

## **Waiver Request Explanation**

The Christian County Library is requesting a waiver for the late submission of its FCC Form 471 for the following reasons: new IT Manager (Joseph Morgan) had not filed E-Rate before, Previous IT Manager quit shortly after resigning from that position, the Library was unaware of E-Rate Eligibility for the project, and there was uncertainty of project timeline until recently. The aforementioned reasons caused the Christian County Library to be late in filing its Form 470 for Category 2 E-Rate. The following is a description of each of the circumstances above.

The Christian County Library's new IT Manager, Joseph Morgan, was promoted to the position at the end of December of 2017. Immediate projects regarding the construction of a new Library Branch caused them to be unable to research new, unexplored funding options.

The previous IT Manager, Rhonda Riley, had not filed E-Rate in the past. She resigned from all of her duties at the end of February, 2018. She had also been the Business Manager. As Business Manager she was tasked with finishing any current projects and training the new Business Manager, leaving her unable to help research any topics regarding E-Rate.

Due to the recency of the IT Manager's promotion and the lack of experience regarding E-Rate, the library was unaware that Category 2 E-Rate included internal wiring. The Library applied for E-Rate as soon as it discovered the eligibility for the internal wiring of its planned renovation project. No requests for proposal had been published before the filing of the FCC Form 470 for this project. Similarly, no contracts had been selected or signed before the required 28 day period after the filing of the FCC Form 470.

The last relevant obstacle that prevented the Library from filing during the proper window was the uncertainty of the timeline for the project. Until recently there were still no adamant dates regarding when cabling would be able to be installed and when it would be used.