

A REPORTING SYSTEM FOR PUBLIC LAW 102-477, AS AMENDED BY THE INDIAN EMPLOYMENT, TRAINING, AND RELATED SERVICES CONSOLIDATION ACT OF 2017

GENERAL OVERVIEW OF THE PROGRAM

Public Law 102-477 (PL477), as amended, allows Tribes¹ to integrate employment, training, and related services programs administered by the Secretary of the Interior, the Attorney General, the Secretary of Agriculture, the Secretary of Commerce, the Secretary of Education, the Secretary of Energy, the Secretary of Health and Human Services, the Secretary of Homeland Security, the Secretary of Housing and Urban Development, the Secretary of Labor, the Secretary of Transportation, and the Secretary of Veterans Affairs. 25 U.S.C. § 3404(b). Integration of these programs, which are funded by diverse Federal sources, is intended to improve the effectiveness of those services; reduce joblessness in Indian communities; serve Tribally determined goals consistent with the policies of self-determination; and reduce administrative, reporting, and accounting costs. 25 U.S.C. § 3401. Participation by Tribes under PL477 is voluntary.

Participating Tribes are required to submit a single report of activities undertaken under approved PL477 Plans. The current single-report system includes an annual narrative, statistical, and financial report.

Pursuant to 25 U.S.C. § 3410(b)(2), the report format is designed to contain information sufficient:

- (A) to determine whether the Tribe has complied with the requirements of its approved plan;
- (B) to determine the number and percentage of program participants in unsubsidized employment during the second quarter after exit from the program; and
- (C) to provide assurances to the head of each applicable Federal department or agency that the Tribe has complied with all directly applicable statutory and regulatory requirements not waived.

Paperwork Reduction Act Statement: The information being collected meets the requirements of PL477 and is composed of a single report consisting of an annual narrative, statistical, and financial report. A response is required to obtain and retain benefits of the program. The report is used to monitor the progress of the grantees in delivering services, to identify unmet needs, to identify any other problems, and to provide information to justify budget submissions by the twelve Federal agencies involved. The report is shared with all participating Federal agencies providing funds to a Tribe through an approved 477 Plan. Only Tribes who have an approved 477 Plan are required to submit the annual report. The reporting system takes about 14.5 hours to complete. Some Tribes have automated the data collection and thus may require less time. In

¹ “Indian Tribe” is defined to include any Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act, which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.” 25 U.S.C. § 3402(2)(A) (referencing 25 U.S.C. § 5304). “Indian Tribe” is also defined to include Tribal Organizations. 25 U.S.C. § 3402(2)(B).

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 OMB control number for this collection is 1076-0135 with an expiration date of XX/XX/XXXX. The number and expiration date are also displayed on top of this page. Please note that an agency may not conduct or sponsor, and you are not required to respond to, any information collection that does not display a currently valid OMB Control Number. Comments concerning this information collection, including suggestions for reducing the burden, can be sent to: Information Collection Clearance Officer, Office of Regulatory Affairs – Indian Affairs, 1001 Indian School Road NW, Suite 229, Albuquerque, NM 87104. Please note: comments, names and addresses of commentators are available for public review during regular business hours. If you wish us to withhold this information, you must state that prominently at the beginning of your comment. We will honor your request to the extent allowable by law.

Privacy Act Statement: The information being collected for the Act’s single reporting system is covered by INTERIOR/BIA-8 (76 FR 56787) and INTERIOR/BIA-23 (55 FR 34087). The single reporting system contains information used to monitor the progress of the grantees in delivering services to Tribal members, to identify unmet needs, to identify any other problems, and to provide information to justify budget submissions by the twelve Federal agencies involved.

NARRATIVE REPORT

The narrative report allows Tribes to describe the use of their employment, training and related activities and services to address the unique needs of their communities and the extent to which the Tribes have succeeded in doing so. The narrative report is a mandatory component of the single report format developed in accordance with PL477.

The narrative report may be in any format, but the report must be typed and include page numbers. Quantitative and anecdotal information is encouraged.

The narrative report must provide sufficient information for the Federal agencies to determine that the Tribe complied with its approved PL477 Plan. In order to show that the Tribe complied with its approved PL477 Plan, the narrative must include a description of the services and activities provided and the results achieved under the PL477 Plan. For example, if a Tribe has integrated crime victim services programs under its PL477 Plan, the Tribe should describe the effectiveness of any victim services activities carried out under the Plan, including how these services protected victim confidentiality and met the needs of crime victims, and what the Tribe’s most significant accomplishments were in delivering crime victim services. When applicable, Tribes may also describe barriers to success or challenges faced by participants, programmatic barriers, internal capacity issues, economic conditions of the Tribal service area, unmet needs, limitation of resources, success stories and other accomplishments. Tribes may include an estimate of the unemployment/under-employment rate in the Tribe’s service area. This information may be used by funding agencies and Tribes to advocate for additional funding.

If the Tribe has integrated one or more Federal Programs that include an un-waived Federal matching requirement, the narrative must include a statement regarding whether the Tribe has

complied with that requirement.

STATISTICAL REPORT

The annual PL477 report also includes a statistical summary of the participants (individuals or families) participating in and terminating from the program, their characteristics, the activities and services received, and outcomes. Response to the statistical summary request is a mandatory component of the single-report format developed in accordance with the PL477. In order to provide standard, meaningful data on PL477's provisions as a whole, each Tribe's statistical summary will be provided in a uniform format (copy attached).

ANNUAL FINANCIAL EXPENDITURE REPORT

The PL477 Annual Financial Expenditure Report will be used by Tribes to report their financial expenditures under their PL477 Plan. Response to the Annual Financial Expenditure Report request is a mandatory component of the single report format developed in accordance with PL477. Financial reports are filed annually per plan period until all plan period funds are expended. (copy attached).

DEADLINE FOR SUBMISSION

All annual reports must be completed and submitted no later than 90 days after each program year, as defined in the Tribe's PL477 Plan. Tribes may request a report extension in advance of the reporting due date. Reports may be submitted by email to 477Reporting@bia.gov or by U.S. Mail to:

Chief
Division of Workforce Development
Bureau of Indian Affairs – Office of Indian Services
1001 Indian School Road – Office 228
Albuquerque, NM 87104