

**BUREAU OF INDIAN AFFAIRS
 ADULT EDUCATION PROGRAM ANNUAL REPORT FORM**

FY _____

(Performance Reporting Period: August 1st - July 31st)

Paperwork Reduction Act: The annual report information is being collected to obtain a benefit. Information collection is necessary for fiscal accountability and appropriate direct services documentation. Public reporting burden for this collection is estimated to average four hours per response, including the time for reviewing instructions, gathering and maintaining data, and completing and reviewing the form. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB Control Number. Comments concerning clarity, utility of information or burden reduction may be sent to Attn: Information Collection Clearance Officer, Bureau of Indian Affairs, 625 Herndon Parkway; Herndon, VA 20170. Please note: comments, names, and addresses of commentators are available for public review during regular business hours. If you wish us to withhold this information you must state this prominently at the beginning of your comment. We will honor your request to the extent allowable by law.

ADMINISTERING OFFICE:

 Program Site Contact Person

 Mailing Address Telephone No.

 City, State & Zip Fax No./E-Mail Address

Administered By (check one)	BIA Area Office	BIA Agency	Tribal Contract
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SECTION I: GENERAL EDUCATION DEVELOPMENT (GED) PROGRAM

1. Number of students enrolled in the GED Program.	
2. Number of students receiving the GED Certificate.	
3. Number of students enrolled but not completing the GED course work.	
4. Number of students entering college as a result of completing the GED.	
5. Number of students entering employment after completing the GED.	

SECTION II: ADULT BASIC EDUCATION (ABE) PROGRAM

1. Number of ABE courses offered.	
2. Number of students enrolled in ABE courses.	
3. Number of students completing ABE course work.	
4. Number of students in GED, training or employment resulting from ABE.	

SECTION III: EARNINGS GAINS (Excluding Post Secondary Education Placements)

1. Average annual earnings prior to ABE Program.	
2. Average increase of annual earnings after completing ABE program.	

SECTION IV: TOTAL PROGRAM COST PER PLACEMENT IN A JOB

1. Total annual program cost per successful outcome. (Total annual program costs/the number of placements in a job or in post secondary education)	
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SECTION V: SERVICES PROVIDED TO PARTICIPANTS

1. Number of adults receiving employment counseling.	
2. Number of adults receiving education related counseling.	
3. Number of adults referred to other service organizations.	

SECTION VI: PROGRAM COSTS

TRIBAL PRIORITY ALLOCATIONS (TPA)	ADMINISTRATIVE COST	DIRECT PROGRAM COST

SECTION V: PROGRAM ACCOMPLISHMENTS

As an attachment, this section can include program accomplishments and other pertinent information about your adult education program not limited to news articles, pictures, video, highlights, etc.

Common Measures

Measure 1 – Attainment of a job

To determine how effective programs are in meeting the outcome goal of job training programs- placement in a job. Agencies would report their methodology for measuring job attainment and the date collected by them or by their grantees to determine what date exists, how and when job placement is measured, and what proportion of participants actually exit the program into a job.

Measure 2 – Attainment of a certificate or degree by program participants

To determine how effective programs are in meeting intermediate goals that can lead to better jobs and long-term earnings. Even though the primary outcome goal of job training and employment programs is a job, a significant intermediate outcome measure can be whether a program increases participants' skills needed to get and retain a job. We suggest attaining a degree or certificate as a possible common measure since this often is an intermediate step to another training or employment program before gaining a job and, as such, a reasonable indicator for eventual success in the job market. As above, agencies would report on data now collected and available and describe the basis for that date.

Measure 3 – Earnings gains

To determine whether programs have an effect on participants' earnings compared to their earnings prior to program enrollment. While job attainment has many benefits, having a job that doesn't pay more than the participant was earning before program enrollment undermines the programs' long-term outcome goal of improving employment and earning. Agencies would report on surveys or on other program data for this outcome.

Measure 4 – Total program cost per placement in a job

This efficiency measure would aggregate total annual program cost (something else that will need to be standardized) divided by the number of placements in a job or in postsecondary education.

Measure 5 – Youth Programs

Above four measures and: "Gains in literacy and numeracy".