

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. [?](#)\*

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

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Back

Discard Form

Save & Continue



# Save & Continue...

# E-RATE

## School District 10803 (BEN: 10029) - 234 - Form # 211000147

Last Saved: 2/11/2021 11:42 AM EST

Basic Information

Entity Information

Funding Requests

Certify

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

BEN Name	BEN	Urban or Rural	State LEA ID	State School ID	NCES Code	School District Attributes	How does the district report its student count for Category Two budget?	Sum of Student Counts of all Schools in the District	Endowment Amount
School District 10803	10029	Rural	N/A	N/A		Public School District	A number for each school in the district	1500	None

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# Save & Continue ...

# E-RATE

## Related Entity(ies) Information

### Entity Details

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

Entity Name ↑	Entity Number	Urban or Rural	NIF*	State LEA ID	State School ID	NCES Code	# of students that attend this school full time	Student Count Based on Estimate*	Alternative Discount	CEP Percentage	CEP Base Year	Total Students for C2 Budget	School Attributes*	Endowment Amount	Annexes*
School 1 In District 10803	6309	Rural					1000	N/A	None	N/A	N/A	1000	Public School	None	<a href="#">View Annexes</a>
School 2 In District 10803	6310	Rural					200	N/A	None	N/A	N/A	200	Public School	None	<a href="#">View Annexes</a>
School 3 In District 10803	6311	Rural					300	N/A	None	N/A	N/A	300	Public School	None	<a href="#">View Annexes</a>

## FCC Form 471 Help

Show Help

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

[SAVE & CONTINUE](#)

# Save & Continue ...

# E-RATE

## School District 10803 (BEN: 10029) - 234 - Form # 211000147

Last Saved: 2/11/2021 11:42 AM EST

Basic Information

Entity Information

Funding Requests

Certify

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

### Requested Discount Calculation

More than 50 percent of your individual schools must be rural for the school district to be considered rural. (Swing spaces are not considered.)

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
1500	1365	91%	Rural	90%	85%

SHOW ENTITIES

### FCC Form 471 Help

Show Help

BACK

DISCARD FORM

SAVE & CONTINUE



# Add FRN

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](#)



# Continue

# E-RATE

## School District 10803 (BEN: 10029) - 234 - Form # 211000147

Last Saved: 2/11/2021 11:42 AM EST

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 @ \*

245 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

## FCC Form 471 - Funding Year 2021

School District 10803 (BEN: 10029) - 234 - Form # 211000147

Last Saved: 2/11/2021 11:42 AM EST

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



# 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	
<input type="checkbox"/>	299971	NC20C2-04	CISCO-NWN-NCDPI Cat2 Projects	2/17/2020	231411
<input type="checkbox"/>	299992	NC20C2-05	CISCO-PRESIDIO-NCDPI Cat2 Projects	2/17/2020	231411
<input type="checkbox"/>	299996	NC20C2-06	ARUBA-A3COMM-NCDPI Cat2 Projects	2/18/2020	231411
<input checked="" type="checkbox"/>	299997	NC20C2-07	ARUBA-ANC-NCDPI Cat2 Projects	2/18/2020	231411
<input type="checkbox"/>	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

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"/> <a href="#">2199000027</a>	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](#)

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# Select Template File

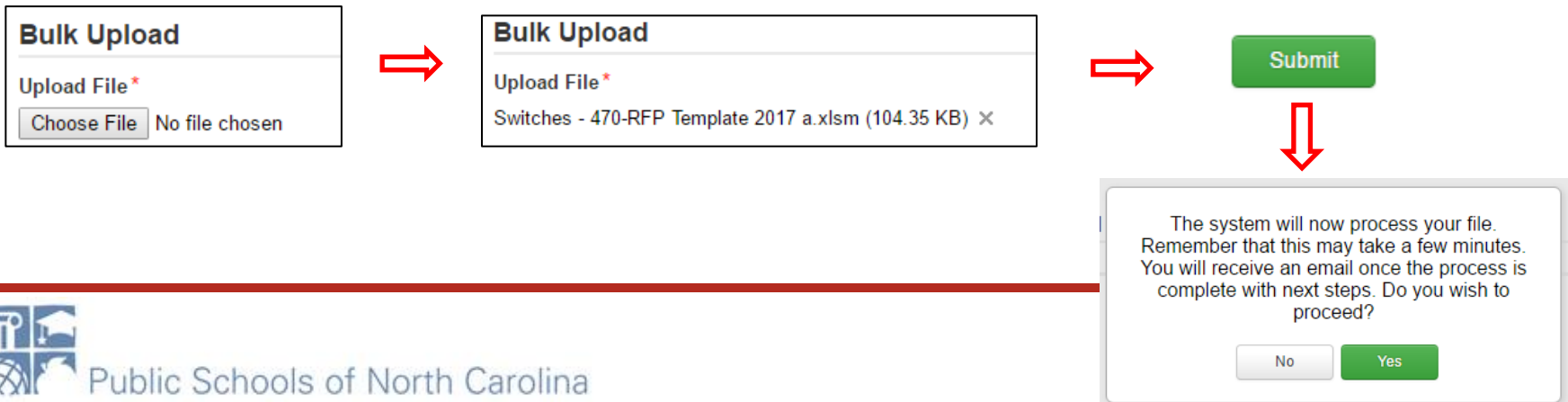
# E-RATE

- 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.						

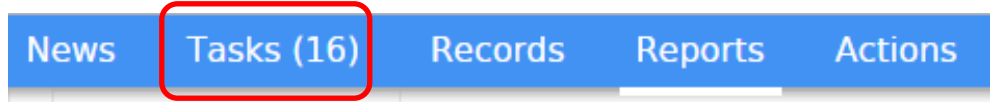
- Then choose the Template file you saved, then “Submit,” then “Yes, you want to proceed”





# Obtaining Bulk Upload Results

- 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



# 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.

---



# 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

<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

ENTRY 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

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# Hand-keying Line Items

# E-RATE

## School District 10803 (BEN: 10029) - app2 - 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](mailto:rebecca.martin@dpi.nc.gov), 303-304-4261
- Northwest, Southwest, Western, Piedmont-Triad
  - [roxie.miller@dpi.nc.gov](mailto:roxie.miller@dpi.nc.gov), 984.236.2471

