



**STATE OF RHODE ISLAND  
DEPARTMENT OF ELEMENTARY  
AND SECONDARY EDUCATION**

**PROGRAM YEAR  
2010-2011**

## Notes for Letter of Agency

### OVERVIEW

The Rhode Island Department of Education (RIDE) will submit a statewide consortium application to the E-Rate program, alleviating schools and libraries of some of this responsibility. A Letter of Agency is a prerequisite for the state to receive E-Rate subsidies for the telecommunications lines funded under the Rhode Island Telecommunications Education Access Fund (RITEAF). A service listing for Internet Access enables schools to recover subsidies for the Internet Access services across these lines which they pay for with local funds.

### SCHOOLS and LIBRARIES MUST AUTHORIZE RIDE TO RECOVER E-RATE SUBSIDIES FOR TELCO LINES

Schools and Libraries that choose to participate in these programs must sign and complete the attached Letter of Agency. A signed Letter of Agency fulfills the School and Library Division's (SLD) strict enforcement of rules associated with consortium applications. The consortium leader must prove that members of the consortium will adhere to rules governing individual applicants and that the consortium is authorized to submit an application on behalf of the included entities.

**An important issue related to signatures:** A Superintendent, Principal, Technology Director or other individual with authority may complete and sign this form. The person who completes the form, and whose information and title are provided, **MUST** be the same as the person who signs the form. The SLD can deprive districts and libraries of money for these types of errors.

**A district's or school's failure to submit to RIDE a signed Letter of Agency form by the deadline indicated means that it will not be included in the consortium applications submitted by RIDE.** This will result in the termination of RIDE-subsidized electronic mail services to your school/district, loss of subsidized line services, and the need to post all forms for these services and Internet Access services locally. Line services have a value to districts that averages \$9,000 per month per district (to a high of \$45,000/mo)! Please read more about this below in the notes.

### ONLY RIDE CAN RECOVER SUBSIDIES FOR THE LINES PROVIDED TO SCHOOLS and LIBRARIES

**Note 1:** RIDE will submit (a) a FORM 470 application (BID) for "telecomm (data line) services" for all schools/districts, (b) the subsequent FORM 471, and (c) other related forms to recover subsidies for these services. RIDE will use funds it receives (RITEAF and E-Rate) to pay for data lines for your school(s) from the selected provider(s). The school/district does not need to submit any other forms to the E-Rate program for "telecomm (data line) services" used for Internet Access, unless it intends to purchase additional lines with local money. The school or district should submit an FCC Form 470 only to request additional lines. Doing this for any other reason will likely make your school or district ineligible for services. If the school does not submit the provided Letter of Agency, RIDE will direct the selected provider to either terminate telecomm services or move them onto the school/district bill, as desired, on July 1, 2010.

**Note 2:** RIDE provides Internet accessible lines, only. Schools/districts are responsible for all forms (470, 471, and others) associated with regular telephone services, which are unrelated to the telecomm data lines provided by RIDE in its applications.

**Note 3:** RIDE will submit a FORM 470 application (BID) for "Internet Access" for all schools/districts, with the school/district assuming responsibility for the subsequent FORM 471 and related forms. RIDE's role is limited to the initial posting for Internet Access services, to ensure that all schools have a proper and timely FORM 470 for these services in effect. Schools, because they pay for these services with individual contracts with the winning vendor(s), will need to arrange with their vendor to be billed directly for these services or to have the E-Rate program pay the subsidy directly to the vendor. If the school does not submit this Letter of Agency, they must post a FORM 470 for both line and Internet Access services and accept bid proposals from interested vendors.