July 18, 2018

USAC

Schools and Libraries

To Whom it May Concern:

I am writing on behalf of Lillian Vallely School. My interest in the matter being presented is that I am the current grant writer for the school and I am responsible for completing the e-rate grant.

I am new to the e-rate grant and misunderstood that the years have some cross over. In March when I received e-mails asking me to complete the 470 I thought I had already completed this and that it was not relevant for me at the time. The fact that the school had not been reimbursed for the previous year had my mind thinking that the 2017 cycle had to be fully completed before beginning the 2018 cycle. In thinking this I missed the new 470 cycle.

At this time I would like to ask for a waiver on the 470 window. I would like to ask e-rate to waive the closure that I missed and consider our 470 request.

I sincerely apologize for any inconvenience this has caused and ask for your consideration regarding this matter.

Thank you,

Norma Zaugg

Grant Writer

Lillian Vallely School