



**Federal Communications Commission  
Washington, D.C. 20554**

November 5, 2008

Dear Schools and Libraries Program Beneficiary:

Under the oversight of the Federal Communications Commission ("FCC") Office of Inspector General ("OIG"), the Universal Service Administrative Company ("USAC") is auditing beneficiaries that receive federal Universal Service Funds ("USF") from the FCC's Schools and Libraries Support Program. Under this audit process, your organization named in the audit firm's announcement letter was randomly selected for audit, and USAC retained a Certified Public Accountant ("CPA") audit firm to audit your organization. As a consequence, the FCC's Inspector General ("IG") expects that the CPA firm will be given immediate and complete access to the books, records, and any other supporting documentation that was requested of your organization in the enclosed audit announcement letter from USAC and any additional information that the auditor shall require.

As the FCC appointed administrator of the Universal Service support mechanisms,<sup>1</sup> USAC is legally authorized to audit schools and libraries reporting USF data.<sup>2</sup> The FCC, the FCC's IG, and USAC may request and obtain all records and documents and other information that is necessary to determine whether your entity has been in compliance with all FCC and state requirements for the Schools and Libraries Support Program.<sup>3</sup> Under the Commission's rules, schools and libraries are required to maintain records and documents that demonstrate compliance with the FCC's rules and orders that are applicable to the Schools and Libraries USF fund. Upon request from the FCC, OIG, or USAC, schools and libraries shall provide such records to the FCC or to the FCC IG, or to USAC's auditors.

We look forward to your full and complete cooperation with the assigned CPA firm in its efforts to complete the audit of your organization. Failure to comply with FCC rules will subject your organization to the enforcement provisions (e.g., fines and forfeitures) of the Communications Act of 1934, as amended, and all other applicable laws and regulations.

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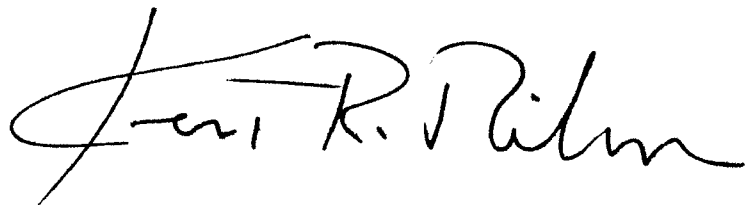
<sup>1</sup> 47 CFR § 54.701(a).

<sup>2</sup> 47 CFR § 54.707.

<sup>3</sup> 47 CFR § 32.12; 5 USC, App. 3, § 6(a)(1).

If you have any questions, please contact William Garay, Assistant Inspector General for Universal Service Fund Oversight, at (202) 418-7899 / [William.Garay@fcc.gov](mailto:William.Garay@fcc.gov) or Beth Engelmann, Auditor, Universal Service Fund Program Audits, at (202) 418-1448 / [Beth.Engelmann@fcc.gov](mailto:Beth.Engelmann@fcc.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Kent R. Nilsson". The signature is fluid and cursive, with the first name "Kent" being the most prominent.

Kent R. Nilsson  
Inspector General

cc: Mr. Jeffrey A. Mitchell, Esq., USAC