

Frequently Asked Questions from the
2014 High School Equivalency Program (HEP) and College Assistance
Migrant Program (CAMP) Pre-Application Webinars
January 8 and January 22

Q: May an organization submit more than one application for either or both competitions?

A: Yes, an organization may submit more than one application for HEP, CAMP, or both. However, please remember that if an organization has an expiring HEP or CAMP grant, only one application may receive prior experience points.

Q: How is the Principal Investigator (PI) defined, and may the PI and project director be the same person?

A: There is no set definition for the PI for these programs. The PI and project director may be the same person.

Q: Is it advisable to determine a GPRA goal for a proposed project in relation to that institution's baseline data - or is the expectation that projects meet at least the National Targets for HEP and CAMP?

A: Grant recipients are expected to work toward meeting the national targets for HEP and CAMP. As such, applicants must propose a plan for meeting these National Targets in their applications.

Q: Do we need to include general research and statistics related to HEP/CAMP? Do you suggest any type of research we should do to prepare and/or include in our grant?

A: We cannot speak to how to address the Selection Criteria. It is up to the applicant to determine how to best address the selection factors and subfactors.

Q: Is there a maximum age for participants in the HEP program?

A: No, there is no maximum age for HEP participants?

Q: Is there a minimum number of students per year that must be served in order for a program to be eligible for the grants?

A: There is no explicit minimum for the number of students to be served. Each unique application is evaluated by readers in terms of the Selection Criteria.

Q: Can you tell us the average number of students served per year by existing grantees?

A: The average number of students served in a given HEP project is 123; the average number of students served in a given CAMP project is 50.

Q: What is the estimate for the number of new HEP and CAMP grantees that will be awarded? Also, how many HEP and CAMP projects are expiring?

A: We anticipate making 12 new CAMP awards and 13 new HEP awards. This year 17 HEP grantees and 14 CAMP grantees will be expiring.

Q: Given that only 12 CAMP awards will be made, that priority is to expiring CAMP awardees, and there are 14 expiring awards, will new CAMP proposals have any chance of being funded?

A: Awards are determined by the review process; we cannot speak to chances of being funded. There is no certainty that an expiring grantee will reapply, earn all or any prior experience points, or earn all their points from the reader review.

Q: Do the current existing programs get additional points?

A: Expiring project may receive up to 15 additional points depending on their performance under the expiring grant.

Q: For the prior experience competitive priority, is there a particular section of the proposal that information needs to be inserted?

A: No, the program office will determine these points based on factors listed in the Application Instructions.

Q: When evaluating prior experience points, do you only look at performance in Years 2 through 4? Is Year 1 considered a “start up” year?

A: The first year is not considered a “start up” year; performance in the first year may be considered in the determination of prior experience points.

Q: Is having an existing HEP project a plus because you have a pipeline?

A: We cannot speak to how readers may assess an application. Expiring HEPs are eligible for up to 15 additional points for prior experience.

Q: If we are going to speak about the invitational priorities, should they be noted separately, or integrated within the whole narrative?

A: The invitational priorities are a general invitation to certain applicants and do not carry any points. An applicant may wish to address the invitational priorities however it deems appropriate.

Q: Where is the definition for qualifying farmwork found?

A: Applicants may find the regulatory definitions in the HEP/CAMP program regulations which are included in the NIA as well as the Application Package. Additional information and clarification can be found in the *Non-regulatory Guidance on Recruitment and Eligibility* which is posted on OME’s web page, as well as the toolkit website (www.hepcamptoolkit.org) mentioned in the presentation PowerPoint.

Q: How can a person document that they are an eligible farmworker?

A: It is ultimately the project’s responsibility to document a participant’s eligibility for project services. There are a variety of ways a participant may prove they are eligible to receive project services. Depending on various eligibility factors a participant may provide documentation from the state Migrant Education Program or from a local Workforce Investment Act service provider or from the project’s own documentation of eligibility.

Q: How is an Institution of Higher Education (IHE) defined for the purposes of the HEP and CAMP programs?

A: There is definition of an Institution of Higher Education (IHE) in the program regulations under section 206.5. The full text of the HEP/CAMP regulations is included in the application instructions.

Q: Although non-federal cost-sharing is not required for CAMP and HEP, is cost-sharing or leveraging encouraged?

A: Each applicant needs to determine for itself how to structure the application. The program office does not encourage or endorse any particular approaches to presenting the application.

Q: Are full-time Project Directors encouraged for the CAMP and HEP program?

A: The program office does not encourage any particular staffing pattern for a HEP or CAMP application.

Q: If we mention the value of scholarships and other resources supplied by the institution, must we include those in the budget and budget narrative?

A: Yes, these are considered part of the project costs and contributions, and should be reflected in the budget.

Q: Can you please elaborate a bit more on how you see a non-profit or community-based organization working with an IHE when applying for a HEP grant?

A: The applicant must determine the nature of this collaboration for itself; there are no statutory or regulatory requirements for this collaboration other than that it must exist. Typically, however, grantees find it useful to outline this collaboration in a document such as a Memorandum of Understanding and include such documents in the attachments to the application.

Q: Does the Table of Contents count toward the 25-page limit for the Project Narrative?

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

Q: Is there a page limit for the budget narrative?

A: The budget narrative does not have a page limit. Please remember that the budget narrative is uploaded as an attachment and this is distinct from the appendix. As such, the 20 page limit on the appendix does not include, or apply to, the budget narrative.

Q: Regarding GPRA Measure #2 for CAMP, if a student as a 1st year completer continues their postsecondary education at a different institution, is that student counted as one who "continues their postsecondary education"?

A: Yes.

Q: Is it acceptable to make a reference to details in a table in another subcriterion within the SAME SECTION (say, Management Plan) or must those details be repeated to satisfy point scoring?

A: Readers are directed to ignore the misplaced information. This includes information from one subcriterion in placed in the section of another subcriterion.

Q: Is there a tool applicants can use to estimate the number of eligible participants in a new program?

A: Although the eligibility requirements do differ somewhat, one measure of the number of potentially eligible students in a given area is the number identified by the state-operated Migrant Education Program (MEP). State or local-level MEP staff will be a source for this information. You may also find useful information on the National Agricultural Workers Survey prepared by the U.S. Department of Labor.

Q: What type of professional backgrounds do the individuals have who serve on the Technical Review Panel? For example, do they include former CAMP and HEP Project Directors, or are they faculty members, etc.?

A: Our reviewers come from a variety of backgrounds. Each year they submit current resumes and go through a screening process, as well as detailed training.

Q: Do most current CAMP and HEP grantees use an External Evaluator?

A: Many existing HEP and CAMP grantees choose to use an External Evaluator. However, it is up to the applicant to determine whether this approach is to its advantage.

Q: Is the selection process based only on who scores the most points, or are there other objective/subjective factors that may be considered on a program by program basis?

A: The selection process is based on the points given during the application review, the prior experience points awarded to expiring grantees, and the factors listed under 34 CFR 75.217. Under 75.217 the Secretary (i.e., of the Department of Education) may consider an applicant's past performance in carrying out a previous grant award, such as the use of funds, and compliance with grant conditions.

Q: What is the anticipated date for making awards?

A: We expect to make our notifications by June 30, 2014. 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.

Q: When does the grant fiscal year start?

A: We anticipate making awards so that the budget year starts on July 1, 2014.

Q: Should an applicant identify the Project Director by name and reference their resume? Or, can an applicant provide a job description and fill the position once the grant is awarded?

A: Either of these options is allowable.

Q: Can you talk about the Notes that are at the end of the various Selection Criteria? Are these evaluated by the readers?

A: When reviewing applications, readers are instructed to take into account the notes that are a part of the Selection Criteria.

Q: For the Personnel section, can you define "key personnel" for subcriterion ii? Formerly there was a separate sub-criterion for consultants. If we have consultants and student peer mentors and tutors, should these appear under this criterion for "key personnel"?

A: Generally, an applicant's key personnel include the project director. However, it is up to the applicant to determine who it chooses to be other key personnel.

Q: In the Evaluation section, is it permissible for an applicant to provide a table in landscape format? Or, should all pages be in portrait format?

A: We cannot speak to this, except that you must follow all formatting listed in the Notice Inviting Applications and in the Application Instructions.

Q: Where assurances relating to 418A(d) of the HEA statute are required, is an assurance statement adequate, or must a plan be included in that section to meet point requirements?

A: These assurances are addressed in Selection Criteria 5 "Quality of Management Plan." The application instructions include a note to this effect under this selection criterion.

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

A: The applicant must address the GPRA objectives and targets in your narrative. An applicant may choose to address them in the individual project objectives as well.

Q: Will the performance targets stay the same over the next few years, particularly with the new GED requirements?

A: Performance targets are assessed on an annual basis; whether they will change or not is dependent on actual program performance and other factors.

Q: The PowerPoint slide indicated that the name and address of the applicant should be included in the Project Abstract. Although our institution is based in one city, the CAMP/HEP services would be provided at our large branch campus in another city. Should we include the address for our main campus in the Project Abstract, or the address for the branch campus where CAMP/HEP services will be provided?

A: You should use the address of the office or “headquarters” of your project. In most cases this would be wherever the project director and administrative staff for the project will be located. Furthermore, you are asked to include the location of any satellite sites. The full addresses of the satellite sites are not necessary.

Q: When I upload my narrative of 25 pages, it will have a 1-page Table of Contents at the front, totaling 26 pages in that upload. Is this acceptable?

A: While the Table of Contents is uploaded as a part of the project narrative, it is not a part of the 25-page limit of the project narrative.

Q: Do readers get the appendix pages?

A: Readers have access to the appendix pages through the G5 system, however, they are instructed not to read them and not to use them for scoring.

Q: I was going to set up my goals, objectives, and outcomes in 3 column tables, is this not a good idea?

A: It is up to the applicant to determine how to present information in the application.

Q: Is it a requirement to charge indirect costs? May we elect not to charge any indirect cost to our budget?

A: It is not a requirement to charge indirect costs.

Q: Our IDC with the government is 55%, and I have that document. However, I am also approved for 8% on CAMP. Will the institutional IDCA suffice for submission?

A: Yes, that will suffice for documentation. However, remember the 8% limit still applies to the CAMP project.

Q: Can unrecovered IDC count as match?

A: No.

Q: Are dollar limits for federal funds requested or total funds requested, including IDC?

A: You should include your IDC in your request for federal funds; there is a line in Table A of the ED524 for this. It is included in the total for the maximum of federal funds requested.

Q: Are additional points awarded if non-federal funds are proposed to be included? Is leveraged funding seen favorably?

A: There are no points assigned for the use of non-federal funds. We cannot speak to how a reader may review the application.

Q: Do many current CAMP and HEP grantees propose Non-Federal Funds in their applications?

A: The program office cannot speak to this. Applicants chose whether or not to offer these funds on an individual basis.

Q: Do most current CAMP grantees include student support such as scholarships and "Tuition and Fees" in their budgets?

A: Many CAMP applicants propose some type of direct financial support to students in their application budgets.

Q: Do resumes need to include all personnel including instructors?

A: Resumes should be included for everyone identified as "key personnel" in the project narrative.

Q: Would it help bolster our application if we have qualified individuals named as part of the application rather than just job descriptions?

A: We cannot speak to how readers may assess applications. The applicant should address the Selection Criteria how it deems appropriate. However, please remember the readers do not review the appendix; furthermore, please note that job descriptions must be included for program administration.

Q: Is there any limit on the number of Letters of Commitment that can be attached to the application package?

A: No, there is no limit on any of the individual components of the appendix; remember the overall page limit is 20 pages.

Q: Is there a limit on the number of pages in budget narrative? Are those pages counted in the total 25 page proposal?

A: There is no maximum page amount for the budget narrative. This is not part of the project narrative.

Q: Is it advisable to include a resume for the consultant and external evaluator even if they are not key personnel?

A: You may do so if you wish, but remember that resumes are included in the appendix, which is not used for scoring.

Q: Is there a suggestion on how to include letters of support from community/campus partners so that they are most effective?

A: We cannot offer any suggestions on how to present these letters. However, please remember that you should address your partnerships in the appropriate Selection Criteria; letters of support are additional information.

Q: In the past we were dinged for not giving qualifications of student tutors and mentors. These were not "key personnel" as we would view them. How will readers be coached in these matters?

A: As we review the Selection Criteria with applicants, we do the same with the readers. It is up to the reader to determine how they wish to assess applications.