

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

ECDEV - BIA – Economic Development

06/17/2022

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## A. Program Description

### A1. Authority

This is a discretionary grant program authorized under the Native American Business Incubators Program Act, Public Law 116-174, codified at 25 U.S.C. 5801. The IBIP, also known as the Native American Business Incubator’s Program, is a program in which OIED provides competitive grants to eligible applicants to establish and operate business incubators that serve Tribal reservation communities. Congress enacted the Native American Business Incubators Program and required the Secretary to promulgate regulations to implement the program, see 25 U.S.C. 5804. The regulations are codified at 25 CFR part 1187 and provide the framework for operation of the grant program so that there is certainty as to who is eligible for a grant, how eligible applicants can apply for a grant, how OED will evaluate, award and administer the grants, and what terms and conditions will apply to the grants. The Final Rule enabled OED to provide grants that will stimulate economic development in reservation communities.

15.032

### A2. Background, Purpose and Program Requirements

***It is very important to download and review the full Notice of Funding Opportunity (NOFO) to fully understand how to apply for this IBIP grant!***

**Background:** 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 Office of the Assistant Secretary – Indian Affairs, through OIED, is soliciting proposals from eligible entities (as outlined in section IV of this notice) for grant funding to establish Indian Business Incubators to serve entrepreneurs with start-up and early-stage businesses who will provide products or services to Tribal reservation communities. The Indian Business Incubator will 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, previously referred to as the Office of Indian Energy and Economic Development (IEED), will administer this grant program through the DED funded under a non-recurring appropriation budget. Congress appropriates funds on a year-to-year basis. Thus, while IBIP projects may extend over several years, funding for successive years beyond the original period of performance depends on each fiscal year’s appropriations.

The projects awarded are expected to be for a project period of 36 months, with an option of an

additional 36 months. The initial grant award will be for a 12-month budget period. The award continuation beyond each 12-month budget period will be 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.

**Requirements for an IBIP Proposal:** Applicants must provide a certification that they are eligible to receive an IBIP grant, as well as designate an executive director or program manager to manage the business incubator. Applicants must submit the necessary documents per Section X. Mandatory Components, of this notice.

**Required Non-Federal Contributions:** Applicants must include a description of the non-Federal contributions, in an amount equal to not less than 25 percent of the grant amount requested, or submit a waiver request. OIED may waive the requirement for the non-Federal contribution, 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:

- 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, 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 withholding of funds, unless OIED waives the requirement under 25 CFR 1187.43.

Matching and cost-sharing requirements are discussed in 2 CFR 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. Whereas 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 (2 CFR 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 2 CFR 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) per 2 CFR 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;

**Applicant Procurement Procedures:** The applicant is subject to the procurement standards in 2 CFR 200.318 through 200.326. In accordance with 2 CFR 200.318, an applicant must use its own documented procurement procedures which reflect Tribal laws and regulations, provided that the procurements conform to applicable Federal law and standards identified in title 2 of the Code of Federal Regulations.

**Limitations:** IBIP grant funding must be expended in accordance with applicable 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 awards(s).

Applicants that are currently under BIA sanction Level 2 or higher resulting from non-compliance with the Single Audit Act are ineligible for a IBIP award. Applicants at Sanction Level 1 will be considered for funding.

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:

- Indirect costs or administrative costs as defined by the Federal Acquisition Regulation (FAR);
- Supplemental employment, including fringe benefits, for current positions not significantly and directly involved in the proposed project;
- 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 are 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.
- Any other activities not authorized by the grant award letter.

## **B. Federal Award Information**

### **B1. Total Funding**

**Estimated Total Funding**

\$2,500,000

### **B2. Expected Award Amount**

**Maximum Award**

\$300,000

**Minimum Award**

\$100,000

OIED anticipates award of approximately 10 to 15 grants under this announcement ranging in value from approximately \$100,000 annually throughout the period of performance.

### **B3. Anticipated Award Funding and Dates**

**Anticipated Award Date**

July 29, 2022

### **B4. Number of Awards**

**Expected Number of Awards**

15

### **B5. Type of Award**

**Funding Instrument Type**

G - Grant

## **C. Eligibility Information**

### **C1. Eligible Applicants**

**Eligible Applicants**

07 – Native American tribal governments (Federally recognized)

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

06 – Public and State controlled institutions of higher education  
20 – Private institutions of higher education

### **Additional Information on Eligibility**

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

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

Yes

**Required Non-Federal Contributions:** Applicants must include a description of the non-Federal contributions, in an amount equal to not less than 25 percent of the grant amount requested, or submit a waiver request. OIED may waive the requirement for the non-Federal contribution, 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:

- 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, 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 withholding of funds, unless OIED waives the requirement under 25 CFR 1187.43.

Matching and cost-sharing requirements are discussed in 2 CFR 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. Whereas 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 (2 CFR 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 2 CFR 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) per 2 CFR 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;

### **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**

**Addresses:** 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 at <https://www.grants.gov/help/html/help/Applicants/HowToApplyForGrants.htm>. Proposals must be submitted to [Grants.gov](https://www.grants.gov) by the deadline established, no later than 5 p.m. EST, on Friday June 17, 2022.

### **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).

#### **Project Narrative**

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.

### **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.

### **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.

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

#### **Due Date for Applications**

06/17/2022

#### **Application Due Date Explanation**

Electronically submitted applications must be submitted no later than 5:00 p.m., EST, 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

**Limitations:** IBIP grant funding must be expended in accordance with applicable 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 awards(s). Applicants that are currently under BIA sanction Level 2 or higher resulting from non-compliance with the Single Audit Act are ineligible for a IBIP award. Applicants at Sanction Level 1 will be considered for funding.

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:

- Indirect costs or administrative costs as defined by the Federal Acquisition Regulation (FAR);
- Supplemental employment, including fringe benefits, for current positions not significantly and directly involved in the proposed project;
- 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 are 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.

- Any other activities not authorized by the grant award letter.

### **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

#### Business Incubator Operation Description

**Maximum Points: 25**

Description	Weight 25%
Business Incubator Operation Description	Specific Details Points will be awarded based on the applicant’s description of how they will operate a business incubator that will effectively impart entrepreneurship and business skills to Native businesses and Native entrepreneurs, as demonstrated by the experience and qualifications of the eligible applicant. Milestone goals and objectives and outcomes of the project proposal should outline the success parameters and deliverables of the incubator through the term of the grant.

#### Description of Providing Services within Three Months

**Maximum Points: 10**

Description	Weight 10%
<b>Description of Providing Services within Three Months</b>	The Applicant proposal must demonstrate the ability for the incubator to begin providing services within three months from the date of award



**Description of Incubation Services to Entities and Locations**

**Maximum Points: 25**

Description Weight 25%	
<b>Description of Incubation Services to Entities and Locations</b>	Points will be awarded based on the Applicant’s ability to 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 are difficult to obtain. “Significant” will be considered the relative quality incubation services provided to the number of Native businesses and Native entrepreneurs in the proposal to the overall amount of funding requested. Identified goal(s) of the anticipated number of Native businesses starting, and the anticipated number of Native businesses help maintaining. The Applicant will have broad discretion in determining what structure their competitive process will be in selecting participants into their incubator program. They will also determine appropriate curriculum, training and program completion requirements that determine participant “graduation.”

**Description of Reservation Community(ies) Served**

**Maximum Points: 15**

Risk Evaluation Weight 15%	
<b>Description of Reservation Community(ies) Served</b>	The Applicant’s proposal must demonstrate experience in providing services in Native American communities. Applicants have flexibility in who they identify to serve, which must identify one or more reservation communities, regardless if the communities are near their own Tribe’s homelands. Applicant must demonstrate they are serving a diverse population and include justifications around socioeconomic factors and considerations related to size and location, often to geographically remote locations where quality business guidance and counseling is difficult to obtain. Applicants may see Regional and diverse market representation across Indian Country.

**Location of Business Incubator**

**Maximum Points: 10**

Cost Share Weight 10%	
<b>Location of Business Incubator</b>	Applicant must have a location secured that provides physical space to its participating businesses. Whereas the applicant does not have to be in possession of the proposed site at the time of application, it must be secured as soon as services are provided.

**Budget Justification (Line Item Budget and Budget Narrative)**

**Maximum Points: 15**

Points will be awarded based on the reasonableness of the proposed IBIP project in view of the types and range of activities to be conducted and the expected outcomes and benefits. The

application includes a strong plan for oversight of federally awarded funds and activities. In particular, the application describes the rules and procedures in place to ensure the prudent use, proper disbursement, and accurate accounting of funds. The budget includes expenses for travel and accommodation costs for two IBIP representatives to attend the 1½ day IBIP annual meeting in Washington, DC, or another regional location. For the purpose of estimating travel expenses, the program can use the Washington, DC, area as the location for the regional location. If a virtual IBIP annual meeting is convened, grantees can reallocate their travel funds back to their budget.

## **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.

**Review and Selection Process.** Upon receiving a IBIP application, OIED will determine whether the application is complete and that the proposed project does not duplicate or overlap previous or currently funded Federal or OIED projects. Any proposal that is received after the date and time in the **DATES** section of this notice will not be reviewed. If an application is not complete and the submission deadline has not passed, the applicant will be notified and given an opportunity to resubmit its application.

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

Final award selections will be approved by the Assistant Secretary--Indian Affairs and the Associate Deputy Secretary, U.S. Department of the Interior. Applicants not selected for award will be notified in writing.



**Evaluation Criteria.** Proposals will be formally evaluated by an OIED review committee using criteria listed below. Each criterion provides a percentage of the total maximum rating of 100 points. Key criteria that will be considered in the review process include:

- 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.
  - 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 the site evaluation:
    - Before awarding a grant to an eligible applicant, OIED will conduct an 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 an on-site or 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 an on-site or 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.

### **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.

**Reporting Requirements for Award Recipients:** The applicant must deliver all products and data required by the signed Grant Agreement for the proposed IBIP grant to OIED within 30 days of the end of each reporting period and 120 days after completion of the project. The reporting periods will be established in the terms and conditions of the final award. IBIP will require yearly cumulative financial reporting per a SF-425. IBIP will require annual Performance reporting, which will be used to conduct annual grantee evaluations towards renewal determinations, as well as final reports due at the end of the 3-year term.

The Performance Report will include:

- 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, including:

- 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 number of Native businesses and Native entrepreneurs 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.
- To the maximum extent practicable, OIED will not require an awardee to report the information listed above that the awardee provides to OIED under another program.
- OIED will coordinate with the heads of other Federal agencies to ensure that, to the maximum extent practicable, the report content and form above are consistent with other reporting requirements for Federal programs that provide business and entrepreneurial assistance.

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. The reporting function will not require detailed capital investments and revenue growth information, instead it will focus on the total number of Native businesses and entrepreneurs the incubator assists and their performance while participating and after graduation or departure from the incubator. 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. OIED requires that deliverable products be provided in digital format and submitted in the

GrantSolutions system. Reports can be provided in either Microsoft Word or Adobe Acrobat PDF format. Spreadsheet data can be provided in Microsoft Excel, Microsoft Access, or Adobe PDF formats. All vector figures should be converted to PDF format. Raster images can be provided in PDF, JPEG, TIFF, or any of the Windows metafile formats. The contract between the grantee and the consultant conducting the IBIP grant must include deliverable products and require that the products be prepared in the format described above.

The contract should include budget amounts for all printed and digital copies to be delivered in accordance with the grant 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.

In addition, this funding opportunity and financial assistance award must adhere to the following provisions in Section XVI Conflicts of Interest through Section XIX Authority.

### **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.

**Reporting Requirements for Award Recipients:** The applicant must deliver all products and data required by the signed Grant Agreement for the proposed IBIP grant to OIED within 30 days of the end of each reporting period and 120 days after completion of the project. The reporting periods will be established in the terms and conditions of the final award. IBIP will require yearly cumulative financial reporting per a SF-425. IBIP will require annual Performance reporting, which will be used to conduct annual grantee evaluations towards renewal determinations, as well as final reports due at the end of the 3-year term.

The Performance Report will include:

- 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, including:
  - 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 number of Native businesses and Native entrepreneurs 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.
- To the maximum extent practicable, OIED will not require an awardee to report the information listed above that the awardee provides to OIED under another program.
- OIED will coordinate with the heads of other Federal agencies to ensure that, to the maximum extent practicable, the report content and form above are consistent with other reporting requirements for Federal programs that provide business and entrepreneurial assistance.

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. The reporting function will not require detailed capital investments and revenue growth information, instead it will focus on the total number of Native businesses and entrepreneurs the incubator assists and their performance while participating and after graduation or departure from the incubator. 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.

OIED requires that deliverable products be provided in digital format and submitted in the GrantSolutions system. Reports can be provided in either Microsoft Word or Adobe Acrobat PDF format. Spreadsheet data can be provided in Microsoft Excel, Microsoft Access, or Adobe PDF formats. All vector figures should be converted to PDF format. Raster images can be provided in PDF, JPEG, TIFF, or any of the Windows metafile formats. The contract between the grantee and the consultant conducting the IBIP grant must include deliverable products and require that the products be prepared in the format described above.

The contract should include budget amounts for all printed and digital copies to be delivered in accordance with the grant 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.

In addition, this funding opportunity and financial assistance award must adhere to the following provisions in Section XVI Conflicts of Interest through Section XIX Authority.

### **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:

Dennis

Last Name:

Wilson Jr

Address:

Telephone:

505-917-3235

Email:

dennis.wilson@bia.gov

Mr. Dennis Wilson, Grant Management Specialist, OIED, telephone: (505) 917-3235; e-mail: [dennis.wilson@bia.gov](mailto:dennis.wilson@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](mailto: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/ibip>.

### G2. Program Administration Contact

For **program administration assistance**, contact:

First Name:

Last Name:

Address:

Telephone:

Email:



### 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

### 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.

#### Special Notes:

- Please make sure that System for Award Management (SAM) number used to apply is active, not expired, with a current Unique Entity Identifier (EUI) number on the SF-424;
- Please make sure an *active* Automated Standard Application for Payment (ASAP) number is provided. Applicants *must* have an ASAP number for the Bureau of Indian Affairs to be eligible;
- Please list the county(ies) where the project is located and congressional district number(s) where the project is located.