



# 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 2021 – 2025**

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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, and in signing this Letter of Agency, I make the following certification:

Use the provided wording (red text). Enter the description that best describes your organization - "our school" or "schools in our district"

a) I certify that  *[our school, schools in our district]* are all schools under the statutory definitions of elementary and secondary schools as defined under 47 C.F.R. § 54.500, that do not operate as for-profit businesses and do not have endowments exceeding \$50 million.

b) I certify that our  *[insert type of Entity (e.g. school, school district(s), library(ies))]* has/have secured access, separately or through a third party, to all of the resources necessary to use the services purchased effectively. I represent and warrant that the entity is eligible for support. I certify that to the extent that the named 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.

Use the provided wording (red text). Enter the description that best describes your organization - "school" or "school district" or "library" or "library system".

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 [insert type of Entity (e.g. school, school district(s), library(ies))] has complied with all program rules and I acknowledge that the use of this program and/or cancellation of funding commitments could result in civil or criminal prosecution. Use the provided wording (red text). Enter the description that best describes your organization - "school" or "school district" or "library" or "library system".
- 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 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 anyway 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 2021 (July 1, 2021 – June 30, 2022)
- 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)

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:  [If you do not know your Billed entity Number \(BEN\) use this tool to search>>  
https://sl.universalservice.org/Utilities/BilledEntitySearch\\_Public.asp](https://sl.universalservice.org/Utilities/BilledEntitySearch_Public.asp)

Wet Signature: \_\_\_\_\_ **Physical signature required. DO NOT leave blank or type name**

Printed Name:

Title:

Date: *[Month, DD, YYYY]*

Email:

Phone: