

Letter of Agency (LOA) – E-Rate UETN Consortium Participation  
Funding Years 2026–2030

TO: Utah Education and Telehealth Network 101 Wasatch Drive  
Salt Lake City, UT 84112

RE: Letter of Agency E-Rate Funding Years 2026-2030

LIBRARY SYSTEM: \_\_\_\_\_ BEN: \_\_\_\_\_

This letter confirms our participation in the Utah Education and Telehealth Network (UETN) E-Rate Consortium for the procurement of E-Rate eligible services and equipment as defined annually by the Federal Communications Commission (FCC) in the Eligible Services List (ESL). This includes Category One services such as Data Transmission and/or Internet Access—specifically including Ethernet, leased lit fiber, leased dark fiber, and other digital transmission services—and Category Two services and equipment such as Internal Connections, eligible network equipment, and Basic Maintenance. If applicable, our participation also includes the use of an E-Rate enabled State Master Contract administered by UETN, which is structured to comply with E-Rate procurement and eligibility requirements.

I hereby authorize UETN to file E-Rate forms on behalf of our library system, including but not limited to FCC Forms 470, 471, 486, 472, and 500, as well as any other E-Rate or FCC forms required by the Schools and Libraries Division of the Universal Service Administrative Company (USAC). This authorization applies to all eligible library entities under our Billed Entity Number (BEN)—including libraries eligible for assistance from Utah State Library Division, and library branches and non-instructional facilities (collectively referred to as “Library Entities”) as identified in the E-Rate Productivity Center (EPC) and included in UETN’s E-Rate Consortium application process. This authorization includes participation in competitive bidding processes conducted by UETN, including the filing of FCC Form 470 and selection of service providers.

I understand that, in submitting these forms and data on our behalf, UETN will be making certifications for our entity. By signing this Letter of Agency, I make the following certifications:

- a) I certify that the libraries in our system are all libraries eligible for assistance from the Utah State Library Division under the Library Services and Technology Act, that do not operate as for-profit businesses and do not have endowments exceeding \$50 million.
- b) I certify that our Library Entities have secured access, separately or through the E-Rate program, to all 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 or corresponding funding year.
- c) I certify that the services the Library Entities receives at discounts provided by 47 U.S.C. § 254 will be used primarily for library purposes in accordance with 47 C.F.R. § 54.500 and will not be

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- 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.
- d) I certify that our library system 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 libraries and branches 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 libraries 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 libraries and libraries support mechanism are subject to suspension and debarment from the program. I will institute reasonable measures to be informed and will notify UETN 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 libraries and libraries support mechanism.

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- 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 a duly authorized employee of the Library System and not a third-party consultant or contractor. I am authorized to execute this Letter of Agency on behalf of the Library System, and to the best of my knowledge, information, and belief, all information provided to the Utah Education and Telehealth Network (UETN) for purposes of E-Rate application and submission is accurate, complete, and truthful.

Library System's Entity Name:

\_\_\_\_\_

Signature of Authorized Person:

\_\_\_\_\_

Printed Name of Authorized Person:

\_\_\_\_\_

Title or Position of Authorized Person:

\_\_\_\_\_

Date Signed:

\_\_\_\_\_