

**Frequently Asked Questions from the  
2012 High School Equivalency Program (HEP) and College Assistance  
Migrant Program (CAMP) Pre-Application Webinars  
November 22 and December 9, 2011**

**Q1:** If you are providing a federally sourced scholarship for community service for a given year, can it be mentioned in the narrative with the understanding that it will not be shown in the budget and budget narrative?

**A1:** Yes. This may be an important item in the coordination section.

**Q2:** Can milestones be linked to individual activities as well as the primary objectives?

**A2:** Yes. It is recommended to include milestones in the activities and objectives.

**Q3:** Does the Table of Contents count toward 25-page Project Narrative requirement?

**A3:** No. The Table of Contents does not count toward the 25 pages of the Project Narrative.

**Q4:** How do you define "complete the first academic year" for CAMP students? Is this based on completion of credit hours or some other measure--such as participation in program activities for full year?

**A4:** CAMP students must be enrolled as a full-time student. We are in the process of adding definitions to the CAMP APR, which will require students to complete a minimum of 24 semester credits or 36 quarter credits, in order to be counted as a "first-year completer."

**Q5:** How are responses to the Selection Criteria for Project Design sub-factors iii and iv different?

**A5:** The difference in these sub factors may have to do with the entities you are coordinating with or linking to. In the third sub factor it is a matter of coordinating with local, state and federal resources, a broader pool of resources for a variety of services. In the fourth sub factor, it may be about linking with specific entities that serve the target population. However, please remember it is up to the applicants to interpret the selection criteria in responding to the selection criteria.

**Q6:** If an organization receives a Department of Labor (DOL) grant, such as one where it serves farm workers under WIA 167, would the organization be eligible for "novice" points?

**A6:** If the organization is the recipient, rather than the sub-recipient, on the DOL grant, then it would not be eligible for "novice" points, since they have received a federal grant within the previous five years.

**Q7:** Where can I find a contact point to locate the State Point of Contact (SPC) in my state?

**A7:** Check with your organization. If it has applied for other grants recently, someone in the administration should have it.

**Q8:** How are we to structure enrollment in the last year?

**A8:** You would be expected to serve students in all 5 years of the grant. The follow-up that is required is minimal (you are only allowed to use up to 10% of the grant for follow-up), so you would still have your Year 5 funds for serving Year 5 students.

**Q9:** Is the use of an External Evaluator encouraged in regard to the "Quality of Project Evaluation" section?

**A9:** It is encouraged by our office; however, it is still up to the reader's review of the application as to whether this approach is advantageous over other approaches.

**Q10:** For the Budget Narrative, should the applicant provide the Budget Narrative only for Year 1 or for all 5 years of the project performance period?

**A10:** The Budget Narrative needs to include information for all 5 years.

**Q11:** On the Federal cover form where the applicant inserts the amount of Federal funds requested, should the applicant only show the funds requested for Year 1?

**A11:** On the SF-424 Form, Item 18, the directions state that you need to include only the Year 1 amount. However, in the table on the ED 524 Form you need to include the amounts for each of the five years of the project.

**Q12:** For CAMP applications, are applicants required to identify student housing for CAMP participants?

**A12:** Providing student room and board is one of the allowable services. It is not a requirement. You should determine whether this is a need that your students have and decide whether you want to include it in your project.

**Q13:** What is the approximate average cost of participants served for CAMP and HEP, in regard to the "Adequacy of Resources" section?

**A13:** A little less than \$10,000.

**Q14:** Are we able to work with current high school students that ultimately receive a regular high school diploma rather than a GED in the HEP opportunity?

**A14:** No. One of the eligibility requirements for a HEP participant is that the participant must not be enrolled in a high school program.

**Q15:** Is there an average dollar amount that should be considered in regard to financial support for CAMP participants?

**A15:** No, there is not. Based on the needs of your identified population and the services you provide to meet those needs, our project will make the determination of cost of financial support.

**Q16:** Is the performance target of 85% for the CAMP Performance Measure #2 for continuation in post-secondary education or for graduation from post secondary?

**A16:** This means that 85% of the students who completed their first year continued into their second year. In the Annual Performance Report you are asked to also report how many former CAMP students have graduated in the year for which you are submitting the APR, but the GPRA 2 measure only reports the students who continued into the 2nd year.

**Q17:** How many first-time new project awards will be made?

**A17:** We expect to award 3-4 HEPs and 8-9 CAMPs.

**Q18:** How are prior experience points awarded to re-competing organizations? How do I know if my organization gets all 15 points?

**A18:** Prior experience points are assigned by OME according to certain factors, including: the project's prior performance on the Government Performance Results Act (GPRA) measures 1 and 2, whether the project served the number of students proposed in the application, and based on other grant administration issues, e.g. submitting the Annual Performance Report on time.

**Q19:** If I am one of three campuses that receive a CAMP award and we have the same DUNS number, how can I best distinguish my application while taking advantage of the CAMP infrastructure already in place at my campus?

**A19:** It would be important to distinguish your application from the existing program, to help the readers understand your application. It is up to you to determine how much you want to associate your application with the existing grant.

**Q20:** If our state's GED graduation rate is much lower than the national average, how realistic is it for a project to propose higher than the state's average but lower than the national target?

**A20:** Since GED rates are computed differently in different places, the various state GED rates are not that meaningful. However, our own performance on GPRA 1 (GED achievement) has exceeded the national target, so it is the expectation for all projects.

**Q21:** If you already have an existing GED program that serves 60 youth per year, how many migrant would need to be served?

**A21:** If you apply for HEP funds, you may only serve migrant students with those funds. There is no set number of participants that a grantee must serve with grant funds.

**Q22:** Can students be serviced in addition to the targeted population?

**A22:** No. You may only serve students who qualify for the HEP or CAMP with HEP or CAMP funds.

**Q23:** Are Faith-based 501 C3 eligible?

**A23:** Yes, so long as it is a non-profit organization, which collaborates with an Institution of Higher Education. Please read the complete program statute and regulations for complete understanding of eligible entities.

**Q24:** If the applicant is new and has not received a federal grant previously, does that lower their chance of receiving one of these grants?

**A24:** No, it does not lower any chances; in fact, it would give your application an additional 5 Novice Points.

**Q25:** When would we receive notification that we have received the grant?

**A25:** We expect to make our notifications by June 30, 2012. The Congressional representatives are notified 5 days before the grantees receive notification. Frequently, grantees receive notification from their Congressional representatives before they hear from our office.

**Q26:** Can an IHE apply and have a county office of education as a partner?

**A26:** Yes, the IHE may collaborate with other agencies, but the applicant must be the IHE.

**Q27:** Where do we obtain HEP performance targets and does this specify number of participants a project is to serve?

**A27:** The target for the HEP GPRA Measure 1 is 69%, meaning that 69% of the students you are funded to serve will receive a GED. The target for the HEP GPRA Measure 2 is 80%, meaning that 80% of all the students that receive a GED will be placed in upgraded employment, college or the military. There are no set targets for the number of students a project is to serve every year.

**Q28:** Is a County Office of Education eligible to apply?

**A28:** No. Only IHE's and non-profit organizations may apply.

**Q29:** What are the CAMP targets?

**A29:** The CAMP target for GPRA Measure 1 is 86%, meaning that 86% of the students you are funded to serve will complete their first academic year of postsecondary education. The target for GPRA Measure 2 is 85%, meaning that of all the students that complete their first academic year of postsecondary education, 80% will continue in Year 2 of their post-secondary education.

**Q30:** What are the project cycle dates?

**A30:** The usual project performance period begins on July 1 and ends June 30.

**Q31:** What percent of the total budget is acceptable for project personnel?

**A31:** There is no set percentage, but remember that the program is meant to serve students; readers will review the use of funds between the various budget categories.

**Q32:** Are there examples of successful applications from previous competitions available from the HEP and CAMP?

**A32:** To receive copies of previously successful applications you need to submit a request through the Freedom of Information Act (FOIA). You can find information on FOIA at the ed.gov website.

**Q33:** Do we include GPRA Measure objectives in our narrative or just our own project objectives?

**A33:** You do need to address the GPRA objectives and targets in your narrative, as well as your own project objectives.

**Q34:** If I am a consultant, do I submit for a DUNS number and Tax Identification Number (TIN) or use the university one?

**A34:** It's the IHE that applies, not an individual. So, the IHE would use its own DUNS and TIN number.

**Q35:** Can applicants make reference to previous performance history in the narrative section?

**A35:** That is up to you to the applicant. Remember prior performance is not a factor in the selection criteria, and readers are instructed to give points only based on the selection criteria.

**Q36:** Can members of committees be placed in a table and part of the narrative?

**A36:** Yes, it's your choice how you list them. Just remember that it would not be appropriate to include extensive narrative in a table.

**Q37:** We are collaborating with a 501c3 will that qualify us? It is a non-profit organization.

**A37:** If you are the for-profit applicant, then No. The non-profit organization may apply, but not the for-profit.

**Q38:** If there is a past performance issue with another of the applicant's projects, will it help if the new application addresses how the staff for the project will avoid those issues or how the project with the performance issues has corrected those problems?

**A38:** That is strictly up to the applicant. Remember that the readers are instructed to only assign points based on the selection criteria. Readers are also instructed to read only the application, and not use outside information regarding the applicant.

