

RE: V101A01

Dear :

Congratulations on your continuation award for the sixth and final year of your grant under the Native American Vocational and Technical Education Program (NAVTEP). Your project is commended for making substantial progress toward meeting its goals and objectives and being approved for a sixth year continuation grant. We look forward to your project achieving its goals and objectives for this year.

This letter explains the reporting requirements for your NAVTEP grant. Each NAVTEP grantee is required to submit semi-annual, statistical, evaluation, and final performance reports to the U.S. Department of Education.

➤ ***Performance report requirements:***

- a. Your performance reports should include a comparison of actual accomplishments of the objectives established for the performance period. Describe any problems, delays, or adverse conditions that materially impaired the ability of the project to accomplish its purposes, along with reasons for slippage and an explanation of any action taken or contemplated to resolve the difficulties.
- b. A description of any favorable developments that permitted the project to accomplish its purposes sooner, at less cost, or more effectively than projected.

➤ ***Statistical report requirements:***

Your statistical report requirements should include a quantitative analysis that identifies the following:

- a. For the most recently completed training cycle, the number of participants who enrolled, completed and were placed, (which includes continuing advance education, military service, or employment) by gender and by courses of study for which instruction was provided.
- b. The number and kind of academic, vocational and technical, work credentials and competencies acquired and demonstrated by individuals participating in the project, including the number of those participants who have completed the education and training offered by the project.

- c. The number of students participating in programs that provided instruction at the associate degree level and were articulated with an advanced degree option.
 - d. The number of referrals to social or related services that were intended to improve project participation (e.g., referring a student to an agency that will help her or him to obtain child care or health care, which would result in improved classroom attendance) or to prepare for or obtain employment.
- **Evaluation requirements:**
Your evaluation report must:
- a. Be appropriate for the project and be both formative and summative in nature.
 - b. Include performance measures that are clearly related to the intended outcomes of the project and the GPRA Core Factors.
 - c. Include data on the effectiveness of the project, including a comparison between the intended and observed results, and a demonstration of a clear link between the observed results and the specific treatment given to the project participants.
 - d. Discuss the extent to which information about or resulting from the project was disseminated and the ease by which project activities and results were replicated at other sites, such as through the grantee's development and use of guides or manuals that provided step-by-step directions for practitioners to follow when initiating similar efforts and reproducing comparable results.
 - e. Include data on the long-term impact of the project, e.g., follow-up data on students' employment, sustained employment, promotions, advancement in the military, further/continuing education or training, or the impact the project had on tribal economic development or vocational and technical education activities offered by tribes.

The following reports should be submitted to the Department by the due dates indicated for each report.

Year Six Report Schedule

- The first semi-annual and statistical report is due thirty days following the end of the first six months. This report should include accomplishments of the objectives proposed in your approved Annual Program Narrative, Budget, and

- Budget Narrative; reasons for slippage of established objectives; and corrective measures taken to remedy the slippage. **Due date:**
- The final performance, statistical and evaluation reports are due within ninety days following the grant's ending date. These reports are required in order to close out the grant in compliance. The reports should include the (1) outcomes of each objective identified in your approved application, (2) outcomes achieved by participants who completed project activities, (3) progress in accomplishing the objectives of the project, (4) barriers or problems encountered and steps taken to alleviate those barriers or problems, and (5) project statistics for each component in the approved application. Report on any dissemination activities such as information and materials about or resulting from the project. **Due date:**

When you submit your final performance report, you should address the following Government Performance Results Act (GPRA) Core Factors:

**Native American Vocational and Technical
Education Program (NAVTEP)
GPRA Core Factors**

a. *Challenging academic content*

- (1) At the secondary level, the number of vocational and technical education students who show increased score gains in language arts, mathematics, science, and social studies; and
- (2) At the postsecondary level, the number of vocational and technical education students who receive degrees, certificates, or credentials.

b. *Vocational and technical skills*

- (1) The number of programs with industry-recognized skill standards so students can earn skill certificates in those programs; and
- (2) The number of programs offering skill competencies, related assessments, and industry-recognized skills certificates in secondary and postsecondary institutions.

c. *Diplomas or other credentials*

- (1) At the secondary level –
 - (i) Attainment of high school diplomas; or
 - (ii) Attainment of a proficiency credential in conjunction with a secondary school diploma or its State-recognized equivalent;
 or

- (2) At the postsecondary level, attainment of postsecondary degrees, certificates, and credentials.

b. *Placement and retention*

- (1) Graduation from secondary programs and entry into postsecondary programs;
- (2) Graduation from postsecondary programs and entry into advanced degree programs or advanced training;
- (3) Retention in and/or completion of a postsecondary degree or certificate program;
- (4) Placement in military service; or
- (5) Placement in a job, upgraded in a job, or retained in employment.

c. *Nontraditional training and employment*

- (1) Enrollment in nontraditional training programs; and
- (2) Securing- employment in nontraditional jobs/careers.

Please remember to either fax a copy of the performance report cover sheet to your assigned project officer or email the cover letter, with the scanned signature of an authorized person from your organization to your assigned project officer. You may also mail your performance reports to your assigned project officer at the following address: Assigned Project Officer (Gwen Washington or Linda Mayo), Office of Vocational and Adult Education, U.S. Department of Education, Potomac Center Plaza, 550 – 12th Street, SW, Washington, DC 20202-7241

(Note: You only need to provide one (1) copy of the performance report.)

Please note that the Carl Perkins Act has been reauthorized, and this will be your final performance report under Perkins III.

We look forward to you managing a successful NAVTEP project and accomplishing your goals and objectives. Please feel free to contact your assigned project officer, either Gwen Washington on (202) 245-7790 or Linda Mayo on (202) 245-7792, if you need additional information concerning these reports or the management of your grant.

Sincerely,

Gwen Washington and

Linda Mayo