



U.S. DEPARTMENT OF EDUCATION

PRE-APPLICATION WEBINAR

HIGH SCHOOL EQUIVALENCY PROGRAM
COLLEGE ASSISTANCE MIGRANT PROGRAM

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Introduction to Webinar Environment

Office of Migrant Education Mission

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- To provide excellent leadership, technical assistance and financial support to improve the educational opportunities and academic success of migrant children, youth, agricultural workers, fishers and their families.

Objectives

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- Review parts of the:
 - Notice Inviting Applications (NIA)
 - Application Instructions
- Question breaks at certain points

- What we can answer:
 - Formatting and submission questions
- What we can't answer:
 - Would it be a good idea if...?

Caution

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- Merely a review of items in the NIA and Instructions.
- Some items have been summarized to allow for the logistics of a webinar.
- Read the complete NIA and Instructions, and all other references or related statutes, regulations, instructions, etc.

Notice Inviting Applications

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- **Deadlines**
- **Purpose**
- **Priorities**
- **Program Authority**
- **Allowable Activities**
- **Award Amounts**
- **Eligible Entities**
- **Cost Sharing**
- **Format of Application**
- **Data Universal Numbering System (DUNS) Number and SAM Registration**
- **Grants.gov Submissions**
- **Selection Criteria and Additional Factors**
- **Performance**
- **Reporting**

Application Submission Deadline

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□ **March 7, 2016**

□ 4:30:00 PM Washington DC Time

Purposes of Programs

□ **The purpose of CAMP**

- **is to provide academic and financial support to help migrant and seasonal farmworkers and members of their immediate family complete their first year of college and continue in postsecondary education.**

□ **The purposes of HEP**

- **are to help migrant and seasonal farmworkers and members of their immediate family 1) obtain a general education diploma that meets the guidelines for high school equivalency (HSE) established by the State in which the HEP project is conducted, and 2) to gain employment or be placed in an institution of higher education (IHE) or other postsecondary education or training.**

What's New?

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- Invitational Priorities
- Selection Criteria
 - Quality of Project Design: The extent to which the proposed project is supported by strong theory (as defined in 34 CFR 77.1(c)).
 - Quality of the Project Evaluation : The extent to which the methods of evaluation will, if well-implemented, produce evidence of promise (as defined in 34 CFR 77.1(c)).
- High School Equivalency policy

Program Performance Measures

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□ HEP

- ▣ The percentage of HEP program exiters receiving a general educational development diploma.
 - *[Current National Target 69%]*
- ▣ The percentage of HEP High School Equivalency (HSE) recipients who enter postsecondary education or training programs, upgraded employment, or the military.
 - *[Current National Target 80%]*

□ CAMP

- ▣ The percentage of CAMP participants completing the first academic year of their postsecondary program.
 - *[Current National Target 86%]*
- ▣ The percentage of CAMP participants who, after completing the first academic year of college, continue their postsecondary education.
 - *[Current National Target 85%]*

Priorities

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- Competitive (points awarded)
 - ▣ Prior Experience (up to 15 points)
- Invitational (no points awarded)
 - ▣ Science, Technology, Engineering and Mathematics
 - ▣ Faith-based and Community Organization

Authorizing Legislation and Applicable Regulations

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- 20 U.S.C. 1070d-2, the Higher Education Act of 1965, as amended.
- The text of the HEP and CAMP section of the HEA and the Program regulations are included in the application.

QUESTION BREAK

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Frequently Asked Question:

Q40: How early should I submit my application?

A40: You should start the application as soon as possible. You are required to obtain several credentials before uploading your application to Grants.gov. Obtaining these credentials (DUNS Number, Tax Identification Number, System for Award Management (SAM) certification, etc.) can sometimes take weeks.

Next Topic:

Award Amounts

Award Amounts

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- Estimated Available Funds for New Awards:
 - CAMP: \$5.4 million (Minimum 5 awards)
 - HEP: \$4.1 million (Minimum 9 awards)
- Range of Awards:
 - CAMP: \$180,000 - \$425,000
 - HEP: \$180,000 - \$475,000
- Estimated Average Size of Awards:
 - CAMP: \$424,251
 - HEP: \$446,485
- **Maximum Award in Each Year of Grant**
 - **CAMP: \$425,000**
 - **HEP: \$475,000**

Do not Go **Under** or **Over**

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- Make sure you are above the \$180,000 minimum in all of the 5 project years.
- Make sure you do not go over the maximum (\$475,000 HEP; \$425,000 CAMP) in any of the 5 project years.
- If you go over or under these limits, your application will be removed from the competition and will not be read by reviewers.

Eligible Entities

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- **Who is eligible to participate as a grantee?**
 - *Eligibility.* An Institution of Higher Education (IHE) or a private nonprofit organization may apply for a grant to operate a HEP or CAMP project.
 - *Cooperative planning.* If a private nonprofit organization other than an IHE applies for a HEP or a CAMP grant, that agency must plan the project in cooperation with an IHE and must propose to operate the project, or in the case of a HEP grant, some aspects of the project, with the facilities of that IHE.

Cost Sharing

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- Neither the HEP/CAMP program statute nor regulations require cost sharing or matching.
- An applicant that proposes non-Federal funds and is awarded a grant must provide those funds for each year that the funds are proposed.

QUESTION BREAK

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Frequently Asked Question:

Q: May a project budget exceed the maximum award amount if it includes funding from other non-federal sources?

A: Yes. The project budget may exceed the maximum for any of the five single budget periods of 12-months **if** volunteered non-federal funds are combined in the project budget. If other non-federal funds are contributed to the project, applicants must enter those amounts in Section B of Form 524 and provide a Section C budget detail that identifies and describes these non-federal funds.

However, remember, your maximum request for federal funds must not exceed \$475,000 for HEP or \$425,000 for CAMP for any of the 5 project years.

Next Topic:

Application Formatting

Formatting of Project Narratives and Abstracts

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- A “page” is 8.5” x 11”
- 1” margins at the top, bottom, and both sides
- Double space (no more than three lines per vertical inch) all text in the application narrative (Part 4), including titles, headings, footnotes, quotations, references and captions.
- You may single space all text in charts, tables, figures, and graphs.
- Charts, tables, figures, and graphs presented in the application narrative count toward the 25 page limit.

Formatting of Project Narratives and Abstracts Continued

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- Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial.
 - ▣ An application submitted in any other font (including Times Roman or Arial Narrow) will not be accepted.
- Use a font that is either 12-point or larger or no smaller than 10 pitch (characters per inch) throughout the entire application.
- If you upload a file type other than .PDF or submit a password protected file, we will not review that material.
- Our reviewers will not read any application with a project narrative exceeding the 25 page limit or doesn't adhere to these formatting standards.

Project Narrative Page Limit

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- Only the project narrative addressing the selection criteria is included in this page count.
- Readers will not review or award points for responses to a given selection criterion that is in any other section of the application or appendices.
- As noted in the previous slide, our reviewers will not read any application with a project narrative exceeding the 25 page limit or failing to adhere to formatting standards.

QUESTION BREAK

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Frequently Asked Question:

Q: Can sections that will take a considerable amount of space in the narrative be addressed in tables?

A: Tables are appropriate to display quantitative data or a combination of quantitative and qualitative data (e.g., a table of project specific objectives with numerical targets); however, tables are not appropriate for a narrative. Moreover, narratives displayed in tables may be confusing to readers and result in a negative score.

Next Topic:

Submission of Application

Before you submit: DUNS, TIN and SAM

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- **DUNS—Data Universal Numbering System Number**
 - Obtain from Dun and Bradstreet. Can be created within 1 business day.
 - Must provide DUNS # on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov.
 - Typically same number used when your organization registered with the SAM (formerly CCR -Central Contractor Registry). If you do not enter the same DUNS number on your application as the DUNS you registered with, Grants.gov will reject your application.
- **TIN—Tax Identification Number**
 - Obtain from the IRS. A new TIN can take 2–5 weeks to become active.
- **SAM— System for Award Management Registry**
 - May take approximately one week to complete registration. Could take upwards of several weeks to complete, depending upon data entered into the SAM database by an applicant.
 - May begin working on your application while completing the registration process. Cannot submit an application until all of the Registration steps are complete.
 - Once SAM registration is active, takes 24-48 hours for info to be available in Grants.gov, and before you can submit an application through Grants.gov.
 - Your organization will need to update its SAM registration annually
 - Information about SAM is available at www.SAM.gov

Grants.gov Submission

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- Grants.gov is a system of the federal government to receive grant applications.
- It requires applicants to apply on-line.
- To submit to Grants.gov, you must (1) be designated by your organization as an Authorized Organization Representative (AOR); and (2) register yourself with Grants.gov as an AOR.
- Register early, even before you plan to submit.
- After submitting an application, applicant receives a tracking number as confirmation of receipt.

Grants.gov Submission Continued

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- You will be able to download a copy of the application package,
- Complete it offline, and
- Then upload and submit your application.
- You may **not** email an electronic copy of a grant application to us.
- Must be in Portable Document format (PDF)

Grants.gov Home Page: <http://www.grants.gov>

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Training on Completing an Application is available at:

http://www.grants.gov/applicants/apply_for_grants.jsp

Funding Opportunity Numbers

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HEP

ED-GRANTS-010716-002

CAMP

ED-GRANTS-010716-001

Grants.gov Contact Center

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- 1-800-518-4726
- or support@grants.gov
- Hours of Operation:
 - 24 hours a day,
 - 7 days a week
- Closed on [federal holidays](#)

QUESTION BREAK

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Frequently Asked Question:

Q: Why was my application package rejected by the Grants.gov system?

A: Here are five common reasons an application may be rejected:

1. The DUNS number of the submitter does not match the DUNS number on the application.
2. A virus was detected in a file attachment.
3. Attachments do not follow the proper naming convention: 50 characters or less, no spaces, no special characters (example: -, &, *, %, /, #, \) including periods (.), blank spaces and accent marks. Special characters may NOT be used within the application form fields.
4. The application was submitted after the deadline for receiving applications.
5. The submitter does not have an authorized Grants.gov applicant registration.

From the Grants.gov FAQs:

<http://www.grants.gov/web/grants/applicants/applicant-faqs.html>

Next Topic:

Selection Criteria

Selection Criteria

- Selection Criteria determine the order/organization of the Project Narrative
 - ▣ Application Reviewers will be directed to only consider relevant information in the corresponding section.
- Quality of the content is key
 - ▣ However, errors in grammar and spelling may obscure your content!
- Readers will not review, or award points for responses to a given selection criterion that are in any other section of the application or appendices.
- However, readers will use the information contained within the Budget and Budget Narrative sections of the application to award points for relevant selection criteria responses.

Organization of Project Narrative

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□ Based on the 7 Selection Criteria:

	Selection Criteria	Maximum Points
1.	Need for and Significance of Project	15 points
2.	Quality of Project Design	20 points
3.	Quality of Project Services	15 points
4.	Quality of Project Personnel	10 points
5.	Quality of Management Plan	15 points
6.	Adequacy of Resources	10 points
7.	Quality of the Project Evaluation	15 points

Total Points Possible for Selection Criteria: 100

Need for and Significance of Project

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- i. The magnitude of the need for the services to be provided or the activities to be carried out by the proposed project. (3 points).
- ii. The extent to which the proposed project will focus on serving or otherwise address the needs of disadvantaged individuals (i.e., eligible migrant and seasonal farmworkers and their families). (4 points)
- iii. The extent to which specific gaps or weaknesses in services, infrastructure, or opportunities have been identified and will be addressed by the proposed project, including the nature and magnitude of those gaps or weaknesses. (4 points)
- iv. The importance or magnitude of the results or outcomes likely to be attained by the proposed project. (4 points)

Quality of Project Design

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- i. The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable. (4 points)
- ii. The extent to which the design of the proposed project is appropriate to and will successfully address the needs of the target population or other identified needs. (4 points)
- iii. The extent to which the proposed project will establish linkages with other appropriate agencies and organizations providing services to the target population. (4 points)
- iv. The extent to which the proposed project will increase efficiency in the use of time, staff, money, or other resources in order to improve results and increase productivity. (4 points)
- V. The extent to which the proposed project is supported by strong theory (as defined in 34 CFR 77.1(c)). (4 points)



Please Note

HEP and CAMP Selection Criteria differ in the category of Quality of Project Services

Quality of Project Services

- i. The extent to which training or professional development services to be provided by the proposed project are of sufficient quality, intensity, and duration to lead to improvements in practices among the recipients of those services. (5 points)
- ii. The extent to which the services to be provided by the proposed project are focused on those with greatest needs. (5 points)
- iii. The likelihood that the services to be provided by the proposed project will lead to improvements in the skills necessary to gain employment. (5 points)

CAMP

Quality of Project Services

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- i. The extent to which the training or professional development services to be provided by the proposed project are of sufficient quality, intensity, and duration to lead to improvements in practices among the recipients of those services. (5 points)
- ii. The extent to which the services to be provided by the proposed project are focused on those with greatest needs. (5 points)
- iii. The likelihood that the services to be provided by the proposed project will lead to improvements in the achievement of students as measured against rigorous academic standards. (5 points)

Quality of Project Personnel

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- i. The qualifications, including relevant training and experience, of the project director or principal investigator. (5 points)

- ii. The qualifications, including relevant training and experience of key project personnel. (5 points)

Quality of Management Plan

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- i. The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks. (5 points)
- ii. The adequacy of the procedures for ensuring feedback and continuous improvement in the operation of the project. (5 points)
- iii. The extent to which the time commitments of the project director and principal investigator and other key project personnel are appropriate and adequate to meet the objectives of the proposed project. (5 points)

Adequacy of Resources

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- The adequacy of support, including facilities, equipment, supplies, and other resources, from the applicant organization or the lead applicant organization. (2 points)
- ii. The relevance and demonstrated commitment of each partner in the proposed project to the implementation and success of the project. (2 points)
- iii. The extent to which the costs are reasonable in relation to the objectives, design, and potential significance of the proposed project. (2 points)
- iv. The extent to which the costs are reasonable in relation to the number of persons to be served and to the anticipated results and benefits. (2 points)
- v. The potential for the incorporation of project purposes, activities, or benefits into the ongoing program of the agency or organization at the end of Federal funding. (2 points)

Quality of Project Evaluation

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- i. The extent to which the methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project (5 points)
- ii. The extent to which the methods of evaluation will provide performance feedback and permit periodic assessment of progress toward achieving intended outcomes. (5 points)
- iii. The extent to which the methods of evaluation will, if well-implemented, produce evidence of promise (as defined in 34 CFR 77.1(c)). (5 points)

Additional Factors

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- The Secretary may consider:
 - the past performance of the applicant in carrying out a previous award, such as
 - the applicant's use of funds, and
 - compliance with grant conditions.
 - whether the applicant failed to submit a timely performance report or submitted a report of unacceptable quality.
- The Secretary may:
 - impose special conditions on a grant if the applicant or grantee
 - is not financially stable;
 - has a history of unsatisfactory performance;
 - has a financial or other management system that does not meet regulatory standards
 - has not fulfilled the conditions of a prior grant; or
 - is otherwise not responsible.
- Various assurances are also required.

Geographic Distribution & Remainder Funds

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- Fiscal Year for which appropriated amount greater than \$40 million:
 - ▣ make available not less than 45 percent of such remainder (after .5% reservation) for the HEP and CAMP programs;
 - ▣ award the rest of such remainder for HEP or CAMP programs based on the number, quality, and promise of the applications; and
 - ▣ consider the need to provide an equitable geographic distribution of such grants

QUESTION BREAK

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Frequently Asked Question:

Q: Can the applicant make reference in one section to a chart that is in another section but it supports the section where the reference is made?

A: Readers will only consider information that is in that section. However, readers may refer to information in the budget narrative when scoring other sections.

Next Topic:

Performance and Reporting

Government Performance and Results Act

Targets: HEP

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- the number of HEP participants the project expects to serve each year of the grant;
- The number of HEP participants expected to complete the HSE each year of the grant (GPRA measure 1); and
- the number of HSE recipients expected to enter postsecondary education or training programs, upgraded employment or the military each year of the grant (GPRA measure 2).

Government Performance and Results Act

Targets: CAMP

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- the number of CAMP participants the project expects to serve each year of the grant;
- the number of CAMP participants the project expects will complete the first academic year of their postsecondary program (GPRA measure 1); and,
- the number of CAMP participants who, after completing the first academic year of college, the project expects will continue their postsecondary education (GPRA measure 2).

Project Objectives

- ❑ GPRAs are core objectives that apply to all grantees.
- ❑ Projects may also establish their own goals, within the scope of the program's authorizing legislation and regulations.
- ❑ GPRAs may not address all the needs that you have identified for your project.
- ❑ There is no minimum or maximum for the number of project objectives you propose. However, you need to be mindful you will be in competition with others, and that you will be held to everything you propose.

Reporting

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- Interim Performance Report
- Annual Performance Report
- Final Performance Report

- Report sections include:
 - ▣ Statistics and Reporting for GPRA
 - ▣ Student Participant Information
 - ▣ Services Information
 - ▣ Goals and Objectives
 - ▣ Budget and Expenditure Information

QUESTION BREAK

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Frequently Asked Question:

Q: Are the GPRA targets considered to be the objectives for the program?

A: They are the core objectives that apply to all CAMP and HEP grantees, but projects may also establish their own goals, within the scope of the program's authorizing legislation and regulations.

Next Topic:

Parts of the
Application

Project Abstract

The project abstract should not exceed one double spaced “page” and should include a concise description of the following information, preferably in the following order:

- ▣ Name of Applicant
- ▣ Location of Applicant by city and state
- ▣ Project objectives and activities
- ▣ Applicable priorities
- ▣ Proposed project outcomes
- ▣ Number of participants to be served annually, distinguished by commuter or residential
- ▣ Number and location of proposed sites
- ▣ Project targets for meeting each of the Government Performance Results Act (GPRA) measures each year

Parts of the Application

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- **Part 1: Preliminary Documents**
 - Application for Federal Assistance (form SF 424)
 - ED Supplemental Information for SF 424
- **Part 2: Budget Information**
 - ED Budget Information Non-Construction Programs (ED Form 524)
- **Part 3: ED Abstract Form**
 - Project Abstract
- **Part 4: Project Narrative Attachment Form**
 - Table of Contents
 - Application Narrative
- **Part 5: Budget Narrative Attachment Form**
 - Budget Narrative

Part of the Application Continued

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- **Part 6: Other Attachments Form**
 - Individual Resumes for Project Directors & Key Personnel
 - Job Descriptions of Duties and Required Minimum Qualifications for Hiring
 - Letters of Support (if any; not mandatory)
 - Copy of Current Indirect Cost Agreement
- **Part 7: Assurances and Certifications**
 - Assurances for Non-Construction Programs (SF 424B Form)
 - Disclosure of Lobbying Activities (Standard Form LLL)
 - Grants.gov Lobbying Form
 - General Education Provisions Act (GEPA) Requirements – Section 427 (ED GEPA427 form)
- **Part 8: Intergovernmental Review (Executive Order 12372)**
 - State Single Point of Contact (SPOC) List

Form ED 524 Overview

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- **Part A** Federal Funds Table
 - Category line Item detail of budgeted expenses for federal funds (maximum = \$475,000 for HEP, \$425,000 for CAMP, minimum = \$180,000 for HEP and CAMP)
- **Part B** Non-Federal Funds Table
 - Category line Item detail of budgeted expenses for non-federal funds
- **Part C** Budget Narrative
 - Must include **Federal** funds
 - And any **Non-Federal** funds volunteered

Indirect Cost Info on ED 524, Part A

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- This section is to be completed by the Business Office of your organization.
- Organization should have current Indirect Cost Rate Agreement (ICRA) with the federal government, if they claim indirect costs.
- Should include the cognizant government agency.
- If no ICRA or ICRA is out-of-date, entity has 90 days to submit evidence the applicant is seeking a ICRA.
- HEP and CAMP are training programs that are limited to an 8% or lower indirect cost rate.

ED 534 Part C Budget Narrative

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- Justification by project year, for each budget category listed in Sections A (federal) and B (non-federal)
- Non-federal funds as voluntary cost sharing must include:
 - ▣ specific costs or contributions by budget category
 - ▣ source of the costs or contributions
 - ▣ for third-party in-kind contributions, a description of how the value was determined for the donated or contributed goods or services

Non-Federal Funds

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- ❑ Must be non federal funds
- ❑ If you list the funds in Part B of ED 524, you must explain the funds separately in the Part C budget narrative for Non-federal funds
- ❑ The same cost principles that apply to Federal Funds apply to Non-Federal Funds
- ❑ If you propose Non-federal Funds, you will be required to provide those non-federal funds

Activities and Costs

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- All activities and costs associated with those activities for the proposed project are reviewed by OME staff to determine if they are: **Reasonable, Allowable, and Allocable.**
- See *Education Department General Administrative Regulations and [OMB Uniform Guidance](#).*
- If activities or cost are found to be unreasonable, unallowable, or unallocable, they may be removed from your grant resulting in a reduction in the award.

Attachments

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- Resumes for proposed personnel
- Job Descriptions—with Minimum Qualifications—for proposed positions, even if you have proposed specific personnel
- Letters of Support
- Readers do not read the Attachments
- OME reads the attachments and uses them to administer any grant that may be awarded.

Assurances and Certifications

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- Construction
- Lobbying Activities
- GEPA— equitable access

QUESTION BREAK

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Frequently Asked Question:

Q: Is it okay to include "cover pages" for the appendices (that would not count toward the number of pages)?

A: No, all items in the appendices are limited to 20 pages.

Next Topic:

Closing

Helpful Hints

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- Stay in ranges for any of the 5 project years
 - HEP: \$180,000 to \$475,000
 - CAMP \$180,000 to \$425,000
- Funding Opportunity Numbers:
 - HEP: ED-GRANTS-010716-002
 - CAMP: ED-GRANTS-010716-001
 - Grants.gov website: www.grants.gov
- Application Submission Deadline: March 7, 2016
- Provide GPRA targets for your project
- Explain use of Federal and Non-Federal funds in Budget Narrative
- Include both Resumes, Job Descriptions and Minimum Qualifications in Attachments
- Narrative is limited to 25 pages
- HEP/CAMP Toolkit: www.hepcamptoolkit.org

Additional Technical Assistance

- Applicants may use resources such as the [Pacific Education Laboratory's Education Logic Model Application](#) or the [Northeast and Island's REL Skill Builder Workshops](#) to help describe the extent to which the proposed project is supported by strong theory (as defined in 34 CFR 77.1(c)) and the extent to which the methods of evaluation will, if well-implemented, produce evidence of promise (as defined in 34 CFR 77.1(c)).

QUESTIONS and ANSWERS

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- You may continue to submit questions through the chat function.
- If we can address them immediately, we will.
- All participants will get a copy of all questions and answers (Qs&As) soon after the conclusion of all webinars.
- Additional questions can be submitted by email to program contacts.

Contact Information

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- **Emily Bank:** emily.bank@ed.gov
- **Ed Monaghan:** edward.monaghan@ed.gov

Thank You and Questions

Thanks for your interest in our competitions.

Webinar is finished