HEP 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

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Government Performance Results Act of 1993

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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 HEP is the result of GPRA.**

Objectives

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

Changes for 2017 APR

- Removed Reporting Block Item A1b3 (special 2016 retroactive attainers item, Instruction pg. 13)
- Included number of attainers in Reporting Block Item A2a, who were 1) NEW participants and 2) RETURNING participants (Instruction pg. 15)
- Included number of withdrawals in Reporting Block Item A2b who were 1) NEW participants and 2) RETURNING participants (Instruction pg. 15)
- Removed B1c11 “Other” (Instruction pg. 15)

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)

Grantee will complete and email the FINAL version of All 4 files as 4 attachments in one email at hepcampAPR@ed.gov by 11/17/2017

GPRA Measures of HEP 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.

National GPRA1 Target: 69%

$$\text{GPRA 1} = \frac{\text{Total number of HSE attainers}}{\text{Total number funded to be served} - \text{Persisters}}$$

GPRA Measures

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

National GPRA1 Target: 69%

GPRA 1= $\dfrac{\text{Total number of HSE attainers}}{\text{Total number actually served} - \text{Persisters}}$

GPRA Measures

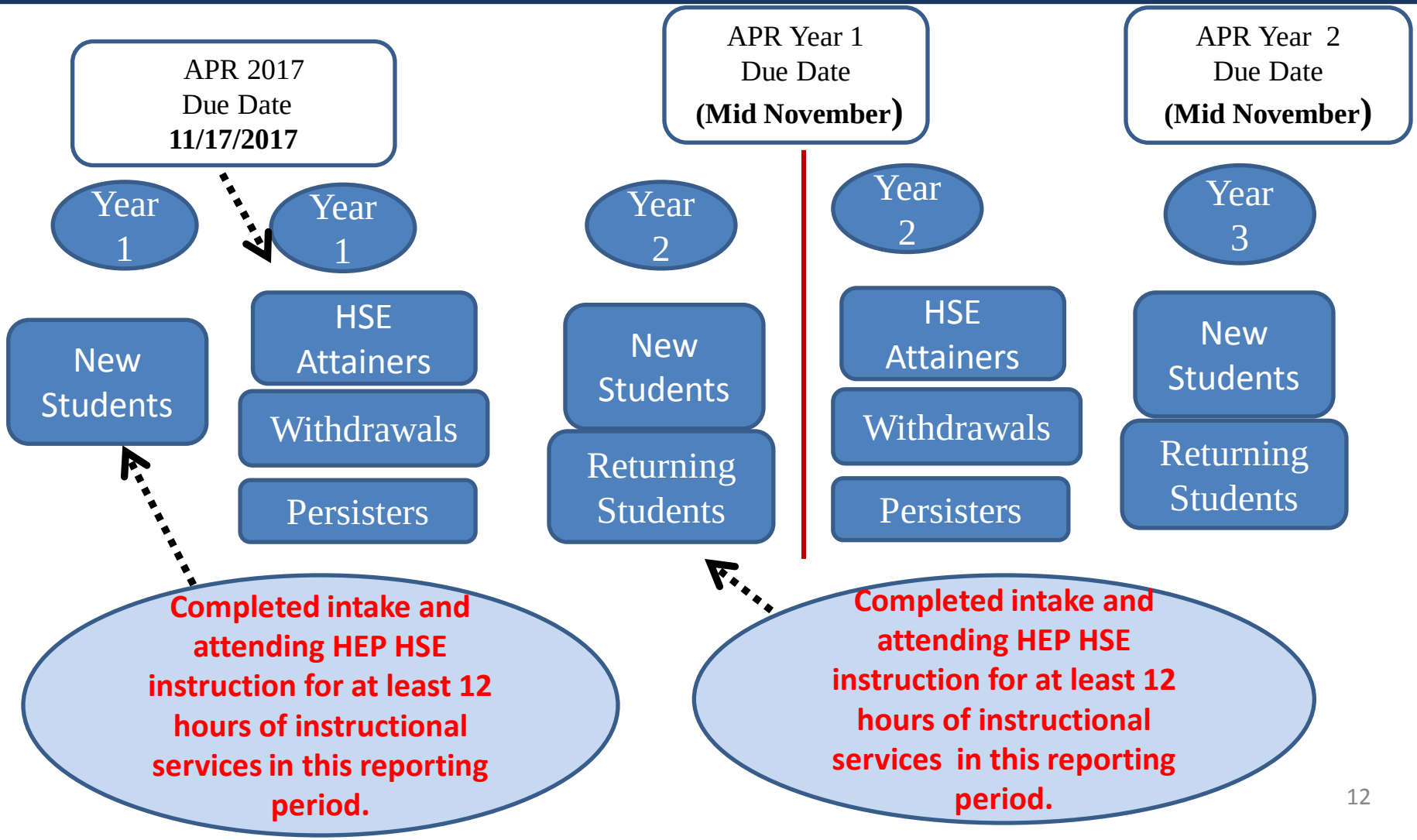
GPRA 2 = The number of HSE attainers from the current reporting period who entered postsecondary education or training programs, upgraded employment, or the military / Total number of HSE attainers

National GPRA2 Target: 80%

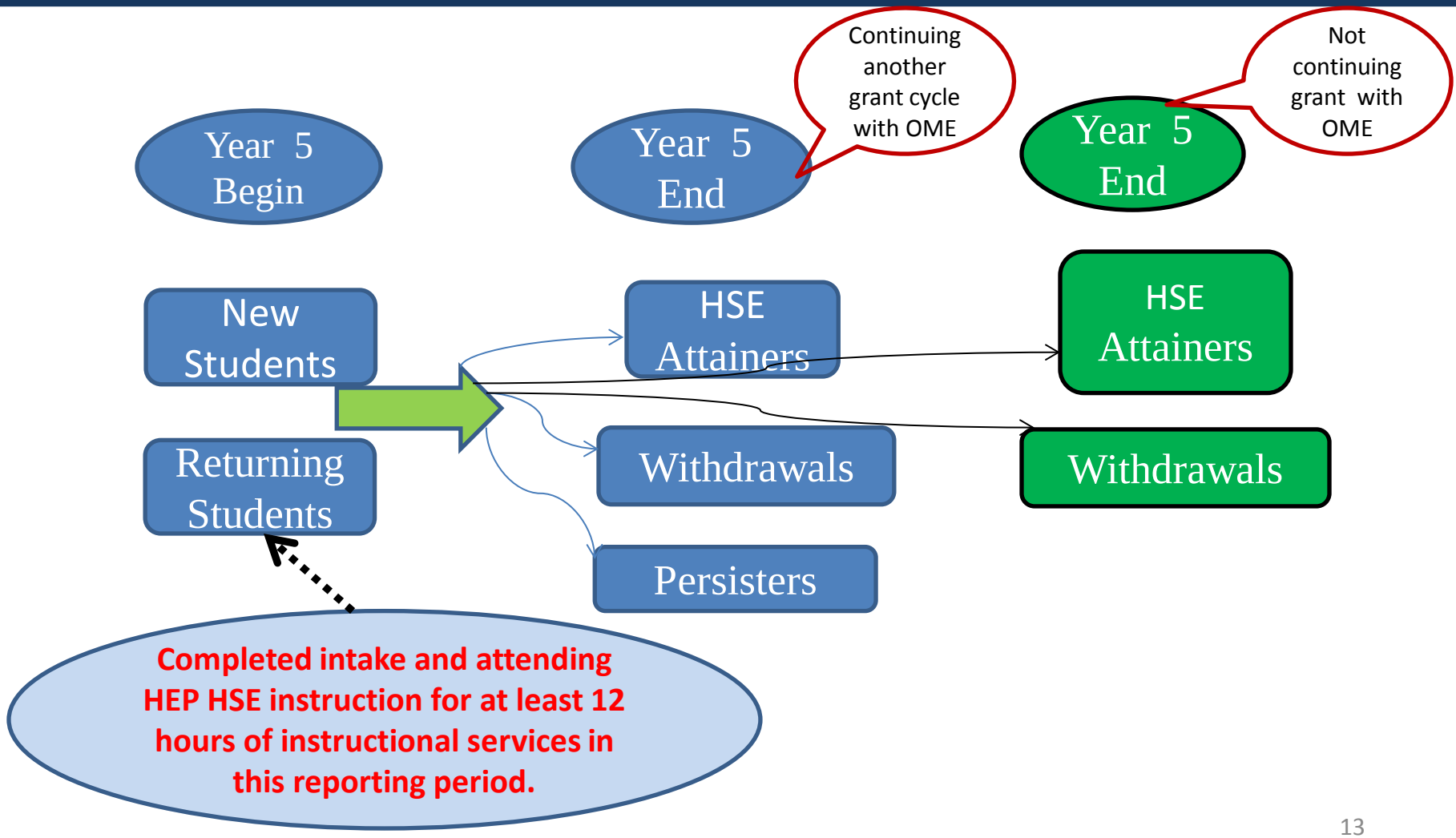
GPRA Measures

$$\text{Success Efficiency Ratio} = \frac{\text{Total Budget Awarded}}{\text{Total Number of HSE Attainers}}$$

Flow Chart


APR 2017
Due Date
11/17/2017
Year 1
Year 1
New Students
HSE Attainers
Withdrawals
Persisters
Completed intake and attending HEP HSE instruction for at least 12 hours of instructional services in this reporting period.
APR Year 1
Due Date
(Mid November)
Year 2
Year 2
New Students
Returning Students
HSE Attainers
Withdrawals
Persisters
Completed intake and attending HEP HSE instruction for at least 12 hours of instructional services in this reporting period.
APR Year 2
Due Date
(Mid November)
Year 3
New Students
Returning Students

Flow Chart For Final Year



Reporting Student's Status

APR 2017 Due Date
11/17 /2017

In 2017 APR:

- Persisters can be counted until APR due date.
- Attainers must have taken the HSE exam by June 30, 2017 (end of budget period), and these results can be included in 2017 APR until the APR due date.

Questions?

Reporting Logistics

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	
HEP 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

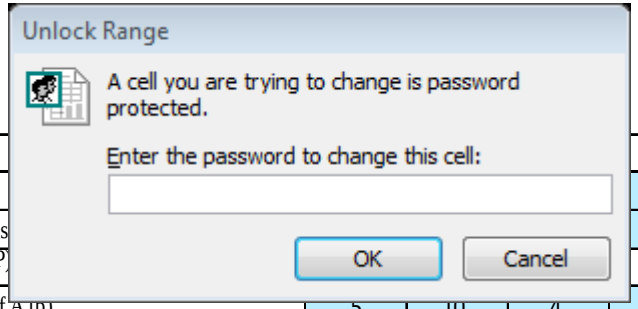
Password: edit

Grantee Name: Write here
PR Number: Write here

Grant Year: ☐ ☐ ☐ ☐ ☐
Reporting Period: 07/01/2015 - 06/30/2016

High School Equivalency Program
U.S. Department of Education
Annual Performance Report and Final Performance Report
Data Form

A. HEP Project Statistics and Reporting for GPRA



Reporting Block, Item A1

A1.	Number of students served during the reporting period.				Y4	Y5
a.	Number **funded** to be served				50	50
b.	Number **served** in HEP HSE instruction (note: A1b1 + A1b2 s				50	50
1	Number served who were **new participants** (first year in HEP)				46	48
2	Number served who were **returning participants** (subset of A1b)	5	10	4	4	2
3	Number served during 2013-14 and 2014-15 budget periods and not served in the 2015-16 budget period, ***and*** became attainers due to the GED scoring change, in the 2015-16 budget period.	3	0	1	0	0

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

Performance Report Data Form

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

Grantee Name: Write here
PR Number: Write here

Grant Year: ☐ ☐ ☐ ☐ ☐
Reporting Period: 07/01/2015 - 06/30/2016

High School Equivalency Program
U.S. Department of Education
Annual Performance Report and Final Performance Report
Data Form

A. HEP Project Statistics and Reporting for GPRA

Reporting Block, Item A1

A1.	Number of students served during the reporting period.	Y1	Y2	Y3	Y4	Y5
a.	Number **funded** to be served					
b.	Number **served** in HEP HSE instruction (note: A1b1 + A1b2 should sum to equal A1b)					
1	Number served who were **new participants** (first year in HEP) (subset of A1b)	0	0	0	0	0
2	Number served who were **returning participants** (subset of A1b)					
3	Number served during 2013-14 and 2014-15 budget periods and not served in the 2015-16 budget period, ***and*** became attainers due to the GED scoring change, in the 2015-16 budget period.					

Reporting Block, Item A2

A2.	Status at the end of the reporting period. (Note: A2a-c should sum to equal the number reported in A1b(no. served)).	Y1	Y2	Y3	Y4	Y5
a.	Number of HSE **attainers**. (Obj. 1 National Target: 69%) (GPRA 1) *Supporting documentation required. See instructions for Item A2. *Ensure that you include the attainers in A1b3 in this count.*					
1	Number of HSE attainers who passed the HSE assessment in the English Language.					
2	Number of HSE attainers who passed the HSE assessment in the Spanish Language.					
3	Number of HSE attainers who passed the HSE assessment in a language other than English or Spanish.					
b.	Number of **withdrawals**					
c.	Number of **persisters** (came back to continue in the subsequent budget period; persisters were enrolled in instructional services in the current reporting period but did not yet achieve a HSE and have returned by APR due date of the subsequent budget period to continue instructional services)					
	Your data input accuracy result	Good Job	Good Job	Good Job	Good Job	Good Job

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

Block A

A1: How many students participated in the HEP project during the reporting period?
A2: What is the student status at the end of the reporting period?

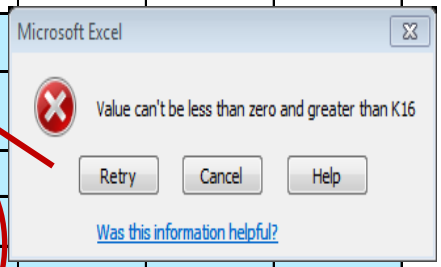
Reporting Block, Item A1						
A1.	Number of students served during the reporting period.	Y1	Y2	Y3	Y4	Y5
a.	Number **funded** to be served	50	50			
b.	Number **served** in HEP HSE instruction (note: A1b1 + A1b2 should sum to equal A1b)	55	52			
1	Number served who were **new participants** (first year in HEP) (subset of A1b)	55	48	0	0	0
2	Number served who were **returning participants** (subset of A1b)	0	4			

Reporting Block, Item A1

		Y1	Y2	Y3	Y4	Y5
A1.	Number of students served during the reporting period.					
a.	Number **funded** to be served	50	50			
b.	Number **served** in HEP HSE instruction (note: A1b1 + A1b2 should sum to equal A1b)	55	52			
1	Number served who were **new participants** (first year in HEP) (subset of A1b)	55	48	0	0	0
2	Number served who were **returning participants** (subset of A1b)	0	4			

Reporting Block, Item A2

		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(no. served)).					
a.	Number of HSE **attainers**. (Obj. 1 National Target: 69%) (GPRA 1)	45	46	0	0	0
1	Number of HSE attainers who were new participants.	45	42			
2	Number of HSE attainers who were returning participants.	0	4			
3	Number of HSE attainers who passed the HSE assessment in the English Language.	40	40			
4	Number of HSE attainers who passed the HSE assessment in the Spanish Language.	5	5			
5	Number of HSE attainers who passed the HSE assessment in a language other than English or Spanish.	0	2			
b.	Number of **withdrawals**	2	1	0	0	0
1	Number of withdrawals who were new participants.	2	1			
2	Number of withdrawals who were returning participants.	0	0			
c.	Number of **persisters** (came back to continue in the subsequent budget period; persisters were enrolled in instructional services in the current reporting period but did not yet achieve a HSE and have returned by APR due date of the subsequent budget period to continue instructional services)	8	5			
	Your data input accuracy result	Good Job	Good Job	Good Job	Good Job	Good Job



Number Served = Attainers + Withdrawals + Persisters

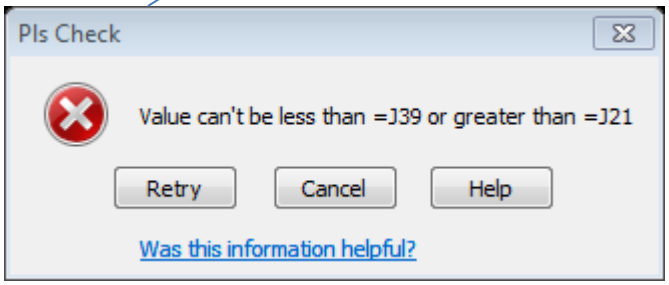
A3: How many HEP attainers entered post secondary education?
A4: Follow up with HEP attainers

Reporting Block, Item A3

A3.	Placement of HSE attainers (from question A2a above) from the current reporting period by APR due date	Y1	Y2	Y3	Y4	Y5
a.	Unduplicated number of HSE **attainers** who **entered** postsecondary education or training programs, upgraded employment, or the military (count each participant only once for this for this row for an unduplicated count). (This amount should not be greater than the amount in A2a above, and should equal the sum of A3a 1-3) **(Obj. 2 National Target: 80%) (GPRA 2)**	Pls Check	44	0	0	0
1	Number of HSE attainers who **entered postsecondary** education or **training** programs	44	40			
2	Number of HSE attainers who **obtained upgraded employment**	0	4			
3	Number of HSE attainers who **entered** the **military**	2	0			

Reporting Block, Item A4

A4.	Follow-up on HSE attainers from the reporting period.	Y1	Y2	Y3	Y4	Y5
a.	Number of HSE attainers you were able to track for follow-up data		44			



A5: How long did it take students to attain a HSED.

A2.	Status at the end of the reporting period. (Note: A2a-c should sum to equal the number reported in A1b(no. served)).	Y1	Y2	Y3	Y4	Y5
a.	Number of HSE **attainers**. (Obj. 1 National Target: 69%) (GPRA 1)	45	46	0	0	0
1	Number of HSE attainers who were new participants.	45	42			
2	Number of HSE attainers who were returning participants.	0	4			
3	Number of HSE attainers who passed the HSE assessment in the English Language.	40	40			
4	Number of HSE attainers who passed the HSE assessment in the Spanish Language.	5	5			
5	Number of HSE attainers who passed the HSE assessment in a language other than English or Spanish.	0	2			

Reporting Block, Item A5

A5.	Time to completion for HSE attainers from question A2a above. (Note: A5a-c should sum to *equal the number reported in A2a.)*	Y1	Y2	Y3	Y4	Y5
a.	Number of HSE attainers who got their HSE **within one** reporting period of your project	45	42	0	0	0
b.	Number of HSE attainers who got their HSE after **more than one**, but within two reporting periods of your project	0	4			
c.	Number of HSE attainers who got their HSE after **more than two** reporting periods of your project	0	0			
	Your data input accuracy result	Good Job	Good Job	Good Job	Good Job	Good Job

Performance Calculation Table

- Calculates GPRA 1, GPRA 2 and Success efficiency ratio

Reporting Block, Item A6	Performance Calculation Table Current Performance Period				
Annual Award Amount	$425,000				
GPRA Measure 1	95.74%	97.87%	0.00%	0.00%	0.00%
GPRA Measure 2	100.00%	95.65%	0.00%	0.00%	0.00%
Success efficiency ratio	$9,444	$9,239	$0	$0	$0

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**		**Pls Check**

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

HEP: Case Scenario #1

A project is funded to serve 30 students in a budget period. The project recruited 25 new participants during the 2016-17 budget period. Four students returned to continue in this budget period. These four students were reported as persisters in the previous budget year's APR.

Additionally, two students who were reported as withdrawals in the previous budget year's APR have also participated during this budget period.

What are the breakdowns for the Reporting Period (Block A)?

Funded to be Served: ?

Actually Served: ?

New Participants: ?

Returning Participants:?

Solution For Scenario #1

Breakdown For Block A:

Funded to be Served: 30

Actually Served: 31

New Participants: 25+2=27

Returning Participants: 4 (Persisters from previous reporting period)

HEP: Case Scenario #2

From the previous question, we observe that Project A is serving 31 students during the 2016-17 budget period (reporting period). Additional facts:

- **30** students took the HSE exam by June 30.
- **26** of the above 30 students passed and received their HSE Diploma by the APR due date 11/17/2017.
- **5** students, therefore, have not passed their HSE yet.

Project anticipates that all students who did not receive the HSE will register again for next budget period (2017-18). However, only two students officially registered by APR submission deadline (11/17/2017) and received 12 hours of instruction or took the HSE test.

What are the breakdowns for the end of reporting period (Block A2)?

Attainers: ?

Persisters: ?

Withdrawals: ?

Solution For Scenario #2

From the previous question, we observe that the Project is serving 31 students during the 2016-17 budget period (reporting period). Additional facts:

- 30 students took the HSE exam by June 30.
- **26** of the above 30 students passed and received their HSE Diploma by the APR due date 11/17/2017.
- **5** students, therefore, have not passed their HSE yet.

Only two students who did not receive their HSE officially registered for HEP for the next budget period (2017-18) by the APR submission deadline (11/17/2017) and received 12 hours of instruction or took the HSE test.

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

Attainers: 26

Persisters: 2

Withdrawals: 3

New/Returning Students = HSE Attainers/Withdrawals/Persisters

Total number of students served: 31

New Students: 25 + 2

Returning Students: 4

=

Student status at the end of the Budget Period: 31

HSE Attainers: 26

Withdrawals: 3

Persisters: 2

Persisters = Subsequent Year's Returning Students

Persisters, those students who did not attain an HSED during the Budget Period, continue as returning students in the subsequent Budget Period.

Example:

Year 2016-2017

Total number of students: 31

Attainers : 26
Withdrawals : 3
Persisters : 2

Year 2017-2018

Total number of students: -----

New Students : ----
Returning Students : 2

HEP: Knowledge Check

Questions?

1. What will the **Student Status** be in the previous budget period and current budget period:
   a) If s/he took 12 hours of instruction during the previous budget period and stopped coming to class, but returned and received 12 hours of instruction during the current budget period before the APR due date?
   b) If s/he received 12 hours of instruction in the previous budget period, didn't attain a HSE and returned in the current budget period, but did not officially register and receive 12 hours of instruction until after the APR due date?

HEP: Knowledge Check

2. Is it necessary for persisters to re-enroll for 12 hours of instructional services or for the sole purpose of taking an HSE assessment in the subsequent budget period?

HEP: Knowledge Check

3. What will be the **following Student's Status** after attaining their HSE?

(Block 3)

a) If s/he entered postsecondary education and joined the military.

b) If s/he entered postsecondary education and entered into CPR training.

c) If s/he entered postsecondary education ***and*** upgraded employment.

Block B

B1: How many hours of instruction did the project provide?

How many students are receiving which types of instructional support services?

Reporting Block, Item B1

B1	Instruction and services received by HEP HSE enrolled students during the reporting period.[1]	Y1	Y2	Y3	Y4	Y5
a.	Total HSE instruction hours received by all HEP HSE enrolled students.	4,100				
b.	Total HSE instruction hours received by HSE attainers.[2]	3,500				
c.	Total number of students receiving the following types of services: ***Instructional Support Services*** Please indicate **the number of students** receiving instructional support services.					
1	Tutoring	55				
2	Mentoring or coaching	11				
3	College transition services	6				
4	Work training services	6				
5	Job placement services	5				
6	Counseling or guidance services	55				
7	Transportation services/ financial support for transportation	55				
8	Child care	2				
9	Financial support	55				
	a. Tuition	2				
	b. Books and materials	2				
	c. Room and board	0				
	d. Stipends	55				
	e. Other financial support	0				
10	Other support services: _____	0				

Block B

B2: Demographics of the students.

Reporting Block, Item B2

B2	Characteristics of the HEP HSE enrolled students during the reporting period. (Note: [B2a + B2b should equal the number reported in A1b] and [B2c + B2d should equal the number reported in A1b]).	Y1	Y2	Y3	Y4	Y5
a.	Number of students who are male	26				
b.	Number of students who are female	29	52	0	0	0
c.	Number of students who are 21 years old or younger	20				
d.	Number of students who are over 21 years old	35	52	0	0	0

Block C

C1: Characteristics of the funded project.

A1.	Number of students served during the reporting period.	Y1	Y2	Y3	Y4	Y5
a.	Number **funded** to be served	50				
b.	Number **served** in HEP HSE instruction (note: A1b1 + A1b2 should sum to equal A1b)	55				
1	Number served who were **new participants** (first year in HEP) (subset of A1b)	50	0	0	0	0
2	Number served who were **returning participants** (subset of A1b)	5				

Block A

C. HEP Project Services Information

Reporting Block, Item C1

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.)	55
b.	Report the number of residential students. (A residential student is a student who lives in IHE-funded housing.)	0
c.	Does this project provide open enrollment or structured enrollment?	☑ Open ☐ Structured
d.	In what languages are project services provided? (Check all that apply.)	☑ English ☐ Spanish ☐ Other
e.	Is this project in a four-year or two-year educational institution, or in a non-profit organization?	☐ Four Year ☑ Two Year ☐ Non-Profit
f.	Is the project in an institution that uses a semester, quarter, or trimester academic calendar?	☑ Semester ☐ Quarter ☐ Trimester ☐ N/A

C2: Project personnel characteristics

C3: Characteristics of instructional services

Reporting Block, Item C2

C2.	Project Personnel Characteristics during the Reporting Period	
a.	Number of **FTE** teaching staff funded by the HEP grant to provide HSE instruction	2
b.	Number of FTE teaching staff contributing to the project, not funded by the HEP grant	1
c.	Number of FTE instructional support staff (tutors, coaches, mentors) funded by the HEP grant to provide HSE instruction	3
d.	Number of FTE instructional support staff contributing to the project, not funded by the HEP grant	0

Reporting Block, Item C3

C3.	Project HEP HSE Instructional Services Offered during the Reporting Period		
a.	How frequently are HSE instructional services provided? Check the option that best describes the frequency of instructional services. If your program has both part time and full time options, please check the box that best describes the majority of your program students.	☑ Daily ☐ Weekly ☐ Monthly	
b.	Average length of instructional service per individual instructional session, in hours. (Provide the average length of instructional service that the majority of students participate in).	4	**Hours**
c.	Average length of instructional service per semester, in days. (Provide the average length of instructional service that the majority of students participate in).	40	**Days**

C4: Characteristics of Assessments

Reporting Block, Item C4

C4.	Project Student Assessment Information Related to this Reporting Period	
a.	Does your project screen students prior to enrollment in HEP HSE instructional services services to establish whether they are above or below a proficiency threshold? (Check one)[3] If "No," skip to Section D.	☐ Yes ☐ No
1	If your project uses a screening or intake assessment to establish a proficiency threshold, what is your project proficiency threshold for accepting students into HEP HSE instructional services? (Only check "no assessment" if proficiency is determined without the use of a formal assessment).	☐ No assessment Scale/Standard Score _____
2	What kind of screening or intake assessment is used? (If not a published assessment, please check "Other," provide the title and the program office with a copy of the assessment used).	☐ CASAS ☐ GAIN ☐ TABE ☐ Steck-Vaughn OPT ☐ Other _____
3	What was the average screening or intake **MATH** scale/standard score for this reporting period?	_____ English speaking _____ Spanish speaking
4	What was the average screening or intake **READING** scale/standard score for this reporting period?	_____ English speaking _____ Spanish speaking
b.	Which HSE assessment(s) does your project use?	☐ GED® 2014 Series ☐ HiSET® ☐ TASC® ☐ Other _____

[3] The program office is asking **if** the project currently collects intake screening data; projects that do not collect intake data will not be required to do so.

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%.
- Please see the data check error message and make correction.

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	95.74%	97.87%	0.00%	0.00%	0.00%
GPRA Measure 2	100.00%	95.65%	0.00%	0.00%	0.00%
Success efficiency ratio	$9,444	$9,239	$0	$0	$0

Obligated Amount + Supplemental Amount

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. HEP 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 HEP 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 HEP project's budget.

E. HEP Project Budget Information (see instructions)

1. **Section E1** – 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 amount reported in item 8b of the Cover Sheet and column (b) of table below.

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.

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

HEP GPRA 1 Documentation Form

Directions: Please complete the table below by providing the following information.

For Final Performance Reports, the table should reflect the students who attained a high school equivalency (HSE) certification during the Year 5 reporting period.

- **Student Name.** Provide the first name, middle initial, and last name of each student who attained a HSE certification during the current reporting period.
- **HSE Credential Number or other Identification Number (ID).** If the State issues a HSE credential (or certificate), provide the unique credential number. If the State **does not** issue a credential, provide the unique ID that is associated with the attainer's transcript. Please keep a copy of the credential or the transcript that is being used for this attestation.
- **The date of the last sub-test taken.** Provide the exact date that the HSE attainer took the last sub-test in order to pass the HSE. Provide this information in the form of Month/Day/Year (e.g. 03/29/2017). If the exact date does not fall within expected date range, your response will be filled in RED.
- **Did the date of the last sub-test occur during this reporting period? Do NOT complete this column, as the cells will autopopulate, based upon the date of the last sub-test taken.** All HSE attainers that you count in this report (all students that are listed on this page) should have taken the last sub-test during this reporting period of the APR. If the response does not include "yes," then the cell will be filled in RED.
- **Name of HSE test that the student took.** Provide the name of the HSE test GED©, HiSET©, TASC©, or other) that the student took, using the drop-down menu.

GPRA 1 Documentation Form

Student Name	*HSE Credential Number, OR Other Identification Number if the State does not issue a HSE Credential*	*The date of the last sub-test taken and passed that yielded the HSE certificate , or the date the HSED issued (MO/DAY/YR).*	*Did the date of the last sub-test, or the date the HSED was issued, occur during the current reporting period? DO NOT COMPLETE - COLUMN AUTO-POPULATES*	*Name of HSE test that the student took (e.g., GED ©, HiSET©, TASC©)*
Ravi Arora	12301	9/14/2016	Yes	GED
Neeraj Sharma	12302	9/16/2016	Yes	HiSET
Jose Martinez	12303	1/12/2017	Yes	TASC
Amy May	12304	7/1/2017	No	HiSET

GPRA 1 Documentation Form

Directions: Provide the appropriate signatures below so that the HEP director and HEP authorized representative attest to the accuracy of the information provided 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 in the _____ HEP project and attained their HSE during the current reporting period.

_____ _____
(Signature of HEP Director) (Signature Date)

_____ _____
(Signature of HEP Authorized Representative) (Signature Date)

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 #: _____ 2. Grantee NCES ID#: _____
(Block 5 of the Grant Award Notification - 11 characters.) *(See instructions. Up to 12 characters.)*
3 Project Title: _____
(Enter the same title as on the approved application.)
4. Grantee Name *(Block 1 of the Grant Award Notification.):*_____
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 *(Match/Cost Share)*
a. Previous Budget Period (previous 12-month Reporting Period)		
b. Current Budget Period (12-month Reporting Period)		
c. Entire Project Period (5-year) *(For Final Performance Reports only)*		

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
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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
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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 <u>true</u> and <u>correct</u> and the report fully discloses all known weaknesses concerning the <u>accuracy</u>, <u>reliability</u>, and <u>completeness</u> of the <u>data</u>.

_____ Title: _____

Name of Authorized Representative:

_____ Date: _____/_____/_____

Signature:

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.

Preeti Choudhary

Preeti.Choudhary@ed.gov

Dr. Edward Monaghan

Edward.Monaghan@ed.gov

Data and Evaluation Team, OME