

Archived Information

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OFFICE OF POSTSECONDARY EDUCATION
Washington, DC 20006

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FY 2011

**APPLICATION FOR GRANTS UNDER THE
TALENT SEARCH PROGRAM**

CFDA NUMBER: 84.044A

FORM APPROVED

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Dear Applicant:

Thank you for your interest in applying for a grant under the Talent Search (TS) Program. The TS Program provides grants to institutions of higher education, public and private agencies and organizations, community-based organizations with experience in serving disadvantaged youth, combinations of such institutions, agencies and organizations, and secondary schools to operate projects that serve qualified individuals from disadvantaged backgrounds. TS projects encourage youth to complete secondary school and enroll in postsecondary education and publicize the availability of, and facilitate the application for, student financial assistance for persons who seek to pursue postsecondary education or complete these programs. The goal of TS is to increase the secondary school graduation rates of its participants and increase the percentage of low-income and first generation college students who successfully pursue postsecondary education opportunities.

This letter highlights a few items in the fiscal year (FY) 2011 application package that will be important to you in applying for a grant under this program. You should review the entire application package carefully before preparing and submitting your application. Information on the TS Program is accessible at the U.S. Department of Education (Department) Web site at:

<http://www2.ed.gov/programs/triotalent/index.html>

In the FY 2011 competition, there are three invitational priorities. The Department strongly encourages all applicants to address one or all of these priorities. For additional information about the invitational priorities, refer to the Federal Register Notice Inviting Applications for New Awards (Notice) for FY 2011 and the application.

We are requiring that applications for FY 2011 grants under the TS Program be submitted electronically using the Grants.gov system. An applicant who is unable to submit an application through the Grants.gov system must submit a written request for a waiver of the electronic submission requirement at least two weeks before the deadline date. Additional information about Grants.gov submission requirements can be found in the Competition Highlights, the Notice, published in the Federal Register, and in the transmittal instructions, which are included in this package. Grants.gov is accessible through its portal page at <http://www.Grants.gov>.

The Department recently conducted a negotiated rulemaking process to develop regulations to implement the changes to the Higher Education Act of 1965, made by the Higher Education Opportunity Act (HEOA) of 2008. The HEOA made fundamental changes to the goals and purposes of the TS Program through the addition of statutory outcome criteria that necessitated subsequent changes to the program regulations. These changes are highlighted in this application package.

Also, we would like to share with you the importance of ensuring that your application includes a strong evaluation plan. The peer reviewers will be instructed to look closely at the potential of TS Program applicants to successfully reach their individual project goals, which are driven by the performance indicators for the TS Program. The evaluation plan should not only include formative and summative measures, but also, address the use of appropriate controls and techniques that provide for independent evaluation. The evaluation plan should shape the

development of the project from the beginning of the grant period and provide benchmarks for the monitoring of progress and measurement of that progress throughout the grant award period. You should pay close attention to the information provided in the Instructions for the Program Narrative section of this application regarding the development of your evaluation activity.

For information (including dates and times) about how to submit your application electronically please refer to the official Notice published in the Federal Register.

You are reminded that the document published in the Federal Register (the Closing Date Notice) is the official document, and that you should not rely upon any information that is inconsistent with the guidance contained within the official document.

Thank you for your interest in the TS Program. We look forward to receiving your application.

Sincerely,

/signed/

Lynn B. Mahaffie
Acting Deputy Assistant Secretary
for Higher Education Programs

COMPETITION HIGHLIGHTS

1. **Talent Search (TS) Program applications for FY 2011 must be submitted electronically using Grants.gov.** You are urged to acquaint yourself with the requirements of Grants.gov early as the registration procedures may require 5 or more days to complete. A more thorough discussion is included later in this application package. Grants.gov is accessible through its portal page at: <http://www.Grants.gov>. The requirements for obtaining an exception to the electronic submission have changed and are included in the Notice Inviting Applications for New Awards for FY 2011. If you think you may need an exception, you are urged to review the requirements promptly.
2. It is important to know that the Grants.gov site works differently than the Department's e-Application system, used in past competitions. Grants.gov does not allow applicants to "un-submit" applications. Therefore, if you discover that changes or additions are needed once your application has been accepted and validated by the Department, you must "re-submit" the application. You should know that if the Department receives duplicate applications, we will accept and process the application with the latest "date/time received" validation.
3. Please note that you must submit your application by 4:30:00 p.m. (Washington, D.C. time) on or before the application deadline date. Late applications will not be accepted. **We suggest that you submit your application several days before the deadline.** The Department is required to enforce the established deadline to ensure fairness to all applicants. No changes or additions to an application will be accepted after the deadline date and time.
4. Electronic submission of applications is required; therefore, you must submit an electronic application unless you follow the procedures outlined in the Federal Register Notice Inviting Applications for New Awards for FY 2011 and qualify for one of the exceptions to the electronic submission requirement.
5. All applicants are required to adhere to the 65-page limit for the Program Narrative (Part III) portion of the application. The Federal Register notice contains the specific standards for preparing the Program Narrative. You must limit the section of the narrative that addresses the selection criteria to **no more than 65 pages**.
6. All attachments must be in .PDF format. Other types of files will not be accepted.

Please note, once you download an application from Grants.gov, you will be working offline and saving data on your computer. It is important to note where you are saving the Grants.gov file on your computer. You will need to log on to Grants.gov to upload and submit the application. (This is different from e-Application, where you are working online and saving data to the Department's database.) You must provide the DUNS number that was used when your organization registered with the Central Contractor Registry (CCR).

For Grants.gov-related questions and assistance, please contact:

Support Desk e-Mail: support@grants.gov
Support Desk Telephone: (800) 518-4726
Contact Telephone Hours: 24 hours, 7 days a week, except Federal holidays
Online Web Site: <http://www.grants.gov>

Also, refer to the “Submission Procedures and Tips for Applicants” section found in this application booklet.

You are reminded that the document published in the Federal Register is the official document, and that you should not rely upon any information that is inconsistent with the guidelines contained within the official document.

7. In the FY 2011 competition, the Department is particularly interested in applications that meet the following program priorities:

Invitational Priorities (3):

- i. Invitational Priority 1: The Secretary encourages applicants to propose projects that provide services to students enrolled in schools that are not currently being served by a Talent Search project, especially schools that the State has identified as the persistently lowest-achieving schools.
- ii. Invitational Priority 2: The Secretary encourages applicants to work with appropriate State agencies to use data from State longitudinal data systems or to obtain data from reliable third-party sources when providing information on the implementation of their Talent Search project and their participants’ outcomes.
- iii. Invitational Priority 3: The Secretary encourages applicants to coordinate project services with school-level partners and other community resources in order to carry out projects that are cost-effective and best meet students’ needs.

Please note that these priorities are explained in detail in the Invitational Priorities Section in this application package. You are urged to fully review the Notice carefully before preparing your application.

8. As you develop your proposal, we ask you to carefully consider the specific content that you will provide in the **Objectives** section in Part III of the Program Narrative in the application. This part of the application must address the appropriate standardized objectives as listed on the TS Program Profile sheet. All applicants must complete the TS Program Profile. The TS Program Profile sheet, found in the application booklet, contains the mandatory standardized objectives for the program, as well as other information that is needed by the Department. All applicants are

required to propose the percentage at which each of the mandatory objectives will be met as related to the participants' academic achievements, including secondary persistence, secondary school graduation, postsecondary enrollment, and postsecondary graduation. Applicants may not modify, amend or delete any of these objectives or modify, amend, delete or otherwise change the language contained in the document. The profile sheet must be uploaded into the **Other Attachments Form** in Grants.gov.

9. In accordance with the Higher Education Act (HEA), as amended by the Higher Education Opportunity Act (HEOA) of 2008, all successful applicants funded under the FY 2011 TS competition will receive five-year (60-month) grant awards that will commence on September 1, 2011.

10. Consistent with the HEA, as amended by the HEOA of 2008, applicants may submit multiple TS program applications to serve different target areas or different target schools.

11. The HEA, as amended by the HEOA of 2008, prescribes a list of **required services** that all applicants must include in the project design and also provides a list of **permissible services** that applicants may include in the project design to the extent that they are viable and serve the needs identified for the student population to be served by the project.

12. All applicants must provide a one-page abstract. The abstract should briefly describe the target area to be served, the services that will be provided and the activities to be conducted during the 5-year performance period. Complete instructions for submitting the abstract are included in the "Instructions for Completing the Application Package" of this application. The abstract must be uploaded into the **ED Abstract Form** in Grants.gov.

13. Information on the TS Program is accessible at the Department's Web site at:

<http://www2.ed.gov/programs/triotalent/index.html>

INTRODUCTION TALENT SEARCH PROGRAM

AUTHORIZATION

Title IV, Part A, Subpart 2, Section 402B of the Higher Education Act of 1965, as amended (HEA) by the Higher Education Opportunity Act of 2008 (HEOA).

PROGRAM REGULATIONS

34 CFR part 643 Talent Search Program

PURPOSE

The purpose of the program is to identify qualified individuals from disadvantaged backgrounds and encourage them to complete secondary school and enroll in a program of postsecondary education. The program encourages persons who have not completed secondary or postsecondary programs to enter or reenter and complete these programs. Talent Search (TS) projects provide connections to high quality academic tutoring services, connections to education or counseling services designed to improve the financial aid literacy and financial planning for postsecondary education for students and their parents, and provides activities and services specially designed for students who are limited English proficient, students from groups that are traditionally underrepresented in postsecondary education, students with disabilities, students who are homeless children and youth, students in foster care or are aging out of foster care, or other disconnected students. The goal of TS is to increase the number of youth from disadvantaged backgrounds who complete secondary school and enroll in a postsecondary institution.

ELIGIBLE APPLICANTS

The following are eligible to apply for a grant to carry out a Talent Search Program project:

- (a) Institutions of higher education
- (b) Public and private agencies or organizations, including community-based organizations with experience in serving disadvantaged youth
- (c) Secondary schools
- (d) Combinations of institutions of higher education, agencies or organizations, and secondary schools

ACTIVITIES FUNDED UNDER THIS PROGRAM

Required Services -- Any project assisted under this section shall provide—

- (1) connections to high quality academic tutoring services, to enable students to complete secondary or postsecondary courses;
- (2) advice and assistance in secondary course selection and, if applicable, initial postsecondary course selection;
- (3) assistance in preparing for college entrance examinations and completing college admission applications;

(4) (A) information on the full range of Federal student financial aid programs and benefits (including Federal Pell Grant awards and loan forgiveness) and resources for locating public and private scholarships; and

(B) assistance in completing financial aid applications, including the Free Application for Federal Student Aid described in section 483(a);

(5) guidance on and assistance in—

(A) secondary school reentry;

(B) alternative education programs for secondary school dropouts that lead to the receipt of a regular secondary school diploma;

(C) entry into general educational development (GED) programs; or

(D) postsecondary education; and

(6) connections to education or counseling services designed to improve the financial literacy and economic literacy of students or the students' parents, including financial planning for postsecondary education.

PERMISSIBLE SERVICES —Any project assisted under this section may provide services such as—

(1) academic tutoring, which may include instruction in reading, writing, study skills, mathematics, science, and other subjects;

(2) personal and career counseling or activities;

(3) information and activities designed to acquaint youth with the range of career options available to the youth;

(4) exposure to the campuses of institutions of higher education, as well as cultural events, academic programs, and other sites or activities not usually available to disadvantaged youth;

(5) workshops and counseling for families of students served;

(6) mentoring programs involving elementary or secondary school teachers or counselors, faculty members at institutions of higher education, students, or any combination of such persons; and

(7) programs and activities as described in subsection (b) or paragraphs (1) through (6) of this subsection that are specially designed for students who are limited English proficient, students from groups that are traditionally underrepresented in postsecondary education, students with disabilities, students who are homeless children and youths (as such term is defined in section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a)), students who are in foster care or are aging out of the foster care system, or other disconnected students.

IMPORTANT – PLEASE READ FIRST

U.S. Department of Education

Grants.gov Submission Procedures and Tips for Applicants

To facilitate your use of Grants.gov, this document includes important submission procedures you need to be aware of to ensure your application is received in a timely manner and accepted by the Department of Education.

ATTENTION – Adobe Forms and PDF Files Required

Applications submitted to Grants.gov for the Department of Education will be posted using Adobe forms. Therefore, applicants will need to download the latest version of Adobe reader (at least Adobe Reader 8.1.2). Information on computer and operating system compatibility with Adobe and links to download the latest version is available on Grants.gov. We strongly recommend that you review these details on www.Grants.gov before completing and submitting your application. In addition, applicants should submit their application a day or two in advance of the closing date as detailed below. Also, applicants are required to upload their attachments in .pdf format only. (See details below under “Attaching Files – Additional Tips.”) If you have any questions regarding this matter please email the Grants.gov Contact Center at support@grants.gov or call 1-800-518-4726.

- 1) **REGISTER EARLY** – Grants.gov registration may take five or more business 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 Registration steps are complete. For detailed information on the Registration Steps, please go to: http://www.grants.gov/applicants/get_registered.jsp. [Note: Your organization will need to update its Central Contractor Registry (CCR) registration annually.]
- 2) **SUBMIT EARLY** – We strongly recommend that you do not wait until the last day to submit your application. Grants.gov will put a date/time stamp on your application and then process it 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, and the time it takes Grants.gov to process the application will vary as well. If Grants.gov rejects your application (see step three below), you will need to resubmit successfully before 4:30:00 p.m. Washington, DC time on the deadline date.

Note: To submit successfully, you must provide the DUNS number on your application that was used when your organization registered with the CCR (Central Contractor Registry).

- 3) **VERIFY SUBMISSION IS OK** – You will want to verify that Grants.gov and the Department of Education receive your Grants.gov submission timely and that it was validated successfully. To see the date/time your application was received, login to Grants.gov and click on the Track My Application link. For a successful submission, the date/time received should be earlier than 4:30:00 p.m. Washington, DC time, on the deadline date, AND the application status should be: Validated, Received by Agency, or Agency Tracking Number Assigned.

If the date/time received is later than 4:30:00 p.m. Washington, D.C. time, on the deadline 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/applicants/applicant_faqs.jsp#54. For more detailed information on troubleshooting Adobe errors, you can review the Adobe Reader Error Messages document at

<http://www.grants.gov/assets/AdobeReaderErrorMessages.pdf>. If you discover your application is late or has been rejected, please see the instructions below. Note: You will receive a series of confirmations both online and via e-mail about the status of your application. Please do not rely solely on e-mail to confirm whether your application has been received timely and validated successfully.

Submission Problems – What should you do?

If you have problems submitting to Grants.gov before the closing date, please contact Grants.gov Customer Support at 1-800-518-4726 or <http://www.grants.gov/contactus/contactus.jsp>, or use the customer support available on the Web site: http://www.grants.gov/applicants/applicant_help.jsp.

If electronic submission is optional and you have problems that you are unable to resolve before the deadline date and time for electronic applications, please follow the transmittal instructions for hard copy applications in the Federal Register notice and get a hard copy application postmarked by midnight on the deadline date.

If electronic submission is required, you must submit an electronic application before 4:30:00 p.m., unless you follow the procedures in the Federal Register notice and qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. (See the Federal Register notice for detailed instructions.)

Helpful Hints When Working with Grants.gov

Please note, once you download an application from Grants.gov, you will be working offline and saving data on your computer. Please be sure to note where you are saving the Grants.gov file on your computer. You will need to logon to Grants.gov to upload and submit the application. **You must provide on your application the DUNS number that was used when your organization registered with the CCR.**

Please go to http://www.grants.gov/applicants/applicant_help.jsp for help with Grants.gov. For additional tips related to submitting grant applications, please refer to the Grants.gov Submit Application FAQs found on the Grants.gov http://www.grants.gov/help/submit_application_faqs.jsp.

Dial-Up Internet Connections

When using a dial up connection to upload and submit your application, it can take significantly longer than when you are connected to the Internet with a high-speed connection, e.g., cable modem/DSL/T1. While times will vary depending upon the size of your application, it can take a few minutes to a few hours to complete your grant submission using a dial up connection. **If you do not have access to a high-speed connection and electronic submission is required, you may want to consider following the instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date.** (See the Federal Register notice for detailed instructions.)

MAC Users

For MAC compatibility information, review the Operating System Platform Compatibility Table at the following Grants.gov link:

http://www.grants.gov/help/download_software.jsp. **If electronic submission is required and you are concerned about your ability to submit electronically as a non-windows user, please follow instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date.** (See the Federal Register notice for detailed instructions.)

Attaching Files – Additional Tips

Please note the following tips related to attaching files to your application, especially the requirement that applicants **only include .pdf files** in their application:

1. Ensure that you **attach .pdf files** for any narrative attachments. PDF files are the only Education approved file type accepted as detailed in the Federal Register application notice. Also, do not upload any password protected files to your application. Any attachments uploaded that are not .pdf files or are password protected files will not be read. If you need assistance converting your files to a .pdf format, please refer to this Grants.gov webpage with links to conversion programs:
http://www.grants.gov/help/download_software.jsp#pdf_conversion_programs.
2. Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission. Therefore, each file uploaded to your application package should have a unique file name.
3. When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend you keep your file names to less than 50 characters. In addition, applicants should avoid including special characters in their file names (for example, %, *, /, etc.). Both of these conditions (lengthy file names and/or special characters including in the file names) could result in difficulties opening and processing a submitted application.
4. Applicants should limit the size of their file attachments. Documents submitted that contain graphics and/or scanned material often greatly increase the size of the file attachments and can result in difficulties opening the files. For reference, the average discretionary grant application package totals 1 to 2 megabytes (MB). Therefore, you may want to check the total size of your package before submission.

GRANTS.GOV Registration Instructions

The Grants.gov registration process involves three basic steps:

1. Register your organization
 - Obtain a D-U-N-S Number (see below for instructions)
 - Register with the Central Contractor Registry (see below for instructions)
2. Register yourself as an Authorized Organization Representative (AOR)
 - Obtain a username and password from the Grants.gov credential provider <https://apply.grants.gov/OrcRegister>
 - Register with Grants.gov - <https://apply.grants.gov/GrantsgovRegister>
3. Get authorized as an AOR by your organization
 - Receive approval from your organization's E-Business POC (see CCR instructions below for details)
 - If you are both the E-Business POC and an AOR, you should authorize your own AOR request

For more information, go to http://www.grants.gov/applicants/get_registered.jsp

Note: If you are a grant applicant who is submitting a grant application on your own behalf and not on behalf of a company, institution, state, local or tribal government, or other type of organization, refer to <http://www.grants.gov/assets/IndividualRegCheck.pdf>.

If you apply as an individual to a grant application package designated for organizations, your application will be rejected.

D-U-N-S Number Instructions

To successfully submit an application using Grants.gov, you must provide your organization's D-U-N-S Number. A D-U-N-S Number is a unique nine-digit number issued by D&B, a global information services provider, that identifies your organization and is used by the Federal government to track how Federal money is distributed. Most large organizations, libraries, colleges, and research universities already have D-U-N-S numbers. Ask your grant administrator or chief financial officer to provide your organization's D-U-N-S Number.

If your organization does not have a D-U-N-S Number, you can obtain one at no charge by calling 1-866-705-5711 or by completing a D-U-N-S Number Request Form: http://www.dnb.com/US/duns_update/index.html. You will need to provide the following information:

- Legal name
- Tradestyle, doing business as (DBA), or other name by which your organization is commonly recognized
- Physical address, city, state and zip code
- Mailing address (if separate)
- Telephone number
- Contact name
- SIC code (Line of Business)
- Number of employees at your location
- Headquarters name and address (if there is a reporting relationship to a parent corporate entity)
- Is this a home-based business?

Obtaining a DUNS Number places your organization on D&B's marketing list, which is sold to other companies. You can request not to be added to this list during your application.

Live help from D&B is available Monday-Friday, 8 a.m. – 5 p.m. (EST) at 1-888-814-1435.

Central Contractor Registration (CCR) Instructions

The Central Contractor Registration (CCR) is a Web-enabled government-wide application that collects, validates, stores, and disseminates business information about the Federal government's trading partners in support of the contract award, grants, and electronic payment processes. Check to see if your organization is already registered at the CCR Web site: <https://www.bpn.gov/CCRSearch/Search.aspx>.

If your organization is already registered, take note of who is listed as your E-Business Point of Contact (E-Business POC). This person will be responsible for authorizing who within your organization is able to submit applications using Grants.gov.

If your organization is not already registered, you can register using the CCR Web site: <http://www.ccr.gov/Start.aspx> or by phone (1-888-227-2423). When your organization registers with CCR, you will need to designate an E-Business Point of Contact (POC). This designee authorizes individuals to submit grant applications on behalf of the organization. A special Marketing Partner ID Number (MPIN) is established as a password to verify the E-Business POC.

The E-Business POC will be notified by e-mail when individuals from their organization register with Grants.gov. This registration is a request to be designated as an Authorized Organization Representative (AOR). To assign AOR rights, E-Business POCs need to log into Grants.gov: http://www.grants.gov/applicants/e_biz.jsp using the organization's D-U-N-S Number and MPIN. Grants.gov will send the AOR a confirmation e-mail when this process has been completed.

Please note that your CCR registration must be renewed once a year. You can check your registration status using the CCR search page: <https://www.bpn.gov/CCRSearch/Search.aspx>

If you have further questions about creating, updating or renewing your CCR registration, please visit the CCR Frequently Asked Questions page: <http://www.ccr.gov/FAQ.aspx> or contact the CCR Help Desk at 1-888-227-2423.

APPLICATION TRANSMITTAL INSTRUCTIONS

ATTENTION ELECTRONIC APPLICANTS: Please note that you must follow the Application Procedures as described in the Federal Register notice announcing the grant competition.

This program requires the electronic submission of applications; specific requirements and waiver instructions can be found in the Federal Register notice.

According to the instructions found in the Federal Register notice, those requesting and qualifying for an exception to the electronic submission requirement may submit an application by mail, commercial carrier or by hand delivery.

If you want to apply for a grant and be considered for funding, you must meet the following deadline requirements:

Applications Submitted Electronically:

You must submit your grant application through the Internet using the software provided on the Grants.gov Web site (<http://www.grants.gov>) by 4:30:00 p.m. (Washington, D.C. time) on or before the deadline date.

If you submit your application through the Internet via the Grants.gov Web site, you will receive an automatic acknowledgement when we receive your application.

For more information on using Grants.gov, please refer to the "Notice Inviting Applications" that was published in the Federal Register or visit <http://www.grants.gov>.

Submission of Paper Applications by Mail:

If you submit your application in paper format by mail (through the U.S. Postal Service or a commercial carrier), you must mail the original and two copies of your application, on or before the application deadline date, to the Department at the following address:

**U.S. Department of Education
Application Control Center
Attention: CFDA Number 84.044A
LBJ Basement Level 1
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4260**

You must show proof of mailing consisting of one of the following:

1. A legibly dated U.S. Postal Service postmark.
2. A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
3. A dated shipping label, invoice, or receipt from a commercial carrier.

4. Any other proof of mailing acceptable to the U.S. Secretary of the Department of Education.

If you mail an application through the U.S. Postal Service, we do **not** accept either of the following as proof of mailing:

1. A private metered postmark
2. A mail receipt that is not dated by the U.S. Postal Service

An applicant should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office.

Special Note: Due to potential disruption to normal mail delivery, the Department encourages you to consider using an alternative delivery method (for example, a commercial carrier, such as Federal Express or United Postal Service; U.S. Postal Service Express Mail; or a courier service to transmit your application for this competition to the Department. If you use an alternative delivery method, please obtain the appropriate proof of mailing under “Applications Delivered by Mail,” then follow the instructions for “Applications Delivered by Hand.”

Submission of Paper Applications by Hand Delivery:

If you qualify for an exception to the electronic submission requirement, you (or a courier service) may deliver your paper application to the Department by hand. You must deliver the original and three copies of your application by hand, on or before the application deadline date, to the Department at the following address:

**U.S. Department of Education
Application Control Center
Attention: CFDA Number 84.044A
550 12th Street, S.W.
Room 7041, Potomac Center Plaza
Washington, DC 20202-4260**

Note for Mail or Hand Delivery of Paper Applications: If you mail or hand deliver your application to the Department--

1. You must indicate on the envelope and—if not provided by the Department—in Item 11 of the SF 424 the CFDA number, including suffix letter, if any, of the competition under which you are submitting your application;
2. The Application Control Center will mail to you a notification of receipt of your grant application. If you do not receive this notification within 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

Application Control Center Hours of Operation

The Application Control Center accepts application deliveries daily between 8:00 a.m. and 4:30 p.m. (Washington, D.C. time) except Saturdays, Sundays, and Federal holidays.

Grant Application Receipt from the Application Control Center

If you send your application by mail or if you or your courier delivers it by hand, the Application Control Center will mail a Grant Application Receipt Acknowledgement to you.

If you do not receive the notification of application receipt within 15 days from the mailing of the application, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

Late Applications

If your application is late, we will notify you that we will not consider the application.

Notice Inviting Applications for New Awards

4000-01-U

DEPARTMENT OF EDUCATION

Office of Postsecondary Education

Overview Information

Talent Search (TS) Program

Notice inviting applications for new awards for fiscal year (FY)
2011.

Catalog of Federal Domestic Assistance (CFDA) Number: 84.044A.

Dates:

Applications Available: [INSERT DATE OF PUBLICATION IN THE
FEDERAL REGISTER].

Deadline for Transmittal of Applications: December 28, 2010.

Deadline for Intergovernmental Review: February 28, 2011.

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The purpose of the TS Program is to identify qualified individuals with potential for education at the postsecondary level and encourage them to complete secondary school and undertake a program of postsecondary education. TS projects publicize the availability of, and facilitate the application for, student financial assistance for persons who seek to pursue postsecondary education and encourage persons who

have not completed programs at the secondary or postsecondary level to enter or reenter and complete these programs.

Priorities: Under this competition we are particularly interested in applications that address the following priorities.

Invitational Priorities: For FY 2011 these priorities are invitational priorities. Under 34 CFR 75.105(c)(1) we do not give an application that meets these invitational priorities a competitive or absolute preference over other applications.

These priorities are:

Invitational Priority 1: The Secretary encourages applicants to propose projects that provide services to students enrolled in schools that are not currently being served by a Talent Search project, especially schools that the State has identified as the persistently lowest-achieving schools.

Invitational Priority 2: The Secretary encourages applicants to work with appropriate State agencies to use data from State longitudinal data systems or to obtain data from reliable third-party sources when providing information on the implementation of their Talent Search projects and their participants' outcomes.

Invitational Priority 3: The Secretary encourages applicants to coordinate project services with school-level partners and other community resources in order to carry out

projects that are cost-effective and best meet students' needs.

Program Authority: 20 U.S.C. 1070a-11-1070a-12.

Applicable Regulations: (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75 (except for §§75.215 through 75.221), 77, 79, 80, 82, 84, 85, 86, 97, 98 and 99. (b) The regulations for this program in 34 CFR part 643.

Note: The regulations in 34 CFR part 79 apply to all applicants except federally recognized Indian tribes.

Note: The regulations in 34 CFR part 86 apply to institutions of higher education only.

II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: The Administration has requested \$853.1 million for the Federal TRIO Programs for FY 2011, of which we intend to use an estimated \$142.1 million for the TS Program. The actual level of funding, if any, depends on final congressional action. However, we are inviting applications to allow enough time to complete the grant process if Congress appropriates funds for this program.

Estimated Range of Awards: \$230,000 - \$702,000.

Estimated Average Size of Awards: \$306,168.

Maximum Award:

- An applicant not currently receiving a TS Program grant:

For an applicant who is not currently receiving a TS Program grant, the maximum award amount is \$230,000 and the project must serve a minimum of 500 participants, based upon a per participant cost of no more than (or not to exceed) \$460.

- An applicant currently receiving a TS Program grant: For an applicant who is currently receiving a TS Program grant, the maximum award amount is the greater of (a) \$230,000 or (b) an amount equal to 103 percent of the applicant's grant award amount for FY 2009 or FY 2010, whichever is greater. The applicant must propose to serve a minimum of 500 participants and, regardless of the size of the award, the per participant cost may not exceed \$460. If an applicant who is currently receiving a TS Program grant is serving more than 500 participants, the applicant is encouraged to continue to serve the same number of participants. However, if the applicant proposes to reduce the number of participants to be served, the applicant must propose to serve at least 500 participants and the per participant cost may not exceed \$460 per participant. For example, if an applicant is eligible for a \$460,000 grant (103 percent of the current funding level) the applicant must propose to serve at least 1,000 participants.

The Department may choose to fund successful applicants who are currently receiving a TS Program grant at a level equal to the greater of the award amount FY 2009 or FY 2010 instead of an

amount equal to 103 percent of the current award amount. However, in that situation, the Department will adjust the number of participants that the applicant will be required to serve accordingly. For example, an applicant with a current grant of \$446,602 would be required to serve at least 971 participants ($\$446,602 \div \$460 = 971$).

We will reject any application that proposes a budget exceeding the maximum amount listed in this section for a single budget period of 12 months. We will also reject any application that proposes a budget to serve less than 500 participants, and will reject any application that proposes a budget that exceeds the maximum per participant cost of \$460.

Estimated Number of Awards: 464.

Note: The Department is not bound by any estimates in this notice.

Project Period: Up to 60 months.

III. Eligibility Information

1. Eligible Applicants: Institutions of higher education, public and private agencies and organizations including community-based organizations with experience in serving disadvantaged youth, combinations of such institutions, agencies and organizations, and secondary schools, for planning, developing, or carrying out one or more of the services identified under this program.

2. Cost Sharing or Matching: This program does not require cost sharing or matching.

3. Other: An applicant may submit more than one application for a TS grant so long as each application describes a project that serves a different target area or target schools (34 CFR 643.10(a)). The term target area is defined as a geographic area served by a TS project, and the term target school is a school designated by the applicant as a focus of project services (34 CFR 643.7(b)).

IV. Application and Submission Information

1. Address to Request Application Package: Geraldine Smith or ReShone Moore, U.S. Department of Education, 1990 K Street, N.W., suite 7000, Washington, DC 20006-8510. Telephone: (202) 502-7600 or by e-mail: TRIO@ed.gov.

If you use a telecommunications device for the deaf (TDD), call the Federal Relay Service (FRS), toll free, at 1-800-877-8339.

Individuals with disabilities can obtain a copy of the application package in an accessible format (e.g., braille, large print, audiotape, or computer diskette) by contacting one of the program contact persons listed in this section.

2. Content and Form of Application Submission:

Requirements concerning the content of an application, together with the forms you must submit, are in the application package for this program.

Page Limit: The application narrative (Part III of the application) is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. You must limit the application narrative (Part III) to no more than 65 pages using the following standards:

- A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides. Page numbers and an identifier may be within the 1" margin.

- Double space (no more than three lines per vertical inch) all text in the application narrative, except titles, headings, footnotes, quotations, references, captions, and all text in charts, tables, figures and graphs.

- Use a font that is 12 point or larger.

- Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial. An application submitted in any other font (including Times Roman and Arial Narrow) will not be accepted.

The page limit does not apply to Part I, the Application for Federal Assistance Face Sheet (SF 424); Part II, the budget information summary form (ED Form 524); the TS Program Profile,

the one-page Project Abstract narrative; and the assurances and certifications. The page limit also does not apply to a table of contents. If you include any attachments or appendices, these items will be counted as part of Part III, the application narrative, for purposes of the page-limit requirement. You must include your complete response to the selection criteria, which also includes the budget narrative in Part III, the application narrative.

We will reject your application if you exceed the page limit.

3. Submission Dates and Times:

Applications Available: [INSERT DATE OF PUBLICATION IN THE FEDERAL REGISTER].

Deadline for Transmittal of Applications: December 28, 2010

Applications for grants under this program must be submitted electronically using the Grants.gov Apply site (Grants.gov). For information (including dates and times) about how to submit your application electronically, or in paper format by mail or hand delivery if you qualify for an exception to the electronic submission requirement, please refer to section IV. 7. Other Submission Requirements of this notice.

We do not consider an application that does not comply with the deadline requirements.

Individuals with disabilities who need an accommodation or auxiliary aid in connection with the application process should contact the person listed under For Further Information Contact in section VII of this notice. If the Department provides an accommodation or auxiliary aid to an individual with a disability in connection with the application process, the individual's application remains subject to all other requirements and limitations in this notice.

Deadline for Intergovernmental Review: February 28, 2011.

4. Intergovernmental Review: This program is subject to Executive Order 12372 and the regulations in 34 CFR part 79. Information about Intergovernmental Review of Federal Programs under Executive Order 12372 is in the application package for this program.

5. Funding Restrictions: We specify unallowable costs in 34 CFR 643.31. We reference additional regulations outlining restrictions in the Applicable Regulations section of this notice.

6. Data Universal Numbering System Number, Taxpayer Identification Number, and Central Contractor Registry: To do business with the Department of Education, you must--

a. Have a Data Universal Numbering System (DUNS) number and a Taxpayer Identification Number (TIN);

b. Register both your DUNS number and TIN with the Central Contractor Registry (CCR), the Government's primary registrant database;

c. Provide your DUNS number and TIN on your application; and

d. Maintain an active CCR registration with current information while your application is under review by the Department and, if you are awarded a grant, during the project period.

You can obtain a DUNS number from Dun and Bradstreet. A DUNS number can be created within one business day.

If you are a corporate entity, agency, institution, or organization, you can obtain a TIN from the Internal Revenue Service. If you are an individual, you can obtain a TIN from the Internal Revenue Service or the Social Security Administration. If you need a new TIN, please allow 2-5 weeks for your TIN to become active.

The CCR registration process may take five or more business days to complete. If you are currently registered with the CCR, you may not need to make any changes. However, please make certain that the TIN associated with your DUNS number is correct. Also note that you will need to update your CCR registration on an annual basis. This may take three or more business days to complete.

In addition, if you are submitting your application via Grants.gov, you must: (1) be designated by your organization as an Authorized Organization Representative (AOR); and (2) register yourself with Grants.gov as an AOR. Details on these steps are outlined in the Grants.gov 3-Step Registration Guide (see www.grants.gov/section910/Grants.govRegistrationBrochure.pdf).

7. Other Submission Requirements: Applications for grants under this program must be submitted electronically unless you qualify for an exception to this requirement in accordance with the instructions in this section.

a. Electronic Submission of Applications.

Applications for grants under the Talent Search Program, CFDA number 84.044A, must be submitted electronically using the Governmentwide Grants.gov Apply site at www.Grants.gov. Through this site, you will be able to download a copy of the application package, complete it offline, and then upload and submit your application. You may not e-mail an electronic copy of a grant application to us.

We will reject your application if you submit it in paper format unless, as described elsewhere in this section, you qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. Further

information regarding calculation of the date that is two weeks before the application deadline date is provided later in this section under Exception to Electronic Submission Requirement.

You may access the electronic grant application for the Talent Search Program at www.Grants.gov. You must search for the downloadable application package for this program by the CFDA number. Do not include the CFDA number's alpha suffix in your search (e.g., search for 84.326, not 84.326A).

Please note the following:

- When you enter the Grants.gov site, you will find information about submitting an application electronically through the site, as well as the hours of operation.
- Applications received by Grants.gov are date and time stamped. Your application must be fully uploaded and submitted and must be date and time stamped by the Grants.gov system no later than 4:30:00 p.m., Washington, DC time, on the application deadline date. Except as otherwise noted in this section, we will not accept your application if it is received--that is, date and time stamped by the Grants.gov system--after 4:30:00 p.m., Washington, DC time, on the application deadline date. We do not consider an application that does not comply with the deadline requirements. When we retrieve your application from Grants.gov, we will notify you if we are rejecting your application because it was date and time stamped by the

Grants.gov system after 4:30:00 p.m., Washington, DC time, on the application deadline date.

- The amount of time it can take to upload an application will vary depending on a variety of factors, including the size of the application and the speed of your Internet connection. Therefore, we strongly recommend that you do not wait until the application deadline date to begin the submission process through Grants.gov.

- You should review and follow the Education Submission Procedures for submitting an application through Grants.gov that are included in the application package for this program to ensure that you submit your application in a timely manner to the Grants.gov system. You can also find the Education Submission Procedures pertaining to Grants.gov under News and Events on the Department's G5 system home page at <http://www.G5.gov>.

- You will not receive additional point value because you submit your application in electronic format, nor will we penalize you if you qualify for an exception to the electronic submission requirement, as described elsewhere in this section, and submit your application in paper format.

- You must submit all documents electronically, including all information you typically provide on the following forms: the Application for Federal Assistance (SF 424), the Department

of Education Supplemental Information for SF 424, Budget Information--Non-Construction Programs (ED 524), and all necessary assurances and certifications.

- You must attach any narrative sections of your application as files in a .PDF (Portable Document) format only. If you upload a file type other than a .PDF file or submit a password-protected file, we will not review that material.

- Your electronic application must comply with any page-limit requirements described in this notice.

- After you electronically submit your application, you will receive from Grants.gov an automatic notification of receipt that contains a Grants.gov tracking number. (This notification indicates receipt by Grants.gov only, not receipt by the Department.) The Department then will retrieve your application from Grants.gov and send a second notification to you by e-mail. This second notification indicates that the Department has received your application and has assigned your application a PR/Award number (an ED-specified identifying number unique to your application).

- We may request that you provide us original signatures on forms at a later date.

Application Deadline Date Extension in Case of Technical Issues with the Grants.gov System: If you are experiencing problems submitting your application through Grants.gov, please contact

the Grants.gov Support Desk, toll free, at 1-800-518-4726. You must obtain a Grants.gov Support Desk Case Number and must keep a record of it.

If you are prevented from electronically submitting your application on the application deadline date because of technical problems with the Grants.gov system, we will grant you an extension until 4:30:00 p.m., Washington, DC time, the following business day to enable you to transmit your application electronically or by hand delivery. You also may mail your application by following the mailing instructions described elsewhere in this notice.

If you submit an application after 4:30:00 p.m., Washington, DC time, on the application deadline date, please contact the person listed under For Further Information Contact in section VII of this notice and provide an explanation of the technical problem you experienced with Grants.gov, along with the Grants.gov Support Desk Case Number. We will accept your application if we can confirm that a technical problem occurred with the Grants.gov system and that that problem affected your ability to submit your application by 4:30:00 p.m., Washington, DC time, on the application deadline date. The Department will contact you after a determination is made on whether your application will be accepted.

Note: The extensions to which we refer in this section apply only to the unavailability of, or technical problems with, the Grants.gov system. We will not grant you an extension if you failed to fully register to submit your application to Grants.gov before the application deadline date and time or if the technical problem you experienced is unrelated to the Grants.gov system.

Exception to Electronic Submission Requirement: You qualify for an exception to the electronic submission requirement, and may submit your application in paper format, if you are unable to submit an application through the Grants.gov system because--

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

and

- No later than two weeks before the application deadline date (14 calendar days or, if the fourteenth calendar day before the application deadline date falls on a Federal holiday, the next business day following the Federal holiday), you mail or fax a written statement to the Department, explaining which of the two grounds for an exception prevent you from using the Internet to submit your application.

If you mail your written statement to the Department, it must be postmarked no later than two weeks before the

application deadline date. If you fax your written statement to the Department, we must receive the faxed statement no later than two weeks before the application deadline date.

Address and mail or fax your statement to: Geraldine Smith, U.S. Department of Education, 1990 K Street, N.W., room 7000, Washington, DC 20006-8510. Fax: (202) 502-7857.

Your paper application must be submitted in accordance with the mail or hand delivery instructions described in this notice.

b. Submission of Paper Applications by Mail.

If you qualify for an exception to the electronic submission requirement, you may mail (through the U.S. Postal Service or a commercial carrier) your application to the Department. You must mail the original and three copies of your application, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.044A)
LBJ Basement Level 1
400 Maryland Avenue, S.W.
Washington, DC 20202-4260

You must show proof of mailing consisting of one of the following:

- (1) A legibly dated U.S. Postal Service postmark.
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.

(3) A dated shipping label, invoice, or receipt from a commercial carrier.

(4) Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education.

If you mail your application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

(1) A private metered postmark.

(2) A mail receipt that is not dated by the U.S. Postal Service.

If your application is postmarked after the application deadline date, we will not consider your application.

Note: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

c. Submission of Paper Applications by Hand Delivery.

If you qualify for an exception to the electronic submission requirement, you (or a courier service) may deliver your paper application to the Department by hand. You must deliver the original and two copies of your application by hand, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.044A)

550 12th Street, S.W.
Room 7041, Potomac Center Plaza
Washington, DC 20202-4260

The Application Control Center accepts hand deliveries daily between 8:00 a.m. and 4:30:00 p.m., Washington, DC time, except Saturdays, Sundays, and Federal holidays.

Note for Mail or Hand Delivery of Paper Applications: If you mail or hand deliver your application to the Department--

(1) You must indicate on the envelope and--if not provided by the Department--in Item 11 of the SF 424 the CFDA number, including suffix letter, if any, of the competition under which you are submitting your application; and

(2) The Application Control Center will mail to you a notification of receipt of your grant application. If you do not receive this notification within 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

V. Application Review Information

1. Selection Criteria: The selection criteria for this program competition are in 34 CFR 643.21 and listed in the application package.

Note: With the changes made to the Higher Education Act of 1965, as amended, by the Higher Education Opportunity Act, the TS Program objectives have been standardized. Please note that applicants are required to use these objectives to measure

performance under the program. Specifically, under the "Objectives" selection criterion, 34 CFR 643.21 (b), worth eight points, applicants should address the standardized objectives related to the participants' academic achievements, including secondary school persistence, secondary school graduation with a regular secondary school diploma, secondary school graduation from a rigorous secondary school program of study, postsecondary education enrollment, and postsecondary degree attainment.

2. Review and Selection Process: A panel of non-federal readers will review each application on the basis of the selection criteria in 34 CFR 643.21. The individual scores of the readers will be added and the sum divided by the number of readers to determine the reader score received in the review process. In accordance with 34 CFR 643.22, the Secretary will award prior experience points to applicants that have conducted a TS Program project during budget periods 2007-08, 2008-09, and 2009-10, based on their documented experience. Prior experience points, if any, will be added to the application's averaged reader score to determine the total score for each application. If there are insufficient funds for all applications with the same total scores, per 34 CFR 643.20(c), the Secretary will choose among the tied applications so as to serve geographical areas that have been underserved by the TS Program.

We remind potential applicants that in reviewing applications in any discretionary grant competition, the Secretary may consider, under 34 CFR 75.217(d)(3), the past performance of the applicant in carrying out a previous award, such as the applicant's use of funds, and compliance with grant conditions. The Secretary may also consider whether the applicant failed to submit a timely performance report or submitted a report of unacceptable quality.

In addition, in making a competitive grant award, the Secretary also requires various assurances including those applicable to Federal civil rights laws that prohibit discrimination in programs or activities receiving Federal financial assistance from the Department of Education (34 CFR 100.4, 104.5, 106.4, 108.8, and 110.23).

3. Special Conditions: Under 34 CFR 74.14 and 80.12, the Secretary may impose special conditions on a grant if the applicant or grantee is not financially stable; has a history of unsatisfactory performance; has a financial or other management system that does not meet the standards in 34 CFR parts 74 or 80, as applicable; has not fulfilled the conditions of a prior grant; or is otherwise not responsible.

VI. Award Administration Information

1. Award Notices: If your application is successful, we notify your U.S. Representative and U.S. Senators and send you a

Grant Award Notification (GAN). We may notify you informally, also.

If your application is not evaluated or not selected for funding, we will notify you.

2. Administrative and National Policy Requirements:

We identify administrative and national policy requirements in the application package and reference these and other requirements in the Applicable Regulations section of this notice.

We reference the regulations outlining the terms and conditions of an award in the Applicable Regulations section of this notice and include these and other specific conditions in the GAN. The GAN also incorporates your approved application as part of your binding commitments under the grant.

3. Reporting: (a) If you apply for a grant under this competition, you must ensure that you have in place the necessary processes and systems to comply with the reporting requirements in 2 CFR part 170 should you receive funding under the competition. This does not apply if you have an exception under 2 CFR 170.110(b).

(b) At the end of your project period, you must submit a final performance report, including financial information, as directed by the Secretary. If you receive a multi-year award, you must submit an annual performance report that provides the

most current performance and financial expenditure information as directed by the Secretary under 34 CFR 75.118. The Secretary may also require more frequent performance reports under 34 CFR 75.720(c). For specific requirements on reporting, please go to www.ed.gov/fund/grant/apply/appforms/appforms.html.

4. Performance Measures: The success of the TS Program will be measured by secondary school persistence and graduation rates of TS Program participants, as well as postsecondary enrollment and completion rates. All TS Program grantees will be required to submit an annual performance report documenting secondary school persistence, secondary school graduation, and postsecondary enrollment of their participants. Because students may take different lengths of time to complete their postsecondary education, multiple years of performance report data are needed to determine the postsecondary completion rates of TS Program participants. The Department will aggregate the data provided in the annual performance reports from all grantees to determine the performance level of the overall TS Program.

5. Continuation Awards: In making a continuation award, the Secretary may consider, under 34 CFR 75.253, the extent to which a grantee has made "substantial progress toward meeting the objectives in its approved application." This consideration includes the review of a grantee's progress in meeting the

targets and projected outcomes in its approved application, and whether the grantee has expended funds in a manner that is consistent with its approved application and budget. In making a continuation grant, the Secretary also considers whether the grantee is operating in compliance with the assurances in its approved application, including those applicable to Federal civil rights laws that prohibit discrimination in programs or activities receiving Federal financial assistance from the Department (34 CFR 100.4, 104.5, 106.4, 108.8, and 110.23).

VII. Agency Contacts

For Further Information Contact: Geraldine Smith or ReShone Moore, U.S. Department of Education, 1990 K Street, N.W., suite 7000, Washington, DC 20006-8510. Telephone: (202) 502-7600 or by e-mail: TRIO@ed.gov.

If you use a TDD, call the FRS, toll free, at 1-800-877-8339.

VIII. Other Information

Accessible Format: Individuals with disabilities can obtain this document and a copy of the application package in an accessible format (e.g., braille, large print, audiotape, or computer diskette) on request to the program contact persons listed under For Further Information Contact in section VII of this notice.

Electronic Access to This Document: You can view this document, as well as all other documents of this Department published in the Federal Register, in text or Adobe Portable Document Format (PDF) on the Internet at the following site:

www.ed.gov/news/fedregister. To use PDF you must have Adobe Acrobat Reader, which is available free at this site.

Note: The official version of this document is the document published in the Federal Register. Free Internet access to the official edition of the Federal Register and the Code of Federal Regulations is available on GPO Access at:

www.gpoaccess.gov/nara/index.html.

Dated:

/signed/

Eduardo M. Ochoa,
Assistant Secretary for
Postsecondary Education.

AUTHORIZING LEGISLATION

The Talent Search Program is authorized by the Higher Education Act (HEA) of 1965. The Higher Education Opportunity Act (HEOA) of 2008 made significant changes to the Talent Search Program. The HEOA's amendments to the HEA may be found at the Department's website at the following address:

<http://www2.ed.gov/policy/highered/leg/hea08/index.html>.

As an additional reference, a copy of an unofficial compilation of the HEA, as amended by the HEOA, has been posted to the Department's website. This unofficial compilation was prepared by the House Office of Legislative Counsel for the use and convenience of the House Committee on Education and Labor. Please refer to pages 181-203 for the portion of the document that pertains to the Federal TRIO Programs. This unofficial compilation is available under "Tips and Assistance" at the following address:

<http://www2.ed.gov/programs/triotalent/applicant.html>.

Please note that the official compilation of Federal law is the United States Code which is available from the Government Printing Office.

TALENT SEARCH PROGRAM REGULATIONS

On October 26, 2010 the final regulations amending the Talent Search Program regulations were published in the Federal Register. These final regulations may be accessed under “What’s New” on the TRIO homepage at the following address:

<http://www2.ed.gov/about/offices/list/ope/trio/index.html>.

An unofficial compilation of the Talent Search regulations with the changes resulting from the final regulations amending 34 CFR Part 643 has been prepared by the Office of Federal TRIO Programs as a convenience for current Talent Search Program directors and entities applying for a Talent Search grant. This unofficial compilation may be accessed under “What’s New” on the TRIO homepage at the following address:

<http://www2.ed.gov/about/offices/list/ope/trio/index.html>.

Please note that the unofficial compilation of the program regulations is provided solely as a convenience, and the final regulations, as published in the Federal Register, should be regarded as the only official version. If there is any conflict between information provided in the unofficial compilation and that in the official version, as published in the Federal Register, the information provided in the Federal Register always take precedence.

Federal TRIO Programs 2010 Annual Low Income Levels

On August 3, 2010, the U. S. Department of Health and Human Services (HHS) published poverty guidelines for the remainder of 2010; these figures are the same as the 2009 poverty guideline figures.

(Effective January 23, 2009 Until Further Notice)

Size of Family Unit	48 Contiguous States, D.C., and Outlying Jurisdictions	Alaska	Hawaii
1	\$16,245	\$20,295	\$18,690
2	\$21,855	\$27,315	\$25,140
3	\$27,465	\$34,335	\$31,590
4	\$33,075	\$41,355	\$38,040
5	\$38,685	\$48,375	\$44,490
6	\$44,295	\$55,395	\$50,940
7	\$49,905	\$62,415	\$57,390
8	\$55,515	\$69,435	\$63,840

For family units with more than eight members, add the following amount for each additional family member: \$5,610 for the 48 contiguous states, the District of Columbia and outlying jurisdictions; \$7,020 for Alaska; and \$6,450 for Hawaii.

The term "low-income individual" means an individual whose family's taxable income for the preceding year did not exceed 150 percent of the poverty level amount.

The figures shown under family income represent amounts equal to 150 percent of the family income levels established by the Census Bureau for determining poverty status. The poverty guidelines were published by the U.S. Department of Health and Human Services in the [Federal Register](#), Vol. 75, No. 148, August 3, 2010, pp. 45628 - 45629..

INTERGOVERNMENTAL REVIEW OF FEDERAL PROGRAMS EXECUTIVE ORDER 12372

This program falls under the rubric of Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR Part 79. One of the objectives of the Executive order is to strengthen federalism--or the distribution of responsibility between localities, States, and the Federal government--by fostering intergovernmental partnerships. This idea includes supporting processes that State or local governments have devised for coordinating and reviewing proposed Federal financial grant applications.

The process for doing this requires grant applicants to contact State Single Points of Contact for information on how this works. Multi-state applicants should follow procedures specific to each state.

Further information about the State Single Point of Contact process and a list of names by State can be found at:

<http://www.whitehouse.gov/omb/grants/spoc.pdf>

Absent specific State review programs, applicants may submit comments directly to the Department. All recommendations and comments must be mailed or hand-delivered by the date indicated in the actual application notice to the following address: The Secretary, EO 12372--CFDA# [commenter must insert number--including suffix letter, if any], U.S. Department of Education, room 7E200. 400 Maryland Avenue, S.W., Washington, DC 20202.

Proof of mailing will be determined on the same basis as applications (see 34 CFR §75.102). Recommendations or comments may be hand-delivered until 4:30 p.m. (eastern time) on the closing date indicated in this notice.

Important note: The above address is not the same address as the one to which the applicant submits its completed applications. **Do not send applications to the above address.**

SUPPLEMENTAL INFORMATION

The following supplements the information provided in the “Dear Applicant” letter and the Notice.

1. Estimated Funding and Project Period

- Estimated Available Funds for new awards for FY 2011: \$142,062,000
- Estimated Range of Awards: \$230,000 - \$702,000 per year
- Estimated Average Size of Awards \$306,168
- Estimated Number of New Awards: 464
- Project Period for New Awards: 60 months

The U.S. Department of Education is not bound by these estimates.

2. Intergovernmental Review of Federal Programs

Intergovernmental Review of Federal Programs was issued to foster an intergovernmental partnership and to strengthen federalism by relying on state and local processes for the coordination and review of proposed Federal financial assistance.

Applicants must contact the appropriate State Single Point of Contact to find out about, and to comply with, the in State’s process under Executive Order 12372. A listing of the Single Point of Contact for each State may be viewed at: <http://www.whitehouse.gov/OMB/grants/spoc.html>.

3. TS Program Assurances

All applications must comply with the TS Program statutory and regulatory requirements. The assurances page is included in this application package and must be signed by a certifying official and uploaded into the Other Attachments Form in Grants.gov. By submitting a TS Program application, an applicant certifies that it has read the assurances and will fully comply with the requirements.

4. TS Program Profile

All applicants must provide the information requested on this form. The TS Program Profile form contains standardized objectives. Applicants are required to propose the percentage at which each of the standardized objectives will be attained. On the TS Profile form, you must fill in the blanks indicating the percentage level of achievement for each of the objectives. **You may not modify, amend or delete any of these objectives.**

Applicants must copy and paste the TS Program Profile form into a separate document, or otherwise recreate the page exactly as it appears. Complete the form, save it to your computer and attach it to the *Other Attachments Form* as a .pdf document. Do not modify or amend the language on the form in any way.

5. Evaluation of Applications for Awards

A panel of three non-federal readers will review each application in accordance with the selection criteria. Each reviewer will prepare a written evaluation of the information presented in the program narrative section of the application and assign points for each selection criterion.

6. Selection Criteria

The selection criteria in 34 CFR, Part 643, as amended by the final regulations published on October 26, 2010, are used to evaluate applications.

7. Applicant Funding

Applicants should pay close attention to the “Maximum Award” section of the Notice. The Department will reject any application that proposes a budget exceeding the maximum amount and/or the published per participant cost, as indicated in the Notice.

8. Prior Experience

In accordance with 34 CFR 643.22, the Secretary will award prior experience points to applicants that have conducted a TRIO TS Program project during these fiscal years: 2007-08, 2008-09 and 2009-10. Based on the applicant’s documented experience, up to 15 prior experience (PE) points will be added to the application’s averaged reader score to determine the total score for each application and the total score will be used in funding decisions as defined in the Notice.

9. Selection of Grantees

The Secretary will select an application for funding in rank order, based on the application’s total score for the selection criteria plus any prior experience points earned, pursuant to 34 CFR 643.20 through 643.22. If there are insufficient funds for all applications with the same total scores, the Secretary will choose among the tied applications so as to serve geographical areas that have been underserved by the TS Program.

10. Notification of Successful Applicants

The Department's Office of Legislation and Congressional Affairs will inform the Congress regarding applications approved for new TS Program grants. Successful applicants will receive award notices by mail shortly after the Congress is notified. No funding information will be released before the Congress is notified.

11. Notice to Unsuccessful Applicants

Unsuccessful applicants will be notified in writing following the notice to successful applicants.

12. Second Review Process

To implement the statutory requirements for a second review of unsuccessful applications, the Department has adopted a two-slate process. After the peer review of applications and the awarding of PE points, as applicable, the Department will rank all the applications. The Department then will establish a funding band to determine the percentage of the total funds allotted for the competition that will be set aside for the second review. The determination of the percentage of funds to be reserved for the second review and the applications to be included in the funding band will be based on the distribution of application scores. The funding band will include all of the applications with a rank-order score that is 1) below the lowest score of applications funded after the first review and 2) that would be funded if the Secretary had 150 percent of the funds that were set aside for the second review.

Only applicants whose applications scored within the funding band will be eligible for the second review. In addition, those applicants deemed eligible for the second review will have to provide evidence demonstrating that the Department, an agent of the Department, or a peer reviewer made an administrative or scoring error (as defined in the regulations) in the review of its application. The guidelines and criteria for the second review process are included in the TS Regulations in section 643.24.

13. Annual Performance Report Requirements

If you receive a FY 2011 new grant award, you will be required to submit annual performance reports during the five-year funding cycle using the Education Department's on-line web application. This online system collects data about funded projects to enable program specialists to determine if a grantee is making substantial progress toward meeting approved project objectives.

14. Contact Information

For Talent Search program-related questions and assistance, please contact:

Team Leader, College and University Preparation Team: Geraldine G. Smith

Address: Federal TRIO Programs
U.S. Department of Education
1990 K Street, N.W., Suite 7000
Washington, D.C. 20006-8510

Telephone: (202) 502-7543
Fax: (202) 502-7857
E-mail Address: geraldine.smith@ed.gov

or

Address: ReShone Moore
Federal TRIO Programs
U.S. Department of Education
1990 K Street, N.W., Suite 7000
Washington, D.C. 20006-8510

Telephone: (202) 502-7893
Fax: (202) 502-7857
E-mail Address: reshone.moore@ed.gov

For Grant.gov-related questions and assistance, please contact:

Support Desk: Grants.gov Support Desk
Telephone: (800) 518-4726
Hours: 24 hours, 7 days a week, except Federal holidays
E-mail: support@grants.gov

Talent Search Program Profile

Instructions: All applicants must complete this page. The completed page must be attached to the Other Attachments Form in the application package in Grants.gov (as a .pdf document) in the application. **DO NOT MODIFY OR AMEND THE CONTENTS OF THIS PAGE.**

1. Applicants currently funded under the Talent Search Program (FY 2006-2011) must provide their current grant award number. This can be found in Block 5 of the Grant Award Notification.

New applicants should leave this item blank.

PR/Award Number (Current Grantees Only): P044A (06) (07) (08) _____

Application designated to receive prior experience: Yes ___ No ___

Application addresses Invitational Priorities (check all that apply):

___ **Invitational Priority 1**

The Secretary encourages applicants to propose projects that provide services to students enrolled in schools that are not currently being served by a Talent Search project, especially schools that the State has identified as the persistently lowest-achieving schools.

___ **Invitational Priority 2**

The Secretary encourages applicants to work with appropriate State agencies to use data from State longitudinal data systems or to obtain data from reliable third-party sources when providing information on the implementation of their Talent Search project and their participants' outcomes.

___ **Invitational Priority 3**

The Secretary encourages applicants to coordinate project services with school-level partners and other community resources in order to carry out projects that are cost-effective and best meet students' needs.

2. Institution/Agency/Organization/School (Legal Name):

3. All applicants must indicate the address where this project will be physically located.

Project Address: _____
City, State, Zip Code _____

4. Multiple applications submitted: No: ___ Yes: ___ How many? ___

TS Program Profile (continued)

5. List the target schools and estimated number of participants to be served at each school:

(1) _____	_____	(8) _____	_____
(2) _____	_____	(9) _____	_____
(3) _____	_____	(10) _____	_____
(4) _____	_____	(11) _____	_____
(5) _____	_____	(12) _____	_____
(6) _____	_____	(13) _____	_____
(7) _____	_____	(14) _____	_____

Note: The project must be located in a setting accessible to the individuals the project proposes to serve. Add an additional page to list target schools, if needed.

6. Provide the total number of proposed participants to be served each year: _____
(Note: Projects are expected to serve the same number of participants each year. Two-thirds of the participants served must be low-income, first-generation college students.)

7. Program Objectives:

Please fill in the proposed percent for each objective.

*Note: These are the same objectives that **MUST** be stated in Part III -- Program Narrative section of your application when addressing the Objectives and the Evaluation criteria.*

A. Secondary School Persistence: ____% of non-senior participants served each project year will complete the current academic year and continue in school for the next academic year, at the next grade level.

B. Secondary School Graduation (regular secondary school diploma): ____% of seniors served during the project year will graduate during the project year with a regular secondary school diploma within the standard number of years.

C. Secondary School Graduation (rigorous secondary school program of study): ____% of seniors served during the project year will complete a rigorous secondary school program of study and will graduate during the project year with a regular secondary school diploma within the standard number of years.

D. Postsecondary Education Enrollment: ____% of participants, who have graduated with a regular secondary school diploma, during the project year, will enroll in an institution of higher education by the fall term immediately following high school graduation or will have received notification, by the fall term immediately following high school, from an institution of higher education, of acceptance but deferred enrollment until the next academic term (e.g., spring term).

E. Postsecondary Attainment: ____% of participants served during the project year, who enrolled in an institution of higher education, by the fall term immediately following high school graduation or by the next academic term (e.g., spring term) as a result of acceptance but deferred enrollment will, complete a program of postsecondary education within six years.

Please note the following definitions:

Graduation in a standard number of years: means the attainment of a regular secondary school diploma at the conclusion of, before the conclusion of, or during the summer immediately following a participant's fourth year of high school, unless a high school begins after ninth grade, in which case the standard number of years is the number of grades in the school.

Enrolled: a participant who has completed the registration requirements (except for the payment of tuition and fees) at the institution that he or she is attending.

Acceptance but Deferred Enrollment: a participant has received an acceptance letter from the institution that he or she will attend, but cannot enroll in the fall term immediately following high school graduation for reasons determined by the institution. The institution defers enrollment until the next term.

Regular Secondary School Diploma: means a level attained by individuals who meet or exceed the coursework and performance standards for high school completion established by the individual's state.

Rigorous Secondary School Program of Study: means a program of study that is--

- (1) Established by a state educational agency (SEA) or local educational agency (LEA) and recognized as a rigorous secondary school program of study by the Secretary through the process described in 34 CFR 691.16(a) through 691.16(c) for the ACG Program; or
- (2) An advanced or honors secondary school program established by States and in existence for the 2004-2005 school year or later school years; or
- (3) Any secondary school program in which a student successfully completes at a minimum the following courses:
 - (i) Four years of English.
 - (ii) Three years of mathematics, including algebra I and a higher-level class such as algebra II, geometry, or data analysis and statistics.
 - (iii) Three years of science, including one year each of at least two of the following courses: biology, chemistry, and physics.
 - (iv) Three years of social studies.
 - (v) One year of a language other than English; or
- (4) A secondary school program identified by a State-level partnership that is recognized by the State Scholars Initiative of the Western Interstate Commission for Higher Education (WICHE), Boulder, Colorado; or
- (5) Any secondary school program for a student who completes at least two courses from an International Baccalaureate Diploma Program sponsored by the International Baccalaureate Organization, Geneva, Switzerland, and receives a score of a "4" or higher on the examinations for at least two of those courses; or
- (6) Any secondary school program for a student who completes at least two Advanced Placement courses and receives a score of "3" or higher on the College Board's Advanced Placement Program Exams for at least two of those courses.

Postsecondary Attainment: completion of a program of postsecondary education that has led to a certificate, associate or baccalaureate degree.

Institution of Higher Education: means an educational institution as defined in sections 101 and 102 of the HEA.

Program of Postsecondary Education: a formal instructional program whose curriculum is designed primarily for students who are beyond the compulsory age for high school. This includes programs whose purpose is academic or vocational, and excludes avocational and adult basic education.

A note concerning the Postsecondary Attainment Objective:

Section 402A(f)(3)(A)(vi) of the Higher Education Act, as amended in 2008 by section 403(a)(5) of the Higher Education Opportunity Act, requires the Department to use postsecondary education completion, if practicable, to assess the success of a TS project. To implement this statutory requirement, §643.22(d)(6) of the TS program regulations states that an “applicant may determine success in meeting the objective by using a randomly selected sample of participants in accordance with the parameters established by the Secretary in the Federal Register notice inviting applications or other published application materials for the competition.”

The following guidelines provide the required parameters for establishing a random sample of participants. Applicants should consider these parameters as they establish performance targets for the postsecondary completion standardized objective and as they develop participant tracking systems for that objective. Note that the purpose of §643.22(d)(6) is to reduce, not increase, the burden on grantees. A grantee must follow the sampling guidelines discussed below or a grantee may choose to track all participants that complete secondary schools and enroll in postsecondary education.

Determining Sample Size

Currently, TS grantees are serving between 600 and 2,000 students. For the FY 2011 competitions, the minimum number of participants to be served will be 500. To help determine the sample size needed to provide reliable data on the postsecondary attainment of project participants, we have used performance report data from existing TS projects. The data has shown us that, typically, 20 percent of Talent Search Participants are considered “college ready,” and out of those 78 percent enroll in postsecondary education. To that end, we are using those statistics to determine the sample size that each TS project should use, based on number of participants served.

Talent Search Profile (*continued*)

The table below breaks down how we are determining the proper sample size for each project. For example, if your project is serving 1400 students, we can assume that 280 of those students are considered “college ready” and out those, 218 will enroll in postsecondary education. So, we determine that our sample size should be 140 students.

Total Participants Served	20% College Ready	78% Enrolling in Postsecondary Education	Sample Size (95% Confidence Level)¹
500	100	78	65
550	110	86	71
600	120	94	76
650	130	101	81
700	140	109	86
750	150	117	90
800	160	125	95
850	170	133	99
900	180	140	103
950	190	148	108
1000	200	156	112
1050	210	164	116
1100	220	172	120
1150	230	179	123
1200	240	187	126
1250	250	195	130
1300	260	203	134
1350	270	211	137
1400	280	218	140
1450	290	226	143
1500	300	234	146
1550	310	242	149
1600	320	250	152
1650	330	257	155
1700	340	265	158
1750	350	273	160
1800	360	281	163
1850	370	289	166
1900	380	296	168
1950	390	304	170
2000	400	312	173

¹ In the National Center for Education Statistics – Statistical Standard 5-1-3 – states that the criterion for judging statistical significance will be 0.95 for confidence intervals.

Talent Search Profile (*continued*)

Determining a Random Sample

Once a project has properly determined the sample size, the project needs to establish a process for randomly choosing the participants that make up the sample. As a reminder, we know that if we have a TS project of 1400 students, 218 will enroll in postsecondary education, which will give us a sample size of 140 students. So, we will in turn use the 218 student as the “pool” in which to choose the sample.

When establishing a random sample, each of the 218 students (in this case) has an equal chance of being chosen. We believe the best way to get a proper random sample is described below.

- The list you use to determine your sample size should be in random order. Your list should not be in alphabetical order, in order by gender, race or age.
- Once you have your list of students, you should assign each of them a random number. Please see example below.

ID Number	Last Name	First Name	Race	Gender
001	Jones	Mary	W	F
002	Frederick	Jonas	H	M
003	Henderson	Jacob	AA	M

- Once your list has been established and you have randomly assigned students ID numbers, use a random number generator – for example <http://www.randomizer.org/form.htm>

As you can see from the screenshot below, the first screenshot shows how the numbers are entered into the form to determine your sample. The most important numbers entered were the numbers per set – which is the number of our sample size, and the number range – which is the total number of students that are enrolled in college.

The second screenshot shows the results (example) of the numbers that were generated.

- These numbers generated determine the students that you will track from your Talent Search project.

Talent Search Profile (continued)

RESEARCH RANDOMIZER

Randomize Tutorial Links About Us

To generate random numbers, enter your choices below (using integer values only):

How many sets of numbers do you want to generate? [Help](#)

How many numbers per set? [Help](#)

Number range (e.g., 1-50): From: To: [Help](#)

Do you wish each number in a set to remain unique? Yes No [Help](#)

Do you wish to sort the numbers that are generated? Yes: Least to Greatest No [Help](#)

How do you wish to view your random numbers? Place Markers Off Place Markers On [Help](#)

Site Overview

- Randomize Now**
Use the Randomizer form to instantly generate random numbers.
- Quick Tutorial**
See some examples of how Research Randomizer can be used for random sampling and random assignment.
- Related Links**
Visit links on random sampling, random assignment, and research methods.
- About Research Randomizer**
Learn more about Research Randomizer and read our User Policy.

Randomizer Box

Add this tool to your website and generate your own number sets.

RESEARCH RANDOMIZER

Print Download in Excel Close

Research Randomizer Results

1 Set of 140 Unique Numbers Per Set
Range: From 1 to 218 -- Sorted from Least to Greatest

Job Status: **Finished**

Set #1:

2, 3, 6, 7, 10, 11, 12, 13, 14, 15, 17, 18, 19, 20, 21, 22, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 36, 37, 38, 39, 40, 43, 45, 48, 49, 50, 52, 54, 55, 56, 61, 64, 69, 71, 72, 73, 74, 76, 77, 80, 81, 82, 85, 86, 87, 89, 90, 93, 94, 98, 99, 101, 102, 103, 105, 108, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 121, 122, 123, 124, 125, 126, 127, 129, 130, 131, 133, 135, 136, 142, 145, 147, 149, 150, 151, 152, 153, 154, 155, 157, 158, 159, 161, 163, 165, 167, 168, 170, 171, 172, 173, 174, 176, 177, 179, 182, 183, 184, 185, 186, 189, 190, 191, 193, 194, 195, 196, 197, 199, 200, 201, 203, 204, 206, 209, 210, 211, 213, 217

Talent Search Profile (*continued*)

Attach this Profile sheet to the “Other Attachments Form” in the Grants.gov application package.

Attention Applicants: Applicants must copy and paste this page into a separate document, or recreate the page exactly as it appears. Then, complete the page, save it to your computer and attach it to the “Other Attachments Form” as a .pdf document. Do not modify or amend the contents of the form in any way.

Part IV – Talent Search Program Assurances

Attach this Assurance Form to the “Other Attachments Form” in Grants.gov. Applicants must copy and paste this page into a separate document or recreate the page exactly as it appears. Then complete the page, save it to your computer and attach it to the “Other Attachments Form” as a .pdf document. Do not modify or amend the contents of the form in any way.

As the duly authorized representative of the applicant, I certify that the applicant will comply with the following statutory requirements:

1. The applicant assures that at least two-thirds (2/3) of the individuals it serves under its proposed Talent Search Program project will be low-income individuals who are potential first-generation college students;
2. The applicant assures that it will collaborate with other Federal TRIO projects, Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) projects, or programs serving similar populations that are serving the same target schools or target area in order to minimize the duplication of services and promote collaboration so that more students can be served.
3. The applicant assures that the project will be located in a setting or settings accessible to the individuals proposed to be served by the project; and
4. The applicant assures that if the applicant is an institution of higher education, it will not use the project as a part of its recruitment program.

Authorized Certifying Official’s Signature

Printed Name of Authorized Certifying Official

Title of Authorized Certifying Official

Name of Applicant Institution/Organization

Date Signed

Attach this Assurance Form to the “Other Attachments Form” in the Grants.gov application package.

Attention Applicants: Applicants must copy and paste this page into a separate document, or recreate the page **exactly** as it appears. Then, complete the page, save it to your computer and attach it to the “Other Attachments Form” as a .pdf document. Do not modify or amend the contents of the form in any way.

Part V -- Prior Experience

Prior Experience Objectives and Calculations for TS Projects Operating in Project Years: 2007-08, 2008-09 and 2009-10

For the FY 2011 TS grant competition, the PE assessment years are 2007-08, 2008-09 and 2009-10. Achievement rates for each PE criterion will be based on the project's approved objectives and the information the grantee provided in the annual performance report (APR) for each project year under consideration.

An entity submitting an application to continue to serve substantially the same target schools that it is serving under its expiring TS project is eligible to receive PE points based on the PE criteria in 34 CFR 643.22 of the program regulations in effect during the FY 2006 grant competition.

In cases in which an applicant proposes to split a grant funded in FY 2006 into multiple proposals in the FY 2011 competition, the applicant will be eligible to receive PE points for only one proposed new project. The project for which the applicant is eligible for PE consideration is the one that proposes to serve the greatest number of currently-served target schools. An applicant is responsible for indicating on the TS Program Profile document, in Item #1, if the application is eligible for PE points.

If an applicant proposes to split a currently-funded grant evenly by target schools into multiple proposals for the FY 2011 competition, the applicant must decide which one new proposal should be considered for PE points by following the instructions above for marking Item #1 on the Program Profile document.

TS Prior Experience Criteria (34 CFR 643.22) and point allocations are as follows. A TS project may earn up to a total of 15 points for each year assessed; the final PE score is the average of the total scores for the three years assessed. A project that fails to serve at least 90 percent of its funded number for the project year will not receive any PE points.

- | | |
|---------------------------------------|-------------------------------|
| 1. Funded Number & 2/3rds Requirement | (maximum of 3 points) |
| 2. Secondary School Promotion | (maximum of 3 points) |
| 3. Secondary School Graduation | (maximum of 3 points) |
| 4. Postsecondary Admissions | (maximum of 6 points) |
| Total | (maximum of 15 points) |

- 1. a. Funded Number (maximum 1.5 points)** – Whether the applicant provided services to the number of participants required to be served under the approved application.

Calculation:

- The denominator is the number of participants the project was funded to serve in the project year.
- The numerator is the total number of participants the project actually served during the project year.

- b. Two-thirds Requirement (maximum 1.5 points)** – Whether two-thirds of all participants served were low-income individuals and potential first-generation college students.

Calculation:

- The denominator is the greater of the number of participants the project was funded to serve and the number of participants the project actually served during the project year.
- The numerator is the number of participants served during the project year who were low-income and potential first-generation college students.

- 2. Secondary School Promotion (maximum 3 points)** - The extent to which the applicant met or exceeded its objectives regarding the retention, reentry, and graduation levels of secondary school participants.

Calculation:

- The denominator is the total number of middle school and non-senior high school participants served during the project period.
- The numerator is the number of middle school and non-senior high school participants who were promoted to the next grade level at the end of the academic school year.

- 3. Secondary School Graduation (maximum 3 points)** – The extent to which the applicant met or exceeded its objectives regarding the retention, reentry, and graduation levels of secondary school participants.

Calculation:

- The denominator is the total number of high school seniors or their equivalents served during the project period.
- The numerator is the number of high school seniors or their equivalents who graduated or received high school equivalency credentials during the project period.

- 4. Postsecondary Admissions (maximum 6 points)** – The extent to which the applicant met or exceeded its objectives regarding the admission or reentry of participants to programs of postsecondary education.

Calculation:

- The denominator is the total number of college-ready participants served during the project period.
- The numerator is the total number of college-ready participants who enrolled in a program of postsecondary education during the project period or during the next fall term.

The due date for submitting performance reports for these years is now past. No changes or modifications to the information on file with the Department will be accepted.

Prior Experience for Successful Applicants Under the FY 2011 Competition

The prior experience assessment for applicants successful under the FY 2011 competition will be based on the outcome criteria outlined in 402A(f)(3)(A) of the HEA, as amended by section 403(A)(5) of the HEOA. The revised outcome criteria that will be used for successful applicants awarded during the 2011 TS competition are captured in the standardized objectives included on the TS Program Profile document in this application package.

INSTRUCTIONS FOR COMPLETING THE APPLICATION PACKAGE

The application consists of four parts. These parts are organized in the same manner that the submitted application should be organized. The parts are as follows:

Part I: SF 424 Form

Application for Federal Assistance – (SF424)
Department of Education Supplemental Information Form for SF424

***Notes:**

- Applicants must complete the SF 424 form first because some of the information you provide here is automatically inserted into other sections of the Grants.gov application package.
- Please do not attach any narratives, supporting files, or application components to the Standard Form (SF 424). Although the form accepts attachments, the Department of Education will only review materials/files attached to the forms listed below.

Part II: ED 524 Form

Department of Education Budget Summary Form – (ED 524)
Sections A & B
(NOTE: Section C – Budget Narrative must be included as part of the Program Narrative Attachment Form, located in Part III.)

Part III: Attachments

ED Abstract Form
Program Narrative Attachment Form – includes a Table of Contents
Other Attachments Form – includes the Program Assurances page and the TS Program Profile document

The Department of Education Abstract Form is where you attach the one-page TS project abstract.

The Program Narrative Attachment Form is where you attach the responses addressing the program selection criteria that will be used to evaluate applications submitted for this competition. **This section has a strict page limit of 65 pages**, excluding a *Table of Contents* and other items outlined in the Notice. **Please see the Notice for detailed information on page limits and formatting requirements.** You should include a Table on Contents for your application as the first page of this section. The *Table of Contents* will not count against the 65 pages you are allowed for your responses to the selection criteria. **You must also include your budget narrative in this section as part of the selection criteria, which is counted as part of the 65-page limit.** The budget should demonstrate and justify that all costs are reasonable and necessary to

accomplish the proposed project activities. Include a description of the activities in the budget that respond to the announced **Invitational Priorities**.

The Other Attachments Form is where you attach the TS Program Profile document and the TS Program Assurances page. **No other appendices or attachments should be included as they will be counted as part of the 65-page limit.**

***All attachments must be in a .PDF format. Other types of files will not be accepted.**

Part IV: Assurances, Certifications, and Survey Forms

ED-GEPA Section 427 Requirement
Assurances – Non-Construction Programs (SF 424B)
Grants.gov Lobbying Form (formerly ED Form 80-0013)
Survey on Ensuring Equal Opportunity for Applicants
Disclosure of Lobbying Activities (SF-LLL)

INSTRUCTIONS FOR PROGRAM NARRATIVE

The following information supplements the information provided in the “Dear Applicant” letter, “Competition Highlights,” and the Notice.

The *Program Narrative* is to be attached to the Program Narrative Attachment Form in the Grants.gov application.

Before preparing the *Program Narrative*, applicants should review the “Dear Applicant” letter, Competition Highlights, Notice, program statute, and program regulations for specific guidance and requirements. Note that applications will be evaluated according to the specific selection criteria specified in the regulations which are included in this package.

The Secretary evaluates an application on the basis of the broad criteria in 34 CFR 643.21 of the TS Program regulations as identified in this application (see the Authorizing Legislation and Regulations). The *Program Narrative* should provide, in detail, the information that addresses the selection criteria. The maximum possible score for each category of selection criterion is indicated in parenthesis.

You must limit the *Program Narrative* to 65 pages, double-spaced in 12-point font, and number the pages consecutively. The narrative should be written concisely. Only the required information should be submitted. If appendices or other supplemental materials are included, they will count as part of the 65-page limit. Please refer to the Notice (see Content and Form of Application Submission) in this application for additional application submission requirements.

To facilitate the review of the application, provide responses to each of the following selection criteria in the following order:

1. PROJECT DESIGN
 - A. Need (34 CFR 643.21(a)) (24 points)
 - B. Objectives (34 CFR 643.21(b)) (8 points)
 - C. Plan of Operation (34 CFR 643.21(c)) (30 points)
 - D. Applicant and Community Support (34 CFR 643.21(d)) (16 points)
 - E. Quality of Personnel (34 CFR 643.21(e)) (9 points)
 - F. Budget (34 CFR 643.21(f)) (5 points)
 - G. Evaluation Plan (34 CFR 643.21(g)) (8 points)

Total Maximum Score for Selection Criteria	100 points
--	------------

Formatting

Double-space all text in the program narrative, except titles, headings, footnotes, quotations, references, captions, and all text in charts, tables, figures and graphs. Applicants may use one of the following fonts: *Times New Roman*, *Courier*, *Courier New* or *Arial*, only. Applications submitted in any other font (including *Times Roman* and *Arial Narrow*) will not be accepted. Applicants must use a size 12 font, only.

Include a *Table of Contents*: it will not be counted toward your 65-page limit. Appendices and attachments should not be included, as these items will be counted as part of the 65-page limit.

Applicants are encouraged to include an identifying header or footer that contains the applicant's name and the page number. Applicants may use the one-inch (1") margin at either the top or bottom of each page for this header or footer. The pages must be numbered in consecutive order.

The Program Narrative is limited to 65 pages. This section will include the discussion of the selection criteria.

The page limit does not apply to:

- Application Face Sheet (Application for Federal Assistance Form – SF 424)
- Table of Contents
- Project Abstract
- Budget Summary Form (ED Form 524)
- Talent Search Program Profile
- Assurances and Certifications
- ED GEPA 427

The Notice contains specific instructions on page limits.

In the Program Narrative, the applicant should address the selection criteria in the order delineated earlier (A-G) because this is the order in which the Technical Review Form is organized: The Technical Review Form is used by the peer reviewers to evaluate applications.

The following guidance may assist you in addressing each of the selection criteria:

(A) **Need**: In responding to this criterion, applicants must provide the required data addressing each of the sub-criteria. The data must address the identified target area to be served by the project and/or each of the target schools identified in the application. Applicants are expected to discuss how the data supports the need for a TS project in the defined target area and target schools. In geographical areas in which target schools do not collect the required information, the applicant, to the extent appropriate, should use other data sources (such as state or census data) and describe how these data relate to the criteria and/or demonstrate a need for a TS project in the proposed target area and target schools. In selecting the target area and target

schools, applicants are responsible for making the necessary judgments as to the need for a TS grant in the proposed target area. Data provided in the Need section will be used by the peer reviewers as baseline data to evaluate the appropriateness of the applicant's proposed achievement rates for the objectives (see criterion B, below) and to assess the quality of the applicant's plan of operation (see criterion C.).

(B) Objectives: All applicants will be responsible for the five standardized objectives cited on the Talent Search Program Profile. On the Profile page, you must fill in the blanks indicating the percentage level of achievement for each of these objectives.

In the Program Narrative, explain how the objectives are ambitious and attainable. **These objectives may not be rewritten, restated or reworded.** For each of the objectives, applicants should use data to show why the proposed percentage is ambitious as documented in the "NEED" section of the Program Narrative and attainable based on information provided in the Plan of Operation and the resources available to the project (see criterion A). Applicants may propose additional objectives, but are not required to do so. Applicants will not receive additional points or penalties for proposing additional objectives.

(C) Plan of Operation: This criterion contains six sub-criteria, and applicants must address all six sub-criteria. This part of the application should provide information on who, what, when and how the project will provide services to meet the goals and objectives and applicants should describe the services and activities to be provided as well as connections and collaborative efforts that the project will use for the delivery of services to the participants. Applicants must also, for the fifth sub-criterion provide information that addresses how the project will serve students at all proposed target schools and ensure that sufficient resources (including staff) are available to effectively and efficiently serve the proposed number of target schools. In addition, for the sixth sub-criteria, applicants must provide a plan for following former participants as they enter, continue in, and complete postsecondary education. Because TS projects serve relatively large numbers of participants, we recognize that it may be difficult for the project to track all participants through completion of postsecondary education. Therefore, a TS project may track a randomly selected sample of its participants. Further details on the required methodology that must be used for sampling are outlined as a *Note Concerning the Postsecondary Attainment Objective* on the Talent Search Profile Sheet.

As previously noted, the information provided in this section of the application will be assessed based on the quality of the applicant's response for addressing the identified needs as related to the baseline data provided in the Need section. All of the proposed services and activities should be clearly aligned with the identified needs of the participants to be served in the targeted schools and in the proposed target area.

(D) Applicant and Community Support: There are two sub-criteria that must be addressed. Applicants should not submit floor plans or letters of support or commitment in the application—this information can be described or summarized as narrative, or in a list, or in a chart. If submitted, these items will count towards the 65-page limit. Applicants must provide information on the tangible commitments and resources to be provided by the applicant and by community partners and should demonstrate in this section how the proposed commitments and

support will enable the proposed project to carry out the proposed project plan in the most cost-effective manner possible.

(E) Quality of Personnel: Applicants must address each of the three sub-criteria in this section. Applicants should include the minimum qualifications for all project personnel positions which may include type of degree required, acceptable field(s) of study, and minimum amount of work-related experience required for each position. Applicants are not required to submit resumes or job descriptions in the application—but, at a minimum; this information should be described or summarized. The “plan to employ personnel who have succeeded in overcoming barriers similar to the target population to be served” should be a specific plan -- the inclusion of an equal employment opportunity statement and/or a non-discriminatory employment practices policy alone is **not** an adequate response to this criterion.

(F) Budget: In response to this criterion, applicants must provide a detailed, itemized budget narrative for the first-year (2011-2012) budget period, **only**. The budget narrative is to be included in the *Program Narrative (Part III)*. Additional guidance on the standard budget forms is cited in the instructions entitled “First Year Budget and Budget Summary Form (ED Form 524) Instructions” on the following pages. Note: The budget narrative is counted as part of the 65-page limit for Part III.

Applicants should include costs that are related to the approved activities proposed in the Plan of Operation section, to the extent in which funds are available. All costs should be necessary to accomplish the proposed project activities, reasonable and allowable as discussed in the TS regulations in 34 CFR part 643.30.

(G) Evaluation plan: A strong evaluation plan should shape the development of the project from the beginning to the end of the grant period. The evaluation plan should include benchmarks to monitor progress toward meeting specific project objectives and should include measures to assess the impact on college access and completion and other important outcomes for project participants.

The evaluation plan should clearly indicate: (1) what types of data will be collected; (2) when various types of data will be collected; (3) for which annual cohorts of students data will be collected; (4) what data collection methods will be used; (5) how the data will be analyzed; and (6) when reports and outcome data will be available. The evaluation plan should indicate what information, provided on a weekly, monthly and annual basis will indicate if the project is developing in a manner that meets its goals and objectives. In addition, the plan should indicate who is responsible for making sure that information is available in a timely manner and is influencing the ongoing management of the project.

Applicants are encouraged to think carefully about evaluation approaches and seek cost-effective evaluation strategies. Applicants are also encouraged to explain how they will work with appropriate agencies to develop strategies for using State longitudinal data systems or other third-party verified data to track the extent to which students enroll in postsecondary education; persist in postsecondary education, and complete certificates, two-year and four-year degrees.

Finally, applicants are encouraged to examine and report on unanticipated outcomes, as well as effective strategies (which can be services, bundles of services, or specific ways of implementing allowable services) that increase college access and completion.

INVITATIONAL PRIORITIES FOR FY 2011

The Department is encouraging applicants under the Talent Search (TS) Program to address one or all of the invitational priorities listed below in their applications for funding. The Secretary has identified funding priorities that are aligned with the Department's Strategic Plan for achieving the President's 2020 goal. We believe the following priorities are consistent with the purpose of the TS Program. By addressing these priorities, TS grantees will be able to improve student outcome and thus the effectiveness of the TS Program.

Invitational Priority 1: The Secretary encourages applicants to propose projects that provide services to students enrolled in schools that are not currently being served by a Talent Search project, especially schools that the State has identified as the persistently lowest-achieving schools.

There is overwhelming evidence that show that students enrolled in persistently lowest-achieving schools are most likely not to: persist from one grade to the next; graduate from high school college-ready; and enroll in a program of postsecondary education. Since the major purpose of the TS Program is to provide an array of services to eligible students designed to increase high school graduation, and enrollment in and graduation from programs of postsecondary education, projects are highly encouraged to select one or more of these schools in their target areas as target schools. We believe that by providing TS services to the schools in this category, we will send a powerful message to the students and community on the importance the Department has placed on helping students in these schools succeed.

Invitational Priority 2: The Secretary encourages applicants to work with appropriate State agencies to use data from State longitudinal data systems or to obtain data from reliable third-party sources when providing information on the implementation of their Talent Search project and their participants' outcomes.

Given the changes in the TS Program as a result of the HEOA of 2008, the Department believes that this program competition, the first since the enactment of the HEOA, represents an excellent opportunity for TS projects to promote conversations with appropriate State agencies regarding the importance of having access to student data systems. Access to these longitudinal databases becomes invaluable for TS projects in succeeding years of the grant cycle as they work to enhance reliable reporting on students' outcomes. The efficiency and effectiveness of the TS Program can best be told by having access to reliable State or third-party data sources. That effort must begin at the project level.

Invitational Priority 3: The Secretary encourages applicants to coordinate project services with school-level partners and other community resources in order to carry out projects that are cost-effective and best meet students' needs.

In planning to implement a new project or adapt an existing project to meet the new requirements for the TS Program, applicants are encouraged to develop a plan or expand upon existing relationships in order to coordinate their activities with the proposed target schools, other Federal

programs (e.g., GEAR UP, Upward Bound, etc.) and state-funded programs with similar foci so that the project can serve as a catalyst for fostering collaborative outreach within the community. Applicants should include a discussion of innovative efforts to collaborate and engage community organizations and other partners in order to provide the required TS project services to meet the needs of the students. Applicants from each eligible entity should expound on the role of representatives from institutions of higher education, community agencies and organizations, and the target schools, in sharing the responsibility for addressing the challenges in serving the target population. All project partners should have knowledge of the objectives of the project and the resources needed to ensure success. It is important that project staff is supported in efforts to leverage resources.

Note: The priorities are invitational; therefore, we do not give an application that meets these invitational priorities a competitive or absolute preference over other applications.

INSTRUCTIONS FOR STANDARD FORMS

- Application for Federal Assistance (SF 424)
- Department of Education Supplemental Form for the SF 424
- Department of Education Budget Summary Form (ED 524)
- Disclosure of Lobbying Activities (SF-LLL)
- Survey Instructions on Ensuring Equal Opportunity for Applicants

INSTRUCTIONS FOR THE SF-424

This is a standard form required for use as a cover sheet for submission of pre-applications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the federal agency (agency). Required fields on the form are identified with an asterisk (*) and are also specified as "Required" in the instructions below. In addition to these instructions, applicants must consult agency instructions to determine other specific requirements.

Item	Entry:	Item	Entry:
1.	<p>Type of Submission: (Required) Select one type of submission in accordance with agency instructions.</p> <ul style="list-style-type: none"> • Pre-application • Application • Changed/Corrected Application – Check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this form to submit changes after the closing date. 	10.	<p>Name Of Federal Agency: (Required) Enter the name of the federal agency from which assistance is being requested with this application.</p>
		11.	<p>Catalog Of Federal Domestic Assistance Number/Title: Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.</p>
2.	<p>Type of Application: (Required) Select one type of application in accordance with agency instructions.</p> <ul style="list-style-type: none"> • New – An application that is being submitted to an agency for the first time. • Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals. • Revision - Any change in the federal government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided. <p>A. Increase Award D. Decrease Duration B. Decrease Award E. Other (specify) C. Increase Duration</p>	12.	<p>Funding Opportunity Number/Title: (Required) Enter the Funding Opportunity Number (FON) and title of the opportunity under which assistance is requested, as found in the program announcement.</p>
		13.	<p>Competition Identification Number/Title: Enter the competition identification number and title of the competition under which assistance is requested, if applicable.</p>
		14.	<p>Areas Affected By Project: This data element is intended for use only by programs for which the area(s) affected are likely to be different than the place(s) of performance reported on the SF-424 Project/Performance Site Location(s) Form. Add attachment to enter additional areas, if needed.</p>
3.	<p>Date Received: Leave this field blank. This date will be assigned by the Federal agency.</p>	15.	<p>Descriptive Title of Applicant's Project: (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For pre-applications, attach a summary description of the project.</p>
4.	<p>Applicant Identifier: Enter the entity identifier assigned by the Federal agency, if any, or the applicant's control number if applicable.</p>		
5a.	<p>Federal Entity Identifier: Enter the number assigned to your organization by the federal agency, if any.</p>	16.	<p>Congressional Districts Of: 16a. (Required) Enter the applicant's congressional district. 16b. Enter all district(s) affected by the program or project. Enter in the format: 2 characters state abbreviation – 3 characters district number, e.g., CA-005 for California 5th district, CA-012 for California 12 district, NC-103 for North Carolina's 103 district. If all congressional districts in a state are affected,</p>
5b.	<p>Federal Award Identifier: For new applications, enter NA. For a continuation or revision to an existing award, enter the previously assigned federal award identifier number. If a changed/corrected application, enter the federal</p>		

	identifier in accordance with agency instructions.			enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland. If nationwide, i.e., all districts within all states are affected, enter US-all. If the program/project is outside the US, enter 00-000. This optional data element is intended for use only by programs for which the area(s) affected are likely to be different than place(s) of performance reported on the SF-424 Project/Performance Site Location(s) Form. Attach an additional list of program/project congressional districts, if needed.
6.	Date Received by State: Leave this field blank. This date will be assigned by the state, if applicable.			
7.	State Application Identifier: Leave this field blank. This identifier will be assigned by the state, if applicable.			
8.	Applicant Information: Enter the following in accordance with agency instructions:			
	a. Legal Name: (Required) Enter the legal name of applicant that will undertake the assistance activity. This is the organization that has registered with the Central Contractor Registry (CCR). Information on registering with CCR may be obtained by visiting www.Grants.gov .		17.	Proposed Project Start and End Dates: (Required) Enter the proposed start date and end date of the project.
	b. Employer/Taxpayer Number (EIN/TIN): (Required) Enter the employer or taxpayer identification number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the U.S., enter 44-4444444.		18.	Estimated Funding: (Required) Enter the amount requested, or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.
	c. Organizational DUNS: (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting www.Grants.gov .		19.	Is Application Subject to Review by State Under Executive Order 12372 Process? (Required) Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State.
	d. Address: Enter address: Street 1 (Required); city (Required); County/Parish, State (Required if country is US), Province, Country (Required), 9-digit zip/postal code (Required if country US).		20.	Is the Applicant Delinquent on any Federal Debt? (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of federal debt include; but, may not be limited to: delinquent audit disallowances, loans and taxes. If yes, include an explanation in an attachment.
	e. Organizational Unit: Enter the name of the primary organizational unit, department or division that will undertake the assistance activity.		21.	Authorized Representative: To be signed and dated by the authorized representative of the applicant organization. Enter the first and last name (Required); prefix, middle name, suffix. Enter title, telephone number, email (Required); and fax number. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain federal agencies may require that this authorization be submitted as part of the application.)
	f. Name and contact information of person to be contacted on matters involving this application: Enter the first and last name (Required); prefix, middle name, suffix, title. Enter organizational affiliation if affiliated with an organization other than that in 7.a. Telephone number and email (Required); fax number.			
9.	Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions.			
	A. State Government	B. County	M. Nonprofit N. Private Institution of	

	<p>C. Government City or Township Government</p> <p>D. Special District Government</p> <p>E. Regional Organization</p> <p>F. U.S. Territory or Possession</p> <p>G. Independent School District</p> <p>H. Public/State Controlled Institution of Higher Education</p> <p>I. Indian/Native American Tribal Government (Federally Recognized)</p> <p>J. Indian/Native American Tribal Government (Other than Federally Recognized)</p> <p>K. Indian/Native American Tribally Designated Organization</p> <p>L. Public/Indian Housing Authority</p>	<p>O. Higher Education Individual</p> <p>P. For-Profit Organization (Other than Small Business)</p> <p>Q. Small Business</p> <p>R. Hispanic-serving Institution</p> <p>S. Historically Black Colleges and Universities (HBCUs)</p> <p>T. Tribally Controlled Colleges and Universities (TCCUs)</p> <p>U. Alaska Native and Native Hawaiian Serving Institutions</p> <p>V. Non-US Entity</p> <p>W. Other (specify)</p>		
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[U.S Department of Education note: As of spring, 2010, the FON discussed in Block 12 of the instructions can be found via the following URL: http://www.grants.gov/applicants/find_grant_opportunities.jsp.]

INSTRUCTIONS FOR DEPARTMENT OF EDUCATION SUPPLEMENTAL INFORMATION FOR SF 424

1. Project Director. Name, address, telephone and fax numbers, and e-mail address of the person to be contacted on matters involving this application.

2. Novice Applicant. Check “Yes” or “No” only if assistance is being requested under a program that gives special consideration to novice applicants. Otherwise, **leave blank.**

Check “Yes” if you meet the requirements for novice applicants specified in the regulations in 34 CFR 75.225 and included on the attached page entitled “Definitions for Department of Education Supplemental Information for SF 424.” By checking “Yes” the applicant certifies that it meets these novice applicant requirements. Check “No” if you do not meet the requirements for novice applicants.

3. Human Subjects Research. (See I. A. “Definitions” in attached page entitled “Definitions for Department of Education Supplemental Information For SF 424.”)

If Not Human Subjects Research. Check “No” if research activities involving human subjects are not planned at any time during the proposed project period. The remaining parts of Item 3 are then not applicable.

If Human Subjects Research. Check “Yes” if research activities involving human subjects are planned at any time during the proposed project period, either at the applicant organization or at any other performance site or collaborating institution. Check “Yes” even if the research is exempt from the regulations for the protection of human subjects. (See I. B. “Exemptions” in attached page entitled “Definitions for Department of Education Supplemental Information For SF 424.”)

If Human Subjects Research is Exempt from the Human Subjects Regulations. Check “Yes” if all the research activities proposed are designated to be exempt from the regulations. Insert the exemption number(s) corresponding to one or more of the six exemption categories listed in I. B. “Exemptions.” In addition, follow the instructions in II. A. “Exempt Research Narrative” in the attached page entitled “Definitions for Department of Education Supplemental Information For SF 424.”

If Human Subjects Research is Not Exempt from Human Subjects Regulations. Check “No” if some or all of the planned research activities are covered (not exempt). In addition, follow the instructions in II. B. “Nonexempt Research Narrative” in the page entitled “Definitions for Department of Education Supplemental Information For SF 424.”

Human Subjects Assurance Number. If the applicant has an approved Federal Wide (FWA) on file with the Office for Human Research Protections (OHRP), U.S. Department of Health and Human Services, that covers the specific activity, insert the number in the space provided. If the applicant does not have an approved assurance on file with OHRP, enter “None.” In this case, the applicant, by signature on the SF-424, is declaring that it will comply with 34 CFR 97 and proceed to obtain the human subjects assurance upon request by the designated ED official. If the application is recommended/selected for funding, the designated ED official will request that the applicant obtain the assurance within 30 days after the specific formal request.

Note about Institutional Review Board Approval. ED does not require certification of Institutional Review Board approval with the application. However, if an application that involves non-exempt human subjects research is recommended/selected for funding, the designated ED official will request that the applicant obtain and send the certification to ED within 30 days after the formal request.

Paperwork Burden Statement. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1890-0017. The time required to complete this information collection is estimated to average between 15 and 45 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4700. If you have comments or concerns regarding the status of your individual submission of this form write directly to: Joyce I. Mays, Application Control Center, U.S. Department of Education, Potomac Center Plaza, 550 12th Street, S.W., Room 7076, Washington, D.C. 20202-4260.

DEFINITIONS FOR DEPARTMENT OF EDUCATION SUPPLEMENTAL INFORMATION FOR SF 424

(Attachment to Instructions for Supplemental Information for SF 424)

Definitions:

Novice Applicant (See 34 CFR 75.225). For discretionary grant programs under which the Secretary gives special consideration to novice applications, a novice applicant means any applicant for a grant from ED that—

- Has never received a grant or subgrant under the program from which it seeks funding;
- Has never been a member of a group application, submitted in accordance with 34 CFR 75.127-75.129, that received a grant under the program from which it seeks funding; and
- Has not had an active discretionary grant from the Federal government in the five years before the deadline date for applications under the program. For the purposes of this requirement, a grant is active until the end of the grant's project or funding period, including any extensions of those periods that extend the grantee's authority to obligate funds.

In the case of a group application submitted in accordance with 34 CFR 75.127-75.129, a group includes only parties that meet the requirements listed above.

PROTECTION OF HUMAN SUBJECTS IN RESEARCH

I. Definitions and Exemptions

A. Definitions.

A research activity involves human subjects if the activity is research, as defined in the Department's regulations, and the research activity will involve use of human subjects, as defined in the regulations.

—Research

The ED Regulations for the Protection of Human Subjects, Title 34, Code of Federal Regulations, Part 97, define research as "a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge." *If an activity follows a deliberate plan whose purpose is to develop or contribute to generalizable knowledge it is research.* Activities which meet this definition constitute research whether or not they are conducted or supported under a program that is considered research for other purposes. For example, some demonstration and service programs may include research activities.

—Human Subject

The regulations define human subject as "a living individual about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information." (1) *If an activity involves obtaining information about a living person by manipulating that person or that person's environment, as might*

occur when a new instructional technique is tested, or by communicating or interacting with the individual, as occurs with surveys and interviews, the definition of human subject is met. (2) If an activity involves obtaining private information about a living person in such a way that the information can be linked to that individual (the identity of the subject is or may be readily determined by the investigator or associated with the information), the definition of human subject is met. [Private information includes information about behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place, and information which has been provided for specific purposes by an individual and which the individual can reasonably expect will not be made public (for example, a school health record).]

B. Exemptions.

Research activities in which the **only** involvement of human subjects will be in one or more of the following six categories of **exemptions** are not covered by the regulations:

(1) Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (a) research on regular and special education instructional strategies, or (b) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.

(2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (a) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (b) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation. ***If the subjects are children, exemption 2 applies only to research involving educational tests and observations of research involving educational tests and observations of public behavior when the investigator(s) do not participate in the activities being observed. Exemption 2 does not apply if children are surveyed or interviewed or if the research involves observation of public behavior and the investigator(s) participate in the activities being observed.*** [Children are defined as persons who have not attained the legal age for consent to treatments or procedures involved in the research, under the applicable law or jurisdiction in which the research will be conducted.]

(3) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior that is not exempt under section (2) above, if the human subjects are elected or appointed public officials or candidates for public office; or federal statute(s) require(s) without exception that the confidentiality of the

personally identifiable information will be maintained throughout the research and thereafter.

(4) Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

(5) Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine: (a) public benefit or service programs; (b) procedures for obtaining benefits or services under those programs; (c) possible changes in or alternatives to those programs or procedures; or (d) possible changes in methods or levels of payment for benefits or services under those programs.

(6) Taste and food quality evaluation and consumer acceptance studies, (a) if wholesome foods without additives are consumed or (b) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture. II. Instructions for Exempt and Nonexempt Human Subjects Research Narratives If the applicant marked "Yes" for Item 3 of Department of Education Supplemental Information for SF 424, the applicant must provide a human subjects "exempt research" or "nonexempt research" narrative. Insert the narrative(s) in the space provided. If you have multiple projects and need to provide more than one narrative, be sure to label each set of responses as to the project they address.

A. Exempt Research Narrative.

If you marked "Yes" for item 3 a. and designated exemption numbers(s), provide the "exempt research" narrative. The narrative must contain sufficient information about the involvement of human subjects in the proposed research to allow a determination by ED that the designated exemption(s) are appropriate. The narrative must be succinct.

B. Nonexempt Research Narrative.

If you marked "No" for item 3 a. you must provide the "nonexempt research" narrative. The narrative must address the following seven points. Although no specific page limitation applies to this section of the application, be succinct.

(1) **Human Subjects Involvement and Characteristics:** Provide a detailed description of the proposed involvement of human subjects. Describe the characteristics of the subject population, including their anticipated number, age range, and health status. Identify the criteria for inclusion or exclusion of any subpopulation. Explain the rationale for the involvement of special classes of subjects, such as children, children with disabilities, adults with disabilities, persons with mental disabilities, pregnant women,

prisoners, institutionalized individuals, or others who are likely to be vulnerable.

(2) **Sources of Materials:** Identify the sources of research material obtained from individually identifiable living human subjects in the form of specimens, records, or data. Indicate whether the material or data will be obtained specifically for research purposes or whether use will be made of existing specimens, records, or data.

(3) **Recruitment and Informed Consent:** Describe plans for the recruitment of subjects and the consent procedures to be followed. Include the circumstances under which consent will be sought and obtained, who will seek it, the nature of the information to be provided to prospective subjects, and the method of documenting consent. State if the Institutional Review Board (IRB) has authorized a modification or waiver of the elements of consent or the requirement for documentation of consent.

(4) **Potential Risks:** Describe potential risks (physical, psychological, social, legal, or other) and assess their likelihood and seriousness. Where appropriate, describe alternative treatments and procedures that might be advantageous to the subjects.

(5) **Protection Against Risk:** Describe the procedures for protecting against or minimizing potential risks, including risks to confidentiality, and assess their likely effectiveness. Where appropriate, discuss provisions for ensuring necessary medical or professional intervention in the event of adverse effects to the subjects. Also, where appropriate, describe the provisions for monitoring the data collected to ensure the safety of the subjects.

(6) **Importance of the Knowledge to be Gained:** Discuss the importance of the knowledge gained or to be gained as a result of the proposed research. Discuss why the risks to subjects are reasonable in relation to the anticipated benefits to subjects and in relation to the importance of the knowledge that may reasonably be expected to result.

(7) **Collaborating Site(s):** If research involving human subjects will take place at collaborating site(s) or other performance site(s), name the sites and briefly describe their involvement or role in the research.

Copies of the Department of Education's Regulations for the Protection of Human Subjects, 34 CFR Part 97 and other pertinent materials on the protection of human subjects in research are available from the Grants Policy and Oversight Staff, Office of the Chief Financial Officer, U.S. Department of Education, Washington, DC 20202-4250, telephone: (202) 245-6120, and on the U.S. Department of Education's Protection of Human Subjects in Research Web Site: <http://www.ed.gov/about/offices/list/OCFO/humansub.html>

NOTE: The State Applicant Identifier on the SF 424 is for State Use only. Please complete it on the OMB Standard 424 in the upper right corner of the form (if applicable).

INSTRUCTIONS FOR ED 524

General Instructions

This form is used to apply to individual U.S. Department of Education (ED) discretionary grant programs. Unless directed otherwise, provide the same budget information for each year of the multi-year funding request. Pay attention to applicable program specific instructions, if attached. Please consult with your Business Office prior to submitting this form.

Section A - Budget Summary U.S. Department of Education Funds

All applicants must complete Section A and provide a breakdown by the applicable budget categories shown in lines 1-11.

Lines 1-11, columns (a)-(e): For each project year for which funding is requested, show the total amount requested for each applicable budget category.

Lines 1-11, column (f): Show the multi-year total for each budget category. If funding is requested for only one project year, leave this column blank.

Line 12, columns (a)-(e): Show the total budget request for each project year for which funding is requested.

Line 12, column (f): Show the total amount requested for all project years. If funding is requested for only one year, leave this space blank.

Indirect Cost Information:

If you are requesting reimbursement for indirect costs on line 10, this information is to be completed by your Business Office. (1): Indicate whether or not your organization has an Indirect Cost Rate Agreement that was approved by the Federal government. (2): If you checked "yes" in (1), indicate in (2) the beginning and ending dates covered by the Indirect Cost Rate Agreement. In addition, indicate whether ED or another Federal agency (Other) issued the approved agreement. If you check "Other," specify the name of the Federal agency that issued the approved agreement. (3): If you are applying for a grant under a Restricted Rate Program (34 CFR 75.563 or 76.563), indicate whether you are using a restricted indirect cost rate that is included on your approved Indirect Cost Rate Agreement or whether you are using a restricted indirect cost rate that complies with 34 CFR 76.564(c)(2). Note: State or Local government agencies may not use the provision for a restricted indirect cost rate specified in 34 CFR 76.564(c)(2). Check only one response. Leave blank, if this item is not applicable.

Section B - Budget Summary

Non-Federal Funds

If you are required to provide or volunteer to provide matching funds or other non-Federal resources to the project, these should be shown for each applicable budget category on lines 1-11 of Section B.

Lines 1-11, columns (a)-(e): For each project year, for which matching funds or other contributions are provided, show the total contribution for each applicable budget category.

Lines 1-11, column (f): Show the multi-year total for each budget category. If non-Federal contributions are provided for only one year, leave this column blank.

Line 12, columns (a)-(e): Show the total matching or other contribution for each project year.

Line 12, column (f): Show the total amount to be contributed for all years of the multi-year project. If non-Federal contributions are provided for only one year, leave this space blank.

Section C - Budget Narrative [Attach separate sheet(s)]
Pay attention to applicable program specific instructions,
if attached.

1. Provide an itemized budget breakdown, and justification by project year, for each budget category listed in Sections A and B. For grant projects that will be divided into two or more separately budgeted major activities or sub-projects, show for each budget category of a project year the breakdown of the specific expenses attributable to each sub-project or activity.
2. If applicable to this program, provide the rate and base on which fringe benefits are calculated.
3. If you are requesting reimbursement for indirect costs on line 10, this information is to be completed by your Business Office. Specify the estimated amount of the base to which the indirect cost rate is applied and the total indirect expense. Depending on the grant program to which you are applying and/or your approved Indirect Cost Rate Agreement, some direct cost budget categories in your grant application budget may not be included in the base and multiplied by your indirect cost rate. For example, you must multiply the indirect cost rates of "Training grants" (34 CFR 75.562) and grants under programs with "Supplement not Supplant" requirements ("Restricted Rate" programs) by a "modified total direct cost" (MTDC) base (34 CFR 75.563 or 76.563). Please indicate which costs are included and which costs are excluded from the base to which the indirect cost rate is applied.

When calculating indirect costs (line 10) for "Training grants" or grants under "Restricted Rate" programs, you must refer to the information and examples on ED's website at: <http://www.ed.gov/fund/grant/apply/appforms/appforms.html>. You may also contact (202) 377-3838 for additional information regarding calculating indirect cost rates or general indirect cost rate information.

"Please provide your Indirect Cost Rate (e.g., 10%) and your Restricted Indirect Cost Rate, if applicable as part of your budget narrative."

4. Provide other explanations or comments you deem necessary.

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is **1890-0004**. The time required to complete this information collection is estimated to vary from 13 to 22 hours per response, with an average of 17.5 hours per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to (insert program office), U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202.

INSTRUCTIONS FOR THE BUDGET SUMMARY AND ITEMIZED LINE ITEM BUDGET

NOTE: Applicants must submit: (1) budget information that categorizes the requested funds (ED Form 524), **AND** (2) a detailed budget narrative for the first 12-month budget period.

The budget summary is to be included on the Budget Information – Non-Construction Programs (ED Form 524).

The budget narrative, for the first 12-month budget period only, is to be included in the *Program Narrative* (limited to 65 pages and attached to the Program Narrative Attachment Form) as part of the Budget selection criterion.

This section requests information on the applicant's financial plan for carrying out the project.

The federal and any non-federal shares are to be included on the Budget Information – Non-Construction Programs (ED Form 524), and in the Budget selection criterion discussion in the *Program Narrative*.

The Department is requesting that you complete the Budget Information – Non-Construction Programs (ED Form 524) for ONLY the 2011-2012 year. Please provide a **comprehensive and detailed budget narrative for the first 12-month budget period, only**.

It is not necessary to provide a budget summary for the total grant period requested. The funding level for the first year is stipulated based on the Maximum Award Section of the Notice, and the Department will determine the funding levels for the subsequent years of the grant award.

The Budget Information-Section A – Budget Summary – Non-Construction Programs (ED Form 524) and the Budget Narrative must include all costs that are allowable, reasonable and necessary for carrying out the objectives of the TS Program. Among the costs that may be supported with grant funds are:

1. **Personnel:** On line 1 (ED Form 524), enter only the project personnel salaries and wages. [Fees and expenses for consultants should be included on line 8.] The budget should include the total commitment of time and the total salary to be charged to the project for each key staff member. You should provide a breakdown of project personnel that includes: the position titles; the percent of time and number of months committed to the project for each key staff member; the salary for each key staff member; and the total salary costs to be charged to the grant.
2. **Fringe Benefits:** On line 2 (ED Form 524), enter the amount of fringe benefits. The institution or agency's normal fringe benefit contribution may be charged to the

program. Leave this blank if fringe benefits applicable to direct salaries and wages are treated as part of the indirect costs. In the budget, include an explanation and appropriate justification if the institution or agency's normal fringe benefit contribution exceeds 20 percent of salaries.

3. Travel: On line 3 (ED Form 524), provide the costs for project personnel. [Consultants' travel should be included on line 8.] In the budget, you should detail the proposed travel costs: for each trip explain the purpose and objective of the travel and provide the number of persons traveling. Transportation costs should not exceed tourist class airfare. For automobile mileage, the established institution or agency rate should be used. Reimbursement is allowed for taxicab, bus, train, or limousine transportation. Per diem at the established institution or agency rate is permitted when an individual is away from home overnight on official project business (see OMB Circular A-21, J.48.c - Commercial Air Travel). No foreign travel will be authorized under the grant.

The Federal TRIO Programs have developed the following guidelines for recommending approval of travel. All travel must be related to the project's overall purpose and proposed activities.

- Project Director's Travel – Per Year
 - A. One National Conference;
One Regional Meeting;
One State Meeting; **and**
 - B. Travel for participation in **one** professional staff development training opportunity under the TRIO Training Program.
- Full-time Professional Staff Travel – Per Year
 - A. One National, Regional, **or** State Meeting; **and**
 - B. Travel for participation in **one** professional staff development training opportunity under the TRIO Training Program.

Q.

4. Equipment: On line 4 (ED Form 524), indicate the cost of equipment -- non-expendable personal property, which has a usefulness of greater than one year and an acquisition cost of \$5,000 or more per unit. [Consistent with an applicant's policy, a lower dollar amount may be used to define equipment.] In the budget, explain why the requested equipment is necessary to carry out project activities, and include a list of all equipment in the following format: item, quantity, cost per unit, and total cost.
5. Supplies: On line 5 (ED Form 524), include the costs of all tangible personal property that was not included as "equipment" on line 4. In the budget, provide an itemized list of the supplies.

6. Contractual: Not applicable. Leave blank.
7. Construction: Not applicable. Leave blank.
8. Other: On line 8 (ED Form 524), indicate all direct costs not covered on lines 1 through 5. The costs/fees for consultants and consultants' travel should be included here. Examples of "other" costs are: equipment rental, required fees, communication costs, rental of space, utilities, custodial services, and printing costs. In the budget, provide a breakdown of all direct costs not clearly covered by other budget categories.

Consultants: If the project proposes to use consultants, identify the consultants who will work on the project, the scope of work to be performed by each consultant, and justify why project personnel cannot perform this work. Also, provide a detailed breakdown of the costs (daily fees to be paid, estimated number of days of services, and all travel expenses, including per diem). Cost allowances for consultant fees, honoraria, per diem, and travel should not exceed amounts permitted by comparable institutional or agency policies.

9. Total Direct Costs: On line 9 (ED Form 524), provide the total direct costs requested – the sum of lines 1 through 8.
10. Indirect Costs: On line 10 (ED Form 524), provide the amount of indirect costs that you propose to charge against the grant.

All grants awarded under the Talent Search Program. (84.066A) are designated as training grants. The Education Department General Administrative Regulations (EDGAR) limit reimbursement to grantees for indirect costs they incur under training grants to the grantee's actual indirect costs as determined by the grantee's negotiated indirect cost agreement or a maximum of 8 percent of a modified total direct cost base, **whichever is less**. (NOTE: This limitation does not apply to State agencies, or local governments, or federally recognized Indian tribal governments. [§75.562(c) (2)])

A **modified total direct cost base** is defined as total direct costs less, training stipends, tuition and related fees, and capital expenditures of \$5,000 or more per unit. Therefore, calculations of indirect costs may not include these costs.

Grantees charging indirect costs to a Department grant are required to have a negotiated rate with their *cognizant agency* (i.e., either the Federal agency from which it has received the most direct funding that is subject to indirect cost support, or a particular agency specifically assigned cognizance by the Office of Management and Budget). Although applicants are not required to submit with their application a copy of their indirect cost agreement to claim the 8 percent rate for funding received in this program, they are required to have

documentation available for audit that shows that their negotiated indirect cost rate is at least 8 percent [§75.563(d)]. In the event that they receive an award under this program, applicants without a negotiated indirect cost rate with its cognizant agency should seek to identify that agency and contact it to obtain an approved rate as soon as possible after award notification.

Applicants should be aware that amounts representing the difference between the 8 percent rate and a greater indirect cost rate negotiated with a cognizant agency may **not** be charged to direct cost categories, used to satisfy matching or cost-sharing requirements, or charged to another Federal award. [§75.563(c) (3)]

11. Training Stipends: Not applicable. Leave blank.
12. Total Costs: On line 12 (ED Form 524), provide the total amount that you are requesting – the sum of lines 9 and 10. Note: This amount should also be the same as that shown in 18g on the application face sheet (SF 424) and on the detailed budget narrative in Part III.

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503

SURVEY INSTRUCTIONS ON ENSURING EQUAL OPPORTUNITY FOR APPLICANTS

Provide the applicant's (organization) name and DUNS number and the grant name and CFDA number.

1. Self-explanatory.
2. Self-identify.
3. Self-identify.
4. 501(c)(3) status is a legal designation provided on application to the Internal Revenue Service by eligible organizations. Some grant programs may require nonprofit applicants to have 501(c)(3) status. Other grant programs do not.
5. Self-explanatory.
6. For example, two part-time employees who each work half-time equal one full-time equivalent employee. If the applicant is a local affiliate of a national organization, the responses to survey questions 2 and 3 should reflect the staff and budget size of the local affiliate.
7. Annual budget means the amount of money your organization spends each year on all of its activities.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such information displays a valid OMB control number. The valid OMB control number for this information collection is **1890-0014**. The time required to complete this information collection is estimated to average 5 minutes for the project director per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.

GENERAL EDUCATION PROVISIONS ACT (GEPA) SECTION 427

Section 427 of GEPA requires all applicants for new awards to include in their applications a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its federally-assisted programs for students, teachers, and other program beneficiaries with special needs. The provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: *gender, race, national origin, color, disability, or age.*

A general statement of an applicant's nondiscriminatory hiring policy is not sufficient to meet this requirement. Applicants must identify potential barriers and explain steps they will take to overcome these barriers.

NOTES:

- **Applicants for new awards must include information in their applications to address this provision in order to receive funding under this program.**
- **Applicants are required to address this provision by attaching a statement to the ED GEPA 427 Form that must be downloaded from Grants.gov. The completed form must be uploaded into the Other Attachments Form in the Grants.gov application.**

GOVERNMENT PERFORMANCE AND RESULTS ACT (GPRA)

What is GPRA?

The Government Performance and Results Act of 1993 (GPRA) is a straightforward statute that requires all federal agencies to manage their activities with attention to the consequences of those activities. Each agency is to clearly state what it intends to accomplish, identify the resources required, and periodically report their progress to the Congress. In so doing, it is expected that the GPRA will contribute to improvements in accountability for the expenditures of public funds, improve Congressional decision-making through more objective information on the effectiveness of federal programs, and promote a new government focus on results, service delivery, and customer satisfaction.

How has the Department of Education Responded to the GPRA Requirements?

As required by GPRA, the Department of Education has prepared a strategic plan for 2007-2012. This plan reflects the Department's priorities and integrates them with its mission and program authorities and describes how the Department will work to improve education for all children and adults in the U.S. The Department's goals, as listed in the plan, are:

Goal 1: Improve student achievement with a focus on bringing all students to grade level in reading and mathematics by 2014, as called for by the No Child Left Behind Act.

Goal 2: Increase the academic achievement of all high school students.

Goal 3: Ensure the accessibility, affordability, and accountability of higher education, and better prepare students and adults for employment and future learning.

What are the performance indicators for the Talent Search Program?

The performance indicators for the Talent Search Program are part of the Department's plan for meeting Goal 3. The TS Program is part of the Federal TRIO Programs. The overarching goal of the Federal TRIO Programs is "to increase the percentage of low-income and first generation college students who successfully pursue postsecondary education opportunities.

The specific performance indicator for the Talent Search Program is as follows:

The success of the Talent Search Program will be measured by the postsecondary enrollment rates of TS participants. All TS grantees will be required to submit an annual performance report documenting the postsecondary enrollment. The Department of Education will aggregate the data provided in the annual performance reports from all grantees to determine the accomplishment level.

How does the Department of Education determine whether performance goals have been met?

An applicant that receives a grant award will be required to submit annual performance reports as a condition of the award. The reports will document the extent to which project goals and objectives are met.

The most recent version of this program's annual performance report (APR) can be viewed at <http://www.ed.gov/about/offices/list/ope/trio/index.html>. The APR is being revised for the 2011-16 grants as a result of the enactment of the Higher Education Act of 1965, as amended by the Higher Education Opportunity Act (HEOA) of 2008. The HEOA made fundamental changes to the goals and purposes of the TS Program through the addition of statutory outcome criteria that necessitated subsequent changes to the program regulations. These changes are highlighted in this application package.

APPLICATION CHECKLIST

Use This Checklist While Preparing Your Application Package: All items listed on this checklist are required.

Part I - Application for Federal Assistance - (SF 424)

Part I - Department of Education Supplemental Information for SF 424

Part II - Department of Education Budget Summary Information – Non-Construction Programs
(ED Form 524) – Sections A & B

Part III - *Program Narrative* (65-page limit addressing the selection criteria) – Attach this document to the Program Narrative Attachment Form in the Grants.gov application.

Part III - Other Attachments – Talent Search Program Profile
Talent Search Program Assurances – Attach each of these two documents to the Other Attachments Form in the Grants.gov application.

Part III - ED Abstract - one-page limit -- Attach this document to the ED Abstract Form in the Grants.gov application. This one-page abstract, which may be single-spaced, will not count against the 65 pages you are allowed for your response to the selection criteria.

Part IV - Assurances, Certifications, and Survey

GEPA Section 427 Requirement
Assurances – Non-Construction Programs (SF 424B)
Lobbying Form (Formerly ED Form 80-0013)
Disclosure of Lobbying Activities (SF LLL)
Survey on Ensuring Equal Opportunity for Applicants

NOTE: Please do not attach any narratives, supporting files, or application components to the Standard Form (SF 424). Although this form accepts attachments, the Department of Education will only review materials/files attached to the Grants.gov Attachment Forms listed above.

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such information displays a valid OMB control number. The valid OMB control number for this information collection is **1840-0818**. The time required to complete this information collection is estimated to average 34 hours for the project director per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Washington, D.C. 20202-4651. **If you have comments or concerns regarding the status of your individual submission of the form, write directly to:** Federal TRIO Programs, U.S. Department of Education, 1990 K Street, N.W., 7th Floor, Washington, D.C. 20006-8510.