2 and will not appear on this list!

Select Recipients (2/2)

Selected Entities

	BEN	BEN Name
☐	210	Pioneer County Public Library Main Branch

Are the costs shared equally among all of the entities?

YES ✓ | NO

FCC Form 471 Help

Show Help

For Category Two requests, you must also answer this question about whether all Selected Recipients of service are sharing the cost equally. **Answer Yes if only one branch is receiving the service or if all the recipients are receiving the same quantity for this line item.** Save & Continue.

BACK | CANCEL

...MOVE

SAVE & CONTINUE

Recipients of Service

Next, you will review the costs allocated across your Recipients of Service

Recipients of Service for FRN Line Item #2099000040.001

The Total Eligible Line Item Cost of $1,500.00 has been allocated equally to the entity(ies) below.

BEN	Name	↑	Eligible Cost per BEN
210	Pioneer County Public Library Main Branch		$1,500.00

FCC Form 471 Help

Show Help

BACK

CONTINUE

The Recipient(s) of Service selected on the previous page will be listed along with the eligible cost. Click on Continue to return to the FRN Line Items page.

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FRN Line Items Page

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 #2099000040 - Internal Connections - Main Branch

	FRN Line Item Number	↓	Type of Internal Connection	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
☐	2099000040.001		Module	Module	0	5000	$1,500.00

ADD NEW FRN LINE ITEM   REMOVE FRN LINE ITEM   BULK UPLOAD

FCC Form 471 Help

I've added the first line item for my network upgrades. Rather than adding an entire new FRN for each item, I can simply add more line items for all the 'Internal Connections' products/services being purchased on the same contract. Click on Add New FRN Line Item.

SAVE & SHARE   CONTINUE

Example Line Item: Patch Panels

Basic Information — Entity Information — **Funding Requests** — Certify

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

Product and Service Details for new FRN Line Item for FRN #2099000040 - Internal Connections - Main Branch

Type of Internal Connection ❓ *

Cabling/Connectors ▼

Type of Product *

Connectors ▼

Make *

Tripplite ▼

Model *

N252-048

Installation Included in Price?

YES | **NO ✓**

Lease or Non-Purchase Agreement?

YES | **NO ✓**

FC

Sho

CANCEL | CONTINUE

Patch panels fall under Type of Internal Connection: Cabling/Connectors. For the Type of Product, select Connectors. Continue through subsequent pages for the cost calculation and recipients of service. Add another line item if needed.

Example Line Item: Access Points

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

Product and Service Details for new FRN Line Item for FRN #2099000040 - Internal Connections - Main Branch

Type of Internal Connection ❓ *

| Wireless Data Distribution | ▾ |

Type of Product *

| Access Point | ▾ |

Make *

| Ubiquiti | ▾ |

Installation Included in Price?

Model *

| UAP-AC-PRO |

Access point hardware = Type of Internal Connection: Wireless Data Distribution, Type of Product: Access Point. *Ex: Ubiquiti Unifi APs, Meraki access point hardware*
Access point license = Type of Internal Connection: License, Type of Product: License. *Ex: Meraki Cloud Controller License, FortiGate FortiCloud*
Wireless Controller = Type of Internal Connection: Wireless Data Distribution, Type of Product: Wireless Controller. *Ex: Ubiquiti Unifi Cloud Key*

Example Line Item: Installation

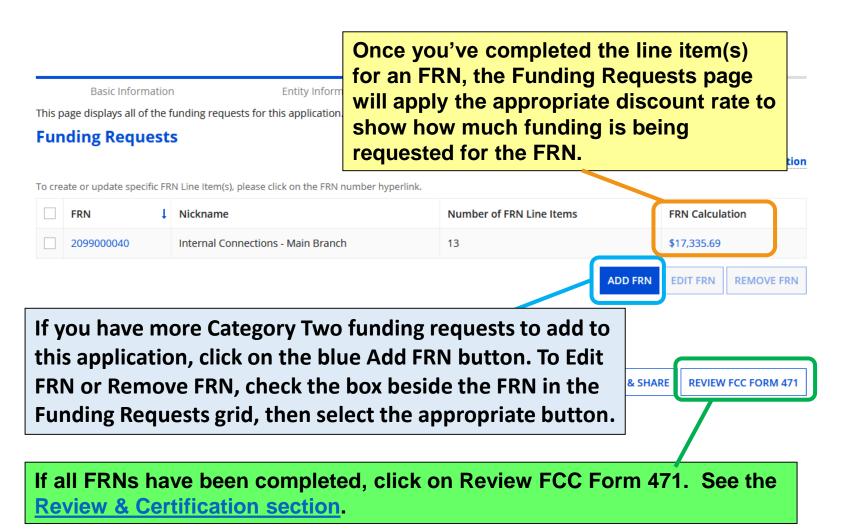For installation, choose Type of Internal Connection: Miscellaneous and Type of Product: Installation, Activation, & Initial Configuration.

Basic Information

Please enter Product and Service De...

Product and Service D...
Main Branch

Type of Internal Connection ❓ *

Miscellaneous

Type of Product *

Installation, Activation, & Initial Configuration ▼

Make *

Other

Enter the Make *

Service Provider

Model *

Installation

For the Make, choose Other. You can type the vendor's name in the 'Enter the Make' field and type 'installation' in the Model field.

Installation Included in Price?

YES ✓   NO

For the installation line item, you can check Yes for 'Installation Included in Price?'.

Lease or Non-Purchase Agreement?

YES   NO ✓

No on Lease or Non-Purchase Agreement.

CANCEL

CONTINUE

FRN Line Items Page

Check your line items! The totals in the right-hand column should match the extended cost on the contract (minus any ineligible costs). To edit line items, click on the FRN Line Item Number in the left-hand column to re-open the line item pages.

Number	Connection		Quantity	Item Cost
☑ 2099000040.013	Miscellaneous	Fees, Taxes, etc	0	1	$376.13
☐ 2099000040.012	Miscellaneous	Fees, Taxes, etc	0	1	$250.00
☐ 2099000040.011	Miscellaneous	Installation, Activation, & Initial Configuration	0	1	$10,000.00
☐ 2099000040.010	Data Protection	UPS/ Battery Backup	0	1	$449.00
☐ 2099000040.009	Data Distribution	Switch	0	1	$2,459.99
☐ 2099000040.008	Wireless Data Distribution	Wireless Controller	0	1	$120.00
☐ 2099000040.007	Wireless Data Distribution	Access Point	0	4	$600.00
			0	1	$3,500.00
			0	15	$16.35
			0	110	$841.50

< **1 – 10** of 13 >

To remove a line item, check the box beside the FRN Line Item Number in the grid, then select Remove FRN Line Item at the lower right.

ADD NEW FRN LINE ITEM   REMOVE FRN LINE ITEM   BULK UPLOAD

Once all the Internal Connections line items for the contract have been added, click on Continue to return to the Funding Requests page.

SAVE & SHARE   CONTINUE

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Funding Requests Page

Basic Information   Entity Inform...

This page displays all of the funding requests for this application.

Funding Requests

...tion

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
☐	2099000040	Internal Connections - Main Branch	13	$17,335.69

ADD FRN   EDIT FRN   REMOVE FRN

Once you've completed the line item(s) for an FRN, the Funding Requests page will apply the appropriate discount rate to show how much funding is being requested for the FRN.

If you have more Category Two funding requests to add to this application, click on the blue Add FRN button. To Edit FRN or Remove FRN, check the box beside the FRN in the Funding Requests grid, then select the appropriate button.

& SHARE   REVIEW FCC FORM 471

If all FRNs have been completed, click on Review FCC Form 471. See the Review & Certification section.

Example FRN: Manufacturer Subscription for Basic Maintenance of Internal Connections
Slides 90-106

Example of a funding request for a one-time charge for Basic Maintenance of Internal Connections (BMIC) on library-owned equipment entered as a recurring service.

Understanding this FRN

Qty	Description	Unit Price	Ext. Price
5000	Belkin Cat6 cable, gray – part # A7L704-1000	$0.30	$1,500.00
2	Tripp Lite 48-Port Cat6 Patch Panel – part #N252-048	$133.99	$267.98
2	Panduit J-PRO Cable Support System - cable hook (50 count) – part #JP131CMB-L20	$6.99	$13.98
110	Leviton eXtreme Cat 6 Standard Patch Cord, 3 ft, Blue – part #62460-3L	$7.65	$841.50
15	Black Box 2-Port Surface Mount Box for RJ45 – part #SMH-2	$1.09	$16.35
1	Cisco 5516-X firewall appliance – part # ASA5516-FPWR-K9	$3,500.00	$3,500.00
1	Cisco SmartNet extended service agreement for ASA5516 firewall – part # CON-SNT-ASA556F9	$1000.00	$1000.00
4	Ubiquiti Unifi Access Point – part #UAP-AC-PRO	$150.00	$600.00
1	Ubiquiti Unifi Cloud Key – part #UC-CK	$120.00	$120.00
1	Aruba 2930F 48G PoE+ 4SFP+ Switch – part #JL256A	$2,459.99	$2,459.99
1	APC Smart-UPS 750VA RM 2U 120V with SmartConnect - SMT750RM2UC	$449.00	$449.00
1	Installation of equipment and cabling at Main Branch – terminate, test, and label all data connections, remove old cabling	$10,000.00	$10,000.00
1	Shipping	$250.00	$250.00
	Subtotal		$16,518.80
	Kentucky Sales Tax – 6%		$376.13
	Total		**$16,894.93**

This FRN will cover a manufacturer's maintenance and technical support subscription for E-rate eligible networking equipment owned by the library.

Adding Funding Requests

Funding Request Key Information

On this page, you will select a nickname and the service type of the product and services that you are requesting

Funding Request Key Information

Please enter a Funding Request Nickname here ❓ *

Basic Maintenance of Internal Connections - support package for firewall

Enter a nickname for the FRN.

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

YES   **NO ✓**

For new service, answer No. For continuing contracts, answer Yes and list the Funding Request Number (FRN) from last year's Form 471, list that FRN.

Copy FRN

If you want to copy an existing... copied.

COPY FRN

For new service, skip this option. The Copy FRN function can be used for continuing contracts to pull the data from a previous year's funding request.

Service Type

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

Basic Maintenance of Internal Connections

Select the Service Type:
- **Internal Connections**
- **Basic Maintenance of Internal Connections**
- **Managed Internal Broadband Services**

Then Continue.

FCC Form 471 Help

Show Help

CANCEL   CONTINUE

FRN Contract

Next, you will identify the purchasing agreement type for the product and services you are requesting.

FRN Contract

How are the services for this FRN being purchased?

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

CONTRACT ✓ | TARIFF | MONTH-TO-MONTH

FCC Form 471 Help

Show Help

BACK | CANCEL | CONTINUE

Choose whether the purchase of this service is Contract, Tariff, or Month-to-Month. If you choose Contract, you must add the contract information to your library's profile. See the Contract Records section for instructions. Then click on Continue.

Associate a Contract (1/2)

Basic Information

Next, you will associate a contract to y[...]

∨Associate a Contract

Search by Creating Organization BEN

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Please note that BEN is a required field a[...]
to narrow down your result.

Search by Contract ID

If you choose Contract, you must search through contracts added to your library system's profile. By default, you can click on Search to see all contracts associated with the library's BEN.

CLEAR FILTERS   SEARCH

	Contract ID	Contract Number	Nickname	Award Date ↓	Creating Organization BEN
☑	6739				
☐	6727	123456			
☐	6734	ABC123#			

Check the box beside the appropriate contract, and the contract details will appear below – see next slide.

Associate a Contract (2/2)

Contract Summary - Pioneer County Networking Inc. 2020

Contract Number

Establishing FCC #200000124
Form 470

Award Date 1/23/2020

Expiration Date (All Extensions)

Account Number 987654321

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

> When you check a contract from the search results, the Contract Summary will appear.

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 service start date? ❓ *

07/01/2020

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

09/30/2021

> The service start date will automatically appear as 7/1/2020. Add the subscription's expiration—keeping in mind that it would be longer than 1 year—then Continue. For a 1-year subscription, you may want to put the last date for Cat2 purchase/installation in the funding year: 9/30/2021.

BACK | CANCEL | CONTINUE

Narrative

In the narrative, describe each line item and its eligibility. The line items for Basic Maintenance of Internal Connections funding requests have few details compared to the Internal Connections funding requests.

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. *

1-YEAR SmartNet support subscription for the librarys ASA5516-X firewall. CON-SNT-ASA556F9 is 81% eligible. The one-time charge of $1,000 has been entered on the line item as 12 recurring payments of $83.33 of which $15.83 would be ineligible each month. The eligible monthly recurring cost is $67.50 for a total pre-discount eligible cost of $810 for the year.

The example text explains how this line item will be entered; note that, even if a BMIC subscription is technically a one-time purchase, it must be entered on the line item as a monthly recurring unit cost. This may sound odd, but that is because the E-rate program won't provide discounts on maintenance that has not yet occurred.

BACK   CANCEL

SAVE & CONTINUE

Save & Continue to return to the Funding Requests page.

Manage FRN Line Items

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

>> View Category Two Budget Information

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
☐	2099000041	Basic Maintenance of Internal Connections - support package for firewall	0	
☐	2099000040	Internal Connections - Main Branch	13	$17,335.69

ADD FRN   EDIT FRN   REMOVE FRN

FCC Form 47

Show Help

The second part of adding a funding request is to Manage FRN Line Items. Click on the Funding Request Number.

BACK   DISCARD FORM   SAVE & SHARE   REVIEW FCC FORM 471

Add New FRN Line Item

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 #2099000041 - Basic Maintenance of Internal Connections - support package for firewall

	FRN Line Item Number	↓	Type of Product Being Maintained	Total Eligible FRN Line Item Cost
			You haven't created any FRN Line Items yet. Click the 'Add New FRN Line Item' button to start creating your first FRN Line Item.	

ADD NEW FRN LINE ITEM **REMOVE FRN LINE ITEM** **BULK UPLOAD**

FCC Form 471 Help

Add as many line items for this service as needed. For this Basic Maintenance of Internal Connections request, only 1 line item is needed.

SAVE & SHARE **CONTINUE**

Product and Service Details

Please review the information below for this Basic Maintenance of Internal Connections Line Item

Product and Service Details for new FRN Line Item for FRN #2099000041 - Basic Maintenance of Internal Connections - support package for firewall

Type of Product Being Maintained

Basic Maintenance of Internal Connections

Total Quantity of Equipment Maintained ❓ *

`1`

Provide the total quantity for all equipment types being covered at the entity

FCC Form 471 Help

Show Help

List the quantity of equipment to be maintained. The SmartNet subscription supports only the firewall, so enter 1, then Continue.

CANCEL   CONTINUE

100

Cost Calculation

Cost Calculation for new FRN Line Item for FRN #2099000041 - Basic Maintenance of Internal Connections - support package for firewall

Monthly Cost	
Monthly Recurring Cost	$83.33
Monthly Recurring Ineligible Costs	$15.83
Monthly Recurring Eligible Costs	= $67.50
Months of Service	x 12
Total Eligible Recurring Costs	= $810.00

One-Time Cost	
One-time Cost	$0.00
One-time Ineligible Cost	$0.00
One-time Eligible Cost	= $0.00

Summary	
Total Eligible Recurring Costs	$810.00
One-time Eligible Cost	+ $0.00
Pre-Discount Extended Eligible Line Item Cost	= $810.00

While the library will may a one-time payment to the vendor for the SmartNet subscription, the E-rate program provides discounts only on maintenance as it occurs. Therefore, enter convert the one-time cost of $1,000 to 12 monthly payments (rounded down):
- **Monthly Recurring Cost: $83.33**
- **Monthly Recurring Ineligible Costs: $15.83 –** because the subscription is 81% eligible for discounts, the 19% for ineligible costs must be subtracted from the overall amount paid each month.

In order for the Summary of total costs to calculate (bottom right), you must enter something in every field. Add zeroes where needed so the form completes the calculation of the extended cost. Then Save & Continue.

SAVE & CONTINUE

101

Select Recipients (1/2)

Manage Recipients of Service

Is every entity for this organization receiving service?

YES | NO ✓

All Entities

Search by BEN

Please select the organizations you wish to include as recipients of ser~~vice~~ entering the district or system entity number in the field above.

☐	BEN	BEN Name
☑	~~210~~	Pioneer County Public Library Main
☐	211	Pioneer County Bookmobile

ADD

Selected Entities

☐	BEN	BEN Name
		No items available

Library systems with multiple branches must indicate which branches are receiving the services listed on the FRN. If all branches are receiving the service, answer Yes to the first question.

If only one or some branches, then answer No to the first question, check the box beside the branch(es) to receive service, and then click the Add button. Those entities will then appear under Selected Entities. **Remember: administrative buildings are not eligible for C2 and will not appear on this list!**

Select Recipients (2/2)

Selected Entities

	BEN	BEN Name
☐		
☐	210	Pioneer County Public Library Main Branch

Are the costs shared equally among all of the entities?

YES ✓ | NO

FCC Form 471 Help

Show Help

BACK | CANCEL | SAVE & CONTINUE

For Category Two requests, you must also answer this question about whether all Selected Recipients of service are sharing the cost equally. **Answer Yes if only one branch is receiving the service or if all the recipients are receiving the same quantity for this line item.** Save & Continue.

Recipients of Service

 Funding Requests Certify

Next, you will review the costs allocated across your Recipients of Service

Recipients of Service for FRN Line Item #2099000041.001

The Total Eligible Line Item Cost of $810.00 has been allocated equally to the entity(ies) below.

BEN	Name	↑	Eligible Cost per BEN
210	Pioneer County Public Library Main Branch		$810.00

FCC

Show H

BACK

CONTINUE

The Recipient(s) of Service selected on the previous page will be listed along with the eligible cost. Click on Continue to return to the FRN Line Items page.

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FRN Line Items Page

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 #2099000041 - Basic Maintenance of Internal Connections - support package for firewall

	FRN Line Item Number ↓	Type of Product Being Maintained	Total Eligible FRN Line Item Cost
☐	2099000041.001	Basic Maintenance of Internal Connections	$810.00

ADD NEW FRN LINE ITEM   REMOVE FRN LINE ITEM   **BULK UPLOAD**

FCC Form 471 Help

This funding request requires only 1 line item, so click on Continue to return to the Funding Requests page.

BACK   DISCARD FORM   SAVE & SHARE   CONTINUE

Funding Requests Page

Once you've completed the line item(s) for an FRN, the Funding Requests page will apply the appropriate discount rate to show how much funding is being requested for the FRN.

Basic Information   Certify

This page displays all of the funding requests fo...

Funding Requests

>> View Category Two Budget Information

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
☐	2099000041	Basic Maintenance of Internal Connections - support package for firewall	1	$688.50
				$17,335.69

ADD FRN   EDIT FRN   REMOVE FRN

If you have more Category Two funding requests to add to this application, click on the blue Add FRN button. To Edit FRN or Remove FRN, check the box beside the FRN in the Funding Requests grid, then select the appropriate button.

RE   **REVIEW FCC FORM 471**

If all FRNs have been completed, click on Review FCC Form 471. See the Review & Certification section for instructions.

Example FRN: Basic Maintenance of Internal Connections
Slides 107-123

Example of a funding request for recurring Basic Maintenance of Internal Connections (BMIC) on library-owned equipment

Understanding this FRN

Part 1: E-rate Eligible Equipment	Qty.	Estimated Hours	Unit Price	Extended Price for 12 months
Extreme Networks 48-port Switch – part # Summit X460-G2-48p-10GE4	2			
Meraki MX84 firewall appliance (part # MX84-HW) with 5-year license (LIC-MX84-SEC-5YR)	1			
SonicPoint ACe wireless access point and PoE injector – part # 01-SSC-0724	3			
Orion Power Systems Pro 1500 RTX 1500VA UPS/battery backup – part # NP1500RTX	2			
Total for E-rate Eligible Equipment	**8**	**120 hours**	**$65/hour**	**$7,800.00**

Part 2: E-rate Ineligible Equipment				
Dell PowerEdge C4130 Rack Server – part #SNPCPC7GC/32G	1	30 hours	$65/hour	$1,950.00

This FRN will cover a Basic Maintenance of Internal Connections contract for repair/maintenance on E-rate eligible networking equipment owned by the library.

Adding Funding Requests

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

>> View Category Two Budget Information

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
☐	2099000041	Basic Maintenance of Internal Connections - support package for firewall	1	$688.50
☐	2099000040	Internal Connections - Main Branch	13	$17,335.69

ADD FRN EDIT FRN REMOVE FRN

FCC Form 471 Help

Show Help

BACK DISCARD FORM

SAVE & SHARE REVIEW FCC FORM 471

Adding Funding Request Numbers (FRNs) is a two-step process: Add FRN, then Manage FRN Line Items.

Funding Request Key Information

Basic Information   Entity Information   **Funding Requests**   Certify

On this page, you will select a nickname and the service type of the product and services that you are requesting

Funding Request Key Information

Please enter a Funding Request Nickname here ❓ *

Maintenance Contract for Network Equipment

Enter a nickname for the FRN.

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

YES   **NO✓**

For new service, answer No. For continuing contracts, answer Yes and list the Funding Request Number (FRN) from last year's Form 471.

Copy FRN

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

COPY FRN

For new service, skip this option. The Copy FRN function can be used for continuing contracts to pull the data from a previous year's funding request.

Service Type

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

Basic Maintenance of Internal Connections

Select the Service Type:
- **Internal Connections**
- **Basic Maintenance of Internal Connections**
- **Managed Internal Broadband Services**

Then click on Continue.

FCC Form 471 Help

Show Help

CANCEL   CONTINUE

FRN Contract

Basic Information   Entity Information   **Funding Requests**   Certify

Next, you will identify the purchasing agreement type for the product and services you are requesting.

FRN Contract

How are the services for this FRN being purchased?

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

CONTRACT ✓   TARIFF   MONTH-TO-MONTH

FCC Form 471 Help

Show Help

BACK   CANCEL   CONTINUE

Choose whether the purchase of this service is Contract, Tariff, or Month-to-Month. If you choose Contract, you must add the contract information to your library's profile.

111

Associate a Contract (1/2)

If you choose Contract, you must search through contracts added to your library system's profile. By default, you can click on search to see all contracts associated with the library's BEN.

Basic Information

Next, you will associate a contract to yo

⌄ Associate a Contract

Search by Creating Organization BEN

```
208
```

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

Search by Contract

Search by Nickname (All or Partial)

Search by Contract No.

Check the box beside the appropriate contract, and the contract details will appear below – see next slide.

CLEAR FILTERS | SEARCH

	Contract ID	Contract Number	Nickname	Award Date ↓	Creating Organization BEN
☐	673?		Pioneer County Networking Inc. 2020	1/23/2020	208
☑	6744		Pioneer County Network4U 2020-2023	1/23/2020	208
☐	6727	123456	Pioneer County Telecom 2020-22	1/17/2020	208

Associate a Contract (2/2)

Contract Summary - Pioneer County Network4U 2020-2023

Contract Number

Establishing FCC #200000152
Form 470

Award Date 1/23/2020

Expiration Date (All Extensions)

Extensions?

Remaining Voluntary Extensions

Total Remaining Contract Length

When you check a contract from the search results, the Contract Summary will appear.

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 service start date? ❓ *

| 07/01/2020 |

Enter the date when services will start for this Funding Year

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

| 06/30/2023 |

FCC Form 471 Help

Show

BAC

The service start date will automatically appear as 7/1/2020. Add the contract expiration date (without voluntary extensions you haven't exercised.) In this case, the 36-month contract will end on June 30, 2023. Then Continue.

CONTINUE

Narrative

Narrative

Provide a brief expla...
regarding this Fundi...
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. *

> Repair & maintenance for 8 pieces of eligible equipment at the main branch--switches, firewall, access points, and battery backup. This service will be billed at $65 per hour for up to 120 hours during the funding year.

Help your application reviewer by explaining your request. For Basic Maintenance contract, you may want to describe the equipment being maintained and how the service will be billed.

The example narrative text states: Repair & maintenance for 8 pieces of eligible equipment at the main branch--switches, firewall, access points, and battery backup. This service will be billed at $65 per hour for up to 120 hours during the funding year.

Show Help

Save & Continue to return to the Funding Requests page.

SAVE & CONTINUE

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Manage FRN Line Items

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

>> **View Category Two Budget Information**

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
☐	2099000042	Maintenance Contract for Network Equipment	0	
☐	2099000041	Basic Maintenance of Internal Connections - support package for firewall	1	$688.50
☐	2099000040	Internal Connections - Main Branch	13	$17,335.69

ADD FRN   EDIT FRN   REMOVE FRN

The second part of adding a funding request is to Manage FRN Line Items. Click on the funding request number.

Show Help

BACK   DISCARD FORM   SAVE & SHARE   REVIEW FCC FORM 471

Add New FRN Line Item

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 #2099000042 - Maintenance Contract for Network Equipment

☐	FRN Line Item Number ↓	Type of Product Being Maintained	Total Eligible FRN Line Item Cost
	You haven't created any FRN Line Items yet. Click the 'Add New FRN Line Item' button to start creating your first FRN Line Item.		

ADD NEW FRN LINE ITEM   REMOVE FRN LINE ITEM   BULK UPLOAD

FCC Form 471 Help

Show H

> **Add as many line items for this service as needed. For this Basic Maintenance of Internal Connections request, only 1 line item is needed.**

BACK   SAVE & SHARE   CONTINUE

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Product and Service Details

Please review the information below for this Basic Maintenance of Internal Connections Line Item

Product and Service Details for new FRN Line Item for FRN #2099000042 - Maintenance Contract for Network Equipment

Type of Product Being Maintained

Basic Maintenance of Internal Connections

Total Quantity of Equipment Maintained ❓ *

> 8

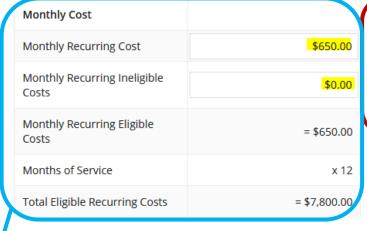Provide the total quantity for all equipment types being covered at the entity

FCC Form 471 He

Show Help

List the quantity of equipment to be maintained, then click on Continue. Based on the maintenance contract, there are 8 pieces of equipment that will be maintained (2 switches, 1 firewall, 3 access points, and 2 UPS/battery backups.

CANCEL

CONTINUE

Cost Calculation

Cost Calculation for new FRN Line Item for FRN #2099000042 - Maintenance Contract for Network Equipment

Monthly Cost	
Monthly Recurring Cost	$650.00
Monthly Recurring Ineligible Costs	$0.00
Monthly Recurring Eligible Costs	= $650.00
Months of Service	x 12
Total Eligible Recurring Costs	= $7,800.00

One-Time Cost	
One-time Cost	$0.00
One-time Ineligible Cost	$0.00
One-time Eligible Cost	= $0.00

Summary	
Total Eligible Recurring Costs	$7,800.00
One-time Eligible Cost	+ $0.00
Pre-Discount Extended Eligible Line Item Cost	= $7,800.00

In this example, the repair/maintenance contract is billed each month as the vendor performs service; the cost is $65/hour for an estimated 120 hours of service for the year. If the vendor bills me each month, the average monthly cost is $650.

In order for the Summary of total costs to calculate (bottom right), you must complete every field. For line items involving monthly recurring costs, enter zeros for the one-time fields. Then Save & Continue.

BACK   CANCEL

SAVE & CONTINUE

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Select Recipients (1/2)

Basic Information | Entity Information | Funding Requests | Certify

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

Manage Recipients of Service

Is every entity for this organization receiving service?

YES | NO ✓

All Entities

Search by BEN

Please select the organizations you wish to include as recipients of serv... district or library system by entering the district or system entity numb...

	BEN	BEN Name
☑	210	Pioneer County Public Library Main Branch
☐	211	Pioneer County Bookmobile

ADD

Selected Entities

	BEN	BEN Name
☐	BEN	BEN Name

No items available

Library systems with multiple branches must indicate which branches are receiving the services listed on the FRN. If all branches are receiving the service, answer Yes to the first question.

If only one or some branches, then answer No to the first question, check the box beside the branch(es) to receive service, and then click the Add button. Those entities will then appear under Selected Entities. Remember: administrative buildings are not eligible for C2 and will not appear on this list!

119

Select Recipients (2/2)

Selected Entities

	BEN	BEN Name
☐		
☐	210	Pioneer County Public Library Main Bran

Are the costs shared equally among all of the entities?

YES ✓ NO

FCC Form 471 Help

Show Help

For Category Two requests, you must also answer this question about whether all Selected Recipients of service are sharing the cost equally. **Answer Yes if only one branch is receiving the service or if all the recipients are receiving the same quantity for this line item.** Save & Continue.

BACK CANCEL SAVE & CONTINUE

Recipients of Service

Next, you will review the costs allocated across your Recipients of Service

Recipients of Service for FRN Line Item #2099000042.001

The Total Eligible Line Item Cost of $7,800.00 has been allocated equally to the entity(ies) below.

BEN	Name	↑	Eligible Cost per BEN
210	Pioneer County Public Library Main Branch		$7,800.00

FCC Form 471 Help

Show

BAC

CONTINUE

The Recipient(s) of Service selected on the previous page will be listed along with the eligible cost. Click on Continue to return to the FRN Line Items page.

121

FRN Line Items Page

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 #2099000042 - Maintenance Contract for Network Equipment

	FRN Line Item Number ↓	Type of Product Being Maintained	Total Eligible FRN Line Item Cost
☐	2099000042.001	Basic Maintenance of Internal Connections	$7,800.00

ADD NEW FRN LINE ITEM   REMOVE FRN LINE ITEM   **BULK UPLOAD**

Only 1 line item is needed for this FRN, so click on Continue to return to the Funding Requests page.

BACK   DISCARD FORM   SAVE & SHARE   CONTINUE

Funding Requests Page

Basic Information

This page displays all of the funding re[...]

Certify

[...]e an existing one.

Funding Requests

Once you've completed the line item(s) for an FRN, the Funding Requests page will apply the appropriate discount rate to show how much funding is being requested for the FRN.

Budget Information

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
☐	2099000042	Maintenance Contract for Network Equipment	1	$6,630.00
☐		Basic Maintenance of Internal Connections -	1	$688.50
				$17,335.69

If you have more Category Two funding requests to add to this application, click on the blue Add FRN button. To Edit FRN or Remove FRN, check the box beside the FRN in the Funding Requests grid, then select the appropriate button.

ADD FRN **EDIT FRN** **REMOVE FRN**

Show Help

If all FRNs have been completed, click on Review FCC Form 471. See the Review & Certification section.

& SHARE **REVIEW FCC FORM 471**

123

Example FRN: Managed Internal Broadband Services
Slides 124-142

Example of a funding request for Managed Internal Broadband Services (MIBS or Managed Wi-Fi) through a continuing contract

Understanding this FRN

Managed Wi-Fi Service Contract

Contract period: July 1, 2019 to June 30, 2020
Contract is renewable for two additional 1-year periods if customer requests a renewal at least 30 days prior to the contract expiration (total 36 months). *[Expiration if all voluntary extensions are exercised will be June 30, 2022]*

Pioneer Wi-Fi Services will handle configuration, management, and upgrades for Wi-Fi infrastructure owned by customer.

Equipment covered under contract	Qty.	Unit Price	Ext. Price
Dell Networking N1548 Switch – part # 463-7710	2		
SonicWall TZ600 firewall appliance – part # 01-SSC-0219	1		
SonicPoint ACe wireless access point and PoE injector – part # 01-SSC-0724	3		
Total		$200/month	$2,400.00

This FRN will cover a contract for Managed Internal Broadband Services (MIBS or Managed Wi-Fi). A third party will configure and provide daily monitoring for the equipment that allows patrons and staff to access the library's Wi-Fi. Contract is 1 year with 2 optional 1-year extensions. An extension has been exercised for the 2nd year of the contract – we'll use the Copy FRN feature to bring up details from last year's funding request.

Adding Funding Requests

| | 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

>> View Category Two Budget Information

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
☐	2099000042	Maintenance Contract for Network Equipment	1	$6,630.00
☐	2099000041	Basic Maintenance of Internal Connections - support package for firewall	1	$688.50
☐	2099000040	Internal Connections - Main Branch	13	$17,335.69

ADD FRN | EDIT FRN | REMOVE FRN

Adding Funding Request Numbers (FRNs) is a two-step process: Add FRN, then Manage FRN Line Items.

SAVE & SHARE | REVIEW FCC FORM 471

Funding Request Key Information

On this page, you will select a nickname and the service type of the product and services that you are requesting

Funding Request Key Information

Please enter a Funding Request Nickname here ❓ *

Managed Wi-Fi Contract Continuation

Enter a nickname for the FRN.

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

Skip this question for now.

[YES] [NO]

Copy FRN

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

[COPY FRN]

This service is under a continuing contract, so click on Copy FRN.

Service Type

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

[Please select a value ▾]

This information will be filled in automatically by the Copy FRN feature.

FCC Form 471 Help

Show Help

[CANCEL]   [CONTINUE]

127

Copy FRN: Search

To search for an FRN to copy into this year's form, you'll need to know the FRN number or the Form 471 # it appeared on. I recommend the Search by FRN Number feature because it's more precise (less likely to select the wrong FRN).

Basic Informati...

To search for the FRN you
application number and t

Search for FRN

Search by FCC Form 471

Search by FRN Number

1999000108

CLEAR FILTERS | SEARCH

Select an FRN

*

☑	FCC Form 471 ↓	FRN Number	FRN Nickname	Service Type	Service Provider Name
☑	191000081	1999000108	Managed Wi-Fi Continuing Contract	Managed Internal Broadband Services	USAC Service Provider Organization 1

Check the box beside the FRN you want to copy, then click on continue.

BACK | CANCEL

CONTINUE

Copy FRN – Pop-Up Warning

FCC Form 471 - Fu...

Pioneer County Public ...) **Category Two -**
Form # 201000050

Last Saved: 1/27/2020 12:54 PM EST

SAVE DRAFT

If you continue, FRN data will copy and may take up to one minute to complete. Do you wish to continue?

NO   YES

| Basic Information | Entity Information | **Funding Requests** | Certify |

To search for the FRN you wish to copy, please enter either the FCC Form 471 number or the FRN number. You do not need to enter both the application number and the FRN.

Search for FRN

Search by FCC Form 471 | **Search by FRN Number**
1999000108

CLEAR FILTERS   SEARCH

You'll receive a pop-up warning to let you know that it will take a minute for the FRN to copy to this year's form. Click on Yes to continue.

| ☑ | 191000081 | 1999000108 | Managed Wi-Fi Continuing Contract | Managed Internal Broadband Services | USAC Service Provider Organization 1 |

FCC Form 471 Help

Show Help

BACK   CANCEL   CONTINUE

129

Copy FRN – Wait to Refresh

FCC Form 471 - Funding Year 2020

Pioneer County Public Library System (BEN: 208) - Funding Year 2020 Category Two - Form # 201000050

Last Saved: 1/27/2020 12:54 PM EST

Basic Information — Entity Information — **Funding Requests** — Certify

FRN is copying and may take up to one minute to complete. Please hit refresh to check if FRN copy is complete.

While the FRN is being copied to the form, you'll see a spinning circle. Wait about 20 seconds before you click on Refresh. If you click too soon, EPC will start the copy process again and you'll have to wait.

REFRESH

Copy FRN – Successful

Pioneer County Public Library System (BEN: 208) - Funding Year 2020 Category Two - Form # 201000050

Last Saved: 1/27/2020 12:54 PM EST

Basic Information	Entity Information	**Funding Requests**	Certify

FRN has been successfully copied.

Program rules prohibit the funding of duplicate services, which means different funding requests cannot contain services that provide the same functionality to the same population in the same location during the same period of time.

Your FRN has been copied in your current FCC Form 471. As you navigate through the FRN, you must review all of the copied data. Please keep in mind:

- To the extent that the current year form does not have the same fields as the form you are copying, the data will not be copied.
- Copy FRN will not copy Service Start and Service End Dates. When entering these Start and End dates, please ensure that the Recipients of Service and the appropriate cost in the line items are correct if the months of service are different from the original FRN.
- Copy FRN will copy all Recipients of Service. Please make sure that the Recipients of Service associated with each line item are valid for the current Funding Year.

You can now edit the copied FRN.

After clicking on Refresh, you'll see the notice above if the FRN was copied successfully. Click on Continue.

CONTINUE

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Back to Funding Request Key Info

Basic Information | Entity Information | **Funding Requests** | Certify

On this page, you will select a nickname and the service type of the product and services that you are requesting

Funding Request Key Information

Please enter a Funding Request Nickname here ❓ *

Managed Wi-Fi Contract Continuation

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

[YES✓] [NO]

Previous Year FRN Number *

1999000108

Change the answer to the FRN continuation question to Yes, then type in the Previous Year FRN Number (same FRN that you copied).

Service Type

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

Please delete all line items for this Funding Request if you wish to modify the Service Type

Managed Internal Broadband Services ▾

Once the previous FRN is copied to the form, the answer for Service Type will automatically display as Managed Internal Broadband Services. Click on Continue.

CANCEL

CONTINUE

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FRN Contract

Next, you will identify the purchasing agreement type for the product and services you are requesting.

FRN Contract

How are the services for this FRN being purchased?

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

CONTRACT ✓   TARIFF   MONTH-TO-MONTH

FCC Form 471 Help

Show Help

BACK   CANCEL   CONTINUE

The purchase type—Contract—will already be checked since this information was pulled from the previous FRN. Click on Continue.

133

Update Contract Expiration

Contract Summary - Pioneer County Wi-Fi 2019-2022

Contract Number 11562

Establishing FCC #190000191
Form 470

Award Date 1/29/2019

Expiration Date (All 6/30/2022
Extensions)

Extensions

Total Remaining 36
Contract Length

> **The summary for the contract on the copied FRN will appear automatically.**

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 service start date? ❓ *

07/01/2020

Enter the date when services will start for this Funding Year

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

06/30/2022

> **Update the service start date and contract expiration, then click on Continue. Services for Funding Year 2020 start on 7/1/2020. The first voluntary extension has been exercised, so the contract expiration is 6/30/2021. One more extension has yet to be exercised.**

CONTINUE

134

Update Narrative

Basic Information   Entity Information   **Funding Requests**   Certify

Narrative

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

Managed Wi-Fi services for the Main Branch. Contract covers Dell Networking N1548 Switch, a SonicWall TZ600 firewall appliance, and 3 SonicPoint Ace wireless access points with PoE injectors. Extension for 2nd year of contract has been exercised.

Update the Narrative field, if needed. I've added a note that an extension has been exercised.

Click th[...]   [...]hat was just
created[...]   N Line Items, click
the "Add FRN" button.

FCC Form 471 Help

Show Help

Save & Continue to return to the Funding Requests page.

SAVE & CONTINUE

Funding Requests Page

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 #2099000044 - Managed Wi-Fi Contract Continuation

	FRN Line Item Number ↓	Type of Managed Service Agreement	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
☐	2099000044.001	Managed services contract of already installed equipment	1	1	$2,400.00

ADD NEW FRN LINE ITEM   REMOVE FRN LINE ITEM   BULK UPLOAD

FCC Form 471 Help

Show Help

Click on the FRN Line Item Number to open and review the line item created using Copy FRN.

BACK   DISCA...   SAVE & SHARE   CONTINUE

Product and Service Details

Basic Information | Entity Information | **Funding Requests** | Certify

Please enter Product and Service Details Information for this Managed Internal Broadband Services Line Item

Product and Service Details for FRN Line Item #2099000044.001

Type of Managed Service Agreement ❓ *

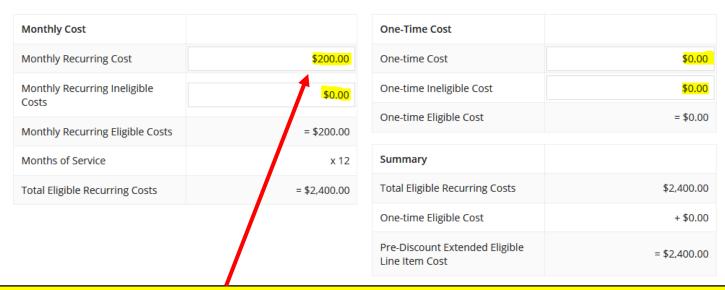Managed services contract of already installed equipment ▾

FCC Form 471 Help

For this example, the Copy FRN filled in the option used on last year's Form 471 to indicate that the library owns and has already installed the equipment.

The options for Type of Managed Service Agreement are:
- **Managed and Leased from a third party service provider**
- **Managed by a third party service provider, and purchased from them or other vendors**
- **Managed services contract of already installed equipment.**

Cost Calculation

Cost Calculation for FRN Line Item #2099000044.001

Monthly Cost	
Monthly Recurring Cost	$200.00
Monthly Recurring Ineligible Costs	$0.00
Monthly Recurring Eligible Costs	= $200.00
Months of Service	x 12
Total Eligible Recurring Costs	= $2,400.00

One-Time Cost	
One-time Cost	$0.00
One-time Ineligible Cost	$0.00
One-time Eligible Cost	= $0.00

Summary	
Total Eligible Recurring Costs	$2,400.00
One-time Eligible Cost	+ $0.00
Pre-Discount Extended Eligible Line Item Cost	= $2,400.00

The Copy FRN feature has already entered $200 as the Monthly Recurring Cost, and the form automatically calculates that the Total Eligible Recurring Costs will be $2400 for the entire year. When using Copy FRN, make sure to remove any one-time setup fees that no longer apply to subsequent years of a contract.

BACK   CANCEL   SAVE & CONTINUE

Recipients of Service

Next, you will review the costs allocated across your Recipients of Service

Recipients of Service for FRN Line Item #2099000044.001

The Total Eligible Line Item Cost of $2,400.00 has been allocated equally to the entity(ies) below.

BEN	Name	↑	Eligible Cost per BEN
210	Pioneer County Public Library Main Branch		$2,400.00

MANAGE RECIPIENTS OF SERVICE

FCC Form 471 Help

Show Help

CONTINUE

The Copy FRN feature has already listed the main library branch as the Recipient of Service. **You can click on Manage Recipients of Service to make updates, but this is highly unlikely for a continuing contract.**

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FRN Line Items Page

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 #2099000044 - Managed Wi-Fi Contract Continuation

	FRN Line Item Number ↓	Type of Managed Service Agreement	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
☐	2099000044.001	Managed services contract of already installed equipment	1	1	$2,400.00

ADD NEW FRN LINE ITEM | REMOVE FRN LINE ITEM | **BULK UPLOAD**

FCC Form 471 Help

Show Help

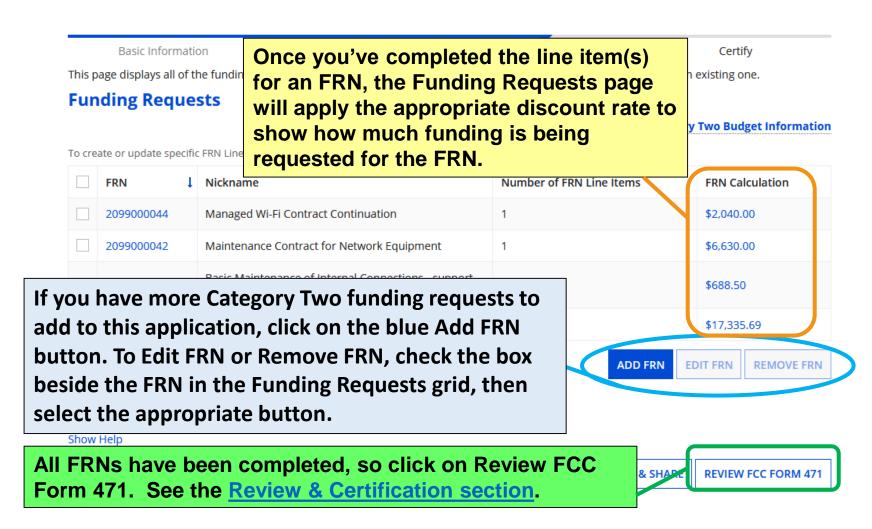**After reviewing the line item, click on Continue to return to the Funding Requests page.**
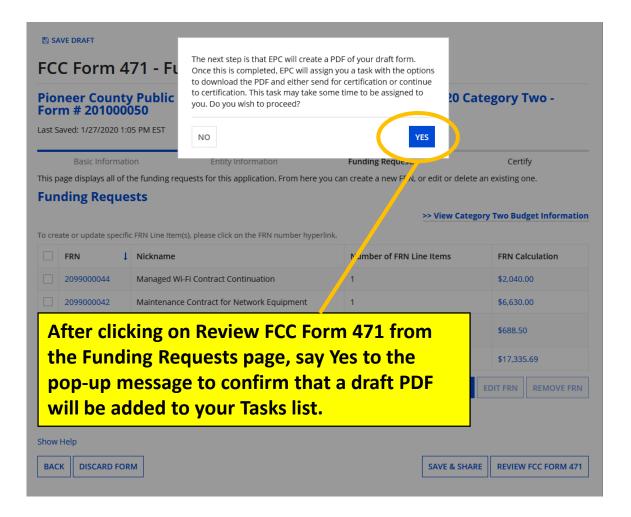
BACK | DISCARD FORM | SAVE & SHARE | CONTINUE

Funding Requests Page

Basic Information

This page displays all of the fundin...

Funding Requests

To create or update specific FRN Line...

Once you've completed the line item(s) for an FRN, the Funding Requests page will apply the appropriate discount rate to show how much funding is being requested for the FRN.

Certify

...h existing one.

...y Two Budget Information

	FRN ↓	Nickname	Number of FRN Line Items	FRN Calculation
☐	2099000044	Managed Wi-Fi Contract Continuation	1	$2,040.00
☐	2099000042	Maintenance Contract for Network Equipment	1	$6,630.00
		Basic Maintenance of Internal Connections - support		$688.50
				$17,335.69

ADD FRN   EDIT FRN   REMOVE FRN

If you have more Category Two funding requests to add to this application, click on the blue Add FRN button. To Edit FRN or Remove FRN, check the box beside the FRN in the Funding Requests grid, then select the appropriate button.

Show Help

All FRNs have been completed, so click on Review FCC Form 471. See the Review & Certification section.

& SHARE   REVIEW FCC FORM 471

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Review & Certification
Slides 143-149

Proceed to create draft PDF

SAVE DRAFT

FCC Form 471 - Fu[...]

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

Pioneer County Public [...] 20 Category Two -
Form # 201000050

Last Saved: 1/27/2020 1:05 PM EST

NO   YES

Basic Information   Entity Information   Funding Request[...]   Certify

This page displays all of the funding requests for this application. From here you can create a new F[...]N, or edit or delete an existing one.

Funding Requests

>> View Category Two Budget Information

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
2099000044	Managed Wi-Fi Contract Continuation	1	$2,040.00
2099000042	Maintenance Contract for Network Equipment	1	$6,630.00
			$688.50
			$17,335.69

EDIT FRN   REMOVE FRN

After clicking on Review FCC Form 471 from the Funding Requests page, say Yes to the pop-up message to confirm that a draft PDF will be added to your Tasks list.

Show Help

BACK   DISCARD FORM   SAVE & SHARE   REVIEW FCC FORM 471

144

Review PDF for FCC Form 471

News   Tasks (1)   Records   Reports   Actions   Appian

Training
Universal Service
Administrative Co.

Click here to send a task...   ↕ NEWEST ▾

Assigned to Me ▸
Sent by Me
Starred ⭐

STATUS
Open ✖

DEADLINE
Overdue
Today
Within 7 days

➡ Me
Review PDF for FCC Form 471 - #201000050 - Funding Year 2020 Category Two
A moment ago   ☆

Click on the Tasks list to refresh the list—it may take 1 minute or more for the link to appear. Click on the link that says, "Review PDF for FCC Form 471 – [your form # and nickname]".

Let KDLA review your form

FCC Form 471 - Funding Year 2020

Pioneer County Public Library System (BEN: 20
Form # 201000050

Last Saved: 1/27/2020 1:05 PM EST

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

Download Document Link

USAC_FCC_FORM_471_APPLICATION_201000050_DRAFT

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

FCC Form 471 Help

Show Help

Click on the blue Document Download Link to review a PDF draft of your Form 471. Attach the file to an email and send it to lauren.abner@ky.gov for review.

Once you're positive that the form is correct, check the box below the download link and click on Continue to Certification.

EDIT FORM   SEND FOR CERTIFICATION   CONTINUE TO CERTIFICATION

If you find errors in the draft PDF, click on Edit Form to return to the beginning of the form and make changes.

If your EPC user profile doesn't give you full permissions for the Form 470, you'll need to send the form for certification by another full-rights user on behalf of your library.

Certifications & Budget

Applicant Certifications

☑ I certify that the entities listed in this application are eligible for support a [s]tate library administrative agency under the Library Services and Tec[h] w[h]ose budgets are completely separate from any schools, including, but

☑ I certify that the entity I represent or the entities listed on this applicatio[n] re[s]ources, including computers, training, software, internal connections, purchased effectively. I recognize that some of the aforementioned reso[urces] the entities listed on this application have secured access to all of the res[ources] which access has been secured in the current funding year. I certify that and services to the service provider(s).

Total Funding Summary

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

Summary	
Total funding year pre-discount eligible amount on this FCC Form 471	$31,404.93
Total funding commitment request amount on this FCC Form 471	$26,694.19
Total applicant non-discount share of the eligible amount	$4,710.74
Total budgeted amount allocated to resources not eligible for E-rate support	$40,000.00
Total amount necessary for the applicant to pay the non-discount share of eligible and any ineligible amounts	$44,710.74
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

☑ 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 r[e]ceived and se[l]ecting a service pr[ovider.] w[i]th price being the p[rimary...]

☑ I certify that the entit[ies...] bi[d]ding requirements

You must check the boxes for all certifications. Only library-specific certifications will be shown.

Enter the amount your library budgets for technology (minus internet access or other E-rate eligible services). The technology budget may include computers, software, servers, databases, etc. A ballpark figure is fine.

ANSWER NO TO BOTH THESE QUESTIONS!!!

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Certify

for services.

☑ I certify that I and the entity(ies) I re[...] [...] [...]ure to do so may result in denial of discount funding and/or cancellatic[...] [...]ding agreements covering all of the services listed on this FCC Form 47[...] [...]th-to-month arrangements. I acknowledge that failure to comply[...] [...]ropriate law enforcement authorities.

☑ I acknowledge that the discount lev[...] [...]that the most disadvantaged schools and libraries that are treated as sh[...] [...]ervices.

☑ I certify that I will retain required d[...] [...]required by the rules in effect at the time of this certification) after the la[...] [...]eadline for the associated funding request. I acknowledge that I may b[...] [...]certify that I will retain all documents necessary to demonstr[...] [...]cation for, receipt of, and delivery of services receiving schools and libra[...] [...]AC.

☑ I certify that I am authorized to order telecommunications and other supported services for the elig[...]le entity(ies) listed on this application. I certify that I am authorized to submit this request on behalf of the eligible entity(ies) listed on this [...]pplication, 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 [...]ntities that are receiving discounts pursuant to this application have complied with the terms, conditions and purposes of the program, that n[...]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 Cl[...]ms Act.

☑ I acknowledge that FCC rules provide that persons who have been convicted of criminal v[...]olations or held civilly liable for certain acts arising from their participation in the schools and libraries support mechanism are subject to suspe[...]sion and debarment from the program. I will institute reasonable mea[...] [...]ties listed on this application, or a[...] [...]f a criminal violation or held civilly liable[...]

☑ I certify that if an[...] [...]oth eligible and ineligible components, tha[...] [...]. § 54.504.

☑ I certify that the[...] [...]ount costs of eligible services feature[...] [...]that, for the purpose of this rule, the pro[...] [...]ice or product will be considered a reb[...]

FCC Form 47

Show Help

After you click on Certify, you'll see a pop-up that asks if you understand the consequences of making false statements on federal forms and that you have the authority to make these certifications for your library.

BACK

CERTIFY

Certification Confirmation

Certification Confirmation

Pioneer County Public Library System (BEN: 208) - Funding Year 2020 Category Two - Form # 201000050

Last Saved: 1/27/2020 1:16 PM EST

Basic Information	Entity Information	Funding Requests	Certify

You have successfully filed FCC Form 471 #201000050 for FY 2020

Certification Date

1/27/2020 1:16 PM EST

Authorized Person

Name Lauren Abner

Title KDLA Technology Consultant

Employer Pioneer County Public Library System

Address 100 Main Street
Boonesburg, KY 40069

Phone 502-564-1728

Email library.system10.user1@mailinator.com

Please click here to access your certified FCC Form 471 PDF

FCC Form 471 Help

> **Print the Certifier Confirmation page for your records, then click on Close.** If you don't close the Certifier Confirmation page, you'll periodically receive email reminders about this as pending Task in E-rate Productivity Center.

> This link will take you directly to the Summary page for the FCC Form 471. However, if you navigate there immediately after certifying, the generated PDF copy of the certified Form 471 won't yet be available.

CLOSE

After You've Certified
Slides 150-160

150

FCC Forms and Post-Commitment Requests

My Applicant Landing Page

Training
Universal Service
Administrative Co.

Welcome, Pioneer County Public Library System!

Scroll Down

To print the final PDF copy of the Form 471, return to My Applicant Landing Page and scroll to the bottom section for FCC Forms and Post-Commitment Requests.

⌄ FCC Forms and Post-Commitment Requests

◉ FCC Forms
○ Post-Commitment Requests

Form Type   FCC Form 471 ▾

Funding Year   2020 ▾

Change the Form Type drop-down to FCC Form 471 and the Funding Year to 2020. In the results, click on the Application Number to go the form's Summary tab.

Application Number	Nickname	Funding Year	Status	Certified Date
201000035	FY 2020 Form 471 for Category One	2020	Certified	1/21/2020 3:37 PM EST

Download Final PDF copy

Records / FCC Forms 471

FY 2020 Form 471 for Category One - #201000035

Summary Funding Requests Review Inquiries Discount Calculation Entity Information News Related Actions

Incomplete   Certified

Review Status Awaiting Initial Revie

∨**Application Information**

Nickname FY 2020 Form 471 fo

Application Number 201000035

Funding Year 2020

Reminder: E-rate retention rules require you to keep all E-rate documents for 10 years after the last date for service in the funding year. Funding Year 2020 paperwork must be kept until at least June 30, 2031 (or September 30, 2031 for Category Two).

Created By Lauren Abner

Certified Date 1/21/2020 3:37 PM EST

Scroll Down

From the Summary page for your Form 471, click on the Original Version link at the bottom to download and print the final PDF copy that shows the certifications.

FCC Form 471 Generated Documents

FCC Form 471 Version	Description
Original Version	This document contains information that was submitted to USAC upon certification of the FCC Form 471.

Receipt Acknowledgement Letter (1/2)

Records / FCC Forms 471

Funding Year 2020 Category Two - #201000050

Summary   Funding Requests   Review Inquiries   Discount Calculation   Entity Information   **News**   Related Actions

E-rate Productivity Center
10 hours ago · 🔒

Use the horizontal menu to switch from the Summary tab to the News tab for your Form 471. The only entry will be for the Receipt Acknowledgement Letter (RAL) – you won't get a paper copy. Click on the More Info links to view the full entry.

This Receipt Acknowledgement Letter (RAL) is an acknowledgement that USAC has received Pioneer County Public Library System's FCC Form 471 - 201000050 for Funding Year 2020 on 1/27/2020. Each service provider featured on this form will also be notified of the information submitted for the service provider.

It is important that you review this form now to make sure the products and services you have listed on your FCC Form 471 are correct and complete, and if necessary, take the appropriate corrective action as soon as possible. You are allowed to correct certain errors on your form, but not others. For fields that allow a correction, you will be able to edit the information in the form field directly. To determine what corrections are allowed and why, see the "List of Correctable Ministerial and Clerical Errors" on our website.

NEXT STEPS
- Gather the documentation you used to complete your form and the entries in your profile (e.g., NSLP numbers, list of entities receiving ...More

FUNDING YEAR 2020 CATEGORY TWO - #201000050   #208 - PIONEER COUNTY PUBLIC LIBRARY SYSTEM

> More info

An entry for the RAL will also appear in the general News feed tab in the blue menu bar at the top of EPC.

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Receipt Acknowledgement Letter (2/2)

E-rate Productivity Center
10 hours ago · 🔒

This Receipt Acknowledgement Letter (RAL) is an acknowledgement that USAC has received Pioneer County Public Library System's FCC Form 471 - 201000050 for Funding Year 2020 on 1/27/2020. Each service provider featured on this form will also be notified of the information submitted for the service provider.

It is important that you review this form now to make sure the products and services you have listed on your FCC Form 471 are correct and complete, and if necessary, take the appropriate corrective action as soon as possible. You are allowed to correct certain errors on your form, but not others. For fields that allow a correction, you will be able to edit the information in the form field directly. To determine what corrections are allowed and why, see the "List of Correctable Ministerial and Clerical Errors" on our website.

NEXT STEPS
- Gather the documentation you used to complete your form and the entries in your profile (e.g., NSLP numbers, list of entities receiving services, Category Two cost allocations) so that you can respond to questions from USAC about your form.
- Retain documentation showing that you have complied with all standards, with all statutes and E-rate program rules for at least 10 years after the last day of service delivered.
- Remember that applicant budgeted funds to provide necessary resources MUST NOT come directly or indirectly from a service provider.
- Work with your service provider to ensure timely delivery of discounted services.
- You can view your entire Form 471 by clicking the link below.
- You can access the Funding Request report using the link provided in More Info section.

Please keep a copy of this notification for your records. To print this notification, click on the Date below, and use your browser's print function.

FUNDING YEAR 2020 CATEGORY TWO - #201000050   #208 - PIONEER COUNTY PUBLIC LIBRARY SYSTEM

⌄ More Info

Application Number	201000050
Entity Number	208
Certification Date	Jan 27, 2020
Funding Request Report	https://portal-training.usac.org/suite/tempo/actions/item/ksB0YLZsM4yuY0N6bIiSjCQCCPDn1MeHVaeBoOGSTUGvU_wfMEl7hHS5-uRZ_GOU5WJyWE2rSSEsnWWNRHizSJ2XLOYCkYlkmDOrcY

Print the full view of the Receipt Acknowledgement Letter (RAL) the same way you print a normal webpage; use File>Print in your browser menu, or tap Ctrl+P on your keyboard to open your printer prompt.

You can ignore the Funding Request report link at the bottom; it opens search opens for certified Form 471 entries.

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RAL Modification Requests (1/2)

- **Some mistakes on the Form 471 may be corrected before USAC issues a funding commitment. These changes are called RAL Modification Requests, and they may be made after you receive the Receipt Acknowledgement Letter (RAL) but before funding is committed. Such corrections include:**
    - Simple data entry errors such as transposed letters and numbers, misplaced decimal points
    - Incorrect citations: Contract #, 470 #, urban/rural status
    - Edits to information about eligible entities

RAL Modification Requests (2/2)

Records / FCC Forms 471

FY 2020 Form 471 for Category One - #201000035

Summary   Funding Requests   Review Inquiries   Discount Calculation   Entity Information   News   **Related Actions**

⚡ **Respond to Inquiries**
Answer Reviewer Questions.

⚡ **Submit Modification Request (RAL)**
Submit a RAL Modification Request for this Application

To submit a Modification Request, navigate to your certified Form 471 from My Applicant Landing Page. On the horizontal menu, click on Related Actions, then Submit Modification Request (RAL). Contact the KDLA Technology Consultant for assistance.

PIA Application Review

- **Program Integrity Assurance (PIA) may request additional documentation to determine whether your application complies with E-rate rules, including:**
  - **Eligibility of library branches listed on your application**
  - **Eligibility of the products and services listed on your funding request(s)**
  - **Your competitive bidding process, including your adherence to the 28-day posting requirement**

- **Email notices will direct you to the E-rate Productivity Center to view and respond to questions. You have 15 days to reply to PIA requests. If you need help, contact lauren.abner@ky.gov. I receive notices if you don't reply after the first week.**

See next page for example PIA request email

PIA Request Email

From: portal@usac.org [mailto:portal@usac.org] On Behalf Of ████████
Sent: Friday, April 20, 2018 11:55 AM
To: ████████ <████@█████.org>
Subject: 1810████ - E-rate Review Information

E-rate Review Information

Today's Date: 4/20/2018
Response Due Date: 5/7/2018
Contact Name: ████████
Applicant Name: ████████ PUB LIBRARY
FCC Form 471 Application Number: 1810████

Dear Applicant

We are in the process of reviewing your Funding Year 2018 FCC ████████ below. Please note that EPC allows you to begin working on your ████████ before submitting your answers. Click "Submit" only when you have an████████

- Eligibility of Products and Services
Click here to respond to inquiries

USAC Homepage

Example email with links to view application review questions in EPC. The subject line will say something like, 'E-rate Review Information', and will include the Form 471 #.

If you have any questions as you work through your responses to the PIA review inquiries, please feel free to contact me via the phone number or e-mail address provided below. Please do not use e-mail to submit your responses to the PIA review inquiries. USAC will not review responses to PIA review inquiries sent to the reviewer's email address. All PIA responses must be submitted in EPC. Again, please be sure to provide complete responses to all of the PIA questions. If you need additional time to prepare your response, you may request an extension. Click the "Request Extension" button, located at the top of the "Review Inquiries" page in EPC. Your first extension request will be automatically granted, and you will receive an additional seven days to respond. Be

Common PIA Questions

- **Eligibility of Products & Services**
    - Didn't list the SKU? Now's your chance!
    - Purchasing a rack – are you housing E-rate eligible equipment in it?

- **Eligibility of the Entity** – If you have a new entity number for a new branch, you'll have to show that the branch is eligible to participate in E-rate – ask the KDLA Technology Consultant for this information.

- **Category Two Budget**
    - Requesting more funding due to construction/renovation? Show proof of the square footage
    - Have your requests exceeded your available C2 pre-discount budget? Confirm what line items to remove from the funding request.

Funding Commitments

- **Based on previous years, USAC will begin releasing funding in waves a few weeks after the Form 471 filing window closes. Once a Form 471 is reviewed, USAC will issue a Funding Commitment Decision Letter (FCDL) indicating which FRNs were funded and in what amounts.**

  - **Applicants receive a PDF copy by email when FCDLs are issued. FCDL can also be accessed again through My Applicant Landing Page in the E-rate Productivity Center. You will NOT receive a paper copy of the FCDL for FY 2020.**

  - **After receiving an FCDL, applicants must file a Form 486 to make CIPA certifications before any funding can be released for invoicing. The FY 2020 Form 486 may be available immediately after funding waves begin.**

Post-Commitment Changes
Slides 161-166

Service substitutions, SPIN changes, and the Form 500

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Service Substitutions (1/2)

- **Service Substitutions are now filed in the E-rate Productivity Center**

- **Submit a Service Substitution if the product/service you listed on the Form 471 is no longer available or the equipment is not compatible with your library's existing equipment – request must be submitted & approved before you can complete E-rate invoicing for the affected FRN(s)**

- **Product or service must serve the same function**
  - **Example: substitute one firewall for another firewall if the particular model requested goes out of stock, but you can't use that funding to get a rack enclosure instead – not the same function**

Service Substitutions (2/2)

- **Can't receive more funding than the amount already committed for the original product or service**
    - **If the substituted product/service is more expensive, the library will have to pay the difference for those higher costs**
- **Instructions are found on the USAC website:**
    - **https://www.usac.org/e-rate/applicant-process/before-youre-done/service-substitutions/**

SPIN Changes

- **The SPIN associated with your funding request(s) can be updated in some situations:**
  - Corrective SPIN change – used when you accidentally listed the wrong SPIN on the Form 471 or when mergers cause the SPIN to change
  - Operational SPIN change – used when you are forced to find another vendor due to vendor's bankruptcy or vendor's inability to provide services
- **For more information, see:**
  - **https://www.usac.org/e-rate/applicant-process/before-youre-done/spin-changes/**

Form 500 (1/2)

- **Reasons to file the Form 500:**
  - **Adjusting the Service Start Date on a previously filed Form 486**
  - **To adjust the Contract Expiration Date listed on the Form 471**
  - **To request an extension of the service delivery and installation deadline for non-recurring services (example – construction/renovation delays causing C2 installation delays)**
  - **To cancel or reduce the amount of an FRN (irrevocably!)**
  - **To notify USAC of an equipment transfer within the three year prohibition on equipment transfers due to a temporary or permanent entity closure**

Form 500 (2/2)

- **As of December 2016, the Form 500 is filed in the E-rate Productivity Center**
  - **For Funding Year 2016 funding requests and forward, the form is filled out electronically**
  - **For Funding Year 2015 funding requests and prior, you must download a paper copy of the form, fill it out by hand, and then upload it in the E-rate Productivity Center**
- **More information on USAC website:**
  - **https://www.usac.org/e-rate/applicant-process/before-youre-done/fcc-form-500-filing/**

Wrap-Up
Slides 167-171

Resources

- KDLA's E-rate page
  - https://kdla.ky.gov/librarians/programs/e-rate/Pages/default.aspx

  USAC Schools & Libraries homepage
  - https://www.usac.org/e-rate/

- USAC Client Service Bureau
  - 1-888-203-8100 or through your E-rate Productivity Center account
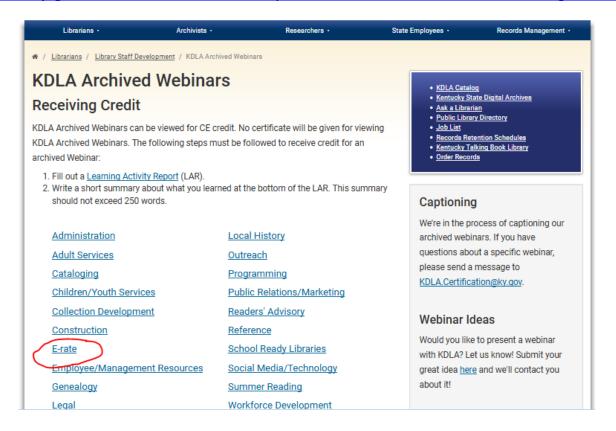
- E-rate Central
  - https://e-ratecentral.com/

Sign up for KYTECH LISTSERV®

- **For Library Technology Support Staff:**
    - KYTECH is a monitored discussion list devoted to those who work with technology for their library. By using this LISTSERV®, individuals from around the state will have the chance to ask questions, share ideas, voice concerns, and make valuable contacts all through their e-mail.
    - TO SUBSCRIBE: Send a blank message to: **join-kytech@listserv.ky.gov**

- **E-rate updates and reminders are posted to KYTECH**

Archived Recording

In the next week, the recording of this presentation will be posted on the KDLA Archived Webinars page:

https://kdla.ky.gov/librarians/staffdevelopment/kdlaarchivedwebinars/Pages/default.aspx

For E-rate questions or for assistance with filing forms, please contact KDLA.

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Please complete KDLA's survey for this webinar:
https://www.surveymonkey.com/r/erate2020form471cat2

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