



## Instructions for Completing the Discount Calculation Templates

These instructions will assist E-rate Program applicants in using a discount calculation template in a USAC-provided Excel spreadsheet. The discount calculation section, formerly the “Block 4 worksheets,” of the online FCC Form 471 (or “Application”), seeks information from applicants on each of their entities (schools and/or libraries) to:

- Calculate the E-rate Program discount for a school district, a library system, or a consortium or statewide application.
- Calculate the Category Two budget for each individual entity that will have a budget for discounts on eligible Category Two services.

While this information may be entered directly into the online Application when the yearly FCC Form 471 window is open, applicants may also upload this information into the Application via an Excel file using USAC-provided discount calculation templates (different versions are provided for schools and libraries). These templates help applicants to compile discount calculation information and simplify the process of completing the discount calculation section of the FCC Form 471 by allowing applicants to prepare an Excel file for uploading in advance.

### **Discount Calculations**

Starting with FY2015, the basic discount calculation is performed at the school district or library system level. Individual schools or libraries do not, as a rule, calculate individual discounts. Specifically, schools within a school district and library outlets/branches within a library system will use the NSLP discount of their respective school district or library system. Only independent schools that are not part of a school district (public or private) or independent libraries that are not part of a library system will calculate their own discounts, with an independent school’s discount based on its own student population, and an independent library’s discount based on the NSLP data for the school district in which that independent library is located.

- All the individual schools in a public or non-public school district use the discount rate calculated for the entire school district.
- Library systems use the NSLP information of the public school district in which the main branch of the library is located, though they calculate the urban/rural status for the library system based on the location of their own library outlets.

### **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 paste special/text command when pasting data from an external source, i.e., the Internet**
- **Use the paste/values command when pasting from within the template or from another spreadsheet**

- An independent school not part of a school district calculates its own discount and uses the urban/rural status for that independent school.
- An independent library not part of a library system uses the NSLP information of the public school district in which the library is located, and uses the urban/rural status for that independent library.
- A consortium or statewide application uses a simple average of the discounts of its member entities. The member discounts must be calculated at the school district or library system level, except for independent schools not part of a school district or independent libraries not part of a library system. In other words, if a consortium includes schools that are part of a school district (public or private) and/or libraries that are part of a library system, the school district or library system must be listed as the consortium member (whether or not all schools or libraries within the district/system are in the consortium), and the school district calculation performed for each school district or library system for which any school or library is featured in any worksheet on the form. In other words, individual schools or libraries may NOT be listed as members of the consortium for purposes of discount calculation; rather, the school district or library system must be listed as the consortium member, and all schools or libraries for that member district or system listed in the entity information to calculate the district or system discount, which will then be used to determine the consortium average discount.
- Individual schools applying as a group must determine whether they are a school district, or are simply independent schools applying as a consortium, and then use the school district or consortium model, as appropriate. Independent schools that are part of a school district (public or private) should NOT apply as a consortium of individual schools. Where independent schools or libraries apply as part of a consortium, each individual independent school or library will be treated as a consortium member and will, therefore, complete a discount calculation for that individual school or library, listing the school or library both at the parent entity (like a school district or library system) as well as the specific entity in the discount calculation table.

### Category Two Budgets for Schools

Starting with FY2015, schools in districts that seek Category Two funding will be eligible to request E-rate Program discounts on purchases of up to \$150 (pre-discount) per student for Category Two services over a five-year period. It is important to note that this is not the amount of E-rate funding for which schools are eligible; it is the amount before the Category Two discounts have been applied (pre-discount). The FCC also established a floor which will ensure that all schools are eligible to request E-rate Program discounts on purchases of at least \$9,200 (pre-discount).

Non-instructional facilities (NIFs) do not qualify for their own Category Two budget, and cannot use the Category Two budget of schools except to the extent such school is paying for its use of shared services that are essential for the effective transport of information to or within one or more instructional buildings of a school or the FCC has found that the use of those services meets the definition of educational purpose. Category Two budgets are school-specific and schools may not average or share their Category Two budgets with other entities, even other schools within the same district.

Applicants may choose to spend their budget in one year or may spread their purchases across the five funding years. For example, if the E-rate Program provides commitments up to the applicant's five-year Category Two budget in the first year, and the school's enrollment does not increase, the applicant will

not receive any Category Two funding commitments in the subsequent four funding years. However, applicants may not obtain a multi-year commitment for Category Two funds.

### **Category Two Budgets for Libraries**

Starting with FY2015, libraries that seek Category Two funding to request E-rate Program discounts on purchases of up to \$2.30 per square foot (pre-discount) for Category Two services over a five-year period. Certain urban libraries will be eligible for \$5.00 per square foot (pre-discount). The FCC also established a floor which will ensure that all libraries, no matter how small, are eligible to request E-rate discounts on purchases of at least \$9,200 (pre-discount).

Applicants may choose to spend up to their Category Two budget in a single funding year or may spread their purchases across the five funding years. For example, if the E-rate Program provides commitments up to the applicant's five-year Category Two budget in the first year, and the library's square footage does not increase, the applicant will not receive any Category Two funding commitments in the subsequent four funding years. In addition, applicants may not obtain a multi-year commitment for Category Two funds.

### **Template Instructions**

Applicants can now enter and save information about their FCC Form 471 recipients of service in a template and import (upload) the information from the saved template into an FCC Form 471 during the application filing window.

#### **There are two templates: one for schools and one for libraries.**

- The school template can be used by schools and school districts, including by consortia and statewide applicants for their school district and independent school members.
- The library template can be used by libraries and library systems, including by consortia and statewide applicants for their library system and independent library members.

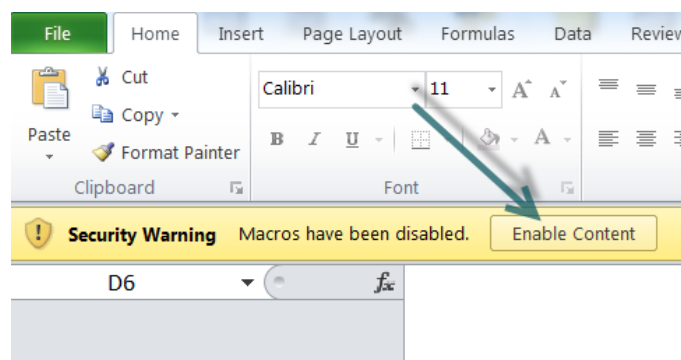
**Consortium and statewide applicants with only schools or only libraries can complete and import a single template or multiple templates.** For example, a consortium of 20 school districts could complete and import (1) a single template that contains all 20 school districts and their individual schools or (2) 20 templates, one for each school district, listing individual schools. Consortium and state-wide applications with both schools and libraries require at least separate templates for the schools and libraries. **SCHOOLS AND LIBRARIES MAY NOT BE COMBINED ON THE SAME TEMPLATE.**

**You must use the provided templates, without modification, to import information.** The provided templates have built-in tools to ensure consistency with the online FCC Form 471 and are designed to properly upload your entities' information and calculate the appropriate discount rate. 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 discount calculation of the Application, or require additional manual review and correction that could delay your funding request. **USE ONLY THE PROVIDED TEMPLATE.**

**USE ONLY EXCEL 2007 OR HIGHER.** 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:**

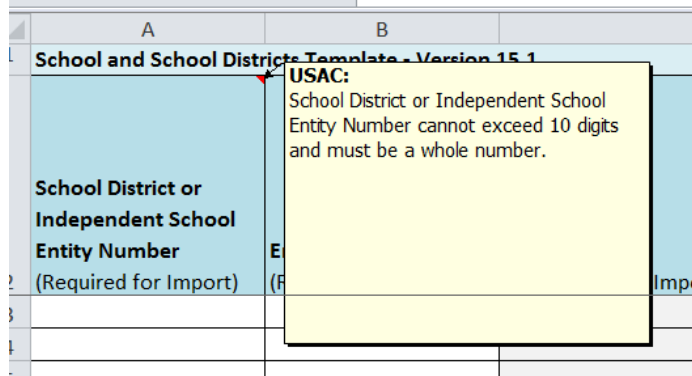
1. Download a copy of the template to your computer and save it under a new name. (Be sure to name each download with a name that enables you to distinguish between templates for different entities or applications).
2. Choose Enable Content (macros) when prompted.



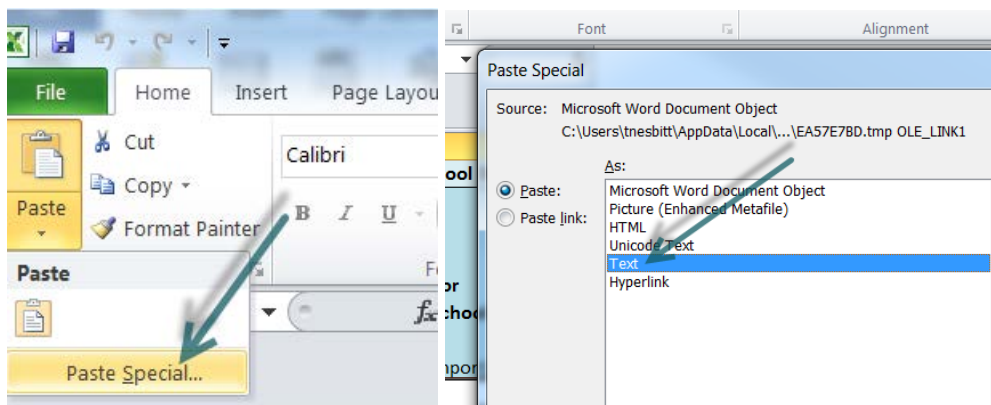
3. Click Save again.
4. Enter your data (helpful guidance is provided below). Be sure to save frequently, so you don't lose your work, especially if you have a large amount of data to enter.
5. When you are finished entering data or before closing the file, click Save again.

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

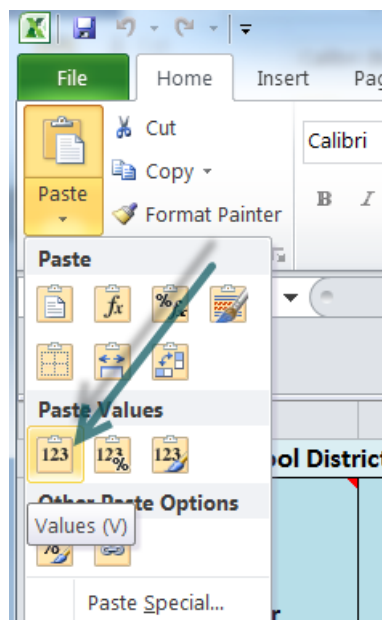
- **Enter data one line at a time, moving from left to right.** Entry of some data will depend on data that you have already entered earlier in that line. Therefore, if you skip around in the spreadsheet, your import may not work.
- **DO NOT use fill down or fill right.** These functions will interfere with the macros.
- **To delete information in a field, use the Backspace or Delete keys.**
- **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 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. Example:



- **When pasting into fields from an external data source, use the paste special/text command.**



- **When pasting from one field to another from within the template or from another spreadsheet, use the paste/values command.**



### Specific instructions for the School District Template

Field	Instructions
School District or Independent School Entity Number (Required for Import)	Enter the entity number of the school district for the school being entered on that line. If the school is independent and is NOT part of a school district (public or private), enter the independent school's entity number here. THIS FIELD MUST BE COMPLETED FOR EACH LINE in order for ANY data from the line to import.
Entity Number (Required for Import)	Enter the entity number of the individual school, within the district whose entity number you just listed, for which you are providing information on this line. If you listed an independent school as the school district, enter that independent school's entity number again here. THIS FIELD MUST BE COMPLETED FOR EACH LINE in order for ANY data from the line to import.
Entity Name (Optional – Not Imported)	The information in this field is not required and will not be imported. However, you may want to make use of this field to identify this entity for your own records and to help you in completing the template.
NCES State Number	If the National Center for Education Statistics (NCES) has assigned an identification number to this school, enter the state code here.
NCES District Number	If NCES has assigned an identification number to this school, enter the district code here.
NCES Building Number	If NCES has assigned an identification number to this school, enter the building code here.
NIF	If this entity is a Non-Instructional Facility (NIF), you are required to choose "Yes." If not, choose "No." If you select "Yes," you should not enter student counts for the NIF. Additionally, the template will not calculate a Category Two budget for NIFs, since they do not qualify for Category Two funding on their own.
State LEA ID	If your state has assigned an identification number to this school, enter the LEA code here.
State School ID	If your state has assigned an identification number to this school, enter the school code here.
School Attribute	Choose the appropriate school attribute(s) from the dropdown list. The attributes are: Pre-K, Head Start, Adult Education, Juvenile Justice, ESA, Dormitory, Charter, and Tribal. If no attribute applies, leave this field blank. Note: If more than one attribute applies, you must choose each attribute separately. (Click the first attribute, then the dropdown arrow, then the second attribute, then the dropdown arrow, and so on). Be sure to choose all attributes that apply to the school.
Number of Students – Full- or Part-Time	Enter the number of full- and part-time students attending this school which will be used to calculate your Category Two budget. If a student attends two schools during the day, that student may be counted in both schools.
Student Count Based on Estimate?	If the student count you provided is an estimate, choose "Yes." If the student count is an actual count, choose "No." Note: If it is impossible to calculate the number of students in a school because of new construction or another valid reason, applicants are permitted to make a reasonable

Field	Instructions
	estimate of the number of students who will be attending a school during a particular funding year and seek support for Category Two services for the estimated number of students. However, if an applicant overestimates the number of students who enroll in that school, it must return to USAC by the end of the next funding year any Category Two funding in excess of that to which it was entitled based on the actual number of enrolled students.
Number of Students Attending this School as their Home School	Enter the total number of students in the school that attend this school as their home school. In this field, students that attend multiple schools should only be counted once, in their home school. This field will be used to determine the school district's discount rate, and the district may not count a student more than once.
Alternative Discount?	If you are using an alternative discount mechanism, choose the appropriate entry – Survey, Sibling Match, Community Eligibility Provision (CEP), Combination (not CEP). For further information, see Alternative Discount Mechanisms on the <a href="#">USAC website</a> . If you are not using an alternative discount mechanism, leave this field blank. If this school is participating in the CEP of the National School Lunch Program (NSLP), you MUST choose CEP to ensure proper discount calculation.
If using CEP, percentage of Direct Certification Students	Each school that participates in the Community Eligibility Program (CEP) must enter the percentage of directly certified students in this field. The system will then calculate the number of students eligible for NSLP by multiplying this percentage by the 1.6 multiplier times the total number of students attending the school as their home school, to determine the number of students eligible for NSLP provided that the number of eligible students does not exceed the number of students attending that school. Enter the percentage of directly certified students only.
Number of Students in School Eligible for NSLP	Enter the total number of students who attend the school as their home school and are eligible for the National School Lunch Program (NSLP). If you entered a CEP percentage in the previous field, leave this field blank.
Estimated Pre-discount Entity Category Two Budget (Not Imported)	This field is calculated in the template to provide you with a budget estimate only. This calculation is for informational purposes only, is based solely on the data in the template, and will not be imported.

### Specific instructions for the Library System Template

Field	Instructions
Library System or Independent Library Entity Number (Required for Import)	Enter the entity number of the library system for the library being entered on that line. If the library is independent and is NOT part of a library system, enter the independent library's entity number here. THIS FIELD MUST BE COMPLETED FOR EACH LINE in order for ANY data from the line to import.
Entity Number (Required for Import)	Enter the entity number of the individual library, within the library system whose entity number you just listed, for which you are providing information in this line. If you listed an independent library as the library

Field	Instructions
	system, enter that independent library's entity number again here. THIS FIELD MUST BE COMPLETED FOR EACH LINE in order for ANY data from the line to import.
Entity Name (Optional – Not Imported)	The information in this field is not required and will not be imported. However, you may want to make use of this field to identify this entity for your own records and to help you in completing the template.
FSCS State Code	If the National Center for Education Statistics (NCES) has assigned a Federal-State Cooperative System (FSCS) identification number to this library outlet/branch, enter the state code here.
FSCS Library System Number	If NCES has assigned an FSCS identification number to this library outlet/branch, enter the system code here.
FRSCS Branch/Building Number	If NCES has assigned an FSCS identification number to this library outlet/branch, enter the branch or building code here.
NIF	If this entity is a Non-Instructional Facility (NIF), you are required to choose "Yes." If not, choose "No."
Total Square Footage of Library Outlet	Enter the total square footage of the library outlet/branch, including non-public areas. Note: This is the area on all floors enclosed by the outer walls of the library. Include all areas occupied by the library, including those areas off-limits to the public. This does not include any spaces outside the library building's outer walls, such as patios and parking lots.
Main Branch?	If this is the main branch of the library system, choose "Yes." If not, choose "No." You must designate one entity as the library system's main branch; you can ONLY designate <b>one</b> entity as the library system's main branch.
School District Billed Entity Number	If you indicated that this is the main branch of the library system, enter the Billed Entity Number (BEN) of the school district in which such main branch is located. Otherwise, leave this field blank.
Total Number of Students Enrolled in District	If you provided a school district entity number in the previous field, enter the total number of students enrolled in that school district. You can locate this information by contacting the school district, your state Department of Education, or referring to an appropriate state website for this information. Do not enter data for this field for any entity that is NOT the main branch. Be sure to verify the number with the school district; a mismatch between the number entered here and those reported by the school district could delay processing of your application.
Total Number of Students in School District Eligible for NSLP	If you provided a school district entity number in the previous field, enter the total number of students enrolled in that school district that are eligible for the National School Lunch Program (NSLP). You can locate this information by contacting the school district, your state's Department of Education, or referring to an appropriate state website for this information. Do not enter data for this field for any entity that is NOT the main branch. Be sure to verify the number with the school district; a mismatch between the number entered here and those reported by the school district could delay processing of your application.
Library Attribute	Choose the appropriate library attribute(s) from the dropdown list. The attributes are: Public, Private, Academic, Research, Tribal, Bookmobile, or



<b>Field</b>	<b>Instructions</b>
	Kiosk. If no attribute applies, leave this field blank. Note: If more than one attribute applies, you must choose each attribute separately. (Click the first attribute, then the dropdown arrow, then the second attribute, then the dropdown arrow, and so on). Be sure to choose all attributes that apply to the library.

If you have any questions, please call the Client Service Bureau at (888) 203-8100.

## Sample Completed Templates

### School District

	A	B	C	D	E	F	G	H	I
1	<b>School and School Districts Template - Version 15.1</b>								
2	<b>School District or Independent School Entity Number</b> (Required for Import)	<b>Entity Number</b> (Required for Import)	<b>Entity Name</b> (Optional - Not Imported)	<b>NCES State Number</b>	<b>NCES District Number</b>	<b>NCES Building Number</b>	<b>NIF</b>	<b>State LEA ID</b>	<b>State School ID</b>
3	126360	22720	Red Elementary School	24	00480	00784	No	15	150406
4	126360	22722	Green Elementary School	24	00480	00543	No	15	150407
5	126360	22723	Yellow Elementary School	24	00480	00798	No	15	150565
6	126360	22101	Blue Middle School	24	00480	00345	No	15	150423
7	126360	22107	Green High School	24	00480	00432	No	15	150534
8	126360	13243	Building A (NIF)	24	00480	00563	Yes	15	150522
9	126360	126360	District Head Quarters (NIF)	24	00480	00443	Yes	15	150933
10									

	J	K	L	M	N	O	P	Q
1								
2	<b>School Attribute</b>	<b>Number of Students - Full or Part-Time</b>	<b>Student Count Based on Estimate?</b>	<b>Number of Students Attending this School as their Home School</b>	<b>Alternative Discount?</b>	<b>If using CEP, percentage of Direct Certification Students</b>	<b>Number of Students in School Eligible for NSLP</b>	<b>Estimated Pre-discount Entity Category Two Budget (Not Imported)</b>
3	Pre-K	598	No	598			342	\$ 89,700
4	Pre-K, Head Start	345	No	345			132	\$ 51,750
5	Pre-K	543	No	533			234	\$ 81,450
6		655	No	655			321	\$ 98,250
7	Juvenile Justice	1543	No	1400	CEP	55.00	1232	\$ 231,450
8		0		0			0	\$ -
9		0		0			0	\$ -
10								\$ -

Library System

	A	B	C	D	E	F	G	H	I
1	<b>Library System and Libraries Template - Version 15.1</b>								
2	<b>Library System or Independent Library Entity Number (Required for Import)</b>	<b>Entity Number (Required for Import)</b>	<b>Entity Name (Optional - Not Imported)</b>	<b>FSCS State Code</b>	<b>FSCS Library System Number</b>	<b>FSCS Branch/ Building Number</b>	<b>NIF</b>	<b>Total Square Footage of Library Outlet</b>	<b>Main Branch?</b>
3	22402	22402	Blue Regional Library	MD	0016	021	No	13800	Yes
4	22402	22410	Yellow Library	MD	0016	022	No	7800	No
5	22402	22412	Green Library	MD	0016	023	No	12400	No
6	22402	22415	Red Bookmobile	MD	0016	024	No	230	No
7	22402	22416	Library Central Admn Office	MD	0016	025	Yes	0	No
8									

Only 1 main branch

J	K	L	M
	Student counts for main branch only		
<b>School District Billed Entity Number</b>	<b>Total Number of Students Enrolled in District</b>	<b>Total Number of Students in School District Eligible for NSLP</b>	<b>Library Attribute</b>
22400	16565	346	Public
			Public
			Public
			Bookmobile, Public