

# **Saranac Central School District**

PO Box 8, Saranac, New York 12981 Tel. (518) 565-5600 ~ Fax (518) 565-5617

## **MEMORANDUM**

**TO:** Federal Communications System (FCC)  
**FROM:** Danielle McAfee, Business Administrator *DM*  
**DATE:** April 3, 2019  
**RE:** **Waiver Request - Filing of Form 471 (Funding Year 2019-2020)**

Please accept this memorandum as a request for a deadline waiver for the Saranac Central School District's Filing of Form 471 for funding year 2019-2020. Form 471 was completed and ready for certification on March 20, 2019, which was within the filing window. However, technical problems occurred wherein the "task" of certification kept re-routing back to us for certification. USAC support was immediately contacted for assistance (please see Case Thread attached). On March 25, 2019, (2) days before the filing deadline, USAC responded to our request for assistance asking for a screen shot of the error message we were receiving which was immediately submitted.

Unfortunately, on March 26-29, 2019, our key employee who does the filing of Form 471 (Lisa Dew) was unavailable due to a medical emergency. Upon her return on March 29, 2019, she contacted USAC once again for resolution. In summary, she was advised to have the "cache" cleared from the browsing history of her computer to allow the certification to process, which was done on April 1, 2019 and confirmation of certification received.

Attached, please find a copy of our FCC Form 471 for Funding Year 2019-2020 and Certification Confirmation.

If any further information is required for consideration of this request for a waiver, please feel free to contact Lisa Dew directly at 518-565-5612.

Thank you.

Records / Customer Service Cases

## #270235 - SCS471Internet/Data\_20192020

UPDATE CASE

Summary

News

Related Actions

## Case Details

**Topic** FCC Form 471 - Other  
**Status** Pending Customer  
**Priority** Medium  
**Inquiry Type** Phone

**Form Type** FCC Form 471  
**Form Number** 191022451  
**Created By** USAC  
**Created On** 3/20/2019 10:57 AM EDT  
**Organization** SARANAC CENTRAL SCHOOL DIST

## Case Description

**Description** Verify 471 was recieved.

## Case Artifacts

## Documents

Name	Uploaded By	Upload Date
USAC	Lisa Dew	3/25/19 3:13 PM

## Attachments

Attachment	Attachment Type
No items available	

## Case Thread

User	Note	Date
	Hello Lisa,	
USAC	Please provide an updated screen shot as the screen shot provided is from March 25, 2019.	4/2/2019 4:19 PM EDT
	Thank you.	
USAC	<p>Thank you for contacting USAC Client Service Bureau regarding FCC Form 471 Certification</p> <p>For us to respond to your question in a timely manner, we need the following information:</p> <p>Lisa, I went through the process of certification with you and you continued to receive an email notification that you still needed to certify your FCC Form 471. I suggested that you clear your cache and you did not see the options available to perform this task. I will be including this process below, so that when your IT person comes in, they will be able to assist you.</p> <ol style="list-style-type: none"><li>1. Within Chrome, click on the menu button (: or ≡) on the top right of the window.</li><li>2. Click Settings on the third from the bottom.</li><li>3. Scroll down and click Show advanced settings...</li><li>4. Under Privacy, click Clear browsing data...</li><li>5. Select "the beginning of time" in the drop down menu following "Obliterate the following items from:".</li><li>6. Select Cached images and files and de-select everything else.</li><li>7. Click Clear browsing data...</li></ol> <p>Secondly, for a late filed FCC Form 471, here is the process below.</p> <p>If you have filed or will need to file your FCC Form 471 outside of the filing window, there is not an</p>	3/29/2019 10:17 AM EDT

User

Note

Date

available procedure to request an extension from USAC; however, you may submit a waiver request to the FCC. A waiver is a request to waive an FCC policy, rule, or deadline such as the FCC Form 471 application filing window deadline. Please follow these steps:

1. Follow all pertinent program rules, including:

- Posting an FCC Form 470, if you have not already, except in cases of allowable exceptions such as for a multi-year contract that was signed pursuant to a previous FCC Form 470, a contract for which you are exercising an eligible voluntary extension, a state master contract, and for low-cost high-speed business class Internet services.
- Waiting at least 28 days after the FCC Form 470 (and RFP, if applicable) was posted -- or longer, if required by state or local procurement rules - before choosing a service provider and signing a contract (if applicable).

2. File and certify the FCC Form 471 as soon as possible, if you have not already. You will receive a notification that your form was filed outside of the filing window. Forms filed outside of the filing window will not be considered for funding, unless the FCC grants a waiver request:

3. File a waiver request with the FCC as soon as possible after your FCC Form 471 has been submitted. The waiver request can be submitted to the FCC through their Electronic Comment Filing System (ECFS).

- a. Go to the ECFS "Submit a FILING" page: <https://www.fcc.gov/ecfs/filings>
- b. Enter "02-6" in the "Proceeding" field.
- c. Provide the information requested. (There are certain fields that are not applicable, such as the "Report Number" or "Bureau ID Number.") Be sure to choose "WAIVER" from the dropdown menu in the "Type of Filing" field.
- d. Click "Upload Documents" to open an upload window and attach a letter requesting the waiver request and any supporting documentation. You may also drag and drop the file(s) into the "Upload Documents" field.

The FCC requires the following information to be included in the waiver request:

1. A statement setting forth the party's interest in the matter presented for review.
2. A full statement of relevant, material facts with supporting affidavits and documentation.
3. The question presented for review, with reference, where appropriate, to the relevant Commission rule, order or statutory provision.
4. A statement of the relief sought and the relevant statutory or regulatory provision pursuant to which such relief is sought.
5. Review the form, make any necessary changes, and then submit the waiver request.

For additional assistance:

- Additional information and instructions can be found under the heading "Submitting Window Waivers" in the July 29, 2016 Schools and Libraries News Brief: <http://www.usac.org/sl/tools/news-briefs/preview.aspx?id=710>
- Waiver request guidance can also be found under the heading "To File an Appeal with the FCC" on the appeals page of the Schools and Libraries website: <http://www.usac.org/about/about/program-integrity/appeals.aspx>
- For assistance with using ECFS, please contact the ECFS Help Desk at 202-418-0193 or via email at [ECFSHelp@fcc.gov](mailto:ECFSHelp@fcc.gov).

User	Note	Date
	<p>If you have any question or believe this case was closed incorrectly, please re-open this case or contact us at (888)-203-8100.</p> <p>Please provide this information within 10 calendar days. If we have not heard from you by {XX/XX/XXXX}, your case will be closed. If you have additional questions or need assistance, please contact us at (888)-203-8100.</p> <p>Thank you, Avila W. Universal Service Administrative Company (USAC) Client Service Bureau (888) 203-8100</p>	
Lisa Dew	I still cannot certify my Form 471 for funding year 2019-2020. If I could get a call from a representative, it would be appreciated. My direct number is 518-565-5612.	3/29/2019 7:41 AM EDT
USAC	<p>Lisa,</p> <p>Thank you for contacting CSB. You have not yet certified your FCC Form 471.</p> <p>Please watch the following video to assist you in the final certification process: <a href="https://www.usac.org/si/about/outreach/videos/FCC-Form-471-Category-One-Additional-Questions-and-Certification.aspx">https://www.usac.org/si/about/outreach/videos/FCC-Form-471-Category-One-Additional-Questions-and-Certification.aspx</a></p>	3/26/2019 7:07 PM EDT
USAC	Hello, Lisa can you please attach a screenshot of you certifying the form and it rerouting you back to the task bar to certify it again please? Thank you	3/25/2019 9:09 AM EDT
USAC	<p>Thank you for contacting USAC Client Service Bureau.</p> <p>Your case has been turned over to USAC customer service internal processing department for a response.</p> <p>If you have additional questions, please contact us at (888)-203-8100.</p> <p>Thank you, ShaQuanna M. Universal Service Administrative Company (USAC) Client Service Bureau (888) 203-8100</p>	3/20/2019 11:07 AM EDT

6 items

## Case Contact

**Case Contact** Lisa Dew

**Lisa Dew**

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**From:** Universal Service Administrative Company (USAC) <portal@usac.org>  
**Sent:** Monday, April 01, 2019 10:19 AM  
**Subject:** New Task: FCC Form 471 (SCS471Internet/Data\_20192020) submitted by Lisa Dew is Ready for Certification



**FCC Form 471 (SCS471Internet/Data\_20192020) submitted by Lisa Dew is Ready for Certification**

This task was assigned to you on Apr 1, 2019 10:18 AM EDT  
The task priority is Normal

To view the task, please [follow this link](#)

This message has been sent by EPC

**Lisa Dew**

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**From:** Universal Service Administrative Company (USAC) <portal@usac.org>  
**Sent:** Friday, March 29, 2019 9:55 AM  
**Subject:** New Task: FCC Form 471 (SCS471Internet/Data\_20192020) submitted by Lisa Dew is Ready for Certification



**FCC Form 471 (SCS471Internet/Data\_20192020) submitted by Lisa Dew is Ready for Certification**

This task was assigned to you on Mar 29, 2019 9:54 AM EDT  
The task priority is Normal

To view the task, please [follow this link](#)

This message has been sent by EPC

**Lisa Dew**

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**From:** portal@usac.org on behalf of EPC Application Administrator  
<EPC.Application.Administrator@usac.org>  
**Sent:** Friday, March 29, 2019 10:17 AM  
**To:** Lisa Dew; Lisa Dew  
**Subject:** USAC Notification - Case #270235 has been modified



Hello,

Additional Information regarding case # 270235 has been provided. Please review the case and take appropriate action.

[Click here to view the case dashboard](#)

Thank you,

Universal Service Administrative Co.

*NOTE: Please do not reply to this email.*

This message has been sent by EPC

## Lisa Dew

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**From:** portal@usac.org on behalf of EPC Application Administrator  
<EPC.Application.Administrator@usac.org>  
**Sent:** Tuesday, March 26, 2019 7:08 PM  
**To:** Lisa Dew; Lisa Dew  
**Subject:** USAC Notification - Case #270235 has been modified



Hello,

Additional Information regarding case # 270235 has been provided. Please review the case and take appropriate action.

[Click here to view the case dashboard](#)

Thank you,

Universal Service Administrative Co.

*NOTE: Please do not reply to this email.*

This message has been sent by EPC



**Lisa Dew**

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**From:** Universal Service Administrative Company (USAC) <portal@usac.org>  
**Sent:** Monday, March 25, 2019 3:08 PM  
**Subject:** New Task: FCC Form 471 (SCS471Internet/Data\_20192020) submitted by Lisa Dew is Ready for Certification



**FCC Form 471 (SCS471Internet/Data\_20192020) submitted by Lisa Dew is Ready for Certification**

This task was assigned to you on Mar 25, 2019 3:07 PM EDT  
The task priority is Normal

To view the task, please [follow this link](#)

This message has been sent by EPC

 SAVE DRAFT

## Certification Confirmation

**SARANAC CENTRAL SCHOOL DIST (BEN: 124376) - SCS471Internet/Data\_20192020 - Form # 191022451**

Last Saved: 4/1/2019 10:22 AM EDT

[Basic Information](#)[Entity Information](#)[Funding Requests](#)[Certify](#)

**You have successfully filed FCC Form 471 #191022451 for FY 2019**

### Certification Date

4/1/2019 10:22 AM EDT

**Your application is being filed after the close of FY 2019 filing window. Therefore, your application will not be considered for funding.**

#### TO REQUEST A WAIVER OF THE FILING WINDOW DEADLINE:

The window filing requirement is contained in the Federal Communication Commission (FCC) rules for the E-rate program. USAC cannot consider requests for waivers of FCC rules. If you missed the FCC Form 471 filing window deadline and wish to request a waiver, you may file a waiver request with the FCC. When you file a waiver request, you should list "CC Docket No. 02-6" on the first page of your waiver request. We strongly recommend that you review the information provided on the USAC website about filing waiver requests.

### Authorized Person

**Name** Lisa Dew

**Title** Stenographer

**Employer** SARANAC CENTRAL SCHOOL DIST

**Address** PO BOX 8  
DISTRICT OFFICE  
SARANAC, NY 12981- 0008

**Phone** 518-565-5604

**Email** ldew@saranac.org

Please click [here](#) to access your certified FCC Form 471 PDF

### FCC Form 471 Help

[Show Help](#)

CLOSE



Universal Service  
Administrative Co.

## Description of Services Ordered and Certification DRAFT Form 471

### FCC Form 471

#### Application Information

Nickname SCS471Internet/Data\_20192020  
Funding Year 2019

Application Number 191022451  
Category of Service Category 1

#### Billed Entity

SARANAC CENTRAL SCHOOL DIST  
PO BOX 8 DISTRICT OFFICE SARANAC NY 1298  
1 - 0008  
518-565-5600

#### Contact Information

Lisa E Dew  
518-565-5604  
ldew@saranac.org

Billed Entity Number 124376  
FCC Registration Number 0012727798  
Applicant Type School District

#### Entity Information

##### School District Entity - Details

BEN	Name	Urban/ Rural	State LEA ID	State School ID	NCES Code	School District Attributes	Endowment
124376	SARANAC CENTRAL SCHOOL DIST	Rural				Public School District	None

#### Related Entity Information

##### Related Child School Entity - Details

BEN	Name	Urban/ Rural	State LEA ID	State School ID	NCES Code	Alternative Discount	School Attributes	Endowment
14253	MORRISONVILLE ELEM SCHOOL	Rural				None	Public School	None
14264	SARANAC ELEMENTARY SCHOOL	Rural				None	Public School	None
14265	SARANAC HIGH SCHOOL	Rural				None	Public School	None

##### Related Child School Entity - Discount Rate Calculation Details

BEN	Name	Urban/ Rural	Number of Students	Students Count Based on Estimate	CEP Percentage
14253	MORRISONVILLE ELEM SCHOOL	Rural	365	N/A	
14264	SARANAC ELEMENTARY SCHOOL	Rural	387	N/A	

BEN	Name	Urban/ Rural	Number of Students	Students Count Based on Estimate	CEP Percentage
14265	SARANAC HIGH SCHOOL	Rural	714	N/A	

### Related School District NIFs

School District BEN	School District Name	NIF BEN	NIF Name
124376	SARANAC CENTRAL SCHOOL DIST	17010184	SARANAC CENTRAL DISTRICT OFFICE

### Discount Rate

School District Enrollment	School District NSLP Count	School District NSLP Percentage	School District Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate
1466	561	38.0%	Rural	70%	70%

## Funding Request for FRN #1999035142

**Funding Request Nickname:** SCS471Internet/Data\_20192020

**Service Type:** Data Transmission and/or Internet Access

### Agreement Information - Contract

<b>Contract Number</b>	201504174211772	<b>Account Number</b>	8350116800001904
<b>Establishing FCC Form 470</b>	180000587	<b>Service Provider</b>	Charter Communications Operating, LLC (SPN: 143050436)
<b>Was an FCC Form 470 posted for the product and/or services you are requesting?</b>	Yes	<b>Based on State Master Contract?</b>	No
<b>Award Date</b>	April 27, 2016	<b>Based on a multiple award schedule?</b>	No
<b>How many bids were received for this contract?</b>	2	<b>Includes Voluntary Extensions?</b>	No
<b>What is the service start date?</b>	July 01, 2019	<b>Remaining Voluntary Extensions</b>	
		<b>Total Remaining Contract Length</b>	
		<b>What is the date your contract expires for the current term of the contract?</b>	July 20, 2021

### Pricing Confidentiality

**Is there a statute, rule, or other restriction which prohibits publication of the specific pricing information for this contract?** No

**Narrative** This request is for internet access. Related Child School Entities and enrollments have been updated via USA customer service representative and are reflected in this filing.

**Line Item # 1999035142.001****Product and Service Details**

**Purpose** Internet access service that includes a connection from any applicant site directly to the Internet Service Provider

**Function** Fiber

**Type of Connection** Ethernet

**Bandwidth Speed**

**Upload Speed** 2.0 Gbps **Download Speed** 2.0 Gbps

**Connection Information**

**Does this include firewall services?** No **Is this a connection between eligible schools, libraries and NIFs (i.e., a connection that provides a "Wide area network")?** Yes

**Is this a direct connection to a single school, library or a NIF for Internet access?** No

**Cost Calculation for FRN Line Item # 1999035142.001****Monthly Cost**

Monthly Recurring Unit Cost	\$2,600.00
Monthly Recurring Unit Ineligible Costs	- \$0.00
Monthly Recurring Unit Eligible Costs	= \$2,600.00
Monthly Quantity	x 1
Total Monthly Eligible Recurring Costs	= \$2,600.00
Months of Service	x 12
Total Eligible Recurring Costs	= \$31,200.00

**One-Time Cost**

One-time Unit Cost	\$0.00
One-time Ineligible Unit Costs	- \$0.00
One-time Eligible Unit Cost	= \$0.00
One-time Quantity	x 1
Total Eligible One-time Costs	= \$0.00

**Summary**

Total Eligible Recurring Costs	\$31,200.00
Total Eligible One-time Costs	+ \$0.00
Pre-Discount Extended Eligible Line Item Cost	= \$31,200.00

## Recipients of Services

BEN	Name
14253	MORRISONVILLE ELEM SCHOOL
14264	SARANAC ELEMENTARY SCHOOL
14265	SARANAC HIGH SCHOOL
17010184	SARANAC CENTRAL DISTRICT OFFICE

**Line Item # 1999035142.002****Product and Service Details**

**Purpose** Internet access service that includes a connection from any applicant site directly to the Internet Service Provider

**Function** Fiber

**Type of Connection** OC-N (TDM Fiber)

**Bandwidth Speed**

**Upload Speed** 200.0 Mbps **Download Speed** 200.0 Mbps

**Connection Information**

**Does this include firewall services?** No **Is this a connection between eligible schools, libraries and NIFs (i.e., a connection that provides a "Wide area network")?** Yes

**Is this a direct connection to a single school, library or a NIF for Internet access?** No

**Cost Calculation for FRN Line Item # 1999035142.002**

Monthly Cost	
Monthly Recurring Unit Cost	\$1,315.00
Monthly Recurring Unit Ineligible Costs	- \$0.00
Monthly Recurring Unit Eligible Costs	= \$1,315.00
Monthly Quantity	x 1
Total Monthly Eligible Recurring Costs	= \$1,315.00
Months of Service	x 12
Total Eligible Recurring Costs	= \$15,780.00

One-Time Cost	
One-time Unit Cost	\$0.00
One-time Ineligible Unit Costs	- \$0.00
One-time Eligible Unit Cost	= \$0.00
One-time Quantity	x 0
Total Eligible One-time Costs	= \$0.00
Summary	
Total Eligible Recurring Costs	\$15,780.00
Total Eligible One-time Costs	+ \$0.00
Pre-Discout Extended Eligible Line Item Cost	= \$15,780.00



## Recipients of Services

BEN	Name
14253	MORRISONVILLE ELEM SCHOOL
14264	SARANAC ELEMENTARY SCHOOL
14265	SARANAC HIGH SCHOOL
17010184	SARANAC CENTRAL DISTRICT OFFICE

**FRN Calculation for FRN #1999035142**

Monthly Charges	
Total Monthly Recurring Charges	\$3,915.00
Total Monthly Ineligible Charges	- \$0.00
Total Monthly Eligible Charges	= \$3,915.00
Total Number of Months of Service	x 12
Total Eligible Pre-Discount Recurring Charges	= \$46,980.00

One-Time Charges	
Total One-Time Charges	\$0.00
Total Ineligible One-Time Charges	- \$0.00
Total Eligible Pre-Discount One-Time Charges	= \$0.00

Total Requested Amount	
Total Eligible Pre-Discount Recurring Charges	\$46,980.00
Total Eligible Pre-Discount One-Time Charges	+ \$0.00
Total Pre-Discount Charges	= \$46,980.00
Discount Rate	70%
Funding Commitment Request	= \$32,886.00

## Notice

Section 54.504 of the Federal Communications Commission's rules requires all schools and libraries ordering services that are eligible for and seeking universal service discounts to submit an application for such discounts by filing this Services Ordered and Certification Form (FCC Form 471) with the Universal Service Administrator. 47 C.F.R. § 54.504. The collection of information stems from the Commission's authority under Section 254 of the Communications Act of 1934, as amended, 47 U.S.C. § 254. The data in the report will be used to ensure that schools and libraries comply with the application requirements for universal service discounts contained in 47 C.F.R. § 54.504. Schools and libraries must file this form themselves or as part of a consortium. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The FCC is authorized under the Communications Act of 1934, as amended, to collect the information we request in this form. We will use the information you provide to determine whether approving your application for universal service discounts is in the public interest. If we believe there may be a violation or a potential violation of any applicable statute, regulation, rule or order, your application may be referred to the Federal, state, or local agency responsible for investigating, prosecuting, enforcing, or implementing the statute, rule, regulation or order. In certain cases, the information in your application for universal service discounts may be disclosed to the Department of Justice or a court or adjudicative body when (a) the FCC; or (b) any employee of the FCC; or (c) the United States Government is a party of a proceeding before the body or has an interest in the proceeding. In addition, consistent with the Communications Act of 1934, FCC regulations and orders, the Freedom of Information Act, 5 U.S.C. § 552, or other applicable law, information provided in or submitted with this form or in response to subsequent inquiries may be disclosed to the public. If you owe a past due debt to the Federal government, the information you provide may also be disclosed to the Department of the Treasury Financial Management Service, other Federal agencies and/or your employer to offset your salary, IRS tax refund or other payments to collect that debt. The FCC may also provide the information to these agencies through the matching of computer records when authorized. If you do not provide the information we request on the form, the FCC or the Universal Service Administrator may delay processing of your application for universal service discounts or may return your application without action. The foregoing Notice is required by the Paperwork Reduction Act of 1995, Pub. L. No. 104-13, 44 U.S.C. § 3501, et seq. Public reporting burden for this collection of information is estimated to average 4.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing, and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the reporting burden to the Federal Communications Commission, Performance Evaluation and Records Management, Washington, DC 20554. We also will accept your comments via the email if you send them to [PRA@FCC.gov](mailto:PRA@FCC.gov). DO NOT SEND COMPLETED WORKSHEETS TO THESE ADDRESSES.