

# COHS Final Report Data Collection Guidelines

## Data Collection Rationale

To make the COHS program more accessible for public libraries, the COHS program is moving away from the required local cash match used to purchase COHS scholarships. Instead, libraries will be asked to submit a short reporting form to capture COHS local commitment and activities during the July 1 – June 30 program period each year.

For the first year of reporting, libraries will be asked to complete a one-time Mid-Year Report (covering July 1 – December 31, 2023) to provide data to report to the state legislature for the 2022-2023 fiscal year. After the first year, libraries will only be expected to complete a short annual final report.

## Data Collection Platform

- Microsoft Forms

## Data Collection Timeline

- One-time Mid-Year Report for July 1, 2023 – December 31, 2023 – **Due January 31, 2024**
- Final Report for July 1, 2023 – June 30, 2024 – **Due August 31, 2024**

## COHS Data Collection Checklist

- ✓ *In-Kind Contributions (required)*

NOTE: These are the standard budget categories for state grant programs. We assume that most in-kind contributions for the COHS program will come in the form of salaries/wages/benefits. Any equipment or other costs paid for by other state or federal grants cannot be included in the in-kind column.

- Salaries/Wages/Benefits
  - A simple way to calculate a staff person's full burdened salary, wages, and benefits is multiplying a staff person's hours worked in COHS by their hourly rate. For an employee with benefits, add 30% (or your local rate if you know it) to the hourly rate. For an hourly employee without full benefits, add 10% to the hourly rate.
- Consultant Fees
- Travel

- Supplies/Materials
  - Such as graduation supplies or study materials provided to students. Technology (under \$5,000 per unit) purchased to support COHS may be included, and connection costs may be included under services.
- Equipment (\$5,000 or more per unit)
- Services
- Indirect Cost
- Total
- ✓ *Community Partners (optional narrative)*
- ✓ *Marketing Strategies (optional narrative)*
  - Best Practice
  - Challenges
- ✓ *Student Recruitment (optional narrative)*
  - Best Practice
  - Challenges
- ✓ *Student Retention (optional narrative)*
  - Best Practice
  - Challenges
- ✓ *Ongoing Student Support (optional narrative)*
  - Best Practice
  - Challenges
- ✓ *Graduation (optional narrative)*
  - Best Practice
  - Challenges

## Support

- ✓ COHS Data Collection Spreadsheet Template