
BUSINESS ENTERPRISE DEVELOPMENT
TABLE OF CONTENTS

1. General
 - .1 Basic Objectives
 - .2 Guidelines

2. Central Office
 - .1 Focal Point
 - .2 Liaison with Other Government Agencies
 - .3 Compliance Monitoring
 - .4 Assistance to Area Directors
 - .5 Economic and Manpower Resource Data
 - .6 Coordination with Field Offices

3. Field and Area Offices
 - .1 General
 - .2 Program Integration
 - A. Field Visits to Area
 - B. Field Staff Service to Area Director
 - .3 Program Coordination
 - A. Interagency Cooperation
 - B. Insuring Continuity
 - .4 Dissemination of Information
 - A. Special Reports
 - B. Public Relations
 - C. Research Data
 - D. Program Reports
 - .5 Liaison with the Private Sector
 - A. State and Federal Agencies
 - B. Arranging Business Meetings
 - C. Steps Prior to Visit
 - D. Coordination on Reports
 - E. Referrals
 - .6 Liaison with Tribal Organizations
 - .7 Liaison with Community Organizations
 - .8 Education on Program Goals
 - .9 Motivational Responsibility

4. Reports and Records
 - .1 Reports
 - A. Objectives
 - B. Procedures
 - .2 Records
 - A. Objectives
 - B. Procedures

Illustrations 1 and 2

Supp. 1, Release 1, 3/4/80

BUSINESS ENTERPRISE DEVELOPMENT
General

1. General

1.1 Basic Objective. The basic objective of the Bureau's Business Enterprise Development Program requires the development and administration of a comprehensive and dynamic program designed to:

A. Assist the Indian tribes in cooperating with neighboring communities to develop realistic development plans and programs which will attract suitable commerce and industry to the areas.

B. Determine and recommend the action necessary to create the proper community climate and conditions conducive to economic development and growth.

C. Meet the needs of each reservation and community area.

D. Conduct economic surveys and studies of the community and reservation areas as related to the needs of private industry and prepare comprehensive factual summaries, fact sheets or brochures which can be quickly and effectively presented to private sectors prospects.

E. Provide information about the advantages to firms that might locate in the reservation economic areas.

1.2 Guidelines. Operational policies and procedures have been developed with these factors in mind. They are designed to provide the guidelines necessary to conduct and accomplish the objectives of the program.

A. The program must operate within the framework of the Bureau to achieve optimum effectiveness. Understanding the program and participation by tribal and near reservation community organizations are essential for program objectives to be achieved.

B. The liaison activities of the Division must be conducted with organizations outside the framework of government, many of which are unaccustomed or reluctant to accept inherent Government procedures and methods of operation. It is essential, therefore, that the approach and work associations with these contacts be made with due cognizance of economic concepts of transacting business and industry's accelerated methods of accomplishing objectives.

C. In the Business Enterprise Development Program, every factor is important, from sites for industries, planning, utilities and buildings, to the provisions of recreation and housing. The entire

BUSINESS ENTERPRISE DEVELOPMENTGeneral

program for Economic Development must be coordinated with State and local community economic development activities to insure a cohesive approach to program operations and expedient action by authorized groups or committees.

D. In liaison contacts with private industry, the Field and Area staffs, during preliminary investigations and up to the final stages of plant location, can provide assistance to tribal and local community organizations in the development of statistics, factors, resources, and assets, point out advantageous locations, and assist tribal groups and local communities in presenting their situations in the best circumstances.

E. In concluding negotiations, only the tribal and local community groups can make commitments regarding acquisition of land sites, construction of buildings, provision of utilities, availability of financial assistance, local taxes, and the attitude of the local community towards acceptance of new industry.

BUSINESS ENTERPRISE DEVELOPMENT
Central Office

2. Central Office

2.1 Focal Point. The Central Office, Division of Business Enterprise Development, is the focal point for the development of plans, policies, procedures and operation of the Economic Development Program which will meet the needs of the Indian reservations and peripheral communities and the diversified needs of industry. It serves as the coordinating office for information concerning economic, commercial or business reports, surveys, and analyses; trends of industrial expansion and relocation; correlation and dissemination of reservation and adjacent community economic and manpower resource data.

2.2 Liaison with Other Government Agencies. The Central Office will establish and maintain liaison with National headquarters of appropriate governmental and non-governmental agencies and organizations; with Departmental and Bureau staff offices as necessary to coordinate the Economic Development Program and to utilize those services which will effectively contribute to the proper administration and conduct of the Economic Development Program. The Central Office will arrange representations and attendance at economic development conferences, seminars, and workshops sponsored by various research, business groups and economic development councils and committees; and attendance at conferences and meetings (other than Area) sponsored by organizations and associations.

2.3 Compliance Monitoring. Through staff conferences, periodic surveys, and monitoring of Field and Area Office program, the Central Office will determine compliance with program objectives and procedures.

2.4 Assistance to Area Directors. The Central Office will counsel with Area Directors concerning program objectives and operations; provide technical assistance and guidance to the Areas, tribal and community organizations; and, through conferences, procedural releases, instructions, and review of operations and program status; insure effective program operations and coordination between industry, tribal, state and local community organizations, Central, Area and Field Offices.

2.5 Economic and Manpower Resource Data. The Central Office will provide, through the Area Directors, guidelines and instructions for:

A. developing and maintaining economic and manpower resource data;

BUSINESS ENTERPRISE DEVELOPMENT
Central Office

- B. conducting surveys and investigations;
- C. maintaining a flow of informational material to the Field and Area Offices;
- D. negotiating to develop opportunities or sources for On-the-job Training, through contacts with industry;
- E. reporting systems forms, including records and procedures relating to Division operations;
- F. promoting effective tribal and local community relationships essential to the establishment of a proper economic climate; and,
- G. authorizing organizations to conduct negotiations with industry and such other matters as may be pertinent to the Business Development Program and its operations.

2.6 Coordination with Field Offices. The Central Office, Division of Business Enterprise Development, will coordinate with the Director, Office of Administration for services to the Field Offices to insure uniformity of operations and procedures, including budget, personnel, payroll and leave, procurement, travel and transportation, equipment, forms and record control, procedural instructions concerning these activities, as well as instructions and guidance on the establishment and maintenance of files, reports and records.

BUSINESS ENTERPRISE DEVELOPMENT
Field and Area Offices

3. Field and Area Offices

3.1 General. Encouragement of private industry to select plant sites on or near Indian reservations, the generation of subcontracts for Indian firms, and prospecting for Indian companies are the major objective of the Business Enterprise Development Program. In order that this phase of the Program can be carried out effectively and expediently, Field Offices have been established in Chicago and Los Angeles under the supervision of the Central Office, Division of Business Enterprise Development. These offices will maintain continuing contact with U.S. firms and will serve in a liaison capacity between private industry and the Area Directors' staffs.

3.2 Program Integration. The Business Enterprise Development Program must be integrated and closely coordinated at the Central Office and at the Area levels. The Economic Development Specialist (Field) in planning his/her activities must know the overall reservation and local community programs as they relate to economic development. To accomplish this, arrangements shall be made, through the Area Director, to make occasional trips to the Areas to gain firsthand information about conditions and programs of the reservation areas. This will enable him/her to properly represent reservation areas to industry.

A. Field Visits to Area. The Economic Development Specialists (Field) will contact the Area Director, or in his/her absence, the Acting Director, before visiting an Area or installation within the Area Director's jurisdiction, to inform him/her of the intended visit and the purpose. He/she will discuss his/her findings and proposed report with the Area Director and Economic Development Specialist (Area) whenever possible during and upon completion of his/her stay in the Area jurisdiction.

B. Field Staff Service to Area Directors. The Economic Development Specialist (Field) as requested, may provide staff services to the Area Director when the request is made known through the Central Office, Division of Business Enterprise Development. He/she may interpret economic trends, attitudes and serve in an advisory capacity in determining the need for surveys, investigations, economic manpower resource data, maps, brochures, photographs, and other related descriptive data.

3.3 Program Coordination. The Indian Economic Development Program at the Area Level must be integrated with the Field Office activities.

BUSINESS ENTERPRISE DEVELOPMENT
Field and Area Offices

In planning program activities, the Economic Development Specialist (Area) must know the overall reservation and community programs and their relation to economic development. He must become well informed on all matters pertaining to the tribal groups he/she is working with and maintain cognizance of their current political, social and economic situations. He/she must have a comprehensive knowledge of the economic and manpower resources of the reservations and communities in order that he will be able to explain to tribal groups and leaders and to community organizations and committees the types of industry which can be feasibly located in the Area. He/she will counsel with them in regard to the negotiations with industry and the inducements necessary to encourage or to obtain industry's consideration.

A. Interagency Cooperation. The Economic Development Specialist (Area) must have a working knowledge of State and community, industry and trade, State employment service functions and activities, training facilities and related organizations and committees in order to develop sources of On-the-Job Training Contracts within the Area. He must have a knowledge of Bureau and other Government agency programs in order to facilitate the collection and assembly of economic and manpower resource data; to coordinate the Economic Development Program with other programs and to stimulate understanding and participation in economic development activities.

B. Insuring Continuity. The Economic Development Specialist will keep the Area Director and Agency superintendents currently informed of the status of the economic development activities within their respective jurisdictions; negotiations with industry concerning plant site surveys and establishment of plant sites; progress made with local industries planning expansion or with industries referred by Economic Development Specialists (Field); information on local industrial and business firms with whom contact has been made for the purpose of determining availability of facilities for On-the-job Training, development of cooperative relationships between tribes and community.

3.4 Dissemination of Information. To achieve optimum effectiveness, economic development activities, at all levels of operation, must be closely coordinated. It is incumbent upon all staff members of the Division to exchange data and information which will facilitate their knowledge of current political, social and economic situations on reservations, current trends and developments in economic fields, resources, manpower, tribal and local community attitudes and problems. Reports of problem areas which may have developed in establishing a plant facility in a community or on a reservation should be made promptly to the Central Office so that the information gained can be

BUSINESS ENTERPRISE DEVELOPMENT
Field and Area Offices

utilized in improving future contacts with industries.

A. Special Reports. The Economic Development Specialist (Field) will prepare special reports concerning economic, industrial, commercial or business surveys, trends of industrial expansion and plant location, market and production distribution.

B. Public Relations. Through meetings with various associations groups, organizations, personal contacts and other sources of public relations, within the assigned jurisdiction, the Economic Development Specialist (Field) will acquaint the public with the Business Development Program.

C. Research Data. The Economic Development Specialist (Field) will maintain a library of information describing tribal, State and local community plans for economic development, including availability of plant sites, financing plans, utilities and power, transportation and freight, labor, as well as photographs, maps, diagrams, brochures and other pertinent data as supplied by the Area Economic Development Specialist.

D. Program Reports. They will establish and maintain within the Field Office records and source files of information and data pertaining to industries contacted and the results, industries currently being negotiated with economic development reports, analyses, research studies, marketing analyses, production trends, and such other information as required to effectively conduct the field activities.

3.5 Liaison with the Private Sector. Economic Development in its simplest terms is the establishment of a tribal economy. Reservations and peripheral communities have certain resources, assets and advantages to offer industry. On the other hand, industries are seeking new locations in which they can operate profitably and efficiently. These industries may have widely varied operational needs but their individual requirements can be quite specific. The Economic Development Specialist (Field) must try to match the needs of industry with the proper physical factors and other advantages of a specific location.

A. State and Federal Agencies. Through contacts with national manufacturers associations, Chambers of Commerce, economic and industrial development councils and committees, Small Business Administration, leasing companies, manufacturing, research, business,

BUSINESS ENTERPRISE DEVELOPMENT
Field and Area Offices

commercial and industrial firms and companies, the Economic Development Specialist (Field) develops extensive lists of industrial or business concerns outside Area jurisdictions to determine their interest in locating on or near a reservation. When industrial representatives decide to visit the Area for the purpose of ascertaining the feasibility of plant locations in the Area, the Economic Development Specialist (Field) will notify the Area Director of the proposed visit and will request that arrangements be made for all necessary appointments with appropriate tribal and local community groups or committees, Bureau staff and others interested in or concerned with economic development of the reservation or community.

B. Arranging Business Meetings. There will be instances when private industry representatives desire to conduct exploration of an Area with a minimum of attention. In these instances, the Economic Development Specialist (Field) will notify the Area Industrial Development Specialist, through the Area Director, that a prospective private sector executive plans to visit the Area. Extreme care should be exercised at all times and by all staff members to maintain the confidence of such personnel and to guard against the release of any premature publicity.

C. Steps Prior To Visit. Prior to arranging for exploratory trips to the Area, the Economic Development Specialist (Field) will request from the Central Office a financial rating report on the firm and will obtain locally such other information as to stature and integrity as may be important to the tribal or local community groups with whom negotiations will be carried out. It is emphasized that this information will be considered confidential at all times and is to be released only to appropriate officials of the tribal and/or local community committees responsible for negotiating with industrial firms.

D. Coordination on Reports. Representatives of private industry may desire to investigate more than one reservation area before making a decision as to the most feasible location, or may desire to inspect a specific area several times. In such instances, whether the representative contacts the Field or Area Economic Development Specialist, it is important that complete in-service reports of subsequent visits, correspondence or other contacts be forwarded to the appropriate Field or Area Office, whichever is pertinent, with a copy to the Central Office.

E. Referrals. In contacting U.S. firms to ascertain interest in the Economic Development Program, the Economic Development Specialist

BUSINESS ENTERPRISE DEVELOPMENT
Field and Area Offices

(Field) will in many instances find that a firm or company may not be in a position to consider industrial expansion but will be interested in employing Indians locally. In such cases, the Economic Development Specialist (Field) will refer the employer to the local Field Employment Placement Office and will notify the Field Job Placement Officer, by written memorandum, of such interest for appropriate follow-up action.

3.6 Liaison with Tribal Organizations. When requested by the Area Director, the Economic Development Specialist (Field) may serve in a technical capacity to the Area in providing tribal groups information and data concerning industrial trends and production, economic development programs and activities of other areas, interpreting industry attitudes and requirements, methods of approach to industry and results of negotiations with industry. He/she may, in his/her liaison capacity, bring to the attention of the tribal groups the necessity of recognizing the importance of an industrial prospect, that the organization charged with the responsibility for the reservation economic development programs must act fast and decisively during negotiations and that it is only possible through adequate advance preparation.

3.7 Liaison with Community Organizations. The Economic Development Specialist (Field) serves in a staff capacity, when requested by the Area Director, in advising and assisting community organizations in their efforts to develop and progress economically. He/she may provide the local groups information and data concerning the objectives of the Economic Development Program and the importance of local industrial development organizations ready to act quickly and decisively in negotiations with prospective industrialists, which can only be accomplished by foresight and proper planning.

In his/her liaison capacity, he may provide the community groups with background information concerning industrial trends and production, economic development programs and activities in other areas, interpret industry attitudes and requirements, methods of approach to industry and results of negotiations with industry.

3.8 Education on Program Objectives. The concept of economic development is new to many of the Indian people and their leaders, as well as to the nearby communities, and the competition that exists between States, cities and communities seeking new industries is great. It is of the utmost importance that the administration and operations of the Economic Development Program provide for the education of Indians, community leaders and individuals in the purpose and objectives of

BUSINESS ENTERPRISE DEVELOPMENT
Field and Area Offices

the Economic Development Program and the methods by which these objectives can be achieved. They should also be made aware of the assistance available to them through the Bureau program services; the need for their support, cooperation and participation in program activities; their responsibilities and the importance of industrial expansion to the growth and prosperity of the reservation and community area.

3.9 Motivational Responsibility. In order that this phase of the Economic Development Program may be carried out effectively and expeditiously, Area Offices were delegated responsibility for the program at the Area level. Positions of Economic Development Specialist (Area) have been established to serve each Area. The incumbents of these positions serve in a staff capacity to the Area Directors and Agency Superintendents, and as liaison officers between Area staff members, Indian tribal groups, state and community organizations and associations concerned with economic development. Through contacts with business organizations and industrial firms, within the Area, the Economic Development Specialist (Area) develops a source of industrial contacts to determine their interest in expansion on or near Indian reservations. One of the most important projects which the Economic Development Specialist (Area) will be concerned with in conducting the Business Enterprise Development Program will be to convey the need for, and stimulate the development of, a cooperative Indian and non-Indian organization which is authorized to represent and speak for all groups, providing an authorized entity that can negotiate with industrial prospects and cope with all problems related to economic development. The successful accomplishment of the Economic Development Program objectives will depend on the planning at the Area and Agency levels; the expediency with which the local authorized entity is organized and empowered to act; and the acceptance of and participation in the program by the Indian people and citizens of adjacent communities.

BUSINESS ENTERPRISE DEVELOPMENT
REPORTS AND RECORDS

4. Reports and Records

4.1 Reports:

A. Objectives: The objective in preparing reports by Development Specialists and staff officers shall be:

(1) To provide data upon which program and staff officials may base decisions and determine program needs.

(2) To evaluate and appraise present policies and practices and to recommend improvements.

(3) To present a comprehensive picture of economic development activities in the Field and Area which will serve as a basis for planning future program policies and activities, and budgetary and staffing needs.

(4) To improve coordination by disseminating development information throughout the Bureau and exchanging information with personnel in other Area Offices in development activities.

(5) To provide a means for obtaining follow up on matters in the Field and Area.

B. Procedures: The Central Office, Division of Business Enterprise Development, shall consolidate information assembled from the Area and Field Offices concerning development activities. To accomplish this, the following reports shall be submitted as indicated:

(1) Annual Report: (See Instructions to Illustration 1)

(a) The Central Office shall prepare, on a calendar-year basis, an annual narrative report reflecting the overall accomplishments of the program for the preceding year and future program goals. Appropriate statistical data included will show the number of:

1. contacts made with industries;
2. on-the-job training sources developed;
3. potential employer referrals made to the Division of Job Placement and Training;

BUSINESS ENTERPRISE DEVELOPMENT
REPORTS AND RECORDS

4. industries expanded or located in the reservation areas;

5. brochures and industrial and resource survey reports prepared;

6. fact sheets issued; and

7. other data reflecting program activities and accomplishments.

(b) Development specialists shall prepare annual reports (Report No. 84-02) on a calendar-year basis, using the format in illustration #1, to summarize their overall activities; the original and one copy of the report to be submitted to the Central Office, Attention: Division of Business Enterprise Development, not later than January 10 of the following year. To assure that the Annual Report will be accurate, factual and complete, it will be necessary for the Industrial Contact Reports to be kept current throughout the reporting period.

(2) INDUSTRIAL CONTACT REPORT: Development Specialists shall prepare Prospecting Reports, using the format in Illustration #2, for each separate contact with principal industry, whether the contact is made to ascertain interest in expansion of existing facilities, location or relocation of plant facilities, or to develop sources of on-the-job training. The report shall be prepared in triplicate, two copies to be attached to the monthly narrative report and one copy to be retained by the originating Economic Development Specialist.

4.2 RECORDS:

A. OBJECTIVES: The primary objective in maintaining records is to facilitate the prompt location of desired correspondence, documents, data and files. The establishment and maintenance of a uniform system adequate to meet the needs of the program is of paramount importance.

B. PROCEDURES:

(1) The Development Specialist (Field) shall establish and maintain, within the Economic Development Office, all official records,

BUSINESS ENTERPRISE DEVELOPMENT
REPORTS AND RECORDS

documents, correspondence and economic development resource data and publicity media.

(2) The Development Specialist (Area) will establish and maintain all official records, documents, correspondence and economic development resource data and public media in accordance with appropriate Area policies and procedures.

Report No. 84-02
INSTRUCTIONS

United States Department of the Interior
Bureau of Indian Affairs
Division of Business Enterprise Development

ANNUAL REPORT

JANUARY 1, 19-- to DECEMBER 31, 19--

GENERAL: The Area and Field Offices will prepare reports of activities on a calendar-year basis. The Annual Report requires, in many instances, only changes (additions, deletions, modifications) made in specific items reported in previous Annual Reports. The new or changed information should be reported in statistical form. Statistical data which are not self explanatory may be explained in a narrative statement immediately following the paragraph to which it refers.

Using the attached format, the report will be forwarded, in duplicate, to reach the Central Office, Division of Business Enterprise Development, not later than January 10 of the succeeding year. Please do not modify, alter or amend statistical portion of report format, since data reports are subject to electronic data processing tabulation. Area and Field Office Annual Reports are summarized for use in budget hearings, conferences, meetings, correspondence with other government agencies, and for many other related purposes, and varying forms do not readily lend themselves to summarization.

The Los Angeles and Chicago Field Development Specialists need not report in Sections A, B, C and D. Area Development Specialists will report in all sections unless otherwise noted. In those instances where the Field or Area Development Specialist is not reporting, the Section and Item should be listed and a notation should be made such as "not applicable" or "none". Special care should be taken to be certain that any information included in the statistical report can be supported by back up information in the Development Specialist's report files.

A. COMMERCIAL AND INDUSTRIAL EMPLOYMENT GENERATED BY
BUSINESS ENTERPRISE DEVELOPMENT PROGRAM: */

Data requested follows to a great degree information reported quarterly. Report only those companies which have established operating facilities on or near Indian reservations as a result of your activity and subcontracts.

Include all companies in operation at the end of the year, without regard to date of establishment, as well as those for which negotiations were completed by the end of the year. Companies should be listed alphabetically, with manufacturing-type companies listed

first, then commercial and other enterprises. Indicate tribal enterprise by an asterisk. Do not include companies which at the end of the year were closed. Information for companies listed on previous reports but now listed in this Section should be noted in a brief narrative statement at the end of Section A.

Current employment should be reported as of December 31. Note that the present format requires that Indian employment be detailed by "Male" and "Female". Note also that "Capacity Employment" as called for in previous years' reports, is not now required. Instead, the question is asked, "What additional employment do you estimate will be provided in the succeeding year by the companies shown?"...For example, a company newly negotiated or in actual operation for less than one year can be reasonably expected to increase its workforce over that currently employed.

B. FINANCING: */

1. Total Funds Expended for Business Enterprise Development Projects This Year:

This item of the report will include only projects developed this calendar year. In last year's report, we received all information relative to tribal expenditures for all projects through December 31. Therefore, we will not require background information. Number projects consecutively, starting with number 1.

2. Tribal Financial Participation in Economic Development Projects This Year:

The item is designed to provide this office with ready reference to lease and loan terms where tribal funds, not including those funds derived from the Bureau's Revolving Loan Funds, have been expended and should reflect detailed information for any amount entered in Item B-1 under "Source of Funds - Tribal." You need not repeat project name but you should furnish project number from Item B-1.

3. Assistance Available to Tribal Economic Development Programs Committees and Local Development Corporations:

This item will indicate program development and should reflect significant changes reported in prior years' Annual Reports. This may be accomplished in the narrative statement.

C. PREPARATION OF PUBLICITY AND INFORMATIONAL MATERIAL (1 and 2 *)

Report publication of material prepared by the Development Specialists or prepared in cooperation with state or local groups. Copies of all material reported in this Section should have been sent

to the Central Office. Include in a narrative statement immediately following this Section other significant program publicity developed or participated in.

D. SURVEYS, FEASIBILITY STUDIES AND REPORTS: *

The 1964 Annual Report, as updated by the reports for succeeding years, furnishes the base for this subparagraph. Include here, however, only special reports or surveys made, contracts authorized, or other charts to show feasibility of conducting an enterprise on or near a reservation for the specific purpose of making job opportunities available for Indian people. Items will be included only when formal written reports are required. In a narrative statement immediately following this subparagraph, report other significant information regarding studies reported and those reported earlier. Such information should include but not be limited to expected time of completion, major modifications in the study or any significant adjustments in projected use. Data for implemented studies should be furnished in Item D-2. Copies of studies completed, if not already forwarded, should be furnished to the Central Office.

2. Implementation of Past Year of Completed Surveys, Feasibility Studies and Reports:

Report here progress in implementation reported above and/or reported in 1964 current year Annual Reports. Information should include, but not be limited to, implementation procedures under taken this year and time schedules forecast for completion; expected dates of initial implementation of new studies, and completion dates for those having been underway. Include "Project", furnish a brief description of project or facility resulting directly from a study reported above; include any business reported in Section A, established as a result of a study.

E. ACTIVE INDUSTRIAL PROSPECTS:

Record here only those firms you feel might be expected to have a plant on or near a reservation as a result of negotiations with the prospect. Companies should be listed and the estimated time that consummation of negotiations might be completed. In addition to the statistical data requested in this Section, for each project listed a narrative statement should set forth details on sources of investment funds (fiscal, tribe, other) lease and amortization terms, status, including date of last contact; and your proposed course of action to get the plant in operation on or near an Indian reservation.

F. FIELD OFFICE CONTACTS WITH INDUSTRY:

1. Contacts with Industrial and Commercial Enterprises. The sum of the two columns under "Number of Companies Contacted This Year" should indicate the total number of separate companies contacted during the current year.

2. Direct Mail Campaign

a. Letters in First Mailing: Narrative statement should include category of companies, i.e., electronic manufacturers, furniture manufacturers, etc., and other significant details not included in statistical breakdown.

b. Number of Prospects Resulting from Campaign: Record here only number of firms you feel might be expected to locate a plant on or near a reservation since details on these prospects are set forth in Section E, ACTIVE INDUSTRIAL PROSPECTS:

3. Economic and Industrial Conferences:

A. Economic and Industrial Conferences: In the narrative give information pertaining to the various economic and industrial conferences that you attended that pertain to Indian business development. State whether or not these conferences were held within your area, your participation or action on your part in the design and planning of the conferences. What types of businesses or industries were represented, how they coincided with the kinds of industries that are located on reservations in your area, etc. Of great importance to Indian firms in your area, what are some of the benefits that you will accrue?

B. Firms Visited with Prospects: Indicate the number and kinds of firms that you visited with prospective prime contractors. Were these firms contacted by you, after providing information as to the Indian subcontractors that had the capability of doing subcontract work for either private firms or government agencies. What was your involvement in initiating the contact or with a coordinated effort with other BIA officials in other area offices or Central Office staff.

C. Subcontracts in being or added: Give a clear description as to the kinds of subcontracts existing in your Area, the additions being added, the reason for this, such as outstanding performance of quality product, meeting a time frame and anything to do with pricing. Subcontracts are a vital part of the added thrust to developing both job opportunities and profits for Indian areas.

G. GENERAL COMMENTS:

Give separate narrative statements for each category summarizing highlights of activities not reflected in the statistical data and enlarge upon other important aspects of the year's accomplishments which would be helpful in understanding the attainments of the Division of Indian Business Enterprise.

It should be noted that Section F regarding "contacts with industry" is directed to the field offices; however, the element of the report included a reference to a "Direct Mail Campaign." In the event your office conducted a mail campaign, please complete the information as indicated in Item 2 of Section F.

Suggestions for improvement of the Business Enterprise Development Program should reflect your constructive criticisms and should, in general, be appropriate to the entire program as applied to your specific area.

Form 84-02
June 1979
Format

INTERNAL USE ONLY
Annual Report
January 1, 19-- to December 31, 19--

Report No. 84-02
U.S. Dept. of the Interior (B.I.A.)

A. Comm. & Ind. Empl. Generated by
Business Enterprise Development: *

<u>Name & Location of Co.</u>	<u>Nearest Res</u>	<u>Product Line</u>	<u>Est. or Negotiations Compl</u>	<u>Month Year</u>	<u>Total M. F.</u>	<u>Total Indian</u>	<u>(1)</u>	
							<u>Current Empl.</u>	<u>Anticipated Add. Empl.</u>
							<u>Indian</u>	<u>19</u>

1. Industrial Enterprise
 2. Comm. and other Enterprises
- (Narrative Statement)

B. Financing: *

1. Total Funds Expended for Development Projects This Year:

<u>Project Nol</u>	<u>Name of Project</u>	<u>Tribe</u>	<u>Total Project Cost</u>	<u>Tribal</u>	<u>BIA Receiving Loan</u>
1.	List total amount of other funds and furnish in narrative statement detailed info. as to source, for example, \$25,000 SBA; \$100,000 EDA; \$5,000 Bank; \$50,000 municipal bonds; \$10,000 company				

(Narrative Statement)

* Field Office will not report
(1) In some cases you may omit Female Employment where manufacturer declines information.

B. Continued

2. Tribal Financial Participation in Business Enterprise Development Projects This Year

Project No.	Use of Funds	Amt. of Invest.	Annual Payment	Interest Rate	Amt. of Loan	Annual Payment	Interest Rate
	Building Machinery Working Capital Equity						

Total Financial Participation (By Project) \$ _____ \$ _____

(Narrative Statement)

3. Assistance Available, Tribal Economic Development Program Committees & Local Development Corps

Name of Tribe & Res. or Community	Date Program Adopted	Other Tribal Funds Including Judgment Awards	Local Development Corp. or Foundation	On Hand	Anticipated in C.Y.	Amt. of Cap.	Date Paid
C. Preparation of Publicity and Informational Material							

- *1. Industrial Fact Sheets _____
- *2. Detailed Brochures _____
- *3. Other Informational Material Development _____

(Narrative Statement)

* Field Office will not report

D. Surveys, Feasibility Studies and Reports: *

1. Surveys, Feasibility Studies and Reports Completed and/or Authorized This Year:

<u>Title of Study or Report</u>	<u>Prepared By</u>	Cost and How Financed-	Date Authorized Date Prepared (Indicate)
---------------------------------	--------------------	---------------------------	--

(Narrative Statement)

2. Implementation This Year of Completed Surveys Feasibility Studies and Reports:

<u>Title of Study or Report</u>	<u>Project</u>
---------------------------------	----------------

(Narrative Statement)

E. Active Industrial Prospects

List of Firms Considered to be Active Prospects for Plant Location
and Anticipated Requirements

Co. Name:	Date	Negotiations	Res.	Bldg.	Machinery	Working	Anticipated
Location	First	Expected to be	Area	Size	Cost	Capital	Empl. Indian
<u>Product</u>	<u>Contact</u>	<u>Consummated by</u>	<u>or Tribe</u>			<u>Amount</u>	<u>Total M. F.</u>

(Narrative Statement)

F. Field Office Contacts w/Industry

1. Contacts with Industrial & Commercial Enterprises

<u>Number of Companies Contacted This Year</u>	<u>No. Referred to A. O.</u>	<u>Volume & No. of</u>
<u>Contacted</u>	<u>Contacted</u>	<u>Personal Contacts</u>
First time	First Time	
in 19__	Prior to 19__	

(Indicate names of A.O. and No. referred to each)

(Narrative Statement)

*Field Office will not report
Supp. 1, Release 1, 3/4/80

D. Surveys, Feasibility Studies and Reports: *

1. Surveys, Feasibility Studies and Reports Completed and/or Authorized This Year:

<u>Title of Study or Report</u>	<u>Prepared By</u>	<u>Cost and How Financed- Studies Prepared</u>	<u>Date Authorized Date Prepared (Indicate)</u>
(Narrative Statement)			

2. Implementation This Year of Completed Surveys Feasibility Studies and Reports:

<u>Title of Study or Report</u>	<u>Project</u>
(Narrative Statement)	

E. Active Industrial Prospects

List of Firms Considered to be Active Prospects for Plant Location and Anticipated Requirements

<u>Co. Name:</u>	<u>Date First Contact</u>	<u>Negotiations Expected to be Consummated by</u>	<u>Res. Area or Tribe</u>	<u>Bldg. Size</u>	<u>Machinery Cost</u>	<u>Working Capital Amount</u>	<u>Anticipated Empl. Indian Total M. F.</u>
(Narrative Statement)							

F. Field Office Contacts w/Industry

<u>1. <u>Contacts with Industrial & Commercial Enterprises</u></u>	<u>Number of Companies Contacted This Year</u>	<u>No. Referred to A. O. (indicate names of A.O. and No. referred to each)</u>	<u>Volume & No. of Personal Contacts</u>
	<u>Contacted First time in 19__</u>	<u>Contacted First Time Prior to 19__</u>	

(Narrative Statement)

*Field Office will not report Supp. 1, Release 1, 3/4/80

Report Form 84-02

Internal Use Only

ANNUAL REPORT - JANUARY 1, 19__ TO DECEMBER 31, 19__

F. Field Office Contacts with Industry (continued)

2 (a) Economic and Industrial Conferences:

Number of Companies Attending _____ Types of Industries represented _____
(electronics - auto - furniture, etc.)

NUMBER OF INDIAN FIRM REPRESENTATIVES ATTENDING _____ TYPES OF MFG. INDUSTRIES _____
REPRESENTED _____

2 (b) FIRMS VISITED WITH PROSPECTS:

Number of firms visited _____ Number of Prospects _____ Types of industries _____
(electronic - leather - furniture - etc.)

ownership of firms visited - (a) wholly owned Indian firm _____

(b) majority Indian owned _____

(c) minority Indian owned _____

(d) non-Indian owned _____

2(c) Subcontracts, 19__ 19__ Government No. of Contracts Private Industry No. and amounts

- (a) present amounts
- (b) renewal
- (c) additional
- (d) pending

Internal Use Only

2. Direct Mail Campaign

Number

a. Letters in First Mailing

b. Letters in Follow-up Mailing

c. Replies Received

(1) Requesting Additional Information

(2) Requesting Personal Visit by Development Specialist

(3) Other Replies Received

d. Number of Prospects Resulting from Campaign

(Narrative Statement)

G. General Comments:

1. Goals and New Thrusts

2. Problems

3. Suggestions

4. Other General Comments

(Narrative Statement)

Approved by:

Prepared by:

Signature

Date

Signature

ACTIVITY REPORT

1. CONTACT: _____ CONTACT DATE: _____
ADDRESS: _____ TELEPHONE NO: _____

PERSON(S) CONTACTED: _____

11. HOW CONTACTED: () Visit () Telephone () Other
SOURCE INITIAL CONTACT: () Cold Call () Direct Mail () Publicity
TYPE OF CONTACT: () Bus. Devel. () Referral () Service

CONTACTED BY: _____ PLACE _____
(Identify person(s), organization)

111. PURPOSE OF DISCUSSION: _____

REFERRED TO: _____

NARRATIVE: (If additional space required, continue on reverse side)

IV. CONTACT STATUS: _____ (Indicate by no.)* CALL AGAIN? _____

CHECKLIST-PLANT LOCATION FACTORS prepared () Yes () No
BUSINESS DEVELOPMENT AND EMPLOYMENT RECORD prepared () Yes () No
PROJECT COMPLETION RECORD prepared () Yes () No

EMPLOYMENT RECORD: ** Current Total: _____ Indian _____
EST. ADDITIONAL*** Total: _____ Indian _____

SIGNED: _____ OFFICE: _____ DATE: _____
(Area, Field, Washington)

COPY TO: _____

ROUTE TO: _____ FILE: _____ (within office)

* 0-No interest; 1 - Contact; 2-Prospect; 3-Project; 4-Discussions
Terminated; 5-Company established; 6-Company closed; or S-Service Contact
**Companies Established-Reservation Area (result I.I.D.Prog.) or others
appropriate
*** Estimate Additional Employment-Expansions or New Plants (less than
year old)