



U.S. General Services Administration

# Computers for Learning Program

Enhanced Educational Opportunities



## Computers for Learning

# Reusing the Government's Resources



*Education is a national priority. Every child should be educated to his or her full potential. The Computers for Learning (CFL) program supports this goal by increasing access to technology. Transferring a computer to a school gives students the resources to succeed — and to build a successful future for America. The CFL program places computers in classrooms and prepares children to contribute and compete in the 21st century. The CFL program allows government agencies to transfer excess computer equipment to schools and educational nonprofit organizations, giving special consideration to those with the greatest need.*

### Get Started Today!

To promote the reuse of computers, the U.S. General Services Administration (GSA) is proud to sponsor the CFL application at [www.computersforlearning.gov](http://www.computersforlearning.gov).

The CFL program evolved as a tool for implementing Executive Order (E.O.) 12999, Educational Technology: Ensuring Opportunity for All Children in the Next Century. This executive order encourages agencies, to the extent permitted by law, to transfer excess computers and related peripheral equipment directly to schools and some educational nonprofit organizations. Through the CFL program, schools and educational nonprofit organizations can view and select the computer equipment that federal agencies have reported as excess.

Direct transfers are authorized by law through 15 USC 3710(i) commonly known as the Stevenson-Wydler Act (amended by Public Law 102-245 on February 14, 1992).

The CFL program's ambitious goal is to make modern computer technology an integral part of every classroom so that every child has the opportunity to be educated to his or her full potential.

### Make it Happen!

After registering at the CFL website at [www.computersforlearning.gov](http://www.computersforlearning.gov), your school or nonprofit organization can start receiving excess government computers. For detailed information on using the Web application, visit CFL's gateway to connecting students to technology at [www.gsa.gov/cfl](http://www.gsa.gov/cfl).

## Benefits of the Computers for Learning Program



### Good for Schools

- Enables America's students to connect to the Internet and integrates technology into the classroom
- Provides teachers with useful equipment for educating our nation's youth
- Enables access to a broad range of educational programs and information
- Permits schools to acquire computer equipment at no cost except for transportation fees



### Good for Government

- Provides beneficial reuse of government computers and related equipment
- Enables giving back to the community
- Maximizes taxpayers' investment in federal computer equipment
- Helps ensure that our nation's children are prepared to contribute and compete in the 21st century



### Good for the Environment

- Promotes the reuse of federal excess computers and peripheral devices
- Reduces landfill disposal of toxic waste
- Encourages continued use of the computers, a better solution than dismantling or component recovery of hazardous materials that can cause harm to humans and/or the environment

For more information about the CFL program, please visit [www.gsa.gov/cfl](http://www.gsa.gov/cfl), contact us at (866) 333-7472, or send an email to [computers.learning@gsa.gov](mailto:computers.learning@gsa.gov).



# Schools and Educational Nonprofits

The CFL website, [www.computersforlearning.gov](http://www.computersforlearning.gov), includes a registration process for schools and educational nonprofit organizations. Once registered, schools and educational nonprofits can browse available items and submit requests for the items they need. Available property reported by federal agencies to GSA for the CFL website can be viewed by schools, based on geographical area.

## Eligibility Requirements

Only schools and educational nonprofit organizations located in the United States, the U.S. Virgin Islands, American Samoa, Guam, the Commonwealth of Puerto Rico, and the Commonwealth of the Northern Mariana Islands can receive computer equipment through the CFL program.

## School Eligibility

A school is eligible to participate in the CFL program if it is a public, private, or parochial school serving some portion of the pre-kindergarten through grade-12 population. Daycare centers must provide a state-approved preschool curriculum.

The National Center for Education Statistics (NCES) number is required in the registration process. Agencies may require additional proof that your school qualifies to receive computer equipment through the CFL program.

## Educational Nonprofit Eligibility

**An educational nonprofit organization is eligible if:**

1. It is tax exempt under section 501(c) of the United States federal tax code;
2. It serves pre-kindergarten through grade-12 students;
3. It is established exclusively for educational purposes; and
4. It is approved, accredited, or licensed.

An educational nonprofit organization must meet all of the eligibility requirements. Any federal agency that selects your educational nonprofit organization for a computer transfer will also ask you to provide proof of your eligibility.

## Registration for Authorized Recipients

Eligible schools and educational nonprofits must register to participate in the CFL program at

**[www.computersforlearning.gov](http://www.computersforlearning.gov).**

All eligible schools must provide a valid National Center for Educational Statistics (NCES) number to complete registration. Schools can find this number at the NCES website at [www.nces.ed.gov/globallocator](http://www.nces.ed.gov/globallocator).

All educational nonprofits must enter their 501(c) Tax Identification Number and upload their 501(c) IRS approval document to complete registration. To obtain a 501(c) Tax Identification Number, go to [www.irs.gov](http://www.irs.gov).

If a user does not provide a valid or correctly formatted NCES or 501(c) number, an error message will appear. After three failed attempts, the user will then have to restart the registration process.

## Selecting Computer Equipment

Eligible schools and educational nonprofits will use the virtual-shopping-cart process available in the CFL system. Requesters will be able to easily identify what equipment is available anywhere in the United States.

### The items available for viewing will be categorized as:

- Desktop Systems
- Laptops
- CPUs
- Monitors
- Keyboards

- Mouse
- Printers
- Scanners
- Servers

Placing an item in the virtual shopping cart will indicate an interest in the requested computer equipment. The CFL system will generate an email to the owning agency, advising them that there is a request for the property. The owning agency will select the school or educational nonprofit organization to receive the property and notify the selected recipient via a system-generated email (accompanied by a CFL Transfer Document) offering them the equipment.

The CFL Transfer Document must be signed by the approving official identified at registration, scanned electronically, and returned by email or fax to the owning agency, either accepting or declining the equipment.

## Accept the Transfer

Upon receipt of the signed CFL Transfer Document, the owning agency will confirm allocation. This action will generate a confirmation email to the requester and approving official, advising them of when and how the property will be received. Upon shipment (for which the requester must pay) or pickup, the owning agency property manager will provide a copy of the transfer order.

The owning agency will determine how much time the recipient has to pick up the equipment (normally within seven calendar days). If the equipment is not picked up during the allotted period, the recipient may forfeit the equipment and/or the owning agency may withdraw the offer. If the approving official decides they do not want an item that is listed on the CFL Transfer Document, they must change the quantity to "0" before returning the document.

If the approving official determines that none of the equipment is wanted, they should mark the appropriate box and inform the owning agency as soon as possible.

## Responsible Disposal

Because its title transfers when the requester receives government property (your school or nonprofit organization becomes the owner), we ask that when it is time for you to dispose of your used equipment that you do so in an environmentally-friendly manner.

1. Be sure that you adhere to your state's laws and guidelines.
2. Follow EPA guidelines – pass it on! <http://www.epa.gov/epawaste/conserve/materials/recycling>

# Frequently Asked Questions

## **1. What are the requirements for an educational nonprofit organization to be considered eligible?**

A nonprofit organization is considered eligible if it is tax exempt under section 501(c) of the United States federal tax code, serves pre-kindergarten through grade-12 students, is established exclusively for educational purposes, and is approved, accredited, or licensed.

## **2. Do schools and educational nonprofit organizations pay for excess computer equipment they acquire through the CFL program?**

No. Schools and educational nonprofit organizations do not pay for excess computer equipment they receive through the CFL program.

## **3. Are there any costs associated with receiving excess computer supplies from CFL?**

Yes. Schools and educational nonprofit organizations acquiring computers from CFL are responsible for all shipping and transportation costs.

## **4. Are third-party computer recyclers/reusers or nonprofit computer recyclers eligible to receive computers or computer equipment under E.O. 12999?**

No. Nonprofit computer reuse or recycling programs may not register to receive computer equipment through the CFL program.

## **5. What kind of computer equipment should schools and educational nonprofit organizations expect to receive from the government?**

E.O. 12999 defines “educationally useful federal equipment” as computers and related peripheral tools (e.g., printers, modems, routers, and servers), including telecommunications and research equipment. Computer software is also included when software vendors permit the transfer of licenses [E.O. 12999, Section 4(c)]. Federal agencies need to check with each software vendor or licensor for permission to transfer specific software. However, an operating system is a component of a computer’s hard drive and should remain with the computer.

## **6. What if computer equipment needs repair or upgrading?**

Once the school takes ownership of the computer equipment, repairs and upgrades are the responsibility of the school.

## **7. Who owns the property after it has been transferred to a school or educational nonprofit?**

When an agency transfers a computer to a school or educational nonprofit activity under Title 15 USC 3710 (i), the holding federal agency releases its ownership of the computer and the recipient activity gains ownership of the property upon receipt.

## **8. Is there a limit to how much excess computer equipment an agency may transfer to a school or educational nonprofit organization?**

No. However, agencies are required to ensure the equitable distribution of excess computer equipment on a national level.



## Reuse is Recycling ... Computers for Learning is Reuse.

For more information, please visit  
[www.computersforlearning.gov](http://www.computersforlearning.gov),  
call us at (866) 333-7472, or send an  
email to [computers.learning@gsa.gov](mailto:computers.learning@gsa.gov).

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