

**Letter of Agency For Funding Year 2025-2026
For Internet Services
Indiana State Library Consortium for
Public Library Internet Access**

Public Library Name _____

Phone Number: _____ **Fax Number:** _____

Contact Name: _____

E-mail Address: _____

This is to confirm our participation in the **Indiana State Library Consortium for Public Library Internet Access** for the procurement of **Internet access and WAN connectivity**. I hereby authorize **Indiana State Library Consortium for Public Library Internet Access** to pay AdTec to file FCC Form 471 and other required E-rate forms, and to provide responses to requests for information to the Schools and Libraries Division of the Universal Service Administrative Company on behalf of the above listed public library.

I understand that, in submitting these forms on our behalf, the Indiana State Library and/or AdTec is making certifications for the above named public library (hereafter, "**the Library**"). By signing this Letter of Agency, I make the following certifications:

- (a) I certify that **the Library** is an eligible recipient under 47 C.F.R. §54-501. **The library** does not operate as a for-profit business, **the Library's** budget is completely separate from any school, and **the Library** is eligible for assistance from a State Library Administrative Agency under the Library Services and Technology Act of 1996.
- (b) I certify that **the Library** has 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, 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 Library** purchases at discounts provided by 47 U.S.C. §254 will be used solely for library purposes, see 47 C.F.R. §54.500 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. Additionally, I certify that the Library listed on this application has not received anything of value or a promise of anything of value, other than services sought by means of this form, from the service provider, or any representative or agent thereof or any consultant in connection with this request for services.
- (d) I certify that **the Library** has complied with all program rules, including recordkeeping requirements, 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 years (or whatever retention period is required by the rules in effect at the time of this certification), 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 schools and libraries program.

- (g) I certify that I am authorized to order Internet access 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 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, on behalf of the entities covered by this Letter of Agency, that any funding requests for internal connections services, except basic maintenance services, applied for in the resulting FCC Form 471 application are not in violation of the Commission's rules at 47 C.F.R. §54.502(a) and (b).
- (j) 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.
- (k) 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 **the Indiana State Library Consortium for Public Library Internet Access** for E-rate submission is true.

Signature: _____ Title: _____

Name (printed): _____ Date: _____

Signing this form authorizes the Indiana State Library as the Consortium leader to pay AdTec to file for discounts on your behalf related to your Internet services from the federal E-Rate program.

RETURN via EMAIL TO: htrefun@library.in.gov (Preferred)

OR by USPS TO:

Hayley Trefun, Public Library Services Consultant
 Indiana State Library
 Library Development Office
 315 W. Ohio Street
 Indianapolis, IN 46202