

PURPOSE STATEMENT

This information is being collected to be in compliance with Public Law 102-477, Indian Employment, Training and Related Services Demonstration Act of 1992, as amended. Sect. 17a 25 USC 3416 states:

“The Secretary [of the Interior], in consultation with the Secretary of Labor, shall, in a consistent and reliable manner, develop, maintain, and publish, not less than biennially, a report on the population, by gender, eligible for the services which the Secretary provides to Indian people. The report shall include, but is not limited to, information at the national level by State, Bureau of Indian Affairs Service area, and tribal level for the –

- (1) total service population;*
- (2) the service population under age 16 and over 64;*
- (3) the population available for work, including those not considered to be actively seeking work;*
- (4) the employed population, including those employed with annual earning below the poverty line; and*
- (5) the number employed in private sector positions and in public sector positions.”*

The information may be used for the purpose of designing, planning and developing programs, grant submissions, budget planning, and many other usages. This information is used to verify, extrapolate, predict and identify the level of need for American Indians and Alaska Natives. Additionally, it is used to compare basic labor force data on a national basis, by State, and Tribal governments, and by the Bureau of Labor Statistics and the Census Bureau.

Paperwork Reduction Act Statement: This information is collected to satisfy a statutory mandate, as described in the Purpose Statement. The information is supplied by respondents voluntarily. It is not confidential because it is displayed in an aggregate format. It is estimated that responding to the request will take an average of 8 hours to complete. This includes the amount of time it takes to review instructions, gather and maintain the data needed, and complete the form. In compliance with the Paperwork Reduction Act of 1995, as amended, this collection has been reviewed by the Office of Management and Budget and assigned a number and expiration date. The number and expiration date are at the top right corner of the form. Please note that an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless there is a valid OMB clearance number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Division of Workforce Development, Office of Indian Energy and Economic Development, Office of the Assistant Secretary-Indian Affairs, U.S. Department of the Interior, 1951 Constitution Ave., NW, MS-20 SIB, Washington, D.C. 20245. Note: comments, names, addresses, phone numbers, e-mail addresses, or other personal identifying information of commenters may be made publicly available at any time. While commenters can ask to withhold personal identifying information from public review, the Department cannot guarantee that it will be able to do so.

INSTRUCTIONS

for the

American Indian/Alaska Native Population and Labor Force Estimate Report For Calendar Year: Jan. 1 – Dec. 31, 2008

Please follow these instructions in completing the form for the American Indian/Alaska Native Population and Labor Force Estimate Report (page 1).

Section I. Contact Information

Federally Recognized American Indian/Alaska Native Entity: Name of the federally recognized Indian tribal entity (See annual Federal Register notice listing Indian Entities Recognized and Eligible to Receive Services from the Bureau of Indian Affairs).

BIA Region: One of the following twelve area-specific Bureau of Indian Affairs offices:

Alaska	Northwest
Eastern	Pacific
Eastern Oklahoma	Rocky Mountain
Great Plains	Southern Plains
Midwest	Southwest
Navajo	Western

State(s): In which the tribe is located.

Contact Name: Print clearly or type the name of the person who completed the report.

Date: The date the report was completed.

Title: Indicate the job title of the person who completed the report.

Telephone: Telephone number of the person who completed the report. This will allow the Office of Indian Energy and Economic Development to contact the person who completed the report in case clarifying information is needed after the report is submitted.

Section II. Data

Row Instructions

Row A **Tribal Enrollment:** Report the total membership count of enrolled, federally recognized

tribal members, as maintained on the individual tribe's membership roll and according to the tribe's specific membership criteria.

Row B Total Service Population for 2008: Report all individuals that are eligible for on-reservation services which the Secretary of Interior provides to Indian people between January 1st and December 31st, 2008. ("Reservation" includes rancherias, colonies, etc.)

Include in the Service Population (Count) . . .

- Children away at elementary and secondary school whose families are "on or near" the reservation (see below for "on or near" definition);
- Individuals whose reservation residence is presumed to continue while they or their heads of families follow seasonal job opportunities, which take them away from their reservation during reporting period;
- Non-enrolled Indians who: (1) permanently reside in the service area, and (2) are not receiving services from other BIA sources, and (3) are not counted elsewhere, and (4) are provided services at the reservation;
- Trainees in adult vocational schools and members of their families who move away from the reservation to the training school if the object is to secure employment on the reservation after completion of training (Trainees and members of their families who may later return to the reservation will be counted as of another date);
- Students away at college.

Exclude from the Service Population (Do Not Count) . . .

- Persons relocated or otherwise residing outside of the service area and members of their families;
- Persons incarcerated;
- Non-Indians living in Indian households;
- Indians who live "on or near" the reporting Indian/Alaska Native entity's reservation who are not enrolled and not considered part of the service population of the respective area or entity, including members and descendants of Indian entities not federally recognized (see below for "on or near" definition);
- Members that have declared retirement status, claiming Social Security benefits, or any other pension.

"On or Near" Definition:

"On" the reservation is defined as those Indians within present reservation boundaries who are eligible for BIA funded services and "near" the reservation is defined as those enrolled members of the reporting Indian/Alaska Native entity living near the reservation who are considered part of the service area population. According to 25 CFR 20.1: **Near** reservation means those areas or communities designated by the Assistant Secretary that are adjacent or contiguous to reservations where financial assistance and social services programs are provided.

B1 Number under age 16: Count individuals having "on or near" reservation status who are under age 16 (0-15 years old)

B2 Number age 16 through age 64: Count individuals having "on or near" reservation status who are from age 16 through 64

B3 Number over age 64: Count individuals having “on or near” reservation status who are from age 65 and over

If you entered the above correctly, then: Row B1 + Row B2 + Row B3 = Row B.

Row C Labor Force Determination: Any American Indian or Alaska Native who meets the following two guidelines can be counted below: 1) resides “on or near” the reservation (that is, resides within the service area of a tribe), and 2) is eligible for BIA/tribally-funded services available on the reservation.

C1 Population NOT available for work: For individuals who are **16 to 64** years of age, count only those individuals who are incapacitated due to a physical, emotional or mental disability, unable to work as a result of the disability, members actively seeking their education degree as a full time student, persons who provide unpaid care for children, elders or others full time, and those who are unable and/or unwilling to be employed. Do not count individuals receiving per capita payments/dividends or other income and are unwilling to be employed.

C2 Population available for work: For individuals who are 16 years or older, count only those individuals who are able and willing to work and those already employed.

- a. **Able and/or willing to work (unemployed during the entire year):** Count individuals who are able, willing, and actively seeking work, but due to lack of jobs, training, education, transportation, or supportive services was not employed at any time during **January 1 – December 31, 2008**.
- b. **Employed seasonally, part time, and/or short term:** Count individuals who were employed either part time (less than 32 total hours per week or as defined by the employer), seasonally, or short term at some time during the requested report period. These individuals may currently be employed.
- c. **Employed full time:** Count individuals who were employed full time (32 or more total hours per week or as defined by the employer) during the entire year, **January 1 – December 31, 2008**.

If you entered the above correctly, then: Row a + Row b + Row c = Row C2

- i. Employed in PUBLIC/TRIBAL sector positions:** Count individuals who are employed in the Public Sector - meaning individuals who hold municipal, county, borough, state, Federal, or tribal jobs.
- ii. Employed in PRIVATE sector positions:** Count individuals who are employed in the Private Sector - meaning individuals who hold jobs generated by private, small, or family-owned businesses/corporations, including sole proprietors.

If you entered the above correctly, then: Row i + Row ii = Row c

Row D Individuals employed with annual earnings below the Poverty Guidelines: To determine qualifying income, see the table on next page, which was taken from the 2008 HHS Poverty Guidelines. For example, a New Mexico tribal family of two, both employed, earning a combined annual income less than \$14,000. The two tribal members, one male and one female, are counted as one male individual and one female individual in the appropriate "Individuals employed with annual earnings below the Poverty Guidelines" columns on Row D of the form.

Determining earnings below the poverty line totals for Row D. For this report, income of an employed individual is defined as the total of annual cash receipts earned from all sources and before deducting taxes. Specific inclusions and exclusions to be used in determining an individual's Row D lower living standard income level line totals are noted below:

Include (in determining individual/family/household annual income levels):

- Earnings
- Unemployment compensation
- Social Security, including Social Security Disability Insurance
- Veterans' payments
- Survivor benefits
- Pension or retirement income
- Interest
- Dividends
- Rents, royalties, and estates and trusts
- Educational assistance
- Alimony
- Financial assistance from outside of the household
- Other incomes

Exclude (in determining individual/household family annual income levels):

- Supplementary Security Income
- Public assistance including income from other employment and training programs
- Disability benefits, except SSDI
- All forms of child support
- Workers' compensation

- The first \$2,000 of certain per capita fund distributions that are made to Indians pursuant to the Indian Claims Act, P.L. 93-1 34 and P.L. 97-458.
- Any other income exception required by applicable Federal law.
- Capital gains people received (or losses they incur) from the sale of property, including stocks, bonds, a house, or a car (unless the person engaged in the business of selling such property, in which case the CPS counts the net proceeds as income from self-employment).
- Withdrawals of bank deposits
- Money borrowed
- Tax refunds
- Gifts
- Lump-sum inheritances, insurance payments, gambling and lottery earnings

2008 HHS Poverty Guidelines

Persons in Family or Household	48 Contiguous States and D.C.	Alaska
1	\$10,400	\$13,000
2	14,000	17,500
3	17,600	22,000
4	21,200	26,500
5	24,800	31,000
6	28,400	35,500
7	32,000	40,000
8	35,600	44,500
For each additional person, add	3,600	4,500

SOURCE: *Federal Register*, Vol. 73, No. 15, January 23, 2008, pp. 3971–3972

Section III. Data Sources and Comments

Sources: List the source(s) used to collect data.

Comments: Explain variances in tribal enrollment and service population. Describe your available job opportunities, including seasonal opportunities. The comments may be included as footnotes in the appendix.

Section IV. Certification

Report Certifications: The report must be certified as accurate by a tribal official.

Final Step

Submit the report to the Office of Indian Energy and Economic Development at:

Department of the Interior
Office of the Assistant Secretary for Indian Affairs
Office of Indian Energy and Economic Development
1951 Constitution Ave., NW MS-20-SIB
Washington, DC 20245

Any tribes that fail to submit a completed form to the Office of Indian Energy and Economic Development **by July 31, 2009**, will not be included in the published final report submitted to Congress. A tribe's compliance, or non-compliance, in completing this form will help determine if the Population and Labor Force Estimate Report will continue to be collected and published in the future.

Once data has been submitted to the Office of Indian Energy and Economic Development, random auditing procedures will be used to verify that information submitted is as true as reasonably possible. Tribes may be contacted to clarify the origin and explanation of data. The Office of Indian Energy and Economic Development will also cooperate with Agency and Regional BIA Offices and the Department of Labor to verify information submitted by tribes.

Questions? _

If you have any questions regarding the completion of this form or any matters regarding the American Indian/Alaska Native Population and Labor Force Estimate Report, please call (202) 208-6310 or email jimr.west@bia.gov.