

## Appendix B – District Q & A

### INSTRUCTIONAL EQUIPMENT /LIBRARY MATERIALS /PHYSICAL PLANT AND SPECIAL REPAIRS 2006 – 07 GUIDELINE CLARIFICATION

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

Some of the frequent asked questions are as follows:

- ***“How can I be sure if an Instructional Equipment or Library expenditure meet as 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 class room 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 biding of library materials, technology or instructional equipment?”***

No. These funds are not to be used to supplant salaries and wages. Only expenditures for parts, out side 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 Instructional Equipment funds for the purchase of class room /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 the students, such as for registration, counseling or student services (no administration).

- ***“Can equipment such as photocopier, files cabinets, book cases, office typewriters or computers be included in the instructional Equipment and Library Materials program?”***

In some cases. Equipment for administrative or non-instructional purposes ins not allowed for the student service related activities. Computer and photo copiers used in the preparation of instructional materials or as an instructional aide are allowed in this program.

- ***“Are sounds systems an appropriate Instructional Equipment expenditure?”***

Yes. Sounds systems can be purchased under this grant if 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.