College Assistance Migrant Program
U.S. Department of Education
Annual Performance Report Form for 2007-08 and

Sample University
S149A090021

Introduction
The College Assistance Migrant Program (CAMP) is intended to assist migrant and seasonal farmworker students to successfully complete their first academic year of college and to continue at a postsecondary education institution. The legislation that authorizes the CAMP program, the Higher Education Act of 1965, as amended, Title IV, Sec. 418A; 20 U.S.C. 1070d-2, and the Education Department General Administrative Regulations (EDGAR), 34 CFR 75.253 require each of the funded projects to submit an annual performance report demonstrating that substantial progress has been made towards meeting the approved objectives of the project. In addition, grantees are required to report on their progress toward meeting the performance measures established for the ED grant program. This Annual Performance Report is the tool designated by the Department for reporting.

The CAMP GPRA indicators (program performance measures) are listed below:

Objective 1 of 2: All CAMP students will complete their first academic year at a postsecondary institution in good standing.
Measure 1.1 of 1: The percentage* of College Assistance Migrant Program (CAMP) participants completing the first year of their academic or postsecondary program. (Desired direction: increase[1])
Calculation: This measure is calculated by dividing the number of CAMP first academic year completers (the number of CAMP eligible students who successfully completed their first academic year of college by the end of the budget period) by the total number funded, as per the approved application by OME, MINUS the number of persisters.

Example:

Grant Year	Incoming Students			Outgoing Students				GPRA 1.1 (Percent completing 1st year of college)
	Total Funded	New	Returning from Previous Year	Total Funded	CAMP first academic year completers	Withdrawals	Persisters (coming back in subsequent year)	
Year 1	100	100	0	100	65	30	5	68%
Year 2	100	95	5	100	70	25	5	74%

In this example, for grant year 1, the denominator equals 95 (100 total funded minus 5 persisters). The numerator equals 65 (CAMP first academic year completers), for a "success rate" of 65/95 or 68 percent. For grant year 2, the denominator equals 95 (100 total funded minus 5 persisters). The numerator equals 70 (CAMP first academic year completers), for a success rate of 70/95 or 74 percent.

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[1] Note: increasing percentages of CAMP participants completing the first year of their academic or postsecondary program is the goal for the program office at the national level. Projects will be assessed individually, on an annual basis, as to their capacity to increase these measures and meet the national GPRA targets.

Note: The APR does not address the total number recruited to be served. Each grantee may be serving fewer students than they recruit. For reporting, the key variable is the number funded to be served (not recruited).

Objective 2 of 2: A majority of CAMP students who successfully complete their first academic year of college will continue in postsecondary education.

Measure 2.1 of 1: The percentage* of College Assistance Migrant Program (CAMP) participants who, after completing the first academic year of college, continue their postsecondary education. (Desired direction: increase)

Calculation: This measure is calculated by dividing the number of CAMP first academic year completers who continue their postsecondary education by the total number of CAMP first academic year completers.

Example:

Grant Year	Total # of CAMP first academic year completers	Total # of CAMP first academic year completers who continued in Postsecondary Education Programs	GPRA 2.1 (percent achieving placement)
Year 1	65	60	92%
Year 2	70	50	71%

In this example, for grant year 1, data collected in the first quarter of grant year 2 indicates that, of the 65 CAMP first academic year completers, 60 continued in postsecondary educations programs. The numerator is 60, the number of CAMP first academic year completers who continued in postsecondary education programs. The denominator is 65, the number of CAMP first academic year completers, for a placement of 60/65, or 92 percent. For grant year 2, in which there were 70 CAMP first academic year completers, the numerator equals 50, for a success rate of 50/70 or 71 percent.

Efficiency Measure 1 of 2: Project success efficiency ratios are calculated as, per budget period, the number of CAMP first academic year completers divided by the total budget awarded for that budget period.

Efficiency Measure 2 of 2: Project services efficiency ratios are calculated as, per budget period, the number of students served in CAMP divided by the total budget awarded for that budget period.

Instructions for Migrant CAMP Annual Performance Report Form

This annual performance report covers the reporting period for the budget period stated in Section 6 of your Grant Award Notification (GAN) and must be completed and submitted by December 31st of each project year unless it is a fifth-year report and an extension has been granted. If this form is being submitted as a final performance report, the form covers the reporting period for the budget period stated in Section 6 of your Grant Award Notification (GAN) and must be submitted by December 31st of the final project year unless it is a fifth-year report and an extension has been granted. This Migrant CAMP Annual Performance Report (APR) information will be collected via an online form accessible only to grantees.

If you have questions about how to complete this form, contact your assigned program officer.

This CAMP performance report is divided into a **Cover Sheet** and the following six sections:

Section A – CAMP Project Statistics and Reporting for GPRA

Section B – CAMP Project Student Participant Information

Section C – CAMP Project Services Information

Section D – CAMP Project Goals and Objectives

Section E – CAMP Project Budget Information

Section F – Additional Information

Data Utilization
Together, these sections will be used to answer the following evaluation questions decided upon by the program office:
1. To what extent have program goals been accomplished? (Section A; GPRA reporting)
2. What service models had the most positive outcomes? (Sections, B and C)
3. What service models had the best efficiency ratios? (Sections C and E)
4. What percentage of project goals was achieved (i.e., met or exceeded)? (Section D)

Findings from aggregated grantee reports, as they pertain to the above stated evaluation questions, will be published for public record and for program and grantee use in better understanding effective service models and strategies.

5. Instructions for Cover Sheet

Complete the Cover Sheet with the appropriate information. Instructions for items 1, 3, 4 and 6 are included on the Cover Sheet. Instructions for items 2 and 5 and items 7 through 11 are included in this instruction sheet.

Question 2. Grantee NCES ID Number

-- Annual and Final Performance Reports:
Please enter the current National Center for Education Statistics (NCES) ID number of the grantee. Grantees that are State Educational Agencies (SEA) should enter their state's FIPS (Federal Information Processing Standards) code in item 2.   Item 2 only applies to grantees that are Institutions of Higher Education (IHE), SEAs, Local Educational Agencies (LEA), public libraries, and public, charter, and private elementary or secondary schools. Leave blank, if this item is not applicable.

Please go to the applicable website listed below to obtain the grantee's NCES ID number or FIPS code. Depending on your organization type, this number will range from 2 to 12 numeric digits.

- IHEs (IPEDS ID); Public Libraries (Library ID); and Public, Charter and Private Schools (NCES School ID): http://nces.ed.gov/globallocator
- LEAs (NCES District ID): http://nces.ed.gov/ccd/districtsearch/
- SEAs (FIPS code): To obtain your state's FIPS code, please search on any public school district in your state at: http://nces.ed.gov/ccd/districtsearch/. The FIPS code is the first two digits of the NCES District ID number for any public school district in a state.

Note: Newly established organizations that do not have an NCES ID number yet should leave item 2 blank. However, once the organization's NCES ID number has been established, it must be entered on all future submissions of this form.

Question 5. Grantee Address

Instructions for Submitting Address Changes

-- Annual and Final Performance Reports:

If the certifying representative's address that is listed in Block 1 of your GAN has changed, submit the new name and contact information in section F, Additional Information.

Question 7. Reporting Period

-- Annual Performance Reports:

Due Date: Annual performance reports must be submitted by December 31st of each project year. If you receive a no-cost time extension from ED for the budget period, the annual performance report is due 90 days after the revised project period end date. Please follow instructions from the program office regarding the specific due date of the annual performance report for your grant.

This reporting period is aligned with the current budget period. The start date for your current budget period may be found in Block 6 of the GAN. Complete data on all measures are due with this performance report.

-- Final Performance Reports:

Due Date: Final performance reports must be submitted by December 31st of the final project year. If you receive a no-cost time extension from ED for the fifth year of this grant, the final performance report is due 90 days after the revised project period end date. This final performance report is separate from and in addition to the APR for the fifth year of the project.

Please enter the start and end date for the entire performance period of your grant from Block 6 of the GAN. The reporting period for your final performance report covers the entire performance period (five years). Complete data on all performance measures are due with this final performance report.

Question 8. Budget Expenditures [Also See Section E]

The budget expenditure information requested in items 8a. – 8c. must be completed by your Business Office.

Note: For the purposes of this report, the term budget expenditures means allowable grant obligations incurred during the periods specified below.   (See EDGAR, 34 CFR 74.2; 75.703; 75.707; and 80.3, as applicable.)

For budget expenditures made with Federal grant funds, you must provide an explanation in Section E (Budget Information), if you have not drawn down funds from the Grant Administration and Payment System (GAPS) to pay for these budget expenditures.

--Annual Performance Reports:

- Report your actual budget expenditures for the entire previous budget period in item 8a.   Please separate expenditures into Federal grant funds and non-Federal funds (match/cost-share) expended for the project during the entire previous budget period.
- Note: If you are reporting on the first budget period of the project, leave item 8a. blank.
- Report your actual budget expenditures for the current budget period to date (i.e., through 30 days before the due date of this report) in item 8b. Please separate expenditures into Federal grant funds and non-Federal funds (match/cost-share) expended for the project during the current budget period to date.

--Final Performance Reports:

- Report your actual budget expenditures for the entire previous budget period in item 8a.   Please separate expenditures into Federal grant funds and non-Federal funds (match/cost-share) expended for the project during the entire previous budget period.
- Report your actual budget expenditures for the entire final budget period in item 8b. Please separate expenditures into Federal grant funds and non-Federal funds (match/cost-share) expended for the project during the entire final budget period.
- Report your actual budget expenditures for the entire project period (performance period) in item 8c. Please separate expenditures into Federal grant funds and non-Federal funds (match/cost-share) expended for the project during the entire project period.   Your project period (performance period) start and end dates are found in Block 6 of the GAN.

Question 9. Indirect Costs

The indirect cost information requested in Items 9a. – 9d. must be completed by your Business Office.

   --Annual and Final Performance Reports:

- Item 9a -- Please check "yes" or "no" in item 9a. to indicate whether or not you are claiming indirect costs under this grant.
- Item 9b. -- If you checked "yes" in item 9a., please indicate in item 9b. whether or not your organization has an Indirect Cost Rate Agreement that was approved by the Federal government.
- Item 9c. -- If you checked "yes" in item 9b., please indicate in item 9c. the beginning and ending dates covered by the Indirect Cost Rate Agreement. In addition, please indicate whether ED or another Federal agency (Other) issued the approved agreement. If you check "Other," please specify the name of the Federal agency that issued the approved agreement.   For final performance reports only, check the appropriate box to indicate
- The type of indirect cost rate that you have – Provisional, Final, or Other. If you check "Other," please specify the type of indirect cost rate.
- Item 9d. – For grants under Restricted Rate Programs (EDGAR, 34 CFR 75.563), please 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 EDGAR, 34 CFR 76.564(c)(2). Check only one response. Leave blank, if this item is not applicable.

Question 10. Annual Institutional Review Board (IRB) Certification

--Annual Performance Reports Only:

Annual certification is required if Attachment HS1, Continuing IRB Reviews, was attached to the GAN. Attach the IRB certification.

Question 11. Certification

--Annual and Final Performance Reports:

<u>The grantee's authorized representative must sign the certification for this form</u>.   The authorized representative is the person who signed the grant application or has been officially designated to sign this performance report. The Office of Migrant Education should receive documentation indicating who the authorized representatives are **and** whether changes have occurred since signing of the grant application.

If the grantee has any known internal control weaknesses concerning data quality (as disclosed through audits or other reviews), this information must be disclosed under Section F (Additional Information), as well as the remedies taken to ensure the accuracy, reliability, and completeness of the data.

Instructions for Sections A and B

Sections A and B contain columns for years one through five of the project and for the final performance report. Fill in the column that corresponds to the project year that is being reported. In year one, this would be column Y1. In year two, this would be Y2, etc. Note that successive annual performance reports will maintain prior year's data; this data will be pre-populated by the program office for previous years. Also, the final performance report figures, entered into column F, will be cumulative counts of the prior five years.

Example:

In **year one** of a project funded to serve 100 total students per year, data entry would look like:

Example	Y1	Y2	Y3	Y4	Y5	F
a. Number funded to be served	100					

In **year two**, the APR should take the following format:

Example	Y1	Y2	Y3	Y4	Y5	F
a. Number funded to be served	100	100				

The **final performance report** should take the following format:

Example	Y1	Y2	Y3	Y4	Y5	F
a. Number funded to be served	100	100	100	100	100	500

Definitions

(The Definitions Sections are divided into three parts: Section A – CAMP Project Statistics and Reporting for GPRA; Section B – CAMP Project Student Participation and Information; and Section C – CAMP Project Services Information.)

Variable	Calculation	Definition and notes	Period for Compiling Data
Section A – CAMP Project Statistics and Reporting for GPRA			
Budget Period	--	12-month period of time beginning on the date found in Block 6 of the GAN.	--
CAMP first academic year Completers	Cumulative count.	The number of CAMP eligible students who complete their first academic year. The "First Academic Year" will be defined by the IHE, in which the CAMP student is currently enrolled. Note: To best capture this data, the number of students who completed their first academic year of college will be compiled and calculated any time after the first academic year of college is completed and before the performance report is due. This procedure will apply to all counts for which **actual** (as opposed to projected) data is necessary.	Any time after the first academic year of college is completed and before the performance report is due.
Continuing CAMP First Academic Year Completers	Unduplicated count.	Of those students who completed their first academic year of college in this budget period, the number who continued in postsecondary education programs. This measure should be taken any time after the **first academic year of college is completed** and before the performance report is due, and should be based on **actual placement** and not on anticipated placement.	Any time after the **first academic year of college is completed** and before the performance report is due.
First Academic Year	Count.	"First Academic Year" will be defined by the IHE, in which the CAMP student is currently enrolled. **Please provide your IHE's definition of "academic year" in the space provided in section A2a of the APR.**	First Academic Year
Former CAMP Students	Count.	The number of students who participated in your CAMP project prior to the current budget period. **This count may include those students who may have graduated from an IHE that doesn't partner with your CAMP.**	

Variable	Calculation	Definition and notes	Period for Compiling Data
In Good Standing	Count	"In good standing" will be defined by the IHE, in which the CAMP student is currently enrolled. *Please Note: "In good standing" is not a requirement for the measure of Objective 2."*	
New Participant	Cumulative count.	The number of CAMP eligible students who were new to the project (i.e. not previously enrolled in CAMP services), completed intake, and were enrolled and attending college courses past the Add/Drop deadline assigned by the project's IHE. (This is a subset of the number served.) The above criteria are to occur within this budget period.	End of budget period.
No. Funded To Be Served	None.	Number of participants officially funded by the CAMP grant to be enrolled in first academic year college instruction in your CAMP project in this budget period.	Beginning of budget period.
No. Served In CAMP First Academic Year College Instruction	Cumulative count.	The number of CAMP eligible students who completed intake and were enrolled and attending college courses past the Add/Drop deadline assigned by the project's IHE. The above criteria are to occur within this budget period.	End of budget period
No. of CAMP First Academic Year Completers you were able to track for follow-up data	Count.	The program office's expectation is that all CAMP first academic year completers will receive follow-up to determine if they continued in post-secondary education programs. Follow-up should occur in a timely fashion (i.e., within 90 days of the end of the budget period), such that annual performance reporting can be completed. Use this space to enter the number of CAMP first academic year completers that a) you were able to track AND b) provided follow-up data.	Any time after the first academic year of college is completed and before the performance report is due.
Persisters	Count.	The number of CAMP eligible students who completed intake, were enrolled and attending college courses past the Add/Drop deadline assigned by the project's IHE, but did not complete their first academic year of college, however, re-enrolled for continuing instructional services in support of completing their first academic year of postsecondary education in the **subsequent** budget period.	After the budget year ends and before the performance report is due. For example: To report for the budget period stated in Section 6 of your

Variable	Calculation	Definition and notes	Period for Compiling Data
		By the time this report is submitted, on December 31, 2008, projects will know whether the students returned (became "persisters") or not. The most accurate data available should be reported at that time.	Grant Award Notification (GAN), compile data between the end date and December 31, 2008.
Returning Participant	Cumulative count.	The number of CAMP eligible students who completed intake in any prior budget period but did not complete their first academic year of college at that time, and were enrolled and attending college courses past the Add/Drop deadline assigned by the project's IHE. (This is a subset of the number served.)	End of budget period.
Withdrawals	Count.	The number of CAMP eligible students who completed intake, were enrolled and attending college courses past the IHE's Add/Drop deadline assigned by the project's IHE, but left the CAMP program without completing the first academic year of college and without re-enrolling for instruction in the subsequent budget period. This count also should include students who earned some college credits, but did not complete the first academic year of college. **A withdrawal indicates that students have left the project, or have not re-enrolled in subsequent budget periods, for whatever reason.**	After the budget year ends and before the performance report is due. For example: To report for the budget period stated in Section 6 of your Grant Award Notification (GAN), compile data between the end date and December 31, 2008.

Instructions for Section B – CAMP Project Student Participant Information

Definitions

Variable	Calculation	Definition and notes	Period for Compiling Data
Section B – CAMP Project Student Participant Information			
Career-oriented work-study	Count.	Guided employment that provides opportunities for the CAMP student to develop or enhance his or her career skills. This definition of "career-oriented work-study" is not limited to any particular work-study program. Students may be counted for this service whether or not the work-study is funded by CAMP, as long as the guidance that is provided to students is funded by CAMP funds.	End of budget period.
Educational Impairments	Cumulative count.	The number of students enrolled and served in college courses past the Add/Drop deadline assigned by the project's IHE, during this budget period, that had educational impairments, as verified through standardized assessments of special needs or learning disabilities.	End of budget period.
English Language Learner (ELL)	Cumulative count.	The number of students enrolled and served in college courses past the Add/Drop deadline assigned by the project's IHE, during this budget period, that had English as a second language needs as determined by placement testing.	End of budget period.
Financial Services	Total or cumulative.	CAMP-funded, monetary services provided to CAMP students in support of their first academic year. This count does not include other services provided to CAMP students by the university. Examples include stipends, scholarships, transportation, career-oriented work-study, books and supplies, tuition and fees, and room and board. Calculate the number of hours of financial services each student received and add those numbers together to obtain the total hours of monetary services received by all students.	End of budget period.
Supportive & Instructional Services	Total or cumulative.	CAMP-funded services provided to CAMP students in support of their first academic year that are not financial in nature. This count does not include other services provided to	End of budget period.

Variable	Calculation	Definition and notes	Period for Compiling Data
		CAMP students by the university. Examples include personal, academic & career counseling, tutoring, mentoring, health services, and assistance with special admissions. Calculate the number of hours of services each student received and add those numbers together to obtain the total hours of services received by all students.	

Instructions for Section C – CAMP Project Services Information

Definitions

Variable	Calculation	Definition and notes	Period for Compiling Data
Section C – CAMP Project Services Information			
Administrative Staff	Full-time equivalent count to one decimal place.	Staff <u>funded by the CAMP grant </u>that serve to manage the project. Also report the total number of FTE administrative staff contributing to the project but not funded by the CAMP grant.	End of budget period.
FTE (full-time equivalent)	Determine the FTE for each administrative or support staff person. Full-time equivalent count to one decimal place.	FTE is a measure equal to one staff person working a full-time work schedule for one year. To calculate the total FTE: For each administrative staff person or support person, divide the total number of hours that employee works in your CAMP project each year by the number of hours your organization considers full time for one year. Sum across all staff persons for the total staff FTE. For example, if your organization considers 1,920 hours to be full time, and administrative staff member Jane Smith works 1,440 hours per year, her FTE is .75 (1,440 divided by 1,920). Sum Jane Smith's FTE with the FTEs from all other administrative staff to calculate the total FTE for teaching staff.	
Supportive & Instructional Staff	Full-time equivalent count to one decimal place.	Staff who provide, supportive & instructional services (i.e. personal, academic & career counseling, tutoring, mentoring, health services, and assistance with special admissions) <u>funded by the CAMP grant.</u> See FTE definition above. Also report the total number of FTE support staff contributing to the project, but not funded by the CAMP grant.	End of budget period.

Instructions for Section D – CAMP Project Goals and Objectives

In your approved grant application, you established project objectives stating what you hope to achieve with your funded grant project. Generally, one or more performance measures also were established for each project objective that serve to demonstrate whether you have met or are making progress towards meeting each project objective.

Report on the results to date of your project evaluation as required under EDGAR, 34 CFR 75.590. According to the instructions below, for each project objective included in your approved grant application, provide quantitative and/or qualitative data for each associated performance measure and a description of preliminary findings or outcomes that demonstrate that you have met or are making progress towards meeting the performance measure. You will also explain how your data on your performance measures demonstrate that you have met or are making progress towards meeting each project objective.

Note: Complete data *must* be submitted for any project-specific performance measures that were included in your approved grant application.

Section 1) Project Objective:

Enter each project objective that is included in your approved grant application. Only one project objective should be entered per row. Project objectives should be numbered sequentially, i.e. 1., 2., 3., etc. Data on GPRA objectives should only be entered in section A of this form, and should not be reported in this section.

Performance Measure:

For each project objective, enter each associated performance measure. There may be multiple performance measures associated with each project objective. Enter only one performance measure per row. Each performance measure that is associated with a particular project objective should be labeled using an alpha indicator. Example: The first performance measure associated with project objective "1" should be labeled "1.a.," the second performance measure for project objective "1" should be labeled "1.b.," etc. For each performance measure use the row that corresponds to your project funding year (year 1, 2 3, 4 or 5 OR "F" for final performance report).

Quantitative Data:

Target and Actual Performance Data
Provide the target you established for meeting each performance measure and provide actual performance data demonstrating progress towards meeting or exceeding this target. Only quantitative (numeric) data should be entered in the Target and Actual Performance Data boxes.

The Target and Actual Performance Data boxes are each divided into three columns: **Raw Number; Ratio; and Percentage (%).**

For performance measures that are stated in terms of a single number (e.g., the number of workshops that will be conducted or the number of students that will be served), the target and actual performance data should be reported as a single number under the **Raw Number column** (e.g., **10** workshops or **80** students). Please leave the **Ratio and Percentage (%) columns** blank. For performance measures that are stated in terms of a percentage (e.g., percentage of students that attain proficiency), complete both the **Ratio column** and the **Percentage (%) column**. Please leave the **Raw Number column** blank.

In the **Ratio column** (e.g., **80/100**), the numerator represents the numerical target (e.g., the number of students that are expected to attain proficiency) or actual performance data (e.g., the number of students that attained proficiency), and the denominator represents the number of students funded to be served under each objective. Please enter the corresponding percentage (e.g., **80%**) in the **Percentage (%) column**. *Note: the denominator may vary across objectives, depending upon the number of students each objective is designed to reach.*

If the collection of quantitative data is not appropriate for a particular performance measure, please leave the Target and Actual Performance Data boxes blank and provide an explanation and any relevant qualitative data for the performance measure in the section entitled, **Explanation of Progress (Section 2)**.

Note: If you are using weighted data, please indicate how the data are weighted in the section entitled, **Explanation of Progress (Section 2).**

Special instructions for grants in their first budget period: If baseline data for a performance measure were not included in your approved application and targets were not set for the first budget period, then enter either the number **999** under the **Raw Number column** or the ratio **999/999** under the **Ratio column** of the **Target box**, depending on how your data will be reported in the future. The **999** or **999/999** indicates that baseline data are being collected on the measure during the first budget period and targets have not yet been set. Unless otherwise instructed by the program office in the attached "Dear Colleague Letter," report baseline data collected during the first budget period under either the **Raw Number column** or the **Ratio and Percentage (%) columns** of the **Actual Performance Data box,** as appropriate. After baseline data have been collected during the first budget period, grantees are expected to set targets for the second and any subsequent budget periods and report actual performance data in their annual performance reports.

Section D also requests that data from multiple project years be entered, according to the project year reported. This data will be pre-populated by the program office for previous years. Data entry should follow the process described above for sections A and B. The final performance report should AVERAGE success rates across each of the project years.

Example:
In year one of a project funded to serve 100 students per year with a target of awarding financial aid to 100 percent of students, data entry would look like this:

1.a. Performance Measure	Quantitative Data					
Award financial aid to 100 percent of students.	**Target**			**Actual Performance Data**		
	Raw Number	**Ratio /**	**%**	**Raw Number**	**Ratio /**	**%**
Year One	100	100/100	100%	100	80/100	80%
Year Two						
Year Three						
Year Four						
Year Five						
Final						

In year two, the APR should take the following form:

1.a. Performance Measure	Quantitative Data					
Award financial aid to 100 percent of students.	**Target**			**Actual Performance Data**		
	Raw Number	**Ratio /**	**%**	**Raw Number**	**Ratio /**	**%**
Year One	100	100/100	100%	100	80/100	80%
Year Two	100	100/100	100%	100	85/100	85%
Year Three						
Year Four						
Year Five						
Final						

The final performance report should take the following form:

1.a. Performance Measure	Quantitative Data					
Award financial aid to 100 percent of students.	**Target**			**Actual Performance Data**		
	Raw Number	**Ratio /**	**%**	**Raw Number**	**Ratio /**	**%**
Year One	100	100/100	100%	100	80/100	80%
Year Two	100	100/100	100%	100	85/100	85%
Year Three	100	100/100	100%	100	90/100	90%
Year Four	100	100/100	100%	100	95/100	95%
Year Five	100	100/100	100%	100	100/100	100%
Final	100	500/500	100%	500	450/500	90%

Section 2) Explanation of Progress (Includes Qualitative Data and Data Collection Information):

1. For each project objective and associated performance measures, indicate what data (quantitative and/or qualitative) were collected and when they were collected, the evaluation methods that were used, and how the data were analyzed. Clearly identify and explain any deviations from your approved evaluation plan, including changes in design or methodology, or the individual or organization conducting the evaluation.

2. Based on your data, provide a description of preliminary findings or outcomes, including information to show whether you are making progress towards meeting each performance measure. Further, indicate how your performance measures data show that you have met or are making progress towards meeting the stated project objective. In your discussion, provide a brief description of your activities and accomplishments for the reporting period that are related to each project objective.

3. If expected data were not attained, expected progress was not made toward meeting a performance measure or project objective, or a planned activity was not conducted as scheduled, provide an explanation. Include a description of the steps and schedules for addressing the problem(s) or issue(s).

4. Indicate how you used your data and information from your evaluation to monitor the progress of your grant, and if needed, to make improvements to your original project plan (e.g., project activities and milestones) which are consistent with your approved objectives and scope of work.

Note: Short anecdotes are welcome additions to the "explanation of progress" section. Also, please use this section to detail any positive or negative impacts of this reporting framework.

Section 3) Final Performance Report ONLY: this information covers the entire project report period (five years).

Grantees must answer each of the three questions identified below:

1. Utilizing your evaluation results, draw conclusions about the success of the project and/or its impact. Describe any unanticipated outcomes or benefits from your project and any barriers that you may have encountered.

2. What would you recommend as advice to other educators that are interested in your project? How did your original ideas change as a result of conducting the project?

3. If applicable, describe your plans for continuing the project (sustainability; capacity building) and/or disseminating the project results.

Instructions for Section E – CAMP Project Budget Information

-- Annual and Final Performance Reports:

Cover Sheet - Report budget expenditure data in items 8a. – 8c. of the Cover Sheet, as applicable.

1. **Section E** – Report the following items 1.a. – 1.d. in Section E of this report.

    1.a. For budget expenditures made with Federal grant funds, you must provide an explanation if funds have not been drawn down from GAPS to pay for the budget expenditure amounts reported in items 8a. – 8c of the Cover Sheet.

    1.b. Provide an explanation if you did not expend funds at the expected rate during the reporting period.

    1.c. Describe any changes to your budget that affected your ability to achieve your approved project activities and/or project objectives.

    1.d. Describe any significant changes to your budget resulting from modification of project activities.

-- For Annual Performance Reports Only:

2. **For Annual Performance Reports Only** – Using the specific budget categories as in Form ED 524, comparatively report in column (a) your previously submitted revised budget amounts for this reporting period, identifying any amounts that include carryover funds from the previous budget period with an asterisk. In column (b) report your project's actual expenditures for this performance period. Additionally, briefly explain any difference in the total amounts of these two budget columns.

Instructions for Section F – Additional Information

-- Annual Performance Reports Only:

- If applicable, please provide a list of current partners on your grant and indicate if any partners changed during the reporting period. Please indicate if you anticipate any change in partners during the next budget period. If any of your partners changed during the reporting period, please describe whether this impacted your ability to achieve your approved project objectives and/or project activities.
- If instructed by the program office, please report on any statutory reporting requirements for this grant program.
- Note: Do not submit requests in this report for supplemental funds or any changes that you wish to make in the grant's activities for the next budget period. Requests for these actions must be made separately to the program office for review and approval decisions.
- If you are requesting changes to the approved key personnel listed in Block 4 of your GAN for the next budget period, please indicate the name, title and percentage of time of the requested key personnel. Additionally, please attach a resume or curriculum vitae for the proposed key personnel when you submit your performance report.
- Note: Do not report on any key personnel changes made during the current or previous budget period(s). Departmental approval must be requested and received prior to making key personnel changes.
- Provide any other appropriate information about the status of your project including any unanticipated outcomes or benefits from your project.

Cover Sheet – CAMP Annual Performance Report

Check only one box per Program Office instruction.
[X] Annual Performance Report (check one: □ Y1 □ Y2   □ Y3   □ Y4   □ Y5)
□ **Final Performance Report**

General Information

1. PR/ Number: <u>S149A090021</u>   2. NCES ID#: _____

    (Block 5 of the Grant Award Notification - 11 Characters.)   *(See Instructions - Up to 12 Characters.)*

3 Project Title: _____

    (Enter the same title as on the approved application.)

4. Grantee Name *(Block 1 of the Grant Award Notification):* <u>Sample University</u>

5. Grantee Address *(See Instructions.)*

6. Project Director Name: _____   Title: _____

  Ph #: (   ) ____ - _____   Ext: (   )   Fax # : (   ) _____ - _____

  Email Address: _____

Reporting Period Information *(See Instructions.)*

7. Reporting Period: From: ___/___/___   To: ___/___/___   (mm/dd/yyyy)

Budget Expenditures *(To be completed by your Business Office. See instructions. Also see Section B.)*

8. Budget Expenditures

	Federal Grant Funds	**Non-Federal Funds** *(Match/Cost Share)*
a. Previous Budget Period		
b. Current Budget Period		
c. Entire Project Period *(For Final Performance Reports only)*		

Indirect Cost Information *(To be completed by your Business Office. See instructions.)*

9. Indirect Costs

    a. Are you claiming indirect costs under this grant? ___Yes ___No

    b. If yes, do you have an Indirect Cost Rate Agreement approved by the Federal Government? ___Yes ___No

    c. If yes, provide the following information:

      Period Covered by the Indirect Cost Rate Agreement: From: ___/ ___/___   To: ___/___/___ (mm/dd/yyyy)

      Approving Federal agency: ___ED ___Other *(Please specify)*: _____

      Type of Rate *(For Final Performance Reports Only)*: ___ Provisional ___ Final ___ Other *(Please specify)* ____

    d. For Restricted Rate Programs (check one) -- Are you using a restricted indirect cost rate that:

      ___ Is included in your approved Indirect Cost Rate Agreement?

      ___ Complies with 34 CFR 76.564(c)(2)?

Human Subjects *(See Instructions.)*

10. Annual Certification of Institutional Review Board (IRB) Approval? ___Yes ___No ___N/A

Performance Measures Status and Certification *(See Instructions.)*

11. To the best of my knowledge and belief, all data in this performance report are true and correct and the report fully discloses all known weaknesses concerning the accuracy, reliability, and completeness of the data.

_____   Title: _____
Name of Authorized Representative:

_____   Date: ___/___/____
Signature:

A.   CAMP Project Statistics and Reporting for GPRA

A1. Number of students served during budget period.	Y1	Y2	Y3	Y4	Y5	F
a. Number funded to be served.		60	60	60	60	
b. Number served in college courses (*Note: A1c + A1d should sum to equal A1b*).		48	60	60		
c. Number served who were **new participants** (first academic year in CAMP) (subset of A1b).						
d. Number served who were **returning participants** (not first academic year in CAMP) (subset of A1b).						

A2. Status at the end of budget period. (*Note: A2a-c should sum to equal the number reported in A1b*).	Y1	Y2	Y3	Y4	Y5	F
a. Explain how "academic year" is defined in your project's IHE in the space provided below:						
b. Number of CAMP first academic year completers. **(Obj. 1 (Target: 60).**		39	37	29		
c. Number of withdrawals.						
d. Number of persisters (coming back to continue in the subsequent budget period; persisters were enrolled in instructional services in the budget period reported but did not yet complete their first academic year of college and have returned in the subsequent budget period to continue instructional services).						

A3. Status of CAMP first academic year completers from question A2a above at the end of budget period.	Y1	Y2	Y3	Y4	Y5	F
a. Unduplicated number of CAMP first academic year completers who continued in postsecondary education programs. (This amount should not be greater than the amount in A2a above.) **(Obj. 2 Target: 60).**						

	Y1	Y2	Y3	Y4	Y5	F
A4. Number of CAMP first academic year completers you were able to track for follow-up data.						

	Y1	Y2	Y3	Y4	Y5	F
A5. Number of <u>your</u> former CAMP students who graduated from college with Bachelor's Degree this budget period.						

	Y1	Y2	Y3	Y4	Y5	F
A6. Number of former CAMP students who graduated from college with Associate's Degree this budget period.						

	Y1	Y2	Y3	Y4	Y5	F
A7. Number of former CAMP students who transferred to other IHEs.						

A8. Time to completion for CAMP first academic year completers from question A2a above. *(Note: A8a-c should sum to equal the number reported in A2a).*	Y1	Y2	Y3	Y4	Y5	F
a. Number of CAMP first academic year completers who completed their first academic year of college within one calendar year in your project.						
b. Number of CAMP first academic year completers who completed one year of college after more than one year, but within two calendar years in your project.						
c. Number of CAMP first academic year completers who completed one year of college after more than two calendar years in your project.						

B. **CAMP Project Student Participant Information**

B1. <u>Supportive & Instructional</u> Services and <u>Financial</u> Services provided only by CAMP funds and received by CAMP-enrolled students during the budget period. This count does not include other services provided to CAMP students by the university.	**Y1**	**Y2**	**Y3**	**Y4**	**Y5**	**F**
a. Count the total number of CAMP <u>students</u> served with the following types of <u>supportive & instructional</u> services. Students may appear in more than one row if they received more than one service. (Calculation of total hours received or visits received, etc. are not necessary).						
1. Counseling or guidance services to CAMP students (personal, academic, and career services provided in support of school-life balance and other psycho-social aspects of college completion).						
2. Tutoring (services provided in support of a specific curriculum, course, or course of study).						
3. Mentoring or coaching (services provided in support of general academic career).						
4. Health services.						
5. Assistance with special admissions.						
6. Other _____.						
b. Count the total number of CAMP <u>students</u> served with the following types of <u>financial</u> services. Please indicate the number of <u>students</u> receiving support services. Students may appear in more than one row if they received more than one service. (Calculation of total hours received or visits received, etc. are not necessary.)						
1. Stipends.						
2. Scholarships.						
3. Transportation.						
4. Career-oriented work-study.						
5. Books and supplies.						
6. Tuition and fees.						
7. Room and Board.						
8. Other _____.						
d. Number of <u>students</u> receiving referrals to other services.						
e. Total number of <u>referrals</u> to other services.						

B2. Characteristics of the CAMP enrolled students during this budget period. *(Note: [B2a and B2b] and [B2c and B2d] should sum to equal the number reported in A1b).*	**Y1**	**Y2**	**Y3**	**Y4**	**Y5**	**F**
a. Number of students who report themselves as male.						
b. Number of students who report themselves as female.						
c. Number of students who are 21 years old or younger.						
d. Number of students who are over 21 years old.						
e. Number of students who travel 20 miles or more to attend post-secondary education program classes. Please count all students who attend the program whose home or permanent address is 20 or more miles away. [2]						
f. Number of students who enrolled during the budget period and required placement in developmental or remedial courses (i.e. courses that do count toward graduation).						
g. Number of students that were admitted under special admissions.						
h. Number of first generation college students.						
i. Number of students who were referred from MEP and accepted into CAMP.						
j. Number of students who were referred from HEP and accepted into CAMP.						
k. Number of students who were referred from NFJP and accepted into CAMP.						
l. Number of students who were referred from any other program and accepted into CAMP.						
m. Number of students who received other financial services paid for by an agency or program other than CAMP.						
n. Does your project screen students for English language development placement? If "No," skip to question C1. *Mark Y for yes, or N for no.*	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N
1. Number of ELL students who enrolled during the budget period and had English as a second language needs.						

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[2] *Note: Only count students who commute on a daily basis. Do not count students who relocate a significant distance (i.e., 800 miles) to participate in programming.*

C.   CAMP Project Services Information

C1.   Project Model Characteristics

a. Is this project a commuter or residential project or a combination of both?	☐ Commuter ☐ Residential ☐ Combination of commuter and residential
b. Is this project in a four-year or two-year institution?	☐ Four-Year Institution ☐ Two-Year Institution

C2.   Project Personnel Characteristics

a. Number of FTE administrative staff funded by the CAMP grant.	
b. Number of FTE support staff (tutors, coaches, mentors, counselors, etc.) funded by the CAMP grant.	
c. Number of FTE support staff contributing to the project's CAMP services, not funded by the CAMP grant.	

C3.   Test Information

a. Does your project's IHE use SAT scores during the intake process?	☐ Yes ☐ No
1. What is the average score for all IHE students?	_____
2. What is the range of scores for all IHE students?	_____
3. What is the average score for CAMP students?	_____
4. What is the range of scores for CAMP students?	_____
b. Does your project's IHE use ACT scores during the intake process?	☐ Yes ☐ No
1. What is the average score for all IHE students?	_____
2. What is the range of scores for all IHE students?	_____
3. What is the average score for CAMP students?	_____
4. What is the range of scores for CAMP students?	_____
c. Does your project's IHE use a Student Placement Exam for all students?	☐ Yes ☐ No
1. What is the name of the Student Placement Exam?	_____
2. What is the average score for all IHE students?	_____
3. What is the range of scores for all IHE students?	_____
4. What is the average score for CAMP students?	_____
5. What is the range of scores for CAMP students?	_____

C4.   Please describe, in a paragraph not to exceed 300 words, the nature of project services with regard to a) services offered and b) major collaborators (e.g., partners whose collaboration is necessary to project

implementation and success) and any other aspect of project design that is a strong influence on service delivery and success.

D. CAMP Project Goals and Objectives

Project Performance Objectives Information   **Project Year:** (check one: Y1☐   Y2☐   Y3☐   Y4☐   Y5☐   F☑)
(Use as many pages as necessary.)

Section 1. Project Objective

1.a. Performance Measure	Quantitative Data					
	Target			Actual Performance Data		
	Raw Number	Ratio /	%	Raw Number	Ratio /	%
Year One						
Year Two						
Year Three						
Year Four						
Year Five						
Final						

1.b. Performance Measure	Quantitative Data					
	Target			Actual Performance Data		
	Raw Number	Ratio /	%	Raw Number	Ratio /	%
Year One						
Year Two						
Year Three						
Year Four						
Year Five						
Final						

Section 2: Explanation of Progress (Include Qualitative Data, Data Resulting from Experimental or Quasi-Experimental Design, and Data Collection Information)

Section 3: FINAL PERFORMANCE REPORT ONLY (This information covers the entire project period, or five years).
Grantees must answer each of the three questions identified below and in the attached reporting document,

1. Utilizing your evaluation results, draw conclusions about the success of the project and its impact. Describe any unanticipated outcomes or benefits from your project and any barriers that you may have encountered.

2. What would you recommend as advice to other educators that are interested in your project? How did your original ideas change as a result of conducting the project?

3. If applicable, describe your plans for continuing the project (sustainability; capacity building) and/or disseminating the project results.

E.   CAMP Project Budget Information (see instructions)

1. Report budget expenditure data in items 8a. – 8c. of the Cover Sheet per the **Instructions for Cover Sheet, Question 8.** Refer to the **Instructions for Section E** for applicable sub-instructions 1.a. – 1.d. and enter your applicable responses 1.a. – 1.d here, below.

2. **For Annual Performance Reports Only** – Using the specific budget categories as in Form ED 524, comparatively report in column (a) your previously submitted revised budget amounts for this reporting period, identifying any amounts that include carryover funds from the previous budget period with an asterisk. In column (b) report your project's actual expenditures for this performance period. Additionally, briefly explain any difference in the total amounts of these two budget columns.

Budget Categories	(a) Revised Budget Amounts *	(b) Actual Expenditure Amounts
1. Personnel		
2. Fringe Benefits		
3. Travel		
4. Equipment		
5. Supplies		
6. Contractual		
7. Construction		
8. Other		
9. Total Direct Costs (lines 1-8)		
10. Indirect Costs*		
11. Training Stipends		
12. Total Amounts (lines 9-11)		

 * Note: Mark your category amounts in this column (a) with an asterisk if the amount includes any carryover from the prior budget period. Also, report the amount of your total carryover that is included in the total-cell 12.(a).

 If the total amounts in columns (a) and (b) are different, explain this difference, below.

F.   Additional Information (see instructions)

Do not include requests for budget revisions, supplemental funding or changes to your application's activities or in this performance report.