CAREER AND TECHNICAL EDUCATION BASIC GRANT (FISCAL PERIOD 10/1/12 - 9/30/13)

(allocation from federal Career and Technical Education - Basic Grants to States, CFDA 84.048A)
(Title I of Carl D. Perkins Career and Technical Education Act of 2006, P.L. 109-270)

Applicant Agency (Name & Address):	Beginning Date	Ending Date
Chattahoochee Valley Community College	**10/1/2012**	**9/30/2013**

Original Budget Amount approved $73,275.99	☒
Amendment No. ___________ Effective Date ______________	☐
Final Expenditure Report **Due 10/31/2013**	☐

Program contact person (name, phone #, fax #, email address):
Janet Ormond, 334-291-4964 (p), 334-214-4864 (f), janet.ormond@cv.edu

Fiscal contact person (name, phone #, fax #, email address):
Brenda Kelley, 334-214-4815 (p), 334-214-4834 (f) brenda.kelley@cv.edu

CERTIFICATION:
I am authorized in the minutes of the governing board of the Applicant Agency to submit this budget/expenditure report for the Carl D. Perkins Career and Technical Education Act funds (P.L. 109-270). To the best of my knowledge the information contained herein is correct, and the program will be implemented as described in the approved College Plan for Career and Technical Education and all assurances and certifications included therein will be observed. The Applicant Agency is responsible for complying with all applicable State and Federal requirements including the resolution of any audit exception(s).

REASON FOR AMENDMENT: ______________________________

Signature of Chief Financial Officer	Date Signed
Brenda Kelley	8/16/12

Signature of President	Date Signed
[signature]	8-16-12

FOR SDPE USE ONLY

____
Vice Chancellor
Career & Technical Education and Workforce Development

____
Chancellor

FOR SDE USE ONLY

____
Office of Career and Technical Education

8/16/12

____
Chief of Staff

8/16/12

____
State Superintendent of Education

COPY

CAREER AND TECHNICAL EDUCATION BASIC GRANT (FISCAL PERIOD 10/1/12 - 9/30/13)

(allocation from federal Career and Technical Education - Basic Grants to States, CFDA 84.048A)

(Title I of Carl D. Perkins Career and Technical Education Act of 2006, P.L. 109-270)

[X] Budget or amendment
[ ] Expenditure report

AGENCY: Chattahoochee Valley Community College

I. Federal funds:

LINE ITEMS (below):	A Curriculum/Program Development/ Modification	B Professional Development	C Services for Special Populations	D Pgms tied to Econ Dev &/or Serv for Business/Ind	E Student Asmnt, Guidance & Counseling	F Secondary/ Postsecondary Linkages *	G Administration (limited to 5% of grant)	TOTAL
SALARIES **								0.00
BENEFITS **								0.00
TRAVEL ***		3,458.74						3,458.74
SUPPLIES ****	283.25							283.25
Non-Cap Eqp ($501 - $4,999) & Significant Technological Items ‡ *****	33,089.00							33,089.00
PURCHASED SERVICES ****								0.00
OTHER (list below): ****								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
CAPITALIZED EQUIPMENT ****** ($5,000 & over)	36,445.00							36,445.00
TOTAL	69,817.25	3,458.74	0.00	0.00	0.00	0.00	0.00	73,275.99

* Activities associated with articulation/matriculation from secondary to postsecondary education.
** Please describe on page 3.
*** Please describe on page 4.
**** Please describe on page 5.
***** Please itemize on page 6.
****** Please itemize on page 7.
‡ Significant Technological Items are available for under $500. These are pilferable items that may be easily lost of stolen, including PDAs, digital cameras, etc.

CAREER AND TECHNICAL EDUCATION BASIC GRANT (FISCAL PERIOD 10/1/12 - 9/30/13)

(allocation from federal Career and Technical Education - Basic Grants to States, CFDA 84.048A)

(Title I of Carl D. Perkins Career and Technical Education Act of 2006, P.L. 109-270)

[X] Expenditure report

AGENCY: ______________________

II. Non-Federal Funds:
Total expended to support Career and Technical Education $ __________

III. FEDERAL FUNDS:

1. Total Allocation (from ES-6, Column 9) $ __________
2. Total Expenditures (from ES-20, Column 9) $ __________
3. Unexpended Balance (1 minus 2)* $ 0.00
   To be reverted to State Department of Education

* IF ANY OF THESE FUNDS HAVE BEEN RECEIVED, PLEASE REMIT A CHECK TO STATE DEPARTMENT OF EDUCATION.
(TOTAL FUNDS REQUESTED TO DATE MINUS TOTAL EXPENDITURES = REFUND DUE)

COMPLETE AND SUBMIT THIS PAGE FOR FINAL EXPENDITURE REPORT ONLY!!!

CAREER AND TECHNICAL EDUCATION BASIC GRANT (FISCAL PERIOD 10/1/12 - 9/30/13)

(allocation from federal Career and Technical Education - Basic Grants to States, CFDA 84.048A)

(Title I of Carl D. Perkins Career and Technical Education Act of 2006, P.L. 109-270)

☐ Budget or Budget Amendment
☐ Expenditure Report

AGENCY: ____________________

Personnel/Salaries:

Position/Title Attach job description	Objective Indicator	Annual Rate	No. of Months	Monthly Rate	% of Time	Total Salary
				TOTAL SALARIES:		

Benefits:	Amount
FICA (TOTAL SALARIES x ____%)	
Teachers Retirement (TOTAL SALARIES x _____%)	
Unemployment Comp (TOTAL SALARIES x _______% [indicate percentage])	
Insurance - PEEHIP ($_____/MO)	
TOTAL BENEFITS:	

Objective Indicators:

I.A. Curric./Pgm. Dev./Modification
I.B. Professional Development
I.C. Services for Special Populations
I.D. Pgms tied to Ec. Dev. &/or Services for Business & Industry
I.E. Student Asmnt, Guid. & Counseling
I.F. Secondary/Postsecondary Linkages
I.G. Administration

PROGRAM SUMMARY

Within the space below and in a narrative format, describe major objectives and activities, including intended purpose of travel funds.

1) CVCC opened the Industry Training Center in 2011 to house the Applied Technology program. The computer lab in the ITC has not been adequately equipped. A major objective this year is to purchase computers that have the capacity to run the drafting software needed for the program, AutoCad and Solid Works, and to store the created files. This purchase will also enhance the Applied Tech student's ability to access the JobMaster system of training used in the Applied Tech program.

2.) The Medical Assisting Technology program at CVCC is under-equipped. A second objective is to purchase a Resting EKG System to enhance instruction for Medical Assisting students.

3.) Members of the CVCC Nursing faculty will travel to the National Nursing Conference for professional development. This is an element of the nursing program improvement plan presented for the Alabama Board of Nursing.

4.) CVCC's EMS Program (EMT-B and EMT-A) lacks sufficient equipment to properly instruct and test EMS students. An objective this year is to purchase the anatomical models for instruction and the Prompt clicker manikins for both instruction and testing of skills.

5.) CVCC's nursing program is under an improvement plan with the Alabama Board of Nursing. One of the contributing factors to the program's issues is the board scores of graduates. To address that issue, another objective of the institution is to purchase the Par System of test creation, scoring, validation and reliability. This will allow instructors to create item banks, grouped by objective, to build tests. The statistical information from this system will allow for item analysis, response frequency, discrimination levels, and degree of difficulty. Our goal is to be sure that our students are well prepared for passing course exams and state board exams.

6.) CVCC's nursing simulation lab does not have a maternity simulator. Clinical space is so limited in our area that it is difficult for our students to observe live births. It is an institutional objective to enhance our nursing instruction with the purchase of the NOELLE Maternity Simulator. The NOELLE simulator is perfect for competency based programs since each delivery can be precisely controlled while devices track student actions.

CAREER AND TECHNICAL EDUCATION BASIC GRANT (FISCAL PERIOD 10/1/12 - 9/30/13)

(allocation from federal Career and Technical Education - Basic Grants to States, CFDA 84.048A)

(Title I of Carl D. Perkins Career and Technical Education Act of 2006, P.L. 109-270)

PROPOSED ACQUISITIONS OF SUPPLIES, PURCHASED SERVICES, OR OTHER ITEMS

BUDGET or AMENDMENT

For budget amendments, only submit if total is affected.

AGENCY: Chattahoochee Valley Community College

INSTRUCTIONS: Describe intended uses of funds budgeted for *supplies*, *purchased services*, and *other items*. Explain types of purchases planned, **how purchases improve instead of maintain programs**, listing large purchases separately. Address non supplanting requirement as necessary. Use additional sheets if needed.

	Number of Items	Price per Item	Total
Lung Anatomical Model	1	$283.25	$283.25

1.) The Lung Anatomical Model will be purchased to provide program enhancement for the new EMT-A program that was started in Fall of 2011.

CAREER AND TECHNICAL EDUCATION BASIC GRANT (FISCAL PERIOD 10/1/12 - 9/30/13)

(allocation from federal Career and Technical Education - Basic Grants to States, CFDA 84.048A)

(Title I of Carl D. Perkins Career and Technical Education Act of 2006, P.L. 109-270)

FINAL EXPENDITURE REPORT -- SUPPLIES, PURCHASED SERVICES, OR OTHER ITEMS

AGENCY: ____________________

INSTRUCTIONS: Describe actual uses of funds expended for *supplies*, *purchased services*, and *other items*. Explain types of purchases, **how purchases improved instead of maintained programs**, listing large purchases separately. Address non supplanting requirement as necessary. Use additional sheets if needed.

CAREER AND TECHNICAL EDUCATION BASIC GRANT (FISCAL PERIOD 10/1/12 - 9/30/13)

(allocation from federal Career and Technical Education - Basic Grants to States, CFDA 84.048A)
(Title I of Carl D. Perkins Career and Technical Education Act of 2006, P.L. 109-270)
PROPOSED ACQUISITIONS OF NON-CAPITALIZED EQUIPMENT (UNIT COST OF $501 - $4,999) AND SIGNIFICANT TECHNOLOGICAL ITEMS

BUDGET or AMENDMENT

For amendments submit only if changes are applicable.

AGENCY: Chattahoochee Valley Community College

Description	Number of Items	Unit Cost	Total Cost	Program & Location (Campus Building) (Identify for each item)
Muscle Skeleton Max Anatomy	1	644.00	644.00	EMS Key Hall Room 101
Prompt 7-pak Clicker Manikins	1	520.00	520.00	EMS Key Hall Room 101
Resting EKG System	1	2,600.00	2,600.00	IPAC Room 320/321 MAT
Dell T3600 Computers	17	1,725.00	29,325.00	ITC Room 101

CAREER AND TECHNICAL EDUCATION BASIC GRANT (FISCAL PERIOD 10/1/12 - 9/30/13)

(allocation from federal Career and Technical Education - Basic Grants to States, CFDA 84.048A)

(Title I of Carl D. Perkins Career and Technical Education Act of 2006, P.L. 109-270)

FINAL EXPENDITURE REPORT -- NON-CAPITALIZED EQUIPMENT ($501 - $4,999) AND SIGNIFICANT TECHNOLOGICAL ITEMS

AGENCY: ____________________

INSTRUCTIONS: Non-Capitalized Equipment and Significant Technological Items purchased for Career and Technical Education should be accounted for by schools in which the non-capitalized equipment and significant technological items are located. In the event that the non-capitalized equipment and significant technological items are to be located in a central depository, the depository would be named instead of the school.

PROPERTY IDENTIFICATION NUMBER	NAME OF EQUIP., SERIAL NO. & MODEL NO.	PURCHASE ORDER NO.	PURCHASE ORDER DATE	NO. OF ITEMS / QUANTITY	COST PER UNIT	TOTAL COST	LOCATION BY SCHOOL OR BLDG.	DISPOSAL DATE	METHOD OF DISPOSAL

(NOTE: A computer printout containing this same information may be submitted in lieu of this completed form.)

CAREER AND TECHNICAL EDUCATION BASIC GRANT (FISCAL PERIOD 10/1/12 - 9/30/13)

(allocation from federal Career and Technical Education - Basic Grants to States, CFDA 84.048A)
(Title I of Carl D. Perkins Career and Technical Education Act of 2006, P.L. 109-270)
PROPOSED ACQUISITIONS OF CAPITALIZED EQUIPMENT (UNIT COST OF $ 5,000 OR MORE)

BUDGET or AMENDMENT

For amendments submit only if changes are applicable.

AGENCY: Chattahoochee Valley Community College

Description	Number of Items	Unit Cost	Total Cost	Program & Location (Campus Building) (Identify for each item)
PAR System (Test Scoring System)	1	$ 8,450.00	$ 8,450.00	IPAC Nursing Department
Noelle S574 Maternity Simulator	1	27,995.00	27,995.00	IPAC Nursing Simulation Lab

CAREER AND TECHNICAL EDUCATION BASIC GRANT (FISCAL PERIOD 10/1/12 - 9/30/13)

(allocation from federal Career and Technical Education - Basic Grants to States, CFDA 84.048A)

(Title I of Carl D. Perkins Career and Technical Education Act of 2006, P.L. 109-270)

FINAL EXPENDITURE REPORT -- EQUIPMENT INVENTORY ($5,000 OR MORE)

AGENCY: ____________________

INSTRUCTIONS: Equipment purchased for Career and Technical Education should be accounted for by schools in which equipment is located. In the event that the equipment is to be located in a central depository, the depository would be named instead of the school.

PROPERTY IDENTIFICATION NUMBER	NAME OF EQUIP., SERIAL NO. & MODEL NO.	PURCHASE ORDER NO.	PURCHASE ORDER DATE	NO. OF ITEMS / QUANTITY	COST PER UNIT	TOTAL COST	LOCATION BY SCHOOL OR BLDG.	DISPOSAL DATE	METHOD OF DISPOSAL

(NOTE: A computer printout containing this same information may be submitted in lieu of this completed form.)

ASSURANCES/AGREEMENTS FOR FISCAL YEAR 2013

This Postsecondary Institution hereby assures the Alabama Department of Education, Career and Technical Education Section, that:

1. This application has been developed in consultation with the local advisory council for career and technical education and will be made available for review and comment by interested parties including, as appropriate, representatives from other workforce development partners.
2. Equal opportunities in Career and Technical Education programs will be provided to persons without regard to race, sex, religious preference, national origin, or disability per federal Civil Rights regulations included in Title 34 CFR, Parts 100, 104, and 106, and Title 45 CFR, Part 90.
3. The findings of evaluations of programs operated by this applicant during previous years were considered when planning the programs proposed in this application.
4. The activities proposed in this application take into consideration all facets of workforce development in order to ensure a coordinated approach to meeting the training and education needs of the area.
5. To avoid duplication, consideration has been given to other occupational training programs being conducted by other agencies in the area.
6. Federal funds received will be used to supplement and to increase the amount of state and local funds that would, in the absence of those federal funds, be made available for the uses specified in the State Plan and the local applications. In no case will federal funds supplant state or local funds.
7. Funds will be used to link secondary and postsecondary Career and Technical Education programs, including offering the relevant elements of not less than one career and technical program of study described in the state plan. Perkins 2006 [Section 135(b)(2)]
8. The applicant will provide guidance, counseling, and career development activities conducted by professionally trained counselors and teachers.
9. The applicant will provide guidance, counseling, and career development activities for students in nontraditional populations.
10. The applicant will provide counseling and instructional services designed to facilitate the transition from secondary to postsecondary education and/or employment.
11. Statistical, financial, and descriptive reports required by the Alabama Department of Education will be submitted.
12. The applicant will make provisions for leadership training for all students enrolled in Career and Technical Education programs.
13. Funds expended under this Act will not be used to acquire equipment (including computer software) in an instance in which such acquisition results in a direct financial benefit to any organization representing the interest of the purchasing entity or its employees or any affiliate of such an organization.
14. The applicant will comply with the requirements of the Alabama Competitive Bid Law, Section 41-16-20, Code of Alabama 1975, as amended by ACT No. 2012-462. The bid law requires that purchases over $15,000 be made under contractual agreement entered into by free and open competitive bidding or sealed bids.
15. Fiscal control and fund accounting procedures will be used that will ensure proper disbursement and accounting for federal Career and Technical Education funds in accordance with "OMB Circular A-87" and the Education Department General Administrative Regulations (EDGAR).
16. Records will be retained for three years after the close of the fiscal year in which funds are expended and until all pending audits have been completed and the exceptions resolved (see Title 34 CFR 80.42 of EDGAR).
17. The applicant will keep cash on hand at a minimum and will not maintain excess cash balances. Excess cash balances are funds maintained in excess of immediate (usually 3 days) needs.
18. The applicant will obtain an audit that will meet the requirements as outlined in OMB Circular A-133.
19. When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing a project, the applicant shall clearly state: (1) the dollar amount of federal funds for the project; (2) the percentage of the total cost of the project that will be financed with federal funds; and (3) the percentage and dollar amount of the total cost of the project that will be financed by non-government sources (Public Law 111-117, the "Omnibus Appropriations Act, 2010" Section 506).
20. The applicant will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328), which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.
21. The local advisory council on Career and Technical Education meets the requirements of the Alabama State Board of Education.
22. The applicant will comply with the following regulations from the Education Department General Administrative Regulations (EDGAR) as pertains to subgrants:

34 CFR, PART 76 – STATE ADMINISTERED PROGRAMS

Subpart D – How to apply to the State for a subgrant
- 76.303: Joint applications and projects
- 76.304: Subgrantee shall make subgrant application available to the public

Subpart F – What conditions must be met by the State and its subgrantees
- 76.500: Federal statutes and regulations on nondiscrimination
- 76.530: General cost principles
- 76.532: Use of funds for religion prohibited
- 76.533: Acquisition of real property; construction
- 76.534: Use of tuition and fees restricted
- 76.580: Coordination with other activities
- 76.592: Federal evaluation – satisfying requirement for State or subgrantee evaluation
- 76.600: Where to find construction regulations
- 76.650 – 76.662: Private schools; purpose of
- 76.681: Protection of human subjects
- 76.682: Treatment of animals
- 76.683: Health or safety standards for facilities

Subpart G – Administrative responsibilities of the State and its subgrantees
- 76.700: Compliance with statutes, regulations, State plan, and applications
- 76.701: A State or subgrantee administers or supervises each project
- 76.702: Fiscal control and fund accounting procedures
- 76.708: When certain subgrantees may begin to obligate funds
- 76.722: Subgrantee reporting requirements
- 76.730: Records related to grant funds
- 76.731: Records related to compliance
- 76.740: Protection of and access to student records

Subpart I - Compliance
- 76.910: Cooperation with audits

34 CFR, PART 80 – UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS

Subpart A – General
Subpart B – Pre-Award Requirements
Subpart C – Post-Award Requirements

- 80.20: Standards for financial management systems
- 80.21: Payment
- 80.22: Allowable costs
- 80.23: Period of availability of funds
- 80.24: Matching or cost sharing
- 80.25: Program Income
- 80.26: Non-Federal audit
- 80.30: Changes
- 80.31: Real property
- 80.32: Equipment
- 80.33: Supplies
- 80.34: Copyrights
- 80.35: Subawards to debarred and suspended parties
- 80.36: Procurement
- 80.37: Subgrants
- 80.40: Monitoring and reporting program performance
- 80.41: Financial reporting
- 80.42: Retention and access requirements for records
- 80.43: Enforcement
- 80.44: Termination for convenience
- 80.50: Closeout
- 80.51: Later disallowances and adjustments
- 80.52: Collections of amounts due

<u>Additional Assurances for Special Populations</u>

Funds are to provide activities to prepare special populations including single parents and displaced homemakers who are enrolled in Career and Technical Education programs, for high-skill, high-wage, or high-demand occupations that lead to self-sufficiency. [Section 135(b), (9)]

23. Programs using federal funds shall be carried out according to the criteria for programs for each special population. The term "special populations" includes individuals with disabilities; individuals from economically disadvantaged families, including foster children; individuals preparing for nontraditional fields; single parents, including single pregnant women; displaced homemakers; and individuals with limited-English proficiency.
24. Special needs of students will be assessed with respect to their successful completion of the Career and Technical Education program in the most integrated setting possible.
25. Supplementary aids and services will be provided to students who are members of special populations, when appropriate. These aids and services may include, but are not limited to, curriculum modification, equipment modification, classroom modification, supportive personnel, instructional aides and devices, etc.
26. The applicant will provide Career and Technical education programs that encourage students to pursue coherent sequences of courses and that assist special population students to succeed in such programs.
27. The applicant will maintain documentation to verify the eligibility of students who are members of special populations enrolled in programs supported by federal funds.
28. Students who are members of special populations will be assisted in entering Career and Technical Education programs and, with respect to students with disabilities, will be assisted in fulfilling the transitional service requirements of the Individuals with Disabilities Education Act (IDEA) when appropriate.
29. The applicant shall provide information regarding procedures for participating in state and local decisions that influence the character of programs under this Act affecting their interests. The information provided shall, to the extent possible and practicable, be in a language and form that the parents and students understand.

DRUG FREE SCHOOLS AND CAMPUSES

This certification is required by 34 CFR, Part 86, which states in part that no institution shall be eligible to receive any federal funds unless it completes the following certification:

The institution certifies it has adopted and has implemented a program to prevent the use of illicit drugs and alcohol by students or employees that, at a minimum, includes:

1. The annual distribution in writing to each employee and to each student who is taking one or more classes for any type of academic credit except for continuing education units, regardless of the length of the student's program of study, of:
    a. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.
    b. A description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol.
    c. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
    d. A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students.
    e: A clear statement that the institution on higher education (IHE) will impose disciplinary sanctions on students and employees (consistent with local, state, and federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct required by paragraph (a) (1) of this section. For the purpose of this section, a disciplinary sanction may include the completion of an appropriate rehabilitation program.
2. A biennial review by the IHE of its program to:
    a. Determine its effectiveness and implement changes to the program if they are needed.
    b. Ensure that the disciplinary sanctions described in paragraph (a) (5) of this section are consistently enforced.

CERTIFICATIONS REGARDING LOBBYING, DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

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 SDE 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 sub-grants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

The regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR, Part 85, Section 85.510, Participants' responsibilities require this certification.

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 whom 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 122549. (You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those 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 the 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 it 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 Non-procurement 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 for 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
Postsecondary Institution

[signature]
Signature of President

08-16-12
Date Signed

State Department of Education
A&F, SDE Accounting (rev 2/12)
ES-2

Applicant Agency ____________________

Fiscal Year 2013

FEDERAL GRANT FUNDS
Monthly Summary of Funds

GRANT NAME	(1) ALLOCATION / GRANT AMOUNT	(2) RECEIPTS TO DATE	(3) DISBURSEMENTS THRU ______	(4) CASH BALANCE Col. (2) - (3)	(5) EST DISB FOR MO OF______	(6) CASH REQUESTED Col. (5) - (4)
CAREER TECH						
Salaries				-		-
Benefits				-		-
Travel				-		-
Supplies				-		-
Non-Cap Eqp ($501 - $4,999) & Significant Technological Items				-		-
Purchased Services				-		-
Other				-		-
Capitalized Equipment ($5,000 & over)				-		-
TOTAL	-	-	-	-	-	-

Remarks: ____________________

I hereby certify that to the best of my knowledge, this information is correct and that funds were and/or will be expended in accordance with the approved budget(s).

Form completed by: ____________________
Phone # & Email: ____________________

FOR SDE USE ONLY
CLB
VOUCHER NO.
DATE VOUCHERED

____________________ Signature of President

______ Date

INSTRUCTIONS FOR COMPLETING PS/SA ES-2
MONTHLY SUMMARY OF FEDERAL FUNDS

Submit one copy of the ES-2 no later than 10 days after the beginning of each calendar month to: **State Department of Education; A & F, SDE Accounting; P. O. Box 302101; Montgomery, AL 36130-2101**. Estimates of needs should be carefully made in order to avoid the accumulation of excessive cash balances. Excess cash balances are defined as funds maintained in excess of immediate (usually 3 days) needs. Funds will not be advanced when excessive cash balances are on hand. SUBMIT AN ES-2 WHETHER CASH IS NEEDED OR NOT.

Column 1 Enter the approved allocation amount for each budget category.

Column 2 Enter the total actual amount of receipts to date for each budget category.

Column 3 Enter the total amount of funds expended for each budget category.

Column 4 Enter the cash balance for each budget category by subtracting Column 3 from Column 2.

Column 5 Enter the total amount of funds needed for disbursement you expect to make in the current month. Do not request cash that won't be disbursed within 3 days of receipt.

Column 6 Subtract the total of Column 4 from Column 5.

THIS FORM MUST HAVE THE ORIGINAL SIGNATURE OF THE AGENCY HEAD.

Note (1): The final expenditure report total federal expenditures must equal total receipts plus cash requested on the final ES-2, less refunds submitted, if applicable.

Note (2): The final ES-2 is due as soon as the total funds have been expended, but no later than October 31 and should be marked final.