

# E-rate and State Funding Cheat Sheet

## Idaho School Districts and Charter Schools

### GETTING STARTED

- Discuss your infrastructure needs with your team.
  - When does our current Internet contract end?
  - Do we need any new hardware or infrastructure?
- What is the estimated value of the contract we'll procure?
  - If between \$75K - 150L, then section 1 of [Idaho 67-2806](#) applies.
  - If greater than \$150K, then a sealed bidding process is required (section 2 of [Idaho 67-2906](#))

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### STEP 1

July 1 - Dec 31

- File FCC Form 470 to request for new service bids
  - A Request For Proposals (RFP) is always recommended
  - Min. 28-day bidding window required. Recommended minimum: 45-days for smaller projects, 60-days for fiber construction
  - If you intend to apply for the B.I.I.G. infrastructure grant, first contact [broadband@sde.idaho.gov](mailto:broadband@sde.idaho.gov) to discuss.
- October 28: Deadline to claim E-rate funding from previous year
- November: : submit current year invoices to Broadband Program for reimbursement (July – December)
  - Update E-rate profile with Nov enrollment/NSLP data before cutoff.

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### STEP 2

Jan 1 - March 31

- File FCC Form 471 Window to receive funding commitments for upcoming school year.
  - **Application window usually opens mid-January and closes mid-March.**
  - NEW SERVICES: If you are transitioning to a new service, we highly advise filing a second 471 that continues your existing service in case there is a delay.
- Respond to E-rate application review requests.
- (SDE) Submit signed copy of new or updated contract(s) to [SDE](#) for upcoming year reimbursements.

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### STEP 3

April 1 - June 30

- Receive Funding Commitment Decision Letter (FCDL)
  - Applicants can safely order internal connection components and work on the internet service transition.
- File FCC Form 486 to confirm the Service Start Date of the funded services or hardware. This counts as the installation date, or “turn-on” date to confirm when billing begins.
- (SDE) Submit current-year invoices to SDE for reimbursement (January - June)
- NEW SERVICES: Send SDE updated public IP address tech services

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#### For Questions Contact

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