

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



**APPLICATION FOR GRANTS
UNDER THE**

College Assistance Migrant Program (CAMP) CFDA Number 84.149A

CFDA # 84.149A

PR/Award # S149A160023

Grants.gov Tracking#: GRANT12114187

OMB No. , Expiration Date:

Closing Date: Mar 07, 2016

****Table of Contents****

Form	Page
1. Application for Federal Assistance SF-424	e3
2. Assurances Non-Construction Programs (SF 424B)	e6
3. Disclosure Of Lobbying Activities (SF-LLL)	e8
4. ED GEPA427 Form	e9
<i>Attachment - 1 (1236-427GEPA)</i>	e10
5. Grants.gov Lobbying Form	e11
6. ED Abstract Narrative Form	e12
<i>Attachment - 1 (1235-Project Abstract)</i>	e13
7. Project Narrative Form	e14
<i>Attachment - 1 (1238-Project Narrative)</i>	e15
8. Other Narrative Form	e41
<i>Attachment - 1 (1237-Other Attachments Form)</i>	e42
9. Budget Narrative Form	e62
<i>Attachment - 1 (1234-Budget Narrative)</i>	e63
10. Form ED_SF424_Supplement_1_3-V1.3.pdf	e68
11. Form ED_524_Budget_1_3-V1.3.pdf	e69

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 checked="" type="checkbox"/> New <input 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="03/07/2016"/>	4. Applicant Identifier: <input type="text"/>
--	--

5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text"/>
--	---

State Use Only:

6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>
---	---

8. APPLICANT INFORMATION:

* a. Legal Name:

* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="660201206"/>	* c. Organizational DUNS: <input type="text" value="8264441760000"/>
---	---

d. Address:

* Street1:
Street2:
* City:
County/Parish:
* State:
Province:
* Country:
* Zip / Postal Code:

e. Organizational Unit:

Department Name: <input type="text"/>	Division Name: <input type="text"/>
--	--

f. Name and contact information of person to be contacted on matters involving this application:

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

Title:

Organizational Affiliation:

* Telephone Number: <input type="text" value="787-257-7373 X 2457"/>	Fax Number: <input type="text" value="787-752-0070"/>
--	---

* Email:

Application for Federal Assistance SF-424

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

S: Hispanic-serving Institution

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-010716-001

* Title:

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

13. Competition Identification Number:

84-149A2016-1

Title:

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

Add Attachment

Delete Attachment

View Attachment

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

Universidad del Este, Santa Isabel Off Campus, College Assistance Migrant Program (CAMP-SI)

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.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="2,123,919.00"/>
* 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="2,123,919.00"/>

*** 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

Add Attachment

Delete Attachment

View Attachment

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:

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 <input type="text" value="Mayra Ferran"/>	TITLE <input type="text" value="Vice Chancellor of Sponsored Programs"/>
APPLICANT ORGANIZATION <input type="text" value="Universidad del Este"/>	DATE SUBMITTED <input type="text" value="03/07/2016"/>

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: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> SubAwardee * Name: <input type="text" value="N/A"/> * Street 1: <input type="text" value="N/A"/> Street 2: <input type="text"/> * City: <input type="text" value="N/A"/> State: <input type="text"/> Zip: <input type="text"/> Congressional District, if known: <input type="text"/>		
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: <input type="text"/> * First Name: <input type="text" value="N/A"/> Middle Name: <input type="text"/> * Last Name: <input type="text" value="N/A"/> Suffix: <input type="text"/> * Street 1: <input type="text"/> Street 2: <input type="text"/> * City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>		
b. Individual Performing Services (including address if different from No. 10a) Prefix: <input type="text"/> * First Name: <input type="text" value="N/A"/> Middle Name: <input type="text"/> * Last Name: <input type="text" value="N/A"/> Suffix: <input type="text"/> * Street 1: <input type="text"/> Street 2: <input type="text"/> * City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>		
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: <input type="text" value="Mayra Ferran"/> * Name: Prefix: <input type="text"/> * First Name: <input type="text" value="N/A"/> Middle Name: <input type="text"/> * Last Name: <input type="text" value="N/A"/> Suffix: <input type="text"/> Title: <input type="text"/> Telephone No.: <input type="text"/> Date: <input type="text" value="03/07/2016"/>		
Federal Use Only:		Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)

PR/Award # S149A160023

NOTICE TO ALL APPLICANTS

OMB Number: 1894-0005
Expiration Date: 03/31/2017

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.

(4) An applicant that proposes a project to increase school safety might describe the special efforts it will take to address concern of lesbian, gay, bisexual, and transgender students, and efforts to reach out to and involve the families of LGBT students.

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.

427GEPA.pdf

Add Attachment

Delete Attachment

View Attachment

GENERAL EDUCATION PROVISIONS ACT (GEPA)

Universidad del Este (UNE) in Santa Isabel addressed the required information under GEPA Section 427 in various areas of this grant application. The Institution has established procedures to ensure that the project personnel selection will provide equal opportunity and will not discriminate for reasons of age, sex, race, color, religion beliefs, gender, nationality, marital status, physical appearance, political affiliation, veteran status, or handicap/disability.

UNE-Santa Isabel has been serving the academic needs of educationally, economically and socially disadvantaged students. Project participants will be Hispanic, predominantly Spanish speakers from low-income families and first-generation college students. Project personnel and student participants will have equitable access to the proposed CAMP project.

The proposed **UNE-Santa Isabel College Assistance Migrant Program (CAMP SI)** will serve migrant and seasonal farm workers and members of their immediate families from the southern region of Puerto Rico in completing their first year of college and enroll in the second year of college classes. In order to better serve the needs of the targeted population, different program dissemination strategies will be implemented. Presentations will be held; flyers and brochures will be developed and distributed in Spanish throughout the campus to disseminate the goals and objectives of the program. Regardless of race, gender, or disability, all eligible participants will have equitable access to the program geared to enhance student academic improvement and the possibility to prepare qualified personnel to serve disadvantaged and minority communities. It is important to note that UNE-Santa Isabel has been exceptionally successful in promoting access to underrepresented groups and helping these to become successful in an educational environment.

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		
Universidad del Este		
* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE		
Prefix: Mrs.	* First Name: Mayra	Middle Name: M
* Last Name: Ferran-Torres	Suffix:	
* Title: Vice Chancellor of Sponsored Programs		
* SIGNATURE: Mayra Ferran	* DATE: 03/07/2016	

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

Name of the Applicant: Universidad del Este **City and State:** Carolina, PR

Project Objectives and Activities: The CAMP-SI project's goals are **a)** 80 (100%) project participants will receive program academic and supportive services during each budget period; **b)** At least 69 students (86 %) of CAMP participants will complete their first academic year at UNE. **c)** At least 68 CAMP participants (85%) of each annual cohort will register for second year college classes. In order to meet these objectives, project participants will be provided with orientation, academic content support, tutoring, counseling, monitoring, referral services, career development activities, health services, social worker's support and stipends.

Applicable Priorities: This project addresses Invitational Priority Number Two by engaging the following community organizations: Path Stone, DISUR (Integrated Southern Development, a community development organization (CDO), and Accion Social de Puerto Rico (a CDO).

Number of Participants to be Served Annually: 80 commuting participants.

Number and Location of Proposed Sites: 1 site in Santa Isabel, PR.

Project Targets for Meeting GPRA measures each year: The Project evaluation plan meets GPRA requirements: the submission of annual performance reports, and a final report that evaluates the project's effectiveness and its impact. The evaluation plan will include quantitative and qualitative measures and are both formative and summative. Formative strategies include: 1) ascertaining if the program's timeline and milestones were met; 2) assessing the cost of the program by annually comparing actual expenditures and budget; 3) administering participant satisfaction evaluations; 4) reviewing project staff evaluations; and 5) reviewing Advisory Board recommendations.

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](#)

[Delete Optional Project Narrative File](#)

[View Optional Project Narrative File](#)

TABLE OF CONTENTS

	Page Number
Part I. Preliminary Documents.....	i
Part II. Budget Information.....	ii
Part III. Abstract.....	iii
Table of Contents.....	iv
Part IV. Program Narrative.....	1
1. Need for and Significance of Project.....	1
2. Quality of Project Design.....	5
3. Quality of Project Services.....	10
4. Quality of Project Personnel.....	15
5. Quality of Management Plan.....	17
6. Adequacy of Resources.....	21
7. Quality of Project Evaluation.....	22

PROJECT NARRATIVE

Universidad del Este (UNE) is the academic entity that will implement the new CAMP SI project at its Off-Campus Center facilities in Santa Isabel. UNE is a four-year, coeducational, nonprofit, private, non-residential academic institution, located in Carolina, Puerto Rico (PR) with five off-campus centers in the Yauco, Barceloneta, Arecibo, Santa Isabel and Cabo Rojo municipalities. UNE is one of three higher education institutions within the Ana G. Méndez System (AGMUS), the largest private university system in Puerto Rico. It is licensed by the Council of Higher Education and fully accredited by the Middle States Association of Colleges and Secondary Schools.

1. Need for the Project. Universidad del Este (UNE), a Hispanic-Serving Institution, proposes to run a new College Assistance Migrant Program (CAMP) project at its Off Campus Center in Santa Isabel, PR to provide services to 80 migrants and seasonal farm workers and members of their immediate families from the southern region of Puerto Rico encompassing the municipalities of Ponce, Juana Díaz, Villalba, Santa Isabel, Coamo, Salinas and Guayama. CAMP SI will address CAMP key programmatic purposes, namely, to assist migrant and seasonal farm workers and members of their immediate families, who are eligible, in their first academic year at UNE. CAMP SI will serve communities with very high numbers of seasonal and migrant farm workers where agriculture is one of the main economic activities.

The magnitude of the need for the services to be provided by the proposed project. Being a migrant student means frequent moves, poverty, gaps in previous schooling, language barriers, societal and institutional barriers due to ethnic differences and community isolation. Migrant and seasonal farm workers and their children generally have low educational attainment and low

enrollment in postsecondary education. This population needs the proposed services to help them overcome the barriers to completing their first year of postsecondary education and persisting on to enrolling in the second year of classes. Unfortunately, few services exist in the targeted area to help them overcome these barriers. This section details the magnitude of these problems.

Poverty and Unemployment, and Low Educational Attainment and College Participation

Rate. For the region in Puerto Rico to be served, according to the most recent data available from the U.S. Census Bureau (American Community Survey (ACS) 2014) estimates Santa Isabel and the other four municipalities the CAMP SI proposes to serve has a total of 160,928 inhabitants.

US Census Bureau American Community Survey 2014 Population Estimates					
	Pop.	% workforce unemployed 16 & older	High School or higher	BA or higher 25 & older	Individuals below poverty
Villalba	24,389	27%	67%	12%	54%
Santa Isabel	22,860	12%	71%	17%	51%
Coamo	40,331	13%	70%	12%	50%
Salinas	29,881	16%	68%	13%	58%
Guayama	43,467	20%	74%	15%	50%
Total	160,928				

Area citizens come from a more deprived socioeconomic backgrounds than their fellow residents from the rest of the Island. Data from the U. S. Census 2014 ACS presents the area’s economic and educational disadvantages. Some extra official sources suggest agricultural unemployment might be close to 20%, affecting nearly 11,000 farm workers.

The following table presents recent data on college admissions.

COLLEGE ADMISSION RATE		
	2013-2014	2014-2015
Total	241,168	240,878
Public State IHE	62,687	62,523
Private IHE	178,481	178,355
Males	100,711	101,064
Females	140,457	139,814

Undergraduate	213,196	212,299
Full Time	197,540	196,194
Part Time	43,628	44,684
Source: Puerto Rico Council on Education Strategic Planning Reports, 2015		

The PR 2012 Agriculture Census for shows there were 12,693 farm workers whose primary occupation was agriculture. In the targeted area, there are 4,739. The PR Dept. of Education data for 2014, the high school dropout rate has remained at 34% for the last twelve years.

In Puerto Rico, a total of 1,688 students from public and private schools took part in the PISA (Programme for International Student Assessment) testing in 2012. The island’s Education Department picked the schools and a PISA affiliate selected the students randomly. The Puerto Rico students’ averaged a score of 379 in Math, the same average as Latin America but below the 478 mark for the U.S. Puerto Rico’s average in science literacy was 401, lower than Latin America (411) and the U.S. (497). Puerto Rico’s average reading score was 404. That was less than Latin America (414) and the U.S. (498). Puerto Rico placed 58 out of 65 countries in Math, 55 out of 65 in Science and 53 out of 65 in reading comprehension (Caribbean Business 2014).

(i) Focus on serving and addressing the needs of disadvantaged new freshman undergraduates.

The data shown above clearly evidence the limitations and the magnitude of the socioeconomic conditions that the potential CAMP SI student participants faces. It also underscores the lack of academic, social and economic opportunities available to them. Many are public school dropouts who come from poor, isolated rural communities. In addition, a substantial number of their parents never completed high school either. CAMP SI will bear in mind all these factors and will establish a dependable, accessible project that considers gaps and weaknesses in existing services, infrastructure, and opportunities, to ensure that the most needy migrant and seasonal farm workers, the potential undergraduates in the Santa Isabel area, will be selected. CAMP SI’s focus will be on

offering baccalaureate level academic support to provide eligible migrant and seasonal farm workers and their immediate family members with the necessary academic skills in their first academic year at UNE thus enhancing the probability that they will complete their first academic year and persist on to enrolling in second-year college classes. CAMP SI will serve a total of 80 CAMP eligible undergraduates during each academic cycle beginning on August 1, 2016 and ending on July 31, 2022. Students will be divided into four groups with a maximum of 20 students thus enabling highly individualized attention to assure the delivery of quality services.

(iii) Gaps or weaknesses in services, infrastructure, or opportunities. A community survey conducted by UNE Santa Isabel reveals that in the targeted region, there are no organizations that specifically target migrant and seasonal farm worker undergraduates for baccalaureate level academic support services, the type of supportive services that will be offered through CAMP. The lack of services and activities targeted to migrant and seasonal farm worker students dramatically emphasizes the need for the program. Using the information gathered through the Community Survey, the table below outlines the services and activities available/unavailable to the target region migrant population. It was also learned, that although some of these services may be currently available, the high demand results in waiting lists, placing students most in need of services (migrants) at a disadvantage. The most significant aspect about CAMP is its focus on individualized services that address student needs based on individual assessments.

Need: Academic Services	Other Services	CAMP SI
Study skills Instruction/workshop	Occasionally provided	Always provided
Individualized, self-paced bachelor degrees academic support	Rarely provided	Always provided
Tutoring	Rarely provided	Always provided
College Admission Orientation – Recruitment	Rarely provided	Always provided
College Financial Aid Information	Rarely provided	Always provided
College Curriculum advising	Never provided	Always provided

Time management and test taking workshops	Rarely provided	Always provided
Need: Supportive Services	Other Services	CAMP SI
Academic needs assessment	Occasionally provided	Always provided
Individualized educational plan	Seldom provided	Always provided
Evaluation of individual progress	Occasionally provided	Always provided
Academic, Personal and Counseling	Rarely provided	Always provided
Cultural & educational field trips	Never provided	Always provided
Leadership, socialization skills workshops	Seldom provided	Always provided
Need: Financial and Other Services	Other Services	CAMP SI
Health Care	Rarely provided	Always provided
Multicultural programming	Seldom provided	Always provided
Financial aid workshop and application assistance	Rarely provided	Always provided
Assistance with scholarship applications	Seldom provided	Always provided
Student stipend/transportation allowance	Rarely provided	Always provided
Financial assistance planning	Seldom provided	Always provided
Source: UNE's Community Survey, 2014		

CAMP SI will address the identified weaknesses related to services, infrastructure and opportunities, concerning education, employment, health and other supportive services that will aid students in achieving their academic and professional goals.

iv. Importance and magnitude of the results or outcomes likely to be attained by the proposed project. CAMP SI will serve a grand total of 400 participants of whom 86% will successfully complete their first academic year. The program will assist participants in developing academic goals and in providing the support services that are needed in order for them to attain their educational plans and goals. CAMP SI will address regional needs by assisting participants with their post-secondary education programs.

2. Quality of Project Design.

(i) Goals, objectives, and outcomes to be achieved by the proposed project. CAMP SI's overarching goal is to assist migrants and seasonal farm workers and immediate family, who are eligible, in their first academic year at UNE. To fulfill this goal, the Project will meet the following

objectives: **a) 80 (100%) students will receive program services that include academic and supportive services during each budget period; b) At least 69 students (86 %) of CAMP participants will complete their first academic year at UNE. c) At least 68 CAMP participants (85%) of each freshman cohort will register for second college year classes (persistence rate).**

The CAMP SI design will pay particular attention to low income individuals also being the first generation their families to graduate with bachelor degrees. The overwhelming majority of these eligible students can only afford to study if they receive some kind of financial aid, receive extensive academic support (especially tutoring), have poor study skills, poor reading skills and poor basic math proficiency, are slow learners, have not defined or have unfeasible academic and/or career goals, and have low self-esteem. It is not likely that they will be able to receive counseling or academic support from their parents or relatives who might be willing to help, but lack the necessary education to understand postsecondary level work. The CAMP SI design will take into account participants' educational background, by providing them with the learning, study, personal and social tools to complete their first academic year at UNE. The following table itemizes the services, objectives, activities, personnel and resources for each program component in CAMP SI Project Design.

Stipends: The low income status of prospective CAMP participants is well documented in the **Need** section of this proposal. To assist these students to defray the costs of attendance at UNE SI, CAMP SI will provide all active project participants with a stipend. These funds are intended to help cover the costs of transportation, materials, child care, as well as other essential support. (See Budget Narrative).

Academic Service Component

A. Orientation

Objective: To provide participants with a clear and thorough orientation of CAMP's goals, norms and services and how they relate to completing their first academic year at UNE.

Activities: Review student files, prepare the orientation week activity schedule and inform all program personnel regarding their respective roles during that week. Provide personnel with the information they require on participants and ensure that each staff member is prepared to assist them. Make sure that all relevant forms/applications are completed by the students during orientation week.

Personnel: Academic Coordinator

Resources: Program Manual (norms, rules, etc.) class schedules, diagnostic tests, student questionnaires, school supplies, etc.

B. Academic Content

Objective: A total of 80 students will participate in CAMP activities and receive project services designed to increase the probability of completing their first academic year and registering for second year classes at UNE (persistence rate).

Activities: Follow the curricula of UNE's academic programs and provide individualized academic support to enhance students' abilities to complete their coursework. Develop and administer written practice exercises similar to those presented in the course tests. Provide individualized tutoring. Conduct individualized and group academic counseling.

Personnel: Academic Coordinator

Resources: Course curricula, textbooks, reference books, exams, diagnostic tests, subject learning packets, visual aids, tutors' reports.

C. Tutoring Services

Objective: To provide tutoring services to 80 students according to their educational needs throughout the program year.

Activities: Provide an average of 70 hours per week of tutoring services to students in all subjects based on their needs assessments conducted by CAMP professional staff. Tutoring will be offered individually or in small groups with schedules individualized to facilitate participation.

Personnel: tutors and professional staff

Resources: professional staff, curricula, assignments, class-room, marker board, teaching materials.

E. Counseling

Objectives: (1) To provide 80 students with individual and group counseling complemented by evaluation, and career guidance. (2) To administer a needs assessment for each student to identify supportive services that increase the probability that they complete their 1st college year and enroll in the second. (3) Conduct and coordinate career orientation and related activities during the academic cycle; and (4) Assist students to achieve the performance standards required by their academic majors.

Activities: Provide counseling and related orientation activities based on assessed needs taking into account students' interests, pre- CAMP academic performance, and career projections. Orient students on career options. Assist students in structuring their career alternatives. Administer the ARCI career placement test and the GATB (General Aptitude Test Battery); Invite representatives from career areas as guest speakers to present topics about which students

have expressed particular interest. Present the requirements necessary for different careers. Maintain up-to-date student files regarding counseling contacts and academic progress.

Personnel: Student Tracking Coordinator in collaboration with the CAMP Social Workers and UNE SI Staff Counselors (institutionally funded).

Resources: student questionnaires, student grades, academic, diagnostic tests, aptitude tests, Occupational Outlook Handbook, guest speakers, and the Educational Opportunity Manual .

Other Activities

A. Monitoring Services: Monitoring services will help to track students' progress through and after graduation and thus allow CAMP SI to provide any additional assistance to all CAMP SI and document student academic achievement by administering a 30-day, a 60-day and a 90-day questionnaire after they leave the program and thereafter, on an annual basis.

Objective: To collect and maintain adequate and accurate monitoring data on the status of all CAMP SI students administering a 30-day, a 60-day and a 90-day questionnaire after they leave the program and annually thereafter.

Activities: Keep records of participants including names, addresses, telephone numbers, and date of departure from CAMP SI. Collect placement information through a questionnaire e-mailed to all graduates. Use national clearinghouses and social networks to contact former participants; organize social activities to reunite former CAMP SI students and obtain information on their current status; Conduct an annual follow-up (e-mail, USPS mailings, social networks and phone calls) to contact all former CAMP SI students to evaluate how the program can improve its services and evaluate its impact.

Personnel: Student Tracking Coordinator

Resources: Student files, placement information, follow up questionnaire, CAMP's webpage and social networks (Facebook, Twitter, etc.); social activities (program graduates), Annual Survey forms

B. Referral Services: After CAMP SI participants complete their first year of study at UNE being provided with the range of services presented above, CAMP SI will provide them with referral services to on- or off-campus providers of counseling services, academic assistance, or financial aid, and coordinate those services, assistance, and aid with other non-program services, assistance, and aid, including what may be provided by community-based organizations starting with the second year of college and continuing through graduation.

Objective: Provide academic support services that CAMP SI will offer directly only during the participant's first year of college study.

Activities: Monitor former active participants' academic progress and attend to walk-in requests for assistance. Summon those students that present signs of struggle or failure to assist them to move forward towards graduation. Refer these students to the appropriate service providers to support them in those areas of identified need.

Personnel: Academic Coordinator, Counselor (institutionally funded), Social Worker and the PD.

Resources: Student Files

C. Career Development Activities

Objective: Assist participants in choosing their academic programs and motivate them to devote sufficient time to their class preparation and assignments.

Activities: Visits to places of work representative of participants' future professional careers.

(ii) *Design of the proposed project.* The CAMP SI project will be implemented by conducting the planned activities as detailed on pages 6 through 8, which are proposed to address the needs of the target population and to attain the desired outcomes for each objective.

(iii) *Coordination with similar or related efforts and resources.* As demonstrated in the table below, the CAMP SI project will coordinate its services with a number of federal, state and local programs to maximize the resources available to migrant students, as required in Section 418A(d) of the HEA.

Coordination with Local, State and Federal Resources	
Local	Communities in Santa Isabel and surrounding municipalities are lifelines for CAMP participants because they may provide resources that support learning success in postsecondary education. The following resources will be accessed to determine how effective they might be in assisting CAMP participants': area health services, area library systems, area schools, area churches, the United Way, Educare, chambers of commerce, and local Workforce Investment boards.
State	The following institutions, organizations, departments or agencies will be accessed to support the CAMP SI Project: PR Dept. of Agriculture, PR Dept. of Educ., other university and community systems, state university systems, and statewide migrant councils, state migrant education programs, Emergency Immigration Education Program, the US Immigration and Naturalization Service.
Federal	Examples of federal agencies with which CAMP SI will collaborate include the U.S. Dept. of Educ. (Office of Migrant Educ.; Office of Higher Educ. Programs, Federal TRIO Programs); migrant and seasonal farm worker's programs, The National CAMP- Association, the Housing Assistance Council, National Association of Community Health Centers, Rural Community Assistance Program; and the U.S. Dept. of Agriculture.

A CAMP Advisory Council comprised of individuals representing several of these groups as well as UNE officials from other offices such the Vice Chancellery for Student Affairs will be formed to provide assistance and support to the program's staff and students. The following table depicts key university departments that will contribute to the program.

(iv) *Linkages with other agencies and organizations providing services to the target population.*

The CAMP SI program will have formal linkages with the appropriate agencies and organizations in our region, as presented in the table below. The effectiveness of these linkages will be reviewed and evaluated annually by the CAMP Director, CAMP Advisory Council and staff. Additional linkages will be included as they are identified.

Community Organizations	Commitment
Labor Department	Referrals; list of migrant families participating in their programs; dissemination of CAMP information.
Dept. of the Family	Referrals, list of migrant families participating in their programs
Local Media (Eng. and Span.)	Publicity, dissemination of CAMP information.

3. Quality of Project Services.

The CAMP SI project will be accessible to all 1st year UNE students who meet CAMP eligibility criteria. CAMP participants and applicants will be treated without regard to race, color, national origin, gender, age, or disability. Recruitment for CAMP SI will focus particularly on reaching out to migrant and seasonal farm workers, a group that is educationally underserved and has traditionally been underrepresented in educational programs. It is designed to ensure both equal access and treatment of this group. CAMP will be promoted in the targeted communities through high school counselors and agencies serving farm workers in UNE Santa Isabel offices as well. CAMP SI staff will collaborate with the UNE Marketing staff in the following activities:

ACTIVITIES														
Promotional activities														
Develop list on potential candidates from postsecondary institutions and other programs.	•					•								•
Prepare and distribute brochures, flyers, banners and other promotional materials in the area.	•					•								•
Dissemination of information to prospective participants and post in mayor public buildings.			•			•			•					•
Staff contact with community groups, youth and farmer programs and related state agencies.	•	•	•	•	•	•	•	•	•	•	•	•	•	•

Public service announcements to all radio stations of the project.	•					•	•						•	•
Participate in UNE promotional tours and special events on postsecondary campuses, high schools and community agencies		•	•				•	•						
Visits to area high schools, organizations and community agencies		•	•				•	•						

The CAMP Student Promotion Coordinator in collaboration with the Marketing and Recruitment personnel will provide program information at community events. CAMP staff will work with radio and television stations and print media that reach the farm worker population to run public service announcements and news articles about the program, as well as interview applicants and newly admitted participants. Additionally, farm workers will learn about CAMP at local community organizations such as churches, advocacy groups and organizations that address the needs of the targeted population. CAMP SI brochures and materials will be distributed in English and Spanish to reach most of the farm worker population in the area. All eligible project participants will receive equitable treatment under the CAMP program. UNE Santa Isabel complies with the American with Disabilities Act.

(i) Quality, intensity and duration of training or professional development services. UNE offers comprehensive professional development and training opportunities to its employees through its normal human resources activities. CAMP SI staff will be required to participate in professional development each year to help them improve specific job knowledge and skills. Topics will include: 1) CAMP Eligibility and Program Delivery Requirements; 2) Project Management; 3) Recruitment Techniques; 4) Instructional Techniques; 5) Use of Technology; 6) Rapport Building; 7) Student Learning Styles; 8) Counseling Techniques and Methodology, and 9) Program Evaluation, among others. CAMP staff will attend the annual CAMP Technical Conferences and

other conferences such as the National and State Migrant Education Conferences to develop their skills and learn new ways to better serve CAMP students. Staff will also participate in training as part of regular staff meetings to facilitate better collaboration across the university, including training on financial aid, admissions, and student support services. The CAMP program will subscribe to journals that carry the relevant literature on farm worker students and postsecondary education. CAMP staff will also invite or visit migrant student serving agencies to further enhance effective strategies and knowledge critical to serving migrant students.

(ii) Services to be provided will lead to improvements in the skills necessary to gain employment.

CAMP SI will assess students' academic strengths and needs, and develop an Individualized Education Plan (IEP) that will be reviewed regularly to ensure that individual needs are addressed. CAMP SI students will receive academic support employing a variety of methods including: individual and group tutoring available in all subject areas contingent upon the availability of qualified tutors. The effectiveness of this modality is well documented in the literature. An example of "Strong Theory" is cited here: Cohen P, Kulik J. and Kulik C (1982). Educational Outcomes of Tutoring: Meta-analysis of Findings. *American Educational Research Journal, Vol 19 No. 2, 237-248*. Tutoring services will be complemented by computer based instruction and textbook instruction, in order to encompass all learning styles. As a complement to academic support, certain health services will be available to CAMP participants provided by the Registered Nurse to begin in the second of project after grant funded remodeling of a suitable area for health service delivery is completed in the first year. Assessments will be done throughout the course of study, including at the end of assigned lessons and to gauge student academic progress. In addition, students will develop job readiness skills, learn about financial aid and explore career options while they are in CAMP SI. The CAMP Student Tracking Coordinator will work with all

CAMP students to help them acquire skills such as interviewing, job search, job application, employer expectations, work behavior, time management, balancing personal/work priorities, budget management, use of technology, etc. CAMP staff will participate in ongoing staff development and will attend relevant conferences and workshops in order to become more effective providers.

(iii) Focus of services to be provided by the proposed project on those participants with greatest needs.

The CAMP SI will recruit students from the targeted areas in the southern region of Puerto Rico, where students with significant need reside. CAMP will use a selection process to ensure that students served meet the CAMP regulations under 34 CFR Part 206, and are able to benefit from the program while demonstrating need. Factors to be considered include: recent agricultural migrant, seasonal worker or relative, low income level young or single parent, low College Board scores, potential first generation college graduate, member of a traditionally underrepresented group, need for child care, transportation difficulties, health and/or disability issues (special needs). Each factor will be assigned points, and those applicants with the highest points, indicating the greatest risk factors and greatest needs, will be served. Applicants will ranked from the highest to lowest scores and admitted in that order until the roster of 80 participants is filled. Project services will be structured and delivered as follows:

Activity	Time-line	Personnel
Orientation Week: Students will meet CAMP SI staff members, take diagnostic academic tests, learn about program rules and regulations, and learn their rights and responsibilities. They will receive class materials and school supplies at no cost, and will tour the UNE Santa Isabel facilities and be interviewed for admission to the CAMP project. Additionally, participants will receive orientation on training and course selection.	First week of the 12-week cycle	Project Director; Student Tracking Coordinator

Activity	Time-line	Personnel
Students will attend scheduled activities, according to their individually identified needs, such as: tutoring sessions, personal/academic counseling and placement services. All CAMP SI students will participate in personal, academic, and placement counseling. They will be encouraged to join in socio-cultural activities and visits to potential workplaces.	Weeks 2 thru 12	Project Director; Student Tracking Coordinator
Academic Curriculum and Bachelor Degree Preparation: CAMP participants will take part, according to their identified needs, in academic support activities such as: review sessions and tutoring in all subject areas for which there are qualified tutors. The curriculum development process draws from materials to be designed by CAMP SI professional staff in collaboration with the UNE faculty including study manuals and other study guides purchased from a variety of suppliers will also be utilized. In addition, students will benefit from workshops on counseling and guidance topics (e.g.: Study Habits, Time Management, Human Sexuality, Substance Abuse, Self-esteem, Domestic Violence, Stress Management, Motivation, Assertive Communication, Personal Finances, Decision Making, Setting Goals, Adjustment to College Life, UNE Student Services, Academic Programs, Transfer Programs, Graduation Requirements, etc.	During the 12-week academic cycle	Academic Coordinator

Curriculum Development: The college preparatory curriculum will be developed to guarantee flexibility and incorporate bachelor degree preparation covering: concepts, learning materials and activities, evaluation, and pre and post student assessment.

Career Development Program: This component will provide students with a firsthand introduction to potential careers and professions. Students will be assisted in acquiring and strengthening computers skills and be informed about high demand jobs.

Placement: While students are preparing for their bachelor degrees, the Academic Coordinator and Student Tracking Coordinator in collaboration with the UNE Innovation, Employment and Entrepreneurship Center will counsel them regarding career opportunities that match with their aptitudes and interests, as measured by the GATB and the TABE Inventories, respectively. This process will result in the development of an employability plan incorporating long and short range

goals and related activities. These services are supplemented by the Career and Employment curriculum.

4. Quality of Project Personnel. UNE complies with all federal statutes relating to non-discrimination. CAMP SI will comply with Section 427 of the General Education Provisions Act (GEPA) enacted as part of the Improving America's Schools Act of 1994. UNE will encourage applications for employment from people who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender or disability. UNE will also ensure equal opportunity in the administration of personnel actions such as compensation, benefits, transfers, layoffs, reinstatement, company sponsored training, education, tuition assistance, social and recreation programs without regard to race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam era veteran. It is expected that this recruitment process will result in a sizeable pool of well qualified applicants. The SI UNE Director will report directly to the UNE SI Center Director, as the highest ranking administrator at the SI UNE center. S/he supervises all activities at SI UNE. She will oversee CAMP SI operations. This responsibility will not be charged to the funds provided by the USDE.

(i) The qualifications, including relevant training and experience, of the project director. The CAMP SI Director (PD) will be responsible for managing the day to day operation of CAMP SI including: planning, leadership, liaison and project accountability.

The PD will have at minimum of a Master's degree in Education, Administration or related academic field. The preferred area of experience will include: higher education federal grant or similar program administration, familiarity with project design, implementation and evaluation; bilingual-Eng./Span. preferred; computer literate; budgeting; experience in two or more areas such as teaching, academic advising; familiarity with the needs and concerns of migrant/seasonal farm

workers; public speaking; ability to communicate effectively with, professional personnel and the migrant community.

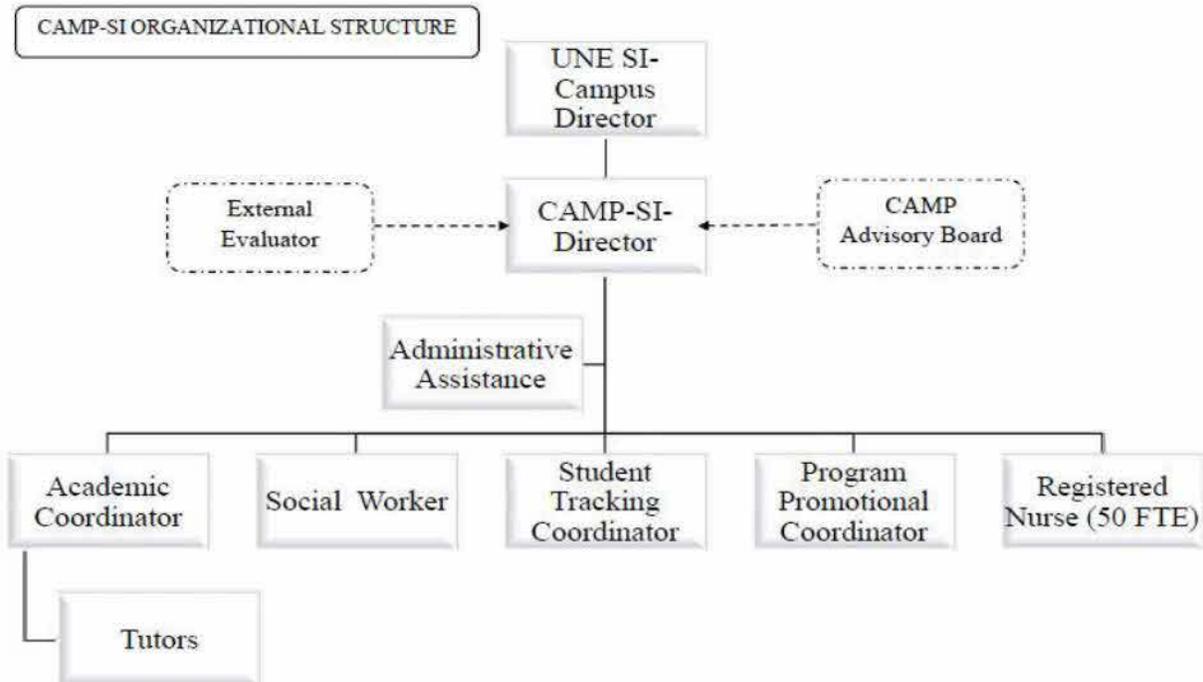
(iii) *The qualifications, including relevant training and experience of key project personnel.* Due to page constraints, the detailed job descriptions are presented in the Other Attachments Section. The qualifications required for key personnel are listed in the table that follows. All staff will be required to have concern for migrant, low income and academically disadvantage students.

Qualifications, relevant training and experience of key project personnel
Social Worker (100%): Masters in Social Work
Academic Coordinator(100%): Masters in Psychology, Counseling, Social Work or related academic field; Eng./Span., Bilingual/Bicultural; management experience; experience with students from migrant and farm worker backgrounds; ability to team work. Prefer background similar to that of the target population,
Student Promotional Coordinator: experience working with community service organizations, local government offices and working knowledge of collaborative agreements.
Student Tracking Coordinator. BA in Social Science or related academic field; Eng./Span. Bilingual/bicultural; experience working with students from migrant and farm worker backgrounds; ability to team work; meet travel requirements associated with student recruitment.
Registered Nurse (50%): with Bachelor’s degree in Nursing. The RN will start work in 2016-17 due to the current absence of an area prepared for delivering health services.
Administrative Assistant. Bachelor’s degree in Business Administration, minimum of 2 years working in office administration or customer services. Computer literate, Eng./Span. Bilingual; good communication skills, service oriented; preference given to candidates who have been low-income and/or first generation college students.
Tutors. At least junior undergraduate with a 3.0 GPA in the subject tutored. Preferred experience: Eng./Span. Bilingual; and computer literate. Preference is given to candidates who are from low income and/or first generation college student backgrounds and participants.
External Evaluator Consultant (professional services):

(iii) *The qualifications of project consultant or subcontractors.* Other personnel to be contracted for professional services: External Evaluator with a master’s degree in Assessment and Evaluation, Statistics or related field and expertise conducting evaluations of CAMP or similar programs.

5. Quality of the Management Plan.

(i) *Adequacy of the management plan to achieve project objectives.* The CAMP SI management plan addresses and provides for training and technical assistance, staff and student travel, interagency coordination, and a project evaluation plan. As per 34CFR 206, the CAMP SI management plan presents the activities and resources to identify, inform and recruit eligible participants who are most in need of the academic and supporting services and financial assistance provided by the project. USI will receive support from the following offices: Human Resources, Recruitment, Financial Aid, Career Services, and Student Health, as well as incorporate community resources to supplement and enhance the services provided by CAMP (See the UNE Chancellor's letter of commitment in Other Attachments.). In accordance with the statute, CAMP SI will coordinate with other local, state and federal programs to maximize the resources available to migrant students. The organizational chart that follows displays the CAMP Project Director and project staff line of authority.



Achieving Proposed Project Objectives: CAMP SI will implement a management plan tailored to address project objectives in a timely and effective manner. To fulfill this goal, CAMP SI will achieve the following objectives: (1) 80 students will receive program services during each budget period from July 1, thru June 30 of the grant cycle; (2) 61 students (86%) of participants will complete their first academic year; and (3) 60 students (85%) of CAMP participants will register for second year classes at UNE (persistence rate). The CAMP SI management plan incorporates the following responsibilities, timelines and milestones for accomplishing project tasks:

Activities	Personnel	Milestone	Timeline
Key Staff Recruitment	Santa Isabel Center Director, CAMP SI PD, Human Resources Office	All project staff hired.	July 31 of grant cycle
Student Recruitment	All CAMP staff	80 students identified and admitted to participate in the project.	Sept. 30 of grant cycle
Program Planning, Preparation	All CAMP staff	Management Plan, Budget, Individual and CAMP Work Plans	1st Week of Program Cycle
Curriculum and Materials Preparation and Physical Facilities and Equipment Set Up	Tutors, Academic Coordinator and Student Tracking Coordinator	Curriculum design, course curricula class schedules, academic learning packets.	Beginning of academic year
Program Improvement, Feedback and Evaluation	All CAMP staff	Regular meeting schedule, external evaluator feedback, participants' needs identified, community feedback, APR, final external evaluation report.	Ongoing during grant cycle, end of each program year

CAMP SI will be managed by a full-time Project Director (to be hired). The CAMP SI Project Director will have a direct line of communication to top level UNE Executive Management and will serve as liaison for coordination and integration with all UNE administrative units, except for the tutors (who will report to the Student Tracking Coordinator). Key staff time commitment will

be between 50% - 100% and will report to the CAMP SI PD. Program progress will be monitored and audited by staff from institutional offices, including the Vice Chancellor for Sponsored Programs and the Sponsored Programs Compliance Director in collaboration with the External Evaluator in a coordinated manner to ensure the timely assessment and evaluation of Project tasks so that targets are been met, and all activities are carried out within budget.

(ii) *Procedures for ensuring feedback and continuous improvement.* The CAMP SI program will implement the Continuous Improvement Management model (CIM) developed by the U.S. Department of Education to ensure feedback is generated and continuous improvement is implemented in the project. The CIM model provides "specific analytic strategies and tools to identify, analyze, and solve problems at various stages of program implementation." The CIM model assists program managers to: 1) strive to meet customer service needs; 2) identify a program's central activities; 3) monitor progress by using data; 4) generate a climate and strategies for involving customers and stakeholders in the program's decision making process; and 5) establish a cyclical process for improvement. The CIM model incorporates a three-step prescription for strengthening a program's design, implementing and monitoring a program, and assessing and communicating program results. CAMP SI selected this feedback and continuous improvement model for the following reasons: (1) Other established CAMP programs have benefitted from implementing the CIM model; (2) The *Guide to Continuous Improvement Management* serves as an excellent step by step resource; (3) The CIM can be used for strengthening specific activities or entire programs. Thus the CIM model is clearly structured yet flexible and thereby accommodates application at differing stages and levels of implementation; (4) The CIM model provides a clear strategy to assess varying aspects of a program including time-scheduling, cost control, quality and outcomes. This will serve as an important foundation

for program evaluation; (5) The CIM model provides a strategy for generating program reports; and (6) most important, the CIM model provides for a continuous or cyclical program management. This is critical for multiple year projects that may require adjustment over time.

(iii) Time commitments of the project director and other key project personnel: The Project Director, Student Tracking Coordinator, Academic Coordinator, and the Administrative Assistant will dedicate 100% FTE funded by CAMP. Other personnel to be contracted are an External Evaluator (professional services) and a Registered Nurse (50% FTE). In addition, 8 tutors (16 hrs./week each) will be contracted per session.

(iv) Diversity of perspectives. The CAMP SI project will ensure that a diversity of perspectives is brought to bear on the operation of the project by: (1) Establishing a CAMP Advisory Council (CAMP-AC). It will further broaden perspectives in addition to providing input from CAMP students, parents, migrant student service providers, secondary school staff, CAMP staff, commercial associations, local governments and at-large community members. During the first six months of the Project, the CAMP Director will identify and invite parents, university faculty, business people, service providers and/or professionals from other agencies in the community to participate as members of the AC. The AC will consist of members from the aforementioned groups, who will meet quarterly to discuss project performance, evaluation and success; (2) CAMP SI staff will meet regularly to ensure that services are delivered smoothly and effectively, and develop strategies to resolve operational and service issues. The CAMP SI AC's diverse perspectives will be critical in detecting insipient gaps or weaknesses in the operations and services of the CAMP project; and (3) CAMP students will have the opportunity to provide a critical perspective through the Fall and Spring semesters, and in participant exiting evaluations.

6. Adequacy of Resources.

(i) The adequacy of support from the applicant organization. UNE is committed to providing the CAMP initiative with the internal resources needed to assure that the project is successful. UNE Santa Isabel will provide the required physical infrastructure, university services and some equipment. CAMP SI will be housed within the main building. This includes classrooms and office space for administrators, faculty and an area for health services. All UNE Santa Isabel classrooms are air-conditioned. These facilities are right in the center of student activity. The Project will have access to two computer labs for CAMP SI participants, including 40 PC's with access to the LAN and the Internet. Besides the physical space, the institution will provide utilities, maintenance, insurance, security and parking. UNE administration will supply the necessary equipment to adequately meet the needs of program participants and staff.

(ii) The relevance and demonstrated commitment of each partner. Up to the time of proposal submission, UNE Santa Isabel has received commitments to support the proposed CAMP project from the following community partners: the Mayor of Santa Isabel, the local Temporary Assistance for Needy Families (TANF) office, the Mayor of Coamo, Path Stone, DISUR (Integrated Southern Development, a community development organization (CDO), DISUR (a CDO), and Accion Social de Puerto Rico (a CDO), meeting the requirements of the regulations. These letters documenting their commitment are kept on file for future reference. Commitments include referrals of potential project participants to CAMP and assistance with placement in additional complementary services by the Social Worker.

(iii) The extent to which the budget is adequate to support the proposed project. The CAMP budget development process took into account the realistic barriers facing farm workers wanting to complete their education. The project described is of an intensity that will help these students

overcome their barriers. It provides all the resources needed for a CAMP student to successfully complete his/her first year of college and register for the second year of classes. UNE Santa Isabel has included resources for, but not limited to, intensive educational support services, bilingual/bicultural staff, staff professional development, technology, student stipends, student activities, outreach and instructional materials, physical space, maintenance, and security.

(iv) Reasonableness of costs. The project overall five-year cost of the project is \$2,124,491 serving 400 participants. The first year cost per participant is \$5,311, which is considered reasonable based on the number of participants served (80/year) and the services offered and justified in the budget narrative. The CAMP SI has been developed to annually serve 80 eligible students. The program will be coordinated with the activities and resources of other programs with similar goals and objectives to make it more cost effective. It is expected that eighty percent (86%) of these students will complete their first academic year at UNE and 85% of each annual cohort will register for their second year of classes (persistence rate). Considering the barriers facing these students, these are excellent results and the costs per year and per student are reasonable. These results and benefits are in keeping with the outcomes expected by the Office of Migrant Education for CAMP projects.

(v) Incorporation of project purposes/activities/benefits into the ongoing program of the organization at the end of Federal funding. UNE is committed to serving high-need, diverse student populations. The collaborations developed through the CAMP project will enable continuation of services and the continued use of facilities and educational resources. The UNE Admissions Office will provide outreach and recruitment.

7. Quality of the Project Evaluation. The GPRA performance measures for the CAMP program are: (1) The percent of CAMP participants who complete their first year in college; and

2) The percent of CAMP participants that return and register for their second year of college classes (persistence rate).

(i) *Extent to which evaluation methods are appropriate to the context within which the project operates.* The evaluation methods to be used are appropriate for the university context. The evaluation plan will include quantitative and qualitative measures and are both formative and summative. Formative strategies include: 1) ascertaining if the program's timeline and milestones were met; 2) assessing the cost of the program by annually comparing actual expenditures and budget; 3) administering participant satisfaction evaluations of CAMP services; 4) reviewing project staff evaluations; and 5) reviewing CAMP Advisory Board recommendations. In addition the CAMP SI will also receive quarterly external evaluation services.

(ii) *Examination of the effectiveness of project implementation strategies.*

The measurement criteria for the CAMP strategies and the evaluation instruments are:

Strategy	Measurement Criteria	Source/Instrument
Recruitment, selection, enrollment	80 eligible students, assessed and admitted	Student files; TABE (adult basic education assessments tests); enrollment records
Bachelor degree instruction and support	100% of students will receive bachelor degree level academic support	Sign-in sheets; notations in participant records, Annual Performance Reports and other periodic progress reports.
Assessment	100% of enrolled students will be administered the TABE assessments and pre-tests; practice tests	Books, pre-tests, practice tests, supplemental materials in student files.
Academic, personal and counseling	An Individual Educational Plan (IEP) will be prepared for 100% of admitted participants; student counseling sessions; review of IEP	IEP; counseling notes; student records.
Academic Progress	85% of CAMP participants will be will persist after completing their first in college and register for the second year of classes.	UNE registration records

(iii) *Performance feedback and assessment of progress toward achieving outcomes.* The Project evaluation plan meets the requirements of 34 CFR 75.590 which requires the submission of annual performance reports (evaluating whether project objectives are being met), and a final report that evaluates the project’s effectiveness in meeting its approved purpose and objectives, and its impact on its participants. The annual performance reports will include data to address the specific CAMP indicators as required under the Government Performance and Result Act (GPRA). The methods of evaluation that will be used to assess the progress toward achieving intended outcomes are presented in the following chart.

(iii) *Performance feedback and periodic assessment of progress toward achieving outcomes.*

The formative evaluation will require methodologies designed to determine how well the objectives are being met. The methodologies will provide feedback, yielding information that will be used to modify and improve existing services and activities. It will use evaluations to help determine needed changes and modifications in services to facilitate participant learning. The evaluation methodologies utilized by CAMP SI will provide a basis to elaborate modifications and help each CAMP SI staff member determine if he or she has been effective.

Activities/Services	Measurement Criteria	Sources Instruments
Recruitment and orientation	Enrollment and orientation of 80 CAMP participants.	Student files; applications
Academic Content	100% of CAMP participants will participate in academic support activities according to their identified needs.	Attendance records, test results, college transcripts
Support services	100% of CAMP participants will receive tutoring, academic, personal, and career counseling, training and referrals according to their identified needs.	IEP; student records
Completion of first college year by CAMP participants followed	86% of CAMP participants will complete their 1 st academic year at UNE and 85% persist on to their second year.	Postsecondary education registration records

Activities/Services	Measurement Criteria	Sources Instruments
by persistence on to the second year.		

8. Prior experience. Although a novice applicant, UNE’s reputation and dependable interagency network developed over the past twenty-four years will allow the CAMP SI to pass on the benefits of its services directly to the student population served. CAMP SI will build upon UNE’s proven experience and success in the 2001-2005 HEP Project implemented at its Yauco Center. Key staff will replicate those activities and strategies that will allow the proposed Project to achieve high student retention, freshman year completion, and high rate of persistence onto to the sophomore year. CAMP SI will expand its knowledge-based experience to accomplish the Project’s objectives.

Other Attachment File(s)

* Mandatory Other Attachment Filename:

[Add Mandatory Other Attachment](#)

[Delete Mandatory Other Attachment](#)

[View Mandatory Other Attachment](#)

To add more "Other Attachment" attachments, please use the attachment buttons below.

[Add Optional Other Attachment](#)

[Delete Optional Other Attachment](#)

[View Optional Other Attachment](#)

**Job Descriptions of Duties and Required Minimum
Qualifications for Hiring**

QUALITY OF KEY PERSONNEL

Qualifications of the project director and other key personnel. The key personnel that will be hired for the proposed CAMP SI project will be individuals with excellent educational and professional credentials and appropriate professional experience and background to effectively serve the targeted student population.

CAMP SI – Project Director (PD)

Responsibilities and Duties:

Responsible for overall operation and administration of the Project, project management, administrative and budget control, liaison with key federal officers and UNE administrators and local agencies that participate in the development and effectiveness of the program. Create and maintain a climate conducive to academic achievement, consistent with the program and the university philosophies and objectives. Comply with all federal and institutional requirements. Assure implementation of the Management and Work-Plans. Recruit and hire staff. Provide for training. Supervise all program staff. Provide leadership in planning, organizing, implementing, and evaluating all CAMP activities as stipulated in the proposal. Oversee the establishment of and maintain up-to-date files on program operations, budget, management systems and students' academic progress. Develop, update and maintain a plan designed to integrate community agency resources to support CAMP SI services. Evaluate CAMP SI Project effectiveness.

Minimum Qualifications:

Master's degree in Education or Administration or a related field. Bilingual (English & Spanish) required. Experience working with disadvantaged youth desirable. Demonstrated commitment, sensitivity and understanding of the needs and characteristics of the migrant and farm worker population.

Administrative Assistant (AA)

Responsibilities and Duties:

Assist the Project Director in organizing and coordinating all administrative activities related to the CAMP SI Project; assist with budget management and control, the acquisition and administration of all project equipment, educational and research components of the project, and personnel recruitment; prepare presentations, documents, and letters related to the project; maintain CAMP SI files; coordinate meetings and activities; prepare reports; receive students and visitors, attend professional meetings. Take phone calls. Make travel arrangements.

Minimum Qualifications:

BA in Business Administration, 2 years office work; good communication and, writing skills, computer literate and service oriented. Bilingual (English & Spanish) desirable.

Program Promotional Coordinator

Responsibilities and Duties:

Maintain student enrollment to meet program objectives. Coordinate recruitment efforts and activities with local, state, regional, and national sources. Maintain on-going contact with agricultural industry leaders to obtain and sustain their support of the project. Evaluate, determine and document applicant eligibility. Maintain and update records required by Project Director. The

PPC will be in charge of the development and implementation of the assessment component of the project, ensuring that all necessary forms are collected and analyzed in accordance with the activities specified in the project. The PPC will be responsible for the service referral to key personnel of all participants. S/he will collaborate in the promotion, recruitment, selection of CAMP participants. The PC will administer and analyze all tests, coordinate of all student support activities, collect all progress reports and oversee assessment activities.

Minimum Qualifications:

Bachelor's degree in a social science or a related field. Experience in recruiting, interviewing or a related field. Knowledge of interview techniques required. Experience with disadvantaged youth and their families preferred. Experience in public relations and working with government agencies desirable. Demonstrated commitment, sensitivity and understanding of the needs and characteristics of the migrant and farm worker population.

Social Worker (SW)

Responsibilities and Duties:

The Social Worker will develop profiles of all CAMP participants thereby identifying their socio-economic difficulties and possible solutions for them and make referrals to appropriate agencies. The SW will assist in the development and implementation of the orientation-motivation program. The SW will maintain a close relationship with internal and external social programs. Maintain a close relationship with the Academic Coordinator to monitor each student academic progress. S/he will assist CAMP participants in developing their career plans. Provide continuous up-dated resource information to students in the areas of training, education, employment and financial aid. Monitor each student's progress meets the requirements of their academic programs.

Minimum Qualifications:

Bachelor's degree in Social Work, Counseling or a related field. Work experience in the corresponding field preferred. Experience in working with disadvantaged adolescents preferred. Bilingual (English & Spanish) preferred. Demonstrated commitment, sensitivity and understanding of the needs and characteristics of the migrant and farm worker population.

Academic Coordinator

Responsibilities and Duties:

Coordinate with project personnel the implementation and supervision of tutoring services in accordance with participant needs assessments and constantly monitor student progress. Coordinate and collaborate with the counseling program. The ASC will collaborate in the preparation of the academic components of the project, providing follow-up in the revision of activity outlines and materials to enrich the academic support. The ASC will verify and compile all documents necessary for all service contracts related to the academic component of the project, as well as coordinate the logistics of all activities to be conducted. Coordinate with project staff and faculty the preparation of the tutoring services after assessing participant needs. Provide individual and group orientations to project participants at least once every month. Maintain accurate files and records of services provided to participants and the academic progress of each student. Assist in the development and implementation of the orientation-motivation program. Develop, implement and update the Career and Employment activities of the project and complete monthly, quarterly and any other reports assigned by the Project Director.

Minimum Qualifications:

Master's degree in Education, Psychology or a related field. Work experience in the corresponding field preferred. Experience in working with disadvantaged youth desirable. Bilingual (English & Spanish) preferred. Demonstrated commitment, sensitivity understanding of the needs and characteristics of the migrant and farm worker population.

Student Tracking Coordinator (STC)

Responsibilities and Duties:

Design and implement innovative strategies to retain students, establish effective metrics and coordinate assessment activities. Offer and/or coordinate workshops, prepare all related materials and evaluations and assessment tools on that will result in the increase of retention data in consultation with the Evaluation External Consultant. Provide orientation to students during registration so they may register for their required courses and succeed in accordance with the academic sequences of their academic programs. The RC will coordinate all tutoring services in accordance with the needs of program participants. The RC will prepare each student file and use the student tracking system and the BANNER data base to update services to participants to support their academic progress. The RC is responsible for the long term tracking of CAMP participants after they complete their first year of college. The RC will prepare and refer all periodic and statistical reports to program administrators.

Minimum Qualifications:

The candidate should possess a bachelor degree and two (2) years of experience working in student affairs office. The individual must have analytical skills, excellent leadership skills and willing to work as an integral part of a team. Must have knowledge and experience in the use and management of information technology equipment and software (especially Microsoft Office) and excellent oral and written communication in Spanish and English.

Registered Nurse

Responsibilities and Duties:

Provide first aid in emergency situations to CAMP SI participants. Referrals for health evaluations and/or treatment. Create and maintain updated student medical records. Design and develop a program of educational activities for the management and prevention of health conditions. Provide individual and group guidance on prevention, diseases, and health related topics as such as drug and alcohol abuse. Develop and submit statistical reports related to project area as they are required. Ensure confidentiality and compliance of processes, procedures, management and custody of the documents according to laws and regulations.

Minimum Qualifications:

BSN- Bachelor in Science of Nursing Owing Nursing License and Updated Registration One (1) year of experience in similar functions preferably in college environment. Language Skills, Ability to express orally and writing effectively in Spanish and English.

Tutor

Responsibilities and Duties:

Offer individual and small group tutoring supervised by the Academic Coordinator. Assist teachers

in the educational setting by providing individual instruction to students according to the teacher's plan, curriculum, and students' needs up to three students at a time. Develop an adequate working relationship with the tutees, and prepare reports on tutoring offered. Should participate in the recreational program on a voluntary basis.

Minimum Qualifications:

At least junior undergraduate, GPA of 3.00 in the tutoring area, letter of recommendation from faculty in tutoring area, never suspended or on academic probation.

External Evaluator

An external evaluator, (to be hired) will assist with the evaluation, assessment and data analysis of the project. Must have three years' experience monitoring federal sponsored projects, many of them with goals similar to the proposed Project.

Staff positions will be filled through the usual EEO procedures of the University following established institution-wide hiring procedures. General job announcements will include job requirements, equal access and treatment for all applicants without regard to race, color, religion, gender, family status, national origin, handicapped, or veteran status (as required by federal, state and local laws, executive orders and regulations pertaining to fair employment practices), with preference for employees with target area experience and backgrounds similar to that of the target population. Job announcements will appear on local television, radio, and newspapers (Spanish and English). Together, these efforts will assure that the proposed CAMP SI Project will have competent, well-trained, experienced staff.

Letters of Support



March 1, 2016

Dr. Lisa Ramirez, Director
Office of Migrant Education
Office of Elementary and Secondary Education
United States Department of Education

Dear Dr. Ramirez:

I, as Universidad del Este's Chancellor, am aware of the barriers the migrant and seasonal agricultural worker population face in enrolling in postsecondary education institutions, persisting in their studies and obtaining their academic degrees. CAMP SI is one element of providing a broad and intense support structure that must be assembled and maintained to assist its participants to successfully complete their first year of study at our institution and register for their second year of classes here. Providing the appropriate services through the CAMP Program will be the center piece of this support.

Upon approval of the CAMP proposal, UNE will commit to providing this project with the support itemized below through the appropriate offices as itemized below.

Unit	Committed to
Chancellor's Office	Administrative support, project accountability, sponsoring professional development
Santa Isabel University Center Director	Immediate next level of supervision over the CAMP project. Collaboration in organizing and sponsoring activities for CAMP participants, the identification of prospective participants and referring them to the Project, and sponsoring training.
Vice Chancellor for Retention	Collaboration in organizing and sponsoring activities for CAMP participants, the identification of prospective participants and referring them to the Project, and sponsoring training.
Registrar	Privilege granted to access the Registrar section of the BANNER database on-line to participant academic records and class programs, course offerings, class schedules, use of empty classrooms for CAMP activities, and manual searches for hard-copy data and printed copies of student transcripts, student programs.
Economic Aid	Certifying potential participants' income, citizenship, family size, economic aid package. Exploring supplemental financial assistance and providing financial aid counseling. Collaboration in awarding CAMP stipends and other financial aid.
Admissions	Provide CAMP participants, who are candidates for high school graduation, informative sessions on studying as a CAMP participant at UNE.

Library	Information Literacy orientation and assistance in preparing course assignments
Information Technology Central Office (OCIT Spanish acronym)	Technical support in accessing the mainframe computer and servers, use of PCs (their software and maintenance), training, Internet, AGMUS database, BANNER, technical assistance in purchasing data processing equipment and software.
Physical Plant	Providing adequate physical facilities and administrative support
Sponsored Programs Office	Technical assistance in grant development, monitoring, regulatory compliance and project advocate
AGMUS Restricted Funds Office	Technical assistance in the elaboration of the grant budget and budget control, monitoring regulation and policy compliance, draw down project funds from U.S. Dept. Education System for Award Management (SAM).
Bursar	Manage the CAMP Tutor Payroll
Vice Chancellor for Enrollment	Identify potential participants, identify academic need criteria, identify CAMP as a source of academic support to eligible UNE students and authorization to access the Enrollment section of the BANNER database

The need for a CAMP project are well established at our institution and we intend to support their very important work in the coming years.

Sincerely,

(b)(6)

Mr. Alberto Maldonado-Ruiz, Esq.
Chancellor

PathStone



Connecting You to Opportunities

February 2, 2016

Mrs. Evelyn Ayala Quintero
Director
Universidad del Este
P.O. Box 756
Santa Isabel, P.R. 00757

Dear Mrs. Ayala:

PathStone Corporation recognizes that the CAMP program for migrant and seasonal workers and their immediate families has a significant potential to contribute to increasing the probability of the project's participants staying enrolled in the institution and obtaining their academic degrees.

We are committed to providing this project with the complete array of support from agricultural community. This includes: collaboration of the company in sponsoring activities for CAMP participants, the identification of prospective participants and referring them to the Project.

We are committed to supporting the success of the project.

Sincerely,

Luayda Ortiz, Sr. Director Training and Employment Programs
PathStone Corporation PR Division



Desarrollo Integral del Sur, Inc.

March 1, 2016

Mrs. Evelyn Ayala Quintero

Director

Universidad del Este

P.O. Box 756

Santa Isabel, Puerto Rico 00757

Dear Mrs. Ayala Quintero:

Desarrollo Integral del Sur, Inc. [DISUR] recognize that the CAMP Program for migrant and seasonal workers and their immediate families has a significant potential to contribute to increasing the probability of the project's participants staying enrolled in the institution and obtaining their academic degrees.

We are committed to providing this project with the complete array of support from agricultural community. This includes: collaboration of our nonprofit organization in supporting activities for CAMP participants, the identification of prospective participants and referring them to the project.

We are committed to supporting the success of the project.

(b)(6)

Rafael Picó Seda

Executive President

info@disur.org



ESTADO LIBRE ASOCIADO DE PUERTO RICO
MUNICIPIO AUTONOMO DE SANTA ISABEL
CALLE HOSTOS # 3
SANTA ISABEL, PUERTO RICO 00757-2643
OFICINA DEL ALCALDE

*Tel. (787) 709-4620
Fax 1 (866) 874-0024*

February 2, 2016

Mrs. Evelyn Ayala Quintero
Director
Universidad del Este
P.O. Box 756
Santa Isabel, Puerto Rico 00757

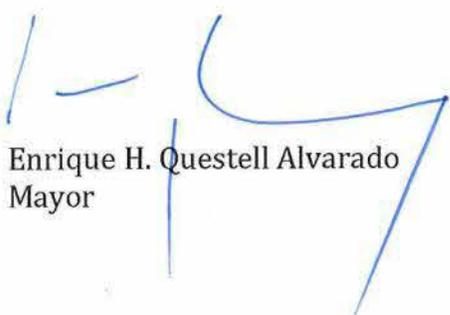
Dear Mrs. Ayala

The Municipality of Santa Isabel recognizes that the CAMP Program for migrant and seasonal workers and their immediate families has a significant potential to contribute to increasing the probability of the project's participants staying enrolled in the institution and obtaining their academic degrees.

We are committed to providing this project with the complete array of support from agricultural community. This includes: collaboration of the company in sponsoring activities for CAMP participants, the identification of prospective participants and referring them to the Project.

We are committed to supporting the success of the project.

Sincerely



Enrique H. Questell Alvarado
Mayor



February 2, 2016

Mrs. Evelyn Ayala Quintero
Director
Universidad del Este
P.O. Box 756
Santa Isabel, P.R. 00757

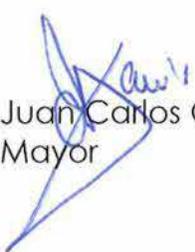
Dear Mrs. Ayala:

The Municipality of Coamo recognizes that the CAMP program for migrant and seasonal workers and their immediate families has a significant potential to contribute to increasing the probability of the project's participants staying enrolled in the institution and obtaining their academic degrees.

We are committed to providing this project with the complete array of support from agricultural community. This includes: collaboration of the company in sponsoring activities for CAMP participants, the identification of prospective participants and referring them to the Project.

We are committed to supporting the success of the project.

Sincerely,


Juan Carlos García Padilla
Mayor



CENTRO DE SERVICIOS PRIMARIOS DE SALUD DE PATILLAS INC.
CALLE GUILLERMO RIEFKHOL
APARTADO 697
PATILLAS, PR 00723



February 2, 2016

Mrs. Evelyn Ayala Quintero
Director
Universidad del Este
P.O. Box 756
Santa Isabel, P.R. 00757

Dear Mrs. Ayala:

Centro de Servicios Primarios de Salud de Patillas, Inc. recognized that the CAMP Program for migrant and seasonal workers and their immediate families has a significant potential to contribute in increasing the probability of the project's participants staying enrolled in the institution and obtaining their academic degrees.

We are committed in supporting and provide complete collaboration for agricultural community.

This includes: support all activities for CAMP participants; identify of prospective candidates, refer them to the Project and provide them any medical services needed.

Our center fully endorse this Camp Program and desire exit in obtaining funds for the propose.

Cordially,

(b)(6)

Mildred Morel Ortíz
Executive Director
pphsc_inc@yahoo.com
Teléfono (787) 380-2366



March 3, 2015

Mrs. Evelyn Ayala Quintero

Director

Universidad del Este

P.O. Box 756

Santa Isabel, P.R. 00757

Dear Mrs. Ayala:

Empresas ABC recognizes that the CAMP program for migrant and seasonal workers and their immediate families has a significant potential to contribute to increasing the probability of the project's participants staying enrolled in the institution and obtaining their academic degrees.

We are committed to providing this project with the complete array of support from agricultural community. This includes: Collaboration of the company in sponsoring activities for CAMP participants, the identification prospective participants and referring them the project.

We are committed to supporting the success of the project.

Sincerely,

Ssis Morales

Copy of Current Indirect Cost Agreement



DEPARTMENT OF HEALTH & HUMAN SERVICES

Program Support Center
Financial Management Services
Division of Cost Allocation

26 Federal Plaza, Room 41-122
New York, New York 10278
Phone: (212) 264-2069
Fax: (212) 264-5478
Email: dcany@psc.gov

February 19, 2013

Mr. Alfonso Davila
Acting Vice President of Finance
Sistema Univ. Ana G. Mendez & Universidad Metropolitana
Post Office Box 21345
San Juan, PR 00928-1345

Dear Mr. Davila:

A copy of an Indirect cost Rate Agreement is being faxed to you for signature. This Agreement reflects an understanding reached between your organization and a member of my staff concerning the rate(s) that may be used to support your claim for Indirect costs on grants and contracts with the Federal Government.

Please have the Agreement signed by an authorized representative of your organization and returned to me by fax or email, retaining the copy for your files. Our fax number is (212) 264-5478 and email address is dcany@psc.gov. We will reproduce and distribute the Agreement to the appropriate awarding organizations of the Federal Government for their use.

An Indirect cost proposal, together with the supporting information, is required to substantiate your claim for indirect costs under grants and contracts awarded by the Federal Government. Thus, your next proposal based on actual costs for the fiscal year ending 07/31/2014, is due in our office by 01/31/2015.

Sincerely,

(b)(6)

Darryl W. Mayes
Director, Division of
Cost Allocation

•Phone: (212) 264-2069 •FAX: (212) 264-5478 •E-mail: dcany@psc.gov

ORGANIZATION: Sistema Univ. Ana G. Mendez & Universidad Del Este
AGREEMENT DATE: 2/19/2013

SECTION I: FRINGE BENEFIT RATES**

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE(%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
PRED.	8/1/2012	7/31/2015	21.00	All	All Employees
PROV.	8/1/2015	Until amended	21.00	All	All Employees

** DESCRIPTION OF FRINGE BENEFITS RATE BASE:
Salaries and wages.

ORGANIZATION: Sistema Univ. Ana G. Mendez & Universidad Del Este

AGREEMENT DATE: 2/19/2013

SECTION II: SPECIAL REMARKS

TREATMENT OF FRINGE BENEFITS:

Fringe benefits applicable to direct salaries and wages are treated as direct costs.

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 means an article of nonexpendable, tangible personal property having a useful life of more than one year, and an acquisition cost of \$1,000 or more per unit as of 08/01/08.

The fringe benefit costs listed below are reimbursed to the grants through the fringe benefit rate:

- Retirement Annuities
- Social Security Taxes
- Disability Insurance
- Group Life Insurance
- Unemployment Insurance
- Tuition Remission (Employees only)
- Union Welfare and Pension
- Health Insurance
- Worker's Compensation Insurance

ORGANIZATION: Sistema Univ. Ana G. Mendez & Universidad Del Este

AGREEMENT DATE: 2/19/2013

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 cognizant 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, 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:

Sistema Univ. Ana G. Mendez & Universidad Del Este

(b)(6)

Alfonso L. Divina

(NAME)

VP for Financial Affairs

(TITLE)

2/20/2013

(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(b)(6)

Darryl W. Hayes

(NAME)

Regional Director, Division of Cost Allocation

(TITLE)

2/19/2013

(DATE) 0950

HHS REPRESENTATIVE: Jeffrey Warren

Telephone: (212) 264-2069

Budget Narrative File(s)

* **Mandatory Budget Narrative Filename:**

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

BUDGET JUSTIFICATION

A. Personnel:

1. **Project Director -PD (To be hired).** She/He will dedicate 100% of his FTE to work with the administration, coordination, and the preparation of quarterly and annual reports of the project, among other duties (see job description). The annual salary for the PD will be \$30,000.00 in the first and second year, \$30,900.00 in the third and fourth year, and \$31,827.00 in the fifth year is requested to comply with this component of the project. The salary is determined by the UNE's institutional chart, with a 3% increase in year 3 and another in year 5. The total federal request for the **five year project is \$153,627.00.**
2. **Academic Coordinator – AC (To be hired):** The AC will coordinate all academic activities (assisted by project staff) of the project, consisting of the coordination of tutoring services (see job description). The annual salary for the ASC will be \$26,664.00 in the first and second year, \$27,464.00 in the third and fourth year, and \$28,288.00 in the fifth year is requested to comply with this component of the project. The salary is determined by the UNE's institutional chart, with a 3% increase in year 3 and another in year 5. Thee total federal request for the **five year project is \$136,544.00.**
3. **Project Promotional Coordinator - PPC (To be hired):** This person will dedicate 100% to prepare promotional materials to be distributed governmental, corporate and non governmental organizations whom provide direct services to farmers and their families located the designated impact area. The PPC will collaborate with the PD, supervise the identification of potential participants per year, the collection of all required information and the creation of individual files to be kept under safekeeping (see job description). The PPC will analyze the screening test results, the pre and post tests, and other related information to ascertain participant progress and collection of all evaluative and assessment forms. The annual salary for the PC will be \$25,164.00 in the first and second year, \$25,919.00 in the third and fourth year, and \$26,697.00 in the fifth year is requested to comply with this component of the project. The salary is determined by the UNE's institutional chart, with a 3% increase in year 3 and another in year 5. Thee total federal request for the **five year project is \$128,863.00.**
4. **Student Tracking Coordinator - STC (To be hired):** This person will dedicate 100% to prepare tracking materials and programs to ascertain student progress during and after their freshman year to identify potential problems and/or crisis that may impede participants in continuing their educational aspirations. Should academic deficiencies emerge, the STC will prepare and coordinate tutoring services to participants and will refer them to governmental, corporate and non governmental organizations whom provide direct services to farmers and their families located the designated impact area. The STC will collaborate with the SW, supervise the identification of potential participants per year, the collection of all required information and the creation of individual files to be kept under safekeeping (see job description). The annual salary for the STC will be \$25,164.00 in the first and second year, \$25,919.00 in the third and fourth year, and \$26,697.00 in the fifth year is requested to comply with this component of the project. The salary is determined by the UNE's institutional chart, with a 3%

- increase in year 3 and another in year 5. Thee total federal request for the **five year project is \$128,863.00.**
5. **Social Worker - SW (To Be Hired):** The SW will dedicate 100% of her time to the project to provide direct follow-up services and referral to programs to active participants during their freshman year at Santa Isabel. The SW will provide individual as well as group services to the students and will constantly monitor the students progress to secure their needs are met and can finish their courses in good standing. If problems emerge, the SW will refer students to program or governmental programs to attend to day care programs, health problems or any social/psychological problems that may prevent them in complying with the program (see job description). The annual salary for the SW will be \$25,164.00 in the first and second year, \$25,919.00 in the third and fourth year, and \$26,697.00 in the fifth year is requested to comply with this component of the project. The salary is determined by the UNE's institutional chart, with a 3% increase in year 3 and another in year 5. Thee total federal request for the **five year project is \$128,863.00.**
 6. **Licensed Nurse (LN) (To be hired):** This LN will serve part time (50%) to cover any emergencies and general health issues after year two. \$9,375.00 from year two to year five is requested to comply with this component of the project (see job description). The salary is determined by the UNE's institutional chart; therefore the basis of computation is as follow: 20 hours per week (1,250.00 per month x 7.5 months (30 weeks) = \$9,375.00). The total federal request for the **five year project is \$37,500.00.**
 7. **Administrative Assistant - AA (To be hired):** This person will be hired 100%. The Administrative Assistant will keep an updated personnel, student, faculty records and contracts. She/He will also assist in the coordination of seminars, workshops, travel, and communications, among other duties. The annual salary for the AA will be \$17,400.00 in the first and second year, \$17,922.00 in the third and fourth year, and \$18,460.00 in the fifth year is requested to comply with this component of the project. The salary is determined by the UNE's institutional chart, with a 3% increase in year 3 and another in year 5. Thee total federal request for the **five year project is \$89,104.00.**
- The five year budget for key personnel is \$803,364.00.**

B. Fringe Benefits - The institutional policy on Fringe Benefits (FB) is 21.00% for all staff. Therefore we are requesting a total of **\$31,407.00 for Y1** and **\$168,708.00 for the five year project** to comply with the goals and objectives established by the agency. The FB includes: 7.65% for FICA, 6.74% for health insurance, 1.16% unemployment insurance, .10% SINOT, .18% FSE, .32% life insurance, 1.66% Christmas bonus and 3.19% on others.
The five year budget for FB is \$168,708.00.

C. Travel:

1. **Annual Travel to continental U.S.** - We are requesting \$2,500.00 per person to cover the travel expenses of the ED and one support personnel to annual national conferences associated with the College Assistance Migrant Program grant management meetings or similar topics to present project findings. The travel cost will include: roundtrip airfare (\$800), lodging for 4 days (\$175), registration fee (\$500), per diem (\$400) and ground transportation (\$100). **Federal request per year** for key personnel (2) totals **\$5,000.00** and **\$25,000.00** for the project.

2. **Local Travel:** Key personnel will visit local corporations and stakeholders, as well as attend island-wide meetings, conferences, and recruitment of participants. We are requesting \$0.60 per mileage, based upon the Universidad del Este formal written travel policy. We request a total **\$1,500.00 per year** for local travel (2,500 miles) of our personnel. The **total funds requested** for the duration of the project is **\$7,500.00**.
The five year budget for Travel is \$32,500.00.

D. Equipment:

1. **Equipment:** For YR1 Desk top computers (one for each Key Personnel – 7 @ \$1,000.00 each during YR1) and 2 laptops @ \$2,000.00 for the use of student activities will be purchased. The UNE fixed asset policy indicate that all computers and electronic devices that contain hard drives must be capitalized, regardless of their cost (includes laptops, notebooks, tablets, desktops, pc, iPads, among others). For YR2 a total of 11 desktops will be purchased for student use and additional 5 desktops for YR3 and YR 4 for a total of \$5,000.00 per year will be set aside for the creation of a computer center for participants, finally phasing out in YR5 with no acquisitions. A total of 21 desktop computers and two laptops for student use will be purchased during the whole project. We request a total of \$32,000.00 for the five years to comply with the project.
The five year budget for Equipment is \$32,000.00.

E. Materials and Supplies:

1. **General Materials and Supplies:** We request a total of \$3,000.00 for YR1 and YR 2, \$3,500.00 for YR3 and YR4 and \$3,000.00 for YR5 to purchase general materials according to the needs of the project. The materials consist of general office supplies: toner, paper, folders, binders, pen drives, envelopes, flyers, post its, pens, etc. For **YR1 we request \$3,000.00** and a total of **\$16,000.00** for the five years.
2. **Program Dissemination and promotional materials:** Funds are constant during each project year for the dissemination component of the project **YR1 to YR5 \$3,000.00**. These funds will be requested for the creation, production and impression of all promotional materials (Banners, Brochures, media activities, etc.) to promote the project at governmental and Non-Governmental offices and corporations located in the project impact area. The **total funds requested** for the five year project is **\$15,000.00**.
3. **Medical Supplies and First Aids Kits:** The project is requesting an annual set aside of \$3,000.00 for YR1 for the acquisition of medical supplies to be used by the nurse and \$1,400.00 for subsequent years to attend to the needs of project participants and alumni. Key medical supplies will be purchased during Y1 and supported by additional required medical materials from YR 2 to YR 5. We request a total of **\$8,600.00** for the five years to comply with the goals and objectives of the project.
4. **Educational materials for participants:** The project is requesting a total of \$3,600.00 per year (\$45 per participant) to defray the cost of needed educational materials (notebooks, calculators, staplers, markers, etc.) to support the retention rate of these students by focusing in their educational responsibilities in accord to the goals and objectives established in the project. The total federal amount requested for **YR1 is \$3,600.00** and **\$18,000.00 for the five year period**.
The five year total budget for Materials is \$57,600.00.

F. Contractual:

1. **External Evaluator:** Will be hired to provide an objective evaluation of project's operation, accomplishments and areas of growth. Data obtained from this evaluation will be used to fine-tune project implementation. This person will be hired in Y1 through Y5. The project has allocated **\$8,000.00 per year** for this component of the project. The **total funds requested** for the five year project is **\$40,000.00**.
2. **Twelve Student Tutors:** Funds requested will to cover the costs of student tutors that will be working directly with this project as described in the project narrative. The salary is determined by the UNE's institutional chart. The basis of computation is as follow: $\$7.25/\text{hr} \times 750\text{hrs}/\text{year} \times 12 = \$60,900$ Y1 through Y5. **Total funds requested \$304,500.00.**

The five year budget for Contractual is \$344,500.00.

G. Other:

1. **Annual commencement speakers and activity cost:** The project is requesting funds for the inclusion of an annual commencement activity as specified in the narrative to motivate participants to continue their educational goals and to succeed as students and future professionals. The cost for the commencement activity per year from Y1 to Y5 **\$2,000.00** and the **total funds requested** for the five year project is **\$10,000.00**.
2. **Specialized Consultants (to provide career workshops):** A total of two (2) specialized consultants in career and job training placement will be hired to provide participants and project personnel updated information of the priorities of the labor market to better prepare project participants in their career selection during each semester. The project has allocated **\$2,000.00 per year** for this component of the project. **Funds requested total \$10,000.00 for the five year project.**
3. **Publication and dissemination:** Funding is requested for publication and dissemination campaign for this CAMP Program. In order to promote and inform the community about the project, we requesting these funds to publish project findings in hard copy and the media for the announcement of project findings and success. The total the **five year** project is **\$20,000.00**.
4. **Career trips:** We request a total of **\$5,000.00 per year** to coordinate one career trip to a corporate setting so participants can sense how an enterprise is run (include; bus fare, admission cost, meals, reference materials and guide), especially a corporation associated with a participants' field of study. Due to financial constraints and corporate policies, students are unable to experience such a trip if it is not coordinated by an IHE or governmental agency. The **total funds requested** for the project is **\$25,000.00**.
5. **One annual academic conferences:** The project is requesting funds to coordinate an annual academic conferences on CAMP topics to impact participants, project and university personnel. The total federal amount requested for **YR1 is \$1,500.00** and **\$7,500.00 for the five year period.**
6. **Postage:** The project is requesting \$500 per year for the five year project for postage to participants during freshman year and as alumni. The **annual total** amount requested is **\$500.00** and **\$2,500.00 for the five year project.**
7. **Minor remodeling of the primary care are for student services:** The project is setting aside a total of \$9,400.00 for the first year only to comply with the HIPA Law and have a separate office where the nurse may provide direct services to participants.

An area has been identified in USI for the conversion of an open to a private office set aside for the Project Nurse. The one time **federal request is \$9,400.00** for this component of the project.

The five year budget for Other is \$84,400.00.

H. Indirect Costs: Universidad del Este currently negotiated rate with DHHS for Indirect Costs is 85% of all requested federal salaries & wages, but in accord to program guidelines this amount will be 8% per year of the total direct cost, which is less than UNE negotiated rate. Therefore we are requesting **\$24,349.00 for YR1**, \$24,377.00 for YR2, \$24,371.00 for YR3 and YR4 and \$24,379.00 for YR5. Total F & A for the **five year project is \$121,847.00.**

I. Student Financial Assistance: The project has allocated \$95,800.00 per academic year to support the participant needs, as identified by project key personnel by individualized needs assessments and their retention in their respective programs. These funds will defray the cost of registering in an academic program, complementing any financial aid alternatives available for participants. During each academic semester, students whom fulfill the project requirements of attending all activities will receive a \$300 stipend (\$600 per academic year) as well as financial aid to defray the cost of; child care, transportation and other essential support during their freshman year. The amount requested for **YR1 is \$95,800.00** and participants are required to have completed their monthly responsibilities and for the whole **five year project is \$479,000.00.**

Total cost of the five year project \$2,123,919.00.

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

1. Project Director:

Prefix: Mrs.	First Name: Evelyn	Middle Name:	Last Name: Ayala	Suffix:
-----------------	-----------------------	--------------	---------------------	---------

Address:

Street1:	P O Box 2010
Street2:	
City:	Carolina
County:	
State:	PR: Puerto Rico
Zip Code:	00984-2010
Country:	USA: UNITED STATES

Phone Number (give area code)	Fax Number (give area code)
17878453050 X1155	

Email Address:
ue_eayala@suagm.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) #: 1 2 3 4 5 6

No Provide Assurance #, if available:

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
--	----------------	-------------------	-----------------

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

OMB Number: 1894-0008
Expiration Date: 06/30/2017

Name of Institution/Organization

Universidad del Este

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	149,556.00	158,931.00	163,418.00	163,418.00	168,041.00	803,364.00
2. Fringe Benefits	31,407.00	33,376.00	34,318.00	34,318.00	35,289.00	168,708.00
3. Travel	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00	32,500.00
4. Equipment	11,000.00	11,000.00	5,000.00	5,000.00	0.00	32,000.00
5. Supplies	12,600.00	11,000.00	11,500.00	11,500.00	11,000.00	57,600.00
6. Contractual	68,900.00	68,900.00	68,900.00	68,900.00	68,900.00	344,500.00
7. Construction	0.00	0.00	0.00	0.00	0.00	0.00
8. Other	24,400.00	15,000.00	15,000.00	15,000.00	15,000.00	84,400.00
9. Total Direct Costs (lines 1-8)	304,363.00	304,707.00	304,636.00	304,636.00	304,730.00	1,523,072.00
10. Indirect Costs*	24,349.00	24,377.00	24,371.00	24,371.00	24,379.00	121,847.00
11. Training Stipends	95,800.00	95,800.00	95,800.00	95,800.00	95,800.00	479,000.00
12. Total Costs (lines 9-11)	424,512.00	424,884.00	424,807.00	424,807.00	424,909.00	2,123,919.00

***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: 08/01/2015 To: 08/01/2016 (mm/dd/yyyy)

Approving Federal agency: ED Other (please specify): DHHS

The Indirect Cost Rate is 47.00%.

(3) If this is your first Federal grant, and you do not have an approved indirect cost rate agreement, are not a State, Local government or Indian Tribe, and are not funded under a training rate program or a restricted rate program, do you want to use the de minimis rate of 10% of MTDC? Yes No If yes, you must comply with the requirements of 2 CFR § 200.414(f).

(4) If you do not have an approved indirect cost rate agreement, do you want to use the temporary rate of 10% of budgeted salaries and wages?
 Yes No If yes, you must submit a proposed indirect cost rate agreement within 90 days after the date your grant is awarded, as required by 34 CFR § 75.560.

(5) 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%.
PR/Award # S149A160023

Name of Institution/Organization Universidad del Este	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 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)

ED 524