

A Typical “Year” In E-Rate



Fall:

**Determine needs for following year
Establish consortia (if needed)
Review new E-Rate rules
Prepare RFPs (if needed)
File Form 470**



Winter:

**Evaluate bid responses
Present proposals to Board
Sign contracts
Determine eligible services
Calculate discount (with school nutrition)
File Form 471 within filing window**



Spring:

**Respond to PIA questions
Item 25 reviews
Additional Certifications
Hopefully receive Funding Commitment Letter**



Summer:

START OF FUNDING YEAR!



Fall:

**File Form 486 no later than October 29 (or 120 days
after receipt of a Funding Commitment Letter)**



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**: Receive Services, Pay bills, Document
Request vendor changes, if necessary**



Fall:

**File Form 472 (applicants) or Form 474 (vendors) by October
28 to claim E-Rate money
Keep all files for TEN more years (forty seasons)**