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## Schools and Libraries News Brief

May 15, 2009

**TIP OF THE WEEK:** Be sure to update your Form 471 contact information if it will change during the summer. Beginning next Friday, PIA will follow its [summer contact procedure](#), which means that the review of an application will not start if a successful two-way contact with the applicant cannot be made.

### Commitments for Funding Years 2009 and 2008

**Funding Year 2009.** USAC will release FY2009 Wave 4 Funding Commitment Decision Letters (FCDLs) May 19. This wave will include commitments for approved Priority 1 requests (Telecommunications Services and Internet Access) for schools and libraries at all discount levels. As of May 15, FY2009 commitments total over \$247 million.

**Funding Year 2008.** USAC will release FY2008 Wave 52 FCDLs May 20. This wave will include commitments for approved Internal Connections and Basic Maintenance requests at 88% and above and denials at 86% and below. As of May 15, FY2008 commitments total over \$2.27 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.

### Selective Review News Brief Series Concludes

In the [May 8 SL News Brief](#), we described the Selective Review process in detail. We also issued three Special Edition News Briefs earlier this week to provide more information about the five categories covered in a Selective Review.

For information on each of the specific categories, you can refer to the appropriate Special Edition:

- [May 12 - Budget and Technology Planning](#)
- [May 13 - Competitive Bidding](#)
- [May 14 - Vendor Selection and Contracts](#)

For those applicants chosen for a Selective Review, we are providing the following tips to keep in mind when you respond to the [Selective Review Information Request \(SRIR\)](#):

- Always include the SRIR checklist (page 2) with your response. The checklist provides a detailed overview of all of the elements USAC needs to complete the Selective Review. Be sure to provide all of the items requested and to address each item that appears on the checklist.
- Always include the signed and dated SRIR Certification (the last page of the SRIR) with your initial response. If a consultant completes the SRIR for you, attach a copy of the Letter of Agency (LOA) or Consultant Agreement that authorizes the consultant to act on your behalf. Note that if a consultant signs the SRIR Certification, the certification must **ALSO** be signed by an appropriate school or library official.
- If you do not understand a question or request for documentation on the SRIR or you are not sure how to respond, call your selective reviewer and ask for clarification. We understand that a SRIR response takes some time and effort to put together and we want you to understand exactly what we need so that you can provide a complete response.
- Label all competitive bidding documentation clearly. For example, you should write the appropriate Funding Request Number (FRN) on the first page of all contracts and bid

documents.

- If you provide SRIR responses via email, we suggest that you construct a single file for the entire response, using a ".pdf" or ".tif" or similar format. Avoid multi-layer folders if at all possible.
- Do not submit copies of your Forms 470 and 471, as we already have access to those documents.
- You can provide a single copy of a document that covers multiple FRNs. For example, if a technology plan covers all of your FRNs, we only need one copy of that technology plan. (We do suggest that you write the appropriate FRNs on the first page of the technology plan or provide a statement to that effect in your response.)
- If we request documents on a specific topic – such as the vendor selection process or competitive bidding – and you are not including those documents, indicate in your response the reason for not including those documents.
- If you are using a prior year contract for any of your FRNs, provide the competitive bidding and vendor selection documentation requested for the funding year in which the contract was established.
- If you used a consultant to assist you with the E-rate filing process, make sure the SRIR Certification page is signed by both the consultant **AND** an appropriate school official (e.g., superintendent, chief financial officer, etc.)
- Your competitive bidding and vendor selection documentation should be consistent with the Form(s) 470 and 471 you filed. In other words, if an FRN is listed as a contracted service on your Form 471, you must provide the contract related to that specific FRN in your response to the SRIR.
- Be sure to provide competitive bidding and vendor selection documentation for **ALL FRNs** listed on your Form(s) 471. If no bids were received for an FRN, indicate that in your response.
- The budget you provide in response to the SRIR should be your final and approved operating budget. Do not send just your technology planning budget.

For additional information on Selective Reviews, you can refer to [Step 8. Undergo Selective Review](#) and the related documents identified on the USAC website.

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