

# E-rate Newsletter for MI Libraries

E-rate News, Tips and Tricks

November 2008

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Dear Michigan Libraries,

BTU Consultants is an E-rate consulting firm under contract with the State of Michigan Department of History, Arts and Libraries. We are ready to assist you with any E-Rate questions. Please call our toll-free hotline at 866-307-6569.

Sincerely,

E-rate Hotline  
(888) 307-6569



## E-rate Deadline Watch

We are developing an E-rate Deadline Watch Program for Michigan Libraries. Our goal is to prevent the loss of E-rate discounts due to missed deadlines by applicants. We will be watching all Forms deadlines and matching them with your applications in order to warn you ahead of time and to help you react if you do miss a deadline. If you are a subscriber to the Michigan Library listserve you will begin seeing these notices and suggestions starting in November.

## BEAR Deadline

The first Deadline Watch activity will be for 2007 BEARs and invoices.

Many Michigan Libraries have unclaimed E-rate funds from Funding Year 2007. October 28, 2008 was the last day for most applicants to file BEAR forms for Funding Year 2007. It was also the last day for your vendor to file invoices if you are using discounts. Either way, you can still recover your eligible funding by asking for an Invoice Extension. We will be contacting you if this deadline applies to your library. As always if you have any questions, call our hotline at 888-307-6569.

## Common BEAR Problems:

- If you submitted your BEAR Online, make sure that your service provider knows it's there - if they have not approved it - you can't get the money.
- If you have already submitted your BEAR and you receive a letter that says the BEAR Approved Amount was zero, it means that your BEAR was rejected and you will need to re-file (you should receive an automatic extension).
- You can only claim reimbursement for the actual amounts spent. If you were approved for more funding than you actually spent you may need to file a Form 500 to release the discounts back into the SLD's pool of funds to be used for other applicants.

## Getting Ready for FY2009

If you attended one of our training sessions, you know that you should be preparing your Technology Plan and Filing your Form 470 right now. If you missed the training, you can download the presentation from the Library of Michigan website at <http://www.michigan.gov/erateforlibraries>.