

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



**APPLICATION FOR GRANTS  
UNDER THE**

**High School Equivalency Program (HEP) CFDA Number 84.141A**

**CFDA # 84.141A**

**PR/Award # S141A160002**

**Grants.gov Tracking#: GRANT12106591**

OMB No. , Expiration Date:

Closing Date: Mar 07, 2016

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

**Application for Federal Assistance SF-424**

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input 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"/>
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* 3. Date Received: <input type="text" value="02/29/2016"/>	4. Applicant Identifier: <input type="text"/>
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5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text"/>
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**State Use Only:**

6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>
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**8. APPLICANT INFORMATION:**

* a. Legal Name: <input type="text" value="Somerset Community College"/>	
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="611320380"/>	* c. Organizational DUNS: <input type="text" value="0164352160000"/>

**d. Address:**

* Street1: <input type="text" value="808 Monticello St."/>
Street2: <input type="text"/>
* City: <input type="text" value="Somerset"/>
County/Parish: <input type="text"/>
* State: <input type="text" value="KY: Kentucky"/>
Province: <input type="text"/>
* Country: <input type="text" value="USA: UNITED STATES"/>
* Zip / Postal Code: <input type="text" value="42501-2973"/>

**e. Organizational Unit:**

Department Name: <input type="text" value="Grants"/>	Division Name: <input type="text" value="Institutional Advancement"/>
--	---

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

Prefix: <input type="text" value="Ms."/>	* First Name: <input type="text" value="Melissa"/>
Middle Name: <input type="text"/>	
* Last Name: <input type="text" value="Adams"/>	
Suffix: <input type="text"/>	

Title: <input type="text" value="HEP/BEAM Project Director"/>
---

Organizational Affiliation: <input type="text" value="Somerset Community College"/>
---

* Telephone Number: <input type="text" value="606-451-6872"/>	Fax Number: <input type="text" value="606-677-6992"/>
---	---

* Email: <input type="text" value="melissa.adams@kctcs.edu"/>
---

**Application for Federal Assistance SF-424**

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

H: Public/State Controlled Institution of Higher Education

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

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

U.S. Department of Education

**11. Catalog of Federal Domestic Assistance Number:**

84.141

CFDA Title:

Migrant Education\_High School Equivalency Program

**\* 12. Funding Opportunity Number:**

ED-GRANTS-010716-002

\* Title:

Office of Elementary and Secondary Education (OESE): High School Equivalency Program (HEP) CFDA Number 84.141A

**13. Competition Identification Number:**

84-141A2016-1

Title:

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

Add Attachment

Delete Attachment

View Attachment

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

Bringing Education and Achievement to Migrants (BEAM)proposes to serve 90 students from a migrant and/or seasonal farm worker background throughout Kentucky to obtain the HSE credentials.

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="475,000.00"/>
* 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="475,000.00"/>

**\* 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.

<b>SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL</b>  <input type="text" value="Melissa Adams"/>	<b>TITLE</b>  <input type="text" value="President and Chief Executive Officer"/>
<b>APPLICANT ORGANIZATION</b>  <input type="text" value="Somerset Community College"/>	<b>DATE SUBMITTED</b>  <input type="text" value="02/29/2016"/>

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

<b>1. * Type of Federal Action:</b> <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	<b>2. * Status of Federal Action:</b> <input checked="" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. * Report Type:</b> <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
<b>4. Name and Address of Reporting Entity:</b> <input checked="" type="checkbox"/> Prime <input type="checkbox"/> SubAwardee * Name: Somerset Community College * Street 1: 808 Monticello St.    Street 2: _____ * City: Soemrset    State: KY: Kentucky    Zip: 42501 Congressional District, if known: KY-05.		
<b>5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:</b>		
<b>6. * Federal Department/Agency:</b> Department of Education/OME	<b>7. * Federal Program Name/Description:</b> Migrant Education_High School Equivalency Program CFDA Number, if applicable: 84.141	
<b>8. Federal Action Number, if known:</b> _____	<b>9. Award Amount, if known:</b> \$ _____	
<b>10. a. Name and Address of Lobbying Registrant:</b> Prefix _____ * First Name N/A    Middle Name _____ * Last Name N/A    Suffix _____ * Street 1 _____    Street 2 _____ * City _____    State _____    Zip _____		
<b>b. Individual Performing Services</b> (including address if different from No. 10a) Prefix _____ * First Name N/A    Middle Name _____ * Last Name N/A    Suffix _____ * Street 1 _____    Street 2 _____ * City _____    State _____    Zip _____		
<b>11.</b> 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. <b>* Signature:</b> Melissa Adams <b>* Name:</b> Prefix Dr.    * First Name Emma    Middle Name Jo * Last Name Marshall    Suffix _____ <b>Title:</b> President and Chief Executive Officer <b>Telephone No.:</b> 6064516602 <b>Date:</b> 02/29/2016		
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)

PR/Award # S141A160002

## 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](mailto:ICDocketMgr@ed.gov) and reference the OMB Control Number 1894-0005.

**Optional - You may attach 1 file to this page.**

GEPA letter.pdf

Add Attachment

Delete Attachment

View Attachment

## **General Education Provisions Act (GEPA)**

### **427 Requirements**

Somerset Community College (SCC) prohibits discrimination against any individual because of race, gender, national origin, color, disability, or age.

The High School Equivalency Program eligibility is clearly defined in Part 206.3 of the Program Regulations and SCC fully complies with these requirements. In fulfillment of the Department of Education's General Education Provisions Act (GEPA) Section 427 that requires each applicant describe the steps the applicant proposes to ensure access to, and participation in, its federally assisted program for students, staff, and other program beneficiaries with special needs. SCC has identified the following possible barriers and the steps to overcome it:

SCC expects the majority of the target population (migrant and seasonal farm workers) will be limited in English language proficiency and will required all program information to be available in Spanish (their native language). To address this language barrier, SCC has and will continue to provide promotional, program, and instructional materials bilingually (English and Spanish). These materials will be distributed by Famer Workers Programs, Migrant Programs, and faith-based organizations serving the Hispanic Community. The program will also have bilingual staff members available to assist this target population.

SCC proposes steps to take to ensure equitable access to, and participation in, its federally assisted program. All SCC campuses and centers are handicapped accessible, employs a full-time American with Disabilities Act (ADA) Coordinator, employs a full-time Diversity Director, and a minimum of 2 program staff that are bilingual. Also, SCC provides computer equipment and other devices to assist the vision and hearing impaired.

## 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.

<b>* APPLICANT'S ORGANIZATION</b> Somerset Community College	
<b>* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE</b>	
Prefix: Dr.	* First Name: Emma Middle Name: Jo
* Last Name: Marshall	Suffix:
* Title: President and Chief Executive Officer	
<b>* SIGNATURE:</b> Melissa Adams	<b>* DATE:</b> 02/29/2016

## 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:

**Somerset Community College (Somerset, KY) 2016 HEP Application  
Bringing Education and Achievement to Migrants (BEAM)**

**Project Abstract for Somerset Community College HEP BEAM**

**Project Objectives and Activities** – The Somerset Community College (SCC) HEP/BEAM project will identify and recruit qualified migrant and seasonal farm workers into an educational program to obtain an HSE; assist them in entering a higher educational program; assist them in exploring careers and job placement; or with entering a military service. Activities and support of the objectives are participation in community events, school parent meetings, bilingual presentations, and providing high-quality bilingual instruction. Additionally, placement services will be conducted through our network of supported partnerships.

**Applicable Priorities** – The SCC HEP/BEAM project has a “prior experience of service delivery” priority. The invitational priority to promote STEM will be addressed by improving the participants’ skills in science and math during GED preparation; technology through computer usage; and engineering in career counseling. The project will engage in faith-based and community organizations in the project through the establishment of an advisory council.

**Proposed Project Outcomes** – 69% (**GPRA I**) of HEP/BEAM participants will obtain an HSE. 80% (**GPRA II**) of the graduates will enroll in higher education, obtain employment, or enter the military.

**Number of Participants to be Served Annually** – 90 commuter participants will be served annually.

**Number and Locations of Proposed Sites** – The project will use SCC facilities in Pulaski, Clinton, Russell, and Casey Counties; and public facilities will be used in Wayne and Fayette counties and where the need exists.

## Project Narrative File(s)

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\* **Mandatory Project Narrative File Filename:**

[Add Mandatory Project Narrative File](#)

[Delete Mandatory Project Narrative File](#)

[View Mandatory Project Narrative File](#)

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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](#)

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3. Quality of Project Services	10-12
4. Quality of Project Personnel	12-14
5. Quality of the Management Plan	14-19
6. Adequacy of Resources	19-22
7. Quality of the Project Evaluation	22-25

1. Need for Project

*(i.) The magnitude of the need for the services to be provided or the activities to be carried out by the proposed project.* Migrant and seasonal farm workers are drawn to the region to work in tobacco; vegetable and fruit crops; dairy farms; and poultry farms. Our grant funded program is a vehicle for this population to advance with a High School Equivalency (HSE). There are various industries in the service area that require an HSE for entry level employment. Our program is the only one in the service area (**the only one in the state**) that can assist the Spanish speaking students to obtain an HSE to be qualified for these industrial jobs. The counties or where the need exists to be served by Somerset Community College (SCC) High School Equivalency (HEP)/Project BEAM (Bringing Education and Achievement to Migrants) are located in the foothills of the Appalachian Mountains. SCC HEP/BEAM aims to provide HSE instruction to 90 students in this service area that is plagued by high poverty, low educational attainment, and a lack of educational and cultural opportunities. The latest KYMEP statistics (2014) identified 4,189 migrant-eligible children statewide with almost 30% of those being categorized as out-of-school youth (OSY). Additionally, 75% are identified as Hispanic who make up the state's population of 145,186 Hispanics. In our service area, they are part of the 24,750 Hispanics (US Census Bureau Quick Facts, 2009-2013).

The migrant and seasonal farm workers have very little hope of gaining additional education due to them finding Adult Education institutions unwelcoming and no Spanish instruction. There is a lack of English as a Second Language Classes and community support. SCC HEP/BEAM has served this area for 15 years. Several students who are currently enrolled in the SCC HEP/BEAM program that will persist into the new grant cycle to complete their HSE. As reflecting in table 1 below, the service area clearly identified need as compared to statewide data.

**Table 1. Service Area Description**

County	Educational Attainment (Bachelor's Degree)	Unemployment Rates	Median Household Income	Percent living below the poverty level
Casey	8.4%	5.1%	\$29,934	26.8%
Clinton	7.0%	7.9%	\$27,100	24.4%
Fayette	40.1%	3.6%	\$48,398	18.9%
Pulaski	15.1%	5.3%	\$34,092	23.3%
Russell	11.9%	8.2%	\$29,721	27.3%
Wayne	9.8%	8.4%	\$29,497	24.3%
Statewide	21.5%	4.8%	\$43,036	18.8%

(ii.) *The extent to which the proposed project will focus on serving or otherwise addressing the needs of disadvantaged individuals (i.e. eligible migrant and seasonal farm workers and their families).* HEP/BEAM will help migrant and seasonal farm workers and their families to address their specific needs and assist them in obtaining their HSE. The HEP/BEAM staff will provide individual case management to the participants to address their needs. HEP/BEAM will provide participants with continuity in their educational pursuits as they migrate by working with the Kentucky Department of Education's Migrant Program to make documentation of their educational achievements portable. Table 2 below identifies specific needs of the target population and how the proposed project will address them.

**Table 2. Addressing the Needs**

Needs	How to Address the Needs
Educational needs	<ul style="list-style-type: none"> <li>An educational plan for the participant will be based on the goals and needs of the participant</li> <li>Spanish and English instruction</li> </ul>
Language Barrier	<ul style="list-style-type: none"> <li>All project documents will be available in English and Spanish</li> <li>Rosetta Stone will be available to utilize in learning English</li> <li>Referrals to ESL (English as Second Language) classes</li> <li>Instruction offered in English and</li> </ul>

	Spanish
Flexible Class Time	<ul style="list-style-type: none"> <li>• Classes will be offered in 6 locations</li> <li>• Day and Evening instruction available</li> <li>• Accommodating the work schedules of participants</li> </ul>
Transportation	<ul style="list-style-type: none"> <li>• Stipends will be provided to offset the cost of transportation</li> <li>• Multiple classroom locations will limit the distance of the travel</li> <li>• Transportation will be provided to cultural events at no cost</li> </ul>
Special Needs/Referrals	<ul style="list-style-type: none"> <li>• Referrals to migrant child care and child care centers</li> <li>• Health care referrals when needed</li> <li>• Housing assistance referrals when needed</li> <li>• Family literacy referrals when needed</li> <li>• Referrals to faith-based organizations that provide a specific service</li> <li>• All costs of the HSE assessments will be provided to participants at no cost.</li> </ul>

(iii.) *The extent to which specific gaps or weaknesses in services, infrastructure, or opportunities have been identified and will be addressed by the proposed project, including the nature and magnitude of those gaps or weaknesses.* **HSE Testing** is a weakness in the service area because Kentucky only offers the GED (General Educational Development). Revisions to the GED2014 exam impact the success of students due to increasing the difficulty of content on the exam, more expensive, and is computer based testing only. The participants need extra support and time to successfully complete HSE. The proposed project will provide support and one-on-one tutoring to participants for GED2014. **Adult Education schedules** are not flexible and not offered in Spanish. Adult Education classes within the proposed service area are in a highly structured classroom format with definite class times. HEP/BEAM will have an open door policy to effectively coordinate with the participants' work schedules. Individual instruction will be available for participants in English and Spanish. **ESL availability** is not

available in most of the service area. HEP/BEAM will have access to computer based English Language instructional software, textbooks in Spanish, all materials are bilingual, and staff personnel will have at least a basic conversational Spanish competency. Proficient Spanish speakers will receive employment priority. **Public Transportation is not available.** The only public transportation in the region provides free transportation to qualified low-income persons for doctor visits. HEP/BEAM will provide instruction in six sites in the geographical area to offset the transportation issues for participants. Also, a stipend will be provided to the participants to assist in transportation costs. HEP/BEAM will provide transportation to educational and cultural events. **Limited child care is available.** If the participants do not have child care it can influence their success in the program because they are unable to attend classes with small children at home. The proposed project will address this by providing referrals to area agencies providing child care and in extreme cases a child care stipend will be provided. **The region is limited in cultural events.** HEP/BEAM will provide exposure to cultural/educational opportunities (theaters, museum visits, concerts, art galleries, etc.) for participants once per semester.

**Services are often interrupted because of the transient nature of the migrant population.** HEP/BEAM will work with the Kentucky Department of Education's Migrant Program to make documentation of educational achievements portable. The staff will provide copies of the participants' educational achievements to them upon relocation. **Migrant and seasonal farm workers lack computer skills and internet access.** As part of SCC, HEP/BEAM will have computer laboratories available on all SCC facilities. HEP/BEAM will use the computer based, self-paced bilingual program "Brain Honey" by Houghton Mifflin Harcourt and "Rosetta Stone" software programs to improve basic skills, computer skills, and language of participants.

(iv.) *The importance or magnitude of the results or outcomes likely to be attained by the proposed project.* HEP/BEAM is designed to assist and motivate participants beyond HSE attainment by referring to post-secondary educational programs and employment agencies. Upon enrollment, participants will meet with a staff member of HEP/BEAM to discuss the participants’ goals prior to and beyond HSE and will develop a plan to achieve the participants’ goals. This will result in many participants in receiving an HSE credential. The outcomes beyond HSE will be for the graduates to enter post-secondary educational programs, enter the military, or to receive upgraded employment. Obtaining an HSE credential will improve the lives of the participants by improving their careers, their lives of their families, and they become role models to their family members. Successful participants have become military personnel, teachers, ESL instructors, engineers, managers, bankers, accountants, and business owners after obtaining their HSE credentials through our program.

2. Quality of Project Design

(i.) *The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable.* The proposed project will enroll and serve a minimum of 90 eligible participants annually. 69% of these participants will receive an HSE credential. Of the HSE graduates, 80% of them will enter a post-secondary educational program, enter the military, or obtain upgraded employment. A HEP/BEAM Advisory Council will be established to meet and discuss the proposed project. This will consist of community partners who are interested and involved with the migrant and seasonal farm worker population. Table 3 outlines the goals, objectives, and outcomes below.

**Table 3. Goals, Objectives, and Outcomes**

<b>Goals</b>	<b>Objectives</b>	<b>Activities</b>	<b>Outcomes</b>	<b>Responsibility</b>	<b>Timeline</b>
Recruit	Inform 250 potential	Distribute HEP	Will identify 90 eligible	Recruiter Tutors	Ongoing throughout

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	students annually of HEP program	information to 250 potential students	participants with the greatest need	Translators	the project year
Enroll	Identify 90 eligible students to enroll	Complete the enrollment process for the 90 eligible students with the greatest need	Will have 90 students to provide services and instruction to	Recruiter Instructors Tutors Evaluator	Monthly, Quarterly and Annually
69% of participants will receive HSE Credential	To complete program and have 69% of enrollment to graduate	Complete the instructional plan, and successfully pass the GED Ready and GED testing	69% of participants will receive HSE Credential	Instructors Tutors	Monthly, Quarterly, and Annually
80% of graduates will move beyond HSE	80% of graduates will enter post-secondary educational programs, enter the military, and/or receive upgraded employment	Refer graduates to post-secondary institutions and employment agencies. Also, provide support in college applications and financial applications	80% of graduates will enter post-secondary educational programs, enter the military, and/or receive upgraded employment	Instructors Tutors Director	Monthly, Quarterly, and Annually
Interagency Coordination	To coordinate with community partners	Meet with community partners and Advisory Council regularly	Referrals available between the project and the community partners for the participants	Recruiter Director	Monthly and Quarterly

(ii.) *The extent to which the design of the proposed project is appropriate to and will successfully address the needs of the target population or other identified needs.* The Office of

Migrant Education has highlighted Somerset Community College HEP/BEAM previously as one of the top performing HEP programs in the nation for Government Performance and Results Act (GPRA I) compliance (94%). The SCC HEP/BEAM program is committed to addressing the needs of the target population through the following principle goals; to help migrant and seasonal farm workers and their immediate families obtain an HSE; and to help those who obtained an HSE to either enter post-secondary educational programs, enter the military, or obtain upgraded employment. As detailed in the needs section, our project will address the target population educational, language, access, and financial needs through the following services. Recruitment services will include dissemination of project information in a bilingual format to include promotional and intake documents. The HEP/BEAM staff will be bilingual, experienced, and fully trained to provide high-quality HSE instruction to migrant and seasonal farm workers in a flexible classroom. In addition, all classroom materials will be provided to participants and in a bilingual format (Spanish and English) depending on their preferred language. Furthermore, the project will provide supportive services to include transportation, child care, and participation stipends. The HEP/BEAM Advisory Council will draw upon established community partnerships, formalize them, and enhance the ability of the staff to recruit participants and to continuously improve the program. Membership on the local Interagency Council and partnerships with agencies that serve migrants will assure that all services available to migrant and seasonal farm workers and their families are provided.

*(iii.) The extent to which the proposed project will establish linkages with other appropriate agencies and organizations providing services to the target population.* HEP/BEAM has developed strong partnerships with community, institutional, and business stakeholders over the course of the last 15 years. These partnerships have resulted in additional resources for the

participants and their families. HEP/BEAM will continue to seek out linkages with the local, state, and federal programs that serve migrant and seasonal farm workers and their families.

Letters of support from community partners are included in the appendices. Table 4 details a representative sample of these partnerships.

**Table 4. Community Partners**

<b>Program</b>	<b>Commitment to Project</b>
SCC Workforce Solutions	<ul style="list-style-type: none"> <li>• Provide interview preparation and career workshops</li> <li>• Distribute HEP information</li> </ul>
Migrant Education Program	<ul style="list-style-type: none"> <li>• Referrals to HEP</li> <li>• Provide student's Certificate of Eligibility (COE)</li> <li>• Distribution of HEP information</li> </ul>
SCC	<ul style="list-style-type: none"> <li>• Provide access to testing centers</li> <li>• Provide staff development opportunities</li> <li>• Staff development in STEM teaching techniques</li> <li>• Provide STEM scholarship information</li> </ul>
SCC Foundation	<ul style="list-style-type: none"> <li>• Scholarship assistance for eligible students</li> <li>• Professional development for staff</li> </ul>
WIA 167	<ul style="list-style-type: none"> <li>• Referrals to HEP</li> <li>• Provide financial/ job placement resources for students</li> </ul>
Catholic Church	<ul style="list-style-type: none"> <li>• Referrals to HEP</li> <li>• Cultural Events</li> <li>• Provide Classroom space</li> </ul>
Outreach for Jesus	<ul style="list-style-type: none"> <li>• Referrals to HEP</li> <li>• Cultural Events</li> </ul>
Adult Education	<ul style="list-style-type: none"> <li>• Provide classroom space and technology access at centers</li> <li>• ESL Instruction (at one location)</li> </ul>
Local Library Personnel	<ul style="list-style-type: none"> <li>• Provide additional support to participants</li> <li>• Provide Library cards to participants</li> <li>• Cultural Events</li> </ul>
Public Schools	<ul style="list-style-type: none"> <li>• Referrals to HEP</li> </ul>
Farm Workers Programs	<ul style="list-style-type: none"> <li>• Referrals to HEP</li> <li>• Additional support to migrant and seasonal farm workers</li> </ul>
Migrant Head Start	<ul style="list-style-type: none"> <li>• Referrals to HEP</li> <li>• Assistance in child care for the participants</li> </ul>

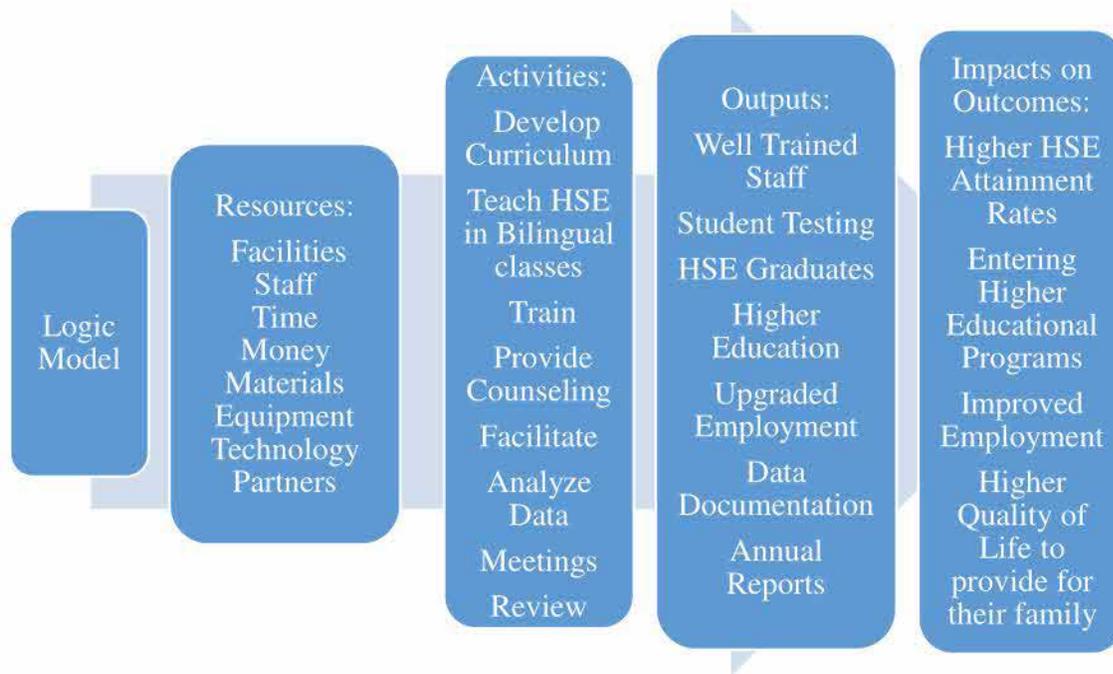
*(iv.) The extent to which the proposed project will increase efficiency in the use of time, staff, money, or other resources in order to improve results and increase productivity. HEP/BEAM is*

focused on developing, maintaining, and operating a well-established and efficient program. Efficiencies in time, staff, and money are displayed in table 5 below.

**Table 5. Efficiencies in time, staff, and money**

<b>Time</b>	The proposed project will utilize the existing database to track students and their progress.
<b>Staff</b>	The proposed project will share office space with SCC operated Adult Education programs and faith-based organizations. HEP will also have access to department student workers, tutors, and academic counselors resulting in less program sponsored staff expenses. The Principal Investigator will oversee the grant at no cost to HEP.
<b>Money</b>	The proposed project will share resources and staff with existing programs. These collaborations will include sharing office supplies and equipment, computer lab equipment, curriculum materials, and access to SCC professional development at no additional cost.

(v.) *The extent to which the proposed project is supported by strong theory.* SCC HEP/BEAM is designed to address the academic, financial, and personal needs faced by migrant and seasonal farmworkers and their families. SCC HEP/BEAM's instructional delivery model will be guided by the principles of the Transformational Learning Theory developed by Jack Mezirow. Transformation Learning Theory creates a climate of support, appealing learning activities, and exploring different points of view (TEAL Center Staff, 2011). Current instructional staff have experience in this learning theory in the classroom and will continue to provide support by demonstrating high integrity but are caring and trusting; develop learning activities that appeal to the participants; and will explore different points of view in learning activities. The project's instructors will attend professional development on these strategies to continue to provide high quality of instruction. The logic model for SCC HEP/BEAM lists the resources available to the program, the activities listed are needed to make the program successful, the projected outcomes of the program, and the impacts of the outcomes on the participants of the program. The chart below displays the logic model for the SCC HEP/BEAM project.

**Chart 1. Logic Model**

### 3. Quality of Project Services

(i.) *The extent to which the training or professional development services to be provided by the proposed project are of sufficient quality, intensity, and duration to lead to improvements in practices among the recipients of those services.* HEP/BEAM will involve the staff in rich, diverse, and high-quality professional development and staff training experiences focused on the specific knowledge and skills which make HEP/BEAM more effective. Training will be offered by SCC and by nationally recognized experts on the education of migrant and disadvantaged populations through conferences, seminars, and workshops. Examples include, the director will attend the annual HEP/CAMP director's meeting for three to four days with a total of 30 hours of training which will provide updates to HEP, annual reporting, and strategies in operating the project. A HEP/BEAM instructor, recruiter, and/or the project director will attend conferences on migrant education (NASDME and HEP/CAMP) and adult education (COABE). The administrative assistant will attend the HEP/CAMP conference to learn methods of recording,

reporting, and managing data. These conferences will last 4 days with 30 hours of training time per conference that is directly related to the project. Staff attending the conferences will prepare an updates to the overall staff upon their return. This will provide continuity among the project staff and the instruction provided in the program. Reports of training activities will be made at monthly staff meetings and advisory council meetings.

*(ii.) The extent to which the services to be provided by the proposed project are focused on those with greatest needs.* HEP/BEAM is designed to seek out and enroll students who have the greatest need for HEP services. During the enrollment process, applicants are ranked on their poverty level, their educational level, and their cultural needs. There are three levels of the approval process. The instructor and/or recruiter reviews the application then sends to the program evaluator. The program evaluator reviews the application, TABE scores, uses a poverty level guide to determine the poverty level by family size and yearly income, contacts the farmers to verify the farm work, and completes the approval form. This approval form is sent to the project director for final approval. The HEP/BEAM staff will first enroll those with the greatest economic, educational, and cultural needs which is determined by scoring the participant’s application. If the program is operating at full capacity, a waiting list will be maintained. Table 6 represents the scoring of applicants in determining those with the greatest need.

**Table 6. Greatest Need**

<b>Need Criteria</b>	<b>Maximum Points</b>
Meets the eligibility criteria	10
Academic need upon TABE testing	5
Spanish instruction	5
Low Income	5
Totals:	25

*(iii.) The likelihood that the services to be provided by the proposed project will lead to improvements in the skills necessary to gain employment.* All HEP/BEAM services will be

presented in the context of the usefulness of education in preparing for a rewarding career.

Preparation for the HSE will give students the general knowledge and computer skills that will enable them to fit comfortably into the culture of work where basic knowledge of events and concepts are generally known and workers can be conversant. Students will improve their knowledge of math, science, technology, and engineering principles as they use computer based skills and language programs in preparation of obtaining an HSE and entry into the workplace.

This experience will broaden their employment horizons. Participants will be prepared with the skills that employers look for when reviewing job applicants and when opportunities to advance occur. HEP/BEAM participants will receive assistance in interview preparation to assist with job interviews through the SCC Workforce Solutions. The participants will be guided by qualified instructors with the constant support of instructional assistants and case managers. Participants who obtain an HSE credential will be greatly improved in all these areas and will be more employable and able to pursue post-secondary educational opportunities.

#### 4. Quality of Project Personnel

*(i.) The qualifications, including relevant training and experience, of the project director or principal investigator.* The project director has 6 years of experience in working with a HEP program. She has worked in recruitment, instruction, administration, assistant director, and director. The project director has 20 years of prior experience in operating and overseeing large budgets, supervising approximately 50-100 employees, and training staff. The project director holds a Master's Degree in Educational Technology, a Bachelor's Degree in Organizational Administrative Leadership, and a Bachelor's Degree in Health Care Administration. The Project Director attended the new HEP director's training, attended the national HEP directors meeting, participated in the Office of Migrant Education sponsored Mentor/Mentee training, attended the

HEP/CAMP conference, and the National Migrant Education Conference. Any future HEP/BEAM director will be required to possess a minimum qualification of a Master's degree. The principal investigator will be the SCC Chief Institutional Advancement Officer whose responsibilities include the fiscal management of all grants awarded to the college. She has 21 years of experience in marketing and management. The principle investigator holds a Bachelor's degree in Business Administration and a Master's degree in Organizational Leadership. Any future Chief Institutional Advancement Officer will be required to have a minimum of a Master's degree.

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

The key personnel will consist of the project director and the principal investigator.

The project director has 6 years of experience in working with a HEP program. She has worked in recruitment, instruction, administration, assistant director, and director. The project director has 20 years of prior experience in operating and overseeing large budgets, supervising approximately 50-100 employees, and training staff. The project director holds a Master's Degree in Educational Technology, a Bachelor's Degree in Organizational Administrative Leadership, and a Bachelor's Degree in Health Care Administration. The Project Director attended the new HEP director's training, attended the national HEP directors meeting, participated in the Office of Migrant Education sponsored Mentor/Mentee training, attended the HEP/CAMP conference, and the National Migrant Education Conference. Any future HEP/BEAM director will be required to possess a minimum qualification of a Master's degree, 1-2 years of relevant experience in serving the target population, problem solving, and supervisory responsibilities. A detailed job description is attached in the appendices.

The principal investigator will be the SCC Chief Institutional Advancement Officer whose responsibilities include the fiscal management of all grants awarded to the college. She has 21 years of experience in marketing and management. The principle investigator holds a Bachelor's degree in Business Administration and a Master's degree in Organizational Leadership. Any future principle investigator will be required to have a minimum qualification of a Master's degree.

In addition to the key personnel, there will be support staff available to assist the project director in the proposed project. The support staff will include instructors, tutors, translators, recruiter/program evaluator, and an administrative assistant. The project director will oversee the day to day operations carried out by the support staff to ensure participants are receiving the appropriate instruction and support needed. The proposed project will encourage applicants from the underrepresented populations to apply for positions with the project. The positions available will be posted with SCC, the Advisory Council, and community partners to recruit and hire from the population served in the proposed project. All staff of HEP/BEAM will demonstrate a sensitivity and understanding of the population to be served by the project.

##### 5. Quality of the Management Plan

*(i.) The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks.* The HEP/BEAM management plan has been designed to assure project and participant success. The management plan is structured around the goals and objectives of HEP which are consistent with the national GPRA regulations. The outcomes are specific and are measurable. These are displayed in Table 7. The assurances and provisions are displayed in Table 8.

**Table 7. Management Plan**

<b>Objectives</b>	<b>Milestone</b>	<b>Responsibility</b>	<b>Timeframe</b>
Inform 250 students of HEP	Identify and provide HEP information to 250 students	Recruiter Tutor	Begin 7/2016 and ongoing for grant period
Enrollment of 90 participants	Complete enrollment of 90 eligible participants and complete initial testing	Recruiter; Instructors; Administrative Assistant; Project Director	Begin 7/2016 and ongoing for grant period
69% of participants will receive the HSE credential	Participants will begin class instruction and tutoring sessions	Instructors; Tutors	Begin 7/2016 and ongoing for grant period
80 % of graduates will enter post-secondary educational programs, enter military, and/or receive upgraded employment	Graduates will be referred to post-secondary institutions, military recruitment centers, and/or employment agencies  Assistance in college applications	Instructors Tutor Project Director	Begin 7/2016 and ongoing for grant period
Evaluation	Director will complete monthly evaluations to review the project goals; External Evaluator will complete annual evaluations	Project Director; External Evaluator	Evaluate program monthly and an annual evaluation
Budget Reviews	Monthly reviews of the budget will be conducted	Project Director	Monthly checks throughout grant period

**Table 8. Management Plan of Assurances and Provisions**

<b>Assurance / Provision</b>	<b>How it is Addressed</b>
Plan for identifying and recruiting participants with the greatest need	<ul style="list-style-type: none"> <li>All recruitment materials will be bilingual</li> <li>A needs assessment will be utilized to serve students with the greatest need</li> </ul>
Plan to use IHE and community resources	<ul style="list-style-type: none"> <li>Create an Advisory Board consisting of institutional and community partners to provide additional resources</li> <li>Referrals to HEP will assist in recruitment</li> </ul>
Coordination with local, state, and federal resources	<ul style="list-style-type: none"> <li>Collaboration with Migrant Ed/ Dept. of Labor to provide access to potential students and social service referrals for participants</li> <li>Agreements with WIA 167 to provide referrals to HEP</li> </ul>

	and job opportunities
Hire staff qualified staff that are knowledgeable to the participants needs	<ul style="list-style-type: none"> <li>• Advertise staff positions with SCC and community partners who serve the same target population</li> <li>• Bilingual skills (Spanish/English) and experience working with target population will receive hiring preference</li> </ul>
Staff Professional Development	<ul style="list-style-type: none"> <li>• Provide professional development relevant to the project and the target population</li> <li>• Staff involvement in SCC diversity trainings, technology, and instruction</li> </ul>
Training and Technical Assistance	<ul style="list-style-type: none"> <li>• Director is required to participate in annual OME director's meetings</li> <li>• Staff will attend relevant trainings and/or conferences relevant to HEP and the migrant population</li> </ul>
Staff Travel	<ul style="list-style-type: none"> <li>• Recruitment travel</li> <li>• Coordination with community partners</li> <li>• Participation in professional development training</li> </ul>
Student Travel	<ul style="list-style-type: none"> <li>• Attending cultural/career events off campus</li> </ul>
Interagency Coordination	<ul style="list-style-type: none"> <li>• Develop an Advisory Board consisting of community partners to provide additional resources</li> <li>• Migrant Ed will provide referrals to HEP</li> <li>• WIA 167 will provide referrals to HEP</li> </ul>
Recruitment Plan	<ul style="list-style-type: none"> <li>• Utilize community partnerships to identify and inform eligible students</li> <li>• All recruitment materials will be provided in English and Spanish</li> </ul>
Evaluation Plan	<ul style="list-style-type: none"> <li>• Monthly staff meetings to review the project's progress</li> <li>• Monthly reviews of the budget</li> <li>• Maintaining the project's database</li> <li>• Use of external evaluator</li> </ul>

(ii.) *The adequacy of the procedures for ensuring feedback and continuous improvement in the operation of the proposed project.* The annual performance reports required by HEP will be completed and submitted on time each year. Monthly staff meetings and communications will be held to discuss program status, strategies, objectives, goals, recruitment, and improvement. Monthly program and individual goals will be given at these meetings. Additional staff meetings will be held on an as needed basis. The program director will meet and communicate monthly with her immediate supervisor, SCC's Chief Institutional Advancement Officer. The program director will monitor the daily functions of the proposed project. The program director will

communicate any changes, new goals, programmatic changes, and new information to the staff. Communication among staff will include SCC email system, instant messaging, and VoIP telephone system which serves all campuses. The HEP/BEAM Administrative Assistant will maintain the project database. The database will be accessible by the project director and HEP/BEAM staff at any time through the SCC intranet computer system. HEP/BEAM will have an internal program evaluator, who will approve and verify the farm work credentials of each applicant and work with the administrative assistant to maintain accurate record keeping at each HEP/BEAM instructional site. The HEP/BEAM staff will communicate directly with the Project Director regarding any supplies or needs of their satellite sites. The project director will be available for staff to review the program guidelines, eligibility, stipends, or other programmatic issues. The project director will respond in a timely manner and will resolve any issues immediately. The HEP/BEAM staff will attend appropriate professional development training provided by SCC, computer skills and teaching strategies. Additional trainings will be attending conferences that the project director and staff may attend are the National Migrant Education Conference, HEP/CAMP Conference, and the Commission on Adult Basic Education. Student feedback will be gathered through the exit interview completed by the HSE completers, surveys are completed by students participating in cultural events, and end of session surveys. The participant input will be used to further enhance and improve the proposed project and assist in gathering the follow-up information for the APR. Stakeholder feedback will be gathered through the HEP/BEAM Advisory Council meetings. This will assist the program in assuring continual improvement and having community input. Some of the agencies are the Lake Cumberland Area Development District Workforce Investment Act, Migrant Programs, Migrant Head Start, local

school system, Farm Workers Program, Adult Education programs, libraries, ESL instructors, faith-based programs, citizens of Hispanic origin, along with former graduates.

*(iii.) The extent to which the time commitments of the project director and principal investigator and other key project personnel are appropriate and adequate to meet the objectives of the proposed project.* The project director's time commitment to HEP/BEAM is 100 percent. The project director will oversee all of the HEP/BEAM operations which involves six counties in the service area. The project director will ensure all funds and the budget are appropriately spent to achieve goals. The project director will supervise all of the HEP/BEAM staff, authorize expenditures, manage improvement plans, evaluations, and report progress as needed to SCC as the fiscal agent and to the Office of Migrant Education. The project director will serve as the transition counselor for participants exiting the program, assist them with college enrollment, financial aid application assistance, information about the local workforce, and refer to military recruiters or job-placement agencies. The project director will serve and attend SCC Administrative Council and SCC staff meetings. The project director, or assignee, will serve on the local Interagency Council consisting of representatives of many local, state, and federal programs. This will help to ensure all service agency resources are available for participants of the proposed project. The project director will be responsible for seeking out appropriate technical assistance when required and for arranging all student travel.

The principal investigator will devote a portion of their time to the proposed project. The principal investigator will be available to the project director on an as needed basis and will complete monthly meetings with the project director to review the program's progress. The principal investigator will be available at no cost to the project.

The support staff will dedicate their time to assisting participants in succeeding in obtaining the HSE and to further their employment and/or enter post-secondary educational programs. **The administrative assistant** will be 100% committed to the proposed project. They will be responsible for maintaining the database provided by the U.S. Department of Education's Office of Migrant Education. They will maintain hard copy of all records, including participant's files, will operate the HEP/BEAM call center, serve as a liaison with SCC Human Resources and Business offices, liaison with community partners, provide clerical services to the HEP/BEAM staff, will be responsible for staff travel arrangements and travel documentation, and ensure a timely distribution of information to the HEP/BEAM staff. **The recruiter/program evaluator** will be 80% to assist participants in the enrollment process, approval process, and following up with graduates. They will seek out migrant and seasonal farm workers and their immediate family members for the proposed project. They will be responsible for evaluating and approving all participants; maintaining information; and assisting the project director with reports.

**Instructors and tutors** (English and Spanish speakers) will be available at each service site to assist participants in meeting all of their educational goals and obtaining an HSE credential. One instructor will be 80%, one tutor will be 80%, and ten instructors/tutors will be part-time on an as needed basis.

#### 6. Adequacy of Resources

*(i.) The adequacy of support, including facilities, equipment, supplies, and other resources, from the applicant organization or the lead applicant organization.* SCC will commit the resources of the college to supplement and enhance the services provided by HEP/BEAM. SCC provides office space, communications (telephone, internet, and e-mail), computer labs, utilities, transportation, and other essential basic services for the HEP/BEAM program in the four SCC

facilities located in the six county service area. SCC will provide the HEP/BEAM staff with professional development training in classroom instruction and resources. The project director reports to the SCC Chief Institutional Advancement Officer, and her office provides additional clerical and support functions, including public relations, new releases, and assistance with grant writing. The SCC operated Adult Education programs will provide recruitment referrals, office space, and support services for HEP/BEAM. SCC will continue to seek opportunities to enhance and supplement the HEP program. The BEAM Advisory Council will assist in identifying additional educational resources as needed.

*(ii.) The relevance and demonstrated commitment of each partner in the proposed project to the implementation and success of the project.* Each community partner is relevant and has demonstrated commitment to the proposed project. Several of the community partners have written a letter of support for our program and are attached in the appendices. The list of the community partners and their commitment to the proposed project are detailed in Table 9.

**Table 9. Commitment of Partners**

<b>Program</b>	<b>Commitment to Project</b>
SCC Workforce Solutions	<ul style="list-style-type: none"> <li>● Provide interview preparation and career workshops</li> <li>● Distribute HEP information</li> </ul>
Migrant Education Program	<ul style="list-style-type: none"> <li>● Referrals to HEP</li> <li>● Provide student's Certificate of Eligibility (COE)</li> <li>● Distribution of HEP information</li> </ul>
SCC	<ul style="list-style-type: none"> <li>● Provide access to testing centers</li> <li>● Provide staff development opportunities</li> <li>● Staff development in STEM teaching techniques</li> <li>● Provide STEM scholarship information</li> </ul>
SCC Foundation	<ul style="list-style-type: none"> <li>● Scholarship assistance for eligible students</li> <li>● Professional development for staff</li> </ul>
WIA 167	<ul style="list-style-type: none"> <li>● Referrals to HEP</li> <li>● Provide financial/ job placement resources for students</li> </ul>
Catholic Church	<ul style="list-style-type: none"> <li>● Referrals to HEP</li> <li>● Cultural Events</li> <li>● Provide Classroom space</li> </ul>

Outreach for Jesus	<ul style="list-style-type: none"> <li>• Referrals to HEP</li> <li>• Cultural Events</li> </ul>
Adult Education	<ul style="list-style-type: none"> <li>• Provide classroom space and technology access at centers</li> <li>• ESL Instruction (at one location)</li> </ul>
Local Library personnel	<ul style="list-style-type: none"> <li>• Provide additional support to participants</li> <li>• Provide Library cards to participants</li> <li>• Cultural Events</li> </ul>
Public Schools	<ul style="list-style-type: none"> <li>• Referrals to HEP</li> </ul>
Farm Workers Programs	<ul style="list-style-type: none"> <li>• Referrals to HEP</li> <li>• Additional support to migrant and seasonal farm workers</li> </ul>
Migrant Head Start	<ul style="list-style-type: none"> <li>• Referrals to HEP</li> <li>• Assistance in child care for the participants</li> </ul>

(iii.) *The extent to which the costs are reasonable in relation to the objectives, design, and potential significance of the proposed project.* The HEP/BEAM budget will be adequate to support the project. The project requests \$475,000 per year and is reasonable in completing the objectives of the proposed project. The costs are made to achieve the ultimate goal of assisting migrant and seasonal farm workers and their immediate family members in obtaining an HSE credential/diploma. The project will provide services to six rural Kentucky counties measuring approximately 200 miles from one end to the other. The four facilities provided by the college, along with the multitude of services provided by SCC, will substantially reduce the cost of providing facility accommodations. This will allow HEP/BEAM to invest more into the participants, educational materials, and educational support. The project staff will provide direct support to the participants. Judicious use of grant funds, by limiting the number of full-time employees and employing part-time personnel based upon the number and needs of migrant and seasonal farm workers and their families residing in more outlying locations, will enable the best use of limited grant funds, while not diminishing quality or availability. All educational materials, testing, support services, resources, referrals, and transportation to cultural events will

be provided to the participants. This will assist in eliminating barriers for the participants in completing the HEP program.

*(iv.) The extent to which the costs are reasonable in relation to the number of persons to be served and to the anticipated results and benefits.* The costs are reasonable in relation to the number of persons to be served, the geographical barriers, and the anticipated results and benefits. HEP/BEAM will serve a six county region measuring 200 miles from one end to the other. For a cost of estimated to be \$6,000 per participant per year, the project proposes to serve those with the greatest need and to achieve ambitious outcomes completing the HSE, job attainment, military placement, and/or enrollment in college technical and academic programs. This is a reasonable cost per student as compared to the national target cost of a HEP commuter student at \$9,104 in 2015 and considering the HSE cost of \$120 per student and \$30 retest fee per section to be provided to all students.

*(v.) The potential for the incorporation of project purposes, activities, or benefits into the ongoing program of the agency or organization at the end of Federal funding.* The SCC Adult Education programs will continue to provide services to the target population and to encourage other Adult Education Programs to do the same. SCC will continue to provide HSE testing services to the program's target population of migrant and seasonal farm workers. SCC has an extensive transitional education program that will be available to this target population as well. The interagency cooperation established during the grant period will continue to provide benefits to migrant and seasonal farm workers regardless of whether federal funds are available.

## 7. Quality of the Project Evaluation

*(i.) The extent to which methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project.* HEP/BEAM will use the Excel

spreadsheet previously provided by the Office of Migrant Education to gather required evaluation data. A fiscal report will be made to SCC and the Annual Performance Report (APR) will be submitted to the Office of Migrant Education annually. An external evaluator, Javier Gonzalez, will conduct an annual external evaluation to review all aspects of the proposed project. Mr. Gonzalez is a former National HEP/CAMP Association President, possesses a Master's degree in Educational Leadership, 23 years of experience in education, and 13 years of experience in grant management/facilitation. The evaluation plan is detailed in table 10.

**Table 10. Project Evaluation**

<b>Project's methods of evaluation</b>	<b>Enroll 90 eligible students</b>	<b>Resources</b>	<b>69% Graduates</b>	<b>80% Placement</b>
<b>Data</b>	Intake TABE scores, GED Ready scores, HEP application, and greatest needs assessment	Referrals, scoring reports, and approval reports	Monthly reports on student's progress, GED Ready scores, and GED exam scores	Post-secondary educational applications, class schedules, employment agency referrals, and military recruitment referrals
<b>Data collection</b>	Referrals, program files, test scores, approval forms	Weekly, quarterly, and annual reports	Review monthly and annually	Monthly student follow-ups post-HSE
<b>Methods</b>	SCC and community partners, academic assessments, student surveys	Communication by phone, email, or in-person meetings	Exit interviews with instructors and students	Exit interviews with instructors and students; and referrals
<b>Materials Created</b>	Application packet, student contract, and exit interviews	Tracking spreadsheet will be used as a database to maintain and analyze data	Tracking spreadsheet will be used as a database to maintain and analyze data	Tracking spreadsheet, exit interviews/student surveys
<b>Reviewing the data</b>	Participants will be screened by program evaluator to determine student eligibility	Staff meetings and advisory council	Staff will review the data	Staff will monitor the participants beyond HSE attainment

	and need			
<b>Progress Reports</b>	Monthly progress reports, the annual performance report will be due in July	Monthly progress reports, and annual performance report will be due in October	Monthly reports, database, and annual performance report will be complete in July	Monthly progress reports, database, and annual performance report will be complete in October
<b>Utilizing the data</b>	Identify participants' needs, ensure academic progress and placement	Identify the support needed based on the participants' needs and provide referrals	Closely monitor the academic progress tied to the participants' goals	Follow up with graduates to ensure placement

(ii.) *The extent to which the methods of evaluation will provide performance feedback and permit periodic assessment of progress toward achieving intended outcomes.* Methods of evaluation will provide performance feedback for the proposed project. The external evaluator will provide a comprehensive review of the project through a formative qualitative based evaluation. This will provide performance feedback through a review of the student programmatic files, fiscal procedures, instructional design, and student/staff interviews. The evaluation will be conducted over a 2 day period and will result in a supplemental report that will identify programmatic strengths in areas of concern. This will assist HEP/BEAM in achieving the program objectives as outlined in the table below.

**Table 11. Methods of Evaluation**

<b>Summative Objectives</b>	<b>Interim Objectives</b>	<b>Evaluation Methods</b>	<b>Evaluators</b>	<b>Frequency</b>
69% of HEP program completers will earn an HSE Credential	<ul style="list-style-type: none"> <li>69% of participants will attend regular HEP classes and improve</li> <li>69% of participants will pass the GED exams</li> </ul>	<ul style="list-style-type: none"> <li>Attendance Logs</li> <li>TABE Score</li> <li>GED Ready Score</li> <li>HSE Score</li> <li>Participant Progress Reports</li> </ul>	<ul style="list-style-type: none"> <li>HEP Staff</li> <li>Administrative Assistant</li> <li>Project Director</li> <li>External Evaluator</li> </ul>	Quarterly and Annually
80% of HEP	<ul style="list-style-type: none"> <li>80% of graduates</li> </ul>	<ul style="list-style-type: none"> <li>Attendance</li> </ul>	<ul style="list-style-type: none"> <li>HEP Staff</li> </ul>	Quarterly

<p>graduates will enter post-secondary education, will receive upgraded employment, and/or will enter the military</p>	<p>will apply for post-secondary educational programs and/or employment</p> <ul style="list-style-type: none"> <li>• 90% will have a goal plan</li> </ul>	<p>Logs</p> <ul style="list-style-type: none"> <li>• Goal Plans/Personal Essay</li> <li>• Exit Interview/Student Surveys</li> <li>• Student Progress Reports</li> </ul>	<ul style="list-style-type: none"> <li>• Administrative Assistant</li> <li>• Project Director</li> <li>• External Evaluator</li> </ul>	<p>and Annually</p>
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*(iii.) The extent to which the methods of evaluation will, if well-implemented, produce evidence*

*of promise (as defined in 34 CFR 77.1(c)).* SCC HEP/BEAM will evaluate the entire proposed project with an internal evaluation of procedures and data and an external evaluation by Javier Gonzalez. The evidence of promise of the SCC HEP/BEAM program will be made by performing a Quasi Experimental Research with a non-random selection by comparing one of the SCC operated Adult Educational programs with similar instructional schedules and student participants to the HEP/BEAM program. The initial TABE scores given to students during the first of enrollment will be a baseline for the study. Research will be performed by comparing the GED Ready scores after one month of instruction utilizing the HEP/BEAM smaller classes and one-on-one student focus and traditional Adult Education intensive instruction. The GED Ready and GED exams will show the participants' progress and end results. This research will determine the success and the evidence of promise of the program.

The results of this evaluation will be documented in an annual report that will be submitted to the Office of Migrant Education, Somerset Community College, HEP/BEAM Advisory Board, and shared with the program staff.

## Other Attachment File(s)

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\* Mandatory Other Attachment Filename:

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# **Melissa Ann Ross Adams**

(b)(6)

## **Education**

**1994 High School Diploma, McCreary Central High School**

**1997 Associate in Applied Science degree with my major in  
Business technology/Management Information Systems,  
Somerset Community College**

**2009 Bachelor of Arts with my major in Organizational Administrative Leadership,  
Midway College**

**2011 Bachelor of Arts with my major in Health Care Administration, Midway  
College**

**2012 Master of Arts with my major in Educational Technology, Morehead State  
University**

## **Experience**

**06/2015 – Present: Director of Project BEAM at Somerset Community  
College/KCTCS**

- Responsible for day to day operations of federal grant
- Responsible for the grant budgets
- Responsible for project staff
- Manage 7 offices for the program
- Collect and maintain data for reporting to SCC and Office of Migrant Education

**06/2010 – 06/2015: Assistant Director/Program Facilitator, Somerset Community  
College/KCTCS**

- Assist the director in completing all reports for the program.
- Oversee the daily operations of the program.
- Monitor the progress of the program
- Keep the staff informed of any changes
- Train all new staff and provide professional development to the current staff
- Previously was the Educational Specialist teaching GED classes
- Created curriculum for the Adult Education/HEP students
- Recruited for the program
- Mentored the students and assisted them in entering college
- Serve on the Diversity Committee at SCC

**05/2010 -07/2010: Welder, JC Malone Staffing**

- Spot welded radiators for the Toyota Camry production line.

**10/2009-12/2009: Admissions Representative/Recruiter, CDL Training Services and Consulting, INC.**

- Responsible for recruiting
- Responsible for enrolling students into the CDL classes
- Administrative Work
- Call Center for the CDL program
- Assisted in financial aid
- Scheduled the student's CDL tests.

**02/1999-02/2009 Account Manager (2005), Supervisor (2003 to 2005): Data entry operator (1999 to 2003), Image Entry/Sourcecorp**

- Managed multiple accounts, such as Alabama Dept. of Revenue, WR Grace, Kentucky Dept. of Revenue, NOAA, NY Board of Education, Arkansas Dept. of Revenue, and Oklahoma Dept. of Revenue.
- Managed 40+ employees
- Approved payroll, hiring, scheduling, etc.
- Maintained the employees' records
- Gave monthly and biyearly reviews
- Monitored the quality checks and production
- Communicated with the customers
- Entered information from images or documents into a program that processes this information.

**1998-1999 Medical Posting Payments Clerk, Lake Cumberland Gastroenterology & internal medicine for Dr. Khalid Iqbal and Dr. Anjum Iqbal**

- Processed electronic and manual insurance payments.
- Responsible for billing
- Made payment arrangements
- Turned overdue accounts over to a collection agency
- Typed dictations, doctor reports, and patient test results

**1995-1998 Data Entry Operator and Payroll Clerk, First Image**

- Data entry with 100% quality, 100% production
- Quality Assurance
- Edits and Outputs of the finished documents
- Team Trainer
- Payroll Clerk

# Cindy D. Clouse

(b)(6)

- 
- Introduction** I am the Director of Advancement for Somerset Community College. My main responsibilities are being the Executive Director of the SCC Foundation, increasing the awareness of SCC to the communities in which we serve through marketing and public relations, and growing the financial support to SCC through our donors and friends.
- Profile**
- 20+ years experience in marketing, public relations and community relations
  - 11+ years experience as Marketing Director of financial institution
  - Highly effective in building relationships with business leaders
  - Honest, hard working, and self motivated
  - Able to work as a team or individually
  - Successful fundraiser for several non-profit organizations
- Experience**
- August 2011-present  
**Director of Advancement**
- Executive Director of SCC Foundation
  - Lead contact person with donors and potential donors
  - Chairman of Integrated Marketing Team
  - Serve on President's Leadership Team
  - Represent SCC in the KCTCS President's Leadership Seminar
  - Lead contact person for public relations and marketing
  - Serve as administrator of SCC Facebook Fan page
  - Main contact for KCTCS Brand Guide implementation
  - Coordinate College open houses and special events
- April 2010-July 2011 Somerset Community College Somerset, KY  
**Director of Public Relations**
- Charged with writing and distributing all news releases for the College
  - Serve as contact person for all media
  - Implemented the KCTCS Branding Guide throughout the College
  - Serve as liaison with webmaster of the SCC website. Assist with keeping the website fresh and up to date
  - Serve as the Administrator of the SCC Facebook Fan page
  - Plan and direct College events
  - Facilitate internal communications within the College
  - Promote SCC to business leaders and community members in south central Kentucky
- October 2009-March 2010 Somerset Community College Somerset, KY  
**Advancement Specialist**
- Directed the Advocacy Campaign for SCC
  - Organized Community Forum for Advocacy Campaign
  - Coordinated petition sign ups at all SCC campuses/centers
  - Planned and implemented Advocacy Week in Frankfort
  - Coordinated KCTCS/SCC Rally in Frankfort for students/staff and faculty

- Contact person for Opportunity Council and Impact Team
- Planned College open houses and other events

January 1998-September 2009 Citizens National Bank Somerset, KY  
**Vice President/Marketing Director**

January 1993-December 1997 Citizens National Bank Somerset, KY  
 Marketing Assistant

- Charged with all advertising, promotions, and special events
- Designed all advertising, brochures, and internal publications
- Coordinated and facilitated bank meetings for various committees and boards
- Represented bank at community and social events
- Taught banking classes in local schools, and conducted training classes for different businesses on an array of bank products
- Contact person for acquiring donations and sponsorships
- Established and maintained officer calling program
- Created and maintained monthly employee newsletter

Education

2012-2014 Campbellsville University Campbellsville, KY  
 Master of Arts in Organizational Leadership

1987-1989 Eastern Kentucky University Richmond, KY  
 Bachelor of Business Administration with emphasis in Marketing, 1989  
 Marketing Student of the Year

1985-1987 Somerset Community College Somerset, KY

1981-1985 Pulaski County High School Somerset, KY

(b)(6)

## Objective

To contribute to an organization that will maximize my administrative and bilingual/bicultural skills.

## Experience

### **Director – Multicultural Educational Programs**

2003 – Present Abraham Baldwin Agricultural College, Tifton, Ga

- Responsible for administering day to day operation of U.S. Department of Education and private grants
- Responsible for researching and writing continuation proposals for each grant prior to termination of funding cycle
- Responsible for all grant budgets (over \$2 million annual), expenditures, and inventory
- Responsible for hiring, training and personnel affairs for a staff of 20
- Developed strategies to increase Hispanic/ African American student enrollment and retention
- Developed grant and received funding for a Hispanic Retention Program in support of CAMP students
- Established Hispanic Heritage activities on campus
- Responsible for gathering program data and submitting periodic reports in compliance with federal regulations
- Developed projects into nationally recognized model programs
- Coordinate with other agencies that serve the target population to maximize effectiveness

### **Adolescent Outreach/Resource Specialist**

2001-2003 Marion County Board of Education Buena Vista, Ga

- Responsible for coordinating with school systems and other social service agencies to meet the educational and social needs of migrant families
- Assisted in the Identification and Recruitment of eligible families into the program
- Working with other states in transferring educational records for migrant children
- Provide teaching strategies and cultural diversity staff development for school systems within the service area
- Assisted in developing budget and curriculum for the operation of seven summer school sites throughout the service delivery area

### **Adolescent Outreach Specialist**

1993- 2001 Chattahoochee-Flint RESA Ellaville, Ga.

- Responsible for coordinating with school systems and social agencies in over 40 counties to meet the educational and social needs of migrant families
- Responsible for coordinating migrant students records transfer with other states
- Assisted with the Identification and Recruitment of eligible migrant families into the program
- Provide staff development in the areas of diversity and teaching strategies for schools with migrant students

- Coordinated a two week Summer Leadership Institute for migrant students at Abraham Baldwin Agricultural College
- Provide dropout prevention support to migrant students and their families
- Coordinate Parent Involvement component of the migrant education program for the region

**Education**

2011 – Present	Valdosta State University Ed.D Higher Ed Leadership	Valdosta , Ga
1997-1998	Columbus State University M. Ed. Leadership	Columbus, Ga.
1994-1997	Georgia Southwestern State University Education Certification, Spanish Education k-12	Americus, Ga.
1995-1996	State University Of West Georgia English as a Second Language (ESL) Certification	Carrollton, Ga.
1989-1993	Georgia Southern University B.A. Spanish	Statesboro, Ga.
1989	Heart of Georgia Technical College GED Certificate	Dublin, Ga.

**Professional Experience Relevant to HEP/CAMP**

- Former HEP/CAMP National Association President (2009 -2011)**
- Peer Evaluator for HEP/CAMP/ Trio projects**
  - Madison Area Technical College HEP (2010-2014)
  - Milwaukee Area Technical College HEP and CAMP ( 2009-2012)
  - University of Texas Pan-American HEP and CAMP (2014)
  - Summerset Community College HEP (2011-2014)
  - SUNY Oneonta CAMP (2010, 2012)
  - Texas State Technical College CAMP (2014)
  - Valdosta State University Trio grants (2014)
  - Miami Dade College HEP (2011-2014)
- Federal Grants Reader (2005, 2009, 2012)**
- Mentor to 3 HEP projects**
- Georgia Migrant Education Needs Assessment Taskforce**
- East Coast Migrant Headstart Program Board of Directors Member**
- National and State Speaker on Migrant/Hispanic Student Issues**

## **JOB DESCRIPTIONS**

**DIRECTOR** will oversee the HEP/BEAM program operations and budget.

Essential Duties and Responsibilities:

- Manage the budget for the HEP/BEAM program by continually monitoring funds and expenditures, ensuring that the money is spent to meet the goals of the grant.
- Provide oversight and supervision for the HEP/BEAM Grant staff.
- Gather and analyze evaluation information and prepare reports for the HEP/BEAM project, including evaluation of the program, relating achievements to project objective, purposes, and college goals and following federal regulations, and lead the project staff in using evaluation information to improve the project.
- Oversee the daily operations for the program through frequent communication with staff members.
- Provide support and input for program publicity and recruitment.
- Lead and participate in professional development, recruitment, and other staff and professional meetings needed to promote the success of the HEP/BEAM program in achieving its goals and objectives.
- Participate in college committees affecting policies pertaining to students from disadvantaged socio-economic backgrounds.
- Other duties as assigned by the supervisor.

Minimum qualifications: Master's Degree required and 1-2 years of relevant experience.

**PRINCIPLE INVESTIGATOR** will oversee the HEP/BEAM Program. They will supervise the project director and the overall progress of the program. They will provide support to the HEP/BEAM Program as needed.

Minimum qualifications: Master's Degree required.

**Office of the President**

somerset.kctcs.edu  
Toll free: (877) 629-9722

February 18, 2016

**Somerset Campus**  
808 Monticello Street  
Somerset, KY 42501  
Telephone: (606) 679-8501

**Laurel Campus**  
100 University Drive  
London, KY 40741  
Telephone: (606) 877-1421

**Casey Center**  
1 Pettyjohn Street  
PO Box 127  
Liberty, KY 42539  
Telephone: (606) 787-4727

**Clinton Center**  
1273 KY Highway 90 W  
Albany, KY 42602  
Telephone: (606) 387-3236

**McCreary Center**  
250 College Street  
Whitley City, KY 42653  
Telephone: (606) 376-7505

**Russell Center**  
848 W Steve Wariner Drive  
Russell Springs, KY 42642  
Telephone: (270) 858-6502

To Whom It May Concern:

Somerset Community College provides support to the grant for the High School Equivalency Program. We provide the classroom space at our facilities, computer access, intranet usage, email access, IT support, telephone system usage, equipment, furniture, transportation, and other essential basic services to the High School Equivalency Program. The Project Director reports directly to the Chief Institutional Advancement Officer at Somerset Community College. This department will assist the High School Equivalency Program with news releases, grant writing and in public relations.

Somerset Community College believes in the purpose and mission of the High School Equivalency Program, which aligns with the mission and goals of the facility. The mission of Somerset Community College is “to improve the quality of life and employability of the citizens of the Commonwealth.” The mission of Somerset Community College supports this effort as it works “to provide quality, affordable, and accessible educational and training opportunities that address the needs of its district.”

(b)(6)

Jo Marshall, Ph.D.  
President/CEO



HAROLD ROGERS  
5TH DISTRICT KENTUCKY

COMMITTEE ON APPROPRIATIONS  
CHAIRMAN



Congress of the United States  
House of Representatives  
Washington, DC 20515-1705

February 19, 2016

Ann Whalen  
U.S. Department of Education  
Office of Elementary and Secondary Education  
High School Equivalency Program  
400 Maryland Ave. SW., LBJ-3E338  
Washington, DC 20202-6135

Dear Ms. Whalen,

I am writing in support of an application submitted by the Somerset Community College in Somerset, Kentucky for funding support through the Office of Elementary and Secondary Education: High School Equivalency Program (CFDA 84.141A).

In an effort to continue the Project BEAM High School Equivalency Program at Somerset Community College, the application requests \$475,000 per year for five years. Through Project BEAM, migrant and seasonal farmworkers can obtain a GED education and assistance for enrollment into a post-secondary program, military service or improved employment.

Since 2009, Kentucky has lost nearly 11,000 coal mining jobs, magnifying the need for specialized education and workforce training programs in our region. Somerset Community College has served as a long-standing cornerstone for education and workforce development in our region, proving to be a vital resource for improving economic development and job recruitment in southern Kentucky.

Thank you in advance for giving the Somerset Community College full and fair consideration under the granting guidelines for this competitive grant opportunity.

Sincerely,

  
Harold "Hal" Rogers  
Member of Congress

HR:ds

PLEASE RESPOND TO:

- WASHINGTON OFFICE  
2428 RAYBURN HOUSE OFFICE BUILDING  
WASHINGTON, DC 20515-1705  
(202) 225-4811
- DISTRICT OFFICES  
303 EIGHTY STREET  
SOMERSET, KY 40509  
(606) 679-9340 OR  
(1-800-452-6588)
- 46 SOUTH KENTUCKY HIGHWAY 19  
HAZARD, KY 40330  
(606) 459-0194
- THE RESOURCE COURT  
SUITE A  
PRESTONSBURG, KY 40369  
(606) 886-5844



## THE LIBRARY

Pulaski County Public Library  
304 S. Main Street  
Somerset, Ky 42501  
Phone: (606) 679-8401  
Fax: (606) 679-1779  
e-mail: pulaskilibrary@pulaskilibrary.com

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The Pulaski County Public Library highly supports and is happy to partner, collaborate, and recommend Project B.E.A.M. (Bringing Education and Achievement to Migrants) in Pulaski County.

We have worked closely with Project B.E.A.M. at the Library with a variety of programs. Project B.E.A.M. has also assisted with translation of materials and interpretation at programs.

Sincerely,  
(b)(6)

Carol Q. Sexton

Pulaski County Public Library

January 6, 2016

To Whom It May Concern:

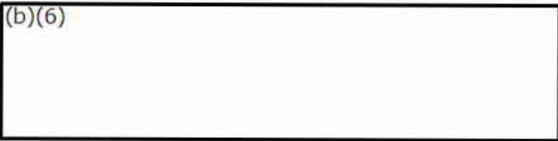
I am a HEP/BEAM graduate. I highly recommend the HEP grant proposal to be approved. This will help more people as it did me. There are many seasonal and migrant farm workers in their service area who need a GED because they dropped out of school. Most of us drop out of school to work.

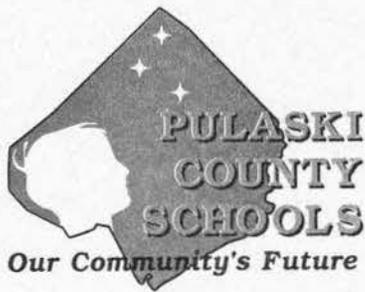
Project BEAM's help encourages people to go back to school so they can complete their GED and move beyond that. This is not easy to do while working and is expensive. The stipends Project BEAM gives helps people like me to have the gas money to make it to GED classes. Also, Project BEAM pays for GED books, materials, and testing fees. I could not have done this without their help. The teachers at Project BEAM patiently tutor and teach students. They help the students in any way they can.

After I obtained my GED, Project BEAM helped me to sign up for college classes. This was something I never thought was possible for me. I enrolled at Somerset Community College. My children see how important education is to me and this is a great lesson for them to learn at an early age. I hope Project BEAM will be here for others that are in a similar situation.

Sincerely,

(b)(6)

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



# Pulaski County Adult Learning Center

500-2 Chandler Street

Somerset, Kentucky 42501

(606) 679-7030 Fax (606) 677-1780

E-mail: [shirley.henderson@pulaski.kyschools.us](mailto:shirley.henderson@pulaski.kyschools.us)

Steve Butcher  
Superintendent

Shirley Henderson  
Program Director

Joseph David Quinton  
Assistant Program Director

Melissa Dalton  
Instructor

Dorinda Maynard  
Instructor

Kelly Mitchell  
Instructor

Shannon Wells  
Instructor

Steve Wright  
Instructor

Susan Wright  
Instructional Assistant

Ruth Miller  
Administrative Assistant

January 6, 2016

To Whom It May Concern:

I am writing this letter in support of Project BEAM. Somerset Community College and Project BEAM have been a tremendous partner to us in obtaining GED's for our ESL and migrant students. We have co-enrolled many students over the last several years.

Our co-enrolled students benefit from our ESL classes and then they go to Project BEAM to get their intense study for the GED test. We have had a collaborative relationship for years. Our Adult Education Center is located in Pulaski County, Kentucky. We are physically very close to the Project BEAM Center at Somerset Community College. Our students find it handy to be able to go back and forth between our respective centers. By providing stipends, testing fees, and intense instruction, Project BEAM has been able to help numerous students attain their GED. In doing this, they have earned the respect of the other educational entities in and around Pulaski County.

Project BEAMS's GED success rate has helped our county in educating our migrant workforce. That, in turn, helps our county grow and become an even better place to live. They have our total support.

If you have any questions, please feel free to contact me.

Sincerely,

(b)(6)

Shirley Henderson  
Director  
Pulaski Adult Learning Center



# Pulaski County Board of Education

P.O. Box 1055

Somerset, Kentucky 42502-1055

(606) 679-1123 Fax (606) 679-1438

E-mail: [steve.butcher@pulaski.kyschools.us](mailto:steve.butcher@pulaski.kyschools.us)

January 4, 2016

**Steve Butcher**  
Superintendent

**Sonya Wilds**  
Asst. Superintendent

**Patrick Richardson**  
Asst. Superintendent

**Brandy Daniels**  
Chairperson  
327 Lakefield Road  
Somerset, KY 42503

**Randy Emerson**  
Vice Chairperson  
125 Pinnacle Pointe Drive  
Somerset, KY 42503

**Michael Citak**  
Member  
433 Summerhill Drive  
Somerset, KY 42503

**Dana Whitis**  
Member  
331 Meadowsweet Drive  
Somerset, KY 42503

**Jim Wilson**  
Member  
302 Sioux Trail  
Somerset, KY 42501

To Whom It May Concern,

I write on behalf of our postsecondary and economic development partners at Somerset Community College regarding funding for Project B. E. A. M.

It is my understanding that, if awarded, this competitive funding would enable Somerset Community College Project B.E.A.M. to build capacity with the outstanding outreach in our area to demonstrate and educate our Migrant population; hence, supporting the foundation for improved economic development.

Our school district, the 13<sup>th</sup> largest school district in Kentucky with over 8400 students, is located in what is often referred to as "The Gateway to Appalachia." Our county has historically been under-educated. Our literacy rate is just 13.4% and 14% of our adults hold a bachelor degree or higher. Almost a quarter (23.3%) of the population live in poverty and even higher is our district's current 68% free and/or reduced meal rate. As of October, our Pulaski County Migrant Education Program services a neighboring school district's students, parents and families. With this additional workload, our program now encompasses Pulaski County, Kentucky in its entirety – the third largest land mass county in Kentucky.

And just today, we have three non-English speaking families from South America who are making our community their new home. As our Nation's economy picks up, there is an urgent need to assist our Migrant population empowering them through successful instruction and assistance in completing their GED and for successful assimilation to postsecondary and or workplace.

We, the Pulaski County Migrant Education Program, lean to and depend on Project B.E.A.M. for the following: 1) Collaboration with



Project B.E.A.M. for improved opportunities to secure a G.E.D. for our Out of School Youth to age 22, as well as adults over age 22. 2) Project B.E.A.M. Leadership, instructors and students are committed to our quarterly Migrant Workshops for outreach to the Spanish population 3) Pulaski County Migrant Education Program, Somerset Community College and Project B.E.A.M. commit to on-going collaboration to improve the pathway for our Migrant population's future and region's economic growth.

Without a doubt, the Somerset Community College's Project B.E.A.M., our only postsecondary institution in our rural area, provides a lifeline for our families and region's populace for advanced certifications, associates degrees and preparation for a four-year institution. Therefore, any additional funding will support numerous opportunities for our Migrant population, as well as, better prepare our Migrant adults for employment and furthering educational opportunities as role models for their children and others.

Sincerely,

(b)(6)

Mardi Montgomery

(b)(6)

Pulaski County Schools

Director of Next- Generation Programs

November 19, 2015

To Whom It May Concern:

I would like to offer support for the efforts of Somerset Community College to obtain a grant for the High School Equivalency Program. As the Director of a Kentucky Adult Basic Education Center, I firmly believe that it would benefit the state of Kentucky to make further endeavors in the area of educating the migrant and seasonal farm worker population. It has been my experience to find that the Somerset Community College HEP/BEAM program works diligently to provide assistance to this population. My center and BEAM has worked collaboratively together for several years to provide services for numerous participants to attain a GED. This collaborative effort has become stronger since the GED2014 implementation and provides extra support to the population BEAM serves.

Our Adult Education Center is located in Casey County, Kentucky and is one of the counties in the service area for this program. By providing stipends, testing fees, and instructional times that would otherwise not been available, their services have enabled many of our students to attain a GED. The continuation of this program will surely enhance the educational opportunities for many disadvantaged people in this county.

Hopefully, Somerset Community College can receive another HEP grant in order to continue these outstanding services for this population in South Kentucky.

Sincerely,

(b)(6)

Mickey LaFavers

Director

Casey County Adult Learning Center

**COLLEGES AND UNIVERSITIES RATE AGREEMENT**

EIN: 61-1320380

DATE:01/06/2015

ORGANIZATION:

FILING REF.: The preceding agreement was dated 06/20/2014

Kentucky Community & Technical College System  
300 North Main Street  
Versailles, KY 40383-1245

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

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**SECTION I: INDIRECT COST RATES**

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RATE TYPES:      FIXED                  FINAL                  PROV. (PROVISIONAL)      PRED. (PREDETERMINED)

EFFECTIVE PERIOD

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE (%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
PRED.	07/01/2015	06/30/2017	55.50	On Campus	All Programs
PRED.	07/01/2015	06/30/2017	26.60	Off Campus	All Programs
PROV.	07/01/2017	06/30/2019	55.50	On Campus	All Programs
PROV.	07/01/2017	06/30/2019	26.60	On Campus	All Programs

\*BASE

Direct salaries and wages including vacation, holiday, sick pay and other paid absences but excluding all other fringe benefits.

ORGANIZATION: Kentucky Community &amp; Technical College System

AGREEMENT DATE: 1/6/2015

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.	7/1/2015	6/30/2017	1.00	All	Students
PRED.	7/1/2015	6/30/2017	8.62	All	Temporary Faculty & Staff
PRED.	7/1/2015	6/30/2017	40.60	All	Regular Faculty & Staff
PROV.	7/1/2017	6/30/2019	1.00	All	Students
PROV.	7/1/2017	6/30/2019	8.62	All	Temporary Faculty & Staff
PROV.	7/1/2017	6/30/2019	40.60	All	Regular Faculty & Staff

\*\* DESCRIPTION OF FRINGE BENEFITS RATE BASE:

Salaries and wages.

ORGANIZATION: Kentucky Community & Technical College System

AGREEMENT DATE: 1/6/2015

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**SECTION II: SPECIAL REMARKS**

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TREATMENT OF FRINGE BENEFITS:

The fringe benefits are charged using the rate(s) listed in the Fringe Benefits Section of this Agreement. The fringe benefits included in the rate(s) are listed below.

TREATMENT OF PAID ABSENCES

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

Equipment means article of nonexpendable, tangible personal property having a useful life of more than 1 year(s) and an acquisition cost of \$5,000 or more per unit.

Fringe Benefits -

FICA

Retirement

Disability Insurance

Tuition Remission

Worker's Compensation

Unemployment Insurance

Health Insurance

Life Insurance

Your next indirect cost rate and fringe benefit proposals based on actual costs for the fiscal year ending 06/30/16 is due in our office by 12/31/16.

ORGANIZATION: Kentucky Community & Technical College System

AGREEMENT DATE: 1/6/2015

**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:

Kentucky Community & Technical College System

(b)(6)

(SIGNATURE)

Ken Walker

(NAME)

Vice President, Finance

(TITLE)

1/23/15

(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)

Arif M. Karim -S

Digitally signed by Arif M. Karim -S  
DN: cn=US, o=U.S. Government, ou=HHS, ou=PSC,  
ou=People, cn=Arif M. Karim -S,  
c=US, email=Arif.M.Karim@HHS.gov

(SIGNATURE)

Arif Karim

(NAME)

Director, Cost Allocation Services

(TITLE)

1/6/2015

(DATE) 8015

HHS REPRESENTATIVE:

Uyen Tran

Telephone:

(214) 767-3261

## Budget Narrative File(s)

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\* **Mandatory Budget Narrative Filename:**

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

**Somerset Community College HEP/BEAM Budget Narrative**

**Year One**

I. Personnel: \$295,228

a. The Director for the HEP/BEAM Grant will be employed in a full time 100 % position at an annual salary of \$43,156. The director will oversee the day to day operations of the program, hire qualified staff, supervise the staff, manage the budget, and complete Somerset Community College reports and Office of Migrant Education Reports. The salary of this position and benefits are set according to the guidelines of the Kentucky Community and Technical College System.

b. The HEP program will employ a full time 100% Administrative Assistant at an annual salary of \$30,601. The Administrative Assistant will collect and maintain data to show the continual progress of the program. This is an important position in the program. The administrative assistant's salary and benefits are set according to the guidelines of the Kentucky Community and Technical College System.

c. The HEP/BEAM grant program will employ one instructor at 80% time commitment at an annual salary of \$31,274. The instructor will provide GED instruction and support recruitment efforts for the program. The instructor's salary and benefits are set according to the guidelines of the Kentucky Community and Technical College System.

d. The HEP/BEAM program will employ eight instructors on a part time basis to provide GED instruction at a cost of \$101,996. Instructors will provide GED instruction and support recruitment efforts for the program. Instruction is required for the success of the program. The

instructors' salaries and benefits are set according to the guidelines of the Kentucky Community and Technical College System.

e. The Somerset Community College HEP/BEAM program will employ a Program Evaluator/Recruiter at 80% capacity with a salary of \$27,563. This person will provide guidance for the staff in complying with guidelines, as well as serving as a community contact for recruitment purposes. The Program Evaluator/Recruiter's salary and benefits are set according to the guidelines of the Kentucky Community and Technical College System.

f. The HEP/BEAM program at Somerset Community College will employ one tutor at 80% capacity and two tutors on a part time as needed basis at a total salary of \$60,638. Tutors provide one on one instruction, support additional learning activities, and mentor students. The tutors' salaries and benefits are set according to the guidelines of the Kentucky Community and Technical College System.

g. The total personnel costs are \$295,228. These costs are based upon actual costs associated with operating the SCC HEP/BEAM project for the past five years. The jobs have been established in the KCTCS personnel system and represent the present expenditures. This budget has the flexibility to adjust expenses in the anticipation of any changes that may occur over the life of the grant.

## II. Fringe Benefits

a. The fringe benefit percentage for all full time and 80% time commitment employees is figured at 46.1% and the percentage for part time employees is figured at 8.62% for a total of \$86,853.

b. The Kentucky Community and Technical College System (KCTCS) fringe benefits for all full time employees are: Health Insurance – 16.89%, Health Flex – 0.67%, Life Insurance – 0.28%,

FICA – 6.27%, Retirement – 14.69%, Workers Compensation – 0.76%, Long Term Disability – 0.14%, Unemployment Taxes – 0.48%, and Educational Program Expense – 0.42%.

c. The KCTCS fringe benefits for all part-time employees are: FICA – 7.65% and Workers Compensation – 0.97%.

### III. Travel: \$6,000

a. \$2,200 will be allocated for outreach/monitoring efforts. The Director will have routine weekly travel to the instructional centers in order to monitor the daily operations. This travel also enables the director to deliver necessary supplies and to maintain the paperwork between the administrative assistant, other staff members, and college personnel. The director's travel reimbursement might average \$1,200 per year. Other travel is on a limited basis as needed for staff meetings and staff professional development. The mileage reimbursement for other staff should not exceed \$1,000 per year. The rate for mileage reimbursement is presently 0.47 cents per mile. The proposed service area for the SCC HEP/BEAM project includes six counties and measures approximately 200 miles wide.

b. \$3,800 will be allocated for staff members to attend relevant national conferences. The Director will attend the HEP/CAMP annual director's meeting in Washington, DC. Also, HEP/BEAM staff may attend the COABE conference for training and professional development on HSE specifics. Budget estimates are based upon actual costs associated with the operation of the HEP project at Somerset Community College. We estimate the cost of sending one staff member to a three-day national conference at \$1,200. Therefore, the budget would allow for a total of 3 trips during the year allocated among the entire SCC HEP/BEAM staff. The lead

instructor will attend the COABE conference. The Director and Administrative Assistant will attend the HEP/CAMP Conference. The recruiter will attend the NASDME conference.

IV. Equipment: (N/A) \$0.00

V. Supplies: \$9,819

a. \$9,819 is budgeted to cover the costs of all supplies and instructional materials for the year: textbooks, workbooks, copy paper, ink cartridges, miscellaneous supplies, printers, and computers. (Breakdown of expenses: Consumable Supplies = \$4,219.00, Postage = \$100.00, Telephone = \$2,500.00, Computer Equipment = \$2,000.00, and Recruitment Supplies = \$1,000.00)

b. Supply costs are based upon actual expenditures for supplies over the previous years with the SCC HEP/BEAM grant.

VI. Contractual: \$0.00

VII. Construction: (N/A) \$0.00

VIII. Other: \$4,600

a. The SCC HEP/BEAM grant proposes to have at least one group trip to a community or cultural event during each semester. Any fees associated with admission to these activities would be paid from this category. The costs of taking 20 participants to a cultural event with an admission fee of \$10 would be \$200. The grant proposes three such trips a year at a total of \$600.

b. \$4,000 is spent on hiring an external evaluator (Javier Gonzalez) to complete an annual evaluation on the HEP/BEAM program. This will ensure the program is working efficiently and

productively. The 2 day evaluation will include a review of programmatic and fiscal procedures, student and staff interviews, and evidence of promise research design. The services contract will comply with procurement procedures under 34CFR75.135(b).

IX. Total Direct Costs for 1-8: \$405,500

X. Indirect Costs: \$35,000

a. Indirect Costs are 8% of the grant amount, excluding stipends.

XI. Training Stipends: \$37,500

a. Program participants will receive a stipend in a set amount to cover costs while attending classes at HEP/BEAM, such as food and travel expenses, as well as child care in some cases.

\$37,500 is allocated for participant stipends. Student participants are paid during the time spent studying for the HSE at the HEP/BEAM facility.

b. The stipend amount is budgeted for \$250 per student.

c. Testing fees for the 90 participants will average \$15,000.

Total Costs Year One: \$475,000

## **Year Two**

I. Personnel: \$295,228

a. The Director for the HEP/BEAM Grant will be employed in a full time 100 % position at an annual salary of \$43,156. The director will oversee the day to day operations of the program, hire qualified staff, supervise the staff, manage the budget, and complete Somerset Community College reports and Office of Migrant Education Reports. The salary of this position and

benefits are set according to the guidelines of the Kentucky Community and Technical College System.

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Total Costs Year Two: \$475,000

**Year Three:**

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c. The KCTCS fringe benefits for all part-time employees are: FICA – 7.65% and Workers Compensation – 0.97%.

## III. Travel: \$6,000

a. \$2,200 will be allocated for outreach/monitoring efforts. The Director will have routine weekly travel to the instructional centers in order to monitor the daily operations. This travel also enables the director to deliver necessary supplies and to maintain the paperwork between the administrative assistant, other staff members, and college personnel. The director's travel reimbursement might average \$1,200 per year. Other travel is on a limited basis as needed for staff meetings and staff professional development. The mileage reimbursement for other staff should not exceed \$1,000 per year. The rate for mileage reimbursement is presently 0.47 cents per mile. The proposed service area for the SCC HEP/BEAM project includes six counties and measures approximately 200 miles wide.

b. \$3,800 will be allocated for staff members to attend relevant national conferences. The Director will attend the HEP/CAMP annual director's meeting in Washington, DC. Also, HEP/BEAM staff may attend the COABE conference for training and professional development on HSE specifics. Budget estimates are based upon actual costs associated with the operation of the HEP project at Somerset Community College. We estimate the cost of sending one staff member to a three-day national conference at \$1,200. Therefore, the budget would allow for a total of 3 trips during the year allocated among the entire SCC HEP/BEAM staff. The lead instructor will attend the COABE conference. The Director and Administrative Assistant will attend the HEP/CAMP Conference. The recruiter will attend the NASDME conference.

IV. Equipment: (N/A) \$0.00

V. Supplies: \$9,819

a. \$9,819 is budgeted to cover the costs of all supplies and instructional materials for the year: textbooks, workbooks, copy paper, ink cartridges, miscellaneous supplies, printers, and computers. (Breakdown of expenses: Consumable Supplies = \$4,219.00, Postage = \$100.00, Telephone = \$2,500.00, Computer Equipment = \$2,000.00, and Recruitment Supplies = \$1,000.00)

b. Supply costs are based upon actual expenditures for supplies over the previous years with the SCC HEP/BEAM grant.

VI. Contractual: \$0.00

VII. Construction: (N/A) \$0.00

VIII. Other: \$4,600

a. The SCC HEP/BEAM grant proposes to have at least one group trip to a community or cultural event during each semester. Any fees associated with admission to these activities would be paid from this category. The costs of taking 20 participants to a cultural event with an admission fee of \$10 would be \$200. The grant proposes three such trips a year at a total of \$600.

b. \$4,000 is spent on hiring an external evaluator (Javier Gonzalez) to complete an annual evaluation on the HEP/BEAM program. This will ensure the program is working efficiently and productively. The 2 day evaluation will include a review of programmatic and fiscal procedures, student and staff interviews, and evidence of promise research design. The services contract will comply with procurement procedures under 34CFR75.135(b).

IX. Total Direct Costs for 1-8: \$405,500

X. Indirect Costs: \$35,000

a. Indirect Costs are 8% of the grant amount, excluding stipends.

XI. Training Stipends: \$37,500

a. Program participants will receive a stipend in a set amount to cover costs while attending classes at HEP/BEAM, such as food and travel expenses, as well as child care in some cases. \$37,500 is allocated for participant stipends. Student participants are paid during the time spent studying for the HSE at the HEP/BEAM facility.

b. The stipend amount is budgeted for \$250 per student.

c. Testing fees for the 90 participants will average \$15,000.

Total Costs Year Three: \$475,000

**Year Four:**

I. Personnel: \$295,228

a. The Director for the HEP/BEAM Grant will be employed in a full time 100 % position at an annual salary of \$43,156. The director will oversee the day to day operations of the program, hire qualified staff, supervise the staff, manage the budget, and complete Somerset Community College reports and Office of Migrant Education Reports. The salary of this position and benefits are set according to the guidelines of the Kentucky Community and Technical College System.

b. The HEP program will employ a full time 100% Administrative Assistant at an annual salary of \$30,601. The Administrative Assistant will collect and maintain data to show the continual progress of the program. This is an important position in the program. The administrative assistant's salary and benefits are set according to the guidelines of the Kentucky Community and Technical College System.

c. The HEP/BEAM grant program will employ one instructor at 80% time commitment at an annual salary of \$31,274. The instructor will provide GED instruction and support recruitment efforts for the program. The instructor's salary and benefits are set according to the guidelines of the Kentucky Community and Technical College System.

d. The HEP/BEAM program will employ eight instructors on a part time basis to provide GED instruction at a cost of \$101,996. Instructors will provide GED instruction and support recruitment efforts for the program. Instruction is required for the success of the program. The instructors' salaries and benefits are set according to the guidelines of the Kentucky Community and Technical College System.

e. The Somerset Community College HEP/BEAM program will employ a Program Evaluator/Recruiter at 80% capacity with a salary of \$27,563. This person will provide guidance for the staff in complying with guidelines, as well as serving as a community contact for recruitment purposes. The Program Evaluator/Recruiter's salary and benefits are set according to the guidelines of the Kentucky Community and Technical College System.

f. The HEP/BEAM program at Somerset Community College will employ one tutor at 80% capacity and two tutors on a part time as needed basis at a total salary of \$60,638. Tutors provide one on one instruction, support additional learning activities, and mentor students. The tutors' salaries and benefits are set according to the guidelines of the Kentucky Community and Technical College System.

g. The total personnel costs are \$295,228. These costs are based upon actual costs associated with operating the SCC HEP/BEAM project for the past five years. The jobs have been established in the KCTCS personnel system and represent the present expenditures. This budget has the flexibility to adjust expenses in the anticipation of any changes that may occur over the life of the grant.

## II. Fringe Benefits

a. The fringe benefit percentage for all full time and 80% time commitment employees is figured at 46.1% and the percentage for part time employees is figured at 8.62% for a total of \$86,853.

b. The Kentucky Community and Technical College System (KCTCS) fringe benefits for all full time employees are: Health Insurance – 16.89%, Health Flex – 0.67%, Life Insurance – 0.28%, FICA – 6.27%, Retirement – 14.69%, Workers Compensation – 0.76%, Long Term Disability – 0.14%, Unemployment Taxes – 0.48%, and Educational Program Expense – 0.42%.

c. The KCTCS fringe benefits for all part-time employees are: FICA – 7.65% and Workers Compensation – 0.97%.

III. Travel: \$6,000

a. \$2,200 will be allocated for outreach/monitoring efforts. The Director will have routine weekly travel to the instructional centers in order to monitor the daily operations. This travel also enables the director to deliver necessary supplies and to maintain the paperwork between the administrative assistant, other staff members, and college personnel. The director's travel reimbursement might average \$1,200 per year. Other travel is on a limited basis as needed for staff meetings and staff professional development. The mileage reimbursement for other staff should not exceed \$1,000 per year. The rate for mileage reimbursement is presently 0.47 cents per mile. The proposed service area for the SCC HEP/BEAM project includes six counties and measures approximately 200 miles wide.

b. \$3,800 will be allocated for staff members to attend relevant national conferences. The Director will attend the HEP/CAMP annual director's meeting in Washington, DC. Also, HEP/BEAM staff may attend the COABE conference for training and professional development on HSE specifics. Budget estimates are based upon actual costs associated with the operation of the HEP project at Somerset Community College. We estimate the cost of sending one staff member to a three-day national conference at \$1,200. Therefore, the budget would allow for a total of 3 trips during the year allocated among the entire SCC HEP/BEAM staff. The lead instructor will attend the COABE conference. The Director and Administrative Assistant will attend the HEP/CAMP Conference. The recruiter will attend the NASDME conference.

IV. Equipment: (N/A) \$0.00

V. Supplies: \$9,819

a. \$9,819 is budgeted to cover the costs of all supplies and instructional materials for the year: textbooks, workbooks, copy paper, ink cartridges, miscellaneous supplies, printers, and computers. (Breakdown of expenses: Consumable Supplies = \$4,219.00, Postage = \$100.00, Telephone = \$2,500.00, Computer Equipment = \$2,000.00, and Recruitment Supplies = \$1,000.00)

b. Supply costs are based upon actual expenditures for supplies over the previous years with the SCC HEP/BEAM grant.

VI. Contractual: \$0.00

VII. Construction: (N/A) \$0.00

VIII. Other: \$4,600

a. The SCC HEP/BEAM grant proposes to have at least one group trip to a community or cultural event during each semester. Any fees associated with admission to these activities would be paid from this category. The costs of taking 20 participants to a cultural event with an admission fee of \$10 would be \$200. The grant proposes three such trips a year at a total of \$600.

b. \$4,000 is spent on hiring an external evaluator (Javier Gonzalez) to complete an annual evaluation on the HEP/BEAM program. This will ensure the program is working efficiently and productively. The 2 day evaluation will include a review of programmatic and fiscal procedures, student and staff interviews, and evidence of promise research design. The services contract will comply with procurement procedures under 34CFR75.135(b).

IX. Total Direct Costs for 1-8: \$405,500

X. Indirect Costs: \$35,000

a. Indirect Costs are 8% of the grant amount, excluding stipends.

XI. Training Stipends: \$37,500

a. Program participants will receive a stipend in a set amount to cover costs while attending classes at HEP/BEAM, such as food and travel expenses, as well as child care in some cases.

\$37,500 is allocated for participant stipends. Student participants are paid during the time spent studying for the HSE at the HEP/BEAM facility.

b. The stipend amount is budgeted for \$250 per student.

c. Testing fees for the 90 participants will average \$15,000.

Total Costs Year Four: \$475,000

**Year Five:**

I. Personnel: \$295,228

a. The Director for the HEP/BEAM Grant will be employed in a full time 100 % position at an annual salary of \$43,156. The director will oversee the day to day operations of the program, hire qualified staff, supervise the staff, manage the budget, and complete Somerset Community College reports and Office of Migrant Education Reports. The salary of this position and benefits are set according to the guidelines of the Kentucky Community and Technical College System.

b. The HEP program will employ a full time 100% Administrative Assistant at an annual salary of \$30,601. The Administrative Assistant will collect and maintain data to show the continual progress of the program. This is an important position in the program. The administrative assistant's salary and benefits are set according to the guidelines of the Kentucky Community and Technical College System.

c. The HEP/BEAM grant program will employ one instructor at 80% time commitment at an annual salary of \$31,274. The instructor will provide GED instruction and support recruitment efforts for the program. The instructor's salary and benefits are set according to the guidelines of the Kentucky Community and Technical College System.

d. The HEP/BEAM program will employ eight instructors on a part time basis to provide GED instruction at a cost of \$101,996. Instructors will provide GED instruction and support recruitment efforts for the program. Instruction is required for the success of the program. The instructors' salaries and benefits are set according to the guidelines of the Kentucky Community and Technical College System.

e. The Somerset Community College HEP/BEAM program will employ a Program Evaluator/Recruiter at 80% capacity with a salary of \$27,563. This person will provide guidance for the staff in complying with guidelines, as well as serving as a community contact for recruitment purposes. The Program Evaluator/Recruiter's salary and benefits are set according to the guidelines of the Kentucky Community and Technical College System.

f. The HEP/BEAM program at Somerset Community College will employ one tutor at 80% capacity and two tutors on a part time as needed basis at a total salary of \$60,638. Tutors provide one on one instruction, support additional learning activities, and mentor students. The

tutors' salaries and benefits are set according to the guidelines of the Kentucky Community and Technical College System.

g. The total personnel costs are \$295,228. These costs are based upon actual costs associated with operating the SCC HEP/BEAM project for the past five years. The jobs have been established in the KCTCS personnel system and represent the present expenditures. This budget has the flexibility to adjust expenses in the anticipation of any changes that may occur over the life of the grant.

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c. The KCTCS fringe benefits for all part-time employees are: FICA – 7.65% and Workers Compensation – 0.97%.

## III. Travel: \$6,000

a. \$2,200 will be allocated for outreach/monitoring efforts. The Director will have routine weekly travel to the instructional centers in order to monitor the daily operations. This travel also enables the director to deliver necessary supplies and to maintain the paperwork between the administrative assistant, other staff members, and college personnel. The director's travel

reimbursement might average \$1,200 per year. Other travel is on a limited basis as needed for staff meetings and staff professional development. The mileage reimbursement for other staff should not exceed \$1,000 per year. The rate for mileage reimbursement is presently 0.47 cents per mile. The proposed service area for the SCC HEP/BEAM project includes six counties and measures approximately 200 miles wide.

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IV. Equipment: (N/A) \$0.00

V. Supplies: \$9,819

a. \$9,819 is budgeted to cover the costs of all supplies and instructional materials for the year: textbooks, workbooks, copy paper, ink cartridges, miscellaneous supplies, printers, and computers. (Breakdown of expenses: Consumable Supplies = \$4,219.00, Postage = \$100.00, Telephone = \$2,500.00, Computer Equipment = \$2,000.00, and Recruitment Supplies = \$1,000.00)

b. Supply costs are based upon actual expenditures for supplies over the previous years with the SCC HEP/BEAM grant.

VI. Contractual: \$0.00

VII. Construction: (N/A) \$0.00

VIII. Other: \$4,600

a. The SCC HEP/BEAM grant proposes to have at least one group trip to a community or cultural event during each semester. Any fees associated with admission to these activities would be paid from this category. The costs of taking 20 participants to a cultural event with an admission fee of \$10 would be \$200. The grant proposes three such trips a year at a total of \$600.

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IX. Total Direct Costs for 1-8: \$405,500

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a. Indirect Costs are 8% of the grant amount, excluding stipends.

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a. Program participants will receive a stipend in a set amount to cover costs while attending classes at HEP/BEAM, such as food and travel expenses, as well as child care in some cases.

\$37,500 is allocated for participant stipends. Student participants are paid during the time spent studying for the HSE at the HEP/BEAM facility.

b. The stipend amount is budgeted for \$250 per student.

c. Testing fees for the 90 participants will average \$15,000.

Total Costs Year Five: \$475,000

**Grand Total:** \$2,375,000 for the 60-month duration of the grant.

\*\*This budget is subject to change on an annual basis due to institutional/cost of living pay increases, changes with insurance and fringe benefit costs. These changes will be addressed annually when doing the planning and budget summary. Appropriate changes would be made to the budget to accommodate any necessary changes, while still meeting the goals set forth in the grant proposal.

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

**1. Project Director:**

Prefix: Ms.	First Name: Melissa	Middle Name:	Last Name: Adams	Suffix:
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Address:

Street1:	808 Monticello St.
Street2:	
City:	Somerset
County:	Pulaski
State:	KY: Kentucky
Zip Code:	42501
Country:	USA: UNITED STATES

Phone Number (give area code)	Fax Number (give area code)
606-451-6872	606-677-6992

Email Address:  
melissa.adams@kctcs.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
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**U.S. DEPARTMENT OF EDUCATION  
BUDGET INFORMATION  
NON-CONSTRUCTION PROGRAMS**

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

Name of Institution/Organization

Somerset Community College

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	295,228.00	295,228.00	295,228.00	295,228.00	295,228.00	1,476,140.00
2. Fringe Benefits	86,853.00	86,853.00	86,853.00	86,853.00	86,853.00	434,265.00
3. Travel	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	30,000.00
4. Equipment	0.00	0.00	0.00	0.00	0.00	0.00
5. Supplies	9,819.00	9,819.00	9,819.00	9,819.00	9,819.00	49,095.00
6. Contractual	0.00	0.00	0.00	0.00	0.00	0.00
7. Construction	0.00	0.00	0.00	0.00	0.00	0.00
8. Other	4,600.00	4,600.00	4,600.00	4,600.00	4,600.00	23,000.00
9. Total Direct Costs (lines 1-8)	402,500.00	402,500.00	402,500.00	402,500.00	402,500.00	2,012,500.00
10. Indirect Costs*	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	175,000.00
11. Training Stipends	37,500.00	37,500.00	37,500.00	37,500.00	37,500.00	187,500.00
12. Total Costs (lines 9-11)	475,000.00	475,000.00	475,000.00	475,000.00	475,000.00	2,375,000.00

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

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

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

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

Period Covered by the Indirect Cost Rate Agreement: From: 07/01/2015 To: 06/30/2017 (mm/dd/yyyy)

Approving Federal agency:  ED  Other (please specify): U.S. Department of Health and Human Services

The Indirect Cost Rate is 55.50%.

(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  %.  
PR/Award # S141A160002

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

Budget Categories	Project Year 1 (a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Project Year 5 (e)	Total (f)
1. Personnel	0.00	0.00	0.00	0.00	0.00	0.00
2. Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00
3. Travel	0.00	0.00	0.00	0.00	0.00	0.00
4. Equipment	0.00	0.00	0.00	0.00	0.00	0.00
5. Supplies	0.00	0.00	0.00	0.00	0.00	0.00
6. Contractual	0.00	0.00	0.00	0.00	0.00	0.00
7. Construction	0.00	0.00	0.00	0.00	0.00	0.00
8. Other	0.00	0.00	0.00	0.00	0.00	0.00
9. Total Direct Costs (lines 1-8)	0.00	0.00	0.00	0.00	0.00	0.00
10. Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00
11. Training Stipends	0.00	0.00	0.00	0.00	0.00	0.00
12. Total Costs (lines 9-11)	0.00	0.00	0.00	0.00	0.00	0.00

**SECTION C - BUDGET NARRATIVE (see instructions)**

ED 524