

This tool was created to assist districts in documenting specific tasks associated with E-Rate. This is not a mandatory or required form. It is strictly for a districts use if needed. A district can make changes to this document that are necessary for record keeping.

E-RATE TASK CHECKLIST

| | Date Due | Completed |
|---|---|-----------|
| I. DOCUMENTATION TO OET | | |
| 1. Letter of Agency - send original to OET. Keep copy for files. | October 30 | |
| 2. Children's Internet Protection Act (CIPA) Form 479 - send original to OET. Keep copy for files | October 30 | |
| 3. Free/Reduced Lunch Data | December 1 | |
| II. TECHNOLOGY PLAN | | |
| 1. Update Technology Plan Template prior to filing Form 470. Ensure plan includes: a) clear goals b) assessment of services, hardware, software that will be needed to improve education c) professional development strategies d) budget covering the amounts necessary to acquire and support the non-discounted elements of the Technology Plan e) evaluation process that enables the district to monitor progress in achieving specified goals and objectives, as well as the implementation of changes or corrections to the Technology Plan strategy in response to new developments and opportunities as they arise. | Must be written and/or updated PRIOR to posting the Form 470 | |
| 2. Submit Technology Plan Template to KETS Engineer. | April 14 | |
| 3. Receive approval from Commissioner of Education. | June 30 | |
| 4. Insert date from Technology Plan Approval letter on Technology Plan Template Document. | | |
| III. FORM 470 | | |
| 1. Post Form 470 on E-Rate website. If district has an RFP for services/products, the Form 470 should post the same day the RFP is available to service providers. Failure to file the Form 470 28 days prior to the Form 471 window closing will result in an invalid Form 470. | Typically, filed in the September - November timeframe. Can be filed for a particular funding year as soon as USAC posts a notice on its website. | |
| 2. Receive and review bids. | During 28 day waiting period or longer if needed. | |
| 3. Award contract AFTER waiting the required 28 days. To calculate earliest possible date to award a contract, use the SLD's Deadline Tool located at: http://www.universalservice.org/sl/tools/deadlines/default.aspx . | No sooner than 28 days of the posting of the Form 470. | |
| 4. Receive Form 470 Notification Letter from SLD. | Approximately 30 days after Form 470 submitted. | |
| 5. Maintain all documentation (RFP <i>if applicable</i> , public announcement of RFP, public announcement of contract award, evaluation/score results, contract) relating to bids (both winning and losing bids) | | |

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| IV. FORM 471 | | |
| 1. File Form 471 for services/products requested on district Form 470 or from state master contracts. Refer to Contract Matrix provided by OET for state Form 470 numbers. | Prior to Window Close (typically February) | |
| 2. Submit to OET the Form 471, Block 6, Item 25D amount. | January 15 | |
| 3. Submit Item 21 Attachments to SLD (on-line or hard copy). Form 471 application will not be processed by the SLD until the Item 21 Attachments are received. | Required after filing Form 471 | |
| 4. Receive Form 471 Notification Letter from SLD | Approximately 30 days after Form 471 submitted | |
| 5. Respond to Program Integrity Assurance (PIA) Reviewers during application review. Failure to respond could result in FRN denial. | As requested from Reviewer | |
| 6. Receive Funding Commitment Decision Letter from SLD. | Varies | |
| V. FORM 486 | | |
| 1. File Form 486. Failure to file this form on time will result in an adjusted service start date. If the Service Start Date is adjusted by USAC, your funding commitment may be reduced to account for the reduction in service time. | In general, must be postmarked/received no later than 120 days after the Service Start Date shown on the Form 486 or no later than 120 days after the date of the FCDL, whichever is later, to receive support retroactively to the Service Start Date. | |
| 2. Receive Form 486 Notification Letter from SLD | Approximately 30 days after Form 486 submitted | |
| VI. FORM 472 (BEAR) | | |
| 1. File Form 472 (BEAR) to seek reimbursements on products/services. This can be filed on-line or hard copy. Failure to file this form could result in the loss of a portion or the entire reimbursement. | Must be postmarked/received no later than 120 days after the last date to receive service or no later than 120 days after the date of the Form 486 Notification Letter, whichever is later. <i>Typically</i> filed each quarter. | |
| 2. Receive Form 472 Notification Letter from SLD. | Approximately 30 days after Form 472 submitted | |
| 3. Receive reimbursement check from Service Provider. | Approximately 60 days after Form 472 submitted | |
| VII. FORM 500 | | |
| 1. File Form 500 to cancel or reduce a Funding Commitment Request. NOTE: The filing of this form cannot be reversed or cancelled. | As applicable | |
| 2. Receive Form 500 Notification Letter from SLD. | Approximately 30 days after Form 500 submitted | |