

Bureau of Indian Affairs

Notice of Funding Opportunity

Indian Business Incubators Program (IBIP)

Funding Opportunity Number

BIA-IBIP-2026-OIED

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BASIC INFORMATION

Announcement Type: Initial

Funding Opportunity Number: BIA-IBIP-2026-OIED

Assistance Listing Number(s): 15.032

Estimated Total Program Funding: \$3,000,000

Expected Number of Awards: 10

Award Ceiling: \$400,000

Award Floor: \$300,000

Term

Awards are made for an initial thirty-six (36) month term, consisting of three 12-month budget periods (§1187.40). Following the completion of the initial project period, awards may be renewed for one additional thirty-six (36-) month term, consisting of three 12-month budget periods, at the discretion of the Director of the Office of Indian Economic Development (OIED).

Only one application will be accepted from an eligible entity. The OIED anticipates awarding approximately 10 grants under this announcement ranging in value from approximately \$300,000 to \$400,000 annually. The Indian Business Incubators Program (IBIP) awards will remain active for a three-year period of performance. OIED may not award a grant under the IBIP that is duplicative of existing Federal funding from another source. Duplicative funding means any funding from other Federal grants that would overlap with the IBIP grant for the same activities described in the applicant's IBIP proposal (§1187.31).

Cost Sharing Required?

Yes

Closing Date Explanation

Electronically submitted applications must be submitted no later than 11:59 PM, ET, on the listed application due date.

Have Questions?

Programmatic Assistance: Mr. Dennis Wilson, Grant Management Specialist, Office of Indian Economic Development, telephone: (505) 917-3235; email: dennis.wilson@bia.gov and DEDGrants@bia.gov

Application Process Assistance: Ms. Jo Ann Metcalfe, Grant Officer, telephone: (410) 703-3390; email: jo.metcalfe@bia.gov.

Executive Summary

On October 20, 2020, Congress enacted the Native American Business Incubators Program Act, Pub. L. 116-174, codified at 25 U.S.C. 5801 et seq. In the Act, Congress established the Native

American Business Incubators Program and required the Secretary of the Interior to promulgate regulations to implement the program. See [25 U.S.C. 5804](#).

The U.S. Department of the Interior (DOI), Office of the Assistant Secretary—Indian Affairs, through the Office of Indian Economic Development (OIED), solicits proposals from eligible entities (see [Eligibility Section](#)) for grant funding from established Business Incubators to serve Native entrepreneurs with start-up, early-stage, and established businesses who will provide products or services to Tribal reservation communities. For the purposes of this NOFO, an established incubator is defined as an operational entity currently providing structured incubation services and is able to demonstrate prior performance. The Indian Business Incubator will provide entrepreneurship and business skills training and education to Native businesses and Native entrepreneurs and deliver a range of business services such as mentorships, networking, technical assistance, and access to investors. Further, Indian Business Incubators will promote collaboration, address challenges, and provide individually tailored services to overcome the obstacles that are unique to each participating business.

The OIED will administer this grant program through the Division of Economic Development (DED) funded under a non-recurring appropriation budget. Congress appropriates funds on a year-to-year basis. While IBIP projects may extend over several years, funding for successive years beyond the original period of performance depends on each fiscal year's congressional appropriations, and at the discretion of the Secretary of the Interior (Secretary).

The awards are for a project period of 36 months (\$1187.40), with an option for an additional 36 months (\$1187.41). The initial grant award will be for a 12-month budget period. The award continuation beyond each 12-month budget period is subject to the availability of funds, satisfactory progress on the part of each recipient, and a determination that continued funding would be in the best interest of the Federal government. Neither the Department of the Interior (DOI) nor Indian Affairs will be held responsible for proposal or application preparation costs. Publication of this solicitation does not obligate DOI or Indian Affairs to award any specific grant or to obligate all or any part of available funds.

ELIGIBILITY

Eligible Applicants

Public and State controlled institutions of higher education

Native American Tribal governments (Federally recognized)

Native American Tribal organizations (other than Federally recognized Tribal governments)

Nonprofits having a 501(c)(3) status with the IRS other than institutions of higher education

Nonprofits that do not have a 501(c)(3) status with the IRS other than institutions of higher education

Additional Information on Eligibility

The Secretary, through the OIED, will solicit proposals for an IBIP grant from eligible entities that are able to provide the physical workspace, equipment, and connectivity necessary for Native

businesses and Native entrepreneurs to collaborate and conduct business on a local, regional, national, and international level:

- The following are eligible entities (§1187.3):
 - An Indian Tribe;
 - Indian Tribes and Tribal Organizations, as defined in Section 4 of the Indian Self-Determination and Education Assistance Act (ISDEAA) ([25 U.S.C. 5304](#)), including Tribal Consortia. Indian Tribes are referred to using the term “Tribe” throughout this notice. While Tribes or Tribal Organizations may apply for IBIP grants, grantees may select or retain for-profit or non-profit Tribal Organizations to perform a grant’s scope of work to receive IBIP grants.
 - Tribal College or University that will have been operational for not less than one year before receiving a grant under the IBIP;
 - Qualifies for funding under the Tribally Controlled Colleges and Universities Assistance Act of 1978 ([25 U.S.C. 1801 et seq.](#)) and implementing regulations at 25 CFR part 41, or the Diné College (Navajo Community College Act) ([25 U.S.C. 640a note](#)); or
 - Is cited in section 532 of the Equity in Educational Land-Grant Status Act of 1994 ([7 U.S.C. 301 note](#)).
 - An Institution of Higher Education that will have been operational for not less than one year before receiving a grant under the IBIP:
 - Admits as regular students only persons having a certificate of graduation from a school providing secondary education, or the recognized equivalent of such a certificate, or persons who meet the requirements of [20 U.S.C. 1091\(d\)](#);
 - Is legally authorized within such State to provide a program of education beyond secondary education;
 - Provides an educational program for which the institution awards a bachelor’s degree or provides not less than a two-year program that is acceptable for full credit toward such a degree, or awards a degree that is acceptable for admission to a graduate or professional degree program, subject to review and approval by the Secretary;
 - Is a public or other nonprofit institution; and
 - Is accredited by a nationally recognized accrediting agency or association, or if not so accredited, is an institution that has been granted pre-accreditation status by such an agency or association that has been recognized by the Secretary for the granting of pre-accreditation status, and the Secretary has determined that there is satisfactory assurance that the institution will meet the accreditation standards of such an agency or association within a reasonable time.
 - A Tribe or private nonprofit organization that provides business and financial technical assistance and;
 - Is a Tribe or Tribal Organizations, as defined in Section 4 of the Indian Self-Determination and Education Assistance Act (ISDEAA) ([25 U.S.C. 5304](#)), including Tribal Consortia;

- Will have been operational for not less than one year before receiving a grant under the IBIP; and
- Commits to serving one or more reservation communities.
- Two or more eligible entities may submit a Joint Application, but:
 - All joint entities must submit certifications they are eligible as they combine resources and expertise at a physical location dedicated to assisting Native businesses and Native entrepreneurs under the IBIP, demonstrating that together they meet the requirements of §1187.13; and
 - The application must indicate which eligible entity will be the lead contact for the purposes of grant management.

Cost Sharing Requirement

Cost Sharing Required?

Yes

Applicants providing match must include a description of the non-Federal contributions, in an amount equal to not less than 25 percent of the grant amount requested (§1187.11(e)). If a waiver request is submitted in writing, the OIED may waive the requirement for the non-Federal contribution (§1187.43), in whole or in part, for one or more years of the initial IBIP grant award if OIED determines the waiver is appropriate based on submitted support justifying:

- The awardee's ability to provide non-Federal contributions;
- The quality of business incubation services; and
- The likelihood that one or more reservation communities served by the awardee will not receive similar services elsewhere because of the remoteness or other reasons that inhibit the provision of business and entrepreneurial development services.

In a non-competitive renewal (§1187.41(b)), the Awardee must provide non-Federal contributions in an amount not less than 33 percent of the total amount of the grant. Failure to provide the non-Federal contribution will result in noncompliance and OIED may withhold funds, unless OIED receives a written request for a waiver (§1187.43).

If cost share or matching funds are provided, the recipient must maintain accounting and reporting systems that clearly distinguish Federal funds from non-Federal match contributions. Financial records and reports must separately track Federal and match expenditures in accordance with applicable Federal financial management requirements. Matching and cost-sharing requirements are discussed in (§200.306). The primary recipient is responsible for the full amount of the non-Federal match proposed, including any amount provided by one or more third parties as listed on the Standard Form 424, Application for Federal Assistance. While the full match contribution does not need to be in hand as of the date of the application, the application must provide commitments for the non-Federal contribution through the term of the grant. Applicants may meet the required non-Federal cost share or match through in-kind contributions, which must be necessary and reasonable for accomplishing the proposed project objective(s). The applicant must describe and attribute fair and equitable market value (§200.306) to any in-kind match proposed in lieu of cash, which may include, but is not limited to:

- Not paid from, or sourced, from other Federal funds, programs or grants;
- Documented in project records and not be used as match with another grant;
- An allowable cost under 2 CFR 200 Subpart E – Cost Principles;
- Must occur within the period of performance of the award;
- Value of services and property donated as per §200.306, for instance;
 - Space as measured by the value of rent;
 - Materials and Equipment;
 - Donated Services and Technical Assistance;
 - Payroll or volunteer services from personnel working on the incubator who are not funded by IBIP, which must be well documented and supported per methods used for regular personnel costs;
- Contribution from a third party(ies) (§200.434). A third party is any individual or organization other than the eligible applicant, such as a partner, that is not receiving grant funds;
- Projected earnings through the term of the grant;

For awards that require matching or cost sharing by statute: Recipients will be held accountable for projected commitments of non-Federal resources (at or above the statutory requirement) in their application budgets and budget justifications by budget period, or by project period for fully funded awards. A recipient's failure to provide the statutorily required matching or cost sharing amount (and any voluntary committed amount in excess) may result in the disallowance of Federal funds. Recipients will be required to report these funds in the Federal Financial Report.

Justification: If an applicant is relying on cost share or match from a third-party, then a firm commitment of these resources (letter(s) or other documentation) is required to be submitted with the application. Detailed budget information must be provided for every funding source identified in Item 18. "Estimated Funding (\$)" on the SF-424.

Applicants are required to fully identify and document in their applications the specific costs or contributions they propose in order to meet a matching requirement. Applicants are also required to provide documentation in their applications on the sources of funding or contribution(s). In-kind contributions must be accompanied by a justification of how the stated valuation was determined. Matching or cost sharing must be documented by budget period (or by project period for fully funded award).

Applications that lack the required supporting documentation will not be disqualified from competitive review; however, it may impact an application's scoring under the evaluation criteria.

GET READY TO APPLY

Required System Registrations

Unique Entity Identifier and SAM.gov Registration

Before applying, all **applicants** except individuals applying as a natural person **must be registered in SAM.gov**. During the SAM.gov registration the entity will obtain their Unique

Entity Identifier (UEI).

The SAM.gov registration process can take several months. If your organization is not already registered in SAM.gov, begin the registration process as soon as possible.

To register in SAM.gov, go to the [SAM.gov website](#) and use the available resources to complete registration.

- **Financial assistance registrants** must review and certify compliance with the SAM.gov “Financial Assistance General Representations and Certifications”.
- **Already registered?** You already have a Unique Entity ID. Before applying, check that your “Financial Assistance General Representations and Certifications” on SAM.gov is complete. Remember to renew your registration every year to keep it active while you have an award or application in progress. You can update your registration whenever you need, including during renewal.
- **Need help?** For additional information and contact information on the [SAM.gov Help page](#).

Applicants can contact the supporting Federal Service Desk for help registering in SAM. Once registered in SAM, entities will be assigned a UEI. Entities must renew and revalidate their SAM registration at least once every 12 months from the date previously registered. Entities are strongly encouraged to revalidate their registration as often as needed to ensure their information is up to date and reflects changes that may have been made to the entity’s IRS information. There is no cost to register with SAM.gov. There are third-party vendors who will charge a fee in exchange for registering entities with SAM.gov; please be aware you can register and request help for free. If applicable, foreign entities who want to receive payment directly to a U.S. bank account must enter and maintain valid, current banking information in SAM.

A Federal award may not be made to an applicant that has not completed the SAM.gov registration. If an applicant selected for funding has not completed their SAM.gov registration by the time the program is ready to make an award, the program may determine the applicant is not qualified to receive an award. Federal award recipients must also continue to maintain an active SAM.gov registration with current information through the life of their Federal award(s).

GRANTS.GOV

This program accepts applications through [Grants.gov](#) so once you receive your UEI return to Grants.gov to [register](#) with Grants.gov. Please allow 30 days to register and set up a Workspace in Grants.gov. See [Submission Instructions](#) below for additional details.

PROGRAM OVERVIEW

Program Goals

The Indian Business Incubators Program (IBIP) is a competitive discretionary grant program that funds established Business Incubators to provide individually tailored business incubation services to Native entrepreneurs with start-up, early-stage, and established businesses that offer products or services on or near Tribal reservation communities. OIED solicits proposals from eligible entities to deliver structured business services, including mentorship, networking, technical assistance, and access to investors, equipping Native businesses with the tools necessary to start, grow, and

overcome the unique challenges they face.

Program Description

It is very important to thoroughly review this Full Announcement to fully understand how to apply for an IBIP grant.

Recipients are encouraged to prioritize projects in support of the celebration of America's 250th birthday (America250). This may include, but is not limited to, preservation 2 planning, interpretation, public engagement, and rehabilitation projects that recognize and honor the nation's founding, history, and cultural heritage.

Prior to applying, applicants should review presidential actions found at:

<https://www.whitehouse.gov/presidential-actions/> and DOI Secretary's Orders found at:

<https://www.doi.gov/document-library/secretary-order>. By applying in response to this NOFO, the applicant certifies awareness and compliance with all currently effective and applicable executive orders and secretary's orders, including but not limited to the Executive Order titled Ending Radical and Wasteful Government DEI Programs and Preferencing as well as the Executive Order and Secretary's order titled Restoring Truth and Sanity to American History. Applicants are responsible for ensuring their proposed activities are consistent with the intent and requirements of these directives.

Background & Summary

On October 20, 2020, Congress enacted the Native American Business Incubators Program Act, Pub. L. 116-174, codified at 25 U.S.C. 5801 et seq. In the Act, Congress established the Native American Business Incubators Program and required the Secretary of the Interior to promulgate regulations to implement the program. See [25 U.S.C. 5804](#).

The U.S. Department of the Interior (DOI), Office of the Assistant Secretary—Indian Affairs, through the Office of Indian Economic Development (OIED), solicits proposals from eligible entities (see [Eligibility Section](#)) for grant funding from established Business Incubators to serve Native entrepreneurs with start-up, early-stage, and established businesses who will provide products or services to Tribal reservation communities. For the purposes of this NOFO, an established incubator is defined as an operational entity currently providing structured incubation services and is able to demonstrate prior performance. The Indian Business Incubator will provide entrepreneurship and business skills training and education to Native businesses and Native entrepreneurs and deliver a range of business services such as mentorships, networking, technical assistance, and access to investors. Further, Indian Business Incubators will promote collaboration, address challenges, and provide individually tailored services to overcome the obstacles that are unique to each participating business.

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Application Proposal Parameters

The following sections on project proposal structure and parameters are suggested to be used as a guide toward supporting an Incubator project that can be competitively ranked. Each Applicant should be well acquainted with the Act and the regulation to submit a proposal with a Project Narrative which addresses the parameters in this section as well as those in [Application Documents](#). Each proposal will tackle their community's own distinctive needs and have the freedom to provide for flexibility, and the methods outlined in the proposal should demonstrate the same level of Tribal community cohesion, commitment and depth. The application should show quality and be very clear in describing the program design.

Business incubators are a proven accelerator of Native business growth and Tribal economic development. Effective incubation is characterized by two core principles: the incubator aspires to have a positive impact on the community's economic health by maximizing the success of emerging companies. The incubator itself operates as a sustainable and efficient business model. Model incubation programs distinguish themselves through a commitment to nationally recognized best practices in governance, strategic planning, financial sustainability, structured service delivery, stakeholder integration, and measurable performance evaluation.

The following sections will outline the structure by which the IBIP will solicit applications from applicants interested in IBIP project funds and the criteria by which the applications will be competitively reviewed (see [Application Review Information](#)):

1. Demonstrated Incubator Operational History
2. Description of Services, Location and Reservation Community(ies) Served
3. Business Formation, Job Creation, and Employment Outcomes
4. Implementation of Proven Curriculum and Organizational Sustainability
5. Strategic Planning for Three-Year and Six-Year Terms
6. Community Economic Impact Measures
7. Cost Appropriateness of Project and Budget Justification (Line-Item Budget and Budget Narrative)

1. Demonstrated Incubator Operational History

Applicants seeking funding must demonstrate they have an established operational history of providing structured incubation services to businesses and entrepreneurs. They must show a proven

history of incubation operation, a sustainable business model, and client success. Applicants should provide evidence of prior performance, including the number of businesses served, businesses started or sustained, and employment outcomes achieved. Although the regulation specifies an incubator must have been in existence for at least one year (§1187.03), the Applicant should further demonstrate the capacity to provide proven incubation services and commence services delivery within the first 3 months of the award.

The Applicant will be an established incubator which will provide structured and measurable support to entrepreneurs, strengthen local economies and expand employment opportunities within identified Tribal lands and service areas. Applicants must describe their governance structure, including the composition and engagement of the board of directors or advisory body, and how governance supports accountability, strategic direction, and mission alignment.

The proposal should describe the incubator's mission and how it is aligned with the identified Tribal community's (§1187.20) economic development priorities, including how the program contributes to strengthening business development and employment within Tribal lands or Tribal service areas. The description should reflect operational maturity, including governance structure, management capacity, staff expertise, and financial sustainability planning which will be threaded between the sections of their application. The incubator should operate as a dynamic and efficient organization capable of delivering measurable economic outcomes. Applicants are strongly encouraged to demonstrate familiarity with nationally recognized best practices in business incubation and describe how their governance, strategic planning, and operational systems reflect those principles.

2. Description of Services, Location and Reservation Community(ies) Served

Applicants must describe the structured incubation services to be provided and the location(s) from which those services will be delivered. The proposal should clearly identify the reservation community(ies) or Tribal service area to be served and demonstrate an understanding of the local economic conditions, market opportunities, and barriers to business growth (§§1187.20-21).

The description should explain how the incubator integrates into the broader Tribal economic ecosystem, including partnerships with Tribal leadership, Federal government entities, Community Development Financial Institutions (CDFIs), workforce programs, Chambers of Commerce, and other economic development entities. The incubator should demonstrate how its services are responsive to the unique characteristics of Tribal economies and how it promotes community engagement and entrepreneurial capacity-building.

The applicant should explain how the physical location and any satellite or remote service delivery methods support structured incubation activities and accessibility for Native entrepreneurs, including those in geographically remote or underserved communities. The project will also detail community buy-in programming efforts that collaborate with associated entities, which can include, but are not limited to, the Tribal government, community development organizations, social work, education and workforce development entities; and seasonal and cultural activities.

3. Business Formation, Job Creation, and Employment Outcomes

Applicants must clearly articulate how the incubator will increase business development and employment on Tribal lands or Tribal service areas. The proposal should include both historical

outcomes, where applicable, and projected performance targets for the period of performance. At a minimum, applicants should describe measurable indicators that demonstrate impact, including the number of Native businesses served, the number of Native businesses established, the number of Native businesses sustained, and the number of permanent full-time and part-time jobs created and maintained.

Applicants should identify projected revenue growth among incubated businesses and the total capital accessed through loans, grants, equity, or other financing mechanisms. These measures will serve as primary indicators of program effectiveness and will be used to assess the incubator's contribution to Tribal economic resilience and long-term employment growth. While the IBIP funding would be part of a larger incubation program, there must be sophisticated monitoring and financial mechanisms to accurately attribute those outcomes from the IBIP award.

4. Implementation of Proven Curriculum and Organizational Sustainability

Applicants must describe the structured curriculum, technical assistance model, mentorship approach, and business development framework used to support client progression. The proposal should demonstrate that incubation services are delivered through an organized and replicable methodology that includes intake assessment, individualized service planning, milestone tracking, and graduation criteria.

The applicant must also describe its approach to organizational sustainability, including diversified funding sources, financial management systems, and plans to maintain operations beyond the grant term. The incubator should demonstrate that it functions as a sustainable enterprise capable of long-term service delivery and measurable economic impact.

Applicants are encouraged to demonstrate how their program reflects recognized best practices in structured incubation, stakeholder engagement, and continuous program improvement. Individually tailored curriculum may require innovation and trend-setting programing. It is highly recommended the applicant be connected to current incubation models, subject matter experts, and with nationally recognized incubation organizations.

5. Strategic Planning for Three-Year and Six-Year Terms

Applicants must provide a strategic framework outlining objectives for the initial three-year grant period, as well as planning for a potential six-year lifecycle. The proposal should include quantifiable goals aligned with Tribal economic development strategies and IBIP objectives. Applicants should demonstrate how the strategic plan supports both immediate service delivery and sustained long-term economic impact within the reservation community or Tribal service area.

The strategic plan must identify measurable milestones, implementation timelines, and projected outcomes related to business development, employment growth, and capital formation. The Applicant must also strategize and prioritize compliance to reporting requirements as outlined in the Act (§§5803(f)(2)-(3)) and regulations (§1187.45). The proposal should discuss the approach to anticipation of clientele from various business industries and sectors in the local area.

6. Community Economic Impact Measures

Applicants must describe how the incubator will measure and evaluate its contribution to community-level economic growth. The proposal should outline the management information systems and data collection processes used to monitor performance, track client outcomes, and inform continuous improvement.

Community economic impact measures should include indicators related to business formation, employment growth, job retention, capital investment, and revenue expansion within Tribal lands or service areas. Applicants should explain how these indicators demonstrate progress toward strengthening Tribal economies and expanding employment opportunities. The incubator should serve as a model for coordinated entrepreneurial ecosystem development and demonstrate how its activities contribute to broader economic stability and growth across Native communities.

7. Cost Appropriateness of Project and Budget Justification

Project expenditures must be allowable pursuant to 2 CFR 200 and IBIP funding requirements and restrictions. No construction or construction related activities are permitted. The budget narrative and line-item budget must clearly describe how requested funds directly support measurable business development and employment outcomes within Tribal lands or Tribal service areas.

The proposal must demonstrate that the overall project costs, as well as individual cost categories, are reasonable and commensurate with anticipated economic impact. Applicants must describe financial management systems, internal controls, and procedures that ensure prudent use, proper disbursement, and accurate accounting of Federal funds. The proposal should clearly identify IBIP-funded activities from other Federal or non-Federal funding sources and demonstrate how the grant will enhance or expand existing incubation services rather than replace core operational funding.

Applicant Procurement Procedures

The applicant is subject to the procurement standards under [2 CFR 200.318 through 200.326](#). In accordance with §200.318, an applicant must use its own documented procurement procedures which reflect their organizational laws and regulations, provided the procurements conform to applicable Federal law and standards identified in Part 2 of the Code of Federal Regulations. All awardees are subject to audit reviews once selected.

Legislative Authority

This Notice of Funding Opportunity (NOFO) is designed to provide grants to eligible applicants to operate business incubators serving Tribal reservation communities. The IBIP was authorized under the Native American Business Incubators Act [P.L. 116-174, 2020](#) (the Act), and the Commerce, Justice, Science; Energy and Water Development; and Interior and Environment Appropriations Act [P.L. 117-74, 2026](#), with implementing regulations at the [Final Rule 25 CFR 1187, 2021](#) (the regulation). The IBIP is a competitive discretionary grant program to fund existing business incubators to provide individually tailored business incubation. Competitively selected complete applications will impart the necessary tools for Native businesses and Native entrepreneurs to start and grow businesses, and to overcome the unique obstacles they confront by offering products and services on, or near, reservation communities.

Type of Award

Projects will be funded through G (Grant).

PREPARE YOUR APPLICATION

Application Content and Format

Application Documents

The mandatory components, and forms identified below, must be included in the proposal package. Links to the mandatory forms can be found under the “package” tab on the IBIP FY 2025 grant opportunity page at [Grants.gov](https://www.grants.gov). Any information in the possession of the Bureau of Indian Affairs (BIA) or submitted to the BIA throughout the process, including final work product, constitutes government records and may be subject to 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.

Prior to applying, applicants should review presidential actions found at:

<https://www.whitehouse.gov/presidential-actions/> and DOI Secretary’s Orders found at:

<https://www.doi.gov/document-library/secretary-order>. By applying in response to this NOFO, the applicant certifies awareness and compliance with all currently effective and applicable executive orders and secretary’s orders, including but not limited to the Executive Order titled Ending Radical and Wasteful Government DEI Programs and Preferencing as well as the Executive Order and Secretary’s order titled Restoring Truth and Sanity to American History. Applicants are responsible for ensuring their proposed activities are consistent with the intent and requirements of these directives.

The Applicant is responsible for confirming that all mandatory documents have been properly uploaded and submitted within the Grants.gov system before the deadline. Please reference the [Mandatory Component Checklist](#) for a summary checklist. The following are the names of the required forms:

1. Application for Federal Assistance (SF-424) [V4.0]
2. Budget Information for Non-Construction Programs (SF-424A) [V1.0]
3. Project Abstract Summary [V2.0]
 - a. Project Narrative Attachment Form [V1.2]
4. Budget Narrative
 - a. Line-Item Budget
5. Attachments [V1.2]
6. Key Contacts [V2.0]

1. SF-424, Application for Federal Assistance [V4.0]

Applicants must submit the appropriate Standard Form (SF)-424, Application for Federal Assistance. The form should cover only the first-year costs. The required application forms are available with this announcement on [Grants.gov](https://www.grants.gov). Please indicate the Legal Name of the organization that will be consistent in other Federal programs for all correspondences. For federally recognized Tribes, please utilize the name as listed in the Federal Register Notice [91 FR 1402 01/30/2026](https://www.federalregister.gov/documents/2026/01/30/91-fr-1402-01/30/2026) for *Indian Entities*

Recognized by and Eligible To Receive Services From the United States Bureau of Indian Affairs.

The programmatic point of contact should be provided as the individual to contact pertaining to all matters of the application. The Unique Entity Identifier (UEI) number indicated must match what is registered as a vendor in SAMs and must be current. Identify the County and the Congressional Districts in the fields provided. The Authorized Representative should be the Tribal Leader or their official designee. The SF-424, Application for Federal Assistance must be complete, signed, and dated. Do not include any proprietary or personally identifiable information. Please note: Enter only the first year (12mo) amount requested from this Federal program in the “Federal” funding box on the SF-424 Application form. All matching funds will be indicated in the “Applicant” field. Include any other Federal sources of funding in the “Other” box and provide details on those Federal source(s) and funding amount(s) in the required Budget Narrative (see *SF-424A, Budget Information for Non-Construction Programs* section below).

The SF-424 [V4.0] form requires the County as well as the Congressional District number of the applicant, which can be found at <https://www.house.gov/representatives/find-your-representative>.

2. SF-424A, Budget Information for Non-Construction Programs

Reference [Section 1. SF-424, Application for Federal Assistance \[V4.0\]](#) and Section [4. Budget Narrative and Line-Item Budget](#), to correlate the Object Class Categories and Totals that will be expanded and justified in this section. The form should cover only the first-year costs. Applicants must submit the SF-424A “Budget Information for Non-Construction Programs” form. Federal award recipients and subrecipients are subject to Federal award cost principles at 2 CFR 200.

Complete the SF-424A only for the first year (12mo) term amounts. Complete Section A – Budget Summary (page 1) columns (e) and (f) for the Federal amount requested and the non-Federal matching contribution, totaled in column (g). Complete Section B – Budget Categories (page 3) in column (1) for the first year for the appropriate rows, as applicable, totaled in the Total (5) column and Totals (k) row.

The budget must identify the amount of grant funding requested and a comprehensive and itemized breakdown of all projected and anticipated expenditures, including contracted personnel fees, consulting fees (hourly or fixed), travel costs, data collection and analysis costs, computer rentals, report generation, drafting, advertising costs for a proposed project and other relevant project expenses, and their subcomponents.

- Travel costs should be itemized by airfare, vehicle rental, lodging, and per diem, etc., based on the current Federal government per diem schedule. See below *Required Grantee Travel and Attendance at an Annual Grantee Meeting*.
- Data collection and analysis costs should be itemized in sufficient detail for the OIED review committee to evaluate the charges.
- Personnel may be charged directly or covered indirectly. Do not include the personnel costs or travel of consultants or contractors under this category. For any position, provide: the name of the individual (if known), their title; time commitment to the project in months; time commitment to the project as a percentage or FTE equivalent; annual salary; grant salary; wage rates; etc. Identify the project director or principal investigator, if known at the time of

application. Costs of employee fringe benefits are the allowances and services provided by employers to their employees in addition to regular salaries and wages. Typically, fringe benefit amounts are determined by applying a calculated rate for a particular class of employee (full-time or part-time) to the salary and wages requested. Fringe benefits, like salary, will also be as direct cost (Health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement, taxes, etc.).

- Other expenses may include computer rental, report generation, drafting, and advertising costs for a proposed project.
- Commitment of Non-Federal Resources Description: Amounts of non-Federal resources that will be used to support the project as identified in Block 18 of the SF-424. This line should be used to indicate required and/or voluntary committed cost sharing or matching, if applicable.

3. Project Abstract Summary and Project Narrative Attachment Form

The first paragraph of the Project Abstract Summary and Project Narrative must include the title and basic description of the proposed business incubator location and services provided. The Project Abstract Summary must be submitted utilizing the appropriate form that is available with this announcement on Grants.gov. All fields must be filled with the information requested. Please provide an abstract that is a concise summary to be further applied as an accurate definition of the IBIP project.

Project Narratives are not judged based on their length. Please do not submit any attachments or documents beyond what is necessary. All information should follow the requirements as outlined in [Program Description](#) and per §§1187.11-14, as well as the evaluation at §1187.20, §1187.44.

The Project Narrative should not be duplicated elsewhere in the application. Supplemental information such as letters of support, graphs, charts, maps, photographs and other graphic and/or other relevant information may be included as Attachments and not included in the Project Narrative. At a minimum, it should include:

- A certification that the applicant(s):
 - Is an eligible applicant; and
 - Has or will designate an executive director or program manager to manage the business incubator;
 - Agrees to:
 - A site evaluation by the Secretary as part of the final selection process;
 - An annual programmatic and financial examination for the duration of the grant; and
 - To the maximum extent practicable, to remedy any problems identified pursuant to the site evaluation and examination.
- A description of the one or more reservation communities to be served by the business incubator;
- A three-year plan that describes:
 - One-year milestone goals and objectives that coordinates with the identified budget periods.
 - The number of Native businesses and Native entrepreneurs to be participating in the

- business incubator, with goal setting of anticipated number of Native businesses starting, and the anticipated number of Native businesses to help maintain.
 - Whether the business incubator will focus on a particular type of business or industry.
 - A detailed breakdown of the services to be offered to Native businesses and Native entrepreneurs participating in the business incubator; and
 - A detailed breakdown of the services, if any, to be offered to Native businesses and Native entrepreneurs not participating in the business incubator program.
- Information demonstrating the effectiveness and experience of the eligible applicant in:
 - Conducting financial, management, and marketing assistance programs designed to educate or improve the business skills of current or prospective businesses and enhance performance for start-up, early-stage, and established businesses;
 - Providing entrepreneurship and business skills training and education to Native businesses and Native entrepreneurs including assisting entrepreneurs and businesses with conducting market research, business plan development, financial education, exploring business structure options, registering a business, Federal and state tax IDs, applying for licenses and permits, and opening a bank account.
 - Working in and providing services to Native American communities;
 - Providing assistance to entities conducting business in reservation communities;
 - Providing technical assistance under Federal business and entrepreneurial development programs for which Native businesses and Native entrepreneurs are eligible; and
 - Managing finances and staff effectively.
- A description of the applicant's non-Federal contributions, in an amount equal to not less than 25 percent of the grant amount requested, unless a waiver request is submitted; and
- A site description of the location at which the eligible applicant will provide physical workspace, including a description of the technologies, equipment, and other resources that will be available to Native businesses and Native entrepreneurs participating in the business incubator, if the applicant is in possession of the site, or a written site proposal containing the information in § 1187.12, if the applicant is not yet in possession of the site.
- If the applicant is not yet in possession of the site, the applicant must submit a written site proposal with their application that contains:
 - Sufficient detail for the Secretary to ensure, in the absence of a site visit or video submission, that the proposed site will permit the eligible applicant to meet the requirements of the IBIP; and
 - A timeline describing when the eligible applicant will be:
 - In possession of the proposed site; and
 - Operating the business incubator at the proposed site.

Applicants must provide milestones and projected outcomes of their project(s) to demonstrate a successful outcome of the grant. The proposal should address grant awardee requirements:

- Awardee must:
 - Offer culturally tailored incubation services to Native businesses and Native entrepreneurs;

- Use a competitive process for selecting Native businesses and Native entrepreneurs to participate in the business incubator program; however, awardees may still offer technical assistance and advice to Native businesses and Native entrepreneurs on a walk-in basis;
- Provide physical workspace that permits Native businesses and Native entrepreneurs to conduct business and collaborate with other Native businesses and Native entrepreneurs;
- Provide entrepreneurship and business skills training and education to Native businesses and Native entrepreneurs including:
 - Conducting market research
 - Gathering and reviewing information about potential customers, demand, market size, economic indicators, location, market saturation, and pricing.
 - Business plan development
 - Financial education, including training and counseling in:
 - Applying for and securing business credit and investment capital;
 - Preparing and presenting financial statements; and
 - Managing cash flow and other financial operations of a business;
 - Initial startup requirements including exploring business structure options, registering a business, Federal and state tax IDs, applying for licenses and permits, and opening a business bank account.
 - Management education, including training and counseling in planning, organization, staffing, directing, and controlling each major activity or function of a business or startup and ways to enhance performance for businesses; and
 - Marketing education, including training and counseling in:
 - Identifying and segmenting domestic and international market opportunities;
 - Preparing and executing marketing plans;
 - Locating contract opportunities;
 - Negotiating contracts; and
 - Using varying public relations and advertising techniques.
- Provide direct mentorship or assistance finding mentors in the industry in which the Native business or Native entrepreneur operates or intends to operate; and
- Provide access to networks of potential investors, professionals in the same or similar fields, and other business owners with similar businesses.
- Each awardee must leverage technology to the maximum extent practicable to provide Native businesses and Native entrepreneurs with access to the connectivity tools needed to compete and thrive in 21st-century markets.

Additional items to consider:

- A description of the project objectives and goals for each of the 3 years;
- Deliverable products that the grant is expected to generate, including interim deliverables

- (such as status reports and technical data to be obtained) and final deliverables; and
- Resumes of key consultants and personnel to be retained, if available, and the names of subcontractors, if applicable. This information may be included as an attachment.

In addition, unless prohibited by Tribal procurement procedures, please include a description of any consultant(s) and partnership(s) the applicant wishes to retain, including their contact information, technical expertise, training, qualifications, and suitability. These documents may be included at the end of the Project Narrative or as an attachment.

4. Budget Narrative and Line-Item Budget

Reference Section [1. SF-424, Application for Federal Assistance \[V4.0\]](#) and Section [2. SF-424A, Budget Information for Non-Construction Programs](#), to correlate Object Class Categories and Totals that will be expanded and justified in this section. The budgets should be separated by year.

The project budget shall include detailed information on all cost categories and must clearly identify all estimated project costs. Unit costs shall be provided for all budget items including the cost of work provided by contractors or sub-recipients. Applicants shall include a narrative description of the items included in the project budget. When applicable, the value of in-kind contributions of goods and services will be provided to complete the project when cost share is identified to be included. Cost categories can include, but are not limited to, those costs items included on the SF424A.

The Budget Narrative will include additional spreadsheets and narrative formats to help itemize and fully break-down the individual budget items. Do not provide any blanket budget estimates that are not supported with documentation, itemized breakdown, and narrative justification. Rounding can be done to the nearest \$100s.

Appropriate summations of various budget sections should be correctly tabulated within each Object Class Category of the SF-424A. The budget should include the mandatory Grantee Meeting attendance budget that is fully itemized to Washington DC per the current General Services Administration (GSA) standards (See *Required Grantee Travel and Attendance at an Annual Grantee Meeting* below). Do not provide unsupported travel costs for the Grantee Meeting. Travel by consultants, contractors, etc., should be justified and included in the Travel category if it is paid by the Grantee directly, or added into the Contractor category if they will be reimbursed.

Required Indirect Cost Statement to be submitted with Application

Applicants must indicate in their budget narrative how they will charge indirect costs, including the rate to be applied:

- *De Minimis* Rate: If eligible, state if your organization is opting to use the *de minimis* rate of up to 15% of total modified direct costs. Entities that do not have a current Federal negotiated indirect cost rate (including provisional rate) may propose to use the *de minimis* rate. For more information, refer to [2 CFR 200.414\(f\)](#).
- Negotiated Rate: State if you will negotiate with your cognizant agency. If your organization has previously negotiated a rate, attach a copy of the most recently

negotiated rate agreement (active or expired).

The Applicant utilizing indirect costs (IDC) must submit a current copy of their signed Indirect Cost Agreement, with all mandatory documents (Budget Narrative, SF-424, SF-424A, etc.) supporting the appropriate application of those negotiated rates. All organizations must include the applicable statement from the following list in their application, and attach to their application any documentation identified in the applicable statement:

We are:

- A U.S. state or local government entity receiving more than \$35 million in direct Federal funding each year with an indirect cost rate of [insert rate]. We submit our indirect cost rate proposals to our cognizant agency. Attached is a copy of our most recently approved rate agreement/certification.
- A U.S. state or local government entity receiving less than \$35 million in direct Federal funding with an indirect cost rate of [insert rate]. We have prepared and will retain for audit an indirect cost rate proposal and related documentation.
- A [insert your organization type; U.S. states and local governments, do not use this statement] that has previously negotiated or currently has an approved indirect cost rate with our cognizant agency. Our indirect cost rate is [insert rate]. [Insert either: “Attached is a copy of our most recently approved but expired rate agreement. In the event an award is made, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award is made.” or “Attached is a copy of our current negotiated indirect cost rate agreement.”]
- A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency. Our indirect cost rate is [insert rate]. If we receive an award, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award date.
- A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency and has an indirect cost rate that is lower than 15%. Our indirect cost rate is [insert rate; must be lower than 15%]. However, if we receive an award, we will not be able to meet the requirement to submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after award. We request as a condition of award to charge a flat indirect cost rate of [insert rate; must be lower than 15%] against [insert a clear description of the direct cost base against which your rate is charged (e.g., salaries; salaries and fringe benefits; or modified total direct costs)]. However, please note that your organization cannot charge indirect costs in excess of the indirect costs that would be recovered if applied against modified total direct costs as defined in [§2 CFR 200.68](#). We understand that we must notify BIA in writing if we establish an approved rate with our cognizant agency at any point during the award period.
- A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency and has an indirect cost rate that is 15% or higher. Our indirect cost rate is [insert your organization’s indirect rate; must be 15% or higher]. However, if we receive an award, we will not be able to meet the requirement to submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after award. We request as a condition of award to charge a flat *de minimis* indirect cost rate of 15% to be charged against modified total direct project costs as defined in [2 CFR §200.68](#). We understand that we must

notify BIA in writing if we establish a negotiated rate with our cognizant agency at any point during the award period. We understand that additional Federal funds may not be available to support an unexpected increase in indirect costs during the project period and that such changes are subject to review, negotiation, and prior approval by BIA.

- A [insert your organization type] that is submitting this proposal for consideration under the “Cooperative Ecosystem Studies Unit Network”, which has a Department of the Interior-approved indirect cost rate cap of 15%. If we have an approved indirect cost rate with our cognizant agency, we understand that we must apply this reduced rate against the same direct cost base as identified in our approved indirect cost rate agreement per [2 CFR §1402.414](#). If we do not have an approved indirect cost rate with our cognizant agency, we understand that we must charge indirect costs against the modified total direct cost base defined in [2 CFR §200.68](#) “Modified Total Direct Cost (MTDC)”. We understand that we must request prior approval from BIA to use the 2 CFR 200 MTDC base instead of the base identified in our approved indirect cost rate agreement. We understand that BIA approval of such a request will be based on: 1) a determination that our approved base is only a subset of the MTDC (such as salaries and wages); and 2) that use of the MTDC base will still result in a reduction of the total indirect costs to be charged to the award. In accordance with [2 CFR §200.405](#), we understand that indirect costs not recovered due to a voluntary reduction to our federally negotiated rate are not allowable for recovery via any other means.
- A [insert your organization type] that will charge all costs directly.

Limitations

IBIP funding is to fund business incubator projects that are not receiving funds under other Federal assistance. The OIED will verify that all sources of Federal funding have not overlapped in any way to be considered “double-dipping” ([Subpart E of 2 CFR 200.400](#), and [2 CFR 200.403](#)). All program goals and targets must adhere to the submitted budget and no portion may be utilized for anything outside of IBIP grant objectives.

IBIP grant funding must be expended in accordance with applicable Federal statutory and regulatory requirements, including [2 CFR part 200](#). As part of the grant application review process, OIED may conduct a review of an applicant's prior OIED grant(s). Applicants currently under BIA sanction Level 2 or higher resulting from noncompliance with the Single Audit Act are ineligible for a IBIP grants. Applicants at Sanction Level 1 will be considered for funding.

Under no circumstances can OIED fund construction or construction-related activities.

Grants awarded with OIED discretionary grant funds must stay in alignment with the approved Statement Of Work (SOW). This solicitation and the facilitation of OIED discretionary grant programs prohibit any changes to the SOW once selected for funding. This is due to the systematic process from which proposals are selected through the evaluation and ranking procedures. This maintains consistency and integrity in the grant program(s), as well as fairness to those entities who were eligible and submitted complete applications but were not selected for funding.

Only one application will be accepted from an eligible entity. Applications should address one cohesive project and any submissions that contain multiple project proposals will not be considered.

OIED will apply the same objective ranking criteria to each proposal. IBIP award funds may be used to provide physical workspace and facilities for Native businesses and Native entrepreneurs participating in the business incubator. Funds can be used to establish partnerships with other institutions and entities to provide comprehensive business incubation services to Native businesses and Native entrepreneurs participating in the business incubator, as well as for any other uses typically associated with business incubators that OIED determines to be appropriate and consistent with the purposes of the IBIP. IBIP awards **may not** be used for:

- Supplemental employment, including fringe benefits, 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;
- Outside Fees, Legal or Contract Negotiation fees, and application fees associated with permitting that are outside the scope of the grant award;
- Entertainment costs
 - For remote training/conferences locations (where eating establishments are not within a reasonable distance), food costs may be allowable, but should not exceed the GSA meals and incidental costs per attendee for that location, not to exceed \$5,000 for one event, and not more than twice in a calendar year;
 - Refreshments for non-remote training/conference locations are allowable for \$5/attendee/day, not to exceed \$1,000 per event,
 - All other food costs are disallowed;
 - However, travel stipends for training participants are allowed, including costs for meals which must follow the GSA Per Diem rates.
- Sub-awarding to another Federal agency;
- Establishing or operating a Tribal office or department, nor to openly staff an office;
- Projects with core administration functions that essentially support only the applicant's ongoing administrative functions and are not related to the proposed project;
- Travel by staff, contractors, consultants, etc., that is not reasonable or necessary for the incubation project. Additional scrutiny will be placed on repeated travel, blanket travel rounded and not itemized, travel in excess of common GSA rates, and travel that is considered unnecessary to the project.
- And any other activities not authorized by the grant Notice of Award letter.

IBIP funding is for IBIP incubation related costs only. Please see §1187.42 and follow all applicable regulation limitations per [2 CFR 200](#).

5. Attachments [V1.2]

See [Other Required Information](#) for more information. Utilize the “attachments form” to include items that will focus information in the Project Narrative, Budget, and other sections, as applicable.

6. Key Contacts [V2.0]

Applicants must include the Key Contacts information page(s) that includes the individuals who will be responsible for the programmatic, financial, leadership and associated communication roles:

- Please identify the lead Project Point of Contact information of who will oversee the project, including address, email, desk, and cell phone number.
- Please identify the lead Fiscal Point of Contact information including address, email, desk, and cell phone number.
- Please identify any Tribal Leader information including address, email, desk, and cell phone number.
- Please identify individuals for the following roles in the GrantSolutions system that will manage the grant, communicate with the OIED staff, as well as be responsible for reporting:
 - Grantee Administrative Official / Grantee Authorized Representative
 - Grantee Principal Investigator / Program Director
- If there is more than one contact, please provide an additional key contacts form.

Other Required Information

Conflict of Interest and Unresolved Matters Disclosures:

If any actual or potential conflict of interest exists related to this project at the time of application, the applicant must provide sufficient information to support a program determination of significance per [2 CFR 1402.112](#). Refer to [2 CFR 200.112](#) Conflict of Interest and [2 CFR 200.113](#).

(a) *Applicability.*

- (1) This section intends to ensure that non-Federal entities and their employees take appropriate steps to avoid conflicts of interest in their responsibilities under or with respect to Federal financial assistance agreements.
- (2) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in [2 CFR 200.318](#) apply.

(b) *Notification.*

- (1) Non-Federal entities, including applicants for financial assistance awards, must disclose in writing any conflict of interest to the DOI awarding agency or pass-through entity in accordance with [2 CFR 200.112](#).
- (2) Recipients must establish internal controls that include, at a minimum, procedures to identify, disclose, and mitigate or eliminate identified conflicts of interest. The recipient is responsible for notifying the Financial Assistance Officer in writing of any conflicts of interest that may arise during the life of the award, including those that have been reported by subrecipients.

(c) *Restrictions on lobbying.* Non-Federal entities are strictly prohibited from using funds under a grant or cooperative agreement for lobbying activities and must provide the required certifications and disclosures pursuant to [43 CFR part 18](#) and [31 U.S.C. 1352](#).

(d) *Review procedures.* The Financial Assistance Officer will examine each conflict of interest disclosure on the basis of its particular facts and the nature of the proposed grant or cooperative agreement, and will determine whether a significant potential conflict exists and, if it does, develop an appropriate means for resolving it.

(e) *Enforcement.* Failure to resolve conflicts of interest in a manner that satisfies the government may be cause for termination of the award. Failure to make required disclosures may result in any of the remedies described in [2 CFR 200.338](#), Remedies for noncompliance, including suspension or debarment (see also [2 CFR part 180](#)).

Overlap or Duplication of Effort Statement:

Applicants must state in their application if the activities, costs, or time commitment of key personnel proposed in this application overlap with those in any other Federal proposal or award or not. If no such overlap or duplication exists, state, “There are no overlaps or duplication between this application and any of our other Federal applications or funded projects, including in regards to activities, costs, or time commitment of key personnel”. If any overlap exists, provide:

- Activities: Description any overlapping activities.
- Costs: Description of any overlapping costs.
- Time: Description of any overlapping key personnel time.
- A copy of any overlapping or duplicative proposal submitted to any other potential funding entity.
- Details on when any overlapping proposal was submitted, to whom, and the expected date of the funding decision.

The statement and the description of overlap or duplication, when applicable, may be provided within the proposal or as a separate attachment to the application. If at any time a proposal is awarded funds that would be overlapping or duplicative of the funding requested from BIA, the applicant must immediately notify the BIA point of contact. Any overlap or duplication of funding between the proposed project and other active or anticipated projects may impact selection and/or funding amount.

Single Audit Reporting Statement

All U.S. states, local governments, federally recognized Indian Tribal governments, and non-profit organizations expending \$750,000 USD or more in Federal award funds in the applicant’s fiscal year must submit a Single Audit report for that year through the [Federal Audit Clearinghouse’s Internet Data Entry System](#). U.S. state, local government, federally recognized Indian Tribal government, and non-profit applicants must state if your organization was or was not required to submit a Single Audit report for the most recently closed fiscal year. If your organization was required to submit a Single Audit report for the most recently closed fiscal year, provide the EIN associated with that report and state if it is available through the [Federal Audit Clearinghouse](#) website.

Certification Regarding Lobbying

Applicants requesting more than \$100,000 in Federal funding must certify to the statements in 43 CFR Part 18, Appendix A-Certification Regarding Lobbying. If this application requests more than \$100,000 in Federal funds, the Authorized Official’s signature on the appropriate SF-424, Application for Federal Assistance form also represents the entity’s certification of the statements in [43 CFR Part 18, Appendix A](#).

Disclosure of Lobbying Activities

Applicants and recipients must not use any federally appropriated funds (annually appropriated or continuing appropriations) or matching funds under a Federal award to pay any person for lobbying in connection with the award. Lobbying is influencing or attempting to influence an officer or

employee of any U.S. agency, a Member of the U.S. Congress, an officer or employee of the U.S. Congress, or an employee of a Member of the U.S. Congress connection with the award. Applicants and recipients must complete and submit, if applicable, the SF-LLL, “Disclosure of Lobbying Activities” form if the Federal share of the proposal or award is more than \$100,000 and the applicant or recipient has made or has agreed to make any payment using non-appropriated funds for lobbying in connection with the application or award. The SF-LLL form is available with this Funding Opportunity on Grants.gov. See [43 CFR, Subpart 18.100](#) and [31 U.S.C. 1352](#) for more information on when additional submission of this form is required.

Tribal Resolution or Authorization Letter

While a Tribal Resolution or formal Authorization Letter is not required, it may help strengthen the Tribal relationship and community buy-in. Tribal Resolutions or formal Authorization Letters may be from an authorized official such as the President, Chairman, Governor, or Chief of the Tribe. The document will be from the Tribe or Tribal Organization issued in the fiscal year of the grant application, authorizing the submission of the IBIP grant application. The document must also include a description of the incubation project. In the event formal signatures or approval cannot be obtained in time, draft copies may be submitted, with finalized documents at a later date.

Grantee Meeting

Grantees will be required to include in their budgets the costs for two individuals who work directly on the project to attend an in-person annual DOI/OIED grantee meeting, or to convene as a group to a designated conference determined by OIED during each year of the grant award term. Applicants must include an itemized budget for a week duration according to GSA guidelines for Washington, DC. Travel costs must not exceed \$8,000 for those two individuals. Applicants should follow their own travel policies to budget for this meeting, plus travel days, with a complete itemized breakdown of those anticipated costs. While the meeting may be anywhere in the U.S., we will plan on costs per Washington, DC, area. Additional funds for these expenses will not be available once the grant is awarded. In the event the yearly meeting is canceled, converted to a virtual meeting, or the location changes to a cheaper venue, any additional unused funds may be repurposed into the grant.

UEI and SAMs Vendor Registration

Please make sure the SAM number used to apply is active, not expired, with a current UEI number on the SF-424. Please do not submit a DUNS number.

BIA ASAP Registration

Please make sure an active Automated Standard Application for Payments (ASAP) number is provided. Applicants must have an active enrolled ASAP number with the BIA to be eligible.

GrantSolutions

Please confirm registration in the GrantSolutions system with identified Roles for the Grantee Principal Investigator / Program Director and the Grantee Administrative Official / Grantee Authorized Representative (See [Application Documents Section](#)). You may also assign additional roles or duplicate roles as necessary.

Application Forms

All mandatory forms will be found on [Grants.gov](https://www.grants.gov). Other necessary system registration forms will be found at the registration sites (i.e., ASAP, GrantSolutions).

Mandatory Components Checklist

The applicant is responsible to confirm submission of all mandatory and necessary documents, enrollments, and registrations are submitted prior to the solicitation close date. All supporting documentation to ensure demonstration of eligibility and a complete application must also be submitted. See [Application Documents Section](#).

Component	Grants.gov Form
Narratives <ul style="list-style-type: none"> <input type="checkbox"/> Project Narrative including Table of Contents <input type="checkbox"/> Line-Item Budget and Associated Spreadsheets <input type="checkbox"/> Budget Narrative 	Use the Project Narrative Attachment Form [V1.2]
Standard forms <ul style="list-style-type: none"> <input type="checkbox"/> Project Abstract Summary [V2.0] <input type="checkbox"/> Application for Federal Assistance (SF-424) [V4.0] <input type="checkbox"/> Budget Information for Non-Construction Programs (SF-424A) [V1.0] <input type="checkbox"/> Key Contacts [V2.0] <input type="checkbox"/> Disclosure of Lobbying Activities (SF-LLL) (if applicable) 	Upload using each required form
Attachments <ul style="list-style-type: none"> <input type="checkbox"/> Tribal Resolution or Authorization Letter (optional) <input type="checkbox"/> Conflict of Interest Disclosure (if applicable) <input type="checkbox"/> Indirect Cost Rate Statement and Agreement <input type="checkbox"/> Certification Regarding Lobbying <input type="checkbox"/> Overlap or Duplication of Effort Statement <input type="checkbox"/> Single Audit Statement <input type="checkbox"/> Registration in BIA ASAP with an established Recipient ID <input type="checkbox"/> Pre-Registration in GrantSolutions for identification of roles <input type="checkbox"/> Other relevant attachments 	Insert each in the Other Attachments Form

SUBMISSION REQUIRMENTS AND DEADLINES

Address to Request Application Package

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/applicants/grant-applications/how-to-apply-for-grants>. Proposals must be

submitted to [Grants.gov](https://www.grants.gov) by the deadline established, no later than 11:59 PM, ET, as indicated in [Submission Dates and Times Section](#).

All Applications must be electronically submitted in grants.gov, no physical or electronic submissions will be accepted. All correspondence will be via email or phone at the contacts below.

For Further Information Contact

Mr. Dennis Wilson, Grant Management Specialist, Office of Indian Economic Development, telephone: (505) 917-3235; email: dennis.wilson@bia.gov and DEDGrants@bia.gov.

If you have questions regarding the application process, please contact Ms. Jo Ann Metcalfe, Grant Officer, telephone: (410) 703-3390; email: jo.metcalfe@bia.gov.

Individuals in the United States who are deaf, deafblind, hard of hearing, or have a speech disability may dial 711 (TTY, TDD, or TeleBraille) to access telecommunications relay services. Additional Program information can be found at: <https://www.bia.gov/service/grants/ttgp>.

Questions and Requests for OIED Assistance

Technical consultation from OIED may include clarifying application requirements, confirming whether an applicant previously submitted the same or similar proposal, and registration information for SAM or ASAP. The applicant is solely responsible for the preparation of its grant proposal. The OIED cannot provide application pre-screening nor provide eligibility determination

For Grants.gov technical registration and submission, downloading forms and application packages, contact:

Grants.gov Customer Support

1-800-518-4726

Support@grants.gov

Submission Dates and Times

Closing Date for Applications: July 24, 2025

Closing Date Explanation

Electronically submitted applications must be submitted no later than 11:59 PM, ET, on the listed application due date.

Submission Instructions

Apply Through Grants.gov

To apply through [Grants.gov](https://www.grants.gov), please follow the instructions in the [Quick Start Guide for Applicants](#). Before applying, ensure that at least one person at your organization is registered and has the Authorized Organization Representative (AOR). Only the AOR can submit the application. If you need more users, they must create their own Grants.gov account. Follow these steps below to apply:

- *Create a Workspace:* Creating a workspace allows you to complete it online and route it

through your organization for review before submitting.

- *Complete a Workspace:* Invite participants to the workspace so you can collaborate on the application. Required applications forms are included in the Grants.gov Funding Opportunity Package and can be completed in the Workspace, unless noted otherwise in the Required Forms table above. Check for errors before submission.
- *Submit a Workspace:* An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab
- *Track a Workspace Submission:* After successfully submitting a workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application.

The system generates a date and time stamp and sends it to the applicant's AOR via email as proof of submission. Make sure your application passes the Grants.gov validation checks. Do not encrypt, zip, or password-protect any files. Only registered individuals in SAM as both a user and an AOR can submit applications. Please allow 30 days to register in Grants.gov.

Application System Technical Support: For Grants.gov technical registration and submission, downloading forms, and application packages, contact Grants.gov Customer Support at 1-800-518-4726 or by email at Support@grants.gov.

APPLICATION REVIEW INFORMATION

Eligibility Review

During the eligibility review, the application is checked for timely submission, completed packages (see [Application Documents](#) above) and alignment with the requirements of this announcement. The Federal agency may remove an application if it does not pass the eligibility review.

The OIED follows application review procedures as outlined in [2 CFR 200.204](#). It is important to review the [Program Description](#) and implement those identified parameters in the application project narrative which will constitute the SOW.

Any proposal that is received after the date and time, see [Submission Dates and Times](#) section of this notice, will not be reviewed. Once the solicitation is closed, all applications will be reviewed for applicant eligibility and application completion. Reviews will be completed to identify any duplication or overlap with current funded Federal or OIED projects.

If an applicant selected for funding hasn't finished their SAM.gov registration (see [2 CFR 25.200](#) and [2 CFR 25.110](#)) when the Federal agency is ready to make an award, we may decide that the applicant is ineligible for the award and choose to grant it to someone else. Please refer to [2 CFR 25.205 for more information](#).

Prior to making an award, the DOI checks the anticipated recipient and their key project personnel against the current list of prohibited or restricted persons or entities in the System for Award Management (SAM.gov) Exclusions database. We are prohibited from making an award if a recipient or any key personnel are found ineligible, prohibited, restricted, or otherwise excluded from receiving or participating in an award, as their ineligibility condition applies to this program.

Ineligible and Incomplete Applications

Applicants that do not satisfy the definitions for eligibility will be considered ineligible for IBIP funding and the application will not be reviewed. See [Eligibility Section](#).

Eligible applicants that do not submit a complete application (see [Program Description](#)) will be considered incomplete for IBIP funding and the application will not be reviewed.

Please ensure that all forms, sections, mandatory components and supporting documentation as listed in this announcement are completed and submitted in grants.gov. These grants will be funded under a non-recurring appropriation of the BIA budget. The funding periods and amounts referenced in this solicitation are subject to the availability of funds at the time of award, as well as the DOI and Indian Affairs priorities at the time of the award. Neither DOI nor Indian Affairs will be held responsible for proposal or application preparation costs. Publication of this solicitation does not obligate DOI or Indian Affairs to award any specific grant or to obligate all or any part of available funds. Future funding is subject to the availability of appropriations and cannot be guaranteed. DOI or Indian Affairs may cancel or withdraw this solicitation at any time.

If removed from consideration for ineligibility, the Federal agency will notify the applicant in writing.

Merit Review

The OIED follows application review procedures as outlined in [2 CFR 200.204](#). It is important to review the [Program Description Section](#) and implement those identified parameters in the application project narrative which will constitute the SOW

Please see [Program Description](#), [Submission Instructions](#), and to the specific criteria (§1187.20) that will support the criteria below:

- The ability of the eligible Applicant(s) to:
 - Operate a business incubator that effectively imparts entrepreneurship and business skills to Native businesses and Native entrepreneurs, as demonstrated by the experience and qualifications of the eligible applicant;
 - Commence providing services within three months; and
 - Provide quality incubation services to a significant number of Native businesses and Native entrepreneurs or provide such services at geographically remote locations where quality business guidance and counseling is difficult to obtain;
- The experience of the eligible applicant in providing services in Native American communities, including in the one or more reservation communities described in the application;
- The extent to which a grant award will enable an entity that is already providing business incubation services to appreciably enhance those services; and
- The proposed location of the business incubator. The OIED will evaluate the location of the business incubator to:
 - Consider the program goal of achieving broad geographic distribution of business incubators; and

- Give priority to eligible applicants that will provide business incubation services on or near the reservation of the one or more communities that were described in the application, except that OIED may give priority to an eligible applicant that is not located on or near the reservation of the one or more communities that were described in the application if OIED determines that:
 - The location of the business incubator will not prevent the eligible applicant from providing quality business incubation services to Native businesses and Native entrepreneurs from the one or more reservation communities to be served; and
 - Documenting that the business incubator in the identified location will serve the interests of the one or more reservation communities to be served.
- OIED will conduct a site evaluation (§1187.22):
 - Before awarding a grant to an eligible applicant, OIED will conduct a virtual evaluation of the proposed site to verify that the applicant has (or will have) the physical workspace, equipment, and connectivity necessary for Native businesses and Native entrepreneurs to collaborate and conduct business on a local, regional, national, and/or international level.
 - To determine whether the site meets the requirements of paragraph above:
 - If the applicant is in possession of the proposed site, OIED will conduct a virtual visit or review a video submission before awarding the grant.
 - If the applicant is not yet in possession of the proposed site and has submitted a written site proposal, OIED will review the written site proposal before awarding the grant and will conduct a virtual visit or review a video submission to ensure the site is consistent with the written site proposal no later than one year after awarding the grant. If OIED determines the site is not consistent with the written site proposal, OIED will use that information in determining the ongoing eligibility of the applicant under §1187.50.
 - OIED may conduct a physical site inspection, or virtual visit, of the incubator final physical location within the first year of the grant award.

Criterion 1 – Incubator Operational Capacity and Program Design Maximum Points: 25

Reviewers will evaluate whether the applicant demonstrates an established operational history of providing incubation services and the ability to effectively impart entrepreneurship and business skills to Native businesses and Native entrepreneurs. The proposal should reflect operational maturity and readiness to provide or expand services upon award, and clearly describe how the incubator selects participants for its program, delivers services, and supports business development through technical assistance, training, mentorship, and progress tracking. Reviewers will also consider the applicant’s ability to commence services within three months and the extent to which the proposed activities enhance or expand existing incubation services in alignment with recognized best practices. Applications will be evaluated based on the following:

Operational history and measurable outcomes (0-10 points)

The proposal should describe the incubator’s mission, governance structure, staffing model,

management systems, and prior measurable outcomes. Applicants should demonstrate operational maturity and the ability to immediately provide or expand incubation services. Reviewers will also consider the applicant's ability to commence providing services within three months of award and the extent to which the proposed grant activities will enable the applicant to enhance or expand existing incubation services.

Program structure and service delivery model (0-10 points)

The proposal should clearly describe the incubator's structured service delivery model. This includes outlining the intake and selection process for participants entering the incubator program, as well as the provision of individualized technical assistance and entrepreneurship and business skills training for participating Native businesses and entrepreneurs. The proposal should also describe access to mentorship networks, systems for tracking participant progress and milestones, and clearly defined graduation criteria. The narrative should also demonstrate that the incubator operates as a sustainable and efficient organization aligned with recognized best practices in business incubation.

Administrative Costs (0-5 points)

Applications are encouraged to minimize administrative costs and maximize the use of funds for direct program services. Proposals that clearly itemize direct costs and demonstrate low or reasonable use of indirect costs, including use of the *de minimis* rate (15%) where applicable, may receive the maximum points for this section. Applicants must identify and justify any indirect cost rate applied.

Criterion 2 – Strategic Alignment and Community Integration

Maximum Points 25

Reviewers will evaluate how well the proposal demonstrates an understanding of the economic conditions within the reservation community or Tribal service area to be served, and the extent to which the incubator is positioned within the broader Tribal economic ecosystem. The application should reflect alignment with Tribal economic development strategies and demonstrate how the incubator contributes to strengthening entrepreneurial capacity, supporting Native entrepreneurs, and fostering community engagement and economic resilience. Applications will be evaluated based on the following:

Community economic conditions (0-10 points)

Reviewers will assess how the incubator strengthens entrepreneurial capacity, supports Native entrepreneurs, and promotes community engagement and buy-in, and economic resilience within the reservation community or Tribal service area.

Alignment with Tribal Economic Strategies (0-10 points)

The application should demonstrate alignment with Tribal economic development strategies and integration into the broader Tribal economic ecosystem.

Partnerships (0-5 points)

The narrative should describe partnerships with Tribal leadership, Federal government entities, Community Development Financial Institutions (CDFIs), workforce development programs, educational institutions, and other economic development organizations.

Criterion 3 – Business Formation, Job Creation, and Employment

Maximum Points 25

Outcomes

Reviewers will evaluate how effectively the proposed incubator activities are expected to increase business development and employment on Tribal lands or Tribal service areas. The application should demonstrate clear and measurable performance targets and show how proposed services will lead to meaningful economic outcomes, including business growth, job creation, and increased access to capital for participating Native businesses and entrepreneurs. Applications will be evaluated based on the following:

Measurable performance targets (0-10 points)

The proposal should identify measurable performance targets for the period of performance, including the number of Native businesses served, Native businesses established, Native businesses sustained, permanent jobs created, permanent jobs maintained, revenue growth, and capital accessed by participating businesses.

Economic impact and capital access (0-10 points)

Demonstrates how incubation services will lead to revenue growth, capital investment, or financing opportunities for participating businesses.

Logical connection between services and outcomes (0-5 points)

The narrative should demonstrate a clear and logical connection between incubation services and projected economic outcomes. Reviewers will assess whether the proposed activities are likely to generate meaningful and measurable economic impact for the communities to be served.

Criterion 4 – Implementation and Work Plan

Maximum Points 10

Reviewers will evaluate whether the proposal includes a clear and feasible implementation plan describing how incubation activities will be carried out during the project period.

The application should include a work plan describing how objectives will be achieved, including timelines, responsible staff, anticipated outputs, and major project milestones. The implementation plan should demonstrate that the applicant has the operational readiness and planning necessary to successfully deliver incubation services and achieve the proposed outcomes.

Criterion 5 – Organizational Capacity

Maximum Points 15

Reviewers will evaluate whether the applicant demonstrates the administrative, managerial, financial, and data management capacity necessary to oversee Federal funds and deliver measurable economic outcomes. The proposal should clearly describe staffing, management structure, financial systems, and data tracking processes that support effective implementation and accountability. Applications will be evaluated based on the following:

Staffing and Management Structure (0-5 points)

The proposal identifies key project staff and describes their qualifications, roles, and responsibilities related to incubator operations and project implementation. The application demonstrates adequate management oversight to support successful delivery of incubation services.

Financial Management and Budget (0–5 points)

The proposal demonstrates financial management systems and internal controls consistent with Federal requirements, including compliance with 2 CFR 200. The budget is clearly presented with itemized costs and supporting explanations, and expenses are necessary, reasonable, and aligned with proposed activities.

Data management and performance tracking (0-5 points)

The proposal describes systems used to collect, manage, and report data related to business formation, employment outcomes, capital access, and other economic impact indicators, and demonstrates the ability to track and report performance throughout the project period.

Review and Selection Process

This program reviews proposed budgets to ensure:

The OIED will follow selection and award procedures as outlined in [2 CFR 200.204](#) and §1187.20. Prior to award, the program will review any applicant statement regarding potential overlap or duplication between the project to be funded and any other funded or proposed project in terms of activities, funding, or time commitment of key personnel. Depending on the circumstances, the program may request modification to the application, other pending applications, an active award, or as needed to eliminate any duplication of effort. The BIA may also choose not to fund a selected project.

Organizations determined to be ineligible, and those applications found to be incomplete, will be notified immediately and will not be included in the consideration for funding by the Objective Review Panel. Organizations whose applications have not been selected will be advised as promptly as possible.

Prior to conducting the comprehensive merit review, an initial review will be performed to determine whether: (1) the applicant is eligible for an award; (2) the information required by the NOFO has been submitted; (3) all mandatory requirements of the NOFO are satisfied; (4) the proposed project is responsive to the program objectives of the NOFO (program determination); and (5) the proposed project is in compliance with all applicable executive and secretary orders, including the President’s executive order on Ending Radical and Wasteful Government DEI Programs and Preferencing as well as the executive order and Secretary order on Restoring Truth and Sanity to American History. If an applicant fails to meet the requirements or objectives of the NOFO, or does not provide sufficient information for review, the applicant will be considered nonresponsive and eliminated from further review.

The OIED Review Committee will be comprised of OIED staff, staff from other Federal agencies, and subject matter experts, to evaluate the proposals against the ranking criteria. Proposals will be evaluated with a maximum achievable total of 100 points.

Apart from the NOFO and relevant statutes and regulations, reviewers will not access, or review, any materials that are not part of the application documents. This includes information accessible on websites via hyperlinks that are referenced, or embedded, in the application. Though an application

may include web links, or embedded hyperlinks, reviewers will not review this information as it is not considered to be part of the application documents. Reviewers must evaluate and score an application based on the documents that are presented in the application and must not refer to, or access, external links during the objective review.

Reviewers will evaluate applications using the criteria outlined in this section, with a maximum achievable total of 100 points:

Criterion 1 – Incubator Operational Capacity and Program Design	Maximum Points: 25
Criterion 2 – Strategic Alignment and Community Integration	Maximum Points 25
Criterion 3 – Business Formation, Job Creation, and Employment Outcomes	Maximum Points 25
Criterion 4 – Implementation and Work Plan	Maximum Points 10
Criterion 5 – Organizational Capacity	Maximum Points 15

The reviewers will assess to what degree the application addresses the parameters to be feasible, effective and if the applicant demonstrates incubation competency. Commentary will be required from each Panelist in the criteria Weakness section when scores less than the maximum point available are allocated for that section.

Final award selections will be determined by the Director of OIED, as approved by the Assistant Secretary – Indian Affairs and the Associate Deputy Secretary, DOI, or their designee. Applicants not selected for award will be notified in writing and will receive the reviewer scores and comments. Those who are not selected for funding may request a debrief on their application.

The Director of OIED will have final approval of all award decisions. The Director may choose not to fund any project that:

- Appears to have originated or was designed by consultants outside of the Applicant and Community, who have provided a major role for themselves in the performance of the project, and who are not members of the applicant organization.
- Will be funding identical or similar, in whole, or in part, Native incubation activities that are currently being funded by another Federal funding source. (see [Overlap or Duplication of Effort Statement](#)) OIED funding can't replace core funding.

In accordance with Executive Order 14332 Improving Oversight of Federal Grantmaking and, 2 CFR 200.340, the Federal awarding agency may terminate this award, in whole or in part, when it is determined it no longer effectuates the program goals or agency priorities. This may occur even if the Recipient is in compliance with the terms and conditions of the award. If the award is terminated, the Recipient must take all reasonable steps to minimize additional costs and stop work as directed.

The Recipient remains responsible for completing all closeout requirements in accordance with 2 CFR 200.344, including submission of all required final financial, performance, and other reports. Allowable costs incurred prior to termination, as well as reasonable closeout and settlement costs, will be handled in accordance with 2 CFR 200.472. Nothing in this section limits the

Government's authority to terminate the award for cause or under other applicable Federal regulations or Departmental policies.

Risk Review

Prior to making an award, the applicant will be assessed for their level of risk per [2 CFR 200.206](#). Programs document applicant risk evaluations using the BIA's "Financial Assistance Recipient Risk Assessment" form. This assessment includes the applicant's financial management capabilities, project delivery experience, staffing resources, past award performance, administration and reporting compliance records, and overall project complexity and potential for challenges. If an award will be made, special conditions may be applied to the award corresponding to the assessed risk. For awards over the simplified acquisition threshold (currently \$350,000), a review of the applicant's eligibility and financial integrity information in the applicant's SAM.gov records will also be performed per [2 CFR 200.206](#). The BIA will consider this information when completing the risk review. The BIA uses the results of the risk evaluation to establish monitoring plans, recipient reporting frequency requirements, and to determine if one or more of the specific award conditions in [2 CFR 200.207](#) should be applied to the award.

AWARD NOTICES

Notices of Federal Award are sent electronically via GrantSolutions or e-mail. These notices outline the terms, conditions, and payment instructions per [2 CFR 200.211](#). The Notice of Federal Award signed by an authorized Grants Officer is the legal instrument obligating financial assistance to a recipient. Any other prior notice is not an authorization to begin work. If the program allows pre-award costs per [2 CFR 200.458](#), beginning performance before receiving a Notice of Federal Award is at the applicant's own risk.

Upon being selected for the award, successful applicants will receive a notification of the selection of their application for funding. BIA will notify the applicant selected for award by email and public notice. A notice of selection is not an authorization to begin performance on an agreement. This notice will detail the next steps in the awarding process. Once all clearances and reviews have been conducted, a Notice of Award will be issued from GrantSolutions. No work or fund drawdowns can begin prior to the indicated Period of Performance. Once the first drawdown is complete, the Terms and Conditions in the Notice of Award will be binding. No pre-award costs incurred prior to the receipt of a Notice of Award and the Period of Performance will be reimbursed. The Notice of Award is the only authorizing document to begin performance.

Anticipated Project Start Date: 09/20/2026

Anticipated Project End Date: 09/30/2029

POST AWARD REQUIREMENTS AND ADMINISTRATION

Administration and National Policy Requirements

For award administration and national policy requirements, see the [DOI General Terms and Conditions](#). BIA will communicate any other program-specific or project-specific special terms and conditions to recipients in their notices of award.

Data Availability

Per the Financial Assistance Interior Regulation (FAIR), [2 CFR §1402.315](#):

- (a) All data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, valuation products or other scientific assessments in any medium or form, including textual, numerical, graphic, cartographic, narrative, or audiovisual, resulting from a financial assistance agreement is available for use by the Department of the Interior, including being available in a manner that is sufficient for independent verification.
- (b) The Federal Government has the right to:
 - (1) Obtain, reproduce, publish, or otherwise use the data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, or other scientific assessments, produced under a Federal award; and
 - (2) Authorize others to receive, reproduce, publish, or otherwise use such data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, or other scientific assessments, for Federal purposes, including to allow for meaningful third-party evaluation.

Potential awardees are encouraged to educate themselves on intellectual property rights and the protection of ownership of language materials, history, music and dance, ceremonies, and other forms of knowledge and cultural practices that originate from Native communities. Moreover, potential recipients are encouraged to learn how such rights may be transferred via contracting with third parties that produce resources, data, and materials developed as a result of OIED funding. OIED is unable to provide legal advice or guidance on this matter.

Reporting

The recipient's Notice of Award will detail all reporting requirements, including frequency, due dates, and instructions for requesting extensions. In general, but not limited to, recipients must:

- Submit Federal Financial reports and Program Performance reports.
- Use the [Federal Financial Report \(SF-425\) form](#) for financial reporting,
- Monitor award activities and report on program performance per [2 CFR 200.329](#),
- Promptly notify the awarding program in writing of any issues, delays, or conditions impairing award objectives per [2 CFR 200.329\(e\)](#),
- Disclose any conflicts of interest related to their award that arise during the award period per [2 CFR 1402.112](#),
- Report on the status of real property acquired under the award in which the Federal government retains an interest per [2 CFR 200.330](#), and
- Report all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award per [2 CFR 200.113](#).
- Report any matters related to recipient integrity and performance to SAM.gov per [Appendix XII to 2 CFR 200](#).
- If the Federal share of the award is more than \$100,000 and the recipient makes or agrees to make any payment using non-appropriated funds for lobbying in connection to the award, disclose those activities using the Disclosure of Lobbying (SF-LLL) form per [43 CFR 18.100](#).
- Federal Funding Accountability and Transparency Act of 2006 (FFATA) requires certain

recipients to report information on executive compensation through SAM.gov and information on all sub-awards, subcontracts, and consortiums over \$30,000 to the [FFATA Subaward Reporting System \(FSRS\)](#).

Past Performance and Non-Compliance with Award Provisions

Unsatisfactory performance under prior Federal awards may result in an application not being considered for funding. Failure to comply with any or all of the provisions of an award may have a negative impact on future funding by the BIA, and may be considered grounds for any or all of the following actions: (1) establishing an account receivable; (2) withholding payments to the recipient under any BIA award(s); (3) changing the method of payment from advance to reimbursement only; (4) imposing other specific award conditions; (5) suspending any active BIA award(s); and (6) terminating any active BIA award(s).

Financial Reports

All recipients must use the SF-425, Federal Financial Report (FFR) form for financial reporting. At a minimum, all recipients must submit a cumulative final financial report. Final reports are due no later than 120 calendar days after the award period of performance end date or termination date. For awards with periods of performance longer than 12 months, recipients are required to submit interim financial reports that will be cumulative and at the frequency established in the Notice of Award. The only exception to the interim financial reporting requirement is if the recipient is required to use the SF 270/271 to request payment and requests payment at least once annually through the entire award period of performance. We will describe all financial reporting requirements in the Notice of Award.

The recipient must deliver all products and data required by the Notice of Award for the proposed IBIP project to OIED within 30 days of the end of each 6-month period, and 120 days after completion of the project. The reporting periods will be established in the terms and conditions of the Notice of Award.

OIED requires deliverable products be provided in both digital format and submitted in the GrantSolutions system. The grantee may complete the FFR Report in the GrantSolution's FFR module, or attach a SF-425/FFR as a PDF attachment. Contracts between the grantee and any consultants conducting IBIP activities must include deliverable products and require that the products be prepared in the format described above.

Any contract should include budget amounts for all printed and digital copies to be delivered in accordance with their agreement. In addition, the contract must specify that all products generated by a consultant belong to the grantee and cannot be released to the public without the grantee's written approval. Products include, but are not limited to, all reports and technical data obtained, maps, status reports, and the final report.

Performance Reports

Period of Performance reports (PPR) must contain a comparison of actual accomplishments with the established goals and objectives of the award; a description of reasons why established goals were not met, if appropriate; and any other pertinent information relevant to the project results. Final reports are due no later than 120 calendar days after the award period of performance end date or termination date. For awards with periods of performance longer than 12 months, recipients are

required to submit **interim** financial reports on the frequency established in the Notice of Award.

The recipient must deliver all products and data required by the Notice of Award for the proposed IBIP project to OIED within 30 days of the end of each 6-month period, and 120 days after completion of the project. The reporting periods will be established in the terms and conditions of the Notice of Award.

The recipient should report on every aspect of the grant, particularly as it applies to the objectives, milestones and timelines. Additional items to consider, but not limited to, are: challenges and setbacks; successes and achievements; FTEs; budget issues; best practices; established relationship collaboration grown; new collaborations; etc.

OIED requires that deliverable products are provided in both digital format and submitted in the GrantSolutions system. PPRs should be uploaded as a PDF attachment into the appropriate term slot. Contracts between the grantee and any consultants conducting IBIP activities must include deliverable products and require that the products be prepared in the format described above.

Any contract should include budget amounts for all printed and digital copies to be delivered in accordance with their agreement. In addition, the contract must specify that all products generated by a consultant belong to the grantee and cannot be released to the public without the grantee's written approval. Products include, but are not limited to, all reports and technical data obtained, maps, status reports, and the final report.

The Annual PPR must include (§1187.45):

- Not later than one year after the date OIED awards the grant, and then annually for the duration of the grant, the awardee must submit to OIED a report describing the services the awardee provided under the IBIP during the preceding year. This will include a detailed breakdown of the Native businesses and Native entrepreneurs receiving services from the business incubator, including, for the year covered by the report:
 - The number of Native businesses and Native entrepreneurs participating in or receiving services from the business incubator and the types of services provided to those Native businesses and Native entrepreneurs;
 - The number of Native businesses and Native entrepreneurs established and jobs created or maintained; and
 - The performance of Native businesses and Native entrepreneurs while participating in the business incubator and after graduation or departure from the business incubator; and
 - Any other information the Secretary may require to evaluate the performance of a business incubator to ensure appropriate implementation of the IBIP.
 - Number of businesses that increased revenue as a result of incubation services; and
 - Number of businesses that expanded product or service offerings as a result of incubation services.
 - Number of graduates from incubation program.

The 2nd year-ending PPR must also include (§5803(f)(3)(B)):

- Account for each program year, and include with respect to each business incubator receiving grant funds under the program:
 - The number of Native businesses and Native entrepreneurs that received business incubation or other services;
 - The number of businesses established with the assistance of the business incubator;
 - The number of jobs established or maintained by Native businesses and Native entrepreneurs receiving business incubation services, including a description of where the jobs are located with respect to reservation communities;
 - To the maximum extent practicable, the amount of capital investment and loan financing accessed by Native businesses and Native entrepreneurs receiving business incubation services.

Annual Evaluations will measure successful outcomes of the grant based on the identified milestones and outcomes from the incubator project application, as well as identified deliverables. OIED will measure performance of an awardee's business incubator as it compares to the performance of other business incubators receiving grants under IBIP.

OIED oversight reporting is tracking grant funding only, not incubator activities. Proper justification and use of grant funds in the application and through the term of the grant are required. Release of business and entrepreneur financial disclosures, that may deter participation in the program, will not be required. Equity created from the program should be reinvested back into the program by mentoring and sharing best practices with other businesses.

Significant Development Reports

Events may occur between the scheduled performance reporting dates which have significant impact upon the supported activity. In such cases, recipients are required to notify the BIA in writing as soon as the recipient becomes aware of any problems, delays, or adverse conditions that will materially impair the ability to meet the objective of the Federal award. This disclosure must include a statement of any corrective action(s) taken or contemplated, and any assistance needed to resolve the situation. The recipient should also notify BIA in writing of any favorable developments that enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

Conflict of Interest Disclosures

Recipients must notify the program immediately in writing of any conflict of interest that arise during the life of their Federal award, including those reported to them by any subrecipient under the award. Recipients must notify the program in writing if any employees, including subrecipient and contractor personnel, are related to, married to, or have a close personal relationship with any Federal employee in the Federal funding program or who otherwise may have been involved in the review and selection of the award. The term employee means any individual engaged in the performance of work pursuant to the Federal award. Recipients may not have a former Federal employee as a key project official, or in any other substantial role related to their award, whose participation put them out of compliance with the legal authorities addressing post-Government employment restrictions. See the [U.S. Office of Government Ethics website](#) for more information on these restrictions. BIA will examine each conflict of interest disclosure based on its particular facts and the nature of the project and will determine if a significant potential conflict exists. If it does, BIA will work with the recipient to determine an appropriate resolution. Failure to disclose and

resolve conflicts of interest in a manner that satisfies BIA may result in any of the remedies described in [2 CFR 200.338](#) Remedies for Noncompliance, including termination of the award.

Other Mandatory Disclosures

The Non-Federal entity or applicant for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Non-Federal entities that receive a Federal award including the terms and conditions outlined in 2 CFR 200, Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters are required to report certain civil, criminal, or administrative proceedings to SAM. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.338 Remedies for Noncompliance, including suspension or debarment.

Reporting Matters Related to Recipient Integrity and Performance

If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you as the recipient during that period of time must maintain the currency of information reported to the SAM that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administrative proceedings in accordance with [Appendix XII to 2 CFR 200](#).

Other Information

Payments

OIED'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 awarding officer for this grant and until the recipient receives notice of such availability, to be confirmed in writing by the grant officer.

All payments under this agreement will be made by electronic funds transfer through the ASAP system. All award recipients are required to maintain a current and accurate UEI number to receive funds. All payments will be deposited to the banking information designated by the Bureau of Indian Affairs in the SAM.

OIED will disburse grant funds awarded to eligible applicants in annual installments except that, OIED may make disbursements more frequently, on request by the applicant, as long as disbursements are not made more frequently than quarterly. IBIP grant awards may not be duplicative of existing Federal funding from another source that overlaps funding for the same activities described in the Applicant's proposal.

Domestic recipients are required to register in and receive payment through the U.S. Treasury's Automated Standard Application for Payments (ASAP), unless approved for a waiver by the BIA program. Foreign recipients receiving funds to a final destination bank outside the U.S. are required to receive payment through the U.S. Treasury's International Treasury Services (ITS) System. Foreign recipients receiving funds to a final destination bank in the U.S. are required to enter and

maintain current banking details in their SAM.gov entity profile and receive payment through the Automated Clearing House network by electronic funds transfer (EFT). The Bureau will include recipient-specific instructions on how to request payment, including identification of any additional information required and where to submit payment requests, as applicable, in all Notices of Award.