

# Form 471 Detailed Instructions & Screenshots

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Funding Year 2013 Form 471 Filing Window closes on Thursday, March 14. There is no way to request an extension. Please, file early.

## BLOCK 1

**3b - FCC Registration Number:** This is a unique number given to each Billed Entity by the FCC in 2004. For most entities, the FCCRN will pre-populate into your Form 471 when you file online. If it does not, and if you filed a Form 471 last year, you can use the 'display' tool at <http://www.sl.universalservice.org/menu.asp> to obtain it from last year's application. If this is the first Form 471 you're filing, you can research your FCCRN at: <https://fjallfoss.fcc.gov/coresWeb/simpleSearch.do;jsessionid=N1ZGn6wXJjwSF4GjN1LdxrF0JT8s63g1vBpCvgSyQbM8s04jmQ2!616666834!-1277790077> using your Employer Identification Number (EIN) or School/Library Name (use first word, followed by %).

**5b - Recipients of Service:** This was a new question beginning in FY 2012. Select as many as apply: Private, Public, Charter, Tribal, Head Start, State Agency

- Private    Charter    Head Start  
 Public    Tribal    State Agency

**6g - Consultant Information:** If you are using a consultant to complete your E-rate application, you must list that consultant's Consultant Registration Number (CRN) here. A consultant defined as is any non-employee of the entity applying for funding that assists in filling out the application materials for a fee. "Non-employee" includes contractors or others who are employed by the entity on a contract or short-term basis who do not receive a W-2 application from the entity filling out the application. If you are NOT using a consultant, leave this item blank.

Consultant Registration Number:

**Important:** When you see the pop-up screen showing your Form 471 Application Number and Security Code, hit print and save this page. You will need this information to create your Online Item 21 attachments and to re-enter this Form 471 application. The screen will look like this:

Please record your Form 471 application number and security code. You will need this information if you wish to exit and return later to this online Form 471 application or if you wish to file your Item 21 Attachment Online.

**471 Application Number:** 123456  
**Billed Entity Number:** 145909  
**Security Code Number:** 23232

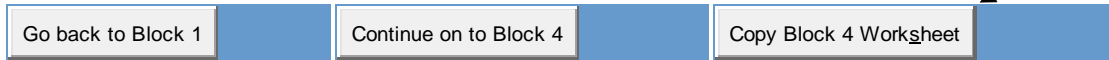
**BLOCK 2/3**

**Impact of Services Ordered for Schools and Libraries from this Form 471:** The questions in Block 2 are more detailed on the new form and you're required to list a number (even a 0) in each cell of the column that pertains to your entity (left column for schools and right column for libraries). You need complete only those items that are relevant to services requested on this particular Form 471. Use precise data wherever possible, and your best estimates wherever necessary.

<b>Block 2: Impact of Services Ordered for Schools and Libraries from this Form 471</b>			
		<b>Schools</b>	<b>Libraries</b>
7a Number of students or patrons to be served		1233	
b Telephone service: Number of classrooms or rooms with phone service		233	
c Direct connections to the Internet: Number of drops		4000	
d Number of classrooms or rooms with Internet access		233	
e Number of computers or other devices with Internet access		4000	
f Number of dial-up Internet access and other connections of up to 200 kbps:		0	
g High-speed Internet access services: Number of buildings served at the following speeds (please use advertised download speed coming into building, not actual speed in classroom or work area):	At or greater than 200 kbps and less than 1.5 mbps	0	
	At or greater than 1.5 mbps and less than 3 mbps	0	
	At or greater than 3 mbps and less than 10 mbps	0	
	At or greater than 10 mbps and less than 25 mbps	0	
	At or greater than 25 mbps and less than 50 mbps	0	
	At or greater than 50 mbps and less than 100 mbps	0	
	Greater than 100 mbps	10	

## BLOCK 4

This section has 2 purposes -- to calculate your discounts, and to tell the SLD which entities are receiving discounted services. The easiest way to create your Block 4 is to copy a Block 4 worksheet from last year's application (or an application already submitted for FY 2013), using the Copy Block 4 Worksheet feature.



Just don't forget that after the worksheet is copied, you're still required to go into each school and update the enrollment and NSLP data for each building. The PDE NSLP data is available at: [http://www.e-ratepa.org/discount\\_calc.htm](http://www.e-ratepa.org/discount_calc.htm).

### NSLP Data for Pennsylvania

2012-2013	2007-2008	2002-2003
2011-2012	2006-2007	2001-2002
2010-2011	2005-2006	2000-2001
2009-2010	2004-2005	1999-2000
2008-2009	2003-2004	1998-1999

**A. NIFs:** All buildings receiving service must be listed, including buildings that don't educate students (such as bus barns, administration offices, etc). These are called Non-Instructional Facilities (NIFs) and if you don't already have E-rate entity numbers for these buildings, you must contact the SLD at 888-203-8100 and request them. For these buildings, you should then list 0 students enrolled and 0 students eligible for NSLP. SLD guidance on NIFs can be found at: <http://www.universalservice.org/sl/applicants/beforeyoubegin/non-instructional-facilities.aspx>.

**B. Multiple Block 4 Worksheets:** If you have some buildings/schools that are receiving a service, but not all buildings in the District, you must create a separate worksheet that just lists those buildings actually receiving the service. (The easiest way to do this is to "copy" a previously created worksheet and the online system will prompt you how to do this.) Then in Block 5, Item 22, you will select the appropriate worksheet which shows the schools that are receiving that particular service.

**C. NCES Codes:** If a school has an NCES code, enter it. If it's a NIF (admin office) or a school that doesn't have an NCES code, leave it blank. The system will remind you that you left it blank; just continue to the next section and it won't prompt you again. It is not possible to request a new NCES code. It's OK to leave this blank. To look up an existing NCES code, go to: <http://nces.ed.gov/ccd/schoolsearch/>.

**D. Alternative Discount Mechanisms:** If you used any data other than National School Lunch Data to determine eligibility (such as via surveys), you should check the Alternative Discount Mechanism box and PIA will then ask you questions about how you arrived at your data.

**E. Rural/Urban:** If you're unsure if a school building is located in an urban or rural county, review this chart: <http://www.e-ratepa.org/Docs/rural%20urban%20definitions.doc>.

**F. School Annexes:** If you have a building that an annex of another school and doesn't have its own enrollment/NSLP data, list the annex school on your Block 4, list 0 students and 0 NSLP students. Then check the Alternative Discount Mechanism box and enter the building E-rate discount for the school in which the NSLP is reported.

**G. School District Name and Entity Number:** The Online Form 471 will ask for the District name and entity number. This is not a required field.

**H. Services Provided at Building:** The Online Form 471 asks whether the building is considered any one of the following: Pre-k, Adult Ed, Non-Instructional Facility, Head Start, IU (ESA), Dormitory, Juvenile Justice.

**I. Reviewing Your Block 4:** After you're done entering all of your buildings or updating the enrollment/NSLP data, click on Display Worksheet and check your entries. There have been problems reported with Block 4 and so it's extremely important that you verify that each building's updated information is showing.

**J. All Eligible Entities?** At the top of the Block 4 Worksheet is a checkbox asking if all of the entities listed in the worksheet are eligible. Assuming they are, be sure to check this box so you don't have fewer entity eligibility questions from your PIA reviewer.

**Check here if this worksheet contains all eligible entities in the school district**

**K. Changing Block 4 Data:** If you submitted your Form 471 before the PDE NSLP data was released and you now see that your Block 4 data is different than the PDE data, don't worry. If you have documentation to substantiate your higher figures, then just be prepared to show that during PIA review. If you would like to change your figures to match the PDE data, you may do so during the RAL correction process or during PIA review. If your figures don't match the PDE data, but it doesn't change the building's E-rate discount, there is no reason to have to change the data.

## BLOCK 5

**A. For each separate contract, vendor, or service, submit a new Block 5 (funding request).** Important: Submit separate 471s for Priority 1 and Priority 2 services, otherwise, all FRNs can go on a single 471. And if you're applying for Priority 2 services for both 80% and 90% schools, it is extremely important to list those FRNs on separate Form 471s as well.

**B. Which 470 Number to Use:** If you have a multi-year contract for an eligible service, and that contract was signed in FY 2012 or a previous funding year, you should list the original 470 that was used to competitively bid that service. The contract award date will be the date you originally signed the contract.

**C. Sign contracts at least 29 days AFTER posting Form 470.**

If you waited until the last possible day to post a Form 470 for FY 2013, remember not to sign or file the associated Form 471 until the 470 has been posted for 29 days. Vendor selection and contracts cannot be made, nor can a Form 471 be signed or submitted, before this date. You can, and should, however, start your Form 471 now, and then just fill in the missing information on the 29th day.

**D. Service Start Date: This should always be the first day of the funding year,** so for FY 2013 it should be 07/01/2013 (even if your contract started 2 years ago).

**E. Installation charges for eligible services/equipment are eligible.**

Don't forget that if you purchase a new service and the telco is charging you \$200 to install it, that \$200 is eligible and should be listed under non-recurring charges on Item 23f.

**F. Deduct ineligible charges on Items 23b and 23g.**

For example, if you are using a phone bill as the basis for your pre-discount amount, don't forget to subtract the ineligible charges for payphones, directly listings, unlisted phone numbers, late fees, equipment charges, etc. so you only request discounts on eligible amounts.

**G. Include taxes and surcharges in your pre-discount amount.** For newly contracted services, the vendor's contract typically does not contain a list of the taxes and surcharges that will be added to your contracted amount, yet most of those costs are E-rate eligible. If you're unsure what these charges will be, contact your vendor and ask them to send you a list of what your specific charges will be. In some cases, these taxes and surcharges will add an extra 25% to your monthly bill and so it's important that you have these costs added to your pre-discount amount.

**H. Skip Item 10 in Block 5.**

This item ONLY pertains to applicants who are reapplying for internal connections equipment and that exact equipment is still pending approval from last year. Never check this box.

**Block 5: Discount Funding Request(s)**

Funding Request Number (FRN): (assigned by Administrator)

10.	<input type="checkbox"/> If this is a duplicate Funding Request(e.g., of an FRN that is not yet approved, under appeal, etc.), check this box and enter the original FRN in the space provided: <input type="text"/>
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**I. Item 15c in Block 5 is only for PEPPM Purchases.**

Unless you're purchasing from PEPPM or another E-rate-qualified master contract that was negotiated by an IU, you should not check this box. If you are purchasing from PEPPM, the FY 2013 Block 5 information is available at: [http://e-ratepa.org/state\\_contracts.htm](http://e-ratepa.org/state_contracts.htm).

15c	<input type="checkbox"/> Check this box if this Funding Request is covered under a master contract (a contract negotiated by a third party, the terms and conditions of which are then made available to an eligible entity that purchases directly from the service provider)
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**J. Check Item 15d in Block 5 if this is the 2nd or other year of a multi-year contract.**

If you have a multi-year contract that was approved for funding in FY 2012, check this box and list the FY 2012 FRN

number. If you have a multi-year contract that started in 2011, and was approved again in 2012, use the FY 2012 FRN number.

15d	<input type="checkbox"/> Check this box if this Funding Request is a continuation of an FRN from a previous year based on a multi-year contract. If so, provide that FRN here: <input style="width: 100%;" type="text"/>
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**K. Combining Telecomm and Internet (Data) Services.**

If you have a bill or contract that contains both telecom and Internet (data) services, you may combine those services on a single funding request under the Telecom Category for administrative convenience. However, you will need to show the breakdown of those services on your Item 21 attachments to show exactly what services you're receiving (such as 20 cellular voice lines and 10 cellular voice and data plans).

**I. For Month-to-Month Services.**

A Block 5 for MTM services, should look like this for FY 2013:

15a	<input checked="" type="checkbox"/> Check this box if this Funding Request is for non-contracted tarified or month-to-month services.
15b	Use Contract Number for contracted services (indicate N/A if not available); use "T" if tarified services; use "MTM" if month-to-month services. <div style="border: 1px solid black; padding: 5px; text-align: center; color: red; font-weight: bold;">MTM</div>

18	Contract Award Date (mm/dd/yyyy)	<input style="width: 100%;" type="text"/>
19	Service Start Date (mm/dd/yyyy)	07/01/2013
20a	Service End Date (mm/dd/yyyy) (use only for "T" or "MTM" services)	06/30/2014
20b	Contract Expiration Date (mm/dd/yyyy)	<input style="width: 100%;" type="text"/>

Leave this blank for MTM services.

Leave this blank for MTM services.

**M. For Contracted Services.**

A Block 5 for contracted services, should look like this for FY 2013:

15a	<input type="checkbox"/> Check this box if this Funding Request is for non-contracted tarified or month-to-month services.
15b	Use Contract Number for contracted services (indicate N/A if not available); use "T" if tarified services; use "MTM" if month-to-month services. <div style="border: 1px solid black; padding: 5px; text-align: center; color: red; font-weight: bold;">Contract Number or N/A if no contract number exists.</div>

Don't check this box.

18	Contract Award Date (mm/dd/yyyy)	List original date that contract was signed by the applicant.
19	Service Start Date (mm/dd/yyyy)	07/01/2013
20a	Service End Date (mm/dd/yyyy) (use only for "T" or "MTM" services)	<input style="width: 100%;" type="text"/>
20b	Contract Expiration Date (mm/dd/yyyy)	List the contract expiration date.

Use 07/01/2013 for all FY 2013 Block 5's, regardless of what year the contract was signed.

Leave this blank for contracted services.

## N. Item 21 Attachments

For Item 21, list a simple attachment number that will correspond to the Description of Services (otherwise known as the Item 21 Attachment) that you must submit for each funding request (Block 5) after the Form 471 is submitted. Suggested attachment #'s: 1-cell, 2-local/long, 3-WAN, 4-Internet, 5-webhosting, 6-email, etc.

**21. Description of This Service:** You MUST forward a description of this service on paper, including a breakdown of components, costs, manufacturer name, make and model number. You must include any additional account or telephone numbers if the billed account has multiple numbers. Label this paper description with an Attachment#, and note number here :

Attachment #

## O. Entities Receiving Service

If all of your buildings in Block 4 are receiving this service, click on 22b to select the worksheet which represents all of your buildings (if you only created a single Block 4, there should only be one worksheet number in the drop-down box).

If only one building is receiving service, click on 22a to select the entity number of the building receiving that service.

If a subset of buildings are receiving the service, and you have created a separate Block 4 worksheet only listing those buildings receiving the service, click on 22b and select the worksheet that contains just the buildings receiving the service.

### 22. Entity/Entities Receiving This Service:

a. If the service is site-specific (provided to one site and not shared by others), select the Entity Number of the entity from Block 4 receiving this service:

b. If the service is shared by all entities on a Block 4 worksheet, select the worksheet number:

22b is most commonly used.

## BLOCK 6

This is the certification/signature page and I encourage you to read the certifications carefully before you hit submit.

**A. Item 25d:** List the total amount of your technology budget, minus the cost for E-rate eligible services, in Item 25d. This number shouldn't be \$0 unless you are only applying for basic phone service. Otherwise, list the total amount you're planning to spend in 2013-2014 on computers, printers, professional development, software, other hardware, tech staff salaries, etc. If you already submitted your application and listed \$0 but didn't mean to, wait until you receive your RAL and make the correction there. For more information on Item 25d, visit: [http://www.e-ratepa.org/helpful\\_docs\\_item25d.htm](http://www.e-ratepa.org/helpful_docs_item25d.htm).

**B. Item 25f:** Never ever check this box. The tendency on Block 6 is to go box-checking crazy, but this is one case where you want to be extremely careful. Item 25f asks if any of your service providers are providing you with any of your "non-discounted share," meaning... are YOU paying your 40% share or is a vendor finding the money for

you or just "forgiving" that debt to them. If you check this box, you're saying you're in violation of program rules. Don't check it!

**C. Certifying Your Form 471: Submitting online without an E-rate PIN?**

Everyone should submit their 471 online, even if they don't have an E-rate PIN. After you hit submit, the system will ask you if you want to paper certify or eCertify. If you don't have a PIN, then you'll just have to print a copy of the certification page and mail it to the SLD (by March 14). If you do have a PIN, enter your PIN in the box on the next page and hit 'Done.'

If you don't have a PIN and mail in your signed certification page, USAC will mail you a PIN in about 2 weeks that you can use on all future E-rate applications.

**Next Step? Item 21 Attachments**