



Precommitment Corrections

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Schools and Libraries Division

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Notes



Overview

- Clerical Corrections
- Can Do's
- Deadlines, Deadlines
- Errors Detected During PIA
- Supporting Documentation
- Questions

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Clerical Corrections

- Bishop Perry Order allows applicants to make corrections to Forms 470 & 471 - known as [ministerial & clerical corrections](#).
- Applicants have additional time to certify Forms 470 & 471, make corrections that do not require the Form 470 to be **reposted** or the Form 471 to be **re-filed**, and do not violate FCC regulations and/or program rules.
- USAC, with FCC guidance, developed a list of correctable items. [List of Correctable M & C Errors](#)
- Subsequent FCC Orders issued identified more corrections allowable during PIA review.

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Clerical Corrections

Examples:

- ❖ Entered the incorrect amount (i.e., data entered \$100 instead of \$1,000)
- ❖ Omitted an entity from the Block 4
- ❖ Provided the incorrect Form 470 number on the Form 471
- ❖ Selected the wrong category of service
- ❖ Submitted an unsigned contract to PIA
- ❖ Omitted an FRN
- ❖ Did not include all of the required elements in the written tech plan

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Can Do's

Form 470	Allowable Corrections
Block 1 - Billed Entity Information	<ul style="list-style-type: none"> ✓BEN Name, Number and Address ✓Contact Person Information
Block 4 – Recipient of Service	<ul style="list-style-type: none"> ✓Add or Remove Eligible Entities that will Receive Service ✓Add or Remove Billed Entities
Block 5 – Certification and Signature	<ul style="list-style-type: none"> ✓Certification Signature and Date ✓Certification

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Can Do's

Form 471	Allowable Corrections
Block 1 - Billed Entity Information	<ul style="list-style-type: none"> ✓BEN Name, Number and Address ✓Contact Person Information
Block 4 – Discount Calculation Worksheets	<ul style="list-style-type: none"> ✓Add or Remove Entities ✓Discount Calculations
Block 5 – Discount Funding Request(s)	<ul style="list-style-type: none"> ✓Establishing Form 470 Number ✓Category of Service ✓SPIN Name and/or Number ✓Contract Number ✓Billing Account Number ✓Service Delivery (MTM/Tariffed or Contract) ✓Service Start and End Dates

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Can Do's

Form 471	Allowable Corrections
Block 5 – Discount Funding Request(s)	<ul style="list-style-type: none"> ✓ Contract Award and Expiration Dates ✓ Recurring and Non-recurring Charges ✓ Increase or Decrease Funding Amount Requested ✓ Block 4 Worksheet ✓ Add or Remove FRNs
Block 6 – Certification and Signature	<ul style="list-style-type: none"> ✓ Amount Budgeted for Ineligible Services ✓ Certification Signature and Date

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Deadlines, Deadlines

15 Day Rule

- PIA corrections MUST be submitted 20 calendar days (5 days for mail receipt + 15 days) from the date of USAC's letter
 - Receipt Notification Letter (RNL) – 470
 - Receipt Acknowledgment Letter (RAL) – 471
- Mail, email or fax corrections to USAC
- RAL doesn't contain Block 4 information, so include the corrected Block 4 worksheet with your RAL corrections

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RNL/RAL Corrections

- Corrections submitted after the deadline in the letter:
 - Requests to increase funding will not be granted.
 - PIA will work with applicants to make clerical error corrections until the FCDL is issued
 - PIA will request documentation to support the correction, such as contract, invoice, bill, etc.

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PIA Identified Changes

- Errors may be detected during PIA review
- PIA may contact you and allow corrections if they find certain discrepancies:
 - Item 21 doesn't match Block 5
 - Discount for single entity doesn't match discount reported on different application
 - Item 21 includes entities missing from your Block 4
 - Tech Plan is missing one or more required element(s)

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Requests that Need Support

- Changes to Block 4
 - Adding entities, removing entities, changing discounts, etc.
- Contract Dates
 - Contract Award Date, Signature Date, Contract Expiration Date, etc.

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Requests that Need Support

- Competitive Bidding
 - RFP Posting Dates, Bid Evaluation documents, Contract Signatures/Dates, etc.
- Changes to Block 5
 - Request to increase dollars, request to change number of months of service, changes from recurring to non-recurring, changes from contract to Tariff or MTM, etc.

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Questions?

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