E-Rate 2018-2019 Timeline Checklist

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| ***Application Steps***  *(Initial box when item completed)* | ***Sent* (applicant responsibility)** | ***Received* (Posted in EPC Portal)** |
| **Last date to update entity profile data - January 10th, 2018** |  |  |
| **Form 470** (wait minimum **28** days after filing before awarding contracts or filing the Form 471!!)  **\*Allowable Contract Date\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  |
| **Last Day to file a Form 470** – **February 22nd, 2018** |  |  |
| **Form 471**  **Window opens: January 11th, 2018**  **Window closes: March 22nd, 2018** |  |  |
| Form 471 Receipt Acknowledgement Letter (RAL) located in EPC portal – Check app for errors! |  |  |
| **Funding Commitment Decision Letter (FCDL)** located in EPC portal - Read carefully |  |  |
| **\***Appeal all denials (60 days from FCDL) |  |  |
| **Form 486** (**120** days from start of service or receipt of FCDL, whichever is later) located in EPC portal |  |  |
| Discounts on Bills (Inform service provider) |  |  |
| **Form 498** – Allows direct payment to the applicant - Must be filed and processed in order to file BEAR form – **\*Note**: this is a single submission. You do not file annually, as with other forms. |  |  |
| **Form 472** BEAR (reimbursement – must be filed **120** days after end of service) Currently file in legacy system |  |  |
| BEAR Reimbursement Payment Received |  |  |