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Schools and Libraries News Brief

January 25, 2008

FY2008 WINDOW COUNTDOWN

Days to window close	**13**
Forms 471 filed to date	**9,090**

TIP OF THE WEEK: **Remember that January 28, 2008 is the invoicing deadline for non-recurring services with a service delivery deadline of September 30, 2007.** If you are filing your invoice (BEAR Form 472 or SPI Form 474) on paper, be sure to use the April 2007 version.

Commitments for Funding Year 2007

Funding Year 2007. USAC will release FY2007 Wave 36 Funding Commitment Decision Letters (FCDLs) January 29. 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 25, FY2007 commitments total just over $1.9 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.

Calculating Discounts

Calculating discounts for schools and libraries – while discussed at length on the website and in the Form 471 Instructions – may present a challenge, especially to new applicants. Add new school or library construction or non-instructional facilities (NIFs) to that calculation – especially this close to the filing window deadline – and you may become truly confused. Below is some high-level guidance for the situations you are likely to encounter.

As always, we encourage you to file online. Warning messages and informational pop-ups can help you through the discount calculation process and help you avoid the problem resolution activities that occur during USAC's data entry of paper forms.

General Information

To calculate the discount for an individual entity, you need two pieces of information:

- The urban or rural status of the entity, which you can determine using the physical location of the entity and the appropriate state list linked to the guidance document Rural/Urban Classification.
- The percentage of students eligible for the National School Lunch Program (NSLP).

If you take these two pieces of information to the Discount Matrix, you can then determine the E-rate discount for that entity.

Below are high-level explanations for calculating the E-rate discount for most situations you will encounter:

Individual school

Divide the number of students eligible for NSLP at the school by the total number of students at the school. Use this number and the urban or rural status of the school to look up the discount on the Discount Matrix.

Library outlet/branch

Divide the number of students eligible for NSLP in the school district in which the library outlet/branch is located by the total number of students in that school district. Use this number and the urban or rural status of the library outlet/branch to look up the discount on the Discount Matrix.

School district

List each individual school in the school district and calculate the E-rate discount for each school individually as described above. Multiply the E-rate discount for each school by the number of students in the school (the "weighted product"). Add together all the weighted products and divide the result by the total number of students in the school district. (We refer to this as a "weighted average.")

Library system or library consortium

List each library outlet/branch and calculate the E-rate discount for each outlet/branch individually as described above. Then calculate the simple average of the discounts of the library outlets/branches. Note that if all of the outlets/branches are located in the same school district, all of the discounts will be the same.

Consortium of schools and/or libraries

List each consortium member and calculate the E-rate discount for each member as described above. Then calculate the simple average of the discounts of the members.

Non-instructional facility (NIF) without classrooms

For a NIF in a school district, use the school district calculation as described above. If you file online, check the box labeled "Non-matrix discount" (because this discount is a weighted average, it probably does not appear in the Discount Matrix) and enter the school district's weighted average discount.

For a NIF in a library system, use the library outlet/branch calculation as described above.

Non-instructional facility (NIF) with classrooms

If the student population is fixed, use the calculation for an individual school as described above.

If the student population varies from day to day or over time, use a "snapshot" of the student population. To determine a snapshot, choose a particular day and calculate the percentage NSLP eligibility for the student population in the classroom for that day to take to the Discount Matrix. Be sure to maintain documentation of your calculation.

New school or library construction

For a school, if you know the student population of the new school, calculate the discount for an individual school as described above. If you don't know the student population of the new school, use the school district weighted average as described above.

For a library, calculate the discount for the library outlet/branch as described above using the information from the school district in which the new building will be located.

Pre-kindergarten, juvenile justice, or adult education facilities

First, you must determine if the students and facilities are eligible in your state using the Eligibility Table for Non-traditional K-12 Students and Facilities. If they are eligible, calculate the discount for an individual school (or a NIF with classrooms as appropriate) as described above.

For more information on calculating discounts, refer to the Form 471 Instructions.

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