

# Program Reminders

## What We Do and Why We Do It

### Schools and Libraries Division

Washington, DC • Seattle • Denver • Chicago • Newark • Los Angeles • Atlanta

September/October 2008

# Overview

- General Reminders
- What can you do now
- Window Activities
- Pre-Commitment Activities
- PIA Review
- Post-Commitment Activities

# General Reminders

- Read and follow directions provided in:
  - Form instructions
  - Website guidance
  - Notification letters and other communications
- Provide complete documentation with responding to USAC
- Make sure you retain your documentation
- **Do not wait until the last minute**

# Start Now (September)

## ■ **Update Contact Information**

- Are there staff changes?
- Did you hire a consultant and need to change the contact information?
- Do you need a new BEN, change BEN name or address?

## ■ **Technology Plan**

- Does your technology plan cover the upcoming funding year?
- Are the services you are requesting addressed in the technology plan?

## (September and October)

- **Posting Form 470/RFP**
  - File and certify Form 470 online
  - Do you have enough time to post the Form 470 and select the vendor?
  - Are you seeking a multi-year contract?
  - Did you indicate you have an RFP?
  - Is the service description overly-broad or encyclopedic?
  - Did you post for all the correct categories of service?

# Start Now (September and October)

- **Review Receipt Notification Letter (RNL) for accuracy**
  - Did you post for the correct categories of service?
  - Did you remember to cite all the recipients of service?
  
- **Competitive Bidding**
  - Did you wait 28 days before selecting your service provider?
  - Did you document your competitive bidding process?
  - Was price weighted the most heavily during your bid evaluation?

# Start Now (November)

## ■ **Competitive Bidding**

- Did you retain a copy of **ALL** of the competitive bidding documentation (bid evaluation matrix, winning and losing bids)?
- Do your vendor selections need board approval, before you sign a contract?

## ■ **Contracts**

- Did you sign and date the contract on or before the Form 471 certification postmark date?
- If you are using a state master contract, are you able to access a copy of the contract to provide to the PIA reviewer?

Start Now  
(November)

- **SPIN information is accurate**
  - If you seeking telecom services, make sure your service provider is eligible to provide telecom services
  - Work with your service provider to ensure the service provider's information is updated on Form 498
  - Work with the service provider to make sure the service provider filed annual SPAC (Form 473) for this funding year



# Window Reminders

- **Completing Form 471**
  - Are your discount calculations correct?
  - Are your entities eligible to receive internal connections (Check 2-in-5 status)?
  - File Priority 1 and Priority 2 FRNs on separate applications
  - Submit your Item 21 Attachments with your Form 471 application
  - Submit and certify Forms 471 online
  - **DON'T** wait until the last week of the window to submit your application

# Window Reminders

- **Review Receipt Acknowledgement Letter (RAL) for accuracy**
  - Submit corrections before PIA review begins
  - Make sure you have documentation to validate requests to increase funds or discounts
  - Remember to check the Form 471 Block 4 worksheet online
- **Other Important documents**
  - Consortium members submit LOAs to consortium leader
  - If you hire a consultant, make sure you sign an agreement or LOA and retain a copy

# Keep Your Dates in Order

- Remember the correct order for dates:
  - Allowable Contract Date (28 days after 470)  
THEN
  - Contract Award Date  
THEN
  - Form 471 filing  
THEN
  - Form 471 Certification date  
ALL BEFORE
  - Window close

# Pre-Commitment Review (January and February)

Things to do before PIA contacts you

- **Submit your Item 21 Attachments online or paper.**
  - Place application number(s), FRN(s), Attachment ID, and page numbers on Item 21 Attachments
  - Indicate Bandwidth when you are requesting telecom or Internet access
  - Indicate the entities receiving services and locations
  - Clearly label ineligible items and costs
  - Indicate product make and model for each product requested
  - Provide a detail product or service description

# Pre-Commitment (January and February)

## Things to do before PIA contacts you

- **Gather supporting documentation**
  - Third party documentation will be needed to validate new entities' eligibility and discount
  - Discount calculations may be requested if you used an alternative discount methodology
  - Make sure the applicant signed and dated the contract before the Form 471 certification postmark date
  - Proof of new construction documentation (e.g., RFP, statement of work, Board Approval)
  
- **If you did not submit Form 470 certification in window, submit it now**

# Pre-Commitment (January and February)

## Things to do before PIA contacts you

- **Vendor documentation**
  - Prepare your network diagram for On-premise Priority One requests
  - Obtain web hosting eligibility information from vendor

# PIA Review

- **Communicate with the PIA reviewer**
  - Respond to PIA inquiries. Answer all questions.
  - Request deadline extension if you need additional time to respond
  - Ask questions if the PIA reviewer's requests are unclear
  - Inform PIA if you have already submitted information (provide other application number and FRN)
- **Interim SPIN & SMC Replacement SPIN**
  - Work with your service provider to ensure they obtain a SPIN
  - Once the SMC Replacement SPIN is selected inform your PIA reviewer

- **Services Cost Allocations**

- Work with the service provider to identify the ineligible services, so they are clearly identified
- On the Item 21 Attachment identify the ineligible services and associated costs
- Prepare a “revised” Form 471 Block 5 to reflect the cost allocations

- **Entity Removal**

- On the “original” Form 471 Block 4 worksheet identify the entities to be removed
- Prepare a “revised” Form 471 Block 4 worksheet if new discount calculations and student counts
- On the Block 5 funding request, indicate your revision to the dollars requested based on the share of the funding request for the entities being removed



# Post-Commitment (April – July)

- **Review the FCDL for Accuracy**
  - Read the FCDL comment to determine if modifications have occurred to the FRN to ensure you invoice for the correct services.
  - Verify SPIN, discount, fund request, start and end dates, and contract number (if applicable)
  - If you disagree with the decision, you may file an appeal.

# Post-Commitment (April – July)

- **Technology Plan Approval**
  - Make sure your technology plan is approved by a certified technology plan approver prior to submitting the Form 486 or beginning services, whichever is earlier.
  
- **CIPA Compliance**
  - Consortium leader retain copies of the Form 479
  - Ensure your Internet safety policy is up to date.
  - Make sure your technology protection measures are in place.

# Post-Commitment (April – July)

- **Submit Form 486**
  - Form 486 must be postmarked or received no later than 120 days after the Service Start Date shown on the Form 486 or no later than 120 days after the date of the FCDL, whichever is later
- **Before submitting an invoice**
  - Generally, services must have been delivered
  - Work with your service provider to determine the invoice method you would like to use (BEAR Form 472 or SPI Form 474)

# Post-Commitment (April – July)

- **Before submitting an invoice remove**
  - any ineligible products and services
  - any products and services that were not approved on that FRN

- **Invoicing deadlines**
  - Invoices must be postmarked or received by USAC no later than:
    - 120 days after the last date to receive service\* or
    - 120 days after the date of the Form 486 Notification Letter\*,

\*whichever is later

# Post-Commitment

- **If you need more time to deliver and install service, file a service delivery extension request**
  - Some service delivery extensions are automatic other may be requested
  - Requests for extensions must be postmarked or received by USAC no later than the last day to receive service
  - You can request a service delivery extension if your service provider meets certain criteria
  - Check your contract to determine if the contract expiration dates should be extended. If so, notify USAC by filing a Form 500

# Post-Commitment

- **If you need more time to invoice, file an invoice deadline extension request**
  - Requests for extensions must be postmarked or received by USAC as soon as possible after the last date to invoice
  - USAC provides for the extension of invoice deadlines under certain conditions, such as
    - Authorized service provider changes
    - Authorized service substitutions
    - USAC errors (for example, in data entry) that ultimately result in a late invoice
    - Circumstances beyond the service provider's control

## ■ Invoicing

- Make sure your invoice is not a duplicate
- Make sure funds are still available in your FRN
- Monitor your invoices submitted
  - Review your Quarterly Disbursement Reports
  - You can request an [Invoice Check](#) if you want to closely monitor SPI (Form 474) payments



- **Invoicing Review**
  - Call or email your reviewer with questions
    - Contact information is provided on requests for information from Invoice Review
    - Call the Client Service Bureau if you need additional information explaining why the invoice was rejected
    - Resubmit your invoice rather filing an appeal, if you can make the correction to the invoice (e.g., data entry error, applicant didn't respond)



# Questions?