



	Applicant Eligibility	
	Documentation to support eligibility, such as:	
	For schools - Accreditation, Charter, or other documentation that supports that the Block 4 entities meet the definition of Elementary or Secondary School	
l	For libraries – Documentation that shows the Block 4 entities are eligible to receive funds from a State library administrative agency under the Library Services and Technology Act (LSTA)	
1	For non-public schools or libraries – documentation that supports that the school or library is a non-profit entity	
	Competitive Bidding	
Documentation to support competitive bidding, such as:		
	Copies of state and local procurement regulations and procedures, if applicable	
	Copy of procurement policy and/or procedure	
	Overview of the service provider selection process including criteria and weighting of the criteria	
	RFPs issued	
	Copies of all bids received (winning and losing)	
	Written correspondence between the applicant and any prospective bidders	
	Bid evaluation documentation including evaluation worksheets	
	Meeting minutes, sign-in sheets, and/or meeting agendas where bid evaluation was discussed	
	Contracts for supported services	
	List of all service providers supplying discounted services including contact information	
	Documentation of any SPIN change request including copy of notice to original service provider	
	Documentation to support that the selected services and/or equipment was cost effective	
	Any other available documentation concerning bid evaluation	
	Discount Calculation	
	Discount Calculation	
	Documentation to support the discount calculation, such as:	
	Supporting worksheets or reports that were used to populate the Block 4 discount calculation information	
	Copies of any policies and/or procedures related to the discount calculation process or methodology (ie – NSLP,	
	surveys, Provision 1, 2, or 3, etc.)	
	Technology Planning	
	Documentation to support Technology Planning, such as:	
	Technology Plan, including date created	
	Technology Plan approval letter	
	Documentation showing review of the Technology Plan at least every three years	
	Disbursements	
	Documentation to support disbursements, such as:	
	Detailed procedures for validating and processing service provider bills and submitting invoices to USAC (if applicable)	
	Copies of service provider bills for supported services Respectively.	
	Reconciliation by FRN of service provider bills to invoices submitted to USAC (if applicable)	
	Documentation of payment (canceled checks) for services to service providers	
	Documentation showing receipt and deposit of any reimbursemet amounts received	





	Children's Internet Protection Act (CIPA)		
	Documentation to support compliance with CIPA, such as:		
	Copy of the Internet safety policy or acceptable use policy		
	Documentation of the adoption of the Internet safety policy		
	A copy of the minutes and the date of the public hearing regarding the Internet safety policy		
	A description of the Technology Protection Measure used		
	A copy of a report (if applicable) from the Technology Protection Measure for the Funding Year(s) subject to audit		
	Copies of Forms 479, Certification by Administrative Authority to Billed Entity of Compliance with the Children's		
	Internet Protection Act (CIPA) and/or Forms 486, Receipt of Service Confirmation, as applicable		
	Services		
	Documentation to support services, such as:		
	Summary of the technology environment and a high-level network diagram		
	Summary of the use of the supported service and/or equipment		
	Any other documentation on the services (such as training and workstations) necessary to make effective use of		
	Schools and Libraries Program discounts		
	List of Schools and Libraries Program supported services and/or equipment including references to vendor bill, USAC		
	invoice, serial number, and current physical location		
	Documentation verifying date of receipt of services and/or equipment		
	For Basic Maintenance of Internal Connections – documentation to support that the funded service was received		
	Documentation to support any service substitutions		
	Other		
	Copies of all forms submitted to USAC and all letters/notifications received from USAC		
	OMB A-133 audit, if applicable		
	Reports of any other audits conducted that relate to either the Schools and Libraries program or the National School		
	Lunch Program (NSLP)		
	Copies of financial statements and annual budgets for the Funding Year(s) under review		
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	List of individuals including staff, service providers, and consultants that work on Schools and Libraries Progam-		
	funding requests, as well as their roles and responsibilities Any correspondence from articular for the ECC potential consideration providers, or any individuals listed above.		
	Any correspondence from or to USAC, the FCC, potential service providers, or any individuals listed above		
	For consortia, letters of agency		
Additionally, you should have the following people available to answer questions:			
	Person who managed the bidding and award process		
	Person who reviews and approves vendor bills		
	Person who prepares invoices		
	Person who writes checks, makes deposits, and reconciles the bank account		
	Person knowledgeable about the network and the location of equipment		