Administration for Native Americans
Annual Data Report (ADR)

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13): Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Please Note: Many of the questions in this form ask for a "total number" of people as well as a "new number." The total number refers to all of the people that participated in a particular activity, whereas the new number refers to the individuals that were participating in the project for the first time and had not been counted before. For example, if a total of six individuals completed training X, but two of those individuals had already completed previous training(s) during the project, then the number of *new* people that completed training X would be four.

A. IMPACT INDICATOR(S)

Your approved project impact indicator or indicators are identified below, as well as your pre-grant status (baseline measure), end-of-project target, three year target, and means of measurement.

Impact Indicator	Pre-Grant Status	End-of-Project Target	Three Year Post-Project Target	Means of Measurement
[*this whole table pre-filled, not editable by grantee*]				

1. For each impact indicator, please report on the actual change that has occurred so far. For example, if your impact indicator is the unemployment rate, list the actual unemployment rate at the end of the reporting period.

Impact Indicator	Actual Change During Reporting Period
These fields pre-filled and not editable	*These fields to be filled by the grantee*

B. NATIVE YOUTH AND ELDER ENGAGEMENT

For each reporting period, please update the table below if any project activities occurred in which Native youth or Elders participated. This table should reflect only those activities occurring within the reporting period so that, by project's end, all activities that took place are reflected.

1. During this reporting period, did this project provide any opportunities or activities for Native youth or Elders?

☐ Yes   ☐ No   ☐ Not Applicable

1a. If yes, please complete the following table:

Title/Description of Activity	Total # of youth participating	# of New youth participating	Total # of Elders participating	# of New Elders participating

2. During this reporting period, did any of the above activities involving Elders and/or youth promote cultural preservation? ☐ Yes   ☐ No

2a. If yes, please describe:

3. During this reporting period, has the project engaged youth in leadership development activities? ☐ Yes   ☐ No

3a. If yes, please describe:

C. PARTNERSHIPS

1. For each reporting period, please update the table below. The table should reflect only those partnerships relevant to the reporting period so that by project's end all partnerships are reflected.

Name of Partner	New = Partnership Formed During the Project Pre-existing = Partnership Existed Prior to the Project	Type of Partner (drop-down menu*)	Resources Contributed to the Project by the Partner
	☐New ☐Pre-existing		
	☐New ☐Pre-existing		
Cumulative Total Since Beginning of Project:	*(This field auto-populated by the number of entries in 'Name of Partner' column)*		

*Options : Federal Govt./Agency, Tribal Govt./Agency, State Govt./Agency, Nonprofit, Private Business, Individual/Volunteer, Volunteer Association/Civic Organization, School/University, CDFI, Philanthropic, Other.

2. If there are any potential organizations or individuals that your project would like to partner with, but have not yet been able to, please indicate below:

Name of Potential Partner	Potential Role in Support of the Project

D. COMMUNITY INVOLVEMENT AND PARTICIPATION IN THE PROJECT

1. During this reporting period, have any volunteers (unpaid individuals providing service or resources to the project) been utilized in the implementation of your project? ☐ Yes   ☐ No

    1a. How many individual (unduplicated) volunteers?

    1b. What contribution(s) did volunteers make to the project?

    1c. How many total hours did volunteers work during this reporting period?

2. During this reporting period, if community participation is intended as part of your project, what is your estimate of the level of actual community participation compared with desired participation? This may include, but is not limited to, the intended beneficiaries of the project.

☐ No community participation	☐ 50% or less community participation than desired	☐ More than 50% community participation	☐ Desired community participation achieved	☐ Not applicable

E. USE OF ON-GOING PROJECT DATA

1. During the reporting period, how did your project use project information (data) to improve implementation of the project?

2. During the reporting period, how did you measure results or benefits occurring as a result of the project?

3. During the reporting period, did you obtain feedback from community members to get their viewpoints on project progress? ☐ Yes   ☐ No

3a. If yes, how did you use such feedback?

F. PROJECT BENEFITS

1. During the reporting period, what changed in your community as a result of the project? These may include expected and unexpected and intended and unintended changes as well as positive and negative changes.

2. During this reporting period, were any businesses created due to the project? ☐ Yes   ☐ No

2a. If yes, how many businesses?

2b. If applicable, please identify what type(s) of businesses were created (e.g. suppliers of materials, food processing firms, etc.):

3. During this reporting period, did any members of your community, including project staff, complete training sponsored or arranged by the project in order to learn a new skill, gain knowledge, develop expertise, earn a credential, or otherwise obtain beneficial experience during this reporting period? ☐ Yes   ☐ No

3a.   If yes, please update the following table during each reporting period, as applicable. The table should reflect only those trainings occurring in the reporting period.

Name of Training or Workshop	Description of Skills or Knowledge Developed	Total # of People who Completed the Training	# of People who were Project staff	# of New People who Completed the Training	Total # of Hours to Complete Training

4. Were any ordinances, codes, regulations, or other governmental documents developed during this reporting period? ☐ Yes   ☐ No   ☐ Not Applicable

4a. If yes, please update the following table, reflecting just this reporting period, as applicable.

Type of ordinance, code, or regulation (drop-down menu*)	Brief description of the ordinance, code, or regulation	Was the ordinance, code, or regulation adopted/passed?	Was the ordinance, code, or regulation implemented?	If implemented, please explain how. If not, please explain why.

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		Yes ☐ No ☐	Yes ☐ No ☐	
		Yes ☐ No ☐	Yes ☐ No ☐	

*Options: Environmental, Energy, Govt. Procedure, Financial, Business, Industry, Other.

5. During the reporting period, did the project create any materials or resources (e.g., curricula, training materials, translated written materials, resource guides, financial literacy guides, etc.)? ☐ Yes ☐ No

   5a. If yes, please update this table, reflecting just the current reporting period , as applicable. Once a particular resource is entered, it should not be entered again in subsequent reporting periods unless a new resource was created.

Material or resource created due to the project	Type of resource (drop-down menu*)	Electronic/Technology Based? (Check 'Yes' if this is a technology based resource, such as an app for a phone or tablet, a podcast, etc.)	How does this material or resource support the project's goals?
		☐ Yes ☐ No	
		☐ Yes ☐ No	

*Options: curricula, training materials, translations, resource guides, other.

6. Does your project currently have a plan in place to secure post-project funding to continue or extend project benefits? ☐ Yes ☐ No

6a. If no, would you like ANA's help with establishing such a plan? ☐ Yes ☐ No

7. Please describe any collaboration with partners, including federal, tribal, or state partnership to continue or extend project outcomes, services, and activities in order to achieve your community's desired long-term goals after this ANA project ends.   ☐ Not applicable

G. LESSONS LEARNED AND ADDITIONAL SUPPORT

1. Please describe any lessons learned, promising practices, innovations, etc. you think could help similar projects overcome or resolve obstacles you have encountered in the reporting period related to the success of the project.

2. Please identify support or resources that ANA could provide or arrange to help your project overcome or resolve obstacles you have encountered in the reporting period.   ☐ Not applicable

H. SUSTAINABLE EMPLOYMENT AND ECONOMIC DEVELOPMENT (SEEDS) PROJECTS ONLY

1. Please attach a completed copy of your most current SEEDS Data Collection Sheet with each ADC submission.

2. Please describe any added benefits that have been realized due to participants' new employment or business growth.

I. LANGUAGE PROJECTS ONLY

1. Please identify the language or language family addressed by your project

2. Please complete the following sentence by checking all that apply from the following list:

"My language project uses ANA grant funds to _____: [Select all that apply and only update if there are any changes from the previous reporting period]

☐ Assess or measure language fluency/proficiency

☐ Provide classroom language instruction

☐ Provide language instruction via language immersion classes

☐ Provide language instruction in the home

☐ Train language instructors

☐ Develop language materials

☐ Compile, transcribe, or analyze oral testimony or records

☐ Other. Please describe

3. During this reporting period, were any language surveys or assessments developed ☐ Yes ☐ No

If yes, please include blank copies with the ADC submission.

    3a. If yes to Question 3, how many different surveys or assessments were developed?

    3b. If yes to Question 3, how many total surveys or assessments were distributed, and how many were returned?

    Distributed: Returned:

    3c. If yes to Question 3, please describe the overall purpose of any surveys or assessments that were developed (for example, to assess the current number of proficient speakers, to gauge community members' interest in taking language classes, to measure progress, etc.):

4. Were language classes conducted during this reporting period? ☐ Yes ☐ No

    4a. If yes, please complete the following reflecting classes conducted during this reporting period:

Proficiency Level	Total # of Classes	Total # of Class Hours	Total # of Students	Immersion?	Average Age of Students
[**drop-down menu**]*				☐ Yes ☐ No	
[**drop-down menu**]*				☐ Yes ☐ No	

*Options: novice, beginner, intermediate, advanced

    4b. If the average age of language learners was between 0-6, does the project have an on-going relationship with one or more Head Start or Early Head Start programs? ☐ Yes ☐ No ☐ Not applicable

5. If instruction is part of your language project, please describe, in as much detail as possible, methods, materials, and strategies used, during the reporting period, to measure progress in language proficiency or fluency,

6. If applicable to your project, how many new youth increased their ability to speak a Native language (language proficiency) during this reporting period?

7. If applicable to your project, how many new adults increased their ability to speak a Native language (language proficiency) during this reporting period?

8. If applicable to your project, did any youth achieve fluency in a Native language? ☐ Yes ☐ No   If yes, how many (new)?

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9. If applicable to your project, did any adults achieve fluency in a Native language? ☐ Yes ☐ No   If yes, how many (new)?

10. If applicable to your project, during the reporting period, have any language teachers been trained? ☐ Yes ☐ No

   If yes, please complete the following:

   10a. How many of these teachers received training in language instruction?

   10b. Please check the type of training that these teachers received related to language instruction (check both if applicable):

      ☐ Teacher training/professional development for language instruction

      ☐ Language acquisition for teachers

   10c. How many of these teachers received training in an area other than instruction

   Please describe

   10d. Did any of these language teachers receive a certification or credential as a result of training? ☐ Yes ☐ No

   10e. If yes, what organization issued the certification or credential?

   10f. How many language teachers received certification or a credential?

K. Esther Martinez Immersion (EMI) Projects Only

1. Please identify which type of EMI project this is [*Note – whichever option is checked, the requirements for that particular type of EMI project will automatically pop up so that grantees have a frame of reference for question 2*]: [Only update if there are any changes from the previous reporting period]

   ☐ Language Nest
   ☐ Language Survival School
   ☐ Language Restoration Program

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2. Please describe in detail any obstacles or delays in meeting the requirements for the EMI language project option (language nest, language survival school, or language restoration): ☐ Not Applicable

L. ENVIRONMENTAL REGULATORY ENHANCEMENT (ERE) PROJECTS ONLY

1. During the reporting period did this project collect environmental baseline data? ☐ Yes ☐ No

    1a. If yes, please describe what was learned from the data and how it will be used:

2. During the reporting period, did this project collect data to monitor environmental conditions? ☐ Yes ☐ No

    2a. If yes, please describe what was learned from the data and how it will be used:

3. If applicable, during the reporting period how did the project result in increased capacity for the Tribe to manage its physical resources and/or the environmental quality on tribal lands?:

4. Has there been any improvement in the environmental quality on tribal lands as a result of this project?

    ☐ Yes ☐ No ☐ Not Applicable ☐ To Be Determined

    4a. If yes, please describe:

End-of-Project Addendum –BENEFITS, RESULTS, AND OUTCOMES

PLEASE NOTE: This section should be completed only in the final reporting period of the project and reflect the entire project period.

A. BENEFICIARIES

In the table below, please describe positive changes that have occurred in people's lives as a result of this project. In the 'Beneficiaries' column, identify whose lives have changed. These can be individuals (e.g. Jane Doe) or groups of people (e.g. tribal youth), as appropriate. If one or more of the beneficiaries listed is an individual person, please feel free to safeguard that person's identity by not listing his or her full name. In the 'Realized Benefit' column, please describe, in as much detail as possible, the positive changes that have occurred for the identified individual or group.

Beneficiary	Beneficiary type	Realized benefit(s)
	[drop-down menu]*	

* Options: Individuals, community groups, governmental agencies, organizations, other

B. OBJECTIVE WORK PLAN – FINAL SUMMARY

Objective 1 – [**pre-loaded from OWP**]:

1. Please describe the overall progress and results and benefits that were accomplished by the end of the project.

Objective 2 – [**pre-loaded from OWP, if applicable**]:

2. If applicable, Please describe the overall progress and results and benefits that were accomplished by the end of the project.

Objective 3 – [**pre-loaded from OWP, if applicable**]:

3. If applicable, Please describe the overall progress and results and benefits that were accomplished by the end of the project.

C. PROBLEM STATEMENT AND PROJECT GOAL

The overall goal of this project was stated as: [*pre-loaded from OWP*]. Additionally, the problem statement in the 'Objectives and Need for Assistance' section of the grant application was identified as follows: [*pre-loaded from application*].

1.   Please describe the extent to which the overall goal of the project was achieved:

2.   Please describe the extent to which the condition identified or environment described in the problem statement was addressed:

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D. PROJECT DEVELOPMENT

Please identify who wrote the grant application in the table below:

Name	Title	Program Staff	Consultant	Native	Tribal Member
		☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
		☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

E. COMMUNITY AND EXTERNAL DATA

1. What has changed in your organization and community as a result of this project?

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2. What information, feedback, observation(s), input, or other data from <u>your community</u> was most valuable to realizing project benefits, results, and outcomes?

3. If applicable, what information, feedback, observation(s), input, or other data from ANA, other federal agencies, or others influenced project benefits, results, and outcomes?

F. CONTINUATION/SUSTAINABILITY OF PROJECT GOALS, RESULTS, AND EFFORTS

1. If you could share any promising practices from your project with other ANA grantees, what would they be?

2. If you could do this project over again, what would you do differently? Please describe in as much detail as possible.

3. Has your project disseminated your project's accomplishments and successes, internally and externally? ☐ Yes ☐ No

    3a. If yes, please describe how.

4. How have you publicized your project (e.g. community meetings, web site updates, email/listserv, etc.)?

5. Please provide a detailed description of what outcomes, services, and activities you want to continue or extend after the project has ended, including any new activities intended to achieve your community's desired long-term goals.

6.   How do you intend to financially continue or extend desired project outcomes, services, and activities after this ANA-funded project ends? Please check all that apply.

☐ N/A (additional funds not required)   ☐ Program income
☐ State/Territory funds   ☐ Tribal funds
☐ Other grant federal funds   ☐ Fundraising campaigns
☐ Private foundation grants   ☐ Colleges/Universities
☐ Corporate Donations   ☐ Other:

7. If applicable, what level of funding do you currently have in place to continue or extend project benefits?

☐ Desired funding levels sufficient to continue or extend project benefits are in place
☐ Some, but not all needed funding has been secured to continue or extend project benefits

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Please describe any plans or efforts being made to secure additional resources to sustain desired project outcomes, services, and activities:

☐ Still seeking needed funding, none currently in place

Please describe any plans or efforts being made to secure additional resources to sustain desired project outcomes, services, and activities:

☐ No funding secured to continue or extend project benefits and no plan in place through which to obtain funds

☐ Not applicable because there are no current plans to continue or extend project benefits

8. Is your organization interested in:

ANA's project planning and development training? ☐ Yes   ☐ No
If yes, please describe topics of interest:

ANA's pre-application training? ☐ Yes   ☐ No
If yes, please describe topics of interest:

Facilitated roundtables with organizations with similar projects for the purpose of sharing resources and continuing or extending project benefits? ☐ Yes   ☐ No
If yes, please describe topics of interest:

☐ Other meetings? Please describe :