

OUSF Preapproval Training Slides



OUSF Website

www.oklahoma.gov/occ/divisions/public-utility/ousf



Overview

- Preapproval is an **optional** request made by a Beneficiary (i.e., a public school, public library, or eligible health care entity).
- It is necessary
 - a) *if* there is a need to predetermine the amount of potential OUSF funding prior to the start of service, or
 - b) *if* special construction is involved.

Eligible schools and libraries may receive additional E-Rate funding through the State-Match Program. In this case, PUD is **required*** to review the bid evaluation criteria prior to posting for bids (FCC Form 470).



*OAC 165:59-7-21(c)

Overview continued...

- For timely consideration of possible funding, we strongly encourage:
 - the Request for OUSF Preapproval (Preapproval) be filed as soon possible. Filing the Preapproval at least 30-60 days *prior* to the FCC Form 471 deadline will allow proper time for administrative review.
 - including all documents necessary to complete the review such as the Affidavit, Affidavit Attachments, Bids, and Bid Evaluation.
- A Preapproval Funding Letter, providing the amount to be funded from the OUSF, will be filed following the review of the Preapproval.
- To stop the Preapproval process, once filed, please contact PUD.
- Preapproval can be requested multiple times, even if initially denied.

Request for OUSF Preapproval Form

- The Beneficiary, or a legally responsible representative, must complete and file a Request for OUSF Preapproval. This form is found on our website at www.oklahoma.gov/occ/divisions/public-utility/ousf.

IN THE MATTER OF THE REQUEST OF
[FULL NAME OF BENEFICIARY]
OF ***[NAME OF CITY]*** FOR
FUNDING FROM THE OKLAHOMA
UNIVERSAL SERVICE FUND

CASE NO.

Insert the name of the Beneficiary and City the Beneficiary is located in.

REQUEST FOR OUSF PREAPPROVAL

COMES NOW, the below listed Beneficiary and requests that the Administrator of the Oklahoma Universal Service Fund (“OUSF”) issue an OUSF Preapproval Funding Letter, pursuant to 17 O.S. § 139.109.1(F) and OAC 165:59-3-66.

Section One – OUSF Beneficiary

I. REQUESTING OUSF BENEFICIARY

OUSF Beneficiary	***Name***
Physical Address:	***Address***, ***City, State and Zip***
Contact Person's Name:	***Name***
Telephone Number:	***Telephone No.***
Email Address:	***E-mail address***

Review all entries for spelling errors or other typos.

- If requesting Preapproval for an individual location, please list the location name and physical address.
- If requesting Preapproval for multiple locations, list the legal name and main address of the School or School District, Library or Library System, Healthcare System or Consortium Lead.

Section Two – Allegation of Facts

Insert Beneficiary type here:

- public school
- public library
- Health care entity

II. ALLEGATION OF FACTS

In support of this Request for OUSF Preapproval (“Request”), the Beneficiary states as follows:

1. The above-named Beneficiary is a *****(insert one of the following) public school/public library/health care entity*****, as defined by 17 O.S. § 139.102.
2. The OUSF Beneficiary is entitled to receive Special Universal Services under 17 O.S. § 139.109.1.
3. Additional information necessary to support this Request, including the Affidavit of the OUSF Beneficiary in support of Request for Special Universal Services, is being submitted to the OUSF Administrator at OUSF@occ.ok.gov.

Sections Three & Four – Legal Authority and Relief Requested

III. LEGAL AUTHORITY

The Commission has jurisdiction in this case pursuant to Article IX, Section 18 of the Oklahoma Constitution, and 17 O.S. §§ 139.101 *et seq.*

IV. RELIEF REQUESTED

WHEREFORE, the Beneficiary requests that the OUSF Administrator issue an OUSF Preapproval Funding Letter within ninety (90) days of this filing.

Respectfully submitted,

PERSON'S NAME

ADDRESS

ADDRESS

PHONE

EMAIL

Electronic signatures
are permitted.

Certificate of Service

CERTIFICATE OF SERVICE

This is to certify that a true and correct copy of the *Request for OUSF Preapproval* was sent as of the file date stamp via electronic mail to the following:

Oklahoma Universal Service Fund Administrator
Public Utility Division
OKLAHOMA CORPORATION COMMISSION
OUSF@occ.ok.gov

Office of the Oklahoma Attorney General
utility.regulation@oag.ok.gov

PERSON'S NAME

This is the date the Preapproval Request is filed through the Court Clerk's office.

Affidavit

	A	B	C	D
1	Oklahoma Universal Service Fund Affidavit for Schools			
2	Use for funding year beginning July 1, 2021			
3	See Instructions Tab for General Instructions and Defined Terms and Acronyms			
4	SECTION 1: SCHOOL INFORMATION AND CONTACTS			
5				
6	1.1	Purpose of this Affidavit (see Instructions):	<input type="text"/>	
7				
8	1.2	School name:	<input type="text"/>	
9				
10	1.3	Internet Demarcation or WAN End Point building name and address(es):	<input type="text"/>	
11				
12	1.4	Contact Name and Person's Title for questions:	<input type="text"/>	
13				
14	1.5	Phone and Email	<input type="text"/>	
15				
16	1.6	Does the School meet the definition in 17 O.S. § 139.102(37)? Yes or No	<input type="text"/>	
17				
18	1.7	If the School uses a consultant for OUSF funding requests, provide the consultant's name and contact information. If no consultant is used, leave blank.	<input type="text"/>	
19				
20				
21	SECTION 2: BIDS, RFP, SELECTION OF SERVICES			
22				
23	2.1	Funding Year(s) requested:	<input type="text"/>	
24	2.2	Eligible Student count + Staff as most recently reported to Department of Education:	<input type="text"/>	
25				
26		Internet Access:		
27	2.3	Bandwidth range requested on Form 470 and/or RFP:	<input type="text"/>	
28	2.4	Bandwidth(s) selected:	<input type="text"/>	
29	2.5	Provider Selected if Applicable:	<input type="text"/>	
30	2.6	Was the LCRQB selected?	<input type="text"/>	
31	2.7	If no, was it within 125% of the LCRQB?	<input type="text"/>	

- The Beneficiary, or a legally responsible representative who can sign on its behalf, must also complete an affidavit. The affidavit, along with all required attachments, can be submitted to the OUSF mailbox at: OUSF@occ.ok.gov
- The affidavit does not need to be filed with the Court Clerk but must be emailed to the OUSF mailbox.
- The affidavit form and training slides can be found on our website at: www.oklahoma.gov/occ/division/public-utility/ousf

Filing the Request for OUSF Preapproval

- Beginning November 1, 2022, the Preapproval should be filed through Electronic Case Filing (ECF) System. If you are new to this process, please register at the link noted below:

www.oklahoma.gov/occ/court-dockets/electronic-case-filing

- Refer to the ECF instructions available on our website at:

www.oklahoma.gov/occ/court-dockets/electronic-case-filing/ecf-user-manual

The screenshot displays the Oklahoma Corporation Commission website. At the top, the logo and name 'OKLAHOMA Corporation Commission' are visible, along with a search bar. A navigation menu includes 'About', 'News', 'Complaints', 'Divisions', 'Court Dockets', 'Public Meetings', and 'Rules'. The main content area is titled 'Electronic Case Filing' and features a sidebar with links for 'Court Dockets', 'Docket Results', 'Electronic Case Filing', 'ECF User Manual', 'ECF News and Updates', 'Imaging', and 'Case Processing'. The main content area includes a banner image of a woman working on a laptop, with the text: 'File a case anytime, anywhere there's an internet connection. Easily research and track cases in the system.' Below this, there is a section titled 'See what's new' with a link to 'GET THE LATEST ECF TRANSITION UPDATES >'. Three promotional cards are displayed: 'Electronic Case Filing (ECF)' with a 'Visit ECF' button, 'Case Document Search' with a 'Search' button, and 'ECF User Manual' with a 'Get Started' button.

Filing continued...

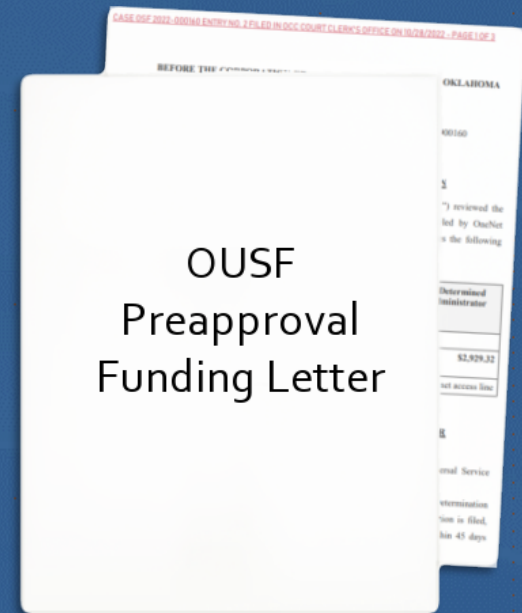
- All documents filed into ECF must be in Portable Document Format (PDF).
- The size limit is twenty-five megabytes (25 MB) per document.
- If you have issues with ECF, please contact the Court Clerk at 405-521-2352 or e-mail: courtclerk@occ.ok.gov.



Once the Preapproval request is filed, the Beneficiary must also email a copy of the filing, with the affidavit and attachments, to the OUSF mailbox at OUSF@occ.ok.gov.

Preapproval Funding Letter (PFL)

- A PFL will be filed within 90-days after a Request for OUSF Preapproval is filed.
- When the Beneficiary receives a PFL, a copy should be provided to the selected service provider to be included in the Request for OUSF Funding and Notice of Request for OUSF Funding (Request) and filed within 60 days of the start of service.
- The Preapproval Case Number should also be used as the Case Number for the Request.
- The Preapproval and the PFL are only good for a specific **upcoming** funding year.



PFL continued...

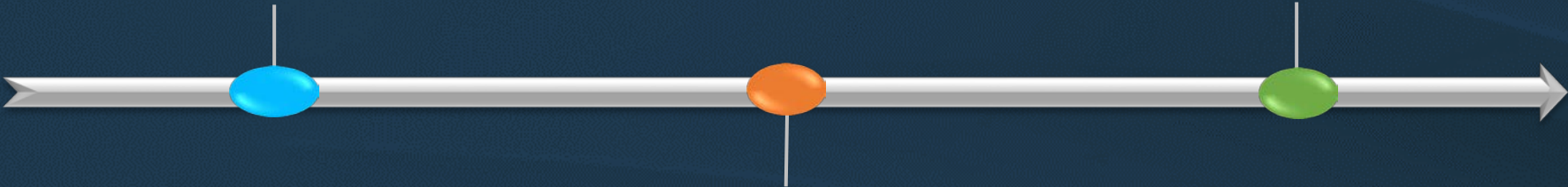
- The service and price requested by the service provider in the Request must match the service and price as approved on the PFL.
- If you need help finding the PFL, contact us at OUSF@occ.ok.gov and we will send a copy to you.
- As a reminder, if **Special Construction** is involved, the PFL must be attached to the FCC Form 471 when it is submitted in order to be eligible for State Match funding from the E-rate program.



Preapproval Process Timeline

Beneficiary files Preapproval request in the ECF system and emails a copy of the filed request, affidavit and affidavit attachments to OUSF@occ.ok.gov.

After services start, **Service Provider** files the Request for OUSF Funding within 60 days.



OUSF Administrator determines funding, then sends a PFL* to the Beneficiary within 90 days after the filing of the Request for Preapproval.

*If Special Construction is involved, the PFL **must** be attached to the FCC Form 471 to indicate eligibility for additional E-rate funding under the State-Match Program.

If you need assistance, please contact us. The Email address for OUSF Submissions, On-Site Training, Preapproval, or Questions is OUSF@occ.ok.gov.

Thank You!

