

DOCKET FILE COPY ORIGINAL

# Altoona Area Public Library

1600 Fifth Avenue Altoona, PA 16602

Phone: (814) 946-0417 FAX: 946-3230

[www.altoonalibrary.org](http://www.altoonalibrary.org)

Federal Communications Commission  
Office of the Secretary  
445 12<sup>th</sup> Street SW  
Room TW-A325  
Washington DC 20554

RECEIVED & INSPECTED

JUN 14 2006

FCC - MAILROOM

Reference: CC Docket No. 96-45 and CC Docket No. 02-6

## REQUEST FOR WAIVER OF 60 DAY APPEAL DEADLINE

Billed Entity Number: 125585  
Applicant: Altoona Area Public Library  
1600 5<sup>th</sup> Avenue  
Altoona PA 16602  
Contact Information: Connie Tipton  
814-946-0417 Ext 120  
814-946-3230 Fax  
[connie@altoonalibrary.org](mailto:connie@altoonalibrary.org)

Please consider our request for deadline waiver. We do not feel that we were given legitimate reasons for our funding denial. After contacting several different people, we still have not received satisfaction in settling our problem. The appeal deadline has passed and we still do not have answers as to why funding was denied. I feel there was an error on the part of Schools and Libraries Division.

A deadline waiver should enable the SLD to research our appeal and hopefully correct an injustice in being denied funding.

The enclosed copies list correspondence with the SLD. It also gives all pertinent information regarding our appeal case.

I would be happy to answer any questions you may have regarding this matter.

Sincerely,

Connie Tipton  
Altoona Area Public Library

No. of Copies rec'd 0  
List ABCDE

RECEIVED & INSPECTED

JUN 14 2006

FCC - MAILROOM

May 23, 2006

Letter of Appeal  
Schools and Libraries Division – Correspondence Unit  
100 S Jefferson Rd  
PO Box 902  
Whippany NJ 07981

RE: Appeal of Funding Request Number:

Applicant Name: Altoona Area Public Library

Entity Number: 125585

Year 8 2005-2006 Internet Access

SPIN: 143004473

Form 471 Application Number: 460862

Funding Request Number: 1266254

Reason for Denial: The technology plan provided was deficient because one or more FCC-required elements were not included. A complete technology plan is needed if seeking discounts for non-basic service.

FCDL dated 07/27/2005

Funding Request Amount: \$960.00

SLD case number: 21-357088

Contact Name: Connie Tipton

Contact Address: 1600 Fifth Avenue, Altoona PA 16602

Contact Phone: 814-946-0417 Ext 120

Contact Fax: 814-946-3230

Contact email: [connie@altoonalibrary.org](mailto:connie@altoonalibrary.org)

I am writing to appeal this FRN and submitting a Waiver Request to the FCC for the 60 day appeal deadline.

In June, 2005, we went through our PIA process. After submitting all information that was asked by Michael Proserpi of the review team, we assumed all information was correct and our application would be approved. When we received the FCDL it was filed with all Erate paperwork for that funding year. In January, 2006, when our name did not appear on any of the funding waves, I started to investigate.

I found the FCDL listed us as denied due to the a problem with our Technology Plan. This Plan had been in place for the two previous funding years and no denial was received based on the information

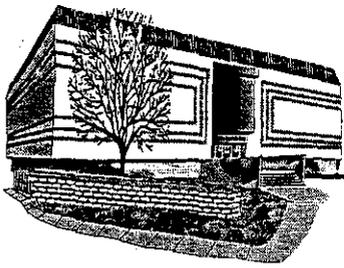
in this Plan. I did not understand this reason and contacted the SLD for a further explanation. The Help Line (Client Service Bureau) could not answer my questions regarding the denial. An email was sent to Julie Tritt Schell (PA Erate Coordinator) and Jim Hollinger (Commonwealth Libraries) and I was advised to contact Paul Stankus at the SLD. I filed an inquiry online and received case number 21-357088.

Our technology plan was approved by M. Clare Zales of Commonwealth Libraries on February 4, 2004. The technology plan is valid from July 1, 2003 to June 30, 2006 as shown on the approval letter from Commonwealth Libraries. A letter was sent to the SLD Correspondence in January, 2006, asking what was wrong with the Technology Plan so that it could be corrected for future funding. We never received a reply to that letter. We feel that one PIA reviewer's interpretation of our Technology Plan should not have been the only factor in being denied our funding.

I am enclosing copies of all correspondence used during my investigation of the funding denial. If you need any further information regarding our Appeal, please feel free to contact me.

Sincerely,

Connie Tipton



# Altoona Area Public Library

1600 Fifth Avenue Altoona, PA 16602

Phone: (814) 946-0417 FAX: 946-3230

[www.altoonalibrary.org](http://www.altoonalibrary.org)

1/19/2006

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

Dear Sir:

In July of 2005 our request for funds for Internet Access for year 8 was denied because "our technology plan was deficient". No one ever asked to see our plan nor did they contact Commonwealth Libraries who had approved our plan. We did not realize that we had been denied until well after the review period was over. We were continuing to wait for a funding commitment letter which never appeared. When we asked what was wrong with our plan we were given the run-around and it was reiterated that the plan was deficient but there was no indication of what was missing.

I am aware that there is no use trying to appeal this arbitrary decision but I feel that it is important to let you know that the process is broken. I am enclosing a copy of the approval of our plan by Commonwealth Libraries and a copy of your denial. If no one can tell us what is wrong with the plan and Commonwealth Libraries has accepted it, how can we correct our error for next year so we will not be denied again?

Sincerely,

Deborah A. Weakland  
Executive Director  
Altoona Area Public Library  
1600 Fifth Ave.  
Altoona, PA 16602-3693  
(814) 946-0417 ext. 122  
(814) 946-3230 FAX  
[Director@altoonalibrary.org](mailto:Director@altoonalibrary.org)

cc: Jim Hollinger, Commonwealth Libraries  
Julie Tritt Schell, PA Department of Education



# Office of Commonwealth Libraries

## Technology Plan Approval for Schools and Libraries Universal Service Program

The Pennsylvania Office of Commonwealth Libraries is certified by the Schools and Libraries Division of USAC to approve technology plans for participation in the Schools and Libraries Universal Service Program.

The Altoona Area Public Library has a technology plan that has met the standards for criteria outlined in the following checklist.

This technology plan is valid from July 1, 2003 to June 30, 2006.

### Checklist

Successful technology plans align the overall education or library service improvement objectives with the following criteria. It is critical that technology planning not be viewed or treated as a separate exercise dealing primarily with hardware and telecommunications infrastructure. There must be connections between the proposed physical infrastructure of the information technology and plan for professional development, curriculum reform, and library service improvements.

- The plan establishes clear goals and a realistic strategy for using telecommunications and information technology to improve education or library services.
- The plan has a professional development strategy to ensure that staff know how to use the new technologies to improve education or library services.
- The plan includes an assessment of the telecommunication services, hardware, software, and other services that will be needed to improve education or library services.
- The plan provides for a sufficient budget to acquire and maintain the hardware, software, professional development, and other services that will be needed to implement the strategy for improved education or library services.
- The plan includes an evaluation process that enables the school or library to monitor progress toward the specified goals and make mid-source corrections in response to new developments and opportunities as they arise.

M. Clare Zales / per BWC  
M. Clare Zales, Acting Deputy Secretary of Education  
& Commissioner for Libraries

February 4, 2004  
Date

Pennsylvania Department of Education  
333 Market Street  
Harrisburg, PA 17126-1745

FUNDING COMMITMENT REPORT  
Billed Entity Name: ALTOONA AREA PUBLIC LIBRARY  
BEN: 125585  
Funding Year: 2005

Form 471 Application Number: 460862  
Funding Request Number: 1266254  
Funding Status: Not Funded  
Category of Service: Internet Access  
Form 470 Application Number: 144530000  
SPIN: 143004473  
Service Provider Name: altoona area school district  
Contract Number: n/a  
Billing Account Number: N/A  
Service Start Date: 07/01/2005  
Contract Expiration Date: 06/30/2006  
Site Identifier: 125585  
Number of Months Recurring Service Provided in Funding Year: 12  
Annual Pre-discount Amount for Eligible Recurring Charges: \$1,200.00  
Annual Pre-discount Amount for Eligible Non-recurring Charges: \$.00  
Pre-discount Amount: \$1,200.00  
Discount Percentage Approved by the SLD: N/A  
Funding Commitment Decision: \$0.00 - Technology Plan Required  
Funding Commitment Decision Explanation: The technology plan provided was deficient because one or more FCC-required elements were not included. A complete technology plan is needed if seeking discounts for non-basic service.

FCDL Date: 07/27/2005  
Wave Number: 005

**Technology Plan  
and  
Technology Inventory**

**The Altoona Area Public  
Library**

**July 1, 2003 - June 30, 2006**

# Technology Plan for the Altoona Area Public Library

## *Technology Goal Statement*

We will improve services and resources to the public and ensure cost effective management of library operations through the use of technology.

## *Technological History*

- ▶ Six years ago the library introduced a high speed Internet connection for public use via the Altoona Area School District's T-1 line. At present there are eight internet terminals in the adult reference department and one in the youth room for public access to the Internet.
- ▶ The library's original web page was introduced in 1996. Since then this web page has evolved into a resource tool that provides access to the library's entire collection, allows patrons to reserve and renew books online, request interlibrary loan service, is a portal for access to the Power Library collection of on-line databases and tools, and provides a wealth of information about library services and departments.
- ▶ In 1999 the library introduced an integrated automation product featuring a web-based graphical interface (Sirsi's Unicorn System) to provide circulation, cataloging and public web access to its collection.
- ▶ In 1999-2000 the Library held introductory classes for Seniors on Internet basics and later more advanced hands-on classes were offered – these classes were conducted by the reference librarian.
- ▶ Through a grant from the City of Altoona using CDBG funds, the Library launched a Senior Connect program that put a computer and printer with Internet Access in a near-by senior residence. A staff member visited weekly to teach the residents how to use the Internet and to troubleshoot any problems. The program was expanded to two more sites the following year.
- ▶ In 2001-2002 the library received a Bill & Melinda Gates Foundation grant which provided four new Internet ready patron computers pre-loaded with a software package including childrens' programs as well as interactive adult level software tools and the full Microsoft Office 2000 suite. Three staff members were sent to Seattle for Gates computer intensive training.
- ▶ The library hired a full-time technology coordinator in November 2002 and continues to publicize its new technology through instructional brochures and hand-outs made available to the public and to District Libraries

- ▶ The Library purchased standalone software and a hand-held scanner which allows remote & wireless circulation of books and library materials.
- ▶ Throughout the Fall of 2002, the District librarians and their support staff attended continuing education workshops in Microsoft Office software covering 8 Microsoft programs.
- ▶ The literacy department added two computers to its services, one to more effectively manage the office work and one to be used by students and tutors.

### ***Needs Assessment -- What do we have right now and what do we need?***

Attached to this document is an inventory of the technology currently in place or budgeted for the coming year at the library.

The LAN that operates inside the Library has been upgraded within the last year to Windows 2000 servers and Windows 2000/XP desktop computers. We have also upgraded the email server and added incoming virus scanning. Two open source servers have been added to increase security and add more functionality to the internal Microsoft network.

We received a Cisco router in 2003 through an E-rate grant. This helped us segment our network from our Internet Service Provider to help increase speed and manageability. Shortly after this we also changed Internet Carriers to replace the existing SMDS connection, to a faster partial T3 connection.

Wireless Internet is another technology that could be very useful in the Library environment. This could save future re-wiring costs and help expand functionality by having wireless laptops. Controlled wireless access for patrons to bring their laptops into the Library for research purposes is also something to be considered in the future.

Our current automation system is Sirsi version 2002. Future upgrades to this system will require both server and desktop level upgrades. We plan on replacing desktop computers at 4 per year, but this will need to be changed when we upgrade the automation system to be compatible with the new software.

The current phone system is out of date and has reached its limit. At this time we could not add any more phones to our system. VOIP telephony is a new technology that could benefit us at the Library. The router we recently purchased supports this technology, as well as the wiring upgrade that was completed in 1999.

We continue to maintain our digitized collection of historical books on the web. Last year we added a database of obituary records to aid patrons in searching for the newspaper that contained the obituary. Later this year we will be adding a second database that contains birth records for patron searching.

Since the addition of our graphical web based catalog and online renewal in 2000, we continue to improve the automation system. In the upcoming months we will be working on an authority control project. This will improve patron searches and add consistency to our records in the system. Future records added to the system will also undergo the authority control process. Self-check out machines are another technology that would benefit not only the staff, but the patrons as well. We anticipated having this technology but monetary constraints kept us from achieving this goal. We did however add the necessary wiring for a self-check out device.

Over the past year staff have undergone Microsoft Office and numerous other training programs. This is very beneficial to improve staff productivity. We were mindful of assuring that any purchase considered should be compatible with existing technology. The term virtual library means providing full and complete information resources to users at their workstations, using electronic resources that may come from anywhere in the world. It is a vision more than reality, since not all information resources will ever be available in electronic form. Despite the limitation and the potential for misunderstanding, the concept is useful in planning for expanded technology.

Current market trends in electronic commerce, such as debit cards, or smart cards, would promote even more patron self sufficiency when using devices which require change such as copiers and printers and even pay telephones. The library must evaluate and integrate new products from the marketplace to continue to develop self-reliant patrons. The challenge for the library is to update and train our patrons in the use of these software products and tools as they are added to our operation.

The three person reference staff is very knowledgeable about the Internet and resume-writer product at their disposal. One reference librarian is also a trained teacher with an excellent knowledge of reference interviewing and instruction. The staff in the youth room is being exposed to more Internet training and will have the opportunity to attend additional workshops on computer software applications in the future.

Office staff personnel have also been given the opportunity to upgrade their skills with bookkeeping and other computer related training. With the continuous impact of technology on day-to-day activities, training is critical for Library Staff. To meet the ongoing task of updating staff skills, the Library is using Mentor/Trainers. The Mentor/Trainers are our own technologically orient librarians and/or the reference staff who assist others in upgrading computer skills. The Mentor/Trainers endeavor to keep the library staff current by providing ongoing workshops and technological changes that expand our ability to serve the public. Outside classes are also being utilized to make staff comfortable with technology. Scholarships from the State and Professional Organizations are very helpful and staff will be encouraged to apply for them when appropriate. Procedure manuals have been developed by each department listing their tasks, technical duties and responsibilities.

Our literacy coordinator is computer literate and both she and the department secretary have completed several training programs from the Department of Education on Internet and project specific applications. The secretary also has a working knowledge of Word Perfect and Lotus. They will need to continue to help the tutors and their students to navigate in the Internet environment. It is in their budget to replace the secretary's computer this year.

The Sirsi Unicorn System is covered by both software and hardware maintenance agreements. The hardware agreement will cost \$3,550 for the fiscal year and software \$17,372 for the same period. It will increase the following year. Our OCLC workstation costs \$528 per year for maintenance coverage that is paid to Palinet. Internet access at the Library costs \$1,200 per year.

The Altoona Library is housed in a three level structure built in 1969. The building is owned by the Altoona Area School District and has been kept fairly up-to-date with regard to electrical wiring. The Library is rapidly running out of space in all areas. Technology must be added judiciously with regard to both need and space availability. We are trying to do zero growth collecting (buy one weed one) and we are hoping that the increase in the use of micro-formats, online and CD-ROM materials will help to alleviate some of the over crowding.

***Objectives and Action Steps for using technology in the library.***

1. The library will offer a public access catalog with WEB technology and Windows .
  - A. Maintain the Unicorn system modules to provide a WEB catalog for the next twelve months
  - B. Maintain the Internet presence necessary to provide the WEB capability.
  - C. Revise and maintain the WEB site to allow access to the special collections and the Access PA Power Library state-wide periodicals database.
  
2. The library will continue to offer an eight-station network to provide Internet access to the public.
  - A. Maintain and update the computers, connections, servers, lines, and software to make that network function properly.
  - B. Continue to pay maintenance/access fees to provide the Internet connection for the next year.
  - C. Maintain 11 public catalog stations and 8 staff service stations.

3. The library will continue to provide five voice telephone lines into the library for the public.
  - A. Maintain the five lines and the other equipment necessary for the operation of that service. ( voice mail and automated attendant)
  - B. Maintain the 800 service tied to the first line for the District Librarians' use.
  - C. Continue to train new hires in the proper use of the system to ensure maximum benefit to the public.
  
4. The Library will provide access to Magazine Articles in full text format through the Internet.
  - A. Create and maintain the equipment and software necessary to provide access to the Access PA Power Library State-wide Periodicals program.
  - B. Purchase a 500 search block of "First Search" from Palinet for Librarian Assisted Research as needed.
  - C. Purchase Facts-on-File, Science on File, Granger's Poetry Online, Bernan's Government Information, and Peterson's practice tests and Learn A Test over the Internet for patron use.

1. The Library will train staff and patrons in the use of technology available in the Library. The Director will be responsible for assigning staff to these activities.
  - A. At minimum, offer three basic and three advanced Internet Training sessions each year.
  - B. Offer four workshops for the staff of the district libraries, Altoona included, on the correct use of POWER Libraries.
  - C. Send one staff person to Alabama each year for training on the SIRSI system.
  - D. Send one staff member each year to the SIRSI users group meeting.
  - E. Provide tuition for courses and classes in technology for the staff.
  - F. Continue to utilize the Mentor/trainer system to orient new staff and/or refresh current staff.

#### Budget

For the fiscal year 2003-2004 the Library plans to spend \$10,000 on equipment and software upgrades, \$20,000 for maintenance, \$3,500 on continuing education and related travel costs, \$2,000 on District education programs (not necessarily technology related), and \$36,400 in reimbursement to the District Libraries for technology updates, repairs, or training. If the district budget is not restored to the 2002-2003 level that money will not be available. The telecommunications line item is sufficient to meet the unfunded portion (that portion not supplied by e-rate) It is expected that the same or increased amounts will be planned for the next three years.

#### Evaluation

This plan will be reviewed every year and updated completely every three years. The Director will update the plan with the help of the District Consultant and the Acquisitions and Computer Management Librarian. At the time of review, those elements of the plan already met will be moved to the historical segment and new objectives identified. Keeping abreast of new technology and market developments will allow the goals and objectives to change in order to keep pace with the rest of the world. It is currently the computer management librarian's responsibility to bring new technology and changing ideas to the attention of the director.

Altoona Area Public Library - Technology Inventory  
2003-2004

Department	System	Printer	Extra Capabilities
Assistant Director	PentiumII Desktop	LaserJet (Networked)	
Inter Library Loan Office	PentiumIII Desktop	LaserJet	Audio / CD-RW
Inter Library Loan Clerk	PentiumII Desktop	LaserJet / Thermal Label	
Information Technology Office	Penitum4 Laptop	Wireless InkJet	DVD / Audio / PDA
	UltraSparcII Server		Battery Back-up
	(4) PentiumIII Server		(4) Battery Back-up
	PentiumPro Server		
	PentiumI Server		
			(3) 16 Port Ethernet Switch
			8 Port Ethernet Switch
	Cisco Router		Battery Back-up
			24 Port Ethernet Switch
County Office	PentiumII Desktop	LaserJet	Digital Camera
Staff Training	Pentium4 Tower		Audio / DVD
Shipping & Receiving	PentiumII Desktop	LaserJet	Audio
Materials Processing	PentiumII Desktop	InkJet	Barcode Scanner
Reference (Public Access)	PentiumII Desktop	InkJet	Audio / DVD
	PentiumII Tower		
	PentiumII Desktop		5 Port Ethernet Switch
Reference (Desk)	Pentium4 Tower		Barcode Scanner / Scanner / DVD / Audio
Reference (Internet)	(4) Pentium4 Tower		Audio / DVD
	(4) CeleronI Tower		
			LaserJet (Networked)
			(2) 8 Port Ethernet Hubs
Reference (Office)	PentiumII Desktop		
District	PentiumII Desktop	LaserJet	8 Port Ethernet Switch
Outreach	PentiumI Laptop		Barcode Scanner
Literacy (Office)	PentiumI Desktop	LaserJet	Zip Drive
	PentiumIII Desktop	InkJet	Audio / Zip Drive
			5 Port Ethernet Switch
Literacy (Public)	PentiumI Desktop	InkJet	Audio

Adult Circulation (Desk)	(4) PentiumII Desktop	(4) Receipt Printers	(4) Barcode Scanners
		PrintServer	
		LaserJet (Networked)	5 Port Ethernet Switch
Adult Circulation (Office)	PentiumII Desktop	LaserJet	
Adult Circulation (Catalog Search)	(3) PentiumII Desktop		(1) Touch-Screen Monitor
	(4) CeleronI Tower		
Director	Pentium4 Tower	LaserJet	Audio / CD-RW
Accounting	PentiumII Desktop	LaserJet	
	PentiumIII Tower	LaserJet	Audio
Secretary	Pentium4 Tower	InkJet	Audio / CD-RW
Media Center	PentiumII Desktop	BubbleJet	Barcode Scanner
			Audio / DVD
YouthRoom (Public&Internet)	PentiumI Desktop		
	PentiumI Desktop		
	Pentium4 Tower		Audio / DVD
		LaserJet (Networked)	4 Port Ethernet Switch
		PrintServer	
YouthRoom (Desk)	PentiumII Desktop	BubbleJet / Receipt	Barcode Scanner
	PentiumII Desktop	Receipt	Barcode Scanner / Audio
	PentiumI Tower	InkJet	
YouthRoom (Office)	PentiumII Desktop	BubbleJet	
YouthRoom (Catalog Search)	(3) PentiumII Desktop		(1) Touch-Screen Monitor

**Connie Tipton**

**From:** sldnoreply@sl.universalservice.org  
**Sent:** Wednesday, January 11, 2006 9:54 AM  
**To:** connie@altoonalibrary.org  
**Subject:** SLD Inquiry #: 21-357088 Received

Thank you for sending an email inquiry to the SLD. This message serves as a receipt confirmation.

Please note that you may also refer to the SLD website ([www.sl.universalservice.org](http://www.sl.universalservice.org)) for program information and view WebEx sessions regarding key E-rate topics, listed below.

*Your case number is 21-357088.*

Please refer to this number in subsequent contacts with the Client Service Bureau regarding this specific issue. Please do not resubmit this case number if your inquiry pertains to a different issue with respect to the same FRN.

We may need to request additional information from you in order to completely answer your question or fulfill your request.

Here is the information you submitted:

*[FirstName]=Connie [LastName]=Tipton [JobTitle]=Executive Secretary [EmailAddress]=connie@altoonalibrary.org [WorkPhone]=8149460417120 [FaxPhone]=8149463230 [PreviousCaseNumber]=0 [FormType]=471 [Owner]=TCSB [DateSubmitted]=1/11/2006 9:46:45 AM [AttachmentFlag]=N [BenOrSpinNumber]=125585 [ApplicantFormID]=05-06 471 [ApplicationNumber]=460862 [FundingYear]=FY8 (07/01/2005 - 06/30/2006) [SPIN]=143004473 [FRN]=1266254 [Question2]=This funding request was denied. I do not understand the explanation of the denial: "The technology plan provided was deficient because one or more FCC required elements were not included. A complete technology plan is needed if seeking discounts for non basic service." We are in the 3rd year of this tech plan and had no trouble having our funding approved prior to this. We were never asked to provide a copy of our technology plan. Nor were we even contacted with a problem about it. We did not receive contact during the review process either. If there was a problem or even a question as to whether our tech plan was correct, why were we not notified?? I understand that the time to file an appeal is passed. I would still appreciate some answers however.*

-----  
 PLEASE DO NOT REPLY TO THIS MESSAGE.

IF YOU WISH TO SUBMIT ADDITIONAL INFORMATION, PLEASE DO SO USING THE ASK A QUESTION FORM AVAILABLE ON THE SLD WEBSITE.

### **SLD TRAINING PRESENTATIONS**

SLD Training Presentations are available on the topics listed below at <http://www.sl.universalservice.org/reference/Presentations2004.asp>.

### **WEBEX RECORDINGS/LIVE SLD TRAINING SESSIONS**

Recorded sessions on key SLD topics are now available on the SLD's WebEx site at [universalservice.webex.com](http://universalservice.webex.com). Click on the Recorded Sessions tab under the Attend a Session

1/11/2006

link to view the available recordings. To view a session, you must register by providing certain information. This information will assist the SLD to better understand how the site is being accessed and to design new training sessions that will be helpful to users.

In addition, you may also register for live WebEx recordings by going to [universalservice.webex.com](http://universalservice.webex.com) and clicking on Live Sessions under the Attend a Session Tab and then clicking on the Upcoming tab. Please see instructions below for registering for a live session.

**The following topics are currently available:**

- General Updates/New Initiatives
- Technology Planning
- Form 470 Changes
- Competitive Bidding
- Program Compliance
- Service Provider Perspective
- Form 471 Changes
- Eligible Services
- Miscellaneous PIA Updates
- Audits
- Invoicing
- Appeals
- Commitment Adjustments

**[Follow this link to learn how to register to view a recording.](#)** [PDF, 714kb]

**[Follow this link to learn how to register to log into a live Training Session.](#)** [PDF, 312kb]

**[Follow this link to the SLD's WebEx site](#)**

**Debbie Weakland**

---

**From:** Hollinger, James [jhollinger@state.pa.us]  
**Sent:** Tuesday, January 24, 2006 12:54 PM  
**To:** Deb Weakland (E-mail)  
**Subject:** E-rate application

Deb,  
Julie Schell gave me the number of Paul Stankus, who is an "ombudsman" with the SLD. She gave me this contact when I explained how neither you nor I could figure out how anyone at SLD ever saw the technology plan. His number is 202-776-0200. Good luck! Jim

X1618

---

Jim Hollinger  
Chief, Division of Library Improvement  
Office of Commonwealth Libraries  
333 Market Street  
Harrisburg, PA 17126-1745  
717-783-5737  
717-772-0044 (FAX)  
jhollinger@state.pa.us

1/26/06 10:24 AM  
left msg with info to call

**Connie Tipton**

---

**From:** Altoona Area Public Library [altplib@asdcats.com]  
**Sent:** Wednesday, June 29, 2005 4:50 PM  
**To:** 'PIATeam2'  
**Subject:** RE: E-Rate Spp#'s 446028, 460862 MP resend

Mike,

1. FCC # is 0011633724
2. Technology plan is attached as a Microsoft Word file
3. For FRN 1228937, the service type is Cellular phone service.
4. For FRN 1229433, the service type is POTS/local phone service.
5. For FRN 1229443, the service type is Long Distance service.
6. For FRN 1266254, the bandwidth for Internet Access service is ~5mbit

Attached is also a memo regarding the Administration Office located within the Altoona Area Public Library.

If I can be of any further assistance, please do not hesitate to contact me.

**Connie Tipton**  
Executive Secretary  
Altoona Area Public Library  
1600 Fifth Avenue  
Altoona PA 16602  
Phone (814) 946-0417 Ext 120  
Fax (814) 946-3230  
[www.altoonalibrary.org](http://www.altoonalibrary.org)

-----Original Message-----

**From:** PIATeam2 [mailto:PIATeam2@sl.universalservice.org]  
**Sent:** Wednesday, June 29, 2005 3:55 PM  
**To:** altplib@asdcats.com  
**Cc:** Prosperi, Michael  
**Subject:** FW: E-Rate Spp#'s 446028, 460862 MP resend

Connie,

Here are the questions that I need answered. Please feel free to contact me with any questions.

Sincerely,

*Michael Prosperi*

Schools and Libraries Division  
Program Integrity Assurance  
Phone: 973-560-4477  
Fax: 973-599-6523  
[Mprosper@sl.universalservice.org](mailto:Mprosper@sl.universalservice.org)

6/29/2005



80 South Jefferson Road  
Whippany, New Jersey 07981  
Fax: 973-599-6523

Universal Service Administrative Company  
Schools & Libraries

---

**FAX TRANSMISSION COVER SHEET**

---

To: Connie Tipton  
Fax: 1-814-946-3230  
Subject: E-Rate Spp#'s 446028, 460862 MP  
From: PIATeam2  
Date: June 29, 2005  
Time: 3:46:57 PM

YOU SHOULD RECEIVE 5 PAGE(S) INCLUDING THIS COVER SHEET. IF YOU DO NOT RECEIVE ALL THE PAGES, PLEASE CALL THE CONTACT SPECIFIED BELOW.

---

Connie,

Here are the questions that I need answered. Please feel free to contact me with any questions.

Sincerely,

*Michael Prospero*

Schools and Libraries Division

Program Integrity Assurance

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The logo for Universal Service Administrative Company (USAC) features the letters "USAC" in a bold, serif font. The letters are white and set against a dark, circular background that has a halftone or stippled texture. The background is slightly larger than the text, creating a subtle glow effect.

Universal Service Administrative Company  
School & Libraries  
Division

06-29-2005

Connie Tipton  
ALTOONA AREA PUBLIC LIBRARY  
(814) 946-0417  
Application Numbers: 446028, 460862

As we discussed in our conversation, we are in the process of reviewing all Form 471 applications for schools and libraries discounts to ensure that they are in compliance with the rules of the federal universal service program. I am currently in the process of reviewing your Funding Year 2005 Form 471 Application. To complete my review I need some additional information. The information needed to complete the PIA Review is listed below.

1.

For the Billed Entity listed below, we do not have the associated FCC Registration Number (FCC RN). The FCC, in its Fifth Report and Order, requires entities that currently participate in the Schools and Libraries Support Mechanism have an FCC Registration Number. This requirement applies to schools, libraries, non-instructional facilities, consortium leaders, service providers and consultants.

If you already have an FCC Registration Number for your Billed Entity (the entity listed in Block 1 of the Form 471), please provide that FCC Registration Number.

If you do not yet have an FCC Registration Number, you can obtain one by applying to the FCC, at [www.fcc.gov](http://www.fcc.gov). Click on link for CORES (Commission Registration System), or go directly at the FCC CORES registration site at <https://svartifoss2.fcc.gov/core/cores/coresHome.html>.

After obtaining the FCC Registration Number, please provide us the FCC Registration Number.

Additional guidance on this topic and filing tips are located in the Reference area of our website, under "FCC Registration Numbers"

<http://www.sl.universalservice.org/whatsnew/2004/102004.asp#102904>

You will need your Taxpayer Identification Number (TIN) to obtain a FCC Registration Number. For some employers, including state and local government

agencies and non-profit organizations, the TIN is the IRS-issued Employer Identification Number (EIN).

Entity Name	Entity Number	FCC Registration Number
ALTOONA AREA PUBLIC LIBRARY	125585	

2.

FCC rules require that an entity have a written technology plan, consistent with the products/services requested on their Form 471, in order to receive support for services other than basic local, long distance or cellular service. Please answer the following question, and provide the requested documentation as indicated.

Does your school/library have a written technology plan, which is consistent with the products/services requested on your Form 471, covering the entire applied-for Funding Year? If so, please provide a copy of your written technology plan. If you do not have a written technology plan, please respond in writing (by fax or by email) that you do not have a written technology plan.

For additional information on Technology Planning, please refer to the USAC Website:

<http://www.sl.universalservice.org/reference/TechnologyPlanningFAQ.asp>

3.

For FRN 1228937, the documentation does not indicate the service type for which funding is being requested. Please indicate for what services the request is for.

Type of Service \_\_\_\_\_

4.

For FRN 1229433, the documentation does not indicate the service type for which funding is being requested. Please indicate for what services the request is for.

Type of Service \_\_\_\_\_

5.

For FRN 1229443, the documentation does not indicate the service type for which funding is being requested. Please indicate for what services the request is for.

Type of Service \_\_\_\_\_

**6.**

Based on your documentation, FRN1266254 is a request for Internet Access Service, but the documentation does not indicate the bandwidth of the service being provided. Please indicate the bandwidth of the Internet Access that is being provided (e.g., 56-K, T-1, DSL, ISDN, and/or OC-3).

It is important that we receive all of the information requested so PIA can complete its review. **If you are unable to provide the requested information because your school has closed or will shortly close for summer break, please let me know when you will be available to respond to these questions. Failure to do so may result in a reduction or denial of funding.**

**If we do not receive the information within seven calendar days, your application will be reviewed using the information currently on file. If you need additional time to prepare your response, please let me know as soon as possible.**

Should you wish to cancel this application, or any of your individual funding requests, please clearly indicate in your response that it is your intention to cancel an application or funding request(s); along with the application number and/or funding request number(s), and the complete name, title and signature of the authorized individual.

Thank you for your cooperation and continued support of the Universal Service Program.

Sincerely,

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Program Integrity Assurance  
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**Technology Plan  
and  
Technology Inventory**

**The Altoona Area Public  
Library**

**2003-2004**