



Universal Service Administrative Company
Schools & Libraries Division

September 10, 2003

Virginia Barton
Reform Public Library
P.O. Box 819
Reform, AL 35481

The Schools and Libraries Division of the Universal Service Administrative Company has received your correspondence dated August 25, 2003 on September 2, 2003 regarding the 2003-2004 funding decision on your 471 application number 361356. These are the steps that will now follow:

1. We will review your correspondence carefully to identify the specific issue(s) it raises.
2. We will consult the program integrity assurance records and all supporting documentation for the application. Our goal is to determine whether the program rules were administered appropriately in processing your application.
3. Once the review process is completed we will respond in writing and state whether your appeal is approved, denied or approved in part. We will then follow with a funding commitment decision letter for any approved appeal resulting in additional discounts for your application. Funds have been set aside to implement funding decisions for appeals approved by the SLD and/or the Federal Communications Commission.

We have begun an in-depth review of the appeals we have received, and our goal is to respond to you as promptly as possible. We thank you in advance for your patience as we handle your case with the care and attention it deserves.

Schools and Libraries Division
Universal Service Administrative Company

302 1st Street South
P.O. Box 819
Reform, AL 35481
August 25, 2003

Letter of Appeal
Schools and Libraries Division
Box 125-- Correspondence Unit
80 South Jefferson Road
Whippany, NJ 07981

Contact Person: Virginia Barton
302 1st Street South
P.O. Box 819
Reform, AL 35481
(205) 375-6240 Fax: (205) 375-6240

RE: Letter of Appeal
RE: Form 471 Application Number: 361356
Funding Year 2003: 07/01/2003--06/30/2004
Billed Entity Number: 127986
Applicant's Form Identifier: YR6-471-RPL-B

The Funding Commitment Report states Form 471 was in violation of the 28-day waiting period. See Attachment # 1

This appeal will attempt to provide documentation that will actually go back to:
Form 470 Application Number; 694650000426471
ENTITY Number: 127986
Applicant's Form Identifier: YR6-470-RPL-B

See Attachments #'s 2 & 3. Attachment # 2 states Form 470 was posted January 13, 2003. Attachment # 3 gives evidence that Form 470 was mailed 11-01-02 and received by SLD agent November 8, 2002. On January 31, 2003, Mr. John Ward of SLD called to say an error had occurred on part of SLD internal staff(I believe his words called the error a computer glitch). Due to the error, the computer shows a posting date of February 10, 2003. Mr. John Ward instructed me to file an appeal, even though this ERROR was not my fault. See Attachment # 6. My question to the Board of Appeal is: How and Why did the computer show it was received February 10, 2003, Posted January 13, 2003 when it was ACTUALLY RECEIVED BY SLD ON NOVEMBER 8, 2002? If Form 470 Entity Number 127986 had been posted even within ten(10) days of receipt, then this appeal would not have been necessary. From the time Form 470 Entity Number 127986 was received and the date it was posted was a total of 76 calendar days and /or 44 working days. The bottom line is: Where 0 where was Form 470 Entity Number 127986 hiding? See Attachment # 4 and Attachment # 8.

See Attachment # 9 reference to Form 471 application filing window--initially filing window closed January 16, 2003, but according to the SLD web site, the deadline closing was extend to February 6, 2003. ACCORDING TO Attachment # 3 the Form 471 Entity Number: 127986 was received by SLD January 27, 2003--within and prior to the deadline--and certainly within the 28 days if Form 470 entity number 127986 had been posted soon after it was received.

Summary of the appeal: a delay in posting Form 470 entity number 127986 certainly within ten(10) days upon receipt , would not have placed Form 471 entity number 127986 Applicant's Form Identifier YR6-471-RPL-B in jeopardy of the violation.

Sincerely,
Virginia Barton
Virginia Barton
P.O. Box 819
Reform, AL 35481
205-375-6240

CLC BARTON # _____
2003 SEP -2 A 10:38

CONTROL # E _____
020731

POST SCRIPT:

See Attachment # 10

According to the SLD web site the appeal must be postmarked no later than 60 days or 2 months from the date of the Funding Commitment Decision Letter.

Contact Person: Virginia Barton

IN RE: Appeal Process of Form 471 Application Number: 361356

Billed Entity Number: 127986

Applicant's Form Identifier: YR6-471-RPL-B

Funding Year 2003: 07/01/2003--06/30/2004

FUNDING COMMITMENT REPORT

Form 471 Application Number: 361356
Funding Request Number: 978357 Funding Status: Not Funded
Services Ordered: Telecommunications Service
SPIN: 143025535 Service Provider Name: CenturyTel of Alabama, LLC
Contract Number: T
Billing Account Number: 205-375-6240
Earliest Possible Effective Date of Discount: 07/01/2003
Contract Expiration Date: 06/30/2004
Site Identifier: 127986
Annual Pre-discount Amount for Eligible Recurring Charges: \$747.60
Annual Pre-discount Amount for Eligible Non-recurring Charges: \$.00
Pre-discount Amount: \$747.60
Discount Percentage Approved by the SLD: N/A
Funding Commitment Decision: \$0.00 - 28 Day Waiting Period Violated
X Funding Commitment Decision Explanation: The Form 471 application was signed and/or submitted prior to the expiration of the 28-day waiting period from the day of the posting of the Form 470 to the SLD Web Site.

Funding Request Number: 978358 Funding Status: Not Funded
Services Ordered: Telecommunications Service
SPIN: 143025535 Service Provider Name: CenturyTel of Alabama, LLC
Contract Number: T
Billing Account Number: 205-375-9131
Earliest Possible Effective Date of Discount: 07/01/2003
Contract Expiration Date: 06/30/2004
Site Identifier: 127986
Annual Pre-discount Amount for Eligible Recurring Charges: \$766.08
Annual Pre-discount Amount for Eligible Non-recurring Charges: \$.00
Pre-discount Amount: \$766.08
Discount Percentage Approved by the SLD: N/A
Funding Commitment Decision: \$0.00 - 28 Day Waiting Period Violated
X Funding Commitment Decision Explanation: The Form 471 application was signed and/or submitted prior to the expiration of the 28-day waiting period from the day of the posting of the Form 470 to the SLD Web Site.

USAC

Contact Person: Virginia Barton Telephone Number 205-375-6240

Universal Service Administrative Company

Schools & Libraries Division

FORM 470--Receipt Notification Letter

(Funding Year 2003: 07/01/2003--06/30/2004)

January 20, 2003

REFORM PUBLIC LIBRARY
VIRGINIA BARTON
302 1ST. STREET S.--P.O. BOX 819
REFORM, AL 35481-0819

Re: Applicant's Form Identifier: YR6-470-RPL-B
Form 470 Application Number: 694650000426471
Entity Number: 127986
* Date Form 470 Posted: 01/13/2003
Allowable Vendor Selection/Contract Date: 02/10/2003

We are pleased to inform you that the Schools and Libraries Division (SLD) has received your FCC Form 470, "Description of Services Requested and Certification Form," complete with your signed certification. The posting date is noted above. This letter provides important information about the processing of your Form 470 application. Please read this letter carefully and retain it for your records and future reference.

The Form 470 Application Number listed above has been assigned by the SLD and will be used to track your Form 470. This number must be provided on each FCC Form 471, "Services Ordered and Certification Form," that cites this Form 470. Any applicant who relies on this Form 470 will need to know this Form 470 Application Number. You may wish to share this number with those schools and/or libraries featured in this application to assist them in their preparation of Form 471.

The purpose of the Form 470 is to open a competitive bidding process for the services desired. The Form 470 applicant is responsible for ensuring an open, fair competitive process and selecting the most cost-effective provider of the desired services. Please be aware that if a service provider was involved in the preparation or certification of your FCC Form 470, this could taint the competitive bidding process and result in the denial of your funding requests. The Form 470 must be completed by the entity that will negotiate with potential service providers. It cannot be completed by a service provider who will participate in the competitive bidding process as a bidder.

If you believe that a service provider was improperly involved in the submission of this Form 470, you should cancel this Form 470 and submit a new one if you wish. To cancel a Form 470, call the Client Service Bureau at 1-888-203-8100 and follow their instructions. Please also refer to the "Service Provider Role in Assisting Customers" at www.sl.universalservice.org/vendor/manual/chapter5.doc or call the Client Service Bureau for information on proper service provider involvement in the preparation and submission of the FCC Form 471.

ATTACHMENT # 3 Billed Entity Number: 127986 IN RE: Appeal Process Form 471
 Application Number: 361356
 Contact Person: Virginia Barton Telephone Number: 205-375-6240
 Fax: 205-375-6240

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"> Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired. Print your name and address on the reverse so that we can return the card to you. Attach this card to the back of the mailpiece, or on the front if space permits. <p>1. Article Addressed to:</p> <p>SLD-FORM 470 c/o Ms. Smith 3833 Greenway Drive Lawrence, Kansas 66046</p>	<p>A. Received by (Please Print Clearly) B. Date of Delivery</p> <p>C. Signature: <i>Nov. 8, 02</i></p> <p><input checked="" type="checkbox"/> Agent <input type="checkbox"/> Addressee</p> <p><input checked="" type="checkbox"/> Restricted Delivery? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3. Service Type</p> <p><input checked="" type="checkbox"/> Certified Mail <input type="checkbox"/> Express Mail <input type="checkbox"/> Registered <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Insured Mail <input type="checkbox"/> C.O.D.</p> <p>4. Restricted Delivery? (Extra Fee) <input type="checkbox"/> Yes</p>
<p>2. Article Number (Copy from service label)</p> <p>7000 0520 0020 9499 5567</p>	

PS Form 3811, July 1999 Domestic Return Receipt 102595-00-M-0952

U.S. Postal Service
CERTIFIED MAIL RECEIPT
 (Domestic Mail Only; No Insurance Coverage Provided)

7000 0520 0020 9499 5567

Postage	\$ 60
Certified Fee	230
Return Receipt Fee (Endorsement Required)	175
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$ 465

REFORM AL 35481
 NOV Postmark Here
 2002
 USPS

Recipient's Name (Please Print Clearly) (To be completed by mailer)
 SLD-FORM 470 c/o Ms. Smith
 Street, Apt. No.; or PO Box No.
 3833 Greenway Drive
 City, State, ZIP+4
 Lawrence Kansas 66046

PS Form 3800, February 2000 See Reverse for Instructions

ATTACHMENT # 4 BILLED Entity Number: 127986 IN RE: Appeal Process Form 471
 Application Number: 361356

Contact Person: Virginia Barton Telephone Number: 205-375-6240
 Fax: 205-375-6240

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"> Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired. Print your name and address on the reverse so that we can return the card to you. Attach this card to the back of the mailpiece, or on the front if space permits. 	<p>A. Received by (Please Print Clearly) PEARSON B. Date of Delivery 01 27 03</p> <p>C. Signature MAIL AGE <input type="checkbox"/> Agent <input type="checkbox"/> Addressee</p> <p>X <input checked="" type="checkbox"/> <input type="checkbox"/></p>
<p>1. Article Addressed to:</p> <p>SLD-Form 471 Cl Ms Smith 3833 Greenway Drive Lawrence, Kansas 66046</p>	<p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, enter delivery address below:</p> <p>3. Service Type <input checked="" type="checkbox"/> Certified Mail <input type="checkbox"/> Express Mail <input type="checkbox"/> Registered <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Insured Mail <input type="checkbox"/> C.O.D.</p> <p>4. Restricted Delivery? (Extra Fee) <input type="checkbox"/> Yes</p>
<p>2. Article Number (Copy from service label) 7A00 0520 0070 9499 5574</p> <p>PS Form 3811, July 1999 Domestic Return Receipt 102595-00-M-0952</p>	

U.S. Postal Service
CERTIFIED MAIL RECEIPT
 (Domestic Mail Only; No Insurance Coverage Provided)

7000 0520 0020 9499 5574

Postage	\$.75	
Certified Fee	2.30	
Return Receipt Fee (Endorsement Required)	1.75	
Restricted Delivery Fee (Endorsement Required)		
Total Postage & Fees	\$ 4.98	

Recipient's Name (Please Print Clearly) (To be completed by mailer)
SLD-Form 471 Cl Ms Smith

Street, Apt. No., or PO Box No.
3833 Greenway Drive

City, State, ZIP+4
Lawrence, Kansas 66046

PS Form 3800, February 2000 See Reverse for Instructions

ATTACHMENT # 5 Billed Entity Number: 127986 IN RE: Appeal Process Form 471
Application Number: 361356
Contact Person: Virginia Barton Telephone Number: 205-375-6240
Fax: 205-375-6240

John Ward 1-31-03
Case # 184527
Phone No. 1-888-230-8100
Ext 2610

FAX # 1-888-276-8736

Must file an appeal
due to error on part
of SLD internal staff.

My Form 470 was
actually received 11-8-02,
but due to error, SLD's
computer system shows
it was received Feb 10, 03
(Not within the window)
I must write an appeal
letter including a copy
of of date mailed & copy of
signed receipt.

This is a copy of my documentation on the day Mr. John Ward of SLD called to say an error with SLD's Computer system (His words were a computer glitch -erron in the internal staff) Because of this error the Form 470 was posted late.

ATTACHMENT # 6 Billed Entity Number: 127986

IN RE: Appeal Process Form 471 Application
Number: 361356

Contact Person: Virginia Barton
Telephone Number: 205-375-6240
Fax: 205-375-6240

P.O. Box 819
302 1st Street South
Reform, AL 35481
Jan. 31, 2003

Schools and Libraries Division
Box 125- Correspondence Unit
80 South Jefferson Road
Whippany, New Jersey 07981

ATTENTION Mr. John Ward:

Case # 184527 - Reference to: Form 470

As per instructions, an appeal must
be filed due to an error on part of
Schools and Libraries Division Internal
Staff (or computer glitch.)

My Form 470 was actually received
November 8, 2002, (see Attachment #1)
but due to error/computer glitch, SLD's
computer system shows it was
received February 10, 2003 which is
not within the window of time.

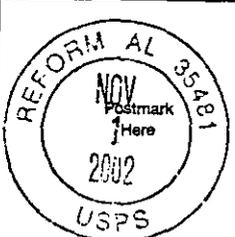
Therefore, to correct the problem, an
appeal must be filed. This correspondence
will be considered an appeal.

Contact Info: Virginia Barton, Library Director
Reform Public Library
P.O. Box 819
302 1st St. South
Reform, AL 35481
205-375-6240

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY	
<ul style="list-style-type: none"> Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired. Print your name and address on the reverse so that we can return the card to you. Attach this card to the back of the mailpiece, or on the front if space permits. <p>1. Article Addressed to:</p> <p>SLD-FORM 470 c/o Ms. Smith 3833 Greenway Drive Lawrence, Kansas 66046</p>	<p>A. Received by (Please Print Clearly)</p>	<p>B. Date of Delivery</p>
	<p>C. Signature</p> <p><i>Nov. 8, 02</i></p>	<p><input type="checkbox"/> Agent <input type="checkbox"/> Addressee</p>
	<p>D. Deliver to business different from 17 If YES, enter delivery address below: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
	<p>3. Service Type</p> <p><input checked="" type="checkbox"/> Certified Mail <input type="checkbox"/> Express Mail <input type="checkbox"/> Registered <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Insured Mail <input type="checkbox"/> C.O.D.</p>	
	<p>4. Restricted Delivery? (Extra Fee) <input type="checkbox"/> Yes</p>	
<p>2. Article Number (Copy from service label)</p> <p>7000 0520 0020 9499 5567</p>		
<p>PS Form 3811, July 1999 Domestic Return Receipt 102595-00-M-0952</p>		

U.S. Postal Service
CERTIFIED MAIL RECEIPT
 (Domestic Mail Only; No Insurance Coverage Provided)

7000 0520 0020 9499 5567

Postage	\$ 60	
Certified Fee	230	
Return Receipt Fee (Endorsement Required)	175	
Restricted Delivery Fee (Endorsement Required)		
Total Postage & Fees	\$ 465	

Recipient's Name (Please Print Clearly) (To be completed by mailer)
 SLD-FORM 470 c/o Ms. Smith
 Street, Apt. No.; or PO Box No.
 3833 Greenway Drive
 City, State, ZIP+4
 Lawrence, Kansas 66046

PS Form 3800, February 2000 See Reverse for Instructions

Attachment # 8 Billed entity Number: 127986 IN RE: Appeal Process of Form 471 application.

Contact Person: Virginia Barton Telephone Number: 205-375-6240

The logo for Universal Service Administrative Company (USAC) features the letters "USAC" in a bold, sans-serif font. A curved line arches over the letters, starting from the top left and ending at the top right.

Universal Service Administrative Company

Schools & Libraries Division

**FORM 471 RECEIPT ACKNOWLEDGMENT LETTER
(Funding Year 2003: 07/01/2003 - 06/30/2004)**

February 18, 2003

REFORM PUBLIC LIBRARY
VIRGINIA BARTON
302 FIRST STREET SOUTH
REFORM, AL 35481-0819

**Re: Form 471 Application Number: 361356
Funding Year 2003: 07/01/2003 - 06/30/2004
Applicant's Form Identifier: YR6471RPLB
Billed Entity Number: 127986**

NOTICE: This notification is an acknowledgment of RECEIPT and SUCCESSFUL DATA ENTRY of your FCC Form 471, Services Ordered and Certification Form, reflecting \$1,513.68 in total program year pre-discount costs for services. This letter confirms that the Form 471 and signed or electronically certified Form 471 Certification have been received.

NOTE: Item 25 on the Form 471 is a certification that you have secured access to the resources necessary to pay for (1) the non-discounted portion of the costs for eligible services within the funding year as well as (2) the ineligible products and services to make effective use of the eligible services you have requested. "Secured access" means that you can show that these funds are, or will be, part of your annual budget; or, if you are obtaining the funds from an outside source, that these funds have been promised to you. IF YOU OBTAIN THESE FUNDS FROM AN OUTSIDE SOURCE, THE FUNDS MUST NOT COME DIRECTLY OR INDIRECTLY FROM YOUR SERVICE PROVIDER(S). YOUR SERVICE PROVIDER(S) MAY NOT WAIVE THE NON-DISCOUNTED PORTION OF THE COSTS.

This letter does NOT contain any decisions concerning your requests for discounts. Note, however, the three-week response deadline described below.

Please keep this letter for your records. The Form 471 Application Number cited above is critical for you to link your application to future Schools and Libraries Division (SLD) communications.

* Please be advised that the last of your Form 471 application materials identified above was postmarked or received by the SLD on 01/23/2003 and successfully entered into our data system. SLD's Program Integrity Assurance (PIA) Team will now review your application for compliance with program rules. Once the review of your application has been completed, you will receive one or more Funding Commitment Decision Letters (FCDL) to inform you of the disposition of your application. Until you receive an FCDL from the SLD, you cannot assume that you will receive the discounts for which you are applying.

Your application will be considered within the Form 471 application filing window wherein all applications that meet the Minimum Processing Standards are treated as though they were received on the same day.

HOW TO USE THIS 471 RECEIPT ACKNOWLEDGMENT LETTER (RAL) TO CORRECT INFORMATION ON YOUR FORM 471 (ACT WITHIN 3 WEEKS!)

If you find data entry errors on this letter, or you previously identified errors on your Form 471, these can be corrected using this Form 471 RAL. Examples of the errors

Contact Person: Virginia Barton

Universal Service Administrative Company
Schools & Libraries Division

Telephone Number: 205-375-6240



October 22, 2002

Dear School or Library Leader:

This letter provides you with valuable information regarding applying for discounts on eligible Telecommunications Services, Internet Access and Internal Connections for Funding Year 2003 (July 1, 2003 – June 30, 2004). We have enclosed critical information on the Schools and Libraries Universal Service Support Mechanism (the "E-rate"), including "Key Information for Funding Year 2003" on the back of this page.

You may wish to review the enclosed "E-rate Discounts for Schools and Libraries" brochure, which summarizes the funding process. It covers important topics including technology planning, competitive bidding, program compliance, receipt of discounts or reimbursements, record retention, an E-rate timetable and list of deadlines.

We have two principal forms that must be completed in order to determine if you qualify for these discounts.

- The Form 470 is your "wish list" and indicates the products and services you desire. **THE FORM 470 CAN BE FILED NOW.**
- The Form 471 indicates the products and services you have selected, the service provider(s) you have selected and the discount amounts requested for those products and services. Once the Form 470 has been posted to the SLD web site for 28 days, as required, you may enter into a service agreement or contract and you may sign and submit the Form 471. The Form 471 application filing window will be open from noon EST on Monday, November 4, 2002 to 11:59PM EST on Thursday, January 16, 2003.

Feb 6, 2003 -

Reminders for FY2003

- Filing as early as you can helps provide you with early funding decisions.
- Online filing and certification provide immediate feedback regarding proper submission of your application and confirmation of your form's successful submission.
- Follow form instructions to properly complete the form and prevent delays.
- You are strongly encouraged to file requests for Priority 1 (Telecommunications Service and Internet Access) and Priority 2 (Internal Connections) discounts on separate Forms 471 for earlier decisions on Priority 1 discounts.
- Be sure the competitive process you use to select service providers is fair, open and documented.
- Be sure you can substantiate that the Form 471, Block 6 certifications are true.
- Call us toll-free with any questions 1-888-203-8100.

I hope you will give us the opportunity to help you reduce the cost of information technologies to your school or library.

George McDonald
Vice President, Schools and Libraries Division

USAC

Universal Service Administrative Company 361356
Schools & Libraries Division

FUNDING COMMITMENT DECISION LETTER

(Funding Year 2003: 07/01/2003 - 06/30/2004)

June 30, 2003 — *Appeal due - must be postmarked no later than 60 days after the date of an SLD Decision*

REFORM PUBLIC LIBRARY
VIRGINIA BARTON
302 FIRST STREET SOUTH
PO BOX 819
REFORM, AL 35481-0819

Re: Form 471 Application Number: 361356
Funding Year 2003: 07/01/2003 - 06/30/2004
Billed Entity Number: 127986
Applicant's Form Identifier: YR6471RPLB

Thank you for your Funding Year 2003 E-rate application and for any assistance you provided throughout our review. Here is the current status of the funding request(s) featured in the Funding Commitment Report at the end of this letter.

- The amount, \$1,210.94 is "Denied".

Please refer to the Funding Commitment Report on the page following this letter for specific funding request decisions and explanations.

NEW FOR FUNDING YEAR 2003

The Important Reminders and Deadlines immediately preceding this letter are provided to assist you throughout the application process.

NEXT STEPS

- Review technology planning requirements
- Review CIPA Requirements
- File Form 486
- Invoice the SLD using the Form 474 (service providers) or Form 472 (Billed Entity)

FUNDING COMMITMENT REPORT

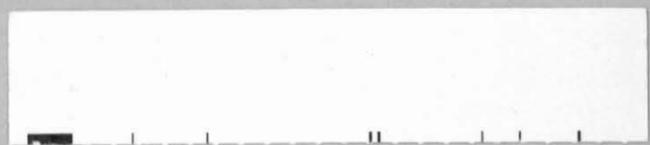
On the pages following this letter, we have provided a Funding Commitment Report for the Form 471 application cited above. The enclosed report includes a list of the Funding Request Number(s) (FRNs) from your application. The SLD is also sending this information to your service provider(s) so preparations can be made to begin implementing your E-rate discount(s) upon the filing of your Form 486. Immediately preceding the Funding Commitment Report, you will find a guide that defines each line of the Report.

TO APPEAL THIS DECISION:

If you wish to appeal the decision indicated in this letter, your appeal must be RECEIVED BY THE SCHOOLS AND LIBRARIES DIVISION (SLD) WITHIN 60 DAYS OF THE ABOVE DATE ON THIS LETTER. Failure to meet this requirement will result in automatic dismissal of your appeal. In your letter of appeal:

1. Include the name, address, telephone number, fax number, and e-mail address (if available) for the person who can most readily discuss this appeal with us.

Reform Public Library 361356
P.O. Box 819
Reform, AL 35481



RETURN RECEIPT
REQUESTED

8126103

Letter of Appeal
Schools and Libraries Division
Box 125-Correspondence Unit
80 South Jefferson Road
Whippany, NJ 07981

RETURN RECEIPT
REQUESTED

