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## Schools and Libraries News Brief

February 6, 2009

### FY2009 WINDOW COUNTDOWN

**Days to window close** **6****Forms 471 filed to date** **16,519****Form 471 Deadline: February 12, 2009 at 11:59 p.m. EST**

**TIP OF THE WEEK:** In your haste to submit your Form 471 by the deadline, don't forget to save the documentation that demonstrates your compliance with program rules related to the competitive bidding process. These documents will be important to you not only during USAC's review of your application, but also during audits or other reviews of your funding commitments.

### Commitments for Funding Years 2008 and 2007

**Funding Year 2008.** USAC will release FY2008 Wave 39 Funding Commitment Decision Letters (FCDLs) February 11. This wave will include commitments for approved Internal Connections and Basic Maintenance requests at 88% and above and denials at 85% and below. As of February 6, FY2008 commitments total just under \$1.99 billion.

**Funding Year 2007.** USAC will release FY2007 Wave 77 FCDLs February 12. 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 February 6, 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.

### Notes for Last-minute Filers

Applicants that waited until early January to file their FY2009 Forms 470 may find themselves very busy this coming week, closing competitive bidding processes, evaluating bids, signing and dating contracts, and signing and submitting Forms 471. Following are some tips to help you through any last-minute filing activities.

### Working this weekend? Take a break Saturday morning.

To prepare for the huge amount of traffic we expect on the USAC website next week, we will reboot the system as we do each year to enhance the performance of the network during the last few filing days.

The online system will be unavailable from 1:00 a.m. to 6:00 a.m. Eastern Standard Time (EST) on Saturday, February 7. You will be able to see the [Apply Online](#) page but you will not be able to start a new form or work on an existing one while the system is offline.

We will make every attempt to bring the system back up as soon as the reboot is complete, but if you are planning to get up very early on Saturday to start an application, we would advise against it.

**Have a question? Call CSB this weekend.**

The Client Service Bureau (CSB) is once again offering extended hours during the last week of the filing window. CSB is generally busiest on weekdays between 11:00 a.m. and 5:30 p.m. EST, so we suggest you call before or after those times or during this coming weekend.

Here is a list of CSB's extended hours for the FY2009 filing window. All times are EST:

Day	Date	Open	Close
Saturday	February 7	9:00 a.m.	6:00 p.m.
Sunday	February 8	9:00 a.m.	6:00 p.m.
Monday	February 9	8:00 a.m.	8:00 p.m.
Tuesday	February 10	8:00 a.m.	8:00 p.m.
Wednesday	February 11	8:00 a.m.	8:00 p.m.
Thursday	February 12	8:00 a.m.	11:59 p.m.

#### **Lacking a SPIN? You can still file online.**

Some service providers may have applied for a Service Provider Identification Number (SPIN) but not yet received one. However, applicants completing a Form 471 Block 5 funding request must include the name and SPIN of the service provider that will be providing the services for that funding request.

If your service provider does not yet have a SPIN, you can enter the "interim SPIN" of 143666666 in Item 13 to complete and submit your form online. (The search results will display "SLD Interim" in Whippany, NJ.) After your service provider receives a SPIN, you can correct this item either with the [Receipt Acknowledgment Letter \(RAL\)](#) correction process or during the review of your application.

The interim SPIN is only available for use during the last week of the filing window each year.

#### **Need an entity number? Request it now.**

As in years past, we expect CSB to be inundated with requests to create entity numbers during the last week of the window. If you know that you will need one or more entity numbers for new school or library construction, non-instructional facilities located off-campus, or other situations, please request those entity numbers from CSB as soon as possible.

You can request new entity numbers – or update information on existing entity numbers – through [Submit a Question](#) (choose "Entity Number" from the Topic Inquiry menu), by fax at 1-888-276-8736, or by phone at 1-888-203-8100. If you need to request more than two entity numbers, please use the [Submit a Question](#) or fax options.

#### **Need an NCES or FSCS code? Find it online.**

The Form 471 Block 4 worksheet requests an NCES code for each school entity and an FSCS code for each library entity listed on the worksheet. If you do not know your code, you can proceed as follows:

- If you need the NCES code for a public school, go to the [National Center for Education Statistics \(NCES\) school search tool](#) and choose the appropriate search criteria to find your school and NCES code. You can also ask your state department of education, which may post NCES codes on a state website.
- If you need the FSCS code for a public library, go to the [Federal-State Cooperative System \(FSCS\) library search tool](#) and choose the appropriate search criteria to find your library and FSCS code. You can also ask your state library, which may post FSCS codes on a state website.

- If you cannot locate your code and you are filing online, you can leave this item blank. You will have to click "OK" to bypass the warning message that you receive, but the system will then allow you to continue to work on your application. If you leave the item blank, Program Integrity Assurance (PIA) will ask for your code during application review.
- Note that some entities, such as private schools or libraries, non-instructional facilities, or schools and libraries under construction, may not have codes.

**Want to practice or train? Wait until the window closes.**

Created for training purposes, the SLD Training Site is a copy of the Apply Online page and its associated applications. Users can practice filing applications on the site or use the site to conduct training sessions.

USAC will block access to the training site for the last few days of the window and will reopen the site after the window closes. This way applicants will be prevented from filing a Form 471 on the training site by mistake. Remember that USAC will not take any action on any forms filed on the training site.

For more information on the SLD Training Site, refer to the [October 3, 2008 SL News Brief](#).

**Other thoughts for last-minute filers**

USAC continues to encourage you to file online and not to wait until the last day of the filing window to submit your Form 471. Your Form 471 must be submitted no later than 11:59 p.m. EST on Thursday, February 12, 2009.

- An online form has been submitted when you push the "Submit" button and are then given the choice to certify online or on paper.
- A paper form has been submitted when it is postmarked, stamped as received by a delivery service, or hand-delivered onsite to our facility in Lawrence, KS. Be sure to maintain [proof of postmark or delivery](#).

There are a number of steps that online filers can take to make the best use of the online Form 471, such as using a supported browser, allowing pop-ups, and clearing temporary Internet files. For a complete list of these steps, refer to the [Tips and Troubleshooting](#) guidance document on the USAC website.

We will send you a reminder letter if you do not certify a Form 471 submitted online before the close of the filing window. You must then certify your form – online or on paper – by the 20-day deadline on the letter in order for it to be considered in-window. However, note that if you certify online after the window closes but before the 20-day deadline, your form status will show as "Certified - Out of Window" until the 20-day deadline passes and we are able to update our database to move your application back inside the window.

Also, while we encourage you to check your work carefully, remember that many form errors can be corrected either by using the RAL correction process described in your RAL or by working with your reviewer during PIA review. If you find that you have made one or more mistakes on your submitted form, we suggest that you use the RAL correction process to submit your allowable corrections as soon as possible.

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