March 20, 2018

To Whom It May Concern,

Please accept the following application for E-Rate appeal.

**Applicant:** Ridgewood Village School District (Entity #122842)

**Contact Information:**

Julie Guciardo  
49 Cottage Place  
Ridgewood, NJ 07450  
201-670-2700 x10543  
[jguciardo@ridgewood.k12.nj.us](mailto:jguciardo@ridgewood.k12.nj.us)

**Documentation of USAC’s decision:** See Attached for rejection letter for one FRN submitted

**Supporting Documentation such as forms and previous correspondence:** See Attached for related Customer Service Cases

**Explanation of Relief Sought Through this Appeal:**

We inadvertently did not complete the E-Rate process by submitting a BEAR for the 2016-17 school year and therefore did not receive any related E-Rate funding. We had staff turnover in 2016 in the middle of the E-Rate schedule and the BEAR submission procedures were omitted during the transition. We submitted all of the required forms in the EPC portal completely and in a timely manner, but we missed the last required step of invoicing through the legacy system. We appreciate your kind consideration of our appeal as our yearly anticipated E-Rate funds are very important to our district to help defray internet connection expenses.

**Filer ID:** Below is a list of affected application numbers:

**For 2016-17**

161008391 – CAT 1 - Internet Access Back-up (FRN #: 1699012151 and FRN #: #1699013470)

161009313 – CAT 1 - Internet Access (FRN #: #1699013988)

161009529 – CAT 1 - Internet Access Poles & Conduits (FRN #: 1699014388)

161012148 – CAT 2 – Wireless LAN Upgrade (FRN #: 1699020118)

161012640 – CAT 2 – Wireless Maintenance & Support (FRN #: 1699021120)

161012719 – CAT 2 - Wireless Cat-6 Cabling (FRN #: 1699021305)