

U.S. DEPARTMENT OF EDUCATION

PRE-APPLICATION WEBINAR

HIGH SCHOOL EQUIVALENCY PROGRAM
COLLEGE ASSISTANCE MIGRANT PROGRAM

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U.S. Department of Education

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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
- Offer question breaks
- What we can answer:
 - Questions relating to U.S. Department of Education (Department) or program statutes, regulations, and guidance.
- What we cannot answer:
 - Would it be a good idea if...
 - Should we...

Caution

- Merely a review of items in the NIA and Application 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
- Applicable Regulations
- Estimated Award Amounts
- Eligible Entities
- Cost Sharing
- Subgrantees
- Submission Instructions
- Data Universal Numbering System (DUNS) Number and SAM Registration
- Format of Application
- Selection Criteria
- Review and Selection Process
- Reporting
- Performance

Application Submission Deadline

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- April 9, 2019
 - 4:30 PM Eastern Time

Purposes of Programs

- **The purpose of CAMP**
 - CAMP is designed to assist eligible persons who are enrolled or are admitted for enrollment on a full-time basis at an institution of higher education (IHE) complete their first academic year and to continue in postsecondary education.
- **The purpose of HEP**
 - HEP is designed to assist eligible persons to obtain the equivalent of a secondary school diploma and subsequently to gain improved employment, enter into military service, or be placed in an IHE or other postsecondary education or training.

What's New?

- Competitive Priorities
- Selection Criteria
 - Eliminated duplicative selection criteria.
 - Updates to EDGAR definitions and selection criteria:
 - Quality of Project Design: The extent to which the proposed project **demonstrates a rationale** (as defined in 34 Code of Federal Regulations (CFR) 77.1(c)).
 - Quality of the Project Evaluation: The extent to which the methods of evaluation will, if well implemented, produce **promising evidence** (as defined in 34 CFR 77.1(c)) about the project's effectiveness.

HEP Priorities

- Secretary's Final Supplemental Priorities and Definitions for Discretionary Grant Programs
 - Fostering Flexible and Affordable Paths to Obtaining Knowledge and Skills (0 or 3 points)
- Consideration of Prior Experience (0 to 15 points)

How we evaluate the HEP

Competitive Priority 1:

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- Priority: Fostering Flexible and Affordable Paths to Obtaining Knowledge and Skills.
 - To receive points under this priority, an applicant must demonstrate that the project is designed to improve collaboration between education providers and employers to ensure student learning objectives are aligned with the skills or knowledge required for employment in in-demand industry sectors or occupations (as defined in section 3(23) of the Workforce Innovation and Opportunity Act).

CAMP Priorities

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- Secretary's Final Supplemental Priorities and Definitions for Discretionary Grant Programs
 - Promoting Science, Technology, Engineering, or Math (STEM) Education, With a Particular Focus on Computer Science (0 or 3 points)
- Consideration of Prior Experience (0 to 15 points)

How we evaluate the CAMP

Competitive Priority 1:

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- Priority: Promoting Science, Technology, Engineering, or Math (STEM) Education, With a Particular Focus on Computer Science.
 - To receive points under this priority, an applicant must demonstrate that the project is designed to create or expand partnerships between schools, local educational agencies, State educational agencies, businesses, not-for-profit organizations, or IHEs to give students access to internships, apprenticeships, or other work-based learning experiences in STEM fields, including computer science (as defined in the Supplemental Priorities).

Authorizing Legislation and Applicable Regulations

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

Estimated Award Amounts

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- Estimated Available Funds for New Awards:
 - CAMP: \$4,823,000 million (new awards)
 - HEP: \$6,431,000 million (new awards)
- Range of Awards:
 - CAMP: \$180,000 - \$425,000
 - HEP: \$180,000 - \$475,000
- Estimated Average Size of Awards:
 - CAMP: \$402,000
 - HEP: \$459,000
- Maximum Award in Each Year of Grant
 - CAMP: \$425,000
 - HEP: \$475,000

Minimum and Maximum Awards

- Make sure you are above the \$180,000 minimum in all of the 5 project years.
 - If you go under this minimum, your application will be removed from the competition and will not be read by reviewers.
- 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 this maximum, your application may be removed from the competition and may not be read by reviewers.

Eligible Entities

- **Who is eligible to participate as a grantee?**
 - **Eligibility.** An 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

- Neither the HEP/CAMP program statute nor regulations require cost sharing or matching.
- An applicant that proposes to use non-Federal funds in its application 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:**
- **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:**
- Application Formatting

Recommended Project Narrative Page Length

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- The Department recommends that applicants limit the application narrative to no more than 25 pages.
- The recommended page limit does not apply to the cover sheet; the budget section, including the narrative budget justification; the assurances and certifications; or the one-page abstract, the resumes, the bibliography, or the letters of support.

Recommended Formatting of Project Narratives and Abstracts

- A “page” is 8.5" x 11", on one side only, with 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, including titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs.
- Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch).
- Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial.

Before you submit: DUNS

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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.

Before you submit: TIN

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- **TIN—Tax Identification Number**
 - Obtain from the IRS. A new TIN can take 2–5 weeks to become active.

Before you submit: SAM

- **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, it may take 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.

Application Submission

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- The Department published the Common Instructions for Applications to Department of Education Discretionary Grant Programs in the Federal Register on February 12, 2018.
- Please carefully review the common instructions at: <https://www.govinfo.gov/content/pkg/FR-2018-02-12/pdf/2018-02558.pdf>.

Grants.gov Submission

- Grants.gov is a system of the Federal government.
- It requires applicants to apply online.
- 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 apply via the Grants.gov Workspace.
- Through Workspace, you may complete forms online or complete the forms 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

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- Training on completing an application is available at:

<https://www.grants.gov/web/grants/applicants/apply-for-grants.html>

The screenshot displays the Grants.gov website interface. At the top, there is a navigation bar with the Grants.gov logo and the tagline "FIND. APPLY. SUCCEED.™". A search bar is located in the top right corner, with a dropdown menu set to "Grant Opportunities" and a "GO" button. Below the navigation bar, a breadcrumb trail reads "GRANTS.GOV > Applicants > How to Apply for Grants". The main heading is "HOW TO APPLY FOR GRANTS". On the left, a sidebar lists various resources under "GRANT APPLICATIONS" and "APPLICANT RESOURCES". The main content area features a large image of people walking, with the sub-heading "How to Apply for Grants: Getting Started". Below this, six icons represent the steps: Learn, Check, Search, Register, Apply, and Track. Each icon is accompanied by a brief description of the step. At the bottom, there is a section titled "Save Time & Apply Using" with a printer icon, and another section titled "Search for Opportunity Package" with a brief description.

HELP | REGISTER | LOGIN

SEARCH: Grant Opportunities | Enter Keyword... | GO

HOME | LEARN GRANTS | SEARCH GRANTS | **APPLICANTS** | GRANTORS | SYSTEM-TO-SYSTEM | FORMS | CONNECT | SUPPORT

GRANTS.GOV > Applicants > How to Apply for Grants

HOW TO APPLY FOR GRANTS

GRANT APPLICATIONS

- » How to Apply for Grants
- » Track My Application

APPLICANT RESOURCES

- » Workspace Overview
- » Applicant Eligibility
- » Organization Registration
- » Applicant Registration
- » Applicant Training
- » Applicant FAQs
- » Adobe Software Compatibility
- » Submitting UTF-8 Special Characters
- » Encountering Error Messages

How to Apply for Grants: Getting Started

Learn
Go to the Grants Learning Center for an overview of grants.

Check
Make sure you are eligible before applying.

Search
Find federal grants that align with your work.

Register
Sign up with Grants.gov to apply using Workspace.

Apply
Complete and submit your application using Workspace.

Track
Enter your Grants.gov tracking number(s) for submission status.

Save Time & Apply Using

Search for Opportunity Package
If you know the specific Funding Opportunity Number or Opportunity Package ID, quickly search for the package.

Funding Opportunity Numbers

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HEP

ED-GRANTS-020819-001

CAMP

ED-GRANTS-020819-002

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.

Frequently Asked Questions:

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

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

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.
- 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 6 Selection Criteria:**

	Selection Criteria	Maximum Points
1.	Need for Project	20 points
2.	Quality of the Project Design	28 points
3.	Quality of Project Services	12 points
4.	Quality of Project Personnel	10 points
5.	Adequacy of Resources	10 points
6.	Quality of the Project Evaluation	20 points

Total Points Possible for Selection Criteria: 100

Need for Project

- i. The magnitude of the need for the services to be provided or the activities to be carried out by the proposed project. (up to 10 points)
- ii. The extent to which the proposed project will focus on serving or otherwise addressing the needs of disadvantaged individuals (i.e., eligible migrant and seasonal farmworkers and their families). (up to 10 points)

Quality of the 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. (up to 7 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. (up to 7 points)
- iii. The extent to which the proposed project will establish linkages with other appropriate agencies and organizations providing services to the target population. (up to 7 points)
- iv. The extent to which the proposed project demonstrates a rationale (as defined in 34 CFR 77.1(c)). (up to 7 points)

Quality of Project Services

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- i. The extent to which the services to be provided by the proposed project are appropriate to the needs of the intended recipients or beneficiaries of those services. (up to 12 points)

Quality of Project Personnel

- i. The qualifications, including relevant training and experience, of the project director or principal investigator. (up to 7 points)
- ii. The qualifications, including relevant training and experience of key project personnel. (up to 3 points)

Adequacy of Resources

- i. The adequacy of support, including facilities, equipment, supplies, and other resources, from the applicant organization or the lead applicant organization. (up to 3 points)
- ii. The relevance and demonstrated commitment of each partner in the proposed project to the implementation and success of the project. (up to 3 points)
- iii. The extent to which the costs are reasonable in relation to the objectives, design, and potential significance of the proposed project. (up to 4 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. (up to 10 points)
- ii. The extent to which the methods of evaluation will provide performance feedback and permit periodic assessment of progress toward achieving intended outcomes. (up to 5 points)
- iii. The extent to which the methods of evaluation will, if well implemented, produce promising evidence (as defined in 34 CFR 77.1(c)) about the project's effectiveness. (up to 5 points)

Additional Factors

- 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.

Additional Factors Continued

- 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.

Geographic Distribution & Remainder Funds

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- For any Fiscal Year for which appropriated funds are 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.

Government Performance and Results Act Targets: HEP

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- Government Performance Results Act (GPRA) Measure 1 (69% target):
 - The percentage of HEP participants exiting the program having received a High School Equivalency (HSE) diploma.
- GPRA Measure 2 (80% target):
 - The percentage of HSE diploma recipients who enter postsecondary education or training programs, upgraded employment, or the military.

Government Performance and Results Act Targets: CAMP

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- GPRRA Measure 1 (86% target):
 - The percentage of CAMP participants completing the first academic year of their postsecondary program.
- GPRRA Measure 2 (90% target):
 - The percentage of CAMP participants who, after completing the first academic year of college, continue their postsecondary education.

Project Objectives

- GPRA measures 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.
- GPRA measures 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:** 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

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 GPRA measures each year.

Parts of the Application

- ***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

- 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 524 Part C Budget Narrative

- 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

- 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

- 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

- Resumes for proposed personnel
- Memorandum of Understanding for nonprofits working with IHEs
- 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

Helpful Hints

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- Carefully check your ED 524 Forms.
- Funding Opportunity Numbers:
 - HEP: ED-GRANTS-020819-001
 - CAMP: ED-GRANTS-020819-002
 - Grants.gov website: www.grants.gov
- Application Submission Deadline: April 9, 2019
- 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.

Additional Technical Assistance

- Applicants may use resources such as the [National Center for Education Evaluation and Regional Assistance](#) to help describe the extent to which the proposed project demonstrates a rationale (as defined in 34 CFR 77.1(c)) and the extent to which the methods of evaluation will, if well-implemented, produce promising evidence (as defined in 34 CFR 77.1(c)).

QUESTIONS and ANSWERS

- 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.

Thank you

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Additional Information

- HEP
 - <https://www2.ed.gov/programs/hep/index.html>
- CAMP
 - <https://www2.ed.gov/programs/camp/index.html>

Contact Information

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