



ADMINISTRATION FOR
CHILDREN & FAMILIES

Mr. /Mrs./Dr./Chairman.Etc.

Tribe/Org

Street Address

City, State, Zip

Dear [Mr./Mrs. Last name]:

In accordance with the Native American Programs Act of 1974, as amended, the Administration for Native Americans (ANA) is required to assess the community impact of project grant funding. ANA is then required to prepare an annual report for Congress on the impact of ANA funding.

To measure the impact of ANA's funding, ANA conducts onsite visits with projects that are completed or are nearing completion. The purpose of these evaluations is threefold: 1) assess the impact of ANA funding in Native communities; 2) learn about the successes and challenges of ANA grantees to improve ANA service delivery; and 3) increase transparency of ANA-funded projects and activities. These visits provide an opportunity for Tribes and community-based non-profit organizations to share the story of their ANA project and how it has made a difference in the lives of our children, families and communities.

ANA is now preparing to review projects with end dates in 2018. It is for this reason we plan to visit [Name of Project] (Grant # 90NXXXXX).

ANA requests the assistance and participation of your project director and finance director who worked on this project. Additionally, the impact evaluators would like to visit with some project participants and beneficiaries to discuss the successes, challenges and community impact. We are confident that the ANA impact visit will be a positive experience for your organization, and it will help ANA to better assist grantees to build community collaborations, develop capacity skills, leverage resources, and promote activities that lead to self-sufficiency. Your partnership in this endeavor is important and will go a long way toward increasing the effectiveness of ANA programs. Lastly, if you have any images that capture the project's successes, please provide those to the impact evaluator at or before the visit.

The ANA site visit is driven by our Project Outcome Assessment Survey, which is used to collect information in the following areas: status of project activities; project management; community involvement and outreach; project results and impact; jobs/businesses created; resources leveraged; partnerships formed; and project sustainability. This information exchange can take up to six hours, and the impact team will set aside one day for this site visit in the event that project staff would like to demonstrate any project results, introduce our team to community beneficiaries or observe any activities relevant to the project. A member of the evaluation team will contact the project director soon to discuss the upcoming site visit, which is scheduled for **September 15, 2017**. Thank you in advance for your partnership and assistance. We value your participation and input and look forward to learning more about your project and community. If you have any additional questions, please do not hesitate to call me at 202-205-5606 or email me at amy.zukowski@acf.hhs.gov.

Sincerely,

Amy Zukowski
Director, Division of Program Evaluation and Planning
Administration for Native Americans