

## E-RATE 2.0

# Simplify Your E-Rate Application

APPLICANT CHECKLIST: USEFUL INFORMATION FOR SCHOOLS APPLYING FOR E-RATE FUNDING

- Prepare for E-rate
  - Review the [description](#) of the Schools and Libraries Program
  - Review the [application Process Flow](#)
  - Review USAC [glossary of E-rate terms](#)
  - Review approved [Eligible Services List](#)
- Create a [Technology Plan](#)
- Post a [Form 470](#)
- Review the [Competitive Bidding process](#)
- Prepare a [Bid Evaluation Matrix](#) to assist you with selecting the service provider who best fits the needs of your K-12 entity.
- File an [FCC Form 471](#) to apply for funding. This form will also assist with understanding discount amount eligibility, and specific information on the service provider who won the bid.
- Once your Form 471 has been received, the FCC will [review your application](#) and notify you once it is approved.
- After USAC has issued a Funding Commitment Decision Letter (FDCL), you must file the [FCC Form 486](#) to notify the FCC that services have started.
- Invoicing methods:
  - Method #1 – For applicants who have paid the service provider directly, they can file the [Billed Entity Applicant Reimbursement \(BEAR\) Form](#) for reimbursement
  - Method #2 – Service provider to file the [Service Provider Invoice \(SPI\) Form](#) to be reimbursed for the discount amount. Applicants are responsible for the non-discount amount.

## Have Questions About E-Rate?

Get detailed answers from our E-Rate Specialist, [Daryl Sessoms](#).