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Schools and Libraries News Brief

April 11, 2008

TIP OF THE WEEK: If the status of your Form 471 in the [Form 471 Application Status Tool](#) is "Awaiting Applicant Documentation," your initial reviewer is waiting for you to respond to the list of questions that was faxed or emailed to you. If you do not understand why your application is in this status, contact your initial reviewer or, if you don't know who your initial reviewer is, contact the Client Service Bureau at 1-888-203-8100.

Commitments for Funding Year 2007

Funding Year 2007. USAC will release FY2007 Wave 46 Funding Commitment Decision Letters (FCDLs) April 15. This wave will include commitments for approved Internal Connections and Basic Maintenance requests at 81% and above and denials at 80% and below. As of April 11, FY2007 commitments total just under \$2.05 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.

Service Provider Training Registration

Service providers can still register for the service provider training sessions to be held May 8 in Miami and May 14 in Salt Lake City. Once a session has filled up, we start a waiting list for that session. We will contact members of the waiting list on a first come, first served basis as registrations are cancelled.

You can find detailed information on both sessions – including hotel rates and locations – on the [2008 Service Provider Training Information page](#). For those of you who are interested, the Miami training session will conclude with an information session on the Rural Health Care (RHC) Pilot Program.

To cancel or change a registration or for more information about the training, [email USAC Training](#) or call 877-883-1786 ext. 408.

Sample Letters Posted in Reference Area

USAC issues most of its communications to applicants and service providers in letter form. In general, there are three types of letter communications:

- **Receipt confirmations.** You send us a form, we send you a letter that confirms our receipt of the form and (usually) provides some details of the information you submitted.
- **Decisions.** You make a request, we send you our decision on that request. In some cases, we send the information by email so that you will receive it more quickly.
- **Reminders.** We believe you have neglected to file or certify a form, so we remind you of the approaching deadline for doing so.

In the [Reference Area](#) of the USAC website under the heading "Letters (Samples)," we have posted samples of the most common letters we issue to applicants and service providers. These samples allow you to review the format and content of the letters so that you can familiarize yourself with them and better understand what we want to communicate to you. While some letters are informational only, others provide a mechanism for changing or updating data you have already provided to us.

The letters detailed below are issued daily or weekly. That means, at least once a week, USAC will issue a letter featuring every decision that has been made for a current funding year and for every form that has been certified (or posted, in the case of Form 470).

Many letters include a report on the status of funding requests. There is a [Guide to USAC Letter Reports](#) in the Reference Area of the website that provides an explanation of each field on the letter report.

Below are the sample letters that currently appear in the Reference Area along with a short description of the letter.

Form 470 Receipt Notification Letter (RNL) - [applicant version](#) only

After a Form 470 is posted to the USAC website, USAC issues an RNL to the Form 470 Block 1 applicant (the entity identified in Block 1 of the form). If the Form 470 was filed online, USAC will issue the RNL even if the Form 470 is not yet certified. The RNL features the Allowable Vendor Selection/Contract Date, which is the earliest date that the applicant can choose a service provider or sign a contract. This date is 28 days after the Form 470 is POSTED to the USAC website.

RNLs are issued daily.

Select items submitted on the Form 470 can be corrected. To submit an allowable correction, follow the instructions in the RNL. Note that many errors on a Form 470 cannot be corrected through this process; you must instead file a new Form 470.

Form 471 Receipt Acknowledgment Letter (RAL) - [applicant version](#) and [service provider version](#)

After a Form 471 is timely certified (in other words, considered to be certified in-window), USAC issues a RAL to the applicant and all service providers featured in Block 5 funding requests. The RAL provides a summary of the information submitted on the Form 471. Each funding request is identified by a Funding Request Number (FRN).

USAC issues one RAL to the Block 1 applicant for each Form 471 submitted. However, for service providers, USAC groups all funding requests from all applicants that feature the same Service Provider Identification Number (SPIN) in Item 13 and issues one RAL per SPIN with a report page for each FRN that includes the applicant (customer) information.

RALs are issued daily.

Many items submitted on the Form 471 can be corrected. To submit an allowable correction, follow the instructions in the RAL. Note that to correct some errors you may be required to print out part of your Form 471 from the website and make corrections on the printout.

Remember that USAC also issues a reminder letter for Forms 471 filed online but not certified before the close of the window. As long as the form is certified by the deadline reported in that reminder letter, the Form 471 will be considered in-window and USAC will issue a RAL for that form.

Funding Commitment Decision Letter (FCDL) – [applicant version](#) and [service provider version](#)

After USAC has reached a funding decision on the FRNs from a particular Form 471, USAC issues an FCDL to the applicant and the service provider. FCDLs provide a summary of USAC's decisions on specific FRNs and an explanation of the funding decision on each FRN.

FCDLs are issued weekly for current funding years but are not issued on a regular schedule for previous funding years.

- An applicant FCDL contains the statuses and/or decisions for all FRNs on a single Form 471. If the status of an FRN is "as yet unfunded" or "under review," USAC will issue a subsequent FCDL with a funding decision for that FRN. (Service provider FCDLs do not include FRNs that are "as yet unfunded.")
- A service provider FCDL contains the statuses and decisions for all FRNs that feature a particular SPIN. Therefore a service provider FCDL can feature FRNs from more than one applicant.

Form 486 Notification Letter – [applicant version](#) and [service provider version](#)

USAC issues a Form 486 Notification Letter after a Form 486 has been certified and successfully processed. Because USAC reviews some Forms 486 for compliance with the program requirements for technology planning, Form 486 Notification Letters are not issued until all

compliance issues have been resolved. In addition, service start dates reported on Forms 486 must sometimes be adjusted by USAC. If a service start date has been adjusted, an asterisk will appear next to the date and an explanation for the adjustment will be provided in the letter.

Form 486 Notification Letters are issued weekly.

As with the Form 471 Letters above, USAC issues a Form 486 Notification Letter to each Block 1 applicant for each Form 486, but the service provider version of the letter can feature FRNs from Forms 486 filed by more than one applicant.

BEAR (Form 472) Notification Letter – [service provider version](#) only

BEAR Notification Letters are issued to the service provider after a BEAR Form is successfully processed. USAC issues a copy of the letter to the Block 1 applicant. The BEAR Notification Letter shows the payment status for the line items on the BEAR Form and provides an explanation for those lines that were not fully paid.

One BEAR Notification Letter is issued to the service provider for each BEAR Form and a copy of that letter is issued to the Block 1 applicant. The BEAR Form features only one applicant and only one service provider, but may feature FRNs from multiple Form 471 applications and from multiple funding years.

BEAR Notification Letters are issued weekly.

Form 500 Notification Letter – [applicant version](#) and [service provider version](#)

Applicants can file a Form 500 to do one or more of the following:

- Change a service start date on an FRN (within program rules)
- Change a contract expiration date on an FRN
- Reduce funding on an FRN
- Cancel an FRN

USAC issues a Form 500 Notification Letter to the applicant and the service provider after the form has been successfully processed.

Form 500 Notification Letters are issued weekly.

As with the Form 486 Notification Letter above, USAC issues a Form 500 Notification Letter to each Block 1 applicant summarizing the requests on one form. The service provider version of the letter can feature information from more than one applicant.

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