

# Precommitment Corrections

## Helping You Succeed

### Schools and Libraries Division

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# Overview

- Clerical Corrections
- Can Do's
- Deadlines, Deadlines
- Errors Detected During PIA
- Supporting Documentation
- Questions

# Clerical Corrections

- Bishop Perry Order allows applicants to make corrections to Forms 470 & 471 - known as **ministerial & clerical corrections**.
- Applicants have additional time to certify Forms 470 & 471, make corrections that do not require the Form 470 to be **reposted** or the Form 471 to be **re-filed**, and do not violate FCC regulations and/or program rules.
- USAC, with FCC guidance, developed a list of correctable items. [List of Correctable M & C Errors](#)
- Subsequent FCC Orders issued identified more corrections allowable during PIA review.

# Clerical Corrections

## Examples:

- ❖ Entered the incorrect amount (i.e., data entered \$100 instead of \$1,000)
- ❖ Omitted an entity from the Block 4
- ❖ Provided the incorrect Form 470 number on the Form 471
- ❖ Selected the wrong category of service
- ❖ Submitted an unsigned contract to PIA
- ❖ Omitted an FRN
- ❖ Did not include all of the required elements in the written tech plan

# Can Do's

<b>Form 470</b>	<b>Allowable Corrections</b>
Block 1 - Billed Entity Information	<ul style="list-style-type: none"> <li>✓ BEN Name, Number and Address</li> <li>✓ Contact Person Information</li> </ul>
Block 4 – Recipient of Service	<ul style="list-style-type: none"> <li>✓ Add or Remove Eligible Entities that will Receive Service</li> <li>✓ Add or Remove Billed Entities</li> </ul>
Block 5 – Certification and Signature	<ul style="list-style-type: none"> <li>✓ Certification Signature and Date</li> <li>✓ Certification</li> </ul>

# Can Do's

<b>Form 471</b>	<b>Allowable Corrections</b>
Block 1 - Billed Entity Information	<ul style="list-style-type: none"> <li>✓ BEN Name, Number and Address</li> <li>✓ Contact Person Information</li> </ul>
Block 4 – Discount Calculation Worksheets	<ul style="list-style-type: none"> <li>✓ Add or Remove Entities</li> <li>✓ Discount Calculations</li> </ul>
Block 5 – Discount Funding Request(s)	<ul style="list-style-type: none"> <li>✓ Establishing Form 470 Number</li> <li>✓ Category of Service</li> <li>✓ SPIN Name and/or Number</li> <li>✓ Contract Number</li> <li>✓ Billing Account Number</li> <li>✓ Service Delivery (MTM/Tariffed or Contract)</li> <li>✓ Service Start and End Dates</li> </ul>

# Can Do's

<b>Form 471</b>	<b>Allowable Corrections</b>
Block 5 – Discount Funding Request(s)	<ul style="list-style-type: none"> <li>✓ Contract Award and Expiration Dates</li> <li>✓ Recurring and Non-recurring Charges</li> <li>✓ Increase or Decrease Funding Amount Requested</li> <li>✓ Block 4 Worksheet</li> <li>✓ Add or Remove FRNs</li> </ul>
Block 6 – Certification and Signature	<ul style="list-style-type: none"> <li>✓ Amount Budgeted for Ineligible Services</li> <li>✓ Certification Signature and Date</li> </ul>

# Deadlines, Deadlines

## 15 Day Rule

- PIA corrections **MUST** be submitted 20 calendar days (5 days for mail receipt + 15 days) from the date of USAC’s letter
  - Receipt Notification Letter (RNL) – 470
  - Receipt Acknowledgment Letter (RAL) – 471
- Mail, email or fax corrections to USAC
- RAL doesn’t contain Block 4 information, so include the corrected Block 4 worksheet with your RAL corrections



# RNL/RAL Corrections

- Corrections submitted after the deadline in the letter:
  - Requests to increase funding will not be granted.
  - PIA will work with applicants to make clerical error corrections until the FCDL is issued
    - PIA will request documentation to support the correction, such as contract, invoice, bill, etc.

# PIA Identified Changes

- Errors may be detected during PIA review
- PIA may contact you and allow corrections if they find certain discrepancies:
  - Item 21 doesn't match Block 5
  - Discount for single entity doesn't match discount reported on different application
  - Item 21 includes entities missing from your Block 4
  - Tech Plan is missing one or more required element(s)

# Requests that Need Support

- **Changes to Block 4**
  - Adding entities, removing entities, changing discounts, etc.
  
- **Contract Dates**
  - Contract Award Date, Signature Date, Contract Expiration Date, etc.

# Requests that Need Support

- **Competitive Bidding**
  - RFP Posting Dates, Bid Evaluation documents, Contract Signatures/Dates, etc.
  
- **Changes to Block 5**
  - Request to increase dollars, request to change number of months of service, changes from recurring to non-recurring, changes from contract to Tariff or MTM, etc.



# Questions?