1. Form 470 – Description of Services Requested
   a. Can be filed anytime after 7/1 if form is ready.
   b. Must be posted online for 28 days.
   c. For consortium, need Letter of Agency from each member sent to NCLS.
   d. Filing window closed on 4/1/16.

2. Form 471 – Description of Services Ordered
   a. Must be filed during filing window
      i. FY2016 – filing window is 2/3/16 – 5/26/16
   b. Must wait at least 28 days from filing of 470 to file 471

3. Form 486 – Receipt of Service Confirmation and CIPA Certification.
   a. Filed after receipt of Funding Commitment Decision Letter (FCDL)
      i. 120 days after receipt of FCDL, or start of service, whichever is later.
   b. For consortium, need Form 479 CIPA Certification from each member sent to NCLS prior to filing 486.

   Reimbursements – choose #4 OR #5

4. Form 472 – Billed Entity Applicant Reimbursement (BEAR)
   a. Can be filed monthly, quarterly, or annually. In the past they have been done annually between 7/1 – 10/28 following the funding year.
   b. All 472’s submitted after 7/1/16 must be done in EPC
      i. This will affect reimbursements for FY2015.
      ii. Payments will be made directly to applicants, not to service providers.
   c. There are pre-requisites that must be completed.
      i. See “Bear Form 472 Pre-requisite Checklist” document.

5. Form 474 – Service Provider Invoice (SPI)
   a. The service provider submits this form to USAC to receive reimbursement of discounts given to an eligible entity.
   b. This must be submitted no later than 120 days after the service delivery period.