

# Chattahoochee Valley Community College

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March 23, 2012

Dennis Hopper  
ADECA  
Workforce Development Division  
P.O. Box 5690  
Montgomery, AL 36103

Dear Mr. Hopper:

Chattahoochee Valley Community College would like to request modifications to the budget for our SESP grant, Agreement Number 9G101503. Our goal in requesting this modification is to maximize the use of funds provided by this grant opportunity.

The figures used for the following calculations were the totals we had at the end of February. I am including the spreadsheet prepared by our business office that shows the end of February balance for your use in reviewing what we have submitted as well as a worksheet showing the decrease and increase to line items.

Following are requested modifications:

**Salaries:** With only 10 months of salaries and professional fees remaining, we would like to **decrease** the following line items: Line items B1, Administrative Assistant, by ~~\$19,000~~<sup>16,175.43</sup>, B2, Fringe Benefits, by \$7,248.71, and under B9 the Senior Developer by \$18,450, the Junior Developer by \$7,262.50, and the Instructor/Coordinator by \$61,549.22.

**Travel:** We would like to **decrease** travel, line item B3, both in-state and out-of-state, by a total of \$5500.30 and in B9, Contractual Travel Expenses, we would like to decrease by \$10,000. We anticipate that we will not need the original budgeted amount for travel for the balance of the year.

**Equipment:** We would like to **decrease** the equipment line item, B8, by \$13,000 which reflected two capital purchases that we will not make.

**Development Lab:** We would like to **decrease** the Development Lab line item in B9 by \$28,844.92. We will not purchase additional furnishings for the development lab. We will possibly need additional software and like items that will not cost over the amount we left in that line item.

**Contractual Trainers/Training:** We would like to increase the line item in B9 for Contractual Trainers/Training by \$95,000 to offer 4 combination classes of Building Analyst/Building Envelope and Shell for 40 students at \$2795 per class. This increase will bring our total in that line item to \$112,948 to cover the cost of those classes.

**Scholarships:** We would like to increase the line item in B9 for Scholarships by \$32,000 to cover scholarships for our students in the Sustainable Construction/Renewable Energy Associate in Applied Science degree program for the coming academic year. This increase will bring that line item total to \$58,125.27. These students will have to pick up the cost of tuition when this grant ends. We want to provide them a scholarship as long as possible. We currently have 11 students on scholarship.

**Books & Training/Teaching Aids:** We would like to increase the line item B7 for Books & Training/Teaching Aids by \$41,031.08 to purchase additional instructional materials we need in the Sustainable Construction and Heating, Ventilation and Air Conditioning degree programs. These purchases would be non-capitalized items such as water heaters, solar panels, air conditioning components, and construction materials to teach sustainable practices in construction. Since these are new degree programs we will continue to use the items purchased for instructional purposes after the grant ends.

We would greatly appreciate your consideration of these modification requests. I will be available to answer questions you may have or to provide additional details.

Sincerely,



Janet Ormond

Dean of Workforce Development

JO

cc: Mr. Bill Hornsby

TO: ANY JUDGE

CONTRACT NO. 9G101503

Chattahoochee Valley Community College hereby specifically, intentionally, and unconditionally agrees and affirms that the terms and commitments contained in the documents pertaining to this grant/contract shall not be constituted as a debt of the State of Alabama in violation of Article 11, Section 213 of the Constitution of Alabama, 1901, as amended. It is further agreed that if any provision of this grant/contract shall contravene any statute or constitutional provision or amendment, either now in effect or which may, during the course of this grant/contract, be enacted, then that conflicting provision in the grant/contract shall be deemed null and void. The grantee's/contractor's sole remedy for the settlement of any and all disputes arising under the terms of this agreement shall be limited to the filing of a claim with the Board of Adjustment for the State of Alabama.

For any and all disputes arising under the terms of this grant/contract, the parties hereto agree, in compliance with the recommendations of the Governor and the Attorney General, when considering settlement of such disputes, to utilize appropriate forms of non-binding alternative dispute resolution including, but not limited to, mediation by and through the Attorney General's Office of Administrative hearings or where appropriate, private mediators.

*go*

*D. Glen Cannon*

Authorized Official of Grantee/Contractor  
D. Glen Cannon, President  
Chattahoochee Valley Community College

*04-09-12*

Date

9G101503

TO: Potential Service Provider:

Our agency/organization fully understands that any work performed prior to receipt of a signed agreement from the Alabama Department of Economic and Community Affairs (ADECA) for services, as stated in the written agreement, constitutes "at risk work." "At risk work" is defined as work for which your agency/organization will not be paid (by ADECA) unless a written agreement covering the nature of the work and the time period of the work is fully executed by all parties.

It is further understood that only the Governor or his designee may approve written agreements for services to be provided to ADECA.

Authorized Official of Grantee/Contractor  
D. Glen Cannon, President  
Chattahoochee Valley Community College

04-09-12

Date

**SUBRECIPIENT AGREEMENT MODIFICATION**

STATE OF ALABAMA  
 DEPARTMENT OF ECONOMIC AND COMMUNITY AFFAIRS  
 WORKFORCE DEVELOPMENT DIVISION  
 17.275 - ARRA SESP Grant

Title: ARRA - SESP Grant  
 Agreement Number: 9G101503  
 Modification Number: 003

**SIGNATURE SHEET**

Greening the Chattahoochee Valley

This modification applies to and is hereby incorporated in the agreement entered into by the Alabama Department of Economic and Community Affairs, Workforce Development Division, as the administrative entity for the H-1B Grant hereinafter known as the GRANTOR, and

Chattahoochee Valley Community College  
2602 College Drive  
Phenix City, Alabama 36869

(Name and address of Subrecipient)

hereinafter known as SUBRECIPIENT.

The purpose of this modification is to incorporate the following numbered page changes:

A. Signature Sheet	Page Number	<u>A-1</u>	through Page Number	<u>A-1</u>
B. General Provisions	Page Number	<u>B-1</u>	through Page Number	<u>N/A</u>
C. Performance Standards	Page Number	<u>C-1</u>	through Page Number	<u>N/A</u>
D. Special Provisions	Page Number	<u>D-1</u>	through Page Number	<u>N/A</u>
E. Budget Section	Page Number	<u>E-1</u>	through Page Number	<u>E-7</u>

The effect of this modification is to: Modify budget allocations as requested by contractor in order to utilize the remaining funds.  
No net change in funding.

The foregoing, along with previous serially numbered modifications, constitute(s) the only authorized change(s) in the aforementioned agreement to date. The GRANTOR and SUBRECIPIENT hereby agree that the purpose, performance, and consideration are as expressed in the agreement as now modified and that no element of this modification shall be retroactive unless expressly stated. This action changes the value of the original agreement

07/01/10 as modified and adds \$0.00 or subtracts \$0.00

Total payment permitted under this agreement shall not exceed \$743,500.00

This agreement ends 12/31/12 (Date).

In witness whereof, the parties hereto executed this modification to the aforementioned agreement as of latest date appearing below.

**Workforce Development Division Statement:**  
 This contract has been reviewed for and is approved as to content.  
 By: [Signature]  
 Division Director, Workforce Development Division  
 Preparer's Initials  
**Steve Walkley**  
 (Typed Name)

Date:

**Attorney's Statement:**  
 This contract has been reviewed for legal form and complies with all applicable laws, rules, and regulations of the state of Alabama governing these matters.  
 By: [Signature]  
 ADECA General Counsel  
**Edward E. Davis**  
 (Typed Name)

Date: 3/30/2012

**GRANTEE:** Certification  
 In signing and thereby validating this agreement, I also certify that I am authorized by the governing body of the SUBRECIPIENT to legally bind that body in my capacity as its signatory official.  
 By: [Signature]  
 (SUBRECIPIENT'S Signatory Official)  
**D. Glen Cannon**  
 (Typed Name)  
 President  
 Title

Date: 04-09-12

**GRANTOR:**  
 By: [Signature], Director  
 Alabama Department of Economic & Community Affairs

**Jim Byard, Jr.**  
 (Typed name)

Date: April 2, 2012

**BUDGET SECTION  
COVER SHEET**

SUBRECIPIENT'S NAME AND ADDRESS:  
Chattahoochee Valley Community College  
2602 College Drive  
Phenix City, Alabama 36869

AGREEMENT NO: 9G101503

MODIFICATION NO: 003  
 (if applicable)

FEDERAL ID NO: 63-0657380

NAME/ADDRESS OF FISCAL AGENT (IF DIFFERENT)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

BEGINNING DATE: 07/01/10

ENDING DATE: 12/31/12

MOD. EFFECTIVE DATE: 04/01/12

	<u>Amount Approved</u>	<u>Adjustment</u>		<u>Revised Amount</u>
		<u>Increase</u>	<u>Decrease</u>	
Administration	_____	_____	_____	\$ -
Program	\$ 743,500.00	\$ 168,031.08	\$ 168,031.08	\$ 743,500.00
Rapid Response	_____	_____	_____	\$ -
Other: _____	_____	_____	_____	\$ -
<b>TOTAL CONTRACT</b>	<u>\$ 743,500.00</u>	<u>\$ 168,031.08</u>	<u>\$ 168,031.08</u>	<u>\$ 743,500.00</u>

DUNS NO: 797414158

State Energy Sector Partnership & Training Grant (American Recovery and Reinvestment Act of 2009)

Grant No. GJ-19965-10-60-A-1

Effective date of award to State: 01/29/10 - 01/28/13

CFDA No. 17.275

**BUDGET**

Subrecipient's Name/Address:  
Chattahoochee Valley Community College  
College Drive  
Anniston City, Alabama 36869

Agreement/Project No: 9G101503/9G101503  
 Modification No.: 003  
 Federal ID No: 63-0657380  
 Contact Person: Janet Ormond  
 Telephone No.: 334-291-4964  
 Agreement Period: 07/01/10 - 12/31/12  
 Date: 03/26/12  
 County Code(s) for this activity 57, 41, 44, 06, 09  
 House District(s) for this activity 38, 79-80, 82-84  
 Senate District(s) for this activity 27, 28

A.	Administration (Items 1-9)	<u>AMOUNT APPROVED</u>	<u>ADJUSTMENT INCREASE</u>	<u>ADJUSTMENT DECREASE</u>	<u>REVISED AMOUNT</u>
A.1.	TOTAL STAFF SALARIES:	\$ -	\$ -	\$ -	\$ -
A.2.	Total Staff Fringe Benefits (Indicate the ___% of salaries per itemized list on the backup)	\$	\$	\$	\$ -
A.3.	Staff Travel (Itemize on backup)				
	In-State	\$	\$	\$	\$ -
	Out-of-State	\$	\$	\$	\$ -
	<b>TOTAL TRAVEL</b>	\$ -	\$ -	\$ -	\$ -
A.4.	Facilities (Include rent, utilities, maint. for rental space and show cost per square ft. on backup)	\$	\$	\$	\$ -
A.5.	Communications (telephone, internet, etc.)	\$	\$	\$	\$ -
A.6.	Office Supplies (include postage, software, desktop supplies, etc.)	\$	\$	\$	\$ -
A.7.	Equipment (Itemize on backup)	\$	\$	\$	\$ -
A.8.	Other: (Itemize on backup)	\$	\$	\$	\$ -
A.9.	<b>TOTAL DIRECT COSTS (1-8)</b>	\$ -	\$ -	\$ -	\$ -
A.10.	<b>TOTAL INDIRECT COSTS</b> (Specify approved rate ___% and attach copy of cognizant agency approval)	\$	\$	\$	\$
/	<b>TOTAL ADMINISTRATION COSTS</b>	\$ -	\$ -	\$ -	\$ -

**BUDGET**

Agreement/Project No.: 9G101503/9G101503

(Indicate as appropriate)

Modification No.: 003  
(if applicable)

Program     X      
Rapid Response             
Other Cost Category           

B.	Program Costs (Items 1-14)	AMOUNT APPROVED	ADJUSTMENT INCREASE	ADJUSTMENT DECREASE	REVISED AMOUNT
B.1.	<b>TOTAL SALARIES:</b> (List each position separately on budget backup.)	\$ 63,599.98	\$	\$ 16,175.43	\$ 47,424.55
B.2.	Total Staff Fringe Benefits (Indicate the % of salaries) <u>32.82%</u>	\$ 22,813.31	\$	\$ 7,248.71	\$ 15,564.60
B.3.	Staff Travel (Itemize on backup)				
	In-State	<u>5,000.00</u>		<u>2,477.50</u>	<u>2,522.50</u>
	Out-of-State	<u>8,000.00</u>		<u>3,022.80</u>	<u>4,977.20</u>
	<b>TOTAL TRAVEL</b>	\$ <u>13,000.00</u>	\$ <u>-</u>	\$ <u>5,500.30</u>	\$ <u>7,499.70</u>
B.4.	Facilities (Include rent, utilities, maint. for rental space and show cost per square ft. on backup)	\$	\$	\$	\$ -
B.5.	Communications (telephone, internet, etc.)	\$	\$	\$	\$ -
F	Office Supplies (include postage, software, desktop supplies, etc.)	\$ 4,500.00	\$	\$	\$ 4,500.00
B.7.	Books & Training/Teaching Aids	\$ 25,000.00	\$ 41,031.08	\$	\$ 66,031.08
B.8.	Equipment (Itemize on backup)	\$ 13,000.00	\$	\$ 13,000.00	\$ -
B.9.	Other: (Itemize on backup)	\$ 601,586.71	\$ 127,000.00	\$ 126,106.64	\$ 602,480.07
B.10.	Payment of ITA's	\$	\$	\$	\$ -
B.11.	On-the-Job Training (Only)	\$	\$	\$	\$ -
B.12.	Work Experience Wages	\$	\$	\$	\$ -
B.13.	Work Experience FICA	\$	\$	\$	\$ -
B.14.	<b>TOTAL SUPPORTIVE SERVICES</b> (Itemize on backup)	\$	\$	\$	\$ -
B.15.	<b>TOTAL DIRECT COSTS</b>	\$ 743,500.00	\$ 168,031.08	\$ 168,031.08	\$ 743,500.00
B.16.	<b>TOTAL INDIRECT COSTS</b>	\$	\$	\$	\$ -
B. . .	<b>TOTAL COSTS</b>	\$ <u>743,500.00</u>	\$ <u>168,031.08</u>	\$ <u>168,031.08</u>	\$ <u>743,500.00</u>



**BUDGET BACKUP**

Agreement/Project No: 9G101503/9G101503

Modification No.: 003

**COST CATEGORY:**

Administration	<u>                    </u>
Program Costs	<u>          <b>X</b>          </u>
Rapid Response	<u>                    </u>

Line Item No: <u><b>B.1 Salaries</b></u>	<u>AMOUNT</u>	<u>ADJUSTMENT</u>		<u>REVISED</u>
	<u>APPROVED</u>	<u>INCREASE</u>	<u>DECREASE</u>	<u>AMOUNT</u>
Project Coordinator \$36,400 x 2.5 yrs	9,099.98		-	9,099.98
ⓐ (09.95998%)	-			-
Administrative Asst \$21,600 x 2.5 yrs	54,500.00		16,175.43	38,324.57
ⓐ (70.971425%)				-
				-
				-
				-
<b>Total</b>	<u>63,599.98</u>	<u>-</u>	<u>16,175.43</u>	<u>47,424.55</u>

Line Item No: <u><b>B.2 Fringe Benefits</b></u>	<u>AMOUNT</u>	<u>ADJUSTMENT</u>		<u>REVISED</u>
	<u>APPROVED</u>	<u>INCREASE</u>	<u>DECREASE</u>	<u>AMOUNT</u>
FICA (7.65%)	4,865.40		1,237.42	3,627.98
Retirement Match @ 12.71%	8,083.56		2,440.04	5,643.52
Health Insurance \$752 (50%)	9,864.35		3,571.25	6,293.10
				-
				-
<b>Total</b>	<u>22,813.31</u>	<u>-</u>	<u>7,248.71</u>	<u>15,564.60</u>

Line Item No: <u><b>B.3 Travel</b></u>	<u>AMOUNT</u>	<u>ADJUSTMENT</u>		<u>REVISED</u>
	<u>APPROVED</u>	<u>INCREASE</u>	<u>DECREASE</u>	<u>AMOUNT</u>
In-State Travel	5,000.00		2,477.50	2,522.50
Paid at Approved State Rate				-
Out-of-State Travel	8,000.00		3,022.80	4,977.20
Paid at Approved State Rate				-
<b>Total</b>	<u>13,000.00</u>	<u>-</u>	<u>5,500.30</u>	<u>7,499.70</u>

Line Item No: <u><b>B.4 Facilities</b></u>	<u>AMOUNT</u>	<u>ADJUSTMENT</u>		<u>REVISED</u>
	<u>APPROVED</u>	<u>INCREASE</u>	<u>DECREASE</u>	<u>AMOUNT</u>
				-
				-
				-

**BUDGET BACKUP**

Agreement/Project No: 9G101503/9G101503  
 Modification No.: 003

**COST CATEGORY:**

Administration \_\_\_\_\_  
 Program Costs     X      
 Rapid Response \_\_\_\_\_

Line Item No: <b>B.8 Equipment</b>	AMOUNT	ADJUSTMENT		REVISED
	<u>APPROVED</u>	<u>INCREASE</u>	<u>DECREASE</u>	<u>AMOUNT</u>
Green Tech 94 Insulation	8,000.00		8,000.00	-
Fluke TIR 9Hz Thermal Imager	5,000.00		5,000.00	-
	-			-
	-			-
	-			-
	-			-
<b>Total</b>	<u>13,000.00</u>	<u>-</u>	<u>13,000.00</u>	<u>-</u>

Line Item No: <b>B.9 Other</b>	AMOUNT	ADJUSTMENT		REVISED
	<u>APPROVED</u>	<u>INCREASE</u>	<u>DECREASE</u>	<u>AMOUNT</u>
Scholarships (See Budget Narrative)	58,800.00	32,000.00	-	90,800.00
Staff Development/Training	5,000.00	-	-	5,000.00
Outreach/Recruitment	20,000.00	-	-	20,000.00
U.S. Green Bldg Council Edu Provider	750.00	-	-	750.00
Fees for new Course Review & approval	4,000.00	-	-	4,000.00
Other Professional Fees -	-	-	-	-
Senior Level Developer \$60,000 x 2.5 yrs*	150,000.00	-	18,450.00	131,550.00
1 Jr. Level Developer \$30,000 x 2.5 yrs*	75,000.00	-	7,262.50	67,737.50
Story Boarder \$10,000 x 2.5 yrs.	25,000.00	-	-	25,000.00
Contractual Travel Expenses*	15,000.00	-	10,000.00	5,000.00
Development Lab	61,200.00	-	28,844.92	32,355.08
Contractual Trainers/Training	75,566.00	95,000.00	-	170,566.00
Instructor/Coordinator*	111,270.71	-	61,549.22	49,721.49
<b>Total</b>	<u>601,586.71</u>	<u>127,000.00</u>	<u>126,106.64</u>	<u>602,480.07</u>

\*Actual Costs.