

Application Process Overview

E-Rate Step	Suggested Timeline
1. Assess Needs / Create Plan	August – November
2. Update EPC Profiles – Admin Window	October – January (closes 3 days prior to Form 471)
3. Bid all new services / equipment (Form 470)	July – December
4. Bid evaluation (after 28-day Form 470 waiting period)	August - February
5. Board Approval / Sign Contracts	September – February
6. Request E-Rate funding – Form 471	January – March (TBD by USAC)
7. Application review (PIA)	April – August
8. Funding Commitment – FCDL	April – August
9. Turn on funding / CIPA Compliance – Form 486	FCDL Receipt or service start date
10. Receive services	July (start year) – June (end year)
11. Pay vendor	July (start year) – June (end year)
12. Submit invoice to USAC (Payment) applicant - BEAR /Vendor - Form 474	Anytime after start of service – must be filed by October 28 of end year without extension request.