



Tools from Learningtech: Form 471: Prep #3 - Budget

Several school/district preparations will facilitate filing of the FCC Form 471. These applicant preparations are described in the three *Tools from Learningtech* articles:

Form 471: Prep #1 – NSLP – Gather School NSLP Data

Form 471: Prep #2 – Impact – Impact of Services Ordered on Schools

Form 471: Prep #3 – Budget – Certifications and Signature (**This Tool**)

Certifications and Signature (Block 6 of Form 471)

All applicants must certify (in Item 25 of Block 6 of the Form 471) that they have the necessary funds budgeted to pay for:

- Their share of eligible discounted services
- The required, but *ineligible*, complementary components required for proper utilization of the discounted services. These components might include:
 - Hardware, such as computers, printers, fax machines, video equipment, scanners, CD-ROM drives, servers, and cell phone handsets
 - Professional development, such as ongoing technology-related training for technical and administrative staff and/or teachers
 - Software, such as end-user applications
 - Maintenance, such as systems maintenance and operations costs for ineligible hardware and software and salaries of technical staff
 - Retrofitting, such as electrical wiring, asbestos removal, building modifications, renovations, and repairs.

Most likely, your technology plan has already enumerated these budget amounts. If changes have occurred since your tech plan was written, be sure to update your tech plan budget.

In preparation for Form 471 filing, Learningtech will request an explicit "sign-off" that your technology plan budget numbers are still valid. Meeting minutes from the school's Governing Board (or comparable body or official with sufficient budget authority) showing approval of the technology plan budget is a commonly used "sign-off." One approach is to get "general board approval" for the technology budget with the additional proviso that if the technology budget dollars change by more than X%, the board needs to see it again, otherwise the Superintendent, Chief Business Official, or Executive Director has the authority to just make the necessary adjustments and proceed.

Learningtech will soon request that you to validate your Technology Plan budget amounts:

Total budgeted amount allocated to resources that ARE eligible for E-Rate support.	From tech plan budget \$XX,XXX.00
Total budgeted amount allocated to resources NOT eligible for E-Rate support. (This amount is used when filling in Block 6 of the Form 471.)	\$XX,XXX.00

When Learningtech sends you a similar document for approval, please sign and fax to 866-801-8667.