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Schools and Libraries News Brief

January 9, 2009

FY2009 WINDOW COUNTDOWN

Days to window close **34**

Forms 470 filed to date **26,275**

Forms 471 filed to date **2,784**

Form 470 Deadline: January 15, 2009
Form 471 Deadline: February 12, 2009 at 11:59 p.m. EST

TIP OF THE WEEK: If your deadline for delivery and installation of non-recurring services was September 30, 2008, submit your invoices (BEAR Forms or SPI Forms) for those services to USAC by January 28, 2009. If you miss this deadline, you will have to file an [invoice deadline extension request](#) and wait for USAC to approve it before you can submit your invoices.

REMINDER: FY2009 Form 470 Deadline Is January 15

January 15, 2009 is the last day you can post a Form 470 for FY2009 to the USAC website and still comply with the 28-day waiting period before filing a Form 471. However, if you wait until the deadline to post your Form 470, you will have to do all of the following on February 12, the last day of the filing window:

- Close your competitive bidding process.
- Perform your bid evaluation and select your service provider(s).
- Sign a contract, if appropriate.
- Sign and submit your Form 471.

Remember also that you must comply with all applicable state and local procurement and contract rules and regulations. In some cases, you may need to post your Form 470 earlier than January 15 in order to meet your state and/or local requirements.

Commitments for Funding Year 2007

Funding Year 2007. USAC will release FY2007 Wave 73 Funding Commitment Decision Letters (FCDLs) January 13. 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 January 9, FY2007 commitments total just under \$2.5 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.

Preparing to File Form 471

After applicants have filed a Form 470, waited at least 28 days, selected the most cost-effective bid using the price of eligible products and services as the primary factor in the evaluation process, and signed a contract (for services other than non-contracted tariffed or month-to-month services), they are ready to begin filing [Form 471, Description of Services Ordered and Certification Form](#). This form provides USAC with the detailed information necessary to review and make decisions on applicant funding requests.

In advance of filing the form, you should gather together the materials and other information you will need and verify that the information USAC already has on file is correct. Following are some examples of information that you should have ready before you begin your form.

Billed Entity information

In Block 1 of the Form 471, we ask for the name, address, and other contact information for both the Billed Entity and the contact person. The information on the Billed Entity already exists in our database and cannot be changed online; the information on the contact person can be changed, and can be the same as or different from the Billed Entity information. The contact person information is specific to each form – in other words, you can file three Forms 471 and enter a different contact person on each form.

To verify that the Billed Entity information in our database is correct:

- Go to the [Apply Online](#) page.
- Choose either "Form 471 Interview" or "Create Form 471."
- Search for your Billed Entity by zip code or entity number.
- Review the contact information displayed for your Billed Entity.

If any of the information is incorrect, you must contact the Client Service Bureau (CSB) to correct it. You can do this in any one of the following ways:

- Call CSB at 1-888-203-8100 and make your request.
- Fax your request to CSB at 1-888-276-8736.
- Email your request to CSB using [Submit a Question](#). Choose "Entity Number" from the Topic Menu and "Other" from the Specific Inquiry menu, then describe the change(s) you would like to make.

If your Billed Entity does not exist in the USAC database, you can ask CSB to create an entity number. If you have more than two new entities, please use the fax or email options above to submit your request.

Recipient of service information

In Block 4 of the Form 471, you will list the recipients of service – that is, the individual entities that are receiving services. Each of these entities must have an entity number.

- Some services are provided to one individual school or one library outlet/branch and will require only one entity number to identify the recipient of service; these are called site-specific services.
- Other services are shared by more than one entity (e.g., all of the schools in a school district or all of the library outlets/branches in a library system). For these shared services, you must prepare a worksheet listing all of the individual entities that will be sharing the service.

If you need to update information for any of the individual recipients of service – or if you need USAC to create entity numbers for new recipients of service – contact CSB as described above.

You also will need to enter certain specific information about each recipient of service, including:

- Urban or rural status. (The [Rural/Urban Classification](#) guidance document in the Reference Area provides a list of rural counties in each state.)
- Total number of students. (Individual schools use the total number of students in that school. Library outlets/branches use the total number of students in the school district in which the library building is located.)
- Total number of students in the school eligible for the National School Lunch Program (NSLP). (Individual schools use the total number of students eligible for NSLP in that school. Library outlets/branches use the total number of students eligible for NSLP in the school district in which the library building is located.)

NSLP numbers may be obtained from school district offices or state departments of education. In many states, these numbers are also posted on a state website.

Establishing Form 470

On each Form 471 funding request (Form 471 Item 12), you must include the establishing Form 470 application number. The establishing Form 470 is the Form 470 that formed the basis for the competitive bidding process that resulted in the selection of the service provider identified on that funding request. If a funding request is for a multi-year contract or a contract with voluntary extensions, you may have to look in your records from a previous year to find the correct Form 470 application number.

Service and contract information

If you have signed a contract, make sure you have a copy of the contract when you start filling out your Form 471. The Form 471 asks for a number of contract details, such as the date the contract was awarded, the contract number, and the date the contract expires. If you don't have a contract, you will still need information about your services, such as the dates the services for that funding year will start and end. A contract or other service documentation from your service provider can also help you prepare the description of services you must provide as an attachment to Item 21 of the form.

Remember that the category of service featured on each funding request must match the category of service featured on the establishing Form 470.

Budget information

Applicants must be able to demonstrate that they have budgeted for:

- The non-discount share of their funding requests (that is, the part of the cost of eligible services that will not be paid by USAC) and
- The costs of the resources necessary to make effective use of the discounted services, such as computers and electrical capacity, that may not themselves be eligible for discounts.

If you file Form 471 online, the system will calculate and enter your total non-discount share for that form in Item 25 using the data you provide in your funding requests. You must then calculate and enter the total cost of the necessary resources based on your budget information.

These are examples of the information you will want to have on hand before you start filing your Form 471. We suggest that you review the [Form 471](#) and [Form 471 Instructions](#) now so that you will be familiar with the form requirements. Remember that you must file online or postmark your FY2009 Form 471 by 11:59 p.m. EST on Thursday, February 12, 2009.

15-day Deadline for Information Requests Resumes Monday

Today is the last day of the winter period for responding to information requests from USAC. This means that, starting Monday, January 12, Program Integrity Assurance and Problem Resolution will resume their normal 15-day procedure for requiring responses to requests for information. In general, you must respond within 15 days to such requests or USAC may have to act on the information on file to continue your review or process your form. Remember that you can ask for an extension of time if you need it.

For more information, refer to the [Deadlines for Information Requests](#) guidance document in the Reference Area.

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