

## **Budget Narrative: ED 524 Section C, Other Budget Information**

The sections below correspond to the requirements of Section C in form ED 524 and blend with supplemental information requested from the College Assistance Migrant Program (CAMP) Request for Applications.

### **1. ITEMIZED BREAKDOWN OF COST BY CLASSIFICATION AND YEAR, INCLUDING JUSTIFICATION**

*Personnel.* The five positions/classifications below are critical to Lane Community College's CAMP proposal and the college's efforts to run an effective program for the five-year grant period. All figures are stated in Year 1 salaries. Each year's salary/wage cost is increased by 2.5 percent (a lower amount because the salaries are at the top of the schedule).

- **The CAMP Coordinator/Project Director (1.0 FTE)**—this full-contract, full-time management position oversees the entire program from program employee supervision and special services to running the summer bridge program and serving as the liaison to other agencies. The position also oversees curriculum development for the program. The position has been placed at a managerial level 2, with an annual salary range of \$35,670 to \$66,420. For budgeting purposes, the salary is placed at the top of the schedule, as Lane wants to hire a high-caliber applicant.
- **The CAMP Advisor/Recruiter (1.0 FTE)**—this full-contract, full-time classified position serves as the main contact person/advisor for each student in the program, providing services ranging from initial needs assessments for students to reviewing and monitoring midterm reports and developing a student success plan. As the recruiter, the position will take several outreach and recruitment trips, particularly in spring and early

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summer, to ensure students in the southern Oregon region are served. The annual salary ranges from \$34,666 to \$46,550.

- **The CAMP Internal Evaluator (0.10 FTE)**—this regular position will devote 10 percent of grant time to oversee project evaluation and completing annual reports with project director during the life of the grant. The annual salary is \$72,292.
- **CAMP Administrative Assistant**—this three-fourths administrative position is necessary to provide assistance in budget, correspondence, and general office procedures. The position also provides specialized assistance in public outreach and by facilitating solutions for students. The college will require someone who is bilingual in Spanish and English. The annual, full-time salary range is \$26,369 to \$35,405.
- **CAMP Tutors**—these three tutor positions are augmentation to the existing tutoring pool at Tutor Central. The benefit received for providing “three tutors” easily exceeds the cost, as all tutors will be available for CAMP students. The hourly cost for each of the three tutors is \$10.78. Each tutor will work 720 hours each year for five to six hours a week over 44 weeks. (CAMP awareness training will be incorporated into the annual training program for tutors.) The table below summarizes the costs by year for each position.

| <b>Position</b>                      | <b>Year 1</b>  | <b>Year 2</b>  | <b>Year 3</b>  | <b>Year 4</b>  | <b>Year 5</b>  | <b>Total</b>   |
|--------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| 1.0 FTE CAMP Coord.                  | 66,420         | 68,081         | 69,783         | 71,527         | 73,315         | <b>349,126</b> |
| 1.0 FTE Advisor/Recruiter            | 46,550         | 47,714         | 48,907         | 50,130         | 51,383         | <b>244,684</b> |
| 0.1 FTE Internal Evaluator           | 7,229          | 7,410          | 7,595          | 7,785          | 7,980          | <b>37,999</b>  |
| 0.75 Admin. Assistant                | 27,218         | 27,898         | 28,595         | 29,310         | 30,043         | <b>143,064</b> |
| 3 tutors, total annual hours:<br>720 | 7,796          | 7,991          | 8,191          | 8,396          | 8,605          | <b>40,979</b>  |
| <b>TOTAL</b>                         | <b>155,213</b> | <b>159,094</b> | <b>163,071</b> | <b>167,148</b> | <b>171,326</b> | <b>815,852</b> |

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For budgetary purposes, salaries are assumed at the topmost step and column and an annual inflationary factor of 2.50 percent has been included beginning in year 2. (This COLA of 2.50 percent has a cumulative effect of 13 percent by year 5, representing a reasonable increase in expected costs over a five-year period.)

**Fringe Benefits.** Other Payroll Expenses (OPE) for the full-time contracted positions of coordinator, advisor, evaluator, and administrative assistant would be calculated at 58.5 percent for the 2007-08 fiscal year while the hourly positions of mentor and tutor would be calculated at the part-time rate of 37 percent. (These rates are slightly higher than the 58.1 percent and 36.3 percent for year 1. An additional small amount has been allocated in the event rates increase in subsequent years.

The tables below summarize fringe benefit or OPE costs associated with this grant.

|                  | <b>Year 1</b>      |                 | <b>Year 2</b>      |                 |
|------------------|--------------------|-----------------|--------------------|-----------------|
|                  | <b>Salary base</b> | <b>Benefits</b> | <b>Salary base</b> | <b>Benefits</b> |
| <b>Full-time</b> | 147,417            | <b>86,239</b>   | 151,103            | <b>88,395</b>   |
| <b>Part-time</b> | 7,796              | <b>2,885</b>    | 7,991              | <b>2,957</b>    |
| <b>Total</b>     | 155,213            | <b>89,124</b>   | 159,094            | <b>91,352</b>   |

|                  | <b>Year 3</b>      |                 | <b>Year 4</b>      |                 |
|------------------|--------------------|-----------------|--------------------|-----------------|
|                  | <b>Salary base</b> | <b>Benefits</b> | <b>Salary base</b> | <b>Benefits</b> |
| <b>Full-time</b> | 154,880            | <b>90,605</b>   | 158,752            | <b>92,870</b>   |
| <b>Part-time</b> | 8,191              | <b>3,031</b>    | 8,396              | <b>3,106</b>    |
| <b>Total</b>     | 163,071            | <b>93,636</b>   | 167,148            | <b>95,976</b>   |

|                  | <b>Year 5</b>      |                 | <b>Total</b>       |                 |
|------------------|--------------------|-----------------|--------------------|-----------------|
|                  | <b>Salary base</b> | <b>Benefits</b> | <b>Salary base</b> | <b>Benefits</b> |
| <b>Full-time</b> | 162,721            | <b>95,192</b>   | 774,873            | <b>453,301</b>  |
| <b>Part-time</b> | 8,605              | <b>3,184</b>    | 40,979             | <b>15,162</b>   |
| <b>Total</b>     | 171,326            | <b>98,376</b>   | 815,852            | <b>468,463</b>  |

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*Travel – In-State.* Travel is a major part of the recruiter’s position, particularly during spring and summer. The recruiter will take up to six trips of 350 miles roundtrip each year, for a total of 2,100 miles per year to travel throughout southern Oregon, especially in high-migrant population rural areas, some of the main agriculture employers and fisheries, and the local HEP program every term. The table below outlines the project’s in-state travel costs for **year 1** for the recruiter/advisor.

| <b>Travel Item</b> | <b>Unit Cost</b> | <b>No.</b> | <b>Total</b>   |
|--------------------|------------------|------------|----------------|
| Per Diem meals     | \$50             | 6          | \$ 300         |
| Annual mileage     | \$.485           | 2,100      | \$1,019        |
| <b>Total</b>       |                  |            | <b>\$1,319</b> |

Travel will be organized to maximize time and trips. The college estimates between six to eight trips per year.

Using an inflationary factor of 2.50 percent per year for each subsequent year, travel costs by category are as follows:

| <b>Travel Item</b> | <b>Year 1</b>  | <b>Year 2</b>  | <b>Year 3</b>  | <b>Year 4</b>  | <b>Year 5</b>  | <b>Total</b>   |
|--------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Per Diem meals     | 1,019          | 1,044          | 1,070          | 1,097          | 1,124          | <b>\$5,354</b> |
| Annual mileage     | 300            | 308            | 315            | 323            | 331            | <b>\$1,577</b> |
| <b>Total</b>       | <b>\$1,319</b> | <b>\$1,352</b> | <b>\$1,385</b> | <b>\$1,420</b> | <b>\$1,455</b> | <b>\$6,931</b> |

*Travel – Conference.* The project calls for two annual trips for the project director – one to the annual trip to Washington, DC, and one to another regional conference on migrant education issues. The tables below outline those projected costs by travel classification and totals.

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|                               |      |
|-------------------------------|------|
| <i>Travel basics</i>          |      |
| Ground transportation         | 100  |
| Air travel                    | 500  |
| Hotel @ 4 days                | 225  |
| Per Diem @ 5 days             | 60   |
| Reg. Fees for all conferences | 1000 |

|                                     | <b>Year 1</b> | <b>Year 2</b> | <b>Year 3</b> | <b>Year 4</b> | <b>Year 5</b> | <b>Total</b>  |
|-------------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| <b>DC Trip for 1 person</b>         | 5,840         | 5,986         | 6,136         | 6,289         | 6,446         | 30,697        |
| <b>Other conference - 1 person</b>  | 5,840         | 5,986         | 6,136         | 6,289         | 6,446         | 30,697        |
| <b>Reg. Fees - both conferences</b> | 1,000         | 1,025         | 1,051         | 1,077         | 1,104         | 5,256         |
| <b>Total</b>                        | <b>12,680</b> | <b>12,997</b> | <b>13,322</b> | <b>13,655</b> | <b>13,996</b> | <b>66,650</b> |

Total travel costs are as follows

|        | <b>Year 1</b> | <b>Year 2</b> | <b>Year 3</b> | <b>Year 4</b> | <b>Year 5</b> | <b>Total</b> |
|--------|---------------|---------------|---------------|---------------|---------------|--------------|
| Travel | 13,999        | 14,348        | 14,707        | 15,075        | 15,452        | 73,581       |

*Equipment.* There are no equipment purchases of items more than \$5,000 associated with this grant proposal.

*Supplies.* This budget narrative divides supplies into two categories: computers and related peripherals and ongoing (office) supplies.

*Computers and related peripherals in year 1.* Lane will be using the computer lab in ALS for the project; however, there are some computer costs for staff and two additional computers augmenting the computer lab to include CAMP students. The table below itemizes those costs.

| <i>Nonconsumable supplies</i>                      | <b>#</b> | <b>Cost</b> | <b>Total</b> |
|--|----------|-------------|--------------|
| Office computers                                   | 3        | 1,500       | 4,500        |
| Dell laptops – loaners for students without access | 2        | 2200        | 4,400        |
| Computers for student lab                          | 2        | 2000        | 4,000        |
| Software   | 7        | 500         | 3,500        |
| HP Laserjet 4250                                   | 1        | 2,200       | 2,200        |
|  |          |             | 18,600       |

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Lane also wants to make two loaner laptops available to CAMP students for up to two-day checkout in the event they do not have other access. One high-quality printer (HP Laserjet 4250) is also need for publicity materials production.

The following table shows ongoing supply costs based on year 1.

|                            |             |
|----------------------------|-------------|
| <i>Supplies</i>            |             |
| <i>Ongoing</i>             |             |
| Non-instructional supplies | 1200        |
| Periodicals                | 200         |
| Graphic Materials          | 200         |
| Postage                    | 800         |
| Telephone                  | 600         |
| <b>Total</b>               | <b>3000</b> |

The total supply costs are as follows:

| <b>Supplies</b> | <b>Year 1</b> | <b>Year 2</b> | <b>Year 3</b> | <b>Year 4</b> | <b>Year 5</b> | <b>Total</b>  |
|-----------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Computers, etc. | 18,600        | 0             | 0             | 0             | 0             | 18,600        |
| Non-computer    | 3,000         | 3,075         | 3,152         | 3,231         | 3,311         | 15,769        |
| <b>Total</b>    | <b>21,600</b> | <b>3,075</b>  | <b>3,152</b>  | <b>3,231</b>  | <b>3,311</b>  | <b>34,369</b> |

Desks, classroom supplies, furniture, most computer access, and space will be provided by the college.

*Contractual.* There are no contractual costs associated with this proposal.

*Construction.* **Construction costs are not allowed.**

*Other.* Since the major barrier to migrant worker children participation in postsecondary costs, the CAMP design team has identified a number of areas to provide students with additional assistance or the program with additional capacity, as doable within the overall constraints of the budget.

The following is a summary of other costs for Year 1:

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|                             |             |
|-----------------------------|-------------|
| <i>Ongoing</i>              |             |
| Instructional supplies      | 500         |
| Meeting expenses            | 750         |
| Office copy machines        | 1500        |
| Entry fees and dues         | 500         |
| Association dues            | 1200        |
| Promotional and advertising | 2500        |
| Non-staff travel/vans?      | 600         |
| Telephone                   | 500         |
| Emergency medical fund      | 1000        |
| <b>TOTAL - OTHER</b>        | <b>9050</b> |

The table below reflects all costs under the “Other” category. Years 2 through 5 have an annual inflationary factor of 2.50 percent applied to them.

***Direct Costs.***

| <b>Budget Categories</b>                 | <b>Year 1</b>  | <b>Year 2</b>  | <b>Year 3</b>  | <b>Year 4</b>  | <b>Year 5</b>  | <b>Total</b>     |
|--|----------------|----------------|----------------|----------------|----------------|------------------|
| 1. Personnel                             | 155,213        | 159,094        | 163,071        | 167,148        | 171,326        | 815,852          |
| 2. Fringe Benefits                       | 89,124         | 91,352         | 93,635         | 95,976         | 98,376         | 468,463          |
| 3. Travel                                | 13,999         | 14,348         | 14,707         | 15,075         | 15,452         | 73,581           |
| 4. Equipment                             | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>         |
| 5. Supplies                              | 21,600         | 3,075          | 3,152          | 3,231          | 3,311          | 34,369           |
| 6. Contractual                           | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>         |
| 7. Construction                          | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>         |
| 8. Other                                 | 9,050          | 9,276          | 9,508          | 9,746          | 9,990          | 47,570           |
| <b>9. Total Direct Costs (lines 1-8)</b> | <b>288,986</b> | <b>277,145</b> | <b>284,073</b> | <b>291,176</b> | <b>298,455</b> | <b>1,439,835</b> |

***Indirect Costs.*** Lane Community College has a federally negotiated indirect cost

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rate of 42.8 of salaries and wages. (The rate was recently renegotiated with the Department of Health and Human Services and goes into effect on July 1, 2007.) The total indirect costs at 42.8 percent exceed the 8 percent maximum allowable under 34 CFR 75.562(c). The college is taking the 8 percent maximum for indirect costs of the modified total indirect cost base, as allowed. The college, however, is waiving \$7,370 in indirect costs in year 5 in order to comply with budgeting requirements in the RFP.

*Training Stipend.* Only students accepted into the CAMP program and meet CAMP qualifications will receive the CAMP scholarship and benefit from this program. Scholarships will be divided into three terms, and students will only be allowed to receive the scholarship for each term if they have completed expectations set up by the CAMP program in the previous term. Scholarships are critical given the costs associated with college usually prevent many students from attending, especially students of limited resources. Because of the high cost of tuition, Lane finds that scholarships are a critical part of the program.

The number of CAMP students, by year, is as follows:

- Year 1: 20-30 students
- Year 2: 30 students
- Year 3: 40 students
- Year 4: 40 students
- Year 5: 45 students

Other than financial limitations of the grant, the following factors bulleted below helped determine the level of support that Lane can provide its CAMP students during the program:

- Projected student cost for Lane full-time credit student for 2007-2008 are as follows:



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- \$12,930 for student away from parents’ home
- \$11,300 in available aid

Scholarships will be awarded in the amount up to \$1,700 per year per student (with inflation of 2.5 percent in later years). The college’s scholarship committee will determine need using the following factors: (1) commuter students vs. resident students, (2) childcare or healthcare costs, (3) other awards offered to students, and (4) family income modified for the number of dependents.

Under stipends, the college will also provide lunch cards at \$12 dollars per week (e.g., 3 meals at \$4.00). Costs are estimated at four dollars per day for three days per week for 33 weeks per student (\$396 per student or \$11,880 in year 1). Student numbers vary by year as follows: year 1, 30 students (or 20 with late start); year 2, 20 students; year 3, 30 students; year 4, 30 students; and year 5, 40 students.

With the additional services listed under “Other” above, the capacity-building efforts associated with this grant, and scholarship funding, CAMP students are more likely to persist through their second year of college and, as such, will make the Lane’s CAMP successful.

**Total Costs.** The table below summarizes the total costs of the program.

|  | <b>Year 1</b> | <b>Year 2</b> | <b>Year 3</b> | <b>Year 4</b> | <b>Year 5</b> | <b>Total</b> |
|--|---------------|---------------|---------------|---------------|---------------|--------------|
| <b>9. Total Direct Costs (lines 1-8)</b> | 288,985       | 277,145       | 284,074       | 291,175       | 298,455       | 1,439,834    |
| <b>10. Indirect Costs*</b>               | 23,119        | 22,172        | 22,726        | 23,294        | 16,506        | 107,817      |
| <b>11. Training Stipends</b>             | 66,831        | 68,403        | 93,353        | 95,555        | 110,038       | 434,180      |
| <b>12. Total Costs</b>                   | 378,935       | 367,720       | 400,152       | 410,024       | 425,000       | 1,981,831    |

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|                     |  |  |  |  |  |  |
|---------------------|--|--|--|--|--|--|
| <b>(lines 9-11)</b> |  |  |  |  |  |  |
|---------------------|--|--|--|--|--|--|

**2. RATE AND BASE FOR FRINGE BENEFITS (SEE FRINGE BENEFITS IN SECTION ABOVE FOR AN EXPLANATION.)**

**3. INFORMATION ON INDIRECT COSTS (SEE INDIRECT COSTS IN SECTION ABOVE FOR AN EXPLANATION.)**

**4. OTHER PERTINENT INFORMATION**

The competition does not require cost match or sharing, and as such, those costs are excluded. The college will be providing room and standard office furniture for its center, the value of which is not established in form ED 524B.

Over the duration of the grant, the Lane Community College Foundation will work to provide specific augmented funding to CAMP through fundraising efforts, especially to augment the decreasing scholarship amounts as the program expands. This amount of fundraising is unknown at this time and has not been accounted for in form ED 524B.

**Costs per student**

|                  | <b>Project Year</b> | <b>Project Year</b> | <b>Project Year</b> | <b>Project Year</b> | <b>Project Year</b> |
|------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
|                  | <b>1</b>            | <b>2</b>            | <b>3</b>            | <b>4</b>            | <b>5</b>            |
| Cost per student | 12,631              | 12,257              | 10,004              | 10,251              | 9,444               |