

## Documents Required to Submit a Request for OUSF Funding

For Requests for Funding Related to Documents Effective October, 2016

### File the following items with the Oklahoma Corporation Commission Court Clerk:

- 1) Request for OUSF Funding with corresponding Certificate of Mailing
- 2) Notice of Request for OUSF Funding
- 3) SUSF Form (the Excel version of the SUSF Form must be sent to PUD via email on the same day the Request is filed, and the email must include the Excel version of the SUSF Spreadsheet)
- 4) \* Affidavit and Attachments to the Affidavit – see below for examples

**REMINDER:** Pursuant to OAC 165:59-7-17, prior to signing a contract with a school, library or recipient of a telemedicine line, the provider shall provide to the OUSF Beneficiary written information regarding the limitations on funding from the OUSF.

\* Affidavit and Attachments to the Affidavit - examples:

#### A. When there has *not* been a Preapproval, provide:

- Affidavit and all required Attachments

#### B. When a Preapproval Funding Letter (“PFL”) has been issued:

1. When a PFL was issued prior to the Beneficiary’s selection of a bid, and then the Beneficiary selected the Lowest Cost Reasonable Qualifying Bid (“LCRQB”) *and no other changes have occurred* – provide:
  - Updated Affidavit
  - Any Attachments to the Affidavit not previously provided or that have changed, e.g., FCC Form 471, contract, invoices
2. When a PFL was issued after the bandwidth/bid/carrier was selected by the Beneficiary, the Beneficiary selected the LCRQB, *and no changes have occurred* (including changes to the Affidavit) – provide:
  - Any Attachments to the Affidavit not previously provided, e.g., disconnect information, invoices
3. When a PFL was issued after the bandwidth/bid/carrier was selected by the Beneficiary but prior to when the Beneficiary filed its FCC Form 471, and then the Beneficiary selected a *different* bandwidth/carrier/bid – If the Beneficiary seeks and receives Preapproval and then submits a Request for Funding that does not reflect/match the PFL, the Request is considered to be a “new/different” Request which has *not* been Preapproved. Provide:
  - Updated Affidavit
  - Any Attachments to the Affidavit not previously provided or that have changed, e.g., FCC Form 471, contract, invoices
4. When a PFL was issued after the bandwidth/bid/carrier was selected by the Beneficiary but prior to when the Beneficiary filed its FCC Form 471, and then the Beneficiary selected a *different* bandwidth/carrier/bid *in order to select the LCRQB* – provide:
  - Updated Affidavit
  - Any Attachments to the Affidavit not previously provided or that have changed, e.g., FCC Form 471, contract, invoices