

## E-Rate

### ODL's E-Rate Webpage

<https://oklahoma.gov/libraries/lib-dev/e-rate.html>

Make **ODL's E-Rate Webpage** your one-stop shop for all things E-Rate!  
Here you'll find these and more:

- Information about the E-Rate process
- Instructions for filing the Forms 470, 471, and 486
- A Bid Evaluation Matrix template with instructions
- An Administrative Window Checklist with instructions on how to make changes/updates

### Does your library need to file a Form 470 this year?

Your library is entering into the final voluntary annual renewal year with its internet service provider.	YES (Category 1)
Your library is currently month-to-month (instead of contract) with its internet service provider.	YES (Category 1)
Your library would like to request bids for new network equipment.	YES (Category 2)
Your library has a one-year contract with up to 4 voluntary annual renewals, and it is NOT in the last annual renewal year with its internet service provider.	NO

### The E-Rate Application Process IN A NUTSHELL

<b>Form 470 →</b> July – February  A library files a Form 470 to seek bids for internet service (Category 1) and/or network equipment (Category 2).	<b>Administrative Window →</b> October – January  During the Administrative Window, libraries can make updates to their library and user information in the E-Rate Productivity Center (EPC).	<b>Bid Evaluation Matrix →</b>  A library who filed a Form 470 Category 1 will complete a Bid Evaluation Matrix to determine which internet service provider to select.  On or after the Allowable Contract Date (the 29 <sup>th</sup> day after a Form 470 is certified), the library can enter into contract with the internet service provider who scored the most points on the Bid Evaluation Matrix.
<b>Form 471 →</b> January – March  A library files a Form 471 to request discounts from USAC for this funding year. A library MUST file a Form 471 every year.	<b>PIA Review →</b>  After a library files a Form 471, it goes through the Program Integrity Assurance or PIA Review process. E-Rate Reviewers look over the Form 471 application and will send review inquiries through EPC if they have questions or need additional information from the library.	<b>Form 486</b>  A library will file a Form 486 after its Form 471 application has gone through the PIA Review process, and it receives its Funding Commitment Decision Letter (FCDL). The FCDL outlines the discounted funding the library will receive from USAC.  The Form 486 reports the start of service and CIPA Compliance.

For E-Rate assistance, please contact Rachel Walker at [rachel.walker@libraries.ok.gov](mailto:rachel.walker@libraries.ok.gov).