November 2021

Dear Upward Bound (UB) and Upward Bound Math and Science (UBMS) Project Directors:

It is time to prepare your annual performance report (APR) for reporting year 2020-21, the fourth year of the 2017–22 grant cycle. As of November 1, 2021, you will find the APR form and instructions, plus links to the secured UB-UBMS APR website maintained by our contractor, at [Upward Bound Program Annual Performance Report (ed.gov)](https://www2.ed.gov/programs/trioupbound/report.html) . **Your APR is due to us by November 30, 2021.**

As you may know, the Department is conducting a grant competition for the UB-UBMS programs in 2022; we need to receive and process the current grantees’ APR data on schedule so that projects may receive prior experience (PE) points (if earned) that will be added to points awarded in the competition itself.

# Issues related to the pandemic

***Including the 2017-18 APR as an assessment year:*** We have indicated in the past that reporting periods 2018-19, 2019-20, and 2020-21 would constitute the assessment years for this grant cycle—that is, the years during which projects may earn PE points for specific accomplishments. In light of disruptions, caused by the pandemic to many projects’ plans, the Department has decided to add 2017-18 as an assessment year as well. **The Department will award PE points based on the four assessment years, using the average of the highest two years’ total scores.**

***Academic performance—standardized tests:*** The Department is aware of challenges that grantees may have experienced in meeting their targets for the criterion on academic performance on standardized tests in 2020-21. Please see the Appendix for further information.

***An annual caveat:*** Be sure to keep in mind that, in any of the assessment years, if your project failed to serve at least 90 percent of the agreed-upon number of students to be served, you will earn **no PE points at all for that year**. Be careful to report all of your participants accurately!

# Notes specifically for the 2020-21 APR

*Preview of APR results:* As was the case last year, at the end of the APR’s “Review and Submit” section, you will be able to view your APR data and the results of PE calculations for your project in advance of formally submitting your APR. With this information, before submission, you will thus be able to review your data and correct any errors you might have made, thus reducing any need to ask the Help Desk to “unsubmit” your APR at the last minute.

Do not rely solely on the UB-UBMS APR website in completing your APR; be sure to read thoroughly the U.S. Department of Education’s APR documents at the web address above. Should you wish to revise your report after having submitted it, you may ask the Help Desk to “unsubmit” it, but you must make final submission **no later than the due date**. Also remember that, **within five business days after final submission of your completed online APR,** you must scan and upload a signed copy of Section I of the report form. Section I must be signed both by the project director and certifying official; you may wish to alert your certifying official of this requirement in advance.

*Content of Section I:* This section retains last year’s four components: Part 1 (project identification, certification, and warning); Part 2 (the competitive preference priority); Part 3 (information on supplemental funding that you may have received in 2018 and 2019 for activities involving STEM education); and Part 4 (data on target schools). Please pay careful attention to Part 3 as some, but not all, grantees will need to provide information here.

*Dropping older participant records from the APR:* Grantees that have participated in UB-UBMS for many years—primarily those that held grants in the 2007–12 cycle—are aware that TRIO has identified a large number of prior-year participant records that the Department no longer needs for PE calculations or for other important measures. We are continuing to eliminate such records from this year’s download file. **If one or more of your old records are among those we deleted, you will not be able to report on those specific individuals in 2020-21 or thereafter.** Please see pages 2-3 of the General Instructions, available at the web address above, for further information.

# Other important reminders

*Establishing cohort year 2021:*For the members of the 2021 postsecondary enrollment cohort—that is, those participants who graduated with a regular secondary school diploma during school year 2020-21 and enrolled in postsecondary education by fall term 2021, or who received notification from their postsecondary institution of acceptance but deferred enrollment until the next academic semester—for your benefit, please make every effort to report all relevant data in this year’s APR (2020-21). Not only must the dates of high school graduation and postsecondary enrollment be correct in your APR if a student is to be included in the 2021 cohort; you must also have coded the student as 3 (Received regular secondary school diploma) in the High School Graduation Status field (#34). **Once the Department accepts the 2020-21 APR, participants cannot be added to the 2021 postsecondary education enrollment cohort.**

**For summer bridge participants in June- and July-start projects,** you must provide postsecondary enrollment data **in the 2020-21 APR** on participants served in 2021 summer bridge to include such students in the 2021 cohort, even though summer 2021 is part of the 2021-22 reporting period for summer-start projects.

## *The Help Desk*: If you encounter technical problems accessing the website or using the web application, please contact the Help Desk by either telephone at (703) 885-8008 or email at generaltrio@collabralink.com. Please note that the Help Desk will try to contact projects within two business days of receiving a telephone call or email. The Help Desk will be available to respond to your questions on weekdays that are not Federal holidays from the “go-live” date of the web application through November 30, 2021. During peak times, it may take longer for you to receive a response; thus, I encourage you to prepare and submit your performance report as soon as you have collected complete data. For any questions regarding the APR requirements, please contact your program specialist directly; to ascertain the specialist’s name, telephone number, and email address, please visit [http://www2.ed.gov/about/offices/list/ope/trio/staffdirectory-cupt.html.](http://www2.ed.gov/about/offices/list/ope/trio/staffdirectory-cupt.html)

Thank you for the time and effort you devote to preparing your APR each year and for your commitment to providing complete and accurate data. Please retain source documents in readily accessible form so that they can be verified during an on-site visit.

Sincerely,

Gaby Watts
Director
TRIO Upward Bound and Educational Opportunity Centers Division
Student Service