

JUL 31 2008

TO: Presidents, 1994 Land-Grant Institutions

FROM: Colien Hefferan
Administrator *Colien Hefferan*

SUBJECT: Tribal Colleges Endowment Program Funds for Fiscal Year (FY) 2008

Attached is a copy of the CSREES-OD-1088 (H), Distribution of the Tribal Colleges Endowment Program Funds for FY 2008, which is provided to your office pursuant to the provisions of Public Law No. 103-382, Improving America's Schools Act of 1994. Specifically, the Act states that "On termination of each fiscal year, the Secretary shall withdraw the amount of income from the endowment fund, distribute the adjusted income...on a pro rata basis." The specified pro rata basis allows for 60 percent based on the Indian student count for each institution with the remaining 40 percent distributed in equal shares to the institutions. The amount of endowment interest earned during FY 2008 for distribution to the 1994 Land-Grant Institutions (LGIs) is \$3,080,640. Your next authorization letter from CSREES for distributions from the Department of Health and Human Services' Payment Management System will include your share of these funds.

The legislation designates that the interest from the endowment fund benefit the 1994 Land-Grant Institutions by supporting teaching programs in the food and agricultural sciences in the targeted areas of (1) curricula design and instructional materials development, (2) faculty development and preparation for teaching, (3) instruction delivery systems, (4) student experiential learning, (5) equipment and instrumentation for teaching, and (6) student recruitment and retention.

Endowment funds released on or after October 1, 2001, also may be used for facility renovation, repair, construction, and maintenance to support teaching programs in the food and agriculture sciences in addition to the above six areas. For clarification, please note that the endowment funds that are listed in this announcement and any succeeding announcements may be used for new construction. However, any endowment funds released prior to October 1, 2001, may not be used for new construction.

Institutions that choose to use their Endowment Funds for new construction should submit their plans to Tim Grosser (CSREES/Multicultural Alliances, STOP 2250, 1400 Independence Ave., SW, Washington, DC 20250-2250) for approval. Institutions that list plans for new construction in their Planning Document will be sent specific guidelines.

With the passage of the Food, Conservation, and Energy Act of 2008 (P.L. 110-234), section 533(a)(3) of the Equity in Educational Land-Grant Status Act of 1994 (7 U.S.C. 301 note) was amended to require that all eligible recipients of the 1994 Institutions Endowment Fund meet certain accreditation requirements in order to receive interest distributions from that fund. On July 28, 2008, CSREES determined that two 1994 LGIs did not meet these accreditation requirements. As a result, they will not participate in the distribution of the Tribal Colleges Endowment program funds for FY 2008.

As part of its oversight and accountability responsibilities, CSREES requires that the following documents be submitted by September 30 of each year:

1. Planning Document on how endowment funds will be used. (Institutions are encouraged to engage in long-range planning and the sharing of ideas within the Tribal College Community.)
2. Annual Technical/Progress Report
3. Annual Financial Status Report

See attached guidelines to assist you in submitting each of the above requirements.

Questions regarding required documentation and funding should be addressed accordingly:

Planning Document and Annual Progress Report:

Tim Grosser, Multicultural Alliances, at 202-690-0402 or tgrosser@csrees.usda.gov

Payments and Financial Status Report:

Barry S. Sims, Formula Grants Section, at (202) 401-4527 or formulagrantsquestions@csrees.usda.gov.

Attachments: CSREES-OD-1088(H)

Planning and Reporting Requirements
Point of Contact Form

**UNITED STATES DEPARTMENT OF AGRICULTURE
COOPERATIVE STATE RESEARCH, EDUCATION, AND EXTENSION SERVICE
FISCAL YEAR 2008 - Distribution of the Tribal Colleges Endowment Program Funds**

<u>Institution</u>	<u>Amount</u>
Bay Mills Community College, MI	\$ 73,402
Blackfeet Community College, MT	111,587
Cankdeska Cikana (Little Hoop) Community College, ND	69,419
Chief Dull Knife College, MT	62,415
College of Menominee Nation, WI	83,566
Crownpoint Institute of Technology, NM (Navajo Tech. Coll.)	93,868
Dine' College, AZ	316,383
D-Q University, CA	0
Fond du Lac Tribal and Community College, MN	73,539
Fort Belknap College, MT	66,809
Fort Berthold Community College, ND	80,819
Fort Peck Community College, MT	89,335
Haskell Indian Nations University, KS	173,671
Institute of American Indian Arts, NM	67,084
Lac Courte Orielles Ojibwa Community College, WI	92,906
Leech Lake Tribal College, MN	64,199
Little Big Horn College, MT	85,901
Little Priest Tribal College, NE	50,327
Nebraska Indian College, NE	51,151
Northwest Indian College, WA	130,679
Oglala Lakota College, SD	181,500
Saginaw Chippewa Tribal College, MI	50,053
Salish Kootenai College, MT	135,486
Si Tanka University, SD	0
Sinte Gleska University, SD	136,723
Sisseton Wahpeton Community College, SD	68,595
Sitting Bull College, ND	80,819
Southwestern Indian Polytechnic Institute, NM	134,662
Stone Child College, MT	83,978
Tohono O'Odham Community College, AZ	59,942
Turtle Mountain Community College, ND	136,310
United Tribes Technical College, ND	130,679
White Earth Tribal & Community College, MN	44,833
Total Payments to Institutions	\$ 3,080,640
Federal Administration	128,360
Grand Total	\$ 3,209,000

**PLANNING AND REPORTING REQUIREMENTS:
TRIBAL COLLEGES ENDOWMENT FUNDS¹**

Planning Document (1-2 pages) (see following form)

Include:

- description of how the funds will be used;
- justification of how expenditure supports institution's Land-Grant mission;
- time line for work completion;
- budget = announced FY08 distribution + any carryover monies for your institution;
- key personnel involved in performing the work.

Annual Technical/Progress Report

Include:

- Institution's name;
- Reporting person's name;
- One paragraph identifying accomplishments;
- List of known objectives still to be met;
- Photographs, if available, to help tell the story of your accomplishments.

Financial Status Report (SF-269)

- Blank SF-269 forms can be downloaded from
http://www.whitehouse.gov/omb/grants/grants_forms.html
- Complete the report per instructions on back of the SF-269.

<p>Submit Planning Document and Annual Technical/Progress Report to:</p> <p>Tim Grosser USDA/CSREES/Multicultural Alliances STOP 2250 1400 Independence Ave., SW Washington, DC 20250-2250</p> <p style="text-align: center;">Due by September 30, 2008</p>	<p>Submit Financial Status Report (Standard Form 269) to:</p> <p>Formula Grants Section Office of Extramural Programs CSREES, USDA STOP 2299 1400 Independence Ave., SW Washington, DC 20250-2299</p> <p style="text-align: center;">Due by December 31, 2008</p>
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¹The reports are necessary for CSREES to carry out its oversight and accountability responsibilities and to keep Congress informed of progress and accomplishments being made using the Endowment funds.

Planning Document for Endowment Funds

(Attach additional pages as needed)

Institution: _____

Authorized Organization Representative

(Typed/Printed Name): _____ Telephone _____

Signature: _____ FAX _____

E-mail _____

Name of Key Personnel

1. _____

2. _____

etc.

Description of How Endowment Funds Will Be Used:

Justification

Time-line for Completion

Budget²: Announced Distribution _____
Carryover From Previous Award Years + _____
Total Available Funds = _____

Project Activity	Percentage of Available Funds
_____	_____
_____	_____
_____	_____
_____	_____
Total Percentage =	

Note: Total percentage must equal 100%. If funds are being saved for future use, note that as a Project Activity.

Institutions that plan to use their Endowment Funds for new construction should submit their plans to Tim Grosser (CSREES/Multicultural Alliances, STOP 2250, 1400 Independence Ave., SW, Washington, DC 20250-2250) for approval. Specific guidelines will be provided as part of the process.

_____ ²Budget information for the Planning Document is needed for internal/external auditing requirements. To allow flexibility in the Planning Document, percentages are allowable. For example, one might report 40% in your budget for salary and fringe benefits and report 60% for equipment and supplies necessary to carry out the project. Exact amounts should be included in the annual Financial Status Report.

**COOPERATIVE STATE RESEARCH, EDUCATION, AND EXTENSION SERVICE
TRIBAL COLLEGE ENDOWMENT INTEREST
PRIMARY CONTACT PERSON FORM**

INSTITUTION: _____

PRESIDENT

Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

BUSINESS MANAGER:

Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

ACCOUNTANT:

Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

PERSON RESPONSIBLE FOR DRAWDOWNS:

Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Please fax this form to the Formula Grants Section at 202-690-3002 or e-mail it as a PDF file to formulagrants@csrees.usda.gov.