

April 30, 2019

SUBMITTED VIA ECFS

Re: REQUEST FOR WAIVER OF FUNDING YEAR 2019 Form 471 Deadline

To Whom It May Concern:

I am submitting a request on behalf of my organization, Forks of Salmon Elementary School District, BEN 112339 to ask that you waive the filing deadline for my organization's FCC Form 471 number 1999077391 and continuing of contract for number 191042260.

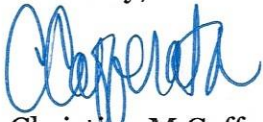
I reached out for help from both USAC and California State E-Rate Support Team to help me with this process this year so that we did not miss out on the funding like we did last year. I felt relieved believing my Form 470 (190024694) had been filed properly when I created it on February 14, 2019 and did not know that it needed additional certification until rechecking on it at the end of March, as I received an email almost immediately after verifying my information and submitting the Form and followed the link and thought that it meant that I had done the proper steps to ensure that it was certified.

We hadn't received any bids as I would have expected, but we live in an extremely rural area and I just assumed it was because of the fact we only have one service provider in our area who we have continued service with for years. I had reached out to the Internet Service Provider in the third week of March asking if they could help put together a bid for us for services since we didn't get any response from our Form 470 initially because I knew the 28 days should have been up by that point. About a week later, the service provider contacted me and told me she couldn't find a new request in the system. About the same time I received an email from USAC and I followed a link this email that brought me to a certification page for the form I thought I had already submitted properly. Once I clicked on it and it posted and said it was officially submitted and I realized somehow it didn't get done correctly before despite the fact that I had gotten assistance with someone from the California State E-rate Support Team because it was difficult to get someone in the USAC call center to help walk me through the process and I didn't want to miss out on another years funding. On April 1, 2019, once I realized what had happened I contacted USAC again about the issue and they advised me that I would need to file a waiver request after I filed a Form 471 once I past the 28 days to allow for open bidding. On Monday April 28th when we were finally able to submit the request, I encountered multiple issues with the USAC portal while trying to file my form 471 and called for help and had an open ticket which nobody responded to for days despite my multiple attempts for support. During this time I reached out once again to

someone at the California State E-rate Support Team who helped walk me step by step through the process, and multiple times the program froze up on us and we would have to back out and start over. I was finally able to get my Form 471's filed yesterday from the form 470 I filed this year and didn't realize until I spoke with her that the one for SCOE needed to be resubmitted even though it had been done in previous year's contract so she helped me submit this 471 as well.

I am writing today to beg for a waiver of the filing deadline for our Form 470/471. We are a tiny little school with no budget to cover the internet in full a second year in a row due to lack of ERATE funding. I am one person doing all of the paperwork, warrants, payroll, state reporting, and managing the office. It was not for my lack of effort trying to do this properly or just ignoring deadlines, I honestly thought it had been done right this time. The system is not user friendly and very confusing, and there is no longer a support person at our local County Office of Education to ask for assistance from. We are a Necessary Small School with very limited funding and not having support from ERATE would cause a deficit in our funding for year 2019-2020. If you need any additional information to help process this waiver request, please feel free to contact me. Thank you for your consideration.

Sincerely,



Christina M Cafferata
Administrator

Forks of Salmon Elementary School
15616 Salmon, CA 96031
530-462-4762
ccafferata@sisnet.ssku.k12.ca.us

I am attaching some of the email correspondence re my efforts and confusion during the submission process

Voucher Reimbursement Request

Cathy Benham <cathy.benham@k12hsn.org>
To: Christina Cafferata <ccafferata@sisnet.ssku.k12.ca.us>

Thu, Feb 14, 2019 at 11:50 AM

Hi Christina,

It was nice talking with you today!

Attached are instructions on how to complete the Form 470.

Please don't hesitate to contact me with any questions.

Cathy

Cathy Benham
California State E-rate Support Team
cathy.benham@k12hsn.org
(909) 262-5983



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<https://www.k12hsn.org/resources/erate/trainings>

From: Christina Cafferata <ccafferata@sisnet.ssku.k12.ca.us>

Sent: Thursday, February 14, 2019 11:06 AM

[Quoted text hidden]

[Quoted text hidden]

 **FOS Form 470.docx**
779K

* Initial person who helped me when I reached out for support because everytime I'd call USAC They would confuse me even more or proceed to direct me to wait for next WEBINAR. We missed funding last year and they were trying to help make sure I didn't have similar issue again this year



Christina Cafferata <ccafferata@sisnet.ssku.k12.ca.us>

Voucher Reimbursement Request

Christina Cafferata <ccafferata@sisnet.ssku.k12.ca.us>
To: Cathy Benham <cathy.benham@k12hsn.org>

Thu, Feb 14, 2019 at 3:28 PM

Thank you for your help and for sending me the screenshots... I have submitted the 470 for getting connection between Siskiyou Telephone and SCOE... (which I have attached if you have a minute to glance and see if it was done correctly) It sounds like I do not need to apply for the \$600ish that we were getting or SCOE since it is under contract already and I will submit the next form at the same time as this one once this one gets approved. Too bad they no longer offer support for phones...

What about help for dealing with the mess of wires, etc for all of our connection points, do you know if there is ERATE funding for that?

Christina M Cafferata
Administrator

Forks of Salmon Elementary
15616 Salmon River Road
Forks of Salmon, CA 96031

Ph: 530.462.4762
Fax: 530.462.4735

ccafferata@sisnet.ssku.k12.ca.us

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1. Go to EPC Portal: <https://www.usac.org/sl/tools/epc/default.aspx>
2. From Landing Page, select Form 470

The screenshot shows the 'My Landing Page' of the EPC Portal. At the top, there is a navigation bar with links: News, Tasks, Records, Reports, and Actions. Below this, the page title is 'My Landing Page'. On the left, there is a logo for 'Training Universal Service Administrative Co.' and a welcome message: 'Welcome, School District 10977!'. On the right, there is a list of links: Funding Request Report, FCC Form 470 (highlighted with a green arrow), FCC Form 471, FCC Form 486, Appeal, FCC Form 500, SPIN Change, Service Substitution, Hurricane Impact Designation, Manage Users, Manage Organizations, USAC Website, Contact Us, and Help. Below the links, there is a 'Notifications' section with a dropdown for 'Notification Type' (set to 'Please select a value') and a dropdown for 'Funding Year' (set to 'Select a Funding Year'). To the right of these dropdowns, there is a 'Status' section with radio buttons for 'All' (selected), 'Generated', and 'Not Generated'. Below the status section, there is a table with columns: Notification, Description, Issued Date, Generated By, and Generated On. The table is currently empty, with the text 'No items available' displayed. Below the table, there is a 'My Entities' section with a table showing entity information:

Entity	Entity Number	City	State	Zip Code
School District 10977	10385	Rockville	MD	20850

3. Give the Form 470 a Nickname
4. Select yourself as the Contact
5. Select Category 1 Service
6. Select No RFP
7. Select "Add New Service Request" You will be adding 2 service requests.
8. Select "Leased Lit Fiber (with or without Internet Access)"

The screenshot shows the 'Add New Service Request' form. The 'Function' dropdown menu is open, showing a list of service categories. The first option, 'Leased Lit Fiber (with or without Internet Access)', is highlighted with a mouse cursor. The other options in the list are: Internet Access and Transport Bundled (Non-Fiber), Transport Only - No ISP Service Included (Non-Fiber), Internet Access: ISP Service Only (No Transport Circuit Included), Leased Dark Fiber and Leased Lit Fiber, Self-Provisioned Network (Applicant Owned and Operated Network) and Services Provided Over Third-Party Networks, Network Equipment, Maintenance & Operations, Cellular Data Plan/Air Card Service, and Other. Below the list, there are two instructions: 'Select "Cellular Data Plan/Air Card Service" when only seeking bids for a commercial wireless data plan.' and 'Select "Other" when the service you want is not otherwise listed. Be sure to provide additional details about this service by uploading an RFP document.' At the bottom of the form, there are two buttons: 'CANCEL' and 'ADD'.

9. Enter in information as outlined below. Note that if you want more than 100 Mbps make sure to increase the maximum capacity.

Function *

Leased Lit Fiber (with or without Internet Access)

Select "Leased Lit Fiber (with or without Internet Access)" when seeking bids for either a bundled solution of internet access (delivered over lit fiber) or transport only (delivered over lit fiber).

Quantity *

1

Unit

Circuits

Minimum Capacity *

100 Mbps

Maximum Capacity *

100 Mbps

Number of entities served? *

1

Are you also seeking Installation, Activation and Initial Configuration for this service? *

☒ Yes

☐ No

10. Add another request and select Transport Only – No ISP Service included (Non-Fiber)

Add New Service Request

Function *

Transport Only - No ISP Service Included (Non-Fiber)

Select "Transport Only – No ISP Service Included (Non-Fiber)" when seeking bids for services provided over non-fiber-based service-provider-owned networks that do not include commercial internet access (e.g., microwave, or coaxial cable, but excluding Leased Lit Fiber).

Quantity *

1

Unit

Circuits

Minimum Capacity *

100 Mbps

Maximum Capacity *

100 Mbps

Number of entities served? *

1

Are you also seeking Installation, Activation and Initial Configuration for this service? *

☒ Yes

☐ No

11. In the Narrative, put information on the locations being connected. I.e. We are seeking a broadband circuit to connect Forks of Salmon Elementary School (address) to Siskiyou County Office of Education (address).
12. Select No for the Installment Payment Plan
13. Select No for Technical Contact (unless you have one).
14. Select No to State or Local Requirements
15. Select "Review FCC Form 470"
16. After a few seconds, go to your Tasks menu

[News](#)
[Tasks](#)
[Records](#)
[Reports](#)
[Actions](#)

My Landing Page

Training
**Universal Service
Administrative Co.**

[Funding Request Report](#) |
 [FCC Form 470](#) |
 [FCC Form 471](#) |
 [FCC Form 486](#) |
 [Appeal](#) |
 [FCC Form 500](#) |
 [SPIN Change](#) |
 [Service Substitution](#) |
 [Hurricane Impact Designation](#) |
 [Manage Users](#) |
 [Manage Organizations](#) |
 [USAC Website](#) |
 [Contact Us](#) |
 [Help](#)

Welcome, **School District 10977!**

Notifications

Notification Type Please select a value

Funding Year -- Select a Funding Year --

Status ☒ All
☐ Generated
☐ Not Generated

Notification	Description	Issued Date	Generated By	Generated On
No items available				

My Entities

Entity	Entity Number	City	State	Zip Code
School District 10977	10385	Rockville	MD	20850

17. Select the Form 470 Hyperlink.
18. Download the draft for your records.
19. When ready to certify, select the Box "By checking this box, I certify that the information in the PDF document above is correct." And continue to certification.
20. Check the certifications and Certify.

The Form 470 will no go live and start the required 28-day bidding process until the Form is certified!

New Task: Certify FCC Form 470 - 190024694 - 2019-20 Broadband Circuit Connection to SCOE

2 messages

Universal Service Administrative Company (USAC) <portal@usac.org>

Thu, Feb 14, 2019 at 12:43 PM

**Certify FCC Form 470 - 190024694 - 2019-20 Broadband Circuit Connection to SCOE**

This task was assigned to you on Feb 14, 2019 3:43 PM EST
The task priority is Normal

To view the task, please follow this link

This message has been sent by EPC

Universal Service Administrative Company (USAC) <portal@usac.org>

Thu, Feb 14, 2019 at 12:49 PM

**Certify FCC Form 470 - 190024694 - 2019-20 Broadband Circuit Connection to SCOE**

This task was assigned to you on Feb 14, 2019 3:49 PM EST
The task priority is Normal

To view the task, please follow this link

[Quoted text hidden]

* This is what I got immediately after submitting & confirming info was correct.

When I followed the link I was prompted to Certify info accurate and Did so. I thought it was completed & Ready for Bids.

New Task: Certify FCC Form 470 - 190024694 - 2019-20 Broadband Circuit Connection to SCOE

1 message

Universal Service Administrative Company (USAC) <portal@usac.org>

Sat, Mar 30, 2019 at 9:28 PM

**Certify FCC Form 470 - 190024694 - 2019-20 Broadband Circuit Connection to SCOE**

This task was assigned to you and others on Mar 31, 2019 12:28 AM EDT
The task priority is Normal

To view the task, please follow this link

This message has been sent by EPC

* This is next email I received from USAC
(Basically the same as what I got back the
day I had submitted back in February)

Once I followed link & learned it
never actually submitted properly as I thought
it had previously.

The Requested Task Is Not Available

The task may have been deleted or completed by another assignee.

this is what happens now
if I follow prompt.



Christina Cafferata <ccafferata@sisnet.ssku.k12.ca.us>

Instructions: Out of Window E-rate Form 471 Requires FCC Waiver Request

13 messages

Rosy Campos <rosy.campos@k12hsn.org>

To: Christina Cafferata <ccafferata@sisnet.ssku.k12.ca.us>

Cc: Cathy Benham <cathy.benham@k12hsn.org>, Michelle Harken <michelle.harken@k12hsn.org>

Mon, Apr 29, 2019 at 1:58 PM

Hello Christina,

Once you have certified your FY2019 FCC Form 471, please follow the instructions below:

In order for USAC to accept and process a funding commitment for 2019, you must first obtain a waiver of the 2019 Form 471 deadline from the Federal Communications Commission.

In order to do so, I have attached a simple template that you may use. You must complete and upload this document into the FCC's ECFS system at this location: <https://www.fcc.gov/ecfs/filings>. In the online filing system, complete the following fields:

Proceeding(s): 02-6

Name(s) of Filer(s): Organization Name

Law Firm(s): N/A

Attorney/Author Name(s): N/A

Primary Contact Email: Your e-mail

Type of Filing: WAIVER

File Number: N/A

Report Number: N/A

Bureau ID Number: N/A

Address of: Your address

Address: Your address

City

State

Filer's / Author's ZIP

It is important that it be filed with the FCC **as soon as possible**. Please do not hesitate to contact me for assistance or with any questions.

Thank you,

Rosy Campos

California State E-rate Support Team

rosy.campos@k12hsn.org

626.475.7876



This is who was trying to help me correct issues when I was struggling with ERATE application issues as a result of form 470 not going through properly.

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<https://www.k12hsn.org/resources/erate/trainings>

Christina Cafferata <ccafferata@sisnet.ssku.k12.ca.us>
To: Rosy Campos <rosy.campos@k12hsn.org>
Cc: Cathy Benham <cathy.benham@k12hsn.org>, Michelle Harken <michelle.harken@k12hsn.org>

Mon, Apr 29, 2019 at 3:58 PM

Perfect! I couldn't find your email in spam but I see this one with the instructions now. I will file first thing in the morning! Thank you for your help!

Christina M Cafferata
Administrator

Forks of Salmon Elementary
15616 Salmon River Road
Forks of Salmon, CA 96031

Ph: 530.462.4762
Fax: 530.462.4735

ccafferata@sisnet.ssku.k12.ca.us

[Quoted text hidden]

Rosy Campos <rosy.campos@k12hsn.org>
To: Christina Cafferata <ccafferata@sisnet.ssku.k12.ca.us>
Cc: Cathy Benham <cathy.benham@k12hsn.org>, Michelle Harken <michelle.harken@k12hsn.org>

Mon, Apr 29, 2019 at 3:59 PM

Perfect!

Please let us know if you run into any issues.

Thank you,

Rosy Campos

California State E-rate Support Team

rosy.campos@k12hsn.org

626.475.7876



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<https://www.k12hsn.org/resources/erate/trainings>

From: Christina Cafferata <ccafferata@sisnet.ssku.k12.ca.us>
Sent: Monday, April 29, 2019 3:58:24 PM
To: Rosy Campos
Cc: Cathy Benham; Michelle Harken
Subject: Re: Instructions: Out of Window E-rate Form 471 Requires FCC Waiver Request

[Quoted text hidden]

Rosy Campos <rosy.campos@k12hsn.org>
To: Christina Cafferata <ccafferata@sisnet.ssku.k12.ca.us>
Cc: Cathy Benham <cathy.benham@k12hsn.org>, Michelle Harken <michelle.harken@k12hsn.org>

Thu, May 2, 2019 at 8:52 AM

Good Morning Christina,

Per my voicemail:

I wanted to touch base with you to see if your Form 471s are complete. If they are, please finalize the Certifications to register your forms with USAC. Currently they are showing as "Incomplete":

Application Number	Nickname	Funding Year	Status	Certified Date
191042229	2019-20 Broadband Circuit Connection to SCOE (needs waiver approval)	2019	Incomplete	
191042230	2019-20 Broadband Circuit Connection to SCOE (needs a waiver)	2019	Incomplete	

Please let me know if have any questions.

Thank you,

Rosy Campos

California State E-rate Support Team

rosy.campos@k12hsn.org

626.475.7876



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<https://www.k12hsn.org/resources/erate/trainings>

From: Rosy Campos

Sent: Monday, April 29, 2019 3:59 PM

To: Christina Cafferata

[Quoted text hidden]

[Quoted text hidden]

Christina Cafferata <ccafferata@sisnet.ssku.k12.ca.us>

To: Rosy Campos <rosy.campos@k12hsn.org>

Cc: Cathy Benham <cathy.benham@k12hsn.org>, Michelle Harken <michelle.harken@k12hsn.org>

Thu, May 2, 2019 at 9:54 AM

Hi Rosy,

Thanks for reaching out... I have been waiting to hear from USAC and have an open case because as I was trying to file the Form 471 it kept freezing up. They had told me to file the form 471 first and then the waiver so I can have the 471 number on the waiver. Any suggestions at this point would be helpful.

Christina M Cafferata

Administrator

Forks of Salmon Elementary
15616 Salmon River Road
Forks of Salmon, CA 96031

Ph: 530.462.4762

Fax: 530.462.4735

ccaferata@sisnet.ssku.k12.ca.us

[Quoted text hidden]

Rosy Campos <rosy.campos@k12hsn.org>
To: Christina Cafferata <ccaferata@sisnet.ssku.k12.ca.us>

Thu, May 2, 2019 at 10:24 AM

Hi Christina,

Were you having issues Certifying both forms?

Rosy Campos

California State E-rate Support Team

rosy.campos@k12hsn.org

626.475.7876



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From: Christina Cafferata <ccaferata@sisnet.ssku.k12.ca.us>

Sent: Thursday, May 2, 2019 9:54 AM

[Quoted text hidden]

[Quoted text hidden]

Christina Cafferata <ccaferata@sisnet.ssku.k12.ca.us>

To: Rosy Campos <rosy.campos@k12hsn.org>

Thu, May 2, 2019 at 10:30 AM

Are you talking about the Form 470 or Form 471? Let me know if there is a minute we can chat today or tomorrow morning. I am anxious to get this taken care of and am not sure what to do next!

Christina M Cafferata
Administrator

Forks of Salmon Elementary
15616 Salmon River Road
Forks of Salmon, CA 96031

Ph: 530.462.4762
Fax: 530.462.4735

ccaferata@sisnet.ssku.k12.ca.us

[Quoted text hidden]

Rosy Campos <rosy.campos@k12hsn.org>
To: Christina Cafferata <ccaferata@sisnet.ssku.k12.ca.us>

Thu, May 2, 2019 at 10:34 AM

Hi Christina,

Please let me know your availability today and the best number to reach you. I am pretty open after 12pm.

Thank you,

Rosy Campos

California State E-rate Support Team

rosy.campos@k12hsn.org

626.475.7876



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From: Christina Cafferata <ccafferata@sisnet.ssku.k12.ca.us>

Sent: Thursday, May 2, 2019 10:30:57 AM

To: Rosy Campos

[Quoted text hidden]

[Quoted text hidden]

Christina Cafferata <ccafferata@sisnet.ssku.k12.ca.us>

To: Rosy Campos <rosy.campos@k12hsn.org>

Thu, May 2, 2019 at 10:43 AM

Any time after 12 and before 2:45 works for me today...

Christina M Cafferata

Administrator

Forks of Salmon Elementary

15616 Salmon River Road

Forks of Salmon, CA 96031

Ph: 530.462.4762

Fax: 530.462.4735

ccafferata@sisnet.ssku.k12.ca.us

[Quoted text hidden]

Christina Cafferata <ccafferata@sisnet.ssku.k12.ca.us>

To: Rosy Campos <rosy.campos@k12hsn.org>

Thu, May 2, 2019 at 11:07 AM

Oh shoot, I realized I need to leave by 2:15. I am available anytime before then...

Christina M Cafferata

Administrator

Forks of Salmon Elementary

15616 Salmon River Road

Forks of Salmon, CA 96031

Ph: 530.462.4762

Fax: 530.462.4735

ccaferata@sisnet.ssku.k12.ca.us

[Quoted text hidden]

Rosy Campos <rosy.campos@k12hsn.org>
To: Christina Cafferata <ccaferata@sisnet.ssku.k12.ca.us>

Thu, May 2, 2019 at 11:08 AM

In case my previous meeting runs a little longer, shall we say 12:30pm?

Thank you,

Rosy Campos

California State E-rate Support Team

rosy.campos@k12hsn.org

626.475.7876



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<https://www.k12hsn.org/resources/erate/trainings>

From: Christina Cafferata <ccaferata@sisnet.ssku.k12.ca.us>

Sent: Thursday, May 2, 2019 11:07:08 AM

[Quoted text hidden]

[Quoted text hidden]

Christina Cafferata <ccaferata@sisnet.ssku.k12.ca.us>
To: Rosy Campos <rosy.campos@k12hsn.org>

Thu, May 2, 2019 at 11:11 AM

That sounds great! If you want to call me once you are settled after your meeting I will be here and ready! Thank you so much!

Christina M Cafferata
Administrator

Forks of Salmon Elementary
15616 Salmon River Road
Forks of Salmon, CA 96031

Ph: 530.462.4762
Fax: 530.462.4735

ccaferata@sisnet.ssku.k12.ca.us

[Quoted text hidden]

Rosy Campos <rosy.campos@k12hsn.org>
To: Christina Cafferata <ccaferata@sisnet.ssku.k12.ca.us>

Thu, May 2, 2019 at 12:31 PM

<https://zoom.us/j/633473056>



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Rosy Campos

California State E-rate Support Team

rosy.campos@k12hsn.org

626.475.7876



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From: Christina Cafferata <ccafferata@sisnet.ssku.k12.ca.us>

Sent: Thursday, May 2, 2019 11:11:11 AM

[Quoted text hidden]

[Quoted text hidden]