



**FUNDING YEAR 2013 FORM 471
POSTMARKED OUTSIDE OF WINDOW**

July 26, 2013

Lisa M Greybill
COLUMBIA PUBLIC LIBRARY
24 S 6TH ST
COLUMBIA, PA 17512-1517

**Re: Applicant's Form Identifier: 471CPL16
Form 471 Application Number: 906161**

We're sending this letter to notify you that your FCC Form 471 application and/or certification was received or postmarked AFTER the deadline for an application to be considered as filed within the window. Applications submitted outside of the filing window will not be considered for funding unless funds remain after considering all in-window applications.

TO REQUEST A WAIVER OF THE FILING WINDOW DEADLINE:

The window filing requirement is contained in the Federal Communication Commission (FCC) rules for the E-rate program. USAC cannot consider requests for waivers of FCC rules. If you missed the FCC Form 471 filing window deadline and wish to request a waiver, you may file a waiver request with the FCC. You should refer to CC Docket No. 02-6 on the first page of your waiver request. We strongly recommend that you review "Appeals" posted in the Reference Area of the SLD section of the USAC website for electronic filing options and additional information on waiver requests.

TO APPEAL THIS DECISION:

If you disagree with the decision indicated in this letter - for example, if you believe that you postmarked your FCC Form 471 on or before the filing window deadline - you have the option of filing an appeal with USAC or with the FCC.

If you wish to appeal to USAC, your appeal must be received by USAC or postmarked within 60 days of the date of this letter. Failure to meet this requirement will result in automatic dismissal of your appeal. In your letter of appeal:

1. Include the name, address, telephone number, fax number, and email address for the person who can most readily discuss this appeal with us.
2. State outright that your letter is an appeal. Include the following to identify the decision letter and the decision you are appealing:
 - Appellant name,
 - Applicant or service provider name,
 - BEN,

- Application number 906161 as assigned by USAC,
 - "Funding Year 2013 FCC Form 471 Postmarked Outside of Window Letter,"
- AND
- The exact text or the decision that you are appealing.

3. Please keep your letter to the point, and provide documentation to support your appeal. Be sure to keep a copy of your entire appeal, including any correspondence and documentation.
4. If you are an applicant, please provide a copy of your appeal to the service provider(s) affected by USAC's decision. If you are a service provider, please provide a copy of your appeal to the applicant(s) affected by USAC's decision.
5. Provide an authorized signature on your letter of appeal.

To submit your appeal to USAC by email, email to appeals@sl.universalservice.org. USAC will automatically reply to incoming emails to confirm receipt.

To submit your appeal to us by fax, fax your appeal to (973)599-6542.

To submit your appeal to us on paper, send your appeal to:
Letter of Appeal
Schools and Libraries Division - Correspondence Unit
30 Lanidex Plaza West
PO Box 685
Parsippany, NJ 07054-0685

If you wish to appeal to the FCC, you should refer to CC Docket No. 02-6 on the first page of your appeal. Your appeal must be received by the FCC or postmarked within 60 days of the above date on this letter. Failure to meet this requirement will result in automatic dismissal of your appeal. We strongly recommend that you use the electronic filing options described in "Appeals" posted on our website. If you are submitting your appeal via United States Postal Service, send to: FCC, Office of the Secretary, 445 12th Street SW, Washington, DC 20554.

**Schools and Libraries Division
Universal Service Administrative Company**

Hilary,

The 471 signature page and the Item 21 attachments were due by 05/15/13, however, you may still submit these items. Since they will be submitted after the deadline your Form 471 application will be considered filed Out of Window. Form 471 applications that are received after the filing window has closed will not be processed unless funds are still available after all timely applications are processed.

USAC will send a notice stating that the form was received outside of the window, and at that time you can file a waiver request with the FCC. More information about FCC waivers can be found at this link: <http://usac.org/s/about/program-integrity/cgPeals.aspx>

The requirements for the Item 21 Attachments have changed. Each Block 5 funding request on the FCC Form 471 (Description of Services Ordered and Certification Form) must include a description of the products and services for which discounts are sought. This description is known as an Item 21 Attachment. Beginning with Funding Year (FY) 2011, Item 21 Attachments must be submitted no later than the close of the FCC Form 471 application filing window. This information can be found on our website at the following link: <http://www.usac.org/s/applicants/step04/item-21.aspx>

If you have any questions please let me know.

Thank you,
Kristi Proctor

Kristi,
I know it is now may 16th is it to late to try and get this info submitted? I am really not sure what I am doing that is incorrect? I can sign on and try to submit the signature page electronically. I do have a pin. I thought it would have submitted when I did form 471 but I guess I missed a step.
As far as item 21 attachment the library has always mailed a copy of the phone bill as the attachment. Again I am not sure why this is not correct.
If it is not to late please let me know and thanks for your help.

Hilary Smith
Columbia Public Library

Sent from my iPad

On May 14, 2013, at 1:49 PM, SLD Problem Resolution Mailbox <slid-problem-resolution@vangent.com> wrote:

Hilary,

Unfortunately we are unable to process the Form 471 signature page via fax. If you have still have the Form 471 application number and security code, you can certify the Form 471 application online with a PIN. Be sure that the PIN is for Billed Entity Number (BEN) 125793. If you do not have a PIN, you will need to mail the 471 signature page and be sure that it is postmarked by 05/15/2013 as this is the extended deadline.

The Item 21 attachment that you mailed was received, however, I would recommend submitting the attachment again. The purpose of the Item 21 Attachments is to give a detailed description of the services that you are receiving. You would also need to write the 471 application number and Funding Request Number (FRN) on the request. For more information on what information is needed and how to submit the Item 21 attachments, please follow this link: <http://www.usac.org/s/applicants/step04/item-21.aspx> Also keep in mind that both the 471 Signature page and the Item 21 attachments are both due tomorrow, May 15, 2013.

If you have any questions please let me know.

Thank you,

Kristi Proctor
Technical Client Service Bureau
Schools and Libraries Division
Helpline: 888-203-8100

906161
2468563
FRN #

FCC Form 471 Certification and Item 21 Attachment Deadline Extended

You are receiving this email because you were listed as a contact on a Funding Year (FY) 2013 FCC Form 471 which was filed but not certified before the close of the filing window. Additionally, Item 21 attachment(s) are still required for your funding requests. A certification and Item 21 attachment(s) may still be required for the following FCC Form(s) 471.

Applicant Name(s)	FY2013 FCC Form 471 Number(s)
COLUMBIA PUBLIC LIBRARY	906161

Forms 471 With No Certification

If you do not certify your FCC Form 471 on or before May 15, it will be considered out-of-window. You can certify an FCC Form 471 online or on paper.

To certify online:

- You must have a PIN and the security code for the FCC Form 471 you filed online.
- Go to the [Apply Online](#) page and click on the "Certify Complete" button in the FCC Form 471 column.
- Enter your FCC Form 471 application number and security code and click "Electronic Certification."
- You will see your Block 6 certification page with the information you entered when you submitted your form online. You must enter your PIN and check the box to affirm that you understand that the use of your PIN is the same as your written signature.
- When you click on the "Done" button at the bottom of the page, the system will return a CertID, a unique number that confirms your successful certification. We suggest that you click "OK" on the pop-up box and then print a copy of the resulting certification page, which will feature your CertID in the signature line as proof of your successful online certification.

To certify on paper:

- Go to the [Apply Online](#) page and click on the "Certify Complete" button in the FCC Form 471 column.
- Enter your FCC Form 471 application number and security code and click "Paper Certification."
- You will see your Block 6 certification page with the information you entered when you submitted your form online. Print out a copy of the page, sign and date it, and send it to the address at the bottom of the page. You are advised to keep [proof of postmark or delivery](#).
- NOTE: If you do not have your security code, you can print out a copy of the certification (pages 6, 7, and 8 of the paper [FCC Form 471](#)); provide the same information you provided online; and sign, date and submit it as described above. Keep in mind that USAC may need to contact you to request a correction if any information on this paper certification does not match the information you submitted online.

After your FCC Form 471 has been successfully certified, the status of that form will change to "Certified - Out Of Window" on the [View 471 Status](#) tool. After all of the paper certifications postmarked on or before the extended deadline have been processed, USAC will move all applications with timely filed certifications (both online and on paper) in-window.

FCC Forms 471 With Missing Item 21 Attachment(s)

If you do not submit an Item 21 attachment on or before May 15, the FRN associated with that Item 21 attachment will be considered out-of-window. You can submit an Item 21 attachment online, by email, fax, mail, or delivery service.

The [Item 21 Attachments](#) web page has information on what to include in your Item 21 attachment(s) and how to file them [online](#), by [email](#), by fax, or on paper.

USAC posted a list of [FY2013 FRNs missing Item 21 attachments](#) to the Latest News section of the [USAC website](#) for reference.

Item 21 Attachment Reminders:

Review your submission to verify that Item 21 attachments are included for all of the FRNs from the FCC Form 471.

If you submit your Item 21 attachment online: You must click on the "Submit" button on the last page of the Item 21 attachment to complete your submission.

5/23/13
Dono Connelly

faxed
5/23/13
insert each page

TRANSMISSION VERIFICATION REPORT

TIME : 05/23/2013 13:07
NAME : COLUMBIA PUBLIC LIBA
FAX : 7176845920
TEL : 7176842255
SER.# : 000C2N322944

DATE, TIME	05/23 13:03
FAX NO./NAME	19735996511
DURATION	00:03:37
PAGE(S)	10
RESULT	OK
MODE	STANDARD ECM

TRANSMISSION VERIFICATION REPORT

TIME : 05/14/2013 13:32
NAME : COLUMBIA PUBLIC LIBA
FAX : 7176845920
TEL : 7176842255
SER.# : 000C2N322944

DATE, TIME	05/14 13:30
FAX NO./NAME	18882768736
DURATION	00:01:53
PAGE(S)	05
RESULT	OK
MODE	STANDARD ECM

Columbia Public Library
24 S. Sixth Street
Columbia, PA 17512
Phone: 717-684-2255
Fax: 717-684-5920

TO: *USAC*

DATE: *5/14/13*

TIME: *1:30 p.m.*

FAX NUMBER: *1-888-276-8736*

PAGE 1 OF *5*

FROM: *Hilary Smith*

RE: *Form 471 Block 6 Certifications - See attached please let me know if this info is still incomplete. Sorry I though it was submitted online. Questions please call library.*

Did you receive Form 471 Item 21 attachment? I mailed 4/9/13.

FCC Form 471

Services Ordered and Certification Form



Applicant's Form Identifier: 471CPL16

Entity Number: 125793

Contact Person: Lisa M Greybill

Phone Number: (717) 684-2255

Block 6: Certifications and Signature

Do not write in this area

471 Application Number: 906161

24. I certify that the entities listed in Block 4 of this application are eligible for support because they are:
(Check one or both.)

a. schools under the statutory definitions of elementary and secondary schools found in the **No Child Left Behind Act of 2001, 20 U.S.C. §§ 7801(18) and (38)**, that do not operate as for-profit businesses, and do not have endowments exceeding \$50 million; and/or

b. libraries or library consortia eligible for assistance from a State library administrative agency under the Library Services and Technology Act of 1996 that do not operate as for-profit businesses and whose budgets are completely separate from any schools including, but not limited to, elementary, secondary schools, colleges, or universities.

25. I certify that the entity I represent or the entities listed on this application have secured access, separately or through this program, to all of the resources, including computers, training, software, internal connections, maintenance, and electrical capacity, necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support. I certify that the entities I represent or the entities listed in this application have secured access to all of the resources to pay the discounted charges for eligible services from funds to which access has been secured in the current funding year. I certify that the Billed Entity will pay the non-discount portion of the cost of the goods and services to the service provider(s).

a.	Total funding year pre-discount amount on this Form 471 (Add the entries from Item 23i on all Block 5 Discount Funding Requests.)	\$1,561.08
b.	Total funding commitment request amount on this Form 471 (Add the entries from Items 23k on all Block 5 Discount Funding Requests.)	\$1,248.86
c.	Total applicant non-discount share (Subtract Item 25b from Item 25a.)	\$312.22
d.	Total budgeted amount allocated to resources not eligible for E-rate support	\$0.00
e.	Total amount necessary for the applicant to pay the non-discount share of the services requested on this application AND to secure access to the resources necessary to make effective use of the discounts. (Add Items 25c and 25d.)	\$312.22
f.	<input type="checkbox"/> Check this box if you are receiving any of the funds in Item 25e directly from a service provider listed on any Forms 471 filed by this Billed Entity for this funding year, or if a service provider listed on any of the Forms 471 filed by this Billed Entity for this funding year assisted you in locating funds in Item 25e.	

26. I certify that, if required by Commission rules, all of the individual schools and libraries receiving services under this form are covered by technology plans that do or will cover all 12 months of the funding year, and that have been or will be approved by a state or other authorized body or an SLD-certified technology plan approver prior to the commencement of service.

Or I certify that no technology plan is required by Commission rules.

27. I certify that (if applicable) I posted my Form 470 and (if applicable) made any related RFP available for at least 28 days before considering all bids received and selecting a service provider. I certify that all bids submitted were carefully considered and the most cost-effective service offering was selected, with price being

the primary factor considered, and is the most cost-effective means of meeting educational needs and technology plan goals.

28. I certify that the entity responsible for selecting the service provider(s) has reviewed all applicable FCC, state, and local procurement/competitive bidding requirements and that the entity or entities listed on this application have complied with them.

29. I certify that the services the applicant purchases at discounts provided by 47 U.S.C. § 254 will be used primarily for educational purposes and will not be sold, resold or transferred in consideration for money or any other thing of value, except as permitted by the Commission's rules at 47 C.F.R. §§ 54.500, 54.513. Additionally, I certify that the entity or entities listed on this application have not received anything of value or a promise of anything of value, other than services and equipment sought by means of this form, from the service provider, or any representative or agent thereof or any consultant in connection with this request for services.

30. I certify that I and the entity(ies) I represent have complied with all program rules and I acknowledge that failure to do so may result in denial of discount funding and/or cancellation of funding commitments. There are signed contracts covering all of the services listed on this Form 471 except for those services provided under non-contracted tariffed or month-to-month arrangements. I acknowledge that failure to comply with program rules could result in civil or criminal prosecution by the appropriate law enforcement authorities.

31. I acknowledge that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the service, receive an appropriate share of benefits from those services.

32. I certify that I will retain required documents for a period of at least five years after the last day of service delivered. I certify that I will retain all documents necessary to demonstrate compliance with the statute and Commission rules regarding the application for, receipt of, and delivery of services receiving schools and libraries discounts, and that if audited, I will make such records available to the Administrator. I acknowledge that I may be audited pursuant to participation in the schools and libraries program.

33. I certify that I am authorized to order telecommunications and other supported services for the eligible entity(ies) listed on this application. I certify that I am authorized to submit this request on behalf of the eligible entity(ies) listed on this application, that I have examined this request, that all of the information on this form is true and correct to the best of my knowledge, that the entities that are receiving discounts pursuant to this application have complied with the terms, conditions and purposes of this program, that no kickbacks were paid to anyone and that false statements on this form can be punished by fine or forfeiture under the Communications Act, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment under the Title 18 of the United States Code, 18 U.S.C. § 1001 and civil violations of the False Claims Act.

34. I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the schools and libraries support mechanism are subject to suspension and debarment from the program. I will institute reasonable measures to be informed, and will notify USAC should I be informed or become aware that I or any of the entities listed on this application, or any person associated in any way with my entity and/or entities listed on this application, is convicted of a criminal violation or held civilly liable for acts arising from their participation in the schools and libraries support mechanism.

35. I certify that if any of the Funding Requests on this Form 471 are for discounts for products or services that contain both eligible and ineligible components, that I have allocated the eligible and ineligible components as required by the Commission's rules at 47 C.F.R. § 54.504(g)(1),(2).

36. I certify that this funding request does not constitute a request for internal connections services, except basic maintenance services, in violation of the Commission requirement that eligible entities are not eligible for such support more than twice every five funding years as required by the Commission's rules at 47 C.F.R. § 54.506(c).

37. I certify that the non-discount portion of the costs for eligible services will not be paid by the service provider. The pre-discount costs of eligible services featured on this Form 471 are net of any rebates or discounts offered by the service provider. I acknowledge that, for the purpose of this rule, the provision, by the provider of a supported service, of free services or products unrelated to the supported service or product constitutes a rebate of some or all of the cost of the supported services.

38. Cert ID = ERROR: Conversion from type 'XmlNode()' to type 'String' is not valid. :END	39.Date
40. Printed name of authorized person Hilary Smith	
41. Title or position of authorized person Finance/Payroll Administrator	
<input type="checkbox"/> Check here if the consultant in Item 6g is the Authorized Person.	
42a. Street Address, P.O Box or Route Number 24 S. Sixth St. Columbia, PA 17512	
42b. Telephone number of authorized person: (717) 684-2255	
42c. Fax number of authorized person: (717) 682-5920	
42d. E-mail of authorized person: hilaryd33@yahoo.com	
42e. Name of authorized person's employer Columbia Public Library	
ATTENTION: If you are signing Form 471 using the PIN assigned to you by SLD, you are reminded that using the PIN is equivalent to your handwritten signature on the form. Your use of the PIN to affirm these certifications means that should they prove untrue, you will be held to the same enforcement standards as those who affirm the certifications on paper. Also, by using the PIN, you are affirming that you have the authority to make these certifications and represent the entity featured in Block One of this funding request.	
Please Check to affirm your compliance <input checked="" type="checkbox"/>	

**471 Application Number:
COLUMBIA PUBLIC LIBRARY
24 S 6TH ST
COLUMBIA, PA 17512 -1517**

NOTICE: Section 54.504 of the Federal Communications Commission's rules requires all schools and libraries ordering services that are eligible for and seeking universal service discounts to file this Services Ordered and Certification Form (FCC Form 471) with the Universal Service Administrator. 47 C.F.R. § 54.504(c). The collection of information stems from the Commission's authority under Section 254 of the Communications Act of 1934, as amended. 47 U.S.C. § 254. The data in the report will be used to ensure that schools and libraries comply with the competitive bidding requirement contained in 47C.F.R. § 54.504. All schools and libraries planning to order services eligible for universal service discounts must file this form themselves or as part of a consortium.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

The FCC is authorized under the Communications Act of 1934, as amended, to collect the information we request in this form. We will use the information you provide to determine whether approving this application is in the public interest. If we believe there may be a violation or a potential violation of any applicable statute, regulation, rule or order, your application may be referred to the Federal, state, or local agency responsible for investigating, prosecuting, enforcing, or implementing the statute, rule, regulation or order. In certain cases, the information in your application may be disclosed to the Department of Justice or a court or adjudicative body when (a) the FCC; or (b) any employee of the FCC; or (c) the United States Government is a party of a proceeding before the body or has an interest in the proceeding. In addition, consistent with the Communications Act of 1934, FCC regulations and orders, the Freedom of Information Act, 5 U.S.C. § 552, or other applicable law, information provided in or submitted with this form or in response to subsequent inquiries may be disclosed to the public.

If you owe a past due debt to the Federal government, the information you provide may also be disclosed to the Department of the Treasury Financial Management Service, other Federal agencies and/or your employer to offset your salary, IRS tax refund or other payments to collect that debt. The FCC may also provide the information to these agencies through the matching of computer records when authorized.

If you do not provide the information we request on the form, the FCC may delay processing of your application or may return your application without action.

The foregoing Notice is required by the Paperwork Reduction Act of 1995, Pub. L. No. 104-13, 44 U.S.C. § 3501, et seq.

Public reporting burden for this collection of information is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing, and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the reporting burden to the Federal Communications Commission, Performance Evaluation and Records Management, Washington DC 20554.

Please retain a copy of this page and submit a copy with any communications to the SLD. Please enclose a copy of this confirmation page when mailing your Item 21 attachments. If you wish to submit your required Item 21 Attachment at this time using our online system, choose the icon below for the Item 21 Attachment.

[Return to SLD Home Page](#) [Create Item 21 Attachment](#)



**Notification of Form 471 with No Certification
Funding Year 2013: July 1, 2013 through June 30, 2014**

April 25, 2013

Lisa M Greybill
COLUMBIA PUBLIC LIBRARY
24 S 6TH ST
COLUMBIA, PA 17512-1517

**RE: Applicant Form Identifier: 471CPL16
Form 471 Application Number: 906161**

TAKE ACTION BY: 05/15/2013

This is your notification that the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC) has received the above referenced FCC Form 471, Description of Services Ordered and Certification Form. As of the date of this letter, we have not received the signed Form 471 Block 6 Certifications online or on paper.

You must submit your complete FCC Form 471 Block 6 Certifications so that they are received by USAC or postmarked by 05/15/2013. Otherwise your FCC Form 471 referenced above will not be reviewed.

Please disregard this letter if you recently submitted your Form 471 Certifications. You can check the status of your application using the View 471 Status tool from the Search Tools page on our website or by calling our Client Service Bureau at the number below for assistance.

If this FCC Form 471 is a duplicate, please contact our Client Service Bureau at the number below for instructions on how to cancel this application.

COMPLETE PROGRAM INFORMATION is posted on our website. You may also contact our Client Service Bureau toll-free by phone at 1-888-203-8100, using the "Submit a Question" link on our website, or toll-free by fax at 1-888-276-8736.

Schools and Libraries Division
Universal Service Administrative Company

*item all attachment
Block 6 certification → not completed faxed 4/24/13*

Columbia Public Library
24 S. Sixth Street
Columbia, PA 17512
Phone: 717-684-2255
Fax: 717-684-5920

TO: USAC

DATE: 5/15/13

TIME:

FAX NUMBER: 973-599-6511

PAGE 1 OF 3

FROM: Hilary Smith

RE: Form 471 Item #1 Entity #125793

Original attachment paperwork mailed 4/9/13.



Universal Service Administrative Company

Schools and Libraries Division



**ITEM 21 ATTACHMENT URGENT REMINDER LETTER
(Funding Year 2013: 07/01/2013 - 06/30/2014)**

Date: April 25, 2013

Lisa M Greybill
COLUMBIA PUBLIC LIBRARY
24 S 6TH ST
COLUMBIA, PA 17512-1517

**RE: Billed Entity Number: 125793
Form 471 Application Number: 906161
Form 471 Form Identifier: 471CPL16**

This letter is to remind you of the deadline for submitting your FCC Form 471 Item 21 Attachment(s). An Item 21 Attachment is a detailed description of the products and services for which you are requesting discounts. You must submit an Attachment for EACH Block 5 Funding Request Number (ERN) on your FCC Form 471.

You are receiving this reminder for one of the following reasons:

- You did not submit an Item 21 Attachment for one or more ERNs from your FCC Form(s) 471.
- You started an online Item 21 Attachment for one or more ERNs but did not click the Submit button on the last page.
 - BYou must click the Submit button on the last page of the online Item 21 Attachment Bto complete your submission.
- You submitted one or more Item 21 Attachment(s) by email, by fax, or by mail but you did not clearly identify the associated ERN(s).

In the Quick Links section of the USAC website, there is a "List of ERNs" from this funding year for which we cannot locate an Item 21 Attachment.

THIS IS YOUR ONLY REMINDER. You have 20 days from the date of this letter to submit your attachment(s) with no penalty. If you fail to submit your attachment(s) by 05/15/2013 your discount funding request(s) that are missing attachment(s) may be denied. You are advised to retain dated proof of submission.

Each attachment and any cover page or letter must include your:

- Billed Entity Number (BEN)
- Form 471 Application Number
- Form Identifier
- Funding Request Number (ERN)

Schools and Libraries Division - Correspondence Unit
30 Lanidex Plaza West, PO Box 685, Parsippany, NJ 07054-0685
Visit us online at: www.usac.org/sl

You can submit your attachment on or before the above deadline using any of the methods below:

- Online from the Apply Online page on the USAC website.
- Email to attachments@sl.universalservice.org.
- FAX to 973-599-6511.
- Regular USPS mail to:
SLD Forms
Form 471-Item 21 Attachment
PO Box 7026
Lawrence, KS 66044-7026
- USPS Return Receipt Requested or courier service to:
SLD Forms
Form 471-Item 21 Attachment
3833 Greenway Drive
Lawrence, KS 66046
Phone: 1-888-203-8100

Guidance on preparing and submitting Item 21 Attachments is available in the "Item 21 Attachments" page of our website.

You may also contact our Client Service Bureau toll-free by phone at 1-888-203-8100, by email using "Submit a Question" on our website, or toll-free by fax at 1-888-276-8736.

Schools and Libraries Division
Universal Service Administrative Company