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Schools and Libraries News Brief

December 23, 2009

FY2010 WINDOW COUNTDOWN

Days to window close	50
Forms 470 filed to date	21,679
Forms 471 filed to date	1,303

TIP OF THE WEEK: If you start a Form 470 online using the Interview version and exit before you have submitted your form, use the "Form 470 Interview" button on the [Apply Online page](#) to return to your form. The Form 470 "Continue Incomplete" button only works if you are returning to a Form 470 started using the "Create Form 470" button.

Commitments for Funding Years 2009 and 2008

Funding Year 2009. USAC will release FY2009 Wave 34 Funding Commitment Decision Letters (FCDLs) December 30. This wave includes commitments for approved Priority 2 requests (Internal Connections and Basic Maintenance of Internal Connections) at 80% and above and denials at 54% and below. As of December 23, FY2009 commitments total just under \$1.9 billion.

Funding Year 2008. USAC will release FY2008 Wave 76 FCDLs December 28. This wave includes commitments for approved Priority 2 requests at 87% and above and denials at 86% and below. As of December 23, FY2008 commitments total just under \$2.45 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.

Reminders for the FY2010 Application Cycle

The FY2010 Form 471 application filing window opened at noon EST on **Thursday, December 3, 2009** and will close at 11:59 pm EST on **Thursday, February 11, 2010**. We want to remind you of important program deadlines and other information you should keep in mind as you apply for discounts.

File early. Over half of the Forms 471 for a funding year are filed in the last week of the filing window. When you are in a hurry to fill out an application in time to meet a receipt or postmark deadline, it is very easy to overlook crucial information or make mistakes in your filing that may slow down our review of your application and cause additional work for you. Also, the Client Service Bureau (CSB) is very busy as the window deadline approaches and it will be harder for you to request new entity numbers, copies of forms, or specific program information if you wait until the last minute.

File online. The [online filing system](#) alerts applicants to common errors or possible inconsistencies in the data they provide as they are filling out their forms. You can use the full version of a form or an interview version that completes the form for you using your answers to a simple question-and-answer process.

Make sure to temporarily allow pop-ups in your Internet browser when you are filing online, as many of these built-in reminders and error messages occur via pop-ups. The online system delivers your form to USAC quickly and completely and allows you to print a copy of the form for your records. You can also start a form online, save your work, and come back to finish it later as long as you have the application number and security code assigned to you after you complete Block 1 of the form online.

Certify online. USAC's Personal Identification Number (PIN) system will automatically issue a PIN to the authorized person filing a paper form if he or she does not already have one. (Note that PINs are specific to the authorized person AND the Billed Entity featured in Block 1 of the form.) After the authorized person receives a PIN in the mail, he or she can use it to certify program forms online for that Billed Entity. If you are filing a Form 470 for the first time, you should have a PIN in time to certify your associated Form 471.

The certification process is safe and secure. Each time you certify a form online, the online system will assign you a unique confirmation number called a CertID as verification that your online certification was successful. Note that you don't need to send USAC a paper copy of your certification page if you successfully certify a form online. Remember that under the Terms and Conditions of the PIN Agreement, you cannot share your PIN with anyone else, including any other staff members or consultants working on your behalf.

Be mindful of program deadlines. Here are the two deadlines to keep in mind:

Thursday, January 14, 2010. This is the last possible day that a Form 470 can be posted on the USAC website and still meet the 28-day posting requirement for your competitive bidding process. However, if you wait until this day to post your form, then you must do the following on the last day of the filing window:

- Select your service provider
- Sign and date your contract (for contracted services)
- Sign, date, and submit your Form 471

If you file your Form 470 on paper, remember that you must allow sufficient time for us to enter the data on your form and post your form to USAC's website. We will make every effort to post a paper Form 470 to the USAC website **if it is received on or before Thursday, January 7, 2010.** However, it is your responsibility to meet the 28-day requirement.

Thursday, February 11, 2010 at 11:59 pm EST. This is the last possible day that a Form 471 can be received by USAC or postmarked and still be considered as filed within the window. Remember that USAC must consider ALL applications filed within the window for funding before considering any applications filed outside the window.

Review program guidance materials. Some program information is consistent from year to year while other information may have changed. Before you begin, be sure to review all relevant program guidance. You can locate guidance documents in any of the following ways:

- **Perform a search.** If you know the topic you are interested in, enter one or more keywords in the Search field at the top of any USAC web page and click on the arrow to the right of the field. Your search will return a list of documents that feature the keyword(s) you entered.
- **Review the list of documents in the Reference Area.** The [Reference Area](#) of the website features an alphabetized list of guidance documents. You can scan the list for a particular topic or use your browser's Find command to search for a keyword.
- **Follow the appropriate step in the application process.** In the center of most Schools and Libraries web pages, there is a blue bar labeled [School and Library Applicants](#) and a blue bar labeled [Service Providers](#). If you click on one of these blue bars, it will turn orange and you will see a list of steps in the application process. If you then click on a step, you will see a short description of that step and a list of related documents that contain additional guidance and/or information.

Ask for assistance. If you have questions, please contact CSB by email using [Submit a Question](#) or call toll-free at **1-888-203-8100**. In addition to program information and guidance, CSB can provide information on the status of your forms.

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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