**E-rate Timeline**

Christa Burns, [E-Rate: What’s new for 2016](http://www.webjunction.org/events/webjunction/e-rate-whats-new-for-2016.html)

This is a general timeline.  It does not cover the exact deadline dates for a specific E-rate funding year.

**Funding Year** - July 1 through the following June 30.

**FALL** **Form 470**Starts request for services. Posted at least 28 days before the filing of the Form 471, keeping in mind (1) the timeframe for compliance with all competitive bidding requirements and (2) the Form 471 application filing window opening and closing dates. **Usually file around October/November each year.** Will receive *Receipt Notification Letter (RNL)* from USAC*.*

**Wait at least 28 days before signing a contract and/or submitting your Form 471.**

**WINTER Form 471 window**Tells USAC what services you want, the provider, costs, library getting services, discount %, contract or MTM, etc. Usually **early December to mid-March** preceding the start of the Funding Year. Exact filing window dates are posted on the USAC web site. Must be received or postmarked no later than 11:59 PM EST on the day of the close of the Form 471 application filing window. Will receive *Receipt Acknowledgement Letter (RAL)* from USAC.

**SPRING** **PIA Review**
USAC's Program Integrity Assurance (PIA) staff review all applications, which can take months. PIA will contact you with questions.

**FCDL sent**
Starting in late Spring, *Funding Commitment Decision Letters (FCDL)* sent to applicants. This continues for months.

**SUMMER – July 1 – Start of Funding Year**

**FALL Form 486**
Confirms start of service. Must be received or postmarked no later than 120 days after the date of the *Funding Commitment Decision Letter (FCDL)* or 120 days after the Service Start Date, whichever is later.

**Form 472 / Form 474**
Invoice USAC to receive your discount. Form 472 (BEAR) submitted by applicant for reimbursements, Form 474 (SPI) submitted by provider for discounts on bills. Must be received or postmarked no later than 120 days after the date of the Form 486 Notification Letter or 120 days after the last date to receive service, whichever is later.

**Appeals**

Must be received no later than 60 days after the date of the *Funding Commitment Decision Letter (FCDL)*.

*E-rate is the commonly used name for the Universal Service Fund. The Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC) administers the E-rate program for schools and libraries. USAC is a not-for-profit corporation overseen by the FCC.*