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## Schools and Libraries News Brief

January 18, 2008

### FY2008 WINDOW COUNTDOWN

**Days to window close** **20**

**Forms 471 filed to date** **5,995**

**The number of Forms 471 filed has increased by 15.2% over this time last year.**

**TIP OF THE WEEK:** If you review your FY2008 Form 471 and realize you have made a mistake, check your [Receipt Acknowledgment Letter \(RAL\)](#) to see if you can make a correction. You can use a copy of your RAL to submit allowable corrections to USAC.

### Commitments for Funding Year 2007

**Funding Year 2007.** USAC will release FY2007 Wave 35 Funding Commitment Decision Letters (FCDLs) January 22. This wave will include commitments for approved Internal Connections and Basic Maintenance requests at 83% and above and denials at 79% and below. As of January 18, FY2007 commitments total just over \$1.89 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.

### "470 no 471" Letters Issued

Yesterday, USAC issued about 26,000 notification letters to applicants. These letters are titled "Notification of Form 470 Posted But No Associated Form 471." USAC issues a letter to each Form 470 Block 1 applicant that, on or before January 10, posted a Form 470 to the USAC website but had not yet filed a Form 471 featuring that Form 470 in a funding request (Form 471 Block 5 Item 11).

**This letter is NOT an invitation to file a Form 471 as soon as possible.** Applicants must still wait at least 28 days after the posting date of the Form 470 to close their competitive bidding process, evaluate bids received, select a service provider, sign and date a contract, and sign and submit the Form 471. This letter is only a confirmation that, according to USAC's database, no FY2008 Form 471 has yet been filed that cites a Form 470 posted by the applicant named on the letter.

Here is how USAC identifies the letter recipients and prepares the mailing:

- The day following the last day to post a Form 470 (in other words, 27 days before the Form 471 filing window deadline), USAC compares the list of all Forms 470 filed to the list of all Forms 470 cited on any posted Form 471.
- USAC identifies every Form 470 that is not on both lists.
- USAC prepares the letter file. If an applicant has filed more than one Form 470 not cited on a Form 471, USAC will issue a letter for each Form 470.
- USAC sends the file for printing and mailing, which takes about a week to complete.
- The notification letters are mailed giving the applicant 20 days' notice (15 days plus five days to allow for mail receipt).

Note that because the window closes 28 days after the last day to post a Form 470, this process gives applicants sufficient notice that a Form 471 was not posted without requesting responses after the close of the filing window.

### **January 28 Invoicing Deadline for Non-recurring Services**

If the last date for the delivery and installation of non-recurring services was September 30, 2007, the deadline for invoicing USAC for those services is January 28, 2008.

This deadline applies to non-recurring services for FY2006 that did not receive a service delivery extension. However, note that it also applies to non-recurring services from previous funding years that HAVE received a service delivery extension to September 30, 2007.

If you miss the invoicing deadline, you can request an [invoicing deadline extension](#). We encourage you to request an extension as soon as you realize you need one. You can miss the deadline by not submitting an invoice, but you can also miss the deadline if an invoice in process before the deadline is not paid by USAC ("passes zero"). After an invoice has been rejected, USAC does not preserve the submission date, so the invoice (or the line items on the invoice that passed zero) must be resubmitted. If the invoicing deadline has passed, you must request and be granted an extension before you can re-file.

Most of the invoices that USAC receives for non-recurring services are Service Provider Invoice (SPI) Forms 474. However, applicants that have paid in full for non-recurring services and intend to file Billed Entity Applicant Reimbursement (BEAR) Forms 472 must also meet the January 28 deadline.

We encourage both applicants and service providers to file invoices online. You can find links to both online forms – as well as a service provider link to certify online BEAR Forms – on the [Required Forms](#) page.

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