MHEC Leadership Development Program

Interim Report Response Questions (Due: November 30, 2018)

Project Title: **Grant #: LDP 18-XXX**	
Submitted By:	**Reporting Period: June 25, 2018 – January 30, 2019**

Please attach additional sheets for your responses. Address all questions and feel free to add any other additional information you think pertinent. The budget form is available at http://mhec.maryland.gov/Grants/CollegePreparationInterventionProgram/CPIP.asp

1. **Program Overview**
   a. Please provide a brief description (no more than one page) of the current status of your project.

   b. Did the project start on time? If not, please discuss why.

   c. Has the project recruited the projected number of students? If not, please discuss the differences.

   d. Which activity garnered the best response (had the greatest impact)? Please discuss.

2. **Evaluation**
   a. Include phase one (1) of the evaluation plan (see RFP on Evaluation Plan for details).

   b. Please describe the major activity outcome(s). The specific and measurable project objectives and outcomes submitted in the approved proposal should be restated in this section. Then this section should state if each project objective and outcome was partially met, met or not met depending on the phase of the project. If the project objective/intended outcome was not met, explain why. An example has been provided below.

   Project objective in proposal (re-state): To provide opportunities for LEA SCHOOL GEAR UP cohort students at Jones Middle School to attend remedial mathematics and English/language arts support to increase their baseline assessment scores.
      i. Projected outcome in proposal (re-state): By the end of January 2019, 120 11th grade students will have had three opportunities to participate in remedial classes. Of the 120 11th grade students, 60% will increase their pretest baseline scores by 5 to 10 points by the end of the classes.
   c. If after completing phase one of the project evaluation, it was determined that mid-grant programmatic changes are needed, please describe your plan for project improvement.

Interim Report Example

      i. <u>Was this project objective and outcome met?</u> Partially
     ii. <u>Project outcome (quantified):</u> By the end of January 2019, a total of 110 11th grade students participated in remedial classes. Of the 110 11th grade students, 50% (56 students) have increased their pretest baseline scores by 5 to 10 points at the end of classes.

3. **Activity and Participant Information**

A. **Students Served**. Please complete and submit the following table indicating the number of students served by your project.

	Number of Students
Number of students you proposed to serve during the reporting period	
Actual number of students in your cohort(s) during the reporting period (i.e., number of students served)	

B. **Summary of Participation**. *For each activity*, submit a summary of participants and the number of attendees/participants for each. A list of individual participants should support this summary sheet (**include sign-in sheets at the very least**).

Here is a sample of the summary participation worksheet:

Type of Activity	Activity Date(s)/Frequency	Major Activity Objective(s)	Number of Participants (Identify Participant Type)	Contact Hours

C. **Core Activities Provided to Students**. In the following table, place an "X" in the first column next to the types of services provided by your project with CPIP funding or matching funds. For each type of service provided, indicate the number of students who received the service during the reporting period and the average number of hours of service provided per student during the reporting period. Be careful to not duplicate the counting of students. For example, a student who participated in afterschool tutoring and went on a college tour should be counted only once not twice!!

Place an "X" in the column if your project provides this type of service	Type of Activity	(a) *Unduplicated* Number of GEAR UP Students Who Participated in the Activity	(b) Sum Total of Hours that GEAR UP Students Participated in the Activity
	Application Workshops		
	Counseling, Advising, and Career Counseling		
	Summer Program		
	Comprehensive Mentoring		
	Self-Discovery/Career Exploration Projects		
	Project Leadership and Management		
	Communication Effectiveness Workshops		
	Ideation, Innovation, and Brainstorming Sessions		
	Cross-Cultural Leadership and Diversity Workshops		
	Other (please specify)		

D. **Core Activities Provided to Parents, Guardians, and Family Members**

Place an "X" in the column if your project provides this type of service	Type of Service	(a) Unduplicated Number of GEAR UP Parents, Guardians, or Family Members Who Participated in the Activity	(b) Sum Total of Hours that GEAR UP Parents, Guardians, or Family Members Who Participated in the Activity
	Workshops on college preparation/financial aid		
	Counseling/advising		
	College visits		
	Family events		
	Other (please specify)		

E. **Professional Development Activities Provided to Educators**. Please complete the following table indicating professional development provided to educators as part of your approved project design during the reporting period. Include all educators who directly benefited from GEAR UP-sponsored professional development. Indicate (a) the unduplicated number of educators who participated in GEARUP-sponsored professional development; and (b) the sum total of hours that educators participated in GEAR UP-sponsored professional development.

(a) Unduplicated Number of Educators Who Participated in GEAR UP-Sponsored Professional Development During the Reporting Period	(b) Sum Total of Hours that Educators Participated in GEAR UP-Sponsored Professional Development

F. **Other GEAR UP Activities**. Please complete the following table indicating services provided to GEAR UP schools.

Type of Activity	Place an "X" in the Column if Your Project Implemented this Type of Activity During the Reporting Period
Encouraging student enrollment in rigorous and challenging curricula and coursework	
Providing services to students in their first year of postsecondary education	
Supporting the development of implementation of rigorous academic curricula, which may include college preparatory, Advanced Placement (AP), or International Baccalaureate (IB) programs, and providing participating students access to rigorous core academic courses that reflect challenging State academic standards.	
Supporting dual or concurrent enrollment programs	
Providing special programs or tutoring in science, technology, engineering, or math	
Providing an intensive extended school day or school year	
Providing skills assessments to students	
Activities specially designed for students who are limited English proficient	
Enabling eligible students to enroll in AP, IB, or college entrance examination preparation courses	

Disseminating information that promotes the importance of higher education, explains college preparation and admission requirements, and raises awareness of the resources and services provided by the eligible entities to eligible students, their families, and communities	
Credit recovery programs	
Other (please specify)	

4. **Please discuss the factors that made it possible or not possible to meet the expectations of the project objectives to date.**

5. **What are the greatest challenges and/or major issues faced by the project?**

6. **Do you anticipate any difficulties completing all activities on schedule and according to the proposed budget?** If so, please explain any anticipated modifications. *(Note that when such difficulties arise, project directors are encouraged to contact MHEC as soon as possible to begin discussing possible ways of addressing the problems encountered.)*

7. **Financial Report:** Complete a budget summary (see table on page 62) and attach a brief budget narrative describing expenditures made.

LDP – Leadership Development Program
INTERIM REPORT BUDGET SUMMARY
(Due January 30, 2019 for the reporting period (7/25/18-1/30/19)

Institution: _____

Project#: 18-XXX_____Title: _____

	COLUMN 1 *LDP FUNDS BUDGETED	COLUMN 2 *LDP FUNDS EXPENDED	COLUMN 3 *LDP FUNDS REMAINING	COLUMN 4 **INSTITUTION Required 25% Match/In-Kind BUDGETED	COLUMN 5 **INSTITUTION Required 25% Match/In-Kind ACTUAL	COLUMN 6 ***OTHER CONTRIBUTIONS
A. Salaries & Wages						
Professional Personnel						
[List each by name followed by title in brackets]						
1						
2						
3						
4						
Other Personnel (list categories & # of each in brackets)						
5. [ ]						
6. [ ]						
7. [ ]						
8. [ ]						
Total Salaries and Wages						
B. Fringe Benefits						
C. Travel						
D. Equipment						
1						
2						
E. Materials and Supplies						
F. Consultant and Contractual Services						
G. Other (specify)						
1						
2						
H. Total Direct Costs (A through G)						
I. Total Indirect Costs (max. 8% of H)						
J. Total (H and I)						

*Include all grant-funded expenses.

**Include any contributions from applicant institution in this column. Include both cash and in-kind contributions, distinguishing in the budget narrative which type of contribution is provided for a given item.

***Include any contributions from other partners in grant project in this column.