

<p align="center">ONEIDA NATION STANDARD OPERATING PROCEDURE</p>	<p>TITLE: Grantee Notification of Award Close-Out</p>	<p>ORIGINATION DATE: May 3, 2016</p> <p>REVISION DATE:</p>
<p>AUTHOR: Heather Heuer</p>	<p>DEPARTMENT: Business Committee</p>	<p>BC APPROVAL DATE: June 8, 2016</p>

1.0 PURPOSE

- 1.1 To detail the process after a Business Committee member or their designee receives a Grantee Notification of Award Close-Out e-mail.

2.0 WORK STANDARDS / PROCEDURES

Work Standards

- 2.1 A Grant Close-Out Notification sent to Business Committee members or their designee is only to be considered as FYI from the agency that the grant is officially closed out.
- 2.1.1 No further formal action is needed; simply forward the e-mail to the Grants Department for processing.

Procedures

- 2.2 Open e-mail regarding a Grant Close-Out Notification.
- 2.2.1 See Reference 3.1 for an example of a Grant Close-Out Notification.
- 2.3 Forward e-mail to the Grants Department at grant@oneidation.org.

3.0 REFERENCES

- 3.1
- Original message -----
From: Linda Jew <ljew@imls.gov>
Date: 02/11/2016 10:08 AM (GMT-06:00)
To: "Lisa M. Summers" <LSUMMER2@oneidation.org>
Subject: IMLS Grant Close-Out Notification

IMLS
GRANTEE NOTIFICATION of AWARD CLOSE-OUT

Grant Award Number: MN-03-11-0016-11
Institution Name: Oneida Tribe of Indians of Wisconsin
Institution DUNS: 798227278

Dear Lisa Summers;

This will serve as notification that the Institute of Museum and Library Services (IMLS) has completed a final review of the grant or cooperative agreement identified by the above Grant Award Number. Therefore, IMLS has officially closed this grant. Any funds remaining in the grant account will be de-obligated and are no longer available for drawdown by your organization.

Please be aware that, even after IMLS closes out a grant award, grantees are required to maintain records related to a grant project for a period of time after the award ends. The time period differs for different types of records.

Further information on retention of records and other post-grant obligations can be found in the IMLS Grant Terms and Conditions, located on the IMLS website at <https://www.imls.gov/grants/grant-recipients/administration-info>. If you have any questions or concerns regarding this letter, please call 202-653-4737 to speak with someone in the IMLS grants administration office.

Sincerely,

Linda Jew
OCFO, Grants Administration
grantsadmin@imls.gov

XI. UNFINISHED BUSINESS (1:19:00)

Councilman David Jordan departs at 10:21 a.m.
Secretary Lisa Summers departs at 10:22 a.m.
Secretary Lisa Summers returns at 10:23 a.m.

Chairwoman Tina Danforth returns at 10:30 a.m. and resumes responsibility of the Chair.

Vice-Chairwoman Melinda J. Danforth departs at 10:34 a.m.

A. Accept update regarding Oneida Sacred Burial Grounds per GTC Directive

Sponsor: Brandon Stevens, Councilman

EXCERPT FROM MARCH 9, 2016: (1) Motion by Tehassi Hill to accept the presentation regarding the Oneida Sacred Burial Grounds per GTC Directive, seconded by Trish King. Motion carried unanimously. (2) Amendment to the main motion by Tehassi Hill to request an update at the first regular Business Committee meeting in June regarding potential locations of the cemetery, seconded by Trish King. Motion carried unanimously.

Motion by Lisa Summers to accept the information in the memorandum from the Trust Department dated May 31, 2016, as information, noting there have been two (2) identified alternative sites for a cemetery should the need arise and to send this item to the next available Officers' meeting for continued follow-up with the overall cemetery work plan, seconded by Tehassi Hill. Motion carried unanimously:

Ayes: Fawn Billie, Tehassi Hill, Trish King, Brandon Stevens, Lisa Summers
Not Present: Melinda J. Danforth, David Jordan, Jennifer Webster

XII. TABLED BUSINESS (No Requested Action)

XIII. NEW BUSINESS (1:39:25)

A. Approve Oneida Business Committee Standard Operating Procedure titled Grantee Notification of Award Close-Out

Sponsor: Lisa Summers, Tribal Secretary

Motion by Lisa Summers to approve the Oneida Business Committee Standard Operating Procedure titled Grantee Notification of Award Close-Out, seconded by Tehassi Hill. Motion carried unanimously:

Ayes: Fawn Billie, Tehassi Hill, Trish King, Brandon Stevens, Lisa Summers
Not Present: Melinda J. Danforth, David Jordan, Jennifer Webster

XIV. TRAVEL (1:45:42)

A. TRAVEL REPORTS (No Requested Action)

B. TRAVEL REQUESTS

~~1. Approve travel request in accordance with section 16-1 of the Travel & Expense Policy – Four (4) Division of Land Management employees and up to two (2) Land Commissioners – 5th Annual Partners in Action Conference – Sault Ste. Marie, MI – July 19-21, 2016~~

~~Sponsor: Patrick Pelky, Interim Division Director/Land Management~~

Item deleted at the adoption of the agenda.