

## **Annual Data Report (ADR) Instructions**

Detailed instructions on how to complete the ADR are below. Use these instructions when completing the activities below and when responding to the request for information contained in the ADR.

### **A. Indicators**

**Item 1:** Fill out the actual change during this reporting period that has occurred on the Impact Indicator as listed from your original application.

### **B. Native Youth and Elder Engagement**

**Item 1:** Select “yes” if the project provided any activities involving Native Youth or Elders during this reporting period. Select “no” if there were no activities involving Native youth or Elders during this reporting period. Select “not applicable” if you did not intend to have Native youth or Elder activities as a part of your project.

**Item 1a:** If “yes” is selected, list the title and a brief description of the activity. Also indicate the total number of youth participating, the total number of new youth participating, total number of Elders participating and total number of new Elders participating in the activities listed.

**Item 2:** Select “yes” if any of the activities involving Elders and/or youth promoted cultural preservation during this reporting period. Select “no” if not.

**Item 2a:** If “yes” is selected, please provide a description of how the activities promoted cultural preservation during this reporting period.

**Item 3:** Select “yes” if the project engaged in youth leadership or leadership development during this reporting period. Select “no” if not.

**Item 3a:** If “yes” is selected, please provide a description of how the activities promoted youth leadership or leadership development during this reporting period.

### **C. Project Development**

List the name of the writer(s) of the grant application, with their title. Indicate if they are program staff or not, consultant to the project, Native American, and/or tribal member.

### **D. Partnerships**

**Item 1:** Enter any partnerships formed during this reporting period. Select whether they are New from the start date of the project; or if they are Pre-existing from before the start date of the project. Select the type of partner from the drop-down menu and

indicate the resources the partner(s) contributed to the project. Lastly, update the number of partners since the beginning of the project.

**Item 2:** Enter the name of any potential organizations or individuals who the project could benefit from a partnership. Indicate their potential role in support of the project.

### **E. Community Involvement and Participation in the Project**

**Item 1:** Select “yes” if there were any volunteers were utilized in the implementation of the project. Select “no” if not.

**Item 1a:** If “yes” is selected in Item 1, please indicate the number of unduplicated volunteers who contributed to the project. Update this number each reporting period so that by project’s end all unduplicated volunteers are reflected.

**Item 1b:** If “yes” is selected in Item 1, please indicate the contribution that the volunteers made to the project.

**Item 1c:** Indicate how many hours the volunteers contributed to the project during this reporting period. Update this number each reporting period so that by project’s end any unduplicated volunteers are reflected.

**Item 2:** If community participation is an intended part of the project, select the estimated level of actual community participation compared with desired participation. Select “not applicable” if there was no active community participation intended for the project.

### **F. Use of On-going Project Data**

**Item 1:** Indicate the how, if any, the project used project information (data) to improve or extend the implementation of the project.

**Item 2:** Indicate how the project measured results and benefits as a direct result of the project.

**Item 3:** Select “yes” if the project obtained feedback from community members about the project’s progress. Select “no” if not.

**Item 3a:** If “yes” is selected, indicate how the project used the feedback.

### **G. Project Benefits**

**Item 1:** Indicate what changed in the service community as a result of the project. Please list both intended and unintended changes, either positive or negative.

**Item 2:** Select “yes” if any businesses were created due to the project. Select “no” if not.

**Item 2a:** If “yes” is selected, indicate how many businesses were created.

**Item 2b:** If “yes” was selected, identify what type(s) of businesses were created.

**Item 3:** Select “yes” if any members of your community, including project staff, completed training sponsored or arranged by the project in order to learn a new skill, gain knowledge, developed expertise, earned a credential, or otherwise obtained beneficial experience during this reporting period. Select “no” if not.

**Item 3a:** If “yes” is selected, indicate the name of the training or workshop, a description of skills or knowledge developed, number of people who completed the training, number of those who completed the training were project staff, number of new people who completed the training and total number of hours to complete the trainings.

**Item 4:** Select “yes” if any ordinances, codes, regulations, or other governmental documents developed during this reporting period. Select “no” if not.

**Item 4a:** If “yes” is selected, indicate the type of ordinance, code or regulation developed from the drop-down menu), give a brief description of the ordinance, code or regulation, indicate whether the ordinance, code or regulation was passed, and indicate if the ordinance, code or regulation was implemented. If implemented, briefly explain how it was implemented.

**Item 5:** Select “yes” if any materials or resources were created during this reporting period. Select “no” if not.

**Item 5a:** If “yes” is selected, list the material or resource created. Select the type of resource from the drop-down menu. Indicate if this was electronic or technology based and give a brief explanation on how the material or resource supported the project’s goals.

**Item 6:** Select “yes” if the project has a plan in place to secure post-project funding to continue or extend project benefits. Select “no” if not.

**Item 6a:** If “no” is selected, please indicate whether the project would like ANA’s assistance in establishing a sustainability plan.

**Item 7:** 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. Select “not applicable” if partnerships are not needed to continue the long-term goals after this ANA project ends.

## **H. LESSONS LEARNED AND ADDITIONAL SUPPORT**

**Item 1:** Describe any lessons learned, promising practices, innovations, etc. you think could help similar projects overcome or resolve obstacles for other projects.

**Item 2:** Describe any additional support or resources that ANA could provide or arrange to help your SEDS project overcome or resolve obstacles you have encountered in the reporting period.

## **I. PROJECT SPECIFIC**

### **SUSTAINABLE EMPLOYMENT AND ECONOMIC DEVELOPMENT (SEEDS) PROJECTS ONLY**

**Item 1:** Attach a completed copy of your most current SEEDS Data Collection Sheet with each ADR submission.

**Item 2:** Please describe any added benefits that have been realized due to participants' new employment or business growth, such as less reliance on public subsidies, home ownership/rental, increased access to health care, etc.).

### **ALL LANGUAGE PROJECTS ONLY**

**Item 1:** Identify the language or language family addressed by your project.

**Item 2:** Select the options that best complete the sentence "My language project uses ANA grant funds to \_\_\_\_\_." Select any that apply and only update if there are any changes from the previous reporting period. If "other" is selected, describe how the project will best use its funds to accomplish the stated goals.

**Item 3:** Select "yes" if any language surveys or assessments developed. Select "no" if not. If "yes" is selected, provide blank copies with the ADR submission for this reporting period.

**Item 3a:** If "yes" is selected in Item 3, indicate how many different surveys or assessments were developed.

**Item 3b:** If "yes" is selected in Item 3, indicate how many different surveys or assessments were distributed and how many returned.

**Item 3c:** If "yes" is selected in Item 3, describe the overall purpose of any surveys or assessments.

**Item 4:** Select “yes” if any language classes conducted during this reporting period. Select “no” if not.

**Item 4a:** If “yes” is selected, select the proficiency level from the drop-down menu. Indicate the total number of classes, total number of class hours, and total number of students. Select whether the classes were immersion. Indicate the average of the students.

**Item 4b:** If the average age of language learners was between 0-6 years of age, select “yes” if the project has an on-going relationship with one or more Head Start or Early Head Start programs. Select “no” if not. Select “not applicable” if the project does not serve children ages 0-6 years of age.

**Item 5:** If instruction is part of your language project, describe any methods, materials, and strategies used, during the reporting period, to measure progress in language proficiency or fluency.

**Item 6:** If applicable, indicate how many new youth increased their ability to speak a Native language (language proficiency) during this reporting period. Update this number each reporting period so that by project’s end any unduplicated youth who increased proficiency are reflected.

**Item 7:** If applicable, indicate how many new adults increased their ability to speak a Native language (language proficiency) during this reporting period. Update this number each reporting period so that by project’s end any unduplicated adults who increased proficiency are reflected.

**Item 8:** If applicable, select “yes” if any youth achieved fluency in a Native language. If “yes” is selected, indicate how many. Update this number each reporting period so that by project’s end any unduplicated youth who achieved fluency in a Native language are reflected. Select “no” if not applicable, or none achieved fluency.

**Item 9:** If applicable, select “yes” if any adults achieved fluency in a Native language. If “yes” is selected, indicate how many. Update this number each reporting period so that by project’s end any unduplicated adults who achieved fluency in a Native language are reflected. Select “no” if not applicable, or none achieved fluency.

**Item 10:** If applicable, select “yes” if any language teachers were trained during this reporting period. Select “no” if not applicable, or no teachers were trained.

**Item 10a:** If “yes” is selected, indicate how many of these teachers received training in language instruction. Update this number each reporting period so that by project’s end any unduplicated teachers trained are reflected.

**Item 10b:** Indicate the type of training that these teachers received related to language instruction. Select both if applicable.

**Item 10c:** Indicate the number of teachers who received training in an area other than instruction. Describe the trainings received.

**Item 10d:** Select “yes” if any of the teachers received a certification or credential as a result of training. Select “no” if not.

**Item 10e:** If “yes” was selected in Item 12d, indicate which organization issued the certification or credential.

**Item 10f:** If “yes” was selected in Item 12d, indicate the number of teachers who received a certification or credential.

**Item 11:** Describe any additional support or resources that ANA could provide or arrange to help your Language project overcome or resolve obstacles you have encountered in the reporting period.

**Item 12:** Describe any lessons learned, promising practices, innovations, etc. you think could help similar projects overcome or resolve obstacles for other projects.

### **ESTHER MARTINEZ IMMERSION (EMI) PROJECTS ONLY**

**Item 1:** Select whether this project serves a Language Nest, Survival School or is a Restoration Program.

**Item 2:** Describe what, if any, obstacles or delays in meeting the requirements for the specific EMI language project. Select “not applicable” if there were no obstacles or delays.

### **ENVIRONMENTAL REGULATORY ENHANCEMENT (ERE) PROJECTS ONLY**

**Item 1:** Select “yes” if the project collected environmental baseline data. Select “no” if not.

**Item 1a:** If “yes” is selected, describe what was learned from the data and how it will be used.

**Item 2:** Select “yes” if the project collected data to monitor environmental conditions. Select “no” if not.

**Item 2a:** If “yes” is selected, briefly describe what was learned from the data and how it will be used.

**Item 3:** If applicable, briefly describe how project resulted in increased capacity for the Tribe to manage its physical resources and/or the environmental quality on tribal lands during this reporting period.

**Item 4:** Select “yes” if there were any improvement in the environmental quality on tribal lands as a result of this project. Select “no” if not. Select “not applicable” if actual improvement in environmental quality is not a part of this project. Select “to be determined” if the improvement in environmental quality is part of a later phase of the project.

## **End-of-Project Addendum –BENEFITS, RESULTS, AND**

**OUTCOMES** - This section should be completed only in the final reporting period of the project and reflect the entire project period.

### **A. Beneficiaries**

Identify any individuals or groups of individuals who benefited as a direct result of this project. In order to protect privacy of individuals, it is acceptable to use only the first name. Select the beneficiary type from the drop-down menu. Describe in as much detail as possible the positive change that occurred as a direct result of this project overall.

### **B. Problem Statement and Project Goal**

**Item 1:** Describe the extent to which the overall goal of the project was achieved at the end of the project period.

**Item 2:** Describe the extent to which the condition identified or environment described in the problem statement was addressed by the end of the project period.

### **C. Community and External Data**

**Item 1:** Describe any changes in your organization/community as a direct result of this project.

**Item 2:** Indicate any information, feedback, observation(s), input, or other data collected from your community.

### **F. Continuation/sustainability of Project Goals, Results, and Efforts**

**Item 1:** Describe any promising practices from your project.

**Item 2:** If you could do this project over again, describe in as much detail what you would do differently, if applicable.

**Item 3:** Select “yes” if your project disseminated your project’s accomplishments and successes, internally and externally. Select “no” if not.

**Item 3a:** If “yes” is selected, describe how your project disseminated your project’s accomplishments and successes, internally and externally.

**Item 4:** Describe in as much detail as possible 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.

**Item 5:** Indicate how the project intends to financially continue or extend desired project outcomes, services, and activities after this ANA-funded project ends. Check all that apply.

**Item 6:** Indicate what level of funding does the project currently have in place to continue or extend project benefits beyond the project period. If either "Some, but not all needed funding has been secured to continue or extend project benefits" or "Still seeking needed funding, none currently in place" is selected, describe any plans or efforts being made to secure additional resources to sustain desired project outcomes, services, and activities.