

Creating a 471 for FY2021

NCDPI C2 Contracts

Step-by-Step for Creating a C2
application in the EPC portal

Application Nickname

E-RATE

Billed Entity Information

BERTIE COUNTY SCHOOL DISTRICT
715 US Highway 13 North
WINDSOR, NC 27983
252-794-3173
kmebane@bertie.k12.nc.us

Billed Entity Number: 126936
FCC Registration Number: 0011839990
Applicant Type: School District

Application Nickname

Please enter an application nickname here. ?*

XXX County School District C2

Application Number ?

161002905

FCC Form 471 Help

[Show Help](#)

Discard Form

Save & Continue



Contact info – Save & Continue

E-RATE

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

Consultant Information

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

Contact Information

Are you the main contact person?

Yes ✓

No

Your name and
contact info shows
here

Holiday / Summer Contact Information

Are you closed on Fridays? Long hours Mon-Thurs?
Trip to Bali the month of July? Put it all here!

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



Category of Service

E-RATE

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.

Category 1

- Voice
- Data Transmission and/or Internet Access

Category 2 ✓

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

FCC Form 471 Help

[Show Help](#)

Back

Discard Form


Save & Continue



Save & Continue...

E-RATE

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

BEN Name	BEN	Urban or Rural	State LEA ID	State School ID	NCES Code	School District Attributes	Endowment Amount
 COUNTY SCHOOL DISTRICT	126936	Rural	080	N/A		Public School District	None

FCC Form 471 Help

[Show Help](#)

Back

Discard Form

Save & Continue



Save & Continue ...

E-RATE

Related Entity(ies) Information

Entity Details

Entity Name	Entity Number	Urban or Rural	NIF	State LEA ID	State School ID	NCES Code	# of students that attend this school full time or part time	Student Count Based on Estimate	Alternative Discount	CEP Percentage
AULANDER ELEMENTARY SCHOOL	28586	Rural	No	080	348		164	N/A	N/A	64.28%
BERTIE COUNTY MIDDLE SCHOOL	16041379	Rural	No	080			555	N/A	N/A	64.28%
BERTIE COUNTY SCHOOLS ADMIN BUILDING	16079363		Yes	N/A	N/A		N/A	N/A	N/A	N/A
BERTIE COUNTY SCHOOLS TECHNOLOGY DEPARTMENT	16070556		Yes	N/A	N/A		N/A	N/A	N/A	N/A
BERTIE COUNTY SCHOOLS TRANSPORTATION DEPT.	16079364		Yes	N/A	N/A		N/A	N/A	N/A	N/A

1-5 of 11

FCC Form 471 Help

Show Help

Back

Discard Form

Save & Continue



Save & Continue ...

E-RATE

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

Requested Discount Calculation

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

This discount rate has not been approved for the current year

School District Full-time Enrollment	School District NSLP Count	School District NSLP Percent	School District Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate	Voice Discount Rate
2373	2373	100%	Rural	90%	85%	50%

Show Entities

FCC Form 471 Help

Show Help

Back

Discard Form

Save & Continue



Add FRN

E-RATE

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, delete, or manage the line items of 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.

<input type="checkbox"/>	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

MANAGE FRN LINE ITEMS

FCC Form 471 Help

Show Help

BACK

DISCARD FORM

SAVE & SHARE

REVIEW FCC FORM 471



NCDPI request....

E-RATE

For switches and WAPs, please add the following to your “nickname”:

Name of school, quantity of item and #Item.

ABC High School, 33 #SWITCHES

Or

XYZ Elementary School, 133 #WAPs

Funding Request Key Information

Please enter a Funding Request Nickname here ? *

Bellamy 11 #SWITCHES

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, 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

Service Type

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

Internal Connections

FCC Form 471 Help

Show Help

Cancel

Continue



Choose Contract

E-RATE

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



NCDPI BEN 231411 - search

E-RATE

Associate a Contract

Search by Creating Organization BEN

231411

Search by Nickname (All or Partial)

Search by Contract ID

Search by Contract No.

Clear Filters

Search

Contract ID	Contract Number	Contract Nickname	Award Date	Creating Organization BEN
209971	NC20C2-04	CISCO-NWN-NCDPI Cat2 Projects	2/17/2020	231411
209992	NC20C2-05	CISCO-PRESIDIO-NCDPI Cat2 Projects	2/17/2020	231411
209996	NC20C2-06	ARUBA-A3COMM-NCDPI Cat2 Projects	2/18/2020	231411
209997	NC20C2-07	ARUBA-ANC-NCDPI Cat2 Projects	2/18/2020	231411
300001	NC20C2-08	ARUBA-CDWG-NCDPI Cat2 Projects	2/18/2020	231411

FCC Form 471 Help

Show Help

Back

Cancel

Move through the screens of contracts until you find the correct one according to your chosen vendor. Be careful. There are 84 contracts for 2021! Place a check mark next to the correct one.

Continue



Start and Expiration Dates

E-RATE

For all EXCEPT DIT Cabling, Service Start is 7/1/2021.
Expiration date for contracts is 6/30/2025 (end of first 5 years, before extensions). DIT SEE BELOW.

Pricing Confidentiality

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

Contract Information (Additional)

What is the service start date? *

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? ? *

Apr 2017

S	M	T	W	T	F	S
26	27	28	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	1	2	3	4	5	6

FCC Form 471 Help

Show Help

Back

Cancel

Continue

DIT Structured Cabling Contracts
Service Start date: 07/01/2021
Contract Expiration date: 2/28/2023



Short narrative

E-RATE

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. *

Purchasing 234 Switches for ABC School District.



FCC Form 471 Help

[Show Help](#)

BACK

CANCEL



SAVE & VIEW FRN(S)

SAVE & ADD/MANAGE FRN LINE ITEMS



Where is “Bulk Upload?”

E-RATE

Click the Blue Hyperlink – not the check box!

This page displays all of the funding requests for this application. From here you can create a new FRN, or edit, delete, or manage the line items of an existing one.

Funding Requests

[>> View Category Two Budget Information](#)

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

<input type="checkbox"/> FRN	↓ Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/> 2199000027	23 switches	0	

[ADD FRN](#) [EDIT FRN](#) [REMOVE FRN](#) [MANAGE FRN LINE ITEMS](#)

FCC Form 471 Help

Show Help

[BACK](#) [DISCARD FORM](#)

[SAVE & SHARE](#) [REVIEW FCC FORM 471](#)

NOTE: If you are NOT using the bulk upload template, but rather hand-keying line items, please jump to directions [HERE](#)



Bulk Upload!

E-RATE

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 #2199000027 - 23 switches

<input type="checkbox"/>	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.							

[ADD NEW FRN LINE ITEM](#)[REMOVE FRN LINE ITEM](#)[BULK UPLOAD](#)

FCC Form 471 Help

[Show Help](#)[BACK](#)[DISCARD FORM](#)[SAVE & SHARE](#)[SAVE & CONTINUE](#)

Select Template File

E-RATE

- Click “Bulk Upload”

FRN Line Items for FRN #1799017405 - Switches - HP Aruba - Integra1

<input type="checkbox"/>	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.						
				<input type="button" value="Add New FRN Line Item"/>		<input type="button" value="Remove FRN Line Item"/>
				<input type="button" value="Bulk Upload"/>		

- Then choose the Template file you saved, then “Submit,” then “Yes, you want to proceed”

Bulk Upload

Upload File*

No file chosen



Bulk Upload

Upload File*

Switches - 470-RFP Template 2017 a.xlsm (104.35 KB) ×



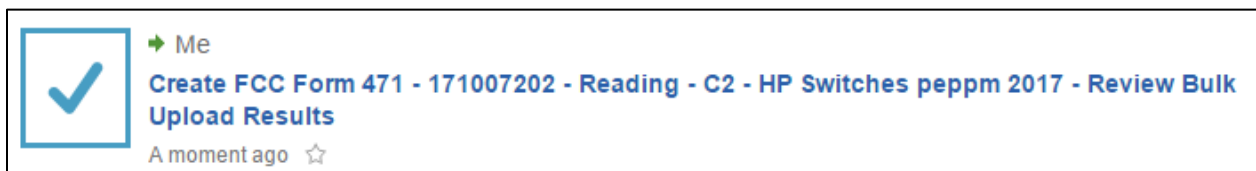
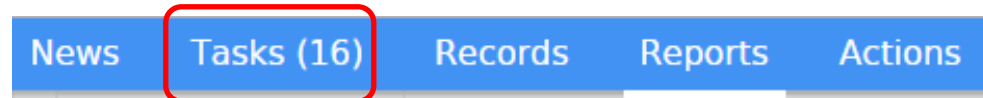
The system will now process your file. Remember that this may take a few minutes. You will receive an email once the process is complete with next steps. Do you wish to proceed?



Obtaining Bulk Upload Results

E-RATE

- After submitting uploaded Template for review, system will return to EPC
 - After 30 seconds (about the time it takes to sing the Jeopardy song), you will receive an e-mail notification with a link to the Bulk Upload Results
 - A “Task” also will appear in your Task Page



- Task also will be showing on Landing Page under My Tasks

Create FCC Form 471 - 171007202 - Reading - C2 - HP Switches peppm 2017 - Review Bulk Upload Results



Success?

E-RATE

- If your page looks like this, you're Bulk Upload was successful! Click Submit!

Confirmation

Congratulations! Your file was uploaded successfully. The data is now available for review in the FRN, where you can review and edit it as needed. To view your FRN Line Items, click the Submit button.

Submit



Unsuccessful?

E-RATE

- If your template does NOT upload, either you made changes after “saving” your validated Template, or you are using an incorrect version of the template
 - Go back to the template and make changes, or
 - Use a different version of the template. Then...
 - Start Bulk Upload process over



Be Sure to Review Data

E-RATE

- It's important to ensure all uploaded data is showing and is accurate
 - If data is inaccurate, you can make changes directly on the 471, delete individual FRN Line Items or the entire FRN and start over

FRN Line Items for FRN #1799017405 - Switches - HP Aruba - Integra1						
<input type="checkbox"/>	FRN Line Item Number	Type of Internal Connection	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	1799017405.011	Data Distribution	Switch	0	6	\$10,902.00
<input type="checkbox"/>	1799017405.010	Data Distribution	Switch	0	57	\$2,565.00
<input type="checkbox"/>	1799017405.009	Data Distribution	Switch	0	2	\$408.00
<input type="checkbox"/>	1799017405.008	Data Distribution	Switch	0	7	\$3,024.00
<input type="checkbox"/>	1799017405.007	Data Distribution	Switch	0	108	\$24,516.00
<input type="checkbox"/>	1799017405.006	Data Distribution	Switch	0	2	\$1,950.00
<input type="checkbox"/>	1799017405.005	Data Distribution	Switch	0	55	\$18,205.00
<input type="checkbox"/>	1799017405.004	Data Distribution	Switch	0	7	\$3,150.00
<input type="checkbox"/>	1799017405.003	Data Distribution	Switch	0	2	\$12,740.00
<input type="checkbox"/>	1799017405.002	Data Distribution	Switch	0	55	\$125,950.00
1-10 of 11						

Tips for Success

E-RATE

- Make sure that you are using the correct version of the template
- If you run the process multiple times for a single FRN, each upload will create new FRN line items, regardless of data that has previously been uploaded
 - Meaning, it won't "override" the original data
- Once the upload is successful, you will be able to make any additional edits within your FCC Form 471
- Please ensure that after your final, clean validation, you save the file immediately before clicking in or editing cells throughout the spreadsheet, or else you must click the "Validate Button" again before saving



Hand-keying Line Items

E-RATE

FCC Form 471 - Funding Year 2021

School District 10803 (BEN: 10029) - appc2 - Form # 211000035

Last Saved: 1/12/2021 3:05 PM EST

Basic Information

Entity Information

Funding Requests

Certify

This page displays all of the funding request line items for this FRN. Click on a line item number below to edit the line items and their recipients of service.

FRN Line Items for FRN #2199000032 - 243 switches

<input type="checkbox"/>	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.						

ADD NEW FRN LINE ITEM

REMOVE FRN LINE ITEM

BULK UPLOAD

[FCC Form 471 Help](#)



Hand-keying Line Items

E-RATE

School District 10803 (BEN: 10029) - appc2 - Form # 211000035

Last Saved: 1/12/2021 3:05 PM EST

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 99000032 - 243 switches

Type of Internal Connection ⓘ *

Please select a value

Cabling/Connectors

Caching

Data Distribution

Data Protection

Racks

Software

Wireless Data Distribution

Miscellaneous

License

Transceiver

Module

> Funding Request Narrative

> Funding Request Narrative

CANCEL

SAVE & CONTINUE



Hand-keying Line Items

E-RATE

Fill in all boxes with information provided by vendor on quote!

Product and Service Details for new FRN Line Item for FRN #2199000032 - 243 switches

Type of Internal Connection ? *

Data Distribution

Type of Product *

Switch

Make *

Cisco Systems

Model *

ABC123

Installation Included in Price?

YES

NO ✓

Lease or Non-Purchase Agreement?

YES

NO ✓



Hand-keying Line Items

E-RATE

Fill in costs on BOTH sides! One-time should be from quote! Change UNITS! Monthly should be \$0.00

Cost Calculation for new FRN Line Item for FRN #2199000032 - 243 switches

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	\$123.45
One-time Ineligible Unit Cost	\$0.00
One-time Eligible Unit Cost	= \$123.45
One-time Quantity	243
Total Eligible One-time Costs	= \$29,998.35
Summary	
Total Eligible Recurring Costs	\$0.00
Total Eligible One-time Costs	+ \$29,998.35
Pre-Discout Extended Eligible Line Item Cost	= \$29,998.35

SAVE & CONTINUE



Hand-keying Line Items

E-RATE

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?

Choose YES! Just do it!

YES ✓

NO

Selected Entities

Please select the organizations you wish to include as recipients of service for this FRN line item and click the Add button.

BEN	BEN Name
6309	School 1 In District 10803
6310	School 2 In District 10803
6311	School 3 In District 10803

FCC Form 471 Help

Show Help

BACK

CANCEL

SAVE & CONTINUE



Hand-keying Line Items

E-RATE

School District 10803 (BEN: 10029) - appc2 - Form # 211000035

Last Saved: 1/12/2021 3:22 PM EST

Basic Information

Entity Information

Recipients of Service for FRN Line Item #2199000032.001

Entity #	Entity Name
6309	School 1 In District 10803
6310	School 2 In District 10803
6311	School 3 In District 10803

FCC Form 471 Help

Show Help

BACK CANCEL

SAVE & CONTINUE

Review Screen. Should list all of your schools/libraries or just your one charter. Click Save & Continue

School District 10803 (BEN: 10029) - appc2 - Form # 211000035

Last Saved: 1/12/2021 3:22 PM EST

Basic Information

Entity Information

Funding Requests

Certify

This page displays all of the funding request line items for this FRN. Click on a line item number below to edit the line items and their recipients of service.

FRN Line Items for FRN #2199000032 - 243 switches

<input type="checkbox"/>	FRN Line Item Number	Type of Internal Connection	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	2199000032.001	Data Distribution	Switch	0	243	\$29,998.35

ADD NEW FRN LINE ITEM

REMOVE FRN LINE ITEM

BULK UPLOAD

FCC Form 471 Help

Show Help

BACK

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

You will be taken back to this screen. You can either add more line items OR click SAVE & CONTINUE to add another FRN. When done adding, you can review and submit your Form 471.



Questions?

E-RATE

- Sandhills, Southeast, Northeast, North Central
 - rebecca.martin@dpi.nc.gov, 303-304-4261
- Northwest, Southwest, Western, Piedmont-Triad
 - roxie.miller@dpi.nc.gov, 984.236.2471

