



## Missouri Connect & Learn Initiative

### Procedures for State Match Funding Request for Special Construction

1. Local Education Agency (LEA) begins the RFP process to request services.
2. LEA completes Form 470 and obtains bids.
3. LEA waits a minimum of 28 days from public posting Form 470 to begin evaluating bids to allow time for all bidders to respond, then select solution that fits LEA's needs.
4. LEA reviews bids and makes awards with a condition on contract that LEA must receive E-Rate funding for contract to be valid.
5. LEA submits Missouri State Match Funding Request Application to Department of Elementary and Secondary Education (DESE) with draft copy of Form 471 and winning bid through Compliance Plan.
6. DESE reviews Missouri State Match Funding Request and upon approval, DESE will send letter of commitment to LEA through Compliance Plan.
7. LEA submits letter of commitment and Form 471 to Universal Service Administrative Company (USAC) for approval.
8. LEA uploads USAC Funding Commitment Decision Letter (FCDL) showing USAC funding approval to DESE through Compliance Plan.
9. DESE reviews grant.
10. DESE notifies LEA of approval.
11. DESE enters the grant allocation into the electronic Planning and electronic Grants System (ePeGS).
12. LEA budgets their funds in ePeGS.
13. LEA spends their funds on the approved projects.
14. LEA submits approved Form 472 (upload email from USAC) via the Compliance Plan.
15. LEA reports expenditures to DESE for reimbursement in the ePeGS system through the Final Expenditure Report.
16. DESE and State E-Rate coordinator verify completion.
17. DESE approves the Final Expenditure Report in the ePeGS system.
18. Payment will flow to the LEA through the school payment.

### Contact Information

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