Back

header

Selective Review News Brief Series – FAQs

May 27, 2008

This is the first in a series of four short News Briefs to help you understand key aspects of the Selective Review process. Each day this week, USAC will provide guidance to help you respond to the questions that USAC reviewers commonly ask during Selective Reviews.

For specific guidance, see the Selective Review area of the USAC website.

What is Selective Review?

Each year, certain applications are chosen to undergo a review process that is more extensive than the customary Program Integrity Assurance (PIA) review. USAC refers to this process as Selective Review. Applicants chosen for Selective Review must provide additional information about specific aspects of their application process, such as technology planning, budgeting, Form 471 Item 25 certification, and competitive bidding. After additional review work is completed, USAC can issue funding decisions on the affected applications.

Here are some common applicant questions about Selective Review:

Question: Last year I had 30 days to respond to the Selective Review Information Request (SRIR), but this year I only have 15 days to respond. Why is the timeframe shorter?

Starting in FY 2008, there are two types of selective reviews. First, there is the Category Selective Review. The Category Selective Review is targeted to review specific Program compliance areas, and applicants have 15 calendar days to respond. The Category Selective Reviews are:

- Competitive bidding, contracts, and technology planning
- Item 25 certification and technology planning
- Item 25 certification

The other type of Selective Review is the Full Selective Review. The Full Selective Review covers competitive bidding, contracts, technology planning, and the Item 25 certification. Applicants undergoing a full Selective Review will have 30 calendar days to respond.

Because there are fewer questions asked during Category Selective Review, USAC reduced the response time for this type of review to 15 calendar days.

For all Selective Reviews, USAC requests that you respond to all of the questions within the timeframe specified on the SRIR and carefully review your responses for accuracy and completeness. If you are unable to respond within the requested timeframe, notify your Selective Reviewer as soon as possible and ask for an extension. Remember that USAC cannot grant multiple or lengthy extensions to respond to a Selective Review request.

Question: My school hired a consultant to handle our E-rate applications. Can the consultant respond to the Selective Review questions?

Yes, your consultant can respond on your behalf. We recommend you create a consultant agreement or a Letter of Agency (LOA) to verify the consultant has the authority to respond and complete applications and provide other E-rate services.

If we see that a consultant has assisted you during your application process, we will request a copy of the consulting agreement or LOA during Selective Review. If you are unable to provide this documentation, it will delay the issuance of your Funding Commitment Decision Letter (FCDL).

Question: What should I do to prepare for a Selective Review?

It is always a good idea to have your E-rate documents organized and accessible so you can provide timely response to your reviewer. You should begin gathering and organizing your

competitive bidding documents (e.g., RFP, bid evaluation sheets, vendor correspondence, etc.), contracts, operating budget, technology plan(s), and all relevant correspondence.

We suggest that you label the first page of each document with the appropriate FRN(s) and Form 471 application number(s). This information allows USAC to quickly catalog your responses and prepare follow-up questions if necessary.

The second page of the SRIR contains a checklist that identifies the documents you need to submit to your Selective Reviewer. We suggest that you list each document name and corresponding FRN on the checklist and submit the checklist with your responses.

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Back