

## Indian Business Incubators Program (IBIP)

An Overview







### Office of Indian Economic Development

Indian Affairs' Office of Indian Economic Development (OIED), formerly known as the Office of Indian Energy and Economic Development, supports the economic development of American Indian and Alaska Native communities by offering access to capital through grant opportunities and loan guarantees, and by providing technical assistance to federally recognized AI/AN tribes. The office includes two divisions: The Division of Capital Investment and The Division of Economic Development.



## Division of Economic Development

There are two teams in the Division:

The Economic Development Resource Team

The Grants Management Team



## Division of Economic Development Economic Development Specialists team

Delivers virtual presentations on OIED grant programs at national and regional tribal events, including Program overviews, Information on how to apply for grants and Key dates and contacts

#### Provides assistance and resources to non-Awarded grant applicants

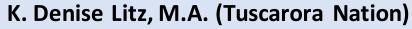
Follows up individually with non-awarded tribes to provide relevant alternative resources from Federal, state, and nonprofit partners including Grants, Training and One-on-one technical assistance.

#### Onna LeBeau (Omaha Tribe of Nebraska)

Director

Office of Indian Economic Development 202-878-1643

onna.lebeau@bia.gov



Chief

Division of Economic Development

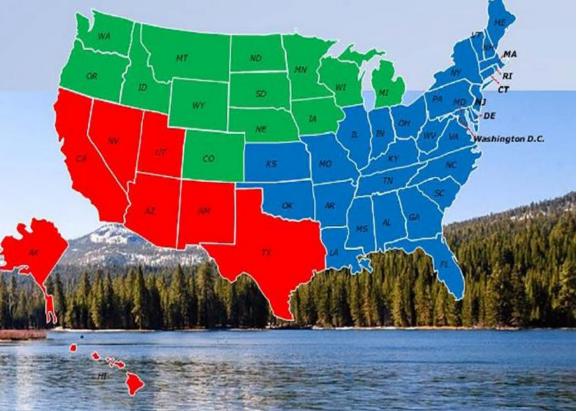
Denver, CO

(303) 710-0661

katharine.litz@bia.gov







#### **Economic Development Specialists**

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Northwest Zone
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Janelle M. Green - Interim
See Alaska and Southwest Zone
Contact Information







Dennis Wilson (Taos Pueblo)
Grants Management Specialist
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Monica Walker
Grants Management Contractor
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## Tribal Tech Team



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Elwood Pipestem-Ott

Training & Technical Assistance Coordinator CONUS & AK 703.307.1286 eott@tribaltechllc.com



Makana Reilly

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# Indian Business Incubators Program (IBIP) Grants

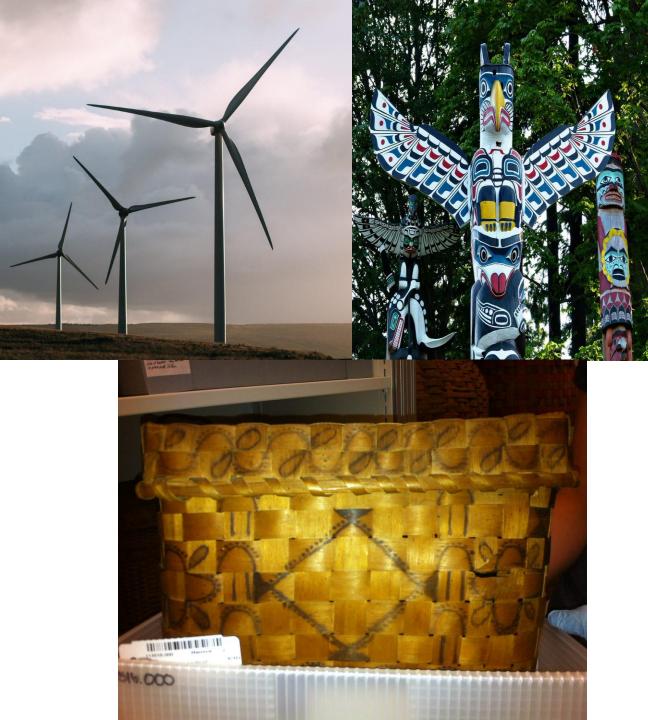
### Indian Business Incubators Program (IBIP) Grants under the Native American Business Incubator Act of 2020

- These grants will provide individually tailored business incubation and other business services to Native businesses and Native entrepreneurs to overcome the unique obstacles they confront and provide tools necessary to start and grow businesses that offer products and services to reservation communities.
- Indian Business Incubator Program Notice of Funding Opportunity:
   March 23, 2022
- Indian Business Incubator Program Notice of Funding Opportunity Due Date: Friday, June 17, 2022; 5:00pm EDT



PROGRAM GOAL:

Inject economic life into reservations and tribal communities!



## What is a business incubator?

Federal \$\$

Business Incubator Services & Resources Tribal
Business
Development
& Growth

IBIP Section IV. - The following are eligible entities (2 CFR 1187.3):

- 1. An Indian Tribe
- 2. Tribal Organizations
- 3. Tribal College or University
- 4. An Institution of Higher Education
- 5. A Tribe or private non-profit organization
- 6. Two or more eligible entities may submit a joint application

## **Eligibility**



## Indian Business Incubators Program



CFDA Number: 15.032

Award Ceiling: \$300,000 annually

Award Floor: \$100,000 annually

Cost Sharing or Matching Requirement: Yes

Number of Awards: 10 - 15

Category: Business Incubator Services

**Length of Project Periods:** Thirty-six (36) month project period with three 12-month budget periods, including an option for an additional three 12-month budget periods.

## IBIP Application Package Requirements



Cover Page

Application for Federal Assistance (SF-424) [V4.0]

Cover Letter

Project Abstract Summary [V2.0]

Project Narrative Attachment Form [V1.2] Budget Information for Non-Construction Programs (SF-424A) [V1.0]

Attachments [V1.2]

Key Contacts [V2.0]

## Cover Page

#### **INCLUDE:**

- ✓ Category of Funding for the IBIP application: CFDA Number: 15.032
- ✓ Proposal Title
- ✓ Total Amount of funding requested from the Program, including non-federal share/matching amounts.
- ✓ Full and Proper Name of the applicant organization.
- Statement confirming the proposed work will have the potential to reach the intended goals and objectives.
- Confirm current registration in SAM, attaching print-out from sam.gov to the cover page. See instructions and registration instructions in Appendix.
- ✓ Provide current ASAP Recipient ID with BIA. Allow 3-4 weeks to complete all steps of enrollment prior to submission deadline.
- Confirmation of other completed Mandatory Components identified in the IBIP NOFO, Section X, (SF-424, Project Abstract Summary, etc).
- Identification of partnerships such as Tribes, other Tribal Organizations or entities. This is partnerships outside of a Joint Application.



### **Cover Letter**

A cover letter not to exceed one (1) page that summarizes the interest and intent, complete with authorized signature(s) of organization leadership. Tribal Resolutions are not necessary but are encouraged and will be accepted as support for the organization and the communities served.



## Project Abstract Summary

The first paragraph of the Project Abstract Summary and Project Narrative must include:

- The project title;
- 2) Basic description of the proposed business incubator location; and
- 3) services provided.

## Project Narrative

- ✓ A certification that the applicant(s):
- ☐ Is an eligible applicant; and
- ☐ Has or will designate an executive director or program manager to manage the business incubator;
- ☐ Agrees to:
  - A site evaluation by the Secretary as part of the final selection process;
  - An annual programmatic and financial examination for the duration of the grant; and to the maximum extent practicable, to remedy any problems identified pursuant to the site evaluation and examination.
  - A description of the one or more reservation communities to be served by the business incubator;
- ✓ Information demonstrating the effectiveness and experience of the eligible applicant in:
  - Conducting financial, management, and marketing assistance programs designed to educate or improve the business skills of current or prospective businesses;
  - Working in and providing services to Native American communities;
  - Providing assistance to entities conducting business in reservation communities;
  - Providing technical assistance under business and entrepreneurial development programs for which Native businesses and Native entrepreneurs are eligible; and
  - Managing finances and staff effectively.

## Project Narrative (continued)

#### ✓ Include a three-year plan that describes:

- One-year milestone goals and objectives that coordinates with the identified budget periods;
- Number of Native businesses and Native entrepreneurs participating in the business incubator, with goal setting of anticipated number of Native businesses starting,
- Anticipated number of Native businesses to help maintain whether the business incubator will focus on a particular type of business or industry;
- A detailed breakdown of the services to be offered to Native businesses and Native entrepreneurs participating in the business incubator; and
- A detailed breakdown of the services, if any, to be offered to Native businesses and Native entrepreneurs not participating in the business incubator.





## Project Narrative (continued 2)

- ✓ Applicants must provide milestones and projected outcomes of their project(s) to demonstrate a successful outcome of the grant.
- ✓ A site description of the location at which the eligible applicant will provide physical workspace.
- \* Important Reminder The Project Narrative must not exceed 50 pages. Supplemental information such as letters of support, graphs, charts, maps, photographs and other graphic and/or other relevant information may be included in an appendix and not counted against the 50-page Project Narrative limit.

## Project Narrative (continued)

- √ The proposal should address grant awardee requirements for Entrepreneurship and Business Skills Training and Education:
- Financial Education
- Management Education
- Marketing Education
- Mentoring and Access
- Technology

### Check In Questions



## **Entrepreneurship and Business Skills Training and Education**



Offer culturally tailored incubation services to Native businesses and Native entrepreneurs



Use a competitive process for selecting Native businesses and Native entrepreneurs to participate in the business incubator; however, awardees may still offer technical assistance and advice to Native businesses and Native entrepreneurs on a walk-in basis;



Provide physical workspace that permits Native businesses and Native entrepreneurs to conduct business and collaborate with other Native businesses and Native entrepreneurs.





Including training and counseling in:

- Applying for and securing business credit and investment capital;
- Preparing and presenting financial statements; and
- Managing cash flow and other financial operations of a business.



Including training and counseling in:

- ❖ Planning;
- ❖ Organization;
- Staffing;
- Directing; and
- Controlling each major activity or function of a business or startup.



Including training and counseling in:

- Identifying and segmenting domestic and international market opportunities;
- Preparing and executing marketing plans;
- Locating contract opportunities;
- Negotiating contracts; and
- Using varying public relations and advertising techniques.



**Provide** direct mentorship or assistance finding mentors in the industry in which the Native business or Native entrepreneur operates or intends to operate; and

**Provide** access to networks of potential investors, professionals in the same or similar fields, and other business owners with similar businesses.



Each awardee must leverage technology to the maximum extent practicable to provide Native businesses and Native entrepreneurs with access to the connectivity tools needed to compete and thrive in 21st-century markets.

## Additional Items to Consider:



A description of the project objectives and goals for each of the 3 years;



Deliverable products the grant expects to generate, including interim deliverables (such as status reports and technical data to be obtained) and final deliverables; and



Resumes of key consultants and personnel to be retained, if available, and the names of subcontractors, if applicable. Contact information
Technical expertise
Training &
qualifications

Suitability



Please use a descriptive file name that includes Tribal name and project description. For example:

IBIPNarrative.Tribalname.Project

## Budget

#### **Line-Item Budget**

- ✓ Applicants are required to submit both a lineitem budget and budget narrative.
- ✓ The project budget is for the initial budget period only (typically the first 12 months of the project).
- ✓ Identify the amount of grant funding requested.
- ✓ The project budget is entered on the Budget Information Standard Form, SF424A



#### SF 424A Sample - Page 1

View Burden Statement

#### **BUDGET INFORMATION - Non-Construction Programs**

OMB Number: 4040-0006 Expiration Date: 02/28/2022

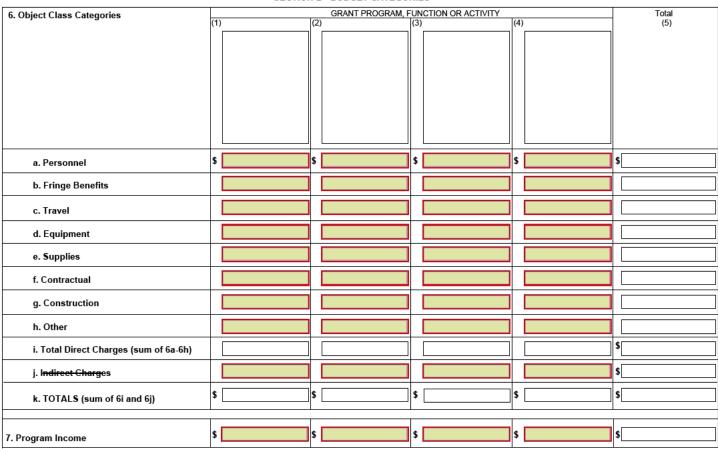
#### SECTION A - BUDGET SUMMARY

	Grant Program Function or	Catalog of Federal Domestic Assistance			New or Revised Budget		
	Activity (a)	Number (b)	Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.			\$		\$		\$
2.							
3.							
4.							
5.	Totals		\$	\$	\$	\$	\$

https://www.grants.gov/web/grants/search-grants.html?keywords=IBIP

### SF 424A Sample - Page 2

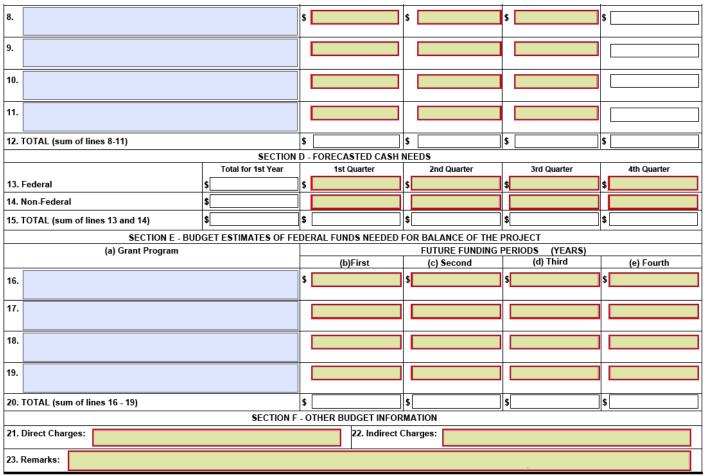
#### **SECTION B - BUDGET CATEGORIES**



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Standard Form 424A (Rev. 7- 97)
Prescribed by OMB (Circular A -102) Page 1A

#### SF 424A Sample - Page 3



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Standard Form 424A (Rev. 7- 97) Prescribed by OMB (Circular A -102) Page 2

## Budget (continued)

**Budget Narrative** 

## **Budget Narrative**



(1) INCLUDE A COMPREHENSIVE BREAKDOWN OF ALL PROJECTED EXPENDITURES.



(2) BUDGETED ITEMS MUST BE
NECESSARY, RELEVANT AND
REASONABLE AS THEY RELATE TO
THE BUSINESS INCUBATOR PROJECT
PROPOSAL.



(3) ANYTHING FOUND IN THE BUDGET MUST DIRECTLY TIE BACK TO AN ACTIVITY EXPENSE PROPOSED IN THE PROJECT.



DEMONSTRATE AND COMBINE ITEMS (1) – (3) TO PROVIDE A JUSTIFICATION FOR PROPOSED PROJECT EXPENDITURES.

## Budget Narrative (continued)

- Contracted personnel fees
- Consulting fees (hourly or fixed)
- Travel costs
- Advertising costs for a proposed project
- Data collection and analysis costs
- Computer rentals
- Report generation
- Drafting
- Other relevant project expenses, and their subcomponents

# Budget Narrative (continued)

- Administrative Costs associated with search, review and selection of external hires, including administrative support and supervision of liaison(s).
- Salary and Fringe Benefit costs that will be coordinated with OIED to ensure salary costs are reasonable and relatively consistent across the liaison network nationwide.
- Travel costs should be itemized by airfare, vehicle rental, lodging, and per diem, based on the current Federal government per diem schedule.
- Data collection and analysis costs should be itemized in sufficient detail for the OIED review committee to evaluate the charges.
- Other expenses may include computer rental, report generation, drafting, and advertising costs for a proposed project.
- Match requirements at 25 percent of the grant amount requested must also be documented, as outlined per Section VI of the IBIP NOFO.

# 25% Budget Non-**Federal** Share

- The primary recipient is responsible for the full amount of the non-Federal match proposed.
- The application must provide commitments for the non-Federal contribution through the term of the grant.
- In-kind contributions must be necessary and reasonable for accomplishing the proposed project objective(s).

# Budget NonFederal Share (continued)

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:

- ➤ An allowable cost under 2 CFR 200 Subpart E Cost Principles;
- Must occur within the period of performance of the award;
- > 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.

# Budget Non-Federal Share (continued 2)

- ➤ 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
- ➤ Contribution from a third party(ies) per 2 CFR 200.434.
- Projected earnings through the term of the grant.

# Application for Federal Assistance SF-424

Applicants are required to complete the Application for Federal Assistance SF-424 (V4.0).

Please use a descriptive file name that includes Tribal name and project description, for example IBIPSF424.Tribalname.Project

The SF-424 form requires the Congressional District number of the applicant, which can be found at: <a href="https://www.house.gov/reprentatives/find-your-representative">https://www.house.gov/reprentatives/find-your-representative</a>

Application for Federal Assistance SF-424							
* 1. Type of Submission:  Preapplication  Application  Changed/Corrected Application  * 3. Date Received:	New	* If Revision, select appropriate letter(s):  * Other (Specify):					
5a. Federal Entity Identifier:		5b. Federal Award Identifier:					
State Use Only:							
6. Date Received by State:	7. State Application	Identifier:					
8. APPLICANT INFORMATION:							
* a. Legal Name:	/						
* b. Employer/Taxpayer Identification Nu	mber (EIN/TIN):	* c. UEI:					
d. Address:							
* Street1: Street2:							
* City:							
County/Parish:							
* State:		·					
Province:							
* Country: USA: UNITED S	STATES						
* Zip / Postal Code:							
e. Organizational Unit:							
Department Name:		Division Name:					
f. Name and contact information of p	erson to be contacted on m	atters involving this application:					
Prefix:	* First Name	e:					
Middle Name:							
* Last Name:							
Suffix:	•						
Title:							
Organizational Affiliation:							
* Telephone Number:		Fax Number:					
* Email:							

### SF 424 Sample Page 1

https://www.grants.gov/web/grants/search-grants.html?keywords=IBIP

* 9. Type of Applicant 1: Select Applicant Type:				
Type of Applicant C: Colont Applicant Type:				
Type of Applicant 2: Select Applicant Type:				V
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Type of Applicant 3: Select Applicant Type:				
- Other transition				
Other (specify):				
* 10. Name of Federal Agency:				
11. Catalog of Federal Domestic Assistance Number:				
CFDA Title:				_
* 12. Funding Opportunity Number:		ı		
		l		
* Title:				
13. Competition Identification Number:				
•				
Title:				
14. Areas Affected by Project (Cities, Counties, States, etc.	):			
	Add Attachment	Delete Attachment	View Attachment	
* 15. Descriptive Title of Applicant's Project:				_
Attach supporting documents as specified in agency instructions.				

## SF 424 Sample Page 2

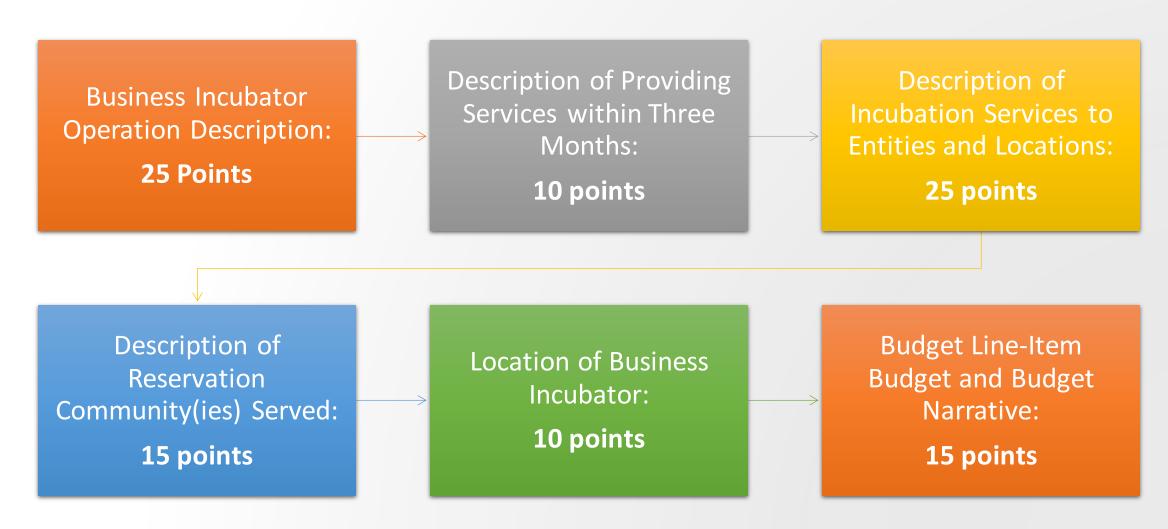
Application	for Federal Assistanc	e SF-424								
16 Congress	onal Districts Of:									
* a. Applicant					* b. Prog	jram/Project				
Attach an addit	onal list of Program/Project C	ongressional Distri	cts if needed.						_	
			Add Attac	hment	Delete A	Attachment	Viev	v Attachment		
17. Proposed	Project:									
a. Start Date:					-	b. End Date	:			
18. Estimated	Funding (\$):									
* a. Federal			1							
* b. Applicant										
* c. State			] ]							
" d. Local			<u> </u> 							
e. Other										
			]							
* f. Program In	come		]							
* g. TOTAL			]							
* 19. Is Applic	ation Subject to Review B	y State Under Exe	cutive Order	12372 Pro	cess?					
a. This ap	plication was made availab	le to the State und	ler the Execut	tive Order 1	12372 Pro	cess for rev	view on			
b. Program	n is subject to E.O. 12372 l	out has not been s	elected by the	e State for	review.					
c. Progran	n is not covered by E.O. 12	372.								
* 20. Is the Ap	plicant Delinquent On Any	Federal Debt? (I	f "Yes," prov	ide explan	ation in at	tachment.)				
Yes	No						_			
If "Yes", provi	de explanation and attach									
			Add Attac	hment	Delete A	Attachment	Viev	v Attachment	1	
24 +D., -ii-	g this application, I certify	. (4) 4- 41			-4 -54	:E#		L-4 4L4-4		
herein are tru	e, complete and accurate	to the best of i	my knowledg	e. I also p	rovide th	e required	assuranc	es** and agre	e to	
	ny resulting terms if I acco criminal, civil, or administ						nt stateme	ents or claims	may	
** LAGRE			-			•				
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* Signature of A	uthorized Representative:							* Date Signed	: [	

## SF 424 Sample Page 3

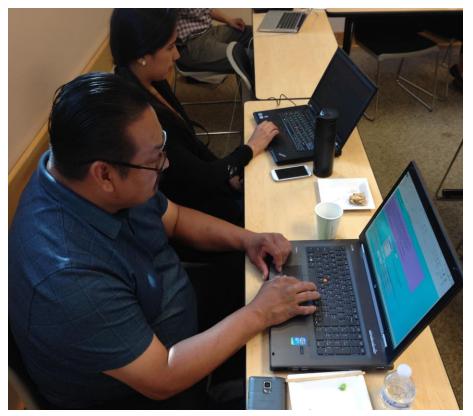
# Check In



### **Evaluation Criteria**



# Business Incubator Operation Description (25 Points)





Describe business incubator which imparts entrepreneurship and business skills to Native businesses and Native entrepreneurs demonstrated by the experience and qualifications of the eligible applicant.



Milestone goals, objectives and outcomes of the project proposal must outline incubator success parameters and deliverables through the term of the grant.

### Providing Services Within Three Months (10 Points)

The Applicant proposal must demonstrate the ability for the incubator to begin providing services within three months from the date of award.



# Describe Incubation Services to Entities and Locations (25 Points)







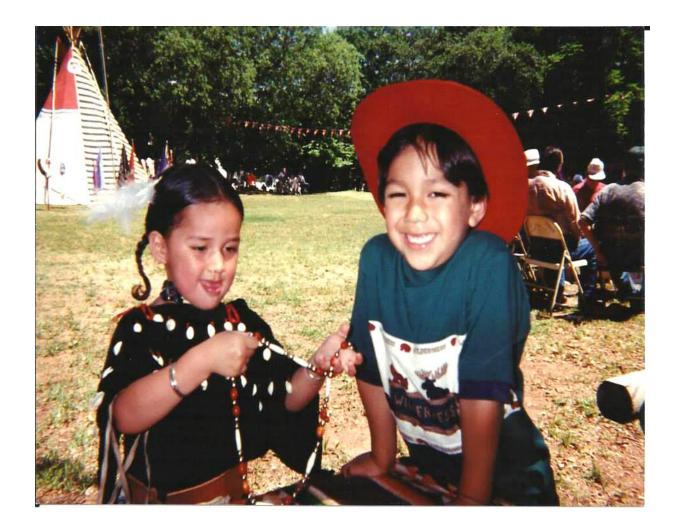
Points will be awarded based on the Applicant's ability to provide quality incubation services to a *significant* number of Native businesses and Native entrepreneurs or provide such services at geographically remote locations where quality business guidance and counseling are difficult to obtain.

The Applicant will have broad discretion in determining what structure their competitive process will be in selecting participants into their incubator program.

Determine appropriate curriculum, training and program completion requirements that determine participant "graduation."

#### Describe Reservation Community(ies) Served (15 Points)

- 1) Demonstrate experience in providing services in Native American/Alaska Native communities.
- Identify one or more reservation communities regardless if the communities are near their own Tribe's homelands.
- 3) Demonstrate they are serving a diverse population.



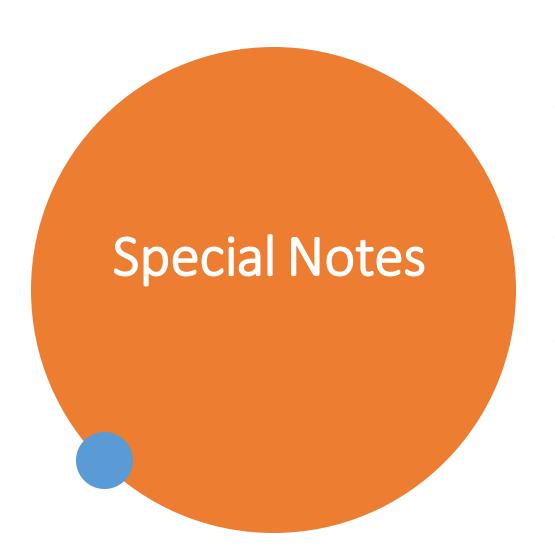
#### Location of Business Incubator (10 Points)

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.



# Line-Item Budget and Budget Narrative (15 Points)

- Points will be awarded based on the reasonableness of the proposed IBIP project costs aligned with the type and range of activities and expected outcomes and benefits.
- 2) The application includes a strong plan for oversight of federally awarded funds and activities.
- 3) The budget includes expenses for travel and accommodation costs for two IBIP representatives to attend the 1½ day IBIP annual grantee meeting in Washington, DC, or another regional location.



- System for Award Management (SAM) number used to apply is active, not expired, with a current Unique Entity Identifier (UEI) number on the SF-424;
- Applicants must have an ASAP number for the Bureau of Indian Affairs to be eligible; and
- Project location by congressional district number(s) where the project is located.



It is important to read the *entire* Notice of Funding Opportunity found at:

https://www.grants.gov/web/grants/view-opportunity.html?oppId=338864

How to apply in Grants.gov at:

https://www.grants.gov/help/html/help/Applicants/HowToApplyForGrants.htm

Register in Grants.gov at:

https://www.grants.gov/help/html/help/Register/Register.htm

## Questions



## Technical Assistance

Please direct further questions following the webinar to:

- Indian Affairs Office of Indian Economic Development
- > Division of Economic Development
- Indian Business Incubator Program
- Pre-application Technical Assistance
- > Click on IBIP link
- > Fill out TA Request Intake Form





#### BIA OIED Business Incubator Applicant Intake Form

Please complete the following intake form to request Pre-Application Technical Assistance.

Email *		
Phone Number *		
Tribe		
State *		
Institution		
Higher Education		
College		
Ouniversity		
O Non Profit		
Joint Application		
○ Yes		
○ No		
NOFO TA Questions		

Nyá:wę! Thank you.

OIED WEBSITE https://www.bia.gov/as-ia/ied

