

[Back](#) [header](#)

Schools and Libraries News Brief

February 9, 2007

TIP OF THE WEEK: Sort through and store your internal documentation – and review and update your contact information – in advance of PIA review. You can refer to the [February 2, 2007 News Brief](#) for detailed information on these activities.

Commitments for Funding Years 2006

USAC will release FY2006 Wave 43 FCDLs February 15. This wave will include commitments for approved Internal Connections and Basic Maintenance funding requests at 87% and above. As of February 9, FY2006 commitments total just under \$1.76 billion.

USAC will continue to issue weekly funding commitment waves for FY2006. 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.

The Window Has Closed – Now What?

The FY2007 Form 471 application filing window closed on Thursday, February 8, at 11:59 p.m. EST. Although it may be tempting to forget about your FY2007 application until Program Integrity Assurance (PIA) contacts you with questions, you should be aware of steps USAC is taking – and steps you can take – while your application is still fresh in your mind.

Review your applications and make allowable error corrections. The reports at the back of the [Form 470 Receipt Notification Letter \(RNL\)](#) and the [Form 471 Receipt Acknowledgment Letter \(RAL\)](#) provide details of the information you provided on each of these forms. Each report also identifies the [ministerial and clerical errors](#) that can be corrected and explains how to correct them. Please review your RNL and RAL for possible errors and submit any corrections in a timely manner.

Certify your forms. If you did not certify your Form 470 and/or Form 471 by the close of the filing window, your forms can still be considered in-window if you certify them now. However, you must certify them on paper; certifying online at this point will cause an out-of-window letter to be generated.

Form 470. A Form 470 cited in Item 12 of a Block 5 funding request must be certified. USAC is **not** reaching out to each applicant with an uncertified Form 470 as not all of these forms will be cited on a timely filed Form 471. During the PIA review process (see below), PIA will notify each applicant that has cited an uncertified Form 470 on a funding request. The applicant will then have 15 days to certify that Form 470 (or to supply the correct Form 470 application number if the wrong Form 470 was cited). Any Form 470 certified after this deadline will be considered as certified outside of the filing window.

Form 471. Within the next few weeks, USAC will identify all timely filed Forms 471 that are not yet certified and send those applicants a notification letter giving them 20 days (15 days plus five days to receive the letter) to certify their Forms 471. Any Form 471 that is certified after this deadline will be considered as certified outside of the filing window.

Submit Item 21 attachment(s). You can submit your [Item 21 attachment](#) online using your Form 471 application number and security code or you can file it by email, fax, or on paper. If you have not already done so, please work with your service provider if you need help to prepare your attachment, and forward a copy of the final version of your attachment to your service provider. USAC cannot complete the review of your application without this information. If you wait until USAC requests your attachment as part of the PIA review process, you will then be under a deadline to produce it and the review of your Form(s) 471 may be delayed.

Program Integrity Assurance (PIA) review. Each year, applications must pass through a PIA review. These reviews started shortly before the window closed. Some reviews are short and straightforward; others are time-intensive and complex. You should verify that you have copies of all the documents that you may need during PIA review and make sure to maintain current contact information on file with USAC. For more information on these topics, you can refer to the [February 2, 2007 News Brief](#).

Demand estimate. Each year, once the filing window has closed, USAC prepares a demand estimate for the FCC. This demand estimate is a summary of all of the funding requests submitted for the upcoming funding year broken down by discount band and category of service. This document serves as a reference point for future actions on review and commitment activities for that funding year.

USAC has access to summary information on funding data from applications submitted online shortly after the window closes. However, data from Forms 471 submitted on paper must be captured manually as those applications come in the door. For those paper forms, USAC uses a two-step process.

- First, USAC captures the Block 1 (Billed Entity) and Block 5 (funding request) information to prepare the demand estimate.
- Second, USAC works through the problem resolution process (about 80% of paper forms cannot be data entered as submitted) to data enter the paper forms into the USAC database.

USAC must wait until paper forms postmarked by the last day of the window have been received and processed through the first step before preparing the summary information on those funding requests to include in the demand estimate. (Remember also that applicants can now certify completed Form 471 applications for a limited time after the window has closed, so applications filed online before the close of the window can still be considered in-window if the certifications are received or postmarked during that limited time.) After the demand estimate is submitted to the FCC, USAC posts a copy on its website.

RALs Issued Starting February 6

The first Form 471 RALs for FY2007 applications were dated and mailed on February 6. As mentioned above, the FY2007 version of the RAL provides a detailed summary of the information you submitted on your Form 471.

Some ministerial and clerical errors can be corrected by making a copy of your RAL, marking the corrections, and returning the marked-up copy to USAC. To correct other errors, you must print out a portion of your application, mark up that printout, and then submit those corrections. You should follow the instructions in the RAL for the particular type of corrections you wish to make.

For example, if you want to remove an entity from your first Block 4 worksheet and correct the entity number of an entity on your second Block 4 worksheet, you would do the following based on the instructions in the RAL:

- For the entity you want to delete, list on a separate page the Form 471 application number, worksheet number, entity name, and entity number. State that you want to delete that entity from that worksheet.
- Print a copy of the second worksheet (you can do this using the "Display" button in the Form 471 column on the [Apply Online](#) page), line through the incorrect entity number, and write in the correct entity number.
- Make a copy of the first page of the Funding Requests Report in your RAL and complete the information requested (signature, date, printed name, title, email/fax/phone).
- Make a copy of these three pages for your records.
- Submit the three pages to USAC using the address on the RAL.

Please remember to submit any changes using the RAL process within 20 days of the date on the RAL.

Original and Revised Form 486 Notification Letters

Following guidance in the [Alaska Gateway order](#) (DA 06-1871, released September 14, 2006), USAC has been engaged in resetting some Form 486 service start dates and notifying other applicants that have not yet filed Forms 486 or Form 486 certifications. Specifically:

- If USAC reset the service start date on a certified Form 486 for FY2005 or FY2006 solely because the Form 486 was submitted after the 120-day deadline, USAC has reset the service start date to the original date reported on the Form 486 and restored the committed amount as appropriate.
- If a Form 486 or Form 486 certification has not yet been received, USAC has notified the applicant and allowed 20 days (15 days plus five days for mail receipt of the notification) to submit the missing form and/or certification.
- Going forward, USAC will determine the probable deadline for a Form 486 based on the date of the Funding Commitment Decision Letter (FCDL) and the service start date reported on the Form 471. USAC then notifies applicants of the approaching deadline by letter and gives them 20 days to submit a Form 486 and/or Form 486 certification. (Note that the actual Form 486 deadline may be different if the applicant's service start date has changed since the Form 471 was filed.)

In order to accomplish these changes, USAC made a number of modifications in its systems and databases. Some Form 486 service start dates have been adjusted one or more times as this work has progressed. During this process, some service start dates on timely filed Forms 486 were incorrectly adjusted as well.

USAC has completed its work and all Form 486 service start dates should now be correct. In some cases, applicants may get more than one Form 486 Notification Letter as a result of this work; the most recent letter features the correct information. To verify that the service start date(s) on funding requests for which you have filed a Form 486 are correct, use the [Data Retrieval Tool](#) (DRT).

Please keep in mind that USAC also resets service start dates due to program violations, such as missing technology plans or lack of compliance with the Children's Internet Protection Act.

Calculating Your Invoicing Deadline

Some applicants that recently received FY2005 funding commitments at 80% have expressed concern about missing the invoicing deadline for FY2005. This is simply not the case. Major program deadlines for USAC are generally determined to be 120 days after the later of two dates – one under USAC control and one under applicant control.

Let's look quickly at how an applicant recently funded for FY2005 would calculate the invoicing deadline:

The deadline for a Form 486 is 120 days after the later of

- The date on the Funding Commitment Decision Letter (FCDL) or
- The service start date reported on the Form 486.

The deadline for filing an invoice (Form 472 or Form 474) is 120 days after the later of

- The date of the Form 486 Notification Letter or
- The last date to receive service.

USAC issued Wave 66 for FY2005 on January 17. Let's say that an applicant that received a commitment for Internal Connections planned to start work when school recessed on June 15 and complete the work by the deadline for the last date to receive service (September 30, 2007 without extensions).

- This applicant would have 120 days after June 15, the service start date reported on the Form 486, to submit a Form 486.
- After USAC issued the Form 486 Notification Letter for that form, the applicant would have 120 days from the date on that letter or September 30 (the last day to receive service), whichever is later, to invoice USAC.

You can use the [Deadlines Tool](#) to calculate program deadlines. If the tool calculates a deadline that falls on a Saturday, Sunday, or federal holiday, your deadline becomes the next business day.

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.

1997-2007, Universal Service Administrative Company, All Rights Reserved.

[Back](#)