Network Cost Worksheet Attachment - Help Guide

This Excel template will allow you to quickly and easily submit your Network Cost Worksheet data to the RHC Pilot SharePoint
Upon entering the information for each entity, you can then upload it to SharePoint to submit the information.

1. Excel Macros Must be Enabled

To use the advanced features of this spreadsheet, the security settings in Excel must be configured so that Macros may b
run. The steps to enable macros depend on the version of Microsoft Office you are using.

For Office 2000, 2003:

-When opening this spreadsheet, you may see a dialog with two options "Enable Macros" or "Disable Macros". Select "Enable Macros".

-If you are not presented with a window when the spreadsheet loads then you should check that macros are enabled:

1) Select Tools -> Macros -> Security from the main menu.
2) Select the "Medium" Option.
3) Click "OK"
4) You may have to close and then re-open this template

For Office 2007:

-When opening this spreadsheet, you may see a message near the top of the Excel window that says "Security Warning Some Active Content Has Been Disabled".

1) Click Options.
2) Select "Enable this Content".
3) Click "OK".

2. Using this Spreadsheet

1) Begin by entering the data for each entity. You do not need to enter data in the grey columns which are marked "AUTO they will be filled-in for you. Do enter data in the grey columns marked "INPUT" by only selecting from the dropdown optio available to you. The blue bar below the column headers provides tips on the entry of some fields. If you require further information on how to complete a particular field, refer to section 4 of this help guide.

2) Once you have entered all data and are satisfied that it is complete, click the "Validate Sheet" button. A series of checks and validations will run, and any fields that may have been inadvertently left blank or may contain potential data or formatt errors will be highlighted in yellow. Check each "yellow" field to ensure the contents of that field are correct. You may conti making modifications and using the "Validate Sheet" button until you feel all necessary changes have been made.

3. Uploading to SharePoint

1) When you are ready to submit the information, open SharePoint and navigate to your project's Document Library
2) Click “Upload” in the navigation bar for the document library
3) Use the “Browse” button to choose and select your saved NCW file and click "Open". Click "OK".
4) On the next screen, tag the file with the appropriate Document Type: "12 – Network Cost Worksheet"
5) Click "Check In." Your Coach will load the information from your attachment into the Network Cost Worksheet tracking li SharePoint

Note: Do not omit step 5, above, or select "Cancel" on this screen. Tagging the file with the appropriate funding year and document type will make it much easier for you, and for your Project Reviewer, to locate specific documents as more files added to the document library.

4. Network Cost Worksheet Column Guide. Items in gray are auto-populated based on data you enter.

Funding Year - Use the drop down menu at the top of the page to select the appropriate funding year.

HCP Number - Auto-populated once you select your project name.

1. Project Name - Use the drop down menu to select the name of your Pilot Project.

2. Funding Year - This field is auto-populated from the funding year you selected at the top of the page.

3. Service Provider Name - Enter the name of the service provider or vendor (note that you should complete a separate I for each RFP, or for each vendor you selected.

4. Service Provider Identification Number (SPIN) - Enter the SPIN of the service provider or vendor . A SPIN number is unique identifier assigned to each service provider by USAC. Vendors who do not have a SPIN number can apply for one the USAC website.

5. Category - Select the type of service being requested. Please review the "Column 5 and 7a Matrix" tab for helpful information on how to complete this column. If none of the choices match the type of service you wish to enter, select "Oth and contact your Coach via email with a complete description of the service that the site will receive. Your Coach will assi determining the appropriate category of service.

6. Sub-Category - Select the type of charge (recurring or non-recurring) from the drop down list.

7a. Itemized Description, Component - Select the type of network component being requested. If none of the choices m the component you wish to enter, select "Other"and contact your Coach via email with a complete description of the servic that the site will receive. Your Coach will assist in determining what type of service you are receiving.

7b. Itemized Description, Speed - Select the network speed. If your service is "Non Recurring", **always select** N/A for no applicable. EXCEPTION: if your service is an IRU or a pre-paid lease you must choose a bandwidth speed based on the i bandwidth that will be provided to that site. If none of the choices match the speed you wish to enter, select "Other" and include in Column 12 the bandwidth speed.

8. Number of Items or months - Enter the quantity of items or number of months of support requested for the item

9. Cost Per Item - Enter the total cost for each individual item (prior to performing an 85/15 calculation). For recurring cost enter the cost per month/payment.

10. Comments - Enter the entity-specific 465 App Number(s), taken from the first column of the 465 Attachment, that are associated with this item. (Example: 12345-00-0001, 12345-00-0002, etc) Also, provide comments or a brief description o item.

11. Eligible Cost? - Is this cost eligible for funding under the RHCPP? Use the drop down menu to select TRUE for yes o FALSE for no.

12. Explanation of Eligibility - Enter a brief description of the item and how the item is eligible for funding under the RHC

13. Total Costs (100%) - Will be calculated as # 8) Number of items or months * # 9) Cost per item

14. Total Non-Eligible Costs - Will be calculated as the percentage of costs which are NOT eligible for RHCPP funding b on your entry in item 15a, multiplied by the total costs for the item (#13). Formula = ((1- # 15a) * # 13).

15a. Total Eligible Costs % - Enter the percentage of the item's total costs which are eligible for RHCPP funding (Cost Allocation)

15b. Total Eligible Costs $ - Calculated as the eligible costs (dollar amount) based on the eligible costs (percentage) you entered in %15a. Formula = (# 15a * # 13)

16. RHC Pilot Program Funding Request (maximum 85% of eligible costs) - Enter the percentage of funding (maximu 85%) you are requesting from RHCPP for this item. The amount in this field may be no more than 85%

17. Participant Contribution for Eligible Network Costs (minimum 15%) - The percentage of the eligible costs that will provided by your project (minimum 15%). Calculated as 100% minus the amount entered in # 16.

18. Source of Participant Funds - Enter the source of your minimum 15% contribution.

19. Is this an eligible source? - Is this source eligible to provide the minimum 15% contribution? Use the drop down men select TRUE for yes or FALSE for no.

20. Funding Amount Approved in Pilot Order - Calculated as the final amount of support you have requested from RH for this line item. Formula = (# 15b * # 16)

RFP # - This field will be automatically populated from the RFP # at the top of the form.

Network Cost Worksheet Dropdown Lists

COLUMN 5 - CATEGORY
1: Network Design
2: Network Equipment, including Engineering and Installation
3: Infrastructure/Outside Plant (Engineering)
4: Infrastructure/Outside Plant (Construction)
5: Internet 2/NLR/Internet Connection
6: Leased/Tariffed facilities or services
7: Network Management/Maintenance/Operations Cost (not captured elsewhere)
8: Other

7a – DESCRIPTION OF SERVICE, COMPONENT	
69: Annual Internet2 Subscription	45: Maintenance Contract
70: Annual NLR Subscription	68: Managed MPLS
1: Antennas / Satellite Equipment	19: Microwave service
2: Asynchronous Transfer Mode (ATM)	20: MPLS
64: Bonded T1	21: Multiplexer
3: Broadband over Power Lines (BPL)	66: Network Equipment (other)
53: Bundled Network Management and Operation Services	22: Network Design
4: Cable, copper	23: Network Hardware on Provider Side of Demarc
5: Cable, fiber	24: Network Maintenance
6: Channel Service Unit/Data Service Unit (CSU/DSU) and switches	25: Network Management
7: Connectors / couplers / amplifiers	26: Network Operations
41: Construction	65: Network Server
57: Construction - Engineering	52: Network Shared Infrastructure
56: Construction - Infrastructure/Plant Upgrade by Carrier	27: Network Switches
55: Construction - Inspection Services	28: OC-1
61: Construction - Make Ready	29: OC-12
54: Construction - Management	30: OC-3
59: Construction - Mobilization	31: OC-n
8: Copper-to-Fiber (TX-to-FX) converter	49: Pre-Paid Lease (15 Year)
9: Digital Subscriber Line (DSL)	50: Pre-Paid Lease (20 Year)
10: Ethernet	58: Professional Services
46: Firewall	42: RFP Creation
11: Fractional T-1	32: Routers
12: Frame Relay	33: Satellite service
13: Gateway to Internet2	51: Software for Network Management
14: Gateway to NLR	34: Switched Multimegabit Data Service (SMDS)
15: Gateway to Public Internet	35: T-1/DS-1
44: Ineligible Expense	36: T-2
16: Integrated Services Digital Network (ISDN, BRI, PRI)	37: T-3 / DS-3
17: Interface/Edge Device	38: Uninterruptible Power Supply (UPS)/Battery Backup
44: Installation of Equipment	39: Virtual Private Network (VPN)
43: Installation of Recurring Services	47: Warranty
62: IRU (15 Year)	60: Wide Area Network (WAN)
48: IRU (20 Year)	40: Wireless
18: Jacks, panels, faceplates and wire managers	69: Other (please contact your Coach)
63: License Fees	

7b – DESCRIPTION OF SERVICE, SPEED	
3: 1.544 Mbps (T-1/DS-1)	45: 110 Mbps
29: 2.048 Mbps	21: 120 Mbps
22: 3 Mbps	32: 139.264 Mbps
41: 3.08 Mbps (2xDS1)	37: 150 Mbps
38: 4.5 Mbps	9: 155 Mbps
42: 4.62 Mbps (3xDS1)	17: 200 Mbps
23: 5 Mbps	34: 300 Mbps
43: 6.16 Mbps (4xDS1)	19: 400 Mbps
30: 8.448 Mbps	35: 500 Mbps
44: 9.24 Mbps (6xDS1)	33: 565.148 Mbps
24: 10 Mbps	10: 622 Mbps
47: 10.78 Mbps	36: 800 Mbps
28: 15 Mbps	11: 1 Gbps
25: 20 Mbps	49: 1.001 Gpbs
39: 30 Mbps	46: 1.100 Gpbs
31: 34.638 Mbps	14: 2.488 Gpbs
26: 40 Mbps	20: 3 Gbps
6: 45 Mbps	12: 10 Gbps
18: 50 Mbps	13: 13.2 Gbps
7: 55 Mbps	15: 39.8 Gpbs
27: 100 Mbps	16: N/A
48: 101 Mbps	50: Other (Please contact your Coach)
(Eliminated)	
~~1: 256 to 768 kbps~~	
~~2: Greater than 768 to 1.544 Mbps~~	~~5: 8.448: 44.735 Mbps~~
~~4: Greater than T-1 to 8.448 Mbps~~	~~8: 100 Mbps (Ethernet)~~

* Shaded are new to the NCW.

7a – DESCRIPTION OF SERVICE, COMPONENT	COLUMN 5 - CATEGORY
69: Annual Internet2 Subscription	5: Internet 2/NLR/Internet Connection
70: Annual NLR Subscription	5: Internet 2/NLR/Internet Connection
1: Antennas / Satellite Equipment	6: Leased/Tariffed facilities or services 4: Infrastructure/Outside Plant (Construction)
2: Asynchronous Transfer Mode (ATM)	6: Leased/Tariffed facilities or services
64: Bonded T1	6: Leased/Tariffed facilities or services
3: Broadband over Power Lines (BPL)	6: Leased/Tariffed facilities or services
53: Bundled Network Management and Operation Services	7: Network Management/Maintenance/Operations Cost (not captured elsewhere)
4: Cable, copper	4: Infrastructure/Outside Plant (Construction)
5: Cable, fiber	4: Infrastructure/Outside Plant (Construction)
6: Channel Service Unit/Data Service Unit (CSU/DSU) and switches	2: Network Equipment, including Engineering and Installation
7: Connectors / couplers / amplifiers	4: Infrastructure/Outside Plant (Construction)
41: Construction	4: Infrastructure/Outside Plant (Construction) 3: Infrastructure/Outside Plant (Engineering)
57: Construction - Engineering	3: Infrastructure/Outside Plant (Engineering)
56: Construction - Infrastructure/Plant Upgrade by Carrier	6: Leased/Tariffed facilities or services
55: Construction - Inspection Services	4: Infrastructure/Outside Plant (Construction) 3: Infrastructure/Outside Plant (Engineering)

61: Construction - Make Ready	4: Infrastructure/Outside Plant (Construction) 3: Infrastructure/Outside Plant (Engineering)
54: Construction – Management	4: Infrastructure/Outside Plant (Construction) 3: Infrastructure/Outside Plant (Engineering)
59: Construction - Mobilization	4: Infrastructure/Outside Plant (Construction)
8: Copper-to-Fiber (TX-to-FX) converter	2: Network Equipment, including Engineering and Installation
9: Digital Subscriber Line (DSL)	6: Leased/Tariffed facilities or services
10: Ethernet	6: Leased/Tariffed facilities or services
46: Firewall	2: Network Equipment, including Engineering and Installation
11: Fractional T-1	6: Leased/Tariffed facilities or services
12: Frame Relay	6: Leased/Tariffed facilities or services
13: Gateway to Internet2	6: Leased/Tariffed facilities or services
14: Gateway to NLR	5: Internet 2/NLR/Internet Connection 6: Leased/Tariffed facilities or services
15: Gateway to Public Internet	5: Internet 2/NLR/Internet Connection 6: Leased/Tariffed facilities or services
71: Ineligible Expense	Any of the dropdowns
16: Integrated Services Digital Network (ISDN, BRI, PRI)	6: Leased/Tariffed facilities or services
17: Interface/Edge Device	2: Network Equipment, including Engineering and Installation
44: Installation of Equipment	2: Network Equipment, including Engineering and Installation
43: Installation of Recurring Services	6: Leased/Tariffed facilities or services

62: IRU (15 Year)	6: Leased/Tariffed facilities or services
48: IRU (20 Year)	6: Leased/Tariffed facilities or services
18: Jacks, panels, faceplates and wire managers	4: Infrastructure/Outside Plant (Construction)
63: License Fees	4: Infrastructure/Outside Plant (Construction) 3: Infrastructure/Outside Plant (Engineering) 7: Network Management/Maintenance/Operations Cost (not captured elsewhere)
45: Maintenance Contract	7: Network Management/Maintenance/Operations Cost (not captured elsewhere) 2: Network Equipment, including Engineering and Installation
68: Managed MPLS	6: Leased/Tariffed facilities or services
19: Microwave service	6: Leased/Tariffed facilities or services
20: MPLS	6: Leased/Tariffed facilities or services
21: Multiplexer	2: Network Equipment, including Engineering and Installation
66: Network Equipment (other)	2: Network Equipment, including Engineering and Installation
22: Network Design	1: Network Design
23: Network Hardware on Provider Side of Demarc	2: Network Equipment, including Engineering and Installation
24: Network Maintenance	7: Network Management/Maintenance/Operations Cost (not captured elsewhere)
25: Network Management	7: Network Management/Maintenance/Operations Cost (not captured elsewhere)
26: Network Operations	7: Network Management/Maintenance/Operations Cost (not captured elsewhere)
65: Network Server	2: Network Equipment, including Engineering and Installation
52: Network Shared Infrastructure	6: Leased/Tariffed facilities or services

27: Network Switches	2: Network Equipment, including Engineering and Installation
28: OC-1	6: Leased/Tariffed facilities or services
29: OC-12	6: Leased/Tariffed facilities or services
30: OC-3	6: Leased/Tariffed facilities or services
31: OC-n	6: Leased/Tariffed facilities or services
49: Pre-Paid Lease (15 Year)	6: Leased/Tariffed facilities or services
50: Pre-Paid Lease (20 Year)	6: Leased/Tariffed facilities or services
58: Professional Services	7: Network Management/Maintenance/Operations Cost (not captured elsewhere)
42: RFP Creation	7: Network Management/Maintenance/Operations Cost (not captured elsewhere)
32: Routers	2: Network Equipment, including Engineering and Installation
33: Satellite service	6: Leased/Tariffed facilities or services
51: Software for Network Management	2: Network Equipment, including Engineering and Installation 7: Network Management/Maintenance/Operations Cost (not captured elsewhere)
34: Switched Multimegabit Data Service (SMDS)	2: Network Equipment, including Engineering and Installation
35: T-1/DS-1	6: Leased/Tariffed facilities or services
36: T-2	6: Leased/Tariffed facilities or services
37: T-3 / DS-3	6: Leased/Tariffed facilities or services
38: Uninterruptible Power Supply (UPS)/Battery Backup	2: Network Equipment, including Engineering and Installation
39: Virtual Private Network (VPN)	6: Leased/Tariffed facilities or services
	7: Network Management/Maintenance/Operations Cost (not captured elsewhere)

47: Warranty	2: Network Equipment, including Engineering and Installation

60: Wide Area Network	6: Leased/Tariffed facilities or services

40: Wireless	6: Leased/Tariffed facilities or services

	1: Network Design
	2: Network Equipment, including Engineering and Installation
	3: Infrastructure/Outside Plant (Engineering)
	4: Infrastructure/Outside Plant (Construction)
	5: Internet 2/NLR/Internet Connection
	6: Leased/Tariffed facilities or services
	7: Network Management/Maintenance/Operations Cost (not captured elsewhere)
67: Other	8: Other

* Shaded are new to the NCW.

t Worksheet

1. Project Name
INPUT