E-Rate Funding Year Activities

E-Rate is a year-long process, and it is important to meet each deadline. Use this timeline to help stay on track. Please note that these activities are for the Funding Year, which starts in July and ends in June.

FIRST STEP

LAST STEP

BEFORE YOU BEGIN

To prepare for the E-Rate application process, identify your school or library's IT needs, determine your eligibility, register for an FCC Registration Number (FRN), create a user profile the in E-Rate Productivity Center (EPC), obtain a Billed Entity Number (BEN), and designate your entity's Tribal status in EPC.

COMPETITIVE BIDDING (FCC FORM 470)

WAITING 28 DAYS

EVALUATING BIDS

SELECTING A SERVICE PROVIDER

APPLYING FOR DISCOUNTS (FCC FORM 471)

APPLICATION WINDOW

APPLICATION REVIEW

STARTING SERVICES (FCC FORM 486)

INVOICING

NOVEMBER

The FCC Form 470 can be filed as early as July 1 of the prior funding year, but many applicants file in November.

DECEMBER

After filing the FCC Form 470, wait at least 28 days before selecting a service provider.

JANUARY

As you start to receive bids, construct an evaluation to compare options and select the most cost-effective one.

FEBRUARY

On or after the 29th day, you may select a service provider and enter into a service agreement.

OCTOBER

The invoice deadline is generally 120 days after the last date to receive service. The October deadline is for the prior funding year's recurring services that were to be delivered by June 30.

JULY

As you start E-Rate services, file the FCC Form 486 for each year in which you participate in E-Rate. Start evaluating what you need for the next funding year.

APRIL - MAY

FCC Forms 471 undergo Program Integrity Assurance (PIA) review. You may ask your vendor for help with the PIA process. If you notice errors on your FCC Form 471, you can submit corrections.

MARCH

The FCC Form 471 filing window generally runs from January to March.

◀ **Look on the back to find more resources on annual E-Rate cycle activities.**

Universal Service Administrative Co.

Before You Begin

NOVEMBER
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(FCC Form 470)

DECEMBER
Waiting 28 Days

JANUARY
Evaluating Bids

FEBRUARY
Selecting a
Service Provider

MARCH
Applying for Discounts
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APRIL-MAY
Application Review

JULY
Starting Services
(FCC Form 486)

OCTOBER
Invoicing