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EMERGENCY CONNECTIVITY FUND CHECKLIST

A step-by-step guide for applying for the Emergency Connectivity Fund (ECF) program

STEP 1 | COLLECT DATA

❑ Create a plan for collecting data on the home connectivity and device status of your students and staff.

▶ *Resources: K-12 Bridge to Broadband and Home Access Needs Assessment Playbook*

❑ Estimate the number of students and school staff lacking adequate connected devices and/or broadband connections (1) at the start of the pandemic and (2) currently.

STEP 2 | RESEARCH OPTIONS

❑ Determine the type of off-campus connections (e.g. wireline, hot spots) and learning devices you plan to purchase.

▶ *Resources: Technical Considerations for Connectivity Options*

❑ Determine the time frame of service (the initial ECF window will cover services delivered 7/1/2021 to 6/30/2022) and quantity of connections and devices you will purchase

❑ Explore Internet Service Providers in your area and the plans that they are offering.

▶ *Resources: K-12 Bridge to Broadband, Provider Look-up Tool, Home Digital Access Map*

STEP 3 | PROCURE

❏ Review any state or local procurement laws that govern the purchasing of Internet services and connected devices. Check with your state procurement office or education agency to see if they have a master contract in place that eliminates the need for school districts to go out to bid.

❏ **If competitive bidding is required**: Create and post an RFI based on the service type(s), quantity, and timeframe determined in step 2. Receive and evaluate bids based on cost effectiveness and service offerings, and select the appropriate provider(s).

  ▶ *Resources: [RFI template](#)*

❏ **If competitive bidding is NOT required**: Reach out to local Internet Service Provider(s) and device vendor(s) and select the solutions that meet your needs as determined in step 2.

STEP 4 | APPLY

❏ Prepare your Form 471 detailing vendors, service descriptions, service dates, and estimated costs, and attach the corresponding provider agreements from Step 3.

  ▶ *Resources: [Filing and training support (USAC)](#)*

❏ Certify that goods and services are only provided for students and school staff who would otherwise lack connected devices and/or broadband connections.

❏ Submit your Form 471 by August 13th

STEP 5 | ACTIVATE

❏ Receive Funding Commitment Decision Letter (FCDL) from USAC.*

❏ Execute an agreement (e.g. contract, MOU, purchase order) with your selected provider(s) to procure services and devices.

❏ Confirm student connectivity status for the students you intend to connect, and obtain parent or guardian approval to accept service.

❏ Activate service and work with your ISP to monitor as connections go live.

❏ Submit monthly invoices to USAC for reimbursement.

*FCDL is not required in order to move forward with the following steps, but it does confirm that your requested funding has been approved and guarantees reimbursement for the requested amount

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