

INSTRUCTIONAL EQUIPMENT/LIBRARY MATERIAL/TECHNOLOGY 1998-99 GUIDELINE CLARIFICATION

We have received several inquiries requesting additional information on specific allowable expenditures under the above named program. The following is intended to supplement and clarify the Instructional Equipment/Library Materials/Technology Certification issued in this package.

Some of the more frequently asked questions are as follows:

- *"How can I be sure if an expenditure meets the criteria?"*

A general rule of thumb for determining whether an expenditure is eligible is if the equipment, technological enhancement or library material is for classroom demonstration, student evaluation or use, or in the preparation of learning materials in an instructional or related ancillary program.

- *"Can district personnel salaries and wages be charged off for the maintenance, repair, ordering, processing, cataloging or binding of library material, technology or instructional equipment?"*

No. These funds are not to be used to supplant salaries and wages. Only expenditures for parts, outside labor or that which is included in the purchase price of the library materials, technological enhancement or instructional equipment are applicable. However, for the 1999-2000 budget process, the Chancellor's Office is advocating an increase in the block grant base amount to allow for technological support service positions.

- *"Is it all right to use funds for the purchase of classroom/laboratory furniture?"*

Yes. These funds may now be used for the repair, replacement or expansion of classroom or laboratory furniture, including desks and chairs.

- *"What types of expenditures are applicable with the technology portion of the Block Grant funds?"*

Expenditures in this category include computers and the necessary infrastructure and software used for the delivery or preparation of instructional materials or direct assistance to students, such as for registration, counseling or student services (no administration).

- *"Can equipment such as photocopiers, file cabinets, bookcases, office typewriters or computers be included in this program?"*

In some cases. Equipment for administrative or non-instructional purposes is not allowed. Computers and photocopiers used in the preparation of instructional materials or as an instructional aide are allowed in this program.

- *"Are sound systems an appropriate expenditure?"*

Yes. Sound systems can be purchased under this grant for use in large classrooms and theaters less than 400 seats, but not stadiums.

- *"Can funds be used to install instructional equipment?"*

Yes. Instructional equipment that requires installation or adaptation included with the purchase of that equipment is allowable.

- *“Can funds be used for scheduled maintenance?”*

Funds appropriated through the 1998-99 trailer bill for allocation by FTES cannot be used for scheduled maintenance projects, unlike the provisions in the 1997-98 trailer bill that allowed block grant funds to be used as district match or for non-state funded scheduled maintenance projects.

- *“We are aware that the Office for Civil Rights (OCR) conducted a review of community college services for visually impaired students and recommended that colleges provide adaptive equipment for such students in libraries, computer labs, and other locations outside of High Tech Centers. Can we use instructional equipment funds to purchase such equipment?”*

Yes. Instructional equipment funds can be used to purchase braille printers, speech synthesizers, scanners and optical character recognition software, refreshable braille displays, braille or speech-based notetaking devices, print enlarging systems, or other adaptive equipment needed to provide access to print and/or electronic documents and instructional materials for blind and visually impaired students. The Chancellor's Office will be working with the High Tech Center Training Unit to make recommendations to colleges on equipment best suited to meeting the needs of students and the legal requirements identified in the OCR report. We will also be exploring the possibility of arranging cooperative purchasing opportunities to allow colleges to purchase such equipment at the most competitive prices. More information will be provided to colleges on this issue in the near future, but if you have questions you may contact General Counsel Ralph Black at (916) 445-4826.

- *“Can funds be used to purchase software site licenses and pay for internet services?”*

Yes, one-time technology funds may be used for these purposes.

- *“What is the difference between the one-time and ongoing appropriations for this program?”*

The following chart should help simplify the differences between the two fund sources:

| Program/Purpose | One-Time Funds | Ongoing Funds |
|----------------------------------------------|------------------------------------------|-----------------------------------|
| Student Services Equipment | X | |
| Leased Equipment | | X |
| Lease Purchase Equipment | X | X |
| Technology | software, site licenses and service fees | computers, hardware & accessories |
| Scheduled Maintenance Match or Projects | only 1997-98 carryover funds | |
| Library Materials & Equipment | X | X |
| Instructional Equipment Matching Requirement | none | 3:1 |
| Furniture | X | X |
| Instructional Equipment | X | X |
| Specialized Equipment for ADA/OCR | X | X |