



CAMP Annual Performance Report

APR Submission Process (2016-17)

Preeti Choudhary

Dr. Edward Monaghan

U.S. Department of Education

Office of Migrant Education

Washington, DC 20202

The mission of the Office of Migrant Education is to provide excellent leadership, technical assistance, and financial support to improve the educational opportunities and academic success of migrant children, youth, agricultural workers, fishers, and their families.



Government Performance Results Act



Office of Management and Budget

[About](#) | [OMBlog](#) | [The Budget](#) | [Management](#) | [Regulation & Information](#)

Government Performance Results Act of 1993

Contents

- SECTION 1. SHORT TITLE.
- SECTION 2. FINDINGS AND PURPOSES.
- SECTION 3. STRATEGIC PLANNING.
- SECTION 4. ANNUAL PERFORMANCE PLANS AND REPORTS.
- SECTION 5. MANAGERIAL ACCOUNTABILITY AND FLEXIBILITY.
- SECTION 6. PILOT PROJECTS.
- SECTION 7. UNITED STATES POSTAL SERVICE.
- SECTION 8. CONGRESSIONAL OVERSIGHT AND LEGISLATION.
- SECTION 9. TRAINING.
- SECTION 10. APPLICATION OF ACT.
- SECTION 11. TECHNICAL AND CONFORMING AMENDMENTS.



Government Performance Result Act (GPRA) of 1993

- GPRA is a series of laws designed to:**
 - Improve government project management

- GPRA requires agencies to:**
 - Set goals, measure results, and report their progress with integrity

- Annual Performance Report (APR) for CAMP is the result of GPRA.**



Objectives

- Introduce the Changes in 2017 APR
- Review the APR Submission Process
- Review the GPRA measures
- Successfully Complete the CAMP APR
- Discuss the Scenarios
- Introduce the Revised Review Process
- Questions and Answers



Changes in 2017 APR

- Provided enhanced directions for A9 Performance Calculation Table (data check w/cover sheet, p. 22)
- Eliminated definition of “Mentoring or coaching” (p. 23) and Item B13
- Incorporated “Mentoring or coaching “definition into “Counseling or guidance” (p. 23)
- Updated instructions for Block E budget table (p. 31)



APR Submission Process

Instruction Manual and 4 Files

- 1 Performance Report Data Form (MS Excel)
- 1 Performance Report Text Form (MS Word)
- 1 HEP Documentation Form (MS Excel)
- 1 Cover Sheet Form (MS Word)

Grantees will complete and email the **FINAL** versions of ALL 4 files as 4 attachments in **one email** to hepcampAPR@ed.gov by 11/17/2017



GPRA Measures of CAMP Performance

- GPRA 1
- GPRA 2
- Success Efficiency Ratio



GPRA Measures

A. Note: For grantees that actually serve **fewer** than the number funded to be served or serve **exactly** the total number funded to be served.

CAMP first academic year completers

National
GPRA1
Target: 86%

GPRA 1=

Total number funded to be served – Persisters



GPRA Measures

B. Note: For grantees that actually serve **more** than the number funded to be served.

**National
GPRA1
Target: 86%**

**CAMP first academic
year completers**

GPRA 1= _____

Total number actually served — Persisters



GPRA Measures

GPRA 2 =

CAMP first academic year completers who continue postsecondary education

CAMP first academic year completers

**National
GPRA2
Target: 85%**



GPRA Measures

Success

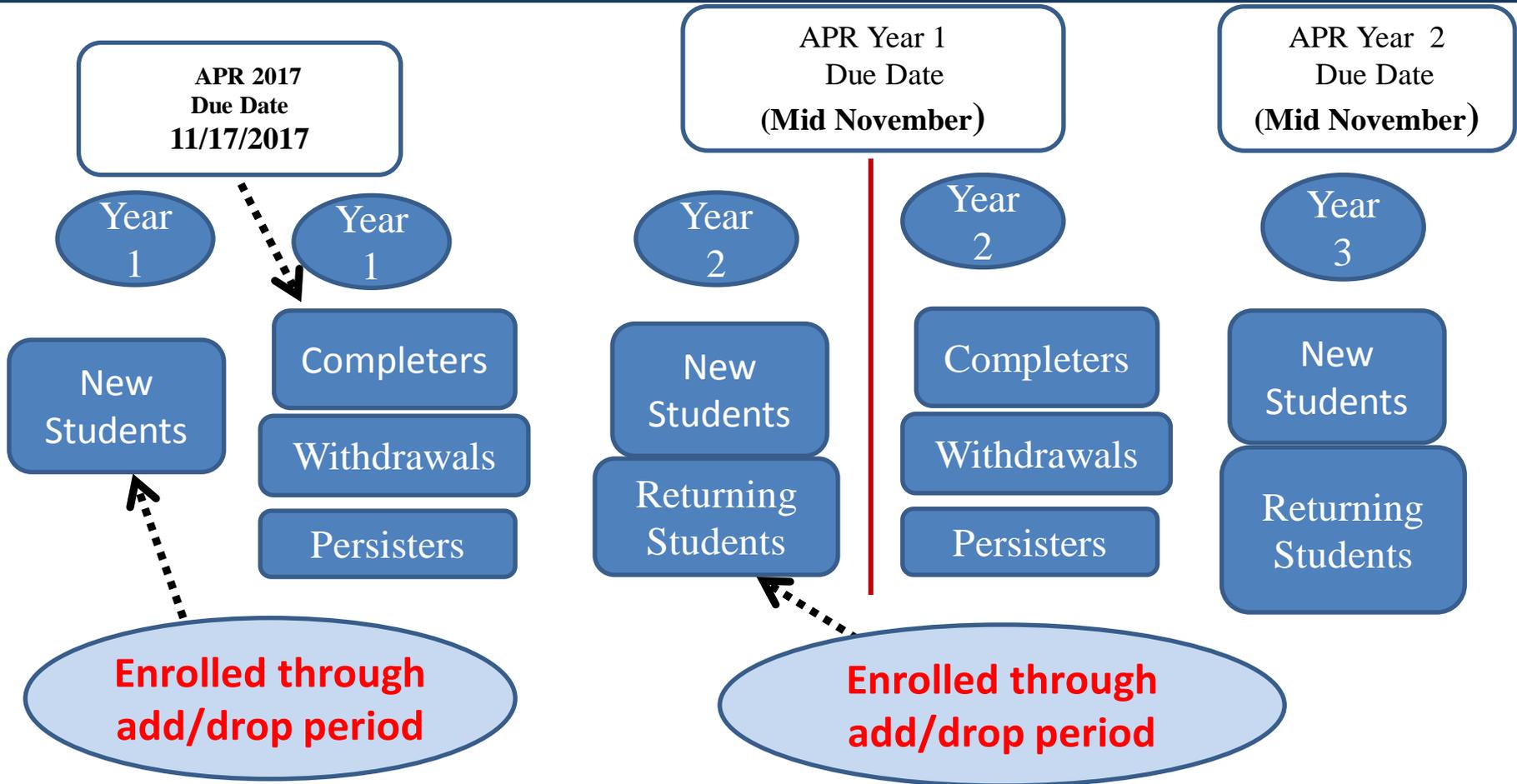
Total Budget Awarded

Efficiency Ratio =

CAMP first academic year completers who continue postsecondary education

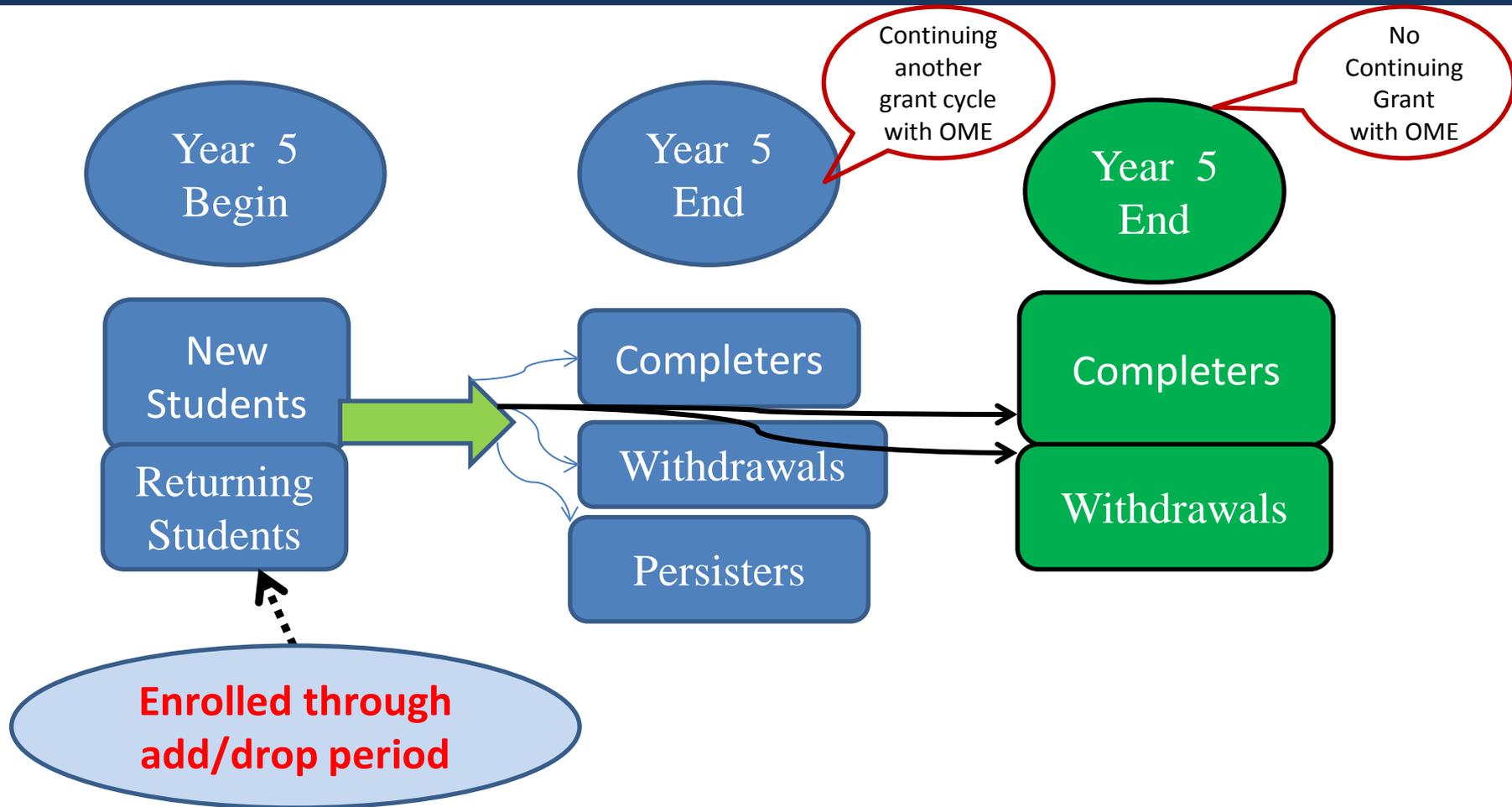


Flow Chart





Flow Chart For Final Year





Reporting Student's Status

In 2017 APR:

- Persisters can be counted until APR due date.
- Completers must meet the **minimum 24 credits (semester) or 36 credits (quarter)** or higher as defined by the IHE, and by June 30, 2017 (end of the budget period).

**APR 2017 Due Date
11/17 /2017**



Questions?



Reporting Logistics

Sections of Annual Performance Report

<u>Sections</u>	<u>Type</u>	<u>Reporting File</u>	<u>Submitted As</u>	<u>Submitted To</u>
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	

Very Important

Numerical

- ✿ Must enter number
- ✿ Do not leave cells blank
- ✿ Enter 0 for none



APR Data Sheet Protection

Password: edit

Project Name: Write Here

PR Number: Write Here

Grant Year: Y1 Y2 Y3 Y4 Y5

Reporting Period: 07/01/2015 - 06/30/2016

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

A. CAMP Project Statistics and Reporting for GPRA

	Description	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)					

Unlock Range

A cell you are trying to change is password protected.

Enter the password to change this cell:



Performance Report Data Form

Project Name: Write here Grant Year: Y1 Y2 Y3 Y4 Y5
 PR Number: Write here Reporting Period: 07/01/2015 - 06/30/2016



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)					
A2	Status at the end of the reporting period. (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 . (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				
A3	Status of CAMP first academic year completers from question A2a above at the end of 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.) (Obj. 2 National Target: 85%) (GPRA 2)					
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.	Y1	Y2	Y3	Y4	Y5
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).					
A6	Number of your former CAMP students who graduated from college with Associate's Degree this reporting period.	Y1	Y2	Y3	Y4	Y5

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



Performance Report Data Form

Includes Four Tabs

- Block A: Project Statistics and Reporting for GPRA
- Block B: Project Participant Information
- Block C: Project Service Information
- Block E: Project Budget Information

The mission of the Office of Migrant Education is to provide excellent leadership, technical assistance, and financial support to improve the educational opportunities and academic success of migrant children, youth, agricultural workers, fishers, and their families.



APR Data Form: Block A

A1: How many students participated in the CAMP project during the reporting period?

A2: What is the student status at the end of the reporting period?

A. CAMP Project Statistics and Reporting for GPRA						
A1	Number of students served during this reporting period.	Y1	Y2	Y3	Y4	Y5
a.	Number funded to be served		50	50	50	
b.	Number served in college courses (Note: A1b1 + A1b2 should sum to equal A1b)		50	50	50	
1	Number served who were new participants (first academic year in CAMP) (subset of A1b)	0	35	42	45	0
2	Number served who were returning participants (not first academic year in CAMP) (subset of A1b)		15	8	5	
A2	Status at the end of the reporting period. (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 . (Obj. 1 National Target: 86%) (GPRA 1) *Supporting documentation required. See instructions for Item A2.		40	43	42	
b.	Number of withdrawals		2	1	2	
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).		8	6	5	
Your data input accuracy result		Good Job	Good Job	Good Job	Pls Check	Good Job

A3: How many CAMP completers continued post secondary education?

A2	Status at the end of the reporting period. (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 .(Obj. 1 National Target: 86%) (GPRA 1) *Supporting documentation required. See instructions for Item A2.			43		
b.	Number of withdrawals			1		
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).			6		
Your data input accuracy result				Good Job	Good Job	Good Job
A3	Status of CAMP first academic year completers from question A2a above at the end of reporting period.			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.) (Obj. 2 National Target: 85%) (GPRA 2)			43		
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
				44		

Pls Check ✕

 Value can't be less than Zero and greater than L19

A4: Follow-up with CAMP first year completers.

A5-A6: Graduation status of former CAMP students during this reporting period.

A7: Former CAMP students transferred to other IHEs.

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
			40			
A5	Number of your former CAMP students who graduated from college with Bachelor's Degree during this reporting period.	Y1	Y2	Y3	Y4	Y5
			10			
			6			
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).					
A6	Number of your former CAMP students who graduated from college with Associate's Degree this reporting period.	Y1	Y2	Y3	Y4	Y5
			2			
A7	Number of your former CAMP students who transferred to other IHEs during this reporting period.	Y1	Y2	Y3	Y4	Y5
			3			

A8: How long for students to complete CAMP first academic year?

A2	Status at the end of the reporting period. (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 .(Obj. 1 National Target: 86%) (GPRA 1) *Supporting documentation required. See instructions for Item A2.		40	43		
b.	Number of withdrawals		2	1		
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).		8	6		
Your data input accuracy result		Good Job				

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
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.		30	35		
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.		10	6		
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.		0	0		
Your data input accuracy result		Good Job	Good Job	Pls Check	Good Job	Good Job

Error, please verify the number in A8a,A8b,A8c.

A8: How long for students to complete CAMP first academic year?

What's wrong with this?

Find out!

A1	Number of students served during this reporting period.	Y1	Y2	Y3	Y4	Y5
a.	Number funded to be served			50		
b.	Number served in college courses (Note: A1b1 + A1b2 should sum to equal A1b)			50		
1	Number served who were new participants first academic year in CAMP) (subset of A1b)	0	0	42	0	0
2	Number served who were returning participants (not first academic year in CAMP) (subset of A1b)			8		
A2	Status at the end of the reporting period. (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 . (Obj. 1 National Target: 86%) (GPRA 1) *Supporting documentation required. See instructions for Item A2.			43		
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
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.			43		
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.			0		
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.			0		
Your data input accuracy result		Good Job				



Performance Calculation Table

- Calculates GPRA 1, GPRA 2 and Success efficiency ratio

A9	Performance Calculation Table Current Year				
Annual Award Amount	\$425,000				
GPRA Measure 1	0.00%	95.24%	0.00%	0.00%	0.00%
GPRA Measure 2	0.00%	100.00%	0.00%	0.00%	0.00%
Success efficiency ratio	\$0.00	\$10,625.00	\$0.00	\$0.00	\$0.00

Annual + Supplemental Award

Annual Award Amount (Block A) must be equal to Recommended Amount (Block E)

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	\$1,000.00	\$196,500.00	\$197,500.00	\$193,200.00
2	Fringe Benefit	\$0.00	\$59,611.00	\$59,611.00	\$60,000.00
3	Travel	\$4,000.00	\$12,000.00	\$16,000.00	\$14,000.00
4	Equipment		\$0.00	\$0.00	\$2,500.00
5	Supplies	\$2,000.00	\$9,555.00	\$11,555.00	\$5,000.00
6	Contractual		\$5,000.00	\$5,000.00	\$4,000.00
7	Construction	\$0.00	\$0.00	\$0.00	\$100.00
8	Other	\$8,000.00	\$37,000.00	\$45,000.00	\$44,000.00
9	Total Direct Costs (lines 1-8)	\$15,000.00	\$319,666.00	\$334,666.00	\$322,800.00
Your data input accuracy result					Good Job
10	Indirect Costs		\$25,000.00	\$25,000.00	\$25,000.00
Your data input accuracy result					Good Job
11	Training Stipends		\$80,334.00	\$80,334.00	\$82,000.00
12	Total Amounts (lines 9-11)	\$15,000.00	\$425,000.00	\$440,000.00	\$429,800.00
Your data input accuracy result			Good Job		Good Job

Reporting Block, Item A6	Performance Calculation Table				
	Current performance Period				
Annual Award Amount	\$425,000				
GPRA Measure 1	89.58%	0.00%	0.00%	0.00%	0.00%
GPRA Measure 2	100.00%	0.00%	0.00%	0.00%	0.00%
Success efficiency ratio	\$9,884	\$0	\$0	\$0	\$0

Annual Award Amount (Block A) must be equal to Recommended Amount (Block E)

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	\$1,000.00	\$196,500.00	\$197,500.00	\$193,200.00
2	Fringe Benefit	\$0.00	\$59,611.00	\$59,611.00	\$60,000.00
3	Travel	\$4,000.00	\$12,000.00	\$16,000.00	\$14,000.00
4	Equipment		\$0.00	\$0.00	\$2,500.00
5	Supplies	\$2,000.00	\$9,555.00	\$11,555.00	\$25,000.00
6	Contractual		\$5,000.00	\$5,000.00	\$4,000.00
7	Construction	\$0.00	\$1,000.00	\$1,000.00	\$100.00
8	Other	\$8,000.00	\$37,000.00	\$45,000.00	\$44,000.00
9	Total Direct Costs (lines 1-8)	\$15,000.00	\$320,666.00	\$335,666.00	\$342,800.00
Your data input accuracy result					Pls Check
10	Indirect Costs		\$25,000.00	\$25,000.00	\$25,000.00
Your data input accuracy result					Good Job
11	Training Stipends		\$80,334.00	\$80,334.00	\$82,000.00
12	Total Amounts (lines 9-11)	\$15,000.00	\$426,000.00	\$441,000.00	\$449,800.00
Your data input accuracy result					Pls Check

Reporting Block, Item A6	Performance Calculation Table				
	Current performance Period				
Annual Award Amount	\$425,000				
GPR Measure 1	89.58%	0.00%	0.00%	0.00%	0.00%
GPR Measure 2	100.00%	0.00%	0.00%	0.00%	0.00%
Success efficiency ratio	\$9,884	\$0	\$0	\$0	\$0



Scenario #1

Number of students funded to be served: 25

Number of recruited students : 30

Number of students enrolled and attended classes through the add/drop date: 22

Number of students served: ?



Scenario #2

Project A is funded to serve 25 students per year. The project recruited and served 20 new participants during the 2016-17 budget period (reporting period). Five students from last year returned to continue in this budget period. These Five returning students were reported as persisters in previous budget year 2016 APR.

Additionally, One student, who was reported as a withdrawal in previous budget year 2016 APR, has also participated during this budget period (2016-17).

What are the breakdowns for the reporting period (Block A1)?

Funded to be served:

Actually served:

New Participants:

Returning Participants: (= Persisters from the previous budget period)



Solution For Scenario #2

Project Name: Write Here

PR Number: Write Here

Grant Year: Y1 Y2 Y3 Y4 Y5

Reporting Period: 07/01/2016 - 06/30/2017

		Y1	Y2	Y3	Y4	Y5
A1	Number of students served during this reporting period.					
a.	Number funded to be served	25				
b.	Number served in college courses (Note: A1b1 + A1b2 should sum to equal A1b)	26				
1	Number served who were new participants (first academic year in CAMP) (subset of A1b)	21	0	0	0	0
2	Number served who were returning participants (not first academic year in CAMP) (subset of A1b)	5				

Scenario #3 From the previous question, we observe that Project A is serving 26 students during the 2016-17 budget period.

20 students completed their first year with required credits by 6/30/2017.

6 students did not complete their first year.

Project A anticipates that all students who did not complete will register again for next budget period (2017-18). However, only **Four** students have officially registered and attended classes through the add/drop date and by the APR submission deadline (11/17/2017).

Breakdowns for the **end** of reporting period (Block A2)?

Completers:

Persisters:

Withdrawal:



Solution For Scenario #3

A1	Number of students served during this reporting period.	Y1	Y2	Y3	Y4	Y5
a.	Number funded to be served	25				
b.	Number served in college courses (Note: A1b1 + A1b2 should sum to equal A1b)	26				
1	Number served who were new participants (first academic year in CAMP) (subset of A1b)	21	0	0	0	0
2	Number served who were returning participants (not first academic year in CAMP) (subset of A1b)	5				

A2	Status at the end of the reporting period. (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 . (Obj. 1 National Target: 86%) (GPRA 1) *Supporting documentation required. See instructions for Item A2.	20				
b.	Number of withdrawals	2				
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).	4				
Your data input accuracy result		Good Job				



New/Returning Students = Completers/Withdrawals/Persisters

**Total number of students
served: 26**

New Students : 20+1

Returning Students: 5

(1 student withdrew in
previous Budget Period
and also participated in
current Budget Period)

=

**Student status at the
end of the Budget
Period: 26**

Completers : 20

Withdrawals : 2

Persisters : 4



Persisters = Subsequent Year's Returning Students

Year 2016-17

**Total number of students
at the end of the Budget
Period: 26**

Completers : 20

Withdrawals : 2

Persisters : 4

Year 2017-18

**Total number of students
Served: -----**

New Students : -----

Returning Students : 4



Knowledge Check

1. If a student is enrolled during summer terms, ends June 30th, but not enrolled as full time, can this student be counted as served in the APR?
2. What will be the student's status, if s/he enrolled in classes during the previous budget period, and by the end of the previous budget period has completed 14 credit hrs. The student then returns to the CAMP project during the current budget period, after the APR due date.
3. If s/he participated but didn't complete the first academic year of college in the previous budget period, and returns to the CAMP project in the current budget period, before the APR is submitted, and enrolled and participated in classes past the add/drop date.



APR Data Form: Block B

B1a: How many students are receiving supportive and instructional services?

B1 Supportive & Instructional Services 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 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 Mentoring or coaching (advisory services provided in support of general academic career).					
4 Health services.					
5 Assistance with special admissions.					
6 Other _____					



APR Data Form: Block B

B1b: How many students are receiving financial services?

<p>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.</p>					
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" _____					

B2: Demographics of the students

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.	0	0	0	0	0
c.	Number of students who are 21 years old or younger.					
d.	Number of students who are over 21 years old.	0	0	0	0	0
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 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 proficiency as determined by a language assessment test? If "No," skip to question C1.	<input type="checkbox"/> yes				
		<input type="checkbox"/> No				
n.	Number of ELL students who enrolled during the reporting period and had English as a second language needs.					



APR Data Form: Block C

C1: Characteristics of the funded project.

A1	Number of students served during this reporting period.	Y1	Y2	Y3	Y4	Y5
a.	Number funded to be served	25				
b.	Number served in college courses (Note: A1b1 + A1b2 should sum to equal A1b)	26				
1	Number served who were new participants (first academic year in CAMP) (subset of A1b)	21	0	0	0	0
2	Number served who were returning participants (not first academic year in CAMP) (subset of A1b)	5				

Block A

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?
d.	Is the project in an institution that uses a semester, quarter, or trimester academic calendar?

26
0

- Four Year
- Two Year
- Semester
- Quarter
- Trimester

C2: Project personnel characteristics

C3: Test information collection during the reporting period

C2.	Project Personnel Characteristics during the Reporting Period		
a.	Number of FTE administrative staff funded by the CAMP grant.	2	
b.	Number of FTE supportive and instructional staff (tutors, coaches, mentors, counselors, etc.) funded by the CAMP grant.	3.5	
c.	Number of FTE administrative staff and supportive staff contributing to the project's CAMP services, not funded by the CAMP grant	0	
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 checked="" 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 checked="" 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	



Annual Award Amount

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	\$1,000.00	\$196,500.00	\$197,500.00	\$193,200.00
2	Fringe Benefit		\$59,611.00	\$59,611.00	\$60,000.00
3	Travel	\$4,000.00	\$12,000.00	\$16,000.00	\$14,000.00
4	Equipment		\$0.00	\$0.00	\$2,500.00
5	Supplies	\$2,000.00	\$9,555.00	\$11,555.00	\$5,000.00
6	Contractual		\$5,000.00	\$5,000.00	\$4,000.00
7	Construction		\$0.00	\$0.00	\$100.00
8	Other	\$8,000.00	\$37,000.00	\$45,000.00	\$45,000.00
9	Total Direct Costs (lines 1-8)	\$15,000.00	\$319,666.00	\$334,666.00	\$323,800.00
	Your data input accuracy result				Good Job
10	Indirect Costs		\$25,000.00	\$25,000.00	\$25,000.00
	Your data input accuracy result				Good Job
11	Training Stipends		\$80,334.00	\$80,334.00	\$91,200.00
12	Total Amounts (lines 9-11)	\$15,000.00	\$425,000.00	\$440,000.00	\$440,000.00
	Your data input accuracy result		Good Job		Good Job

Reporting Block, Item A6	Performance Calculation Table Current Performance Period				
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	\$0	\$0	\$0	\$0

Obligated Amount + Supplemental Amount



APR Data Form: Block E

- Total Approved Amount: Recommended Amount + Supplemental Award for Budget Year 2016-17.
- Annual award amount (Block A) must be equal to the Recommended amount (Block E).
- Actual expenditure amount must be equal or less than the total approved revised budget amount.
- Indirect Costs must be equal or less than 8% of total direct costs.
- Please see the data check error message and make corrections.



APR Data Form: Block E

E: How much Total Carryover from previous reporting period? Explain the Difference.

- 1) If the Revised Budget Amounts (Recommended + Carryover) and the Actual Expenditure Amounts are different, explain this difference.

Write Here.....



APR Text Form: Block D

D. CAMP Project Goals and Objectives

Project Performance Objectives Information
 (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	%
/		/				
Y1						
Y2						
Y3						
Y4						
Y5						

1.a. Performance Measure	Quantitative Data					
	Target			Actual Performance Data		
	Raw Number	Ratio	%	Raw Number	Ratio	%
/		/				
Y1						
Y2		98/100	98%		85/100	85%
Y3						
Y4						
Y5						

For performance measures that are stated in terms of a percentage, complete both the Ratio column and the Percentage column

1.b. Performance Measure	Quantitative Data					
	Target			Actual Performance Data		
	Raw Number	Ratio	%	Raw Number	Ratio	%
/		/				
Y1						
Y2						
Y3						
Y4						
Y5		50		45		

For performance measures that are stated in terms of a single number, Target and Actual Performance Data should be reported under Raw Number

D2: Provide an explanation of progress in your own words

D3: Complete only if this is the final year of your CAMP project's grant cycle

Section 2: Explanation of Progress (Include Qualitative Data, Data Resulting from Experimental or Quasi-Experimental Design, and Data Collection Information) (maximum 2500 words)

Section 3: FINAL PERFORMANCE REPORT ONLY (This information covers the entire project period, or five years) (maximum 2500 words).

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.



APR Text Form: Block E

E1: Provide an explanation of your CAMP project's budget

E. CAMP Project Budget Information (See instructions.)

1. Report the following items 1.a. – 1.d. below.

- 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 items 8a. – 8b 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



APR Text Form: Block F

F: Explain your current partners, changes to current partners, and how this affected your project in attaining the project goals.

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.

Additional Information:



GPRA 1 Documentation Form

CAMP GPRA 1 Documentation Form

Directions: Please provide below the Institution of Higher Education's (IHE's) definition of *first academic year completer*, and then complete the table that follows. For purposes of reporting for the CAMP program, grantees must incorporate into their definition of *first academic year* completion the minimum requirements for the definition of an "academic year" used by the Federal Pell Grant program and Federal Student Aid (34 CFR 668.3). Therefore, at a minimum, a full-time student in an undergraduate educational program must 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:

- 1) **Describe the IHE's definition of first academic year completion.** Provide the definition from the IHE's policies, and include a citation to the source of the IHE's definition (e.g., New American University, University Policies and Procedures Manual. (n.d.) Policy on Classification of Undergraduate Students. Retrieved from <http://www.namu.edu/policies>). Also include the minimum number of credit hours for first academic year completion.

IHE's definition of "first academic year completion":



Source of IHE's definition:



Minimum number of credit hours for first academic year completion:

24



<i>Student Identification Number</i>	<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)</i>	<i>Is the student a first academic year completer? (DO NOT COMPLETE - COLUMN AUTO-POPULATES)</i>	<i>Number of Applicable Credits Received by the End of the Reporting Period</i>
12345	Yes	No	23



GPRA 1 Documentation Form

3) Provide the appropriate signatures below, so that the CAMP director, CAMP authorized representative, and IHE's officer responsible for student records attest to the accuracy of the information provided in Part 2, above. Please read the statement below and provide the required signatures.

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)

Note: This disclosure of student information to the U.S. Department of Education is permissible under 34 CFR 99.31(a)(3) and 99.35 of the Department's regulations issued under the Family Educational Rights and Privacy Act (FERPA). Specifically, the disclosure is permitted under the exception to consent as a disclosure to an "authorized representative of the Secretary" that is "in connection with an audit or evaluation of Federal or State supported education programs."

Note: Please complete all the information in each form, and include all signatures before submission.



Cover Sheet

The Cover Sheet Form



U.S. Department of Education Grant Performance Report Cover Sheet (ED 524B)

Check only one box per Program Office instructions.

Annual Performance Report Final Performance Report

General Information

1. PR/Award #: _____
(Block 5 of the Grant Award Notification - 11 characters.)
2. Grantee NCES ID#: _____
(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.): _____
5. Grantee Address (See instructions.)
6. Project Director (See instructions.) Name: _____ Title: _____
Ph #: () _____ - _____ Ext: () Fax #: () _____ - _____
Email Address: _____

Reporting Period Information (See instructions.)

7. Reporting Period(s):
- a) Reporting Period (12-month budget period) From: 07 / 01 / 2016 To: 06 / 30 / 2017 (mm/dd/yyyy)
- b) Performance Period (5-year project 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 <i>(Match/Cost Share)</i>
a. Previous Budget Period <i>(previous 12-month Reporting Period)</i>		
b. Current Budget Period <i>(12-month Reporting Period)</i>	Actual Expenditure	
c. Entire Project Period <i>(5-year)</i> <i>(For Final Performance Reports only)</i>		

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	\$1,000.00	\$196,500.00	\$197,500.00	\$193,200.00
2	Fringe Benefit		\$59,611.00	\$59,611.00	\$60,000.00
3	Travel	\$4,000.00	\$12,000.00	\$16,000.00	\$14,000.00
4	Equipment		\$0.00	\$0.00	\$2,500.00
5	Supplies	\$2,000.00	\$9,555.00	\$11,555.00	\$5,000.00
6	Contractual		\$5,000.00	\$5,000.00	\$4,000.00
7	Construction		\$0.00	\$0.00	\$100.00
8	Other	\$8,000.00	\$37,000.00	\$45,000.00	\$45,000.00
9	Total Direct Costs (lines 1-8)	\$15,000.00	\$319,666.00	\$334,666.00	\$323,800.00
	Your data input accuracy result				Good Job
10	Indirect Costs		\$25,000.00	\$25,000.00	\$25,000.00
	Your data input accuracy result				Good Job
11	Training Stipends		\$80,334.00	\$80,334.00	\$91,200.00
12	Total Amounts (lines 9-11)	\$15,000.00	\$425,000.00	\$440,000.00	\$440,000.00
	Your data input accuracy result		Good Job		Good Job

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 (Annual Institutional Review Board (IRB) Certification) (See instructions.)

10. Is the annual certification of Institutional Review Board (IRB) approval attached? Yes No N/A

Performance Measures Status and Certification (See instructions.)

11. Performance Measures Status

a. Are complete data on performance measures for the current budget period included in the Project Status Chart?

Yes No

b. If no, when will the data be available and submitted to the Department? / / (mm/dd/yyyy)

12. 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.

Name of Authorized Representative: Title: _____

Signature: Date: / /



Revised Review Process

- Changes from 2015-16 to 2016-17 APR Revised Submission
 - Grantees are allowed two opportunities to revise and submit an accurate APR.
 - Grantees are allowed an additional opportunity to make corrections to their APR under exceptional circumstances.



Important Dates

Due Dates:

Grantees Submit APR: Nov. 17, 2017

OME Data-Evaluation Team / Program Officers review APRs for accuracy and completeness. **November 20, 2017 - January 18, 2018**

After First Review OME Data-Evaluation Team provides feedback within an email to grantees. **January 19 - January 26, 2018**

First Revised APR Submission - Grantees must resubmit required performance data to OME during the First Revised Submission. **Five business days after email**



Second Review /Revised APR Submission

OME Data-Evaluation Team/Program Officers review the revised APRs for accuracy and completeness. **February 5 – February 12, 2018**

After Second Review OME Data-Evaluation Team provides feedback within an email to grantees.

February 12- February 16, 2018

Second Revised APR Submission, Grantees must resubmit required performance data to OME during Second Revised Submission. **Five business days after email or contact**



Third Review / Limited Opening

OME Data-Evaluation Team / Program Officers review the revised APRs for accuracy and completeness. **February 26 – March 12, 2018**

After Third Review OME Data-Evaluation Team provides feedback within an email to grantees.

March 12- March 16, 2018

Limited Opening for exceptions- Grantees must resubmit required performance data to OME for the Final Revised Submission. **Five business days after email or contact**



Very Important



**Signatures ensure the accuracy, reliability
and
completeness of data for the entire APR.**



The mission of the Office of Migrant Education is to provide excellent leadership, technical assistance, and financial support to improve the educational opportunities and academic success of migrant children, youth, agricultural workers, fishers, and their families.



Thank
you



Preeti Choudhary

Preeti.Choudhary@ed.gov

Dr. Edward Monaghan

Edward.Monaghan@ed.gov

Data and Evaluation Team, OME