



UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF ELEMENTARY AND SECONDARY EDUCATION
OFFICE OF MIGRANT EDUCATION

HIGH SCHOOL EQUIVALENCY PROGRAM (HEP) AND COLLEGE ASSISTANCE MIGRANT PROGRAM
(CAMP) 2019 PRE-APPLICATION WEBINARS QUESTIONS AND ANSWERS

General Information:

Q1. Where can an interested applicant find information on successful HEP and CAMP applicants?

A1. Comprehensive information on recent HEP and CAMP awardees is available in the 2017 HEP and CAMP Grantee Profiles documents shown below.

[2017 HEP Grantee Profiles](#)

[2017 CAMP Grantee Profiles](#)

Q2. How do applicants determine if we have a sufficient migrant worker population in our area to warrant a need for the grant?

A2. It is the responsibility of the applicant to decide how to determine if there is sufficient need for their proposed HEP or CAMP project. As a part of the application, HEP and CAMP applicants are required to submit student enrollment targets for each year of the project, and are held accountable by the U.S. Department of Education (Department) for meeting those enrollment targets. Applicants should carefully consider whether there is sufficient need to support the objectives outlined in a proposed application. There are a variety of resources that are publicly available on the national farmworker population; however, these data may not be specific to migrant and seasonal farmworkers as defined by the Higher Education Act.

Q3. What is the recommended cost per student for HEP and CAMP projects?

A3. The Office of Migrant Education (OME) does not provide a recommended cost per student for HEP and CAMP projects, but OME has established efficiency targets for fiscal year (FY) 2019. These efficiency targets are based on the cost per HEP student who receives their High School Equivalency diploma and CAMP student who successfully completes the first year of their postsecondary education and subsequently continues their postsecondary education. Historical HEP and CAMP efficiency targets and results as well as FY 2019 efficiency targets for commuter, commuter-residential, and residential projects may be found for HEP at:

[2017 HEP Performance Report](#)

and for CAMP at:

2017 CAMP Performance Report.

Q4. How many HEP and Camp grants will expire this year?

A4. There are 14 HEP grant projects and 12 CAMP grant projects that expire this year.

Q5. Do applicants supply the data for prior experience points or are those data retrieved by the Department?

A5. The Department supplies these data. Projects that are expiring (current HEP or CAMP grantees in their fifth year) will be considered for additional points under the competitive preference priority for prior experience. The Secretary will consider the applicant's prior experience in implementing its expiring HEP or CAMP project based on performance report information submitted to the Department in each year of the project's performance period.

Q6. Are those HEP or CAMP projects that did not receive an award in the most recent new award competition eligible for prior experience points?

A6. No. As stated in the HEP and CAMP NIAs, only HEP or CAMP projects that are expiring (current HEP and CAMP grantees in their fifth year) will be considered for additional points under the competitive preference priority for prior experience.

Q7. When is it anticipated that award notices will be sent out to awardees?

A7. The HEP and CAMP application close date is April 9, 2019. The Department will have additional information regarding the estimated date of award notification after HEP and CAMP continuation awards have been completed.

Eligibility:

Q8. Who is eligible to participate in HEP and CAMP projects?

A8. HEP and CAMP projects serve eligible migrant and seasonal farmworkers or their immediate family members. HEP and CAMP participant eligibility regulations (34 Code of Federal Regulations (C.F.R.) § 206) provide details on general participant eligibility requirements for HEP and CAMP, as well as participant eligibility requirements that are specific to each program:

§206.3 Who is eligible to participate in a project?

(a) *General.* To be eligible to participate in a HEP or a CAMP project—

- (1) A person, or his or her immediate family member, must have spent a minimum of 75 days during the past 24 months as a migrant or seasonal farmworker; or
- (2) The person must have participated (with respect to HEP within the last 24 months), or be eligible to participate, in programs under 34 C.F.R. part 200, subpart C (Title I—Migrant Education Program) or 20 C.F.R. part 633 (Employment and Training Administration, Department of Labor—Migrant and Seasonal Farmworker Programs).

(b) *Special HEP qualifications.* To be eligible to participate in a HEP project, a person also must—

- (1) Not have earned a secondary school diploma or its equivalent;
- (2) Not be currently enrolled in an elementary or secondary school;

(3) Be 16 years of age or over, or beyond the age of compulsory school attendance in the State in which he or she resides; and

(4) Be determined by the grantee to need the academic and supporting services and financial assistance provided by the project in order to attain the equivalent of a secondary school diploma and to gain employment or be placed in an IHE or other postsecondary education or training.

(c) *Special CAMP qualifications.* To be eligible to participate in a CAMP project, a person also must—

(1) Be enrolled or be admitted for enrollment as a full-time student at the participating IHE;

(2) Not be beyond the first academic year of a program of study at the IHE, as determined under the standards of the IHE; and

(3) Be determined by the grantee to need the academic and supporting services and financial assistance provided by the project in order to complete an academic program of study at the IHE.

The above eligibility requirements must be met by each student who is enrolled in a HEP or CAMP project. OME provides additional guidance on this topic in the [HEP and CAMP Recruitment and Eligibility non-regulatory guidance document](#).

Q9. Which types of institutions are eligible to apply for a HEP or CAMP award as grantees?

A9. HEP and CAMP regulations ([34 C.F.R. § 206.2](#)) restrict grantee eligibility to Institutions of Higher Education (IHE) and private nonprofits. HEP and CAMP regulations ([34 C.F.R. § 206.5](#)) provide the definition of *IHEs*, and the Education Department’s General Administrative Regulations ([34 C.F.R. § 77.1\(c\)](#)) define *private* and *nonprofit*.

Q10. Are State agencies eligible to apply for a HEP or CAMP award?

A10. No. State agencies are not eligible to apply for a HEP or CAMP award. Please see previous response (A9) for additional information.

Q11. Please clarify your statement that an IHE is required for both the HEP and CAMP. Is this only applicable to a private nonprofit?

Q11. Please clarify how a private nonprofit agency must plan the project in cooperation with an IHE and how the agency would operate with the facilities of that IHE.

A11. HEP and CAMP regulations ([34 C.F.R. § 206.2\(b\)](#)) require cooperative planning for all private nonprofit organizations that are not an IHE. If a private nonprofit organization other than an IHE applies for a HEP or a CAMP grant, that organization 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.

It is the responsibility of the applicant to determine how their private nonprofit organization will cooperatively plan their project with an IHE.

Q12. How may an applicant show that it is an eligible nonprofit organization?

A12. HEP and CAMP regulations (34 C.F.R. § 206.2) restrict grantee eligibility to IHEs and private nonprofit organizations. The Education Department's General Administrative Regulations (34 C.F.R. § 77.1(c)) define *private* as:

as applied to an agency, organization, or institution, means that it is not under Federal or public supervision or control.

and *nonprofit* as:

as applied to an agency, organization, or institution, means that it is owned and operated by one or more corporations or associations whose net earnings do not benefit, and cannot lawfully benefit, any private shareholder or entity.

Applicants seeking to qualify as a private nonprofit organization grantee may refer to 34 C.F.R. § 75.51 "How to prove nonprofit status," which states:

(a) Under some programs, an applicant must show that it is a nonprofit organization. (See the definition of *nonprofit* in 34 C.F.R. § 77.1.)

(b) An applicant may show that it is a nonprofit organization by any of the following means:

(1) Proof that the Internal Revenue Service currently recognizes the applicant as an organization to which contributions are tax deductible under section 501(c)(3) of the Internal Revenue Code;

(2) A statement from a State taxing body or the State attorney general certifying that:

(i) The organization is a nonprofit organization operating within the State; and

(ii) No part of its net earnings may lawfully benefit any private shareholder or individual;

(3) A certified copy of the applicant's certificate of incorporation or similar document if it clearly establishes the nonprofit status of the applicant; or

(4) Any item described in paragraphs (b) (1) through (3) of this section if that item applies to a State or national parent organization, together with a statement by the State or parent organization that the applicant is a local nonprofit affiliate.

Additionally, applicants must provide a Taxpayer Identification Number (TIN) as part of the submitted application.

Application Format:

Q13. Where in the application should applicants address the competitive priorities?

A13. The competitive priorities should be addressed under the Project Design selection criterion in an entity's application.

Q14. Do reviewers see the appendices?

A14. No. Appendices are used primarily by OME for approving future personnel changes. The readers scoring the applications do not review any items in the appendices.

Q15. Will applicants receive a lower score for single spacing footnotes?

A15. No. All formatting criteria are recommendations by the Department.

Q16: If we include tables in the management plan can we single space that section?

A16. Yes. All formatting criteria are recommendations by the Department.

Q17. What is the recommendation for the format of the logic model in terms of line spacing?

A17. All formatting criteria are recommendations by the Department. There are no required formatting criteria for the logic model.

Q18. Does the table of contents count against the recommended 25 page narrative limit for the project narrative?

A18. No. See question and answer Q13 in the HEP and CAMP application packages.

Writing the Application:

Q19. How do we structure the response to the Project Services criterion to access the full 12 points? In other words, how will the reviewers evaluate the Project Services criterion?

A19. Within the context of the authorizing statute and accompanying regulations, applicants may interpret and address the selection criteria however they choose. Reviewers will be instructed to consider the strengths and weaknesses of each section of the application narrative and will be told that they may use the full range of points for each criterion.

Q20. In what section of the proposal should “Promising Evidence” be included?

A20. “Promising Evidence” should be included in the Quality of the Project Evaluation selection criterion. The selection criterion Quality of the Project Evaluation, selection criterion iii, requires that applicants address, “The extent to which the methods of evaluation will, if well implemented, produce promising evidence (as defined in 34 C.F.R. § 77.1(c)) about the project's effectiveness.”

Q21: Regarding Section 4.i. if a project has both a principal investigator and project director, would applicants put both in 4.i.?

A21. Yes. Section 4.i requires the qualifications for the project director and the principal investigator. All additional key personnel qualifications are listed in Section 4.ii.

Q22. What if you are a new program and do not have resumes for supporting staff?

A22. Although the project director and key personnel have not been selected, applicants should provide brief job descriptions that outline the minimum required qualifications, responsibilities, and duties of these positions under the project.

Q23. Is there a table that details how many participants applicants must serve through a HEP or CAMP grant project at different award amounts?

A23. No. It is the responsibility of the applicant to determine the appropriate number of participants to serve in their HEP or CAMP grant project. Please note that OME holds all HEP and CAMP grant projects accountable for meeting participant enrollment targets set in the approved application.

Evaluation:

Q24. The Notice Inviting Applications and page 60 in the CAMP application instructions state that Government Performance Results Act (GPRA) Measure 2 target for FY 2019 is 85%. The webinar slide stated 90%. Which is the binding GPRA Measure 2 target that the Department (and reviewers) will consider as required?

A24. The FY 2019 CAMP GPRA Measure 2 target is 90%.

Q25. Is an external evaluator required?

A25. Please see FAQ #24 in the *Fiscal Year 2019 Application for New Grants Under the High School Equivalency Program* or *Fiscal Year 2019 Application for New Grants Under the College Assistance Migrant Program*. “An applicant should conduct its evaluation in the manner that it determines to be most effective for the project. OME cannot say that one manner of evaluation is “preferred” over another, though many grantees find an outside evaluator to be an effective practice.”

Q26. For Project Evaluation Criterion iii., “methods of evaluation” should produce “promising evidence.” What does that entail? How is “Promising Evidence” defined?

A26. For Project Evaluation Criterion iii., the “methods of evaluation” will, if well implemented, produce “promising evidence” of a key project component in improving a relevant outcome. A project component is an activity, strategy, intervention, process, practice, or policy included in a project. A relevant outcome means the student outcome or other outcome(s) the project component is designed to improve, consistent with the specific goals of the program.

”Promising Evidence” means that there is evidence of the effectiveness of a key project component improving a relevant outcome, based on a relevant finding from one of the following:

- (i) A practice guide prepared by the What Works Clearinghouse (WWC) reporting a “strong evidence base” or “moderate evidence base” for the corresponding practice guide recommendation;
- (ii) An intervention report prepared by the WWC reporting a “positive effect” or “potentially positive effect” on a relevant outcome with no reporting of a “negative effect” or “potentially negative effect” on a relevant outcome; or
- (iii) A single study assessed by the Department, as appropriate, that—
 - (A) Is an experimental study, a quasi-experimental design study, or a well-designed and well-implemented correlational study with statistical controls for selection bias (e.g., a study using regression methods to

- account for differences between a treatment group and a comparison group); and
- (B) Includes at least one statistically significant and positive (i.e., favorable) effect on a relevant outcome.” (34 C.F.R. §77.1)

Q27. Please explain the logic model as referred to in the applications.

A27. A logic model (also referred to as a theory of action) means a framework that identifies key project components of the proposed project (i.e., the active “ingredients” that are hypothesized to be critical to achieving the relevant outcomes) and describes the theoretical and operational relationships among the key project components and relevant outcomes. (34 C.F.R. § 77.1)

Q28. For the Project Design selection criterion, “the extent to which the proposed project demonstrates a rationale,” are applicants to cite any theory or does it have to be approved from the What Works Clearinghouse? Also, does the logic model fall under this area or is a logic model not required for this grant application cycle?

A28. When addressing this selection criterion, HEP and CAMP applicants may, but are not required to cite research or evaluation findings from the What Works Clearinghouse. *Demonstrates a Rationale*, as defined in 34 C.F.R. § 77.1(c), means “a key project component included in the project's logic model is informed by research or evaluation findings that suggest the project component is likely to improve relevant outcomes.” Therefore, projects should include a logic model in their response to this selection criterion.

Q29. Where in the grant application process should applicants include information on levels and examples of evidence in their application?

A29. Applicants should address within the program narrative the selection criterion Quality of the Project Design, selection criterion iv, “The extent to which the proposed project demonstrates a rationale (as defined in 34 C.F.R. §77.1(c)),” and the selection criterion Quality of the Project Evaluation, selection criterion iii, “The extent to which the methods of evaluation will, if well implemented, produce promising evidence (as defined in 34 C.F.R. §77.1(c)) about the project's effectiveness.”

Q30. Please indicate where to locate the definition of "rationale" in the Code of Federal Regulations.

A30. Please see 34 C.F.R. § 77.1(c) for the definition of "Demonstrates a Rationale."