

U.S. DEPARTMENT OF EDUCATION

PRE-APPLICATION WEBINAR

HIGH SCHOOL EQUIVALENCY PROGRAM  
COLLEGE ASSISTANCE MIGRANT PROGRAM

Group Leader: Rachel Crawford

Team Leader: David De Soto

Edward Monaghan and Tara Ramsey: Program Officers

Office of Migrant Education (OME)

US Department of Education

December 17, 2009

# Software Overview

The screenshot displays the GoToWebinar Viewer interface. The main window shows the webinar title "Give Punch to Online Presentations" by Corena Bahr, Technical Trainer at Citrix Online. The conference call details are: Dial 605 772 3322, access code 106805420. The sidebar on the right contains sections for "My Details" (Anson Barr (Me)), "Webinar Info" (Give Punch to Online Presentations, URL: <https://na1.gotomeeting.com/register/106345110>, Webinar ID# 100-345-110, Dial 605 772 3322, access code 106805420), and "Question and Answer" (Question and Answer Log, Enter a question for the staff). The Citrix logo is visible at the bottom left of the viewer window.

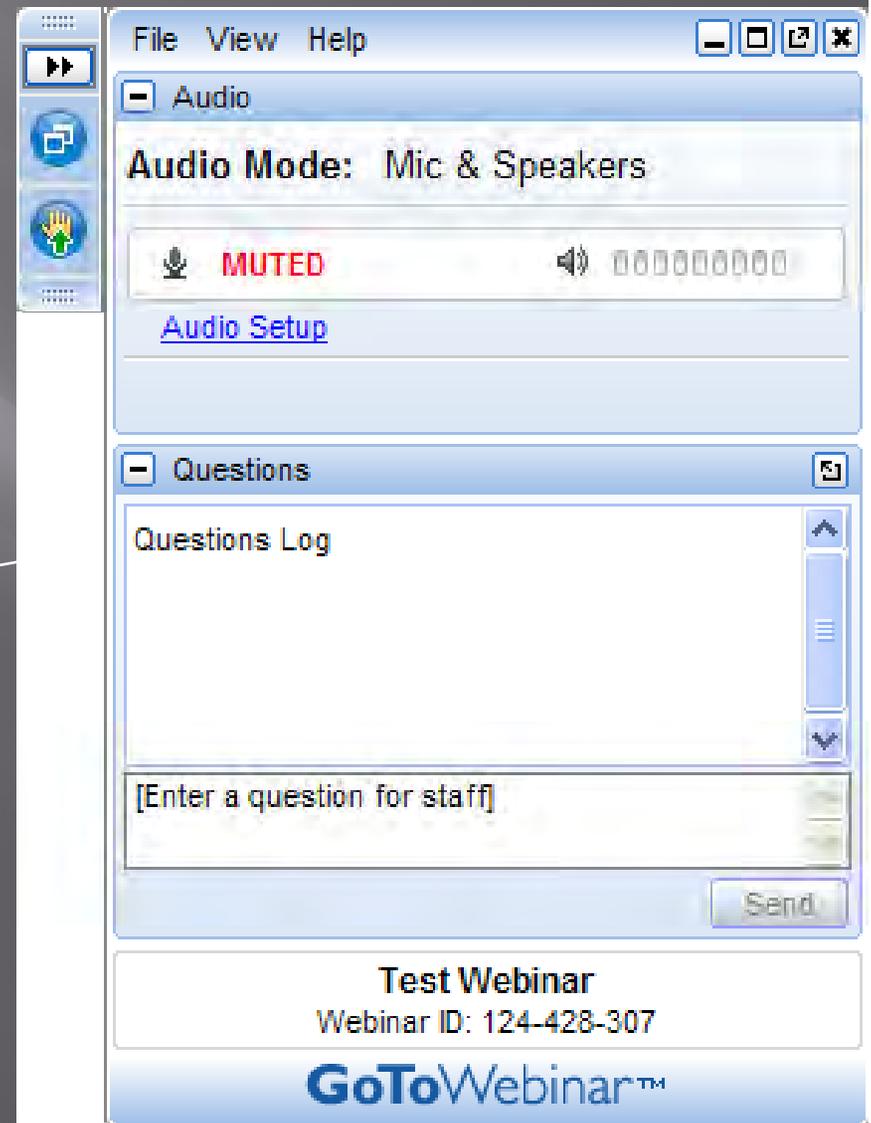
**Note:** The attendee can maximize the viewing screen by clicking

# Webinar Toolbar

Clicking the arrow will minimize the toolbar to the side of your screen. Clicking it again will open the toolbar.

Clicking the “full screen” box will expand the webinar to full screen size. Clicking it again will shrink it to multiple window size.

The question and answer box is where you can submit questions – technical and substantive. Answers to your questions may also be displayed in this section.



The screenshot shows the Webinar Toolbar interface. On the left, a vertical toolbar contains three icons: a double arrow pointing right, a square with a smaller square inside, and a hand with a green arrow pointing up. Arrows from the text boxes point to these icons. The main window has a menu bar with 'File', 'View', and 'Help'. Below the menu bar are two panels: 'Audio' and 'Questions'. The 'Audio' panel shows 'Audio Mode: Mic & Speakers', a 'MUTED' status with a microphone icon, and a volume slider. The 'Questions' panel has a 'Questions Log' section with a scroll bar, a text input field containing '[Enter a question for staff]', and a 'Send' button. At the bottom, the text 'Test Webinar' and 'Webinar ID: 124-428-307' is displayed, along with the 'GoToWebinar™' logo.

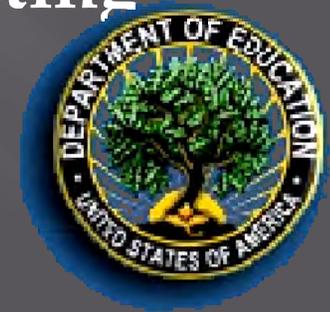
# HEP/CAMP Pre-Application Technical Assistance Presentation Agenda

- ▣ Welcome
- ▣ Authorizing Legislation and Purpose of Program
- ▣ Overview of Notice Inviting Applications
- ▣ Formatting of Applications
- ▣ Overview of Selection Criteria
  - Need for Project
  - Quality of Management Plan
  - Quality of Project Design and Project Services
  - Quality of Project Personnel and Adequacy of Resources
  - Quality of Project Evaluation
- ▣ e-Application Submission
- ▣ Closing

# Authorizing Legislation

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).

Maintenance and expansion of existing programs.



# Purposes of Programs

- ▣ The purpose of CAMP
  - is to provide academic and financial support to help migrant and seasonal farmworkers and their immediate family complete their first year of college.
  
- ▣ The purpose of HEP
  - is to help migrant and seasonal farmworkers and 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.

# Grant Information

Type of Award: Discretionary grant.

Estimated Available Funds:

CAMP: \$4,082,057

HEP: \$6,094,399

Estimated Range of Awards:

CAMP: **\$180,000** - \$425,000

HEP: **\$180,000** - \$475,000

Estimated Average Size of Awards:

CAMP: \$405,000

HEP: \$450,000



**Maximum Award\***

**CAMP: \$425,000      HEP: \$475,000**

*\*Applications requesting more money than the maximum award in any project year will be **rejected** from the competition.*

# QUESTION BREAK

# Overview of Notice Inviting Applications

- ▣ Allowable Activities
- ▣ Deadlines
- ▣ Priorities
- ▣ Novice Applicants and Those with Prior Experience
- ▣ Maximum and Minimum Awards
- ▣ Cost Sharing
- ▣ Indirect Cost Rate
- ▣ Accommodations
- ▣ Rejection of Paper Forms
- ▣ Hours of Operation for e-Grants
- ▣ Forms SF 424 and ED 524
- ▣ PR Award Number
- ▣ Exceptions for: 1) “e-failure” and 2) those with no internet or slow internet access

# Components of the Application

Application Forms	
 	<a href="#">Application for Federal Assistance (SF-424)</a> (12/15/2009 4:53 PM)
 	<a href="#">Standard Budget Sheet (ED 524)</a> (12/15/2009 4:53 PM)
 	<a href="#">SF 424B - Assurances Non-Construction Programs</a> (12/15/2009 4:53 PM)
 	<a href="#">Disclosure of Lobbying Activities</a> (12/15/2009 4:53 PM)
 	<a href="#">ED 80-0013 Certification</a> (12/15/2009 4:53 PM)
 	<a href="#">427 GEPA</a> (12/15/2009 4:53 PM)
 	<a href="#">Dept of Education Supplemental Information for SF-424</a> (12/15/2009 4:53 PM)
 	<a href="#">Project Narrative - Project Abstract</a> (12/15/2009 4:53 PM)
 	<a href="#">Project Narrative - Table of Contents</a> (12/15/2009 4:53 PM)
 	<a href="#">Project Narrative - Project Narrative</a> (12/15/2009 4:53 PM)
 	<a href="#">Project Narrative - Appendices</a> (12/15/2009 4:53 PM)
 	<a href="#">Budget Narrative - Budget Narrative</a> (12/15/2009 4:53 PM)
 	<a href="#">Survey on Ensuring Equal Opportunity for Applicants</a> (12/15/2009 4:53 PM)

# 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 (Part 4), including titles, headings, footnotes, quotations, references and captions.
- ▣ However, 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 page limit.
- ▣ 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 .DOC, .RTF, or .PDF or submit a password protected file, we will not review that material. *Department will not review any material that is not in one of the prescribed formats nor allow readers to award points for any such material.*

# Project Narrative Page Limit

# 25

- ❑ 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 are in any other section of the application or appendices.
- ❑ The 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

# 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

## ▣ Based on the 7 Selection Criteria:

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

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

# Need for Project

- ▣ 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

- ❑ 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

- ▣ 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

- ▣ 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

- ▣ 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)

**Note: Applicants may address this criterion in any way that is reasonable. Given the purpose of the program, the applicant may want to consider the staff sensitivity and understanding of the unique characteristics and needs of the migrant and seasonal farmworker population.**

# Adequacy of Resources

- ❑ 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

- ▣ 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)



# QUESTION BREAK

# Budget and Budget Narrative

- ❑ Section C of Form 524 requires a itemized budget breakdown and justification by project year for each budget category listed in Sections A and B.
- ❑ 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.
- ❑ EDGAR, 34 CFR 74 – 86 and 97 – 99 provide more information:  
<http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html>
- ❑ Readers will use the information contained within the Budget and Budget Narrative sections of the application to award points for relevant selection criteria responses.



U.S. DEPARTMENT OF EDUCATION  
 BUDGET INFORMATION  
 NON-CONSTRUCTION PROGRAMS

OMB Control Number: 1894-0008  
 Expiration Date: 02/28/2011

Name of Institution/Organization

Applicants requesting funding for only one year should complete the column under "Project Year 1." Applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.

**SECTION A - BUDGET SUMMARY**  
**U.S. DEPARTMENT OF EDUCATION FUNDS**

Budget Categories	Project Year 1 (a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Project Year 5 (e)	Total (f)
1. Personnel						
2. Fringe Benefits						
3. Travel						
4. Equipment						
5. Supplies						
6. Contractual						
7. Construction						
8. Other						
9. Total Direct Costs (lines 1-8)						
10. Indirect Costs*						
11. Training Supplies						
12. Total Costs (lines 9-11)						

**\*Indirect Cost Information (To Be Completed by Your Business Office):**

If you are requesting reimbursement for indirect costs on line 10, please answer the following questions:

(1) Do you have an Indirect Cost Rate Agreement approved by the Federal government?  Yes  No

(2) If yes, please provide the following information:

Period Covered by the Indirect Cost Rate Agreement: From: \_\_\_/\_\_\_/\_\_\_ To: \_\_\_/\_\_\_/\_\_\_ (mm/dd/yyyy)

Approving Federal agency:  ED  Other (please specify): \_\_\_\_\_

(1) For Restricted Rate Programs (check one) -- Are you using a restricted indirect cost rate that:

Is included in your approved Indirect Cost Rate Agreement? or  Complies with 34 CFR 76.564(c)(2)?

# Budget Form 524

# Indirect Cost Info on ED 524

- ❑ 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
- ❑ Should include the cognizant government agency .
- ❑ If no ICRA or ICRA is out-of-date, entity has 90 days to submit evidence it is seeking a ICRA.
- ❑ HEP and CAMP are training programs that are limited to an 8% or lower indirect cost rate.

# QUESTION BREAK

# How to Submit Your e-Application



# e-Application

- ▣ What is e-Application?
- ▣ Who completes the e-Application?
- ▣ Completing your e-Application
- ▣ Submitting your e-Application
- ▣ Helpful Hints



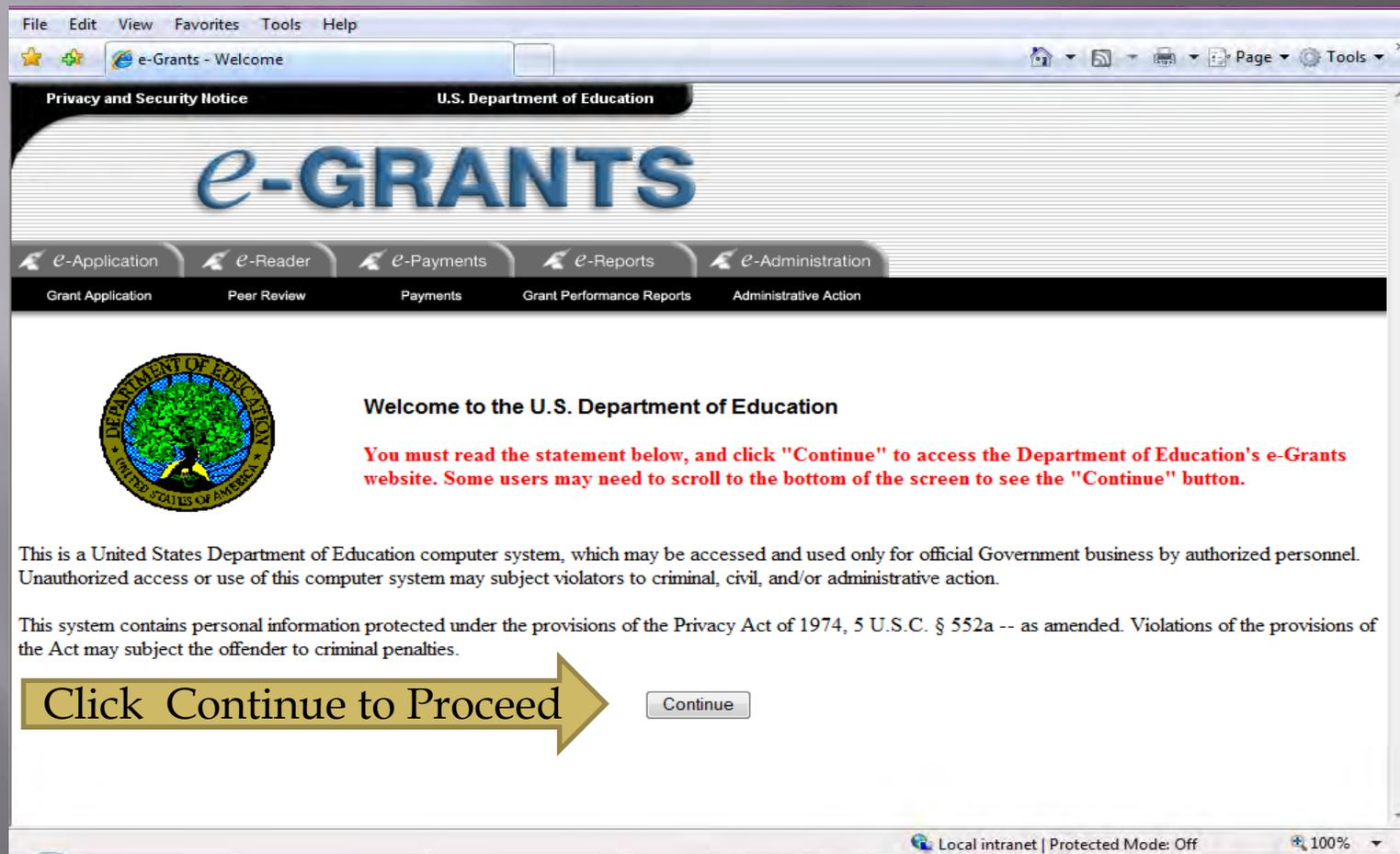
# What is e-Application ?

- ▣ e-Application is a module of the Department of Education's e-Grants system.
- ▣ It requires applicants to apply on-line.
- ▣ More than one user can work on one application.
- ▣ After submitting an application, applicant receives a tracking number as confirmation of receipt.

# e-Application Roles

- ▣ **Application Managers** create applications and assign user privileges to others in the organization.
- ▣ **Users** can view and or modify sections or all of the application. Users can also submit if privileges are granted by Application Manager.
- ▣ **Authorized Representatives** approve applications prior to submission.

The e-Grants Home Page URL is:  
<http://e-grants.ed.gov>



The screenshot shows a web browser window displaying the e-Grants Home Page. The browser's address bar shows "e-Grants - Welcome". The page header includes "Privacy and Security Notice" and "U.S. Department of Education". The main heading is "e-GRANTS" in large blue letters. Below the heading is a navigation bar with five tabs: "e-Application", "e-Reader", "e-Payments", "e-Reports", and "e-Administration". Underneath these tabs are five sub-links: "Grant Application", "Peer Review", "Payments", "Grant Performance Reports", and "Administrative Action".

On the left side of the main content area is the U.S. Department of Education seal. To the right of the seal, the text reads: "Welcome to the U.S. Department of Education". Below this, a red warning message states: "You must read the statement below, and click 'Continue' to access the Department of Education's e-Grants website. Some users may need to scroll to the bottom of the screen to see the 'Continue' button."

Two paragraphs of legal disclaimers follow. The first paragraph states: "This is a United States Department of Education computer system, which may be accessed and used only for official Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action." The second paragraph states: "This system contains personal information protected under the provisions of the Privacy Act of 1974, 5 U.S.C. § 552a -- as amended. Violations of the provisions of the Act may subject the offender to criminal penalties."

At the bottom of the page, there is a large yellow arrow pointing right with the text "Click Continue to Proceed" inside it. To the right of the arrow is a small button labeled "Continue".

The browser's status bar at the bottom shows "Local intranet | Protected Mode: Off" and a zoom level of "100%".

# For technical support, use your e-Application Resources

## Help Desk

edcaps.user@ed.gov  
1-888-336-8930  
TTY: 1-866-697-2696  
Local: 1-202-401-8363

Hours of operation:  
Monday-Friday, 8am-6pm  
Eastern Standard time



# QUESTION BREAK

# Final Preparation

- ▣ Did you fax your signed cover page (ED form 424)? Fax SF-424 form to the Application Control Center within 3 days! (202) 245-6272.
  
- ▣ Is there *complete* and *correct* contact information for a person *knowledgeable* about the application from your institution on your cover page?
  - ▣ Name
  - ▣ Phone (with extension number)
  - ▣ Fax
  - ▣ Email
  
- ▣ Are all the assurances and certificates submitted by your president or CEO?



# Helpful Hints

- ❑ E-Grants does NOT run 24 hours a day
- ❑ Use broadband internet connections.
- ❑ Use .doc, .rtf, and .pdf documents.
- ❑ Save Often. You will be logged off the site after 1 hour of no activity.
- ❑ If you un-submit, remember to resubmit!
- ❑ Don't forget to fax SF-424 form to the Application Control Center within 3 days! (202) 245-6272
- ❑ Plan to submit in advance of the due date in case you encounter an "incomplete" or "error" message.

# QUESTIONS and ANSWERS

- ▣ You may continue to submit questions through the chat function for up to 30 minutes.
- ▣ 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

- ▣ 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)
- ▣ Tara Ramsey: [tara.ramsey@ed.gov](mailto:tara.ramsey@ed.gov)
- ▣ Edward Monaghan: [edward.monaghan@ed.gov](mailto:edward.monaghan@ed.gov)

# DEADLINE

## February 16, 2010

4:30:00 p.m. Washington, DC  
Time

# LAST QUESTION BREAK