Back

header

Schools and Libraries News Brief

January 23, 2009

FY2009 WINDOW COUNTDOWN	
Days to window close	**20**
Forms 471 filed to date	**6,446**
Form 471 Deadline: February 12, 2009 at 11:59 p.m. EST	

> **TIP OF THE WEEK:** **When completing your Form 471 funding requests, remember that taxes and regulatory fees are eligible for discounts but administrative fees are not.** An example of an administrative fee is a percentage or per-student surcharge by a service provider for applicants that want discounted bills rather than reimbursements.

Commitments for Funding Years 2008 and 2007

Funding Year 2008. USAC will release FY2008 Wave 37 Funding Commitment Decision Letters (FCDLs) January 27. These waves will include commitments for approved Internal Connections and Basic Maintenance requests at 88% and above and denials at 85% and below. As of January 23, FY2008 commitments total over $1.95 billion.

Funding Year 2007. USAC will release FY2007 Wave 75 FCDLs January 28. 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 23, 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.

"Form 470 But No Form 471" Letters Issued

Yesterday, USAC issued approximately 26,000 letters to applicants notifying them that, as of January 15, they had not yet filed a Form 471 featuring their FY2009 Form 470 application number in Item 11 of a funding request.

This letter is NOT a reminder to file a Form 471 as soon as possible. Applicants must still wait at least 28 days after the posting date of the Form 470 to close their competitive bidding process, evaluate bids received, select a service provider, sign and date a contract (if applicable), and sign and submit the Form 471. This letter is only a notification that – according to USAC's database – as of January 15, no FY2009 Form 471 has been filed that cites the timely filed Form 470 posted by the applicant named on the letter.

If you receive a "Notification of Form 470 Posted But No Associated Form 471" letter and you are planning to file a Form 471, be sure to complete all necessary actions in time to file your online Form 471 or postmark your paper Form 471 no later than 11:59 p.m. EST on Thursday, February 12, 2009.

January 28 Invoicing Deadline for Non-recurring Services

If the last date for the delivery and installation of your non-recurring services was September 30, 2008, the deadline for invoicing USAC for those services is January 28, 2009. This deadline applies both to service providers that file Service Provider Invoice (SPI) Forms 474 and applicants that file Billed Entity Applicant Reimbursement (BEAR) Forms 472.

This deadline applies to non-recurring services for FY2007 that have not received a service delivery deadline extension or invoice deadline extension and also to non-recurring services from previous funding years that received a service delivery extension to September 30, 2008.

Applicants and service providers can file invoices online. You can find links to the online BEAR Form and SPI Form – as well as a service provider link to approve BEAR Forms filed by applicants online – on the Required Forms page.

If you want to know the last day to invoice for a particular funding request, refer to the FRN Extension Table on the USAC website. Remember, if you miss the invoicing deadline, you can file an invoice deadline extension request.

Application Process: Form 471

In the January 9, 2009 News Brief, we introduced the Form 471 and covered the materials you should have on hand before your start this form. We continue to recommend that you file online instead of on paper. This week we will provide an overview of the Form 471 block by block and give you additional guidance on completing the form.

Now is also a good time to read (or re-read) the Form 471 Instructions which provide detailed information on how to complete every item on the form. In the coming weeks, we will continue to highlight specific parts of the Form 471 and provide additional guidance on completing and filing the form successfully.

Block 1: Billed Entity Information

In Block 1, when you locate your Billed Entity Number online, the system will populate the fields in Items 1 and 4 from information stored in the USAC database. If the information is incorrect, you must change it in advance of filing the form. You can do this through Submit a Question (choose "Entity Number" from the Topic Inquiry menu and "Other" from the Specific Inquiry menu) or by calling the Client Service Bureau (CSB) at 1-888-203-8100.

Make sure you enter current contact information for the contact person in Items 6a – 6e, as Program Integrity Assurance (PIA) will use that information to contact that person when your application is reviewed. We also suggest that you provide holiday/summer/vacation contact information in Item 6f so that the review of your application can continue if your school or library is closed or your primary contact person is on vacation.

Block 2: Impact of Services Ordered on Schools

If your Form 471 funding requests include schools, you provide information in this block on the numbers of students and classrooms served and the speed of services both before and after the services are ordered. If you are filing multiple Forms 471, you should provide this data only on your first application, but your data should cover all the applications you will file.

Block 3: Impact of Services Ordered on Libraries

Similarly, if your Form 471 funding requests include libraries, you provide information in this block on the numbers of library patrons and library rooms served and the speed of services both before and after the services are ordered. If you are filing multiple Forms 471, you should provide this data only on your first application, but your data should cover all the applications you will file.

Block 4: Discount Calculation Worksheets

In this block, you identify all of the individual recipients of service (entities) for the funding requests you will complete in Block 5. If a service will be provided to only one entity (a site-specific service), you can identify that entity by its entity number in your Block 5 funding request. If a service is shared by a number of entities, you must complete a worksheet for each group of entities that will share that service and identify that group by its worksheet number. You will enter either the entity number or worksheet number in Block 5 Item 22.

If you intend to ask for discounts for entities that do not yet have entity numbers, contact CSB to obtain entity numbers for those entities. In addition to the entity name and number, it is important to have the additional information requested for recipients of service in order to complete Block 4, such as urban/rural status and student counts.

Block 5: Discount Funding Requests

In this block you provide the detailed information for each of your funding requests. Note that each funding request can feature only one category of service (Telecommunications Services, Internet Access, Internal Connections, or Basic Maintenance of Internal Connections), only one establishing Form 470 application number, and only one Service Provider Identification Number (SPIN).

On each request, you will identify the category of service, the establishing Form 470 application number (remember that this form must have been posted for at least 28 days), and information on any contracts. You will also provide specific cost information, including:

- Monthly costs (recurring services)
- Ineligible monthly costs (recurring services)
- Number of months of service (recurring services)
- Annual or one-time costs (non-recurring services)
- Ineligible annual or one-time costs (non-recurring services)
- Discount (from Block 4 worksheet)

Note that it is possible to have entries for both recurring and non-recurring costs in the same funding request. For example, you could request discounts on the installation of a telephone line (non-recurring costs) and 12 months of telephone service on that line (recurring costs).

Block 6: Certifications and Signature

In this block you certify your compliance with and understanding of program rules. Read this information carefully to be sure you can accurately make all of the certifications.

After you have submitted your form, you can certify it online if USAC has issued you a Personal Identification Number or PIN. If you do not have a PIN, you can print out the certification page, sign it, and mail it to USAC. After USAC processes your paper certification, you will be issued a PIN that you can use to file subsequent program forms online. We recommend that you print this page while you are still online to reduce the possibility of errors.

Item 21 Attachment

The Item 21 Attachment is a detailed description of the services in each of your Block 5 funding requests. The Item 21 Attachment is prepared separately from the form itself. In Item 21 of each funding request, you provide an attachment number to identify the Item 21 Attachment for that funding request.

We encourage smaller applicants and applicants with less complex descriptions of services to file Item 21 Attachments online. You will need your Billed Entity Number, Form 471 application number, and security code to access the online system. If you are a larger applicant or have a more complex description of services, you can file your Item 21 Attachment by email, fax, or mail. Applicants should refer to the Item 21 Attachment guidance on the USAC website for submission instructions and other information.

For more information on completing the Form 471, refer to the Form 471 and Form 471 Instructions.

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.

Back