Starting a Form 471

Login to EPC, click FCC Form 471 from the top right menu options.
Choose an easily identifiable nickname
Choose a contact person for this Form 471

Include holiday contact information because PIA sometimes makes contact during the summer months.
## Category of Service

**FCC Form 471 - Funding Year 2017**

**School District 25 (BEN: 10508) - FY2017 Internet Access - Form # 171003437**

Last Saved: 3/27/2017 10:23 AM EDT

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.

<table>
<thead>
<tr>
<th>Category 1</th>
<th>Category 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Voice</td>
<td>- Basic Maintenance of Internal Connections</td>
</tr>
<tr>
<td>- Data Transmission and/or Internet Access</td>
<td>- Internal Connections</td>
</tr>
<tr>
<td></td>
<td>- Managed Internal Broadband Services</td>
</tr>
</tbody>
</table>
Review Entity Information for Correctness

FCC Form 471 - Funding Year 2017
School District 25 (BEN: 10508) - FY2017 Internet Access - Form # 171003437

Last Saved: 3/27/2017 10:23 AM EDT

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

Requested Discount Calculation

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

This discount rate has not been approved for the current year.

<table>
<thead>
<tr>
<th>School District Full-time Enrollment</th>
<th>School District NSLP Count</th>
<th>School District NSLP Percent</th>
<th>School District Urban/Rural Status</th>
<th>Category One Discount Rate</th>
<th>Category Two Discount Rate</th>
<th>Voice Discount Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>6575</td>
<td>2250</td>
<td>40%</td>
<td>Urban</td>
<td>60%</td>
<td>60%</td>
<td>0%</td>
</tr>
</tbody>
</table>

Show Entities
Add Funding Request (FRN)

FCC Form 471 - Funding Year 2017
School District 25 (BEN: 10508) - FY2017 Internet Access - Form # 171003437

Last Saved: 3/27/2017 10:23 AM EDT

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.

You haven't created any Funding Requests (FRNs) yet. Click the "Add FRN" button to start creating your first FRN.
If this is a new contract, select NO. If you are in the middle of a multi-year contract, select YES.
FRN Key Information

**FCC Form 471 - Funding Year 2017**

**School District 25 (BEN: 10508) - FY2017 Internet Access - Form # 171003437**

Last Saved: 3/27/2017 10:23 AM EDT

---

**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**

If you select Contract, you must have a corresponding contract record in your EPC profile. See [this guide](#) on how to create a contract record.
If you have a contract with “voluntary extensions” you would put the date your contract expires for the current term, not the date your contract expires if all extensions are executed.
Does this include a request for any of the newly eligible Fiber options?

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School District 25 (BEN: 10508) - FY2017 Internet Access - Form # 171003437

Next, you will designate whether this FRN includes a Fiber Request.

Fiber Request Key Information

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

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

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

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

Notes:

- If you are seeking support for both the Special Construction, Maintenance and Operation, and/or Network Equipment as well as support for recurring costs associated with leased fiber or a dark fiber lease/RU, then you create multiple FRNs. In each case, you will select a different answer to the Yes/No question based on the specific services that are included in that FRN.
- If you select "Yes" below, you should create separate FRNs for special construction charges, maintenance and operations (M&O) charges, and Network Equipment charges. If charges for M&O and Network Equipment are bundled pursuant to a single contract for those products/services, you may use the Network Equipment/M&O FRN option.
FCC Form 471 - Funding Year 2017

School District 25 (BEN: 10508) - FY2017 Internet Access - Form # 171003437

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Basic Information          Entity Information          Funding Requests          Connectivity Information          Certify

Narrative

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

Internet Access to serve the district. Demarc located at the board office - 55 Peach St, Athens, GA 35555

Click the “Save & Continue” button to complete this step of the FRN creation process. On the next screen, click on the FRN number that was just created to begin adding FRN Line Items and the associated Recipients of Service. If you wish to start another FRN without adding FRN Line Items, click the “Add FRN” button.
Add FRN Line Items (Item 21 information)

FCC Form 471 - Funding Year 2017
School District 25 (BEN: 10508) - FY2017 Internet Access - Form # 171003437

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.

<table>
<thead>
<tr>
<th>FRN</th>
<th>Nickname</th>
<th>Number of FRN Line Items</th>
<th>FRN Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1799000296</td>
<td>Internet Access</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

Ignore the green “Add FRN” button on this page. Click the blue hyperlink to add FRN line items (Item 21 info.)
Add FRN Line Items (Item 21 information)

<table>
<thead>
<tr>
<th>FRN Line Item Number</th>
<th>Function</th>
<th>Type of Product</th>
<th>Quantity</th>
<th>One-time Quantity</th>
<th>Total Eligible FRN Line Item Cost</th>
</tr>
</thead>
</table>

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.

An FRN line item is the “Item 21” information (service/product, costs, recipients of service)
Type of Connection

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

Function:
- Fiber

Type of Connection:
- Ethernet
Type of Connection Dropdown

Ethernet is a common choice for “type of connection” but if you are unsure what type of connection/speed you have, ask your service provider.
Please enter Bandwidth Speed Information for this Data Transmission and/or Internet Access Line Item.

**Bandwidth Speed for new FRN Line Item for FRN #1799000296 - Internet Access**

- **Bandwidth Download Speed**: 500.000 Mbps
- **Bandwidth Upload Speed**: 500.000 Mbps

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

**Bandwidth Upload Units**: Mbps
“Item 21” Information

See slide 39 for the “USAC suggested” answers to the yes/no questions for each scenario.
“Item 21” Information

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School District 25 (BEN: 10508) - FY2017 Internet Access - Form # 171003437
Last Saved: 3/27/2017 11:13 AM EDT

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

Is this line item for FRN #1798000296 - Internet Access?
Does this include firewall services?

Is this a connection between eligible schools, libraries and NIFs (i.e., a connection that provides a "Wide area network")?
“Item 21” Information
## “Item 21” Information

**FCC Form 471 - Funding Year 2017**

School District 25 (BEN: 10508) - FY2017 Internet Access - Form # 171003437

Last Saved: 3/27/2017 11:13 AM EDT

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

### Cost Calculation for new FRN Line Item for FRN #1799000296 - Internet Access

<table>
<thead>
<tr>
<th>Monthly Cost</th>
<th>One-Time Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly Recurring Unit Cost</td>
<td>One-time Unit Cost</td>
</tr>
<tr>
<td>$1,000.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Monthly Recurring Unit Ineligible Costs</td>
<td>One-time Ineligible Unit Cost</td>
</tr>
<tr>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Monthly Recurring Unit Eligible Costs</td>
<td>One-time Eligible Unit Cost</td>
</tr>
<tr>
<td>$1,000.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Monthly Quantity</td>
<td>One-time Quantity</td>
</tr>
<tr>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Total Monthly Eligible Recurring Costs</td>
<td>Total Eligible One-time Costs</td>
</tr>
<tr>
<td>$1,000.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Months of Service</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Total Eligible Recurring Costs</td>
<td></td>
</tr>
<tr>
<td>$12,000.00</td>
<td></td>
</tr>
</tbody>
</table>

### Summary

- Total Eligible Recurring Costs: $12,000.00
- Total Eligible One-time Costs: $0.00
- Pre-Discount Extended Eligible Line Item Cost: $12,000.00
“Item 21” Information

Select Recipients of Service for FRN Line Item #1799000296.001

School District 25 (BEN: 10508) - FY2017 Internet Access - Form # 171003437

Last Saved: 3/27/2017 11:36 AM EDT

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

Manage Recipients of Service

Is every entity for this organization receiving service?

Yes ✓  No

Selected Entities

<table>
<thead>
<tr>
<th>BEN</th>
<th>BEN Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>10510</td>
<td>School District 25 School A</td>
</tr>
<tr>
<td>10511</td>
<td>School District 25 School B</td>
</tr>
<tr>
<td>10609</td>
<td>School District 25 NIF</td>
</tr>
</tbody>
</table>
“Item 21” Information

Recipients of Service for FRN Line Item #1799000296.001

School District 25 (BEN: 10508) - FY2017 Internet Access - Form # 171003437

Last Saved: 3/27/2017 11:36 AM EDT

Next, you will review the Recipients Of Service selected for this line item. If any updates are needed, please go back to the previous page and update the selected Recipients of Service accordingly.

Recipients of Service for FRN Line Item #1799000296.001

<table>
<thead>
<tr>
<th>BEN</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>10509</td>
<td>School District 25 NIF</td>
</tr>
<tr>
<td>10510</td>
<td>School District 25 School A</td>
</tr>
<tr>
<td>10511</td>
<td>School District 25 School B</td>
</tr>
</tbody>
</table>
“Item 21” Information

Anything with cost associated with it should be a line item. For C1, you may only have one line item. For C2, you will likely have multiple line items on one FRN.
“Item 21” Information

It’s your choice to include multiple FRNs on one application or only one FRN per Form 471
Connectivity Questions

All schools and libraries were required to answer these questions in FY2016. If you added a new entity this funding year, you’ll need to answer the questions for all new entities. Otherwise, this step should already be completed. These questions are for data collection purposes only. They have no impact on your funding.

<table>
<thead>
<tr>
<th>Entity Name</th>
<th>BEN</th>
<th>Download Units</th>
<th>Upload Units</th>
<th>Connection</th>
<th>Will Sufficient</th>
<th>Barriers to Robust Network</th>
</tr>
</thead>
<tbody>
<tr>
<td>School District 25</td>
<td>1550</td>
<td>200 Mbit/s</td>
<td>200 Mbit/s</td>
<td>Copper</td>
<td>Mostly</td>
<td>Equipment too costly</td>
</tr>
<tr>
<td>School District 25 A</td>
<td>1551</td>
<td>50 Mbit/s</td>
<td>100 Mbit/s</td>
<td>Copper</td>
<td>Mostly</td>
<td>Equipment too costly</td>
</tr>
<tr>
<td>School District 25 B</td>
<td>1552</td>
<td>100 Mbit/s</td>
<td>100 Mbit/s</td>
<td>Copper</td>
<td>Mostly</td>
<td>Equipment too costly</td>
</tr>
</tbody>
</table>

FCC Form 471 Help
Review PDF Draft Form

You may have to refresh your screen several times before the new Task appears. Then click on the correct task to review your draft Form 471.
Review PDF Draft Form

FCC Form 471 - Funding Year 2017
School District 25 (BEN: 10508) - FY2017 Internet Access - Form # 171003437

Last Saved: 3/27/2017 11:36 AM EDT

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

Download Document Link
USAC_FCC_FORM_471_APPLICATION_171003437_DRAFT

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

FCC Form 471 Help
Show Help

Edit Form

Send for Certification
Continue to Certification
Are you the form certifier for your organization?

- The system gives you two options: Send for Certification or Continue to Certification
- Send for Certification sends a task to all “Full Rights” users associated with your organization
- The first person to open the task will be able to certify your form
- They must “Save and Share” again for the form to get back into your que.
Certification

- Do not leave the “Total non E-rate eligible budgeted amount” blank or $0
- Answer NO to - “Are you receiving funds from a service provider...”
- Answer NO to - “Has a service provider assisted you in locating funds...”
Read each certification and check the boxes
Certification

I certify that I and the entity(ies) I represent have complied with all program rules and I acknowledge that failure to do so may result in denial of discount funding and/or cancellation of funding commitments. There are signed contracts or other legally binding agreements covering all of the services listed on this FCC Form 471 except for those services provided under non-contracted tariffed or month-to-month arrangements. I acknowledge that failure to comply with program rules could result in civil or criminal prosecution by the appropriate law enforcement authorities.

I acknowledge that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the service, receive an appropriate share of benefits from those services.

I certify that I will retain required documents for a period of at least 10 years (or whatever retention period is required by the rules in effect at the time of this certification) after the later of the last day of the applicable funding year or the service delivery deadline for the associated funding request. I acknowledge that I may be audited pursuant to participation in the schools and libraries program. I certify that I will retain all documents necessary to demonstrate compliance with the statute and Commission rules regarding the application for, receipt of, and delivery of services receiving schools and libraries discounts, and that if audited, I will make such records available to USAC.

I certify that I am authorized to order telecommunications and other supported services for the eligible entity(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 application, that I have examined this request, that all of the information on this form is true and correct to the best of my knowledge, that the entities that are receiving discounts pursuant to this application have complied with the terms, conditions and purposes of the program, that no kickbacks were paid to anyone and that false statements are punishable under Title 18 of the United States Code, 18 U.S.C. § 1001.

I acknowledge that FCC rules prohibit schools and libraries support mechanisms from being paid to promote or sell equipment, software, or services that I should be informed or become aware of during the application, is convicted of a criminal violation of the law, and do not exceed the aggregate of the funds received under the schools and libraries program. That I certify that any of the Funding Receipts are allocated the eligible and ineligible components, that the text that I certify are net of any rebates or discounts.

False statements on this form may result in civil liability and/or criminal prosecution. To electronically sign and certify this form, click "Yes" below. To affirm that you (1) understand the statements above and (2) represent the entity featured, and have the authority to make the certifications, on this form, click "Yes" below.

Options:
- No
- Yes

[Certify button]
After you certify your Form 471, you should see this screen:
Finding a copy of your certified Form 471
Finding a copy of your certified Form 471
Finding a copy of your certified Form 471
Finding a copy of your certified Form 471

- You will see a summary of your Form 471
- For a PDF copy, scroll to the bottom of the page and click the blue hyperlink “Original Version”
- Save this PDF for your records
Making edits to your certified Form 471

• see this guide on how to complete a RAL correction for your FY 2017 applications
YES/NO Questions

1. Is this a direct connection to a single school, library or NIF for Internet access?
2. Is this connection between eligible schools, libraries and NIFs (i.e., a connection that provides a wide area network)?

- If you are applying for Internet Access, your answers will be YES/NO
- If you are applying for a WAN, your answers will be NO/YES
Form 471 FAQ

• When do I file my Form 471?
  The FY2017 Filing Window closes May 11 at 11:59 EDT. Once you have a signed contract in place, you can file your Form 471. Remember to wait at least 28 days after posting your Form 470 to file a Form 471. You must have a “legally binding agreement” in place before you can file your Form 471.

• Do I have to be in EPC to file a Form 471?
  Yes, all program forms (except invoicing) are now in EPC.

• How many Forms 471 do I file?
  You must separate your C1 and C2 requests on different forms. You may choose to put all C1 requests on one application and all C2 requests on one application or only put one FRN per application. I suggest one Form 471 per contract.

• Do I have to have a contract?
  Yes, a legally binding agreement is required prior to filing your Form 471 – even for C2 requests. You can have a month-to-month or tariff agreement. These do not require a contract record in EPC.
Form 471 FAQ

• Can my service provider help me with my Form 471?
  Yes, since a contract has already been signed, your SP can help with the 471.

• Where is the Item 21 Attachment?
  The Item 21 information is no longer an attachment that can be submitted after the Form 471 is certified. This information is now embedded in the online form.

• I am getting an error on the Connectivity Questions page that is preventing me from moving forward in the form.
  This means one or more of your entities is missing connectivity information in your EPC profile. Exit your form (it saves automatically) and follow these instructions.

• I clicked “Send for Certification” and now I can’t find my form?
  Your form is now in someone else’s queue. To get it back, have the user that accepted the Task, open the form and click “Save and Share.” This will send a task to all Full Rights users for your organization. From the Tasks tab, click on the task to get back the form.
Ga E-rate Team
844-423-7283
gae-rate@usg.edu
www.gae-rate.usg.edu

USAC Client Service Bureau (CSB)
888-203-8100
http://usac.org/sl