OUSF Affidavit for Libraries

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

OKLAHOMA Corporation Commission

An affidavit is required in each of the three funding request processes. This document is relied upon by the Administrator to provide accurate and complete information upon which a Preapproval, Funding Request, or a Change Request, can be evaluated.

1	**Preapproval**	• Only needed ***IF*** there is a need to predetermine the amount of potential OUSF funding prior to the start of service. • Or Special Construction is involved and additional USAC matching funding is desired.
2	**Request for OUSF Funding**	• Process requires a Request for Funding to be filed for new service or a change in location. • The Request results in a determination of the amount the OUSF will fund.
3	**Change Request**	• ***Optional*** process once OUSF funding already approved in a Request. • Available when change in bandwidth, and/or a price decrease occurs. • New Request is always an option for changes.

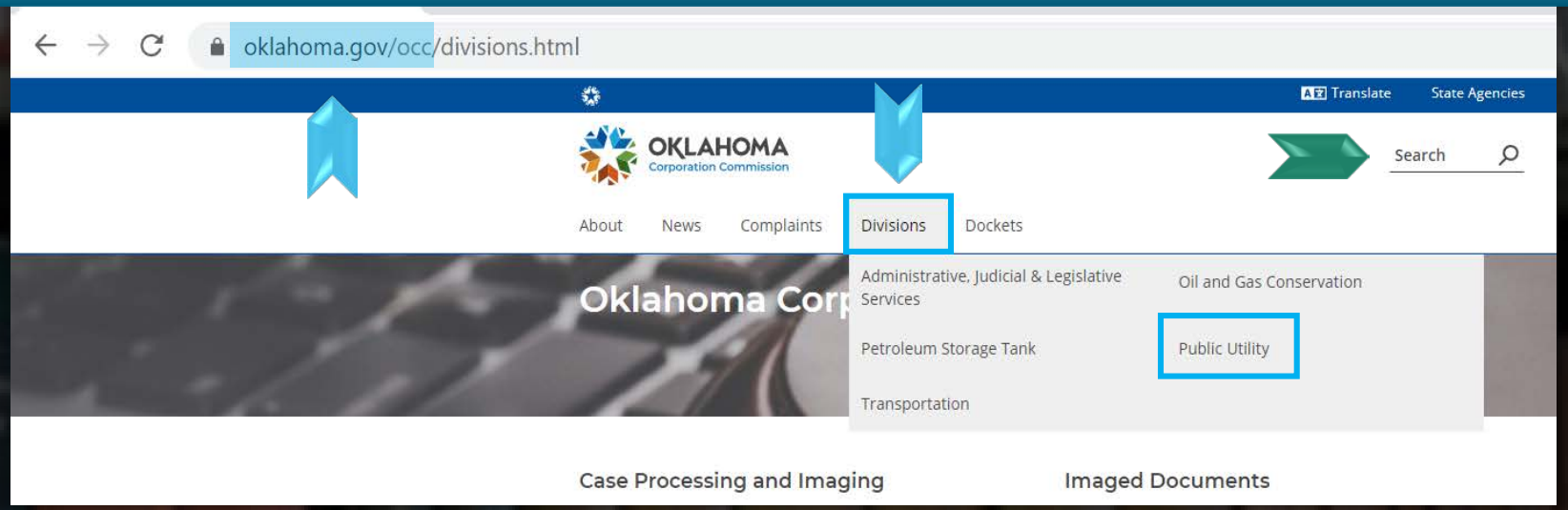
Guide to finding the Affidavit

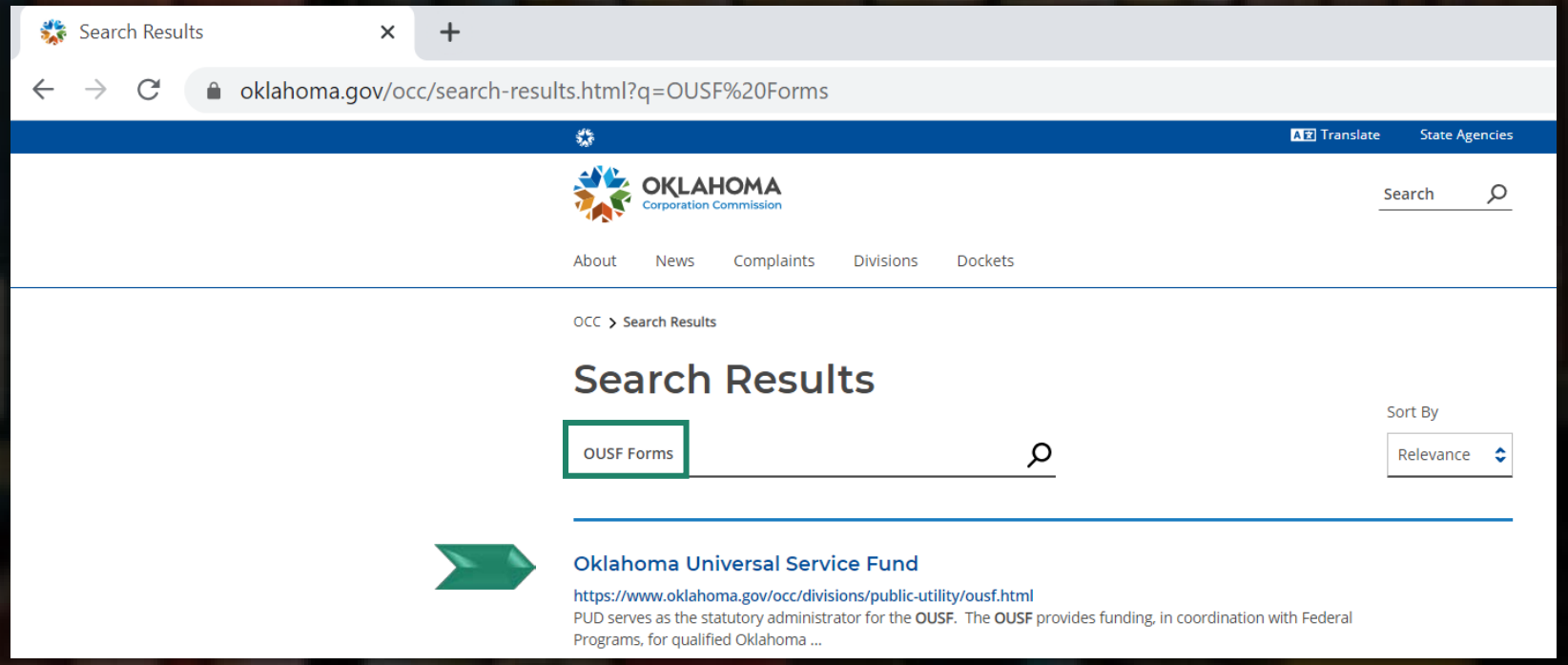
- You can click here:
- Library Affidavit

- Or, to locate and download the Library Affidavit form through the website, go to: **www.oklahoma.gov/occ**

- Select Divisions>Public Utility> then **Oklahoma Universal Service Fund** on the Public Utility page.

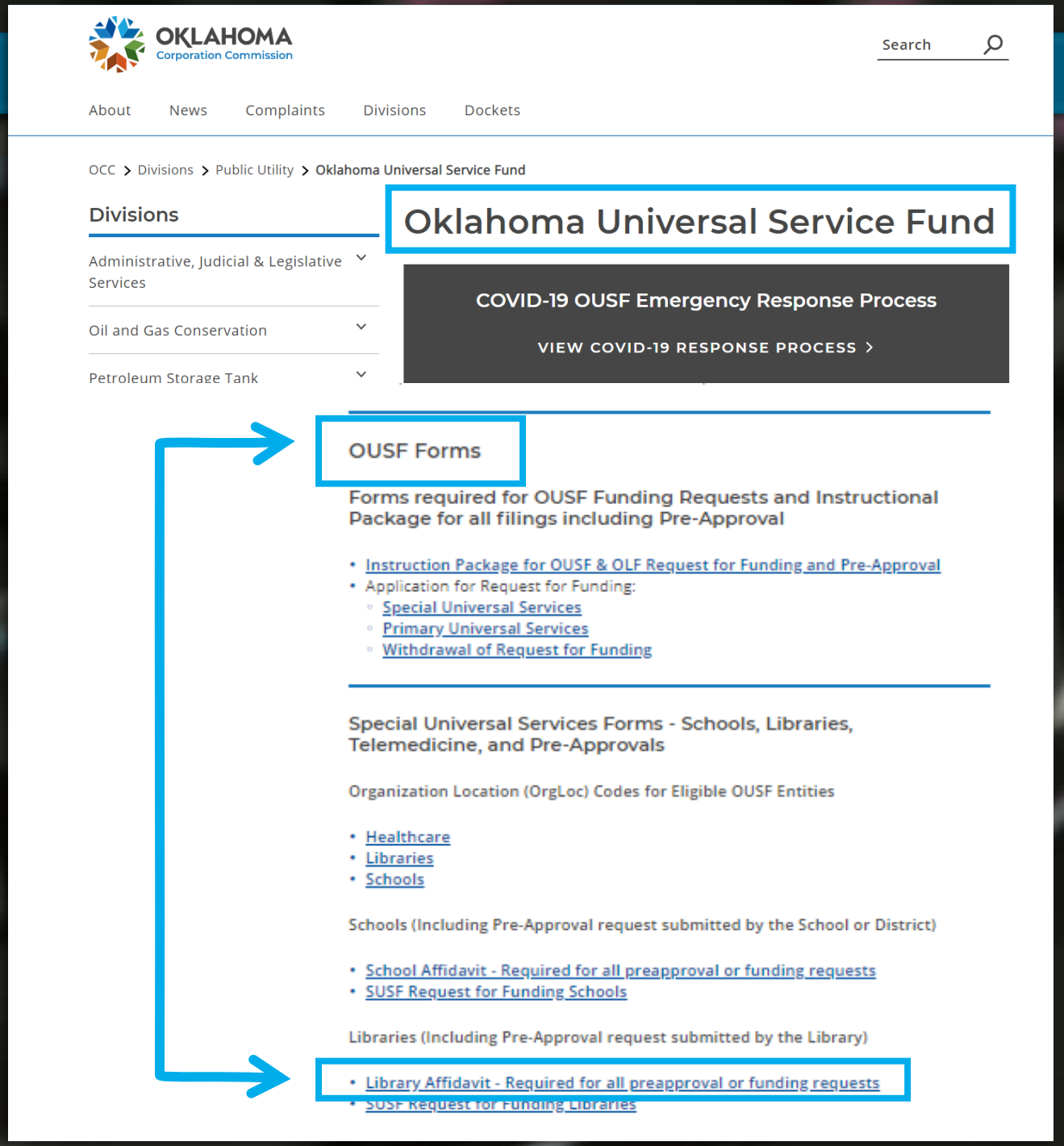
- Or use the search tool to search for **OUSF Forms**. When the search results appear, click on the **Oklahoma Universal Services Fund** link.





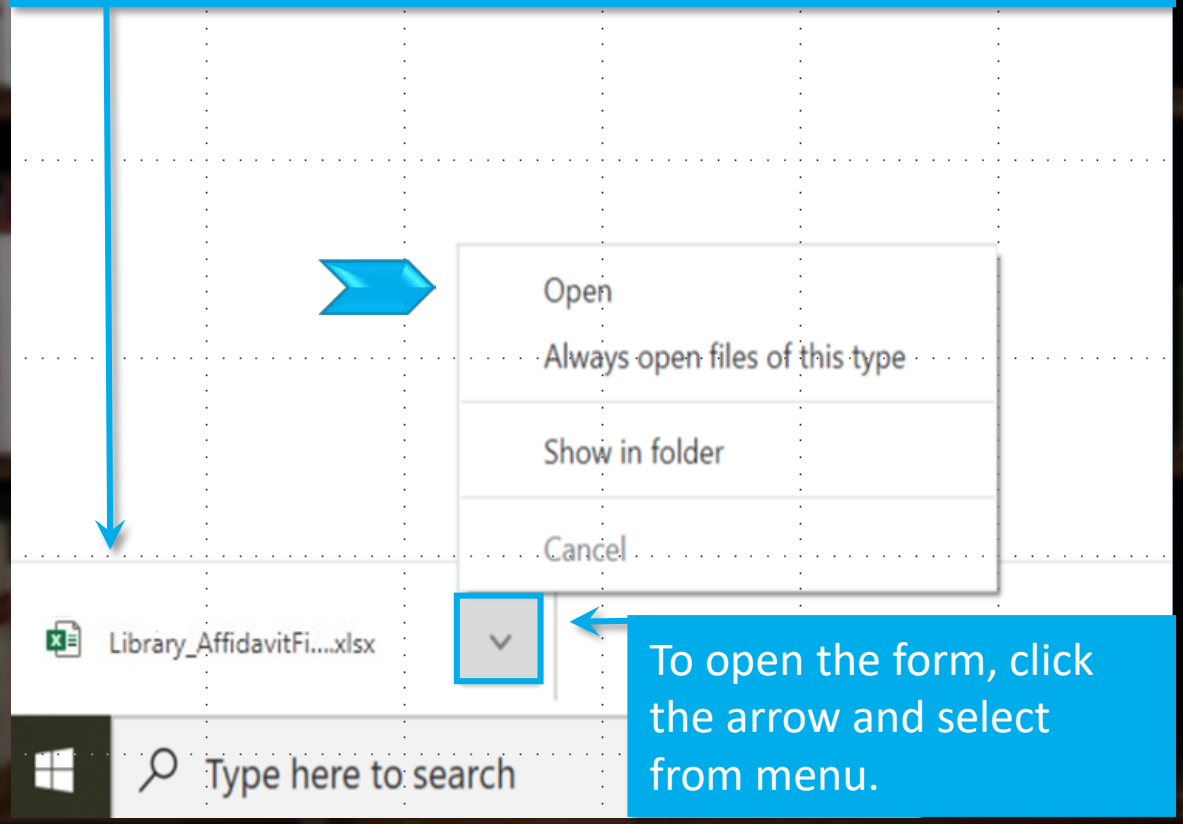
Continued…

- You will land on the OUSF homepage.
- Links to the OUSF forms are located on the lower portion of the page.
- Scroll down past OUSF Forms then select and click on the Library Affidavit link.



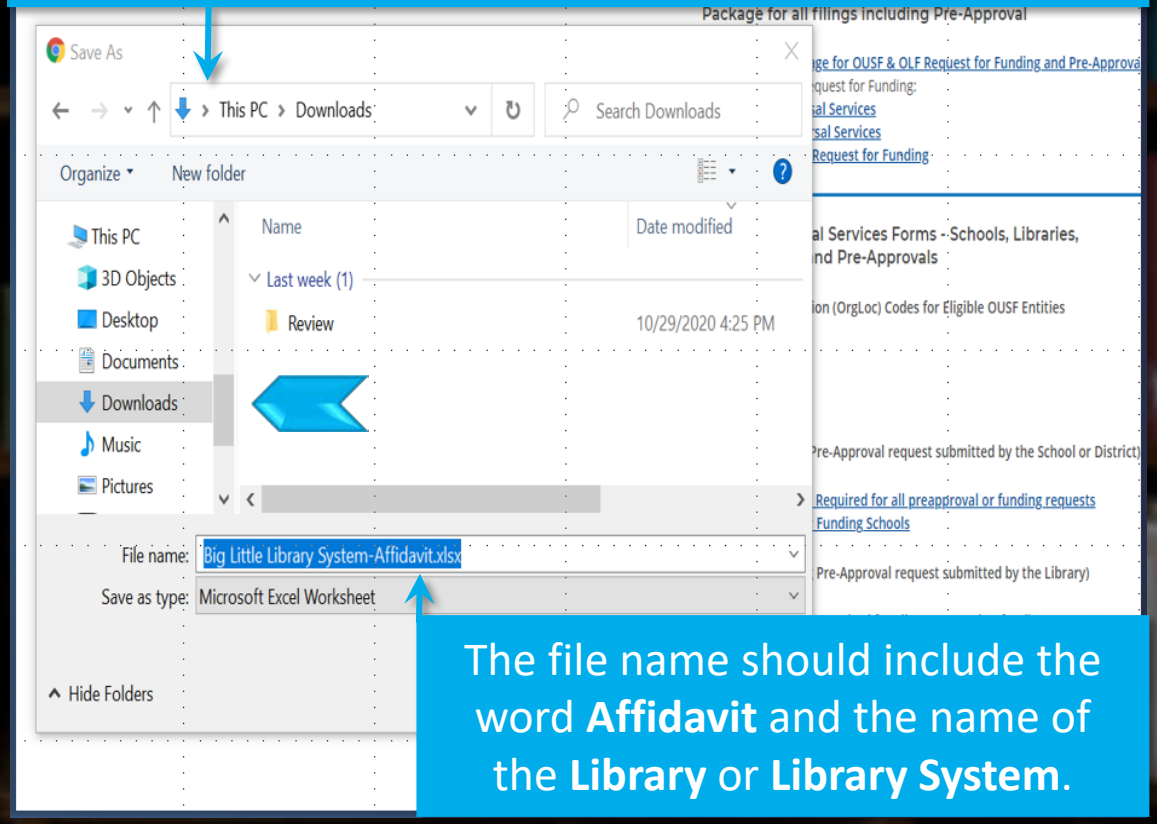
Continued…

If the form **auto-downloads**, you may see it towards the bottom of your screen.



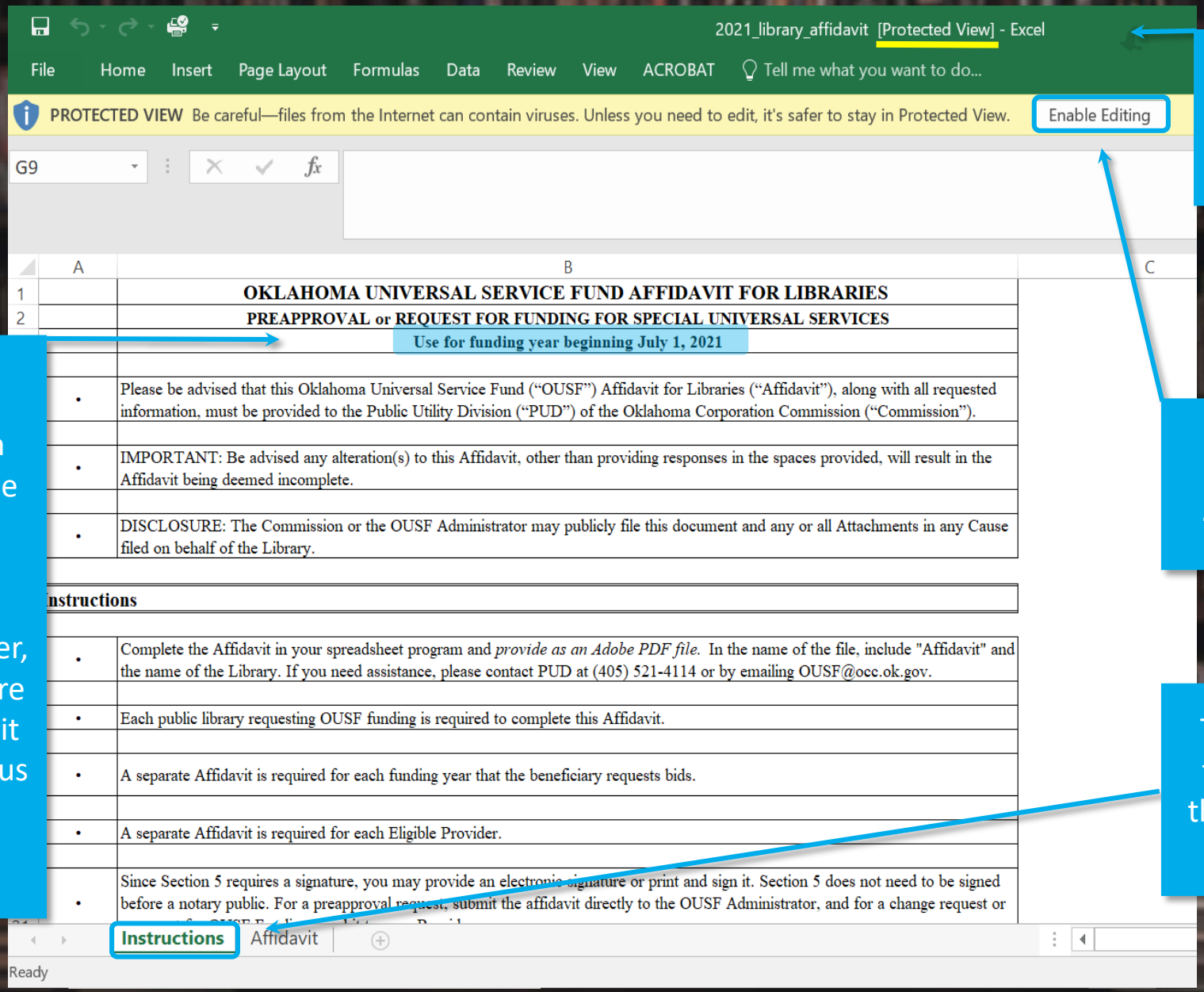
To open the form, click the arrow and select from menu.

If the form opens a '**Save As**' prompt box, you may choose the file location you wish to download the form to and change the file name at this time.



The file name should include the word **Affidavit** and the name of the **Library** or **Library System**.

Affidavit Instructions Tab



The Affidavit form may open in a protected view.

To resolve this, please click on 'Enable Editing'.

The current Affidavit form on the website can be used for any funding year.

Although the newer, simplified forms are preferred, Affidavit forms from previous years may be accepted.

The Instructions tab is located at the bottom of the spreadsheet.

Affidavit Instructions

Review the instructions and definitions prior to completing the Affidavit form.

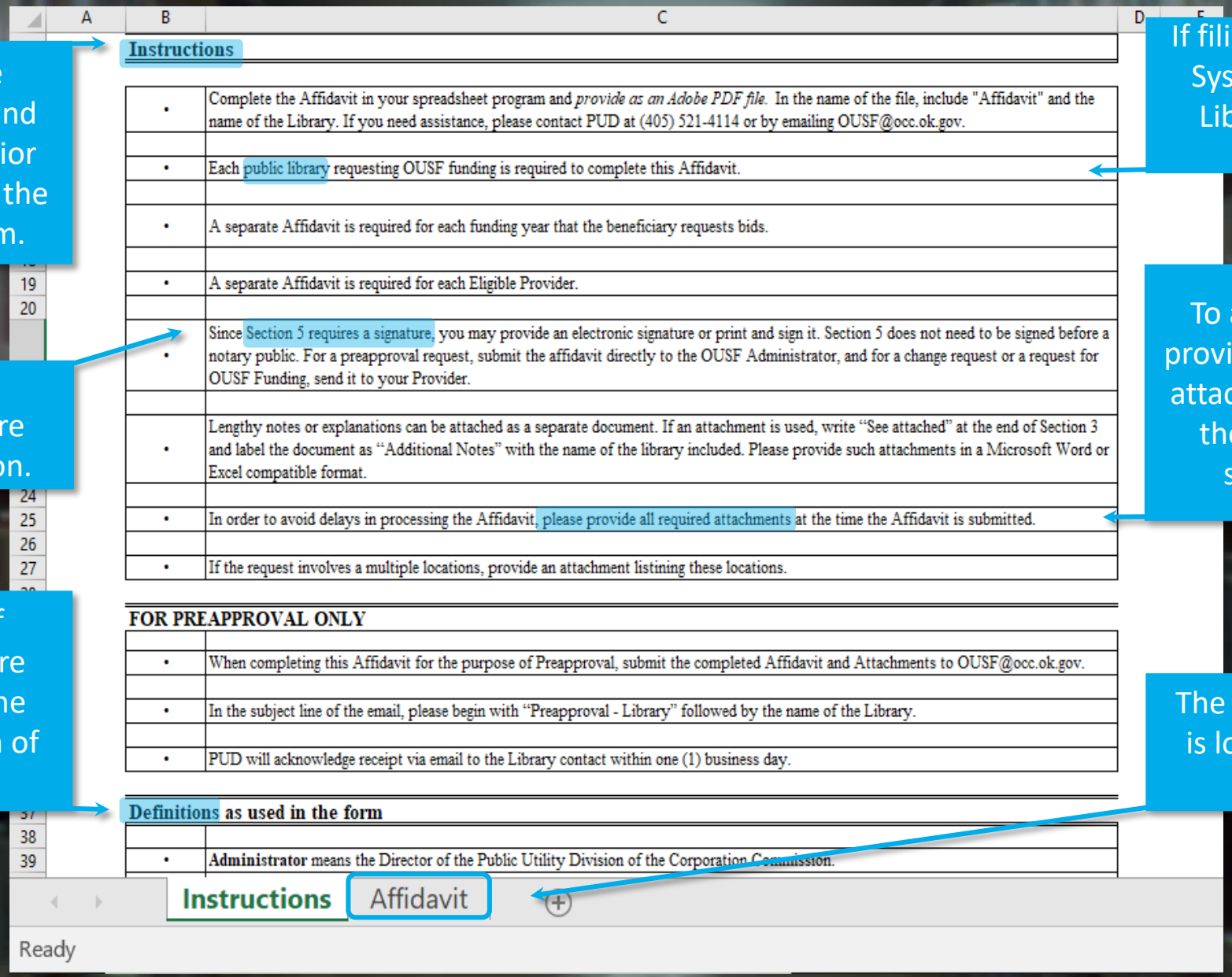
Electronic signatures are now an option.

A full list of definitions are located on the lower portion of the form.

If filing as a Library System, use the Library System name

To avoid delays, provide all required attachments when the Affidavit is submitted.

The Affidavit form is located on the next tab.



Instructions

- Complete the Affidavit in your spreadsheet program and *provide as an Adobe PDF file.* In the name of the file, include "Affidavit" and the name of the Library. If you need assistance, please contact PUD at (405) 521-4114 or by emailing OUSF@occ.ok.gov.
- Each public library requesting OUSF funding is required to complete this Affidavit.
- A separate Affidavit is required for each funding year that the beneficiary requests bids.
- A separate Affidavit is required for each Eligible Provider.
- Since Section 5 requires a signature, you may provide an electronic signature or print and sign it. Section 5 does not need to be signed before a notary public. For a preapproval request, submit the affidavit directly to the OUSF Administrator, and for a change request or a request for OUSF Funding, send it to your Provider.
- Lengthy notes or explanations can be attached as a separate document. If an attachment is used, write "See attached" at the end of Section 3 and label the document as "Additional Notes" with the name of the library included. Please provide such attachments in a Microsoft Word or Excel compatible format.
- In order to avoid delays in processing the Affidavit, please provide all required attachments at the time the Affidavit is submitted.
- If the request involves a multiple locations, provide an attachment listining these locations.

FOR PREAPPROVAL ONLY

- When completing this Affidavit for the purpose of Preapproval, submit the completed Affidavit and Attachments to OUSF@occ.ok.gov.
- In the subject line of the email, please begin with "Preapproval - Library" followed by the name of the Library.
- PUD will acknowledge receipt via email to the Library contact within one (1) business day.

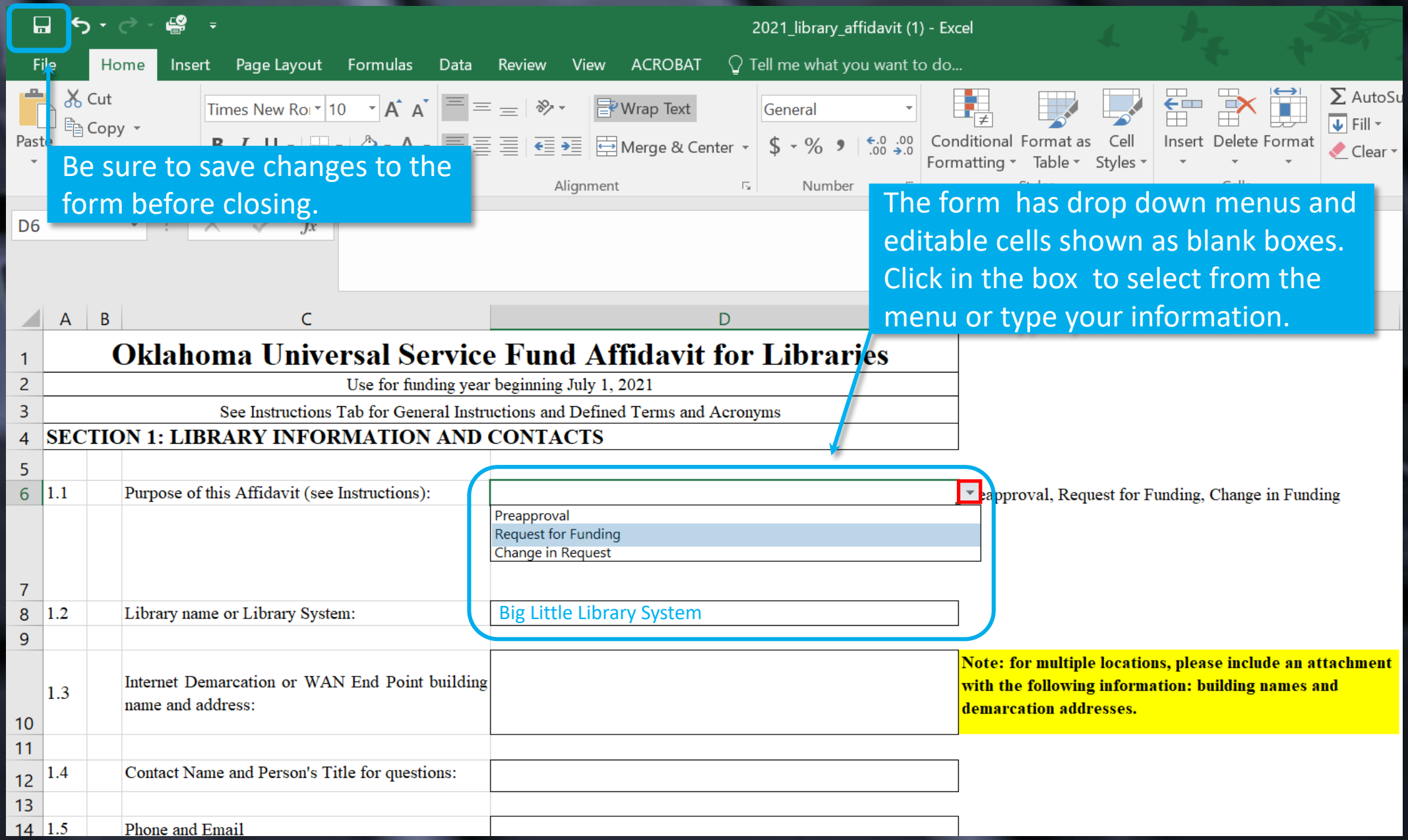
Definitions as used in the form

- **Administrator** means the Director of the Public Utility Division of the Corporation Commission.

Instructions | Affidavit

Ready

Continued…


2021_library_affidavit (1) - Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
ACROBAT
Tell me what you want to do...
Cut
Copy
Paste
Times New Ro
10
Wrap Text
Merge & Center
General
Alignment
Number
Conditional Formatting
Format as Table
Cell Styles
Insert
Delete
Format
AutoSu
Fill
Clear
D6
Be sure to save changes to the form before closing.
The form has drop down menus and editable cells shown as blank boxes. Click in the box to select from the menu or type your information.
Oklahoma Universal Service Fund Affidavit for Libraries
Use for funding year beginning July 1, 2021
See Instructions Tab for General Instructions and Defined Terms and Acronyms
SECTION 1: LIBRARY INFORMATION AND CONTACTS
1.1 Purpose of this Affidavit (see Instructions):
Preapproval
Request for Funding
Change in Request
approval, Request for Funding, Change in Funding
1.2 Library name or Library System:
Big Little Library System
1.3 Internet Demarcation or WAN End Point building name and address:
Note: for multiple locations, please include an attachment with the following information: building names and demarcation addresses.
1.4 Contact Name and Person's Title for questions:
1.5 Phone and Email

Section One

SECTION 1: LIBRARY INFORMATION AND CONTACTS

1.1	Purpose of this Affidavit (see Instructions):	
1.2	Library name or Library System:	
1.3	Internet Demarcation or WAN End Point building name and address:	
1.4	Contact Name and Person's Title for questions:	
1.5	Phone and Email	
1.6	Does the Library meet the definition in 17 O.S. § 139.102(36)? Yes or No	

1.7 If the Library uses a consultant for OUSF funding requests, provide the consultant(s) information if they are authorized to work with the OUSF Administrator on your behalf.

Notes:

- **1.1** - Enter the applicable purpose as described on second slide.
- **1.3** - For a Library System, enter "See attached" and attach a location list of all Libraries, their names and demarcation addresses, including City or Town, and Zip Code. See next slide for an example.
- **1.4** - List contact who would be able to discuss the information on the Affidavit.
- **1.7** - Please provide the name, email address, and phone number of the OUSF consultant.

Sample Attachment - Location List

Big Little Library System Locations

Site/Building Name	Internet Demarcation or WAN End Point Address	Demarcation City/Town	State	Demarcation Zip Code	Bandwidth Selected	Service Type	Service Start Date	Circuit ID (if known)
Main Library	123 A Street	Big City	OK	73111	100 Mbps	Internet	7/1/2019	CIR# 123456
City Branch	456 B Avenue	Big City	OK	73111	50 Mbps	WAN	8/1/2019	
Town Branch 1	789 C Drive	Big Town	OK	74111	50 Mbps	WAN	7/1/2020	
Town Branch 2	10 D Circle	Little Town	OK	74222	50 Mbps	WAN	7/1/2020	

Section Two

SECTION 2: BIDS, RFP, SELECTION OF SERVICES		
2.1	Funding Year requested:	
2.2	Is the Total Service Area Population less than 50,000, OR greater than or equal to 50,000?	

Notes:

- **2.1** - A separate Affidavit is required for each funding year that the Beneficiary requests bids. Multiple funding years can be combined *if* the service and price have not changed *and* are in the same contract. Not applicable for Preapproval or Change Requests.
- **2.2** - The Total Service Area Population for an independent Library is based on the general population of the County in which the Library is located. For members of a Library System, the Total Service Area Population is based on the population for the Library System, not the individual Library.

Continued…

Internet Access:

2.3	Bandwidth range requested on Form 470 and/or RFP:	
2.4	Bandwidth(s) selected:	
2.5	Provider Selected if Applicable:	
2.6	Was the LCRQB selected?	
2.7	If no, was it within 125% of the LCRQB?	
2.8	Service Start Up Date:	

WAN:

2.9	Bandwidth range requested on Form 470 and/or RFP:	
2.10	Bandwidth(s) selected:	
2.11	Provider Selected if Applicable:	
2.12	Was the LCRQB selected?	
2.13	If no, was it within 125% of the LCRQB?	
2.14	Service Start Up Date:	
2.15	Number of leased circuits:	

Notes:

- **2.3** - If the bandwidth on the Form 470 and RFP are different, please provide an explanation.
- **2.4** - For multiple locations, enter "See attached" and include this information on the location list.
- **2.5** - If Internet and WAN services are procured from **different** Eligible Providers, a separate Affidavit is required for each Eligible Provider. For Preapprovals, leave blank if the provider has not been selected.
- **2.6** - See the Instructions tab for a detailed definition of Lowest Cost Reasonable Qualifying Bid ("LCRQB").
- **2.7** - To calculate 125% of the LCRQB, multiply the LCRQB (annual recurring and nonrecurring charges for eligible services) by 1.25.
- (example $10,000 x 1.25= $12,500)
- **2.8** - For multiple locations, enter "See attached" and include this information on the location list.
- **2.9** to **2.14**- See previous notes for 2.3 through 2.8.

Continued…

Summary of Bids and Explanation of Bid Selection

2.16	Were all bids considered?	
2.17	Were copies of all bids provided?	
2.18	If "No", to either question, include an explanation of bids not considered or provided.	
2.19	In order to maximize the OUSF funding, explain why lower cost bids were not selected.	

Notes:

2.17 - Please provide a **complete** copy of all bids received in response to the RFP and/or Form 470, including bids that were excluded.

2.18 - Lengthy notes or explanations can be attached as a separate document. If an attachment is used, enter "See attached" and label the document as "Additional Notes."

2.19 - The OUSF can only fund up to 125% of the LCRQB less federal funding support. In order to maximize OUSF funding, you may provide an explanation, and additional information supporting your selection of a bid greater than 125% of the LCRQB. If an Eligible Provider was not selected due to *recent* poor service*, e.g., billing errors or outages, please include applicable documentation. This may include but is not limited to copies of invoices showing errors, emails discussing issues with the provider, and/or other correspondence.

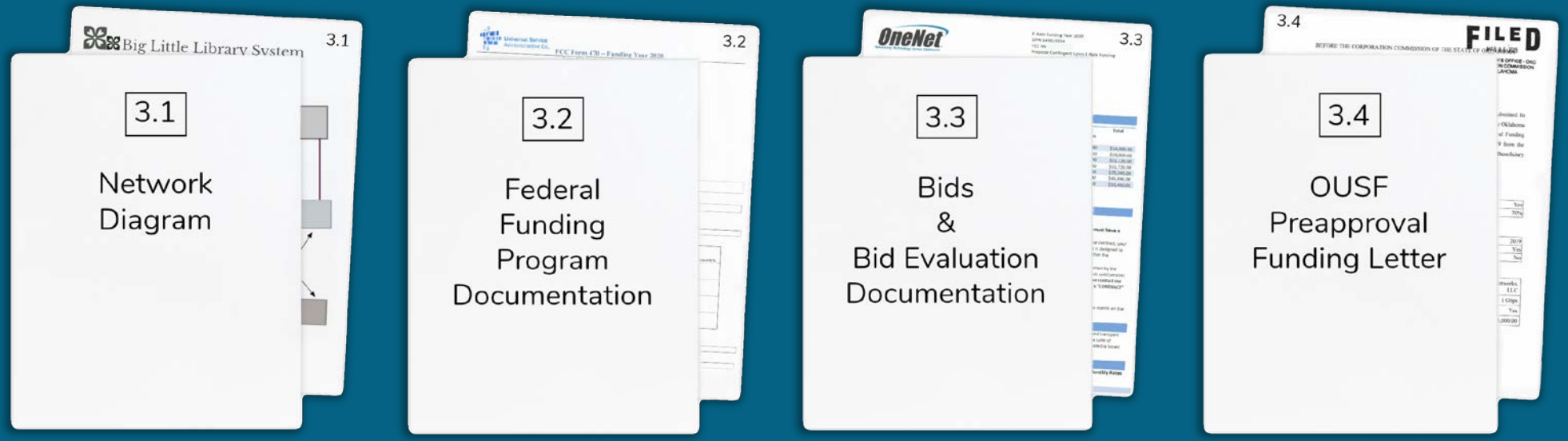
(*Must be for the same type of service.)

Section Three

SECTION 3: REQUIRED ATTACHMENTS

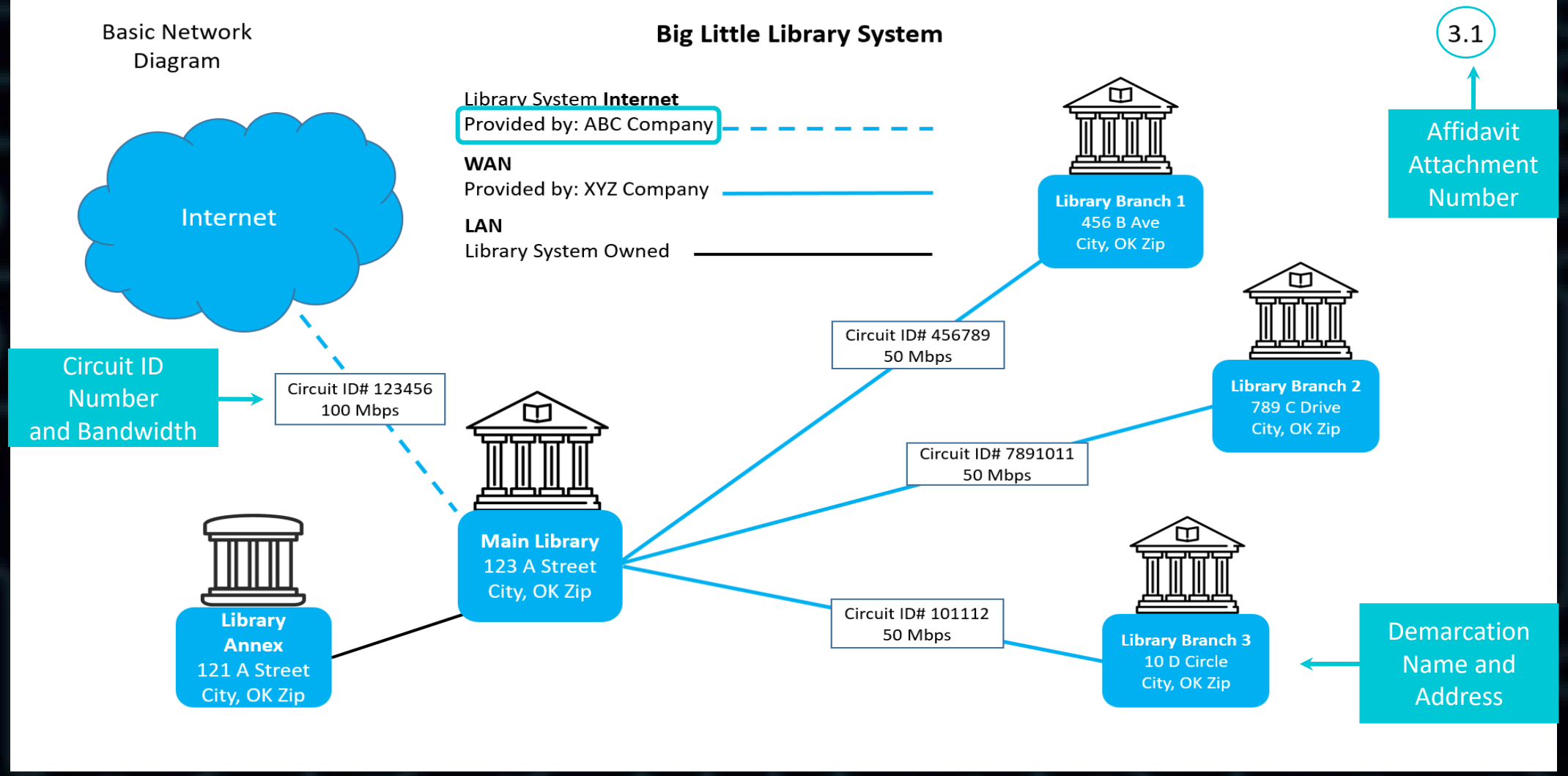
Label each Attachment according to the Attachment number and name as shown below. For any required Attachment not submitted, please provide an explanation as to why it was not submitted. Label each document. Examples: 3.1, 3.2, etc.

3.1	**For Library Systems**- Network diagram, including but not limited to: demarcation address, demarcation name, Circuit ID, and bandwidth. If multiple providers serve the Library, please include all services in the diagram.
3.2	Copies of the following: RFP, FCC Forms 470 and 471, and other federal funding program documentation, including applicable grants. If this Affidavit is for the purpose of Preapproval, submit any documents that have already been completed.
3.3	Copies of all bids received, including bids that were not considered, and all documents used in the evaluation process.
3.4	If a Preapproval Funding Letter has been issued, please provide a copy of the letter.



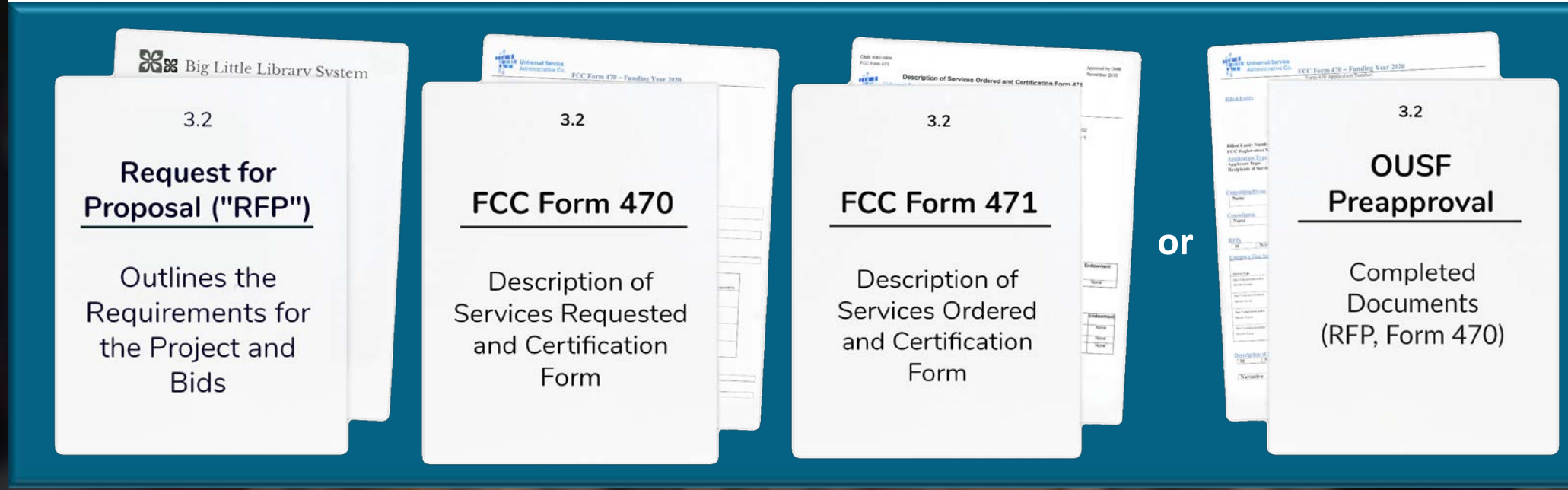
Continued…

3.1	**For Library Systems**- Network diagram, including but not limited to: demarcation address, demarcation name, Circuit ID, and bandwidth. If multiple providers serve the Library, please include all services in the diagram.



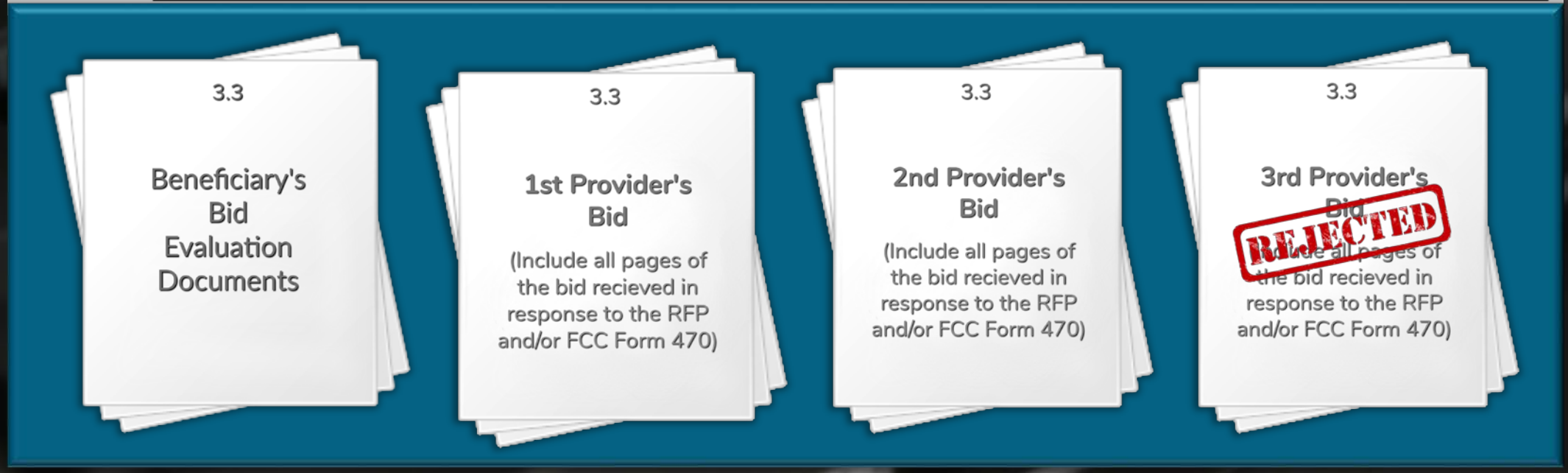
Continued…

SECTION 3: REQUIRED ATTACHMENTS	
Label each Attachment according to the Attachment number and name as shown below. For any required Attachment not submitted, please provide an explanation as to why it was not submitted. Label each document. Examples: 3.1, 3.2, etc.	
3.1	**For Library Systems**- Network diagram, including but not limited to: demarcation address, demarcation name, Circuit ID, and bandwidth. If multiple providers serve the Library, please include all services in the diagram.
3.2	Copies of the following: RFP, FCC Forms 470 and 471, and other federal funding program documentation, including applicable grants. If this Affidavit is for the purpose of Preapproval, submit any documents that have already been completed.
3.3	Copies of all bids received, including bids that were not considered, and all documents used in the evaluation process.
3.4	If a Preapproval Funding Letter has been issued, please provide a copy of the letter.



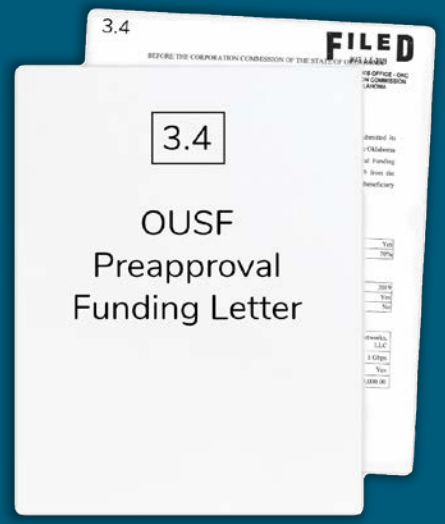
Continued…

SECTION 3: REQUIRED ATTACHMENTS	
Label each Attachment according to the Attachment number and name as shown below. For any required Attachment not submitted, please provide an explanation as to why it was not submitted. Label each document. Examples: 3.1, 3.2, etc.	
3.1	**For Library Systems**- Network diagram, including but not limited to: demarcation address, demarcation name, Circuit ID, and bandwidth. If multiple providers serve the Library, please include all services in the diagram.
3.2	Copies of the following: RFP, FCC Forms 470 and 471, and other federal funding program documentation, including applicable grants. If this Affidavit is for the purpose of Preapproval, submit any documents that have already been completed.
3.3	Copies of all bids received, including bids that were not considered, and all documents used in the evaluation process.
3.4	If a Preapproval Funding Letter has been issued, please provide a copy of the letter.



Continued…

SECTION 3: REQUIRED ATTACHMENTS	
Label each Attachment according to the Attachment number and name as shown below. For any required Attachment not submitted, please provide an explanation as to why it was not submitted. Label each document. Examples: 3.1, 3.2, etc.	
3.1	**For Library Systems**- Network diagram, including but not limited to: demarcation address, demarcation name, Circuit ID, and bandwidth. If multiple providers serve the Library, please include all services in the diagram.
3.2	Copies of the following: RFP, FCC Forms 470 and 471, and other federal funding program documentation, including applicable grants. If this Affidavit is for the purpose of Preapproval, submit any documents that have already been completed.
3.3	Copies of all bids received, including bids that were not considered, and all documents used in the evaluation process.
3.4	If a Preapproval Funding Letter has been issued, please provide a copy of the letter.



- If a Preapproval Funding Letter has been received, file the **Request for OUSF Funding** under the same **Cause Number** assigned to the Preapproval.
- If you need help finding the Preapproval Funding Letter, contact us at OUSF@occ.ok.gov and we will send a copy to you.

Section Four

SECTION 4: CERTIFICATE OF UNDERSTANDING AND AUTHORIZATION

4.1	The Services are for the exclusive use of each Library, and under no circumstances shall the service be sold, resold, or transferred in consideration for money or any other thing of value.
4.2	The Library conducted a fair and open competitive bidding process that (a) did not limit bidders based on technology; (b) was open to all Eligible Providers authorized to receive OUSF funding; and (c) was not structured in a manner to exclude Eligible Providers from submitting a competitive bid.
4.3	Disclosures on this Affidavit and/or Attachments contain Customer Proprietary Network Information ("CPNI") that is protected from disclosure under 47 U.S.C. § 222. The undersigned waives any right to confidentiality due to such information under federal law and authorizes the Commission and Administrator, to publicly disclose information that relates to the network configuration, type, and use of a telecommunications service subscribed to by the beneficiary, and that is made available to the carrier by the customer solely by virtue of the carrier-customer relationship; and CPNI that is contained in the bills pertaining to telephone exchange services or telephone toll services received by a customer of a carrier which may be contained in invoices, related contracts/agreements, bid information, and other supporting documentation for services eligible to be reimbursed from the OUSF. The release of such records to the Commission or the Administrator constitutes a record subject to disclosure to the public under the Open Records Act.
4.4	The written approval to disclose information subscribed to by the Library (CPNI) in the form attached hereto has been provided to the Library's Eligible Provider authorizing such provider to disclose CPNI related to the Library's services for which reimbursement is sought, to the Commission and to the Administrator. The purpose of this release of records to the Commission and the Administrator is to review requests for OUSF funding submitted by the Eligible Provider on behalf of the Library.
4.5	In accordance with OAC 165:59-7-17(b), the Eligible Provider must provide written information notifying the Library, prior to signing a contract/agreement, that the OUSF may not fund the entire amount of Special Universal Services after E-rate and OUSF credits are applied. OUSF funding may not be sufficient to cover the entire cost of Special Universal Services, after any E-rate funding is applied to the bill. The undersigned further understands that it shall be the responsibility of the Library to pay any remaining balances.
4.6	No alterations have been made to this Affidavit, other than to provide responses.
4.7	I agree that the OUSF Administrator may use this Affidavit and any Attachments hereto, as well as any supplemental documentation that may be provided in response to this Affidavit, as part of the record for any Cause filed on behalf of the Library identified in this Affidavit.

Notes:

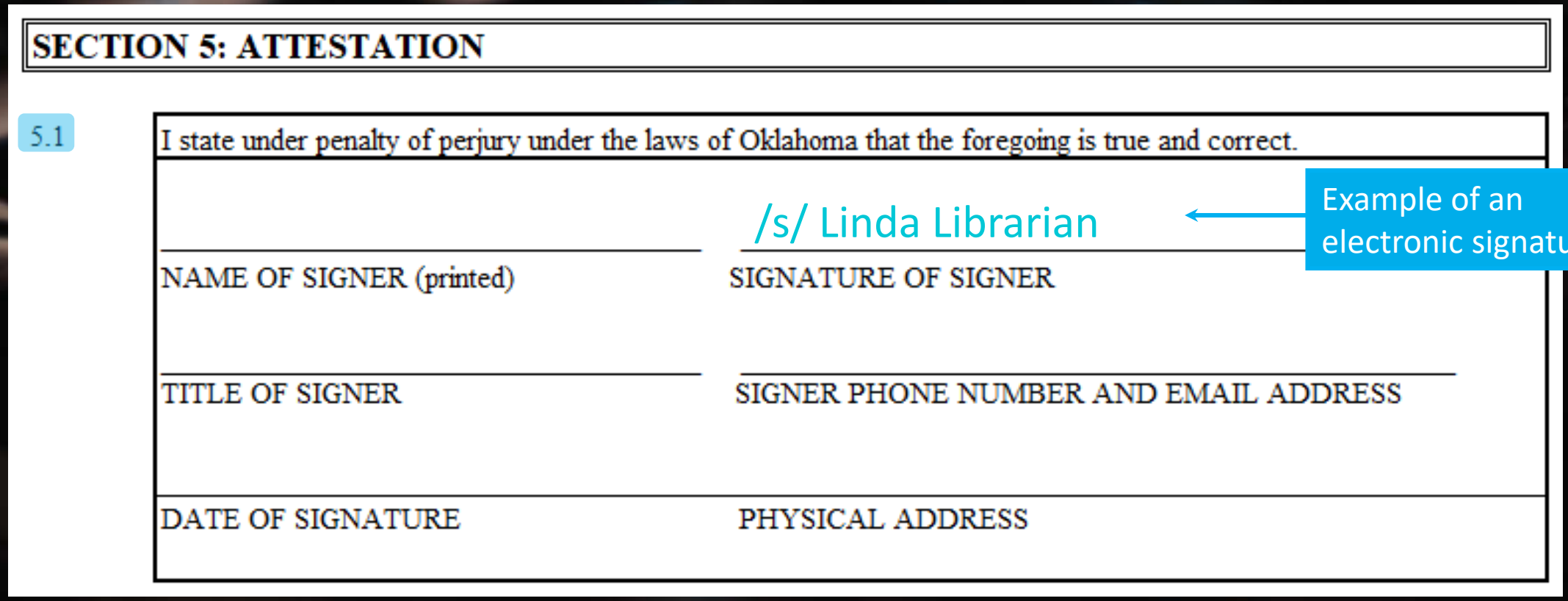
4.1 to **4.7** -

Please read the Certificate of Understanding and contact us if you have any questions.

Section Five

Notes:

5.1 - The Attestation must be completed by a legally responsible representative of the Beneficiary who can sign on its behalf. Electronic signatures are now an option. Some examples include an /s/ or /S/ followed by the name of the signer, or a digital signature drawn with a stylus or mouse.



SECTION 5: ATTESTATION

5.1

I state under penalty of perjury under the laws of Oklahoma that the foregoing is true and correct.

NAME OF SIGNER (printed)	/s/ Linda Librarian ← Example of an electronic signature SIGNATURE OF SIGNER
TITLE OF SIGNER	SIGNER PHONE NUMBER AND EMAIL ADDRESS
DATE OF SIGNATURE	PHYSICAL ADDRESS

If you need assistance, we are happy to help. Please contact PUD at (405) 521-2331.

The Email address for OUSF Submissions, On-Site Training, Preapproval, or Questions is OUSF@occ.ok.gov.

Thank You!

OKLAHOMA Corporation Commission