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## Schools and Libraries News Brief

February 5, 2010

### FY2010 WINDOW COUNTDOWN

**Days to window close** **6****Forms 471 filed to date** **16,512****Form 471 Deadline: February 11, 2010 at 11:59 p.m. EST**

**TIP OF THE WEEK:** Gather the documents you will need to file your Form 471 (phone bills, contracts, budgets, technology plans, etc.) and review them carefully even if you aren't quite ready to start the filing process. You should ask any questions of CSB that occur to you now before the last-minute rush on the final day of the window (see below for CSB extended hours).

### Commitments for Funding Years 2009 and 2008

**Funding Year 2009.** USAC will release FY2009 Wave 39 Funding Commitment Decision Letters (FCDLs) February 9. This wave will include commitments for approved Internal Connections and Basic Maintenance requests at 80% and above and denials at 54% and below. As of February 5, FY2009 commitments total over \$2.28 billion.

**Funding Year 2008.** USAC will release FY2008 Wave 79 FCDLs February 11. This wave will include commitments for approved Internal Connections and Basic Maintenance requests at 87% and above and denials at 86% and below. As of February 5, FY2008 commitments total over \$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.

### Notes for Last-minute Filers

Applicants that waited until early January to file their FY2010 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.

### 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 FY2010 filing window. All times are EST:

Day	Date	Open	Close
Saturday	February 6	9:00 a.m.	6:00 p.m.
Sunday	February 7	9:00 a.m.	6:00 p.m.

Monday	February 8	8:00 a.m.	8:00 p.m.
Tuesday	February 9	8:00 a.m.	8:00 p.m.
Wednesday	February 10	8:00 a.m.	8:00 p.m.
Thursday	February 11	8:00 a.m.	12:30 a.m. on February 12

### **Having trouble filing? Review our online tips.**

Many of the problems applicants experience when filing online can be resolved by following one or more of the suggestions in the [Tips and Troubleshooting](#) guidance on the USAC website. For example, filers using a browser other than Internet Explorer or Netscape may encounter an error screen at certain points in the online application process, and changing browsers (or moving to a computer with an IE6.0 browser) will allow you to continue your work.

We suggest that you refer first to this document to assist you with any online filing problems and then call CSB if you can't resolve your problem on your own.

### **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. Remember that there are deadlines for both RAL corrections and responses to PIA requests.

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 and provide all the information requested in the [Entity Numbers guidance](#) on the USAC website. Note that it may take 24 hours to complete update or creation requests for multiple entities.

### **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) may 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.

### 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 11, 2010.

- 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](#).

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 no later than 20 days after the date on the RAL.

### Unbundled Warranties Update

On December 2, 2009, the FCC released a Report and Order which made findings about the particular changes to the [Eligible Services List \(ESL\)](#) recommended by USAC (FCC 09-105). Among other things, the FCC decided that unbundled warranties should not be added to the ESL. We know that this finding has caused concern for those applicants that have received E-rate discounts on Cisco's SMARTnet technical support service and other similar contracts (for the purposes of this news brief, we will call these types of agreements "SMARTnet-type contracts") in the past and those applicants that have planned to seek discounts for these contracts for Funding Year 2010. After consulting with the Federal Communication Commission's Wireline Competition Bureau (FCC), we are able to provide additional guidance on this matter.

The Commission's definition of basic maintenance states that "basic maintenance services shall be eligible as an internal connections service if, but for the maintenance at issue, the internal connection would not function and serve its intended purpose with the degree of reliability ordinarily provided in the marketplace to entities receiving such services. Basic maintenance services do not include services that maintain equipment that is not supported or that enhance the utility of equipment beyond the transport of information, or diagnostic services in excess of those necessary to maintain the equipment's ability to transport information." 47CFR 54.506(b)

Like other types of service contracts, SMARTnet-type contracts can qualify for E-rate funding under the basic maintenance definition, even after the most recent Commission order. However, if an applicant seeks discounts for a SMARTnet-type contract along with other technical support contracts, as potentially a SMARTnet-type contract might not cover all of an applicant's basic maintenance requirements, there should be no overlap between the contracts. For example, if the SMARTnet-type contract provides for the repair of equipment, the applicant's other technical support contract(s) should not also provide repair service for the same equipment covered by the SMARTnet-type contract. In other words, duplicative contracts for basic maintenance will not be funded by E-rate.

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