

# Gaining Early Awareness and Readiness For Undergraduate Programs

Office of Postsecondary Education  
U.S. Department of Education



## GEAR UP Annual Performance Report



# *ANNUAL CONFERENCE*

*Presenters:*

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# Purpose

## Annual Performance Reporting

- **Required under Section 75.590 of EDGAR**
- **Substantial Progress in Meeting Goals and Objectives**
- **Fiscal Management and Continued Funding**
- **Government Performance Results Act**

# Due Date

The APR is generally due each year on:

*April 15<sup>th</sup>*

Each year an instruction letter is e-mailed to project directors to confirm the due date, provide a user name and temporary password, etc.

# Reporting Period

Implementation of authorized activities and services.

## Continuing Grantee (Years 2 thru 6/7)

From the Beginning to End of the Previous Academic School Year

## New Grantee (Year 1)

From Start Date to  
March 31st

# APR Content

Grantees must complete a cover sheet and six sections:

I  
*Executive  
Summary*

II  
*Narrative  
Information*

III  
*Admin. &  
Budget*

VI  
*Demographics  
Data*

V  
*Activities*

VI  
*Student  
Outcomes*

# Cover Sheet

- **Identifying information** about the grant recipient, such as the PR/Award Number, grant recipient's name and address, name and contact information for the project director.
- **Signed and dated** by project director and certifying official
- **Current data** must be provided.

# Section I

## Executive Summary

(1-3 pages)

### Outcomes, Successes, & Challenges

- Academic performance
- Educational expectations
- Secondary graduation
- Postsecondary preparation & financing
- Postsecondary enrollment



# Section II

## Project Narrative

- **Progress Accomplishing Objectives**
- **Evaluation**
- **Sustainability**
- **Systemic change**



# Section III

## Current Budget Period

### New and Continuing Grantees



# Section III

## Federal and Matching Expenditures

- **Current Budget Period** - New and Continuing Grantees report on actual and anticipated expenditures.
- **Previous Budget Periods** - Continuing Grantees report on actual expenditures for Years 1 thru 5 or 6.

# Section III

## Budget Evaluation Factors

- **Appropriateness** – Allowable, allocable, and reasonable
- **Timeliness** – Excessive drawdown or large balance/carryover
- **Match** – Cost-share requirement
- **Students Served** – \$800 per student (only Partnership Grants)

# Section III

## Project Administration

- **Changes to Project Design**
- **Project Personnel**
- **Partners**
- **Record Keeping**
- **Scholarships**
- **Indirect Costs**



# Section IV

## Demographic Data

- **Ethnicity and/or Race**
- **Gender**
- **Limited English Proficiency**
- **Individualized Education Programs**
- **Homeless and Foster Care Students**
- **Housing Projects**
- **Participating Schools**

# Section V

**Students, Parents, and Educators participation in the activities that were implemented during the reporting period.**

- **Types of Activities**
- **Number of Participants**

**Participation in state-wide initiatives and other federally-funded programs**

- **Duplication of Effort**

# Section VI

## Student Outcomes

- **Enrollment in and Completion of Advanced Placement Courses**
- **Educational Progress – grade level performance, promotion, absences, PSAT or PLAN, and SAT and ACT.**
- **Number of GEAR UP 12<sup>th</sup> graders who graduated and enrolled in postsecondary institutions**





**QUESTIONS  
APR CONTENT**

# Final Performance Report

- **Final Performance Report.** In accordance with EDGAR Section 75.590, grantees are required to submit a final performance report.
- **Pre-expiration letter.** A reminder letter will be sent to grantees 60 days prior to the performance period end date.

# Final Performance Report

## 6<sup>th</sup> or 7<sup>th</sup> Year Grant Performance Period

- Required under Section 75.590 of EDGAR
- Substantial Progress in Meeting Goals and Objectives
- Fiscal Management
- Government Performance Results Act

# Final Performance Report

## 90-Day Closeout Period:

- Grantees must draw down funds to satisfy outstanding obligations; and
- Grantees must submit final performance report.

A 30-day extension may be granted upon request after the 90-day closeout period.

# Final Performance Report

Closing a grant in good standing:

- a. The final performance report has been received, reviewed, and accepted;
- b. Other terms of the grant were met; and
- c. A review of the financial status in G5 indicates that no funds remain in the grant account.

# Final Performance Report

The Final Performance Report consists of a cover sheet and six sections:

- Cover Sheet
- Section I – Executive Summary
- Section II – Narrative Information
- Section III – Grant Administration
- Section IV – Demographic Data
- Section V – Student Outcomes
- Section VI – Grant Budget Information



**QUESTIONS**  
**FPR CONTENT**

# Reporting System

- The Web address for the APR reporting system is: <https://opeweb.ed.gov/gearup/>
- The Web address for the FPR reporting system is: <https://opeweb.ed.gov/gearup/>
- Please contact the help desk for technical assistance with the system. The e-mail address for the help desk is: [gearupapr@cbmiweb.com](mailto:gearupapr@cbmiweb.com).
- APR User's Guide



# APR and FPR Data Entry

Cover Sheet - Data must be entered into a Microsoft Word template and then uploaded into the system as a PDF file (after signatures have been provided).

Sections I and II - Data must be entered into a Microsoft Word template and then uploaded into the system as a PDF or Word file.

Sections III, IV, V and VI - Data must be entered directly into the system. Some of the data is pre-populated.

# Getting Started

You will need to have the following information handy before you get started:

- Instruction letter from GEAR UP Director
- User Name and Default Password
- All accurate DATA needed
- Sections I and II - Microsoft Word Filed
- Cover Sheet - PDF file

# Log-in

**User ID** - PR Award Number

**Password** - A default password will be sent to you by email. You will be required to change your password after completing the initial login.

**Forgot Password** - A “forgot password” link is available in the system. Your log-in information will be e-mailed to you.

# Reporting System

- **Menu Bar** - A menu bar displays at the top of the window. This provides access to each section of the report, including the page to that allows you to submit the report.
- **Save Button** - You must click either the "Save" or the "Save and Continue" button at the bottom of each screen to save your information. If you click "Save," the page will redisplay after saving. If you click "Save and Continue," the next page will display.

# Reporting System

**Edit Checks** - Clicking on the save button will trigger edit checks for the page your working before the information is saved in the database. To complete a section, the page must be saved.

# Reporting System

- **Timeout** - The system will timeout after one hour of inactivity. The system does not consider entry into a data field as an activity.
- **Microsoft Word** - It is highly recommended that you save all of your “narratives” in Microsoft Word and then copy and paste the information into the system. Please make sure you click save frequently.

# QUESTIONS

## Reporting System