



**FY 2022-2023 ADDITIONAL COMPLIANCE SERVICES - FCC EMERGENCY CONNECTIVITY FUND (ECF)  
THIRD WINDOW FILING**

This request for Additional Compliance Services is pursuant to the existing Contract for E-Rate Compliance Services CSM Consulting, Inc. ("Consultant") and **Hollister School District** ("District").

WHEREAS, the Federal Communications Commission ("FCC") has established the Emergency Connectivity Fund Program ("ECF"), to help schools and libraries by funding connected devices and broadband connections for students, school staff, and library patrons, who would otherwise lack sufficient access to fully engage in remote learning and virtual library services, during the COVID-19 pandemic.

The District desires that the Consultant utilize the established filing and reporting guidelines to assist the District in creating the required forms and applications to be reimbursed for eligible costs as outlined in the FCC Report and Order FCC 21-58 related to the ECF.

The Consultant shall provide to District completed forms and processes related to all ECF applicable applications (excluding applications for non-commercially available broadband service) of the Federal Communications Commission ECF Program. Additional Compliance Services provided to include the following:

- Assist and coordinate the preparation and filing of FCC ECF forms. Assist and coordinate the preparation and filing of:
  - Item 21 (or applicable) Attachments
  - Invoicing and Reimbursement forms and documentation
  - Service Provider Identification Number (SPIN) Change Requests (if applicable)
  - Service Substitution Requests
  - ECF Program Certifications
  - Program Integrity Assurance (if applicable)
  - Payment Quality Assurance requests (if applicable)
- Act as District's main point of contact with the Universal Service Administrative Company, the FCC, and any other governmental agency or service provider that is necessary to assist the District participate in the ECF.
- Assist District on ECF Program compliance including updates on rule or regulatory changes.

The District will provide the Consultant with appropriate supporting documentation in a timely manner in order to ensure that established FCC timelines may be met.

The cost for services rendered regarding the ECF Program application process for the **Fiscal Year 2022-2023** Third ECF window application process, as referred to above, will be invoiced and due to the Consultant as follows:

An annual amount equal to **6%** of ECF Program amount committed during the Term of this Agreement, not to exceed a total amount of **\$9,000**.

Invoices for the service will be provided to the District upon notification of funding decision.

If applicable, the parties reaffirm no other terms or conditions of the above-mentioned original contract not hereby otherwise modified or amended shall be negated or changed as a result of these Additional Services.

If the District would like us to proceed with this service, please sign and return this acceptance letter and return to us at your earliest convenience. Please feel free to email a signed copy to our Contracts Department at [contracts@cscentral.com](mailto:contracts@cscentral.com).

Sincerely,



David Cichella

Please sign and date below if the District chooses to engage CSM to provide the additional compliance services listed above:

\_\_\_\_\_

District Representative Signature

\_\_\_\_\_

Date

Print Name Here: \_\_\_\_\_

**AUTHORITY TO COMMUNICATE – Letter of Agency (LOA)**

This ATC/LOA (Agreement) entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 2022 by and between **CSM Consulting, Inc.**, *Consultant Registration Number 16043564*, a California Corporation (“Consultant”) and **Hollister School District**, a local education agency (“District”). Consultant’s authority to communicate shall remain in effect through June 30, 2025.

Consultant and District determines it is necessary to prepare documentation, forms and applications regarding the Federal Communications Commission (“FCC”) Emergency Connectivity Fund Program (“ECF”).

District grants to Consultant the authority to investigate and communicate, in any form, with any telecommunication company, service provider, the FCC or the Schools and Libraries Division with regard to the ECF Program on District’s behalf. Consultant acknowledges that nothing contained herein shall constitute a principal and agent relationship or be construed to evidence the intention of the District to constitute such. The District represents and warrants that the officer executing this Agreement has been duly authorized.

When executed, this agreement is authorization for all employees of Consultant to communicate on behalf of the District in performance of the duties outlined herein.

**Hollister School District**

Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_