

# Letter of Agency

Please complete and sign this Letter of Agency (LOA) via DocuSign on or before July 31, 2024.

If preferred, you may:

Mail to:

OR Email to:

California Library Connect  
c/o Imperial County Office of Education  
1398 Sperber Road  
El Centro, CA 92243

admin@californialibraryconnect.org

From:

**Mendocino County Library**

**Mendocino**

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Name of Library Jurisdiction/Library Organization

County

This Letter of Agency (LOA) is to confirm participation in the Corporation for Education Network Initiatives in California (CENIC) E-rate Consortium as an eligible member entity for E-rate discounts in 2023-24, 2024-25, 2025-26, 2026-27, and 2027-28 E-rate application years. I authorize CENIC (E-rate Entity No. 225495) to act on my behalf in matters related to the federal E-rate discount program to secure those discounts on eligible telecommunications/data transmission services for eligible library locations. I understand that in submitting E-rate forms, which include us in the consortium, CENIC is making certifications for our library or library system. By signing this LOA, I make the following certifications on behalf of our entity:

1. I certify that our library or library system is 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), which 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).
2. I certify that our library or library system has secured access, separately or through this program, to all the resources, including computers, training, software, internal connections, maintenance, and electrical capacity, necessary to use the services acquired by CENIC on our behalf. 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 the resources to pay the non-discounted charges for eligible services from funds to which access has been secured in the current funding year.

3. I certify that the services the library or library system 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. § 54.500 (et seq.).
4. I certify that our library or 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.
5. 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.
6. I certify that I will retain the required documents for a period of at least ten years 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. 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.
7. I certify that I am authorized to 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 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.
8. 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 is held civilly liable for acts arising from their participation in the Schools and Libraries support mechanism.

9. I certify that, to the best of my knowledge, the service provider will not pay the non-discount portion of the costs for eligible services. 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 the cost of the supported services.
10. 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 CENIC for E-rate submission is true and correct.
11. I understand that because CENIC must prepare its statewide application in advance, CENIC relies on data that is reported by participating schools and libraries in the E-rate Productivity Center of the Universal Service Administrative Company. We, therefore, agree in advance that whatever NSLP data CENIC uses and can verify to the satisfaction of Universal Service Administrative Company/ Schools and Libraries Division (USAC/SLD) shall be the correct NSLP data for CENIC's consortium application for our entity.
12. I authorize CENIC, as the consortium lead, to have rights under the Universal Service Administrative Company's E-rate Productivity Center, or any future iterations of E-rate application processing, to act on behalf of my entity in activities related to the consortium, including but not limited, to filing, submitting, and certifying forms.

I understand that persons willfully making false statements on the E-rate forms or through this LOA 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.

Mendocino County Library

1. Printed Name of Library/Library System or Jurisdiction – should match how it appears in USAC's system (Required)

0001540020

2. Library/Library System FCC Registration Number (Required)

144488

3. USAC/E-rate Entity # (Required)

Maureen Mulheren 06/25/2024  
4. Signature of authorized person (Required) Date Signed

Maureen Mulheren  
5. Printed name of authorized person (Required)

Chair – Mendocino County Board of Supervisors  
6. Title or position of authorized person (Required)

7. Printed e-mail for authorized person (Optional)

707-234-2873  
8. Phone for Library/Library System (Required)

Barbra Chapman  
9. Printed name of contact person, if different from No. 5 above (Required)

Administrative Services Manager  
10. Title or position of contact person (Required)

707-367-8216  
11. Phone for contact person (Required)

chapmanb@mendocinocounty.gov  
12. Printed e-mail for Contact person (Optional)

**IN WITNESS WHEREOF**

**DEPARTMENT FISCAL REVIEW:**

[Signature] 6/7/2024  
DEPARTMENT HEAD DATE

Budgeted: ☒ Yes ☐ No

Budget Unit: 6110

Line Item: 862060 LBALL

Grant: ☐ Yes ☒ No

Grant No.: N/A

**COUNTY OF MENDOCINO**

By: [Signature]  
MAUREEN MULHEREN, Chair  
BOARD OF SUPERVISORS

Date: \_\_\_\_\_

**ATTEST:**

DARCIE ANTLE, Clerk of said Board

By: [Signature]  
Deputy 06/25/2024

I hereby certify that according to the provisions of Government Code section 25103, delivery of this document has been made.

DARCIE ANTLE, Clerk of said Board

By: [Signature]  
Deputy 06/25/2024

**INSURANCE REVIEW:**

By: [Signature]  
Risk Management

Date: 06/07/2024

**CONTRACTOR/COMPANY NAME**

By: \_\_\_\_\_

Date: \_\_\_\_\_

**NAME AND ADDRESS OF CONTRACTOR:**

California Library Connect

C/O Imperial County Office of Education

1398 Sperber Road

El Centro, CA 92243

By signing above, signatory warrants and represents that he/she executed this Agreement in his/her authorized capacity and that by his/her signature on this Agreement, he/she or the entity upon behalf of which he/she acted, executed this Agreement.

**COUNTY COUNSEL REVIEW:**

**APPROVED AS TO FORM:**

By: [Signature]  
COUNTY COUNSEL

Date: 06/07/2024

**EXECUTIVE OFFICE/FISCAL REVIEW:**

By: [Signature]  
Deputy CEO or Designee

Date: 06/07/2024

Signatory Authority: \$0-25,000 Department; \$25,001- 50,000 Purchasing Agent; \$50,001+ Board of Supervisors

Exception to Bid Process Required/Completed ☐ \_\_\_\_\_

Mendocino County Business License: Valid ☐

Exempt Pursuant to MCC Section: \_\_\_\_\_