

STATE OF CALIFORNIA

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

1102 Q STREET
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(916) 445-8752
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November 20, 2001
Via Email Only

TO: District Chief Business Officers

FROM: Frederick E. Harris, Director
College Finance & Facilities Planning

SUBJECT: 2001-2002 Instructional Equipment and Library Materials Grant
Guidelines, Allocation and Certification

SYNOPSIS: The 2001-2002 Budget Bill (SB 735, Chapter 891) contains \$15 million for expenditures on instructional equipment and library materials needs. In expending these funds, a district shall give first priority to making payments on any multiyear lease agreements. These funds are subject to a three-to-one district match.

ACTION/DATE REQUESTED: Attached is a copy of this year's guidelines, your district's allocation and certification for your district's program expenditures. Please have your district Chief Executive Officer sign the attached certification, make a copy for your files and **return by December 31, 2001**. In addition to filling in your district's allocation from the attached table, please fill out your proposed spending plan for the 2001-2002 Grant allocation and need amount for 2002-2003. Send to:

California Community Colleges
Facilities Planning: Dale Clevenger
1102 Q Street, 4th Floor
Sacramento, California 95814-6511
or
FAX: (916) 323-8245

CONTACT: Questions regarding the allocation of funds should be directed to Theresa Tena at (916) 327-6226. If you have any questions or problems with program expenditures, please contact Dale Clevenger at (916) 327-5772.

Attachments

cc: Dale Clevenger
Gary Cook
Patrick Lenz
Theresa Tena

**2001-2002 INSTRUCTIONAL EQUIPMENT AND LIBRARY MATERIALS
CERTIFICATION FOR EXPENDITURES**

This district certifies that all funds received for the above Grant will be spent in accordance with the provisions and guidelines below.

Signature, Chief Executive Officer

Date

Printed Name

Phone #

2001-2002 BLOCK GRANT	SB 735/Ch. 891/01		
DISTRICT	STATE (75%)		DIST. (25%)

CERTIFICATION

Districts are to certify that they will spend their Block Grant allocation in accordance with the program guidelines. The certification is required as a condition for the receipt and expenditure of the State allocated moneys. Program funds were allocated to the districts as part of their July general apportionment, and adjustments will be made thru the January 2002 payment. Please return signed certifications and proposed spending plan by December 31, 2001 to:

California Community Colleges
Facilities Planning: Dale Clevenger
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Sacramento, California 95814-6511
or
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**CALIFORNIA COMMUNITY COLLEGES
GUIDELINES FOR 2001-2002 STATE FUNDED
BLOCK GRANT**

The 2001 Budget Act (SB 735, Chapter 891/01) contains \$15 million for the allocation to community college districts for expenditure on high priority instructional equipment and library materials. The block grant allocation is based on the district's 2000-2001 actual annual FTES (Full Time Equivalent Student) and is subject to a 3-to-1 match. In expending the funds for this program, a district shall give first priority to making payments on any multiyear lease agreement.

ACCOUNTABILITY

State funds allocated pursuant to the above referenced legislation shall be accounted for in the General Fund, Part B-Restricted. This revenue shall be expended only for those items defined herein. The revenue shall be recorded as State Revenue, Categorical Apportionment (Controlling Account 8620), subordinate classification: Other Categorical Apportionment. The expenditure of this money shall be recorded in accordance with the California Community College's Budget and Accounting Manual.

Any balance in the accounts as of June 30, 2002 shall be carried over to the next fiscal year and continued as restricted for the designated purposes.

AUDIT

District expenditures of the moneys, including match, shall be reviewed as part of the contracted audit (ECS 84040).

DEFINITIONS

1. "Instructional" shall mean equipment purchased for instructional and/or library/learning resource center activities involving presentations and/or hands-on experience to enhance student learning and skills development.
2. "Equipment" shall mean tangible district property (excluding land and/or buildings and improvements thereon and licensed motor vehicles) of a more or less permanent nature that cannot be easily lost, stolen or destroyed; but which replaces, modernizes or expands an existing instructional program. Furniture and computer software, which is an integral and necessary component for the use of other specific instructional equipment, may be included.
3. "Library Materials" shall mean books, periodicals, related ordering, processing, cataloging or binding costs or services, reference databases, cataloging and/or security systems, maps, documents, microforms, computer software, or prerecorded audio-visual resources for the benefit of student learning.
4. "District Match" shall mean the district's level of expenditures for the block grant funds allocated pursuant to SB 735, Chapter 891/01 above the State's allocation for instructional equipment replacement and library materials, such that 25% of the total program allocation expenditures meeting those criteria come from other funding sources, i.e., V.E.A., apportionment, lottery, etc.
5. "Purchase" shall mean the acquisition of applicable instructional equipment or library materials through outright purchase, subscription service or lease-purchase agreements and any associated costs (other than district personnel salary or benefits). Only lease/purchase agreements for applicable instructional equipment received on or after July 1, 2001 or that is a continuation of a prior year's Instructional Equipment Program funded lease-purchase agreement shall qualify under this program. When the equipment/materials are not exclusively for instructional activities, the applicable cost must be prorated to instructional activities and adequately documented and/or justified.
6. For additional information please refer to the Instructional Equipment and Library Material 2001-2002 Guideline Clarification sheet.

PROPOSED SPENDING PLAN

EQUIPMENT/EXPENDITURE TYPE	2001-2002	2002-2003
Instructional Equipment	\$	\$
Library Materials	\$	\$
Technology Infrastructure	\$0	\$
Scheduled Maintenance	\$0	\$
Hazardous Substance Abatement	\$0	\$
Architectural Barrier Removal	\$0	\$

INSTRUCTIONAL EQUIPMENT AND LIBRARY MATERIAL PROGRAM 2001-2002 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 and Library Materials 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 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.

- *"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 technology expenditures are applicable with the 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.

- *"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 except for student service related activities. 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 or other local assistance program?"*

No. Only funds appropriated through the 2000-2001 trailer bill for allocation by FTES can be used for scheduled maintenance projects, similar to the provisions in the 1997-98 and 1999-2000 trailer bills 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.

- *"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	X
Leased Equipment		X
Lease Purchase Equipment	X	X
Technology Infrastructure	software, site licenses and service fees	Computers, hardware & accessories
Specialized Equipment for ADA/OCR	X	X
Library Materials & Equipment	X	X
Instructional Equipment Matching Requirement	none	3:1
Furniture	X	X
Instructional Equipment	X	X
Scheduled Maintenance Match or Projects	X	
Hazardous Substances Abatement	X	
Architectural Barrier Removal	X	