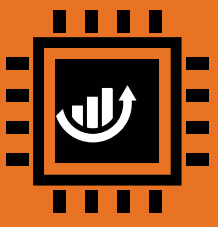


6 STEPS

FOR A SUCCESSFUL E-RATE SEASON

STEP 1



Determine Technology Investments

Calculate your potential E-rate funding using this [quick and easy calculator](#), which determines your E-rate budget and school contribution. Based on your budget, identify what wired and wireless investments you need to make this year. Do they address one of the [top challenges K-12 districts are currently facing?](#)

Start the E-rate Process! File Form 470

The first step to apply for E-rate funding is to submit the [form 470](#). On the United Service Administrative Company (USAC) website, you will find the forms for download and [instructions on how to submit](#). When you get to section 10, name the solutions you plan to invest in from step 1, and attach your completed RFP (if applicable).

STEP 2



STEP 3



Choose a Bidder! File Form 471

Once you file your 470, vendors have 28 days to bid on your project. Then select a vendor, execute a contract, and file the [form 471 \(instructions to submit\)](#). To accurately file, ask your vendor to provide a prepopulated form for line item 21-B that explains the scope of the project. Check where you are in the funding cycle by going to the [Funding Request Number \(FRN\) tool](#) – just submit your 471 application number.

Compliance Review! Program Integrity Audit (PIA)

The [PIA process reviews forms](#) for compliance and filing errors. During this time, you will be asked to answer questions, in which you have 15 days to respond. You will then receive a Funding Commitment Decision Letter (FCDL), which details your funding status and amount granted. Check your 471 status in column B of the [FRN tool](#) – If it says “Assigned to IR – internal review” then you are still in the PIA review.

STEP 4



STEP 5



Start Your Project! File Form 486

Form 486 needs to be filed in order to process an invoice and receive funding. After this form is certified, a notification is sent to all parties so that you can begin the project. [You can file your form 486 online](#). If you need assistance, [download instructions here](#).

E-rate Pays Up! File Form 472 or 474

Lastly, select how you will invoice the project. [Form 472 \(Billed Entity Application Reimbursement\)](#) allows your project to start by April 1st, but your school is responsible for paying the vendor, and will be reimbursed by the USAC. With [form 474 \(Service Provider Invoice\)](#) you cannot start your project until July 1st, but the vendor will invoice the USAC, so you don't have to upfront the costs.

STEP 6



Ready to **get started** with your E-rate filings?



Ruckus is E-rate approved! **Uncover your E-rate budget and assess your networking needs with our calculator, and learn why you should choose Ruckus for E-rate networks in our on demand webinar.**