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# E-rate & You

**HELPING CLIENTS GET THE FUNDING THEY NEED –  
HELPING STUDENTS ACHIEVE THEIR POTENTIAL!**

## Erate FY2019 is Here! Are You Ready?

“You can file an FCC Form 470 for FY2019 now. The FCC Form 470 for FY2019 became available on July 1, 2018.

**“What is an RFP and is one required?”**

“In general, a Request for Proposal (RFP) is a formal bidding document that describes a project and requested services in sufficient detail so that potential bidders understand the scope, location, and any other requirements. An RFP may be known by a variety of names, for example, an Invitation for Bid (IFB) or Request for Quote (RFQ). In most instances, RFPs are not specifically required as part of the E-rate program, but you must issue one if it is required by your state or local competitive bidding or procurement rules.

**REMINDER:  
E-rate is a Competitive  
Bidding Process!**

**“What service/function should I list this service/product under on the FCC Form 470?”**

“You may not be sure exactly where on the FCC Form 470 to list a particular product or service. If the product or service appears to fit into more than one category of service or service type, you should:

- List the product or service under all of the categories or service types where it fits, and
- Provide a detailed explanation of the services you are requesting in the narrative field of the FCC Form 470 and/or your RFP or RFP document.”

• Universal Service, SLD, News Brief, 08/10/2018.



### Questions? We are Here to HELP!

As E-rate Consultants since 2006, we are able to help guide your school or library through this oftentimes complicated and confusing process. **Contact us TODAY!**

USA INVESTMENT GROUP, LLC | PO Box 463 | Columbia, SC | 29202  
[jkreta.erate@zoho.com](mailto:jkreta.erate@zoho.com) | C 848.702.0313 | F 404.920.2682 | <http://kreta-erate.com>



# Reminders: Some Things to Remember!

## Outsourcing Your E-rate

### Is it right for you?

Is Erate confusing? Do you find the process complicated and frustrating? It does not have to be!

- We specialize in the Erate process – so you don't have to.
- We let educators do what they do best – teach!
- We develop strategies to help ensure that you get the maximum benefit from the program.
- We work with you and the SLD throughout the entire review process.
- Our fees are based on the amount of funding you receive/use.

**Contact Us  
TODAY!**

### FCC Form 486

"Applicants must certify an FCC Form 486 to notify USAC that their services have started and to certify their status (or the status of the entities they represent) under the Children's Internet Protection Act (CIPA).

### Summer Deferrals

"During the summer contact period, Program Integrity Assurance (PIA) will put the review of your application on

*"Full access to telecommunications and information resources makes possible the rich teaching and learning that take place in schools and libraries. For these institutions to provide the high level of service necessary for their students and patrons, the costs can be great." (Universal Service SLD, 1997)*

hold if [they] cannot make a live contact by telephone with the contact person or someone else who has been designated to respond to [their] questions.

"For 2018, the dates of the summer contact period [were] May 25 through September 7.

### Invoicing Deadlines

"The deadline to file a [Form472] invoice for FY2017 recurring services is October 29, 2018.

### Document Retention Reminder!

"All applicants and service providers must retain all documents related to the application for, receipt, and delivery of supported services for at least 10 years after the later of the last day of the applicable funding year or the service delivery deadline for the funding request."

- **USAC, SLD, News Brief, 08/03/18, 08/10/18, and 09/14/2018.**



**Joseph Kreta**

PO Box 463  
Columbia, SC 29202

**848-702-0313**

[jkreta.erate@zoho.com](mailto:jkreta.erate@zoho.com)