



# Let's Talk TRIO

News you can use

FALL 2004

## Archived Information

### Doing our PART

**In a time of steadily increasing accountability, there is a responsibility to utilize taxpayer dollars in a manner that is both efficient and effective.** To raise program accountability to a high level means employing greater scrutiny of how and where federal funds are spent. It means using dollars in the manner outlined in approved grant applications.

The Program Assessment Rating Tool (PART) process was launched in the President's 2004 budget to rate programs according to performance. The goal was to rate 20% of all Federal programs in the first year. In 2004, the Department of Education rated 18 programs covering \$28 billion, more than half of its appropriation.

Under the PART system, each program is scored on several measures based on the programs' own goals and objectives. One finding showed that many programs lacked performance information. Your federal TRIO office has embraced the PART process as a challenge for overall program improvement. Our accountability and success in this process is mutually dependent. To help achieve that success, we are communicating our program goals to you at the individual project level.

As a federal program office, our goals are required to be projected over six years. Throughout the TRIO programs we are aiming for a 1/2 - 1% point increase in each of our programs' effec-

tiveness each year and in turn will be rated based on our effectiveness of reaching these higher levels of success. This is where you are key. Your individual successes are all of our successes. It is important that you are watching your own rates of success and work each year to increase your effectiveness. Equally important to achieving our goals is the local project's ability to identify and track your students and results – to ensure that accurate information is provided in your Annual Performance Report (APR).

We look forward to working with you to ensure that we continue to grow our successes and that we have accurate information to share to ensure that the TRIO story is told.

Thank you for doing your part!

#### DID YOU KNOW?



In FY 2003, the \$827.1 million appropriated for the Federal TRIO Programs provided funding for 2,726 projects serving 870,483 students.

“ All of you are on the front lines of this educational challenge. For each student you help to succeed... you will help to provide the resources – the teachers, the architects, lawyers, social workers, business men and women, care-givers, and leaders for the community at large. ”

– Wil Bryant  
Deputy Assistant Secretary  
Higher Education Programs

## MESSAGE FROM THE DIRECTOR



Welcome to the inaugural issue of *Let's Talk TRIO*, a newsletter designed and produced by your federal TRIO office to provide updated information directly to you, our grantees. As I have been in the field and made presentations to your national and regional associations, I have had the opportunity to meet with many of you in our TRIO community. The feedback that you have provided to this office has been terrific and most welcomed.

Just as we are challenging you to do more and increase your effectiveness, we are taking that challenge on ourselves as well, and communication and information sharing is key. You can expect quarterly issues in the months of September, December, March, and June, and we believe you will find the information timely, useful, and challenging.

You have been entrusted with the most precious resource of our nation – that of our students. Working in tandem, we will successfully meet the charge of our calling as educators. Be assured that we are here to support you, listen to you, and assist you in whatever way we can. Feel free to contact us any time we can be of service to you.

I look forward to our mutual success and the part that *Let's Talk TRIO* will play in helping us achieve that success. Thank you for the work you do.

A handwritten signature in black ink, appearing to read "Larry Brundini".

## IDEAS INTO ACTION

To avoid negative findings from a site visit or audit, grantees should pay particular attention to documentation and reporting, as well as staying abreast of recent program and grant management information.

Grantees should ensure that:

- students being served are eligible and accurate documentation of participant eligibility is on file,
- eligible and appropriate services are being provided and documented,
- participant and program information is reported in a timely and precise manner, and
- APR reporting is verifiable on site.

Additionally, it is critical for grantees to stay current on guidance provided from the federal program office and know the TRIO legislation, TRIO regulations, and the Education General Administrative Regs (EDGAR). It is important to note that TRIO regulations take precedence over EDGAR. EDGAR is the definitive authority on an item not specifically addressed in the TRIO legislation or TRIO regulations.



TRIO regulations and legislation, as well as EDGAR can all be found on the Department of Education's web site, <http://www.ed.gov/about/offices/list/ope/trio/index.html>. This Web site has a host of information to help provide solutions to challenges that grantees may face.

“ Where there is an open mind, there will always be a frontier. ”

– Charles Kettering

### DID YOU KNOW?



As a result of implementing a \$5,000 average per student expenditure in

Upward Bound, over 3,500 additional students are being served in Upward Bound with no increase in funds.

## DoEd HIGHLIGHTS



**The Office of Postsecondary Education goes full speed ahead on technology.** The primary OPE focus related to technology is the Department of Education's e-Grants system. The marriage of the entire grants process and new technologies... everything from submission of grant applications, review of the applications, and evaluating and scoring the applications.

### Why e-Grants/e-Reader

- Streamlines the grant process for applicants
- Reduces costs

- Enables all of us to do more with less, serve more with less

**Just look...** a savings of over \$1,000,000 in the first year of implementation

### To date

- 78% of OPE programs use e-Reader
- 97% of OPE programs use e-Applications
- 1,546 e-Applications processed in OPE

Check out the interactive demonstration links available at <http://e-grants.ed.gov>

## TOUGH PROBLEMS/ SMART SOLUTIONS

**Q:** Larry Oxendine recently communicated to TRIO grantees important information about indirect costs. I don't know what indirect costs are and whether or not my institution/organization has an Indirect Cost Rate Agreement?

**A:** First and foremost, to read the established guidance on Indirect Costs in Federal TRIO Programs please go to our Web site <http://www.ed.gov/about/offices/list/ope/trio> and look under News and Information section for a letter to TRIO project directors dated May 2004.

All costs can be divided into two different types: direct and indirect. Direct costs are those that are clearly and easily attributable to a specific program. For example, charging counselors salaries to the counseling program. When expenses are shared among programs or among functions within the organization (e.g. management, accounting) they are defined as indirect cost.

The Department of Health and Human Services (HHS) is currently the agency responsible for negotiating indirect rates and issuing Rate Agreements for organizations receiving Dept. of Education awards. The HHS Web site for indirect cost issues is found at <http://rates.psc.gov/>. Go to the Web site, and then click on "Find Rate Agreements" to determine if you have an agreement with HHS.

Under no circumstance may you include the same costs as a direct line item in your budgets that are included in your indirect cost rate plan.

**Note:** If your institution/organization needs to establish an Indirect Cost Rate Agreement, please refer to the reference section of our Web site where the latest guidance will be posted.

### GREAT JOB!



99.5% of all TRIO grantees submitted their 2002-03 Annual Performance Reports via the web in the fall of 2003. Let's go for 100% this year!

## UPCOMING KEY DATES

### September

New Training grants awarded – grant period is September 2004 – August 2006

3 – Revolutionary War ended, 1783

6 – Labor Day

8 – *Realizing the College Dream* training, Philadelphia, PA

17 – Constitution of the U.S. signed, 1787

22 – First Day of Autumn

SEPTEMBER 2004						
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6		8				
					17	
			22			

### October

Begin e-Reading for SSS applications

12 – *Realizing the College Dream* training, Charlotte, NC

16 – National Dictionary Day – named for Noah Webster, born in 1758.

31 – Daylight Savings Time ends

OCTOBER 2004						
		12				16
31						

### November

2 – Election Day – VOTE!

3 – *Realizing the College Dream* training, Denver, CO

11 – Veteran's Day

25 – Thanksgiving Day

30 – APR due for UB, VUB, EOC and TS

NOVEMBER 2004						
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		30				

### Mark your Calendar

December 31 – APR due for UBMS, McNair and SSS

**Note:** For SSS this is an extension as the SSS APR is normally due Nov. 30.

“ Celebrate what you  
want to see more of. ”

– Tom Peters

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TRIO

**UB / UBMS / VUB** – The first profile reports for these programs will be published in the fall. Changes to the APR for UB, UBMS, VUB have gone through the revision and comment process and are almost ready for implementation. UB/VUB APR is due in November, UBMS is due in December.

**TS** – The APR is due in November.

**EOC** – The APR is due in November.

**SSS** – The APR is due in December. The e-Reading for the FY 05 competition will begin in October.

**McNair** – Revisions to the APR have gone through the comment process and should be approved by OMB in late September. The APR is due in December.

**Training** – New grants are being awarded in September for a project period of September 2004 – August 2006. These grantees should watch for information on a meeting with program staff, date TBD this fall.

**Dissemination** – We are in the process of developing required reporting guidelines.

**CCAMPIS** – We are working on revising your 18- and 36-month performance reports. Watch for updates on these two reports!

Note: Childcare Access Means Parents in School (CCAMPIS) is a federal grant program that was placed in the TRIO office. This program provides funding for the childcare of college-going parents. The TRIO community welcomes these grantees into our TRIO community and we look forward to sharing their work with all of you.

The following teams work in the federal TRIO office to provide guidance and support to your work:

**The Office of the Director**

Larry Oxendine      Suzanne Ulmer      Shirley Best

**The College and University Support Team provides technical assistance to SSS, McNair, Training, Dissemination, and CCAMPIS grantees.**

Linda Byrd-Johnson Eileen Bland Antoinette Clark-Ross Maxine Gibson	Tommy R. Jordan Wendy Lawrence Patricia Lucas Dorothy S. Marshall	Virginia Mason Princess Posey-Uzzelle Lavelle Redmond Deborah Walsh	Patricia Williams Reginald Williams Jane Wrenn
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**The College and University Preparation Team provides technical assistance to UB, UBMS, VUB, EOC, and TS grantees.**

Margarita Benitez Charles Brazil Loretta Brown Rachael Couch	Joyce Fadahunsi Ken Foushee Mia Howerton Craig Pooler	Rod Schwartz Geraldine Smith Carlos Stewart Gaby Watts	Crystal Wheeler Margaret Wingfield
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**The Program Management and Development Team**

Frances Bergeron Venus Blount Joyce Fitzgerald	Kathy J. Fuller Shirley Johnson Teresita Kopka	Joyce Thomas Ken Waters Delores Woodley
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“ Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever has. ”

– Margaret Mead

**WE NEED YOU!**



Only 80% of the participants who sign up for one of the training grant sessions attend, and approximately \$1,500 is spent on each participant who registers. Participants who cannot attend a training for which they registered need to send a replacement representative to ensure these dollars are not wasted!

**RESOURCES**



OMB Circular A-133 is a helpful tool for preparing for audits. This circular is available in both html and pdf formats on the OMB Web site at [www.whitehouse.gov/omb](http://www.whitehouse.gov/omb).



The Educational Credit Management Corporation Foundation's *Realizing the College Dream* curriculum guide is free to UB and TS grantees that attend one of the fall trainings (September 8 in Philadelphia, PA; October 12 in Charlotte, NC; and November 3 in Denver, CO). To register e-mail [jennifer.padgett@ed.gov](mailto:jennifer.padgett@ed.gov).

