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Schools and Libraries News Brief

September 14, 2007

TIP OF THE WEEK: If you have a current approved technology plan, check the date that your approved plan expires. If it expires soon (or has already expired), you should be working on the written technology plan that will form the basis for your FY2008 Form 470.

Commitments for Funding Year 2007

Funding Year 2007. USAC will release FY2007 Wave 20 Funding Commitment Decision Letters (FCDLs) September 18. This wave will include commitments for approved Internal Connections and Basic Maintenance requests at 83% and above. As of September 14, FY2007 commitments total just under \$1.32 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.

Samples of Common Documents and Checklists Available

USAC often gets questions about requirements for documentation that applicants must maintain outside of the regular program forms, certifications, and attachments. To assist applicants in preparing and collecting these documents, USAC has posted samples of some common documents and checklists for preparing documents that may be needed to demonstrate program compliance. These samples and checklists are available in the [Reference Area](#) of the USAC website under the headings "Checklists and Samples" or "Samples and Checklists."

USAC will continue adding sample documents and checklists to these pages as they become available. Remember that these documents are only guides. Applicants can use other approaches, formats, or lists as long as they meet program requirements.

Sample documents currently posted include:

- **A vendor selection bid evaluation.** The sample uses a rating system to evaluate bidders using the price of the eligible products and services as the primary factor.
- **An income survey.** Surveys can be used to establish discount levels following the guidance in the [Alternative Discounts Mechanisms Fact Sheet](#).
- **A service substitution request.** This sample contains all of the information requested in the [Service Substitution](#) guidance for preparing a request.
- **An inventory list.** Auditors often refer to inventory lists (also called asset registers) to understand when E-rate equipment was purchased or transferred and where it is located.
- **A technology training calendar and sign-in sheet.** Again, auditors looking for compliance with the staff development element in a technology plan should be able to find information on trainings actually held and the staff members that attended those trainings.

Checklists currently posted include:

- **A SPIN change checklist** to help applicants verify that they took all necessary actions and provided all necessary information to complete a SPIN change request.
- **A service substitution checklist** detailing the actions and information necessary for filing a service substitution request.

- **An appeals checklist** detailing the actions and information necessary for filing an appeal.

In addition to these documents, you can also find a sample Table of Contents to help you organize a binder of information for an application, a Billed Entity, or a funding year. We hope these documents prove useful to you as you plan and organize your E-rate activities.

Fall Training Update

The first training session in Washington, DC has just come to a close. The session was well attended and well received. Applicants and service providers that have not yet signed up for a training session are encouraged to do so. Some training sessions are full; however cancellations can occur, so it is worth adding your name to the waiting list. You will be contacted should a seat become available. Other sessions still have space available. The figures below are current as of 9:00 a.m. today.

| City | Dates | Registrants | Hotel Cutoff Date |
|-------------------|-----------------|-------------|--------------------|
| Orlando, FL | September 18-19 | 250 | No rooms available |
| Boston, MA | September 27-28 | 194 | No rooms available |
| New Orleans, LA | October 2-3 | 235 | Rooms available |
| Cleveland, OH | October 9-10 | 231 | No rooms available |
| San Francisco, CA | October 17-18 | 250 | No rooms available |
| 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. We also recommend picking a second-choice training session and registering for that as well in case your first choice does not become available.

Remember 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. Note that in some cases, the conference room rate may no longer be available.

REMINDER: Beginners sessions are limited to true beginners – those program participants with less than two years' experience with E-rate. Beginners will receive an invitation by email to attend the beginners session at their registered training.

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

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