



## **SAN JOAQUIN VALLEY LIBRARY SYSTEM**

ADMINISTRATIVE HEADQUARTERS  
2420 Mariposa Street, Fresno, CA 93721

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# **SJVLS Administrative Council Agenda Packet October 8, 2021**

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**TO THE PUBLIC:**

**ENCLOSED ARE THE AGENDA AND  
PREPARED ATTACHMENTS FOR THIS MEETING.**

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Fresno, CA 93721

**FOR THOSE WITH DISABILITIES:**

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# SAN JOAQUIN VALLEY LIBRARY SYSTEM

ADMINISTRATIVE HEADQUARTERS  
2420 Mariposa Street, Fresno, CA 93721

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## Meeting Announcement

### San Joaquin Valley Library System Administrative Council

Friday, October 8, 2021

Time: 10:00 a.m.

Meeting via Teams

For Information: (559) 600-6256

The public may participate by using the following URL:

<https://go.sjvls.org/admin211008>

To call in and participate in the meeting:

Call: (559) 785-0133

Phone Conference ID: 486 375 079#

## AGENDA

### A. COUNCIL OPENING

1. Call to Order
2. Introductions
3. Adoption of Agenda
4. Public Comment

Public comment on any items relative to SJVLS and not on the agenda.

### B. CONSENT AGENDA

1. Approval: Draft Minutes of August 13, 2021, Administrative Council Meeting. (Attachment 1)
2. Acceptance: Financial Update. (Attachment 2)

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### C. ITEMS FOR INFORMATION/ACTION

1. Report to Board: ERC Presentation – Databases – Boyer/Hawkyard
2. Retroactive Approval: SPURR Letter of Agency – Wymer (Attachment 3)
3. Approval: E-rate Invoicing Policy and Procedures – Wymer (Attachment 4)

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**D. STAFF REPORTS**

1. Chair
  2. State Library
  3. Administrative Librarian
  4. SJVLS - System Administrator
  5. Senior Network System Engineer
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**E. DIRECTOR COMMENTS**

Council members have the opportunity to share items relating to collaboration, innovation and professional development of interest to the Council.

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**F. CALENDAR ITEMS**

1. Date and place of next Council Meeting: November 5, 2021, via Teams.

**G. ADJOURNMENT**

Meeting adjournment.

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## **SJVLS Administrative Council Meeting**

**August 13, 2021**

**Draft Minutes**

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### ***Meeting Minutes***

#### **A. Council Opening**

- Amy Taylor (Merced County), called to order 10:02 AM

**Council present:** Mary Leal (Coalinga/Huron), Natalie Rencher (Kings County), Krista Riggs (Madera County), Amy Taylor (Merced County), Vikki Cervantes (Porterville), Heidi Clark (Tulare City), Darla Wegener (Tulare County), Janet Chase Williams (Mariposa), Mark Lewis (Kern), Andie Sullivan (Kern).

**Absent:** Raman Bath (Fresno).

**Staff present:** Sally Gomez (Fresno County), Jeannie Christiansen (Fresno), Kevin Nelson (Fresno), and Chris Wymer (Fresno).

**Guests:** Jody Thomas, (California State Library).

**2.) Introductions:** Staff introductions.

**3.) Adoption of Agenda: Motion made to Adopt Agenda Clark (Tulare City); Second: Lewis (Kern County).**

**4.) Public Comment:** None.

#### **B. Consent Agenda**

**1.) Draft Minutes of June 11, 2021, Motion made to adopt minutes Chase Williams(Mariposa); Second: Lewis (Kern).**

**2.) Jeannie provided handout in agenda packet. On Financial Updates.**

#### **C. Items for Information/ Actions.**

**1.)** Kip Hudson gave presentation and acceptance of report for the independent auditor's report for year end June 2020. During the audit of the Systems financial statements, we identified material misstatements in the system's general ledger account balances which

required material audit adjustments. Additionally, the System required and excessive number of year-end closing journal entries to complete the financial closing process. The recommendation is the System further enhances their accounting process to ensure that all accounting records are properly reflected in the financial statements prior to the commencement of the audit. **Motion to accept report Clark (Tulare City); Second: Chase Williams (Mariposa).**

**2.)** System Annual Report and Final Expenditure Report CLSA Plan of Service FY 2020-2021, Due September 15, 2021. **Motion to approve Lewis (Kern); Second: Chase-Williams (Mariposa).**

**3.)** PLSEP Grant Submission, Authorization to sign and remit – Due September 17, 2021. This a Grant for employees of public libraries who are pursuing their MLIS degrees. The program provides funds for tuition reimbursement for library staff for the Summer 2021-Spring 2022 academic year. Staff is seeking approval to prepare and submit an application in anticipation of grant funds being awarded to staff in the San Joaquin Valley Library System. Final reports are due 8/31/21. **Motion to approve Clark (Tulare City); Second: Lewis.**

**4.)** Chris gave presentation on Lucas Color Card as Library Card Vendor. It was the only response he received. They provided quotes for two card sizes. One of the sizes was for what we had ask for and the other was smaller less expensive and what most libraries have switched to. It is the CP1602 card. They will work with altering the key tag. Lucus provided pricing for both card sizes, there was price. Chris provided a chart with cost, per box, Qty with tax and sub-total there are no additional charges for set up or artwork fees, and any number of colors can be used. A table was provided to show previous order dated, jurisdictions, quantity, per card and total. Lucus has been in business for over 25 years and more than capable. **Motion to Approve Bidder and Authorization to sign and remit due September 17, 2021, Cervantes (Porterville); Second: Leal (Coalinga/Huron).**

**5.)** Emergency Connectivity Fund grant applicant looking for authorization to sign and submit. The FCC's is a \$7.17 billion program that will help schools and libraries provide the tools and services their communities need for remote learning during the Covid-19 emergency period. **Motion to Approve, sign and submit Leal (Coalinga/Huron); Second: Clark (Tulare City).**

**6.)** Report to Board: Subcommittee Delivery Services & Fresno Headquarters. Discussion by Gomez/Christiansen/Lewis.

**7.)** Discussion and Approval: Amended Delivery Contract, Amended CLSA Plan of Service and Budget Resolution FY 2021-2022 – Due September 8, 2021. Fresno County Delivery System Summary of Fees CLSA Plan of Service and expenditure reports

budget revenue and expenditures. **Motion to Approve Lewis (Kern); Second: Chase-Williams (Mariposa).**

8. Discussion and Approval: Revenue Billing & Collection to Parties – Madera additional stops and Members Contribution. Discussion was on the current direction of the libraries that are not headquarters within the jurisdiction receiving 3 stops. It was agreed that Madera would receive 3 stops and charged \$13,000. **Motion to bill Madera for additional stop and sorting, to be billed annually or quarterly Riggs (Madera); Second: Chase-Williams.**

#### D. Staff Reports

##### 1. Chair: Amy Taylor - No report.

2. **State Library** – Jody Thomas went through the report that she shared with council. Some of the highlights are listed below.

- Infrastructure funding for California Libraries. The biggest item for local libraries in the State Library’s budget this year is \$430 million in library Infrastructure Grants. Please refer to the handout that Jody provided. Please if you have any questions send her an email or to Greg Lucas, State Librarian. Some key points to know. (Jody will follow up with and email to this as well)
  - For each library with local operating income per capita or more than \$40, no reduction in local match is allowed.
  - For each library with an LIPC between \$40 and \$15.01, the local match may be reduced by half.
  - For each library with an LIPC of \$15.00 or less, the local match may be eliminated. (Visit our statistics page to find the LIPC for California Library jurisdictions
  - Spend available funds before June 30, 2024.
  - This means that funds can be awarded through June 30, 2024.
  - Funds will need to be expended by awardees prior to June 30, 2026, due to data collection and reporting requirements.
  - Greg Lucas wrote a letter and addressed the libraries who have applied please take a moment to log in to LibPAS to verify information about the age and condition of your facilities, the sufficiency of Internet speed and cabling, and estimates of costs

for improvement, and provide other information you would like us to know. The portal closes again on August 20<sup>th</sup>.

- Funding Opportunities through the California State Library are listed on the website, along with a grants page.
- Statewide Library Branch Map has been developed. Please contact Meg DePiest if you have not had a chance to update your library.
- Summer at your Library and Lunch at the Library was completed. Please send in your surveys that will be sent out in late August.
- Career Online High School, there is an introductory webinar on Thursday, August 19, at 1 PM.
- California Libraries Learn (CALL) is busier than ever. They have their own newsletter, *CALL Letters*.
- California Revealed is providing 3 upcoming funding opportunities for work with historical records, images, and outreach. Check for dates.
- Public Library Staff Education program is a tuition reimbursement program developed by the California State Library to assist California libraries with staff professional development.
- Developing Leaders in California Libraries in partnership with the California State Library, the California Library Association (CLA) presented exciting new Leadership Development opportunities for library staff in California.
- Networking conversations for California libraries continue and are posted on CLA's calendar. We encourage you to attend. Next on is Wednesday Aug 18, at 3:30 – 5:00 for Library Directors.
- CopyCat grants are intended to help libraries easily implement tried and tested programs and extend the impact of previously funded, successful LSTA grants.
- California COVID Diaries is still going. A place to share the impact of Covid.

### **3. Administrative Librarian – Sally Gomez.**

- Sally announced Chris Wymer as the new Administrative Librarian for SJVLS starting August 23<sup>rd</sup>, it will be a slow transition as they will need to backfill his current position as well.

#### **4. SJVLS – System Administrator - Chis Wymer.**

- On the ILS side of things, Nathan finalized new logo, worked on few variations. Restyling catalog.
- Working on new widgets logo with book displays. August will be Back to School, next month it will be Books to Movies by Porterville. Some other jurisdictions have signed up. There have been 115 clicks a day on profile widgets.
- Working on finalizing work on contract for Unique Management. Working with Aaron to set up training, for Materials Recovery, it will be a 20-minute training.
- Working on kids catalog there have been some small problems. We are looking at beginning of September for rollout.
- Master Agreement with Sirsidynix has been fully executed. Blue Cloud Management online interface this year will be new, it will present easy interface to report stats.
- Meeting with all the JSA's to make sure Horizon is all up to date.
- Yesterday new email processor had small bug. It has been fixed and people are receiving receipts.

#### **5. Senior Network System Engineer – Kevin Nelson.**

- Working on ECF funding the 741 filed yesterday. Consultant thinks we are good to go.
- **Moving forward with CENIC, still playing catch up.**
- **PC order in a month time. Keep in mind for order planning purposes.**

#### **E. Directors Comments. No Reports, due to time.**

#### **F. Calendar Item.**

October 8<sup>th</sup>, in person. Karen will look for location, possibly Woodward, Betty or Central.

#### **G. Adjournment 12:01 PM.**



## Consent Agenda Item

### Acceptance of Financial Update Report-Christiansen

October 8, 2021

#### Status Updates

1. Financial Reports

FY 2021/22 As of September 30, 2021, Financial reported expenses are \$ 588,096. Overall expenses were underspent by 12% in comparison to the monthly benchmarks due to delays in Telecommunication charges and lower computer service project cost. Revenues for the period ending September 2021 totaled \$ 1,783,735.

2. Outstanding Receivable Total: \$573,518

a. FY 2021/22 Member Fees, Postage, and Smart Net totaling \$ 1,769,999 was billed on 8/17/2021 with a current outstanding balance of \$564,218 as of September 30, 2021.

b. Billed Fortinet of \$ 31,000 on 8/17/21 with a current outstanding balance of \$9,300

c. FY 2021/22 Electronic Resource has been paid in full:

Fresno	\$ 300,000
Mariposa	\$5,000

3. CLSA Allocation-Status Update, (Attachment 2 – Item 3)

FY 2021/22 expenses to date total \$32,216 with projected expenses through September 30, 2021 of \$47,530. CLSA award was increased from \$124,997 to \$235,672 in FY 2021/22.

4. Online Materials -Status Update (Attachment 2 – Item 4)

Online Materials expenses total \$127,964 with remaining unspent funds of \$54,406.

5. LSTA-Public Library Staff Education Program (PLSEP) MLS Funding Support

FY 20-21 Final Report and FY 21-22 System application have been submitted to the State.

6. Transfer of Ownership Statements have been sent to the following members:

- September notice Fresno (\$3,443)

Cost listed above has been deducted from the member's Tech Reserve.

There was no activity for the months of July and August.

7. Pre-paid Tech Reserve Report – Total Balance \$4,346,690. Emailed to Admin Council.

Under Committed System Projects: The Cenic Year 7 estimated by participating member is listed for grand total \$94,000.

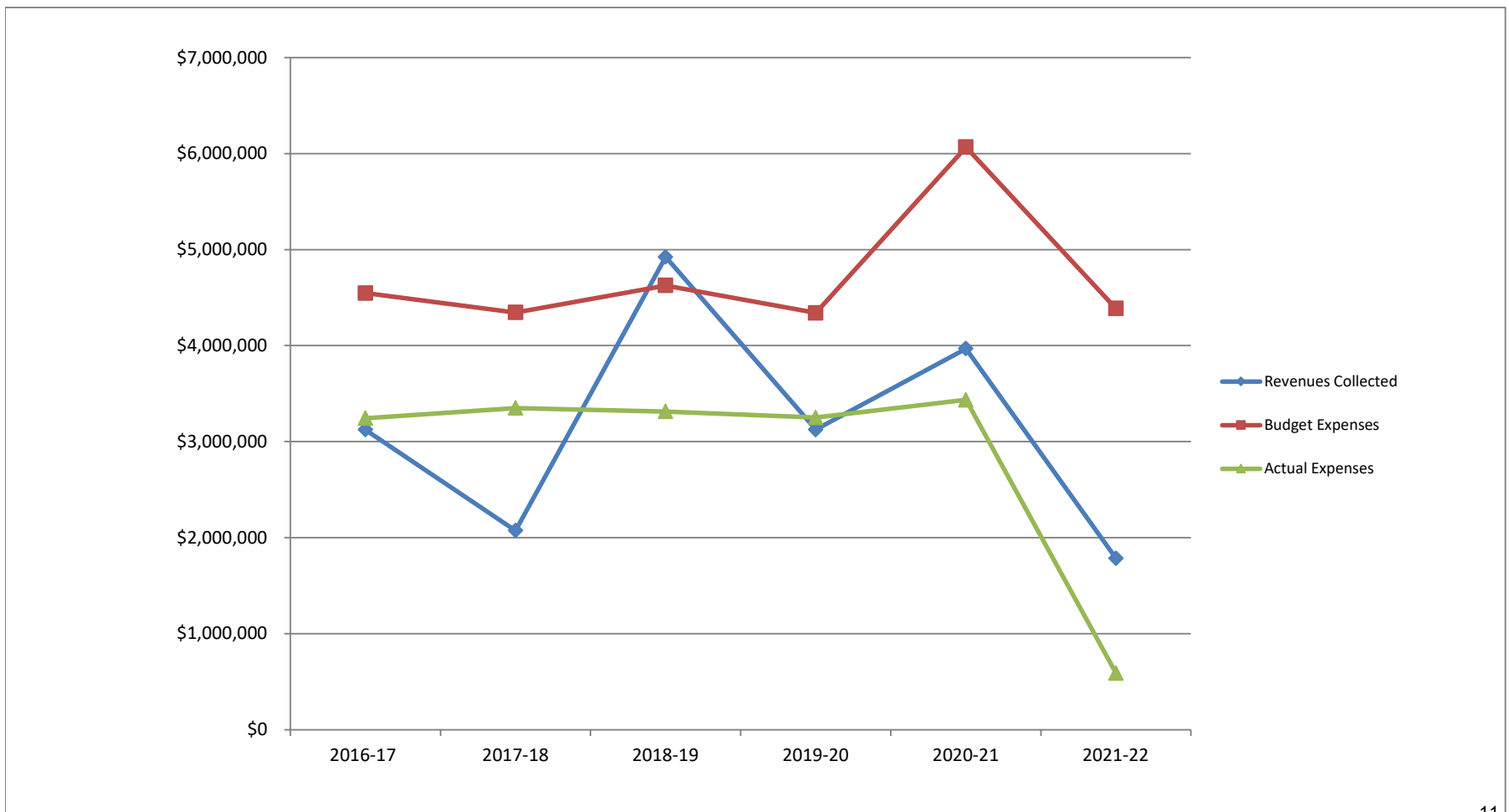
8. Unearned Grant Report

The remaining grant balance in the amount of \$63,504.03 has been utilized towards Telco project Year 6 for cabling, wired and wireless equipment project estimated at \$70,910.45 and remainder is funded by Fund Balance as approved by Board.

The Board approved on April 16 for SJVLS participation in Cenic Year 7 in the upcoming fiscal year with equipment recommendations in the amount of \$94,000. Staff will return to the board in fall to report on final cost, any grant opportunities and upgrade of equipment to be deducted from participating member's tech reserves. Members elected to use a portion of recent e-rate disbursement as Committed towards year 7. Please refer to Tech Reserve if a participating member.

**San Joaquin Valley Library System  
Revenue and Expenses Trends - Annual  
September 30, 2021  
Fiscal Year 2021-22**

<b>Fiscal Year</b>	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
<b>Tech Reserve Available Balance</b>	\$2,589,868	\$2,473,397	\$2,676,754	\$3,061,626	\$4,014,129	\$4,346,690
<b>Revenues Collected</b>	\$3,123,740	\$2,074,018	\$4,922,374	<b>\$3,125,520</b>	<b>\$3,967,778</b>	<b>\$1,783,735</b>
<b>Budget Expenses</b>	\$4,545,929	\$4,343,965	\$4,626,402	\$4,339,757	\$6,066,145	\$4,386,297
<b>Actual Expenses</b>	\$3,243,758	\$3,349,110	\$3,314,188	<b>\$3,250,441</b>	<b>\$3,433,952</b>	<b>\$588,096</b>
<b>% of Actual to Budget</b>	71%	77%	72%	75%	57%	13%
<b>\$ Unspent</b>	\$1,302,171	\$994,855	\$1,312,214	\$1,089,316	\$2,632,193	\$3,798,201
<b>% Unspent</b>	29%	23%	28%	25%	43%	87%
	100%	100%	100%	100%	100%	100%



## Financial Position Report

Fund 4835

### Appropriations, Revenue and Net Fund Balance

Attachment 2

Org 9625

### For the Period Ending September 30, 2021

Account #	Category Description	Adopted Appropriations	Adjusted Appropriations as of 8-31-21	Total Expended (Includes CY Encumb)	Projected	% Spent	Benchmark
6000	Salaries & Benefits		\$0			0%	25%
7000	Services & Supplies	\$4,353,297	\$4,386,297	\$588,096		13%	25%
7800	Other Charges		\$0			0%	25%
7295	SJVLS Professional Services		\$0			0%	25%
8000	General Fixed Assets		\$0			0%	25%
	<b>Total Appropriations</b>	<b>\$4,353,297</b>	<b>\$4,386,297</b>	<b>\$588,096</b>	<b>\$0</b>	<b>13%</b>	<b>25%</b>

Sum of Pivot Tables Financials \$ - \$ - \$588,096

Variance 4,353,297 4,386,297 \$0

Account #	Account Description	Adopted Revenues	Adjusted Revenues as of 8-31-21	Revenues	Deferred Revenues	% Collected	Benchmark
5040	Other--Overdue Notices (Charges for Services)	\$36,000	\$36,000	\$36,000		100%	25%
5039	SJVLS Tech Reserve Charges	\$544,553	\$544,553	\$6,986		1%	25%
3380	Interest Tech Reserve Fund	\$69,096	\$69,096	\$0		0%	25%
5800	Miscellaneous Revenue			\$0		0%	25%
5501	Telephone Services			\$0		0%	25%
5504	Telephone Services-Non County	\$534,755	\$534,755	\$0		0%	25%
4375	Grant-PLSEP Scholarship	\$20,000	\$20,000	\$0		0%	25%
4841	SJVLS Member Contributions	\$1,789,808	\$1,789,808	\$1,740,749		97%	25%
3575	CLSA, CVIN, Y2B, CLSA add. Funding	\$162,819	\$276,435	\$0		0%	25%
	<b>Total Revenues</b>	<b>\$3,157,031</b>	<b>\$3,270,647</b>	<b>\$1,783,735</b>	<b>\$0</b>	<b>55%</b>	<b>25%</b>

Sum of Pivot Tables Financials \$0 \$0 \$1,783,735

Variance 3,157,031 3,270,647 0.00

-\$1,195,639

Fund Balance 4835 Agency Fund: Increase to Cash in Fund (-)	\$1,196,266	\$1,115,650	-\$1,195,639	-\$1,195,639
Decrease Cash in Fund (+)				

Benchmark		# of PPs	# of Mos.
		7	3

Financial Comments:

Computer Ops (0130) will always be underspent by the amount SJVLS projects incomplete.

Departmental Budget Status  
Dept 9625 - San Joaquin Valley Library-JPA  
Period Ending 2021-09-30

Account	Program	Adopted Appropriations	Adjusted Appropriations	Year-To-Date		Remaining Appropriations	% Used
				Expenditures	Encumbrances		
<b>FISCAL YEAR 2022</b>							
7040	Telephone Charges	0.00	1,378,685.00	53,398.77	0.00	1,325,286.23	4%
7055	Food	0.00	500.00	0.00	0.00	500.00	0%
7101	General Liability Insurance	0.00	4,100.00	0.00	0.00	4,100.00	0%
7175	Property Insurance	0.00	3,000.00	1,324.92	0.00	1,675.08	44%
7205	Maintenance-Equipment	0.00	353,627.00	53,197.00	0.00	300,430.00	15%
7250	Memberships	0.00	3,750.00	3,240.00	0.00	510.00	86%
7265	Office Expense	0.00	9,700.00	0.00	0.00	9,700.00	0%
7268	Postage	0.00	41,000.00	2,793.14	0.00	38,206.86	7%
7286	PeopleSoft Human Resources Chg	0.00	2,000.00	0.00	0.00	2,000.00	0%
7287	PeopleSoft Financials Chg	0.00	10,000.00	1,052.05	0.00	8,947.95	11%
7295	Professional & Specialized Ser	0.00	1,618,399.00	384,125.32	0.00	1,234,273.68	24%
7296	Data Processing Services	0.00	4,107.00	512.94	0.00	3,594.06	12%
7325	Publications & Legal Notices	0.00	14,200.00	260.00	0.00	13,940.00	2%
7385	Small Tools & Instruments	0.00	541,029.00	43,346.58	0.00	497,682.42	8%
7406	Library Materials	0.00	200.00	0.00	0.00	200.00	0%
7412	Mileage	0.00	1,700.00	0.00	0.00	1,700.00	0%
7415	Trans, Travel & Education	0.00	53,500.00	175.00	0.00	53,325.00	0%
7416	Trans & Travel County Garage	0.00	248,800.00	35,920.74	0.00	212,879.26	14%
7430	Utilities	0.00	35,000.00	8,750.00	0.00	26,250.00	25%
7565	Countywide Cost Allocation	0.00	30,000.00	0.00	0.00	30,000.00	0%
<b>7000</b>	<b>Services And Supplies</b>	<b>0.00</b>	<b>4,353,297.00</b>	<b>588,096.46</b>	<b>0.00</b>	<b>3,765,200.54</b>	<b>14%</b>
	<b>2022 Total</b>	<b>0.00</b>	<b>4,353,297.00</b>	<b>588,096.46</b>	<b>0.00</b>	<b>3,765,200.54</b>	<b>14%</b>

**Admin Council Board Report  
CLSA Status Report**

Budget Resolution passed 8/13/21 to increase Delivery budget from \$215,800 to \$248,800

Report Date

9/30/2021

Operations Type	Adopted Budget	Budget (revised 8/13/21)	Total Expenses	Pending Expenses	Total Projected Expenses	Unspent	Comments
Delivery	215,800	248,800	32,216	15,314	47,530	201,270	CLSA award increased from \$124,997 to \$235,672
<b>Grand Total</b>	<b>215,800</b>	<b>248,800</b>	<b>32,216</b>	<b>15,314</b>	<b>47,530</b>	<b>201,270</b>	

Online Materials  
Financial Update  
Report Date

9/30/2021

**Funding Source: Membership**

Vendor	Budget Amount	Total Expenses	Unspent	Comments
Ebooks Bibliotheca	21,000		21,000	
Pronunciator	31,620	28,000	3,620	
Cengage	60,500	60,449	51	
Gale	30,000	30,265	(265)	Education and Career module with Gale
E-Resources Other	30,000		30,000	formerly covered by CLSA; orders pending in next quarter
Califa- Quipu E Card Registration	9,250	9,250	-	CLSA amendment passed June 25, 2020, now covered by Membership due to funding cut
ERC Committee -	-		-	see note below
<b>Grand Total</b>	<b>182,370</b>	<b>127,964</b>	<b>54,406</b>	

**Funding Source: CLSA (none due to decreased State of California allocation)**

	Budget Amount	Total Expenses	Unspent
<b>Total Funding Sources:</b>	<b>\$ 182,370</b>	<b>\$ 127,964</b>	<b>\$ 54,406</b>

*Board voted April 16, 2021, no committee allocation this year to manage increases to Online Materials on-going costs.*



## SAN JOAQUIN VALLEY LIBRARY SYSTEM

ADMINISTRATIVE HEADQUARTERS  
2420 Mariposa Street, Fresno, CA 93721

Delivered by scan to Service@spurr.org

Managing Director  
School Project for Utility Rate Reduction  
1850 Gateway Blvd, Ste 235  
Concord, CA 94520

### **Re: Letter of Agency For Funding Years 2023 through 2027**

This Letter of Agency (LOA) confirms our participation in the School Project for Utility Rate Reduction (SPURR) E-rate Consortium for the procurement of services eligible for participation in the Schools and Libraries Program of the Universal Service Fund (E-Rate Program).

I hereby authorize SPURR to submit FCC Form 470 to the Schools and Libraries Division of the Universal Service Administrative Company on behalf of the San Joaquin Valley Library System (Participant).

I understand that, in submitting these forms on our behalf, you are making certifications for Participant. By signing this LOA, I make the following certifications:

- a) I certify that libraries in our system (the Sites) are eligible for assistance from a State Library Administrative Agency under the Library Services and Technology Act of 1996, Pub. L. No. 104-208, § 211 et seq., 110 Stat. 3009 (1996) that do not operate as for-profit businesses and whose budgets are completely separate from any school (including, but not limited to elementary, secondary schools, colleges, or universities).
- b) I certify that the Sites have secured access, separately or through this program, to all of the resources, including computers, training, software, internal connections, maintenance, and electrical capacity, necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support. I certify that to the extent that the billed entity is passing through the non-discounted charges for the services requested under this LOA, that the entities I represent have secured access to all of the resources to pay the non-discounted charges for eligible services from funds to which access has been secured in the current funding year.
- c) I certify that the services the school, library, or district purchases at discounts provided by 47 U.S.C. § 254 will be used solely for educational purposes and will not be sold, resold, transferred in consideration for money or any other thing of value, except as permitted by the rules of the Federal Communications Commission (Commission or FCC) at 47 C.F.R. § 54.500(et seq.).
- d) I certify that Participant has complied with all program rules and I acknowledge that failure to do so may result in denial of discount funding and/or cancellation of funding commitments. I acknowledge that failure to comply with program rules could result in civil or criminal prosecution by the appropriate law enforcement authority.
- e) I acknowledge that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the service, receive an appropriate share of benefits from those services.
- f) I certify that I will retain required documents for a period of at least ten years after the last day of service delivered. I certify that I will retain all documents necessary to demonstrate compliance with the statute and Commission rules regarding the application for, receipt of, and delivery of services receiving schools and libraries discounts, and that if audited, I will make such records available to the Administrator. I acknowledge that I may be audited pursuant to participation in the E-Rate Program.
- g) I certify that I am authorized to procure and/or order telecommunications and other supported services for the eligible entity(ies) covered by this LOA. I certify that I am authorized to make this request on behalf of the eligible entity(ies) covered by this LOA, that I have examined this LOA,



that all of the information on this LOA is true and correct to the best of my knowledge, that the entities that will be receiving discounted services under this LOA pursuant to this application have complied with the terms, conditions and purposes of the program, that no kickbacks were paid to anyone and that false statements on this form can be punished by fine or forfeiture under the Communications Act, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001 and civil violations of the False Claims Act.

- h) I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the Schools and Libraries support mechanism are subject to suspension and debarment from the program. I will institute reasonable measures to be informed, and will notify USAC should I be informed or become aware that I or any of the entities, or any person associated in any way with my entity and/or the entities, is convicted of a criminal violation or held civilly liable for acts arising from their participation in the Schools and Libraries support mechanism.
- i) I certify that, to the best of my knowledge, the non-discount portion of the costs for eligible services will not be paid by the service provider. I acknowledge that the provision, by the provider of a supported service, of free services or products unrelated to the supported service or product constitutes a rebate of some or all of the cost of the supported services.
- j) I certify that I am authorized to sign this LOA and, to the best of my knowledge, information, and belief, all information provided to SPURR for E-Rate Program submission is true.

Name of Entity: San Joaquin Valley Library System

Date: 09/17/2021 (MM/DD/YYYY)

Signature: 

Print Name: Amy Taylor

Print Title: SJVLS Administrative Council Chair



**SAN JOAQUIN VALLEY LIBRARY SYSTEM**

ADMINISTRATIVE HEADQUARTERS  
2420 Mariposa Street, Fresno, CA 93721

SL Compliance  
E-Rate program  
Universal Service Administrative Company  
September 17, 2021

RE: Payment Quality Assurance (PQA) Program, Case ID: SL-2019-05-CASE-157  
PQA Assessment Closed

To whom it may concern,

In response to Payment Quality Assurance (PQA) Program, Case ID: SL-2019-05-CASE-157 and the request for copies of all policies and procedures that San Joaquin has implemented to mitigate reoccurrence of compliancy issues. We are providing a draft of our Invoicing Policy and Procedure for E-Rate Services, which will be presented to our Administrative Council, and once approved will be implemented on October 8<sup>th</sup>, 2021. We contend that we have adequately addressed the PQA Exceptions listed below in the Compliance Letter dated April 9, 2021:

- For FRN 1699140026, San Joaquin requested and was approved for Internal Connections equipment. During the review, it was noted that San Joaquin invoiced the E-Rate program for equipment that was installed at locations not listed as Recipients of Service on FCC Form 471 No. 161027204.
- In addition, for this same FRN, it was noted that San Joaquin's service provider bills did not fully support the amount of the disbursement under review. Specifically, San Joaquin invoiced the E-Rate program at quantities and/or prices per unit in excess of that requested and approved on FCC Form 471 No 161027204.

San Joaquin Valley Library System has also contracted an E-Rate consulting firm that is assisting the Library System in generating and implementing policies and procedures for all aspects of compliancy related to FCC funding to mitigate recurrence of compliancy issues.

We request that USAC will open review and approvals on pending or future FCC Forms 471 and/or invoices submitted by San Joaquin and that USAC determines that San Joaquin has reasonably complied with the requests.

Feel free to reach out me with any questions or concerns.

Sincerely,

Christopher Wymer  
Administrative Librarian  
San Joaquin Valley Library System





## SAN JOAQUIN VALLEY LIBRARY SYSTEM

ADMINISTRATIVE HEADQUARTERS  
2420 Mariposa Street, Fresno, CA 93721

### **Invoicing Policy and Procedure for E-Rate Services** **Policy Number - Pending** **Effective: 10/08/2021**

**Administrative Librarian Approval:** *Chris Wynn 10/11/2021*

#### **Background**

This policy defines the requirements for receiving, processing, approving, and paying vendor invoices for E-Rate funded projects including ensuring the PO is properly prepared, invoices are properly reviewed, and only eligible services are billed to Universal Services Administration Company (USAC).

This policy applies to all SJVLS personnel that coordinate E-Rate funded projects, particularly those involved in the purchasing and payment of goods and services.

#### **Purpose**

This policy establishes the procedures for the payment of purchase order procured goods and services for E-Rate funded projects or services and to only invoice USAC for products and services that are eligible and approved under the rules of the E-Rate program and being delivered to approved Recipients of Service on the FCC Form 471.

#### **Policy**

This policy identifies control actions to mitigate potential risks related to accounts payable for E-Rate funded projects and establishes the following:

- All invoices must be verified to ensure payments are appropriately made to the correct vendor, for the correct amount for goods and services delivered based on E-Rate funding.
- All invoices must be verified to ensure payments are appropriately made to the correct vendor, for the correct amount for goods and services delivered for only entities approved for E-Rate funding.
- There must be an appropriate segregation of functional responsibilities to ensure appropriate financial controls from the initiation of a financial commitment up to its actual payment.

#### **Procedures**

The following procedures are presented in 5 sections. The sections outline the process from the review of the E-Rate funding award to how to process reimbursements and monitor Service Provider Invoice Forms, and finally invoice reconciliation.

#### **Approval of E-Rate Funding and PO Process**

Funding Commitment Decision Letters ("FCDLs") are provided to all applicants that have submitted a valid Form 471. For most applicants, FCDLs summarize the E-rate funds that have been committed and set aside for discounts that had been requested on eligible services. The FCDL lists a separate decision



## Invoicing Policy and Procedure for E-Rate Services

for each request made in the associated Form 471. In some unfortunate cases, a letter indicates rejections or removal of requested discounts on services deemed ineligible.

Upon receipt of the FDCL, it is carefully reviewed for accuracy in preparation of taking one or more of the following actions:

- If we agree with the funding decision, file an FCC Form 486. In most cases, a Form 486 should be filed shortly after receiving a FCDL.
- Correct apparent errors (such as an incorrect supplier identification) in funding decisions and/or in the underlying Form 471.
- If there were no errors in the underlying Form 471, and we disagree with the FCDL, appeal the SLD funding decision
- File an FCC Form 500 to change a start or contract expiration date, or to cancel or reduce an FRN.

The Form 486 is filed unless an appeal or Form 500 is warranted. At the same time, an Invoice Check is submitted for all category two (2) services, which allows applicants the ability to review an FCC Form 474, Service Provider Invoice (SPI) Form, before payments are disbursed to the service provider who filed the form.

In conjunction with the E-Rate Consultant, SJVLS prepares an approved FRN cost summary and ineligible cost summary by entity. (See example 1). SJVLS staff communicate with the vendor to separate the portions of the project with committed funding from those that were considered ineligible, ensuring each portion of the project is invoiced separately.

Once SJVLS and the vendor are in agreement, the PO is prepared specifying the E-Rate committed and ineligible portions of the project. The Senior Network Engineer works with Business Office staff to prepare purchase orders for the project, and verifies the items and prices included in the purchase order match the items and prices contained in the vendor's bid. Once the Business Office and Senior Network Engineer have verified the purchase orders, they are sent to the vendor and the work on the project commences.

### **Receipt of invoices**

SJVLS Network Staff communicate with vendor to ensure the vendor's invoices separate the committed funding from the ineligible portion of the project, if applicable. They also track the current status of projects, and their completion dates. When invoices are received, network staff confirm invoices reflect completed projects and match the E-Rate FCDL to ensuring the proper services or equipment were received and the cost is correct. After confirming the projects were completed and invoiced properly, the Senior Network Engineer works with Business Office staff to enter the invoice into the Accounting System and process the payments.



## Invoicing Policy and Procedure for E-Rate Services

The invoices are then sent to the E-Rate Consultant who audits all invoices against the FCDL and service substitutions. Once the audit is complete the E-Rate Consultant reviews the findings with SJVLS staff.

### **Invoice Approval – Internal Process**

Business Office staff ensure all submitted purchase orders for payment have “okay to pay” approval from Senior Network Engineer on the attached purchase order sheet, then enter the vendor bill in Accounting System and uploads the invoice. The invoice and payment are forwarded to a ‘reviewer’ to ensure the budget and payment information are correct.

After 24 hours the County’s Auditor-Controller Office verifies the entry, reviews the invoice attachment to ensure sales tax was recorded properly, the vendor information is accurate, and the vendor’s forms are up to date. The Auditor-Controller Office disburses payments once a week, on Tuesdays. All invoices received are retained until Tuesday, and a single check is issued to the vendor for the invoices submitted in the previous week. The invoices are reviewed a second time by the Auditor-Controller Office for accuracy prior to being sent to the vendor. Payments are processed in batches, and it may take up to 3 business days for the checks to be delivered to the US Post Office.

At the end of each month, the Auditor-Controller’s office provides an end of the month statement showing disbursed payments. Business Office staff will review the statement to ensure all invoices submitted for payment were processed and record the associated voucher number for the payment.

### **Invoicing USAC**

This section will review the two methods of invoicing USAC, the Billed Entity Applicant Reimbursement and the Service Provider Invoice (SPI) Form. Once USAC has processed an invoice for a Funding Request Number (FRN) the method chosen on that method of invoicing must be used for the remainder of the invoicing process.

### **Billed Entity Applicant Reimbursement (BEAR) Form**

When submitting a **Billed Entity Applicant Reimbursement (BEAR) Form 472**, confirm the following:

- Funding Commitment Decision Letter (FCDL) with a positive commitment has been received and a Form 486 has been filed and processed.
- That the service provider has filed an FCC Form 473, Service Provider Annual Certification (SPAC) Form for that funding year.
- That the service provider has billed the applicant for the entire cost of services.
- That the applicant has paid for services in full and the services have been delivered.
- That the Form 498 has been filed and processed (providing direct deposit information for reimbursements).



## Invoicing Policy and Procedure for E-Rate Services

Once the items above are verified, then complete the online Bear 472 Form and attach the verified E-Rate Funded and “ok to pay” invoices. Ensure the BEAR total calculates correctly and certify the Form. BEARs must be certified no later than 120 days after the last day services are received or 120 days after the date of the FCC Form 486 Notification Letter, whichever is later.

BEAR Reimbursement(s) will be delivered electronically to the bank account indicated on your organization’s FCC Form 498 as well as an email a remittance statement to the person identified as the “Remittance Contact.” The reimbursement is audited against the submitted BEAR Form for accuracy.

### **Service Provider Invoice (SPI) Form**

Service providers use the FCC Form 474, Service Provider Invoice (SPI) Form, to request reimbursements from the Universal Service Administrative Company (USAC) for eligible services provided at discounted prices.

SJVLS has requested an Invoice Check and will review their portion of an FCC Form 474, Service Provider Invoice (SPI) Form, submitted by a service provider before payments are disbursed to that service provider. USAC will send an automated response that includes your case number. Save the case number for reference. The case will be updated after the invoice check is placed on the FRN(s). Each time a service provider submits a SPI Form that references one of these FRNs, USAC will ask the service provider to obtain a certification from you that the invoiced services were delivered and installed. USAC will not process a payment on the FRN until you make this certification.

### **Invoice Reconciliation Audit**

The Invoice Reconciliation Audit for E-Rate funded projects is conducted by a third party, usually the E-Rate Consultant. The includes a process of matching transactions entered into the accounting software with the invoices received from the vendor for a specific project and auditing against the approved E-Rate funding to make sure the numbers match. This process ensures SJVLS isn’t paying for something it didn’t receive, overpaying for a service or even underpaying, and that all services billed to USAC are in compliance with the committed E-rate Funding.



**Example 1 – Sample FRN Cost Summary Spreadsheet**

**Example FRN Cost Summary -Revise based on the application for that funding year.**

FRN#	Entity	Location	Remaining Budget	Quote \$	Taxes	Total	Over \$	Cost Allocations			FCDL Committed Amount
								Revised Cost	Revised Total Cost	\$ Amount under budget	
<b>Fresno</b>											
Insert FRN#	<b>107285</b>	Auberry - Cabling		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insert FRN#		Auberry - Wired Upgrade		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insert FRN#		Auberry - Wireless Upgrade		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			\$								
		Total	-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insert FRN#	<b>205001</b>	Bear Mountain - Cabling		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insert FRN#		Bear Mountain - Wired Upgrade		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insert FRN#		Bear Mountain - Wireless Upgrade		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			\$								
		Total	-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insert FRN#	<b>205002</b>	Big Creek - Cabling		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insert FRN#		Big Creek - Wired Upgarde		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insert FRN#		Big Creek - Wireless Upgrade		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			\$								
		Total	-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insert FRN#	<b>205016</b>	Piedra - Cabling		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insert FRN#		Piedra - Wired Upgrade		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insert FRN#		Piedra - Wireless Upgrade		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			\$								
		Total	-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insert FRN#	<b>194430</b>	Fowler-NA		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insert FRN#		Fowler-NA		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



## Invoicing Policy and Procedure for E-Rate Services

			\$								
			-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insert FRN#	<b>205026</b>	Shaver - Cabling		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insert FRN#		Shaver - Wired Upgrade		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insert FRN#		Shaver - Wireless Upgrade		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Total		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insert FRN#	<b>17010919</b>	Teague - Cabling		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insert FRN#		Teague - Wired Upgrade		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insert FRN#		Teague - Wireless Upgrade		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Total		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		<b>FRESNO TOTAL</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
				<b>Kern</b>							
Insert FRN#	<b>106525</b>	Kern River Valley - Cabling		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insert FRN#		Kern River Valley - Wired Upgrade		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insert FRN#		Kern River Valley - Wireless Upgrade		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Total		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insert FRN#	<b>106754</b>	Beale HQ - Cabling		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insert FRN#		Beale HQ - Wired Upgrade		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insert FRN#		Beale HQ - Wireless Upgrade		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Total		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insert FRN#	<b>107117</b>	Boron - Cabling		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insert FRN#		Boron - Wired Upgrade		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insert FRN#		Boron - Wireless Upgrade		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Total		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insert FRN#	<b>106430</b>	Buttonwillow - Cabling		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insert FRN#		Buttonwillow - Wired Upgrade		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insert FRN#		Buttonwillow - Wireless Upgrade		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Total		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insert FRN#	<b>106618</b>	Shafter - Cabling		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insert FRN#		Shafter - Wired Upgrade		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



## Invoicing Policy and Procedure for E-Rate Services

Insert FRN#		Shafter - Wireless Upgrade	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Total	\$-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insert FRN#	<b>106713</b>	Wofford - Cabling	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insert FRN#		Wofford - Wired Upgrade	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insert FRN#		Wofford - Wireless Upgrade	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Total	\$-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>KERN TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Kings</b>										
Insert FRN#	<b>211108</b>	Aroma - Cabling	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insert FRN#		Aroma - Wire Upgrade	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insert FRN#		Aroma - Wireless Upgrade	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>KINGS TOTAL</b>			<b>\$-</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Mariposa</b>										
Insert FRN#	<b>210915</b>	Red Cloud - Cabling	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insert FRN#		Red Cloud - Wired Upgrade	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insert FRN#		Red Cloud - Wireless Upgrade	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Total	\$-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insert FRN#	<b>210914</b>	El Portal - Cabling	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insert FRN#		El Portal - Wired Upgrade	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insert FRN#		El Portal - Wireless Upgrade	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Total	\$-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insert FRN#	<b>210912</b>	Wawona - Cabling	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insert FRN#		Wawona - Unwired Upgrade	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insert FRN#		Wawona - Wireless Upgrade	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Total	\$-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insert FRN#	<b>210913</b>	Yosemite - Cabling	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insert FRN#		Yosemite - Wired Upgrade	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insert FRN#		Yosemite - Wireless Upgrade	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Total	\$-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>MARIPOSA TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Invoicing Policy and Procedure for E-Rate Services, Policy Number: PENDING  
October 8, 2021

# Invoicing Policy and Procedure for E-Rate Services

		Merced								
Insert FRN#	<b>110474</b>	Delhi - Cabling	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insert FRN#		Delhi - Wired Upgrade	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insert FRN#		Delhi - Wireless Upgrade	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Total	\$-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insert FRN#	<b>110733</b>	Snelling - Cabling	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insert FRN#		Snelling - Wired Upgrade	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insert FRN#		Snelling - Wireless Upgrade	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Total	\$-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		<b>MERCED TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
		<b>SPURR DO APC EcoStruxure Nodes/Startup</b>								
Insert FRN#		<b>Services</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		<b>GRAND TOTALS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

<b>TOTAL including overbudget</b>	<b>\$0.00</b>
<b>Total Eligible</b>	<b>\$0.00</b>
<b>USAC (85%) of Eligible</b>	<b>\$0.00</b>
<b>SJVL (15%) of Eligible</b>	<b>\$0.00</b>