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## Schools and Libraries News Brief

**February 12, 2010**

### FY2010 WINDOW COUNTDOWN

**Days to window close 7****Forms 471 filed to date 27,822****Form 471 Deadline: February 19, 2010 at 11:59 p.m. EST**

**TIP OF THE WEEK:** If you file your Form 471 online but don't yet have a PIN, certify your form on paper. You can click the Certify Complete button on the [Apply Online](#) page, choose the Paper Certification option, and print a copy of your certification page to sign, date, and mail to USAC.

### Reminder - FY2010 Window Extended to February 19

Due to adverse weather conditions in many areas of the country that may have prevented applicants from filing their FY2010 E-rate applications by the close of the window, USAC – in consultation with the FCC – has extended the close of the filing window to **FRIDAY, FEBRUARY 19, 2010 AT 11:59 pm EST.**

All FCC Forms 471 electronically filed or postmarked by that date and time will be considered IN WINDOW.

The Client Service Bureau will be open the following hours to assist applicants during the last week of the window:

Day	Date	Open	Close
Saturday	February 13	9:00 a.m.	6:00 p.m.
Sunday	February 14	9:00 a.m.	6:00 p.m.
Monday	February 15	8:00 a.m.	8:00 p.m.
Tuesday	February 16	8:00 a.m.	8:00 p.m.
Wednesday	February 17	8:00 a.m.	8:00 p.m.
Thursday	February 18	8:00 a.m.	8:00 p.m.
Friday	February 19	8:00 a.m.	12:30 a.m. on February 20

### Preparing and Submitting an Item 21 Attachment

The Item 21 attachment is an important part of each Form 471 Block 5 funding request as it contains a detailed description of the products and services you are requesting. When you file a Form 471, the online system assigns a Funding Request Number (FRN) to each funding request. You provide an attachment number in Item 21 of each Form 471 Block 5 funding request that will correspond with your Item 21 attachment, and then you submit that Item 21 attachment separately from the application.

Program Integrity Assurance (PIA) must have your Item 21 attachment(s) before the review of your application can begin. Applications with Item 21 attachments completed online or submitted on paper immediately after the Form 471 is filed stand a greater chance of starting application review more quickly.

If your FRN contains a limited number of products and/or services or products and/or services that are relatively easy to describe, we suggest that you [submit your Item 21 attachment online](#). Below are some thoughts to consider:

- **You must have filed your Form 471 online to be able to submit an Item 21 attachment online.** When you go to the [Apply Online](#) page and click on the button marked "Item 21 Attachment" in the Form 471 column, the system will ask you for your Billed Entity Number, application number, and security code, and then allow you to start your submission.
- **Review the [Tips and Troubleshooting guidance](#) on the USAC website for helpful online filing information.** For example, the guidance advises you to clear the cache of your Internet browser and enable popups. If you follow this guidance you will have a much easier time completing the online submission process.
- **If you are offered a dropdown menu, choose the most accurate description and speed of your service.** For example, Digital Transmission Services and Broadband Services are broken down into different speeds and/or types of services.
- **Some information will be pulled directly from your Form 471 to assist you in completing your Item 21 attachment.** For example, if you click on the button on page 2 of 4 labeled "Click here to import cost information from your Form 471" the system will provide that information and warn you if it differs from the total on your Item 21 attachment.
- **Your Item 21 attachment will be directly associated with your application, obviating any need for resubmission.** If PIA cannot locate your manually submitted Item 21 attachment, you may be asked to submit a copy to your PIA reviewer. However, Item 21 attachments submitted online are easily available to reviewers through our online system.
- **You cannot make changes to your Item 21 attachment online after you click the "Submit" button.** If you find that you need to update your information, you should discuss your updates with your PIA reviewer. You can also submit a revised Item 21 attachment by email, fax, or mail, but you must be sure to mark it as a revision and inform your reviewer which version is the final one.

If your FRN contains a large number of products and/or services, you may want to file by email, by fax, or on paper. If this is the case, we suggest that you:

- **DO NOT use your certification page as a cover sheet for your Item 21 attachment if you have already certified your Form 471.** If you do so, the processing of your Item 21 attachment will be delayed while we verify that your "certification" is in fact a duplicate. However, if you have not yet submitted your paper certification, you CAN submit your original paper certification with your attachment.
- **Provide your Billed Entity Number, Form 471 application number, FRN, and the attachment number you referenced in Block 5, Item 21 of your Form 471 at the top of every page.** This will help us identify your Item 21 attachment, especially if pages or files become separated.
- **Do not fax your Item 21 attachment if the font is small or otherwise hard to read.** Electronic files are easiest to read as they can be enlarged on a computer screen.
- **Use documents that have already been prepared if you have them.** For example, many service providers include a complete list of products and services as part of a bid submission or an attachment to a contract. You can use this list as your Item 21 attachment or include it as part of your submission if you need to provide additional information.
- **Make sure the total cost of the individual products and services in each Item 21 attachment is consistent with the amount requested on the associated FRN.**

Note that if you file online, you will receive a warning message if there is a discrepancy.

- **Keep a copy of your submission.** Many applicants find that they need a copy of their Item 21 attachment for reference during invoicing review, discussions with service providers, or for other reasons. Moreover, you are required to keep copies of all documents related to your application for five years after the last date to receive service.

Here are some additional tips for preparing your Item 21 attachment:

### Telecommunications Services and Internet Access

- **Always include the number of lines and/or circuits, for example: "17 telephone lines" or "three T-1 circuits."** If PIA cannot locate this information, you will be asked to provide it during the review of your application.
- **Always include the bandwidth.** Some services, such as T-1s or T-3s, have specific bandwidths. However, other technologies that utilize these services – such as ATM or frame relay – do not. In the latter case, include the numerical bandwidth (e.g., 1.544 Mbps) in your description of the service. If you are unsure of the bandwidth, ask your service provider.
- **Specify the service(s) received.** "Phone service" is too general; "local and long-distance telephone service" or "cellular service" is more specific and clearer to the reviewer.
- **If multiple services are contained in a single FRN, provide specific descriptions for all of the services.** For example, if a single FRN for telephone services actually includes multiple services, you should enter "local telephone service at \$200 per month, long-distance service at \$150 per month, and T-1 service at \$1500 per month" rather than "phone service at \$1850 per month."

### Internal Connections and Basic Maintenance

- **Always note cost, quantity, and make and model numbers for equipment.** If you do not provide sufficient detail, expect questions from PIA.
- **If you are applying for Basic Maintenance of Internal Connections, provide a complete list of the equipment to be maintained.** If the list is the same as the list for your Internal Connections FRN, be sure to clearly state that on the Item 21 attachment.

### On-premise Priority 1 equipment

- **Always note cost, quantity, and make and model numbers for equipment.** As above, if you do not provide sufficient detail, PIA will ask for it.
- **Provide complete documentation to demonstrate compliance with the necessary eligibility conditions.** A list of the eight conditions that must be met and a detailed explanation of each condition can be found in "Section 2 - Eligibility Conditions for Support that Include Charges for Lease of On-Premise Equipment" in the [On-premise Priority 1 Equipment guidance document](#) on the USAC website.
- **If the list of equipment is identical to the list you submitted for the previous funding year, provide the previous year's FRN.** This will speed up USAC's review process.

### Cost allocations

- **For any [cost allocation](#), include the details of your calculation.** For example, if you determine that a server is two-thirds eligible, explain the method you used to make your determination and specify the eligible and ineligible uses.
- **If you are removing costs for specific products and/or services, list each removed product or service along with cost removed and the reason for removal.** Both you and your PIA reviewer will benefit from an accurate understanding of your cost allocation method and calculation at the beginning of the review process.

Keep in mind that PIA may have additional questions that are necessary to understand the eligibility of the products and/or services you are requesting. Prompt and complete answers will speed the review process along. Remember that you can ask your service provider to assist you.

Finally, here are your options for submitting your Item 21 attachment if you are not filing online:

**1. Attach your submission to an email message and send it to:**

[attachments@sl.universalservice.org](mailto:attachments@sl.universalservice.org)

**2. Or fax your submission to:**

(973) 599-6511

**3. Or mail your submission to:**

SLD Forms  
Form 471 - Item 21 Attachment  
P.O. Box 7026  
Lawrence, KS 66044-7026

**4. Or send your submission by delivery service to:**

SLD Forms  
ATTN: Form 471 - Item 21 Attachment  
3833 Greenway Drive  
Lawrence, KS 66046  
TELEPHONE: 1-888-203-8100

For more information, refer to the [Item 21 Attachments guidance document](#) on the USAC website.

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