

TRIBAL ENGAGEMENT LETTER TEMPLATE

[Date]

Honorable [Name, Chief, President, Governor]
[Address, State, Zip]

Dear [President, Chief..etc] [Name]

The Bureau of Trust Funds Administration, Division of Trust Evaluation and Review (DTER), has scheduled a Tribal Trust Evaluation (TTE) for the [Tribe Name] beginning [Date].

DTER will perform the evaluation by administering the attached questionnaires, via email, and teleconference interviews, if needed. The evaluation will assess the [Tribe's] compliance with the Annual Funding Agreements for [Date(s)], for the period of [Dates]. The evaluation is required by 25 CFR §1000.350, and the Self Governance Compact Agreement. Please ensure relevant fiduciary trust records are accessible, if requested, and key staff are available for phone interviews, if necessary.

An entrance teleconference is scheduled for [Date]. During the teleconference, we will summarize the evaluation process and address any questions the [Tribe] may have regarding the evaluation. We request the attached questionnaires be completed prior to the date of [Month, Day, Year], to assist us in completing the evaluation and assessing internal controls. The questionnaires are provided to fulfill the Secretary's requirements under the Compact for completing the evaluation, and in accordance with the requirements of the Paperwork Reduction Act, we are informing you that each questionnaire will require no more than 40 minutes of the Tribe's time to complete.

[Mr/Ms (Name)]is the auditor assigned to conduct the Evaluation. [He/She] has received a favorable trust data access screening and has authorized access to Indian trust records and information. If you have any questions or concerns, please contact me at [(xxx) xxx-xxxx].

Sincerely,

[Name], Supervisory Auditor
Division of Trust Evaluation and Review

Cc: