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Schools and Libraries News Brief

February 23, 2007

TIP OF THE WEEK: If allowable corrections on your Form 471 will result in an increase in your discount level and/or the dollar amount of your funding request, you MUST submit those corrections by the deadline noted in your Receipt Acknowledgment Letter (RAL). USAC will not process increases received or postmarked after that deadline.

Commitments for Funding Year 2006

USAC will release FY2006 Wave 45 FCDLs February 27. This wave will include commitments for approved Internal Connections and Basic Maintenance funding requests at 87% and above. As of February 23, FY2006 commitments total just under \$1.78 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.

Item 21 Attachments

An [Item 21 Attachment](#) is a description of the products and services for which discounts are being sought. Each Form 471 Block 5 funding request must have an Item 21 Attachment before Program Integrity Assurance (PIA) can review that application.

An Item 21 Attachment that is submitted [online](#) is immediately associated with the correct Form 471 and funding request because the applicant is required to provide the following information in order to begin the filing process:

- Billed Entity Number (BEN)
- Form 471 Application Number
- Funding Request Number (FRN)

Item 21 Attachments can also be submitted by email, fax, or on paper, but USAC staff must be able to link those submissions with the correct Form 471 based on information provided by the applicant. If the applicant does not provide the above information on each page of the Item 21 Attachment, all or part of the submission may not be tied to the appropriate Form 471 and FRN. If you are submitting Item 21 Attachments for multiple FRNs in the same document, clearly identify the FRN for each of the individual attachments.

Service providers are encouraged to assist applicants in preparing Item 21 Attachments. Applicants are encouraged to share the final Item 21 Attachments they submit to USAC with their service providers. This becomes especially important for service providers that provide discounts for their customers and then invoice USAC for the discounted amounts using a Form 474, Service Provider Invoice (SPI) Form. If the products and services invoiced do not match the products and services listed on the Item 21 Attachment, processing of invoices may be delayed or the invoices may be rejected.

USAC has received many Item 21 Attachments for FY2007 applications, but many others are still outstanding. Below are some pointers to help those applicants that have not yet completed and submitted their attachments. Remember:

- PIA cannot review an application until all Item 21 Attachments have been received.

- Once PIA has requested an Item 21 Attachment, that request – as with any request for information – comes with a 15-day response deadline. If the deadline passes without a response, you risk denial of your application.
- If you have already submitted your Item 21 Attachment but you find you have made a mistake or omitted some information, you must use the email, fax, or mail options to inform USAC. You cannot go online and modify an online Item 21 Attachment once you have submitted it. If you need to make a change to a previously submitted Item 21 Attachment, you should clearly mark your additional submission as a “CORRECTION” or “ADDITION” and include your BEN, Form 471 Application Number, and FRN on each page.

Prepare your documentation

Your first step should be to review the [Item 21 Attachment guidance](#) on the USAC website. This document contains a wealth of information on how to prepare and submit your attachment, including:

- Examples of attachments for different categories of service
- Additional information that you need to include for certain specific situations
- Filing instructions

If your request includes [on-premise Priority 1 equipment](#), you should also review the information on this topic that is posted on the USAC website.

File online

Filing a document online can be intimidating the first time you try it. To assist first-timers, USAC created an [Item 21 Attachment training site](#) that allows you to practice filing an attachment using sample data.

- The first screen gives you a choice of categories of service. First, choose a category, and the system will present you with a list of sample FRNs for that service.
- Choose one of the FRNs by clicking on its “Build Item 21” link.
- Click the “Continue” button at the bottom of the next screen. (Note that the security code is already filled in.)
- If the status of the FRN(s) on the next screen is “submitted online,” you can only view the submission. To find an FRN that has not yet been submitted, use the “Back” button on your browser to select a different FRN.
- Practice filling out the necessary information by following the prompts and typing in information.

You can also go directly to the [Item 21 Attachment system](#) and complete the information required. To file your attachment online, you must have filed your Form 471 online and retained your security code.

- You can start your attachment, save your work, and come back later. Because USAC does not have access to your attachment until you click the “Submit” button at the end of the process, you can correct mistakes and add or delete fields or entire entries until you are satisfied with the results.
- You can print out and review your work both before and after you submit your attachment.
- When you are ready to submit your attachment, remember to click the “Submit” button. USAC will not know that you have an attachment ready if you have not clicked that button, and PIA may call and ask you for your attachment when you think we already have it.
- Remember that you cannot attach additional files if you submit your attachment online. If you want to submit a copy of a contract, a bill, or other document such as a network diagram to amplify or clarify your description of services, you must use the

email, fax, or mail submission options described below. If you file online and then send additional documents to USAC, make sure to mark them clearly so that USAC can associate them with the correct application, FRN, and online Item 21 Attachment.

The online system will be most convenient for applicants with a limited number of products and services that can be fully described without additional documents (e.g., contract addenda or network diagrams).

File by email, fax, or paper

If you are not using the online system to file your Item 21 Attachment, gather together your description of service and any other documents you need to include to fully describe the services you will receive. Remember to mark each page with your BEN, Form 471 application number, and FRN. Then do one of the following:

- Scan your documents, attach them to an email message, and email them to attachments@sl.universalservice.org.
- Fax your documents to (973) 599-6511.
- Mail your documents to

Universal Service Administrative Company
Form 471
P.O. Box 7026
Lawrence, KS 66044-7026

- For courier services, send your documents to

Universal Service Administrative Company
ATTN: SLD – Form 471
3833 Greenway Drive
Lawrence, KS 66046
Telephone contact number: 888-203-8100

More Notes on RALs

The deadline for making allowable corrections using the RAL process is 20 days after the date of the RAL. You can find your deadline near the top of the first page of your RAL. Because the first RALs were issued on February 6, the deadline for making RAL corrections is rapidly approaching. Below are the most important points you should keep in mind if you need to make allowable corrections to a Form 471.

- The instructions for submitting allowable corrections are contained in the RAL. You should follow the instructions closely so that USAC can understand exactly what you are trying to correct. Specifically,
 - In some cases, you may need to go to the [Form 471 Display](#) page, call up your application, and then use Print Preview to print out a specific section of your application in order to mark your corrections.
 - You must provide the information requested at the top of the Funding Requests Report of the RAL – name, title, and contact information. If you print out additional pages, make sure your BEN and Form 471 application number are on every page.
 - You must sign and date your request.
 - Be mindful of the deadline for submitting your request – that date is specifically mentioned on the first page of the RAL.
 - Always retain an exact copy of your submission.
- If an allowable correction will increase your discount level and/or the dollar amounts associated with your funding request, your marked-up RAL must be received by USAC or postmarked by the deadline on the RAL. USAC will not process these requests if they are late.

- Keep the deadline for RAL corrections in mind. Note that USAC issued revised versions of some RALs due to a programming error, and affected applicants will have 20 days from the date of the revised RALs to submit corrections.
- The caption "Calculated – Not Input" appeared by mistake in Item 23f (Annual non-recurring charges) instead of Item 23h (Annual Pre-discount amount for eligible non-recurring charges). If you want to make an allowable correction to Item 23f, USAC can work with you to process your timely request as long as you have indicated the appropriate change in either or both Items.

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