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Schools and Libraries News Brief - SPECIAL EDITION

December 2, 2008

FUNDING YEAR 2009 APPLICATION WINDOW OPENS TODAY

This special edition of the SL News Brief is to alert you that the Funding Year 2009 (FY2009) application window **opened at NOON ET today, Tuesday, December 2** and to give you some helpful tips for filing applications. The application filing window **will close at 11:59 PM ET on Thursday, February 12, 2009**.

FY2009 begins July 1, 2009 and ends June 30, 2010.

Program forms have not changed from last year. If you applied for FY2008 funding, Forms 470 and 471 are exactly the same and should be familiar to you.

For FY2009, pay special attention to your **Internal Connections** requests. The [Two-in-Five Rule for Internal Connections](#) mandates that applicants can only receive Internal Connections in two out of every five funding years. The [Two-in-Five tool](#) on our website will help you determine which entities are eligible to receive funding for eligible Internal Connections for FY2009.

We also encourage you to explore [USAC's website](#) and to review [previous News Briefs](#) for important "do's and don'ts" in addition to the helpful tips below.

Helpful Tips

File Early – We encourage applicants to file and certify Forms 470 and 471 and Item 21 attachments early in the window. Early filing allows applicants time to:

- Correct errors and avoid delays later during application review
- Meet Program deadlines
- File a new form if Program rules do not allow corrections to an existing form

File Online – USAC encourages applicants to file and certify Forms 470 and 471 online. [Online filing](#) ensures that you meet form Minimum Processing Standards and allows for early acknowledgment and quicker decisions. Once you receive your PIN, you can certify subsequent forms online.

Use the Online Item 21 Attachment – We cannot begin reviewing an application until it is certified **and** we have the Item 21 attachments. USAC's [Online Item 21 Attachment](#) tool can help you submit a complete and timely Item 21 attachment. It is designed to allow applicants to easily provide complete and accurate information that is needed to review funding requests.

Retain All Documents – Program rules require that you retain documents for FIVE YEARS after the last day of service delivery to demonstrate Program compliance.

Review Program Guidance Materials – Some information has been consistent from year to year and other information has changed. Before you begin, make sure to review all relevant Program guidance, including the following:

[Technology Planning](#) provides guidance on the technology planning process. Your technology plan must be written before the Form 470 is filed, must contain the five required elements, must cover all 12 months of the funding year, and must be approved by a USAC-certified Technology Plan Approver before the Form 486 is filed or services start, whichever is earlier.

[Competitive Bidding](#) covers all aspects of the competitive bidding process. Your competitive bidding process must be open and fair, the price of the eligible goods and services must be the primary factor in your evaluation, and you must document your service provider selection process.

The [FY2009 Eligible Services List](#) provides specific details on eligible and ineligible products and services. The [Public Notice \(FCC 08-265\)](#) that released the Eligible Services List can be found on the FCC website.

[Contract Guidance](#) provides information on contracts, including the specific situations that can arise when using a state master or replacement contract. Remember that the applicant must sign and date a contract prior to certifying the Form 471.

The Two-in-Five tool will help you determine which entities would be eligible for funding under the [Two-in-Five rule for Internal Connections](#). This page also displays a chart that covers 2005 – when the rule went into effect – through 2014. The chart can help to guide your funding request decisions.

Important Dates for FY2009

December 2, 2008 – The FY2009 Form 471 filing window opens at noon ET and will remain open for 73 days.

January 15, 2009 – The last POSSIBLE date to post a Form 470 on USAC's website, meet the 28-day posting requirement for the competitive bidding process, and submit a complete Form 471 by the filing window closing date.

- If you submit your Form 470 online, it is posted immediately.
- If you submit your Form 470 on paper, USAC will make every effort to post it by January 15 **if it is received on or before Thursday, January 8, 2009.**

Note: Whether filing online or on paper, the applicant is responsible for meeting the 28-day posting requirement.

February 12, 2009 – The FY2009 Form 471 filing window will close at 11:59 pm ET. For the Form 471 to be considered as filed within the filing window, it must be submitted online, received by USAC, or postmarked no later than the filing window closing date.

The following must also be submitted before USAC can review your application:

- Form 471 Block 6 Certifications
- Form 470 Block 5 Certifications of any Form 470 cited in your FY2009 Form 471
- Your Item 21 Attachment(s).

Ask for assistance. If you have questions, please contact our Client Service Bureau as directed below. In addition to Program information, they can provide information on the status of your forms.

E-mail: Use the [Submit a Question](#) link on USAC's website
Toll-free Fax: 1-888-276-8736
Toll-free Phone: 1-888-203-8100

Thank you for your participation in the Universal Service Fund Schools & Libraries Program.

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](#) to USAC, or call us toll-free at 1-888-203-8100. Feel free to forward this news brief to any interested parties.

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