MHEC Workforce Employability and Leadership Skills Program

FINAL Report Response Questions **(Due: January 15, 2021)**

(Report the information for the full term of the grant;
Not just the second half of the grant. Be sure to attach Time & Effort Report along with this submission.)**

Project Title: **Grant #: WELSP 20-XXX**	
Submitted By:	**Reporting Period: October 4, 2019 to October 5, 2020**

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 on MHEC's website.

1. **Program Overview**
    a. Please describe the extent to which you have implemented all program activities and components planned for this activity reporting period, highlighting your major outcomes, successes, and challenges as it pertains to:
        i. Improving the academic performance of GEAR UP students;
        ii. Increasing educational expectations of participating students and their parents, guardians, or family members;
        iii. Improving knowledge regarding postsecondary education preparation and financing for students and their parents, guardians, or family members; and
        iv. Working to improve high school graduation and postsecondary enrollment rates.

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

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

    d. Please provide an assessment of the sustainability of this project in the future without grant funds.

    e. Financial Report: Complete a budget summary (see RFP) and attach a brief budget narrative describing expenditures made.

Any unspent grant funds should be returned with the financial report. Contact MHEC's Grants Management Manager, Dr. Benee' Edwards, **at** (410) 767-3377 or benee.edwards@maryland.gov for payment assistance or to obtain agency codes. The GEAR UP Coordinator must also receive a copy of all correspondence.

2. **Evaluation**
   a. Include phase two (2) 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 High School to attend remedial mathematics and English/language arts support to increase their baseline assessment scores.
      i. Projected project outcome in proposal (re-state): By the end of January 2019, 120 12th grade students will have had three opportunities to participate in remedial classes. Of the 120 12th 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.

   Final Report Example

      i. Was this project objective and outcome met? Yes
      ii. Project outcome (quantified): By the end of January 2019, a total of 110 12th grade students participated in remedial classes. Of the 110 12th 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 WELSP 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
	Soft Skills Workshops – Communication		
	Soft Skill Workshops – Collaboration and Teamwork		
	Soft Skills Workshops – Self-Management and Advocacy		
	Leadership Workshops – Cross Cultural Leadership and Diversity		
	Leadership Workshops – Creative Innovation and Project Management Workshops		
	Leadership Workshops – Commitment, Responsibility, and Feedback		
	Career and Job Exploration Counseling		
	Summer Programming		
	Workforce Readiness Training and Youth Employment		
	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 Activity	(c) *Unduplicated* Number of GEAR UP Students Who Participated in the Activity	(d) Sum Total of Hours that GEAR UP Students Participated in the Activity
	Soft Skills Workshops – Communication		
	Soft Skill Workshops – Collaboration and Teamwork		
	Soft Skills Workshops – Self-Management and Advocacy		
	Leadership Workshops – Cross Cultural Leadership and Diversity		
	Leadership Workshops – Creative Innovation and Project Management Workshops		
	Leadership Workshops – Commitment, Responsibility, and Feedback		
	Career and Job Exploration Counseling		
	Summer Programming		
	Workforce Readiness Training and Youth Employment		
	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)	

WELSP – Workforce Employability and Leadership Skills Program
FINAL REPORT BUDGET SUMMARY
(Due January 15, 2021 for the reporting period (10/4/2019 – 10/5/2020)

Institution: _____

Project #: _WELSP 20-XXX_____**Title:** _____

	COLUMN 1 *WELSP FUNDS BUDGETED	COLUMN 2 *WELSP FUNDS EXPENDED	COLUMN 3 *WELSP 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 the grant
   project in this column.

Signature of Finance Officer _____

Name & Title of Finance Officer _____

Date: _____