1.1 **Purpose.** This chapter establishes the funds distribution process for Indian Affairs (IA).

1.2 **Scope.** This policy applies to all programs and offices under the authority of the Assistant Secretary – Indian Affairs (AS-IA), including offices reporting to the Bureau of Indian Affairs (BIA) and the Bureau of Indian Education (BIE).

1.3 **Policy.** Funding will be distributed to sub-allottees in compliance with all legal restrictions and regulations. The Financial and Business Management System (FBMS) is the official record of account or finance system.

1.4 **Authority.**

   A. **Statutes and Regulations.**


1.5 **Responsibilities.**

   A. **Deputy Assistant Secretary - Indian Affairs (Management) (DASM)** is responsible for establishing and implementing policy and general oversight related to funds distribution within IA.

   B. **Director, Office of Budget and Performance Management (OBPM)** is responsible for approving funds distribution in accordance with applicable authorities.

   C. **Director, BIA and Director, BIE** are responsible for reviewing, verifying, certifying and assigning sub-allocated funds.

   D. **Regional Directors** are responsible for approving designated regional officials; and reviewing, verifying, and certifying sub-allocated funds.

   E. **OBPM Staff** are responsible for entering budgetary data into FBMS, reflecting enacted appropriations, approved apportionments, allotments, and sub-allotments entered into FBMS using Budget Version 0 and Version 1 entries.

   F. **Designated Officials**, as assigned by their respective Regional Director or Central Office Director, are responsible for reviewing and verifying sub-allocated funds in
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FBMS; and creating funding documents to further distribute funds/resources to lower organizational levels/programs within their respective organization.

1.6 Funding Levels and Restrictions.

A. Appropriations. Appropriated funds become available in two (2) ways:

1) Continuing Resolution (CR). Prior to enactment of a regular appropriations bill, funds are provided under a CR, as passed by Congress and signed into law by the President of the United States.

2) Regular Appropriation. Regular appropriations bill provides funds once passed by Congress and signed into law by the President.

B. Restrictions. The use of appropriated funds is governed by the language in each fiscal year’s appropriation as contained in the Public Law, as well as other Public Laws that place restrictions on the use and distribution of IA funding (e.g. 25 U.S.C. 1862(d) places requirements on the distribution of funds for Tribal Colleges and Universities). IA must comply with all legal restrictions, terms and conditions in the funds distribution process.

C. Allotments/Sub-allotments.

1) Once an appropriations bill for the DOI is enacted, OBPM prepares a funding distribution document. Approved allotments and sub-allotments are entered into FBMS with budget transaction entries Version 0 and Version 1 by OBPM staff.

2) Budget Version 0 and Version 1 entries provide sub-allotment funding at the highest organizational level. A funding document is prepared by OBPM for Tribal Priority Allocations (TPA) Base and Regional Office Base funding. Budget Version 0 and Version 1 sub-allotments are entered into FBMS by OBPM and the funding document is distributed electronically to Central and Regional Offices. Central and Regional Offices make additional funding adjustments/distributions, using a funding document, as needed.

The Director, OBPM, or designee approves all allotments/sub-allotments and any underlying transactions (e.g. transfers, contract authority, etc.). Upon receipt of an approved apportionment from the Office of Management and Budget (OMB), the OBPM reconciles FBMS entries to the approved apportionment.

3) Appropriated funds will be fully allotted/sub-allotted during the period of availability unless proposed for rescission or deferral.

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Replaces #09-15, Issued: 09/30/09
4) Receipts are automatically allotted/sub-allotted throughout the year as collections are posted and receipt authority is realized within FBMS.

5) Reimbursement Authority is a part of the Sales Order process. The Reimbursement Authority is sub-allotted within the FBMS upon final approval of each Sales Order. Reimbursement Authority not associated with reimbursable agreements, such as the School Lunch program, is automatically allotted/sub-allotted within the FBMS throughout the year as collections are posted and authority is realized.

6) Recoveries or deobligations in prior year non-expired accounts are made available in the FBMS as they occur. Recoveries are posted as reductions to obligations and increase the unobligated balances in the affected Fund Center/Functional Area.

7) Unobligated no-year account balances will continue to be available in each source budget fiscal year until expended or rescinded.

8) Transfers, or funding from other Federal departments/agencies, will be allotted/sub-allotted throughout the year upon receipt and approval of official documentation (i.e. Standard Form (SF) 1151) from the funding source providing the funding. The sub-allottee(s) is notified once the funds are sub-allotted in the FBMS.

9) Contract Authority received from another Department (i.e. the Department of Transportation), to incur obligations will be allotted/sub-allotted throughout the year once the official documentation (e.g., a letter) providing the authority is approved and received. The official documentation is used in lieu of a funding document for these purposes. The sub-allottee is notified once the funds are sub-allotted in the FBMS.

D. Budget Version 0 and Version 1 Sub-allotments. For all available funding to IA, including mandatory and discretionary account allotments, FBMS Budget Version 0 and Version 1 sub-allotments are entered concurrently in FBMS. Sub-allottees may prepare a funding document to further distribute funding. Once approved by the sub-allottee, these documents are forwarded to OBPM for review and approval for all entries affecting Budget Version 0. Upon approval, OBPM enters Budget Version 0 re-sub-allotments into the FBMS and distributes the approved funding documents to the appropriate re-sub-allottees. The Central Office, Regional Office, and BIE Directors are responsible for the review, verification and certification of sub-allotted funds.

E. Budget Version 1 Allocations. Sub-allottees also use a funding document to further distribute resources to lower program and organizational levels within their organization and to serve as their official record for movement of funds. Entry of Budget Version 1 funding in the FBMS is accomplished by Central and Regional offices via designated officials. For Central Office sub-allottees, the OBPM is responsible for approving those individuals within the FBMS. Regional Directors are
responsible for approving designating regional officials. Director, BIE has this responsibility for funds sub-allotted to BIE. The Central Office, Regional Office, and BIE Directors are responsible for the review, verification and certification of sub-allocated funds.

Approval

[Signature]
George Bearpaw
Acting Deputy Assistant Secretary – Indian Affairs (Management)

5/2/18
Date