



## **Instructions for Completing the Funding Request Templates**

These instructions will assist E-rate Program applicants in providing information about services for the funding request section, formerly the “Block 5 funding request” and “Item 21 Attachment” of the online FCC Form 471 (or “Application”) using an optional funding request template in a USAC-provided Excel spreadsheet.

Starting with FY2015, the details about products and services and eligible and ineligible costs are entered directly into the online FCC Form 471 or imported from a template. There is no longer an “Item 21 Attachment” that applicants file separately from the form.

The funding request section, in addition to providing information about the services being requested, also requires:

- *For Category One services*, allocation of the number of lines for last-mile connections to the entities using those lines
- *For Category Two services*, allocation of the appropriate cost of each service to the entities sharing the service.

**NOTE:** The USAC-provided Excel funding request template only allows applicants to enter information about the services being requested. The allocation of lines (Category One) and budgeted costs (Category Two) must be done in the online form.

While information on the services being requested may be entered directly into the online Application when the yearly FCC Form 471 window is open, the funding request template permits applicants to upload this information into the Application via Excel files (different versions are provided for different service types). The funding request templates should help applicants compile funding request information and simplify the process for completing a portion of the FCC Form 471 because they allow applicants to prepare in advance and save information in Excel for later uploading into the online FCC Form 471.

### **To successfully complete the template, you must:**

- **Use Excel 2007 or higher**
- **Enter data from left to right one row at a time**
- **Do NOT use fill down or fill right**
- **Use the drop down menus for service selections; do not paste values in the drop down columns**
- **See special instructions below for pasting values in non-drop down columns**

## Funding Request Section – General Requirements for the Online Form

While the USAC-provided Excel funding request template covered by these instructions allows applicants the option of entering information about the services being requested, this section discusses the general requirements for the online application.

- Each funding request must include a narrative overview or description of the service(s) included in the funding request. This can be provided in the online Application only. The narrative should provide enough specific information – e.g., details of taxes, fees and surcharges, locations of lit and dark fiber – that USAC can understand exactly what is being requested and verify its eligibility. For example:
  - Voice Services: For dedicated circuits providing voice services, choose the type of circuit under Digital Transmission Services and include an explanation in the narrative.
  - Wireless Services: For other wireless services, choose E.g., Microwave Services and include a description of those other wireless services in the narrative.
  - Basic Maintenance: For a basic maintenance service that provides technical support, bug fixes and security patches for an upfront fee, choose the type(s) of equipment being maintained and then provide the appropriate detail on the service in the narrative.
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- For each product or service sought, use a separate line to describe the products or services. If you have several of the same product or service but they are delivered at different speeds, use a separate line for each. The system will automatically assign a Funding Request Number line item number (FRN) to track the specific request after importing the funding request template or when entering the information in the online form.
- After you import your prepared funding request template(s) into the online FCC Form 471 or enter all of the line items in a funding request, the online form will ask you to designate which entities on your application are sharing the service(s).
  - For Category One requests, the system will display the list of entities entered from the Discount Calculation section of the Application and will allow you to select all or some of the entities to indicate which entity is receiving that service. If the service is a Last Mile connection, the system will also prompt you to specify, on a per entity basis, the specific quantity and types of circuits that comprise that last mile connection.
  - For Category Two requests, the system will display the list of entities entered in the Discount Calculation section of the online Application and will allow you to select all or some of the entities to indicate which entity is receiving that service. In addition, you will need to allocate the cost of the service among the recipients of service. In order to assist you, the system will offer to split the cost equally based on either the number of entities served, or proportionately based on the student population (schools) or square footage (libraries), or you can enter your own cost allocation. Remember that all cost allocations must be based on tangible criteria and reach a realistic result.
  - For Category Two requests, note that the allocations you provide will be charged against the Category Two budgets of the individual recipients of service.

## **Template Instructions**

Applicants can now enter and save information about their FCC Form 471 funding requests in a template and import (upload) the information from the saved template into an FCC Form 471.

### **There are four templates for the six service types:**

- The Category One template is used for three service types:
  - Telecommunications Services
  - Internet Access
  - Voice Services. NOTE: Voice Services must be filed on a separate FRN. Applicants cannot combine Voice Services with either Telecommunications Services or Internet Access on the same template or the same FRN in the online form.
- The Internal Connections template is used for Internal Connections.
- The Managed Internal Broadband Services template is used for Managed Internal Broadband Services.
- The Basic Maintenance template is used for Basic Maintenance of Internal Connections.

**You must complete a separate template for each funding request (FRN).** Specific and separate funding requests are required for ALL of the following types of requests for support:

- Category One
- Category Two
- Telecommunications Services
- Internet Access
- Voice Services, Internal Connections
- Managed Internal Broadband Services
- Basic Maintenance

In addition, each FRN requires the following information:

- Service Provider Identification Number (SPIN) and Service Provider Name
- For contracted services, the contract number.

**If you choose to import information into the online FCC Form 471, you must use the provided templates.** The templates have built-in tools to ensure consistency with the online FCC Form 471 and are designed to properly upload funding request information. Other spreadsheets, even spreadsheets created in Excel which appear to be identical to the template, **will NOT work** but will, rather, impair your ability to properly complete the funding requests of the Application, or require additional manual review and correction that could delay your funding decision. **USE ONLY THE PROVIDED TEMPLATE.**

**USE ONLY EXCEL 2007 OR LATER.** The templates will not work correctly with earlier versions of Excel; even if an earlier version of Excel appears to allow you to complete the form, it will not upload properly.

**To prepare data for import using a template, follow these steps:**

1. Download a copy of the template to your computer and save it under a new name. (Be sure to name each download with a name that enables you to distinguish between templates for different entities or applications).
2. Choose Enable Content (macros) when prompted.
3. Click Save again.
4. Enter your data (helpful guidance is provided below). Be sure to save frequently, so you do not lose your work, especially if you have a large amount of data to enter.
5. When you are finished entering data or before closing the file, click Save again.

Please use these guidelines as you are entering data in a template:

- **Enter data one line at a time, moving from left to right.** Entry of some data will depend on data that you have already entered earlier in that line. Therefore, if you skip around in the spreadsheet, your import may not work.
- **DO NOT use fill down or fill right.** These functions will interfere with the macros.
- **To delete information in a field, use the Backspace or Delete keys.** NOTE: If you accidentally delete the entire dropdown list in one of the fields that requires a dropdown choice, proceed as follows: Click on the cell immediately below the original cell (the cell with the missing dropdown list). Choose the dropdown selection you want in that cell. Copy that selection and paste it into the original cell.
- **Only work on one template at a time.** If you want to start working on a second template, save and close the first template before opening (or downloading and saving) a second.
- **If you are not sure what information is required in a field, hover over the field's column header for helpful information.** Each column header contains hover text that will provide more information about the requirements for that field.
- **When pasting into fields from an external data source,** use the paste special/text command. Do not paste values into the columns with dropdown menus.
- **When pasting from one field to another from within the template or from another spreadsheet,** use the paste/values command.

**SPECIFIC INSTRUCTIONS FOR THE CATEGORY ONE TEMPLATE**

**SPECIAL NOTE:**

**The first two fields (Type of Service Requested and Type of Connections) contain dropdown menus. The entries in the second dropdown are specific to the entry you choose for the first dropdown.**

**21a - Telecommunications, Internet Access, Voice Services**

Type of Service Requested	Type of Connections	Instructions
Digital Transmission Service	ATM	For digital transmission service, choose the appropriate type of connection from the dropdown menu. If you are not sure which
	Broadband Over Power Lines	
	Cable Modem	

Type of Service Requested	Type of Connections	Instructions
	Dark Fiber Service DSL DS-1 (T-1) DS-3 (T-3) Ethernet Fractional T-1 Fractional T-3 Frame Relay ISDN Lit Fiber Service MPLS OC-1 OC-3 OC-12 OC-N Switched Multimegabit Data Service Telephone Dial-Up	<p>selection to choose, please ask your service provider.</p> <p>Keep in mind that Voice Services must be filed on a separate FRN. Telecommunications Services or Internet Access services cannot be filed on the same FRN as Voice Services.</p>
IA Only No Circuit	Standalone Internet Access	Choose this pair of dropdown selections if you are receiving only standalone Internet access.
Miscellaneous	Installation, Activation and Initial Configuration Maintenance and Technical Support	For miscellaneous services, choose the appropriate selection from the type of connections dropdown menu. Remember to provide details on these services in the narrative description.
Voice Service	800 Service Cellular Voice Service Centrex Interconnected VoIP Local Phone Service Only Local/Long Distance Service Long Distance Phone Service Only Radio Loop Satellite Telephone Service	<p>For Voice Services, choose the appropriate selection from the type of connection dropdown menu. If you are not sure which selection to choose, please ask your service provider.</p> <p>Remember that if you choose Voice Services, you cannot feature either Telecommunications Services or Internet Access on the same FRN as Voice Services.</p>
Wireless Service	Data Plan/Air Card Service E.g., Microwave Service Satellite Service	For Wireless Services, choose the appropriate selection under the type of connections dropdown menu. For data plan/air card services, provide details on these services in the narrative description.

After you have chosen the applicable entries for the two dropdown fields, complete the following:

Field	Instructions
Purpose	<p>For non-voice services, choose the appropriate dropdown entry:</p> <ul style="list-style-type: none"> <li>• Transport: Dedicated data connections between eligible school or library buildings often referred to as a WAN (see below for the definition of a WAN). Do not select this category if your WAN service is bundled with/includes Internet; instead select Transport and Internet.</li> <li>• Internet: A connection from a particular building or aggregation point (such as a district's central hub or a library's main branch) to an Internet service provider. This can also be a direct Internet access connection to a single school or library not on a WAN.</li> <li>• Transport and Internet: A bundled service providing both the connection to an Internet service provider from a particular building or aggregation point as well as the data connections between multiple school or library buildings. Do not select this category if your invoice itemizes Transport (WAN) and Internet access separately. If it does, enter each of those services as separate line items and select either Transport or Internet as appropriate.</li> </ul>
Quantity or Number of Lines	Enter the appropriate quantity or number of lines. Note: After you complete the import to your online FCC Form 471, you will be required to identify the appropriate number of lines that go to each entity sharing this service.
Bandwidth Upload Speed	Enter the bandwidth upload speed as a number. If you do not have this information, ask your service provider.
Bandwidth Upload Speed – Mbps or Gbps?	Choose the appropriate unit for the number you provided for the upload speed – Mbps or Gbps.
Bandwidth Download Speed (If different)	Enter the bandwidth download speed as a number. If you do not have this information, ask your service provider.
Bandwidth Download Speed – Mbps or Gbps?	Choose the appropriate unit for the number you provided for the download speed – Mbps or Gbps.
Burstable Bandwidth?	Choose “Yes” if you have burstable bandwidth or “No” if you do not.
Burstable Maximum Speed	If you chose “Yes” in the previous field, indicate the maximum burstable bandwidth speed as a number.
Burstable Maximum Speed – Mbps or Gbps?	If you provided an entry in the previous field, choose the appropriate unit for the number you provided for the burstable maximum speed – Mbps or Gbps.
Basic Firewall Protection Included	Choose “Yes” if this service includes basic firewall protection or “No” if it does not.
Last Mile Connection	Indicate if this service is a last-mile connection. A last-mile connection is the connection to an individual school or library building, such as a WAN connection or a direct internet connection not on a WAN. Last mile should NOT include the internet circuit to a district hub.
WAN	Choose “Yes” if this is a wide area network (WAN) or “No” if it is not. A WAN is a voice, data, and/or video network that provides connections

Field	Instructions
	from within an eligible school or library to other locations beyond the school or library.
Monthly Recurring Eligible Cost	Enter the total eligible cost of the service for a single month. If the cost of the service varies from month to month, use the cost of an average month. If there are no eligible monthly costs, enter zero ("0").
Monthly Recurring Ineligible Cost	Enter the total ineligible costs of the service for a single month. If there are no ineligible monthly costs, enter zero ("0").
One-time Eligible Cost	Enter the total eligible one-time cost of the service, such as installation. If there are no eligible one-time costs, enter zero ("0").
One-time Ineligible Cost	Enter the total ineligible one-time cost of the service. If there are no ineligible one-time costs, enter zero ("0").

#### SPECIFIC INSTRUCTIONS FOR THE INTERNAL CONNECTIONS TEMPLATE

##### SPECIAL NOTE:

The first two fields (Type of Internal Connections and Type of Product) contain dropdown menus. The entries in the second dropdown are specific to the entry you choose for the first dropdown.

##### 21b – Internal Connections

Type of Internal Connections	Type of Product	Instructions
Cabling or Connectors	Cabling	For cabling or connectors, choose the appropriate type of product from the dropdown menu.
	Connector	
	Cabling/Connectors (Other)	
Caching	Caching Equipment	For caching, choose caching equipment for equipment or other hardware or caching service for recurring services.
	Caching Service	
Data Distribution	Router	For data distribution, choose either router or switch.
	Switch	
Data Protection	Firewall	For data protection, choose either firewall or Uninterrupted Power Supply/Battery Backup.
	UPS/Battery Backup	
Miscellaneous	Installation, Activation and Initial Configuration	For miscellaneous, choose either installation or training. Please note that you should include who is doing the training, who is being trained, and when the training will take place in your narrative description.
	Training	

Racks	Racks and Cabinets	Please note that you should include an allocation in the narrative description if the rack(s) and cabinet(s) house both eligible and ineligible equipment.
Software	Operating System Software of Eligible Equipment	Please note that only software that fits the description of the type of product is eligible.
Wireless Data Distribution	Antenna	For wireless data distribution, choose the appropriate type of product from the dropdown menu.
	Access Point	
	LAN Controller	

After you have chosen the applicable entries for the two dropdown fields, complete the following:

Field	Instructions
Quantity	Enter the quantity of the eligible internal connections as a number (no unit).
Unit	Enter the appropriate unit of measurement for the entry provided in the previous field. The dropdown options are: <ul style="list-style-type: none"> <li>• Each</li> <li>• Dozen</li> <li>• Foot</li> <li>• Hundred Feet</li> <li>• Hours</li> </ul>
Make	Choose the manufacturer of the internal connections from the dropdown list. If the manufacturer is not listed, choose "Other" from the bottom of the list.
Make - Other	If you chose "Other" in the previous field, enter the name of the manufacturer.
Model	Enter the model of the internal connections. If you do not know the model, ask your service provider.
Lease or Non-Purchase Arrangement	Choose "Yes" if the internal connections are being leased or under a non-purchase arrangement or "No" if they are not.
Monthly Recurring Eligible Cost	Enter the total eligible cost of the service for a single month. If the cost of the service varies from month to month, use the cost of an average month. If there are no eligible monthly costs, enter zero ("0").
Monthly Recurring Ineligible Cost	Enter the total ineligible costs of the service for a single month. If there are no ineligible monthly costs, enter zero ("0").
One-time Eligible Cost	Enter the total eligible one-time cost of the service. If there are no eligible one-time costs, enter zero ("0").
One-time Ineligible Cost	Enter the total ineligible one-time cost of the service. If there are no ineligible one-time costs, enter zero ("0").

## SPECIFIC INSTRUCTIONS FOR THE MANAGED INTERNAL BROADBAND SERVICES TEMPLATE

### 21c – Managed Internal Broadband Services

Field	Instructions
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<b>Field</b>	<b>Instructions</b>
Type of Managed Service Agreement	Choose the dropdown option that best describes your managed service agreement: <ul style="list-style-type: none"> <li>• Managed and leased from a third party service provider</li> <li>• Managed by third party service provider, and purchased from them or other vendors</li> <li>• Managed services contract of already-installed equipment</li> </ul>
Monthly Recurring Eligible Cost	Enter the total eligible cost of the service for a single month. If the cost of the service varies from month to month, use the cost of an average month. If there are no eligible monthly costs, enter zero (“0”).
Monthly Recurring Ineligible Cost	Enter the total ineligible costs of the service for a single month. If there are no ineligible monthly costs, enter zero (“0”).
One-time Eligible Cost	Enter the total eligible one-time cost of the service. If there are no eligible one-time costs, enter zero (“0”).
One-time Ineligible Cost	Enter the total ineligible one-time cost of the service. If there are no ineligible one-time costs, enter zero (“0”).

**SPECIFIC INSTRUCTIONS FOR THE BASIC MAINTENANCE TEMPLATE**

**SPECIAL NOTE:**

**The first two fields (Type of Internal Connections Being Maintained and Type of Product Being Maintained) contain dropdown menus. The entries in the second dropdown are specific to the entry you choose for the first dropdown.**

**21d – Basic Maintenance**

<b>Type of Internal Connections Being Maintained</b>	<b>Type of Product Being Maintained</b>	<b>Instructions</b>
Cabling or Connectors	Cabling	For cabling or connectors, choose the appropriate type of product from the dropdown menu.
	Connector	
	Cabling/Connectors (Other)	
Caching	Caching Equipment	For caching, choose either equipment or service.
	Caching Service	
Data Distribution	Router	For data distribution, choose either router or switch.
	Switch	
Data Protection	Firewall	For data protection, choose either firewall or Uninterrupted Power Supply/Battery Backup
	UPS/Battery Backup	
Miscellaneous	Installation, Activation and Initial Configuration	For miscellaneous, choose either installation or training. Please note that you should include

	Training	who is doing the training, who is being trained, and when the training will take place in your narrative description.
Racks	Racks and Cabinets	Please note that you should include an allocation in the narrative description if the rack(s) and cabinet(s) house both eligible and ineligible equipment
Software	Operating System Software of Eligible Equipment	Please note that only software that fits the description of the type of product is eligible.
Wireless Data Distribution	Antenna	For wireless data distribution, choose the appropriate type of product from the dropdown menu.
	Access Point	
	LAN Controller	

After you have chosen the applicable entries for the two dropdown fields, complete the following:

Field	Instructions
Quantity	Enter the quantity of the eligible internal connections as a number (no unit).
Unit	Enter the appropriate unit of measurement for the entry provided in the previous field. The dropdown options are: <ul style="list-style-type: none"> <li>• Each</li> <li>• Dozen</li> <li>• Foot</li> <li>• Hundred Feet</li> <li>• Hours</li> </ul>
Make of Covered Equipment	Choose the manufacturer of the internal connections from the dropdown list. If the manufacturer is not listed, choose "Other" from the bottom of the list.
Make of Covered Equipment (Other)	If you chose "Other" in the previous field, enter the name of the manufacturer.
Model of Covered Equipment	Enter the model of the covered equipment. If you do not know the model, ask your service provider.
Cost Allocation % (if not 100% eligible)	If this piece of covered equipment is not completely eligible, provide the percentage that is eligible. Also, please explain your allocation in the narrative description.
Monthly Recurring Eligible Cost	Enter the total eligible cost of the service for a single month. If the cost of the service varies from month to month, use the cost of an average month. If there are no eligible monthly costs, enter zero ("0").
Monthly Recurring Ineligible Cost	Enter the total ineligible costs of the service for a single month. If there are no ineligible monthly costs, enter zero ("0").
One-time Eligible Cost	Enter the total eligible one-time cost of the service. If there are no eligible one-time costs, enter zero ("0").
One-time Ineligible Cost	Enter the total ineligible one-time cost of the service. If there are no ineligible one-time costs, enter zero ("0").