

Project Nickname: _____

Type: _____ FRN: _____

Applicant's Guide to E-Rate Funding (Idaho)

Updated for School Year 2024-25

For up-to-date program requirements, visit usac.org and boardofed.idaho.gov



Step 1

Collaborate with administration to determine the technology needs for...

School Year

_____ - _____
Y1 Y2

July 1, Y1 to June 30, Y2

E-Rate Funding Year Y1

Idaho Fiscal Year Y2

Calculate discount percentage for E-Rate Funding Year Y1 _____%

Gather enrollment data from March of planning phase. Then, refer to the "E-Rate Discount Matrix" on USAC.org. If CEP, use multiplied data from base year of cycle.

If no new contracts are needed, skip the remaining checks in Steps 1 and 2. Proceed to Step 3.

If applying for B.I.I.G. (fiber grant): Contact OSBE Broadband Program to confirm intent broadband@edu.idaho.gov

Review Idaho 67-2806, determine approximate value of contract.

SELECT ONE:

- Less than \$75,000**
Recommended: RFP
- Between \$75,000 – \$150,000**
Required: RFP, and three solicitations
- \$150,000 or more:**
Required: RFP, notification in local paper (or paper's official website), and public opening of sealed bids.

Step 2

Finalize RFP and procurement timeline with stakeholders

Confirm which E-Rate Categories and Types your service is eligible for. Consult the **Eligible Services List**. Include several types as needed.

Certify Form 470/RFP

Confirm with vendors the E-Rate eligible MRC and NRC (monthly recurring cost; non-recurring cost)

Confirm recommended bandwidth for state reimbursement.

Score bids and award contract.

Documents to retain should include...

Scoring matrix, and documentation confirming how winner was selected. **If scoring dark fiber or self-provisioned fiber:** must compare cost of dark/self provisioned against cost of lit fiber over span of at least 10 years.

- Communications with vendors
- Meeting minutes confirming award

Sign final contract.
 Send copy to OSBE or ICfL.

Step 3

Accepted Jan.Y2 - Mar. Y2
Late forms require appeal to FCC.

Create new Form 471 and Funding Request Numbers.

IF CONTINUING SAME CONTRACT: Use last year's FRN(s) to "Copy FRN."

IF NEW CONTRACT: Upload contract(s) in entity profile

Tips:

- (1) Service Provider per FRN.
- (1) Category Type per FRN (e.g. Data Transmission, or Internal Connections).
- All Category 1 FRNs can be on same Form.
- All Category 2 FRNs can be on same Form.

Review draft PDF with stakeholders.

Certify Form 471

Step 4

Respond to PIA questions from application reviewers.

Respond in EPC to provide additional documents, validate discount percentage, and more. Corrections to applications can be made during this time.

Receive Funding Commitment Decision Letter (FCDL)

Read the FCDL carefully and in full. If FCDL is not correct, submit a USAC appeal within 60 days.

Confirm invoicing type with service provider.

SELECT ONE:

- Discount applied to invoice.** Vendor will invoice USAC with SPI Form 474.
- Invoiced in full.** Applicant will invoice USAC with BEAR Form 472.

Confirm CIPA compliance.

Documents to retain include...

- Proof of content filter
- Internet Safety Policy
- Minutes of public meeting when policy was adopted

Install eligible services and/or hardware.

Certify Form 486

Deadline to certify: 120 days after (whichever is later): funding letter or installation date.

Confirm bandwidth reporting with OSBE or ask service provider to send reports to OSBE

Step 5

Receive and process invoice(s) for services and/or hardware.

Send invoices to OSBE or ICfL for state reimbursements.

Use the chart at the bottom to track which invoices have been sent this year.

If "Discount applied to invoice," skip remaining tasks and proceed to Step 6.

If "Invoiced in full," submit invoices to E-Rate via EPC.

- Click, "EPC E-Rate Invoicing"
- Select Funding Year Y1
- Create (1) line item per invoice.
- Multiple invoices and FRNs can be included on a single BEAR Form 472.

Certify Form 472

Deadline to certify is 120 days after last date of service (often 10/28/Y-2). File monthly, or quarterly, etc

NOTE:

Reviewers may send questions about reimbursement request. If BEAR is denied, it can be resubmitted with corrections.

Step 6

All relevant documents must be retained for 10 years (beginning from last date of service). USAC may conduct PQA or BCAP audits during that time.

Idaho 472

<input type="checkbox"/>	<input type="checkbox"/>	July Y1
<input type="checkbox"/>	<input type="checkbox"/>	August Y1
<input type="checkbox"/>	<input type="checkbox"/>	September Y1
<input type="checkbox"/>	<input type="checkbox"/>	October Y1
<input type="checkbox"/>	<input type="checkbox"/>	November Y1
<input type="checkbox"/>	<input type="checkbox"/>	December Y1

Idaho 472

<input type="checkbox"/>	<input type="checkbox"/>	January Y2
<input type="checkbox"/>	<input type="checkbox"/>	February Y2
<input type="checkbox"/>	<input type="checkbox"/>	March Y2
<input type="checkbox"/>	<input type="checkbox"/>	April Y2
<input type="checkbox"/>	<input type="checkbox"/>	May Y2
<input type="checkbox"/>	<input type="checkbox"/>	June Y2