



## Checklist for New Tribal Libraries

To start the E-Rate program application process, you must complete the following steps:

- Obtain an FCC Registration Number.**
  - To participate in the E-Rate program, you must first get an FCC Registration Number through the FCC's [Commission Registration System](#) (CORES). Call (877) 480-3201 with questions.
- Obtain a Billed Entity Number (BEN), a unique identifying number for each entity participating in the E-Rate program, and create a user profile in the E-Rate Productivity Center (EPC) Portal. To obtain a BEN, contact USAC's Customer Service Center (CSC) at (888) 203-8100 with the following information:**
  - Entity's legal name
  - Physical address
  - Mailing address or PO box, if different than physical address
  - County name
  - Telephone number
  - Information about the organization (e.g., is it an independent library or part of a library system?)
  - For libraries that are part of a library system: the library system's entity number is used to link child libraries appropriately to their parent entities (e.g., Te-Moak tribe of Shoshone Library System is the parent entity, while the individual branches are the child entities).
  - For libraries that are part of a consortium: the consortium's entity number is used to link child libraries to the parent consortium entity.
  - Organization sub-type(s): public, private, religious, Tribal, etc.
  - Email address for the EPC account administrator (must be an employee of the entity organization).
  - FCC Registration Number (for all entities that file program forms).
  - The square footage of library buildings receiving discounted service, as well as whether the entity is the main branch in a library system.
- Designate your entity's Tribal status in EPC.**
- File the FCC Form 470 in EPC to start the competitive bidding process and solicit bids for eligible services and equipment, then wait at least 28 days before selecting the most cost-effective service provider(s).**
- File FCC Form 471 in EPC during the E-Rate application filing window to request funding.**
- Retain all documentation.**

Want to create a consortium comprised of multiple libraries or a combination of schools and libraries? If so, the following information is also needed before calling CSC:

- Identify a consortium leader and provide their name and contact information.**
  - A Tribal government employee can act as the consortium leader. The consortium leader is responsible for ensuring that necessary certifications are made and for responding to USAC inquiries on behalf of the consortium members during the entire E-Rate process.
- Identify the account administrator for each school or library that will join the consortium.**
  - The name and contact information for staff serving as the account administrator must be provided.
  - The account administrator can add users on their organization's account and assign them rights (permissions) to file program forms.
- Letter of Agency (LOA)**
  - An LOA establishes that applicant entities have authorized the person identified in the letter to act on their behalf. Consortium members and agents can use an LOA, a project agreement, a contract, a letter agreement, or other similar documents to establish this authorization.
  - A consortium [LOA](#) is most commonly signed by consortium members and kept on file by their consortium leader to verify knowledge of their membership and participation in the consortium.