

**INDIAN HEALTH SERVICE  
FY 2021 Area Budget Instructions**

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Indian Health Service  
FY 2021 Tribal Budget Formulation  
**Timeline**

The IHS Tribal Budget Formulation Workgroup met April 25, 2018 to update the instructions for the FY 2021 process. And, the Workgroup agreed to the following deliverables and schedule for the FY 2021 budget process:

<b>Timeline for FY 2021</b>	<b>Workgroup Activity and Deliverables</b>
October – November 2018	Area Budget Formulation Sessions
October 5, 2018	<b>Submit: IHS Federal staff send in Area Consultation meeting information.</b> Submit to IHS Headquarters -OFA: <a href="mailto:Christina.francisco@ihs.gov">Christina.francisco@ihs.gov</a>
December 14, 2018	<b>Submit:</b> <b>Deliverable #1a, #1b, #1c- National Budget Worksheets</b> <i>Use the excel worksheets provided.</i> Submit to IHS HQ – OFA: <a href="mailto:Christina.francisco@ihs.gov">Christina.francisco@ihs.gov</a> <i>In Excel and PDF</i>
December 21, 2018	HQ OFA to send the <u>draft rollup of Area budget recommendations</u> to the Technical Committee for review and edit.
January 7, 2019	<b>Submit:</b> <b>Deliverable #2 - Budget Narratives</b> <b>Deliverable #3 - Hot Issues</b> <b>Deliverable #4 - Area Report Slides</b> <b>Deliverable #5 - Area Representatives:</b> Areas are requested to send in the names and contact information of <u>two selected representatives</u> to serve as Area Representatives to the National Budget Work Session. Representatives must be tribally elected officials, or their designee with proxy letter. <i>Use the 'templates' provided</i> Submit to IHS HQ – OFA: <a href="mailto:Christina.francisco@ihs.gov">Christina.francisco@ihs.gov</a> <i>In Excel and PDF</i>
January 10, 2019	Technical Committee will return their <u>final edits of the rollup</u> to IHS HQ
January 11, 2019	HQ OFA to send <u>final rollup</u> of National budget recommendations to Area representatives and Area Executive Officers for sharing with their 2 representatives and budget team members.
February 14-15, 2019	<b>IHS FY 2021 National Budget Formulation Work Session,</b> (near Crystal City, VA, DC area)
February <i>TBD</i> , 2019	Tribal Budget Formulation Workgroup make a formal presentation of their recommendation and draft testimony to IHS Director.
March <i>TBD</i> , 2019	HHS Budget Consultation meeting, Washington, DC
June <i>TBD</i> , 2019	IHS FY 2021/FY 2022 Evaluation & Planning Meeting, Location <i>TBD</i>

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**Deliverable Instructions**

<b>Deliverable #1a,1b,1c: National Budget Worksheets</b>	<b>Due: December 14, 2018</b>	<input type="checkbox"/>
<b>Description:</b> Identify and enter program increases by budget line into the 3 templates provided (+36%, +42%, +46%)		
<p style="text-align: center;"><b>Key Points</b></p> <ul style="list-style-type: none"> <li>As a reminder, negative numbers skew results. If submitting negative numbers, please submit a rationale and justification.</li> </ul>		
<b>Deliverable #2: Area Budget Narrative</b>	<b>Due: January 7, 2019</b>	<input type="checkbox"/>
<b>Description:</b> Describe and support the budget recommendations outlined in the Budget worksheets.		
<p style="text-align: center;"><b>Key Points</b></p> <ul style="list-style-type: none"> <li>Use health stats, GPRA measures/targets, and data to provide stronger support to your recommendation.</li> <li>Use the questions outlined in the template as a guide, but more information is welcome.</li> </ul>		
<b>Deliverable #3: Area Hot Issue Template</b>	<b>Due: January 7, 2019</b>	<input type="checkbox"/>
<b>Description:</b> Describe and support issues that are of importance to your area.		
<p style="text-align: center;"><b>Key Points</b></p> <ul style="list-style-type: none"> <li>Hot issues should be 1-page in length. Remember, additional details can be made available upon request.</li> <li>Issues requesting funding should be presented as a budget priority in the narrative and amounts included in the National Budget Worksheet.</li> </ul>		
<b>Deliverable #4: Area Report Slides</b>	<b>Due: January 7, 2019</b>	<input type="checkbox"/>
<b>Description:</b> Summarize your area's budget priorities and hot issues to present at the National Budget Work Session		
<p style="text-align: center;"><b>Key Points</b></p> <ul style="list-style-type: none"> <li>Remember to be concise</li> <li>Use template as a guide for the format and length of presentation.</li> </ul>		
<b>Deliverable #5: Area Representative Information</b>	<b>Due: January 7, 2019</b>	<input type="checkbox"/>
<b>Description:</b> Each Area selects 2 elected tribal officials to represent them at the National Budget Work session		
<p style="text-align: center;"><b>Key Points</b></p> <ul style="list-style-type: none"> <li>If delegates are not elected tribal officials, proxy representatives can be chosen if they provide a letter indicating their appointment.</li> <li>The Area representative's template outlines the chosen representative's responsibilities as well as the tech team's responsibilities.</li> </ul>		

Indian Health Service  
FY 2021 Area Budget Formulation Session  
**Budget Recommendation Narrative**

Each Area will submit a Narrative Justification document that describes and supports the agreed upon **budget priorities** for their area outlined in the Budget worksheet.

Key points to include in the narrative justification are:

1. How the recommended budget increases should be allocated, i.e., why each increase is important and how it will affect certain programs or initiatives.
  - a. Include any effects of previous years increases
  - b. Include any data that highlights effects of previous years increases
2. The linkage to IHCA provisions, where applicable.
3. How will each of these increases improve a facet of the HHS Secretary's priorities; people, partnership, and patients?
4. Linkage to GPRA performance targets and outcomes.

There is no page limit on this document.

**Deliverable to be submitted: *January 7, 2019***

Indian Health Service  
FY 2021 Area Budget Formulation Session  
**Hot Issues**  
[Title of hot issue]

**ISSUE**

Provide a brief description of the issue.

**BACKGROUND**

Include historical information or data that explains the hot issue in more detail.

**RECOMMENDATION**

Link to budget recommendations or provide action that needs to be taken to address issue.

Please keep this document to 1 page, if more detail is necessary, send a separate document.

**Deliverable to be submitted:** *January 7, 2019*

Indian Health Service  
FY 2021 Area Budget Formulation  
**Area Representatives**

	Name, Title, Tribe/Organization	Elected	Proxy	Email, Telephone, Address
1				
2				
	Technical Support Team			
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		--	--	

## Roles and Responsibilities

### Area Representatives

- Each IHS Area selects 2 representatives and they must be an **elected/appointed Tribal officials** *or* representatives of elected/appointed Tribal officials with a letter stating their appointment by the Tribe. A letter is necessary to meet the intergovernmental exception to the Federal Advisory Committee Act since consensus recommendations will be developed by the Workgroup.

It is the role of the Area representatives to represent the Tribes in their specific area at the National Budget Formulation meeting. Important guidelines to keep in mind:

- Each area representative should meet with the Area Office prior to the National meeting to review the national roll-up and discuss how their area recommendations fit within the consolidated document.
- Area representatives should attend the National meeting prepared to discuss the funding recommendations, justify funding recommendations and be knowledgeable about health challenges in their area.
- Each area representative should attend the National meeting with the authority to negotiate specific budget lines on behalf of the Tribes in their area so that the workgroup can achieve an inclusive national recommendation in a timely manner.
- At least one representative needs to attend the evaluation/planning meeting.

### Technical Support Team

Please include the information of the technical support team members that will be **attending the National meeting** with the Area representatives. Their responsibilities include, but are not limited to:

- Preparing Area representatives for the national meeting by explaining the materials, checking materials for accuracy, and providing any information needed about the budget formulation process.
- Assist with revising the national worksheet at the National Meeting.

**Deliverable to be submitted: *January 7, 2019***