

DATE: December 1, 2006

TO: Block Grant Applicants

FROM: Larry Andre

Subject: Block Grant Application Instructions

Applications will be on the Pierce College website on December 1, 2006. Hard copies of the applications will be distributed to all Department Chairs and Deans at the next Departmental Council meeting in two weeks. Deadline for submission of completed Block Grant applications to your Deans is January 31, 2006. Committee Members will then review and rate the proposal. The final priority listing for each category will be presented to Pierce College Council approximately by February 22, 2007. It is anticipated that Block Grant funds will be available to begin purchases on March 1, 2007. The Committee Membership (to be decided) is included in your packet.

The Department Chair and Dean will be responsible for distributing Block Grant packets to discipline(s) or programs in their area. When preparing your proposal(s), please include all costs required to complete the proposal, i.e., each proposal must be a complete proposal which can stand by itself within its requested budget area.

Collaboration should be encouraged from all personnel who may be involved or affected by the proposal. This involvement should provide complete proposal information so the committee has all of the information to understand the proposal. All eligible disciplines/programs that apply for Block Grant funds are required to complete the attached packet of applications forms. The applications must be typed and hard copies must be submitted in an electronic form.

Los Angeles Pierce College  
Block Grant Instructions

**Item A:      Application Instructions**

**Section I** – Category. All Block Grant proposals must be identified within one of the following categories. There can be only one category per proposal.

**Instructional Need:** equipment purchased for instructional and/or library/learning resource center activities involving presentations and/or hands-on experienced to enhance student learning and skills development.

**Growth:** program and/or course-based which generates enrollment and/or serves students. The data used must include number of students served/FTES.

**Maintenance:** basic equipment to maintain the integrity of program/service. For example, in this proposal, one would replace broken equipment with the same type of equipment or a like replacement.

**Upgrade of Technology:** new equipment to serve more students/increase course offerings or make existing courses/activities/programs more innovative.

**Health and Safety:** meeting local, state, and federal standards and ergonomic requirements, e.g., OSHA< Cal OSHA< ADA, etc.

**Section II** - Statement of Need. This must be a clear, accurate, and relevant statement of the need in the program/activity which will require resource allocation. This need must be based on specific, numerical data with measurable results which will clearly demonstrate the existing need to the reader. Data must be provided regarding increasing the number of students served. Without clear, accurate, and relevant data the “need statement” of the proposal will be less credible. If your proposal contains items or activities recommended or supported by an accrediting agency, e.g., WASC, or by your discipline’s /program’s program review, campus ILO’s, or department/course SLO’s, please specify and include supporting documentation.

**Section III** – Proposal Plan/Benefits. This must be a clear narrative explaining: 1) exactly how the funds will be expended; 2) how that would meet the need(s) identified in Section I (i.e., how completion of the proposal plan would provide benefits to your students, program, or college, and/or how it would change the empirical data to reflect a more effective program or activity through more services to students); and 3) number of faculty, departments, classes and students impacted by the proposal.

**Section IV** – Other Funding Sources. If your department/program receives or has access to additional funding sources, e.g., VTEA, please specify and include supporting documentation.

**Section V** – Summary of all Expenses. State clearly and in sequential order the description of all equipment, materials, or services requested and their individual costs for each Purchase Order Request Form. Remember to include as part of the total costs, tax, freight, electrical testing, A&I, etc. A&I costs should be identified by Paul Nieman. Technology equipment needs and costs should reference the Technology Committee’s guideline and price sheet. Appropriate numbers of quotes for those items requiring quotes must be attached. It is suggested that if these items are necessary, all quotations have the deadline date for which the quotations are valid. Please list all non-stock items in the summary.

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**Item B:** Purchase Order Request Form

Please use attached Purchase Order Request Form for proposal use only; signatures are not required. Indicate the equipment, materials or services that were listed in Section V with appropriate vendors and quotes as applicable. Please make sure that the vendor is in SAP, if not, please complete a Create Vendor form, also attached to be submitted to Procurement Vendor Maintenance. When obtaining quotes, (Per Board rules, if the request exceeds \$5,000, you are required to have 3 quotes). If quoted price change occurs, a reprioritization of the proposal needs may be necessary. Please review and follow the Purchasing guidelines, Technology Equipment Guidelines, and Technology Price List.

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**Item C:** Block Grant Proposal Cost Estimate for Installation –

If installation, A & I, or other similar activities are required in your proposal, please consult with Facilities Manger before completing your proposal in order to complete Item C. Failure to include Item C may result in reprioritization of your proposal.

Follow instructions for computer and computer-related equipment indicated in the Technology Equipment Guidelines.