

Joint Evaluation/End-of-Year Subcommittee

Developing a
New Process

May 2024

Joint Evaluation/EOY Subcommittee Objective

Develop an improved reporting process and joint evaluation of GAP grants:

- Clearly defines expectations, roles, and responsibilities
- Fosters more frequent check-ins
- Supports easier workplan modifications
- Identifies accomplishments and lessons learned
- Encourages requests for technical assistance
- Reduces unnecessary administrative burden
- Provides simplified templates

Current Joint Evaluation/End-of-Year (EOY)

Joint Evaluation/EOY process starts in November and is completed by the following April.

RESPONSIBILITIES

Tribes: Submit Reports/Deliverables by deadlines in award. Review and provide feedback on draft joint evaluation/EOY.

GAP PO: Review all reports/deliverables, assess progress and draft a joint evaluation/EOY. Work with Tribe to finalize the joint evaluation/EOY.

Tribal Branch Manager: Submit final joint evaluation/EOY to Tribal Leader.

Why Develop a New Joint Evaluation/EOY Process?

- To provide a better understanding of the roles and responsibilities of everyone in the process.
- Compliance with Regulations (40 CFR 35.515, 2 CFR § 200.329)
- Reduce administrative burden
- To address grantee concerns of PO inconsistency
- Ensure tribes are co-equals in the design and management of the EOY process
- Avoid enforcement
 - Mutually agree on how to address issues of overspending
- Ensure that grants/files are as audit-proof as possible

Challenges: Questions Discussed of the Current Process

- What should be included in progress reporting and deliverables?
- What is the appropriate frequency of reporting?
- How do we create additional communication opportunities?
- Improving process for workplan/budget revisions
- Refining the evaluation and justified costs for “work in progress”
- Incorporation of ETEP goals

Drafted Documents Developed

- GAP Progress Reporting Document: purpose is to increase awareness and promote consistency on progress reporting decisions for GAP
- Documentation of GAP Evaluation Discussion: purpose to support an annual joint evaluation of the GAP Program

Discussion- Your Ideas?

- What are your thoughts so far in improving the End of Year Process?