

Overview of Updates to the PL477 Annual Report

## Bureau of Indian Affairs

Office of Indian Services
Division of Workforce
Development



## BACKGROUND ON THE UPDATES

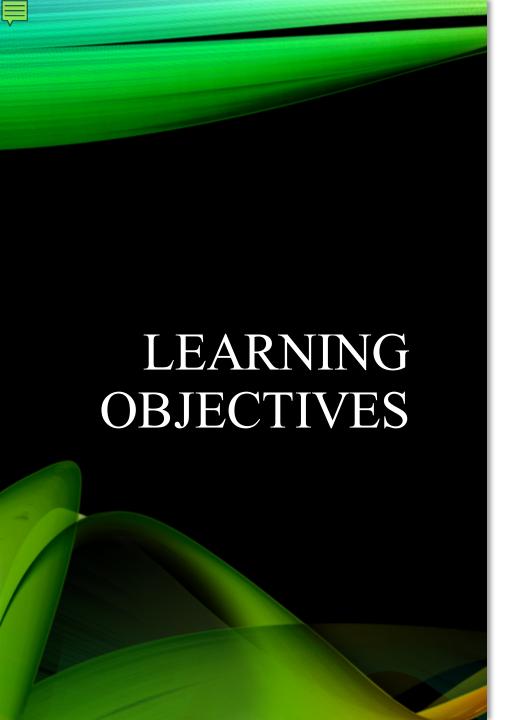
Previous Report Expired 11/30/2024

New Report Expires 12/31/2027

Purpose of the Updates

**Key Improvements** 







Understand the purpose and importance of completing the Annual Reports.



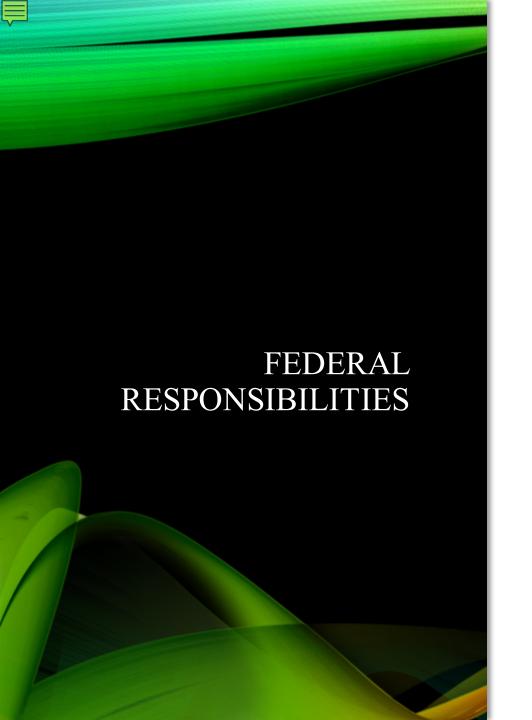
Comply with all federal regulations and guidelines.



Familiarize participants with the key changes in the revised reporting requirements.



Understand what is needed to prepare and submit the annual reports by the correct deadlines.



Lead Agency (25 U.S.C. 36 § 3410)

Key Responsibilities

Reporting

**Assistance** 

Monitoring

Funds Management

Dispute Resolution

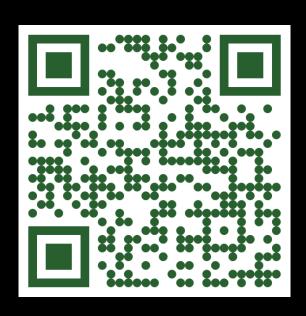
Report Format

Requirements for Reports

Limitation on Reporting



## FORMS ARE ONLINE



Annual 477 Report Forms (OMB Control No. 1076-0135) Expiration Date: December 30, 2027

- 477 Statistical Report Form and Instructions
- 477 Financial Report Form and Instructions
- 477 Narrative Report Form and Instructions
- Guidance Public Law 102-477 Financial Reporting Functional Cost Categories

https://www.bia.gov/bia/ois/dwd



# STATISTICAL REPORT PART I

**Ida Doyle** 

**Division of Workforce Development Specialist/ AOTR** 

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"Fiscal Year" Oct 1 – Sep 30	"Calendar Year" Jan 1 – Dec 31	"Other" Apr 1 – Mar 30	"School Year" July 1 - June 30
December 29	March 30	June 28	September 28

## TIMELINES FOR WHEN 477 REPORTS ARE DUE

#### $\equiv$

## TRIBE NAME, REPORT PERIOD

	OMB 1076-0135
	Expiration Date: 12/31/2027
PL 477 Statistica	l Report
Tribal Nation Name:	Original O
Report Period: (From/To)	Revision

- Tribal Name
- Report Period = current year activities
- Original = first time report is submitted
- Revision = corrections or resubmission

## I. TOTAL PARTICIPANTS

	Current Participants		Participants Terminated	
	Adults	Youth	Adults	Youth
I. Total Participants				

- Tracks current and terminated participants
- Terminated is not negative
- Shows federal partners a better picture of the program

#### $\equiv$

### Participant Characteristics

- A. Education Level
  - 1. Nongraduate
  - 2. Current Student Pre-K-12
  - 3. High School Diploma/ High School Equivalency
  - 4. Postsecondary no degree
  - 5. Postsecondary Degree/Certificate
- B. Veterans
- C. Participants with a Disability
- D. Participants with Justice Involvement

## II. PARTICIPANTS CHARACTERISTICS











## III. PARTICIPANT ACTIVITIES/ SERVICES

Terminee's employment and educational outcomes

III A. is the sum of:

A1 + A4 + A5

IIIA. 2. Not all tribes have access to State SS database – leave blank

IIIA. 3. – Collect at the point of entry

IIIB. Is the sum of B1+B2+B3

III. Participant Activities/Services		
A. Employment		
1. Entered Unsubsidized Employment		
2. In Unsubsidized Employment 2 <sup>nd</sup> Quarter After Exit		
3. Average Earnings Gain		
4. Other Employment Outcomes		
5. Employment Objective Not Achieved		
B. Education/Training		
1. Degree/Certificate Attained		
2. Other Education Outcomes		
3. Education Objective Not Achieved		



## III C. RELATED SERVICES (SUPPORTIVE) SECTION

- Cash Assistance
- General Assistance
- Child Assistance
- Adult Care Assistance
- Burial Assistance
- Emergency Assistance

C. Related Services (Supportive)	
1. Cash Assistance	Individuals
2. General Assistance	Individuals
3. Child Assistance	Individuals
4. Adult Care Assistance	Individuals
5. Burial Assistance	Individuals
6. Emergency Assistance	Individuals



## III C7. WORK PARTICIPATION SECTION

- Work participation rate information
- Data requirements determine funding
- Entered quarterly or annually Tribally determined

7. Cash Assistance for Families	Average Monthly
	Numbers
7a. Families with one or two parents receiving cash assistance	
from the Tribe where the parents are participating in a work	
activity approved in the PL477 plan for at least the minimum	Families
number of hours approved in the PL477 plan.	
7b. Families with one or two parents receiving cash assistance	Families
(not including disregarded cases).	1 annines
7c. Adult and child recipients.	Individual,
	both Adult
	and Children
7d. Families receiving cash assistance.	
7d(i).One-parent families	Families
7d(ii).Two-parent families	Families
7d(iii). No-parent families/ "child-only" cases	Families
7e. Families by number of child recipients	
7e(i). One child	Families
7e(ii). Two children	Families
7e(iii). Three children	Families
7e(iv). Four or more children	Families
7f. Child recipients by age	
7f(i). Age 0-1	Children
7f(ii). Age 2-5	Children
7f(iii). Age 6-11	Children
7f(iv). Age 12-15	Children
7f(iv). Age 16-19	Children
7g. Cash assistance amount	Dollar
	Amount
7h. Work Participation Status (average monthly number of	
7h(i). Work Requirement Met	Families
7h(ii). Work Requirement Not Met	Families
7h(iii). Deemed Hours	Families
7h(iv). Exempt, Other	Families
7h(v). Exempt, Disabled	Families
7h(vi). Exempt, Tribal TANF Plan Reason	Families
7h(vii). Disregarded, Other Reason	Families
7h(viii). Disregarded, Child under 1	Families
7i. Adults in work activities (average monthly)	Families

## III C8.-12.

8. Utility Assistance		
8a. Heating	Households	Househol
8b. Cooling	Households	Househol
8c. Crisis	Households	Househol
8d. Weatherization	Households	Househol
9. Services to Victims of Crimes		
9a. Victims of domestic violence, sexual assault, dating		
violence, stalking, or sex trafficking served.		
9b. Victims of domestic violence, sexual assault, dating		
violence, stalking, or sex trafficking who could not be served		
9c. Victims of other crimes served.		
10. Cultural and Language Activities		
11. Nutrition Services		
12. Child Care and Development Activities	Children	
12a. Children Receiving Child Care		
12a(i). Birth to Five		
12a(ii). School Age		
12b. Care Received - Type of Provider		
12b(i). Center-Based		
12b(ii). Family Child Care Home		
12b(iii). In-Home (Child's Home)		

# III C. 8 -12 RELATED SERVICES (SUPPORTIVE) SECTION CONT.



## IV. JOBS CREATION/ ECONOMIC DEVELOPMENT

CAPTURE DATA THROUGHOUT THE PLAN YEAR DO NOT OVERREPORT OR UNDER-REPORT AOTRS CAN PROVIDE TECHNICAL ASSISTANCE

- IV. Job Creation/Economic Development
  - A. Jobs Created
  - B. AI/AN Employed
  - C. Business Assisted



## V. REPORT PREPARED BY

- Print Name Legibly
- Sign electronically or hard copy
- Date stamp

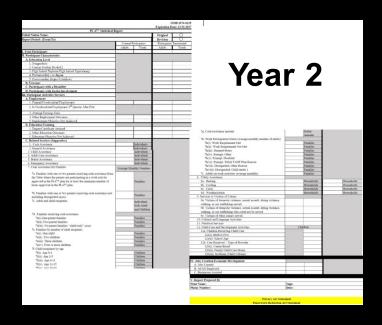
V. Report Prepared By		
Print Name:	Sign:	
Phone Number:	Date:	
Duivager A at Statement		

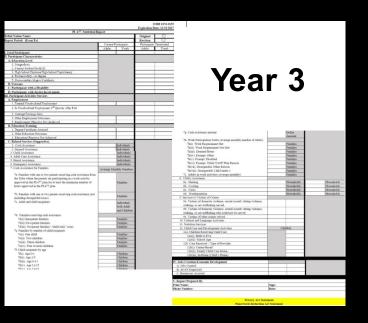
Paperwork Reduction Act Statement

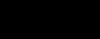


# Septiment Septim

## STATISTICAL REPORT (DUE EVERY YEAR)







### STATISTICAL FORM



### **Common Errors**

- Outcomes for terminees are not reported
- Not reporting wage gain for terminees
- Not capturing Jobs Created / Economic Development
- Under-reporting for the Total Participant Activities
- Total for participants does not sum correctly



## FINANCIAL REPORT PART II

## TRIBE NAME, ADDRESS

	OMB Control No. 1076-0135 Expiration Date: 12/31/2027
U.S. Department Public Lav Annual Financial E	v 102-477
Tribe/Tribal Organization:	Other Identifying Number Assigned by DOI:
Mailing Address: (Provide complete mailing address)	

#### In Box 2: 477 Contract Number.

- If you are a Title 1 tribe (contract) it starts with A and the year your contract starts.
   Example: A25AV000xxx
- If you are a Title IV compacting tribe: Use your OSG number. It starts with
- Example: GT-OSGXXX or GTK-OSGXXX

## PLAN PERIOD FOR REPORT

4. Submission: (Mark One)		<ol><li>Final Report for Plan Period:</li></ol>	
Origina Origina	ıl O	Revised	O Yes O No
6. Annual Report Period:			7. Plan Period Covered by this Report:
	To:/_/ (Month/Day/Year	)	From:/_/ To:/_/ (Month/Day/Year) (Month/Day/Year)

Report "Final" when funds reach \$0

Annual Report Period = within the year | Plan Period = length of plan



#### **Columns switched!**



- "non-adds" removed
- Capture Services and Activities in Narrative Report

8. Transactions:	Column I: This Annual Report Period	Column II: Previously Reported	Column III: Cumulative/Total
a. Total Funds Available	S -	S -	s -
b. Cash Assistance Expenditures	s -	s -	s -
c. Child Care Services Expenditures	s -	s -	s -
d. Other Education, Employment, Training and Supportive Services Expenditures	s -	s -	s -
e. Program Operations Expenditures	s -	s -	S -
f. Administration/Indirect Cost Expenditures	s -	s -	s -
g. Total Federal Expenditures (Sum of lines b through f)	s -	s -	s -
h. Total Unexpended Funds	S	S	S

### TRANSACTIONS FOR COST CATEGORIES

## CERTIFICATION, SIGNATURE, AND DATE

- 9. Certification: This is to certify that the information reported on all parts of this form is accurate and true to the best of my knowledge and belief and that the tribe has complied with all directly applicable statutory requirements and with those directly applicable regulatory requirements which have not been waived.
- a. Signature of Tribal Official
- Type Name and Title

- Date Report Submitted
- d. Questions regarding this report Contact: (Type Name, Title, Phone #, and Email Address)

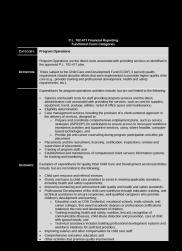
- Tribal Official/
   Designee Signs
- Print Legibly
- Include Date
- Contact of Person Completing the Report



## COST CATEGORIES

### **Transactions**

- Total Funds Available
- Cash Assistance Expenditures
- Child Care Services Expenditures
- Other Education, Employment, Training, and Support Services Expenditures
- Program Operations Expenditures
- Admin/Indirect Cost Expenditures
- Total Federal Expenditures
- Total Unexpended Funds







Guidance - Public Law 102-477 Financial Reporting Functional Cost Categories

## FINANCIAL REPORT FOR EACH YEAR UNDER PLAN

(Month/Day/Year) (Month/Day/Year	or Plan Period: Overed by this R	) No
4. Submission: (Mark One) Original Revised 5. Final Report 6 Yes Annual Report Period: From: (Month/Day/Year (Month/Day/Year (Month/Day/Year (Month/Day/Year))	overed by this R	
Coriginal Revised Yes  Annual Report Period:  From: To: To: To: (Month/Day/Year)  Revised Yes  7. Plan Period Co  From: (Month/Day/Year)  [Month/Day/Year)  To: (Month/Day/Year)	overed by this R	
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Other Education, Employment, Training and     Supportive Services Expenditures     Supportive Services Expenditures	- S	
. Program Operations Expenditures \$ - \$	- S	
Administration/Indirect Cost Expenditures \$ - \$	- S	
g. Total Federal Expenditures (Sum of lines b through f) \$ - \$	- S	
n. Total Unexpended Funds \$ \$	s	

Public Law 102-477				
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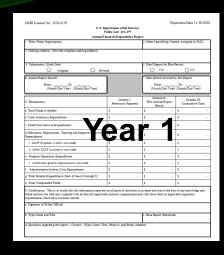
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3. Mailing Address: (Provide complete mailing address)			
4. Submission: (Mark One) Original O Revis	ed	Final Report for Plan I     Yes	Period: O No
6. Annual Report Period:  From: _/_/ To: _/_ To: _/_ (Month/Day/Year) (Month/Day/Tear)	ar 3	7. Plan Period Covered b From: // (Month/Day/Year)	y this Report: To: // (Month/Day/Year)
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b. Cash Assistance Expenditures \$	-	s -	S
c. Child Care Services Expenditures \$	-	s -	s
d. Other Education, Employment, Training and Supportive Services Expenditures	-	s -	s
e. Program Operations Expenditures \$	-	s -	s
f. Administration/Indirect Cost Expenditures \$	-	s -	s
g. Total Federal Expenditures (Sum of lines b through f) \$	-	s -	s
h. Total Unexpended Funds \$	;	s	s

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Administration/Indirect Cost Expenditures	s -	s	- S -
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Total Unexpended Funds	S	\$	S
Certification: This is to certify that the information re owledge and belief and that the tribe has complied with plicable regulatory requirements which have not been	h all directly applicable sta		
Signature of Tribal Official			
Type Name and Title		c. Date Report Subm	itted
Questions regarding this report – Contact: (Type Nam	e, Title, Phone #, and Em	ail Address)	

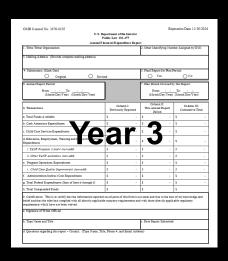


## MULTIPLE PLAN PERIODS TO REPORT

Current Plan
Oct 1, 2024 to
Sep 30, 2027



I. Tribe/Tribal Organization:		mditure Repo		
			2. Other Identifying N	lumber Assigned by DOI:
S. Mailing Address: (Provide complete mailing address)				
4. Submission: (Mark One)			5. Final Report for Pa	
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ii. Other TANF Assistance (non-add)	3	-	s	- 3
Program Operations Expenditures	\$	-	s	- s
i. Child Care Quality Improvement (non-add)	3		s	- 8
. Administration Indirect Cost Expenditures	s		s	- s
g. Total Federal Expenditures (Sum of lines b through f)	3		5	- 5
h. Total Unexpended Funds	8		s	s



Prior Plan
Oct 1, 2021 to
Sep 30, 2024
has
Carry over
funds

Annul	Public Law	f the Interior 102-477 enditure Repor				
1. Tribe Tribal Organization:			2. Other I de	ntifying Nun	iber Assigned	by DOL
3. Mailing Address: (Provide complete mailing address)						
4. Submission: (Mark One)			5. Final Rep	on for Plan 2	Period:	_
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e. Program Operations Expenditures	\$	-	\$	-	\$	
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f. Administration Indirect Cost Expenditures	s		s		s	
g. Total Federal Expenditures (Sum of lines b through f)	5		\$	-	\$	
h. Total Unexpended Funds	\$		s		s	
<ol> <li>Certification: This is to certify that the information report belief and that the tribe has compiled with all directly applic requirements which have not been waived.</li> <li>Signature of Tribal Official</li> </ol>	ed on all parts able statutory	of this form is a equirements and	course and e	rue to the bes linectly applic	t of my know able regulato	ledge and ry
b. Type Name and Title			c. Date Rep	ort Sub-minted		

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4. Submission: (Mark One)		5. Pinal Report for Plan P	
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d. Annual Report Period:	7	7. Plan Period Covered by	y this Report
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b. Type Name and Title		c. Date Report Submitted	

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ii. Other TANF Azzistance (non-add)	3	- 3		\$	
Program Operations Expenditures	\$	- 8		\$	-
i. Child Care Quality Improvement (non-add)	3	- 8		3	
. Administration Indirect Cost Expenditures	s	- \$		s	
g. Total Federal Expenditures (Sum of lines b through f)	2	- 5		2	
h. Total Unexpended Funds	s	\$		\$	

	Department of Public Law 1 Financial Exp	12-477				
1. Tribe Tribal Organization:	e mank ini E ap	паните кари		ntifying Nun	ther Assigne	d by DOI
3. Mailing Address: (Provide complete mailing address)						
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e. Program Operations Expenditures	s		s		s	
t. Child Care Quality Improvement (non-add)	3	-	s	-	s	
f. Administration Indirect Cost Expenditures	\$	-	s	-	\$	
g. Total Pederal Expenditures (Sum of lines b through f)	\$		\$	-	\$	
h. Total Unexpended Funds	s		S		S	
<ol> <li>Certification: This is to certify that the information report belief and that the tribe has complied with all directly applic requirements which have not been waived.</li> <li>Signature of Tribal Official</li> </ol>						
b. Type Name and Title			c. Date Sap	ort Sub-mitted		



# NARRATIVE REPORT PART III



### NARRATIVE REPORT



## Captures information not in the Statistical or Financial Reports

- Pictures tell a story
- Images of event flyers
- Use Times New Roman 12" font
- 1" margins



## 477 REPORTS ARE DUE



## SUMMARY OF POINTS



Either form may be used this year



Don't panic!



Meet annual deadlines



All three forms must be submitted



Do Not leave cells blank



Only 477 Requirement is submitting the Annual Report



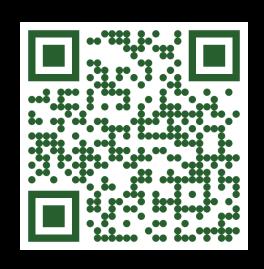


## QUESTIONS

Please raise your hand, and a moderator will call on you.

You may also put a question in the chat. We will answer it in the order it is received.





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