

**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 # S141A160025**

**Grants.gov Tracking#: GRANT12114068**

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

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

**State Use Only:**

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

**8. APPLICANT INFORMATION:**

* a. Legal Name: <input type="text" value="The Executive Center for Economic &amp; Educational Development"/>	
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="56-2245575"/>	* c. Organizational DUNS: <input type="text" value="0659578790000"/>

**d. Address:**

* Street1: <input type="text" value="800 West 5th Street, Suite 1"/>
Street2: <input type="text"/>
* City: <input type="text" value="Greenville"/>
County/Parish: <input type="text" value="Pitt"/>
* State: <input type="text" value="NC: North Carolina"/>
Province: <input type="text"/>
* Country: <input type="text" value="USA: UNITED STATES"/>
* Zip / Postal Code: <input type="text" value="27834-9999"/>

**e. Organizational Unit:**

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

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

Prefix: <input type="text" value="Mr."/>	* First Name: <input type="text" value="carlton"/>
Middle Name: <input type="text"/>	
* Last Name: <input type="text" value="gay"/>	
Suffix: <input type="text"/>	
Title: <input type="text" value="executive director"/>	

Organizational Affiliation: <input type="text"/>
--

* Telephone Number: <input type="text" value="252-320-0297"/>	Fax Number: <input type="text" value="252-558-1324"/>
---	---

* Email: <input type="text" value="cgay102994@aol.com"/>
--

**Application for Federal Assistance SF-424**

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

M: Nonprofit with 501C3 IRS Status (Other than 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:**

Project Hope Migrant Education Program

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="465,925.00"/>
* 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="465,925.00"/>

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

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

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

Yes  No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

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

\*\* I AGREE

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

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:  \* Date Signed:

## ASSURANCES - NON-CONSTRUCTION PROGRAMS

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

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

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

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

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

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

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL  CARLTON GAY	TITLE  executive director
APPLICANT ORGANIZATION  The Executive Center for Economic & Educational Development	DATE SUBMITTED  03/07/2016

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

# DISCLOSURE OF LOBBYING ACTIVITIES

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

Approved by OMB  
0348-0046

<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 type="checkbox"/> a. bid/offer/application <input checked="" 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
--	--	--

**4. Name and Address of Reporting Entity:**  
 Prime  SubAwardee

\* Name: carlton gay  
\* Street 1: 800 w 5th street Street 2:  
\* City: greenville State: NC: North Carolina Zip: 27834  
Congressional District, if known: nc-001

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

<b>6. * Federal Department/Agency:</b> department of education	<b>7. * Federal Program Name/Description:</b> Migrant Education_High School Equivalency Program CFDA Number, if applicable: 84.141
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<b>8. Federal Action Number, if known:</b> 	<b>9. Award Amount, if known:</b> \$
--	---

**10. a. Name and Address of Lobbying Registrant:**

Prefix \* First Name carlton Middle Name  
\* Last Name gay Suffix  
\* Street 1 Street 2  
\* City State Zip

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

Prefix \* First Name betty Middle Name  
\* Last Name lamar-lazo Suffix  
\* Street 1 Street 2  
\* City State Zip

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

\* Signature: CARLTON GAY  
\* Name: Prefix \* First Name carlton Middle Name  
\* Last Name gay Suffix  
Title: Telephone No.: Date: 03/07/2016

**Federal Use Only:** Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)

PR/Award # S141A160025

**NOTICE TO ALL APPLICANTS**

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

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

**To Whom Does This Provision Apply?**

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

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

**What Does This Provision Require?**

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

be discussed in connection with related topics in the application.

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

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

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

(1) An applicant that proposes to carry out an adult literacy project serving, among others, adults with limited English proficiency, might describe in its application how it intends to distribute a brochure about the proposed project to such potential participants in their native language.

(2) An applicant that proposes to develop instructional materials for classroom use might describe how it will make the materials available on audio tape or in braille for students who are blind.

(3) An applicant that proposes to carry out a model science program for secondary students and is concerned that girls may be less likely than boys to enroll in the course, might indicate how it intends to conduct "outreach" efforts to girls, to encourage their enrollment.

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

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

**Estimated Burden Statement for GEPA Requirements**

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

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

## CERTIFICATION REGARDING LOBBYING

### Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

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

### Statement for Loan Guarantees and Loan Insurance

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

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

#### \* APPLICANT'S ORGANIZATION

The Executive Center for Economic & Educational Development

#### \* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

Prefix: Mr. \* First Name: carlton Middle Name:

\* Last Name: gay Suffix:

\* Title: executive director

\* SIGNATURE: CARLTON GAY

\* DATE: 03/07/2016

## Abstract

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

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

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

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## You may now Close the Form

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

\* Attachment:

## Project Hope Migrant Education Program

### Abstract

Project Hope is a 501(c)(3) designated nonprofit committed to providing support and services to members of the migrant community in eastern North Carolina. Founded and headquartered in Goldsboro (Wayne County) since 2014, our primary focus has been on providing educational support, career development and financial literacy to the members of the migrant farm workers who significantly contribute to our community. The Project Hope Migrant Education Program (PH-MEP) provides remediation and tutorial services to both traditional and adult students who desire to graduate high school or obtain a GED.

By collaborating with local community colleges and faith based organizations Project Hope will be able accomplish the PH-MEP objectives through the execution of carefully planned activities which include: to increase the number of migrant farm workers in Wayne and Lenoir Counties who meet the base requirement to sit for the GED my functioning at an eighth grade level by 10%, to increase the number of migrant farm worker in Wayne and Lenoir Counties who receive a GED or high school diploma by 15%, and to reduce the high school dropout rate of the children of migrant farm workers in Wayne and Lenoir Counties by 10%. Our priority is to provide remediation to those who do not read or do math at a seventh grade level. Activities include community outreach, basic education classes, one on one/peer tutoring, career counseling and mentorships. We will serve a total of 50 participants annually who will commute to the Wayne County site on George Street in Goldsboro.

## Project Narrative File(s)

---

\* 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](#)

Project Hope Migrant Education Program  
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Project Hope Migrant Education Program  
Application Narrative

**The Need**

Eastern North Carolina is rich in agricultural history. Much of our economy depends on large commercial farms as well as local growers who depend on migrant labor. In Wayne County the identified Latino community represents roughly 11% of the overall population many of whom have connections to the migrant community. With an emphasis on increasing high school rates, there is especially a concern for increasing the graduation rates and overall education for members of the migrant community. The need is even more urgent in the migrant community as there are numerous barriers to migrant farm workers earning a high school or its equivalent.

The most immediate obstacles preventing migrant workers from actively pursuing a GED, professional certification, Associates or even a Bachelor's degree are limited transportation, flexible class schedules, access to child care and an insufficient educational background. The PH-MEP is focuses on mitigating these hindrances so that more migrant families can take advantage of the opportunity to grow academically. Not only do the challenges affect the adult migrant workers in the home, the children are often impacted as well. The lack of academic support in the home deprives the students of the assistance and preparation they need to complete assignments and prepare for upcoming assignments. In addition relaxed child labor laws for farm work makes it easier for parents to depend on their children to work so they can earn money for the family. Because many of the migrant farm workers arrive in America with little formal education, language is not always the number one challenge. Illiteracy in their native tongue is a major hurdle to cross.

Project Hope serves the entire family. Parents who are literate and educated can better support their family. They are empowered and equipped to play an active role in their children's education, their communities and their Church.

**Project Design**

The Project Hope Migrant Education Program (PH-MEP) includes a host of activities designed to meet the varied needs of a diverse community. Each year the program will service 50 students who commute to the Project Hope Center in Goldsboro and enroll in the course, training, or activity that best fits their needs. The project consists of six elements that address the educational and career preparation needs of the migrant farm workers and their families.

Activity	Target	Staffing
Community Outreach	Migrant farm workers and their families	Program director and enrollment coordinators
Peer/One on One Tutoring	Students currently enrolled in a high school program	Student and community volunteers
GED preparatory classes	Participants who score at the 8 <sup>th</sup> grade level on GED pre-testing	GED Instructors
Jump - Start Classes	Participants who perform below 8 <sup>th</sup> grade level on GED pre-testing	GED Instructors
Mighty Mentoring	11 <sup>th</sup> /12 <sup>th</sup> graders, graduates and GED recipients and course participants	Program volunteers identified members of the community
Career Mapping	11 <sup>th</sup> /12 <sup>th</sup> graders, graduates, GED recipients and course participants	The Talent Pool

To ensure that participants are enrolled in the services that best fit their needs, each candidate will meet with a program coordinator to assess the individual and family needs. Enrollment and program registration will begin on August 1, 2016. The 2016-2017 program will run from September 6, 2016 and end June 3, 2017. The 2017 Summer Session is scheduled for June 20, 2017 to August 19, 2017. Mentoring and Career Mapping slots can be filled throughout the year.

### **Support Services**

In an effort to alleviate obstacles that could prevent participation in the program, Project Hope will offer the following support services to PH-MEP participants:

- Transportation – Participants can request transportation services and mileage reimbursement for approved program activities.
- Child Care – Parents can bring their school age children to the center during program hours. Parents with infants and toddler are eligible for a child care supplement.
- Career Counseling and Application assistance – Program participants can receive assistance with completing online job applications, resume writing and interview preparation.
- Parent Support – Parents with students enrolled in school can request assistance in dealing with school issues and participating in school programs.
- Computer lab – Participants will have access to the computer lab for self-guided study and enrichment.

Participants will also be encouraged to offer suggestions of additional services that will help them be successful. Our goal is to engage all participants so that they feel a true connection to the program.

## **Personnel**

Program personnel will be carefully selected to maintain the culture of acceptance, inclusion and compassion. Because the PH-MEP program will be life altering it is critical that all members of the team be fully committed to the mission which is to empower through education. All candidates will submit a resume and participate in a panel interview with the Project Hope Executive Director and a representative from the Executive Center for Economic and Educational Development (EXCEED), the program manager.

*Project Director:* The responsibility of the Project Director is to oversee the company's stated tasks from the original concept through to its implementation. The project director must take into consideration deadlines, budget, personnel and their requirements. In addition a PD designs multiple projects to fulfill specific goals and objectives. This includes developing an effective plan, creating project schedules that take into account all stages of the plan and establishing deadlines for participants. The PD will supervise personnel and project partners to ensure that all proper procedures followed and defined goals and objectives of the project are accomplished.

*Outreach Director:* The role of the Outreach Director is to raise awareness of the program. They will connect with migrant worker employers to share the details of the program and to access to potential participants. They will also recruit volunteers for the mentor and tutorial

programs. By attending community events, visiting churches, and using social media, the outreach director will champion the goals of the program and encourage people to get involved.

*Recruiter/Intake Specialist:* This position will be filled by an individual that has a good working knowledge and understanding of the migrant workers in Wayne, Lenoir and surrounding Counties. They will work closely with the churches, local employers and the Hispanics and migrants in the community. They will also work closely with the ELS Coordinator and Continuing Education Director at Wayne Community College the Talent Pool HR Consultant.

*Maintenance Worker/Driver:* This position will be filled by a fulltime employee that will maintain the building and grounds and drive the school bus/van. Transportation will be provided to those individuals within a 20 mile radius of the school in need of transportation. The bus/van route will be scheduled for morning and afternoon class times.

*Receptionist:* The receptionist will answer the telephone, set up appointments for potential participants, provide information to incoming calls, check answering machine daily and return all call backs; she will perform any needed administrative support tasks as needed, file and help maintain records. She will be responsible for collecting, sorting, distributing and preparing mail and messages, processing and preparing memos, correspondence and travel vouchers, receive payments, record receipts, and other documents as needed.

## **Management Plan**

The Executive Center for Economic and Educational Development, Inc. (EXCEED) will act as project manager. Executive Director, Carlton Gay will partner with Project Hope Executive Director, Betty Lamar to detail the expectations of successful execution of the program.

EXCEED will conduct periodic audits to ensure that resources and manpower are being appropriately allocated so that the goals of the project can be achieved. A requisition process will be implemented for all supplies, resources, and reimbursements.

Performance management will be an integral part of guiding the development of our team. The team will receive time and applicable feedback to guide continuous improvement. Professional development will be provided to all employees as well.

EXCEED, Inc. has extensive experience in managing federally and privately funded programs that require careful management and attention to detail.

### **Resources**

Collaboration with Wayne Community College and a number of churches in Wayne County increases the resources available for the completion of the program. Because Project Hope is housed in a facility with over 3,000 square feet of space, there is more than adequate space to conduct the described activities. Other resources needed to accommodate fifty participants annually have been detailed in the Budget Justification portion of the application.

### **Project Evaluation**

Measuring the impact is paramount to our success. Clear metrics will be established to gauge the growth of the participants and the effectiveness of the activities. Key performance indicators will first be the increase in test scores and actual passing the GED exam. Student evaluations and attendance will be carefully monitored to better understand the needs of the students. By

consulting with the ESL Coordinator and Continuing Education Director at Wayne Community College we will analyze the performance of program participants who enroll in degree or certification programs at the college.

## Other Attachment File(s)

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\* Mandatory Other Attachment Filename:

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***A Friend In Your Community***

800 West 5<sup>th</sup> Street, Suite 1, Greenville, North Carolina 27834  
Office:252-689-6460 \* Mobile:252-320-0297

Carlton D. Gay has served as Executive Director of The Executive Center for Economic & Educational Development, Inc. (EXCEED, Inc.) since its inception February 26, 2001.

The Executive Center for Economic & Educational Development, Inc. (EXCEED, Inc.) is a 501 (c) (3) nonprofit tax exempt community development corporation located in Greenville, North Carolina. The many accomplishments of the organization's management and staff demonstrates success and competency in collaborative leadership working with various stakeholders accomplishing design and implementation of strategic initiatives locally and regionally, achieved results in community impact initiatives, and resource development through program development, innovation, and collaboration. EXCEED, Inc. has served low-income populations in economically-distressed neighborhoods and communities in Greenville and Pitt County since its inception.

In 2006, building on continued success, the organization's capabilities were expanded through comprehensive organizational and professional development, and training of management and key staff, the Board of Directors launched a campaign to be a Regional Technical Assistance Provider working with Federal, State and Local governmental agencies, Historically Underserved Businesses, under developed nonprofit and community organizations, as well as individuals and families receiving temporary assistance for needed families (TANF).

In 2009, Affordable Housing Development and Housing Counseling were added to the organization's focus. The Executive Director and key staff members completed the NC REAL Entrepreneurial Institute and became facilitators in entrepreneurship training and completed US Housing and Urban Development training to provide housing activities.

Carlton D. Gay

(b)(6)

**PROFILE:**

Demonstrated success and competency in collaborative leadership. Leading and working with various stakeholders, achieved results in design and implementation of strategic initiatives locally and regionally, achieved results in community impact initiatives, and resource development through program development, innovation, and collaboration. Possess strong team building and consensus building skills with the competency to forge strong results oriented partnerships.

**Executive Director of Operations**

**2001-Present**

Executive Center for Economic & Educational Development, Incorporate, Greenville North Carolina, Executive Corporate Offices for Greenville and Pitt County, serving 134,000 residents.

Responsible for:

- Developing a short and long range plan for growth and developed a structure that included goals and objectives for each segment of the organization.
- Provide professional management and guidance to volunteers and contractors (capital campaigns).
- Provide professional guidance to the Managers and Program Directors Stewardship Efforts, aimed at increasing Revenue.
- Regularly interface with the Officials of Greenville and Pitt County to ensure governmental requirements are delivered and preserved.

**ACHIEVEMENTS**

Organized the professional staff into clearly defined departments with reporting structures, which increased process efficiency by roughly 25%.

By raising the awareness of the need for continued operating income to run a Program, increased operating income by 10%.

Increased campaign grant funds and donations by 110% from start-up in 2001 through 2011.

Successfully transitioned the corporation operations and services to a new direction, which includes affordable housing development, housing counseling, foreclosure prevention and loss mitigation relief.

**BIBLE CHURCH OF GOD, GREENVILLE, NC**

Bible Church of God, Greenville, North Carolina provides spiritual leadership and consultation through community fellowship services.

**Senior Pastor and Co-Founder**

Responsible for:

- Spiritual leadership for the congregation.
- Supervision and management of services.
- Developing relationships and opportunities with other church partners and community organizations that will produce resources needed in community efforts to serve all patrons.
- Development and growth of church officers and ministerial staff.
- Creating leadership Programs of Excellence for professional development of aspiring ministers.

**EDUCATION:**

North Carolina A&T State University, Greensboro  
Wilson Community College – Business Development

1964-1965; 1969-1971  
1989-1991

**PROFESSIONAL ACTIVITIES:**

- Affordable Housing Development Professional 2006 - Present
- NC REAL Entrepreneurship – Facilitator 2004 -
- US Housing Urban Development Grant Writing Professional 2006 -
- Small Business Administrator (SBA) Technical Assistance Provider 2006 -
- NC Rural Economic Development Center Microloan Intake Professional 2004 -

**PROFESSIONAL AFFILIATIONS:**

- W/MBE - Minority Business Roundtable
- North Carolina Housing Coalition
- National Community Reinvestment Coalition
- NC Conservation Fund Resourceful Communities Program
- Pitt County Resourceful Conservation & Development Council (RC&D)
- 

**MILITARY:**

- United States Army 1966-1969
- South Vietnam 1966-1967

# DANYEL N. RUPERT, SPHR

(b)(6)

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## HUMAN RESOURCES AND PROJECT MANAGEMENT PROFESSIONAL

- ◆ **Certified Professional in Human Resources (SPHR)** with extensive experience in strategic planning, employee relations, management support, training and leadership development.
- ◆ **Professional Business and Executive Coach** providing customized leadership training and development for senior level and executives as well as new leaders.
- ◆ **Broad background in HR generalist activities**, including experience in employee recruitment and retention, staff development, investigations, conflict resolution, rewards and compensation, job evaluations, HR records management, HR policies development and legal compliance.
- ◆ **Training and Development Specialist**, committed to educating and cultivating organizational talent through design and facilitation of tailored and diverse learning programs.
- ◆ **Successful in maintaining and establishing a strong organizational culture**, through employee relations, exceptional customer service, team building programs, and community involvement.
- ◆ **Experienced Program and Project Manager**

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## HR AND PROJECT MANAGEMENT SKILLS

*Leadership Development  
Union Avoidance  
FMLA/ADA/EEO/WC  
Diversity Management  
HRIS Technologies  
Organizational Strategies*

*Staff Recruitment & Retention  
Employee Relations  
Change Management  
Budget Development  
HR Program/Project Management  
Workforce Planning*

*Delegation  
Training & Facilitation  
Performance Management  
Organizational Development  
Policies & Procedures  
Team Building*

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## PROFESSIONAL EXPERIENCE

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### **The Talent Pool: Total Human Resources Solutions – Wilson, NC**

*Human Resources consulting firm and strategic business partner to organization management teams and business owners*

**HR Consultant**, April 2009 - Present

Consult and partner with business leaders and owners to develop HR programs and policies to ensure the businesses best utilize their human capital to meet the organizations' established goals and objectives; Select or design and facilitate leadership development training and coaching for management teams; Maintain union-free status through proactive labor relations and positive team relations; HR program implementation and project management.

#### **Key Results:**

- Partnered with business owners to develop a training program for front-line supervisors and midlevel managers
- Coached business owners and senior level managers in labor relations, increasing employee motivation and engagement
- Deliver and design career development training for human resource professionals

- Conduct job analyses to determine compensation and ensure compliance
- Adhere to the prescribed organizational development plan by designing and facilitating organization specific training for business leaders and professionals
- Prepared job specifications for immersing Information Technology consulting firm transitioning from independent contractors to full time employees

**DANYEL RUPERT**

Phone: (252) 294-8800 ■ Page 2

- Designed selection process and performance bench marks for a nonprofit foundations internship program

**Executive Center for Economic and Educational Development, Inc. – Greenville, NC**

*EXCEED, Inc. assists blighted communities through comprehensive community development by providing sustainable economic and educational development strategies and activities that build assets through affordable housing development, promote healthy lifestyles and decrease barriers to becoming and staying employed.*

**Senior Program Director, 2010 to Present**

Develop execution and implementation strategies for organization programs. Work closely with collaborating agencies and their leaders to ensure that funds are appropriately allocated, reporting is timely and accurate and that results are measurable and impactful. Assist the grant writing team in identifying and applying new for streams of funding.

**Key Results:**

- ◆ Develop relationships and collaboration strategies with new and veteran leaders of non-profit organizations
- ◆ Maintain program records and share results with board of director
- ◆ Represent the agency by attending relevant training and development sessions
- ◆ Develop and facilitate professional development for the agency and its partners
- ◆ Member of the grant writing team
- ◆ Support program directors with the implementation of their identified programs
- ◆ Adhere to project budgets and establish proposed timeline for execution

**Bridgestone Americas Tire Operation — Wilson, NC**

*Global manufacturer of small truck and passenger tires, nonunion facility with 2200 teammates and contractors on site*

**HR Generalist, 2007 to 2009**

**HR Information System Administrator, 2005 to 2007**

Promoted to work with senior management and HR team in developing programs, policies and procedures that supported the corporate vision by leveraging the talent and skills of the employees. As a generalist; Serviced two production departments and its staff teammates by providing training, resolving conflict, addressing labor relation concerns and by communicating openly and honestly.

**Key Results:**

- ◆ Played a key role in ensuring the successful on-boarding of new employees by coordinating New Hire Orientation and conducting the Policy and Procedures training for all new hires.
- ◆ Maintained the local and corporate HRIS ensuring that the internal teammate movement could be easily tracked and monitored for both compensation purposes and Affirmative Action reporting.

- ◆ Coordinated the Specialized Work Activity (SWA) Testing program and Basic Skills Testing for entry level manufacturing applicants. Successful completion of the SWA test is mandatory for all candidates interested in jobs requiring key technical skills and leadership ability.
- ◆ Facilitated mandatory and voluntary training sessions for the senior management team as well as middle and frontline managers to enhance and develop leadership and people skills.
- ◆ Directed the Student Intern and Co-op Program. Successfully partnered with local colleges to match students with professionals to provide a dynamic learning opportunity for the individual while introducing new talent to the facility.
- ◆ Supported department managers in consistently applying company policy, conducting investigations in a timely and professional manner, addressing labor relations issues, and communicating openly and transparently with the teammates.

**DANYEL RUPERT**

Phone: (252) 294-8800 ■ Page 3

- ◆ Participated in the Corporate Job Specification Committee where we evaluated and graded jobs using the Hay Job Evaluation process.
- ◆ Collaborated with the other HR generalists and HR manager in developing policies that supported the company vision and fostered an environment that would not threaten the facility's union free status.

**Edwin L. Gay Community Services — Farmville, NC**

*Nonprofit organization providing educational and career services for citizens of four Eastern North Carolina counties.*

**Program Director**, 1998 to 2005

**Career Counselor/Instructor**, 1990 to 1998

Responsible for providing a range of HR functions including recruiting, training, performance management, succession planning and employee record retention. Worked very closely with the board of directors in strategically allocating human capital and other resources to ensure the success of the organization's programs **Key Results:**

- ◆ Recruited and hired talented professionals to realize the organizations goals and vision.
- ◆ Partnered with the board of directors in strategically selecting program implementations that would best utilize the organizations talent and resources while meeting the needs of the clients.
- ◆ Established career development plan that required each employee to select specific career goals as a part of the annual performance management review.
- ◆ Managed the company training program. Selected yearly curriculums that addressed trends and innovations in the industry
- ◆ Collaborated with state and local agencies to provide services for eligible participants
- ◆ Fostered positive relationships with community and business leaders
- ◆ Implemented career development training program for clients who were preparing to enter the workforce and those hoping to make a career change.

**EDUCATION & CERTIFICATIONS**

**Barton College Wilson, North Carolina**

Bachelor of Arts (BA) in Human Resources Management

**HR Designations and Affiliations:**

- ◆ SPHR (Senior Professional in Human Resources)
- ◆ Developmental Dimensions International (DDI) Certified Trainer
- ◆ Society for Human Resource Management (SHRM)
- ◆ Wilson Human Resource Association Scholarship Chairperson

Betty Alexandra Lamar-Lazo

(b)(6)

**PROFILE:**

Executive Director Project Hope of Wayne County, Inc	2014-Present
Self-employed owned and operated private flea market	1996-1998
Notary Public	
Court Translator	
Public Servant Translator: Doctor's offices, community advocate	

**EXPERIENCE:**

Income Tax Preparer	
Paralegal	
I started doing taxes here, since that time and still assist the Hispanic community in filling out immigration forms, employment application forms, or any forms because they don't speak English or read it they don't understand.	
Butterball LLC former Carolina Turkeys from	1991-1992
Case Farms (chicken plant)	1995-1996

**EDUCATION;**

High School diploma Belmont High School in Los Angeles California	1991
AAS Degree School of Paralegal Studies in Atlanta GA	2000
RTRP Bookkeeping and Taxes Exam	2012

**ACHIVEMENTS:**

I am the first generation in my family to leave the farm receive a postsecondary degree.. June 1, 1998 I bought a commercial and started building Lamar's Services at 706 S George St Goldsboro NC to help my people learn to speak English, prepare for better employment and how to become a part of the whole community. I also started preparing taxes here at the center and since have devoted most of my life assisting the Hispanic community in becoming more independent.

**HOBBIES:**

Reading  
Hispanic Community Advocate

**MEMORANDUM OF AGREEMENT (MOA)**

Between

**Project Hope of Wayne County**

And

**Maria Abalo-Zarate**

This Memorandum of Agreement (MOA) is entered by and between **Project Hope of Wayne County** (hereinafter referred to as Project Manager), and **Maria Abalo-Zarate** (hereinafter referred to as "Consultant"). beginning on July 31, 2016.

**Purpose:**

The purpose for establishing an agreement is to strengthen the delivery and outcomes of the Project Hope-Migrant Education Project.

The scope of this MOA is to:

To develop an evaluation process for the program that will be ongoing during the school year. The methods of evaluation should provide for performance feedback and permit periodic assessment of progress toward achieving intended outcomes and produce evidence of promises.

**Terms and Scope:**

The terms of this MOA is for duration of the Project Hope-Migrant Education Project. This MOA is conditioned upon a grant award from the Department of Education for the project and will continue through the end of the five year project or upon discontinuation of funding from the Department of Education. Activities that are required to be performed by the Consultant to fulfill the project scope will be compensated according to a schedule of fees that will be submitted and agreed upon before work is initiated. This MOA is subject to the provisions of all applicable Federal and State laws, regulations, policies and standards

The administrator for the Project will be Betty Lama-Lazo, Executive Director, Project Hope of Wayne County, Inc, 706 South George Street, Goldsboro, NC 27835 at 919-252-7270. The Administrator for the Consultant is Maria Abalo-Zarate. This MOA may be terminated by either party upon at least 30 days written notice or immediately upon notice for cause by the consultant. This MOA may be amended, if mutually agreed upon, to change scope and terms of the MOA. Such changes shall be incorporated as a written amendment to this MOA.

The Partners agrees that this document is not a formal legal contract, however each party for the purpose of this Agreement will to best of their individual ability endeavor to carry out their responsibilities to the other party.

\_\_\_\_\_  
BY: Betty Lamar-Lazo, Executive Director  
Project Hope of Wayne County, Inc  
DATE: \_\_\_\_\_

\_\_\_\_\_  
BY: Maria Abalo-Zarate  
Consultant  
DATE: \_\_\_\_\_

# Position Description

Job Title: Outreach Director  
Reports to: Project Director / Manager

## Job Purpose

The responsibility of the Outreach Director is to interact closely with the churches, local employers and the Hispanics and migrants in the community to strengthen enrollment and identify individuals who are need of a high school education. They will also work closely with the ELS Coordinator and Continuing Education Director at Wayne Community College and the Talent Pool HR Consultant.

## Duties and Responsibilities

- Plan, direct, or coordinate the activities of a potential students and volunteers in the program. Oversee the program or organization's budget and policies regarding participant involvement, program requirements, and benefits.
- Provide direct service and support to individuals or clients, such as handling a referral for child day care, transportation and/or housing issues. Conducting a needs evaluation to help resolve any barriers that would prevent class attendance.
- Recruit, interview and sign up students, volunteers and staff.
- Establish and maintain relationships with other agencies and organizations in community to meet community needs and to ensure that services are not duplicated.

## Required Knowledge, Skills and Abilities

- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

## Qualifications

- Minimum two years experience working with community programs or social services or church outreach programs. Experience interacting with the Hispanic/Latino Community. BS Degree preferred.
- Demonstrated ability communicating with Spanish speaking individuals, resolve issues that cause barriers that prevent classroom participation, promote GED Training to potential students. Ability to use social media, Microsoft Word and Microsoft Excel

## Salary Range

- Annual: \$32,000.00 - \$40,000.00

# Position Description

Job Title: Recruiter / Intake Specialist

Reports to: Project Director

## Job Purpose

The responsibility of the Intake Specialist is to pay very close attention to detail and get required information from clients and customers. The Intake Specialist will meet with new or prospective clients, asks a series of questions for the purpose of compiling data, and then uses this data to determine the best next course of action for that client. The position requires closely with the churches, local employers and the Hispanics and migrants in the community. Also, close interaction with ELS Coordinator and Continuing Education Director at Wayne Community College and the Talent Pool HR Consultant.

## Duties and Responsibilities

- Interview prospective clients by asking a series of questions for the purpose of compiling data, and then uses this data to determine the best next course of action for that client.
- Essential Duties and Responsibilities of an Intake Specialist:
  - Processes paperwork for new clients efficiently and in accordance with protocols.
  - Obtains pertinent information from new clients by asking them to complete surveys or interviews courteously and professionally.
  - Collects data to help with the enrollment
  - Ensures that all enrollment forms are properly signed and filed.
  - Adheres to the facility dress code and appears professional at all times.

## Required Knowledge, Skills and Abilities

- Demonstrates the ability to use standard office equipment such as telephones, computers, copiers, fax machines and others.
- Displays the ability to communicate with others effectively, listen closely and convey points clearly.
- Shows proficiency with computer programs - Microsoft Word, Excel, PowerPoint, Outlook rs.
- Possesses the ability to adjust to constantly changing workloads.

## Qualifications

- Minimum requirement a high school diploma or equivalent with 1 year experience working in an intake setting. Bachelor's degree in behavioral science, data management or a similar field is beneficial.
- Demonstrated ability to supervise employees, schedule activities or facility use, develop operating strategies, plans or procedures. Prepare financial documents, reports or budgets. Direct facility maintenance or repair activities.

## Salary Range

- Annual Salary Range - 12,000.00 – 14,000

# Position Description

Job Title: Project Director / Manager

Reports to: Executive Center for Economic and Educational Development, Inc.

## Job Purpose

The responsibility of the Project Director/Manager is to oversee the program's stated tasks from the original concept through to its implementation. The project director /manager must take into consideration deadlines, budget, personnel and their requirements. In addition, PD designs multiple projects to fulfill specific goals and objectives. This includes developing an effective plan, creating project schedules that take into account all stages of the plan and establishing deadlines for participants. The PD will supervise personnel and project partners to ensure that all proper procedures followed and defined goals and objectives of the project are accomplished.

## Duties and Responsibilities

- Advise students on issues such as course selection, progress toward graduation, and career decisions.
- Direct, coordinate, and evaluate the activities of personnel, including support staff, engaged in administering academic institutions, departments or alumni organizations.
- Recruit, hire, train, and terminate departmental personnel.
- Participate in student recruitment, selection, and admission, making admissions recommendations when required to do so. Formulate strategic plans for the institution.

## Required Knowledge, Skills and Abilities

- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

## Qualifications

- Minimum five years experience working as Executive Director / Manager of Non-Profit Organization or BS Degree with one year working as Executive Director / Manager of Non-Profit Organization or a master's degree.
- Demonstrated ability to supervise employees, schedule activities or facility use, develop operating strategies, plans or procedures. Prepare financial documents, reports or budgets. Direct facility maintenance or repair activities.

## Salary Range

- Annual: \$40,000.00 - \$50,240.00



235 Commerce Street, Suite 5  
Greenville, North Carolina 27858

May 13, 2014

**Subject:** 501(c) (3) Fiscal Sponsorship Agreement

**EIN:** 56-2245575

**Applicant:** Project Hope of Wayne County

**Fiscal Agent:** Executive Center for Economic & Educational Dev, Inc  
Post Office Box 8396  
Greenville, North Carolina 27834

**Project Name:** The Project Hope – Migrant Education Program

The Executive Center for Economic & Educational Dev, Inc (Exceed, Inc) hereafter referred to as **(Fiscal Agent)** has agreed to serve as a fiscal program sponsor for Project Hope of Wayne County, Inc. hereafter referred to as **(Applicant)** as outlined in the attached grant application and supporting materials.

Exceed, Inc governing Board has formally approved Project Hope of Wayne County, Inc. adoption as a program consistent with its purpose and mission. The Applicant's financial activities will be accounted for as a program of the Organization for IRS auditing and financial reporting purposes.

Since Project Hope of Wayne County, Inc. is not a recognized tax-exempt entity, Exceed, Inc. must exercise full control over the Applicant's financial administration, management and disbursement of funds. If a grant is awarded, the Fiscal Agent will be responsible for ensuring completion of timely reports and submission of necessary financial statements required by Project Hope of Wayne County, Inc. Failure to insure timely reporting on behalf of the Applicant will result in a loss of good standing.

This agreement will be in effect from the date of a grant award to support the above-named program until the grant funds are expended and the final report has been submitted and accepted.

We agree to the terms stated above:

Signed this 10<sup>th</sup> day of January, 2014 on behalf of  
Project Hope of Wayne County, Inc. (Applicant)

By \_\_\_\_\_ Betty Lamar-Lazo  
Signature Print Name

Title: Executive Director

Signed this 10th day of January, 2014 on behalf of  
Executive Center for Economic & Educational Development, Inc (Fiscal Agent)

By: C D Gay Carlton Gay  
Signature Print Name

Title: Executive Director

Address/City/State/Zip (b)(6)  
Telephone Number: (b)(6)

Attach to this Agreement: 1. Fiscal Agent's 501(c)(3) IRS Determination Ruling  
Letter.

**RESPONSIBILITIES FISCAL SPONSORSHIP:**

**Step 1:** Before submitting a grant proposal to The U.S. Department of Education High School Equivalency Program Migrant Education, the non-501(c)(3) organization (hereafter referred to as the **Applicant**) that wants to do the project presents the written grant proposal to Executive Center for Economic & Educational Development, Inc the 501(c)(3) organization (hereafter referred to as the **Fiscal Agent**), describing a specific project to be conducted.

**Step 2:** The Fiscal Agent evaluates the grant proposal to determine whether the project is charitable and carries out the Sponsor's tax-exempt purposes.

**Step 3:** Exceed, Inc Governing Board reviews and approves the project as furthering the Fiscal Agent's exempt purposes. Thus, before funds are sought from The U.S. Department of Education High School Equivalency Program Migrant Education Grants Program, the Fiscal Agent will pre-approve the project as its grantee.

**Step 4:** Exceed, Inc and Project Hope of Wayne County, Inc., sign the Fiscal Sponsorship Agreement setting forth the terms and conditions that apply.

**Step 5:** The Applicant, the Fiscal Agent, or a combination of the two will submit a proposal to The U.S. Department of Education High School Equivalency Program Migrant Education for a grant to be made by the Fiscal Agent to the project. The Fiscal Agent must retain complete control and discretion over the use of grant funds if received.

**Step 6:** When the Fiscal Agent receives the grant for the specific project, the money is taken into income by the Fiscal Agent and then disbursed as a grant to the Applicant, subject to the terms of the funder's Grant Recipient Agreement.

**Step 7:** The Fiscal Agent is ultimately responsible for ensuring completion and submission of the final Grant Expenditure Report with receipts attached.

## 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.

## BUDGET NARRATIVE

The proposed budget of the Project Hope Migrant Education Program (PH-MEP) is structured to maximize the outcomes of the project which are to help the farmworker migrant and seasonal workers overcome the tremendous obstacles preventing them from completing high school and pursuing higher education.

The PH-HEP provides eligible migrant and seasonal farmworkers and their families' intensive academic support, personal and career counseling, stipends, health services, and other supports necessary to ensure that migrants and their immediate families are successful in attaining a GED and well prepared to enter secondary level instructions.

The PD-HEP program has partnered with nonprofit organizations experienced in working with migrants and disadvantaged populations. Stipends will be provided for eligible program participants to take advantage of opportunities to become literate in English, prepare for testing required to enter postsecondary institutions and taught Soft-Skills work place competencies that will prepare them to take advantage of more available job opportunities.

Project Hope key staff are uniquely qualified to provide the highest quality of instructions to benefit all program participants. Betty Lamar-Lazo, Project Director is a native of the Hispanic community. She has been an advocate for the Latino Community in Wayne County for over 20 years. Danyel Rupert, Outreach Coordinator has administered GED programs for Migrants and Disadvantaged populations in the past. The program Recruiter position also requires previous experience working with migrant farm workers and their employers. .

The management team leader and principle investigator, Carlton Gay, has positioned the key staff members and consultants to minimize duplication of duties, while increasing the amount of quality time with the participants by coordinating between the training facility, the community

college, classroom instruction time and home involvement. Quarterly workshops and training activities on and off site will be scheduled around the participant's mostly likely available times to attend. The Project Director and the Outreach Coordinator will be on site and/or directly interacting with program participants 40-hours per week. The program is designed to bring together support from the nonprofit sector, local churches and the community colleges in the targeted three counties the project will serve. The project site is a 2,000 square foot facility in Goldsboro, NC, owned by Project Hope where community social services programs are currently provided to the Hispanic population. Program funding will be used to make a onetime improvement to upgrade the facility for the PH-MEP program which includes constructing computer stations, common work study areas and shelving for the hundreds of books and training materials already in the building. During project year one through five, our goal is to enroll 250 participants (50 each year) with 80% of those participants becoming literate in English and completing the courses of study necessary to attain a GED and 70% continuing on to enroll in a postsecondary education program.

The evaluation process for the program will be established by the Wayne County School System ELS Coordinator, Ms. Maria Abalo-Zarate. The evaluation process will be ongoing during the school year. The Coordinator's methods of evaluation will provide for performance feedback and permit periodic assessment of progress toward achieving intended outcomes and produce evidence of promises.

## BUDGET JUSTIFICATION

### Project year 1

#### 1. PERSONNEL

Projector Director/Manager	\$20.00 x 40 hours per week x 50 weeks =	\$40,000.00
Outreach Director	\$16.00 x 40 hours per week x 50 weeks =	32,000.00
Recruiter/Intake Specialist	\$12.50 x 20 hours per week x 24 weeks =	6,000.00
Maintenance Worker	\$10.50 x 40 hours per week x 50 weeks =	21,000.00
Receptionist:	\$12.50 x 40 hours per week x 50 weeks =	<u>25,000.00</u>
Totals Personnel Costs:		= \$124,000.00

**Project Director:** The responsibility of the Project Director is to oversee the company's stated tasks from the original concept through to its implementation. The project director must take into consideration deadlines, budget, personnel and their requirements. In addition a PD designs multiple projects to fulfill specific goals and objectives. This includes developing an effective plan, creating project schedules that take into account all stages of the plan and establishing deadlines for participants. The PD will supervise personnel and project partners to ensure that all proper procedures followed and defined goals and objectives of the project are accomplished.

**Outreach Director:** The responsibility of the Outreach Director is to interact closely with the churches, local employers and the Hispanic and migrants in the community to strengthen enrollment and identify individuals who are in need of high school education. They will also work closely with the ESL Coordinator and Continuing Education at Wayne Community College, The Talent Pool HR and EXCEED, Inc.

**Recruiter/Intake Specialist:** This position will be filled by an individual that has a good working knowledge and understanding of the migrant workers in Wayne, Lenoir and surrounding Counties. They will work closely with the churches, local employers and the Hispanics and migrants in the community. They will also work closely with the ELS Coordinator and Continuing Education Director at Wayne Community College the Talent Pool HR Consultant.

**Maintenance Worker/Driver:** This position will be filled by a fulltime employee that will maintain the building and grounds and drive the school bus/van. Transportation will be provided to those individuals within a 20 mile radius of the school in need of transportation. The bus/van route will be scheduled for morning and afternoon class times.

**Receptionist:** The receptionist will answer the telephone, set up appointments for potential participants, provide information to incoming calls, check answering machine daily and return all call backs; she will perform any needed administrative support tasks as needed, file and help maintain records. She will be responsible for collecting, sorting, distributing and preparing mail and messages, processing and preparing memos, correspondence and travel vouchers, receive payments, record receipts, and other documents as needed.

#### 2. FRINGE BENEFITS

Fringe benefits are calculated at seventeen percent (.17%) for all payroll and withholdings taxes.

Total Fringe Costs: = \$21,080.00

### **3. TRAVEL**

Core Staff request \$.56 cent per mile for mileage used on personal vehicles during recruitment, staff development training, meetings, and seminars. Project Hope is requesting \$750.00 per year. Program Director and Outreach Director 2-day travel to Washington, DC for training \$750.00.

Total Travel Costs: = \$1,500.00

### **4. EQUIPMENT**

Equipment A – Printer/Copier \$800.0  
Equipment B – 30 Computer units @ \$400.00 each = \$12,000.00  
Equipment C – 30 computer stations @ \$25.00 each = \$750.00  
Equipment D – 2 I-Pads - @ \$600 each = \$1,200.00  
Equipment E - 26 computers chairs @ \$20.00 each = \$520.00  
Equipment F – 3 file cabinets @ \$65.00 each = \$195.00  
Equipment G – Surveillance equipment \$2,500.00  
Equipment H – 3 walkie-talkies @ \$150.00 each = \$450.00  
Equipment I – IT Servers 60 month @ \$25.00 month = \$1,500.00  
Equipment J – 2 Office Desks @ \$225.00 = \$450.00  
Equipment K – 2 Office chairs @ \$60.00 each = \$120.00  
Equipment L- Smart Board for classroom instructions \$700.00

Total Equipment Costs: = \$21,285.00

Equipment A: Printer/Copier usage in the offices, computer lab and classrooms.  
Equipment B: Computers will be used in the classrooms, lab, by instructors and staff members.  
Equipment C: Computer Stations will be used by participants' in the classrooms.  
Equipment D: I-pads will be used by Projector Director/Manager and Outreach Director.  
Equipment E: Computer chairs will be used in classrooms by participants.  
Equipment F: File cabinets will be used to store participants' personal information.  
Equipment G: Special high resolution cameras, 4 monitors and mounting brackets.  
Equipment H: Walkie-Talkies will be used by staff for communications around the building.  
Equipment I: IT servers used to access the internet and telephones in the office and classrooms.  
Equipment J: 2 office desks to be used by receptionist and intake specialist.  
Equipment K: 2 office chairs to be used by receptionist and intake specialist.  
Equipment L: Smart Board to be used by Instructors in the classrooms.  
Equipment M: Routers will be used to convert all computers with wireless access.

### **5. SUPPLIES**

Office supplies:

Planners, desk calendars, paper clips, computer paper, folders, post its, envelopes, stackable trays, stapler kits, staplers, pens, pencils, pads, desk

kits, labels, 4 paper shredders, paper towels, sanitizers, air fresheners, 4 trash cans, trash bags, gloves, mouse pads, computer cleaner, firewall software, appointment books, receipts books, sheet protectors, color paper, Quicken books software, hanging folders, telephone message books, 2 two-line phones, laminating machine

Instructional supplies:

Clip boards, classroom: 30 typing stands, 30 calculators, binders, 3 erasable chalk boards, laminating machine, markers and erasers, presentation cart, headphones, and 10 flash drives.

Total Supplies Costs: \$100.00 per month = \$1,200.00

**6. CONTRACTUALS**

Building Setup	Installation and set-up of the office furniture including chairs, work stations, computers desks and other related equipment. Set-up classrooms and office computers synchronize to the network, install software and configure network functionality.	\$6,400.00
Service Contract:	Annual maintenance contract to maintain all computers in proper working order at \$300.00 per month	\$3,600.00
Fiscal Sponsor:	EXCEED, Inc., Authorized Representative will setup financial records using Quicken Books software, one-on-one private tutoring, quarterly financial and management and reviews and payroll. 10 hours per month @ \$60 per hour = \$600.00 per month	\$7,200.00
MOA	Project evaluation annual contract fee	\$5,100.00
	Total Contractual Costs:	\$22,300.00

**7. CONSTRUCTION**

N/A

**8. OTHER**

A&R	Minor alterations and repairs to training facility.	\$7,500.00
Internet/Phone	Offices and classrooms \$250.00 per month	\$3,000.00
Advertising	Brochures \$250.00, business cards \$100.00, shirts for staff \$100.00, 4 maintenance uniforms \$200.00, 1-work jackets for maintenance Worker \$60.00, signage \$250.00, printing \$500.00, postage \$250.00,	

toner \$600.00.

Total Other Costs: \$12,810.00

**9. TOTAL DIRECT COSTS (LINES 1-8)**

Total Direct Costs: \$204,175.00

**10. INDIRECT COSTS**

There are no indirect costs. \$ 0.00

**11. TRAINING STIPENDS**

Transportation Reimbursed at \$.56 per mile when using personal vehicle.  
Up to 25 miles per trip. \$14.00/day x 3 days per week x  
52 weeks \$54,600.00

No reimbursement if riding the program vehicle

Child Care Child Care at \$150 per week x 25 participants =  
\$3,750 per week x 52 = \$195,000.00

Tuition 50 Participants x 35.00 each \$1,750.00

Textbooks/ 50 Participants x \$208.00 \$ 10,400.00  
Required

Materials Cost for test - 4 subjects \$160.00

Test Preparation books \$24.00

Get Ready Practice Test \$24.00

\$208.00

Prices based on GED Official Market Place Testing Services  
\$261,750.00

**12. TOTAL COSTS (LINES 9=11)** \$465,925.00

## Project year 2

### 1. PERSONNEL

Projector Director/Manager	\$20.00 x 40 hours per week x 50 weeks =	\$42,000.00
Outreach Director	\$16.00 x 40 hours per week x 50 weeks =	33,600.00
Recruiter/Intake Specialist	\$12.50 x 20 hours per week x 24 weeks =	6,300.00
Maintenance Worker	\$10.50 x 40 hours per week x 50 weeks =	22,050.00
Receptionist:	\$12.50 x 40 hours per week x 50 weeks =	<u>26,250.00</u>
Totals Personnel Costs:		= \$130,200.00

**Project Director:** The responsibility of the Project Director is to oversee the company's stated tasks from the original concept through to its implementation. The project director must take into consideration deadlines, budget, personnel and their requirements. In addition a PD designs multiple projects to fulfill specific goals and objectives. This includes developing an effective plan, creating project schedules that take into account all stages of the plan and establishing deadlines for participants. The PD will supervise personnel and project partners to ensure that all proper procedures followed and defined goals and objectives of the project are accomplished.

**Outreach Director:** The responsibility of the Outreach Director is to interact closely with the churches, local employers and the Hispanic and migrants in the community to strengthen enrollment and identify individuals who are in need of high school education. They will also work closely with the ESL Coordinator and Continuing Education at Wayne Community College, The Talent Pool HR and EXCEED, Inc.

**Recruiter/Intake Specialist:** This position will be filled by an individual that has a good working knowledge and understanding of the migrant workers in Wayne, Lenoir and surrounding Counties. They will work closely with the churches, local employers and the Hispanics and migrants in the community. They will also work closely with the ELS Coordinator and Continuing Education Director at Wayne Community College the Talent Pool HR Consultant.

**Maintenance Worker/Driver:** This position will be filled by a fulltime employee that will maintain the building and grounds and drive the school bus/van. Transportation will be provided to those individuals within a 20 mile radius of the school in need of transportation. The bus/van route will be scheduled for morning and afternoon class times.

**Receptionist:** The receptionist will answer the telephone, set up appointments for potential participants, provide information to incoming calls, check answering machine daily and return all call backs; she will perform any needed administrative support tasks as needed, file and help maintain records. She will be responsible for collecting, sorting, distributing and preparing mail and messages, processing and preparing memos, correspondence and travel vouchers, receive payments, record receipts, and other documents as needed.

### 2. FRINGE BENEFITS

Fringe benefits are calculated at seventeen percent (.17%) for all payroll and withholdings taxes.

Total Fringe Costs: = \$22,134.00

### **3. TRAVEL**

Core Staff request \$.56 cent per mile for mileage used on personal vehicles during recruitment, staff development training, meetings, and seminars. Project Hope is requesting \$1,050.00 per year. Program Director and Outreach Director 2-day travel to Washington, DC for training \$950.00.

Total Travel Costs: = \$2,000.00

### **4. EQUIPMENT**

Equipment A – 30 Computer units @ \$400.00 each = \$12,000.00

Equipment B– 30 computer stations @ \$25.00 each = \$750.00

Equipment C – 1-I-Pads - @ \$600.00

Equipment D- 30 computers chairs @ \$20.00 each = \$600.00

Equipment E – 1- file cabinets @ \$65.00

Equipment F – 1 walkie-talkies @ \$150.00

Equipment G – IT Servers 48 month @ \$25.00 month = \$1,200.00

Equipment H – 1 Office Desks @ \$225.00

Equipment I– 1 Office chairs @ \$60.00

Equipment J- Smart Board for classroom instructions \$700.00

Total Equipment Costs: = \$16,350.00

Equipment A: Computers will be used in the classrooms, lab, by instructors and staff members.

Equipment B: Computer Stations will be used by participants' in the classrooms.

Equipment C: I-pads will be used by Projector Director/Manager and Outreach Director.

Equipment D: Computer chairs will be used in classrooms by participants.

Equipment E: File cabinets will be used to store participants' personal information.

Equipment F: Walkie-Talkie will be used by staff for communications around the building.

Equipment G: IT servers used to access the internet and telephones in the office and classrooms.

Equipment H: 1 office desks to be used by receptionist and intake specialist.

Equipment I: 1 office chairs to be used by receptionist and intake specialist.

Equipment J: Smart Board to be used by Instructors in the classrooms.

### **5. SUPPLIES**

Office supplies:

Planners, desk calendars, paper clips, computer paper, folders, post its, envelopes, stackable trays, stapler kits, staplers, pens, pencils, pads, desk kits, labels, 4 paper shredders, paper towels, sanitizers, air fresheners, 4 trash cans, trash bags, gloves, mouse pads, computer cleaner, firewall software, appointment books, receipts books, sheet protectors, color paper, Quicken books software, hanging folders, telephone message

books, 2 two-line phones, laminating machine

Instructional supplies:

Clip boards, classroom: 30 typing stands, 30 calculators, binders, 3 eraseable chalk boards, laminating machine, markers and erasers, presentation cart, headphones, and 10 flash drives.

Total Supplies Costs: \$100.00 per month = \$900.00

**6. CONTRACTUALS**

Building Setup	Installation and set-up of the office furniture including chairs, work stations, computers desks and other related equipment. Set-up classrooms and office computers synchronize to the network, install software and configure network functionality.	\$8,400.00
Service Contract:	Annual maintenance contract to maintain all computers in proper working order at \$300.00 per month	\$3,600.00
Fiscal Sponsor:	EXCEED, Inc, Authorized Representative will setup financial records using Quicken Books software, one-on-one private tutoring, quarterly financial and management and reviews and payroll. \$250.00 per month	\$3,000.00
MOA	Project evaluation annual contract fee	\$5,100.00
	Total Contractual Costs:	\$20,100.00

**7. CONSTRUCTION**

N/A

**8. OTHER**

Internet/Phone	Offices and classrooms \$250.00 per month	\$3,000.00
Advertising	Brochures \$250.00, business cards \$100.00, shirts for staff \$100.00, 4 maintenance uniforms \$200.00, 1-work jackets for maintenance Worker \$60.00, signage \$250.00, printing \$500.00, postage \$250.00, toner \$600.00.	
	Total Other Costs:	\$5,310.00

**9. TOTAL DIRECT COSTS (LINES 1-8)**

Total Direct Costs: \$196,994.00

**10. INDIRECT COSTS**

There are no indirect costs. \$ 0.00

**11. TRAINING STIPENDS**

Transportation Reimbursed at \$.56 per mile when using personal vehicle.  
Up to 25 miles per trip. \$14.00/day x 3 days per week x  
52 weeks \$54,600.00

No reimbursement if riding the program vehicle

Child Care Child Care at \$150 per week x 25 participants =  
\$3,750 per week x 52 = \$195,000.00

Tuition 50 Participants x 35.00 each \$1,750.00

Textbooks/ 50 Participants x \$208.00 \$ 10,400.00  
Required

Materials Cost for test - 4 subjects \$160.00  
Test Preparation books \$24.00  
Get Ready Practice Test \$24.00  
\$208.00

Prices based on GED Official Market Place Testing Services \$261,750.00

12. TOTAL COSTS (LINES 9=11) \$458,744.00

### Project year 3

#### 1. PERSONNEL

Projector Director/Manager	\$20.00 x 40 hours per week x 50 weeks =	\$42,000.00
Outreach Director	\$16.00 x 40 hours per week x 50 weeks =	33,600.00
Recruiter/Intake Specialist	\$12.50 x 20 hours per week x 24 weeks =	6,300.00
Maintenance Worker	\$10.50 x 40 hours per week x 50 weeks =	22,050.00
Receptionist:	\$12.50 x 40 hours per week x 50 weeks =	<u>26,250.00</u>
Totals Personnel Costs:		= \$130,200.00

**Project Director:** The responsibility of the Project Director is to oversee the company's stated tasks from the original concept through to its implementation. The project director must take into consideration deadlines, budget, personnel and their requirements. In addition a PD designs multiple projects to fulfill specific goals and objectives. This includes developing an effective plan, creating project schedules that take into account all stages of the plan and establishing deadlines for participants. The PD will supervise personnel and project partners to ensure that all proper procedures followed and defined goals and objectives of the project are accomplished.

**Outreach Director:** The responsibility of the Outreach Director is to interact closely with the churches, local employers and the Hispanic and migrants in the community to strengthen enrollment and identify individuals who are in need of high school education. They will also work closely with the ESL Coordinator and Continuing Education at Wayne Community College, The Talent Pool HR and EXCEED, Inc.

**Recruiter/Intake Specialist:** This position will be filled by an individual that has a good working knowledge and understanding of the migrant workers in Wayne, Lenoir and surrounding Counties. They will work closely with the churches, local employers and the Hispanics and migrants in the community. They will also work closely with the ELS Coordinator and Continuing Education Director at Wayne Community College the Talent Pool HR Consultant.

**Maintenance Worker/Driver:** This position will be filled by a fulltime employee that will maintain the building and grounds and drive the school bus/van. Transportation will be provided to those individuals within a 20 mile radius of the school in need of transportation. The bus/van route will be scheduled for morning and afternoon class times.

**Receptionist:** The receptionist will answer the telephone, set up appointments for potential participants, provide information to incoming calls, check answering machine daily and return all call backs; she will perform any needed administrative support tasks as needed, file and help maintain records. She will be responsible for collecting, sorting, distributing and preparing mail and messages, processing and preparing memos, correspondence and travel vouchers, receive payments, record receipts, and other documents as needed.

#### 2. FRINGE BENEFITS

Fringe benefits are calculated at seventeen percent (.17%) for all payroll and withholdings taxes.

Total Fringe Costs: = \$22,134.00

### **3. TRAVEL**

Core Staff request \$.56 cent per mile for mileage used on personal vehicles during recruitment, staff development training, meetings, and seminars. Project Hope is requesting \$750.00 per year. Program Director and Outreach Director 2-day travel to Washington, DC for training \$750.00.

Total Travel Costs: = \$2,000.00

### **4. EQUIPMENT**

Equipment – IT Servers 12 month @ \$25.00 month = \$300.00

Total Equipment Costs: = \$ 300.00

Equipment – IT servers used to access the internet and telephones in the office and classrooms.

### **5. SUPPLIES**

Office supplies:

Planners, desk calendars, paper clips, computer paper, folders, post its, envelopes, stackable trays, stapler kits, staplers, pens, pencils, pads, desk kits, labels, 4 paper shredders, paper towels, sanitizers, air fresheners, 4 trash cans, trash bags, gloves, mouse pads, computer cleaner, firewall software, appointment books, receipts books, sheet protectors, color paper, Quicken books software, hanging folders, telephone message books, 2 two-line phones, lamination machine

Instructional supplies:

Clip boards, classroom: 30 typing stands, 30 calculators, binders, 3 erasable chalk boards, laminating machine, markers and erasers, presentation cart, headphones, and 10 flash drives.

Total Supplies Costs: \$100.00 per month = \$900.00

### **6. CONTRACTUALS**

Service Contract: Annual maintenance contract to maintain all computers in proper working order at \$400.00 per month \$2,700.00

Fiscal Sponsor: EXCEED, Inc, Authorized Representative will setup financial records using Quicken Books software, one-on-one private tutoring, quarterly financial and management and reviews and payroll. \$350.00 per month \$4,200.00

MOA	Project evaluation annual contract fee	\$5,100.00
	Total Contractual Costs:	\$12,000.00

**7. CONSTRUCTION**

N/A

**8. OTHER**

Internet/Phone	Offices and classrooms \$250.00 per month	\$3,000.00
Advertising	Brochures \$250.00, business cards \$100.00, shirts for staff \$100.00, 4 maintenance uniforms \$200.00, 1-work jackets for maintenance Worker \$60.00, printing \$500.00, postage \$250.00, toner \$600.00.	
	Total Other Costs:	\$5,060.00

**9. TOTAL DIRECT COSTS (LINES 1-8)**

Total Direct Costs:	\$172,594.00
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**10. INDIRECT COSTS**

There are no indirect costs.	\$ 0.00
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**11. TRAINING STIPENDS**

Transportation	Reimbursed at \$.56 per mile when using personal vehicle. Up to 25 miles per trip. \$14.00/day x 3 days per week x 52 weeks	\$54,600.00
	No reimbursement if riding the program vehicle	
Child Care	Child Care at \$150 per week x 25 participants = \$3,750 per week x 52 =	\$195,000.00
Tuition	50 Participants x 35.00 each	\$1,750.00
Textbooks/	50 Participants x \$208.00	\$ 10,400.00

Required			
Materials	Cost for test - 4 subjects	\$160.00	
	Test Preparation books	\$24.00	
	Get Ready Practice Test	<u>\$24.00</u>	
		\$208.00	
Prices based on GED Official Market Place Testing Services			\$261,750.00
<b><u>12. TOTAL COSTS (LINES 9=11)</u></b>			
			\$434,344.00

## Project year 4

### 1. PERSONNEL

Projector Director/Manager	\$20.00 x 40 hours per week x 50 weeks =	\$44,100.00
Outreach Director	\$16.00 x 40 hours per week x 50 weeks =	35,280.00
Recruiter/Intake Specialist	\$12.50 x 20 hours per week x 24 weeks	6,615.00
Maintenance Worker	\$10.50 x 40 hours per week x 50 weeks =	23,153.00
Receptionist:	\$12.50 x 40 hours per week x 50 weeks =	<u>27,563.00</u>
Totals Personnel Costs:		= \$136,711.00

**Project Director:** The responsibility of the Project Director is to oversee the company's stated tasks from the original concept through to its implementation. The project director must take into consideration deadlines, budget, personnel and their requirements. In addition a PD designs multiple projects to fulfill specific goals and objectives. This includes developing an effective plan, creating project schedules that take into account all stages of the plan and establishing deadlines for participants. The PD will supervise personnel and project partners to ensure that all proper procedures followed and defined goals and objectives of the project are accomplished.

**Outreach Director:** The responsibility of the Outreach Director is to interact closely with the churches, local employers and the Hispanic and migrants in the community to strengthen enrollment and identify individuals who are in need of high school education. They will also work closely with the ESL Coordinator and Continuing Education at Wayne Community College, The Talent Pool HR and EXCEED, Inc.

**Recruiter/Intake Specialist:** This position will be filled by an individual that has a good working knowledge and understanding of the migrant workers in Wayne, Lenoir and surrounding Counties. They will work closely with the churches, local employers and the Hispanics and migrants in the community. They will also work closely with the ELS Coordinator and Continuing Education Director at Wayne Community College the Talent Pool HR Consultant.

**Maintenance Worker/Driver:** This position will be filled by a fulltime employee that will maintain the building and grounds and drive the school bus/van. Transportation will be provided to those individuals within a 20 mile radius of the school in need of transportation. The bus/van route will be scheduled for morning and afternoon class times.

**Receptionist:** The receptionist will answer the telephone, set up appointments for potential participants, provide information to incoming calls, check answering machine daily and return all call backs; she will perform any needed administrative support tasks as needed, file and help maintain records. She will be responsible for collecting, sorting, distributing and preparing mail and messages, processing and preparing memos, correspondence and travel vouchers, receive payments, record receipts, and other documents as needed.

### 2. FRINGE BENEFITS

Fringe benefits are calculated at seventeen percent (.17%) for all payroll and withholdings taxes.

Total Fringe Costs: = \$23,241.00

### 3. TRAVEL

Core Staff request \$.56 cent per mile for mileage used on personal vehicles during recruitment, staff development training, meetings, and seminars. Project Hope is requesting \$750.00 per year. Program Director and Outreach Director 2-day travel to Washington, DC for training \$950.00.

Total Travel Costs: = \$2,000.00

### 4. EQUIPMENT

Equipment – IT Servers 12 month @ \$30.00 month = \$360.00

Total Equipment Costs: = \$ 360.00

Equipment – IT servers used to access the internet and telephones in the office and classrooms.

### 5. SUPPLIES

Office supplies:

Planners, desk calendars, paper clips, computer paper, folders, post its, envelopes, stackable trays, stapler kits, staplers, pens, pencils, pads, desk kits, labels, 4 paper shredders, paper towels, sanitizers, air fresheners, 4 trash cans, trash bags, gloves, mouse pads, computer cleaner, firewall software, appointment books, receipts books, sheet protectors, color paper, Quicken books software, hanging folders, telephone message books, 2 two-line phones, laminating machine

Instructional supplies:

Clip boards, classroom: 30 typing stands, 30 calculators, binders, 3 eraseable chalk boards, laminating machine, markers and erasers, presentation cart, headphones, and 10 flash drives.

Total Supplies Costs: \$100.00 per month = \$1,200.00

### 6. CONTRACTUALS

Service Contract: Annual maintenance contract to maintain all computers in proper working order at \$375.00.00 per month \$4,500.00

Fiscal Sponsor: EXCEED, Inc, Authorized Representative will setup financial records using Quicken Books software, one-on-one private tutoring, quarterly financial and

	management and reviews and payroll. \$450.00 per month	\$5,400.00
MOA	Project evaluation annual contract fee	\$5,700.00
	Total Contractual Costs:	\$15,600.00

**7. CONSTRUCTION**

N/A

**8. OTHER**

Internet/Phone	Offices and classrooms \$350.00 per month	\$4,200.00
Advertising	Brochures \$350.00, business cards \$100.00, shirts for staff \$100.00, 4 maintenance uniforms \$200.00, 1-work jacket for maintenance worker \$60.00, printing \$700.00, postage \$250.00, toner \$800.00.	
	Total Other Costs:	\$6,760.00

**9. TOTAL DIRECT COSTS (LINES 1-8)**

Total Direct Costs: \$185,872.00

**10. INDIRECT COSTS**

There are no indirect costs. \$ 0.00

**11. TRAINING STIPENDS**

Transportation	Reimbursed at \$.56 per mile when using personal vehicle. Up to 25 miles per trip. \$14.00/day x 3 days per week x 52 weeks	\$54,600.00
	No reimbursement if riding the program vehicle	
Child Care	Child Care at \$150 per week x 25 participants = \$3,750 per week x 52 =	\$195,000.00
Tuition	50 Participants x 35.00 each	\$1,750.00
Textbooks/	50 Participants x \$208.00	\$ 10,400.00

Required		
Materials	Cost for test - 4 subjects	\$160.00
	Test Preparation books	\$24.00
	Get Ready Practice Test	<u>\$24.00</u>
		\$208.00

Prices based on GED Official Market Place Testing Services \$261,750.00

**12. TOTAL COSTS (LINES 9=11)**

\$447,622.00

## Project year 5

### 1. PERSONNEL

Projector Director/Manager	\$20.00 x 40 hours per week x 50 weeks =	\$44,100.00
Outreach Director	\$16.00 x 40 hours per week x 50 weeks =	35,280.00
Recruiter/Intake Specialist	\$12.50 x 20 hours per week x 24 weeks	6,615.00
Maintenance Worker	\$10.50 x 40 hours per week x 50 weeks =	23,153.00
Receptionist:	\$12.50 x 40 hours per week x 50 weeks =	<u>27,563.00</u>
Totals Personnel Costs:		= \$136,711.00

**Project Director:** The responsibility of the Project Director is to oversee the company's stated tasks from the original concept through to its implementation. The project director must take into consideration deadlines, budget, personnel and their requirements. In addition a PD designs multiple projects to fulfill specific goals and objectives. This includes developing an effective plan, creating project schedules that take into account all stages of the plan and establishing deadlines for participants. The PD will supervise personnel and project partners to ensure that all proper procedures followed and defined goals and objectives of the project are accomplished.

**Outreach Director:** The responsibility of the Outreach Director is to interact closely with the churches, local employers and the Hispanic and migrants in the community to strengthen enrollment and identify individuals who are in need of high school education. They will also work closely with the ESL Coordinator and Continuing Education at Wayne Community College, The Talent Pool HR and EXCEED, Inc.

**Recruiter/Intake Specialist:** This position will be filled by an individual that has a good working knowledge and understanding of the migrant workers in Wayne, Lenoir and surrounding Counties. They will work closely with the churches, local employers and the Hispanics and migrants in the community. They will also work closely with the ELS Coordinator and Continuing Education Director at Wayne Community College the Talent Pool HR Consultant.

**Maintenance Worker/Driver:** This position will be filled by a fulltime employee that will maintain the building and grounds and drive the school bus/van. Transportation will be provided to those individuals within a 20 mile radius of the school in need of transportation. The bus/van route will be scheduled for morning and afternoon class times.

**Receptionist:** The receptionist will answer the telephone, set up appointments for potential participants, provide information to incoming calls, check answering machine daily and return all call backs; she will perform any needed administrative support tasks as needed, file and help maintain records. She will be responsible for collecting, sorting, distributing and preparing mail and messages, processing and preparing memos, correspondence and travel vouchers, receive payments, record receipts, and other documents as needed.

### 2. FRINGE BENEFITS

Fringe benefits are calculated at seventeen percent (.17%) for all payroll and withholdings taxes.

Total Fringe Costs: = \$23,241.00

**3. TRAVEL**

Core Staff request \$.56 cent per mile for mileage used on personal vehicles during recruitment, staff development training, meetings, and seminars. Project Hope is requesting \$750.00 per year. Program Director and Outreach Director 2-day travel to Washington, DC for training \$950.00.

Total Travel Costs: = \$2,000.00

**4. EQUIPMENT**

Equipment – IT Servers 12 month @ \$30.00 month =\$360.00

Total Equipment Costs: = \$ 360.00

Equipment – IT servers used to access the internet and telephones in the office and classrooms.

**5. SUPPLIES**

Office supplies:

Planners, desk calendars, paper clips, computer paper, folders, post its, envelopes, stackable trays, stapler kits, staplers, pens, pencils, pads, desk kits, labels, 4 paper shredders, paper towels, sanitizers, air fresheners, 4 trash cans, trash bags, gloves, mouse pads, computer cleaner, firewall software, appointment books, receipts books, sheet protectors, color paper, Quicken books software, hanging folders, telephone message books, 2 two-line phones, laminating machine

Instructional supplies:

Clip boards, classroom: 30 typing stands, 30 calculators, binders, 3 erasable chalk boards, laminating machine, markers and erasers, presentation cart, headphones, and 10 flash drives.

Total Supplies Costs: \$100.00 per month = \$1,200.00

**6. CONTRACTUALS**

Service Contract: Annual maintenance contract to maintain all computers in proper working order at \$700.00 per month \$8,400.00

Fiscal Sponsor: EXCEED, Inc, Authorized Representative will setup financial records using Quicken Books software, one-on-one private tutoring, quarterly financial and management and reviews and payroll. \$650.00 per month \$7,800.00

MOA Project evaluation annual contract fee \$6,600.00

Total Contractual Costs: \$22,800.00

**7. CONSTRUCTION**

N/A

**8. OTHER**

Internet/Phone      Offices and classrooms \$350.00 per month      \$4,200.00

Advertising      Brochures \$350.00, business cards \$100.00, shirts for staff \$100.00,  
4 maintenance uniforms \$200.00, 1-work jacket for maintenance  
worker \$60.00, printing \$700.00, postage \$350.00, toner \$900.00.

Total Other Costs: \$6,960.00

**9. TOTAL DIRECT COSTS (LINES 1-8)**

Total Direct Costs: \$193,272.00

**10. INDIRECT COSTS**

There are no indirect costs. \$ 0.00

**11. TRAINING STIPENDS**

Transportation      Reimbursed at \$.56 per mile when using personal vehicle.  
Up to 25 miles per trip. \$14.00/day x 3 days per week x 52  
weeks      \$54,600.00

No reimbursement if riding the program vehicle

Child Care      Child Care at \$150 per week x 25 participants =  
\$3,750 per week x 52 =      \$195,000.00

Tuition      50 Participants x 35.00 each      \$1,750.00

Textbooks/  
Required      50 Participants x \$208.00      \$ 10,400.00

Materials      Cost for test - 4 subjects      \$160.00

Test Preparation books      \$24.00

Get Ready Practice Test

\$24.00

\$208.00

Prices based on GED Official Market Place Testing Services

\$261,750.00

**12. TOTAL COSTS (LINES 9=11)**

\$455,022.00

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

OMB Number: 1894-0007  
Expiration Date: 08/31/2017

**1. Project Director:**

Prefix:	First Name:	Middle Name:	Last Name:	Suffix:
Mrs.	Betty		Lamar-Lazo	

Address:

Street1:	706 s. george street
Street2:	
City:	goldsboro
County:	wayne
State:	NC: North Carolina
Zip Code:	27830
Country:	USA: UNITED STATES

Phone Number (give area code)	Fax Number (give area code)
919-252-7270	

Email Address:

betty\_lamar08@yahoo.com

**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

The Executive Center for Economic & Educational Development

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	124,000.00	130,200.00	130,200.00	136,711.00	136,711.00	657,822.00
2. Fringe Benefits	21,080.00	22,134.00	22,134.00	23,241.00	23,241.00	111,830.00
3. Travel	1,500.00	2,000.00	2,000.00	2,000.00	2,000.00	9,500.00
4. Equipment	21,285.00	16,350.00	300.00	360.00	360.00	38,655.00
5. Supplies	1,200.00	900.00	900.00	1,200.00	1,200.00	5,400.00
6. Contractual	22,300.00	20,100.00	12,000.00	15,600.00	22,800.00	92,800.00
7. Construction	0.00	0.00	0.00	0.00	0.00	0.00
8. Other	12,810.00	5,310.00	5,060.00	6,760.00	6,960.00	36,900.00
9. Total Direct Costs (lines 1-8)	204,175.00	196,994.00	172,594.00	185,872.00	193,272.00	952,907.00
10. Indirect Costs*	0.00	0.00	0.00	0.00	0.00	0.00
11. Training Stipends	261,750.00	261,750.00	261,750.00	261,750.00	261,750.00	1,308,750.00
12. Total Costs (lines 9-11)	465,925.00	458,744.00	434,344.00	447,622.00	455,022.00	2,261,657.00

**\*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:  To:  (mm/dd/yyyy)

Approving Federal agency:  ED  Other (please specify):

The Indirect Cost Rate is  %.

(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 # S141A160025

Name of Institution/Organization The Executive Center for Economic & Educational Development	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						
3. Travel						
4. Equipment						
5. Supplies						
6. Contractual						
7. Construction						
8. Other						
9. Total Direct Costs (lines 1-8)	0.00	0.00	0.00	0.00	0.00	0.00
10. Indirect Costs						
11. Training Stipends						
12. Total Costs (lines 9-11)	0.00	0.00	0.00	0.00	0.00	0.00

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

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