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Schools and Libraries News Brief

September 4, 2009

TIP OF THE WEEK: If you are mailing paper forms to USAC, please do not staple the pages together. Staples must be removed before the forms can be processed, which causes extra work and increases the risk of torn pages and possible loss of information.

Commitments for Funding Years 2009 and 2008

Funding Year 2009. USAC will release FY2009 Wave 20 Funding Commitment Decision Letters (FCDLs) September 8. This wave includes commitments for approved Internal Connections and Basic Maintenance requests at 85% and above. As of September 4, FY2009 commitments total just under \$925 million.

Funding Year 2008. USAC will release FY2008 Wave 67 FCDLs September 8. This wave includes commitments for approved Internal Connections and Basic Maintenance requests at 88% and above and denials at 86% and below. As of September 4, FY2008 commitments total just under \$2.35 billion.

Please note that the above waves may not show up in the [Automated Search of Commitments](#) tool until the system upgrade is complete (see below).

Update on Fall Applicant Training

There is still space available in some of USAC's fall applicant training sessions. To register, visit the [2009 Schools and Libraries Fall Applicant Trainings page](#). You can also find information on the conference hotel for each training session. Remember that registering with USAC does not automatically reserve a hotel room for you at the conference hotel.

Below are the cutoff dates for reservations at the various hotels, together with information about the current status of reservations if the cutoff date is this week or next week.

Location	Training Date	Hotel Reservation Cutoff Date
Washington DC	September 22	September 2 - No rooms available
Newark NJ	September 24	Extended to September 9
Atlanta GA	September 30	September 15
Chicago IL	October 2	Extended to September 24
Orlando FL	October 8	Extended to September 14
Los Angeles CA	October 13	September 15
Portland OR	October 15	Extended to September 21
Houston TX	October 21	September 21 at 5:00 p.m. CDT

If you have registered for a training session and your plans change, please [email USAC](#) to cancel your registration so USAC can open a slot for someone else.

USAC IT Upgrade Reminders

The USAC IT upgrade has begun, and most online forms and search tools will be unavailable until the upgrade is complete and USAC's systems are back online. Below we have provided some reminders of what you can and cannot do during the upgrade.

You can continue to access the USAC website itself. This includes program guidance information, downloadable forms and instructions, and any search tools that are wholly maintained by USAC (e.g., the [Deadlines](#) tool).

- The Automated Search of Commitments tool will continue to operate. However, it might not feature the funding waves that will be issued next week (see above), and dollar amounts will not change during the upgrade.
- Forms 470 that were posted to the USAC website on or after July 21, 2009 are available as *.PDF files from the [Form 470 Search Posted](#) tool. You can access this tool from the [Search Tools](#) menu on the left-hand side of Schools and Libraries web pages. You can also go directly to the table of Forms 470 using the [Form 470 Search Posted link](#) on the Schools and Libraries main page.
- Paper Forms 470 that pass a visual inspection for correctness and completeness will be scanned and posted to the Form 470 Search Posted table as well. (USAC will contact the applicant to make any necessary corrections following the customary procedures for processing paper forms.) Note that if a paper Form 470 is not ready for posting by September 10 at 1:00 pm EDT, it will be held for processing until after the upgrade is complete.
- Service providers will be able to submit Form 498 and Form 499 online. The system that processes these forms is not affected by the upgrade.
- Program forms on paper (Forms 472, 473, 474, 486, and 500) – as well as [electronic invoices](#) (Forms 474 emailed to USAC in a comma-delimited format) – can be submitted. USAC will hold these forms for processing until after the upgrade is complete.
- Appeals can be submitted as usual (mail, fax, or email) following the [Appeals Guidance](#) on the website.

During the upgrade:

- No FCDLs will be issued after the September 8 waves mentioned above.
- No payment files will be run after the September 3 payment file run.
- Forms 470 cannot be completed and posted ONLINE. However, applicants can still submit Forms 470 ON PAPER and mail them to us, following the form instructions.
- Service providers will not be able to submit a SPI Form 474 online or approve a BEAR Form 472 online.
- Most USAC website search tools will not be available.
- The Client Service Bureau will not have access to USAC's online systems. They will not be able to create or update entity numbers and entity information or provide status information on program forms or requests. They can, however, confirm receipt of forms submitted on paper.
- Submit a Question will not be available. Service Substitutions, SPIN Changes, Good Samaritans and other requests can be faxed or emailed following the instructions in the appropriate guidance material on the USAC website. USAC will process your requests after the upgrade is complete. You should retain a copy of your fax confirmation or proof of postmark for your records.

We expect to complete the upgrade and have systems available on Monday, September 14, at 9:00 am EDT. Additional information on the upgrade is available in the [FAQs](#) posted in the Schools and Libraries section of the USAC website. If you have additional questions about the upgrade, please call the Client Service Bureau at 1-888-203-8100.

Thank you for your continued patience and understanding.

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.

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