

## FY 2020 BIA Tribal Resilience Program Funding Request Application Category 3: Travel Support – Adaptation Planning

**Instructions:** Accurate completion of this form, with all the requested information and in adherence with scoring criteria, from the solicitation document, will result in a successful application for Category 3: Travel Support – Adaptation Planning. Ensure that each event proposed is specific to adaptation and resilience, such as emergency management, in response to extreme events, adaptation planning training, or an event that includes coordination with related groups involved in resilience activities at the local, state, regional and / or national scale.

**Total Funding Requested From BIA** (Maximum: \$15,000): \$ \_\_\_\_\_

(Please include approved indirect rate in the total; rounded to the nearest dollar. Do not include in-kind or matching funding.)

**Full Name of Proposing Tribe or Tribal Organization** ("Tribal Organization" defined in 25 U.S.C. 5304[I]): \_\_\_\_\_

**Proposing Tribe's DUNS #** (9 digits): \_\_\_\_\_

**Proposing Tribe Currently Enrolled in SAM?**

(Required) For more information, see Request for Proposals Appendix.

Yes  No

**Proposing Tribe Currently Enrolled with BIA in ASAP (Automated Standard Application for Payments)?** (Required) For more information, see Request for Proposals Appendix.

Yes  No

**ASAP Recipient ID:** \_\_\_\_\_

**Attached Cover letter with signature summarizing interest and leadership support?**  Yes  No  
(Required, unless tribal resolution available)

**Date Submitted:** \_\_\_\_\_

### Lead Contact Information:

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Tribe or Org: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Proposed Courses and Cooperative Participation (0-25 points and limit 250 words):

- o Describe the workshops, trainings, technical sessions, or workshop group meetings.
- o Describe cooperative resilience and adaptation efforts including details regarding existing partnerships.
- o If the exact course is not yet known or scheduled, list a similar training or attach a related course outline that will match (to the extent possible) the adaptation and resilience management objectives. Add to the course title, "EXAMPLE".

**Summary of Training Benefits (0-30 points and limit 450 words):**

- o Describe how the travel funding supports tribal leader's (or their designated alternate's) ability to build or maintain tribal adaptation or resilience planning capacity and expertise.
- o Identify if the event is part of a series or development plan to build tribal adaptation or resilience planning expertise.
- o Describe how the participant will share and use the knowledge gained with other tribal leadership, staff, programs, or tribes to improve planning and management of adaptation and resilience.

Examples of the types of courses that qualify include:

- [ITEP Adaptation Planning](#) (3 days) or other Resilience Training
- Tribal Adaptation Science Camps
- Regional Training – for example: Workshops sponsored through Category 1, or by Landscape Conservation Cooperatives, States, or Regional Groups
- [National Tribal and Indigenous Climate Conference](#)
- [2021 National Adaptation Forum](#)

**Strategic Adaptation Plan Status (0-15 points and limit 250 words):**

Provide information and actions demonstrating the tribe’s commitment to pursuing a stand-alone tribal adaptation plan and/or as part of a larger regional or sub-regional planning effort. Describe any tribal adaptation or resilience planning capacity and expertise.

**Travel Budget Justification Narrative (0-15 points and limit 250 words):**

Describe how the proposed budget will relate to the proposed work. Do not include staff salary or international travel.

**Travel Budget Table (0-15 points):**

The table below serves as example only for the breakdown of a Travel Budget.

Please attach a separate Excel or Word table to the application. Do not include staff salary or international travel.

Cost Category by Trip	Cost Calculation	Cost	Quantity	Total
<b>Trip: Event Name, Location</b>				
Registration Fee				
Airfare				
Ground Transportation	Rental or <u>Mileage</u> , Parking, Taxi, etc.			
Lodging	\$/Night x Nights or <u>Max Lodging</u>			
Per Diem	Days x <u>Per Diem Rate</u> +1 <sup>st</sup> /Last Day Rate			
<b>Trip Subtotal</b>				
<b>Negotiated IDC Rate</b>				
<b>TOTAL</b>				

Cost Category by Trip	Cost Calculation	Cost	Quantity	Total
<b>Trip #1:</b>				
Registration Fee				
Airfare				
Ground Transportation				
Lodging				
Per Diem				
<b>Subtotal Trip #1</b>				
<b>Trip #2:</b>				
Registration				
Airfare				
Ground Transportation				
Lodging				
Per Diem				
<b>Subtotal Trip #2</b>				
<b>Trip #3:</b>				
Registration				
Airfare				
Ground Transportation				
Lodging				
Per Diem				
<b>Subtotal Trip #3</b>				
<b>Trip #4:</b>				
Registration				
Airfare				
Ground Transportation				
Lodging				
Per Diem				
<b>Subtotal Trip #4</b>				
<b>Negotiated IDC Rate</b>				
<b>TOTAL</b>				

**Mandatory Attachments:**

- o Mandatory Component 2- Signed Cover Letter or tribal resolution showing support of Tribal Leadership
- o Mandatory Component 4- Attached Budget Table (Excel or Word file)
- o Mandatory Component 5- Indirect Cost Negotiation Agreement (Effective Period 2020, if 2019 is the most current please state this during submission)
- o Requirement 2- SAM confirmation "pdf printout"

**Optional Attachments:** Event Flyers, Agendas, etc. (if necessary to demonstrate resilience focus)