To Whom It May Concern:

**Entity & BEN:** Early View Academy of Excellence (BEN 228997)

**Contact Person:** Thomas Hanyard

**Contact Information**

**Mailing Address:** 7132 W. Good Hope Rd., Milwaukee, WI 53223

**Phone Number:** (414) 431-0001 Ext608

**Email:** tech@earlyviewk12.org

**Service Provider:** Spectrum Communications Inc.(SPN: 143008155) Krueger Communications, Inc.

(SPN: 143051557)

**Funding Year:**2019

**Application Type &Application Number:** Form 471 - 191042117 - 471 4-16-2019 Phone internet equipment. Form 471 - #191042371 - 5162019 Category 2 Computer Network Equipment

**FRN’s:** 190029857

**Appeal Reason:** Form 471 certified out of window

**Appeal Explanation:**

In prior years, Early View Academy’s Technology Coordinator served as the E-Rate Coordinator. Due to the transition of Technology Coordinator’s duties to facilitate the intense set up, scheduling, and proctoring of three (3) newly designed, state mandated assessments for our school, we did not have the funding to recruit a staff replacement for the E-Rate duties. Although later than we expected and with much effort, Early View Academy of Excellence completed the Form 470 within the contract period which posted 3/23/19. However, the allowable contract date was 4/20/19 which disallowed submission of Form 471 by the 4/16/19 deadline.

Seeking assistance, we received an email 4/27/19 from E-Rate Support Services: “If the required Form 470 was posted not later than April 2, file the Form 471 Funding Application on the 28th day after the Form 470 was posted, or as soon as possible thereafter -- but in no event later than April 30.”

Therefore, we submitted two (2) Form 471’s on 5/30/19, but they were certified out of window. We have since organized our efforts to secure an E-Rate coordinator to ensure timely submission. We would like you to consider accepting this request for approval of two (2) Form 471’s and reconsider USAC’s decision to deny any funding requests for Forms certified out of window. Thank you for your time and attention to this matter.

Sincerely,

Thomas Hanyard, Director of Technology