

INSTRUCTIONS FOR PREPARING AND SUBMITTING A REQUEST FOR ADDITIONAL FUNDS (RAF)

The following document provides instructions to Tribe and Bureau of Indian Affairs (BIA) agencies on how to prepare and submit a Request for Additional Funds (RAF) for Welfare Assistance.

A RAF includes three primary documents:

- 1. Request for Additional Funds (RAF) Form**
- 2. BIA Financial Assistance and Social Services Report (FASSR) (Current Operating Year)**
- 3. BIA Financial Assistance and Social Services Report (FASSR) (Previous Operating Year)**

A RAF should be used when Tribe or BIA agency projects a potential shortfall in welfare assistance funds for the current year and wants to request additional welfare assistance funds. It must coordinate with its BIA Regional office, the Office of Self Governance (OSG) or the Office of Indian Services - Division of Workforce Development (OIS-DWD) to submit a RAF.

The RAF must demonstrate how the level of expenditures for the current funding year is expected to be greater than the Tribe's or BIA agency's reported expenditures in the previous operating year.

For example, if a Tribe operates on a FY and is experiencing a shortfall in FY 2017, it must submit the 1) RAF form, 2) a FASSR for FY 2017 showing actual/projected expenditures, and 3) a FASSR for FY 2016 showing actual expenditures. The RAF form must describe how the Tribe's projected expenditures for FY 2017 are expected to be greater than the expenditures the Tribe reported on its FY 2016 FASSR.

Additionally, the RAF must describe what would happen if the Tribe or BIA agency were to experience a shortfall in funding. Tribes and BIA agencies operating on a FY or CY basis must submit supporting documentation (i.e., financial reports or other budgetary documents) with actual expenditures to support a RAF. Tribes are encouraged to explain how a shortfall in need impacts their programs and community.

The tribe or BIA agency must fill out the RAF on page two of this document, and attach the RAF and the FASSRs and submit them to its respective program office.

The RAF provides information in narrative form describing the impact the tribe or BIA agency would experience if it does not receive additional Welfare Assistance funding. The narrative must contain as much detail as possible justifying the need for additional funding. The FASSR provides the data to support the narrative information submitted on the RAF form. Each document should support the other document.

The BIA Regional office, OSG, or OIS-DWD has the responsibility to analyze the information provided by the Tribe or BIA Agency, and then provide a written recommendation in memorandum form to the OIS-DHS. The submittal of a RAF is not a guarantee for an increase in funding. If a Tribe or BIA agency's RAF is approved and the tribe or BIA agency's need is adjusted to the higher level requested, the tribe or BIA agency is still subject to a prorata distribution (if applicable).

All RAFs must be submitted through the BIA Regional Offices, OSG, and OIS-DWD to the OIS-DHS. RAFs are due no later than **May 15th** to ensure consideration before the final distribution of welfare assistance funds. RAFs submitted after May 15th will not be accepted and will be disapproved.

Request for Additional Funds Form

Name of Tribe: _____

Answer the following questions in detail and provide as much information as possible.

1. Describe how program expenditures are expected to be greater in the current operating year, than as reported on the previous year FASSR. (Please use actual expenditure data and estimated data to justify the narrative – the FASSR should reflect this).

2. Describe the impact (programmatic-wise) if the requested funding is not approved. Specifically outline the number of individuals to be impacted and what the impact will be on those individuals. Be as detailed and specific as possible.

Signature

Date

Printed Name & Title

*Note: Please do not forget to sign & date the document, and attach the FASSR to this document before submitting it to your respective BIA Regional Office, OSG, or OIS-DWD. An OSG tribe that operates an approved P.L. 102-477 plan should work through the OSG to submit a RAF, not the OIS-DWD.