April 4, 2018

Arlington Robinson

Berwyn Public Library

2701 S. Harlem Avenue

Berwyn, IL 60402-1371

Berwyn Public Library

BEN [135487]

FCC Registration # 0020707527

Application # 181042086

To Whom It May Concern:

As I continue to learn and become more familiar with USAC, E-Rate & the Schools and Libraries programs, I recently discovered that we missed the application form 471 deadline of March 22, 2018. I’m asking that you accept this letter as the waiver form [Docket No. 02-6] in order for us to continue to be eligible for funding within the E-Rate program.

In prior conversations with the customer service department at USAC, I was informed that the waiting period after filing the form 470 was 28 days before you can file the 471 form (which was correct). However, I was misinformed by the representative stating that the deadline for the 471 form would be the same as it was the previous year (which was in the month of May), and as a result of that inaccurate information, the 471 form has been filed late. The representative mentioned that the date had changed from the previous year of May to March 22, 2018 and that the changed date was listed on the website.

I do apologize for the late submission. I was also instructed that we’re still eligible to receive funding but required to file this waiver [Docket No. 02-6] and had to submit this letter as part of the late filing process.

Please advise what (if any), next steps are required for us to continue to receive our funding and any preventative methods that can be taken so this doesn’t occur again in the future and I thank you for allowing us to participate in the program.

My contact information is provided below and I look forward to hearing back from someone regarding this important matter.

Sincerely,

Arlington Robinson | IT Manager

Berwyn Public Library

Phone: 708-795-8000

Email: ARobinson@ci.berwyn.il.us