Request for Proposals: Bureau of Indian Affairs Office of Trust Services
2015 Tribal Cooperative Landscape Conservation Program

APPLICATION KIT

In this request for proposals, the Bureau of Indian Affairs (BIA) has up to $8 million available for awards to support tribal climate change adaptation ($4 million) and ocean and coastal management planning ($4 million). Funding for successful proposals is available pursuant to the Indian Self-Determination Act (ISDA), 25 U.S.C. Section 450 *et seq*. Likewise, tribes that seek for BIA to perform a project via direct service should contact their BIA Regional Director for additional information. Because limited funding is available, no more than $250,000 is available for any one proposal. BIA will review and rank all proposals received by April 24, 2015. Successful proposals will be funded until available funding is exhausted.

Climate change funding is available to Federally Recognized Tribes (and tribal organizations whose applications are supported by a tribal resolution) for tribal adaptation planning, training, and tribal travel support to participate in climate adaptation technical training and workshops.

Ocean and coastal management funding is available to Federally Recognized Tribes (and tribal organizations whose applications are supported by a tribal resolution) for tribal ocean and coastal management planning, capacity building, pilot projects and tribal travel support to participate in organizational meetings, working sessions or official meetings in support of collaborative planning efforts.

Applicants may request funding for the following:

Climate Adaption Planning

Category 1. Trainings & Workshops. Design and host tribal training(s) or workshop(s) to support tribal leaders, climate change coordinators, planners, and program managers to build skills and gather information needed to coordinate the tribal adaptation planning process.

Category 2. Climate Adaptation Planning. Develop tribal government climate adaptation plans, vulnerability assessments, or data analysis.

Category 3. Travel. Provide travel support for tribal leaders and staff to attend training(s) or workshop(s) or to participate in cooperative climate change adaptation efforts (including Landscape Conservation Cooperatives, Climate Science Centers, and other adaptation management forums).

Ocean and Coastal Management Planning

Category 4. Ocean and Coastal Management Planning. Develop ocean and coastal management planning; build tribal capacity; implement a pilot project for restoration and resilience of coastal resources; perform inventories or vulnerability assessments; identify monitoring protocols and critical indicator species; marine spatial planning; coast climate adaptation analysis; or cooperative marine resource plans.

Category 5. Travel. Provide travel support for tribal representatives to attend organizational meetings, working sessions, or official meetings in support of collaborative planning efforts, including meetings of Regional Planning Bodies (RPBs).

Proposals are due by April 24, 2015. Please send completed applications to: climate.funding@bia.gov or by mail to:

Helen Riggs
Deputy Bureau Director
Office of Trust Services
Bureau of Indian Affairs
1849 C St. NW, MS-4620-MIB
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GENERAL INFORMATION

- Electronic submissions are preferred. Please use the format "Tribe-FY15-categoryX" for at least part of the electronic file name.
- Hard copies will be scanned into electronic format before being considered.
- Reference material that helps justify the proposal can be attached or linked to a website within the document. Letters of support, agreements, resumes, references and maps may be embedded in an electronic document or attached to a hard-copy document.
- Times New Roman font, size 12, is easier to read.
- Concise proposals that explain exactly what is being proposed are encouraged. Proposals that exceed 10 pages challenge reviewers.
- All recipients of funding will be subject to periodic reporting requirements including quarterly and annual reports. Recipients will also be required to submit of copies of final documents or products produced with this funding.

TIPS ON PREPARING A PROPOSAL

Describe the proposal and what will be done. Address RFP (request for proposal) elements for the category applied for. Include details: objectives, assessment of needs, methodology (vulnerability assessments), timelines, milestones, outcomes to be measured, and tribal leadership support, etc.).

Each award category has ranking factors in the request for proposals that will improve the score of a proposal. For example, for category 2, priority ranking factors are: serves multiple tribes, leverages funds, has partners, or builds tribal capacity for adaptation.

Identify the project goals, including ocean and coastal management issues, and how the funding will be used to address the issues.

Provide the following information:

- Proposed timeline (graphic or chart would be helpful)
- Methodology
- Geographic location:
    - For Adaptation Plans, if other than for one reservation, include a map(s).
    - Vulnerability Assessments include maps.
- Treatment/subject area: For example, square miles, miles of coastline, etc.
- Benefits of the project. For tribal strategic ocean or coastal management plans, highlight if tribal leadership will use the plan to prioritize follow-on tribal management actions.
- Measure of success: What outcomes will be used to measure success (include time period if needed).
- Highlight if more than one tribe, or multiple programs of one tribe, will benefit.

A successful Budget Table/Narrative justifies all proposed costs and indicates that the awardee will provide adequate management systems for fiscal and contractual accountability. It includes discussion of direct cost items, such as salaries and employee benefit costs, consultant services, subcontracts and travel, as well as project matching or cost sharing information. Any partners providing funds or in-kind services will be listed with a letter of support or commitment from each partner. Include a narrative and a spreadsheet for budget elements. Highlight leveraged funds, in-kind, partner contributions, or other funding (including other federal).

INFORMATION ON BIA's REVIEW AND RANKING OF PROPOSALS

CATEGORY 1. Trainings & Workshops

Successful applications will highlight the organization's capacity to design and deliver training.

Review Criteria:

- Tribal-Education Partnership(required)
- Presenters' experience in adult education(required)
- Discussion of Workshop Design (workshop/training session) includes:
    - Tribal case studies of tribal adaptation planning
    - Adult learning techniques to be employed
    - Best practices appropriate to the subject
    - Example documentation or templates
    - Method of delivery (in-person instruction, webinar, facilitated instruction, etc.)
- Any remote delivery ability, including recorded sessions, or webinars[1]
- Subject matter experience and capacity, including climate change skills, technical ability, or other relative factors of training partners, presenters, etc.
- Budget and budget narrative includes any in-kind or leveraged funds that complement the BIA funded request

Scoring System:

- Standard 100 point scoring for proposals for tribal training for climate adaptation planning, vulnerability assessments, or monitoring design that addresses the review criteria. Tribal-Education Partnership (required), experience in adult education (required), training design (0-60 points), budget (0-30 points), delivery (0-10 points).

Supplemental points will be awarded to applications according to the following system:

- Participation by a tribe that has an approved climate adaptation plan (10-20 points).
- Previous experience in climate adaption planning/training/science/tribal training of partners or presenters (0-10 points).
- Proposals including a tribal community recognized by the White House as a Climate Action Champion (20 points).

[1] Remote learning is critical because, of 150 tribal practitioners questioned, 60% preferred webinar delivery.

Category 2. Climate Adaptation Planning

In order to support the greatest number of tribes with this limited opportunity, the award evaluation system prioritizes proposals that can support the planning needs of more than one tribe or all programs of one tribe. For example, a proposal on behalf of tribes in similar ecosystems that face similar climate challenges and can share a strategic planning process or vulnerability assessment framework will have a higher technical ranking than an equally well-justified proposal for an individual tribe.

Priorities:

- Strategic tribal government wide climate adaptation planning framework (all programs in a tribe) or that serves more than one tribe (final planning documents and management priorities would be for one tribe alone but the planning process, climate data analysis and projection, vulnerability assessment, and adaptation management strategies available to managers would be similar).
- Cooperative vulnerability assessment that analyzes the climate challenges of more than one tribe.
- Cooperative climate data downscaling or analysis that will serve multiple tribes in an area with similar weather patterns.
- Proposals that leverage funds or technical support from multiple sources. For example, a tribal contribution to an ecosystem-wide vulnerability assessment done in partnership with other land managers.
- Proposals including a tribal community recognized by the White House as a Climate Action Champion.

Review Criteria:

- Identify the tribes that will benefit (if more than one). Tribal resolutions are required from all participating tribes.
- Identify the different tribal programs in the tribal government, including programs managed by the BIA that will participate in a strategic climate adaptation process. Note any programs that will not be included.
- Project design and implementation includes a planning strategy, milestones, objectives and outcomes and timeline.
- Budget and budget narrative includes any in-kind or leveraged funds that complement the BIA funded request.
- Tribal capacity building features of the proposal (training to be attended and technical support skills gained by tribal staff during the planning process). Note: If those skills will be contracted out, they will not contribute to the technical review's ranking for capacity building.
- Identify how the high level planning effort will enable tribal program managers to prioritize and incorporate climate adaptation into more detailed program management plans.

Scoring System

- Standard 100 point scoring for proposals for climate adaptation planning, vulnerability assessments, or monitoring that address the review criteria. Project design and implementation (0-60 points), budget (0-30 points), builds tribal capacity (0-10 points).

Supplemental points will be awarded to applications according to the following system:

- Proposals that serve Multiple Tribes or Tribal Programs/Communities within a Tribe (10-25 points):
    - Strategic climate adaptation framework resulting in plans for multiple tribal governments (tribal resolutions from all tribes are required); or
    - High level climate adaptation plans for a tribe covering all tribal programs, or tribal government functions; or

  - Vulnerability assessment for a single resource or climate risk product serves multiple tribes (vulnerability assessment by a tribal consortium, for example, or an ecosystem wide vulnerability assessment for natural resource that is or can be used by multiple tribes when addressing their adaptation planning, or climate adaptation elements of ocean or coastal planning, or is the foundation of a program wide training package for tribal program managers).
- Leveraged funds (other federal, non-governmental organization, or tribal sourced (0-10 points).
- Builds or uses partnerships with local communities, other land holders, or stakeholders that are non-tribal cooperators/partners. (0-5 points). Possible supplemental points for tribal cooperators/partners are listed above.
- Builds tribal capacity to address future adaptation management planning, data analysis, or implementation (0-20 points).
- Project provides for planning, vulnerability assessment or monitoring with a tribe designated a Climate Action Champion (20 points).

CATEGORY 3. Travel

Tribes and tribal organizations are eligible to submit proposals for travel support to attend technical workshops, or to participate in cooperative climate change adaptation efforts, including Landscape Conservation Cooperatives, Climate Science Centers, and other similar adaptation management support forums. Access to training and technical workshops will build and maintain currency of skills. In addition, other practitioners benefit from tribal participation in training, research, and cooperative implementation efforts.

Category 3 awards will support direct travel costs and meeting fees for tribal leaders or staff. Salary costs for training will not be funded. International travel will not be funded.

Review Criteria:

- Identify the specific workshops, technical sessions and cooperative entity meetings.[2]
- Identify if this event is part of a series or development plan to ensure tribal climate adaptation capacity and expertise.
- Identify how the participant may share, and use, the knowledge gained with other tribal staff and/or other tribes.
- Budget and budget narrative including any in-kind or leveraged funds that complement the BIA funded request.
- Show how the participant will provide direct input into the tribal climate adaptation planning process. For example, the staff member is a member of the tribal climate adaptation planning team.

Scoring system:

- Standard 100 point scoring for proposals that address review criteria. No international travel. Supports tribal engagement in Regional Planning Bodies or cooperative ocean planning. Aligned with review criteria (0-70 points), budget (0-30 points).

Supplemental points will be awarded to applications according to the following system:

- Matching or leveraged funds (0-10 points).
- Participant is an elected leader or the tribe's designated climate change adaptation or sustainability coordinator (0-5 points).
- Tribe has committed to developing a strategic climate adaptation plan (0-5 points).
- Proposals including a tribal community recognized by the White House as a Climate Action Champion (10 points).

[2] Actual funding for an award may arrive after the proposed training date. Follow tribal procedures regarding travel if the tribe is notified of award, but funding has not been received.

CATEGORY 4. Ocean and Coastal Management Planning

In order to support the greatest number of tribes with this limited opportunity, the award evaluation system prioritizes proposals that can support the planning needs of more than one tribe or community. For example, a funding proposal from tribes in similar ecosystems that face similar natural hazards of climate risk that can share data collection, vulnerability assessments, or elements of a tribal strategic planning process (while still leading to or producing a tribal ocean or coastal management plan) will receive a higher ranking than an equally well justified proposal for an individual tribe.

Priorities:

- Strategic tribal government ocean or coastal management planning process that serves more than one tribe. (Note that the final planning documents and management priorities, and even treatments, would be for one tribe alone, but the planning process, overlapping data analysis, risk projection, vulnerability assessments for common resources, and management strategies for managers would be similar for all tribes submitting the proposal.)
- Cooperative vulnerability assessments that analyze the natural and climate risks for more than one tribe or cooperating community (including non-tribal ocean or coastal management partners).
- Proposals that leverage funds or technical support from multiple sources. For example, a tribal contribution to an ecosystem wide vulnerability assessment done in partnership with other coastal communities or managers with similar concerns.
- Proposals including a tribal community recognized by the White House as a Climate Action Champion.

Review Criteria:

- Tribe(s) that will benefit (if more than one).
    a. Tribal programs (include programs managed by either the Tribe or BIA) that will participate in the proposed process or project. Note any tribal programs that will not be included.
- Project design and implementation includes a planning strategy, milestones, objectives and outcomes and timeline.
- Budget and budget narrative includes any in-kind or leveraged funds that complement the BIA funded request.
- Tribal capacity building features of the proposal/project (training to be attended and technical support skills gained by tribal staff during the planning process). Note: If those skills will be contracted out, they will not contribute to the ranking.
- If there is follow-on planning or treatments not included in the proposal, identify how the plan/project will enable tribal program managers to prioritize or address those activities.

Scoring System:

- Standard 100 point scoring for proposals for ocean and coastal management planning, vulnerability assessments, or monitoring that address the review criteria. Project design and implementation, (0-60 points), budget (0-30 points), builds tribal capacity (0-10 points).

Supplemental points will be awarded to applications according to the following system:

- Proposals that serve Multiple Tribes or Tribal Programs/Communities within a Tribe based on the extent that the proposal amplifies these elements (10-20 points):
    - Cooperative planning efforts that cover multiple tribes (tribal resolutions from all tribes are required).
    - Broad scope vulnerability assessments that supports climate adaptation or ocean or coastal planning efforts for multiple tribal governments (tribal resolutions from all tribes are required).

  - Vulnerability assessment for a single resource or climate risk, product serves multiple tribes (vulnerability assessment by a tribal consortium, for example, or an ecosystem-wide vulnerability assessment for natural resource that is or can be used by multiple tribes when addressing their ocean or coastal planning, or is the foundation of a program-wide training package for tribal program managers).
- Leveraged funds (other federal, non-governmental organization, or tribal sourced) (0-10 points).
- Builds or uses partnerships with local communities, other land holders, or stakeholders (0-5 points, this is for non-tribal cooperators/partners). Priority points for tribal cooperators/partners are listed above.
- Builds tribal capacity to address future ocean or coastal management planning, data analysis, or implementation (0-20 points).
- Project provides for planning, vulnerability assessment or monitoring with a tribe designated a Climate Action Champion (20 points).

CATEGORY 5. Travel

Category 5 awards will support direct travel costs for tribal leaders or staff participation, coordination, or training for interagency ocean and coastal spatial planning. Awards will not duplicate elements of the Great Lakes Restoration Initiative. International travel will not be funded.

Review Criteria:

- Award supports tribal leader or designated alternate (include tribal leader's title or the official designation documentation for the designee, supplemental score).
- Highlight if the tribal participant holds a leadership role in the Regional Planning Body (RPB) or serves in a communication and issue coordinating role on behalf of other tribes that cannot attend the meetings (supplemental score).
- Indicate if the participant has attended or served in a leadership role in past meetings of the RPB.
- Tribe participating in RPB (identify the RPB and meeting schedule), or non-RPB coordination, technical sessions or forums to be attended to build or maintain tribal ocean and/or coastal planning capacity and/or expertise.
- Budget and budget narrative includes any in-kind or leveraged funds that complement the BIA funded request.

Scoring system:

- Standard 100 point scoring for proposals that address review criteria. No international travel. Supports tribal engagement in Regional Planning Bodies or cooperative ocean planning. Aligned with review criteria (0-70 points), budget (0-30 points).

Supplemental points will be awarded to applications according to the following system:

- Tribe has treaty rights for the planning area (0-10 points),
- Tribe is pursuing a tribal ocean or coastal management plan as part of a larger regional or sub-regional planning effort (0-7 points).
- Tribe is pursuing a stand-alone ocean or coastal management plan (0- 5 points).[3]
- Proposals including a tribal community recognized by the White House as a Climate Action Champion (10 points).

[3] Include documentation that shows that the tribal leadership has committed to a tribal ocean/coastal planning effort.