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November 13, 2012

FY2013 Window Dates Announced

The FY2013 application filing window for the FCC Form 471 will open at noon EST on Wednesday, December 12, 2012 and close at 11:59 pm EDT on Thursday, March 14, 2013. The window will be open for 93 days.

FY2013 Begins July 1, 2013 and Ends June 30, 2014

If you are just starting the application process, you should first review the FCC Form 470 and Instructions and the FCC Form 471 and Instructions. You can find these forms and instructions on the Forms page of the USAC website. You should also review the FY2013 Eligible Services List to verify that the services you want to request are eligible for discounts.

We also encourage you to explore USAC's website and to review previous News Briefs for important "do's and don'ts" in addition to the helpful tips and reminders below.

Helpful Tips and Reminders

File Early – We encourage applicants to file and certify FCC Forms 470 and 471 and to file Item 21 attachments early in the window. Early filing allows applicants time to:

- Correct errors and avoid delays later during application review
- Meet program deadlines
- File a new form if program rules do not allow corrections to an existing form

File Online – We encourage you to file and certify FCC Forms 470 and 471 online. Online filing ensures that you meet form Minimum Processing Standards and allows for early acknowledgment and quicker decisions. The first time you sign an FCC Form 470, 471, or 486, USAC will issue you a Personal Identification Number (PIN) that you can use to certify subsequent program forms online.

Use the Online Item 21 Attachment – We cannot begin reviewing an FCC Form 471 application until it is certified **and** we have the Item 21 attachment(s) for the funding requests on that application. USAC's online Item 21 Attachment tool can help you submit a complete and timely Item 21 attachment. **The Item 21 attachment is a window filing requirement.**

Retain All Documents – Program rules require that you retain documents for FIVE YEARS after the last day of service delivery to be able to demonstrate compliance with program rules.

Review Program Guidance Materials – Some information has been consistent from year to year and other information has changed. Before you begin, make sure to review all relevant program guidance.

IMPORTANT DATES FOR FY2013

February 14, 2013 – This is the last POSSIBLE date to post an FCC Form 470 on USAC's website, meet the 28-day posting requirement for the competitive bidding process, and submit an FCC Form 471 on the filing window closing date.

- If you submit your FCC Form 470 online, it is posted immediately and your 28-day clock starts.
- **If you submit your FCC Form 470 on paper, USAC will make every effort to post it by February 14 if it is RECEIVED by Thursday, February 7, 2013.**

Note: Whether filing online or on paper, the applicant is responsible for meeting the 28-day posting requirement.

March 14, 2013 – The FY2013 application filing window will close at 11:59 pm EDT. For your FCC Form 471 to be considered as filed within the filing window, it must be submitted online, received by USAC, or postmarked no later than the filing window closing date. **Your Item 21 attachment(s) must also be submitted online, received by USAC, or postmarked no later than the filing window closing date.**

If you are filing online, we encourage you to certify your FCC Forms 470 and 471 right after you submit them. The online system gives you both electronic and paper certification options on the screen following the submission screen.

Ask for assistance. If you have questions, please contact our Client Service Bureau. In addition to program information, they can provide information on the status of your forms.

- **Call us toll-free at 1-888-203-8100**
- **[Submit a Question](#) by email**
- **Fax us toll-free at 1-888-276-8736**

Thank you for your participation in the E-rate Program.

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