

## FUND DISTRIBUTION PROCESS

**Program:** Small Tribes Supplements (TPA)

**Type of Funding:** Recurring (Non-Base) funding

**Funding Authority/Responsibility:** 25 USC 318a; 23 USC 202; 25 U.S.C. 450 (The Indian Self-Determination and Education Assistance Act), 88 Stat. 2203, Pub.L. 93-638, Pub.L. 100-472; 102 Stat. 2285, Pub.L. 103-413.

The Deputy Bureau Director, Office of Indian Services is the Sub Allottee and is responsible for this funding.

**Criteria for Distribution:** In April 1994, the Small Tribes initiative was created by a BIA/Tribal workgroup to establish a minimum TPA base level of funding. The workgroup determined the criteria by establishing the distribution formula as follows: with a population of 1,700 or less, a Tribe's minimum TPA base funding must be 1) at \$160,000 for the mainland Tribes and 2) at \$200,000 for Alaska Tribes. Base funding amounts are obtained from TPA tables and the Office of Self-Governance.

Once all programs are elevated to the minimum level of funding, base transfer of funds to Aid to Tribal Government should be implemented.

### **Distribution Process:**

- Upon apportionment, OBPM moves Small Tribe Supplement funding as a whole from the budget address directly to the Office of Indian Services.
- OIS will prepare a spreadsheet of all eligible tribes that will receive funding under Small Tribe Supplement.
- OIS will verify continued population eligibility of each of these tribes.
- OIS will share the proposed listing with OBPM, Alaska Region and OSG to verify base levels of funding.
- TPA Base funding levels will be entered/verified in the shared spreadsheet by OBPM TPA Table Analyst using the Small Tribes Supplement Pivot that will be added to the TPA tables for easy access. (Within 3 days of notification.)
- OSG Base funding amounts will be entered into the shared spreadsheet by OSG using OSG database information. (Within 3 days of notification.)
- Alaska Region will break out and insert consortium tribal data. Alaska Region will confirm with consortia tribes whether the funding goes to the consortia or tribe and note how the funding should be disbursed on the spreadsheet. (Within 3 days of notification.)
- OIS will remove any tribes that exceed the base funding levels required for eligibility. (Within 3 days of base amounts being entered.)
- Once the final listing is certified, OIS will calculate the difference between tribal bases and minimum level of funding (160/200) and will calculate out the maximum level of funding that can be provided within appropriated dollars. (Within 2 days of certification.)
- OIS will prepare a FED to distribute funding to the Regions and FED to distribute funds to OSG. (Within 2 days.)
- OIS will send Regional FED to OBPM, Execution and OSG FED to OSG for approval. (Same day that it is completed.)

- OBPM, Execution will process the FED to Regions. (Within 3 days of receipt.)
- OSG will accept and sign off on FED and forward to OBPM Execution. (Within 3 days of receipt.)
- OBPM, Execution will process the FED to OSG. (Within 3 days of receipt.)

**Regional Processing:**

- Indian Self Determination (ISD) Awarding Official negotiates terms, conditions of award, including payments. They calculate Contract Support Costs and prepare contract award/modifications in PRISM. (within 5 days)
- The ISD Awarding Official prints and mails the award/modification to tribe for review and acceptance. (within 5 days)
- Tribal elected official approves award/modification and returns the documentation to the Region/Agency.
- The ISD Awarding Official executes the award/modification and releases the obligation in PRISM. PRISM interfaces with ASAP and funds are available to tribes. (within 3 days of receipt of signed document)

**OSG Processing:**

- Once both OSG and OBPM are in agreement with the distribution list, a FED document is processed to OSG for distribution. (within 3 business days.)
- OSG will process the FED, subsequent PR, and obligate funding. (within 7 business days.)

Tribes log into ASAP to draw funds into their account.