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## Schools and Libraries News Brief

August 24, 2007

**TIP OF THE WEEK: If you are a consortium leader or other entity that gathers and stores [Forms 479](#) from consortium members or other recipients of service, remember to use the April 2007 version of this form.** The earlier version of this form should not be used after July 31, 2007.

### Commitments for Funding Year 2007

**Funding Year 2007.** USAC will release FY2007 Wave 17 Funding Commitment Decision Letters (FCDLs) August 28. This wave will include commitments for approved Internal Connections and Basic Maintenance requests at 83% and above. As of August 24, FY2007 commitments total just under \$1.18 billion.

On the day after the FCDLs are mailed, you can check to see if you have a commitment by using USAC's [Automated Search of Commitments](#) tool.

### Summer Installation and Delivery of Non-recurring Services

Although funding years run from July 1 to June 30, non-recurring services can be delivered and installed during the summer period following the funding year (July 1 to September 30). Further extensions of this time period are possible. Some extensions are automatic and others must be requested.

Applicants and service providers that are using this summer period to complete the delivery and installation of non-recurring services should ask themselves several questions:

#### Do I need to extend my contract?

USAC will not provide discounts on eligible products and services delivered and/or installed after your contract has expired. If your contract has already expired, you will need to extend it and inform USAC of the new Contract Expiration Date.

Remember that an extension of the contract must be allowed under the terms of the contract and under state and local procurement rules and regulations. Extending the contract gives the applicant and service provider additional time but does not change the funding year of the commitment. For example, if an Internal Connections Funding Request Number (FRN) for FY2005 has a service delivery deadline of September 30, 2007, the equipment installed under that FRN is still considered FY2005 equipment even if it is installed this summer.

After the contract has been extended, the applicant should file a [Form 500](#) to notify USAC of the new Contract Expiration Date. Once the form has been processed, USAC will issue a Form 500 Notification Letter to both the applicant and the service provider. Then, when the contract expiration date has been changed, USAC can pay invoices for products and services delivered and/or installed on or before the new date.

#### Do I need to request a service substitution?

When reviewing the original Form 471 funding request and the Item 21 Attachment, the applicant and the service provider may determine that the situation has changed. For example, products requested and approved on the funding request may be out-of-stock or otherwise unavailable, or a revision in a network configuration may provide better service while effectively meeting the same need.

Again, USAC will not provide discounts on eligible products and services that were not approved on the FRN. If products and/or services need to be substituted for those specified on the original approved funding request, the applicant should request a service substitution. After USAC has approved the service substitution request, USAC can pay invoices for those substituted products and services.

See [Service Substitutions](#) for information on how to file a request.

### What is my invoice deadline?

If your service delivery deadline is September 30, 2007, your invoice deadline is January 28, 2008. However, you should check all of your FRNs and verify the invoice deadline for each so that you do not submit your invoice late.

USAC will not pay invoices submitted after the invoicing deadline. If you are in this situation, you will be required to complete an [invoice deadline extension request](#). After USAC has approved your request, you can then resubmit your invoice.

We encourage you to submit your request as soon as possible after you realize that you will miss (or have missed) the invoice deadline.

### Can I complete the receipt of services by September 30, 2007?

Applicants and/or service providers may soon realize that, even with the extended summer installation period, they will not be able to complete all of the work that must be done by September 30. If this is the case, the applicant should file a [service delivery extension request](#) if an extension is not already in place. If USAC grants the request, applicants and service providers will be notified of the additional time allowed to complete the delivery and installation of non-recurring services. They can also check the [FRN Extension Table](#) to verify any extended service delivery deadline date or extended invoice deadline date.

Service delivery extension requests MUST be postmarked or received by USAC on or before the last date to receive service. USAC has no flexibility in this requirement and must reject extension requests submitted after the deadline.

As September 30 approaches, we advise applicants and service providers to think through these issues and take any appropriate actions.

### Fall Training Update

On July 23, USAC opened registration for the fall training sessions. We will continue to provide information here on sessions that still have slots open and/or hotel rooms available.

You can still register for a waiting list even though a training session is full. However, we recommend picking a second-choice training session and registering for that as well in case your first choice remains unavailable. Also, hotel rooms may continue to be available after the Hotel Cutoff Date listed below, although the hotel may charge a rate higher than the negotiated rate.

Below is the information on numbers of registrations and hotel cutoff dates for the training sessions as of 9:00 a.m. EDT today.

City	Dates	Registrants	Hotel Cutoff Date
Washington, DC	September 13–14	250	No rooms available
Orlando, FL	September 18–19	237	August 27
Boston, MA	September 27–28	175	September 5
New Orleans, LA	October 2–3	206	September 8
Cleveland, OH	October 9–10	193	September 15
San Francisco, CA	October 17–18	250	September 21
Phoenix, AZ	October 24–25	250	October 2

Once a session has reached 250 registrants, USAC starts a waiting list. If you find that you cannot attend a session after you have registered, please remember to cancel your registration to open a slot for someone else.

Remember also that registering with USAC for the training does not automatically reserve a hotel room. You must follow the hotel reservation instructions linked to the training session you want to attend in order to make a hotel reservation at the conference room rate.

If you have questions, you can direct them to the email address or the telephone number provided on the [2007 Training announcement](#) under "How to Register."

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