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Schools and Libraries News Brief

December 10, 2010

TIP OF THE WEEK: The Form 471 application filing window will open at noon EST on Tuesday, January 11, 2011, and will close at 11:59 pm EDT on Thursday, March 24. Please make a note of these dates – and keep in mind that Daylight Saving Time starts on March 13.

Commitments for Funding Year 2010

Funding Year 2010. USAC will release FY2010 Wave 30 Funding Commitment Decision Letters (FCDLs) December 14. This wave includes commitments for approved Priority 2 (Internal Connections and Basic Maintenance) requests at 85% and above. As of December 10, FY2010 commitments total over \$1.88 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.

Use Revised Form 471

USAC will not be able to process Forms 471 for FY2011 submitted on paper using the November 2004 version of the form. USAC will provide additional guidance in future issues of the Schools and Libraries News Brief and on our website.

Consultant Registration Numbers

When the revised Forms 470 and 471 become available for filing in January 2011, consultants that assist applicants with the application process will be identified on the appropriate program form(s).

What is the definition of a consultant?

A consultant is any non-employee of the entity applying for funding that assists in filling out the application materials for a fee. Consultants can be organizations with one or more employees or they can be individuals.

The term "consultant" below refers to the name – whether an organization or an individual – linked to the Consultant Registration Number and entered in the "Consultant Name" field on the revised Form 470 and Form 471.

What is a Consultant Registration Number?

A Consultant Registration Number (CRN) is a unique eight-digit identification number assigned by USAC to a specific consultant. Employees of a consultant will not be required to obtain individual CRNs but will use the CRN of the consultant.

If a consultant is assisting an applicant with the application process, the consultant's CRN is entered in Block 1, Item 7 of the Form 470 and/or Block 1, Item 6g of the Form 471.

How does a consultant obtain a CRN?

To get a CRN, a consultant should call the Client Service Bureau (CSB) at 1-888-203-8100. You should have the following consultant information ready:

- Consultant Name
- Consultant Street Address, City, State, and Zip Code
- Consultant Telephone Number
- Consultant Fax Number
- Consultant Email Address

If the consultant has one or more employees, you should also have the following information for each employee:

- Employee Name
- Employee Telephone Number
- Employee Email Address

CSB will first search by zip code, then by street address, to find out if USAC already has a CRN on file. If so – and if there are no changes to any of the contact information – CSB can provide the CRN over the phone.

If CSB must create a new record, or if there are changes required to an existing record, CSB will request that the changes be sent by fax to 1-888-276-8736 or [by email](#). After the record has been created or updated, CSB can reply to the fax or email and provide the CRN.

How does an applicant find the CRN for its consultant?

If the consultant is completing a form on behalf of the applicant, the consultant can enter the CRN. If the applicant is completing a form, the applicant can obtain the CRN from the consultant or call CSB. CSB can provide the CRN over the telephone as long as the applicant provides enough information for CSB to identify a specific consultant.

- Consultants and applicants filing online should check after entering the CRN to verify that the correct consultant information is populated in the form.

Where is consultant information located on Form 470 and Form 471?

Consultant information is entered in Block 1, Item 7 of the Form 470 and Block 1, Item 6g of the Form 471. Applicants filing online will enter the CRN, and consultant contact information will populate automatically. If the consultant has employees, those employee names will be populated in a drop-down menu and the applicant can choose the appropriate employee.

Applicants filing on paper must complete all relevant fields.

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