



**College Assistance Migrant Program  
U.S. Department of Education  
Annual Performance Report and  
Final Performance Report  
Instructions**

**Table of Contents**

**Organization .....2**

**Introduction .....3**

**General Instructions for CAMP Performance Reporting .....6**





**Instructions for the Cover Sheet Form .....8**

**Instructions for the Performance Report Data and Text Forms .....12**

**Instructions for the CAMP GPRA Documentation Form .....38**

## Organization







The Annual Performance Report (APR) is organized into four (4) reporting files:

1. Cover Sheet. (  MS Word)
2. Performance Report Data Form: Blocks A-C and E2. (  MS Excel)
3. Performance Report Text Form: Blocks D, E1 and F. (  MS Word)
4. CAMP GPRA 1 Documentation Form. (  MS Excel)

The Office of Migrant Education (OME) has divided the report into these sections due to the two types of content: text and numerical. The following table summarizes the sections (blocks), the type of mediums (files) being used, and how they are to be submitted. Ultimately, the entire APR (four separate files) will be submitted in a single (one) email to OME.

### Sections of Annual Performance Report

Sections	Type	Reporting File	Submitted As	Submitted To
Cover Sheet	Text/Signature	MS Word	PDF	Please send FINAL versions of ALL these sections (4 files in total) as attachments to OME in ONE email
Block A	Numerical	MS Excel	MS Excel	
Block B	Numerical	MS Excel	MS Excel	
Block C	Numerical	MS Excel	MS Excel	
Block D	Text	MS Word	MS Word	
Block E	Text	E1 in MS Word	MS Word	
	Numerical	E2 in MS Excel	MS Excel	
Block F	Text	MS Word	MS Word	
CAMP GPRA 1 Doc. Form	Numerical/Text/Signature	MS Excel	PDF	

The table also clarifies that the **Cover Sheet**  and the **CAMP GPRA 1 Documentation Form**  are to be submitted as PDF  since they both will contain authorized signatures on them. The **Performance Report Data Form**  and the **Performance Report Text Form**  are to be submitted as they are. For convenience, the **Performance Report Data Form**  (Block A, Block B, Block C and Block E2) has a color coding system to clearly show the type of information you must provide.

#### Color Coding for Convenience

Highlighted Color	Information to be entered
Blue	Enter Numerical
Yellow	Check Box
Green	Enter Text

## 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<sup>1</sup> and the Education Department General Administrative Regulations (EDGAR)<sup>2</sup> 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, the Department requires grantees to report annually on their progress toward meeting the performance measures established for the ED grant programs under the Government Performance and Results Act (GPRA). The performance reporting forms included here are the tools designated by the Department for grantee 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<sup>3</sup>).

**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 current reporting period) by the total number funded, as per the approved application by OME, or the total number actually served (whichever is greater), MINUS the number of persisters (the MS Excel Form is formulated to perform this calculation).

For example:

- a. For grantees that actually serve **LESS** than the number funded to be served or serve **exactly** the total number funded to be served:

$$\text{GPRA Measure 1} = \frac{\text{total number of CAMP first academic year completers}}{[\text{total no. funded to be served minus total number of persisters}]}$$

- b. For grantees that actually serve **MORE** than the number funded to be served.

$$\text{GPRA Measure 1} = \frac{\text{total number of CAMP first academic year completers}}{[\text{total no. actually served minus total number of persisters}]}$$

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<sup>1</sup> The Higher Education Act of 1965, as amended, Title IV, Sec. 418A; 20 U.S.C. 1070d-2.

<sup>2</sup> 34 CFR 75.253

<sup>3</sup> Note: Increasing percentages of CAMP participants completing the first year of their academic or postsecondary program is the goal of 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.

**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 year academic 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.

**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 (the MS Excel Form is formulated to perform this calculation).

**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 education 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.

The program office also will calculate an efficiency measure for each project. Grantees do not calculate or report on these measures. Rather, data that grantees report will be used to calculate the measures, which are provided below.

**Efficiency Measure:** Project success efficiency ratio is calculated as the total budget awarded for that reporting period divided by the number of CAMP first academic year completers (*as reported on the APR*) that continue in post-secondary education (the MS Excel Form is formulated to perform this calculation).

**Paperwork Burden Statement**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1810-0727. The time required to complete this information collection is estimated to average 32 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Migrant CAMP program, U.S. Department of Education, 400

Maryland Avenue, SW, Washington, D.C. 20202-4651.

## General Instructions for CAMP Performance Reporting

Each CAMP grantee must complete and submit an Annual Performance Report (APR) for project Year 1 through Year 4. The Annual Performance Report for the project Year 5 is considered the “Final Performance Report” since it contains information on the Year 5 as well as limited information on the entire project (Years 1 through 5). Grantee will complete additional sections (parts of Block D and parts of Cover Sheet including check box) for the Final Performance Report that reflects all project years. The reporting period for an APR is the budget period stated in section 6 of your Grant Award Notification (GAN).

These instructions guide grantees in filling out the Annual Performance Report and Final Performance Report. Where applicable, separate instructions are provided depending on whether a grantee is submitting an APR or a Final Performance Report. Grantees should follow these instructions carefully.

Grantees will submit:

1) the **Cover Sheet**, 2) the **CAMP Performance Report Data Form**, 3) the **CAMP Performance Report Text Form** and 4) the **CAMP GPRA 1 Documentation Form** as four separate files in a single (one) email to OME ([hepcampAPR@ed.gov](mailto:hepcampAPR@ed.gov)).

These instructions provide guidance on completing all of the above forms. If you have questions about how to complete one or more of these forms, please contact your assigned program officer.

### Organization and Data Utilization

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

**Section A – CAMP Project Statistics and Reporting for GPRA (MS Excel File)**

**Section B – CAMP Project Student Participant Information (MS Excel File)**


**Section C – CAMP Project Services Information (MS Excel File)**

**Section D – CAMP Project Goals and Objectives (MS Word File)**

**Section E – CAMP Project Budget Information (E1: MS Word File; E2: MS Excel File)**

**Section F –Additional Information (MS Word File)**

**CAMP GPRA 1 Documentation Form (MS Excel File)**

The Cover Sheet and the CAMP GPRA 1 Documentation Form must be converted to the Portable Document Format (.PDF ) before submission.

## **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.

## Instructions for the Cover Sheet Form

Instructions for items 1, 3, and 4 are included on the Cover Sheet itself. Instructions for items 2 and 5 through 12 are included below.

### Item 2. Grantee NCES ID Number/Item 2

#### -- Annual (for Years 1-4) and Final Performance Reports (for Year 5):

Item 2 only applies to CAMP grantees that are Institutions of Higher Education (IHE). Grantees that are nonprofit organizations should leave Item 2 blank.

A grantee that is an IHE should write its IPEDS identification number rather than an NCES ID number. This number can be found at the following link: <http://nces.ed.gov/globallocator>

### Item 5. Grantee Address

#### Instructions for Submitting Address Changes

#### -- Annual (for Years 1-4) and Final Performance Reports (for Year 5):

If the grantee address that is listed in Block 1 of your GAN has changed, submit the new address information to your program officer immediately.

### Item 6. Project Director

#### -- Annual (for Years 1-4) and Final Performance Reports (for Year 5):

Please enter the name, title, phone number, fax number and email address of your approved Project

Director listed in Block 3 of your GAN.

Note: Changing the approved Project Director requires prior approval from ED and may only be requested for a grant whose performance period has not ended. If you wish to change your Project Director, notify your program officer immediately.

### Item 7. Reporting Period(s)

#### -- Annual Performance Reports (for Years 1-4):

**Due Date: Your final version of APR must be submitted by November 17, 2017.**

The first, (a) **Reporting Period**, is aligned with the 12-month current budget period. Please enter the start date and end date of your current budget period, which may be found in Block 6 of the GAN. Complete data on all measures are due with this performance report.



**-- Final Performance Reports (for Year 5):**

**Due Date: The Final Performance Report must be submitted by November 17, 2017.** 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.

The **Cover Sheet** of the Final Performance Report requires two time periods to be reported.

The first, (a) **Reporting Period**, is the 12-month budget period for Year 5 of your project. **Please enter the start and end dates for the Year 5 budget period from Block 6 of the GAN.**

The second, (b) **Performance Period**, covers the entire grant's five year period of performance (project period), which is also found in Block 6 of the GAN.

**Item 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 34 CFR 75.703 and 2 CFR 200.8, 200.34 and Subpart A 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 G5 System to pay for these budget expenditures.

**--Annual Performance Reports (For Years 1-4):**

Report your actual budget expenditures for the entire previous budget period in item 8a. If you are reporting on the first budget period of the project, leave item 8a blank. 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 current reporting period in item 8b. Some expenditures that were encumbered during the current reporting period may have cleared after the close of the reporting period. Those expenditures should be included in 8b as well. Please separate expenditures into Federal grant funds and non-Federal funds (match/cost-share) expended for the project during the current reporting period.

**--Final Performance Reports (for Year 5):**

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 final budget period (Year 5) in item 8b.

Please separate expenditures into Federal grant funds and non-Federal funds (match/cost-share) expended for the project during the final budget period

Report your actual budget expenditures for the entire project period (i.e., the 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.

**Item 9. Indirect Costs**

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

**--Annual (for Years 1-4) and Final Performance Reports (for Year 5):**

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. Enter “N/A” if this item is not applicable.

## **Item 10. Annual Institutional Review Board (IRB) Certification**

### **--Annual (for Years 1 – 4) and Final Performance Reports (for Year 5):**

Annual certification is required if Attachment HS1, Continuing IRB Reviews, was attached to the GAN. If this is the case, grantees must attach the IRB certification to the performance report.

Check “yes” if annual IRB certification is required by Attachment HS1 and attached to the performance report. Check “no” if annual IRB certification is required by Attachment HS1 but is not attached to the performance report. Check “N/A” if annual IRB certification does not apply to your grant.

## **Item 11. Performance Measures Status**

### **--Annual (for Years 1 – 4) and Final Performance Reports (for Year 5):**

You must check “yes” in item 11a. Complete data on performance measures for the current reporting period must be submitted with your APR, and complete data on performance measures for your final budget period and the entire performance period must be submitted with your Final Performance Report. Leave item 11b blank.

## **Item 12. Certification**

### **-- Annual (for Years 1 – 4) and Final Performance Reports (for Year 5):**

The authorized representative is the person who signed the grant application or has been officially designated to sign the performance report. The signature of the grantee’s authorized representative is required.

If the person who serves as the authorized representative for your grant has changed, submit the name and contact information for this new authorized representative to your program officer immediately.

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 the Performance Report Data and Text Forms

## Instructions for Sections A and B

If the value to be reported is zero for numerical data (blue cells), then enter a “0” in the cell; do not leave the cell blank.

Sections A and B contain columns for years one through five of the project. 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.

Example:

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

<i>Example</i>	<b>Y1</b>	<b>Y2</b>	<b>Y3</b>	<b>Y4</b>	<b>Y5</b>
a. Number funded to be served	100				

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

<i>Example</i>	<b>Y1</b>	<b>Y2</b>	<b>Y3</b>	<b>Y4</b>	<b>Y5</b>
a. Number funded to be served		100			

The **final performance report (year five)** should take the following format:

<i>Example</i>	<b>Y1</b>	<b>Y2</b>	<b>Y3</b>	<b>Y4</b>	<b>Y5</b>
a. Number funded to be served	100	100	100	100	100

**Instructions for Section A – CAMP Project Statistics and Reporting for GPRA**  
*(Completed in MS Excel File)*

Section A collects data on the number of students served and the number of students achieving program and project objectives. Items from Section A are used to calculate GPRA and efficiency measures.

**Item A1**

Item A1 requests information on the number of students served during the reporting period. Item A1a requests data on the number of students that the project was funded to serve. Item A1b requests data on the number of students actually served in first academic year college instruction, which is further disaggregated in items A1b1 and A1b2 into the number of students served in first academic year college instruction who were new participants and returning participants, respectively.

***Definitions***

***Reporting Period:*** The 12-month period of time that is equal to the budget period found in Block 6 of the GAN.

***Number funded to be served:*** The number of participants officially funded by the CAMP grant to be enrolled in CAMP instruction in your CAMP project during this reporting period.

***Number served in CAMP instruction:*** The number of CAMP students who completed intake and were enrolled and attending college courses past the date when students can no longer add/drop courses, or a census date (whichever is the point when a student’s official enrollment status for the academic term is evaluated).

***New participants:*** CAMP students who were new to the project (i.e. not enrolled in CAMP services in the immediately previous budget period), completed intake, and were enrolled and attending college courses past the date when students can no longer add/drop courses, or a census date (whichever is the point when a student’s official enrollment status for the academic term is evaluated). This is a subset of the number served.

**Note:**

1. Students who participated in CAMP services during budget periods other than the immediately previous budget period are considered “New Participants.”
2. The count would also include any students who participated in CAMP services in the immediately previous budget period, but were not counted as persisters at the end of that budget period because they did not enroll in the CAMP services during the current reporting period until after the APR was submitted.

***Returning participants:*** CAMP first academic year college students who met the following criteria:

- o completed intake in the budget period immediately previous to the one being reported,
- o did not complete the first academic year of college in the budget period immediately previous to the one being reported, and

- o were enrolled and attending CAMP first academic year college instruction past the date when students can no longer add/drop courses, or a census date (whichever is the point when a student’s official enrollment status for the academic term is evaluated), within the current reporting period. (This is a subset of the number served.)

**Note:**

1. This count should equal the number of persisters (including persisters from the fifth year of the grant) from the budget period **immediately previous to the one being reported**. In other words, the previous reporting period’s *persisters* are the current year’s *returning students*.
2. Students from the immediately previous budget period who returned to the CAMP project during the current reporting period **after the due date for the APR** must be reported as “New Participants” in the current reporting period.
3. Similarly, students who return to CAMP in the current reporting period from any budget period other than the immediately previous budget period are to be reported as “New Participants” in the current reporting period.

**Data quality check (the MS Excel Form is formulated to perform the calculation)**

The number of students reported in items A1b1 and A1b2 should sum exactly to the number of students reported in item A1b (no. served).

The number of returning students (item A1b2) should equal the number of persisters reported in Item A2c in the previous year’s APR.

• **Note: Item A1b does not address the total number of participants recruited to be served. Each grantee may have served fewer students than it recruited. Grantees are required to report the number they actually served (not the number they recruited).**

**Reporting Block, Item A1** (For illustration purposes only; do not report data here)

A1. Number of students served this reporting period.	Y1	Y2	Y3	Y4	Y5
a. Number funded to be served.	60	60	60	60	60
b. Number served in college courses ( <i>Note: A1b1 + A1b2 should sum to equal A1b</i> ).	48	48	60	60	60
1. Number served who were <b>new participants</b> (first academic year in CAMP) (subset of A1b).	48	45	55	57	56
2. Number served who were <b>returning participants</b> (not first academic year in CAMP) (subset of A1b).	0	3	5	3	4

## **Item A2**

Item A2 collects data on the status of student participants at the end of the current reporting period. Item A2a requests data on the total number of students who completed their first academic year of college during the current reporting period (GPRA 1) while item A2b requests data on the total number of students who withdrew from the project during the reporting period. Item A2c requests data on the number of persisters who returned for services in the subsequent year. Note that students may be **classified into one status group only** (i.e., provide an unduplicated count of students).

All CAMP projects are also required to submit to OME, as a supplement to their APR, a list of CAMP students who completed their first academic year at the IHE during the reporting period. This documentation supports the information reported in item A2a (GPRA I). Instructions for completing this supplementary documentation using the CAMP GPRA 1 Documentation form begin on page 33.

### ***Definitions***

***Reporting Period:*** The 12-month period of time that is equal to the budget period found in Block 6 of the GAN.

***First academic year:*** “First academic year” will be defined by the IHE in which the CAMP student is currently enrolled; however, grantees are to use the definition of an academic year in 34 CFR 668.3, which applies to the PELL program and Federal Student Aid, and which states, among other things, that a full-time student in an undergraduate educational program is expected to complete at least: 24 semester or trimester credit-hours or 36 quarter credit-hours for a program measured in credit-hours; or 900 clock-hours for a program measured in clock-hours. This minimum standard must be incorporated into the definition of an academic year.

***CAMP first academic year completers:*** CAMP students who have successfully completed their first academic year in good standing (see definition of “in good standing” below). The “first academic year” is defined by the IHE in which the CAMP student is currently enrolled, but must meet the minimum standard discussed in the definition of “first academic year,” above. In addition, a student is considered to have *successfully completed* credit hours or clock hours if the institution considers the student to have passed the coursework associated with those hours. At a minimum then, a student cannot be considered a “first academic year completer” until he or she has passed the number of hours established in the IHE’s definition of “first academic year.”

In determining if a student is a first-year completer, the IHE shall exclude college credits earned before the student’s graduation from high school. For example, if a student comes into a CAMP program at an IHE on a semester academic calendar already having accrued 24 college credits in high school, and the student has not earned any college credits in college, then that student may still be served by the CAMP program, and will be considered a first academic year completer when he or she attains at least 24 college credits *in* the CAMP project.

Additionally, in determining both a student's enrollment level and whether a student is a first academic year completer, IHEs may, but are not required to, include remedial and English as a Second Language (ESL) coursework; however, an IHE's inclusion of these credits, hours, or units must be consistent with the standards in 34 CFR 668.20 ("Limitations on remedial coursework that is eligible for Title IV, HEA program assistance.")

**Withdrawals:** The number of CAMP students who:

- o completed intake and were enrolled and attending college courses past the IHE's date after which students can no longer add courses, or a census date (whichever is the point when a student's official enrollment status for the academic term is evaluated), but
- o left the CAMP project without completing the first academic year of college, and
- o did not re-enroll for instruction in the CAMP project by the APR due date of 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 the subsequent budget period by APR due date for whatever reason).

**Persisters:** The number of CAMP first academic year college students who:

- o completed intake and were enrolled and attending college courses past the date after which students can no longer add courses, or a census date (whichever is the point when a student's official enrollment status for the academic term is evaluated), but
- o did not complete their first academic year of college, however,
- o re-enrolled for continuing instructional services in support of completing their first academic year of postsecondary education in the **subsequent** budget period prior to the APR submission due date.

**Note:**

1. When students re-enroll in a subsequent budget period, they must remain enrolled past the date after which they can no longer add/drop courses, or a census date (whichever is the point when a student's official enrollment status for the academic term is evaluated), before they can be counted as persisters. Additionally, when CAMP students re-enroll in the subsequent budget period they must meet the same full-time requirement as new CAMP students. (See the CAMP GPRA 1 Documentation for the definition of "full-time.")

2. Please also note that persisters can be counted in all years of the five-year grant cycle (i.e., Y1-Y5). Those students who are counted as persisters in the fifth year's APR will be counted as **"returning students" in the first year APR of the next CAMP grant.** Since the students are persisters from the previous grant's Year five, you will not need to re-establish eligibility for those students (see question H3 in the HEP/CAMP Eligibility Guidance).

**Target Number of CAMP First Academic Year Completers:** The target for the total number of first academic year completers served over the entire project period, which was established by each project in its approved application.

**In Good Standing:** For the purposes of reporting CAMP students' first year completion, "in good standing" is defined as being academically eligible to re-enroll at the IHE in the



academic year immediately following the one in which the student is reported as being a first academic year completer.

**Data quality check (The MS Excel Form is formulated to perform this calculation.)**

The sum of items A2a-c should equal the count reported in item A1b (no. served). The MS Excel Form is formulated to comply with this rule and displays a feedback message titled “Your data input accuracy result.” “Pls Check” implies an error and “Good Job” implies correct calculation.

The number of persisters reported here would be equal to the returning participants in the subsequent budget period’s performance report.

**Reporting Block, Item A2 (For illustration purposes only; do not report data here)**

A2. <b>Status at the end of reporting period.</b> (Note: A2a-c should sum to equal the number reported in A1b).	Y1	Y2	Y3	Y4	Y5
a. Number of CAMP first academic year completers during the reporting period. <b>(Obj. 1 National Target: 86%) (GPRA 1)</b>	40				
b. Number of withdrawals.	5				
c. Number of persisters (came back to continue in the subsequent budget period; persisters were enrolled in instructional services in the reporting period but did not yet complete their first academic year of college and have returned in the subsequent budget period to continue instructional services).	3				

### **Item A3 (GPRA 2)**

Item A3a collects data on the status of CAMP first academic year completers at the end of the reporting period (GPRA 2). The count reported in item A3a is a subset or equal to the total number of first academic year completers who received follow-up (reported in Item A4). This count is a subset or equal to the count reported in A2a (no. of CAMP first academic year completers). As a subset, the count reported in item A3a should be equal to or less than the count reported in Item A4 (no. of CAMP first academic year completers you were able to track for follow-up data), which should be equal to or less than the count reported in Item A2a (no. of CAMP first academic year completers). (The MS Excel Form is formulated to perform this calculation.)

Completion of Item A3a requires follow-up with first academic year completers; data regarding follow-up is described in Item A4.

### ***Definitions***

***Reporting Period:*** The 12-month period of time that is equal to the budget period found in Block 6 of the GAN.

***Continuing CAMP First Academic Year Completers:*** Of those students who completed their first academic year of college in this reporting period, the number who continued in postsecondary education programs. To be counted as continuing in postsecondary education, the student must re-enroll in an IHE in the academic year immediately following the one in which he or she is reported as being a first academic year completer, and must remain enrolled past the date when students can no longer add/drop courses, or a census date (whichever is the point when a student's official enrollment status for the academic term is evaluated).

This measure should be taken any time after the **first academic year of college is completed** and before the performance report is due, and it should be based on **actual enrollment** and not on anticipated enrollment.

***Target number of CAMP first academic year completers who continued in postsecondary education programs:*** The target established by the individual grantee for the total number of CAMP first academic year completers who continued in postsecondary education programs.

### ***Data quality check (the MS Excel Form is formulated to perform this calculation).***

The count reported in Item A3a should be equal to or less than the count reported in Item A4.

The count reported in Item A3a cannot be greater than the count reported in Item A2a (no. of first academic year completers).

**Reporting Block, Item A3a** (For illustration purposes only; do not report data here)

A3. Status of CAMP first academic year completers from question A2a above at the end of the reporting period.	Y1	Y2	Y3	Y4	Y5
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.) <b>(Obj. 2 National Target: 85%) (GPRA 2)</b>					

## **Item A4**

Item A4 collects data on the number of CAMP first academic year completers during this reporting period for whom the grantee collected follow-up data. The count reported in item A4 cannot be greater than the count reported in Item A2a (no. of first academic year completers). The count reported in Item A4 is the number of CAMP first academic year completers with whom follow-up contact was successfully made. The grantee must attempt follow-up with every CAMP first academic year completer.

### ***Definitions***

**Reporting Period:** The 12-month period of time that is equal to the budget period found in Block 6 of the GAN.

**CAMP first academic year completers you were able to track for follow-up data:** Because CAMP program regulations require CAMP grantees to provide follow-up services for project participants after they have completed their first year of college (see 34 CFR 206.11(a)), the Department requires grantees to follow up with all CAMP first academic year completers in the current reporting period to determine if they continued in postsecondary education programs. Follow-up should occur in a timely fashion (i.e., within 90 days of the end of the reporting period); these data should be reported in the APR.

### ***Reporting Block, Item A4a (For illustration purposes only; do not report data here)***

	Y1	Y2	Y3	Y4	Y5
A4. Number of CAMP first academic year completers during this reporting period whom you were able					

## **Item A5 –A7**

Items A5 – A7 collects data on the status of former CAMP students at the end of the reporting period. Completion of Items A5 – A7 requires follow-up with your former CAMP students. Students do not need to have been CAMP first academic year completers to be counted in items A5-A7; they must only have been counted as “served” on a past APR by your CAMP project.

### ***Definition***

**Reporting Period:** The 12-month period of time that is equal to the budget period found in Block 6 of the GAN.

**Former CAMP Students:** The number of students who participated in your CAMP project prior to the current reporting period. **This count may include those students who may have graduated from another IHE.** This count may also include students who participated in your project from a previous 5 year grant cycle. However, do not include students who have participated in your project during the current reporting period.

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

	Y1	Y2	Y3	Y4	Y5
A6. Number of <u>your</u> former CAMP students who graduated from college with an Associate's Degree during this reporting period.					

	Y1	Y2	Y3	Y4	Y5
A7. Number of <u>your</u> former CAMP students who transferred to other IHEs during this reporting					

### **Item A8**

Item A8 collects data on the amount of time necessary for first academic year college completion by successful project participants who completed their first academic year of college in the reporting period. Items A8a-c request unduplicated counts of the number of CAMP first academic year completers who completed their first academic year of college within one year, between one and two years, and after more than two years in the project, respectively. Each CAMP first academic year completer will be classified into one group. Note that follow-up with CAMP first academic year completers should not be necessary to report these counts. Rather, project documentation should contain the relevant records necessary to complete these items. Data may also be gathered through NCES.

### **Definitions**

**Reporting Period:** The 12-month period of time that is equal to the budget period found in Block 6 of the GAN.

### ***Data quality check (The MS Excel Form is formulated to perform this calculation.)***

The counts reported in Items A8a-c should sum to the count reported in Item A2a (no. of CAMP first academic year completers). The MS Excel Form is formulated to comply with this rule and will display a feedback message. "Pls Check" will display in case of an error. "Good Job" will display if the calculation is correct.

**Reporting Block, Item A8** (For illustration purposes only; do not report data here)

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	Final
-------------------------------------------------------------------------------------------------------------------------------------------------------	----	----	----	----	----	-------

a. Number of CAMP first academic year completers during this reporting period who completed their first academic year of college within one reporting period of your project.						
b. Number of CAMP first academic year completers during this reporting period who completed one year of college after more than one reporting period, but within two reporting periods of your project.						
c. Number of CAMP first academic year completers during this reporting period who completed one year of college after more than two reporting periods of your project.						

**Item A9 Performance Calculation Table**

For your convenience, this Performance Calculation table calculates project performance on GPRA Measures 1 and 2, as well as the Efficiency Ratio. See definitions above. To properly calculate the performance and efficiency measures, in Item “Annual Award Amount” you must enter the amount from the annual Grant Award Notification (GAN) for the corresponding year, **not** including carryover. Ensure that the Performance Calculation Table is complete before calculating Block E 2, as the data check in “Proposed Expenditures” is dependent upon the accuracy in the A9 Performance Calculation Table. Please note, these are **preliminary** performance and efficiency results based on data reported; should data be revised during the course of the APR review process, the results will be affected.

## **Instructions for Section B – CAMP Project Student Participant Information**

*(Completed in MS Excel File)*

### **Item B1**

Item B1 collects data on the number of students in the CAMP project who received Supportive, Instructional, and Financial Services during the reporting period. Items B1a-b request data on:

Total number of students receiving varied Supportive and Instructional services,  
Total number of students receiving varied Financial services.

### ***Definitions***

***Reporting Period:*** The 12-month period of time that is equal to the budget period found in Block 6 of the GAN.

***Supportive and Instructional Services:*** CAMP-funded services provided to CAMP students in support of their first academic year that do not involve providing money directly to students. Examples include personal, academic & career counseling, tutoring, mentoring, health services, and assistance with special admissions. This count does not include other services provided to CAMP students by the university, but not by the CAMP project.

***Financial Services:*** CAMP-funded monetary services provided to CAMP students in support of their first academic year. Examples include stipends, scholarships, transportation, career-oriented work-study, books and supplies, tuition and fees, and room and board. This count does not include other financial support provided to CAMP students by the university or another entity outside of the CAMP project.

***Tutoring:*** Additional instructional services provided by CAMP in support of a specific curriculum, course, or course of study.

***Counseling or guidance services:*** Academic and career advisement services and personal counseling provided by CAMP in support of academic/career goals, first academic year of college completion, and persistence in higher education.

***Stipend:*** An allocation of project financial resources made directly to students to offset living or educational expenses.

***Career-oriented Work-study:*** 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.

***Data quality check (The MS Excel Form is formulated to perform this calculation.)***

The counts reported in Item B1a 1-6 and in B1b 1-8 may be duplicated, as some students may receive multiple Supportive & Instructional or Financial Services. However, the value of any individual count cannot exceed the count reported in Item A1b (no. served). (The MS Excel Form is formulated to display an error message in case the individual number exceeds the count reported in A1b.)



**Reporting Block, Item B1** (For illustration purposes only; do not report data here)

B1. <u>Supportive &amp; Instructional Services</u> and <u>Financial Services</u> provided only by CAMP funds and received by CAMP-enrolled students during the reporting period. This count does not include other services provided to CAMP students by the university or another entity.	Y1	Y2	Y3	Y4	Y5
a. Count the total number of CAMP <u>students</u> served with the following types of <u>supportive &amp; instructional</u> services. Students may appear in more than one row if they received more than one service.					
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 (additional instructional services provided in support of a specific curriculum, course, or course of study).					
3. Health services.					
4. Assistance with special admissions.					
5. 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 financial support services. Students may appear in more than one row if they received more than one service.					
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 “Financial Services” _____.					

## **Item B2**

Item B2 collects data on the characteristics of students who were enrolled in CAMP project services during the reporting period. Items B2a - l request data on:

Sex

Age

Number of students enrolled in remedial or developmental courses

Number of students admitted to an IHE under special admissions

Number of first generation college students

Number of students referred to CAMP by MEP, HEP, NFJP, etc.

Number of students receiving financial services from an agency/program other than CAMP

Number of students who are English Learners

### ***Definitions***

***Reporting Period:*** The 12-month period of time that is equal to the budget period found in Block 6 of the GAN.

***English Learners (ELs):*** Students served in CAMP instruction that have the need for English Language Development, as determined by a language assessment administered by the project or the project's institution.

***Special Admissions:*** Will be defined by the IHE in which the CAMP student is currently enrolled.

### ***Data quality check (The Excel Form is formulated to perform this calculation.)***

The sum of counts reported in Items B2a and B2b must be equal to the total number of students served (Item A1b) for the reporting period (in the MS Excel Form, once the number of students who are male has been entered, the remaining number of students who are female will be calculated on its own in the next row). Similarly, the sum of counts reported in Items B2c and B2d must be equal to the total number of students served (Item A1b) for the reporting period (the MS Excel Form is formulated to perform this calculation, complete only the cells which are shaded blue).

The counts reported in each of Items B2e, B2f, B2g, B2h, B2i, B2j, B2k, B2l, and B2n cannot exceed the total number of students served (Item A1b) for the reporting period (the MS Excel Form has been formulated to perform this calculation. Once the number of students who are 25 years old or younger has been entered, the number of students who are over 25 years old will be calculated on its own in the next row).

B2. Characteristics of the CAMP enrolled students during this reporting period. (Note: [B2a and B2b] and [B2c and B2d] should sum to equal the number reported in A1b (no. served)).	Y1	Y2	Y3	Y4	Y5
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 enrolled during the reporting period and required placement in developmental or remedial courses (i.e. courses that do not count toward graduation).					
f. Number of students who were admitted under special admissions.					
g. Number of first generation college students (i.e., students whose parents have only attained an education at or below the high school level).					
h. Number of students who were referred from MEP and accepted into CAMP.					
i. Number of students who were referred from HEP and accepted into CAMP.					
j. Number of students who were referred from NFJP and accepted into CAMP.					
k. Number of students who were referred from any other program and accepted into CAMP.					
l. Number of students who received other financial services paid for by an agency or program other than CAMP.					
m. Does your project screen students for English language proficiency as determined by a language assessment test? If "No," skip to question C1. Mark Y for yes, or N for no.	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
1. Number of students who enrolled during the reporting period and had English as a second language needs as determined by a language assessment test (i.e., EL students).					

**Instructions for Section C– CAMP Project Services Information**

*(Completed in MS Excel File)*

- If the value to be reported is zero for numerical data (blue cells), then enter a “0” in the cell; do not leave the cell blank.
- If the data prompt to be reported is not applicable to your project, then enter “N/A” in the cell; do not leave the cell blank.

**Item C1**

Item C1 collects data on the project model during the reporting period. Items C1a, C1b, C1c, and C1d request data on the commuter or residential status of the project, the time to completion for the project’s IHE (i.e. whether the IHE is a two-year or four-year institution), and the type of academic terms used by the IHE, respectively.

***Definitions***

***Reporting Period:*** The 12-month period of time that is equal to the budget period found in Block 6 of the GAN.

**Reporting Block, Item C1** (For illustration purposes only; do not check boxes here)

C1. Project Model Characteristics during the Reporting Period	_____
a. Report the number of commuter students. (A commuter student is a student who does not live in IHE-funded housing.)	_____
b. Report the number of residential students. (A residential student is a student who lives in IHE-funded housing.)	
c. Is this project in a four-year or two-year institution?	<input type="checkbox"/> Four Year <input type="checkbox"/> Two Year
d. Is the project in an institution that uses a semester, quarter, or trimester academic calendar?	<input type="checkbox"/> Semester <input type="checkbox"/> Quarter <input type="checkbox"/> Trimester

**Item C2**

Item C2 collects data on the personnel associated with project services during the reporting period. Items C2 a-c request data on the number of teaching staff and instructional support staff, both funded and not funded by the CAMP grant.

## Definitions

**Reporting Period:** The 12-month period of time that is equal to the budget period found in Block 6 of the GAN.

**FTE (full-time equivalent) for Administrative Staff & Instructional Support Staff:** FTE is a measure equal to one staff person working a full-time work schedule for one year.

- o *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. When all calculations on individual administrative staff persons and support persons are complete, sum across all administrative staff persons for the total administrative staff FTE and sum across all support staff persons for the total support staff FTE.
- o *For example,* if your organization considers 1,920 hours annually 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 administrative staff.

**Number of FTE Administrative Staff:** Number of staff funded by the CAMP grant that serve to manage the project. Grantees should report the total number of **CAMP-funded**, FTE administrative staff contributing to the project in Item C2a. Grantees should report the total number of **non-CAMP-funded**, FTE administrative staff contributing to the project in Item C2c.

**Number of FTE Supportive and Instructional Staff:** Number of staff who provide supportive & instructional services (i.e. personal, academic & career counseling, tutoring, mentoring, health services, and assistance with special admissions). Grantees should report the total number of **CAMP-funded**, FTE supportive & instructional staff contributing to the project in Item C2b. Grantees should report the total number of **non-CAMP-funded**, FTE supportive & instructional staff contributing to the project in Item C2c.

### **Reporting Block, Item C2** (For illustration purposes only; do not report data here)

C2. Project Personnel Characteristics during the Reporting Period	
a. Number of FTE administrative staff funded by the CAMP grant.	_____
b. Number of FTE supportive and instructional staff (tutors, coaches, mentors, counselors, etc.) funded by the CAMP grant.	_____
c. Number of FTE administrative staff <b>and</b> supportive and instructional staff contributing to the project’s CAMP services, not funded by the CAMP grant.	_____

### **Item C3**

Item C3 collects data on student assessments that determine IHE enrollment. Items C3a and C3b contain check-boxes for the allowable responses. Items C3a1-2 and C3b1-2 allow a written response, if applicable.

#### ***Definitions***

**Reporting Period:** The 12-month period of time that is equal to the budget period found in Block 6 of the GAN.

#### ***Data quality check***

If the answers to Items C3a and C3b are “no”, the grantee should not report Items C3a1-2 or C3b1-2, respectively.

**Reporting Block, Item C3** (For illustration purposes only; do not report data here)

C3. Test Information Collected during the Reporting Period	
a. Does your project’s IHE use SAT scores during the intake process?	<input type="checkbox"/> Yes <input type="checkbox"/> No
1. What is the average score for all first-year IHE students?	English _____ Math _____
2. What is the average score for CAMP students?	English _____ Math _____
b. Does your project’s IHE use ACT scores during the intake process?	<input type="checkbox"/> Yes <input type="checkbox"/> No
1. What is the average score for all first-year IHE students?	English _____ Math _____
2. What is the average score for CAMP students?	English _____ Math _____

## **Instructions for Section D – CAMP Project Goals and Objectives**

*(Completed in MS Word file)*

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. You will also explain how your data on your performance measures demonstrate whether 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 for this reporting period that is included in your approved grant application. Only one project objective should be entered per table. 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 (Y1, Y2, etc.).

### **Quantitative Data:**

#### **Target and Actual Performance Data**

In the “Target” column(s), grantees must provide the target that was established for each performance measure in the approved grant application. In the “Actual Performance Data” column(s), grantees must 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 who attained proficiency), and the denominator represents the number of students funded to be served, or actually served (whichever is higher) 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 reporting period:**

If baseline data for a performance measure were not included in your approved application and targets were not set for the first reporting 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 reporting period and targets have not yet been set. Report baseline data collected during the first reporting 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 reporting period, grantees are expected to set targets for the second and any subsequent reporting 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. Data entry should follow the process described above for sections A and B in that data for each project year are entered separately, in the appropriate reporting year.

### **Example:**

In Year 1 of a project funded to serve 100 students per year with a target of awarding financial aid to 100 percent of students; only 80% of the student receive financial aid, your data entry would



look like this:

1.a. Performance Measure Award financial aid to 100 percent of students.	Quantitative					
	Target			Actual Performance Data		
	Raw Number	Ratio /	%	Raw Number	Ratio /	%
Y1		100/100	100%		80/100	80%
Y2						
Y3						
Y4						
Y5						

In Year 2, the APR should take the following form:

1.a. Performance Measure Award financial aid to 100 percent of students.	Quantitative					
	Target			Actual Performance Data		
	Raw Number	Ratio /	%	Raw Number	Ratio /	%
Y1						
Y2		100/100	100%		85/100	85%
Y3						
Y4						
Y5						

The Final Performance Report should take the following form:

1.a. Performance Measure Award financial aid to 100 percent of students.	Quantitative					
	Target			Actual Performance Data		
	Raw Number	Ratio /	%	Raw Number	Ratio /	%
Y1						
Y2						
Y3						
Y4						
Y5		100/100	100%		95/100	95%

**Note:**

Target and Actual Performance Data can be reported as either “Raw Number” or “Target Ratio” (does not have to be both) depending on how the objective was proposed in the original application during the grant competition process. Performance measure in APR should be consistent with the original application. Here is an example of the same objective written as a raw number measure for a project funded to serve 100 students, and provided financial aid to only 85 students in Year 2:

1.a. Performance Measure	Quantitative					
	Target			Actual Performance Data		
	Raw Number	Ratio /	%	Raw Number	Ratio /	%
Y1						
Y2	100			85		
Y3						
Y4						
Y5						

**Section 2) Explanation of Progress (Includes Qualitative Data and Data Collection Information) (maximum 2500 words):**

1. For each project objective and associated performance measure, 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) (maximum 2500 words).

Grantees must answer each of the questions 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**

*(Completed in MS Word & MS Excel file)*

- If the value to be reported is zero, then enter a “0” in the cell; do not leave the cell blank.
- If the data prompt to be reported is not applicable to your project, then enter “N/A” in the cell; do not leave the cell blank.

### **-- Annual Performance Reports (for Years 1 – 4):**

#### **1. Section E1– Report the following items 1.a. – 1.d. below. *(Completed in MS Word file.)***

1.a. For budget expenditures made with Federal grant funds, you must provide an explanation if funds have not been drawn down from G5 to pay for the budget expenditure amounts reported in item 8b of the Cover Sheet and the Actual Expenditures column (d) of section E2 in the Performance Report Data Form.

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.

2. Report in column (a) carryover funds in their correct category amounts from the previous budget period. Report in column (b) the recommended funds, by budget category, for the current budget period. Report in column (c), the total revised budget amounts (using your approved, revised budget as in your ED524 Form). Report in column (d), your project’s actual expenditures for this reporting period.

Note: Remember to keep budget line items consistent. For example, if you categorized student textbooks in the Stipend line item in your revised budget, payments for student textbooks must be categorized in the Stipend line item in the Actual Expenditures column.

**Instructions for Section F –Additional Information**

*(Completed in MS Word file)*

**-- Annual and Final Performance Reports:**

Additional Information

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.

Note: Do not submit requests in this report for supplemental funds, any changes that you wish to make in the grant's activities for the next budget period, or key personnel changes. Requests for these actions must be made separately to the program office for review and approval decisions.

Provide any other appropriate information about the status of your project including any unanticipated outcomes or benefits.

## **Instructions for the CAMP GPRA 1 Documentation Form**

*(Completed in MS Excel file)*

All CAMP projects are also required to submit to OME, as a supplement to their APR, a list of CAMP students who completed their first academic year at the IHE during the reporting period. This documentation supports the information reported in item A2a (GPRA 1). The list should include:

- o Students' names,
- o Student ID numbers, and
- o A statement that these students were enrolled in the CAMP program with full-time status at the IHE during all academic terms of the regular academic year (i.e. all terms other than Summer) in which they were CAMP participants, completed their first year at the IHE during the reporting period, and were academically eligible to re-enroll at the IHE in the subsequent academic year. (See, in this regard, the definitions of these terms in 34 CFR 206.5(c)(4), 690.2(b), and 668.2(b).) Moreover, provide the total number of applicable credits received by each CAMP first academic year completer by the end of the reporting period. This number of credits may include any applicable credits received prior to this reporting period.

Please use the GPRA documentation form entitled “CAMP GPRA 1 Documentation” to complete your student list. OME will send you an Excel version of this form by email. A sample of a portion of the form is provided immediately below, but use the full form OME sends you by email to complete your GPRA 1 Documentation List.

***This list must be:***

- 1) Completed as a MS Excel document;
- 2) Verified and signed by the IHE’s Office responsible for student records, the Director, and the Authorized Representative;
- 3) Scanned/converted into PDF format (to capture authorizing signatures); and
- 4) Email the PDF copy to OME with three additional APR files (total 4 files) in a single email.

**Sample:**

	<b><i>Student Name</i></b>	<b><i>Student Identification Number</i></b>	<b><i>Was the student enrolled at the IHE in the CAMP program with full-time status during all academic terms of the regular academic year (i.e. all terms other than summer) in which he or she was a CAMP participant? (Yes/No)</i></b>	<b><i>Is the student a first academic year completer? (Yes/No)</i></b>	<b><i>Number of Applicable Credits Received by the End of the Reporting Period</i></b>
1.	Rosa Flores	999-999-999	Yes	Yes	24
2.					
3.					

I have verified and attest to the fact that all students who are listed above were enrolled during the reporting period in the \_\_\_\_\_ CAMP project with full-time status, and completed their first academic year, as defined by our IHE’s policies and CAMP program guidance.

\_\_\_\_\_  
 (Signature of CAMP Director)

\_\_\_\_\_  
 (Signature Date)

\_\_\_\_\_  
 (Signature of IHE’s Officer responsible for student records)

\_\_\_\_\_  
 (Signature Date)

\_\_\_\_\_  
 (Signature of CAMP Authorized Representative)

\_\_\_\_\_  
 (Signature Date)