



Department of Innovation and Technology, State of Illinois

E-rate Consortium Letter of Agency Agreement

To: Illinois Department of Innovation & Technology Consortium (“DoIT Consortium”)
120 West Jefferson Street
Springfield, Illinois 62702

From: *[Insert Entity Name]*

(“Participant”)

[Insert Entity Address]

Re: **E-rate Consortium Letter of Agency for Funding Year 2022 – 2026**

This is to confirm our participation in the DoIT Consortium for the procurement of all E-rate Category One Program and Category Two Program eligible products and services.

I hereby authorize DoIT Consortium to submit FCC Form 470, FCC Form 471, and other Schools and Libraries (E-rate) Program forms to the Schools and Libraries Division of the Universal Service Administrative Company (“USAC”) on behalf of Participant.

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

[our library, libraries in our system]

a) I certify that _____ 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).

[insert type of Entity (e.g. school, school district(s), library(ies))]

b) I certify that our _____ has/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 Letter of Agency, that the entities I represent have secured access to all of the resources to pay the non-discounted charges for eligible services and products 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 primarily for educational purposes and will not be sold, resold, or 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. § 54.513.

[insert type of Entity (e.g. school, school district(s), library(ies))]

- d) I certify that our _____ 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 authorities.
- 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 (10) years after the latter of the last day of the applicable funding year or the service delivery deadline for the funding request. I certify that I will retain all documents necessary to demonstrate compliance with the statutory or regulatory requirements 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 Letter of Agency. I certify that I am authorized to make this request on behalf of the eligible entity(ies) covered by this Letter of Agency, that I have examined this Letter, that all of the information on this Letter is true and correct to the best of my knowledge, that the entities that will be receiving discounted services under this Letter pursuant to this application have complied with the terms, conditions and purposes of the E-rate 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 Letter of Agency and, to the best of my knowledge, information, and belief, all information provided to DoIT Consortium for E-rate submission is true.

This Letter of Agency and certifications for the E-rate Program are effective for:

- Funding Year 2022 (July 1, 2022 – June 30, 2023)
- Funding Year 2023 (July 1, 2023 – June 30, 2024)
- Funding Year 2024 (July 1, 2024 – June 30, 2025)
- Funding Year 2025 (July 1, 2025 – June 30, 2026)
- Funding Year 2026 (July 1, 2026 – June 30, 2027)

This Letter of Agency in no way limits Participant to file for a discount or refund pursuant to the E-rate program on its own, nor does it abrogate any other rights and responsibilities of Participant with the E-rate Program.

This Letter of Agency does not create any relationship between the parties outside of the purposes stated herein. Participant shall indemnify and hold DoIT Consortium harmless from and against any and all liability incurred by the actions of Participant related to this Letter of Agency.

Either party shall have the right to terminate this Letter of Agency upon giving the other party one hundred eighty (180) days written notice of such to the other party.

Name of Entity:

Billed Entity Number:

Wet Signature: _____

Printed Name:

Title:

Date: *[Month,DD,YYYY]*

Email:

Phone: