

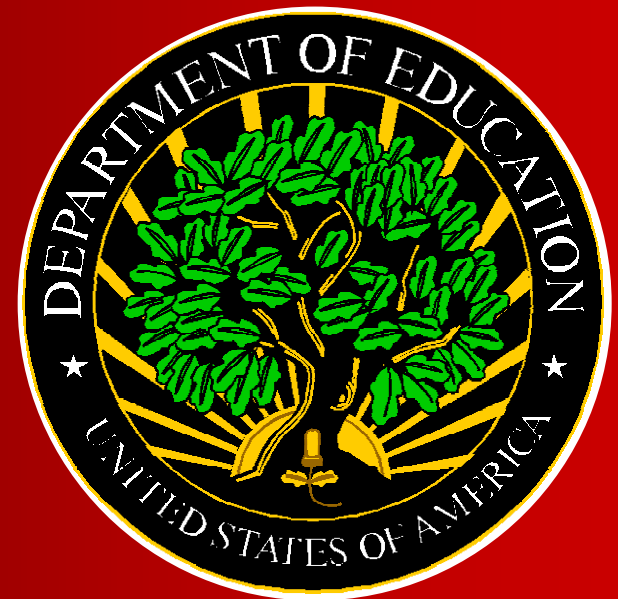
Talent Search Program

2005

Pre-Application Workshop

Washington, DC

July 11, 2005

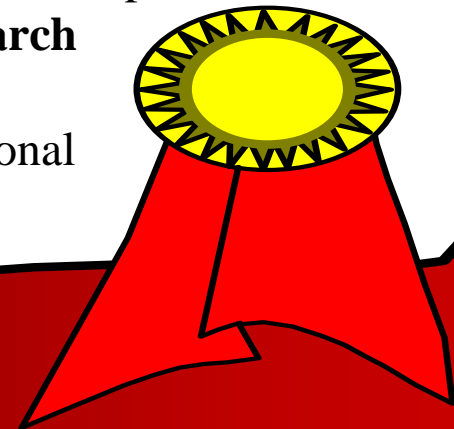


How Did We Get Here?

The **Federal TRIO Programs** are educational opportunity outreach programs designed to motivate and support students from disadvantaged backgrounds. TRIO consists of seven outreach and support programs targeted to serve and assist low-income, first generation college, and disabled students to progress through the academic pipeline from middle school to post-baccalaureate programs.

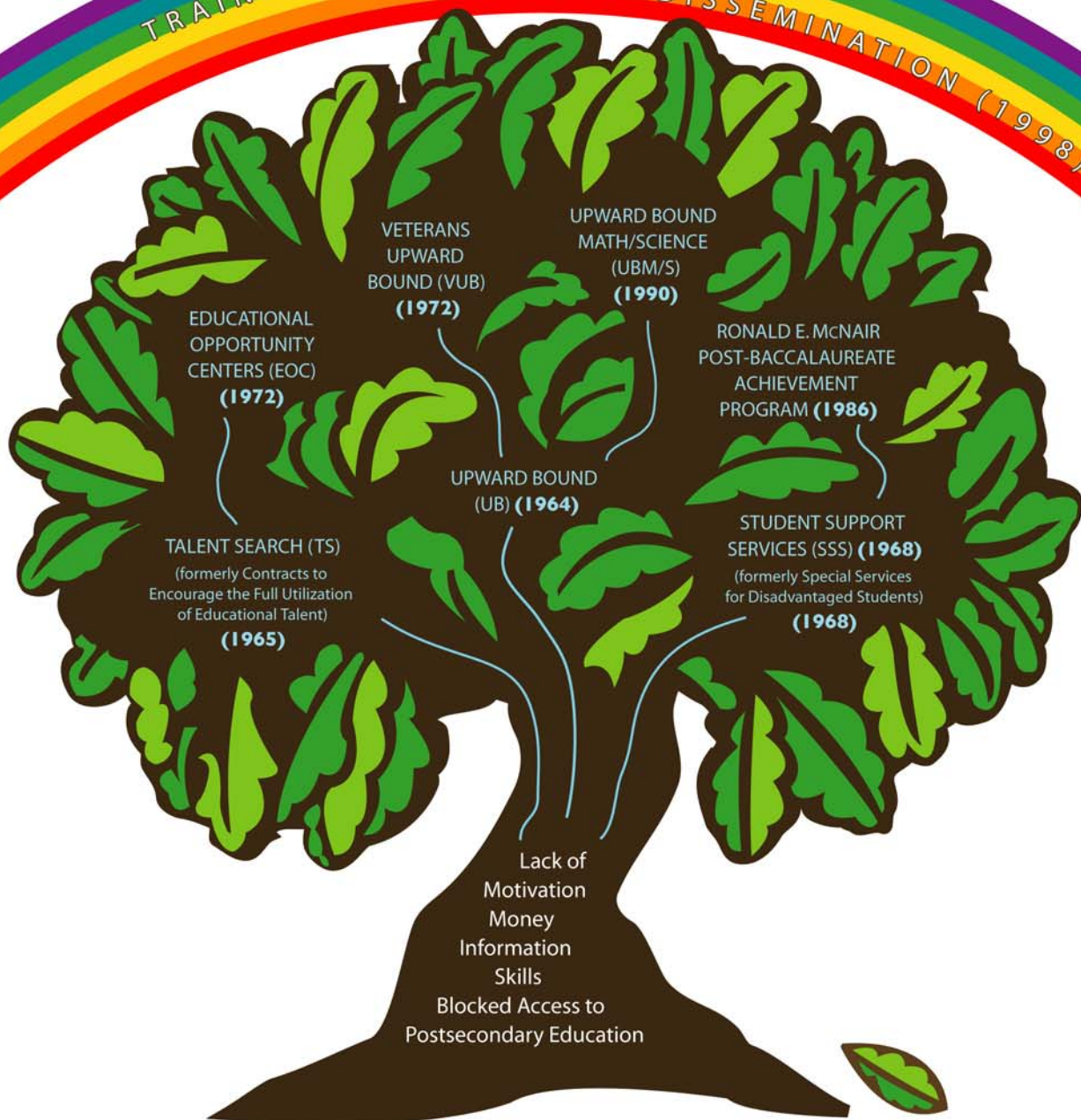
Under the Higher Education Act of 1964, **Talent Search** was the second TRIO program created in 1965. The

Talent Search Program identifies and assists individuals from disadvantaged backgrounds who have the potential to succeed in higher education. **Talent Search** also serves high school dropouts by encouraging them to reenter the educational system and complete their education.



TRAINING (1976)

DISSEMINATION (1998)



EDUCATIONAL OPPORTUNITY CENTERS (EOC) (1972)

VETERANS UPWARD BOUND (VUB) (1972)

UPWARD BOUND MATH/SCIENCE (UBM/S) (1990)

RONALD E. MCNAIR POST-BACCALAUREATE ACHIEVEMENT PROGRAM (1986)

TALENT SEARCH (TS) (formerly Contracts to Encourage the Full Utilization of Educational Talent) (1965)

UPWARD BOUND (UB) (1964)

STUDENT SUPPORT SERVICES (SSS) (1968) (formerly Special Services for Disadvantaged Students) (1968)

Lack of Motivation
Money
Information
Skills
Blocked Access to Postsecondary Education

TRIO Legislation Highlights

Title IV – Higher Education Act of 1965, as amended

Chapter 1 – Federal TRIO Programs

Section 402A – 402H

- Combinations of Eligible Entities
- Four or Five Year Grants
- Minimum Funding Levels
- Rank-Order Funding
- Multiple Applications – Different Target Schools in Target Area
- Coordination with Other Programs for Disadvantaged Students
- Ten Technical Assistance Workshops
- Low-Income Documentation

<http://www.ed.gov/programs/triotalent/legislation.html>

Talent Search Program

Regulations

Title 34 CFR -- Part 643

- No NEW changes or revisions to the TS regulations
- View or obtain a copy at the following website address:
<http://www.ed.gov/programs/triotalent/legislation.html>

What's NEW?

- Electronic Submission via Grants.gov
- 75-Page Limit
- Mandatory Objectives



Grantee Requirements

- Participant eligibility
 - Two-thirds low income and first generation college student
- Minimum 600 participants per year
- Recordkeeping (participant files)
- Full-time project director unless a waiver is requested

Low-Income Individual

An individual from a family whose taxable income for the preceding year did not exceed 150 percent of an amount equal to the poverty level determined by using criteria of poverty established by the Bureau of the Census.

The Federal Low-Income Levels are updated each year.

<http://www.ed.gov/about/offices/list/ope/trio/index.html#references>

First Generation College Student

- An individual both of whose parents did not complete a baccalaureate degree; or
- In the case of any individual who regularly resided with and received support from only one parent, an individual whose only such parent did not complete a baccalaureate degree.

What Should Be in a Participant File?

- **Proof of Student Eligibility**

- Proof of citizenship

- Copy of W-2 or filed tax forms or

- Signed statement from parent to verify low-income status

- Signed statement from parent to verify first generation status

- **Needs Assessment**

- Use intake forms, standardized test, interest inventory forms and other assessment tools to produce a documented needs assessment and a plan to meet that need.

What Should Be in a Participant File?

- **Services Provided**

- List all services provided to and contacts made with each participant. These services should be a part of the documented plan to meet the assessed needs of the participant.

- **Educational Progress**

- Document the objectives achieved by the participant.

- **Participant files must be kept by the project for three years after the project performance end date.**

- **Participant files should be kept in a locked, secure location.**

Program Goals

- To complete secondary school and undertake a program of postsecondary education
- To publicize the availability of student financial assistance
- To encourage persons to reenter secondary or enter postsecondary education programs

Services Provided

- Academic, career, and personal counseling
- Tutoring and mentoring services
- Preparation for college entrance examinations
- Completion of college admissions and financial aid applications
- Activities designed for students with limited English proficiency

Services Provided

- Assistance with secondary school re-entry or entry into a GED program or other alternative program
- Cultural events and postsecondary campus visits
- Counseling and workshops for parents
- Other allowable activities designed to meet the purpose of the TS program

Who is Eligible to Receive a Grant?



- An institution of higher education
- A public or private agency or organization
- A combination of institutions, agencies, or organizations (consortium)
- A secondary school under exceptional circumstances

Who Can Be Served?

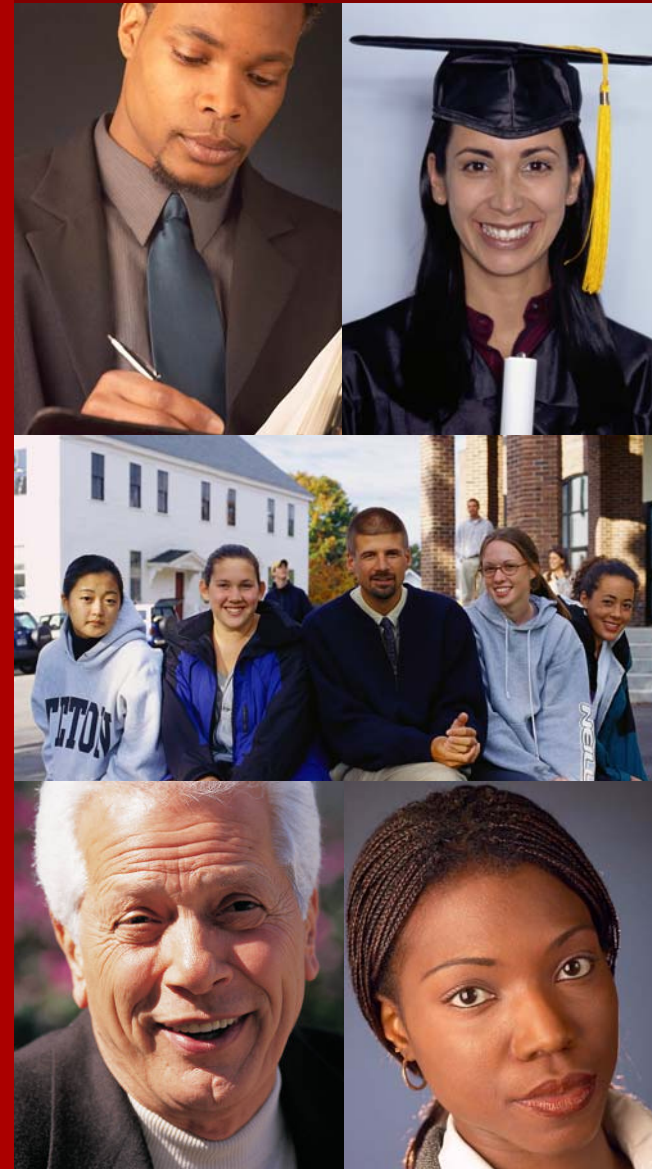
U.S. citizens

Permanent residents of the U.S.,
Guam, Trust Territory of the Pacific
Islands, Micronesia or Marshall
Islands

Anyone who has completed 5
years of elementary education, or
is between the ages of 11 and 27

Those older than 27 can be
served by TS if there is no EOC in
the target area

A veteran, regardless of age



Application Process

- Submit application on [Grants.gov](https://www.Grants.gov)
- Prescreening
- A panel of three reviewers, who are not federal employees, will evaluate the application.
- The panel will prepare an evaluation of the application and assign points to each selection criteria. The highest score an application may receive is 100.
- Scores from the three reviewers will be averaged to determine one numeric score for the application.

Application Process

- Currently funded applicants are eligible to receive up to **15 Prior Experience** points. If applicable, PE points are added to the numeric score of the application to get a final score.
- Final scores are ranked in order, highest to lowest, on a funding slate.
- Applications are awarded down the funding slate until all funds are used.
- All awards are funded for four or five years. Applications that score in the top 10 percent will receive a five year award.

2001 Talent Search Competition

- Applications Received: 1152
- Applications Funded: 475
- Five Year Awards: 265
- First Time funded applicants: 118

- Cut off Score: 100

Questions and Answers



Grant Writing Warnings

- Applicants may not use federal funds to prepare an application.
 - This includes costs incurred to attend pre-application workshops.
- Federal funds may not be used to lobby.
- Applicants who knowingly do business with someone who has been debarred faces the possibility of cost disallowances, termination of their grant, suspension and debarment from Federal government procurement and non-procurement transactions.

<http://www.epls.gov/epls/servlet/EPLSSearchMain/1>

Selection Criteria



Section

Maximum Points

Need

24

Objectives

8

Plan of
Operation

30

Applicant/Community Support 16

Quality of Personnel

9

Evaluation Plan

Need for the Project

Maximum 24 Points

Need

- A high number or percentage of low-income families in target area **AND**
- A high number or percentage of individuals in target area with education below the baccalaureate level **AND**
- A high student dropout rate in the proposed target schools in the preceding three years **AND**

Need

- A low rate of enrollment into postsecondary education by target school graduates in the preceding three years **AND**
- A high student to counselor ratio in target schools **AND**
- Unaddressed academic, social, or economic problems in the target schools or target area

NOTE: Applicants must address the need in both the target area and in each target school.

Need - Target Schools

Things to Consider

- **Number of Target Schools the TS project plans to serve**
- **Number of TS Eligible Students in each Target School**
 - We recommend that you serve a high percentage of TS eligible students in each target school
- **Adequate staff to efficiently serve each target school.**
 - Time staff spends at each target school
 - Time it takes staff to travel to each target school
 - Staff travel cost from project site to each target school



Objectives

Maximum 8 Points

Objectives

The Department has provided five Mandatory Objectives:

- **MUST** include all five Mandatory Objectives in your application
- **MUST** provide the percentage that your project proposes to achieve each Mandatory Objective
- Five Mandatory Objectives **MAY NOT** be changed or rewritten in any way
- **YOU MAY** include other process and outcome objectives, but not required. Points will not be added or subtracted if additional objectives are included.

Objectives

- The Objective selection criteria are worth **eight points**.
- All **eight points** will be applied to whether or not your objectives are *ambitious but attainable within each budget period and the project period given the project funds and other resources*.
- Applicant must provide comparative data to show why the percentage that your project proposes to achieve each objective is ambitious but attainable.

Mandatory Objectives

1. School Promotion:

___ percent of non-senior participants to be served during each budget period will be promoted to the next grade level at the end of the academic school year.

2. Secondary School Graduation:

___ percent of high school seniors (and their equivalents in alternative education programs) will graduate from secondary school or receive a certificate of high school equivalency during each budget period.

3. Student Financial Aid:

___ percent of “college ready” project participants who will apply for financial aid during each budget period.

Mandatory Objectives

4. Postsecondary Education Application for Admissions:

___ percent of “college ready” participants who will apply to postsecondary school during each budget period.

5. Postsecondary Enrollment:

___ percent of “college ready” participants who will enroll in a program of postsecondary school education during each budget period (or during the next fall term).

College ready: a participant who: 1) is a high school senior; 2) is enrolled in an alternative education program whose academic level is equivalent to a high school senior; 3) is a high school graduate; or 4) has obtained a high school equivalency certificate.

Enrolled: a participant who has completed the registration requirements and who has started attending classes

Plan of Operation

Maximum 30 Points

Plan of Operation

- Inform the residents, target schools, and community organizations of the goals, objectives, and the eligibility requirements for participation in the project
- Identify and select eligible participants without regard to race, color, national origin, gender, or disability
- Assess participant's needs for services

Plan of Operation

- Provide services that meet participants' needs and achieve the objectives of the program
- Ensure efficient administration of the project including: management plan, organizational structure, staff responsibilities, and a plan to efficiently serve students at each target school

General Education Provisions Act (GEPA)

(GEPA - Section 427)

- Improving America's Schools Act of 1994 (P.L. 103-382)
- Applies to all applicants seeking federal funding
- Six types of barriers identified:
 - Race
 - Gender
 - National Origin
 - Color
 - Disability
 - Age

General Education Provisions Act (GEPA)

(GEPA - Section 427)

- Carefully read the provisions included in the application booklet
- Include in the Table of Contents
- Address in “*Plan of Operation*” section
- Must be presented as a separate narrative section
- Must be succinct, clearly identifiable and brief

Applicant and Community Support

Maximum 16 Points

Applicant and Community Support

- Describe the facilities, equipment, supplies, and other in-kind and direct contributions committed by the applicant
- Describe the resources and other in-kind and direct contributions secured through written commitments from schools, community organizations, and others
- Summarize commitments in a list or chart
- Do **NOT** include letters of support/commitment in the application

Quality of Personnel

Maximum 9 Points

Quality of Personnel

- Describe the minimum qualifications required of the project director and major job responsibilities
- Describe the minimum qualifications required of the other project personnel and major job responsibilities
- Describe the applicant's plan to employ personnel who have succeeded in overcoming barriers similar to those being served in the target population
- Do **NOT** include resumes or job descriptions in the application

Evaluation Plan

Maximum 8 Points

Evaluation Plan

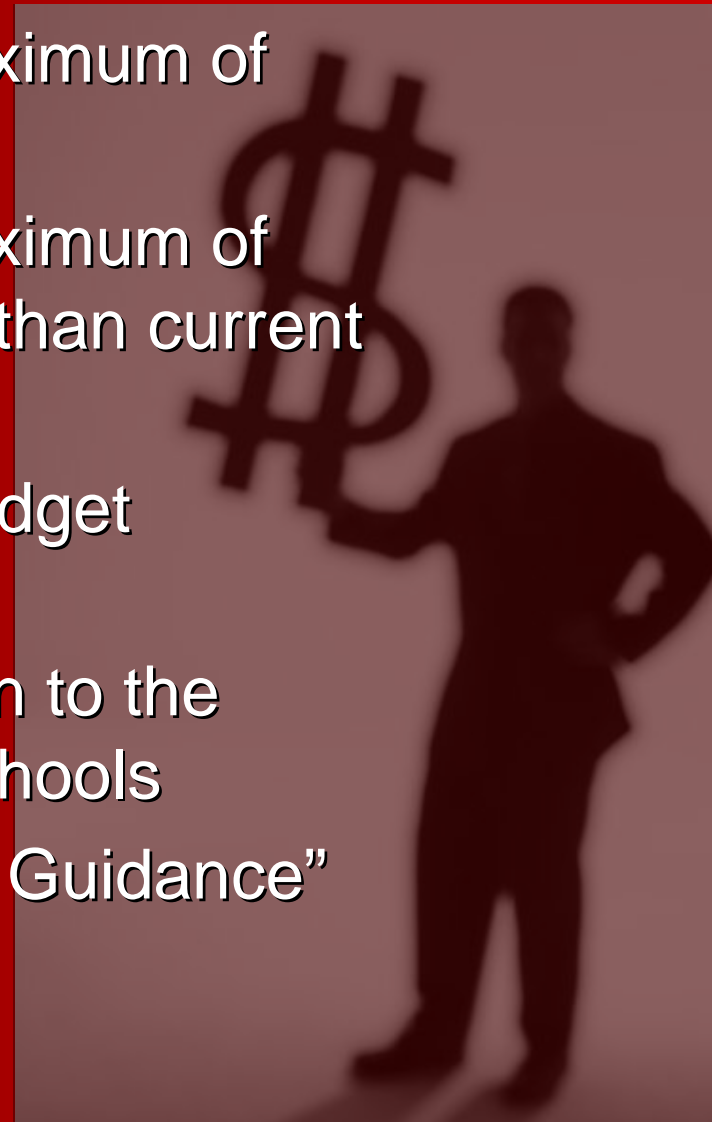
- Appropriately addresses the project's objectives
- Uses specific and quantifiable methods to measure the success of the project
 - **Formative:** progress made toward achieving objectives
 - **Summative:** achievements made at the end of the each program year
- Provides for the disclosure of unanticipated outcomes including unattained objectives and a plan to implement corrective measures

Budget

Maximum 5 Points

Budget

- All **NEW** projects will receive a maximum of \$220,000 for the first year
- Current grantees will receive a maximum of \$220,000 or three percent greater than current funding (whichever is greater)
- Provide a budget summary and budget narrative for the first year only
- Cost must be reasonable in relation to the objectives and number of target schools
- Refer to “Part III First Year Budget Guidance” in application booklet



Allowable Costs

- Transportation, meals, and if necessary lodging for participation in authorized activities
- Purchase of testing materials
- Fees for college admissions or entrance examinations if no waiver is available or if paid to a third party
- In-service training of project staff
- Rental of building space, if not available at the site and if space is not owned by the grantee
- Purchase of computer hardware, software, or other equipment if necessary to meet the objectives of the project

Unallowable Costs

- Tuition, stipends, and other forms of direct financial support for participants
- Fees for applying for financial aid
- Research not directly related to the evaluation or improvement of the project
- Construction, renovation, or remodeling of any facilities

Questions and Answers

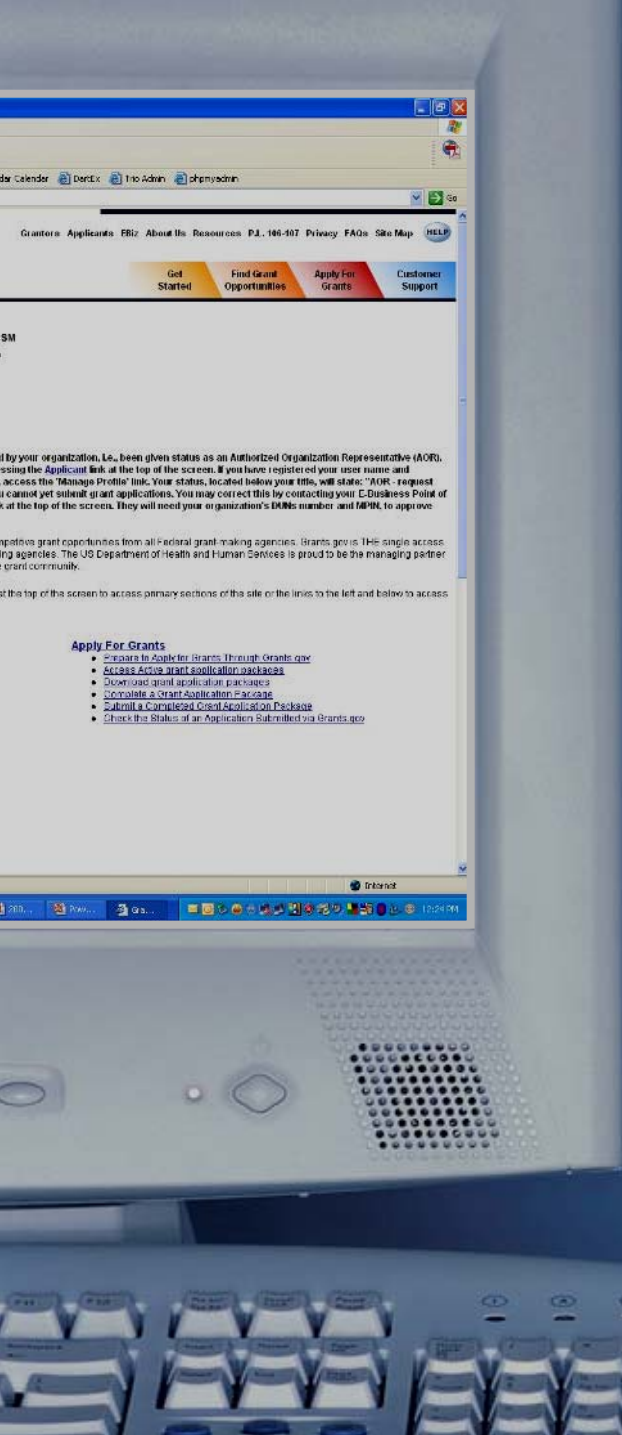


Program Assurances

- Two-thirds of students served must be low-income, first generation, potential college students
- Individuals receiving service from another TS project will not receive services under the proposed project
- Located in a setting accessible to the individuals proposed to be served by the project
- Will not use the TS project to recruit students to the grantee institution

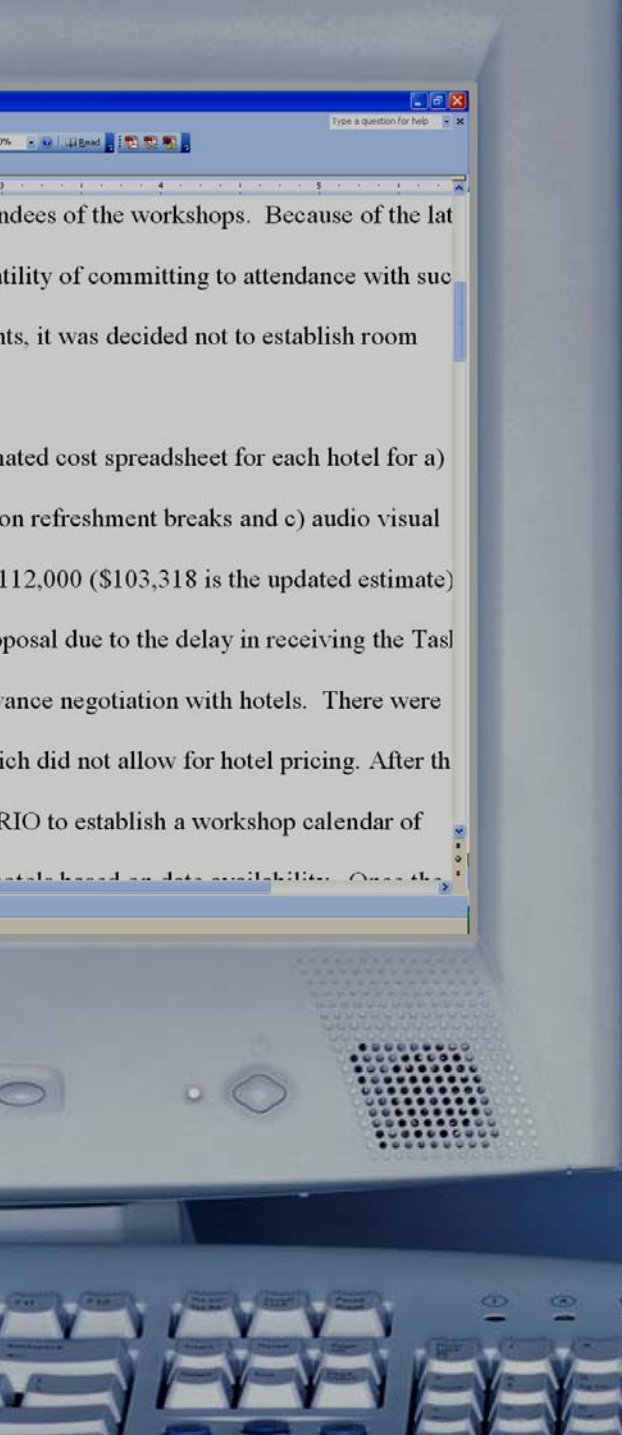
Formatting

- Include a Table of Contents
- Narrative section limited to **75 pages**
 - Page limit does not apply to:
 - Application Face Sheet
 - Table of Contents
 - TS Profile Form
 - Budget Summary Form
 - Assurances
- No Appendices



Formatting

- **Double space** all text in the application including titles and headings. **Single space** all text in charts, tables, figures graphs, footnotes, quotations, references, and captions.
- Use a **12 point** sized font.

A photograph of a computer monitor and keyboard. The monitor displays a document with text. The text is partially visible and includes phrases like 'ndees of the workshops. Because of the lat', 'tility of committing to attendance with suc', 'ts, it was decided not to establish room', 'ated cost spreadsheet for each hotel for a)', 'on refreshment breaks and e) audio visual', '112,000 (\$103,318 is the updated estimate)', 'posal due to the delay in receiving the Tasl', 'rvice negotiation with hotels. There were', 'ch did not allow for hotel pricing. After th', 'RIO to establish a workshop calendar of', 'tals based on date availability. Once the'. The keyboard is visible at the bottom of the frame.

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tals based on date availability. Once the

Exceptions for Electronic Submission

You may qualify for an electronic submission waiver if:

- You do not have Internet access
- You do not have the capacity to upload large documents to the Grants.gov system

If you are submitting a waiver, you must:

- Mail or fax a written statement to the Department explaining your need for a waiver
- If mailing, your letter must be postmarked no later than two weeks before the application deadline date

Exceptions for Electronic Submission

Submit all Electronic Submission Waivers to:

Geraldine Smith

US Department of Education

1990 K Street, N.W., Room 7000

Washington, D.C. 20006-8510

202-502-7857 fax

Applications **WILL NOT** Be Read

if:

- Closing Date is NOT Met
- 75 Page Limit is Exceeded
- A Paper Copy is Submitted without a Waiver of Electronic Submission

Questions and Answers



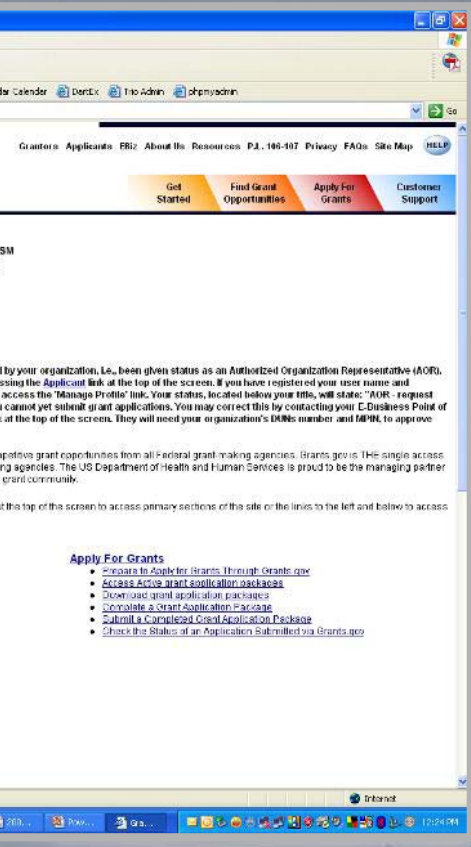
E-Application

Is **OUT!**

Grants.gov

is

IN!



What is Grants.gov?

www.grants.gov

- A **NEW** e-government Initiative in the President's Management Agenda - one of 24 Government-wide e-Gov initiatives.
- A **NEW** portal for all federal grant customers
- A **NEW** way to FIND, APPLY to grants online
 - The FIND function is a single source for finding grant opportunities, that helps applicants locate and learn more about funding opportunities in a standardized manner
 - The APPLY function is a single, secure and reliable source for applying for Federal Grants online, simplifying the grant application process and reducing paperwork

www.grants.gov

Applying

- Benefits the Applicant
 - Multiple Online help tools
 - Confirmation messages online and via e-mail
 - Collaboration possible by e-mailing Pure Edge package
- Uses downloadable electronic forms
 - Work and save application offline and logon to submit
 - Different from e-Application, where the applicant worked, saved, and submitted online
- One-time registration process
 - Can take five or more days to complete
 - E-Authentication – no faxing of forms to ED
 - Register once and you can apply for all federal grants (not just ED)

Getting Ready for Grants.gov

- Watch for Grant Opportunities posted on Grants.gov
 - The FIND function will have information on how to apply in the announcement
 - The APPLY function will have a link to the application
- Review ED Federal Register notices and application instructions carefully
 - Note the Due Date AND Time
 - Note instructions for submission and whether electronic submission is optional or mandatory
- Register - Complete the “Get Started Steps” for Grants.gov

Tips to Submit Successfully

- Review Grants.gov submission procedures and tips
- Register Early
 - Do not wait for an opportunity to be published to register
 - Begin working on an application while completing Get Started Steps
 - Download the Pure Edge viewer from <http://www.grants.gov> to be able to download the application package
 - Confirm registration steps are complete
- Review Application Notices & Instructions Carefully
 - Education accepts .doc, .rtf and .pdf file types
- Submit Early
 - Submit with the correct DUNS number, the DUNS used in the Central Contractor Registry (CCR)

REMEMBER: To Register Early

- Grants.gov registration is a one-time process that may take five or more days to complete.
- You may begin working on your application while completing the registration process, but you cannot submit an application until all of the Get Started steps are complete.

For detailed information on the Get Started Steps, please go to:

<http://www.grants.gov/GetStarted>

REMEMBER: To Submit Early

- Do not wait until the last day to submit your application.
- Grants.gov will put a date/time stamp on your application after it is fully uploaded.
- The time it takes to upload an application will vary depending on a number of factors including the size of the application and the speed of your Internet connection.

Important: If you start uploading your application before 4:30 Washington, D.C. time on the application deadline date, and you do not finish uploading until after 4:30 pm, your application will be marked late.

REMEMBER:

To Verify Your Submission

- Verify that Grants.gov and the Department of Education receive your Grants.gov submission on time and that it was validated successfully.
- To see the date and time your application was received, login to Grants.gov and click on the Check Application Status link.
- For a successful submission, the date and time received should be earlier than 4:30 pm on the deadline date, AND the application status should be: Validated, Received by Agency, or Agency Tracking Number Assigned.

E-mail Confirmations

- You will receive a series of confirmations both online and via e-mail about the status of your application.
- Do not rely solely on e-mail to confirm whether your application has been received timely and validated successfully

MAC & Dial Up Tips

- Macintosh users
 - Need a Windows Emulator to use Grants.gov
- Dial Up Internet Connections
 - Uploading applications takes significantly longer than when using a high-speed connection, e.g. cable modem/DSL/T1
 - Can take a few minutes to a few hours to complete your grant submission using a dial up connection (depends on the application size)
- Exception to mandatory submission
 - See the Education submission procedures and tips and the Federal Register notice
 - Determine if you will need an exception to submit a paper application early

Important Application Issues

- If the date/time received is later than 4:30 pm Washington, D.C. time on the closing date, your application is late.
- If your application has a status of “Received” it is still awaiting validation by Grants.gov. Once validation is complete, the status will either change to “Validated” or “Rejected with Errors.”
- If the status is “Rejected with Errors,” your application has not been received successfully.

Some of the reasons Grants.gov may reject an application

can be found on the Grants.gov site:

<http://www.grants.gov/assets/ApplicationErrorTips.doc>

Don't Forget

- You cannot submit an application until you have fully registered with Grants.gov.
- Do not wait until the last day to submit your application. If you start uploading your application before 4:30 p.m., Washington, D.C. time, on the application deadline date, and you do not finish uploading until after 4:30 p.m., your application will be marked late.
- Do not rely solely on e-mail to confirm whether your application has been received timely and validated successfully.
- The application status of a successful submission is: Validated, Received by Agency, or Agency Tracking Number Assigned.
- If the status is “Rejected with Errors,” your application has not been received successfully.

Grants.gov Customer Support

1-800-518-4726