



United States Department of the Interior

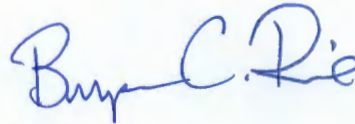
BUREAU OF INDIAN AFFAIRS
Washington, DC 20240

SEP 27 2013

IN REPLY REFER TO:
OFFICE OF TRUST SERVICES

Memorandum

To: Regional Directors
From: Deputy Bureau Director, Trust Services
Subject: FY 2013 Climate Adaptation Grant Offering



Rapidly changing climatic conditions are already impacting Tribes. The challenges from those changes span the entire range of tribal government functions and traditional use. Tribes are further challenged by limited capacity, decision support tools, and data to evaluate, prioritize and manage the change. The President's 2013 Climate Action Plan committed to support tribes addressing climate change. In addition to support from the other federal agencies, the Bureau of Indian Affairs (BIA) has funding available for climate adaptation planning.

The BIA has \$600,000 in fiscal year 2013/2014 funding available for competitive grants for tribal adaptation, training, and travel to participate in technical workshops, forums and cooperatives. Funding is available to Tribes, Inter-tribal organizations, tribal colleges, and non-governmental organizations with documented tribal support.

Because this funding is insufficient to address all the climate adaptation planning challenges facing tribes, successful grant applications will propose adaptation planning that supports the greatest number of tribes, range of tribal programs, or tribal communities. High level tribal adaption plans (covering all tribal programs), vulnerably assessments, or data downscaling that covers multiple tribes will receive priority in the grant evaluation process. Leveraged funding is also encouraged and will improve ranking.

As in FY 2011, smaller grants are available for tribal staff travel to attend technical sessions and to serve as representatives at Climate Science Centers, and Landscape Conservation Cooperatives. As with the adaptation planning category, applicants that represent more than one tribe, or are able to demonstrate support of additional tribal partners will improve the chance of selection. Each BIA Region also has a small amount of funding to support tribal participation in technical sessions and organizations. To find out how to access regional climate adaptation funding support, contact your BIA Regional Office Climate Change Point-of-Contact (POC).

Enclosed is a grant application kit. The package contains the suggested application format and helpful guidelines that show how an application supporting multiple tribes can improve the chance of selection.

If you or your staff have questions on the process, please contact your Regional Climate Change POC (list attached), or Sean J. Hart, BIA Climate Change Coordinator at sean.hart@bia.gov, or (202) 513-0337.

Attachments (2):
Request for Proposals (announcement and guidelines)
List of Regional POCs

**Request for Proposals: Bureau of Indian Affairs Office of Trust Services
2013 Tribal Climate Change Adaptation Grant Program**

First Round Submissions Due: November 29, 2013

The President's 2013 Climate Action Plan committed federal support for tribes as they address climate change impacts. The Bureau of Indian Affairs (BIA) has up to \$600,000 available in fiscal year 2013/2014 available for competitive grants for tribal adaptation, training, and tribal travel support to participate in technical training, workshops, forums and cooperatives.

Funding is available to Federally Recognized Tribes and inter-tribal organizations. Grants in the following categories will be considered for funding:

CATEGORY 1- Design and host training for Tribal adaptation planning. Open to Tribes, tribal colleges or non-governmental organizations with the support of a tribe. Design a series of tribal workshops (in person or web –based) to support tribal leaders/climate change coordinators/planners to gain the skills needed to guide a tribal government level climate adaptation plan. This category is limited to one award, not to exceed \$150,000.

CATEGORY 2- Development of tribal government climate adaptation plans, vulnerability assessments or data analysis that supports multiple tribes. Open to Tribes or 638 eligible tribal consortiums.

CATEGORY 3- Tribal travel grants. Travel support to attend technical workshops or to participate in cooperative climate change adaptation efforts, including Landscape Conservation Cooperatives and other similar adaptation management forums. Applicants are encouraged to show how they will share information and opportunities gained from attendance with additional tribes or tribal programs. Open to Tribes and 638 eligible tribal consortiums

Application format: Attachment 1 contains guidance regarding a recommended application format that will ensure the highest possible consideration. Applications in other formats or with omissions of critical ranking information or that make ranking factors difficult to find, may not receive all the credit they deserve.

Deadline: November 29, 2013. Applications received after that date and non-funded applications will be retained for consideration should any additional funding become available.

Emailed electronic applications are preferred. Paper proposals are also acceptable. Tribal resolutions (or equivalent) are required for award (if a package lacks a tribal resolution due to the fact that the council couldn't address the proposal by the submission date, contact Sean Hart with the expected date that the Council will consider the proposal).

Address: Applications can be sent to:

climate-adaptation-grant-submission@bia.gov

Or

**Sean J. Hart
BIA Climate Change Coordinator
1849 C St. NW, MIB 4635
Washington D.C. 20240**

ATTACHMENT 1

Suggested¹ Format for BIA FY13 Tribal Climate Adaption Grant Proposals.

Electronic submissions are preferred. Submit them to

climate-adaptation-grant-submission@bia.gov

Or

Sean J. Hart

BIA Climate Change Coordinator

1849 C St. NW, MIB 4635

Washington D.C. 20240

Recommendations:

1. Proposals should be concise. Explain exactly what is being proposed. Proposals that exceed 10 pages are a challenge to readers.
2. Reference material that helps justify the proposal can be attached or linked to a website within the document.
3. Times New Roman font size 12 is easier to read.
4. Electronic versions are preferred.

Applications Normally Include:

Cover Letter

Cover Page: Tribe/Organization, Project title, Amount of funds requested, Project Coordinators Name., Title and Contact Information.

Table of Contents

Summary

Narrative

Budget Table & Narrative, highlighting leveraged funds from other sources (federal or other).

Additional Materials (as needed)

Tribal Resolution (or Intertribal Governing Body). Please include any support from additional partners

Details of the above Categories.

COVER LETTER

The Cover Letter transmits the project proposal and highlights main features.

PROGRAM SUMMARY

The Program Summary describes the type and duration of activity that will take place and should not be longer than one page.

PROGRAM NARRATIVE

The Program Narrative is very detailed and identifies the project goals, including the climate change issue and how the funding will be used to address the issue. It must articulate the following information:

Assessment of needs

1. Objectives
2. Proposed timeline (graphic or chart would be helpful)
3. Methodology (for Vulnerability Assessments and Action Plans only)
4. Geographic location:

¹ Other application formats can be used but due to the volume of expected applications, and the difficulty in identifying evaluation criteria in non-standard formats, the suggested format is recommended.

- a. For Adaptation Plans, if other than for one reservation, include a map(s).
 - b. Vulnerability Assessments and Action Plans, include detailed maps.
5. Number of impacted acres and/or miles of river. Stream or shoreline (for Vulnerability assessments and Action Plans only)
6. Benefits of the project. For Adaptation Plans and climate Action Plans, highlight if tribal leadership will use the plan to prioritize tribal climate adaptation actions and investments.

BUDGET TABLE and NARRATIVE

The Budget Table/Narrative justifies all proposed costs and indicates that the awardee will provide adequate management systems for fiscal and contractual accountability. It should include discussion of direct cost items such as salaries, consultant services, subcontracts and travel, as well as project matching or cost sharing information. Any partners providing funds or in-kind services must be listed in the grant proposal with a letter of commitment from each.

ADDITIONAL MATERIALS

Additional materials include letters of support, resumes, contract agreements, and maps, photos, etc. Supporting material can be referenced at a web site.

TRIBAL RESOLUTION

The approved Tribal Resolution, or equivalent support from the appropriate tribal organization's governing body is required for award.

Submission of Project Proposals:

Electronic proposals (preferred) or U.S. mail to one of the addresses above.

ATTACHMENT 2

Ranking Criteria

CATEGORY I- Design and Host Training for Tribal Adaptation Planning

Tribes in cooperation with an educational entity or alternatively, tribal colleges or non-governmental educational organizations with the support of a tribe, will design and present a series of tribal workshops (in person or web –based) to build capacity of tribes to implement a climate adaptations planning process by providing tribal leaders/climate change coordinators/planners the skills needed to guide a tribal government level climate adaptation plan. This category is limited to one award, not to exceed \$150,000 with the potential to extend the award dependent on funding and outcomes. Successful applications will highlight training design and delivery capacity. Funding for student travel should NOT be part of the budget for this proposal (see category #3).

Review Criteria:

1. Tribal – Education Entity Partnership: Document tribal/educational entity partnership in the proposal.
2. Adult education experience (of the educational partner).
3. Workshop Design (workshop/training session) should include:
 - a. Tribal case studies of tribal adaptation planning.
 - b. Adult learning techniques to be employed.
 - c. Best practices for multi-partner planning (not necessarily climate adaption planning).
 - d. Adaptation plan templates.
 - e. Remote delivery ability, including recorded sessions, or webinars.²

Factors that will add to priority of ranking (extra points):

- Participation by a tribe that has an approved climate adaptation plan (highly selective factor).
- Previous experience in climate adaption planning.

Traditional Ecological Knowledge (TEK), when a component of workshops or training requires special treatment. **Non-tribal grant applicants should highlight how they will incorporate TEK into their training package and indicate how TEK will be protected from release beyond the training environment in accordance with the standards of the tribe providing it.** This would normally be a written agreement between the tribe and non-tribal entity with the document highlighting when and how the TEK can be used or disseminated (See NCAI resolution REN-13-005).

² Remote learning is critical because of 150 tribal practitioners questioned, 60% preferred webinar delivery.

CATEGORY 2- Development of tribal government climate adaptation plans, vulnerability assessments, or data analysis that support multiple tribes.

Grants support the development of high level tribal government wide adaptation plans and/or high-level vulnerability assessments or downscaled data needed for planning. Climate adaption plans and/or the data need for planning will ensure that tribes are better able to evaluate their climate adaption strategy both for future analysis and implementation. The award will also help tribes identify where additional support is needed for internal capacity, technical support and scientific data collection and analysis. High level tribal adaptation plans include a general evaluation of all programs within the Tribe's responsibility and identify broad strategies and goals for tribal programs, enabling tribal program managers to seek out additional technical information, make vulnerability assessments, make management partnerships, and mainstream adaptation within their particular programs. It is recognized that more detailed program level vulnerability assessments will be needed and that updating existing tribal program level operating or management plans will require additional investments at a later time.

In order to support the greatest number of tribes with this limited opportunity, the grant evaluation system prioritizes proposals that can support the planning needs of more than one tribe. For example, tribes in similar ecosystems that face similar climate challenges that can share a strategic planning process will have a higher funding ranking than an equally well justified proposal for an individual tribe. Cooperative efforts that would receive higher ranking would be:

- Strategic tribal government wide climate adaptation planning that serves more than one tribe. The 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 high level 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.
- Vulnerability assessments that address issues that span multiple tribes.
- 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.

Review Criteria:

1. Identify the tribes that will benefit (if more than one).
2. 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.
3. Provide a planning strategy and timeline.
4. Provide a budget and narrative.
5. Identify 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 review ranking.
6. Identify partnerships that will contribute to the planning effort or benefit from the effort (i.e. Tribal college interns, other local governments, large landscape level planning partners, etc.).
7. Identify how the high level planning effort will enable tribal program managers to prioritize and incorporate climate adaptation into more detailed program management plans.

Factors that will add to priority of ranking:

- Serves Multiple Tribes or Tribal Programs:
 - High level climate adaptation **plans that cover multiple tribal governments** will receive the highest priority (tribal resolutions from all tribes are required³).
 - High level climate adaptation plans for a Tribe covering all tribal programs, or tribal government functions.
 - Broad scope vulnerability assessments that cover multiple tribal governments will receive the highest priority (tribal resolutions from all tribes are required).
 - If for a single resource program, product serves multiple tribes (vulnerability assessment by a tribal consortium for example, or an ecosystem wide vulnerability assessment for natural resources that can be used by multiple tribes when building their adaptation plans, or is the foundation of a program wide training package for tribal program managers).
- Leveraged funds (both other federal, non-governmental organization (NGO), or tribal sourced)
- Builds or uses partnerships (see #6 in the Review Criteria above).
- Builds tribal capacity to address future climate adaption planning, data analysis, or implementation needs.

³ Tribal resolutions are required for award. If a proposal will serve multiple tribes (or one program across multiple tribes) obtaining tribal resolutions from all parties may take longer. We will accept and rank proposals without all the resolutions so long as the applicant calls by the deadline to tell us when the resolution is due for a vote, and a copy is provided before award. If later than expected, the application will be retained for the next round, should funding become available.

CATEGORY 3- Tribal travel grants to attend technical workshops, or to participate in cooperative climate change adaptation efforts, including Landscape Conservation Cooperatives, and other similar adaptation management support forums.

Building tribal capacity to address the challenges of climate change is a priority of the administration and the Secretary of Interior. Climate change is complex and impacts will affect the entire scope of tribal management. Tribal staff need access to training and technical workshops to build and maintain currency of skills.

In order to be successful, other partners also need the tribal participation in training, research, and cooperative implementation efforts. In many cases tribal programs are leaders in their fields, combining best management practice with traditional knowledge for a comprehensive sustainable program. Partners need tribal technical support to identify and impellent adaptation strategies. Joint participation in training, technical and cooperative groups will benefit large scale cooperative climate adaptation planning and implementation efforts.

Review Criteria:

- Identify the specific workshops, technical sessions and cooperative entity meetings⁴.
- Identify if this event is part of a series, or development plan to ensure tribal climate adaptation capacity and expertise.
- Budget showing the proposed cost. Show any in-kind or leveraged funds that complement the proposed.
- Identify how the participant will share, and use, the knowledge gained with other tribal staff, and/or other tribes.
- Show how applicant 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.

Factors that will add to priority of ranking (extra points):

- Matching or leveraged funds
- Applicant is the tribe's designated climate change adaptation or sustainability coordinator.
- Tribe has committed to developing a strategic climate adaptation plan.
- Attendee has a communications plan, or other similar (i.e. provide session notes to a tribal network of practitioners, participate in a climate adaptation calls, or planning effort, etc.)

⁴ Funding after award takes a long time, follow tribal procedures regarding travel if the award is made, but funding has not been received yet.

Attachment 3. Proposal Format (Optional)

Project#:

(Leave blank, to be assigned by BIA)

PROJECT IDENTIFICATION INFORMATION

Project Title:

Tribe /Tribal

Point of Contact

Name:

Phone:

Email:

Category (check):

☐ Training

☐ Adaptation Planning

☐ Tribal Travel Support

Tribes Benefitting: (Planning or Travel)

(Highlight if more than one tribe will benefit, or multiple programs within a tribe)

Project Summary (1-2 sentences)

Total Requested Funding: \$ _____

Proposal Narrative:

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

Project Team:

List key personnel, including tribal/program affiliations and roles.

Budget Table and Narrative:

Include narrative and spreadsheet for budget elements. Highlight leveraged funds, in-kind, partner contributions, or other funding (including other federal). Show direct and indirect costs. Partner support must be documented.

Additional Information

Letters of support, agreements, resumes, maps, documents, etc., references may be embedded in the electronic document. SEE RFP for description of evaluation criteria that all successful awards will address.

Highlight Any Priority Ranking Factors:

Each grant category has ranking factors that will improve the score of a proposal. For example for Category 2, Plan serves multiple tribes, leverages funds, has partners, or builds tribal capacity for adaptation.

Tribal Resolution: Attach a tribal resolution supporting the proposal.

BIA Regional Point of Contacts for Climate Change Activities - Updated 8/13/2013

BIA Region	Name	email	Phone	LCC Area	CSC
Alaska	Kahklen, Mark	Mark.Kahklen@bia.gov	907-271-xxxx	Aleutian and Bering Sea Islands Arctic Northwestern Interior Forest Western Alaska	Alaska
Eastern	Chester McGhee	Chester.mcghee@bia.gov	615-564-6830	Appalachian Eastern Tallgrass Prairie & Big Rivers Gulf Coast Plains and Ozarks Peninsular Florida South Atlantic North Atlantic	Northeast Southeast
Eastern Oklahoma	Jonna Polk	jonna.polk@bia.gov	918-781-4660	Eastern Tallgrass Prairie & Big Rivers Gulf Coast Prairie Gulf Coastal Plains & Ozarks	South Central
Great Plains	Jeff Davis	jeffrey.davis@bia.gov	605-226-7656	Plains & Prairie Potholes	North Central
Midwest	Matt Anderson	matthew.anderson@bia.gov	612-725-4521	Appalachian Eastern Tallgrass Prairie & Big Rivers Gulf Coastal Plains & Ozarks Upper Midwest & Great Lakes	Northeast
Navajo	Cathy Covington	cathy.covington@bia.gov	928-729-7228	Southern Rockies	Southwest
Northwest	David Redhorse	david.redhorse@bia.gov	503-231-6883	Great Basin Great Northern North Pacific	Northwest
Pacific	Dale.Morris	Dale.Morris@bia.gov	916-978-6051	California Desert Great Basin North Pacific	Southwest
Rocky Mountain	Jarvis Gust	jarvis.gust@bia.gov	406-247-7911	Great Northern Plains & Prairie Potholes Southern Rockies	Northcentral
Southern Plains	Crystal Keys	crystal.keys@bia.gov	405-247-1532	Great Plains Gulf Coast Prairie Gulf Coastal Plains & Ozarks	Southcentral
Southwest	Joe Jojola	joseph.jojola@bia.gov	505-563-3408	Desert Great Northern Great Plains Southern Rockies	Northcentral Southcentral
Western	Amy Heuslein Alt. Chip Lewis	amy.heuslein@bia.gov Charles.lewis@bia.gov	602-379-6750 (602) 379-6782	Desert Great Basin Southern Rockies	Southwest