



U.S. DEPARTMENT OF EDUCATION

PRE-APPLICATION WEBINAR

HIGH SCHOOL EQUIVALENCY PROGRAM  
COLLEGE ASSISTANCE MIGRANT PROGRAM

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Office of Migrant Education (OME)

US Department of Education

December 15, 2010

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# Introduction to Webinar Environment

CDS2 Staff

# 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)
- Review Parts of the Application Instructions
  - ▣ Questions Breaks at Certain Points



# 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 statues, 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 CCR Registration**
- **Grants.gov Submissions**
- **Selection Criteria and Additional Factors**
- **Performance**
- **Reporting**

# Application Submission Deadline

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□ **January 19, 2011**

□ 4:30:00 PM Washington DC Time

□ **Intergovernmental Review**

□ March 21, 2011



# Purposes of Programs



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## □ 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 purpose of **HEP**

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

# Program Performance Measures

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## □ HEP

- The percentage of HEP program exiters receiving a General Educational Development (GED) diploma.
  - *[Current National Target 69%]*
- The percentage of HEP GED recipients who enter postsecondary education or training programs, upgraded employment, or the military.
  - *[Current National Target 80%]*



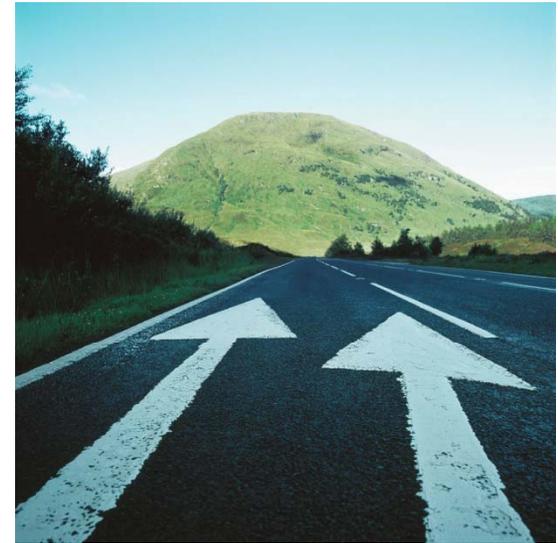
## □ CAMP

- 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)
  - ▣ Novice (5 points)
  - ▣ Prior Experience (up to 15 points)
- Invitational (no points awarded)
  - ▣ Science, Technology, Engineering and Mathematics
  - ▣ Faith-based Organization



# Authorizing Legislation

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20 U.S.C. 1070d-2, the Higher Education Act of 1965, as reauthorized by the Higher Education Opportunity Act (HEOA) (Pub. L. 110-315).

# Applicable Regulations

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- Program regulations are listed in the Notice Inviting Application.
- Final regulations updating the program regulations in accordance with the changes enacted by the HEOA were published on October 26, 2010.
- They will be effective December 27, 2010.



# QUESTION BREAK

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## *Frequently Asked Question:*

**Q32: Can you explain the definition of a novice applicant? If we have never had a HEP or CAMP but another TRIO program, are we a novice?**

A32: A novice applicant is one who has not received a federal discretionary grant within the past 5 years from the date the application is due, as defined in 34 CFR 75.225 (a). If you have received a TRIO grant within the past 5 years, you will not be considered a novice applicant.

*Next Topic:*

**Award Amounts**

# Award Amounts

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- Estimated Available Funds:
  - CAMP: \$2.8 million (Est. 7 awards)
  - HEP: \$4.6 million (Est. 11 awards)
- Range of Awards:
  - CAMP: \$180,000 - \$425,000
  - HEP: \$180,000 - \$475,000
- Estimated Average Size of Awards:
  - CAMP: \$410,000
  - HEP: \$432,000
- **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 any 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

## □ 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

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- Do not require cost sharing or matching.
- If 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:*

**Q19: May a project budget exceed the maximum award amount if it includes funding from other non-federal sources?**

A19: Yes. The project budget may exceed this amount of \$425,000 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 year.*

*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 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 pages of your application that exceed the 25 page limit.*

# Project Narrative Page Limit **25**

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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.
- First 25 pages of your project narrative will be considered your full project narrative.
- Any other pages/documents beyond the 25-page limit for the project narrative will not be read by application readers.



# QUESTION BREAK

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## *Frequently Asked Question:*

**Q10: Can sections that will take a considerable amount of space in the narrative be addressed in tables?**

A10: 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 CCR

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- DUNS—Data Universal Numbering System Number
  - ▣ Obtain from Dun and Bradstreet. Can be created within 1 business day.
- TIN—Tax Identification Number
  - ▣ Obtain from the IRS. A new TIN can take 2–5 weeks to become active.
- CCR—Central Contractor Registry
  - ▣ Register both your DUNS number and TIN with the CCR. Update your CCR registration on an annual basis. May take 3-5+ business days to complete.
- Contact [Grants.gov](https://www.Grants.gov) for more info: 1-800-518-4726

# 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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Online Training For Completing an Application is available at:

<http://www.grants.gov/flash/GDGApplication/index.htm>

The screenshot shows the Grants.gov website interface. At the top, there is a navigation bar with the Grants.gov logo and links for Search, Contact Us, Site Map, Help, RSS, and Home. Below the navigation bar, there is a breadcrumb trail: Home > For Applicants >. The main heading is 'APPLY FOR GRANTS'. A prominent red notice states: '\*IMPORTANT NOTICE: All applicants please read immediately.' Below this, a paragraph explains the registration process. A link 'Click here to "Get Registered"' is provided. The 'Step 1' section, 'Download a Grant Application Package', includes instructions on downloading the application package and a link to verify Adobe software compatibility. The 'Step 2' section, 'Complete the Grant Application Package Step', provides instructions on completing the application offline. The left sidebar contains a 'FOR APPLICANTS' menu with links like 'Applicant Login', 'Find Grant Opportunities', and 'Track My Application'. The right sidebar contains a 'FOR GRANTORS' menu with links like 'Grantor Login' and 'New Agency Users'. There is also a 'Sign-up for our "Succeed" Quarterly Newsletter' button and a 'Quick Links' section.

# Funding Opportunity Numbers

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## HEP

ED-GRANTS-112910-001

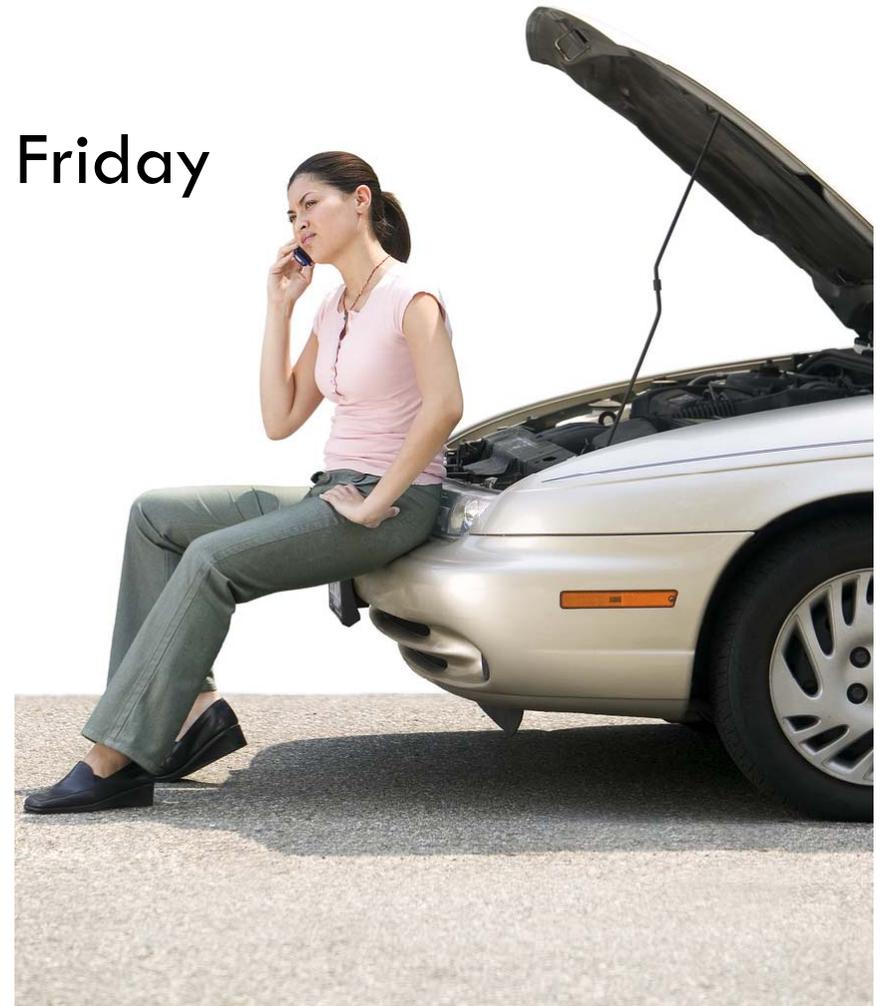
## CAMP

ED-GRANTS-112910-002

# Grants.gov Contact Center

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- ❑ Available Monday through Friday
- ❑ 7am to 9 pm Eastern Time
- ❑ 1-800-518-4726
- ❑ [support@grants.gov](mailto:support@grants.gov)



# QUESTION BREAK

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*Frequently Asked Question:*

**Why must I download the application package?**

Downloading the application package provides you the ability to complete the forms offline at your leisure and to distribute it around your organization to others who may assist you in preparing the application.

*From the Grants.gov FAQs:*

[http://www.grants.gov/applicants/applicant\\_faqs.jsp](http://www.grants.gov/applicants/applicant_faqs.jsp)

*Next Topic:*

**Selection Criteria**

# Selection Criteria

- Selection Criteria determines 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:

<b>Need for the Project—</b>	15 points
<b>Quality of the Management Plan—</b>	20 points
<b>Quality of the Project Design—</b>	20 points
<b>Quality of Project Services—</b>	15 points
<b>Quality of Project Personnel—</b>	10 points
<b>Adequacy of Resources—</b>	10 points
<b>Quality of Project Evaluation—</b>	10 points

**Total Points Possible for Selection Criteria: 100**

# Need for Project



32

- The magnitude of the need for the services to be provided or the activities to be carried out by the proposed project. (5 points)
- 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). (5 points)
- 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. (5 points)

# Quality of Management Plan



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- Adequacy of the Management Plan to achieve the objectives of the proposed project on time and within budget. (5 points)
- The adequacy of the procedures for ensuring feedback and continuous improvement in the operation of the project. (5 points)
- The extent to which the time commitments of the project director and PI, and other key personnel are appropriate and adequate to meet the objectives of the project. (5 points)
- How the applicant will ensure that a diversity of perspectives are brought to bear in the operation of the proposed project. (5 points)



# Quality of Project Design



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- Goals, objectives, and outcomes are clearly specified and measurable. (5 points)
- Design is appropriate and will address the needs of the target population. (5 points)
- Project will be coordinated with other appropriate local, state, or federal resources. (5 points, located also in Quality of Management Plan)
- The extent to which the proposed project will establish linkages with other agencies that service the target population. (5 points)



# Quality of Project Services



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- Training provided by the project is of appropriate quality, intensity, and duration to lead to improvements of practices of recipients of those services. (5 points)
- Likelihood that services to migrant students will lead to improvements in skills necessary for employment. (5 points)
- The extent to which the services are focused on those with greatest need. (5 points)



# Quality of Project Personnel



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- The qualifications, including relevant training and experience, of the project director or principal investigator. (3 points)
- The qualifications, including relevant training and experience of key project personnel. (4 points)
- The qualifications, including relevant training and experience, of project consultants or subcontractors. (3 points)

# Adequacy of Resources



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- Adequacy of support, including facilities, equipment, supplies, and other resources, from the applicant organization or the lead applicant organization. (2 points)
- Relevance and demonstrated commitment of each partner in the proposed project to the implementation and success of the project. (2 points)
- Extent to which the budget is adequate to support the proposed project. (2 points)
- 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)
- 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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- Methods are appropriate to the context of the project. (3 points)
- Methods of evaluation examine effectiveness of strategies. (3 points)
- Methods of evaluation provide performance feedback and allow periodic assessment of progress toward achieving intended outcomes. (4 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.



# QUESTION BREAK

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*Frequently Asked Question:*

**Q9: 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?**

**A9:** 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 GED each year of the grant (GPRA measure 1); and
- the number of GED 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



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- 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 objectives may not address all the needs that you have identified for your project.
- You will be in competition with other grantees who may offer more services.
- 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 Information



# QUESTION BREAK

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*Frequently Asked Question:*

**Q5: Are the GPRA targets considered to be the objectives for the program?**

**A5:** 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

# 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)
  - Survey on Ensuring Equal Opportunity for Applicants (form 1890-0014)
- **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

49

- 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

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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
  - ▣ 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 in a separate Part C 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 for their ability to be: **Reasonable, Allowable, and Allocable**.
- See *Education Department General Administrative Regulations, 34 CFR 74 – 86 and 97 – 99, and 2 CFR 220, 225, and 230 (OMB circulars A-21, A-110, and A-122)* for detailed information:  
<http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html>
- If activities or cost are found to 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
- Ensuring Equal Opportunities for Applicants Form



# QUESTION BREAK

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*Frequently Asked Question:*

**Q14: Is it okay to include "cover pages" for the appendices (that would not count toward the number of pages)?**

**A14: 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-112910-001
  - CAMP: ED-GRANTS-112910-002
- Grants.gov website: [www.grants.gov](http://www.grants.gov)
- Application Submission Deadline: January 19, 2011
- 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



# 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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- Rachel Crawford: [rachel.crawford@ed.gov](mailto:rachel.crawford@ed.gov)
- David De Soto: [david.de.soto@ed.gov](mailto:david.de.soto@ed.gov)
- Edward Monaghan [edward.monaghan@ed.gov](mailto:edward.monaghan@ed.gov)
- Tara Ramsey: [tara.ramsey@ed.gov](mailto:tara.ramsey@ed.gov)

# LAST QUESTION BREAK

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*This seminar will be repeated on December 15 at 2:00 pm Washington D.C. time.*



*Application Submission  
Deadline*

**January 19, 2010**

Thanks for your  
interest in our  
competitions.

Webinar is finished.

