



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](mailto:ggodfrey@csrees.usda.gov)

Payments and Financial Status Report:

Janet Downey, Funds Management, at 202-205-0453 or [jdowney@csrees.usda.gov](mailto: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              |
| <b>Total Payments to Institutions</b>              | <b>1,852,655</b>    |
| <b>Federal Administration</b>                      | <b>77,194</b>       |
| <b>Grand Total</b>                                 | <b>\$ 1,929,849</b> |

**PLANNING AND REPORTING REQUIREMENTS:  
TRIBAL COLLEGES ENDOWMENT FUNDS<sup>1</sup>**

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

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<sup>1</sup>The 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**

**Budget<sup>2</sup>:** 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.

<sup>2</sup>Budget 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