Request for an out of Window Waiver for funding of Form 471

I am the new Administrator for the Coffey County Library System. I was informed by a provider that she was concerned that we had not completed our forms for the E-RATE program as she had not received our Funding Commitment Decision Letter. I called the School and Library number (888) 203-8100 and discovered that the CCL was supposed to fill out a Form 471. The Form 470 was filled out by the previous Administrator, Brandon Hines before he left. The Form 471 was not able to be filled before he left due to the waiting period. The interim administrator and myself did not realize the Form 471 was needed. I began my position on May 1, 2017. After finding out about the Form 471 requirement I completed the 471 that was started before under the previous administrator’s account with the USAC. My point of contact of information was updated on the 471. His email account has since been deleted.   
Application Number 171011648  
BEN 160247  
FCC Registration Number: 0011920550

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