

**Dillard University**  
**Division of Student Success: *Educational Talent Search***  
***2022-2023: Policies and Procedures***

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***MISSION STATEMENT***

Educational Talent Search is a pre-collegiate program funded by the U.S. Department of Education designed to identify, support, and assist middle and high school students in earning their high school diplomas and enrolling in the college or university of their choice.

The program provides academic, career, financial, and enrichment services to eligible participants, including adults who have not earned a high school diploma. It encourages and supports them to re-enter the educational system and complete their secondary education.

The U.S. Department of Education funds the Dillard University Educational Talent Search program. It offers services to middle school, high school, and re-entry students in the Parishes of Orleans and Jefferson in Louisiana.

The program is designed to provide information, academic support, and resources to all eligible participants (*11 to 27 years of age*) who desire to complete their secondary education and continue their post-secondary education.

Services provided include academic tutoring, career exploration, exposure to college campuses, assistance completing college admissions and financial aid assistance, mentoring and personal development activities, and personal counseling services on entry into secondary or post-secondary institutions. These services are provided through individual and group counseling sessions, which are conducted (weekly) throughout the academic school year by program staff. An enrichment component is also offered during the summer, providing academic reinforcement, tutoring, and cultural enrichment activities.

## ***PROGRAM OBJECTIVES***

- Provide supplemental academic, career, social, and cultural experiences that meet program participants' interests, abilities, and needs.
- Encourage program participants to develop a sense of personal and community responsibility, self-discipline, and academic integrity to become more productive citizens.
- Promote academic/career awareness and a better understanding of continuing education's importance.
- Identify and assist individuals (who meet federal low-income guidelines or potential first-generation college students) who have the potential to succeed in higher education and provide academic, career, social, cultural awareness, assistance with the higher education enrollment process, and assistance with the financial aid process.
- Encourage the completion of secondary education and the enrollment into post-secondary education.
- Provide services to individuals who have not completed high school and encourage them to reenter the educational system and complete the requirements for graduation from secondary education.
- Establish and develop relationships with middle and high school students, parents, school staff, teachers, administrators, and other community entities to provide information and resources that encourage the continuation of the educational experience.
- Increase the number of individuals (who meet federal low-income guidelines or are potential first-generation college students) who complete high school and enroll into a post-secondary educational institution to continue their educational experience.

The Educational Talent Search staff conducts a general session (at each target school) at the beginning of each school year in order to introduce the program and recruit potential program participants. Registered participants will then be eligible to attend additional individual and group sessions, which are held weekly throughout the school year. The services provided are:

***ACADEMIC COUNSELING***

Improving Study/Test-Taking Skills, Grades, and Attendance  
Secondary and Post-Secondary Curriculum Advisement

***PERSONAL COUNSELING***

Character Building, Decision Making, and Mentoring

***CAREER GUIDANCE***

Choosing a Career/Vocation

***POSTSECONDARY EDUCATIONAL PROGRAM ADMISSION***

Selecting a College, University or Vocational/Technical School  
Completing Admissions Applications

***FINANCIAL AID ASSISTANCE***

Locating and Applying for Financial Assistance

***TUTORING***

Applerouth/ACT Online Software

***ENRICHMENT ACTIVITIES***

College/ Business Visits/Tours  
Cultural Events  
Annual Honor's Program

***SUMMER ACTIVITIES***

5-Week Summer Academic Enrichment Program

***PARENTAL/COMMUNITY INVOLVEMENT***

Monthly Parental Workshops

***ELIGIBILITY CRITERIA***

Program participants must meet the following criteria to meet eligibility requirements:

- Be between the ages of 11 to 27 years of age OR a Veteran of any age.
- Must reside in Orleans or Jefferson Parish in Louisiana (must also attend specific schools serviced by the program).

*(AND AT LEAST ONE OF THE FOLLOWING)*

- Be a potential first-generation college student (neither parent holds a college degree).
- Meet the requirements for low-income status indicated by federal guidelines.

### ***APPLICATION REQUIREMENTS***

***Program Application:*** Eligible students must have a completed application (which includes a completed Student Profile, Parent Consent, and Income Verification form) on file before becoming an active participant in the program. If the student is 18 years of age or older, they may complete a program application without parent consent.

***Eligibility Determination:*** Once a student's completed application is received by the Educational Talent Search staff; it is forwarded to the Program Director for review. The Program Director will then approve the final by authorizing the student's application and creating a file (which is kept confidential in the main office).

***Student Transcript:*** A copy of the student's transcripts, test scores, and other related documentation must be kept and updated in the student's file. This information is required by the Educational Talent Search Staff for program evaluation only.

### ***PROOF OF INCOME***

Student must meet federal guidelines and provide a copy of their parent's most recent income tax statement for verification for eligibility. If the student is not able to provide such documentation, a copy of the school's free/reduced lunch list (with the student's name included) must be obtained and kept on file by the program staff.

***EDUCATIONAL TALENT SEARCH STAFF***

***PROGRAM DIRECTOR***

The *Program Director* is responsible for the overall operation of the Educational Talent Search program (including staff supervision, budget management, grant writing and reporting, data collecting and submission, strategic planning, and interaction with program participants, parents, school personnel, and community organizations) consistent with the goals and objectives of Dillard University. The Program Director is also responsible for planning, implementing, and evaluating program activities in accordance with the guidelines and regulations established by the U.S. Department of Education.

### ***GENERAL RESPONSIBILITIES***

- Ensures the adherence to the standard policies and procedures of the program.
- Plans, develops, manages, and evaluates all aspects of program activities.
- Provides supervision, training, and management to program staff.
- Facilitates the grant writing process to ensure funding for the program.
- Manages the program budget and resources (in accordance with federal guidelines).
- Interacts with program participants, school staff, community organizations, and university personnel in order to ensure the integrity of the program, student success, and the adherence to the goals and objectives of the federal grant.
- Supervises the maintenance of student records and statistical information.
- Prepares and submits Annual Performance Reports to Dillard University and the U.S. Department of Education.
- Other duties as assigned by the VP of Student Success

### ***ACADEMIC COUNSELOR***

The *Academic Counselor* is responsible for providing academic assistance, personal development counseling, mentoring, and career guidance to potential first-generation college students and/or students who meet criteria of federal low-income status. The coordinator assists



each participant with completing admissions and financial aid applications, conducting standardized test preparation workshops, and develops, plans, implements, and evaluates program activities per the guidelines and regulations established by the U.S. Department of Education.

### ***GENERAL RESPONSIBILITIES***

- Identify, recruit, register, and provide services to all eligible program participants.
- Collect and maintain data and records for all eligible program participants (including report cards, transcripts, rosters, school lunch lists, and other related documents).
- Develop relationships, communicate, and interact with students, parents, teachers, administrators, and community partners.

### ***DOCUMENTATION***

- Submit Student Workshop Logs (individual and group sessions) to the Program Director daily.
- Submit a weekly report of Weekly Activities to the Program Director and Target School Principal/Counselors.
- Submit a Parent Contact Log to the Program Director and Target School Principal/Counselors weekly.
- Submit a monthly Calendar of Monthly Activities and Services to the Program Director and Target School Principal/Counselors.

### ***DIRECT SERVICES***

- Adhere to the daily work schedule as required by University Policies and Procedures; other arrangements must be made with by the Program Director.

- Plan, Organize, Develop, Facilitate, and Evaluate workshops, programs, and activities for registered program participants at each target school on a daily basis.
- Develop a specific schedule for students to attend workshops or sessions in coordination with the school's daily schedule.
- Determine and acquire an appropriate designated area of the school in order to facilitate workshops and sessions.
- Ensure that all program participants (who attend sessions) sign the Student Workshop Log for verification of participation (and complete an Evaluation at the completion of each session).
- Ensure that the number of registered students participating in each group workshop or session do not exceed an unsatisfactory amount for quality service delivery.
- Solicit the support and develop partnerships with community organizations and volunteers to enhance program service delivery.
- Notify the School Administrator and Program Director immediately if there is a problem at the school site.
- Adhere to the policies and procedures of respective target schools, the Educational Talent Search program, and Dillard University.
- Other duties as assigned by the Program Director.

### ***ADMINISTRATIVE ASSISTANT***

The *Administrative Assistant* is responsible for the essential administrative and clerical aspects of the Educational Talent Search program. Responsibilities include but are not limited to processing correspondence, generating reports, data entry, budget-related requisitions, ordering and processing office supplies and equipment, processing instructional materials, maintaining a

database and student files, coordinating activities for program volunteers, interacting with appropriate university personnel and community organizations, student participants and their parents.

### ***GENERAL RESPONSIBILITIES***

- Manage and Operate data software system for updating student records.
- Create, Process, and Monitor requisitions, check requests, and order office supplies/equipment.
- Assist with submitting and collecting program documentation and the grant writing process.
- Manage documentation of volunteers, temporary staff, and other temporary program staff as required.
- Interact with students, parents, teachers, administrators, and community partners at target schools and Dillard University.
- Other duties as assigned by the Program Director.

### **Educational Talent Search: *Eligibility Requirements***

Website: <https://www2.ed.gov/programs/triotalent/eligibility.html>

U.S. Department of Education

Talent Search Program

## Eligibility

**Who May Apply: (by category)** Institutions of higher education (IHEs), public and private agencies and organizations including community-based organizations with experience in serving disadvantaged youth, combinations of such institutions, agencies and organizations, and as appropriate to the purposes of the program, secondary schools.

Students must be between the ages of 11 and 27 and have completed the fifth grade. In any given project, two-thirds of the participants must be students who are low-income and potential first-generation college students.

## What is TRiO?

These are Programs funded under Title IV of the Higher Education Act of 1965 and are referred to as the TRiO Programs (initially just three programs). While student financial aid programs help students overcome financial barriers to higher education, TRiO programs help students overcome class, social, and cultural barriers to higher education.

- **Talent Search** is a federally funded TRiO program that identifies and assists students who have the potential to succeed in higher education.
- **Talent Search** provides academic, career, and financial counseling to participants from grades 6 through 12 and encourages them to graduate from high school and continue on to the postsecondary school of their choice.
- **Talent Search** is to intended increase the number of youth's from disadvantaged backgrounds to complete high school and enroll in postsecondary education institutions to include vocational schools and military services.
- **Talent Search** serves middle and high school dropouts by encouraging them to re-enter the educational system and complete their education.

## TYPES OF PROJECTS

**Talent Search Provides:** Life skills, tutorial services, career exploration, aptitude assessments, counseling, mentoring programs, workshops, self-esteem and information on postsecondary institutions.

### Other Services provided by the program include:

- Saturday Academy And Summer Enrichment Programs
- Tutorial Services
- Mentoring Programs
- Workshops For The Families Of Participants
- Exposure To College Campuses
- Personal Counseling




- Career Exploration And Aptitude Assessment
- Special Activities For 6<sup>th</sup> thru 12<sup>th</sup>

Please Contact: Dr. Kevin J. Bastian, Director, at 504-816-4714 or  
Our Main Offices at 504-816-4306 or more information.

**Dillard University: *Division of Student Success***  
***Goals for Educational Talent Search and the Division of Student Success***  
**July 20, 2022**

**Mission Statement:** *Educational Talent Search* is a pre-collegiate program funded by the U.S. Department of Education and designed to promote, recruit, identify, support, and assist middle and high school students in earning their high school diploma and enrolling into the college or university of their choice. The program provides academic, career, financial, and enrichment services to eligible participants including adults who have not earned a high school diploma by encouraging and supporting them to re-enter the education system and complete their education.

**Three Major Goals for the Semester:**

- 1. Promote and Facilitate Student Holistic Development, Retention, Graduation, and Employability.**
  -  *To help youths and adults from families with limited financial resources who would be the first in their families to attend college and receive a Baccalaureate degree.*
  
- 2. Maintain and Support Safe, Accessible, and Inviting Student-Focused Facilities that Enhance our Student's Co-curricular Experience.**
  -  *To provide services, information, direction, and guidance to middle and high school students in grades 6 through 12.*
  
- 3. Strengthen Staff Morale, Retention, and Expertise in alignment with recognized Student Affairs competencies.**
  -  *To help program participants to successfully complete secondary education as well as successfully enroll in some form of postsecondary education or training.*

***Criteria to Participate in ETS' Cultural Enrichment Activities***

Dillard University's Educational Talent Search program will provide various cultural enrichment activities for program students throughout the academic year. As such, we have high expectations for the students attending the cultural events. Remember, that you are presenting Dillard University, ETS, your parent(s), and yourself. Therefore, all program students must adhere to the following:

- 1. Complete the ETS program application.***

2. *Excused absences are acceptable for remaining in the ETS program. However, excused absences are not acceptable for participating in the College Tour. Program students are required to attend the Saturday Academy at least **three (3)** times per month during the fall and spring semesters during the academic year to be considered for the college tour. Only documented Sign-In/Sign-Out forms will be used to determine students' attendance. Therefore, it is required that parents Sign-In and Sign-Out their children each week to document times for attendance.*
3. *Program students must attend the Saturday Academy classes at least **three (3)** times per month during the fall and spring semesters during the academic year to be considered for the college tour.*
4. *Students are guided by Dillard University's Code of Conduct. (Note: Make sure that each parent has a Copy of Dillard's Code of Conduct and that each parent Signs and Dates the Code of Conduct).*
5. *Students must maintain a "C" or better in each, separate course to remain in the program.*
6. *Parent(s) and/or Guardian(s) (i.e., must be at least 18 years of age or older) are required to attend each monthly Parent Meeting. In the event that the parent(s) and/or guardian(s) is unable to attend the monthly Parent Meeting, we ask that an adult (i.e., must be at least 18 years of age or older) representative attends the meeting on their behalf.*
7. *Parent(s) and/or Guardian(s) (i.e., must be at least 18 years of age or older) are required to sign their child in and out each Saturday Academy.*
8. *Program students are required to sign themselves in and out each Saturday Academy.*
9. *Quarterly (approximately every nine (9) weeks) report cards on file in the office of ETS.*
10. *While on the College Tour/Cultural Enrichment Activity, please note that Educational Talent Search will **not** allow visits from family members/friends/etc. Students participating in the event should focus solely on the cultural event provided, not with the intent of visiting family members/friends/etc.*
11. *Current copies of relevant standardized test scores in the office of ETS: LEAP 2025-ACT-SAT-EOC--Benchmark, and other standardized test scores.*
12. *Free/Reduced lunch form on file in the office of ETS.*
13. *Medical documents on file in the office of ETS (i.e., for students with a medical diagnosis that requires the attention of the program staff).*
14. *Behavior report from a school administrator (i.e., principal, assistant principal, Dean of Students, Dean of Behavior, or school counselor).*
15. *Two (2) Letters of Recommendation from a school administrator (i.e., principal, assistant principal, Dean of Students, Dean of Behavior, or school counselor).*
16. *Follow program staff instructions.*
17. *Avoid altercations.*
18. *Refrain from engaging in any illegal and/or adult activities (ex., theft, drugs, alcohol, physical/sexual activity, etc.)*
19. *Students are expected to remain with the group at all times. In the event that a student is separated from the group, please contact the chaperones.*

Dillard University's *ETS* program enforces a ***Zero Tolerance Policy*** for inappropriate behaviors. In the event that there are any unacceptable issues, the student will not be allowed to participate in any cultural enrichment activity and parents will be notified accordingly.

***Parent (s)/Guardian (s) Name (please print):*** \_\_\_\_\_

***Signature:*** \_\_\_\_\_

***Date:*** \_\_\_\_\_

***Student's Name (please print):*** \_\_\_\_\_

***Signature:*** \_\_\_\_\_

***Date:*** \_\_\_\_\_

TITLE 34--EDUCATION

DEPARTMENT OF EDUCATION

PART 643--TALENT SEARCH--Table of Contents

Subpart A--General

Sec. 643.1 What is the Talent Search program?



The Talent Search program provides grants for projects designed to--

- (a) Identify qualified youths with potential for education at the postsecondary level and encourage them to complete secondary school and undertake a program of postsecondary education;
- (b) Publicize the availability of student financial assistance for persons who seek to pursue postsecondary education; and
- (c) Encourage persons who have not completed education programs at the secondary or postsecondary level, but who have the ability to do so, to reenter these programs.

(Authority: 20 U.S.C. 1070a-12)

[Code of Federal Regulations]  
[Title 34, Volume 3]  
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## TITLE 34--EDUCATION

### DEPARTMENT OF EDUCATION

#### PART 643--TALENT SEARCH--Table of Contents

##### Subpart A--General

###### Sec. 643.2 Who is eligible for a grant?

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

- (a) An institution of higher education.
- (b) A public or private agency or organization.

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- (c) A combination of the types of institutions, agencies, and organizations described in paragraphs (a) and (b) of this section.
- (d) A secondary school, under exceptional circumstances such as if no institution, agency, or organization described in paragraphs (a) and (b) of this section is capable of carrying out a Talent Search project in the target area to be served by the proposed project.

(Authority: 20 U.S.C. 1070a-11)

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### DEPARTMENT OF EDUCATION

#### PART 643--TALENT SEARCH--Table of Contents

##### Subpart A--General

#### Sec. 643.3 Who is eligible to participate in a project?

(a) An individual is eligible to participate in a Talent Search project if the individual meets all the following requirements:

- (1)(i) Is a citizen or national of the United States;
- (ii) Is a permanent resident of the United States;
- (iii) Is in the United States for other than a temporary purpose and provides evidence from the Immigration and Naturalization Service of his or her intent to become a permanent resident;
- (iv) Is a permanent resident of Guam, the Northern Mariana Islands, or the Trust Territory of the Pacific Islands (Palau); or
- (v) Is a resident of the Freely Associated States--the Federated States of Micronesia or the Republic of the Marshall Islands.

(2)(i) Has completed five years of elementary education or is at least 11 years of age but not more than 27 years of age.

(ii) However, an individual who is more than 27 years of age may participate in a Talent Search project if the individual cannot be appropriately served by an Educational Opportunity Center project under 34 CFR part 644 and if the individual's participation would not dilute the Talent Search project's services to individuals described in paragraph (a)(2)(i) of this section.

(3)(i) Is enrolled in or has dropped out of any grade from six through 12, or has graduated from secondary school, has potential for a program of postsecondary education, and needs one or more of the services provided by the project in order to undertake such a program;

or

(ii) Has undertaken, but is not presently enrolled in, a program of postsecondary education, has the ability to complete such a program, and needs one or more of the services provided by the project to reenter such a program.

(b) A veteran as defined in Sec. 643.6(b), regardless of age, is eligible to participate in a Talent Search project if he or she satisfies the eligibility requirements in paragraph (a) of this section other than the age requirement in paragraph (a)(2).

(Authority: 20 U.S.C. 1070a-11 and 1070a-12)

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### DEPARTMENT OF EDUCATION

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##### Subpart A--General

#### Sec. 643.4 What services may a project provide?

A Talent Search project may provide the following services:

(a) Academic advice and assistance in secondary school and college course selection.

(b) Assistance in completing college admission and financial aid applications.

(c) Assistance in preparing for college entrance examinations.

(d) Guidance on secondary school reentry or entry to other programs leading to a secondary school diploma or its equivalent.

(e) Personal and career counseling.

(f) Tutorial services.

(g) Exposure to college campuses as well as cultural events, academic programs, and other sites or activities not usually available to disadvantaged youth.

(h) Workshops and counseling for parents of students served.

(i) Mentoring programs involving elementary or secondary school teachers, faculty members at institutions of higher education, students, or any combination of these persons.

(j) Activities described in paragraphs (a) through (i) of this section that are specifically designed for students of limited English proficiency.

(k) Other activities designed to meet the purposes of the Talent Search program stated in Sec. 643.1, including activities to meet the specific educational needs of individuals in grades six through eight.

(Authority: 20 U.S.C. 1070a-12)

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### DEPARTMENT OF EDUCATION

#### PART 643--TALENT SEARCH--Table of Contents

##### Subpart A--General

#### Sec. 643.5 How long is a project period?

(a) Except as provided in paragraph (b) of this section, a project period under the Talent Search program is four years.

(b) The Secretary approves a project period of five years for applications that score in the highest ten percent of all applications approved for new grants under the criteria in Sec. 643.21.

(Authority: 20 U.S.C. 1070a-11)

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DEPARTMENT OF EDUCATION

PART 643--TALENT SEARCH--Table of Contents

Subpart A--General

Sec. 643.6 What regulations apply?

The following regulations apply to the Talent Search program:

(a) The Education Department General Administrative Regulations (EDGAR) as follows:

(1) 34 CFR part 74 (Administration of Grants to Institutions of Higher Education, Hospitals, and Nonprofit Organizations).

(2) 34 CFR part 75 (Direct Grant Programs), except for Sec. 75.511.

(3) 34 CFR part 77 (Definitions That Apply to Department Regulations), except for the definition of "secondary school" in Sec. 77.1.

(4) 34 CFR part 79 (Intergovernmental Review of Department of Education Programs and Activities).

(5) 34 CFR part 82 (New Restrictions on Lobbying).

(6) 34 CFR part 85 (Governmentwide Debarment and Suspension (Nonprocurement) and Governmentwide Requirements for Drug-Free Workplace (Grants)).

(7) 34 CFR part 86 (Drug-Free Schools and Campuses).

(b) The regulations in this part 643.

(Authority: 20 U.S.C. 1070a-11 and 1070a-12)

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DEPARTMENT OF EDUCATION

PART 643--TALENT SEARCH--Table of Contents

Subpart A--General

Sec. 643.7 What definitions apply?

(a) Definitions in EDGAR. The following terms used in this part are defined in 34 CFR 77.1:

Applicant  
Application  
Budget  
Budget period  
EDGAR  
Equipment  
Facilities  
Fiscal year  
Grant  
Grantee  
Private  
Project  
Project period  
Public  
Secretary  
Supplies

(b) Other definitions. The following definitions also apply to this part:

HEA means the Higher Education Act of 1965, as amended.

Institution of higher education means an educational institution as defined in sections 1201(a) and 481 of the HEA.

Low-income individual means an individual whose family's taxable income did not exceed 150 percent of the poverty level amount in the calendar year preceding the year in which the individual initially participated in the project. The poverty level amount is determined by using criteria of poverty established by the Bureau of the Census of the U.S. Department of Commerce.

Participant means an individual who--

(1) Is determined to be eligible to participate in the project under Sec. 643.3; and

(2) Receives project services designed for his or her age or grade level.

Postsecondary education means education beyond the secondary school level.

Potential first-generation college student means--

(1) An individual neither of whose natural or adoptive parents received a baccalaureate degree;

(2) An individual who, prior to the age of 18, regularly resided with and received support from only one parent and whose supporting parent did not receive a baccalaureate degree; or

(3) An individual who, prior to the age of 18, did not regularly reside with or receive support from a natural or an adoptive parent.

Secondary school means a school that provides secondary education as determined under State law, except that it does not include education beyond grade 12.

Target area means a geographic area served by a Talent Search project.

Target school means a school designated by the applicant as a focus of project services.

Veteran means a person who served on active duty as a member of the Armed Forces of the United States--

(1) For a period of more than 180 days, any part of which occurred after January 31, 1955, and who was discharged or released from active duty under conditions other than dishonorable; or

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(2) After January 31, 1955, and who was discharged or released from active duty because of a service-connected disability.

(Authority: 20 U.S.C. 1070a-11, 1070a-12 and 1141)

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PART 643--TALENT SEARCH--Table of Contents

Subpart B--Assurances

Sec. 643.10 What assurances must an applicant submit?

An applicant shall submit, as part of its application, assurances that--

- (a) At least two-thirds of the individuals it serves under its proposed Talent Search project will be low-income individuals who are potential first-generation college students;
- (b) Individuals who are receiving services from another Talent Search project or an Educational Opportunity Center project under 34 CFR part 644 will not receive services under the proposed project;
- (c) The project will be located in a setting or settings accessible to the individuals proposed to be served by the project; and
- (d) If the applicant is an institution of higher education, it will not use the project as a part of its recruitment program.

(Authority: 20 U.S.C. 1070a-12)

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PART 643--TALENT SEARCH--Table of Contents

Subpart C--How Does the Secretary Make a Grant?

Sec. 643.20 How does the Secretary decide which new grants to make?

(a) The Secretary evaluates an application for a new grant as follows:



(1)(i) The Secretary evaluates the application on the basis of the selection criteria in Sec. 643.21.

(ii) The maximum score for all the criteria in Sec. 643.21 is 100 points. The maximum score for each criterion is indicated in parentheses with the criterion.

(2)(i) For an application for a new grant to continue to serve substantially the same populations or campuses that the applicant is serving under an expiring project, the Secretary evaluates the applicant's prior experience in delivering services under the expiring project on the basis of the criteria in Sec. 643.22.

(ii) The maximum score for all the criteria in Sec. 643.22 is 15 points. The maximum score for each criterion is indicated in parentheses with the criterion.

(3) The Secretary awards additional points equal to 10 percent of the application's score under paragraphs (a)(1) and (2) of this section to an application for a project in Guam, the Virgin Islands, American Samoa, the Trust Territory of the Pacific Islands (Palau), or the Northern Mariana Islands if the applicant meets the requirements of subparts A, B, and D of this part.

(b) The Secretary makes new grants in rank order on the basis of the applications' total scores under paragraphs (a)(1) through (3) of this section.

(c) If the total scores of two or more applications are the same and there are insufficient funds for these applications after the approval of higher-ranked applications, the Secretary uses the remaining funds to serve geographic areas and eligible populations that have been underserved by the Talent Search program.

(d) The Secretary may decline to make a grant to an applicant that carried out a project that involved the fraudulent use of funds under section 402A(c)(2)(B) of the HEA.

(Authority: 20 U.S.C. 1070a-11, 1070a-12, and 1144a(a))

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TITLE 34--EDUCATION

DEPARTMENT OF EDUCATION

## PART 643--TALENT SEARCH--Table of Contents

### Subpart C--How Does the Secretary Make a Grant?

#### Sec. 643.21 What selection criteria does the Secretary use?

The Secretary uses the following criteria to evaluate an application for a new grant:

(a) Need for the project (24 points). The Secretary evaluates the need for a Talent Search project in the proposed target area on the basis of the extent to which the application contains clear evidence of the following:

(1) A high number or percentage, or both, of low-income families residing in the target area;

(2) A high number or percentage, or both, of individuals residing in the target area with education completion levels below the baccalaureate level;

(3) A high student dropout rate in the proposed target schools in the preceding three years;

(4) A low rate of enrollment in programs of postsecondary education by

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graduates of the target schools in the preceding three years;

(5) A high ratio of students to school counselors in the target schools; and

(6) Other indicators of need for a Talent Search project, including the presence of unaddressed academic or socio-economic problems of students in the target schools or the target area.

(b) Objectives (8 points). The Secretary evaluates the quality of the applicant's proposed project objectives on the basis of the extent to which they--

(1) Include both process and outcome objectives relating to each of the purposes of the Talent Search program stated in Sec. 643.1;

(2) Address the needs of the target area;

(3) Are clearly described, specific, and measurable; and

(4) Are ambitious but attainable within each budget period and the project period given the project budget and other resources.

(c) Plan of operation (30 points). The Secretary evaluates the quality of the applicant's plan of operation on the basis of the following:

(1) (4 points) The plan to inform the residents, schools, and community organizations in the target area of the goals, objectives, and

services of the project and the eligibility requirements for participation in the project;

(2) (4 points) The plan to identify and select eligible participants and ensure their participation without regard to race, color, national origin, gender, or disability;

(3) (2 points) The plan to assess each participant's need for services provided by the project;

(4) (12 points) The plan to provide services that meet participants' needs and achieve the objectives of the project; and

(5) (8 points) The plan, including the project's organizational structure and the time committed to the project by the project director and other personnel, to ensure the proper and efficient administration of the project.

(d) Applicant and community support (16 points). The Secretary evaluates the applicant and community support for the proposed project on the basis of the extent to which the applicant has made provision for resources to supplement the grant and enhance the project's services, including--

(1) (8 points) Facilities, equipment, supplies, personnel, and other resources committed by the applicant; and

(2) (8 points) Resources secured through written commitments from schools, community organizations, and others.

(e) Quality of personnel (9 points). (1) The Secretary evaluates the quality of the personnel the applicant plans to use in the project on the basis of the following:

(i) The qualifications required of the project director.

(ii) The qualifications required of each of the other personnel to be used in the project.

(iii) The plan to employ personnel who have succeeded in overcoming the disadvantages of circumstances like those of the population of the target area.

(2) In evaluating the qualifications of a person, the Secretary considers his or her experience and training in fields related to the objectives of the project.

(f) Budget (5 points). The Secretary evaluates the extent to which the project budget is reasonable, cost-effective, and adequate to support the project.

(g) Evaluation plan (8 points). The Secretary evaluates the quality of the evaluation plan for the project on the basis of the extent to which the applicant's methods of evaluation--

(1) Are appropriate to the project's objectives;

(2) Provide for the applicant to determine, using specific and quantifiable measures, the success of the project in--

(i) Making progress toward achieving its objectives (a formative evaluation); and

(ii) Achieving its objectives at the end of the project period (a

summative evaluation); and

(3) Provide for the disclosure of unanticipated project outcomes, using quantifiable measures if appropriate.

(Approved by the Office of Management and Budget under control number 1840-0549)

(Authority: 20 U.S.C. 1070a-12)

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## TITLE 34--EDUCATION

### DEPARTMENT OF EDUCATION

#### PART 643--***TALENT SEARCH***--Table of Contents

##### Subpart C--How Does the Secretary Make a Grant?

##### Sec. 643.22 How does the Secretary evaluate prior experience?

(a) In the case of an application described in Sec. 643.20(a)(2)(i), the Secretary reviews information relating to an applicant's performance under its expiring Talent Search project. This information includes performance reports, audit reports, site visit reports, and project evaluation reports.

(b) The Secretary evaluates the applicant's prior experience in delivering services on the basis of the following criteria:

(1) (3 points) (i) Whether the applicant provided services to the number of participants required to be served under the approved application; and

(ii) Whether two-thirds of all participants served were low-income individuals and potential first-generation college students.

(2) (6 points) The extent to which the applicant met or exceeded its objectives regarding the retention, reentry, and graduation levels of secondary school participants.

(3) (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.

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#### PART 643--TALENT SEARCH--Table of Contents

##### Subpart C--How Does the Secretary Make a Grant?

Sec. 643.23 How does the Secretary set the amount of a grant?

(a) The Secretary sets the amount of a grant on the basis of--

(1) 34 CFR 75.232 and 75.233, for new grants; and

(2) 34 CFR 75.253, for the second and subsequent years of a project period.

(b) If the circumstances described in section 402A(b)(3) of the HEA exist, the Secretary uses the available funds to set the amount of the grant beginning in fiscal year 1994 at the lesser of--

(1) \$180,000; or

(2) The amount requested by the applicant.

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PART 643--TALENT SEARCH--Table of Contents

Subpart D--What Conditions Must Be Met by a Grantee?

Sec. 643.30 What are allowable costs?

The cost principles that apply to the Talent Search program are in 34 CFR part 74, subpart Q. Allowable costs include the following if they are reasonably related to the objectives of the project:

(a) Transportation, meals, and, if necessary, lodging for participants and staff for--

(1) Visits to postsecondary educational institutions to obtain information relating to the admission of participants to those institutions;

(2) Participation in "College Day" activities; and

(3) Field trips to observe and meet with persons who are employed in various career fields in the target area and who can act as role models for participants.

(b) Purchase of testing materials.

(c) Fees required for college admissions applications or entrance examinations if--

(1) A waiver of the fee is unavailable; and

(2) The fee is paid by the grantee to a third party on behalf of a participant.

(d) In-service training of project staff.

(e) Rental of space if--

(1) Space is not available at the site of the grantee; and

(2) The rented space is not owned by the grantee.

(f) Purchase of computer hardware, computer software, or other equipment for student development, project administration, and recordkeeping, if the applicant demonstrates to the Secretary's satisfaction that the equipment is required to meet the objectives of

the project more economically or efficiently.

(Authority: 20 U.S.C. 1070a-11 and 1070a-12)

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## TITLE 34--EDUCATION

### DEPARTMENT OF EDUCATION

#### PART 643--TALENT SEARCH--Table of Contents

##### Subpart D--What Conditions Must Be Met by a Grantee?

##### Sec. 643.31 What are unallowable costs?

Costs that are unallowable under the Talent Search program include, but are not limited to, the following:

- (a) Tuition, stipends, and other forms of direct financial support for participants.
- (b) Application fees for financial aid.

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(c) Research not directly related to the evaluation or improvement of the project.

(d) Construction, renovation, and remodeling of any facilities.

(Authority: 20 U.S.C. 1070a-11 and 1070a-12)

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Subpart D--What Conditions Must Be Met by a Grantee?

Sec. 643.32 What other requirements must a grantee meet?

(a) Eligibility of participants. (1) A grantee shall determine the eligibility of each participant in the project at the time that the individual is selected to participate.

(2) A grantee shall determine the status of a low-income individual on the basis of the documentation described in section 402A(e) of the HEA.

(b) Number of participants. A grantee shall serve a minimum of 600 participants in each budget period. However, the Secretary may reduce the minimum number of these participants if the amount of the grant for the budget period is less than \$180,000.

(c) Recordkeeping. For each participant, a grantee shall maintain a record of--

(1) The basis for the grantee's determination that the participant is eligible to participate in the project under Sec. 643.3;

(2) The grantee's needs assessment for the participant;

(3) The services that are provided to the participant; and

(4) The specific educational progress made by the participant as a result of the services.

(d) Project director. (1) A grantee shall employ a full-time project director unless paragraph (d)(3) of this section applies.

(2) The grantee shall give the project director sufficient authority to administer the project effectively.

(3) The Secretary waives the requirement in paragraph (d)(1) of this section if the applicant demonstrates that the requirement will hinder coordination--

(i) Among the Federal TRIO Programs (sections 402A through 402F of the HEA); or

(ii) Between the programs funded under sections 402A through 410 of the HEA and similar programs funded through other sources.

(Approved by the Office of Management and Budget under control number 1840-0549)






(Authority: 20 U.S.C. 1070a-11 and 1070a-12)

### *Logistical Calendar*

***Mission Statement:*** *Educational Talent Search* is a pre-collegiate program funded by the U.S. Department of Education and designed to promote, recruit, identify, support, and assist middle and high school students in earning their high school diploma and enrolling into the college or university of their choice. The program provides academic, career, financial, and enrichment services to eligible participants including adults who have not earned a high school diploma by encouraging and supporting them to re-enter the education system and complete their education.

#### ***Three Major Goals for the Semester:***

- 1. Promote and Facilitate Student Holistic Development, Retention, Graduation, and Employability.**
  -  *To help youths and adults from families with limited financial resources who would be the first in their families to attend college and receive a Baccalaureate degree.*
- 2. Maintain and Support Safe, Accessible, and Inviting Student-Focused Facilities that Enhance our Student's Co-curricular Experience.**
  -  *To provide services, information, direction, and guidance to middle and high school students in grades 6 through 12.*
- 3. Strengthen Staff Morale, Retention, and Expertise in alignment with recognized Student Affairs competencies.**
  -  *To help program participants to successfully complete secondary education as well as successfully enroll in some form of postsecondary education or training.*

**January:**

- Prepare *ETS' Annual Performance Report (APR): BLUMEN Software-(Ongoing)*
- Prepare for *ETS' Spring Saturday Academy*
- Conduct *ETS' Parent Monthly Meetings*
- Implement *ETS' Target School Visits (Contact Target School Counselors, Teachers, and Principals)*
- Provide Target Schools with Program Applications (*Ongoing*)
- Program Staff provides *College-Related Workshops* for Program Students in Target Schools (*Ongoing*)
- Prepare for *ETS' Spring College Tour*
- Recruit-Identify-Select students for participation in *ETS (Ongoing)*
- Target School Visits by Program Staff and Director (i.e., *Cohen College Prep, Dr. Martin Luther King Jr. Charter School for Science and Technology, and L.W. Higgins High School*) (**Note:** *Throughout the Fall and Spring Semesters*)
- *Applerouth/ACT Preparations (Ongoing)*
- Staff Maintains Program Files (*Ongoing*)
- Program staff assists students in completing the *FAFSA*

- Continue to update *ETS*' Logistical Calendar

**February:**

- Prepare *ETS*' Annual Performance Report (APR): BLUMEN Software-(Ongoing)
- Implement *ETS*' Spring Saturday Academy
- Conduct *ETS*' Parent Monthly Meetings
- Implement *ETS*' Target School Visits (Contact Target School Counselors, Teachers, and Principals)
- Provide Target Schools with Program Applications (Ongoing)
- Program Staff provides *College-Related Workshops* for Program Students in Target Schools (Ongoing)
- Prepare for *ETS*' Spring College Tour
- Recruit-Identify-Select students for participation in *ETS* (Ongoing)
- Target School Visits by Program Staff and Director (i.e., *Cohen College Prep, Dr. Martin Luther King Jr. Charter School for Science and Technology, and L.W. Higgins High School*) (**Note:** Throughout the Fall and Spring Semesters)
- *Applerouth/ACT* Preparations (Ongoing)
- Staff Maintains Program Files (Ongoing)
- Program staff assists students in completing the *FAFSA*
- Continue to update *ETS*' Logistical Calendar

**March:**

- Prepare *ETS' Annual Performance Report (APR): BLUMEN Software-(Ongoing)*
- Implement *ETS' Spring Saturday Academy*
- Conduct *ETS' Parent Monthly Meetings*
- Implement *ETS' Target School Visits (Contact Target School Counselors, Teachers, and Principals)*
- Provide Target Schools with Program Applications (*Ongoing*)
- Program Staff provides *College-Related Workshops* for Program Students in Target Schools (*Ongoing*)
- Prepare for *ETS' Spring College Tour*
- Prepare for *ETS' 5-week Summer Program*
- Recruit-Identify-Select students for participation in *ETS (Ongoing)*
- Target School Visits by Program Staff and Director (i.e., *Cohen College Prep, Dr. Martin Luther King Jr. Charter School for Science and Technology, and L.W. Higgins High School*) (**Note:** *Throughout the Fall and Spring Semesters*)
- *Apperouth/ACT Preparations (Ongoing)*
- Staff Maintains Program Files (*Ongoing*)
- Program staff assists students in completing the *FAFSA*
- Preparing for the *Senior Awards* day on Friday, April 2023

- Continue to update *ETS'* Logistical Calendar

**April:**

- Prepare *ETS' Annual Performance Report (APR): BLUMEN Software-(Ongoing)*
- Implement *ETS' Spring Saturday Academy*
- Conduct *ETS' Parent Monthly Meetings (In Preparation for the Summer Program)*
- Implement *ETS' Target School Visits (Contact Target School Counselors, Teachers, and Principals)*
- Provide Target Schools with Program Applications (*Ongoing*)
- Program Staff provides *College-Related Workshops* for Program Students in Target Schools (*Ongoing*)
- Prepare for *ETS' Spring College Tour*
- Prepare for *ETS' 5-week Summer Program*
- Recruit-Identify-Select students for participation in *ETS (Ongoing)*
- Target School Visits by Program Staff and Director (i.e., *Cohen College Prep, Dr. Martin Luther King Jr. Charter School for Science and Technology, and L.W. Higgins High School*) (**Note:** *Throughout the Fall and Spring Semesters*)
- *Applerouth/ACT Preparations (Ongoing)*
- Staff Maintains Program Files (*Ongoing*)
- Program staff assists students in completing the *FAFSA*
- *Senior Awards* day on Friday, April 2023

- Continue to update *ETS'* Logistical Calendar

**May:**

- Prepare *ETS' Annual Performance Report (APR): BLUMEN Software-(Ongoing)*
- Conduct *ETS' Parent Monthly Meetings (In Preparation for the Summer Program)*
- Implement *ETS' Spring College Tour*
- Spring College Tour Evaluations
- Prepare for *ETS' 5-week Summer Program*
- Conduct *End-of-the-Year Staff Evaluations for ETS*
- Recruit-Identify-Select students for participation in *ETS (Ongoing)*
- Obtain Program Students' Transcripts for the Spring Semester
- Staff Maintains Program Files (*Ongoing*)
- Continue to update *ETS'* Logistical Calendar

**June:**

- Prepare *ETS' Annual Performance Report (APR): BLUMEN Software-(Ongoing)*
- Recruit-Identify-Select students for participation in *ETS (Ongoing)*
- Implement *ETS' 5-week Summer Program*
- Staff Maintains Program Files (*Ongoing*)
- Program Staff Vacations
- Program Director completes End-of-the Year Self-Evaluation for program staff
- Create a Program Calendar for *ETS' Academic Year*
- Continue to update *ETS' Logistical Calendar*

**July:**

- Summer Program Evaluations
- Prepare *ETS' Annual Performance Report (APR): BLUMEN Software-(Ongoing)*
- Prepare for *ETS' Fall Saturday Academy*
- Prepare for *ETS' Parent Monthly Meetings*
- Prepare for *ETS' Fall Target School Visits (i.e., Contact Target School Counselors, Teachers, and Principals)*
- Prepare for *ETS' Fall College Tour*
- Recruit-Identify-Select students for participation in *ETS (Ongoing)*
- Staff Maintains Program Files (*Ongoing*)
- Program Staff Vacations
- Program Director conducts Program Staff End-of-the Year Evaluations
- Create a Program Calendar for *ETS' Academic Year*
- Continue to update *ETS' Logistical Calendar*



**August:**

- Prepare *ETS' Annual Performance Report (APR): BLUMEN Software-(Ongoing)*
- Start preparing for the *Baskets and Bibles Thanksgiving Food Drive*
- Prepare for *ETS' Fall Saturday Academy*
- Prepare for *ETS' Parent Monthly Meetings*
- Implement *ETS' Target School Visits (Contact Target School Counselors, Teachers, and Principals)*
- Provide Target Schools with Program Applications (*Ongoing*)
- Program Staff provides *College-Related Workshops* for Program Students in Target Schools (*Ongoing*)
- Prepare for *ETS' Fall College Tour*
- Recruit-Identify-Select students for participation in *ETS (Ongoing)*
- Target School Visits by Program Staff and Director (i.e., *Cohen College Prep, Dr. Martin Luther King Jr. Charter School for Science and Technology, and L.W. Higgins High School*) (**Note:** *Throughout the Fall and Spring Semesters*)
- Staff Maintains Program Files (*Ongoing*)
- Program Staff Vacations
- Expect the Grant Award Notification for *ETS*
- Create a Program Calendar for *ETS' Academic Year*

- Prepare *ETS'* Program Budget based on the Grant Award Notification
- Continue to update *ETS'* Logistical Calendar

**September:**

- Prepare *ETS' Annual Performance Report (APR): BLUMEN Software-(Ongoing)*
- Start preparing for the *Baskets and Bibles Thanksgiving Food Drive*
- Implement *ETS' Fall Saturday Academy*
- Conduct *ETS' Parent Monthly Meetings*
- Implement *ETS' Target School Visits (Contact Target School Counselors, Teachers, and Principals)*
- Provide Target Schools with Program Applications (*Ongoing*)
- Program Staff provides *College-Related Workshops* for Program Students in Target Schools (*Ongoing*)
- Prepare for *ETS' Fall College Tour*
- Recruit-Identify-Select students for participation in *ETS (Ongoing)*
- Target School Visits by Program Staff and Director (i.e., *Cohen College Prep, Dr. Martin Luther King Jr. Charter School for Science and Technology, and L.W. Higgins High School*) (**Note:** *Throughout the Fall and Spring Semesters*)
- *Applerouth/ACT Preparations (Ongoing)*
- Staff Maintains Program Files (*Ongoing*)
- Program staff assists students in completing the *FAFSA*
- Implement *ETS' Program Budget* based on the Grant Award Notification

- Continue to update *ETS'* Logistical Calendar

**October:**

- Prepare *ETS' Annual Performance Report (APR): BLUMEN Software-(Ongoing)*
- Start preparing for the *Baskets and Bibles Thanksgiving Food Drive*
- *ETS' Parent Monthly Meetings*
- Conduct *ETS' Parent Monthly Meetings*
- Implement *ETS' Fall Saturday Academy*
- Implement *ETS' Target School Visits (Contact Target School Counselors, Teachers, and Principals)*
- Provide Target Schools with Program Applications (*Ongoing*)
- Program Staff provides *College-Related Workshops* for Program Students in Target Schools (*Ongoing*)
- Prepare for *ETS' Fall College Tour*
- Recruit-Identify-Select students for participation in *ETS (Ongoing)*
- Target School Visits by Program Staff and Director (i.e., *Cohen College Prep, Dr. Martin Luther King Jr. Charter School for Science and Technology, and L.W. Higgins High School*) (**Note:** *Throughout the Fall and Spring Semesters*)
- *Applerouth/ACT Preparations (Ongoing)*
- Staff Maintains Program Files (*Ongoing*)
- Program staff assists students in completing the *FAFSA*
- Continue to update *ETS'* Logistical Calendar

**November:**

- Prepare *ETS' Annual Performance Report (APR): BLUMEN Software-(Ongoing)*
- Implement the *Baskets and Bibles Thanksgiving Food Drive*
- Submit *ETS' Annual Performance Report (APR): Department of Education*
- Prepare for *ETS' Spring Saturday Academy*
- Conduct *ETS' Parent Monthly Meetings*
- Implement *ETS' Fall Saturday Academy*
- Implement *ETS' Target School Visits (Contact Target School Counselors, Teachers, and Principals)*
- Provide Target Schools with Program Applications (Ongoing)
- Program Staff provides *College-Related Workshops* for Program Students in Target Schools (Ongoing)
- Implement *ETS' Fall College Tour*
- Recruit-Identify-Select students for participation in *ETS (Ongoing)*
- Target School Visits by Program Staff and Director (i.e., *Cohen College Prep, Dr. Martin Luther King Jr. Charter School for Science and Technology, and L.W. Higgins High School*) (**Note:** *Throughout the Fall and Spring Semesters*)
- *Applerouth/ACT Preparations (Ongoing)*
- Staff Maintains Program Files (*Ongoing*)
- Program staff assists students in completing the *FAFSA*
- Continue to update *ETS' Logistical Calendar*

**December:**

- Prepare for *ETS' Spring Saturday Academy*
- Prepare for *ETS' Spring Target School Visits (Contact Target School Counselors, Teachers, and Principals)*
- Prepare for *ETS' Spring College Tour*
- Conduct *Midterm Staff Evaluations for ETS*
- Recruit-Identify-Select students for participation in *ETS (Ongoing)*
- Obtain Program Students' Transcripts for the Fall Semester
- Staff Maintains Program Files (*Ongoing*)
- Staff Maintains Program Files (*Ongoing*)
- Program staff assists students in completing the *FAFSA*
- Continue to update *ETS' Logistical Calendar*