

U.S. Department of Education
Washington, D.C. 20202-5335



**APPLICATION FOR GRANTS
UNDER THE**

CAMP-84.149A-1

CFDA # 84.149A

PR/Award # S149A150003

Grants.gov Tracking#: GRANT11830809

OMB No. , Expiration Date:

Closing Date: Feb 12, 2015

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This application was generated using the PDF functionality. The PDF functionality automatically numbers the pages in this application. Some pages/sections of this application may contain 2 sets of page numbers, one set created by the applicant and the other set created by e-Application's PDF functionality. Page numbers created by the e-Application PDF functionality will be preceded by the letter e (for example, e1, e2, e3, etc.).

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text" value="02/09/2015"/>	4. Applicant Identifier: <input type="text"/>	
5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text" value="S419A100003"/>	
State Use Only:		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
B. APPLICANT INFORMATION:		
* a. Legal Name: <input type="text" value="Michigan State University"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="38-6005984"/>	* c. Organizational DUNS: <input type="text" value="1932471450000"/>	
d. Address:		
* Street1: <input type="text" value="426 Auditorium Rd., rm 2"/>	Street2: <input type="text"/>	
* City: <input type="text" value="East Lansing"/>	County/Parish: <input type="text"/>	
* State: <input type="text" value="MI: Michigan"/>	Province: <input type="text"/>	
* Country: <input type="text" value="USA: UNITED STATES"/>	* Zip / Postal Code: <input type="text" value="48824-1046"/>	
e. Organizational Unit:		
Department Name: <input type="text" value="Migrant Student Services"/>	Division Name: <input type="text" value="Asc. Provost for Undergrad Ed."/>	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: <input type="text"/>	* First Name: <input type="text" value="Maria"/>	
Middle Name: <input type="text"/>	* Last Name: <input type="text" value="Skinner"/>	
Suffix: <input type="text"/>	Title: <input type="text" value="Manager"/>	
Organizational Affiliation: <input type="text" value="Office of Sponsored Programs"/>		
* Telephone Number: <input type="text" value="517-353 -5040"/>	Fax Number: <input type="text" value="517-432-8035"/>	
* Email: <input type="text" value="proposalteam1@osp.msu.edu"/>		

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

H: Public/State Controlled Institution of Higher Education

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

U.S. Department of Education

11. Catalog of Federal Domestic Assistance Number:

84.149

CFDA Title:

Migrant_Education_College Assistance Migrant Program

*** 12. Funding Opportunity Number:**

ED-GRANTS-122914-001

* Title:

Office of Elementary and Secondary Education (OESE): College Assistance Migrant Program (CAMP).
CFDA Number: 84.149A

13. Competition Identification Number:

84-149A2015-1

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Michigan State University College Assistance Migrant Program (MSU CAMP)

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="2,123,966.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="2,123,966.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on .
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

Regarding the Congressional Districts (Item #16b. in SF-424) that are affected by our project, the following should be included:

MI-all
TX-15
TX-28
TX-34
FL-14
FL-17
FL-25

Susan R. Chalgian

Administrative Assistant
Migrant Student Services
Michigan State University
234 Wilson Rd., C249 Holden Hall
East Lansing, MI 48823
www.mss.msu.edu
517-432-9900
Chalgia1@msu.edu

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, 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.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
Maria Skinner	MSU Office of Sponsored Programs Manager
APPLICANT ORGANIZATION	DATE SUBMITTED
Michigan State University	02/09/2015

Standard Form 424B (Rev. 7-97) Back

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

Approved by OMB
0348-0046

1. * Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. * Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. * Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
--	--	--

4. Name and Address of Reporting Entity:

Prime SubAwardee

* Name:

* Street 1: Street 2:

* City: State: Zip:

Congressional District, if known:

5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:

6. * Federal Department/Agency: <input type="text" value="N/A"/>	7. * Federal Program Name/Description: <input type="text" value="Migrant Education_College Assistance Migrant Program"/> CFDA Number, if applicable: <input type="text" value="84.149"/>
--	---

8. Federal Action Number, if known: <input type="text"/>	9. Award Amount, if known: \$ <input type="text"/>
--	--

10. a. Name and Address of Lobbying Registrant:

Prefix * First Name Middle Name

* Last Name Suffix

* Street 1 Street 2

* City State Zip

b. Individual Performing Services (including address if different from No. 10a)

Prefix * First Name Middle Name

* Last Name Suffix

* Street 1 Street 2

* City State Zip

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact, upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

* Signature:

* Name: Prefix * First Name Middle Name

* Last Name Suffix

Title: Telephone No.: Date:

NOTICE TO ALL APPLICANTS

The purpose of this enclosure is to inform you about a new provision in the Department of Education's General Education Provisions Act (GEPA) that applies to applicants for new grant awards under Department programs. This provision is Section 427 of GEPA, enacted as part of the Improving America's Schools Act of 1994 (Public Law (P.L.) 103-382).

To Whom Does This Provision Apply?

Section 427 of GEPA affects applicants for new grant awards under this program. **ALL APPLICANTS FOR NEW AWARDS MUST INCLUDE INFORMATION IN THEIR APPLICATIONS TO ADDRESS THIS NEW PROVISION IN ORDER TO RECEIVE FUNDING UNDER THIS PROGRAM.**

(If this program is a State-formula grant program, a State needs to provide this description only for projects or activities that it carries out with funds reserved for State-level uses. In addition, local school districts or other eligible applicants that apply to the State for funding need to provide this description in their applications to the State for funding. The State would be responsible for ensuring that the school district or other local entity has submitted a sufficient section 427 statement as described below.)

What Does This Provision Require?

Section 427 requires each applicant for funds (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its Federally-assisted program for students, teachers, and other program beneficiaries with special needs. This provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. Based on local circumstances, you should determine whether these or other barriers may prevent your students, teachers, etc. from such access or participation in, the Federally-funded project or activity. The description in your application of steps to be taken to overcome these barriers need not be lengthy; you may provide a clear and succinct

description of how you plan to address those barriers that are applicable to your circumstances. In addition, the information may be provided in a single narrative, or, if appropriate, may be discussed in connection with related topics in the application.

Section 427 is not intended to duplicate the requirements of civil rights statutes, but rather to ensure that, in designing their projects, applicants for Federal funds address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project and to achieve to high standards. Consistent with program requirements and its approved application, an applicant may use the Federal funds awarded to it to eliminate barriers it identifies.

What are Examples of How an Applicant Might Satisfy the Requirement of This Provision?

The following examples may help illustrate how an applicant may comply with Section 427.

- (1) An applicant that proposes to carry out an adult literacy project serving, among others, adults with limited English proficiency, might describe in its application how it intends to distribute a brochure about the proposed project to such potential participants in their native language.
- (2) An applicant that proposes to develop instructional materials for classroom use might describe how it will make the materials available on audio tape or in braille for students who are blind.
- (3) An applicant that proposes to carry out a model science program for secondary students and is concerned that girls may be less likely than boys to enroll in the course, might indicate how it intends to conduct "outreach" efforts to girls, to encourage their enrollment.

We recognize that many applicants may already be implementing effective steps to ensure equity of access and participation in their grant programs, and we appreciate your cooperation in responding to the requirements of this provision.

Estimated Burden Statement for GEPA Requirements

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain benefit (Public Law 103-382). Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537 or email ICDocketMgr@ed.gov and reference the OMB Control Number 1894-0005.

Optional - You may attach 1 file to this page.

	Add Attachment	Delete Attachment	View Attachment
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CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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 an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, 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 contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

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

If any 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 commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

* APPLICANT'S ORGANIZATION Michigan State University	
* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
Prefix: <input type="text"/>	* First Name: <input type="text" value="Maria"/> Middle Name: <input type="text"/>
* Last Name: <input type="text" value="Skinner"/>	Suffix: <input type="text"/>
* Title: <input type="text" value="MSU Office of Sponsored Programs Manager"/>	
* SIGNATURE: <input type="text" value="Maria Skinner"/>	* DATE: <input type="text" value="02/09/2015"/>

Abstract

The abstract narrative must not exceed one page and should use language that will be understood by a range of audiences. For all projects, include the project title (if applicable), goals, expected outcomes and contributions for research, policy, practice, etc. Include population to be served, as appropriate. For research applications, also include the following:

- Theoretical and conceptual background of the study (i.e., prior research that this investigation builds upon and that provides a compelling rationale for this study)
- Research issues, hypotheses and questions being addressed
- Study design including a brief description of the sample including sample size, methods, principals dependent, independent, and control variables, and the approach to data analysis.

[Note: For a non-electronic submission, include the name and address of your organization and the name, phone number and e-mail address of the contact person for this project.]

You may now Close the Form

You have attached 1 file to this page, no more files may be added. To add a different file, you must first delete the existing file.

* Attachment:

Project Abstract: The purpose of this document is to seek funds from the U.S.D.E. to implement a CAMP at Michigan State University (MSU CAMP). We are fully aware of the rules and regulations regarding CAMP as published in the National Federal Register and will conform accordingly. MSU proposes a residential CAMP program to serve 50 MSFW students on the campus located in East Lansing, MI. MSU CAMP will recruit and screen applicants based on federal rules and regulations and provide academic support and personal career counseling. The proposal identifies 3 general goals each with specific objectives, activities, timelines and benchmarks, ensuring a specific and efficient plan of operation. Identified goals and objectives address the Federal GPRA requirements. The basic goals of the MSU CAMP proposal are: 1) to provide outreach and recruitment services to the migrant and seasonal farmworkers (MSFW) population and enroll 50 participants, 2) to provide comprehensive academic support services, 3) to provide continuing education services to initial year completers so that they may continue into a second year of study at an institution of higher education. The implementation of the proposed plan will result in a minimum of 86% of participants successfully completing 24 credits during their first year of college (**GPRA 1**), and 85% of the participants after completing their first year will continue their college education (**GPRA 2**).

MSU CAMP is committed to assisting MSFW students to enroll at MSU and complete their first year at the university and continue towards graduation. The proposed management plan will be delivered by professional staff who are knowledgeable about the context of MSFWs and are familiar with best practices to provide the best quality of services. MSU has committed valuable resources to supplement a CAMP award to ensure that all participants will afford the residential costs and will have the necessary resources to be successful MSU students. The proposed budget is set up to conform to all regulations and all quality implementation of the program's goals and objectives.

Project Narrative File(s)

* **Mandatory Project Narrative File Filename:**

[Add Mandatory Project Narrative File](#)

[Delete Mandatory Project Narrative File](#)

[View Mandatory Project Narrative File](#)

To add more Project Narrative File attachments, please use the attachment buttons below.

[Add Optional Project Narrative File](#)

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[View Optional Project Narrative File](#)

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PROJECT NARRATIVE – MICHIGAN STATE UNIVERSITY

(1) Need for the Project

The Michigan State University, College Assistance Migrant Program (MSU CAMP) Scholars Initiative proposes to serve 50 migrant and seasonal farmworkers (MSFW) students each year. The MSFW population is noted for poor academic achievement, low postsecondary school enrollment, and increased at-risk factors to personal success such as extreme poverty, insufficient health care and language barriers.¹

i. The need for the services or the activities to be provided by the proposed project.

a) High Number of Migrant and Seasonal Farmworkers (MSFW) Population - In 2012, an estimated 49,000 MSFW worked in Michigan, accompanied by 39,000 non-working family members.¹ In 1995, nearly 73% of Michigan's MSFW population was Hispanic, mirroring national percentages.^{1, 2, 3} Michigan's MSFW come from Michigan (52%), Texas (29%), Florida (12%), and Mexico (3%).¹ The MSFW population is vital to Michigan's agriculture, the second leading industry in the state.⁴ **b) Lack of Academic Preparation** – University data confirms that MSFW students enroll with lower reading/writing and math proficiencies which is a direct result of migration patterns that require MSFW students to leave schools early and return late and at

¹ Larson, A. C. (2006). *MSFW enumeration profiles study: State of Michigan Interagency Migrant Services*

² Morse, S., & Hammer, P. (1998). *Educational Resource Information Center*. U.S. D.O.E.

³ *Hispanic Population of the United States*. (2006). U.S. Census Bureau.

⁴ Heiderson, M., & Leon, E. (1996). *JSRI Statistical Brief No. 8*. Lansing, MI: Michigan State University.

times may enroll at more than one school within the same year. **c) Low High School**

Graduation Rates- Only 56% of U.S. born and 6% of foreign born MSFW complete 12th grade² and few that graduate from high school have the support or resources to attend much less successfully complete a bachelor's degree. **d) Low Postsecondary school enrollment-** Only 21% of graduating migrant students enroll in postsecondary schools and only 7% receive a bachelor's degree.⁵ Compared to any other labor group in the U.S., MSFW have remained at the same educational attainment due to high mobility, lack of awareness, and lack of support and opportunities. **e) Health Care-** Although many MSFWs are eligible for assistance programs, only 15-20% actually obtain benefits as a result of lack of awareness, language barriers, fluctuation of wages which affects eligibility, and the need to continue work for greater wages.⁶

The need for a CAMP at Michigan State University is evident when considering Michigan's high number of MSFW, Lack of academic preparation, high dropout rates, low postsecondary school enrollment and at-risk factors such as health and language barriers.

ii. The extent to which the project will focus on addressing the needs of disadvantaged individuals

The ability to attend college and earn a degree is not based upon their intelligence or desire, but on access to quality learning opportunities along with strategic retention services that will be provided by the CAMP project. Table 1 identifies the needs and how MSU CAMP will directly address each specific need.

⁵ Educational Attainment in the United States (2004). U.S. Census Bureau.

⁶ Hansen, E., & Donohoe, M. (2003). Journal of Health for the Poor and Underserved.

Table 1: Needs to be Addressed by MSU CAMP	
MSFW CAMP Participant Need	Program Services Addressing Gaps/Weakness
<ul style="list-style-type: none"> · Low attendance rate for MSFWs at Institutions of Higher Education (IHE) · Lack of information about IHEs or assistance in attending an IHE · Lack of information for parents or students about IHEs 	<ul style="list-style-type: none"> · Develop and distribute IHE information, in Spanish and English for MSFW families/youth · Provide bilingual meetings to assist families/youth learn about IHE and assist with admissions and registration tasks. · Recruit & enroll 50 MSFW, in coordination with other state & federal agencies.
<ul style="list-style-type: none"> · High rate of poverty within MSFW community makes attending an IHE inaccessible for many students. 	<ul style="list-style-type: none"> · Assist potential participants with financial aid information, scholarship applications, etc. · Provide participants (no cost) with learning materials/books, tutors and other academic support · Provide, for cost of living, stipends · Provide financial resources for tuition/housing
<ul style="list-style-type: none"> · Lack of IHE awareness/support in MSFW families · Lack of academic support on campus for MSFW students · MSFWs have low social and cultural context for success in an IHE 	<ul style="list-style-type: none"> · Offer bilingual advising, mentors, tutors and other support for MSFW college students · Provide structure and guidance for participants · Provide personal & academic support, study tables and advocacy for participants. · Provide family like support/environment
<ul style="list-style-type: none"> · Minimal access to health care for MSFW. 	<ul style="list-style-type: none"> · Arrange for University health care · Referral to local providers, assist with transportation to such services · Arrange for vision screening
<ul style="list-style-type: none"> · Lack of participation in non-MSFW cultural activities; isolation 	<ul style="list-style-type: none"> · Arrange for a variety of cultural activities to introduce students to cultural and educational resources in the community, thus becoming more informed and involved in the community

iii. The extent to which specific gaps or weaknesses in services, infrastructure, or opportunities have been identified and will be addressed by the project

As identified in Table 1, specific needs that create gaps in services, infrastructure, and opportunities for MSFW include; 1) Low IHE enrollment rate, 2) low access to IHE due to poverty, 3) lack of IHE awareness/ lack of support, 4) minimal access to health care, 5) lack of participation in non MSFW cultural activities, and 6) lack of positive MSFW role models.

Through project services that have been developed throughout the 15 year of MSU CAMP will directly address each need. The existence of MSU CAMP will allow for innovative services

normally not provided by existing IHE. MSU CAMP will 1) present to over 3,000 MSFW students and families about educational opportunities. 2) Work collaboratively with the Office of Admissions and Financial Aid to make college accessible to MSFW students. 3) Include parents and guardians in IHE presentations and discussions. 4) Work collaboratively with health partners to ensure that all CAMP students have significant access to health services. 5) Develop cultural activities for all CAMP students. 6) Establish a mentoring program composed of CAMP alumni, university faculty and staff.

iv. The importance or magnitude of the results or outcomes likely to be attained by the proposed project.

MSU CAMP, with its 15 years of experience has refined and evolved the program to a model that results in successful outcomes. Throughout MSU CAMP's existence, it has served over 780 MSFW students, far exceeding its proposed quota. 97% of MSFW students at MSU continue to their second year a higher rate than non-CAMP at the same university (91%). MSU CAMP is a unique and essential resource for Michigan's MSFW population in that it provides direct services to MSFW through efforts with recruitment, support, counseling, advising, and advocacy, these services not usually available to MSFW students. The project has established direct feeders with the K12 Migrant Education Programs in Michigan, Texas, and Florida. Agencies that offer services to MSFW such as Telamon and Department of Human Services rely on MSU CAMP to provide opportunities for higher education. MSU CAMP efforts ensure that both GPRA's are met while empowering the MSFW community.

(2) Quality of Project Design

i. The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable.

Table 2 demonstrates the extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable.

Table 2: MSU CAMP Goals, Objectives and Outcomes
<p><u>GOAL 1: To provide outreach and recruitment services to the MSFW population in order to enroll the projected number of participants in MSU CAMP.</u></p>
<p><u>OBJECTIVE 1.1: Recruitment</u></p> <p>Present to 3,000 MSFW to secure 200+ applications necessary to recruit and enroll 50 eligible participants annually in the MSU CAMP Scholars Initiative with an emphasis on those who 1) have the greatest financial need, 2) and have demonstrated need for MSU CAMP's academic and supportive services.</p> <p><u>Activities:</u> (Recruiter, under direction of Associate Director and Director)</p> <ol style="list-style-type: none"> 1. Coordinate with schools, state and local agencies to identify eligible participants for MSU CAMP through feeder programs in Michigan, Texas and Florida. 2. Assist potential participants with the application process. 3. Verify MSFW work eligibility through Migrant Education, W.I.A. 167, or 75 days of agricultural work. <p><u>OUTCOME:</u> Fifty eligible participants will be enrolled annually. 3,000+ MSFW will learn about MSU CAMP and opportunities for higher education.</p>
<p><u>GOAL 2: To provide advising and assessment support for students to successfully complete 24 credits in good academic standing during the first year of college.</u></p>
<p><u>OBJECTIVE 2.1: Provide 50 students with academic assessment and instructional support</u></p> <p><u>Activities:</u> (Student Services Coordinator/Advisor, Graduate Assistants, Graduate Interns)</p> <ol style="list-style-type: none"> 1. Assist in obtaining admission to the university including any special admission status needed. 2. Pre-assess abilities and needs with high school transcripts, ACT\SAT scores, writing samples and departmental placement tests. 3. Academic advising to all CAMP students. Selecting appropriate courses based on academic need and area of interest. 4. Monitor the attendance of weekly tutoring in math, language arts, or other core classes as appropriate, in addition to existing university academic support. 5. Engage all students in a minimum of 3 Individual Educational Planning (IEP) sessions each semester to determine educational and personal support needs. <p><u>OUTCOME (GPRA 1):</u> A minimum of 86% of participating students to successfully complete 24 credits in good academic standing during their first year of college, in accordance with the GPRA 1 target.</p>

GOAL 3: To provide academic support, financial support and leadership opportunities for all students continuing for their second year (minimum of 85%).

OBJECTIVE 3.1: 100% of CAMP students attending MSU will receive support to address academic needs including counseling and financial aid.

Activities: (All staff with coordination by Associate Director)

1. Work with MSU academic departments to secure seating in core courses necessary for CAMP students.
2. Ensure that all CAMP students have access to tutors/mentors in all disciplines by coordinating with existing university resources.
3. Coordinate paid summer internships sponsored by CoBank and Telamon Co. in student's area of study.
4. Collaborate with the Office of Financial Aid in assisting CAMP students with financial aid and scholarship applications ensuring maximized financial aid.
5. Work with local community agencies to secure healthcare coverage and medical or mental health services.
6. Hire continuing CAMP achievers to provide additional tutoring.
7. Provide financial support by matching funding (b)(4) through an agreement with the Michigan State University Federal Credit Union and Telamon Corporation up to \$(b)(4) to eligible students.
8. Provide Leadership Development opportunities through the International Engagement Volunteers registered student organization and as Site Leaders in the International Engagement in Mexico Program through Study Abroad.

OUTCOME (GPRA 2): 85% of CAMP participants who successfully completed their academic year will continue to enroll in an institution of higher education thus meeting the GPRA 2 target.

OBJECTIVE 3.2 Monitor and evaluate all CAMP students' academic progress toward a degree.

Activities: (Associate Director, Student Services Coordinator/Advisor, Graduate Assistants)

1. Regularly review and track data through the university's Electronic Student Academic Folder to monitor academic progress of 100% of CAMP students beginning the second year and each year until graduation and adjust services and activities as necessary.
2. Use data collected to evaluate program effectiveness, and to track graduation rates of CAMP participants and make program improvements.
3. Survey CAMP participants to identify potential issues and to measure the value of services and make necessary adjustments where appropriate.

OUTCOME: Progress of 100% of students will be monitored and program effectiveness will be maintained or improved.

Goals, Objectives, and Activities: The high quality of program design is evident in that each objective is a specific response to the identified needs of the target population.

Additionally, the activities set forth are either actual or similar to activities that have been

successfully carried out in the MSU CAMP Scholars Initiative during the previous fifteen years of operation. While some activities may be modified or adapted to meet individual student needs, the goals and objectives are consistent with the proven past goals and objectives as documented in external evaluation reports and past OME program evaluation reports (a full list of activities is available in the appendix).

ii. The design is appropriate to, and will successfully address, the needs of target population

Table 3: How Project Meets the Needs of Target Population	
Need	Strategy
Recruitment & Outreach – (getting into an IHE)	MSU CAMP will employ a bilingual recruiter to identify and recruit MSFW students, assist eligible students with university and program applications, placement assessments and documentation necessary for participation. All recruitment materials are in English and Spanish.
Academic Services	MSU CAMP will employ a highly qualified bilingual Student Services Coordinator/Advisor to ensure that MSFW are placed in appropriate courses and receive timely academic support from highly qualified specialists that are committed to students' success.
Skill Assessment – (proper placement)	Students who qualify for MSU CAMP will be assigned to the CAMP Student Services Coordinator/Advisor who will work with the student to determine his/her skill level and to ensure appropriate placement in coursework is achieved. Transcripts, program assessments, etc. will be utilized.
Academic Preparation	MSU CAMP in collaboration with the College of Agriculture have tailored the university required first year seminar course for MSFW. Students receive instruction in writing (grammar and writing essays), study skills development, and career exploration. MSU CAMP employs 2 Graduate Assistants and 2 established internships (all Masters/Ph.D. level) that monitor students' well-being and assist students as needs arise or identified through an Individual Educational Plan.
Financial Services (Financial Need)	MSU CAMP works directly with the Office of Financial Aid's Associate Director in order to assure maximum student benefits (stipends, academic supplies, textbooks, calculators, and learning equipment used in class)
Counseling Services	MSU CAMP works directly with the university Counseling Center to provide a staff counselor who will operate in the CAMP office to ensure emotional stability and long term care necessary for a successful transition to MSU.
Exposure to Cultural events and activities	Students will participate in cultural trips that allow them to learn about the region and events that will enable them to find purpose in higher education. (Includes trips to Chicago, Detroit, winter outing, study abroad, and more).

Follow up services	MSU CAMP will continue to track the academic progress using existing university resources such as the University Electronic Student Academic Folder and through collaborative efforts with university college advisors.
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iii. The extent the project will establish linkages with other appropriate agencies and organizations providing services to the target population.

Over the last 15 years, MSU CAMP has developed an extensive network of relationships with various agencies and organization within university departments, across Michigan and in other states. A representative sample of partnerships is identified in Table 4. MSU CAMP has letters of support and collaboration from critical partners, including the State of Michigan Interagency Migrant Services Committee, the Michigan Department of Migrant Education and letters of support from others (see appendix).

Table 4: Linkages with Agencies and Organizations	
Internal Partnerships - Coordinated Services	
MSU Registrar's Office:	Pre-enrolls MSFW students in university required courses. Provides picture student ID for access to food services, dormitories, libraries, gymnasiums, and all student activities. They also give students access to computer systems (campus net-ID, email account, student account), registration and in-state tuition to any eligible MSFW student.
MSU Residence Life:	Strategically places CAMP students in Residential Housing where CAMP offices are located and provides additional support for students. Offers many opportunities for student participation in residence life activities, community service, anthropological excursions, organizations, cultural & university activities.
MSU South Neighborhood:	Provides support in the residence hall that includes academic advising, tutoring, financial aid advising, cultural programming, professional development, health services, etc.
MSU Counseling Center:	Ramiro Gonzales, MSW, is housed in the CAMP/HEP offices various days a week to offer immediate on-site counseling support to CAMP students. Broad counseling services are provided on campus free of charge.
MSU Office of Cultural and Academic Transitions (OCAT):	Intercultural Aides are assigned to residence halls to serve Latino and ethnic student populations. Aides provide outreach and support to students, plan and organize cultural events and special programming campus wide, throughout the year tailored to Latino and ethnic students, and assist with university life transition including scholarships and job opportunities.
MSU Admissions:	Floren시오 Hernandez facilitates scheduled presentations and on-site application review and decisions for MSFW students applying to CAMP. Mr. Hernandez travels to areas where MSFW students reside and attend high school to perform on-site admission in Michigan, Texas and Florida.

MSU Career Services: Provides services directly related to professional development, internship and career readiness workshops. Also, partners with MSU CAMP to provide internship opportunities specifically for MSFW students initiated by CAMP and CoBank.
External Partnerships - Coordinated Services
State of Michigan Department of Migrant Education: Collaborates to provide outreach and target migrant students to support recruitment goals. Director participates as Advisory Committee member.
Telamon Corporation: Job training partnership under the Act Title IV, Section 402, which specializes in providing skills training services to disadvantaged populations. Coordinate with and provides applicable services, paid internships and placement services in support of MSU CAMP. Helps provide other outreach and supports recruitment efforts.
Instituto de los Mexicanos del Exterior (IME): Provides support for curriculum and student development, student basic needs, and leadership development. Makes funding available to better serve the academic needs of MSFW's.
City of East Lansing Community Block Grant (ELCBG): Provides support for student basic needs, including medical co-pays, dental and emergency medical care, eye exams and glasses, and winter clothing.
State of Michigan Office of Migrant Affairs: Help keep MSU CAMP abreast of all pending issues statewide and how they will affect the state's migrant population and helps coordinate external support for migrant students and families.
Department of Human Services: Provides assistance at the CAMP office with enrolling students in available health care services such as Medicaid and Ingham County Health Plan.
Private Entities- Coordinated Services
Co Bank: Initiated funding for a pilot national internship program that includes scholarships for MSFW students.
Michigan State University Federal Credit Union: Provides direct services to MSFW students including financial management workshops, scholarship matching/funding, and internships.
Greater Lansing Hispanic Chamber of Commerce: Provides networking, internship, scholarship, and job opportunities with local area businesses. (you may want to include key partners if you run out of pages)

iv. The extent to which the project will increase efficiency in the use of time, staff, money, or other

MSU CAMP is committed to maximizing efforts to increase efficiency and productivity through various methods: 1) **Time** – staff and student development activities will be planned during the summer months to ensure that the majority of staff time is maximized and given to students during the academic year. Staff will use existing university resources such as university database and electronic student academic folders. 2) **Staff** - The CAMP project has strong support from MSU, dedicating salary commitments for the Director, Associate Director and the

Student Services Coordinator/Advisor. Additional university support includes supplemental staff efforts to support MSFW recruitment and retention services and. 3) **Money** - The Director has secured external funding from local agencies and private corporations that offer direct financial assistance in the form of scholarships, paid internships, and emergency funds to best support all of the needs of all CAMP students (Partnerships with CoBank, MSU Federal Credit Union, Telamon, Private donors). 3) **Other** – MSU has committed to provide in-state tuition to all MSFW students regardless of the state from which they graduated. The office of Financial Aid’s Associate Director has been committed to ensure that all MSFW students are provided with a maximized financial aid package prior to the disbursement of CAMP grant funds.

As a direct result of having a financial commitment from MSU, the CAMP project will be able to serve between 5 and 10 additional MSFW students each year. Such university commitments will also allow CAMP to absorb the expected inflation cost of 5% to 15% without reducing the services or stipends to the proposed number of students. MSU CAMP will continue to search for additional funding resources to help increase program efficiencies.

(3) Quality of Project Services

i. The training or professional development are of sufficient quality, intensity, and duration

Quality of Professional Development and Training Services: The training or professional development services provided by MSU CAMP are of sufficient quality, intensity, and duration to lead to improvements in practices among the staff that receive those services. The training utilized by MSU staff includes, Foundations of Effective Leadership and Supervision training, University Student Informational systems, and Employee Relations. Within the initial weeks of the academic year, staff receives professional development training that addresses the contemporary issues faced by MSFWs such as immigration, employment,

financial, and family or other culturally relevant issues. Staff also attend conferences including the National HEP/CAMP Association Conference (late fall), the HEP/CAMP Directors Meeting (spring) in Washington, DC and the Michigan Farmworker Conference (early fall). New staff members receive intensive training including information on University regulations, FERPA, and OME guidance. Trainings, weekly staff meetings, and dialogue generated via formal and informal mechanisms have created a culture where MSU CAMP staff continually reflect on how they can better serve participants. Attending trainings and conferences enable staff to learn best practices that can be implemented into MSU CAMP immediately.

ii. The services to be provided by the project are focused on those with greatest need

MSU CAMP focuses on students with the greatest need as determined from their university and FAFSA application packet. Eligibility is determined through documentation of an immediate family member, the student performing at least 75 days of migrant or seasonal farm work in the past 2 years, eligibility for participation in a Migrant Education Program, or eligibility for the WIA 167 program. MSU CAMP verifies the need for both academic and supportive services by examining students' university application, high school transcripts and achievement scores, teacher/counselor evaluations and recommendations, ACT/SAT scores, placement exams, and by student interview by CAMP staff.

MSU CAMP admits students using a holistic approach through information gathered from the application process. In order to ensure that MSU CAMP provides services to students with the greatest need a matrix was created to measure the priority of need. Table 5 illustrates the needs that are taken into consideration when admitting CAMP eligible students.

Table 5: Matrix to determine admittance (Priority Organized by highest to lowest)
1. Financial need (using Expected Family Contribution from FAFSA)
2. Academic Need (GPA, 1 st generation)
3. Assessment Data (Math and Writing scores on entrance exams)
4. Hardship (Free/reduced lunch, Medicaid,
5. Motivation (Demonstrated through the Ganas factor)

iii. The services to be provided will lead to improvements in the achievement of students

MSU CAMP has identified three general goals: **GOAL I:** To provide outreach and recruitment services to MSFW population and enroll (50) participants in MSU CAMP. **GOAL II:** To provide comprehensive academic services, including tutoring, advising for course selection, mentoring and career identification necessary to ensure that 86% (GPRA I) or more students successfully complete 24 credits in “good academic standing” during their initial year. **GOAL III:** To have a minimum of 85% (GPRA II) of participants who complete their initial year continue their education. MSU CAMP will provide services such as referral to tutoring, counseling, and financial services to assist continuing CAMP students in meeting their goals, as well as to monitor annually their academic progress.

MSU CAMP recruits and admits students who normally would not apply or attend MSU. University records confirm that, without CAMP, any effort to recruit and enroll MSFW students would decrease significantly. Further, the services provided by the project directly relate to the increased retention rates and higher academic success of MSFW students as compared to other university students including those from majority groups. MSFW students are held to the same standards as other university students including the rigor of the academic curriculum. Students must maintain good academic standing throughout their enrollment and during anytime may be placed on academic probation or be recessed from the university. MSU CAMP students must meet all additional program requirements including the completion of 24 credits during their first year at the university.

(4) Quality of Project Personnel

i. The qualifications, including relevant training and experience, of the project director or PI

Director - Luis Alonzo Garcia is uniquely qualified to be the PI and HEP/CAMP Director by virtue of his education and migrant background. Luis is a high school dropout who graduated from college with a BS in Human Services from Ferris State University as well as an MA in Continuing Education from MSU. Luis has extensive experience in administration and reports directly to the MSU Dean/Associate Provost of Undergraduate Education. He is a member of the Michigan Migrant Councils where his input and advice provides the leadership needed to mount the improved service delivery needed from the state. He has served as the MSU CAMP Director for 15 years and is a National HEP/CAMP Association board member.

The minimum qualifications for the Director include: Completion of a Masters or Ph.D. in Higher Education or related field. Experience managing federal and institutional funds; evaluation and development of short and long range program planning; management experience in an Institution of Higher Education.

ii. The qualifications, including relevant training and experience of key project personnel

The CAMP Director- and PI is listed above and is considered part of the key project personnel. The other key personnel is the **Associate CAMP Director** - Elias Lopez is uniquely qualified by his education and migrant background. Elias was an MSU CAMP student and has a BS in Family and Community Services with an emphasis in Youth and Leadership and an MA in Higher, Adult, and Life-long Education from Michigan State University. Elias has served as Recruitment Coordinator for 7 years and has had specific training developed through CAMP national conferences and other professional development opportunities. In addition Elias has experience managing multiple budgets and supervision of staff.

The minimum qualification for the Associate Director include: Masters in Higher Education or related field; budget management experience; knowledge and experience with federal programs; experience working with at risk students at an Institution of Higher Education.

(5) QUALITY OF MANAGEMENT PLAN

i. The adequacy of the management plan to achieve the objectives on time and within budget

MSU CAMP is confident that the project's management plan is appropriate to meet the target populations' needs. Table 6 provides an overview of most significant objectives to be completed.

Objectives	Staff Responsible	Budget	Timeline	Milestones
1. Recruit and hire all staff	- Director - Associate Dir. - Recruiter - Student Serv./Advisor - Grad. Asst. & Interns	Budget provides for Recruiter and Graduate Assistants	Application available in beginning of June. Interview Late June and hire complete July 1.	Early June: Accept applications Late June: Review & request interviews Late June: Hire July 1: Begin work
2. Recruit and enroll 50 eligible participants for CAMP	- Director - Recruiter - Associate Dir. - Admin Assist.	Budget provides for Recruiter salary and for travel, mileage & advertising costs	Ongoing – recruitment students are selected by 7/1	Feb: 20% Identified March: 50% Identified July: 100% identified Aug: 100% student files with complete information
3. Assessment of 100% students & develop schedule	- Associate Dir. - Student Serv./Advisor	Institutionally provided	May - July	May: 50% of students Aug: 100% of students
4. Address 100% students' academic & financial needs	- Associate Dir. - Student Serv./Advisor - Grad. Asst. & Interns	Budget provides for tuition, stipends, room/board and Grad. Asst. salary	Aug.- Dec. Jan. -May	October: 50% of students Dec.: 100% of students January: 50% of students

				May: 100% of students
5. Monitor & evaluate student progress towards degree	- Director - Associate Dir. - Student Serv. - Grad. Asst. & Interns	Budg	Ongoing-student progress monitoring until graduation	100% of students
6. Submission of APR	- Associate Dir.	Provided by University	Ongoing tracking of data	November: submission of APR

ii. The adequacy of procedures for ensuring feedback and continuous improvement

Throughout the year the Director meets with students to solicit programmatic feedback. Input from parents and MSU CAMP alumni is regularly solicited by the Associate Director at orientation meetings and at end of year gatherings. Program evaluation is ongoing and improvement is continuous ensuring that activities are effective and that program goals and objectives are met. Additionally, in the program's second and fourth year, an external evaluator will be contracted to provide a comprehensive program evaluation. The external evaluation will be guided by the U.S. Office of Migrant Education guidelines; protocols established by the National HEP\CAMP Association and the Federal GPRA standards. Once feedback is collected the Director and Associate Director make program modifications as necessary.

iii. Time commitment of Director and PI or other key personnel is appropriate and adequate

MSU CAMP is an important commitment for Michigan State University, and therefore has dedicated salary for the Director (40% time commitment), Associate Director and Student Services Coordinator (both 100% time commitment) as shown in table 6. MSU CAMP is confident that the project's management plan is appropriate to meet the target populations' needs. Table 7 provides an overview of MSU CAMP responsibilities of key personnel and others to ensure appropriate and adequate services.

Table 7: MSU CAMP Staff Responsibilities – Key Personnel & others		
Position/Time Commitment/Funded	Goals	Position Responsibility
Project Director (40% time commitment) Institutionally provided	I, II, III	Overall Leadership of MSU CAMP. Recruit/Hire all positions, determine policy and procedures for student engagement/activities, final review and approval of student applicants, monitor all budget items, serve as a liaison to university administration, other CMEO programs and to the US. Dept. of Education/ OME including APRs etc. Staff Prof. Dev. Delivery. Establish services in university for continuing CAMP students. Ensure all GPRA objectives are met.
Associate Director (100% time commitment) Institutionally provided	I, II, III	Ensure that project goals, objectives and activities are accomplished as described in the project design. Review student recruitment and enrollment progress and monitor the academic progress of all students. Adjust program activities where needed to ensure that staff are effective ultimately ensuring that students meet the GPRA objectives.
Recruitment Coordinator (100% time commitment) 100% CAMP Grant Funded	I, III	Recruit and enroll 50 MSFW students. Coordinate with schools, state and local agencies to identify eligible participants. Provide recruitment outreach in both Spanish and English through social media, posters, brochures, school visits, conferences and informational fairs. Assist applicants with application process and verify MSFW work eligibility.
Student Services Coordinator (100% time commitment) Institutionally provided	II, III	Provide academic advising. Pre-assess abilities and needs of MSFW through high school transcripts, ACT/SAT scores, writing samples, and departmental placement tests. Enrollment of appropriate courses dependent upon academic need and area of interest. Monitor academic progress of students. Develop workshops for professional development, internship & career coordination.
Graduate Assistants (50% time commitment) Grant Funded	III	Engage all students in a minimum of 3 Individual Educational Plans, (IEP sessions) each semester to determine educational needs and personal support needs. Conduct group workshops and individual sessions on goal setting, corporate culture, professional communication skills, financial aid and scholarship aid.
Graduate Interns (50% time commitment) Institutionally Provided	III	Engage all students in a minimum of 3 Individual Educational Plans, (IEP sessions) each semester to determine educational needs and personal support needs. Conduct group workshops and individual sessions on goal setting, corporate culture, professional

	communication skills, financial aid and scholarship aid. Work directly with students that are beyond the first year of CAMP.
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iv. The adequacy of mechanisms for ensuring high-quality products and services

Mechanisms are in place to track student enrollment and academic performance, to monitor staff services, and to evaluate program progress in achieving all stated goals and federal GPRA requirements as demonstrated in Table 7. Each fall, staff collectively review and refine the objectives, including core activities of the entire project. Throughout the academic year staff meet weekly to review students' progress and identify supportive services needed including the adjustment of the Individual Educational Plan as necessary. Student records are kept in a University database (Electronic Student Academic Folder), and individual education plans are maintained regularly, accessible to all staff in an electronic format to maintain the best quality of services.

Staff Training: The Director and Associate Director are charged with the task of conducting training for all staff (including student interns and tutors). This includes orientation in the following areas: (1) Understanding of the MSFW context, including financial, work, home, and other areas, (2) Knowledge of the approved proposal and budget, (3) Understanding of the application for enrollment, (4) Use of reporting documents, (5) Intensive review and assurance of implementation of the eligibility criteria as described in the application and Federal Register, (6) Review of program policies and regulations, (7) Review of university policies and FERPA regulations as they apply to the program, and (8) Review of the procedures for various program functions, such as expenditure policies, disciplinary procedures, and financial aid applications. Additionally, staff participate in culturally and academically relevant meetings and conferences in support of project needs. Throughout the

year, weekly staff meetings are held to: (1) review and discuss students' needs and how staff can best address student needs, (2) monitor program progress, and (3) conduct staff in-service training monthly or on an as needed basis.

Training/Technical Assistance: As previously described, the staff are well trained and experienced. The Director and Associate Director attend the annual National Director's Meeting hosted by the U.S. Office of Migrant Education. Ongoing professional development includes meetings, training, and in-service activities. Michigan State University's Professional Development and Technology Training Opportunities makes available classes throughout the year for little or no cost to CAMP employees. Staff participate in the annual Michigan Farmworker Conference sponsored by the state of Michigan and the HEP/CAMP Training webinar facilitated by the National HEP/CAMP Association. Additional training on culturally relevant topics and best pedagogical practices are available to CAMP staff through workshops offered by the university and various state agencies.

Interagency Coordination: Interagency coordination as described in (2) Project Design includes seven university departments, six state agencies and three private entities. Multiple agreements are in place with critical agencies for recruitment, placement, and employment. MSU CAMP maximizes resources for financial and academic support for MSU CAMP participants (sample letters of commitment are in the appendix with others on file in the MSU CAMP office).

Recordkeeping - All student records are kept in electronic format within the University database. MSU certifies that correct and accurate records for all students served are kept, updated, and maintained. These records document and certify that each enrolled student who is in, or who has received services from CAMP is eligible for program services. The Recruiter,

Associate Director, and Director review and approve all application materials. All recruitment and selection processes utilized by MSU CAMP are in full compliance with Section 206.3 of the Regulations. Such processes do not impose additional requirements for participation that may exclude or discriminate against any potential student.

(6) ADEQUACY OF RESOURCES

i. The adequacy of support, including facilities, equipment, supplies, and other resources

Facilities: MSU is a modern urban university with facilities well suited for program needs. MSU CAMP is located in a residential dormitory, Holden Hall, and utilizes twelve furnished offices and additional classroom space within the building. The university issues all MSU CAMP participants with access to all university facilities including residence halls, recreation centers, libraries, computer labs, health clinics, legal services, and selected special and/or athletic events.

Equipment: Staff have access to computers, phones, fax, a photocopier, and laser printer. Students have exclusive access to a dedicated CAMP computer lab that is equipped with modern computers and printers.

Supplies - The CAMP program furnishes all of the normal supplies used in the operation of the office in addition to supplies that students may need such as books, notebooks, paper, writing instruments, instructional equipment, software, career inventories and supplemental instructional materials.

Other resources- discretionary funding from sources such as CoBank, MSU Federal Credit Union, IME, study abroad scholarships, anonymous donors allow additional direct resources for all current and continuing CAMP students.

ii. The relevance and demonstrated commitment of each partner to success of the project.

Partners' Commitments: Over the past fifteen years, MSU CAMP has developed an extensive network of relationships with university departments and organizations such as the Office of Admissions, Office of Financial Aid, Office of the Registrar, the College of Agriculture, Counseling Center, Career Services, and others as previously detailed in the Project Design. MSU CAMP has MOU's in place with four critical partners; the MI Migrant Councils (WIA 167), the Office of Migrant Affairs, the MI Department of Human Services, and the MI Department of Education's Migrant Education Program, collaborating in the identification & recruitment of MSFW as well as providing additional support as necessary. Other agencies and institutions that work closely with MSU CAMP include private sector partners like CoBank (funding commitment for scholarships and paid internships) and, MSU Federal Credit Union (funding committed for scholarships to eligible students up to \$4,000).

iii. The extent to which costs are reasonable in relation to objectives and design

The grant fund budget along with university support is adequate for the number of identified participants to be effectively and efficiently served by the program. For out of state MSFW students, the University provides in-state tuition which continues through the time needed for graduation, even extending to graduate study. MSU administrators are committed to CAMP's mission and goals, and have guaranteed funding for the Director's salary and benefits as well as the Associate Director and the Student Services Coordinator; maximizing the resources available to students.

Many university departments also commit staff as specific liaisons to CAMP to support the objectives of the program design. School districts, the MSU Federal Credit Union, CoBank, Telamon, and Financial Aid Office also assist CAMP students to obtain grants, scholarships, and additional financial assistance. Through this cooperation, MSU CAMP is very cost-effective by

not relying on federal funds as the sole source of financial support for project functions. MSU CAMP has been in operation for the past fifteen years and the level of MSU support and external has been recognized by the U.S. Office of Migrant Education as an exemplary model. Costs have been contained by careful monitoring of the program, through the sharing of facilities and resources, and seeking partners with a shared vision of providing all students an opportunity to succeed.

iv. The extent to which costs are reasonable in relation to the number of persons to be served

MSU CAMP will recruit and enroll 50 students to participate in the project. In past years, MSU CAMP has been able to exceed the number of proposed students with funding committed by the university. According to the 2012-2013 OME report the average cost for a residential project was \$14,534/completer and \$10,822/served. MSU CAMP's average cost in 2012-2013 was \$11,163/completer and \$5,811/served which is well below the average cost of other residential programs. The cost in relation to the number of students for the proposed project is \$8,494 which is below the national average for residential CAMP programs in 2012-2013.

v. The potential for the incorporation of project benefits at the end of federal funding

MSU has committed to provide an excellent teaching and learning environment leading to student access, persistence, and success through graduation. Every effort is made to assist the program in achieving its goals. University commitments of staff and support services to serve needy populations as well as the development of partnerships with community agencies serving at risk populations are examples of how the University is incorporating MSU CAMP components into the institution's mission and vision. Additionally, MSU has implemented components from CAMP for developing successful support systems for all students such as the Neighborhood model that is now implemented across all residential halls on MSU's campus. The MSU MasterCard program, serving students from Africa, has been designed to mirror the

MSU CAMP model. Due to limited resources, MSU CAMP services cannot be 100% assumed by the University; yet, there is evidence of significant contribution and continuous improvement in meeting the University's goal of serving nontraditional populations.

(7) QUALITY OF PROJECT EVALUATION

i. The extent to which the methods of evaluation are appropriate to the project

MSU CAMP is committed to a continuous improvement process that will allow for both formative and summative program evaluations ensuring student needs and program goals are met in the most effective manner possible. To provide a complete evaluation for internal and external accountability, the program utilizes both qualitative and quantitative data, so that on-going formative and summative evaluation processes occur.

Data to be Collected: In adherence to Federal requirements, GPRA's and to monitor attainment of program goals and objectives MSU CAMP will maintain complete program records in an electronic database, including individual student files. Such information includes 1) students' eligibility documentation, 2) demographic information, 3) number of students served, 4) pre-assessment results, 5) academic and support services provided, 6) monthly student attendance and academic performance by GPA and subject, 7) career placement of students, 8) number of students successfully completing their first year, 9) number of students retained into second year, 10) number of former students attending Michigan State and receiving monitoring services, 11) number of successful former students, 12) number of graduates, 13) budget expenditures, 13) staff evaluation, and 14) overall program evaluations. Student interviews\focus groups on their CAMP experience occur each semester, allowing for participants' voices.

ii. The extent to which the methods of evaluation examine effectiveness of implementation

All CAMP staff have access to the university's Electronic Student Academic Folder. Every position has responsibility for some aspect of data collection and reporting (as noted in Table 2). Student files contain documents verifying eligibility, demographic information, test scores, services received and placement information. Monthly financial reports are available via the university's Enterprise Business System (EBS) and the accounts payable office so that administrators are able to track expenditures and monitor the budget. External evaluations systematically collect data from all areas of the university (counseling, university administrators, student support offices, etc.). Data is also collected from all CAMP staff and administrators, current and former CAMP participants, classroom observations, file review, budget accounts and ledgers. External evaluations will occur in the second and fourth year of the grant cycle, providing an opportunity for aspects of the program to be fully implemented but also enough time to make necessary changes to improve the program so that MSU CAMP can better meet student needs.

Data Analysis: Project data is recorded within the university database making the analysis of data efficient. All staff has access to program data. Weekly and monthly meetings are scheduled to assess overall progress in meeting program objectives and an external board meets once a semester to review the data as well. The Director, Accounts Manager, MSU's Dean/ Associate Provost of Academic Undergraduate Education, and the university's Office of Contracts and Grants also review the budget monthly and annually to ensure funds are expended appropriately and that drawdowns are done in a timely manner. Student input collected in informal and formal contexts is reviewed by the administrators and regularly

discussed at staff meetings. Program changes will be made based on the analysis of formative and summative program data.

Reporting: Annual reports are the responsibility of the Associate Director and Director. Annual performance reports detailing the program's effectiveness in meeting its stated objectives are reviewed by the Michigan State University Office of Research Administration and submitted to the U.S. Office of Migrant Education. Within 30 days of an external evaluation visit, a report will be submitted to the MSU CAMP office and shared with MSU administrators.

Both formative and summative program evaluations will be carried out and will be used to monitor progress toward the stated goals and objectives including meeting Federal GPRA benchmarks. MSU CAMP is committed to using program information to adjust program activities and to share effective strategies with other CAMPs and university programs. Annual performance reports will be prepared and submitted as required. A final performance report will be submitted 90 days after the grant period is completed as is required by federal regulation.

iii. The extent the methods of evaluation provide performance feedback and assess progress

The first step of evaluation will be by way of the Annual Performance Report that will be submitted to OME. This will make available an initial evaluation assessment towards meeting program objectives. An external evaluation will be conducted during the 2nd and 4th year of the grant cycle. Evaluation criteria for each program objective are detailed in the Project Design. Additionally, in response to EDGAR 75.590 the program will provide annual project performance reports addressing (a) progress in achieving objectives; (b) meeting the purposes of the program; (c) effects on persons and (d) demonstration that the program is cost

effective and efficient. Proof of the program meeting GPRA criteria will also be included.

Table 8 illustrates Objectives, Evaluation Methods, and Benchmarks used to assess the progress towards achieving intended outcomes.

Table: 8 Objectives- Evaluation Methods - Benchmarks
<p>Objective: Recruit and enroll/serve 50 eligible participants annually.</p> <p>Evaluation Methods: Establish a file for each student documenting: 1) Migrant or seasonal farmwork designation as defined in EDGAR 206.3. 2) Financial need, 3) need for MSU CAMP services (priority matrix), 4) student status as a first year full time student as defined by the university, 5) student application information and academic transcripts, 6) signed approval of MSU CAMP Recruiter, Associate Director and Director</p> <p>Benchmark: Admit and Enroll 50 MSFW students annually.</p> <p>Timeline: Ongoing with enrollment completed in August.</p>
<p>Objective: Provide 50 students with academic assessment and instructional support</p> <p>Evaluation Methods: Document in student's file academic standing as defined by the university GPA standards, record of all IEPs, and record of participation in program activities. In 2nd and 4th year external evaluations, evaluators will solicit input from students regarding quality of services.</p> <p>Benchmark: GPRA 1: 86% of participating students to successfully complete 24 credits in good academic standing during their first year of college.</p> <p>Timeline: Ongoing with pre-assessment taking place at the beginning of the semester. External evaluations will take place annually.</p>
<p>Objective: 100% of continuing CAMP students attending MSU will receive support to address academic needs including financial aid in accordance to eligibility and counseling.</p> <p>Evaluation Methods: All continuing CAMP students' files will be updated annually with transcripts, current contact information, and documentation of continued education and services provided. Financial records will be reviewed and dispersed according to need. Surveying of continuing CAMP students will be conducted in years 2 and 4 of the grant period to determine student use of follow up services.</p> <p>Benchmark: GPRA 2: 85% of CAMP participants who successfully completed their academic year will continue to enroll in an institution of higher education.</p> <p>Timeline: Ongoing with student survey taking place during the 2nd and 4th year of the project.</p>
<p>Objective: Monitor and evaluate all former MSU CAMP students' academic progress toward a degree.</p> <p>Evaluation: All post CAMP students' files will be updated annually with transcripts, current contact information documentation of continued education. Graduation data will be submitted in annual end of year reports required by the Office of Migrant Education.</p> <p>Benchmark: Progress of 100% of former students will be monitored to enhance program effectiveness.</p> <p>Timeline: Ongoing with Annual Performance Report due at the end of each year.</p>

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LUIS ALONZO GARCIA

Director

MSU Migrant Student Services

GARCIAL@msu.edu

234 Wilson; East Lansing, 48825

Phone: (517) 432-9900 Fax: (517) 432-9901

EDUCATION:

College and University Administration, graduate coursework
College of Education, Department of Education, Michigan State University

M.A., College of Education; August 1982; Continuing Education; Michigan State University

B.S., Human Services; August 1977; Ferris State University, Big Rapids, MI

EMPLOYMENT:

July 2000 - *Present* Michigan State University
Migrant Student Services (HEP/CAMP/ID&R) Director
Office of Associate Provost for Undergraduate Education

2008- *Present* Michigan State University
Co-Director: Study Abroad Program International Engagement in Mexico (IEM)
Co-instructor; International Social Policy and Social Service Delivery in Mexico

1985 - June 2000 Michigan State University
Coordinator/Chicano Latino Student Affairs - Office of Minority Student Affairs
Office of the Provost / Office of Minority Student Affairs

AWARDS:

2013; Leadership Recognition, MSU School of Social Work
2011; Altruistic Leadership Award; Calasanz Home for Children, Mexico
2010; Leadership and Service Award; Consulate of Mexico
2003; Multicultural Program Award; MSU Student Life

ORGANIZATIONS:

- 2002-*present* Board of Directors, National HEP/CAMP Association
- 2002-*present* Member, Interagency Migrant Services Committee; State of Michigan, DHS
- *Current* Advisory Board member, National CAMP Alumni Association

COMMUNITY INVOLVEMENT:

- Founding member; Amigos de Campesinos (Friends of Michigan Farmworkers) committee
- Keynote speaker; Lansing's Cesar Chavez Memorial Observance

OTHER:

- Attended MSU DPPS Mental Health and Threat Symposium, July 2013
- 1978-1980 Peace Corps Volunteer: Ministry of Public Health & Welfare; Asuncion, Paraguay, SA

Elias Lopez

(b)(6)

Education

Michigan State University, East Lansing, MI
Masters in Higher, Adult, and Lifelong Education May 2012
Bachelors of Science in Family and Community Services May 2006
Emphasis in Youth and Leadership
Specialization in Chicano/Latino Studies

Work Experience

College Assistant Migrant Program
Michigan State University; East Lansing, MI May 2006-present
Recruitment Coordinator,

- Performed all in-state and out-state recruitment for MSU CAMP along with maintaining an effective working relationship with high school counselors, community partners, university partners, and students.
- Managed multiple budgets to meet recruitment and program objectives
- Compiled and organized student data for reporting to Office of Migrant Education (OME)
- Assisted Associate Director with reports for OME and CAMP director
- Supervision of three graduate assistants who served as our student services personnel and a student worker who assisted with everyday recruitment efforts.
- Advised and mentored 10-15 students through Individual Education Plans.
- Created and developed programs to promote retention and persistency rates for high risk students.
- Writing and preparation of corporate and federal grants

Office of Supportive Services

Michigan State University; East Lansing MI Jan. 2002 – May 2006
Peer Mentor and Peer Mentor Program Assistant
Supervisor for Resident Fellows mentoring program

- Organized student payroll for the tutoring & peer mentor program
- Served as Peer Mentor for 45 freshmen in MSU CAAP, making contact with them at least once a week in order to help them with their transition from high school to college.
- Organized and filed all contact reports for 13 Peer Mentors (covering 450 students)
- Developed and implemented weekly seminar presentations for 45 freshman migrant students at MSU
- Organized components of annual Open House for new CAAP students

Skills Profile

Language

- Fluent in Spanish and English. Native Spanish speaker with ability to write, read, and explain written documents.

Communication

- Excellent listening skills, developed through job as Peer Mentor and Individual Education Plans to MSU freshmen.

- Excellent presentation skills developed through representation of the College Assistance Migrant Program (MSU CAMP) and College Achievement Admissions Program (CAAP) to prospective MSU students, their parents, high school counselors, conferences, and community members.

Technical

- Microsoft Word, Excel, Publisher, Adobe Professional

Additional Experience

- Writing of successful federal and corporate grants .
- Founder of iCAN4.0. Motivational speaker for a program designed specifically for incoming college students.
- Founder of iCAN. Program designed to specifically for middle school and high school students to excel academically and create a direct connection to institutions of secondary education.
- Development and organizing of Alternative Spring Break and volunteer work, 2002 (Merida, Mexico), 2003 (Atlanta, GA), 2004 (McAllen, TX),

Affiliations

- President, Advocates for Latino Student Advancement in Michigan Education, (ALSAME), elected June 2012
 - Organizing of state wide pre-college conference for over 1000 Latino students
 - Experience with fundraising statewide events
 - Coordinate the development of programs specifically tailored to high risk students
 - Recruitment and collaborative efforts with state wide IHEs
- Study Abroad Program Instructor in Cuernavaca, Puebla, Merida, Campeche, and Oaxaca, Mexico; 2006-present
 - Class size of 35 to 45 students
 - Supervised and Trained student site leaders for each worksite prior to travel
 - Management of budget
- Executive Board Member of MSU's Administrative Professionals Association, October 2010-present
- Member, Migrant Education Committee for the Michigan Education Association, October 2010-present.
- Amigos de los Campesinos , member 2013-present
- Greater Lansing Hispanic Chamber of Commerce, member 2012-present

Awards

- Michigan Hispanic Educator Award 2014
- Administrative Professionals Association SPARKS graduate 2010.
- Coolspeak Youth Engagement Company, Facilitator/Motivational Speaker.
- Recipient, Outstanding Leadership award, College Achievement Admissions Program, 2004.
- Recipient, Outstanding Leadership award, College Achievement Admissions Program, 2003.

References

Available Upon Request

Michigan State University Migrant Student Services (MSU MSS) Job description – Director of MSU CAMP and Migrant Student Services

- Serves as lead in existing and developing new initiatives that support educational needs of Migrant and seasonal farmworkers (MSFW).
- Direct supervision of MSS Associate Directors and engagement with all MSS staff.
- Oversee all MSS associated programs and student affairs; federal, state and institutional compliance of financial operation activities, oversight of the dissemination of information associated with projects to a variety of entities and services associated with MSS.
- Directs, reviews and oversees all MSS program implementation and evaluation of services provided in accordance with MSS projects' goals and objectives.
- Ultimately responsible to ensure that all programs implemented in accordance with federal, state and institutional regulations for all fiscal and budgetary compliance relative to MSS operations, projects and grants.
- Identifies, conducts and directs outreach activities with other University units/colleges, community, state, federal and international in order to develop collaborations with other services associated with MSS program objectives.
- Meet with and/or serves on University, state, national & international committees in support of the institution and MSS Operations.
- Develops, along with MSS Associate Directors, short and long range project planning, and assists writing program funding.
- Identifies and develops potential funding sources including developing potential donor support. Serves as a PI on all MSS funding proposals.
- Collaborates with key academic units and provides instructional leadership with other faculty in academic related courses associated with MSS projects.
- Collaborates extensively with diverse constituent and stakeholder groups such as faculty, administrators, colleges and departments, national partner institutions, staff and students for planning, creating, facilitating, promoting, administering, improving, integrating and assessing outcomes of programs facilitated under Migrant Student Services. Administers the activities of CAMP, HEP and ID&R programs and provides strategic and operational oversight of programs.
- Implements University goals and policies to strengthen programming as identified and recommended by Associate Provost for Undergraduate Education.

Minimum required qualifications: Requirements for the position include at least eight years' experience with higher education administration; Master's degree; experience working with MSFW students and/or their families; bilingual in Spanish; and bicultural.

Michigan State University Migrant Student Services (MSU MSS)
Job description for CAMP Associate Director

- Assures compliance of budgets, fiscal reports and outcomes in a timely fashion.
- Prepares reports as required and/or directed by MSS Director for University, State and Federal purposes.
- Advises and assists students & staff personnel to ensure all project goals are met including student's academic preferences.
- Reviews/updates job responsibilities of and supervises Recruitment Coordinator, Student Services Coordinator/Academic Advisor, Graduate Assistants and Interns.
- Advises, consults and represents unit among various constituents (i.e. parents, students, etc.), committees, communities and university groups regarding MSU CAMP scholar's initiatives /activities.
- Prepares materials and communications for advocating, training, publicity and orientation; makes presentations.
- Assures logistics and goals are met for all project activities to be carried out for the academic year, i.e. orientation, transportation to/from campus, student IEP's and other planned project events.
- Secures students' residential needs.
- Develops schedules for all calendar activities & events for all staff within their areas, and provides budgetary expenses as required.
- Assures and coordinates students' Financial Aid awards and stipends are processed in accordance with project plan.
- Responsible for disciplinary issues relative to students and primary CAMP staff.
- Monitor general student support and communications; including probations.
- Conducts special projects and programs as requested by the MSS Director.

Minimum required qualifications: Requirements for the position include at least three years' experience with higher education administration; Master's degree; experience working with MSFW students and/or their families; bilingual in Spanish; and bicultural.

MICHIGAN STATE
UNIVERSITY

February 3, 2015

Ms. Lisa Ramirez
Director of the Office of Migrant Education
Office of Elementary and Secondary Education
U.S. Department of Education, Room 3E317
400 Maryland Avenue, S.W.
Washington, DC 20202-6135

Dear Ms. Ramirez,

I proudly support the Michigan State University Migrant Student Services (MSU MSS) application for College Assistance Migrant Program (CAMP) renewal through U.S. Department of Education-Office of Migrant Education grant funding. During the past 15 years, MSU CAMP has served over 750 students of migrant/seasonal agricultural employment backgrounds; at least 237 earning undergraduate degrees, 12 with Masters degrees and one doctoral. Their retention rate is consistent with MSU's in general.

MSU CAMP operates under Migrant Student Services at MSU and its approach to educating migrant/seasonal farmworker (MSFW) students continues to be a leader in our state and nationally. They address many aspects of MSU's land-grant philosophy and mission; being an inclusive, academic community to advance knowledge and transform lives. This program successfully works to include MSFW students into its academic community which, in turn, aims to address society's rapidly changing needs and create globally engaged citizen leaders.

In the past few years I know that MSU CAMP has created successful partnerships with the private sector; one establishes internships nationwide specifically designed for CAMP scholars.

An excess of 40,000 MSFWs are employed in agricultural work each year in Michigan. The proper approach to education of migrant and seasonal farmworkers is important in providing the necessary level of education of these workers to both advance their resources and knowledge in order to transform their lives, benefiting themselves, their societies locally and globally. I commend efforts at MSU for establishing and supporting this program.

I strongly support that USDE re-commit its funding to this very important program in the state of Michigan. Please make my support of this grant application a matter of record. And if you need further information, please do not hesitate to contact me.

Sincerely,

(b)(6)

Lou Anna K. Simon
President



**Office of the
President**

Hannah Administration Building
426 Auditorium Road, Room 450

East Lansing, MI 48824

517-355-6560
Fax: 517-355-4670
president.msu.edu

MICHIGAN STATE UNIVERSITY

February 3, 2015

Ms. Lisa Ramirez
Director of the Office of Migrant Education
Office of Elementary and Secondary Education
U.S. Department of Education, Room 3E317
400 Maryland Avenue, S.W.
Washington, DC 20202-6135

Dear Ms. Ramirez:

It is with great enthusiasm that I write to express my sincere support for renewal of the Michigan State University College Assistance Migrant Program (MSU CAMP) Grant. I have been notified that renewal will soon be considered by the U.S. Department of Education – Office of Migrant Education.

In my thirty-one years of experience in the Michigan State University Office of Admissions (OA), nine as director, I have found the CAMP effort to be one of the most exciting and innovative initiatives I've personally encountered. The existing partnership between CAMP and Michigan State represents the basic foundation of our institution, founded in 1855. As the Pioneer Land-Grant University, MSU has long been committed to the values of access and inclusion. Annually, nearly 25% of the incoming freshman population self-reports to be "first-generation." As students arrive on campus, they are often reminded that the MSU experience will change their lives. However, these same students possess the skills and experience to positively change their/our university.



Office of Admissions

Hannah Admin. Building
426 Auditorium Road
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www.admissions.msu.edu

We are cognizant of the financial and logistical challenges that seasonal farm-worker students face. We are equally aware of the resources Michigan State University provides all students in finding success in the classroom, the community, and eventually life after graduation. These support services, combined with the nurturing environment created by the CAMP staff, have produced countless success stories from students who prior to their arrival on campus, had only dreamed of such possibilities.

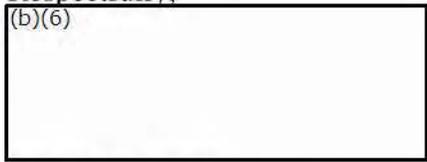
Since the inception of the CAMP initiative, both the CAMP staff and members of the Office of Admission's Team have collaborated to serve the migrant student population. Through this partnership, both units take great pride in the program's success. Joint recruitment efforts, advising students on the college admissions process, and facilitating students' transition to the campus community, all play a role in this cooperative and mutually respectful relationship. The Office of Admissions currently has an experienced senior admissions counselor assigned to the role of "CAMP liaison."

In the end, it would be difficult to consider MSU without the CAMP initiative. The program and its students have indeed become the very fabric of that which is Michigan State University. Seldom, if ever, have I encountered more passionate administrators than those who lead our CAMP effort. These professionals are committed to the academic success of each student as well as providing them with experiences which will no doubt lead to their eventual success of our nation's next generation of leaders.

I am most hopeful that the mark CAMP has made on Michigan State University will continue to be supported by the U.S. Department of Education. This program and these students are making a difference. For what more can we ask?

Respectfully,

(b)(6)

A rectangular box with a black border, used to redact the signature of James W. Cotter. The text "(b)(6)" is written in the top-left corner of the box.

James W. Cotter
Director of Admissions

MICHIGAN STATE UNIVERSITY

January 22, 2015

Ms. Lisa Ramirez
Director of the Office of Migrant Education
Office of Elementary and Secondary Education
U.S. Department of Education, Room 3E317
400 Maryland Avenue, S.W.
Washington, DC 20202-6135

Ms. Ramirez:

I am writing to express support for renewal of the Michigan State University College Assistance Migrant Program (MSU CAMP) 2015-20 grant that is being submitted for consideration by the U.S. Department of Education.

The Office of Financial Aid at MSU supports all efforts to provide educational funding for needy students as they strive to attain a postsecondary degree. As a land-grant university, Michigan State especially supports the education of first-generation and financially needy students as a way of strengthening Michigan's workforce as well as improving the quality of life of these students and their families. We have found MSU CAMP to be especially effective in recruiting and retaining needy students, with the majority of participants qualifying as low income and first generation college students and successfully attaining their desired degree.

The MSU Office of Financial Aid has a well-established collaboration with the CAMP office. A Financial Aid Officer is appointed as a liaison to MSU CAMP to ensure that students and administrators have easy access to somebody who can intervene on their behalf as necessary. Working through the liaison, we provide CAMP students and administrators with tailored counseling sessions on budgeting, financial aid and debt management. Over the years, we have hired numerous continuing CAMP participants as student employees in order to further support them financially and to build a financial aid peer advising conduit to the program.

We also assure that CAMP scholars receive all eligible funds, both federal and private before using CAMP grant funds, which assures an efficient use of those grant funds. MSU has designated special funding for the neediest MSU CAMP students to support both their on campus and study abroad needs without incurring significant debt. MSU CAMP administrators often are creating new partnerships that provide more financial support and we work closely with them for compliance and maximizing that support. Most recent is a Financial Management training program in collaboration with Telamon Corp.

Our office heartily supports the renewal of the USDE grant for this very important program. Please do not hesitate to contact me or my office if you should need further information.

Sincerely,

(b)(6)

Richard Sherman
Director



Office of Financial Aid

Student Services Bldg
556 E. Circle Drive
Room 252
East Lansing, MI 48824

517-353-5940
Fax: 517-432-1155
finaid@msu.edu
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Telamon Corporation

416 North Cedart Street
Lansing, MI 48912
Phone: (517)323-7002
Fax: (517)323-9840
Email: dkuchnicki@telamon.org

January 30, 2015

Ms. Lisa Ramirez
Director of the Office of Migrant Education
Office of Elementary and Secondary Education
U.S. Department of Education, Room 3E317
400 Maryland Avenue, S.W.
Washington, DC 20202-6135

Ms. Ramirez,

I am writing to express support for renewal of the Michigan State University College Assistance Migrant Program (MSU CAMP) 2015-20 grant that is being submitted for consideration by the U.S. Department of Education.

Telamon Corporation provides programs under the Workforce Innovation and Opportunity Act (WIOA), now known as the National Farmworker Jobs Program (NFJP). This program assists migrant and seasonal farmworkers with emergency needs (i.e. food, shelter, transportation), community referrals, job training and employment services. Today the NFJP program in Michigan serves farmworkers in six locations that include Traverse City, Hart, Sparta, Holland, Paw Paw, and Lansing.

While enrolled in the MSU CAMP program, Telamon provides critical support services to eligible students such as housing assistance monies, food vouchers, and needs related payments in order to maintain a stable and secure environment. Telamon was recently awarded a grant that establishes Individual Development Accounts (IDAs) for 25 MSU CAMP students during a five-year time period. When students meet their savings goals of \$500 they will have access to an 8:1 financial match which equates to an additional \$4,000 to cover educational expenses.

The MSU CAMP program serves as a catalyst out of poverty for many students and provides an opportunity to compete for jobs in the global economy. Telamon is fortunate to collaborate with MSU CAMP, a program that consistently produces excellent results.

Please do not hesitate to contact me if you should need further information.

Sincerely,

(b)(6)

Don Kuchnicki, State Director
Telamon Corporation



STATE OF MICHIGAN
DEPARTMENT OF HUMAN SERVICES
LANSING

RICK SNYDER
GOVERNOR

NICK LYON
INTERIM DIRECTOR

February 3, 2015

Ms. Lisa Ramirez
Director of the Office of Migrant Education
U.S. Department of Education, Room 3E317
400 Maryland Avenue, S.W.
Washington, DC 20202-6135

Dear Ms. Ramirez:

I am writing to express support for renewal of the Michigan State University College Assistance Migrant Program (MSU CAMP) 2015-20 grant that is being submitted for consideration by the U.S. Department of Education.

The MSU CAMP program is vital for higher education possibilities for farmworkers and their children. Through their extensive outreach efforts, MSU CAMP recruiters are able to reach farmworkers and students, at migrant camps or schools, to offer the possibility of going to college to a population that statistically has low high school graduation rates. Their outreach efforts extend beyond Michigan to Texas and Florida. They also have strong partnerships with schools in all three states that have high populations of farmworker students.

MSU CAMP staff work one-on-one with students and their families not only through the enrollment process, but throughout the college experience. The Recruitment Coordinator, Elias Lopez, and the Student Advisor, Aleida Martinez, are both MSU CAMP graduates and are able to pass on their experiences to make a personal connection with students and families. The adjustment may be harder for these students due to their strong family ties based on their culture. The extra support the students receive by staff are essential to their success.

Based on Federal need, many eligible MSU CAMP students receive the first year of college free or at minimal cost through the program. The majority of students continue on to obtain their undergraduate degrees. Several CAMP students have graduated with a master's degree and their first Doctorate student graduated in 2014. This has expanded the pool of Spanish-speakers to professional positions. Many of them obtain jobs working with the migrant and seasonal farmworker population as a way of giving back to the community in aspects as employment, legal, social work, and health needs. DHS Migrant Program staff have had the pleasure of working with several CAMP graduates who are now employed by Telamon NFJP, MSU School of Social Work, and Migrant Education and find them to be strong leaders and effective advocates for migrant and seasonal farmworkers.

The Internship program for undergrad students has proven successful in giving the students hands-on work experience during the summer while in turn helping our agencies complete important projects that benefit their work with migrant and seasonal farmworkers. Interns have been placed with agencies such as the Michigan Department of Agriculture and Rural Development – Migrant Labor Housing Program, Telamon Corporation, InterCare, and Michigan Economic Development Commission.

DHS Migrant Program staff throughout the state speak highly of the positive impacts that they have observed for migrant and seasonal farmworker families in their communities. Therefore, our office is in full support of the renewal of the USDE grant for this very important program. Please do not hesitate to contact me or my office if you should need further information

Sincerely,

(b)(6)

Dale Flores Freeman, Director
Office of Migrant Affairs
Michigan Department of Human Services



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

MICHAEL P. FLANAGAN
STATE SUPERINTENDENT

January 28, 2015

Ms. Lisa Ramirez
Director of the Office of Migrant Education
Office of Elementary and Secondary Education
U.S. Department of Education, Room 3E317
400 Maryland Avenue, S.W.
Washington, DC 20202-6135

Dear Ms. Ramirez:

My name is Shereen Tabrizi and I serve as the Special Populations Unit Manager for the Michigan Department of Education and direct the statewide Migrant Education Program (MEP). For the last 5 years, Michigan State University's Migrant Student Services (MSU MSS), has worked directly with the Michigan Department of Education to support migrant and seasonal farmworkers (MSFW), providing them with a variety of academic support and opportunities. I enthusiastically recommend this outstanding service provider to be awarded the 2015-2020 USDE CFDA 84.149A. grant "College Assistance Migrant Program (CAMP)" to MSU MSS.

MSU CAMP truly is one of the best in the nation. This program and Migrant Student Services, and its operating unit within MSU, assists MSFW with every stage of their lives in Michigan. MSU CAMP specifically is reaching its goal of connecting these students with financial resources and other needed support services that enable them to pursue higher educational endeavors. They provide tutoring and other academic assistance, and secure internships for these students enabling them to enter the workforce in the field of their choosing. With the social/emotional support and encouragement that CAMP offers to the migrant students, CAMP staff truly becomes a family to these overlooked and undervalued young people.

STATE BOARD OF EDUCATION

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PR/Award # S149A150003

Ms. Lisa Ramirez
Page 2
January 28, 2015

MSU Migrant Student Services also operates a state-wide MSU Identification and Recruitment (ID&R) Program on a sub-grant funded by our Michigan Migrant Education Program (MEP). I work closely with their team to support its administration and effective implementation.

The MSU team has provided highly successful ID&R services, operates a High School Equivalency Program (HEP), and is involved in wide variety of MSFW support agencies throughout Michigan. This illustrates MSU's strong ties and collaborative relationships, the ability to manage MSU CAMP and successfully address the needs of MSFW pursuing higher education.

In closing, I would like to reiterate this organization's strong commitment to MSFW students and families. It is this commitment that drives all of their educational programs, and their interagency work. Their success in achieving the proposed outcomes is evident in the excellence of the services they offer, their tireless efforts to reach additional migrants, and the respect with which they treat both migrant families and partner agencies. I cannot think of a more worthy organization to continue operating a CAMP project in Michigan.

If you have any questions, please do contact me at (517) 373-6066.

Respectfully yours,

(b)(6)

Shereen Tabrizi, Ph.D.
Education Consultant Manager
Special Populations Unit
Office of Field Services

COLLEGES AND UNIVERSITIES RATE AGREEMENT

EIN: 1386005984A1

DATE:06/23/2011

ORGANIZATION:

Michigan State University
301 Administration Building
East Lansing, MI 48824-1046

FILING REF.: The preceding
agreement was dated
03/08/2007

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

SECTION I: INDIRECT COST RATES

RATE TYPES:	FIXED	FINAL	PROV. (PROVISIONAL)	PRED. (PREDETERMINED)	
<u>EFFECTIVE PERIOD</u>					
<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE(%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
PRED.	07/01/2008	06/30/2011	52.00	On Campus	Organized Research
PRED.	07/01/2008	06/30/2011	41.00	On Campus	Other Spon Act
PRED.	07/01/2008	06/30/2011	26.00	Off Campus	All Programs
PRED.	07/01/2011	06/30/2015	53.50	On Campus	Organized Research
PRED.	07/01/2011	06/30/2015	36.00	On Campus	Other Spon Act
PRED.	07/01/2011	06/30/2015	26.00	Off Campus	All Programs
PROV.	07/01/2015	Until Amended		"Use same rates and conditions as cited for FYE 6/30/15."	

*BASE

Modified total direct costs, consisting of all salaries and wages, fringe benefits, materials, supplies, services, travel and subgrants and subcontracts up to the first \$25,000 of each subgrant or subcontract (regardless of the period covered by the subgrant or subcontract). Modified total direct costs shall exclude equipment, capital expenditures, charges for patient care, student tuition remission, rental costs of off-site facilities, scholarships, and fellowships as well as the portion of each subgrant and subcontract in excess of \$25,000.

ORGANIZATION: Michigan State University

AGREEMENT DATE: 06/23/2011

SECTION II: SPECIAL REMARKS

TREATMENT OF FRINGE BENEFITS:

The fringe benefits are specifically identified to each employee and are charged individually as direct costs. The directly claimed fringe benefits are listed below.

TREATMENT OF PAID ABSENCES

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

OFF-CAMPUS DEFINITION: For all activities performed in facilities not owned by the institution and to which rent is directly allocated to the project(s) the off-campus rate will apply. Grants or contracts will not be subject to more than one F&A cost rate. If more than 50% of a project is performed off-campus, the off-campus rate will apply to the entire project.

Equipment Definition -

Equipment means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

FRINGE BENEFITS:

FICA
Retirement
Disability Insurance
Tuition Remission
Worker's Compensation
Unemployment Insurance
Health Insurance
Dental Insurance
Life Insurance
Longevity Pay Increments
Post Retirement Benefits

ORGANIZATION: Michigan State University

AGREEMENT DATE: 06/23/2011

SECTION III: GENERAL

A. LIMITATIONS:

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its facilities and administrative cost pools as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as facilities and administrative costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

B. ACCOUNTING CHANGES:

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognate agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from facilities and administrative to direct. Failure to obtain approval may result in cost disallowances.

C. FIXED RATES:

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

D. USE BY OTHER FEDERAL AGENCIES:

The rates in this Agreement were approved in accordance with the authority in Office of Management and Budget Circular A-21 Circular, and should be applied to grants, contracts and other agreements covered by this Circular, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

E. OTHER:

If any Federal contract, grant or other agreement is reimbursing facilities and administrative costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of facilities and administrative costs allocable to these programs.

BY THE INSTITUTION:

Michigan State University

(INSTITUTION)

(SIGNATURE) (b)(6)

(NAME)

Daniel T. Evon, Director
Contract & Grant Administration
Michigan State University

(TITLE)

(DATE)

June 24, 2011

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(b)(6)

(SIGNATURE)

Arif Karim

(NAME)

Director, Central States Field Office

(TITLE)

6/23/2011

(DATE) 5060

HHS REPRESENTATIVE:

Ernest Kinneer

Telephone:

(214) 767-3261

COMPONENTS OF PUBLISHED F&A COST RATE

INSTITUTION: **Michigan State University**

FY COVERED BY RATE: **JULY 1, 2011 through JUNE 30, 2015**

APPLICABLE TO: **ORGANIZED RESEARCH**

RATE COMPONENT:	<u>ON CAMPUS</u>	<u>OFF CAMPUS</u>
Building Depreciation	3.6	
Equipment Depreciation	2.2	
Interest	2.4	
Operation & Maintenance	18.0	
Library	1.3	
Administration	<u>26.0</u>	<u>26.0</u>
TOTAL	<u><u>53.5</u></u>	<u><u>26.0</u></u>

CONCURRENCE:

Michigan State University

(Institution)

(b)(6)

(Signature)

(Name) Daniel T. Evon, Director
Contract & Grant Administration
Michigan State University

(Title)

(Date) 6/24/2011

Annual Activity Timeline

Month	Activity or Event	Responsible Administrator
July	<ul style="list-style-type: none"> • Assessment for placements in courses • Pre enrollment • Finalize Orientation Plan 	<ul style="list-style-type: none"> • Student Services Coordinator & Recruitment Coordinator • Student Services Coordinator • Associate Director, Student Services Coordinator
August	<ul style="list-style-type: none"> • Graduate Assistants/MSW Intern Training • Student Orientation Programs • Welcome Reception for incoming cohort • Course Material Workshop • MSU Football Tailgate with CAMP • MSU Football game • Spring Recognition Banquet Planning Begins 	<ul style="list-style-type: none"> • Student Services Coordinator & Associate Director • Asso. Director, Recruiter, Student S. Coordinator • Asso. Director, Recruiter, Student S. Coordinator • Assigned IEP Graduate Student • Asso. Director, Recruiter, Student S. Coordinator • Michigan State University , Associate Director • Asso. Director, Recruiter, Student S. Coordinator
September	<ul style="list-style-type: none"> • One on one Advisor meeting • CLEP Registration/Purchases • Cohort Monthly Meeting • IEP Session #1 • First Stipend released • International Engagement in Mexico Volunteer events begin • Initiate Recruitment ongoing until December 	<ul style="list-style-type: none"> • Student Services Coordinator • Student Services Coordinator • Asso. Director, Recruiter, Student S. Coordinator • Graduate Assistants and MSW Intern • Office of Financial Aid, Student Services Coordinator • IEM Advisor; Director • Recruiter
October	<ul style="list-style-type: none"> • Cultural Trip to Chicago • Cultural Halloween Celebration • Cohort Monthly Meeting • IEP Session #2 • Second Stipend released • Graduate Assistant/MSU Intern 30 Day Review • Coat Drive begins 	<ul style="list-style-type: none"> • Asso. Director, Recruiter, Student S. Coordinator • Graduate Assistants and MSW Intern • Asso. Director, Recruiter, Student S. Coordinator • Graduate Assistants and MSW Intern • Office of Financial Aid, Student Services Coordinator • Student Services Coordinator/Supervisor • Recruitment Coordinator and APA Union
November	<ul style="list-style-type: none"> • Cultural Detroit Trip to Museum • Cohort Monthly Meeting • IEP Session #3 • Thanksgiving Dinner (Homies Giving) • Holiday Meals provided (all dining areas closed on campus) • Third/Final Semester Stipend released • Basic winter wear necessities provided 	<ul style="list-style-type: none"> • Asso. Director, Recruiter, Student S. Coordinator • Asso. Director, Recruiter, Student S. Coordinator • Graduate Assistants and MSW Intern • Office of Cultural and Academic Transition and CAMP • Graduate Assistants and MSW Intern • Office of Financial Aid, Student Services Coordinator • Graduate Assistants and MSW Intern

Annual Activity Timeline

	<ul style="list-style-type: none"> • Graduate Assistant/MSU Intern 90 Day Review • APR Due Date 	<ul style="list-style-type: none"> • Student Services Coordinator/Supervisor • Associate Director
December	<ul style="list-style-type: none"> • Cohort Monthly Meeting • End of semester Celebration • Books, calculators, clickers & all additional course materials returned • Holiday transportation arrangements made • Coat Drive finalized • Graduate Assistant/MSU Intern End of semester review 	<ul style="list-style-type: none"> • Asso. Director, Recruiter, Student S. Coordinator • Asso. Director, Recruiter, Student S. Coordinator • Graduate Assistants and MSW Intern • Graduate Assistants and MSW Intern • Recruiter and APA union • Student Services Coordinator and Associate Director
January	<ul style="list-style-type: none"> • International Engagement in Mexico course begins. • Planning Spring Recognition Banquet continues • Cohort Monthly Meeting • IEP Session #4 • Stipend released • Semester book purchases with CAMP 	<ul style="list-style-type: none"> • Program Facilitators • Asso. Director, Recruiter, Student S. Coordinator • Asso. Director, Recruiter, Student S. Coordinator • Graduate Assistants and MSW Intern • Office of Financial Aid and Student Services Coordinator • Graduate Assistants, MSW Intern and Associate Director
February	<ul style="list-style-type: none"> • Winter Outing • Cohort Monthly Meeting • IEP Session #5 • Stipend released 	<ul style="list-style-type: none"> • Asso. Director, Recruiter, Student S. Coordinator • Asso. Director, Recruiter, Student S. Coordinator • Graduate Assistants and MSW Intern • Office of Financial Aid and Student Services Coordinator
March	<ul style="list-style-type: none"> • International Engagement in Mexico Study Abroad Trip • IEP Session #6 	<ul style="list-style-type: none"> • Program Facilitators • Graduate Assistants and MSW Intern
April	<ul style="list-style-type: none"> • Parent Orientation in Texas, Michigan, Florida • Stress Relieve Kickball Tournament (Staff vs Scholars) • Spring Recognition Banquet 	<ul style="list-style-type: none"> • Recruitment Coordinator and Student Services Coordinator • Asso. Director, Recruiter, Student S. Coordinator • Asso. Director, Recruiter, Student S. Coordinator
May	<ul style="list-style-type: none"> • End of year program assessment/adjustment • End of year staff retreat 	<ul style="list-style-type: none"> • Asso. Director, Recruiter, Student S. Coordinator
June	<ul style="list-style-type: none"> • Conduct Graduate Assistant Interviews • Graduate Assistant selection process • Selection process of Graduate Assistants 	<ul style="list-style-type: none"> • Asso. Director, Recruiter, Student S. Coordinator • Interview Committee • Asso. Director, Recruiter, Student S. Coordinator

Budget Narrative File(s)

* **Mandatory Budget Narrative Filename:**

To add more Budget Narrative attachments, please use the attachment buttons below.

DATE Revised: 2/5/2015
 PROJECT DATES: July 2015 - June 2020
 GRANTOR: USDE - OME

**MSU CAMP 2015-2020
 Budget Detail Narrative**

S.R.C.

50 Students

PI: Luis Alonzo Garcia
 Org. Unit: Michigan State University Migrant Student Services
 Application for: CFDA 84.149A College Assistance Migrant Program

					YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTALS
					FY15-16	FY16-17	FY17-18	FY18-19	FY19-20	
Personnel	*2% increase calculation for each subsequent year **Basis for salary costs are in line with government & institutional guidelines									
Title	Duties, Importance	Type	Time	Starting Salary						TOTALS
Director	Provides overall leadership; selection & guide to staff, & participants; determines policies; primarily liaison. Ensures all fiscal, policy & contractual compliances.	Full Time Employee (FTE). Luis Alonzo Garcia	40%							
Associate Director	Reviews, monitors & adjusts services & activities. Ensures all goals, objectives & GPRAs 1 & 2 are met.	FTE. Elias Lopez	100%							
Recruitment/Outreach Coordinator	Connect with broad MSFW population; collaborate with partners; recruit, facilitates admission & attendance of >50 students. Ensures meeting Goal 1; supports Goal 2	FTE.. Pending; starting salary	100%	\$44,774	\$44,774	\$45,669	\$46,583	\$47,515	\$48,465	\$233,006
Student Services Coordinator/Academic Advisor	Assesses academic abilities & needs; advises & facilitates enrollment; monitors academic progress; develops workshops & internships for career development; supervise Grad Assts. & Interns. Supports meeting GPRAs 1 & 2, Goals 2 & 3.	FTE. Aleida Martinez-Flores	100%							
Office Assistant III	Administrative assistance, HR management, grant administration. Supports all policy & contractual compliances.	FTE. Susan R. Chalgian	40%	\$44,419	\$17,768	\$18,123	\$18,485	\$18,855	\$19,232	\$92,463
Office Assistant III	Accounts management, Fiscal analysis & compliance review. Supports all fiscal, policy & contractual compliances.	FTE. Veronica Morales-Eyvet	40%	\$42,224	\$16,890	\$17,227	\$17,572	\$17,923	\$18,282	\$87,894
Student Clerical Assistants (2 students years 1-3)	General clerical support to Recruiter & Academic; data entry. Facilitates efficiency towards meeting goals & objectives.	Undergraduate student	avg. 12 hrs/week;	\$7.86/hour	\$8,112	\$7,734	\$5,389	*Year 4 & 5 institutionally provided		\$21,235
Graduate Assistant	Conduct services & activities that directly engage students through activities & 5 IEPs per semester. Crucially effective for retention purposes.	Level 2	avg. 20 hrs/week	\$743 biweekly for 19.5 pay periods	\$14,489	\$14,778	\$15,074	\$15,375	\$15,683	\$75,399
Graduate Assistant	Conduct services & activities that directly engage students through activities & 5 IEPs per semester. Crucially effective for retention purposes.	Level 1	avg. 20 hrs/week	\$671 biweekly for 19.5 pay periods	\$13,085	\$13,346	\$13,613	\$13,885	\$14,163	\$68,092
Personnel Salaries TOTAL:					\$115,116	\$116,879	\$116,717	\$113,554	\$115,825	\$578,089
Fringe Benefits		rate								
Recruitment/Outreach Coordinator		5 year avg.	49.07%		\$21,971	\$22,410	\$22,858	\$23,315	\$23,782	\$114,336
Office Assistant III - S. Chalgian		5 year avg.	49.29%		\$8,601	\$8,929	\$9,270	\$9,627	\$10,001	\$46,429
Office Assistant III - V. Morales-Eyvet		5 year avg.	50.86%		\$8,433	\$8,757	\$9,095	\$9,449	\$9,819	\$45,553
Graduate Assistants (2)		institutionally contracted benefits			\$24,888	\$25,386	\$25,893	\$26,411	\$26,940	\$129,518
Fringe Benefits TOTAL:					\$63,893	\$65,482	\$67,117	\$68,803	\$70,541	\$335,836

YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTALS
FY15-16	FY16-17	FY17-18	FY18-19	FY19-20	

Travel										
Item/Purpose	Descriptions / Purpose	Basis for cost	Estimates							
USDE-OME Annual Meeting in D.C. area	At minimum, Assoc. Director annually attends, as required, each year. (Institution &/or MSU HEP budget provides support for Director to attend all 5 years.)	1-2 staff; \$400 transportation; \$900 lodging, 3 nights; \$220 per diem	\$1,520/staff	\$3,040	\$2,280	\$2,280	\$2,280	\$1,520		\$11,400
National Assoc. State Directors of Migrant Ed. (NASDME)	Recruitment Coordinator attends 1st year for professional development specific to CAMP recruiting; broaden connections with partners & MSFW population.	\$600 transportation; \$840 lodging, 3 nights; \$290 per diem; \$380 registration fee	\$2110/staff	\$2,110						\$2,110
Nat. HEP/CAMP Assoc. Conference	Half of Director's attendance supported by MSU HEP budget. Also Assoc. Director and 1-2 others (Recruiter &/or Academic Advisor). Training, professional development, learning best practices for CAMP projects.	1-3 staff; \$500 transportation; \$1,120 lodging, 4 nights; \$290 per diem; \$90 registration fee	\$2,000/staff	\$6,000	\$4,000	\$4,000	\$4,000	\$3,500		\$21,500
Michigan Grower/Farmworker Conference	Located within 5 miles of campus; sponsored by Mich. Dept of Human Services-Migrant Services. Direct understandings & updates on issues relative to MSFW in Michigan specifically.	Group registration fee is \$550		\$550	\$550	\$550	\$550	\$550		\$2,750
Recruitment & Outreach	2 trips each to Texas & Florida - 1 focusing on high schools, 1 for parent orientation; 30 trips InState; Supplies to disseminate info & motivate. Primarily Recruitment Coordinator travel in/out of state to connect with broad MSFW population; collaborate with partners; recruit, facilitates admission & attendance of >50 students. Ensures meeting Goal 1; supports Goal 2.	4 trips to south TX & west-central FL = \$8,800; 30 InState trips: avg. 1 per month @ \$210/trip & 16 shorter @ \$75/trip = \$3,720; Supplies are brochures & presentation packets = \$1,508; Visitors to campus meal tickets: 4 groups of avg. 53/group at \$6 per = \$1,272		\$15,300	\$15,300	\$15,300	\$15,300	\$15,300		\$76,500
Travel TOTAL:				\$27,000	\$22,130	\$22,130	\$22,130	\$20,870		\$114,260
Supplies										
Purpose	Descriptions / Purpose	Basis for cost	Estimates							
General Expendable/Supplies	Business cards; bulletin board trimmings; name tags; Student academic supplies, i.e., index cards, graph & other specialty papers	Business cards=\$20-40/8 staff; Bltn. Board trimmings=\$25 qtrly; Academic=\$420	\$700	\$700	\$700	\$700	\$500			\$2,600
Staff Handbook/Planner	Yearly, detailed management plan; includes schedules; policies, IEP & staff guidelines	Approximately 48 pages, print & bound	\$200	\$220	\$220	\$220	\$220			\$880
Supplies TOTAL:				\$920	\$920	\$920	\$720	\$0		\$3,480
Contractual										
Item/Purpose	Descriptions / Purpose	Basis for cost	Estimates							
Evaluation/Consultation	Hire professional review; someone with minimum requirements: 5+ years experience with qualitative/quantitative analysis; CAMP projects; working directly with MSFW.	standard professional rate	Approximate 50 hrs of work @ \$30/hour	\$1,500	\$1,500		\$1,500			\$3,000
Contractual TOTAL:				\$0	\$1,500	\$0	\$1,500	\$0		\$3,000

YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTALS
FY15-16	FY16-17	FY17-18	FY18-19	FY19-20	

Other

Item/Purpose	Descriptions / Purpose	Basis for cost	Estimates						
Student Services & Retentions									
Academic support	IEP activities; Student monthly meetings; Workshops, Textbooks & other course required items.	*institutionally provided	*institutionally provided -----						
Orientation	6 day of Meals, to campus & on campus transportation, & lodging week before classes in August; specifically designed academic binders & planners distributed. Well organized orientation supports strong retention.	Meals @ \$6/person - 50 students X 6 days+4 staff/day=\$5,544; transportation to campus from Lansing (\$60) & Detroit (\$200) airports; lodging for early arrivals @ \$70 rooms X 3 rooms=\$210; printing planners=\$1,100; academic binder/supplies=\$386	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$37,500
Welcome Reception	Meet /greet for new students; includes on/off campus professionals, continuing CAMP students	*donor supported	*donor supported -----						
Career Exploration	Professional clothing; workshops	*donor supported & institutionally provided	*institutionally provided -----						
Basic Needs	Meeting personal needs given low income.	*institutionally provided	*institutionally provided -----						
Student Leadership development and Mentoring	Variety of gatherings with faculty, outside professionals and continuing students; Costs can cover speaker fees, occasional meals, and student transportation to events.	*institutionally provided	*institutionally provided -----						
Basic Needs: Student Transportation	Given low-incomes, transportation to/from campus costs to selected students. To campus to attend classes/orientation; to home on institutional breaks or emergencies, i.e. funerals.	Flights or ground transportation for possible 3-4 students @ \$450 or less	\$1,350	\$1,350	\$1,350	\$1,350	\$1,050	\$6,450	
Recognition Event	Venue for banquet-meal, stage, parking, certificates & portfolios. Recognizing students achievements in this way is a retention & motivational activity.	Venue/meal/stage/parking=\$3,200; certificates & portfolios=\$1,100	\$4,300	\$4,300	\$4,300	\$4,300	\$4,300	\$21,500	
Program Outreach & Development									
National HEP/CAMP Association Dues			\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$6,000	
Program Development/Outreach	ALSAME (statewide higher ed admission professionals) monthly meetings at MSU-parking & lunch; Michigan DHS Migrant Services interagency committee (IMSC)-attend monthly statewide & host 1 at MSU. Director/Assoc. Director attends for current information and develop/strengthen partnerships.	ALSAME meeting per month: \$6 parking & \$6 meal per 10 attending=\$1,440; IMSC 11 monthly attendance, avg \$95/mtg=\$1,045 + hosting 1 mtg, 25 meals (\$6) & parking (\$6) each=\$300	\$2,785	\$2,786	\$2,785	\$2,785	\$2,785	\$13,926	
Staff Development	Training for Advising Webinars: 2 grads, 2 interns	4 x \$200 each	\$800	\$800	\$800	\$800	\$800	\$4,000	
Other TOTAL:			\$17,935	\$17,936	\$17,935	\$17,935	\$17,635	\$89,376	
Direct Cost TOTAL:			\$224,864	\$224,846	\$224,819	\$224,642	\$224,871	\$1,124,042	
Indirect Cost TOTAL:			8.0%	\$17,989	\$17,988	\$17,986	\$17,971	\$17,990	\$89,923

PR/Award # S149A150003

YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTALS
FY15-16	FY16-17	FY17-18	FY18-19	FY19-20	

Tuition & Stipends	Item/Purpose	Descriptions / Purpose	Basis for cost	Estimates					
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Tuition/Room/Board Assistance	Financial awards are made after all grant aid per FAFSA & MSU review. Amount varies per student. MSU Office of Financial Aid facilitates this careful review and award process. Process minimizes loan burden per student & maximizes efficient use of grant funds.	50 students	\$3,000 avg		\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000
CLEP-academic credits	Exams that can provide students up to 16 additional credits. This facilitates students' earning at least 24 credits 1st year: GPRA 1.	50 students	\$100/student		\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000
Stipends	Stipends are dispersed middle of each semester, after MSU billed is paid in full so students receive cash to support their basic needs.	50 students	\$270/semester; 2 semesters		\$27,000	\$27,000	\$27,000	\$27,000	\$27,000	\$135,000
Tuition & Stipends TOTAL:					\$182,000	\$182,000	\$182,000	\$182,000	\$182,000	\$910,000
Federal grant proposal cost TOTAL:					\$424,853	\$424,833	\$424,805	\$424,613	\$424,861	\$2,123,965

**U.S. DEPARTMENT OF EDUCATION
BUDGET INFORMATION
NON-CONSTRUCTION PROGRAMS**

OMB Number: 1894-0008
Expiration Date: 04/30/2014

Name of Institution/Organization

Michigan State University

Applicants requesting funding for only one year should complete the column under "Project Year 1." Applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.

**SECTION A - BUDGET SUMMARY
U.S. DEPARTMENT OF EDUCATION FUNDS**

Budget Categories	Project Year 1 (a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Project Year 5 (e)	Total (f)
1. Personnel	115,116.00	116,879.00	116,717.00	113,554.00	115,825.00	578,091.00
2. Fringe Benefits	63,893.00	65,482.00	67,117.00	68,803.00	70,541.00	335,836.00
3. Travel	27,000.00	22,130.00	22,130.00	22,130.00	20,870.00	114,260.00
4. Equipment	0.00	0.00	0.00	0.00	0.00	0.00
5. Supplies	920.00	920.00	920.00	720.00	0.00	3,480.00
6. Contractual	0.00	1,500.00	0.00	1,500.00	0.00	3,000.00
7. Construction	0.00	0.00	0.00	0.00	0.00	0.00
8. Other	17,935.00	17,935.00	17,935.00	17,935.00	17,635.00	89,375.00
9. Total Direct Costs (lines 1-8)	224,864.00	224,846.00	224,819.00	224,642.00	224,871.00	1,124,042.00
10. Indirect Costs*	17,989.00	17,988.00	17,986.00	17,971.00	17,990.00	89,924.00
11. Training Stipends	182,000.00	182,000.00	182,000.00	182,000.00	182,000.00	910,000.00
12. Total Costs (lines 9-11)	424,853.00	424,834.00	424,805.00	424,613.00	424,861.00	2,123,966.00

***Indirect Cost Information (To Be Completed by Your Business Office):**

If you are requesting reimbursement for indirect costs on line 10, please answer the following questions:

(1) Do you have an Indirect Cost Rate Agreement approved by the Federal government? Yes No

(2) If yes, please provide the following information:

Period Covered by the Indirect Cost Rate Agreement: From: 07/01/2011 To: 06/30/2015 (mm/dd/yyyy)

Approving Federal agency: ED Other (please specify): U.S. Dept. of Health & Human Services (DHHS)

The Indirect Cost Rate is 8.00 %.

(3) For Restricted Rate Programs (check one) -- Are you using a restricted indirect cost rate that:

Is included in your approved Indirect Cost Rate Agreement? or, Complies with 34 CFR 76.564(c)(2)? The Restricted Indirect Cost Rate is 8.00 %.

Name of Institution/Organization Michigan State University	Applicants requesting funding for only one year should complete the column under "Project Year 1." Applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.	
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**SECTION B - BUDGET SUMMARY
NON-FEDERAL FUNDS**

Budget Categories	Project Year 1 (a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Project Year 5 (e)	Total (f)
1. Personnel						
2. Fringe Benefits						
3. Travel						
4. Equipment						
5. Supplies						
6. Contractual						
7. Construction						
8. Other						
9. Total Direct Costs (lines 1-8)						
10. Indirect Costs						
11. Training Stipends						
12. Total Costs (lines 9-11)						

SECTION C - BUDGET NARRATIVE (see instructions)

U.S. DEPARTMENT OF EDUCATION
SUPPLEMENTAL INFORMATION
FOR THE SF-424

OMB Number: 1894-0007
Expiration Date: 07/31/2014

1. Project Director:

Prefix:	First Name:	Middle Name:	Last Name:	Suffix:
	Luis	Alonzo	Garcia	

Address:

Street1:	234 Wilson Rd., rm C249
Street2:	
City:	East Lansing
County:	
State:	MI: Michigan
Zip Code:	48825
Country:	USA: UNITED STATES

Phone Number (give area code)	Fax Number (give area code)
517-432-9900	517-432-9901

Email Address:

GARCIAL@msu.edu

2. Novice Applicant:

Are you a novice applicant as defined in the regulations in 34 CFR 75.225 (and included in the definitions page in the attached instructions)?

Yes No Not applicable to this program

3. Human Subjects Research:

a. Are any research activities involving human subjects planned at any time during the proposed project Period?

Yes No

b. Are ALL the research activities proposed designated to be exempt from the regulations?

Yes Provide Exemption(s) #:

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No Provide Assurance #, if available:

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c. If applicable, please attach your "Exempt Research" or "Nonexempt Research" narrative to this form as indicated in the definitions page in the attached instructions.

	Add Attachment	Delete Attachment	View Attachment
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