

Regular Federal
 Title II, Adult Education & Family Literacy Act (AEFLA) - P. L. 105-220, CFDA 84.002
 Employment Preparation Services (JOBS) - P. L. 104-193, CFDA 93.558
 ADULT EDUCATION BUDGET/BUDGET AMENDMENT REQUEST FORM
 FY 2013 (OCT. 1, 2012 - SEPT. 30, 2013)
 RECEIVED
 SEP 14 2012

PROGRAM NAME: Chattahoochee Valley Community College

Line Item Descriptions	Original Budget Request	Amendment One	Amendment Two	Amendment Three	Budget Year to Date	Phone Number	Fax Number	Email
A. Salaries <i>503 505</i>	72,280.48				72,280.48	334-214-4807		Darlene Thompson
B. Benefits	17,913.14				17,913.14	334-214-4864		Darlene Thompson
C. Official Travel <i>601</i>	250.00				250.00			<i>Darlene Thompson</i> AE Director - Print Name and Sign
D. Professional Development <i>602</i>	1,507.23				1,507.23			Name above to Acknowledge Review
E. Instructional Materials and Supplies <i>644</i>	9.02				9.02	334-214-4807		
F. Memberships and Subscriptions					0.00	Phone Number		
G. Communications and Operations					0.00	334-214-4864		
H. Equipment Maintenance and Repairs					0.00	Fax Number		
I. Advertising and Printing					0.00	darlene.thompson@cv.edu		
J. Non-Capitalized and Capitalized Items <i>605</i>	20,985.13				20,985.13	Email		
K. Rental of Nonpublic Facilities					0.00			
L. Outreach Transportation and Childcare					0.00	Reason for Amendment:		
M. Sub-Contract Salaries					0.00			
N. Sub-Contract Benefits					0.00			
O. COLLEGE CONNECTION-TUITION&FEES					0.00			
P. PERTAINS TO WORKKEYS ONLY					0.00			
1. Applied Math (WorkKeys)					0.00			
2. Locating Information (WorkKeys)					0.00			
3. Reading for Information (WorkKeys)					0.00			
Q. GRAND TOTAL	112,945.00	0.00	0.00	0.00	112,945.00			

X *Smile Miller* *9/11/12* Chief Financial Officer Date
 X *Darlene Thompson* *09-12-12* President/CEO Date
 X *Ms. Kim Lee* *10/1/12* Ms. Kim Lee Date

FOR DPE, ADULT EDUCATION AND GED TESTING PROGRAM, VICE CHANCELLOR USE ONLY

Regular Federal
 FY 2013 ADULT EDUCATION & FAMILY LITERACY ACT - P. L. 105-220, CFDA 84.002
 Employment Preparation Services (JOBS) P. L., 104-193, CFDA 93.558
 BUDGET/BUDGET AMENDMENT FOR SALARIES AND BENEFITS
 FY 2013 (OCTOBER 1, 2012 - SEPTEMBER 30, 2013)

Line 1 Information	IN ALPHABETICAL ORDER Employee Name (Last, First)	Position Title Salary Schedule	Work Days and Time	Months Covered	HOURLY ONLY		SALARIED ONLY		TOTAL SALARY		BENEFITS			
					Hourly Rate	Number of Hours	Monthly Salary	Number of Months	Total Salary for Oct-Aug	Total Salary for Sept	FICA	RETIREMENT	INSURANCE	UC
1	Rudd, Robin 2602 College Drive Phenix City, AL 36869	E, IS-FT	M-Th, 7:30-5:30 Fri 7:30-11:30	Oct- Aug			3,154.50	11	34,699.50	2,654.51	3,497.71	7,854.00		
2	Milan, Jan 2602 College Drive Phenix City, AL 36869	L, T-PT	Mon & Wed 8:30-12	Oct- Aug			20.59	600	12,354.00	945.08				
3	TBD 2602 College Drive Phenix City, AL 36869	TBA		Sept			20.59	95	1,956.05	149.64				
4	TBD 2602 College Drive Phenix City, AL 36869	L, T-PT	TBA	Sept			20.59	50	1,029.50	78.76				
5				Sept					0.00					
TOTAL SALARIES: 72,280.48										5,529.46	3,815.68	8,568.00	0.00	
TOTAL BENEFITS: 17,913.14														
GRAND TOTAL SALARIES: 72,280.48										GRAND TOTAL BENEFITS: 17,913.14				

Regular Federal
 FY 2013 ADULT EDUCATION & FAMILY LITERACY ACT - P. L. 105-220, CFDA 84.002
 Employment Preparation Services (JOBS) P. L., 104-193, CFDA 93.558
BUDGET/BUDGET AMENDMENT FOR HOURLY EMPLOYEES PROFESSIONAL DEVELOPMENT SALARIES AND BENEFITS
 FY 2013 (OCTOBER 1, 2012 - SEPTEMBER 30, 2013)

Line 1 Information	IN ALPHABETICAL ORDER Employee Name (Last, First)	Position Title Salary Schedule	Work Days and Time	Months Covered	HOURLY ONLY		SALARIED ONLY		TOTAL SALARY		BENEFITS					
					Hourly Rate	Number of Hours	Monthly Salary	Number of Months	Total Salary for Oct-Aug	Total Salary for Sept	FICA	RETIREMENT	INSURANCE	UC	OTHER	
1	Milan, Jan	L, T-PT		Oct- Aug	20.59	20			411.80		31.50					
	2602 College Drive Phenix City, AL 36869	Mon & Wed 8:30-12		Sept	20.59				0.00		0.00					
2	TBD	L, T-PT		Oct- Aug	20.59	24			494.16		37.80					
	2602 College Drive Phenix City, AL 36869	TBA		Sept	20.59				0.00		0.00					
3	TBD	L, T-PT		Oct- Aug	20.59	24			494.16		37.80					
	2602 College Drive Phenix City, AL 36869	TBA		Sept	20.59				0.00		0.00					
4				Oct- Aug					0.00							
				Sept					0.00							
5				Oct- Aug					0.00							
				Sept					0.00							
TOTAL SALARIES:					1,400.12											
TOTAL BENEFITS:					107.11					107.11						
GRAND TOTAL SALARIES:					1,400.12					GRAND TOTAL BENEFITS: 107.11						

PROGRAM:

Chattahoochee Valley Community College

Regular Federal

FY 2013 ADULT EDUCATION & FAMILY LITERACY ACT - P. L. 105-220, CFDA 84.002

Employment Preparation Services (JOBS) P. L., 104-193, CFDA 93.558

FY 2013 (October 1, 2012 - SEPTEMBER 30, 2013) CAPITALIZED/NON-CAP EQUIPMENT/ITEMS REQUEST FORM

NON-CAPITALIZED ITEMS (UNIT COST OF \$4,999 OR LESS)

NO.	QTY.	DESCRIPTION	UNIT COST	BUDGETED	CHANGE	AMOUNT	LOCATION
1	20	Computers	851.44	17028.80		17028.80	
2	7	Desktop Monitor Desk	565.19	3956.33		3956.33	
3				0.00		0.00	
4				0.00		0.00	
5				0.00		0.00	
6				0.00		0.00	
7				0.00		0.00	
8				0.00		0.00	
9				0.00		0.00	
10				0.00		0.00	
11				0.00		0.00	
12				0.00		0.00	
13				0.00		0.00	
14				0.00		0.00	
15				0.00		0.00	
16				0.00		0.00	
17				0.00		0.00	
18				0.00		0.00	
19				0.00		0.00	
20				0.00		0.00	
21				0.00		0.00	
22				0.00		0.00	
23				0.00		0.00	
24				0.00		0.00	
25				0.00		0.00	
			1,416.63	20,985.13	0.00	20,985.13	Grand Total Non-Capitalized Equipment/ Items

PROGRAM: Chattahoochee Valley Community College
Regular Federal

NON-INSTRUCTIONAL COSTS (Administrative)

Section 233 of the Adult Education and Family Literacy Act mandates that not less than 95% of funds shall be expended on adult education activities. Not more than 5% shall be used for planning, administration, personnel development, and interagency coordination. The Department of Postsecondary Education is permitted to negotiate an amount greater than 5% if the local provider submits adequate justification.

I List any **non-instructional** activity costs budgeted.

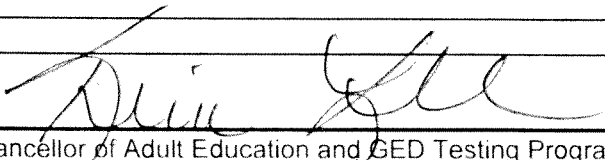
	(List last name)			
Salary/benefits (support-non classroom)	<u>Rudd</u>	<u>3</u>	<u>%</u>	<u>1,371.24</u>
Salary/benefits (support-non classroom)	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Salary/benefits (other-non classroom)	<u> </u>	<u> </u>	<u> </u>	<u> </u>
I Total Salary/Benefits				<u>1,371.24</u>

II **Other non-instructional costs**

Travel	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Professional Development	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Advertising	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Postage	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Printing (non-classroom)	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Materials and Supplies (non-classroom)	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Equipment Maintenance (non-classroom-capitalized and non-capitalized items)	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Other (List)	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Transportation	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Non-Capitalized Equipment (non-classroom)	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Equipment (non-classroom)	<u> </u>	<u> </u>	<u> </u>	<u> </u>
II Total Other Non-Instructional costs				<u>0.00</u>

Total Salary/benefits	<u>1,371.24</u>
Total other non-instructional costs	<u>0.00</u>
*Grand Total 1. and 2.	<u>1,371.24</u>
**Total Allocation Amount	<u>112,945.00</u>
Percentage (* divided by **)	<u>1.2%</u>

Justification of Non-Instructional Cost (Administrative) if percentage is over 5% of the 2013 FY allocation

Approved: 
 Vice Chancellor of Adult Education and GED Testing Program

Chattahoochee Valley Community College

Regular Federal

FY 2013 ADULT EDUCATION, WORKKEYS, AND JOBS FUNDS USE AGREEMENTS

ADULT EDUCATION BUDGET/AMENDMENT/EXPENDITURES AGREEMENT

I am authorized in the minutes of the governing board of the Applicant Agency to submit this budget, amendment, or expenditure report for the Adult Education and Family Literacy Act, Title II of the Workforce Investment Act of 1998. To the best of my knowledge, the information contained herein is correct, and the program will be continued as described in our approved program application which is in accordance with and not duplicative of services, programs, or activities made available to adults under other Federal, State, and local programs including, but not limited to, the Carl D. Perkins Vocational and Technical Education Act of 1998, Rehabilitation Act Amendments of 1998, the Individuals with Disabilities Education Act, the Indian Education Act, the Higher Education Act of 1965, and the Domestic Volunteer Service Act. The budget is in accordance with the Office Of Management and Budget (OMB) circulars regarding cost principles.

EPS (JOBS) BUDGET/AMENDMENT/EXPENDITURES AGREEMENT

I am fully authorized by the governing body of this Agency to submit this budget/expenditure report for Employment Preparation Services (JOBS) funds to provide job readiness activities for participants referred by the local Department of Human Resources. It is agreed that documentation will be maintained and retained for five years after the final claim has been submitted or until resolution of any audit exception, whichever is later. I certify that Employment Preparation Services (JOBS) funding will not be used to displace or supplant funding sources already in place for existing services. I verify that the current AEFLA program is unable to meet the needs of Employment Preparation Services (JOBS) participants and that Employment Preparation Services (JOBS) clients will not be excluded from existing programs due to the funding of additional contracted resources. These services are clearly in addition to what is currently being offered.

NONCAPITALIZED AND CAPITALIZED ITEMS PURCHASE AND USE AGREEMENT

I hereby certify that all information contained in this Equipment Inventory Purchases Report is true, complete, and correct to the best of my knowledge and belief.

WORKKEYS BUDGET/AMENDMENT/EXPENDITURES AGREEMENT

I hereby certify the WorkKey Assessments were administered to adult education students as defined in The Adult Education and Family Literacy Act (Title II, Workforce Investment Act of 1998, P.L. 105-220 and Alabama's Adult Education and Family Literacy Plan, July 1, 2012-June 30, 2013) and have twelve (12) or more hours of attendance in an adult education program and have an entering functioning level documented in the Alabama Adult Education System for Accountability and Performance (AAESAP).

x *Darlene Thompson*
Adult Education Director

9/10/12
Date

x *Sandra Kelly*
Chief Financial Officer

9/11/12
Date

x *Michelle Cannon*

09-12-12

President/Chief Executive Officer

Date

Regular Federal

CERTIFICATIONS REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

LOBBYING

Submission of this certification is required by 34 CFR, Part 82, and is a prerequisite for making or entering into a grant or cooperative agreement over \$100,000.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of, the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement; the undersigned shall complete and submit Standard Form - LLL "Disclosure form to Report Lobbying", in accordance with its instructions (forms available at DPE on request).
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR, Part 85, Section 85.510, Participants' responsibilities.

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of these regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include that clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion -- Lower Tier covered Transactions", without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except of transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
 - A. The prospective lower tier participant certifies by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a Federal department or agency.
 - B. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Chattahoochee Valley Community College

Name of Applicant Program

A. H. Lannon

09-12-12

JB

Signature of President/ Chief Executive Officer

Date

DRUG-FREE WORKPLACE CERTIFICATION

Regular Federal

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Section 85.605 and 85.610 -

- A. The applicant certifies that it will or will continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing an on-going drug-free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 - (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants Policy and Oversight Staff, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected grant;
 - (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 - (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

Chattahoochee Valley Community College

Name of Applicant Program

Signature of President/Chief Executive Officer

Date

JD
M. L. Cannon - 07-12-12