

SCOPE OF WORK

The Cayuga Nation of New York desires to conclude with the Bureau of Indian affairs a new three-year community services contract for the period October 1, 2015 through September 30, 2018. The Nation intends to 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 the facilities expenses (*i.e.*, rent, utilities, offices supplies, telephone service, office equipment, and employee salaries) at the Nation's government offices.

The compensation of two Nation employees will be paid, in part, from the funds received under this grant contract. The responsibilities of those individuals will 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 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.

A portion of the funds the Nation will receive under this community services grant are used to distribute a monthly newsletter to Nation citizens most of whom do not reside within the borders of the Nation's reservation. A typical newsletter contains important information about the births, deaths and weddings of Nation members, educational and other accomplishments of Nation citizens, legal and economic developments affecting the nation, and important Nation events such as the annual picnic.

This contract funding will also help defray the cost of the Cayuga Nation's work as a member of the United South and Eastern Tribes, which meets two times each year at various member reservations and once each year in Washington, D.C. The meeting in the capital of the United States—known as "Impact Week"—includes various sessions with Congressional leaders and administration officials for purposes of advancing the interests and expressing the concerns of the USET member nations.

In sum, the funding provided by the BIA under the community services grant program allows the Nation to render critical services to its 650+ 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.