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Never IN, Never OUT! - Item 21 Attachments

February 18, 2010

We remind you to submit the Item 21 attachment(s) for your FY2010 Form 471 – either online or on paper – when you send in your Form 471.

Last year, we issued denials for almost 1,400 Funding Request Numbers (FRNs) simply because applicants did not provide requested information necessary to review their applications. For almost all of these FRNs, our request included a copy of their Item 21 attachments.

Don't join the applicants that neglect to file their Item 21 attachments. As the headline says, "Never IN, Never OUT!"

Filing Item 21 Attachments

If you file online:

In order to [file an Item 21 attachment online](#), you must have filed your Form 471 online. To file your Item 21 attachment online, go to the [Apply Online](#) page and click on the Item 21 Attachment button in the Form 471 column. You will need the following information to access your FRNs and complete your Item 21 attachments:

- Billed Entity Number
- Form 471 application number
- Security code
- Any documentation – such as bid responses, contracts, or service descriptions – that contains information on the services you are seeking.

The online system will walk you through the process of filing. You can even bring funding request information from your FRNs into the online Item 21 attachment so that you can verify your calculations, and the system will warn you if the total dollar figure on your attachment doesn't match the total dollar figure on the associated FRN.

USAC cannot view an Item 21 attachment filed online until you click on the Submit button. If you need to make changes to your attachment after you have submitted it, you must submit a revised attachment using another filing option – you cannot submit a revised attachment online.

If you file on paper:

Although we refer to other filing methods as "filing on paper," you have three options other than online filing. You should refer to the [Item 21 Attachments](#) guidance document on the USAC website for specific information you need to include in your attachment.

- To file by email, attach your submission to an email message and send it to attachments@sl.universalservice.org.
- To file by fax, fax your submission to (973) 599-6511.
- To file by mail, mail your submission to SLD Forms, Form 471 - Item 21 Attachment, P.O. Box 7026, Lawrence, KS 66044-7026.
- To file using a delivery service, send your submission to SLD Forms, ATTN: Form 471 - Item 21 Attachment, 3833 Greenway Drive, Lawrence, KS 66046, Telephone: 1-888-203-8100.

Please note: If your Program Integrity Assurance (PIA) reviewer requests your Item 21 attachment, send it directly to your reviewer using his or her contact information. Be prompt – your FRN(s) risk denial if you don't respond within 15 days.

Remember – Never IN, Never OUT!

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