

E-Rate Forms & Deadlines

Presented by:
Cathey George
Texas E-Rate Coordinator

July 2009

ESC 12/Forms & Deadlines Workshop/July 2009/Financial Svcs-TPESC

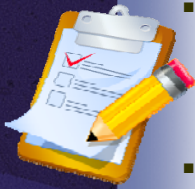
Agenda



- Major FCC E-Rate forms
- Deadlines that make a difference
- Consequences of mistakes



FCC Form 470 - Based on the Technology Plan



- Opens the competitive bidding process
 - No 470, no E-Rate support
 - Can submit on-line or in hard copy
- Lists who you are (School, District, Library, Consortium) and who to contact
- Description of services/equipment need
- Lists your current technology resources
- Recipients of service
- Certifications

Form 470 Deadlines



- 470 can be submitted any time (365 days a year)
- No deadline other than an implied one:
 - 29 day prior to the close of the 471 window
 - Not advisable – will leave you only one day to evaluate contracts, sign contracts, submit 471
- 470 must remain open 28 full days before bid evaluations can occur
- Must be certified by close of the 471 window





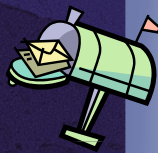
Make sure your technology plan is written at the time the Form 470 is filed

Form 470 Tips – Keep all your Documentation

Top Missing Documents

1. Discount verification (NSLP, survey, etc.)
2. Signed and dated contracts
3. Consultant agreement or LOA
4. Bid evaluation/ Award schedule





Receipt Notification Letter (RNL)

- ✦ Issued by USAC after Form 470 is posted
- ✦ Provides important information
 - + Allowable Vendor Selection/Contract Date (28 days after posting)
- ✦ Offers opportunity to make allowable corrections

Competitive Bidding



- Competitive Bidding
 - The applicant must conduct a fair and open bidding process
 - All bidders are treated the same
 - All bidders have equal access to information
 - All bidders know what is required of them
 - The applicant must choose the most cost-effective offering with the price of eligible products and services being primary

FCC Form 471 – services ordered

- Contains specific information on services ordered, quantities, from whom, & at what price
- Shows discount rate calculation and lists entities receiving services
- School certifies compliance with rules and verifies that it has the necessary resources to make effective use of the discounted services
- Must be filed each year within the filing window



Form 471



- Once the school has selected a service provider and signed a contract (if applicable), service providers are encouraged to:
 - Provide guidance to the applicant on its services and functionality
 - Assist with providing information for the Item 21 attachment and other information
- Service provider should always provide correct SPIN and contact information (may want to include this as a requirement on the 470)

Form 471 - window



- Specific opening and closing dates for this form
 - Opens - usually in November
 - Closes - traditionally in February
- If you miss the close of the window, it will be difficult if not impossible to receive funding for those requests

Item 21 Attachments



- Form 471, Item 21 Attachments are a description of services, including a breakdown of components, costs, manufacturer make and model number
 - Can be submitted online
 - Emailed (scanned) or paper submission can be a contract, product description, spec sheet, or other document containing the necessary information

Item 21 Attachments

- Easy to use online Item 21 Attachment Form
 - Prevents missing data
 - Allows you to see your attachments on line for years to come
 - Not advisable if FRN is complicated
- If not using online tool, PIA likes spreadsheets!



- File via email, fax or paper copy

Item 21 Attachments

- Do not have to be submitted before the close of the 471 window
- Submit as soon as possible to assure PIA can review application for success





Funding Commitment Decision Letter

- Tells you which funding requests (block 5's) of Form 471 are approved or denied
- Provides information for Form 486
- Can appeal if you don't agree with the decision
 - Must do so within 60 days
 - Appeal first to the SLD. If SLD denies, appeal to the FCC within 60 days
 - Always appeal!

FCC Form 486



- Signifies that it's OK for SLD to pay any invoices for that FRN
- Lists who approved tech plan
- Certifies CIPA compliance
- Submit online using information from FCDL
 - Use 07/01/2009 as service start date for Yr 12
- Form 486 Approval Letter - mailed to both applicant and vendor

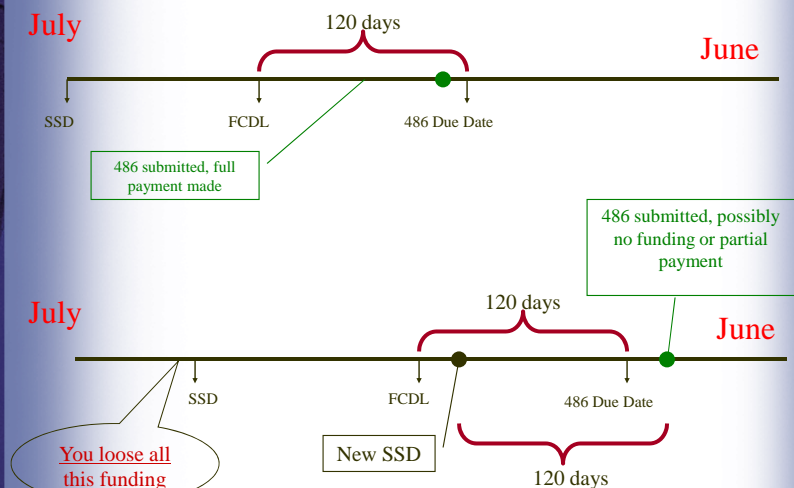
FCC Form 486 Deadline



- Must be postmarked no later than:
 - 120 calendar days after the Service Start Date featured on the Form 486 or
 - 120 calendar days after the date of the Funding Commitment Decision Letter

whichever is later

486 Timeline



FCC Form 472 – BEAR



- Applicant pays bill in full
- Applicant submits Form 472 – BEAR Form for reimbursement
 - Quarterly, semi-annually, or at end of year
 - Complete one BEAR for each SPIN
 - Must contain Service Provider signature on last page
 - Send or fax to Service Provider
 - Service Provider will mail or fax back
- Calculated based on eligible charges on actual bills
 - Not projected budget or amount committed
 - Subtract ineligible charges

Optional - Form 500



- File Form 500 to either:
 - Change a service start date or a contract expiration date
 - Cancel or reduce a funding commitment
- Warning: reductions or cancellations of funding commitments are irreversible
- Not required, but strongly suggested to file Form 500 if FRN not needed, or large amount of commitment is not used

Contact Information

- E-Rate Support
erate@esc12.net 254-297-1123
- Technology Planning
eplan@esc12.net 254-297-1275
- STaR Chart Support
starchart@esc12.net 254-297-1275

Questions?