



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
*Dr. R. Scott Ralls, President*

September 4, 2008

**MEMORANDUM**

**TO:** College Tech Prep Grant Recipients

**FROM:** Robert J. Witchger, Associate Director, College Tech Prep, NCCCS  
Elizabeth C. Brown, Director, Federal Vocational Education, NCCCS

**SUBJECT: 2008-2009 Initial Budget Request**

Congratulations on receiving funding for your College Tech Prep Enhancement grant. As you are aware, funding is through Title II of the Carl D. Perkins Career and Technical Education Act of 2006. All supported activities must be in compliance with the federal Act, as well as the State and the North Carolina Community College System Office's approved procedures.

Attached are two forms, a budget form and a statement of agreement, to complete and return by **Wednesday, September 24, 2008**. In your proposal, you submitted a "proposed" budget and not an actual budget. Even though the budgets may be identical, you need to submit an actual budget on the enclosed form. For continuity, we are requesting that your business officer also sign the initial budget form. Your budget will be reviewed and you will be notified of its approval.

The second form is a statement of agreement defining release time and contracted services. Please read the information carefully and obtain the required signatures. Return both the budget and agreement form to ***Darice McDougald, NCCCS, 5016 Mail Service Center, Raleigh, NC 27699-5016*** by September 24, 2008.

Your budget may be modified throughout the year. A request for modification and written justification must be submitted on an Excel budget form by email to Bob Witchger at [witchgerb@nccommunitycolleges.edu](mailto:witchgerb@nccommunitycolleges.edu), **before May 30, 2009**. After review of the request and College Tech Prep guidelines, a decision will be made and sent back to you.

**S08-059**  
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Initial Budget Request

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The initial budget form and the budget modification form are on our web site at [www.nccommunitycolleges.edu/Tech\\_Prep/budgetForms.htm](http://www.nccommunitycolleges.edu/Tech_Prep/budgetForms.htm). We can also e-mail it to you at your request.

If you have any questions, please contact Bob Witchger at (919) 807-7126 or Elizabeth Brown at (919) 807-7128.

RW/EB/dm

Attachments

c: Dr. Delores A. Parker

**S08-059**  
**E-mail Copies**

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM  
Reimbursement for Contractual Services**

**Statement of Agreement**

Reimbursement from the North Carolina Community College System Office for costs incurred for release time and contracted services will be based on adherence to the following definitions.

**Release Time**

- Salary for a replacement for the individual released from existing duties to perform the approved grant duties/functions.

**Contracted Services**

- The hiring of outside personnel to perform the approved grant duties/functions, or hiring existing personnel beyond their normal contracted working hours to perform approved grant duties/functions. Existing employee contracts must be for additional hours and grant work may not overlap with the existing normal contracted working hours. All appropriate taxes must be withheld as usual.

\_\_\_\_\_ College agrees to comply with the above definitions.  
College

\_\_\_\_\_ President (print name)                      \_\_\_\_\_ Business Officer (print name)

\_\_\_\_\_ President's Signature                      \_\_\_\_\_ Business Officer's Signature

\_\_\_\_\_ Project Contact (print name)

\_\_\_\_\_ Project Contact's Signature

## College Tech Prep Budget 2008-2009

Name of College/Consortium: \_\_\_\_\_ Date: July 1, 2008 - June 30, 2009

<b>DESCRIPTION</b>	<b>Initial Budget</b>
<b>Instructional Programs</b>	
Salaries (Supplemental/Release Time)	\$ -
Fringe Benefits	\$ -
Transportation	\$ -
Subsistence	\$ -
Purchased Services	\$ -
Supplies & Materials	\$ -
Other Expenses (specify)	\$ -
 Equipment Purchase/Lease	 \$ -
<b>Supportive Services</b>	
Salaries (Supplemental/Release Time)	\$ -
Fringe Benefits	\$ -
Transportation	\$ -
Subsistence	\$ -
Purchased Services	\$ -
Supplies & Materials	\$ -
Other Expenses (specify)	\$ -
<b>Evaluation Expense ( 10%) Max</b>	<b>\$ -</b>
 Equipment Purchase/Lease	 \$ -
 <b>TOTAL</b>	 <b>\$ -</b>

Signature: \_\_\_\_\_  
Business Manager
Date
Tech Prep Coordinator
Date

\* Interm funding is subject to successful completion of CTP Review of the first year of the grant.