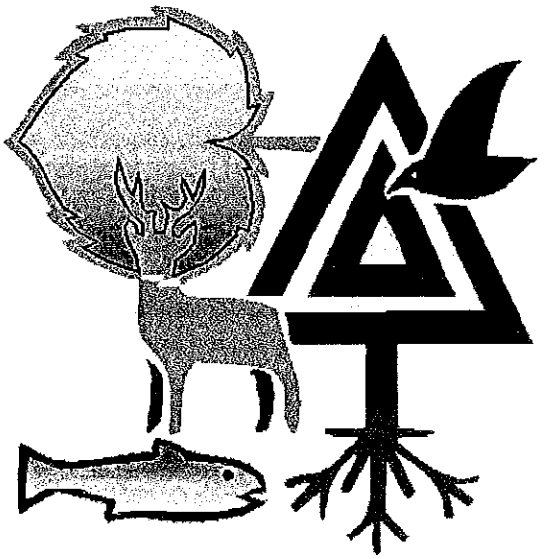
Request for Proposals Fiscal Year 2011

Integrated Resource Management Plan Development Project



Bureau of Indian Affairs
Office of Trust Services
December 2010

United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

DEC 09 2010

Dear Tribal Leader:

The Bureau of Indian Affairs (BIA) is authorized to provide funding to tribes for the development of tribal Integrated Resource Management Plans (IRMP). The IRMP Development Project is the funding component of the Deputy Bureau Director, Office of Trust Services (OTS) IRMP program. One project funding proposal per tribe per fiscal year is accepted from federally recognized tribes for activities directly related to development of long-range, tribal IRMP. Funds will be dispensed to tribes through the award of Pub. L. 93-638 grants after all submitted proposals are ranked by an impartial review panel, and will be administered by the appropriate BIA regional or agency office, or as additions to self-governance compacts through the Office of Self Governance.

The OTS has published and widely distributed the "Guidelines for Integrated Resource Management Planning in Indian Country" for the benefit of tribal planners. This publication serves as a reference for tribes during the integrated resource planning process. This document can be obtained from our website, or from the National IRMP Project Manager. The OTS Division of Forestry and Wildland Fire Management, Branch of Forest Resources Planning, also offers training at no charge to tribes undertaking IRMP efforts.

This is year 14 of the IRMP Development Project. In FY 2010, $1,000,000 was distributed to 17 tribes in support of their planning efforts. Six of these tribes were funded in previous years, and 11 tribes received first-time IRMP Development Project funding.

Grant applications will be ranked in two categories: proposals for $50,000 or less and proposals for more than $50,000. The FY 2011 project funding pool will be approximately $1,000,000, with the intention to divide this amount between the two categories. However, a proposal's quality and credibility, rather than which category it is in, will determine whether the proposal is funded. This policy to fund the best proposals regardless of category may cause more funding to be awarded in one category than the other.

If you have questions concerning the BIA's IRMP Program, please contact your agency, regional office, or National IRMP Project Manager, Mr. Bob Bizal, Branch of Forest Resources Planning, 12136 W. Bayaud Avenue, Suite 330, Lakewood, Colorado 80228, telephone (720) 407-0635, fax (720) 407-0640, or robert.bizal@bia.gov.

Sincerely,

Larry Echo Hawk
Assistant Secretary – Indian Affairs

After January 1, 2011, contact Mr. Tim Moriarty, Branch of Forest Resources Planning, (720) 407-0632, timothy.moriarty@bia.gov.

PROPOSAL PROCEDURES FOR THE TRIBAL INTEGRATED RESOURCE MANAGEMENT PLAN DEVELOPMENT PROJECT

1. Tribal Integrated Resource Management Plan Development Project

PURPOSE: The purpose of the Integrated Resource Management Plan Development Project is to provide seed monies to assist tribes in developing strategic, comprehensive resource plans.

The Integrated Resource Management Plan Development Project

A tribal Integrated Resource Management Plan (IRMP) is a long-range, strategic level, comprehensive plan which integrates the management actions applied to a tribe's natural resources and other resources of value. It is a tribal policy document, based on the vision the tribe has for its resources. It describes the types of management activities which are to be undertaken by tribal and BIA resource management personnel, and serves as the umbrella plan under which all resource planning and management activities are conducted.

The Bureau of Indian Affairs has a long-term goal to help tribes assert their sovereignty. By assisting tribes to develop strategic policies related to resources, the Tribal IRMP Development Project serves as one part of BIA efforts to meet this goal. A pool of funds within the IRMP program has been set aside specifically to assist tribes to start or continue IRMP initiatives, and/or obtain IRMP related training.

Section 103 of the Indian Self-Determination Act, P.L. 93-638, as amended by P.L. 100-472, contains the authority for the IRMP Development Project.

The Bureau of Indian Affairs, Office of the Deputy Bureau Director-Trust Services, administers this program through the Division of Forestry and Wildland Fire Management, Branch of Forest Resources Planning (BOFRP) in Lakewood, Colorado. The project receives funds on a year-to-year basis. Thus, while a tribal IRMP effort may extend over several years, funding for successive years depends on fiscal year allocations.

Each year, BOFRP has received more proposals than can be funded. The Office of Trust Services has established ranking procedures and criteria (Section 7). Award of funds will be based on merit of the proposals. The Bureau will distribute funds via P.L. 93-638 grants (or by transfer to the Office of Self-Governance) to tribes according to the order of ranking of their IRMP Development Proposals. About ten proposals were funded each fiscal year from 1998 to 2003. Twenty-one proposals were funded for FY 2004, 25 for FY 2005, 21 each for FYs 2006 and 2007, 18 each for FYs 2008 and 2009, and 17 for FY 2010.

What IRMP Development Project Funds Can be Used For

IRMP Development Funds can be applied to two general areas: 1) conduct long-range, strategic integrated planning activities, and 2) acquire individual and group training which will directly support IRMP activities.

Funding requests may include:

- Personnel costs such as salary, benefits, and travel
- Contracting for outside expertise such as facilitators or subject matter experts
- Training for groups or individuals
- Information acquisition, development, and management
- Public outreach and meeting costs
- Document printing and distribution costs

Within their proposals, tribes may include funding needs of federal partners who will be directly supporting tribal planning efforts. This can include BIA offices. Such funds may be directly transferred to BIA offices, and via interagency agreements with other organizations.

What IRMP Development Project Funds Cannot be Used For

Funds are specifically for IRMP related activities. Examples of items which cannot be funded with IRMP funds are:

- Equipment purchase or lease (computer hardware and software, vehicles, office furniture, etc.).
- Inventory development, including mapping, surveying, and remeasurement costs. These funds are not for development of new or updated inventories, or to acquire large volumes of data. Data purchases should be minimal, and restricted to purchase of readily available datasets. (Reasonable development of GIS data layers from existing inventories is acceptable.)
- Any activity not described in the IRMP Development Proposal, the tribal resolution, grant statement of work, or award letter.
- Funding of individual resource management programs or projects, including program or project planning.
- Establishing an office.
- Indirect costs.

Proposal procedures should be followed closely to avoid disqualification. Each proposal will be reviewed for compliance. Proposals containing elements which cannot be funded may be returned to the tribe for modification or correction, if time allows.

BIA IRMP Training

The BIA offers IRMP training on a first-come, first-served basis. This training is usually presented at a tribal site. There is no charge to the tribe for this training, but the tribe provides suitable training facilities and coordinates attendance. Training is arranged through the National IRMP Project Manager.

2. IRMP Development Proposal Deadline

February 25, 2011: Deadline for Receipt of Proposals at BOFRP

The deadline for receipt of IRMP Development Proposals **at BOFRP** is **February 25, 2011.** (This is not the postmark date.) To ensure timely arrival of proposals at BOFRP, the following procedure is recommended:

1) Tribes submit the original and four copies of their IRMP Development Proposal directly to BOFRP at the address below. At the same time, submit one proposal copy to the appropriate BIA agency or regional office.

2) Upon receipt of the proposal at BOFRP, the National IRMP Project Manager will review the proposal package for completeness, including whether the tribal resolution is **current** (see Section 4, Element 2) and properly signed.

Each office should retain a copy of any proposal received for their records. BIA agencies should forward a copy of any proposal to their regional office.

BOFRP mailing address:

National IRMP Project Manager
BIA-BOFRP
12136 W. Bayaud Ave., Suite 330
Lakewood, CO 80228-2115
Attention: Bob Bizal

March 7-11, 2011: Ranking of Proposals

Evaluation and ranking of proposals will be completed by March 11, 2011. Recommendations will be forwarded to the Bureau of Indian Affairs Director in Washington, DC, for approval.

Tribes will be notified concerning results of the ranking as soon as possible. Award of grants will be handled through the appropriate BIA regional or agency office, or the Office of Self-Governance.

3. Considerations Before Writing an IRMP Development Proposal

Funding Availability

Funding for the IRMP Development Project is limited. Proposals supported by tribal or other funding sources will have a better chance of being fully funded. The range of awards over thirteen years has been $5,200 to $100,400, averaging $50,150.

Compliance with Proposed Activities

The BIA will monitor IRMP Development Projects for compliance to assure that funds are being applied to meet proposal goals and objectives. By submitting an IRMP Development Proposal, a tribe agrees, if funded, to provide quarterly accomplishment and expenditure reports to the National IRMP Project Manager. These reports will provide a measure of tribal IRMP accomplishments, and will serve as a reference during evaluation of future IRMP Development Proposals.

Tribes which spend IRMP Development Project funds inappropriately or ineffectively will not be funded in the future. Generally, additional funding in future years will not be supported or recommended until milestones which were scheduled in previously funded proposals have been met. Under some circumstances, funding may be recommended when delays have been beyond the tribe's control.

Multi-Year Projects

The Office of Trust Services cannot commit future fiscal year funding. IRMP Development Grants are intended to be completed within one year of award. Projects that require more than one year should be broken into discrete units, each of which can be completed in one year. A tribe must submit a new proposal and **new resolution** for each year's funding. Receiving funds in one year does not guarantee funding in future years. Proposals are treated equally, whether a first-time proposal, or a proposal for an ongoing project where milestones to date and quarterly report requirements have been met.

4. Elements of the Proposal Package

Required Elements

A complete IRMP Development Proposal package **must** contain the following elements:

1) Proposal Cover Sheet (see page 11);
2) **Current** tribal resolution authorizing the proposed project;
3) IRMP Development Proposal;
4) Detailed budget estimate **and** budget narrative.

Each IRMP Development Proposal will be examined for these elements. Proposals which do not contain all required elements will be considered incomplete, and may be disqualified.

Element 1: Proposal Cover Sheet

Self-explanatory (see page 11).

Element 2: Tribal Resolution

The resolution must have been passed within 120 days before the date of proposal submittal, and must clearly refer to the present IRMP proposal. **A current resolution is required for all proposals, regardless of previous IRMP funding received.**

The tribal resolution must authorize development of an IRMP and should include:

1) A statement that the tribe desires to develop an integrated resource management plan;
2) A description of the integrated resource management planning activities or related training program to be undertaken;
3) A statement describing limitations (if any) the tribal council will impose on the IRMP process.

A clear and specific tribal resolution will be an asset during the review and award process. For examples of tribal resolutions, see Chapter 3 in *Guidelines for Integrated Resource Management Planning in Indian Country.*

Element 3: IRMP Development Proposal

The IRMP Development Proposal describes proposed actions, the project schedule, and deliverable products. These are components of the IRMP Workplan. The proposal should be well organized and clearly presented so the ranking panel can quickly and thoroughly understand it. Section 5 provides additional details about information required in this element. See Chapter 4 in *Guidelines for Integrated Resource Management Planning in Indian Country* for information on workplans.

Element 4: Budget Estimate and Narrative

A budget estimate **with narrative** describing how the funds will be spent is required. The ranking panel will review each estimate to determine whether the budget:
1) is reasonable; 2) appears capable of producing the results described in the proposal; and 3) contains allowable expenses as explained in Section 1. Section 6 discusses a budget estimate in greater detail.

5. IRMP Development Proposal Components

The main IRMP Development Proposal components are: I) Introduction and Need; II) Description and Justification of Proposed Actions; III) Project Schedule; and IV) Deliverable Products.

I. Introduction and Need

Prepare a short summary of the proposal which includes the following:

Where? Describe the location being planned for.

What? Identify and describe the proposed actions.

Why? Summarize the justification for the project, and tribal needs and issues that will be addressed by development of an IRMP.

II. Description and Justification of Proposed Actions

Describe the proposed project, including issues to be addressed, and overall goals and objectives. Provide clear justification of the proposed actions, including benefits to be derived by the tribe. If the proposal is for developing an IRMP, include an explanation of how the proposed activities will move the tribe closer to its planning targets and desired future conditions.

If the proposal includes training, the justification should describe how the proposed training will benefit IRMP activities. Be as specific as possible about who will receive the training, who will provide the training, and the necessary time frame.

Discuss who will be responsible for leading and managing the IRMP project, including short resumes of their qualifications. Concise, pithy resumes that emphasize managerial or planning experience are strongly encouraged.

If the proposal is for the initiation of an IRMP effort, include a preliminary IRMP Workplan. Describe: 1) the general goals, organization, and techniques of the planning effort; 2) how the public will be involved; 3) the IRMP breadth and depth; 4) the geographic area of consideration; 5) the staff disciplines and skills that will be needed; and 6) the resource information needed for the planning effort, and whether it is already available or not. For complete workplan contents, see Chapter 4 in *Guidelines for Integrated Resource Management Planning in Indian Country*.

If the overall IRMP process will take longer than one year, include a general plan showing the proposed schedule for the full process. Specific details need only be provided for that portion of the overall process which would occur under the current proposal.

If the proposal is for continuation of an existing IRMP effort, describe how actions in the proposal will be integrated with the existing effort. Include descriptions of accomplishments to date and current activities.

III. Project Schedule

IRMP Development Proposals must include an estimated schedule of actions, including the output of products generated by the project. A Gant-type chart depicting milestones and relative times to completion is suitable.

IV. Deliverable Products

The proposal will mention quarterly activity reports and a copy of the final IRMP as deliverable products.

The tribe will provide a copy of each deliverable to the National IRMP Project Manager at the Branch of Forest Resources Planning in Lakewood, CO, and to the BIA grant monitor at the appropriate agency or regional office.

6. Proposed Budget

Include a line item budget (examples on pages 8 and 9), **with separate narrative justification** explaining how grant funds will be used to carry out the proposed actions and achieve overall IRM planning goals and objectives. The proposed budget will be used by the ranking panel to evaluate the cost-benefit aspects of each proposal. The budget estimate should include cost details listed in the following categories: a) tribal personnel; b) travel; c) information acquisition, development, and management; d) public involvement; e) training; f) publication and distribution; g) external personnel; and h) miscellaneous.

a) Tribal personnel - List salary and benefit costs for each position identified. Personnel funded through this project must have the qualifications necessary to perform the work.

b) Travel - Specify by type and purpose.

c) Information acquisition, development, and management - Provide sufficient detail for the ranking panel to evaluate the expenses. Include costs of purchasing, organizing, and managing necessary data. The intent of the IRMP Development Project is not to fund development of new or updated inventories or acquire large volumes of data. Data purchases should be minimal, restricted to purchase of readily available datasets.

d) Public involvement - Describe items such as meeting costs, facility charges, transportation, refreshments, copying costs for handouts, etc.

e) Training - Specify by type and purpose.

f) Publication and distribution - Include costs of editing, printing, and distributing formal reports, including drafts and the final IRMP.

g) External personnel - Include the estimated amount of project funds, if any, that will be paid to planning participants who are not tribal employees. This may include experts from other organizations as well as professional consultants. All consulting fees must be supported by work statements which describe consultant(s) roles and actions.

h) Miscellaneous - Detail any miscellaneous costs within the proposal.

Narrative explanations of each budget element are **required**, and are extremely helpful to the ranking panel. Explanations should address activities that are discussed in the Description and Justification of Proposed Actions section.

Tribal funding support is strongly encouraged, but not required. Such support indicates tribal commitment, and a proposal containing this support may rate higher than the same proposal without tribal funding support. There is no required match percentage.

Figure 1. Example Budget for Group Training On-Reservation

Training Expenses – Facilitator Training for 10 Personnel

Trainer Fee (including travel)	$6,250
Materials Fee	250
Training Room Fee	100
Total	$6,600

Figure 2. Example Budget for Individual Training Off-Reservation

Training Expenses – IRMP-Related Training (Identify)

Tuition (2 people @ $625 each)	$1,250
Travel - Ground Transportation	
350 miles @ $.50 per mile	175
- Per Diem and Expenses	
2 @ 5 days @ $86 per day	860
Total	$2,285

Figure 3. Example Budget for an IRMP Development Project

	Request	Tribal Contribution
Tribal Personnel		
Salaries		
IRMP Team Leader (.5 year)	$19,000	$19,000
Clerk/Typist (.25 year)	7,000	
GIS Specialist (.25 year)	8,000	8,000
	$34,000	$27,000
Benefits (@20%)	6,800	5,400
Subtotal Personnel	$40,800	$32,400
Travel		
Transportation - local travel		
Vehicle -1000 miles @ $.50/mile	$500	
Subtotal Transportation	$500	$0
Lodging and Per Diem-none requested	$0	
Subtotal Lodging and Per Diem	$0	$0
Information Acquisition, Development, and Management		
Acquire USGS DLG's	$400	
Subtotal Information Needs	$400	$0
Training (Described in Figures 1 & 2)	$6,600	$2,302
Subtotal Training	$6,600	$2,302
Public Involvement		
Meeting room rental 4 days @ $50	$200	
Refreshments - 4 meetings @ $100	400	
Handout photocopying	200	
Subtotal Public Involvement	$800	$0
Publication and Distribution	$0	$900
External Personnel		
Facilitator-Attach Statement of Work	$6,000	$6,000
Facilitator travel	1,000	$0
Subtotal External Personnel	$7,000	$6,000
Other Expenses		
Map plotter supplies	$500	
Subtotal Other Expenses	$500	$0
PROPOSAL REQUEST	$56,600	
TRIBAL CONTRIBUTION		$41,602

7. Evaluation Criteria - IRMP Development Grant Proposal

As in past years, the Bureau of Indian Affairs expects to receive more IRMP Development Project Proposals than funds will be available for. To facilitate equitable distribution of funds, an impartial panel will rank proposals based on the following factors.

Factor		Points
I.	**Needs and Anticipated Results**	**0-20**
II.	**Work Statement - Soundness of Proposed Actions**	**0-20**
III.	**Capability - Potential for Success**	**0-20**
IV.	**Budget**	**0-20**
V.	**Tribal Commitment**	**0-20**

Factor I. Needs and Anticipated Results, including:

> Needs and issues to be addressed by the IRMP; how the IRMP will be used to address them.
> Description of how IRMP will fit into management operations. Benefits to the tribe from IRMP.
> Indicators that IRMP will help the tribe make better management decisions and attain desired future conditions.

Factor II. Work Statement - Soundness of Proposed Actions, including:

> How well the workplan meets the needs and issues outlined in Factor I.
> Workplan clarity and logic that demonstrate understanding of integrated concepts.
> Practicality of the planning schedule.

Factor III. Capability - Potential for Success, including:

> Suitability and experience of tribal personnel who will develop the plan, based on their resumes and vitae.
> Skills of external personnel, based on their expertise, experience, and previous satisfactory performance.
> Cooperative and partnership endeavors existing or planned. Tribal member and community involvement which will support the planning effort.

Factor IV. Budget, including:

> Practical, complete, and appropriate budget. Convincing narrative description of budget items.
> Tribal funding support (including in-kind), or explanation if proposal has no tribal funding support.
> Funding from other sources and how this might complement IRMP Development Funds.

Factor V. Tribal Commitment, including:

> Evidence of tribal executives' commitment, including content of the tribal resolution and council member involvement for the project duration.
> Project roles identified for tribal managers. Commitment of staff time to project.
> Timely submittal of satisfactory quarterly reports to the National IRMP Project Manager (if IRMP previously funded).

Proposal Cover Sheet

FY 2011 Tribal Integrated Resource Management Plan Development Project

Proposing Tribe _____

Tribal IRMP Contact Person _____
Address _____

Telephone Number _____
Fax Number _____
E-mail Address _____

Category of Proposal
_____ **$50,000 or less** _____ **More than $50,000**

Submit the required elements described in Section 4:
_____ **Current Tribal Resolution, and this Proposal Cover Sheet**
_____ **Project Description and Explanation**
_____ **Project Budget and Budget Narration**

The tribe agrees that if its proposal is awarded funding, the tribe will provide the National IRMP Project Manager quarterly activity reports of grant accomplishments and expenditures, and will provide the project manager a copy of the final IRMP.

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Scores to be Assigned by Evaluation Panelists

Factor I (20 max.) _____
Factor II (20 max.) _____
Factor III (20 max.) _____
Factor IV (20 max.) _____
Factor V (20 max.) _____
Total _____ **Panel Member Initials** _____