



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) Fiscal Year (FY) 2022 Pre-Application Webinar Questions and Answers

1. **Question:** The ‘original closing date for applications’ for the FY2022 CAMP application package listed in www.grants.gov is February 3, 2022; whereas the ‘current closing date for applications’ is February 1, 2022. Please confirm the correct closing date for this competition.

Answer: The deadline for transmittal of applications for the FY2022 CAMP application package is February 1, 2022. The deadline for transmittal of applications for the FY2022 HEP application package is also February 1, 2022. Please see the ‘current closing date’ and the ‘deadline for transmittal of applications’ in www.grants.gov, which is also February 1, 2022, for both HEP and CAMP. Further, see the Notice Inviting Applications (NIA) and application packages for both HEP and CAMP, which also list a February 1, 2022, deadline for transmittal of applications.

CAMP NIA: [2021-26270.pdf \(govinfo.gov\)](http://www.govinfo.gov/2021-26270.pdf)

HEP NIA: [2021-26267.pdf \(govinfo.gov\)](http://www.govinfo.gov/2021-26267.pdf).

Finally, a notice clarifying the closing date for the FY2022 CAMP competition was published in the Federal Register for Public Inspection on January 14, 2022. This notice clarifies that the deadline to submit applications for the FY 2022 CAMP competition is February 1, 2022. This notice is available at: [Federal Register :: Public Inspection: Applications for New Awards: College Assistance Migrant Program](https://www.federalregister.gov/2022/01/14/public-inspection-applications-for-new-awards-college-assistance-migrant-program).

2. **Question:** I know you have listed that the goal is to award 26 total awards. Of those how many returning organizations are expected to apply and how many do you expect to award to new applicants?

Answer: The Office of Migrant Education (OME) is unable to determine how many returning organizations are expected to apply and how many grants will be awarded to new applicants. Both HEP and CAMP grants are awarded based on applicant scores during a competitive peer review process.

The NIAs for HEP and CAMP state that the estimated number of awards for HEP is 26, and the estimated number of awards for CAMP is 29. Please note that these totals are estimates. The actual level of funding depends on congressional action.

Please see the following OME websites for lists of prior awards:

CAMP: <https://oese.ed.gov/offices/office-of-migrant-education/college-assistance-migrant-program/awards-college-assistance-migrant-program/>

HEP: <https://oese.ed.gov/offices/office-of-migrant-education/high-school-equivalency-program/awards-high-school-equivalency-program/>

3. Question: When will new FY2022 HEP and CAMP grants be awarded?

Answer: The Department plans to make new FY2022 HEP and CAMP awards by June 2022.

4. Question: What information about personnel should be included in appendices?

Answer: Appendices should contain the job descriptions, duties, and minimum qualifications for key personnel positions. Provide résumés of key personnel in the attachments/appendices section.

5. Question: If applicants insert tables or charts, do they also have a 12-point font?

Answer: As stated in the NIA, the Department recommends that applicants adhere to the following formatting recommendations:

- 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.
- Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch).

Additionally, please see the FY2022 HEP and CAMP application Frequently Asked Questions (FAQs) at: <https://oese.ed.gov/files/2021/12/FY-2022-HEP-and-CAMP-Application-FAQs.pdf>.

Regarding tables, please see the following question and answer from these FAQs:

“Q17: If we include tables in the project narrative, can we single space that section?”

A17. Yes. All formatting criteria in the HEP and CAMP NIAs are recommendations by the Department. An application will not be disqualified if it does not adhere to the formatting recommendations.”

6. Question: Is there a page limit for the appendices?

Answer: Please see the following text from the HEP and CAMP NIAs: "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 abstract, the resumes, the bibliography, or the letters of support. However, the recommended page limit does apply to all of the application narrative. An application will not be disqualified if it exceeds the recommended page limit."

7. Question: Will geographic proximity to other CAMP grants be a factor in choosing grants this year?

Answer: Please see the following text from the CAMP NIA: "In accordance with section 418A, the Secretary makes CAMP awards based on the number, quality, and promise of the applications. Additionally, in accordance with section 418A, if the final FY 2022 CAMP and HEP appropriations exceed \$40,000,000, the Secretary will consider the need to provide an equitable geographic distribution of CAMP awards. The Secretary may consider the need to provide equitable geographic distribution of CAMP awards when—
1. Two or more applicants receive the same score at the funding cutoff for this competition; 2. The Secretary determines that a geographic region is overserved by current CAMP projects; 3. The Secretary determines that a geographic region is underserved by current CAMP projects; or 4. Two or more applicants propose to operate similar CAMP projects in the same geographical region. When evaluating a potentially overserved or underserved geographic region, the Secretary may consider factors such as migrant or seasonal farmworker population data for a State or region, approximate distance between current and proposed projects, the type of entity of the current or proposed project (e.g., private nonprofit organization, 2-year institution of higher education (IHE), 4-year IHE), and the number of students proposed to be served by the current or proposed CAMP project." Please note that the same text appears in the HEP NIA.

8. Question: Does the DUNS number change per cycle?

Answer: See information in the application packages, including the following text which has been excerpted from the application packages for HEP and CAMP: "The organization's DUNS number is received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting www.grants.gov; To submit successfully, you must provide the Data Universal Numbering System (DUNS) number on your application that was used when you, or someone in your entity, registered as an Authorized Organization Representative (AOR) on www.grants.gov. This DUNS number is typically the same number used when your organization registered with the System for Award Management (SAM) (www.sam.gov). If you do not enter the same DUNS number on your application as the DUNS you registered with, www.grants.gov will reject your application. Primary information about SAM is available at www.sam.gov. However, to further assist you with obtaining and registering your DUNS number and Taxpayer Identification Number (TIN) in SAM or updating your existing SAM account, the Department has prepared a sam.gov tip sheet which you can find at: <http://www2.ed.gov/fund/grant/apply/samfaqs.html>"

9. Question: Was the management plan section removed? If so, what section would I be able to address that information now?

Answer: In response to your question regarding the management plan, please see the 2022 HEP and CAMP FAQs, available at <https://oese.ed.gov/files/2021/12/FY-2022-HEP-and-CAMP-Application-FAQs.pdf> and copied below for your convenience:

“Q9. Are FY 2022 HEP and CAMP applicants required to include any plans or assurances within their application?”

A9. Yes. HEP and CAMP participant eligibility regulations (34 C.F.R. § 206) provide details on what must be included within each HEP or CAMP application. Please note that these requirements are not included in the generic selection criteria for the HEP and CAMP grant competitions. Therefore, it is the responsibility of the applicant to determine how to address these requirements in the application. §206.20 What must be included in an application? In applying for a grant, an applicant shall: (a) Follow the procedures and meet the requirements stated in subpart C of 34 CFR part 75 (EDGAR-Direct Grant Programs); (b) Submit a grant application that: (1) Covers a period of five years unless extraordinary circumstances warrant a shorter period; and (2) Includes an annual budget of not less than \$180,000; (c) Include a management plan that contains: (1) Assurances that the staff has a demonstrated knowledge of and will be sensitive to the unique characteristics and needs of the migrant and seasonal farmworker population; and (2) Provisions for: (i) Staff in-service training; (ii) Training and technical assistance; (iii) Staff travel; (iv) Student travel; (v) Interagency coordination; and (vi) Project evaluation; and (d) Provide the following assurances: (1) The grantee will develop and implement a plan for identifying, informing, and recruiting eligible participants who are most in need of the academic and supporting services and financial assistance provided by the project. (2) The grantee will develop and implement a plan for identifying and using the resources of the participating IHE and the community to supplement and enhance the services provided by the project.”

10. Question: Is the number of out-of-school youth a required data point?

Answer: No. The number of out-of-school youth is not a required data point for HEP or CAMP. Please note the selection criteria on page 4 of the NIAs for both HEP and CAMP: “The selection criteria for this competition are from 34 CFR 75.210 and are as follows:

- (a) Need for project (Up to 10 points).
 - (1) The Secretary considers the need for the proposed project.
 - (2) In determining the need for the proposed project, the Secretary considers 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).”

11. Question: Could funds received by the CAMP grant be used to provide students with financial assistance?

Answer: Yes. CAMP funds can be used to provide students with financial assistance. Please see K2. from page 23 of the “Non-Regulatory Guidance on Allowable Services to HEP and CAMP Students” (available at <https://oese.ed.gov/files/2019/09/nrg-services.pdf>). This excerpt is pasted below.

“K2. The CAMP regulations allow projects to provide CAMP students with “assistance in obtaining” financial aid. In addition to this assistance, may CAMP projects also provide their students with some degree of financial assistance directly from CAMP project funds?

Yes. To assist their students in meeting the projects objectives and succeeding in an academic program of study at an IHE, CAMP projects may use CAMP funds to—

- *Provide the forms of financial assistance identified in section 206.10(b)(2)(iii) (e.g., scholarships, stipends) directly to CAMP students where doing so (1) is necessary to ensure their participation in the CAMP project; and (2) does not detract, because of the amount, from the basic educational services the project provides. See section 206.10(c).*

For such CAMP-supported financial assistance to be reasonable and necessary, a grantee would need to determine that the assistance is unavailable from the IHE or through regular forms of student financial assistance, i.e., where these other sources of assistance are not available.

- *Provide CAMP students with housing support (see 34 CFR 206.10(b)(2)(iv)), which would constitute support for students' housing and food needs beyond "room and board" in IHE housing facilities (which is part of the allowable financial assistance listed in section 206.10(b)(2)(iii).*

Given the cost of financial assistance per student, and the impact that using CAMP funds for financial assistance will have on the amount of CAMP funds a project has available for the educational and supportive services for all participants, grantees need to help CAMP students obtain other available sources of financial assistance before they consider using CAMP funds for this purpose.”

12. Question: Will consideration be given to programs that have been struggling with meeting Government Performance Results Act (GPRA) targets given the coronavirus (COVID-19) pandemic?

Answer: When making substantial progress determinations the Department has considered the impact of the COVID-19 pandemic on grantees’ performance. For more information and updates, please see the Department’s coronavirus webpage at <https://www.ed.gov/coronavirus?src=feature> □

13. Question: Is there a limit to the number of applications that a single institution may submit for a HEP or CAMP new award competition?

Answer: No, There is no limit to the number of applications that a single institution may submit for a HEP or CAMP new award competition; however, each submitted application must be unique in order to be accepted for peer review. Identical applications submitted in the www.grants.gov system will be rejected as duplicates. Additionally, if an applicant submits more than one application, that applicant must have the capacity to operate all of those programs if selected.

14. Question: Please repeat the formula for HEP and CAMP GPRA targets.

Answer: GPRA 1 is the key GPRA measure that is reported to Congress for HEP program success, and this measure is dependent upon projects serving the number of participants they expect to serve in their applications. If a project does not serve at least the number of HEP participants that it expects in its application, then the chance of meeting the GPRA 1 target is diminished. GPRA 1 is calculated by dividing the number of High School Equivalency (HSE) attainers by the number of HEP participants minus the number of HEP persisters. GPRA 2, placement, is calculated by dividing the number of HSE attainers who received placement by the number of HSE attainers. Projects are encouraged to set targets equal to or higher than the national targets.

GPRA 1 is the key GPRA measure that is reported to Congress for CAMP program success, and this measure is dependent upon projects serving the number of participants they expect to serve in their applications. If a project does not serve at least the number of CAMP participants that it expects in its application, then the chance of meeting the GPRA 1 target is diminished. GPRA 1 is calculated by dividing the number of first academic year completers by the number of CAMP participants minus the number of CAMP persisters. GPRA 2 is calculated by dividing the number of CAMP first academic year completers who continued by the number of CAMP first academic year completers. Projects are encouraged to set targets equal to or higher than the national targets.

15. Question: Will reviewers give preference to applications that provide a non-Federal match?

Answer: Please see the following text from both NIAs: "2. a. Cost Sharing or Matching: This competition does not require cost sharing or matching. However, consistent with 34 CFR 75.700, which requires an applicant to comply with its approved application, an applicant that proposes non-Federal matching funds and is awarded a grant must provide those funds for each year that the funds are proposed." Though cost sharing or matching is not required, readers do see this information, as they see all other information contained in the application.

16. Question: Do the last three Assurances that have been listed in Part 7 of the instructions have to be included as one document or as separate documents?

Answer: You may include the three assurances as one document or as three separate documents and include them in the Other Attachment section. The 'Other Attachments

Form' in the package in www.grants.gov may be used to upload any attachments for which there is not a specific form. As shown in the application package:

“Part 6: Other Attachment Form

Attach one or more documents to the Other Attachments Form in accordance with the instructions found on grants.gov. You may provide all of the required information in a single document, or in multiple documents.”

Please see pages 29-30 of the application package, available in www.grants.gov and on the websites below:

<https://oese.ed.gov/offices/office-of-migrant-education/high-school-equivalency-program/applicant-information-high-school-equivalency-program/>

<https://oese.ed.gov/offices/office-of-migrant-education/college-assistance-migrant-program/applicant-information-college-assistance-migrant-program/>

Please contact www.grants.gov directly with any specific questions or assistance with your application: 1-800-518-4726 or support@grants.gov. Their hours of operations are 24 hours a day and 7 days a week. They are closed on Federal holidays.

17. Question: For clarification, if we do not have an indirect cost rate agreement (ICRA), can an applicant include up to 8% of the modified total direct costs for indirect costs?

Answer: Please see Part 2: Budget Information, in the application packages: "Indirect Costs (line 10): Indicate the applicant's approved indirect cost rate, per sections 75.560 – 75.564 of EDGAR. If an applicant does not have an approved indirect cost rate agreement with a cognizant Federal agency, the applicant must apply to the Department for a temporary indirect cost rate if it wishes to charge indirect costs to the grant. For more information, please see the Department's website at: <https://www2.ed.gov/about/offices/list/ocfo/fipao/abouticg.html>" Also, see information regarding indirect costs in instructions to the ED524 form, which is also part of the application packages.

18. Question: Can applications count or may they not count the difference between our indirect cost rate and the 8% as match?

Answer: The non-Federal share cannot include the difference between the Federal indirect cost rate (8%) and the institution's stated indirect costs.