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## Schools and Libraries News Brief

January 12, 2007

### FY2007 WINDOW COUNTDOWN

<b>Days to window close</b>	<b>26</b>
<b>Forms 470 filed to date</b>	<b>30,500</b>
<b>Forms 471 filed to date</b>	<b>3,589</b>

**TIP OF THE WEEK: Applicants: If you plan to file an online BEAR Form for FY2005, contact your service providers to make sure they can log into the [E-file System](#) and review your forms.** Service providers can get more information about the E-file System by calling USAC's Customer Support Center at 1-888-641-8722.

### Commitments for Funding Years 2006 and 2005

**Funding Year 2006.** USAC will release FY2006 Wave 39 FCDLs January 18. This wave will include commitments for approved Internal Connections and Basic Maintenance funding requests at 87% and above. As of January 12, FY2006 commitments total just over \$1.64 billion.

**Funding Year 2005.** USAC will release FY2005 Wave 66 FCDLs January 17. This wave will include commitments for approved Internal Connections and Basic Maintenance funding requests at 80% and above. As of January 12, FY2005 commitments total just under \$1.87 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 2

The [January 5 News Brief](#) provided tips for completing specific blocks and items on the Form 471. This week we are continuing this guidance and will cover items in Blocks 5 and 6.

These reminders from last week are important to keep 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 Blocks 5 and 6:

**Block 5: Discount Funding Request(s)**

This item provides specific information on your funding requests. While every field contains important information, pay particular attention to the following:

**Item 11: Category of Service**

- Choose the correct category of service. You can refer to the [FY2007 Eligible Services List](#) for more information on categories for particular services.
- If you choose Telecommunications Services, be sure your service provider is a [telecommunications carrier](#) eligible to provide services in this category. You can look up your service provider using the [SPIN Contact Search Tool](#) to verify that there is a "Y" for "yes" in the appropriate column.

**Items 15b – 20b: Contract Information**

- Make sure you reference the contract under which services will be provided for this funding request. All the data you provide in these items should be the data associated with that contract.
- If you are filing for non-recurring services, consider signing a contract with a contract end date of September 30 instead of June 30. Because non-recurring services automatically receive an extension for delivery and installation to the September 30 following the close of the funding year, you won't have to amend your contract later and then file a Form 500 to revise the contract end date.

**Item 21: Description of This Service**

- If possible, file your Item 21 Attachment description of service online. The online system allows you to save partially completed work, view your work before and after submission, and print a copy for your records. Also, you will know that we have received your submission.
- Although this submission is not a window filing requirement, we cannot begin review of your application until we have received your Item 21 Attachment.

**Item 23: Calculations**

- Review all funding calculation entries VERY CAREFULLY. Even though you can correct certain dollar amounts after your form is submitted, you will save yourself time and worry by getting it right the first time.
- Re-check the calculations for monthly charges and number of months to make sure the annual amount calculated is reasonable for an annual charge.
- Remember to remove ineligible products and services.

**Block 6: Certifications and Signature**

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.

Review the budget information you supply in Item 25. Your entries in these fields are a critical part of the application review process.

- You should include the total amount you will contribute in Item 25e. This includes your non-discount share of the eligible services (Item 25c) and the cost of services needed

to make use of the discounted services but not eligible for discounts (Item 25d).

- If you file more than one Form 471, you should repeat your entries for Items 25c, 25d, and 25e on each form.

While certain ministerial and clerical errors on the Form 471 can be corrected, it is preferable to check your work for accuracy so that your original submission is complete and correct.

### Form 471 Reminder Letters

In the FCC's [Bishop Perry order \(FCC 06-54\)](#), the FCC directed USAC to notify applicants that posted a Form 470 but did not submit an associated Form 471. Starting with the current (FY2007) application cycle, USAC will issue a reminder letter to these applicants.

January 10 was the last day to POST a Form 470 to the USAC website and still meet the filing window requirements. On January 11, USAC reviewed all posted Forms 470 and identified every form that was not cited in Item 12 of an existing Form 471 Block 5 funding request. Next week, USAC will issue a reminder letter to each Form 470 Block 1 entity in this situation. Because many applicants waited until recently to post a Form 470, they will receive this reminder before they can actually file a Form 471.

**Note that this notification is NOT a request to file a Form 471 as soon as possible.** You must still wait 28 days after the Form 470 is posted (or the RFP is issued, if that is later) before completing and certifying a Form 471. The [Apply Online](#) system will notify you if you attempt to file a Form 471 before 28 days have elapsed since the posting of your Form 470. However, if you postmark a paper Form 471 before this deadline, you will have violated a program rule and your application will be denied.

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