



UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF POSTSECONDARY EDUCATION

Updated Letter: Removed reference to **“the number of students who meet the requirements for Disabilities who are also Low-Income.”**

January 11, 2023

Dear TRIO Talent Search Project Director:

The GEAR UP and TRIO Talent Search (GU-TS) Division wishes you and your staff a Happy New Year! We are excited about starting the 2023 calendar year. As you may be aware, GU-TS is experiencing a delay in making the TRIO Talent Search (TS) Annual Performance Report (APR) system available for the submission of the FY 2021 – 22 TS APR due to some technicalities. We are working with other offices within the U.S. Department of Education (Department) to ensure that the TS APR system meets all technical requirements.

In the meantime, GU-TS has devised a process to collect some abbreviated information from TS projects that will allow GU-TS to start the Substantial Progress Review Process for making non-competing continuation (NCC) award determinations. The process involves the use of the Department’s Interim Performance Report (IPR) tool that will be accessible through the Department’s G5 system. The use of the IPR will support GU-TS’s goal of making the TS NCC awards earlier this year.

The information that will be reported on the IPR is based on a project’s performance for the current performance period¹. Instructions on how to access the TS IPR in the G5 system and how to complete the IPR are attached with this letter. The individual who is **currently** listed as the Project Director in the G5 system for the respective award will be the only person to have access to the IPR within the G5 system. Please contact your assigned Program Specialist if the Project Director’s information needs to be updated in the G5 system.

**Please note that you will also be required to complete and submit the FY 2021- 22 TS APR once the TRIO TS APR system is open for submission. GU-TS will provide advance correspondence once the date for submission has been finalized. If you are a newly funded first-time TS project, meaning your PR award number begins with (P044A22...), you will not have a previous year to report on and therefore, you will not have a FY 2021 – 22 TS APR to submit.*

As stipulated in the Education Department General Administrative Regulations 75.253, you must submit an IPR which will allow the Department to determine if your project is making

¹ See your **FY 2022 NCC Grant Award Notification** for your current performance period start date.

substantial progress toward meeting the objectives of the approved application prior to issuing a continuation grant for 2023-2024. To facilitate the timely awarding of continuation grants, you must submit your IPR no later than **February 13, 2023**, using the Department's G5 system. Instructions for accessing and submitting this report are attached to this letter.

It is highly recommended that you start this process with reading and completing the steps reflected in the **Project Director's Credential Requirements for Performance Reporting attachment. Once the Project Director or her/his designee's credentials has been confirmed in G5, move to step 2 which is to read and follow the instruction in the attachment labeled, "Instructions on how to access and submit the Interim Performance Report in the G5 system."**

In Section A, Project Status Chart, you are required to provide: 1) the number of students that the project has served to date during this current FY 2022 performance period, and 2) the number of those students who meet both definitions of "low-income individual" and "first-generation college student."

According to the Talent Search regulations at **34 CFR, Parts 644.7(b) and 644.11(a)**

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.

First-generation college student means an individual neither of whose natural or adoptive parents received a baccalaureate degree; a student 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 an individual who, prior to the age of 18, did not regularly reside with or receive support from a natural or an adoptive parent.

In Section B, you should provide an **itemized budget in PDF**: 1) an estimate of the amount of funds the project will not expend by the end of the current year; and 2) an explanation for why those funds will not be expended (e.g. "We did not hire a project director until the second month, and therefore will not expend all of the funds budgeted for salaries for the year.").

Finally, you are asked to attach a **narrative summary in PDF**, we recommend no more than three- pages, regarding the project's success and challenges for the current performance period. Please include in this narrative an overview of the progression of tasks that have taken place so far (including key staff vacancies, challenges to meeting number of students to be served, and what activities have been provided for students), any challenges or successes the project faced during this current performance period and how challenges were resolved.

Failure to submit the IPR through the G5 system by the submission deadline of **February 13, 2023**, may result in the delay or denial of your continuation award.

If you have any questions regarding this report, please contact your assigned Program Specialist.

Sincerely,

/s/

Craig Pooler
Director
GU-TS Programs Division

Attachment: How to Complete and Submit a Performance Report in G5