Schools and Libraries
NEWS BRIEF

May 31, 2013

TIP OF THE WEEK: You can use the [View 471 Status](#) tool to check the progress of your FCC Form 471. Information on the use of this tool and descriptions of form statuses can be found in the [March 22 SL News Brief](#).

Commitments for Funding Years 2013, 2012, 2011, and 2010

Funding Year 2013. USAC will release Funding Year (FY) 2013 Wave 3 Funding Commitment Decision Letters (FCDLs) June 5. This wave includes commitments for approved Priority 1 (Telecommunications Services and Internet Access) requests at all discount levels. As of May 31, FY2013 commitments total over $138 million.

Funding Year 2012. USAC will release FY2012 Wave 46 FCDLs June 5. This wave includes commitments for approved Priority 2 (Internal Connections and Basic Maintenance) requests at 90 percent and denials at 89 percent and below. As of May 31, FY2012 commitments total over $2.33 billion.

Funding Year 2011. USAC will release FY2011 Wave 95 FCDLs June 6. This wave includes commitments for approved Priority 2 requests at 88 percent and denials at 87 percent and below. As of May 31, FY2011 commitments total over $2.61 billion.

Funding Year 2010. USAC will release FY2010 Wave 113 FCDLs June 4. This wave can include commitments for approved Priority 2 requests at all discount levels. As of May 31, FY2010 commitments total over $3.07 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.

What Should Service Providers Be Doing This Summer?

Both applicants and service providers can, with a few simple steps, make sure applications continue to be reviewed, invoices continue to be paid, and documents continue to be processed during the summer months. In the [May 17 SL News Brief](#) we discussed tips for applicants; below are some tips for service providers.

1. Monitor the progress of any paper forms you submit to USAC.

USAC continues to process paper forms during the summer. For service providers, this includes the [FCC Form 473](#), Service Provider Annual Certification (SPAC) Form and the [FCC Form 474](#), Service Provider Invoice (SPI) Form. If you have not already filed FCC Form 473 for FY2013, now is a good time to do so. Be sure to use the current version of the form. Remember that USAC will not pay invoices for FY2013 unless the service provider has successfully filed an FCC Form 473 for FY2013 and the applicant has successfully filed an FCC Form 486.

If USAC cannot complete data entry of your paper form because of inconsistent or missing information, someone from Problem Resolution will contact you to obtain the information we need to finish processing your form.

[Contact procedures for the summer period](#) are now in effect. This means that if Problem Resolution

attempts to contact you on or after May 24, 2013 and that contact is unsuccessful, your paper form will be put on hold and they will not attempt to contact you again until after September 6. Although these procedures were established to avoid penalizing school applicants when schools are in recess, they apply to other applicants and also to service providers.

If you were on vacation or otherwise unavailable on or after May 24 and you believe we have put your paper form on hold, you can respond to our original request or you can call the Client Service Bureau at 1-888-203-8100 and ask us to locate and process your paper form.

You can also file an FCC Form 474 electronically or online and obviate the filing of a paper form.

2. Complete your activities related to billing customers and invoicing USAC for any remaining FY2012 recurring services.

June 30, 2013 is the last day to receive recurring services for FY2012.

If you provide discounted bills to your customer and then file SPI Forms:

- Send out all remaining customer bills for the non-discount portion of the services before you file your final SPI Forms.
- Remind your customers that they are expected to pay your bills within 90 days.
- Respond promptly to USAC requests for information, e.g., service certifications.

If you bill your customer in full and your customer files the FCC Form 472, Billed Entity Applicant Reimbursement (BEAR) Form:

- Bill your customer for the full cost of the service and remind your customer to pay your bill in full before filing a BEAR Form.
- Remind your customer not to wait until the last minute to file a BEAR Form but to allow you enough time to review and approve it.
- Respond promptly to USAC requests for information, e.g., service certifications.
- Pass the BEAR Form reimbursement amount to your customer within 20 business days of receiving it.

Reminders for service providers with customers that file BEAR Forms online:

- If you log in to the E-File system once a week to check for BEAR Forms filed online that are awaiting your approval, you will not miss any that would otherwise age out of the system. Although USAC sends you an email immediately after an applicant certifies a BEAR Form online, it is not necessary to wait for the email before taking action.

- **To approve all or part of a BEAR Form, you must check the box to the right of each line that you approve. (If the entire form meets with your approval, you can check the box that approves all lines.)** If you click the button at the bottom of the form with no lines checked, the form will be rejected and the applicant will be required to resubmit the form.

3. Assist applicants with responses to PIA review questions if asked.

Applicants may need your help responding to technical or contractual questions from Program Integrity Assurance (PIA). Often a network diagram or other technical information supplied by the service provider will clarify a situation and allow the PIA reviewer to proceed with the application review process.

- If you are on a conference call with the applicant and a PIA reviewer, it would help the applicant if you can summarize the information you provide in an email or other written format. You could also remind the applicant to take notes.
- If you happen to contact a PIA reviewer without the applicant present, send the applicant a summary of the information you provide.
- If you send any documentation to a PIA reviewer, copy the applicant on your response.

4. Review USAC's website for posted FCC Forms 470.

The FY2014 online option for FCC Form 470 will become available shortly. Although most applicants will wait until this fall to post their FCC Forms 470 for FY2014, applicants with long procurement cycles, state replacement contracts, or other situations may decide to post their forms as soon as the FY2014 option becomes available. In addition, some applicants that intend to sign contracts for FY2014 services

– and/or FY2013 services under a State Replacement Contract – may also file FY2013 FCC Forms 470.

- Applicants can file an FCC Form 470 online or on paper that features FY2013 in Item 2 and indicates in Item 13 that they are posting for FY2014 services.
- However, applicants that want to post an FCC Form 470 for FY2014 non-contracted services (tariffed or month-to-month services) MUST feature FY2014 in Item 2.

You can use the View a 470 tool to display individual posted forms or the Download 470 Information tool to download a file containing data from posted forms. You can find both of these tools on the Search Tools page on the USAC website.

5. Label and file program-related documents.

FCC rules require both applicants and service providers to retain documentation related to the application for, receipt and delivery of discounted services for five years after the last date to receive service.

Most of the documentation needed by auditors and for other program reasons is maintained by applicants. However, service providers have copies of contracts, evidence of payment of customer bills, SPI Forms, and other useful program information. Remember that you can store information electronically – for example, by scanning paper documents or by saving electronic files.

If you store files electronically, keep in mind that you should use naming conventions that allow you to easily identify and retrieve documents that relate to a particular customer, application, and/or funding year.

6. Consider attending applicant training in the fall.

USAC generally provides service provider training at two locations in the spring and applicant training at a number of locations in the fall. This year, USAC conducted service provider training in May and has scheduled applicant training in eight locations around the country in September, October, and November.

While the focus of the fall training is on applicant issues, service providers are welcome to attend training as well. For a list of training locations and hotel information, you can visit the Trainings & Outreach page on the USAC website.

Remember that USAC does not charge a registration fee to attend the training.