IS APR
Technical Assistance
January 26, 2022
Agenda

- Welcome – Jason Cottrell, Nemeka Mason
- APR Section 1 – Executive Summary
  - Section 2 – GPRA and Endowments
  - Section 3 – Activities, Objectives, and Performance Measures; and Budget
  - Section 4 – LAA’s
  - Section 5 – Institutionalization
Section 1: Executive Summary

All questions are limited to 1500 characters or less (approximately 250 words) unless otherwise stated. Keep in mind that all questions, unless otherwise stated, pertain to the reporting period indicated above.

1. The goals of Titles III, V, and VII grants are to strengthen an institution’s capacity to serve low-income and minority students. Use the following questions to summarize how your grant is enabling your institution to fulfill the legislative intent of the Titles III, V, or VII program during the most recently completed grant period.

You have 1500 character(s) left.

1a. Summarize the impact your institution’s Titles III, V, or VII grant has had on enrollment this year.
Institutional Measures (GPRA Indicators)

Complete the following table up through the current Reporting Period. Your "Total Fall Enrollment" and "Fall to Fall Retention %" should come from the Fall Census Data.

Note: You must complete the table up through the current Reporting Period in order to submit your report.

<table>
<thead>
<tr>
<th>Grant Year Collection Year</th>
<th>Pre-Grant (2015-16)</th>
<th>Year 1 (2016-17)</th>
<th>Year 2 (2017-18)</th>
<th>Year 3 (2018-19)</th>
<th>Year 4 (2019-20)</th>
<th>Year 5 (2020-21)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Fall Enrollment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall-to-Fall Retention %</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2-Year Graduation Rate (2-Year)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4-Year Graduation Rate (2- &amp; 4-Year)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Endowment

**Note:** You must answer all questions in order to submit your report.

1. Do you have an Endowment Challenge Grant that has not matured?
   - [ ] Yes
   - [ ] No

2. Are grant funds from this award being used for an endowment activity?
   - [ ] Yes
   - [ ] No

3. Do you have an endowment activity on a previous award not matured?
   - [ ] Yes
   - [ ] No

If yes to any of the above questions, you will be required to complete the FY 20XX Endowment Financial Report (OMB 1840-0564) by the deadline. The report is available on the EFRS tab in this system.

[Save] [Save and Continue]
APR Section 3A

Project Objectives

Note: You must answer all questions in order to submit your report.

NEW IN 2022! For returning users, Questions 1 and 2 on Tab 3A have been prepopulated from the report submitted last year. You may make edits if necessary by clicking directly into the appropriate field.

1. What is the overall goal of your grant?

2. What is the expected long-term impact of the grant project on the institution?
Grant Activities

Note: You must answer all questions in order to submit your report.

NEW IN 2022! For returning users, all ACTIVITIES and OBJECTIVES on Tab 3B have been prepopulated from the report submitted last year. You may make edits if necessary by clicking the appropriate EDIT button right above the item.

PLEASE NOTE: PERFORMANCE MEASURES were NOT prepopulated, so they must all be re-entered. The first Performance Measure for each of your Objectives is blank. Click the EDIT button just above it to re-enter it. Click the ADD ANOTHER PERFORMANCE MEASURE button where appropriate to enter more.

Number of Grant Activities: 0

Grantees should report on the status of their project objective (as stated in their application). Please provide the information requested for each project objective in the following table. In the narratives for this section please address the quality of the change (positive or negative).

Add an Activity

Continue to Section 3C
APR Section 3B

• **Grant Activities** — The intended development, implementation, or restructuring of project, programs, or services. Grant activities may have multiple interconnected objectives designed to increase the success of projects, programs, and services.
  
  - Increase Student Success and Student Supplemental Instruction Programs
APR Section 3B

• **Objective** – The plan to affect change within an activity. Applicants develop objectives within their grant applications with the goal to achieve change within the institution. There may be multiple project objectives for each grant activity.
  
  • Increase Student Success and Student Supplemental Instruction Programs
    • Increase the number of students eligible for admission to the XYZ Program by 10% by May 31, 2020
    • Increase the number of students eligible for admission to the XYZ Program – Level II by 10% by May 31, 2020
APR Section 3B

• **Performance Measure** – Any quantitative indicator, statistic, or metric used to gauge GPRA, project, or performance. There may be multiple performance measures associated with each project objective.
  
  - Increase Student Success and Student Supplemental Instruction Programs
    - Increase the number of students eligible for admission to the XYZ Program by 10% by May 31, 2020
      - **Number of students passing Course 101 will increase from 50 to 75 in December 2019**
      - **Number of students eligible for TEST ABC will increase from 40 to 55 by March 2020**
    - Increase the number of students eligible for admission to the XYZ Program – Level II by 10% by May 31, 2020
      - **Number of students passing Course 101 will increase from 10 to 12 in December 2019**
      - **Number of students eligible for TEST ABC will increase from 20 to 25 by March 2020**
APR Section 3B

Grant Activities - Decrease the time through Supplemental Instruction (non-credit) Courses into introductory college-level Math and English; baseline of 1.5 years of non-credit course work

Objective & Performance Measure

1. Conduct a six-week Summer Bridge Program (SBP) that enrolls 100 students during initial year
   1. 50% of enrollees will be students from local school district
   2. 60% of students who complete all four weeks will test at least one level higher in English
   3. 45% of students who complete all four weeks will test at least one level higher in Math
   4. 65% of SBP 2021 enrollees will register and enroll in Fall 2021 courses
   5. 40% of SBP 2021 enrollees will register and enroll in Spring 2022 courses

2. Conduct a three-week Winter Bridge Program (WBP) that enrolls 30 students during initial year
   1. 40% of enrollees will be students from local school district
   2. 40% of students who complete all four weeks will test at least one level higher in English
   3. 25% of students who complete all four weeks will test at least one level higher in Math
   4. 65% of WBP enrollees will register and enroll in Spring 2022 courses
   5. 40% of WBP enrollees will register and enroll in Fall 2022 courses
APR Section 3B

Grant Activity

Activity Description:
Please enter the name of your Activity followed by a brief description of it.

Note: You must add at least one objective and one performance measure for every activity in order to submit your report.
Objective

Objective Description:
Please enter the name of your Objective with a brief description of it, including data and references to goals stated in your application as appropriate, to document the work towards this objective during the current reporting period. Please include any unexpected results, and any details necessary to fully describe the current objective status as appropriate (e.g., updated completion date, whether a change in objective was approved by the Program Office, why objective will not be achieved, etc.).

Objective Status: On schedule
APR Section 3B

Performance Measure

Performance Measure Description: ?
Please enter the name of your Performance Measure followed by a brief description of it, including (a) how you will know you’ve accomplished the Objective, and (b) what is the evidence of that accomplishment.

Measure Type: ?
Date Measured:

Frequency Measured: ?

Data Type: ○ Raw Number ○ Ratio

Target

Actual

Note: You must answer all questions above in order to save your objective & performance measure. If you have more than one performance measure for this objective, you can add it after you click Save.
Number of Grant Activities: 1

Grantees should report on the status of their objective (as stated in their application). Please provide the information requested for each objective in the following table. In the narratives for this section please address the quality of the change (positive or negative).

Add a new Grant Activity

Grant Activity 1/1

Tutoring: outreach to students to help them with their studies...

Objective 1/1

Improve student performance. Help students improve grades and information retention...

Performance Measure 1/1: Improve Grades by at least one letter after one semester of tutoring...

Add another Performance Measure to this Objective

Add another Objective to this Activity
Number of Grant Activities: 1

Grantees should report on the status of their objective (as stated in their application). Please provide the information requested for each objective in the following table. In the narratives for this section please address the quality of the change (positive or negative).

+ Add an Activity

Grant Activity 1/1

Tutoring: outreach to students to help them with their studies...

Objective 1/1

Improve student performance. Help students improve grades and information retention...

Performance Measure 1/1

Improve Grades by at least one letter after one semester of tutoring...

+ Add Another Performance Measure

+ Add an Objective and Performance Measure to Grant Activity 1

**Each activity requires at least one objective and one performance measure. When you enter an objective, you will be required to enter at least one performance measure in order to save your information.**
The Expand button has now changed to a Collapse button

Greyed Out fields are not editable
Number of Grant Activities: 1

Grantees should report on the status of their objective (as stated in their application). Please provide the information requested for each objective in the following table. In the narratives for this section please address the quality of the change (positive or negative).

Grant Activity 1/1

Tutoring: outreach to students to help them with their studies....

Objective 1/1

Improve student performance. Help students improve grades and information retention....

Performance Measure 1/1

Improve Grades by at least one letter after one semester of tutor...

Each activity requires at least one objective and one performance measure. When you enter an objective, you will be required to enter at least one performance measure in order to save your information.
Grant Activity 1/1

Tutoring: outreach to students to help them with their studies...

Objective 1/1

Objective Description:
Please enter the name of your Objective with a brief description of it, including data and references to goals stated in your application as appropriate, to document the work towards this objective during the current reporting period. Please include any unexpected results, and any details necessary to fully describe the current objective status as appropriate (e.g., updated completion date, whether a change in objective was approved by the Program Office, why objective will not be achieved, etc.).

Improve student performance. Help students improve grades and information retention.

You have 1416 characters left.

Objective Status: On schedule

Performance Measure 1/1: Improve Grades by at least one letter after one semester of tutor...

Now you may edit this field

Save button
Cancel button
Delete button
# APR Section 3C

## Budget

Enter your budget. If you click the "changes" box, a text field will display within that section for you to enter a line item budget narrative explaining the changes.

**Note:** You must enter numbers in any applicable fields in the table below in order to submit your report.

**NEW IN 2022!** For returning users, **CARRYOVER BALANCES on Tab 3C** have been prepopulated from the report submitted last year. You may make edits if necessary by clicking directly into the appropriate field.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Category</td>
<td>Carryover Balance (Previous Year)</td>
<td>Actual Budget</td>
<td>Total Budget (B+C)</td>
<td>Expenditures</td>
<td>Non-Federal Expenditures</td>
<td>Carryover Balance (Current Year)</td>
<td>Carryover Percentage (G/D as %)</td>
<td>Next Year's Actual Budget</td>
<td>Changes</td>
</tr>
<tr>
<td>Personnel</td>
<td>$...</td>
<td>$...</td>
<td>$...</td>
<td>$...</td>
<td>$...</td>
<td>$...</td>
<td>0.0%</td>
<td>$...</td>
<td>$...</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>$...</td>
<td>$...</td>
<td>$...</td>
<td>$...</td>
<td>$...</td>
<td>$...</td>
<td>0.0%</td>
<td>$...</td>
<td>$...</td>
</tr>
<tr>
<td>Travel</td>
<td>$...</td>
<td>$...</td>
<td>$...</td>
<td>$...</td>
<td>$...</td>
<td>$...</td>
<td>0.0%</td>
<td>$...</td>
<td>$...</td>
</tr>
<tr>
<td>Equipment</td>
<td>$...</td>
<td>$...</td>
<td>$...</td>
<td>$...</td>
<td>$...</td>
<td>$...</td>
<td>0.0%</td>
<td>$...</td>
<td>$...</td>
</tr>
<tr>
<td>Supplies</td>
<td>$...</td>
<td>$...</td>
<td>$...</td>
<td>$...</td>
<td>$...</td>
<td>$...</td>
<td>0.0%</td>
<td>$...</td>
<td>$...</td>
</tr>
</tbody>
</table>
APR Section 4

Section 4: Legislatively Allowable Activities (LAAs)
Enter the funds expended on this activity as appropriate in the LAA table. This process will show how the funds used to carry out the grant activity relate to each of the activities that are allowed under the law.

How should I distribute the spending among the LAAs?
Instead of grouping expenditures by the standard budgetary line items this step asks you to think of activity expenses in a different way. We want you to group the expenditures according to the intent of the legislation. The specific activities expressed in the legislation should serve as the framework for the distribution of activity expenses—do your best to adopt your specific expenses with existing LAAs, but if none adequately capture your activity, you may add a category at the bottom of the table in the “Other” category. Remember that we are trying to aggregate expenses across many projects, so adhering to the LAAs to the greatest extent possible assists our program analysis.

The system will total the numbers you enter into each LAA category and display it at the bottom of the page.

Click the Edit button next to each Activity. If you need to add new Activities, go to Section 3B.

<table>
<thead>
<tr>
<th>Grant Activity</th>
<th>LAAs</th>
<th>Total Dollars Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Activity 1</td>
<td>Tutoring: outreach to students to help them with their studies</td>
<td>LAAs:</td>
</tr>
</tbody>
</table>

Total Dollars Spent on All Activities $0.00

Continue to Section 5
APR Section 4

Click the Edit button next to each Activity. If you need to add new Activities, go to Section 38.

<table>
<thead>
<tr>
<th>Grant Activity</th>
<th>LAAs</th>
<th>Total Dollars Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grant Activity 1:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tutoring: outreach to</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>students to help them</td>
<td></td>
<td></td>
</tr>
<tr>
<td>with their studies.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Dollars Spent on All Activities** $0.00

Continue to Section 5
APR Section 4

Grant activity 1:
Tutoring: outreach to students to help them with their studies.

Distribute the funds spent on this activity according to the appropriate Legislatively Allowable Activity (LAA). If no LAA adequately captures all or part of your activity expense, you may add a category at the bottom of the table in "Other" category.

Note: You must put a dollar amount in at least one LAA category.

<table>
<thead>
<tr>
<th>LAA Category (Note: All listed activities are directly from legislation.)</th>
<th>Dollars Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase, rental, or lease of scientific or laboratory equipment for educational purposes, including instructional and research purposes.</td>
<td>$25,000</td>
</tr>
<tr>
<td>Construction, maintenance, renovation, and improvement in classrooms, libraries, laboratories, and other instructional facilities.</td>
<td></td>
</tr>
<tr>
<td>Support of faculty exchanges, faculty development, and faculty fellowships to assist in attaining advanced degrees in the field of instruction of the faculty.</td>
<td></td>
</tr>
<tr>
<td>Purchase of library books, periodicals, and other educational materials, including telecommunications program materials.</td>
<td></td>
</tr>
<tr>
<td>Support for low-income postbaccalaureate students including outreach, academic support services, mentoring, scholarships, fellowships, and other financial assistance to permit the enrollment of such students in postbaccalaureate certificate and postbaccalaureate degree granting programs.</td>
<td></td>
</tr>
<tr>
<td>Funds management, administrative management, and acquisition of equipment for use in strengthening funds management.</td>
<td></td>
</tr>
<tr>
<td>Academic tutoring, counseling, and student support service programs designed to improve academic success.</td>
<td></td>
</tr>
</tbody>
</table>
## APR Section 4

Click the Edit button next to each Activity. If you need to add new Activities, go to Section 3B.

<table>
<thead>
<tr>
<th>Grant Activity</th>
<th>LAAs</th>
<th>Total Dollars Spent</th>
</tr>
</thead>
</table>
| **Grant Activity 1:** Tutoring; outreach to students to help them with their studies. | - Purchase, rental, or lease of scientific or laboratory equipment for educational purposes, including instructional and research purposes. **Dollars Spent:** $25,000.00  
- Support for low-income postbaccalaureate students including outreach, academic support services, mentoring, scholarships, fellowships, and other financial assistance to permit the enrollment of such students in postbaccalaureate certificate and postbaccalaureate degree granting programs. **Dollars Spent:** $15,000.00 | **$40,000.00** |

<table>
<thead>
<tr>
<th>Total Dollars Spent on All Activities</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>$40,000.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

Continue to Section 5
# APR Section 5

## Section 5: Institutionalization

What are your institution's plans to institutionalize or assume the costs incurred from the projects and activities created from this grant? The desire is for there to be continuity in the work begun by this grant and the work that is done in the future. Detail your plans to accomplish that goal.

**Note:** You must answer all questions in order to submit your report.

1. The activities you entered in Section 3 should appear in the table below. Describe your institutionalization plan for each activity, and list the approved line item(s), and financial cost.

We recognize that data related to institutionalization may not be available during the current reporting period. Please contact your Program Officer if you have questions about completing this section.

<table>
<thead>
<tr>
<th>Grant Activity</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grant Activity 1</strong>&lt;br&gt;Tutoring outreach to students to help them with their studies.</td>
<td><strong>Approved Line Items</strong>&lt;br&gt;You have 1500 character(s) left.</td>
</tr>
<tr>
<td><strong>Financial Cost ($)</strong></td>
<td><strong>Institutionalization Plan</strong>&lt;br&gt;You have 1500 character(s) left.</td>
</tr>
</tbody>
</table>
Thank You!

A recording of this webinar will be posted on the Help page in about a week after closed captions have been added.