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Schools and Libraries News Brief

February 1, 2008

FY2008 WINDOW COUNTDOWN

Days to window close	**6**
Forms 471 filed as of 1/30/08	**13,853**

TIP OF THE WEEK: If you are hurrying to file your FY2008 Form 471, take the time to carefully save and organize the final versions of any documentation you are using to complete your form. You may need your documentation for PIA review, invoice review, site visits, audits, or other program activities that occur after the close of the filing window.

Commitments for Funding Year 2007

Funding Year 2007. USAC will release FY2007 Wave 37 Funding Commitment Decision Letters (FCDLs) February 7. 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 February 1, FY2007 commitments total just over $1.91 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.

USAC Activities During Window Close Week

Applicants that waited until early January to file their FY2008 Forms 470 may find themselves very busy this coming week, closing competitive bidding processes, evaluating bids, signing and dating contracts, and signing and submitting Forms 471. USAC also has some activities planned that are related to the window closing. By knowing in advance what USAC will be doing, you can better plan to finish your work on your FY2008 Form 471 so that you can submit it before the deadline.

Working this weekend? Take a break Saturday morning.

To prepare for the huge amount of traffic we expect on the USAC website next week, we will reboot the system as we do each year to enhance the performance of the network during the last few filing days.

The system will be unavailable from 12:01 a.m. to 6:00 a.m. on Saturday, February 2. You will be able to see the Apply Online page but you will not be able to start a new form or work on an existing one while the system is offline.

We will make every attempt to bring the system back up as soon as the reboot is complete, but if you are planning to get up very early on Saturday to start an application, we would advise against it.

Have a question? CSB has extended its hours.

The Client Service Bureau (CSB) is once again offering extended hours during the last week of the filing window. CSB is generally busiest on weekdays between 10:30 a.m. and 3:30 p.m., so we suggest you call before or after those times or during the weekend.

You can also Submit a Question electronically and receive an answer by email.

Here is a list of CSB's extended hours. All times are Eastern Standard Time (EST):

Day	Date	Open	Close
Saturday	February 2	9:00 a.m.	6:00 p.m.
Sunday	February 3	9:00 a.m.	6:00 p.m.
Monday	February 4	8:00 a.m.	8:00 p.m.
Tuesday	February 5	8:00 a.m.	8:00 p.m.
Wednesday	February 6	8:00 a.m.	8:00 p.m.
Thursday	February 7	8:00 a.m.	11:59 p.m.

Lacking a SPIN? You can still file online.

A service provider new to the E-rate program may have applied for a Service Provider Identification Number (SPIN) but not yet received one. However, applicants completing a Form 471 Block 5 funding request must include the name and SPIN of the service provider that will be providing the services on that funding request.

If your service provider does not yet have a SPIN, you can use the "interim SPIN" of 143666666 to complete your form online. USAC will need the actual SPIN when your application is being reviewed, but this number will allow you to successfully complete and submit your form online. After your service provider receives a SPIN, you can correct this item using the process described in your Receipt Acknowledgment Letter (RAL).

The interim SPIN is only available for use during the last week of the filing window each year.

Need an entity number? Request it sooner rather than later.

As in years past, we expect CSB to be inundated with requests to create entity numbers on the last day of the window. If you know that you will need one or more entity numbers for new school or library construction, non-instructional facilities located off-campus, or other situations, please request those numbers from CSB as soon as possible.

For information on how to request new entity numbers, refer to the January 4, 2008 SL News Brief.

Want to practice or train? Do it today.

Created for training purposes, the SLD Training Site is a copy of the Apply Online page and its associated applications. Users can practice filing applications on the site or use the site to conduct training sessions.

USAC will close the training site tonight and reopen it after the window closes to prevent applicants from filing a Form 471 on the training site by mistake. Remember that USAC will not take any action on any forms filed on the training site.

For more information on the SLD Training Site, refer to the September 21, 2007 SL News Brief.

Need an NCES or FSCS code? Find it online.

The Form 471 Block 4 worksheet requests an NCES code for each individual school entity and an FSCS code for each library entity listed on the worksheet. If you do not know your code, you can proceed as follows:

- If you need the NCES code for a school, go to the [National Center for Education Statistics (NCES) school search tool](#) and follow the instructions to find your NCES code. You can also ask your state department of education, which may post NCES codes on a state website.
- If you need the FSCS code for a library, go to the [Federal-State Cooperative System (FSCS) library search tool](#) and follow the instructions to find your FSCS code. You can also ask your state library, which may post FSCS codes on a state website.
- If you cannot locate a code and you are filing online, you can leave this item blank. You will have to click "OK" to bypass the warning message that you receive, but the system will then allow you to continue to work on your application. Note that some entities, such as non-instructional facilities or schools and libraries under construction, may not have codes.

Other thoughts for last-minute filers

USAC continues to encourage you to file online and not to wait until the deadline to submit your Form 471. Your Form 471 must be submitted no later than 11:59 p.m. EST on Thursday, February 7.

- An online form has been submitted when you push the "Submit" button and are then given the choice to certify online or on paper.
- A paper form has been submitted when it is postmarked, stamped as received by a delivery service, or hand-delivered onsite to our facility in Lawrence, KS. Be sure to maintain [proof of postmark or delivery](#).

There are a number of steps that online filers can take to make the best use of the online Form 471, such as using a supported browser, allowing pop-ups, and clearing temporary Internet files. For a complete list of these steps, refer to the [October 26, 2007 SL News Brief](#).

We will send you a reminder letter if you forget to certify a Form 471 submitted online before the close of the filing window. You must then certify your form by the 20-day deadline on the letter in order for it to be considered in-window. In this circumstance only, we suggest that you certify your form on paper. It is possible to certify online before the 20-day deadline if you have a Personal Identification Number (PIN), but your form status will show as "Certified - Out of Window" until the 20-day deadline passes and we are able to update our database to move your application back inside the window.

Also, while we encourage you to check your work carefully, remember that many form errors can be corrected either by using the process described in your RAL or by working with your reviewer during Program Integrity Assurance (PIA) review. If you find that you have made a mistake on your form, we suggest that you submit any allowable corrections as soon as possible using the RAL correction process.

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