



United States Department of the Interior

OFFICE OF THE SECRETARY

Washington, DC 20240

APR 14 2017

Dear Self Governance Tribal Leader:

The Office of Self Governance (OSG) has received partial 2017 Contract Support Costs (CSC) funding under the first and second Continuing Resolutions. While operating under the Continuing Resolutions, OSG is paying each Tribe up to 80% of their estimated 100% need. It is not possible for OSG to know the exact 100% need until most all of the 2017 program funds are distributed and Tribes respond to this letter and provide the necessary data to accurately calculate the full 100% CSC need.

Self-Governance Tribes are not required to submit program budgets, so OSG does not possess the necessary information to calculate the Tribe's need. OSG relies upon Tribes to furnish data on an annual basis to aid OSG in calculating CSC need.

Please provide the requested data no later than August 1, 2017. Consistent with BIA practice and with the CSC Workgroup recommendations, OSG has been directed to close out 2017 CSC payments on September 30, 2017. OSG requires each Tribe's help in meeting this deadline. Failure to respond to this data request may result in a delay of final CSC payment fully funding the Tribe at 100% need.

OSG requests that each tribal organization submit a written document providing the necessary information to accurately formulate Contract Support need for BIA program funds awarded under a Self Governance funding agreement. Please review your organization's Indirect Cost Agreement and complete ONE of the three sections below that pertain to your organization's direct cost base. **A definition of your base can be found in Section I of your Indirect Cost Agreement.**

- 1. Modified Total Direct Cost (MTDC): Indirect Agreement applies to total direct cost, less any capital expenditures and passthrough funds (if applicable):**

\$_____ Dollar amount of exclusions to your BIA Self Governance program direct cost base over one fiscal year. Exclusions are those expenditures charged to your BIA Self Governance funds which you do not collect indirect on top of. Please identify what each exclusion is (i.e. pass through payments, welfare payments, scholarships, capital expenditures, etc.).

\$ _____ Salaries/wages **without fringe** paid from BIA Self Governance funds over one fiscal year. This information is used to formulate the Direct Contract Support Cost award. This portion of your overall Contract Support award is calculated at 18% of total salaries reported. If salary data is not furnished we may use the most recent PL 93-638 Paycost data on file with the Bureau of Indian Affairs.

2. Total Salaries/Wages and Fringe (SWF): Indirect Agreement applies to total direct salaries and wages, including fringe benefits:

\$ _____ Salaries/wages **and** fringe paid from BIA Self Governance funds over the course of one fiscal year. This information is used to formulate the Indirect Contract Support Cost award.

\$ _____ Salaries/wages **without fringe** paid from BIA Self Governance funds over one fiscal year. This information is used to formulate the Direct Contract Support Cost award. This portion of your overall Contract Support award is calculated at 18% of total salaries reported. If salary data is not furnished, we may use the most recent PL 93-638 Paycost data on file with the Bureau of Indian Affairs.

3. Total Direct Salaries/Wages (S&W): Indirect Agreement applies to total direct salaries and wages, excluding fringe benefits:

\$ _____ Salaries/wages **without fringe** paid from BIA Self Governance funds. This information is used to formulate both the Direct and Indirect Contract Support Cost awards. The Direct Contract Support award is calculated at 18% of total salaries reported. If salary data is not furnished we may use the most recent PL 93-638 Paycost data on file with the Bureau of Indian Affairs.

If your BIA Self Governance funds are subject to multiple indirect rates, please provide the exclusion and salary data for each individual rate.

Do not include salary/exclusion data budgeted for non BIA funds (BLM Fire, Tribal Transportation, Department of Health and Human Services/Department of Labor 477 Program funds, Construction, etc.)

Each Tribe's 2017 CSC Need will be calculated using the CSC policy released on January 10, 2017. OSG will be using worksheets to calculate CSC. These worksheets are available for viewing on the Self Governance Database (SGDB) at <http://64.58.34.34/OSG/>. Note that per the new policy, each Tribe's **Direct** Contract Support Cost need is calculated at 18% of Tribal program salaries, excluding fringe benefits, paid from CSC eligible programs.

Remember that all CSC eligible BIA funding will roll up into accounts T9240 and T9A40 in the SGDB Authority to Obligate (ATO) reports. Refer to the sample below of the *Summary of Self Governance Accounts* report which illustrates the OIP Rollup Accounts, and those accounts not eligible for CSC.

Office of Self-Governance

SUMMARY OF SELF GOVERNANCE ACCOUNTS September 30, 2016 Page: 01

Tribe:
 BIA Tribal Organization Code:
 OSG Tribal Compact Code:
 BIA Area Office:
 BIA Agency Office:

	Account	Total Obligations	
SUMMARY BY SG ROLLUP ACCOUNTS			OIP Roll-up Accounts – T9240 & T9A40
S/G OIP (2 YEAR)	T9240	698,101	
S/G OIP - UTB (2 YEAR)	T9A40	1,000	
S/G CONSTRUCTION	18000	0	<i>NOTE: These S/G Accounts are not eligible for BIA contract support.</i>
S/G BLM-FIRE MANAGEMENT	92900	0	
S/G HHS-NATIVE EMPLOYMENT	95500	0	
S/G HHS-CHILDCARE DEVELOP	95400	0	
S/G HHS-CHILDCARE BLOCK	91900	0	
S/G LABOR-TITLE II-B	95600	0	
Total ----->		699,101	Total Obligated in all S/G Accts

The Northwest Field Office calculates CSC need for the Office of Self Governance. Tom Gubatayao and Miles Reader are assigned coordination responsibility. Tom may be reached at (360) 699-1010 or thomas.gubatayao@bia.gov. Miles may be reached at (360) 699-1004 or miles.reader@bia.gov. Please email your responses to them, or fax to (360) 699-1012. You may also reach out to them with any questions. The Northwest Field Office’s mailing address is **500 W. 12th Street, Suite 226, Vancouver, WA 98660.**

Sincerely,

Sharee M. Freeman
 Director
 Office of Self Governance