

E-Rate and Broadband Task Table

August 4, 2025



Annual E-Rate Cycle:	Applies To School Year / E-Rate Funding Year:
Step 1: Plan	1. 26-27 / 2026
Step 2: Form 470 (if applicable)	2. 26-27 / 2026
Step 3: Form 471 Funding Application	3. Not available until January
Step 4: Receive Funding Commitment, Form 486	4. 25-26 / 2025
Step 5: Invoice USAC (applicant or vendor)	5. 24-25 / 2024
Step 6: Documentation Retention (10 years)	6. All

FCC Form	470	Admin Window	471	486	472	500, or Service Substitution
Purpose	Solicit bids for service or hardware	Maintain current information	Apply For Funding	Enables Invoicing	E-Rate Invoicing	Report a change to a funded application
When	Procurement	Every Year				As needed
Months	July – January	November – December	January – March	Once service and/or hardware is officially delivered and in use.	Invoice E-Rate for reimbursement. Not applicable if service provider discounts line item.	500: Changes involving dates on application, deadlines, cancellations. Service Substitution: Change bandwidth or vendor/hardware.
Step	Step 2	Step 1	Step 3	Step 4	Step 5	As needed

For more information, visit <https://boardofed.idaho.gov/k-12-education/broadband-and-e-rate-services/>

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