



Erate Checklist

Funding Year 2012 (July 2012 - June 2013)

Equal Application Window Opens January 9, 2012, Closes March 20, 2012

Enclosed is Merit's response to your school or library's Form 470, *Description of Services Requested and Certification Form*, for FY 2011 (7/01/12-6/30/13) posted on the Schools and Libraries Division (SLD) web site. This checklist was prepared to guide you through the remaining steps that are necessary for you to obtain your erate discounts on these services. You may wish to reference this checklist as you proceed through the application process.

1. Obtain Bids: Your Form 470 and RFP must be posted for at least 28 days before you can sign a binding contract with a service provider. Your posted form will indicate your Allowable Contract Date and may be viewed at www.universalservice.org/sl/
2. Review Responses: Select your provider. You are not required to accept the lowest cost response you received, but you should select the most cost-effective solution that meets your needs.
3. Sign Contract: After the 28 day waiting period (the Allowable Contract Date on the Form 470), enter into a contract with the selected provider. Please return two signed service agreements with the contract term noted, and copies of the respective schedule(s), along with your signature and printed name, and the date. If your organization requires a purchase order, please send it along with the service agreement and schedules. This step must be done before you submit your Form 471.
4. Submit Request for Funding: Submit the Form 471, Services Ordered and Certification Form, to the SLD, either online (preferred) or on paper. E-certification is available and you must have a PIN to use it. You must mail your original signature page, it must be postmarked before the close of the equal application window.
5. RAL: The SLD will send you a Receipt Acknowledgment Letter (RAL). The RAL indicates that your 471 was received and entered properly into the system. Note: Review document for data entry accuracy.
6. FCDL: The SLD will later send you a Funding Commitment Decisions Letter (FCDL) advising you of the status of your request. If you are denied funding and you believe the SLD is incorrect, prepare your appeal immediately. You have 60 days from the date on your FCDL to file an appeal. If necessary, contact your service provider for information to support your appeal.

Once you receive your funding, notify your provider to remove any contingencies to the start of services. Proceed with installation of any new services or continuing existing service.
7. Confirm Receipt of Service: Submit the Form 486, Receipt of Service Confirmation Form, to the SLD. Before submitting this form, you and your provider must agree on whether to use discounted invoices or Form 472 (BEAR). Merit will provide you a discounted bill and will bill the SLD for the remaining costs. You should not need to file a BEAR form. There are CIPA certification requirements and deadlines for submitting the 486. Your deadline depends on when you receive your FCDL.

*Merit's Service Provider
Identification Number
(SPIN): 143-004-331*

Questions?

For more detailed information about the erate program, eligibility, and how to apply, please visit these web sites:

**Merit Network, Inc.,
Erate Information**

<http://www.merit.edu/erate/>

Schools and Libraries Division

<http://www.universalservice.org/sl/>

**Michigan Department of
Education**

<http://www.michigan.gov/mde/>

Updated: December 2010