

August 2017

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2017

S	M	T	W	T	F	S
					1	2
3	4 - KSLLC Labor Day	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

TO DO IN AUGUST:

- _____ New providers: Apply for 498 ID (formerly known as a SPIN)
- _____ File Form 473 on [E-File](#), USAC's online filing system - usac.org/about/tools/e-file.aspx
- _____ Update [USAC EPC Portal](#)— forms.universalservice.org/portal
- _____ Complete KSLLC Annual Signature and Logo Authorization (LOA) Form—kelloggllc.com
- _____ **OPTIONAL:** Add your Terms and Conditions to KSLLC Standard Contract (See LOA)
- _____ Meet with applicants to discuss your services/products prior to the posting of Form 470s/RFPs
- _____ Notify KSLLC by Sept 1 if a Service Delivery Deadline Extension is required for any outstanding FRNs with a current 9/30/17 installation deadline.

REMINDER:

- _____ September 30th - deadline to install non-recurring services for outstanding FRNs which have previously been extended.

TO DO IN SEPTEMBER:

- _____ Register for KSLLC SP Workshop or Webinar(s) at kelloggllc.com
- _____ **September 30th - deadline to install non-recurring services for outstanding FRNs which have previously been extended.**

REMINDER:

- _____ October 28, 2017 is the last date for submitting invoices to SLD for 2016-17 recurring services.

NOTES:

October 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6 Group 1 470/RFPs Posted	7
8	9	10	11	12	13 Group 2 470/RFPs Posted	14
15	16	17 SP E-Rate for Beginners Webinar	18 SP Live Workshop Norman, OK	19	20 Group 3 470/RFPs Posted	21
22	23	24 SP Workshop Webinar	25	26	27 Group 4 470/RFPs Posted	28 2016-2017 Invoicing Dead- line for Recurring Services
29	30	31				
Notes:						

TO DO IN OCTOBER:

- _____ Prepare to Bid
- _____ Read [step-by-step bidding directions](http://kelloggllc.com/eratebids.aspx) - <http://kelloggllc.com/eratebids.aspx>
- _____ Review Form 470s/RFPs posted - [EPC Portal](#) & erate470.com
- _____ Track Q&A and bid closing dates and place bids accordingly - erate470.com
- _____ Identify and attend applicant bidders' conferences &/or walk-through dates as listed on erate470.com
- _____ Submit questions regarding applicants' RFPs by Q&A deadline. See "View RFP's and Answer Questions" by Applicant erate470.com
- _____ **October 28th last date to invoice USAC for recurring services for FY 2016-17**
NOTE: One Extension, prior to 10/28.

NOTES:

November 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3 Group 5 470/RFPs Posted	4
5	6	7	8	9	10	11
12	13	14	15	16	17 Group 6 470/RFPs Posted	18
19	20	21 Group 1 Bids Close	22	23	24	25
			KSLLC Thanksgiving Break			
26	27	28 Group 2 Bids Close	29	30	Notes:	

TO DO IN NOVEMBER:

- _____ Read [step-by-step bidding directions](http://kelloggllc.com/eratebids.aspx) - <http://kelloggllc.com/eratebids.aspx>
- _____ Review Form 470s/RFPs posted - [EPC Portal](#) & erate470.com
- _____ Track Q&A and bid closing dates and place bids accordingly - erate470.com
- _____ Identify and attend applicant bidders' conferences &/or walk-through dates as listed on erate470.com
- _____ Submit questions regarding applicants' RFPs by Q&A deadline. See "View RFP's and Answer Questions" by Applicant erate470.com
- _____ Prepare specialized contracts and submit with your bids (upload to erate470.com)

NOTES:

December 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5 Group 3 Bids Close	6	7	8	9
10	11	12 Group 4 Bids Close	13	14	15	16
17	18	19 Group 5 Bids Close	20	21	22 Group 7 470/RFPs Posted	23
24	25 KSLLC Christmas Break	26	27	28	29	30 31

TO DO IN DECEMBER:

- _____ Track Q&A and bid closing dates and place bids accordingly erate470.com
- _____ **OPTIONAL:** Include your [Terms & Conditions](#) in the standard KSLLC Contract
- _____ Work with applicants to finalize contracts for all winning bids if you require a custom contract (Custom contract is considered any contract other than the standard KSLLC contract)
- _____ Submit questions regarding applicants' RFPs by Q&A deadline. See "View RFP's and Answer Questions" by Applicant erate470.com
- _____ Send completed Item 21 Attachments spreadsheet to KSLLC

NOTES:

January 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
KSLLC New Year's Break						
7	8	9 Group 6 Bids Close	10	11	12 Group 8 470/RFPs Posted	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28 Invoicing Deadline for Non-recurring Services	29	30	31	Notes:		

TO DO IN JANUARY:

- _____ Early January— Tentative E-rate filing window opens
- _____ Final bids submitted with contracts and supporting documentation for late closing RFP's/Form 470's
- _____ Send completed Item 21 Attachments spreadsheet to KSLLC
- _____ Send completed contracts both to KSLLC and the applicant
- _____ Review applicants' Form 471's on [EPC Portal](#) & notify KSLLC of any corrections ASAP

IMPORTANT! THE FORM 471 RECEIPT ACKNOWLEDGEMENT LETTER IS NOT AN INDICATION OF FUNDING!!

REMINDER:

- _____ **1/28/2018: Invoicing deadline for Non-Recurring Services**
- _____ ****All invoices for Category 2 equipment with a last date to install of 9/30/2017 must be submitted by 1/28/2018.**

NOTES: _____

February 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6 Group 7 Bids Close	7	8	9	10
11	12	13	14	15	16	17
18		20	21	22	23	24
25	26	27 Group 8 Bids Close	28	Notes:		

TO DO IN FEBRUARY:

- _____ Respond quickly to KSLLC requests for Item 21 attachment items
- _____ Review posted Form 471's on [EPC Portal, portal.usac.org](http://portal.usac.org)
- _____ Wait to contact KSLLC with non-critical requests until after the filing window closes
- _____ Receive the Form 471 Receipt Acknowledgement Letter (RAL) in the [EPC Portal](http://portal.usac.org).

PLAN FOR MARCH:

- _____ Mid-March - Tentative Form 471 filing window closes
- _____ Program Integrity Assurance (PIA) review for all FY 2018 Form 471's begins

NOTICE:

- _____ KSLLC is only taking phone calls for issues directly related to 2018-19 applications.
For all other issues, contact us via e-mail or wait until after the filing deadline.

March 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30 KSLLC Good Friday Holiday	31

TO DO IN MARCH:

- _____ Continue to review posted Form 471's on [EPC Portal, portal.usac.org](http://portal.usac.org)
- _____ Mid-March - Tentative Form 471 Filing Deadline
- _____ Receive notification of Form 471 selection via Receipt Acknowledgement Letter (RAL) from USAC through the [EPC Portal](http://portal.usac.org)
- _____ Program Integrity Assurance (PIA) review for all FY 2018 Form 471's begins
- _____ Continue delivery of services (FY 2017-18)
- _____ Provide PIA assistance to KSLLC, as requested

NOTICE: KSLLC is only taking phone calls for issues directly related to your 2018-19 applications. For all other issues, contact us via e-mail or wait until after the filing deadline.

NOTES: _____

April 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	<i>Notes:</i>				

TO DO IN APRIL:

- _____ April 1, first allowable date to install broadband internal connections for FY 2018-19
- _____ Provide support for PIA review of applications, as requested
- _____ Form 471 downloads are available on EPC Portal, portal.usac.org and usac.org/sl
- _____ Continue invoicing for FY 2017-18: Form 474, Service Provider Invoice (SPI), Form 472, Billed Entity Applicant Reimbursement (BEAR)
- _____ Applicant Service Certifications
- _____ Ensure your [Form 473](#) is current, Service Provider Annual Certification (SPAC) with [USAC](#)

NOTES:

May 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> KSLLC Memorial Day Holiday </div>	29	30	31	Notes:	

TO DO IN MAY:

FUNDING COMMITMENTS BEGIN FOR FY 2018-19! (Tentatively)

- _____ Prepare for July 1 start of services
- _____ Notify applicants to disconnect in writing if changing service July 1
- _____ Service Cancellations
- _____ Up-Front Costs

NOTES:

June 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

TO DO IN JUNE:

- _____ Prepare for start of services on July 1
- _____ Notify applicants to disconnect in writing if changing service July 1
- _____ Service Cancellations

NOTES:

July 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 FY 2018-19 Begins
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	<i>Notes:</i>				

TO DO IN JULY:

- _____ Watch for Funding Commitment Decision Letters (FCDL) on [EPC Portal](#)
- _____ Begin delivery of recurring services (C1, C2-MIBS & BMIC) as directed by the Applicant
- _____ Schedule installations of broadband internal connections (C2 Equipment)
- _____ Prepare for Audits/Reviews

REMINDER:

- _____ September 30th - deadline to install non-recurring services for outstanding FRNs which have previously been extended.

NOTES:
