



CAYUGA NATION

HAUDENOSAUNEE

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August 26, 2020

Via Electronic Mail (Kirk.Meyer@bia.gov)

Director Bruce Maytubby
Bureau of Indian Affairs
Eastern Regional Office
545 Marriott Dr., Suite 700
Nashville, TN 37214

Re: Cayuga Nation: 638 Community Services Program Budget for 2021

Dear Director Maytubby:

Greetings from the Cayuga Nation. We hope all is well with you.

The Cayuga Nation is hereby submitting its 638 Program Budget for fiscal year 2021. This is the final year of our current three-year community services contract with the Bureau of Indian Affairs, which expires on September 30, 2021. Accompanying our budget is a narrative description ("Scope of Work") of the manner in which the Nation intends to use these funds.

Please note that our projected expenses for the coming fiscal year may very well be higher than what appears in our budget. Nevertheless, we have capped our budget so that it does not exceed the actual amount that is being held for distribution by the BIA to the Cayuga Nation for the 2021 fiscal year.

In addition to our request for funding of the third year of our three-year community services contract, we are once again asking that the Cayuga Nation be allowed to participate in the Contract Support Costs program for small tribes, thereby allowing the Nation to defray some of the indirect and other costs it incurs in administering various grant programs.

We ask that you give prompt consideration of our application and our request for Contract Support Costs funding. In the aggregate, these funds are essential to the effective operation of the Nation's government and the administration of important programs for Nation citizens.

Should you have any questions regarding our proposal, please feel free to call me at 315-568-0750.

Very truly yours,

Sharon LeRoy, Executive Administrator
Cayuga Nation

Enclosures (Budget; Scope of Work)

**Cayuga Nation Budget: 2021 Fiscal Year
638 Community Services Contract**



Payroll Expense	\$142,000
Payroll Taxes	\$10,000
Fringe Benefits	29,000
Office Expense	5,500
Equipment	1,000
Telephone	9,500
Rent	12,000
Insurance	1,000
Postage & Delivery	8,400
Misc. Expenses	2,000
Total:	\$220,400

Note: For certain items, actual expenses may be considerably higher. The Nation has capped its budget at \$220,400 so that it does not exceed the amount allotted by the BIA to the Nation for fiscal 2021.

Note: The above figures do not include the supplemental funding the Nation is seeking, as noted in its transmittal letter, under the Contract Support Costs program for small tribes.

SCOPE OF WORK

Set forth below is a narrative description of the manner in which the Cayuga Nation (the "Nation") intends to use the funds it receives from the Bureau of Indian Affairs for the final year of its three-year community services contract, which began on October 1, 2018 and expires on September 30, 2021.

The Nation will use the funds provided under this contract to operate its government and administer certain programs and services for Nation citizens. Among other things, these moneys will be used to cover various facilities and operating expenses (*e.g.*, rent, office expenses, telephone service, office equipment, employee salaries, etc.) at the Nation's government offices.

The compensation of up to three Nation employees will be paid, at least in part, from the funds received under this grant contract. The responsibilities of those individuals include: (i) performing administrative tasks at the Nation's main office, (ii) issuing hunting and fishing licenses, along with Cayuga Nation I.D. cards, to Nation citizens, (iii) providing certificates of enrollment and education, (iv) recording the births and deaths of Nation citizens, (v) ensuring that all invoices are properly vouchered and timely paid, (vi) distributing information to Nation citizens regarding Indian child welfare, Nation enterprises, the status of Nation trust land applications, and Annuity Cloth distributions, and (vii) periodically updating the Nation's history.

The Nation's government office also provides critical information and services to Cayuga citizens regarding medical services available to them through the Seneca Nation Health Clinic.

In sum, the funding provided by the BIA under the community services grant program allows the Nation to render critical services to its citizens. The Nation Council: (i) oversees the operation of this program, (ii) ensures that the required financial and narrative reports are prepared and submitted each quarter, and (iii) draws down and disburses the funds appropriated to the Nation under this program. All of this is accomplished, in part, through the implementation of standard internal controls and protocols which, among other things, ensure the confidentiality of all personal financial information of Nation members obtained during the course of the administration of this grant contract, as required by law.