Tribal Budget Formulation & Unfunded Obligations Survey

FY 2019 User Guide

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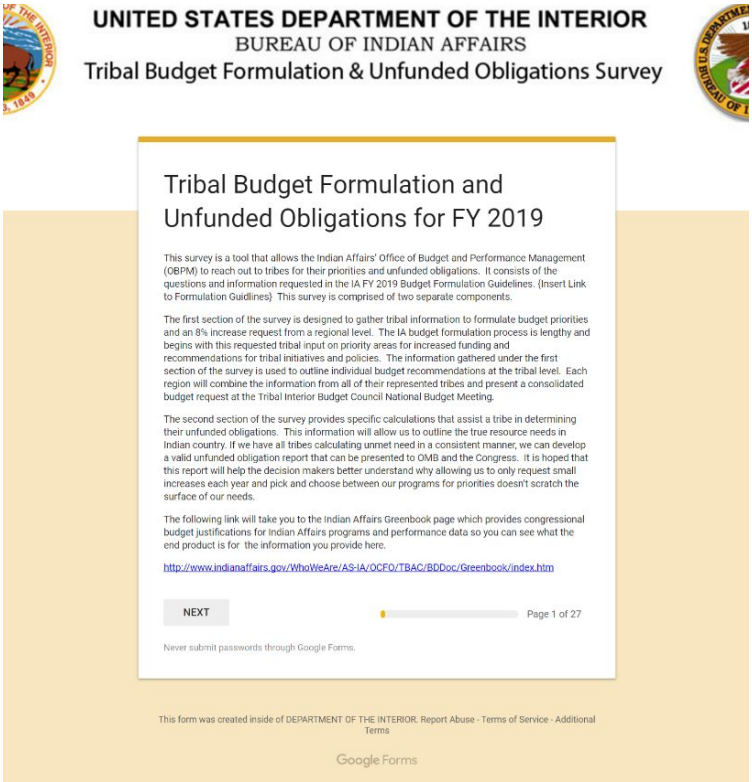
Section One: Accessing the Survey

Welcome to the Tribal Budget Formulation and Unfunded Obligations Survey.



UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS
Tribal Budget Formulation & Unfunded Obligations Survey

Tribal Budget Formulation and Unfunded Obligations for FY 2019

This survey is a tool that allows the Indian Affairs' Office of Budget and Performance Management (OBPM) to reach out to tribes for their priorities and unfunded obligations. It consists of the questions and information requested in the IA FY 2019 Budget Formulation Guidelines. (Insert Link to Formulation Guidlines) This survey is comprised of two separate components.

The first section of the survey is designed to gather tribal information to formulate budget priorities and an 8% increase request from a regional level. The IA budget formulation process is lengthy and begins with this requested tribal input on priority areas for increased funding and recommendations for tribal initiatives and policies. The information gathered under the first section of the survey is used to outline individual budget recommendations at the tribal level. Each region will combine the information from all of their represented tribes and present a consolidated budget request at the Tribal Interior Budget Council National Budget Meeting.

The second section of the survey provides specific calculations that assist a tribe in determining their unfunded obligations. This information will allow us to outline the true resource needs in Indian country. If we have all tribes calculating unmet need in a consistent manner, we can develop a valid unfunded obligation report that can be presented to OMB and the Congress. It is hoped that this report will help the decision makers better understand why allowing us to only request small increases each year and pick and choose between our programs for priorities doesn't scratch the surface of our needs.

The following link will take you to the Indian Affairs Greenbook page which provides congressional budget justifications for Indian Affairs programs and performance data so you can see what the end product is for the information you provide here.

http://www.indianaffairs.gov/WhoWeAre/AS-IA/OCFO/TBAC/BDDoc/Greenbook/index.htm

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Google Forms

You can access the Budget Survey from this link:

https://goo.gl/ls0qXL

To access this Survey you will need a Computer with an Internet Connection and a Web Browser such as: Google Chrome, Firefox, Internet Explorer, etc.

If you are having trouble accessing the Survey, please see the Feedback & Contact Information at the end of the guide.

Section Two: Filling Out The Survey

Once you have accessed the Survey you will see this introductory page in your Browser window. (Figure 1)

Tribal Budget Formulation and Unfunded Obligations for FY 2019

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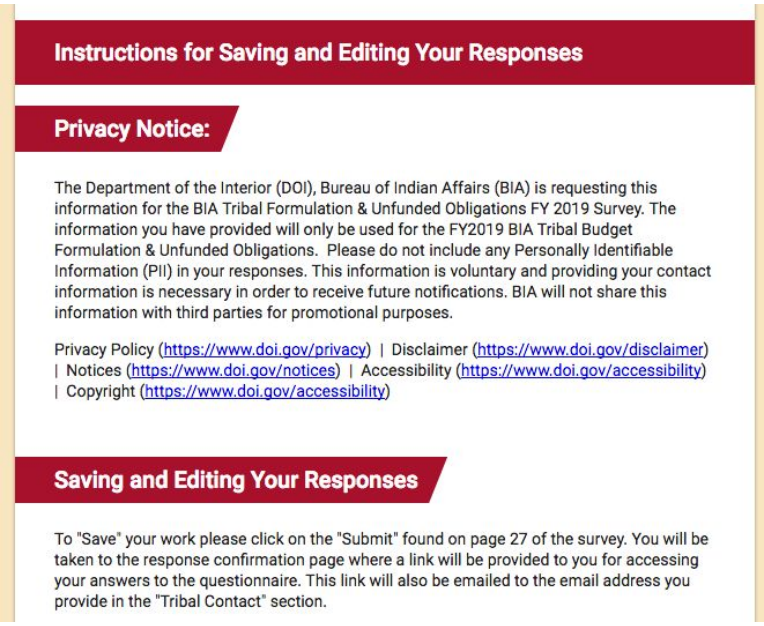
Figure 1

The first page of the Survey is an Informational Introduction to what the Survey is gathering, as well as, a link to the Indian Affairs Greenbook.

Throughout the Survey, you will see a progress bar at the bottom of the page. (See bottom of figure one above.) You will be able to use BACK (Back) and NEXT (Next) Buttons to navigate through the Survey.

!! BE CAREFUL !!
When navigating through the Survey, ONLY USE the BACK (Back) and NEXT (Next) Buttons provided. If you use the Browser back and forward Buttons/Arrows, **you will lose all the data you entered previously in the Survey!** Using the Browser Buttons *DOES NOT SAVE your information*.

Once you have read the Introduction, click on the NEXT (Next) Button and you will taken to a page with the Privacy Notice and some information on saving and editing the survey (Figure 30). The instructions on saving and editing will be presented to you again at the end of the survey.



Instructions for Saving and Editing Your Responses

Privacy Notice:

The Department of the Interior (DOI), Bureau of Indian Affairs (BIA) is requesting this information for the BIA Tribal Formulation & Unfunded Obligations FY 2019 Survey. The information you have provided will only be used for the FY2019 BIA Tribal Budget Formulation & Unfunded Obligations. Please do not include any Personally Identifiable Information (PII) in your responses. This information is voluntary and providing your contact information is necessary in order to receive future notifications. BIA will not share this information with third parties for promotional purposes.

Privacy Policy (https://www.doi.gov/privacy) | Disclaimer (https://www.doi.gov/disclaimer) | Notices (https://www.doi.gov/notices) | Accessibility (https://www.doi.gov/accessibility) | Copyright (https://www.doi.gov/accessibility)

Saving and Editing Your Responses

To "Save" your work please click on the "Submit" found on page 27 of the survey. You will be taken to the response confirmation page where a link will be provided to you for accessing your answers to the questionnaire. This link will also be emailed to the email address you provide in the "Tribal Contact" section.

Figure 30 - Privacy Notice & Instructions

If you are collaborating with a team and multiple users will be filling out different Sections of the Survey, you can save your portion and come back to edit and add your responses. (See Section Six: Sharing & Collaborating with the Survey.)

If you are interested in printing sections of the survey, or the entire survey, visit Step Four - Printing the Survey.

Step One - Filling out the Location & Contact Information

Once you have read the Introduction, Privacy notice, and Instructions; you are ready to start the Survey, Click the NEXT (Next) Button located at the bottom of the page. You will be taken to the Region Selection portion of the Survey. (Figure 2)

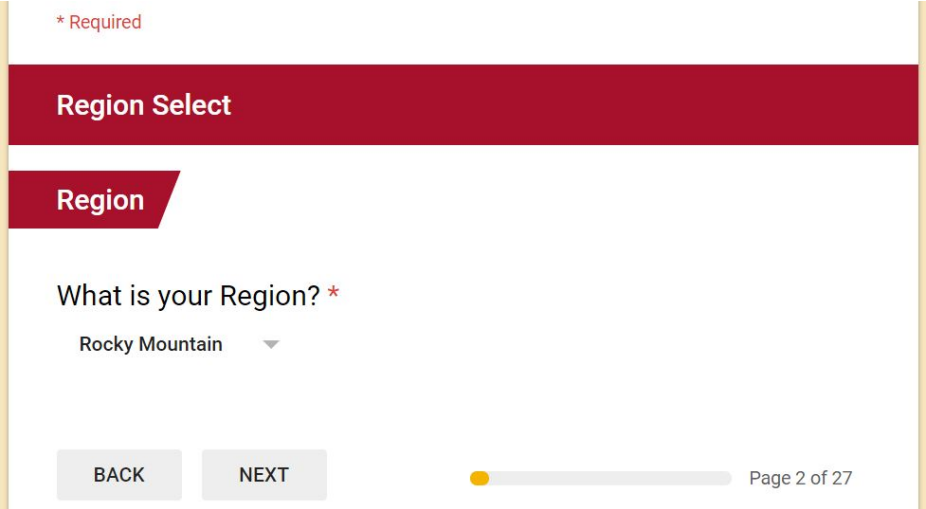


Figure 2 - With “Rocky Mountain” selected.

Select your region and Click NEXT (Next) to move on and select your Tribe/Agency/Organization. (Figure 3)

Note: The progress bar will skip ahead from page 2 depending on which region you selected. Figure 3, shows that you went from page 2 to page 11 after selecting the Rocky Mountain region.

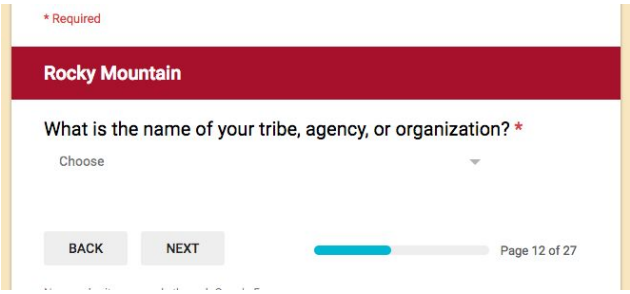


Figure 3 - Showing “Rocky Mountain” region Selection.

Select your Tribe, Agency, or Organization and Click NEXT (Next) to move on and to the Contact Information. (Figure 4)

Note: If your Tribe is not listed and you are a Federally Recognized Tribe, please send an email to the individuals listed under the Feedback & Contact Information Section at the end of the guide.

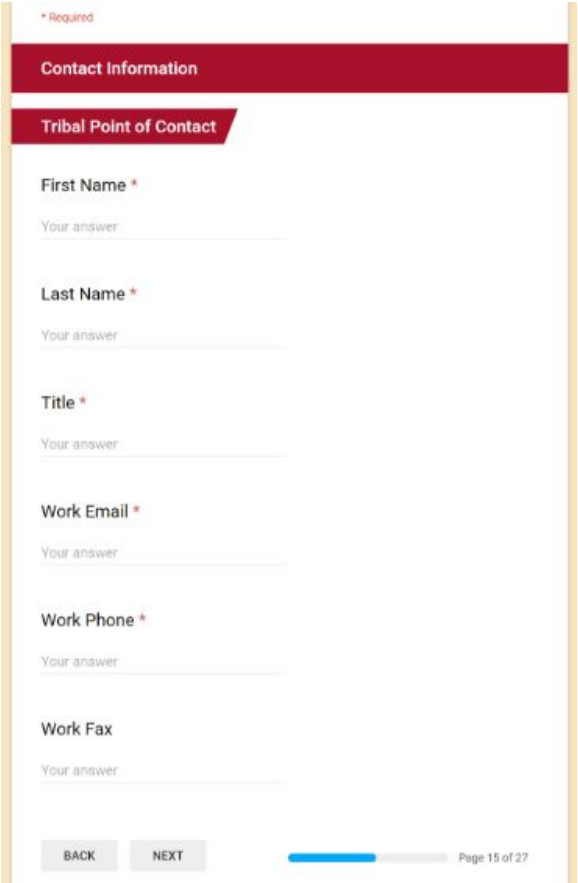


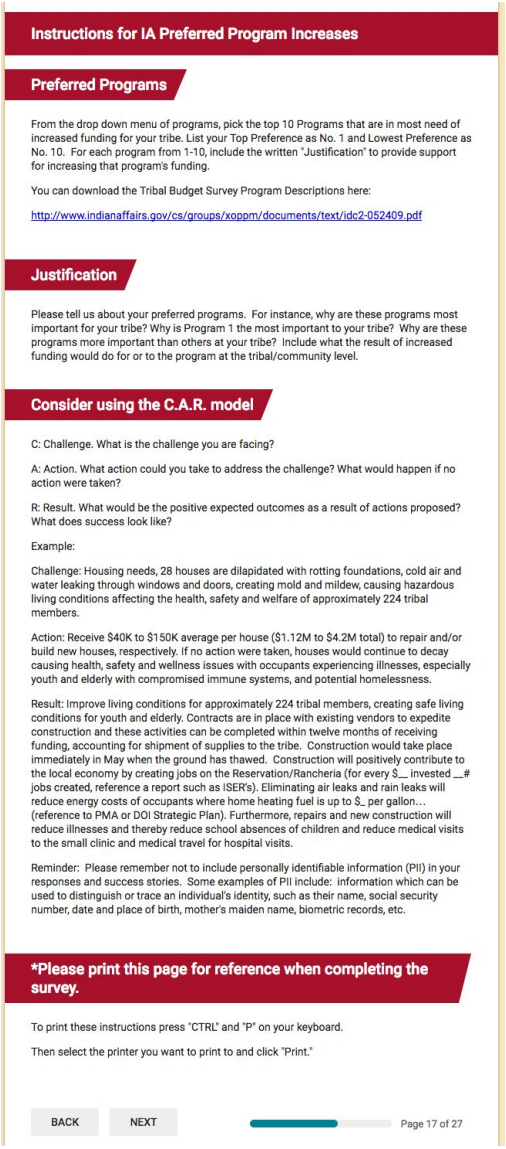
Figure 4

Enter your Tribal Point of Contact Information and Click NEXT (Next) to move on.

Note: If you are collaborating with a team, you will only be able to enter one Tribal point of contact.

Step Two - Filling out the Indian Affairs (IA) Preferred Programs Section

You are now on the IA Preferred Programs Section of the Survey. You can select up to 10 Preferred Programs. This page provides an introduction and instructions on how to submit your Preferred Programs. (Figure 5) You can download a copy of the Tribal Budget Survey Program Descriptions here.



Instructions for IA Preferred Program Increases

Preferred Programs

From the drop down menu of programs, pick the top 10 Programs that are in most need of increased funding for your tribe. List your Top Preference as No. 1 and Lowest Preference as No. 10. For each program from 1-10, include the written "Justification" to provide support for increasing that program's funding.

You can download the Tribal Budget Survey Program Descriptions here:

http://www.indianaffairs.gov/cs/groups/xoppm/documents/text/idc2-052409.pdf

Justification

Please tell us about your preferred programs. For instance, why are these programs most important for your tribe? Why is Program 1 the most important to your tribe? Why are these programs more important than others at your tribe? Include what the result of increased funding would do for or to the program at the tribal/community level.

Consider using the C.A.R. model

C: Challenge. What is the challenge you are facing?

A: Action. What action could you take to address the challenge? What would happen if no action were taken?

R: Result. What would be the positive expected outcomes as a result of actions proposed? What does success look like?

Example:

Challenge: Housing needs, 28 houses are dilapidated with rotting foundations, cold air and water leaking through windows and doors, creating mold and mildew, causing hazardous living conditions affecting the health, safety and welfare of approximately 224 tribal members.

Action: Receive $40K to $150K average per house ($1.12M to $4.2M total) to repair and/or build new houses, respectively. If no action were taken, houses would continue to decay causing health, safety and wellness issues with occupants experiencing illnesses, especially youth and elderly with compromised immune systems, and potential homelessness.

Result: Improve living conditions for approximately 224 tribal members, creating safe living conditions for youth and elderly. Contracts are in place with existing vendors to expedite construction and these activities can be completed within twelve months of receiving funding, accounting for shipment of supplies to the tribe. Construction would take place immediately in May when the ground has thawed. Construction will positively contribute to the local economy by creating jobs on the Reservation/Rancheria (for every $__ invested __# jobs created, reference a report such as ISER's). Eliminating air leaks and rain leaks will reduce energy costs of occupants where home heating fuel is up to $_ per gallon… (reference to PMA or DOI Strategic Plan). Furthermore, repairs and new construction will reduce illnesses and thereby reduce school absences of children and reduce medical visits to the small clinic and medical travel for hospital visits.

Reminder: Please remember not to include personally identifiable information (PII) in your responses and success stories. Some examples of PII include: information which can be used to distinguish or trace an individual's identity, such as their name, social security number, date and place of birth, mother's maiden name, biometric records, etc.

***Please print this page for reference when completing the survey.**

To print these instructions press "CTRL" and "P" on your keyboard.

Then select the printer you want to print to and click "Print."

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Figure 5

When you are ready, Click NEXT (Next) to move on and begin entering your Preferred Programs.

You will be presented with a page with 10 different Sections to enter your Preferred Programs. (Figure 6)

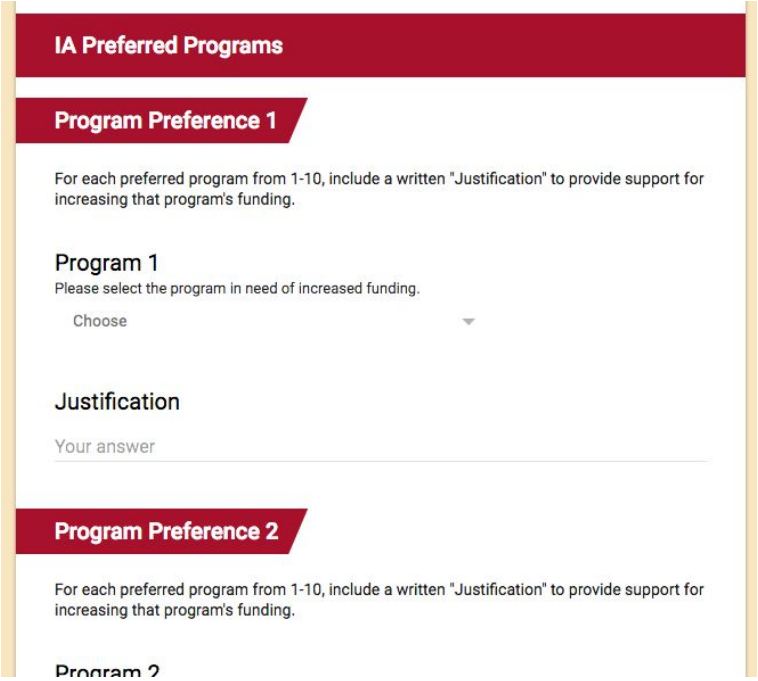


Figure 6 - Showing the Section to enter your first Preferred Program.

For each Section, you will have the option to Select the Program, Enter a justification and Provide an example of a Success Story via email.

!! REMINDER !!
When submitting a Success Story, remember to include "Success Story: YOUR REGION" in the subject line of your email so that your submission makes it to the correct regional budget office. All success story submissions are sent to TribalFormulations.TIBC.Budget@bia.gov.

You may enter as much explanatory text as needed (up to 500 characters), the "Your Answer" areas will expand with the text and paragraphs you enter.

Due to the limitations of the Survey, when entering a **Justification**, you are limited to 500 characters in the form. However, you are encouraged to submit additional information using the template linked from the Survey as needed. Submit the completed template to TribalFormulations.TIBC.Budget@bia.gov. Please include which Region you are submitting from in the Subject of your email. (ie, "Preferred Program Justification: Alaska" or "Preferred Program Justification: Great Plains").

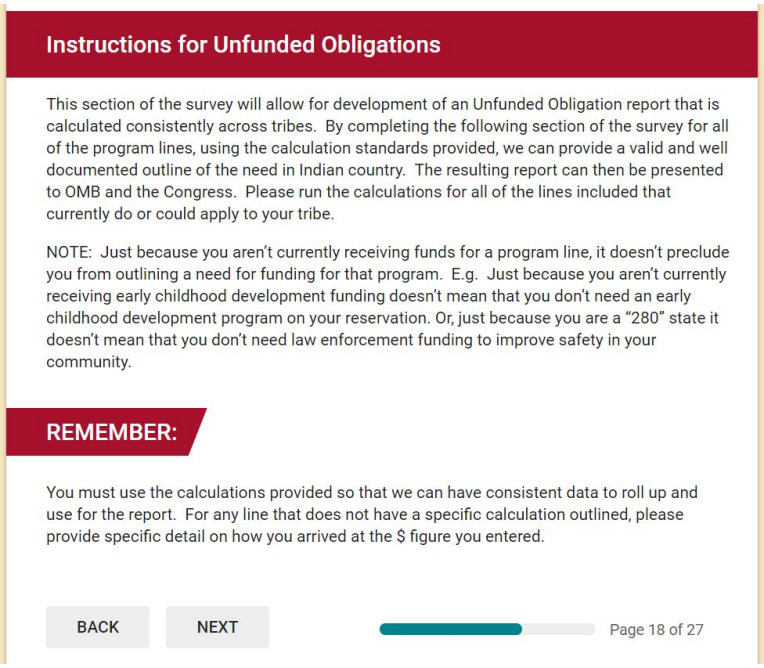
THANK YOU!
Thank you for your patience working with the limitations of the new Survey. With your feedback and assistance, we hope to continue to improve and enhance the Survey, as we learn from your experience using the Survey. If you would like to submit feedback or suggestions, please see the Feedback & Contact Information Section at the end of the guide.

.. HELPFUL TIPS ..
Spellcheck is provided within the Survey, however grammar check is not. If you would like to implement grammar check, it is recommended to pre-type your submissions in a word process application, like MS Word, to use word processing grammar check and copying and pasting into the Survey. Dropdowns: If you happen to make any Selections in the drop down and need to change your choice, you can always Click on your Selection to choose a new one. If you would like to mark your Selection as blank, select the word “Choose”.

Once you have completed entering your Preferred Programs, Click NEXT (Next) to move on to the next Section.

Step Three - Filling out the Unfunded Obligations Section

You are now on the Unfunded Obligations Section of the Survey. This page provides an introduction and instructions on how to submit your Unfunded Obligations. (Figure 7)



Instructions for Unfunded Obligations

This section of the survey will allow for development of an Unfunded Obligation report that is calculated consistently across tribes. By completing the following section of the survey for all of the program lines, using the calculation standards provided, we can provide a valid and well documented outline of the need in Indian country. The resulting report can then be presented to OMB and the Congress. Please run the calculations for all of the lines included that currently do or could apply to your tribe.

NOTE: Just because you aren't currently receiving funds for a program line, it doesn't preclude you from outlining a need for funding for that program. E.g. Just because you aren't currently receiving early childhood development funding doesn't mean that you don't need an early childhood development program on your reservation. Or, just because you are a "280" state it doesn't mean that you don't need law enforcement funding to improve safety in your community.

REMEMBER:

You must use the calculations provided so that we can have consistent data to roll up and use for the report. For any line that does not have a specific calculation outlined, please provide specific detail on how you arrived at the $ figure you entered.

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Figure 7

Unfunded Obligations is divided into 8 Sections, they are:

Section 1: Tribal Government,
Section 2: Human Resources,
Section 3: Trust - Natural Resources Management,
Section 4: Trust - Real Estate Services,
Section 5: Public Safety and Justice,
Section 6: Community and Economic Development,
Section 7: Bureau of Indian Education,
Section 8: Public Safety and Justice Construction.

!! REMINDER !!
The **double asterisks (**)** indicates a required Field. To make it easier to save and come back later, the form will not block you from moving past these required Fields. However, we would still like to know that you have fully reviewed each question. To help with this, please type "N/A" for Fields that do not apply to your Tribe or organization.

!! REMINDER !!
You must use the calculations provided so that we can have consistent data to roll up and use for the report. For any line that does not have a specific calculation outlined, please provide specific detail on how you arrived at the $ figure you entered. You can find a Tribal Calculations Cheatsheet here that lists the calculations and brief explanations of the programs.

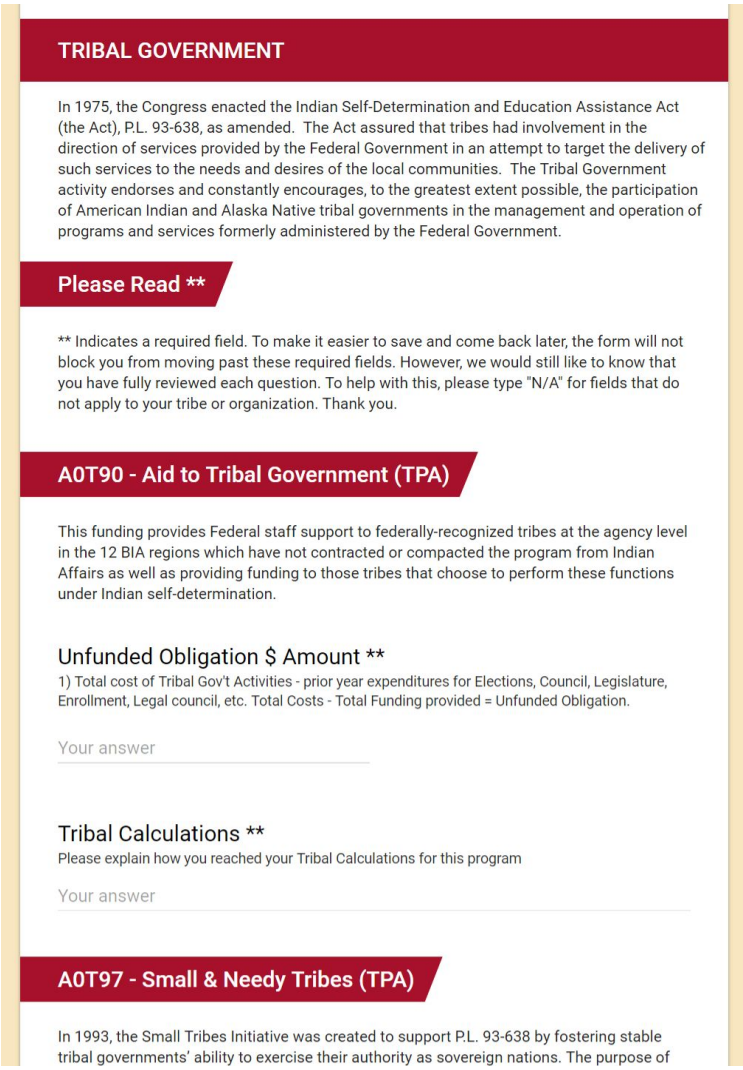
You are able to Click the NEXT (Next) and BACK (Back) Buttons to move on to the different Sections that apply to your Tribe. If you are collaborating with a team and are responsible for a specific Section, you may also use the NEXT (Next) and BACK (Back) Buttons to skip through Sections, until you reach the one you need. Remember to enter "N/A" for Sections that do not apply to your Tribe.

.. HELPFUL TIP ..
If you are collaborating with a team instead of leaving their Section Fields blank; Enter **"ATTN: Team Member Name"** to draw their attention to that Field.

When you are ready, Click NEXT (Next) to move on and begin entering your Unfunded Obligations.

Step Three A - Unfunded Obligations: Tribal Government

You will be presented with Section 1 of the Unfunded Obligations: Tribal Government. (Figure 8)



TRIBAL GOVERNMENT

In 1975, the Congress enacted the Indian Self-Determination and Education Assistance Act (the Act), P.L. 93-638, as amended. The Act assured that tribes had involvement in the direction of services provided by the Federal Government in an attempt to target the delivery of such services to the needs and desires of the local communities. The Tribal Government activity endorses and constantly encourages, to the greatest extent possible, the participation of American Indian and Alaska Native tribal governments in the management and operation of programs and services formerly administered by the Federal Government.

Please Read **

** Indicates a required field. To make it easier to save and come back later, the form will not block you from moving past these required fields. However, we would still like to know that you have fully reviewed each question. To help with this, please type "N/A" for fields that do not apply to your tribe or organization. Thank you.

A0T90 - Aid to Tribal Government (TPA)

This funding provides Federal staff support to federally-recognized tribes at the agency level in the 12 BIA regions which have not contracted or compacted the program from Indian Affairs as well as providing funding to those tribes that choose to perform these functions under Indian self-determination.

Unfunded Obligation $ Amount **

1) Total cost of Tribal Gov't Activities - prior year expenditures for Elections, Council, Legislature, Enrollment, Legal council, etc. Total Costs - Total Funding provided = Unfunded Obligation.

Your answer

Tribal Calculations **

Please explain how you reached your Tribal Calculations for this program

Your answer

A0T97 - Small & Needy Tribes (TPA)

In 1993, the Small Tribes Initiative was created to support P.L. 93-638 by fostering stable tribal governments' ability to exercise their authority as sovereign nations. The purpose of

Figure 8 - Showing top of Tribal Government Section of Unfunded Obligations

Note: If you are collaborating with a team, and Tribal Government is not a Section you are responsible for you can Click the NEXT (Next) Button to skip through to your Section. Just remember to enter "N/A" for Sections that do not apply to your Tribe or Enter **"ATTN: Team Member Name"** to draw their attention to that Field.

Each Section provides a brief background of the Section and a reminder that all the Fields are required, as well as, a Total & Amount Field at the end of the Section. Each Program listed

provides a brief explanation of the Program, a Field for Unfunded $$ Amount with the calculation standards for that program, and a Field for Tribal Calculations.

Enter your Unfunded $$ Amount, following the provided calculation standard listed with the Field.

Enter your Tribal Calculations, explaining how you reached your dollar amount for the particular Program. Your response is limited to 500 characters.

!! REMINDER !!
Another reminder that the **double asterisks (**)** indicates a required Field. If any of the Unfunded Obligation Fields are left blank, without at least an "N/A", someone from the Office of Budget and Performance Management (OBPM) will contact you later requesting the information be filled out.

!! REMINDER !!
You must use the calculations provided so that we can have consistent data to roll up and use for the report. For any line that does not have a specific calculation outlined, please provide specific detail on how you arrived at the $ figure you entered. You can find a Tribal Calculations Cheatsheet here that lists the calculations and brief explanations of the programs.

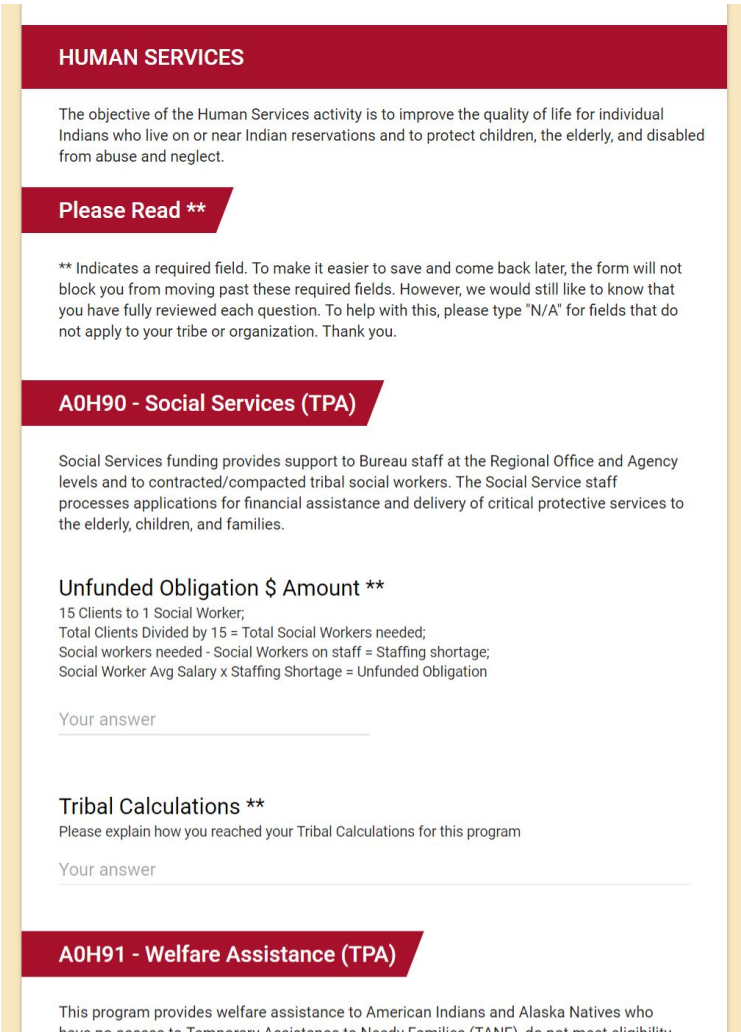
Continue entering information for each Program.

Once you have reached the end of the Section, enter the Total $$ Amount in the Field provided.

Click NEXT (Next) to move on to the next Section.

Step Three B - Unfunded Obligations: Human Services

You will be presented with Section 2 of the Unfunded Obligations: Human Services. (Figure 9)



HUMAN SERVICES

The objective of the Human Services activity is to improve the quality of life for individual Indians who live on or near Indian reservations and to protect children, the elderly, and disabled from abuse and neglect.

Please Read **

** Indicates a required field. To make it easier to save and come back later, the form will not block you from moving past these required fields. However, we would still like to know that you have fully reviewed each question. To help with this, please type "N/A" for fields that do not apply to your tribe or organization. Thank you.

A0H90 - Social Services (TPA)

Social Services funding provides support to Bureau staff at the Regional Office and Agency levels and to contracted/compacted tribal social workers. The Social Service staff processes applications for financial assistance and delivery of critical protective services to the elderly, children, and families.

Unfunded Obligation $ Amount **
15 Clients to 1 Social Worker;
Total Clients Divided by 15 = Total Social Workers needed;
Social workers needed - Social Workers on staff = Staffing shortage;
Social Worker Avg Salary x Staffing Shortage = Unfunded Obligation

Your answer

Tribal Calculations **
Please explain how you reached your Tribal Calculations for this program

Your answer

A0H91 - Welfare Assistance (TPA)

This program provides welfare assistance to American Indians and Alaska Natives who

Figure 9 - Showing top of Human Services of Unfunded Obligations

Note: If you are collaborating with a team, and Human Services is not a Section you are responsible for you can Click the NEXT (Next) Button to skip through to your Section. Just remember to enter "N/A" for Sections that do not apply to your Tribe or Enter **"ATTN: Team Member Name"** to draw their attention to that Field.

Each Section provides a brief background of the Section and a reminder that all the Fields are required, as well as, a Total & Amount Field at the end of the Section. Each Program listed provides a brief explanation of the Program, a Field for Unfunded $$ Amount with the calculation standards for that program, and a Field for Tribal Calculations.

Enter your Unfunded $$ Amount, following the provided calculation standard listed with the Field.

Enter your Tribal Calculations, explaining how you reached your dollar $$ amount for the particular Program. Your response is limited to 500 characters.

!! REMINDER !!
Another reminder that the **double asterisks (**)** indicates a required Field. If any of the Unfunded Obligation Fields are left blank, without at least an "N/A", someone from the Office of Budget and Performance Management (OBPM) will contact you later requesting the information be filled out.

!! REMINDER !!
You must use the calculations provided so that we can have consistent data to roll up and use for the report. For any line that does not have a specific calculation outlined, please provide specific detail on how you arrived at the $ figure you entered. You can find a Tribal Calculations Cheatsheet here that lists the calculations and brief explanations of the programs.

Continue entering information for each Program.

Once you have reached the end of the Section, enter the Total $$ Amount in the Field provided.

Click NEXT (Next) to move on to the next Section.

Step Three C - Unfunded Obligations: Trust - Natural Resources Management

You will be presented with Section 3 of the Unfunded Obligations: Trust - Natural Resources Management. (Figure 10)

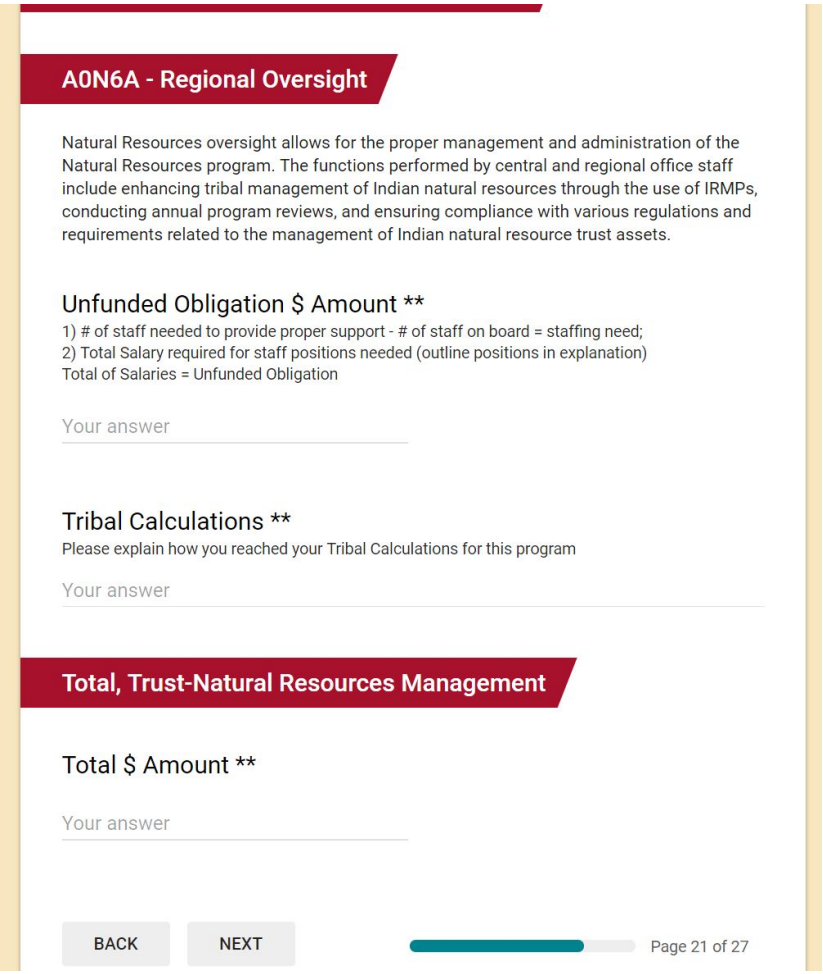


Figure 10 - Showing bottom of Trust - Natural Resources Management of Unfunded Obligations

Note: If you are collaborating with a team, and Natural Resources Management is not a Section you are responsible for you can Click the NEXT (Next) Button to skip through to your Section. Just remember to enter "N/A" for Sections that do not apply to your Tribe or Enter **"ATTN: Team Member Name"** to draw their attention to that Field.

Each Section provides a brief background of the Section and a reminder that all the Fields are required, as well as, a Total & Amount Field at the end of the Section. Each Program listed provides a brief explanation of the Program, a Field for Unfunded $$ Amount with the calculation standards for that program, and a Field for Tribal Calculations.

Enter your Unfunded $$ Amount, following the provided calculation standard listed with the Field.

Enter your Tribal Calculations, explaining how you reached your dollar amount for the particular Program. Your response is limited to 500 characters.

!! REMINDER !!
Another reminder that the **double asterisks (**)** indicates a required Field. If any of the Unfunded Obligation Fields are left blank, without at least an "N/A", someone from the Office of Budget and Performance Management (OBPM) will contact you later requesting the information be filled out.

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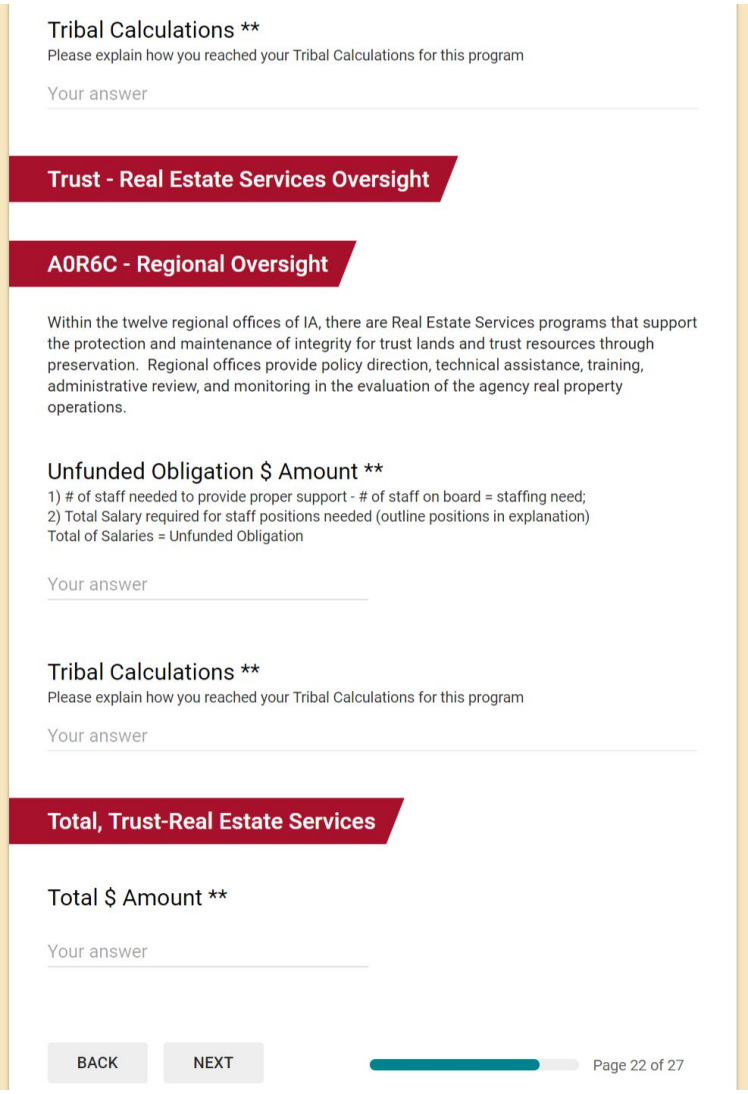
Continue entering information for each Program.

Once you have reached the end of the Section, enter the Total $$ Amount in the Field provided.

Click NEXT (Next) to move on to the next Section.

Step Three D - Unfunded Obligations: Trust - Real Estate Services

You will be presented with Section 4 of the Unfunded Obligations: Trust - Real Estate Services. (Figure 11)


Tribal Calculations **
Please explain how you reached your Tribal Calculations for this program
Your answer

Trust - Real Estate Services Oversight

A0R6C - Regional Oversight

Within the twelve regional offices of IA, there are Real Estate Services programs that support the protection and maintenance of integrity for trust lands and trust resources through preservation. Regional offices provide policy direction, technical assistance, training, administrative review, and monitoring in the evaluation of the agency real property operations.

Unfunded Obligation $ Amount **
1) # of staff needed to provide proper support - # of staff on board = staffing need;
2) Total Salary required for staff positions needed (outline positions in explanation)
Total of Salaries = Unfunded Obligation
Your answer

Tribal Calculations **
Please explain how you reached your Tribal Calculations for this program
Your answer

Total, Trust-Real Estate Services

Total $ Amount **
Your answer

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Figure 11 - Showing bottom of Trust - Real Estate Services of Unfunded Obligations

Note: If you are collaborating with a team, and Trust - Real Estate Services is not a Section you are responsible for you can Click the NEXT (Next) Button to skip through to your Section. Just remember to enter "N/A" for Sections that do not apply to your Tribe or Enter **"ATTN: Team Member Name"** to draw their attention to that Field.

Each Section provides a brief background of the Section and a reminder that all the Fields are required, as well as, a Total & Amount Field at the end of the Section. Each Program listed provides a brief explanation of the Program, a Field for Unfunded $$ Amount with the calculation standards for that program, and a Field for Tribal Calculations.

Enter your Unfunded $$ Amount, following the provided calculation standard listed with the Field.

Enter your Tribal Calculations, explaining how you reached your dollar amount for the particular Program. Your response is limited to 500 characters.

!! REMINDER !!
Another reminder that the **double asterisks (**)** indicates a required Field. If any of the Unfunded Obligation Fields are left blank, without at least an "N/A", someone from the Office of Budget and Performance Management (OBPM) will contact you later requesting the information be filled out.

!! REMINDER !!
You must use the calculations provided so that we can have consistent data to roll up and use for the report. For any line that does not have a specific calculation outlined, please provide specific detail on how you arrived at the $ figure you entered. You can find a Tribal Calculations Cheatsheet here that lists the calculations and brief explanations of the programs.

Continue entering information for each Program.

Once you have reached the end of the Section, enter the Total $$ Amount in the Field provided.

Click NEXT (Next) to move on to the next Section.

Step Three E - Unfunded Obligations: Public Safety and Justice

You will be presented with Section 5 of the Unfunded Obligations: Public Safety and Justice. (Figure 12)

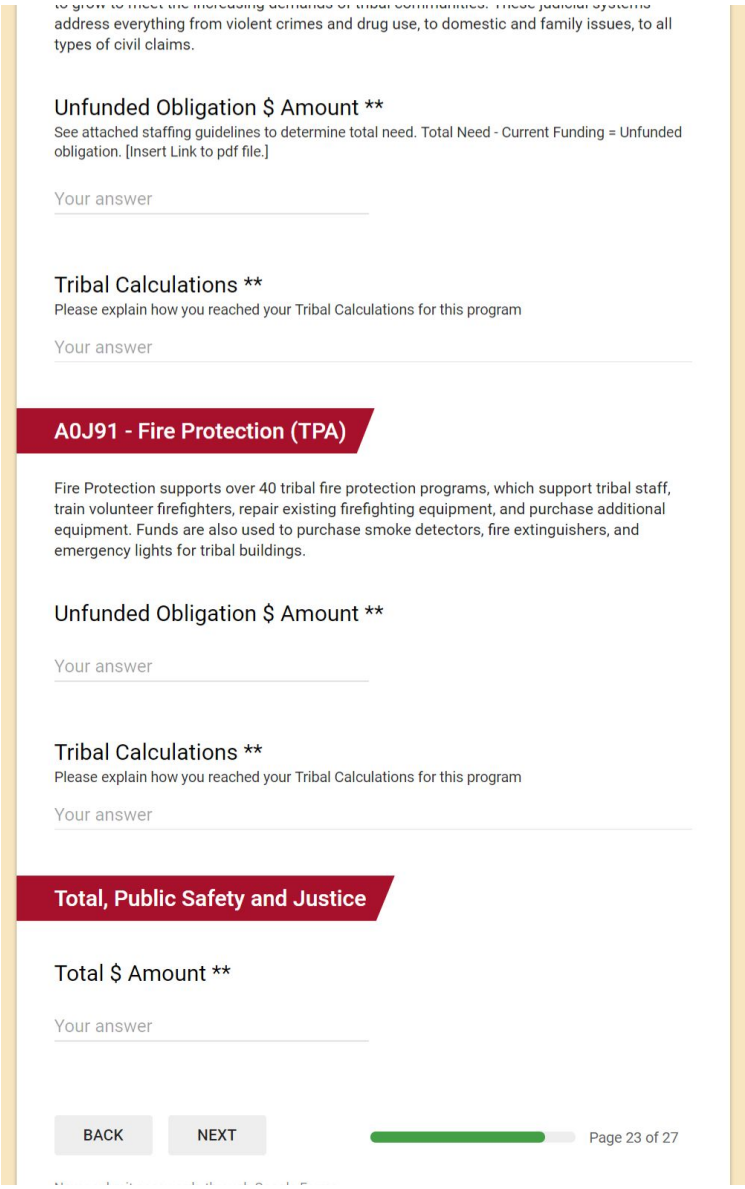


Figure 12 - Showing bottom of Public Safety and Justice of Unfunded Obligations

Note: If you are collaborating with a team, and Public Safety and Justice is not a Section you are responsible for you can Click the NEXT (Next) Button to skip through to your Section. Just remember to enter "N/A" for Sections that do not apply to your Tribe or Enter **"ATTN: Team Member Name"** to draw their attention to that Field.

Each Section provides a brief background of the Section and a reminder that all the Fields are required, as well as, a Total & Amount Field at the end of the Section. Each Program listed provides a brief explanation of the Program, a Field for Unfunded $$ Amount with the calculation standards for that program, and a Field for Tribal Calculations.

Enter your Unfunded $$ Amount, following the provided calculation standard listed with the Field.

Enter your Tribal Calculations, explaining how you reached your dollar amount for the particular Program. Your response is limited to 500 characters.

!! REMINDER !!
Another reminder that the **double asterisks (**)** indicates a required Field. If any of the Unfunded Obligation Fields are left blank, without at least an "N/A", someone from the Office of Budget and Performance Management (OBPM) will contact you later requesting the information be filled out.

!! REMINDER !!
You must use the calculations provided so that we can have consistent data to roll up and use for the report. For any line that does not have a specific calculation outlined, please provide specific detail on how you arrived at the $ figure you entered. You can find a Tribal Calculations Cheatsheet here that lists the calculations and brief explanations of the programs.

Continue entering information for each Program.

Once you have reached the end of the Section, enter the Total $$ Amount in the Field provided.

Click NEXT (Next) to move on to the next Section.

Step Three F - Unfunded Obligations: Community and Economic Development

You will be presented with Section 6, of the Unfunded Obligations: Community and Economic Development. (Figure 13)

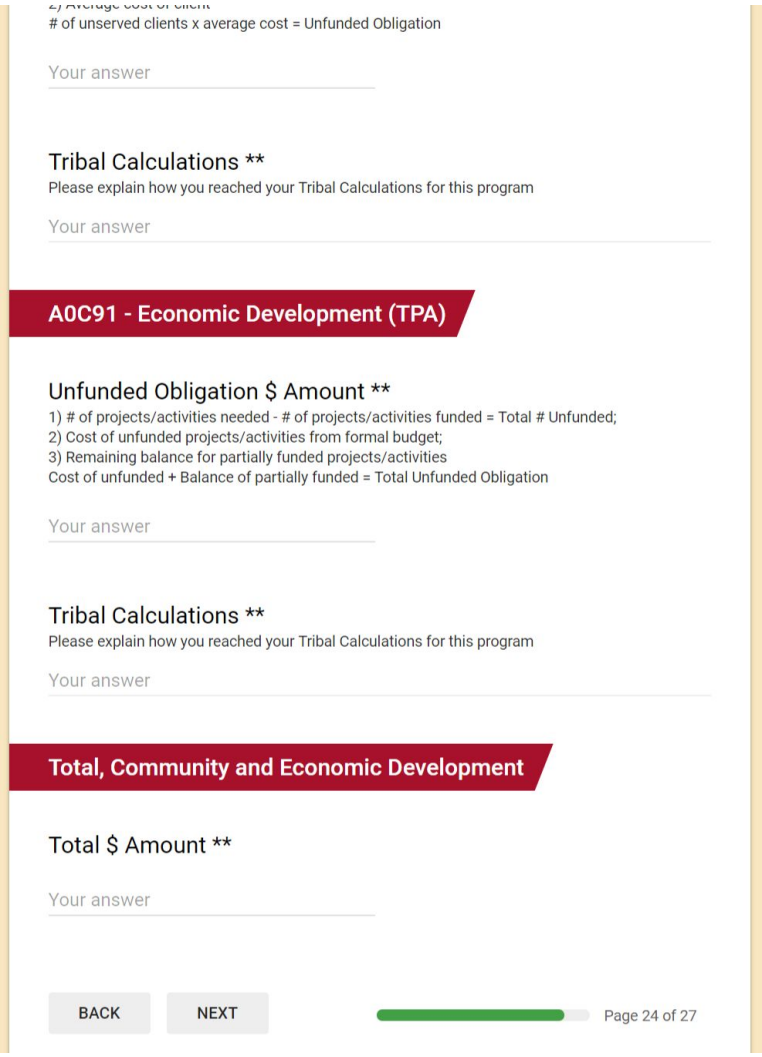


Figure 13- Showing bottom of Community and Economic Development of Unfunded Obligations

Note: If you are collaborating with a team, and Community and Economic Development is not a Section you are responsible for you can Click the NEXT (Next) Button to skip through to your Section. Just remember to enter "N/A" for Sections that do not apply to your Tribe or Enter **"ATTN: Team Member Name"** to draw their attention to that Field.

Each Section provides a brief background of the Section and a reminder that all the Fields are required, as well as, a Total & Amount Field at the end of the Section. Each Program listed

provides a brief explanation of the Program, a Field for Unfunded $$ Amount with the calculation standards for that program, and a Field for Tribal Calculations.

Enter your Unfunded $$ Amount, following the provided calculation standard listed with the Field.

Enter your Tribal Calculations, explaining how you reached your dollar amount for the particular Program. Your response is limited to 500 characters.

!! REMINDER !!
Another reminder that the **double asterisks (**)** indicates a required Field. If any of the Unfunded Obligation Fields are left blank, without at least an "N/A", someone from the Office of Budget and Performance Management (OBPM) will contact you later requesting the information be filled out.

!! REMINDER !!
You must use the calculations provided so that we can have consistent data to roll up and use for the report. For any line that does not have a specific calculation outlined, please provide specific detail on how you arrived at the $ figure you entered. You can find a Tribal Calculations Cheatsheet here that lists the calculations and brief explanations of the programs.

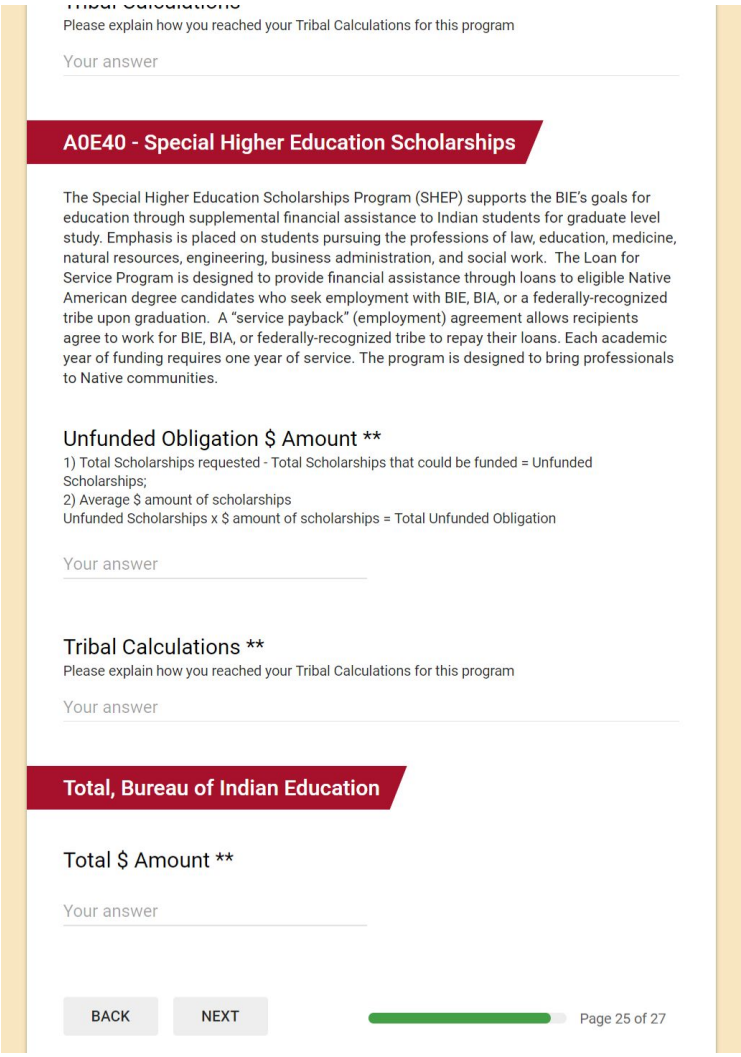
Continue entering information for each Program.

Once you have reached the end of the Section, enter the Total $$ Amount in the Field provided.

Click NEXT (Next) to move on to the next Section.

Step Three G - Unfunded Obligations: Bureau of Indian Education

You will be presented with Section 7, of the Unfunded Obligations: Bureau of Indian Education. (Figure 14)


Please explain how you reached your Tribal Calculations for this program

Your answer

A0E40 - Special Higher Education Scholarships

The Special Higher Education Scholarships Program (SHEP) supports the BIE's goals for education through supplemental financial assistance to Indian students for graduate level study. Emphasis is placed on students pursuing the professions of law, education, medicine, natural resources, engineering, business administration, and social work. The Loan for Service Program is designed to provide financial assistance through loans to eligible Native American degree candidates who seek employment with BIE, BIA, or a federally-recognized tribe upon graduation. A "service payback" (employment) agreement allows recipients agree to work for BIE, BIA, or federally-recognized tribe to repay their loans. Each academic year of funding requires one year of service. The program is designed to bring professionals to Native communities.

Unfunded Obligation $ Amount **

1) Total Scholarships requested - Total Scholarships that could be funded = Unfunded Scholarships;
2) Average $ amount of scholarships
Unfunded Scholarships x $ amount of scholarships = Total Unfunded Obligation

Your answer

Tribal Calculations **

Please explain how you reached your Tribal Calculations for this program

Your answer

Total, Bureau of Indian Education

Total $ Amount **

Your answer

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Figure 14 - Showing bottom of Bureau of Indian Education of Unfunded Obligations

Note: If you are collaborating with a team, and Bureau of Indian Education is not a Section you are responsible for you can Click the NEXT (Next) Button to skip through to your Section. Just remember to enter "N/A" for Sections that do not apply to your Tribe or Enter **"ATTN: Team Member Name"** to draw their attention to that Field.

Each Section provides a brief background of the Section and a reminder that all the Fields are required, as well as, a Total & Amount Field at the end of the Section. Each Program listed

provides a brief explanation of the Program, a Field for Unfunded $$ Amount with the calculation standards for that program, and a Field for Tribal Calculations.

Enter your Unfunded $$ Amount, following the provided calculation standard listed with the Field.

Enter your Tribal Calculations, explaining how you reached your dollar amount for the particular Program. Your response is limited to 500 characters.

!! REMINDER !!
Another reminder that the **double asterisks (**)** indicates a required Field. If any of the Unfunded Obligation Fields are left blank, without at least an "N/A", someone from the Office of Budget and Performance Management (OBPM) will contact you later requesting the information be filled out.

!! REMINDER !!
You must use the calculations provided so that we can have consistent data to roll up and use for the report. For any line that does not have a specific calculation outlined, please provide specific detail on how you arrived at the $ figure you entered. You can find a Tribal Calculations Cheatsheet here that lists the calculations and brief explanations of the programs.

Continue entering information for each Program.

Once you have reached the end of the Section, enter the Total $$ Amount in the Field provided.

Click NEXT (Next) to complete unfunded obligations and move on to submit the Survey.

Step Four - Printing the Survey

You are able to print out sections of the survey as you fill it out or edit your responses. You can also request a copy of your completed survey for your records to print out as well.

Printing Sections of the Survey

Click on your browser's print option (Figure 26) or press "CTRL" and "P" on your keyboard ("Command + P" on a Mac/Apple) to bring up the printing options (Figure 27).

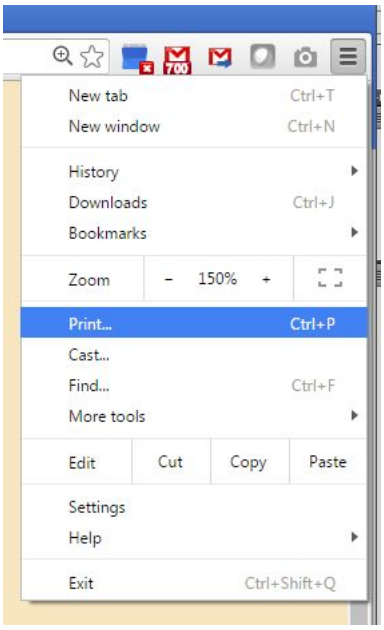


Figure 26 - Google Chrome Browser Menu > Print

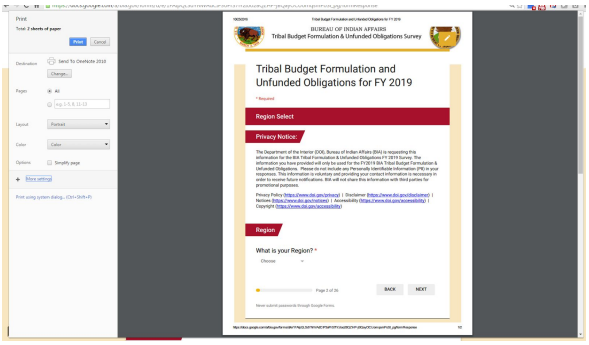


Figure 27 - Google Chrome Browser Print Options Screen

Make sure you have "background graphics" checked so that the survey prints exactly as it looks on your screen. (Figure 28)

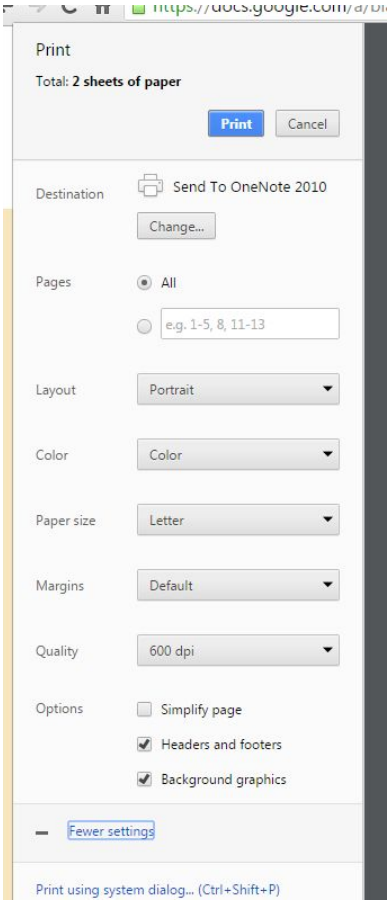


Figure 28 - Print Settings with “Background graphics” checked

If you do not see the checkbox for “Background graphics”, look for the “+ More settings” link and click on it to expand the settings. (Figure 29)

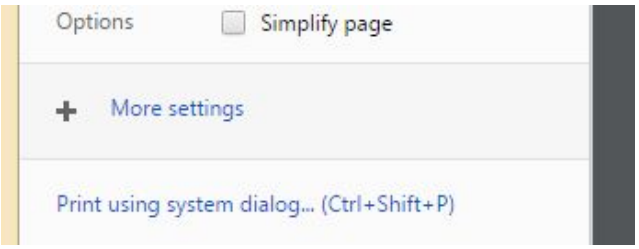


Figure 29 - “+More settings” is found in the Printer Options Screen

Using the Printer Options Screen, select your printer and desired options and click on the

(Print) Button.

Printing the Entire Survey

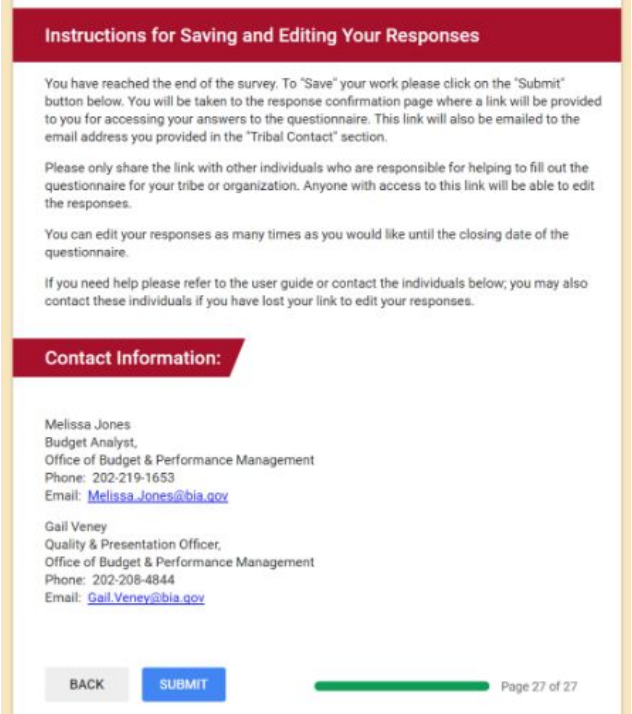
To print out a blank survey, visit this link:

http://www.insideindianaffairs.gov/cs/groups/xoppm/documents/text/idc2-052213.docx

If you need to print out the entire survey with your data, you need to contact the Office of Budget and Personnel Management using the information in the Contact Information Section.

Section Four: Submitting The Survey

Once you have completed the Unfunded Obligations portion and you Click the NEXT (Next) Button you will be taken to an Instructional Page on Saving and Submitting your Survey. (Figure 16)



Instructions for Saving and Editing Your Responses

You have reached the end of the survey. To "Save" your work please click on the "Submit" button below. You will be taken to the response confirmation page where a link will be provided to you for accessing your answers to the questionnaire. This link will also be emailed to the email address you provided in the "Tribal Contact" section.

Please only share the link with other individuals who are responsible for helping to fill out the questionnaire for your tribe or organization. Anyone with access to this link will be able to edit the responses.

You can edit your responses as many times as you would like until the closing date of the questionnaire.

If you need help please refer to the user guide or contact the individuals below; you may also contact these individuals if you have lost your link to edit your responses.

Contact Information:

Melissa Jones
Budget Analyst,
Office of Budget & Performance Management
Phone: 202-219-1653
Email: Melissa.Jones@bia.gov

Gail Veney
Quality & Presentation Officer,
Office of Budget & Performance Management
Phone: 202-208-4844
Email: Gail.Veney@bia.gov

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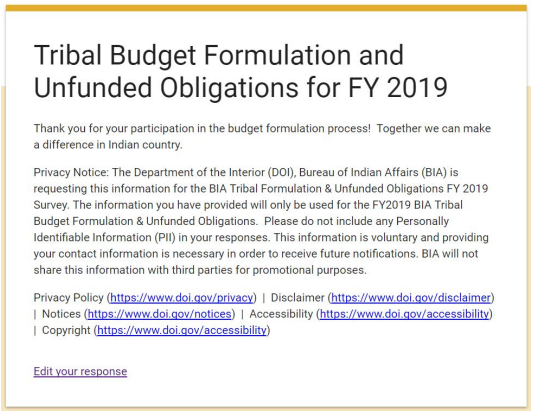
Figure 16

You can still Click the BACK (Back) Button, at any time to move backwards through the Survey to make any edits. Additionally, once you Click SUBMIT (the blue Submit Button) you will be able to use a link, provided to you, to come back at any time and continue to make edits, as necessary.

If you are ready to Submit your Survey, Click on the SUBMIT (Submit) Button.

You will be presented with the Final Page of the Survey (Figure 17), thanking you for your participation and providing you the link, to edit your response. The Tribal Point of Contact you

entered in Step One - Filling Out Your Location & Contact Information will also receive a copy of the link in the automated email sent during submission. (Figure 18).



Tribal Budget Formulation and Unfunded Obligations for FY 2019

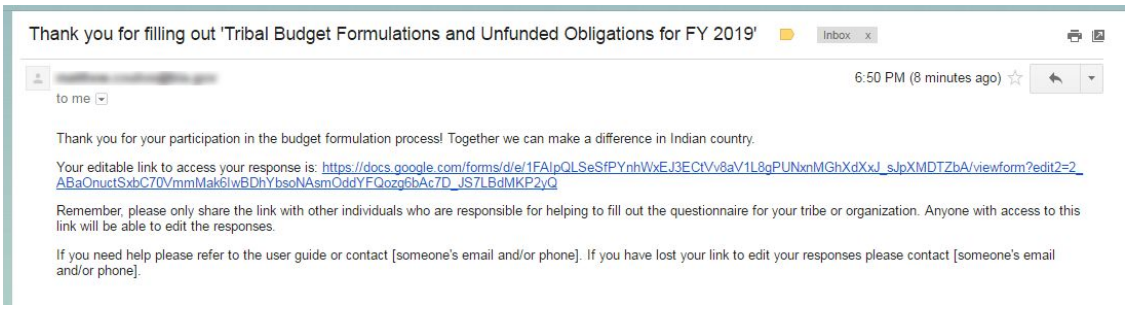
Thank you for your participation in the budget formulation process! Together we can make a difference in Indian country.

Privacy Notice: The Department of the Interior (DOI), Bureau of Indian Affairs (BIA) is requesting this information for the BIA Tribal Formulation & Unfunded Obligations FY 2019 Survey. The information you have provided will only be used for the FY2019 BIA Tribal Budget Formulation & Unfunded Obligations. Please do not include any Personally Identifiable Information (PII) in your responses. This information is voluntary and providing your contact information is necessary in order to receive future notifications. BIA will not share this information with third parties for promotional purposes.

Privacy Policy (https://www.doi.gov/privacy) | Disclaimer (https://www.doi.gov/disclaimer) | Notices (https://www.doi.gov/notices) | Accessibility (https://www.doi.gov/accessibility) | Copyright (https://www.doi.gov/accessibility)

Edit your response

Figure 17 - Final Thank You Page



Thank you for filling out 'Tribal Budget Formulations and Unfunded Obligations for FY 2019' Inbox x

6:50 PM (8 minutes ago)

to me

Thank you for your participation in the budget formulation process! Together we can make a difference in Indian country.

Your editable link to access your response is: https://docs.google.com/forms/d/e/1FAIpQLSeSfPYnhWxEJ3ECtVv8aV1L8gPUNxnMGhXdXxJ_sJpXMDTZbA/viewform?edit2=2_ABaOnuctSxbC70VmmMak6IwBDhYbsoNAsmOddYFQozg6bAc7D_JS7LBdMKP2yQ

Remember, please only share the link with other individuals who are responsible for helping to fill out the questionnaire for your tribe or organization. Anyone with access to this link will be able to edit the responses.

If you need help please refer to the user guide or contact [someone's email and/or phone]. If you have lost your link to edit your responses please contact [someone's email and/or phone].

Figure 18 - Automated email sent to Tribal Point of Contact.

Remember to save the “Edit your response link” by right Clicking on the link and selecting “Save link as…” from the pop-up menu. (Figure 19)

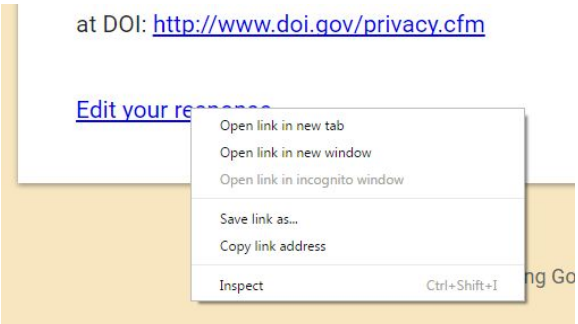


Figure 19 - Saving your edit link from the thank you page (Figure 17).

.. HELPFUL TIP ..

If you ever forget or lose your "Edit your response" link information, you can contact the individuals listed in the Feedback & Contact Information Section to request a copy of your link. Provide them with your name, region, and Tribe.

Congratulations! You have complete the Tribal Budget Formulation & Unfunded Obligation Survey.

If you would like to learn more about editing your responses, go to Section Five: Editing the Survey. If you would like to learn more about collaborating with and sharing the Survey, go to Section Six: Sharing & Collaborating with the Survey.

Section Five: Editing The Survey

You may edit your Survey responses at any time and as many times as needed as long as the Survey is open for submissions. If the Survey is closed, you can no longer edit your responses.

To edit your responses, visit the "Edit your response" link that you saved from Section Four: Submitting the Survey.

.. HELPFUL TIP ..
If you ever forget or lose your "Edit your response" link information, you can contact the individuals listed in the Feedback & Contact Information Section to request a copy of your link. Provide them with your Name, Region, and Tribe.

You will be presented with the Survey you are familiar with, with a "You are editing your previous response." pop-up box appearing at the top. (Figure 20)

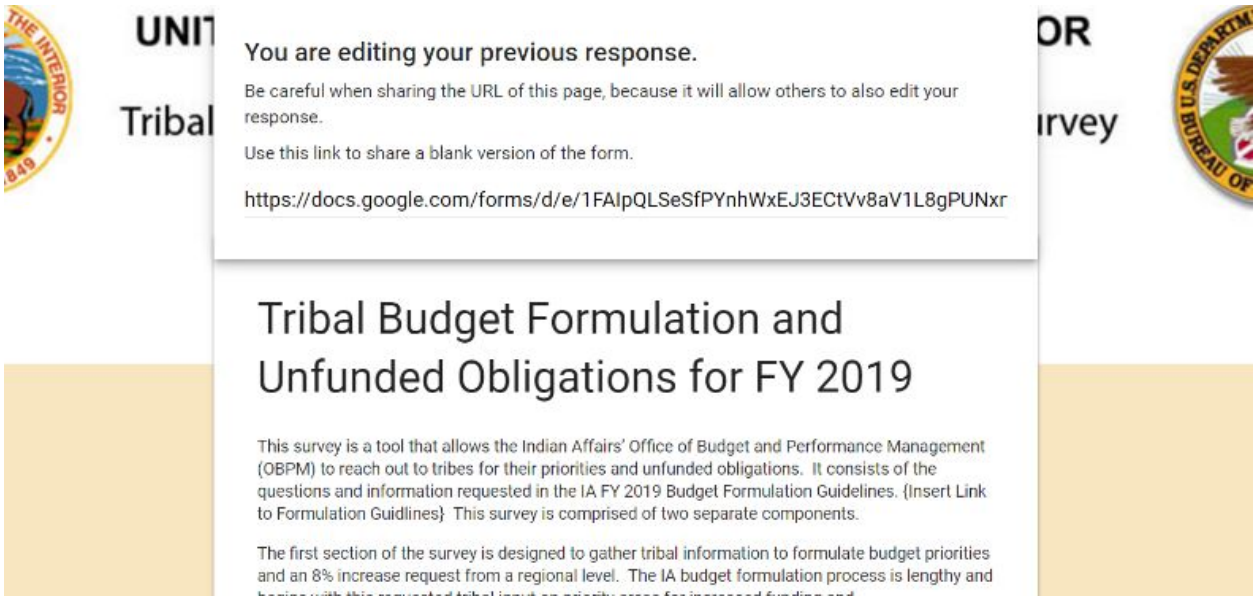


Figure 20 - Survey Introduction Page with Pop-up

!! BE CAREFUL !!
The link in the pop-up box is a link to a **blank copy of the Survey**. It is not the same link that you saved from Section Four. Do not copy and share this link if you are collaborating with a team. Do not save this link as your link to return and edit your Survey. Unless you want to send a blank copy of the Survey to someone, just ignore this pop-up completely.

You can now navigate through the Survey, as you did when first filling it out in Section Two. You will see the “You are editing your previous response.” pop-up box on every page of the Survey as reminder that you are in Edit Mode. (Figure 21)

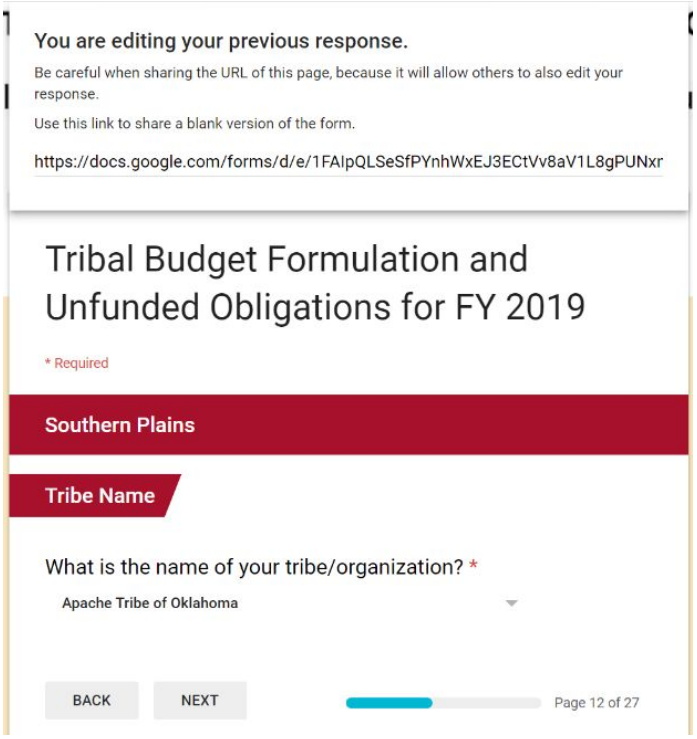


Figure 21 - Example of Edit Mode with information for Southern Plains filled out.

Once you are done making changes, make sure you continue Clicking the NEXT (Next) Button until you reach the SUBMIT (Submit) Button at the End of the Survey.

Once again, Click on the SUBMIT (Submit) Button to save your edits and re-submit your Survey responses. You will see the same final thank you page. (Figure 22)

Figure 22 - Final Thank You Page

The Tribal Point of Contact will receive another automated email thanking them (you) for filling out the Survey with another copy of the same link you saved earlier to Edit your responses.

Congratulations! You have completed editing your Survey responses.

Section Six: Sharing & Collaborating with the Survey

If you are working with a team of people, you are able to share and collaborate with the Survey. For example, you are a team of three people. One member is responsible for entering the Priority Programs, the other two team members are responsible for two halves of the Unfunded Obligations portion.

The first person who submitted the Survey and the Tribal Point of Contact entered during the submission can share the "Edit your response" link provided to them with as many people as needed.

!! REMINDER !!
Remember that anyone you share the link with will be able to edit and change any responses in the Survey. Do not share the link with individuals you do not trust to enter correct information. In addition, do not have more than one team member working on the Survey at one time. If more than one user is changing information in the Survey, changes made by one user may overwrite the others.

Collaborating and Sharing will work the same way as Section Five: Editing the Survey, except the original submitter is no longer editing, instead a new team member is editing or adding additional information.

To share the Survey for collaboration, share the "Edit your response" link that you saved from Section Four: Submitting the Survey.

.. HELPFUL TIP ..
If you ever forget or lose your "Edit your response" link information, you can contact the individuals listed in the Feedback & Contact Information Section to request a copy of your link. Provide them with your name, region, and Tribe.

The user(s) you share the link with will be presented with the Survey with a "You are editing your previous response." pop-up box appearing at the top. (Figure 23)

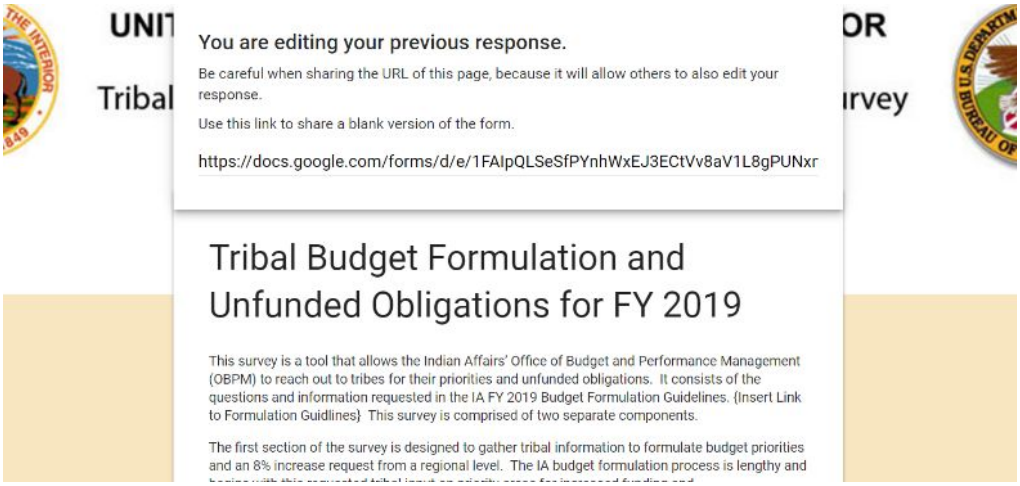


Figure 20 - Survey Introduction Page with Pop-up

!! BE CAREFUL !!
The link in the pop-up box is a link to a **blank copy of the Survey**. It is not the same link that was shared with you. Do not copy and share this link if you are collaborating with a team. Do not save this link as your link to return and edit your Survey. Unless you want to send a blank copy of the Survey to someone, just ignore this pop-up completely.

You will now navigate through the Survey as described in Section Two: Filling Out the Survey. You will see the "You are editing your previous response." pop-up box on every page of the Survey as reminder that you are in Edit Mode and collaborating on a Survey, filled out by another team member. (Figure 24)

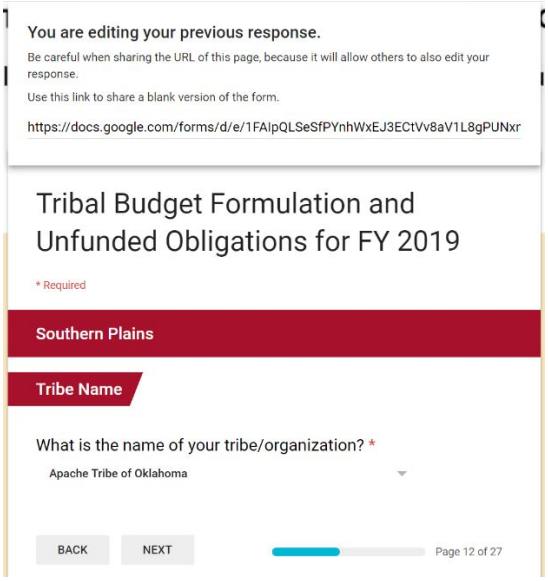


Figure 24- Example of Edit Mode with information for Southern Plains filled out.

Once you are done making changes or adding additional information, make sure you continue Clicking the NEXT (Next) Button until you reach the SUBMIT (Submit) Button at the end of the Survey.

Once again, Click on the SUBMIT (Submit) Button to save your changes and re-submit the Survey responses. You will see a final thank you page. (Figure 25)

Tribal Budget Formulation and Unfunded Obligations for FY 2019

Thank you for your participation in the budget formulation process! Together we can make a difference in Indian country.

Privacy Notice: The Department of the Interior (DOI), Bureau of Indian Affairs (BIA) is requesting this information for the BIA Alaska Region Tribal Funding FY 2018 Survey. The information you have provided will only be used for the FY2018 BIA Alaska Region Tribal Budget Formulation. Providing this information is voluntary; however, it is necessary in order to receive future notifications. BIA will not share this information with third parties for promotional purposes. Please review the DOI Privacy Policy for how information is handled at DOI: http://www.doi.gov/privacy.cfm

Edit your response

Figure 25 - Final Thank You Page

The Tribal Point of Contact will receive another automated email thanking them (you) for filling out the Survey with another copy of the same shared Survey link.

Congratulations! You have completed collaborating on the Survey responses.

If you are a team member collaborating on the Survey and it is your first time filling it out, review Section Two: Filling Out the Survey to familiarize yourself with how the Survey works.

Section Seven: Additional Information

Contact Information - Regional Points of Contact

For general assistance with the survey, please contact your Regional POCS. :

Region	POC 1	POC 2
Great Plains 115 4th Ave, SE, Suite 400 Aberdeen, SD 57401	Ernie Pourier P: (605) 226-7743 ernest.pourier@bia.gov	Daniel Sine P: (605) 226-7742 daniel.sine@bia.gov
Southern Plains 1 Mile North, Hwy 281 Anadarko, OK 73005	Gerald Haunpo P: (405) 247-1604	
Rocky Mountain 2021 4th Ave. North Billings, MT 59101	Randi Adams P: (406) 247-7986	Joen White P: (406) 247-7985
Alaska 3601 C Street, Suite 1200 Anchorage, AK 99503	Rachael Larson P: (907) 271-4176	James Atti P: (907) 271-4011
Midwest 5600 W. American Blvd Norman Pointe II - Rm 500 Bloomington, MN 55437	Delores Reaves P: (612) 725-4534	Patti Olby 218-751-2011 x 401 patriciaL.Olby@bia.gov
Eastern Oklahoma 3100 W. Peak Blvd. Muskogee, OK 74401	Kelly Harjo P: (918) 781-4620	Janet Sanders P: (918) 781-4666
Western 2600 N. Central Ave Phoeniz, AZ 85004	Cathy (Mary) Black P: (602) 379-6752	Mike (Michael) Nutter P: (602) 379-6752
Pacific 2800 Cottage Way Sacramento, CA 95825	Debbie Doka P: (916) 978-6023	Connie Wilkie P: (916) 978-6022 (temp phone)
Southwest 1001 Indian School Rd., Bldg. 1 Albuquerque, NM 87104	Cheryl Sakiestewa P: (505) 563-3155	Lorraine Chavez P: (505) 563-3150
Navajo 301 West Hill St. Gallup, NM 87305	DuWayne Begay P: (505) 863-8234	Raeleva Sanchez P: (505) 863-8475

Northwest 911 NE 11th Ave. Portland, OR 97232	Colette Tafua P: (503) 231-6766	Margaret Johnson P: (503) 231-2225
Eastern 545 Marriot Dr., Ste. 700 Nashville, TN 37214	Vandy Steve P: (615) 564-6960	Glenda Kennedy P: (615) 564-6862

Contact Information - Feedback, Edit Link Retrieval, & Printable Copy

If you have any feedback regarding the Survey, you need a copy of your "Edit Survey Link", or you would like a printable copy of your entire survey, please contact:

Melissa Jones Budget Analyst, Office of Budget & Performance Management Phone: 202-219-1653 Email: Melissa.Jones@bia.gov	Gail Veney Quality & Presentation Officer, Office of Budget & Performance Management Phone: 202-208-4844 Email: Gail.Veney@bia.gov

Your feedback is important to us. This our first year implementing this survey and all comments and suggestions are welcome. We encourage you to fill out an Evaluation Form that can be found here:

http://www.bia.gov/cs/groups/xoppm/documents/text/idc2-050222.doc

Please email your completed Evaluation Form to the contacts listed above.

Privacy & Personally Identifiable Information

!! REMINDER !!
Please remember **not to include personally identifiable information** (PII) in your responses and success stories. Some examples of PII include: information which can be used to distinguish or trace an individual's identity, such as their name, social security number, date and place of birth, mother's maiden name, biometric records, etc.

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The Department of the Interior (DOI), Bureau of Indian Affairs (BIA) is requesting this information for the BIA Tribal Formulation & Unfunded Obligations FY 2019 Survey. The information you have provided will only be used for the FY2019 BIA Tribal Budget Formulation &

Unfunded Obligations. Please do not include any Personally Identifiable Information (PII) in your responses. This information is voluntary and providing your contact information is necessary in order to receive future notifications. BIA will not share this information with third parties for promotional purposes.

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