

E-Rate Timeline

Planning

Item	Description	Timeline	Notes	Notification	What to Save
E-Rate Eligibility	determine eligibility as a school, district, non-instructional facility, or library locate or obtain an entity name and number for each eligible site	ASAP			
Eligible Services	determine need for eligible products and services that will be used for educational purposes	ASAP			
Affordability	examine budgets to determine what you can afford calculate your E-Rate discount rate to help with your plan	ASAP			

Bidding Process

Item	Description	Timeline	Notes	Notification	What to Save
FCC Form 470	<p>Action file an FCC Form 470 to indicate the products and services being sought for the following funding year</p> <p>prepare and post any necessary RFPs</p>	<p>as soon as the 470 window opens</p> <p>Constraints form must be filed before contracts are signed</p> <p>Deadline both the form and any RFP must be posted 29 days prior to the close of the application window</p>	<p>Services provided under tariff or on a month-to-month basis require an FCC Form 470 to be posted each year. If, however, a multi-year contract or a contract specifying voluntary extensions results from the competitive bidding process, it is not necessary to post a new FCC Form 470 until a new contract is required.</p>	<p>When posted, USAC issues an FCC Form 470 Receipt Notification Letter (RNL).</p>	<ul style="list-style-type: none"> • FCC Form 470 • any RFPs • RNL
FCC Form 470 Posting Period	<p>service providers (1) review requests for eligible one-time equipment purchases or for ongoing monthly service arrangements and (2) submit bids</p>	<p>Constraints form must be posted on the USAC website for at least 28 days</p>			
Competitive Bidding Process	<p>applicant (1) selects the most cost-effective service provider through an open, fair, competitive bidding process and (2) signs a contract</p>	<p>Constraints must wait at least 28 days after the date the FCC Form 470 is posted and the date the RFP is issued, whichever is later, before closing the bidding process and signing a contract</p>	<p>An existing contract for the current year cannot be simply extended into the next year unless the extension requirement is posted and a formal extension is signed.</p>		<ul style="list-style-type: none"> • all submitted bids • communications with bidders • bid evaluations • signed, dated contracts

Applying for Funding

Item	Description	Timeline	Notes	Notification	What to Save
FCC Form 471	<p>Action file an FCC Form 471 to indicate all contracts and services for which the applicant is requesting discounts</p>	<p>Filing Window will be announced each year (window usually runs early January through mid-March)</p> <p>Constraints no earlier than 29 days after FCC Form 470 is posted</p> <p>Deadline before the filing window closes</p>	<p>A Form 471 must be filed every year, even when under multi-year contracts.</p> <p>Category 1 requests must be on a different form than Category 2 requests.</p>	<p>When received, USAC sends an FCC Form 471 Receipt Acknowledgment Letter (RAL) to all parties.</p>	<ul style="list-style-type: none"> • Mechanisms used to calculate NSLP data • FCC Form 471 • spreadsheets used to calculate costs • RAL

Funding Approval

Item	Description	Timeline	Notes	Notification	What to Save
Problem Resolution and PIA Review	Program Integrity Assurance (PIA) reviewers at USAC check the information on the applicant's FCC Form 471 for completeness and accuracy and may have additional questions to be answered	Applicants have 15 days to respond to PIA questions.			<ul style="list-style-type: none"> any documentation sent to PIA
Funding Commitment Decision	notification of the funding decision that has been made for each Funding Request on each FCC Form 471 filed by the applicant	<p>Constraints</p> <p>a funding decision will be made only after the reviews have been completed</p>	<p>Individual Funding Requests for the same applicant will not necessarily be reviewed at the same time.</p> <p>If the applicant disagrees with a funding decision, they may appeal within 60 days of the FCDL.</p>	When funding has been determined, USAC sends a Funding Commitment Decision Letter (FCDL) to all parties.	<ul style="list-style-type: none"> FCDL

Bill Payment

Item	Description	Timeline	Notes	Notification	What to Save
FCC Form 486	<p>Action file an FCC Form 486 to confirm receipt of services and service start date</p>	<p>Constraints cannot be filed until an FCDL is received and services have started</p> <p>Deadline must be certified no later than 120 days after the service start date or 120 days after the date of the FCDL, whichever is later</p>		When the form has been processed, USAC issues an FCC Form 486 Notification Letter.	<ul style="list-style-type: none"> • FCC Form 486 • notification letter • documentation supporting CIPA compliance
Service Provider Billing	<p>service provider bills the applicant for products and services provided to the applicant</p> <p>applicant pays total billed amount to the service provider</p>	<p>Constraints USAC expects applicants to pay invoices within 90 days of receipt</p>			<ul style="list-style-type: none"> • service provider bills • proof of payment

Filing for a Refund

Item	Description	Timeline	Notes	Notification	What to Save
FCC Form 498	Action file an FCC Form 498 to provide banking information for direct deposit reimbursements	Deadline prior to first FY2016 BEAR			<ul style="list-style-type: none"> FCC Form 498
FCC Form 472 “BEAR”	Action file an FCC Form 472 to request reimbursement for the discount amount on eligible services that have already been billed by the service provider and paid in full by the applicant to the service provider	Constraints cannot be filed until: <ul style="list-style-type: none"> an FCC Form 486 is processed the service provider has filed an FCC Form 473 the services have been delivered the applicant has paid for services Deadline no later than 120 days after the last date to receive service or 120 days after the date of the FCC Form 486 Notification Letter, whichever is later	BEARs can be submitted monthly, quarterly, semi-annually, or at the end of the funding year. Recurring services must be delivered during the relevant funding year (July 1 through June 30). Non-recurring services must be delivered and installed between July 1 of the relevant funding year and September 30, following the June 30 close of that funding year.	When the form has been processed, USAC issues a BEAR Notification Letter to all parties.	<ul style="list-style-type: none"> FCC Form 472 notification letter
Funding Award	applicants receive payment via direct deposit				<ul style="list-style-type: none"> Proof of deposit of the payment

Networkmaine

Networkmaine

1-888-367-6756

University of Maine

5752 Neville Hall Rm 250

Orono, ME 04469

Anne Perloff

State E-Rate Coordinator

(207) 561-3584

anne.perloff@maine.edu