

E-RATE READINESS CHECKLIST

Is your district prepared to take full advantage of E-Rate funding? Use this checklist to assess your readiness and identify next steps.

1. Identify Your Technology Needs

- ☐ Conduct an audit of current network infrastructure
- ☐ Document performance gaps or coverage issues
- ☐ Define priorities (e.g., Wi-Fi upgrades, security, managed services)

2. Understand What's Eligible

- ☐ Review Category 1 services (Internet access, WAN)
- ☐ Review Category 2 services (Wi-Fi, switching, firewalls, cabling)
- ☐ Determine which STEP solutions align with your needs

3. Plan Your Timeline

- ☐ Confirm FCC Form 470 posting window
- ☐ Map deadlines for RFPs, Form 471, and Board approvals
- ☐ Build internal project milestones for deployment

4. Engage the Right Partners

- ☐ Choose an E-Rate service provider (like STEP)
- ☐ Verify they have experience with K-12 and E-Rate
- ☐ Confirm the vendor is listed with a valid SPIN number

5. Budget & Match Funding

- ☐ Know your E-Rate discount level
- ☐ Confirm availability of matching funds (if required)
- ☐ Align project scope with available funding

4. Engage the Right Partners

- ☐ Assign internal E-Rate coordinator or consultant
- ☐ Ensure documentation is ready for audits
- ☐ Schedule a call with STEP's E-Rate experts

Need help completing the checklist?

BOOK A FREE CONSULTATION

and let STEP walk you through it.