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Schools and Libraries News Brief

February 26, 2010

> **TIP OF THE WEEK:** **If your Form 471 was submitted online or postmarked after 11:59 p.m. EST on February 19, you must request and receive a waiver from the Federal Communications Commission (FCC) for your form to be considered in-window.** If you file an appeal with USAC based on your out-of-window letter, USAC will issue you a form letter that explains how to request a waiver from the FCC.

Commitments for Funding Year 2009

Funding Year 2009. USAC will release FY2009 Wave 42 Funding Commitment Decision Letters (FCDLs) March 2. 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 23, FY2009 commitments total over $2.51 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.

Now That the Window Has Closed...

The FY2010 Form 471 application filing window closed last Friday, February 19, at 11:59 p.m. EST. Now is a good time to prepare for the next steps in the application process.

Organize and file your documents.

As part of your application filing process, you may have produced or accessed a number of documents, for example:

- Technology plans
- Requests for Proposals (RFPs)
- Winning and losing bids
- Bid evaluation matrices and other evaluation documents
- Contracts
- National School Lunch Program (NSLP) data reports
- Alternative discount mechanism documentation (e.g., income surveys)
- Draft or final budgets

You may be asked to provide or refer to some or all of these documents during Program Integrity Assurance (PIA) reviews, appeal reviews, audits, or other program activities. We suggest you take the time now to organize and file all documents related to your application in a manner that will allow you to easily locate and retrieve them for any future needs.

If you would like guidance on how to organize your documentation, review the E-rate Binder Table of Contents in the Reference Area of the website under the heading "Checklists and Samples."

Check the status of your technology plan.

Applicants requesting discounts on more than basic telephone service and/or Voice over Internet Protocol (VoIP) services must have an approved technology plan before services start or the Form 486 is filed, whichever is earlier. We suggest you do the following:

- If you are already covered by an approved technology plan, check the expiration date of the plan. For FY2010 services to be covered, your approved technology plan must cover services through at least June 30, 2011.
- If you wrote a new technology plan before you filed your Form 470 for FY2010, make sure you understand the technology plan approval process for your state and/or your entity type. You should be actively working to get your technology plan through the

appropriate approval process and approved no later than July 1, 2010 in order for it to cover FY2010 services.

You should also organize and file your documents that relate to technology planning. At a minimum, these include:

- A dated copy of the technology plan that was written before your Form 470 was filed. Note that if a funding request for FY2010 is based on a multi-year contract that has already been in effect for several years, you may still need to refer to the technology plan that served as the basis for the establishing Form 470 for that multi-year contract AS WELL AS the technology plan that covers the upcoming funding year.
- A copy of the final approved technology plan.
- A copy of the approval letter or other proof of approval from the [USAC-certified Technology Plan Approver](#) that approved your technology plan. The letter should clearly state the period for which the plan is approved, for example: "This technology plan is approved for the three-year period starting July 1, 2010 and ending June 30, 2013."

Prepare for PIA review.

If you have all of your documentation in order, you should be in good shape for PIA review. Remember to respond promptly to any PIA requests for information or documentation. You can ask for additional time to respond if you need it. We will cover PIA review in more detail in future editions of the SL News Brief.

Monitor your preferred mode of contact

Most applications cannot be processed through without reaching out to the applicant for additional information. USAC will attempt to contact applicants using their preferred mode of contact and based on the information provided on their forms. We will use this mode of contact for both problem resolution of forms submitted on paper and for all PIA review contacts.

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