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Selective Review News Brief Series Technology Plans

May 16, 2006

This is the second in USAC's weeklong series of News Briefs on Selective Review topics.

Q2. What is a technology plan "creation date"?

The technology plan creation date is the month and year the technology plan was written, not the date when you began to develop or draft it. The technology plan must be created in sufficient detail to support the services requested on your Form 470, and the creation date must be prior to the date your Form 470 is posted.

Your technology plan must have these five elements:

- Goals and a realistic strategy for using telecommunications and information technology
- A professional development strategy
- An assessment of telecommunications and other services needed
- Budget resources
- An ongoing evaluation process

Q3. What if my technology plan expires during the funding year?

You can submit a new technology plan that will cover the part of the funding year not covered by your current technology plan. Like your current technology plan, the new technology plan must be written prior to posting your Form 470 and must contain all five elements. If you do not submit a new technology plan along with your current technology plan, USAC will review your funding request based on your current technology plan. This may result in partial — rather than full — funding of your funding request.

Q4. Should we update our technology plan annually?

While it is not necessary to update your technology plan annually, technology plans should not cover more than three years. Technology plans that cover a longer period must undergo a substantial update after the third year. The budget element in your plan is a forecast of your budget resources and does not require an annual update.

However, a technology plan is not intended to be a static document. It should be responsive to new and emerging technological opportunities and open to periodic review. If your technology needs change and you want to order services beyond the scope of your existing technology plan, you must update the plan. An updated plan must follow the same schedule for writing and approval as a new technology plan — that is, it must be written before the Form 470 is posted and it must be approved before the Form 486 is certified or services start, whichever is earlier. See Develop a Technology Plan on USAC's website for more information.

Tip: Identify Your Responses by Funding Request Number (FRN)

To avoid being asked for the same document(s) multiple times, it is helpful to label your documentation with the corresponding FRN. This information allows USAC to quickly catalog your responses and prepare follow-up questions, if necessary.

The Selective Review Information Request contains a checklist that identifies the documents you need to submit to the Selective Review Team. The checklist has a section for you to list each document name and corresponding FRN. Please submit the checklist with your responses.

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