

SY26-27 Internet Funding Checklist

Annual checklist for Federal and State funding programs

FEDERAL: E-RATE

Full details about each step of federal checklist: <https://www.usac.org/e-rate/>

Steps required to receive SY26-27 Federal Internet reimbursements

- ☐ Form 470: Establish competitive bidding for service contract.
 - Only step that's not completed annually. Use this to bid for new service contracts in the Fall before an existing contract expires.
- ☐ Admin Window: Update enrollment/NSLP numbers for discount percentage.
- ☐ Form 471: Funding Application.
 - Decide if school will be billed in full, or to apply discounts directly to invoice.
- ☐ Receive E-Rate Funding Commitment Decision Letter (FCDL).
- ☐ Form 486: Confirm Services are received.

After all steps are completed, and after the service provider has completed their required filings, then federal reimbursements can be claimed through the Form 472 BEAR (or, service providers can begin to apply discounts to the invoice).

STATE OF IDAHO: BROADBAND REIMBURSEMENT PROGRAM

Full details about each step of state checklist: <https://boardofed.idaho.gov/k-12-education/broadband-and-e-rate-services/broadband-reimbursement-program/>

Steps required to receive SY26-27 State Internet reimbursements

- ☐ Complete all steps above for Federal reimbursements.
- ☐ Confirm bandwidth speed is within EORC recommended limit (see website).
- ☐ Transmit copies of service contracts/addendums OSBE.
- ☐ Establish ongoing reporting of bandwidth speed (traffic speed in/out) to OSBE.
- ☐ Transmit copies of monthly service invoices to OSBE.

State reimbursements are processed in December and June each year. State reimbursements are calculated based on the non-discounted percentage of eligible costs.

PREREQUISITES TABLE: FEDERAL AND STATE SY26-27

Step in Process	Funding Source	Detail	Window
1. Training/Review Rules	-	Refresh program rules and state reimbursement limits	All Year
2. Form 470	Federal	Solicit bids new contracts as needed.	Jul - Jan
3. Administrative Window	Federal	Update district information in EPC	Sept - Dec
4. Form 471	Federal	Funding request for next school year	Jan - Mar
5. Send Contracts	State of Idaho	Send contract/addendums to OSBE	Jan - Jun
6. Receive FCDL	Federal	Funding Commitment Decision Letter	April - Jul
7. Form 486	Federal	Confirm services received CIPA certification	Varies: see notes
8. Bandwidth Reporting	State of Idaho	Setup bandwidth reporting with OSBE	All Year
9. Form 472 BEAR	Federal	File for E-Rate reimbursements. Not applicable if service provider discounts invoice.	All Year
10. Upload invoices	State of Idaho	Each LEA is provided with a one-way upload link to submit all pages of Internet/WAN invoices.	All Year

ABOUT E-RATE

Authorized by: Federal Communications Commission (FCC) via 47 USC § 254

Administered by: Universal Service Administrative Company (USAC)

Full details about each step of checklist: <https://www.usac.org/e-rate/>

ABOUT BROADBAND REIMBURSEMENT PROGRAM

Authorized by: Education Opportunity Resource Committee (EORC) via Idaho § 33-5604

Administered by: Office of the State Board of Education (OSBE)

Full details about each step of checklist: <https://boardofed.idaho.gov/k-12-education/broadband-and-e-rate-services/broadband-reimbursement-program/>