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Schools and Libraries News Brief

January 5, 2007

FY2007 WINDOW COUNTDOWN

Days to window close	33
Forms 470 filed to date	25,006
Forms 471 filed to date	2,386

TIP OF THE WEEK: Plan ahead to meet the following deadlines:

- **January 10 is the last day to POST a Form 470 to the USAC website and still meet the 28-day filing window requirements.** If you mail a paper form on this date, you will be too late.
- **January 29 is the last day to submit an invoice (Form 472 or Form 474) for FY2005 services** unless you have received a service delivery extension. If you miss this deadline, you must file an invoice deadline extension request.

Commitments for Funding Year 2006

Funding Year 2006. USAC will release FY2006 Wave 38 FCDLs January 9. This wave will include commitments for approved Internal Connections and Basic Maintenance funding requests at 87% and above. As of January 5, FY2006 commitments total just over \$1.64 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.

Guidance for Completing Form 471 Part 1

Once applicants have completed their competitive bidding processes, selected their service providers, and (if appropriate) signed their contracts, they are ready to begin completing one or more Forms 471. The Form 471 contains specific requests for funding and provides USAC with detailed information on dollar amounts requested, descriptions of services, entities that will receive services, discount calculations, service providers, and contracts.

Three of the News Briefs issued in December 2006 covered the competitive bidding process:

- The [December 1 News Brief](#) contained information about opening the competitive bidding process, the Form 470, and Requests for Proposals (RFPs).
- The [December 8 News Brief](#) discussed the bid evaluation process.
- The [December 15 News Brief](#) covered service provider selection as it relates to state master contracts.

In this issue, we will focus on some of the entries for specific blocks and items to help applicants complete the Form 471 correctly.

As you prepare to file your Form 471, keep the following in mind:

1. **File and certify online to reduce errors and speed processing.** If you file your Form 471 from the [Apply Online](#) page using either the standard or the interview version of the form, the system checks your work and alerts you when it detects a potential error or inconsistency.
2. **Pay close attention to the information requested in each field.** Providing appropriate responses can result in fewer questions during the review of your application.
3. **Review your form for completeness and accuracy before you submit it.** Although you can correct certain [ministerial and clerical errors](#), providing complete and accurate answers on the form initially will help to avoid delays later.

Here are some additional tips for specific blocks and lines on the Form 471:

Block 1: Applicant Address and Identifications

If you file online, you first search for your entity by zip code or entity number. If your entity's name, address, telephone number, or fax number is incorrect as displayed, you must use the process for [Contact Information Changes](#) to correct the information in our database. You cannot change entity information (Items 1, 3, 4a, and 4b) through the online filing process.

If you provide additional contact information in Item 6f, we will use that information to attempt to contact you for problem resolution or application review if we cannot reach you using the information in Item 6b. Providing this information could speed the processing of your application.

Block 4: Discount Calculation Worksheet

This item provides the information needed to calculate your discount percentages for one or more Block 5 funding requests.

Each worksheet you prepare (and you can prepare more than one) will be assigned a worksheet number in the online system. You can cite either a worksheet number or an entity number in your Block 5 funding request to identify the entity or entities that will be receiving a particular service.

Entity numbers. Each entity that will be receiving discounted service should have an entity number. Note that you do not need an entity number for each school or library building located on a single campus if those buildings are all part of that school or library. However, facilities that do not contain classrooms and that are not located on the same campus as a school or library or that serve multiple schools or libraries should have their own entity numbers. If you have such facilities, please read more about [Non-Instructional Facilities \(NIFs\)](#) on the website.

Completing worksheets. Here are some thoughts to consider as you fill out Block 4 worksheets:

Individual schools and library outlets/branches

- You should complete one line of one worksheet if you have only one entity to report.

Schools districts and library systems

- If all of your individual schools or library outlets/branches will be sharing services, you should complete one worksheet listing all of your individual schools or library branches in order to compute your school district's or library system's discount. Because this calculated discount percentage is often a number not found on the [Discount Matrix](#) – such as 62% or 87% – we refer to it as a “non-matrix discount.”
- In general, for a new school under construction or a NIF, you should complete a worksheet listing all the schools in the district to calculate the weighted average discount for the school district. This becomes the discount for the new school or the

NIF. (If you **know** which students will be attending the new school, you can use actual student counts to calculate that school's discount.)

- For a new library outlet/branch under construction or a NIF, you should complete a worksheet listing all the library outlets/branches in the library system to calculate the average discount for the library system. This becomes the discount for the new library outlet/branch or the NIF.
- If different subsets of your individual schools or library outlets/branches will use different services, complete a different worksheet listing each subset.
- Once you have listed an entity on a worksheet, you can enter that entity number in Item 22 of a Block 5 funding request if that is the only entity that will receive that service ("site-specific service").

Consortia

- You will complete one worksheet for each consortium member in order to calculate that consortium member's discount. If you are filing online, the system will walk you through this process and create the summary consortium worksheet once you have completed the consortium member worksheets. If you are filing on paper, you will have to create the summary consortium worksheet yourself and list all the consortium members together with their discounts that you calculated on the individual member worksheets.
- As with school districts and library systems, if different subsets of your consortium members will use different services, complete a different worksheet listing each subset.

Two-in-Five Rule. If you cite a worksheet number in Item 22 of a Block 5 funding request for Internal Connections, EVERY ENTITY on that worksheet will be considered to have used a year under the [Two-in-Five Rule](#) if that request is partially or fully funded. If you are filing online, you will receive a warning message if you have included an entity that may have a conflict under the Two-in-Five Rule.

Next week we will continue "Guidance for Completing Form 471" beginning with Block 5: Discount Funding Request(s).

Saving Incomplete Forms Online

If you are filing a Form 470 or Form 471 online, you can complete a portion of the form, save your work, and return later to complete the remainder of the form and submit it online. However, you cannot switch between the two formats of the form – standard and interview – but must continue with the format you started. For example, if you begin a Form 470 using the interview format and then exit the form, you must return to the Form 470 interview format to locate and complete your form.

Here is how to locate an incomplete form:

- **Standard Form 470** (which you started by clicking on the "Create Form 470" button on the Apply Online page): Click on the "Continue Incomplete" button in the Form 470 column. Enter your Form 470 Application Number and click "Next>>."
- **Interview Form 470** (which you started by clicking on the "Form 470 Interview" button on the Apply Online page): Click on the "Form 470 Interview" button, then the "Continue Form 470" button. Enter your Form 470 Application Number and Security Code and click "Continue Incomplete."
- **Standard Form 471** (which you started by clicking on the "Create Form 471" button on the Apply Online page): Click on the "Continue Incomplete" button in the Form 471 column. Enter your Form 471 Application Number and Security Code and click "Continue Incomplete."
- **Interview Form 471** (which you started by clicking on the "Form 471 Interview" button on the Apply Online page): Click on the "Form 471 Interview" button, then the

"Continue Form 471" button. Enter your Form 471 Application Number and Security Code and click "Continue Incomplete."

Winter Contact Procedures End January 8

From December 15, 2006 through January 5, 2007, USAC was required to make a successful two-way contact before starting the 15-day clock on an information request. Starting January 8, USAC will return to the customary contact procedure described in [Deadlines for Information Requests](#). You should monitor your preferred mode of contact (email, fax, or phone) regularly so that you will be able to respond promptly if USAC requests information from you about your applications.

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