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Schools and Libraries News Brief - Special Edition

November 6, 2006

Funding Year 2007 Application Window Opens November 14, 2006

This special edition of the SL News Brief is to alert you that the Funding Year 2007 (FY2007) application window **will open at NOON ET on Tuesday, November 14** and to give you some helpful tips for filing applications. The application filing window **will close at 11:59 PM ET on Wednesday, February 7, 2007**.

FY2007 begins July 1, 2007 and ends June 30, 2008.

The program forms have not changed from last year. If you applied for FY2006 funding, Forms 470 and 471 are exactly the same and should be familiar to you.

For FY2007, pay special attention to your **Internal Connections** requests. The [Two-in-Five Rule for Internal Connections](#) will come into play if you have received a commitment for Internal Connections for both of the last two funding years—FY2005 and FY2006. The new Two-in-Five tool for Internal Connections will be available on our website when the Form 471 application window opens. The tool will help you determine which entities are eligible to receive funding for eligible Internal Connections for FY2007.

We strongly encourage all applicants to file early and to [file online](#), when possible. Online filing helps you avoid errors and allows us to review your applications sooner. By filing early you will avoid last-minute filings, which can lead to mistakes and reduce or eliminate any opportunities to correct certain errors.

We also encourage you to explore [USAC's website](#) and to review [previous News Briefs](#) for important "dos and don'ts" and additional helpful tips.

Helpful Tips

File Early – We encourage applicants to file and certify Forms 470 and 471 and Item 21 attachments early in the window. Early filing allows time to:

- Review materials
- Correct errors and avoid delays later during application review
- Meet program deadlines

File Online – USAC encourages applicants to file and certify Forms 470 and 471 online. [Online filing](#) ensures that you meet form Minimum Processing Standards and allows for early acknowledgment and quicker decisions. Once you receive your PIN, you can certify subsequent forms online.

Use the Online Item 21 Attachment – We cannot begin reviewing an application until it is certified **and** we have the Item 21 attachments. USAC's [Online Item 21 Attachment](#) tool can help you submit a complete and timely Item 21 attachment. It is designed to allow applicants to easily provide complete and accurate information that is needed to review funding requests.

Retain All Documents – Program rules require that you retain documents for FIVE YEARS after the last day of service delivery to demonstrate program compliance.

Review Program Guidance Materials – Some information has been consistent from year to year. Other information – for example, eligible services – has changed. Before you begin, make sure to review all relevant program guidance, including the following:

[Technology Planning](#) provides guidance on the technology planning process. Your technology plan must be written before the Form 470 is filed, must contain the five core elements, must cover all 12 months of the funding year, and must be approved by a USAC-certified Technology Plan Approver before the Form 486 is filed or services start, whichever is earlier.

[Competitive Bidding](#) covers all aspects of the competitive bidding process. Your competitive bidding process must be open and fair, the price of the eligible goods and services must be the primary factor in your evaluation, and you must document your service provider selection process.

The [FY2007 Eligible Services List](#) provides specific details on eligible and ineligible products and services. Note that the eligibility of some products and services has changed from the FY2006 Eligible Services List.

[Contract Guidance](#) provides information on contracts, including the specific situations that can arise when using a state master contract. Remember that both the applicant and the service provider must sign and date a contract prior to certifying the Form 471.

The new Two-in-Five tool will help you determine which entities would be affected by the [Two-in-Five rule for Internal Connections](#) and be denied funding. This page also displays a chart that covers 2005 – when the rule went into effect – through 2014. The chart can help to guide your funding request decisions.

Important Dates for FY2007

November 14, 2006 – The FY2007 Form 471 filing window opens at noon ET and will remain open for 86 days.

January 10, 2007 – The last POSSIBLE date to post a Form 470 on USAC's website, meet the 28-day posting requirement for the competitive bidding process, and submit a complete Form 471 by the filing window closing date.

- If you submit your Form 470 online, it is posted immediately.
- If you submit your Form 470 on paper, USAC will make every effort to post it by January 10 **if it is received on or before Thursday, January 4, 2007.**

Note: Whether filing online or on paper, the applicant is responsible for meeting the 28-day posting requirement.

February 7, 2007 – The FY2007 Form 471 filing window will close at 11:59 pm ET. For the Form 471 to be considered as filed within the filing window, the following materials must be submitted online, received by USAC, or postmarked no later than the filing window closing date:

- Form 471
- Form 471 Block 6 Certifications
- Form 470 Block 5 Certifications of any Form 470 cited in your FY2007 Form 471.

Ask for assistance. If you have questions, please contact the Client Service Bureau as directed below. In addition to program information, they can provide information on the status of your forms.

E-mail: Use the [Submit a Question](#) link on USAC's website
Toll-free Fax: 1-888-276-8736
Toll-free Phone: 1-888-203-8100

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