

Use this list as a timeline and to keep up with upcoming assignments and forms due to KSLLC.

	ITEM	DUE DATE	COMPLETION DATE
	START OF 2018-2019 PROCESS		
<input type="checkbox"/>	KSLLC E-Rate Services Agreement, Scope of Work, Fee Schedule & Letters of Agency signed and returned.	Jul 2017- Aug 2017 Due No Later than Aug 31, 2017	
<input type="checkbox"/>	Last date for new clients to sign up for E-Rate consulting services with KSLLC.	Dec 1, 2017	
	CHILDREN'S INTERNET PROTECTION ACT (CIPA)		
<input type="checkbox"/>	CIPA Compliance-must discuss at public hearing or public board meeting any changes in Internet Acceptable Use policy and/or Internet filtering software. Must continue to educate minors about appropriate online behavior and document the training.	Must already be in compliance. Any changes require public notice – Board Meeting Qualifies	
<input type="checkbox"/>	Complete CIPA Certification Form & send Internet filter invoice and screen shot annually.	Jul 2017 -Aug 2017	
	E-RATE TIMELINE		
<input type="checkbox"/>	Update USAC EPC (E-rate Productivity Center) account with any changes to users. Make sure your KSLLC Account Manager is a "full rights" user.	Jul 2017 - Aug 2017	
<input type="checkbox"/>	Board authorization of Superintendent or other Administrator for E-Rate.	Jul 2017 - Aug 2017	
<input type="checkbox"/>	E-Rate Contact Form : Indicate main E-Rate contact, AP, Tech contact, USAC forms 470/471 certifier.	Jul 2017 - Aug 2017	
<input type="checkbox"/>	Optional : Distribute Family Household Income Surveys - Record date when surveys are received from each school site.	Apr 2017 - Oct 2017	
<input type="checkbox"/>	Finalize E-rate plan for 2018-19 and select your group schedule.	Aug 2017	
<input type="checkbox"/>	Notify KSLLC of site changes or additions – School buildings, Library square footage. Include any changes in 2017-18 and 2018-19.	Aug 2017	
<input type="checkbox"/>	RFP Questionnaire - Complete at erate470.com .	Sep 2017 - Jan 2018	
<input type="checkbox"/>	USAC Form 470: Request for Proposal - KSLLC will prepare and submit Forms 470 & post RFP on EPC Portal based on your completed RFP Questionnaire.	Sep 2017 - Dec 2017	K&S Action
<input type="checkbox"/>	Certify USAC Form 470 on EPC portal IMMEDIATELY once notified to begin minimum 28-day bidding period.	Sep 2017 - Jan 2018	
<input type="checkbox"/>	Question and Answer period – 14 days – Respond to questions. Q&A Addendum posted to USAC EPC portal and erate470.com	Sep 2017- Jan 2018	
<input type="checkbox"/>	Minimum 28-Day Competitive Bidding Period. Bidding site: erate470.com . (No Contracts until 29 th day.) All information also posted on USAC EPC Portal.	Sep 2017- Jan 2018	
<input type="checkbox"/>	Bids due - Bid due dates vary by posting date.	Oct 2017 - Jan 2018	
<input type="checkbox"/>	Bid Decisions : Bid Evaluations, Signed Bids, and Contracts - KSLLC will compile your bid packet and email to you after bid closing. Return completed bid selections, scoring sheets, and signed Service Provider contracts within 14 days of receipt.	Nov 2017 - Feb 2018	
<input type="checkbox"/>	Notify your awarded bidders. Send written notification to your awarded Service Providers. Ask for contracts if not provided in your bid packet.	Nov 2017 – Feb 2018	
<input type="checkbox"/>	Board approval prior to signing contracts for Erate services and/or existing multi-year contracts (if required by your local procurement rules).	Nov 2017 – Feb 2018	
<input type="checkbox"/>	Complete Budget for Supporting Resources - Required to indicate the amount of funds that will be spent for the resources to support the eligible services requested on your Form 471.	Nov 2017 – Feb 2018	
<input type="checkbox"/>	Copies of Bills for Form 471 Application: SELECT BILLS FOR ALL ELIGIBLE RECURRING SERVICES - use the month most representative of charges. Return to your KSLLC Account Manager or Kellogg & Sovereign FTP Site .	Due to KSLLC By Nov 30, 2017	
<input type="checkbox"/>	Provide E-Rate Discount Information to KSLLC: October 2017 enrollment, CEP % by school site (if participating), low income student count data (non-CEP sites). Also NSLP Certification Form .	Due to KSLLC by 12/15/2017 or as soon as low-income data is available.	
<input type="checkbox"/>	Optional : Family Income Survey Results - Tally surveys and submit to KSLLC no later than 12/15/2017.	Dec 15, 2017	

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<input type="checkbox"/>	Report any site changes immediately to KSLLC – additional 470/RFP may be needed.	Ongoing	
<input type="checkbox"/>	Form 471 prepared with supporting documentation on USAC EPC portal . KSLLC will notify you to review application and certify.	Jan 2018 - May 2018	KSLLC only
<input type="checkbox"/>	Review and Certify your E-rate Application – FCC Form 471 immediately. Notify your Account Manager once you have reviewed and certified your 471.	Jan 2018 - May 2018	
<input type="checkbox"/>	E-Rate Board Resolution - Present resolution to your board for approval. Return signed board resolution, copy of agenda, and approved minutes when board resolution was approved.	May 2018 -Jul 2018	
<input type="checkbox"/>	Applicant copies of 2018-19 E-Rate Documents - KSLLC provides electronic copies of documentation related to your E-Rate filing. Uploaded to K&S Client Portal. Email notice sent to Applicant.	Apr 2018 - Jun 2018	
<input type="checkbox"/>	471 Receipt Acknowledgement Letter on USAC EPC Portal- KSLLC reviews and submits any required corrections to USAC.	Apr 2018 -Jun 2018	
<input type="checkbox"/>	Carefully review your E-rate application and supporting documentation – report any questions or concerns to your KSLLC Account Manager immediately! Corrections can only be made prior to funding.	Apr 2018-Jun 2018	
<input type="checkbox"/>	SLD Review (Program Integrity Assurance - PIA) – KSLLC will work with USAC to answer all questions regarding your application.	May 2018 - Funding	
	POST FUNDING - FILINGS AND CORRESPONDENCE ON EPC		
<input type="checkbox"/>	Funding Commitment Decision Letter (FCDL) issued by USAC.	May 2018-Oct 2018	
<input type="checkbox"/>	Funding email notice - Category 1 services (Telecom & Internet) – Reply to funding email from KSLLC. Indicate BEAR or SPI selection. Notify KSLLC of any necessary service substitutions or Service Provider changes.	May 2018 – Oct 2018	
<input type="checkbox"/>	FCC Form 486 for Category 1 filed by KSLLC upon receipt of follow up report. KSLLC contacts Service Providers for discounts and reimbursement process.	May 2018 – Oct 2018	KSLLC Only
<input type="checkbox"/>	Funding email notice - Category 2 (Internal Connections, BMIC, MIBS). Reply to funding email from KSLLC. Alert us of any necessary service substitutions or Service Provider changes.	May 2018 – Oct 2018	
<input type="checkbox"/>	FCC Form 486 for Category 2 filed by KSLLC upon receipt of follow up report. KSLLC contacts Service Providers for discounts and reimbursement process.	May 2018 – Oct 2018	KSLLC Only
<input type="checkbox"/>	Form 486 Review. Carefully review EPC notification after 486 is filed. Check service start date, service end date, and funding amounts.	May 2018 – Oct 2018	
<input type="checkbox"/>	Copies of bills for reimbursement for RECURRING services paid in full. Upload your bills monthly to the KSLLC FTP site or your KS Client Portal .	FY 2018 Recurring Services Invoice Deadline 10/28/2019	
<input type="checkbox"/>	Copies of bills for reimbursement for NON-RECURRING services paid in full. Upload your bills monthly to the KSLLC FTP site or your KS Client Portal .	FY 2018 NON-Recurring Services Invoice Deadline 1/28/2020	
<input type="checkbox"/>	Form 472 - Billed Entity Applicant Reimbursement (BEAR) Form. Filed by KSLLC on USAC EPC Portal to request reimbursement for E-Rate discounts on services you paid in full.	ongoing	
<input type="checkbox"/>	Form 500 - Filed by KSLLC to notify SLD of changes to your funding per your instructions: reductions, cancellations, contract expiration date extensions, equipment transfers, and service delivery deadline extensions. <ol style="list-style-type: none"> 1. Service Delivery Deadline Extension 2. Funding Cancellation 3. Funding Reduction 	Due September 30 of the funding year	
	OPTIONAL ACTIONS		
<input type="checkbox"/>	Provider Change - Corrective or Operational. If operational, must prove breach of contract or inability by original provider to complete the service AND can only change to 2nd provider on original bid evaluation. May be filed after Funding Commitment Decision Letter is issued.	DUE BY LAST DATE TO INVOICE	
<input type="checkbox"/>	Service Substitution Request - May be submitted if service/equipment will be different than originally funded. New service/equipment must have the same basic function as the original.	FILE PRIOR TO LAST DATE OF SERVICE	