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Schools and Libraries News Brief

February 10, 2006

**REMINDER: The FY2006 Form 471 window closes in 6 more days on
FEBRUARY 16, 2006 at 11:59 PM EST**

Funding Year 2005 Waves

USAC will release Wave 34 funding commitment letters February 15. As of February 10, FY2005 commitments total over $1.28 billion. See Automated Search of Commitments for more information.

This Weeks To Do List

Before the application filing window closes next Thursday, be sure to –

- Maintain documentation demonstrating program compliance for a period of five years after the last day of service delivered.
- Continue to run a fair and competitive bidding process and to evaluate all bids.
- Wait 28 days after posting your Form 470 – and RFP, if applicable – to select the most cost-effective service provider, and to sign and submit your Form 471.
- Post Priority 2 requests on a separate Form 471. (Funding decisions are often delayed for Forms 471 that contain both Priority 1 and Priority 2 funding requests.)
- Use your Personal Identification Number (PIN) to e-certify program forms.
- Certify (preferably online with your PIN) BOTH your Form 470 and Form 471 before the window closes.
- Work with your service provider to submit a complete Item 21 Attachment.
- Carefully review your Form 471 Receipt Acknowledgment Letter (RAL) for any discrepancies or errors.
- Be prepared to assist USAC in our review of your application.

Common Form Errors

Common errors that may lead to denial of funding requests include, but are not limited to:

- **Not following program rules.** Examples include signing a contract or Form 471 before the end of the 28-day waiting period, requesting discounts on services without a competitive bid (for example, if services were not listed in an RFP or the Form 470), and having an improper relationship between the applicant and the service provider (for example, if a service provider signs the Form 470 and also participates as a bidder).
- **Not having sufficient resources.** Funding and other resources necessary to make effective use of requested services must be secured before submitting the Form 471.
- **Providing incomplete, inaccurate, or no information.** If USAC contacts you for information or assistance during review of your funding request, the reviewer will include a due date for receiving the information so that decisions can be made in a timely manner. If you do not respond, USAC will make a decision with the information at hand.
- **Waiting for USAC to provide a PIN.** If you have not received your PIN by mail, sign and mail in a paper certification. If you receive your PIN after you have mailed the certification but before the deadline, you can still e-certify your forms.
- **Certifying Form 470 or Form 471 late.** To be considered for funding, both the Form 470 and Form 471 certifications must be submitted online or on paper prior to the

close of the window. Dont wait until the last minute.

Supporting Information

You can provide the following items now to aid USAC's timely review of your application even though they are not required by the close of the window.

- **Item 21 Attachments.** Item 21 Attachments are required for USAC to review your application. You should work with your service provider to submit the Item 21 Attachments with – or shortly after submitting – your Form 471. You can file your Item 21 Attachments online even after the window has closed.
- **FCC Registration Number.** Program participants must have an FCC Registration Number (FCC RN). If the Billed Entity's FCC RN is not on file, USAC will request it during application review. You can obtain an FCC RN on the FCC's CORES website.
- **Service Provider Identification Number (SPIN).** USAC cannot make a funding commitment without a valid SPIN. If your service provider is unable to provide a SPIN, contact the Client Service Bureau for assistance in completing your application.
- **Duplicate FRNs.** An entry in Form 471, Block 5, Item 10 alerts USAC that a funding request is a duplicate of a request in a prior year for which USAC has not yet issued a decision. Do NOT check this item if it is simply a request for recurring services that occur in FY2005 and continue in FY2006.
- **FSCS and NCES codes.** These codes assist us to review applications more efficiently and also allow us to report program data to the U.S. Department of Education and other interested parties. Applicants that have FSCS or NCES codes can provide them on the application or during the application review process.
- **Billing Account (Billed Telephone) Numbers.** These numbers assist USAC and your service provider to match your customer bills to your application and, later, to the invoices submitted to USAC for reimbursement. If you do not have the number(s) when you file your Form 471, you can provide the information during application review.

Report Problems Promptly

If you experience technical problems filing online forms or an online Item 21 Attachment, you should first review the instructions. If you still need assistance, Submit a Question or call us toll-free at 1-888-203-8100. Be prepared to provide complete information (e.g., Billed Entity Number, Form 471 Application Number, Block 4 Worksheet number, Funding Request Number).

Starting Saturday, the Client Service Bureau will be open extended hours to assist applicants with last-minute questions and issues. You may call during the following hours:

Saturday, February 11:	9:00 a.m. to 6:00 p.m. EST
Sunday, February 12:	9:00 a.m. to 6:00 p.m. EST
Monday, February 13:	8:00 a.m. to 8:00 p.m. EST
Tuesday, February 14:	8:00 a.m. to 8:00 p.m. EST
Wednesday, February 15:	8:00 a.m. to 8:00 p.m. EST
Thursday, February 16:	8:00 a.m. to 11:59 p.m. EST

You may download and print copies of Schools and Libraries News Briefs on USAC's website. You may subscribe to or unsubscribe from this news brief. For program information, please visit the Schools and Libraries area of the USAC website, submit a question, or call us toll-free at 1-888-203-8100. Feel free to forward this news brief to any interested parties.

Please do not reply to this email directly, as it was sent from an unattended mailbox.

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