



E-rate Application Process (Step-by-Step)

Process Step	Who/What/When/Why	Resources
1. Technology Plan	School/district prepares and has approved for 3 years. Must be completed before filing Form 486 (step 8).	http://www.sl.universalservice.org/apply/step2.asp http://www.cde.ca.gov/ctl/edtechplan.pdf For California, there are three distinct standards for technology plans. Approval of a technology plan at any of the three levels is accepted by the SLD for E-rate. Contact your county office or the state library for more information.
2. FCC Form 470 "Description of Services Requested and Certification Form 470"	Begins E-rate process by identifying applicant, services requested, bidding and contact information. Posted to SLD web-site for competitive bids.	http://www.sl.universalservice.org/apply/step3.asp online filing or printed form and instructions. SLD now recommends filing a single Form 470 online for your district or library system. Note: For previous year filers with a multi-year contract, a Form 470 is not always required for those services, check the SLD web-site for details.
3. Receive Form 470 Acknowledgment Letter	SLD sends to applicant confirming 470 posting date, and providing "Allowable Contract Date". Letter also provides other important #'s for use later on the Form 471. Applicant should check for data entry accuracy.	
4. Minimum 28 day competitive bidding window	Vendors bid on services per Form470 posting on SLD web-site and/or detailed RFP from applicant. No contracts may be signed during this competitive period. May sign contracts on 29 th day or later.	As an applicant, you really need to be aware of any state or local procurement restrictions prior to posting your Form 470. Contact your city, county, or district business office to be sure you are complying with state and local procurement.
5. File Form 471 "Services Ordered and Certification Form"	Applicant files with SLD during a specified filing window to request funding of products/services/pricing selected. Identifies each vendor and discounts requested.	Filing window for Form 471 is generally mid-November until mid-January. Check http://www.sl.universalservice.org for exact dates. Form and instructions: http://www.sl.universalservice.org/form/ http://www.sl.universalservice.org/reference/471tips.asp If you are just filing for telecom and internet access, the SLD recommends filing a single Form 471 online . It is perfectly acceptable for service providers to help you prepare Item 21 attachments to submit to the SLD with your Form 471.
6. Receive "Receipt Acknowledgement Letter" from SLD	Applicant receives confirmation letter, showing data entered. Provides application number. Verify accuracy of information.	Check http://sl.universalservice.org/whatsnew/022003.asp#022003a for what to do if data corrections are necessary. This can save time later if a SPIN needs to be changed.



7. Form 471 SLD Review	SLD reviews Form 471's. Either the Problem Resolution Team may contact you re: the data entered, or the PIA team will contact you to make sure that discounts are for eligible services to eligible entities for eligible uses.	Be prepared for questions from the SLD Program Integrity Assurance (PIA) team. If they call you, you can request any questions be sent to you via e-mail. Service providers can often help you provide the information you need during PIA.
8. Funding Commitment Decision Letter (FCDL)	SLD approves/denies Form 471's via a FCDL. Requests are given a Funding Request Number (FRN) and funded \$\$ amount. SLD sends to applicant and effected vendor(s).	Review all information on the form. If an Operational SPIN Change is needed, it can be done now. SLD also sends along a blank Form 486 - see step 9.
9. Form 486 "Receipt of Service Confirmation Form"	Confirms receipt of products/services and also certifies CIPA compliance. Applicant sends 486 to SLD within 10 days of FCDL (By 10/28/01 for FY4).	Customer must download new Form 486 from: http://www.sl.universalservice.org/form/ . If you do not file a Form 486 in a timely manner (within 120 days of funding) you can lose some of your funding.
10. Form 486 Notification	SLD approves Form 486's via a notification letter, providing vendor with authorization to begin providing discounts and invoicing SLD. SLD sends copies to applicant and effected vendor(s).	Contact designated vendors and provide information needed to begin services and discounts. For telecomm providers, this will mean identifying lines that will receive discounts.
11. SBC (Pacific Bell) Discount Grid (this is for Pacific Bell core billing products)	SBC FUSF Service Center e-mails grid to customer. Cust. identifies specific services eligible under each FRN & emails back. Cust. prints & signs & returns via mail/FAX first page of grid, certifying eligibility.	Discounting on customer's bills can be implemented after steps 10 and 11 are complete. SBC FUSF Customer Sales Support Center FusfCenter@camail.sbc.com 370 Third St., Rm 207 San Francisco, CA 94107 1-800-228-3751 FAX 1-415-974-5962