

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)
2025 APPLICATION FOR NEW GRANTS

FREQUENTLY ASKED QUESTIONS (FAQs)



September 3, 2024

General Information:

Q1. What information specific to project objectives must applicants address in their application?

A1. According to 34 C.F.R. § 75.112, applicants must include in their application a narrative that describes how and when the applicant plans to meet each objective of the project, in each budget period of the project. The objectives of the project include the performance measures that the U.S. Department of Education (Department) has established as well as any other objectives grantees have established that are specific to the project.

Q2. Are the performance measures considered to be the objectives for the program?

A2. Performance measures are the core objectives that apply to all HEP and CAMP grantees, but projects may also establish their own goals and objectives within the scope of the program's authorizing legislation and regulations.

Q3. If the performance measures are the core objectives of the project, what are the merits of going beyond these requirements to write other project goals/objectives?

A3. The performance measures may not address all the needs applicants have identified for their projects.

Q4. In addition to the performance measures, how many objectives are recommended?

A4. There is no minimum or maximum number of proposed project objectives. However, applicants should be mindful that this is a grant competition, that they will be held to all proposed objectives, and if selected for an award, they will have to report annually on their progress towards each project objective in an Annual Performance Report.

Q5. Where can an interested applicant find information on successful HEP and CAMP applicants?

A5. The list of HEP and CAMP grantees is available on the Department's website at the links below:

High School Equivalency Program:

<https://www.ed.gov/grants-and-programs/grants-special-populations/grants-migrant-students/high-school-equivalency-program>

College Assistance Migrant Program:

<https://www.ed.gov/grants-and-programs/grants-special-populations/grants-migrant-students/college-assistance-migrant-program>

Q6. How does an applicant determine if it has a sufficient migrant worker population in its area to warrant a need for the grant?

A6. It is the responsibility of the applicant to decide how to determine if there is sufficient need for its 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 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 in 34 C.F.R. § 206.5.

Q7. What is the recommended cost per student for HEP and CAMP projects?

A7. The Department does not provide a recommended cost per student for HEP and CAMP projects. However, the Department has established efficiency targets for the three types of HEP and CAMP projects: commuter, residential/commuter, and residential. These targets are based on the cost per HEP student who receives their High School Equivalency (HSE) diploma and per CAMP student who successfully completes the first year of postsecondary education and subsequently continues postsecondary education. The HEP and CAMP efficiency targets for FY 2025 are:

FY 2025 HEP Efficiency Targets

Measure	Target
The cost per HSE attainer in HEP Commuter projects.	\$10,753
The cost per HSE attainer in HEP Commuter-Residential projects.	\$16,950
The cost per HSE attainer in HEP Residential projects.	\$20,939

FY 2025 CAMP Efficiency Targets

Measure	Target
The cost per first year CAMP completer in CAMP Commuter projects that continued their postsecondary education.	\$16,984
The cost per first year CAMP completer in CAMP Commuter-Residential projects that continued their postsecondary education.	\$20,698
The cost per first year CAMP completer in CAMP Residential projects that continued their postsecondary education.	\$27,218

Q8. Are those HEP or CAMP projects that did not receive an award in the most recent new award competition eligible for prior experience points?

A8. No. As stated in the HEP and CAMP Notices Inviting Applications (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 – Consideration of Prior Experience.

Q9. Do applicants need to address the Competitive Preference Priority – Consideration of Prior Experience in their application?

A9. No. Please note that the Competitive Preference Priority – Consideration of Prior Experience is not in the selection criteria. Applicants are not required to respond to the Competitive Preference Priority – Consideration of Prior Experience. If applicants would like to include information about their prior experience implementing HEP or CAMP grant(s), they may do so under the Project Design section of the application or any other section of the Project Narrative as the applicant sees fit. However, whether an applicant addresses the Competitive Preference

Priority – Consideration of Prior Experience does not affect the eligibility of an applicant or how the Department considers additional points under the Competitive Preference Priority – Consideration of Prior Experience.

Under 34 C.F.R. § 75.105(c)(2)(i), the Department awards up to an additional 15 points to an application for this Competitive Preference Priority - Consideration of Prior Experience. Projects that are expiring (HEP or CAMP grantees in their final budget period that received their current HEP or CAMP award in FY 2020) will be considered for additional points under this Competitive Preference Priority. These points are determined and awarded by the Department based on the grantee’s prior performance as determined by related data already collected by the Department. More information on the components the Department considers can be found in the NIA.

Q10. Are FY 2025 HEP and CAMP applicants required to include any plans or assurances within their application?

A10. Yes. HEP and CAMP regulations (34 C.F.R. § 206.20) 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 must:

- (a) Follow the procedures and meet the requirements stated in subpart C of 34 C.F.R. part § 75 (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 inservice training;
 - (ii) Training and technical assistance;
 - (iii) Staff travel;
 - (iv) Student travel;
 - (v) Interagency coordination; and
 - (vi) Project evaluation;
- (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.

(3) The grantee's staff has a demonstrated knowledge of and will be sensitive to the unique characteristics and needs of the migrant and seasonal farmworker population. (as part of management plan required under 34 C.F.R. § 206.20)

Eligibility (Participant and Applicant):

Q11. Who is eligible to participate in HEP and CAMP projects?

A11. HEP and CAMP projects serve eligible migrant and seasonal farmworkers or their immediate family members. HEP and CAMP regulations (34 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. The Office of Migrant Education (OME) provides additional guidance on this topic in the HEP and CAMP Recruitment and Eligibility Non-Regulatory Guidance document, available at: <https://oese.ed.gov/files/2021/09/hep-camp-eligibility-non-regulatory-guidance-2012.pdf>.

Q12. Which types of institutions are eligible to apply for a HEP or CAMP award as grantees?

A12. HEP and CAMP regulations (34 C.F.R. § 206.2) restrict grantee eligibility to Institutions of Higher Education (IHE) and private nonprofit organizations. IHE has the meaning given it in sections 101 and 102 of the Higher Education Act. The definitions for “private” and “nonprofit” are in 34 C.F.R. § 77.1.

Q13. Please clarify what specific documents are required to prove nonprofit status and in what section should they be submitted.

A13. Under 34 C.F.R. § 75.51, nonprofit organizations may demonstrate their nonprofit status by providing: (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 the organization is a nonprofit organization operating within the State and that 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 above 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.

It is recommended that documents demonstrating nonprofit status be submitted as part of Part 6: Other Attachment Form of the application. Additional information on application submission can be found at the links below:

FY 2025 HEP Applicant Page: <https://www.ed.gov/grants-and-programs/grants-special-populations/grants-migrant-students/high-school-equivalency-program#Applicant-Information>

FY 2025 CAMP Applicant Information Page: <https://www.ed.gov/grants-and-programs/grants-special-populations/grants-migrant-students/college-assistance-migrant-program#Applicant-Information>

Q14. Are State agencies eligible to apply for a HEP or CAMP award?

A14. No. State agencies are not eligible to apply for a HEP or CAMP award. Please see previous response (A12) for additional information.

Q15. Please clarify how a private nonprofit organization must plan the project in cooperation with an IHE and how the organization would operate with the facilities of that IHE.

A15. 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.

Q16. Should the positions of Principal Investigator (PI) and Project Director be two distinct individuals?

A16. Yes. In cases where a nonprofit organization is very small or operating solely on the Federal HEP or CAMP grant, the applying organization's CEO could technically serve both as the Authorized Representative (person who signed and represents the applying organization) as well as the Project Director. It would not be reasonable for the applying organization, however, to have one person serve both as the Principal Investigator (PI) (i.e., supervisor over the project staff) and the Project Director.

Q17. Can an Institution of Higher Education (IHE) apply for a CAMP grant if the planned administrative office(s) for the project is not housed on the applicant's campus?

A17. In operating a CAMP project, an applicant should establish its CAMP administrative offices at a location where it determines to be most effective for the project. OME does not require the administrative offices to be in a specific place and cannot say that one location is "preferred" over another, though the project administration office(s) of many CAMP grantees is located on the campus of the respective IHE.

Please note that all CAMP applicants are required to provide an assurance in their grant application that they 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 (34 C.F.R. § 206.20(d)(2)). When coordinating services with IHEs and community partners, grantees may want to consider entering into a memorandum of understanding (MOU) with partner organizations to ensure that the terms of the services to be provided are clearly defined.

Application Format:

Q18. Where in the application should applicants address the invitational priority(ies)?

A18. The invitational priorities should be addressed in the abstract and in the Project Design selection criterion in an entity's application.

Q19. Do reviewers see the appendices?

A19. Yes. Application reviewers may consider all content included within an application when evaluating relevant selection criterion.

Q20. Should the page count of each section of the application be based on how many points are allotted to each selection criteria section?

A20. The Department recommends a 25-page limit; how the applicant chooses to distribute the narrative among the sections is its decision. An application will not be disqualified if it exceeds the recommended page limit.

Q21: If we include tables in the project narrative, can we single space that section?

A21. 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.

Q22. What is the recommendation for the format of the logic model in terms of line spacing?

A22. All formatting criteria in the NIAs are recommendations by the Department. There are no formatting requirements for the logic model.

Q23. Does the table of contents count against the recommended 25-page narrative limit for the project narrative?

A23. No.

Q24. Can the applicant reference in one section a chart that is in another section, if the chart supports the section where the reference is made?

A24. Yes.

Q25. Can sections that will take a considerable amount of space in the narrative be addressed in tables?

A25. Tables may be appropriate to display quantitative data or a combination of quantitative and qualitative data (e.g., a table of project specific objectives with numerical targets).

Q26. May footnotes be in a bibliography format in the appendices?

A26. The applicant may include a bibliography in the appendices.

Writing the Application:

Q27. How should applicants structure their responses to the selection criteria to access the full amount points available under each criterion? In other words, how will the reviewers evaluate each criterion?

A27. 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.

Q28. Where can an applicant find the NIAs, program statute, and program regulations?

A28. Applicants may find these resources through the links provided below:

Notice Inviting Applications

HEP NIA: <https://www.federalregister.gov/documents/2024/08/30/2024-19579/applications-for-new-awards-high-school-equivalency-program>

CAMP NIA: <https://www.federalregister.gov/documents/2024/08/30/2024-19595/applications-for-new-awards-college-assistance-migrant-program>

Program Statute

<https://www.govinfo.gov/content/pkg/COMPS-765/pdf/COMPS-765.pdf>

Program Regulations

<https://www.ecfr.gov/current/title-34/subtitle-B/chapter-II/part-206>