**Appeal/Waiver Request CC Docket # 02-6**

**Applicant Name: CHARLESTON LIBRARY SOCIETY**

**Entity Number: 16062292**

**Funding Year: 2018-2019**

CONTACT INFORMATION

Contact Person: Trisha Kometer

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APPLICANT INFORMATION

Applicant Name: CHARLESTON LIBRARY SOCIETY

BEN: 16062292

Application #: 181041890

“Funding Year 2018 Form 471 Certified Outside of Window”

This is a request for a Waiver/Appeal of the Filing Window for CHARLESTON LIBRARY SOCIETY Waiver/Appeal Request: Funding Year 2018 Form 471 Certified Outside of Window

Form 471 Information: **181041890**

Funding Request Number(s): FRN: **1899081878**

Total Dollar Amount Requested: **$1,919.52**

Cert. Postmark Date: 03/25/2018

Service Provider Name: Comcast Business Communications

Service Provider Identification Number: 143003990

Reason for Denial: Funding Year 2018 Form 471 Certified Outside of Window

**Rationale for Waiver Request:** During the “E-rate filling window”, the person responsible for filing the form was on FMLA leave to care for a family member’s medical needs, and was unable to review files that were physically held at the library within the filing window.

**Process that Lead To The Error:** As a small library that provides broad services to the community, the absence of a staff member due to FMLA leave did not allow time for sufficient cross-training on E-rate filing. Measures will be put in place to ensure additional staff training prior to the 2019 E-rate filing window. Form 471 was not certified on time, however it was certified within the 14 day window.

**Circumstances to Consider:** Form 471 181041890 was certified on March 25, 2018, within 14 days of the filing window close.

**Past FCC Ruling**

**FCC DA 17-618**

**June 29, 2017**

The Order and Order on Reconsideration reviewed 75 requests from petitioners seeking review of decisions made by USAC under the E-rate program. These petitioners were seeking waivers on the Form 471 filing window deadline. The requests were granted for those schools within 14 days after the filing window deadline. Justification was sited on past FCC Rules specifically File Nos. SLD-487009, et al., CC Docket No. 02-6, Order, 25 FCC Rcd 9256 (2010) (Academy of Math and Science Order) (finding special circumstances exist to justify granting waiver requests where, for example, petitioners filed their FCC Forms 471 within 14 days after the FCC Form 471 filing window deadline or filed their Form 471 on time, but failed to timely file their certifications); Also, the following order or docket #s: CC Docket NO. 02-6, Order, 26 FCC red 354.

This request is made on behalf of the Billed Entity for a Waiver/Appeal to be granted based on the extenuating circumstances, and the library’s economic needs. By granting this Waiver/Appeal, USAC could be directed to review the CHARLESTON LIBRARY SOCIETY application for funding during the Funding Year 2018.

Your favorable consideration in this matter is greatly appreciated. Please feel free to contact me at any time, should you have any questions.

Sincerely,

Trisha Kometer

Librarian

Charleston Library Society

843-723-9912