



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240

JUL 15 2024

Dear Self Governance Tribal Leader:

The Office of Self Governance (OSG) is beginning its annual data call to request Contract Support Costs (CSC) data to complete final calculations and payments for Fiscal Year (FY) 2024.

Please provide the requested data no later than Thursday, August 15, 2024, by email to [OSG-CSC@bia.gov](mailto:OSG-CSC@bia.gov). Tribal data received after this date may result in a delay of final CSC payment until the data is received and final calculations for 100% of CSC need can be completed.

OSG requests that each Tribe and Tribal Organization submit a written document providing the necessary information to accurately calculate CSC need for Bureau of Indian Affairs (BIA) – Operation of Indian Program (OIP) funds awarded under a self-governance funding agreement. OSG has developed the enclosed CSC analysis form and instructions to assist in the process. The analysis form is available to utilize at the Tribe's discretion as a tool to help understand the award process. If the Tribe chooses not to utilize the form, please submit CSC data either on page 2 of this letter or by the Tribe's preferred written method.

Please review your indirect cost rate agreement to determine if your Tribe's rate is modified total direct costs, salaries with fringe, or salaries only. Please report the applicable salary and exclusion data. If your BIA Self Governance funds are subject to multiple indirect rates, please provide the exclusion and salary data for each individual rate.

If the Tribe does not have an indirect cost rate agreement, or the most recent indirect cost agreement is more than 4-years old, please reach out to [OSG-CSC@bia.gov](mailto:OSG-CSC@bia.gov) for options within CSC Policy for indirect cost calculation.

Please do not include salary or exclusion data budgeted for non-BIA funds (BLM Fire, Tribal Transportation, Department of Health and Human Services/Department of Labor 477 Program funds, Construction, etc.)

**Name of Tribe/Consortium:**

**Option 1. Modified Total Direct Cost (MTDC): Indirect Agreement applies to total direct cost, less any capital expenditures and passthrough funds (if applicable):**

\$ \_\_\_\_\_ Dollar amount of exclusions to your BIA Self Governance program direct cost base over one fiscal year. Exclusions are those expenditures charged to your BIA Self Governance funds which you do not collect indirect on top of. Please identify what each exclusion is (i.e. pass through payments, welfare payments, scholarships, capital expenditures, etc.).

\$ \_\_\_\_\_ Salaries/wages **without fringe** paid from BIA Self Governance funds over one fiscal year. This information is used to formulate the Direct Contract Support Cost award. This portion of your overall Contract Support award is calculated at 18% of total salaries reported.

**Option 2. Total Salaries/Wages and Fringe (SWF): Indirect Agreement applies to total direct salaries and wages, including fringe benefits:**

\$ \_\_\_\_\_ **Salaries/wages** from BIA Self Governance funds over the course of one fiscal year. This information is used to formulate the Direct Contract Support Cost award, which is calculated at 18% of total salaries reported.

\$ \_\_\_\_\_ **Fringe** paid from BIA Self Governance funds over one fiscal year. This information will be added to your salaries/wages to determine your direct cost base and formulate the Indirect Contract Support Cost award.

**Option 3. Total Direct Salaries/Wages (S&W): Indirect Agreement applies to total direct salaries and wages, excluding fringe benefits:**

\$ \_\_\_\_\_ Salaries/wages **without fringe** paid from BIA Self Governance funds. This information is used to formulate both the Direct and Indirect Contract Support Cost awards. The Direct Contract Support award is calculated at 18% of total salaries reported.

CSC-eligible BIA funding will roll up into accounts T9240, T9A40, 2100BI, 2100DR, 2100S1 – 2100S5, and 2106DD in the SGDB Authority to Obligate (ATO) and Total Obligation reports. For assistance with accessing the SGDB or ATOs please contact [OSG-Finance@bia.gov](mailto:OSG-Finance@bia.gov).

OSG's Northwest Field Office (NWFO) is assigned coordination responsibility of CSC for OSG. The NWFO CSC Team can be reached at [OSG-CSC@bia.gov](mailto:OSG-CSC@bia.gov). Please send your responses or requests for technical assistance using this email address. You may also contact OSG Financial Specialist, Jacob Aguilar by phone at (360) 699-1015 to be directed to the Financial Specialist assigned to your Tribe's CSC calculation. The NWFO's mailing address is 700 East 5<sup>th</sup> Street, #728A, Vancouver, WA, 98661.

Sincerely,



Sharee M. Freeman  
Director  
Office of Self Governance

Enclosure

cc: Tribal Self Governance Coordinators  
Tribal Self Governance Financial Officers