

## SUCCESS STORY

- \* Through the Preapproval process, eligible schools and libraries are now able to request Federal State Match Funding for special construction and have reasonable certainty of recovery for eligible services.
- \* Since July 2014, schools are moving to higher bandwidth and lower-priced services, leading to an overall per-line rate reduction of more than 82%.
- \* The Change Request process has been streamlined to reduce the processing time from the previous 90 days to 60 days or less.

## Forms and Information

OUSF Forms, additional information, and training dates can be found on the Commission's webpage at:

<https://oklahoma.gov/occ/divisions/public-utility/ousf.html>

Also arrange for information and notifications to be sent to you by subscribing free at <https://oklahoma.gov/occ.html>

For assistance, contact us at (405) 521-2331 or email us at [OUSF@occ.ok.gov](mailto:OUSF@occ.ok.gov)



**Oklahoma Corporation  
Commission  
Public Utility Division  
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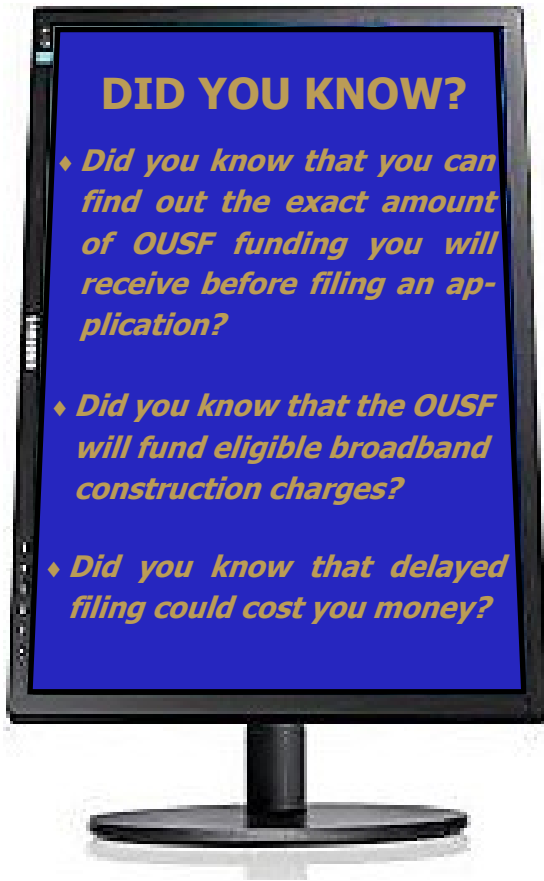
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# OKLAHOMA UNIVERSAL SERVICE FUND (OUSF) FOR PUBLIC SCHOOLS AND PUBLIC LIBRARIES



**Oklahoma  
Corporation  
Commission**  
ENERGY • TRANSPORTATION • UTILITIES



**OKLAHOMA UNIVERSAL SERVICE  
FUND (OUSF)  
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The OUSF is administered by the **Oklahoma Corporation Commission** and provides funding for public schools and public libraries for certain broadband services (Internet and WAN) not fully funded through USAC (the FCC's Universal Services Administrative Company) E-rate program.

## OUSF Funding Can Be Preapproved

**Preapproval** is an optional process available to public schools and public libraries that want the certainty of knowing the amount of funding that will be paid from the OUSF in support of broadband services for the upcoming funding year. The preapproval form is called an Affidavit and is available at <https://oklahoma.gov/occ/divisions/public-utility/ousf.html>

A preapproval request is submitted by the school/library at any time by sending a digital copy of the Affidavit, request for bids and bids for service to the OUSF Administrator at [OUSF@occ.ok.gov](mailto:OUSF@occ.ok.gov). The request should include any documentation that would assist the Administrator in evaluating the request.

Within 90 days of receipt of a preapproval request, the OUSF Administrator electronically delivers to the school/library a Preapproval Funding Letter that indicates the amount of funding.

### Funding Is Available For Some Construction Project Costs, Too!

Eligible public schools and public libraries may also request State match funding, from the Federal Program for broadband special construction infrastructure projects that meet the FCC's long-term capacity broadband goals using the same preapproval request process described above.

### OUSF Funding Requests are Made by the Service Provider

It is the eligible provider of broadband services (not the school/library) that files for the actual funding. Funding is paid directly to the service provider that applies the payment toward the school's or library's invoice for services. The school/library can monitor the payment amounts made to the provider on the Commission website at:

<https://oklahoma.gov/occ/divisions/public-utility/ousf.html>

Even though it is the service provider that files for funding, the school/library plays a key role in maximizing its funding:

- The school/library should make every reasonable and timely effort to obtain funding from alternative sources designated to support universal service (e.g., E-rate/USAC) and then provide the documentation of its efforts to the service provider that submits this information as part of the funding request.
- Oklahoma requires the school/library to conduct a fair and open competitive bidding process and must provide to the service provider all bids received, FCC Forms 470 and 471, and any RFP used. The service provider then submits these documents as part of the request for funding.
- **IMPORTANT!** The school/library can monitor to ensure the service provider timely applies for funding since the maximum funding period goes back only 18 months and **payments will *not* be made for services provided more than 18 months prior to the filing date of the funding request.** (FYI, submissions for actual funding can be made by the provider as soon as it issues the first invoice once service is turned on. The service provider will also need a current affidavit from the school/library in order to file for funding.)
- Be sure that once funding is approved, the service provider submits monthly requests for funding to the OUSF Administrator.
- Be sure the provider notifies the OUSF Administrator of changes in services, such as a change in bandwidth, price, or disconnection of service.

