

Tribal Climate Resilience Liaisons- Alaska, Northwest, Southwest CASC Regions
DEPARTMENT OF THE INTERIOR
Bureau of Indian Affairs
Program to Support Tribal Climate Change Science Needs- Tribal Climate Resilience Liaison

AGENCY: Bureau of Indian Affairs, Interior.

ACTION: Solicitation of Proposals.

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.

SUMMARY: The Secretary of the Interior (Secretary), through Bureau of Indian Affairs' Office of Trust Services (BIA), hereby solicits proposals from tribal non-profit, non-governmental organizations, and tribally controlled colleges or universities, to enter into a cooperative agreement for the support of tribal climate science needs through the hiring of a tribal climate resilience liaison in the U.S. Department of the Interior's (DOI) Climate Adaptation Science Centers (CASCs). The agreement provides a mechanism for the BIA to provide the selected Tribal organizations with non-recurring funding for mutually agreed upon tasks in keeping with the climate science needs of the BIA and all tribal communities in the Northwest, Southwest, and Alaska CASC regions (learn more and see map of DOI Climate Adaptation Science Centers here: <https://www.usgs.gov/ecosystems/climate-adaptation-science-centers>).

The BIA's Office of Trust Services, Tribal Climate Resilience Program, will evaluate all proposals and select three tribal organization (one per region) to hire:

1. Alaska: up to three* tribal climate resilience liaisons to be hosted at the Alaska CASC, Anchorage, AK, or University of Alaska, Fairbanks, AK**.
2. Northwest: up to two* tribal climate resilience liaison to be hosted at the Northwest CASC, Corvallis, OR, or University of Washington, Seattle, WA**.
3. Southwest: up to two* tribal climate resilience liaison to be hosted at the Southwest CASC, Tucson, Arizona**.

*Final number of liaisons contingent on funding availability.

**Final hosting location may be determined between the regional CASC and the selected tribal organizations, but will allow for proximity and communication between the liaison(s) and the CASC.

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 to the paragraph below on how to contact 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.

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.

DATES TO SUBMIT APPLICATION: Applications must be submitted to Grants.gov no later than 5:00 pm Alaska Standard Time, August 23, 2021. The BIA Tribal Climate Resilience Program will not consider proposals received after this time and date.

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

FOR FURTHER INFORMATION CONTACT: If you have questions about the BIA's Tribal Climate Resilience program, please contact Rachael Novak, telephone 202-510-5198, or email rachael.novak@bia.gov. If you have questions regarding the application process, please contact Jo Ann Metcalfe, telephone 703-390-6410 or e-mail jo.metcalfe@bia.gov. Additional Program information is available online at the BIA's Tribal Climate Resilience Program website: <https://www.bia.gov/bia/ots/tribal-resilience-program>.

CATEGORIES OF AVAILABLE FUNDING

There are 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.**

PROPOSAL APPLICATION GUIDELINES:

- A. Background
- B. Items to Consider Before Preparing an Application, Funding Limitations, and No-cost Extensions
- C. Mandatory Components and Requirements for Applications
- D. Disallowed Costs
- E. Submission of Application in Digital Format
- F. Categories of Funding, Review Criteria and Evaluation
- G. Transfer of Funding and Transfer of Funds
- H. Reporting Requirements for Award Recipients
- J. Requests for Technical Information
- K. Appendix A: SOW for BIA
- L. Appendix B: SOW for Tribal Organizations
- M. Appendix C: Minimum Qualifications for Tribal Climate Resilience Liaison
- N. Appendix D: SOW for Tribal Climate Resilience Liaisons
- O. Appendix E: Information for DUNS Registration, SAM, and ASAP Enrollment with BIA

A. Background

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.

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

Awards are subject to available funding. Funding of the BIA Tribal Climate Resilience Program is subject to annual appropriations by Congress, so the Program can only fund activities one year at a time. Previous year funding does not necessarily guarantee future funding. If work has not been completed by the end of the period of performance due to extenuating circumstances, or the BIA has not funded subsequent year's work before the end of the period of performance, the tribal organization must submit a written request for a no-cost extension at least 60 days prior to the end of the period of performance, with an explanation for non-completion, **in order to maintain good standing status for the purposes of future funding requests.** Any award under this announcement does not guarantee future funding of any kind, including future Tribal Climate Resilience announcements. The Tribal Climate Resilience Program is aware that improving climate preparedness and resilience is a long-term effort. **Applicant tribal organizations may only be awarded agreements for one region (either AK, NW, or SW), not for multiple regions.**

C. Mandatory Components and Requirements for Applications

A complete application must contain all six Mandatory Components and two Requirements described in detail below. Incomplete applications will not be reviewed.

1. Mandatory Component 1: Cover page

Include a cover page in the application. The information in the cover page must include the following:

- a) Category of Funding the application is for (i.e., Alaska Region, Northwest Region, Southwest Region)
- b) Proposal title
- c) The total amount of funding requested from the Program, including indirect rates but not including any matching amounts.
- d) The full name of the applicant tribal organization
- e) A statement confirming that the proposed work will have the potential to serve all tribes in the region.
- f) *Requirement 1:* Confirm current registration in SAM. Attach print-out from sam.gov to cover page, see instructions in **Appendix E**. If not currently registered, see **Appendix E** for registration instructions.
- g) *Requirement 2:* Provide current ASAP Recipient ID from Automated Standard Application for Payments (ASAP) with BIA. If not enrolled in ASAP with BIA, see **Appendix E** for instructions (allow 3-4 weeks to complete all steps of enrollment prior to submission deadline). The tribal organization must be enrolled in Automated Standard Application for Payments (ASAP) with the BIA. Current enrollment with other federal agencies is not sufficient.
- h) Confirmation of other completed Mandatory Components 2-3 and 5-6.
- i) Partners such as tribes, other tribal organizations, or other entities, if any (do not necessarily need to be receiving funds to be considered a partner).

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

All new announcements on Grants.gov will now require this form to be submitted with

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

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

Provide a cover letter not to exceed one page, summarizing interest and intent, with signature of tribal organization leadership. Tribal resolutions are not necessary but will be accepted as support for the organization.

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

Proposals shall be clear and brief (**12-pages or less**).

- a) Brief executive summary (2pp. or less)
- b) Background of organization demonstrating capacity and commitment to assist tribes, develop the tribal climate resilience liaisons, and coordinate and collaborate actively with the regional Climate Adaptation Science Center and the BIA (2 p. or less-visual materials, including charts, graphs, maps, photographs and other pictorial presentations are not included in the page limit.)
 - 1) Provide information on the organization's history, mission, expertise area(s).
 - 2) Describe current capacity and any relevant changes expected in near future capacity.
 - 3) Describe location, broad tribal membership across the geographic range of at least one of the USGS Climate Adaptation Science Centers (see map of CASCs), or nationally, and
 - 4) Describe interest and experience with climate change-related issues as they affect tribal lands and communities.
 - 5) Describe commitment and capacity to coordinate with the regional CASC and BIA. For example, describe an existing tribal advisory/steering committee structure in existence or to be developed to assist in planning and prioritization of tribal needs. Confirm commitment to meeting with BIA and CASCs regularly for coordination of liaison work (on a monthly basis).
- c) Plan to accomplish the statement of work for the tribal organization (Appendix B) and the tribal climate resilience liaison (Appendix D) (5 p. maximum)
- d) Workplan and proposed timeline (table format preferred) for proposed first year of work (2 pp. or less).
- e) Reporting- provide a brief acknowledgement of the requirement to provide program reports, data and financial reports, including their frequency. See **H. Reporting Requirements for Award Recipients** for reporting requirements. **Note:** the reporting dates will be based on federal fiscal year quarters.
- f) Personnel Plan- list personnel involved in the proposed work, briefly describe their role, and ensure salary matches budget SF-424A and budget narrative in cover page. Provide the resumes of key personnel intended to perform proposed work and, include their status (e.g., tribal staff, consultant, subcontractor, etc.). (Resumes do not count against the 12 p. limit and may be included in appendices)

- g) Partnerships (if applicable)- provide a brief description of project partnerships.

Note: proposal applications should not exceed 12-pages in length. Cover sheet, cover letter, SF-424, SF424A, indirect cost rate agreement, and supplemental materials such as letters of support, charts, graphs, maps, photographs and other graphics and/or other relevant information may be included in an appendix and **do not count against the 12-page proposal limit.** Any information in the possession of the BIA or submitted to the BIA throughout the process, including final work product, constitute government records and may be subject to disclosure to third parties under the Freedom of Information Act (FOIA), 5 U.S.C. 552, and the Department of the Interior's FOIA regulations at 43 CFR part 2, unless a FOIA exemption or exception applies or other provisions of law protect the information.

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

5c) Budget narrative that is consistent with budget tables in SF-424A and free of disallowed costs (See Section D. Disallowed Costs)

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

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

A. A copy of the current approved negotiated indirect cost rate agreement (should not be expired); or,

B. if negotiations are ongoing and not yet final, a statement of estimated amount requested for indirect costs, pending timely establishment of a rate or negotiation of administrative overhead costs; or,

C. a statement accepting a 10% de minimus rate if the tribe has never received a negotiated indirect cost rate and does not have one in negotiations.

D. Disallowed Costs:

Elements or activities that cannot be funded include:

- a) Establishing or operating an office and/or purchase of office equipment not specific to the proposed project- including items so general they cannot be considered specific to the proposed project (e.g., vehicles)
- b) Supplementing employment for current positions not significantly and directly involved in the proposed project (e.g., positions like Executive Directors with little to no described involvement in the proposed work)
- c) Fringe benefits of positions not significantly and directly involved in the proposed project (e.g., an Executive Director with little to no described involvement in proposed work)
- d) International travel
- e) Legal fees
- f) Application fees associated with permitting
- g) Contracted negotiation fees (e.g., legal counsel)
- h) Non-negotiated indirects (unless the entity is in the process of negotiations or has never received a negotiated indirect cost rate, then the 10% de minimus rate may be used)
- i) Entertainment
- j) If support for trainings/conferences (in coordination w/CASC), is included in budget:
 - a. For remote training/conference 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 (i.e., 2

trainings/conferences per year). GSA Per Diem rates:
<https://www.gsa.gov/travel/plan-book/per-diem-rates>

- b. Refreshments for non-remote training/conference locations are allowable for \$5/attendee/day, not to exceed \$1,000/event.
 - c. All other food costs are disallowed.
 - d. However, travel stipends for training participants are allowed, including costs for meals which must follow the GSA Per Diem rates: rates:
<https://www.gsa.gov/travel/plan-book/per-diem-rates>.
- k) Any other activities not authorized by the tribal award letter (e.g., a change in scope)

E. Submission of Application in Digital Format

Submission of entire application in digital form to grants.gov is required. For instructions, see <https://www.grants.gov/help/html/help/Applicants/HowToApplyForGrants.htm>. Please use descriptive file names to help BIA quickly locate specific components of the application.

F. Categories of Funding, Review Criteria, and Evaluation

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

Description and Scoring System

A BIA-USGS panel will review and rank each complete proposal using these three weighted criteria:

(a) Applicant's Demonstrated Capacity and Commitment to Assist Tribes and Develop the Tribal Climate Resilience Liaison: Weight = 30%. BIA and USGS will review 1) the background description of the tribal organization for potential to assist as many tribes as possible within a CASC service area (as indicated by mission, broad membership, history, and capacity), and 2) current and planned climate change-related activities and familiarity with the mission of the CASC and willingness to work with CASC Director. These factors will also indicate ability to support and develop the liaison(s).

(b) Clarity and Reasonableness of the Proposed Plan to Carry-out Statement of Work for Tribal Organization and Liaison: Weight = 35%. BIA and USGS will review the proposal for clarity and completeness of the discussion of the elements described under Mandatory Component 4, particularly the plan to carry out the statement of work for the tribal organization and the liaison (Appendices B and D and the workplan and timeline).

(c) Budget Completeness, Cost Reasonableness, Cost Realism and Detail: Weight = 35%. BIA and USGS will review budget proposals for completeness, organization, and the reasonableness of identified costs. Consider that BIA and USGS's ranking panel will be asking questions during its review such as: Does the budget comply with Mandatory Component 5b (Detail Budget Estimate) from the solicitation guidelines? Are line item budget numbers appropriate and reasonable to complete the proposed tasks?

Ranking of Proposals and Award Letters

The BIA-USGS panel will rank the proposals using only the selection criteria outlined in this section. BIA will forward rated proposals to the Director of BIA and the Office of the Assistant

Secretary, Indian Affairs for approval. Those applicants not receiving an award will also be notified promptly in writing.

G. Transfer of Funding and Transfer of Funds

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

H. Reporting Requirements for Award Recipients

Semi-Annual Reporting Requirements:

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

The annual report consists of two parts: 1) a narrative report: a summary of events, accomplishments, problems and results during the year, and 2) a financial report SF-425: a list in of expenditures during the quarter, how the funds were spent, and the amount remaining. The BIA TCRP may provide a template to ensure consistent reporting on priority items. Annual reports are due in GrantSolutions.gov 30 days after the end of a project's quarter. The project monitor will access the reports in the Grant Solutions system.

Final Reporting Requirements for All Categories:

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

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

metafile formats.

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

I. Requests for Technical Information

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

Appendix A: SOW for Bureau of Indian Affairs

Ultimately, once the tribal organizations are selected and enter into a cooperative agreement with the BIA, the parties, including the assigned U.S. Geological Survey Climate Adaptation Science Center (CASC), will cooperate in climate science to advance adaptation and resilience and technical support activities related to national, regional and field programs, including trust responsibilities under the BIA's jurisdiction. The BIA will provide technical support to tribes in coordination with USGS through: identifying tribal science needs; improving climate adaptation planning support; identifying orientation and training needs of the liaisons and working with the tribal organizations to provide these; and improving coordination of federal agency resources and research capacity to support tribal climate adaptation efforts. These tasks are part of integrated BIA and USGS/CASC tribal support efforts. BIA will coordinate climate change adaptation integration information, strategic engagement planning including community of practice development, and best management principles applicable to Indian and Trust management of assets and resources.

- Provide strategic guidance to direct communication across appropriate sectoral audiences relevant to Indian Country and Alaskan Native communities.
- Coordinate with tribal organizations to implement orientation and kick-off meeting/training for liaisons in coordination with CASC Directors and other relevant federal and tribal partners.
- Coordinate and lead regular communication with each liaison, tribal organization, and USGS to share progress and provide updates and information-sharing.
- Coordinate a tribal climate needs assessment plan with tribal organization, liaisons, and CASC Directors where no assessments have taken place; identify existing assessments and coordinate with entities that can support/provide information contributing to such assessments.
- Develop a structure to identify and inventory tribal climate science needs and input mechanisms for tribal feedback to influence tool development.
- Coordinate with tribal organization and liaisons to provide input into the development of draft 2-year tribal climate science strategies and coinciding implementation plans specific to each CASC service region.
- Develop with partners Traditional Ecological Knowledge (TEK) integration strategic plan to improve climate adaptation that addresses: information security standards, ethical collection methods, tribal approval guidelines for secondary use (including third party agreements and data security).
- Coordinate introductions and meetings with BIA trust managers and leaders needing advice and access to climate data and tools in order to incorporate climate change considerations into leadership and management decisions for improved climate preparedness and resilience.

Appendix B: Statement of Work for Tribal organization

Once a tribal organization is selected for each region and enters into a cooperative agreement with the BIA, the parties, including the regional DOI Climate Adaptation Science Center, will cooperate in climate science to advance adaptation and resilience and technical support activities related to national, regional and field programs, including trust responsibilities under the BIA's jurisdiction. The tribal organization will provide technical support to tribes through the liaison by: identifying tribal climate science needs linked directly to decision-making; improving climate adaptation planning support; participating in forums focused on regional training needs; and improving coordination of federal agencies to support tribal climate adaptation efforts. These tasks are part of integrated CASC tribal support efforts and include, but are not limited to, both research for climate change adaptation issues of tribal concern and technical science extension and liaison activities for tribes, including field visits to tribal and BIA trust managers and leaders needing advice and access to climate data and tools in order to incorporate climate change considerations into leadership and management decisions for improved climate preparedness and resilience.

1. The tribal organization will identify and select tribal climate resilience liaisons (number to be confirmed after organization selection has been made) to address tribal climate change adaptation science needs. The tribal organization will identify candidates for the liaison position with a Ph.D. or M.S. in the physical, biological, or ecological sciences, natural resources, or relevant social sciences. Candidates for Senior Liaison positions must have at least three years of experience working on tribal climate resilience efforts in the specific region. Knowledge and experience with traditional knowledge in the associated field is highly desirable. The tribal organization will identify individuals with strong communication skills to apply in work with tribes, government, non-governmental organizations, and other CASC customers. If a current employee meets the minimum qualifications, the tribal organization may hire from within the organization rather than hiring externally. Ultimately, the liaison will be considered an employee of the tribal organization, not a contractor or consultant.
2. The tribal organization, will provide to the liaisons guidance in identification of the climate science needs through a professional workgroup or steering committee coordinated by the liaison comprised of tribal organization professional membership (or other appropriate functional group).
3. The tribal organization will develop, with the host CASC, a Memorandum of Understanding regarding integration of the incumbents into the CASC and tribal organization's teams, including functional supervision responsibilities of the CASC Director and a collaborative annual assessment of quality of services (i.e., annual performance review of liaison). Among the responsibilities are identification of tools and procedures for administrative accountability including travel, work schedule, office setting, research assignments, and other administrative functions as outlined in the MOU or other guiding document between the Tribal organization, CASC, and BIA as an interested party.
4. The tribal organization will retain ultimate supervisory control but must coordinate with the USGS CASC Director, who will have day-to-day task supervision in keeping with the BIA/USGS MOU. In the spirit of cooperation, the tribal organization and the USGS

CASC, with advice from and coordination with the BIA Climate Science Coordinator, will annually establish the following:

- a. Performance goals and objectives.
 - b. Annual work plan development regarding the integration of the incumbent into the CASC team, including a mechanism to delegate day to day functional task supervisory responsibilities of the CASC Director (administrative accountability for travel, work schedule, office setting, research assignments, supervisory contact, and others as appropriate).
5. The tribal organization will provide access to and resources for training opportunities for the qualified incumbents to build depth and breadth of experience to maintain and enhance relevant skills. The tribal organization may work with the CASC and relevant partners to develop training opportunities for tribes in the region.
 5. The tribal organization will manage and carry out all administrative functions associated with the provisions of services under this agreement.
 - a. Provide qualified personnel to perform and meet tribal climate science, coordination, and other funded administrative management needs.
 - b. Personnel performing research activities under this agreement shall meet the requirements in the DOI Manual on Science Integrity, (Part 305 Departmental Manual Chapter 3 <http://elips.doi.gov/elips/0/doc/3045/Page1.aspx>), and USGS Fundamental Science Practices (<http://www.usgs.gov/fsp/policies.asp>) including procedures for management review of documents submitted for publication to ensure consistency with accepted agreed upon standards of scientific integrity and quality.) In the instances when research is jointly published with a university, the respective university science integrity policy, if more stringent than the DOI policy, may be used, if BIA, USGS, and the respective university agree that such an arrangement is appropriate prior to conducting research.
 - c. Provide administrative support (including supervision, timekeeping, minor office supplies, an individual computer compliant with the requirements of the host CSC, and travel-standards and documentation). Research equipment and supplies, equipment, facilities, and related services are the responsibility of the BIA or the USGS at the discretion of the BIA and the USGS.
 6. The tribal organization will follow reporting requirements via written regular summary progress reports using the template provided by BIA.
 7. Specific responsibilities, duties and activities within the scope of the cooperative agreement to be provided by the tribal organization will be documented and mutually agreed to in subsequent written proposals, and incorporated as amendments to the cooperative agreement.
 8. 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 per year, contingent on available funding.
 9. Each tribal organization may hire up to two tribal student interns each year (from federally-recognized tribes) to support the work of the tribal climate resilience liaisons, contingent upon funding, and in coordination with the CASC. Intern compensation would be equivalent to GS-3 to GS-5 for undergraduates and GS-5 to GS-7 for graduate students. Students must be at least 18 and in a degree-seeking program at an accredited

university or tribal college. Students may work part-time during the school year and full-time during the summer and school breaks.

Appendix C: Minimum Qualification and Skills of Tribal Climate Resilience Liaisons

If funding is available for multiple liaisons in each region (3 in AK, 2 in NW and SW), there is an option for different organizational approaches for liaison coverage in each region. Two models are described below that could include Senior Tribal Climate Resilience Liaisons (Model 1) and both Senior and Assistant Tribal Climate Resilience Liaisons (Model 2). Accordingly, there are two sets of minimum qualifications listed for the Senior liaisons and Assistant liaisons. The tribal organization may select the most advantageous model that is likely to best serve the Tribal Nations across the respective CASC region, but ultimately, this may be modified depending on funding availability or through discussions between the respective tribal organization, the respective CASC, and the BIA TCRP.

- Model 1 (for NW and SW): Two senior liaisons, each taking on similar responsibilities, but in different sub-regions of the overall CASC region.
- Model 1 (for AK): Three senior liaisons each taking on similar responsibilities, but in different sub-regions of the overall CASC region.
- Model 2 (for NW and SW): One senior liaison and one assistant liaison, usually with the assistant liaison taking on fewer or separate responsibilities (e.g., communications, coordination, materials development, etc.), or responsibility over a smaller sub-region.
- Model 2 (for AK): One senior liaison and two assistant liaisons, usually with the assistant liaisons taking on fewer responsibilities (e.g., communications, coordination, materials development, etc.), or responsibilities over a smaller sub-region.

For the Senior Liaison: At a Minimum the Individual(s) will have the following qualifications and skills:

- Ph.D. or Master's degree in one or more of the following: physical sciences, biological/ecological sciences, natural resources, or relevant social sciences from an accredited university, AND at least three years of experience supporting tribal climate science and resilience needs in the region of interest. Knowledge and experience with traditional knowledge in the associated field is highly desirable.
- Knowledge of 1) climate change adaptation management in the aforementioned fields, and 2) research methodologies sufficient to understand and evaluate research proposals.
- Ability to communicate effectively with individuals and groups within government agencies, tribes, non-government organizations, and other CASC customers; and ability to comprehend, articulate, and represent diverse interests.
- Ability to articulate relevant climate change-related science issues and projects to tribal communities, non-scientists, and internal (CASC) and external researchers.
- Additionally, ability to identify and articulate emerging issues that affect or could affect the management, data analysis, evaluation, interpretation, and management principles in the context of climate change adaptation of tribal communities.
- Ability to communicate and coordinate in both verbal and written form; ability to clearly and concisely write scientific reports, publications, correspondence, and other written communication.
- Knowledge of consensus building and group facilitation processes, thorough understanding of group dynamics, negotiation, mediation; and conciliation principles and techniques and

skills in consensus building and facilitation. Successful experience in the aforementioned processes and dynamics within tribal communities is desirable.

For the Assistant Liaison (if the organization chooses a Sr. Liaison and Assistant Liaison model vs. two (NW and SW) or three (AK) Senior Liaisons that split the region into sub-regions for coverage):

- Master's or Undergraduate degree in one or more of the following: physical sciences, biological/ecological sciences, natural resources, or relevant social sciences from an accredited university, and one year of experience supporting tribal climate science and resilience needs. Knowledge and experience with traditional knowledge in the associated field is highly desirable.
- Knowledge of 1) climate change adaptation management in the aforementioned fields, and 2) research methodologies sufficient to understand and evaluate research proposals.
- Ability to communicate effectively with individuals and groups within government agencies, tribes, non-government organizations, and other CASC customers; and ability to comprehend, articulate, and represent diverse interests.
- Ability to articulate relevant climate change-related science issues and projects to tribal communities, non-scientists, and internal (CASC) and external researchers.
- Additionally, ability to identify and articulate emerging issues that affect or could affect the management, data analysis, evaluation, interpretation, and management principles in the context of climate change adaptation of tribal communities.
- Ability to communicate and coordinate in both verbal and written form; ability to clearly and concisely write scientific reports, publications, correspondence, and other written communication.
- Knowledge of consensus building and group facilitation processes, thorough understanding of group dynamics, negotiation, mediation; and conciliation principles and techniques and skills in consensus building and facilitation. Successful experience in the aforementioned processes and dynamics within tribal communities is desirable.

Appendix D: SOW for Tribal Climate Resilience Liaison

- The tribal climate resilience liaisons will work on direct climate resilience extension support to tribes within the service area of the assigned Climate Adaptation Science Center, 70% of their time will be dedicated to duties related to tribal-CASC communication network development, technical support for tribes and BIA trust managers, climate adaptation plan development, workshop coordination, etc.
- The liaisons will dedicate 20-25% of their time to research duties related to tribal climate research needs analysis, research focus identification, informing and advising tribes per applied research findings, publishing research in peer reviewed journals (publication will not take up more than 5% of liaison time), etc.
- The liaison will serve 5-10% of their time in the capacity to working with a steering committee/professional workgroup made up of the tribal organization's professional membership (or other appropriate functional group with approval by the BIA) to identify climate adaptation research, policy, funding or other needs or recommendations for federal partners to advance climate adaptation management for tribes or non-tribal professionals facing similar climate adaptation preparedness or resiliency challenges.
- If multiple liaisons are funded for each region (2-3), liaison duties may be divided into mutually agreed upon roles per (e.g., by sub-region, between primary duties such as coordination, communication and training vs. direct technical support).
- The liaisons may dedicate a nominal percentage of their time (per agreement between the tribal organization and the CASC) to mentoring and supervising tribal student interns working on CASC-related work supporting tribal climate resilience, if tribal student interns are available.

The tribal organization, BIA, and USGS CASC may make reasonable modifications this SOW per mutual agreement in the case more than one liaison is funded per region leading to a division of duties between liaisons.

Appendix E:

Information for DUNS Registration, SAM, and ASAP Enrollment with BIA

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

U.S.: 1-866-705-5711

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

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

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

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

To print confirmation page:

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

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

Registration in ASAP with BIA: Although a tribe may be registered in the payment program, Automated Standard Application for Payments (ASAP) already, it must be specifically enrolled with the BIA. To register in ASAP, an enrollment form must be completed and sent to Jo Ann Metcalfe at jo.metcalfe@bia.gov. As soon as the tribe is enrolled, a user ID will be emailed to the point of contact listed on the enrollment form. Next, a password will automatically be mailed by USPS to the tribe, but you can call the ASAP Help Desk at 855-868-0151 and press 2 then 3 to reach an agent who can help to request a password via email to expedite the process. Upon receiving a password, you will then have access to your online ASAP account to name the required roles for setup- this process is not immediate. To complete the process, call the ASAP Help Desk again and remain on the line with them while they assist you in setting up and linking the tribe's banking information to BIA's Agency Locator Code (ALC/Region). BIA's ALC is 14200699. Once this is completed, you will receive a confirmation email and it will take the Treasury 5 – 10 business days to approve your ASAP enrollment with BIA. This process only needs to be done once and does not need to be regularly updated unless the tribal staff changes who is named as the primary role in ASAP set up.