

## **E-Rate Central Services to Virginia Libraries**

July 1, 2026 through June 30, 2027

Our goal is to make E-rate as easy for libraries as possible. E-Rate Central will assist libraries with any E-rate Productivity Center (EPC) issues that arise, maintain their EPC profile data with current information, and provide instructions to update any EPC account for changes we are prevented from making on the library's behalf. Considering the nature of the EPC Portal, libraries must be active participants in the process. We help libraries understand and navigate EPC, but are limited by the design of EPC, the certifications on the Forms, and rules of the program, so that we cannot do everything independent of the official library representative.

### **Forms Preparation**

#### Form 470

- 1) Review needed C1 and C2 equipment and services with library and prepare up to two Forms 470 per fund year for the library to certify.
- 2) Review any related RFP documents for E-Rate compliance.
- 3) Remind libraries of competitive bidding rules for the program.
- 4) Assist in answering E-Rate related questions from vendors (i.e. location of posting, deadline for submission, etc.)
- 5) Track deadlines outlined in procurement documents and provide guidance throughout the process
- 6) Provide copies of bids received, a sample bid evaluation matrix and/or bid memo to the library after the Allowable Contract Date or Bid Closing Date has arrived.
- 7) Provide guidance on what is and what is not acceptable as part of the evaluation process for E-Rate compliance.
- 8) Keep digital copies of all documents received and provide digital copies to the library.

#### Form 471

- 1) Gather current invoices and contracts to accurately draft application and save copies for documentation purposes.
- 2) Prepare up to two Forms 471s per fund year for the library to certify.
- 3) Respond to Program Integrity Assurance reviewer questions and inquiries, including Competitive Bidding and Cost-Effectiveness Reviews.
- 4) Keep digital copies of all documents received and provide digital copies to the applicant.
- 5) Alert library of a Funding Commitment Decision and provide an electronic copy.

#### Form 486

- 1) Prepare Form 486 for the library's certification or certify the 486 on library's behalf if CIPA compliance is documented.
- 2) Remind library of CIPA compliance and review documents submitted to E-Rate Central.
- 3) Keep digital copies of all final documents received and provide copies to the library.

#### Form 498

- 1) Provide directions on how to complete the Form 498.
- 2) Supply guidance for sam.gov registration/renewal when applicable.
- 3) Furnish checklist to ensure all information provided on Form 498 aligns with other systems used to verify accuracy before disbursements are made.
- 4) Issue a reminder to complete the Form and sam.gov registration once required.
- 5) Keep digital copies of all final documents received and provide copies to the library.

#### Form 472/474

- 1) If SPI discount billing is preferred, send request/election letters to each vendor.
- 2) Collect invoices, calculate the eligible expenses, and review applied SPI credits.
- 3) Prepare BEAR Forms 472 up to 2 times per year for each FRN.
- 4) Forward prepared Forms 472 and calculation summary to library for review & approval.
- 5) Certify the Forms 472 with the library's approval.
- 6) Monitor all invoicing deadlines and request one invoice deadline extension, if necessary.
- 7) Keep digital copies of all documents received and provide copies to the library.

#### Form 500

- 1) Prepare a Form 500 for any FRN that has been utilized at less than 90% (unless the amount remaining/difference is less than \$500) in order to return funding to the program.
- 2) Send the Form for library certification.

#### Post-Commitment Work:

- 1) Draft and submit USAC and FCC appeals, as needed
- 2) Assist in responding to PQA and other USAC issued audits
- 3) Prepare post-commitment change requests, as necessary

Because of certification requirements, E-Rate Central is unable to certify any FCC Forms except Forms 472 and 486, which can be submitted after we receive written approval from the library. Libraries will be responsible for RFP preparation, communication with vendors, and the bid evaluation process. E-Rate Central will provide a sample evaluation template and/or bid memo when necessary. In the event of billing disputes between vendors and applicants, E-Rate Central will not mediate disputes. FCC Forms will not be filed after program deadlines due to untimely responses from applicants.

E-Rate Central will provide links and updates to libraries of state, regional and local master contracts and state initiatives regarding broadband deployment and E-Rate assistance. Individual E-Rate training will not be provided to libraries. Basic E-Rate information and training videos are available on the Schools and Libraries Website.

E-Rate Central will review compliance with the Children's Internet Protection Act and assist libraries with compliance.