



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

MAY 22 2015

Dear Tribal Leader:

On behalf of the Department of the Interior and the President's Generation Indigenous initiative, the Bureau of Indian Affairs (BIA) is pleased to announce the Tribal Cooperative Landscape Conservation Program (Program), which will provide funding to support tribal youth internships and research internships for work directly related to climate change mitigation, adaptation, and ocean and coastal management. Engaging tribal youth to address current and future challenges will build capacity in the next generation of tribal managers and leaders to address these challenges.

The Program will award up to \$1.75 million in order to support federally recognized tribes, tribal organizations, and tribal colleges when supported by a tribal resolution. Awards will support internships for youth working on projects or performing research directly related to climate change impacts, or ocean and coastal management including the Great Lakes.

FUNDING OPPORTUNITY

Climate Adaptation, Mitigation, and/or Ocean and Coastal Management Planning

Rapidly changing climatic conditions are already impacting tribes and the challenges of planning for and adapting to future climate impacts span the entire range of tribal government functions and traditional use. Ocean and coastal management challenges also create unprecedented challenges. Tribal capacity to address climate change, and ocean and coastal planning is a long term need. Youth engagement and practical work experience will increase tribal capacity now and in the future. This support will focus on youth internships and research internships:

Category 1. Management Internships: Employment opportunities working with tribal or BIA trust resources managers, tribal programs, or tribal organizations to support integration of climate mitigation or adaptation planning into programs for the benefit of tribes or tribal resources.

Category 2. Research Internships: Employment opportunities working with tribal or BIA programs or colleges to advance research to identify climate vulnerabilities, inform or perform data analysis, or address ocean and coastal management challenges.

Category 3. Youth Engagement. Employment opportunities working with tribes, tribal colleges, or tribal organizations to support existing primary or secondary school age engagement in science, technology, engineering or traditional ecological knowledge education or engagement with a significant integrated component on climate adaptation, mitigation, or ocean and coastal management challenges for tribes and tribal values.

Requests for Proposals

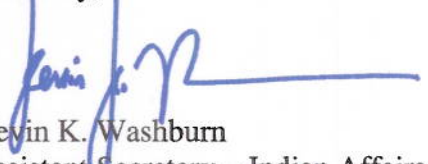
Proposals should address the elements in the enclosed application kit. It is recommended that proposals include specific details regarding the work or research plan's climate or ocean and coastal planning relevance, opportunities to build marketable skills for the intern, and benefits for tribes or other practitioners. Proposals must be supported by tribal resolution of the relevant tribe(s).

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 employ the intern in support of a BIA direct service function or office should contact their BIA Regional Director for additional information. Because limited funding is available, no more than \$75,000 is available for any one proposal regardless of the number of individual internships supported.

Additional details, including evaluation criteria, are enclosed in the application kit. Proposals may be sent electronically (preferred) or by mail. **The proposal deadline is June 22, 2015.**

Questions on the process should be directed to your BIA Regional Climate Change point of contact, or Mr. Sean J. Hart, Climate Change Coordinator, Office of Trust Services, Bureau of Indian Affairs at climate.funding@bia.gov or by calling (202) 513-0337.

Sincerely,



Kevin K. Washburn
Assistant Secretary – Indian Affairs

Attachment

**Request for Proposals: Bureau of Indian Affairs Office of Trust Services
2015 Tribal Cooperative Landscape Conservation Program – Youth Application Kit**

GENERAL INFORMATION

- Electronic submissions (in a single file) are preferred. Please use the format “Tribe-Youth-FY15-category-X” (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 explanations that describe exactly what is being proposed, and account for the percent of the position duties directly related to climate change or ocean and coastal planning are encouraged. Proposals that exceed 10 pages before attachments challenges for reviewers.
- All recipients of funding will be subject to periodic reporting requirements including quarterly and annual reports. Recipients will also be required to submit copies of final documents or products produced with this funding.
- Funding for successful proposals is available pursuant to the Indian Self-Determination Act (ISDA), 25 U.S.C. Section 450 et seq. and recipients must comply with 25 CFR § 900.8
- Tribes may choose to propose that the BIA host a climate related internship on behalf of the tribe(s).

TIPS ON PREPARING A PROPOSAL

In the proposal please describe the project that the intern will work on. Be specific as to the climate or ocean and coastal management/planning elements of the project, including tribal benefit. Include a Work and Mentorship Plan for the internship, including role in the project(s). Specifically detail work, including the total percent of the project related to the climate or ocean and coastal planning tasks. Address specific evaluation criteria. Include details: objectives, assessment of needs, youth work plan, mentor responsibilities (plan), applicability of work tasks for program functional area (vulnerability assessment, planning, data collection, data analysis, youth engagement, timelines, milestones, youth skill acquisition outcomes to be measured, and tribal leadership support, etc.)

Include details related to:

- Tribe or organization’s project overview and goals for the specific intern work assignment.
- Proposed timeline (graphic or chart would be helpful)
- Youth Work Plan, including:
 - Skill acquisition goals and measures.
 - Research or program management goals that intern will address.
- Partnerships
 - To expand experience, range or quality of actual work assignments.
 - Supplemental partner mentors.
- Other elements that add value to the work experience.

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, applicable contracts/subcontracts, travel, indirect costs, 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 funding, partner contributions, or other funding (including other Federal).

INFORMATION ON BIA'S REVIEW AND RANKING OF PROPOSALS

All categories are ranked on the same elements. Categories are used to enable technical review of similar proposals. Successful applications will highlight both the specific program's climate adaptation/mitigation or ocean and coastal management elements and how an internship would contribute to achieving the program's mission related to climate change.

Review Criteria:

- Overall: The extent to which a project engages tribal youth through paid internships in the climate/ocean and coastal aspects of the particular management program or field of study.
 - Note the number of interns, target ages, general overview of assignments or intern's role in the larger project, and the program host's past experience (including past program size).
 - Program's climate adaptation, mitigation, or ocean and coastal planning elements (required).
- Work Plan for intern (required), including:
 - Timeline.
 - Specific tasks assigned related to climate/ocean coastal planning (include the percent of total).
 - Training opportunities, etc.
 - Potential opportunities (i.e.: if intern has sufficient skills by XX time, presentations, training, liaison, or other functions will be inserted into Work Plan.)
 - Safety: highlight extent to which the host applicant demonstrates that participant safety is a priority. The applicant must assume responsibility for working with tribal youth and demonstrate that all participants will be provided a safe learning/work environment.
- Mentor Plan (can be combined with intern Work Plan), including:
 - Subject matter experience and capacity of mentor(s), including climate change skills, technical ability, or other relative factors.
 - Non-subject guidance and skill building: When appropriate note work place skill building program/elements, supplemental guidance for young professionals/researchers, exposure to tribal values, etc.
 - For research internships: highlight additional skill building for methodology, research scientific integrity, academic career path options, etc.
- Partners: Opportunism for experience/skill building outside of the host program, presentations, etc.
- Budget. Highlight extent to which a proposal provides a cost effective means of encouraging tribal youth to consider climate challenges for tribes and tribal programs and ultimately careers in fields of management influenced by climate change.
- Tribal resolution (required).

Scoring System:

- Standard 100 point scoring for proposals that addresses the review criteria: Overall design (0-40 points), budget (0-30 points), Work Plan/Mentor Plan (0-30 points).

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

- Partnerships or outcome benefits for multiple tribes (10-20 points).
- Previous experience with youth program, internships in climate adaption (10-20 points).
- Proposal includes a tribal community recognized by the White House as a Climate Action Champion (20 points).