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Schools and Libraries News Brief

November 10, 2006

> **TIP OF THE WEEK:** Applicants – determine if you need to post a new **Form 470** for **Funding Year 2007.** Remember that a new Form 470 must be posted each funding year for services that are provided under tariff or a month-to-month arrangement and for services that will be provided under a new contract.

Commitments for Funding Year 2006

Funding Year 2006. USAC will release FY2006 Wave 30 Funding Commitment Decision Letters (FCDLs) November 14. As of November 10, FY2006 commitments total over $1.35 billion. USAC will continue to issue weekly funding commitment waves. After noon on the date that the FCDLs are mailed, you can check to see if you have a commitment by using USAC's Automated Search of Commitments tool.

Funding Year 2007

Be sure to review the Funding Year 2007 SL News Brief Special Edition to learn about important dates and reminders.

Guidance For Completing Form 470

Once applicants have written their technology plans, they are ready to begin completing one or more Forms 470. The Form 470 describes the products and/or services the applicant is seeking and must contain sufficient information so that interested service providers can respond to those requests. USAC makes the Form 470 available to service providers by posting it on its website.

The October 6, 2006 News Brief discussed some of the connections between the technology plan and the Form 470. In this issue, we will focus on some of the entries for specific blocks and items to help applicants complete the form successfully and correctly.

As you prepare to file your Form 470, keep the following in mind:

- **File and certify online to reduce errors and speed processing.** If you file your Form 470 from the Apply Online page using either the regular or the interview version of the form, the system checks your work and alerts you when it detects a potential error or inconsistency.

- **Pay close attention to your entry in each field.** If you provide brief and clear responses to the specific information requested, service providers can more easily understand your needs and respond to your requests for bids.

- **Review your form for accuracy before you submit it.** Although you can correct certain errors through the ministerial and clerical error correction process, providing complete and accurate answers on the form initially will help to avoid delays later.

As you complete information in each field, try to avoid using commas. Service providers that download Form 470 Reports get their search results in a comma-delimited file and the use of commas within a field upsets the alignment of the fields.

Here are some additional tips for specific blocks and lines on the Form 470:

Block 1: Applicant Address and Identifications

If you file online, you first search for your Entity and then select the correct search result. If your Entity's name, address, telephone number, or fax number is incorrect, you must use the

process for Contact Information Changes to change the information in our database. You cannot change Entity information on the online form.

Item 7b – Services for which a new written contract is sought

This item provides boxes for you to check if you are seeking:

- A multi-year contract, and/or

- A contract featuring voluntary extensions.

If you do not check the box indicating that you seek a contract with voluntary extensions and the contract you sign contains voluntary extensions, USAC will assume that your contract ends at the end of the original term **before any voluntary extension**. Unless you check the box for voluntary extensions, you cannot rely on the original Form 470 posting for services provided under a voluntary extension. Instead, you must post a new Form 470 for services to be delivered after the end of the original term and consider any new bids received. This can present a problem if a new bid received is more cost-effective than your original contract.

If you are considering contracts with voluntary extensions, you should check the appropriate box.

Items 8, 9, 10, and 11 — Summary Description of Needs or Services Requested

Categories of service. On your Form 470, you should post for all categories of service (Telecommunications Services, Internet Access, Internal Connections, and Basic Maintenance of Internal Connections) that are appropriate to the services you describe. In some cases, this may mean posting for services in more than one category. For example,

- If you will include both Telecommunications Services and Internet Access from a telecommunications provider on a single Form 471 funding request, you should post for both, as you may need to later separate out the two services (e.g., if you change the service provider for one of the services later in the funding year).

- If you apply for On-Premise Priority 1 Equipment on a Form 471 funding request, USAC may determine that your request does not qualify as a Priority 1 service and move it from Telecommunications Services to Internal Connections. Again, you should post for both categories of service.

Posting in all appropriate categories of service is important because USAC will not approve funding requests in a category of service if the Form 470 cited on the funding request did not post for that category of service.

Requests for Proposals (RFPs). USAC does not require you to issue an RFP, but you must affirm that you either do or do not have an RFP. If your RFP becomes available after you file your Form 470, you must wait 28 days after the date that the RFP becomes available before selecting a service provider and signing a contract.

Choice of BEAR or SPI. You can indicate on each of these items if you prefer to receive a discounted bill from your service provider or if you prefer to pay for your services in full and then request reimbursement. In the first instance, your service provider will file a Service Provider Invoice (SPI) Form 474 with USAC. In the second case, you will file a Billed Entity Applicant Reimbursement (BEAR) Form 472 with USAC. This information is to assist service providers that want to submit bids. It does not lock you into the invoice method you indicate.

Service or Function and Quantity and/or Capacity. For more information on how to complete these fields, refer to the Form 470 Instructions.

Item 14 — Basic telephone service

Be sure to review the definition of basic telephone service before you check this box. Some applicants assume that PBX or Centrex services are included under basic telephone service when, in fact, they are not. If you plan to request funding for PBX or Centrex services, do not check this box and remember that you must have a technology plan that covers these services.

Item 16 — Eligible Entities

You may need to provide additional information depending on which box you check.

- If you check the box to answer "YES" to the question "Does your application include INELIGIBLE entities?" then you will need to complete Item 18.

- If you check Item 16c, you must provide the area codes and prefixes associated with those entities. You will enter each unique area code once and follow it with the unique prefixes that fall under that area code. You must also provide the number of eligible entities.

Item 17 — Billed Entities

In this item, you should list all of the entities that may be paying bills directly to a service provider. If you are not sure whether an entity will be paying bills, it's better to include it here. For example, if your library budget is controlled by the city government, you can list both the city government and your library here. If you need a new entity number, you can call the Client Service Bureau at 1-888-203-8100 and they will help you create one.

Block 5: Certifications and Signature

You should read these certifications carefully so that you understand them. If you are filing online, don't forget to certify your form online or on paper. If you are filing on paper, don't forget to sign and date your form.

Remember that while ministerial and clerical errors on the Form 470 can be corrected, it is preferable to check your work for accuracy so that your original submission is complete and correct.

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