

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 be 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 "AUTOCALC" they will be filled-in for you. Do enter data in the grey columns marked "INPUT" by only selecting from the dropdown options 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 formatting errors will be highlighted in yellow. Check each "yellow" field to ensure the contents of that field are correct. You may continue 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 list on 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 are 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 list 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 a unique identifier assigned to each service provider by USAC. Vendors who do not have a SPIN number can apply for one on 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 "Other" and contact your Coach via email with a complete description of the service that the site will receive. Your Coach will assist in 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 match the component you wish to enter, select "Other" and contact your Coach via email with a complete description of the service 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 non-applicable. EXCEPTION: if your service is an IRU or a pre-paid lease you must choose a bandwidth speed based on the 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 costs 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 of the item.

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

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

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 based 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 (maximum 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 be 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 menu to 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 RHCPP 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 Gbps |
| 39: 30 Mbps | 46: 1.100 Gbps |
| 31: 34.638 Mbps | 14: 2.488 Gbps |
| 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 Gbps |
| 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 |
|--|---------------------|
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| | |
|-----------------------------------|---------------------------------------|
| 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) |
|---------------------------------------|--|

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| 41: Construction | 4: Infrastructure/Outside Plant (Construction) |
| | 3: Infrastructure/Outside Plant (Engineering) |

| | |
|--------------------------------|---|
| 57: Construction - Engineering | 3: Infrastructure/Outside Plant (Engineering) |
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|--|---|
| 56: Construction - Infrastructure/Plant Upgrade by Carrier | 6: Leased/Tariffed facilities or services |
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|--|--|
| 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 |

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|---|--|
| 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) |

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|--------------|--|
| 47: Warranty | 2: Network Equipment, including Engineering and Installation |
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|-----------------------|---|
| 60: Wide Area Network | 6: Leased/Tariffed facilities or services |
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| | |
|--------------|---|
| 40: Wireless | 6: Leased/Tariffed facilities or services |
|--------------|---|

| | |
|-----------|--|
| 67: Other | 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 |

* Shaded are new to the NCW.

