








E-Rate Program Checklist

Maximize the benefit from the E-Rate program.



The checklist

-  1. Confirm your available budget
 - Review your Category 2 budget balance through your E-Rate consultant or USAC portal.
-  2. Assess your technology needs
 - Prioritize Wi-Fi, networking infrastructure, cybersecurity, and power upgrades to support future growth.
-  3. Match projects to E-Rate eligible items
 - Focus on access points, network switches, cabling, UPS (Uninterruptible Power Supplies), and managed broadband services.
-  4. Plan early, buy smart
 - Lock in vendors and establish a timeline for your E-Rate projects to avoid delays.
-  5. File funding requests correctly
 - Submit your Form 470 and Form 471 requests by their respective deadlines to secure your funding.
-  6. Document every step
 - Save invoices, contracts, service certifications, and any other documents for audit purposes.
-  7. Prepare your infrastructure to meet increasing demand.
 - Invest in scalable solutions that will grow with your students' needs and future tech innovations.

The future belongs to those who build it.

Start now and turn your E-Rate funding into a foundation for endless opportunity.

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