

DEPARTMENT OF THE INTERIOR

Bureau of Indian Affairs, Trust Services, Tribal Climate Resilience Program

Program to Support Tribal Climate Resilience Grants and Ocean and Coastal Management Planning Grants- Federally Recognized Tribes

AGENCY: Bureau of Indian Affairs

ACTION: Solicitation of Proposals

ELIGIBILITY: Federally recognized tribes are eligible as listed in the current Federal Register, Notice of Indian Entities Recognized and Eligible to Receive Services from the United States Bureau of Indian Affairs, which is the official listing of all federally recognized tribes in the U.S. pursuant to Section 104 under the Federally Recognized Indian Tribe List Act of 1994 (Pub. L. 103-454; 108 Stat. 4791-4792). The most recent Notice was published in the Federal Register, 86, FR 7554 (January 29, 2021). Tribal organizations, as defined at 25 U.S.C. section 5304(1) are eligible for funding. Other entities may participate as sub-grantees.

SUMMARY: The Secretary of the Interior (Secretary), through the Office of Trust Services, Tribal Climate Resilience Program (Program) solicits proposals from federally recognized tribes and tribal organizations as defined at 25 U.S.C. section 5304(1) to receive grants to support tribal resilience and ocean and coastal management and planning. The Program supports tribes as they prepare for climate change impacts on tribal treaty and trust resources, economies, infrastructure, and human health and safety. The Program will provide funding for projects that support tribal climate resilience as tribes incorporate science (including Traditional Knowledge) and technical information. The Program also supports tribal ocean and coastal management and planning.

This solicitation contains guidelines and instructions for writing and submitting a proposal. BIA will use a competitive evaluation process based on criteria as stated in **Section F. Categories of Funding, Review Criteria and Evaluation** of this notice to select projects for funding. If there are questions, please refer to the paragraph below on how to contact the BIA Tribal Climate Resilience staff for assistance.

AUTHORITIES: 25 U.S.C Sec. 2; and the Snyder Act, 25 U.S.C Sec. 13 as amended; and Public Law 116-9, The Consolidated Appropriations Act of 2021, Public Law 116-260, Continuing Appropriations Act 2021, Public Law 116-159.

Pertinent language from 25 U.S.C. Section 5304(1) is as follows: “(1) “tribal organization” means the recognized governing body of any Indian tribe; any legally established organization of Indians which is controlled, sanctioned, or chartered by such governing body or which is democratically elected by the adult members of the Indian community to be served by such organization and which includes the maximum participation of Indians in all phases of its activities: Provided, That in any case where a contract is let or grant made to an organization to perform services benefiting more than one Indian tribe, the approval of each such Indian tribe shall be a prerequisite to the letting or making of such contract or grant;”

DATES TO SUBMIT APPLICATION: Grant application packages must be submitted to the [Grants.gov](https://www.grants.gov) no later than **5:00 pm Alaska Daylight Time, April 23, 2021**. The BIA Tribal Climate Resilience Program will not consider proposals received after this time and date.

ADDRESSES TO SUBMIT APPLICATION: The required method of submitting proposals is through [Grants.gov](https://www.grants.gov). For information on how to apply for grants in Grants.gov, see the instructions available at <https://www.grants.gov/help/html/help/Applicants/HowToApplyForGrants.htm>. Proposals must be submitted to [Grants.gov](https://www.grants.gov) by the deadline established in the **DATES TO SUBMIT APPLICATION** section. For more information on submission format, see **E. Submission of Application in Digital Format**.

FOR FURTHER INFORMATION: If you have questions about the BIA's Tribal Climate Resilience Program, please contact Rachael Novak, rachael.novak@bia.gov (202) 510-5198. If you have questions regarding the application process, please contact Jo Ann Metcalfe, Grant Officer jo.metcalfe@bia.gov (703) 390-6410. Additional Program information and Frequently Asked Questions are available online at the BIA's Tribal Climate Resilience Program website: <https://www.bia.gov/bia/ots/tribal-resilience-program>.

CATEGORIES OF AVAILABLE FUNDING

There are nine total award categories.

Adaptation Planning (Categories 1-3)

Category 1. Trainings and Workshops (maximum: \$150,000)

Category 2. Adaptation Planning (maximum: \$150,000)

Category 3. Travel Support for Adaptation Planning (maximum: \$15,000)

Ocean and Coastal Management Planning (Categories 4-5)

Category 4. Ocean and Coastal Management Planning (maximum: \$150,000)

Category 5. Travel Support for Ocean and Coastal (maximum: \$15,000)

Capacity Building (Category 6)

Category 6. Capacity Building for Scoping Efforts to Support future Category 2 Proposal Development (maximum: \$65,000)

Relocation, Managed Retreat, or Protect-in-Place Planning (Category 7)

Category 7. Planning for Relocation, Managed Retreat, or Protect-in-Place Activities for Coastal and Riverine Communities (maximum: \$150,000)

Internships and Youth Engagement (Categories 8-9)

Category 8. Internships (maximum: \$50,000)

Category 9. Youth Engagement (maximum: \$50,000)

Funding Limitations: Because funding is limited, individual awards shall not exceed the designated maximum amounts, as indicated above. There is no award minimum. Applicants are not guaranteed to be funded at the requested amount. There is a limit of one award per Category per tribe, and each tribe shall not exceed two awards from Categories 1, 2, 4, and 7. For more detail regarding elements and criteria for all nine categories of funding, **See F. Categories of Funding, Review Criteria and Evaluation.**

PROPOSAL APPLICATION GUIDELINES:

- A. Background
- B. Items to Consider Before Preparing an Application, Funding Limitations, 2-year Timeframes, and No-Cost Extensions
- C. Mandatory Components and Requirements for Applications
- D. Disallowed Costs
- E. Submission of Application in Digital Format
- F. Categories of Funding, Review Criteria and Evaluation
- G. Transfer of Funding and Transfer of Funds
- H. Reporting Requirements for Award Recipients
- I. Requests for Technical Information

A. Background:

Tribal Climate Resilience Awards will be made to projects that address vulnerability to climate change through development of regionally focused or topically focused training, adaptation planning and data development, internships and youth engagement, travel to access training and attend technical workshops to build skills and capacity, and planning and design of relocation, managed retreat, and protect-in-place efforts. Awards will also support projects that ensure tribal participation in ocean and coastal (including the Great Lakes) cooperative planning and projects for ecological health, resiliency, community safety and health, and economic security for present and future generations.

Applications should describe how proposed projects will incorporate science (including Traditional Knowledge) and technical information to address vulnerability to climate change. Note: While both Federally-recognized tribes and tribal organizations as defined at 25 U.S.C. section 5304(1) are eligible for funding through this solicitation, tribal organization proposals will be reviewed and ranked separately from tribal proposals.

B. Items to Consider Before Preparing an Application, Funding Limitations, 2-year Timeframes and No-Cost Extensions:

Awards are subject to available funding. The Tribal Climate Resilience Program is funded through annual appropriations by Congress. There is no assurance that the Program will be funded in subsequent years, and proposals should be for projects that can be completed **within two years**. If a project has not been completed by the end of two years due to extenuating circumstances, the tribe shall submit a written request for a no-cost extension at least 60 days prior to the end of the period of performance, with an explanation for non-completion, **in order to maintain good standing status for the purposes of future funding requests**. Any award under this announcement does not guarantee future funding of any kind, including future Tribal Climate Resilience announcements. The Program is aware that improving climate resilience and preparedness is a long-term effort.

C. Mandatory Components and Requirements for Applications

For Applications for Categories 1, 2, 4, and 7, a complete application must contain all six Mandatory Components and two Requirements described in detail below.

1. Mandatory Component 1: Cover page

Include the following information in the cover page. This [fillable PDF cover page](#) is also available on the [BIA TRP Homepage](#) under “FY21 Solicitation Resources” and its use is strongly encouraged. The information in this cover page includes:

- a) Proposal Type: Category of Funding the application is for.
- b) A unique project title with work product in the name: e.g. adaptation plan, relocation plan, etc. Do not use “BIA Tribal Resilience Program” or “Category” as part of the proposal title.
- c) The total amount of funding requested from the Program, including indirect rates but not including any matching amounts.
- d) The full name of the tribe or tribal organization proposing the grant.
- e) Indicate whether the proposal includes partners that will receive funding from BIA, such as CESU partner academic institutions, etc.
- f) The full name(s) of the Indian tribe(s) proposed to be served (if program is open to any interested tribe, e.g., web training proposal, indicate “all interested tribes may participate”).
- g) The estimated number of Indian people who will benefit under the proposed grant. This number is likely to be more specific than the overall number of tribal members/citizens.
- h) Indicate whether the Tribe has received a Category 1, 2, 4, or 7 award since 2014.
- i) *Requirement 1:* Confirm current registration in SAM. Attach print-out from sam.gov, see instructions in **Appendix**. If not currently registered, see **Appendix** for registration instructions.
- j) *Requirement 2:* Provide current ASAP Recipient ID from Automated Standard Application for Payments (ASAP) with BIA. If not enrolled in ASAP with BIA, see **Appendix** for instructions (allow 3-4 weeks to complete all steps of enrollment prior to submission deadline). The tribe must be enrolled in Automated Standard Application for Payments (ASAP) with the BIA. Current enrollment with other federal agencies is not sufficient.
- k) Confirmation of other completed Mandatory Components 2-3 and 5-6.
- l) A proposal summary to be made public, if awarded.
- m) Proposed partners such as other tribes or entities, if any.
- n) Budget narrative that is consistent with budget table in SF-424A (Mandatory Component 5) and free of disallowed costs (See Section D. Disallowed Costs)

2. Mandatory Component 2: Filled and signed SF-424 Application for Federal Assistance

All new announcements on Grants.gov will now require this form to be submitted with applications. The pdf fillable forms may be found here: [Grants.gov SF-424 Family Forms \(downloadable\)](#) and the link to the [SF-424 Application for Federal Assistance](#). The SF-

424 form requires the Congressional District number of the applicant. This can find that at this site: <https://www.house.gov/representatives/find-your-representative>.

3. Mandatory Component 3: Cover letter with signature summarizing interest and leadership support or tribal resolution

Provide a cover letter not to exceed one page, summarizing interest and intent, with signature of tribal leadership (e.g., tribal department director, tribal council official, tribal chairperson). Tribal resolutions are not necessary but will be accepted in lieu of a cover letter.

4. Mandatory Component 4: A proposal describing the proposed project and associated activities

Proposals shall be clear and brief (**6 pages or less**).

- a) A brief executive summary.
- b) Background and proposed statement work-. See **F. Project Description and Scoring System** for more information required for each Category of Funding.
- c) Workplan and proposed timeline (table format preferred) up to 2 years. **Note:** start date for awards will be federal quarter that BIA issues the awards.
- d) Reporting- provide a brief acknowledgement of the requirement to provide program reports, data and financial reports, including their frequency. See **H. Reporting Requirements for Award Recipients** for reporting requirements. **Note:** the reporting dates will be based on federal fiscal year quarters.
- e) Personnel Plan- list personnel involved in the proposed work, briefly describe their role, and ensure salary matches submitted budget SF-424A and budget narrative in cover page.
- f) Partnerships (if applicable)- provide a brief description of project partnerships.

Note: proposal applications should not exceed 6 pages in length. Cover sheet, cover letter, SF-424, SF424A, indirect cost rate agreement, and supplemental materials such as letters of support, charts, graphs, maps, photographs and other graphics and/or other relevant information may be included in an appendix and do not count against the 6-page proposal limit.

5. Mandatory Component 5: a) Filled and signed SF-424A Budget Information for Non-Construction Projects and b) Budget narrative (please use narrative field in [cover page](#))

All new announcements on Grants.gov will now require the SF-424A form to be submitted with applications. The pdf fillable forms may be found here: [Grants.gov SF-424 Family Forms \(downloadable\)](#), and the link to the [SF-424A Budget Information for Non-Construction Programs](#). Instructions for completing the SF-424A can be found here: [OMB Form 424A Budget Information for Non-Construction Programs](#). **Helpful Tips:**

- Ensure that the Total Requested sum in the budget table copied to the recommended cover page is below the maximum for the Category sought and only includes the BIA requested funds.

- Use the narrative field in the [cover page](#) to provide the budget narrative. If the fillable cover page is not use, narrative will need to be provided as an attachment.

6. Mandatory Component 6: A copy of Indirect Cost Rate or other statement

One of the following must be submitted to identify indirect costs of the proposed project:

- a) A copy of the current approved negotiated indirect cost rate agreement (should not be expired); or,
- b) if negotiations are ongoing and not yet final, a statement of estimated amount requested for indirect costs, pending timely establishment of a rate or negotiation of administrative overhead costs; or,
- c) a statement accepting a 10% de minimus rate if the tribe has never received a negotiated indirect cost rate and does not have one in negotiations.

A Category 1, 2, 4, or 7 application that does not contain all the above Mandatory Components and Requirements will be considered incomplete. If it is received a week prior to the deadline, it will be returned to the tribe with an explanation. An applicant whose application package is returned for this reason will be allowed to address the missing components and resubmit its application for consideration, provided all issues are resolved and the complete application is resubmitted before the deadline listed under **DATES TO SUBMIT APPLICATION** above.

For Categories 3, 5, 6, 8 and 9, please consider using the optional fillable application templates available for [Category 3](#), [Category 5](#), [Category 6](#), [Category 8](#) and [Category 9](#) on the [TCRP Homepage](#). These fillable templates are designed to simplify the proposal process for smaller award categories. If these fillable application templates are NOT used, applications for Categories 3, 5, 6, 8 and 9 will still need to provide all Mandatory Components listed above. Whether or not fillable applications are used, ALL applications still must include:

1. Requirement 1 (SAM registration confirmation pdf) described above,
 2. Requirement 2 (confirmation of ASAP enrollment with BIA) described above,
 3. Mandatory Component 2) filled and signed SF-424,
 4. Mandatory Component 3) cover letter showing leadership support or resolution,
 5. Mandatory Component 5) filled and signed SF-424A, and
 6. Mandatory Component 6) a copy of Indirect Cost Rate or other statement,
- All other information needed is found within the fillable applications.

See “Mandatory Components and Requirements by Category of Funding” Table (below) for clarifying components and requirements for each Category of Funding.

	Current SAM registration	ASAP Enrollment Requirement 1:	Requirement 2: Filable with BIA	Filable PDF Application Template*	Mandatory Component 1: Filable Cover Page*	Mandatory Component 1: Cover letter or resolution SF-424	Mandatory Component 2: Project proposal	Mandatory Component 3: Project proposal	Mandatory Component 4: SF-424A	Mandatory Component 5: Indirect Agreement	Mandatory Component 6:
Category 1: Trainings and Workshops		X	X			X	X	X	X	X	X
Category 2: Adaptation Planning		X	X			X	X	X	X	X	X
Category 3: Travel Support - Adaptation		X	X	X			X	X		X	X
Category 4: Ocean & Coastal Management Planning		X	X			X	X	X	X	X	X
Category 5: Travel Support - Ocean & Coastal		X	X	X			X	X		X	X
Category 6: Capacity Building		X	X	X			X	X		X	X
Category 7: Relocation, Managed Retreat or Protect-in-Place Planning		X	X			X	X	X	X	X	X
Category 8: Internships		X	X	X			X	X		X	X
Category 9: Youth Engagement		X	X	X			X	X		X	X

Above Table: Mandatory Components and Requirements by Category of Funding:

To ensure no mandatory components or requirements are missed in application development, adhering to the necessary components indicated with “x’s” in this table will ensure applications are complete.

Note: Any information in the possession of the BIA or submitted to the BIA throughout the process, including final work product, constitute government records and may be subject to the disclosure to third parties under the Freedom of Information Act (FOIA), 5 U.S.C. 552, and the Department of the Interior’s FOIA regulations at 43 CFR part 2, unless a FOIA exemption or exception applies or other provisions of law protect the information.

D. Disallowed Costs:

Elements or activities that cannot be funded include:

- Establishing or operating a Tribal office and/or purchase of office equipment not specific to the proposed project- including items so general they cannot be considered specific to the proposed project (e.g., vehicles, >3 laptops or tablets)
- Supplementing employment for current positions not significantly and directly involved in the proposed project (e.g., positions like Executive Directors with little to no described involvement in the proposed work)
- International travel
- Legal fees
- Application fees associated with permitting
- Contracted negotiation fees (e.g., legal counsel)

- g) Fringe benefits of positions not significantly and directly involved in the proposed project (e.g., an Executive Director with little to no described involvement in proposed work)
- h) Non-negotiated indirects (unless the entity is in the process of negotiations or has never received a negotiated indirect cost rate, then the 10% de minimus rate may be used)
- i) Entertainment
- j) For remote training/conference locations (where eating establishments are not within a reasonable distance), food costs are allowable, but should not exceed \$10,500 or 7% of the total requested amount (whichever is less). Refreshments for non-remote training/conference locations are allowable up to \$1,000 per proposal. All other food allowances are disallowed
- k) Any other activities not authorized by the tribal award letter (e.g., a change in scope)

E. Submission of Application in Digital Format

Submission of entire application in digital form to grants.gov is required. For instructions, see <https://www.grants.gov/help/html/help/Applicants/HowToApplyForGrants.htm> In very limited circumstances, BIA may accept a non-digital application. Please contact BIA at least a week prior to the submission deadline for approval.

The budget should use the SF-424A form. Please use descriptive file names to help BIA quickly locate specific components of the application.

F. Categories of Funding, Review Criteria and Evaluation

Applications will be evaluated for responsiveness to Tribal Resilience components under each Funding Category. Review criteria and scoring system for each Category are identified below.

Project Description and Scoring System

The overarching goal of BIA Tribal Resilience is to build climate resilience at the project level through leadership engagement, delivery of data and tools, training, and tribal capacity building. The funds announced in this notice support federally recognized tribes, in their planning efforts to build tribal resilience through tribally designed training, climate adaptation planning, vulnerability assessments, supplemental monitoring and capacity building. The ocean and coastal management categories of funding support planning, science and tool development, and capacity building for coastal tribes' ocean management (including the Great Lakes tribes)- they do not need to address climate resilience. The following sections outline the information needed in each proposal and scoring system for each funding category. All proposals will be evaluated for their responsiveness to the scoring system criteria.

Resilience and Adaptation Planning Description and Components (Categories 1-3)

Category 1. Trainings & Workshops (maximum: \$150,000)

Category 1 awards support tribes to design and host regional or national tribal training(s) or workshop(s) that will assist tribal leaders, program coordinators, planners, and managers in developing the skills necessary to address climate change by developing tribal adaptation plans,

or management options, through in-person and webinar trainings and workshops. The following information must be addressed within the proposal:

- **Project Design and Implementation (0-50 points):**
 - Describe training design, intended audience, method of delivery (in-person instruction, webinar, facilitated instruction, including remote delivery ability, recorded sessions, or webinars), and project deliverables which may include **(25/50 points)**:
 - Tribal case studies of tribal climate adaptation planning
 - Adult learning techniques to be employed
 - Best practices appropriate to the subject
 - Example documentation or templates
 - Describe capacity to design and deliver regionally or topically-focused training/workshops **(10/50 points)**. Include:
 - previous subject-matter expertise and experience in adaptation planning and science, communicating technical information or other relevant content
 - presenters' experience in adult education and/or tribal training experience of partners or presenters
 - Describe of how proposed work will include online/on-demand reporting, proceedings, presentations, and/or recordings to permit tribes who cannot attend in person to benefit **(5/50 points)**.
 - Identify how science will be incorporated to identify best practices to manage resources and adapt to changes in the environment (science can include Traditional Knowledge) **(10/50 points)**.
 - If Traditional (Ecological) Knowledges (TEK/TK) are proposed to be incorporated into work or training:
 - Explain the use of TEK/TK and how these will inform decision-making.
 - Briefly explain the general methods to be used (e.g., literature review, semi-directed interviews, etc.). A brief description of potential methods can be found: <https://www.nps.gov/subjects/tek/learning.htm>
 - Discuss the extent of disclosure of specific TEK/TK information that may remain internal to the tribe. Any information shared should be of free prior and informed consent (FPIC) to ensure ethical research sharing in the details of the proposal. For information on FPIC and protections, see <https://climatetkw.wordpress.com/>.
 - Describe how the proposed work builds tribal capacity to address preparedness and increased ability to develop adaptation plans of the Indian tribes to be served **(0-25 points)**.
- **Budget (0-25 points)** (Budget is also Mandatory Component 5)
 - Identify funds requested for the work in the SF-424A form **(15/25 points)**
 - The pdf fillable forms may be found here: [Grants.gov SF-424 Family Forms \(downloadable\)](#), and the link to the [SF-424A Budget Information for Non-Construction Programs](#). Instructions for completing the SF-424A can be found here: [OMB Form 424A Budget Information for Non-Construction Programs](#)

- Include a budget narrative on the [cover page field](#) provided. Please elaborate on Sf-424A Section B.6 Object Class Categories in detail. Make sure to link any personnel identified in the budget narrative to the personnel identified in the “Personnel Plan” within the proposal. **(10/25 points)**
- Ensure budget is reasonable and free of disallowed costs.
- Supplemental points
 - Leveraged funds **(0-5 points)**:
 - Include tribe’s share of funds (if any) in the budget table and budget narrative.
 - Proposal is from tribe who has not received a larger award (i.e., Category 1, 2 or 4) since 2014 from Tribal Climate Resilience Program. Indicate this in the cover page to be considered for supplemental points. **(0-5 points)**

Proposals are encouraged to include a list of attendees by tribe and tribal group to support national program reporting metrics. Travel and lodging of attendees may be included in training budget, but may not exceed \$75,000.

Category 2. Adaptation Planning (including Data Development) (maximum: \$150,000)

Category 2 awards are designed to support tribal governments in the development of adaptation plans, vulnerability assessments, and development of data analysis efforts (including supplementary monitoring) to address climate change that impacts tribal treaty and trust resources, economies, infrastructure, and human health and welfare. Funding must not be used for existing routine monitoring programs or research projects.

Community outreach to community members including elders and youth throughout the planning process may help incorporate cultural values and capture key insights to better integrate Traditional Knowledges to more effectively plan assessment strategies and prioritize adaptation options. The following information must be addressed within the proposal:

- Describe the project design and implementation feasibility including **(0-50 points)**:
 - Geographic location to be covered by the plan or assessment and background information describing challenges the tribe(s) is facing from climate change specific to the geographic area. Include maps when appropriate. Note: maps may be an approximation in the case that resource location is considered sensitive information **(10/50 points)**.
 - Planning strategy that includes objectives, milestones, deliverables (e.g., adaptation plan or vulnerability assessment), expected outcome(s) and measurements of success. Describe how the proposed work would advance the tribe to the next step in adaptation planning or preparedness and allow for incorporation of resilience considerations into tribal program management **(25/50 points)**.
 - Explain how science will be incorporated into the strategic planning effort and how this effort will enable tribal program managers to prioritize, make progress on tribal goals and objectives, and incorporate resilience and adaptation into more detailed program level management plans **(15/50 points)**.

- If Traditional (Ecological) Knowledges (TEK/TK) will be incorporated:
 - Explain the use of TEK/TK and how these will inform decision-making in the project planning process.
 - Briefly explain the general methods to be used (e.g., literature review, semi-directed interviews, etc.). A brief description of potential methods can be found: <https://www.nps.gov/subjects/tek/learning.htm>
 - Discuss the extent of disclosure of specific TEK/TK information that may remain internal to the tribe. Any information shared should be of free prior and informed consent (FPIC) to ensure ethical research sharing in the details of the proposal. For information on FPIC and protections, see <https://climatetkw.wordpress.com/>.
- Provide a clear description of the tribal capacity building features of the proposal such as: **(0-25 points)**
 - Training to be attended
 - Technical, leadership, and community planning skills gained by tribal staff
 - How the proposal builds capacity to address future adaptation management planning, perform data analysis, or implement plans
 - Development of partnerships with institutions (e.g., academic), local communities, other land holders, or stakeholders that are non-tribal cooperators/partners
 - Methods used to share capacity and skills acquired with the broader tribal community
 - **Note:** Skills gained by contractors or consultants do not contribute to tribal capacity building.
- Budget **(0-25 points)** (Budget is also Mandatory Component 5)
 - Identify funds requested for the work in the SF-424A form **(15/25 points)**
 - The pdf fillable forms may be found here: [Grants.gov SF-424 Family Forms \(downloadable\)](#), and the link to the [SF-424A Budget Information for Non-Construction Programs](#). Instructions for completing the SF-424A can be found here: [OMB Form 424A Budget Information for Non-Construction Programs](#)
 - Include a budget narrative on the [cover page field](#) provided. Please elaborate on Sf-424A Section B.6 Object Class Categories in detail. Make sure to link any personnel identified in the budget narrative to the personnel identified in the “Personnel Plan” within the proposal. **(10/25 points)**
 - Ensure budget is reasonable and free of disallowed costs.
- Supplemental points
 - Applicant was a Capacity Building Awardee in the 2016-19 award cycle and has not received a Category 2 Award **(10 points)**.
 - Broad benefits **(0-10 points)**. If multiple tribes or tribal programs or communities will be served or benefited, identify them. Proposals that serve multiple tribes or contribute to multiple tribal programs or communities within a tribe result in the broadest range of benefits. **Note: To be eligible for supplemental points for activities or products serving multiple tribes, letters of support or resolutions are required from tribes that will be involved or benefit.** Examples include:
 - Strategic adaptation framework resulting in plans for multiple tribal governments;
 - or

- High level adaptation plans for a tribe covering all tribal programs, or tribal government functions; or
- Vulnerability assessment(s) that serves multiple tribes (e.g., vulnerability assessment by a tribal consortium, ecosystem wide vulnerability assessment for natural resource(s) that can be used by multiple tribes for: adaptation planning; adaptation elements of ocean or coastal planning; or is the foundation of a program-wide training package for tribal program managers).
- Dataset development for use in resilient decision-making for multiple tribal programs within one tribe or among several tribes
- Leveraged funds **(0-5 points)**:
 - Include tribe's share of funds (if any) in the budget table and budget narrative.
- Proposal is from tribe who has not received a larger award (i.e., Category 1, 2 or 4) since 2014 from Tribal Climate Resilience Program. Indicate this in the cover sheet to be considered for supplemental points. **(0-5 points)**

Category 3. Travel Support – Resilience (maximum: \$15,000)

Category 3 awards are designed to provide access to training and technical workshops that help maintain or build adaptation knowledge and skills for resilience against impacts of climate change. Awards support travel for tribal leaders and staff to attend training(s) or workshop(s) or to participate in cooperative resilience and adaptation efforts- including existing and relevant Fish and Wildlife Service resilience training, Landscape Conservation Cooperatives, DOI Climate Adaptation Science Centers and other Regional Science Centers (e.g., USGS Water Science Centers, Regional Integrated Science Assessments, USDA Climate Hubs), and other adaptation management forums. Salary costs for training will not be funded. International travel will not be funded. Travel support cannot be used for consultants.

The following information must be addressed within the proposal:

- Proposed Courses and Cooperative Participation **(0-25 points)**
 - Describe the specific workshops, technical sessions and cooperative entity meetings.
 - Identify if the event is part of a series or development plan to build tribal adaptation capacity and expertise.
 - If the exact course is not yet known or scheduled, list a similar training or attach a related course outline that will match the resilience objectives and be sure to add to the course title "EXAMPLE".
- Summary of Training Benefits **(0-30 points)**
 - Explain how the training will help the tribe develop an adaptation plan and build resilience.
 - Describe the participant's role in the tribal adaptation planning process. Examples: "The participant is a member of the tribe's adaptation planning team." or "The participant is an elected tribal leader".
 - Describe how the participant will share and use the knowledge gained with other tribal staff, tribal programs or with other tribes to develop a strategic adaptation plan.
- Information and actions demonstrating the tribe's commitment to developing a strategic

adaptation plan **(15 points)**.

- Budget **(0-30 points)** (Budget is also Mandatory Component 5)
 - Identify funds requested for the work in the SF-424A form **(20/30 points)**
 - The pdf fillable forms may be found here: [Grants.gov SF-424 Family Forms \(downloadable\)](#), and the link to the [SF-424A Budget Information for Non-Construction Programs](#). Instructions for completing the SF-424A can be found here: [OMB Form 424A Budget Information for Non-Construction Programs](#)
 - Include a budget narrative in the field provided on the [optional fillable pdf application for Category 3](#), or other document. Please elaborate on Sf-424A Section B.6 Object Class Categories in detail. Make sure to link any personnel identified in the budget narrative to the personnel identified in the “Personnel Plan” within the proposal. **(10/30 points)**
 - Ensure budget is reasonable and free of disallowed costs.

Ocean and Coastal Management Planning (Categories 4-5)

Funding is available for tribal ocean and coastal management planning, capacity building, tribal travel support to participate in organizational meetings, working sessions or official meetings in support of collaborative planning efforts, or targeted pilot studies or projects.

Categories 4 and 5 funding is limited to coastal and Great Lakes coastal tribes. Ocean and coastal proposals may extend to tribal participation in Regional Ocean Partnerships and other cooperative ocean and coastal management planning, restoration planning, ecosystem assessments, vulnerability assessments, emergency management, and infrastructure planning related to ocean and coastal challenges^a. Proposals in these categories do not need to address climate resilience.

Category 4. Ocean and Coastal Management Planning (maximum: \$150,000)

Category 4 awards are designed to assist tribes with ocean and coastal management planning; marine spatial planning; coastal adaptation and/or resilience analysis; and cooperative marine resource plans. Funding should build tribal capacity and can be used to assist with a tribe's efforts to restore and provide resilience of coastal resources; perform inventories or vulnerability assessments; identify monitoring protocols and critical indicator species; or implement a unique pilot study or project that would advance tribal resilience and/or adaptation or ocean and coastal management knowledge. Awards will not duplicate elements of the Great Lakes Restoration Initiative. If management and implementation plans have already been established, funds may be used for implementation of those plans except for those activities associated with infrastructure development or movement- however, planning and design of such infrastructure is allowable.

The following information must be addressed within the proposal:

^a “Ocean and coastal” as used is defined under 16 U.S.C. 1453.

- Project design and implementation plan feasibility that include **(0-50 points)**:
 - Geographic location to be covered by the plan or assessment and background information describing the challenges the tribe(s) is facing in the geographic area. Include maps when appropriate. Note: maps may be an approximation in the case that resource location is considered sensitive information. **(10/50 points)**
 - Planning strategy that includes objectives, milestones, deliverables (e.g., adaptation plan or vulnerability assessment), expected outcome(s) and benefits and measurements of success. Describe how the proposed work would advance the tribe to the next steps to support ocean and coastal management and planning or preparedness. Identify any follow-on planning or treatments not included in the proposal and description of how the plan/project will enable tribal program managers to prioritize or address those activities. **(25/50 points)**.
 - Explanation of how science and technical information will be developed or incorporated into the management planning and/or resilience analysis efforts and how these efforts will enable tribal program managers to prioritize and make progress on tribal goals and objectives **(15/50 points)**.
 - If Traditional (Ecological) Knowledges (TEK/TK) will be incorporated:
 - Explain the use of TEK/TK and how these will inform decision-making in the project planning process.
 - Briefly explain the general methods to be used (e.g., literature review, semi-directed interviews, etc.). A brief description of potential methods can be found: <https://www.nps.gov/subjects/tek/learning.htm>
 - Discuss the extent of disclosure of specific TEK/TK information that may remain internal to the tribe. Any information shared should be of free prior and informed consent (FPIC) to ensure ethical research sharing in the details of the proposal. For information on FPIC and protections, see <https://climatetkw.wordpress.com/>.
- Provide a clear description of the tribal capacity building features of the proposal such as: **(0-25 points)**
 - Training to be attended
 - Technical, leadership, and community planning skills gained by tribal staff
 - How the proposal builds capacity to address future adaptation management planning, perform data analysis, or implement plans
 - Development of partnerships with institutions (e.g., academic), local communities, other land holders, or stakeholders that are non-tribal cooperators/partners
 - Methods used to shared capacity and skills acquired with the broader tribal community
 - **Note:** Skills gained by contractors or consultants do not contribute to tribal capacity building.
- Budget **(0-25 points)** (Budget is also Mandatory Component 5)
 - Identify funds requested for the work in the SF-424A form. **(15/25 points)**
 - The pdf fillable forms may be found here: [Grants.gov SF-424 Family Forms \(downloadable\)](#), and the link to the [SF-424A Budget Information for Non-](#)

[Construction Programs](#). Instructions for completing the SF-424A can be found here: [OMB Form 424A Budget Information for Non-Construction Programs](#)

- Include a budget narrative on the [cover page field](#) provided. Please elaborate on Sf-424A Section B.6 Object Class Categories in detail. Make sure to link any personnel identified in the budget narrative to the personnel identified in the “Personnel Plan” within the proposal. **(10/25 points)**
- Ensure budget is reasonable and free of disallowed costs.
- Supplemental points
 - Broad benefits **(0-5 points)**. If multiple tribes, tribal programs or communities will be served or benefited, identify them. Proposals that serve multiple tribes or contribute to multiple tribal programs or communities within a tribe result in the broadest range of benefits. **Note: To be eligible for supplemental points for activities or products serving multiple tribes, letters of support or resolutions are required from tribes that will be involved or benefit.** Examples include:
 - Cooperative planning efforts or strategic management frameworks or plans for a tribe covering all tribal programs or that cover multiple tribes (resolutions or letters of support from all tribes are required to receive supplemental points).
 - Broad scope vulnerability or risk assessments that support ocean or coastal management planning efforts for multiple tribal governments.
 - Vulnerability assessment for a single resource or risk product that serves multiple tribes (e.g., vulnerability assessment, or an ecosystem-wide vulnerability assessment for natural resource that is or can be used by multiple tribes when addressing their ocean or coastal planning, or is the foundation of a program-wide training package for tribal program managers).
 - Ecosystem wide vulnerability assessment for natural resource(s) that can be used by multiple tribes for: adaptation planning; adaptation elements of ocean or coastal planning; or provide the foundation of a program-wide training package for tribal program managers.
 - Dataset development for use in resilient decision-making for multiple tribal programs within one tribe or among several tribes.
 - Leveraged funds **(0-5 points)**:
 - Include tribe’s share of funds (if any) in the budget table and budget narrative.
- Proposal is from tribe who has not received a larger award (i.e., Category 1, 2 or 4) since 2014 from Tribal Climate Resilience Program. Indicate this in the cover page to be considered for supplemental points. **(0-5 points)**

Category 5. Travel Support - Ocean & Coastal (maximum: \$15,000)

Category 5 awards are designed to support direct travel costs for tribal leader or staff participation in, coordination, or training for interagency ocean and coastal spatial planning, including the Great Lakes. Awards will not duplicate elements of the Great Lakes Restoration Initiative. This funding will provide travel support for tribal representatives to attend organizational meetings, working sessions, or official meetings in support of collaborative planning efforts, including meetings of: Regional Ocean Partnerships (ROP); technical

workshops or trainings; or targeted pilot studies or projects. Salary costs for training will not be funded. International travel will not be funded. Travel support cannot be used for consultants. The following information must be addressed within the proposal:

- Identify who (participant, tribe) will participate in the workshop or training whether Regional Ocean Planning (ROP) meeting or other. If applicable, describe any previous attendance or leadership role the participant has had in past meetings of the ROP or if the tribal participant serves in a communication and issue coordination role on behalf of other tribes that cannot attend the meetings. **(0-10 points)**
- Proposed Courses and Cooperative Participation **(0-20 points)**
 - Describe the workshop, training, technical sessions, or work group meetings (if the travel is not part of a ROP).
 - If for an ROP meeting, identify the schedule to be attended
 - If the exact course is not yet known or scheduled, list a similar training or attach a related course outline that will match (to the extent possible) the ocean and coastal management objectives. Add to the course title, “EXAMPLE”.
- Summary of Training Benefits **(0-25 points)**
 - Describe how the travel funding supports tribal leader's (or their designated alternate's) ability to build or maintain tribal ocean and/or coastal planning capacity and expertise.
 - Identify if the event is part of a series or development plan to build ocean and coastal management planning expertise.
 - Describe how the participant will share and use the knowledge gained with other tribal leadership, staff, programs, or tribes to improve planning and management of ocean and coastal resources.
 - Identify whether or not the tribe has treaty rights for the planning area.
- Provide information and actions demonstrating the tribe’s commitment to pursuing a tribal ocean or coastal management plan and/or as part of a larger regional or sub-regional planning effort. Describe any tribal ocean and/or coastal planning capacity and expertise **(0-15 point)**.
- Budget **(0-30 points)** (Budget is also Mandatory Component 5)
 - Identify funds requested for the work in the SF-424A form **(20/30 points)**
 - The pdf fillable forms may be found here: [Grants.gov SF-424 Family Forms \(downloadable\)](#), and the link to the [SF-424A Budget Information for Non-Construction Programs](#). Instructions for completing the SF-424A can be found here: [OMB Form 424A Budget Information for Non-Construction Programs](#)
 - Include a budget narrative in the field provided on the [optional fillable pdf for Category 5](#), or other document. Please elaborate on Sf-424A Section B.6 Object Class Categories in detail. Make sure to link any personnel identified in the budget narrative to the personnel identified in the “Personnel Plan” within the proposal. **(10/30 points)**.
 - Ensure budget is reasonable and free of disallowed costs.

Category 6. Capacity Building Support for Scoping Efforts (to develop a Category 2 proposal in subsequent award cycles) (maximum: \$65,000)

Category 6 awards support tribes that have limited technical or staffing capacity to hire part time staff or consulting to develop a Category 2 proposal through support to perform risk scoping activities with the community to address climate change that impact tribal treaty and trust resources, economies, infrastructure, and human health and welfare. The effort would highlight risks and options that may support ways to begin to plan and build greater capacity for climate resilience. Proposals under this category will fund staff to develop a general scoping needs assessment (or similar process). Proposals in this category should highlight how the tribe will coordinate tribal efforts to identify general resilience concerns regarding climate change, prioritize strategic planning, vulnerability assessments, and / or staff travel support for training and coordinating with regional resilience efforts, and to gather data to support related grant writing for proposal and planning document development as next steps to resilience. Permissible activities include attending resilience and/or adaptation training and consulting with resilience experts (such as more experienced Tribes or through regional resilience networks). This category is not available to tribes that have received funding in FY 11-19 from the BIA Tribal Climate Resilience Program (formerly known as Cooperative Landscape Conservation) other than travel funding. Proposals in this category disqualify a tribe from applying for other categories, except Category 3 or 5 for travel to compliment capacity building through training or participation in regional coordinating bodies.

The following information must be addressed within the proposal:

- **Project Design and Implementation Feasibility (0-70 points):**
 - Describe the tribe's recognition of current risks and threats climate change to tribal resources and values (economic, social, cultural, natural resources or other) **(25/70 points)**.
 - Provide work plan that identifies priority funding needs and next steps towards resilience, and the percent of FTE (full time equivalent) staff to be funded. This should provide an idea of the extent to which a project will result in appropriate scoping efforts that fit the tribe's needs and priorities for pursuing subsequent next steps to continue to build resilience. If there are any partners providing funds or in-kind services, describe these **(45/70 points)**.
- **Budget (0-30 points)** (Budget is also Mandatory Component 4)
 - Identify funds requested for the work in the SF-424A form **(20/30 points)**
 - The pdf fillable forms may be found here: [Grants.gov SF-424 Family Forms \(downloadable\)](#), and the link to the [SF-424A Budget Information for Non-Construction Programs](#). Instructions for completing the SF-424A can be found here: [OMB Form 424A Budget Information for Non-Construction Programs](#)
 - Include a budget narrative in the field provided on the [optional fillable pdf application for Category 6](#), or other document. Please elaborate on Sf-424A Section B.6 Object Class Categories in detail. Make sure to link any personnel identified in the budget narrative to the personnel identified in the “Personnel Plan” within the proposal. **(10/30 points)**
 - Ensure budget is reasonable and free of disallowed costs.

Category 7. Planning for Relocation, Managed Retreat, or Protect-in-Place Activities for Coastal and Riverine Communities (maximum: \$150,000)

Category 7 awards are designed to support tribes facing questions and decisions regarding managed retreat, expansion, protect-in-place, and relocation options due to threats from intensifying coastal or riverine erosion, flooding and permafrost degradation impacts, sea level rise, and similar impacts.

Examples of planning activities can include design of expansion, protect-in-place or relocation activities; analysis of options; development of tribal community mitigation efforts; and design of emergency drills and exercises. Examples of risk assessments can include those for coastal/riverine erosion, flooding and storm surge, permafrost vulnerability, structural engineering, etc. Examples of data development and monitoring include obtaining information on erosion, sediment transport, ground temperature, orthoimagery, bathymetry, tidal determination, shoreline infrastructure (e.g., photos), flood elevation/extent and geotechnical and geophysical investigations.

Implementation of related actions identified in existing planning documents are allowable, but **the development, movement, or relocation of critical infrastructure are not allowed activities in this category**. “Critical infrastructure” are considered to be the assets that are essential for the functioning of a society and economy. Planning and design of such infrastructure is allowable.

The following information must be addressed within the proposal:

- Describe the project design and implementation feasibility **(0-50 points)**:
 - Geographic location to be covered by the plan or assessment and background information describing challenges the tribe(s) is facing from climate change specific to the geographic area such as intensifying erosion, flooding, storm surges, sea level rise, and/or permafrost degradation. Include maps when appropriate. Maps may be an approximation in the case that resource location is considered sensitive information **(10/50 points)**.
 - Provide a brief overview of existing information and data gaps **(10/50 points)**.
 - Describe the proposed work and how it would advance the tribe in the next step in managed retreat, expansion, protect-in-place, relocation options, or adaptation to intensifying erosion, flooding, permafrost degradation, sea level rise, or related impacts. Or, describe how the study will aid the tribe in development of informed solutions and tribal community support. Provide a planning strategy that includes objectives, milestones, deliverables (e.g., adaptation plan or vulnerability assessment), expected outcome(s) and measurements of success. **(25/50 points)**.
 - Explain how science will be incorporated into the design and how this effort will enable the tribe to prioritize, make progress on tribal goals and objectives, and incorporate resilience and adaptation into more detailed program level management plans **(15/50 points)**.
 - If incorporating Traditional (Ecological) Knowledges (TEK/TK):
 - Explain the use of TEK/TK and how these will inform decision-making in the project planning process.
 - Briefly explain the general methods to be used (e.g., literature review, semi-

directed interviews, etc.). A brief description of potential methods can be found: <https://www.nps.gov/subjects/tek/learning.htm>

- Discuss the protections and extent of disclosure of specific TEK/TK information that may remain internal to the tribe. Any information shared should be of free prior and informed consent (FPIC) to ensure ethical research sharing in the details of the proposal. For information on FPIC and protections, see <https://climatetkw.wordpress.com/>.
- Provide a clear description of the tribal capacity building features of the proposal such as: **(0-25 points)**
 - Training to be attended
 - Technical, leadership, and community planning skills gained by tribal staff
 - How the proposal builds capacity to address future adaptation management planning, perform data analysis, or implement plans
 - Development of partnerships with institutions (e.g., academic), local communities, other land holders, or stakeholders that are non-tribal cooperators/partners
 - Methods used to share capacity and skills acquired with the broader tribal community
 - **Note:** Skills gained by contractors or consultants do not contribute to tribal capacity building.
- Budget **(0-25 points)** (Budget is also Mandatory Component 5)
 - Identify funds requested for the work in the SF-424A form **(15/25 points)**
 - The pdf fillable forms may be found here: [Grants.gov SF-424 Family Forms \(downloadable\)](#), and the link to the [SF-424A Budget Information for Non-Construction Programs](#). Instructions for completing the SF-424A can be found here: [OMB Form 424A Budget Information for Non-Construction Programs](#)
 - Include a budget narrative on the [cover page field](#) provided. Please elaborate on Sf-424A Section B.6 Object Class Categories in detail. Make sure to link any personnel identified in the budget narrative to the personnel identified in the “Personnel Plan” within the proposal. **(10/25 points)**
 - Ensure budget is reasonable and free of disallowed costs.
- Supplemental points
 - Prioritization **(0-5 points)**. If tribe was identified on a priority list of at-risk communities in national, regional, or state-wide document, describe this document’s risk ranking criteria, where the tribe is listed within the ranking, and provide hyperlink to document.
 - Broad benefits **(0-5 points)**. If multiple tribes or tribal programs or communities will be served or benefited, identify them. Proposals that serve multiple tribes or contribute to multiple tribal programs or communities within a tribe result in the broadest range of benefits. **Note: To be eligible for supplemental points for activities or products serving multiple tribes, letters of support or resolutions are required from tribes that will be involved or benefit.**
 - Leveraged funds **(0-5 points)**:
 - Include tribe’s share of funds (if any) in the budget table and budget narrative.
 - Proposal is from tribe who has not received a larger award (i.e., Category 1, 2 or 4) since 2014 from Tribal Climate Resilience Program. Indicate this in the cover sheet to

be considered for supplemental points. **(0-5 points)**

Internships and Youth Engagement Categories (8-9)

The goal of BIA Tribal Climate Resilience is to foster the next generation of tribal climate leaders. Categories of funding are available for two different types of youth engagement with a focus on climate adaptation or ocean and coastal management.

*Note- Interdependent proposals are not recommended. Internships and Youth Engagement activities should not be contingent upon any other proposed Category of funding being awarded. For example, if a tribe is not awarded a Category 2 proposal, proposed intern duties or youth engagement activities should still have relevant work and mentoring.

Category 8. Internships (maximum: \$50,000)

Internships Category 8 awards are designed to support college students or recent graduates (within one year of graduation at the start of the internship) employment opportunities working with tribal programs, or tribal organizations to support integration of climate adaptation planning or ocean and coastal management into programs for the benefit of tribes. The following information must be addressed within the proposal:

- Provide a general description including: **(0-20 points)**
 - How a funded intern(s) will contribute to achieving the tribal program mission as related to climate change or ocean and coastal management goals, or add a climate adaptation element to the programs' mission, or support research into climate or ocean and coastal issues facing the tribe(s) or tribal organization(s)
 - Program host's past experience (including past program size)
 - Intern(s) role in the project
- Describe intern work plan including: **(0-30 points)**
 - Proposed intern objectives, milestones, deliverables, expected outcomes, measurements of success, timeline and work plan (include graphic or chart)
 - Number of interns and specific internship tasks related to climate adaptation or ocean coastal planning (include the percent of total time per task)
- Provide intern development plan: **(0-25 points)**
 - Identification of mentor and day-to-day supervision to expand experience, range or quality of actual work assignments, as well as supplemental partner mentors, subject matter experience and capacity of mentor(s), including climate change skills, technical ability or other relative factors, etc.
 - Potential opportunities for the intern (i.e. if intern has sufficient skills by a designated time: presentations, training, liaison, or other functions should be inserted in the intern work plan)
 - Note workplace skill building program and elements, supplemental guidance for young professionals/researchers, and exposure to tribal values, etc.
 - Evidence of measures that will provide and ensure a safe learning/work environment

- Budget (Budget is also Mandatory Component 5) Identify funds requested for the work: **(0-25 points)**
 - Identify funds requested for the work in the SF-424A form **(15/25 points)**
 - The pdf fillable forms may be found here: [Grants.gov SF-424 Family Forms \(downloadable\)](#), and the link to the [SF-424A Budget Information for Non-Construction Programs](#). Instructions for completing the SF-424A can be found here: [OMB Form 424A Budget Information for Non-Construction Programs](#)
 - Include a budget narrative in the field provided on the [optional fillable pdf application for Categories 8 and 9](#), or other document. Please elaborate on Sf-424A Section B.6 Object Class Categories in detail. Make sure to link any personnel identified in the budget narrative to the personnel identified in the “Personnel Plan” within the proposal. **(10/25 points)**
 - Ensure budget is reasonable and free of disallowed costs.

Category 9. Youth Engagement (maximum: \$50,000)

Youth Engagement Category 9 awards are designed to support the integration of climate resilience or ocean and coastal management challenges into new or existing youth programs. Awards support tribes or tribal organizations with activities for primary or secondary school-age youth and their engagement in science, technology, engineering or traditional ecological knowledge education as they relate to and address climate resilience or ocean and coastal management challenges. The following information must be addressed within the proposal:

- Provide a general description including: **(0-35 points)**
 - General overview of climate or ocean and coastal engagement curriculum include the host's past youth engagement experience (including past program size and subject matter experience).
 - Detail the total percent of the youth engagement project related to the climate or ocean and coastal planning tasks, include details such as: objectives, assessment of needs, and applicability of work tasks for tribal program(s).
 - Extent to which a proposal provides a cost-effective means of encouraging tribal youth to consider climate challenges for tribes and tribal programs and ultimately careers in fields of management influenced by climate change.
 - Identification of the number of youth and target ages.
- Describe the youth learning plan including: **(0-40 points)**
 - Climate or ocean and coastal guidance on integration of goals and objectives, capacity of mentor(s) including climate change skills, technical ability or other relative factors, as well as non-subject guidance and skill-building
 - Extent to which participants will be provided a safe learning environment
 - If youth mentors/leaders are used in program delivery, highlight:
 - If the youth mentors will be paid or unpaid, and
 - Youth mentor/leader work tasks leading to acquisition of skills directly related to the integration of climate considerations within STEM fields and/or traditional

ecological knowledge (for example, vulnerability assessments, planning, data collection, data analysis, youth engagement, leadership, etc.).

- Budget (Budget is also Mandatory Component 4) Identify funds requested for the work: **(0-25 points)**
 - Identify funds requested for the work in the SF-424A form **(15/25 points)**
 - The pdf fillable forms may be found here: [Grants.gov SF-424 Family Forms \(downloadable\)](#), and the link to the [SF-424A Budget Information for Non-Construction Programs](#). Instructions for completing the SF-424A can be found here: [OMB Form 424A Budget Information for Non-Construction Programs](#)
 - Include a budget narrative in the field provided on the [optional fillable pdf application for Categories 8 and 9](#), or other document. Please elaborate on Sf-424A Section B.6 Object Class Categories in detail. Make sure to link any personnel identified in the budget narrative to the personnel identified in the “Personnel Plan” within the proposal. **(10/25 points)**
 - Ensure budget is reasonable and free of disallowed costs.

G. Transfer of Funding and Transfer of Funds

BIA’s obligation under this solicitation is contingent on receipt of congressionally appropriated funds. No liability on the part of the U.S. Government for any payment may arise until funds are made available to the Grants Officer for this award until recipient receives notice of such availability, to be confirmed in writing by the Grant Officer. All payment under this agreement will be made by the U.S. Government by electronic funds transfer (through the Automated Standard Application for Payment (ASAP)). All payments will be deposited in accordance with the banking information designated for the applicant in the System for Award Management (SAM). See **Appendix** for more information.

H. Reporting Requirements for Award Recipients

Annual Reporting Requirements for All Categories:

During the life of a grant project, deliverables will include an annual project/technical progress update, and a final written report addressing components outlined in the scope of work. Annual written progress and financial status reports are to be submitted to the BIA using the [GrantSolutions.gov](#) portal 30 days following the end of the first year. Reporting dates will be established by BIA’s Grants Officer and written into the agreement once the award has been made, but will coincide with the federal fiscal year calendar.

The annual report consists of two parts: 1) a narrative report: a summary of events, accomplishments, problems and results during the year, and 2) a financial report SF-425: a list in of expenditures during the quarter, how the funds were spent, and the amount remaining. Annual reports are due in [GrantSolutions.gov](#) 30 days after the end of a project’s quarter. The project monitor will access the reports in the Grant Solutions system.

Final Reporting Requirements for All Categories:

Delivery Schedules: The tribal awardees will deliver all products and data generated under

the project to BIA via the [GrantSolutions.gov](https://www.grantsolutions.gov) portal within 90 days after project completion as required by the signed agreement, and may withhold sensitive information (e.g., proprietary tribal data or Traditional Knowledge) which may be redacted at the tribal government's discretion because information in the possession of the BIA or submitted to the BIA throughout the process, including final work product, constitute government records and may be subject to the disclosure to third parties under the Freedom of Information Act (FOIA), 5 U.S.C. 552, and the Department of the Interior's FOIA regulations at 43 CFR part 2, unless a FOIA exemption or exception applies or other provisions of law protect the information.

Digital format requirements for Reports and Data: BIA requires that all deliverable products and reports be uploaded to [GrantSolutions.gov](https://www.grantsolutions.gov). Reports can be provided in Microsoft Word or Adobe Acrobat PDF formats. Spreadsheet data can be provided in Microsoft Excel, Microsoft Access, or Adobe PDF formats. All vector figures should be converted to PDF format. Raster images can be provided in PDF, JPEG, TIFF, or any of the Windows metafile formats.

Number of Copies: The tribe's proposal should account for the requirement that all final products be delivered in the format described above, one digital copy.

I. Requests for Technical Information

If an applicant needs BIA's assistance with some aspect of the application process, and BIA's help would not create a conflict of interest, please pose this concern to BIA in writing. Submit requests to BIA well in advance of the deadlines established in the **DATES TO SUBMIT APPLICATION** section of this solicitation to allow BIA time to provide appropriate assistance. Applicants not seeking technical assistance should also submit their proposals as far as possible in advance of the deadline to allow BIA time to provide feedback concerning any possible deficiencies and allow for application revisions, if necessary.

APPENDIX

DUNS Registration: Request a DUNS number online at <http://fedgov.dnb.com/webform>. U.S.-based entities may also request a DUNS number by telephone by calling the Dun & Bradstreet Government Customer Response Center, Monday – Friday, 7 AM to 8 PM CST at the following numbers:

U.S. and U.S. Virgin Islands: 1-866-705-5711

Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)

For Hearing Impaired Customers Only call: 1-877-807-1679 (TTY Line)

Once assigned a DUNS number, entities are responsible for maintaining up-to-date information with Dun & Bradstreet.

Entity Registration in SAM and printing off confirmation: Registration in System for Award Management (SAM) is required and online at <http://www.sam.gov/>. Once registered in SAM with BIA, entities must renew and revalidate their SAM registration **at least every 12 months** from the date previously registered. Entities are strongly urged to revalidate their registration as often as needed to ensure that their information is up to date and in sync with changes that may have been made to DUNS and IRS information. For SAM assistance, call: 1-866-606-8220. If the tribe's SAM registration name is not exactly the same as the legal name on BIA's list, the tribal organization should contact their local Procurement Technical Assistance Center (PTAC) as soon as possible. Changing a name can take several weeks. Find your local PTAC at <http://www.dla.mil/HQ/SmallBusiness/PTAC.aspx>. Alaska tribes may also call 1-800-478-7232.

To print confirmation page:

- Go to www.sam.gov
- Click on "Search Records"
- Use "Quick Search" or "DUNS Number Search" or "CAGE Code Search" query boxes to enter tribe's information (any of these should work)
- Click "Search"
- If correct Entity Name and information are displayed, click "Save PDF" on right side of screen and add that to the application as the attachment for Requirement 2.

Excluded Entities: Applicant entities identified in the [SAM.gov](http://www.sam.gov) Exclusions database as ineligible, prohibited/restricted or excluded from receiving Federal awards, certain subawards, and certain Federal assistance and benefits, will not be considered for Federal funding, as applicable to the funding being requested under this Federal program.

Registration in ASAP with BIA: Although a tribe may be registered in the payment program, Automated Standard Application for Payments (ASAP) already, it must be specifically enrolled with the BIA. To register in ASAP, an enrollment form must be completed and sent to Jo Ann Metcalfe at jo.metcalfe@bia.gov. As soon as the tribe is enrolled, a user ID will be emailed to the point of contact listed on the enrollment form. Next, a password will automatically be mailed by USPS to the tribe, but you can call the ASAP Help Desk at 855-868-0151 and press 2 then 3 to reach an agent who can help to request a password via email to expedite the process. Upon receiving a password, you will then have access to your online ASAP account to name the

required roles for setup- this process is not immediate. To complete the process, call the ASAP Help Desk again and remain on the line with them while they assist you in setting up and linking the tribe's banking information to BIA's Agency Locator Code (ALC/Region). BIA's ALC is 14200699. Once this is completed, you will receive a confirmation email and it will take the Treasury 5 – 10 business days to approve your ASAP enrollment with BIA. This process only needs to be done once and does not need to be regularly updated unless the tribal staff changes who is named as the primary role in ASAP set up.