



United States
Department of
Agriculture



Cooperative State
Research, Education,
and Extension Service

Washington, DC
20250-2200

JUN 18 2004

TO: Presidents, 1994 Land-Grant Institutions

FROM: Colien Hefferan *Colien Hefferan*
Administrator

SUBJECT: Tribal Colleges Endowment Program Funds for Fiscal Year (FY) 2004

Attached is a copy of the CSREES-OD-1088 (H), Distribution of the Tribal Colleges Endowment Program Funds for FY 2004, 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 share to the institutions. The amount of endowment interest earned during FY 2003 for distribution to the 1994 Land-Grant Institutions is \$1,852,655. Your next authorization letter under 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 6 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 Dr. George L. Godfrey (CSREES/Multicultural Alliances, STOP 2251, 1400 Independence Ave., SW, Washington, DC 20250-2251) for approval. Institutions that list plans for new construction in their Planning Document will be sent specific guidelines.

As part of its oversight and accountability responsibilities, CSREES requires the following:

1. Planning Document on how endowment funds will be used. (Instructions 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.

Failure to submit the plan of work and the required reports may result in your funds being withheld.

Questions regarding required documentation and funding should be addressed accordingly:

Planning Document and Annual Progress Report:

Dr. George Godfrey, Multicultural Alliances, at 202-720-1973 or ggodfrey@csrees.usda.gov

Payments and Financial Status Report:

Janet Downey, Funds Management, at 202-205-0453 or jdowney@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 2004 - Distribution of the Tribal Colleges Endowment Program Funds

<u>Institution</u>	<u>Amount</u>
Bay Mills Community College, MI	\$ 40,627
Blackfeet Community College, MT	64,369
Candska Cikana (Little Hoop) Community College, ND	37,464
Chief Dull Knife College, MT	37,117
College of Menominee Nation, WI	43,505
Crownpoint Institute of Technology, NM	45,061
Dine' College, AZ	160,547
D-Q University, CA	29,521
Fond du Lac Tribal and Community College, MN	41,644
Fort Belknap College, MT	40,350
Fort Berthold Community College, ND	46,732
Fort Peck Community College, MT	52,148
Haskell Indian Nations University, KS	112,992
Institute of American Indian Arts, NM	34,758
Lac Courte Orielles Ojibwa Community College, WI	58,932
Leech Lake Tribal College, MN	42,275
Little Big Horn College, MT	52,411
Little Priest Tribal College, NE	31,463
Nebraska Indian College, NE	30,900
Northwest Indian College, WA	84,235
Oglala Lakota College, SD	108,934
Salish Kootenai College, MT	97,093
Si Tanka College, SD	52,436
Sinte Gleska University, SD	89,655
Sisseton Wahpeton Community College, SD	38,883
Sitting Bull College, ND	47,898
Southwestern Indian Polytechnic Institute, NM	108,182
Stone Child College, MT	42,847
Turtle Mountain Community College, ND	89,049
United Tribes Technical College, ND	62,714
White Earth Tribal & Community College, MN	27,913
Total Payments to Institutions	1,852,655
Federal Administration	77,194
Grand Total	\$ 1,929,849

**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 FY04 distribution + any carryover monies for your institution;
- key personnel involved in performing the work.

This is a change from previous instructions in which the Tribal Colleges were asked to submit planning documents based on the next year's distribution. This new process will allow the Tribal Colleges to develop plans based on the announced Endowment awards.

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/#forms>;
- Complete the report per instructions on back of the SF-269.

<p>Submit Planning Document and Annual Technical/Progress Report to:</p> <p>Dr. George L. Godfrey USDA/CSREES/Multicultural Alliances STOP 2251 1400 Independence Ave., SW Washington, DC 20250-2251</p> <p style="text-align: center;">Due by September 30, 2004</p>	<p>Submit Financial Status Report (Standard Form 269) to:</p> <p>Funds Management Office of Extramural Programs CSREES, USDA STOP 2298 1400 Independence Ave., SW Washington, DC 20250-2298</p> <p style="text-align: center;">Due by December 31, 2004</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 Dr. George L. Godrey (CSREES/Multicultural Alliances, STOP 2251, 1400 Independence Ave., SW, Washington, DC 20250-2251) 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
LETTER OF AUTHORIZATION FORMULA PROGRAMS
PRIMARY CONTACT PERSON FORM**

INSTITUTION: _____

FORMULA PROGRAM: Endowment Interest Formula Fund

1994 PRESIDENT:

Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

PRIMARY CONTACT PERSON:

Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Please fax back to the attention of :
Arnita Cross
202-401-3481