

E-rate Newsletter for MI Libraries

E-rate News, Tips and Tricks

May 29, 2009

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The Michigan Broadband Summit was a success!

We are here to answer any questions about e-rate. Just call the E-rate Hotline at 888-307-6569.

Quick Links

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MI Broadband Summit!

The Summit was held on Wednesday, May 20, 2009 at the Kellogg Center in East Lansing. It was hosted by the Library of Michigan and the American Library Association. It was well attended, quite informative and generated much enthusiasm for exploring ways to implement broadband services.

The Library of Michigan is in the process of accumulating information about the event that will be posted on the web soon at <http://broadbandsummit.mel.org>.

E-rate Binder - Next Steps

Awards for FY2009 are starting to show up and it's time to cover the

Final Four remaining chapters in your E-Rate Binder. Remember that in addition to the documents listed below, you should keep copies of all emails and faxes between you and your SLD reviewer.

You can download the PDF version of the Binder's [Table of Contents](#) from the SLD's Reference Area on their website and you should have a separate Binder for each Funding Year.

Continuing from last month - the FINAL FOUR chapters of the binder are shown below...

7. Service Delivery & Inventory Management

- 7.1. Inventory/Asset Registry (Sample Available)
- 7.2. Schematic of equipment
- 7.3. Receipt of service/ product and installation log (work orders)
- 7.4. Replacement Log (replacement or upgrades)
- 7.5. Maintenance Log
- 7.6. Equipment transfer log

8. Invoicing & Payments

- 8.1. Customer Bills
- 8.2. Reconciliation Worksheet
- 8.3. Service Certifications
- 8.4. Proof of Payment of discount and non-discount amounts
(cancelled checks, bank statements)
- 8.5. Reimbursement from vendor verification (BEAR only)
- 8.6. Miscellaneous (memos to vendors, notes to file, emails)

9. Change Requests & Appeals

- 9.1. Appeal Request (Checklist Available)
- 9.2. Appeals Delivery Receipt (proof of postmark, fax confirmation)
- 9.3. Service Substitution Request (Sample & Checklist Available)
- 9.4. SPIN Change Request (Checklist Available)
- 9.5. Documentation of Funds Returned to USAC
- 9.6. Invoice Deadline Extension Request
- 9.7. Service Deadline Delivery Request
- 9.8. Transfer of Equipment Notification

10. Miscellaneous

- 10.1 PIN mailer (For the authorized user)
- 10.2 Site Visit documentation
- 10.3 Audit documentation

Remember that an up-to-date E-Rate Binder is your best tool for demonstrating compliance.

Call our helpline if you need help.

Awards for Funding Year 2009 - 2010

USAC is now in the fifth week of posting awards. A wave will be arriving every week until the Year 12 funding is exhausted. These waves consist of requests for Priority 1 services (telecom and Internet) only. The award is posted on the SLD website and you will receive a Funding Commitment Decision Letter in the US Mail. This letter will tell you what requests were funded and at what dollar amount.

The next step for those libraries who were funded will be to file the Form 486 which tells the SLD it is OK to pay invoices, who approved your technology plan, and that you are CIPA compliant (if you filed for Internet services). The Online Form 486 for FY 2009 is now available as long as your technology plan has been approved and your recurring services will begin on or before July 31, 2009.

E-rate Tech Plan crunch time

Well, it's that time of year again. July 1 is creeping up on us and if you haven't had a tech plan approved by the state library for your E-rate process please submit your plan ASAP. Sonya Schryer Norris will work on these plans as soon as they come in but she can't guarantee an approval if changes are needed to your plan. Please submit your plans as soon as possible.

If you're unsure whether you have an approved technology plan, please see:

<http://michigan.gov/erateforlibraries>