

## E-RATE CENTRAL E-RATE NEWS

Summary of Current E-Rate News, Events & Deadlines

### In this issue:

- Important E-rate Dates
- E-rate Training Opportunities

### E-RATE TO DO ITEMS

#### Post FCC Form 470

The time is NOW to post a FCC Form 470 for libraries wanting to receive E-rate discounts for Internet access for service starting July 1, 2019. E-rate will cover up to 90% of your monthly recurring costs. Contact Norma Fowler at the State Library or Mel Van Patten with the State E-rate Team to begin the process. [NFowler@admin.nv.gov](mailto:NFowler@admin.nv.gov) or [Nevada@e-ratecentral.com](mailto:Nevada@e-ratecentral.com)

#### EPC Administrative Window

Update your entity information in the E-rate Productivity Center from now until January 15, 2019, including addresses, contact person, telephone numbers, email addresses, etc. EPC profile information can be updated until the day before the 2019 Filing Window Opens. Alternatively, let us know of any necessary changes and we will make the updates on your behalf. EPC Portal: <https://portal.usac.org>

### E-rate Funding Year 2019 Application Filing Window Dates Announced

The Funding Year (FY) 2019 FCC Form 471 application filing window will open on **Wednesday, January 16, 2019**, at 12:00 noon EST and will close on **Wednesday, March 27, 2019**, at 11:59 p.m. EDT.

Libraries can prepare now for the successful filing of their FY2019 funding applications by taking the following steps:

**Install Browser Updates:** Google Chrome is the recommended browser for the E-rate Productivity Center (EPC), but no matter which browser you use, be sure the latest version is installed on your computer.

**Establish Account and User Rights:** If this is your first year participating in the E-rate Program, call our Client Service Bureau at 888-203-8100 to create your account in EPC. If you already have an EPC account, log in and review, update and/or assign user rights for persons who will need access for FY2019.

**Update Your EPC Profile Now:** To ensure a smoother filing process, EPC profiles will lock on January 15, 2019, at 11:59 p.m. EST. You will not be able to make changes to your EPC profile after that date. So, please log in to your EPC account now to make any necessary changes to your profile.

**Proceed With Competitive Bidding:** If you have not started the competitive bidding process by filing your FCC Form 470, please begin now. Remember that you must wait 28 days after filing the FCC Form 470 before entering into an agreement and filing your application. For FY2019, you must certify your FCC Form 470 on or before February 27 to wait 28 days and then certify your FCC Form 471 before the window closes.

### E-rate FAQ:

#### 1) When is the deadline to post a Form 470?

E-rate rules require a Form 470 be posted for a minimum of 28 days before awarding a contract. Assuming that the bid evaluation is completed, contract signed and Form 471 submitted in EPC all in one day, the final date for FY 2019 to post a Form 470 is February 27, 2019. The best course of action, if you want to participate successfully is to start early. Posting the Form 470 by the end of January is recommended.

### E-rate Timeline

**Now through February 27 2019:** File FCC Form 470, requesting bids for eligible services, minimum 28-day bidding period then complete bid evaluation and sign contract or agreement for service starting July 1, 2019

**January - March 2019:** File FCC Form 471, application for funding

**March – July 2019:** Answer PIA questions regarding FCC Form 471 application

**May – September 2019:** Receive Funding Commitment Decision Letter (FCDL)

**July 1, 2019:** Prepare to start service.

### E-rate Training Opportunities

If you are interested in learning more about the E-rate program and how it may benefit your library, here are some video options.

The Nevada State Library, in conjunction with the NV Governor's Office of Science, Innovation and Technology hosted a webinar on E-rate basics and CIPA compliance. Find the archived webinar and slides on the Library's E-rate page: <https://nsla.libguides.com/e-rate>

USAC, the E-rate Program Administrator, recently launched a set of new online training videos. This video series is designed to provide content which was delivered live in the 2018 Fall Applicant Training sessions. <https://www.usac.org/sl/about/outreach/applicant-training-series.aspx>

