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 (2 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	Numerical/Text	MS Excel	MS Excel	
Block E	Numerical/Text	MS Excel	MS Excel	
Block F	Numerical/Text	MS Excel	MS Excel	

Color Coding

Highlighted Color	Interpretation
Blue	Enter Numerical
Yellow	Check Box
Green	Enter Text

For your convenience, the **Performance Report MS Excel Form**: Block A, Block B, Block C, Block D, Block E and F has a color coding system to clearly show the type of information you must provide.

OMB No. 1810-0727
Exp. 7/31/2020

The Annual Performance Report (APR) is organized into four (2) reporting mediums (files):
Cover Sheet.
Performance Report MS Excel Form: Blocks A-F.

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

The table also clarifies that the **Cover Sheet** is to be submitted as **PDF** since it contains authorized signatures. The **Performance Report Data Form** is to be submitted as MS. Excel.

College Assistance Migrant Program
U.S. Department of Education
Annual Performance Report and Final Performance Report
Data Form

A. CAMP Project Statistics and Reporting for GPRA

		Y1	Y2	Y3	Y4	Y5
A1	Number of students served during this reporting period.					
a.	Number **funded** to be served					
b.	Number **served** in college courses (Note: A1b1 + A1b2 should sum to equal A1b)					
1	Number served who were **new participants** (first academic year in CAMP) (subset of A1b)	0	0	0	0	0
2	Number served who were **returning participants** (not first academic year in CAMP) (subset of A1b)					

		Y1	Y2	Y3	Y4	Y5
A2	Status at the end of the reporting period. (Note: A2a-c should sum to equal the number reported in A1b.)					
a.	Number of CAMP first academic year **completers.**(Obj. 1 National Target: 86%) (GPRA 1) *Supporting documentation required. See instructions for Item A2.					
b.	Number of **withdrawals**					
c.	Number of **persisters** (coming back to continue in the subsequent budget period; persisters were enrolled in instructional services in the reporting 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).					
	Your data input accuracy result	Good Job	Good Job	Good Job	Good Job	Good Job

		Y1	Y2	Y3	Y4	Y5
A3	Status of CAMP first academic year completers from question A2a above at the end of reporting period.					
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 National Target: 88%) (GPRA 2)**					

		Y1	Y2	Y3	Y4	Y5
A4	Number of CAMP first academic year **completers** during this reporting period whom you were able to track for follow-up data.					

		Y1	Y2	Y3	Y4	Y5
A5	Number of your **former** CAMP students who graduated from college with Bachelor's Degree during this reporting period.					
a.	**For 2-Year IHEs:** Number of your **former** CAMP students who graduated from college with Bachelor's Degree during this reporting period (only 2-Year IHE projects report in A5a).					
b.	**For 4-Year IHEs:** Number of your **former** CAMP students who graduated from college with Bachelor's Degree during this reporting period (only 4-Year IHE projects report in A5b).					

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

		Y1	Y2	Y3	Y4	Y5
A7	Number of your **former** CAMP students who transferred to other IHEs during this reporting period.					

		Y1	Y2	Y3	Y4	Y5
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).*					
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.					
	Your data input accuracy result	Good Job	Good Job	Good Job	Good Job	Good Job

A9	Performance Calculation Table Current Year					
Annual Award Amount						
GPRA Measure 1	0.00%	0.00%	0.00%	0.00%	0.00%	
GPRA Measure 2	0.00%	0.00%	0.00%	0.00%	0.00%	
Success efficiency ratio	$0.00	$0.00	$0.00	$0.00	$0.00	

B. CAMP Project Student Participant Information

B1 Supportive & Instructional Services and <u>Financial</u> Services 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 supportive & instructional services. Students may appear in more than one row if they received more than one service. (Calculation of total hours 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 (additional instructional services provided in support of a specific curriculum, course, or course of study).					
3 Other (supportive or instructional services, including health services, assistance with special admissions, or other services as necessary to assist students in completing program requirements). _____					
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 students receiving financial support services. Students may appear in more than one row if they received more than one service.					
1 Stipends.					
2 Room and Board.					
3 Other "Financial Services"_including scholarships, transportation, career-oriented work study, books and supplies, and tuition and fees. _____					

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 were referred from MEP and accepted into CAMP.					
b. Number of students who were referred from HEP and accepted into CAMP.					
c. Number of students who were referred from NFJP and accepted into CAMP.					
d. Number of students who were referred from any other program and accepted into CAMP.					

Project Name: Write Here		
PR Number: Write Here		

Grant Year: ☐ Y1 ☐ Y2 ☐ Y3 ☐ Y4 ☐ Y5

Reporting Period: 07/01/2017 - 06/30/2018

C.   CAMP Project Services Information

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?	☐ Four Year ☐ Two Year
d.	Is the project in an institution that uses a semester, quarter, or trimester academic calendar?	☐ Semester ☐ Quarter ☐ Trimester

C2.	Test Information Collected during the Reporting Period		
a.	Does your project's IHE use SAT scores during the intake process?	☐ yes	☐ 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?	☐ yes	☐ 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	

D. CAMP Project Goals and Objectives

Project Performnce Objective Information

Section 1. Provide the Project Objective, performance measure (Target and Actual Performance Data) and explain the outcome (Include Qualitative Data, Data resulting from experimental Design, and Data Collection Information) (maximum 2500 words)

Please insert the row in each green box, if you need more space.

Example:
Objective 1: To provide academic and instructional support for students to successfully complete the first year of college .

1.1. Performance Measure: XX% of participants successfully complete their first year of college to meet the GPRA 1 target.
Actual Performance Data : XXX Target: XXX

1.1 Outcome: CAMP exceeded objective 1 with a GPRA I completion rate of XX%. XXX of the XXX students served during the 2016-2017 project year successfully passed a minimum of 24 class credits. CAMP students received educational support throughout the academic year.

1.2. Performance Measure: CAMP participants will be computer literate and use computers for at least one course by the completion of their first year.
Target: XXX Actual Performance Data: XXX

1.2 Outcome: 100% of participants pass a computer literacy test and apply knowledge of computers to at least one course. All students demonstrated the ability to use computers to complete class assignments.

Objective 2:

2.1. Performance Measure:

2.1 Outcome:

2.2. Performance Measure:

2.2. Outcome:

Objective 3:

3.1. Performance Measure:

3.1. Outcome:

Objective 4:

4.1. Performance Measure:

4.1 Outcome:

4.1. Outcome:

Objective 5:

5.1. Performance Measure:

5.1. Outcome:

Section 2: Final Performance Report Only (This information covers the entire project period, or five years.) (maximum 2500 words).

Grantees must answer each of the questions below:

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

E. CAMP Project Budget Information (see instructions)

E Report section E in the following Table and in the space below

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

Budget Categories	Proposed Expenditures			Actual Expenditures
	(a) Carryover from Previous Budget Period	(b) Recommended Amount	(c) Total Approved, Revised Budget Amounts	(d) Actual Expenditure Amounts
1 Personnel			$0.00	
2 Fringe Benefit			$0.00	
3 Travel			$0.00	
4 Equipment			$0.00	
5 Supplies			$0.00	
6 Contractual			$0.00	
7 Construction			$0.00	
8 Other			$0.00	
9 Total Direct Costs (lines 1-8)	$0.00	$0.00	$0.00	$0.00
Your data input accuracy result				**Good Job**
10 Indirect Costs			$0.00	
Your data input accuracy result				**Good Job**
11 Training Stipends			$0.00	
12 Total Amounts (lines 9-11)	$0.00	$0.00	$0.00	$0.00
Your data input accuracy result		**Good Job**		**Good Job**

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.

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

Write Here.....

F. Additional Information (see instructions)

Note: Do not include requests for budget revisions, supplemental funding or changes to your application's activities in this performance report. See Section F of the APR Instructions for details on the type of information you may provide below.

Write Here.....

E.   CAMP Project Budget Information (see instructions)

1   **Section E1** - Report the following items 1.a. - 1.d. below.

1.a.

For budget expenditure 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 amount reported in item 8b of the Cover Sheet and column (b) of table below.

Please insert more column in the green box if you need more space.

> Write Here.....

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

> Write Here.....

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

> Write Here.....

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

> Write Here.....

F.   Additional Information (see instructions)

Note: Do not include requests for budget revisions, supplemental funding or changes to your application's activities in this performance report. See Section F of the APR Instructions for details on the type of information you may provide below.

> Write Here.....