

[Back](#)

Schools and Libraries News Brief

August 29, 2008

TIP OF THE WEEK: If you are filing a Form 470 online and the URL for your RFP is too long for the space provided, enter the URL in the text box for Item 13b. Enter "See Item 13b" in Item(s) 8a, 9a, 10a, and/or 11a so that potential bidders will know where to look for your information.

Commitments for Funding Years 2008 and 2007

Funding Year 2008. USAC will release FY2008 Wave 21 Funding Commitment Decision Letters (FCDLs) September 2. This wave will include commitments for approved Internal Connections and Basic Maintenance requests at 90% and denials at 79% and below. As of August 29, FY2008 commitments total over \$1.14 billion.

Funding Year 2007. USAC will release FY2007 Wave 62 FCDLs September 3. 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 August 29, FY2007 commitments total just under \$2.46 billion.

On the day the FCDLs are mailed, you can check to see if you have a commitment by using USAC's [Automated Search of Commitments](#) tool.

Fall Training Update

The training sessions in Newark and Seattle still have space available; the other five training sessions are now full. We will accept registrants from training session waiting lists as we receive cancellations. If your plans change and you are unable to attend a training session, please be sure to cancel your registration.

The hotel cutoff dates are listed below. These are important because the hotels are not obligated to offer the negotiated conference room rate after the cutoff date. We suggest that you make your hotel reservations as soon as possible if you have not already done so.

The information below was current as of August 28 at 1:00 p.m. EDT:

City	Dates	Cutoff Date
Washington, DC	September 11-12	Closed*
Seattle, WA	September 16-17	Closed*
Denver, CO	September 23-24	August 30
Chicago, IL	October 2-3	September 12
Newark, NJ	October 6-7	September 12
Los Angeles, CA	October 15-16	September 16
Atlanta, GA	October 21-22	September 19

*Rooms may still be available but at a higher rate. You should [email USAC Training](#) if you have difficulty making a reservation. You can also call 1-877-883-1786 ext. 408.

For registration and hotel information, go to the [Training Information page](#) on the USAC website.

Form 500 and Form 500 Notification Letters

Applicants file [Form 500, Adjustment to Funding Commitment and Modification to Receipt of Service Confirmation](#), to request one or more of the following changes to a Funding Request Number (FRN):

- Change the service start date on the FRN
- Change the contract expiration date on the FRN
- Reduce the funding amount on the FRN
- Cancel the FRN

If you file a Form 500, USAC will review your form for compliance with program rules. USAC will then issue a Form 500 Notification Letter to both you and your service provider reporting the change(s) you requested and the action USAC has taken in response.

Following is a short discussion of each of these four changes.

Change the service start date.

Applicants enter a service start date for an FRN in Item 19 on the Form 471. However, USAC uses the service start date reported for the FRN on the Form 486 as the date that service actually started.

Sometimes discounted services do not begin on the date originally reported on the Form 486. Also, applicants may report a later service start date only to find that services can begin earlier than they originally thought. As long as the change is in compliance with program rules and USAC has not adjusted the service start date featured on the Form 486 (see below), applicants can use the Form 500 to notify USAC that the service start date has changed.

During the review of a Form 486, USAC may adjust the reported service start date to comply with program rules. For example, you may certify a Form 486 for an Internet Access FRN that features a service start date of July 1, 2008. However, during its review of your form, USAC determines that your technology plan was not approved until September 1, 2008. USAC will adjust your service start date for that Internet Access FRN to September 1 and will not pay discounts on services delivered under that FRN before that date.

If USAC adjusts your service start date to comply with program rules, you cannot use a Form 500 to reset the service start date to a date earlier than the adjusted service start date.

Change the contract expiration date.

Sometimes, services can be delivered and installed after the expiration date of the original contract. This generally happens in the following situations:

- A contract for non-recurring services expires on June 30 but the applicant realizes that the service provider actually has until September 30 to deliver and install those non-recurring services.
- A contract for non-recurring services expires on or before September 30 and the applicant submits – and USAC grants – a [service delivery extension request](#) for additional time beyond the September 30 deadline to complete delivery and installation of those services. Note that a service delivery extension request must be received by USAC or postmarked on or before the last date to receive service.

The extension of time must be allowed under the terms of the contract and the applicant and service provider must agree to extend the contract.

After USAC has updated the contract expiration date in its files, USAC can pay invoices for delivery and installation completed on or before the revised contract expiration date. Remember, however, that the delivery and installation must also occur on or before the original (or extended) service delivery deadline.

As a reminder, invoices must be postmarked no later than:

- 120 days after the last date to receive service, or
- 120 days after the date of the Form 486 Notification Letter, whichever is later.

You may also need to submit an [invoice deadline extension request](#) for additional time to invoice USAC for these services.

Reduce the funding on the FRN.

An applicant may ask USAC to reduce the committed amount on an FRN. This can happen for a number of reasons, including:

- The cost of the service was less than expected and funds remain on the FRN after USAC has been invoiced and the invoices paid.
- Fewer products and/or services were requested than expected and funds remain on the FRN after USAC has been invoiced and the invoices paid.
- Some of the products or services on the FRN were ineligible, and the applicant wants to reduce the committed amount to reflect only the eligible services.

Applicants do not have to provide a reason on the Form 500 for a reduction request, but they should maintain documentation in their files supporting the request.

Please note, however, that applicants should not reduce funding commitments until they are sure that they will not need those funds. If the service provider is filing Service Provider Invoice Forms 474 for an FRN, the applicant should verify with the service provider that all invoices to USAC have been submitted and paid before filing a Form 500.

Once USAC reviews and accepts the request to reduce funding, the funding cannot be returned to the FRN. Instead, it becomes available for USAC to use in commitments for other FRNs for that funding year.

Cancel the FRN.

If a project will not be undertaken or services will not be received on an FRN, the applicant can request that the FRN be cancelled. A cancellation can only occur if USAC has not paid out any funds on the FRN. If funds have been paid, the applicant should request a reduction – that is, that the committed amount be reduced to the amount of funds already paid – rather than a cancellation.

As above, the applicant should maintain documentation supporting the request. Once the FRN is cancelled it cannot be reinstated.

Additional tips.

- Carefully check the data you enter on the form. USAC cannot undo a reduction or cancellation after a Form 500 has been reviewed and processed.
- Use the current version of the Form 500, which is dated April 2007 in the lower right-hand corner. If you have more than one FRN for which you would like to request Form 500 changes, complete a copy of page 2 for each FRN.
- Make sure your contact information is correct. The Client Service Bureau will contact you if there are missing fields or discrepancies that cannot be resolved and give you an opportunity to make corrections.

You may download and print copies of [Schools and Libraries News Briefs](#) on USAC's website. You may [subscribe](#) to or [unsubscribe](#) from this news brief. For program information, please visit the [Schools and Libraries area](#) of the USAC website, [submit a question](#), or call us toll-free at 1-888-203-8100. Feel free to forward this news brief to any interested parties.

Please do not reply to this email directly, as it was sent from an unattended mailbox.

1997-2008, Universal Service Administrative Company, All Rights Reserved.

[Back](#)