# High School Equivalency Program
# U.S. Department of Education

Annual Performance Report and Final Performance Report Instructions

## Table of Contents

# Organization

The Annual Performance Report (APR) is organized into two (2) reporting files:

1. Cover Sheet. (MS Word)
2. Performance Report Data Form: Blocks A-F. (MS Excel)

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

## Sections of Annual Performance Report

| Sections | Type | Reporting File | Submitted As | Submitted To |
|---|---|---|---|---|
| Cover Sheet | Text/Signature | MS Word | PDF | Please send FINAL versions of ALL these sections (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 | Text | MS Excel | MS Excel | |
| Blocks E and F | Text and Numerical | MS Excel | MS Excel | |

The table also clarifies that the **Cover Sheet is** to be submitted as a PDF. The **Performance Report Data Form** is to be submitted as a MS Excel form.

# Introduction

The High School Equivalency Program (HEP) is intended to assist migrant and seasonal farmworker students in obtaining the equivalent of a high school diploma and, subsequently, to begin postsecondary education, enter military service, or obtain employment. The legislation that authorizes the HEP program[1] and the Uniform Guidance[2] require each of the funded projects to submit an annual performance report demonstrating that substantial progress has been made towards meeting the approved objectives of the project. In addition, the Department requires grantees to report annually on their progress toward meeting the performance measures established for the U.S. Department of Education (ED) grant programs under the Government Performance and Results Act (GPRA). The performance reporting forms included here are the tools designated by the Department for grantee reporting.

The HEP GPRA measures are listed below:

## Objective 1 of 2:

An increasing percentage of HEP participants will receive their High School Equivalency (HSE) Diploma.

**Measure:** The percentage of HEP program participants receiving an HSE Diploma (desired direction: increase[3]).
**Calculation**: This measure is calculated by dividing the number of HSE attainers (the number of HEP HSE eligible students who received an HSE Diploma by the end of the reporting period) by the total number funded, as per the approved application by the Office of Migrant Education (OME), or the number actually served (whichever is greater), MINUS the number of persisters. The MS Excel Form has been formulated to perform this operation.

For example:

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

*GPRA* Measure 1= <u>total number of HSE attainers</u>
[total no. funded to be served minus total number of persisters]

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

*GPRA* Measure 1= <u>total number of HSE attainers</u>
[total no. actually served minus total number of persisters]

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

2 2 CFR § 200.301 (Performance Measurement).2

3 Note: Increasing percentages of HEP participants receiving HSEs and placement in postsecondary education, upgraded employment or military is the goal for the program office at the national level. Projects will be assessed individually, on an annual basis, as to their contribution to these measures.

***Example:***

| Grant Year | Incoming Students | | | Outgoing Students | | | | GPRA 1.1 (Percent attaining a HSE) |
|---|---|---|---|---|---|---|---|---|
| | Total Funded | New | Returning from Previous Year | Total Funded | HSE Attainers | Withdrawals | Persisters (coming back in subsequent year) | |
| Year 1 | 100 | 100 | 0 | 100 | 65 | 30 | 5 | 68% |
| Year 2 | 100 | 95 | 5 | 100 | 70 | 25 | 5 | 74% |

In this example, for grant Year 1, the denominator equals 95 (100 total funded minus 5 persisters). The numerator equals 65 (HSE attainers), for a "success rate" of 65/95 or 68 percent. For grant year 2, the denominator equals 95 (100 total funded minus 5 persisters). The numerator equals 70 (HSE attainers), for a success rate of 70/95 or 74 percent.

## Objective 2 of 2:

An increasing percentage of HEP recipients of an HSE Diploma will enter postsecondary education or training programs, upgraded employment, or the military.

**Measure:** The percentage of HEP HSE recipients who enter postsecondary education or training programs, upgraded employment, or the military. (Desired direction: increase)

**Calculation:** This measure is calculated by dividing the number of HSE attainers from the current reporting period who entered postsecondary education or training programs, upgraded employment, or the military by the total number of HSE attainers. The MS Excel Form is formulated to perform the calculation.

***Example:***

| Grant Year | Total HSE Attainers | Entered Postsecondary Education or Training Programs or Upgraded Employment or Entered the Military | GPRA 2.1 (Percent Achieving Placement) |
|---|---|---|---|
| Year 1 | 65 | 60 | 92% |
| Year 2 | 70 | 50 | 71% |

In this example, for grant Year 1, data collected in the first quarter of grant Year 2 indicates that, of the 65 HSE attainers, 60 entered postsecondary education or upgraded their employment or entered the military (this is an unduplicated count). The numerator is 60, the number of HSE attainers who entered postsecondary education or training programs, upgraded employment, or the military. The denominator is 65, the number of HSE attainers, for a placement of 60/65, or 92 percent. For grant Year 2, in which there were 70 HSE attainers, the numerator equals 50, for a success rate of 50/70 or 71 percent.

***Note: The program office believes that "upgraded employment" is consistent with the intention of funding, which is to improve the employment prospects of individuals through attainment of the HSE Diploma. For some individuals, attaining an HSE Diploma may be a requirement of continued employment; this also is consistent with the intention of funding.***

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

**Efficiency Measure:** Project success efficiency ratios are calculated as the total budget awarded for that reporting period divided by the number of HSE attainers *(as reported on the APR*) for that period. The MS Excel Form is formulated to perform the calculation.

## Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1810-0684. The time required to complete this information collection is estimated to average 23 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Migrant HEP program, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4651.

# General Instructions for HEP Performance Reporting

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

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

Grantees will submit the **Cover Sheet** and the **HEP Performance Report Data Form** as two separate files in a single (one) email to OME (hepcampAPR@ed.gov).

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

## Organization and Data Utilization

The HEP performance report is divided into a **Cover Sheet** and the following five sections in a MS Excel file:

**Section A – HEP Project Statistics and Reporting for GPRA**
**Section B – HEP Project Student Participant Information**
**Section C – HEP Project Services Information**
**Section D – HEP Project Goals and Objectives**
**Section E and F – HEP Project Budget Information and Additional Information**

The Cover Sheet must be converted to the Portable Document Format (.PDF) before submission.

**Data Utilization.** Together, these sections will be used by the program office to answer the following evaluation questions decided upon by the program office:

1. To what extent have program goals been accomplished? (Section A; GPRA reporting)
2. What service models had the most positive outcomes? (Sections B and C)
3. What service models had the best efficiency ratios? (Sections C and E)
4. What percentage of project goals was achieved (i.e., met or exceeded)? (Section D)

Findings from aggregated grantee reports, as they pertain to the above stated evaluation questions, will be published for public record and for program and grantee use in better understanding effective service models and strategies.

# Instructions for the Cover Sheet Form

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

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

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

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

A grantee that is an IHE should write its IPEDS identification number rather than an NCES ID number. This number can be found at the following link: NCES Global Locator.

## Item 5. Grantee Address

***Instructions for Submitting Address Changes***

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

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

## Item 6. Project Director

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

Please enter the name, title, phone number, fax number and email address of your approved Project Director listed in Block 3 of your GAN.

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

## Item 7. Reporting Period(s)

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

**Due Date: Your final version of APR must be submitted by October 30, 2020.**
The first, (a) ***Reporting Period***, is aligned with the 12-month current budget period. Please enter the start date and end date of your current budget period, which may be found in Block 6 of the GAN. Complete data on all measures are due with this performance report.

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

**Due Date: The Final Performance Report must be submitted by September 28, 2020**. If you receive a no-cost time extension from ED for the fifth year of this grant, the Final Performance Report is due 90 days after the revised project period end date.

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

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

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

# Item 8. Budget Expenditures [Also See Section E]

The budget expenditure information requested in items 8a – 8c must be completed by your Business Office.

Note: For the purposes of this report, the term "budget expenditures" means allowable grant obligations incurred during the periods specified below. (See 34 CFR 75.703 and 2 CFR 200.8, 200.34 and Subpart A as applicable.)

For budget expenditures made with Federal grant funds, you must provide an explanation in Section E (Budget Information) if you have not drawn down funds from the G5 System to pay for these budget expenditures.

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

- Report your actual budget expenditures for the entire previous budget period in item 8a. If you are reporting on the first budget period of the project, leave item 8a blank. Please separate expenditures into Federal grant funds and non-Federal funds (match/cost-share) expended for the project during the entire previous budget period.

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

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

- Report your actual budget expenditures for the entire previous budget period in item 8a. Please separate expenditures into Federal grant funds and non-Federal funds (match/cost-share) expended for the project during the entire previous budget period.

- Report your actual budget expenditures for the final budget period (Year 5) in item 8b. Please separate expenditures into Federal grant funds and non-Federal funds (match/cost-share) expended for the project during the final budget period.

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

- Report your actual budget expenditures for the entire project period (i.e., the performance period) in item 8c. Please separate expenditures into Federal grant funds and non-Federal funds (match/cost-share) expended for the project during the entire project period. Your project period (performance period) start and end dates are found in Block 6 of the GAN.

# Item 9. Indirect Costs

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

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

- Item 9a -- Please check "yes" or "no" in item 9a to indicate whether or not you are claiming indirect costs under this grant.
- Item 9b -- If you checked "yes" in item 9a, please indicate in item 9b whether or not your organization has an Indirect Cost Rate Agreement that was approved by the Federal government.
- Item 9c -- If you checked "yes" in item 9b, please indicate in item 9c the beginning and ending dates covered by the Indirect Cost Rate Agreement. In addition, please indicate whether ED or another Federal agency (Other) issued the approved agreement. If you check "Other," please specify the name of the Federal agency that issued the approved agreement. *For Final Performance Reports only*, check the appropriate box to indicate the type of indirect cost rate that you have – Provisional, Final, or Other. If you check "Other," please specify the type of indirect cost rate.
- Item 9d –Please indicate whether you are using a restricted indirect cost rate that is included on your approved Indirect Cost Rate Agreement or whether you are using a restricted indirect cost rate that complies with 34 CFR 76.564(c)(2). Note: State or Local government agencies may not use the provision for a restricted indirect cost rate specified in EDGAR, 34 CFR 76.564(c)(2). Check only one response. Enter "N/A" if this item is not applicable.

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

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

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

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

# Item 11. Performance Measures Status

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

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

# Item 12. Certification

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

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

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

If the grantee has any known internal control weaknesses concerning data quality (as disclosed through audits or other reviews), this information must be disclosed under Section F (Additional Information), as well as the remedies taken to ensure the accuracy, reliability, and completeness of the data.

# Instructions for the Performance Report Data Form

## Instructions for Sections A and B

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

Sections A and B contain columns for Years 1 through 5 of the projects. Fill in the column that corresponds to the project year that is being reported. In Year 1, this would be column Y1. In Year 2, this would be Y2, etc.

***Example:***

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

| ***Example*** | **Y1** | **Y2** | **Y3** | **Y4** | **Y5** |
|---|---|---|---|---|---|
| a. Number funded to be served | 100 | | | | |

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

| ***Example*** | **Y1** | **Y2** | **Y3** | **Y4** | **Y5** |
|---|---|---|---|---|---|
| a. Number funded to be served | | 100 | | | |

The **Final Performance Report (Year 5)** should take either of the following formats:

| ***Example*** | **Y1** | **Y2** | **Y3** | **Y4** | **Y5** |
|---|---|---|---|---|---|
| a. Number funded to be served | 100 | 100 | 100 | 100 | 100 |

| ***Example*** | **Y1** | **Y2** | **Y3** | **Y4** | **Y5** |
|---|---|---|---|---|---|
| a. Number funded to be served | | | | | 100 |

# Instructions for Section A – HEP Project Statistics and Reporting for GPRA

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

### *Item A1*

Item A1 requests information on the number of students served during the reporting period. Item A1a requests data on the number of students that the project was funded to serve. Item A1b requests data on the number of students actually served in HSE instruction, which is further disaggregated in items A1b 1 and 2 into the number of students served in HSE instruction who were new participants and returning participants, respectively.

### *Definitions*

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

- ***Number funded to be served***: Number of participants officially funded by the HEP grant to be enrolled in HSE instruction in your HEP project during this reporting period.

- ***Number served in HEP HSE instruction***: The number of HEP HSE eligible students who completed intake and were enrolled and attending HEP HSE instruction for at least 12 hours of instructional services in this reporting period or who were enrolled for the sole purpose of taking the HSE assessment in the reporting period.

- ***New participants:*** HEP students who completed intake, were enrolled, and received at least 12 hours of HSE instruction in the reporting period who were **new** to the project (i.e., not enrolled in HEP HSE instruction in the immediately previous budget period). This is a subset of the number served.

**Notes:**

1.) Students who participated in HEP services during budget periods other than the immediately previous budget period are considered "New Participants."

2.) This count would also include any students who participated in HEP services in the immediately previous budget period but were not counted as persisters at the end of that budget period because they did not enroll in the HEP services during the current reporting period until after the APR was submitted.

- ***Returning participants:*** HEP students who met the following criteria:
  - completed intake in the budget period immediately previous to the one being reported,
  - did not attain a HSE in the budget period immediately previous to the one being reported, but either
    - were enrolled and attending HEP HSE instruction for at least 12 hours of instructional services in the current reporting period, or
    - were enrolled for the sole purpose of taking the HSE assessment in the current reporting period. (This is a subset of the number served.)

**Note:**

1. This count should equal the number of persisters (including persisters from the fifth year of the grant) from the budget period **immediately previous to the one being reported.** In other words, this count includes students who participated in project services in the current reporting period but did not complete intake in this reporting period.
2. Students from the immediately previous budget period who returned to the project during the current reporting period **after the due date for the APR** must be reported as "New Participants" in the current reporting period.
3. Similarly, students who return to HEP in the current reporting period from any budget period other than the immediately previous budget period are to be reported as "New Participants" in the current reporting period.

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

- The number of students reported in items A1b1 and A1b2 should sum exactly to the number of students reported in item A1b.

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

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

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

| A1. Number of students served during reporting period. | **Y1** | **Y2** | **Y3** | **Y4** | **Y5** |
|---|---|---|---|---|---|
| a. Number funded to be served | 60 | 60 | 60 | 60 | 60 |
| b. Number served in HEP HSE instruction (*note: A1b1 + A1b2 should sum to equal A1b)* | 48 | 48 | 60 | 60 | 60 |
| 1. Number served who were **new participants** (first year in HEP) (subset of A1b) | 48 | 45 | 55 | 57 | 56 |
| 2. Number served who were **returning participants** (subset of A1b) | 0 | 3 | 5 | 3 | 4 |

## *Item A2*

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

### *Definitions*

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

- ***HSE attainers:*** HEP students who took the last HSE sub-test during the reporting period and received a HSE certificate by the end of the reporting period. To best capture this data, the grantee should maintain a database of the students enrolled in the project, identifying those students who attain a HSE, the date of HSE attainment, the name of HSE test that each student took, and the HSE Credential Number or Identification Number (ID). Further, grantees should keep a copy of the HSE credential or transcript. This procedure should apply to all counts for which **actual** (as opposed to projected) attainment or placement data is necessary. Returning students who do not complete coursework, but do attain a HSE, should be counted as "HSE attainers."

- ***Withdrawals:*** The number of HEP students who:
  - completed intake and were enrolled and attending HEP HSE instruction for at least 12 hours of instructional services in the current reporting period, and;
  - left the HEP project with or without completing coursework, but without attaining a HSE, or did not return for instruction in the subsequent budget period prior to the APR due date.

  If a student who is in "withdrawn" status for the current reporting period returns to project services after the APR is submitted, s/he should complete the intake process again and be counted as a "new" student in that subsequent budget period.

- ***Persisters:*** The number of HEP students who:
  - completed intake and were enrolled and attending HEP HSE instruction for at least 12 hours of instructional services in the current reporting period and did not attain a HSE, but either
    - re-enrolled for continuing instructional services in support of a HSE in the **subsequent** budget period prior to the OCT. 30th APR submission date, or
    - re-enrolled for the sole purpose of taking the HSE assessment in the subsequent budget period prior to the OCT. 30th APR submission due date.

**Note:** Persisters can be counted in all years of the 5-year grant cycle (i.e., Y1-Y5). Those students who are counted as persisters in the 5th year's performance report will be counted as ***"returning students" in the Year 1 APR of the next grant.*** Since the students are persisters from the previous grant's Year 5, you will not need to re-establish eligibility for those students. (See question H3 in the HEP/CAMP Eligibility Guidance.)

- ***Target number of HSE attainers:*** The target for total number of HSE attainers served over the entire project period, which was established by each project in its approved application.

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

- The sum of items A2a-c should equal the count reported in item A1b (no. served). The MS Excel Form is formulated to comply with this rule and displays a feedback message titled "Your data input accuracy result." "Pls Check" implies an error and "Good Job" implies correct calculation.
- The number of persisters reported here would be equal to the returning participants in the subsequent budget period's APR.

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

| 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).** | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| 1. Number of HSE attainers who were new participants. | | | | | |
| 2. Number of HSE attainers who were returning participants. | | | | | |
| 3. Number of HSE attainers who passed the HSE assessment in the English Language. | | | | | |
| 4. Number of HSE attainers who passed the HSE assessment in the Spanish Language. | | | | | |
| 5. Number of HSE attainers who passed the HSE assessment in a language other than English or Spanish. | | | | | |
| b. Number of withdrawals | | | | | |
| 1.Number of withdrawals who were new participants. | | | | | |
| 2.Number of withdrawals who were returning participants. | | | | | |
| 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 complete their first academic year of college and have returned by APR due date of the subsequent budget period to continue instructional services). | | | | | |

### *Item A3 (GPRA 2)*

Item A3 collects data on the post-HSE placement of HSE attainers during this reporting period. The counts reported in items for A3a are subsets of the total number of HSE attainers who received follow-up (reported in Item A4). This count is a subset or equal to the count reported in A2a (no. of HSE attainers). As a subset, the count reported in item A3a should be equal to or less than the count reported in Item A4a (no. of HSE attainers you were able to track for follow-up data), which should be equal to or less than the count reported in Item A2a. (The MS Excel Form is formulated to perform this calculation.)

The counts reported in Items A3a1-3 are unduplicated subsets of Item A3a. That is, each HSE attainer can only be classified into one placement group, **even if they achieved multiple placements**. Grantees should determine in which placement group to place attainers who achieve multiple placements.[4]

Completion of Item A3 requires follow-up with HSE attainers; data regarding follow-up is described in Item A4. If grantees used sampling to follow up with HSE attainers, grantees must report unweighted values in Items A3 and A4 and describe the sampling procedures utilized in Section F.

## *Definitions*

- ***Reporting Period:*** The 12-month period of time that is equal to the budget period found in Block 6 of the GAN.
- ***Placement of HSE attainers:*** Of those students who attained a HSE in the current reporting period, report the number who entered postsecondary education or training programs, upgraded employment, or the military. In situations where students attained multiple placements, count each student **only once** for the total in question A3a to report an unduplicated count. Placement status should be

[4] Grantees may report additional information, such as the number of grantees who achieved multiple placements, in Section F of the APR.

captured any time after the HSE is attained but before the performance report is due for that same reporting period, and should be based on **actual placement** and not on anticipated placement.

- ***Postsecondary Education or Training Programs*:** For a student to be considered as placed in a postsecondary education or training program, they must enter **at least one** of the following programs:
  1. A postsecondary education program at an IHE designed to ultimately attain an A.A., B.A., B.S. or other degree. **OR**
  2. An industry-recognized postsecondary vocational or career and technical education program, designed to attain a credential, certificate, or degree that would assist one in obtaining upgraded employment.

- ***Upgraded employment:*** For a student to have attained upgraded employment, **at least one** of the following criteria must be met:
  **1)** Move to a job that provides more hours (and, as a result, increased pay) compared to the job immediately prior to and/or during instructional services. This may be a job change with the same employer or a job with a new employer. **OR**
  **2)** Move to a job with increased benefits, such as healthcare, worker's compensation, unemployment insurance, social security, and vacation and sick leave, compared to job immediately prior to and/or during instructional services. This may be a job change with the same employer or a job with a new employer. **OR**
  **3)** Position upgrade with same employer, such as a move to a supervisory position, compared to job at that employer immediately prior to and/or during instructional services. **OR**
  **4)** Move to a new job with predefined career ladder, regardless of wage change (e.g. management trainee, formal apprenticeship), compared to career ladder options at job immediately prior to and/or during instructional services. This may be a job change with the same employer or a job with a new employer. **OR**
  5) Move to a job with higher hourly wages, or a higher salary, compared to the hourly wages, or salary, at the job immediately prior to and/or during instructional services. This may be a job change with the same employer or a job with a new employer. This category also accounts for students who obtain a job where they previously had been unemployed.

- ***Target number of HSE attainers who entered post-secondary education or training programs:*** The target for total number of HSE attainers who entered post-secondary education or training programs, upgraded employment, or the military, for the entire program period, which was established by each program in its application.

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

- Items A3a 1-3 should sum to the count reported in Item A3a.
- The count reported in Item A3a should be equal to or less than the count reported in Item A4.
- The count reported in Item A3a cannot be greater than the count reported in Item A2a.

**Reporting Block, Item A3** (For illustration purposes only; do not report data here)

| 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 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)** | | | | | |
| 1. Number of HSE attainers who entered postsecondary education or training programs | | | | | |
| 2. Number of HSE attainers who obtained upgraded employment | | | | | |
| 3. Number of HSE attainers who entered the military | | | | | |

### *Item A4*

Item A4 collects data on the number of HSE attainers for whom follow-up data was collected. The count reported in item A4 cannot be greater than the count reported in Item A2a. The count reported in Item A4a is the number of HSE attainers from the current report period with whom follow-up contact was successfully made. Follow- up must be attempted with every HSE attainer. If grantees used sampling to follow up with HSE attainers, grantees must report unweighted values in Items A3 and A4 and describe the sampling procedures utilized in Section F.

### *Definitions*

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

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

- The count reported in Item A4a should be less than or equal to the count reported in Item A2a. The MS Excel Form is formulated to comply with this rule and will display a feedback message. "Pls Check" will display in case of an error. "Good Job" will display if the calculation is correct.

**Reporting Block, Item A4** (For illustration purposes only; do not report data here)

| 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 | | | | | |

### *Item A5*

Item A5 collects data on the amount of time necessary for HSE attainment by successful project participants who attained a HSE in the current reporting period. Items A5a-c request unduplicated counts of the number of HSE attainers who attained their HSE within one year, between one and two years, and after more than two years in the project, respectively. Each HSE attainer will be classified into one group. Note that follow-up with HSE attainers should not be necessary to report these counts. Rather, project documentation should contain the relevant records necessary to complete these items.

### *Definitions*

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

- ***Data quality check (the MS Excel Form is formulated to perform this calculation).*** The counts reported in Items A5a-c should sum to the count reported in Item A2a. The MS Excel Form is formulated to comply with this rule and will display a feedback message. “Pls Check” will display in case of an error. “Good Job” will display if the calculation is correct.

**Reporting Block, Item A5** (For illustration purposes only; do not report data here)

| 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 | | | | | |
| b. Number of HSE attainers who got their HSE after more than one, but within two reporting periods of your project | | | | | |
| c. Number of HSE attainers who got their HSE after more than two reporting periods of your project | | | | | |

### *A6. Performance Calculation Table*

For your convenience, this table calculates project performance on GPRA Measures 1 and 2, as well as the Efficiency Ratio. See definitions above. To properly calculate the performance and efficiency measures, in Item “Annual Award Amount” you must enter the amount from the annual Grant Award Notification (GAN) for the corresponding year, **not** including carryover. Ensure that the Performance Calculation Table is complete before calculating Block E 2, as the data check in “Proposed Expenditures” is dependent upon the accuracy in the A6 Performance Calculation Table. Please note, these are ***preliminary*** performance and efficiency results based on data reported; should data be revised during the course of the APR review process, the results will be affected.

# Instructions for Section B – HEP Project Student Participant Information

### *Item B1*

Item B1 collects data on the nature and amount of educational and supportive services received by students enrolled in project services in the current reporting period. Items B1a-c request data on:

- Total instructional hours received by students,
- Total number of students receiving varied educational and supportive services and financial support.

### *Definitions*

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

- ***HSE instruction hours:*** Direct "treatment" services leading toward attainment of a HSE. Calculate the number of hours of instruction each student received during the current reporting period and add those numbers together to obtain the total hours of HSE instruction received by all students (Item B1a) and all HSE attainers (Item B1b).

- ***Educational services:*** Services **provided by HEP staff** in support of attainment of a HSE and/or placement in postsecondary education, upgraded employment or a career in the military. These include ancillary services provided in support of direct services, such as coaching and tutoring. This item requires a count of the ***total number of students*** who received educational services during the current reporting period, not the total number of educational services received.

- ***Supportive services:*** Other project or related non-instructional services, including essential supportive services, **provided by HEP staff** in support of attainment of a HSE and/or placement in post-secondary education, upgraded employment or a career in the military. This item requires a count of the ***total number of students*** who received other support services, not the total number of other support services received.

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

- ***Mentoring or coaching:*** Advisory services provided by HEP in support of general academic career and post-HSE placement.

- ***Counseling or guidance services:*** Services provided by HEP in support of work-life balance and other psycho-social aspects of HSE attainment and post-HSE placement and persistence in higher education, military, or a vocational/training program.

- ***Room and Board:*** Generally includes a place to live and the amenities that come with that (bed, electricity, water, etc.) and food.

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

*Data quality checks (The MS Excel Form is formulated to perform the calculation.)*

- The count reported in Item B1b should be equal to or less than the count reported in Item B1a. (The MS Excel Form is formulated to perform this calculation. If the number in B1b is greater than the amount in B1a, an error message will display.)
- The counts reported in Item B1c 1-4 may be duplicated, as some students may receive multiple Educational, Supportive Services, or Financial Support. However, the value of any individual count cannot exceed the count reported in Item A1b (total number served). (The MS Excel Form is formulated to perform this calculation. If the number in B1b is greater than the amount in B1a, an error message will display.)

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

| B1. Educational and supportive services, and financial support received by HEP HSE enrolled students during the reporting period. | **Y1** | **Y2** | **Y3** | **Y4** | **Y5** |
|---|---|---|---|---|---|
| a. Total HSE instruction **hours** received by all HEP HSE enrolled students. | | | | | |
| b. Total HSE instruction **hours** received by HSE attainers. | | | | | |
| c. **Total number of students** receiving the following types of services:[5] | | | | | |
| ***Educational and Supportive Services*** Please indicate **the number of students** receiving instructional support services. | | | | | |
| 1. Tutoring | | | | | |
| 2. Counseling or guidance services | | | | | |
| 3. Other Educational or Supportive Services, including mentoring or coaching, college transition services, work training services, transportation, child care, and job placement services. | | | | | |
| ***Financial Support*** Please indicate **the number of students** receiving financial support . | | | | | |
| 4. Financial support | | | | | |
| a. Stipends | | | | | |
| b. Room and Board | | | | | |
| c. Other Financial Support, including tuition, books and materials. | | | | | |

[5] Item B1c requires grantees to report whether or not **a student** has received a service in any quantity. The total hours received or total number of visits received, etc. should not be reported here.

# Instructions for Section C– HEP Project Services Information

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

### *Item C1*

Item C1 collects data on the project model used during the reporting period. Items C1 a-d request data on the commuter or residential status of the project, the language in which project services are provided, and whether the project is at a two-year or four-year institution, or a non-profit organization.

### *Definitions*

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

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

| C1. Project Model Characteristics | |
|---|---|
| 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. In what languages are project services provided? (Check all that apply.) | ☐ English<br>☐ Spanish<br>☐ Other |
| d. Is this project in a four-year or two-year institution, or in a non-profit organization? | ☐ Four Year<br>☐ Two Year<br>☐ Non-Profit |

### *Item C2*

Item C2 collects data on student assessments. Item C2a requests data on the assessments your students take to attain high school equivalency. Item C2a contains a check-box for the allowable response. There should be no other written response to item C2a.

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

| C2. Project Student Assessment Information Related to this Reporting Period | |
|---|---|
| a. Which HSE assessment(s) does your project use? | ☐ GED® 2014 Series<br>☐ HiSET®<br>☐ TASC®<br>☐ Other |

# Instructions for Section D – HEP Project Goals and Objectives

In the approved grant application, grantees established project objectives that stated what the grantee hoped to achieve with the funded project. Generally, one or more performance measures also were established for each project objective. These performance measures serve to demonstrate whether grantees met or are making progress towards meeting each project objective.

Grantees must also report on the results to date of their project evaluation as required under EDGAR, 34 CFR 75.590. According to the instructions below, for each project objective included in the approved grant application, grantees must provide quantitative and/or qualitative data for each associated performance measure for this reporting period. You also must explain how the data on your performance measure(s) demonstrates whether you have met or are making progress towards meeting each project objective.

**Note:** Complete data *must* be submitted for any project-specific performance measures relevant to the current reporting period that were included in the approved grant application.

### *Section 1) Project Objective:*

Enter each project objective from the approved grant application. Only one project objective should be entered per table. Project objectives should be numbered sequentially (i.e., 1., 2., 3., etc.) Data on GPRA objectives should not be reported in this section. (GPRA data only should be entered in section A of the form.)

**Performance Measure, Actual Performance Data, Target, and Outcome:**

For each project objective, enter the associated performance measure(s). There may be multiple performance measures associated with each project objective. Each performance measure that is associated with a particular project objective should be labeled using an alpha indicator. ***Example***: The first performance measure associated with project objective "1" should be labeled "1.1," the second performance measure for project objective "1" should be labeled "1.2," etc. The grantee must also provide the target that was established for each performance measure in the approved grant application, as well as the outcome for each performance measure.

For performance measures that are stated in terms of a single number (e.g., the number of workshops that will be conducted or the number of students that will be served), the target and actual performance data should be reported as a single number, and not a percentage.

### *Section 2) Final Performance Report __ONLY__:*

This information covers the entire project report period (five years) (maximum 2500 words per question).

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.

2. What would you recommend as advice to other educators who are interested in your project? How did the original project ideas change as a result of conducting the project?

3. If applicable, describe your plans for continuing the project (sustainability; capacity building) and/or disseminating the project results.

## Instructions for Section E – HEP Project Budget Information

**Report in column (a) carryover funds in their correct category amounts from the previous budget period. Report in column (b) the recommended funds, by budget category, for the current budget period. Report in column (c), the total revised budget amounts (using your approved, revised budget as in your ED524B Form). Report in column (d), your project's actual expenditures for this reporting period.**

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

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

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

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

# Instructions for Section F – Additional Information

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

- If applicable, please provide a list of current partners on your grant and indicate if any partners changed during the reporting period. Please indicate if you anticipate any change in partners during the next budget period. If any of your partners changed during the reporting period, please describe whether this impacted your ability to achieve your approved project objectives and/or project activities.
- Note: Do not submit requests in this report for supplemental funds, any changes that you wish to make in the grant's activities for the next budget period, or key personnel changes. Requests for these actions must be made separately to the program office for review and approval decisions.
- Provide any other appropriate information about the status of your project including any unanticipated outcomes or benefits.