

E-Rate Application Process

FCC Form 470 – Description of Services Needed	Generally filed September through December (though may be filed as early as July 1 st); form must be filed online and posted for 28 calendar days
Posting and Contract Negotiation Period	By law, this period must be 28 calendar days at a minimum; bids from vendors are received for service and must be evaluated by the applicant at the close of the 28 day posting period
FCC Form 471 – Services Ordered	May be filed after 28 day posting period; must be filed in the FCC established filing window (typically early December through mid-February); any Form 471 filed outside of the window will not be considered for funding
Program Integrity Assurance (PIA)	An extensive review and validation of the submitted E-rate application; once contacted by PIA, an applicant has 15 calendar days to respond
Funding Commitment Decision	Funding Commitment Decision Letter is issued by the SLD upon successful review of the application; one letter per Form 471 is issued
Form 486 – Receipt of Services	Must be filed within 120 days of July 1 st or the date on your funding commitment letter, whichever is later; this form verifies the existence of a valid technology plan and compliance with The Children’s Internet Protection Act
Discount or Reimbursement Calculation	Applicant may choose to receive the E-rate discount on the monthly service bill or receive a lump sum reimbursement payment
Form 472 – Billed Entity Applicant Reimbursement (BEAR)	Applicants choosing to receive a lump sum reimbursement payment must complete a BEAR form to receive payment; form may be completed quarterly, bi-annually, or annually after service is received