

**Department of the Interior  
Bureau of Indian Affairs**

TRP - BIA – Tribal Resilience

08/23/2021

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Signature

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Date

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## A. Program Description

### A1. Authority

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

15.156

### A2. Background, Purpose and Program Requirements

The impacts of climate change are affecting communities, natural resources, ecosystems, economies, and public health across the Nation. These impacts are increasingly evident for American Indian and Alaska Native communities and in some cases, threatening the ability of tribal nations to carry on their cultural traditions and beliefs. Some tribal nations are even facing decisions to relocate from their current communities and ancestral lands. Tribal leaders and representatives have identified needs for increased capacity to (1) liaise and coordinate with tribes and across the Federal Government regarding tribal climate science and adaptation planning needs; (2) expand climate knowledge and provide support and training on climate adaptation planning and implementation; (3) enhance tribal participation in climate-related “communities of practice” coordinating information exchanges; (4) develop science and tools to meet tribal needs; and (5) cultivate the next generation of tribal climate experts.

In recognition of Federal trust responsibilities and in accordance with the government-to-government relationship that exists with tribes, the Bureau of Indian Affairs (BIA) Office of Trust Services (OTS), in cooperation with the U.S. Geological Survey (USGS) Climate Adaptation Science Centers (CASC), are committed to supporting the science and technical needs of tribes through continuing support of the tribal climate resilience liaison positions. Tribal Climate Resilience Liaisons at the regional Climate Adaptation Science Centers will continue to enable information exchanges that improve the identification of regional tribal science needs and training needs, improve climate adaptation planning support, and improve the ability of the diverse Federal agencies involved in supporting tribal efforts to address climate challenges and coordinate with tribes to address those challenges. The attached Memorandum of Agreement (MOA) is a commitment by the BIA and the USGS to work together to support tribes as they address individual and collective climate challenges. The purpose of the MOA is to ensure effective collaboration, coordination and development of relevant information on climate impacts to natural and cultural resources and adaptation science and technical support for management and decision-making of tribes and Indian trust land managers. This MOA affirms the continued need for tribally focused climate research capacity and a dedicated position to address regional planning and training coordination. This should be carried out in alignment with partners addressing similar regional impacts, combined with the Traditional Ecological

Knowledge that tribes may choose to bring to the effort. This overall effort will continue to improve the efficiency and speed with which tribal staff are able to identify threats and plan climate adaptation actions in response to such threats.

This solicitation for tribal organizations to hire a tribal climate resilience liaison(s) continues the initial partnership begun in 2016. This initial partnership between BIA, USGS/CASCs, and a regional (or national) tribal organization was very successful across the country and provides a strong foundation to continue and expand on the previous and ongoing work. Each liaison will be part of a national network of liaisons hosted by the regional DOI Climate Adaptation Science Centers (CASC) and employed by the selected tribal organization through a cooperative agreement with the BIA. This will benefit Tribal nations across Alaska, the Northwest, and the Southwest including BIA managers responsible for managing trust resources. A description of the BIA's responsibilities are discussed in Appendix A of this announcement. A description of the Tribal Organizations' responsibilities are discussed in Appendix B of this announcement. A description of the liaison's minimum qualifications are discussed in Appendix C and the liaisons' responsibilities are discussed in Appendix D of this announcement. The USGS/CASCs will also have a prominent role in the liaison's goals and day to day activities and supervision (see MOA attachment for more information). The successful tribal organization will enter into a Memorandum of Understanding (MOU) with the USGS manager of the DOI CASC (CASC Director) and the BIA to organize roles and responsibilities.

The tribal organization is expected to organize (with the liaison) a steering committee made up of the tribal organization's professional membership (or other appropriate functional group) to advise the liaison on regional tribal climate needs and priorities. Each tribal organization may also coordinate with the BIA TCRP, the respective regional CASC, and other potential partners to coordinate training activities and support the development and implementation of up to two tribal climate resilience trainings for tribes in the respective region per year, contingent on available funding.

Hiring a current employee from within the organization is allowable as long as they meet the minimum qualifications. The successful tribal organization will have 1) various regional and/or national knowledge and familiarity to support all tribes in the service area, 2) functional expertise in areas that are or may be affected by climate change, 3) broad tribal membership regionally or nationally and, 4) the capacity to provide administrative supervision and mentorship for the liaisons, and engage in regular coordination with the CASC. BIA expects to assign one tribal organization to one of three DOI CASC regions in this wave of solicitations, however, this ratio may be modified per circumstances and funding availability.

This solicitation contains guidelines and instructions for writing and submitting a proposal to select and hire a tribal climate resilience liaison. BIA will use a competitive evaluation process based on criteria stated in **Section F. Categories of Funding, Review Criteria and Evaluation** of this notice to select an applicant for funding. If there are questions or further information is required, please refer the BIA Tribal Climate Resilience staff for assistance.

Note: A cooperative agreement between the BIA and the selected tribal organization will be completed after this selection process. Once the cooperative agreement is finalized, the successful tribal organization may begin the selection and hiring process for a tribal climate resilience liaison, following the minimum qualifications below and the language of the cooperative agreement- but has the option to hire from within the organization if current

employee(s) meet the minimum qualifications.

## CATEGORIES OF AVAILABLE FUNDING

There are three award categories by region.

1. Alaska Region Tribal Climate Resilience Liaison
  - Up to three positions will be funded\*
2. Northwest Regional Tribal Climate Resilience Liaison
  - Up to two positions will be funded\*
3. Southwest Regional Tribal Climate Resilience Liaison
  - Up to two position will be funded\*

\*Final number of liaisons contingent on funding availability.

Funding Limitations: There is no award minimum. Applicants are not guaranteed to be funded at the requested amount. There is a limit of one award per tribal organization. For more detail regarding elements and criteria for all nine categories of funding, See F. Categories of Funding, Review Criteria and Evaluation.

## B. Federal Award Information

### B1. Total Funding

#### Estimated Total Funding

\$ 1,500,000

### B2. Expected Award Amount

#### Maximum Award

\$ 600,000

#### Minimum Award

\$ 200,000

### B3. Anticipated Award Funding and Dates

#### Anticipated Award Date

September 21, 2021

### B4. Number of Awards

#### Expected Number of Awards

3

## **B5. Type of Award**

### **Funding Instrument Type**

CA - Cooperative Agreement

## **C. Eligibility Information**

### **C1. Eligible Applicants**

#### **Eligible Applicants**

11 – Native American tribal organizations (other than Federally recognized tribal governments)

#### **Additional Information on Eligibility**

Tribal non-profit, non-governmental organizations that serve federally recognized tribes and tribally controlled colleges and universities (TCUs) are eligible for funding. Other entities may participate as sub-grantees.

### **C2. Cost Sharing or Matching**

#### **Cost Sharing / Matching Requirement**

No

### **C3. Other**

**Excluded Parties:** BIA conducts a review of the SAM.gov Exclusions database for all applicant entities and their key project personnel prior to award. BIA cannot award funds to entities or their key project personnel identified in the SAM.gov Exclusions database as ineligible, prohibited/restricted or otherwise excluded from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits, as their ineligibility condition applies to this Federal program.

## **D. Application and Submission Information**

### **D1. Address to Request Application Package**

Proposals are to be submitted through Grants.gov. Please read the document under Related Document tab carefully for instructions to apply.

### **D2. Content and Form of Application Submission**

#### **1. SF-424, Application for Federal Assistance**

Applicants must submit the appropriate Standard Form (SF)-424, Application for Federal Assistance. Individuals applying as a private citizen (i.e., unrelated to any business or nonprofit organization you may own or operate in your name), must complete the SF-424, Application for Federal Assistance-Individual form. All other applicants must complete the standard SF-424, Application for Federal Assistance. The required application forms are available with this announcement on Grants.gov. 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 amount requested from this Federal program in the “Federal” funding box on the SF-424 Application form. 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 the “Budget Narrative” section below).

The SF-424 form is required for each application. All new announcements on Grants.gov will now require this form to be submitted with applications. The pdf fillable forms may be found here: [Grants.gov SF-424 Family Forms \(downloadable\)](#) and the link to the [SF-424 Application for Federal Assistance](#). The SF-424 form requires the Congressional District number of the applicant. This can find that at this site: <https://www.house.gov/representatives/find-your-representative>.

## **Project Narrative**

### **SF-424A, Budget Information for Non-Construction Programs**

Applicants must submit the appropriate SF-424 Budget Information form and Budget Narrative. For non-construction programs or projects, applicants must complete and submit the SF-424A, “Budget Information for Non-Construction Programs” form. All of the required application forms are available with this announcement on Grants.gov. Federal award recipients and subrecipients are subject to Federal award cost principles in 2 CFR 200.

The SF-424A form is required. Mandatory Component 5: a) Filled and signed SF-424A Budget Information for Non-Construction Projects, b) detailed budget estimate,

5a) All new announcements on Grants.gov will now require the SF-424A form to be submitted with applications. The pdf fillable forms may be found here: [Grants.gov SF-424 Family Forms \(downloadable\)](#), and the link to the [SF-424A Budget Information for Non-Construction Programs](#). Instructions for completing the SF-424A can be found here: [OMB Form 424A Budget Information for Non-Construction Programs](#). Ensure that the Total Requested sum in the SF-424-A is consistent with the total in the cover page and only includes the BIA requested funds.

5b) The detailed budget estimate is to provide more detail than is available in the SF-424A form. The budget must be sufficiently detailed to afford reviewers a reasonable understanding of all elements of the project proposal, plus the relative emphasis placed on each element. Budget details should reflect all reasonably anticipated costs and contingencies, be internally consistent with the rest of the proposal, and allow the review panel to analyze the benefits of all project components. Please use an Excel spreadsheet. In particular, a well-presented budget will clearly show the following:

- (a) Administrative Costs. All costs associated with search, review, selection (if hiring externally), administrative support, and supervision of liaison(s)

- (b) Salary and Fringe Benefit Costs. Ultimately, BIA will coordinate with the selected tribal organization to ensure salary costs are reasonable and relatively consistent across the liaison network nation-wide (taking into account experience, education level, and location). Consider experience and education-level and corresponding costs of 2021 General Schedule Locality Pay Tables: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2021/general-schedule/>. Examples: The suggested starting pay scales for fulltime employees with no prior work experience are GS-9 step 1 for a recent MS/MA graduate and for a GS-11 step 1 for a recent PhD graduate. Consider step or grade increases based on additional years of experience or exceptional qualifications. See Appendix C Minimum Qualifications to ensure consistency in the proposed salaries with the Minimum Qualifications. Intern compensation would be equivalent to GS-3 to GS-5 for undergraduates and GS-5 to GS-7 for graduate students (see option to include interns under SOW for Tribal Organization). Travel support for attendees of the potential two trainings may be travel reimbursement based for up to 20 participants per training (see option to include up to two trainings per year under SOW for Tribal Organization).
- (c) Indirect Costs (consistent with Mandatory Component 6)
- (d) Travel Estimates- provide estimates for airfare, vehicle rental, lodging, and/or per diem, based on the current Federal government per diem schedule for the applicable region of the country and time of travel for estimated liaison-related travel (extension visits, trainings, meetings, etc.). Consider travel needs based on reasonable regional outreach strategy (e.g., consider regional meetings, or “hubs”).
- (e) Other Expenses. Separately identify computer costs (if needed), report generation, drafting, advertising (if applicable), and similar costs for the proposed project.

### **Detailed Budget Narrative**

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 to be provided by contractors or sub-recipients. In addition, applicants shall include a narrative description of the items included in the project budget, including the value of in-kind contributions of goods and services provided to complete the project when cost share is identified to be included (reference section C of this announcement). Cost categories can include, but are not limited to, those costs items included on the SF424A or SF424C.

Budget narrative that is consistent with budget tables in SF-424A and free of disallowed costs (See Section D. Disallowed Costs)

### **Conflict of Interest Disclosure**

Per the Financial Assistance Interior Regulation (FAIR), [2 CFR §1402.112](#), applicants must state in their application if any actual or potential conflict of interest exists at the time of submission.

#### *(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).

### **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 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 USC 1352 for more information on when additional submission of this form is required.

### **Overlap or Duplication of Effort Statement**

Applicants must provide a statement indicating if there is any overlap between this Federal application and any other Federal application, or funded project, in regards to activities, costs, or time commitment of key personnel. 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 such overlap exists, provide a complete description of overlaps or duplications between this proposal and any other federally funded project or application in regards to activities, costs, and time commitment of key personnel, as applicable. Provide a copy of any overlapping or duplicative proposal submitted to any other potential funding entity and identify when that proposal was submitted, to whom (entity name and program), and when you anticipate being notified of their 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.

### **D3. Unique Entity Identifier and System for Award Management (SAM)**

**Identifier and System for Award Management (SAM.gov) Registration:** This requirement does not apply to individuals applying for funds as individual (i.e., unrelated to any business or nonprofit organization you may own or operate) or any entity with an exception approved by the funding bureau or office in accordance with bureau or office policy. All other applicants are required to obtain a Data Universal Numbering System (DUNS) number from Dun & Bradstreet and then register in SAM.gov prior to submitting a Federal award application. Federal award recipients must continue to maintain an active SAM.gov registration with current information through the life of their Federal award(s). See the “Submission Requirements” section of this document below for more information on SAM.gov registration. We may not make a Federal award 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 that the applicant is not qualified to receive an award. The program can use that determination as a basis for making an award to another applicant. **There is no cost to register with Dun & Bradstreet or SAM.gov.** There are third-party vendors who will charge a fee in exchange for registering entities with Dun & Bradstreet and SAM.gov; **please be aware you can register and request help for free.**

### **Obtain a DUNS Number**

Request a DUNS Number through the Dun & Bradstreet website. For technical difficulties, send an email to the D&B SAM Help Desk. Please ensure that you are able to receive emails from [SAMHelp@dnb.com](mailto:SAMHelp@dnb.com). The Grants.gov “Obtain a DUNS Number” webpage also provides detailed instructions. Once assigned a DUNS number, your organization must maintain up-to-date information with Dun & Bradstreet. Applicants must enter their DUNS number in the “Organizational DUNS” field on the SF-424, Application for Federal Assistance form.

### **Register with the System for Award Management (SAM)**

Register on the SAM.gov website. “Help” tab on the website contains User Guides and other information to assist you with registration. The Grants.gov Register with SAM page also provides detailed instructions. You can also contact the supporting Federal Service Desk for help registering in SAM. Once registered in SAM, 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 to the entity’s DUNS or IRS information.

Applicants must be fully enrolled with BIA in ASAP (Automated Standard Application for Payments).

## **D4. Submission Dates and Times**

### **Due Date for Applications**

08/23/2021

### **Application Due Date Explanation**

Electronically submitted applications must be submitted no later than 5:00 p.m., Alaska Time (9pm Eastern Standard Time), on the listed application due date.

### **Addresses**

### **For Further Information Contact**

## **D5. Intergovernmental Review**

Prior to application submission, U.S. state and local government applicants should visit the [OMB Office of Federal Financial Management website](#) and view the “State Point of Contact (SPOC) List” to determine whether their application is subject to the state intergovernmental review process under Executive Order (E.O.) 12372 “Intergovernmental Review of Federal Programs.” States not on the list do not participate in the intergovernmental review process, and therefore do not have a SPOC. If you are located within a State that does not have a SPOC, you may send application materials directly to a Federal awarding agency. If your state is on the list, contact the designated entity for more information on the state’s prior review requirements for Federal assistance applications.

## **D6. Funding Restrictions**

### **Required Indirect Cost Statement to be submitted with Application**

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 10%. Our indirect cost rate is [insert rate; must be lower than 10%]. 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 10%] 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 10% or higher. Our indirect cost rate is [insert your organization’s indirect rate; must be 10% 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 10% 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 17.5%. 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.

## D7. Other Submission Requirements

## E. Application Review Information

### E1. Criteria

#### Criterion 1 Maximum Points: 0

| Description                          | Weight XX%                                                                                                                                                                                     |
|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Title                                | Specific Details                                                                                                                                                                               |
| Secretary of the Interior Priorities | Identify which of the Secretary of the Interior priorities, noted in Section A, Program Description, your project aligns with, and provide detail as to how your project meets the priorities. |

#### Criterion 2 Maximum Points: 0

| Description | Weight XX%       |
|-------------|------------------|
| Title       | Specific Details |

#### Criterion 3 Maximum Points: 0

| Description | Weight XX%       |
|-------------|------------------|
| Title       | Specific Details |

#### Criterion 4 Maximum Points: 0

| Risk Evaluation | Weight XX%                                                                                                                                                      |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Risks posed by  | If an applicant's evaluation of risk will be considered in the review process (as opposed to being reviewed after selection), address how it will be considered |

|            |                                                                                                        |
|------------|--------------------------------------------------------------------------------------------------------|
| Applicants | (e.g., assign a certain number of additional points to applicants who have low, medium, or high risk). |
|------------|--------------------------------------------------------------------------------------------------------|

**Criterion 5**

**Maximum Points: 0**

| Cost Share                       | Weight XX%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Review of non-Federal Cost Share | <p>If an applicant's proposed cost sharing will be considered in the review process (as opposed to being an eligibility criterion described in Section C.2), address how it will be considered (e.g., assign a certain number of additional points to applicants who offer cost sharing, or to break ties among applications with equivalent scores after evaluation against all other factors).</p> <p>Per 2 C.F.R. § 200.306 Cost sharing or matching, under Federal research proposals, voluntary committed cost sharing is not expected. It cannot be used as a factor during the merit review of applications or proposals for research projects.</p> |

## E2. Review and Selection Process

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, or an active award, as needed to eliminate any duplication of effort, or the Bureau may choose not to fund the selected project.

The program may not make a Federal award 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 Bureau is ready to make an award, the program may determine that the applicant is not qualified to receive an award. The program can use that determination as a basis for making an award to another applicant.

Prior to award, the program will evaluate the risk posed by applicants as required in 2 CFR 200.205. Programs document applicant risk evaluations using the Bureau's "Financial Assistance Recipient Risk Assessment" form. Prior to approving awards for Federal funding in excess of the simplified acquisition threshold (currently \$250,000), the Bureau is required to review and consider any information about or from the applicant found in the Federal Awardee Performance and Integrity Information System. The Bureau will consider this information when completing the risk review. The Bureau 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 the award.

See criteria and scoring system in Related Documents tab, Section F. Categories of Funding, Review Criteria, and Evaluation.

### **E3. CFR – Regulatory Information**

See the BIA Award Terms and Conditions for the general administrative and national policy requirements applicable to Service awards. BIA will communicate any other program- or project-specific special terms and conditions to recipients in their notices of award.

### **E4. Anticipated Announcement and Federal Award Dates**

## **F. Federal Award Administration Information**

### **F1. Federal Award Notices**

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 insert date. 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 cooperative agreement or grant will be sent for signature.

Work cannot begin before the non-Federal entity receives a fully executed copy of the grant/cooperative agreement which contains the signature of the Financial Assistance Awarding Officer. Any pre-award costs incurred prior to the receipt of a signed agreement or written notice signed by a Financial Assistance Awarding Officer authorizing pre-award costs, is at the applicant's own risk. A signed grant/cooperative agreement signed by a Financial Assistance Awarding Officer is the only authorizing document to begin performance.

Organizations whose applications have not been selected will be advised as promptly as possible.

### **F2. Administrative and National Policy Requirements**

See the “[DOI Standard Terms and Conditions](#)” for the administrative and national policy requirements applicable to DOI awards.

#### **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.

### **F3. Reporting**

#### **Financial Reports**

All recipients must use the [SF-425, Federal Financial Report](#) form for financial reporting. At a minimum, all recipients must submit a **final** financial report. Final reports are due no later than 90 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 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.

#### **Performance Reports**

Performance reports 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 90 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.

#### **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 Bureau 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.

#### **Real Property Reports**

Recipients and subrecipients are required to submit status reports on the status of real property acquired under the award in which the Federal government retains an interest. The required frequency of these reports will depend on the anticipated length of the Federal interest period. The Bureau will include recipient-specific real property reporting requirements, including the required data elements, reporting frequency, and report due dates, in the Notice of Award when applicable.

#### **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 System for Award Management (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.

## **G. Federal Awarding Agency Contact(s)**

### **G1. Program Technical Contact**

For **programmatic technical assistance**, contact:

First Name:

Rachael

Last Name:

Novak

Address:

Telephone:  
202-510-5198  
Email:

[rachael.novak@bia.gov](mailto:rachael.novak@bia.gov)

Additional contact for programmatic technical assistance: Alyssa Samoy, 202-494-0907,  
[alyssa.samoy@bia.gov](mailto:alyssa.samoy@bia.gov).

## **G2. Program Administration Contact**

For **program administration assistance**, contact:

First Name:

Rachael

Last Name:

Novak

Address:

Telephone:

202-510-5198

Email:

[rachael.novak@bia.gov](mailto:rachael.novak@bia.gov)

Additional contact for programmatic administration assistance: Alyssa Samoy, 202-494-0907,  
[alyssa.samoy@bia.gov](mailto:alyssa.samoy@bia.gov).

## **G3. Application System Technical Support**

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

Name:

Grants.gov Customer Support

Telephone:

1-800-518-4726

Email:

[Support@grants.gov](mailto:Support@grants.gov)

## **H. Other Information**

### **Payments**

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.

Applicants must be fully enrolled with the BIA in ASAP (Automated Standard Application for Payments).