



**MISSOURI COLLEGE ACCESS CHALLENGE GRANT (CACG) PROGRAM**  
**Annual Performance Report**

1. Name of Organization/Institution: \_\_\_\_\_

2. Address: \_\_\_\_\_

3. Name of Project Director/Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

4. Name of Certifying Official: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

5. Report Period: \_\_\_\_\_ to \_\_\_\_\_  
Month/Day/Year Month/Day/Year

We certify that to the best of our knowledge, the information reported herein is accurate and complete.

\_\_\_\_\_  
Name of Project Director (Print)

\_\_\_\_\_  
Name of Certifying Official (Print)

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date

**If you have any comments or suggestions for improving this form or if you have comments or concerns regarding the status of your individual submission of the form, write directly to:** Timothy Hopkins, Missouri Department of Higher Education 205 Jefferson Street P.O. Box 1469, Jefferson City, MO 65102-1469.

## **INSTRUCTIONS:**

College Access Challenge Grant (CACG) grant awardees are required to submit an Annual Performance Report (APR). This report is used by the Missouri Department of Higher Education to determine if projects funded under CACG are making substantial progress in meeting goals and objectives of the grant, as outlined in the grant proposals. Please read the following instructions thoroughly to assist you in filling out the required report:

The APR consists of a **Cover Page** and **five sections**:

The cover page along with the APR can be e-mailed to [timothy.hopkins@dhe.mo.gov](mailto:timothy.hopkins@dhe.mo.gov) in Microsoft Word (.DOC). The actual submission deadline is presented below. Please send a coversheet, signed by both the project director and certifying official, within three days after electronic submission to the following address:

Missouri Department of Higher Education  
Attn: Tim Hopkins  
205 Jefferson Street  
P.O. Box 1469  
Jefferson City, MO 65102-1469

**APR** – includes the five sections listed below, which address the implementation of services and activities, project administration, and fiscal administration. The APR must be filled out and submitted on or before March 16, 2012. The APR includes the following sections:

Section I – Executive Summary  
Section II – Goals and Objectives  
Section III – Administration  
Section IV – Budgetary Information  
Section V – Services and Activities

Grantees are expected to provide clear and concise responses to the APR questions. Please write “Not Applicable” or “N/A” if a question does not pertain to your project. Tables can be expanded to accommodate additional information; however, the contents of the report cannot be modified.

## **SECTION I: EXECUTIVE SUMMARY**

- a. Please provide a brief description (1-2 pages) of the current status of your project.  
*Provide a brief overview and describe the extent to which you have implemented all program activities and components planned for this reporting period. Highlight your major outcomes, successes, and challenges.*

## SECTION II: GOALS AND OBJECTIVES

- Describe the progress that your project has made towards accomplishing the objectives of your project for this reporting period as outlined in your grant application. Please list your objectives in the table below, and indicate what activities have taken place, the quantitative results of those activities, and actions required (what, if any, changes do you intend to make in response to the results that you have seen). You may extend this table as needed.

<b>Objectives: List the approved objectives from your grant proposal. Where applicable, provide baseline data.</b>	<b>Activities: List the activities that have been conducted to meet the objective.</b>	<b>Results: Has the objective been met? If not, what progress have you made in reaching the objective?</b>	<b>Actions required: Are you planning to make changes to the grant in response to the results?</b>
Example: 1. Enrollment in 7 <sup>th</sup> grade pre-algebra will increase by 5% by next year. Baseline: Pre-algebra 7 <sup>th</sup> grade -- 10%	Example: After school tutoring program.	Example: Enrollment changes from 2007/08 to 2008/09: 7 <sup>th</sup> grade pre-algebra: +65%	Example: Continue to identify students needing intervention services based on achievement scores. Add science component to after school tutoring program.

- Describe any significant changes in your project design since the approval of your grant proposal (e.g., changing from individual tutoring to group tutoring or placing more emphasis on enrichment activities rather than remediation). Do you anticipate making changes to your project design during the remainder of the grant period? If so, please describe. How have any changes or anticipated changes affected your budget? How will these changes impact quantitative outcomes and your ability to meet the project's goals.

### SECTION III: ADMINISTRATION

#### 1. Organizational Structure/Capacity

- a. How does CACG fit into your organizational structure?
  
- b. What barriers or problems have you encountered in administering your project, and how have you addressed these problems?
  
- c. Please list the names and titles of key personnel that are paid by CACG Federal or matching funds, and indicate the percentage of time each individual spends working on the project. If the percentage of time is not available, you may indicate the number of hours in which the individual was paid.

Name	Title	% of Time	Federal	Non-Federal

- d. Describe any changes to key personnel of this grant that have come about over the past year, including changes in titles, changes in percentage of time that a person is devoting to the project, hiring of a key staff person, departure of a key staff person, or addition or elimination of a position. Discuss any significant changes to key personnel proposed or anticipated for the coming year. *(Please remember that a change in key personnel or the addition or elimination of position(s) requires prior approval from the Missouri Department of Higher Education. To request a change, please request an administrative action separate from this report. Your response to question 1d should be a summary of approved and completed changes that have taken place during this reporting period.)*

#### 2. Coordination

- a. How did you coordinate CACG activities and services with other programs in your region that assist students in preparing for and graduating from postsecondary education?

**SECTION IV – BUDGETARY INFORMATION**

1. In the following table, please provide information about your actual and anticipated expenditures for the current budget period. Please indicate total amounts in line C for all columns.

**Federal Budget Summary**

	<b>Challenge Grant Federal Funds Awarded for current budget period</b>	<b>Actual Challenge Grant Federal Expenditures</b>
<b>1. Salaries and Wages</b>		
<b>2. Employee Benefits</b>		
<b>3. Travel</b>		
<b>4. Materials &amp; Supplies</b>		
<b>5. Consultants &amp; Contracts</b>		
<b>6. Other</b>		
<b>A. Total Direct Costs: (Lines 1 – 6)</b>		
<b>B. Equipment</b>		
<b>C. Total Costs (A+B)</b>		

2. In the following table, provide information about your actual and anticipated non-Federal matching contributions for the *current budget period*:

**Non-Federal Budget Summary**

	Matching Contributions Proposed For Current Budget Period	Actual Matching Contributions
<b>1. Salaries and Wages</b>		
<b>2. Employee Benefits</b>		
<b>3. Travel</b>		
<b>4. Materials &amp; Supplies</b>		
<b>5. Consultants &amp; Contracts</b>		
<b>6. Other</b>		
<b>A. Total Direct Costs:</b> (Lines 1 – 6)		
<b>B. Equipment</b>		
<b>C. TOTAL COSTS</b> (A+B)		

## SECTION V: SERVICES/ACTIVITIES

1. Please enter the number of students who participated in CACG activities or received services.

Number of Students: \_\_\_\_\_

2. **Services Provided to Students:** In the following table, place an “X” in the first column next to the types of services or activities provided by your project with Federal or matching funds. For each type of service provided, indicate the number of students who received the service during the reporting period.

Place an “X” in this column if your project provides this type of service	Type of Service/Activities	Number of Students
	Information for students and families (i.e., postsecondary education benefits, opportunities, planning, financial options, and college preparation)	
	Outreach activities	
	Assistance in completion of FAFSA or other financial reporting forms	
	Academic enrichment	
	Other (please specify)	

3. Professional Development

- a. Please enter the number of guidance counselors at middle and secondary schools, financial aid administrators, and/or college admissions counselors at an institution of higher education that participated in professional development activities.

Category	Number of Participants
Middle or High School Counselors	
Financial Aid Administrators	
College Admissions Counselors	

- b. Please describe briefly the type of professional development activities that were implemented (e.g., workshops and/or materials).

c. Please provide the ethnic background of students that received services.

Ethnicity	Number of Students
American Indian or Alaska Native	
Asian	
Black or African American	
Hispanic or Latino	
White	
Native Hawaiian or Pacific Islander	
Total	

d. Please provide the gender of students that received services.

Gender	Number of Students
Male	
Female	

4. If your project offers activities and services directly to students in secondary schools:

a. Please provide the number of high school seniors who received services as a result of the CACG grant in the 2011-2012 academic year. Note: If secondary school guidance counselors were provided professional development in applying for federal student financial assistance, include all of the high school seniors at the guidance counselors' target school(s).

Number of Students

b. Please provide the number of high school seniors enrolled at high schools served through the CACG grant who completed a Free Application for Federal Student Aid (FAFSA) in the 2011-2012 academic year. If this information is unavailable, please provide an estimate and describe the methodology used in its calculation.

Number of Students