

## **E-RATE TIMELINE**

- Form 470:** File before January 1<sup>st</sup> of each year, include RFP if needed.
- Both RFP and Form 470 must have been publicly available for the same 28 day period before selecting vendor

- Form 471:** File before close of filing window
- Certify online
  - Answer questions from PIA promptly

### **Receipt Acknowledgment Letter**

- Sent by SLD after application is certified
- Review carefully---Any errors committed by you or SLD can be corrected on the letter.

### **Funding Commitment Decision Letter**

- Sent by SLD after application passes review
- Tells how much the SLD has committed for each funding request on the Form 471

- Form 486:** Indicates services have started
- File before 120 days from date on Funding Commitment Letter or July 1 (whichever is later).

## **FOR DISCOUNTS ON YOUR BILLS:**

### **AT&T/BELLSOUTH Grid:**

**Contact the AT&T National E-rate Center of Excellence at 1- 866-336-8278 between 8:00-5:00 (EST) Monday through Friday.**

- File after Form 486 approval letter is received.
- The verified grids will be mailed back to you. Check them carefully.
- Request an email to let you know when the discounts should appear on your bill.

**Other Vendors: Contact the vendor and ask for discounts.**

## **FOR REIMBURSEMENT:**

### **Form 472 (BEAR):**

- File quarterly, semi-annually, or annually
- File online, your service provider will be automatically notified of the filing for certification
- Or, File a paper copy after you have received the provider's block 4 certification

For any questions or problems with all of the above contact:

Tammy Jones  
MS Public Library  
E-Rate Coordinator  
Mississippi Library Commission  
Toll Free Phone 601-825-0100 ext 110  
E-Mail [tcjones@cmrls.lib.ms.us](mailto:tcjones@cmrls.lib.ms.us)